

CITY OF WEST TORRENS



Council Policy: Asset Naming

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Council Policy - Asset Naming

1. Preamble

- 1.1. A Council has the power under section 219 of the *Local Government Act 1999* (the Act) to assign a name to, or change the name of a:
 - 1.1.1. public road
 - 1.1.2. private road
 - 1.1.3. public place.
- 1.2. Council must assign a name to each public road created by land division.
- 1.3. Council has the ability to name Council-owned assets such as sporting or community facilities that may fall outside the scope of a public place and are therefore not covered by the scope of section 219 of the Act.

2. Purpose

- 2.1. The purposes of this policy are to:
 - 2.1.1. Provide a framework for selecting new and replacement names for assets in the City of West Torrens (CWT).
 - 2.1.2. Provide staff, the local community and developers with clear information on Council's requirements for the naming and renaming of assets.
 - 2.1.3. Ensure asset names are appropriate, will stand the test of time and preferably are of local or historical significance and/or of First Peoples origin.

3. Scope

- 3.1. This policy applies to:
 - 3.1.1. All existing and proposed assets and public places in the CWT, including both public and private assets (with the exception of internal rooms in Council's operational buildings).
 - 3.1.2. All sealed and formed public roads within the CWT.
 - 3.1.3. All formed private roads that are accessible to the public, including (but not limited to) roads within complexes such as hospitals and retirement villages.

4. Definitions

- 4.1. **Administration** means the administrative staff of the Council.
- 4.2. **Affected land owners** means:
 - 4.2.1. For the purposes of naming a road, those people who own, reside in or occupy land adjacent to the road.
 - 4.2.2. For the purposes of naming a public place, those people who own, reside in or occupy land within a 300m radius of the place to be named.

- 4.2.3. An adjoining council.
- 4.3. **Asset** means a fixed item or facility used to satisfy a service potential or enabling the CWT to meet its corporate or community objectives. Types of assets include:
- 4.3.1. Infrastructure including roads, bridges, footbridges, footpaths, bike paths, carparks, drainage, walkways, alleys, laneways, thoroughfares, and stormwater and traffic infrastructure.
- 4.3.2. Community assets including parks, playgrounds, sporting fields, monuments, community buildings and hubs (including rooms within those assets).
- 4.3.3. Corporate assets including the Civic Centre, depot and other administrative buildings.
- 4.4. **Community** means the residents, businesses and community groups of the City of West Torrens or any natural person who has held office within Council whether they be elected or appointed.
- 4.5. **Council** means the body corporate of the Corporation of the City of West Torrens.
- 4.6. **Developer** means a person, persons or company that has submitted a development application to Council.
- 4.7. **Land division** is a reference to the division of an allotment under the Development Act 1993 or the *Planning, Development and Infrastructure Act 2016* or to the dealing with land under the *Roads (Opening and Closing) Act 1991* so as to open a road.
- 4.8. **Property owner** means the registered owner of the relevant parcel of land or building.
- 4.9. **Road** 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:
- 4.9.1. a bridge, viaduct or subway,
- 4.9.2. an alley, laneway or walkway.
- 4.10. **Private road** means a road that is on private property that is not under the care and/or control of Council.
- 4.11. **Public place** means an area that is used for a public purpose or is open to access by the public.
- 4.12. **Sporting or community facilities** means Council-owned and -controlled facilities that Council makes available for use by the general public and that are used to satisfy a service potential or to enable the Council to meet its corporate and community objectives including but not limited to:
- 4.12.1. community centres, halls, libraries, theatres and other similar fixed structures.
- 4.12.2. sportsgrounds including buildings and other fixed structures therein that are primarily used for active recreational activities.

5. Policy statement

5.1. An asset or public place naming process may be initiated if:

- 5.1.1. A request is received by the Council from the Department for Infrastructure and Transport (DIT).
- 5.1.2. A request is received by the Council from an affected land owner or their agent or the community.
- 5.1.3. Council resolves that a name change be investigated.
- 5.1.4. The Administration determines it is in the public interest to investigate a change in name.
- 5.1.5. Council or DIT opens or forms a road or public place.
- 5.1.6. Council receives an application for a land division.

