



# COUNCIL POLICY

 <p><b>Adelaide Hills</b> COUNCIL</p>	<b>PUBLIC PLACE AND ROAD NAMING</b>
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<b>Policy Number:</b>	<b>DEV-02</b>
<b>Responsible Department(s):</b>	<b>Infrastructure &amp; Operations</b>
<b>Relevant Delegations:</b>	<b>As per the Delegations Register and as detailed in this Policy</b>
<b>Other Relevant Policies:</b>	<b>Public Notification and Consultation Policy</b>
<b>Relevant Procedure(s):</b>	<b>NIL</b>
<b>Relevant Legislation:</b>	<b>Local Government Act 1999 Geographical Names Act 1991</b>
<b>Policies and Procedures Superseded by this policy on its Adoption:</b>	<b>Place and Road Naming Policy – 23 May 2017</b>
<b>Adoption Authority:</b>	<b>Council</b>
<b>Date of Adoption:</b>	<b>23 March 2021</b>
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<b>Minute Reference for Adoption:</b>	<b>Item 12.3, 50/21</b>
<b>Next Review:</b>	<b>No later than April 2024 or as required by legislation or changed circumstances</b>

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## Version Control

<b>Version No.</b>	<b>Date of Effect</b>	<b>Description of Change(s)</b>	<b>Approval</b>
1.0	23 May 2017	New Policy	Council
2.0	23 March 2021	Policy Review	Council

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## PUBLIC PLACE AND ROAD NAMING POLICY

### 1. INTRODUCTION

Council has a legislated responsibility under Section 219 of the *Local Government Act 1999* to adopt a Place and Road Naming Policy. In addition, Council must assign a name to each public road created by land division.

The contents of, and the commitments that Council makes in this Policy are not intended to be and should not be interpreted to be any more than a statement of the Council's general position in relation to those matters, and to facilitate its aspirations wherever it is reasonable to do so.

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 (excluding driveways, rights of way and laneways) that are accessible to the public will also be assigned a name.

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

### 2. OBJECTIVES

A Council has the power under Section 219 of the *Local Government Act 1999* (the Act) to assign a name to, or change the name of:

- A public road.
- A private road.
- A public place (parks, reserves, ovals).

The *Geographical Names Act 1991* governs the naming of places in South Australia and provides the guidelines for the selection of names and boundaries of places assigned or recorded under the *Geographical Names Act 1991*

### 3. DEFINITIONS

The *Local Government Act 1999*, Section 4 defines the following:

**"Private Road"** means a road in private ownership

**"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 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 (the *Local Government Act 1934*); or
- (b) any road -
  - (i) that is vested in a council under this or another Act; or
  - (ii) that is placed under 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)

**“Defined Catchment”** means:

- (a) for a reserve of place a minimum of 300m from the reserve of place
- (b) for a road – any resident/land owner along that road or No through road off that road

#### **4. POLICY STATEMENT**

Council commits to the naming of all public roads and public places to:

- Enable safe response by emergency services when attending urgent call outs.
- Assist the public in moving around the Council area.

Council acknowledges that road names that are unique within the Council area and that are easy to read, spell and pronounce, will improve the capacity for all people to carry out their activities and day-to-day lives in an efficient and effective manner.

The selected name for a public place or road should relate to:

- The Cultural history.
- The heritage of the locality or place.
- The topography of physical attributes of the locality or place to be named.

Initiating the Private/ Public Road and Public Place Naming Process

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A road or public place naming process may be initiated if:

- A request is received by Council from an affected landowner or their agent.
- Council resolves that a name change be investigated (e.g. a road or public place name is no longer deemed appropriate).
- Council staff determine it is in the public interest to investigate a change in road or public place name.
- Council opens or forms a road.
- Council receives an application for a land division which involves the creation of new internal roads.

#### Uniqueness of Names

Most public places and roads will have only one name (except when it is resolved that dual naming is appropriate – refer to Section 4.4. below for more details) A place name will be unique within an official suburb or rural locality.

Similar sounding names (e.g. Hale, Hayel or Hail) shall be avoided within a suburb or locality where possible.

