

POLICY		Responsible Department	Governance
		Original Adoption Date	27.02.2019
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NAMING OF ROADS AND PUBLIC PLACES

Latest Review Changes	Policy reviewed in accordance with the LGA Model Policy for the Selection of Road Names (2011) Updated to new template.
Previous Council Reviews	27.02.19

Applicable Legislation

Local Government Act 1999
Geographical Names Act 1991

Related Policies

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)
Geographical Names Guidelines
Principles for the Consistent Use of Place Names - October 2016

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1. PURPOSE

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

2.1. Naming of a public road or place typically arises when developers create new public reserves that are vested with Council or when Council receives a request to name a public road or place. Council may also receive a request to name or rename a public road or place that has not been officially named previously but has an historical name through general public usage. This policy outlines the process for managing such requests.

2.2. 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.

2.3. 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.

2.4. The naming and signage of State roads is the responsibility of the State Government.

2.5. 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.

2.6. The road and public place naming process may be initiated if:

- a request is received by the Council from an affected landowner 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

2.7. There are no specific legislative requirements in relation to naming of public places, however this Policy is to be read in conjunction with:

- the Act;
- the SA Government [Geographical Names Guidelines](#); and
- the Permanent Committee on Place Names [Principles for the Consistent Use of Place Names](#) - October 2016.

2.8. 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.

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

For the purpose of this policy, the following definitions apply.

Geographical name	means a name assigned to, or approved as the name of, a place under the Act, and includes a dual geographical name.
Public Road	Refers to and includes roads under Council's ownership, care, control or management but does not include 'unmade' road reserves.
Private Road	Refers to a road that runs through private property and is privately owned by a member of the public
Public Place	Refers to a place that is open to members of the public and is under the care, control or ownership of Council.

5. NAMES OF ROADS AND PUBLIC PLACES

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

5.1. Language

The principles identified below ensure consistency thereby reducing the potential for confusion. These principles are applied throughout Australia and commonly adopted internationally. They also facilitate reliable electronic searching essential for navigation systems, service delivery and public safety. In naming public roads and places, Council must consider the following:

- 5.1.1. Geographical names shall be written in standard Australian English and/or with a recognised format of an Australian Aboriginal language local to the area of the geographical name.
- 5.1.2. Diacritical marks (symbols such as accents or umlauts) are not used in Australian English names and shall be omitted from names drawn from languages that use such marks.
- 5.1.3. Geographical names shall be easy to pronounce, spell and write, and preferably not exceed three words (including any designated term) or 25 characters. An exception to this is in the use of Aboriginal names when it is accepted that a traditional name may at first appear to be complex but will, over time, become more familiar and accepted by the community.
- 5.1.4. The following types of punctuation as used in Australian English shall not be included as part of a geographical name: period (.), comma (,), colon (:), semi-colon (;), quotation marks (""), exclamation mark (!), question mark (?), ellipsis (...), hyphen (-), solidus (/) and parenthesis (()).

For surnames or other names that include a hyphen, the hyphen shall be omitted when used for a geographical name.

- 5.1.5. An apostrophe mark shall not be included in geographical names written with a final 's', and the possessive 's shall not be included e.g. Georges River not George's River. Apostrophes forming part of an eponymous name shall be included (e.g. O'Connell Plains).
- 5.1.6. A geographical name shall not include a preposition e.g. Avenue of the Allies.
- 5.1.7. Geographical names shall not include the definite article (the) as the sole name element of a place name e.g. The Reserve is not acceptable.
- 5.1.8. A geographical name shall not be abbreviated or contain an abbreviation, initial or acronym e.g. Point, not Pt except that St shall be used for Saint. An exception may be where an abbreviation may have become widely accepted by the community (e.g. CWA for Country Women's Association).
- 5.1.9. For the purposes of consistency, names starting with Mc or Mac shall not have a space included between the Mc or Mac and the rest of the name.
- 5.1.10. A geographical name shall not include Arabic numerals e.g. 3 or 4th or Roman numerals e.g. IV or X. Where numbers are included in a geographical name they shall be written in full e.g. Fourth Top Ridge, Eleven Mile Creek.
- 5.1.11. A geographical name shall not include initials e.g. A F Wyatt Reserve.
- 5.1.12. The spelling of geographical names derived from the same source shall be uniform in spelling. (e.g. Mount Kosciuszko is now spelt with z to be consistent with original spelling).
- 5.1.13. Postnominals and titles shall not be included in geographical names eg John Smith not John Smith AO. An exception is the use of 'VC'.

