



Ordinary Meeting of Council Agenda

**to be held on Tuesday 5 February 2019 at 7.00pm
Fitzroy Town Hall**

Arrangements to ensure our meetings are accessible to the public

Council meetings are held at either the Richmond Town Hall or the Fitzroy Town Hall. The following arrangements are in place to ensure they are accessible to the public:

- Entrance ramps and lifts (off Moor Street at Fitzroy, entry foyer at Richmond).
- Interpreting assistance is available by arrangement (*tel. 9205 5110*).
- Auslan interpreting is available by arrangement (*tel. 9205 5110*).
- A hearing loop is available at Richmond only and the receiver accessory is available by arrangement (*tel. 9205 5110*).
- Proposed resolutions are displayed on large screen.
- An electronic sound system amplifies Councillors' debate.
- Disability accessible toilet facilities are available at each venue.

Recording and Publication of Meetings

An audio recording is made of all public Council Meetings and then published on Council's website. By participating in proceedings (including during Public Question Time or in making a submission regarding an item before Council), you agree to this publication. You should be aware that any private information volunteered by you during your participation in a meeting is subject to recording and publication.

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Order of business

- 1. Statement of recognition of Wurundjeri Land**
- 2. Attendance, apologies and requests for leave of absence**
- 3. Declarations of conflict of interest (Councillors and staff)**
- 4. Confidential business reports**
- 5. Confirmation of minutes**
- 6. Petitions and joint letters**
- 7. Public question time**
- 8. General business**
- 9. Delegates' reports**
- 10. Questions without notice**
- 11. Council business reports**
- 12. Notices of motion**
- 13. Urgent business**

1. Statement of Recognition of Wurundjeri Land

"Welcome to the City of Yarra."

"Yarra City Council acknowledges the Wurundjeri as the Traditional Owners of this country, pays tribute to all Aboriginal and Torres Strait Islander people in Yarra and gives respect to the Elders past and present."

2. Attendance, apologies and requests for leave of absence

Anticipated attendees:

Councillors

- Cr Danae Bosler (Mayor)
- Cr Misha Coleman (Deputy Mayor)
- Cr Mi-Lin Chen Yi Mei
- Cr Jackie Fristacky
- Cr Stephen Jolly
- Cr Mike McEvoy
- Cr Daniel Nguyen
- Cr James Searle
- Cr Amanda Stone

Council officers

- Vijaya Vaidyanath (Chief Executive Officer)
- Ivan Gilbert (Group Manager – Chief Executive's Office)
- Lucas Gosling (Director - Community Wellbeing)
- Gracie Karabinis (Acting Group Manager – People, Culture and Community)
- Chris Leivers (Director – City Works and Assets)
- Diarmuid McAlary (Director - Corporate, Business and Finance)
- Bruce Phillips (Director - Planning and Place Making)
- Mel Nikou (Governance Officer)

3. Declarations of conflict of interest (Councillors and staff)

4. Confidential business reports

Item

- 4.1 Contractual matters
- 4.2 Matters prejudicial to Council and/or any person

Confidential business reports

The following items were deemed by the Chief Executive Officer to be suitable for consideration in closed session in accordance with section 89 (2) of the *Local Government Act* 1989. In accordance with that Act, Council may resolve to consider these issues in open or closed session.

RECOMMENDATION

1. That the meeting be closed to members of the public, in accordance with section 89 (2) of the *Local Government Act* 1989, to allow consideration of:
 - (a) contractual matters; and
 - (b) matters prejudicial to Council and/or any person.
2. That all information contained within the Confidential Business Reports section of this agenda and reproduced as Council Minutes be treated as being and remaining strictly confidential in accordance with the provisions of sections 77 and 89 of the *Local Government Act* 1989 until Council resolves otherwise.

5. Confirmation of minutes

RECOMMENDATION

That the minutes of the Ordinary Council Meeting held on Tuesday 18 December 2018 be confirmed.

6. Petitions and joint letters

7. Public question time

Yarra City Council welcomes questions from members of the community.

Public question time procedure

Ideally, questions should be submitted to Council in writing by midday on the day of the meeting via the form available on our website. Submitting your question in advance helps us to provide a more comprehensive answer. Questions that have been submitted in advance will be answered first.

Public question time is an opportunity to ask questions about issues for which you have not been able to gain a satisfactory response on a matter. As such, public question time is not:

- a time to make statements or engage in debate with Councillors;
- a forum to be used in relation to planning application matters which are required to be submitted and considered as part of the formal planning submission;
- a forum for initially raising operational matters, which should be directed to the administration in the first instance;

If you wish to raise matters in relation to an item on this meeting agenda, Council will consider submissions on these items in conjunction with and prior to debate on that agenda item.

When you are invited by the meeting chairperson to ask your question, please come forward and take a seat at the microphone and:

- state your name clearly for the record;
- direct your questions to the chairperson;
- ask a maximum of two questions;
- speak for a maximum of five minutes;
- refrain from repeating questions that have been asked previously by yourself or others; and
- remain silent following your question unless called upon by the chairperson to make further comment or to clarify any aspects.

8. General business

9. Delegates' reports

10. Questions without notice

11. Council business reports

Item		Page	Rec. Page	Report Presenter
11.1	Merri Creek Primary School request to use Council land	7	10	David Walmsley – Manager City Strategy
11.2	East Timor - Baucau Community Network Exchange	15	17	Ivan Gilbert - Group Manager Chief Executive's Office
11.3	Place Naming Policy	19	21	Rhys Thomas – Senior Governance Advisor

The public submission period is an opportunity to provide information to Council, not to ask questions or engage in debate.

Public submissions procedure

When you are invited by the meeting chairperson to make your submission, please come forward and take a seat at the microphone and:

- state your name clearly for the record;
- direct your submission to the chairperson;
- speak for a maximum of five minutes;
- confine your remarks to the matter under consideration;
- refrain from repeating information already provided by previous submitters; and
- remain silent following your submission unless called upon by the chairperson to make further comment.

12. Notices of motion

Item		Page	Rec. Page	Report Presenter
12.1	Notice of Motion No. 1 of 2019 - Flying of the ICAN Flag at a Town Hall	38	38	Danae Bosler - Mayor

13. Urgent business

Nil

11.1 Merri Creek Primary School request to use Council land

Trim Record Number: D19/5025

Responsible Officer: Director Planning and Place Making

Purpose

1. The purpose of the report is to consider a request from Merri Creek Primary School for exclusive use of Council-owned land known as Ottery Reserve while construction works are undertaken at the school site.

Background

2. Merri Creek Primary School (the school) is situated on a relatively small and constrained site adjoining the Merri Creek. The school is operating at near full student capacity of 450 students.
3. Ottery Reserve is freehold land at the corner of Miller Street and St Georges Road, Fitzroy North that was formed when part of Miller Street was closed (Attachment 1).
4. The school is undergoing development with the addition of new building facilities situated in the north-west corner of the site. These facilities are part of a longer term plan to upgrade buildings and facilities at the school and cater to increasing enrolments.
5. The construction of the new buildings and outdoor courts will occupy approximately a third of the school outdoor play space available to students during construction. Therefore the school is seeking Council's agreement to their exclusive use of Ottery Reserve for the 12 month construction period.
6. In the longer term the School and Victorian School Building Authority (VSBA) are interested in a long-term arrangement to have shared use of the reserve, but this is not part of the current proposal.
7. Ottery Reserve is currently available to the local community providing a small treed space with seating and picnic table. The reserve is fully enclosed by a high chain mesh fence on the street frontages and with a low chain mesh fence along the public footpath separating it from the school grounds. It is understood that the reserve is used by the local community including by people who may use it for exercising dogs. The condition of the surface is quite disturbed in places and would need improvement to suit the school's use.

