



Council Agenda



Campaspe
Shire Council

Date: 17 August 2022

Time: 6:00pm

Venue: Echuca Civic Centre

Photo Left to Right: Cr Adrian Weston, Cr Tony Marwood, Cr Rob Amos, Cr Colleen Gates (Deputy Mayor), Cr Daniel Mackrell, Cr Chrissy Weller (Mayor), Cr Paul Jarman, Cr John Zobec and Cr Leanne Pentreath.

Contents

1	Apologies and Requests for Leave of Absences	5
1.1	Apologies	5
1.2	Leave of Absence	5
2	Confirmation of Minutes	5
3	Changes to the Order of Business.....	5
4	Declarations of Conflict of Interest.....	5
5	Responsible Authority Decisions	5
6	Planning Authority Decisions	5
7	Question Time	6
8	Acknowledgements / Councillor Reports	6
9	Council Decisions	7
9.1	Cohen Road (between Zegelin and Sullivan) Renaming and Cohen Road (between Pascoe and Aitken) Renaming and Renumbering.....	7
9.2	Kyabram Fauna Park Management.....	136
9.3	Policy 168 Street Naming and Numbering.....	151
9.4	Policy 186 - Moorings Licences	157
9.5	Governance Rules	168
10	Council Information.....	279
10.1	Notes of Appreciation.....	279
10.2	Responsive Grants Program.....	280
10.3	Quarter 4 Council Plan Actions.....	284
10.4	Quarter 4 Capital Works Program Update	293
11	Petitions and Letters	299
12	Notices of Motion	299
13	Urgent Business	299
14	Confidential Business	299
15	Close Meeting.....	299

For a meeting of the eighth Campaspe Shire Council meeting held on Wednesday 17 August 2022, commencing at 6:00 pm at the Council Chambers, Echuca Civic Centre.

Acknowledgement of Country

The Shire of Campaspe is the traditional lands of the Dja Dja Wurrung, Taungurung and Yorta Yorta Peoples.

We respect and acknowledge their unique Aboriginal cultural heritage and pay our respect to their ancestors, descendants and emerging leaders as the Traditional Owners of this Country.

We acknowledge their living culture and their unique role in the life of this region.

Opening Prayer

We pray to almighty God that our decisions as a Council be in the best interest of the people, culture and the environment of the Shire of Campaspe.

Amen

Meeting Procedures

Please ensure that all electronic devices are turned off or switched to silent.

Council meetings are broadcast live via the internet. During the meeting, members of the public may be recorded, particularly those speaking to an item. By attending this meeting, you are consenting to the possibility that your image may also be broadcast to the public. Any personal and health information voluntarily disclosed by any person at Council meetings may be broadcast live, held by Council and made available to the public for later viewing.

Those people who have requested to speak to an item will be allowed five minutes to address Council. Speakers will be notified with a bell when there is 60 seconds remaining. Speakers must only speak in relation to the subject stated on their application and shall not debate the issue with Councillors and officers. Councillors are able to ask questions of the speaker on points of clarification.

Speakers are advised that they do not enjoy any special protection from defamation arising from comments made during their presentation to Council and should refrain from voicing defamatory remarks or personal defamatory statements against any individual. Speakers will be treated with respect when addressing Council. I ask that the same respect is extended to Councillors and officers.

1 Apologies and Requests for Leave of Absences

1.1 Apologies

1.2 Leave of Absence

At the 15 June 2022 Council Meeting, Cr Marwood was granted a leave of absence until 5 September 2022.

2 Confirmation of Minutes

RECOMMENDATION

That the following minutes be confirmed:

- Campaspe Shire Council Meeting held on 20 July 2022.

3 Changes to the Order of Business

Once an agenda has been prepared and sent to Councillors, the order of business for that meeting may only be altered by resolution of the Council. This includes the request for an item to be brought forward.

4 Declarations of Conflict of Interest

In accordance with Section 130(1)(a) of the *Local Government Act 2020* Councillors are required to disclose any conflict of interest in respect of a matter to be considered at a Council meeting.

5 Responsible Authority Decisions

Responsible Authority – Defined under Section 13 of the *Planning & Environment Act 1987*.
Responsible for administering and enforcing the planning scheme and its provisions in relation to use and development.

Nil received.

6 Planning Authority Decisions

Planning Authority – Defined under Section 12 of the *Planning & Environment Act 1987*.
Responsible for implementing the objectives of planning in Victoria and reviewing and preparing amendments to a planning scheme.

Nil received.

7 Question Time

Question time will be available at every Ordinary Meeting to enable members of the public to address questions to Council. Questions must be received in writing, on the prescribed form from Council's website, by the Chief Executive Officer or other person authorised for this purpose by the Chief Executive Officer, no later than 12:00pm (noon) on the day of the Ordinary Meeting.

8 Acknowledgements / Councillor Reports

At each Ordinary Meeting, Councillors will have the opportunity to acknowledge significant community members and events. These may relate to notable achievements by community members and groups, and the offering of condolences to a person who has distinguished service in the local area.

The duration of any report from a Councillor will be limited to two (2) minutes.

Any acknowledgment intended to be raised by a Councillor at an Ordinary meeting must be notified to the Chief Executive Officer at least three (3) hours before the commencement of the meeting.

9 Council Decisions

9.1 Cohen Road (between Zegelin and Sullivan) Renaming and Cohen Road (between Pascoe and Aitken) Renaming and Renumbering

Division: Infrastructure

1. SUMMARY

Cohen Road, Rochester (between Zegelin and Sullivan) and (between Pascoe and Aitken) requires renaming and renumbering in the interest of public safety due to the duplication of the road name and some numbering with Cohen Street, Rochester.

2. RECOMMENDATION

That Council:

- 1. Approve the renaming of Cohen Road, Rochester between Zegelin Road and Sullivan Road and the renaming and rural renumbering of Cohen Road, Rochester between Pascoe St and Aitken Rd as per the Geographic Place Names Act 1998 and Section 5, Naming Rules for Places in Victoria Statutory requirements for naming roads, features and locations – 2022.**
- 2. Approve Section 1 of Cohen Road between Zegelin Road to Sullivan Road be renamed to Kingfisher Road and maintain the current rural road numbering for the residents in this section, as a matter of public safety.**
- 3. Approve Section 3 of Cohen Road from Pascoe Street to Aitken Road be renamed to Platypus Road and the current rural road numbering for the properties within this section be changed to reflect the rural road numbering rules, as a matter of public safety.**
- 4. Note Section 2 of Cohen Street from Sullivan Rd to Pascoe Street maintain its current street name and street numbering with no changes to these properties.**
- 5. Commence community consultation (as per IAP2 model) with advertising of the proposed renaming of Cohen Road, Rochester (between Zegelin Rd and Sullivan Rd) to Kingfisher Road, Rochester and the renaming and renumbering of Cohen Road (between Pascoe St and Aitken Rd) to Platypus Road for a period of 30 days.**
- 6. Following receipt of community consultation:**
 - a. Should it be in the affirmative, approve the lodgement of the proposal with Geographic Names Victoria (GNV) for consideration by the Registrar. If Registrar finds the proposal to be compliant the GNV will gazette the proposal, register the names in Vicnames and provide notification to Council, emergency services and Australia Post. Noting that Council will then advise property owners of the outcome.**
 - b. Should it be in the negative, approve the lodgement of the proposal with Geographic Names Victoria (GNV) for consideration by the Registrar under Principle A. Ensuring Public Safety of the Naming Rules for Places in Victoria Statutory requirements for naming roads, features, and localities 2022. If Registrar finds the proposal to be compliant the GNV will gazette the proposal and register the names in Vicnames and**

provide notification to Council, emergency services and Australia Post. Noting that Council will then advise property owners of the outcome.

- 7. Approve costs that affected residents will incur in altering their address details and property numbers as per Council Policy 168 - Street Name and Numbering. A one-off payment is to be paid to each affected property in Section 1 and Section 3 Cohen Road. That affected residents in Section 3 Cohen Road also be provided with new set of standard rural numbers by the Campaspe Shire Council as per the rural road numbering policy.**

3. PURPOSE

To seek approval from Council, as the naming authority, to commence the statutory process regarding the renaming of Cohen Road, Rochester (between Zegelin Rd and Sullivan Rd) to Kingfisher Road, and the renaming and renumbering of Cohen Road, Rochester (between Pascoe St and Aitken Rd) to Platypus Road.

4. DISCUSSION

Naming rules for places in Victoria is a statutory requirement for naming roads, features and localities. This includes the naming and renaming of roads.

The Naming rules for places in Victoria; "Information for residents" sheet (attachment 9.1.2) is attached to this report.

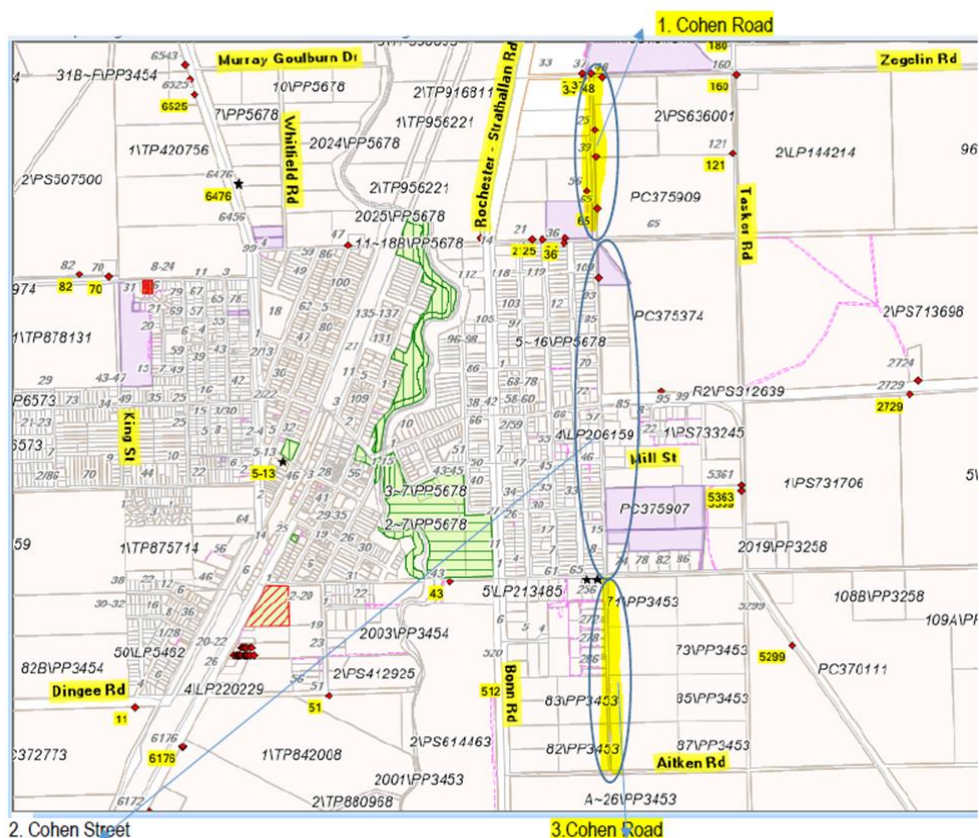
In Rochester there is a road naming and numbering duplication issue that pertains to Cohen Road and Cohen Street which is causing a concern regarding public safety. Cohen Street is within the Rochester town boundary and Cohen Road is outside the town boundary, on the northern and southern side of the town boundary, creating three sections of road as follows:

- a. Section 1 Cohen Road - Cohen Road from Zegelin Road to Sullivan Road (Image 3, Attachment 9.1.1 refers)
 - This change will affect four properties.
- b. Section 2 Cohen Street - Cohen Street from Sullivan Road to Pascoe Street (Image 4, Attachment 9.1.1 refers)
 - This change will have no effect on the 43 properties on this section of the street.
- c. Section 3 Cohen Road - Cohen Road from Pascoe Street to Aitken Road (Image 5, Attachment 9.1.1 refers)
 - This change will affect 13 properties.

The numbering of Section 1 and 3 Cohen Road are in accordance with Rural Road Numbering protocols being numbered from north to south however, are separated by Section 2 Cohen Street.

The numbering of Section 2 – Cohen Street utilises urban numbering protocols and is numbered from south to north. This has come about as Section 1 and Section 3 Cohen Road were originally outside the town boundary, whilst Section 2 Cohen Street was inside the town boundary.

Refer to the diagram below.



The new road names of Kingfisher Road and Platypus Road have been chosen as they are a connection to place for the community. Both animals are featured in the town's silo art and statues and are visible in their natural habitat. Kingfisher Road and Platypus Road are supported to proceed by Geographic Names Victoria with an emphasis on ensuring public safety.

The total number of properties impacted by the proposed changes is 17. In accordance with Council procedure, these owners will receive a one off compensation payment, with affected residents in Section 3 Cohen Road to be provided with a new set of standard rural numbers.

The renaming and renumbering of these sections will resolve public and operational safety for emergency response, reduce confusion for transport, communication and mail services.

5. CONSULTATION

Internal consultation:

- Planning Department
- Road Services Unit
- Manager Assets
- Acting General Manager Infrastructure

External consultation:

- Geographical Names Victoria

Councillors:

- 03 August 2022 Council Briefing Session.

6. POLICY AND LEGISLATIVE IMPLICATIONS

The requirements of Section 9(2)(c) of *Local Government Act 2020* have been considered and the following Council Policy and/or relevant law are impacted by this report:

- Council Procedure A140 Street Numbering
- Council Policy 168 Street Naming and Numbering
- Naming Rules for places in Victoria 2022
- Geographic Place Names Act 1998

7. FINANCIAL AND ECONOMIC IMPLICATIONS

The requirements of Section 9(2)(c) of *Local Government Act 2020* have been considered and no issues of ongoing financial viability of the Council have been identified, however, there will be a one-off compensation payment to each property affected by the proposal along with supply of new rural road numbers to affected properties.

8. ENVIRONMENTAL IMPLICATIONS

The requirements of Section 9(2)(c) of *Local Government Act 2020* have been considered and no environmental sustainability issues including mitigation and planning for climate change risks have been identified within this report.

9. SOCIAL IMPLICATIONS

The requirements of Section 9(2)(c) of *Local Government Act 2020* have been considered and the social implications for the municipality have been identified in this report with community safety enhanced.

10. ISSUES AND RISK MANAGEMENT

Issues:

Should Cohen Road, Rochester remain named Cohen Road, the ongoing road name and road numbering duplications with Cohen Street could result in a risk to public and operational safety for emergency response and continue to cause confusion for transport, communication and mail services.

Risk:

Risk	Likelihood	Consequence	Rating	Mitigation action
To public safety due emergency response times being affected by road name and numbering duplication	Likely	Moderate	High	Rename and renumber Cohen Rd as per the Naming Rules Victoria 2022

11. CONFLICT OF INTEREST

In accordance with section 130 of the *Local Government Act 2020*, the officer preparing this report declares no conflict of interest regarding this matter.

12. CHARTER OF HUMAN RIGHTS

This Report has considered and complies with the Human Rights and Responsibilities contained in the Victorian Charter of *Human Rights and Responsibilities Act 2006*.

13. INSTRUMENT OF DELEGATION

This report has considered and complies with the Instrument of Sub-Delegation by the Chief Executive Officer is so far as this report is not contrary to the existing policy or strategy previously adopted by Council.

14. CONCLUSION

Renaming of Cohen Road, Rochester between Zegelin Road and Sullivan Road and the renaming and rural renumbering of Cohen Road, Rochester between Pascoe Street and Aitken Road as per the Geographic Place Names Act 1998 and Section 5, Naming Rules for Places in Victoria Statutory requirements for naming roads, features and locations – 2022 is considered essential to alleviate the risk to the public and operational safety for emergency response, cause confusion for transport, communication and mail services.

15. ATTACHMENTS

1. Attachment Cohen Road 03082022 [9.1.1 - 4 pages]
2. Naming Rules Proposals Information for residents [9.1.2 - 3 pages]
3. Naming rules for places in Victoria 2022 [9.1.3 - 117 pages]

Attachment

IMAGE 1

As per the Naming Rules in Victoria (2022) the following process flow chart details the formal renaming process in its entirety.

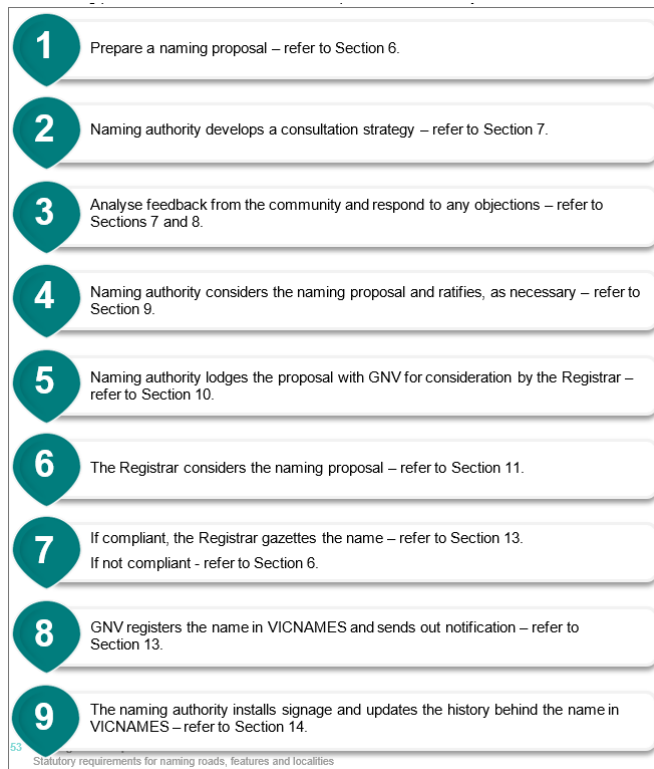


IMAGE 2

As per the Naming Rules for Places in Victoria (2022) details of Consultation Process, by a naming authority that involves six steps:

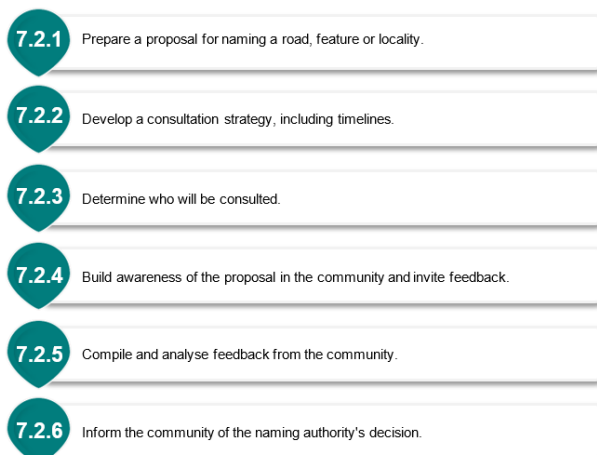


IMAGE 3

Section 1 - Cohen Road from Zegelin Road to Sullivan Road (4 properties affected)

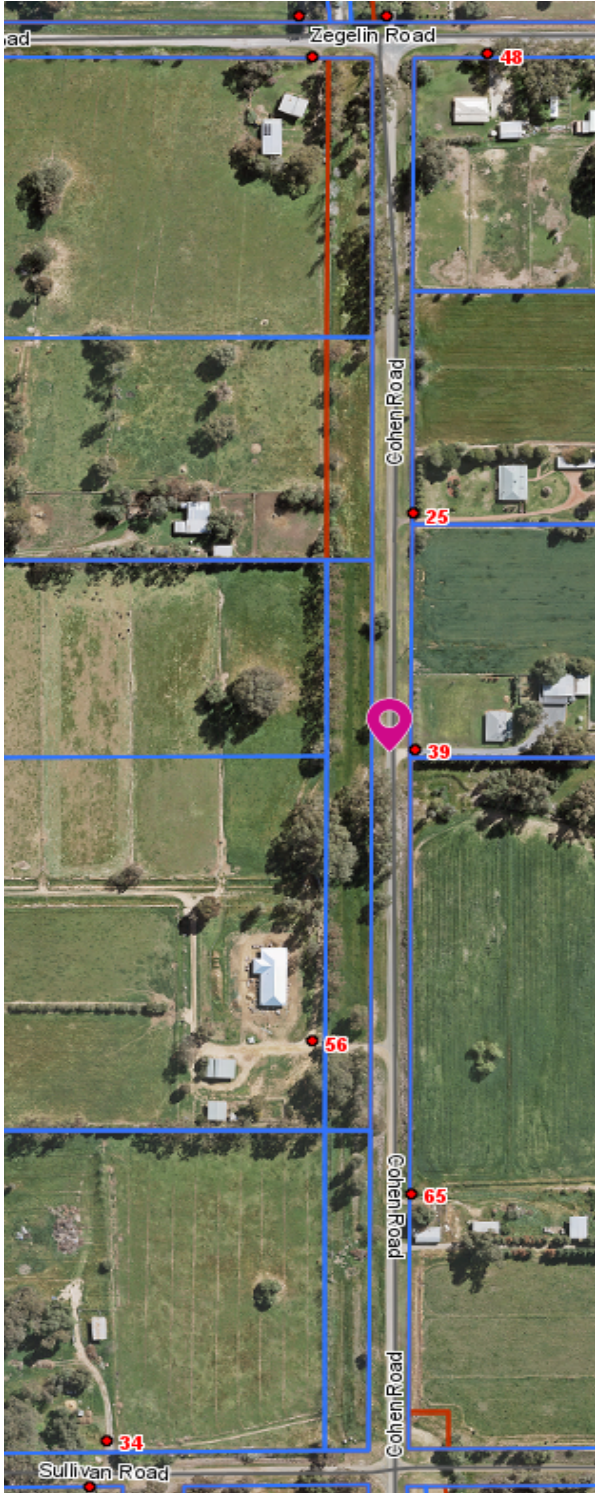


IMAGE 4

Section 2 - Cohen Street from Sullivan Road to Pascoe Street (42 properties not affected)



IMAGE 5

Section 3 - Cohen Road from Pascoe Street to Aitken Road (13 properties affected)



Naming rules for places in Victoria

Information for residents

Council has contacted you regarding a naming proposal

Your local council (naming authority) has contacted you to seek your input on a naming proposal. The proposal may directly affect you, e.g. your address number, road name or locality might be changing. Alternatively, the proposal may indirectly affect you, e.g. a new road is being named or renamed, or a bridge or park is being named or renamed.

Naming rules for places in Victoria – Statutory requirements for naming roads, features and localities (the naming rules) sets out step-by-step information on naming, renaming or changing the boundaries of roads, features and localities in Victoria. This fact sheet will assist you in responding appropriately and understanding what role you can play in the process.

The full version of the naming rules can be found at www.land.vic.gov.au/thenamingrules

delwp.vic.gov.au

What can be named or renamed using the naming rules?

Any public or private road, feature or locality within Victoria can be named, renamed or have its boundary changed using the principles, requirements and procedures in the naming rules.

There are many different roads and feature types in Victoria. Responsibility for preparing naming proposals and submitting them to the Registrar of Geographic Names can vary. Please refer to the relevant sections and appendixes in the naming rules.

Who can name or rename roads, features and localities in Victoria and who oversees the process?

Members of the public are encouraged to participate in the naming process by proposing a name, initiating a proposal or responding to a relevant naming authority regarding a naming proposal.

Other stakeholders include emergency service organisations, Australia Post, owners corporations, private institutions, Traditional Owners, historical societies and utility or other service providers. They can be involved in the naming process in three ways:

- propose to the responsible naming authority a name for a road, feature or locality or locality boundary
- alert a naming authority and the Registrar to an issue with an existing name or boundary for a road, feature or locality and request that the matter be investigated

Naming rules for places in Victoria

- comment on whether a naming, renaming or boundary change proposal conforms to the naming rules.

The proposal needs to be submitted to the naming authority responsible for the area in/across which the road, feature or locality is situated – it is important to note that the council(s) or relevant naming authority(ies) should be contacted for advice because some naming authorities have their own naming policies or guidelines that augment the naming rules.

Who should be consulted?

There are several community groups to consult regarding a naming, renaming or boundary change proposal:

- the **immediate community**, which broadly includes people who live and work within the area and owners of properties or businesses; in particular, residents, ratepayers and businesses within the immediate area directly affected by the proposal
- the **extended community**, which includes residents, ratepayers and businesses surrounding the area directly affected by the proposal; in particular, any visitor groups to the area such as shoppers, tourists, recreational or dining visitors; government (neighbouring councils) or non-government organisations with an interest in or who service the area.
- Traditional Owner group(s), local historical societies and eminent individual historians; service clubs such as Lions and Rotary Clubs, Country Women's Associations, farmers groups, school parents associations, Probus clubs, senior citizens centres, ethnic associations; Emergency Services Telecommunications Authority (ESTA) and emergency service organisations (ESOs)¹.

¹ ESOs encompass agencies that include Country Fire Authority (CFA), State Emergency Services (SES), Metropolitan Fire Brigade (MFB), Victoria Police (VicPol), Ambulance Victoria (AV). If consulting Emergency Service agencies, consider contacting both local and administrative management (headquarters) as well as ESTA.

How do I show support for the proposal?

You can respond to the naming authority using the method outlined in the notification about the change. This might involve writing a letter or email of support.

I support the proposal, but do not support the proposed name or boundaries, what can I do?

You can respond to the naming authority using the method outlined in the notification about the change. This might involve writing a letter or email of support, while indicating your objection to the name and/or providing alternative names or boundaries.

The naming authority may not be asking for submissions of names; you need to check the notification.

I do not support the proposal, what can I do?

The naming rules provide the opportunity to object directly to the naming authority and appeal to the Registrar of Geographic Names if the naming authority decides to proceed.

It should be noted that if the proposal is based on a risk to public safety, it might proceed anyway in order to protect people.

What is an objection?

An objection is a way for members of the community to inform the naming authority that one or more people disagree with a naming or renaming proposal. An objection must explain the opposition to the proposal. Simply lodging opposition without an explanation does not help the naming authority understand the underlying issues.

OFFICIAL

Lodging objections

Any person or organisation can lodge an objection to a naming, renaming or boundary change proposal during the public consultation period administered by the relevant naming authority. Objections must be lodged directly with the naming authority within the minimum 30 days allocated for feedback. Naming authorities can, if necessary, provide for a longer feedback period.

Considering objections

- Any objections received during the public consultation period must be considered by the naming authority. The naming authority is responsible for weighing up competing objections, having regard to the naming rules and any other relevant matters it identifies.
- All objections must be included in an assessment report stating the objection, indicating relevance to the naming rules and the naming authority's consideration/response to the objection.
- The naming authority need not consider objections that don't explain reasons for the objection.
- The decision about whether or not to proceed with a naming proposal resides with the naming authority.

What can I do if the naming authority continues with a proposal I do not support?

The only recourse at this stage is to appeal to the Registrar of Geographic Names about the naming authority's decision.

Appeals

When the naming authority accepts the proposal, the letter to objectors needs to include details of how an appeal can be made to the Registrar. An appeal can only be made if the objector can demonstrate that either:

- the naming authority did not consider the objections during its deliberations
- the proposal does not reasonably conform to the principles and statutory requirements of the naming rules.

The letter to objectors needs to indicate that an appeal to the Registrar must be lodged within 30 days of the naming authority accepting the proposal and/or sending the letter to the objector (whichever is later).

All appeals must be made in writing and sent to the Registrar of Geographic Names, Office of Geographic Names, DELWP, PO BOX 500, East Melbourne, Victoria 3002 or via email to geo.names@delwp.gov.vic.au

© The State of Victoria Department of Environment, Land, Water and Planning 2022



This work is licensed under a Creative Commons Attribution 4.0 International licence. You are free to re-use the work under that licence, on the condition that you credit the State of Victoria as author. The licence does not apply to any images, photographs or branding, including the Victorian Coat of Arms, the Victorian Government logo and the Department of Environment, Land, Water and Planning (DELWP) logo. To view a copy of this licence, visit <http://creativecommons.org/licenses/by/4.0/>

Disclaimer

This publication may be of assistance to you but the State of Victoria and its employees do not guarantee that the publication is without flaw of any kind or is wholly appropriate for your particular purposes and therefore disclaims all liability for any error, loss or other consequence which may arise from you relying on any information in this publication.

Accessibility

If you would like to receive this publication in an alternative format, please telephone the DELWP Customer Service Centre on 136186, email customer.service@delwp.vic.gov.au, or via the National Relay Service on 133 677 www.relayservice.com.au. This document is also available on the internet at www.delwp.vic.gov.au.

OFFICIAL

Naming rules for places in Victoria

Statutory requirements for naming roads, features and localities - 2022



Acknowledgements

Geographic Names Victoria would like to thank the Naming Rules Review Committee, the Municipal Council Reference Group and the Traditional Owner Reference Group for their assistance throughout the review process of this document. These three groups contributed to many of the amendments through detailed conversations in this version of the naming rules and their work is greatly appreciated.

In addition, it is acknowledged that state and territory naming authorities across Australia provided advice and an opportunity to align our policies and procedures.

The document could not have been published without the support of Land Use Victoria – Office of the Chief Executive, Communications, Legal, Geographic Names Victoria and Department of Environment, Land, Water and Environment, Communications and Graphics staff.

Staff from Land Use Victoria and the Geographic Place Names Advisory Panel would like to acknowledge the significant contributions by Ms Vikki Hope to the review of the Statutory guidelines in 2015/16. Vikki sadly passed away in 2020 but her work on the naming rules has made them what they are today.

Author

Geographic Names Victoria, Land Use Victoria, Department of Environment, Land, Water and Planning.

Cover photos

Left: Albert Park, Melbourne. Middle: Aboriginal rock carving at Birrarung Marr, Credit: Visit Victoria. Right: Wodonga, Victoria

Acknowledgment

We acknowledge and respect Victorian Traditional Owners as the original custodians of Victoria's land and waters, their unique ability to care for Country and deep spiritual connection to it. We honour Elders past and present whose knowledge and wisdom has ensured the continuation of culture and traditional practices.

We are committed to genuinely partner, and meaningfully engage, with Victoria's Traditional Owners and Aboriginal communities to support the protection of Country, the maintenance of spiritual and cultural practices and their broader aspirations in the 21st century and beyond.



© The State of Victoria Department of Environment, Land, Water and Planning 2020



This work is licensed under a Creative Commons Attribution 4.0 International licence. You are free to re-use the work under that licence, on the condition that you credit the State of Victoria as author. The licence does not apply to any images, photographs or branding, including the Victorian Coat of Arms, the Victorian Government logo and the

Department of Environment, Land, Water and Planning (DELWP) logo. To view a copy of this licence, visit <https://www.delwp.vic.gov.au/copyright>.

ISBN 978-1-76105-824-0

Disclaimer

This publication may be of assistance to you but the State of Victoria and its employees do not guarantee that the publication is without flaw of any kind or is wholly appropriate for your particular purposes and therefore disclaims all liability for any error, loss or other consequence which may arise from you relying on any information in this publication.

Accessibility

If you would like to receive this publication in an alternative format, please telephone the DELWP Customer Service Centre on 136186, email customer.service@delwp.vic.gov.au or via the National Relay Service on 133 677 www.relayservice.com.au. This document is also available on the internet at www.delwp.vic.gov.au.

OFFICIAL

Preface

Geographic Names Victoria is pleased to release the *Naming rules for places in Victoria 2022 - Statutory requirements for naming roads, features and localities* (the naming rules). This review fulfils our requirement under the *Geographic Place Names Act 1998* section 6 to review the 'guidelines' once every five years. The engagement process for this review has taken place through a virtual environment to enable the release this document.

As Registrar of Geographic Names it is pleasing to see the continued focus and support for Traditional Owner languages. With the passing of the *Gender Equality Act 2020* these naming rules support commemorative naming of places after women. We must recognise the diversity of our Victorian population and ensure we are inclusive of all communities regardless of gender or race.

The naming rules provide processes and procedures for naming roads, features and localities across Victoria. This ensures we protect communities through unambiguous naming practices, names are enduring and preserve our cultural identify through strong links to place.

Place names help us to identify important historic and cultural significant locations and features. They commemorate and acknowledge our past. They help us define ourselves and our place within society. They provide our community with a reference point for what makes us unique.

Victoria remains unique in that we have devolved naming process whereby naming authorities, typically councils, state government departments and agencies, undertake the naming of roads features and localities in compliance with these naming rules.

Our work in place naming supports the process of developing the ideal community as defined in the United Nations Sustainable Development Goals (SDGs). Spatial information and place names underpin the reporting requirements against the SDGs. For example Goal 5 Gender Equality and Goal 10 Reduced Inequalities can be supported through diversity in the assignment of place names. The UN Group of Experts on Geographic Names (UNGEGN) has resolved to encourage commemorative naming and the use of Traditional Owner languages for the naming of places. Victorian Aboriginal Affairs Framework supports and encourages the use of Traditional Owner languages through place naming.

I anticipate naming authorities will support these initiatives through the assignment of place names. GNV is considering its role in supporting the UN declaration that 2022 – 2032 will be the Decade of Indigenous Languages.

GNV looks forward to developing initiatives to support gender equality in naming. Amendments have already been made to VICNAMES, the Register of Geographic Names, to allow reporting of gender specific names.

These revised naming rules support naming authorities to align to these important initiatives. They offer flexibility in the naming process to ensure we collaborate and engage our communities to achieve place names that are enduring and with a strong link to place

We will continue to protect our communities and preserve our cultural identify through place names.

Craig Sandy
Registrar of Geographic Names

Contents

Preface	1
Contents	2
Section 1 Introduction	7
1.1 The naming rules	7
1.2 Legislation that applies	8
1.3 Why there is a need for naming rules	9
1.3.1 United Nations Group of Experts on Geographic Names.....	9
1.3.2 United Nations Sustainable Development Goals	10
1.3.3 Victorian Aboriginal Affairs Framework	10
1.4 What can be named using the naming rules?	10
1.5 Who can name roads, features and localities in Victoria and who oversees the process?	11
1.5.1 Members of the public and other stakeholders.....	13
1.5.2 Naming authorities	13
1.5.3 Minister responsible for the Geographic Places Names Act 1998	14
1.5.4 Registrar of Geographic Names	14
1.5.5 Geographic Places Names Advisory Panel and committees	15
1.6 VICNAMES – the Register of Geographic Names	15
1.7 Status of names in VICNAMES	16
1.8 Updating the naming rules	16
1.9 How long is the naming process?	16
Section 2 Naming principles	19
Principle A - Ensuring public safety	19
Unregistered names	19
Principle B - Recognising the public interest	19
Principle C - Linking the name to place	19
Greater than local significance.....	20
Principle D - Ensuring names are not duplicated	20
Principle E - Recognition and use of Traditional Owner languages	21
Principle F - Names must not discriminate or be offensive	22
Principle G - Gender equality	22
Principle H - Dual names	22
Principle I - Using commemorative names	23
Naming after living people.....	24
Principle J - Using commercial and business names	24

Principle K - Language	25
Principle L - Directional names to be avoided	26
Principle M - Assigning extent to a road, feature or locality	26
Section 3 Roads.....	27
3.1 What is a road?	27
3.2 Statutory requirements applied to roads	27
3.2.1 Rural and urban addressing	27
3.2.2 Extent: road course, start and end points	27
3.2.3 Road types.....	28
3.2.4 Unacceptable road names	28
3.2.5 Obstructed or altered roads.....	29
3.3 Roads that can be named	29
3.4 Who can name roads?.....	30
3.5 Roads with more than one naming authority	30
3.6 Council coordination of public roads' naming.....	31
3.7 Government department or agencies coordination of public roads' naming	31
3.8 Naming roads in new residential or commercial subdivisions.....	31
3.8.1 Responsibility for naming roads in residential or commercial subdivisions.....	31
3.8.2 The naming process	31
3.8.3 Entering subdivision road names into VICNAMES	32
3.8.4 Road name history.....	32
3.8.5 Maintenance and responsibility.....	32
3.9 Naming private roads on private property and within complex sites	32
3.9.1 The naming process	33
3.9.2 Entering a private road in VICNAMES.....	34
3.9.3 Maintenance and responsibility.....	34
3.9.4 Complex site addressing program.....	34
Section 4 Features.....	35
4.1 What is a feature?	35
4.2 Statutory requirements applied to features.....	35
4.2.1 Feature type.....	35
4.2.2 Waterways	35
4.2.3 Locational names.....	35
4.2.4 Base names	36
4.3 Features that can be named.....	36
4.3.1 Undersea feature names	36
4.3.2 Unregistered feature names.....	36

4.3.3	Cemeteries.....	36
4.3.4	Early childhood centres	36
4.4	Who can name features?.....	37
4.5	Features with more than one naming authority	37
4.6	Council coordination of feature naming	37
4.7	Features with government departments or agencies as the naming authority	37
4.8	Features on private land	37
4.8.1	The naming process	38
4.8.2	Entering a private feature in VICNAMES.....	38
4.8.3	Maintenance and responsibility.....	38
4.9	Features with Traditional Owner names	38
4.10	Naming features in new residential or commercial subdivisions.....	39
4.10.1	The naming process.....	39
4.10.2	Feature name history	39
4.10.3	Maintenance and responsibility	39
Section 5	Localities	41
5.1	What is a locality?.....	41
5.2	Statutory requirements applied to localities	41
5.2.1	Boundaries	41
5.2.2	Estate and subdivision names.....	45
5.2.3	Promoting a new estate.....	45
5.2.4	Size.....	45
5.2.5	Hyphens.....	45
5.2.6	Local government area boundary review	46
5.2.7	Locality names unique within Australia.....	46
5.3	Who can name localities and amend boundaries?	46
5.3.1	Creating a new locality	46
5.3.2	Reservation of locality names	46
5.4	Localities with more than one naming authority.....	47
5.5	New localities created by councils, government departments or authorities	47
5.6	Changes to existing locality name(s) or boundaries	47
5.7	What should not be done?	47
Section 6	Initiating a proposal and checking required information.....	49
6.1	Initiating a proposal	49
6.1.1	General public	49
6.1.2	Emergency management or other public service providers.....	49

6.1.3	Traditional Owners, Traditional Owner Group(s) and Registered Aboriginal Parties (RAPs)	50
6.1.4	Councils.....	51
6.1.5	Government departments or agencies	52
6.2	Naming proposal process.....	52
6.2.1	Check information	52
6.2.2	Apply the naming rules	52
6.2.3	Seeking the Registrar’s in-principle support.....	52
Section 7	Consultation.....	54
7.1	Minimum requirements	54
7.1.1	Government departments and agencies.....	55
7.2	The consultation process.....	56
7.2.1	Prepare a naming proposal.....	56
7.2.2	Develop a consultation strategy	56
7.2.3	Determine who should be consulted	57
7.2.4	Build awareness of the proposal and invite feedback.....	59
7.2.5	Analyse feedback from the community	67
7.2.6	When to re-consult	68
7.2.7	Implied consent.....	68
7.3	Developing a Traditional Owner language naming proposal.....	70
7.3.1	Introduction.....	70
7.3.2	Preparing a naming proposal	71
7.3.3	Determining Traditional Owner group(s) for consultation	71
7.3.4	Traditional Owner collaboration	71
7.3.5	Building awareness of the proposal within the wider community	72
7.3.6	Feedback from the community	72
7.3.8	Reimbursement of costs	72
Section 8	Submissions and Objections	73
8.1	What to submit	73
8.2	Who can object or support a proposal?	73
8.3	Lodging a submission.....	73
8.4	How submissions are considered	73
8.4.1	Minimal community support for a name	74
8.5	Notifying submitters and objectors.....	74
Section 9	Finalising the proposal and informing the community of a decision	76
9.1	Informing the community of a decision	76
Section 10	Lodging a proposal with GNV	79

10.1	Information a naming authority must lodge with GNV	79
Section 11	Registrar’s consideration of a proposal	80
Section 12	Appeals to the Registrar of Geographic Names	81
Section 13	Gazettal of a proposed name or boundaries	82
Section 14	Implementation	84
14.1	Registration	84
14.2	Notification	84
14.2.1	Who Geographic Names Victoria notifies.....	84
14.2.2	Who the naming authority must notify	85
14.2.3	Updating other databases, including private companies	86
14.2.4	Updating emergency services databases.....	87
14.3	Signage.....	87
14.3.1	Requirements for road signage.....	87
14.3.2	Requirements for feature signage.....	89
14.3.3	Requirements for locality signage	90
14.4	History	90
14.4.1	Recording historical information in VICNAMES	90
APPENDIX	92
APPENDIX A	Road types accepted for registration	92
APPENDIX B	Naming principles - additional information.....	95
	Regional urban area	97
	Rural or remote areas.....	98
	Names not considered duplicates.....	99
	Multiple names.....	100
APPENDIX C	Checklists.....	101
APPENDIX D	AS4819:2011 Rural and urban addressing	108
Glossary	112

Section 1 Introduction

1.1 The naming rules

Naming rules for places in Victoria – Statutory requirements for naming roads, features and localities – 2022 (naming rules) sets out step-by-step information on naming or changing the boundaries of roads, features and localities in Victoria. It replaces the *Naming rules for places in Victoria – Statutory requirements for naming roads, features and localities – 2016*. 'Naming' includes naming or amending the name of a road, feature or locality.

These naming rules are the statutory guidelines provided for under section 5 of the [Geographic Place Names Act 1998](#); they are therefore mandatory for all naming authorities in Victoria – councils, government departments and other authorities – and include all government-owned or administered roads, features (natural or otherwise) and localities.

When a road or feature is not owned or maintained by a government department or agency (such as some cultural centres, sporting centres, education facilities or aged care facilities) the private owners are strongly encouraged to adopt the principles, requirements and procedures detailed in these naming rules. To ensure the Register of Geographic Names - VICNAMES (the state's authoritative place names register) accurately reflects the status of named roads and features in Victoria, the names of these privately owned roads and features are recorded and these names are also available in Vicmap (the state's authoritative spatial database).

Appropriate naming is essential to identify locations for managing emergencies and delivering goods and services in Victoria. The naming rules are based on national standards and policies. They provide a strong basis for regulated and unambiguous naming procedures across the state. They have been developed through detailed consultation with councils, government departments, Traditional Owner Groups, emergency agencies, public service providers and the wider community.

These naming rules have been developed to be inclusive to all Victorians.

These naming rules are aligned with national principles around the consistent use of place names within Australia, including the Australia & New Zealand Working Group on Place Names – [Principles for the consistent use of place names, AS/NZS4819:2011 Rural and urban addressing](#) and the [United Nations Group of Experts on Geographical Names \(UNGEGN\)](#) publications. [Geographic Names Victoria](#) (GNV) oversees the naming and registration of roads, features and localities in Victoria. GNV works closely with naming authorities, emergency services and delivery agencies and with jurisdictions across Australia to achieve consistency in naming.

Note: the easiest way to navigate this document when using Microsoft Word is to turn on the navigation pane. To do this select 'view' from the tabs at the top of the screen and select the tick box next to 'navigation pane.' You then can click on sections relevant to you on the left-hand side of the screen.

1.2 Legislation that applies

The naming rules are the guidelines provided for under section 5 of the [Geographic Place Names Act 1998](#) (the Act), where it states that:

- 1) The Governor in Council, on the recommendation of the Minister, by Order published in the Government Gazette, may make guidelines relating to procedures to be implemented in selecting, assigning, or amending names of places.
- 2) Without limiting the generality of subsection (1), the guidelines:
 - a) must set out the rules and process to be followed in selecting, assigning, or amending a name of a place;
 - b) must set out the process to be followed before selecting or assigning an Aboriginal or Torres Strait Islander name of a place;
 - c) must specify criteria for the assessment of cultural heritage or other significance in relation to the naming of places;
 - d) must set out requirements for consultation before a name of a place is selected, assigned, or amended; and
 - e) may specify any other matter or thing appropriate in relation to the naming of places.

These naming rules provide details in relation to the Register of Geographic Names – VICNAMES (refer to [Section 1.6](#)), information on the role of the Minister responsible for the Act, the Registrar of Geographic Names, the Geographic Place Names Advisory Panel and various naming authorities.

The definition of 'place' under section 3 of the Act states:

Place means any place or building that is, or is likely to be, of public or historical interest and includes, but is not restricted to:

- a) township, area, park, garden, reserve of land, suburb and locality;
- b) topographical feature, including undersea feature;
- c) street, road, transport station, government school, government hospital and government nursing home.

Refer to [Section 11 Registrar's Consideration of a proposal](#) for the information regarding the registration of names under the Act.

Other legislation, regulations and policies relevant to geographic naming include:

- [Local Government Act 1989](#)
- [Local Government Act 2020](#)
- [Road Management Act 2004](#)
- [Aboriginal Heritage Act 2006](#)
- [Aboriginal Heritage Regulations 2018](#)
- [AS/NZS 4819:2011 Rural and urban addressing](#)
- [Survey Co-ordination Act 1958](#)
- [Subdivision \(Procedures\) Regulations 2011](#)

This list is not exclusive. The legislation, regulations and policies relevant to geographic naming may change over time.

Note: Some naming authorities have their own naming policies or guidelines that augment these naming rules.

These naming rules should not be applied to past naming decisions; they only apply to current naming proposals (for the duration of this edition's official circulation).

When naming a road, feature or locality these naming rules will apply. If advised of a risk to public safety due to a place's name, or a name is deemed offensive, naming authorities should also seek to rename it (where practical) and must apply these naming rules.

1.3 Why there is a need for naming rules

The naming rules provide a structure for ensuring that assigning names to roads, features and localities in Victoria is undertaken in a consistent way for the community's benefit. Those benefits include:

- recognition and identification
- connection to country and place
- culture
- emergency service response and natural disaster relief
- heritage
- landscape
- communications, including postal and news services
- trade and commerce
- population censuses and statistics
- property rights and cadastre
- urban and regional planning
- environmental management
- map and atlas production
- navigation
- tourism

Naming of any place in accordance with these naming rules enables it to be clearly identified, which means its precise location can be determined. The uniqueness and accuracy of a place name reduces the likelihood of delaying an emergency services vehicle due to inadequate or confusing location details, which might have life threatening consequences. Proper naming also assists with service delivery by other agencies and companies.

1.3.1 United Nations Group of Experts on Geographical Names



Victoria complies with a number of [United Nations Group of Experts on Geographical Names \(UNGEGN\)](#) resolutions. In compiling a naming proposal, naming authorities are encouraged to indicate how individual naming proposals align with particular UNGEGN resolutions. Further information is available online.

UNGEGN resolutions

Applicable UNGEGN resolutions:

- UNGEGN Resolution V111/2 Commemorative naming practices for geographical features
- UNGEGN Resolution – I/4 (national) standardisation
- UNGEGN Resolution V/22 Aboriginal/ native geographical names
- UNGEGN Resolution VIII/1 Promotion of minority group and indigenous geographical names
- UNGEGN Resolution IX/5 Promotion of the recording and use of indigenous minority and regional language group geographical names
- UNGEGN Resolution X/4 Discouraging the commercialisation of geographical names

1.3.2 United Nations Sustainable Development Goals



The [United Nations Sustainable Development Goals](#) (SDGs) are a group of 17 goals with 169 targets to achieve these goals. Place naming supports the SDGs as standardised names of places and roads are required for delivery and effective reporting of the majority of the SDGs.

Through place naming, Victoria is supporting a number of SDGs. In compiling a naming proposal, naming authorities are encouraged to indicate how individual naming proposals align with a particular SDG. Further information is available online.

1.3.3 Victorian Aboriginal Affairs Framework

The [Victorian Aboriginal Affairs Framework 2018-2023](#) (the VAAF) is the Victorian Government's overarching framework for working with Traditional Owners, organisations and the wider community to drive action and improve outcomes.

The use of Traditional Owner language in the naming of roads, features and localities supports the following VAAF goals:

- Goal 18 Aboriginal land, water and cultural rights are realised
- Goal 19 Aboriginal culture and language are supported and celebrated

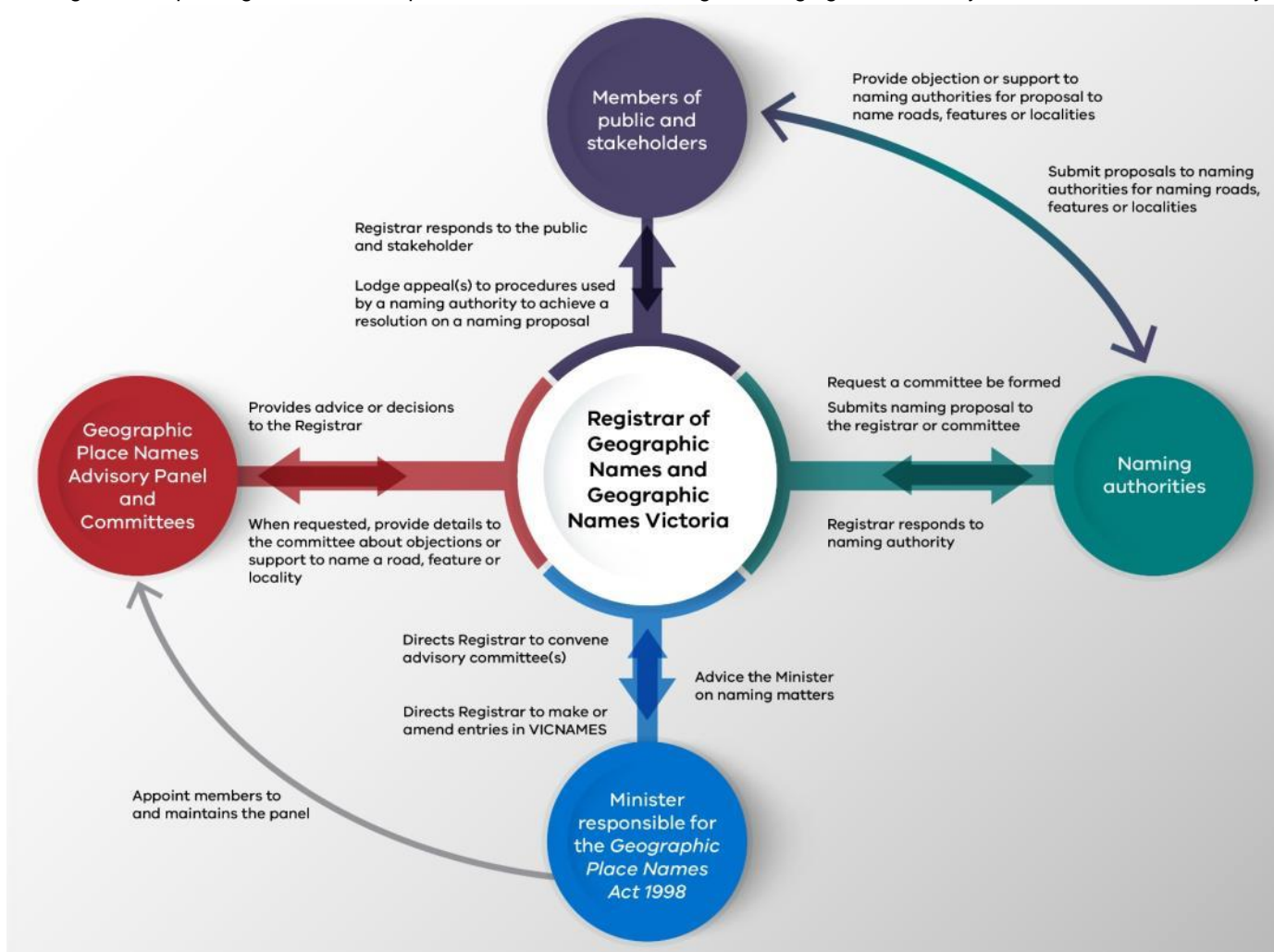
In compiling a naming proposal, naming authorities are encouraged to indicate how individual naming proposals support VAAF goals. Further information is available online.

1.4 What can be named using the naming rules?

Any public or private road, feature or locality within Victoria can be named or have its boundary changed, using the naming rules.

There are many different roads and feature types in Victoria (refer to [APPENDIX A](#) for associated road types and the [Land.Vic website](#) for associated feature types). The responsibility for preparing naming proposals and submitting them to the Registrar can vary. Please refer to the relevant sections and appendices in these naming rules to determine what is required. If you need help, please contact GNV for advice.

Diagram: People, organisations and processes involved in naming or changing the boundary of a road, feature or locality



1.5.1 Members of the public and other stakeholders

Members of the public are encouraged to participate in the naming process by initiating a proposal or responding to a naming authority about a naming proposal. Other stakeholders include emergency service organisations, Australia Post, owners corporations, private institutions, Traditional Owners, historical societies, utility or other service providers, and those involved in the subdivision of land. Members of the public and other stakeholders can be involved in the naming process in three ways:

- propose a name or boundary for a road, feature or locality to the responsible naming authority
- alert a naming authority and the Registrar of Geographic Names to an issue with an existing name or boundary for a road, feature or locality and request that the matter be investigated
- comment on whether a naming or boundary change proposal conforms with the naming rules.

The Traditional Owner community in Victoria includes the descendants of various Traditional Owner groups, who, at the time of colonisation in 1835, maintained complex societies with languages, laws and customs, and a connection to their land. Traditional Owners today continue to assert their identity and connection to their Country and are a key stakeholder in the naming process. The use of Traditional Owner languages to name roads, features and localities has played, and continues to play, a significant role in promoting Traditional Owners' relationships with Victorian landscapes.

Further information is outlined in the relevant sections (specifically, [Section 2 Naming Principles](#), [Section 4 Features](#) and [Section 7 Consultation](#)) of the naming rules.

Further information about how to identify Traditional Owner communities, convene consultation meetings and respond to issues that may arise is available in [Section 7.3 Developing a Traditional Owner language naming proposal](#).

Errors and omissions

If you find errors or omissions in place names you should inform the relevant authority or organisation to have the name corrected. Depending on the source of the information you should approach the council, state government department or agency or private organisation. Please note that some private organisations crowd source information as well as taking data from authoritative sources.

1.5.2 Naming authorities

Naming authorities are responsible for submitting naming proposals that comply with these naming rules to the Registrar. Due to the variety of roads, features or localities that can be named, there are multiple types of naming authorities. In most cases, councils, government departments or other authorities and private organisations are the naming authorities when they are responsible for a particular road or feature. This may apply even when they are not the owners and/or responsible for the maintenance of the road or feature, for example, Crown land committees of management or leased/licensed facilities with maintenance obligations.

Traditional Owner Group(s) including Registered Aboriginal Parties

The *Victorian Aboriginal Heritage Act 2006* recognises Registered Aboriginal Parties (RAPs) as the primary guardians, keepers and knowledge holders of Aboriginal Cultural Heritage. RAPs are the primary source of advice and knowledge on matters relating to Aboriginal places or Aboriginal objects in their region. Further information is available on the [Victorian Aboriginal Heritage Council website](#).

Traditional Owner group(s) and RAPs in some circumstances are considered naming authorities. They can develop a proposal to have their language recorded for places in Victoria in VICNAMES – the Register of Geographic Names. Refer to [Section 4.9 Features with Traditional Owner names](#).

In addition, a naming authority may provide its written agreement to allow a RAP or relevant Traditional Owner group(s) to progress and manage the naming process in accordance with these naming rules, for example, a government department allowing a RAP to name a road or feature on Crown land.

Alternatively, Traditional Owner group(s) and RAPs can request to name a road, feature, or locality, refer to [Section 6.1.3](#).

1.5.3 Minister responsible for the Geographic Places Names Act 1998

The Minister responsible for the *Geographic Place Names Act 1998* is responsible for all matters under the Act, including appointing the Registrar of Geographic Names (provided for under section 7 of the Act) and members of the Geographic Place Names Advisory Panel (provided for under section 14 of the Act).

Section 11(5) of the Act provides that the Minister may direct the Registrar to enter geographic names into VICNAMES, and under section 12(1) of the Act may also direct the Registrar to refer a naming matter to a committee for its advice. When addresses are affected, the naming authority, which is typically a council, will be contacted. It is expected that the naming authority will engage with the community to seek comments, when necessary. The Minister has the power under the Act to overturn any decision made by a naming authority, the Registrar, or committee.

1.5.4 Registrar of Geographic Names

The powers and functions of the Registrar, as set out in section 8 of the Act, include:

- (a) *To carry out the functions under the Act of registering names of places*
- (b) *To keep and maintain the Register*
- (c) *To advise the Minister on the establishment and development of the guidelines*
- (d) *To disseminate information on the guidelines*
- (e) *To monitor and review compliance with the guidelines*
- (f) *Such other functions are conferred on the Registrar by or under the Act.*

The Registrar has the necessary powers to carry out the functions of the Registrar under the Act.

The Registrar:

- oversees GNV, whose primary role is to assist members of the public and naming authorities to develop robust naming proposals for roads, features or localities
- maintains the Register of Geographic Names - VICNAMES in Victoria and enters and/or amends entries on the Registrar's own volition and as required by the Minister, Geographic Place Names Advisory Committees or naming authorities
- is responsible for maintaining the Geographic Place Names Advisory Panel appointed by the Minister and for allocating members of the panel to select committees, as required from time-to-time by the Minister, or in instances of a naming proposal being considered to be of greater than local significance (refer to [Principle C](#)).

Non-compliant names

If a name of a road, feature or locality is approved and entered into VICNAMES but is later shown to not comply with the naming rules, the Registrar may ask the naming authority to change the name. The change should be undertaken collaboratively between the naming authority and GNV.

If it can be shown that the name as it is registered will cause an issue for emergency or other service providers or is determined to be offensive or derogatory, the name must be changed when requested by the Registrar. The Registrar will offer advice on how to amend the name in compliance with the naming rules. The naming authority must change the name to a compliant alternative within 90 days of receiving the Registrar's request / advice, or outline to the Registrar the naming authority's intended action to respond to the Registrar's direction.

GNV is not responsible for any costs associated with naming, changing or amending names.

1.5.5 Geographic Places Names Advisory Panel and committees

The Geographic Place Names Advisory Panel and its committees are responsible for providing expert advice and recommendations to the Registrar on geographic place naming policies and principles; and place naming issues of regional, state and national significance.

Committees may be convened by direction of the Minister or Registrar; or, at the request of a naming authority, if deemed appropriate by the Registrar.

The appointment of members to a Geographic Place Names Advisory Panel and procedures governing its processes and committees are outlined in section 12 to section 17 of the Act. Information on Geographic Place Names Advisory Panels and committees is available on the [Land.Vic website](#). Refer to [Principle C](#) Linking to place for information on when a committee can be formed.

1.6 VICNAMES – the Register of Geographic Names

Section 9 of the Act provides for a Register of Geographic Names, which includes place names and the names of streets and roads.

The Register of Geographic Names is an electronic system known as [VICNAMES](#).

VICNAMES stores information and data related to all officially gazetted, registered and recorded road, feature and locality names in Victoria. There are some differences in the data stored for place and road records in VICNAMES and the following information is typically available:

- name
- status of name (refer to [Section 1.7](#))
- historical name (if available)
- traditional owner origins
- registration date
- gazette notice date and reference
- place name identification
- feature descriptor
- Vicmap ID – persistent feature identifier (PFI)
- location description
- coordinates (centroid)
- Grid reference
- Datum
- Municipality – local government area where the place is located
- naming authority
- permalink – a persistent permanent link to the record
- feature description
- history of the name (if available)
- supporting historical documents (if available)
- map source information.

VICNAMES is linked to [Vicmap](#), the Victorian government spatial data set. Linking VICNAMES to Vicmap ensures that the information in VICNAMES is aligned to the spatial representation of roads, features and localities, and that Vicmap references all officially registered or recorded names for roads, features and localities. Vicmap includes data that may not be officially registered under the Act.

1.7 Status of names in VICNAMES

Seven categories are applied to names in VICNAMES:

Place name status	Description
Registered	This type is legally recognised for the purposes of the Act as an official name for a road, feature or locality administered or coordinated by a government authority. For example; Watson Creek or Lorne.
Dual	This type consists of one non-Traditional Owner and one Traditional Owner name, which must be used together as the registered legally recognised name for the feature. For example; Point Ritchie/Moyjil. For further information refer to Principle H Dual names .
Historical	This is a name no longer in official use but recorded for information purposes. For example, Alexanders Head is now known as Brock Monument and Jeremal Creek is now known as Corryong Creek.
Base	This is a lifetime name for a feature, if the recorded name is subject to limited-term private contracts (refer to Section 4.2.4). For example; Docklands Stadium is the base name and the current registered name alters depending on the current site sponsor, which is Marvel Stadium.
Recorded	This is the name of a feature if a private entity has naming rights or the source of the name has yet to be confirmed with the naming authority. They are included in VICNAMES in the interests of public safety and information. For example, Ault Beeac Falls or Amaroo Neighbourhood Centre.
Traditional	This is a Traditional Owner language name that is not the registered name or used as a dual name for a feature. For example, Wallermeryong Creek is the Traditional Owner name for Main Creek.
Archived	Names no longer amended in the Register. For example, Ascot Telephone Exchange.

1.8 Updating the naming rules

The Registrar must ensure that the naming rules are reviewed at least once every five years and that a report on any review is given to the Minister.

With constant improvements and changes in naming rules, policies and procedures on a state, national and international level and the spatial information sector, it may be necessary to occasionally amend the naming rules to ensure up-to-date regulations are reflected. Updates need to be approved by the relevant Minister and Governor in Council. Other interested parties will be notified of any updated process and or approved amendments.

1.9 How long is the naming process?

Each naming proposal is unique and timelines for completion are guides only.

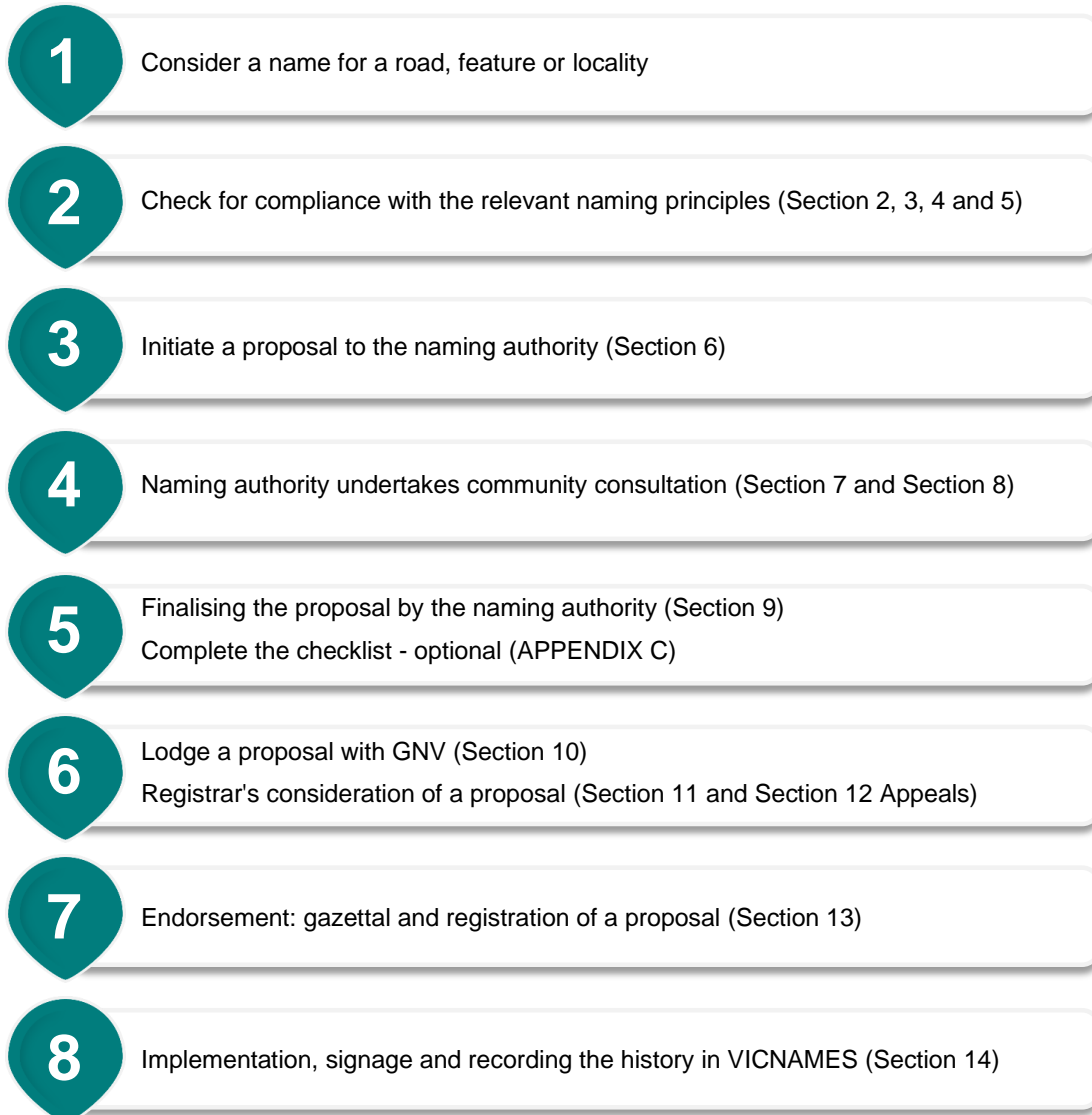
If a proposed naming or boundary change is small-scale and only affects a limited number of residents, ratepayers and businesses, the process may be shorter than described below. If the road, feature or locality is known to a lot of people and is, or will be, used extensively by the wider community, the process may take longer.

Proposal	Proposal initiation	Consultation	Compliance checks and reporting	GNV audit, gazette and notification
Naming a road	1–2 weeks	30–90 days	30–60 days	30–60 days
Naming a feature	1–2 weeks	30–90 days	30–60 days	30–60 days
Naming a locality	3–4 weeks	30–90 days	30–60 days	30–60 days
Boundary change of a road	1–2 weeks	30–90 days	30–60 days	30–60 days
Boundary change of a feature	1–2 weeks	30–90 days	30–60 days	30–60 days
Boundary change of a locality	3–4 weeks	30–90 days	30–60 days	30–60 days

The process can become extended if the naming authority is consulting on multiple names, if objections and appeals are received, if more than one naming authority is involved, or if GNV requires additional information.

The process can be reduced if the naming authority has a bank of pre-approved names. Councils will often have a bank of names relevant to an area.

The diagram shows the end-to-end process.



Section 2 Naming principles

The following principles must be used in conjunction with the relevant statutory requirements outlined in the other sections of the naming rules related to roads, features and localities. They are designed to ensure that names are enduring and there is no ambiguity, confusion, error or discrimination caused by the naming or locality boundary change process. All naming principles are equally important.

Principle A - Ensuring public safety

To protect our communities, geographic names and boundaries must not put public and operational safety for emergency response at risk; or cause confusion for transport, communication and mail services. Many emergency services and other public services (such as mail) are determined by locality boundaries or road extents, and naming proposals must ensure that operations will not be adversely affected.

For example, the boundary of a locality must be applied in a way that makes sense, not only for the local community but also for visitors. Similarly, the extent of a road name should ensure easy navigation for pedestrians and vehicles along the entire route, from one end to the other.

Unregistered names

Unregistered names are roads and features that have been named by a naming authority and/or are locally known but have not been officially gazetted and registered in the Register of Geographic Names – VICNAMES. To ensure public safety it is vital that these names are provided to GNV. GNV will determine whether the names are gazetted and what status they are given in VICNAMES.

Principle B - Recognising the public interest

To preserve our cultural heritage names should be enduring. When naming or adjusting the geographic boundary of a place, naming authorities must consider the long-term benefits and short-term effects on the wider community. Changes may affect current and future residents, emergency response zones and addresses, property owners, businesses and visitors.

A proposal will only be registered if the long-term benefits to the community can be shown to outweigh any private or corporate interests, or short-term effects.

Benefits include clear unambiguous names and addresses, leading to improved provision of emergency services and delivery of goods and services. Other benefits may include the opportunity to support Traditional Owner self-determination and gender equality in naming as well as the creation of communities with a strong link to place. Changing of names may have short term inconveniences but are outweighed by the long-term benefits.

Principle C - Linking the name to place

Names should have a link to place to ensure the preservation of our cultural heritage. Naming authorities play an important role in recognising and promoting our cultural heritage, as do surveyors, developers and the general public in suggesting names.

Place names should be relevant to the local area with preference given to unofficial names used by the immediate community. If named after a person (refer to [Principle I Using commemorative names](#)), that person should be held in strong regard by the community.

Names that link the name to the place could relate to Traditional Owner culture and occupation of the land (Refer to [Principle E](#)). Other examples include local flora and fauna, Australian war contributions (refer to [ANZAC Commemorative naming project](#)), past exploration and settlement, local geography and geology, significant events, the cultural diversity of past and current inhabitants, or patterns of land usage and industrial/mineral/agricultural production.

Section 2 Naming principles

For new estates, naming themes can be used to provide a strong link to place. Names of estates should not be applied to roads, features or localities to avoid possible future ambiguity and issues related to address. Those that have a historical connection to place are allowed (refer to [Principle J](#)). Please consider contacting GNV for advice.

It can be difficult for naming authorities to determine appropriate names, especially in growth areas where large numbers of new names must be identified. Naming themes can address this issue. Names which link to place could be relevant to not just the local area, but to the wider municipality, or state. For example, in commemorating Australian writers or artists, there may not be a direct link to place, but rather to the state. In addition, consider approaching local historical societies for advice. Further assistance is available from GNV.

Infrastructure features should use the name of the locality, for example Tarneit Railway Station. Features that use the name of locality are not considered duplicates but must have a unique identifier that distinguishes the feature from other similarly named features. (Refer to [4.2.3 Locational names](#)).

Greater than local significance

A place of greater than local significance should have a name relevant to the wider community. A road, feature or locality of greater than local significance will usually fall into one or more of the following categories:

- it is located in two or more municipal areas
- it is located in a significant tourist precinct
- it is proposed to be created as part of a state or federal government project
- it is a major waterway
- it is a major undersea or shoreline feature
- it has major cultural, natural or recreational landscape features
- it is linked to a significant Traditional Owner feature, story or landscape. Refer to [Principle E Recognition and use of Traditional Owner languages](#).

