



AGENDA

ORDINARY MEETING OF COUNCIL

Tuesday, 19 November 2019

To be held Swan Hill Town Hall
McCallum Street, Swan Hill
Commencing at 4pm

COUNCIL:

Cr B Moar – Mayor

Cr A Young

Cr LT McPhee

Cr J Benham

Cr C Jeffery

Cr L Johnson

Cr N McKay

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SECTION A – PROCEDURAL MATTERS

- **Open**

- **Acknowledgement of Country**

- **Prayer**

- **Apologies**

- **Confirmation of Minutes**
 - 1) Ordinary Meeting held on 15 October 2019
 - 2) Extraordinary Council Meeting held on 12 November 2019

- **Declarations of Conflict of Interest**

RECEPTIONS AND READING OF PETITIONS, MEMORIALS, JOINT LETTERS AND DEPUTATIONS

PE.19.3 WIDENING OF YARRABY ROAD NYAH PETITION

Attachments: 1 Petition

Declarations of Interest:

John McLinden - as the responsible officer, I declare that I have no disclosable interests in this matter.

On the 17 October 2019, Council received by mail a petition for the widening of Yarraby Road, Nyah. The petition is from concerned residents in regards to the road narrowness and cars being forced off the road by heavy vehicles.

Recommendations

That Council:

- 1. Receive the petition.**
- 2. Ask the CEO to have the request investigated and then report the matter to a future Council Meeting.**
- 3. Write to the Nyah District Action Group acknowledging receipt of the petition and of Council decision to investigate the request.**

Swan Hill Rural City Council
Splatt Street
Swan Hill VIC 3585

Date 9/05/2019

To whom it may concern

Re: Widening of Yarraby Road Nyah

There has been quite a concern shown from residents regarding the condition of Yarraby Road, Nyah in particular with the narrowness of the bitumen strip thereon. It has been causing many problems such as lots of dust and broken windscreens.

Semi trailer trucks use the road during harvest forcing vehicles off the road and being showered with stones and dust. The school bus and other buses use it as well. This is a safety issue.

Twenty two funerals have been held in the last 12 months so there has been a lot of traffic. Cars and trucks have to go off the sealed part of road so that the funeral cortege can pass which has resulted in broken windscreens and tyre damage due to rough and sharp edges.

The public use the road to attend the Nyah West Golf Club, Gun Club (which police attend for training) and cemetery as well as residences.

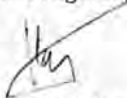
Yarraby Road is used as a secondary road to Nyah West township so can be very busy.

Other roads in area are wider but less busy.

By widening the bitumen strip to 2 lanes these problems would be lessened and even alleviated.

You prompt response in this matter would be appreciated.

Kind regards,



Harry Schlegel

President of Nyah District Action Group.

AST-RD-36/17-07
SOL-03-02

DATE	17 OCT 2019	TIME	
YARRABY	EA	SEC #	
TRUCK	CRSV	SECURITY	
RAIL			
COMMENT			

Swan Hill Rural City Council
Splatt Street
Swan Hill VIC 3585

Date

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Kind regards,

NYAH DIST CEMETERY

SEK

R.W. Sutton

Doris J Bradbury President

Swan Hill Rural City Council
Splatt Street
Swan Hill VIC 3585

Date 20.5.2019

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Kind regards,



NYAH WEST GOLF CLUB

DENNIS PATTEN
PRESIDENT.



PRESIDENT: J. Daniel

SECRETARY: G. Scougall

G Scougall
PO Box 1015
Swan Hill 3585
Ph 03 5037 6420

14th May 2019

Swan Hill Rural City Council
Splatt Street
Swan Hill VIC 3585

To Whom It May Concern,

Re: Widening of Yarraby Road, Nyah

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Semi-trailer trucks use the road during harvest, forcing vehicles off the road and being showered with stones and dust. The school bus and other buses use it as well. This is a safety issue.

Twenty-two funerals have been held in the last twelve months so there has been a lot of traffic. Cars and trucks have to go off the sealed part of the road so that the funeral cortege can pass, which has resulted in broken windscreens and tyre damage due to rough and sharp edges.

The public use the road to attend the Nyah West Golf Club, Gun Club (which Police attend for training) and cemetery. As well as residents.

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By widening the bitumen strip to two lanes, these problems would be lessened and even alleviated.

Your prompt response in this matter would be appreciated.

Kind Regards,

A handwritten signature in black ink, appearing to be "John Daniel", written over a horizontal line.

John Daniel
President - Mid Murray Pistol Club

Swan Hill Rural City Council
Splatt Street
Swan Hill VIC 3585

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Date	Name	Address
13-8-19	DAVID BURTON	10 SCHOOL HILL RD NYAH
13/8/19	GLENN FULTON	67 HOBSON RD NYAH
13/8/19	Ros Tucker	River St Nyah
13/8/19	Veronica MAHER	MALCOLM ST. NYAH
13-8-19	Rachel Lemon	Nyah west
13-8-19	Michel Cupfig	Nyah west
13/8/19	Cameron Forster	Bell Street Nyah
14/8/19	WENDY McDONALD	NYAH WEST
14/8/19	Betty Bailey	Nyah
14-8-19	Lisa Pyatts	Nyah
15-8-19	NARESE	NYAH
15-8-19	Ping	Nyah

Date	Name	Address
15-8-2019.	Bette Seougall	Pastor Clait. Nyah 306 Speewah Rd Speewah
15 8. 2019	Karen Pearce	34 Stradbroke Av Nyah m/v Highway
15-8-2019	B & R. Duffy	Mc Alpine Rd Nyah res.
16./8/19.	Jenny Boulton	54 Mungernford Rd.
16/8/19	LISA HICKINBOTTOM	30 Church Rd Nyah.
✓	KENT COBURN	127 STRADBROKE AVE. NYAH.
16/8/19	Leanne Ibbot	81 Willoughby Rd Vinifera
16/8/19	Jo Deay	Mc hean Lane Mungern.
18/8/19.	Susan Russell	1522 Speewah Rd Konalong
19/8/19	R. G. Clark	BIRNWOOD AVE Nyah west
19/8/19	Eunice Woonton	2497 M/V Highway Vinifera.
11/8/19	Jacinta Chaplin	10 Yarraby Rd Nyah
20/8/19	JAMIE HICKINBOTTOM	30 CHURCH RD NYAH
20/8/19.	Leah Devlin	Nyah.
21/8/19	Annette Blackford	Wood Wood.
2-18/19	Cameron Hansen	Nyah
22/8/2019.	RAYMOND Gregory	NYAH
22/8/2019	GWENDA HOLDEN	NYAH.
22/8/2019	Elizabeth Haslam	Nyah.
23/8/2019	Bruce Ferguson	NYAH.
23.8.2019	DAMIAN RAUZI	120 Church Rd NYAH
23-8-2019.	Carolyn	111 Stradbroke Ave Nyah
24/8/19	Paul Fossler	887 Woorinen Vinifera rd.
25/8/19	JOHN MURLEY	5 GRANT ST FOOTLEY VIC
26/8/19	BRYAN LEWIS	NYAH VIC
26/08/2019	LAWNA GUN/	NYAH, VICTORIA.
26/8-19	Joelle Manning	Nyah

Swan Hill Rural City Council
Splatt Street
Swan Hill VIC 3585

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Date	Name	Address
10-7-19	FRANK GADSDEN	NYAH WEST VIC
10-7-19	Jilly Hardwick	NYAH WEST VIC
10-7-19	Suzanna GADSDEN	40 GILKIN ST NYAH WEST
10-7-19	Leah Pritchie	MONASH AVE NYAH WEST
10-7-19	Troy Green	" "
11-7-19	Emma Pierce	27 Wayst Nyah West
1-7-19	Linda Maw	120 Pra Rd Nyah West
1-7-19	Sarah Ryatt	30 Donald St Nyah West
11-7-17	Scott Walker	30 Donald St Nyah West
11-7-19	Norm Besterman	14 Stafford St "
11-7-2019	IAN BRAUER	Ian Brauer
11-7-2019	LYNETTE VAN ZIL	97 MONASH AVE NYAH WEST

Date	Name	Address
11-7-19	Dee Beggs	Barbour Lane, Nyah West
11/07/19	Jake Jardue	Dondal NYA WEST.
12/07/19	Pam Paynter	Coburn Rd. Nyah.
12/07/19	Bens Waylen	Many St, Nyah West
13/07	JACINDA CROFT	NYAH WEST.
15/07/19	HAREL BODINWAR	NYAH WEST
15/07/19	Christy Sohn	Nyah West
15-07-19	Mercy Hill	100 Hungerford Rd Vinifera
16-07-19	Judy Wood	20 GRAY ST NYAH WEST
16-07-19	Deb Oacey	85 Kingham Ln ^{Nyah} West
16-7-19	Geoff McClary	140 Monash Ave.
16-7-19	Dennis Benn	21 O'CONNOR ST ^{NYAH} WEST
17-7-19	Peter Coleman	14 Lloyd St Nyah West
17-7-19	Thelma Watson	342 Watson Road ^{Nyah} West
17-7-19	Jodie Jones	52 Dondal St Nyah West.
17-7-19	Jess Ellis	26 Leach St
17-7-19	Helen Trafford	Nyah West
18-7-19	Tammy Steer	Nyah West
17-7-19	Neil Berhard	Nyah West
18-7-19	Lorraine Brown	Nyah West.
18-7-19	Susan Martin	Susan Martin
18-7-19	Ashlee Evans	Evans
20-7-19	EVELYN WERTIMER	E.M. Mountmear
22-7-19	RAY GORDON	R. Gordon
22/7/19	Dennis Edwards	Many St N/West
23/7/19	Dennis Adams	Dondal NYA WEST

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Date	Name	Address
11/7/19	GORDON BORCHMANS	96 PRESCOTT LN NYAH WEST.
11/7/19	GORDON BEAMS	1 ALMA ST NYAH WEST
11/7/19	Chloe Heaton	NYAH WEST NYAH WEST
11/7/19	L. Gartskeil	NYWEST
11/7/19	Tia-Marie	NYWEST
11/7/19	Shayne Wgicki	NYAH WEST
11/7/19	Shirley Dilges	NYAH WEST
11/7/19	Juene Chamberlan	Nyah West
11-7-19	KRIS BATE	Nyah.
12-7-19	WAYNE CHESSE	NYAH WEST.
12-7-19	ANDREW DAY	SWAN HILL
12-7-19.	Carol Bruton	Nyah West.

Date	Name	Address
12-7-19	Lee Cheshire	Nyah West
12-7-19	N. Credlin	Nyah West
12-7-19	Ston TBEwin	Nyah-west
12-7-19	Kaında Alexander	Nyah-west
13-7-19	Leo Mueli	Nyah
13-7-19	Damiric Bluton	Nyah
13-7-19	BRADLEY Philpott	NYAH WEST NYAH WEST
14/7/19	Sonia Beggs.	Nyah West.
15/7/19	Shirley Gregory	Nyah.
15/7/19	D. Summers	Swan Hill
16/7/19	Peter Kelly	Pira
17/7/19	R. Channer	Nyah
19/7/19	Hamish	Nyah West
19/7/19	Ros Tucker	Nyah.
19-7-19	BARNEY ALLAN	NYAH WEST.
19-7-2019	Lois O'MEARA.	NYAH WEST
19-7-19	Melissa Sheridan	Nyah West.
23-7-19	hitisha wryut	Nyah
24-7-19	Rachel Lenon	Nyah West
26-7-19	Ben Goodson	Nyah
26-7-19	Karen Goodson	Nyah
27/07/2019	NEIL FINN	NYAH
28/07/2019	Kellie Went	Nyah West
28/07/2019	Martin Jackson	Nyah West

Swan Hill Rural City Council
Splatt Street
Swan Hill VIC 3585

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date	name	address
13/5/19	Gordon Birchall	96 PRYSCOTT LANE NYAH WEST.
17/5/19	IAN + LINDSAY POLKINS/STORAK	22 YARRABY ROAD NYAH.
6-5-19	TIM BLAISE	10 YARRABY ROAD NYAH
6-5-19	Frank & Patene O'Halloran	337 MUIR - LAKE BOGA
6.5.2019	Raelene Ollalib	SWAN HILL & DISTRICT TOWN COUNCIL
6-5-2019	Jack O'Halloran	S H D F.

Swan Hill Rural City Council
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Date	Name	Address
29-8-2019	Doris KELLY	1708 Yarraby Rd
29-8-2019	B. Sykes	MVH Uinifera
30-8-2019	R Blagthorn	MVH Nyah.
30-8-2019	T. PRICE	NYAH WEST
30-8-2019	D. NEWMAN	NYAH
31-8-2019	A. MAH	48 BIRCHWOOD AVE NYAH WEST.
1-9-2019	V. MAHER	39 MARCOLM ST NYAH
1-9-2019	S. Kirby-King	Koraleigh
1-9-2019	SANDRO	" " "
2-9-2019	DIANNE BURNS	NYAH
3-9-2019	Tray Adams	28 Yarraby Rd Nyah
4-9-19	Alicia Korman	Koraleigh

Date	Name	Address
Dallas Pearce		
04/9/19	Dallas Pearce	Woodstock
4-9-19	Tina Severino	Nyah Nyah
4-9-2019	Marilyn Dehne	Nyah
7-9-2019	Elyse Harlam	Nyah
7-9-2019	Vicki CLARK OAM	Nyah
7-9-2019	SIM McLANE	Nyah
9-9/2019	Deb Coburn	Deb Coburn
9-09-2019	Sophie Ryan	Koraleyn
14-10-19	Lucy Dacey	Nyahwest.
14.10.19	Cheryl Rogers	PO Box 216, S/Hill
14.10.19	Graeme Willoughby	Nyahwood
14-10-19	Nicole Murray	Swan Hill.
14-10-19	Shirley Gregory	Nyah.
14-10-19	Danda Andrews	Nyah.
14-10-19	Ross Bradbury	Nyah.

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date	name	address
9.6.19	Tan Forcary	287 YARRABY RD
9.6.19	Malcolm Thompson	32 Yarraby Rd Nyah.
9.6.19	Sandra Thompson	32 Yarraby Rd Nyah.
	Bill Hawthorn	

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Date	Name	Address
30/8/19	Latrisha Badsworth	Nyah.
30/8/19	MIKE LUKK	54 TOLLS LANE
30/8/19	[Signature]	NYAH
30/8/19.	Wendy [Signature]	Vinifera.
30.8.19	SW CORLAND	COONUT RD.
30/8/19.	[Signature]	RIANCIN
31/8/19	BLAKE FEAVER	NYAH
31/8/19	J. PETERSON	NYAH
31/8/19.	[Signature]	Woorinen.
31/2/19	J. MYMANUS	NYAH
1/9/19	D. Stedman	NYAH
1/9/19	A. BATH	NYAH WEST

~~56762-100~~

Date	Name	Address
02/09/2019	NEIL FINN	NYAH
02/09/2019	TERESA WILLIAMS	KORALEIGH
04/9/2019	CHRYLLEE KELLY	KORALEIGH
05.09.2019	JARELY	NYAH
08-09-2019	KATE ADAMS	NYAH
8/9/2019	RUSSELL CARROLL	NYAH
10/9/2019	MARG GAN	TREXO
18/9/2019	KATE SUTCLIFF	KORALEIGH
26/9/19	CAREY CARROLL	NYAH
2/10/19	AXEL HAGLEY	KORALEIGH
3/10/19	P.H. DEVEREUX	KORALEIGH

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Twenty two funerals have been held in the last 12 months so there has been a lot of traffic. Cars and trucks have to go off the sealed part of road so that the funeral cortege can pass which has resulted in broken windscreens and tyre damage due to rough and sharp edges. The public use the road to attend the Nyah West Golf Club, Gun Club (which police attend for training) and cemetery as well as residences.

Yarraby Road is used as a secondary road to Nyah West township so can be very busy.

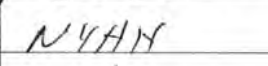
Other roads in area are wider but less busy.

By widening the bitumen strip to 2 lanes these problems would be lessened and even alleviated.

You prompt response in this matter would be appreciated.



Date	Name	Address
20-8-19	S. Pretty	NYAH WEST
20-8-19	G. CURRIE	" "
21-8-2019	R. Leman	NYAH WEST
26-8-2019	J Laity	MANANGATANG
30/8/2019	FAYE PALMER	92 STRADBROKE AV NYAH 3534
30/8/2019	MAX PALMER	92 STRADBROKE AV NYAH 3534
3-8/2019	NEVILLE LUMICK	TOOLEYBEC
3/8/2019	David Beckinnac	Nyah West
7/8/2019	C Piesse	Nyah West
11/9/2019	B Wright	Swan Hill
12/9-2019	Seal Gate Nyah West	

Date	Name	Address
14-9-19	W HODGSON	PINDALL
17/9/19	Rhonda Brown	Nyuki
21.9.19	JAYRE GELLIE	PINDALL
30.9.19.	JILL COBURN	NYAH
30.9.19.	La Laell	Viviana
30 9 19	GARY HARROP	NYAH
30-9.19	ARTHUR GILL	NYAH.
11/10/19.	LAUREN PIERCE	NYAH WEST
11/10/19	Rhian Edge	
14-10-19	B D LEWIS	NYAH
15 10 19	J. Sutton	Nyah

- **Public Question Time**

SECTION B – REPORTS

B.19.104 PROCUREMENT POLICY

Responsible Officer: Director Corporate Services
File Number: S16-25P-04-229
Attachments: 1 Procurement Policy

Declarations of Interest:

David Lenton - as the responsible officer, I declare that I have no disclosable interests in this matter.

Summary

Swan Hill Rural City Council (Council) has a range of policies that guide how Council operates to deliver services and its dealings with the community. These policies are periodically reviewed to ensure that they are still applicable.

Discussion

In accordance with the *Local Government Act 1989*, s186A(7), Council's Procurement Policy is required to be reviewed at least once in every financial year. The last review took place in November 2018 and a further review is therefore due.

The review has resulted in no amendments made to the policy. The procedure has been updated to reflect updating definitions in relation to conflict of interest, contract management and refined wording. The procurement levels have remained the same as the previous year.

Consultation

The policy has been reviewed by the Executive Leadership Team.

Financial Implications

The Policy will ensure Council achieves best value for money throughout its Procurement practices and complies with relevant legislation.

Social Implications

Consideration of social procurement is included in the policy.

Economic Implications

This policy provides opportunities for the growth of local businesses.

Environmental Implications

The policy includes environmental considerations for purchasers and aims to improve environmental outcomes through better use of sustainable products and practices.

Risk Management Implications

The Policy is an important component of Council's risk management processes.

Review of the policy ensures compliance with s186A(7) of the Local Government Act 1989.

Council Plan Strategy Addressed

Governance and leadership - Effective and efficient utilisation of resources.

Options

Council may choose to adopt or amend the Procurement Policy.

Recommendation

That Council adopt the Procurement Policy as presented.

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To be Reviewed	December 2019

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POLICY TITLE PROCUREMENT

POLICY NUMBER POL/CORP229

1. PURPOSE

To provide a framework and a consistent approach to procurement across Swan Hill Rural City Council (Council) and to ensure compliance with the *Local Government Act 1989* (the Act) that requires us to publicly tender contractual procurements over certain thresholds, to prepare, approve and comply with procurement policy principles, processes and procedures with all purchases.

2. SCOPE

This policy will apply to all persons undertaking procurement on behalf of Council and commences from when Council has identified a need for procurement and continues through to the delivery/completion of that procurement.

3. POLICY

Council's procurement procedures and practices will:-

1. Comply with all legislative requirements;
2. Be aimed at achieving Best Value procurement for Council and the Community;
3. Consider the local benefit and effect on the local economy and the municipality;
4. Treat all potential suppliers who respond to quotations or tenders in a fair manner;
5. Be administratively efficient;
6. Be clearly documented and, subject to the need for confidentiality, available for inspection; and
7. In assessing Best Value for major purchases, give preference to suppliers and products which will enhance achievement of Council objectives such as sustainable and socially responsible procurement; provide bottom-line cost savings, support the Municipal economy and achieve innovation.