External Consultation

8. A fact sheet prepared by the Victorian School Building Authority providing information on the proposed building works was distributed directly to the school community (Attachment 2).
9. Local residents adjoining the school received a letter and fact sheet in July 2018 (Attachment 3).
10. Neither communiqué mention the current request regarding Ottery Reserve.
11. No external consultation has been done by Council with respect to the school's request to use Ottery Reserve.

Internal Consultation (One Yarra)

12. Internal consultation has been undertaken with Compliance, with regard to the Council Order made on 15 December 2015 under the Domestic Animals Act 1994 relating to dog controls in public places.
13. Internal consultation has been undertaken with Property Services with regard to the process to enter into a possible short term lease.
14. Advice has been obtained from Council's lawyers regarding the application of the Order and the most suitable agreement mechanism to meet the school's request.

Financial Implications

15. If Council decides to enter into a lease with the school to allow exclusive use, there will be financial implications associated with the following:
 - (a) legal fees associated with the creation of the lease; and,
 - (b) minor upgrade works to the reserve, such as removal or replacement of the picnic tables, ground improvements and additional signage in and around the reserve.

Economic Implications

16. There are no economic implications associated with this report.

Sustainability Implications

17. There are no substantive sustainability implications associated with this report. The site would require restorative works post any 12 months lease period.

Social Implications

18. By allowing the school to enter into a 12 month lease for exclusive use of Ottery Reserve, the school would gain access to additional open space for the school community to use while the school building works are occurring.
19. By nature of the agreement, use by the general public would then be excluded.

Human Rights Implications

20. There are no significant human rights implications associated with this report; however, loss of immediate open space to the community for a short period and suitable play area for school children are matters for consideration.

Communications with CALD Communities Implications

21. There has been no communications with CALD communities to date.

Council Plan, Strategy and Policy Implications

22. The Yarra Open Space Strategy (2007) does not make specific reference to Ottery Reserve, however notes that for the precinct:

"It is anticipated that moderate levels of residential growth will occur in this sub-precinct and this will generate the need to provide additional local open space to cater to the increased number of residents."

23. A new Open Space Strategy is currently being prepared and this document may make specific recommendations for the future use of the reserve.

Legal Implications

24. Legal advice indicates that should Council support the school's request it would need to enter into a lease with the School.
25. Advice has confirmed that Council's Order (under the Domestic Animals Act 1994) would not apply to the reserve under a lease. Therefore there is no need for Council to have to change the Order to facilitate the school's request.
26. In effect, the school would have exclusive control over access to the reserve. This would mean that access would only be allowed if the school gave its permission.

Other Issues

27. The broader local community (outside of the school community) have not been consulted on the school's proposal for 12 month exclusive use of Ottery Reserve during building works.
28. It is expected that parts of the community would have concerns about the exclusive use arrangement and the loss of the space for community use.
29. It is noted that Bundara Reserve on the opposite side of St Georges Road offers a readily accessible alternative open space for the community to use.

30. It is anticipated that there would be strong support for the proposal among the school community, many of whom will also be local residents.
31. It is understood that a 12 month lease does not need to be advertised, refer s191 Local Government Act 1989. Council could, however, advertise its intention to enter into the agreement to the local community and then consider any submissions it receives. That would take some months.
32. The school has requested the following changes to the site to allow its safe use for children:
 - (a) exclusive use by the school;
 - (b) increasing the height of the existing fencing including a lockable gate on the school side of the reserve;
 - (c) review of cycle movements around the reserve to ensure safe passage of children between the school site and the reserve; and
 - (d) removal or relocation of the picnic tables.
33. The school has also requested the ground surface be re-turfed to improve conditions for use. This work would be undertaken at the school's cost.
34. Any lease with the VSBA and the school would need to formalise the details of the use of the reserve including matters such as insurance, maintenance responsibilities, etc.
35. The school has advised the following timelines with respect to the commencement of construction works:
 - (a) tenders close (week commencing 1 October 2018);
 - (b) appoint construction contractor (late October 2018);
 - (c) commence construction works (mid-late November 2018); and
 - (d) an anticipated 12 month construction period, with school yards to be re-opened in January 2020.
36. A lease would need to be prepared and executed between the Department of Education, the School and Council.

Options

Option 1 – enter into a 12 month exclusive lease with the school during the period of school building works (February 2019 – February 2020)

Officer comments

37. Option 1a – no advertising of lease:
 - (a) This would allow the school extra outdoor spaces for the benefit of children attending the school for the period of construction works; and
 - (b) Council could enter into a lease without advertising or consulting with the community. This would enable a decision to be made promptly in February.
38. Option 1b – advertising of lease:
 - (a) Alternatively, Council could undertake some local consultation and consider community feedback before determining whether to support the school's request. This is likely to take a further eight weeks before Council could consider the school's request; and
 - (b) Considering the imminent commencement of substantive school building works the school is needing Council to consider its request urgently.

Option 2 – decline the request from the school for exclusive use of Ottery Reserve during school building works

Officer comments

39. In this scenario, Ottery Reserve would remain accessible to the broader community, as currently occurs.
40. The school would have to contend with a significantly reduced outdoor area for their recess and physical education while the construction works occur at the school.

Conclusion

41. The reduction in school play space due to the school construction works will clearly have an impact on the availability of play space for the children attending the school. Access to Ottery Reserve would provide a convenient and easily accessible additional play space for the school to use children to use and alleviates the pressure on the existing school grounds and managing recess and lunchtime play periods.
42. The exclusive use of the Council-owned reserve by the school is likely to generate a reaction from the local community, both for and against the proposal.
43. Ottery Reserve functions as a very local park with minimal facilities (for instance there is no play equipment provided). An alternative and larger open space is available in Bundara Reserve that could be used by the local community during the 12 month period.
44. Given the imminent commencement of substantive building works the school is seeking Council's urgent consideration of their request and its support for an exclusive 12 month lease.
45. A lease does not require formal advertising or exhibition. A lease would need to be prepared and executed between the school and Council following any favourable decision by Council.
46. In these circumstances, officers support the request for a 12 month exclusive lease by the Merri Creek Primary School of Ottery Reserve without advertising (that is, Option 1a).

RECOMMENDATION

1. That Council:
 - (a) note the officer report following representations by the Merri Creek Primary School and the circumstances of the school's request and its need for additional safe play space during the 12 month period of building construction;
 - (b) note the alternative open space in Bundara Reserve available in close proximity to the local community;
 - (c) having considered the circumstances, agree to the request by the Merri Creek Primary School for a lease of Ottery Reserve from February 2019 to end February 2020, including allocating responsibility to the school for any works necessary to support its use of and for the management of the reserve at its sole cost;
 - (d) authorise the Chief Executive Officer to prepare and execute a lease with the Merri Creek Primary School and the Department of Education and Training for a term of 12 months commencing in February 2019 and expiring end February 2020; and
 - (e) determine the lease for this period be at a rent of \$416 (plus GST) per annum, including any other terms and conditions as may be required by Council, providing for Merri Creek Primary School and the Department of Education and Training becoming sole responsibility for all works to Ottery Reserve to enable it to be used by the Merri Creek Primary School as open space for its purposes and to reinstate Ottery Reserve to a public park to Council's requirements at the end of the term of the lease, solely at the school's cost.

