

PROPERTY IDENTIFICATION POLICY

(Road naming, Road/Street Numbering, Rural Property Addressing)



Property Identification Policy (Road naming, Road/Street Numbering, Rural Property Addressing)	
Reference Number	743218
Responsible Business Unit	Corporate Services – Rating & Finance
Responsible Officer	General Manager Corporate Services.
Legislation	Local Government Act 1999 Local Government General Regulations 1999 Australian Standards AS1742.2-2009 Australian Standards AS1743-2001 Australian Standards AS4212-1994 Australian Standards AS NZA 4819-2011
Relevant Delegations	Chief Finance Officer Senior Finance Officer-Rates Finance Officer - Rates
Related Policies Management Guidelines Frameworks	Current Rating Policy Rating and Property Guidelines Rating System Guidelines Rural Property Addressing Guidelines
Link to Strategic Plan	5.5 - Sustainable
Council Resolution	84.4
Date Adopted	10 May 2021
Review Date	2025
Previous Revisions	item 134.4 – 14 August 2017 item 1125.3.4 – 19 April 2010

POLICY STATEMENT

Section 219 and Section 220 of the Local Government Act 1999 requires Council to prepare and adopt a policy relating to the assigning of road names and assigning of road numbers. This policy has also drawn on the *Guidelines for the Selection of Names for Roads*, which were developed for the Rural Property Addressing Project¹, and the relevant Australian Standard

OBJECTIVES

Under Section 219 ²of the Local Government Act, a Council has the power to assign a name to, or change the name of:

- A public road
- A private road; and/or
- A public place

As from 8th April 2010, Section 219(1a) of the Local Government Act states that Council **must** assign a name to each public road created by land division.

Under Section 220 of the Local Government Act, a council has the power to assign street numbers, alter a numbering system, or substitute a new numbering system.

¹ The Rural Property Address is a joint State and Local Government initiative aimed to provide all occupied rural properties in South Australia (home and business) with a nationally consistent numbered address. The Guidelines should be followed for the purposes of the Rural Property Address <http://www.sa.gov.au/topics/property-and-land/planning-and-land-management/suburb-road-and-place-names/rural-property-addressing>

² Section 219 (5) and Section 219(6) of the Local Government Act 1999

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It is Council's policy that sealed roads and all formed roads which are regularly accessed within the Council area will be assigned a name.

All formed private roads that are accessible to the public (with the exception below) will also be assigned a road name. This includes roads within complexes such as universities, hospitals, retirement villages, roads within forests, parks etc. Private roads with less than five (5) property addresses do not need to be named, however, in these cases, address numbers will be assigned off the main access road to the private road entrance.

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

Road name signs that clearly identify each public road will be placed at every road intersection and will clearly indicate the road to which it applies.

SCOPE

A road naming process may be initiated if:

- A request is received by Council from an affected land owner or their agent
- Council resolves that a road name change be investigated
- Council staff determine that it is in the public interest to investigate a change in road name
- Council receives an application for a land division; or
- A request to/from an adjoining council is received relating to a public road which transverses both council areas

A road re-numbering process may be initiated if:

- A request is received by Council from an affected land owner
- Council resolves that a road re-numbering change be investigated
- Council staff determine that it is in the public interest to investigate a change in road re-numbering
- Council receives an application for a land division; or
- A request to/from an adjoining council is received relating to a public road which transverses both council areas

PRINCIPLES

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

- (1) A road will have only one name (unless there are particularly unique identification exceptions) e.g. Dean Jaensch Road, Ian Douglas Court
- (2) A road name will be unique within an official suburb or rural locality. Duplicate road names within a suburb/locality will be resolved in order to avoid confusion (particularly in relation to emergency services responses)
- (3) Duplicate names and similar sounding names (e.g. Paice, Payce or Pace Roads) within a suburb or locality will be avoided where possible
- (4) If possible, duplication of names in proximity to an adjacent suburb or locality will also be avoided. However, roads crossing Council boundaries should have a single and unique name.
- (5) Roads that have been assigned a route number by Department of Planning, Transport & Infrastructure (DPTI) will have the one name (e.g. Old Princes Highway)
- (6) 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. (NB: Karoonda Highway commences at Loxton and intersects at least three council boundaries before it ends at the Old Princes Highway intersection, Murray Bridge East)