Employees are to exercise appropriate care in the expenditure of Council funds in consideration of budget allocations and this policy.

RELATED POLICIES/DOCUMENTS

Tendering Policy POL/CORP 217
Delegations of Financial Authority Policy POL/CORP206
Risk Management Policy POL/CORP216
Occupational Health and Safety Policy POL/OHS901
Fraud Control Policy POL/CORP226
Financial Investments Policy POL/CORP227
Corporate Credit Card Policy POL/CORP203
National Competition Policy CPOL/GOV019

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RELATED LEGISLATION

Local Government Act 1989
National Competition and Competitive Neutrality Policy
Trade Practices Act 1974
Goods and Services Tax (GST)

Signed: _____ **Mayor** **Date:** _____

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PROCEDURE TITLE PROCUREMENT PROCEDURE

PROCEDURE NUMBER PRO/CORP212

1. ENABLING POLICY/DIRECTIVE

PROCUREMENT POLICY – POL/CORP229

2. ENABLING LEGISLATION

Local Government Act 1989
National Competition and Competitive Neutrality Policy
Trade Practices Act 1974
Goods and Services Tax (GST)

3. PURPOSE

To provide a framework and a consistent approach to procurement across Swan Hill Rural City Council (Council) and to ensure compliance with the *Local Government Act 1989* (the Act) that requires us to publicly tender contractual procurements over certain thresholds, to prepare, approve and comply with procurement policy principles, processes and procedures with all purchases.

4. SCOPE

This policy applies to Councillors, council staff and all persons undertaking procurement on Council's behalf and they are accountable for complying with all relevant procurement legislative and policy requirements.

The scope of this policy commences from when Council has identified a need for procurement requirements. It continues through to the delivery of goods or completion of works or services.

5. DEFINITIONS

Term	Definition
Act:	<i>Local Government Act 1989.</i>
Authority System:	Councils Corporate System (Civica product)
Chief Executive Officer (CEO):	Chief Executive Officer for Swan Hill Rural City Council
Commercial in Confidence:	Confidential information relating to prices, discounts, rebates, profits, methodologies and process information associated with procurement practices.
Confidentiality:	A set of rules or a promise that limits access or places restrictions on certain types of information.
Conflict of Interest:	In Victorian local government, the law provides that a staff member holding a delegation or advising council or a special committee has a conflict of interest which they must disclose in writing when they have a personal or

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Term	Definition
	private interest of the type specified in the legislation. A conflict of interest is a situation in which a person or organisation is involved in multiple interests, financial or otherwise, and serving one interest could involve working against another. Typically, this relates to situations in which the personal interest of an individual or organization might adversely affect a duty owed to make decisions for the benefit of a third party. E.g. the company or person quoting for a job is a relative of yours.
Consultancy:	An arrangement where an individual or organisation is engaged: <ul style="list-style-type: none"> to provide expert analysis and advice which facilitates decision making to perform a specific, one-off task or set of tasks to perform a task involving skills or perspectives which would not normally be expected to reside within the relevant council department.
Contract:	A written agreement (Letter of Acceptance or Purchase Order, as per Delegated Authority) between Council and the successful party that gives rise to legal rights and obligations. A binding contract between Council and the successful party will be created by Council's unconditional acceptance of the Tender or Quotation.
Contractor:	An individual or organisation engaged: <ul style="list-style-type: none"> to provide goods, services or works which implement a decision to perform all or part of a new or existing ongoing function to assist Council carry out its defined activities and operational functions to perform a function involving skills which would normally be expected to reside within the relevant Council department but which are not currently available.
Contract Manager	An individual responsible for overseeing the execution of a contract on behalf of Council by monitoring adherence and potential risk.
Contract Management:	The process that ensures both parties to a contract fully meet their respective obligations as efficiently and effectively as possible, in order to deliver the business and operational objectives required from the contract and in particular, to provide value for money.
Council:	Swan Hill Rural City Council.
Council Employees:	Includes full time and part-time council employees, and temporary employees, contractors and consultants while engaged by the Council.
Delegations of Financial Authority:	The financial dollar limits on expenditure requests as determined by the CEO and specified in the Delegation of Financial Authority policy (POL/CORP206).
Director:	The Senior Officer appointed by the Chief Executive Officer to ensure the efficient delivery of Council Services within a Directorate.
Expression of Interest (EOI):	The aim of the expression of interest (EOI) is not to elicit tenderers, but rather to assess the capacity of the respondents to undertake the work or project, and to refine the specifications.

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Term	Definition
Local Benefit and Effect:	The benefit or affect on the economy, environment or social wellbeing of the Swan Hill municipality.
Officer:	An authorised officer appointed by the CEO having delegated authority to administer a designated procurement function.
Probity:	Refers to uprightness, honesty, proper and ethical conduct and propriety in dealings. Within Government, the word "probity" is often used in a general sense to mean "good process." A Procurement process that conforms to the expected standards of probity is one in which clear procedures that are consistent with the Council's policies and legislation are established, understood and followed from the outset. These procedures need to consider the legitimate interests of suppliers and ensure that all potential suppliers are treated equitably.
Procurement:	Procurement is the whole process of acquisition of external goods, services and works. This process spans the whole life cycle from initial concept through to the end of the useful life of an asset (including disposal) or the end of a service contract.
Program:	An area or department within Council, which provides specific services to meet Councils requirements
Quotation:	A written proposal for the supply of goods, services or works submitted in response to a selected invitation to quote. Can be mailed, faxed, emailed, hand delivered or received via the tender box. At least 3 quotations should be invited. A Quotation process cannot be used for contracts where the contract value will exceed: <ul style="list-style-type: none"> • \$130,000 (Inclusive of GST) for Goods and Services • \$180,000 (Inclusive of GST) for Carrying out of Works
Request for Submissions:	Can be used as an alternative to a formal quotation and can assist in refining a project brief/specification prior to proceeding to formal quotation/tender.
Schedule of Rates Arrangement:	A contract that sets out rates for goods and services which are available for the term of the agreement. However, no commitment is made under the agreement to purchase a specified value or quantity of goods or services
Suppliers:	Includes but is not limited to contractors, sub-contractors, manufacturers, wholesalers, retailers, consultants, and employees whilst undertaking a representative role.
Sustainability:	Activities that meet the needs of the present having had regard to the ability of future generations to meet their needs.
Tender:	A written or electronic proposal, via the Tender Box in response to a public invitation for the supply of goods, services or works (No public advertising process is required if a public EOI process preceded the tender call). A tender process must be used for contracts where the estimated contract values will exceed: <ul style="list-style-type: none"> • \$130,000 (Inclusive of GST)for Goods and Services • \$180,000 (Inclusive of GST)for Carrying out of Works

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Term	Definition
Tenderer:	Any person or organisation submitting a tender/quotation to Council.
Tender Process:	The process of inviting parties to submit a quotation or tender by public advertisement, followed by evaluation of submissions and selection of a successful bidder or tenderer.
Variance:	Is an alteration to the scope of works in a contract in the form of an addition, substitution, provisional sum or omission from the original scope of work.

Note: At any time that the Tender Box is being used as a means of receiving quotes etc the Procurement and Properties Unit must be consulted on closing dates prior to documents being sent to potential suppliers.

6. PROCEDURE

6.1 PRINCIPLE AIMS

Council will ensure that the procurement process is fair to all parties, and use its best endeavours to demonstrate fairness to all suppliers.

More specifically, it aims to:

- Provide a uniform procurement process for Council;
- Provide an “arms length” decision making process for evaluation;
- Formalise the procurement procedures and ensure all relevant purchases achieve best value;
- Provide a framework for employees to understand the process;
- Ensure that due consideration is made in procurement decisions of how suppliers contribute socially to the local community; and;
- Establish a framework for evaluating procurement decisions that is consistent with Best Value and Council’s Triple Bottom Line principles (Economic prosperity, environmental quality and social wellbeing). Ensure procurement is undertaken with appropriate oversight, probity and delegated authority.

It is essential for procurement probity that the procedural matters are understood and adhered to by all employees.

6.2 OVERVIEW

Council incurs considerable expenditure each year for a wide range of goods and services necessary for the operation, maintenance and improvements to service facilities within the Municipality.

The principles embodied in this procedure are that, as far as it is practicable, the Council’s major requirements for externally provided goods and services will be arranged under competitive, well structured processes.

These processes will ensure that Council can take advantage of the widest range of skills and resources available and obtain best value for money when incurring expenditures on goods and services.

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It is emphasised that this procedure has been developed for the acquisition of goods and services by all employees with the necessary delegated responsibility and authority to enable them to have a clear understanding of their obligations.

6.3 GENERAL

All purchases of products (goods and services) from selected approved or evaluated suppliers:

- Shall be in accordance with approved budgets (unless express permission has been obtained by next level of the organisational structure)
- Shall be authorised as per Council's Delegation of Financial Authority Policy POL/CORP206
- Shall be verified upon receipt by authorised and qualified employees with suitable technical qualifications or prior experience; and
- Shall meet specified requirements.

6.4 KEY PROCUREMENT PRINCIPLES

The key principles of procurement are value for money, open and effective competition and well structured processes. The principles are intended to provide consistency in the approach to Council's procurement and a transparent basis upon which procurement decisions are made in the best interest of the Council.

6.5 VALUE FOR MONEY

The purpose of Council procurement is to support Council's objectives by achieving best value for money when buying goods and services. Value for money relates not only to purchase price, but also factors such as fitness for purpose, reliability, availability, delivery cost, operating cost, after sales support and warranties. Decisions on the basis of value for money must be supported by objective evidence of cost benefits and structured procedural steps.

6.6 OPEN AND EFFECTIVE COMPETITION

Open and effective competition must be evidenced in obtaining goods and services. It requires that purchases are transparent and that there is an opportunity for potential suppliers to be aware of Council business. In addition, it demands a commitment to effective competition through competitive processes, which do not compromise the objective of value for money.

It requires a trade-off between the degree of confidentiality allowed for a particular purchase and any benefits to be gained from increased competition. In general, there is a need to show that the following conditions exist for any given purchase.

- Timely availability and provision of information to prospective suppliers.
- Independence of action between buyer and seller.
- Availability to the Council of alternative offers.
- Absence of bias or favouritism; and
- Ease of competitive entry for new and small sellers.

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Council employees must be able to account for all procurement decisions within their department/service area made over the lifecycle of all goods, services and works purchased by the Council.

All procurement activities are to provide an audit trail for monitoring and reporting processes.

6.7 PROCUREMENT ETHICS

Council will deal with its suppliers on a basis of mutual trust and respect and conduct business fairly, reasonably and with integrity.

Honesty, impartiality and trustworthiness are the key elements in a professional procurement structure. Information obtained from prospective suppliers, either verbal or written, is Commercial-in-Confidence and must not be disclosed to other suppliers or personnel not authorised to receive it.

All employees involved in procurement will ensure they:

- Recognise and deal appropriately with conflicts of interest and interests of a pecuniary nature;
- Deal with suppliers even-handedly;
- Consider seeking appropriate probity advice;
- Comply with all legislative obligations including those required by trade practices, occupational health and safety, and consumer affairs including privacy legislation;
- Have regard to the cost to suppliers in submitting prices, proposals and tenders/quotations;
- Invite quotations and tenders only where there is a clear intent to procure the goods/services/works in the near future.
- Conflicts of interest and interests of a pecuniary nature are to be handled in accordance with the Staff Code of Conduct Policy POL/STAFF 127. Conflicts of interest in relation to procurement matters are to be declared using the "Conflict of interest declaration" as per Attachment 4, for all purchases regardless of the process used to procure the goods, service or works.

6.8 MANAGEMENT OF RISK

The provision of goods, services and works exposes Council to risk. Risks associated with the procurement of goods or services should be considered in advance of the procurement process commencing. There may be risks associated with the goods, services or works to be procured and risks related to the procurement process itself.

Council will minimise its risk through measures such as:

- Complying with Councils procurement processes.
- Standardising contracts to include current, relevant clauses.
- Requiring security deposits where appropriate.
- Preparing appropriate specification to clearly identify purchasing requirements.
- Referring specifications to relevant experts.
- Requiring contractual agreement before allowing the commencement of work.
- Requiring contractors to be pre-qualified with Council prior to entering into a contractual agreement.

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- Use of or reference to relevant Australian Standards (or equivalent).
- Effectively managing the contract including monitoring and enforcing performance.
- Ensuring suitable/adequate insurances are maintained by the contractor/supplier.
- Consulting relevant employees/OHS representatives as required by the relevant acts prior to the provision of goods, services and works that may impact on individuals and their workplaces.
- Complying with Council's OHS Contractor Management Procedure PRO/OHS911
- Complying with Council's OHS Purchasing of Goods Procedure PRO/OHS912

Support and templates to assist in risk assessment are available from Council's Risk and Compliance Unit.

6.9 PROCUREMENT AUTHORITY

Directors, managers and delegated employees are individually responsible for the raising and issuing of purchase orders, which commit the Council to the purchase of goods, services and works within their areas of responsibility.

6.10 FINANCIAL DELEGATIONS

Authority to commit the Council to operating and capital asset purchase and works expenditure is governed by specific delegations approved by the Chief Executive Officer.

The delegations are specific to employee appointments within the Council and cannot be delegated to any other person except where the person is appointed temporarily to perform the duties of the position.

The nominated delegates and monetary limits to the delegation are in accordance with Council's Delegation of Financial Authority Policy POL/CORP206. When the delegate exercises his/her delegation to approve expenditure, they must ensure that sufficient funds are available for the purpose.

Where the source of funding cannot be identified or be re-allocated from within the existing Program's approved budget, approval must be obtained from the Director or CEO and the transfer/approval of the funds is to occur before the order/expenditure can be committed.

6.11 PROCUREMENT LEVELS

When selecting from agency contracts (Procurement Australia, MAV Procurement or Ministerial approved State Government and Whole of Government contracts) or when selecting from Swan Hill Rural City Council pre registered tendered panel there will not be a requirement for (3) quotes.

In all other instances the following procurement levels apply to the procurement of all goods, services and works:

"Quotations must be treated securely and confidentially at all times".

Value of purchase (GST Inclusive)	Method of purchasing/selection of supplier
\$1 to \$10,000	<ul style="list-style-type: none"> • Best price available, the number of quotations to be obtained is not specified, however proof of effort is required to show that a good financial and quality outcome has been

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	<p>achieved.</p> <ul style="list-style-type: none"> • Quotations are to be recorded via the Purchasing requisitions module of the Authority system.
\$10,001 to \$90,000	<ul style="list-style-type: none"> • For goods, services and minor works that are assessed as minimal risk projects i.e. minimal warranty or defects liability periods required. • A minimum of three (3) written quotations must be obtained • Where it is not possible to obtain three (3) written quotes, an explanation of the reasons why must be clearly documented and recorded within the Purchasing Module of the Authority system. • Quotations must be recorded via the Purchasing Requisitions Module of the Authority system. • May be publicly advertised. • Use of agency contracts (Procurement Australia, MAV Procurement or Ministerial approved State Government and Whole of Government contracts) may be considered.
\$90,001 to \$130,000 Goods and Services \$75,001 to \$180,000 Works	<ul style="list-style-type: none"> • Formal quotation process. • Quotations are to consist of a detailed specification/requirement and or drawings which detail the required service, works or goods. • Quotations should be open for a minimum of 21 days. • A minimum of three (3) written quotations must be obtained. • Where it is not possible to obtain three (3) written quotes, an explanation of the reasons why must be clearly documented and recorded within the Purchasing Module of the Authority system. • Quotations must be recorded via the Purchasing Requisitions Module of the Authority system. • Formal contract agreement should be implemented. • Security undertakings are to be obtained in accordance with paragraph 6.27 of this policy. • Public Tender may be used depending upon risk, complexity or where project estimates are close to the \$130,000/\$180,000 thresholds. • Use of agency contracts (Procurement Australia, MAV Procurement or Ministerial approved State Government and Whole of Government contracts) may be considered instead of going to Public Tender or a formal quotation process.

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<p>\$130,000 and over Goods and Services</p> <p>\$180,000 and over Works</p>	<ul style="list-style-type: none"> • Public Tender is required where the value exceeds these thresholds. • Option to Tender or conduct Expression of Interest (EOI) followed by a Tender, as defined Section 186 of the <i>Local Government Act 1989</i>. • Contracts that are exempt from tendering are: <ul style="list-style-type: none"> ○ Contracts entered into because of an emergency. ○ Councils acting as the agent for a group of Councils and the Council have otherwise complied with the Act eg: Procurement Australia/MAV Procurement scheme. ○ Contracts or agreements entered into in accordance with arrangements approved by the Minister eg: State Government and Whole of Government contracts, Legal Services and Insurances eg: Procurement Australia/MAV Procurement scheme. ○ Contracts entered into in excess of this amount that have not complied with Section 186 of the LGA 1989 are to be entered into the statutory register maintained by the Executive Support Area.
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Appendix 2 - the Procurement Process flowchart has been developed to assist all Council employees in the Procurement of goods, services and works.

Note: An allowance of up to 10 per cent variance to above procurement levels is acceptable on approval by the relevant Director.

6.12 PROCUREMENT STRATEGY

Procurement strategies for Council must support the Council's objectives and Best Value Principles.

For both capital and recurrent expenditure the strategy must provide for:

- Goods and services to be of suitable quality and are supplied with suitable warranties;
- Delivery to be guaranteed;
- Goods and services purchased to represent best value for money; and
- Payments terms and methods that are acceptable to Council.

In the area of recurrent expenditure, the Procurement and Properties Unit will develop a pre-qualified supplier base (preferred supplier list) with the aim of reducing the number of Suppliers, entering into formal agreements with those suppliers and forming strategic alliances with them.

Capital equipment purchases should be consistent with Council's Asset Management Policy POL/INFRA516.

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6.13 PURCHASE ORDER

An official purchase order is to be completed via the Authority Purchasing Module, correctly describing the cost of goods/services/works required, the contact person and appropriate delivery instructions.

The original copy of the order is forwarded to the supplier via hard copy, fax or email.

Once the goods/services/works have been received, a goods order receipt is to be completed and attached to the invoice before being forwarded to accounts payable.

If the order has been faxed to the supplier, a copy of the Terms and Conditions as shown on the reverse of the purchase order must also be sent.

All employees must ensure that purchase orders are raised and approved prior to receiving the goods, services or works.

6.14 GOODS RECEIPTS

Once the goods/services/works have been received, the receiving officer is to ensure the correct amount/quantity has been received and that the items are fit for purpose.

The receiving officer is to complete a goods order receipt via the Authority Purchasing Module. The goods order receipt is to be signed by the receiving officer and verified (signed) by an officer with financial delegation. An officer verifying goods order receipts is to be preferably someone within that Directorate. Goods order receipts may be verified by an Officer from outside of that Directorate in the absence of an appropriately delegated officer.

6.15 EXEMPTIONS FOR PURCHASE ORDERS

Purchase orders are not required for:

- Goods, services or works provided under contract; where a purchase order has already been raised in the system.
- Water and sewerage rates, electricity, and gas supply to Council properties;
- Telecommunication (i.e. call charges, line rentals, service fees)
- Salaries, wages, taxation, superannuation, and other direct payroll payments;
- Deposit refunds (tenders, security, maintenance, bonds, etc);
- Public liability, general insurance, insurance settlements to claimants;
- Payments, for statutory authorities;
- Refunds for fees and rates, donations or sponsorship;
- Plant and equipment purchased at auction;
- Loan repayments or investments
- Incidental items that can be claimed via petty cash reimbursement (maximum \$100);
- Purchases on corporate credit cards
- Expense reimbursement to staff for travel, accommodation, meals and relocation assistance.