5.2. Form & Character of Names

In naming public roads and places, Council must consider the following:

- 5.2.1. Place names shall be recognisable words or acceptable combinations of words and shall be appropriate to community sensitivities.
- 5.2.2. Discriminatory or derogatory names are not acceptable. Such names are those perceived, at a given point in time, to be offensive, demeaning, or harmful to the reputation of individuals, or to social, ethnic, religious or other groups. It is recognised that the perception of 'discriminatory' or 'derogatory' may vary through time and from place to place.
- 5.2.3. Commercial and business names shall not be used for geographical names, particularly where the name can be construed to be promoting a business. However, business names no longer in use which promote the heritage of an area are acceptable.
- 5.2.4. Use of club, society, association or special interest group names is discouraged. Such association may change their focus or for some reason lose community support. Community based associations, particularly those philanthropic associations, may be acceptable (e.g. Rotary, Lions, Apex).

5.3. Uniqueness & Duplication of Names

- 5.3.1. The purpose of place names is primarily to provide unambiguous direction and reference to identify geographical entities. Duplication of locality names is to be avoided because of the

confusion this will cause, particularly in the dispatch of emergency services, which is now often coordinated from call centres.

- 5.3.2. Duplication of locality names used for addressing purposes can result in delays in arrival of essential services. Duplication can also cause personal difficulties such as failed service delivery and difficulty for tourists and visitors.
- 5.3.3. Uniqueness is the most essential quality to be sought in proposing a new place name. Duplication should be avoided wherever possible, but new place names may be duplicated provided there is no duplication of the name within the local government or adjoining local government.
- 5.3.4. Place names with a different designation value are not considered to be duplications. For example, Mannum Waterfalls and Mannum Waters are acceptable.
- 5.3.5. In naming public roads and places, Council must consider the following:
 - A public road or place will only have one name, unless it is assigned as a dual Aboriginal name, which sits alongside the existing non-Aboriginal name.
- 5.3.6. A road name will be unique within an official suburb or rural locality, these include similar sounding names (e.g. Paice, Payce or Pace Roads). Duplicate road names within a suburb/locality will not be permitted in order to avoid confusion (e.g. emergency services response).
 - Roads that are maintained by the South Australian (SA) State Government will be named by the SA State Government.
 - Duplication of names in proximity to an adjacent suburb or locality will also be avoided.
 - 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.

5.4. Naming of Roads

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

- 5.4.1. 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.
- 5.4.2. When a suffix with a geometric or geographic connotation is chosen it will generally reflect the form of the road e.g.:
 - Crescent - a crescent re-joining the road from which it starts.
 - 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.
- 5.4.3. The following list of suitable road type suffixes is included as examples. In most instances the connotations are clear but where necessary a definition can be checked in a dictionary.
- 5.4.4. 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	

Source: Australian Standards AS 1742.5: 2017 and AS 4212 – 1994. An expanded road type list and acceptable abbreviations can be sourced from AS 4590.1:2017

- 5.4.5. 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. Halfway House Road.
- 5.4.6. Roads with double destination names will be avoided. For example *Woomera-Pimba Road* or *Roxby-Andamooka Road*.

5.5. No Prefix or Additional Suffix

- 5.5.1. 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.
- 5.5.2. 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.

5.6. Name Sources

- 5.6.1. Names will be selected so as to be appropriate to the physical, historical or cultural character of the area concerned, with the origin of each name will be clearly stated and recorded as part of the Council's historical records.
- 5.6.2. Sources for road 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.
- 5.6.3. Names will be selected so as to be appropriate to the physical, historical or cultural character of the area concerned.
- 5.6.4. The origin of each name will be clearly stated and recorded as part of the Council's historical records.
- 5.6.5. The local Aboriginal community will be consulted when choosing Aboriginal names or using words from relevant Aboriginal languages.

5.7. Commemorative Names

- 5.7.1. Commemorative names are those that commemorate a person, event or place. Acts of bravery, community service and exceptional accomplishments are typical grounds for this recognition. The name of persons who gave their lives in service for their country are often used as commemorative names.
- 5.7.2. The person commemorated should have contributed significantly to the area around the geographic feature or locality. When such a name is applied, it shall be given posthumously, at least one (1) year after the death of the person. Names of living persons are by their nature subject to partisan perception and changes in community judgement and acceptance.

