

NAMING OF ROAD, RESERVES AND PUBLIC PLACE POLICY

First Approved	December 2020 (ACM:20820) New policy replacing Road and Public Place Naming Policy & Naming of Reserves Policy
Status	LGA Mandatory – Road Names
Review Frequency	4 yearly or as required
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Responsible Division	Growth
Related Documents	Road and Public Place Names Policy (Superseded) Naming of Reserves Policy (Superseded) Register of Public Roads Guidelines for the Selection of Names for Roads in SA AS/NZS 4918:2003 Geographic Information – Rural and Urban Addressing
Applicable Legislation	<i>Local Government Act 1999 s.219 & s.231</i>

1. Introduction

The purpose of this Policy is to set out Council's principles and practices for selecting and adopting the names of roads, reserves and public places.

Council has the power under s.219 of the *Local Government Act 1999* to assign a name to, or change the name of:

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

Council *must* assign a name to each public road created by land division.

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. This does not include 'unmade' road reserves.

All formed private roads that are accessible to the public (with the below exception) 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 is accessed from.

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

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.

There are no legislative requirements in relation to naming of reserves, however this policy should be read in conjunction with:

- *the Geographical Names Act 1991*; and
- *the Guidelines for the Consistent Use of Place Names April 2012* (Committee for Geographical Names of Australasia).

For the purpose of this policy the definition of a reserve is a piece of community land which may be Crown land in Council's care and control, a reserve owned by Council or gifted to Council through development or land managed by Council.

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

2. Initiating the Road and Public Place Naming 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
- Council receives an application for a land division.

A reserve naming process is initiated through written application to Council. The request may be from a member of the public, a community group or their appointed agent. Requests for naming a public reserve will be considered where Council believes that it is in the public interest to do so. The definition of public interest may include providing public recognition of any person or thing.

3. Guidelines for the Selection of Roads and Public Place Names

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

- *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 the South Australian (SA) State Government will be named by them. Council will consult with the SA State Government in relation to naming these roads.

Duplicate names and similar sounding names (eg 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.

- *Name Sources*

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

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- war/casualty lists
 - commemorative names.

Names will be selected so as to be appropriate to the 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 **must** be consulted when choosing Aboriginal names or using words from relevant Aboriginal languages.

- *Propriety*

Names of living persons will be avoided. Names, which are characterised as follows, will not be used:

- Offensive or likely to give offence
- Incongruous - out of place
- Commercial or company.

- *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 eg Proof Range Road
- roads with double destination names will be avoided.

- *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".

- *Form*

The apostrophe mark will be omitted in the possessive case eg "Smith's Road" will be "Smiths Road".

Names will avoid the use of the possessive "s" unless the euphony becomes harsh eg "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.

- *Type of Road or Public Place*

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 eg:
 - Crescent - a crescent or half moon, rejoining 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.

The following list of suitable road type suffixes is included as examples. (The list has been sourced from 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. 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.

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	Esplanade

- *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. Naming of Private Roads

Appropriate names will be selected reflecting the character, landscape, function, physical, historical or cultural character of the area concerned. A reserve name will be unique within an official suburb or rural locality.

Duplicate reserve names within a suburb/locality will not be permitted in order to avoid confusion (e.g. emergency services response). Where possible, duplication of names in proximity to an adjacent suburb or locality will also be avoided.

During the selection process, consideration will be given by Council to an appropriate European or Aboriginal name. When assigning or recording a name wot previously unrecorded natural feature, priority will be given to assigning or recording in the Traditional Aboriginal name for that feature.

When considering use of an Aboriginal name or using words from relevant Aboriginal languages the following conditions apply:

- Proof of consultation with the relevant Aboriginal community **must** be provided.
- Use of an Aboriginal word, from the local Aboriginal language is acceptable and supported by that community and its translation is suitable.
- Aboriginal names will be used with consideration given to ensuring they are culturally appropriate.
- Aboriginal names which have been put forward for a reserve name without the consent of the relevant Aboriginal community will not be considered.
- Subject to approval from the relevant Aboriginal community, the name to be used in the public domain will be the name from the language group within which the feature is physically located.

