

Road, Facilities and Place Naming Delegated Committee

Terms of Reference



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1. Establishment of the Committee

- 1.1. The Road, Facility and Place Name Committee (hereinafter referred to as “the Committee”), is a formally appointed Delegated Committee of Latrobe City Council (Council) established pursuant to section 63 of the Local Government Act 2020.
- 1.2. The Committee is established to oversee the administration of naming matters on behalf of Council as a Naming Authority under the Geographic Place Names Act 1998.
- 1.3. These Terms of Reference were adopted by Council at the Council Meeting held on 28 July 2025.

2. Objectives

- 1.1. The Committee is established to:
 - 2.1.1 make decisions in line with Council’s delegation to approve or allocate names for roads and reserves on proposed development plans and plans of subdivision on behalf of Council.
 - 2.1.2 review any road, facility, feature or locality naming proposals that are received or initiated by Latrobe City Council.
 - 2.1.3 provide guidance and feedback in relation to road, facility, feature and locality naming proposals required to be referred to the Council.
 - 2.1.4 ensure that the consideration of all naming proposals is consistent with the requirements of the Road, Facility and Place Name Policy and the Naming Rules for Places in Victoria.
- 1.2. To achieve the Objectives, the Committee will perform the following functions:
 - 2.2.1 Within its delegated authority, approve or allocate names for proposed plans of subdivision to ensure that the names used are consistent with the adopted Road, Facility and Place Name Policy.
 - 2.2.2 Assess the suitability of any road, facility, feature or locality naming, or renaming, proposals prior to each matter being determined in accordance with its delegation or referred to Council.
 - 2.2.3 Provide oversight on the implementation of road, facility and place names by Council or the organisation as appropriate.
 - 2.2.4 Provide oversight on the ongoing development and maintenance of the Naming Register for Latrobe City.
 - 2.2.5 Recommend that an existing unregistered road, facility or place name be registered, either on the recommendation of Officers or on its own initiative.
 - 2.2.6 Develop and propose policies and changes to policies in relation to road, facility and place naming for approval by Council or the organisation as appropriate.
 - 2.2.7 Provide oversight and advice where required on naming requests received from other organisations including non-municipal owned assets.
 - 2.27 Undertake any other activities relating to these Terms of Reference or as requested by Council.
 - 2.2.8 Establish sub-committees to undertake specific tasks as required.

2.3 Policy and Strategy Development

- 2.3.1 Provide advice as part of a policy, strategy (or other relevant document) review or development processes as required from time to time.
- 2.3.2 Perform other activities related to this Terms of Reference as requested by the Council.

3. Membership

Composition of the Committee

- 3.1 The Committee shall comprise of four members, being:

- 3.1.1 The Mayor will be the Chairperson of the Committee in accordance with section 63(2)(a) of the *Local Government Act 2020*.
- 3.1.2 Up to three Councillors appointed by Council.

The Committee will be supported by Council's Governance team acting as Committee Secretary.

Length of appointment

- 3.2 Members of the Committee will be appointed annually by Council or from time to time as vacancies arise.
- 3.3 Prior to the expiration of each term, there will be a call for nominations for the next term. Current Committee members can re-nominate.

Selection of members and filling of vacancies

- 3.4 Where a Councillor vacancy occurs during the term of appointment, the Mayor will appoint a Councillor to fill the vacancy. Where a vacancy is filled in this way, the appointment is limited to the remainder of the original term of appointment.

Co-option of members

- 3.5 With approval from the Chair, the Committee may invite other individuals to participate in the proceedings of the Committee on a regular or an occasional basis and including in the proceedings of any sub-committees formed.

Attendance at meetings

- 3.6 All Committee members are expected to attend each meeting.
- 3.7 A member who misses two consecutive meetings without a formal apology may, at the discretion of Council, have their appointment revoked.
- 3.8 A member who is unable to attend the majority of meetings during the year may at the discretion of Latrobe City Council have their appointment revoked.

Resignations

- 3.9 All resignations from members of the Committee are to be submitted in writing to the Chair, either by e-mail or in writing to Latrobe City Council, PO Box 264, Morwell VIC 3840.

4. Proceedings

Chair

- 4.1 The Mayor will chair, or the Mayor's delegate in their absence, the meeting.

Meeting schedule

- 4.2 The Committee will determine its meeting schedule for each year (which may include that it will only meet as required to perform its functions effectively) and the time of each meeting.

Meeting procedures

- 4.3 Meetings will follow the requirements of the Governance Rules, together with these Terms of Reference (see appendix one for the agenda template).
- 4.4 Members are expected to comply with the confidential information provisions contained in the *Local Government Act 2020* and must treat information they receive as confidential unless otherwise advised. Members must not use confidential information other than for the purpose of performing their function as a member of the Committee.
- 4.5 A member who has a conflict of interest and is attending a meeting must make a full disclosure of that interest by:
- (a) advising the Chair of the details of any conflict at the time in the agenda for disclosures of conflicts of interest; or
 - (b) advising the Chair in writing of the details of any conflict before the meeting including;
 - i. classifying the type of interest that has given rise to the conflict as either a general or material interest; and
 - ii. Describing the nature of the interest; and
 - (c) Immediately prior to the consideration of the item in which they have a conflict of interest, indicate to the meeting the existence of the conflict of interest and leave the meeting.

The time of leaving the meeting room and the time of their return must be recorded in the minutes or notes of the meeting.

- 4.6 All recommendations, proposals and advice must be directed through the Chair.

Quorum

- 4.7 The quorum is defined in the Governance Rules of Council as being a majority of the members of the Committee.