CONTACT OFFICER: David Walmsley
TITLE: Manager City Strategy
TEL: 9205 5350

Attachments

- 1 [↓](#) Merri Creek Primary School Aerial View
- 2 [↓](#) Attachment 2 - Merri Creek PS - fact sheet
- 3 [↓](#) Attachment 3 - Construction on Merri Creek Primary School - Resident Letter

Attachment 1 - Merri Creek Primary School Aerial View



Attachment 2 - Attachment 2 - Merri Creek PS - fact sheet



WE ARE UPGRADING MERRI CREEK PRIMARY SCHOOL



How long will it take to build the new junior school?

We plan to begin construction in September 2018, and expect it will take approximately 14 months to complete.

How will the builders keep noise to a minimum?

Builders will work between 7am to 5pm, Monday to Friday, as approved by the City of Yarra. They will schedule noisy works in consultation with Merri Creek Primary School to ensure minimum impact on school operations.

Do the works involve removing asbestos?

There is no asbestos involved in any of the upcoming works. There will not be any buildings demolished, so there is no risk of exposure to asbestos during this project.

Will there be fewer car parks during construction?

Subject to confirmation and approval by the City of Yarra, there is likely be fewer car parking spaces on Ida Street during the works to ensure access for construction vehicles to the site.

Will traffic increase during construction?

There will be some additional traffic with construction and delivery vehicles entering and leaving the site. However, the builders have created a traffic management plan to mitigate the impact.

Are you cutting down any trees?

After completing a site assessment and working with a landscape architect, we have been able to retain all the significant larger trees within the school grounds. We will have to remove a few minor trees and some vegetation along the north-west border near Ida Street.

Are you going to plant new trees post construction?

Yes, the school will be working with landscape designers to enhance the overall green space. The landscape work will happen after construction is complete.

How will the school operate during construction?

The school will operate as normal. All current learning spaces and buildings will be fully functional and will not be impacted by this construction, as the project is simply adding a new building for junior learning spaces. The only impact will be a reduced play area during construction.





17 July 2018

Construction on Merri Creek Primary School

Dear local resident,

As you may be aware, we are upgrading Merri Creek Primary School with a new building for the junior school. The new junior school will have flexible learning spaces for Prep to Year 2 students, including specialist outdoor play and music spaces. This much-needed facility will be located on the northwest corner of the site by Ida Street, replacing part of the current sports field.

The new building on Ida Street will be two storeys tall with an outdoor learning space for students on the rooftop. This will change the visual profile of the corner of the school. However, based on the placement of the new building south of the residential apartments at 10 Ida Street, it will have minimal impact on natural light. The adjoining bin and mail enclosure that are currently in that corner will be retained, but some construction along that perimeter will be required to replace part of the fence.

Traffic and parking will also be impacted during construction, which is scheduled to begin in September 2018 and will last approximately 14 months. The builders have created a traffic management plan to minimise any inconvenience for local residents. There is likely to be fewer car parks on Ida Street to ensure that construction vehicles can access the site.

We want to make sure that you are aware of how and when this project will affect you. We hope the attached Q&As will answer your questions, however if we have missed something or you would like more details, please contact the Victorian School Building Authority on 1800 896 950 or email vsba@edumail.vic.gov.au

If you would like to be part of a community information session about the works at the school, we will organise this in the next few weeks. Please let us know your interest by emailing vsba@edumail.vic.gov.au and reference Merri Creek Primary School.

Kind regards,

Tom Kirkland
Executive Director, Delivery
Victorian School Building Authority



For interpretation services, please ring the Victorian School Building Authority language line on 03 9280 0712.

schoolbuildings.vic.gov.au



11.2 East Timor - Baucau Community Network Exchange

Trim Record Number: D19/7287

Responsible Officer: Group Manager Chief Executive's Office

Purpose

1. To note and authorise participation in a joint visit by Darebin/Yarra Community Centres Network to Baucau, East Timor.

Background

2. Yarra Council has for many years jointly with Darebin City Council participated in a community support network with the District of Baucau in East Timor. This arrangement has included regular visits by community representatives to Baucau to exchange information and support community development programs, especially as the system of local government is gradually established and the processes of central Government decentralising services back to a local level are progressed.
3. Council in 2014 resolved to sign a Municipal Agreement between Yarra City Council and the Timor Leste, District of Baucau. Similar Agreements were signed by a number of Victorian Councils at the time concerning their respective "sister" Districts. The Agreement program was developed following negotiations between the Victorian Government (Local Government Victoria) and the Timor-Leste Government as part of a program to further develop its governmental structures and programs as part of the decentralisation of powers to the Districts and Municipalities (***Refer Copy Municipal / District Co-operation Agreement – Attachment 1***).
4. The program is also supported by a network of community groups across Victoria, one of which is the Friends of Baucau being a Yarra/Darebin based organisation, which each provide ongoing support to a range of community organisations in Timor-Leste.
5. In addition to the above, from time to time Yarra in conjunction with Local Government Victoria and the Friends of Baucau Group, hosts representatives from each of the District of Baucau and the Timor – Leste Government for short periods (1 to 2 weeks) to offer training, advice and practical experiences in each of the structuring and the delivery of local government and community services (e.g. planning, waste management, governance and community services).
6. As part of the ongoing support program, Friends of Baucau are taking a delegation from Darebin and Yarra to Baucau for a 10 day visit in April / May 2019 with a particular emphasis on meeting with and identifying appropriate support mechanisms especially for Women's Networks in Baucau and establishing connections with Neighbourhood Houses in Darebin and Yarra.
7. The party will include representatives from:- Friends of Baucau Group, Neighbourhood House Committees in each of Yarra and Darebin and a Darebin City Councillor.
8. The Office of Local Government Victoria is assisting in the organisation of the visit and establishing appropriate connections.
9. In accord with the principles outlined in the Co-operation Agreement, there is an excellent opportunity for Council to participate in this visit and assist in both, offering experienced advice and gathering information, on those areas where future community / local government service assistance will be most desired and best focussed. The participating parties would also like to have a Yarra Council representative join the Group in order to meet with local District representatives and inquire / learn about the particular areas of assistance most required by the local authority.

External Consultation

10. Ongoing communication is occurring with both - Officers of Local Government Victoria and representatives of the Community organisation Friends of Baucau.

Internal Consultation (One Yarra)

11. Discussion has occurred with relevant Officers of Council and a proposal developed for a Manager level Officer to participate in the upcoming exchange visit. In this regard it is proposed that Mr Aldo Malavisi, Community Partnership Unit Manager, who has both extensive experience and a very comprehensive appreciation of the effective and efficient operation of community organisations and service delivery, as a most appropriate Officer to participate in the trip.
12. Mr Malavisi would in addition to being involved in the community network services, also be intended to liaise with District of Baucau representatives and identify the range of areas where assistance, training and exchange of information re Council service planning and delivery, would be most appropriately directed into the future.

Financial Implications

13. Council has provision within the current budget to support the ongoing arrangements under the Municipal Co-operation Agreement and it is proposed that funding for the airfare and other costs be met from this allocation. The estimated costs total \$3,500, comprising:- air travel \$1,300, accommodation \$1,700 and incidentals \$500.

Economic Implications

14. Not relevant to this report.

Sustainability Implications

15. Not relevant to this report.

Social Implications

16. The Co-operation program also offers assistance and support to our local community groups in terms of focussed guidance as to the areas which they are best able to provide assistance to their Timor – Leste counterpart groups.