Note: Where appropriate a creditor voucher should be raised to authorise payment of the above transactions.

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6.16 CORPORATE CREDIT CARDS

Corporate Credit Cards are appropriate for low risk, low value transactions and/or where no other method is accepted or practical.

Corporate Credit Card holders are responsible for the security of their card, using the card appropriately, reporting any non conformances, and completing the monthly statements in accordance with Council's Corporate Credit Card Policy POL/CORP203.

6.17 EMERGENCY WORKS

If a repair needs to be effected after normal working hours, the officer will be authorised to purchase whatever goods or services are required to affect the repair or to secure the situation.

The officer must use discretion as to the level of repair affected.

In any situation a purchase order for goods/services must be completed and authorised on the next working day.

In the event the estimated cost for works required after the emergency situation has been secured will be in excess of \$130,000 (Goods and Services) and \$180,000 (Works), employees must refer to Council's Tendering Policy POL/CORP217.

6.18 YELLOW BOOK SYSTEM

Yellow book purchases can be made with a registered "yellow book" supplier where it is acknowledged that it is not cost efficient to raise separate orders for low value items on a regular basis. In those circumstances:

- Open monthly Yellow books will be provided to pre-selected suppliers for use as a counter book. These forms are to operate in lieu of the detailed information normally requested on each order.
- Only those employees authorised by the Manager and registered by the Procurement and Properties Unit are able to obtain goods under this option.
- No transaction is to exceed \$200 in total value.

6.19 SPLITTING OF ENGAGEMENTS

Procurement exceeding \$130,000 for goods and services, and \$180,000 for works, must be publicly advertised and tendered, except when using an agency contract (Procurement Australia, MAV Procurement or Ministerial approved State Government and Whole of Government contracts) .

Multiple engagements, quotations and purchase orders to the same supplier for a project for the purposes of falling under the thresholds are not permissible and may be subject to disciplinary action.

Breaches of the Procurement Policy are to be reported to Executive Leadership Team and the Audit Committee as part of a quarterly Procurement Report.

It is an unacceptable practise to split projects or work in smaller lots to avoid the proper procurement processes.

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No employees are to authorise or write multiple purchase orders to avoid the procurement and approved limits specified in this procedure and or the Delegations of Financial Authority Policy POL/CORP206.

The value of on-going contracts (such as a 3 year contract) is deemed to be the value for the term of the contract not the value for each financial year of the contract.

6.20 SCHEDULE OF RATES CONTRACTS – PUBLIC TENDER

Tenders should be publicly advertised for the procurement of goods, services and works based on a Schedule of Rates (annual supply) and a formal contract should be entered into.

6.21 PRE QUALIFIED AND PREFERRED SUPPLIERS

The Procurement and Properties Unit will maintain a preferred supplier's register where all relevant information is centrally maintained.

Pre-qualified suppliers that have been registered through Rapid Global, the tendering process and/or listed from Co-operative Purchasing schemes such as Procurement Australia, MAV Procurement and Whole of Government Contracts should be considered where it can be shown that Best Value for Money would be achieved.

Preferred Suppliers (Panel)

A Preferred Supplier is a contractor/company that has been appointed following an open Tender process. Preferred Suppliers cannot be appointed in any other manner. Unless specified during a tender process no minimum quantity of sales or turnover is guaranteed to a Preferred Supplier Panel member.

Benefits of appointing a Panel of Preferred Suppliers can include:-

- Savings in time and money
- Provide higher level of quality
- Faster turnaround times
- Increased confidentiality

Council's Preferred Suppliers should always be utilised whenever possible. A full list is available on the Procurement and Properties Unit. When utilising Preferred Suppliers "best value for money" should always be the first consideration.

If a Preferred Supplier has provided a Schedule of Rates for services during the Tender process, there is no requirement to obtain three quotes; a direct appointment can be made. If a Schedule of Rates was not provided the quoting requirements outlined in Clause 6.24 must be adhered to.

6.22 LOCAL BENEFIT AND AFFECT

In recognition of the role of Council in the local economy, offers must ensure that due consideration is made in procurement decisions of how suppliers contribute to the wellbeing of the local community, e.g. through local employment, sponsorship, volunteering, in-kind contributions etc.

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Employees shall ensure relevant local businesses are given the opportunity to quote or bid for goods and services, or works. The degree of impact of buying locally on the local economy, local environment and local social benefits must be incorporated into the evaluation criteria as relevant for all purchases requiring a written quotation or tender.

As a guide, a minimum of 10 per cent of the evaluation criteria (Not 10 per cent price variation) should be weighted for the economic/social/environmental aspects.

A guide to evaluating/assessing local benefit and affect are included in Appendix 3.

6.23 SUSTAINABILITY

Council seeks to protect both our local natural and built environment for the enjoyment and appreciation of residents, visitors and future generations.

Sustainable principles will be integrated in to the procurement process planning stage. Consideration should be given to procurement that achieves a balance between the ongoing economic prosperity of our region and safeguarding our local environment.

Green procurement alternatives that add value for money should be encouraged and consideration must be given to the procurement life cycle when purchases are made.

Council prefers suppliers and products that offer both environmental and financially sustainable benefits that demonstrate optimal whole of life outcomes. This includes the consideration of raw materials, production, transport and disposal.

Factors to be considered include:

- environmentally responsible products that are energy efficient and produced from recycled materials. Example: recycled plastic bollards as opposed to timber
- supporting companies that employ environmentally sustainable principles in their operations.
- the provision of recycling and re-use as part of the project planning process, including the consideration of whole-life costs and disposal.
- promote the collection and reprocessing of waste and working towards zero discharge to landfill.
- selecting products/services that have minimal or beneficial effect on the depletion of natural resources and biodiversity
- improving our ability to adapt to climate change.

6.24 INVITATION TO QUOTE

Before procurement of goods/services/works can occur, a decision needs to be made as to which procurement method should be used. A key responsibility is to protect and enhance the Council's commercial position and to encourage the maximum degree of competition between suppliers, within the bounds of professional ethics.

The most common procurement method in use is the invitation of written quotations from suppliers. Calling for formal quotations maximises competition between suppliers, brings any new information to the Council's attention, and helps ensure that the Council receives

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the most favourable terms. The invitation of quotations is most efficiently undertaken by sending a formal “invitation to quote” form to prospective suppliers.

The invitation must clearly indicate the exact information required from suppliers, to ensure that all suppliers respond with information that is directly comparable.

A properly constructed invitation saves the employee much work, allows easy comparison of offers and ensures fair and impartial treatment of suppliers. When supplier offers have been received, the results must be tabulated, allowing rapid assessment of the relative merits of the offers.

Invitations to quote must clearly state the evaluation criteria upon which quotations will be evaluated.

Evaluation criteria must be predetermined, fairly applied and should include as appropriate:

- Compliance with specification;
- Track record (performance capability);
- Resource availability;
- Social and economic benefit to the Swan Hill Municipality (Local benefit and effect).
- Sustainability.
- Quality and safety management systems; and
- Price.

The weighting or priority given to each of these criteria by the Contract/Project Manager may vary, depending on the desired project outcomes, and should be decided prior to the calling of quotations.

Quotation documents should clearly specify what constitutes a complying quotation.

Contract Managers seeking innovative proposals should specify performance objectives.

Council’s best practice guide – evaluation criteria can be used to determine the most suitable criteria to be used in evaluating a variety of quotations.

All publicly advertised quotations are to be received via Council’s tender box and the process will be administered by the Procurement and Properties Unit to ensure probity compliance.

6.25 EVALUATION OF QUOTATIONS

The weightings used in the evaluation are to be relevant to and consistent with the procurement objective. All tenders/quotations shall be considered in a fair and equitable manner taking into account the nominated evaluation criteria. Evaluation Criteria should be aimed to assess the relative value for money of each bid.

Employees shall consider as part of any value for money decision, the contract whole of life cycle costs (rather than just the initial price), the capability of businesses to meet

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requirements, local economic and social benefits, environmental benefits, timeliness of supply and capability & capacity of the supplier to complete the works.

6.26 PROCUREMENT AUDITS AND ADVICE

The Procurement and Properties Unit is responsible for undertaking internal reviews of Councils procurement processes. Quarterly and random reviews will be conducted across all departments, procurement levels and delegations, with the results reported on a regular basis to the Executive Leadership Team and Council's Audit Committee.

A register of Procurement non-compliance will be maintained by the Procurement and Properties Unit and forwarded to the Executive Leadership Team quarterly. Process non-compliance and improvement will be discussed at the Leadership Team quarterly.

Repeated non compliance will be discussed with the relevant manager and officer. Staff will be counselled and will be provided with additional procurement training. Further breaches will be escalated to the relevant Director and disciplinary action may be taken.

Advice relating to all aspects of Procurement can be obtained from the Procurement and Properties Unit.

6.27 SECURITY UNDERTAKINGS

Security, retention moneys and performance undertakings are for the purpose of ensuring the due and proper performance of procurement activities are achieved.

Successful suppliers/tenders should lodge a security deposit in the form of a bank guarantee, issued by an Australian Bank in Australia or cash payment, or other forms of security to the satisfaction of the Director Corporate Services prior to the commencement of any works over \$90,000.

If the security is in the form of a bank guarantee and a requirement of the contract is to retain a percentage of the bank guarantee until completion of the defects liability period then two (2) separate guarantees of equal amounts shall be provided, any cash deposit is to be paid into account number with the original receipt forwarded to the contractor and a copy placed on the official file for the contract. Security undertakings are to be exclusive of GST.

The contract supervisor shall be responsible for obtaining and releasing all contract securities.

The amount of the security deposit required varies depending on the type of contract; Security deposits should not include GST.

Security deposits are not generally required for contracts/purchases less than \$90,000.

6.28 VARIATIONS

Variations to Purchase Orders and Contracts should be assessed against the original intent of the project/procurement plan to ensure best value is achieved.

Variations should not exceed 10 per cent of the original tender/quotation, variations greater than 10 per cent must be approved by a Director or the CEO.

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6.29 RESPONSIBILITY FOR PROCUREMENT POLICY

The Director Corporate Services is responsible for recommending changes to this procedure to the Chief Executive Officer (CEO) as required. Once approved by the CEO, the Director Corporate Services is responsible for the implementation of the procedure.

7. RELEVANT POLICIES/DOCUMENTS

- Delegation of Financial Authority Policy POL/CORP206
- Staff Code of Conduct Policy (POL/STAFF 127
- Conflict of interest declaration form
- OHS Contractor Management Procedure PRO/OHS911
- Asset Management Policy POL/INFRA516
- Corporate Credit Card Policy (POL/CORP203
- Tendering Policy POL/CORP217
- A guide to evaluating/assessing Local Benefit and Affect
- Invitation to quote form

Signed: _____ **CEO** **Date:** _____

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APPENDIX 1 BEST VALUE

The “Best Value Principles” and “Factors to be Considered When Applying Best Value” are required to be applied in all circumstances.

The best value system aims to reinforce quality management and to assist local government in ensuring that services are linked to the desires of our community.

Best Value Principles

In order to apply Best Value, a number of overarching principles need to be engaged.

When Council provides services to the community, they must comply with the Best Value Principles.

There are six principles:

1. All services must meet quality and cost standards.
2. All services must be responsive to the needs of the community.
3. A service must be accessible to those for whom it is intended.
4. Continuous improvement in its provision of services must be achieved.
5. A program of regular consultation with its community in relation to the service it provides must be developed.
6. A regular report, at least once a year, on achievements in relation to the Best Value Principles must be prepared.

Factors to be Considered When Applying Best Value

In implementing its Best Value Principles, a Council will take the following factors into consideration:

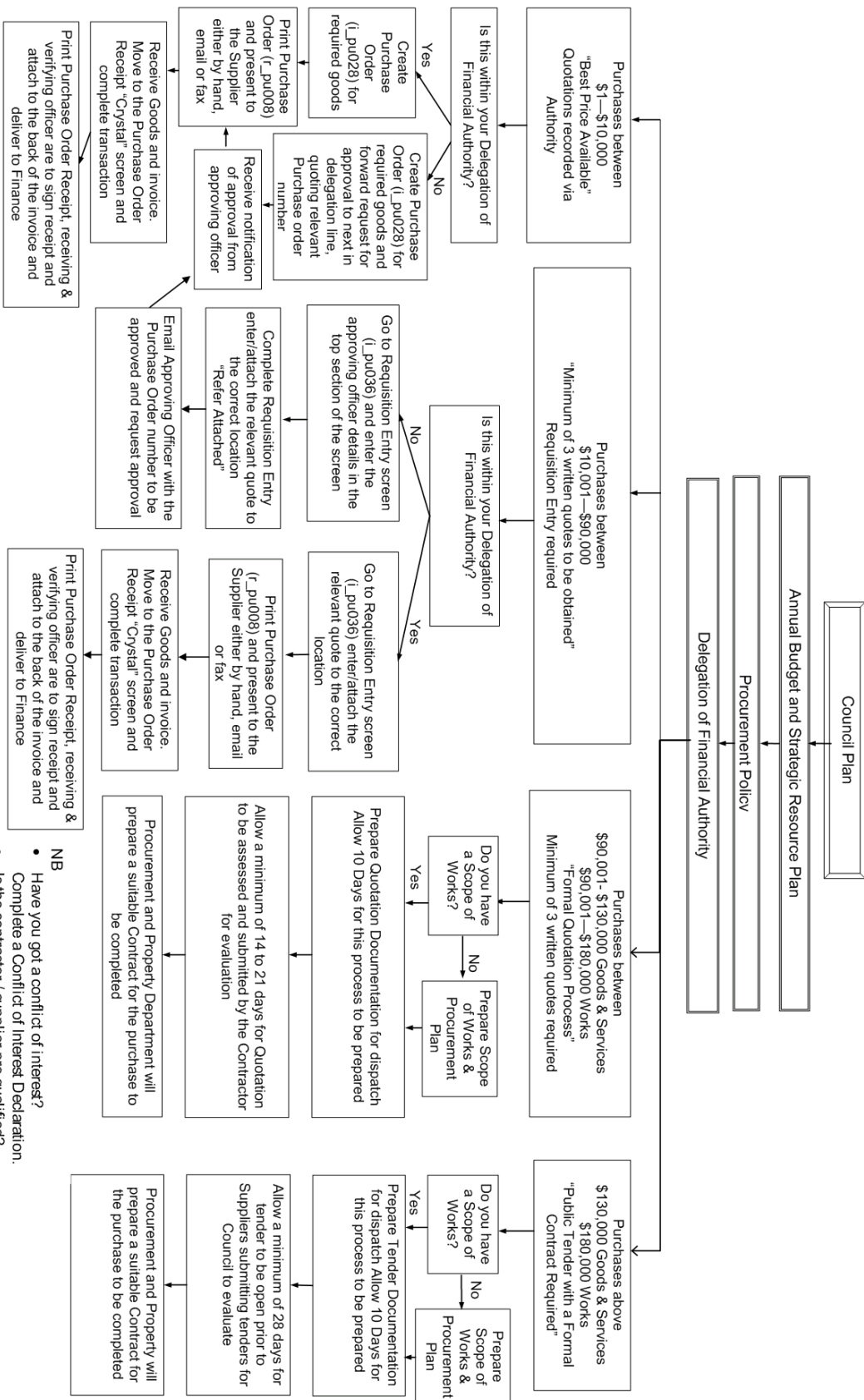
- The need to review services against the best on offer in both the public and private sectors;
- An assessment of value for money;
- Community expectations and values;
- The balance of affordability and accessibility;
- Opportunities for local employment growth or retention;
- The value of potential partnerships with other Council's, State and Commonwealth governments; and
- Potential environmental impacts for the Council's municipal district.

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APPENDIX 2
 PROCUREMENT PROCESS FLOWCHART



- NB
- Have you got a conflict of interest?
 - Complete a Conflict of Interest Declaration.
 - Is the contractor / supplier pre-qualified?

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APPENDIX 3 LOCAL BUSINESS FRAMEWORK

Purpose

Council recognises it has a role in the economic development of the municipality and is committed to assisting local industry to do business with Council. Local business in this context means suppliers based within the Swan Hill municipality. This framework sets out guiding principles and processes to achieve this objective.

Guiding Principles

Council will support local business and conduct programs that:

- Enhance the capability of local business to respond to Council's procurement requirements through encouragement and education;
- Provide feedback to local business to help improve their competitiveness;
- Ensure that buying practices, procedures and procurement specifications do not disadvantage local business and ensure transparency in all procurement and contract management activities;
- Promote a "support local business" philosophy, where it is competitive, represents value for money and fulfils other policy objectives of the Council; and
- Ensure that the community's interests are Council's highest priority.

Implementation

Council will undertake the following processes to encourage local businesses to supply goods and services to Council:

- Local businesses to be contacted when relevant tenders/contracts are being advertised, through the use of a local business database to be developed through the Economic Development Unit and other means as available;
- Education on how to respond to tenders/contracts through the business breakfasts or through specific training forums conducted for local business;
- Procurement activities not publicly tendered (eg. quotations) are to include a local business where possible;
- A guide on how to tender for Council services to be developed and made available to local businesses;
- Feedback to be provided to local businesses where they have been unsuccessful in tendering;
- A "local business assessment" schedule be adopted into all procurement activities undertaken by Council, including publicly advertised tenders and Requests for Quotation in order to broaden and maximise Councils sourcing of local businesses where possible; and
- Where a weighted criteria is used for local business assessment then a minimum 10% be set for evaluation.

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Key Performance Indicators

Council will measure the extent of its purchasing from local businesses on an annual basis through the following indicators:

- Percentage of all tenders that include selection criteria weighting for local business
- Percentage of active suppliers that are local businesses
- Total expenditure made with local businesses
- Percentage of expenditure that is with local businesses
- Business information forum conducted

Value for Money

Purchasing decisions will be made on the basis of value for money, rather than just the cheapest up-front purchase price. In establishing a minimum weighting of 10 per cent for local business where a weighted evaluation criteria is used, it is recognised that this may result in the reduction/shifting of percentages from other selection criteria which could include the weighting applied to cost of the procurement. Use of weighted evaluation criteria that are relevant to each procurement will ensure that an appropriate balance is applied in forming procurement decisions.

Environmental

Council prefers the use of local, recycled, energy efficient and environmentally responsible products whenever they perform satisfactorily and represent value for money. Council seeks to encourage the purchase of environmentally preferred products and services as a means of stimulating demand. Council will reduce any detrimental impact our works and services have on the Natural Environment and encourage others to do the same.

Social Inclusion and Diversity

This framework seeks to support and enhance local businesses and by implication employment opportunities for residents of the Municipality. Promoting opportunities for local businesses to engage with Council will further strengthen their ability to retain and possibly increase employment opportunities as well as retaining their presence in the region.

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LOCAL BUSINESS ASSESSMENT

Council recognises it has a role in the economic development of the municipality and is committed to assisting local industry to do business with Council. Council is committed to buying locally and supporting the business community and encouraging it's involvement in procurement processes. Buying locally includes the entire municipality (including Robinvale) where local suppliers are competitive and can achieve value for money.

1. Has your business established/or is a local base in the Swan Hill municipality? Yes
 No
2. If you answered "yes" to item 1, then state location and specify (office/depot)

3. If you answered "no" to item 1, will your business establish a local office base in the Swan Hill municipality? Yes No
4. Is your business employing local residents in the Swan Hill municipality? Yes No
5. Is your business using local suppliers? Yes No
6. If you answered "yes" to item 5, please state and list 3 projects/suppliers used:

Description of work	Supplier

7. Is your business using local contractors Yes No
8. If you answered "yes" to item 7, please state and list 3 Contractors used:

Contractor	Address	Contact

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APPENDIX 4



Chief Executive Officer
 Swan Hill Rural City Council
 PO Box 488
 SWAN HILL VIC 3585

Re: Contract No:

In accordance with Section 79/80B/ 80C of the Local Government Act 1989, I declare that

- I have a conflict of interest in the following matter for which I have delegated power
- I have a direct or indirect interest in the following advice or report which is to be considered at the following meeting.

