



District Council of Coober Pedy

STREET NAMING POLICY

Pursuant to Section 219 of the Local Government Act 1999

Adopted:

20 March 2018

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District Council of Coober Pedy Road Naming Policy

Introduction

An amendment to the *Local Government Act 1999* (the LG Act), that commenced on 1 July 2010, requires Councils to prepare and adopt a policy relating to the assigning of road names under section 219 of the LG Act.

Public roads are the responsibility of the local councils. Councils name and maintain all public roads, including:

- roads
- streets
- laneways
- walkways
- right of way thoroughfares.

Local government is responsible for naming local government authorities and wards, council reserves and public roads.

The Commissioner for Highways is responsible for naming highways.

The electoral commission is responsible for naming electoral districts.

Local councils have [guidelines \(88.5 KB PDF\)](#) to help select suitable road names and types, and how they can be set or changed. For an alternative version of this document contact [Land Services](#).

Roads outside council districts are under the care of the Highways Commissioner.

Private roads are where some title other than the council still exists. This may be a legacy of the way the road was originally created. Under the [Local Government Act 1999](#) these roads can be declared public.

This model policy has drawn on the *Guidelines for the Selection of Names for Roads in SA*, which were developed for the Rural Property Addressing Project, and the relevant Australian Standard¹. The *Guidelines* should be followed for the purposes of the Rural Property Addressing Project [see - <https://www.sa.gov.au/topics/planning-and-property/planning-and-land-management/suburb-road-and-place-names/rural-property-addressing>].

The Rural Property Addressing Project 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. Although this policy is based on the Guidelines, it has some additional requirements or differences in order to encompass metropolitan and regional road naming procedures.

The recent changes to the LG Act enable the delegation by the Council of the authority to assign road names to the Council Administration, for example to the Chief Executive Officer.

Council will need to consider whether to delegate this authority and if so, on what conditions.

The Council's road naming policy will provide the agreed approach to this activity.

Alternatively each decision to assign names to roads in the Council area must be by Council resolution.

¹ AS/NZS 4918:2003 Geographic Information – Rural and Urban Addressing

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Definitions

Crown Land means all land that is managed by the South Australian Government under the Crown Land Management Act (2009) for the benefit of the community.

DPTI means the Department of Planning, Transport & Infrastructure.

Private Road means a formally constructed road other than a surveyed road reserve where some title other than the council still exists.

Public Place includes a street, road, square, reserve, lane, footway, court, alley and thoroughfare which the public are allowed to use (whether formed on private property or not), any public watercourse, and any foreshore. (South Australia Development Act 1993)

Public Road means any parcel of surveyed land designed with the intent of allowing legal access between properties.

Road Name means name approved by Council to nominate for Gazetting as a formal road name. Road names will extend from one roadway intersection to the next as a minimum, or from a roadway intersection to the road end.

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Model Policy

Council has the power under Section 219 of the LG Act to assign a name to, or change the name of:

- a public road;
- a private road; and
- a public place.

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

Roads outside the council district are under the care of the Highways Commissioner.

Public roads are the responsibility of the local councils. They name and maintain all public roads, including:

- roads
- streets
- laneways
- walkways
- right of way thoroughfares.

This policy covers all formed roads that are regularly accessed and therefore includes private roads. There is a public interest in encouraging private landowners and developers to select suitable names, preferably in accordance with this Policy, and to seek Council's comments before it has been determined.

Where an owner names a private road, they will notify Council of the road name selected and signage will then be erected by Council at the owner's cost. The owner of the road is responsible for maintenance of the signage; this may be carried out by Council but will be at the owner's cost.

Local councils have [guidelines \(88.5 KB PDF\)](#) to help select suitable road names and types, and how they can be set or changed. For an alternative version of this document contact [Land Services](#).

Private roads are where some title other than the council still exists (i.e. Umoona). This may be a legacy of the way the road was originally created. Under the [Local Government Act 1999](#) these roads can be declared public.