2. Road name sources may include (with appropriate permissions from the Aboriginal Elders of the area where required)

- Aboriginal names taken from the local Aboriginal language
 - Early explorers, pioneers and settlers
 - Eminent persons
 - Local history
 - Thematic names such as flora, fauna, ships, paddle boats, rivers etc
 - War/casualty lists
 - Commemorative names
- (1) Road names will be selected as to be appropriate to the physical, historical or cultural character of the area concerned
 - (2) The origin of each name will be clearly stated and recorded as part of the council's historical records.
 - (3) The local Aboriginal community will be consulted when choosing Aboriginal names or using words from relevant Aboriginal languages, unless an agreed list of appropriate names is already available. Council will also identify the acknowledged tribal elders and community representatives of the Ngarrindjeri Regional Authority.

3. Propriety should be considered when names for roads are presented for consideration

- (1) Names of living persons should be avoided where possible
- (2) Names, which are characterised as follows, will not be used
 - o Offensive or likely to give offence
 - o Incongruous – out of place
 - o Commercial or company

4. Communication of Road names should be

- (1) Reasonably easy to read, spell and pronounce in order to assist service providers, emergency services and the travelling public
- (2) Long names and names composed of two or more words should be avoided unless
 - o A given name will only be included with a family name where it is essential to identify an individual³ or where it is necessary to avoid ambiguity. The use of given names should be avoided where possible
 - o Whilst street and cul-de-sac names should only have one word, it is recognised that some roads require a two word name because of their geographic relationship⁴
 - o Roads with double destination names are to be avoided – eg Wellington-Jervois Road or Jervois-Wellington Road

5. Spelling of Road and location names

- (1) Where it is intended that a road name has the same name as a place or feature with an approved geographical name, particular care is to be taken to ensure that the correct spelling of the official place name is adopted as shown in the Government Gazette.
- (2) 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.
- (3) Generally, road names proposed or approved will not contain abbreviations, eg the "Creek" in "Wallaby Creek Road" must not be abbreviated, it must be named in full. However, there are two exceptions, "St" can be used in place of "Saint" and it is acceptable to use "Mt" for "Mount"
- (4) The apostrophe mark ' will be omitted in the possessive case e.g. "Smith's Road" will be "Smiths Road"
- (5) Names will avoid the use of the possessive "s" unless the euphony becomes harsh e.g. "Devil Elbow" is harsh therefore name becomes "Devils Elbow"
- (6) The use of hyphens will be avoided

6. Road names will include an appropriate road type suffix conforming with the following guidelines

- (1) 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 road type suffix
- (2) When a suffix with a geometric or geographical connotation is chosen it will generally reflect the form of the road e.g.
 - o Avenue – a broad roadway, usually planted with trees on each side
 - o Boulevard – a wide roadway, well paved, ornamented with trees and grass plots
 - o Crescent – a crescent or half moon, rejoining the road from which it started
 - o Esplanade – open, level and often along the seaside or a river
 - o For a cul-de-sac, use Place, Close, or a suffix of a similar connotation
 - o Lane – narrow way between walls, buildings or a narrow country or city roadway

³ Dean Jaensch Road, Mypolonga – a former District Council of Mobilong Councillor, RA Paech Lane (former prominent landholder of area), Ian Douglas Court (deceased brother of Developer of estate), Timothy James Court (deceased son of estate developer)

⁴ Bremer Range Road (Callington, Monarto South), Bremer Valley Road (Callington, Rockleigh), Mountain View Road (Monarto South), Rock and Roll Road Ettrick, Ferries McDonald Road (Monarto South)

- Highway (Hwy) - 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
- Promenade - roadway like an avenue with plenty of facilities for the public to leisurely walk, being a public walking place
- Street - public roadway within a town, city or urban area, especially a paved thoroughfare with footpaths and buildings along one or both sides

(3) The following list of suitable road type suffixes is included as examples.

