

# Street and Place Naming Policy

Policy Reference Number	5208462
Responsible Department	Infrastructure, Planning & Sustainability Services
Related Policies	Street Numbering
Related Procedures	Nil
Date of Initial Adoption	6 July 2010
Last Reviewed by Council	20 June 2023

## 1. Purpose

The purpose of this Policy is to respond to legislation requirements and provide guidance to Staff and the community with regard to the naming of streets and other public places within the Council area.

## 2. Power to Make the Policy

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;
- Private road; and
- Public place.

## 3. Strategic Plan Link

This Policy has the following link to Council's Strategic Plan 2024:

- Planning for our Future (Goal 4)

## 4. Principles

Council commits to the naming of all public roads to:

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

Street and public place names should be unique within the Council area, and easy to read, spell and pronounce.

## 5. Definitions

**Public Road** includes roads under Council's ownership, care, control or management but does not include 'unmade' road reserves.

**Private Road** means a road that runs through private property and is privately owned by a member of the public.

**Public Place** means a place that is open to members of the public and is under the care, control or ownership of Council.

## 6. Policy

Council will assign a name to:

- Each public road created by land division;
- All sealed public roads;
- All formed public roads within the Council area that are regularly accessed; and
- All roads that can be used as part of an address for an address site.

Council may also assign names to public places where they are of significance to Council or the Community.

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.

All formed private roads that are accessible to the public may also be assigned a name. This includes roads within complexes such as universities, hospitals, retirement villages, and roads in parks etc but does not include private roads with five or less property addresses. In these cases address numbers will be assigned off the road that the private road exits on to.

Council will not name State roads as this is the responsibility of DPTI (the Department of Planning, Transport, and Infrastructure).

Should Council wish to name a Geographical area, Council must follow the requirements of the State Government's Geographical Names Act 1991 and Naming Guidelines for Geographical Places.

### 6.1 Initiating the Road and Public Naming Process

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

- A request is received by Council from an affected land owner, their agent or the Community;
- Council requests that a name change be made;
- 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; or
- Council receives an application for a land division.

A Council report will be prepared to facilitate the establish or change of a road or public place name.

## 6.2 Road and Public Place Names

For all naming processes, Council Employees will prepare a report for Council, following a CEO Briefing Session, with consideration of the following principles.

### 6.2.1 Uniqueness

A road or public place will have only one name and be unique within a Council suburb. Duplicate road names within a suburb will be resolved in order to avoid confusion and to provide clear directions for emergency services response.

Roads that are maintained by the DPTI will be named by that agency. Council will consult with DPTI in relation to naming these roads.

Duplicate names and similar sounding names (such as Paice, Payce or Pace Roads) within the Council area will be avoided where possible.

Duplication of names in proximity to a suburb or locality (in adjacent Council areas) will also be avoided where possible. 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.

### 6.2.2 Name Sources

Sources for road or public place names may include:

- Early explorers, pioneers, and settlers;
- Long term owners of land;
- Local history resources such as Jim Warburton's *Five Metropolitan Creeks of the River Torrens, South Australia*, Elizabeth Warburton's *From the River to the Hills* or Dr Roger Irvine's *Colonial Settlers on the River Torrens*. ;
- Thematic names such as for flora or fauna;
- War/casualty lists;
- Long standing club members or other eminent persons;
- Names from *The Heritage Survey of the City of Campbelltown*;
- Sponsor names (Council facilities only);
- Commemorative names; and
- Local Indigenous place names (including co-naming) where relevant.

Where the name selected is a person's name, either the given name or surname of the person may be used. A person's full name will only be used where this name has been determined by a decision of Council.

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.

Street names in Poets Corner must retain the names of Poets.

### **6.2.3 Propriety**

Names will not be used where they are considered to be:

- Offensive or likely to give offence;
- Incongruous - out of place; or
- Commercial or associated with a company or business.

Where Council wishes to seek sponsorship to support the development or management of its facilities, naming rights may be issued following approval by Council.

### **6.2.4 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 for public roads 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 will be avoided (such as Adelaide – Mannum Road).

### **6.2.5 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 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 such as 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".

### 6.2.6 Form

The apostrophe mark ‘ will be omitted in the possessive case, that is “Smith’s Road” will be “Smiths Road”.

Names will avoid the use of the possessive “s” unless the euphony becomes harsh, such as in “Devil Elbow”.

The use of hyphens will be avoided however may be used when naming a road after a person with a hyphenated name.

### 6.2.7 Road Type

Road names will include an appropriate road type suffix conforming with 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, rejoining the road from which it starts).
- For a cul-de-sac Place, Close, Court or a suffix of similar connotation will be used.
- Highway (HWY) will not be used unless direction has been provided by 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 list 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	

### 6.2.8 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.

### **6.3 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 land owners 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 be 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.

### **6.4 Consultation with Adjoining Councils**

In accordance with Section 219(2) of the Local Government Act 1999, if Council decides to change the name of a public road that runs into the area of an adjoining Council, it 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.

### **6.5 Public Notice of Name Assignment or Change**

Council will give Public Notice of the assigning or changing of a road or public place name. This will be by Public Notice:

- In the Government Gazette, and local newspaper (*The Advertiser*); and
- On Council's website.

All Public Notices will include the date that the new road name takes effect.

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

Council will provide written notice (e.g. by email) of Council's decision on a new road or public place 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;
- State Emergency Service
- SA Ambulance Service; and



- SA Metropolitan Fire Service and/or Country Fire Service.

## **6.7 Provision of Sufficient Time**

The date of effect of the new or changed road or public place name will be determined at the time the decision to assign the name occurs so as to allow sufficient time for all affected parties 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 Local Government Act 1999.

## **6.8 Signage Standards**

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

Signage for State road names is the responsibility of the DPTI.

## **7. Review & Evaluation**

This Policy will be reviewed annually. The Chief Executive Officer will report to Council on the outcome of the review and make recommendations for amendment, alteration or a substitution of a new Policy if considered necessary.

Where the Policy is amended or adopted, Public Notice will be given in accordance with Section 219(7) of the Local Government Act 1999.

## **8. Availability of the Policy**

Copies of this Policy will be available at Council's principal office during ordinary business hours and at Council's website [www.campbelltown.sa.gov.au](http://www.campbelltown.sa.gov.au).