

# Selection of Road & Public Place Names Policy

Policy Number	E15
Responsible Officer(s)	Manager Strategic Asset Planning
Policy Adopted	March 2023
Minutes reference	2023/03-15
Next review date	March 2027
Applicable Legislation	<i>Local Government Act 1999.</i>
Related Policies	Community Engagement Policy.
Related Documents	Council's Register of Public Roads; Australian Standards AS 1742.5 - 1986 and AS 4212 – 1994.

## 1. POLICY PRINCIPLE

Wakefield Regional Council seeks to promote a safe, orderly community and recognises the value in having a clearly identified road network.

## 2. POLICY OBJECTIVE

To ensure consistency and clarity for the naming of streets, roads and public places through the region.

## 3. POLICY DETAIL

A 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.

Section 219(1a) requires that a council must assign a name to each public road created by land division. This Policy is also a requirement under Section 219 of the Act.

It is Council's policy that all formed public roads within the Council, will be assigned a name. This does not include 'unmade' road reserves.

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

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

*(The naming of State roads is the responsibility of Department for Infrastructure & Transport (DIT.)*

Road name signs that identify each public road will, as far as it is practicable to do so, be placed at

every road intersection and will clearly indicate the road to which it applies.

### 3.1 Initiating the Road and Public Place Naming Process

#### 3.1.1 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.

#### 3.1.2 Request to Change Name of Road or Public Place

All requests are to be in writing and accompanied by the relevant (non-refundable) administration fee. The person requesting the change must also confirm in writing that they will pay in full, all costs associated with the implementation of the name change, should it proceed.

The application must include the reason for the proposed name change with any supporting documentation, a location map showing the extent of the road as proposed and a letter of agreement for the change from all residents that will be directly affected by the proposed change. All such requests will be considered on merit and using the standard principles of naming/renaming as set out below.

### 3.2 Names of Roads and Public Places

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

#### 3.2.1 Uniqueness

- A road maintained by Council 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 (e.g. emergency services response).
- Roads that are maintained by the DIT will be named by that Department. Council will consult with DIT in relation to naming these roads.
- 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 as agreed by both councils.
- 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.

#### 3.2.2 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 references;
- 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. Where appropriate, the origin of each name will be clearly stated and recorded as part of the Council's records.

\*The local Aboriginal community will be consulted, via the acknowledged tribal elders or community representatives, when choosing Aboriginal names or using words from relevant Aboriginal languages. It would be preferable for Council and the local community to identify an agreed list of appropriate names which can be drawn on, as required.

### 3.2.3 Propriety

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

- Offensive or likely to give offence;
- Incongruous - out of place; or
- Commercial or company (excluding historic local relevance).

### 3.2.4 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;
- While 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 Blyth-Halbury Road or Balaklava-Whitwarta Road)*

### 3.2.5 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 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.

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”.

### 3.2.6 Form

Apostrophe marks 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 pronunciation 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.

### 3.2.7 Type of Road or Public Place

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, e.g.
  - Crescent - a crescent or half-moon, 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.

The following is a list of suitable road type suffixes. Only road types shown in the current standards document<sup>1</sup> 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	

### 3.2.8 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.

<sup>1</sup> Australian Standards AS 1742.5 – 1986 and AS 4212 – 1994.

### 3.2.9 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. 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.

### 3.2.10 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 (Section 219(2) of the Act).

### 3.2.11 Public Notice of Name Assignment or Change

Council will give public notice of the assigning or changing of a road name in line with Council's Community Engagement Policy, and by publication in the Government Gazette and on Council's website [www.wrc.sa.gov.au](http://www.wrc.sa.gov.au). Public notice will include the date that the new name takes effect (see 3.2.13).

### 3.2.12 Advise Relevant Parties of New Name or Name Change

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

- Registrar-General;
- Surveyor-General;
- Valuer-General
- The owner of the road (if a private road);
- Owners of abutting properties;
- Australia Post;
- Telstra;
- SA Water;
- SA Power Networks,
- SA Police;
- SA Health (who notify emergency services).

### 3.2.13 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 of 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 Section 231 of the Act.*

#### 3.2.14 Road Name Signage

Council will ensure road naming signage in accordance with the relevant current Australian Standard is erected.

## 4. REVIEW

This Policy shall be reviewed every 48 months, or more frequently if required by legislation or Council.

#### Document history:

Version	Adopted	Description of Change
1.0	March 2012 – Min 194	New Policy.
2.0	June 2014 – Min 266	Minor change to delete duplicated information.
	November 2014	Policy numbering system changed and inclusion of document history table.
3.0	June 2016 – Min 276	Policy objective paragraph included.
4.0	March 2019 – 2019/03-26	Minor word changes, addition of principle, changes to reflect new template and change to review period to 48 months (unless required earlier).
5.0	March 2023	New policy template; change reference to Department for Planning, Transport & Infrastructure (DPTI) to Department for Infrastructure & Transport (DIT); changes to paragraph 3.2.11 in relation to public notice requirements.