
P O L I C Y D O C U M E N T

Policy Name	Road Naming Policy
Policy Category	Governance, Finance and Administration
Department/Officer	Governance
Date Adopted	16 March 2009
Dates Reviewed	
Review Frequency	As requested by the Heritage Advisory Committee and at least Bi-annually
Council File Reference	AS.134
Strategic Plan Reference	1. - Governance and Administration 1.3 - Risk management policies and procedures are in place and regularly reviewed.
Related Documents	Attachments 1 - 'Guidelines for Naming of Roads in SA' and Attachment 2 - Geographical Names Board's guidelines for name extensions

1. PURPOSE

The purpose of this Policy and Guidelines is to set out Council's principles and practices for selecting and adopting new and replacement names for roads.

2. POLICY STATEMENT

Council supports the broad principles of the Geographical Names Board and road names that are appropriate to the physical, historical and cultural character of the area.

3. LEGISLATION AND COMPLIANCE

Local Government Act 1999 (Section 219) Council may assign a name to a public or private road, or to a public place, or change the name of a public or private road, or of a public place.

Names must be adopted under resolution of Council, and notice of the adopted resolution given:

- To appropriate authorities in writing, and
- To the public in the form of public notice in the Government Gazette and in the local newspaper 'The Times'.

If Council proposes to change the name of a public road that runs into the area of an adjoining council, the adjoining council must be given two months notice of the proposal, and any representations made by the adjoining council must be considered by Council.

The legislative provisions are provided in the attached document titled 'Guidelines for the Naming of Roads in SA'.

Geographical Names Act 1991 sets out the powers of the Minister and the Geographical Names Board to control the naming of 'places' eg area, region, locality, city, suburb, town, township or settlement, railway station, hospital, school or any other place or building that is of public or historical interest.

Compliance with the initiative of State and Local Government on Rural Property Addressing and adoption of the National Standard *Rural Addressing AS4819:2003*.

4. **DEFINITIONS**

In accordance with recent legislation, the term "road" incorporates the common meaning of the term "street" so the term "street" is not used in this policy.

5. **INFORMATION**

5.1. **Heritage Advisory Committee**

The role of the Heritage Advisory Committee is to:

- Research names of local significance and maintain a list for naming of streets, reserves and local features.
- Provide developers with a list of acceptable street names for new subdivisions.
- Make recommendations to Council on the naming of streets, reserves and significant landmarks.

5.2. **Communication and Consultation** (also refer item 3 - *Legislative Compliance*)

- Communication and consultation with affected parties or property owners is required to a level that is appropriate for the business at hand. Council's Public Consultation Policy will be used as a guide to assess the appropriate level of consultation necessary.
- Road name changes should have the support of those residents affected by the name change however Council is not obliged to comply with proposals.
- Public notice must be given of a resolution of Council assigning or changing a name.

5.3. **Principles for selecting a road name**

This Policy is consistent with the broad principles of the Geographical Names Board. These principles are highlighted in the attached document 'Guidelines for the Naming of Roads in SA' (Attachment 1).

The Geographical Names Board's guidelines for name extensions are provided in Attachment 2.

5.4. Naming or re-naming Roads

5.4.1. Un-named Roads

Where a minor road has no property fronting onto it, or it is considered to be only a minor access lane to a small number of properties, then Council will generally not allocate a street name to it.

5.4.2. Private Road

Property owners may apply names to any part of their private land. However, service authorities normally refuse to acknowledge road names that have not been endorsed by Council. Property owners will be encouraged to liaise with Council if they wish a name assigned to a private road.

In cases where a private road (or roads) is (are) created as part of a residential development and on request from the owner/developer to provide road names Council may seek to recover the costs of processing such requests. Costs associated with the purchase, installation and maintenance of street/road name signs will be borne by the owner/s of the private road.

Unlike public roads, the naming of private streets/roads does not require advertising and thus no advertising cost is incurred.

5.4.3. Names of roads in new subdivisions

Where naming of roads is required as part of a residential sub-division a full list of available names as maintained by the Heritage Advisory Committee on Council's behalf will be provided to the developer for consideration.

The principles of this Policy and Council's Guidelines for Naming Roads in SA will be the basis on which the Council approves proposed name/s.

5.4.4. Re-naming existing Roads

The renaming of roads is discouraged unless there are good reasons for a change of name.

Typical reasons that the Council may consider are: the redesign of a road, mail delivery problems, misspelling of a name and duplication problems. Renaming may be necessary when a road is cul-de-saced, resulting in two or more separated sections of road, as this can provide difficulties for emergency services. Renaming may also be helpful in solving house numbering problems.

The naming process will be initiated if the request is:

- From an affected land owner or their agent,
- Council, or
- Is deemed in the public interest.

To request that an existing public road be re-named:

A written submission stating the reasons to support the request must be forwarded to the City Manager, City of Victor Harbor, PO Box 11, Victor Harbor SA 5211.

5.5. Process to request that a public road be named

All applications should include the rationale for the name(s) proposed and if accepted by the Heritage Advisory Committee will be included on the Committee's Road Name list for future consideration by Council.

Applications should be submitted in the first instance to:

City Manager, City of Victor Harbor, PO Box 11, Victor Harbor SA 5211.

5.6. Process of assessing a proposed road name

A report will be prepared for consideration by the Heritage Advisory Committee which will make a recommendation based on the following:

- Council's Guidelines for the Naming of Roads in SA and this Policy.
- Council's Road Register for duplication of names.
- The views received from affected persons (if relevant).
- The list of names established by the Heritage Advisory Committee.
- Consultation with Emergency Services.

5.6.1. Timing the changing of road names

The time when the new name applies shall be the date of the Council's resolution to adopt the name, or the date stated as part of Council's resolution.

The time from when a new name applies will be decided after consideration of the following issues:

- The impact on existing property owners and tenants, for example the need to change letterhead stationary and advertising references.
- Confusion for people using maps and street directories that become effectively out of date.
- The desire of some developers to sell "off the plan", and the desire of new owners to know their new address at an early stage.

6. RISK MANAGEMENT

Council is committed to the 'Rural Property Addressing standard' which is an initiative of state and local government and aimed to provide all occupied rural properties in South Australia with a nationally consistent numbered address.

Council has a legislative obligation to provide a unique property address to ensure ease of identification and access by emergency services when a life or property is threatened.

7. EVALUATION AND ACCESSIBILITY

This Policy will be available on Council's website and evaluated at the request of the Heritage Advisory Committee.

List of Amendments		
Date	Authorised by	Minute Reference

Date : _____

: _____