Human Rights Implications

17. Council is a strong supporter of human rights and equal opportunity. A key theme underpinning the exchange program is to assist in establishing services at a local level which support that community and are equitably structured.

Communications with CALD Communities Implications

18. Not relevant to this report.

Council Plan, Strategy and Policy Implications

19. Not relevant to this report.

Legal Implications

20. There are no legal implications to this report.

Other Issues

21. None applicable.

Options

22. To participate or not participate the program.

Conclusion

23. That Council:
 - (a) note the report;

- (b) approve the participation by Mr Malavisi in the visit to Timor-Leste as arranged by Local Government Victoria; and
- (c) request a report back to Council on the outcome of the visit.

RECOMMENDATION

1. That Council:
 - (a) note the report;
 - (b) approve the participation by Mr Malavisi in the visit to Timor-Leste as arranged by Local Government Victoria; and
 - (c) request a report back to Council on the outcome of the visit.

CONTACT OFFICER: Ivan Gilbert
TITLE: Group Manager Chief Executive's Office
TEL: 9205 5110

Attachments

- 1 [↓](#) Municipal / District Co-operation Agreement

Attachment 1 - Municipal / District Co-operation Agreement

MUNICIPAL/DISTRICT COOPERATION AGREEMENT

Formalising the desire to develop and strengthen cooperation between Timorese Districts and Victorian Municipalities and their populations, it is agreed to:

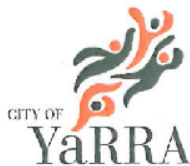
1. Consider economic, cultural, social, educational and/or other interchange between local community representative organisations.
2. The Victorian Municipality of Yarra will cooperate with the Timorese District Management of Bacau according to their respective resources and through the following support:
 - Contributing to strengthen professional knowledge and skills of Bacau's district officers according to their needs and mainly through sharing advice, professional experience and mentoring;
 - Organising study and working visits by municipal delegations from Timor-Leste to Victoria and from Victoria to Timor-Leste by the public and the private sectors.
 - Providing support with technical advice to assist with implementation of district programs and projects under the direction of the Secretariat of State for Administrative Decentralisation.
 - Regular networking, collaboration and interchange of information between District Management and Municipal officers and interested parties;
3. The Municipality of Yarra and the District Management of Bacau will be able to effectively communicate and cooperate in all aspects of their activities, which are aimed to provide better services to their local population.
4. The Municipality of Yarra will cooperate with the District Management of Bacau in projects where the objectives are the development of trading skills, creation of business opportunities and economic independence of Bacau's population.
5. The Municipality of Yarra and the District Management of Bacau will undertake procedures to obtain support to assist with implementing this municipal agreement.
6. This protocol may be amended at any time by the mutual consent of the Victorian Municipality and the Secretariat of State for Administrative Decentralization, Timor-Leste.



MS VIJAYA VAIDYANATH
CHIEF EXECUTIVE OFFICER
CITY OF YARRA



MR TOMÁS DO ROSÁRIO CABRAL
SECRETARY OF STATE FOR ADMINISTRATIVE
DECENTRALISATION



11.3 Place Naming Policy

Trim Record Number: D19/13003

Responsible Officer: Group Manager Chief Executive's Office

Purpose

1. To present Council with a draft Place Naming Policy for formal adoption.

Background

2. Place naming in the City of Yarra is currently governed by the *Naming of Roads, Features and Localities Policy*. That policy was last updated in September 2014 and is due for review. Council officers have undertaken a review which, combined with recent experience in street naming, has identified a number of opportunities for improvement. These are:
 - (a) The current policy is essentially procedural in nature and provides no policy context about Council's approach to place naming;
 - (b) The current policy provides no guidance about which naming proposals Council officers should support. Officers have essentially been operating by following past practice, rather than any clear direction from Council;
 - (c) The current policy does not provide for circumstances where Council is seeking to identify a place to name after a particular person (such as the Dyer Street example);
 - (d) The current policy does not provide any direction about the level of community support required before re-naming an existing street;
 - (e) The current policy draws heavily on the *Victorian Guidelines for Geographic Names 2010 Version 2* - a state government document which has since been superseded;
 - (f) The current policy expresses a desire to use Woi wurrung language where possible, but the process still requires calling for suggestions even after a suitable Woi wurrung word has been identified;
 - (g) The current policy provides delegation to enable Council officers to assign street names without a Council resolution in some (albeit limited) circumstances. This authority has not been exercised to date as officers have been of the view that a Council resolution is more appropriate;
 - (h) The current policy does not allow for proactive naming proposals to address a desire to introduce place names with a particular theme (such as street names honouring prominent women); and
 - (i) Large parts of the current policy essentially duplicate the procedural elements set out in the legislation and the accompanying statutory requirements.
3. The draft Place Naming Policy found at **Attachment 1** incorporates all of these elements, as well as fine tuning the existing procedure to improve the timeliness of the process (current naming processes take more than six months).
4. In addition, the draft policy proposes to replace the *Street Sign Names Policy* with identical provisions, plus:
 - (a) a provision for the inclusion of a simple translation of Woi wurrung language where used in street naming;
 - (b) a provision for the inclusion of brief biographical information for signs named in recognition of an individual; and
 - (c) a provision to enable members of the community to seek the replacement of an existing sign with a new one that includes biographical information, provided they meet the changeover cost.

5. The attached draft policy addresses all of the matters set out above. Importantly, the policy provides that while operational matters are largely delegated to Council officers, no decision to assign a name can be made without a resolution of Council.

External Consultation

6. No external consultation has been conducted.

Internal Consultation (One Yarra)

7. Limited internal consultation has been conducted with a focus on the operational aspects of the policy regarding external communication, processes, the website and signage.

Financial Implications

8. There are no financial implications arising from this policy, aside from minor costs which may arise from the installation of street signs containing additional information.

Economic Implications

9. There are no economic implications arising from this policy.

Sustainability Implications

10. There are no sustainability implications arising from this policy.

Social Implications

11. The adoption of this policy continues Council's commitment to involving the community in place naming proposals, and to reflecting the nature and history of the community in the names it selects.

Human Rights Implications

12. There are no human rights implications arising from this policy.

Communications with CALD Communities Implications

13. No external communication has been conducted.

Council Plan, Strategy and Policy Implications

14. The operation of advisory committees will support Council's processes, in providing advice and assistance in the development of the Council Plan, Strategies and Policies.

Legal Implications

15. The draft policy has been developed to ensure compliance with the *Geographic Place Names Act 1998* and the *Naming Rules for Places in Victoria*.
16. No other legal implications have been identified.

Other Issues

17. There are no other issues arising from this policy.

Options

18. The following options are possible at this stage:
 - (a) Adopt the draft policy at **Attachment 1**;
 - (b) Alter the draft policy be alternative resolution; or
 - (c) Abandon the policy development in favour of the status quo.

Conclusion

19. A draft Place Naming Policy is presented for Council's consideration and endorsement.

RECOMMENDATION

1. That Council:
 - (a) adopt the draft policy found at **Attachment 1** as the Place Naming Policy;
 - (b) revoke the Naming of Roads, Features and Localities Policy found at **Attachment 2** in favour of the newly adopted Place Naming Policy; and
 - (c) revoke the Street Sign Names Policy found at **Attachment 3** in recognition of the inclusion of identical provisions newly adopted Place Naming Policy.

