

<b>Policy Section:</b>	<b>3. Development, Environment &amp; Regulatory Services</b>
<b>Policy Name:</b>	<b>Naming of Roads</b>
<b>Classification</b>	<b>Public – Council Policy</b>
<b>Adopted:</b>	<b>14 March 2017</b>
<b>Frequency of Review:</b>	<b>Biennial</b>
<b>Last Review:</b>	<b>March 2017</b>
<b>Next Review Due:</b>	<b>March 2019</b>
<b>Responsible Officer(s):</b>	<b>Manager Development, Environment and Regulatory Services</b>
<b>Policy and Code of Practice Manual File Ref:</b>	<b>CC10/2601</b>
<b>Council File Reference:</b>	<b>CR16/37309</b>
<b>Legislation Authority:</b>	<b>Local Government Act 1999, Section 219, 220</b>
<b>Related Policies:</b>	<b>Naming of Public Places Policy</b>
<b>Related Procedures:</b>	<b>N/A</b>

## 1. BACKGROUND

- 1.1 A Council has the power under section 219 of the *Local Government Act 1999* (the LG Act) to assign a name or rename:
  - 1.1.1 a public road;
  - 1.1.2 a public place.
- 1.2 In accordance with Subsection 219(5) Council must prepare and adopt a policy relating to the naming and renaming of public roads, private roads and public places.
- 1.3 Subsections 219(2) to (8) prescribe the process Council must follow for the assigning of names to public roads, private roads and public places.
- 1.4 Subsection 219(1a) requires Council to assign a name to each public road created by land division after 1 July 2010.

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- 1.5 Council resolved at the meeting held on 21 December 2010, Motion No: 2010:12:389 that all sealed public roads and all formed (unsealed) public roads within the Council area (created prior to 1 July 2010) that are regularly accessed by the public, must be assigned a name. This does not include 'unmade' public road reserves created prior to 1 July 2010.
- 1.6 All public roads that can be used as part of an address for an address site, will be assigned a name.
- 1.7 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.

*Note: The Australian Standard stipulates that road name signs should be placed at every intersection.*

## **2. INITIATING THE ROAD NAMING PROCESS**

- 2.1 The process to name a road may be initiated if:
  - 2.1.1 a request is received by the Council from an affected land owner or their agent;
  - 2.1.2 Council resolves that a name change be investigated;
  - 2.1.3 Council officers determine it is in the public interest to investigate a change in road name;
  - 2.1.4 Council opens or forms a road; or
  - 2.1.5 Council receives an application for a land division.

## **3. ROAD NAMES**

- 3.1 In the naming and renaming of public roads the following principles will be observed.
  - 3.1.1 Uniqueness
    - 3.1.1.1 All roads, if named, will have only one name, except that a previous name may be displayed as "previously known as" in conjunction with the current name for a period of not more than 2 years.
    - 3.1.1.2 All road names will be unique within the Town of Gawler. Where duplicate names occur Council must rename roads to avoid any confusion.

- 3.1.1.3 Roads that are vested in and under the State or Commonwealth Governments or their agents will be named by that entity. Council will consult with the relevant authority in relation to naming these roads to achieve the above-mentioned principle of unique naming within the Town of Gawler.
  - 3.1.1.4 Duplicate names and similar sounding names (e.g. Paice, Payce or Pace Roads) within the Town of Gawler must be avoided wherever possible.
  - 3.1.1.5 Duplication of names in proximity to adjacent suburb or locality must be avoided. However, roads crossing Council boundaries should have a single and unique name for consistency, continuity and to avoid confusion.
  - 3.1.1.6 Wherever practicable, road names will be continuous between the logical ends of the road, irrespective of Council boundaries, landforms and intersecting roads.
- 3.1.2 Approved Names for Roads
- Names for a road shall be selected from Council's Road Names Register which may include:
- 3.1.2.1 Aboriginal names transliterated from the local Aboriginal languages;
  - 3.1.2.2 Names of early explorers, pioneers, and settlers;
  - 3.1.2.3 Names of prominent or eminent persons;
  - 3.1.2.4 Names associated with local history or heritage;
  - 3.1.2.5 Characteristics of the locality;
  - 3.1.2.6 Thematic names, such as flora or fauna;
  - 3.1.2.7 Thematic names of wars, battles, service personnel or events; and
  - 3.1.2.8 Other commemorative names.
- 3.1.3 Names will be selected so as to be appropriate to the physical, historical or cultural character of the area concerned.
- 3.1.4 The origin of each name will be clearly stated and recorded as part of the Council's historical records.
- 3.1.5 The local Aboriginal community will be consulted when choosing names or words from Aboriginal languages for agreed spelling of transliteration.