In these instances, a naming authority can request that the Registrar convenes a Geographic Place Names Advisory Committee to develop or determine a decision on a naming proposal (refer to [Section 1.5.5](#)).

Principle D - Ensuring names are not duplicated

To protect our communities proposed names must not duplicate another name within a locality or the distances listed below, irrespective of council boundaries. Duplicates are considered to be two (or more) names within close proximity, or names that are identical or have similar spelling or pronunciation. Examples of names that are similar and considered to be both duplicates and not duplicates are provided in [APPENDIX B](#).

If naming authorities have a proposed name that is not duplicated within the same locality, but is duplicated marginally within the radius deemed to be a duplicate, contact GNV for further advice.

[VICNAMES](#) can be used to check for a duplicate road, feature and locality names. Select the road or place and select duplicate. Refer to the [VICNAMES](#) web page for further advice.

Note: the radius will default to either 5, 15 or 30 kilometres based on the location classification listed below. The defaulted radius provides the minimum required distance between duplications for that area.

Duplication is not allowed within the same locality or the following default distances:

- **metropolitan urban areas**, within a 5 kilometre radius (metropolitan Melbourne and Geelong, city centres and surrounding suburbs)
- **regional urban areas**, within a 15 kilometre radius (a regional urban area consists of a town centre and its surrounding suburbs)
- **rural or remote areas**, within a 30 kilometre radius (a rural or remote area is an area located outside of towns).

If a naming authority is uncertain of which classification to apply, it should contact GNV for advice. Alternatively, apply a cautionary approach when checking for duplication and use the 30 kilometre radius search.

If the proposed name is duplicated, consider assigning it to something other than what you want to name (such as a park, reserve, road or a locality), outside of the duplicate search radius. If a feature or road is located near a state boundary, care should also be taken to avoid duplication with names in the other states, according to the distances set out above.

When considering the assignment of locality names, the above requirements are not applicable. Locality names must be unique within Australia. Naming authorities should refer to [Section 5: Localities](#).

An exception to this principle is the assignment of multiple feature names within, for example, a park or reserve. The feature names must have a direct relationship with each other. Examples include; Mildura Wharf Carpark adjacent to and servicing Mildura Wharf, Neulynes Carpark adjacent to Neulynes Mill Site and Albert Park Lake and Albert Park Playing Fields located in Albert Park (the park). This exception is not allowed for the assignment of locality names or road names, which must be unique. For further advice please contact GNV.

Principle E - Recognition and use of Traditional Owner languages

Traditional Owner languages are often based on location; languages are deeply rooted to the land and offer an ideal opportunity to connect a name to a place. The use of Traditional Owner languages enables the wider community to be educated about Traditional Owner history and shared culture.

The use of Traditional Owner languages in the naming of roads, features and localities is encouraged, and is subject to agreement from the relevant Traditional Owner group(s). If the application of a Traditional Owner name is being considered to be applied as a dual name, then refer to [Principle H Dual names](#).

Naming authorities must consult with the relevant Traditional Owner group(s) prior to any public consultation on the proposed name(s) in Traditional Owner language. In instances of more than one relevant Traditional Owner group, naming authorities must consult all Traditional Owner groups.

Further information about how to identify the appropriate Traditional Owner group(s), convene consultation meetings and respond to issues that may arise, is available in [Section 7.3 Developing a Traditional Owner naming proposal](#).

In some circumstances Traditional Owner groups(s) including RAPs may be considered naming authorities, refer to [Section 1.5.2 Naming authorities](#).

Traditional Owner group(s) and RAPs can develop a proposal to have their language recorded for places in Victoria in VICNAMES, refer to [Section 4.9 Features with Traditional Owner names](#). Alternatively Traditional Owners and RAPs can request a naming authority to amend a name or change the name of a road, feature, or locality, including a locality's boundaries. Refer to [Section 6.1.3 Traditional Owners, Traditional Owner Group\(s\) and RAPs](#).

Principle F - Names must not discriminate or be offensive

Place names must not discriminate or cause offense. Refer to *the Equal Opportunity Act 2010* for further information on what constitutes discrimination.

If an existing named road, feature or locality is considered to be derogatory or patently offensive, contact GNV for advice. A proposal to change a name must include the reasons why the current name should not remain in use.

In considering a proposal, a naming authority and or GNV will give careful consideration to all relevant factors, including the extent and distribution of usage, historical context, user perceptions and intent, and lexical meanings.

Principle G - Gender equality

Gender equality in the naming of roads, features and localities is encouraged. When developing a naming proposal consideration should be given to gender equality.

Gender equality is when people of all genders have equal rights, responsibilities, and opportunities. Everyone is affected by gender inequality - women, men, trans and gender diverse people, children, and families. It impacts people of all ages and backgrounds.

Further information is available online.

Principle H - Dual names

Dual names may only be assigned to geographic features. Dual names cannot be assigned to roads or localities.

Dual names with Traditional Owner place names are encouraged as a transitional step toward the adoption of the Traditional Owner name, as set out below.

Traditional Owner place names come from many different languages and dialects. Traditional language is a living culture which continues to be revitalised and evolve. While many names continue to be used today for roads and features, others were altered or replaced by names with no connection to place the origins of which are sometimes unknown.

Traditional Owner and dual naming provide an opportunity to:

- restore Traditional Owner names to geographic features
- incorporate Traditional Owner language and culture into everyday communications
- increase the knowledge and understanding for the whole community about the connection of Traditional Owners with Country.

Australian states and territories use dual names as a way of recognising the names given to places by different enduring cultural and language groups. For further information refer to the [Principles for the Consistent Use of Place Names](#).

In Victoria, the approach to giving simultaneous and joint recognition of Traditional Owners and non-Traditional Owner cultures through naming is to form a dual name with two distinct name parts, usually one part of non-Traditional Owner language origin and the other of Traditional Owner language origin.

Naming authorities wishing to develop dual naming proposals must consider the following:

- Dual names can be applied to natural topographical features (e.g. islands, mountains, mountain ranges and rivers) and mapped or bounded areas such as state forests, national parks, Crown land reserves and open space recreation reserves. For example, [Point Ritchie / Moyjil](#).
- To avoid possible confusion for addressing or the provision of emergency management, dual names cannot be adopted for:
 - Localities, towns, or rural districts

- constructed features such as roads, highways, bridges or communication towers.
- Dual naming is a priority consideration when a feature already has a widely accepted name of non-Traditional Owner origin and newly available information indicates that a Traditional Owner name could also apply or when Traditional Owners have proposed an alternative name to a naming authority.
- The naming authority in consultation with Traditional Owners and the immediate community should consider the format of a dual name. For example, if a non-Traditional Owner name has weak support in the immediate community and the origin and application of a Traditional Owner name is well supported, a dual name may be formed with the Traditional Owner name part appearing first.
- In some cases, a single well-supported Traditional Owner name could be substituted for the weakly supported non-Traditional Owner name, instead of adopting a dual name.
- Dual names can be used in a transitional manner, for example; a dual name is applied and when determined appropriate by the naming authority (and typically in consultation with Traditional Owners and the immediate community) the name transitions from a non-Traditional Owner name, to a dual name and then to a Traditional Owner name.
- This approach may see names 'transition' over a five or ten-year period, as indicated below:
 - Non-Traditional Owner name (existing name)
 - Non-Traditional Owner name / Traditional Owner name – year one
 - Traditional Owner name / Non-Traditional Owner name – year five
 - Traditional Owner name – year ten

Dual names will be formally registered without any distinction between non-Traditional Owner and Traditional Owner name parts other than sequence. If a visual separator is required for clarity, it should be a solidus (/) preceded and followed by a space. The feature type should only be included with the non-Traditional Owner name. The following examples would be acceptable:

- Gariwerd / Grampians National Park
- Grampians National Park / Gariwerd
- Nambruc / Aberfeldy State Forest
- Colquhoun State Forest / Boyanga Gidi.

Dual names once registered are to be used in full, shortened versions are not to be used.

Principle I - Using commemorative names

Naming often commemorates an event, person or place. Examples include recognising Traditional Owners, cultural events or following a theme such as Australian war contributions (refer to the [ANZAC Commemorative naming webpage](#)). When considering a commemorative name, the following must be considered:

- If named after a person, that person should be or have been held in strong regard by the community, with preference given to unofficial names used by the immediate community. When deciding on the assignment of a commemorative name, naming authorities should consider:
 - the person's achievements,
 - relevant history and association to the area,
 - the significance of the family/person to the area/land.

For example, a family that has been associated with an area for at least 25 years.

A detailed biography of the person being commemorated must be included in any proposal submitted to GNV.

Section 2 Naming principles

- A naming authority should make every effort to gain consent from family members of the person being commemorated. Supporting evidence that shows a naming authority's attempts to consult family members should be provided to GNV when lodging the proposal.
- The names of people who are still alive must be avoided because community attitudes and opinions can change over time.
- Commemorative names of a deceased person should be applied no less than two years posthumously. If a naming authority wishes to name within two years it is required to seek an exemption; refer to exemption request below.
- A commemorative name applied to a locality or road may use the last name or the first name of a person; although it is preferred that only the last name be used.
- A commemorative name applied to a feature can use the first name and last name of a person; although it is preferred that only one name be used.
- The initials of a given name must not be used in any instance.
- This approach ensures that emergency and postal services are not delayed because of the inconsistent application of a name. For example, *Smith Park* is a clearer name than *John Edward Smith Park* because it is possible John Park, Edward Park, John Smith Park, J. E. Smith Park or J. E. S. Park might be used by the public.

Note: if a name is duplicated consider using a first or middle name or a locally used name; however, the naming authority should contact GNV for further advice.

When lodging a request with GNV supporting evidence is required, such as copies of letters sent to the family, copies of newspaper advertisements, internet, or social media posts calling for consent or contact details of the family. When a naming authority is unable to locate existing family members, the naming authority may use the newspaper notice, internet, or social media posts advertising the proposed name to also call for consent from the family and/or request family contact details from the community. Refer to [Section 7.2.4 Build awareness of the proposal and invite feedback](#). Any response from the family should be included in the proposal sent to the Registrar.

If a naming authority has exhausted avenues to contact families and the proposal is the name of a person who passed away at least 70 years ago, the Registrar will consider the naming proposal.

Naming after living people

Commemoration of a living person is strongly discouraged and is generally not permitted. In exceptional circumstances, if the naming authority wishes to name a road, feature or locality after a living person, it must apply in writing to the Registrar to seek an exemption from this principle before any public consultation or a decision is made. Consent from the person should be sought prior to any exemption request being submitted to GNV. The naming authority must outline the reasons for proposing a living person's name, including but not limited to:

- evidence about the person's achievements which are of national or state significance
- relevant history and association to the area which ensures a link to place.

Fulfilling these points does not mean the Registrar will provide an exemption. Each case is considered on its own merits.

Principle J - Using commercial and business names

For similar reasons to those outlined in [Principle I Using commemorative names](#), naming authorities should not name places after:

- commercial businesses
- trade names
- estate names (which are solely commercial in nature)
- not-for-profit organisations.

Names of estates should not be applied to roads, features or localities to avoid possible ambiguity and issues related to addressing. Names with historical connections to places are required. This may include estate names which have a demonstrated link to place.

Note: Estate names include names applied to residential estates, commercial or mixed estates, for example; residential subdivisions and business parks or commercial/industrial zoned land. Where roads, features and localities are named using the estate name and have no link to place, the name will not be allowed.

Naming authorities should use their discretion as to whether an exemption request is required. For further advice contact GNV.

Exceptions may apply if the business, organisation or name had an association with the area over a substantial period of time and is held in high regard by the community, for example; Lions Park Mallacoota, Vegemite Way.

In these circumstances, the naming authority must apply in writing to the Registrar to seek exemption from this principle, including but not limited to evidence of the business or organisation's association with the area and any known community views. This exemption request must be sought prior to commencing any public consultation or reaching a decision on the final naming proposal.

Principle K - Language

The use of names from Australian English, Traditional Owner names and names from other languages need to be given careful consideration. The following points must be considered.

- Geographic names, except when they are proper nouns, must be written in standard Australian English or a recognised format of a Traditional Owner language local to the area of the road, feature or locality.
- Geographic names should be easy to pronounce, spell and write, and preferably not exceed three words (including feature or road type) and/or 25 characters. An exception to this is in the use of Traditional Owner languages, when it is accepted that Traditional Owner names that initially appear complex will, over time, become familiar and easy to use.
- Mitigating steps to allow more complicated names could include pronunciation, phonetic pronunciation and information associated with the name added to signage and or provided residents.
- Names taken from a language other than English may be acceptable and represent Victoria's diverse multicultural society but must be written in Australian English.
- Names taken from a language other than English that represent geographical features generally use generic terms and will be allowed, unless the combination produces a duplication of sense. For example; Tor Mountain would not be allowed because Tor means mountain.
- 'The' is not a suitable prefix in naming of any road, feature or locality and must not be used. For example; The Avenue is not acceptable.
- Although discouraged, hyphens can be used within place names that indicate the extent of the feature, for instance Mellick-Munjie Parish or Hattah-Kulkyne National Park. They can also be used when the name incorporates a hyphenated last name, for instance Kingsford-Smith Ulm Reserve. Hyphens in road names are not allowed. Diacritical marks (symbols such as ´, ¨ or `) will be omitted from names drawn from languages that use such marks. For example, Cape Reamur (not Cape Réamur).
- Punctuation marks such as commas and full stops are not allowed.
- An apostrophe must be deleted from geographic names written with a final 's and the possessive 's should not be included. For example, Wilsons Promontory (not Wilson's Promontory) or O'Reilly (not O'Reilly).

Section 2 Naming principles

- Abbreviations are not allowed. An exception applies to the use of the honorific Saint. For example, Mount must be registered or recorded in full, but Saint can be recorded as St if requested by the naming authority. For example, St Agness Hill, Saint Georges Point and Mount Alfred are all acceptable.
- For the purposes of consistency, names starting with Mc or Mac must not have a space included between the Mc or Mac and the rest of the name. For example, MacKenzie Falls, McAdam Gap and McCarthy Spur are all acceptable.
- A name cannot be a numeric value either in full alphabetised or numeric format. For example: 1st Street; 101 Road; Fourth Road; 5th Avenue; 9 Mile Creek; One Tree Hill and Nine Mile Creek are all unacceptable.
- Roads and features must use approved road and feature types which are located in [APPENDIX A](#) Road types accepted for registration and the [Land.Vic website](#) for feature types.

Principle L - Directional names to be avoided

Cardinal directions (north, south, east and west) must be avoided. A proposed name that uses a cardinal direction to distinguish itself from another similar name is considered a duplicate name. In these instances, a different name must be chosen to allow for a clear distinction between two or more roads, features or localities.

An example of an unacceptable name is Smith Street being renamed Smith Street West and Smith Street East. Either one or both ends of the street must be entirely renamed.

Principle M - Assigning extent to a road, feature or locality

When a proposal to name a road, feature or locality is being developed, the naming authority must clearly define the area and/or extent to which the name will apply. As a minimum, a proposal for a road or waterway must include the line details, a feature (excluding a waterway) must include the centroid coordinates, and a locality must include the polygon attributes.

For example, the name of a road should apply from one end of the road to the other, to the points where the road finishes or intersects with other roads.

The name of a waterway should apply from the beginning of the watercourse to its confluence with another waterway or body.

Section 3 Roads

3.1 What is a road?

For the purposes of these naming rules, a road is considered to be any public or private land-based thoroughfare or course navigable by vehicle or foot. It can be used for assigning addresses or allowing access between points or to a feature. Examples of roads include alleyways, streets, highways, fire tracks, bike paths and walking tracks.

3.2 Statutory requirements applied to roads

Naming authorities must ensure that a naming proposal conforms to all relevant principles outlined in [Section 2](#) as well as the requirements outlined in Section 3 below, specifically Sections 3.2.1 – 3.2.5.

3.2.1 Rural and urban addressing

Except where provisions are already made in these naming rules, the naming of a road must conform to the provisions of [AS/NZS 4819:2011 Rural and urban addressing](#). The standard outlines how to derive datum points and how address numbers are assigned. Further advice is available in [APPENDIX D](#).

3.2.2 Extent: road course, start and end points

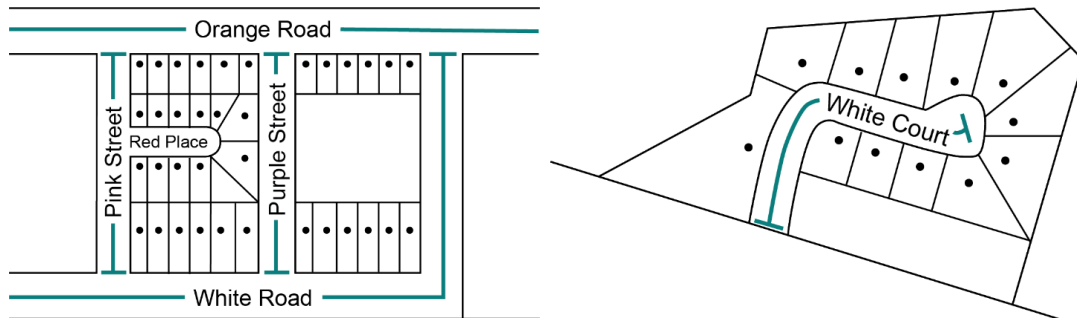
Any proposal to name a road needs to clearly indicate the extent to which the name will apply. The extent of a road is considered to be its start and end points, and the course (including bends, divided carriageway sections and curves) of the road between these two points.

A road name must not be applied in an ambiguous or confusing way for road users. For example, the road name should be applied to a single, unobscured, and unobstructed roadway that leads from a start point to an end point, in a clear and logical manner. The road name should not be applied in a 'disjointed' or confusing way. Isolated road segments should be uniquely named.

The examples below provide appropriate road types with clear extents. If you are unsure about which road type is appropriate and whether an extent is compliant you should contact GNV for advice.



Section 3 Roads



In some cases, a renaming will be proposed for only one section of a road. In these instances, the road authority must clearly indicate which section of the road will be renamed and which section will remain the same (usually with an annotated and, possibly, dimensioned map or schematic diagram). Renamed roads should have a naming proposal created and submitted to GNV. An error or past amendment not represented in Vicmap or VICNAMES should be submitted via the [Vicmap Editing Service](#) (VES).

If a proposed road is being constructed in multiple stages as part of a multi-lot subdivision development and the proposed road has been constructed at either end but the middle section is yet to be built, both ends of the road should have unique names applied. When the middle section of road is constructed, the two unique road names should extend from their datum points (refer to [APPENDIX D](#)) until they meet at a cross road on the newly constructed middle section.

If one name is to be assigned to the completed road, renaming of the two unique roads and renumbering should take place to recognise the full extent of the road.

Note: any current or pending residents and landowners should be advised of the plan to rename the road in the future and possible renumbering implications.

3.2.3 Road types

All roads must have a road type assigned that suitably describes the road's characteristics. The road type must be selected from the list of acceptable road types provided in [APPENDIX A](#). The list of road types is compliant to [AS/NZS 4819:2011 Rural and urban addressing](#).

In new estates, road types can be chosen with the ultimate estate configuration in mind. For example, a road that is initially a cul-de-sac may be given an open-ended road type if it can be demonstrated that the road will eventually become a through road.

Road types must not be used to distinguish different roads of the same, similar sounding or spelt names. For example, the roads White Street, White Crescent and White Lane are considered duplications and are unacceptable. The same applies to, Whyte Street, Wite Crescent and Wyte Lane (or similar combinations).

3.2.4 Unacceptable road names

There are many road names within Victoria that today would not be allowed. The following are examples of unacceptable road names.

- Use of the definite article 'the' is not acceptable for sole use as a road name (for example, it is not acceptable to name a road The Avenue).
- Road types are not to be used in the formation of a road name (for example, Back Street Road, Arcade Walk, Track Way or Boulevard Street are not acceptable).
- The use of numerals is unacceptable, either in full alphabetised or numeric format because of the possible confusion between the road name and address number (for example, Four, Fourth, 4 or 4th are unacceptable).

- A prefixed or suffixed extension of the name is not to be used as part of a road name, for example, upper, lower, little, old or new and the cardinal directions north, south, east and west. The only exceptions are:
 - when the name is derived from a local feature such as Old Mine Hill, Upper Axedale Quarry Road or South Coal Mine Road
 - when the name is derived from a locality name that uses a cardinal direction, for example, Geelong West Road is an acceptable name because Geelong West is a locality name; however, Smith South Road, South Smith Road and Lower Smith Road are unacceptable because they do not reflect a locality name.
- Destination-to-destination names, for example, Katamatite-Yarrawonga Road or Melbourne-Geelong Road are unacceptable. This is because there are too many possible aliases (for example, Katamatite Road, Yarrawonga Road; Katamatite-Yarrawonga Road, Melbourne Road, Geelong Road, Geelong-Melbourne Road and perhaps even a local name such as High Street where the road runs through a township). Therefore, a single name is required.
- Hyphens and the word 'and' are not to be used.
- The naming of a road after an estate, which is solely commercial in nature, is not acceptable. Refer to [Principle J - Using Commercial and business names.](#)

3.2.5 Obstructed or altered roads

If the course of a road is to be permanently obstructed or closed, due to construction of other roads or features, a new unique name must be applied to one end of the road. This is particularly important when an emergency service vehicle cannot navigate the entire course of the road from one end to the other.

It is not appropriate to apply a cardinal direction (north, south, east or west) to one or both ends of the road in these instances because community recognition of them as unique roads in the same area is limited. Emergency and postal service delivery can also be severely affected.

In the example below, some members of the community could omit the use of the cardinal directions when requesting emergency services or sending mail and this can impede the efficient delivery of these services.

The address:	7 Smith Street South Melbourne Victoria 3000	
Could easily be confused as these addresses:	7 Smith Street Melbourne Victoria 3000	7 Smith Street South Melbourne Victoria 3000

3.3 Roads that can be named

All roads, whether they are public or private, should be named and registered in VICNAMES and Vicmap. This facilitates accurate addressing and location identification across Victoria. Therefore, any land course navigable by vehicle or foot should be officially named according to the naming rules.

Emergency services and other service providers rely on road names being officially registered and sign-posted. This ensures that a road's location and extent is uniquely identified in the Victorian government's spatial databases and becomes accessible to the majority of relevant organisational and public mapping products. The registration of road names also means that properties or features located on or associated with the road can be assigned suitable and officially recognised street address numbers.

Addresses allocated through the official registration process are used for emergency and other service provision, as well as for the distribution of emergency warning notices to mobile and landline phones. Emergency and other services are often impeded from accurately locating residents and businesses when road names are not registered and addresses are not officially allocated.

Other than public roads, the following are some examples of roads that should be named and registered: access tracks to points of interest including rivers or levees, service roads between or behind buildings and private roads that give access to plantations or multiple properties.

Note: Driveways or common property do not need to be named if the sites themselves are addressed to the main road. Exceptions can be made when benefits such as improved public safety or delivery of goods and services can be expected.

3.4 Who can name roads?

Subject to the provisions of the *Local Government Act 1989*, *Local Government Act 2020* and the *Road Management Act 2004*, the main road naming authorities (road authorities) in Victoria include:

- Councils
- Head, Transport for Victoria
- State government departments or agencies (including Port of Melbourne, Alpine Resort Management Boards, Places Victoria and Parks Victoria).

Both the *Road Management Act 2004* and the *Local Government Act 1989 Schedule Ten* allow for road authorities to name roads and publish gazette notices informing of official road naming. However, these Acts state that, in all instances, the road authorities must act in accordance with the naming rules (refer to [Section 1.1](#)).

Typically, GNV gazettes roads on behalf of a council. When road authorities publish a gazette notice, the authority must act in accordance with the naming rules.

Importantly, road authorities must seek the Registrar's endorsement for the proposed road name prior to publishing a gazette notice. Information on the processes and procedures required to be undertaken prior to gazettal are provided in [Section 10](#).

Private road naming can be initiated by an owner, developer, emergency service provider, council or public interest group; however, the registration of the name is a process that needs to be completed by the relevant naming authority. Details on the naming processes and procedures for private roads are outlined in [Section 3.9](#).

Naming authorities should lodge the proposal with GNV using [VES](#). This online facility allows for the easy submission and tracking of proposals from the naming authority through to the Registrar and on to the Department of Environment, Land, Water and Planning's (DELWP) Land Information and Spatial Services (LISS). Details on how to register for and use [VES](#) are on the website.

If a naming authority discovers a mistake with a road name, for example, the name is correct in the gazettal and incorrect on the map base, then a VES request should be submitted to Vicmap to correct the mistake.

Note: if residents have been advised of the incorrect name and that name is in use, then changing the name may require a naming proposal to be lodged. Refer to [Section 7.2.3 Determine who should be consulted](#).

3.5 Roads with more than one naming authority

A checklist that naming authorities can use to prepare a proposal for the Registrar's endorsement is available in [APPENDIX C](#).

Naming authorities own or maintain numerous roads and sometimes share the responsibility for their maintenance with council, government departments and authorities.

If the road is situated across two or more municipal areas, the collaborating naming authorities should engage with staff from the respective organisations and coordinate the proposals based on these naming rules. They may contact GNV for advice and coordination assistance or consider referring a proposal to a Geographic Place Names Advisory Committee.

3.6 Council coordination of public roads' naming

A checklist that councils can use to prepare a proposal for the Registrar's endorsement is available in [APPENDIX C](#).

Road type changes may not require a full consultation exercise, contact GNV for advice (Refer to [Section 7.2.3](#)).

Refer to Sections 6–14 for information on how to prepare a proposal.

3.7 Government department or agencies coordination of public roads' naming

A checklist that government departments and agencies can use to prepare a proposal for the Registrar's endorsement is available in [APPENDIX C](#).

State government departments and authorities should follow the procedures outlined in these naming rules. Further information regarding initiating a proposal is covered under [Section 6.1.5](#).

3.8 Naming roads in new residential or commercial subdivisions

New road names in new residential or commercial subdivisions are entered using [SPEAR](#). SPEAR is an acronym for Surveying and Planning through Electronic Applications and Referrals. The system allows registered users to process planning permits and subdivision applications online, including the submission of associated road names and addresses.

3.8.1 Responsibility for naming roads in residential or commercial subdivisions

Road naming within plans of subdivision is usually the developer's role, although land surveyors often help to choose names and add them to the plans of subdivision. It should be noted that plans of subdivision need to be approved by the responsible road naming authority. This is the responsibility of the council or state government department or agency charged with approving the subdivision plans.

The developer and road naming authority are encouraged to work collaboratively to develop compliant road names for the subdivision.

3.8.2 The naming process

Prior to council certification, developers should consult the road naming authority when preparing plans of subdivision. This consultation may incorporate discussion of possible names for roads in the area and whether the road naming authority might suggest suitable themes (such as Traditional Owner heritage, ANZAC-related or other local historical events or figures) for the developer to consider.

Developers and land surveyors must ensure that road names included on plans of subdivision, for the purposes of certification, conform to these naming rules. Failure to comply with these statutory requirements may result in a name needing to be changed either prior to or after registration of the subdivision.

Further information is available from the [Quick reference guide for land surveyors](#).

Further information on compliant road types is available in [APPENDIX A](#).

During the certification stage of the subdivision process, the road naming authority or subdivision approval and certification body must ensure that the road names allocated to the plans conform to the naming rules. If any of the parties believe that one or more of the road names do not conform, it should seek to have the land surveyor, in consultation with the developer, change the unsuitable names to ensure compliance.

The naming of common property can be beneficial for the provision of emergency services and delivery of goods and services. If common property is to be named, the name should be added to the plan of subdivision in brackets for example, (Sandy Road). The plan should clearly indicate that the area being named is common property. In addition, on the cover page within the notation it should state '*Common Property 1 consists of a private road named Sandy Road*'.

When plans of subdivision are lodged for registration with Land Use Victoria, an audit of the road names may be undertaken by GNV. If GNV determines that the road names on a lodged plan do not conform to the naming rules, GNV will send a request to the subdivision approval and certification body for the non-conforming names to be changed.

GNV will not be responsible for any costs associated with changing or amending plans of subdivision.

3.8.3 Entering subdivision road names into VICNAMES

Once a plan of subdivision has been registered, the road names are entered into VICNAMES. Notification of registration is not formally supplied by the Registrar. Entering the names into VICNAMES acts as a de-facto notification system.

3.8.4 Road name history

The [road name history form](#) enables naming authorities to ensure preservation of our cultural heritage and can be uploaded to [SPEAR](#) with a plan of subdivision. Typically, one form may be used per plan of subdivision. Those looking to name multiple roads should liaise with the appropriate road naming authority to discuss the most efficient way to provide the information.

A certifying authority may require the completion of this form prior to any approval of the plan, then the developer or land surveyor may be compelled to comply.

Providing detailed historical information will assist the approval process for the road naming authority. Also, if GNV chooses to audit the plan of subdivision, the information provided will help ensure that the name is appropriate and complies with the naming rules.

When the name has been officially registered in VICNAMES, the road naming authority or land surveyor should submit the historical information to VICNAMES. This will ensure the history behind the name is recorded.

3.8.5 Maintenance and responsibility

Naming a road in a new subdivision, when the maintenance of that road is the responsibility of the developer and/or private land owners, does not imply or transfer responsibility for road maintenance to the road naming authority (council or state government department or agency) processing the naming proposal.

3.9 Naming private roads on private property and within complex sites

A checklist that can be used to prepare a proposal is available in [APPENDIX C](#).

The irregular and ungoverned naming of roads within complexes can lead to problems for emergency and other service providers, especially when the names do not conform to these naming rules and/or are not officially registered.

This section outlines the process for naming roads located on private properties for addressing or navigation purposes. Private roads include (but are not limited to) roads in commercial logging sites, caravan parks, lifestyle villages, retirement villages, apartment complexes, shopping centres, schools, universities, hospitals, industrial estates or closed-gate communities. Refer to [Section 3.9.4 Complex site addressing program](#) for further information.

Private roads should be named and registered. It is particularly important if:

- the road gives access to one or more properties that cannot be assigned an unambiguous urban or rural address using the name of other public roads to the property

- the road provides a traffic thoroughfare between two other roads

Roads on private properties are not usually open to public access (but this is not always the case) and, sometimes, they have restricted access through security gates. Even though these roads are not generally accessible by the public, they are usually named to allow for easy navigation within the complex.

If a road on private property does not have a name registered in [VICNAMES](#), the official address for residences or businesses the primary address of the complex. For example, in a caravan park, when no matter what names were applied to particular roads within the complex, all sites may have the same address (see table).

The use of primary addresses and complex addresses (see table) in these situations is not ideal; therefore, the Registrar requires the official registration of road names within complexes. Officially registering road names within complexes ensures that the details are stored in Vicmap and are therefore accessible on the majority of relevant organisational and public mapping products.

The registration of private road names also means that properties or features located on private roads can be assigned suitable and officially recognised address numbers (see table).

All sites:	Complex address:	Registered private road name:
Ms R Smith c/o Sunshine Caravan Park 457 Green Road Melbourne Victoria 3000	Ms R Smith Site 4, Happy Street c/o Sunshine Caravan Park 457 Green Road Melbourne Victoria 3000	Ms R Smith 4 Happy Street Melbourne Victoria 3000

Note: street number allocation should be in accordance with [AS/NZS4819:2011 Rural and urban addressing](#) standard.

3.9.1 The naming process

An owner of a private road or complex is considered the naming authority and is advised to consult the relevant council when developing roads on their site. This consultation might incorporate a discussion of possible names for roads if the naming authority wants to suggest suitable themes for the owner's consideration.

Owners must ensure that road names conform to the naming rules, noting that there is no requirement to consult with the immediate community.

An owner of a complex must submit to the relevant council a plan/map for naming the roads within their property. The council will then check that the proposal conforms to the naming rules and, if suitable, send the proposal to the Registrar for endorsement.

If it can be shown that the proposed name will cause an issue for emergency or other service providers, the name must be changed within 90 days of receiving a request from the naming authority or the Registrar or the complex owner must outline to the Registrar their intended action to redress the issue.

If it can be shown that the name will cause an issue for emergency or other service providers or is determined to be offensive or derogatory, the name must be changed when requested by the Registrar. The Registrar will offer advice on how to amend the name in compliance with the naming rules. The naming authority or the complex owner must change the name to a compliant alternative within 90 days of receiving the Registrar's request advice, or outline to the Registrar the intended action to respond to the Registrar's direction.

3.9.2 Entering a private road in VICNAMES

Typically the council on behalf of the private owner will lodge a request using [VES](#) to have the private road name gazetted and registered.

When considering the proposal, the Registrar will check that the proposed name(s) conform(s) to the naming rules. If the Registrar deems that the proposal conforms to the naming rules, GNV will gazette the proposed name and have the name registered in VICNAMES.

If the Registrar deems the proposal non-conforming, the proposal will be returned to the council with a request for further information or advice about how the proposal should be redesigned for future consideration and registration.

3.9.3 Maintenance and responsibility

Registering the name of a road in a private property or complex, when the maintenance of that road is the responsibility of the land owner or body of management, does not imply or transfer responsibility for road maintenance to the road naming authority (council or state government department or agency) processing the naming proposal.

3.9.4 Complex site addressing program

Victoria has a [complex site addressing program](#), more information can be found online.

For further information on initiating a naming proposal, refer to Sections 6–14 of these naming rules.

Section 4 Features

4.1 What is a feature?

A feature is considered to be a unique geographical place or attribute that is easily distinguished within the landscape. For example, a feature can be a mountain, watercourse, building, prominent structure or park.

A list of features accepted for registration and included in VICNAMES can be found on the [Land.Vic website](#).

4.2 Statutory requirements applied to features

Naming authorities must ensure that a naming proposal conforms to all relevant principles outlined in [Section 2](#), as well as the requirements outlined in Section 4 below, specifically Sections 4.2.1–4.2.4.

4.2.1 Feature type

The feature type should be included in a feature's name and located after the unique feature name. This is to minimise possible confusion over the feature type to which the name applies. For example, the naming of Waterlands Park enables users to understand that the feature Waterlands is parkland.

An exception to this is the use of Traditional Owner names or words if the Traditional Owner name already includes details of the feature type. For example 'wonguim willum' would not be named wonguim willum Place as 'willum' means place in Wurundjeri woi wurrung language.

4.2.2 Waterways

For the purposes of complying with these naming rules, it is necessary for naming authorities to describe in exact detail the full extent of any waterway it is proposing to name, which will ensure official records are unambiguous.

The name of a waterway must be applied from the beginning of the watercourse to its confluence with another waterway or body, but not including tributaries.

The naming of waterways may have implications under the [Aboriginal Heritage Act 2006](#) and the [Aboriginal Heritage Regulations 2018](#).

4.2.3 Locational names

If choosing a name based on location, the feature should be given the name of the official locality. If the name of a locality is used to define and locate a feature, for example, Ballarat Avenue of Honour, the locality's name should appear first in the feature's name.

The names of neighbourhoods, residential estates and subdivisions should not be applied to a feature. The reason for this approach is that if many features are named after a local estate or neighbourhood rather than the official locality, there can be public confusion about the official addresses in the area.

For example, an unnamed reserve located within an estate known as Blue Water Lakes within the locality of Smithurst should not be proposed with the name 'Blue Water Lakes Reserve'. Instead, the name 'Smithurst Reserve' should be proposed or, if this is already in use, another name should be chosen (perhaps one that commemorates a local historical event or person).

For example, it is not appropriate to name a piece of infrastructure 'North Yarra Community Centre' if the officially gazetted locality is Yarra North. It is important that naming authorities preserve the officially gazetted locality name.

Refer to [APPENDIX B](#) for information about duplicate names.

4.2.4 Base names

Features named under private sponsorship contracts that will attract high visitor numbers (such as sporting stadiums or concert halls) should also, for the purposes of emergency service management, be assigned a 'base name'. The purpose of the base name is to provide a consistent name over the feature's lifespan, particularly when the private sponsorship name may change.

An example is the sporting stadium in Melbourne's Docklands. Originally named Colonial Stadium, then Telstra Dome, then Etihad Stadium followed by Marvel Stadium, the base name is considered to be Docklands Stadium. The sponsorship names would be recorded in [VICNAMES](#) only at the time the sponsorship contract applies, after which time the name would be converted to historical status. Sponsorship names are not gazetted, the base name would be gazetted and registered in VICNAMES for the feature's lifespan.

4.3 Features that can be named

The Registrar requires that naming authorities given the task of naming public and private features adhere to the naming rules because it is important to ensure that features in Victoria are clearly and unambiguously named, especially for emergency and other service reasons (a full list of features can be found on [Land.Vic website](#)).

Information contained in VICNAMES is considered the definitive data source for geographical names information and is distributed regularly to a nationwide network of emergency service, postal, and spatial information and mapping agencies.

Providing details to the Registrar of publicly and privately named features ensures that all relevant organisations are aware of the existence and locations of features and the correct spelling of their names.

4.3.1 Undersea feature names

Undersea features within the three-mile nautical limit may be named by relevant naming authorities within Victoria. Outside of this limit there are specific processes in place to deal with the naming of undersea features. Should you require further advice please contact GNV.

4.3.2 Unregistered feature names

Unregistered feature names are names of features that have been named by a naming authority and/or are locally known but are not officially registered nor have been added into VICNAMES. Naming authorities are encouraged to register these features. Naming authorities requiring further information should contact GNV for advice. GNV will determine whether the names are gazetted and what status is applied to the names in VICNAMES.

4.3.3 Cemeteries

A cemetery is a place for the internment of bodily remains and cremated remains. Responsibility for naming cemeteries resides with the Department of Health and individual cemetery trusts. For further information about amendment to or creation of a cemetery name, contact the Cemetery Sector Governance Support Program Department of Health on 1800 034 280 or email cemeteries@health.vic.gov.au.

4.3.4 Early childhood centres

Early childhood centres may be named by naming authorities and officially gazetted and registered by GNV. GNV does not gazette and register service names, for example the early childhood service operating from the centre. If the centre's name is the same name as the service operating from the centre, the name will need to be officially approved by the Department of Education and Training prior to a formal naming proposal being lodged with GNV.

For further information (including the approval status of children's services operating under the Children's Services Act 1996 (for example, occasional care or limited hours services), please

contact the Quality Assessment and Regulation Division, DET on 1300 307 415 or email licensed.childrens.services@education.vic.gov.au.

4.4 Who can name features?

Naming authorities (refer to [Section 1.5.2](#)), companies and people who own or maintain a feature considered to be of public interest (such as a park, reserve, pavilion, sports stadium, concert hall, vineyard or a prominent structure) may name features and are required to submit the details of the feature's extent and location along with background information on the name via [VES](#) or in writing to the Registrar. Upon consideration of this information, the Registrar will determine appropriate action – whether to gazette and register or record the name in VICNAMES and provide information to all relevant stakeholders (as detailed in [Section 13](#)).

Features named under private sponsorship contracts that will attract high visitor numbers (such as sporting stadiums or concert halls) might also, for the purposes of emergency service management, be assigned base names. The base name may be determined by government, a private entity or GNV (refer to [Section 4.2.4](#)).

4.5 Features with more than one naming authority

A checklist that naming authorities can use to prepare a proposal for the Registrar's endorsement is available in [APPENDIX C](#).

Naming authorities own or maintain numerous public features such as parks, reserves, picnic areas and bridges. A list of features to be included in VICNAMES and the relevant naming authorities can be found on [the naming rules page on the Land.Vic](#) website.

If the feature is situated across two or more municipal areas, the collaborating naming authorities should engage with staff from the respective organisations and coordinate the proposals based on these naming rules. They may contact GNV for advice and coordination assistance or consider referring a proposal to a Geographic Place Names Advisory Committee.

4.6 Council coordination of feature naming

A checklist that councils can use to prepare a proposal for the Registrar's endorsement is available in [APPENDIX C](#). Refer to Sections 6–14 for the process steps in preparing a proposal.

4.7 Features with government departments or agencies as the naming authority

A checklist that government departments and agencies can use to prepare a proposal for the Registrar's endorsement is available in [APPENDIX C](#).

State government departments or agencies that own or maintain public features such as schools and hospitals are the naming authorities for these features. Refer to [the naming rules page on the Land.Vic](#) website for a list of features considered to be owned or maintained by state government departments or agencies.

State government departments and agencies should follow the procedures outlined in these naming rules. Further information regarding initiating a proposal is covered under [Section 6.1.5](#).

4.8 Features on private land

A checklist that can be used to prepare a proposal for the Registrar's endorsement is available in [APPENDIX C](#).

There are many features that have companies or individuals as their naming authorities. Examples include sporting stadiums and precincts, hospitals, aged care facilities, tourist attractions, entertainment complexes or shopping centres. A full list of feature types that should be included in VICNAMES is available on [the naming rules page on the Land.Vic](#) website or GNV can be contacted for more information.

Private features should be named and recorded if the feature has an unrecorded official name or a locally accepted name. The naming of features within private property is usually the role of the owner of the site in which the feature is situated. For further information refer to [Section 1.7](#).

The irregular and ungoverned naming of features can lead to emergency response and other service provision interruptions and problems, especially when the names do not conform to these naming rules and/or are not officially registered.

4.8.1 The naming process

Owners of features on private property should contact the relevant council when considering the naming of features. This consultation might include discussions about possible names for the feature and the council may know the locally accepted name and/or wish to suggest suitable themes for the owner's consideration.

Owners must ensure that feature names conform to the naming rules.

An owner of a feature must submit to the council responsible for the area a proposal including information available in [Section 6](#). The council will then check that the proposal conforms to these naming rules and if suitable, send the proposal to the Registrar for endorsement. A non-compliant name should not be submitted on behalf of the owner.

4.8.2 Entering a private feature in VICNAMES

Upon receiving a proposal to name a private feature on private property, GNV will acknowledge receipt of the proposal.

When considering the proposal, the Registrar will check that the proposed name(s) conform(s) to the naming rules. If the Registrar deems that the proposal conforms to the naming rules, GNV will gazette the proposed name and have the name registered in VICNAMES.

If the Registrar deems the proposal non-conforming, the proposal will be returned to the naming authority with a request for further information or advice about how the proposal should be redesigned for future consideration and registration.

If it can be shown that the name will cause an issue for emergency or other service providers or is determined to be offensive or derogatory, the name must be changed when requested by the Registrar. The Registrar will offer advice on how to amend the name in compliance with the naming rules. The naming authority or the private owner must change the name to a compliant alternative within 90 days of receiving the Registrar's request advice, or outline to the Registrar the naming authority's intended action to respond to the Registrar's direction.

4.8.3 Maintenance and responsibility

Registering the name of a feature in a private property, when the maintenance of that feature is the responsibility of the land owner or body of management, does not imply or transfer responsibility for a feature's maintenance to the council that is processing the naming proposal.

4.9 Features with Traditional Owner names

Any proposal to use Traditional Owner language must seek approval from the relevant Traditional Owners.

There are numerous features in Victoria that have Traditional Owner names. In many instances, these features are defined differently to western concepts of place (for example, middens, rocky escarpments, sites on a mountain or beach, rocky outcrops or stone arrangements), but their names are just as important to include in [VICNAMES](#).

Traditional Owner Group(s) including RAPs can apply directly to GNV to have their Traditional Owner language names added to VICNAMES. If approved the process involves one of the following:

- Recording the Traditional Owner language name as 'registered' (see [Section 1.7](#)) or 'dual' results in the Traditional language name being recognised as the official name in use for the feature. The name will appear on Vicmap standard maps for the area.
- Recording the Traditional Owner language name as 'traditional' or 'historic' results in the Traditional Owner language name being recognised on Vicmap standard maps and the name can be located by researchers and be used on specialised maps.

All names, regardless of their status, will be held in VICNAMES.

For further information refer to [Section 6 Initiating a proposal and checking required information](#) and [Section 7.3 Developing a Traditional Owner naming proposal](#).

A checklist that can be used to prepare a proposal is available in [APPENDIX C](#).

4.10 Naming features in new residential or commercial subdivisions

Feature naming within developing areas should be the role of a naming authority; although, land surveyors and developers may often help to choose names. Names must be approved by the responsible naming authority. This is the responsibility of the council or state government department or agency charged with approving the subdivision plans.

The developer and naming authority are encouraged to work collaboratively to develop compliant feature names for the subdivision.

4.10.1 The naming process

Prior to the opening of the feature, for example, a park, reserve or playground, discussions should occur of possible names for features in the area. The naming authority might suggest suitable themes (such as Traditional Owner heritage, ANZAC-related or other local historical events or figures) for the developer to consider.

Developers and land surveyors must ensure that feature name(s) conform to the naming rules. Failure to comply with these statutory requirements may result in the name needing to be changed.

The naming authority should lodge a VES proposal. A naming authority will be required to ensure the proposed name is compliant and that the feature being named appears on the cover page of the plan of subdivision under notations. For example, the notation on the cover page should state '*Reserve 1 consists of Smith Park*'. VES will require a copy of the plan of subdivision along with other information requested at submission. If multiple features are being named within a feature, you may list them in the notation. If you require further advice, please contact GNV. An audit of the feature names may be undertaken by GNV. If GNV determines that a feature name(s) lodged via VES do not conform to the naming rules, GNV will send a request to the naming authority for the non-conforming names to be changed.

GNV will not be responsible for any costs associated with changing or amending non-compliant names.

Once a feature name has been gazetted, the feature name(s) will be registered in [VICNAMES](#).

4.10.2 Feature name history

When the feature name has been officially registered in VICNAMES, the naming authority, land surveyor or developer should submit the historical information to VICNAMES. This will ensure the history behind the name is recorded, preserving cultural identity.

4.10.3 Maintenance and responsibility

Naming a feature in developing areas, when the maintenance of that feature is the responsibility of the developer and/or private land owners, does not imply or transfer responsibility for the feature maintenance to the naming authority (council or state government department or agency) processing the naming proposal.

Section 4 Features

For further information on initiating a naming proposal, refer to Sections 6–14 of these naming rules.

Section 5 Localities

5.1 What is a locality?

A locality is a geographical area that has identifiable community and/or landscape characteristics. In urban areas, a locality is commonly referred to as a 'suburb'. The state is divided into official localities. There are over 2,900 localities within Victoria.

Every locality should have a unique and unambiguous name. It must have recognised and registered boundaries and not overlap with other localities. A locality provides an official reference area for addressing purposes.

A named neighbourhood is not a locality because it does not have officially recognised and registered boundaries; therefore, a neighbourhood name cannot be used for addressing purposes.

A named residential estate is not recognised as a locality name, refer to sections [5.2.2](#) and [5.2.3](#).



5.2 Statutory requirements applied to localities

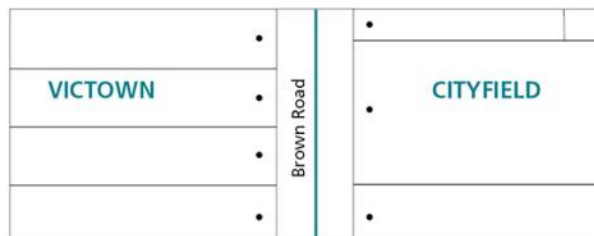
Naming authorities must ensure that a naming proposal conforms to all relevant principles outlined in [Section 2](#), as well as the requirements outlined in Section 5, specifically Sections 5.2.1–5.2.7.

5.2.1 Boundaries

Locality boundaries must align with the cadastral fabric, road centre lines or easily distinguishable topographical features such as waterways or ridgelines. As there are multiple options in the below examples please consider contacting GNV for advice.

The following examples must be considered.

1. If major roads separate communities, the boundary of a locality should be along the road centre line. In cases of dual carriageways, please contact GNV to discuss boundary options.



4. The locality boundary for corner blocks should be the same as those for neighbouring properties accessed from the same road. There are four options for the location of boundaries, as shown in diagrams a, b, c and d below.



Diagram a.

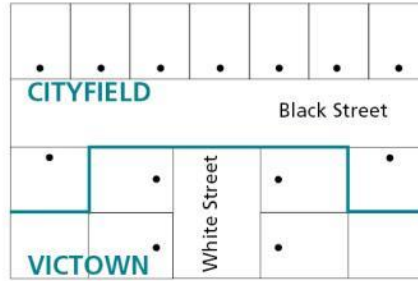


Diagram b.

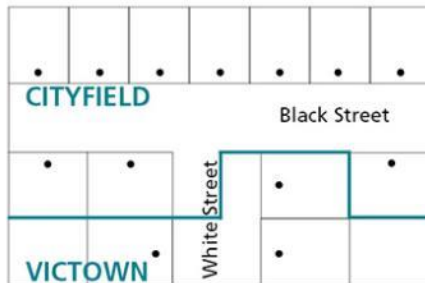


Diagram c.



Diagram d.

Diagram a. shows how boundaries should be applied to properties on corner blocks accessed from Black Street.

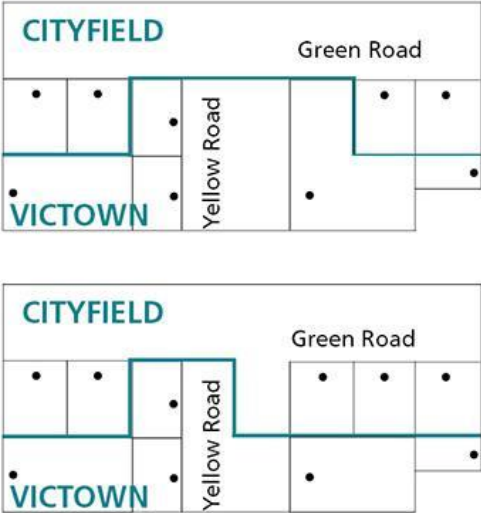
Diagram b. shows how boundaries should be applied to properties accessed from White Street.

Diagram c. shows how boundaries should be applied to properties where one corner block is accessed from Black Street and the other is accessed from White Street.

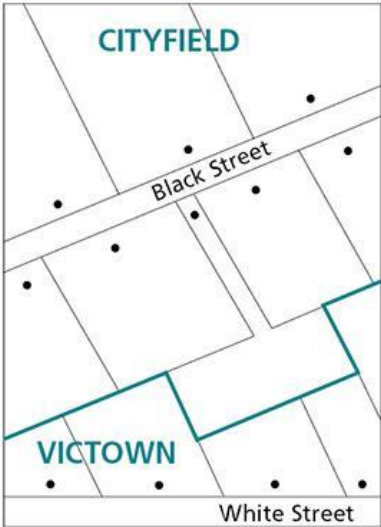
Diagram d. shows one option on how to apply a locality boundary where multiple shop fronts or residences on one property have access to both Black Street and White Street.

Section 5 Localities

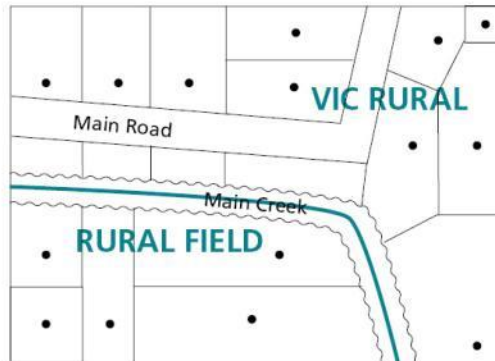
- 5. If a property is situated on a corner and the block is subdivided with one or more of the new properties accessed from a road generally being addressed to a different locality, the locality boundary should be changed to incorporate the new subdivided properties.



- 6. Locality boundaries should take into account the location of battle-axe properties. Where a property is accessed through a right-of-way or private roadway from a road that forms part of a locality boundary, the locality boundary should incorporate the battle-axe property.



7. If a natural feature such as a waterway or ridgeline is to be used as the boundary for a locality, the boundary should be applied to the centreline of the feature. Exceptions to this include the Murray River, lakes, major rivers and ocean or sea boundaries. In these instances, contact GNV for advice.



8. A locality must not be defined as an island within another locality. For instance, all localities must have boundaries that run alongside two or more other localities, or one other locality and a state or sea boundary.

5.2.2 Estate and subdivision names

Estate names are often commercial in nature with the names having minimal connection to place. This is further compounded by companies set up under the estate name. Estate names that have a historical connection to place may be allowed.

Naming authorities should use their discretion as to whether an exemption request is required when wanting to name a locality after an estate. See [Principle J](#) and contact GNV for further advice.

5.2.3 Promoting a new estate

The promotion of new estates by developers and landowners must use the correct locality name. The estate name must not conflict with current locality names.

If a land development is promoted as a new locality then this could be considered to be misleading and deceptive under the *Competition and Consumer Act 2010*.

Precinct Structure Plan (PSP) names assigned by the Victorian Planning Authority are not to be used to create locality names unless approval is provided from GNV.

5.2.4 Size

Community areas and landscape features vary in size and it is difficult to define the recommended size of a locality.

Generally, a locality should be determined to facilitate emergency or postal service delivery. A locality should not be so small that it would make it difficult to distinguish from the surrounding area and it should not be so large that members of the public are confused about where the boundaries lie. Councils must be able to demonstrate that proposed boundaries for a locality will make sense to local residents, businesses and visitors.

A locality is an area that may contain a clear community hub that can be considered the focal point of the named locality. This sometimes consists of a shopping precinct and other economic, public, social infrastructure and provides services to the surrounding residential area.

5.2.5 Hyphens

Hyphens are not to be used in a locality's name.

5.2.6 Local government area boundary review

Where an existing locality boundary extends across two or more local government area boundaries, the boundaries of the locality should be reviewed with the intention of aligning them within one local government area.

5.2.7 Locality names unique within Australia

Locality names must not duplicate any other locality name in Australia. For example, a new locality in Victoria should not be given the name of a locality that already exists in Queensland.

New locality names should not be similar in spelling or sound like any other existing locality names in Victoria (for example 'White' and 'Whyte') Refer to Section 2 [Principle D](#).

Locality names duplicated in other jurisdictions and proposed for a locality in Victoria will only be considered if there is a historical connection to the area, and with an appropriate suffix. Naming authorities should contact GNV which will consider proposals on a case-by-case basis.

Naming authorities must contact GNV for national duplication checks, including checks against other state or territory reserved locality names. Typically, this process can take up to two weeks depending on jurisdictional availability. Once a unique name has been selected it may be reserved (refer to [Section 5.3.2](#)).

5.3 Who can name localities and amend boundaries?

In most instances, the administration of locality naming and boundary definition is the responsibility of the council within which the locality is situated. See below for the three exceptions to this.

- In some instances, an existing locality may cross two or more municipal areas. In this case, all affected councils need to coordinate the naming and any boundary changes. The final proposal will be assessed by a Geographic Place Names Advisory Committee (refer to [Section 1.5.5](#)).
- In other instances, an area being considered for a new locality name may lie within the jurisdiction of a government department or agency undertaking a major land redevelopment project, for example, the Victorian Planning Authority.
- Victorian islands that are often beyond the council's area of governance. In these cases, the matter may be sent to a Geographic Place Names Advisory Committee to be assessed. Relevant stakeholders may also be consulted, including councils, state government departments and agencies and affected private landowners.

5.3.1 Creating a new locality

As the Victorian population increases, new residential and business areas are being developed. Naming authorities play an important role in ensuring that all localities are properly defined and named.

Locality boundaries should be regularly reviewed and assessed to check they adequately reflect the existing situation.

Creating a new locality allows the area's residents and businesses to use a unique name for addressing purposes. If several major developments are proposed in an area, for example a number of subdivisions distinguishable from the surrounding landscape, naming authorities should consider creating a new locality.

GNV will work closely with council, emergency services and Australia Post to discuss any proposal to create a new locality.

5.3.2 Reservation of locality names

If there could be significant time between consulting GNV about a suitable name or names of a new locality or localities, public consultations, endorsement by the naming authority and finalising the development, the naming authority can lodge the proposed name(s) with GNV to record the

name(s) online and ensure other states and territories do not duplicate the name(s). Contact GNV for more information.

5.4 Localities with more than one naming authority

A checklist that naming authorities can use to prepare a proposal for the Registrar's endorsement is available in [APPENDIX C](#).

If the locality is situated across two or more municipal areas, the collaborating naming authorities should engage with staff from the respective organisations and coordinate the proposals based on these naming rules. They may contact GNV for advice and coordination assistance or consider referring a proposal to a Geographic Place Names Advisory Committee.

5.5 New localities created by councils, government departments or authorities

A checklist that naming authorities can use to prepare a proposal for the Registrar's endorsement is available in [APPENDIX C](#).

Naming authorities should ensure that the new locality's proposed name conforms to all of the principles outlined in [Section 2](#) and the requirements of [Section 5](#); in particular, linking the name to the place and not naming places after commercial interests.

Government departments and agencies sometimes undertake major land redevelopment projects. If the development is of substantial size or in a prominent position, it should consider creating a new locality to define the area.

State government departments and agencies that do not have existing tailored naming guidelines should follow the procedures outlined in Sections 6–14 of these naming rules.

The information provided in these sections should be used by government departments and agencies (for example, the Victorian Planning Authority) as a step-by-step guide to creating a new locality.

5.6 Changes to existing locality name(s) or boundaries

As communities grow, there is a need to ensure that a locality's name and boundaries reflect community needs. A locality boundary change might be considered due to changes in the distribution of homes or businesses, or other demographic changes.

A checklist that naming authorities can use to prepare a proposal for the Registrar's endorsement is available in [APPENDIX C](#).

Sections 6–14 of these naming rules contain step-by-step guides to the implementation process for altering a locality name or boundary if that locality falls within one or more municipal areas.

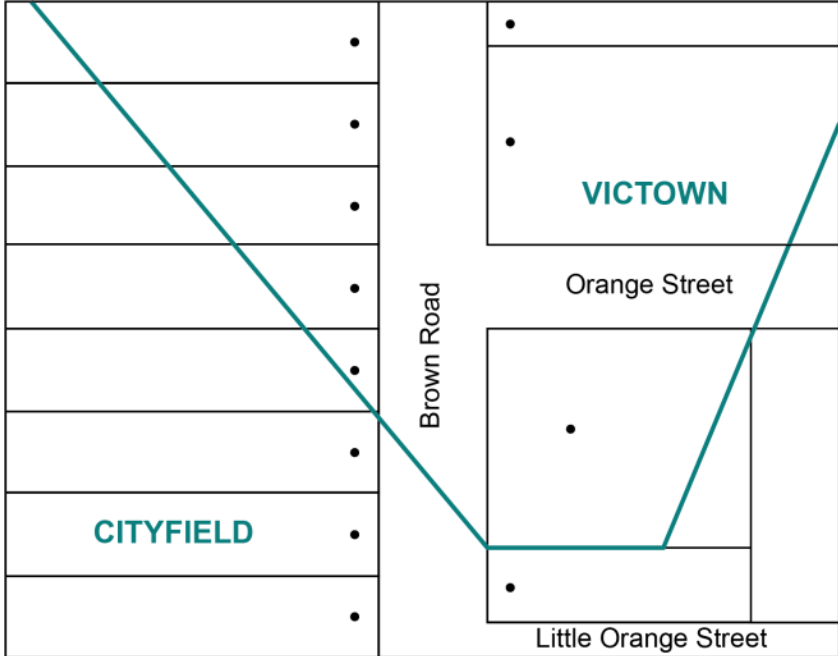
5.7 What should not be done?

It is important to consider the following when assigning a locality name or locality boundary:

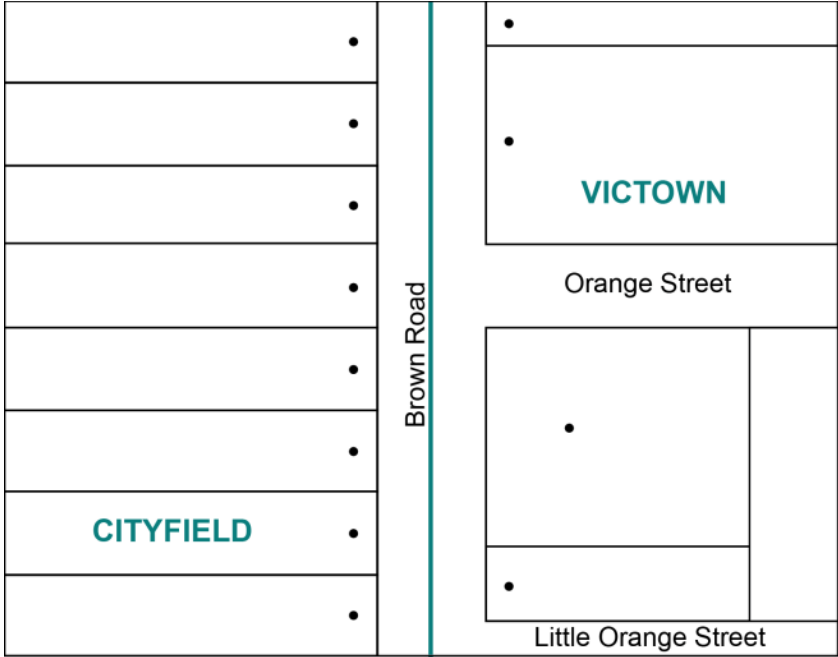
- proposed name/s should not be offensive, racist, derogatory or demeaning
- locality boundaries must not overlap any other locality boundary
- a locality should not cross municipal boundaries
- locality boundaries must not bisect properties or land – refer to the diagram below.

Section 5 Localities

The below example shows how a locality boundary should not be defined. There is no clear boundary for properties on Brown Road or Orange Street.



If a locality boundary is not clearly defined, the naming authority should align the boundaries to definitive and distinguishable physical features, for example, cadastral fabric, road centre lines, creeks, rivers and railways. The below example shows a compliant boundary.



Section 6 Initiating a proposal and checking required information

6.1 Initiating a proposal

If you want to initiate a proposal to name a road, feature or locality please refer to the relevant information below. If you require further advice, please contact the relevant naming authority or GNV.

6.1.1 General public

Members of the general public and community interest groups can develop a proposal to amend a name or change the name of a road, feature or locality, including a locality's boundaries.

The proposal needs to be submitted to the naming authority responsible for the area in which the road, feature or locality is situated. It is important to note that the council or relevant naming authority should be contacted for advice because some naming authorities may have their own naming policies or guidelines that augment these naming rules and may need to be applied.

Proposals should include:

- the proposed name
- the location of the road or feature, including a map (and, if relevant, its current name)
- background information on why the naming authority should consider naming or changing the name or boundary, for example, why the proposed name is considered appropriate (include any history or local relevance Principle C), why retaining a name may be a public safety issue.
- the reason for the proposal (a rationale should be provided why the current name is not considered appropriate or any other relevant information; names should be enduring)
- contact details of the proposer(s) and information on public consultation that has occurred and/or support and non-support that has been gathered from community members or groups
- a statement indicating the proposed name conforms to the naming rules.

A checklist available in [APPENDIX C](#) can be used to help ensure appropriate information is provided to the naming authority.

If the proposal is in the form of a petition it must include the information above. Refer to [Section 8](#) for the requirements of a petition.

Upon receiving the proposal, the naming authority should initiate the formal proposal process detailed in [Section 6.2](#). If a proposal is to change the name of a road, feature or locality located across two or more council administrative areas, the respective naming authorities need to coordinate the proposal's processing. GNV can provide advice and when necessary recommend if the proposed naming needs to be referred to a Geographic Place Names Advisory Committee (refer to [Section 1.5.5](#)).

Once a naming proposal has been submitted to the naming authority, no further action is required by the member(s) of the general public or community interest group(s), unless the naming authority requires additional information or seeks to involve the public or group in the process.

6.1.2 Emergency management or other public service providers

If a request is made in the interests of public safety, the naming authority must respond to the request within 30 days, outlining intended action. Organisations that provide emergency or other services (such as postal or telecommunications) can submit a suggestion or proposal to name or change the name of a road, feature or locality to the relevant naming authority responsible for the area in which the road, feature or locality is located. The provider may only submit a proposal if it can be demonstrated to be in the community's interest.

Section 6 Initiating a proposal and checking required information

Proposals should include:

- the location and extent of the road, feature or locality (and if relevant its current name)
- background information on why the relevant naming authority should consider changing the existing name or registering the new name, or boundary amendments
- details on why a new name and/or boundaries are considered to be appropriate
- a statement indicating the proposed name conforms to the naming rules.

A checklist available in [APPENDIX C](#) can be used to help ensure appropriate information is provided to the naming authority.

Upon receiving the proposal from the emergency agency or other service provider, the naming authority should initiate the formal proposal process detailed in [Section 6.2](#).

Often, emergency services or other public service providers will not provide a suggestion for the proposed new name. In these instances, the naming authority must find a suitable name.

6.1.3 Traditional Owners, Traditional Owner Group(s) and Registered Aboriginal Parties (RAPs)

Traditional Owner group(s) and RAPs can develop a proposal to have their language recorded for places in Victoria in VICNAMES – the Register of Geographic Names. Refer to [Section 4.9 Features with Traditional Owner names](#). In addition, a naming authority may provide its written agreement to allow a RAP or relevant Traditional Owner group(s) to progress and manage the naming process in accordance with these naming rules, for example, a government department allowing a RAP to name a road or feature on Crown land.

Alternatively, Traditional Owner group(s) and RAPs can request to name a road, feature, or locality, including a locality's boundaries.

The proposal needs to be submitted to the naming authority responsible for the area in which the road, feature or locality is situated – it is important to note that the council or relevant naming authority should be contacted for advice because some naming authorities may have their own naming policies or guidelines that augment these naming rules and may need to be applied.

Proposals should include:

- the proposed Traditional Owner name
- the location of the road or feature, including a map (and, if relevant, its current name)
- background information on why the naming authority should consider naming or changing the name or boundary, for example, why the proposed name is considered appropriate (include any history or local relevance) – see [Principle C](#), why retaining a name may be a public safety issue
- the reason for the proposal (why the current name is not considered appropriate or any other relevant information)
- contact details of the proposer(s) and information on public consultation that has occurred and/or support and non-support that has been gathered from community members or groups
- a statement indicating that the proposed name conforms to the naming rules.

If a Traditional Owner group would like to name a road, feature or locality then they may follow the process below to submit a proposal to the relevant naming authority or GNV. Contact GNV for further advice.

Locate other names

The proposer must check whether other names are officially registered or recorded (this can be checked using VICNAMES). This will help identify the exact location of the road, feature or locality to which the proposed name will apply, and whether the immediate community uses an unofficial name.

- If an unofficial name exists, the proposer may submit the naming proposal as a dual name with the existing registered or unofficial name. There are instances where a dual name is not accepted and, therefore, the assignment of a Traditional Owner name may not proceed, for example, to avoid possible confusion for addressing or providing emergency management (refer to [Principle H Dual names](#)).
- If no other name is in use, the Traditional Owner name can be recorded as registered, traditional or historic in VICNAMES. Refer to [Section 1.7 Status of names in VICNAMES](#) and for features [Section 4.9 Features with Traditional Owner names](#).

Verify the name

- When a Traditional Owner name has been identified, it must be verified by the relevant RAP and or Traditional Owner(s) in the area in which the road, feature or locality is located. In some instances, this might be more than one group. In all instances, the name must be verified by all Traditional Owner(s) with recognised heritage in the area (for a list of these groups refer to [Section 7.3](#)). Further advice can be obtained from [First Peoples – State Relations](#), Department of Premier and Cabinet.).
- All relevant Traditional Owner(s) should give written consent to the name being registered for the road, feature or locality (either as a dual name or single name). If written consent has not been provided by all groups, contact GNV for further advice.

Contact the naming authority for the road, feature or locality or GNV

- The proposer typically should contact the naming authority for the road, feature or locality and submit directly to it a naming proposal, alternatively contact GNV for advice

6.1.4 Councils

Councils can generate a naming proposal in-house, including choosing an appropriate name. If a request is made of council in the interests of public safety, the council must respond to the request within 30 days, outlining intended action.

When preparing a proposal, the council must ensure compliance to the naming rules

Naming should only be considered if the council can demonstrate that the proposal is being made in the community's best interest. Names should be enduring and changed only when necessary, for example, when causing a public safety issue and or the name is causing offense.

Councils might consider meeting on a regular basis with local interest groups (such as historical societies and charitable organisations) to develop lists of appropriate names for future use.

It is possible for a council to hold a naming competition (but not a competition for the boundaries). In such instances, the council should contact GNV with a proposed approach. GNV will provide an endorsement of the process prior to public consultation.

If the council wants to develop a naming proposal that uses Traditional Owner language, the relevant Traditional Owner group(s) and or RAP must be contacted for input at the outset of the proposal's development.

Information on this consultation process is available from [Principle E](#) and in [Section 7.3](#).

Once a name has been chosen and/or boundaries redefined (if relevant), councils should initiate the formal proposal process outlined in [Section 6.2](#).

If a proposal is to name, change the name, or alter boundaries that cross municipal boundaries, the respective councils should coordinate the proposal's processing. GNV can provide advice and where necessary recommend if the proposed naming needs to be referred to a Geographic Place Names Advisory Committee (refer to [Section 1.5.5](#)).

If there is minimal support for the chosen name, the naming authority may decide to re-consult on a new name or abandon the proposal, regardless of the proposal being compliant with these naming rules.

Section 6 Initiating a proposal and checking required information

Note: If community support for a proposal is minimal, but the proposal has been made based on public safety concerns or that a name is offensive, the naming authority should attempt to refine and/or change the proposal so that it gains community support.

If the naming authority believes community support will not be forthcoming, then it can proceed with the proposal on the grounds of public safety or that the name is offensive (Refer to [Principle F](#)).

The naming authority may also contact GNV for advice. GNV can refer the matter to a Geographic Place Names Advisory Committee (refer to [Section 1.5.5](#) for further information).

6.1.5 Government departments or agencies

State government departments and agencies not covered by a unique set of road, feature or locality naming guidelines should follow the procedures outlined in these naming rules.

