

NAMING OF ROADS & COUNCIL ASSETS POLICY

Policy Type	Council
Responsible Department	City Development
Responsible Officer	Manager Assets and Infrastructure
Related Policies and Procedures	<ul style="list-style-type: none"> • Memorials Policy • Community Engagement & Public Consultation Policy
Community Plan Link	1. Community Living 1.4 Our Community is proud to be a part of our City
Date Originally Adopted	25 October 2010
Last Review Date	24 June 2024
Next Review Date	April 2027
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1. PREAMBLE

- 1.1. 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; and
 - a public place.
- 1.2. Council must assign a name to a public road created by land division.
- 1.3. All roads that can be used as part of an address for an address site will be assigned a name.
- 1.4. Council also may assign a name to Council assets, including infrastructure or facilities.
- 1.5. A Council resolution is required to assign or change the name of a public or private road, public place, or Council assets.

2. SCOPE

- 2.1. This Policy covers all Council assets that require an assigned name or change of name under section 219 of the Act.

3. PURPOSE/OBJECTIVES

3.1. The objective of this policy is to provide a framework for selecting names for roads, laneways, walkways, Council owned or managed facilities such as buildings, parks, reserves, and other physical structures throughout the City.

4. DEFINITIONS

4.1. For the purposes of this policy, the definitions used for highway, private road, public road, road, and public place, local government land, park, reserve, and relative will be those in section 4 of the *Local Government Act 1999*.

<u>Term</u>	<u>Definition</u>
Asset	includes infrastructure, parks, playgrounds, reserves, sports fields, and Council owned or managed land and buildings.
Council	means the Corporation of the City of Unley.
DIT	is the Department of Infrastructure and Transport.

5. ROLES AND RESPONSIBILITIES

5.1. This policy will be administered on behalf of Council by the Manager Assets and Infrastructure and:

- Executive Manager Office of the CEO
- General Manager City Development

<u>Role</u>	<u>Responsibilities</u>
Elected Members	To name a road, public place or asset by Council resolution
Chief Executive Officer (CEO)	Overall responsibility for development of council policy and implementation of the naming of roads and assets
Manager Assets and Infrastructure	To ensure proposed names put forward to Council for consideration/resolution meet the criteria and have followed the processes as prescribed in this policy
Employees	To investigate and consult (if necessary) a variety of name options to be presented to Council

6. STATEMENT

Initiating the Process for Assigning or Changing a Name

6.1. A naming process may be initiated if:

- a request is received by Council from an affected land owner or their agent, or a community group, or the family of an individual;
- Council resolves that a name be assigned or a change be investigated;
- Council staff determine it is in the public interest to investigate a change of name;
- Council opens or forms a road; or
- Council receives an application for a land division.

Names of Roads & Council assets

6.2. In the naming and renaming of public roads, public places or Council assets, the following policy will be observed.

6.3. Uniqueness

6.3.1. A road will have only one (1) name.

6.3.2. A road name will be unique within an official suburb. Duplicate road names within a suburb/locality will be resolved in order to avoid confusion (e.g. emergency services response).

6.3.3. Roads that are maintained by DIT will be named by DIT. Council will consult with DIT in relation to naming these roads.

6.3.4. Duplicate names and similar sounding names (e.g. Paice, Payce or Pace Road) within a suburb or locality will be avoided where possible.

6.3.5. 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.

6.3.6. 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.

6.4. Name Sources

6.4.1. Sources of names for roads, public places, or assets may include:

- Aboriginal names taken from the local Aboriginal language;
- early explorers, pioneers, and settlers;
- eminent persons, such as an individual who was or is a member of the Unley community and who has made a significant contribution to the cultural and/or political life of the community;
- local history;
- thematic names such as flora, fauna, ships.
- commemorative names.

6.5. Propriety

6.5.1. Names of living persons and commercial entities will generally be avoided.

6.5.2. Council will not assign the name of a serving Elected Member of Council, or its Administration, or serving State or Federal politicians, to a public road, public place, or Council asset.

6.5.3. Names which are characterised as follows will not be used;

- offensive or likely to give offence; or
- incongruous - out of place.

6.6. Ease of Use

6.6.1. Names will be reasonably easy to read, spell and pronounce in order to assist residents, ratepayers, service providers, emergency services and the travelling public.

6.6.2. 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;

- whilst 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); and
- roads with double destination names will be avoided (e.g. Goodwood Pasadena Road).

6.7. Spelling

- 6.7.1. 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.
- 6.7.2. 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.
- 6.7.3. Generally, road or place names proposed or approved will not contain abbreviations. For example, 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”.

