

Naming of Assets Policy

1. Policy Statement

A Council has the power under Section 219 of the Local Government Act 1999 to assign a name or change the name of a road or public place.

Requests are often received from residents, developers and other members of the public to name or change the name of various Council roads and assets. This policy will guide the process for assessing these requests.

The purpose of this policy is to:

- Ensure a consistent and equitable approach to the naming of Council owned assets and roads within the City of Playford.
- Recognise the contributions made by individuals and community groups within the City towards the development of Playford.
- Recognise and adhere to the naming requirements as set out in Section 219 of the Local Government Act 1999 and the Guidelines for the Selection of Names for Roads in SA.

2. Scope

This policy applies to all members of the community within the City of Playford and all Council staff including contractors, volunteers and all others who perform work on behalf of Council.

3. Definitions

Asset means a Council owned fixed item or facility including buildings, parks, sporting fields, playgrounds, bridges, lookouts, seats, gates, shelters and other appropriate items.

Councillor is a person appointed or elected by the electors of a particular ward, as a representative of the ward in the City of Playford.

Developer means a person, persons or company that has submitted a development application to Council.

Land Division is a reference to the division of an allotment under the Development Act 1993 or to the dealing with land under the Roads (Opening and Closing) Act 1991 so as to open a road.

Mayor is the person appointed or elected as the principle member of the City of Playford to represent the local government area as a whole.

Road has the same meaning as that in the Local Government Act 1999 and means a public or private street, road or thoroughfare to which public access is available on a continuous or substantially continuous basis to vehicles or pedestrians or both and includes:

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- (a) a bridge, viaduct or subway; or
- (b) an alley, laneway or walkway;

Staff includes Council staff, contractors, volunteers and all others who perform work on behalf of Council.

4. Legislation and References

This Policy shall recognise and adhere to the requirements of:

Local Government Act 1999

Section 219 of the Act gives Council the power to assign a name or change the name of a road or public place. Section 219 of the Act states:

- (1) A council may assign a name to a public or private road, or to a public place, or change the name of a public or private road, or of a public place.
 - (1a) The council must assign a name to a public road created after the commencement of this subsection by land division.
 - (2) If a council proposes to change the name of a public road that runs into the area of an adjoining council, the council must—
 - (a) give the adjoining council at least two months' notice of the proposed change; and
 - (b) consider any representations made by the adjoining council in response to the notice.
 - (3) A council—
 - (a) must immediately notify the Registrar-General, the Surveyor-General and the Valuer-General of the assignment of a name, or the change of a name, under this section; and
 - (b) must, on request by the Registrar-General, the Surveyor-General or the Valuer-General, provide information about the names of roads and public places in the council's area.
 - (4) Public notice must be given of the assigning or changing of a name under subsection (1).
 - (5) A council must prepare and adopt a policy relating to the assigning of names under this section.
 - (6) A council may at any time alter its policy, or substitute a new policy.
 - (7) Notice of the adopting or altering of a policy under this section must be published—
 - (a) in the Gazette; and
 - (b) in a newspaper circulating within the area of the council; and
 - (c) on a website determined by the chief executive officer.
 - (8) A reference in this section to land division is a reference to the division of an allotment under the *Development Act 1993* or to the dealing with land under the *Roads (Opening and Closing) Act 1991* so as to open a road.

Guidelines for the Selection of Names for Roads in SA – DPTI

The Guidelines for the Selection of Names for Roads in SA is a document published by the Department of Planning, Transport and Infrastructure. All names must be assigned in accordance with this document.

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Geographical Names Act 1991

The *Geographical Names Act 1991* regulates the practice of naming geographical places in South Australia. Geographical places include areas, regions, localities, cities, suburbs, towns, mountains and rivers, and places or buildings that may be of public or historical interest.

Australian Standards

Various Australian Standards detail requirements relating to naming of assets and roads, including but not limited to:

- AS 1742.5 – 1986
- AS 4212 – 1994
- AS 1742.5 – 1997
- AS 4590 – 2006

5. Policy

Council will recognise the historical, social and cultural development of the City of Playford through the naming of assets throughout the City.

In accordance with the Local Government Act 1999, Council must assign a name to each public road created by land division. All new public roads created by a land division will be assigned a name in conjunction with a Developer via Council's development assessment process.

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 include 'unmade' road reserves.

All formed private roads that are accessible to the public will also be assigned a name. This includes, but is not limited to, roads within complexes such as universities, hospitals, retirement villages and roads in forests or parks. Private roads with five or less property addresses do not need to be named. In these cases address numbers will be assigned off the road that the private road exits onto.

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. Road name signs will be installed in accordance with the relevant Australian Standards.