There are three possibilities for naming roads, features or localities owned or maintained by a government department or agency, described as follows.

- The department or agency can work cooperatively with GNV to make an in-house determination on an appropriate name. This option allows for endorsement of the proposal by the Registrar of Geographic Names, the relevant Minister or a Geographic Place Names Advisory Committee, and ratification by the Registrar.
- The department or agency can develop a public consultation process, including a public competition and work with GNV to determine a final naming proposal. It also allows for the possibility of including a Geographic Place Names Advisory Committee to make a final determination on the proposal, or for the relevant Minister to make a final decision.
- The Minister responsible for the department or agency can seek a Ministerial direction by writing to the Minister responsible for the Act to request that powers under section 11(5) of the Act be excised and direct the Registrar to enter the name in VICNAMES.

6.2 Naming proposal process

6.2.1 Check information

Check all necessary information has been provided by the party proposing the name. If insufficient, request additional information within 30 days.

The decision to proceed with a name proposal rests with the naming authority.

6.2.2 Apply the naming rules

If the naming authority is not certain the naming proposal conforms to the naming rules (for instance, in cases of possible duplication or boundary confusion) the naming authority can contact GNV and if requested, seek in-principle support. This process should be undertaken prior to any public consultation.

Upon selection of a name or shortlist of names and/or boundaries, the naming authority should confirm that the names and/or boundaries conform to all of the principles outlined in [Section 2](#) and statutory requirements outlined in [Section 3, 4 and 5](#).

A naming authority may decline to consider a naming proposal where a substantially similar application has already been decided upon by the naming authority.

6.2.3 Seeking the Registrar's in-principle support

If a naming authority is unsure whether a name is compliant, in the first instance the naming authority must contact GNV for advice. Upon the advice of GNV you will be advised as to whether to submit an in-principle support request for the Registrar's consideration.

In-principle support can be sought using [VES](#). It has its own workflow process and will enable GNV to review the information provided prior to seeking Registrar endorsement.

The type of information which is required using [VES](#) in-principle support workflow includes:

- the proposed name
- key aspects of the naming proposal
- why the naming authority requires in principle support
- agreement that the name complies with the naming rules
- agreement that lodgement is according to Section 10 of these naming rules
- if it is a renaming proposal and an explanation for renaming
- if the name is a Traditional Owner name
- if it is a commemorative name, consent from known family members, if available
- a map showing the extent of the road, feature of locality to be named
- historical information, reasons for the chosen name and supporting documentation
- a duplication search on VICNAMES
- if the road has an alias.

The following process flow chart details the formal process in its entirety.



53

Section 7 Consultation

Consultation is a key component in the process of naming roads, features and localities. Naming authorities typically consult the public on any naming proposal and must comply with the minimum requirements under Section 7.1, where relevant.

Naming authorities must act in accordance with Section 7 of these naming rules or as agreed in writing with GNV.

The level and form of consultation can vary depending on the naming proposal. The following procedure may be used for the naming of all roads, features and localities in Victoria, whether private or public.

There are two types of community groups to consult regarding a naming or boundary change proposal:

- The **immediate community**, which broadly includes people who live and work within the area and owners of properties or businesses; in particular, residents, ratepayers and businesses within the immediate area directly affected by the proposal.
- The **extended community**, which includes residents, ratepayers and businesses surrounding the area directly affected by the proposal; in particular, any visitor groups to the area such as shoppers, tourists, recreational or dining visitors; government (for example neighbouring councils) or non-government organisations with an interest in or who service the area, including Traditional Owner group(s), RAP's, local historical societies and eminent individual historians; service clubs such as Lions and Rotary Clubs, Country Women's Associations, farmers groups, school parents associations, Probus clubs, senior citizens centres, ethnic associations; Emergency Services Telecommunications Authority (ESTA) and Emergency Service Organisations (ESO)¹.

Note: This section does not apply to the naming of new roads or features within new subdivisions where currently no one is directly affected – refer to [Section 3.8](#).

For the use of Traditional Owner names, [Principle E](#) applies – refer to [Section 7.3](#).

In relation to a feature, if residents, businesses or ratepayers use the feature or its address will be affected, they must be consulted.

7.1 Minimum requirements

The below points must be reviewed in conjunction with [Section 7.2.3 Determine who should be consulted](#).

- When a proposed naming or boundary change will affect current addresses, the naming authority must contact the immediate community in writing (by letter and or email) or notify the community by any other means deemed appropriate by the Registrar from time to time.
- Letters and/or emails must be sent to the ratepayers of the properties and, if the ratepayers are not the occupiers, letters or emails must also be sent to the residents and/or business occupants.
- Correspondence may include a request for input or a survey or voting poll seeking a response from the residents, ratepayers and/or businesses – refer to [Section 7.2.4](#).
- If a naming authority needs to amend the property numbers or a road type (but not the name) then the naming authority may consider how best to engage the public. This could be a notice of its intentions or a more formal consultation exercise.
-

¹ ESO encompasses agencies that include the Country Fire Authority (CFA), State Emergency Services (SES), Fire Rescue Victoria (FRV), Victoria Police (VicPol) and Ambulance Victoria (AV). If consulting Emergency Service agencies. Contact local, regional and corporate/state headquarters, as well as ESTA.

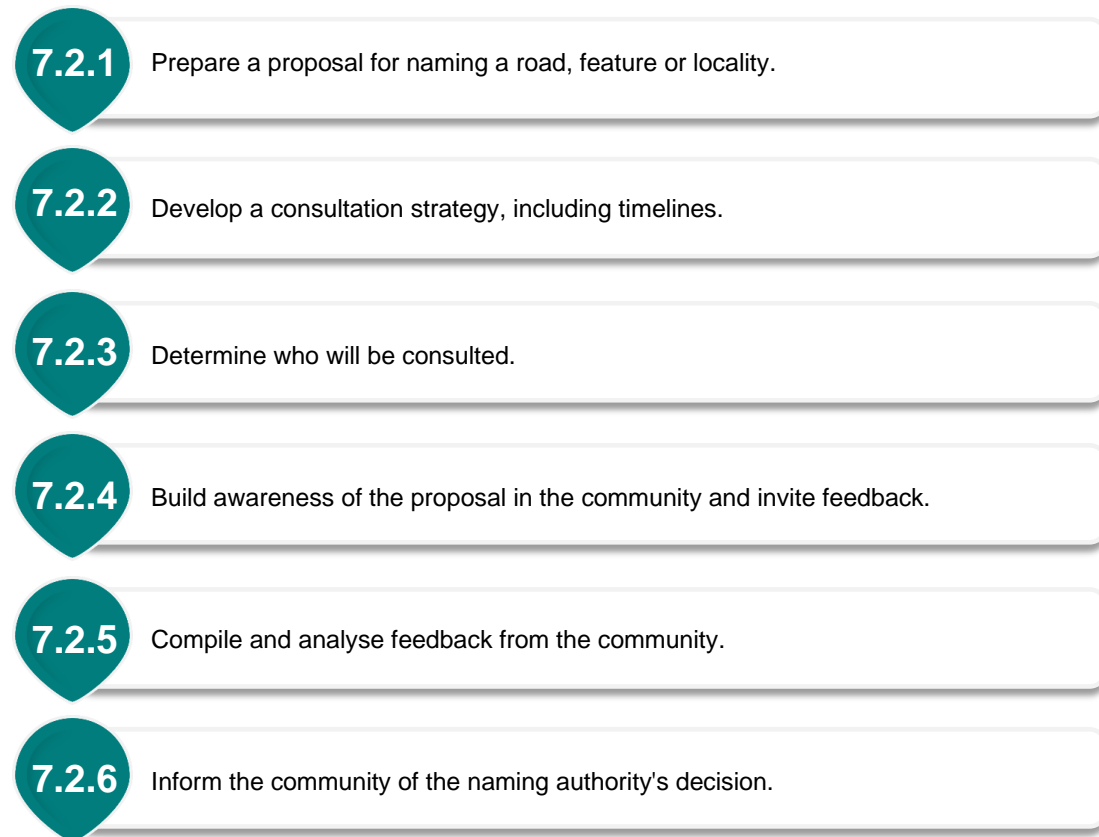
- Consultation on proposed names with the immediate and/or extended community should only occur once the naming authority is certain that the proposed name conforms to the naming rules. If the naming authority is uncertain, contact GNV for further advice or consider lodging an in-principle support request using [VES](#). Refer to [Section 6.2.3](#).
- Consultation with the immediate and/or extended community must be a minimum of 30 days, though may be longer.
- If the proposed new name is a Traditional Owner name, the naming authority must consult relevant Traditional Owner group(s), RAP's from the beginning and obtain their approval. Refer to [Section 7.3](#).
- If proposing to name a road, feature or locality after a person, then every effort should be made to gain consent from the person's family members. Supporting evidence demonstrating the naming authority's efforts to consult family members must be provided to GNV with the proposal lodgement. Refer to [Principle I](#) for more information.
- Objections must be addressed when they suggest the proposal does not comply with the naming rules. If it can be shown that the proposal does not conform, the naming authority must alter or abandon the proposal.

7.1.1 Government departments and agencies

The department or agency must consult the council(s) within which the road, feature or locality is or will be situated. The department or agency should seek to collaborate with the council on developing the proposal, or at a minimum inform the council of the naming plans. This will ensure the council, as the addressing authority, can assign new or altered addresses to properties on the road and/or assist with developing appropriate boundaries, consulting with the community and advising how the proposal will impact upon existing addresses in the area.

7.2 The consultation process

The consultation process by a naming authority involves six steps, which are illustrated in the diagram below:



7.2.1 Prepare a naming proposal

Ensure that any chosen name adheres to the naming rules.

After the naming proposal has been initiated and checked that it conforms to the naming rules, naming authorities must consult Traditional Owner group(s) if the proposed name is of Traditional Owner origin.

After the initial processes have been completed, the procedures of the naming rules stipulate that community consultation is required. Refer to [Section 7.2.2](#).

7.2.2 Develop a consultation strategy

Create a timeline and strategy for consulting the community to ensure any chosen name will have community support: who you will consult (refer to [7.2.3](#)), how you will consult (refer to [Section 7.2.4](#)) and how you will compile the feedback (refer to [Section 7.2.5](#)). Information on each of these topics is provided below.

Preparing this information in advance means that it can be referred to in various information campaigns throughout the consultation process.

A comprehensive strategy will ensure the naming authority has a compliant process that GNV can quickly approve.

7.2.3 Determine who should be consulted

Communities that will be affected by the proposed naming or boundary adjustment of a road, feature or locality should be consulted. The naming authority must decide whether the immediate community or the extended community should be consulted or notified of a change.

- Roads: consult the owners of properties accessed from the road.
- Roads: where a road type is being changed due to public safety concerns and/or amendments to a roads extent which require a revised road type the naming authority may determine whether a notification will suffice rather than a formal consultation process.
- Features: consult any owners or managers of the feature, users of the feature, surrounding properties and people from the localities within which they fall.
- Localities: consult property owners within the current and proposed locality(ies') boundaries and from a generous buffer zone of properties adjoining, or within 200 metres of the boundaries.

Note: When the naming authority has ensured that the proposal adheres to the naming rules, there should be no further need for consultation with emergency and other service providers. This is because the naming rules have been written in consultation with emergency services and public service providers, and have been designed to ensure that name duplication and confusion are minimised. However, naming authorities should take particular note of [Section 14](#) regarding notification and mail delivery services for addresses on a road with a new name.

The following guide should be used to identify which members of the community to consult.

Proposal	Who to consult ²	Type of consultation / notification
New ³ road	Immediate and extended community	<ul style="list-style-type: none"> • Letters / email • Notices / newsletters / signs • Surveys • Voting poll • Internet sites and social media • Public meetings (if it is a large-scale proposal or potentially contentious issue)
New feature	Immediate and extended community	<ul style="list-style-type: none"> • Letters / email • Notices / newsletters / signs • Surveys • Voting poll • Internet sites and social media • Public meetings (if it is a large-scale feature or potentially contentious issue)
New locality (suburb)	Immediate and extended community	<ul style="list-style-type: none"> • Letters / email to affected residents, ratepayers or businesses, and to residents, ratepayers and businesses in properties adjacent to the proposed new boundaries

² Naming authorities should exercise discretion when deciding who to consult. If a proposed naming or boundary change is considered small-scale and will only affect a handful of residents, ratepayers and businesses, consultation should focus on these people. If the road, feature or locality is known to a lot of people and is, or will be, used extensively by the local community, the consultation should extend to all possible stakeholders.

³ 'New' includes previously unregistered roads and features that have been named by a naming authority and/or are locally known, but are neither officially registered nor added to VICNAMES.

Section 7 Consultation

		<ul style="list-style-type: none"> • Notices / newsletters / signs • Surveys • Voting poll • Internet sites and social media • Public meetings (if it is a large-scale proposal or potentially contentious issue)
Renamed road	Immediate community	<ul style="list-style-type: none"> • Letters / email to affected residents, ratepayers or businesses • Notices / newsletters / signs • Surveys • Voting poll • Internet sites and social media • Public meetings (if it is a large-scale proposal or potentially contentious issue)
Road type change	Immediate community	<ul style="list-style-type: none"> • Letters / email to notify affected residents, ratepayers or businesses
Boundary change of a road	Immediate community	<ul style="list-style-type: none"> • Letters / email to affected residents, ratepayers or businesses • Notices (if it is a large-scale proposal or potentially contentious issue) / newsletters / signs • Surveys • Voting poll • Internet sites and social media • Public meetings (if it is a large-scale proposal or potentially contentious issue)
Renamed feature	Immediate and extended community	<ul style="list-style-type: none"> • Letters / email • Notices / newsletters / signs • Surveys • Voting poll • Internet sites and social media • Public meetings (if it is a large-scale proposal or potentially contentious issue)
Boundary change of a feature	Immediate and extended community	<ul style="list-style-type: none"> • Letters / email • Notices / newsletters / signs • Surveys • Voting poll • Internet sites and social media • Public meetings (if it is a large-scale proposal or potentially contentious issue)
Renamed locality	Immediate and extended community	<ul style="list-style-type: none"> • Letters / email to affected residents, ratepayers or businesses • Notices / newsletters / signs

		<ul style="list-style-type: none"> • Surveys • Voting poll • Internet sites and social media • Public meetings (if it is a large-scale proposal or potentially contentious issue)
Boundary change of a locality	Immediate community	<ul style="list-style-type: none"> • Letters / email to affected residents, ratepayers or businesses, and residents, ratepayers and businesses in properties adjacent to the proposed new boundaries • Notices (if it is a large-scale proposal or potentially contentious issue) / newsletters / signs • Surveys • Voting poll • Internet sites and social media • Public meetings (if it is a large-scale proposal or potentially contentious issue)

7.2.4 Build awareness of the proposal and invite feedback

Building awareness of the proposal is key to engaging with the community. The following methods are discussed further. Each method has its own strengths and, prior to selecting one or more of the methods, naming authorities should consider the proposal's aims and desired outcomes of community consultation. For example, a survey is conducted to investigate opinions; a voting poll is used to make a choice for one or more options.

The following methods can be used to build awareness of the proposal and invite feedback. Each one has its own advantages and conditions of use:

- Notices / newsletters / signs
- [Letters / emails](#) to the immediate or extended community
- [Surveys](#) (for use only with the immediate community)
- [Voting poll](#)
- Internet sites and social media
- [Public meetings.](#)

Notices / newsletters / signs

This includes newspapers (including local and Traditional Owner newspapers), signs, social media and radio and television. If an advertisement is to be placed and the naming authority wants to minimise costs, it is possible to place an advertisement or notice with the basic details and refer readers to a website, phone number or council office for further details. The minimum requirements for notices are outlined below and shown in the second example notice. A reduced cost advertisement is shown in the first example notice. If using the first example, then all the information in the second list of dot-points below must be available online.

Advertisements in local newspapers alone are generally insufficient to draw people's attention to a proposal. In addition to advertisements, notices / signs can be placed in public places, for example:

- at the site to be named
- council offices
- libraries and other council facilities

Section 7 Consultation

- TAFEs, universities and other education centres
- community centres and learning exchanges
- shops with community noticeboards such as newsagents, bookshops, supermarkets, organic food stores
- community notice boards
- tourist information centres

At a **minimum**, these notices must include the following, or the information must be available online:

- the proposed (new) name/boundary and why it has been nominated
- where the road, feature or locality is located
- information about how to provide feedback – at a public meeting (give date, time and venue); or, by phone (provide phone number), mail (include address), or email (include email address and the website's URL)
- The required date for response, within 30 days of the notice.

Alternatively, if there is no proposed name, notices must include:

- steps for nominating a name or names (in compliance with these naming rules)
- details of how the community can have input into endorsing or selecting a name (for example, through a vote)
- information about how to provide feedback – at a public meeting (give date, time and venue); or, by phone (provide phone number), mail (include address), or email (include email address and the website's URL).

Reduced cost format for notices

Geographic naming proposal

[Insert naming authority name here] is proposing to name a road, feature or locality or amend its boundary.

The road, feature or locality is located at *[enter address and/or map]*.

Further information about the name is available at *[must provide the proposal on naming authority's website, including URL]*.

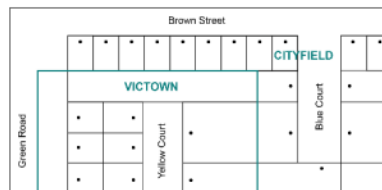
Preferred format for notices

Geographic naming proposal

[Insert naming authority name here] is proposing to name a road, feature or locality, or amend its boundary.

This naming/boundary realignment is needed because...[enter in the reason for the change and any background to the name with a link to where further information can be found.]

The road, feature or locality is located at...[enter address and/or map].



Members of the public can provide feedback on the name or submit name nomination(s) by one of the following methods:

- public meeting [date, time and venue]
- phone [number]
- mail [address]
- email [address]
- website [URL].

Further information about the name is available at [must provide the proposal on naming authority's website, include URL].

All name submissions must comply with *Naming rules for places in Victoria – Statutory requirements for naming roads, features and localities – 2022*.

All submissions must be **received** by [add date] within 30 days of this notice. [Or time frame determined by the naming authority, not less than 30 days.]

(Only include if using a commemorative name and unable to locate family members.) [Insert naming authority name here] has been unable to locate existing family members to seek permission to use the proposed name and calls for consent from the family or requests family contact details from the community.

Letters / emails

Letters / emails to members of the immediate or extended community should be clear and concise. At a **minimum**, they must refer to the naming rules and include the following information:

- the location and extent of the road, feature or locality proposed to be named (with a map and written description)
- the reason for choosing the proposed name
- the closing date for public feedback, which must be no less than 30 days from the date of the letter and/or public advertisement (whichever is later)
- an indication that, if the name or boundary change affects addresses, Australia Post may continue to record and recognise the old address for a period of six to 12 months to ensure a smooth transition from the old address to the new; however, it should also

Section 7 Consultation

be stated that Australia Post might not guarantee the delivery of incorrectly addressed mail and customers should also be advised to use their official address

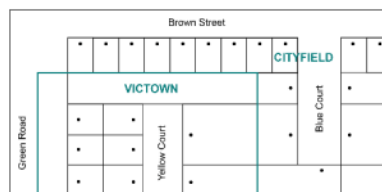
- a mail or email address for responses
- [Optional] If you do not respond to this letter/email it will be taken as [Implied consent](#) to the proposed name.

Example letter to community

RE: Naming/boundary realignment letter

[Insert naming authority name here] is proposing to name a road, feature or locality, or amend a locality's boundary.

The location and extent of the road, feature or locality proposed to be named or boundary realignment [*include a map and written description*]



This naming/boundary realignment is needed because... [*enter in the reason for the change and any background to the name with a link to where further information can be found*].

Members of the public can provide feedback on the name and/or submit name nomination(s) by one of the following methods:

- public meeting [date, time and venue]
- phone [*number*]
- mail [*address*]
- email [*address*]
- website [*URL*].

Further information about the name is available at [*must provide the proposal on naming authority's website, include URL*].

[*Optional*] If you do not respond to this survey it will be taken as implied consent to the proposed name.

Australia Post may continue to record and recognise the old address for a period of six to 12 months to ensure a smooth transition from the old address to the new; however, it should be noted that Australia Post might not guarantee the delivery of incorrectly addressed mail and customers should also use their official address.

All name submissions must comply with *Naming rules for places in Victoria – Statutory requirements for naming roads, features and localities – 2022*.

All submissions must be received by [add date] within 30 days of this notice. [Or time frame determined by the naming authority, not less than 30 days.]

Surveys (for use only with the immediate community)

Surveys should be used to gain an indication of community support or opposition to a naming or boundary change proposal. They should be used with the immediate community if they will be affected by an address change arising from the successful outcome of a proposal.

Typically, a survey would require re-consultation after the initial round of consultation.

If a survey is being used to gauge public opinion, tenanted properties should be afforded two responses, one response from the owner of the property and one response from the tenant of the property.

At a **minimum**, a survey must refer to these naming rules, and include the following details:

- a statement outlining the background of the proposal (often in the form of a cover letter)
- state that all name submissions must comply with Naming rules for places in Victoria – Statutory requirements for naming roads, features and localities – 2022
- state that all submissions must be received by (add date) within 30 days of this notice
- include the following question:
 - Do you agree or disagree with the proposal to name / adjust the boundaries of [enter name and display a map, as well as including space for respondents to include their name, address, email and phone number]?
- [Optional] If you do not respond to this survey it will be taken as implied consent to the proposed name

If the naming authority is seeking to change a name **and** a boundary, for example, a new locality name and a boundary change, the naming authority should include a specific question on **each** proposed change.

- Space for respondents to include their name, address and contact details.

Requesting a respondent's name and address details will assist the naming authority to collate results and ensures a valid survey is undertaken.

Responses from the community need to be clear to ascertain whether there is support for a proposal. Therefore, it may be beneficial to include the following in any survey used:

- If you do not support the proposal please indicate why and/or demonstrate why the proposal does not conform to Naming rules for places in Victoria – Statutory requirements for naming roads, features and localities – 2022.
- If you disagree, please explain why.
- If you would like to make any other comments in support of or in objection to the proposed name or boundaries, please do so.

If the naming authority has multiple proposed names, they should issue two surveys. The first should seek response from the community about their preferred name. If no response is received, then this should not be taken as implied consent to any of the proposed names.

If a preferred name can be determined from the first set of results, the community should be re-surveyed about the preferred name, and the following statement used:

'If you do not respond to this survey it will be taken as implied consent to the proposed name'.

If after an initial or subsequent survey or vote on multiple names there is no clear preference, then the naming authority should choose a name in-house. The community must then be re-consulted and given 30 days to object to the naming authority's preferred name.

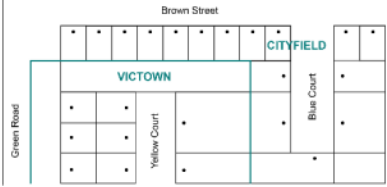
If a naming authority is seeking to gain support from the extended community for a proposal, it should avoid using surveys and do it by publishing notices inviting written submissions. The naming authority could also consider establishing an online campaign site and facility for registering support, objections or comments (refer to the [internet and social media](#) section for further information).

Survey example

Naming/boundary realignment survey

[Insert naming authority name here] is proposing to name a road, feature or locality, or amend its boundary.

The location and extent of the road, feature or locality proposed to be named, or boundary realignment [include a map and written description].



This naming/boundary realignment is needed because... [enter in the reason for the change and any background to the name, with a link to where further information can be found].

- Do you agree or disagree with the proposal to name/adjust the boundaries of [enter name and display a map]?
- Agree
- Disagree

[If the naming authority is seeking to change a name and a boundary, for example a new locality name and a boundary change, the naming authority should include a specific question on each proposed change.]

- If you disagree please explain why.
- If you would like to make any other comments in support of or objection to the proposed name or boundaries please do so.

[Optional] If you do not respond to this survey it will be taken as implied consent to the proposed name.

All submissions must be received by [add date] within 30 days of this notice. [Or time frame determined by the naming authority, not less than 30 days.]

All name submissions must comply with *Naming rules for places in Victoria – Statutory requirements for naming roads, features and localities – 2022*.

Please provide your name, address and contact details, including any comments, objections or written support of the name.

Voting poll

A formal voting poll may be used to select a name or choose between two or more names. It enables a naming authority to select a name with the most votes, subject to a naming authority's approval.

A voting poll could be used to gain an indication of community support to a naming or boundary change proposal in the immediate community if it will be affected by an address change arising from a proposal's successful outcome.

In the case of a voting poll being used to gauge public opinion, tenanted properties should be afforded two votes, for example, one vote to the owner of the property and one vote to the occupier of the property.

At a **minimum**, the voting poll document must refer to these naming rules and include the following details:

- a statement outlining the background of the proposal, often in the form of a cover letter
- one or more names or boundary proposals, including background information on each proposal
- the opportunity to object
- the following statement:
Please cast your vote by *[include date]*. All votes will be counted, the name with the majority of votes will become the official name of the *[road, feature, locality, and/or new boundaries]*, subject to *[insert naming authority name here]* approval
- An opportunity to record the respondents name and address.

Requesting a respondent's name and address details will assist the naming authority to collate results and ensures a valid voting poll is undertaken.

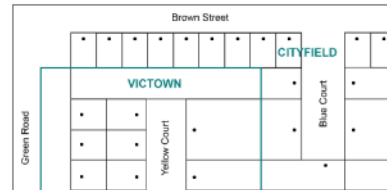
Once a vote has taken place and the responses counted, with consideration given to any objections, there is no need to re-consult as the above statement indicates that the naming authority will approve the final name – refer to [Section 9](#). Objections must be considered and addressed, where relevant, and all those that have objected must be given the opportunity to appeal to the Registrar – refer to [Section 8](#).

Voting poll example

Naming/boundary realignment vote

[Insert naming authority name here] is proposing to name a road, feature or locality, or amend its boundary.

The location and extent of the road, feature or locality proposed to be named, or boundary realignment [include a map and written description]



This naming/boundary realignment is needed because...[enter in the reason for the change and any background to the name, with a link to where further information can be found].

Only fill in one voting slip per household. Please place a tick in the box next to your preferred name. Only tick one box.

- Proposed name 1
- Proposed name 2
- Proposed name 3

Please cast your vote by [include date here]. All votes will be counted, the name with the majority of votes will become the official name of the [road, feature, locality, and/or new boundaries], subject to [insert naming authority name here] approval.

If you wish to object to the name(s) please do so by making comment below. You must explain why you do not support the name(s).

All submissions must be received by [add date] within 30 days of this notice. [Or time frame determined by the naming authority, not less than 30 days.] Please provide your name, address and contact details.

Internet and social media

Internet and social media sites can be valuable for collating all relevant information for the benefit of immediate and extended communities. A webpage can be developed within the naming authority's existing website or as an additional page with its own domain name. Social media sites such as Facebook, and Twitter can also be useful tools.

Websites also enable members of the extended community to lodge expressions of support or objection to a naming or boundary change proposal. They are also a practical facility for a naming competition.

When a website is used as a platform for a naming proposal, clear information must be provided about the requirement for names to conform to the naming rules.

Typically, internet and social media complement other means of community engagement, for example, letters, emails, public meetings etc.

At a **minimum**, websites promoting a naming or boundary change proposal or competition must include the following information:

- background to the proposal
- maps indicating the location and extent of the road, feature or locality
- the closing date for submissions
- information about how expressions of support or objection can be lodged
- details on how and when a naming proposal will be lodged, if relevant
- reference and links to these naming rules.

Public meetings

If it is considered necessary, a public meeting could be held. The need for this depends on how important the road, feature or locality is to the community and how controversial the naming/boundary change might be.

If a public meeting is held then it should be organised and chaired by the naming authority. Consideration must be given to the location and timing of any public meetings so that those in full-time work can attend.

The venue should be acceptable and accessible to all sections of the community and held at an appropriate time to maximise public attendance and views on the proposal.

If one or more public meetings are held, a reasonable amount of time between the last meeting date and the closing date for feedback submissions should be provided. This will give people time to think about the issue; talk it over with their families, colleagues and friends; and give feedback to the naming authority by letter, email, social media or through the website.

Comments made at the meeting should be noted by a minute-taker and passed onto the naming authority for analysis and consideration.

If the awareness campaign results in some people from the community being opposed to the proposed name, members of the community may present a case against the name. If this occurs, care must be taken to take notice of concerns and determine to what extent the group is representative of the immediate community.

It may be that the group represents particular interests that may not align with immediate community values. The only time a group can be seen as representative of the whole community is when the community elects' representatives to act on its behalf, specifically on the subject of a naming proposal.

Existing groups that have been formed for other purposes (for example charity or special interest groups) and generally represent a small proportion of the community, cannot speak on behalf of the immediate community. However, if groups have discussed the issue at a general meeting with a vote taken to make a submission, this may be submitted to the consultation group for consideration.

If there is opposition, a new proposal may be put forward. In this instance, the naming authority will need to recommence the naming proposal process and should consider any impacts on public safety if left unchanged. Refer to [Principle A](#) and Sections [6.1.2](#); [6.1.4](#) and [8.4.1](#).

7.2.5 Analyse feedback from the community

To assist in analysing the feedback, it is recommended that a spreadsheet or other analytical tool be developed to collate and organise the information. The itemised list of feedback should include:

- the source of the feedback (whether it is an individual or a community organisation, protest group, business or government department or authority)

- positive or negative responses to questions posed on the surveys or other methods, such as social media responses
- alternative suggestions provided by respondents.

All feedback must be considered by the naming authority.

If the community was consulted on one name or boundary amendment, the proposal by the naming authority has the support of the community and any objections have been addressed, then the proposal can be considered by the naming authority. Refer to [Section 8](#) and [Section 9](#).

Note: Obscene, offensive and/or racist submissions are not valid objections.

Refer to [Section 8 – Submissions and objections for further information](#).

7.2.6 When to re-consult

When the naming authority has surveyed the community to establish a set of suitable or preferred names or boundaries, the community must then be re-consulted on the final determined name/boundaries for the proposal. Any preferred names sent out to residents, ratepayers and businesses by the naming authority must comply with the naming rules.

Proposals where re-consultation has not taken place (will be rejected by the Registrar as not conforming to the naming rules. Exceptions to this include:

- the use of a voting poll, when a naming authority tallies the results and makes a decision
- if an alternative process is agreed in writing with GNV.

The consultation process may generate a list of possible names. Naming authorities should collate this information and determine if these names could be shortlisted and formed into a proposal to reconsult. Checks on whether the name(s) conform must be undertaken before they are formed into a proposal for re-consultation with the community. The naming authority may determine that any additional names supplied during consultation may be reserved for future use.

Further consultation will require one of the methods under [Section 7.2.4](#) be used to determine support for the final proposed name.

The naming authority must continue to consult until a decision on one name is reached. Refer to [Section 8.5 Notifying submitters and objectors](#).

Note: If the community has been notified that, dependant on community support, the proposed name will be sent to the naming authority for endorsement, the naming authority can then consider the community informed of its decision. All objections must be considered and addressed (if relevant) by the naming authority. Objectors should be advised they can appeal to the Registrar of Geographic Names about the naming authority's decision.

If the naming authority receives objections during the consultation process and decides to uphold the objections, it can choose to abandon, refine or change the proposal to ensure it conforms to these naming rules. If the naming authority decides to refine and/or change the proposal it must then undertake another round of community consultation to determine community support.

7.2.7 Implied consent

[Implied consent](#) is a way for the naming authority to help ensure a result can be achieved from the use of a survey, letter or email. Implied consent should only be used when the naming authority is seeking responses from the community for one proposed name. The naming authority can determine when to use implied consent.

The process for consultation and re-consultation is detailed below.

- 1** Naming authority seeks a name for a road, feature or locality.
- 2** Multiple names are received.
- 3** Naming authority shortlists the names after checking for compliance.
- 4** Multiple names from shortlist sent to the community for re-consultation.
- 5** Community indicates preference on a number of names OR community informed the name with the most votes will be chosen.
- 6** Naming authority selects the name with the most votes.
- 7** Naming authority re-consults on the final preferred name (if community not informed that the name with the most votes will be chosen).
- 8** Naming authority analyses the community feedback and decides whether to lodge a proposal.

7.3 Developing a Traditional Owner language naming proposal

7.3.1 Introduction

Victoria's rich Traditional Owner history, with over 38 Traditional Owner languages, represents diversity in culture, heritage and connection to Country. Naming with Traditional Owner languages is an ideal opportunity to connect a name to a place and to support Traditional Owners in the promotion of Traditional Owner languages.

Consultation is a key component in the process of naming roads, features and localities. To use Traditional Owner language, relevant Traditional Owners must be engaged and provide their approval for use of their language. The naming authority must collaboratively work with the Traditional Owner group(s) to determine the best approach in formalising a name.

DELWP has its own [Traditional Owner and Aboriginal Community Engagement Framework](#), which can be viewed online.

The use of Traditional Owner languages may be considered [intangible cultural heritage](#) under the Aboriginal Heritage Act 2006. There may be restrictions and/or requirements for the use of language and any intellectual property issues relating to the use of the word should be considered and respected.

While there is a diverse range of Traditional Owner organisations in Victoria – Traditional Owner networks, health organisations, arts organisations and local advisory groups – naming proposals should be directed to the relevant Traditional Owner group(s). In Victoria, Traditional Owner groups may be legally recognised through the *Native Title Act 1993* as native title holders, the *Traditional Owner Settlement Act 2010* as traditional owner group entities or the *Aboriginal Heritage Act 2006* as Registered Aboriginal Parties.

For more information about Native Title and Traditional Owner Settlements, visit the Department of Justice and Community Safety [Native Title site](#).

For more information on Registered Aboriginal Parties, including contact details, visit the [Victorian Aboriginal Heritage Council's](#), Victoria's current Registered Aboriginal Parties.

In areas where a Traditional Owner group has not been legally recognised, please contact [Aboriginal Victoria](#) for advice about the relevant groups to consult.

Naming authorities wishing to name a road, feature or locality using a Traditional Owner language should consider following the steps below.

- 1 Identify a road, feature or locality to be named.
- 2 Determine Traditional Owner group/s to participate in consultation process.
- 3 Collaboratively discuss with the Traditional Owner group/s how they want the process to run.
- 4 Build awareness within the local community.
- 5 Review feedback from the local community.

7.3.2 Preparing a naming proposal

Initially, the naming proposal must be prepared according to the relevant sections of these naming rules. Preparation will include identifying the road, feature or locality that is to be named and considering what type of naming process would be suitable.

If a naming authority is considering using a Traditional Owner name or names in the proposal, it must consult the relevant Traditional Owner group(s) to determine an appropriate name and receive consent for the use of that name.

7.3.3 Determining Traditional Owner group(s) for consultation

It is the responsibility of the naming authority to determine which Traditional Owner group(s) to consult.

When the naming authority identifies more than one group that must be consulted it should establish a consultative group with which to liaise and determine an appropriate name or names for the proposal.

If you require advice, consider contacting GNV or the Victorian Aboriginal Heritage Council (VAHC) regarding which Traditional Owner groups to engage with. [VAHC](mailto:VAHC@dpc.vic.gov.au) can be contacted via email VAHC@dpc.vic.gov.au.

7.3.4 Traditional Owner collaboration

When the road, feature or locality to be named could require collaboration with more than one Traditional Owner group (for example a mountain range that includes more than one RAP), a special collaborative group may need to be formed from members of the groups. The Traditional Owner group(s) should be asked how they would like to proceed.

Alternatively, to establish a collaborative group, the naming authority should contact the relevant Traditional Owner groups by phone, letter or email, and include the following information:

- background to the naming proposal
- location of the road, feature or locality to be named
- details of which Traditional Owner groups have been identified in the area
- information on the desirability of forming a consultative group, with members of relevant Traditional Owner groups
- details on how Traditional Owner groups can nominate members for the consultative group and what their responsibilities will be
- a proposed timeline for the naming program and a 'reply-by' date
- a contact officer within the naming authority and contact details for GNV.

The Traditional Owner groups will decide who should be appointed to the collaborative group. In order to recognise the need for the naming authority to gain confirmation of the representative status of a nominee, letters or emails supporting the membership should be provided from the representative group Chief Executive Officer or board chairperson (if it is convenient).

Members of a Traditional Owner group selected to be members of the collaborative group must have consent from their community to make decisions on naming roads, features or localities. Each member of the collaborative group should have equal voting rights and be appointed to assist the naming authority with identifying an appropriate name or names for the naming proposal.

7.3.5 Building awareness of the proposal within the wider community

When a name or names is/are selected and approved by the relevant Traditional Owner group(s), the community should be made aware of the proposed name and given the opportunity to provide feedback. Any publicity should build awareness and understanding of Traditional Owner cultural heritage, so the proposed name is seen in context.

This is the responsibility of the naming authority, but it can be helpful to involve the Traditional Owner group(s).

7.3.6 Feedback from the community

The community can provide feedback in a number of ways including letters, phone calls, a website and/or email or at public meetings. This should be coordinated by the naming authority.

Feedback should be provided within 30 days.

Naming authorities should give consideration to any feedback from the community, and whether a response is an objection or submission, refer to [Section 8](#).

It should be noted that names that initially appear complex will, over time, become familiar and easy to use.

7.3.8 Reimbursement of costs

RAPs and or Traditional Owner groups may have a schedule of rates that detail the cost of services, including but not limited to researching, participating in meetings and using Traditional Owner language.

Section 8 Submissions and Objections

The consultation process allows members of the community to express their opinion about a naming proposal.

People can comment on, object to, or support a naming proposal.

Submissions to, or objections about an existing named road, feature or locality outside an active naming consultation period should refer back to [Section 6](#) – Initiating a proposal and checking required information.

8.1 What to submit

A submission or objection is a way for members of the community to inform the naming authority that one or more people disagree/agree with a naming proposal. An objection or submission must explain why a proposal is opposed/supported. Simply lodging opposition/support without an explanation does not help the naming authority understand the underlying issues/benefits.

Note: Objections and submissions regarding naming proposals related to a private road or feature should be managed by the private owner. GNV does not adjudicate but can offer advice, if GNV considers it appropriate.

At a minimum, objections or submissions (including [petitions](#) and pro-forma documents) should explain:

- the person's or group's interest in the naming proposal – for example if their address is affected or whether they have a personal link with the place and/or name
- reasons for the name being inappropriate/appropriate, unsuitable/suitable or unsupported/supported, including how it does or does not comply with these naming rules.

Note: If a petition is used to object or support a naming proposal then a statement within the petition must, as a minimum, address the two points above. Signatories must include their printed name and property address.

Note: Obscene, offensive and/or racist submissions are not valid objections.

8.2 Who can object or support a proposal?

Any person or organisation can lodge a submission in objection or in support of a naming or boundary change proposal during the public consultation period administered by the relevant naming authority.

8.3 Lodging a submission

Submissions must be lodged directly with the naming authority within the minimum 30 days allocated for feedback. Naming authorities can, if necessary, provide a longer feedback period.

8.4 How submissions are considered

Any submission received during the public consultation period must be considered by the naming authority. The naming authority is responsible for deciding the weight to be given to competing submissions, having regard to these naming rules and any other relevant matters it identifies.

All submissions must be included in an assessment report, stating the objection or support for a proposal, indicating relevance to the naming rules and the naming authority's consideration/response to the submission.

The decision about whether to proceed with a naming proposal resides with the naming authority.

Note: The naming authority need not consider objections that don't explain reasons for the objector opposing the name. If a voting poll is used, however, the naming authority must consider the numbers for and against a proposal and whether or not reasons for objections are provided.

Section 8 Objections and submissions

If the naming authority accepts the proposal and lodges it with the Registrar for consideration, it must provide details of what the objections were and how they will be or have been dealt with.

If the naming authority decides to uphold the objections, it can choose to abandon the proposal or refine and/or change it provided the amended name conforms to these naming rules. If the naming authority decides to refine and/or change the proposal, it must then undertake further community consultation in order to determine community support.

Naming proposals that have not addressed objections will be rejected by the Registrar as not conforming to these naming rules.

8.4.1 Minimal community support for a name

If there is minimal support for the chosen name, the naming authority may decide to re-consult on a new name or abandon the proposal, regardless of the proposal being compliant to these naming rules.

Note: If community support for a proposal is minimal, but the proposal has been made based on a name being deemed offensive or on public safety concerns, the naming authority should attempt to refine and/or change the proposal so that it gains community support.

If the naming authority believes community support will not be forthcoming, then it can proceed with the proposal to change an offensive name or on the grounds of public safety. (Refer to [Principle F](#)). The naming authority may also contact GNV for advice. GNV can refer the matter to a Geographic Place Names Advisory Committee (refer to [Section 1.5.5](#) for further information).

8.5 Notifying submitters and objectors

Following the first round of community consultation a naming authority must respond to everyone who made a submission or an objection.

The response must include the next steps that a naming authority is proposing to take. In the case of an objection this must include the following:

- how the objection has been dealt with, for example:
 - there was overwhelming support for the name,
 - the objection is not valid,
 - the concerns raised will be mitigated
- explanation of why the naming proposal is being considered for formal approval by the naming authority.
- or if rejected, how it will subsequently be refined, changed or abandoned.

It is not necessary to allow for further objections. The objection(s) will be tabled in a report for review by the naming authority.

The example below outlines what to include to those that have either made a submission or objection.

Example written notification to submitters and objectors prior to a naming authority's formal decision

RE: Naming/boundary realignment

You have received this correspondence because you are considered to be affected by this proposal and you have made a formal submission to the proposal.

A report will be presented to *[insert naming authority name here]* requesting the *[insert proposed name/boundary]* be endorsed.

[Insert naming authority name here] will consider the final proposed *[insert proposed name/boundary]* at its meeting on *[enter, date, time, location of meeting]*.

- [Explain how the objection has been dealt with, for example, there was overwhelming support for the name, the objection is not valid, the concerns raised will be mitigated because...]
- [Explain why the naming proposal is being sent to the naming authority for endorsement/ approval for example, to Councillors or if rejected, how it will subsequently be refined, changed or abandoned.]

Your submission / objection to this naming proposal is referred to in the report to *[insert naming authority name here]*.

[OPTIONAL] You may address *[insert naming authority name here]* prior to their consideration of this report by *[insert process here]*.

If *[insert naming authority name here]* endorses the recommended *[insert preferred name]*, the proposal will be submitted to the Registrar of Geographic Names for consideration and inclusion in VICNAMES.

Further correspondence will be sent to you following the *[insert naming authority name here]* meeting being held on *[insert meeting details here]* to advise you of the decision made.

Section 9 Finalising the proposal and informing the community of a decision

The naming authority must ensure that the proposed name(s) and/or boundaries and the process undertaken to reach the final proposed name conforms with the Principles of [Section 2](#) and relevant requirements in [Sections 3](#), [Section 4](#) or [Section 5](#).

It is useful to prepare a report on the proposal, which will assist in determining compliance. The report should include:

- information about how the proposal conforms to the naming rules
- discussion on and response to any objections/comments received during the consultation period(s).

The naming authority's decision to accept or reject a proposal must be formally recorded. This may include councillors ratifying the name at council meetings, relevant Ministerial, CEO or Regional Director approval and/or when the decision has been made under delegated authority.

In some instances, council might prefer to provide a 'delegation of authority' for the naming process to a relevant officer within their organisation. In this case, approval for the name does not need to be granted by the councillors. It is important that the council forwards details of the delegated authority and whether this relates to roads, features and/or localities – on official letterhead signed by the CEO – to Geographic Names Victoria (GNV) for filing and future reference.

9.1 Informing the community of a decision

The community must be informed of a naming authority's decision. For example, a letter, website notification, social media announcement, newspaper advertisement or media release.

The naming authority must notify objectors, when they're identified, informing them of the outcome of the naming proposal. The notification to objectors must outline:

- how objections have been dealt with
- why the naming proposal went ahead even though there were objections (for example, council policy, there was overwhelming support for the name)
- specific responses to the issues raised in the submission or objection (for example, the objection is not valid, the concerns raised will be mitigated)
- why the naming proposal was accepted and sent to the Registrar for consideration and inclusion in VICNAMES.

In cases of the naming authority accepting the proposal, the notification to objectors also needs to include details of how an appeal can be made to the Registrar. An appeal can only be made if the objector can demonstrate that either:

- the naming authority did not consider the objections during its deliberations
- the proposal does not reasonably conform to the naming rules.

For further information refer to [Section 12 – Appeals to the Registrar of Geographic Names](#).

Note: The naming authority must have already allowed the community to object to the initial proposal and the naming authority must address the issues raised in the objector's objection, where relevant.

The example below outlines what to include to those that have either made a submission but had not objected or did not respond to the initial proposal.

Example written notification to submitters who did not object or respond

Naming/boundary realignment

As you may be aware, [*insert naming authority name*] has recently surveyed/notified the community of a proposal to name a road, feature or locality or amend its boundary.

You have received this correspondence because you are considered to be affected by this proposal.

As a result of the survey/notice/letter, a name was accepted / not accepted [*insert preferred name*].

A report was presented to [*insert naming authority's name*] requesting endorsement / rejection of [*insert preferred name*].

If required:

[*Insert naming authority name*] will send the proposal to the Registrar of Geographic Names for consideration and inclusion in VICNAMES – the Register of Geographic Names.

Further correspondence will be sent to you following the name being accepted for registration.

The example below may be used for informing objectors of the ability to appeal a naming authority's decision

Example notifications to inform objectors of their ability to appeal

Naming/boundary realignment

As you may be aware, [*insert naming authority name*] has recently surveyed/notified the community of a proposal to name a road, feature or locality or amend its boundary.

You have received this correspondence because you are considered to be affected by this proposal.

[*Insert naming authority name*] has made a final decision on the name for the [*road, feature or locality or boundary amendment*].

- A report was presented to [*insert naming authority name*] and accepted on [*insert date of endorsement and link to minutes if available*].
- [*Explain how the objection has been dealt with, for example, there was overwhelming support for the name, the objection is not valid, the concerns raised will be mitigated because...*]
- [*Explain why the naming proposal was accepted and sent to the Registrar for consideration and inclusion in VICNAMES; or if rejected, how it will subsequently be refined, changed or abandoned.*]

[*Insert naming authority name*] will now send the proposal to the Registrar of Geographic Names.

As you previously objected, you are being advised that you have the opportunity to appeal the [*insert naming authority's name*] decision.

All appeals must be made in writing and sent by mail to the Registrar of Geographic Names, Geographic Names Victoria, DELWP, PO BOX 500, East Melbourne, Victoria 3002 or by email to geo.names@delwp.gov.vic.au.

Section 9 Finalising the proposal and information the community of a decision

All appeals must be received by [*add date, which needs to be within 30 days (minimum) of this notice or timeframe determined by the naming authority*].

An appeal will only be considered if the objector can demonstrate that either:

- the naming authority did not consider the objections during its deliberations
- the proposal does not reasonably conform to the requirements of *Naming rules for places in Victoria – Statutory requirements for naming roads, features and localities– 2022*.

Section 10 Lodging a proposal with GNV

Naming authorities should lodge the proposal with GNV using [VES](#). This online facility allows proposals to be easily submitted and tracked, from the naming authority through to the Registrar and the addition of data to VICNAMES and Vicmap. Details on how to register for and use [VES](#) can be found at the link.

Note: VES is a workflow system whereby users need to submit a proposal to VES and then refer the proposal to GNV. A proposal '**submitted**' to VES is not with GNV for review the proposal must be set to the status of '**referred**', via the 'edit details' tab.

10.1 Information a naming authority must lodge with GNV

When submitting a proposal through VES, naming authorities must provide the following information, (where relevant):

- details of the existing and proposed extent of the road (in accordance with requirements of [Section 3](#))
- details of the feature (including, as an example, a park's address and access points for emergency management)
- details of the proposed boundaries for the new locality and boundaries of the existing localities in the area (in accordance with requirements of [Section 5](#))
- a map displaying the extent of the road, feature and/or locality
- background on the proposed name and/or boundaries and why they were selected
- details of why a renaming is proposed, for example the current name is causing a public safety issue and/or the name is causing offence.
- details of the consultation process:
 - a statement from the naming authority(ies) about how they reached their decision about who to consult, for example the immediate and/or extended community
 - a statement on which method(s) of consultation was used, for example a notice, letter, survey, website etc
 - analysis of outcomes of consultation including how any objections were considered and what responses were provided to the objector
- confirmation that the name and/or boundaries conform to the naming rules
- confirmation that the proposal has been accepted by the naming authority or is being submitted by a delegated officer
- the following information (where relevant):
 - naming authority has a copy of consent from the relevant Traditional Owner group(s)
 - details of consent or attempts to gain consent from family members for the use of a commemorative name
 - copies of the notice, letter, survey, voting poll or social media content material
 - de-identified (for example, personal details removed) objections received from the public
 - copies of letters sent to objectors, indicating their ability to lodge an appeal to the Registrar (as provided in Section 8)
 - a copy of council minutes indicating acceptance of the proposal, or that council staff have delegated authority.
- An indication which UNGEGN resolutions, SDGs, VAAF goals have been achieved. Further information [Section 1.3](#).

Section 11 Registrar's consideration of a proposal

Upon receiving a proposal from the responsible authority to name a road, feature, or locality and/or its boundaries, GNV will advise the naming authority of the proposal's receipt or they will be notified via [VES](#).

If the naming authority indicates that the proposal received objections during the consultation period, the Registrar will not consider approving the proposal until 30 days have elapsed since the naming authority accepted the proposal and notified objectors. This 30 day period is to allow time for objectors to lodge an appeal, as provided in [Section 8](#) and [Section 12](#). If there are no objections, the Registrar will proceed with considering the proposal.

When considering the proposal, the Registrar will check compliance with the naming rules. In particular, the Registrar will check that the name is not duplicated, appropriate community consultation has occurred and the naming authority in the creation or alteration of a locality's boundaries has considered any proposed change to be in the community's long-term interests.

If the Registrar deems that the proposal conforms to the naming rules, GNV will proceed to gazette the proposal.

The Registrar may consider the name is of greater than local significance and in this instance the proposal will be referred to a Geographic Place Names Advisory Committee for advice. Further details on Geographic Place Names Advisory Panel and committees are available in [Section 1.5.5](#).

If the naming proposal does not conform to these naming rules, the Registrar will offer advice on how to amend the proposal to ensure that it will comply. Only compliant names will be gazetted and registered in VICNAMES.

Note: The Registrar has discretionary powers to enter any name into the Register.

The Registrar must comply with section 11 – Registration of Names of the [Geographic Place Names Act 1998](#).

Section 12 Appeals to the Registrar of Geographic Names

Section 12 Appeals to the Registrar of Geographic Names

The Registrar may only consider appeals from members of the community who have already objected directly to the naming authority's proposal. An appeal to the Registrar can only be made if the objector can demonstrate that either:

- the naming authority did not consider the objections during its deliberations
- the proposal does not reasonably conform to the naming rules.

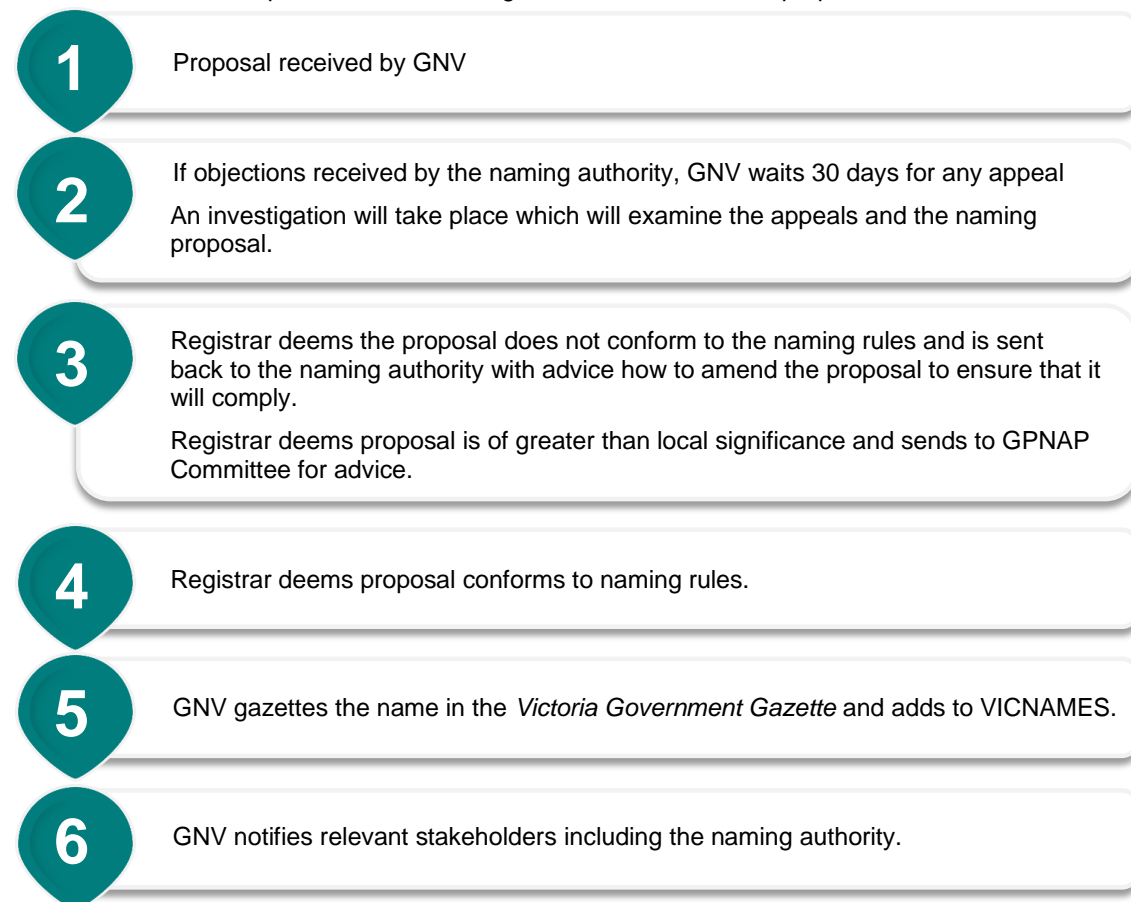
All appeals must be made in writing and sent to the Registrar of Geographic Names, Geographic Names Victoria, DELWP, PO BOX 500, East Melbourne, Victoria 3002 or via email to geo.names@delwp.gov.vic.au.

Appeals that do not respond/address one of the two points above will not be considered as valid appeals.

Petitions may be used to appeal a naming authority's decision. If a petition is used to object to a naming proposal then a statement within the petition must, as a minimum, respond/address the two points above. Signatories must include their printed name and property address GNV will formally acknowledged receipt of all appeals, either via letter or email.

The Registrar will consider all valid appeals and table appeals and the naming proposal for investigation. The investigation will determine whether a naming authority has complied with the naming rules. Objectors will receive a formal response to an appeal outlining the Registrars decision to endorse and proceed with gazettal or reject a proposal.

GNV follows the below process when the Registrar considers a name proposal.



Section 13 Gazettal of a proposed name or boundaries

When a name, new name and/or boundary(ies) is/are chosen and endorsed by the Registrar, it/they will be included in a weekly notice published in the [Victoria Government Gazette](#), notifying registration of new or altered roads, features or locality names and/or boundaries in Victoria.

A name may also be endorsed prior to gazettal by the Minister of the department or authority from which the proposal was generated; or, through a proposal from a Geographic Place Names Advisory Committee.

The gazette notice will include the following items (where relevant):

- the VES change request number
- the pre-existing name of the road, feature or locality,
- the new name of the road, feature or locality, (if private or locally known, will be indicated)
- any name with an apostrophe, may have the name gazetted with the apostrophe but will not appear in VICNAMES or Vicmap
- the name of the private complex in which the road is located
- written details of the extent of the road, feature or locality
- the address of the feature
- the locality(ies) in which the road or feature is located
- the names of the existing localities within which the new locality is being defined
- the name of the naming authority
- a web link to GNV's website, where a map can be viewed.

The gazette notice acts as official notification that the name and/or boundaries will be registered in the Register of Geographic Names - VICNAMES. An example of a gazette notice is below.

Victoria Government Gazette

G 24 17 June 2021

1235

Geographic Place Names Act 1998

NOTICE OF REGISTRATION OF GEOGRAPHIC NAMES

The Registrar of Geographic Names hereby gives notice of the registration of the undermentioned place names.

Feature Naming:

Change Request Number	Place Name	Naming Authority and Location
138787	Pinnacle Park	Hume City Council Located at the corner of Errol Boulevard and Balmain Road, Mickleham For further details see map at: www.land.vic.gov.au/place-naming
139009	Yerram Yaluk Bun	Golden Plains Shire Council Located at 1 East Street, Inverleigh For further details see map at: www.land.vic.gov.au/place-naming

Road Naming:

Change Request Number	Place Name	Locality	Naming Authority and Location
140159	McKoy Street	Eldorado	Rural City of Wangaratta Renaming of McCoy Street, Eldorado. For further details contact Geographic Names Victoria.
139319	Muyan Lane	Airport West	Moonee Valley City Council A laneway located between North Street and Bedford Street, Airport West.
138291	Ravenhill Close	Cockatoo	Cardinia Shire Council A road located between 15 and 17 Paternoster Road, Cockatoo. For further details contact Geographic Names Victoria.

Localities:

Change Request Number	Naming Authority	Affected Localities	Location
132861	East Gippsland Shire Council	Paynesville and Eagle Point	To modify the northern locality boundary between Paynesville and Eagle Point by moving it from Paynes Road to use Bay Road and Waterview Road as the northern boundary. For further details see map at: www.land.vic.gov.au/place-naming

Geographic Names Victoria
Land Use Victoria
2 Lonsdale Street
Melbourne 3000

CRAIG L. SANDY
Registrar of Geographic Names

Section 14 Implementation

The implementation of any name is very important. It ensures names are widely adopted and known by the immediate and extended community. Careful consideration should be given to promotion, communication and education about a name and/or boundaries. For example, community members need to be officially told when to use a new road name for an address or a change in a locality name. The use of a Traditional Owner name may see the community being educated about its meaning and pronunciation.

Ensuring correct notification to organisations and communicating the name widely will ensure state and federal government, emergency services and postal/goods delivery services are up to date.

All naming authorities including councils, government departments/agencies and authorities should consider creating a communications plan dependent on the scale of a naming proposal. They should also ensure naming authorities' databases, websites, related documents, local mapping and imagery are updated.

A number of requirements are involved in the implementation of a name, these include registration, notification, signage and history. Further information is available below.

14.1 Registration

Only after a naming authority receives notification from the Registrar that an official naming or boundary change has been registered in VICNAMES can it notify affected members of the immediate and/or extended community and other interested stakeholders.

Following the proposal's gazettal, the Registrar will enter the gazette date, gazette reference and the details of the new or amended name and/or boundaries into VICNAMES. Refer to [Section 1.6](#) for information that is typically held in VICNAMES.

14.2 Notification

14.2.1 Who Geographic Names Victoria notifies

Upon registration, GNV will inform relevant stakeholders. The naming authority is also encouraged to inform local stakeholders as advised below.

Within 30 days of a proposal's endorsement GNV will publish a notice on the [Gazetted place names webpage](#) to the naming authority. The notice will include a link to an electronic map that naming authorities can download and distribute to local stakeholders, including local emergency and utility service providers.

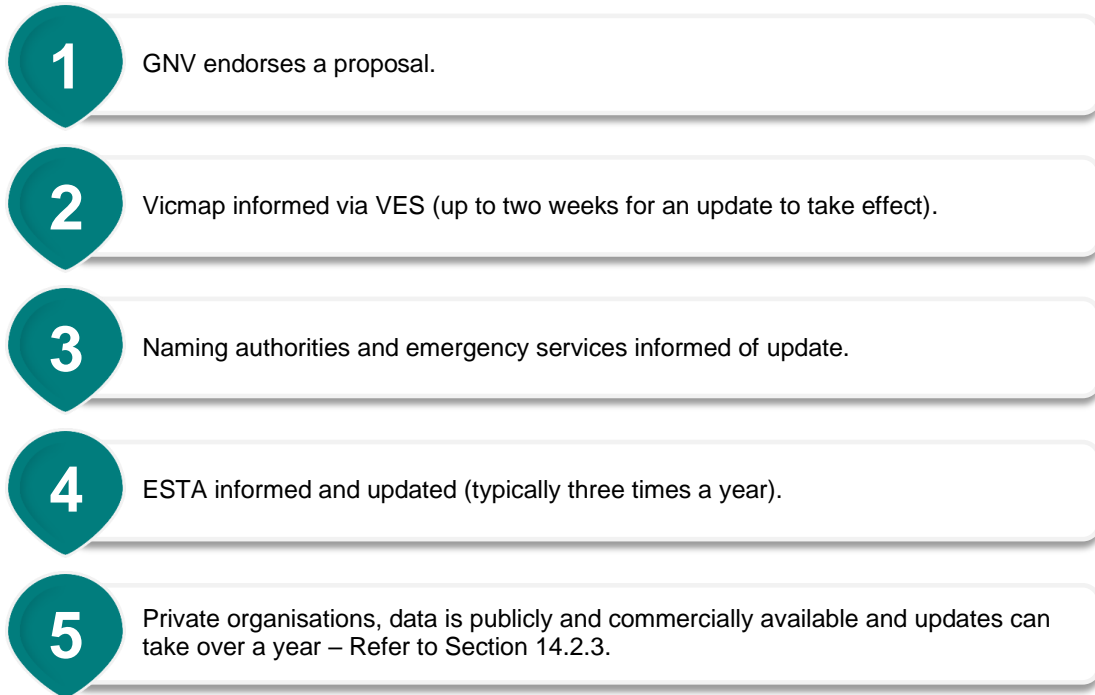
When a name is gazetted and registered, GNV will organise for notification to be sent to state-wide and national bodies, including emergency and postal services, and spatial information or mapping organisations. These notifications differ whether the name is a road, feature or locality.

Road updates, including spatial extents and attributes are regularly published to the Vicmap Transport spatial layer, used by councils, state government departments and agencies and mapping agencies.

Typical organisations that GNV notifies includes:

- Australia Post
- EMSINA (Emergency Management Spatial Information Network Australia) – Victorian Committee members, including: Emergency Services Telecommunications Authority; Ambulance Victoria; Victoria Police; Country Fire Authority; Fire Rescue Victoria; State Emergency Service; Department of Environment, Land, Water and Planning; Department of Transport, Department of Justice; and Department of Health and Human Services
- Real Estate Institute of Victoria

- Australian Bureau of Statistics
- Australian Electoral Commission
- Melway and other spatial information or mapping agencies.

GNV notification process**14.2.2 Who the naming authority must notify**

If addresses have been affected the naming authority must notify residents, ratepayers and businesses in the immediate community. Refer to the below example.

Example notification to affected residents**Naming/boundary realignment**

As you are aware [*insert naming authority*] recently surveyed/notified the community of a proposal to name a road, feature or locality, or amend its boundaries.

You have received this correspondence because you are affected by this proposal.

As a result of the notice/ letter/ email/ survey/ voting poll, the preferred name [*enter preferred name*] received the most support.

[*Insert naming authority*] considered the proposal at its regular [*insert meeting name*] meeting on [*insert date, time and location of meeting*].

[*Insert naming authority*] endorsed the name and requested that the name be sent to the Registrar of Geographic Names for gazettal and registration.

The name was gazetted on [*insert date and gazettal reference*]. [*Insert naming authority*] has been informed that the name has been registered and emergency services have been informed.

Signage will be installed in due course.

[*If addresses affected, include the following*]

Your old address [*insert old address*] has now changed to [*insert new address*].

Australia Post may continue to record and recognise the old address for a period of six to 12 months to ensure a smooth transition from the old address to the new. It should also be noted, however, that Australia Post cannot guarantee the delivery of incorrectly addressed mail and you should endeavour to use the new official address.

It is important to distribute details of the endorsed proposal to the following local organisations. They may have an interest in knowing the new or altered name and boundaries and there can be a delay between official notification to state-wide bodies and details filtering through various systems.

The naming authority should notify the following local organisations and stakeholders:

- Australia Post offices
- real estate agents
- gas, water and electricity suppliers
- council rates departments
- local mapping agencies
- local police stations
- local ambulance stations
- local Country Fire Authority and/or Fire Rescue Victoria stations
- State Emergency Service local headquarters
- tourist information centres

14.2.3 Updating other databases, including private companies

While GNV, councils and state government departments and agencies have a responsibility to update both state and national datasets; road, feature, locality and address information can take time to filter out to various companies' databases. Databases belonging to satellite navigation, online address searches, companies that offer address searches on the internet and service providers (such as utility companies) can take months to update.

It is not the responsibility of the naming authority to update private organisations with address information.

The naming authority can provide official proof of an address change to those experiencing problems. This may be used to inform private organisations of a change to an address.

14.2.4 Updating emergency services databases

Updates are provided to emergency services, in particular ESTA, who handles 000 calls, when a naming proposal is processed through VES or the SPEAR subdivision process. Typically, ESTA receives at least three updates a year from state government. If naming authorities are concerned that information has not been updated or want to know when it is appropriate to inform members of the public, please contact GNV for advice.

14.3 Signage

Road, feature and locality signage in Victoria must conform to the requirements outlined in this section.

All signage for a road, feature or locality must be erected within 30 days of the name being gazetted and registered or within 30 days of being notified by GNV.

In all instances, naming authorities must not erect or display signage prior to receiving Registrar's advice that the naming proposal has been registered in VICNAMES. Existence of signage prior to lodging a naming proposal with the Registrar is not a valid argument for the name to be registered.

It is recommended that naming authorities apply to the Registrar as early as possible to ensure names can be endorsed, gazetted and registered in the time required. Appropriate and unambiguous signage will assist with delivery of goods and services and ensure adequate provision for emergency management.

Apostrophes must not appear on signage. A gazette notice may include an apostrophe in a name, the apostrophe will not be recorded in VICNAMES or Vicmap.

The names of estates and subdivisions are considered to be neighbourhood names; therefore, they are not officially recognised for addressing purposes. They should not appear on council, state government department or agency signage.

Signage design and display can differ for roads, features or localities. Specific information on signage is provided below.

It may be appropriate to install additional signage to explain the name and assists in pronunciation and phonetic pronunciation.

14.3.1 Requirements for road signage

The size, font and colour of road signs are determined in [AS 1743:2018 Road signs – Specifications](#), [AS1742 Manual of uniform traffic control devices](#), [AS 1744-1975 Forms of letters and numerals for road signs](#) and [AS/NZS 4819:2011 Rural and urban addressing](#)) and should be applied in all instances of road signage in Victoria.

The only acceptable road type abbreviations are provided in [APPENDIX A](#) and may be applied to road signage.

Diacritical marks should not be added to street signage, refer to [Principle K](#) and [AS 1743:2018](#).

In addition, the location of signage is an important issue for naming authorities to consider. Road name signage should be placed at intersections and junctions, and in areas where it is not obscured from view or covered by objects such as trees and buildings. Road name signage should also be located at regular junctions and cross roads to allow members of the public to discern their location, especially in rural areas.

Signage for private roads should include reference to the fact that they are private roads, which implies they are not accessible to the general public. The cost is the responsibility of the property owner, developer or owners corporation (subject to council's provisions and guidelines).

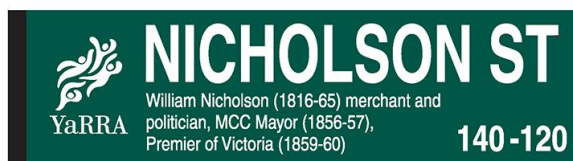
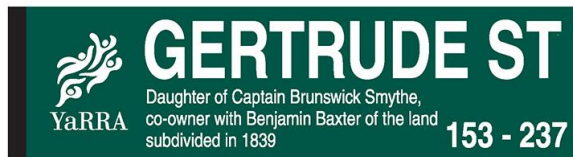
Section 13 Gazettal of a proposed name or boundaries

If the site is under construction, signage must be erected within 30 days of infrastructure work commencing at the site (this is to ensure that emergency management services can respond to any incidents that might arise in the area during the construction phase). If the road is under construction, 30 days after the name is registered, temporary signs may be erected until such time as the road is open to traffic.

When road names are approved using a the [SPEAR](#) subdivision process, signage must be erected after the certification or registration of the plans and within 30 days of infrastructure work commencing at the site.

Refer to road signage examples below.

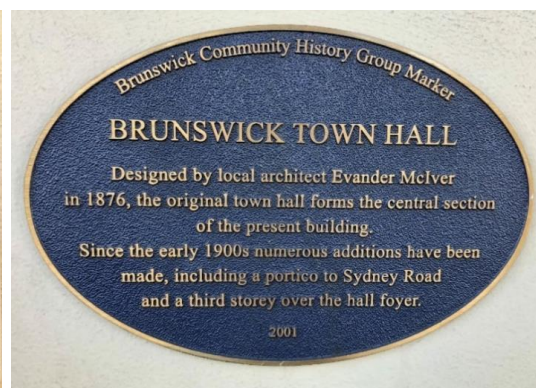
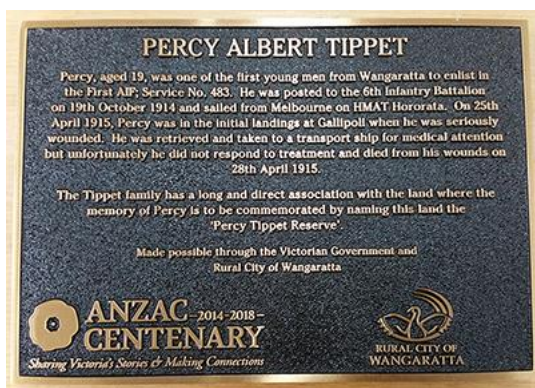




14.3.2 Requirements for feature signage

Signage for features can take whichever form or design the naming authority considers appropriate to ensure that the name can be easily identified and read by all members of the community.