State the subject of the declaration and meeting details, if applicable

.....

Further, I declare in accordance with Section 80B that the type of interest that has given rise to the conflict is either (place an X next to the interest):

- A direct interest
- or
- An indirect interest due to a close association
- An indirect financial interest
- An indirect interest because of conflicting duties
- An indirect interest because of receipt of an applicable gift
- An indirect interest as consequence of becoming an interested party.

Nature of Interest

.....

Alternatively, I declare that I have no conflict of interest in relation to this matter but that I will lodge a new declaration in the event that I become aware of the conflict of interest during consideration of this matter or that a conflict of interest arising during consideration.

Further, I have no conflict of interest which would breach the provisions of Council's Staff/Councillor Code of Conduct.

Name: Position: _____

Signature: Date: ____/____/____

If a Conflict of Interest is disclosed then the relevant staff members should excuse themselves from the Tender Evaluation Panel. Councillors should excuse themselves from discussions, debate and decision making on the item before Council or Council Committee.

B.19.124 QUARTERLY REVIEW OF FINANCIAL PERFORMANCE AND FINANCIAL POSITION TO 30 SEPTEMBER 2018

Responsible Officer: Director Corporate Services
File Number: 42-20-00
Attachments: 1 Income and Expenditure
 2 Balance Sheet

Declarations of Interest:

David Lenton - as the responsible officer, I declare that I have no disclosable interests in this matter.

Summary

A review of Council's Financial Performance (Income and Expenditure) and Financial Position (balance sheet) to the adopted Budget for the three months to 30 September 2019 has been conducted and the results are summarised in this report.

Discussion

A summarised Statement of Income and Expenditure and a summarised Balance Sheet for the 3 months ended 30 September 2019 are included with this report.

Major variations to budget as at 30 September 2019 are explained by way of notes on the attached report.

The forecast result is expected to be slightly better than budget at this early stage of the financial year. The predicted surplus assumes that Major Projects and Capital Works during the last nine months of the financial year will be within budget.

Significant forecast variations to budget include:

	Current Forecast Variances	
Grants Commission (including Transfer from Reserve)	\$44,000	Favourable
Roads Grants Commission (inc Transfer from Reserve)	\$12,000	Favourable
Additional Road Works	\$12,000	Unfavourable
Grants expected 2018/19 Received 2019/20	\$1,777,000	Favourable
Employee Costs (net)	\$4,000	Unfavourable
Workcover Premiums	\$10,000	Unfavourable
Insurance	\$30,000	Unfavourable
Interest Income	\$50,000	Favourable
Pioneer Settlement Net Result	\$35,000	Unfavourable
Family Day Care (Program reauspiced)	\$15,000	Favourable
Other Minor Variances (net)	\$4,000	Favourable
	\$1,811,000	Favourable
Less: Income owing from 2018/19	\$1,803,000	Unfavourable
Net Variation to 2019/20 Budget	\$8,000	Favourable

Consultation

Consultation occurred as part of the Budget preparation process.

Financial Implications

The report shows a predicted rates determination surplus \$8,000 better than budget for the 2019/20 financial year.

Social Implications

Not relevant to this item.

Economic Implications

Not relevant to this item.

Environmental Implications

Not relevant to this item.

Risk Management Implications

The anticipated surplus is subject to income and costs trending as expected over the final nine months of the year.

Council Plan Strategy Addressed

Effective and efficient utilisation of resources. - Effective and efficient utilisation of resources.

Options

Nil

Recommendation

That Council note that the anticipated end of financial year result is \$8,000 better than budget at this stage.

**SWAN HILL RURAL CITY COUNCIL
STATEMENT OF INCOME & EXPENDITURE
FOR THE 3 MONTHS ENDING 30/09/2019**

	Actual Year To Date 30/09/2019 \$000	Budget Year To Date 30/09/2019 \$000	\$ Variance To Budget \$000	% Variance To Budget	Original Annual Budget 2019/20 \$000	Notes
OPERATING INCOME :-						
Rates, garbage charges and marketing levy	27,928	28,297	(369)	-1.3%	28,297	
Statutory fees & fines	312	322	(10)	-3.1%	961	
User fees	952	1,075	(123)	-11.4%	4,638	1
Grants - Operating (recurrent)	1,804	2,486	(682)	-27.4%	9,711	2
Grants - operating (non-recurrent)	257	237	20	8.4%	5,304	3
Grants - capital (recurrent)	0	287	(287)	-100.0%	1,147	4
Grants - capital (non-recurrent)	2,200	2,064	136	6.6%	2,956	
Contributions - cash non recurrent	106	49	57	116.3%	121	5
Interest income	57	172	(115)	-66.9%	718	6
Proceeds from disposal of assets	43	92	(49)	-53.3%	946	7
Other revenue	360	694	(334)	-48.1%	2,796	8
TOTAL INCOME	34,019	35,775	(1,756)	-4.9%	57,595	
OPERATING EXPENSES (Excluding Depreciation) :-						
Employee benefits	5,006	5,407	(401)	-7.4%	20,083	
Contract payments materials & services	3,509	4,583	(1,074)	-23.4%	19,942	9
Bad & doubtful debts	0	0	0	0.0%	2	
Finance costs	(6)	18	(24)	-133.3%	362	10
Other expenses	287	280	7	2.5%	1,099	
TOTAL OPERATING EXPENSES (Excl. Deprn.)	8,796	10,288	(1,492)	-14.5%	41,488	
OPERATING RESULT (Excl. Deprn.)	25,223	25,487	(264)	-1.0%	16,107	
CAPITAL ITEMS :-						
Capital works/asset purchases - funding sourced	2,070	4,174	(2,104)	-50%	16,697	11
Capital works/asset purchases - funding not sourced	0	0	0	0%	1,529	
SURPLUS (DEFICIT) AFTER CAPITAL ITEMS	23,153	21,313	1,840	9%	(2,119)	
ADD FINANCING TRANSACTIONS						
Loan principal redemption	(118)	(126)	8	-6.0%	(502)	
Transfers to/from reserves	3,580	3,580	0	0.0%	2,176	
Proceeds from loans	0	0	0	0.0%	500	
TOTAL FINANCING TRANSACTIONS	3,462	3,455	8	0.2%	2,174	
BUDGET RESULT SURPLUS	26,615	24,767	1,848	7.5%	55	

- 1 Market Usage charges at the stock selling complex are \$45K below forecast to the end of September however October has been above forecast. Pioneer Settlement admissions and catering are \$40K and \$22K below forecast year to date.
- 2 Fifty per cent of Council's 2019/20 Victoria Grants Commission allocation was received in June 2019. This variance will remain for the year and is offset by increased cash holdings on the balance sheet.
- 3 The Art Gallery received a \$30K grant for the Regional Digitisation Roadshow which had not been forecast.
- 4 Council's first Roads to Recovery instalment is yet to be received. The budgeted amount of \$1.147M will be claimed by the end of the financial year.
- 5 Resort and Recreation levies totalling \$42K have been received for new developments. The full year budget was \$5K.
- 6 Timing issue. Current term deposits have accrued \$122K in interest income and will be recognised at maturity.
- 7 There have been minimal plant and fleet purchases in the year to date, so revenue from trade in's are currently below forecast.
- 8 Tower Hill land sales are \$396K below forecast. Two lots have settled to 30 September 2019. Two settlements are scheduled for October and a further two lots have sold in November.
- 9 Contractor costs for a number of areas are still to have September costs submitted for payment. Waste Management contracts (\$375K) and the Council contract Cleaners (\$135K) are outstanding. Major Operational projects are currently \$317K below forecast year to date.
- 10 Council's interest only loans have accrued \$93K in interest costs which will be booked when the instalments are due in Nov and Dec.
- 11 At this stage of the year a majority of the larger capital works projects have only just begun or will commence later in the year.

**SWAN HILL RURAL CITY COUNCIL
SUMMARISED BALANCE SHEET
AS AT 30/09/2019**

	This Year Actual As At 30/09/2019 \$000	Last Year Actual As At 30/09/2018 \$000	\$ Movement Y.T.D. \$000	% Movement 2019/20	Budget As At End 2019/20 \$000
CURRENT ASSETS:-					
Cash and Cash Equivalents	39,419	33,521	5,898	17.6%	21,012
Trade & Other Receivables	15,915	15,905	10	0.1%	2,140
Inventories	162	97	65	67.0%	85
Other Assets	162	149	13	8.7%	687
TOTAL CURRENT ASSETS	55,658	49,672	5,986	12.1%	23,924
CURRENT LIABILITIES:-					
Trade & Other Payables	1,256	1,128	128	11.3%	2,301
Trust Funds & Deposits	1,416	1,233	183	14.8%	147
Provisions	5,199	5,212	(13)	-0.2%	5,326
Interest Bearing Loans & Borrowings	359	425	(66)	-15.5%	573
TOTAL CURRENT LIABILITIES	8,230	7,998	232	2.9%	8,347
NET CURRENT ASSETS	47,428	41,674	5,754	13.8%	15,577
NON-CURRENT ASSETS:-					
Trade & Other Receivables	111	131	(20)	-15.3%	130
Property, Plant, Equipment & Infrastructure	459,261	448,766	10,495	2.3%	473,650
Intangible Assets	2,765	1,843	922	50.0%	1,843
TOTAL NON-CURRENT ASSETS	462,137	450,740	11,397	2.5%	475,623
NON-CURRENT LIABILITIES:-					
Interest Bearing Loans & Borrowings	7,453	6,115	1,338	21.9%	7,384
Provisions	1,440	1,428	12	0.8%	1,415
TOTAL NON-CURRENT LIABILITIES	8,893	7,543	1,350	17.9%	8,799
TOTAL NET ASSETS	500,672	484,871	15,801	3.3%	482,401
EQUITY:-					
Accumulated Surplus & Reserves	322,005	314,111	7,894	2.5%	288,408
Asset Revaluation Reserve	178,667	170,760	7,907	4.6%	193,993
TOTAL EQUITY	500,672	484,871	15,801	3.3%	482,401

B.19.125 ASSET NAMING SUB-COMMITTEE UPDATE

Responsible Officer:	Director Infrastructure
File Number:	S11-01-01
Attachments:	1 Minutes 16 September 2019 2 Proposed Asset Naming Policy and Procedure 3 Submissions received for Rowe Street Park

Declarations of Interest:

Svetla Petkova - as the responsible officer, I declare that I have no disclosable interests in this matter.

Summary

The Asset Naming Sub-Committee met on 16 September 2019. This report seeks a Council resolution to accept the minutes and recommendations from the sub-committee meeting as directed by Council's Asset Naming procedure POL/INFRA500.

Discussion

Internal requests or correspondence from residents and Government representatives concerning the naming of roads and community assets is periodically received by Council. The current Asset Naming policy POL/INFRA500 refers all requests to the Asset Naming Sub Committee. The sub-committee currently meets on an as-needs basis, depending on the number of outstanding requests and is comprised of two Councillors, a community member from the Swan Hill Genealogical and Historical Society as well as Council officers.

In relation to the names contained in this report, they have been verified by the Committee and have been researched to ensure that Council can endorse the recommendations as outlined.

Each of the following items listed are a result of a request or approval from members of the Committee:

Item 1 – Asset Naming Policy and Procedure Review

Council receives many requests for asset naming. The current policy and procedure broadly follows the following process:

1. Request is received and added to the next sub-committee meeting agenda
2. Once sufficient agenda items are received, the sub-committee meets to discuss the proposal and its compliance with the Naming Rules, update previous actions and make recommendations to Council.
3. Once names are agreed public consultation is commenced for the prescribed period. The sub-committee then makes a recommendation to Council.

4. Once a resolution is passed, the proposal is submitted to the Registrar of Geographic Names for final approval

Whilst this process seems straight forward, it is prone to long delays due to irregular meeting dates. An assessment of the September 2019 agenda items show a 6 to 18 month resolution period.

The draft Asset Management Policy and Procedure proposes the following

1. Naming proposals and new development names must be submitted on standard forms to ensure Council receives all relevant information prior to assessing a proposed name
2. All submissions assessed against the specific criteria outlined in the official guidelines by the Enterprise Asset Manager. If a proposal is not compliant, the customer will be informed with detailed information on how the proposal does not fit the criteria.
3. If a proposal is compliant, approval to seek public consultation is sought at a Council Assembly so that Council are aware of the proposal
4. Public Consultation will include public advertising as well as invitations to make submissions to adjoining landowners, family members and relevant local groups.
5. All information then provided to Councillors to make an informed decision
6. Successful proposals will be either added to the Master List for future naming or submitted to Geographic Names for final approval

The intended purpose of these changes is to make the process clearer for the public and to provide shorter timeframes between submission and resolution.

The policy and procedure was discussed at the sub-committee meeting and a motion was carried to trial the proposed procedure for 12 months.

Recommendation - The Committee recommends that the proposed Policy and Procedure be trialled for 12 months

Item 2 – Rowe Street Park

Rowe Street Park was released for public consultation. Four submissions were received; 3 in support and one suggesting an alternate name. The sub-committee moved that the park be officially named "Rowe Street Park".

Recommendation - The Committee recommends that the park be officially named "Rowe Street Park".

Consultation

A community representative is a member of the Asset Naming Sub-Committee. Jan Guse represents the Swan Hill Genealogical and Historical Society. Jan was supportive of the policy changes provided the Society is invited to make a submission for future proposals.

Proposed naming of the parks and roads are subject to public advertising and submission process and stakeholders directly affected by the naming proposal will be directly approached to make a submission.

The community members who made the requests will be informed of the outcome of the Asset Naming Committee meeting and the process going forward.

Financial Implications

Minor costs associated with the purchase and installation of signs and advertising of proposed names for the parks and roads in Swan Hill, Robinvale and Winlaton. There will be some saving in staff costs as it was estimated that each sub-committee meeting would cost between \$500 and \$1000 in wages of those required to be present.

Social Implications

Recognition of the contribution of outstanding citizens via Asset Naming will have positive social benefits.

Economic Implications

Nil.

Environmental Implications

Nil.

Risk Management Implications

The naming of unnamed roads will assist emergency services in identifying roads and locations during emergency callouts.

Council Plan Strategy Addressed

Governance and leadership - Positive community engagement through appropriate and constructive consultation.


Options

1. Accept the recommendation of the Asset Naming Sub-Committee and implement them.
2. Disagree with the recommendation of the Asset Naming Sub-Committee and reconvene the group to provide alternative solutions to Council.

Recommendations

That Council:

1. **Note the draft minutes of the Asset Naming Sub-Committee of 16 September 2019.**
2. **Resolve to formally name the park in Rowe Street, Robinvale "Rowe Street Park."**

	ASSET NAMING SUB-COMMITTEE MINUTES Monday 16 September 2019 Executive Meeting Room Swan Hill Rural City Council
Attendees:	Cr Les McPhee (Chairperson) Mrs Jan Guse, Swan Hill Genealogical & Historical Society Svetla Petkova, Director infrastructure Laura O'Dwyer, Enterprise Asset Manager Rachael Blandthorn, Principal Planning Officer Vicki Taylor, Senior Revenue Officer David Murphy, GIS Officer Tamara Cordwell, Revenue Officer Apologies Cr Jade Benham Heather Green, Director of Planning and Development
1.	Welcome
	Cr Les McPhee declared the meeting open at 2.00pm and welcomed everyone to the Asset Naming sub-committee meeting for 16 September 2019
2.	Confirmation of Minutes – Tues, 17 April 2019
Discussion:	Moved : David Murphy Seconded: Tamara Cordwell CARRIED
3.	Asset Naming Policy and Procedure Review
	<p>The current and proposed Policy and procedures were discussed and compared. It was agreed that the current process is failing but the committee was unable to identify if this was due to the process or internal staff issues.</p> <p>The proposed Policy and Procedure removes the need for the Asset Naming Committee and each proposal, after a check for compliance will go straight to a Council Assembly for information, then public consultation and Council for a final resolution.</p> <p>The introduction of standard forms was seen as a positive to obtaining the correct information. Cr McPhee stated that he was reluctant to remove the consultation that was obtained by having a historical Society member on the Asset Naming Committee. It was discussed the Mrs Guse would be invited to submit as part of the Submission process.</p> <p>Recommendations: The Committee recommends that the proposed Policy and Procedure be trialled for 12 months Moved: Jan Guse Seconded: Rachel Blandthorn CARRIED</p>

4	Naming of park in Rowe Street, Robinvale
<p>Four submissions were received. Three were supportive of the name change. One suggested an alternative name.</p> <p>Recommendation: The Committee recommends that the the park be officially named "Rowe Street Park"</p> <p>Moved: Svetla Petkova Seconded: Rachel Blandthorn CARRIED</p>	
5	Renaming section of Breen Street, Ultima
<p>The name was submitted to Geographic Names with the original Council resolution from 2005. The Registrar of Geographic Names rejected the proposal due to the age of the original public consultation. The Registrar was satisfied if the consultation was directly with the adjoining landowners and that it did not need to be publicly advertised.</p> <p>Recommendation: The Committee recommends that the the adjoining landowners and the Ultima Progress Group, as the original proponents, be invited to make a submission to ensure that they are still happy with the proposal.</p> <p>Moved: Tamara Cordwell Seconded: Jan Guse CARRIED</p>	
6	Renaming of Nowie Road, Nowie
<p>Update: Council rejected proposal to rename Nowie Rd between Blackwire and Chillingollah Road to Olsen Road– 18 September 2018. Submitter sent a letter by Heather Green informing them that the resolution was not approved.</p> <p>Conclusion: No further Action</p>	
7	Falkiner Road, Tresco
<p>Update: Road signs relocated</p> <p>Conclusion: No Further Action</p>	

8	Borneo and Bangka Road, Robinvale
<p>Update: Names were submitted to the Registrar of Geographic names. It has been noted that VicMap has got the two road names in reverse order. A change request has been submitted to correct</p> <p>Conclusion: No Further Action</p>	
9	Arthur Charlmers
<p>Update: Renamed and signs up</p> <p>Conclusion: No Further Action</p>	
10	Submission: Renaming of Chisholm Reserve to Swan Hill MotorPlex
<p>Chisholm Reserve Complex Incorporated has made a submission to Council proposing to rename Chisholm Reserve to Swan Hill Motorplex. The reserve was named to reflect the previous landowner. There is a Chisholm Street located in Swan Hill.</p> <p>Recommendation: The Committee recommends that the Swan Hil MotorPlex be advertised for public comment.</p> <p>Moved: Laura O'Dwyer Seconded: Rachel Blandthorn CARRIED</p>	
11	Submission Dohnt
<p>Submission for possible names for the new estate which has since been named using the Asset naming Master List</p> <p>Recommendation: The Committee recommends that name be considered for the Asset Naming list. The Submitter to be sent a form to fill in details.</p> <p>Moved: Jan Guse Seconded: Laura O'Dwyer CARRIED</p>	
12	Other Business

Meeting Closed at 2.35 PM

**Next Meeting –
TBA**

Date Adopted	February 2004
Date current as at	June 2019
To be Reviewed	June 2022

Fully compliant with Victorian
Charter of Human Rights and
Responsibilities Act 2006



POLICY TITLE ASSET NAMING

POLICY NUMBER POL/INFRA500

1. PURPOSE

The purpose of this policy is to ensure a consistent and transparent approach to the naming of Swan Hill Rural City Council's (Council) infrastructure assets.

2. SCOPE

This Policy applies to the naming of infrastructure assets under Council's control including but not limited to – roads and features such as bridges, parks, open spaces, reserves, public facilities, footpaths, recreation paths, and car parks.