CONTACT OFFICER: Rhys Thomas
TITLE: Senior Governance Advisor
TEL: 9205 5302

Attachments

- 1** [↓](#) Place Naming Policy (draft)
- 2** [↓](#) Naming of Roads, Features and Localities Policy (existing)
- 3** [↓](#) Street Name Signs Policy (existing)

Attachment 1 - Place Naming Policy (draft)



Place Naming Policy

Title	Place Naming Policy
Description	A policy to guide the naming of roads, features and localities within the City of Yarra.
Category	Assets
Type	Policy
Approval authority	Council
Responsible officer	Senior Governance Advisor
Approval date	
Review cycle	Every four years
Review date	
Document Reference (Trim)	
Human Rights compatibility	This policy has been assessed and is compatible with the Victorian Charter of Human Rights of Responsibilities

1. Purpose

A policy to guide Council in exercising its powers as a naming authority under the Local Government Act 1989 and the Geographic Place Names Act 2004 to name or rename roads, features and localities within the City of Yarra.

2. Definitions

In this policy:

feature	means a unique geographical place or attribute that is easily distinguished within the landscape (including a park, open space, watercourse or sports ground).
locality	means a geographical area that has identifiable community and/or landscape characteristics (commonly known as a 'suburb').
Naming Rules	means the document titled " <i>Naming Rules for Places in Victoria: Statutory requirements for naming roads, features and localities 2016</i> " which is published by the State of Victoria Department of Environment, Land, Water and Planning in accordance with the Geographic Place Names Act 1998, and any subsequent updates of that document.
proactive naming	means a naming proposal that is triggered by Council seeking to recognise a particular theme or to apply a particular name to a place.
reactive naming	means a naming proposal that is triggered by the identification of an unnamed place that requires a name, or a named place that requires renaming.
Registrar	means the Registrar for Geographic Names as appointed by the Minister under the Geographic Place Names Act 1998.
road	means a public road as defined in the Road Management Act 2004 that is navigable by vehicle or foot.
Wurundjeri	means the Wurundjeri Land and Compensation Cultural Heritage Council Aboriginal Corporation.

Attachment 1 - Place Naming Policy (draft)



Place Naming Policy

3. Scope

This policy applies to all proposals to name or rename roads, features or localities for which Council is the naming authority and where the *Naming Rules* apply. Council facilities (such as buildings, meeting rooms, scoreboards and playgrounds) are not subject to the *Naming Rules*, and therefore can be named directly by Council without referral to the Registrar. In these situations, the principles in this policy shall be used as a guide only, subject to any modifications deemed necessary.

4. Policy

The importance of place names

Place names are an important part of Yarra's cultural, historical and geographic environment. The naming of new places and the preservation of existing ones contributes to a sense of belonging and reflects the cultural values of communities both of today and of Yarra's rich past. Place names are therefore of major social importance. Council must bear the responsibility for taking care of the place name heritage and making sure that place name planning is conducted in a way that preserves our cultural heritage while responding and developing with our ever-evolving municipality.

Place names also serve an important practical purpose, providing property addresses for deliveries and visitors, aiding emergency services in time critical responses, and guiding motorists and other users of our road network.

Preserving our history

Places in Yarra were first known by many names to the Wurundjeri-willam people of the Kulin Nation, who mainly spoke Woi wurrung language, but also spoke other languages of their nation. Perhaps the most significant of these was *Birrarung*, a place we know today as the Yarra River and from which Council gets its name.

The first street as we know them today in the City of Yarra was likely named in the 1850s or thereabouts, and new streets have been progressively named ever since. Despite this, more than two-thirds of Yarra's public roads remain unnamed to this day. While new streets are rarely constructed in Yarra now, the established street network in the city provides many opportunities for street naming. These opportunities mean that as a general rule it is neither necessary nor desirable to rename existing places merely to 'update' or 'revise' our naming. While it is acknowledged that contemporary views of many historical events has evolved over time, this alone should not be a reason to rename places named in recognition of persons, places or events that arguably would not warrant such an honour today.

Except in extraordinary circumstances, it is Council's policy to preserve and protect existing place names where possible.

Selecting new names

In selecting names for places, Council will consult the community both locally and more broadly, as well as reach out to key stakeholders and interested persons as appropriate. Council will seek wherever possible to connect place names to the places they will come to represent.

Council is committed to recognising the past and ongoing custodianship of the municipality by the Wurundjeri people and this policy gives primacy to the recognition of places through the use of names in the Woi wurrung language. Proposals to use Woi wurrung words shall be subject to consultation with the Wurundjeri – the Registered Aboriginal Party operating in the City of Yarra, and no naming proposal shall be supported without their approval.

In addition to its commitment to recognising Yarra's traditional owners through place naming, Council has identified the opportunity to use place naming as a way of furthering its policy objectives in a range of areas. These policies include, but are not limited to:

Attachment 1 - Place Naming Policy (draft)



Place Naming Policy

- **Council Plan 2017-2021**, which describes Yarra's history, diversity and heritage and commits Council to engaging with communities in decisions that affect them.
- **Gender Equity Strategy 2016-2019**, which includes a commitment to investigate opportunities for naming new streets and other places in Yarra after prominent Yarra female leaders.
- **Multicultural Partnerships Plan 2015-2018**, which includes a strategy to link in with local historical societies to explore opportunities to highlight the multicultural heritage of Yarra (Note: While this policy is currently under review, it is expected the new policy will include a similar objective).

Council will have a preference for place names which reflect these policy ambitions.

4.1. Reactive naming (roads and features)

The *Naming Rules* provide that anyone (including the Council itself) may instigate a naming proposal by submitting a proposal to Council. The City of Yarra will consider requests from the community in relation to the names of roads or features, including proposals for the changes to existing names.

The process for naming places under the reactive place naming program is as follows:

Reactive Place Naming Process	Responsibility	Next step
1 Request received for place to be named	Anyone	Go to 2
2 Does place warrant naming?	Council officer	Yes , go to 3 No , process ends
3 Can the Wurundjeri Tribe suggest a suitable name?	Council officer & Wurundjeri Tribe	Yes , go to 6 No , go to 4
4 Can Councillors or Council officers suggest a suitable name?	Council officer	Yes , go to 7 No , go to 5
5 Commence public consultation process	Council officer	Go to 6
6 Council selects a suitable name	Council	Go to 7
7 Targeted community consultation with affected owners and occupiers	Council officer	Go to 8
8 Were objections received?	Council officer	Yes , go to 9 No , notify Registrar
9 Consideration of submissions and final decision	Council	Notify Registrar

Assessment of naming requests (streets)

Before Council names a street, it first needs to be determined whether it warrants naming. In most circumstances, naming processes are triggered when a subdivision occurs and new properties are created which will use an unnamed street as their exclusive access. In these cases, it can be beneficial for properties to be properly addressed as this assists with mail, deliveries, emergency services and visitors to those properties.

Attachment 1 - Place Naming Policy (draft)



Place Naming Policy

The City of Yarra contains approximately 2,350 unnamed streets, ranging in size from no more than a short pedestrian pathway, right through to a well-used vehicle thoroughfare with traffic signage and provision for parking. In determining which ones to name, Council will consider a range of factors. Council will not ordinarily support the naming of unnamed streets that continue to serve their original purpose of providing access to the side and rear of properties.

Council officers have the authority to determine whether a naming proposal shall be supported. In determining whether to support a naming proposal submitted by a member of the public, Council officers will have regard to the factors set out below.