At a minimum, the signage for a feature should be located at major access points to ensure people can readily identify the feature in an emergency.



Example of feature signage

For features with addresses that visitors might find difficult to describe (for example barbecue sites in parks, swimming sites at beaches or walking tracks in state forests), there is an option to display an emergency marker. These markers are geocoded for the use of the ESTA (the organisation responsible for answering 000 calls) and can be useful for providing emergency services with accurate location information and specific directions on how to access the area.

Further information about [emergency markers](#) is available on the ESTA website.



14.3.3 Requirements for locality signage

Adequate locality signage should be displayed on all major roads and thoroughfares. This is particularly important in rural and remote areas, where visitors may be unfamiliar with the area.

14.4 History

14.4.1 Recording historical information in VICNAMES

It is important to record information about why a road's, feature's or locality's name was chosen. This will ensure historical information is available to future generations and provide transparency in the naming process.

When a name has been gazetted and registered, the naming authority should access VICNAMES and enter any historical information and relevant documents on the new name. This information should explain why the name was chosen and how the name has links to the local area.

Anyone can upload historical information to VICNAMES. The information should relate to an appropriate source, which includes:

- books
- an edited book section/chapter
- journal
- manuscript
- oral history
- maps
- newspaper/magazine
- artefact
- website
- council
- GNV

The [Guide to VICNAMES](#) is available online. A historical content administrator (HCA) will review the submission and either approve, reject or request further information. Once approved, the submission will be viewable in VICNAMES. If a submission relates to multiple features or roads, then associations can be made by the HCA. The submitter will be notified of the submission's approval or rejection.

Once a submission has been approved, relevant historical information can be submitted. This could include copies of photos as jpeg files or Microsoft Word or PDF documents. This information should be emailed to geo.names@dewlp.vic.gov.au, clearly indicating the record the information relates to. The HCA can then upload this content to the record.

APPENDIX

APPENDIX A Road types accepted for registration

As per clauses 4.3, 4.6.2, 7.2 and 8.3.2(a) within the [AS/NZS4819:2011: Rural and urban addressing standard](#), the road types specified within this appendix are the only road types that can be used.

Culs-de-sac

Road Type	Abbreviation	Description
CLOSE	CL	A short enclosed roadway.
COURT	CT	A short enclosed roadway.
MEWS	MEWS	A roadway in a group of houses.
PLACE	PL	A short, sometimes narrow enclosed roadway.
PLAZA	PLZA	A roadway enclosing the four sides of an area, forming a marketplace or open space.
RETREAT	RTT	A roadway forming a place of seclusion.

Either culs-de-sac or open-ended roads

Road Type	Abbreviation	Description
ALLEY	ALLY	Usually a narrow roadway in cities or towns. A minor roadway through the centre of city blocks or squares.
CHASE	CH	A roadway leading down to a valley.
CREST	CRST	A roadway running along the top or summit of a hill.
GLADE	GLDE	A roadway usually in a valley of trees.
GROVE	GR	A roadway that features a group of trees standing together.
LANE	LANE	A narrow way between walls, buildings or a narrow country or city roadway.
RISE	RISE	A roadway going to a higher place or position.
SQUARE	SQ	A roadway bounding the four sides of an area to be used as open space or a group of buildings.
TERRACE	TCE	A roadway usually with houses on either side raised above the road level.
VIEW	VIEW	A roadway commanding a wide panoramic view across surrounding areas.
VISTA	VSTA	A road with a view or outlook.
WHARF	WHRF	A roadway on a wharf or pier.

Open-ended roads

Road Type	Abbreviation	Description
APPROACH	APP	A roadway leading to an area of community interest, i.e. public open space, commercial area, beach etc.
AVENUE	AV	A broad roadway, usually planted with trees on each side.
BOULEVARD	BVD	A wide roadway, well paved, usually ornamented with trees and grass plots.
BREAK	BRK	A vehicular access on a formed or unformed surface, which was originally prepared as a firebreak.
BYPASS	BYPA	An alternative roadway constructed to enable through traffic to avoid congested areas or other obstructions to movement.
CIRCUIT	CCT	A roadway enclosing an area.
CONCOURSE	CON	A roadway that runs around a central area, e.g. public open space or a commercial area.
CRESCENT	CR	A crescent-shaped thoroughfare, especially where both ends join the same thoroughfare.
DRIVE	DR	A wide thoroughfare allowing a steady flow of traffic, without many cross streets.
ENTRANCE	ENT	A roadway connecting other roads.
ESPLANADE	ESP	A level roadway, often along the seaside or a river.
FIRETRAIL	FTRL	Vehicular access on a formed or unformed surface, which was originally prepared as a firebreak.
FREEWAY	FWY	An express, multi-lane highway, with limited or controlled access.
GRANGE	GRA	Roadway leading to a country estate, or focal point, public open space, shopping area etc.
HIGHWAY	HWY	A main road or thoroughfare; a main route.
LOOP	LOOP	Roadway that diverges from and re-joins the main thoroughfare.
PARADE	PDE	A public promenade or roadway that has good pedestrian facilities along the side.
PARKWAY	PWY	A roadway through parklands or an open grassland area.
PROMENADE	PROM	A roadway like an avenue with plenty of facilities for the public to take a leisurely walk; a public place for walking.
QUAYS	QYS	A roadway leading to a landing place alongside or projecting into water.
RAMP	RAMP	An access road to and from highways and freeways.
RIDGE	RDGE	A roadway along the top of a hill.

Appendix A

ROAD	RD	A place where one may ride; an open way or public passage for vehicles, persons and animals; or, a roadway forming a means of communication between one place and another.
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.
TRACK	TRK	A roadway with a single carriageway and a roadway through a natural bushland region. The interpretation for both TRACK and TRAIL is limited to roadways; however, in many areas (e.g. Tasmania) these are more often associated with walking rather than vehicular movement.
TRAIL	TRL	See TRACK.
WAY	WAY	An access way between two streets. Usually not as straight as an avenue or street.

Pedestrian only roads

Road Type	Abbreviation	Description
ARCADE	ARC	A passage having an arched roof, or any covered passageway, especially one with shops along the sides.
BOARDWALK	BWLK	A promenade or path, especially of wooden planks, for pedestrians and sometimes vehicles along, or overlooking, a beach or waterfront.
MALL	MALL	A sheltered walk, promenade or shopping precinct.
PATH	PATH	A roadway used only for pedestrian traffic.
PASSAGE	PSGE	A narrow street for pedestrians.
STEPS	STPS	Route consisting mainly of steps.
SUBWAY	SBWY	An underground passage or tunnel that pedestrians can use for crossing under a road, railway, river, etc.
WALK	WALK	A thoroughfare with restricted access used mainly by pedestrians.
WHARF	WHRF	A roadway on a wharf or pier.

APPENDIX B Naming principles - additional information

This appendix provides additional information to the principles within [Section 2](#).

The following table highlights some common names that would still be considered duplicates.

Name	Names considered duplicates
Brayden	Braden, Bradyn, Braeden, Braiden, Braydon
Caleb	Khaleb, Kaleb
Denise	Denis, Denice
Emily	Emely, Emilee, Emilie, Emmalee
Francis	Frances, Fransis
Ian	Ean, Iain, Eon, Eion
Riverside	River, Riverview, Riverleigh, Riverbend, Rivervalley
White	Whyte, Wite, Wiet
Zoe	Zoey, Zoie

Results from a VICNAMES duplication search

To protect our communities proposed names must not duplicate another name within a locality or the distances listed below, irrespective of council boundaries. Duplicates are considered to be two (or more) names within close proximity, or names that are identical or have similar spelling or pronunciation.

Not all results from a [VICNAMES](#) duplication search are duplicates. Common sense is required to determine similar sounding names. Sound out the name to ensure suitable difference.

Additionally, VICNAMES does not always pick up duplicates. For example, when checking a name ending with an s, the s is often omitted by the application.

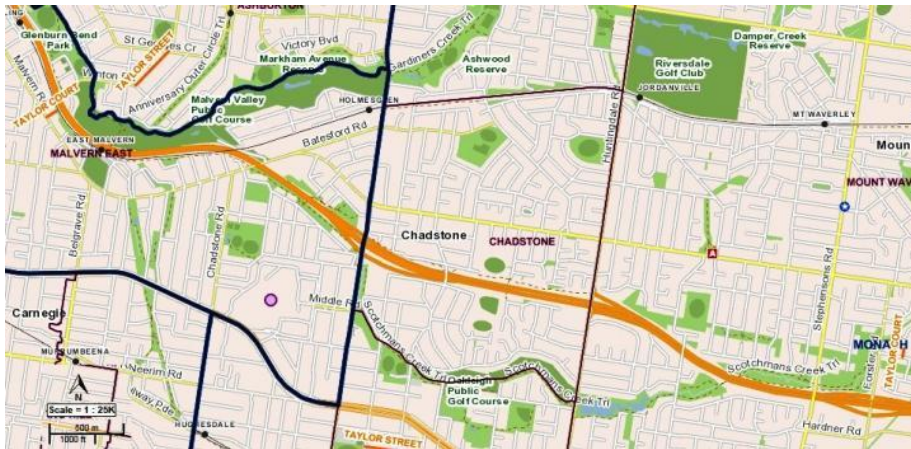
As well as VICNAMES, naming authorities must use their local knowledge to avoid proposing duplicate names.

Metropolitan duplication

Duplication is not allowed in the same locality and in Melbourne and Geelong metropolitan urban areas, within 5 kilometres. Below are examples of metropolitan duplication.

Scenario: A naming authority has approved the development of a new subdivision that will be accessed via a road. In this example, the naming authority consulted the community about an appropriate name for the road and received a number of submissions. The preferred name is Taylor, which commemorates the Taylor family who were well respected in the area, ran a blacksmith shop on the site and lived in the municipality for over 50 years. As the proposed name is duplicated within a 5- kilometre radius it would not be allowed.

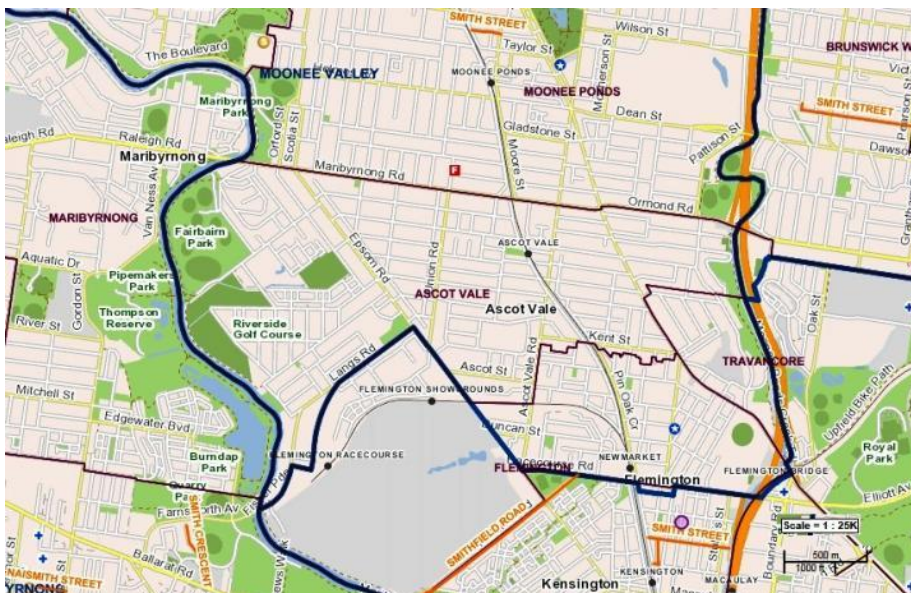
Appendix B



Solution: Consideration should be given to assigning the name to a feature or acknowledging the site or the goods sold. For example, Taylor Blacksmith manufactured nails, chains and repaired carriage wheels, you could consider the names below. Relevant history can then be added to the street signage, refer to [Section 14.4](#). Examples of possible names:

- Blacksmith Court
- Carriage Place
- Nail Close

Scenario: A naming authority has approved the development of townhouses that will only be accessible via a rear laneway. The naming authority has consulted the community about an appropriate name for the laneway and received a number of submissions. The preferred name is Smith, which commemorates the Smith family who were well respected in the area, ran a grocery store nearby and lived adjacent to the street. As the proposed name is duplicated within a 5-kilometre radius it would not be allowed.

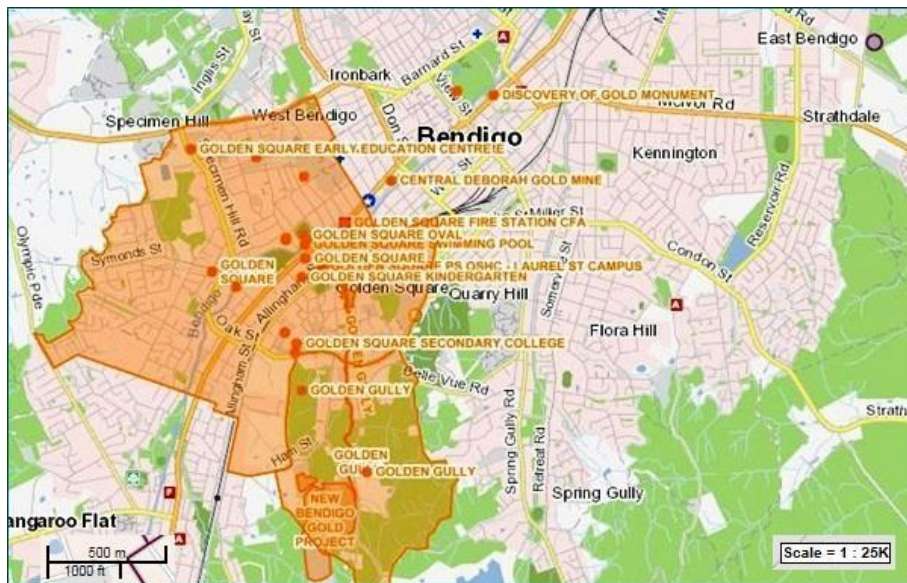


Solution: Consideration should be given to assigning the name to a feature or acknowledging the shop itself or goods sold. For example, if Smiths Grocery was the first store to sell pineapples in Victoria, you could consider the names below. Relevant history can then be added to the street signage, refer to [Section 14.3](#). Examples of possible names:

- Grocery Lane
- Produce Lane
- Pineapple Lane

Regional urban area

Duplication is not allowed in the same locality and in regional urban areas within 15 kilometres. Below is an example of regional urban duplication.



Scenario: A naming authority has received a request to name a picnic area in a local park Gold Picnic Ground to commemorate a location in Bendigo where gold was found. There are multiple places that use 'gold' in their names within the area. In this case, use of the word gold would not be allowed.

Solution: Consider assigning the name of the person who discovered the gold or the tool used that found the gold. Relevant history may then be added to the street signage, refer to [Section 14.3](#). Examples of possible names are below:

- Shovel Picnic Reserve
- Pick Axe Picnic Reserve
- Nugget Reserve.

Rural or remote areas

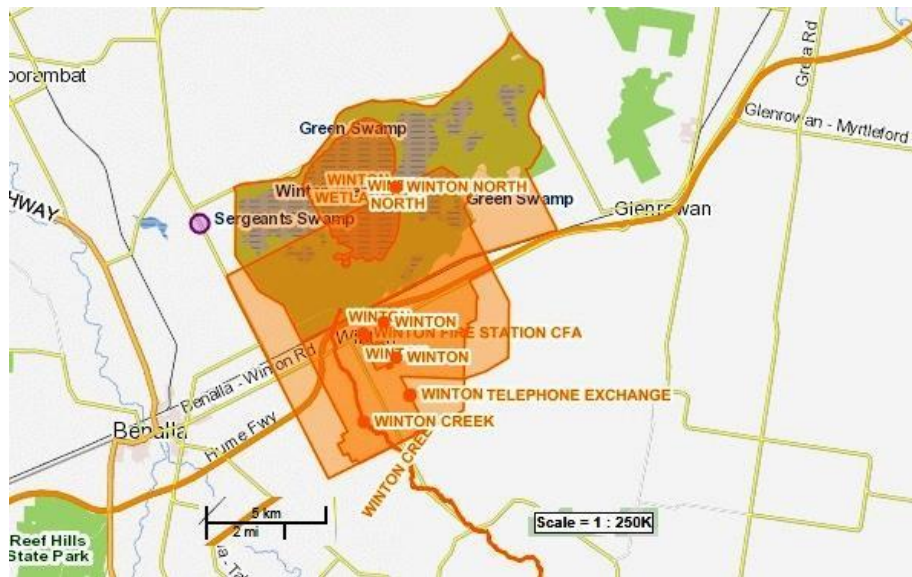
Duplication is not allowed in the same locality and in rural or remote areas, within 30 kilometres. Below are examples of rural or remote area duplications.



Scenario: The naming authority wishes to preserve the heritage of the area by naming a track after a well-known family that once owned the property to which it led. The proposed name for the track is Cunningham. There are three roads with similar or direct duplicates; therefore, the naming of the track using the preferred name would not be allowed.

Solution: Consider acknowledging the Cunninghames by recognising their work, management of the land or country/place of origin, for example, the Cunninghames emigrated from Bristol, England on the boat HMAS Berrima. Relevant history may then be added to the street signage, refer to [Section 14.3](#). Examples of possible names are below:

- Bristol Way
- Berrima Lane.



Scenario: A new bridge is being constructed, which will take traffic over the railway line. The proposed name for the bridge is Winston, after a deceased land owner and well-respected member of the community. However, there are multiple uses of the name Winton in the area; therefore, careful consideration should be given to using the name. Winton and Winston are considered a duplication and would not be allowed because they sound too similar and may be incorrectly identified between each other.

Solution: Consider the roles Mr Winston played in the community or how he used his land. For example, Mr Winston was chair of the local Landcare group for 12 years and his land was used to graze sheep and Jersey cows. Relevant history may then be added to the feature signage, refer to [Section 14.3](#). Examples of possible names are below:

- Cow Bridge
- Jersey Bridge
- Sheep Bridge

Names not considered duplicates

Naming authorities can use the following information to determine road and feature names GNV may not consider duplicates. Naming authorities can contact GNV for further advice.

The names below are not considered duplicates because the feature names have unique identifiers that differentiate them from each other, or the feature type is different. In all examples, the requirement under [4.2.3 Locational names](#) has been applied. The locality name in combination with the other parts of the name associate it to the area in which it is located.

The creation of [Craigieburn ANZAC Park](#) in the locality of [Craigieburn](#) is not considered a duplication, even though within a 5- kilometre radius there are the following similarly named features:

- Craigieburn Bicentennial Park
- Craigieburn Gardens.

The creation of Briagolong Botanical Park in the locality of Briagolong is not considered a duplication, even though within a 1- kilometre radius there are the following similarly named features:

- Briagolong Forest Red Gum Reserve

Appendix B

- Briagolong Recreation Reserve.

The creation of Belvoir Lake Park in the locality of Wodonga is not considered a duplication, even though within five kilometres radius there are the following similarly named features. This also relates to the exception for multiple feature names:

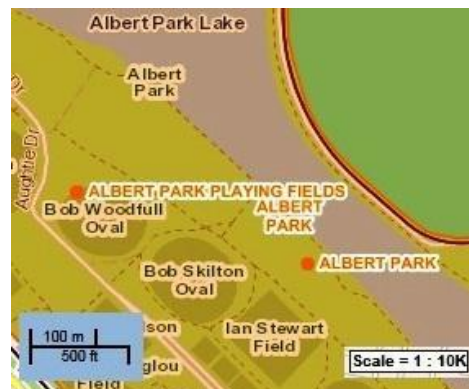
- Belvoir Park
- Belvoir Oval.

A new school called Murrayville Community College in the locality of Murrayville is not considered a duplication, even though within a 1- kilometre radius there are the following similarly named features:

- Murrayville Preschool
- Murrayville Primary School.

Multiple names

The assignment of multiple feature names within, for example, a park or reserve is not considered duplication. The feature name must have a direct relationship with one another for example, Mildura Wharf Carpark which is adjacent and services Mildura Wharf, Albert Park Playing Fields located in Albert Park.



APPENDIX C Checklists

The checklists in this document should be used to ensure you have complied with:

- principles listed in [Section 2](#)
- relevant statutory requirements (as required) under [Section 3](#), [Section 4](#) and [Section 5](#)
- processes required for naming a road, feature or locality.

Naming authorities are encouraged to submit a copy of a completed checklist with your naming proposal to GNV

Refer to [Section 10 Lodging a proposal with GNV](#) for further information about how to submit a proposal for the Registrar's consideration.

*NA: Not applicable

Are you seeking:

The Registrar's in-principle support? If yes, refer to [section 6.2.3](#).

Gazettal and registration of a name? (continue to fill in this checklist)

Is your naming proposal related to a:

Road – complete sections 1, 2, 5, 6, 7, 8, 9 (of this checklist)

Feature – complete sections 1, 3, 5, 6, 7, 8, 9 (of this checklist)

Locality – complete sections 1, 4, 5, 6, 7, 8, 9 (of this checklist)

General Questions

If proposing a new name or to change a name, does the proposal conform to the principles in Section 2? Refer to principles below.

	Yes	No	NA*
Principle A - Ensuring public safety	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Principle B - Recognising the public interest	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Principle C - Linking the name to place	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Principle D - Ensuring names are not duplicated	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Principle E - Recognition and use of Traditional Owner languages	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Principle F - Names must not discriminate or be offensive	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Principle G - Gender equality	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Principle H - Dual names	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Principle I - Using commemorative names	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Appendix C

General Questions continued

	Yes	No	NA*
Principle J - Using commercial and business names	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Principle K - Language	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Principle L - Directional names to be avoided	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Principle M - Assigning extent to a road, feature or locality	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
If the naming proposal originally came from a member of the public, does it include sufficient information on why the name would be appropriate?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
If you are a state government department or agency, have you checked with GNV to see if there are specific guidelines for your department or agency? If there are no specific guidelines for your department or agency, you should follow the naming rules.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Roads			
	Yes	No	NA*
Is your organisation the road authority for the road(s) in questions under the <i>Roads Management Act 2004</i> or <i>Local Government Act 1989</i> or <i>Local Government Act 2020</i> ? Refer to Section 3.4 for more information.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
If there is more than one road authority, are you preparing this proposal as a collaborative project?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Does the proposal conform with the statutory requirements in Section 3.2 Statutory requirements that apply to roads . If not, contact GNV for advice about how to make the proposal compliant.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
3.2.1 Rural and Urban Addressing	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
3.2.2 Extent: road course, start and end points Does the road have clear start and end points?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
3.2.3 Road types Does the road name use an acceptable road type?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
3.2.4 Unacceptable road names Have you checked the list of unacceptable road names? E.g. 'the' or 'and' is unacceptable, as are numbers, hyphens, directions or destinations	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
3.2.5 Obstructed or altered roads	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
If a delegation of authority has been used, have details of the relevant officer been officially provided to GNV?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
If the naming proposal is being lodged after the plan of subdivision has been certified, please ensure the appropriate documentation is attached to the proposal. Refer to Section 10 .			

Private Roads located on private property

	Yes	No	NA*
Are you aware that the road naming authority may not be the road authority; therefore, it is not responsible or liable for maintenance or other management of the road? Refer to Section 3.9.3 .	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Has/have the private road/roads already been constructed?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
If so, is/are the road name/s already in use by the immediate community?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Does Australia Post deliver mail to the general facility or individual sites within the complex? Contact should be made with Australia Post to discuss mail delivery options for the property.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Continue to Consultation

Features

	Yes	No	NA*
Is the feature of greater than local significance (for example located in more than two municipalities, in a tourist precinct or major waterway)? If so, a Geographic Place Names Advisory Committee may need to be convened. Refer to Principle C and Section 4 .	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Does the proposal conform to the statutory requirements in Section 4.2 ? If not, contact GNV for advice about how to make the proposal compliant.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
4.2.1 Feature type			
Is the feature type preceding the feature's name (for example Waterlands Park)? Refer to Section 4.2.1.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
4.2.2 Waterways			
If the feature is a waterway, has the extent been determined?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
4.2.3 Locational name			
If using a location-based name, is it the name of the locality rather than the name of the neighbourhood, estate or subdivision?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
4.2.4 Base names			
Is the feature privately owned or administered and subject to a naming sponsorship contract? If so, a base name should be assigned.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Traditional Owner names for features Refer to [Section 4.9](#).

What type of proposal is being considered:

- Addition of a Traditional Owner name as registered or dual?
- Addition of a Traditional Owner name as traditional or historical?

Features continued

	Yes	No	NA*
If recording a Traditional Owner name, does the feature already have an officially registered name or an unrecorded and/or unregistered name? If yes, the Traditional Owner name may be considered as a dual name. Refer to Principle H .	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
When recording the Traditional Owner name as registered or dual, are you aware that the name will be recognised as the official name in use for the feature? The name will appear on regular maps for the area.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
When recording the Traditional Owner name as traditional or historical, are you aware that the name will be recognised on regular maps? The name can be located by researchers and be used on specialised maps.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Are you aware that all names, regardless of status, will be held in VICNAMES? Refer to Section 4.9 .	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Has the Traditional Owner name been verified by the area's Traditional Owner group(s), and is there written evidence of this verification? Refer to Section 7.3 .	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Continue to Consultation**Localities**

Does the proposal conform to the statutory requirements in Section 5.2 ? If not, contact GNV for advice about how to make the proposal compliant			
5.2.1 Boundaries Have you checked the proposal against the requirements and explanatory boundary map diagrams in Section 5.2.1 ?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
5.2.2 Estate and subdivision names Have you checked that the name is not an estate or linked to a subdivision name? Refer to Section 5.2.2 .	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
5.2.4 Size Have you checked that the size is appropriate? Refer to Section 5.2.4 .	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
5.2.5 Hyphens The name must not contain hyphens. Refer to Section 5.2.5 .	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
5.2.6 Local government area boundary review Have you checked that, if the locality boundary extends across municipal boundaries, the boundaries have been reviewed with the intention of aligning with the municipal boundaries? Refer to Section 5.2.6 .	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Localities continued

	Yes	No	NA*
5.2.7 Locality names unique within Australia Have you checked that the names are unique and not repeated elsewhere in Australia, or sought advice from GNV? Refer to Section 5.2.7 .	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Does the locality cover more than one municipal area, or is it part of a state government project?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Does the proposal include a detailed map of the existing and proposed boundaries?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
If relevant, has consideration been given to naming the locality after a local historical figure or event?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
If the new locality relates to a major land redevelopment project, has a public naming competition been considered?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Consultation

	Yes	No	NA*
If the proposal affects addresses, have residents, ratepayers and businesses been consulted? Refer to Section 7 .	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
If the proposed name is from a Traditional Owner language, has/have the relevant Traditional Owner group(s) been consulted and given their approval? Refer to Principle E and Section 7.3 .	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
If the naming proposal comes from a council and relates to the local area, has it been discussed with relevant interest groups such as historical societies and community groups?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
If the naming proposal is being developed in-house by a state government department or agency, have relevant interest groups been consulted?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
If the naming proposal is being developed through a public competition, have you referred to the information contained in Section 7 ?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Lodging, considering and addressing objections and submissions

	Yes	No	NA*
Have the concerns or objections raised by residents, ratepayers and businesses been addressed? Refer to Section 8 .	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
If the majority of immediate community members have opposed the proposal but there is an underlying service provision need to change the name or adjust the extent, do you require the assistance of GNV and emergency response or other service providers? If so, contact GNV for advice.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
If a delegation of authority has been used, have details of the relevant officer, been officially provided to GNV?			

Notification of a naming decision

Has consideration been given to whom the naming authority should notify if the naming proposal is endorsed by the Registrar? Refer to [Section 14.2](#).

Signage and recording historical information

Has consideration been given to signage, if the naming proposal is endorsed by the Registrar? Refer to [Section 14.3](#).

Has consideration been given to recording historical information in VICNAMES if the naming proposal is endorsed by the Registrar? Refer to [Section 14.4](#).

Naming proposal documentation

Has the naming authority prepared a report on the proposal, to help determine compliance? Refer to [Section 9](#). Any report should include the following:

- information about how the proposal conforms with principles in [Section 2](#) and statutory requirements in relevant sections
- discussion of and response to any objections/comments received during the consultation period(s).

Has the naming authority's decision to accept or reject the proposal been formally recorded? This may involve councillors', relevant Ministerial or CEO's approval (if delegation of authority used). Refer to [Section 9](#).

Are the following pieces of information attached to the naming proposal being lodged, using the online [Vicmap Editing Service](#) (VES)?

Details of the existing name	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Background of the proposed name and why it was selected. If the proposed name is traditional or historical, include Traditional Owner language and, if possible, cultural heritage information.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Details of why a naming is proposed (if relevant)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Naming proposal documentation continued

	Yes	No	NA*
Details of a features location (including, if possible, the address and access points for emergency response).	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Details of the consultation process:			
A statement from naming authority about how they reached their decision to consult immediate and/or extended community	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
An analysis of the consultation's outcomes	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
How any objections were considered and what responses were provided to the objectors.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Confirmation that the name conforms to the naming rules.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Confirmation that the proposal has been accepted by the naming authority or is being submitted by a delegated officer.

Naming

The following information (where relevant):

A copy of consent from relevant Traditional Owner group(s)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
If undertaken, details of consultation with emergency response and public service providers (if VES was used for consultation, this evidence is automatically attached to the submission to GNV)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Copies of notice, letter, survey or voting poll material	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
De-identified (i.e. personal details removed) objections received from the public	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Copies of letters sent to objectors, indicating their ability to lodge an appeal to the Registrar (as provided in Section 9.1)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
A copy of council minutes indicating acceptance of the proposal, or that council staff have delegated authority.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

APPENDIX D AS4819:2011 Rural and urban addressing

The following basic points must always be applied when developing addresses as part of a road naming proposal. These points represent only a small collection of rules as outlined in the [AS/NZS 4819:2011 Rural and urban addressing](#) standards and road coordinating authorities are encouraged to refer to the standards for detailed advice.

There are scenarios where neither AS/NZS 4819:2011 nor these naming rules provide a best fit solution to the problem. In these cases, naming authorities should contact GNV and Vicmap for a site-specific solution.

1. A unique address should be assigned to each separately owned area of land or building, whether residential or commercial – for example hospitals, railway stations, places of worship, parks, monuments, education facilities, etc.

The numbering and determination of the road must be relative to the access point from which the property, dwelling, structure or feature is accessed. The road name used in an address must be the named road nearest the main vehicular or pedestrian access to the front door or entrance of a property, building, dwelling structure or feature.

Address numbers and names should be assigned as early as possible in the development process, and well before occupation. This must be adhered to in order to ensure adequate auditing of any proposals and, more importantly, to aid responses from emergency services and delivery of goods and services.

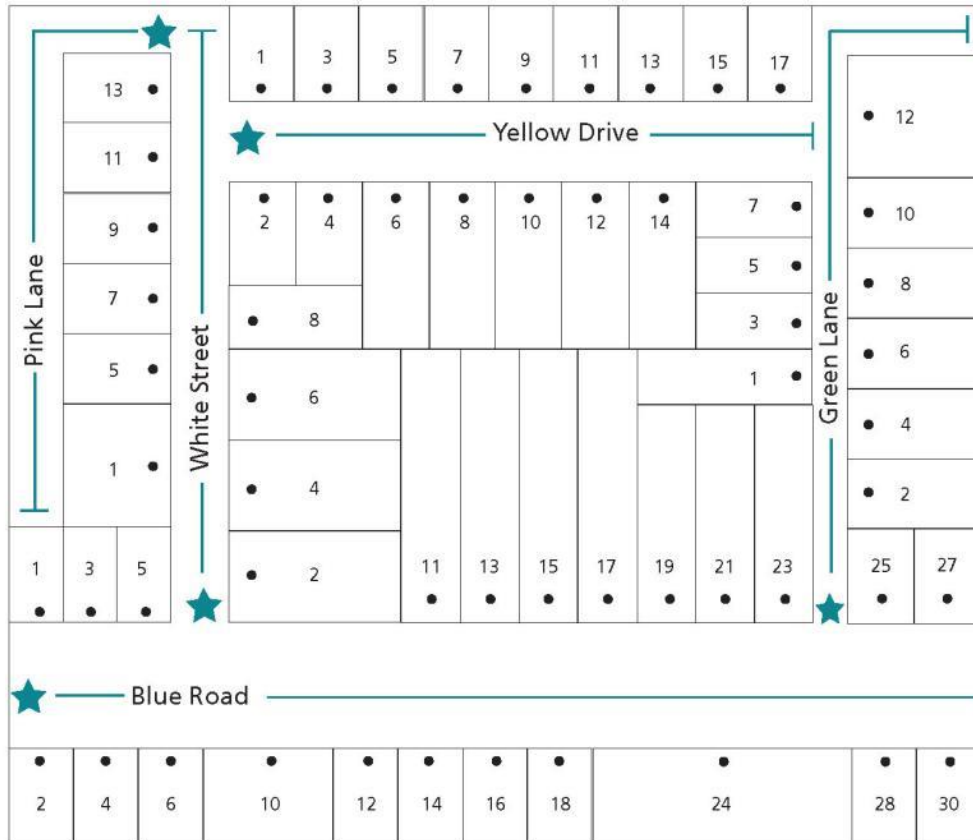
In cases of a property or business being part of a complex (such as a shopping centre or recreational facility), the addressing rules as defined in [AS/NZS 4819:2011 Rural and urban addressing](#) should be applied. For the process of registering private roads within complexes, refer to Sections [3.8](#) and [3.9](#).

2. A datum point must be chosen from which all address numbers will be applied. The origin or datum point for all address numbering should be the intersection at that end of the road from where access most commonly occurs or is planned to occur. The origin or datum point for numbering major roads such as highways should be at the capital city end, or the major city if the road is not connected to the capital city.
3. Numbering should be systematic and consistent along the extent of a named road, major road and highway throughout a locality. Address numbering standards and applications differ depending on whether the property is located in an urban or rural environment. Refer to [AS/NZS 4819 Rural and urban addressing](#) for specific directions and examples.

In urban areas, address sites on the left side of the road from the datum point should be numbered from one and increase sequentially using odd numbers. Address sites on the right side of the road from the datum point should be numbered from two and increase sequentially using even numbers. Refer to point 8 for culs-de-sac numbering.

If the opposite convention has been used throughout a defined area, it may continue to be used, provided it does not extend beyond that area.

The diagram below displays road extents, datum points and the assignment of numbers (note the reservation of numbers).



★ star = datum point

4. Address numbers should be clear and logical and numbering should be sequential, ranging from the lowest to the highest. Numbers should be positive integers (no zero, fractions, or decimals). An address number should consist of no more than five numeric characters (i.e. up to 99999) and, if required, a single upper-case alphabetical suffix. The word 'Lot' should not precede any assigned address number.
5. Do not avoid numbers; numbers must be assigned in a logical and sequential manner. However, it is possible to reserve numbers for future development.
6. If a proposed road is being constructed in multiple stages as part of a multi-lot subdivision development, and the section that includes the datum point is not yet constructed, the naming and addressing authority should reserve address numbers for the first section of the road.

This does not apply when the proposed road has been constructed at either end and the middle section is yet to be built. In these instances, both ends of the road should have unique names applied. When the middle section of road is constructed, the two unique road names should extend from their datum points until they meet at a cross road on the newly constructed middle section.

Appendix D

If one name is to be assigned to the completed road, naming of the two unique roads and renumbering should then take place to recognise the full extent of the road.

7. If a road continues with the same name through more than one locality, it is preferable that the numbering be unique and continuous for its entire length. For exceptionally long roads, logical sections may be defined by focal points and the numbering system applied to each section. The focal point should be placed so that localities are completely within a logical section.
8. A short cul-de-sac that has its own road name and five or fewer detached address sites can be numbered from the left, ignoring the normal odd and even numbering on each side. Alpha suffixes in this case may also be used to minimise any renumbering.

A cul-de-sac that has more than five detached address sites should be numbered with the odd numbers on the left and even numbers on the right. Alpha suffixes in this case should not be used.

9. A Department of Transport administrative road name should not be used for addressing purposes.

Address examples

Scenario 1: Residential redevelopment at number 37 Wyndham Street (highlighted) has resulted in four units, one fronting Wyndham Street and three fronting a section of Manor Street (highlighted by a red line). There are no numbers left on Manor Street for the three new units.

Option 1: Assign a new name to the section of Manor Street highlighted by a red line, a Cul-de-sac road type and assign new numbering accordingly.

Option 2: Re-number the full extent of Manor Street, taking into account possible future subdivisions at 39, 38 and 40 Wyndham Street; 39, 37, 36 and 34 High Street; and 33, 32 and 34 Margaret Street.



Scenario 2: It has been highlighted by emergency services that 87 Metung Road is not accessible from Metung Road. The property is accessed from Essington Close.

Option 1: Re-number 87 Metung Road to Essington Close with the address 2A Essington Close.

Option 2: Create a road that accesses 87 Metung Road and assign an appropriate name and number.



Glossary

Addressing authority	The authority responsible for addressing which is typically the council.
Council	The local government of a municipality, known throughout this document as the 'council'.
Cadastre	The Cadastre is a comprehensive methodically arranged public inventory of parcel-based information and data concerning real property boundaries and tenure objects within Victoria.
Department of Transport Administrative Road Name	A name Department of Transport/ Head Transport of Victoria applies to roads they manage and may consist of multiple names and/or the extent of gazetted roads.
Diacritical mark	A glyph or accent added to a letter that is used to change the sound values of the letters to which they are added.
Duplicate	Duplicates are considered to be two (or more) names within the same locality or prescribed distance in Principle D. Those names which are identical or have similar spelling or pronunciation. See Section 2 Principle D.
Duplication radius	The radius in which a duplication is not allowed to occur, being 5, 15, 30KM, depending on the type of locality.
Estate names	Includes names applied to residential estates, commercial or mixed estate. For example. residential subdivisions and business parks or commercial/ industrial zoned land.
Gazette	A notice in the Victoria Government Gazette
Geographic name	The name registered in the Register of Geographic Names - VICNAMES as the name for that place.
Geographic Place Names Advisory Committee (GPNAP)	Geographic Place Names Advisory Committee, which is formed from the Geographic Place Names Advisory Panel, appointed under section 12 of the <i>Geographic Place Names Act 1998</i> (the Act).
Guidelines	The guidelines having an effect under Part 2 of the Act known as <i>Naming rules for places in Victoria – Statutory requirements for naming roads, features and localities – 2022.</i>
Implied consent	By not responding to a naming proposal the affected party is giving implied consent to the proposal.
Naming	'Naming' includes naming or amending the name of a road, feature or locality.
Naming authorities	This is the entity responsible for naming. It includes councils, government departments or agencies, Traditional Owner groups and private organisations are considered to be naming authorities when they are responsible for a

	particular feature or road within their jurisdiction. A naming authority may not be the owners and/or responsible for the maintenance of the feature or road e.g. Crown Land committees of management or leased/licensed facilities with maintenance obligations.
Naming rules	The abbreviated name for <i>Naming rules for places in Victoria – Statutory requirements for naming roads, features and localities – 2022</i> .
Place	<ul style="list-style-type: none"> ○ Means any geographic place or building that is, or is likely to be, of public or historical interest and includes, but is not restricted to: ○ township, area, park, garden, reserve of land, suburb and locality <p>topographical feature, including undersea feature street, road, transport station, government school, government hospital and government nursing home.</p>
Petition	A petition is a request signed by people seeking to change a name, submitting a naming proposal or appealing a naming authority's decision.
Registered Aboriginal Parties (RAPs) Under the <i>Aboriginal Heritage Act 2006</i> , Traditional Owners may be appointed as Registered Aboriginal Parties (RAPs).	Registered Aboriginal Parties (RAPs) are organisations that represent the Traditional Owners and hold decision-making responsibilities under the <i>Aboriginal Heritage Act 2006</i> for the protection, management and preservation of Aboriginal cultural heritage in a specified geographical area.
Register	The Register of Geographic Names, known as VICNAMES, was established under section 9 of the <i>Geographic Place Names Act 1998</i> .
Registrar	The Registrar of Geographic Names appointed under section 7 of the <i>Geographic Place Names Act 1998</i> .
Solidus (/)	Another term for a slash or break.
Topographic	Refers to land's height, shape and features, such as mountains and rivers in an area of land.
Traditional Owners	The primary guardians, keepers and knowledge holders of Traditional Owner cultural heritage, including language. Under the <i>Aboriginal Heritage Act 2006</i> , Traditional Owners may be appointed as Registered Aboriginal Parties (RAPs).
United Nations Group of Experts on Geographical Names (UNGEGN)	UNGEGN was established to provide a cooperative framework and promote geographical names standardisation, through its geographical and linguistic divisions and topical working groups, publications, website and training activities. Further information is available online .

Glossary

Unregistered names	Unregistered names are roads and features that have been named by a naming authority and/or are locally known but are not officially registered and have not been added to VICNAMES.
Vicmap Editing Service (VES)	The Vicmap Editing Service (VES) is a notification and change management service that enables registered public users to advise the Department of Environment, Land, Water and Planning (DELWP) of changes required to Vicmap core spatial data products.
VICNAMES	The Register of Geographic Names, was established under section 9 of the <i>Geographic Place Names Act 1998</i> .



land.vic.gov.au

9.2 Kyabram Fauna Park Management

Division: Community

1. SUMMARY

This report provides the basis for the transfer of Council owned land within the Kyabram Fauna Park to Zoos Victoria.

It recognises that the wetlands of the Kyabram Fauna Park form an integral part of the drainage system for the township of Kyabram. While the economic and environmental opportunities provided through the inclusion of the Kyabram Fauna Park within the Zoos Victoria family are immense, the importance of this area to the flood protection of the town cannot be underestimated. The inclusion of a section 173 agreement within the land transfer seeks to enshrine the ongoing use of the wetlands as a vital flood mitigation facility.

2. RECOMMENDATION

That Council:

- 1. Enter into a Section 173 agreement with Zoological Parks and Gardens Board (Zoos Victoria) which has the guiding principles of;**
 - a. The site remains as the major flood retardation infrastructure for the town of Kyabram.**
 - b. The holding capacity of drainage water on the site cannot be decreased in any way.**
 - c. The natural over land flow of storm water onto the site is not to be inhibited.**
 - d. Access to the site to maintain key drainage infrastructure is available at all times for Council staff and/or contractors.**
 - e. Work Instructions/operational rules form a schedule attached to the Section 173 agreement and cannot be over-ridden. This includes maximum water levels of the wetlands.**
 - f. Zoos Victoria will maintain the outflow areas of the site to ensure these remain functional at all times (this may involve weed control)**
 - g. Both parties will participate in joint six-monthly inspections of the site to ensure its preparedness to meet any demands from storm activity.**
- 2. Agree to the transfer of land to Zoological Parks and Gardens Board In consideration of the payment of \$1 (GST inclusive) upon demand for the following five individual lots:**

Lot 1 LP70737	Volume 8613	Folio 480
Lot 2 LP70737	Volume 8613	Folio 481
Reserve 1 PS303314	Volume 10015	Folio 565
Lot 1 LP70738	Volume 8592	Folio 038
Lot 2 LP70738	Volume 8592	Folio 039

- 3. Note the transfer of land to a public body is in accordance with Section 116 of the Local Government Act 2020.**
- 4. Authorise the CEO to sign the Contract of Sale and associated documents.**
- 5. Authorise Zoos Victoria management control over the site until the land transfer is complete.**

3. PURPOSE

To seek approval for the transfer of Council owned land within the Kyabram Fauna Park to Zoos Victoria.

4. DISCUSSION

The Kyabram Fauna Park (the Park) was established in 1979 across a site made up of both Council owned and Crown Land (see attachment) and has operated under a Committee of Management direct to the Department Environment, Water, Land & Planning (DEWLP). The wetlands of the Park forms an integral part of the drainage system for the township of Kyabram and covers both Council and Crown land. Drainage water enters the site through a number of means; pumping, drainage system/pipes and overland flow. As part of the proposed land transfer, Council will attach a Section 173 agreement with is based around the following principles;

- a. The site remains as the major flood retardation infrastructure for the town of Kyabram.
- b. The holding capacity of drainage water on the site cannot be decreased in any way.
- c. The natural over land flow of storm water onto the site is not to be inhibited.
- d. Access to the site to maintain key drainage infrastructure is available at all times for Council staff and/or contractors.
- e. Work Instructions/operational rules form a schedule attached to the Section 173 agreement and cannot be over-ridden. This includes maximum water levels of the wetlands.
- f. Zoos Victoria will maintain the outflow areas of the site to ensure these remain functional at all times (this may involve limited control).
- g. Both parties will participate in joint six-monthly inspections of the site to ensure it preparedness to meet any demands from storm activity.

A site plan will be attached to the Section 173 agreement illustrating the drainage infrastructure located within the Park and include locations of overland storm water flow.

The Park has looked after wildlife and delivered conservation programs, planting more than 7,000 native trees and plants to create a range of habitats to provide food and shelter for free-ranging wildlife and encouraged the return of 35 species of birds to the local area. The extensive collection of Australian animals includes Tasmanian Devils, quolls, dingoes, koalas, kangaroos, wombats, echidna, emus, flying foxes and southern cassowary along with an impressive collection of reptiles and birds. Council has been project managing the renewal of the Reptile Enclosure which is located on the Council owned land within the Park and which is anticipated to be completed in September this year.

The State Government has announced that the management of Kyabram Fauna Park will be transitioned from DEWLP to Zoos Victoria, supported by \$3 million in additional funding.

Kyabram Fauna Park will join Melbourne Zoo, Werribee Open Range Zoo and Healesville Sanctuary, benefiting the resident wildlife, delivering improved staff opportunities and increased tourism to the region.

From October, Kyabram Fauna Park will be included in Zoos Victoria programs including the Kids Go Free offer, where children under 16 receive free admission to Victoria's Zoos on weekends, public holidays and school holidays, and members of the two zoos will have access to both.

The 55-hectare parkland and wetland Kyabram Fauna Park site is two and a half times bigger than Melbourne Zoo and has more than 600 animals, the largest collection of Australian animals in Victoria following Healesville Sanctuary.

The two wildlife organisations already share close strategic alignment across animal welfare, conservation, sustainability and visitor experience. The transition process is underway, with full integration to be complete within the next 18 months.

The transfer of Council owned land will enhance the ability of Zoos Victoria to continue manage the site as a single operation. The role of the wetlands within the Park as part of the Kyabram drainage network will remain with Council through the implementation of a Section 173 Agreement entered into at the time of the land transfer.

5. CONSULTATION

Internal consultation:

- Property Manager
- Manager Assets
- Works Co-ordinator
- EMG

External consultation:

- DEWLP Regional Office
- Kyabram Fauna Park Committee of Management
- Zoos Victoria

Councillors:

- Numerous Council Briefing Sessions during 2021-22.

6. POLICY AND LEGISLATIVE IMPLICATIONS

The requirements of Section 9(2)(c) of *Local Government Act 2020* have been considered and no Council Policy and relevant law has been identified within this report.

7. FINANCIAL AND ECONOMIC IMPLICATIONS

The requirements of Section 9(2)(c) of *Local Government Act 2020* have been considered and no economic sustainability issues for the municipality have been identified within this report.

The requirements of Section 9(2)(c) of *Local Government Act 2020* have been considered and no issues of ongoing financial viability of the Council have been identified within this report.

8. ENVIRONMENTAL IMPLICATIONS

The requirements of Section 9(2)(c) of *Local Government Act 2020* have been considered and no environmental sustainability issues including mitigation and planning for climate change risks have been identified within this report.

9. SOCIAL IMPLICATIONS

The requirements of Section 9(2)(c) of *Local Government Act 2020* have been considered and no social implications for the municipality have been identified with this report.

10. RELEVANCE TO COUNCIL PLAN 2021-2025

Flourishing local economy

A resilient long-term economy attractive to local and external investors

Resilient protected and healthy natural environment

Well managed resources for a sustainable future

Protected natural environment

Well planned places

Attractive and useable sites of importance

Growing quality of life

Inclusive, connected, culturally diverse and safe

11. ISSUES AND RISK MANAGEMENT

Issues:

Issue 1:

As It is recognised that the wetlands of the Kyabram Fauna Park form an integral part of the drainage system for the township of Kyabram, it is imperative that the transfer of ownership of the Council land ensures that this ongoing role within the site is preserved through a Section 173 agreement.

Issue 2:

Operational management of John Pilley Reserve has rested with Council since it was established, although no formal agreement has ever been in place with DEWLP as the land owner. The Master Plan for the future development of the Park shows that the John Pilley Reserve would be included within the Park. The development of the Kyabram Placed Plan recognised this and sought to have replacement park and playground developed to a similar standard within Kyabram.

Risk:

Risk management has been considered in the preparation of this report and no risks with a high or extreme rating have been identified in this process.

12. CONFLICT OF INTEREST

The report author is currently a member on the Kyabram Fauna Park Committee of Management.

13. CHARTER OF HUMAN RIGHTS

This Report has considered and complies with the Human Rights and Responsibilities contained in the Victorian Charter of *Human Rights and Responsibilities Act 2006*.

14. INSTRUMENT OF DELEGATION

This report has considered and complies with the Instrument of Sub-Delegation by the Chief Executive Officer is so far as this report is not contrary to the existing policy or strategy previously adopted by Council.

15. CONCLUSION

The transfer of Council owned land within the Kyabram Fauna Park to Zoos Victoria will provide enhanced economic and environmental opportunities to the town of Kyabram and the broader region. The importance of the wetlands area to the flood protection of the town is vital and the inclusion of a section 173 agreement within the land transfer essential to the ongoing use of the wetlands as an important flood mitigation facility.

16. ATTACHMENTS

1. Titles and Plans x 5 [9.2.1 - 10 pages]



Copyright State of Victoria. No part of this publication may be reproduced except as permitted by the Copyright Act 1968 (Cth), to comply with a statutory requirement or pursuant to a written agreement. The information is only valid at the time and in the form obtained from the LANDATA REGD TM System. None of the State of Victoria, its agents or contractors, accepts responsibility for any subsequent publication or reproduction of the information.

The Victorian Government acknowledges the Traditional Owners of Victoria and pays respects to their ongoing connection to their Country, History and Culture. The Victorian Government extends this respect to their Elders, past, present and emerging.

REGISTER SEARCH STATEMENT (Title Search) Transfer of Land Act 1958

VOLUME 08613 FOLIO 480

Security no : 124099251624D

Produced 27/07/2022 04:21 PM

LAND DESCRIPTION

Lot 1 on Plan of Subdivision 070737.
PARENT TITLE Volume 08404 Folio 168
Created by instrument LP070737 04/05/1966

REGISTERED PROPRIETOR

Estate Fee Simple

Sole Proprietor

CAMPASPE SHIRE COUNCIL of HARE STREET & HEYGARTH STREET ECHUCA VIC 3564

[AK970351X](#) 18/03/2014

ENCUMBRANCES, CAVEATS AND NOTICES

Any encumbrances created by Section 98 Transfer of Land Act 1958 or Section 24 Subdivision Act 1988 and any other encumbrances shown or entered on the plan or imaged folio set out under DIAGRAM LOCATION below.

DIAGRAM LOCATION

SEE [LP070737](#) FOR FURTHER DETAILS AND BOUNDARIES

ACTIVITY IN THE LAST 125 DAYS

NIL

-----END OF REGISTER SEARCH STATEMENT-----

Additional information: (not part of the Register Search Statement)

ADMINISTRATIVE NOTICES

NIL

eCT Control 09860V CAMPASPE SHIRE COUNCIL

Effective from 19/03/2014

DOCUMENT END

Home	Account: 285100		Authority Fee(GST exclusive): \$0.00	27/07/2022 04:21PM
			Service Fee(GST exclusive): \$0.00	
			GST Payable: \$0.00	



Copyright State of Victoria. No part of this publication may be reproduced except as permitted by the Copyright Act 1968 (Cth), to comply with a statutory requirement or pursuant to a written agreement. The information is only valid at the time and in the form obtained from the LANDATA REGD TM System. None of the State of Victoria, its agents or contractors, accepts responsibility for any subsequent publication or reproduction of the information.

The Victorian Government acknowledges the Traditional Owners of Victoria and pays respects to their ongoing connection to their Country, History and Culture. The Victorian Government extends this respect to their Elders, past, present and emerging.

REGISTER SEARCH STATEMENT (Title Search) Transfer of Land Act 1958

VOLUME 08613 FOLIO 481

Security no : 124099251674Y

Produced 27/07/2022 04:23 PM

LAND DESCRIPTION

Lot 2 on Plan of Subdivision 070737.

PARENT TITLE Volume 08404 Folio 168

Created by instrument LP070737 04/05/1966

REGISTERED PROPRIETOR

Estate Fee Simple

Sole Proprietor

CAMPASPE SHIRE COUNCIL of HARE STREET & HEYGARTH STREET ECHUCA VIC 3564

[AK970351X](#) 18/03/2014

ENCUMBRANCES, CAVEATS AND NOTICES

Any encumbrances created by Section 98 Transfer of Land Act 1958 or Section 24 Subdivision Act 1988 and any other encumbrances shown or entered on the plan or imaged folio set out under DIAGRAM LOCATION below.

DIAGRAM LOCATION

SEE [LP070737](#) FOR FURTHER DETAILS AND BOUNDARIES

ACTIVITY IN THE LAST 125 DAYS

NIL

-----END OF REGISTER SEARCH STATEMENT-----

Additional information: (not part of the Register Search Statement)

ADMINISTRATIVE NOTICES

NIL

eCT Control 09860V CAMPASPE SHIRE COUNCIL

Effective from 19/03/2014

DOCUMENT END

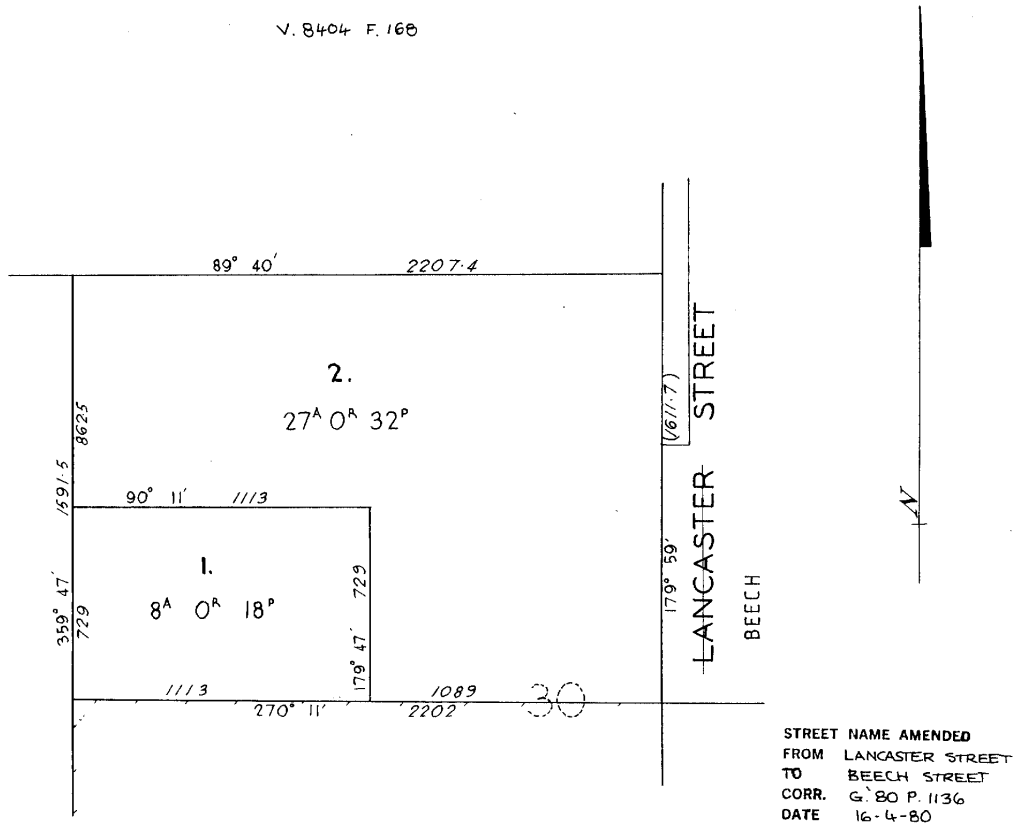
Home	Account: 285100		Authority Fee(GST exclusive): \$0.00	27/07/2022 04:23PM
			Service Fee(GST exclusive): \$0.00	
			GST Payable: \$0.00	

LP70737
EDITION 1
 APPROVED 31/3/166

PLAN OF SUBDIVISION OF
 LOT 34 ON LP13738
 BEING PART OF CROWN ALLOTMENT 30
 PARISH OF KYABRAM EAST
 COUNTY OF RODNEY

SCALE - CHAINS

V. 8404 F. 166



STREET NAME AMENDED
 FROM LANCASTER STREET
 TO BEECH STREET
 CORR. G. 80 P. 1136
 DATE 16-4-80

NOTE -
 For Datum & Reference Marks - See Field Notes.
 Lot 2 is the balance of Title and is not subject
 to survey.



Copyright State of Victoria. No part of this publication may be reproduced except as permitted by the Copyright Act 1968 (Cth), to comply with a statutory requirement or pursuant to a written agreement. The information is only valid at the time and in the form obtained from the LANDATA REGD TM System. None of the State of Victoria, its agents or contractors, accepts responsibility for any subsequent publication or reproduction of the information.

The Victorian Government acknowledges the Traditional Owners of Victoria and pays respects to their ongoing connection to their Country, History and Culture. The Victorian Government extends this respect to their Elders, past, present and emerging.

REGISTER SEARCH STATEMENT (Title Search) Transfer of Land Act 1958

VOLUME 08592 FOLIO 038

Security no : 124099252246B

Produced 27/07/2022 04:32 PM

LAND DESCRIPTION

Lot 1 on Plan of Subdivision 070738.
PARENT TITLE Volume 08398 Folio 585
Created by instrument LP070738 09/12/1965

REGISTERED PROPRIETOR

Estate Fee Simple

Sole Proprietor

CAMPASPE SHIRE COUNCIL of HARE STREET & HEYGARTH STREET ECHUCA VIC 3564

[AK970351X](#) 18/03/2014

ENCUMBRANCES, CAVEATS AND NOTICES

Any encumbrances created by Section 98 Transfer of Land Act 1958 or Section 24 Subdivision Act 1988 and any other encumbrances shown or entered on the plan or imaged folio set out under DIAGRAM LOCATION below.

DIAGRAM LOCATION

SEE [LP070738](#) FOR FURTHER DETAILS AND BOUNDARIES

ACTIVITY IN THE LAST 125 DAYS

NIL

-----END OF REGISTER SEARCH STATEMENT-----

Additional information: (not part of the Register Search Statement)

ADMINISTRATIVE NOTICES

NIL

eCT Control 09860V CAMPASPE SHIRE COUNCIL

Effective from 19/03/2014

DOCUMENT END

Home	Account: 285100		Authority Fee(GST exclusive): \$0.00 Service Fee(GST exclusive): \$0.00 GST Payable: \$0.00	27/07/2022 04:32PM
----------------------	---------------------------	--	--	-----------------------



Copyright State of Victoria. No part of this publication may be reproduced except as permitted by the Copyright Act 1968 (Cth), to comply with a statutory requirement or pursuant to a written agreement. The information is only valid at the time and in the form obtained from the LANDATA REGD TM System. None of the State of Victoria, its agents or contractors, accepts responsibility for any subsequent publication or reproduction of the information.

The Victorian Government acknowledges the Traditional Owners of Victoria and pays respects to their ongoing connection to their Country, History and Culture. The Victorian Government extends this respect to their Elders, past, present and emerging.

REGISTER SEARCH STATEMENT (Title Search) Transfer of Land Act 1958

VOLUME 08592 FOLIO 039

Security no : 124099252364Y

Produced 27/07/2022 04:35 PM

LAND DESCRIPTION

Lot 2 on Plan of Subdivision 070738.

PARENT TITLE Volume 08398 Folio 585

Created by instrument LP070738 09/12/1965

REGISTERED PROPRIETOR

Estate Fee Simple

Sole Proprietor

CAMPASPE SHIRE COUNCIL of HARE STREET & HEYGARTH STREET ECHUCA VIC 3564

[AK970351X](#) 18/03/2014

ENCUMBRANCES, CAVEATS AND NOTICES

Any encumbrances created by Section 98 Transfer of Land Act 1958 or Section 24 Subdivision Act 1988 and any other encumbrances shown or entered on the plan or imaged folio set out under DIAGRAM LOCATION below.

DIAGRAM LOCATION

SEE [TP634144B](#) FOR FURTHER DETAILS AND BOUNDARIES

ACTIVITY IN THE LAST 125 DAYS

NIL

-----END OF REGISTER SEARCH STATEMENT-----

Additional information: (not part of the Register Search Statement)

ADMINISTRATIVE NOTICES

NIL

eCT Control 09860V CAMPASPE SHIRE COUNCIL

Effective from 19/03/2014

DOCUMENT END

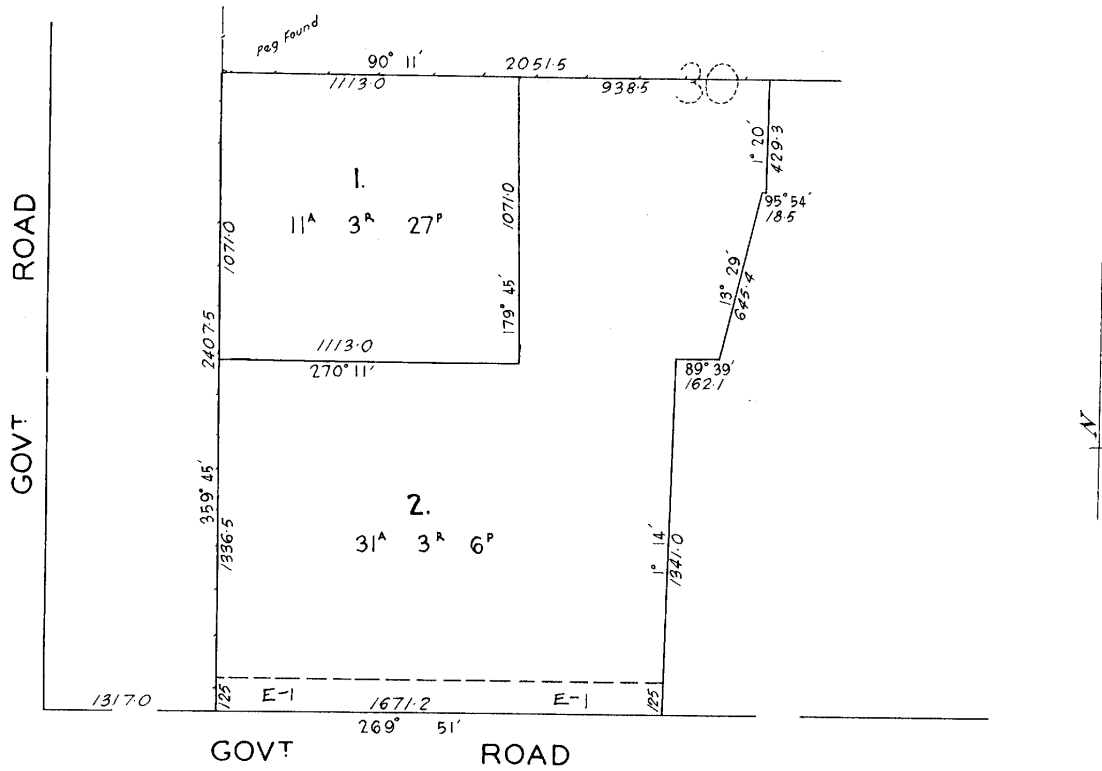
Home	Account: 285100		Authority Fee(GST exclusive): \$0.00	27/07/2022 04:35PM
			Service Fee(GST exclusive): \$0.00	
			GST Payable: \$0.00	

LP70738
EDITION 1
 APPROVED 8 / 11 / 165

PLAN OF SUBDIVISION OF
 LOT 1 ON L.P. 57286
 BEING PART OF CROWN ALLOTMENT 30
 PARISH OF KYABRAM EAST
 COUNTY OF RODNEY

SCALE - CHAINS

COLOUR CONVERSION
 E-1=BLUE



NOTE-
 For Datum & Reference Marks - See Field Notes
 Lot 2 is the balance of title and is not subject
 to survey.
 Land coloured blue is encumbered.

FOR APPROPRIATIONS, ETC,
 SEE BACK HEREOF



Copyright State of Victoria. No part of this publication may be reproduced except as permitted by the Copyright Act 1968 (Cth), to comply with a statutory requirement or pursuant to a written agreement. The information is only valid at the time and in the form obtained from the LANDATA REGD TM System. None of the State of Victoria, its agents or contractors, accepts responsibility for any subsequent publication or reproduction of the information.

The Victorian Government acknowledges the Traditional Owners of Victoria and pays respects to their ongoing connection to their Country, History and Culture. The Victorian Government extends this respect to their Elders, past, present and emerging.

REGISTER SEARCH STATEMENT (Title Search) Transfer of Land Act 1958

VOLUME 10015 FOLIO 565

Security no : 124099252531S

Produced 27/07/2022 04:38 PM

LAND DESCRIPTION

Reserve 1 on Plan of Subdivision 303314N.

PARENT TITLE Volume 09963 Folio 405

Created by instrument PS303314N 03/05/1991

REGISTERED PROPRIETOR

Estate Fee Simple

Sole Proprietor

CAMPASPE SHIRE COUNCIL of HARE STREET & HEYGARTH STREET ECHUCA VIC 3564

[AK970353T](#) 18/03/2014

ENCUMBRANCES, CAVEATS AND NOTICES

Any encumbrances created by Section 98 Transfer of Land Act 1958 or Section 24 Subdivision Act 1988 and any other encumbrances shown or entered on the plan set out under DIAGRAM LOCATION below.

DIAGRAM LOCATION

SEE [PS303314N](#) FOR FURTHER DETAILS AND BOUNDARIES

ACTIVITY IN THE LAST 125 DAYS

NIL

-----END OF REGISTER SEARCH STATEMENT-----

Additional information: (not part of the Register Search Statement)

ADMINISTRATIVE NOTICES

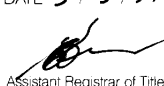

NIL

eCT Control 09860V CAMPASPE SHIRE COUNCIL

Effective from 19/03/2014

DOCUMENT END

Home	Account: 285100		Authority Fee(GST exclusive): \$0.00 Service Fee(GST exclusive): \$0.00 GST Payable: \$0.00	27/07/2022 04:38PM
----------------------	---------------------------	--	--	-----------------------

PLAN OF SUBDIVISION		STAGE No.	LTO USE ONLY EDITION 3	PLAN NUMBER PS 303314 N
LOCATION OF LAND PARISH: KYABRAM EAST TOWNSHIP: _____ SECTION: _____ CROWN ALLOTMENT: 30 (PART) CROWN PORTION: _____ LTO BASE RECORD: CHART 9 2949 TITLE REFERENCES: VOL: 9963 FOL: 405 LAST PLAN REFERENCE/S: LP 13738 (LOT 31A) POSTAL ADDRESS: BEECH STREET (At time of subdivision) KYABRAM AMG Co-ordinates E 325500 ZONE: 55 (of approx centre of land in plan) N5978500		COUNCIL CERTIFICATION AND ENDORSEMENT COUNCIL NAME: <i>KYABRAM</i> REF: <i>5168</i> 1. This plan is certified under Section 6 of the Subdivision Act 1988. 2. This plan is certified under Section 11(7) of the Subdivision Act 1988. — Date of original certification under Section 6: _____ 3. This is a statement of compliance issued under Section 18 of the Subdivision Act 1988. — OPEN SPACE (i) A requirement for public open space under Section 18 of the Subdivision Act 1988 has/had not been made. (ii) The requirement has been satisfied. (iii) The requirement is to be satisfied in Stage _____ Council Delegate _____ Council Seal _____ Date <i>26/4/1991</i> Re-certified under Section 11(7) of the Subdivision Act 1988 _____ Council Delegate _____ Council Seal _____ Date _____		
VESTING OF ROADS AND/OR RESERVES				
IDENTIFIER		COUNCIL/BODY/PERSON		
ROAD R-1 & R-2		TOWN OF KYABRAM		
RESERVE No 1		TOWN OF KYABRAM		
NOTATIONS				
STAGING This is/ is not a staged subdivision. Planning permit No. <i>13/90</i>				
DEPTH LIMITATION DOES NOT APPLY				
SURVEY THIS PLAN IS IS NOT BASED ON SURVEY THIS SURVEY HAS BEEN CONNECTED TO PERMANENT MARKS No (s) IN PROCLAIMED SURVEY AREA No.				
EASEMENT INFORMATION				LTO USE ONLY
LEGEND A - Appurtenant Easement E - Encumbering Easement R - Encumbering Easement (Road)				STATEMENT OF COMPLIANCE/ EXEMPTION STATEMENT
SECTION 12(2) OF THE SUBDIVISION ACT (1988) APPLIES TO THE LAND IN THIS PLAN				
Easement Reference	Purpose	Width (Metres)	Origin	Land Benefited/In Favour Of
E-1&R-1	SUPPLY OF WATER	SEE DIAG.	C/E 675560	R.W.C.
R-1 & R-2	WAY, DRAINAGE, SEWERAGE AND THE SUPPLY OF GAS, WATER, ELECTRICITY AND TELEPHONE	SEE DIAG.	THIS PLAN	LAND IN THIS PLAN
E-2&R-2	SUPPLY OF WATER	10.06	C/E 515797	R.W.C.
				RECEIVED <input checked="" type="checkbox"/>
				DATE: <i>27/12/90</i>
				LTO USE ONLY
				PLAN REGISTERED TIME
				DATE <i>3/5/91</i>
				
				Assistant Registrar of Titles
				SHEET 1 OF 2 SHEETS
 30 WELSFORD STREET, SHEPPARTON, 3630. P.O. BOX 416, SHEPPARTON. PH. (058) 21 9808.		LICENSED SURVEYOR (PRINT) MICHAEL ALAN TOLL SIGNATURE _____ DATE / / REF 2085 VERSION _____		DATE / / COUNCIL DELEGATE SIGNATURE ORIGINAL SHEET SIZE A3

Crefhdd: PS01

9.3 Policy 168 Street Naming and Numbering

Division: Corporate

1. SUMMARY

The Street Naming and Numbering Policy (Policy 168) provides a clear and consistent approach to the allocation and administration of the naming and numbering of streets and properties throughout the municipality.