- 5.7.3. Commemorative names shall not be used to commemorate victims of, or mark the location of, accidents or tragedies. Ownership of land is not in itself grounds for the application of an owner's name. Names of persons holding public office shall not be used.
- 5.7.4. Personal names, including those of persons still living, may be used for built features e.g. pavilions and grandstands etc., as these features are not formally assigned and not covered by the Act.
- 5.7.5. 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.

5.8. Personal Names

- 5.7.1. The names of deceased persons are suitable for the naming of public roads and places. Such persons shall have had a long term association with, or have made a significant contribution, to the area. In determining suitability when naming a public road or place after an individual, Council must consider the following guide:
 - i. Three (3) or more terms of office on Council.
 - ii. Twenty or more years association with a local community group or service club.
 - iii. Twenty or more years of association or service with a local or state government or organisation.
 - iv. Action by an individual to protect, restore, enhance or maintain an area that produces substantial long term improvements for the community.
 - v. Local residents of note, who are recognised on a state or national level.
 - vi. The death of a person within a place is not solely to be considered sufficient justification for commemoration.

5.9. Recognition & use of Aboriginal Names

- 5.7.2. Council is committed to continuing the recognition of the area's Aboriginal cultural heritage by registering the original place names used by Aboriginal people to identify geographical features.
- 5.7.3. This Policy is designed to encourage and promote recognition of Aboriginal place names and to foster the more frequent and official use of these names, particularly for places where the names have not been assigned as geographical names. If there is a non-Aboriginal name in existence, Council may determine that an Aboriginal place name be reinstated through the dual naming process.
- 5.7.4. Where a feature is identified by a non-Aboriginal name and that name is well established, an Aboriginal name put forward for the feature can be assigned as a dual name to sit alongside the existing non-Aboriginal name.
- 5.7.5. Prior to submitting an Aboriginal name for consideration by the Council, the proponent should consult with Traditional Custodians and relevant Aboriginal communities on all matters concerning Aboriginal place names occurring in their area of current occupation and traditional association. This includes any proposals to assign new names, alter spellings of existing names or assign dual names.
- 5.7.6. Signs or notices explaining the origins of Aboriginal place names should also identify the name of the language group from which the name originated. For example, the name '...' means '.....' from the '....' Aboriginal language group.
- 5.7.7. Further guidance can be obtained from the SA Government [Geographical Names Guidelines](#).

6. PROCEDURE FOR NAMING A PUBLIC ROAD OR PLACE

6.1 Requests to Name a Public Road or Place

- 6.1.1. A public road naming process may be initiated when:
- i. Council receives a written application in the prescribed form (Annexure A), accompanied by the associated non-refundable administration fee per Council's Fees & Charges Register;
 - ii. Council resolves that a name change be investigated;
 - iii. Council staff determine it is in the public interest to investigate a change in road name;
 - iv. Council opens or forms a road; or
 - v. Council receives an application for a land division.
- 6.1.2. A public place naming process is initiated when:
- i. Council receives a written application in the prescribed form (Annexure A), accompanied by the associated non-refundable administration fee per Council's Fees & Charges Register;
 - ii. Council resolves that a name change be investigated; or
 - iii. Council staff determine it is in the public interest to investigate a change to the name of a public place.
- 6.1.1. An application may be received from an affected or adjacent landowner, a member of the public, a community group or an appointed agent.
- 6.1.2. In addition to the relevant administration fee, the Applicant requesting the naming of the public road or place must also confirm in writing that they will pay all costs in full associated with the implementation of the naming, should it proceed. Charges will be per Council's Fees & Charges Register and calculated based upon the cost for implementing the name change.
- 6.1.3. The application must include the reason for the proposed name and any supporting documentation for the proposal. A location map showing the extent of the public road or place to be named, and evidence of public consultation from all residents that will be directly affected by the proposed naming.
- 6.1.4. All requests will be considered on merit and using the standard principles of naming/renaming as set out in this Policy.
- 6.1.5. The request for naming of a public place will not be considered if any of the following applies:
- i. The public place has been formally named by a previous resolution of Council, or already has a formal name, in which instance that name should remain.
 - ii. The public place has been named by the Geographical Naming Board, other relevant authority or listed in the State Gazette Database of Place Names in South Australia.
 - iii. The land is not owned by or under the care and control of Council and as such Council does not have the authority to name the reserve.
 - iv. Dual naming will be considered to re-establish and officially recognise an Aboriginal name of a location or feature, alongside the established non-Aboriginal name.

6.2. 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, Council will give the adjoining Council at least two (2) months' notice of the proposed change and consider any representations made by the adjoining Council in response to the notice (see section 219(2) of the Local Government Act 1999).