If possible, duplication of names in proximity to adjacent suburb or locality will also be avoided. However, public places crossing council boundaries or suburbs/ rural localities should have a single and unique name.

#### Name Sources

Sources for public place and, 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.
- War/casualty honour boards.
- Commemorative names.
- A person who has made a significant community contribution.
- Those that reflect the historical, social, cultural and geographical significance.
- Cultural diversity of the Adelaide Hills Council.

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Names selected will 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 records.

### Dual Naming

Dual geographical names may be assigned to a public place where there is a geographical and topographical feature that has both a traditional Aboriginal name and a European or non-Aboriginal name.

When assigning or recording a name to a previously unrecorded natural feature that has an unrecorded European name in local usage, every effort will be made to determine if an Aboriginal name exists for that feature and a dual name will be assigned or recorded. If there is no recorded or unrecorded European name in local usage then it is preferred that only a traditional Aboriginal name is assigned to that particular public place.

### Propriety of Names

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

- Offensive or likely to give offence.
- Out of place, absurd, unsuitable, inharmonious, conflicting, contradictory.
- Commercial or company.

An Application Form for the naming of Public Places is included in this policy (**Appendix 1**).

### Legibility of Names

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 except where:

- 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.
- Whilst street and cul-de-sac names should have only one word, it is recognised that it may be appropriate to name a major road with a two word name due to its geographic relationship or to properly acknowledge the person for whom the road is named.
- Roads with double destination names shall not be used (such as Adelaide-Mannum Road).

### Spelling

Where it is intended that a public place have the same name as a road 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 public place and road names proposed or approved shall not contain abbreviations. For example the “Creek” in “Scott Creek Reserve” must not be abbreviated to “Ck”. There are, however, two exceptions, “St” will always be used in place of “Saint” and it is acceptable to use “Mt” for “Mount”.

### Road Type

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

- 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, such as Crescent (a crescent or half-moon, re-joining the road from which it starts).
- For a cul-de-sac, Place, Close, or Court a suffix of similar connotation will be used.
- Highway (HWY) will not be used unless direction has been provided by the Department of Planning, Transport and Infrastructure (DPTI) of the suitability of this suffix. This suffix is reserved for roads associated with the state arterial road network that are roads of strategic importance constructed to a high standard.

The following table of suitable road type suffixes (sourced from *Australian Standards AS 1742.5-1986* and *AS 4212-1994*) is included as examples. Further suffixes and acceptable abbreviations can be sourced from *AS 4590:2006*. 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	

### 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.

### Form

The apostrophe mark (') will be omitted in the possessive case e.g. “Brown’s Reserve” will be “Browns Reserve”.

The use of hyphens will be avoided, except when naming a public place or, road after a person with a hyphenated name.



#### **4.1 NAMING OF PRIVATE ROADS**

This policy covers all formed roads that are regularly accessed and therefore includes private roads. There is a public interest in encouraging private landowners and developers to select suitable names, preferably in accordance with this Policy, and to seek Council's comments before it has been determined.

Where an owner names a private road, they will notify Council of the road name selected and signage will then be erected by Council at the owner's cost.

The owner of the road is responsible for maintenance of the signage; this may be carried out by Council but will be at the owner's cost.

#### **4.2 COMMUNITY ENGAGEMENT ON NAMING PROPOSAL**

Community engagement will be undertaken in relation to proposed place and road names as follows:

- Notification to councillors in relation to the proposal.
- Notification to residents/property owners within a defined catchment of the reserve or public place, or where a name change affects a local road or place which is often given as a reference for access.
- Notification in the local press and via social media, inviting public comment on the proposal will occur.

For a proposal to assign an Aboriginal name to a public place, reserve or road, appropriate Aboriginal stakeholders will be consulted and advice shall be sought from Traditional Custodians and/or cultural advisory groups regarding the appropriate use and spelling of language.

In the event of a proposal to assign a deceased person's name to a public place or road, the closest living relatives/family of the deceased persons will be consulted. Local resident consultation will also take place.

Consultation should be undertaken in reference to Council's Community Engagement Policy and Community Engagement Framework.

