

THE BAROSSA COUNCIL

SELECTION OF ROAD AND PUBLIC PLACE NAMES PROCESS



Strategic Plan Outcome:	3.4 Natural and Built Environment Infrastructure	Document Code:	TBCPR9051
Process Owner:	Director Works and Engineering	Last Revised Date:	7 September 2016
Responsible Officer:	DWES	TRIM Reference:	16/55963
Date Approved:	20 September 2016	Next Review Date:	20 September 2019

1. Overview

This process will be initiated if:

- Council resolves that a name change be investigated; or
- Council staff determine it is in the public interest to investigate a change in road/public place name; or
- Council opens or forms a road; or
- Council receives an application for a land division; and
- Council have determined under the Property Identification Policy to proceed.

2. Core Components

- Principles for Naming or Renaming Roads
- Sources for Road Names
- Application Process
- Grammatical Considerations
- Consultation
- Effective date Considerations
- Records/Signage

3. Definitions

Public Road	<p>A Public Road is:</p> <p>(a) any road or land that was, immediately before the commencement of the Local Government Act 1999, a public street or road under the repealed Act; or</p> <p>(b) any road—</p> <p style="padding-left: 40px;">(i) that is vested in a council under this or another Act; or</p> <p style="padding-left: 40px;">(ii) that is placed under a council's care, control and management as a public road after the commencement of this Act, but not including an alley, laneway, walkway or other similar thoroughfare vested in a council; or</p> <p>(c) any road or land owned by a council, or transferred or surrendered to a council, and which, subject to this Act, is declared by the council to be a</p>
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	public road; or (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 the council to be a public road; or (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).
Public Place	A Public Place means a place (including a place on private land) to which the public has access, but does not include any part of a community parcel divided by a plan of community division under the <i>Community Titles Act 1996</i> .
Private Road	A Private Road means a road in private ownership.
Affected Landowner	Being landowners abutting the subject Road (or proposed Road in the case of a new development or contraction of a previously unmade Road) and will include known parties who have an interest in the abutting Road (or proposed Road).
Offensive	Unpleasant or insulting and likely to make people upset or embarrassed as determined by Council.

4.	Process
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4.1 Principles for Naming or Renaming Roads

In the naming and renaming of public roads the following principles will be observed.

- 4.1.1 A road will have only *one name*.
- 4.1.2 A road name will be *unique* within a Township or Rural area. Duplicate and similar sounding road names within a Township will be resolved in order to avoid confusion.
- 4.1.3. If possible, duplication of names in proximity to adjacent Township or locality will also be avoided, however, roads crossing Council boundaries *should* have a single and unique name.
- 4.1.4 Roads that are maintained by the Department for Planning, Transport and Infrastructure (DPTI) will be named by DPTI. Council will consult with DPTI - in relation to naming or renaming these roads.
- 4.1.5 Wherever practicable, road names will be continual from the logical start of the road to the logical end of the road, irrespective of Council boundaries, landforms and intersecting roads.

4.2 Sources for Road Names

- 4.2.1 Sources for road names may include,
 - Aboriginal names taken from the local Aboriginal language;
 - Early explorers, pioneers, and settlers;
 - Elected Members with a term of service greater than 10 years;
 - Local identities of significant achievement in their field;



- Local history;
- Thematic names such as flora, fauna etc.;
- War/casualty lists; and
- Commemorative names.

4.2.2. Names will not be used if they are:

- Offensive or likely to give Offence;
- Have no connection to the Council area; or
- Commercial or company names.

4.2.3. Names will be selected so as to be appropriate to the environmental, historical or cultural character of the area concerned. The guidance of appropriate historical societies, developers and others may be obtained in the selection of suitable names.

4.3 Application Process for interested parties

4.3.1. Council will acknowledge and retain requests and suggestions for road/public place names when submitted in writing.

4.4 Grammatical Considerations

4.4.1 Leaders of the local Aboriginal community will be consulted when choosing Aboriginal names or using words from local Aboriginal languages.

4.4.2 Names, wherever possible, will be reasonably easy to read, spell and pronounce in order to assist service providers, emergency services and the travelling public.

4.4.3 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.

4.4.4 Where the spelling of a name 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 local usage will be adopted.

4.4.5 Generally road names proposed or approved will not contain apostrophe marks or abbreviations e.g. "Smith's Road" will be "Smiths Road" and 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".

4.4.6 The use of hyphens will be avoided except when naming a road after a person with a hyphenated name.

4.4.7 Generally first names will not be utilised, however Council can elect to do so in order to ensure clarity of the name or differentiate it from other like or same names in the district.



4.4.8 Road names will include an appropriate road type as per the table below. Only road types shown in Australian Standard 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	Way	

4.4.9 The use of a compass point 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 for the purposes of assisting the community and the emergency services to locate the appropriate part of the road.

4.5 Consultation

4.5.1. There is a public interest in naming Public Roads and Private Roads and thus encouraging private land owners and developers to select suitable names, preferably in accordance with this Process, and to obtain Council endorsement for the name.

4.5.2 Council will give public notice of a proposal to change a road name by publishing a notice in a newspaper circulating generally throughout the Council areas and in accordance with Council's Public Consultation Policy, notifying Affected Landowners and providing notice on Council's website.

4.5.3 If Council decides to change the name of a public road that runs into the area of an adjoining Council, 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.

4.5.4 Council will provide written notice of its decision on a new road name or name change to all Affected Landowners.

4.6 Effective Date Consideration

4.6.1 The date of effect of the new or changed road name will be determined by Council at the time of the decision to assign the name so as to allow sufficient time for all stakeholders to make arrangements for a smooth transition.

4.6.2 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 would become out of date; and



- The desire of developers to sell property 'off the plan' and the opportunity for new owners to know their future address at an early stage.

4.7 Records/Signage

- 4.7.1 The origin of each name will be clearly stated and recorded as part of the Council's historical records.
- 4.7.2 Council will update the Register of Public Roads as required by S.231 of the Local Government Act.
- 4.7.3 Council will ensure road naming signage is erected in accordance with Australian Standard 1742.5.

5.	Responsibilities
Works & Engineering Department	

6.	Training
Nil	

7.	Records Management
As Knowledge Management Policy	

8.	Related Documents
The Barossa Council Property Identification Policy The Barossa Council Public Consultation Policy Rural Property Address Application Form	

9.	References
Australian Standard AS1742.5	

10.	Review
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This Selection of Road and Public Place Names Process shall be reviewed by the Process Owner, in consultation with employees or their representatives, every three (3) years or more frequently if legislation or Council needs change.

This may include a review of:

- Legislative compliance issues
- Audit findings relating to incident reporting and investigation
- Incident reports, claims costs and trends
- Feedback from managers, employees, contractors or other stakeholders
- Other relevant information.

Results of reviews may result in preventative and/or corrective actions being implemented and revision of this document.



SIGNED: 
Mayor

Date: 27 / 9 / 16