5.2. General principles

In the naming and renaming of assets and public places the following principles will be observed:

5.2.1. Uniqueness

- i. An asset or public place will have only one name.
- ii. Duplicate names and similar sounding names within a suburb or locality will be avoided where possible. (e.g., Paice, Payce or Pace Roads).
- iii. 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.

5.3. Name sources

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

- 5.3.1. Consideration will be given to using local First Peoples names. However, such names will be used only after consultation with and appropriate permission from the local Kaurna community.
- 5.3.2. Sources for road or public place names may include:
 - i. Names that have a historical or geographical significance to CWT.
 - ii. Names of eminent or notable persons with a connection to the area.
 - iii. Names that represent the CWT's multi-cultural community, e.g. Asian, African and European names.
 - iv. Landscapes or physical forms.
 - v. Achievements in arts, culture, education, law, medicine, research sciences and sports.

- vi. Thematic names such as flora, fauna, ships, etc.
 - vii. Commemorative names.
 - viii. First Peoples names taken from the local Kaurna language (only after consultation with the Kaurna community and obtaining the appropriate permissions).
 - ix. A group with a connection to the asset (where it is a sporting or community asset), being a charitable, social, cultural, sporting or community group.
 - x. Names that reflect the unique characteristics of the site.
- 5.3.3. The origin and significance of each name should be clearly stated and Council will not assign the name of a serving member of the Elected Council, or of the Administration, to an asset owned and/or controlled by the CWT.
- 5.3.4. The practice of naming sportsgrounds and community facilities after their suburb or street location is strongly encouraged as it facilitates ready identification of the location of the sportsground or community facility by residents and the wider community and enables and supports public safety by emergency services.
- 5.4. Propriety
- 5.4.1. Names that may be characterised as follows will not be used:
- i. Offensive or likely to give offence.
 - ii. Incongruous - out of place.
 - iii. Could be construed as advertising particular commercial or industrial enterprises, unless compliant with clause 5.5 of this policy.
 - iv. Names of living persons, except in exceptional circumstances, or where the naming is for that of a hall or room within a community facility as per clause 5.8.2.
- 5.5. Form
- 5.5.1. Names will be reasonably easy to read, spell and pronounce in order to assist service providers, emergency services and the travelling public.
- 5.5.2. Unduly long names and names composed of two or more words or unusual combinations of words will be avoided.
- 5.5.3. When using geographical place or feature names, the form adopted in the State Gazetteer will be used.
- 5.5.4. Road or public place names will not contain abbreviated prefixes, with the exception of "St" in place of "Saint" and "Mt" in place of "Mount".
- 5.5.5. The possessive case will not be used, e.g. "Smith's Road" would be "Smith Road".

- 5.5.6. The use of given names or both given names and surname or initials should generally be avoided.
- 5.5.7. The use of hyphens or other similar diacritical marks will be avoided. However, hyphens may be used when naming a road after a person with a hyphenated name.
- 5.5.8. Asset names should be practical for maps and plans when possible. Long street names should not be allocated to short roads as the inclusion of such names on street directories and other maps can result in name crowding difficulties for the mapmakers and confusion or uncertainty for the people using the maps.
- 5.5.9. Asset names will not contain a prefix or an additional suffix, e.g. "north" or "extension".

5.6. Road type

- 5.6.1. Road names will include an appropriate road type suffix (e.g. Smith Road) conforming with the following guidelines:
 - i. The appropriate suffix will be selected from those approved at Appendix 1.
 - ii. The suffix chosen will be compatible with the class and type of road and any geometry of the road form where appropriate, e.g. a crescent shaped road takes the suffix Crescent (Cr).
 - iii. Road name signs will, as far as practicable, be placed at every road intersection.