3. POLICY

Council has responsibility under the Local Government Act 1989 for the naming of roads and streets. The naming of roads and places provides an opportunity to honour individuals and groups in the community for past contributions and achievements that deserve recognition as well as presenting an opportunity to emphasise important landmarks, geographical features or historical or cultural characters of the area concerned.

This policy should be read in conjunction with Council Procedure PRO/INFRA500 Asset Naming which provides a consistent approach for the naming of infrastructure assets, to ensure that:

- Public Consultation is undertaken where necessary and nominations received from the public are assessed against pre-determined criteria to ensure transparency
- Any new road, public facility, feature or place name
 - does not conflict with existing names recorded in Council's road register or elsewhere;
 - comply with relevant jurisdictional legislation, policies and guidelines;
 - are not offensive, racist, derogatory or demeaning;

Council has no obligation to accept any name proposed by any group, entity, developer or individual. Council reserves the right to allocate names in accordance with this policy.

The naming of an infrastructure asset, feature or road in accordance with this policy does not change the responsibility associated with the ownership of the asset or require Council to maintain the asset.

RELATED POLICIES/DOCUMENTS

Procedure PRO/INFRA500 Asset Naming

Naming Rules for Places in Victoria – Statutory requirements for naming roads, features and localities 2016

Asset Name Masterlist

Asset Name Proposal Form

New Asset Name as part of Development Form

Date Adopted February 2004
Date current as at June 2019
To be Reviewed June 2022

Fully compliant with Victorian
Charter of Human Rights and
Responsibilities Act 2006



RELATED LEGISLATION

Geographic Place Names Act 1998
Local Government Act 1989
Road Management Act 2004

Signed: _____ **Mayor** **Date:** _____

DRAFT

PROCEDURE TITLE	ASSET NAMING
PROCEDURE NUMBER	PRO/INFRA500

PURPOSE

Names are an important navigation and reference tool in our community. It is important to have appropriate names for streets, roads and other assets to tell us where we are, identify places for postal and emergency services, and to define our community's identity. Names should reflect our community's values, history and future.

Asset naming is covered by various pieces of legislation. This procedure ensures that naming principles meet legislative requirements while providing a consistent approach and clarity about naming opportunities. It provides principles and guidelines for determining and approving a name, and when a name may be changed or considered for dual naming.

SCOPE

This procedure describes the process used by Council when selecting, approving, or assigning the names:

- In new subdivisions.
- For unnamed roads and streets.
- To change the names of existing streets and roads.
- Council assets including features, reserves, parks, open spaces and public facilities

The importance of having appropriately named streets, roads and other assets is to enable the efficient and orderly operation of services in our community including emergency, postal and transport services as well as facilitating good community communications.

Council has responsibility under the Local Government Act 1989 for the naming of roads and streets. Approaches are made to Council on a regular basis to name or rename roads and streets or other assets. This procedure will provide a framework in which to consider these proposals and to recognise community heritage, identity and aspirations.

DEFINITIONS

To assist in interpretation the following definitions shall apply:

Geographic Name, in relation to a Feature, means the name registered in the Register as the name for that feature.

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

Infrastructure Asset shall mean an asset owned or under the control of Swan Hill Rural City Council which includes but is not limited to roads, bridges, parks, reserves, public facilities, footpaths, bicycle paths, and car parks.

Road is described in the *Local Government Act 1989* as:

- A) a street; and

- B) a right of way; and
- C) any land reserved or proclaimed as a street or [road](#) under the **Crown Land (Reserves) Act 1978** or the **Land Act 1958** ; and
- (ca) a public [road](#) under the **Road Management Act 2004** ; and
- D) a passage; and
- E) a cul de sac; and
- F) a by-pass; and
- G) a bridge or ford; and
- H) (a footpath, bicycle path or nature strip; and
- I) any culvert or kerbing or other land or works forming part of the [road](#);

Register means the Register of Geographic Names established under section 9 of the Geographical Names Act 1998

PROCEDURE

When will a name be allocated or changed?

The naming of infrastructure assets provides an opportunity to honour individuals and groups for contributions and achievements that deserve recognition. It also presents an opportunity to emphasise important landmarks, geographical features or history including local Aboriginal culture and other events

Naming may arise either:

- At the instigation of Council, or the community for existing unnamed infrastructure or places
- As a result of new infrastructure

Renaming

Renaming of any asset but particularly roads is discouraged however an infrastructure asset may be renamed upon request if:

- There is strong community desire (for example over 100 submissions) for a name change;
- The name is duplicated elsewhere within the Council area;
- The person or body or entity after which the infrastructure asset was named has been discredited or dishonoured;
- A name change is required to reflect a change in use of the infrastructure asset;
- It has been found that the information submitted regarding the original naming of the infrastructure asset was factually incorrect; or
- The naming does not comply with AS/NZS 4819.2011 Rural and Urban Addressing

Public consultation will be undertaken for all renaming nominations and presented to Council for decision via a Council resolution.

How to Nominate a Name

Council will only consider applications received in an approved form.

Applications must be accompanied with supporting documentation and evidence to enable the independent assessment by Council as to the validity of the claims being made for recognition of names within the application

Asset Name Master List

Council will maintain an Asset Name Master List to use at its discretion. Names can be submitted to Council at anytime for consideration for use in the future. These names will follow the same process as the naming of a specific asset, however, once endorsed for use by Council the name will be added to the Asset Name Master List.

These pre-approved names can be selected for new or unnamed assets. Nominations may be submitted for specific localities to ensure that the Names are linked to an area to reflect local history.

Once selected for use, the name will be submitted to Geographic Names Victoria for final approval.

General Principles

The following principles, consistent with the *Naming Rules for Places in Victoria 2016* will be applied by Council when suggesting, endorsing or approving names.

- A) Ensuring Public Safety – The suggestion makes sense and won't cause confusion for the public or essential services
- B) Recognising the Public Interests – Long term benefits to the community outweigh any private or corporate interests, or short term effects
- C) Links the name to the place – Names that link the name to the place could relate to Aboriginal culture and occupation of the land, local flora and fauna, Australian war contributions, European exploration and settlement, local geography and geology, significant events, cultural diversity of past and current inhabitants, patterns of land usage and industrial/mineral/agricultural production.
- D) Ensuring names are not duplicated – proposed names should not duplicate another name within a 30km radius, including existing inter-council or interstate names. Duplicates are considered to be two (or more) names within close proximity, or names that are identical or have similar spelling or pronunciation (ie White, Whyte, Wite and Wiet)
- E) Names must not be discriminatory - Names should not be derogatory or offensive on the grounds of race, ethnicity, religion or gender.
- F) Recognition and use of Aboriginal languages in naming – The use of Aboriginal languages in the naming of roads, features and localities is encouraged, subject to agreement from the relevant Traditional Owner group(s).
- G) Dual Names – dual names are a way of recognising the names given to places by different enduring cultures and language groups (e.g. Lake Eyre/ Kati Thanda). Dual

names can only be applied to topographical features (e.g. rivers, mountains, lakes) or mapped and bounded areas such as state forests and national parks.

- H) Using commemorative names – When using a commemorative name the following points must be considered .
- If named after a person, that person should be or have been held in strong regard by the community. The persons achievements, relevant history and association to an area, and the significance of the family/person to the area/land. For example, a family that has been associated to an area for at least 50 years
 - The names of people who are still alive must be avoided because community attitudes and opinions can change over time
 - A commemorative name applied to a locality or road should use only the surname of the person, not first of given names. If applied to a feature, a first and surname of a person can be used, although it is preferred only a surname be used
 - The initials of a person are not be used in any instance
- I) Using commercial and business names – public infrastructure or places will not be named after commercial business, trade names, estate names or not-for-profit organisations.
- Language – careful use of names from Australian English, Aboriginal names and names from other language need to be given careful consideration
 - Geographic Names, unless proper nouns, must be written in standard Australian English or a recognised format of an aboriginal language local to the area.
 - They must be easy to pronounce, spell and write, preferably not exceed 3 words (including feature type) and/or 25 characters. An exception to this is in the use of Aboriginal languages, when it is accepted that Aboriginal names that initially seem complex will, over time, become familiar or easy to use (E.g. Chinkapook, Chillingollah and Manangatang)
 - “The” is not a suitable prefix in naming of any road, feature or locality.
 - Hyphens can be used within place names that indicate the extent of the feature, e.g. Nyah-Vinifera State Park . They can also be used when the name incorporates a hyphenated surname, e.g. Kingsford-Smith.
 - Diacritical marks, such as symbols used in ã, ê, ñ, etc will be omitted
 - Punctuation marks such as commas and full stops are not allowed
 - Apostrophes must be deleted from geographic names e.g. O’Dwyer would be ODwyer, Wilson’s Promontory would be Wilsons Promontory
 - Abbreviations are not allowed with the exception of the use of an honourific Saint. E.g. Mt must be written as Mount, but Saint can be St
 - A road name cannot contain a numeric value. For example 1st Street, first Avenue, One Street, 1 Mile Rd. This is due to the possible confusion between the road name and address number.
 - Approved feature types must be used. Refer to Appendix A for approved types for roadways

- J) Directional Names to be avoided – a proposed name that uses a cardinal direction to distinguish itself from another similar name is considered a duplicate name (refer to point D). In these instances another name must be chosen to provide a clear distinction between them.

PROCESS FOR CHOOSING A NAME

Application to add a name to the Asset Name Master List

1. Nominations may be made to Council using the Asset Name Proposal form
2. Proposals will be assessed by Council's Enterprise Asset Manager for compliance with the general principles outlined in this procedure.
3. If the Enterprise Asset Manager does not consider the renaming to be compliant it will advise the applicant of its decision not to proceed including detailed feedback.
4. Compliant proposals will be taken to Council and approved in principle for public exhibition.
5. Proposals will be publicly advertised and community comment invited.
6. Council will consider the nomination and all submissions and if in agreement ratify the addition of the name to the pre-approved Asset Naming Master List

Names for Roads and Streets in New Subdivisions

1. Developers applying for subdivisions are encouraged to draw from the list of recommended names in from the Asset Naming Master List by submitting the New Asset Name as part of Development Form
2. Developers may submit new names for consideration using the Asset Name Proposal form. The nomination will be assessed through the process outlined above in Application to add a name to the Asset Name Master List .
3. If names are drawn from the pre-approved Asset Name Master List, names will not need to be advertised for public consultation or require further Council Approval
4. Council will register the road names when it certifies plans of subdivision and forwards them for registration of title.
5. Submitted to Geographic Names board for approval or registration on the Geographical Names Register

Names for un-named Roads or Features

1. Nominations may be made to Council using the Asset Name Proposal form
2. Proposals will be assessed by Council's Enterprise Asset Manager for compliance with the general principles outlined in this procedure.
3. If the Enterprise Asset Manager does not consider the renaming to be compliant they will advise the applicant of the decision not to proceed including detailed feedback.
4. Compliant Proposals will be taken to Council and approved in principle for public exhibition.

5. Proposals will be publicly advertised and community comment invited.
6. As part of any consultation Council will write to all abutting property owners and relevant authorities inviting them to make a submission.
7. Council will consider the Proposal and all submissions and if in agreement ratify the addition of the name to the pre-approved Asset Naming Master List
8. Submitted to Geographic Names board for approval or registration on the Geographical names Register
9. Gazettal in the VIC Government Gazette.

Renaming Roads or Features

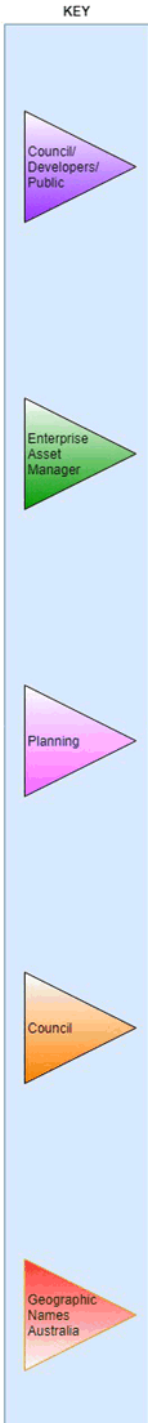
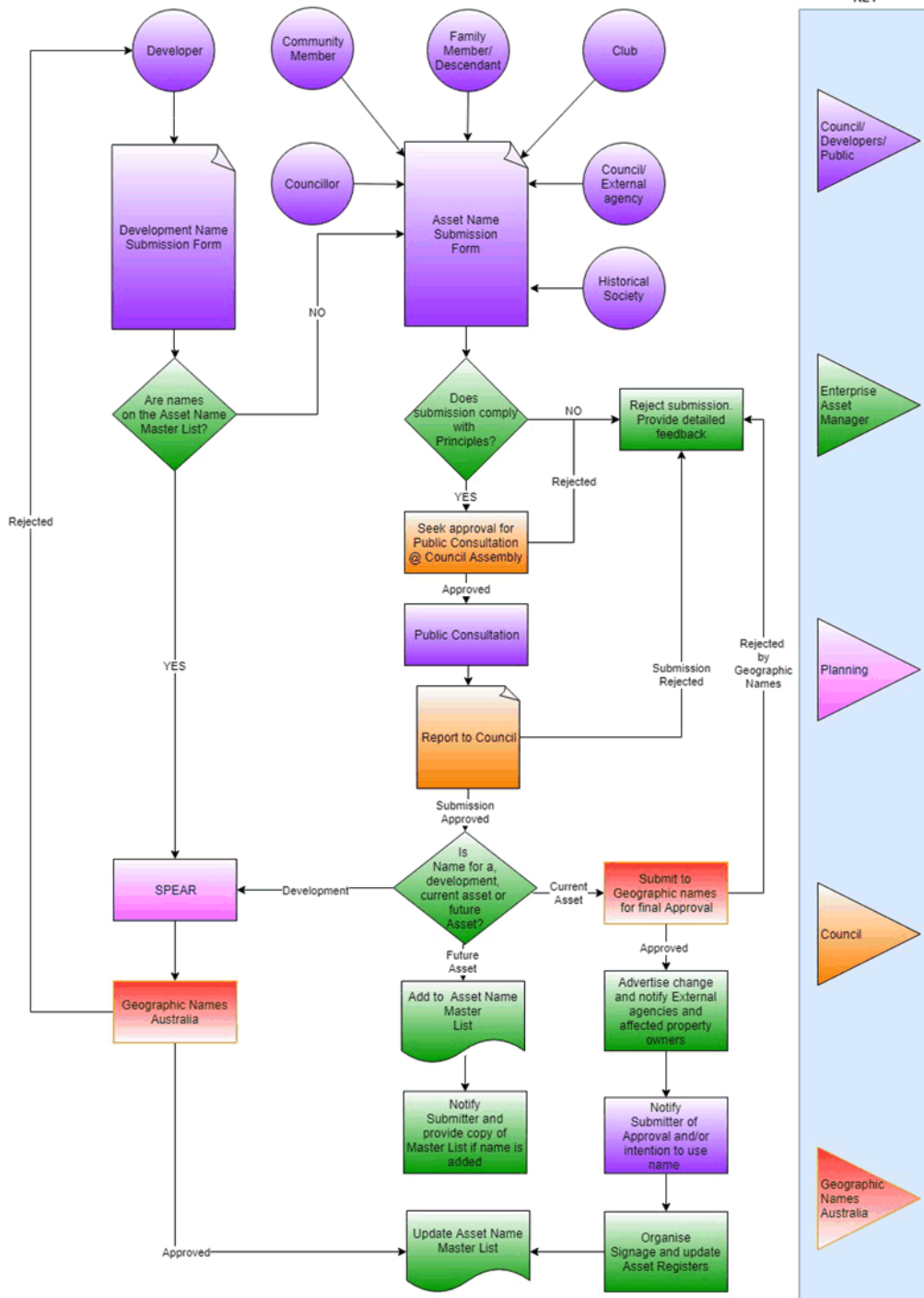
1. Nominations may be made to Council using the Asset Name Proposal form
2. Proposals will be assessed by Council's Enterprise Asset Manager for compliance with the general principles outlined in this procedure.
3. If the Enterprise Asset Manager does not consider the renaming to be compliant they will advise the applicant of the decision not to proceed including detailed feedback.
4. Compliant proposals will be taken to Council and approved in principle for public exhibition. If Council does not consider the renaming to be appropriate or required (where the name has been submitted by a member of the public) it will advise the applicant of its decision not to proceed with a renaming.
5. Proposals will be publicly advertised and community comment invited.
6. As part of any consultation Council will write to all abutting property owners and relevant authorities inviting them to make a submission.
7. Council will consider the nomination and all submissions and if in agreement ratify renaming of the road or feature.
8. Submitted to Geographic Names Victoria for approval or registration on the Geographical names Register

After Approval by Geographic Names Victoria

1. All property owners abutting the road, those who made a proposal and the various authorities will be advised in writing of Council's decision.
2. Council Records will be updated.
3. Council will advertise its decisions in the local newspapers, where it has not been done as part of a consultation process.
4. Council will notify Land Victoria, VicRoads and Geographic Names Victoria of new or altered road and street names.
5. Council will notify all statutory bodies, and emergency, postal and transport services.
6. Gazettal in the VIC Government Gazette.
7. Signs are to be erected as soon as possible after receiving ratification of name.
8. Notify applicant of outcome.

Process Summary

Appendix A



Signed: _____ CEO Date: _____

APPENDIX B
Accept Feature Types for Roads

~~Delete ones not suitable for SHRCC ie Ramp, Ridge~~

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.
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

Appendix B

Road Type	Abbreviation	Description
		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.



Please return this completed form to:
 PO Box 488, Swan Hill VIC 3585 | DX 30166
 45 Splatt Street, Swan Hill VIC 3585
 Tel: 03 5036 2352 | Fax: 03 5036 2340
 Email: planning@swanhill.vic.gov.au

ASSET NAME PROPOSAL

PLEASE READ: All applications for the addition of names to be added to Council's Approved Place Names Register must be made in writing. The history of the name(s) proposed should be included with the application. All applications must be accompanied with sufficient particulars and evidence to enable an independent determination by Council officers to confirm the validity of the claims being made for the recognition of names within this application. The proposed name(s) should meet the principals under **PRO/INFRA500 ASSET NAMING**.

Applicant Details:-				
(It is important that Council is able to contact you if more information is required. Please give as much details as possible)				
Mr <input type="checkbox"/>	Mrs <input type="checkbox"/>	Ms <input type="checkbox"/>	Dr <input type="checkbox"/>	Other <input type="checkbox"/>
Surname:			Given Name(s):	
Company / Organisation:			ABN:	
Postal Address:			State:	Postcode:
Daytime Telephone:		Mobile:		Fax:
Email:				
Do you require special assistance with this application?			Yes <input type="checkbox"/>	No <input type="checkbox"/>
If yes, please specify:				

Proposed Name to be Used in the Location/Vicinity:-
BEVERFORD:
BOUNDARY BEND:
LAKE BOGA:
MANANGATANG:
NYAH / NYAH WEST:
PIANGIL:
ROBINVALE:
SWAN HILL:
ULTIMA:
WOOD WOOD:
WOORINEN / WOORINEN SOUTH:
Anywhere in the Local Government area:
Other:

(Applications specific to an existing road, property or asset must be accompanied by a Site Plan and sufficient particulars to enable the location to be identified.)