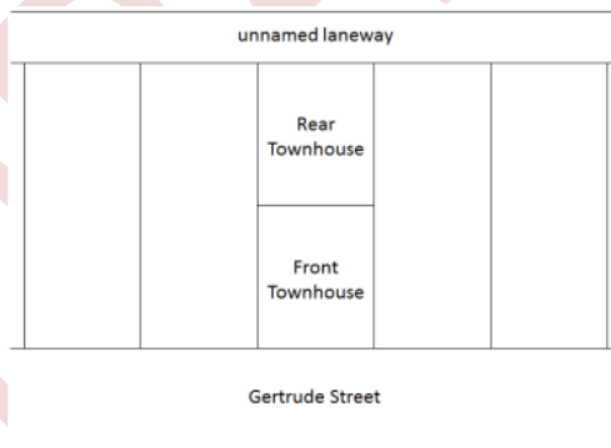
Nothing in this policy limits the ability of Council, by resolution, to determine to support a place naming request.

Factors in favour of street naming

- The existence of any new properties that will rely on the street for addressing purposes.
- In the case of situations where properties will be required to change an existing address, the support of at least 80% of affected property owners and occupiers.
- Any identified risk with emergency services access.
- An anomaly within the street network in the area (such as if all other local lanes are named).
- The need to ensure connect the named street network is contiguous (a proposal to name one street may trigger the need to name another street to ensure it is connected).

Example

The redevelopment of a parcel of land on Gertrude Street will result in two new dwellings on the land formerly occupied by a single house. One of the dwellings is accessed solely from Gertrude Street, and the other is accessed solely from what was the rear laneway. The property is located 50 metres from the nearest side street. There are currently no other properties facing the rear lane.



Council officers determine to assign a name to the laneway in order to provide a street address to the new property.

Attachment 1 - Place Naming Policy (draft)



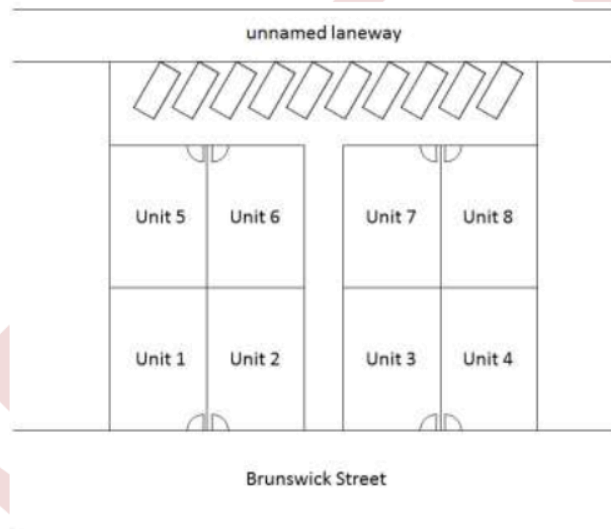
Place Naming Policy

Factors against street naming

- Whether the installation of directional signage could effectively address issues raised.
- Whether naming the street is likely to increase vehicle traffic beyond capacity.
- Whether naming the street will encourage car parking in a street unsuitable for that purpose.
- In the case of situations where properties will be required to change an existing address, the support of less than 80% of affected property owners and occupiers.
- The costs involved in undertaking the naming process.
- If the street proposed for naming is not a road as defined by the Road Management Act.

Example

An eight unit development is proposed on Brunswick Street. Four of the units are accessed directly from Brunswick Street, and the other four are accessed via pedestrian walkway that runs through the centre of the site. Car parking for all units is accessed from the rear laneway.



Council officers determine that the street does not warrant naming, as each of the residences will be assigned a Brunswick Street address, and it can be expected that visitors, emergency services and deliveries will access the rear units via the pedestrian walkway.

Assessment of naming requests (features)

While the majority of naming requests relate to street naming, members of the public are also able to request the naming of other places where Council is the naming authority, including (but not limited to) parks, open spaces, watercourses and sports grounds. In determining whether these places warrant naming, Council officers shall have regard to the criteria above for street names, insofar as they are applicable to the place suggested for naming.

While Council officers have the authority to determine that a naming proposal shall not be supported, no proposal can formally commence without a resolution of Council.

Attachment 1 - Place Naming Policy (draft)



Place Naming Policy

4.2. Proactive naming (roads and features)

Council shall, from time to time, undertake a proactive place naming program, where it shall first declare its intention to name a place in recognition of a particular theme, and then subsequently identify a suitable location. Alternatively, it may identify a particular name to be applied, either to an identified location or not. While this process can only be formally commenced by Council resolution, it may arise as a result of an approach by a member of the community or advice from a Council officer.

The process for naming places under the proactive program is as follows:

Proactive Place Naming Process	Responsibility	Next step
1 Council determines to name places in recognition of a particular theme.	Council	Go to 2
2 Council officers seek community suggestions about specific names that are consistent with that theme.	Council officer	Go to 3
3 Council determines specific names to be used and optionally, the locations to be named.	Council	If Council selects locations, go to 6 If not, go to 4
4 Council officers seek community suggestions as to locations that would be suitable for the identified names.	Council officer	Yes, go to 7 No, go to 5
5 Council determines specific places to be named.	Council officer	Go to 6
6 Targeted community consultation with affected owners and occupiers.	Council officer	Go to 7
7 Were objections received?	Council officer	Yes, go to 8 No, notify Registrar
8 Consideration of submissions and final decision.	Council	Notify Registrar

Example

As part of its celebration of International Womens' Day, Council determines to name five streets in recognition of women who have made a significant contribution to the the City of Yarra. It resolves to commence the naming process by calling for community suggestions for suitable women.

Council selects five suitable women from among submissions received and its own research, announces the names to be recognised and calls for community suggestions as to suitable locations.

Council receives a number of suggestions and determines a package of five specific streets, together with the proposed street names.

Council officers write to the owners and occupiers of directly affected properties, seeking their views on the naming proposal.

Council receives submissions from affected persons and makes a final decision regarding the street naming.

Attachment 1 - Place Naming Policy (draft)



Place Naming Policy

As an alternative, the process can commence at Step 3 (with Council resolving to use a particular name or resolving on both a street name and location). In all cases, the process cannot be finalised without consultation with affected landowners and occupiers.

Example

Council determines that it proposes to name an identified street as "Wurundjeri Lane".

Council officers write to the owners and occupiers of directly affected properties, seeking their views on the naming proposal.

Council receives submissions from affected persons and makes a final decision regarding the street naming.

4.3. Locality naming

In general, Council will not support a proposal to establish a new locality name, or to alter the boundaries of existing localities within the municipality.

Any proposal by a member of the community to alter locality names should be submitted to Council together with evidence of support of a significant number of the affected persons. This evidence might include a petition, letters of support, results of a community survey or similar. While achieving support from a majority of affected persons is not necessary at this stage, Council officers will need to be satisfied that such support may be possible before any proposal will be taken to Council for consideration.

A proposal to alter locality names can only be instigated by Council resolution, and must be conducted in accordance with the process set out in the *Naming Rules*. As these processes are rare, a tailored consultation plan is to be developed and endorsed by Council for each proposal, and will likely include direct mail to affected persons, public advertising, a public survey or poll and, where the locality extends into a neighbouring municipality, consultation with the relevant Council.

All decisions regarding locality naming must be made by resolution of Council.

5. Implementation

5.1. Administrative arrangements

Place naming website

A page on Council's website will be published to provide information about Council's place naming program. The page will include:

- information about the place naming program
- a list of current naming proposals and their status.
- a link to recently named streets, including information about their history.
- a copy of this policy.
- instructions on how to subscribe to the place naming mailing list.

