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| Policy Number: | 7.9 |
| Policy Name: | Naming of Public Places |
| Classification | Public – Council Policy |
| Adopted: | November 2015 |
| Frequency of Review: | Biennial |
| Last Review: | November 2015 |
| Next Review Due: | November 2017 |
| Responsible Officer(s): | Manager Economic Development, Regulatory Services and Communications |
| Policy and Code of Practice Manual File Ref: | CC10/2601 |
| Council File Reference: | CR15/44225 |
| Legislation Authority: | Local Government Act 1999, Section 219, 220 |
| Related Policies: | N/A |
| Related Procedures: | N/A |

1. BACKGROUND

- 1.1 A Council has the power under section 219 of the *Local Government Act 1999* (the LG Act) to assign a name or rename:
- a public road;
 - a public place.

In accordance with Subsection 219(5) Council must prepare and adopt a policy relating to the naming and renaming of public roads, private roads and public places.

Subsections 219(3) to (8) prescribe the process Council must follow for the assigning of names to public roads, private roads and public places.

- 1.2 If by resolution of Council it is decided that a public place (not being a public road) is to be named, the provisions of Section 219 of the LG Act must be followed to name the public place.

2. INITIATING THE PUBLIC PLACE NAMING PROCESS

- 2.1 The process to name a public place may be initiated if:
 - 2.1.1 a request is received by the Council from an affected land owner or their agent;
 - 2.1.2 Council resolves that a name change be investigated;
 - 2.1.3 Council officers determine it is in the public interest to investigate a change in public place name;
 - 2.1.4 Council opens or forms a public place.

3. ALLOCATION OF NAMES TO PUBLIC PLACES

- 3.1 Naming of public places should include public consultation.
- 3.2 Council may call for nominations of suitable names for public places, in accordance with Council Policy 2.3 Public Consultation. The name chosen for a public place should acknowledge and reflect that it is part of a local neighbourhood.
- 3.3 Public comments will be collated and a final report and recommendation prepared for consideration at a formal meeting of Council.
- 3.4 Public place names shall only be selected by a resolution of Council.
- 3.5 In the naming and renaming of public places the following principles will be observed.
 - 3.5.1 Uniqueness
 - 3.5.1.1 All public places, if named, will have only one name, except that a previous name may be displayed as “previously known as” in conjunction with the current name for a period of not more than 2 years.
 - 3.5.1.2 All public place names will be unique within the Town of Gawler. Where duplicate names occur Council must rename public places to avoid any confusion.
 - 3.5.1.3 Duplicate names and similar sounding names (e.g. Paice, Payce or Pace Park) within the Town of Gawler must be avoided wherever possible.
 - 3.5.1.4 Duplication of names in proximity to adjacent suburb or locality must be avoided.
 - 3.5.1.5 Requests for specific naming or renaming of public places will be considered where the request meets the criteria of subsection 3.1.2 – Approved Names for Public Places.

3.5.2 Approved Names for Public Places

Names for a public place may include:

- 3.5.2.1 Aboriginal names transliterated from the local Aboriginal languages;
- 3.5.2.2 Names of early explorers, pioneers, and settlers;
- 3.5.2.3 Names of prominent or eminent persons;
- 3.5.2.4 Names associated with local history or heritage;
- 3.5.2.5 Characteristics of the locality;
- 3.5.2.6 Thematic names of wars, battles, service personnel or events; and
- 3.5.2.7 Other commemorative names.

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

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

3.5.5 The local Aboriginal community will be consulted when choosing names or words from Aboriginal languages for agreed spelling of transliteration.

3.6 Personal and Propriety Names

3.6.1 Names of living persons must not be used without the person's written consent.

3.6.2 Names must not be used if it is:

- 3.6.2.1 Offensive or likely to give offence; or
- 3.6.2.2 Incongruous with the nature of the place; or
- 3.6.2.3 Related to a commercial or company name.

3.7 Appropriate Names

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

3.7.2 Unduly long names and names composed of two or more words should be avoided except where an individual's given name together with the family name is essential to identify the person or where it is necessary to avoid ambiguity. The use of given names will generally be avoided.

3.8 Spelling

3.8.1 Where it is intended that a public place has the same name as an existing Geographical Name, the name of the public place must have the same spelling as the existing Geographical Name.

3.8.2 Where the spelling of a name has changed by local usage, unless there is a particular request by the local community to retain the original name, the spelling of that name, as considered by Council to be in general usage, must be the adopted spelling of the subject name.

3.8.3 The names of public places shall not include abbreviations.

3.9 Form

3.9.1 The apostrophe mark will be omitted in the possessive case e.g. "Prince's Park" shall be replaced with "Princes Park".

3.9.2 The use of hyphens must not be used unless it is part of a person's name that is hyphenated.

4. PUBLIC NOTICE OF NAME ASSIGNMENT OR CHANGE

Council will give public notice of naming or renaming of a public place by way of local newspapers, an article in Council's community newsletter and information on Council's website.

5. ADVISE RELEVANT PARTIES OF NAMING OR RENAMING

Council will provide written notice of Council's resolution for naming or renaming a public place to all relevant parties in accordance with s 219(3)(a) of the Local Government Act 1999, being the Registrar-General, the Surveyor-General and the Valuer-General.

6. DATE OF EFFECT FOR NAMING OR RENAMING

The date of effect naming or renaming a public place will be determined as part of the Council resolution for the naming or renaming of the public place with the intention of allowing sufficient time for all stakeholders to make arrangements to ensure a smooth transition.

7. PUBLIC PLACE SIGNAGE

When a public place is named or renamed, Council shall erect a prominent sign in accordance with the corporate signage standard operating at that time.

8. REVIEW AND EVALUATION

The effectiveness of this Policy will be reviewed on a biennial basis.

The Chief Executive Officer will report to Council on the outcome of the evaluation and if relevant make recommendations for amendments, alteration or substitution of a new Policy.

The Policy will not be altered or substituted so as to affect a process already commenced.

9. FURTHER INFORMATION

Further information about this Policy can be obtained by:-

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| Telephone: | 8522 9211 |
| Fax: | 8522 9212 |
| Email: | council@gawler.sa.gov.au |
| Appointment: | Town Hall, 89 – 91 Murray Street, Gawler |
| Letter: | PO Box 130, Gawler SA 5118 |

10. AVAILABILITY OF POLICY

The Policy is available for inspection during ordinary business hours at the Council principal office, Gawler Town Hall or Library Council Offices, 89 – 91 Murray Street, Gawler or is available on the Council website at www.gawler.sa.gov.au.

A copy of this Policy will be provided to interested parties upon request, for a fee as contained in the Register of Fees and Charges.