Please return this completed form to:
 PO Box 488, Swan Hill VIC 3585 | DX 30166
 45 Splatt Street, Swan Hill VIC 3585
 Tel: 03 5036 2352 | Fax: 03 5036 2340
 Email: planning@swanhill.vic.gov.au

The Proposal:-

(You must give full details of your proposal and attach the information required to assess the application. All applications must state reasons to support the requested name and provide written documented evidence to support the application as per **Policy POL/INFRA500 ASSET NAMING.**)

The name refers to (tick all applicable)	
<input type="checkbox"/> An historic person or event	<input type="checkbox"/> Long term community service recognition
<input type="checkbox"/> A significant local feature of landmark	<input type="checkbox"/> Local eminent person
<input type="checkbox"/> Specific site feature	<input type="checkbox"/> Early local settler
<input type="checkbox"/> Traditional or appropriate Indigenous name	<input type="checkbox"/> National prominence
<input type="checkbox"/> Other (please specify)	
Reason to support preferred road name:	
History of the name(s) proposed:	



Please return this completed form to:
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 45 Splatt Street, Swan Hill VIC 3585
 Tel: 03 5036 2352 | Fax: 03 5036 2340
 Email: planning@swanhill.vic.gov.au

Supporting Documentation:-		
Have you attached General Locality Plans for names to be used ?	Yes <input type="checkbox"/>	No <input type="checkbox"/>
Have you attached Historic Supporting Documentation for in memoriam names ?	Yes <input type="checkbox"/>	No <input type="checkbox"/>
Description of attached Documents:		
Have you attached Third Party Support Documents (Adjoining Property Owners) ?	Yes <input type="checkbox"/>	No <input type="checkbox"/>

Applicable Fees and Charges:-
There is no cost associated with the lodgment of this application form.

Privacy and Personal Information Protection Notice:-
<i>Your submission and the personal information on this form are collected by Swan Hill Rural City Council (Council) for the purpose of considering your nomination under POL/INFRA500 Asset Naming. If you do not provide the prescribed information, Council will not be able to consider your application. Your application will be available at the Council office for any person to inspect and copies may be made available on request to any person for the relevant period set out in the Privacy and Data Protection Act 2014. If you have any concerns or wish to request access to your personal information, please contact Council on (03) 5036 2333.</i>

Applicant’s Signature(s):-

I declare that, to the best of my knowledge, all particulars supplied by me are correct and completed. I understand that inaccurate or false statements may cause my application to be delayed or rescinded

Signature: _____ Date: _____ / _____ / _____

(Office Use Only)
Date received: / / Officer name:
Title:



Please return this completed form to:
 PO Box 488, Swan Hill VIC 3585 | DX 30166
 45 Splatt Street, Swan Hill VIC 3585
 Tel: 03 5036 2352 | Fax: 03 5036 2340
 Email: planning@swanhill.vic.gov.au

NEW ASSET NAME AS PART OF DEVELOPMENT APPLICATION FORM

PLEASE READ: All applications for the naming of assets within subdivisions must be made in writing.

All applications must suggest three (3) new names (one preferred name and two alternative names) and state reasons to support the requested name for each suggestion. The history of the names proposed should be included with the application.

All applications must be accompanied by a final approved Road Layout Plan and sufficient particulars to enable easy identification of the roads to be named. For example, number the roads (1, 2, 3 etc) for identification.

The proposed names should meet the guidelines under Swan Hill Rural City Council's POL/INFRA500 ASSET NAMING.

This application form must be fully completed and accompanied by a Site Plan, including existing and future road extensions.

Applicant Details:-

(It is important that Council is able to contact you if more information is required. Please give as much details as possible)

Mr <input type="checkbox"/>	Mrs <input type="checkbox"/>	Ms <input type="checkbox"/>	Dr <input type="checkbox"/>	Other <input type="checkbox"/>
Surname:			Given Name(s):	
Company / Organisation:			ABN:	
Postal Address:			State:	Postcode:
Daytime Telephone:		Mobile:		Fax:
Email:				
Do you require special assistance with this application?			Yes <input type="checkbox"/>	No <input type="checkbox"/>
If yes, please specify:				

The Development:-

Development Commercial Name:	
Development Application No. (for new subdivision):	
Lot(s):	Survey Plan No.:
Closest Existing Street:	Locality:
Further Details:	

(All applications must be accompanied by a Site Plan and sufficient particulars to enable the individual roads or open spaces to be identified.)



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 45 Splatt Street, Swan Hill VIC 3585
 Tel: 03 5036 2352 | Fax: 03 5036 2340
 Email: planning@swanhill.vic.gov.au

The Proposal:-

- You must give full details of your proposal and attach the information required to assess the application.
- All applications must suggest three (3) new names per road (one preferred name and two alternative names) and state reasons to support the requested name for each suggestion.
- Submissions should be formatted similar to the example below.
- Names not drawn from the Asset Name Master list must also be accompanied by individual Asset Name Proposal Forms containing information on why that name should be used.

Number of Roads Requiring Names:

Submission Example:-	Names from Asset Master List
Below is an example of the mandatory information to be provided for each road name submission. Please attach your supporting documents for each preferred road name with this application.	
Preferred Road Name (1):	Yes <input type="checkbox"/> No <input type="checkbox"/>
Alternative Road Name (first preference):	Yes <input type="checkbox"/> No <input type="checkbox"/>
Alternative Road Name (second preference):	Yes <input type="checkbox"/> No <input type="checkbox"/>
Preferred Road Name (2):	Yes <input type="checkbox"/> No <input type="checkbox"/>
Alternative Road Name (first preference):	Yes <input type="checkbox"/> No <input type="checkbox"/>
Alternative Road Name (second preference):	Yes <input type="checkbox"/> No <input type="checkbox"/>
Preferred Road Name (3):	Yes <input type="checkbox"/> No <input type="checkbox"/>
Alternative Road Name (first preference):	Yes <input type="checkbox"/> No <input type="checkbox"/>
Alternative Road Name (second preference):	Yes <input type="checkbox"/> No <input type="checkbox"/>
Preferred Road Name (4):	Yes <input type="checkbox"/> No <input type="checkbox"/>
Alternative Road Name (first preference):	Yes <input type="checkbox"/> No <input type="checkbox"/>
Alternative Road Name (second preference):	Yes <input type="checkbox"/> No <input type="checkbox"/>
Preferred Road Name (5):	Yes <input type="checkbox"/> No <input type="checkbox"/>
Alternative Road Name (first preference):	Yes <input type="checkbox"/> No <input type="checkbox"/>
Alternative Road Name (second preference):	Yes <input type="checkbox"/> No <input type="checkbox"/>
Preferred Road Name (6):	Yes <input type="checkbox"/> No <input type="checkbox"/>
Alternative Road Name (first preference):	Yes <input type="checkbox"/> No <input type="checkbox"/>
Alternative Road Name (second preference):	Yes <input type="checkbox"/> No <input type="checkbox"/>
Preferred Road Name (7):	Yes <input type="checkbox"/> No <input type="checkbox"/>
Alternative Road Name (first preference):	Yes <input type="checkbox"/> No <input type="checkbox"/>
Alternative Road Name (second preference):	Yes <input type="checkbox"/> No <input type="checkbox"/>
Preferred Road Name (8):	Yes <input type="checkbox"/> No <input type="checkbox"/>
Alternative Road Name (first preference):	Yes <input type="checkbox"/> No <input type="checkbox"/>
Alternative Road Name (second preference):	Yes <input type="checkbox"/> No <input type="checkbox"/>



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 Tel: 03 5036 2352 | Fax: 03 5036 2340
 Email: planning@swanhill.vic.gov.au

Supporting Documentation:-		
Have you attached General Locality Plans for names to be used ?	Yes <input type="checkbox"/>	No <input type="checkbox"/>
Have you attached Road Layout Plans for names to be used ?	Yes <input type="checkbox"/>	No <input type="checkbox"/>
Description of attached Documents:		

Applicable Fees and Charges:-
There is no cost associated with the lodgment of this application form.

Privacy and Personal Information Protection Notice:-
<i>Your submission and the personal information on this form are collected by Swan Hill Rural City Council (Council) for the purpose of considering your nomination under POL/INFRA500 Asset Naming. If you do not provide the prescribed information, Council will not be able to consider your application. Your application will be available at the Council office for any person to inspect and copies may be made available on request to any person for the relevant period set out in the Privacy and Data Protection Act 2014. If you have any concerns or wish to request access to your personal information, please contact Council on (03) 5036 2333.</i>

Applicant’s Signature(s):-

I declare that, to the best of my knowledge, all particulars supplied by me are correct and completed. I understand that inaccurate or false statements may cause my application to be delayed or rescinded

Signature: _____ Date: ____ / ____ / ____

(Office Use Only)	
Date received: / /	Officer name:
Title:	

10/09/2019

<https://alfresco.swanhill.vic.gov.au/alfresco/s/template/process-template/?docNodeRef=workspace://SpacesStore/8bff064f-0ab7-4b...>

Incident #79824 - Your Say - Naming of unnamed park, Robinvale

Title Your Say - Naming of unnamed park, Robinvale

File No:

Related File No:

Description FROM: Cedric and Beryl Noter and Family
 FEEDBACK:
 About the unnamed park in Rowe Street, Robinvale.
 Because of the changing face of Robinvale it is most sensible to keep the name Rowe Street Park. It is what it has always been known as. The residents around the park are constantly changing and wouldn't know who you were talking about if you named it after an individual.

--
 This e-mail was sent from a contact form on at:
<https://www.swanhill.vic.gov.au/2018/07/naming-of-unnamed-park-robinvale/>

Contact

Category Rates / Customer Service - Asset Naming -

Solution

Resolution Referred to Heather

Notes

Leonie Conway-Hazlett (14-02-2019 14:37:53):
 Waiting for M1 Training with Tamara Cordwell.

Karen Taylor (23-07-2018 10:55:14):
 Action: Heather
 FYI: Tamara Cordwell

Request Time	Sun Jul 22 21:48:41 AEST 2018	Request User	donotreply@swanhill.vic.gov.au (donotreply@swanhill.vic.gov.au)
Close Time	Mon Aug 26 14:31:54 AEST 2019	Assigned User	SWANHILL.VIC.GOV.AU\tcordwell

Attachments

Messages

To: webmaster@swanhill.vic.gov.au, ktaylor@swanhill.vic.gov.au

<https://alfresco.swanhill.vic.gov.au/alfresco/s/template/process-template/?docNodeRef=workspace://SpacesStore/8bff064f-0ab7-4b84-b37e-537b...> 1/5

10/09/2019

<https://alfresco.swanhill.vic.gov.au/alfresco/s/template/process-template/?docNodeRef=workspace://SpacesStore/71f40009-39ee-4...>

Incident #79820 - Your Say - Naming of unnamed park, Robinvale

Title Your Say - Naming of unnamed park, Robinvale

File No:

Related File No:

Description FROM: Wendy Campisi
 FEEDBACK:
 I am a Robinvale resident and I agree with the council's naming of the park as Rowe St Park. My friends have lived near the park for over 30 years and in all that time the park has always known as Rowe St Park and I would like the name to continue.
 Wendy

--
 This e-mail was sent from a contact form on at:
<https://www.swanhill.vic.gov.au/2018/07/naming-of-unnamed-park-robinvale/>

Contact

Category Executive - Development and Planning - Other

Solution

Resolution

Notes

Karen Taylor (23-07-2018 10:56:03):
 Action: Heather
 FYI: Tamara Cordwell

Request Time	Sun Jul 22 17:08:41 AEST 2018	Request User	donotreply@swanhill.vic.gov.au (donotreply@swanhill.vic.gov.au)
Close Time	Tue Sep 11 15:18:04 AEST 2018	Assigned User	SWANHILL.VIC.GOV.AU\hgreen

Attachments

Messages

To: webmaster@swanhill.vic.gov.au, ktaylor@swanhill.vic.gov.au
Cc:
From: donotreply@swanhill.vic.gov.au

<https://alfresco.swanhill.vic.gov.au/alfresco/s/template/process-template/?docNodeRef=workspace://SpacesStore/71f40009-39ee-4a23-bc40-aa2...> 1/4

10/09/2019

<https://alfresco.swanhill.vic.gov.au/alfresco/s/template/process-template/?docNodeRef=workspace://SpacesStore/618ac482-a2cc-...>

Incident #81200 - submission_naming_of_park_rowe_street_robinvale

Title submission_naming_of_park_rowe_street_robinvale

File No: S11-01-01

Related File No:

Description Dear shrcc,
I wish to submit a name for the un named park in rowe street and morris street.
The name i am submitting is to honour the original custodians of the robinvale area.
Tati tati is the name of the tribe that was here for thousands of years
thus i hope it can be named tati tati park.
Yours sincerely

raymond kennedy

--

Message protected by MailGuard: e-mail anti-virus, anti-spam and content filtering.<http://www.mailguard.com.au/mg>

Contact Raymond Kennedy

Category Rates / Customer Service - General Enquiries -

Solution

Resolution

Notes

Belinda Howard (07-08-2018 10:11:58):
ACTION: Tony Heffer

Felicity O'Rourke (06-08-2018 15:59:52):
Sorry Belinda, I'm not sure who is in charge of this!!

Belinda Howard (06-08-2018 12:45:45):
ACTION: Felicity O'Rourke
INFORMATION: Heather Green

Request Time	Mon Aug 06 11:10:42 AEST 2018	Request User	raymondkenedy1955@gmail.com (raymondkenedy1955@gmail.com)
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Close Time	Thu Aug 09 09:40:56 AEST 2018	Assigned User	SWANHILL.VIC.GOV.AU\theffer
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Attachments

<https://alfresco.swanhill.vic.gov.au/alfresco/s/template/process-template/?docNodeRef=workspace://SpacesStore/618ac482-a2cc-48eb-9378-509...> 1/5

10/09/2019

<https://alfresco.swanhill.vic.gov.au/alfresco/s/template/process-template/?docNodeRef=workspace://SpacesStore/58357775-5f8d-4...>**Incident #80443 - naming_of_rowe_street_park_robinvale**

Title naming_of_rowe_street_park_robinvale

File No: S11-01-01

Related File No:

Description FROM: Marj Hatt
 FEEDBACK:
 My kids grew up playing in this park and it was always known as Rowe St Park. I would like to keep it that way.

--
 This e-mail was sent from a contact form on at:
<https://www.swanhill.vic.gov.au/2018/07/naming-of-unnamed-park-robinvale/>

Contact Marj Hatt

Category Rates / Customer Service - General Enquiries -

Solution

Resolution

Notes

Belinda Howard (07-08-2018 10:11:25):
 ACTION: Tony Heffer

Felicity O'Rourke (06-08-2018 16:01:15):
 Hi Belinda, sorry there is this one too.

Belinda Howard (30-07-2018 14:04:03):
 ACTION: Felicity O'Rourke

Request Time	Sun Jul 29 16:00:41 AEST 2018	Request User	donotreply@swanhill.vic.gov.au (donotreply@swanhill.vic.gov.au)
Close Time	Thu Aug 09 09:42:56 AEST 2018	Assigned User	SWANHILL.VIC.GOV.AU\theffer

Attachments**Messages**

To: webmaster@swanhill.vic.gov.au, ktaylor@swanhill.vic.gov.au

Cc:

From: donotreply@swanhill.vic.gov.au

<https://alfresco.swanhill.vic.gov.au/alfresco/s/template/process-template/?docNodeRef=workspace://SpacesStore/58357775-5f8d-4c08-8d82-6be...> 1/5

B.19.126 ROAD NETWORK ACCESS FOR HIGHER MASS VEHICLES

Responsible Officer:	Director Infrastructure
File Number:	S32-30-01
Attachments:	1 Current Approved Roads 2 Proposed Roads 3 Road assessment results

Declarations of Interest:

Svetla Petkova - as the responsible officer, I declare that I have no disclosable interests in this matter.

Summary

This report seeks Council's ratification of the decision to gazette the identified rural roads within the municipality for HML (Higher Mass Limits) vehicle access.

Discussion

Background

Swan Hill Rural City Council is required to advise the National Heavy Vehicle Regulator (NHVR) on the suitability of roads under Council management for use by various classes of heavy vehicles. On the basis of Council's advice the NHVR issues or refuses permits for heavy vehicles to use the roads.

Transport operators apply to the NHVR for permits to use the road network. Under the National Heavy Vehicle Law (NHVL), Council has 28 days to respond to the request. Currently, Council has a turn over time of approximately 5 days for responding to permit applications.

Industry finds this process time consuming and unproductive. Typically they request and require same day responses. There is evidence that truck drivers will take the risk of driving on roads without a permit to save time.

To assist in streamlining the process, Council can gazette roads within their network for Higher Mass Limit (HML) use. Gazetting roads for HML will negate the need for permits and will ultimately save time.

Discussion

Until recently 12% (534km) of Council's roads were approved and gazetted for HML access (refer to attachment 1 – *Current Approved Roads*). A review was recently completed to determine if more rural roads are suitable for use by HML. The review resulted in a recommendation to increase HML roads to 63% (2768km) of Council's roads (refer to attachment 2- *Proposed Roads*).

This review centred on the existing gazetted B-Double routes which already considered the following:

- Road surface type
- Road surface condition
- Classification (access or collector)
- Private assets in the local road and or structures (considering water authority assets)

Using the existing gazetted B-Double routes as a guide, it was recommended they also be gazetted for HML use. The reason for this is that the difference of weight between a B-Double at General Mass Limits (GML) and a Higher Mass Limit Vehicle is minimal, as tabled below (note that the table excludes the steering axle):

	Length	GML	HML	Extra tons	Load Axels	Extra tons per Axels
B-double	19	55.5	57	1.5	6	0.25
B-double	26	59	62.5	3.5	7	0.5
B-double	26	62.5	68	5.5	8	0.69

Non-conforming roads ie: sandy roads, roads with weight restrictions over culverts/bridges and roads that are not on Council's Public Road register have been excluded from the gazettal; however it should be noted that these roads need to be reassessed in the future.

Engineering recently identified a limited selection of roads that require more intensive analysis and engaged a survey consultant to do so. See attachment 3.

Gazettal process

As harvest is rapidly approaching the CEO after discussion with Council decided to seek gazettal of the rural roads shown on the attachment to this report.

Should further roads be identified, they will be assessed by officers for Council's consideration through a similar process.

Should concerns be raised for any of these roads identified, they may be removed from the approved gazette through a similar process.

Consultation

Key stakeholders have been informed of the gazettal.

Financial Implications

The maximum load increase is approximately 8% with a similar number of axles. We expect a slight increase in maintenance to the road network.

Social Implications

Every 12.5 trips under general mass will now equal 11.5 trips under higher mass.

Economic Implications

Facilitating quick access will benefit transport companies, support local farming business and ultimately will have positive flow-on effects for the economy throughout the municipality.

Environmental Implications

Not applicable.

Risk Management Implications

Gazetting the majority of the road network without assessing each road to ensure suitability could result in unsuitable roads being approved. Council may remove such roads from the gazetted route should they become unsuitable for HML or B-Double vehicles.

Council Plan Strategy Addressed

Infrastructure - Infrastructure that appropriately services community needs.