The policy ensures that Council acts in accordance with the Geographic Place Names Act 1998 and Section 29 of the Subdivision (Procedures) Regulations 2011 as well as the guidelines provided in Australian/New Zealand Standard Rural and Urban Addressing AS/NZS 4819:2011, Guidelines for Geographic Names 2010 as set out by the Registrar of Geographic Names (Victoria) and Naming rules for places in Victoria – statutory requirements for naming roads, features and locations 2022.

2. RECOMMENDATION

That Council adopt Version 2 (as attached 9.3.1) of Policy 168 – Street Naming and Numbering.

3. PURPOSE

To adopt the Street Naming and Numbering policy (Policy 168) which provides a clear and consistent approach to the allocation and administration of the naming and numbering of street and properties throughout the municipality.

To ensure that Council acts in accordance with the Geographic Place Names Act 1998 and Section 29 of the Subdivision (Procedures) Regulations 2011 as well as the guidelines provided in Australian/New Zealand Standard Rural and Urban Addressing AS/NZS 4819:2011, Guidelines for Geographic Names 2010 as set out by the Registrar of Geographic Names (Victoria) and Naming rules for places in Victoria – statutory requirements for naming roads, features and locations 2022.

4. DISCUSSION

The Street Naming and Numbering Policy provides a clear and consistent approach to the allocation and administration of the naming and numbering of streets and properties through the municipality.

Council is responsible for the naming of roads, features and localities. Council is also responsible for the issue of all urban and rural addresses in the municipality. This is an important service as it allows for the easy identification of a property by a range of service providers within the community, including emergency services (e.g. police, ambulance, and fire), postal services and utility providers.

The Policy ensures that Council acts in accordance with the Geographic Place Names Act 1998 and Section 29 of the Subdivision (Procedures) Regulations 2011 as well as the guidelines provided in Australian/New Zealand Standard Rural and Urban Addressing AS/NZS 4819:2011, Guidelines for Geographic Names 2010 as set out by the Registrar of Geographic Names (Victoria) and Naming rules for places in Victoria – statutory requirements for naming roads, features and locations 2022.

5. CONSULTATION

Internal consultation:

- Manager Finance
- Executive Management Group

Councillors:

- 03 August 2022 Council Briefing Session.

6. POLICY AND LEGISLATIVE IMPLICATIONS

The requirements of Section 9(2)(c) of Local Government Act 2020 have been considered and there are no legislative implications arising from this report.

7. FINANCIAL AND ECONOMIC IMPLICATIONS

The requirements of Section 9(2)(c) of *Local Government Act 2020* have been considered and no issues of ongoing financial viability of the Council have been identified within this report.

8. ENVIRONMENTAL IMPLICATIONS

The requirements of Section 9(2)(c) of *Local Government Act 2020* have been considered and no environmental sustainability issues including mitigation and planning for climate change risks have been identified within this report.

9. SOCIAL IMPLICATIONS

The requirements of Section 9(2)(c) of *Local Government Act 2020* have been considered and no social implications for the municipality have been identified with this report.

10. RELEVANCE TO COUNCIL PLAN 2021-2025

Not applicable.

11. ISSUES AND RISK MANAGEMENT

Risk management has been considered in the preparation of this report and no risks with a high or extreme rating have been identified in this process.

12. CONFLICT OF INTEREST

In accordance with section 130 of the *Local Government Act 2020*, the officer preparing this report declares no conflict of interest regarding this matter.

13. CHARTER OF HUMAN RIGHTS

This report has considered and complies with the Human Rights and Responsibilities contained in the Victorian Charter of *Human Rights and Responsibilities Act 2006*.

14. INSTRUMENT OF DELEGATION

This report has considered and complies with the Instrument of Sub-Delegation by the Chief Executive Officer is so far as this report is not contrary to the existing Policy or strategy previously adopted by Council.

15. CONCLUSION

Council is responsible for the naming of roads, features and localities. Council is also responsible for the issue of all urban and rural addresses in the municipality. This is an important service as it allows for the easy identification of a property by a range of service providers within the community, including emergency services (e.g. police, ambulance, and fire), postal services and utility providers.

Adoption of this Policy will ensure that Council meets its obligation regarding the naming and numbering of urban and rural addresses.

16. ATTACHMENTS

1. 168 Street Naming and Numbering - Draft Version 2 [9.3.1 - 3 pages]

Street Naming and Numbering

Council Policy Number	168
Date adopted	17 August 2022
Version No.	2



Council Policy

Council Policy

Council Policy

Council Policy

1. Preamble

This policy provides a clear and consistent approach to the allocating and administration of the naming and numbering of streets and properties throughout the municipality

2. Purpose

The purpose of this policy is to ensure that Campaspe Shire Council ('Council') acts in accordance with the *Local Government Act 1989*, *Geographic Place Names Act 1998* and Section 29 of the Subdivision (Procedures) Regulations 2021 as well as the guidelines provided in Australian / New Zealand Standard Rural and Urban Addressing AS/NZS 4819:2011, Guidelines for Geographic Names 2010 as set out by the Registrar of Geographic Names (Victoria) and Naming rules for places in Victoria – statutory requirements for naming roads, features and localities 2022.

3. Definitions

Street	an officially named thoroughfare.
Street Number	the number allocated to an individual property or occupancy, creating an address within an urban area.
Rural Road Number	the number allocated to an individual property or occupancy, creating an address within a rural area.

4. Policy Statement

Council is responsible for the naming of roads, features and localities. Council is also responsible for the issue of all urban and rural addresses in the municipality. This is an important service as it allows for the easy identification of a property by a range of service providers within the community, including emergency services (e.g. police, ambulance, and fire), postal services and utility providers.

All properties in the municipality will be allocated a unique street number.

4.1. Policy Objectives

- To specify how Council facilitates identification of properties in the municipality by the use of a logical established pattern of street numbering and in accordance with AS/NZ 4819:2011 Geographic Information - rural and urban addressing.
- In allocating street numbers Council will consider the need to promptly establish the location of properties by drivers of emergency vehicles.
- To review specific administrative procedures to ensure that owners and occupiers of properties and all relevant authorities are notified of newly allocated numbers.
- To ensure that developers/applicants are made aware of Council's policy requirements and proposed name and street numbers at the early stages of proposed developments.
- To implement and ensure that all premises display the correctly assigned street number and when needed allow Council to change the street numbers as required.
- To facilitate the naming of road/streets, features and localities following processes outlined in the "Naming rules for places in Victoria, Statutory requirements for naming roads, features and localities -2016" (the Naming Rules).

4.2. Policy Scope

This policy applies to the naming and numbering of all properties in the municipality and will be applied:

- a) when new allotments or properties are created;
- b) when there are physical changes to existing allotments;
- c) when there is a change in the number or configuration of tenements;
- d) if a submission is received alleging that numbering is unsatisfactory;
- e) if a submission is received to name a public feature.

4.3. Policy

- a) The Planning Department will apply street naming convention when a proposed plan of subdivision is submitted.
- b) The Rates Department will allocate street numbering upon receipt of a proposed plan of subdivision from the Planning Department or upon notification of a change in built form or occupancy which warrant the allocation of new street numbers. An appropriate number will then be allocated to the property, and the owner, and service authorities will be notified of the new numbering.
- c) The owner and occupier shall prominently display street numbers allocated by Council to the street abuttal to which the property is addressed.
- d) In addition, if the number is displayed to any other street abuttal, such number shall be accompanied by a prominent display of the name of the street to which the property is addressed.
- e) Council reserves the right to request owners to change the address of their property if the existing numbering/naming either actual or displayed is inappropriate or confusing.
- f) Re-numbering of all or part of a street will be considered when there are multiple numbering problems and then only after consultation with the owners and occupiers affected.
- g) Property owners can request changes to their numbering in writing with supporting evidence. This will be examined having regard to this policy and the guidelines attached.
- h) Council will not approve requests for street number changes that conflict with policy objectives. Examples of requests that will be refused are:
 - i. A number is considered 'unlucky'
 - ii. Cultural or religious reasons
 - iii. To improve the Feng shui of a property
 - iv. Vendor or agent preferences or incorrect advice provided to purchasers
 - v. Personal preferences
 - vi. The number is not good for business
 - vii. The property is difficult to sell
 - viii. The address 'devalues' the property
- i) The principles in this policy will be followed when implementing the Street Numbering Procedure that is attached to this policy.
- j) As boundaries move due to the expansion and development of towns, allocation of numbers need to be logical between existing Rural Road Numbers ('RRN') and new street numbering. In allocating street numbers allowance is to be made for potential future developments.
- k) Street numbers and RRN should be displayed at all times, to allow easy identification by emergency services.
- l) If a property is advised to have a direct mail service, then the property address as registered by Council will be the official mailing address of the property. No other address details will be adopted.

- m) If evidence provided by an applicant, clearly indicates that Council has not taken due care to prevent wrong address details being used during the relevant planning and development phase of an application, Council will work with the applicant to amend Council documentation and relevant contact details registered within Council's corporate databases and that of relevant utilities.
- n) If Council requires the compulsory renumbering of a property, a one-off payment of \$150.00 will be paid to the property owner. This payment does not apply when a property owner has requested the renumbering of their property.

5. Exclusions

Nil

6. Human Rights

This policy has considered and complies with the Human Rights and Responsibilities contained in the Victorian Charter of *Human Rights and Responsibilities Act 2006*.

7. Related Legislation

Fire Services Property Levy Act 2012

Local Government Act 1989 Schedule 10

Local Government Act 1989 Section 158A

Planning & Environment Act 1987

Subdivision Act 1988

Valuation of Land Act 1960

8. Related Policies, Procedures and Strategies

Council Procedure PR140 - Street Numbering

9. Attachments

AS/NZ 4819:2011 Geographic Information - Rural and urban addressing.

Naming rules for place in Victoria - <https://www.land.vic.gov.au/place-naming/understand-the-naming-process/the-naming-rules>

Review Period

Four Years

Responsible Officer

Finance Manager

10. Administrative Updates

It is recognised that, from time to time, circumstances may change leading to the need for minor administrative changes to this document. Where an update does not materially alter the policy, such a change may be made administratively. Examples include a change to the name of a Council department, a change to the name of a Federal or State Government department, and a minor update to legislation which does not have a material impact. However, any change or update which materially alters this document must be by resolution of Council.

11. Approval History

Version 1 Adopted	20 August 2019	Minute Book Reference No 3052 (item 7.3)
Administrative update	1 March 2021	Campaspe Shire Council to 'Council'
Version 2 Adopted	17 August 2022	Council Meeting Agenda Item 9.3

9.4 Policy 186 - Moorings Licences

Division: Community

1. SUMMARY

This report seeks Council endorsement to adopt the Mooring Licences Policy which provides direction on the management and administration of moorings in the Echuca bridge-to-bridge precinct.

2. RECOMMENDATION

That Council adopt Version 1 (as attached 9.4.1) of Policy 186 - Mooring Licences.

3. PURPOSE

The purpose of this report is to provide Council with an overview on the introduction of a new Council Policy to govern Mooring Licences within the Echuca bridge-to-bridge precinct and for Council to adopt the Mooring Licences Policy.

4. DISCUSSION

Council holds a head licence in perpetuity over NSW Crown Land with the NSW Department of Planning and Environment (DPE) in the area known as the bridge-to-bridge precinct. Council continues to work collaboratively with Transport for NSW (TfNSW) and DPE to transition management of all private and commercial mooring licences in the precinct to Council. This will simplify and bring all mooring licences under the banner of one central agency in the precinct. The pending transition is due to commence in the first quarter of 2022/23 financial year.

The policy covers a variety of processes around vacant mooring allocation for commercial and private operators, transfer of moorings, and administrative changes to agreements. The policy has been developed to compliment existing processes in place with DPE or TfNSW around mooring licences.

It is prudent Council have a Policy in place prior to commencing the central one agency management model, for good governance and probity in the ongoing management and administration of mooring agreements. This will provide guidance for officers and transparency to the community ensuring a good governance approach for mooring management. The Policy further complements the Mooring annual user fees and charges already adopted by Council, providing transparency for the community in relation to the charges and Council administration of associated fees.

5. CONSULTATION

Internal consultation:

- Executive Management Group
- Manager Governance
- Manager Projects & Facilities
- Manager Community Business

External consultation:

- Department of Primary Industries
- Transport for NSW
- Boat operators at various stakeholder meetings with DPE, TfNSW & Council officers

Councillors:

- 3 May 2022 Council Briefing Session.

6. POLICY AND LEGISLATIVE IMPLICATIONS

The requirements of Section 9(2)(c) of Local Government Act 2020 have been considered and the Procurement policy and both Victorian and NSW legislation is taken into account in the draft Policy.

7. FINANCIAL AND ECONOMIC IMPLICATIONS

The requirements of Section 9(2)(c) of *Local Government Act 2020* have been considered and no economic sustainability issues for the municipality have been identified within this report.

The requirements of Section 9(2)(c) of *Local Government Act 2020* have been considered and no issues of ongoing financial viability of the Council have been identified within this report.

8. ENVIRONMENTAL IMPLICATIONS

The requirements of Section 9(2)(c) of *Local Government Act 2020* have been considered and no environmental sustainability issues including mitigation and planning for climate change risks have been identified within this report.

9. SOCIAL IMPLICATIONS

The requirements of Section 9(2)(c) of *Local Government Act 2020* have been considered and no social implications for the municipality have been identified with this report.

10. RELEVANCE TO COUNCIL PLAN 2021-2025

Flourishing local economy

A resilient long-term economy attractive to local and external investors

Resilient protected and healthy natural environment

Well managed resources for a sustainable future

Protected natural environment

Well planned places

Attractive and useable sites of importance

Growing quality of life

Inclusive, connected, culturally diverse and safe

11. ISSUES AND RISK MANAGEMENT

Issues:

Issue 1:

Nil

Risk:

Risk management has been considered in the preparation of this report and no risks with a high or extreme rating have been identified in this process.

12. CONFLICT OF INTEREST

In accordance with section 130 of the *Local Government Act 2020*, the officer preparing this report declares no conflict of interest regarding this matter.

13. CHARTER OF HUMAN RIGHTS

This Report has considered and complies with the Human Rights and Responsibilities contained in the Victorian Charter of *Human Rights and Responsibilities Act 2006*.

14. INSTRUMENT OF DELEGATION

This report has considered and complies with the Instrument of Sub-Delegation by the Chief Executive Officer is so far as this report is not contrary to the existing policy or strategy previously adopted by Council.

15. CONCLUSION

Introduction of a new Mooring Licences Policy is required to provide guidance to officers in the daily management and administration of new and existing moorings. It further provides transparency to the community with an open, fair and equitable process for the awarding of vacant commercial and private mooring locations and dealing with transfers and administrative changes.

16. ATTACHMENTS

1. 186 Mooring Licences Policy Draft Version 1 [9.4.1 - 5 pages]
2. Attachment - Plan of Head Licence Area NSW Crown Land [9.4.2 - 1 page]
3. Mooring Precinct Plan [9.4.3 - 2 pages]

Mooring Licences

Council Policy Number	186
Date adopted	17 August 2022
Version No.	1



Council Policy

Council Policy

Council Policy

Council Policy

1. Preamble

Campaspe Shire Council (Council) manages a large number of Commercial and Private Moorings within the Bridge-to-Bridge Precinct. This policy provides direction for Council officers in the administration and management of the mooring licences in accordance with an approved set of principles for new and existing moorings.

2. Purpose

To provide transparent, consistent, and impartial processes when sub-licensing moorings on Council managed land. Ensure compliance with legislative requirements. Maximise community return on investment in mooring infrastructure that is used for a mix of commercial or private purposes in the Bridge-to-Bridge Precinct.

3. Definitions

Bridge to Bridge Precinct	Defined as the area of NSW Crown Land Council manage, bounded by the old (Meninya Street) bridge downstream to the new (Cobb Highway) bridge located at Victoria Park boat ramp and as depicted in the attached Head Licence plan. The precinct also includes the Crown Land located in Victoria, where Council is the appointed Crown Land Administrator, which portion of land provides access to mooring sites.
Commercial Mooring	The operation of a business from a mooring site, regardless of the type of vessel moored. Annual rental charged at a minimum market rate, in accordance with commercial market valuation.
DELWP	Department of Environment, Land, Water and Planning
DPE	Department of Planning and Environment (NSW)
Head Licence	Council hold a head licence with DPE for the Bridge-to-Bridge Precinct, allowing the management and granting of the land under sub-licence by Council.
Historic Craft	A vessel that provides heritage aesthetics that does not detract from the historic atmosphere of the precinct.
Licensed Valuer	A person who holds qualifications and experience specified under section 13DA (2) of the Valuation of Land Act 1960.
Market Valuation	A market rent determined by a Licensed Valuer for annual rental of mooring site. The valuation is to be no more than 6 months old as at the commencement date of the sub-licence. The valuation will be assessed on the area in use, inclusive of any infrastructure and the area occupied by the vessel/s.
Mooring	A place where a vessel can be fixed securely in a particular place by cables, anchors or lines.
Private Mooring	A private vessel for recreation or personal use, not used in the operation or advancement of any business. Annual rental charged at a nominal rate in accordance with Council annual Schedule of Fees and Charges.

Site Specific	A specific mooring location/s, managed by Council in the Bridge-to-Bridge Precinct.
Sub-Licence	A legal agreement issued for the mooring of vessels in the Bridge-to-Bridge Precinct by Council with boat owners for allocated mooring sites.
Temporary Mooring	A period defined from 1 day up to 3 months, where a vessel can be fixed securely in a particular place by cables, anchors or lines.
TfNSW	Transport for New South Wales

4. Policy Statement

This policy is applicable to Council managed moorings where Council act as Head Licensee of the Crown Land from New South Wales Department of Planning and Environment (DPE).

4.1. Vacant Moorings

Where Council deems a mooring site vacant and available for commercial or private use, Council will undertake an Expression of Interest (EOI) for Mooring Licences, in accordance with Procurement Principles of Council Policy 126, Council Procurement Manual, Mooring Licences Policy, Council's head licence agreement and take into consideration DPE Licensing of Crown Lands Guidelines. The mix of vessel types for permanent moorings will be considered in accordance with Councils Mooring Precinct Plan.

Commercial Moorings

A set standard of criteria applies in setting and evaluating new Commercial mooring expression of interest. The criteria will include as a minimum:

- Precinct benefit incorporating the vision and strategic objectives of the precinct
- Registered vessel
- Protection of natural environment
- financial offer (market valuation set by a Licensed Valuer to apply as a minimum rate)

An evaluation panel will be formed to assess expressions of interest to licence moorings to registered vessels within the Bridge-to-Bridge Precinct. The panel will comprise of a minimum of three individuals with one externally appointed panel member. Expressions of Interest will be presented to Council to award a preferred applicant.

Private Moorings

A two-stage process will be required to assess and allocate successful applicants for private moorings.

Stage 1

A set standard of criteria applies in setting and evaluating new Private mooring expressions of interest. The criteria will include as a minimum:

- Registered vessel
- Protection of natural environment

An evaluation panel will be formed to assess expressions of interest to licence private moorings to registered vessels within the Bridge-to-Bridge Precinct. The panel will comprise of a minimum of three individuals to assess applicants for shortlisting to stage two if all assessable criteria are met.

All applicants meeting the criteria of Stage One will progress to Stage Two.

Stage 2

Stage two is a ballot for final selection and allocation of the vacant mooring location.

A ballot will be undertaken with all the applicants qualified at stage one of the process. The ballot will be held at Council offices and undertaken by Council's Manager Governance with a minimum of two witnesses to the drawing of winning applicant.

All applicants will be notified in writing of the outcome.

The same EOI and ballot process will be undertaken each and every time a vacant mooring arises, Applicants will be required to submit a new application on each occasion.

Notification List

Council will keep a notification list of parties who express interest in obtaining a mooring sub-licence. If a mooring becomes available and open to a public EOI, Council will notify the parties registered on the notification list seven days prior to the EOI close date.

4.2. Temporary Moorings

From time to time a temporary mooring of a vessel may be necessary for emergency or short term (up to three months) stays in the precinct. The application for a temporary mooring site can be made through application to Council's Executive Director. Applicable fees and charges will apply for the duration of the mooring on a pro-rata basis.

4.3. Transfer of Moorings

Existing Licence holders of a sub-licence may make application to revoke and transfer their sub-licence agreement held with Council. The applicant is required to complete the application form to revoke and request new sub-licence. Council will not unreasonably withhold consent, although have discretion to justifiably approve and decline new applications. Council may request additional information on the proposed new applicant, when considering the new applicant. Relevant fees and charges applicable to the request must be paid on submission.

5. Amendment of Mooring Agreement

Existing Licence holders of a sub-licence may make an application for an amendment of a sub-licence in some circumstances. Amendments will only be allowed where the proposed amendment relates to:

- A reduction in the area of the licence
- The addition or removal of a term or condition of the licence, provided that the action has no great impact or usage of the land.
- Change in type of mooring (Commercial or Private)
- Change in registered vessel

An application to change the type of existing mooring held can be considered by Council on an individual basis. A private operator may apply to upgrade an existing mooring to a Commercial Mooring, and a commercial operator may apply to change their existing mooring to a Private Mooring. Operators may apply to change the registered vessel moored and associated with the sub-licence agreement.

Approval is not automatically granted by Council and each application will be considered individually on its merits, taking into consideration the mooring location, mix and type of vessels, businesses, precinct benefit incorporating the vision and strategic objectives of the precinct, and Infrastructure. If an application to change the status is approved by Council a new licence application form and fee will be payable to generate the change in the type of sub-licence and issuing of the new agreement. If a change of registered vessel is approved keeping the same mooring type, an application form and fee will be payable to generate the change in the registered vessel associated with the mooring.

6. Termination of Mooring

Sub-licences may be terminated by Council or will be considered by Council upon request of the licensee. Reasons that Council may terminate a licence include:

- The licensee has failed to comply with the conditions of the licence
- A native title consent determination, Aboriginal land claim Aboriginal land agreement or Indigenous land use agreement or Indigenous land use agreement

Written statutory declaration requesting termination and vacation of a mooring site must be made to Council by the sub-licence holder to process and close the licence out and cease any applicable charges relating to the sub-licence.

7. Fees and Charges

Mooring fees and charges will apply in accordance with Council's adopted annual Schedule of Fees and Charges, and in accordance with the terms and conditions of individual sub-licence agreements.

8. Exclusions

Vehicular access to mooring locations is not provided by Council in accordance with the individual sub-licence agreements.

This policy does not cover a site-specific resolution of Council.

9. Human Rights

This policy has considered and complies with the Human Rights and Responsibilities contained in the Victorian Charter of *Human Rights and Responsibilities Act 2006*.

10. Related Legislation

Local Government Act 2020 (VIC)

Crown Land Management Act 2016 (NSW)

Crown Land (Reserves) Act 1978 (VIC)

Valuation of Land Act 1960 (VIC)

Environmental Planning & Assessment Act 1979 (NSW)

Ports and Maritime Administration Act 1995 (NSW)

Ports and Maritime Regulation 2021 (NSW)

11. Related Policies, Procedures and Strategies

Policy 148 Revenue Debt Collection

Policy 59 Community Engagement

12. Attachments

Plan of Head Licence Area (NSW Land) managed by Council

Mooring Precinct Plan

Review Period

Annually

Responsible officer

Property Manager

13. Administrative Updates

It is recognised that, from time to time, circumstances may change leading to the need for minor administrative changes to this document. Where an update does not materially alter the policy, such a change may be made administratively. Examples include a change to the name of a Council department, a change to the name of a Federal or State Government department, and a minor update to legislation which does not have a material impact. However, any change or update which materially alters this document must be by resolution of Council.

14. Approval History

Version 1 Adopted 17/8/2022

Council Meeting Agenda Item 9.4

DRAFT

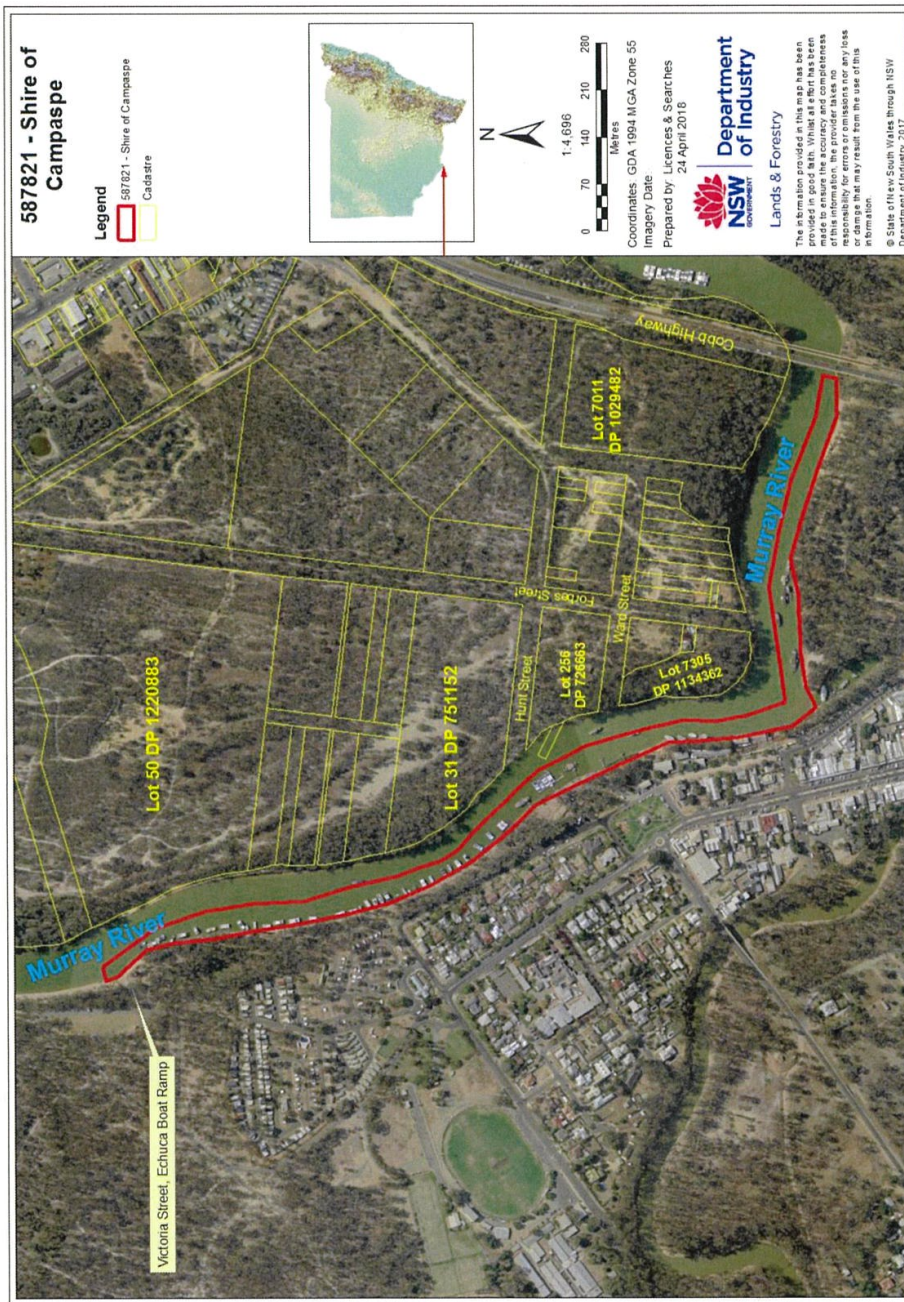
Council Policy

Council Policy

Council Policy

Council Policy

SCHEDULE 3



Mooring Precinct Plan



The area depicted by red lines between Meninya Street Bridge downstream to Riverboat Dock is reserved for Heritage Craft Only (Commercial or Private), for permanent mooring allocations under sub-licence.



The area depicted by red lines from Riverboat Dock downstream to Cobb Highway Bridge is reserved for private or commercial vessels for permanent mooring allocations under sub-licence.

9.5 Governance Rules

Division: Office of the CEO

1. SUMMARY

The Victorian Government's COVID-19 Omnibus (Emergency Measures) Act 2020 introduced mechanisms into the Local Government Act 2020 (the Act) to allow for virtual Council meetings so that Councils could continue to make decisions during the Coronavirus pandemic.

These measures came into force on 1 May 2020. They were extended by the Regulatory Legislation Amendment (Reform) Act 2022 until 1 September 2022. As of 1 September 2022, Councils must have updated their Governance Rules to allow for Ordinary business of Council to continue by electronic means of Communication.

The only proposed amendments within this update of the Governance Rules are those suggested in the Minister's Good Practice Guideline MGPG-1: Virtual Meetings issued on 21 April 2022.

2. RECOMMENDATION

That Council:

- 1. Adopt the revised Governance Rules (as attached 9.5.1) to allow for Ordinary business of Council to continue by electronic means of communication.**
- 2. Note that a more comprehensive review of the Governance Rules is currently being undertaken that will include community engagement.**

3. PURPOSE

Councils are required to adopt amended Governance Rules that conform with new requirements contained in the Regulatory Legislation Amendment (Reform) Act 2022 that comes into effect 1 September 2022.

4. DISCUSSION

Councils are required to adopt amended Governance Rules that conform with the new requirements contained in the Regulatory Legislation Amendment (Reform) Act 2022 that comes into effect from 1 September 2022.

The Victorian Government's COVID-19 Omnibus (Emergency Measures) Act 2020 introduced mechanisms into the Local Government Act 2020 (the Act) to allow for virtual Council meetings so that Councils could continue to make decisions during the Coronavirus pandemic.

These measures came into force on 1 May 2020. They were extended:

- by the COVID-19 Omnibus (Emergency Measures) and Other Acts Amendment Act 2020 until 26 April 2021, and
- by the Justice Legislation Amendment (System Enhancements and Other Matters) Act 2021 until 26 April 2022, and
- by the Regulatory Legislation Amendment (Reform) Act 2022 until 1 September 2022.

In accordance with Section 60(3) of the Local Government Act 2020 (the Act), Council may amend its Governance Rules.

While section 60(4) of the Act states that a Council must ensure that a process of community engagement is followed in developing or amending its Governance Rules, section 60(5) provides an exemption if the Council is developing and adopting or amending a Governance Rule that only adopts a good practice guideline issued by the Minister under Section 87.

The proposed amendments are restricted to those included in the Minister's Good Practice Guideline MGPG-1: Virtual Meetings (Attachment 9.5.3) issued on 21 April 2022. Therefore, the requirement for community engagement does not apply for this update.

The recommended changes are highlighted (in yellow) in attachment 9.5.2, these revised Governance Rules are proposed for adoption by Council at this meeting.

Further review of the Governance Rules.

The adopted Governance Rules are currently undergoing a major review to ensure they comply with both best practice and legislation. Due to the nature of this review, there will be a requirement for significant consultation with the Councillors and community engagement must also be undertaken in accordance with section 60(4) of the Local Government Act 2020.

It is proposed that the commencement of consultation with Councillors in reviewing the Governance Rules will commence in August 2022.

To conform with the requirements of the Regulatory Legislation Amendment (Reform) Act 2022 that commences on 1 September 2022, Council is required to adopt the presented Governance Rules.

If Council were to adopt further amendments to these rules without community consultation, this could give rise to a potential breach of legislation.

5. CONSULTATION

Internal consultation:

- CEO and Executive Management Group

External consultation:

- In accordance with Section 60(5) of the Act, community engagement is not required as Council is only amending its Governance Rule to include the recommendations from the good practice guideline issued by the Minister under section 87.

Councillors:

- 3 August 2022 Council Briefing Session.

6. POLICY AND LEGISLATIVE IMPLICATIONS

The requirements of Section 9(2)(c) of *Local Government Act 2020* have been considered and no Council Policy and relevant law has been identified within this report.

7. FINANCIAL AND ECONOMIC IMPLICATIONS

The requirements of Section 9(2)(c) of *Local Government Act 2020* have been considered and no economic sustainability issues for the municipality have been identified within this report.

The requirements of Section 9(2)(c) of *Local Government Act 2020* have been considered and no issues of ongoing financial viability of the Council have been identified within this report.

8. ENVIRONMENTAL IMPLICATIONS

The requirements of Section 9(2)(c) of *Local Government Act 2020* have been considered and no environmental sustainability issues including mitigation and planning for climate change risks have been identified within this report.

9. SOCIAL IMPLICATIONS

The requirements of Section 9(2)(c) of *Local Government Act 2020* have been considered and no social implications for the municipality have been identified with this report.

10. RELEVANCE TO COUNCIL PLAN 2021-2025

Growing quality of life

Inclusive, connected, culturally diverse and safe

11. ISSUES AND RISK MANAGEMENT

Issues:

Issue 1:

As of 1 September 2022, Councils must have updated their Governance Rules to allow for Ordinary Business of Council can continue by electronic means of Communication.

Adoption of the amended Governance Rules included at attachment 9.5.1 will allow for the Ordinary Business of Council to continue by electronic means of Communication.

Risk:

Risk management has been considered in the preparation of this report and no risks with a high or extreme rating have been identified in this process

Risk	Likelihood	Consequence	Rating
That Councillors will not be able to attend an in-person meeting of Council due to isolation requirements from COVID-19.	Likely	Moderate	High
Mitigation Action			
Adoption of the proposed changes will allow for Councillors to attend and vote via electronic means.			

12. CONFLICT OF INTEREST

In accordance with section 130 of the *Local Government Act 2020*, the officer preparing this report declares no conflict of interest regarding this matter.

13. CHARTER OF HUMAN RIGHTS

This Report has considered and complies with the Human Rights and Responsibilities contained in the Victorian Charter of *Human Rights and Responsibilities Act 2006*.

14. INSTRUMENT OF DELEGATION

This report has considered and complies with the Instrument of Sub-Delegation by the Chief Executive Officer is so far as this report is not contrary to the existing policy or strategy previously adopted by Council.

15. CONCLUSION

As community engagement has not occurred with regards to the proposed amendments, Council Governance Rules is restricted to amendments that are in accordance with the good practice guideline issued by the Minister under section 87.

The only proposed amendments within this update of the Governance Rules are those suggested in the Minister's Good Practice Guideline MGPG-1: Virtual Meetings issued on 21 April 2022.

Council therefore cannot make any further amendments to these Governance Rules without community engagement.

16. ATTACHMENTS

1. Governance Rules - August 2022 [9.5.1 - 51 pages]
2. Governance Rules - Draft August 2022 - Highlighted Changes [9.5.2 - 51 pages]
3. Ministerial- Good- Practice- Guideline- MGP G-1- Virtual- Meetings [9.5.3 - 3 pages]
4. May 2022 model guidance for governance rule amendments virtual meetings (1) [9.5.4 - 2 pages]



CAMPASPE SHIRE COUNCIL GOVERNANCE RULES



AUGUST 2022

OFFICIAL

Table of Contents

Table of Contents	i
Authorisation	iv
Introduction	1
Nature of Rules	1
Content 1	
Abbreviations	1
Definitions	2
1. Governance Overview and Decision Making	4
1.1 Context.....	4
1.2 Decision making.....	4
2. Meeting Procedure for Council Meetings	5
2.1 Purpose.....	5
2.2 Notices and Agendas.....	5
2.2.1 Date, Time and Place of Meetings.....	5
2.2.2 Unscheduled Meetings	5
2.2.3 Notice of Meetings	6
2.2.4 Meetings Open to the Public.....	7
2.2.5 Meetings Closed to the Public	7
2.2.6 Attendance by Councillors	7
2.2.7 Technical difficulties – loss of connection of Chair or Councillors	8
2.3 Quorum	8
2.3.1 Quorum – Council Meeting	8
2.3.2 Failure to Raise a Quorum.....	8
2.3.3 Inability to Maintain a Quorum	8
2.3.4 Inability to Maintain a Quorum due to Declarations of Conflict of Interests	8
2.3.5 Inability to Maintain a Quorum due to abstaining from voting.....	8
2.4 Business of a Meeting.....	9
2.4.1 Order of Business Listed on an Agenda	9
2.4.2 Apologies (including leave of absence)	9
2.4.3 Councillor Acknowledgments.....	10
2.4.4 Changes to the Order of Business.....	10
2.4.5 Representations.....	10
2.4.6 Presentation of Officer Reports.....	11
2.4.7 Supplementary Reports	11
2.4.8 Petitions / Joint Letters.....	11
2.4.9 Public Question Time	12
2.4.10 Notices of Motion	14
2.4.11 Notice of Rescission Motion.....	15
2.4.12 When a Resolution has been Acted on	16
2.4.13 Reports from Councillors / Delegates	16
2.4.14 Urgent Business.....	16
2.4.15 Time Limit for Meetings.....	17
2.5 Addressing the Meeting	18
2.6 Meeting Procedures.....	18
2.6.1 Role of the Chair	18
2.6.2 Mayor to take the Chair.....	18
2.6.3 The Chair's Duties and Discretions	19
2.6.4 Voting – How Determined.....	19
2.6.5 Voting – By Show of Hands	19
2.6.6 Call for a Division	19
2.6.7 Procedure for a Division.....	20
2.6.8 Between the Original Vote and the Division	20
2.6.9 Vote to be Taken in Silence	20

OFFICIAL

2.6.10	Recount of Vote	20
2.6.11	Declaration of Vote	20
2.6.12	Casting Vote.....	20
2.6.13	Recording of Opposition of Motion	21
2.6.14	Motion to be Read Again	21
2.6.15	Motions in Writing	21
2.6.16	Moving a Motion.....	21
2.6.17	Right of Reply.....	22
2.6.18	Moving an Amendment	22
2.6.19	Second or Subsequent Amendments	23
2.6.20	An Amendment Once Carried.....	23
2.6.21	Foreshadowing a Motion.....	23
2.6.22	Withdrawal of a Motion	23
2.6.23	Debating a Motion	24
2.6.24	Deferring or Pausing Debate	24
2.6.25	Procedural Motion Table.....	25
2.6.26	Moving a Procedural Motion	27
2.6.27	Who Can Move a Procedural Motion	27
2.6.28	Procedural Motion may be Rejected.....	27
2.6.29	Consideration of Procedural Motions.....	28
2.6.30	Debate and Amendments to Procedural Motions Not Allowed.....	28
2.6.31	Speaking Times	28
2.6.32	Interruptions and Interjections.....	28
2.6.33	Priority of Address.....	28
2.6.34	Councillors Not to Speak Twice to Same Motion or Amendment.....	28
2.6.35	Points of Order	29
2.6.36	Consideration of Point of Order	29
2.6.37	Chair to Decide Point of Order.....	29
2.6.38	Disagreeing with Chair's Ruling	29
2.6.39	Motion of Dissent	30
2.6.40	Personal Explanation	30
2.6.41	Disorderly Conduct	30
2.6.42	Suspension of Standing Orders for the Purpose of Discussion.....	31
2.6.43	Adjourning the Meeting	31
2.6.44	Notice for Adjournment of Meeting	32
2.6.45	Lapsed meeting	32
2.6.46	Undisposed Business of a Lapsed Meeting.....	32
2.6.47	Compliance with Governance Rules.....	32
2.7	Behavioural Conduct During Council Meetings	32
2.7.1	Electronic Devices	32
2.7.2	Behaviour during Council Meetings	32
2.7.3	Criticism of Council Staff.....	33
2.7.4	Gallery to be Silent.....	33
2.7.5	Display of Posters, Banners and Placards	33
2.7.6	Ejection of Disorderly Visitors	33
2.7.7	Chair May Adjourn Disorderly Meeting	33
2.8	Provisions to Record Council Meetings	34
2.9	Joint Council Meetings.....	34
2.10	Submissions and Submissions Hearing	34
2.11	Procedure Not Provided for in These Rules	35

OFFICIAL

3. Meeting Procedure for Delegated Committees	36
3.1 Overview	36
3.1.1 Governance Rules Apply	36
4. Meeting Procedure for Community Asset Committees	37
4.1 Overview	37
4.2 Operation of Community Asset Committee	37
5. Meeting Records	38
5.1 Minutes.....	38
5.1.1 Keeping of Minutes	38
5.1.2 Content of Minutes	38
5.1.3 Confirmation of Minutes	39
6. Mayor and Deputy Mayor Appointment Processes	40
6.1 Eligibility	40
6.2 When Required	40
6.3 Agenda Content	40
6.4 Temporary Chair	40
6.5 Returning Officer	40
6.6 Nominations for the Office of Mayor	40
6.7 Nominations for the Office of Deputy Mayor.....	41
6.8 Determining the Election of the Mayor and Deputy Mayor	41
6.9 Determining by Lot.....	42
6.10 Acting Mayor	42
6.11 Mayor to Take Chair	42
6.12 Ceremonial Mayoral Speech.....	42
7. Election Period Policy	43
7.1 Election Period Policy	43
8. Disclosure of Conflict of Interests	44
8.1 Obligations	44
8.2 Councillors and members of Delegated Committees	44
8.2.1 Procedure at a Council or Delegated Committee Meeting	44
8.2.2 Procedure at other meetings organised, hosted or supported by Council	45
8.3 Council Staff.....	45
8.3.1 Procedure for disclosures of conflicts of interest	45
9. Miscellaneous	46
9.1 Change of Council Policy.....	46

OFFICIAL

Authorisation

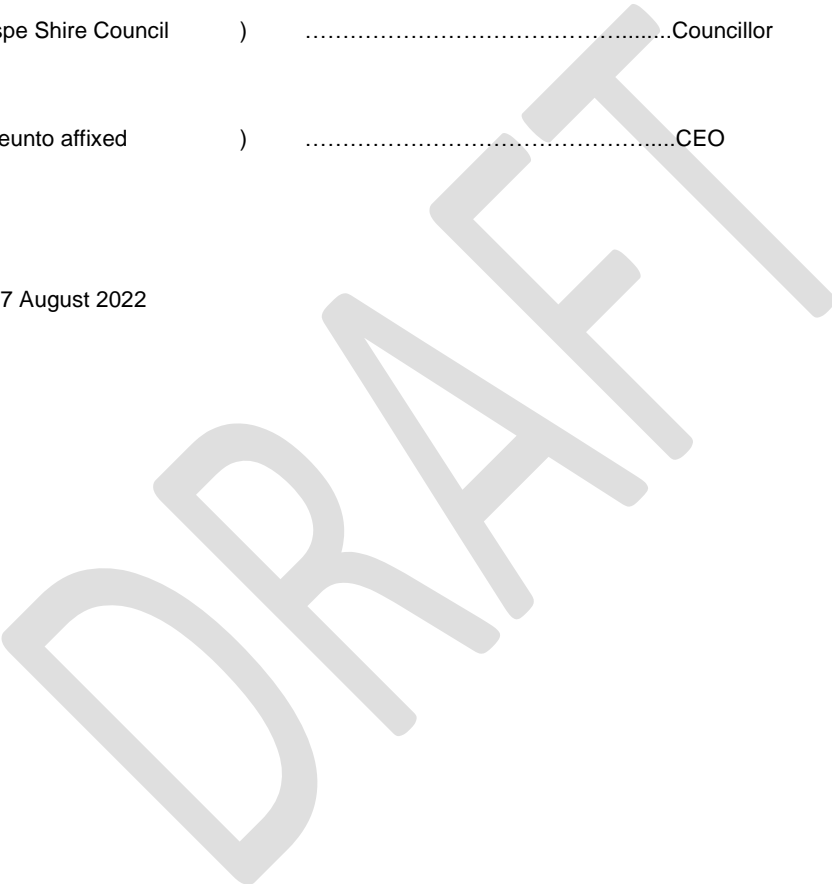
The Campaspe Shire Council Governance Rules was adopted by Council on 17 August 2022.

The Common Seal of the)Councillor

Campaspe Shire Council)Councillor

was hereunto affixed)CEO

on the 17 August 2022



Governance Rules

OFFICIAL

Introduction

Nature of Rules

These are the Governance Rules of Campaspe Shire Council, made in accordance with section 60 of the *Local Government Act 2020*.

Content

These Governance Rules are divided into the following Chapters:

Chapter	Name
Chapter 1	Governance Overview & Decision Making
Chapter 2	Meeting Procedure for Council Meetings
Chapter 3	Meeting Procedure for Delegated Committees
Chapter 4	Meeting Procedure for Community Asset Committees
Chapter 5	Meeting Records
Chapter 6	Mayor and Deputy Mayor Appointment Processes
Chapter 7	Election Period Policy
Chapter 8	Disclosure of Conflict of Interests
Chapter 9	Miscellaneous

Abbreviations

In these Governance Rules, the following abbreviations mean:

Abbreviation	Meaning
CEO	CEO
CSC	Campaspe Shire Council

Governance Rules

OFFICIAL

Definitions

In these Governance Rules, the following words and phrases mean:

Words and Phrases	Meaning
Agenda	means the notice of a meeting setting out the business to be transacted at the meeting
Authorised Officer	means a person appointed by Council under section 224 of the Local Government Act 1989
Business Papers	means the presentation of information on an item of business to be considered and actioned by the Council and includes reports and communications
Chair	means the Chairperson of a meeting and includes an acting, a temporary or a substitute Chairperson
CEO	means the CEO appointed by Council
Committee Meeting	means a meeting of a Delegated Committee convened in accordance with these Governance Rules and includes a scheduled or unscheduled meeting (whether held as face-to-face attendance in a set location or via electronic means (virtual) or in a 'hybrid' or 'parallel' format that mixes in-person and electronic attendance.
Community Asset Committee	means a Community Asset Committee established under section 65 of the Act
Council	means Campaspe Shire Council
Councillor	means an elected member of Council who has taken the oath or affirmation of office in accordance with section 63 of the Local Government Act 1989 or section 30 of the <i>Local Government Act 2020</i>
Council Meeting	means a meeting of the Council convened in accordance with these Governance Rules and includes a scheduled meeting and unscheduled meeting (whether held as face-to-face (in-person) attendance in a set location or via electronic means (virtual) or in a 'hybrid' or 'parallel' format that mixes in-person and electronic attendance.
Delegated Committee	means a Delegated Committee established under section 63 of the <i>Local Government Act 2020</i>
Directly affected	Means an individual who will be directly impacted in either a positive or negative way by a decision of Council and in turn will receive or lose a current benefit
Election Period	Means the period that starts at the time that nominations close on nomination day and ends at 6pm on election day.
Leave of the Council	Is achieved by a majority vote of the Councillors in the Council Meeting
Mayor	means the Mayor of Council elected in accordance with section 25 of the <i>Local Government Act 2020</i>

Governance Rules

OFFICIAL

Member	means a member of a Committee who is entitled to vote on motions (other than on matters in which he or she has an interest that are dealt with at meetings)
Minute book	means the collective record of proceedings of Council
Minutes	means the record of proceedings of a Meeting
Representations	<p>An individual, deputation or delegation seeking to address the Council</p> <p>Individual – a person who evidences that they are, or would be, directly affected by the outcome of a business item on the agenda that Requires a Decision by the Council.</p> <p>Deputation – a person who evidences that they represent the interests of a group of people who are, or would be, directly affected by the outcome of a business item on the agenda that Requires a Decision by the Council</p> <p>Delegation – a person or group that evidences they represent a recognised body or group (e.g. an incorporated body, government agency or authority) and wish to make a presentation to a Council Briefing Session.</p>
Requires a Decision	<p>Those business items listed under the agenda headings of</p> <ul style="list-style-type: none"> ▪ Responsible Authority Decisions, ▪ Planning Authority Decisions ▪ Council Decisions.
These Rules	means these Governance Rules
Visitor	means any person other than a Councillor or member of Council staff present at a Meeting
Written or in Writing	includes duplicates, lithographs, photocopies, photographs, facsimiles, printed, typed, or emailed

Governance Rules

OFFICIAL

1. Governance Overview and Decision Making

1.1 Context

- (1) These Rules should be read in the context of and in conjunction with:
 - (a) The overarching governance principles specified in section 9(2) of the *Local Government Act 2020*; and
 - (b) The following documents adopted or approved by Council:
 - i) Councillor Code of Conduct
 - ii) Risk Management Framework
 - iii) Council policies

1.2 Decision making

- (1) In any matter in which a decision must be made by a Council (including person acting with the Delegated authority of Council), Council must consider the matter and make a decision:
 - (a) Fairly, by giving consideration and making a decision which is balanced, ethical and impartial; and
 - (b) On the merits, free from favouritism or self-interest and without regard to irrelevant or unauthorised considerations.
- (2) Council must, when making any decision to which the principles of natural justice apply, adhere to the principles of natural justice (including, without limitation, ensuring that any person whose rights will be directly affected by a decision of Council is entitled to communicate their view and have their interests considered).
- (3) Without limiting anything in sub-rule (2):
 - (a) Before making a decision that will directly affect the rights of a person, Council (including any person acting with the delegated authority of Council) must identify the person or persons whose rights will be directly affected, give notice of the decision which Council must make and ensure that such person or persons have an opportunity to communicate their views and have their interests considered before the decision is made;
 - (b) If a report to be considered at a Council meeting concerns subject-matter which will directly affect the rights of a person or persons, the Report must record whether the person has or persons have been provided with an opportunity to communicate their views and have their interests considered;
 - (c) If a report to be considered at a Delegated Committee meeting concerns subject-matter which will directly affect the rights of a person or persons, the Report must record whether the person has or persons have been provided with an opportunity to communicate their views and have their interests considered; and
 - (d) If a member of Council staff proposes to make a decision under delegation and that decision will directly affect the rights of a person or persons, the member of Council staff must, when making that decision, complete a Delegate Report that records that notice of the decision to be made was given to the person or persons and such person or persons were provided with an opportunity to communicate their view and their interests considered.

Governance Rules

OFFICIAL

2. Meeting Procedure for Council Meetings

2.1 Purpose

- (1) The purpose of this Chapter is to:
 - (a) Provide for the procedures governing the conduct of Council Meetings; and
 - (b) Set the rules of behaviour for those participating in or present at Council Meetings.

2.2 Notices and Agendas

2.2.1 Date, Time and Place of Meetings

- (1) Council will fix the dates, times and places of Council Meetings for a twelve (12) month period at a meeting of Council which is to be held no earlier than the fourth Saturday in October and no later than 30 November in each year.
- (2) Council will hold a minimum of twelve Council Meetings per calendar year to conduct the business of Council.
- (3) The date, time and place of all Council Meetings are to be made available to the public.
- (4) Council by resolution, or the CEO, may change the date, time and place of, or cancel, any Council Meeting which has been fixed and must provide notice of the change to the public.

2.2.2 Unscheduled Meetings

- (1) Council may by resolution call an unscheduled meeting of the Council.
- (2) The Mayor, or three Councillors may by written notice request the CEO to call an unscheduled meeting of the Council.
- (3) The CEO, following consultation with the Mayor, may call an unscheduled meeting.
- (4) If the number of Representatives accepted to address a single Council meeting exceeds 6, then the CEO may call an unscheduled meeting.
- (5) A written notice to call an unscheduled meeting must:
 - (a) Specify the business to be transacted; and
 - (b) Be delivered to the CEO in sufficient time to enable notice to be given in accordance with 2.2.3 Notice of Meetings of these Governance Rules.
- (6) The CEO must determine the time and date for the meeting, giving consideration to:
 - (a) The urgency of the business to be transacted;
 - (b) The availability of Councillors; and
 - (c) A reasonable notice period for persons whose rights or interests may be impacted by the business to be transacted.

Governance Rules

OFFICIAL

- (7) The CEO must arrange for notice of the meeting to be placed on Council's website.
- (8) Any resolution of Council to call an unscheduled Council Meeting must specify the date and time of the unscheduled meeting and the business to be transacted. The date and time of the unscheduled meeting must not be prior to 5pm on the day following the Council Meeting at which the resolution was made.
- (9) The CEO must call an unscheduled Council Meeting to elect a Mayor following a Council election declaration, in accordance with the *Local Government Act 2020*.
- (10) The unscheduled Council Meeting for the election of a Mayor following an election may also consider the role of Deputy Mayor and any other matters as determined by the CEO.
- (11) Only the business specified in the Council resolution, or written notice, may be considered at an unscheduled meeting, unless all Councillors are in attendance and by unanimous resolution of Council determine to admit another matter.

2.2.3 Notice of Meetings

Council Meetings

- (1) Council by resolution can determine the proposed or preferred format style of meetings (in-person, electronic- including hybrid or parallel) noting the criteria and process available for a member who wishes to request approval to attend by electronic means.
- (2) A Council may determine certain meetings that must be held solely as face-to-face (in-person) meetings. There are no meetings determined by Council as being solely in person meetings.
- (3) A notice of a Council Meeting, that is not an unscheduled meeting, incorporating or accompanied by an agenda of the business to be dealt with and business papers, must be sent electronically to every Councillor for all Council Meetings, at least 3 business days before the meeting.
- (4) The notice for any meeting, including unscheduled meetings, must be sent to each Councillor's CSC email address.
- (5) It will not be necessary for a notice of a meeting to be sent to a Councillor who has been granted leave of absence unless the Councillor has requested in writing to the CEO to continue to receive notice of any meeting to be held during their absence.
- (6) A Councillor who has declared a conflict of interest in a particular matter may request in writing to the CEO not to receive any business papers concerning that particular matter.
- (7) An agenda for each Council Meeting, that is not an unscheduled meeting, will be made available on Council's website no less than 48 hours before the Council Meeting.
- (8) A schedule of Council Meetings must be prepared and published that ensures it is available to a broad section of the community, including on Council's website and available from Council's Customer Service Centres.

Unscheduled Meetings

- (9) Notice of an unscheduled meeting of Council must be published on Council's website as soon as practicable after the time and date of the meeting has been determined.

Governance Rules

OFFICIAL

- (10) A notice of an unscheduled Council Meeting, incorporating or accompanied by an agenda and business papers must be made available to every Councillor at least 48 hours before the meeting. A period of less than 48 hours may be justified if exceptional circumstances exist.
- (11) An agenda for an unscheduled Council Meeting will be made available on Council's website no less than 24 hours before the unscheduled Council Meeting.

2.2.4 Meetings Open to the Public

- (1) In accordance with Section 66 of the *Local Government Act 2020*, all meetings of Council must be open to the public unless a resolution is made to close the meeting to members of the public pursuant to Section 66 of the Act.
- (2) Community members may only participate in Council meetings in accordance with these Rule 2.4.9(2) of these Governance Rules that include addressing how the community can participate if the meeting is electronic, or a 'hybrid' or 'parallel' style meeting.
- (3) Council will adopt policies, protocols or guidelines to ensure opportunities exist for community input, beyond formal consultation processes.

2.2.5 Meetings Closed to the Public

- (1) Council may resolve that a Council Meeting be closed to the public if the meeting:
 - (a) is to consider confidential information as defined in section 3(1) of the *Local Government Act 2020*;
 - (b) there are security reasons; or
 - (c) it is necessary to do so to enable the meeting to proceed in an orderly manner.
- (2) If the Council Meeting is closed to the public, the reasons for the closure will be documented in the minutes of the meeting.

2.2.6 Attendance by Councillors

- (1) Councillors and members of Delegated Committees who wish to attend a meeting via electronic means may submit a request to the Mayor/Chair seeking permission to attend by electronic means.
- (2) The submission must be made in writing stating the reason for the request to attend by electronic means.
- (3) The request must be made by 12noon on the day of the meeting, stating the meeting(s) that will be attended via electronic means.
- (4) The request must consider any criteria that the Council has set for consideration of approval for a method of attendance.
- (5) The Mayor/Chair will provide a response to the request by 3pm and notify the rest of the members of the meeting of this decision.
- (6) It will remain the responsibility of the member attending electronically to ensure that they have the required access and environment suitable for electronic communications.

Governance Rules

OFFICIAL

2.2.7 Technical difficulties – loss of connection of Chair or Councillors

- (1) To ensure meetings are managed in an orderly manner, processes and procedures should be in place for a situation where a key attendee (such as Mayor, Chair, Councillor or CEO) loses connection if they are attending a meeting electronically. Including who will take the role of chair, assessing validity of a quorum and virtual recognition of a vote.

2.3 Quorum

2.3.1 Quorum – Council Meeting

- (1) A quorum for any Council Meeting will an absolute majority of the total number of Councillors holding office.
- (2) In the event of Councillors abstaining from voting on an item it is still a requirement for a majority of those present at the meeting, including those abstaining from voting, to vote in favour of the motion for it to be adopted.
- (3) It should be noted that under section 61(6A) of the LG Act, for the purposes of these meetings, a Councillor present by electronic means of communication is deemed present for the purposes of a quorum. Council should consider the situation of technical difficulties.

2.3.2 Failure to Raise a Quorum

- (1) If a quorum is not present within 30 minutes of the time appointed for the commencement of any meeting or adjournment the CEO, (or Acting CEO), may adjourn the meeting for a period not exceeding seven (7) days from the date of the planned meeting.

2.3.3 Inability to Maintain a Quorum

- (1) If during any meeting a quorum cannot be maintained the CEO, (or Acting CEO), may adjourn the meeting for a period not exceeding seven (7) days from the time of the adjournment.

2.3.4 Inability to Maintain a Quorum due to Declarations of Conflict of Interests

- (1) If during any meeting it becomes apparent to the Chair that it will not be possible to maintain a quorum due to the number of Councillors who have disclosed a declaration of a conflict of interest in an item of business and will be unable to vote, Council must consider whether the decision can be made in an alternative manner as outlined in section 67(3) of the *Local Government Act 2020*.
- (2) If a decision on the business item is still unable to be made due to an inability to maintain a quorum for the reasons of conflict of interest, then a delegated committee must be established by the Council in accordance with section 67(4) of the *Local Government Act 2020*.

2.3.5 Inability to Maintain a Quorum due to abstaining from voting

- (1) If during any meeting it becomes apparent to the Chair that it will not be possible to maintain a quorum due to the number of Councillors electing to abstain from voting and leave the chamber in accordance with sub-rule 2.6.5, Council must establish a delegated committee in accordance with section 63 of the *Local Government Act 2020*

Governance Rules

OFFICIAL

2.4 Business of a Meeting

2.4.1 Order of Business Listed on an Agenda

- (1) The order in which business is listed on the agenda is determined by the CEO and should be kept consistent from meeting to meeting.
- (2) Notwithstanding sub rule (1), generally, the order of business will be as follows:
 - (a) Apologies and Requests for Leave of Absence
 - (b) Confirmation of Minutes and Attachments
 - (c) Changes to the Order of Business
 - (d) Declaration of Interest
 - (e) Responsible Authority Decisions
 - (f) Planning Authority Decisions
 - (g) Question Time
 - (h) Acknowledgements
 - (i) Council Decisions
 - (j) Council Information
 - (k) Councillor Reports
 - (l) CEO's Report
 - (m) Petitions/Letters
 - (n) Notices of Motion (including Rescission Motions)
 - (o) Urgent Business
 - (p) Confidential Business
 - (q) Close Meeting
- (3) Sub rule (2) does not preclude the CEO from altering the order of business from time to time to enhance the fluent and open process of the government of the Council.
- (4) The CEO may include any matter on the agenda that they believe should be considered by Council after consulting the Mayor.

2.4.2 Apologies (including leave of absence)

- (1) A Councillor is required to seek a leave of absence from the Council if they will knowingly be absent from a Council Meeting, other than an unscheduled meeting.
- (2) The request for a leave of absence must be tendered at an earlier meeting and if granted will be recorded in the minutes. The agenda for the subsequent meeting will show the Councillor as an apology due to a leave of absence being previously granted.

Governance Rules

OFFICIAL

- (3) If the Councillor cannot seek prior approval, formal, written apologies should be submitted to the CEO at the earliest possible time before non-attendance at any Council Meeting.
- (4) An appropriate notice would include the following:

I am unable to attend the Council Meeting to be held on (date / month / year) and request that my apology be tendered and a leave of absence be granted.
- (5) Once the apology is tendered the Council will vote on granting a leave of absence.
- (6) The Council must grant any reasonable request for a leave of absence.
- (7) A Councillor will cease to hold the office of Councillor if the Councillor is absent from Council Meetings for a period of four consecutive months without leave being obtained from the Council in accordance with section 35(1)(e) of the *Local Government Act 2020*.
- (8) There is no requirement to grant leave of absences or accept apologies from Council staff.

2.4.3 Councillor Acknowledgments

- (1) At each Council Meeting, other than an unscheduled meeting, Councillors will have the opportunity to acknowledge significant community members and events. These may relate to notable achievements by community members and groups as well as offering of condolences for a recently deceased person who had provided distinguished service in the local area.
- (2) The duration of any acknowledgement from a Councillor will be limited to two (2) minutes.
- (3) Any acknowledgment intended to be raised by a Councillor at a Council Meeting must be notified to the CEO at least three (3) hours before the commencement of the meeting.

2.4.4 Changes to the Order of Business

- (1) Once an agenda has been prepared and sent to Councillors, the order of business for that meeting may only be altered by resolution of the Council. This includes the request for an item to be brought forward.
- (2) A resolution to change the order of business will be recorded in the minutes of the meeting.

2.4.5 Representations

- (1) An individual or deputation wishing to be heard at a meeting of Council must make a written request to the CEO who, after consulting the Mayor, will determine whether the representation will be granted an opportunity to address the Council.
- (2) In order for requests to be considered, they must be submitted no later than 24 hours prior to the Council Meeting.
- (3) Representations will only be allowed for items that are listed for consideration on that meeting's agenda under the agenda headings of Responsible Authority Decisions, Planning Authority Decisions and Council Decisions.

Governance Rules

OFFICIAL

- (4) A delegation wishing to make a Presentation to a Council Briefing Session, must make a written request to the CEO who, after consulting the Mayor, will determine whether the representation will be granted the opportunity, and the date, duration and form of the presentation (in person or on line).
- (5) A maximum of six representations will be heard at any Scheduled Council meeting.
- (6) If the Mayor and CEO agree to hear representations, a five (5) minute time limit will be set as to the length of the address for each representation.
- (7) The Chair has the discretion to determine the order of representations to be heard, however for items under the agenda headings of Responsible Authority Decisions and Planning Authority Decision representations will be heard in the following order:
 - i. First - Submissions of objection
 - ii. Second - Submissions of support
 - iii. Third - Applicant
- (8) Councillors may question the person making the representation for the purpose of clarification, but not to seek their opinion on statements made by Councillors (and others) or enter into a discussion.
- (9) Any further information that the representation may want the Council to have must be given to the CEO, by 12:00pm (noon) on the day of the meeting. No further written or audio- visual information is allowed to be presented during the meeting, unless such prior approval has been obtained.
- (10) The CEO must advise the applicant of the date, time, venue and protocols that apply for Council to hear the representation.

2.4.6 Presentation of Officer Reports

- (1) Officer reports must not be read out loud in full at any Council Meeting unless Council resolves to the contrary.

2.4.7 Supplementary Reports

- (1) Occasionally there may be reports that have missed the meeting agenda deadline. In these cases, the CEO may approve the reports to be presented as supplementary reports. A notification will be sent to Councillors advising that a supplementary report has been approved for distribution and is available on the Councillor portal. Supplementary reports do not meet the criteria for urgent business as the matter has not arisen since the distribution of the agenda.

2.4.8 Petitions / Joint Letters

- (1) For the sake of clarity, a petition and a joint letter have the same meaning and will be treated as being the same by Council.
- (2) Petitions and joint letters received by Councillors and/or Council officers must be lodged with the CEO within the appropriate time for inclusion in the Agenda of a Council Meeting, unless;
 - (a) the matter which is the subject of the petition or joint letter has been acted upon within the last three (3) months; or
 - (b) the matter which is the subject of the petition or joint letter has a resolution of the Council within the last 12 months.

Governance Rules

OFFICIAL

- (3) Any petition or joint letter not included in an agenda of a Council Meeting, in accordance with sub rule (2), will receive a response to the chief petitioner, acknowledging receipt of the petition or joint letter and advising of the action taken or Council resolution that has been made in relation to the subject matter of the petition or joint letter.
 - (4) Any petition or joint letter received will be tabled at the next available Council Meeting.
 - (5) Council may resolve to receive the petition or joint letter and to refer the matter for a report or appropriate action as required to the next appropriate meeting of the Council, unless the Council agrees to deal with it earlier.
 - (6) A petition or joint letter must:
 - (a) be in legible and permanent type/writing;
 - (b) identify the CSC as the recipient;
 - (c) not be defamatory, indecent, abusive or objectionable in language or content;
 - (d) not relate to matters beyond the powers of Council;
 - (e) provide a clear and concise statement identifying the subject matter of the petition;
 - (f) bear the whole of the petition or request, referred to in sub rule (6)(e), upon each page;
 - (g) consist of single pages of paper and must not be pasted, stapled, pinned or otherwise affixed to any other piece of paper;
 - (h) identify the full name, address and phone number of the person submitting the petition (chief petitioner), together with the name of the organisation/group they represent if the petition is submitted on behalf of an organisation or group;
 - (i) include the name, physical address and signature of each of the petitioners supporting the petition.
 - (7) Any petitions or joint letters that the CEO has determined do not comply with these Governance Rules will not be tabled at a Council Meeting.
 - (8) A petition or joint letter may nominate a person to whom a reply must be sent, but if no person is nominated or is the obvious intended nominated person, Council may reply to the first signatory which appears on the petition.
 - (9) An electronic or online petition must be in accordance with sub rule (6) of these Governance Rules, except sub rule (6)(f) and (6)(g).
 - (10) For the purpose of compliance with sub rule (6)(i) an electronic or online petition, each petitioner supporting the petition must include their name, physical address and email address.
- 2.4.9 Public Question Time**
- (1) Question time will be available at a Council Meeting, except for an unscheduled meeting, to enable members of the public to address questions to Council.

Governance Rules

OFFICIAL

- (2) At each meeting, where there is an opportunity for members of the public to ask questions of the Council. If the meeting is to be held in a single electronic or hybrid/parallel format, then the general public will follow the set procedures to submit a question or petition.
 - (a) by phone through a speaker broadcast to Council; or
 - (b) by an electronic audio-visual link connected to the meeting.
- (3) All such questions must be received in writing on the prescribed form as outlined on Council's website.
- (4) All such questions must be received by the CEO or person authorised for this purpose by the CEO no later than 12:00pm (noon) on the day of the Council Meeting.
- (5) A question will only be read to the meeting if the CEO has determined that the question:
 - (a) does not relate to a matter containing confidential information as defined in the *Local Government Act 2020*;
 - (b) does not relate to a matter in respect of which Council has no power to act;
 - (c) is not defamatory, indecent, abusive or objectionable in language or substance;
 - (d) is not a repetition of a question already asked or answered (whether at the same or an earlier meeting); and
 - (e) is not asked to embarrass a Councillor or member of Council staff.
- (6) If the CEO determines that a question will not be read to the meeting, then the CEO must:
 - (c) advise the meeting accordingly; and
 - (d) make the question available to Councillors upon request.
- (7) The CEO must read to the meeting the name of the person who has submitted a question.
- (8) The CEO must read the text of the question and the CEO may then direct that question to be answered by a nominated Councillor or member of Council staff.
- (9) No debate on or discussion of a question or an answer will be permitted other than for the purposes of clarification.
- (10) A Councillor or member of Council staff nominated to answer a question may:
 - (a) seek clarification of the question from the person who submitted it;
 - (b) seek the assistance of another person in answering the question; or
 - (c) defer answering the question, so that the answer may be researched, and a written response be provided within ten (10) working days following the meeting (the question thereby being taken on notice).
- (11) A copy of the written response to a question, referred to in sub rule (9)(c) will be attached to the minutes of the meeting.

Governance Rules

OFFICIAL

- (12) No responses will be provided or recorded to questions that were not accepted under sub rule (4).
- (13) An individual is limited to a maximum of two questions at any one Council Meeting.
- (14) A maximum of two questions may be asked about any single topic at the Council Meeting.
- (15) Question time at a Council Meeting will be limited in duration and will not exceed 30 minutes.
- (16) Council may resolve to bring forward the commencement of Question Time, so that questions are considered before Responsible Authority Decisions and Planning Authority Decisions.

2.4.10 Notices of Motion

- (1) A Notice of Motion must be in writing, dated and signed by the intending mover and lodged with the CEO no later than 12:00 pm (noon) at least ten (10) business days before the Council Meeting. For the purpose of clarity, the day that the motion is lodged is not included but the day of the meeting is included when calculating the ten (10) business days. Public holidays are not included as business days.
- (2) A Notice of Motion will not be accepted for consideration at an unscheduled meeting.
- (3) A Notice of Motion will only be accepted if it:
 - (a) does not relate to a matter in respect of which Council has no power to act;
 - (b) does not substantially change the levels of Council services;
 - (c) does not commit Council to significant expenditure not included in the adopted budget;
 - (d) does not declare a rate or charge;
 - (e) does not establish or amend Council policy;
 - (f) does not commit Council to any contractual arrangement;
 - (g) is not defamatory, indecent, abusive or objectionable in language or substance;
 - (h) provides sufficient detail to ensure the motion is implementable; and
 - (i) is not against public order or safety.
- (4) A Notice of Motion must include a rationale. The CEO has the discretion to include an officer comment on any proposed notice of motion including rescission motions.
- (5) If a Notice of Motion is considered by the CEO to not meet any or all of sub rule (3) the CEO must notify the Councillor who delivered the Notice of Motion the reasons for that opinion and provide adequate support to the Councillor to structure the notice of motion (if possible) to meet the requirements of sub rule (3).
- (6) A Notice of Motion cannot be accepted by the Chair unless the full text of any such motion has been listed on the agenda for the Council Meeting at which it is proposed to be moved.

