

Naming of Assets Policy

Policy Author	General Manager – City Assets
Date of next review	January 2025

1. Statement of Intent

The intent of this policy is to:

- Ensure a consistent, equitable and transparent approach to the naming of Council owned assets, places and roads;
- Assist the public and emergency services to easily locate property addresses;
- Assign road and place names that are unique to our Council area, and are easy to read, spell and pronounce;
- Recognise the contributions made by individuals and community groups to the development the Council area; and
- Recognise the historical, social and cultural development of the Council through the naming of assets.

In relation to the assigning of names to Council owned assets, place and roads, Council is committed to assigning a name to:

- Each public road created by a land division in conjunction with the developer;
- All sealed public roads;
- All formed public roads, which are regularly accessed;
- All formed private roads with more than five property addresses that are accessible by the public (includes roads within complexes such as hospitals, retirement villages, school campuses, and roads within forests);
- A public place, which includes, but not limited to:
 - Reserve, park or sporting ground;
 - Community building;
 - Bridge; or
 - Bike Path.
- Suburbs or portions of suburbs (boundary re-alignment); and
- Council owned major sporting venues or places of historical or public interest.

In relation to private roads with five or less property addresses, Council is committed to assigning address numbers off the road that the private road exists on.

2. Scope

This policy applies to the naming of all council owned assets including all existing and proposed roads in the Council area, inclusive of public and private roads. The Council has the power to assign a name or change the name of road or public place under Section 219 of the *Local Government Act 1999*.

3. Legislation and References

This Policy is to be read in conjunction with the Naming of Assets Procedure.

- *Local Government Act 1999 – Section 219 & 231*
- *Geographical Names Act 1991*
- Department of Infrastructure and Transport – Guidelines for the Selection of Names for Road in SA
- SA Attorney-General's Department – Geographical Name Guidelines
- Australian Standards
 - AS 1742.5 – 2017
 - AS 4590.1 – 2017
 - AS/NZ 4819 – 2011
- City of Playford Global Glossary
- City of Playford Naming of Assets Guidelines

This Policy should not be considered as the only document that may relate to the naming of Council assets, other tiers of government, agencies or organisations may have legislation or policies that also apply.

4. Application

Chief Executive Officer	To lead staff (either directly or through delegated authority) in their understanding of, and compliance with this policy and procedures.
Senior Manager City Property	Monitor compliance with this Policy.
Manager Sport and Property	Communicate, implement and monitor compliance with this Policy.
Authorised and delegated officers	Adhere to the principles of this Policy and follow the procedures and guidelines in the tasks associated with naming a Council asset.

5. Relevance to Risk Appetite Statement

Reputation

The City of Playford has a **LOW** appetite for negative perceptions that compromise its credibility and reputation. The risk of negative public reaction to the naming of an asset will be kept to a minimum if the relevant legislation and procedures are adhered to in a fair and consistent manner.

Regulatory Compliance

The City of Playford has **ZERO TOLERANCE** for non-compliance with Section 219 of the *Local Government Act 1999*. This policy and associated procedure outlines how the City of Playford will receive, undertake decision-making processes and implementation in regards to naming of assets in accordance with the relevant legislation.

6. Feedback

Your feedback on this policy is invited and can be directed to the Manager Governance via email to governance@playford.sa.gov.au or by calling the Customer Contact Team on 8256 0333.

Administration use only

ECM document set no.	3955810
Version no.	3
Procedure link	Naming of Assets Procedure
Policy author	General Manager – City Assets
Endorsed by	Council
Resolution no.	4541
Legal requirement	<i>Local Government Act 1999</i> – Section 219
Review schedule	4 Years
Date of current version	April 2021
Date of next review	January 2025

Version history

Version no.	Approval date	Approval by	Change
1	23/09/2003	Ordinary Council	Original Policy
2	23/08/2016	Ordinary Council	Policy Renewal
3	27/4/2021	Ordinary Council Resolution No 4541	New Template and Policy update. Statement of Intent and Scope updated to ensure clarity and Council authority. Legislative section updated to reflect requirements.