Options

Nil

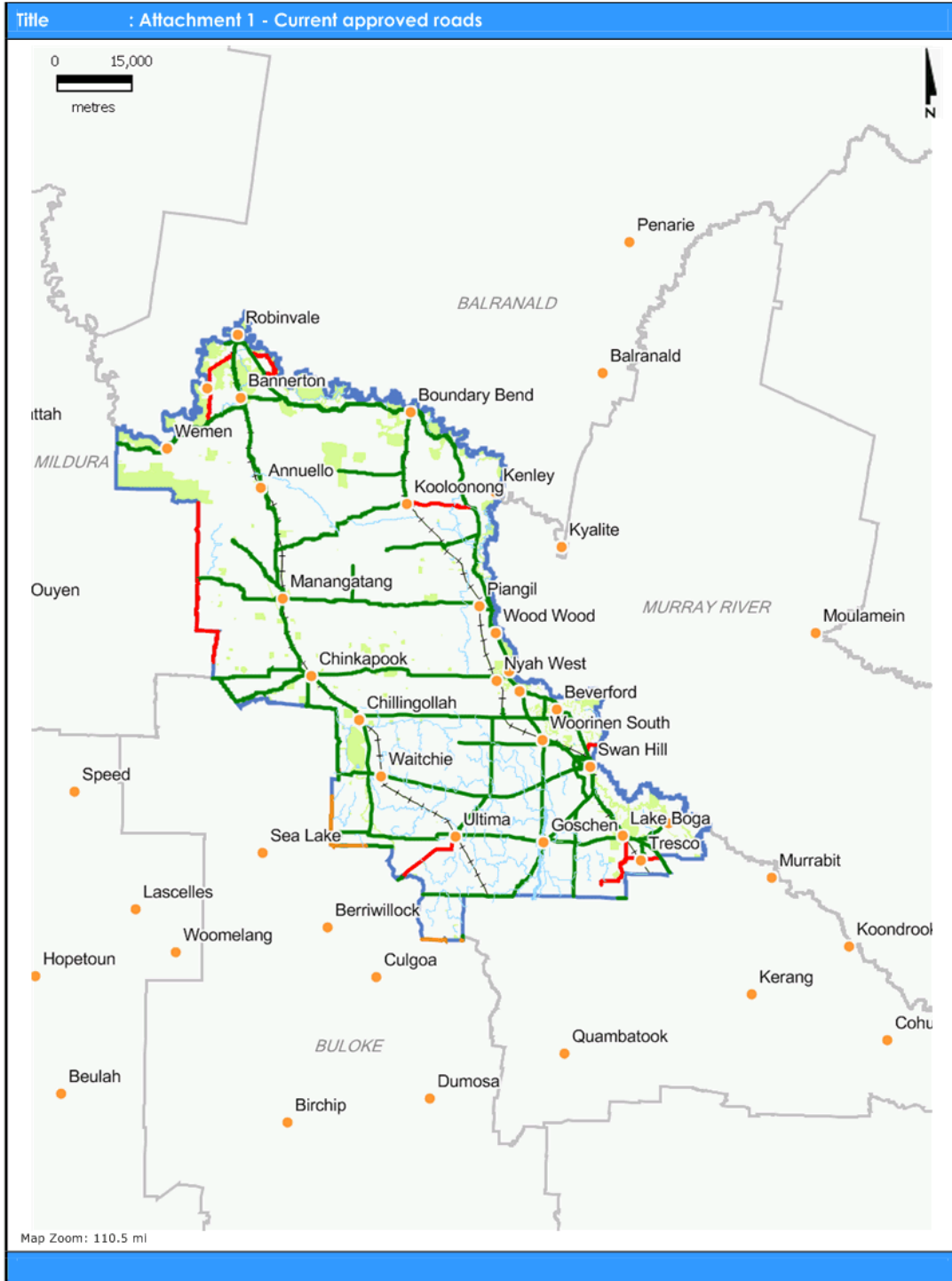
Recommendation

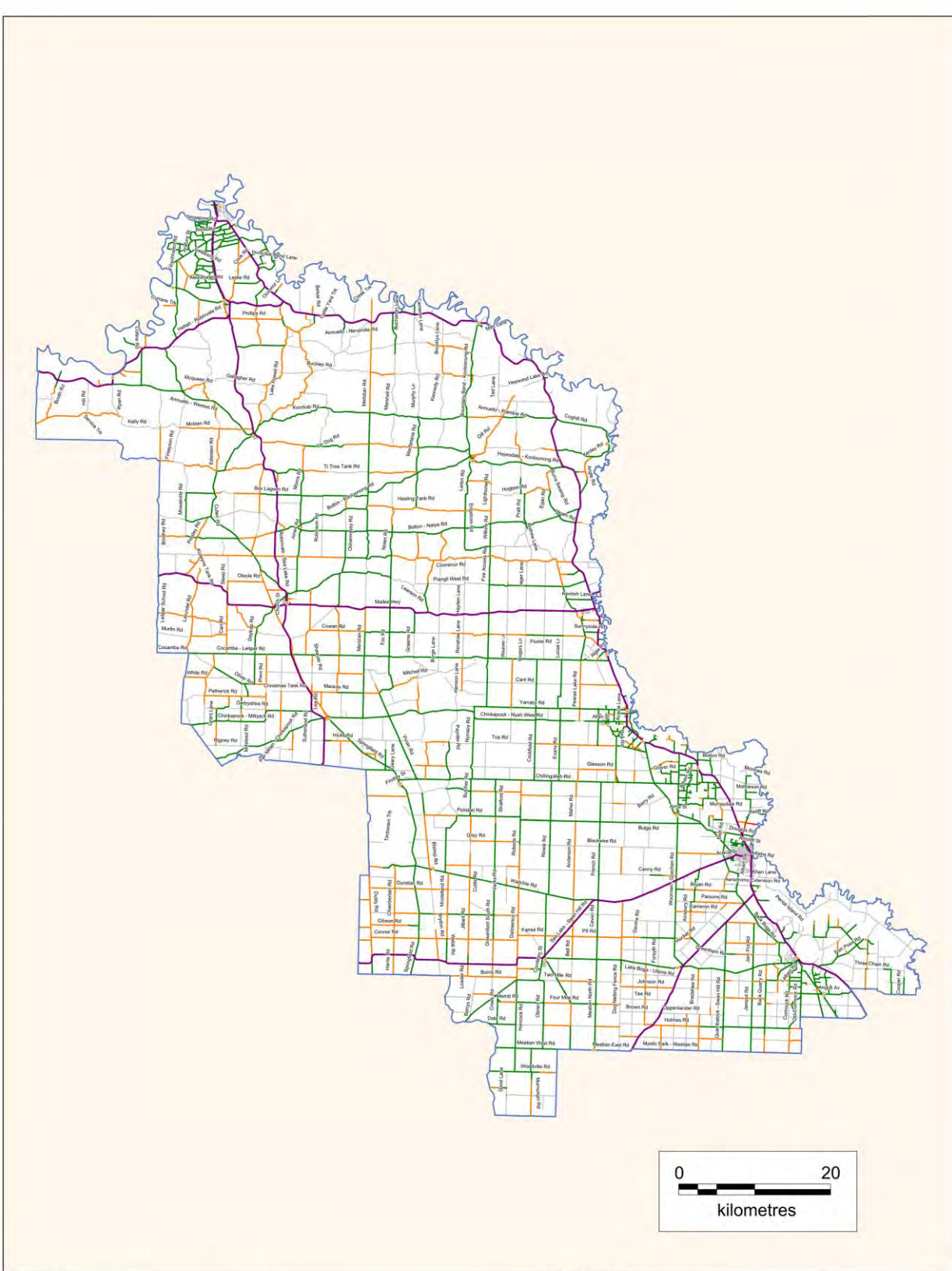
That Council ratify the action of the CEO to request gazettal of the roads shown on the attached map for Higher Mass Limits use.

Created by SWANHILL\gcutajar on Wednesday, 10 April 2019



SWAN HILL RURAL CITY COUNCIL PROPERTY MAP





SWAN HILL RURAL CITY COUNCIL
HIGHER MASS LIMIT ROUTES
 Higher Mass Limit Routes proposed by Swans Hill Rural City Council.
 NORTH
 Map ID: 06/19
 Rev. 2

- Legend**
- Proposed Higher Mass Limit Routes
 - Approved
 - Conditionally Approved
 - Restricted
 - VicRoads Higher Mass Limit Routes
 - Approved
 - Other road
 - Town or locality
 - Municipal boundary

Higher Mass Limit Routes (Proposed)		Total Length (km)
Route Status	Sum(SphericalObjectLen(Ob...))	
Restricted	1,700.74	
Approved	1,067.59	
Conditionally Approved	1,021.04	
Her Jurd		
Approved	532.59	
Conditionally Approved	21,206.5	
Restricted	138,487	

Percentage of Approved Roads to Total Roads Length
 62.77%

Percentage of Approved Roads to Total Roads Length
 12.10%



Date: 11/04/2019
 While every effort has been made to ensure that the information on this map is correct and up to date, the Council does not accept any liability for errors, omissions or inaccuracies of any information.
 This map was prepared by Swans Hill Rural City Council.
 © Swans Hill 2019

Attachment 3

	Section	Road Classification	Comments
Parallel Road	A-B	L1	Minimum radius of curvature and lack of additional lane width
Keneley Road	A-B	L2	Only 0.2m width is needed to be considered as Level 3
Tarran Road	A-B	L1	width problem
Otlooe Road	A-B	L1	width problem
Turner Road	A-B	L1	minor width problem, critical curvature
Sleep Road	A-B	L1	width problem
Carr Road	A-B	L1	width problem

	Section	Road Classification	Comments
Parallel Road	B-C	L3	Not having a minimum width of 8.1m for the whole length of B-C
Keneley Road	B-C	L2	lack of shoulder and curvature problem
Tarran Road	B-C	L1	width and curvature problem
Turner Road	B-C	L2	minor width and curvature problem
Sleep Road	B-C	L1	width and curvature problem
Carr Road	B-C	L2	width problem

	Section	Road Classification	Comments
Parallel Road	C-D	L3	Width addition is required
Carr Road	C-D	L3	Width addition is required

	Section	Road Classification	Comments
Carr Road	D-E	L2	width and curvature problem

Road class	Scheme vehicle level	Close present vehicle description
Level 1 access (L1)	1	From passenger cars to single articulated
Level 2 access (L2)	2	B-double
Level 3 access (L3)	3	Double road train (Type 1)
Level 4 access (L4)	4	Triple road train (Type 11)

B.19.127 2019 ROAD MANAGEMENT PLAN

Responsible Officer:	Director Infrastructure
File Number:	S32-24-03
Attachments:	1 Attachment A – Road management Plan Comparison 2 Road Management Plan

Declarations of Interest:

Svetla Petkova - as the responsible officer, I declare that I have no disclosable interests in this matter.

Summary

This report seeks a Council resolution to approve the draft Road Management Plan (RMP) for community consultation as required by Section 54 of the Road Management Act 2004.

Discussion

Council is required to review its RMP under the Road Management Act 2004. The RMP is a plan that details the inspection regime, defect intervention levels and defect repair response times for all nominated road related assets under Council's management.

The RMP ensures that the community is informed about how Council manages its road assets.

Compliance with the RMP is evidence that Council has discharged its statutory duty to inspect, repair and maintain public roads.

Council initially adopted the RMP on 19 October 2004. It has subsequently been reviewed and amended by Council in 2007, 2009, 2013 & 2017.

The process of reviewing the RMP is as follows:

1. Seek Council resolution to approve the draft RMP for community consultation.
2. Advertise Council's intention to adopt the draft RMP and allow 28 days for the community to make submissions.
3. Revise the RMP if submissions are received and make changes if necessary and merited.
4. Bring the amended RMP back to Council for adoption.
5. Advertise the new RMP in the Government Gazette, Council's website and social media outlets.

2019 Review

Council Resolved to approve the RMP for community consultation on 19 February, 2019.

Following the submission period, Council received 1 submission from Zaffina Bus Lines.

Summary of the Submission

Zaffina Bus Lines concerns tabled below;

Swan Hill Rural City Council RMP	Zaffina Bus Lines suggested
Deformations in the traffic lane greater than 100mm in depth and under a 3m straight edge	Suggested 50mm
Drop-off from the edge of seal to unsealed shoulder greater than 100mm over a 1m length	Suggested 50mm
Response times to attend defects are far too long for School Bus routes	No suggestion – would like faster times

Defects outside of intervention are identified during ongoing Programmed Inspections. All Bus Routes are Road Maintenance Category 2, thus receiving 2 defect inspections and 1 night inspection per calendar year.

Deformations refer to changes in the road surface that are outside of the roads intended design profile. They include defects such as rutting, shoving, depressions and corrugations. They generally indicate issues with the underlying pavement and the usual remedy is a minor patch or full road rehabilitation and are therefore one of the more expensive road maintenance jobs. These defects are difficult to measure and define over short distances and, given our intervention levels, are unlikely to be prominent enough to cause a bus to “lurch”.

In 2018-19 there were 35 defects relating to edge drop-offs greater than 100mm found during routine inspections. Road inspectors do not collect issues that are inside the intervention levels specified in the Road management Plan, so it is not possible to estimate the potential impact of increasing the intervention level from 100mm to 75mm or 50mm.

It would be possible for road inspectors to collect this data for future analysis without impacting current level by amending the RMP to add a defect with a response time of greater than 12 months.

The maximum time taken to remedy defects is defined in the RMP and is based on a consequence vs. likelihood approach with roads with high traffic given priority. Higher trafficked roads and strategically important roads are given a higher classification and receive quicker response times. Refer to Appendix A for a comparison of response times between road classifications.

Response times also provide Works Managers with flexibility to better group works based on locality. This means that travel between sites is reduced and works can be completed with better efficiency. This also allows crews to do pro-active works within an area resulting in less reactive works in the future.

RMP page 14 - The municipality is one of the geographically largest in Victoria with a travelling time of 2 hours from North to South. With long travelling times for

maintenance crews, it is cost effective and operationally efficient for Council to repair defects inside intervention levels whilst the maintenance crew is onsite for those outside intervention levels nearby. This philosophy has been taken into account when setting intervention levels.

SHRCC officers have reviewed RRV and surrounding Council's defect reporting and response times. This found the SHRCC is mirroring RRV on all reviewed items and mirroring or bettering surrounding Council's response times. Refer to Appendix A for detailed comparison.

Consultation

Section 54 of the Road Management Act 2004 (Act) outlines the procedure for making or amending an RMP. As part of this process, Council must give notice in local newspapers inviting submissions in accordance with statutory obligations.

Financial Implications

Council and the community must be aware of the impacts that "setting the bar to high for intervention levels" would have on Council resources and operational budget.

As part of the review process Council officers consider firstly when an asset has reached a level where the defect would constitute a risk. This would be considered the minimum standard for when intervention works should take place on roads and road related infrastructure. Next, Council officers review and measure its RMP against RRV and neighbouring municipalities to ensure Council's levels are realistic and justifiable if they are contested in court.

Should Council decide to "raise the bar" and have a higher standard of intervention for defects identified as part of the RMP, there will be an impact on the Council resources that are available to do this work and to operational budgets that fund these repairs.

Our current RMP spreads our resources based on priority, usage, conditions, safety and allows Council to cover a larger portion of the road network. This will not be possible without significant increase to budget if intervention levels are to be lowered. Lowering the level of intervention of some defects without a budget increase would result in reduced maintenance elsewhere in the network.

Most complaints from the public are in relation to Council's gravel road network. Adjusting the level of service for sealed roads shoulders would require the graders to work in a more reactive, ad hoc manner, moving around the council area to meet the required response times. Redirecting resources from gravel roads to shoulders will leave a bigger gap in Council's ability to manage the gravel road network to an acceptable condition.

There is also a risk that the number of defects identified could outweigh the capability of the works crews to remedy the defect within the prescribed response time.

Social Implications

Well maintained roads and road related infrastructure are critical for the benefit and enjoyment of all community members to enable them to access services that they rely on, on a daily basis.

Increasing the level of service on one asset with no change to workforce or budgets would effectively reduce the service on another component of our road network. This could have detrimental effects on our ratepayers, particularly those who live or operate businesses on Council's extensive gravel network.

Economic Implications

Accessible roads are critical for industry and agriculture business. It is essential that food producers can access the market as efficiently and quickly as possible.

Environmental Implications

Nil

Risk Management Implications

The RMP is an important tool to help Council manage its risks arising from the operation of its road network.

Council Plan Strategy Addressed

Infrastructure - Infrastructure that is provided and appropriately maintained in accordance with agreed standards.

Options

1. Council adopt the Road Management Plan as presented.
2. Council adopt the Road Management Plan with amendments.

Recommendation

That Council adopt the Road Management Plan as presented.

**Attachment A
Road Management Plan Comparison**

	Edge Drop Off	Deformation
Buloke	Edge drops onto unsealed shoulder greater than 100mm	Deformations greater than 100mm under a 3m straight edge
Campaspe	Edge of seal drop > 100mm for ≥ 20m length.	Greater than 150mm depth ≥ 25m. (Use 3m straight edge from centre line to edge of seal to assess.
Gannawarra	Drop off > 75mm.	When area is cracked and deformed and likely to deteriorate. Areas 50mm deep (Link), > 75mm deep (Other classifications) under a 1.2m straight edge.
Loddon	- When edge drops onto unsealed shoulder > 100mm in depth under a 1.2 m straight edge -When edge drops onto unsealed shoulder >60mm in depth under a 1.2 m straight edge over 20m length	-On sealed traffic lane > 100 mm under 3 m straight edge -All other surface level variations > 2m ² and > 50 mm deep under a 1.2 m straight edge
Mildura	- When edge break exceeds 150mm laterally over at least a 1 m length from the nominal seal line - When edge break >75mm and <150mm laterally over at least a 1 m length from the nominal seal line	- All ruts or depressions >100mm depth measured with 1.2 m straightedge transverse, or under a 3 m straightedge longitudinal - All ruts or depressions >40 mm and <100mm depth measured with 1.2 m straightedge transverse, or under a 3 m straightedge longitudinal
Swan Hill	Drop off from edge of seal to unsealed shoulder greater than 100mm over >1m length edge	Deformations in the traffic lane greater than 100mm in depth and under a 3m straight edge
VicRoads	Edge drops onto unsealed shoulder >100mm	Deformations >100mm under a 3m straight edge

Edge Drop Off Response Times

	Link	Collector	Access	Secondary
Buloke	1 Month	2 Months	3 Months	N/A
Campaspe	N/A	50 Days	60 Days	N/A
Gannawarra	8 Weeks	16 Weeks	16 Weeks	N/A
Loddon	60mm – 100mm – 3 Months >100mm – 72 Hours			N/A
Mildura	>100mm - 14 Days 40-100mm – 180Days			
Swan Hill	1 Month	2 Months	4 Months	6 Months
VicRoads	1 Month	3 Months	3 Months	6 Months

Deformation Response Times

	Link	Collector	Access	Secondary
Buloke	1 Month	2 Months	3 Months	N/A
Campaspe	N/A	50 Days	60 Days	N/A
Gannawarra	16 Weeks	24 Weeks	32 Weeks	N/A
Loddon	>100mm under 3m – 72hrs >2m ² & >50mm under 1.2m – 12 months			N/A
Mildura	>150mm over 1m – 48 Hours 75 – 150mm – 365 Days			
Swan Hill	1 Month	2 Months	4 Months	6 Months
VicRoads	1 Month	3 Months	3 Months	6 Months

Surrounding Local Government Authorities comparison

Local Government Authority	Total km sealed road	Total Area	Population
Swan Hill	916	6,103	20,580
Buloke	1,000	8,004	6,086
Campaspe	1,147	4,517	36,881
Gannawarra	508	3,732	10,145
Loddon	934	6,694	7,365
Mildura	1,000	22,214	60,281



Road Management Plan

Version 6



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Version control

Revision Number	Prepared by	Date	Checked By	Comment	Adopted
1	Assets Manager	13/08/2004	Executive Management Team	Plan prepared following public consultation	19 October 2004
2	Assets Manager	1/11/2007	Executive Management Team	Plan amended to divide current document into RMP and RAMP; alter standards for inspection and maintenance; alter road hierarchy for relating to Council's policies and practices; and drought restrictions	18 December 2007
3	Assets Manager	2/07/2009	Executive Management Team	Plan reviewed as per RMA General Regulations requirements. The RMP was amended to alter standards for inspection and maintenance; alter road hierarchy for inspections and maintenance; and changes relating to Council's policies and practices.	20 October 2009
4	Assets Manager	01/05/2013	Assets Manager	Plan reviewed as per:- RMA General Regulations 2005 requirements Liability Mutual insurance's Risk Assessment Amendments relating to Council's policies and practices highlighted in review of plan	28 May 2013
5	Assets Co-ordinator	24/02/2017	Director of Infrastructure	Each incoming municipal Council must review its Road Management Plan (RMP) during the same period as it is preparing its Council Plan under the Local Government Act 1989.	27 June 2017
6	Assets – Technical Officer	TBC	Engineering, Projects and Assets Manager Director of Infrastructure	Plan amended to update; <ul style="list-style-type: none"> Removed total road and footpath lengths Clarifications of section 1.5 1 VicRoads Public Road classes of section 3 Road and Footpath classification/hierarchy Appendix A – municipality map 	TBC

1. Introduction

1.1 Background Information

The Road Management Act 2004 (RMA) was introduced to improve the management and co-ordination of road infrastructure (including road-related infrastructure). The purpose of the RMA is to establish a co-ordinated management system that will promote safe and efficient road networks, at state and local level, to enable the responsible use of road users.