Governance Rules

OFFICIAL

- (7) Except by leave of the Council, Notices of Motion before a Council Meeting will be considered in the order in which they were received.
- (8) If a Councillor who has given a Notice of Motion is absent from the meeting or fails to move the motion when called upon by the Chair, any other Councillor may move the motion.
- (9) If a Councillor proposing the motion wishes to amend the Notice of Motion, they may do so by first seeking leave of the Council to amend the Notice of Motion, prior to it being seconded.
- (10) Another Councillor can put forward an amendment for consideration, which must be dealt with in accordance with rules 2.6.18, 2.6.19 and 2.6.20 of these Governance Rules.
- (11) If a Notice of Motion, whether amended or not, is lost, a similar motion cannot again be put before Council for a period of three (3) calendar months from the date it was lost.
- (12) A Notice of Motion cannot be submitted in relation to a matter that was the subject of a Rescission Motion within three (3) calendar months of the Rescission Motion having been considered by Council.

2.4.11 Notice of Rescission Motion

- (1) A Councillor may propose a motion to rescind a decision of Council provided the subject motion has not been acted on.
- (2) An actual notice of motion to rescind or alter a previous resolution of Council:
 - (a) Must be provided to the CEO by 5.00pm the next business day following the Council Meeting at which the motion was resolved.
 - (b) Is deemed to have been withdrawn if not moved at the Council Meeting at which the notice of rescission motion is included in the agenda.
 - (c) If it is a second or subsequent notice to rescind or alter an earlier resolution, must not be accepted by the CEO until a period of three (3) months has elapsed since the date of the meeting at which the motion of rescission or alteration was dealt with.
- (3) Once a Notice of Rescission Motion has been received by the CEO, no further action is to be taken on the resolution that is the subject of the rescission motion.
- (4) Any Councillor providing a Notice of Rescission Motion is required to provide written justification that must include one of the following:
 - (a) The vote may not have accurately reflected the opinion held by the meeting due to the misunderstanding of the motion or for some other reason; or
 - (b) New information to hand; or
 - (c) Some vital information has been overlooked.
- (5) A Notice of Rescission Motion must include the written endorsement of at least two other Councillors.
- (6) The CEO will inform the Councillor whether the motion has been accepted or not, and if not, advise the Councillor why not, and then advise the Mayor and the

Governance Rules

OFFICIAL

Councillors at the earliest opportunity. If the motion has been accepted, it must be listed on the agenda of the next available Council Meeting.

2.4.12 When a Resolution has been Acted on

- (1) A resolution, or part thereof, will be considered as having been acted on;
 - (a) once its details have been formally communicated in writing (which includes electronic communications) to either internal or external parties affected by or reliant on the resolution; or
 - (b) when a statutory procedure has been carried out.
- (2) The CEO may initiate action or cause action to be initiated on any Council resolution, or part thereof, at any time after the meeting at which it was carried.
- (3) If a resolution can be broken down into parts and some parts of the resolution have not been acted on, then any proposed change to the remaining parts is to be treated as an amendment of the resolution unless the substance of the proposed change is to reverse the resolution when considered as a whole.

2.4.13 Reports from Councillors / Delegates

- (1) At each Council Meeting, Councillors will have the opportunity to speak on any meetings, conferences or events that they have recently attended.
- (2) The duration of any report from a Councillor will be limited to two (2) minutes. If a Councillor requires information on the conference/event to be included in the minutes, the Councillor must seek the leave of the Council.
- (3) If leave is granted by the Council to include information on a conference/event, the Councillor must submit the additional information in writing to the CEO or member of Council staff responsible for the minutes by 9.00am on the next business day following the meeting.

2.4.14 Urgent Business

- (1) If the agenda for a meeting makes provision for urgent business, business cannot be admitted as urgent business other than by resolution of Council and only then if;
 - (a) it relates to or arises out of a matter which has arisen since distribution of the agenda; and
 - (b) deferring the item until the next Council Meeting will mean a decision on the item will not have any effect on the matter; or
 - (c) it involves a matter of urgency as determined by the CEO; and
 - (d) it is a matter that cannot be addressed through an operational service request process.

Governance Rules

OFFICIAL

- (2) An item of urgent business must not:
 - (a) substantially affect the levels of Council service;
 - (b) commit Council to significant expenditure not included in the adopted budget;
 - (c) establish or amend Council Policy;
 - (d) commit Council to any contractual arrangement;
 - (e) require pursuant to other policy determined by Council from time to time, the giving of prior notice; and
 - (f) has the potential to directly affect a person's rights, for which they should be afforded an opportunity to communicate their views and have their interests considered.
- (3) A Councillor proposing an item of business be admitted as urgent business must lodge it in writing to the CEO no later than 3 pm on the day of the Council Meeting.
- (4) The CEO will advise the Mayor of any matter they determine appropriate for Council to consider admitting as urgent business.

2.4.15 Time Limit for Meetings

- (1) A Council Meeting must not continue after three (3) hours from the time it commences unless a majority of Councillors present vote in favour of its extension in accordance with this rule.
- (2) Extensions of a Council Meeting will be in block periods of 30 minutes.
- (3) After the initial 30 minute extension the Council Meeting must not continue unless a majority of Councillors present vote in favour of a further extension.
- (4) A meeting may only be continued for a maximum of two 30 minute extensions.
- (5) In the absence of such extensions as provided for in sub rules (1) and (3), or in the event there is further business to be transacted at the completion of two extensions, the Council Meeting must stand adjourned to a time and date resolved by Council or within 14 days from the date of the Council Meeting which is adjourned.
- (6) Notwithstanding sub rule (5), the Chair may seek leave of the Council not to adjourn the meeting, if the Chair reasonably believes the remaining business will take less than 10 minutes to transact.
- (7) If Council did not resolve the date and time for the resumption of the adjourned meeting under sub rule (5), the CEO must give notice to each Councillor, of the date, time and place to which the meeting stands adjourned and of the business remaining to be considered, within three (3) business days of the meeting which is adjourned.

Governance Rules

OFFICIAL

2.5 Addressing the Meeting

- (1) Any Councillor or person who addresses the meeting must direct all remarks through the Chair.
- (2) The Chair may address a meeting, however if the Chair wishes to move any motion or amendment the Chair must advise the Council of that intention and vacate the Chair for the duration of the item under discussion.
- (3) Any person addressing the Chair should refer to the Chair as:
 - Mr Mayor; or
 - Madam Mayor; or
 - Mayor; or
 - Chair; or
 - Mr Chair; or
 - Madam Chair; as the case may be.
- (4) The Mayor of the day may advise the Councillors and staff of their naming preference.
- (5) When speaking during a meeting, Councillors and officers must address each other by their titles of Councillor or officer position as the case may be.

2.6 Meeting Procedures

THE CHAIR

2.6.1 Role of the Chair

- (1) The Chair must facilitate an orderly, respectful, transparent and constructive meeting by ensuring that all Councillors have the opportunity to be heard, matters are adequately discussed, meeting procedures are followed appropriately, and statutory requirements are adhered to.
- (2) The Chair is an independent leader of Council Meetings and generally does not move or second motions.
- (3) The Chair will adhere to the specific duties and discretions of the Chair outlined throughout these Governance Rules.

2.6.2 Mayor to take the Chair

- (1) The Mayor must take the Chair at all Council Meetings at which the Mayor is present.
- (2) If the Mayor is not in attendance or vacates the Chair at a Council Meeting, the Deputy Mayor must take the Chair.
- (3) If the Mayor and Deputy Mayor are not in attendance at a Council Meeting, Council must elect one (1) of the Councillors present as Chair for the Council Meeting.

Governance Rules

OFFICIAL

2.6.3 The Chair's Duties and Discretions

- (1) In addition to the specific duties and discretions provided in these Governance Rules:
 - (a) The Chair must not accept any motion, question or statement which is
 - i) defamatory; or
 - ii) objectionable in language or nature; or
 - iii) is vague or unclear in its intention;
 - iv) is outside the powers of Council; or
 - v) is not relevant to an item of business on the agenda and has not been admitted as urgent business; or
 - vi) purports to be an amendment but is not.
 - (b) The Chair must call a person to order, if the behaviour of a person is disruptive and interferes with the conduct of the business of Council.

VOTING

2.6.4 Voting – How Determined

- (1) To determine a motion that is put before a meeting, the Chair will first call for those voting in favour of the motion and then those voting against the motion and will then declare the results to the meeting.

2.6.5 Voting – By Show of Hands

- (1) Voting on any motion will be by show of hands.
- (2) All Councillors present are required to vote on any matter before Council unless that Councillor has declared a conflict of interest in the item or signified their intention to abstain from voting on the matter.
- (3) If a Councillor intends to abstain from voting they must provide an explanation for abstaining once the Chair calls the item for consideration and prior to the next item of business being considered by the meeting.
- (4) The Councillor intending to abstain from the vote may decide to leave or stay in the Chamber while the matter is being considered. If the Councillor who abstains from the vote stays in the Chamber, the Councillor will be considered as having voted in the negative in accordance with section 61(5)(e) of the *Local Government Act 2020*.

2.6.6 Call for a Division

- (1) Immediately after any motion is put to a meeting and before the next item of business has commenced, any Councillor may call for a division.
- (2) The call must be made to the Chair either immediately prior to or immediately after the vote has been taken but cannot be called after the next item of business has commenced.
- (3) For the purpose of sub rule (2) the next item of business has not commenced until the Chair has named the mover of the next item of business.

Governance Rules

OFFICIAL

- (4) When a division is called in accordance with sub rule (2), any vote already taken on the item must be set aside and voting in the division will decide the motion or amendment.

2.6.7 Procedure for a Division

- (1) When a division is called, the Chair will:
- (a) advise Councillors that if they intend to abstain from the vote and remain in the meeting that they will be recorded as voting against the motion;
 - (b) Councillors who may have previously left the meeting to abstain from the original vote, will be offered the opportunity to return to the meeting and vote in the division, before the Chair puts the motion to the vote.
 - (c) The Chair will then ask each Councillor wishing to vote in favour of the motion to indicate their vote by raising a hand and the Chair must then state the names of those Councillors to be recorded in the minutes;
 - (d) then ask each Councillor wishing to vote against the motion to indicate their vote by raising a hand and the Chair must then state the names of those Councillors to be recorded in the minutes;
 - (e) then next, ask each Councillor abstaining from voting to indicate their vote by raising a hand and the Chair must then state the names of those Councillors to be recorded in the minutes; and
 - (f) finally, declare the result of the division.

2.6.8 Between the Original Vote and the Division

- (1) No Councillor is prevented from changing their vote when voting on the division. The voting by division, will determine the Council's resolution on the motion.

2.6.9 Vote to be Taken in Silence

- (1) Except that a Councillor may call a division, Councillors must remain seated in silence while a vote is being taken.

2.6.10 Recount of Vote

- (1) The Chair may direct that the vote be re-counted as often as may be necessary to be satisfied of the result.

2.6.11 Declaration of Vote

- (1) The Chair must declare the result of the vote or division as soon as it is taken.

2.6.12 Casting Vote

- (1) In the event of an equality of votes, the Chair has a casting vote, except in cases where the *Local Government Act 2020* or these Governance Rules determine otherwise.
- (2) If the Chair exercises their casting vote, they must provide an explanation to the meeting as to why they voted in a particular way.

Governance Rules

OFFICIAL

2.6.13 Recording of Opposition of Motion

- (1) Any Councillor may ask that their opposition to a motion resolved by the meeting be recorded in the minutes of the meeting.

2.6.14 Motion to be Read Again

- (1) Before any motion or amendment is put to the vote, a Councillor may request that the motion or amendment be read again.
- (2) The Chair, whether requested or not, may also ask the CEO (or other person authorised by the CEO to attend the meeting and take the minutes of such meeting) to read the question, motion or amendment to the meeting before the vote is taken.

MOTIONS AND AMENDMENTS

A resolution, and therefore a motion, must be capable of standing alone, that is, a person reading the decision of Council in the minutes must be able to understand what Council is seeking to achieve without reference to other sources. This usually means it should include specifics about the action to be taken, the timing of the action to be taken and the details of any other conditions, limitations or other parties to be included when undertaking the action.

To assist in understanding the process of moving motions and amendments, a flow chart is at Appendix 1.

2.6.15 Motions in Writing

- (1) All motions, except procedural motions, must be submitted in writing;
- (2) The Chair may adjourn a meeting while a motion is being written or may request Council to “lay the motion on the table” (pausing debate), in accordance with rule 2.6.25, until the motion has been written, allowing the meeting to proceed uninterrupted.
- (3) If debate is paused in accordance with rule 2.6.25, a procedural motion is required to take a motion from the table (resume debate) in accordance with rule 2.6.25.

2.6.16 Moving a Motion

- (1) The procedure for any motion is:
 - (a) The Chair calls for a motion to be put to the Council.
 - (b) The mover must outline the motion without speaking in support of it;
 - (c) The motion must be seconded by a Councillor other than the mover.
 - (d) If the motion is not seconded, the motion lapses for want of a seconder.
 - (e) If there is a seconder, then the Chair must call on the mover to speak to the motion.
 - (f) After the mover has spoken to the motion, the seconder may also speak to the motion (or reserve/defer their right to speak to later in the debate).
 - (g) After the seconder has spoken to the motion (or after the mover has spoken to the motion if the seconder does not speak or has reserved/deferred their right to speak to the motion) the Chair must call on any Councillor who wishes to speak against the motion, then on any Councillor who wishes to speak for

Governance Rules

OFFICIAL

the motion and continue this sequence until all Councillors wishing to speak to the motion have spoken; and

- (h) If no Councillor wishes to speak against the motion, then the Chair may put the motion.
- (2) A Councillor calling the attention of the Chair to raise a point of order is not regarded as speaking to the motion.
- (3) A Councillor who moves an amendment to the motion is not regarded as having spoken to the motion.
- (4) When a motion contains more than one part, a Councillor may request the Chair to put the motion to the vote in separate parts.
- (5) The Chair may decide to put any motion to the vote in separate parts.

2.6.17 Right of Reply

- (1) The mover of a motion, which has not been amended, may, once debate has been exhausted, exercise a right of reply to matters raised during the debate.
- (2) No new material or comments may be raised during the right of reply.
- (3) If a Councillor has not spoken against a motion, there will be no right of reply.
- (4) After the right of reply has been exercised, the motion must be immediately put to the vote without any further discussion or debate.

2.6.18 Moving an Amendment

- (1) A motion, which has been moved and seconded, may be amended by leaving out, inserting or adding words, which must be relevant to the subject of the motion.
- (2) An amendment to a motion cannot be negative, or substantially contrary, to the motion.
- (3) An amendment may be proposed or seconded by any Councillor, except the mover and seconder of the original motion.
- (4) If a Councillor proposes an amendment and the original mover and seconder of the motion both indicate their agreement with the amendment, the amended motion becomes the substantive motion without debate or vote, and debate of the motion continues in accordance with these Governance Rules.
- (5) If a Councillor proposes an amendment to which either the original mover or seconder does not agree, the following will apply;
 - (a) The amendment must be moved and seconded;
 - (b) A Councillor may speak on any amendment once, whether or not he or she has spoken to the motion, but debate must be confined to the terms of the amendment;
 - (c) Any number of amendments may be proposed to a motion, but only one amendment may be accepted by the Chair at any one time. No second or subsequent amendment, whether to the motion or an amendment of it may be taken into consideration until the previous amendment has been dealt with and voted on;

Governance Rules

OFFICIAL

- (d) If the amendment is carried, the motion as amended then becomes the motion before the meeting (known as the substantive motion);
 - (e) The mover and seconder of the amendment become the mover and seconder of the substantive motion.
 - (f) Debate commences as if a new motion; and
 - (g) The mover of an amendment does not have a right of reply.
- (6) An amendment motion having been moved and seconded may be adjusted by the minute taker by leaving out, inserting or adding words which must be relevant to the original motion and framed as to complement it as an intelligible and consistent whole.
- (7) No notice need be given of any amendment.

2.6.19 Second or Subsequent Amendments

- (1) A second or subsequent amendment cannot be moved until the immediately preceding amendment is determined.
- (2) If any Councillor intends to move a second or subsequent amendment, he or she must give notice of their intention to do so prior to the amendment currently being debated being put to the vote.
- (3) A Councillor cannot move more than two (2) amendments in succession.

2.6.20 An Amendment Once Carried

- (1) If an amendment is carried, it becomes the substantive motion.

2.6.21 Foreshadowing a Motion

- (1) At any time during debate, a Councillor may foreshadow a motion to inform the Council of their intention to move a motion at a later stage in the meeting, but this does not extend any special rights to the foreshadowed motion.
- (2) A foreshadowed motion may be prefaced with a statement that in the event a particular motion before the Council is resolved in a certain way a Councillor intends to move a motion.
- (3) A motion foreshadowed has no procedural standing and is merely a means to assist the flow of the meeting.
- (4) The minutes of the meeting will not include foreshadowed motions unless the foreshadowed motion is subsequently formally moved as a motion.

2.6.22 Withdrawal of a Motion

- (1) Before any motion is put to the vote, it may be withdrawn by the leave of the Council.

Governance Rules

OFFICIAL

2.6.23 Debating a Motion

- (1) Debate must always be relevant to the motion before the Council, and if not, the Chair must direct the speaker to confine debate to the motion before Council.
 - (a) In the case of a Notice of Motion for Rescission, debate must be confined to the grounds of the rescission and not the merits of the original motion.
- (2) If after being directed to confine debate to the motion before the Council, the speaker continues to debate irrelevant points, the Chair may disallow the speaker any further comment in respect of the motion before the Council.
- (3) If an item of business before the Council is significant in nature, every Councillor must be afforded the opportunity to debate the motion.
- (4) A motion has been sufficiently debated if opposing views (where they exist) have been sufficiently put, not so much the number of those who have spoken but whether all minority opposing views have been put.
- (5) Once the views put are representative of the views of all Councillors the debate would be regarded as sufficient.
- (6) At any time during the debate a Councillor may request through the Chair that the CEO, or an officer directed by the CEO, provide clarification on the item, but they must not debate the item.

2.6.24 Deferring or Pausing Debate

- (1) The deferring or pausing of debate of a motion is a procedural motion and must be done in accordance with rule 2.6.25.
- (2) If an item of business is paused for debate, in effect laying a motion on the table, that item of business must be taken from the table at the same meeting, otherwise the item of business will lapse from being the business of Council.
- (3) If an item of business is deferred, the item of business must be placed on the agenda and included in the business papers of the meeting to which it was deferred. Deferred items of business have priority over any other business except formal business.
- (4) If the procedural motion to defer the item of business does not include a specific date or meeting, the item of business will automatically lapse from the business of the Council.

Governance Rules

OFFICIAL

PROCEDURAL MOTIONS

2.6.25 Procedural Motion Table

Motion	Form	Mover/ Seconded	When prohibited	Effect if Carried	Effect if Lost	Debate Permitted
Notice of Motion	Submitted within the required timeframe and in accordance with rule 2.4.10	Any Councillor	If not in accordance with rule 2.4.10	The CEO ensures the actions required are carried out.	No further action taken.	Yes
Notice of Rescission	Submitted within the required timeframe and in accordance with rule 2.4.11	Any Councillor, plus the written endorsement of at least two other Councillors	If not in accordance with rule 2.4.11	To set aside the previous decision of the Council, except for any aspects that had already been acted upon by the time the Notice was lodged.	The resolution Previous resolution	Yes, but confined to the grounds of the rescission; not the merits of the original motion
Deferral of a matter (to a future meeting)	'That the debate on this matter be deferred until (insert meeting/date) to allow (purpose of deferral)'...	Any Councillor (other than the Chair) who has not moved or seconded the original motion or otherwise spoken to the original motion.	(a) During the election of the Mayor/Deputy Mayor; (b) During the election of a <i>Chair</i> ; or (c) When another Councillor is speaking.	Consideration/debate on the motion and/or amendment is postponed to the stated date and the item is re-listed for consideration at the resolved future meeting, when a fresh motion may be put and debated.	Debate continues unaffected.	Yes
Closure (of debate)	'That the motion now be put'	Any Councillor (other than the Chair) who has not moved or seconded the original motion or spoken for/against the original motion.	During nominations for a Chair.	Motion or amendment is put to the vote immediately without further debate, subject to any Councillor exercising their right to ask any question concerning or arising out of the motion.	Debate continues unaffected.	No
Laying a motion on the table (pausing debate)	'That the motion be laid on the table'	A Councillor (other than the Chair) who has not spoken for/against the motion.	During the election of the Mayor/Deputy Mayor.	Motion not further discussed or voted on until Council resolves to take the motion from the table at the same Council Meeting.	Debate continues unaffected.	No

Governance Rules

OFFICIAL

Motion	Form	Mover/ Seconder	When prohibited	Effect if Carried	Effect if Lost	Debate Permitted
Take a motion from the table (resume debate on a matter)	'That the motion in relation to xx be taken from the table'	Any Councillor (other than the Chair) who has not spoken for/against the motion or an amendment.	When no motion is on the table.	Debate of the item resumes.	Debate of the item remains paused.	No
Alter the order of business	'That the item listed at xx on the agenda be considered before/after the item listed as xy'	Any Councillor (other than the Chair).	(a) At a Meeting to elect the Mayor; or (b) During any debate.	Alters the order of business for the Council Meeting.	Items are considered in the order as listed in the agenda.	No
Suspension of Standing Orders	'That Standing Orders be suspended to ...' (reason must be provided)	Any Councillor (other than the Chair).		The rules of the meeting are temporarily suspended for the specific reason given in the motion. No debate or decision on any matter, other than a decision to resume Standing Orders, is permitted.	The meeting continues unaffected.	No
Resumption of Standing Orders	'That Standing Orders be resumed'	Any Councillor (other than the Chair).	When Standing Orders have not been suspended.	The temporary suspension of the rules of the meeting is removed.	The meeting cannot continue.	No
Consideration of confidential matter(s) (Close the meeting to members of the public)	That, in accordance with section 66(2)(a) of the <i>Local Government Act 2020</i> the meeting be closed to members of the public for the consideration of item xx <i>is confidential as it relates to [insert reason]</i>	Any Councillor (other than the Chair).	During the election of the Mayor/Deputy Mayor. When the item of business does not meet the definition of confidential as defined in the <i>Local Government Act 2020</i> .	The meeting is closed to members of the public.	The meeting continues to be open to the public.	Yes

Governance Rules

OFFICIAL

Motion	Form	Mover/ Seconded	When prohibited	Effect if Carried	Effect if Lost	Debate Permitted
Close the meeting to members of the public for security reasons or to enable meeting to proceed in an orderly manner.	That, in accordance with section 66(2)(a) of the <i>Local Government Act 2020</i> the meeting be closed to members of the public <i>[for security reasons or to enable the meeting to proceed in an orderly manner [insert reason]</i>	Any Councillor (other than the Chair).	During the election of the Mayor/Deputy Mayor.	The Council Meeting is closed to members of the public.	The Council Meeting continues to be open to the public.	Yes
Reopen the meeting	'That the meeting be reopened to members of the public'	Any Councillor (other than the Chair).		The Council Meeting is reopened to the public.	The Council Meeting remains closed to the public.	No
Dissent in the Chair's ruling of a Point of Order	'That a motion of dissent in the ruling of Chair now be put'	Any Councillor (other than the Chair).	On any motion other than a ruling on a Point of Order by the Chair.	The ruling of the Chair on the Point of Order is lost.	The ruling of the Chair on the Point of Order is upheld.	The Chair is given the opportunity to explain why s/he 'ruled' the way s/he did.

2.6.26 Moving a Procedural Motion

- (1) Unless otherwise prohibited, and subject to rule 2.6.25, a procedural motion (other than a notice of Motion or Rescission) may be moved at any time and must be dealt with immediately by the Chair.
- (2) A procedural motion must be seconded.

2.6.27 Who Can Move a Procedural Motion

- (1) The mover/seconded of a procedural motion (other than a notice of Motion or Rescission) must not have moved, seconded or spoken to the motion or any amendment of it before the Chair.
- (2) A procedural motion cannot be moved or seconded by the Chair.

2.6.28 Procedural Motion may be Rejected

- (1) The Chair may reject a procedural motion if they believe the motion on which it is proposed has not been sufficiently debated, as outlined in rule 2.6.23(4) and 2.6.23(5).

Governance Rules

OFFICIAL

2.6.29 Consideration of Procedural Motions

- (1) Regardless of any other provision in these Governance Rules, a procedural motion must be dealt with in accordance with the table at rule 2.6.25.

2.6.30 Debate and Amendments to Procedural Motions Not Allowed

- (1) Unless otherwise provided, debate on a procedural motion is not permitted and the mover does not have a right of reply.
- (2) Unless otherwise provided a procedural motion cannot be amended.

SPEAKING TO THE MEETING

2.6.31 Speaking Times

- (1) A Councillor must not speak longer than the time set out below, unless granted an extension by resolution of the Council.
- (a) A mover of a motion – five (5) minutes;
 - (b) The seconder of a motion – three (3) minutes;
 - (c) Any other Councillor – two (2) minutes; and
 - (d) The mover of a motion when exercising their right of reply – two (2) minutes.
- (2) An extension of speaking time may be granted to a Councillor, except the mover of the motion, by resolution of the Council.
- (3) Only one extension per Councillor is permitted for each item of business.
- (4) Any extension of speaking time must not exceed two (2) minutes.

2.6.32 Interruptions and Interjections

- (1) A Councillor must not be interrupted except by the Chair or by another Councillor raising a Point of Order or personal explanation.
- (2) If a Councillor is interrupted by the Chair or by another Councillor raising a Point of Order or personal explanation, then they must remain silent until the Councillor raising the Point of Order has been heard and the point of order disposed of, or the personal explanation has been delivered.

2.6.33 Priority of Address

- (1) In the case of competition for the right to speak, the Chair must decide the order in which the Councillors will be heard.

2.6.34 Councillors Not to Speak Twice to Same Motion or Amendment

- (1) A Councillor must not speak more than once to the same motion or amendment, except;
- (a) As the mover of a motion in exercising a right of reply; or
 - (b) When a Councillor is raising a Point of Order or providing a personal explanation.

Governance Rules

OFFICIAL

POINTS OF ORDER

2.6.35 Points of Order

- (1) A Point of Order is taken when a Councillor draws the attention of the Chair to an alleged irregularity in the proceedings.
- (2) A Point of Order may be raised in relation to:
 - (a) a time limit has been exceeded;
 - (b) a quorum is not present;
 - (c) a question of procedure;
 - (d) debate that is irrelevant to the item of business under consideration;
 - (e) a Councillor who is not conducting themselves in accordance with the Councillor Code of Conduct;
 - (f) an item of business or debate is outside the powers of Council; or
 - (g) any act of Disorder.
- (3) A Councillor may at any time raise a point of order which will, until disposed of, take precedence over the consideration and decision of every other item of business.
- (4) A Councillor who is addressing the Council must not be interrupted unless called to order at which time they must remain silent until the Councillor raising the Point of Order has been heard and the point of order disposed of.
- (5) A Point of Order must be raised by stating 'Point of Order' and the alleged irregularity being raised.
- (6) The expression of difference of opinion or to contradict a speaker is not a Point of Order.

2.6.36 Consideration of Point of Order

- (1) When called to order, a Councillor must remain silent until the Point of Order is decided unless they are requested by the Chair to provide an explanation.

2.6.37 Chair to Decide Point of Order

- (1) The Chair may temporarily adjourn the meeting to consider a Point of Order but must otherwise rule upon it as soon as it is raised.
- (2) All matters before the Council are to be suspended until the Point of Order is decided.

2.6.38 Disagreeing with Chair's Ruling

- (1) The decision of the Chair in respect to a Point of Order raised will be final and conclusive unless the majority of Councillors present at the meeting move a motion of dissent.

Governance Rules

OFFICIAL

2.6.39 Motion of Dissent

- (1) A motion of dissent in the Chair's ruling of a Point of Order must, if seconded, be given priority over all other items of business and a substitute Chair must be elected to preside while the motion is being considered.
- (2) The substitute Chair will call on the first Chair to provide an explanation for their ruling and must preside over the vote on the first Chair's ruling.
- (3) The ruling must be decided by a majority vote.
- (4) Once the vote has been conducted the first Chair will preside for the remainder of the meeting.

2.6.40 Personal Explanation

- (1) A Councillor may, at a time convenient to Council, make a brief personal explanation in respect of any statement (whether made at a Council Meeting or not) affecting him or her as a Councillor.
- (2) However, a personal explanation arising out of a statement at a Council Meeting must be made as soon as possible after that statement was made.
- (3) A personal explanation must not be debated except upon a motion to censure the Councillor who has made it.

2.6.41 Disorderly Conduct

- (1) The conduct of Councillors and members of Delegated Committees is governed by the *Local Government Act 1989*, the *Local Government Act 2020*, these Governance Rules and the Councillor Code of Conduct.
- (2) The Chair may call a break in a Meeting for either a short time, or to resume another day if the behaviour at the Council Meeting by Councillors or people in attendance at the meeting are significantly disrupting the meeting
- (3) The break referred to in sub rule (2) is an adjournment and must be conducted in accordance with rule 2.6.25 and 2.6.43.
- (4) If a Councillor engages in improper or disorderly conduct, or acts in a way that otherwise disrupts the Council Meeting and prevents the conduct of Council business:
 - (a) Council may, by resolution, suspend that Councillor from a portion of the Council Meeting or from the balance of the Council Meeting if the Chair has already warned the Councillor to cease that behaviour; or
 - (b) The Mayor, under section 19 of the *Local Government Act 2020*, at a Council Meeting, having previously warned the Councillor to cease that behaviour, may direct a Councillor to leave the meeting for a period of time or the balance of the Council Meeting.
- (5) When Council suspends a Councillor under sub rule (4)(a), or the Mayor directs a Councillor to leave the meeting under sub rule (4)(b), the Councillor will take no active part in the portion of the Council Meeting from which they have been suspended.

Governance Rules

OFFICIAL

- (6) If a Councillor has been directed to leave in accordance with sub rule (4)(b), the minutes of the Council Meeting will record the time the Councillor left the meeting and if so allowed, the time the Councillor returned to the meeting.
- (7) If a Councillor has been suspended from a meeting or directed to leave in accordance with sub rule (4) the Chair may ask the CEO, an Authorised Officer or a member of Victoria Police to remove the Councillor.

SUSPENSION OF STANDING ORDERS

Standing Orders are the rules made to govern the procedure at Council Meetings contained in these Governance Rules. The Standing Orders cover a range of matters including the order of business, rules of debate, procedural motions and election procedures. Standing Orders can be suspended to facilitate the business of a meeting.

2.6.42 Suspension of Standing Orders for the Purpose of Discussion

- (1) To temporarily remove the constraints of formal meeting procedure and allow full discussion or clarification of any issues, Council may, by resolution, suspend standing orders in accordance with the procedural motion table at rule 2.6.25.
- (2) Suspension of standing orders must not be used purely to dispense with the processes and protocol of the government of Council.
- (3) No motion can be accepted by the Chair or lawfully be dealt with during any suspension of standing orders, except a motion to resume standing orders.
- (4) No motion to suspend standing orders can be accepted by the Chair during a second extension of time for a meeting.

ADJOURNMENTS

2.6.43 Adjourning the Meeting

- (1) Once a meeting is declared open, Council may, from time to time, resolve to adjourn the Meeting:
 - (a) if a quorum is not present within half an hour after the time appointed for the meeting;
 - (b) if at any time throughout a meeting a quorum is lost;
 - (c) if the meeting becomes excessively disorderly and order cannot be restored;
 - (d) to allow for additional information to be presented to a meeting;
 - (e) to give Councillors a comfort break
 - (f) if the meeting has been in progress for longer than 2 hours
 - (g) Any other situation if the adjournment could aid the process of the meeting.
- (2) A meeting cannot be adjourned for a period exceeding fourteen (14) days from the date of the adjournment.
- (3) An appropriate motion would be:

“That the meeting be adjourned until __ (time the date specified, which does not exceed fourteen (14) days)”.

Governance Rules

OFFICIAL

- (4) No discussion is allowed on any motion for adjournment of the meeting, but if on being put the motion is lost, the subject then under consideration of the next on the Agenda or any other matter that may be allowed precedence must be resolved before any subsequent motion for adjournment is made.

2.6.44 Notice for Adjournment of Meeting

- (1) If a meeting is adjourned, the CEO will ensure that the Agenda for such a meeting is identical to the agenda for the meeting which was resolved to be adjourned.
- (2) Except when a meeting is adjourned until later on the same day, the CEO must give all Councillors written notice of a new date for the continuation of the adjourned meeting and every reasonable attempt must be made to advise the public of the new meeting date.
- (3) If it is not practical to provide written notice to Councillors because time does not permit that to occur then provided a reasonable attempt is made to contact each Councillor, contact by telephone, electronic medium, or in person will be sufficient.

2.6.45 Lapsed meeting

- (1) A meeting is deemed to have lapsed if a meeting does not commence and therefore no resolution can be carried to adjourn the meeting.

2.6.46 Undisposed Business of a Lapsed Meeting

- (1) If a Council Meeting lapses, the undisposed-of Business will, unless it has already been disposed of at an unscheduled Council Meeting, be included in the agenda for the next scheduled Council Meeting.
- (2) The business of the lapsed meeting must be dealt with prior to any other business, and in the same order as the original meeting papers.

2.6.47 Compliance with Governance Rules

- (1) If during a meeting the CEO becomes aware of any non-compliance with the meeting procedures contained in these Governance Rules or other applicable legislation relating to meeting procedures, the CEO must immediately inform the Chair about the requirement of these Governance Rules or other applicable legislation relating to meeting procedures.
- (2) The Chair must allow the CEO to advise the meeting of any such breach or likely breach of these Governance Rules or other applicable legislation and the meeting must take account of the advice given.

2.7 Behavioural Conduct During Council Meetings

2.7.1 Electronic Devices

- (1) Any person in attendance at a Council Meeting must ensure that their electronic device is turned off or switched to silent.

2.7.2 Behaviour during Council Meetings

- (1) It is the responsibility of individual Councillors to exhibit good conduct in meetings. Councillors should listen while others are speaking, avoid interrupting, be aware of their body language and use reasonable and temperate language in debates (no matter how contentious the topic may be).

Governance Rules

OFFICIAL

2.7.3 Criticism of Council Staff

- (1) The CEO may address a Council Meeting in respect of any statement made affecting a Council officer if that comment is made at a Council Meeting or in the media.

2.7.4 Gallery to be Silent

- (1) Visitors must not interject or take part in the debate of any item of business before the Council.
- (2) Silence must be maintained by members of the public in the gallery at all times.

2.7.5 Display of Posters, Banners and Placards

- (1) A person must not display any placards or posters in the Council Chamber or in any building where a Meeting is being, or is about to be held, except outside the entrance to the building.
- (2) A poster, banner or placards must not:
 - (a) Display any offensive, indecent, insulting or objectionable item or words; or
 - (b) Obstruct the entrance to the Council Chamber or a building where a Meeting is being or is about to be held; or
 - (c) Obstruct the view or physically impede any person.
- (3) The Chair or CEO may order and cause the removal of any poster, banner or placard that is deemed by the Chair or CEO to be objectionable, disrespectful or otherwise inappropriate.

2.7.6 Ejection of Disorderly Visitors

- (1) If a person, other than a Councillor, interjects or is gesticulating offensively during the Council Meeting, the Chair must direct;
 - (a) the person to stop interjecting or gesticulating offensively; and
 - (b) the removal of the person if they continue to interject or gesticulate offensively.
- (2) The Chair may cause the removal of any object or material that is deemed by the Chair to be objectionable or disrespectful.
- (3) In giving effect to a person's removal under sub rule (1)(b) or material under sub rule (2), the Chair may ask the CEO, an Authorised Officer or a member of Victoria Police to remove the person, object or material.

2.7.7 Chair May Adjourn Disorderly Meeting

- (1) If the Chair is of the opinion that disorder at the Council table or in the gallery makes it desirable to adjourn the meeting, they may adjourn the meeting to a later time on the same day, or to some later day prior to the next Council Meeting, at a time and date and venue to be fixed as they think proper.
- (2) Any adjournment is to be done in accordance with rule 2.6.43 of these Governance Rules.

Governance Rules

OFFICIAL

2.8 Provisions to Record Council Meetings

- (1) The CEO (or other person authorised by the CEO) may conduct electronic broadcasting of the proceedings of Council Meetings.
- (2) Recordings will be retained and available to the public for viewing or listening for a period of twelve (12) months from the date of the meeting.
- (3) Public Council Meetings are an open forum of statements, questions and answers. Occasionally some things that are said may be regarded as offensive defamatory or contrary to law. In circumstances when statements are made that may fall into these categories the CEO, at their sole discretion, may edit the recorded version of the meeting so as not to cause embarrassment or increase liability exposure to members of the public or Council.
- (4) In circumstances where comments are made that may be considered defamatory, breach copyright, breach privacy or may be considered discriminatory, such comments will be edited from the available recorded version of the meeting before being posted to Council's website.
- (5) The use of recording devices during the Council Meeting within the Council Chamber are prohibited. Media representatives and members of the public may access the live broadcasting or recording after the meeting via Council's website.

2.9 Joint Council Meetings

- (1) Council may resolve to participate in a Joint Council Meeting, with other councils, to consider;
 - (a) Collaborative projects;
 - (b) Collaborative procurement; or
 - (c) Emergency Response and Recovery.
- (2) If Council resolves to participate in a Joint Council Meeting, the CEO will agree on the governance rules with the participating Council's CEOs.
- (3) If CSC is the lead Council on a matter to be brought for consideration at a Joint Council Meeting, the Mayor will be nominated to Chair the Joint Council Meeting.
- (4) Consistent information will be provided to Councillors prior to any Joint Council Meeting and every endeavour will be made by the CEO to facilitate a joint briefing.
- (5) A joint briefing arranged in accordance with sub rule (2) may be held electronically.

2.10 Submissions and Submissions Hearing

- (1) Council may call for submissions in relation to a proposed decision from any person affected by the proposed decision.
- (2) For a submission to be valid, a person making a submission must provide in writing how they could be affected by the proposed decision, outline their views and/or how they want their interests considered when Council considers it decision.
- (3) Council must, when calling for submissions, provide a public notice in local circulating media publications and on Council's website providing a minimum of 28 days for submissions to be received by Council and fix the date, time and place for a Submissions Hearing if submissions are received.

Governance Rules

OFFICIAL

- (4) People making a submission may request to speak in support of their submission to Council at a Submissions Hearing.
- (5) A Submissions Hearing must be held at least 14 days prior to the proposed decision being considered at a Council meeting.
- (6) Any person speaking in support of their submission will have a maximum of 5 minutes to address Council at the Submissions Hearing and must only speak to the content of their written submission.
- (7) Council must consider all submissions received prior to consideration of the proposed decision for which the submissions were called.
- (8) Council must advise in writing, each person who has made a separate submission of the decision made in relation to their submission and the reasons for this.

2.11 Procedure Not Provided for in These Rules

- (1) In all cases not specifically provided by these Governance Rules, the Council will decide the procedure to apply.

Governance Rules

OFFICIAL

3. Meeting Procedure for Delegated Committees

3.1 Overview

Council may establish Delegated Committees in accordance with section 63(1) of the *Local Government Act 2020*.

3.1.1 Governance Rules Apply

- (1) If Council establishes a Delegated Committee, these Governance Rules will apply to a Delegated Committee Meeting, with any necessary modifications.
- (2) For the purpose of sub rule (1):
 - (a) A Council Meeting is to read as a reference to a Delegated Committee Meeting;
 - (b) A Councillor is to be read as a reference to a Member of the Delegated Committee; and
 - (c) A reference to the Mayor is to be read as a reference to the Chair of the Delegated Committee.
- (3) The following Governance Rules do not apply to the conduct of Delegated Committee Meetings:
 - (a) 2.4.1 – Order of Business
 - (b) 2.4.3 – Councillor Acknowledgements
 - (c) 2.4.10 – Public Question Time
 - (d) 2.4.11 – Notices of Motion
 - (e) 2.4.15 – Urgent Business
 - (f) 2.6.36 – Speaking Times
- (4) If Council establishes a Delegated Committee, Council may resolve that any further provision of these Governance Rules do not apply to that Committee.

Governance Rules

OFFICIAL

4. Meeting Procedure for Community Asset Committees

4.1 Overview

Council may establish a Community Asset Committee, for the management of a community asset such as a hall or reserve, in accordance with section 65 of the *Local Government Act 2020*. Council may appoint members of the community to a Community Asset Committee.

4.2 Operation of Community Asset Committee

- (1) Council, if it establishes a Community Asset Committee, may resolve which rules within these Governance Rules apply to that Committee.
- (2) Notwithstanding sub rule (1), a Community Asset Committee must adhere to Chapter 5 Meeting Records.
- (3) A Community Asset Committee must act in accordance with its adopted Charter, Instrument of Delegation from the CEO and any Terms of Reference adopted by Council.

Governance Rules

OFFICIAL

5. Meeting Records

5.1 Minutes

5.1.1 Keeping of Minutes

- (1) The CEO, or a person authorised by the CEO, is responsible for the keeping of minutes on behalf of Council.
- (2) Each item in the minutes must be clearly headed with a subject title and be consecutively numbered and consecutively page numbered. The minutes must be signed by the Chair of the meeting at which they have been confirmed.

5.1.2 Content of Minutes

- (1) The CEO (or other person authorised by the CEO to take the minutes) must keep minutes of each Council Meeting and those minutes must record:
 - (a) the date, place, time and nature of the Council Meeting was commenced, adjourned, resumed and concluded;
 - (b) the names of Councillors and whether they are present, an apology, or leave of absence or other details as provided;
 - (c) the names of members of Council staff in attendance with their organisational titles;
 - (d) the disclosure of a conflict of interest made by a Councillor in accordance with the Local Government Act 1989 or *Local Government Act 2020*, whichever provision is in force.
 - (e) arrivals and departure times (including temporary departures) of Councillors during the course of the meeting;
 - (f) each motion and amendment moved, including the mover and seconder of the motion;
 - (g) the outcome of every motion (including procedural motions) and amendment, that is whether it was put to the vote and the result (namely, carried, lost, withdrawn, lapsed for the want of a seconder, or amended);
 - (h) if a division is called, the names of every Councillor and the way their vote was cast (either for or against);
 - (i) the name of the Councillor who abstained from voting on an item and the Councillor's reason for abstaining;
 - (j) details of a failure to achieve a quorum and any adjournment whether as a result or otherwise;
 - (k) a summary of any question asked and the response provided as part of public question time;
 - (l) a summary of all committee reports and or deputations made to Council;
 - (m) the time and reason for any adjournment of the meeting or suspension of standing orders;

Governance Rules

OFFICIAL

- (n) closure of the meeting to members of the public and the reason for such closure;
- (o) any other matter which the CEO deems should be recorded to clarify the intention of the meeting or the reading of the minutes.

5.1.3 Confirmation of Minutes

- (1) The Minutes as recorded by the CEO, or person authorised by the CEO to take the minutes, will be made available as the proposed minutes to:
 - (a) Councillors, within seven (7) business days of the Council Meeting as they relate; and
 - (b) Members of the public, within nine (9) business days of the Council Meeting as they relate.
- (2) At every Council Meeting the Minutes of the preceding Council Meeting(s) must be dealt with as follows:
 - (a) A Motion moved to confirm the Minutes in the following terms, 'That the Minutes of theMeeting held on 20..... be confirmed.'
 - (b) If a Councillor indicates opposition to the minutes, the Councillor must specify the particular item or items in the Minutes and after asking any questions to clarify the matter, can only move a motion to rectify the alleged error(s) in the Minutes by adding the following words to the motion in sub rule (2)(a) '...subject to the following alteration(s).....'.
- (3) No debate or discussion is permitted on the confirmation of minutes except as to their accuracy as a record of the proceedings of the Council Meeting to which they relate.
- (4) Once the minutes are confirmed in their original or amended form, the minutes must, if practicable be signed by the Chair of the Council Meeting at which they have been confirmed; and
- (5) The minutes must be entered in the minute book and each item in the minute book must be entered consecutively.

Governance Rules

OFFICIAL

6. Mayor and Deputy Mayor Appointment Processes

6.1 Eligibility

- (1) Any Councillor is eligible for election or re-election to the office of Mayor or Deputy Mayor.

6.2 When Required

- (1) The Councillors must elect a Councillor annually or bi-annually to be Mayor of the Council at a Council Meeting which is to be held as close to the end of the one or two year term as is reasonably practicable as set out under section 26 of the *Local Government Act 2020*.
- (2) The Mayor is to be elected as soon as practicable after any vacancy in the office of Mayor occurs.
- (3) If Council has resolved to establish an office of Deputy Mayor, the Councillors must elect a Councillor annually or bi-annually to be the Deputy Mayor of the Council at a Council Meeting which is to be held as close to the end of the one or two year term as is reasonably practicable and in accordance with section 27 of the *Local Government Act 2020*.

6.3 Agenda Content

- (1) The agenda for the Council Meeting to elect the Mayor and Deputy Mayor must include so far as is possible;
 - the election of the Mayor;
 - the election of the Deputy Mayor (if a Deputy Mayor is to be elected);
 - appointments of Council representatives to committees, peak industry bodies, regional and community based organisations; and
 - the fixing of the dates, times and place of all Council Meetings for a twelve (12) month period.

6.4 Temporary Chair

- (1) The CEO will be temporary Chair of the meeting at which the election of the Mayor and Deputy Mayor is to be conducted but will have no voting rights.

6.5 Returning Officer

- (1) The CEO will be the Returning Officer for the election of the Mayor and Deputy Mayor.

6.6 Nominations for the Office of Mayor

- (1) The CEO will call for nominations for the position of Mayor and confirm acceptance of the nomination with the nominee.
- (2) Any Councillor nominated may refuse nomination.

Governance Rules

OFFICIAL

- (3) If there is only one nomination for the position of Mayor, that person is deemed to be elected Mayor.
- (4) If there is more than one nomination at the Council Meeting, the election of the Mayor will follow rule 6.8 of these Governance Rules.

6.7 Nominations for the Office of Deputy Mayor

- (1) The Mayor will call for nominations for the position of Deputy Mayor and confirm acceptance of the nomination with the nominee.
- (2) Any Councillor nominated may refuse nomination.
- (3) If there is only one nomination for the position of Deputy Mayor, that person is deemed to be elected Deputy Mayor.
- (4) If there is more than one nomination at the Council Meeting, the election of the Deputy Mayor will follow rule 6.8 of these Governance Rules.

6.8 Determining the Election of the Mayor and Deputy Mayor

- (1) The process to elect the Mayor and Deputy Mayor is:
 - (a) If there is more than one nomination (each of which must be seconded), the Councillors present at the meeting must vote for one of the candidates by a show of hands. In the event of a candidate receiving an absolute majority of the votes, the candidate is declared to have been elected.
 - (b) In the event that no candidate receives an absolute majority of the votes, the candidate with the fewest number of votes is declared to be a defeated candidate. The Councillors present at the meeting must then vote for one of the remaining candidates by a show of hands.
 - (c) If one (1) of the remaining candidates receives an absolute majority of the votes, he or she is duly elected. If none of the remaining candidates receives an absolute majority of the votes, the process of declaring the candidate with the fewest number of votes a defeated candidate and voting for the remaining candidate by a show of hands must be repeated until one (1) of the candidates receives an absolute majority of the votes. That candidate will then be declared to have been duly elected.
- (2) In the event of two (2) or more candidates having equal votes and one (1) of them having to be declared:
 - (a) a defeated candidate; or
 - (b) duly elected;

the temporary Chair will have no second or casting vote, and the result will be determined by lot.

Governance Rules

OFFICIAL

6.9 Determining by Lot

- (1) If a lot is required, the CEO will conduct the lot and the following provisions will apply:
 - (a) The order of drawing lots shall be determined by the alphabetical order of the surname of the Councillors who received an equal number of votes, except that if two (2) or more such Councillors surnames are identical, the order shall be determined by the alphabetical order of the Councillor's first name;
 - (b) As many identical pieces of paper as there are Councillors who receive an equal number of votes shall be placed in a receptacle provided by the CEO;
 - (c) Each candidate will draw one (1) lot;
 - (d) If the lot is being conducted to determine which candidate is to be duly excluded, the word "Excluded" shall be written on one (1) of the pieces of paper and the Councillor who draws the paper with the word "Excluded" written on it shall be declared to have been excluded.
 - (e) If more than one candidate remains, a further drawing of lots will be conducted until one candidate remains and declared the Mayor.

6.10 Acting Mayor

- (1) If Council has established an office of Deputy Mayor, the Deputy Mayor must perform the role of the Mayor in accordance with section 21 of the *Local Government Act 2020*.
- (2) If Council has not established an office of Deputy Mayor and;
 - a. the Mayor is unable for any reason to attend a Council meeting or part of a Council meeting; or
 - b. the Mayor is incapable of performing the duties of the office of Mayor for any reason, including illness; or
 - c. the office of Mayor is vacant;

Council must appoint a Councillor to be the Acting Mayor in accordance with section 20B of the *Local Government Act 2020*.

6.11 Mayor to Take Chair

- (1) After the election of the Mayor is determined, the Mayor will take the Chair.

6.12 Ceremonial Mayoral Speech

- (1) Upon being elected, the Mayor may make a ceremonial speech to outline the priorities for the year ahead based on the adopted Council Plan.

Governance Rules

OFFICIAL

7. Election Period Policy

7.1 Election Period Policy

- (1) Council will have in place an election period policy that:
 - (a) Governs decision making during a local government election period, including what may be considered at a Council Meeting.
 - (b) Prohibits the use of Council resources for any election campaign purposes, including Federal, State or Council elections.
 - (c) Sets out the conditions for any community engagement required to be undertaken during an election period, including consultations and Civic events.
 - (d) Sets out the requirements for any council publications during a local government election period including the use of Council's website, social media, newsletters and advertising.
 - (e) Defines role and responsibilities in relation to who is the principle spokesperson for Council is during the election period.
- (2) The Election Period Policy forms part of these Governance Rules.
- (3) At least once in each Council term and no later than 12 months prior to the commencement of an election period, Council will review its election period policy.
- (4) The operation of Committees established by Council will be suspended upon the commencement of the election period prior to a general council election.
- (5) During the election period prior to a general council election, the CEO will not accept any Notices of Motion or Notices of Rescission Motions for consideration at a Council Meeting conducted during the election period.
- (6) During the election period prior to a general council election or by election, Council Meetings held during the election period will not consider any urgent business, conduct public question time or receive any deputations or delegations.

Governance Rules

OFFICIAL

8. Disclosure of Conflict of Interests

8.1 Obligations

- (1) Councillors, members of Delegated Committees and Community Asset Committees and Council staff are required to:
 - (a) Avoid all situations that may give rise to conflicts of interest;
 - (b) Identify any conflicts of interest; and
 - (c) Disclose or declare conflicts of interest.

8.2 Councillors and members of Delegated Committees

- (1) Councillors and members of Delegated Committees must not participate in discussion or decision making on a matter in which they have a conflict of interest.
- (2) Councillors and members of Delegated Committees must disclose the conflict of interest in writing and in the form determined by the CEO.
- (3) When disclosing a conflict of interest, Councillors must clearly state their connection to the matter.
- (4) All disclosures of conflicts of interest will be recorded in the minutes of a Council Meeting or Delegated Committee Meeting.
- (5) Council will maintain a Conflict of Interest Register that will be made available on Council's website.

8.2.1 Procedure at a Council or Delegated Committee Meeting

- (1) At the time indicated in the agenda, a Councillor with a conflict of interest in an item on the agenda must indicate they have a conflict of interest by clearly stating;
 - (a) The item for which they have a conflict of interest; and
 - (b) The nature of their conflict of interest; and
 - (c) The circumstances that give rise to the conflict of interest.
- (2) Immediately prior to the consideration of the item in which they have a conflict of interest, a Councillor or Member of a Delegated Committee must indicate to the meeting the existence of the conflict of interest and leave the meeting.
- (3) A Councillor who is not present at the designated time in the agenda for disclosures of conflicts of interest, must disclose their conflict of interest in the manner required for the declaration of conflicts of interest at sub rule (1) prior to leaving the meeting.
- (4) A Councillor or member of a Delegated Committee who discloses a conflict of interest and leaves a Council Meeting must not communicate with any participants in the meeting while the decision is being made.

Governance Rules

OFFICIAL

8.2.2 Procedure at other meetings organised, hosted or supported by Council

- (1) A Councillor who has a conflict of interest must not participate in discussion of matters that will come before Council for a decision, or if a decision will be made by a member of staff acting under delegation.
- (2) At the time indicated on the agenda, a Councillor with a conflict of interest will indicate the existence of the conflict of interest and the item of business in which the conflict of interest arises.
- (3) If there is no agenda, a Councillor with a conflict of interest will indicate the existence of the conflict of interest as soon as the matter arises.
- (4) At the time for discussion of that item, the Councillor will leave the discussion and not communicate with any members of the meeting for the duration of the discussion.
- (5) The existence of a conflict of interest will be recorded in the minutes of the meeting.
- (6) If there are no minutes kept of the meeting, the conflict of interest will be recorded in a meeting record and provided to the CEO for recording in the register of Conflicts of interest.
- (7) The meeting minutes or record will also record the duration of the discussion and whether the Councillor left the meeting.

8.3 Council Staff

- (1) Must act in accordance with the Employee Code of Conduct.
- (2) Must not exercise a delegation or make a decision on any matter if they have a conflict of interest.
- (3) May be permitted to provide advice to a decision maker if a conflict of interest exists, subject to the procedure and disclosure provisions at rule 8.3.1 of these Governance Rules.

8.3.1 Procedure for disclosures of conflicts of interest

- (1) Council staff must disclose the existence of all conflicts of interest in writing and in the form determined by the CEO.
- (2) All conflicts of interest disclosed by Council staff will be provided to the Manager Governance for recording in the register of Conflicts of Interest.
- (3) A Council staff member who has disclosed a conflict of interest may provide advice to Council or another staff member acting under delegation if;
 - (a) The number and qualifications of other people providing advice regarding the same matter is equal or greater; or
 - (b) The staff member who has disclosed the conflict of interest is the only staff member with expertise in the area; and
 - (c) The CEO determines that the staff member's conflict of interest has not influenced the advice provided; and
 - (d) The existence of the conflict of interest is documented in all advice provided by that staff member and in the case of verbal advice is documented by the decision maker.

Governance Rules

OFFICIAL

9. Miscellaneous

9.1 Change of Council Policy

- (1) Council reviews its policies to ensure they are current and continue to reflect community expectations and the position held by a particular Council.
- (2) Council will review significant policies at least once in each council term (every four years) and such reviews may lead to a change in policy position.
- (3) Subject to sub rule (4), if Council wishes to change a Council policy, a formal notice of rescission is not required.
- (4) If a policy has been in force in its original or amended form for less than 12 months, any intention to change the policy which may result in a substantial change to the policy's application or operation for members of the public should be communicated to those affected, and their comments sought, prior to the policy being changed.



CAMPASPE SHIRE COUNCIL GOVERNANCE RULES



DRAFT AUGUST 2022

OFFICIAL

Table of Contents

Table of Contents	i
Authorisation	iv
Introduction	1
Nature of Rules	1
Content 1	
Abbreviations	1
Definitions	2
1. Governance Overview and Decision Making	4
1.1 Context.....	4
1.2 Decision making.....	4
2. Meeting Procedure for Council Meetings	5
2.1 Purpose.....	5
2.2 Notices and Agendas.....	5
2.2.1 Date, Time and Place of Meetings.....	5
2.2.2 Unscheduled Meetings	5
2.2.3 Notice of Meetings	6
2.2.4 Meetings Open to the Public.....	7
2.2.5 Meetings Closed to the Public	7
2.2.6 Attendance by Councillors	7
2.2.7 Technical difficulties – loss of connection of Chair or Councillors	8
2.3 Quorum	8
2.3.1 Quorum – Council Meeting	8
2.3.2 Failure to Raise a Quorum.....	8
2.3.3 Inability to Maintain a Quorum	8
2.3.4 Inability to Maintain a Quorum due to Declarations of Conflict of Interests	8
2.3.5 Inability to Maintain a Quorum due to abstaining from voting.....	8
2.4 Business of a Meeting.....	9
2.4.1 Order of Business Listed on an Agenda	9
2.4.2 Apologies (including leave of absence)	9
2.4.3 Councillor Acknowledgments.....	10
2.4.4 Changes to the Order of Business.....	10
2.4.5 Representations.....	10
2.4.6 Presentation of Officer Reports.....	11
2.4.7 Supplementary Reports	11
2.4.8 Petitions / Joint Letters.....	11
2.4.9 Public Question Time	12
2.4.10 Notices of Motion	14
2.4.11 Notice of Rescission Motion.....	15
2.4.12 When a Resolution has been Acted on	16
2.4.13 Reports from Councillors / Delegates	16
2.4.14 Urgent Business.....	16
2.4.15 Time Limit for Meetings.....	17
2.5 Addressing the Meeting	18
2.6 Meeting Procedures.....	18
2.6.1 Role of the Chair	18
2.6.2 Mayor to take the Chair.....	18
2.6.3 The Chair's Duties and Discretions	19
2.6.4 Voting – How Determined.....	19
2.6.5 Voting – By Show of Hands	19
2.6.6 Call for a Division	19
2.6.7 Procedure for a Division.....	20
2.6.8 Between the Original Vote and the Division	20
2.6.9 Vote to be Taken in Silence	20

OFFICIAL

2.6.10	Recount of Vote	20
2.6.11	Declaration of Vote	20
2.6.12	Casting Vote.....	20
2.6.13	Recording of Opposition of Motion	21
2.6.14	Motion to be Read Again	21
2.6.15	Motions in Writing	21
2.6.16	Moving a Motion.....	21
2.6.17	Right of Reply.....	22
2.6.18	Moving an Amendment	22
2.6.19	Second or Subsequent Amendments	23
2.6.20	An Amendment Once Carried	23
2.6.21	Foreshadowing a Motion.....	23
2.6.22	Withdrawal of a Motion	23
2.6.23	Debating a Motion	24
2.6.24	Deferring or Pausing Debate	24
2.6.25	Procedural Motion Table.....	25
2.6.26	Moving a Procedural Motion	27
2.6.27	Who Can Move a Procedural Motion	27
2.6.28	Procedural Motion may be Rejected.....	27
2.6.29	Consideration of Procedural Motions.....	28
2.6.30	Debate and Amendments to Procedural Motions Not Allowed.....	28
2.6.31	Speaking Times	28
2.6.32	Interruptions and Interjections.....	28
2.6.33	Priority of Address.....	28
2.6.34	Councillors Not to Speak Twice to Same Motion or Amendment.....	28
2.6.35	Points of Order	29
2.6.36	Consideration of Point of Order	29
2.6.37	Chair to Decide Point of Order	29
2.6.38	Disagreeing with Chair's Ruling	29
2.6.39	Motion of Dissent	30
2.6.40	Personal Explanation	30
2.6.41	Disorderly Conduct	30
2.6.42	Suspension of Standing Orders for the Purpose of Discussion.....	31
2.6.43	Adjourning the Meeting	31
2.6.44	Notice for Adjournment of Meeting	32
2.6.45	Lapsed meeting	32
2.6.46	Undisposed Business of a Lapsed Meeting.....	32
2.6.47	Compliance with Governance Rules.....	32
2.7	Behavioural Conduct During Council Meetings	32
2.7.1	Electronic Devices	32
2.7.2	Behaviour during Council Meetings	32
2.7.3	Criticism of Council Staff.....	33
2.7.4	Gallery to be Silent.....	33
2.7.5	Display of Posters, Banners and Placards	33
2.7.6	Ejection of Disorderly Visitors	33
2.7.7	Chair May Adjourn Disorderly Meeting	33
2.8	Provisions to Record Council Meetings	34
2.9	Joint Council Meetings.....	34
2.10	Submissions and Submissions Hearing	34
2.11	Procedure Not Provided for in These Rules	35

OFFICIAL

3. Meeting Procedure for Delegated Committees	36
3.1 Overview	36
3.1.1 Governance Rules Apply	36
4. Meeting Procedure for Community Asset Committees	37
4.1 Overview	37
4.2 Operation of Community Asset Committee	37
5. Meeting Records	38
5.1 Minutes.....	38
5.1.1 Keeping of Minutes	38
5.1.2 Content of Minutes	38
5.1.3 Confirmation of Minutes	39
6. Mayor and Deputy Mayor Appointment Processes	40
6.1 Eligibility	40
6.2 When Required	40
6.3 Agenda Content	40
6.4 Temporary Chair	40
6.5 Returning Officer	40
6.6 Nominations for the Office of Mayor	40
6.7 Nominations for the Office of Deputy Mayor.....	41
6.8 Determining the Election of the Mayor and Deputy Mayor	41
6.9 Determining by Lot.....	42
6.10 Acting Mayor	42
6.11 Mayor to Take Chair	42
6.12 Ceremonial Mayoral Speech.....	42
7. Election Period Policy	43
7.1 Election Period Policy	43
8. Disclosure of Conflict of Interests	44
8.1 Obligations	44
8.2 Councillors and members of Delegated Committees	44
8.2.1 Procedure at a Council or Delegated Committee Meeting	44
8.2.2 Procedure at other meetings organised, hosted or supported by Council	45
8.3 Council Staff.....	45
8.3.1 Procedure for disclosures of conflicts of interest	45
9. Miscellaneous	46
9.1 Change of Council Policy.....	46

OFFICIAL

Authorisation

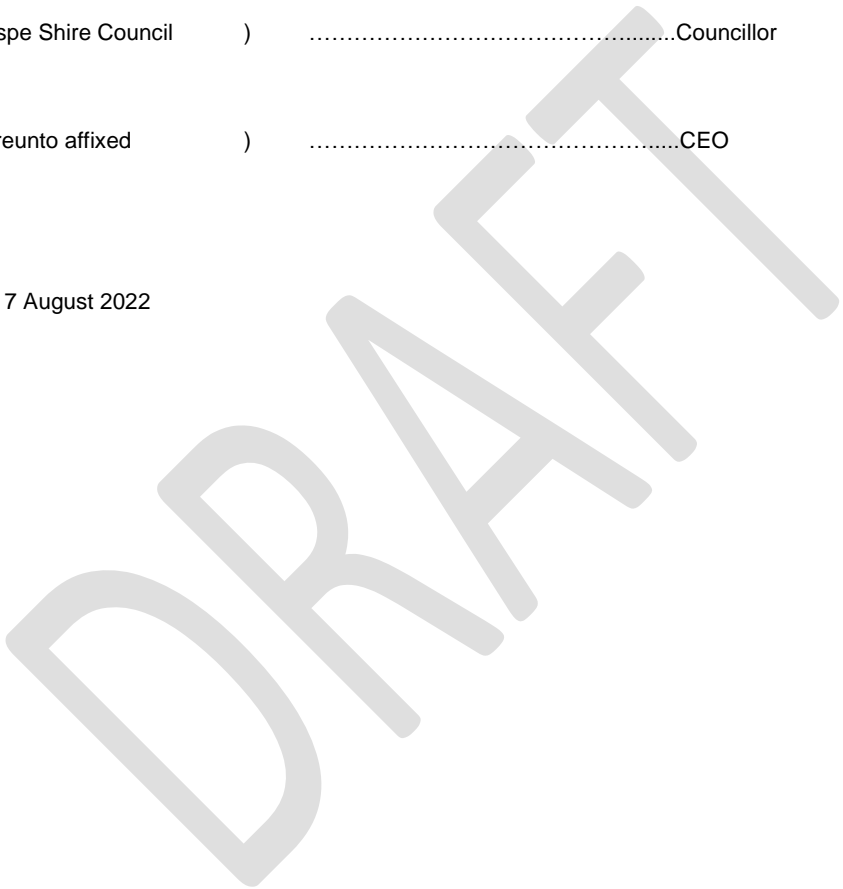
The Campaspe Shire Council Governance Rules was adopted by Council on 17 August 2022.

The Common Seal of the)Councillor

Campaspe Shire Council)Councillor

was hereunto affixed)CEO

on the 17 August 2022



Governance Rules

OFFICIAL

Introduction

Nature of Rules

These are the Governance Rules of Campaspe Shire Council, made in accordance with section 60 of the *Local Government Act 2020*.

Content

These Governance Rules are divided into the following Chapters:

Chapter	Name
Chapter 1	Governance Overview & Decision Making
Chapter 2	Meeting Procedure for Council Meetings
Chapter 3	Meeting Procedure for Delegated Committees
Chapter 4	Meeting Procedure for Community Asset Committees
Chapter 5	Meeting Records
Chapter 6	Mayor and Deputy Mayor Appointment Processes
Chapter 7	Election Period Policy
Chapter 8	Disclosure of Conflict of Interests
Chapter 9	Miscellaneous

Abbreviations

In these Governance Rules, the following abbreviations mean:

Abbreviation	Meaning
CEO	CEO
CSC	Campaspe Shire Council

Governance Rules

OFFICIAL

Definitions

In these Governance Rules, the following words and phrases mean:

Words and Phrases	Meaning
Agenda	means the notice of a meeting setting out the business to be transacted at the meeting
Authorised Officer	means a person appointed by Council under section 224 of the Local Government Act 1989
Business Papers	means the presentation of information on an item of business to be considered and actioned by the Council and includes reports and communications
Chair	means the Chairperson of a meeting and includes an acting, a temporary or a substitute Chairperson
CEO	means the CEO appointed by Council
Committee Meeting	means a meeting of a Delegated Committee convened in accordance with these Governance Rules and includes a scheduled or unscheduled meeting (whether held as face-to-face attendance in a set location or via electronic means (virtual) or in a 'hybrid' or 'parallel' format that mixes in-person and electronic attendance.
Community Asset Committee	means a Community Asset Committee established under section 65 of the Act
Council	means Campaspe Shire Council
Councillor	means an elected member of Council who has taken the oath or affirmation of office in accordance with section 63 of the Local Government Act 1989 or section 30 of the <i>Local Government Act 2020</i>
Council Meeting	means a meeting of the Council convened in accordance with these Governance Rules and includes a scheduled meeting and unscheduled meeting (whether held as face-to-face (in-person) attendance in a set location or via electronic means (virtual) or in a 'hybrid' or 'parallel' format that mixes in-person and electronic attendance.
Delegated Committee	means a Delegated Committee established under section 63 of the <i>Local Government Act 2020</i>
Directly affected	Means an individual who will be directly impacted in either a positive or negative way by a decision of Council and in turn will receive or lose a current benefit
Election Period	Means the period that starts at the time that nominations close on nomination day and ends at 6pm on election day.
Leave of the Council	Is achieved by a majority vote of the Councillors in the Council Meeting
Mayor	means the Mayor of Council elected in accordance with section 25 of the <i>Local Government Act 2020</i>

Governance Rules

OFFICIAL

Member	means a member of a Committee who is entitled to vote on motions (other than on matters in which he or she has an interest that are dealt with at meetings)
Minute book	means the collective record of proceedings of Council
Minutes	means the record of proceedings of a Meeting
Representations	<p>An individual, deputation or delegation seeking to address the Council</p> <p>Individual – a person who evidences that they are, or would be, directly affected by the outcome of a business item on the agenda that Requires a Decision by the Council.</p> <p>Deputation – a person who evidences that they represent the interests of a group of people who are, or would be, directly affected by the outcome of a business item on the agenda that Requires a Decision by the Council</p> <p>Delegation – a person or group that evidences they represent a recognised body or group (e.g. an incorporated body, government agency or authority) and wish to make a presentation to a Council Briefing Session.</p>
Requires a Decision	<p>Those business items listed under the agenda headings of</p> <ul style="list-style-type: none"> ▪ Responsible Authority Decisions, ▪ Planning Authority Decisions ▪ Council Decisions.
These Rules	means these Governance Rules
Visitor	means any person other than a Councillor or member of Council staff present at a Meeting
Written or in Writing	includes duplicates, lithographs, photocopies, photographs, facsimiles, printed, typed, or emailed

Governance Rules

OFFICIAL

1. Governance Overview and Decision Making

1.1 Context

- (1) These Rules should be read in the context of and in conjunction with:
 - (a) The overarching governance principles specified in section 9(2) of the *Local Government Act 2020*; and
 - (b) The following documents adopted or approved by Council:
 - i) Councillor Code of Conduct
 - ii) Risk Management Framework
 - iii) Council policies

1.2 Decision making

- (1) In any matter in which a decision must be made by a Council (including person acting with the Delegated authority of Council), Council must consider the matter and make a decision:
 - (a) Fairly, by giving consideration and making a decision which is balanced, ethical and impartial; and
 - (b) On the merits, free from favouritism or self-interest and without regard to irrelevant or unauthorised considerations.
- (2) Council must, when making any decision to which the principles of natural justice apply, adhere to the principles of natural justice (including, without limitation, ensuring that any person whose rights will be directly affected by a decision of Council is entitled to communicate their view and have their interests considered).
- (3) Without limiting anything in sub-rule (2):
 - (a) Before making a decision that will directly affect the rights of a person, Council (including any person acting with the delegated authority of Council) must identify the person or persons whose rights will be directly affected, give notice of the decision which Council must make and ensure that such person or persons have an opportunity to communicate their views and have their interests considered before the decision is made;
 - (b) If a report to be considered at a Council meeting concerns subject-matter which will directly affect the rights of a person or persons, the Report must record whether the person has or persons have been provided with an opportunity to communicate their views and have their interests considered;
 - (c) If a report to be considered at a Delegated Committee meeting concerns subject-matter which will directly affect the rights of a person or persons, the Report must record whether the person has or persons have been provided with an opportunity to communicate their views and have their interests considered; and
 - (d) If a member of Council staff proposes to make a decision under delegation and that decision will directly affect the rights of a person or persons, the member of Council staff must, when making that decision, complete a Delegate Report that records that notice of the decision to be made was given to the person or persons and such person or persons were provided with an opportunity to communicate their view and their interests considered.

