



Road and Street Naming Policy

<b>Policy Identification:</b>	
Policy type:	Council
Summary:	To guide Council process when there is a need to assign or change the name of a public or private road or a public place.
Record number:	14.63.1
Date of adoption or approval:	18 May 2007
Last Review:	15 June 2018
Next Review Date:	Once in each term of council (every four years)
Approval:	Council
Responsible department:	Infrastructure Services
Responsible officer:	Director Infrastructure Services
Consultation required:	Public notice will be given of adopting or altering this policy [see s.219(7) of the LG Act]
Relevant references:	Guidelines for the Selection of Names for Roads in South Australia, Surveyor General, Land Services, South Australia
Delegations:	
Legislation:	Local Government Act, 1999, Section 219, Geographical Names Act 1991
Related policies:	Public Consultation Policy Community Award Policy
Related procedures:	

**1. Introduction**

A Council has the power under section 219 of the *Local Government Act 1999* (the LG Act) to assign a name to, or change the name of:

- a public road;
- a private road; and
- a public place.

Council *must* assign a name to each public road created by land division<sup>1</sup>.

It is Council's policy that all sealed public roads and all formed public roads within the Council area that are regularly accessed will be assigned a name.

All formed private roads that are accessible to the public (with the exception below) will also be assigned a name. This includes roads within complexes such as universities, hospitals, retirement villages, and roads in forests or parks etc. Private roads with five or less property addresses do not need to be named. In these cases address numbers will be assigned off the road that the private road exits on to.

All roads that can be used as part of an address for an address site will be assigned a name.

*Note: The naming of State roads is the responsibility of the Department of Planning, Transport & Infrastructure. (DPTI)*

Road name signs that identify each public road will, as far as practicable, be placed at every road intersection and will clearly indicate the road to which it applies.

*Note: While the Australian Standard stipulates that road name signs should be placed at every intersection, this may not always be practicable in rural areas.*

Whilst there is no requirement under the provisions of the Local Government Act, 1999, or under Council's Public Consultation Policy for Council to publicly consult in the naming of roads, streets or public places, in the case of any request or proposal to change the existing name of a road, street or place Council will consider the need to engage in public consultation. Consideration will be based on the circumstances of each request or proposal.

## 2. Strategic reference

Leadership and engagement ; strategy 4.2.1 implement a transparent, accountable and consistent decision making process.

## 3. Principles

This policy has been developed to meet Council's core values. Our core values are the principles, attributes and qualities we hold as important that we will display in the way we go about our business

### Core Values

#### We are GENUINE

Adhering to moral and ethical principles, being honest, accountable, trustworthy and authentic.

#### We will LISTEN

Communicating as well as engaging the community in an open, honest and constructive manner at all times.

#### We are CARING

Showing respect, compassion and empathy and being supportive of each other and our community.

#### We will be INNOVATIVE

Seeking out and making use of new ideas and opportunities, showing initiative and being progressive, proactive and creative.

#### We are UNITED

Working as a team in an inclusive, co-ordinated and collaborative manner to achieve our common goals.

#### We will aim for EXCELLENCE

Consistently delivering quality service outcomes and endeavouring to be a high performance organisation.



### 3. **Initiating the Road Naming or Change of Road Name Process**

A road naming process may be initiated if:

- a request is received by the Council from an affected land owner or their agent;
- Council resolves that a name change be investigated;
- Council staff determine it is in the public interest to investigate a change in road name;
- Council opens or forms a road; or
- Council receives an application for a land division.

### 4. **This policy is to be read in conjunction with the District Council of Loxton Waikerie Community Award Policy**

The Community Award Policy was developed as a means of offering acknowledgment of the achievements of residents and past residents. This policy enables Council to provide a more inclusive criteria for public recognition and offer more means of acknowledgment for extraordinary achievement for posterity.

It is also an acknowledgement that opportunities to name roads can be limited.

### 5. **Road Names**

In the naming and renaming of public roads the following principles, as referenced within the Guidelines for the Selection of Names and Roads in South Australia ( Surveyor General, Land Services of South Australia) will be observed.

#### **5.1 *Uniqueness***

A road will have only one name.

A road name will be unique within an official suburb or rural locality. Duplicate road names within a suburb/locality will be resolved in order to avoid confusion (eg emergency services response).

Roads that are maintained by DPTI will be named by DPTI. Council will consult with DPTI in relation to naming these roads.

Duplicate names and similar sounding names (e.g. Paice, Payce or Pace Roads) within a suburb or locality will be avoided where possible.