Suffixes for open ended roads

Alley	Avenue	Boulevard	Break	Bypass	Circle
Circuit	Circus	Chase	Close	Court	Crescent
Crest	Drive	Edge	Entrance	Esplanade	Fairway
Follow	Folly	Freeway	Formation	Interchange	Grove
Highway	Lane	Loop	Mall	Mews	Meander
Parade	Parkway	Passage	Pass	Path	Place
Plaza	Promenade	Quays	Ramble	Ridge	Road
Row	Spur	Square	Street	Terrace	Track
Trail	Turn	Vista	Walk	Way	

Suffixes for Cul-de-Sacs

Close	Court	Courtyard	Cove	Cross	Dale
Elbow	Gap	Gardens	Glade	Glen	Green
Grove	Heights	Lookout	Mews	Place	Plaza
Retreat	Rise	Shunt	Square	Top	Tor
Vale	View	Vista			

(4) Prefix or additional suffix - the use of a compass point prefix/suffix or an additional suffix such as 'north' or 'extention' should be avoided with one exception.⁵

7. Naming of Private Roads –

- (1) This policy covers all formed roads which are regularly accessed and therefore includes private roads.
- (2) Private land owners are not obliged to seek Council approval for naming their land, 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.
- (3) 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.
- (4) It is in the interest of the developer of any new subdivision to consult with Council regarding a proposed name for the private access road to the subdivision

8. Consultation with Adjoining Councils

If the council decides to change the name of a public road that runs into the area of an adjoining council, council Administration will give the adjoining council at least two (2) months notice of the proposed change and consider any representations made by the adjoining Council in response to the notice (refer Section 219 (2) of the Local Government Act 1999)

⁵ Exception to this is Boundary North Road, which crosses the boundary between Alexandrina Council and Rural City of Murray Bridge

9. Public Notice

Council will give public notice of the assigning or changing of a road name. This will be by notice in a newspaper circulating within the Council area and published on Council's website www.murraybridge.sa.gov.au and by notification to the adjoining landowners.

10. Advice is to be given to all relevant parties of a new road name or change of road name. Council will provide written notice (by email or letter) of Council's decision on a new road name or a change of road name to all relevant parties including:

- Registrar-General
- Surveyor-General
- Valuer-General ⁶
- The owner of the road (if a private road)
- Adjoining/abutting property owners
- Australia Post
- Telstra
- SA Water
- SA Power Networks
- Other appropriate service authorities including emergency services (Police, Fire services (MFS, CFS) Ambulance).

11. Date of effect

The date of effect for new road names or road name changes will be determined at the time the decision is made 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 the following:-

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

12. Road name signage

Council will install road naming signage in accordance with the relevant Australian Standard(s).

⁶ See Section 219(3)(a) of the Local Government Act 1999

STREET/ROAD NUMBERING

All street numbering will be in line with the Australian/New Zealand Standard (AS 4819:2011) entitled Geographical Information – Rural and Urban Addressing.

Council will allocate street/property numbers to all properties within the town and outer town boundaries

Council will allocate unit numbers to street numbers where there are units allocated on a particular lot

Council will allocate level numbers with adjacent unit numbers where there are multi-levelled apartments on a particular lot

When street number confusion exists, Council will detail the range of and location of street numbers on particular streets where necessary

Rural Property Address numbers (through the Land Services Department of the SA Government Offices in conjunction with Council) will be allocated to all properties outside of the town and outer town boundaries

It is the responsibility of property owners and/or occupiers to display the issued property numbers for all properties. These numbers are to be legible and clearly visible from the road.

All properties issued street numbers must display the issued numbers – they must not display their Lot/Section numbers as this can cause confusion with other similar numbers within that area.

Each occupied property should clearly display the issued property number either on the letterbox or the façade of the house (or both). Reflective numbers are recommended for installation.

All property numbers must be clearly visible from the road. They must be of a size, location and quality to ensure that the numbers are perfectly legible and clearly visible.

If the view of the property number is obscured (unable to be viewed from the road), then the obstruction should be removed and the number relocated to ensure it is clearly visible from the road.

If a building is not clearly visible from the road, other means must be used to ensure that the property number is clearly visible from the road, e.g. placing the number on an existing fence, placing a sign near the road stating the property address.

If the property number is in disrepair (i.e. Illegible – unable to be viewed) then the number must be repaired and/or replaced.