6.3. Naming of Private Roads

Private landowners are not obliged to seek Council approval for naming their roads. However, there is a public interest in encouraging private landowners and developers to select suitable names, preferably in accordance with this Policy, and to obtain Council endorsement for the name.

To assist with identification and location services, a private landowner or developer may make an application to Council pursuant to Clause 4.1.1 to formally name a private road.

6.4. 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 <https://www.roxbydowns.sa.gov.au/>.

6.5. Advise Relevant Parties of New Name or Name Change

Written notice of Council's decision on a public road or place name or name change will be provided to all relevant parties, including:

- the Applicant
- Registrar-General
- Surveyor-General
- Valuer-General (see section 219(3)(a) of the *Local Government Act 1999*)
- if a private road, the owner of the road
- owners of adjacent properties
- Australia Post
- Telstra
- Roxby Water
- Roxby Power
- SA Police
- SA Ambulance Service
- State Emergency Service
- Country Fire Service (Roxby Division) and/or Metropolitan Fire Service.

6.6. 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 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 an early stage.

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

6.7. Road Name Signage

Council will ensure road naming signage in accordance with the relevant Australian Standard (AS 1742.5: 2017) is erected. Signage may be erected during construction of a sub-division.

Appropriate dual or interpretive signage will be installed at public places by Council, in accordance with relevant legislation and heritage requirements (if applicable).

7. 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.

8. REVIEW OF POLICY

This policy will be regularly monitored and reviewed each year. Public notice will be given of adopting or altering this policy as required by section 219(7) of the *Local Government Act 1999*.

9. 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.

This application form has been developed to allow all relevant stakeholders the opportunity to have input into the naming of Roxby Council's roads and public places.

This application form will be assessed against our Naming of Roads & Public Places Policy which can be accessed from our website www.roxbydowns.sa.gov.au

To commence the Naming of Roads & Public Places process the following information is required. Please ensure that all information is provided. Failure to provide requested information will either result in a delay in processing your application or rejection of the request until this further information is received.

- ☐ I confirm the applicable, non-refundable fee is included with this application and acknowledge that all costs associated with the implementation of the change of name, should it proceed, will be borne by myself as the applicant as per 3.2.3 of the Naming of Roads and Public Places Policy.

Is this application for the naming of a: *(please select all applicable)*

- ☐ Public Road ☐ Private Road ☐ Public Place

- 1) **Proposed name (to be restricted in length to 20 characters unless otherwise approved by Council). The name should meet the definition of the public place (e.g. park/reserve/garden)**
- 2) **Current or common name – existing Aboriginal or European name if known.**
- 3) **Property description (allotment/location).**
Please attach a copy of an aerial map from Google Maps or a street directory showing the boundary of the public place to be named.
- 4) **Does the nomination contain any Aboriginal words representing the vocabulary of the original inhabitants of the region?**
☐ Yes ☐ No
If yes, please attach information about how you sourced the name.
- 5) **History of the land relative to the naming application.**
Please attach a copy of the certificate of title, and historical photographs if available.

- 6) Is the nomination for a person or community group? Please provide history of the person / feature / organisation relative to the naming application. If the application is for a person please include date of birth, date of death, occupation, education, etc.**

If the nomination is for a person please attach a copy of written approval from a family member or next of kin consenting to the use of the individual's name. If the nomination is for a community group please attach a copy of written approval from the group.

- 7) Were the services that the nominated person provided to the community on a paid or volunteer basis? (Please provide detail.)**

- 8) Outline the person or community group's historical attachment to the area.**

- 9) Outline the level of contribution to the community made by the nominated person or group. Include a description of civil and community achievements, awards or honours conferred**

- 10) Please attach letters of support from any stakeholders affected by the proposal.**

Applications for the Naming of Public Places will be accepted on the understanding that all applications have had regard to Council's Place Naming Policy and Place Naming Procedure.

NOMINATORS DETAILS

Name of applicant _____

Organisation

(if applicable)

Position within organisation

(if applicable)

Postal Address

Email

Phone

Signature

Date

Where applicable please ensure the following attachments required are submitted with this application:

- ☐ **Q3. Aerial map or street directory**
- ☐ **Q4. Information on how the name was sourced**
- ☐ **Q5. Certificate of title/photos**
- ☐ **Q6. Written consent to use family name**
- ☐ **Q10. Letter/s of support**

For more information please contact Council on 08 8671 0010 or by email at roxby@roxbycouncil.com.au .