



RURAL CITY OF  
WANGARATTA

# **PLACE NAMING COMMITTEE CHARTER**

**June 2011**

Amended 15 November 2011

## **1. BACKGROUND**

This Charter has been developed under the Local Government Act 1989.

## **2. CONSTITUTION**

- 2.1 The Wangaratta Rural City Council ("Council") has resolved to appoint an Advisory Committee to be known as the Place Naming Committee ("Committee).
- 2.2 The Council has resolved that the Committee shall comprise of appropriately skilled representatives of the community as appointed by Council.
- 2.3 The Council has set no time limit on the duration of the establishment of the Committee. It shall remain in existence until such time as the Council resolves to revoke its establishment.

## **3. OBJECTIVES OF THE COMMITTEE**

- 3.1 To provide advice and recommendation relating to the implementation of Council's policies for naming places, roads, streets and other accessways and related work associated with commemorative plaques and other markers.
- 3.2 To administer the application of the following Council policies :
  - Place Naming Policy
  - Policy for Naming Roads Streets and Other Accessways
  - Commemorative Plaques and Other Markers

## **4. FUNCTIONS OF THE COMMITTEE**

The Committee will have the following functions:

- 4.1 To establish principles to assess naming proposals
- 4.2 Formulate a guideline to guide developers in suitable name types to propose in new subdivisions (consistent with Council Policy).
- 4.3 Report on any proposals for locality changes.
- 4.4 To generate a list of recommended place and road names relevant to particular districts that adhere to the principles for naming set out in Council policy.
- 4.5 To consider the application of Council policy to place and road name requests from members of the community and recommend to Council changes as appropriate within Council policy.
- 4.6 To periodically review the policies set out in 3.2 and recommend any necessary changes to Council.

- 4.7 To establish special interest task forces and subcommittees (where appropriate) to carry out work on behalf of the Committee.
- 4.8 To provide quality and timely advice, make recommendations or provide comment to Council on issues considered appropriate by the Committee of matters referred by Council to the Committee.
- 4.9 To consider the relevance of requests for commemorative plaques and other markers to the associated place proposed for the plaque or marker.
- 4.10 To ensure all sectors of the community within the Rural City of Wangaratta have the opportunity to provide input into the directions and issues considered by the Committee.

## **5. COMMITTEE MEMBERSHIP**

- 5.1 Council has resolved that the Committee will consist of the following members:
  - 5.1.1 Councillor holding the Infrastructure and Planning portfolio (chair);
  - 5.1.2 Up to 9 appropriately skilled representatives of the community, based on an established skills matrix (Appendix 1).
- 5.2 The Committee may co-opt persons as it sees fit in order to undertake specific tasks identified by the Committee or the Council. Co-opted members have no voting rights.
- 5.3 The Chief Executive Officer of the Council shall appoint the Director Infrastructure Services to regularly attend meetings of the Committee.

Appointed officer/s do not have voting rights.
- 5.4 A quorum requires the attendance of the majority of members at formal committee meetings called.

## **6. TERM OF APPOINTMENT**

- 6.1 Any person appointed to the Committee shall hold office for a period of three years. At the conclusion of the three-year period the position will be declared vacant.
- 6.2 Members of the Committee shall be eligible for re-appointment for a further term or terms of three years each.
- 6.3 Such appointments will be made to provide for three (3) year appointments on a staggered basis.
- 6.4 A member of the Committee may resign his/her position at any time.
- 6.5 All vacant positions shall be publicly advertised.

- 6.6 Non attendance at three (3) consecutive meetings without registering apologies will trigger a committee vacancy.

## **7. CHAIRPERSON AND SUB-COMMITTEES OF THE COMMITTEE**

- 7.1 The Councillor holding the Infrastructure and Planning portfolio shall act as a Chairperson to the Committee.
- 7.2 The role of the Chairperson shall be:
- 7.2.1 To chair all meetings of the Committee;
  - 7.2.2 To act as the liaison person between the Committee, Council and the community;
  - 7.2.3 To represent the Committee as and where appropriate.
- 7.3 If the chairperson is unable to attend a scheduled committee meeting for any reason the committee must appoint an acting chairperson.
- 7.3.1 Any election for the appointment of an acting chair will follow the same procedure as that for an election of Mayor as specified in Council's Local Law No. 2.
- 7.4 The Chief Executive Officer of the Council shall appoint an officer of the Council to act as executive to the Committee.

The appointed executive does not have voting rights.

## **8. REPORTING**

The minutes for each meeting of the Place Naming Committee shall be prepared and distributed to members of the committee and to the Council.

## **9. STAFF**

As an advisory committee of Council, the Committee has no delegated authority to employ staff. Staff resource requirements beyond those set out in this document can be negotiated with Council's Chief Executive Officer.

## **10. FINANCES**

As an advisory committee of Council, the Committee has no delegated authority to expend monies.

## **11. INSURANCES**

Council shall arrange and maintain a portfolio of insurances to cover all possible risk, including a Personal Accident Policy, a Voluntary Worker's Policy and an Indemnity Policy for committee members.

## **12. MEETINGS FOR THE COMMITTEE**

Meetings to be convened regularly and at least quarterly.

**13. CONFLICT OF INTEREST**

13.1 Where members of the Committee have a direct or indirect conflict of interest in a matter (as defined in the Local Government Act 1989) the committee member must:

13.1.1 Disclose the interests:

- Advise the meeting that you have a conflict of interest in the matter,
- State the type (or types) of interest, and
- Describe the nature of the interest.

13.1.2 Abstain from the proceedings:

- Notify the Chairperson that you are leaving the meeting because you have a conflict of interest,
- Leave the room and any area where you can see or hear the proceedings,
- Stay outside until all discussion and voting on the matter is completed, and
- The Chairperson must ensure you are told when the matter is concluded so you can return to the meeting.

13.2 Members of the Committee are not required to submit primary and ordinary returns.

**14. MISUSE OF POSITION**

No member can use information obtained through their position on this advisory committee for private purposes or private gain.

**15. REVIEW**

15.1 Council shall review this Charter at least every four years. If changes are proposed at least one (1) month notice in writing of the proposed changes will be forwarded to members of the Committee.

15.2 In addition to Council’s regular reviews, Council may carry out a review of the Charter at the written request of the Committee.

15.3 Council will consult with the Committee prior to giving its consideration to any proposals to amend the Charter.

15.4 All changes to the Charter shall be subject to the approval of Council.

SIGNED by the WANGARATTA RURAL CITY COUNCIL  
by its authorised officer

.....  
*Chief Executive Officer*

.....  
*Date*

