1. **PURPOSE**

The Place Naming and Civic Recognition Committee is a Delegated Committee of Council established in accordance with section 63 of the *Local Government Act 2020*.

In accordance with good governance practice, Council has constituted a Place Naming and Civic Recognition Committee to facilitate:

- Its role as the naming authority under the *Geographic Place Names Act 1998*; and
- to consider and determine all naming and civic recognition proposals in line with the Council’s Place Naming and Civic Recognition Policy and the *Naming rules for places in Victoria, Statutory requirements for naming roads, features and localities – 2016* (Naming Rules).

2. **AUTHORITY**

**Decisions**

The Place Naming and Civic Recognition Committee has the authority to consider and determine all naming and civic recognition proposals in accordance with its Instrument of Delegation.

**Financial**

The Place Naming and Civic Recognition Committee has the authority to incur expenditure for approved place naming and civic recognition projects to a maximum monetary limit of $5000 (excluding GST) per project in accordance with its Instrument of Delegation.

3. **DEFINITIONS**

- **Acting Chairperson** means an alternative Councillor, in the absence of the Chairperson.
- **Chairperson** means the Councillor elected to be Chairperson.
- **Committee** means any Council created Delegated Committee.
- **Council** means Moonee Valley City Council
- **Councillor** means a Councillor of Moonee Valley City Council.
4. **MEMBERSHIP**

4.1 The Place Naming and Civic Recognition Committee will consist of three (3) Councillors (one representative for each Ward). The Mayor will be the elected representative for their ward.

4.2 One Councillor from each ward is to be appointed as a sub-delegate.

4.3 The appointment of Councillor members and sub-delegates will be reviewed annually and confirmed by resolution of Council.

4.4 The Committee will be supported by the following members of Council staff:

- Executive Manager Corporate Governance
- Senior Coordinator Governance and Advocacy
- Senior Governance Advisor
- Governance Officer

5. **CHAIRPERSON AND QUORUM**

5.1 The quorum for a meeting will be three (3) Councillors. The appointed sub-delegate will attend a scheduled meeting only in the absence of the primary member.

5.2 Meetings will be chaired by the elected Mayor.

5.3 Chairperson Duties and Discretions

(a) must not accept any motion, question or statement which is derogatory, or defamatory of any Councillor, Committee Member, member of Council staff, or member of the community; and

(b) must call to order any person who is disruptive or unruly during any meeting.

6. **MEETINGS**

6.1 The Place Naming and Civic Recognition Committee will meet at least 12 times a year (one meeting per month), with the ability to convene additional meetings, as circumstances require.

6.2 Meetings of the Place Naming and Civic Recognition Delegated Committee will be open to the public. Meetings may be closed to the public pursuant to section 66(2)(a) of the *Local Government Act 2020*.

6.3 All Committee members are expected to attend each meeting, in person or through teleconference or video conference.

6.4 The Committee may invite members of Council staff or external members to attend meetings and provide pertinent and specialist information, as necessary.

6.5 Meeting agendas and related papers will be prepared and provided to members in accordance with Council’s adopted Governance Rules.

7. **CONFIDENTIALITY OF INFORMATION**

7.1 Committee members must not directly or indirectly release or make available to any person any information relating to the work or discussions
of the Place Naming or Civic Recognition Committee except in such terms stipulated by Council.

8. CONFLICT OF INTEREST

8.1 Members of the Place Naming and Civic Recognition Committee must be fully aware that section 130 of the Local Government Act 2020 makes it mandatory for members of the Committee to disclose all conflicts of interest prior to the discussion of the matter for which the conflict of interest has arisen.

9. RESPONSIBILITIES

9.1 To consider all naming and civic recognition proposals in line with the Council’s Place Naming and Civic Recognition Policy and the Naming rules for places in Victoria, Statutory requirements for naming roads, features and localities – 2016 (Naming Rules)

9.2 To determine all naming and civic recognition proposals in accordance with its Instrument of Delegation.

9.3 To implement resolution of Council:

- Minute No. 2020/112 – Response to Notice of Motion No. 2018/10 - Review of Informative Street Signs Council 14 July 2020

10. GOVERNANCE FRAMEWORK

10.1 The provisions of the Moonee Valley City Council Governance Local Law 2020 and Governance Rules shall apply to all meetings of the Place Naming and Civic Recognition Committee.

11. REPORTING

11.1 Minutes of meetings will be kept and action items recorded and monitored.

11.2 Council will receive reports as required on the activities of the Place Naming and Civic Recognition Delegated Committee, through the circulation of minutes and reporting. Additional updates may be appropriate should issues of concern rise.

12. PUBLICLY AVAILABLE INFORMATION

12.1 Information regarding the Place Naming and Civic Recognition Committee and its operation will be made publicly available.

12.2 The following information should be made publicly available on the Moonee Valley City Council website in a clearly marked corporate governance section:

- The Place Naming and Civic Recognition Committee Charter
- The Instrument of Delegation to the Place Naming and Civic Recognition Committee
- Description of the responsibilities of the Place Naming and Civic Recognition Committee