Place naming mailing list

The Governance Support Unit will maintain an email list of interested persons who would like to be notified of place naming proposals and will ensure that any public communications or invitations to participate in a naming process are sent to that list.

Attachment 1 - Place Naming Policy (draft)



Place Naming Policy

Mapping services

Following the naming of a street, Council officers shall be responsible for submitting the new name to external mapping services, such as Apple Maps and Google Maps. Because these services are not controlled by Council and rely on community-based submissions, temporary signage shall be erected following the naming of each street to encourage the members of the public to also submit the new names to the mapping services.

5.2. Signage

Newly named streets

Upon the gazettal of new street names, street signs showing the new street name shall be installed as soon as practicable. These new signs will include the following information:

Sign Detail	Where it will appear
Street name	On all signs
Street type	On all signs
Property numbers for one block in one or both directions	Where the street crosses a major through street and it is deemed necessary to assist in navigation.
"NO THROUGH ROAD"	Where a cul de sac may be readily mistaken for a through street.
A simplified translation of the street name	Where the street name includes a word in the Woi wurrung language (on one sign only).
Brief biographical information about the subject of an eponymous street name (which where possible, has been agreed with the subject's descendants)	Where the street is named in recognition of a specific person (on one sign only).

The overall design, size, colours, font, and any abbreviations on any street sign shall be in accordance with the applicable Australian Standards.

Previously named streets

Where an existing street is named in recognition of a specific person, but no biographical information has been included on the sign, Council will replace the street sign to include such information following a request from a member of the public if:

- the subject of the eponymous street name can be accurately confirmed.
- accurate biographical information is provided and can be readily confirmed.
- the inclusion of biographical information will not be offensive or controversial.
- the inclusion of biographical information will not increase the risk of sign theft or vandalism.
- the member of the public agrees to meet the cost of the sign replacement (calculated on a cost recover basis).

Following the replacement of a street sign in these circumstances, the sign is the property of Council, who shall assume ongoing responsibility for maintenance and cyclical replacement.

Other places

Where other places are named under this policy, the design of appropriate signage will be considered in accordance with the design standards appropriate to that location. Where Woi wurrung words or person's names are used, appropriate explanatory information shall be included where appropriate.

Attachment 1 - Place Naming Policy (draft)



Place Naming Policy

6. Related Documents

- Geographic Place Names Act 1998
- Road Management Act 2004
- Naming Rules for Places in Victoria: *Statutory requirements for naming roads, features and localities* 2016

DRAFT

Attachment 2 - Naming of Roads, Features and Localities Policy (existing)



Governance - Naming of Roads, Features and Localities Policy

Approval Date: 2/09/14

Last Revised: N/A

Next Review Date: 1/09/17

Policy and Procedure is compliant with the Charter of Human Rights legislation

Purpose

To record Council's policy and procedure in respect of the selection and allocation of names for Roads, Features and Localities within the City of Yarra.

Scope

1. Council shall assign names for Roads, Features and Localities in accordance with the requirements of:
 - a. Schedule 10 Section 5 of the *Local Government Act* 1989;
 - b. the *Geographic Places Names Act* 1998; and
 - c. the Victorian Guidelines for Geographic Names 2010 Version 2.
2. Council shall also have regard to any of its relevant formally adopted Policies, Strategies or Plans in the selection and assignment of Road, Feature and Locality names. Current examples specifically include:
 - a. Council's Aboriginal Partnership Plan (*noting specific preference to using Woiwurrung words in selecting names*); and
 - b. the Council Plan 2013-2017 (*noting the recognition of the contributions of its diverse cultural communities in selecting names*).

Definitions

Term / Abbreviation	Definition
Road	As defined in the <i>Geographic Places Names Act</i> 1998 and the Victorian Guidelines for Geographic Names 2010.
Feature	As defined in the <i>Geographic Places Names Act</i> 1998 and the Victorian Guidelines for Geographic Names 2010.
Locality	As defined in the <i>Geographic Places Names Act</i> 1998 and the Victorian Guidelines for Geographic Names 2010.

Policy statement

1. Whilst ensuring compliance with the legislative and policy requirements outlined in the Scope above, the Council shall however give priority in the selection of names for roads, features and locations within the City of Yarra, to sourcing Woiwurrung names from the Wurrundjeri community as part of Council's recognition of the Traditional Ownership of the Land.

Responsible Officer: Executive Manager – Chief Executive's Office

Document Name: Governance – Naming of Roads, Features and Localities Policy Ref No D14/159402

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Attachment 2 - Naming of Roads, Features and Localities Policy (existing)



Governance - Naming of Roads, Features and Localities Policy

Approval Date: 2/09/14

Last Revised: N/A

Next Review Date: 1/09/17

2. The Council shall endeavour to initiate the process for allocating a name to each road, feature or location as soon as it is demonstrated that such a road, feature or location should be duly named.
3. In the event that a request for naming a road, feature or location is submitted by an Officer, a community member or group or the Council itself, **that request shall not be acted upon until the procedures outlined below are completed and a formal report submitted to Council for determination.**

Procedure

Upon any of:

- a. the identification of a road, feature or location requiring the allocation of a name;
OR
- b. the receipt of a proposal from an Officer, a community member or group or a Councillor re the naming of a road, feature or location;
OR
- c. a resolution of the Council proposing a name for a road, feature or location;

no formal determination on the allocation of a name shall be made until the procedures noted hereunder are implemented in sequence by the Responsible Officer, and a report is submitted for formal determination.

The Responsible Council Officer shall upon receipt of a proposal to name, forthwith implement the following procedures:

1. **Firstly**, if the proposal to name a road, feature or location is received from:
 - a. an Officer;
 - b. a community source;
 - c. a Councillor or by formal Council resolution;
 formally acknowledge the proposal and advise the proposer of Council's procedure for the naming of roads, features or locations within the municipality; AND
2. **Secondly**, initiate a written communication with the Wurrundjeri community in accordance with the Victorian Guidelines for Geographic Names 2010, inviting them to submit an appropriate name for Council's consideration; AND
3. **Thirdly**, initiate written communication with the relevant local Historical Society in accordance with the Victorian Guidelines for Geographic Names 2010, inviting them to submit an appropriate name for Council's consideration; AND
4. **Fourthly**, place a public notice both on Council's public website and newspapers circulating in the neighbourhood, in accordance with the Victorian Guidelines for Geographic Names 2010, inviting the community to submit an appropriate name for Council's consideration; AND

Responsible Officer: Executive Manager – Chief Executive's Office

Document Name: Governance – Naming of Roads, Features and Localities Policy Ref No D14/139829

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Attachment 2 - Naming of Roads, Features and Localities Policy (existing)