Governance Rules

OFFICIAL

2. Meeting Procedure for Council Meetings

2.1 Purpose

- (1) The purpose of this Chapter is to:
 - (a) Provide for the procedures governing the conduct of Council Meetings; and
 - (b) Set the rules of behaviour for those participating in or present at Council Meetings.

2.2 Notices and Agendas

2.2.1 Date, Time and Place of Meetings

- (1) Council will fix the dates, times and places of Council Meetings for a twelve (12) month period at a meeting of Council which is to be held no earlier than the fourth Saturday in October and no later than 30 November in each year.
- (2) Council will hold a minimum of twelve Council Meetings per calendar year to conduct the business of Council.
- (3) The date, time and place of all Council Meetings are to be made available to the public.
- (4) Council by resolution, or the CEO, may change the date, time and place of, or cancel, any Council Meeting which has been fixed and must provide notice of the change to the public.

2.2.2 Unscheduled Meetings

- (1) Council may by resolution call an unscheduled meeting of the Council.
- (2) The Mayor, or three Councillors may by written notice request the CEO to call an unscheduled meeting of the Council.
- (3) The CEO, following consultation with the Mayor, may call an unscheduled meeting.
- (4) If the number of Representatives accepted to address a single Council meeting exceeds 6, then the CEO may call an unscheduled meeting.
- (5) A written notice to call an unscheduled meeting must:
 - (a) Specify the business to be transacted; and
 - (b) Be delivered to the CEO in sufficient time to enable notice to be given in accordance with 2.2.3 Notice of Meetings of these Governance Rules.
- (6) The CEO must determine the time and date for the meeting, giving consideration to:
 - (a) The urgency of the business to be transacted;
 - (b) The availability of Councillors; and
 - (c) A reasonable notice period for persons whose rights or interests may be impacted by the business to be transacted.

Governance Rules

OFFICIAL

- (7) The CEO must arrange for notice of the meeting to be placed on Council's website.
- (8) Any resolution of Council to call an unscheduled Council Meeting must specify the date and time of the unscheduled meeting and the business to be transacted. The date and time of the unscheduled meeting must not be prior to 5pm on the day following the Council Meeting at which the resolution was made.
- (9) The CEO must call an unscheduled Council Meeting to elect a Mayor following a Council election declaration, in accordance with the *Local Government Act 2020*.
- (10) The unscheduled Council Meeting for the election of a Mayor following an election may also consider the role of Deputy Mayor and any other matters as determined by the CEO.
- (11) Only the business specified in the Council resolution, or written notice, may be considered at an unscheduled meeting, unless all Councillors are in attendance and by unanimous resolution of Council determine to admit another matter.

2.2.3 Notice of Meetings

Council Meetings

- (1) Council by resolution can determine the proposed or preferred format style of meetings (in-person, electronic- including hybrid or parallel) noting the criteria and process available for a member who wishes to request approval to attend by electronic means.
- (2) A Council may determine certain meetings that must be held solely as face-to-face (in-person) meetings. There are no meetings determined by Council as being solely in person meetings.
- (3) A notice of a Council Meeting, that is not an unscheduled meeting, incorporating or accompanied by an agenda of the business to be dealt with and business papers, must be sent electronically to every Councillor for all Council Meetings, at least 3 business days before the meeting.
- (4) The notice for any meeting, including unscheduled meetings, must be sent to each Councillor's CSC email address.
- (5) It will not be necessary for a notice of a meeting to be sent to a Councillor who has been granted leave of absence unless the Councillor has requested in writing to the CEO to continue to receive notice of any meeting to be held during their absence.
- (6) A Councillor who has declared a conflict of interest in a particular matter may request in writing to the CEO not to receive any business papers concerning that particular matter.
- (7) An agenda for each Council Meeting, that is not an unscheduled meeting, will be made available on Council's website no less than 48 hours before the Council Meeting.
- (8) A schedule of Council Meetings must be prepared and published that ensures it is available to a broad section of the community, including on Council's website and available from Council's Customer Service Centres.

Unscheduled Meetings

- (9) Notice of an unscheduled meeting of Council must be published on Council's website as soon as practicable after the time and date of the meeting has been determined.

Governance Rules

OFFICIAL

- (10) A notice of an unscheduled Council Meeting, incorporating or accompanied by an agenda and business papers must be made available to every Councillor at least 48 hours before the meeting. A period of less than 48 hours may be justified if exceptional circumstances exist.
- (11) An agenda for an unscheduled Council Meeting will be made available on Council's website no less than 24 hours before the unscheduled Council Meeting.

2.2.4 Meetings Open to the Public

- (1) In accordance with Section 66 of the *Local Government Act 2020*, all meetings of Council must be open to the public unless a resolution is made to close the meeting to members of the public pursuant to Section 66 of the Act.
- (2) Community members may only participate in Council meetings in accordance with these Rule 2.4.9(2) of these Governance Rules that include addressing how the community can participate if the meeting is electronic, or a 'hybrid' or 'parallel' style meeting.
- (3) Council will adopt policies, protocols or guidelines to ensure opportunities exist for community input, beyond formal consultation processes.

2.2.5 Meetings Closed to the Public

- (1) Council may resolve that a Council Meeting be closed to the public if the meeting:
 - (a) is to consider confidential information as defined in section 3(1) of the *Local Government Act 2020*;
 - (b) there are security reasons; or
 - (c) it is necessary to do so to enable the meeting to proceed in an orderly manner.
- (2) If the Council Meeting is closed to the public, the reasons for the closure will be documented in the minutes of the meeting.

2.2.6 Attendance by Councillors

- (1) Councillors and members of Delegated Committees who wish to attend a meeting via electronic means may submit a request to the Mayor/Chair seeking permission to attend by electronic means.
- (2) The submission must be made in writing stating the reason for the request to attend by electronic means.
- (3) The request must be made by 12noon on the day of the meeting, stating the meeting(s) that will be attended via electronic means.
- (4) The request must consider any criteria that the Council has set for consideration of approval for a method of attendance.
- (5) The Mayor/Chair will provide a response to the request by 3pm and notify the rest of the members of the meeting of this decision.
- (6) It will remain the responsibility of the member attending electronically to ensure that they have the required access and environment suitable for electronic communications.

Governance Rules

OFFICIAL

2.2.7 Technical difficulties – loss of connection of Chair or Councillors

- (1) To ensure meetings are managed in an orderly manner, processes and procedures should be in place for a situation where a key attendee (such as Mayor, Chair, Councillor or CEO) loses connection if they are attending a meeting electronically. Including who will take the role of chair, assessing validity of a quorum and virtual recognition of a vote.

2.3 Quorum

2.3.1 Quorum – Council Meeting

- (1) A quorum for any Council Meeting will an absolute majority of the total number of Councillors holding office.
- (2) In the event of Councillors abstaining from voting on an item it is still a requirement for a majority of those present at the meeting, including those abstaining from voting, to vote in favour of the motion for it to be adopted.

- (3) It should be noted that under section 61(6A) of the LG Act, for the purposes of these meetings, a Councillor present by electronic means of communication is deemed present for the purposes of a quorum. Council should consider the situation of technical difficulties.

2.3.2 Failure to Raise a Quorum

- (1) If a quorum is not present within 30 minutes of the time appointed for the commencement of any meeting or adjournment the CEO, (or Acting CEO), may adjourn the meeting for a period not exceeding seven (7) days from the date of the planned meeting.

2.3.3 Inability to Maintain a Quorum

- (1) If during any meeting a quorum cannot be maintained the CEO, (or Acting CEO), may adjourn the meeting for a period not exceeding seven (7) days from the time of the adjournment.

2.3.4 Inability to Maintain a Quorum due to Declarations of Conflict of Interests

- (1) If during any meeting it becomes apparent to the Chair that it will not be possible to maintain a quorum due to the number of Councillors who have disclosed a declaration of a conflict of interest in an item of business and will be unable to vote, Council must consider whether the decision can be made in an alternative manner as outlined in section 67(3) of the *Local Government Act 2020*.
- (2) If a decision on the business item is still unable to be made due to an inability to maintain a quorum for the reasons of conflict of interest, then a delegated committee must be established by the Council in accordance with section 67(4) of the *Local Government Act 2020*.

2.3.5 Inability to Maintain a Quorum due to abstaining from voting

- (1) If during any meeting it becomes apparent to the Chair that it will not be possible to maintain a quorum due to the number of Councillors electing to abstain from voting and leave the chamber in accordance with sub-rule 2.6.5, Council must establish a delegated committee in accordance with section 63 of the *Local Government Act 2020*

Governance Rules

OFFICIAL

2.4 Business of a Meeting

2.4.1 Order of Business Listed on an Agenda

- (1) The order in which business is listed on the agenda is determined by the CEO and should be kept consistent from meeting to meeting.
- (2) Notwithstanding sub rule (1), generally, the order of business will be as follows:
 - (a) Apologies and Requests for Leave of Absence
 - (b) Confirmation of Minutes and Attachments
 - (c) Changes to the Order of Business
 - (d) Declaration of Interest
 - (e) Responsible Authority Decisions
 - (f) Planning Authority Decisions
 - (g) Question Time
 - (h) Acknowledgements
 - (i) Council Decisions
 - (j) Council Information
 - (k) Councillor Reports
 - (l) CEO's Report
 - (m) Petitions/Letters
 - (n) Notices of Motion (including Rescission Motions)
 - (o) Urgent Business
 - (p) Confidential Business
 - (q) Close Meeting
- (3) Sub rule (2) does not preclude the CEO from altering the order of business from time to time to enhance the fluent and open process of the government of the Council.
- (4) The CEO may include any matter on the agenda that they believe should be considered by Council after consulting the Mayor.

2.4.2 Apologies (including leave of absence)

- (1) A Councillor is required to seek a leave of absence from the Council if they will knowingly be absent from a Council Meeting, other than an unscheduled meeting.
- (2) The request for a leave of absence must be tendered at an earlier meeting and if granted will be recorded in the minutes. The agenda for the subsequent meeting will show the Councillor as an apology due to a leave of absence being previously granted.

Governance Rules

OFFICIAL

- (3) If the Councillor cannot seek prior approval, formal, written apologies should be submitted to the CEO at the earliest possible time before non-attendance at any Council Meeting.
- (4) An appropriate notice would include the following:

I am unable to attend the Council Meeting to be held on (date / month / year) and request that my apology be tendered and a leave of absence be granted.
- (5) Once the apology is tendered the Council will vote on granting a leave of absence.
- (6) The Council must grant any reasonable request for a leave of absence.
- (7) A Councillor will cease to hold the office of Councillor if the Councillor is absent from Council Meetings for a period of four consecutive months without leave being obtained from the Council in accordance with section 35(1)(e) of the *Local Government Act 2020*.
- (8) There is no requirement to grant leave of absences or accept apologies from Council staff.

2.4.3 Councillor Acknowledgments

- (1) At each Council Meeting, other than an unscheduled meeting, Councillors will have the opportunity to acknowledge significant community members and events. These may relate to notable achievements by community members and groups as well as offering of condolences for a recently deceased person who had provided distinguished service in the local area.
- (2) The duration of any acknowledgement from a Councillor will be limited to two (2) minutes.
- (3) Any acknowledgment intended to be raised by a Councillor at a Council Meeting must be notified to the CEO at least three (3) hours before the commencement of the meeting.

2.4.4 Changes to the Order of Business

- (1) Once an agenda has been prepared and sent to Councillors, the order of business for that meeting may only be altered by resolution of the Council. This includes the request for an item to be brought forward.
- (2) A resolution to change the order of business will be recorded in the minutes of the meeting.

2.4.5 Representations

- (1) An individual or deputation wishing to be heard at a meeting of Council must make a written request to the CEO who, after consulting the Mayor, will determine whether the representation will be granted an opportunity to address the Council.
- (2) In order for requests to be considered, they must be submitted no later than 24 hours prior to the Council Meeting.
- (3) Representations will only be allowed for items that are listed for consideration on that meeting's agenda under the agenda headings of Responsible Authority Decisions, Planning Authority Decisions and Council Decisions.

Governance Rules

OFFICIAL

- (4) A delegation wishing to make a Presentation to a Council Briefing Session, must make a written request to the CEO who, after consulting the Mayor, will determine whether the representation will be granted the opportunity, and the date, duration and form of the presentation (in person or on line).
- (5) A maximum of six representations will be heard at any Scheduled Council meeting.
- (6) If the Mayor and CEO agree to hear representations, a five (5) minute time limit will be set as to the length of the address for each representation.
- (7) The Chair has the discretion to determine the order of representations to be heard, however for items under the agenda headings of Responsible Authority Decisions and Planning Authority Decision representations will be heard in the following order:
 - i. First - Submissions of objection
 - ii. Second - Submissions of support
 - iii. Third - Applicant
- (8) Councillors may question the person making the representation for the purpose of clarification, but not to seek their opinion on statements made by Councillors (and others) or enter into a discussion.
- (9) Any further information that the representation may want the Council to have must be given to the CEO, by 12:00pm (noon) on the day of the meeting. No further written or audio- visual information is allowed to be presented during the meeting, unless such prior approval has been obtained.
- (10) The CEO must advise the applicant of the date, time, venue and protocols that apply for Council to hear the representation.

2.4.6 Presentation of Officer Reports

- (1) Officer reports must not be read out loud in full at any Council Meeting unless Council resolves to the contrary.

2.4.7 Supplementary Reports

- (1) Occasionally there may be reports that have missed the meeting agenda deadline. In these cases, the CEO may approve the reports to be presented as supplementary reports. A notification will be sent to Councillors advising that a supplementary report has been approved for distribution and is available on the Councillor portal. Supplementary reports do not meet the criteria for urgent business as the matter has not arisen since the distribution of the agenda.

2.4.8 Petitions / Joint Letters

- (1) For the sake of clarity, a petition and a joint letter have the same meaning and will be treated as being the same by Council.
- (2) Petitions and joint letters received by Councillors and/or Council officers must be lodged with the CEO within the appropriate time for inclusion in the Agenda of a Council Meeting, unless;
 - (a) the matter which is the subject of the petition or joint letter has been acted upon within the last three (3) months; or
 - (b) the matter which is the subject of the petition or joint letter has a resolution of the Council within the last 12 months.

Governance Rules

OFFICIAL

- (3) Any petition or joint letter not included in an agenda of a Council Meeting, in accordance with sub rule (2), will receive a response to the chief petitioner, acknowledging receipt of the petition or joint letter and advising of the action taken or Council resolution that has been made in relation to the subject matter of the petition or joint letter.
 - (4) Any petition or joint letter received will be tabled at the next available Council Meeting.
 - (5) Council may resolve to receive the petition or joint letter and to refer the matter for a report or appropriate action as required to the next appropriate meeting of the Council, unless the Council agrees to deal with it earlier.
 - (6) A petition or joint letter must:
 - (a) be in legible and permanent type/writing;
 - (b) identify the CSC as the recipient;
 - (c) not be defamatory, indecent, abusive or objectionable in language or content;
 - (d) not relate to matters beyond the powers of Council;
 - (e) provide a clear and concise statement identifying the subject matter of the petition;
 - (f) bear the whole of the petition or request, referred to in sub rule (6)(e), upon each page;
 - (g) consist of single pages of paper and must not be pasted, stapled, pinned or otherwise affixed to any other piece of paper;
 - (h) identify the full name, address and phone number of the person submitting the petition (chief petitioner), together with the name of the organisation/group they represent if the petition is submitted on behalf of an organisation or group;
 - (i) include the name, physical address and signature of each of the petitioners supporting the petition.
 - (7) Any petitions or joint letters that the CEO has determined do not comply with these Governance Rules will not be tabled at a Council Meeting.
 - (8) A petition or joint letter may nominate a person to whom a reply must be sent, but if no person is nominated or is the obvious intended nominated person, Council may reply to the first signatory which appears on the petition.
 - (9) An electronic or online petition must be in accordance with sub rule (6) of these Governance Rules, except sub rule (6)(f) and (6)(g).
 - (10) For the purpose of compliance with sub rule (6)(i) an electronic or online petition, each petitioner supporting the petition must include their name, physical address and email address.
- 2.4.9 Public Question Time**
- (1) Question time will be available at a Council Meeting, except for an unscheduled meeting, to enable members of the public to address questions to Council.

Governance Rules

OFFICIAL

- (2) At each meeting, where there is an opportunity for members of the public to ask questions of the Council. If the meeting is to be held in a single electronic or hybrid/parallel format, then the general public will follow the set procedures to submit a question or petition.
- (a) by phone through a speaker broadcast to Council; or
- (b) by an electronic audio-visual link connected to the meeting.
- (3) All such questions must be received in writing on the prescribed form as outlined on Council's website.
- (4) All such questions must be received by the CEO or person authorised for this purpose by the CEO no later than 12:00pm (noon) on the day of the Council Meeting.
- (5) A question will only be read to the meeting if the CEO has determined that the question:
- (a) does not relate to a matter containing confidential information as defined in the *Local Government Act 2020*;
- (b) does not relate to a matter in respect of which Council has no power to act;
- (c) is not defamatory, indecent, abusive or objectionable in language or substance;
- (d) is not a repetition of a question already asked or answered (whether at the same or an earlier meeting); and
- (e) is not asked to embarrass a Councillor or member of Council staff.
- (6) If the CEO determines that a question will not be read to the meeting, then the CEO must:
- (c) advise the meeting accordingly; and
- (d) make the question available to Councillors upon request.
- (7) The CEO must read to the meeting the name of the person who has submitted a question.
- (8) The CEO must read the text of the question and the CEO may then direct that question to be answered by a nominated Councillor or member of Council staff.
- (9) No debate on or discussion of a question or an answer will be permitted other than for the purposes of clarification.
- (10) A Councillor or member of Council staff nominated to answer a question may:
- (a) seek clarification of the question from the person who submitted it;
- (b) seek the assistance of another person in answering the question; or
- (c) defer answering the question, so that the answer may be researched, and a written response be provided within ten (10) working days following the meeting (the question thereby being taken on notice).
- (11) A copy of the written response to a question, referred to in sub rule (9)(c) will be attached to the minutes of the meeting.

Governance Rules

OFFICIAL

- (12) No responses will be provided or recorded to questions that were not accepted under sub rule (4).
- (13) An individual is limited to a maximum of two questions at any one Council Meeting.
- (14) A maximum of two questions may be asked about any single topic at the Council Meeting.
- (15) Question time at a Council Meeting will be limited in duration and will not exceed 30 minutes.
- (16) Council may resolve to bring forward the commencement of Question Time, so that questions are considered before Responsible Authority Decisions and Planning Authority Decisions.

2.4.10 Notices of Motion

- (1) A Notice of Motion must be in writing, dated and signed by the intending mover and lodged with the CEO no later than 12:00 pm (noon) at least ten (10) business days before the Council Meeting. For the purpose of clarity, the day that the motion is lodged is not included but the day of the meeting is included when calculating the ten (10) business days. Public holidays are not included as business days.
- (2) A Notice of Motion will not be accepted for consideration at an unscheduled meeting.
- (3) A Notice of Motion will only be accepted if it:
 - (a) does not relate to a matter in respect of which Council has no power to act;
 - (b) does not substantially change the levels of Council services;
 - (c) does not commit Council to significant expenditure not included in the adopted budget;
 - (d) does not declare a rate or charge;
 - (e) does not establish or amend Council policy;
 - (f) does not commit Council to any contractual arrangement;
 - (g) is not defamatory, indecent, abusive or objectionable in language or substance;
 - (h) provides sufficient detail to ensure the motion is implementable; and
 - (i) is not against public order or safety.
- (4) A Notice of Motion must include a rationale. The CEO has the discretion to include an officer comment on any proposed notice of motion including rescission motions.
- (5) If a Notice of Motion is considered by the CEO to not meet any or all of sub rule (3) the CEO must notify the Councillor who delivered the Notice of Motion the reasons for that opinion and provide adequate support to the Councillor to structure the notice of motion (if possible) to meet the requirements of sub rule (3).
- (6) A Notice of Motion cannot be accepted by the Chair unless the full text of any such motion has been listed on the agenda for the Council Meeting at which it is proposed to be moved.

Governance Rules

OFFICIAL

- (7) Except by leave of the Council, Notices of Motion before a Council Meeting will be considered in the order in which they were received.
- (8) If a Councillor who has given a Notice of Motion is absent from the meeting or fails to move the motion when called upon by the Chair, any other Councillor may move the motion.
- (9) If a Councillor proposing the motion wishes to amend the Notice of Motion, they may do so by first seeking leave of the Council to amend the Notice of Motion, prior to it being seconded.
- (10) Another Councillor can put forward an amendment for consideration, which must be dealt with in accordance with rules 2.6.18, 2.6.19 and 2.6.20 of these Governance Rules.
- (11) If a Notice of Motion, whether amended or not, is lost, a similar motion cannot again be put before Council for a period of three (3) calendar months from the date it was lost.
- (12) A Notice of Motion cannot be submitted in relation to a matter that was the subject of a Rescission Motion within three (3) calendar months of the Rescission Motion having been considered by Council.

2.4.11 Notice of Rescission Motion

- (1) A Councillor may propose a motion to rescind a decision of Council provided the subject motion has not been acted on.
- (2) An actual notice of motion to rescind or alter a previous resolution of Council:
 - (a) Must be provided to the CEO by 5.00pm the next business day following the Council Meeting at which the motion was resolved.
 - (b) Is deemed to have been withdrawn if not moved at the Council Meeting at which the notice of rescission motion is included in the agenda.
 - (c) If it is a second or subsequent notice to rescind or alter an earlier resolution, must not be accepted by the CEO until a period of three (3) months has elapsed since the date of the meeting at which the motion of rescission or alteration was dealt with.
- (3) Once a Notice of Rescission Motion has been received by the CEO, no further action is to be taken on the resolution that is the subject of the rescission motion.
- (4) Any Councillor providing a Notice of Rescission Motion is required to provide written justification that must include one of the following:
 - (a) The vote may not have accurately reflected the opinion held by the meeting due to the misunderstanding of the motion or for some other reason; or
 - (b) New information to hand; or
 - (c) Some vital information has been overlooked.
- (5) A Notice of Rescission Motion must include the written endorsement of at least two other Councillors.
- (6) The CEO will inform the Councillor whether the motion has been accepted or not, and if not, advise the Councillor why not, and then advise the Mayor and the

Governance Rules

OFFICIAL

Councillors at the earliest opportunity. If the motion has been accepted, it must be listed on the agenda of the next available Council Meeting.

2.4.12 When a Resolution has been Acted on

- (1) A resolution, or part thereof, will be considered as having been acted on;
 - (a) once its details have been formally communicated in writing (which includes electronic communications) to either internal or external parties affected by or reliant on the resolution; or
 - (b) when a statutory procedure has been carried out.
- (2) The CEO may initiate action or cause action to be initiated on any Council resolution, or part thereof, at any time after the meeting at which it was carried.
- (3) If a resolution can be broken down into parts and some parts of the resolution have not been acted on, then any proposed change to the remaining parts is to be treated as an amendment of the resolution unless the substance of the proposed change is to reverse the resolution when considered as a whole.

2.4.13 Reports from Councillors / Delegates

- (1) At each Council Meeting, Councillors will have the opportunity to speak on any meetings, conferences or events that they have recently attended.
- (2) The duration of any report from a Councillor will be limited to two (2) minutes. If a Councillor requires information on the conference/event to be included in the minutes, the Councillor must seek the leave of the Council.
- (3) If leave is granted by the Council to include information on a conference/event, the Councillor must submit the additional information in writing to the CEO or member of Council staff responsible for the minutes by 9.00am on the next business day following the meeting.

2.4.14 Urgent Business

- (1) If the agenda for a meeting makes provision for urgent business, business cannot be admitted as urgent business other than by resolution of Council and only then if;
 - (a) it relates to or arises out of a matter which has arisen since distribution of the agenda; and
 - (b) deferring the item until the next Council Meeting will mean a decision on the item will not have any effect on the matter; or
 - (c) it involves a matter of urgency as determined by the CEO; and
 - (d) it is a matter that cannot be addressed through an operational service request process.

Governance Rules

OFFICIAL

- (2) An item of urgent business must not:
 - (a) substantially affect the levels of Council service;
 - (b) commit Council to significant expenditure not included in the adopted budget;
 - (c) establish or amend Council Policy;
 - (d) commit Council to any contractual arrangement;
 - (e) require pursuant to other policy determined by Council from time to time, the giving of prior notice; and
 - (f) has the potential to directly affect a person's rights, for which they should be afforded an opportunity to communicate their views and have their interests considered.
- (3) A Councillor proposing an item of business be admitted as urgent business must lodge it in writing to the CEO no later than 3 pm on the day of the Council Meeting.
- (4) The CEO will advise the Mayor of any matter they determine appropriate for Council to consider admitting as urgent business.

2.4.15 Time Limit for Meetings

- (1) A Council Meeting must not continue after three (3) hours from the time it commences unless a majority of Councillors present vote in favour of its extension in accordance with this rule.
- (2) Extensions of a Council Meeting will be in block periods of 30 minutes.
- (3) After the initial 30 minute extension the Council Meeting must not continue unless a majority of Councillors present vote in favour of a further extension.
- (4) A meeting may only be continued for a maximum of two 30 minute extensions.
- (5) In the absence of such extensions as provided for in sub rules (1) and (3), or in the event there is further business to be transacted at the completion of two extensions, the Council Meeting must stand adjourned to a time and date resolved by Council or within 14 days from the date of the Council Meeting which is adjourned.
- (6) Notwithstanding sub rule (5), the Chair may seek leave of the Council not to adjourn the meeting, if the Chair reasonably believes the remaining business will take less than 10 minutes to transact.
- (7) If Council did not resolve the date and time for the resumption of the adjourned meeting under sub rule (5), the CEO must give notice to each Councillor, of the date, time and place to which the meeting stands adjourned and of the business remaining to be considered, within three (3) business days of the meeting which is adjourned.

Governance Rules

OFFICIAL

2.5 Addressing the Meeting

- (1) Any Councillor or person who addresses the meeting must direct all remarks through the Chair.
- (2) The Chair may address a meeting, however if the Chair wishes to move any motion or amendment the Chair must advise the Council of that intention and vacate the Chair for the duration of the item under discussion.
- (3) Any person addressing the Chair should refer to the Chair as:
 - Mr Mayor; or
 - Madam Mayor; or
 - Mayor; or
 - Chair; or
 - Mr Chair; or
 - Madam Chair; as the case may be.
- (4) The Mayor of the day may advise the Councillors and staff of their naming preference.
- (5) When speaking during a meeting, Councillors and officers must address each other by their titles of Councillor or officer position as the case may be.

2.6 Meeting Procedures

THE CHAIR

2.6.1 Role of the Chair

- (1) The Chair must facilitate an orderly, respectful, transparent and constructive meeting by ensuring that all Councillors have the opportunity to be heard, matters are adequately discussed, meeting procedures are followed appropriately, and statutory requirements are adhered to.
- (2) The Chair is an independent leader of Council Meetings and generally does not move or second motions.
- (3) The Chair will adhere to the specific duties and discretions of the Chair outlined throughout these Governance Rules.

2.6.2 Mayor to take the Chair

- (1) The Mayor must take the Chair at all Council Meetings at which the Mayor is present.
- (2) If the Mayor is not in attendance or vacates the Chair at a Council Meeting, the Deputy Mayor must take the Chair.
- (3) If the Mayor and Deputy Mayor are not in attendance at a Council Meeting, Council must elect one (1) of the Councillors present as Chair for the Council Meeting.

Governance Rules

OFFICIAL

2.6.3 The Chair's Duties and Discretions

- (1) In addition to the specific duties and discretions provided in these Governance Rules:
 - (a) The Chair must not accept any motion, question or statement which is
 - i) defamatory; or
 - ii) objectionable in language or nature; or
 - iii) is vague or unclear in its intention;
 - iv) is outside the powers of Council; or
 - v) is not relevant to an item of business on the agenda and has not been admitted as urgent business; or
 - vi) purports to be an amendment but is not.
 - (b) The Chair must call a person to order, if the behaviour of a person is disruptive and interferes with the conduct of the business of Council.

VOTING

2.6.4 Voting – How Determined

- (1) To determine a motion that is put before a meeting, the Chair will first call for those voting in favour of the motion and then those voting against the motion and will then declare the results to the meeting.

2.6.5 Voting – By Show of Hands

- (1) Voting on any motion will be by show of hands.
- (2) All Councillors present are required to vote on any matter before Council unless that Councillor has declared a conflict of interest in the item or signified their intention to abstain from voting on the matter.
- (3) If a Councillor intends to abstain from voting they must provide an explanation for abstaining once the Chair calls the item for consideration and prior to the next item of business being considered by the meeting.
- (4) The Councillor intending to abstain from the vote may decide to leave or stay in the Chamber while the matter is being considered. If the Councillor who abstains from the vote stays in the Chamber, the Councillor will be considered as having voted in the negative in accordance with section 61(5)(e) of the *Local Government Act 2020*.

2.6.6 Call for a Division

- (1) Immediately after any motion is put to a meeting and before the next item of business has commenced, any Councillor may call for a division.
- (2) The call must be made to the Chair either immediately prior to or immediately after the vote has been taken but cannot be called after the next item of business has commenced.
- (3) For the purpose of sub rule (2) the next item of business has not commenced until the Chair has named the mover of the next item of business.

Governance Rules

OFFICIAL

- (4) When a division is called in accordance with sub rule (2), any vote already taken on the item must be set aside and voting in the division will decide the motion or amendment.

2.6.7 Procedure for a Division

- (1) When a division is called, the Chair will:
- (a) advise Councillors that if they intend to abstain from the vote and remain in the meeting that they will be recorded as voting against the motion;
 - (b) Councillors who may have previously left the meeting to abstain from the original vote, will be offered the opportunity to return to the meeting and vote in the division, before the Chair puts the motion to the vote.
 - (c) The Chair will then ask each Councillor wishing to vote in favour of the motion to indicate their vote by raising a hand and the Chair must then state the names of those Councillors to be recorded in the minutes;
 - (d) then ask each Councillor wishing to vote against the motion to indicate their vote by raising a hand and the Chair must then state the names of those Councillors to be recorded in the minutes;
 - (e) then next, ask each Councillor abstaining from voting to indicate their vote by raising a hand and the Chair must then state the names of those Councillors to be recorded in the minutes; and
 - (f) finally, declare the result of the division.

2.6.8 Between the Original Vote and the Division

- (1) No Councillor is prevented from changing their vote when voting on the division. The voting by division, will determine the Council's resolution on the motion.

2.6.9 Vote to be Taken in Silence

- (1) Except that a Councillor may call a division, Councillors must remain seated in silence while a vote is being taken.

2.6.10 Recount of Vote

- (1) The Chair may direct that the vote be re-counted as often as may be necessary to be satisfied of the result.

2.6.11 Declaration of Vote

- (1) The Chair must declare the result of the vote or division as soon as it is taken.

2.6.12 Casting Vote

- (1) In the event of an equality of votes, the Chair has a casting vote, except in cases where the *Local Government Act 2020* or these Governance Rules determine otherwise.
- (2) If the Chair exercises their casting vote, they must provide an explanation to the meeting as to why they voted in a particular way.

Governance Rules

OFFICIAL

2.6.13 Recording of Opposition of Motion

- (1) Any Councillor may ask that their opposition to a motion resolved by the meeting be recorded in the minutes of the meeting.

2.6.14 Motion to be Read Again

- (1) Before any motion or amendment is put to the vote, a Councillor may request that the motion or amendment be read again.
- (2) The Chair, whether requested or not, may also ask the CEO (or other person authorised by the CEO to attend the meeting and take the minutes of such meeting) to read the question, motion or amendment to the meeting before the vote is taken.

MOTIONS AND AMENDMENTS

A resolution, and therefore a motion, must be capable of standing alone, that is, a person reading the decision of Council in the minutes must be able to understand what Council is seeking to achieve without reference to other sources. This usually means it should include specifics about the action to be taken, the timing of the action to be taken and the details of any other conditions, limitations or other parties to be included when undertaking the action.

To assist in understanding the process of moving motions and amendments, a flow chart is at Appendix 1.

2.6.15 Motions in Writing

- (1) All motions, except procedural motions, must be submitted in writing;
- (2) The Chair may adjourn a meeting while a motion is being written or may request Council to “lay the motion on the table” (pausing debate), in accordance with rule 2.6.25, until the motion has been written, allowing the meeting to proceed uninterrupted.
- (3) If debate is paused in accordance with rule 2.6.25, a procedural motion is required to take a motion from the table (resume debate) in accordance with rule 2.6.25.

2.6.16 Moving a Motion

- (1) The procedure for any motion is:
 - (a) The Chair calls for a motion to be put to the Council.
 - (b) The mover must outline the motion without speaking in support of it;
 - (c) The motion must be seconded by a Councillor other than the mover.
 - (d) If the motion is not seconded, the motion lapses for want of a seconder.
 - (e) If there is a seconder, then the Chair must call on the mover to speak to the motion.
 - (f) After the mover has spoken to the motion, the seconder may also speak to the motion (or reserve/defer their right to speak to later in the debate).
 - (g) After the seconder has spoken to the motion (or after the mover has spoken to the motion if the seconder does not speak or has reserved/deferred their right to speak to the motion) the Chair must call on any Councillor who wishes to speak against the motion, then on any Councillor who wishes to speak for

Governance Rules

OFFICIAL

the motion and continue this sequence until all Councillors wishing to speak to the motion have spoken; and

- (h) If no Councillor wishes to speak against the motion, then the Chair may put the motion.
- (2) A Councillor calling the attention of the Chair to raise a point of order is not regarded as speaking to the motion.
- (3) A Councillor who moves an amendment to the motion is not regarded as having spoken to the motion.
- (4) When a motion contains more than one part, a Councillor may request the Chair to put the motion to the vote in separate parts.
- (5) The Chair may decide to put any motion to the vote in separate parts.

2.6.17 Right of Reply

- (1) The mover of a motion, which has not been amended, may, once debate has been exhausted, exercise a right of reply to matters raised during the debate.
- (2) No new material or comments may be raised during the right of reply.
- (3) If a Councillor has not spoken against a motion, there will be no right of reply.
- (4) After the right of reply has been exercised, the motion must be immediately put to the vote without any further discussion or debate.

2.6.18 Moving an Amendment

- (1) A motion, which has been moved and seconded, may be amended by leaving out, inserting or adding words, which must be relevant to the subject of the motion.
- (2) An amendment to a motion cannot be negative, or substantially contrary, to the motion.
- (3) An amendment may be proposed or seconded by any Councillor, except the mover and seconder of the original motion.
- (4) If a Councillor proposes an amendment and the original mover and seconder of the motion both indicate their agreement with the amendment, the amended motion becomes the substantive motion without debate or vote, and debate of the motion continues in accordance with these Governance Rules.
- (5) If a Councillor proposes an amendment to which either the original mover or seconder does not agree, the following will apply;
 - (a) The amendment must be moved and seconded;
 - (b) A Councillor may speak on any amendment once, whether or not he or she has spoken to the motion, but debate must be confined to the terms of the amendment;
 - (c) Any number of amendments may be proposed to a motion, but only one amendment may be accepted by the Chair at any one time. No second or subsequent amendment, whether to the motion or an amendment of it may be taken into consideration until the previous amendment has been dealt with and voted on;

Governance Rules

OFFICIAL

- (d) If the amendment is carried, the motion as amended then becomes the motion before the meeting (known as the substantive motion);
 - (e) The mover and seconder of the amendment become the mover and seconder of the substantive motion.
 - (f) Debate commences as if a new motion; and
 - (g) The mover of an amendment does not have a right of reply.
- (6) An amendment motion having been moved and seconded may be adjusted by the minute taker by leaving out, inserting or adding words which must be relevant to the original motion and framed as to complement it as an intelligible and consistent whole.
- (7) No notice need be given of any amendment.

2.6.19 Second or Subsequent Amendments

- (1) A second or subsequent amendment cannot be moved until the immediately preceding amendment is determined.
- (2) If any Councillor intends to move a second or subsequent amendment, he or she must give notice of their intention to do so prior to the amendment currently being debated being put to the vote.
- (3) A Councillor cannot move more than two (2) amendments in succession.

2.6.20 An Amendment Once Carried

- (1) If an amendment is carried, it becomes the substantive motion.

2.6.21 Foreshadowing a Motion

- (1) At any time during debate, a Councillor may foreshadow a motion to inform the Council of their intention to move a motion at a later stage in the meeting, but this does not extend any special rights to the foreshadowed motion.
- (2) A foreshadowed motion may be prefaced with a statement that in the event a particular motion before the Council is resolved in a certain way a Councillor intends to move a motion.
- (3) A motion foreshadowed has no procedural standing and is merely a means to assist the flow of the meeting.
- (4) The minutes of the meeting will not include foreshadowed motions unless the foreshadowed motion is subsequently formally moved as a motion.

2.6.22 Withdrawal of a Motion

- (1) Before any motion is put to the vote, it may be withdrawn by the leave of the Council.

Governance Rules

OFFICIAL

2.6.23 Debating a Motion

- (1) Debate must always be relevant to the motion before the Council, and if not, the Chair must direct the speaker to confine debate to the motion before Council.
 - (a) In the case of a Notice of Motion for Rescission, debate must be confined to the grounds of the rescission and not the merits of the original motion.
- (2) If after being directed to confine debate to the motion before the Council, the speaker continues to debate irrelevant points, the Chair may disallow the speaker any further comment in respect of the motion before the Council.
- (3) If an item of business before the Council is significant in nature, every Councillor must be afforded the opportunity to debate the motion.
- (4) A motion has been sufficiently debated if opposing views (where they exist) have been sufficiently put, not so much the number of those who have spoken but whether all minority opposing views have been put.
- (5) Once the views put are representative of the views of all Councillors the debate would be regarded as sufficient.
- (6) At any time during the debate a Councillor may request through the Chair that the CEO, or an officer directed by the CEO, provide clarification on the item, but they must not debate the item.

2.6.24 Deferring or Pausing Debate

- (1) The deferring or pausing of debate of a motion is a procedural motion and must be done in accordance with rule 2.6.25.
- (2) If an item of business is paused for debate, in effect laying a motion on the table, that item of business must be taken from the table at the same meeting, otherwise the item of business will lapse from being the business of Council.
- (3) If an item of business is deferred, the item of business must be placed on the agenda and included in the business papers of the meeting to which it was deferred. Deferred items of business have priority over any other business except formal business.
- (4) If the procedural motion to defer the item of business does not include a specific date or meeting, the item of business will automatically lapse from the business of the Council.

Governance Rules

OFFICIAL

PROCEDURAL MOTIONS

2.6.25 Procedural Motion Table

Motion	Form	Mover/ Seconded	When prohibited	Effect if Carried	Effect if Lost	Debate Permitted
Notice of Motion	Submitted within the required timeframe and in accordance with rule 2.4.10	Any Councillor	If not in accordance with rule 2.4.10	The CEO ensures the actions required are carried out.	No further action taken.	Yes
Notice of Rescission	Submitted within the required timeframe and in accordance with rule 2.4.11	Any Councillor, plus the written endorsement of at least two other Councillors	If not in accordance with rule 2.4.11	To set aside the previous decision of the Council, except for any aspects that had already been acted upon by the time the Notice was lodged.	The resolution Previous resolution	Yes, but confined to the grounds of the rescission; not the merits of the original motion
Deferral of a matter (to a future meeting)	'That the debate on this matter be deferred until (insert meeting/date) to allow (purpose of deferral)'...	Any Councillor (other than the Chair) who has not moved or seconded the original motion or otherwise spoken to the original motion.	(a) During the election of the Mayor/Deputy Mayor; (b) During the election of a <i>Chair</i> ; or (c) When another Councillor is speaking.	Consideration/debate on the motion and/or amendment is postponed to the stated date and the item is re-listed for consideration at the resolved future meeting, when a fresh motion may be put and debated.	Debate continues unaffected.	Yes
Closure (of debate)	'That the motion now be put'	Any Councillor (other than the Chair) who has not moved or seconded the original motion or spoken for/against the original motion.	During nominations for a Chair.	Motion or amendment is put to the vote immediately without further debate, subject to any Councillor exercising their right to ask any question concerning or arising out of the motion.	Debate continues unaffected.	No
Laying a motion on the table (pausing debate)	'That the motion be laid on the table'	A Councillor (other than the Chair) who has not spoken for/against the motion.	During the election of the Mayor/Deputy Mayor.	Motion not further discussed or voted on until Council resolves to take the motion from the table at the same Council Meeting.	Debate continues unaffected.	No

Governance Rules

OFFICIAL

Motion	Form	Mover/ Seconded	When prohibited	Effect if Carried	Effect if Lost	Debate Permitted
Take a motion from the table (resume debate on a matter)	'That the motion in relation to xx be taken from the table'	Any Councillor (other than the Chair) who has not spoken for/against the motion or an amendment.	When no motion is on the table.	Debate of the item resumes.	Debate of the item remains paused.	No
Alter the order of business	'That the item listed at xx on the agenda be considered before/after the item listed as xy'	Any Councillor (other than the Chair).	(a) At a Meeting to elect the Mayor; or (b) During any debate.	Alters the order of business for the Council Meeting.	Items are considered in the order as listed in the agenda.	No
Suspension of Standing Orders	'That Standing Orders be suspended to ...' (reason must be provided)	Any Councillor (other than the Chair).		The rules of the meeting are temporarily suspended for the specific reason given in the motion. No debate or decision on any matter, other than a decision to resume Standing Orders, is permitted.	The meeting continues unaffected.	No
Resumption of Standing Orders	'That Standing Orders be resumed'	Any Councillor (other than the Chair).	When Standing Orders have not been suspended.	The temporary suspension of the rules of the meeting is removed.	The meeting cannot continue.	No
Consideration of confidential matter(s) (Close the meeting to members of the public)	That, in accordance with section 66(2)(a) of the <i>Local Government Act 2020</i> the meeting be closed to members of the public for the consideration of item xx <i>is confidential as it relates to [insert reason]</i>	Any Councillor (other than the Chair).	During the election of the Mayor/Deputy Mayor. When the item of business does not meet the definition of confidential as defined in the <i>Local Government Act 2020</i> .	The meeting is closed to members of the public.	The meeting continues to be open to the public.	Yes

Governance Rules

OFFICIAL

Motion	Form	Mover/ Seconded	When prohibited	Effect if Carried	Effect if Lost	Debate Permitted
Close the meeting to members of the public for security reasons or to enable meeting to proceed in an orderly manner.	That, in accordance with section 66(2)(a) of the <i>Local Government Act 2020</i> the meeting be closed to members of the public <i>[for security reasons or to enable the meeting to proceed in an orderly manner [insert reason]</i>	Any Councillor (other than the Chair).	During the election of the Mayor/Deputy Mayor.	The Council Meeting is closed to members of the public.	The Council Meeting continues to be open to the public.	Yes
Reopen the meeting	'That the meeting be reopened to members of the public'	Any Councillor (other than the Chair).		The Council Meeting is reopened to the public.	The Council Meeting remains closed to the public.	No
Dissent in the Chair's ruling of a Point of Order	'That a motion of dissent in the ruling of Chair now be put'	Any Councillor (other than the Chair).	On any motion other than a ruling on a Point of Order by the Chair.	The ruling of the Chair on the Point of Order is lost.	The ruling of the Chair on the Point of Order is upheld.	The Chair is given the opportunity to explain why s/he 'ruled' the way s/he did.

2.6.26 Moving a Procedural Motion

- (1) Unless otherwise prohibited, and subject to rule 2.6.25, a procedural motion (other than a notice of Motion or Rescission) may be moved at any time and must be dealt with immediately by the Chair.
- (2) A procedural motion must be seconded.

2.6.27 Who Can Move a Procedural Motion

- (1) The mover/seconded of a procedural motion (other than a notice of Motion or Rescission) must not have moved, seconded or spoken to the motion or any amendment of it before the Chair.
- (2) A procedural motion cannot be moved or seconded by the Chair.

2.6.28 Procedural Motion may be Rejected

- (1) The Chair may reject a procedural motion if they believe the motion on which it is proposed has not been sufficiently debated, as outlined in rule 2.6.23(4) and 2.6.23(5).

Governance Rules

OFFICIAL

2.6.29 Consideration of Procedural Motions

- (1) Regardless of any other provision in these Governance Rules, a procedural motion must be dealt with in accordance with the table at rule 2.6.25.

2.6.30 Debate and Amendments to Procedural Motions Not Allowed

- (1) Unless otherwise provided, debate on a procedural motion is not permitted and the mover does not have a right of reply.
- (2) Unless otherwise provided a procedural motion cannot be amended.

SPEAKING TO THE MEETING

2.6.31 Speaking Times

- (1) A Councillor must not speak longer than the time set out below, unless granted an extension by resolution of the Council.
- (a) A mover of a motion – five (5) minutes;
 - (b) The seconder of a motion – three (3) minutes;
 - (c) Any other Councillor – two (2) minutes; and
 - (d) The mover of a motion when exercising their right of reply – two (2) minutes.
- (2) An extension of speaking time may be granted to a Councillor, except the mover of the motion, by resolution of the Council.
- (3) Only one extension per Councillor is permitted for each item of business.
- (4) Any extension of speaking time must not exceed two (2) minutes.

2.6.32 Interruptions and Interjections

- (1) A Councillor must not be interrupted except by the Chair or by another Councillor raising a Point of Order or personal explanation.
- (2) If a Councillor is interrupted by the Chair or by another Councillor raising a Point of Order or personal explanation, then they must remain silent until the Councillor raising the Point of Order has been heard and the point of order disposed of, or the personal explanation has been delivered.

2.6.33 Priority of Address

- (1) In the case of competition for the right to speak, the Chair must decide the order in which the Councillors will be heard.

2.6.34 Councillors Not to Speak Twice to Same Motion or Amendment

- (1) A Councillor must not speak more than once to the same motion or amendment, except;
- (a) As the mover of a motion in exercising a right of reply; or
 - (b) When a Councillor is raising a Point of Order or providing a personal explanation.

Governance Rules

OFFICIAL

POINTS OF ORDER

2.6.35 Points of Order

- (1) A Point of Order is taken when a Councillor draws the attention of the Chair to an alleged irregularity in the proceedings.
- (2) A Point of Order may be raised in relation to:
 - (a) a time limit has been exceeded;
 - (b) a quorum is not present;
 - (c) a question of procedure;
 - (d) debate that is irrelevant to the item of business under consideration;
 - (e) a Councillor who is not conducting themselves in accordance with the Councillor Code of Conduct;
 - (f) an item of business or debate is outside the powers of Council; or
 - (g) any act of Disorder.
- (3) A Councillor may at any time raise a point of order which will, until disposed of, take precedence over the consideration and decision of every other item of business.
- (4) A Councillor who is addressing the Council must not be interrupted unless called to order at which time they must remain silent until the Councillor raising the Point of Order has been heard and the point of order disposed of.
- (5) A Point of Order must be raised by stating 'Point of Order' and the alleged irregularity being raised.
- (6) The expression of difference of opinion or to contradict a speaker is not a Point of Order.

2.6.36 Consideration of Point of Order

- (1) When called to order, a Councillor must remain silent until the Point of Order is decided unless they are requested by the Chair to provide an explanation.

2.6.37 Chair to Decide Point of Order

- (1) The Chair may temporarily adjourn the meeting to consider a Point of Order but must otherwise rule upon it as soon as it is raised.
- (2) All matters before the Council are to be suspended until the Point of Order is decided.

2.6.38 Disagreeing with Chair's Ruling

- (1) The decision of the Chair in respect to a Point of Order raised will be final and conclusive unless the majority of Councillors present at the meeting move a motion of dissent.

Governance Rules

OFFICIAL

2.6.39 Motion of Dissent

- (1) A motion of dissent in the Chair's ruling of a Point of Order must, if seconded, be given priority over all other items of business and a substitute Chair must be elected to preside while the motion is being considered.
- (2) The substitute Chair will call on the first Chair to provide an explanation for their ruling and must preside over the vote on the first Chair's ruling.
- (3) The ruling must be decided by a majority vote.
- (4) Once the vote has been conducted the first Chair will preside for the remainder of the meeting.

2.6.40 Personal Explanation

- (1) A Councillor may, at a time convenient to Council, make a brief personal explanation in respect of any statement (whether made at a Council Meeting or not) affecting him or her as a Councillor.
- (2) However, a personal explanation arising out of a statement at a Council Meeting must be made as soon as possible after that statement was made.
- (3) A personal explanation must not be debated except upon a motion to censure the Councillor who has made it.

2.6.41 Disorderly Conduct

- (1) The conduct of Councillors and members of Delegated Committees is governed by the *Local Government Act 1989*, the *Local Government Act 2020*, these Governance Rules and the Councillor Code of Conduct.
- (2) The Chair may call a break in a Meeting for either a short time, or to resume another day if the behaviour at the Council Meeting by Councillors or people in attendance at the meeting are significantly disrupting the meeting
- (3) The break referred to in sub rule (2) is an adjournment and must be conducted in accordance with rule 2.6.25 and 2.6.43.
- (4) If a Councillor engages in improper or disorderly conduct, or acts in a way that otherwise disrupts the Council Meeting and prevents the conduct of Council business:
 - (a) Council may, by resolution, suspend that Councillor from a portion of the Council Meeting or from the balance of the Council Meeting if the Chair has already warned the Councillor to cease that behaviour; or
 - (b) The Mayor, under section 19 of the *Local Government Act 2020*, at a Council Meeting, having previously warned the Councillor to cease that behaviour, may direct a Councillor to leave the meeting for a period of time or the balance of the Council Meeting.
- (5) When Council suspends a Councillor under sub rule (4)(a), or the Mayor directs a Councillor to leave the meeting under sub rule (4)(b), the Councillor will take no active part in the portion of the Council Meeting from which they have been suspended.

Governance Rules

OFFICIAL

- (6) If a Councillor has been directed to leave in accordance with sub rule (4)(b), the minutes of the Council Meeting will record the time the Councillor left the meeting and if so allowed, the time the Councillor returned to the meeting.
- (7) If a Councillor has been suspended from a meeting or directed to leave in accordance with sub rule (4) the Chair may ask the CEO, an Authorised Officer or a member of Victoria Police to remove the Councillor.

SUSPENSION OF STANDING ORDERS

Standing Orders are the rules made to govern the procedure at Council Meetings contained in these Governance Rules. The Standing Orders cover a range of matters including the order of business, rules of debate, procedural motions and election procedures. Standing Orders can be suspended to facilitate the business of a meeting.

2.6.42 Suspension of Standing Orders for the Purpose of Discussion

- (1) To temporarily remove the constraints of formal meeting procedure and allow full discussion or clarification of any issues, Council may, by resolution, suspend standing orders in accordance with the procedural motion table at rule 2.6.25.
- (2) Suspension of standing orders must not be used purely to dispense with the processes and protocol of the government of Council.
- (3) No motion can be accepted by the Chair or lawfully be dealt with during any suspension of standing orders, except a motion to resume standing orders.
- (4) No motion to suspend standing orders can be accepted by the Chair during a second extension of time for a meeting.

ADJOURNMENTS

2.6.43 Adjourning the Meeting

- (1) Once a meeting is declared open, Council may, from time to time, resolve to adjourn the Meeting:
 - (a) if a quorum is not present within half an hour after the time appointed for the meeting;
 - (b) if at any time throughout a meeting a quorum is lost;
 - (c) if the meeting becomes excessively disorderly and order cannot be restored;
 - (d) to allow for additional information to be presented to a meeting;
 - (e) to give Councillors a comfort break
 - (f) if the meeting has been in progress for longer than 2 hours
 - (g) Any other situation if the adjournment could aid the process of the meeting.
- (2) A meeting cannot be adjourned for a period exceeding fourteen (14) days from the date of the adjournment.
- (3) An appropriate motion would be:

“That the meeting be adjourned until __ (time the date specified, which does not exceed fourteen (14) days)”.

Governance Rules

OFFICIAL

- (4) No discussion is allowed on any motion for adjournment of the meeting, but if on being put the motion is lost, the subject then under consideration of the next on the Agenda or any other matter that may be allowed precedence must be resolved before any subsequent motion for adjournment is made.

2.6.44 Notice for Adjournment of Meeting

- (1) If a meeting is adjourned, the CEO will ensure that the Agenda for such a meeting is identical to the agenda for the meeting which was resolved to be adjourned.
- (2) Except when a meeting is adjourned until later on the same day, the CEO must give all Councillors written notice of a new date for the continuation of the adjourned meeting and every reasonable attempt must be made to advise the public of the new meeting date.
- (3) If it is not practical to provide written notice to Councillors because time does not permit that to occur then provided a reasonable attempt is made to contact each Councillor, contact by telephone, electronic medium, or in person will be sufficient.

2.6.45 Lapsed meeting

- (1) A meeting is deemed to have lapsed if a meeting does not commence and therefore no resolution can be carried to adjourn the meeting.

2.6.46 Undisposed Business of a Lapsed Meeting

- (1) If a Council Meeting lapses, the undisposed-of Business will, unless it has already been disposed of at an unscheduled Council Meeting, be included in the agenda for the next scheduled Council Meeting.
- (2) The business of the lapsed meeting must be dealt with prior to any other business, and in the same order as the original meeting papers.

2.6.47 Compliance with Governance Rules

- (1) If during a meeting the CEO becomes aware of any non-compliance with the meeting procedures contained in these Governance Rules or other applicable legislation relating to meeting procedures, the CEO must immediately inform the Chair about the requirement of these Governance Rules or other applicable legislation relating to meeting procedures.
- (2) The Chair must allow the CEO to advise the meeting of any such breach or likely breach of these Governance Rules or other applicable legislation and the meeting must take account of the advice given.

2.7 Behavioural Conduct During Council Meetings

2.7.1 Electronic Devices

- (1) Any person in attendance at a Council Meeting must ensure that their electronic device is turned off or switched to silent.

2.7.2 Behaviour during Council Meetings

- (1) It is the responsibility of individual Councillors to exhibit good conduct in meetings. Councillors should listen while others are speaking, avoid interrupting, be aware of their body language and use reasonable and temperate language in debates (no matter how contentious the topic may be).

Governance Rules

OFFICIAL

2.7.3 Criticism of Council Staff

- (1) The CEO may address a Council Meeting in respect of any statement made affecting a Council officer if that comment is made at a Council Meeting or in the media.

2.7.4 Gallery to be Silent

- (1) Visitors must not interject or take part in the debate of any item of business before the Council.
- (2) Silence must be maintained by members of the public in the gallery at all times.

2.7.5 Display of Posters, Banners and Placards

- (1) A person must not display any placards or posters in the Council Chamber or in any building where a Meeting is being, or is about to be held, except outside the entrance to the building.
- (2) A poster, banner or placards must not:
 - (a) Display any offensive, indecent, insulting or objectionable item or words; or
 - (b) Obstruct the entrance to the Council Chamber or a building where a Meeting is being or is about to be held; or
 - (c) Obstruct the view or physically impede any person.
- (3) The Chair or CEO may order and cause the removal of any poster, banner or placard that is deemed by the Chair or CEO to be objectionable, disrespectful or otherwise inappropriate.

2.7.6 Ejection of Disorderly Visitors

- (1) If a person, other than a Councillor, interjects or is gesticulating offensively during the Council Meeting, the Chair must direct;
 - (a) the person to stop interjecting or gesticulating offensively; and
 - (b) the removal of the person if they continue to interject or gesticulate offensively.
- (2) The Chair may cause the removal of any object or material that is deemed by the Chair to be objectionable or disrespectful.
- (3) In giving effect to a person's removal under sub rule (1)(b) or material under sub rule (2), the Chair may ask the CEO, an Authorised Officer or a member of Victoria Police to remove the person, object or material.

2.7.7 Chair May Adjourn Disorderly Meeting

- (1) If the Chair is of the opinion that disorder at the Council table or in the gallery makes it desirable to adjourn the meeting, they may adjourn the meeting to a later time on the same day, or to some later day prior to the next Council Meeting, at a time and date and venue to be fixed as they think proper.
- (2) Any adjournment is to be done in accordance with rule 2.6.43 of these Governance Rules.

Governance Rules

OFFICIAL

2.8 Provisions to Record Council Meetings

- (1) The CEO (or other person authorised by the CEO) may conduct electronic broadcasting of the proceedings of Council Meetings.
- (2) Recordings will be retained and available to the public for viewing or listening for a period of twelve (12) months from the date of the meeting.
- (3) Public Council Meetings are an open forum of statements, questions and answers. Occasionally some things that are said may be regarded as offensive defamatory or contrary to law. In circumstances when statements are made that may fall into these categories the CEO, at their sole discretion, may edit the recorded version of the meeting so as not to cause embarrassment or increase liability exposure to members of the public or Council.
- (4) In circumstances where comments are made that may be considered defamatory, breach copyright, breach privacy or may be considered discriminatory, such comments will be edited from the available recorded version of the meeting before being posted to Council's website.
- (5) The use of recording devices during the Council Meeting within the Council Chamber are prohibited. Media representatives and members of the public may access the live broadcasting or recording after the meeting via Council's website.

2.9 Joint Council Meetings

- (1) Council may resolve to participate in a Joint Council Meeting, with other councils, to consider;
 - (a) Collaborative projects;
 - (b) Collaborative procurement; or
 - (c) Emergency Response and Recovery.
- (2) If Council resolves to participate in a Joint Council Meeting, the CEO will agree on the governance rules with the participating Council's CEOs.
- (3) If CSC is the lead Council on a matter to be brought for consideration at a Joint Council Meeting, the Mayor will be nominated to Chair the Joint Council Meeting.
- (4) Consistent information will be provided to Councillors prior to any Joint Council Meeting and every endeavour will be made by the CEO to facilitate a joint briefing.
- (5) A joint briefing arranged in accordance with sub rule (2) may be held electronically.

2.10 Submissions and Submissions Hearing

- (1) Council may call for submissions in relation to a proposed decision from any person affected by the proposed decision.
- (2) For a submission to be valid, a person making a submission must provide in writing how they could be affected by the proposed decision, outline their views and/or how they want their interests considered when Council considers it decision.
- (3) Council must, when calling for submissions, provide a public notice in local circulating media publications and on Council's website providing a minimum of 28 days for submissions to be received by Council and fix the date, time and place for a Submissions Hearing if submissions are received.

Governance Rules

OFFICIAL

- (4) People making a submission may request to speak in support of their submission to Council at a Submissions Hearing.
- (5) A Submissions Hearing must be held at least 14 days prior to the proposed decision being considered at a Council meeting.
- (6) Any person speaking in support of their submission will have a maximum of 5 minutes to address Council at the Submissions Hearing and must only speak to the content of their written submission.
- (7) Council must consider all submissions received prior to consideration of the proposed decision for which the submissions were called.
- (8) Council must advise in writing, each person who has made a separate submission of the decision made in relation to their submission and the reasons for this.

2.11 Procedure Not Provided for in These Rules

- (1) In all cases not specifically provided by these Governance Rules, the Council will decide the procedure to apply.

Governance Rules

OFFICIAL

3. Meeting Procedure for Delegated Committees

3.1 Overview

Council may establish Delegated Committees in accordance with section 63(1) of the *Local Government Act 2020*.

3.1.1 Governance Rules Apply

- (1) If Council establishes a Delegated Committee, these Governance Rules will apply to a Delegated Committee Meeting, with any necessary modifications.
- (2) For the purpose of sub rule (1):
 - (a) A Council Meeting is to read as a reference to a Delegated Committee Meeting;
 - (b) A Councillor is to be read as a reference to a Member of the Delegated Committee; and
 - (c) A reference to the Mayor is to be read as a reference to the Chair of the Delegated Committee.
- (3) The following Governance Rules do not apply to the conduct of Delegated Committee Meetings:
 - (a) 2.4.1 – Order of Business
 - (b) 2.4.3 – Councillor Acknowledgements
 - (c) 2.4.10 – Public Question Time
 - (d) 2.4.11 – Notices of Motion
 - (e) 2.4.15 – Urgent Business
 - (f) 2.6.36 – Speaking Times
- (4) If Council establishes a Delegated Committee, Council may resolve that any further provision of these Governance Rules do not apply to that Committee.

Governance Rules

OFFICIAL

4. Meeting Procedure for Community Asset Committees

4.1 Overview

Council may establish a Community Asset Committee, for the management of a community asset such as a hall or reserve, in accordance with section 65 of the *Local Government Act 2020*. Council may appoint members of the community to a Community Asset Committee.

4.2 Operation of Community Asset Committee

- (1) Council, if it establishes a Community Asset Committee, may resolve which rules within these Governance Rules apply to that Committee.
- (2) Notwithstanding sub rule (1), a Community Asset Committee must adhere to Chapter 5 Meeting Records.
- (3) A Community Asset Committee must act in accordance with its adopted Charter, Instrument of Delegation from the CEO and any Terms of Reference adopted by Council.

Governance Rules

OFFICIAL

5. Meeting Records

5.1 Minutes

5.1.1 Keeping of Minutes

- (1) The CEO, or a person authorised by the CEO, is responsible for the keeping of minutes on behalf of Council.
- (2) Each item in the minutes must be clearly headed with a subject title and be consecutively numbered and consecutively page numbered. The minutes must be signed by the Chair of the meeting at which they have been confirmed.

5.1.2 Content of Minutes

- (1) The CEO (or other person authorised by the CEO to take the minutes) must keep minutes of each Council Meeting and those minutes must record:
 - (a) the date, place, time and nature of the Council Meeting was commenced, adjourned, resumed and concluded;
 - (b) the names of Councillors and whether they are present, an apology, or leave of absence or other details as provided;
 - (c) the names of members of Council staff in attendance with their organisational titles;
 - (d) the disclosure of a conflict of interest made by a Councillor in accordance with the Local Government Act 1989 or *Local Government Act 2020*, whichever provision is in force.
 - (e) arrivals and departure times (including temporary departures) of Councillors during the course of the meeting;
 - (f) each motion and amendment moved, including the mover and seconder of the motion;
 - (g) the outcome of every motion (including procedural motions) and amendment, that is whether it was put to the vote and the result (namely, carried, lost, withdrawn, lapsed for the want of a seconder, or amended);
 - (h) if a division is called, the names of every Councillor and the way their vote was cast (either for or against);
 - (i) the name of the Councillor who abstained from voting on an item and the Councillor's reason for abstaining;
 - (j) details of a failure to achieve a quorum and any adjournment whether as a result or otherwise;
 - (k) a summary of any question asked and the response provided as part of public question time;
 - (l) a summary of all committee reports and or deputations made to Council;
 - (m) the time and reason for any adjournment of the meeting or suspension of standing orders;

Governance Rules

OFFICIAL

- (n) closure of the meeting to members of the public and the reason for such closure;
- (o) any other matter which the CEO deems should be recorded to clarify the intention of the meeting or the reading of the minutes.

5.1.3 Confirmation of Minutes

- (1) The Minutes as recorded by the CEO, or person authorised by the CEO to take the minutes, will be made available as the proposed minutes to:
 - (a) Councillors, within seven (7) business days of the Council Meeting as they relate; and
 - (b) Members of the public, within nine (9) business days of the Council Meeting as they relate.
- (2) At every Council Meeting the Minutes of the preceding Council Meeting(s) must be dealt with as follows:
 - (a) A Motion moved to confirm the Minutes in the following terms, 'That the Minutes of theMeeting held on 20..... be confirmed.'
 - (b) If a Councillor indicates opposition to the minutes, the Councillor must specify the particular item or items in the Minutes and after asking any questions to clarify the matter, can only move a motion to rectify the alleged error(s) in the Minutes by adding the following words to the motion in sub rule (2)(a) '...subject to the following alteration(s).....'.
- (3) No debate or discussion is permitted on the confirmation of minutes except as to their accuracy as a record of the proceedings of the Council Meeting to which they relate.
- (4) Once the minutes are confirmed in their original or amended form, the minutes must, if practicable be signed by the Chair of the Council Meeting at which they have been confirmed; and
- (5) The minutes must be entered in the minute book and each item in the minute book must be entered consecutively.

Governance Rules

OFFICIAL

6. Mayor and Deputy Mayor Appointment Processes

6.1 Eligibility

- (1) Any Councillor is eligible for election or re-election to the office of Mayor or Deputy Mayor.

6.2 When Required

- (1) The Councillors must elect a Councillor annually or bi-annually to be Mayor of the Council at a Council Meeting which is to be held as close to the end of the one or two year term as is reasonably practicable as set out under section 26 of the *Local Government Act 2020*.
- (2) The Mayor is to be elected as soon as practicable after any vacancy in the office of Mayor occurs.
- (3) If Council has resolved to establish an office of Deputy Mayor, the Councillors must elect a Councillor annually or bi-annually to be the Deputy Mayor of the Council at a Council Meeting which is to be held as close to the end of the one or two year term as is reasonably practicable and in accordance with section 27 of the *Local Government Act 2020*.

6.3 Agenda Content

- (1) The agenda for the Council Meeting to elect the Mayor and Deputy Mayor must include so far as is possible;
 - the election of the Mayor;
 - the election of the Deputy Mayor (if a Deputy Mayor is to be elected);
 - appointments of Council representatives to committees, peak industry bodies, regional and community based organisations; and
 - the fixing of the dates, times and place of all Council Meetings for a twelve (12) month period.

6.4 Temporary Chair

- (1) The CEO will be temporary Chair of the meeting at which the election of the Mayor and Deputy Mayor is to be conducted but will have no voting rights.

6.5 Returning Officer

- (1) The CEO will be the Returning Officer for the election of the Mayor and Deputy Mayor.

6.6 Nominations for the Office of Mayor

- (1) The CEO will call for nominations for the position of Mayor and confirm acceptance of the nomination with the nominee.
- (2) Any Councillor nominated may refuse nomination.

Governance Rules

OFFICIAL

- (3) If there is only one nomination for the position of Mayor, that person is deemed to be elected Mayor.
- (4) If there is more than one nomination at the Council Meeting, the election of the Mayor will follow rule 6.8 of these Governance Rules.

6.7 Nominations for the Office of Deputy Mayor

- (1) The Mayor will call for nominations for the position of Deputy Mayor and confirm acceptance of the nomination with the nominee.
- (2) Any Councillor nominated may refuse nomination.
- (3) If there is only one nomination for the position of Deputy Mayor, that person is deemed to be elected Deputy Mayor.
- (4) If there is more than one nomination at the Council Meeting, the election of the Deputy Mayor will follow rule 6.8 of these Governance Rules.

6.8 Determining the Election of the Mayor and Deputy Mayor

- (1) The process to elect the Mayor and Deputy Mayor is:
 - (a) If there is more than one nomination (each of which must be seconded), the Councillors present at the meeting must vote for one of the candidates by a show of hands. In the event of a candidate receiving an absolute majority of the votes, the candidate is declared to have been elected.
 - (b) In the event that no candidate receives an absolute majority of the votes, the candidate with the fewest number of votes is declared to be a defeated candidate. The Councillors present at the meeting must then vote for one of the remaining candidates by a show of hands.
 - (c) If one (1) of the remaining candidates receives an absolute majority of the votes, he or she is duly elected. If none of the remaining candidates receives an absolute majority of the votes, the process of declaring the candidate with the fewest number of votes a defeated candidate and voting for the remaining candidate by a show of hands must be repeated until one (1) of the candidates receives an absolute majority of the votes. That candidate will then be declared to have been duly elected.
- (2) In the event of two (2) or more candidates having equal votes and one (1) of them having to be declared:
 - (a) a defeated candidate; or
 - (b) duly elected;

the temporary Chair will have no second or casting vote, and the result will be determined by lot.

Governance Rules

OFFICIAL

6.9 Determining by Lot

- (1) If a lot is required, the CEO will conduct the lot and the following provisions will apply:
 - (a) The order of drawing lots shall be determined by the alphabetical order of the surname of the Councillors who received an equal number of votes, except that if two (2) or more such Councillors surnames are identical, the order shall be determined by the alphabetical order of the Councillor's first name;
 - (b) As many identical pieces of paper as there are Councillors who receive an equal number of votes shall be placed in a receptacle provided by the CEO;
 - (c) Each candidate will draw one (1) lot;
 - (d) If the lot is being conducted to determine which candidate is to be duly excluded, the word "Excluded" shall be written on one (1) of the pieces of paper and the Councillor who draws the paper with the word "Excluded" written on it shall be declared to have been excluded.
 - (e) If more than one candidate remains, a further drawing of lots will be conducted until one candidate remains and declared the Mayor.

6.10 Acting Mayor

- (1) If Council has established an office of Deputy Mayor, the Deputy Mayor must perform the role of the Mayor in accordance with section 21 of the *Local Government Act 2020*.
- (2) If Council has not established an office of Deputy Mayor and;
 - a. the Mayor is unable for any reason to attend a Council meeting or part of a Council meeting; or
 - b. the Mayor is incapable of performing the duties of the office of Mayor for any reason, including illness; or
 - c. the office of Mayor is vacant;

Council must appoint a Councillor to be the Acting Mayor in accordance with section 20B of the *Local Government Act 2020*.

6.11 Mayor to Take Chair

- (1) After the election of the Mayor is determined, the Mayor will take the Chair.

6.12 Ceremonial Mayoral Speech

- (1) Upon being elected, the Mayor may make a ceremonial speech to outline the priorities for the year ahead based on the adopted Council Plan.

