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# Road Naming Procedure

## 1. Purpose

The purpose of this procedure is to:

- outline when and how the Road Naming Policy applies
- describe the roles and responsibilities of the Council, Chief Executive Officer and staff in relation to road naming.

## 2. Background information

This procedure is a companion to the Road Naming Policy which is a legislative requirement under section 219 of the *Local Government Act 1999*.

## 3. Definitions

The definitions appearing in the Road Naming Policy apply to this procedure. Please familiarise yourself with those definitions prior to reading and applying this procedure.

## 4. Operating procedure

### 4.1 Initiating the road naming process

Council **must** assign a name to each public road created by land division.

All sealed and formed public roads within the council area that are regularly accessed will be assigned a name. This does not include 'unmade' road reserves, the naming of which is discretionary.

All formed private roads that are accessible to the public (with the exception below) may also be assigned a name. This includes roads within complexes such as universities, hospitals, retirement villages, and roads in forests or parks etc. Private roads with five or less property addresses do not need to be named. In these cases, address numbers will be assigned off the road that the private road connects to.

While section 219 of the Local Government Act 1999 also provides the power to name a public place, this procedure refers only to the naming of roads. The naming of public places is dealt with elsewhere in council's policies and procedures eg naming of reserves procedure.

All roads that can be used as part of an address for an address site will be assigned a name.

The naming of state roads is the responsibility of the Department of Transport, Energy and Infrastructure.

A road naming process may be initiated if:

- a request is received by the council from an affected landowner or their agent
- Council resolves that a name change be investigated
- it is in the public interest to investigate a change in road name
- council opens or forms a road
- council receives an application for a land division.

#### **4.2 Naming of private roads**

The policy and procedure covers all formed roads that are regularly accessed and therefore includes private roads. Private landowners are not obliged to seek council approval for naming their roads. However, there is a public interest in encouraging private landowners and developers to select suitable names, preferably in accordance with this policy, and to obtain council endorsement for the name. Where council proposes to assign a name to a private road, it will consult with the owner(s) of the land over the proposed name and the signage requirements for the road.

#### **4.3 Consultation with adjoining councils**

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 month's notice of the proposed change and consider any representations made by the adjoining council in response to the notice (see section 219(2) LG Act).

#### **4.4 Public notice of name assignment or change**

Council will give public notice of the assigning or changing of a road 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 LG Act. Public notice will include the date that the new name takes effect (see below) and notice will also be published on the council's website [www.onkaparingacity.com](http://www.onkaparingacity.com).

#### **4.5 Advise relevant parties of new name or name change**

Council will provide written notice (eg by email or letter) of Council's decision on a new road name or name change to all relevant parties, including:

Registrar General	Surveyor General
Valuer General (see s.219(3)(a) LG Act)	Owner of the road (if a private road)
Owners of abutting properties	Australia Post
Telstra	SA Water
ETSA Utilities	SA Police
SA Ambulance Service	SA Metropolitan Fire Service
Country Fire Service	State Emergency Services
Origin Energy	

#### 4.6 Date of effect for new names or name changes

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

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 effectively become 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 any early stage.

#### 4.7 Road name signage

Road name signs that identify each public road will, as far as practicable, be placed at the commencement/termination of the road and at major road intersections/junctions and will clearly indicate the road to which it applies. (While the Australian Standard stipulates that road name signs should be placed at every intersection, this may not always be practicable.)

Council will ensure road naming signage in accordance with the relevant Australian Standard (AS 1742.5 – 1997) is erected. (Signage may be erected during construction of a sub-division).

Signage for state roads is the responsibility of DTEI.

#### 4.8 Delegations

Council is able to delegate the powers conferred under S219 of the LG Act. When considering delegation of these powers it is necessary to consider the circumstances in which the naming or renaming of roads occurs.

**Land divisions** – council administration negotiates appropriate names for new public roads created by land division. The power to name roads in this circumstance will be delegated to the Chief Executive Officer.

**New road names** – from time to time we are required to provide names to previously un-named roads. Council's administration engages with the stakeholders named in his policy and adjoining landowners to arrive at an agreed name. Where there is no objection to the proposed name, this name is to be approved under delegation. Where there is dispute over a proposed name, the matter will be referred to Council for resolution.

**Renaming** - on occasions where problems with existing road names have been identified, council may review the current situation. This may occur due to duplication of road names within the same suburb/locality, similar spelling or sounding names, or broken or unformed roads not forming a logical end and start to a road. Council's administration engages with the stakeholders named in this policy and adjoining landowners to arrive at an agreed name. Where there is no objection to the proposed name, this name is to be approved under delegation. Where there is dispute over a proposed name, the matter will be referred to Council for resolution.

**Private roads** – where a private road is identified to contain access to five or more properties and is proposed to be named, council's administration will engage with the stakeholders named in this policy and adjoining landowners to arrive at an agreed name. Where there is no objection to the proposed name, this name is to be approved under delegation. Where there is dispute over a proposed name, the matter will be referred to Council for resolution.

## 5. References

Road Naming Policy 2010

## 6. Attachments

N/A

<b>Responsible officer(s)/department(s):</b>	General Manager City Development Manager Public Health and Safety
<b>Adopted/approved by:</b>	Council
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