5.7. Naming of sporting grounds

- 5.7.1. Sportsgrounds, as a general rule, will be named after the suburb or street in which they are located, for example Richmond Oval or Lockleys Oval, but may be assigned a name that has historical or cultural significance, for example Weigall Oval, Apex Park, etc.
- 5.7.2. Where the Council approves the naming of a Sportsground consistent with clause 5.7.1 (that is, after a suburb or street in which the Sportsground is located), the placement of a plaque and the inscription on the plaque shall be consistent with the requirements set out in clause 5.7.7 except that there is no requirement to acknowledge an individual's contribution given that the name assigned is a suburb or street where the facility is located.
- 5.7.3. This policy does not contemplate that a sportsground will be named after an individual. However, under exceptional circumstances and at the complete discretion of Council, consideration may be given to such a request or initiative.
- 5.7.4. Requests or initiatives to name a sportsground after an individual will not be encouraged as a general rule and will require careful scrutiny, assessment and community consultation in line with Council Policy: Public Consultation.
- 5.7.5. Where a request is made or initiative proposed to name a Sportsground after an individual it must be made posthumously. The application must

demonstrate that the person commemorated meets the following requirements:

- i. is widely known and respected within the local community;
- ii. is recognised as having a historical link with the locality or is generally acknowledged as having made a significant contribution to the social, sporting, economic or cultural development of the local community;
- iii. is considered by the Council to be of good repute and not likely to be the subject of controversy.

5.7.6. Council will determine whether a request will be granted taking into consideration the advice of the CEO and/or Administration and the outcomes of the community consultation.

5.7.7. Where the Council approves to have a Sportsground named after an individual, a plaque will be erected bearing the Council Coat of Arms and will acknowledge the nature of the individual's contribution to the local community. In addition:

- i. Where there is an official naming ceremony the plaque will also include in the inscription that the naming was dedicated by His/Her Worship the Mayor, with a relevant date, and attended by all other Members of the Council of the day irrespective of their attendance at the dedication ceremony.
- ii. Where there is no official naming ceremony conducted, the wording on the plaque shall indicate that the naming was dedicated by His/Her Worship the Mayor, with a relevant date, and also list all other Members of the Council of the day.

5.8. Naming of community facilities (buildings)

5.8.1. Requests or initiatives to name a community facility and halls or rooms within these facilities can only be considered for a new or unnamed facility. It is not considered appropriate to rename an existing facility.

5.8.2. As a general rule, the new or unnamed community facility will not be named after an individual, but it is considered appropriate to name halls, rooms, foyers, etc. within the building after individuals.

5.8.3. Community facilities, as a general rule, will be named after the suburb or street in which they are located, for example Thebarton Community Centre, Plympton Community Centre. At the complete discretion of the Council, community facilities may be named after individuals, for example Council's library, the Hamra Centre.

5.8.4. Criteria for naming community facilities and halls or rooms within these facilities after individuals should be consistent with the criteria listed in clause 5.5.7, Naming of sportsgrounds, except that there is no requirement for the request or initiative to be made posthumously.

5.8.5. Where the Council approves the naming of a community facility, the placement of a plaque and the inscription on the plaque shall be consistent with the requirements set out in clause 5.7.7 except that there is no requirement to acknowledge an individual's contribution where the name assigned is a suburb or street where the facility is located.

- 5.8.6. Where the Council approves the naming of a hall or room or foyer, etc. within a community facility, a plaque will be erected that acknowledges the individual's contribution to the local community. There is no requirement to inscribe on the plaque that the naming was dedicated by the Mayor or to list the other Members of the Council of the day.
- 5.8.7. For clarity, plaques indicating that the naming of a community facility was dedicated by the Mayor on a certain date, and listing all the Members of the Council of the day, shall only apply to the naming of the entire building. Naming of halls or rooms or foyers within the building will only have a plaque consistent with the requirements of clause 5.8.6.

6. Consultation

6.1. Affected land owners

- 6.1.1. If Council decides to change the name of a road or public place, such as a reserve, it will:
- i. consult with affected parties for 28 days.
 - ii. consider any representations made in response to the notice.
- 6.1.2. An internal room of a Sporting or Community Facility or Council operational building is exempt from this clause unless otherwise recommended by Council.