#### **4.3 CONSULTATION WITH ADJOINING COUNCILS**

Any proposal by Council to change the name of a public road that continues into another Council area must conform with Section 219 (2) of the *Local Government Act 1999* with regard to giving appropriate notice of the proposed change and considering representations made by another Council.

#### **4.4 PUBLIC NOTICE OF NAME ASSIGNMENT OR CHANGE**

Council will give public notice of approved assigning or changing of a public place or reserve name. This will be by notice in a newspaper circulating within the area of Council and on Council's website.

Public notice will include the date on which the new name takes effect.

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

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

- The Registrar-General (obligation under *section 219 (3)a, Local Government Act*).
- The Surveyor-General (obligation under *section 219 (3)a, Local Government Act*).
- The Valuer-General (obligation under *section 219 (3)a, Local Government Act*).
- The Geographic Names Unit.
- Relevant directories services (e.g. Sensis).
- The applicant(s) who requested the place or reserve name or name change (where the process was prompted by a community request).

### Date of Effect for New Name or Name Changes

The date of effect of the new or changed public place or reserve name will be determined at the time the decision to assign the name is made to allow sufficient time for all stakeholders to arrange a smooth transition.

The date of effect will be determined after considering:

- In respect of renaming an existing public place or reserve, the impact (if any) on surrounding property owners, residents, tenants and occupiers.
- Potential confusion for people using maps and street directories that effectively become out of date.
- Given the desire of some developers to sell property 'off the plan' the time required to advise relevant parties/developers to update advertising references.
- Council will update the Register of Community Land (as required by section 207 of the *Local Government Act 1999*).
- Council will update the Register of Public Roads (as required by section 231 of the *Local Government Act 1999*).

## **4.5 PUBLIC PLACE OR ROAD NAME SIGNAGE**

Council will ensure that the public place or road naming signage is in accordance with the relevant Australian Standards. Signage denoting the approved name will be erected within 30 days following the implementation date of the naming proposal.

Signage may be erected on the land during construction of a sub-division if the land title has been issued in the name of the Council.

#### **4.6 ROLE STATEMENT**

Council's role as a direct service provider is to provide and approve names for public places, roads, reserves and ovals in a number of circumstances including:

- The naming of new reserves that vest in the council's ownership as a result of new land divisions (sub-divisions).
- The naming of public places and reserves that were previously unnamed.
- Renaming of public places and reserves upon request and subsequent investigation.
- The naming of public and private roads.

#### **5. DELEGATION**

5.1 The Chief Executive Officer has the delegation to:

- Approve, amend and review any procedures that shall be consistent with this Policy; and
- Make any formatting, nomenclature or other minor changes to the Policy during the period of its currency.

#### **6. AVAILABILITY OF THE POLICY**

6.1 This Policy will be available for inspection at the Council's Offices during ordinary business hours and via the Council's website [www.ahc.sa.gov.au](http://www.ahc.sa.gov.au). Copies will also be provided to the public upon request, and upon payment of a fee in accordance with the Council's Schedule of Fees and Charges.

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# **Appendix 1**

*Place and Road Name Application Form*

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# Place and Road Name Application Form

Your Name: .....

Your Address: .....

Location and details of Place or Road to be named: .....

This Application is for the naming of a (please tick relevant box):

<input type="checkbox"/> Private Road	<input type="checkbox"/> Park	<input type="checkbox"/> Monument
<input type="checkbox"/> Public Road	<input type="checkbox"/> Reserve	<input type="checkbox"/> Natural Feature
<input type="checkbox"/> Relates to a Land Division Application Number		473/_____/_____
<input type="checkbox"/> Other (Please give details):		

Name to be assigned to the Road(s) or Place(s): .....

Does the name relate to a living or deceased person? Yes/No

Has that person or their nearest living relative been consulted in the use of their name? Yes/No

*If yes, please provide a copy of their written consent.  
If no, please obtain their written consent and provide a copy.*

Justification/motivation for the use of this particular name (if this space is insufficient, please attach additional documentation as necessary in support of your application)

Is the proposed name an Aboriginal name? Yes/No

*If yes, please provide written consent of the respective Aboriginal representatives for use of the name.*

**Please review Council's Place and Road Naming Policy to ensure the proposed name complies with the requirements of the policy.**