



# COUNCIL POLICY

## Street, Road and Public Place Naming Policy

<b>Policy Number:</b>	PO126		
<b>Strategic Plan Objective:</b>	5. Responsible Governance and Leadership		
<b>Policy Owner:</b>	Chief Executive Officer	<b>Record Number:</b>	16/14200
<b>Responsible Officer:</b>	Director Development Services	<b>Minute Reference:</b>	116/2023
<b>Date Adopted:</b>	10/05/2023	<b>Next Review Date:</b>	May 2028

### 1. POLICY OBJECTIVES

This policy provides guidelines for the naming of Streets, Roads and Public Places throughout the Yorke Peninsula Council (Council) area to ensure consistency and clarity.

### 2. SCOPE

This policy applies to all Public Streets/Roads/Public Places within the Council area, with the exception of Unmade Road Reserves.

### 3. DEFINITIONS

Refer to Attachment 1.

### 4. POLICY STATEMENT

#### 4.1. Naming and Renaming Streets/Roads/Public Places

Council has the authority to assign and change the names of:

- A Public Street;
- A Public Road;
- A Private Road;
- A Public Place;

by resolution of Council.

All Sealed Public Streets/Roads and all Formed Public Street/Roads within the Council area, that are regularly accessed, will be assigned a name. This does not include Unmade Road Reserves.

All Formed Private Streets/Roads that are accessible to the public will also be assigned a name. This may include Roads within complexes such as community/strata title arrangements, reserves or parks etc.

Street/Road name signs that clearly identify each Public Road will, as far as practicable, be placed at Road intersections. (While the Australian Standard stipulates that Road name signs should be placed at every intersection, this is not practicable in rural areas).

The Department for Infrastructure and Transport is responsible for naming State Roads and the installation of any associated signage.

A Street/Road/Public Place naming process is initiated when:

- Council opens or forms a Street/Road/Public Place;
- Council receives an application for a land division;
- A request is received by Council from an affected land owner or their representative;
- Council determine it is in the public interest to investigate a change in Street/Road/Public Place name.

Council will maintain registers of Public Streets/Roads/Public Places, which will be published on Council's website ([www.yorke.sa.gov.au](http://www.yorke.sa.gov.au)). Council will also provide a person with a printed copy upon request, for which a fee may be payable in accordance with Council's Fees and Charges Register, available on Council's website ([www.yorke.sa.gov.au](http://www.yorke.sa.gov.au)).

#### **4.2. Public Street/Road/Public Place created by Land Division**

Council must assign a name to each Public Street/Road created by land division.

The Director Development Services will submit a list of compliant names for each Public Street/Road created by the land division to Council for consideration.

A developer may submit a list of preferred names for the Public Street/Road/Public Place created by the relevant land division.

The Director Development Services is responsible for ensuring that preferred names comply with this policy.

If the names do not comply with this policy, the developer will be notified by Council personnel and asked to submit a revised list that is in accordance with this policy.

#### **4.3. Name Selection**

A Street/Road/Public Place will have only one name and each name will be unique within an official suburb or rural locality.

Similar sounding names (e.g. Paice, Payce or Pace Roads) within a township will be avoided where possible.

Duplication of names in the Council area will also be avoided.

Wherever practicable, Street/Road names will be continuous from the logical start of the Street/Road to the logical end of the Street/Road, irrespective of Council boundaries, landforms and intersecting Street/Roads.

#### **4.4. Name Sources**

Sources may include:

- Aboriginal names taken from the local Aboriginal language;
- Early explorers, pioneers, and settlers;
- Prominent persons;
- Local history;

- Theme names such as flora, fauna, ships etc;
- War/casualty lists;
- Commemorative names.

Names will be appropriate to the physical, historical or cultural character of the area concerned.

The local Aboriginal Narungga community will be consulted and approval sought when choosing Aboriginal names or using words from relevant Aboriginal languages.

Names of living persons will be avoided. Names will not be used if they are:

- Offensive or likely to give offence;
- Incompatible/out of place;
- Inappropriate;
- Commercial or company.

Consideration will be given to the level of difficulty in reading, spelling and pronouncing names. Unduly long names and names composed of two or more words will be avoided wherever possible.

Exceptions include:

- A given name included with a family name where it is essential to identify an individual;
- Streets/Roads/Public Places requiring a two word name because of their geographic relationship e.g. Proof Range Road.

#### **4.5. Spelling and Form**

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 considered for adoption.

