

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 2013 Planning, Development and Infrastructure Act 2016 Road (Opening and Closing) Act 1991 Geographical Names Act 1991 Australian Standards AS/NZS 4819:2011
Relevant Delegations Section 219 of the Local Government Act 1999: Section 220 of the Local Government Act 1999:	Council Chief Executive Officer General Manager Corporate Services General Manager Infrastructure & Environment Team Leader Finance Senior Finance Officer - Rates
Related Policies Management Guidelines Frameworks	Rating Policy Rating System Guidelines Property Identification Guidelines
Link to Strategic Plan	Enhancing our Places and Spaces
Council Resolution	
Date Adopted	
Review Date	2028 or before if required by Council or Legislation
Previous Revisions	19 April 2010, Item 125.3.4 14 August 2017, Item 134.4 10 May 2021, Item 84.4
POLICY STATEMENT	
<p>The Property Identification Policy (the Policy) sets out Council's principles and practices that are required to be observed for the following:</p> <ul style="list-style-type: none"> • Assigning of a Name, or Change of Name, of a Road or Public Place • Numbering of Premises and Allotments <p>The Policy is a requirement by Council under Section 219 of the <i>Local Government Act 1999</i> to prepare and adopt a Policy relating to the assigning of road names.</p> <p>Under Section 220 of the <i>Local Government Act 1999</i>, the Policy outlines the numbering system for buildings and allotments adjoining a road, where council must assign a number.</p>	
OBJECTIVES	
<p><u>Assigning a name, or change of name, of a road or public place</u></p> <p>The Council has the power under Section 219 of the <i>Local Government Act 1999</i> to assign a name, or change the name, of a road or public place.</p> <p>Council has the power to assign a name to, or change the name of:</p> <ul style="list-style-type: none"> • A public road • A private road; and/or 	

- A public place

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

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

This Policy determines and outlines the process required for Council to assign a name to, or change the name of a road and/or public place.

All formed private roads that are accessible to the public are to 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.

Installation of 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.

Numbering of premises and allotments

Under Section 220 of the *Local Government Act 1999*, Council may adopt a numbering system for buildings and allotments adjoining a road.

The Policy ensures numbering of premises within the Rural City of Murray Bridge is consistent to enable clear identification of premises where numbering is provided.

The Policy applies to all existing and proposed premises within the Rural City of Murray Bridge.

SCOPE

A road naming process may be initiated if:

- A request is received by Council from an affected land owner
- Council resolves that a road name change be investigated
- Council Administration 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 Administration 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

ROAD NAMING

1. Form and Character of Names

In the naming and re-naming of public roads the following principles will apply:

- (1) A road name will consist of one name, no double names such as Dean Jaensch Road or Ian Douglas Court.
- (2) A road name will be unique within an official suburb or rural locality. Duplicate road names within a suburb/locality are to be avoided in order to eliminate 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 are to be avoided.
- (4) If possible, duplication of names in proximity to an adjacent suburb or locality are to be avoided. However, roads crossing Council boundaries should have a single and unique name.
- (5) Proposed road names which are characterised as follows will not be considered:
 - Offensive or likely to give offence;
 - Incongruous – out of place;
 - Commercial or company business names;
 - Roads with double destination names – eg-Wellington-Jervois Road or Jervois-Wellington Road
- (6) Road names will be selected as to be appropriate to the physical, historical or cultural character of the area concerned.
- (7) The origin of each name will be clearly stated and recorded as part of the Council's historical records.
- (8) 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). Roads maintained by the State Government are to be named by the State Government.
- (9) 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

- When consideration is given to Road Name Sources the following may apply: Early explorers, pioneers and settlers
- Eminent local persons
- Local history
- Thematic names such as flora, fauna, ships, paddle boats, rivers etc
- War/casualty lists
- Commemorative names
- Council will consider and endorse a proposed list of road names that can be used during each Council term
 - Upon the endorsed list of road names becoming low, Council will be presented with a new proposed list of names for endorsement
 - The list of road names will be administered by the Rates Team at the Rural City of Murray Bridge
- Aboriginal and/or Torres Strait Islander names taken from the local Aboriginal and/or Torres Strait Islander language following appropriate permissions received, and full consultation undertaken with local Aboriginal and/or Torres Strait Islanders.

3. Personal Names

The names of living persons are suitable for the naming of public roads in some circumstances. Such persons shall have had a long term association with, or have made a significant contribution, to the local area. In determining suitability when naming a public road after an individual, Council will consider the following:

- (1) Three (3) or more terms of office on Council, but not currently sitting on Council.
- (2) Twenty (20) or more years association with a local community group or service club.
- (3) Twenty (20) or more years of association or service with a Local or State Government or Organisation.
- (4) Action by an individual to protect, restore, enhance or maintain an area that produces substantial long term improvements for the community.
- (5) Local residents of note, who are recognised on a state or national level.
- (6) The death of a person within a place is not solely to be considered sufficient justification for commemoration.

4. Community Involvement

Council Administration may accept proposed road names from the community with appropriate origins. If deemed appropriate the proposed name will be included on the list of road names to be endorsed by Council when new road names are required.

5. Naming of Private Roads

- (1) The Property Identification Policy covers all formed roads which are regularly accessed by the public and therefore includes private roads.
- (2) 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.
- (3) Where Council proposes to assign, or change the name of, 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.

6. Consultation

Council will consult with property owners if a change to a road name is proposed via consultation. If a proposed road name change is approved, relevant property owners will be advised by way of written notification.

Council will give public notice of the assigning or changing of a road name. This will be by publication in the Government Gazette, notice in a local newspaper and notice on the Council website www.murraybridge.sa.gov.au

7. Notification of Change of Road Names

Advice is to be given to all relevant parties of a change of road name or change to road numbering. Council will provide written notice (by email or letter) to all relevant parties including:

- Registrar-General
- Surveyor-General

- Valuer-General¹
- 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)

8. **Date of Effect**

The date of effect for naming, re-naming or re-numbering roads 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 taking into account the impact on existing property owners, residents, tenants and occupiers.

ROAD NUMBERING

All street numbering will be in line with the Australian/New Zealand Standard (AS 4819:2011) – 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.

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

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 Trade and Investment.

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.

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.

¹ See Section 219(3)(a) of the Local Government Act 1999

DEFINITIONS

AS NZ Standards: guidelines 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 property²

Unit Numbers – a unit number allocated against a street number which may have several units attached ³

Level/Flat/Apartment Numbers – these are used when there is a multi-level unit complex⁴

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

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

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)

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

REVIEW

Council Administration may revise or review this policy at any time; however, a review must be undertaken every three (3) years.

² For example – 27 Industry Road or 27-49 Industry Road

³For example – 27B Commerce Road – can also be listed as Unit 2, 27 Commerce Road but for consistency use the 'lettering' system

⁴ Example: Apartment 99, Level 3, 229 Swanport Road