Voting

- 4.8 Each member present at a Committee meeting will have one vote on each matter considered by the Committee.
- 4.9 Unless otherwise prohibited by the *Local Government Act 2020*, each member of the Committee present must vote.
- 4.10 The matter will be determined by a majority of the vote.
- 4.11 If there is an equality of votes, the Chair will have a second vote.
- 4.12 Any decision of the Committee which does not relate to a matter delegated to the Committee by Council cannot be actioned until approved by Council.

Minutes of the Meeting

- 4.13 A member of Council's Governance team or authorised agent shall take the minutes of each Committee meeting.

- 4.14 The minutes shall be in a standard format including a record of those present, apologies for absence, adoption of previous minutes and a list of adopted actions and resolutions of the Committee (see appendix two for the minutes template).
- 4.15 The minutes shall be stored in Council's corporate document management system.
- 4.16 The agenda shall be distributed at least 48 hours in advance of the meeting to all Committee members.
- 4.17 A copy of the minutes shall be distributed to all Committee members (including alternative representatives) within ten working days of the meeting.

Reports to Council

- 4.18 With approval from the Chair, a report to Council will be tabled annually on the Committee's progress towards the objectives included in these Terms of Reference.
- 4.19 Reports to Council should reflect a consensus of view. Where consensus cannot be reached, the report should clearly outline any differing points of view.
- 4.20 Reports to Council will be co-ordinated through the General Manager of the relevant division under which the Committee falls.

5. Review of Committee and Duration of the Committee

- 5.1 The Committee will cease to exist by resolution of Council.
- 5.2 A review of the Committee will take place at least once every four years at which time these Terms of Reference will also be reviewed.
- 5.3 A review will be conducted on a self-assessment basis (unless otherwise determined by Council) with appropriate input sought from the Council, the CEO, all Committee members, management and any other stakeholders, as determined by Council.
- 5.4 The review must consider:
 - 5.4.1 the Committee's achievements;
 - 5.4.2 whether there is a demonstrated need for the Committee to continue; and
 - 5.4.3 any other relevant matter.

6. Authority and Compliance Requirements

- 6.1 To achieve its objectives, Council delegates to the Committee pursuant to section 11(1)(a) of the *Local Government Act 2020*, the powers, duties and functions set out in the Instrument of Delegation adopted by Council at its meeting held on Monday 30 June 2025.
- 6.2 The powers, duties and functions of Council conferred on the Committee by these Terms of Reference and the Instrument of Delegation must be exercised in accordance with any guidelines or policies that Council may from time to time adopt.
- 6.3 The Committee recognises the importance of celebrating diversity in our community and preservation of Aboriginal languages. Commemorating and acknowledging gender and diversity helps people see themselves in our community, demonstrating that we all have the opportunity to be commemorated for our actions. The Committee supports Council in fulfilling its legislative responsibilities under the Naming Rules and *Gender Equality Act 2020*.
- 6.4 Committee members are at all times expected to act in accordance with their responsibilities set out in Council's Governance Rules.

- 6.5 Committee members are required to comply with Personal Interest Returns requirements as set out in the *Local Government Act 2020*.
- 6.6 Failure to comply with the provisions outlined in this Terms of Reference may result in termination of the Member's appointment.

Appendix 1: Agenda Template

Agenda



[Name] Advisory Committee

Date: 00/00/0000

Time: 00.00pm to 00.00pm

Location: [include specific meeting room and address]

Agenda items

No.	Item/description	Owner	Attachment
1	Welcome and introduction	Chair	N/A
2	Apologies	All	
3	Declarations of Interest Members of the Committee are to declare any conflicts of interest or any interests in matters listed on the agenda.	All	
4	Confirmation of Minutes Confirmation of the previous minutes of the meeting.		
5	Matters arising from previous meeting Review of action progress from previous meeting.	All	
6	Reports/items for consideration Matters being presented for discussion in accordance with the terms of reference. <ul style="list-style-type: none">• List• List		
7	General business <ul style="list-style-type: none">• List• List	All	

Next meeting: 00 January, 00.00am to 00.00am

Appendix 2: Minutes Template

Minutes



[Name] Advisory Committee Minutes

Date: 00/00/0000**Time:** 00.00pm to 00.00pm**Location:** [include specific meeting room and address]**Chairperson:** Name

No.	Item description
1	Present
2	Apologies
3	Interest disclosures Members of the Committee declare any conflicts of interest or interest in matters discussed at the meeting. The following members of the Committee declared a Conflict of Interest at the meeting and left the meeting whilst the matter was being discussed: <ul style="list-style-type: none"> • Name, Time left 00.00am/pm, Time returned 00.00am/pm • Name, Time left 00.00am/pm, Time returned 00.00am/pm • Name, Time left 00.00am/pm, Time returned 00.00am/pm
4	Confirmation of minutes That the minutes of the meeting held on [date] of the [name] Advisory Committee be confirmed.
5	Matters arising from previous meeting List the item and action agreed and assign any follow up actions and expected timeframes. <ol style="list-style-type: none"> Item heading Action(s): <ul style="list-style-type: none"> • List • List Item heading Action(s): <ul style="list-style-type: none"> • List • List
6	Items for consideration List the item and action agreed and assign any follow up actions and expected timeframes. <ol style="list-style-type: none"> Item heading Action(s): <ul style="list-style-type: none"> • List • List Item heading Action(s): <ul style="list-style-type: none"> • List
7	General business List the item and action agreed and assign any follow up actions and expected timeframes. <ol style="list-style-type: none"> Item heading Action(s): <ul style="list-style-type: none"> • List • List Item heading Action(s): <ul style="list-style-type: none"> • List

Next meeting: 00 January, 00.00am to 00.00am, Location