

<b>STREET NAME POLICY</b>	
Statutory Policy	
TRIM Reference	AR18/51909[v2]
First Issued	14 September 1987
Last Reviewed	11 April 2023
Next Review	January 2027

## 1. POLICY STATEMENT

- 1.1 Council has the power under Section 219 of the *Local Government Act 1999* (the LG Act) to assign a name, to or change the name of a public road, private road, and a public place.

## 2. PURPOSE

### 2.1 Purpose

To ensure that the agreed approach to the naming of roads is clearly documented and that flexibility and merit is considered when assigning street names.

### 2.2 Scope

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

2.2.2 All sealed public roads and all formed public roads within the Council area that are regularly accessed will be assigned a name. This does not include 'unmade' road reserves.

2.2.3 All formed private roads that are accessible to the public will also be assigned a name. This includes roads within complexes such as hospitals, retirement villages, and parks. Private roads with five or less property addresses do not need to be named.

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

### 2.3 Strategic Reference

#### 5 Governance and Financial Sustainability

5.5 We meet or exceed legislative and accreditation requirements for all relevant programs.

## 3. PRINCIPLES

### 3.1 Initiating the Road Naming Process

A road naming process may be initiated by the Council or a land owner or their agent.

### 3.2 Road Names

#### 3.2.1 Uniqueness

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

- A road will have only one name.
- A road name will be unique within the Council area.
- Duplicate names and similar sounding Names (e.g. Paice, Payce or Pace Roads) will be avoided where possible.

- d) 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.

### **3.2.2 Name Sources**

Sources for road names may include:

- a) written submissions received from the community
- b) community input into the naming of a new public road, by calling for suggestions of an appropriate name
- c) special requests by the community
- d) requests by a developer sub-dividing land
- e) Council seeking suggestions from the community when the 'Street Name Schedule' has limited Street Names remaining on the list
- f) early explorers, pioneers and settlers
- g) eminent persons
- h) Aboriginal names taken from the local Aboriginal language
- i) thematic names such as flora, fauna and ships
- j) war/casualty lists, and
- k) commemorative names.

The local Aboriginal community will be consulted when choosing Aboriginal names or using words from relevant Aboriginal languages.

### **3.2.3 Street Name Schedule**

- a) A Street Name Schedule (AR18/52590) will be maintained of all road names approved by Council.
- b) The allocation of street names will preferably be from the Street Name Schedule, with the next available name being allocated.
- c) The Chief Executive Officer or delegate will approve the allocation of street names to roads within the Council Area.
- d) Any special requests to assign a street name, to a public road, that is not included on the Street Name Schedule must be approved by Council.

### **3.2.4. Propriety**

Names that will not be used include names that are offensive or likely to give offence, incongruous (out of place) or commercial.

### **3.2.5 Communication**

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

### **3.2.6 Spelling**

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.

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.

Generally road names proposed or approved will not contain abbreviations.

### **3.2.7 Road Type**

Road names will include an appropriate road type suffix conforming with the class and type of road.

Only road types shown in Australian Standards documents will be used.

Alley	Arcade	Avenue	Boulevard
Bypass	Circle	Circuit	Circus
Close	Court	Crescent	Drive
Esplanade	Grove	Lane	Mews
Parade	Parkway	Place	Plaza
Promenade	Road	Row	Square
Street	Terrace	Walk	Way

### **3.2.8 No Prefix or Additional Suffix**

The use of a compass point prefix/suffix or an additional suffix such as “north” or “extension” will be avoided, particularly where new roads are to be named. Where an existing road is subsequently bisected, 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 the emergency services to locate the appropriate part of the road.

## **3.3 Naming of Private Roads**

3.3.1 This policy covers all formed roads that are regularly accessed and therefore includes private roads. 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. 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.

3.3.2 The cost of erecting signage on private roads will be borne by the owner/developer. Owners/developers prior to erecting road name signage should seek advice from Council as to the appropriate location for the signage.

## **3.4 Consultation with Adjoining Councils**

If Council decides to change or assign 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 proposal, and consider any representations made by the adjoining Council in response to the notice (Section 219(2) of the LG Act).

## **3.5 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, by notice in a newspaper circulating generally throughout the State, and the Council’s website, as required under the LG Act.

## **3.6 Advise Relevant Parties of New Name or Name Change**

3.6.1 Council will provide notice of the decision on a new road name or name change to all relevant parties.

3.6.2 Council will update the Register of Public Roads as required by Section 231 of the LG Act.

### **3.7 Date of Effect for New Names or Name Changes**

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

### **3.8 Road Name Signage**

3.8.1 Council will ensure road naming signage in accordance with the relevant Australian Standards is erected. Signage may be erected during construction of a sub-division.

3.8.2 Generally for constructed roads, Council will paint the street names on the kerbs at either end of the road. Unmade roads will have a sign located at each end of the road.

### **3.9 Roads Register**

Council will maintain a Roads Register in accordance with Section 231 of the *Local Government Act*.

## **4. RESPONSIBILITY & REVIEW**

### **4.1 Responsible Officer**

4.1.1 The Chief Executive Officer may delegate authority to assign or change a street name.

4.1.2 The Director Infrastructure is responsible for the review and implementation of this Policy.

### **4.2 Availability**

This policy will be available on Council's website

### **4.3 Review**

This policy will be reviewed within 12 months of a General Election for Local Government, or as required to meet other obligations.

## **5. REFERENCES**

### **5.1 Legislation**

Local Government Act 1999

### **5.2 Other References**

Delegations Register  
Street Names Procedure (AR18/52564[v2])  
Street Names Schedule (AR18/52590)