If possible, duplication of names in proximity to adjacent suburb or locality will also be avoided. However, roads crossing Council boundaries should have a single and unique name.

Wherever practicable, road names will be continuous from the logical start of the road to the logical end of the road, irrespective of Council boundaries, landforms and intersecting roads.

## **5.2 Name sources**

The following principles are to be considered when choosing names for roads within the District Council of Loxton Waikerie.

Road names should either reflect:

- (Loxton) - the names of all Victoria Cross recipients since WW1
- Names of war service men and women who have died in or as a result of active service.
- Names suggested by the Aboriginal Land councils that relate to prominent aboriginals, landmarks or areas of historical significance.
- Either full names or surnames may be used for roads as appropriate names that acknowledge eminent persons within the locality or historical property in the area or of an historical background. Such names may include long term property owners, early explorers, settlers or persons who have excelled in some community oriented or other activity.
- Consideration will be given by Council to suggestions made by a developer for road and street names within that property development
- Where new roads are created as an obvious extension of an existing road, the new road shall have the same as the existing.
- Names that are part of a common theme for road names in a locality.
- Names referring to existing natural, physical, historical or cultural character of the area concerned.

The origin of each name will be clearly stated and recorded as part of the Council's historical records.

The local Aboriginal community will be consulted when choosing Aboriginal names or using words from relevant Aboriginal languages.

## **5.3 Propriety**

Names, which are characterised as follows, will not be used:

- Names that duplicate other names in use in that locality
- Offensive or likely to give offence;
- Incongruous - out of place; or
- Commercial or company.

## **5.4 Communication**

Names will be reasonably easy to read, spell and pronounce in order to assist service providers, emergency services and the travelling public. Unduly long names and names composed of two or more words should be avoided:

- a given name will only be included with a family name where it is essential to identify an individual or where it is necessary to avoid ambiguity. The use of given names will generally be avoided;
- whilst street and cul-de-sac names should have only one word, it is recognised that some roads require a two word name because of their

- geographic relationship e.g. Proof Range Road;
- roads with double destination names will be avoided.  
*For example Loxton-Berri Road.*

## **5.5 Spelling**

Where it is intended that a road have the same name as a place or feature with an approved geographical name, particular care will be taken to ensure that the correct spelling of the official place name is adopted as shown in the State Gazetteer.

Where the spelling of names has been changed by long established local usage, unless there is a particular request by the local community to retain the original name, the spelling that is sanctioned by general usage will be adopted.

Generally road names proposed or approved will not contain abbreviations e.g. the “Creek” in “Wallaby Creek Road” must not be abbreviated. There are, however, two exceptions, “St” will always be used in place of “Saint” and it is acceptable to use “Mt” for “Mount”.

## **5.6 Form**

The apostrophe mark ‘ will be omitted in the possessive case e.g. “Smith’s Road” will be “Smiths Road”.

Names will avoid the use of the possessive “s” unless the euphony becomes harsh e.g. “Devil Elbow”.

The use of hyphens will be avoided. However, hyphens may be used when naming a road after a person with a hyphenated name.

## **5.7 Road Type**

Road names will include an appropriate road type suffix conforming with the following guidelines:

- The suffix chosen will be compatible with the class and type of road. Assistance to both the motorists and pedestrians is a major consideration in choosing the suffix.
- When a suffix with a geometric or geographic connotation is chosen it will generally reflect the form of the road, eg,
  - o Crescent - a crescent or half moon, rejoining the road from which it starts;
  - o Esplanade - open, level and often along the seaside or a river.
- For a cul-de-sac use Place, Close, Court or a suffix of similar connotation.
- Highway (HWY) will be specifically reserved for roads associated with the state arterial road network. Its use will be restricted to roads of strategic importance constructed to a high standard.

The following list of suitable road type suffixes is included as examples. The

list has been sourced from Australian Standards AS 1742.5 - 1986 and AS 4212 – 1994. An expanded road type list and acceptable abbreviations, sourced from AS 4590:2006 is listed as Appendix 1 of the policy. Only road types shown in the standards documents will be used.

Alley	Avenue	Boulevard	Bypass
Circle	Circuit	Circus	Close
Court	Crescent	Drive	Arcade
Grove	Lane	Mews	Parade
Parkway	Place	Plaza	Promenade
Road	Row	Square	Street
Terrace	Walk	Way	

### **5.8 No Prefix or Additional Suffix**

The use of a compass point prefix/suffix or an additional suffix such as “north” or “extension” will be avoided, particularly where new roads are to be named. Where an existing road is subsequently bisected as a result of traffic management planning or some other reason, it may be appropriate to delineate each half of the road by the addition of a compass point suffix for the purposes of assisting the community and the emergency services to locate the appropriate part of the road.