Street/Road/Public Place names must not contain abbreviations e.g. the “Creek” in “Wallaby Creek Road”. There are two exceptions to this rule, “St” will be used in place of “Saint” and “Mt” will be considered in place of “Mount”.

The apostrophe mark (‘) will be omitted in the possessive case e.g. “Smith’s Road” will be “Smiths Road”.

Hyphens will not be used except when naming a Street/Road/Public Place after a person with a hyphenated name.

#### **4.6. Suffix**

The suffix will be compatible with the class and type of Street/Road/Public Place and will reflect the form of the Street/Road/Public Place. In the case of a cul-de-sac, place, close or court will be used.

The table below provides a list of suitable Street/Road type suffixes from Australian Standards AS 1742.5 - 2017 and AS 4212 – 1994. (An expanded Road type list and acceptable abbreviations can be sourced from AS 4590-2006). Only Street/Road types listed in the standards will be used.

No additional prefix/suffix such as “north” or “extension” will be used in naming new Streets/Roads.

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	

#### **4.7. Request to Change a Street/Road/Public Place Name**

Council will rectify and pay for any error made by Council. All other requests for a change to a Street/Road/Public Place name must be submitted in writing to the Director Corporate and Community Services.

Requests for a change to a Street/Road name must be accompanied by written expressions of support from at least 80% of the property owners on the Street/Road and the relevant progress association.

Requests for a change to a Public Place name must be accompanied by written expression of support from the relevant progress association.

If the proposed name does not comply with this policy, the Director Corporate and Community Services will notify the applicant(s) and request a revised name in accordance with this policy.

The Director Corporate and Community Services is responsible for submitting the request to Council for consideration.

The cost of any changes made will be borne by the applicant(s).

#### **4.8. Consultation with Other Councils**

If Council resolve to change the name of a Public Street/Road/Public Place that runs into the area of an adjoining Council, Council will give the adjoining Council at least two months' notice in writing of the proposed change and consider any representations made by the adjoining Council in response to the notice.

#### **4.9. Public Notice of Name Assignment or Change**

Council will give public notice of the assigning or changing of a Street/Road/Public Place name. This will be by publication in the Government Gazette and by notice in a newspaper circulating generally throughout the State, as required under the Local Government Act 1999 (Act). Public notice will include the date that the new name takes effect (see 4.11) and a public notice will also be published in the Yorke Peninsula Country Times newspaper and on Council's website ([www.yorke.sa.gov.au](http://www.yorke.sa.gov.au)).

#### **4.10. Advise Relevant Parties of Name Change**

Council will provide written notice of Council's decision regarding a new Street/Road/Public Place name to relevant parties, including:

- Registrar-General;
- Surveyor-General;

- Valuer-General;
- Road Owner (if a Private Road);
- SA Police;
- SA Ambulance Service;
- SA Metropolitan Fire Service and/or Country Fire Service;

except where there has been a change of name, in which case the person(s) who submitted the application to change the name is responsible for providing written notice of Council's decision regarding a change of Street/Road/Public Place name to 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 Ambulance Service;
- SA Metropolitan Fire Service and/or Country Fire Service.

#### **4.11. Date of Effect for New Names or Name Changes**

The date of effect of the new or changed Street/Road/Public Place name will be determined by Council as part of the resolution at the time, in consideration of:

- Potential for confusion relating to maps and street directories becoming out of date;
- 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;
- 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 stationary and advertising references;
- Specific legislative requirements that may apply.

## **5. COMPLAINTS**

Complaints relating to this policy can be made in writing to Council's Director Development Services. All complaints will be managed in accordance with Council's PO147 Complaints Policy.

## **6. REVIEW**

This policy will be reviewed every five (5) years. Public notice, via the SA Government Gazette, a newspaper circulating within the area of the Council and Council's website, must

be given of adopting or altering this policy. This policy will also be reviewed as deemed necessary in consideration of any changes to legislation and relevant standards, codes, guidelines, audit findings, any corrective actions/controls arising from risk assessment, stakeholder feedback or changes to Councils requirements.

## **7. TRAINING**

Council is committed to supporting employees in complying with this policy.

Training needs will be reviewed annually, during individual performance reviews and as necessary in consideration of any changes to legislation and relevant standards, codes, guidelines, audit findings, any corrective actions/controls arising from risk assessment, stakeholder feedback or changes to Councils requirements.

## **8. RECORDS**

Records shall be maintained as required by Council's PO063 Records Management Policy and relevant legislation.