6.2. First Peoples community

- 6.2.1. Names taken from the local First Peoples language may be used only after consultation with the Kurna community and obtaining the appropriate permissions.

6.3. Consultation with external agencies

- 6.3.1. A view of the proposed asset name change must be sought from the following external agencies, allowing 28 days for response:
- i. Australia Post
 - ii. Telstra
 - iii. SA Water
 - iv. SA Power Networks
 - v. SA Ambulance Service
 - vi. Metropolitan Fire service
 - vii. State Emergency Services
 - viii. Local Government Association
 - ix. Royal Society for the Blind.
- 6.3.2. An internal room of a Sporting or Community Facility or Council operational building is exempt from this clause unless otherwise recommended by Council.

- 6.4. All responses from the consultation process will be considered by Council prior to the adoption of any proposed asset name change.

7. Naming of private roads

- 7.1. Private land owners are not obliged to seek Council approval for naming their roads. However, there is a public interest in encouraging private land owners and developers to select suitable names, preferably in accordance with this policy, and to obtain Council endorsement for the name.
- 7.2. When Council proposes to assign or change a private road name, in addition to the requirements at clause 6.3, it will also consult with the owner of the land about the proposed name and the signage requirements for the road.

8. Temporary naming agreements for sponsorship purposes

- 8.1. Lessees or licensees of Council-owned property may seek to enter into naming rights agreements with other parties.
- 8.2. Lessees or licensees of Council property who wish to enter into commercial arrangements with third parties to temporarily rename a Council asset must, before entering into any agreement, seek and receive Council's consent for the proposed arrangement in writing. The request for consent should include the following information:
 - 8.2.1. the existing name (if any) of the Council asset.
 - 8.2.2. the proposed temporary name of the asset.
 - 8.2.3. the commercial benefit of temporarily renaming the asset.
 - 8.2.4. the proposed duration of the naming agreement.

9. Council decisions and responsibility for costs

- 9.1. A report will be put before Council for a decision detailing the selected name(s), outlining compliance with clause 6 of this policy and providing any submissions made in the consultation phase of the naming process.
- 9.2. The cost of implementing any decision to assign or change a name, that being public notification and signage, will be borne by Council unless otherwise specified.
- 9.3. When a developer proposes to change the approved layout of a development or the layout adjacent to a development that will require a change of an existing or approved road or public place name(s), all costs and any associated public consultation requirements will be borne by the developer.

10. Public notice of name assignment or name change

- 10.1. Council will give public notice of the assigning or changing of a road or public place name by publication on the Council website, in the Government Gazette and by notice in the Advertiser newspaper, as required under s219 of the Act. The public notice will include the date that the name change takes effect.
- 10.2. The date when an asset or public place name assignment or change takes effect shall be the date specified in the resolution of Council, which may be the date of gazettal.

- 10.3. A room that is part of a Sporting or Community Facility that does not meet the definition of public place is exempt from this clause.

11. Advise relevant parties of name assignment or change

- 11.1. Council will provide written notice of its decision of a name assignment or change to the Registrar-General, Surveyor-General and Valuer-General in accordance with s219 of the Act.
- 11.2. All parties identified in clause 6.3, as appropriate, will be notified in writing of the change of asset name and date of effect of the name change.
- 11.3. Council will update the Register of Public Roads as required by s231 of the Act.
- 11.4. A room that forms part of a sporting or community facility or Council operational building that does not meet the definition of public place is exempt from this clause.

12. Signage

- 12.1. Council will ensure signage is erected in accordance with the relevant Australian Standard.
- 12.2. Signage may be erected during construction of a sub-division.

Appendix 1. APPROVED ROAD SUFFIXES

Two lists are provided in this Appendix:

- Suffixes for Open Ended Roads.
- Suffixes for Cul-de-sacs.

