



NAME OF POLICY: Naming of Roads and Public Places Policy & Procedure

POLICY MANUAL: Governance

BACKGROUND

Pursuant to Section 219(5) of the *Local Government Act 1999* (the Act), the Council is required to adopt a policy relating to the assigning of names to roads and public places within the City of Norwood Payneham & St Peters (the City). This includes public roads vested in the Council, private roads and any place to which the public has access (for instance, reserves, parks, Council-owned facilities and buildings, and other community land).

The Council is required by the Act to assign a name to a public road created by land division under the *Planning, Development and Infrastructure Act 2016* or the opening of a road under the *Roads (Opening and Closing) Act 1991*. However, the Council may determine to name or change the name of other public or private roads, or public places, within the City at any time in accordance with this Policy. This process may be enlivened upon gaining ownership of land or road, upon request from a member of the public, or where circumstances arise that require the existing name of a road or public place to be changed in the public interest.

This Policy and Procedure outlines when and how the Council will assign or change the name of a road or public place in the City and provides guidelines to assist the Council in the name selection process.

DISCUSSION

The naming of roads and public places is an important and necessary function of the Council as it enables citizens, visitors and service authorities (including emergency services, utility providers etc) to easily navigate the City and find their intended location. Additionally, the naming of roads and public places presents an opportunity for the Council to recognise the City's cultural heritage and identity, and to contribute to its unique *sense of place*.

The numbering of allotments and buildings adjoining a road, as provided for by Section 220 of the Act, is not included within this Policy and is undertaken separately by the Council.

Arterial roads which are located within the City are managed by the Department of Transport and Infrastructure (DIT) and are, therefore, outside the scope of this Policy. The Council will liaise with DPTI in relation to the naming of these roads.

Pursuant to the *Geographical Names Act 1991* (SA), the naming of public places, excluding Council-owned reserves (eg State-owned parks and facilities, suburbs, hospitals or geographical features) is the responsibility of the Attorney General's Department and is not covered by this Policy.

KEY PRINCIPLES

This Policy is based on the following key principles and objectives:

- to provide clarity and transparency around the naming of roads and public places in the City;
- to provide guidelines for the assigning of names to roads and public places to promote consistency in Council decision-making; and
- to promote the naming of roads and public places that are unique, understandable and recognise the City's cultural heritage and identity where appropriate.

POLICY

Definitions

Act - *Local Government Act 1999*.

Road - 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 a bridge, viaduct or subway, or an alley, laneway or walkway.

Public Road - has the same meaning as set out in the *Local Government Act 1999* and includes (without limitation):

- any road that is vested in the Council under that Act or another Act;
- any road that is placed under the Council's care, control and management as a public road; or
- any road or land owned by the Council which is declared by the council to be a public road.

Private Road - a road in private ownership.

Public Place - a place (including a place on private land) to which the public has access.

Public Roads

All public roads within the City will be assigned a name by the Council. This does not include 'unmade' road reserves and thoroughfares, the naming of which is discretionary.

Any new public road created by land division under the *Planning, Development and Infrastructure Act 2016* or the opening of a road under the *Roads (Opening and Closing) Act 1991* will also be assigned a name by the Council.

Private Roads

Private roads and laneways that are accessible to the public may be assigned a name at the Council's discretion.

Private roads and laneways that are unformed, unsealed or that are accessed by less than five (5) properties are not required to be named. In these cases, allotment or building numbers will be assigned off the public road which the private road connects to.

Private landowners are not required to seek Council approval to name private roads and laneways.

However, private landowners and developers are encouraged to select suitable road names in accordance with this Policy and to obtain Council endorsement for the name. This will also assist service authorities, who may not recognise road names that have not been formally endorsed by the Council.

Upon formal endorsement of a private road name, or request for a name to be assigned by the Council, the Council will require the installation of road naming signage to the Council's specification and standard. The cost of installation will ordinarily be covered by the Council, however, this remains at the Council's discretion (for instance, the Council may seek to recover the costs from an applicant of larger residential developments).