Names of persons still living will be avoided.

Names of which are characterised as follows will not be considered:

- Offensive or likely to give offence
- Incongruous, out of place or ambiguous
- Commercial or company names.

Sources for reserve names may include:

- Aboriginal names taken from the local Aboriginal language
- Early explorers, pioneers and settlers
- Indigenous and European names
- Eminent persons
- Local history
- Thematic names for example: flora, fauna or ships
- War/casualty lists
- Commemorative names.

5. Consideration of a Request for Naming of a Reserve

The request for naming of a reserve will be considered if it meets the following criteria:

- The proposed name may recognise an individual who has provided outstanding service to the community.
- When an individual name is used, Council will endeavour to gain the appropriate support of family members.
- Names of persons still living is to be avoided.
- The name is included in a land division application from developers.
- Where the proposed name is of Aboriginal origin, it must have relevance to the area and have the approval of the relevant Aboriginal community.
- The name is unique in the township and is not similar to the name of another site in order to avoid confusion.
- The name reflects the character, landscape, function or history of the area or the site.
- The land is owned by or under the care and control of Council and as such, Council has the authority to name the reserve.

The request for naming of a reserve will not be considered if any of the following applies:

- The reserve has been formally named by a previous resolution of Council.
- If a reserve already has a formal name, in which instance that name should remain.
- The reserve has been named by the Geographical Naming Board, other relevant authority or listed in the State Gazette Database of Place Names in South Australia.
- 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.

6. Dual Naming of a Reserve

The *Guidelines for the Consistent Use of Place Names April 2012* recommends that it is preferable that reserves are not dual named, unless of major significance, in order to prevent confusion in an emergency. Where a reserve already has been officially named, then that name should remain.

The State and Federal guidelines for dual naming apply to topographic features e.g. streams, hills and bays. Dual naming is not applied to infrastructure as there are not traditional names for such features.

Dual naming may be considered to re-establish and officially recognise an Aboriginal name of a location or feature, alongside the established non-Aboriginal name.

7. Naming Principles

In accordance with the *Geographical Names Act 1991* and the *Guidelines for the Consistent Use of Place Names April 2012* the following naming principles apply:

- 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 should be avoided. A given name will only be included where it is essential to identify an individual or where it is necessary to avoid ambiguity. Use of given names will generally be avoided.
- Where it is intended that a reserve 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.
- Where alternative spellings of a specific Aboriginal name exists, only one official spelling should be used following consultation with the relevant community.
- Names and spellings may be changed to avoid duplication of names, to present a better vehicle for correct pronunciation and to provide for a better local and regional culture retention.
- Generally reserve names proposed or approved will not contain abbreviations. There are, however, two exceptions, 'St' will always be used in place of 'Saint' and it is acceptable to use 'Mt' or 'Mount'.
- Names will avoid the use of the possessive 's' unless euphony becomes harsh e.g. 'Devil Elbow'. In this instance apostrophe marks are to be avoided.
- The use of hyphens will be avoided. However, hyphens may be used when naming a reserve after a person with a hyphenated name.

8. 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.

9. 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 *Local Government Act 1999*).

10. 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 throughout the Council area and the State, as required under the *Local Government Act 1999*. 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.alexandrina.sa.gov.au.

11. Advise Relevant Parties of New Name or Name Change

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

- Registrar-General
- Surveyor-General
- Valuer-General (see s.219(3)(a) of the *Local Government Act 1999*)
- the owner of the road (if a private road)
- owners of abutting properties
- Australia Post
- Telstra
- SA Water
- SA Power Networks
- SA Police
- SA Ambulance Service
- SA Metropolitan Fire Service and/or Country Fire Service.

12. 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
- 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 *Local Government Act 1999*.

13. Signage

Roads

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).

Reserves

Appropriate interpretive signage will be installed at the reserve by the Council, in accordance with relevant Development legislation and heritage requirements (if applicable).

14. Availability of Policy

This Policy will be available on the Council's website www.alexandrina.sa.gov.au. Copies will also be provided to interested members of the community upon request, and upon payment of a fee in accordance with Council's Schedule of Fees and Charges.