It is Council's policy that 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 necessarily include 'unmade' roads on surveyed road reserves.

All formed private roads that are accessible to the public (with the exception below) will also be assigned a name. This includes roads within complexes such as hospitals, retirement villages, and roads in parks etc.

All roads that can be used as part of the rural address system for a property will be assigned a name.

Note: The naming of State roads is the responsibility of DPTI.

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

Note: While the Australian Standard stipulates that road name signs should be placed at every intersection, this may not always be practicable.

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1. Initiating the Road and Public Place Naming Process

Application Process

A road naming process may be initiated if:

- A written submission for a road name change is to be submitted to Council;
 - The submission will contain,
 - a) The exact extent of road requested,
 - b) The reasoning behind need for the change
 - c) The reasoning behind the name nominated,
 - d) The applicants name and contact details.
- Council resolves that a name change be investigated;
- Council staff determine it is in the public interest to investigate a change in road name;
- Council opens or forms a road; or
- Council receives an application for a land division.

If staff decides that a naming process be entered into there will be a recommendation submitted to a Council Meeting stating the reasoning behind the application and the name choice.

If the Council Meeting approves of the name change a Community Consultation Process will be initialled (see - 3 Public Notice of Name Assignment or Change)

2. Names of Roads and Public Places

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

2.1 Uniqueness

A road will have only one name.

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 (eg emergency services response).

Roads that are maintained by the Department for Transport, Energy and Infrastructure (DPTI) will be named by DPTI. Council will consult with DPTI in relation to naming these roads.

Duplicate names and similar sounding names (e.g. Paice, Payce or Pace Roads) within a suburb or locality will be avoided where possible.

If possible, duplication of names in proximity to adjacent suburb or locality will also be avoided. However, roads crossing Council boundaries should have a single and unique name.

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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.

2.2 Name Sources

Sources for road names may include:

- Aboriginal names taken from the local Aboriginal language;
- early explorers, pioneers, and settlers;
- eminent persons;
- local history;
- thematic names such as flora, fauna, ships etc;
- war/casualty lists;
- commemorative names; and
- invite community input into developing a list of names suitable for future use.

Names will be selected so as to be appropriate to the physical, historical or cultural character of the area concerned.

The origin of each name will be clearly stated and recorded as part of the Council's historical records.

The local Aboriginal community will be consulted when choosing Aboriginal names or using words from relevant Aboriginal languages. Council should identify the relevant Aboriginal elders or community representatives for this purpose. It would be preferable for Council to identify an agreed list of appropriate names which can be drawn on, as required.

2.3 Propriety

Names of living persons will be avoided.

Names, which are characterised as follows, will not be used.

- Offensive or likely to give offence;
- Incongruous - out of place; or
- Commercial or company.

2.4 Communication

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

Unduly long names and names composed of two or more words should be avoided:

- a given name will only be included with a family name where it is essential to identify an individual or where it is necessary to avoid ambiguity. The use of given names will generally be avoided;

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- whilst street and cul-de-sac names should have only one word, it is recognised that some roads require a two word name because of their geographic relationship e.g. Proof Range Road;
- roads with double destination names will be avoided.

2.5 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 as shown in the State Gazetteer.

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 e.g. the "Creek" in "Wallaby Creek Road" must not be abbreviated. There are, however, two exceptions, "St" will always be used in place of "Saint" and it is acceptable to use "Mt" for "Mount".

2.6 Form

The apostrophe mark ' will be omitted in the possessive case e.g. "Smith's Road" will be "Smiths Road".

Names will avoid the use of the possessive "s" unless the euphony becomes harsh e.g. "Devil Elbow".

The use of hyphens will be avoided. However, hyphens may be used when naming a road after a person with a hyphenated name.