When naming an asset or road, the "City of Playford" name or logo will be displayed wherever possible on an asset followed by the approved name.

This policy will apply to the naming of Council assets as selected by Council itself or from proposals received from the public and considered appropriate by Council.

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Naming an Asset

When naming an asset, preference will be given to names:

- of people or community groups that have made significant or longstanding contributions to the Playford area.
- which reflect the historical, social or cultural significance of the City of Playford.

It is preferred that a name of an asset is used only once in the City, however duplication of a name can be used in those instances where it is considered that it will not cause undue confusion.

Where assets are named after a person, the form of the name will generally include the person's initials and surname; however consultation will be undertaken with that person or with the closest living family member or guardian of the Estate. Where appropriate, the name may include the use of a single first name or preferred name in lieu of initials.

When a reserve or structure is sold or removed the designated name will be held and used at a later date or transferred as deemed appropriate, and agreed between Council and the closest living relative in cases where the designated name is that of a person.

Naming of Roads

In accordance with the Guidelines for the Selection of Names for Roads in SA, sources for names of roads 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; and
- commemorative names.

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

Names of living persons should be avoided for road names.

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

- Offensive or likely to give offence,
- Incongruous - out of place,
- Commercial or company names

The Guidelines for the Selection of Names for Roads in SA should be referenced when considering a road name to ensure compliance.

Note: The naming of State roads is the responsibility of Department of Planning, Transport & Infrastructure.

Community Consultation

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Where appropriate, community consultation will be conducted with relevant stakeholders when Council proposes to name or rename an asset or road.

Relevant stakeholders may include community groups, schools, churches and neighbourhood centres and residents along or adjacent to roads / assets being named.

The stakeholders, method and level of consultation required will be determined by the Manager Property in accordance with the City of Playford's Public Consultation Policy.

The purpose of the consultation is to seek stakeholder feedback on the naming request in order for Council and/or staff to make an informed decision on a naming proposal.

Public consultation is not required where a name is being assigned to a new road created via a land division.

Naming Rights of Council Facilities for Sponsorship Purposes

While naming rights (for sponsorship purposes) are not considered permanent, there is a direct connection with Council and a public perception that Council endorses such sponsorship. As such, it is a condition of all Council leases / licenses over Council assets that any such naming rights are approved by Council.

Due consideration shall be applied in accordance with the following criteria:

- Commercial benefit from exposure from sponsorship on a Council asset
- Impact of signage on the Council asset
- Appropriateness of the sponsoring organisation

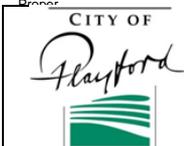
Any sponsors messages displayed at or on Council owned assets must be done so to the satisfaction of Council. A reasonable person should not find the message offensive or discriminatory. Council reserves the right to disallow any requests to display messages it deems inappropriate.

Name Changes for Suburbs or Places of Public Interest

Any proposed changes to names of suburbs, major sporting venues or places of historical or public interest must be undertaken in accordance with the requirements of the Geographical Names Act 1991 and the Geographical names guidelines.

A 'place' is defined in the Geographical Names Act 1991 as any area, region, locality, city, suburb, town, township or settlement or geographical or topographical feature. It also includes any railway station, hospital, school or other place or building that is, or likely to be, of public or historical interest.

Consideration for any changes to names of suburbs or places of public interest will be managed through the requirements of this legislation and in consultation with relevant stakeholders.

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Date of Effect for New Names or Name Changes

The date of effect of a new or changed name will be determined at the time of the decision to assign the name so as to allow sufficient time for all stakeholders to make arrangements to update their contact information 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 until updates can be made by relevant government agencies (ie emergency services, etc); 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 its records with the new/assigned name, including updating its Register of Public Roads as required by Section 231 of the Local Government Act 1999.

6. Responsibilities

The Property team will be responsible for communicating, implementing and monitoring compliance to the policy and undertaking the process of renaming existing roads and assets.

The Development Services team will be responsible for the process of assigning a name to a new road by land division through the development assessment process.

The Property team will be responsible for the process of assigning a name to a new asset or reserve in accordance with consultation with various other departments.

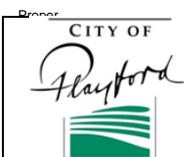
7. Relevance to Council Plan

Outcome 2.1 Well planned and sustainable City

8. Supporting Documentation

- Local Government Act 1999
- Guidelines for the Selection of Names for Roads in SA
- Geographical Names Act 1991
- City of Playford Public Consultation Policy
- Australian Standards

9. Approval and Change History

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1	September 2003	Council	New Policy
2	September 2005	Council	Policy Review
3	August 2016	Council	Policy Review

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