



TITLE: ROAD AND PLACE NAMING POLICY

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| REFERENCE NUMBER: | Doc/19/156239 |
| RESPONSIBLE OFFICER / DEPARTMENT: | Corporate Services |
| APPLICABLE LEGISLATION: | Local Government Act 1999 ("the Act") (Section 219) |
| MOUNT BARKER 2035 – DISTRICT STRATEGIC PLAN: | Governance and Leadership GL2: Corporate capacity and leadership GL2.1: Demonstrate accountability through clear, relevant and easily accessible policies and corporate reporting |
| RELATED POLICIES: | Nil |
| SUPPORTING PROCEDURES: | Road Naming Procedure |
| PREVIOUS REVIEW DATES | 3 August 2015 |
| ENDORSED BY COUNCIL: | 20 January 2020 |
| MINUTE RESOLUTION NUMBER: | OM20200120.08 |
| NEXT REVIEW DATE: | 20 January 2023 |

1. POLICY STATEMENT

The Mount Barker District Council is committed to selecting and assigning road names on the Council formed and sealed road network on roads that are regularly accessed. This Policy does not include reserves and State roads which are the responsibility of the Department for Planning, Transport, and Infrastructure (DPTI).

2. POLICY OBJECTIVES

The primary objectives of this Policy are to describe how a name is assigned or changed for:

- A public road created by land division
- An existing public road;
- A private road under special circumstances
- A public place

3. DEFINITIONS

Public Place means a place (including a place on private land) to which the public has access, but does not include any part of a community parcel divided by a plan of community division under the *Community Titles Act 1996*

Public road means—

- (a) Any road or land that was, immediately before the commencement of this Act, a public street or road under the repealed Act; or
- (b) any road—
 - (i) that is vested in a council under this or another Act; or
 - (ii) that is placed under a council's care, control and management as a public road after the commencement of this Act,
 but not including an alley, laneway, walkway or other similar thoroughfare vested in a council; or
- (c) any road or land owned by a council, or transferred or surrendered to a council, and which, subject to this Act, is declared by the council to be a public road; or
- (d) any land shown as a street or road on a plan of division deposited in the Lands Titles Registration Office or the General Registry Office and which is declared by the council to be a public road; or
- (e) any land transferred or surrendered to the Crown for use as a public road that was, immediately before the transfer, held by a person in fee simple or under a lease granted by the Crown,

(and includes any such road that is within the boundaries of a public square);

Road: means a public or private road or thoroughfare to which public access is available on a continuous or substantially continuous basis to vehicles, pedestrians, or both and includes:

- (a) A bridge, viaduct or subway; or
- (b) An alley, laneway or walkway;

4. ROLES & RESPONSIBILITIES

Council:

- Place names for approval will be reported to Council

Chief Executive Officer:

- To ensure the Policy is reviewed in accordance with delegation under the Act.

Chief Financial Officer:

- To ensure the Policy is reviewed periodically and administered in accordance with delegation under the Act.

Manager Revenue, Property & Records:

- To ensure road and place names are applied as per the policy and the Act.

Rates & Property Officer:

- To determine and approve road names via delegation and as per the policy and the Act.

5. ROAD AND PUBLIC PLACE NAMING PROCESS

The process will be initiated if:

- A request is received from an affected land owner or their agent. Requests must be in writing and preferably contain suggestions of no more than three names and the reasons for these suggestions.
- Council resolves that a name change be investigated;
- Staff determine it is in the public interest to provide a place name, or investigate a change in road name or place name;
- Council opens or forms a road; or
- Council receives an application for a land division.

Council will assign a name to all sealed public roads, and all formed public roads within the Council area that are regularly accessed.

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

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 following principles 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 avoided in order to prevent 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 (eg Paice, Payce, or Pace Roads) within a suburb or locality will be avoided.

- 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.
- Where 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

Sources for road names and public places may include:

- Topography
- Physical attributes
- Aboriginal names taken from the local Aboriginal language (after consultation with the local Peramangk community)
- Local history and contribution to the district
- Thematic names such as flora, fauna, ships etc
- War/casualty lists; explorers and pioneers or eminent persons
- Commemorative names
- Names of Council Members who have served more than 10 years, and where the same name does not already exist.

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

5.3 Propriety

Names of living persons will be avoided (unless approved by elected members).

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

- offensive, or likely to give offence;
- incongruous – out of place; or
- commercial or company

5.4 Road Name Length

Road 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 shall be avoided:

- The use of given names will only be allowed with a family name where it is essential to identify the individual or is necessary to avoid ambiguity.
- Whilst street and cul-de-sac names should have only one word, it is recognised that some words require a two word name because of their geographic relationship eg Proof Range Road.
- Roads with double destination names will be avoided eg Lobethal-Woodside Road.

- Long street names will not be allocated to short roads as the inclusion of such on street directories can result in name crowding for mapmakers and confusion for map users.

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 Government Gazette.

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 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.

An expanded road type list and acceptable abbreviations can be sourced from Australia & New Zealand Standard AS/NZS 4819:2011. 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 document will be used. A list can be provided by Council.

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.

5.9 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 and will be responsible for any signage costs. 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 considers necessary and proposes to assign a name to a private road it will consult with the owner of the land over the proposed name and pay for the signage requirements for the road.

Formed private roads that are accessible to the public will be assigned a name if Council holds the view that it is necessary. This includes roads within complexes such as universities, hospitals, retirement villages, and roads in forests or parks etc.

5.10 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.

5.11 Public Notice of Name Change

Council will give public notice of the changing of an existing road name. This will be by publication in the Government Gazette and by notice in a local newspaper circulating generally throughout the district, as required under the Act. Public notice will include the date that the new name takes effect and notice will also be published on Council's website mountbarker.sa.gov.au

Relevant parties will be advised of the new name or name change.

6. DELEGATION

Council staff will determine and approve road names via delegation. Place names will be reported to Council for a decision.

7. REVIEW

This Policy will be reviewed every three years or earlier in the event of changes to legislation or related Policies and Procedures or if deemed necessary by the Chief Executive Officer.

8. ACCESS TO THE POLICY

The Policy is available for public inspection at the Customer Service Centre, at the Local Government Centre, 6 Dutton Road, Mount Barker, South Australia and on the Council's website mountbarker.sa.gov.au.

9. FURTHER INFORMATION

For further information on this Policy, please contact:

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