Section 220 of the Local Government Act 1999 – Numbering of adjacent premises and allotments states that;

A council may adopt a number system for buildings and allotments adjoining a road

- A council may adopt a number system for buildings and allotments adjoining a road
- A council must assign a street number as part of its primary street address to all buildings or allotments adjoining a public road which have been created by a subdivision
- A council may from time to time alter a numbering system, or substitute a new numbering system
- Public notice must be given of a resolution adopting, altering or substituting a

- numbering system for a particular road or roads
- Council must immediately notify the Valuer-General of a resolution to adopt, alter or substitute a street numbering system
- An owner of land must not adopt a number for a building or allotment that is inconsistent with a numbering system adopted by the council. Failure to comply will incur a maximum penalty of \$2500
- An owner of land, must, at the request of council, ensure that the appropriate number for the owner's building or allotment is displayed in a form directed or approved by council. Failure to comply may result in a maximum penalty of \$750 and a further expiation fee of \$105

Approval Process

Proposals for changes in road names will be initially reviewed by the Chief Executive Officer and following community consultation, a report presented to the Community Advisory Committee for the recommend the change/assignment of the road name to be adopted by Council at an ordinary meeting of Council through the adoption of the CAC meeting minutes. A flow chart of the approval process is shown in **Attachment 1**.

Proposals for changes in street numbering will be initially reviewed by the Chief Executive Officer. Following a community consultation a report will be provided back to the Chief Executive Officer for recommendation to adopt the proposed changes. A flow chart of the approval process is shown in **Attachment 2**.

Rural Property Addressing

New Rural Property Addresses (as a result of subdivisions or new buildings) under the Rural Property Address Scheme will be provided through Council with assistance from the Lands Services Division of the Department of Transport, Planning and Infrastructure.

Once a Rural Property Address has been allocated, the owner of the property will be notified of the road number allocation. The property owner can place a temporary sign at the entrance of his property until the requested sign has been ordered and received by the council.

Council will supply the initial Rural Property Address sign and plastic dropper to the owner for placement of the sign. The owner will be notified when the sign has been received from supplier and is available for collection.

Any deliberately damaged (vandalised) signs will be replaced by the council.

As many of the Rural Property Address signs are in areas which can/may be subject to damage by bushfires, any sign or post which is damaged by bushfire will be replaced by the council as part of their community post traumatic event recovery.

Any sign that is damaged by the landowner will be replaced at the landowner's cost.

IMPLEMENTATION

Public notice will be given of the adoption or alteration of any items within this policy under Section 219 and Section 220 of the Local Government Act 1999.

The official copy of this policy will be held within Council's electronic records system. An electronic PDF version will be kept on the Rural City of Murray Bridge website for public viewing.

Council may revise or review this policy at any time with any changes to the adopted documentation to be included at the end of the document identifying Council meeting and item number.

DEFINITIONS

Aboriginal names: respectfulness and consultation with the Aboriginal elders and community must be taken into consideration when a cultural name is presented for use as a road/locality name, unless the name has previously been put forward by the local Aboriginal community

AS NZ Standards: Provision of guidance for authorities in Australia & New Zealand to assign addresses, road naming and localities, sign usage, recording of information and mapping information

Street Numbers: - a number allocated by the council for a particular property within the town boundaries – this can also include a range of numbers for a property⁷

Unit Numbers – a unit number allocated against a street number which may have several units attached⁸

Level/Flat/Apartment Numbers – these are used when there is a multi-level unit complex⁹

Rural Property Road Numbers - a number allocated by Lands SA for the council for a particular rural property outside of the allocated town boundaries

Adjoining property owners – properties owned and occupied by the same owner/s and occupiers which adjoin each other, either abutting or directly across the road

Consultation – referring to others for information regarding road names

Geographic – names should relate to the geography and environment of a specific region

Propriety – road names should be polite, respectful and suitable for the area

Road name history – the reason why a specific road name has been allocated i.e. previous property ownership, recognition by and relationship with the community, recognition of native flora and fauna of area, historical recognition of particular areas eg (Ngarrindjeri Hills also known as White Hill)

Temporary Rural Property Address signs; a road numbered sign which the landowner can place on the entrance to the property whilst awaiting the issue of the formalised rural property address sign for that property

Uniqueness – road names are to be distinctive, to be different from other road names within the area

⁷ For example – 27 Industry Road or 27-49 Industry Road

⁸ For example – 27B Commerce Road – can also be listed as Unit 2, 27 Commerce Road but for consistency use the 'lettering' system

⁹ Example: Apartment 99, Level 3, 229 Swanport Road



