Road and Street Naming Procedure

Keywords: Road Naming, Road/Street Numbering, Rural Property Addressing

Corporate Plan:	*N/A*
Classification:	*Road and Street Naming Procedure*
First Issued/Approved:	*January 2025*
Review Frequency:	*Every four years or when required*
Last Reviewed:	*January 2025*
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Responsible Officer(s):	*General Manager Infrastructure, Environment & Regulatory Services*
Council File Reference:	*Council Policies (P)*
Applicable 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 Policies:	*Planning, Development and Infrastructure Act 2016* *Public Consultation and Community Engagement Policy* *Land Development Infrastructure Guidelines* *Memorial and Plaque Establishment Policy*
Related Procedures:	*Memorial and Plaque Establishment Procedure*
Delegations:	*Chief Executive Officer* *General Manager Corporate & Community Services* *General Manager Infrastructure, Environment & Regulatory Services* *Rates Officer*

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. 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 Standard	Provision of guidance for authorities in Australia & New Zealand to assign addresses, road naming and localities, sign usage, recording of information and mapping information
Rural Property Road Numbers	a number allocated by Lands SA for the council for a particular rural property outside of the allocated town boundaries
Consultation	referring to others for information regarding road names
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
LPGA	Land, Property, Grants and Awards Committee

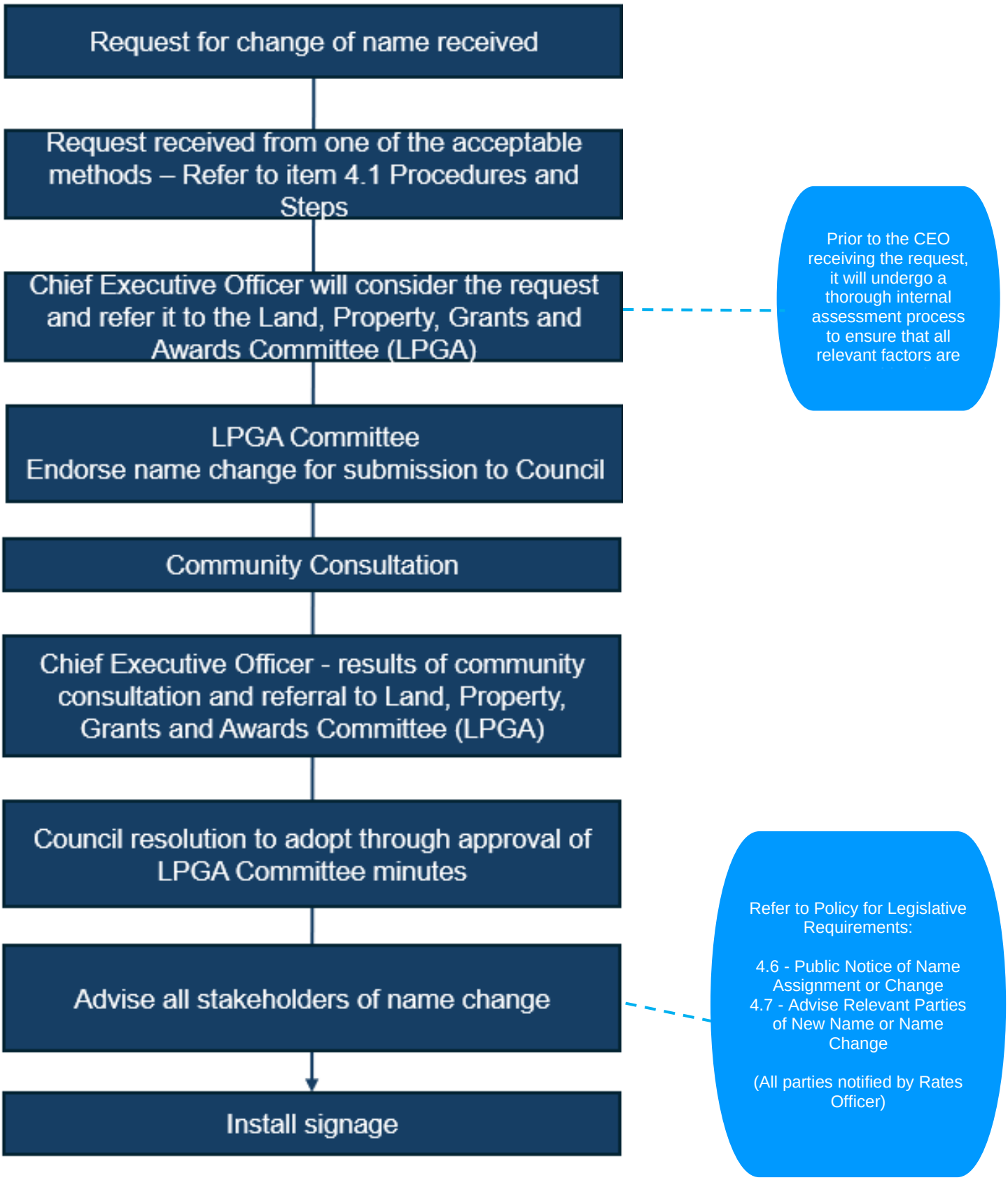
3. Principles

3.1 Approval Process

Proposals for changes/assignment in road names will be initially assessed by administration then reviewed by the Chief Executive Officer and following community consultation, a report presented to Land, property, Grants and Awards Committee (LPGA) for the recommend change/assignment of the road name to be adopted by Council at an ordinary meeting of Council through the adoption of the LPGA 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****.*

Attachment 1



Attachment 2



4. Policy Statement

4.1 Procedures and Steps

Requests for road and street naming/assignment should be submitted in writing to the General Manager Infrastructure, Environment & Regulatory Services.

- PO Box 229 Berri SA 5343 or
- bbc@bbc.sa.gov.au

When submitting your request, we kindly ask that you include:

- Your rationale for the proposed name change/assignment.
- Any relevant historical information pertaining to the requested name change/assignment.

We appreciate your input and will keep you informed throughout the review process of your request.

If you are seeking to establish a memorial for a loved one, such as a plaque, we encourage you to refer to the Memorial and Plaque Establishment Policy and Procedure available on our website www.berribarmera.sa.gov.au.

5. Confidentiality

Any information provided will be treated as strictly confidential. Information provided to the Council's Chief Executive Officer (CEO) will be securely retained within Council's records.

Electronic version on the website is the controlled version.
Printed copies are considered uncontrolled.
Before using a printed copy, verify that is the current version.