

Naming of Assets Procedure

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

1. Purpose

These procedures support the Naming of Assets Policy by providing direction in the assessment and implementation of naming Council owned assets, places and roads, in a fair and consistent manner in accordance with relevant legislation and guidelines.

2. References and Supporting Documentation

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

3. Application

Senior Manager City Property	Senior Manager City Property will monitor compliance of this Procedure.
Manager Sport and Property	Manager Sport and Property will communicate, implement and monitor compliance of this Procedure.
Authorised and delegated officers	Authorised and delegated officers are to adhere to the principles of this policy and follow procedures and guidelines in the tasks associated with naming a Council asset.

4. Procedure

Section 219 of the *Local Government Act 1999* provides Council with the authority to:

- Assign names to public places, public or private roads; and
- Change the name of a public place, public or private road.

4.1 Initiating the Road or Public Place Naming Process

A road or place naming process may be initiated if:

- 4.1.1 A request is received, in writing, by the Council from an affected landowner or their agent.
- 4.1.2 Request received from community groups or associations.

- 4.1.3 Council resolves that a name change be investigated.
- 4.1.4 Council staff determine it is in the public interest to investigate a change in road name.
- 4.1.5 Council opens or forms a road.
- 4.1.6 Council receives an application for a land division from a developer.
- 4.1.7 A request is received from the Surveyor-General to assign/change the name of a place or suburb.

4.2 Naming of Public Roads and Public Places

In the naming and renaming of public roads the following principles will be observed. Road and place names should be unique within the Council area, and easy to read, spell and pronounce.

All new roads created by a land division will be assigned a name in conjunction with the developer. The developer must follow the naming guidelines of these procedures and the Australian Standards.

4.2.1 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 (e.g. emergency services response).
- 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.
- 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.

4.2.2 Name Sources

Sources for road and public place names may include:

- Aboriginal names taken from the local Kurna Aboriginal language relevant to the area;
- Early explorers, pioneers, and settlers associated with the Council area;
- Commemoration of a person or group who made a significant contribution to the local community;
- Local historical significance;

- Thematic names – reflection of the character, landscape, natural amenity, flora, fauna and/or function of the site or area;
- War/casualty lists.

The Kurna Aboriginal community will be consulted when choosing Aboriginal names or using words from relevant Aboriginal language.

The origin of each name should be clearly stated and subsequently recorded for historical purposes.

The SA Attorney-General's Department Geographical Name Guidelines and the Department of Infrastructure and Transport Guidelines for the Selection of Names for Road in SA should be referenced when considering a road or place name to ensure compliance.

Road naming for State controlled roads is the responsibility of the Department of Infrastructure and Transport.

4.2.3 **Dual Geographical Names**

The *Geographical Names Act 1991* provides that a dual geographical name can be assigned to a place. There may be instances where Council wishes to assign an Aboriginal name to accompany the European name in order to retain and record both the Aboriginal and European nomenclature heritage of South Australia. The local Kurna Aboriginal community must be consulted and their approval obtained for use of the name.

4.2.4 **Appropriateness of Name**

Names of living persons should be avoided.

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

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

4.2.5 **Communication**

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

Unduly long names and names composed of two or more words should be avoided for public roads except where:

- 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;
- Whilst road 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. Cornishmans Hill Road
- Roads with double destination names should be avoided e.g. Craigmore – Uleybury Road.

4.2.6 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 is adopted as shown in the State Gazetteer¹.

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 such as the word “Creek” in “Goulds 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”.

The apostrophe mark ‘ must be omitted in the possessive case e.g. “Smith’s Road” should be “Smiths Road”.

The use of hyphens should be avoided.

4.2.7 Road Types

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

- The suffix chosen will be compatible with the class and type of road.
- When a suffix with a geometric or geographic meaning is chosen it will generally reflect the form of the road e.g. Crescent – a crescent or half-moon shaped road.

The following list are examples of the more common road suffixes:

Avenue	Close	Drive	Mews	Road
Boulevard	Court	Grove	Parkway	Street
Circuit	Crescent	Lane	Place	Way

The full list of road suffixes can be sourced from the Australian Standards.. Only road types shown in the Australian Standards will be used.

The use of a compass point prefix/suffix or an additional suffix such as “north” or “extension” should be avoided.

4.3 Naming of Private Roads

These procedures covers all forms of roads that are regularly accessed and therefore includes private roads. Private land owners are not obliged to seek Council approval for naming their roads. It is encouraged private landowners and developers select suitable

¹ The State Gazetteer is a database of place names in South Australia. It records any place name that is or has been, used in South Australia. The gazetteer provides an accurate and definitive list of place names for mapping purposes, emergency services, general enquiries. Road names are not recorded in the State Gazetteer.

names, preferably in accordance with the Naming of Assets Policy and associated Procedures.

4.4 Consultation with Adjoining Councils

If Council decides to change the name of a public road that runs into the area of an adjoining Council, at least two months' notice of the proposed change will be given and consider any representations made by the adjoining council in response to the notice.

4.5 Date of Effect of New Name or Name Change

The date of effect of the new or changed road name will be determined at the time of decision to assign the name to enable sufficient time for all stakeholders to make appropriate arrangements to ensure a smooth transition.

Council will also ensure the Register of Public Roads is updated as per Section 231 of the *Local Government Act 1999*.

4.6 Public Notice of Name Assignment or Change

Council will give public notice of the assigning or changing a road name or significant public place. Notices will be published in the Government Gazette and on Council's website.

4.7 Advise Relevant Parties of New Name or Name Change

Council will provide written notice of Council's decision on a new road name or name change to all relevant parties, including but not limited to:

- Emergency Services;
- Owners of adjoining properties;
- Council internal stakeholders;
- Australia Post; and
- Registrar-General and Surveyor General.

4.8 Road Name Signage

Council will ensure road name signage in accordance with the relevant Australian Standard is erected.

Signage erected for a public road or public place naming will include the "City of Playford" name or logo wherever possible.

4.9 Name Changes for Suburbs or Places of Public Interest

Any proposed changes to names of suburbs or portions of suburbs (boundary re-alignment), 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 Name Guidelines.

5. 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

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Version history

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1	27/4/2021	Ordinary Council Resolution No 4541	New Procedure