- 3.2 Personal and Propriety Names
  - 3.2.1 Names of living persons must not be used without the person's written consent.
  - 3.2.2 Names must not be used if it is:
    - 3.2.2.1 Offensive or likely to give offence; or
    - 3.2.2.2 Incongruous with the nature of the place; or
    - 3.2.2.3 Related to a commercial or company name.
- 3.3 Appropriate Names
  - 3.3.1 Names must be reasonably easy to read, spell and pronounce in order to assist service providers, emergency services and the travelling public.
  - 3.3.2 Unduly long names and names composed of two or more words should be avoided except where:
    - 3.3.2.1 An individual's given name together with the family name is essential to identify the person or where it is necessary to avoid ambiguity. The use of given names will generally be avoided;
    - 3.3.2.2 Some names require a two word name because of their geographic relationship e.g. Proof Range Road;
    - 3.3.2.3 Names with two destinations (eg Gawler – Lyndoch Road) must not be used.
- 3.4 Spelling
  - 3.4.1 Where it is intended that a road has the same name as an existing Geographical Name, the name of the road must have the same spelling as the existing Geographical Name.
  - 3.4.2 Where the spelling of a name has changed by local usage, unless there is a particular request by the local community to retain the original name, the spelling of that name, as considered by Council to be in general usage, must be the adopted spelling of the subject name.
  - 3.4.3 The names of roads shall not include abbreviations, except where "St" is used in place of "Saint" and "Mt" is used in place of "Mount".
- 3.5 Form
  - 3.5.1 The apostrophe mark will be omitted in the possessive case e.g. "Smith's Road" shall be replaced with "Smiths Road".

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3.5.2 Names will avoid the use of the possessive “s” unless the euphony becomes harsh e.g. “Devil Elbow” shall be replaced with “Devils Elbow”.

3.5.3 The use of hyphens must not be used unless it is part of a person’s name that is hyphenated.

### 3.6 Road Type

Road names shall include an appropriate road type suffix conforming with the following guidelines:

3.6.1 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.

3.6.2 When a suffix with a geometric or geographic connotation is chosen it will generally reflect the form of the road, eg:

3.6.2.1 Crescent - a crescent or half-moon shape where both ends of the road terminate on the same road;

3.6.2.2 Esplanade - open, level and often along the seaside or a river.

3.6.2.3 A no-through road, such as a cul-de-sac, shall only use the suffix Place, Close, Court or a suffix of similar connotation.

3.6.3 The suffix “Highway” shall not be used for any roads vested in and under the care, control and management of Council.

3.6.4 The following list of suitable road type suffixes is included as examples. 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 shall be used.

Alley	Avenue	Boulevard	Bypass
	Circuit		Close
Court	Crescent	Drive	Arcade
Grove	Lane	Mews	Parade
Parkway	Place	Plaza	Promenade
Road	Row	Square	Street
Terrace	Walk	Way	

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### **3.7 No Prefix or Additional Suffix**

3.7.1 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. 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. CONSULTATION WITH ADJOINING COUNCILS**

If Council resolves to name or rename a public road that runs into the area of an adjoining Council, it must give that adjoining Council at least two months’ notice of the proposed change and consider any representations made by that adjoining Council in response to the notice. [see s.219(2) of the LG Act]

## **5. COMMUNITY INVOLVEMENT IN COMPILING NAMES**

Periodically Council may conduct public consultation inviting suggested names for the inclusion on Council’s Approved Road Names Register having regard to the criteria within this Policy.