Governance Rules

OFFICIAL

7. Election Period Policy

7.1 Election Period Policy

- (1) Council will have in place an election period policy that:
 - (a) Governs decision making during a local government election period, including what may be considered at a Council Meeting.
 - (b) Prohibits the use of Council resources for any election campaign purposes, including Federal, State or Council elections.
 - (c) Sets out the conditions for any community engagement required to be undertaken during an election period, including consultations and Civic events.
 - (d) Sets out the requirements for any council publications during a local government election period including the use of Council's website, social media, newsletters and advertising.
 - (e) Defines role and responsibilities in relation to who is the principle spokesperson for Council is during the election period.
- (2) The Election Period Policy forms part of these Governance Rules.
- (3) At least once in each Council term and no later than 12 months prior to the commencement of an election period, Council will review its election period policy.
- (4) The operation of Committees established by Council will be suspended upon the commencement of the election period prior to a general council election.
- (5) During the election period prior to a general council election, the CEO will not accept any Notices of Motion or Notices of Rescission Motions for consideration at a Council Meeting conducted during the election period.
- (6) During the election period prior to a general council election or by election, Council Meetings held during the election period will not consider any urgent business, conduct public question time or receive any deputations or delegations.

Governance Rules

OFFICIAL

8. Disclosure of Conflict of Interests

8.1 Obligations

- (1) Councillors, members of Delegated Committees and Community Asset Committees and Council staff are required to:
 - (a) Avoid all situations that may give rise to conflicts of interest;
 - (b) Identify any conflicts of interest; and
 - (c) Disclose or declare conflicts of interest.

8.2 Councillors and members of Delegated Committees

- (1) Councillors and members of Delegated Committees must not participate in discussion or decision making on a matter in which they have a conflict of interest.
- (2) Councillors and members of Delegated Committees must disclose the conflict of interest in writing and in the form determined by the CEO.
- (3) When disclosing a conflict of interest, Councillors must clearly state their connection to the matter.
- (4) All disclosures of conflicts of interest will be recorded in the minutes of a Council Meeting or Delegated Committee Meeting.
- (5) Council will maintain a Conflict of Interest Register that will be made available on Council's website.

8.2.1 Procedure at a Council or Delegated Committee Meeting

- (1) At the time indicated in the agenda, a Councillor with a conflict of interest in an item on the agenda must indicate they have a conflict of interest by clearly stating:
 - (a) The item for which they have a conflict of interest; and
 - (b) The nature of their conflict of interest; and
 - (c) The circumstances that give rise to the conflict of interest.
- (2) Immediately prior to the consideration of the item in which they have a conflict of interest, a Councillor or Member of a Delegated Committee must indicate to the meeting the existence of the conflict of interest and leave the meeting.
- (3) A Councillor who is not present at the designated time in the agenda for disclosures of conflicts of interest, must disclose their conflict of interest in the manner required for the declaration of conflicts of interest at sub rule (1) prior to leaving the meeting.
- (4) A Councillor or member of a Delegated Committee who discloses a conflict of interest and leaves a Council Meeting must not communicate with any participants in the meeting while the decision is being made.

Governance Rules

OFFICIAL

8.2.2 Procedure at other meetings organised, hosted or supported by Council

- (1) A Councillor who has a conflict of interest must not participate in discussion of matters that will come before Council for a decision, or if a decision will be made by a member of staff acting under delegation.
- (2) At the time indicated on the agenda, a Councillor with a conflict of interest will indicate the existence of the conflict of interest and the item of business in which the conflict of interest arises.
- (3) If there is no agenda, a Councillor with a conflict of interest will indicate the existence of the conflict of interest as soon as the matter arises.
- (4) At the time for discussion of that item, the Councillor will leave the discussion and not communicate with any members of the meeting for the duration of the discussion.
- (5) The existence of a conflict of interest will be recorded in the minutes of the meeting.
- (6) If there are no minutes kept of the meeting, the conflict of interest will be recorded in a meeting record and provided to the CEO for recording in the register of Conflicts of interest.
- (7) The meeting minutes or record will also record the duration of the discussion and whether the Councillor left the meeting.

8.3 Council Staff

- (1) Must act in accordance with the Employee Code of Conduct.
- (2) Must not exercise a delegation or make a decision on any matter if they have a conflict of interest.
- (3) May be permitted to provide advice to a decision maker if a conflict of interest exists, subject to the procedure and disclosure provisions at rule 8.3.1 of these Governance Rules.

8.3.1 Procedure for disclosures of conflicts of interest

- (1) Council staff must disclose the existence of all conflicts of interest in writing and in the form determined by the CEO.
- (2) All conflicts of interest disclosed by Council staff will be provided to the Manager Governance for recording in the register of Conflicts of Interest.
- (3) A Council staff member who has disclosed a conflict of interest may provide advice to Council or another staff member acting under delegation if;
 - (a) The number and qualifications of other people providing advice regarding the same matter is equal or greater; or
 - (b) The staff member who has disclosed the conflict of interest is the only staff member with expertise in the area; and
 - (c) The CEO determines that the staff member's conflict of interest has not influenced the advice provided; and
 - (d) The existence of the conflict of interest is documented in all advice provided by that staff member and in the case of verbal advice is documented by the decision maker.

Governance Rules

OFFICIAL

9. Miscellaneous

9.1 Change of Council Policy

- (1) Council reviews its policies to ensure they are current and continue to reflect community expectations and the position held by a particular Council.
- (2) Council will review significant policies at least once in each council term (every four years) and such reviews may lead to a change in policy position.
- (3) Subject to sub rule (4), if Council wishes to change a Council policy, a formal notice of rescission is not required.
- (4) If a policy has been in force in its original or amended form for less than 12 months, any intention to change the policy which may result in a substantial change to the policy's application or operation for members of the public should be communicated to those affected, and their comments sought, prior to the policy being changed.



The Hon Shaun Leane MP

Minister for Local Government
Minister for Suburban Development
Minister for Veterans

121 Exhibition Street
Melbourne, Victoria 3000 Australia
Telephone: +61 3 8392 2240
DX 210074

Minister's Good Practice Guideline MGPG-1: Virtual Meetings

Purpose

The Victorian Government's COVID-19 Omnibus (Emergency Measures) Act 2020 introduced mechanisms into the Local Government Act 2020 (the Act) to allow for virtual council meetings so that councils can continue to make decisions during the coronavirus pandemic.

These measures came in force on 1 May 2020. They were extended:

- by the *COVID-19 Omnibus (Emergency Measures) and Other Acts Amendment Act 2020* until 26 April 2021, and
- by the *Justice Legislation Amendment (System Enhancements and Other Matters) Act 2021* until 26 April 2022, and
- by the *Regulatory Legislation Amendment (Reform) Act 2022* until 1 September 2022.

This extension will enable councils to continue to represent their communities and make critical decisions about the future.

This good practice guideline has been re-issued to support councils to continue to conduct council meetings virtually under Part 12 of the Act. Compliance by a council with a relevant good practice guideline can be used as evidence that the council has complied with the corresponding requirement under the Act.

This re-issued guideline takes effect from 27 April 2022 until 1 September 2022.

Responsibilities of councillors and council staff

Councillors and council staff must continue to comply with the Councillors Code of Conduct, the Local Government Acts 1989 and 2020, local laws and other Acts and policies as prescribed.

Requirements for conducting virtual council meetings

Requirement 1: Ordinary business of council can continue by electronic means of Communication

Section 394 of the Act allows councillors and members of delegated committees, special committees and governing bodies of regional libraries to participate in meetings remotely by electronic means of communication. The intention is to ensure the ordinary business of council can continue through the use of electronic communication.



A member's attendance can only be recorded as present where the member can confirm that

- They can hear proceedings;
- They can see other members in attendance and can be seen by other members;
- They can be heard (to speak).

Councils are encouraged to consider and adopt specific rules that provide guidance to the Chair when the three conditions cannot be met but a quorum is present.

A quorum of council members is breached where a member forming a quorum cannot meet the above requirements.

Disclosure of conflicts of interest and rules relating to conflicts of interest remain. Councils must ensure members can be removed from proceedings where required.

Requirement 2: All virtual meetings of councils where public access is required under the Act must be made publicly available

Where councils take up the option to conduct virtual meetings, all council meetings and joint meetings of councils must be streamed live through the council's website.

Delegated committees and special committees can elect to either stream their virtual meetings live or make a recording available on the council's website following the meeting.

Confidential council meetings or confidential/closed sections of council meetings are not required to be streamed live and will not need to be electronically recorded.

Where a council experiences technical difficulties in broadcasting a meeting, the meeting must be adjourned until the issue is resolved, or must be postponed to another time and date in accordance with council's meeting procedures, local laws or governance rules.

It may be prudent for the Chair to indicate at the commencement of a meeting that, if technical problems are encountered by the council, the meeting will be adjourned until resolution or postponed.

Councils are not responsible for any data usage charges or technical difficulties a member of the public may experience in accessing the livestream or recordings of meetings.

OFFICIAL

Meeting type	Live streamed	Recording to internet
Council meeting	Required for open meetings	Optional
A joint meeting of Councils	Required for open meetings	Optional
A meeting of a delegated committee or joint delegated committee	Required for open meetings if not recorded to internet	Required for open meetings if not live streamed
A meeting of a governing body of a regional library	Not applicable	Not applicable
A meeting of a special committee	Required for open meetings if not recorded to internet	Required for open meetings if not live streamed

Requirement 3: Representation at council meetings by members of the public

Councils are encouraged to make arrangements for members of the public who wish to appear before council to do so through virtual means or other alternatives, including allowing written statements to be read out at the virtual council meeting or posted before the meeting.

From 1 May 2020 to 1 September 2022 (the prescribed period) Councils do not need to provide access for members of the public to physically attend meetings. Providing public access to livestreamed events satisfies the public attendance test during the prescribed period.

Requirement 4: Confidentiality

Councils must ensure that confidential items are dealt with in an electronically secure environment. Councillors must be able to demonstrate to the Chair's satisfaction that the location from which they are participating is secure enough to ensure deliberations remain confidential.

I have issued this guideline pursuant to section 87 of the Local Government Act 2020 (Vic).
 The Hon Shaun Leane MP



The Hon Shaun Leane MP
Minister for Local Government
 Date: 21 / 4 / 2022

OFFICIAL

OFFICIAL

GUIDANCE MODEL FOR AMENDING GOVERNANCE RULES**(1) Definitions in Governance Rules:**

Consider amending the definition of:

Committee Meeting to include:

means a meeting of a Delegated Committee convened in accordance with these Governance Rules and includes a scheduled or unscheduled meeting (whether held as face-to-face attendance in a set location or via electronic means (virtual) or in a 'hybrid' or 'parallel' format that mixes in-person and electronic attendance

Council Meeting to include:

means a meeting of the Council convened in accordance with these Governance Rules and includes a scheduled meeting and unscheduled meeting (whether held as face-to-face (in-person) attendance in a set location or via electronic means (virtual) or in a 'hybrid' or 'parallel' format that mixes in-person and electronic attendance

(2) Meeting procedures

Consider adding clarity relating to community participation at meetings such as:

Community members may only participate in Council meetings in accordance with these Governance Rules [insert relevant section] that include addressing how the community can participate if the meeting is electronic, or a 'hybrid' or 'parallel' style meeting.

Council will adopt policies, protocols or guidelines to ensure opportunities exist for community input, beyond formal consultation processes.

As required under the *Local Government Act 2020* (LG Act) add an agreed process for requesting and approving attendance by electronic means – such as:

- (1) *Councillors and members of Delegated Committees who wish to attend a meeting via electronic means may submit a request to [position as determined by Council – note if Mayor/Chair who/how will they request approval].*
- (2) *The submission must be made [process – in writing/form/verbal] stating [Council to determine if a reason is required].*
- (3) *The request must be made [time frame prior to the meeting] stating the meeting(s) that will be attended via electronic means.*
- (4) *The request must consider any criteria that the Council has set for consideration of approval for a method of attendance.*
- (5) *[Position as determined by Council] will provide a response to the request [by time limit] and notify the rest of the members of the meeting of this decision.*
- (6) *It will remain the responsibility of the member attending electronically to ensure that they have the required access and environment suitable for electronic communications.*

Consider adding clarity around technical issues at meetings such as:

OFFICIAL

OFFICIAL

Technical difficulties – loss of connection of a chair or councillor /committee member

To ensure meetings are managed in an orderly manner, processes and procedures should be in place for a situation where a key attendee (such as Mayor, Chair, Councillor or CEO) loses connection if they are attending a meeting electronically. Including who will take the role of chair, assessing validity of a quorum and virtual recognition of a vote.

(3) Notice of meetings

Consider adding clarity around how a meeting format will be determined, such as:

Council by resolution can determine the proposed or preferred format style of meetings (in-person, electronic- including hybrid or parallel) noting the criteria and process available for a member who wishes to request approval to attend by electronic means.

A Council may determine certain meetings that must be held solely as face-to-face (in-person) meetings. The meetings determined by Council as being solely in person meetings are [insert here – for example election of the Mayor etc.]

(4) Quorum

Consider adding a note of clarity, such as:

It should be noted that under section 61(6A) of the LG Act, for the purposes of these meetings, a Councillor present by electronic means of communication is deemed present for the purposes of a quorum. Council should consider the situation of technical difficulties.

(5) Question of Council

Consider adding a note of clarity, such as:

At each meeting there is an opportunity for members of the public to ask questions of the Council. If the meeting is to be held in a single electronic or hybrid/parallel format then the general public will follow the set procedures to submit a question or petition [list here].

OFFICIAL

10 Council Information

10.1 Notes of Appreciation

The following have been received:

- Close the Loop – thank you for being part of the circular economy. Campaspe Shire Council recycled 4.72kg of toner cartridges between 01/04/2022 to 30/6/2022.
- Rotary Club of Rochester Inc. - thank you for the generous donation towards the cost of fuel to take collected donations to flood effected communities of Woodburn, Coraki and Broadwater.

The trip was very worthwhile – the residents of Woodburn were amazed and very thankful that a small community in Victoria would collect essential items and then travel to deliver them.

- Christina Olsen, Tongala - *thank you so much for such an amazing night on 6 July when completing Australia Citizenship, everything was beyond what I thought it was going to be. My sincere thanks for creating such a beautiful moment in my new chapter.*
- Wayne McInnes, Echuca – *thank you once again to the Shire team for mowing the reserve in Wisteria Street, Echuca. Your efforts are very much appreciated.*
- Echuca Urban Fire Brigade – thank you for the prompt response to a works request submitted to repair the bitumen at the entrance to the Echuca Fire Station. The request was submitted on Wednesday, 6 July and repairs completed on Monday, 11 July.

“Council staff don’t get thanked very often and I believe the crew should be thanked for a job well done. On behalf of the Echuca Brigade, thank you.”

- Mary Knight – *“thank you for the prompt and professional removal of my fruit fly infected orange tree. I am very grateful for the service provided to me as a ratepayer.”*
- Rochester Historical & Pioneer Society Inc. - thank you for the annual contribution provided, the funds will be used towards the restoration of part of the 1926 building.

“The Society members and volunteers greatly appreciate the support received from the Campaspe Shire Council.”

RECOMMENDATION

That Council acknowledge the notes of appreciation as listed.

10.2 Responsive Grants Program

Division: Community

1. SUMMARY

That Council note one successful application to the Responsive Grants Program.

2. RECOMMENDATION

That Council note that the following application was approved in accordance with the Responsive Grants Program criteria:

- 1. Stanhope & District Development Committee Inc. the amount of \$450 towards the cost of catering and venue hire for the Stanhope Farmers Day to be held at the Stanhope Senior Citizens Clubrooms on 29 July 2022.**

3. PURPOSE

To note the outcome of the Responsive Grants Program application considered in accordance with the grant guidelines and criteria.

4. DISCUSSION

The Responsive Grants Program provides funding for community initiatives and has guidelines for applications submitted Council.

This month the following application was received:

Stanhope & District Development Committee Inc. – towards catering, gifts for speakers and part of the hire fees for the venue (Stanhope Senior Citizens) for the Stanhope Farmers Day to be held on 29 July 2022.

This event has been organised to bring farmers together to focus on their family's mental health and wellbeing, along with providing an opportunity to socialise with like-minded people.

Speakers on the day will be provided from Victoria Police, WorkSafe, Kyabram District Health Service and The National Centre for Farmer Health.

The event will be open to all farmers and their families from Stanhope and surrounding districts and will be free of charge.

The Stanhope Development Committee Inc. will contribute \$200 cash as well as in-kind labour to organise and run the event, speakers, publicity, printing and refreshments (tea & coffee).

Council grant program criteria do not allow for the funding of the cost of prizes and gifts.

Organisation	Amount requested	Amount recommended	Purpose	Comment
Stanhope & District Development Committee Inc.	\$650	\$450	Towards the cost of catering, venue hire and thank you gifts for speakers at the Stanhope Famers Day to be held on 29 July 2022	<p>Recommendation approved by CEO</p> <ul style="list-style-type: none"> • The event is to be held on 29 July 2022 with no other avenue for financial assistance from Council due to illness preventing an application to Community Event Sponsorship • The event supports the mental health and wellbeing of farmers and their families coming out of the Covid 19 pandemic and financial pressures this placed on lives in the community.

Fund Balance Prior to application approval: \$10,000

Funding approved: \$450

2022/2023 Fund Balance: (17 August 2022) \$9,550

5. CONSULTATION

Internal consultation:

- Chief Executive Officer

External consultation:

- Not required

Councillors:

- Not required

6. POLICY AND LEGISLATIVE IMPLICATIONS

The requirements of Section 9(2)(c) of *Local Government Act 2020* have been considered and no Council Policy and relevant law has been identified within this report.

7. FINANCIAL AND ECONOMIC IMPLICATIONS

The requirements of Section 9(2)(c) of *Local Government Act 2020* have been considered and no economic sustainability issues for the municipality have been identified within this report.

The requirements of Section 9(2)(c) of *Local Government Act 2020* have been considered and no issues of ongoing financial viability of the Council have been identified within this report.

8. ENVIRONMENTAL IMPLICATIONS

The requirements of Section 9(2)(c) of *Local Government Act 2020* have been considered and no environmental sustainability issues including mitigation and planning for climate change risks have been identified within this report.

9. SOCIAL IMPLICATIONS

The requirements of Section 9(2)(c) of *Local Government Act 2020* have been considered and no social implications for the municipality have been identified with this report.

10. RELEVANCE TO COUNCIL PLAN 2021-2025

Growing quality of life

Children, young people and families healthy and well

11. ISSUES AND RISK MANAGEMENT

Issues:

No issues

Risk:

Risk management has been considered in the preparation of this report and no risks with a high or extreme rating have been identified in this process.

12. CONFLICT OF INTEREST

In accordance with section 130 of the *Local Government Act 2020*, the officer preparing this report declares no conflict of interest regarding this matter.

13. CHARTER OF HUMAN RIGHTS

This Report has considered and complies with the Human Rights and Responsibilities contained in the Victorian Charter of *Human Rights and Responsibilities Act 2006*.

14. INSTRUMENT OF DELEGATION

This report has considered and complies with the Instrument of Sub-Delegation by the Chief Executive Officer is so far as this report is not contrary to the existing policy or strategy previously adopted by Council.

15. CONCLUSION

Council received one application to the Responsive Grants Program in July. Council to note this application was successful.

10.3 Quarter 4 Council Plan Actions

Division: Corporate

1. SUMMARY

This report provides an update on the implementation of the actions funded under the adopted 21/22 Budget and listed as Year 1 actions in the Council Plan, to support the delivery of the Vision 'Our places are vibrant and sustainable, our people are supportive'. The range of initiatives reflect the diverse services that Council provide to the community. Progress in relation to the implementation of these initiatives are reported quarterly. This report provides a status of the initiatives at the end of quarter four, June 2022.

2. RECOMMENDATION

That Council note the progress towards the initiatives contained in the adopted 2021/22 Budget and Year 1 actions of the Council Plan, supporting implementation of Council's Vision.

Key highlights included:

- **Council received \$322,500 for the Integrated Water Management funded element of the Aquatic Reserve Project.**
- **Approximately 1200 trees were planted in open spaces.**
- **Completed 1328 metres of missing links footpath renewal.**
- **Workforce Plan and Annual Training Plan were developed.**
- **Free wi-fi provided at Council facilities including the Port of Echuca Discovery Centre.**

3. PURPOSE

To provide Council with the fourth quarter update on the progress of implementation of funded actions for the 2021/22 financial year.

4. DISCUSSION

The Council Plan (Plan) is Council's key strategic document for the term of the Council, which reflects the outcomes of stakeholder and community engagement. The Plan describes Council's strategic objectives, strategies for achieving the objectives and how the outcomes will be measured.

This Plan sets a vision of 'Our places are vibrant and sustainable, our people are strong and supportive'.

The Plan is supported by actions funded in the adopted 2021/22 Budget. Progress in relation to the implementation of the initiatives are reported to Council and the community quarterly. This report is the fourth quarter report and notes the following progress of the implementation of actions.

Actions aligned to the 2017-21 Council Plan listed in the 2021/22 Budget

10 – Completed

12 – In Progress

0 – Not Started

Year 1 actions listed in the 2021-25 Council Plan

12 – Completed

18 – In Progress

2 – Not Started

When compared to the previous report, seven further actions have been 'completed'. While several actions remain 'in progress', further progress has been made from the previous report.

5. CONSULTATION

Internal consultation:

- General Managers and Department Managers from across the organisation have been consulted and provided input to the progress of actions.

6. POLICY AND LEGISLATIVE IMPLICATIONS

The requirements of Section 9(2)(c) of Local Government Act 2020 have been considered and there are no legislative implications arising from this report.

7. FINANCIAL AND ECONOMIC IMPLICATIONS

The requirements of Section 9(2)(c) of *Local Government Act 2020* have been considered and no issues of ongoing financial viability of the Council have been identified within this report.

8. ENVIRONMENTAL IMPLICATIONS

The requirements of Section 9(2)(c) of *Local Government Act 2020* have been considered and no environmental sustainability issues including mitigation and planning for climate change risks have been identified within this report.

9. SOCIAL IMPLICATIONS

The requirements of Section 9(2)(c) of *Local Government Act 2020* have been considered and no social implications for the municipality have been identified with this report.

10. RELEVANCE TO COUNCIL PLAN 2021-2025

As outlined above, the report provides a progress update on the Year 1 actions identified within the Council Plan 2021-2025.

11. ISSUES AND RISK MANAGEMENT

Issues:

The Council Plan outlines some of the key challenges that are facing not only Campaspe but also many other rural and regional communities. The key challenges identified include:

- Water security for the agricultural industry
- High costs of inputs for industry
- Transport connectivity and access

- After hours health care
- An ageing population
- Substance abuse
- Availability of tertiary education and training
- Cross-border regulation
- Climate change
- Waste minimisation and sustainable disposal
- Energy self-sufficiency
- Water sustainability
- Digital connectivity

Risk:

Risk management has been considered in the preparation of this report and no risks with a high or extreme rating have been identified in this process.

12. CONFLICT OF INTEREST

In accordance with section 130 of the *Local Government Act 2020*, the officer preparing this report declares no conflict of interest regarding this matter.

13. CHARTER OF HUMAN RIGHTS

This Report has considered and complies with the Human Rights and Responsibilities contained in the Victorian Charter of *Human Rights and Responsibilities Act 2006*.

14. INSTRUMENT OF DELEGATION

This report has considered and complies with the Instrument of Sub-Delegation by the Chief Executive Officer is so far as this report is not contrary to the existing policy or strategy previously adopted by Council.

15. CONCLUSION

This report provides Council and the community with an update in relation to the progress of the implementation of actions that support the delivery of the Council Plan and Vision.

16. ATTACHMENTS

1. Performance Planning Local Government Scheme Council Plan Q4 21 22 [**10.3.1** - 6 pages]

OFFICIAL

June 2021/22 End of Month Quarter 4 PPLGS Action Update Report

Strategic Priority Area:		Strong and Engaged Communities					
Desired Outcome:		Services, Programs and advocacy enable improved health, wellbeing and safety of our community					
Strategy	Major Initiative	Implementation Timeframe		Responsible Department	Quarter 4 Status	Internal Management Summary	Comment for Council
		Start Date	End Date				
Build strong, healthy and vibrant communities through innovation and implementing best practice in service delivery for our diverse community	We will work with two local communities to support the development of community place based plans	1/07/2021	30/06/2022	Sam Campi	In Progress	Tongala Place Based Plan has completed the community consultation phase. A consultation report outlining the results of the community engagement will be circulated to Council by the end of July 2022. Colbinabbin Place Based Plan consultation has commenced. A community survey will be circulated in early July.	Tongala Place Based Plan has completed the community consultation phase. A consultation report outlining the results of the community engagement will be circulated to Council by the end of July 2022. Colbinabbin Place Based Plan consultation has commenced. A community survey will be circulated in early July.
	We will provide a minimum of 70 immunisation sessions across the municipality	1/07/2021	30/06/2022	Janelle Wheatley	Completed	Funding was received in 2021-2022 to undertake a catch up program for school based immunisations missed through the course of the COVID-19 pandemic. This project is underway and will carry over into 2022-23.	83 immunisation sessions were delivered across the municipality for the 2021/22 reporting period.
	We will undertake a minimum of 200 (high risk) food safety assessments.	1/07/2021	30/06/2022	Janelle Wheatley	Completed	24 assessments undertaken in the quarter 4 reporting period. Assessments fell short of year end target due to staffing shortages carried during the financial year, impact of COVID-19 related business interruptions, as well as redeployment of resources to focus on emergence of the mosquito-borne Japanese Encephalitis Virus public health issue in the region January through to May 2022.	145 high risk food safety assessments were undertaken in the 21-22 reporting period
Enable residents to be active and engaged in their community and support participation in artistic, cultural, sporting, and leisure opportunities	We will commence the implementation of the Echuca Arts Precinct Master Plan initiatives	1/07/2021	30/06/2022	Sam Campi	In Progress	Due to rising costs has significantly impacted Council's ability to facilitate this action. Ongoing discussions between Officers and Councillors is identifying a suitable way to progress. This action will be finalised in the next financial year.	Escalating costs have significantly impacted Council's ability to facilitate the detailed design phase, as it far exceeds the allocated budget despite successive requests for quotation. Delivery options are currently being reviewed. This action will be finalised during the next financial year.

Strategic Priority Area:		Resilient Economy					
Desired Outcome:		Diverse and growing economy with increased employment and investment opportunities, economic prosperity and community development					
Strategy	Major Initiative	Implementation Timeframe		Responsible Department	Quarter 4 Status	Internal Management Summary	Comment for Council
		Start Date	End Date				
Facilitate and enable local enterprise, support existing businesses and develop stronger business networks	We will partner with industry and government in the develop a Workforce Development Strategy	1/07/2021	30/06/2022	Sam Campi	In Progress	Council has entered into a partnership with the City of Greater Shepparton and Moira Shire for the implementation of a Designated Area Migration Agreement (DAMA) with the Federal Government to address skill shortages. A replacement DAMA Project Officer has been appointed as the initial worker has resigned, the new worker to start mid July 2022. Since the program has commenced nine Campaspe based businesses have attended information sessions and been provided data. Another fourteen businesses are awaiting follow up. Of those businesses engaged nearly 70% are hospitality based.	Council has entered into a partnership with the City of Greater Shepparton and Moira Shire for the implementation of a Designated Area Migration Agreement (DAMA) with the Federal Government to address skill shortages. Since the program has commenced nine Campaspe based businesses have attended information sessions and been provided data. Another fourteen businesses are awaiting follow up. Of those businesses engaged nearly 70% are hospitality based.

OFFICIAL

Support and develop Campaspe's tourism opportunities	We will seek funding to support the implementation of the wharf and aquatic reserve project	1/07/2021	30/06/2022	Kerrie Hawkes	Completed	The IWM storm water element of the Aquatic Reserve project is progressing. Councillors will be provided an update at the 13 July briefing session regarding the overall project. The Manager of Business Development has completed a charter for detailed design of the wharf project.	Council received \$322,500 to support implementation of the Integrated Water Management funded element of the Aquatic Reserve Project. Design stage is in progress.
--	---	-----------	------------	---------------	-----------	---	--

Strategic Priority Area: Balanced Services and Infrastructure							
Desired Outcome: Services and assets meet current and future community need							
Strategy	Major Initiative	Implementation Timeframe		Responsible Department	Quarter 4 Status	Internal Management Summary	Comment for Council
		Start Date	End Date				
Maximise access and usage of assets through innovative design and partnership initiatives	We will deliver the prioritised capital and operational works in line with the Asset Management Strategy and Plans.	1/07/2021	30/06/2022	Mark Dibsedale	In Progress	The adopted 21/22 CWP has been developed in line with asset management strategy and plans. CWP delivery tracking well YTD (Q4) with approximately \$28m actual and \$8m committed (all project types)	The adopted 21/22 Capital Works Program is being delivered in line with asset management strategy and plans. Approximately \$28m actual spend (all project types) completed of the \$35.02m allocated budget which is 80%.
	We will deliver the priority works to address Disability and Discrimination Actions of physical and natural environment projects from previous years.	1/07/2021	30/06/2022	Sam Campi	Completed	Council has committed budget to continue to deliver identified DDA compliance and upgrade works in the 21/22CWP. YTD spend on these works to end of Q4 is \$275k.	Council has committed funds to continue to deliver identified DDA compliance and upgrade works in the 21/22CWP. YTD spend on these works to end of Q4 is \$275k which is 77% of the allocated budget.
	We will complete the redevelopment of Gunbower Lions Park.	1/07/2021	30/06/2022	Mark Dibsedale	Completed	Designs and have completed, tendered and a contract awarded for the redevelopment of the Gunbower Lion's Park. Construction works commenced 29/11/21 and were completed in June '22.	Designs have been completed, tendered and a contract awarded for the redevelopment of the Gunbower Lion's Park. Construction works commenced 29/11/21 and were completed in June '22.
Relinquish services and assets that no longer meet community need	We will progress sales of surplus Council land and facilities in line with the adopted policy	1/07/2021	30/06/2022	Mark Dibsedale	In Progress	Council's Property Team continue to progress the sale of surplus Council Land and facilities in line with the adopted policy. This process will be ongoing. The 21/22 FY has resulted in 18 property settlements and 10 other properties in active disposition.	Council's Property Team continue to progress the sale of surplus Council Land and facilities in line with the adopted policy. The 21/22 FY has resulted in 18 property settlements.

Strategic Priority Area: Responsible Management							
Desired Outcome: Strong leadership, advocacy and good governance							
Strategy	Major Initiative	Implementation Timeframe		Responsible Department	Quarter 4 Status	Internal Management Summary	Comment for Council
		Start Date	End Date				
Advocate for infrastructure and services where another level of government has responsibility, such as road and transport issues	We will develop an Asset Plan covering a period of at least 10 financial years in accordance with the requirements of the Local Government Act 2020	1/07/2021	30/06/2022	Daniel Basham	Completed	The Asset Plan and Model development is complete.	Council is required to have an Asset Plans to meet the Local Government Act 2020 asset planning obligations. The Asset Plan has been delivered and adopted.
Enable the delivery of services, facilities and programs to the community through sound corporate governance and fiscal responsibility	We will progress the requirements of the Gender Equity legislation	1/07/2021	30/06/2022	Suzanne Thomas	Completed	The Gender Equality Commission have now confirmed that Council's Gender Equality Action Plan as submitted is compliant with no changes required. The first meeting of the Gender Equality Action Group was held on 29 June 2022. Following staff engagement, the GEA Plan has been completed and was submitted to the Gender Equality Commission by 31 March 2022. Council has received two updates indicating they are still reviewing the document.	On 31 March 2021, the Commission for Gender Equality in the Public Sector (the Commission) confirmed that Council's Gender Equality Action Plan is compliant. A report will be submitted to Council in July to endorse the plan.

Strategic Priority Area: Flourishing local economy							
Desired Outcome: Flourishing local economy							
Strategy	Major Initiative	Implementation Timeframe		Responsible Department	Quarter 4 Status	Internal Management Summary	Comment for Council
		Start Date	End Date				

OFFICIAL

Flourishing local economy	Identify major economic development levers for the Shire (roads, planning, tourism, land allocation, education) & identify gaps	1/07/2021	30/06/2022	Sam Campi	In Progress	Stage 1 of the process has been impacted by the late release of the latest census data. Stage 2; a program of stakeholder engagement will be facilitated over August and September. A draft Economic Development Strategy will be presented to Council in November 2022.	Work has been impacted by the late release of the latest Commonwealth census data (June 2022). A program of stakeholder engagement will be facilitated over August and September. A draft Economic Development Strategy will be presented to Council in November 2022.
	Partner with industry and government to produce a Workforce Development Strategy	1/07/2021	30/06/2022	Sam Campi	In Progress	Council continue to work with its partners at the City of Greater Shepparton and the Moira Shire in relation to the Designated Area Migration Agreement (DAMA) project, which has seen 23 businesses engaged in Campaspe so far. Council is also utilising the development of its own Economic Development strategy as a platform to address workforce issues. Council is also working with peak bodies such as Murray Regional Tourism Board and Echuca Moama and District Tourism Assoc. who are both strategically reviewing the issue of workforce development as well.	Council continue to work with its partners at the City of Greater Shepparton and the Moira Shire in relation to the Designated Area Migration Agreement (DAMA) project, which has seen 23 businesses engaged in Campaspe so far. Council is also utilising the development of its own Economic Development strategy as a platform to address workforce issues. Council is also working with peak bodies such as Murray Regional Tourism Board and Echuca Moama and District Tourism Assoc. who are both strategically reviewing the issue of workforce development as well.

Strategic Priority Area:		Resilient protected and healthy natural environment					
Desired Outcome:		Resilient protected and healthy natural environment					
Strategy	Major Initiative	Implementation Timeframe		Responsible Department	Quarter 4 Status	Internal Management Summary	Comment for Council
		Start Date	End Date				
Resilient protected and healthy natural environment	Review Council policy and practice on use of raw vs treated water	1/07/2021	30/06/2022	Kerrie Hawkes	In Progress	Council adopted a revised policy on the sale and use of its temporary raw water. The policy sets out the priority locations in each town that will be maintained using raw water in case of drought and how much water should be held as a minimum for use in the next year. Integrated water management for reuse is encouraged under the planning scheme however new housing developments where raw water is available may choose or not to provide this as an option. Council is currently partnering with Coliban water to assess the feasibility of residential developments in Echuca's west accessing treated water for gardens. Currently looking at a feasibility to deliver raw water to Echuca East and Echuca South reserves.	Council adopted a revised policy on the sale and use of its temporary raw water. The policy sets out the priority locations in each town that will be maintained using raw water in case of drought and how much water should be held as a minimum for use in the next year. Integrated water management for reuse is encouraged under the planning scheme however new housing developments where raw water is available may choose or not to provide this as an option. Council is currently partnering with Coliban water to assess the feasibility of residential developments in Echuca's west accessing treated water for gardens. Currently looking at a feasibility to deliver raw water to Echuca East and Echuca South reserves.
	Advocate for contemporary water use practices in agriculture	1/07/2021	30/06/2022	Andrew Cowin	In Progress		Review of Campaspe Advocacy Priorities has identified the following priorities for consideration in the 2021-2025 Plan. 'Securing Water for the Agricultural Sector' as an Enduring Challenge and 'Water supply for Agricultural Sector Colbinabbin-Toolleen-Corop Pipeline' as Support for Local Issues.
	Review energy use of Council /community facilities, including fleet	1/07/2021	30/06/2022	Ailsa Box	Completed	Staff need to review what data is available to assess energy usage across facilities and then work out what additional work is required to improve data quality prior to making any changes. This will allow the usage before and after any changes, such as installing more efficient products to be monitored.	The current available data is being used to establish a base line to measure the impact of any changes made and the impact on energy used in council facilities. This can be monitored with the implementation of the proposed Environment Strategy.
	Consult community and develop plan to manage roadside weeds, pest and animals	1/07/2021	30/06/2022	Daniel Basham	Completed	Internal review was completed. Engagement completed	Council received a grant of \$75,000 in support of this action. Two community surveys have been completed. Council has spent \$40,000 of the grant on the management of roadside weeds. An allocation of \$35,000 spent on the management of pests animals.

OFFICIAL

Strategic Priority Area:		Well planned places					
Desired Outcome:		Well planned places					
Strategy	Major Initiative	Implementation Timeframe		Responsible Department	Quarter 4 Status	Internal Management Summary	Comment for Council
		Start Date	End Date				
Well planned places	Progress development of Echuca Aquatic Reserve	1/07/2021	30/06/2022	Kerrie Hawkes	In Progress	The Integrated Water Management funded element of the Aquatic Reserve Project is progressing with the consultant engaged to finalise design and progress to construction. The detail design of the Aquatic Reserve Master plan continues to progress with the Cultural Heritage Management Plan completed and submitted to the relevant authorities for consideration.	The Integrated Water Management funded element of the Aquatic Reserve Project is progressing with the consultant engaged to finalise design and progress to construction. The detail design of the Aquatic Reserve Master plan continues to progress with the Cultural Heritage Management Plan completed and submitted to the relevant authorities for consideration.
	Progress development of Victoria Park precinct	1/07/2021	30/06/2022	Kerrie Hawkes	In Progress	The draft masterplan has been received and proposed location of the multipurpose facility finalised. This will allow the project to progress to design of the multipurpose facility.	The draft masterplan has been received and proposed location of the multipurpose facility finalised. This will allow the project to progress to design of the multipurpose facility.
	Progress Bridge to Bridge development, including Arts & Culture Precinct	1/07/2021	30/06/2022	Keith Oberin	Not Started		Finalisation of the works in Victoria Park in connection with the new bridge will see a connection made to support the proposed <u>Bridge to Bridge development</u> .
	Consult with community and publish a paper that identifies opportunities for committed investment	1/07/2021	30/06/2022	Sam Campi	In Progress	The development of the Economic Development Strategy for the Shire will need to proceed this initiative.	It is anticipated that the development of the new Economic Development Strategy for Campaspe (currently underway) will enable this action to be undertaken.
	Prioritise specific localities: Implement Echuca South East Rural Living Precinct Structure Plan + Identify areas for Rural Living Zones	1/07/2021	30/06/2022	Andrew Fletcher	In Progress	Supply and Demand Assessment has been completed by the consultant - Background Paper. Analysis of the report is being completed and a new report is being prepared by Council officers to be utilised for any future scheme amendment.	Supply and Demand Assessment has been completed by the consultant. Analysis of the report is being completed and a report is currently being prepared.
	Identify and remove unnecessary red tape for residential and aged care developers	1/07/2021	30/06/2022	Andrew Fletcher	Completed	In addition to the implementation of recommendations from the Red Tape Commissioner on Turning best Practice into Common Practice, the Echuca West PSP planning scheme amendment will enable developers (including Aged Care Developers) to invest with certainty regarding the infrastructure requirements and associated shared costs.	In addition to the implementation of recommendations from the Red Tape Commissioner on Turning best Practice into Common Practice, the Echuca West PSP planning scheme amendment will enable developers (including Echuca Society for the Aged) to invest with certainty regarding the infrastructure requirements and associated shared costs. Once implemented (currently before the Minister for consideration), the Precinct Structure Plan will significantly reduce the amount of reports and plans required for development to occur.
	Identify areas of opportunity	1/07/2021	30/06/2022	Andrew Fletcher	In Progress	Supply and Demand Assessment has been completed by the consultant. Analysis of the report is being completed and a new report is being prepared by Council officers.	Preparing a Supply and Demand Assessment for residential opportunities for the nine identified townships within the municipality consistent with Clause 21.09 Local Areas of the Campaspe Planning Scheme. The report is being finalised.
	Determine current condition, gaps, and usage and develop plans in consultation with community	1/07/2021	30/06/2022	Sam Campi	In Progress	This activity is duplicated with the Recreation Manager Kerrie Hawkes. I refer to her comments. Sam Campi	A report was presented to and endorsed at the April Council meeting with a schedule of community engagement to be completed across the municipality. The resulting plans are to be incorporated into the Community Place Based Plans with the desired outcome being prioritisation of assets.
Determine current condition, gaps, and usage and develop plans in consultation with community	1/07/2021	30/06/2022	Kerrie Hawkes	In Progress	Place Based Plans and township Facility planning have commenced in Tongala and Colbinabbin.	Place Based Plans and township Facility planning have commenced in Tongala and Colbinabbin.	

OFFICIAL

Determine current condition, gaps, and usage and develop plans in consultation with community	1/07/2021	30/06/2022	Mark Dibsedale	In Progress	"Review Council land holdings and identify those suitable for transfer to community control or divestment". This process is underway with numerous properties in various stages of the disposal process. A draft 'Property Disposals Plan' has been developed. The TFP and PBP process currently underway will impact and guide asset need, utilisation and investment / divestment into the future.	"Review Council land holdings and identify those suitable for transfer to community control or divestment". This process is ongoing with numerous properties in various stages of the assessment/disposal process. A draft 'Property Disposals Plan' is being developed to be presented to Council. The TFP and PBP process currently underway will impact and guide asset need, utilisation and investment / divestment into the future.
Continue to deliver footpath 'missing links' across the Shire while ensuring the Shire footpath renewal program is delivered	1/07/2021	30/06/2022	Daniel Basham	Completed	Project planning complete. Design and approval complete. Procurement and delivery complete.	The current missing links footpath renewal program was successfully completed which included the construction of 1328 metres of footpath.
Contribute to advocacy efforts as a member of Loddon Campaspe Regional Partnership and the Murray River Group of Councils	1/07/2021	30/06/2022	Andrew Cowin	Not Started		Review of the Campaspe Advocacy Priorities Plan recommends ongoing advocacy support to Loddon Campaspe Regional Partnership and Murray River Group of Councils initiatives.
Extend free wifi within Council-controlled sites	1/07/2021	30/06/2022	Matthew McPherson	In Progress	Capital works project has completed the Wi-Fi infrastructure design and installation for Port of Echuca Discovery Centre. Public Wi-Fi is now operational and advertised as 'Campaspe Public WiFi' providing Wi-Fi coverage at the Discovery Centre exhibits, steam yard, wharf and cargo shed. Infrastructure is also in place to allow public Wi-Fi at the Echuca saleyards complex, however we are waiting for a dedicated NBN connection to be established before this can be activated.	Wi-Fi infrastructure design and installation for Port of Echuca Discovery Centre has been completed. Public Wi-Fi is now operational and advertised as 'Campaspe Public WiFi' providing Wi-Fi coverage at the Discovery Centre exhibits, steam yard, wharf and cargo shed. Infrastructure is also in place awaiting an NBN connection at the Echuca & District Livestock Exchange.
Partner with farmers to enable connectivity in rural locations	1/07/2021	30/06/2022	Sam Campi	In Progress	Council provided a letter of support to Telstra for a funding submission to bolster connectivity and reception for the Colbinabbin, Mt Camel, Corop and Toolleen communities. Over \$2m of infrastructure will be installed if the application is successful. No change in status from the previous report.	Council has received advice that subsequent to supporting Telstra's funding application for Connecting Victoria Funds, Campaspe townships/catchments such as Bamawm Extension, Kyabram, Toolleen and Tongala have been identified as priority areas.

Strategic Priority Area:		Growing quality of life					
Desired Outcome:		Growing quality of life					
Strategy	Major Initiative	Implementation Timeframe		Responsible Department	Quarter 4 Status	Internal Management Summary	Comment for Council
		Start Date	End Date				
	Conduct Place Based Planning with two communities to guide Council's planning	1/07/2021	30/06/2022	Sam Campi	In Progress	Colbinabbin and Tongala Place Based Plans have commenced. Colbinabbin has commenced engagement activities. Tongala consultation activities have been finalised and a consultation report will be presented to Council mid July 2022.	Colbinabbin and Tongala Place Based Plans have commenced. Colbinabbin has commenced engagement activities. Tongala consultation activities have been finalised and a consultation report will be presented to Council.
	Review the Campaspe Events Strategy	1/07/2021	30/06/2022	Sam Campi	In Progress	A review of the Events strategy will form part of Council's development of the Economic Development strategy. Stage 1 of the strategy has been held up due to the late release of Census data. A completed internal assessment will be completed by August 2022.	As part of the first stage in developing the Economic Development Strategy for the Shire, the economic impact of Events is being factored into that broader project which will support the facilitation of the Events Strategy review. This review has been delayed by the late release of Commonwealth Census data. A completed report will be available in late 2022.

OFFICIAL

Growing quality of life	Continue to contribute to Campaspe Primary Care Partnership priorities and advocate on their behalf	1/07/2021	30/06/2022	Sam Campi	Completed	As reported in the last quarter, the Primary Care Partnership program has ceased and staff have been transferred to the Loddon Mallee Public Health Unit, Officers from the Community Development, Community Health and Recreation Teams continue to work closely with the newly evolved entity through forums and projects such as Healthy Heart Victoria, the Campaspe Health Promotion network, Campaspe Family Violence Action Group.	The Primary Care Partnership Program has ceased and staff have been transferred to the Loddon Mallee Public Health Unit. Officers from the Community Development, Community Health and Recreation Teams continue to work closely with the newly evolved entity through forums and projects such as Healthy Heart Victoria, the Campaspe Health Promotion network, Campaspe Family Violence Action Group.
	Continue to contribute to Campaspe Primary Care Partnership priorities and advocate on their behalf	1/07/2021	30/06/2022	Janelle Wheatley	Completed		Campaspe Primary Care Partnership (PCP) ceased operation 31 March 2022. Campaspe Shire Council supported the planned transition to the Loddon Mallee Public Health Unit, with the PCP commencing on 1 April 2022 as the "Campaspe Prevention & Population Health".
	Continue to support Healthy Hearts of Victoria program initiatives	1/07/2021	30/06/2022	Janelle Wheatley	Completed	The Healthy Heart of Victoria Project has been funded a further four years. Planning workshop for the Loddon Campaspe region to develop next phase focus is scheduled 25 July 2022.	In 2021-22, the Healthy Heart of Victoria Project delivered the following initiatives in Campaspe: <ul style="list-style-type: none"> -Promoting physical activity through the installation of bike racks at various locations across the municipality and further activation of the Tongala Fitness Hub -Improved food and drink culture among participating sporting clubs -Improved nutrition knowledge and skills through delivery of Stephanie Alexander Kitchen Garden Program in two early years settings and the delivery of online coursework via Jamie's Ministry of Food -Increased access to water through permanent water refill station installation at two locations
	Engage with local Registered Aboriginal Parties around the development of a Reconciliation Action Plan	1/07/2021	30/06/2022	Sam Campi	In Progress	A Communication report and project plan is being finalised for EMG to review.	Development of a Reconciliation Action Plan commenced. A internal assessment has identified the type of Reconciliation Action Plan (RAP) which is appropriate. The Community Development Team will work with all internal and external stakeholders to progress the plan.
	Carry out Year 2 actions from Access and Inclusion Strategy 2020 - 2026	1/07/2021	30/06/2022	Sam Campi	In Progress	Work on all 72 activities identified within the Access and Inclusion Action Plan continues. A highlight report is being finalised for Councillors and the Community. The Second year of the action plan finishes in October 2022	Work on all 72 activities identified within the Access and Inclusion Action Plan is ongoing. A highlight report is being finalised for Councillors and the Community.

10.4 Quarter 4 Capital Works Program Update

Division: Infrastructure

1. SUMMARY

This report presents an overview of progress of the annual Capital Works Program (2021/22) as of 30 June 2022.

2. RECOMMENDATION

That Council note the Quarter 4 update on the 2021/22 Capital Works Program including:

- **At the close of the 21/22 financial year \$28.2m had been spent as part of the Capital Works Program.**
- **With the inclusion of genuine savings, the delivery overall represents 85% of target spend.**
- **Unspent target funds totalled \$9.2m, which consisted of \$5.6m in carry overs and \$3.6m in multiyear projects.**

3. PURPOSE

To provide Council with an update on the status of the annual Capital Works Program (2021/22) as of 30 June 2022.

4. DISCUSSION

The 2021/22 financial year included 135 projects as part of the Capital Works Program with a target spend of \$35m. There was a total spend of \$28.2m by 30 June 2022 with \$7.7m committed to be spent. This brought the value to \$35.9m (actuals and commitments) for the 2021/22 financial year.

The program consistently delivered around or above project forecasts throughout the year despite resourcing and lead times causing some delays to projects. Good progress was made on multiyear projects such as the Echuca East Community Complex with Stage 1 being completed and Gunbower Lions Park reaching practical completion. Regular renewal programs (e.g., road seals, resheeting and kerb and channel) plus 90% of the road rehabilitation projects on the program were delivered within the year. Local Roads and Community Infrastructure (LRCI) Stages 1 and 2 were completed, aside from final works under the footpath program, which were agreed as an extension of time with the grant body. Work on Stage 3 LRCI has now commenced.

The end of year financial performance is based on a revised target spend calculated from the original target and any additional funding included in the program throughout the year. This revised target is based on funding allocated to projects from the contingency reserve, grants or new projects being introduced to the program midyear, such as the Victoria Park Masterplan and Lockington Netball Court designs. Taking this into account, and including projects where genuine savings have been returned, delivery overall was 85% of the target spend. \$5.6m will carry forward to 2022/23 financial year (excluding multiyear projects which total \$3.6m). In most cases carry overs have been due to resourcing or material lead time issues, with some third-party approvals also causing delays.

Refer also to the attached dashboard report.

Spend Summary	New Works	Carry Over/ Multi Year projects	Additional Projects	Total
Original Budget	\$26,985,698	\$11,429,639	\$2,780,705	\$41,196,042
Grant Dependent projects	\$6,170,000			\$6,170,000
Original Target Spend (Less Grant Dependent projects)	\$20,815,698	\$11,429,639	\$2,780,705	\$35,026,042
Revised Target Spend (corrected to account for transfers into the program from contingency, reserves, grants)	\$21,038,903	\$12,219,507	\$3,424,459	\$36,682,869
Actual Spend (30/06/2022)	\$14,026,763	\$11,691,232	\$2,519,336	\$28,237,331
Savings (projects completed and returned genuine savings)	\$2,395,643	\$347,464	\$75,649	\$2,818,756
Delivery % (spend plus savings against revised target)	78%	99%	76%	85%

5. CONSULTATION

Internal consultation:

- Project Sponsors

6. POLICY AND LEGISLATIVE IMPLICATIONS

The requirements of Section 9(2)(c) of Local Government Act 2020 have been considered and there are no legislative implications arising from this report.

7. FINANCIAL AND ECONOMIC IMPLICATIONS

The requirements of Section 9(2)(c) of *Local Government Act 2020* have been considered and no issues of ongoing financial viability of the Council have been identified within this report.

8. ENVIRONMENTAL IMPLICATIONS

The requirements of Section 9(2)(c) of *Local Government Act 2020* have been considered and no environmental sustainability issues including mitigation and planning for climate change risks have been identified within this report.

9. SOCIAL IMPLICATIONS

The requirements of Section 9(2)(c) of *Local Government Act 2020* have been considered and no social implications for the municipality have been identified with this report.

10. RELEVANCE TO COUNCIL PLAN 2021-2025

Resilient protected and healthy natural environment

Well managed resources for a sustainable future

Well planned places

Attractive and useable sites of importance

Land and underlying infrastructure suitable for growing populations

Improved walkability and cyclability within townships

Ability to travel safely and easily by road and rail

11. ISSUES AND RISK MANAGEMENT

Issues:

Issue 1:

Typical delays in receiving approvals from external organisations were experienced through the year. The achievement of approvals continues to be a source of delay in many projects, resulting in the extension of project timelines. Mitigation measures have been put in place with many projects being split over multiple years, with a minimum of one year provided for design and approvals.

Issue 2:

Additional state and federal funding received from Covid-19 stimulus packages has resulted in the program being larger than anticipated. This has placed pressure on staff to deliver the expanded program. Engagement of Consultant Project Manager/s to deliver projects, particularly those which are externally funded, has and will continue to reduce the impact; however, resourcing and retention of suitably qualified and experienced Project Management professionals remains an ongoing challenge.

Issue 3:

The current economic environment means an escalation in prices has been already experienced across several projects and is likely to continue into the 2022/23 financial year.

Risk:

Risk management has been considered in the preparation of this report and no risks with a high or extreme rating have been identified in this process.

12. CONFLICT OF INTEREST

In accordance with section 130 of the *Local Government Act 2020*, the officer preparing this report declares no conflict of interest regarding this matter.

13. CHARTER OF HUMAN RIGHTS

This Report has considered and complies with the Human Rights and Responsibilities contained in the Victorian Charter of *Human Rights and Responsibilities Act 2006*.

14. INSTRUMENT OF DELEGATION

This report has considered and complies with the Instrument of Sub-Delegation by the Chief Executive Officer is so far as this report is not contrary to the existing policy or strategy previously adopted by Council.

15. CONCLUSION

The annual Capital Works Program achieved a total spend of \$28.2m by the end of 30 June 2022. With the inclusion of commitments, the value reached \$35.9m.

16. ATTACHMENTS

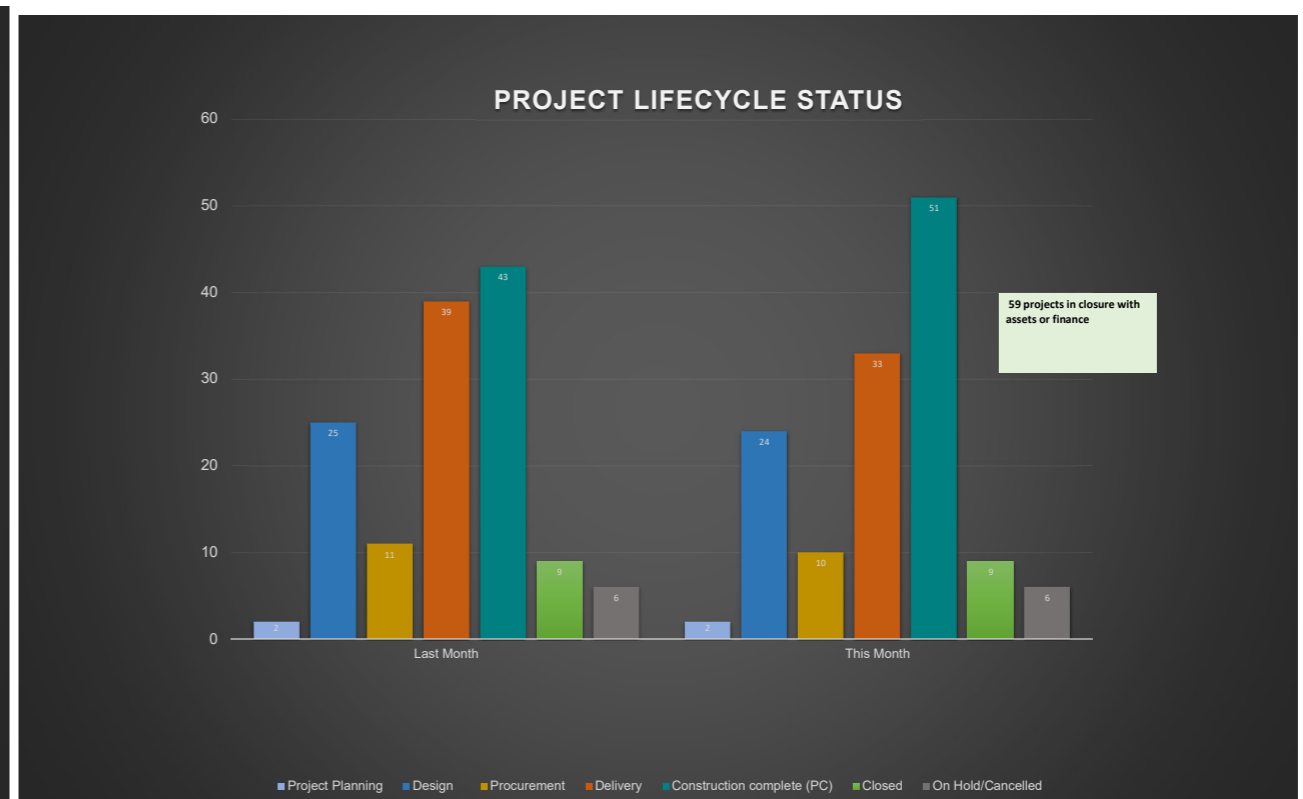
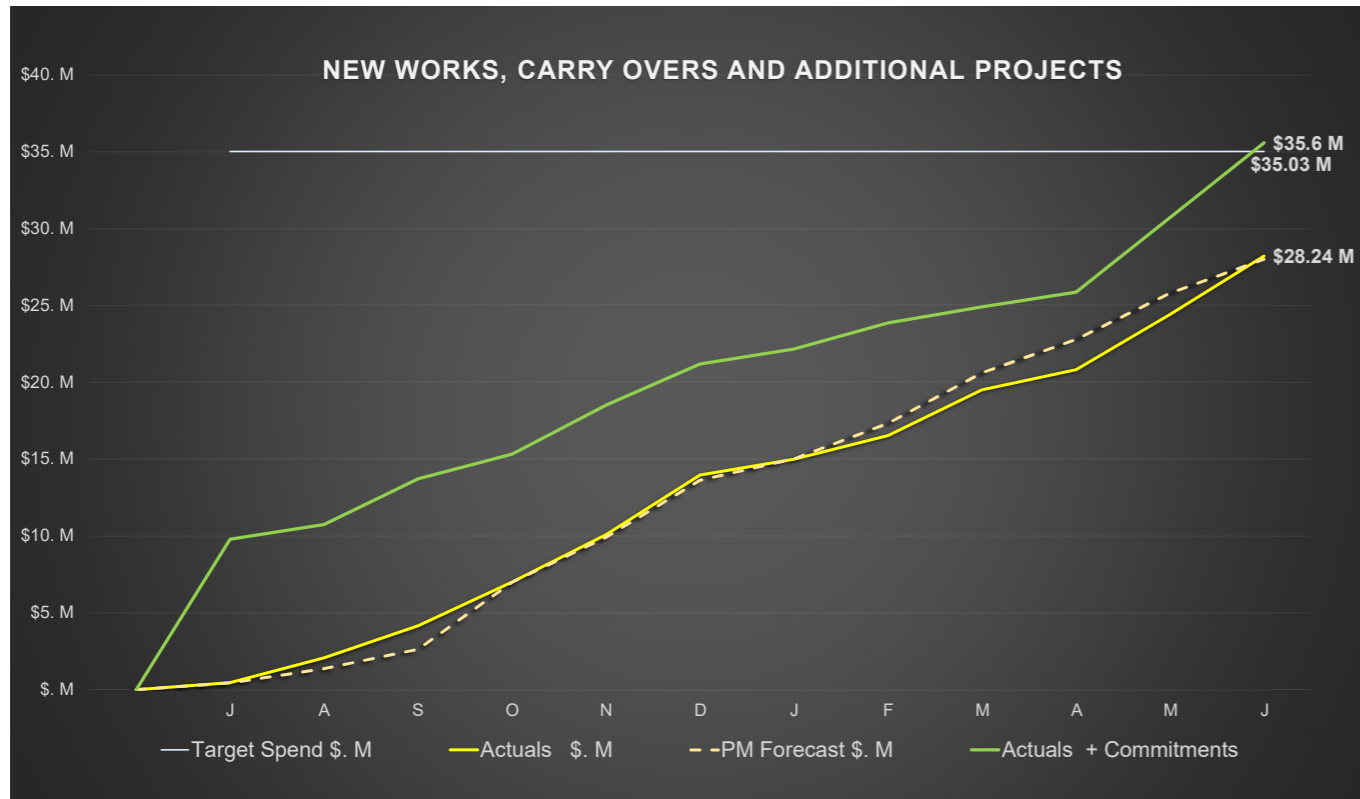
1. 20220722 CWP Dashboard June 2022 [**10.4.1** - 2 pages]



2021/22 Capital Works Program - June 2022

New Works

Asset Class	Budgeted New Works 21/22 - Budgeted spend	Grant Dependent spend	Revised Target Spend (New Works less Grant Dependent plus amendments to budgets) *	Actual Spend as at 30/06/2022	Commitments as at 30/06/2022	Spend plus Genuine Savings at 30/06/2022	% spend to annual target	% spend and savings to target	Comments
Bridges	\$46,500		\$46,500	\$949	\$14,300	\$949	2%	2%	Design only - prelim design has been completed. Carry over of detailed design works.
Building & Structures	\$2,764,500		\$2,797,725	\$849,196	\$436,752	\$1,166,571	30%	42%	Street Sweeping project - contractor engaged but delays in obtaining approvals so will carry over. Holiday Park delays - solar and amenities upgrade to carry over. Echuca council office designs delayed. Saleyards ramp delays and roof project no longer required due to operational changes removing risk.
Footpaths & Cycleways	\$4,263,500	\$1,800,000	\$2,449,312	\$1,409,756	\$428,998	\$1,320,369	58%	54%	Footpath renewal program and Breen Avenue delays - construction in 2022 calendar year. LRCI footpath spend 90% complete - some carry over for Bowen Street (extension of time agreed by funding body).
Irrigation	\$100,000		\$100,000	\$32,031	\$19,666	\$32,031	32%	32%	Works at Kyabram Northern Oval complete. Tongala irrigation delays due to material lead times and pending approvals from water authority. Works to be completed by October and savings returned.
Kerb & Channel	\$1,889,000		\$1,700,000	\$1,635,263	\$86,639	\$1,635,263	96%	96%	21/22 Kerb program construction 96% complete. Some delays to advance designs. High Street works to carry over pending Telstra/NBN works. Target spend revised due to \$189k having already been spent under LRCI in prior financial year.
Land	\$2,200,000	\$2,200,000	\$0	\$85,740	\$113,911	\$85,740	0%	0%	Grant dependent project - Echuca Aquatic Reserve, not successful in receiving grant this year. Only design and approval spend this year.
Marine Vessels	\$20,000		\$20,000	\$562	\$0	\$20,000	3%	100%	Marine vessel wifi and speaker project - wifi element cancelled due to technical limitations. PA system and speakers updated.
Open Spaces & Recreation Assets	\$1,070,000	\$470,000	\$479,659	\$177,994	\$700,169	\$183,622	37%	38%	Carry over - Kyabram Recreation Reserve Cricket Nets. Contract awarded mid July, works will be completed by September.
Plant & Equipment	\$2,843,198		\$2,843,198	\$1,160,972	\$354,088	\$2,452,770	41%	86%	Lead times are delayed for many plant and fleet items. Some savings - ICT projects.
Roads	\$10,879,000	\$1,700,000	\$9,546,175	\$8,035,127	\$898,158	\$8,835,224	84%	93%	Completed works - Rushworth High Street Stage 1, Sturt Street Upgrade, Dalton Road Floodway, Shire programs (resheeting and seals), Graham Road, Lake Cooper Road and Fenaughty Street. Rushworth Senior Citizens Car Park in construction and Barnadown-Myola Road Rehab construction will be completed in 22/23 financial year. Grant dependent project - Echuca Aerodrome (Building Better Regions grant application unsuccessful). Genuine savings returned across the asset class.
Stormwater & Flood Control	\$860,000		\$1,006,334	\$609,867	\$352,660	\$639,867	61%	64%	Carry over of open drain and culvert programs due to approvals and delays receiving components.
Swimming Pools	\$50,000		\$50,000	\$29,304	\$0	\$50,000	59%	100%	Pool painting complete. Genuine savings realised.
Total	\$26,985,698	\$6,170,000	\$21,038,903	\$14,026,763	\$3,405,341	\$16,422,407	67%	78%	



* Target spend excludes additional projects added to the program post budget (see page 2) and grant dependent projects (Aerodrome, Aquatic Reserve, Rushworth Murchison Trail, Kyabram Netball Courts). Target spend will be revised to include grant funded projects as funds are confirmed. As of 13/10/21 Building Better Region grant applications were unsuccessful. LRCI3 application approved for Rushworth Murchison Trail and Kyabram Netball Courts, but construction will take place from 22/23 therefore target spend has not been amended for this financial year.

Carry Over and Multi Year Projects from 20/21

Asset Class	Carried Over works - original target spend	Multi Year Projects - original target spend	Revised Target Spend (original target plus amendments to budgets)	Actual Spend as at 30/06/2022	Commitments as at 30/06/2022	Spend plus Genuine Savings at 30/06/2022	% spend to annual target	% spend and savings to target	Comments
Bridges	\$1,964,859		\$2,103,861	\$623,286	\$921,386	\$1,077,381	30%	51%	Carry over bridge projects - Watson and McEvoy bridge works to be completed in August and Groves Weir by November. Groves Weir will return some savings. Raglus Bridge design to carry over.
Building & Structures	\$538,354	\$3,150,559	\$3,828,913	\$4,688,193	\$2,921,060	\$4,707,300	122%	123%	Multi year - Echuca East Redevelopment. Construction of stage 1 complete. Stage 2 due to commence. Progress in 21/22 exceeded forecast.
Kerb & Channel	\$140,589		\$140,589	\$107,724	\$0	\$140,589	77%	100%	All K&C carry over completed.
Marine Vessels	\$396,169		\$816,169	\$736,195	\$0	\$816,169	90%	100%	All marine vessel works complete. Additional funds transferred to Pevensey project.
Open Spaces & Recreation Assets	\$129,944		\$134,844	\$147,836	\$0	\$134,844	110%	100%	Multi purpose buildings completed at Lockington and Colbinabbin
Plant & Equipment	\$176,520		\$176,520	\$1,168,566	\$0	\$176,520	662%	100%	Multiple carry over projects for plant - all complete with additional spend over original target. Surplus in 21/22 project to cover overspend.
Playgrounds	\$118,439	\$685,375	\$803,814	\$892,974	\$32,006	\$803,814	111%	100%	Gunbower Lions Park - Multi Year Project - works complete
Roads	\$1,266,045		\$1,640,275	\$1,485,783	\$0	\$1,640,275	91%	100%	All carry over roads completed.
Stormwater & Flood Control	\$2,574,522		\$2,574,522	\$1,840,675	\$76,406	\$2,541,804	71%	99%	Carry over works - Echuca Ash Street drainage and Kyabram McEwen Road Basins - completed. Genuine savings realised.
Total	\$7,305,441	\$3,835,934	\$12,219,507	\$11,691,232	\$3,950,858	\$12,038,696	96%	99%	

Additional Projects **

Asset Class	Additional Projects 21/22 - original target spend	Revised Target Spend (original target plus amendments to budgets)	Actual Spend as at 30/06/2022	Commitments as at 30/06/2022	Spend plus Genuine Savings at 30/06/2022	% spend to annual target	% spend and savings to target	Comments
Bridges	\$127,207	\$127,207	\$31,605	\$17,500	\$127,207	25%	100%	Wharf DDA - ramp is installed. Grant application submitted to Building Better Regions fund.
Building & Structures	\$971,129	\$1,021,129	\$489,946	\$220,005	\$484,987	48%	47%	Log Slip (2 year program). FOGO Glass bunkers (new 21/22) will carry over. Kyabram Fauna Park Reptile House (works underway)
Open Spaces & Recreation Assets	\$0	\$350,000	\$56,668	\$133,948	\$56,668	16%	16%	Vic Park Masterplan and Lockington Netball Court design included in program mid-year.
Playgrounds	\$330,864	\$415,864	\$430,858		\$415,864	104%	100%	Rochester Play Space (works complete)
Roads	\$1,351,505	\$1,510,259	\$1,510,259		\$1,510,259	100%	100%	LRCI Stage 1 Carry Over - Roslynmead Road (works complete)
Total	\$2,780,705	\$3,424,459	\$2,519,336	\$371,453	\$2,594,985	74%	76%	

** Included in program outside of annual budget cycle.

Program Highlights

The program consistently delivered around or above forecast throughout the year despite resourcing and lead times causing some delays to projects. Good progress was made on multi year projects such as Echuca East with Stage 1 being completed and Stage 2 contract awarded and Gunbower Lions Park reaching practical completion. Regular renewal programs (e.g. seals, resheeting and kerb and channel) plus the majority of the road rehabilitation projects were delivered within the year.

LRCI Stages 1 and 2 were completed aside from final works under the footpath program (grant body agreed an extension of time). Work on Stage 3 commenced.

The end of year financial performance is based on a revised target spend calculated from the original target and any additional funding included in the program throughout the year. This revised target is based on funding allocated to projects from the contingency reserve or grants, or new projects being introduced to the program mid year such as the Victoria Park Masterplan and Lockington Tennis Court designs. Taking this into account, and including projects where genuine savings have been returned, delivery overall was 85% of the target spend.

\$5.6m will carry forward to 22/23 financial year (excluding multi year projects). The majority of carry overs have been due to resourcing or material lead time issues, with some third party approvals also causing delays.

End of Financial Year Spend Summary	New Works 21/22	Carry Overs /Multi Year Projects from 20/21	Additional Projects	Total
Budget	\$ 26,985,698	\$ 11,429,639	\$ 2,780,705	\$ 41,196,042
Grant dependent projects	\$ 6,170,000			\$ 6,170,000
Original Target Spend 21/22* (Less Grant Dependent Projects)	\$ 20,815,698	\$ 11,429,639	\$ 2,780,705	\$ 35,026,042
Revised Target Spend (corrected to account for transfers in to the program from contingency, reserves, grants)	\$ 21,038,903	\$ 12,219,507	\$ 3,424,459	\$ 36,682,869
Actual Spend - 30/06/2022	\$ 14,026,763	\$ 11,691,232	\$ 2,519,336	\$ 28,237,331
Savings	\$ 2,395,643	\$ 347,464	\$ 75,649	\$ 2,818,756
Delivery % (Spend plus savings against revised target)	78%	99%	76%	85%
Carry over to 22/23 (multi year projects excluded)	\$ 4,616,496	\$ 180,810	\$ 829,474	\$ 5,626,780

11 Petitions and Letters

Nil received.

12 Notices of Motion

Nil received.

13 Urgent Business

14 Confidential Business

Nil received.

15 Close Meeting

Tim Tamlin

Interim Chief Executive Officer