Public Places

All community land owned by the Council or under the Council's care, control and management will be assigned a name in accordance with this Policy.

All Council-owned facilities and buildings that are made available to the public may also be assigned a name.

Changing of Names

The Council will consider changing the name of a public or private road or a public place where:

- the road or public place is of significance to the Council or the local community (whether due to its size, location, cultural heritage, or other relevant factors);
- the re-naming would assist citizens, visitors or service authorities to navigate the City or locate the relevant road or public place;
- a change in configuration or use of the road or public place requires it to be re-named; or
- the re-naming would otherwise be in the public interest.

Determining whether a change in name is in the 'public interest' will be at the Council's discretion and will involve consideration of the facts and circumstances of each case. It may include consideration of factors such as changing community expectations, cultural or historical considerations, freedom of expression, public safety, and the protection of the rights and freedoms of others.

Signage

Road name signs that identify public and private roads will, as far as practicable, be placed at the commencement or termination of the road and at major road intersections or junctions, and will clearly indicate the road to which they apply. While the Australian Standard stipulates that road name signs should be placed at every intersection, this may not always be practicable.

The Council will be responsible for ordering, procuring and installing all required road and public place signage and will ensure that road naming signage erected is in accordance with the relevant Australian Standard (AS 1742.5 – 1997).

Signage may be erected during construction of a sub-division.

The erection of signage that indicates the location of a public place or facility will involve consideration of the following principles, as set out in the Council's Directional Signage Policy:

- the primary purpose of street sign poles is for the provision of street name signage; and
- the number of signs installed on any one (1) pole shall be limited to ensure that there is no risk of confusion or distraction for drivers of vehicles and to ensure that the amenity of the location is not impaired.

Principles for Name Selection

In the naming and re-naming of roads and public places, the following principles will be taken into consideration by the Council:

1. Uniqueness

A road or public place will have only one name (except where a dual geographical name is assigned to a public place, in accordance with the *Geographical Names Act 1991* and this Policy and Procedure).

A road name or public place name will be unique within a suburb. Duplicate or similar sounding names (eg Paice, Payce or Pace Roads) will be avoided, where practicable, within the same suburb or locality to avoid confusion.

Where practicable, duplication of names in proximity to an adjacent suburb or locality will also be avoided. However, roads or public places 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.

2. Name Sources

Sources for road and public place names may include:

- early explorers, pioneers, and settlers in the City;
- eminent persons or citizens who have contributed significantly to or given extended service within the local community;
- history and cultural heritage of the locality or the City;
- physical characteristics of the locality (eg landscape, geography, identifiable structures, flora/fauna etc);
- derivatives of an adjoining or nearby road, suburb or place names (eg Osmond Square, nearby Osmond Terrace);
- long-term owners or occupiers of the land, or their use of the land (eg Heanes Lane);
- continuation of a road / place naming theme in the area;
- commemorative names; and
- Aboriginal names (representative of the vocabulary of the original tribal inhabitants of the region).

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 records.

Where the name selected is a person's name, use of the surname will be preferred. 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 names of living persons will be avoided for the naming of roads or public places, unless there is a likelihood of prolonged public acclaim.

Kaurna names or words from the Kaurna language may be considered in the naming of public places, in consultation with the local Kaurna community.

In order to retain and record both the Aboriginal and European nomenclature heritage of South Australia, the *Geographical Names Act 1991* provides for a dual geographical name (eg a dual Kaurna and European name) to be assigned to a public place.

3. Propriety

Names which fall within the following categories, in the reasonable opinion of the Council, will not be used for roads or public places:

- offensive, or likely to cause offence, or discriminatory;
- incongruous (out of place); or
- commercial or associated with a company or business.

4. Language and Spelling

Names will be reasonably easy to read, spell and pronounce, particularly to assist service authorities and visitors to the City.

Unduly long names and names composed of two or more words (including double destination names) will be avoided.

Where a road or public place will have the same name as a place or feature with an approved geographical name, care will be taken to ensure that the correct spelling of the official place name is adopted as shown in the SA 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.

