POLICY	roxbycouncil young vibrant community	Responsible Department	Governance & Community
		Original Adoption Date	27.02.19
		Current Adoption Date	**27.02.19**
		Audit Committee Review Date	NA
		Date of Review	27.02.22

TITLE	**POLICY – NAMING OF ROADS AND PUBLIC PLACES**
Latest Review Changes	New Policy
Previous Council Reviews	NA
Previous Audit Committee Reviews	NA

Applicable Legislation:

Local Government Act 1999

Related Policies and Registers (alphabetical list):

Public Consultation Policy

Register of Public Roads

Related Procedures:

Reference Documents:

Local Government Association (LGA) Model Policy for Selection of Road and Public Place Names (2011)

1. PURPOSE OF POLICY

The purpose of this policy is to ensure a uniform and coordinated process with regard to the naming of streets, roads and public places within the Council area.

2. SCOPE

Council has the power, under section 219 of the Local Government Act 1999, 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 a land division.

3. PRINCIPLES

Council commits to the naming of all public roads to:

- enable safe response by emergency services when attending urgent call outs; and
- assist the public in moving around the Council area

4. DEFINITIONS

Public Road includes roads under Council's ownership, care, control or management but does not include 'unmade' road reserves.

Private Road means a road that runs through private property and is privately owned by a member of the public

Public Place means a place that is open to members of the public and is under the care, control or ownership of Council.

5. POLICY

Council will assign a name to:

- all sealed public roads;
- all formed public roads and public places within the Council area that are regularly accessed;
- all roads that can be used as part of an address for an address site: and
- each public road created by a land division

Council may also assign names to public places where they are of significance to Council or the Community.

Council will not name State roads as this is the responsibility of the Department of Planning, Transport and Infrastructure.

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.

The road and public place 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 or public place;
- Council opens or forms a road;
- Council receives an application for a land division; or
- A new public place is created

Decisions relating to new or altered names must be made by a resolution of Council with recommendations based on an appropriate level of public notification and community consultation.

6. NAMES OF ROADS AND PUBLIC PLACES

In the naming and renaming of public roads and public places the following principles will be observed.

6.1 Uniqueness

- A road or public space will have only one name and be unique within the municipality. Duplicate road names within the municipality will be resolved in order to avoid confusion (e.g. emergency services response);
- Duplicate names and similar sounding names (e.g. Paice, Payce or Pace Roads) within the municipality will be avoided where possible;
- Roads crossing Council boundaries should have a single and unique name.
- Roads that are maintained by the Department of Planning, Transport and Infrastructure (DPTI) will be named by that agency. Council will consult with DPTI in relation to naming these roads.
- 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.

6.2 Name Sources

Sources for road or public place names may include:

- Aboriginal names taken from the local Aboriginal language;
- early explorers, pioneers, and settlers;
- eminent persons;
- local history;
- thematic names such as flora, fauna, ships etc;
- war/casualty lists; and
- Commemorative names.

Names will be selected so as to be appropriate to the physical, historical or cultural character of the area concerned.

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

6.3 Propriety

Names will not be used where they are considered to be:

- Offensive or likely to give offence;
- Incongruous - out of place; or
- Commercial or associated with a company or business.

Where Council wishes to seek sponsorship to support the development or management of its facilities, naming rights may be issued following approval by Council.

6.4 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. For example roads with double destination names (e.g. Roxby Downs – Andamooka Road). The following exceptions will also apply:

1. 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.
2. It is recognised that it may be appropriate to name a major road with a two word name due to its geographic relationship or to properly acknowledge the person for whom the road is named.

4.5 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, however, two exceptions, “St” will always be used in place of “Saint” and it is acceptable to use “Mt” for “Mount”.

4.6 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.

4.7 Road Type

Road names will include an appropriate road type suffix conforming to 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 such as Crescent (a crescent or half-moon rejoining the road from which it starts) or 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 will be used
- 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. It will not be used unless direction has been provided by DPTI of the suitability of this suffix.

The following list provides examples of suitable road type suffixes:

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	

Note: The list has been sourced from Australian Standards AS 1742.5 - 1986 and AS 4212 – 1994. An expanded road type list and acceptable abbreviations can be sourced from AS 4590:2006. In most instances the connotations are clear but where necessary a definition can be checked in a dictionary. Only road types shown in the standards documents will be used.

4.8 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.

4.9 Naming of Private Roads

This policy covers all formed roads that are regularly accessed and therefore includes private roads. There is a public interest in encouraging private land owners and developers to select suitable names, preferably in accordance with this policy, and to seek Council’s comments before they are determined.

Where an owner names a private road, they will notify Council of the road name selected and signage will then be erected by Council at the owner’s cost. The owner of the road is responsible for maintenance of signage; this may be carried out by Council but will be at the owner’s cost.

5. CONSULTATION

The opinion of owners of properties within any street that is to be assigned a name, or is proposed to be renamed, will be sought unless circumstances indicate that such consultation is not necessary, for major development areas and in instances of urgency.

6. PUBLIC NOTICE OF NAME ASSIGNMENT OR CHANGE

Council will give Public Notice of the assigning or changing of a road or public place name. This will be by Public Notice:

- In the Government Gazette
- In a newspaper circulating with in the Council area
- On Council's website (www.roxbydowns.sa.gov.au)

All Public Notices will include the date that the new name takes effect.

Council will provide written notice of Council's decision on a new road or public place name or name change to all relevant parties including:

- Registrar-General
- Surveyor-General
- Valuer-General
- The owner of a road (if a private road)
- The owner of each property adjoining the portion of the road subject to the assignment of a name or a change of name
- Australia Post
- Australian Electoral Commission
- SA Ambulance Service
- SA Police
- Country Fire Service
- State Emergency Service
- Telstra

7. DATE OF EFFECT FOR NEW NAMES OR NAME CHANGES

The date of effect of the new or changed road name or public place 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 or public place, the impact on existing property owners, residents, tenants and occupiers. For example the time required to advise relevant parties to change letterhead stationery 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 any early stage.

Council will update the Register of Public Roads as required by Section 231 of the Local Government Act 1999.

8. ROAD NAME SIGNAGE

Street name signs will be of such size and shape and constructed of such materials as required by appropriate Acts, Regulations and Standards.

When a name is assigned to a new street in association with a Development Application, it will be a condition of application approval that the applicant/developer has street names signs erected to the satisfaction of Council.

Where the name of a road has been changed, the sign will, unless deemed in appropriate or unnecessary include a reference to the former name for a period of at least one year.

A road name sign may also include a guide to the street numbers that are located within a street or any portion of a street.

Developers will be notified of the requirements of this policy to ensure that any names suggested by the Developer meet such requirements.

9. REVIEW OF POLICY

This policy will be reviewed at least every 3 years. As required by section 219(7) of the Local Government Act public notice will be given when the policy is altered.

10. AVAILABILITY OF THE POLICY

This policy is available for inspection at the Council office at 6 Richardson Place, Roxby Downs during ordinary business hours or via the Council website www.roxbydowns.sa.gov.au at no cost.