## **9. RELATED COUNCIL POLICIES/PROCEDURES AND DOCUMENTS**

PO057 Community Engagement Policy

PO063 Records Management Policy

PO139 Treasury Management Policy

PO161 Prudential Management Policy

R008 Community Land Register

R009 - Register of Public Roads

IS112 Rural Property Addressing Frequently Asked Questions

## **10. REFERENCES AND LEGISLATION**

Local Government Act 1999

Roads (Opening and Closing) Act 1991

Planning Development and Infrastructure Act 2016

Guidelines for the Selection of names for Roads in SA

Australian Standard 1742.5

Australian Standard 4212

Australian Standard 4590

Australian/New Zealand Standard 4819

## **11. COUNCIL DELEGATION**

<b>Details of Delegation:</b>	Chief Executive Officer
<b>Delegate:</b>	Director Development Services

**12. VERSION HISTORY**

<b>Version No</b>	<b>Issue Date</b>	<b>Description of Change</b>
1	11/03/2008	New Policy
2	10/10/2012	Full Revision.
3	14/12/2016	Full Revision
4	10/05/2023	Full Revision

**ATTACHMENT 1: DEFINITIONS**

Term/Reference	Definition
Formed	Constructed/improved/alterd above the natural surface to an approved Council standard by the Council, including the general shaping of the Road and drainage.
Public Street (for the purposes of this policy)	A public way or thoroughfare in a township, usually with a footpath or footpaths and typically with houses and/or buildings on one or both sides, with the exception of Unmade Road Reserves for the purpose of this policy.
Public Place (for the purposes of this policy)	An indoor or outdoor area owned or occupied by Council which the public are allowed to use, including a square, reserve, lane, footway, court, alley, thoroughfare, public watercourse, and any foreshore, with the exception of Unmade Road Reserves for the purpose of this policy.
Road (as defined within the Local Government Act 1999)	<p>A public or Private Street, road or thoroughfare to which public access is available on a continuous or substantially continuous basis to vehicles or pedestrians or both and includes:</p> <p>(a) A bridge, viaduct or subway; or</p> <p>(b) An alley, laneway or walkway.</p> <p>with the exception of Unmade Road Reserves for the purpose of this policy.</p>
Public Road (as defined within the Act)	<p>Means:</p> <p>(a) Any Road or land that was, immediately before the commencement of the Act, a public Street or Road under the repealed Act; or</p> <p>(b) Any Road—</p> <ul style="list-style-type: none"><li>• that is vested in a council under the or another Act; or</li><li>• that is placed under a council's care, control and management as a public Road after the commencement of the Act, but not including an alley, laneway, walkway or other similar thoroughfare vested in a council; or</li></ul> <p>(c) Any Road or land owned by a council, or transferred or surrendered to a council, and which, subject to the Act, is declared by the council to be a public Road; or</p> <p>(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</p>

Term/Reference	Definition
	<p>the council to be a public Road; or</p> <p>(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); and</p> <p>(f) includes any such Road that is within the boundaries of a public square, with the exception of Unmade Road Reserves for the purpose of this policy.</p>
Private Street/Road (as defined within the Act)	A Road/Street in private ownership.
Sealed	A Road surface that has been permanently Formed by the use of one of several pavement treatments (i.e. bitumen etc.).
Street	A way or thoroughfare in a township, usually with a footpath or footpaths and typically with houses and/or buildings on one or both sides, with the exception of Unmade Road Reserves for the purpose of this policy.
Unmade	A common and generally accepted term used within the South Australian, Local Government sector to describe a Road that is not Sealed or Formed, which is under the care and control of a council, to which the council have made no improvements or alterations.
Unmade Road	A common and generally accepted term used within the South Australian, Local Government sector to describe a Road that is not Sealed or Formed, which is under the care and control of a council, to which the council have made no improvements or alterations and usually classified an 'Unformed Road & Track' within Council's Transport Asset Management Plan ( <a href="http://www.yorke.sa.gov.au">available on Council's website www.yorke.sa.gov.au</a> )
Unmade Road Reserve	A common and generally accepted term used within the South Australian, Local Government sector to describe a Road that is not Sealed or Formed which is under the care and control of a council, to which the council has made no improvements or alterations, that typically provides access to individual properties and generally comprises the area between the actual Road and the boundary of the properties that adjoin the Road and usually classified an 'Unformed Road & Track' within Council's Transport Asset Management Plan ( <a href="http://www.yorke.sa.gov.au">available on Council's website www.yorke.sa.gov.au</a> ).