Open Ended Roads		
Alley	Al	A usually narrow roadway for people or vehicles in cities and towns. A minor roadway through the centre of city blocks or squares.
Arcade	Ar	A passage having an arched roof, or any covered passageway, especially one with shops along the sides.
Avenue	Av	A broad roadway, usually planted on each side with trees.
Boulevard	Bvd	A wide roadway, well paved, usually ornamented with trees and grass plots.
Break	Bk	A vehicular access on a formed or unformed surface which was originally prepared as a firebreak.
Bypass	By	An alternative roadway constructed to enable through traffic to avoid congested areas or other obstructions to movement.
Circle	Ci	A roadway that forms a circle or part of a circle.
Circus	Cs	A circular open place where many roads come together.
Circuit	Cct	A roadway enclosing an area.
Crescent	Cr	A crescent or half-moon shaped roadway.
Drive	Dr	A wide thoroughfare allowing a steady flow of traffic without many cross streets.
Edge	Ed	A roadway constructed along the edge of a cliff or ridge.
Entrance	Ent	A roadway connecting other roads.
Esplanade	Esp	A level roadway, often along the seaside or a river.
Fairway	Fry	A short open roadway between other roadways.
Formation	Fmn	A formed surface, once a timber railway, which now provides vehicular access.
Freeway	Fwy	An express highway with limited or controlled access.
Highway	Hwy	A main road or thoroughfare. A main route.
Interchange	Int	A highway or freeway junction designed so that traffic streams do not intersect.
Lane	La	A narrow way between walls, buildings, etc. A narrow country or city roadway.
Loop	Lp	A roadway that diverges from and rejoins the main thoroughfare.
Mall	Ml	A sheltered walk, promenade or shopping precinct.
Meander	Mr	A sinuous winding roadway, wandering at random through an area or subdivision.
Parade	Pde	A public promenade or roadway which has good pedestrian facilities along the side.
Parkway	Pwy	A roadway through parklands or an open grassland area.
Pass	Ps	A roadway connecting major thoroughfares or passing through hills.
Path	Pt	A roadway usually used for pedestrian traffic.
Promenade	Prm	A roadway-like avenue with plenty of facilities for the public to take a leisurely walk. A public place for walking.
Quays	Qs	A roadway leading to a landing place alongside or projecting into water.
Ramble	Ra	A roadway that meanders from place to place.
Road	Rd	A place where one may ride. An open way or public passage for vehicles, persons and animals. A roadway forming a means of communication between one place and another.
Rotary	Rty	An intersection of two or more carriageways at a common level where all traffic travels around a central island.
Row	Rw	A roadway with a line of professional buildings on either side.
Spur	Sp	A minor roadway running off at less than 45 degrees.

Street	St	A public roadway in a town, city or urban area, especially a paved thoroughfare with footpaths and buildings along one or both sides.
Terrace	Tce	A roadway usually with houses on either side raised above the road level.
Track	Tk	A roadway with a single carriageway.
Trail	Trl	A roadway through a natural bushland region.
Turn	Tn	A roadway containing a sharp bend or turn.
Vista	Vs	A road with a view or outlook.
Walk	Wk	A thoroughfare with restricted vehicle access used mainly by pedestrians.
Way	Way	An access way between two streets.
Closed Ended Roads		
Close	Cl	A short enclosed roadway.
Court	Ct	A short enclosed roadway.
Courtyard	Cy	An enclosed area.
Cove	Ce	A short enclosed roadway.
Cross	Cro	A roadway forming a "T" or cross.
Elbow	El	A roadway containing a sharp bend or turn.
Gardens	Gns	A roadway with special plantings of trees, flowers, etcetera, and often leading to a place for public enjoyment.
Green	Grn	A roadway often leading to a grassed public recreation area.
Grove	Gr	A roadway which often features a group of trees standing together.
Mews	Me	A roadway having houses grouped around the end.
Place	Pl	A short sometimes narrow enclosed roadway.
Plaza	Pa	A roadway enclosing the four sides of an area forming a market place or open space.
Retreat	Rt	A roadway forming a place of seclusion.
Square	Sq	A roadway bounding the four sides of an area to be used as open space or a group of buildings.
View	Vw	A roadway commanding a wide panoramic view across the surrounding areas.