## **6. ALLOCATION OF NAMES**

By resolution of Council suitable names shall be added to Council’s Approved Road Names Register.

## **7. PUBLIC NOTICE OF NAME ASSIGNMENT OR CHANGE**

7.1 Council will give public notice of naming or renaming of a road. A public notice must be published in the Government Gazette and in a newspaper circulating generally throughout the State, as required under the LG Act. The public notice will include the date from which the new name takes effect.

7.2 Council should also identify other forms of public notification such as a notice in local newspapers, an article in Council’s community newsletter and information on Council’s website.

## **8. ADVISE RELEVANT PARTIES OF NAMING OR RENAMING**

Council will provide written notice (e.g. by email) of Council’s resolution for naming or renaming a road name to all relevant parties, including:

8.1 Registrar-General [see s.219(3)(a) of the LG Act];

8.2 Surveyor-General [see s.219(3)(a) of the LG Act];

8.3 Valuer-General [see s.219(3)(a) of the LG Act];

8.4 The owner of the road (if a private road);

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- 8.5 the owners and occupants of abutting properties or properties that will have a resulting change of address;
- 8.6 Australia Post;
- 8.7 Telstra;
- 8.8 SA Water;
- 8.9 SA Power Networks;
- 8.10 SA Police;
- 8.11 SA Ambulance Service;
- 8.12 SA Metropolitan Fire Service; and
- 8.13 SA Country Fire Service.

### **9. DATE OF EFFECT FOR NAMING OR RENAMING**

- 9.1 The date of effect naming or renaming a road will be determined as part of the Council resolution for the naming or renaming of the road with the intention of allowing sufficient time for all stakeholders to make arrangements to ensure a smooth transition.
- 9.2 The date of effect will be determined after considering:
  - 9.2.1 In respect of renaming an existing road, the impact on existing property owners and occupants. For example, the time required to advise relevant parties to change letterhead stationery and advertising references;
  - 9.2.2 Potential confusion for people using maps and street directories that effectively become out of date; and
  - 9.2.3 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.
- 9.3 Council will update the Register of Public Roads as required by Section 231 of the LG Act.

### **10. ROAD NAME SIGNAGE**

Council will ensure road name signage, in accordance with the relevant Australian Standard (AS 1742.5 – 1997), is erected. (Signage may be erected during construction of a sub-division).

*Note: Road name signs on roads vested in or under the care, control and management of State and Commonwealth is the responsibility of that entity.*

### **11. REVIEW AND EVALUATION**

The effectiveness of this Policy will be reviewed on a biennial basis.

The Chief Executive Officer will report to Council on the outcome of the evaluation and if relevant make recommendations for amendments, alteration or substitution of a new Policy.

The Policy will not be altered or substituted so as to affect a process already commenced.

### **12. FURTHER INFORMATION**

Further information about this Policy can be obtained by:-

Telephone:	8522 9211
Fax:	8522 9212
Email:	<a href="mailto:council@gawler.sa.gov.au">council@gawler.sa.gov.au</a>
Appointment:	Town of Gawler Administration Centre - 43 High Street, Gawler East SA 5118
Letter:	PO Box 130, Gawler SA 5118

### **13. AVAILABILITY OF POLICY**

The Policy is available for inspection during ordinary business hours at the Council principal office, Town of Gawler Administration Centre - 43 High Street, Gawler East or is available on the Council website at [www.gawler.sa.gov.au](http://www.gawler.sa.gov.au).

A copy of this Policy will be provided to interested parties upon request, for a fee as contained in the Register of Fees and Charges.