## **6. Naming of Private Roads**

This policy covers all formed roads that are regularly accessed and therefore includes private roads. Private land owners are not obliged to seek Council approval for naming their roads. However, there is a public interest in encouraging private land owners and developers to select suitable names, preferably in accordance with this policy, and to obtain Council endorsement for the name. Where Council proposes to assign a name to a private road it will consult with the owner of the land over the proposed name and the signage requirements for the road.

## **7. Consultation with Adjoining Councils**

If a Council decides to change the name of a public road that runs into the area of an adjoining Council, the Council will give the adjoining Council at least two months notice of the proposed change and consider any representations made by the adjoining Council in response to the notice. [see s.219(2) of the LG Act]

## **8. Public Notice of Name Assignment or Change**

Council will give public notice of the assigning or changing of a road name. This will be by publication in the Government Gazette and by notice in a newspaper circulating generally throughout the State, as required under the LG Act. Public notice will include the date that the new name takes effect (see below) and notice will also be published on the Council's website, [www.loxtonwaikerie.sa.gov.au](http://www.loxtonwaikerie.sa.gov.au)

As required under the Local Government Act, 1999, publication will be in accordance with Council's Public Consultation Policy.

## **9. Advise Relevant Parties of New Name or Name Change**

Council will provide written notice (e.g. by email) of Council's decision on a new road name or name change to all relevant parties, including:

- Registrar-General;
- Surveyor-General; and
- Valuer-General [see s.219(3)(a) of the LG Act]
- the owner of the road (if a private road);
- owners of abutting properties;
- Australia Post;
- Telstra;
- SA Water;
- ETSA Utilities;
- SA Police;
- SA Ambulance Service; and
- Country Fire Service.

## **10. Date of Effect for New Names or Name Changes**

The date of effect of the new or changed road name will be determined at the time the decision to assign the name so as to allow sufficient time for all stakeholders to make arrangements to ensure a smooth transition.

The date of effect will be determined after considering:

- In respect of renaming an existing road, the impact on existing property owners, residents, tenants and occupiers. For example the time required to advise relevant parties to change letterhead stationary and advertising references;
- Potential confusion for people using maps and street directories that effectively become out of date; and
- The desire of some developers to sell property 'off the plan' and the opportunity for new owners to know their future address at an early stage.

Council will update the Register of Public Roads as required by s.231 of the LG Act.

## **11. Road Name Signage**

Council will ensure road naming signage in accordance with the relevant Australian Standard (AS 1742.5 – 1997) is erected. (Signage may be erected during construction of a sub-division). The District Council of Loxton Waikerie logo will be included on the road name signs.

## **12. Monitor and Review of Policy**

This policy will be regularly monitored and reviewed every 2 years. Public notice will be given of adopting or altering this policy [see s.219(7) of the LG Act]

### 13. Availability

This Policy will be available for inspection at the Council Offices at Loxton or Waikerie during ordinary business hours at no charge.

Copies of this Policy will also be available from Councils website [www.loxtonwaikerie.sa.gov.au](http://www.loxtonwaikerie.sa.gov.au) or postal copies may be obtained from the Council Office, free of charge.

### 14. Document history and version control

Date	Version	Authorisations:- council/ committee/ senior management team/ director	Amendment details
18/05/2007	1.0	Council at the meeting of 18 May 2007	First version
17/09/2010	2.0	Council at the meeting of 17 September 2010	The procedure was deleted; addition of extended Introduction to reflect the powers and obligations under section 219 of the Local Government Act 1999 and the addition of the following <b>Name Source</b> :- <ul style="list-style-type: none"><li>(Loxton) names of all Victoria Cross winners since WW1</li></ul>
19/08/2011	2.0	Council at the meeting of 19 August 2011	No changes noted
17/08/2012	2.0	Council at the meeting of 17 August 2012	No changes noted
16/04/2014	2.1	Council at the meeting of 16 April 2014	Acknowledgement of the Community Award Policy
17/06/2016	3.1	Council at the meeting of 17 June 2016	Minor amendments note the current strategic reference, extended review period and the addition of document history and version control.
15/06/2018	3.2	Council at the meeting of 15 June 2018	Extension of the review period to that of once in each term of council and addition of council's core values statement.