2.7 Type of Road or Public Place

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

- The suffix chosen will be compatible with the class and type of road. Assistance to both the motorists and pedestrians is a major consideration in choosing the suffix.
- When a suffix with a geometric or geographic connotation is chosen it will generally reflect the form of the road, eg,
 - Crescent - a crescent or half-moon, rejoining the road from which it starts;
 - Esplanade - open, level and often along the seaside or a river.
- For a cul-de-sac use Place, Close, Court or a suffix of similar connotation.
- Highway (HWY) will be 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.

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The following list of suitable road type suffixes is included as examples. [The list has been sourced from Australian Standards AS 1742.5 - 1986 and AS 4212 – 1994. An expanded road type list and acceptable abbreviations can be sourced from AS 4590:2006. In most instances the connotations are clear but where necessary a definition can be checked in a dictionary.]

Only road types shown in the standards documents will be used.

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

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 as a result of traffic management planning or some other reason, 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. Public Notice of Name Assignment or Change

Consultation Process

Upon receipt of an application to name / rename a road within the Council District, Council shall perform consultation with the public to seek feedback in regards to the naming proposal. This consultation process shall follow the following process:

- Details of the naming application will be made available to the public for feedback and comment;
- Advertising to the public will be done in a manner to expose as greater percentage of the affected population as reasonably expected;
- Notices can be displayed on Council Notice Board(s), Public Notice Boards, Council website, social media, or other forms of circulation as deemed appropriate;
- This notice shall remain in place for a minimum of 28 working days from the time of the final advert being placed (this does not include the replacement of adverts removed / destroyed from notice boards).
- Submissions received from this consultation process will be suitably scored on merit from the response,
 - Adjoining Landowners will warrant greater input,
 - Submissions received from residents in the neighboring area will warrant noting,
 - Submissions will wear less regard for input the further that the more remote the respondent is from the area of naming application.
- All submissions will be collated, laid out as a recommendation and presented to the next available Council Meeting as an Agenda Item,

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If the naming application is successful the 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 - <http://www.cooberpedy.sa.gov.au/page.aspx>

Council will also use other forms of public notice to advise of name changes e.g. notice in local newspapers, an article the next community newsletter etc.

4. Advise Relevant Parties of New Name or Name Change

DPTI road name address notifications

Information for access DPTI road name address notifications can be found at - <https://www.sa.gov.au/topics/planning-and-property/planning-and-land-management/suburb-road-and-place-names/road-name-address-notifications>

All names must be assigned in accordance with the [guidelines for the selection of names for roads SA \(62.5 KB PDF\)](#).

The public must be given notice of the change or assignment of a name. When considering renaming a road, street or place, Council should consider the effect of the change on the community.

Immediate notification of a name change or assignment must be given to the:

- surveyor-general
- registrar-general
- valuer-general.

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

- the owner of the road (if a private road);
- owners of abutting properties;
- Australia Post;
- Telstra;
- SA Water;
- ETSA Utilities;
- SA Police;
- SA Ambulance Service; and
- SA Metropolitan Fire Service and/or Country Fire Service.

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Rename or assign a name to a street, road or place

To rename or assign a name to a street, road or place the council needs to:

- Download the password-protected [Road name notification template \(24.5 KB XLS\)](#).
- Contact the manager, [Roads and Crown Support Addressing Unit](#) for password information to open the file.
- Complete and email the completed template to - LSGRoad_AddressNotification@sa.gov.au,
- or post it or hand into [Land Services](#).

Assign or change an address

To assign or change an address the council needs to:

- Download the password-protected [road address notification template \(25.0 KB XLS\)](#).
- Contact the manager, LSGRoad_AddressNotification@sa.gov.au, or post it or hand into [Land Services](#).

5. 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 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; 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.

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

6. Road Name Signage

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).

NOTE: Signage for State road names is the responsibility of DPTI.

7. Monitor and Review of Policy

This policy will be regularly monitored and reviewed every five years. Public notice will be given of adopting or altering this policy. [see S.219(7) of the LG Act]