Abbreviations in names will not be used (for example, the “Creek” in “Wallaby Creek Road” must not be abbreviated). However, “St” will always be used in place of “Saint” and it is acceptable to use “Mt” for “Mount”.

The use of a compass point prefix/suffix or an additional suffix such as “north” or “extension” will be avoided (for example, Lower Portrush Road), 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 service authorities to locate the appropriate part of the road.

5. Form

The apostrophe mark ‘ will be omitted when used in the possessive case in names (eg “Smith’s Road” will be “Smiths Road”).

Names will avoid the use of the possessive “s” unless the euphony becomes too harsh (eg “Devil Elbow”).

The use of hyphens will be avoided in names. However, hyphens may be used when naming a road after a person with a hyphenated name.

6. Type of Road – Suffix

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

- the suffix chosen will be compatible with the class and type of road. Assistance to both 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, eg:
 - “Crescent” – a crescent or half-moon, rejoining the road from which it starts;
 - “Esplanade” – open, level and often along the seaside or a river.
- for a cul-de-sac, the suffix “Place”, “Close”, “Court” or a suffix of similar connotation will be used.

- “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.

The following list of suitable road type suffixes is included as an example. Only road types shown in the relevant Australian Standards will be used (see AS 4590:2006).

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	

7. Type of Public Place – Suffix

Names of public places (including for example, reserves, parks, Council-owned facilities and buildings) will include an appropriate place type suffix conforming to the following guidelines:

- The suffix chosen will be compatible with the size and type of place, and any facilities located at the place, eg:
 - “Reserve” – generally associated with larger expanses of open space;
 - “Park” – generally associated with smaller local areas of open space;
 - “Screening Reserve” – generally associated with a narrow strip of road reserve located between developed land and public road to act as a “screen” or “buffer”;
 - “Complex” – generally associated with a cluster of buildings or facilities in one location.

The following list of suitable place type suffixes is included as an example.

Arcade	Buffer Reserve	Car Park	Centre
Complex	Drainage Reserve	Gardens	Green
Grove	Hall	Oval	Park
Plaza	Reserve	Screening	Sportsground
Square	Walk	Walkway	

Delegation of Power to Assign or Change a Name

Pursuant to Section 44 of the Act, the Council may delegate the power under Section 219 to assign or change a name of a road or public place to the Chief Executive Officer.

This power will be delegated and exercised by the Chief Executive Officer in the following circumstances (or as otherwise determined by the Council):

- land divisions – negotiation of names for new Public Roads created by land division;
- naming of minor roads and laneways (public or private);
- renaming of a road or public place for practical or operational reasons – for instance, to remedy duplicate or similar sounding names, or to implement a continuous name from the logical start of the road to the logical end of the road.

Where an objection regarding a proposed name arises in the above circumstances with relevant stakeholders, or where it is deemed to be in the public interest (in the reasonable opinion of the Chief Executive Officer), the matter will be referred to the Council for its consideration.

The Chief Executive Officer retains the right to refer an assignment or change of name to the Council for its consideration at any time.

NAMING OF ROADS AND PUBLIC PLACES PROCEDURE

Initiating the Naming Process

A road naming process will be initiated upon:

- creation of a public road by land division under the *Development Act 1993*; or
- opening of a public road under the *Roads (Opening and Closing) Act 1991*.

A road or public place naming process may also be initiated where:

- the Council gains ownership of new land or road (whether through transfer, compulsory acquisition, vesting, declaration of public road etc);
- a request is received by the Council from an affected land owner or their agent, or a member of the general public;
- the Council resolves that a name change be investigated; or
- Council staff determine that it is in the public interest to investigate a name change.

Consideration by the Council

Except where the decision to rename a road or public place is undertaken by the Chief Executive Officer acting under delegation in accordance with the Council's *Naming of Roads and Public Places Policy*, a report will be prepared for the consideration of the Council which proposes the assignment or change of name.

The report will outline the reason for initiation of the road or public place naming process, any research or consultation undertaken, and will recommend a suitable name or names for selection by the Council.