6.8. Form

- 6.8.1. The form of names will avoid the use of the possessive “s” unless the euphony becomes harsh. (For example; use “Smith Road” rather than “Smith’s Road”. However, use “Devil’s Elbow” rather than “Devil Elbow”.)
- 6.8.2. The use of hyphens will be avoided. However, hyphens may be used when naming a road, public place, or Council asset after a person with a hyphenated name.
- 6.8.3. Acronyms will generally be avoided as their use tends to be transient and commercial in nature.

6.9. Type of Road or Public Place

- 6.9.1. 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, for example:
 - Crescent; a crescent or half-moon, rejoining the road from which it starts.
 - For a cul-de-sac use Place, Close, Court or a suffix of similar connotation.
 - The use of a compass point prefix/suffix or an additional suffix such as “north” or “extension” will be avoided.
 - 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, and under the care and control of DIT.
 - Place names will be appropriate to the type of asset (e.g. park, playground, sports field).

6.10. Naming of Private Roads

- 6.10.1. 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.

- 6.10.2. 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.

6.11. Consultation

- 6.11.1. A naming proposal which is made by a nominee, relatives, or a community group, must be accompanied by relevant documentation and background research which demonstrates the merit of the proposal.
- 6.11.2. Consultation shall occur in the first instance with the nominee or relatives to ascertain their support for use of the name. The naming process will not be pursued if the nominee or relatives disapprove.
- 6.11.3. If the nominee is deceased then relatives will be contacted asking if they approve of the request. If the relatives do not give approval, the naming process will not be pursued.
- 6.11.4. Where the proposed name is of Kaurna origin, the relevant cultural group (e.g. for Kaurna languages) will be consulted.
- 6.11.5. Consultation with the wider community may be undertaken if Council proposes to change the name of a road or public place. The process will be guided by Council's Community Engagement and Public Consultation Policy and any other legislative requirements.
- 6.11.6. The purpose of the consultation is to seek stakeholder feedback on the naming request. Council will not be bound by the feedback.

6.12. Consultation with adjoining Councils

- 6.12.1. 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. [See section 219(2) of the Act.].

6.13. Public Notice of Name Assignment or Change

- 6.13.1. Council will give public notice of the assigning or changing of the name of a public or private road or public place. This will be by publication in the Government Gazette and by notice in a newspaper circulating generally throughout the State, as required under section 219(4) of the Act. Public notice will include the date that the new name takes effect (see below) and notice will also be published on Council's website www.unley.sa.gov.au
- 6.13.2. The date of effect of the new or changed name will be determined at the time of making the decision to assign the name so as to allow sufficient time for all stakeholders to make arrangements to ensure a smooth transition.
- 6.13.3. Council's Register of Roads and Register of Community Land will be updated as soon as practicably possible.

6.14. Road Name Signage

- 6.14.1. Council will ensure road naming signage is erected in accordance with the relevant Australian Standard (AS 1742.5 – 1997).
- 6.14.2. Street name signs shall be of such size and shape and constructed of such materials as required by appropriate Acts, Regulations and Standards.
- 6.14.3. A road name sign may also include a guide to the street numbers that are located within a street or any portion of a street.

NOTE: Signage for State road names is the responsibility of DIT.

6.15. Costs

6.15.1. Generally, Council will meet the costs associated with the naming of a road or facility.

6.16. Names of Suburbs or Electorates

6.16.1. Naming of suburbs is governed by the *Geographical Names Act 1991* and administered by the Surveyor-General.

6.16.2. The Electoral Commission is responsible for naming electoral districts.

7. DELEGATIONS

7.1. Full information about the sub-delegated powers and duties is contained in the Council Delegations Register.

8. LEGISLATION

- *Local Government Act 1999*; mandatory policy under Section 219.
- *Geographical Names Act 1991*.
- *Planning, Development and Infrastructure Act 2016*.
- *Roads (Opening and Closing) Act 1991*.

9. AVAILABILITY OF POLICY/PROCEDURE

9.1. The Policy is available for public inspection during normal office hours at:

The Civic Centre,
181 Unley Road, Unley SA 5061.

A copy may be purchased for a fee as determined annually by Council.

It is also available for viewing, download and printing free of charge from the Council's website www.unley.sa.gov.au.

10. DOCUMENT HISTORY

Date	Version No.	Comment
25 October 2010	Version 1	C758/10
25 January 2016	Version 2	C365/16 Policy number COU111 deleted.
26 Sept 2016	Version 3	C606/16 Amended on adoption of Memorials Policy
23 September 2019	Version 4	C106/19
24 June 2024	Version 5	C1314/24