Governance - Naming of Roads, Features and Localities Policy

Approval Date: 2/09/14

Last Revised: N/A

Next Review Date: 1/09/17

5. **Fifthly**, prepare a formal report for consideration, taking into account:
 - a. the initial proposed name for the road, feature or location;
 - b. responses from each of:
 - i. the Wurrundjeri community;
 - ii. the local Historical Society; and
 - iii. any community submission/s;
 - c. the obligations on Council from the Legislation, Guidelines, Policies and Plans which apply to the selection of names for roads, features or locations, noting in particular, the differing format requirements for names which may be allocated to roads as distinct from features and locations.
6. Council shall upon consideration of the submitted report, formally resolve on the proposed name for the subject road, feature or location.
7. In the instance where the name for a **road** is an indigenous name proposed by the Wurrundjeri community AND:
 - a. no other submissions have been received from Council, the local Historical Society or from the community as a result of the invitation and public notice/s; AND
 - b. the name and format proposed, accords with the obligations placed on Council by way of the aforementioned Legislation, Guidelines and Policies;

the Responsible Council Officer may determine and allocate the proposed indigenous name to the **road**.
8. **All determinations in respect of naming a Feature or Location shall be submitted to Council for formal resolution.**
9. Following selection of the name (*whether by Council or the Authorised Officer*), the proposed name shall be publicly advertised for a period of 28 days in accordance with the Victorian Guidelines for Geographic Names 2010 Version 2.
10. In the event of an objection/s being received, such objection/s shall be considered by Council in accordance with the Victorian Guidelines for Geographic Names 2010 Version 2. (*In this regard, the naming authority need only consider objections that relate to concerns of non-conformance to the principles of the Guidelines*).
11. Following the Council's determination on any objections, the Council shall submit the finally adopted name to the Registrar VICNAMES for consideration. (*Council must provide to the Registrar, details of any objections received and how they have been dealt with by Council*).
12. Council must then write to objectors informing them:
 - a. of the outcomes of the naming proposal;
 - b. that the matter has been submitted to the Registrar VICNAMES;
 - c. that if objectors wish to appeal the name/s selected, they must within 30 days, lodge an appeal to the Registrar of Geographic Names; (*VICNAMES will only consider objections that relate to concerns of non-conformance to the principles of the Guidelines*).

Responsible Officer: Executive Manager – Chief Executive's Office

Document Name: Governance – Naming of Roads, Features and Localities Policy Ref No D14/139829

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Attachment 2 - Naming of Roads, Features and Localities Policy (existing)



Governance - Naming of Roads, Features and Localities Policy

Approval Date: 2/09/14

Last Revised: N/A

Next Review Date: 1/09/17

13. Only after the Council receives notification from the Registrar that an official naming has been registered in VICNAMES, can Council notify affected members of the immediate and/or extended community and other interested stakeholders.
14. Within 30 days of a proposal's approval, the Office of Geographic Names will publish a notice on the webpage at www.dse.vic.gov.au/namingplaces and send notification to the naming authority.

Related documents and attachments

- a. Schedule 10 Section 5 of the *Local Government Act* 1989; and
- b. the *Geographic Places Names Act* 1998; and
- c. the Victorian Guidelines for Geographic Names 2010 Version 2; and
- d. Council's Aboriginal Partnership Plan.
- e. The Council Plan 2013-2017

This policy replaces:

Governance – Naming of Roads Policy (D09/51645)

Governance – Geographic Place Names Policy (D09/51615)

This policy and procedure applies to all Officers and Councillors.

Attachment 3 - Street Name Signs Policy (existing)



INFRASTRUCTURE – STREET NAME SIGNS

POLICY

APPROVAL DATE: 12/2/02 LAST REVISED: 12/2/02 NEXT REVIEW DUE 30/6/2013

POLICY IS COMPLIANT WITH THE CHARTER OF HUMAN RIGHTS LEGISLATION

POLICY

Based on Australian Standard AS1742.5 – Manual of Uniform Traffic Control Devices – Street Name and Community Facility Name Signs – 1997

SCOPE

This standard specifies requirements for the design and use of street name signs on all types of roads except freeways.

POSITION

Street name signs are located at all intersections to enable ready recognition of the street name by all road users. It is optional to erect the name of a major street at minor street intersections provided that its name appears at its intersection with major streets. Signs should be located where users expect to look for them, are readily visible and conspicuous.

GENERAL DESCRIPTION

- (a) Street name signs shall be rectangular with the long axis horizontal;
- (b) Words shall be written horizontal;
- (c) Ends of plates shall be cut square;
- (d) The depth of the reflectorised section of the sign shall be at least 130mm within a minimum signboard depth of 150mm;
- (e) Where an additional line of information is required, the signboard depth shall be at least 200mm.

INFORMATION

Information on the street name sign shall be limited to:

- (a) The street name and street type or its abbreviation eg: Rd, St (essential);
- (b) The City of Yarra logo;
- (c) Property numbers for one block, in both directions where the continuity of a street is interrupted or it crosses over at least one arterial road;

LAYOUT

This information shall be arranged on the signs and plates as follows:

- (a) The street type abbreviation (eg St, Rd) shall be the same letter series as the rest of the street name;
- (b) Property numbers shall be used wherever a street extends across at least one arterial road intersection or where the continuity of the street is interrupted;
- (c) The logo is to be located at the support end of the sign and shall be separated from the street name or street type abbreviation by at least 100mm;
- (d) The signs are to be white lettering on green background.

SUPPLEMENTARY PLATE

Information on a supplementary plate may be installed directly beneath the street name sign and limited to:

Attachment 3 - Street Name Signs Policy (existing)



INFRASTRUCTURE – STREET NAME SIGNS

POLICY

APPROVAL DATE: 12/2/02 LAST REVISED: 12/2/02 NEXT REVIEW DUE 30/6/2013

- (a) Property numbers for one block in one or both directions;
- (b) "NO THROUGH ROAD"; or
- (c) "TO (Name of remote street)".

Associated document

- Samples street sign blade.

Attachment 3 - Street Name Signs Policy (existing)



INFRASTRUCTURE – STREET NAME SIGNS

POLICY

APPROVAL DATE: 12/2/02 LAST REVISED: 12/2/02 NEXT REVIEW DUE 30/6/2013

EXAMPLE OF STREET NAME PLATE SIGN
SHOWING PROPERTY NUMBERS & LOGO



Responsible Officer: Manager Infrastructure & Special Projects

Document Name: D09 51647 #Infrastructure - Street Name Signs Policy.DOC TRIM Ref D09/51647

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12.1 Notice of Motion No. 1 of 2019 - Flying of the ICAN Flag at a Town Hall

Trim Record Number: D19/12700

Responsible Officer: Group Manager Chief Executive's Office

I, Councillor Danae Bosler, hereby give notice that it is my intention to move the following motion at the Ordinary Meeting of Council to be held on 5 February 2019:

“That Council:

- (a) note a request from the International Campaign to Abolish Nuclear Weapons (ICAN) seeking Council’s support to flying of the **ICAN Flag** on August 6th each year being the anniversary of the Hiroshima bombing in 1945;*
- (b) also note its resolution of 18 December 2018, congratulating ICAN on its contribution toward global nuclear disarmament and endorsing the ICAN Cities Appeal;*
- (c) approve the request to fly the ICAN Flag; and accordingly; and*
- (d) amend the Community Flag Schedule in the Civic Flag Policy to include the flying of the ICAN flag at a Town Hall on 6 August each year.”*

RECOMMENDATION

1. That Council:

- (a) note a request from the International Campaign to Abolish Nuclear Weapons (ICAN) seeking Council’s support to flying of the **ICAN Flag** on August 6th each year being the anniversary of the Hiroshima bombing in 1945;
- (b) also note its resolution of 18 December 2018, congratulating ICAN on its contribution toward global nuclear disarmament and endorsing the ICAN Cities Appeal;
- (c) approve the request to fly the ICAN Flag; and accordingly; and
- (d) amend the Community Flag Schedule in the Civic Flag Policy to include the flying of the ICAN flag at a Town Hall on 6 August each year.

Attachments

There are no attachments for this report.