Consultation

Roads

Adjacent landowners will be consulted during the process of selecting a new name or changing a name of a public or private road, in accordance with the Council's *Community Consultation Policy*.

Where a private road or laneway is concerned, the Council will also endeavour to notify the owner of the private road (where identifiable after reasonable enquiries).

Public Places

Consultation with relevant agencies will be conducted during the process of selecting a new name or changing a name of a public place.

A formal request will be made to the Geographical Names Unit of the Attorney General's Department where the Council is considering assigning a dual Kaurua and European geographical name to a public place.

The Geographical Names Unit may also be consulted to avoid duplication of a road or public place name or similar sounding names within the State.

General

In selecting a new name or changing a name of a road or public place, the Council may determine to endorse a potential name or names for community consultation before resolving to assign or change the name of the road or public place.

The assigning or changing of a public place name may also require consultation in accordance with Section 197 or Section 198 of the Act, where it requires the adoption or amendment of a Community Land Management Plan in relation to that public place.

Where a road or public place runs into the area of an adjoining council, the Council will give the adjoining council at least two (2) months' notice of the proposed name or name change (see Section 219(2) of the Act). The Council will consider any representations made by the adjoining Council in response to the notice, before formally resolving to name the road or public place at a subsequent meeting of the Council.

The Council's Cultural Heritage Advisor should be consulted when considering road or place names that reflect the history or cultural heritage of the locality or the City.

The local Kaurna community and the relevant authorities will be consulted when considering Kaurna names or using words from the Kaurna language in the naming of public places and in the development of any associated explanatory text or signage.

Notification of Name Assignment or Change

Upon resolving to assign or change a name of a road or public place, the Council must:

- immediately notify the Register-General, the Surveyor-General and the Valuer-General of the name assigned or changed (in accordance with Section 219(3) of the Act); and
- give public notice of the name assigned or changed by publication of a notice in the SA Government Gazette, in a newspaper circulating within the Council area and on the Council's website (in accordance with Section 219(4) of the Act).

The Council will also provide written notice to all relevant parties, including (where relevant):

- the owner of the road (if a private road, and the owner of the road is identifiable after reasonable enquiries);
- owners of adjacent properties;
- Australia Post;
- Telstra;
- SA Water;
- South Australia Power Network (SAPN);
- SA Police (SAPOL);
- SA Ambulance Service; and
- SA Metropolitan Fire Service and/or Country Fire Service.

The written notice will include the date on which the new name takes effect (see below), and may be sent by email.

Effective Date

The effective date of the assigned or changed name will be the date stated in the Council resolution assigning or changing the name. If no date is stated, the effective date will be the date of the Council resolution.

The effective date will be determined taking into consideration all relevant factors, including:

- the impact on existing property owners, residents, tenants and occupiers (including, for example, the time required for relevant parties to change their address with service providers, and on business stationary and advertising);
- potential confusion for people using maps and street directories that effectively become out of date; or
- the desire of some developers to sell properties "off the plan" and the opportunity for new owners to know their future address at an early stage.

Council Registers

Following assignment of the road or public place name, the Council will update all relevant registers, including its Public Roads Register (as required by Section 231 of the Act) and Community Land Register (as required by Section 207 of the Act).

Signage

The Council will be responsible for ordering, procuring and installing all required road and public place signage, in accordance with relevant Australian Standards and Council specifications.

REVIEW PROCESS

The Council will review this Policy and Procedure within three (3) years of its adoption date.

Note: Notice of amendments to the Policy must be published in the SA Government Gazette, in a newspaper circulating within the area of the Council, and on the Council's website, as required by Section 219(7) of the Act.

INFORMATION

The contact officer for further information at the City of Norwood Payneham & St Peters is the Council's Manager, Governance & Legal, telephone 8366 4626.

ADOPTION OF THE POLICY

This Policy and Procedure was adopted by Council on 4 March 2019.
This Policy was reviewed and adopted by the Council on 4 October 2022.

TO BE REVIEWED

October 2025