The Road Management Plan (RMP) sets the management standards and the policy in relation to the discharge of Council's duties as the Road Authority. This relates to all municipal roads and roads related infrastructure covered by the RMP across the municipality. Implementation and management of the RMP is consistent with Council's strategies and policies.

Compliance with the RMP is evidence that Council has discharged its statutory duty to inspect, repair and maintain public roads and any common-law duty of care owed to road users.

1.2 Purpose of the plan

The purpose of the Plan is to establish a management system for Council to inspect road and road related infrastructure and repair identified defects based on policy and operational objectives having regard to available council resources. The roads that Council manage are those listed in Council's Register of Public Roads.

Through supporting documents, the RMP sets the relevant standards in relation to the discharge of duties in the performance of those road management functions.

The key elements of the Plan include:

- a system of management
- a public road register
- processes for inspection, maintenance and repair of Council managed roads
- powers and duties of road authorities
- civil liability
- protection against damage.

1.3 Scope of this plan

The provisions of this RMP apply to municipal roads and road infrastructure (including road-related infrastructure) for which Council is the responsible road authority.

Municipal roads that are not registered as Public Roads are still Council's discretionary responsibility under the Local Government Act 1989, but under the RMA, Council has no obligation to inspect, repair or maintain them and they are not subject to the RMP.

Municipal roads that Council has deemed are 'reasonably required for general public use' or declared to be a public highway under section 204(1) of the Local Government Act 1989 or a municipal road under section 14(1) of the RMA have been registered as Public Roads and are listed in Council's Register of Public Roads.

In determining Public Roads, Council considers a range of relevant matters, including the usage and construction standard of the roads. Public Roads and road infrastructure (including road-related infrastructure) identified in the RMP are inspected and maintained by Council under the RMA and in accordance with this RMP road classification, which will determine the inspection frequency and Council's response time. The inspection frequency and response times take into account operational objectives and available resources as set out in Section 50 of the RMA.

This RMP also provides for the management of road related infrastructure (including road-related infrastructure) within Public Roads managed by Council, including:

- Footpaths
- Shared pathways
- Bicycle paths
- Road signs
- Line marking
- Traffic control devices
- Kerb and channel
- Bridges and major culverts

The RMP does not cover other Council non-road infrastructure that may be located within a Public Road, such as underground drainage, street trees, street furniture and buildings. Non-Council owned or controlled road infrastructure (including road-related infrastructure) such as bridges and culverts at channel crossings are not included in this RMP as they are the responsibility of the relevant Water Authority.

1.4 Exceptional circumstances

Council will make every effort to meet its commitments under this RMP.

There may be situations or circumstances that affect Council's business activities to the extent that it cannot deliver on the service levels of the RMP. These include, but are not limited to, natural disasters such as fires, floods, or storm; or a prolonged labour or resource shortage, due to a need to commit or redeploy council staff and/or equipment elsewhere.

In the event that Council's Chief Executive Officer (CEO) has considered the impact of such an event on the limited financial resources of Council and its other conflicting priorities, and determined that the RMP cannot be met, then pursuant to Section 83 of the Wrongs Act, the CEO will write to Council's Officer in charge of its RMP and inform them that some, or all, of the timeframes and responses in Council's RMP are to be suspended.

Once the scope of the event/s have been determined, and the resources committed to the event response have been identified, then there will be an ongoing consultation between Council's CEO and Council's officer responsible for the RMP, to determine which parts of council's Plan are to be reactivated and when.

1.5 Key stakeholders

Stake holders of this RMP including customers, other interested parties and responsible authorities and include:

1. Residents and businesses using the road network.
2. Pedestrians, including those with disabilities and the elderly with restricted mobility.
3. Users of a range of miscellaneous smaller, lightweight vehicles such as cyclists, mobility scooters, wheel chairs, prams, etc.
4. Vehicle users such as trucks, buses, commercial vehicles, cars and motor cycles.
5. Emergency authorities (Police, Fire, Ambulance, SES).
6. Utility agencies that use the road reserve for their infrastructure (water, sewerage, gas, electricity, telecommunications).
7. Council as the responsible road authority.
8. VicRoads as Coordinating Road Authority for state arterial roads and standards compliance authority.
9. State and Federal Government that periodically provide support funding to assist with management of the network.

1.5.1 VicRoads

VicRoads is the manager of all Arterial Roads throughout the state. In Swan Hill, the arterial roads managed by VicRoads are:

- Murray Valley Highway (southern entrance of Campbell Street to Curlewis Street Swan Hill, Curlewis Street Swan Hill, Stradbroke Avenue, Nyah and Bromley Road, Robinvale)
- Mallee Highway (Murray Street Piangil and Larundel Street Manangatang)
- Sea Lake - Swan Hill Road (McCallum Street, Swan Hill)
- Donald - Swan Hill Road
- Robinvale - Sea Lake Road (Wattle Street, Manangatang)
- Hattah Robinvale Road.
- Tooleybuc Road

In urban areas, these roads may also be known by their local road name. See above in brackets.

VicRoads is the co-ordinating road authority for all State Roads, classified in Section 2.1 as Freeways, Highways or Arterial Roads. These roads have the co-ordinating road authority designated as "VicRoads – Highway or Main Road" in Council's Register for Public Roads.

The Code of Practice – Operational Responsibility for Public Roads, defines the boundary between roads managed by Council and roads managed by VicRoads or other State road authorities. The Code has delegated management responsibility from VicRoads to Council for nature strips and certain parking areas along arterial roads within urban areas.

State road authorities other than VicRoads also manage some roads within the municipality. These are roads located on crown land other than road reserves, such as the roads within national parks, state forests and river frontage.

Council is responsible for Council owned or controlled assets within road reserves where VicRoads is the co-ordinating Road Authority, such as Council footpaths on a VicRoads arterial road. Likewise, VicRoads' responsibility can extend into adjoining roads where Council is the co-ordinating road authority. The separation between Council and VicRoads responsibilities is detailed in "RMA 2004 Code of Practice-Operational Responsibility for Public Roads".

1.5.2 Department Environment, Land, Water and Planning (DELWP)/ Parks Victoria

A number of roads and tracks exist on Crown Land (other than road reserves) where Council is not the Committee of Management, e.g. national and regional parks. DELWP and/or Parks Victoria have management responsibility of these roads. These roads have the co-ordinating road authority designated as “Non Council – Road or Track” in Council’s Register for Public Roads.

1.5.3 VicTrack

VicTrack is responsible for maintaining railway level crossings, which include the area in the immediate vicinity of the railway line. Council is responsible for maintaining the approaches to the rail lane and approach signage on the municipal road network. VicTrack is also responsible for road and pedestrian bridges over rail and rail over road bridges within the municipality, unless there is an individual agreement stating otherwise.

2. Register of public roads

As a Road Authority, Council must keep a register of public roads in accordance with the RMA. Schedule 1 of the RMA outlines the items that must, or may be, included in a register of public roads.

The register must include:

- The name of each public road or if unnamed a description to enable the road to be easily identifiable.
- The date on which the road became a public road.
- If a public road ceases to be a public road, the date on which the road ceased to be a public road.
- The classification, if any, of the public road.
- The reference to any plan or instrument that fixes or varies the boundary of a public road.
- Any ancillary area.
- A reference to any arrangement under which road management functions are transferred to or from another road authority.

3. Road and footpath classification/hierarchy

At its June 2004 meeting, Council established its Register of Public Roads and adopted procedures that allow a Council officer to add roads to the register, but require a Council resolution to remove roads from the register. Under this procedure, Council officers routinely add to the register all new roads constructed by developers in new subdivisions, subject to the delegated officer being satisfied that the road is reasonably required for general public use or has been declared to be a public highway under section 204(1) of the Local Government Act 1989 or is a municipal road under section 14(1) of the RMA.

Council’s Register of Public Roads is available as a public document via Council’s website or over the counter at any Council office.

For purposes of this RMP, Public Roads have been classified into four classes – **Link**, **Collector**, **Access** and **Secondary access**.

Link roads provide a road that supplements the main arterial road network. These roads provide through-traffic movement between urban areas and other places, such as shopping precincts, major sporting venues, industrial areas, agricultural areas and major tourist attractions.

Collector roads provide the connection between Access roads and the state arterial road network, other collector roads or population centers. These roads will either have an identifiable origin and destination or have a high proportion of through traffic in conjunction with access for properties abutting the road.

Access roads provide direct access for houses and connect properties to other roads in the network. These roads will normally have little to no through-traffic.

Secondary access roads are low use/low volume roads. They are roads that provide seasonal access to properties or provide a link to access roads.

All roads have been assessed and classified according to a range of relevant considerations as determined by Council including the type, road usage and volume of traffic using the road. This assessment includes consideration of the following items:

- Traffic volumes are measured as Average Annual Daily Traffic (AADT).
- Bus route – a road that carries a regular bus service.
- Truck route – a road that carries at least 10 per cent heavy vehicles. Heavy vehicle being a class 3 to class 12 vehicles as defined in the Austroads Vehicle Classification System.

Classifications on a 1 to 4 scale have been determined for each public road taking into account the above, and are used to define the level of inspection frequency and maintenance response times. In summary, the classifications are:

1. Very High – High traffic volume collector roads and bus/truck routes
2. High – High traffic access roads or moderate traffic collector roads
3. Standard – Moderate traffic access roads or low traffic roads
4. Low – Secondary access roads

Road

Road assigned classification is based on the above mentioned criteria and is summarised in Table 1 below. Generally, where the road classification would vary along the length of a particular road because of varying traffic conditions, the lowest numbered classification has been adopted for the whole length of the road.

Footpath

Footpath maintenance standards are based on levels of use where a very high maintenance standard coincides with high use of a footpath.

The same maintenance categories used for roads are also used for footpaths. The location of footpaths is used to identify level of use and determines the maintenance category as listed in Table 1.

Road Classification	Traffic Volume (Annual average daily traffic)		
	>1000	100 – 1000	0 - 100
All Link Roads	1	N/A	N/A
All Collectors, and Access routes that are also Bus / Truck Routes	2	2	2
Access Routes	3	3	3
Secondary Access	N/A	N/A	4
Footpath Classification Hierarchy by Use (By Location)	Maintenance Categories		
Footpaths in the Central Business District (CBD) of Swan Hill and Robinvale,	1 (Very High)		
Footpaths in CBD of other towns and satellite business areas of Swan Hill, around schools hospitals and elderly accommodation.	2 (High)		
Residential areas and Industrial areas and all shared pathways	3 (Standard)		
Not applicable	4 (Low)		

Table 1 – Road, Footpaths, Shared Pathways Classifications

Shared footpaths are included within all other footpath Classification and are Maintenance Category Standard (3).

4. Inspections

4.1 Background

In compliance with Section 40 of the RMA 2004, Council will inspect all Public Roads in accordance with this RMP. To ensure that Public Roads are inspected at the appropriate frequencies, a formal inspection system has been adopted (refer to Tables 2 and 3). The system differentiates between road and footpath inspections, depending in frequency and extent. Response times commence from the date of the inspection.

4.2 Inspections

There are three types of inspections undertaken on Council's roads and footpaths. These are Reactive, Programmed and Asset Condition inspections.

1. Programmed Inspections

Programmed inspections assess the road and footpath network to identify defects that have reached the intervention level, as defined in Council's RMP. All defects identified are actioned in line with the timeframes as set out within the RMP.

2. Reactive Inspections

Reactive inspections are undertaken following notification to Council of defects and safety issues by the community or stakeholders. The inspection involves an assessment of the reported defect to determine if it has reached intervention level and whether a maintenance response is required. Reactive inspections are completed within a maximum of two weeks of the defect notification. The defects are inspected in line with criteria set out within the RMP. Any defects at intervention are responded to within the timeframes as set out within the RMP.

3. Asset Condition Inspections

Asset condition inspections are conducted to assess the life of the road, road related infrastructure (including road-related infrastructure) and all assets managed by Council.

Asset condition inspections identify the condition of the asset and are used to determine if works are required to renew the asset to ensure it meets its service requirements. These inspections are used to develop Council's Capital Renewal Program.

4.3 Inspection frequency

Roads

Road Maintenance Category	Day proactive Inspection frequency	Night proactive Inspection frequency
1 – Very High	4 per calendar year	1 per calendar year
2 – High	2 per calendar year	1 per calendar year
3 – Standard	1 per calendar year	1 per 2 calendar years
4 – Low	1 per 2 calendar years	1 per 2 calendar years

Table 2 – Periods between Inspections (Roads)

Footpaths

Day proactive inspection frequency		
Footpath Maintenance Category	Frequency of Inspections	Inspection Window (Between)
1 – Very High	2 per calendar year	No.1: 1 Jan – 30 June No.2: 1 July – 31 Dec
2 – High	1 per calendar year	No.1: 1 Jan – 30 June
3 – Standard	1 per calendar year	No.1: 1 July – 31 Dec

Table 3 – Periods between Inspections (Footpaths)

4.4 Inspection types

The type of defects to be observed and recorded by the inspector will vary depending on the type of inspection and the nature of the asset being inspected, as detailed in Table 4 below.

Type of Inspection	Items to be included in inspections
Night inspection of sealed roads	Visibility of signage, line-marking, guideposts, and raised reflective pavement markers (RRPM's)
Night inspection of unsealed roads	Visibility of signage and guideposts
Daytime inspection of sealed roads	Potholes, edge breaks, major cracks, shoulder drop-off, stripping of seals, excessive loose stones, signage, line-marking, guideposts, RRPM's, table drains, culverts, bridges, kerb and channel and vegetation clearance
Daytime inspection of unsealed roads	Potholes, loose material, pavement failures, signage, guideposts, table drains culverts, bridges and vegetation clearance
Footpaths	Trips defects, pit lids, mounds or depressions and vegetation clearance
Reactive Inspections	Defects as listed above but triggered via a notification of a defect

Table 4 – Inspection Types

5. Defect intervention levels and response time

Levels and response times for various types of defects, including sealed roads, footpaths etc are listed in the table on the following page. The table also outlines the asset classifications that are being inspected.

For each asset classification it lists the defect type and when that defect is deemed to have reached a condition where it requires intervention. The maximum response time is outlined within the table for each asset class and relative classification and usage.

The defects that are inspected for each asset class listed is Table 5 are:

Sealed Roads

- Pothole size
- Deformations - either parallel or perpendicular to vehicle carriage way
- Loose debris
- Edge breaks
- Edge drop offs

Unsealed Roads

- Corrugations
- Wheel ruts, shoves or potholes
- Drainage issues
- Site visibility obstructions to roads or carriageways

Structures

- Damaged or missing drainage pit lids or surrounds to pedestrian areas
- Damage to bridge, major culverts or other structures creating safety issues

Road Furniture

- Missing, illegible or damaged regulatory signage
- Missing, illegible or damaged warning signage
- Damaged or defective guardrails at critical locations
- Replacement of missing or damaged guideposts

Footpath

- Lips or step defects >30mm in height
- Moulds or depressions >100mm under a 1.2m straightedge

Shared Footpath

- Footpath lips and step defects >30mm in height
- Moulds or depressions >100mm under a 1.2m straightedge
- Longitudinal cracks greater than 20mm in width

Drop off from path edger greater than 50mm over 1m length.

- Kerb

- Kerb adjacent to traffic lane with horizontal deviation from alignment >250mm

Intervention level	Description of Defect	MAXIMUM - Response Time by Usage			
		1 - Very High (high level usage)	2 - High (high usage)	3 - Standard (standard usage)	4 - Low (low usage)
Sealed roads					
	Potholes greater than 300mm diameter and 50mm deep	2 Weeks	1 Month	2 Months	4 Months
	Deformations in the traffic lane greater than 100mm in depth and under a 3m straight edge	1 Month	2 Months	4 Months	6 Months
	Edge break exceeds 150mm laterally over at least a 1m length from the nominal edge of seal	2 Weeks	1 Month	3 Months	6 Months
	Drop off from edge of seal to unsealed shoulder greater than 100mm over >1m length	1 Month	2 Months	4 Months	6 Months
	Line markings missing or illegible at a critical location*** rendering them substantially ineffective	3 Months	6 Months	12 Months	12 Months
	Accumulation of aggregate or sand in a traffic lane exceeding 50mm and > 5m long	2 Weeks	2 Months	4 Months	12 Months
Unsealed roads					
	Corrugations greater than 25mm in depth for a length >500m or total road length	N/A	3 Months	6 Months	12 Months
	Wheel ruts, shoves or potholes >500mm diameter and >150 mm depth measured with 3m straight edge, across the road	N/A	3 Months	6 Months	12 Months
Traffic defects					
	Ponding of water >300mm in depth and/or across 50 per cent of the traffic lane width	2 Days	3 Days	5 Days	1 week
	Fallen tree or other obstruction blocking a traffic lane	2 Days	3 Days	1 week	1 month
	Grass that is greater in height of 900mm that is obstructing visibility of regulatory or warning signs	1 month	4 Months	When resources reasonably come available and subject to any policy direction from Council	When resources reasonably come available and subject to any policy direction from Council
Structures					
	Drainage pit lid or surround missing or at a height differential >50mm in traffic lanes	2 Days	3 Days	1 week	1 month

Description of Defect	1 - Very High (high level usage)	2 - High (high usage)	3 - Standard (standard usage)	4 - Low (low usage)
Damage to a bridge or major culverts i.e. <ul style="list-style-type: none"> Missing or damaged planks Structural damage (voids or holes) Missing or damaged railings 	2 Days	3 Days	1 week	1 month
Damage to smaller culverts i.e. Structural damage (voids or holes)	1 week	2 weeks	1 month	3 months
Road furniture				
Existing Regulatory signs missing, illegible or damaged, making them substantially ineffective	1 Week	1 Month	2 Months	3 Months
Existing Warning and hazard signs missing, illegible or damaged, making them substantially ineffective	1 Month	3 Months	4 Months	12 Months
Any damaged or defective guardrail at a critical location*** making them substantially ineffective	1 Month	4 Months	6 Months	12 Months
Existing guideposts missing or damaged at a critical location*** making them substantially ineffective	2 Months	3 Months	6 Months	12 Months
Footpath				
Footpath lip or step >30mm in height	1 Month	3 Months	6 Months	N/A
Footpath mounds or depressions >100mm under a 1.2m straightedge.	1 Month	4 Months	12 Months	N/A
Shared footpath				
Footpath lip or step >30mm in height	1 Month	3 Months	6 Months	N/A
Footpath mounds or depressions >100mm under a 1.2m straightedge	1 Month	4 Months	12 Months	N/A
Longitudinal cracks greater than 20mm in width	1 Month	3 Months	6 Months	N/A
Drop off from edge of path greater than 75mm over 1m length	3 Months	6 Months	12 Months	N/A
Kerb				
Where a kerb adjacent to a traffic lane has a horizontal deviation from alignment >250mm	4 Months	6 Months	12 Months	When resources reasonably come available and subject to any policy direction from Council

Table 5 – Defect Intervention Levels

*** **Note** – a critical location is a location where the road alignment, pavement width and/or geometry are identified by additional markings, signage or guideposts to guide the travelling public.

If the nature of the work required, level of resources or workload, is not feasible to rectify the defect within the time shown in Table 5, **appropriate warning** of the defect is to be provided until a suitable repair or treatment can be completed.

Appropriate warning may include, but is not limited to, the following:

- Provision of warning signs
- Marking defects for higher visibility
- Traffic control action
- Divert traffic around defect
- Installation of temporary speed limits
- Road closures

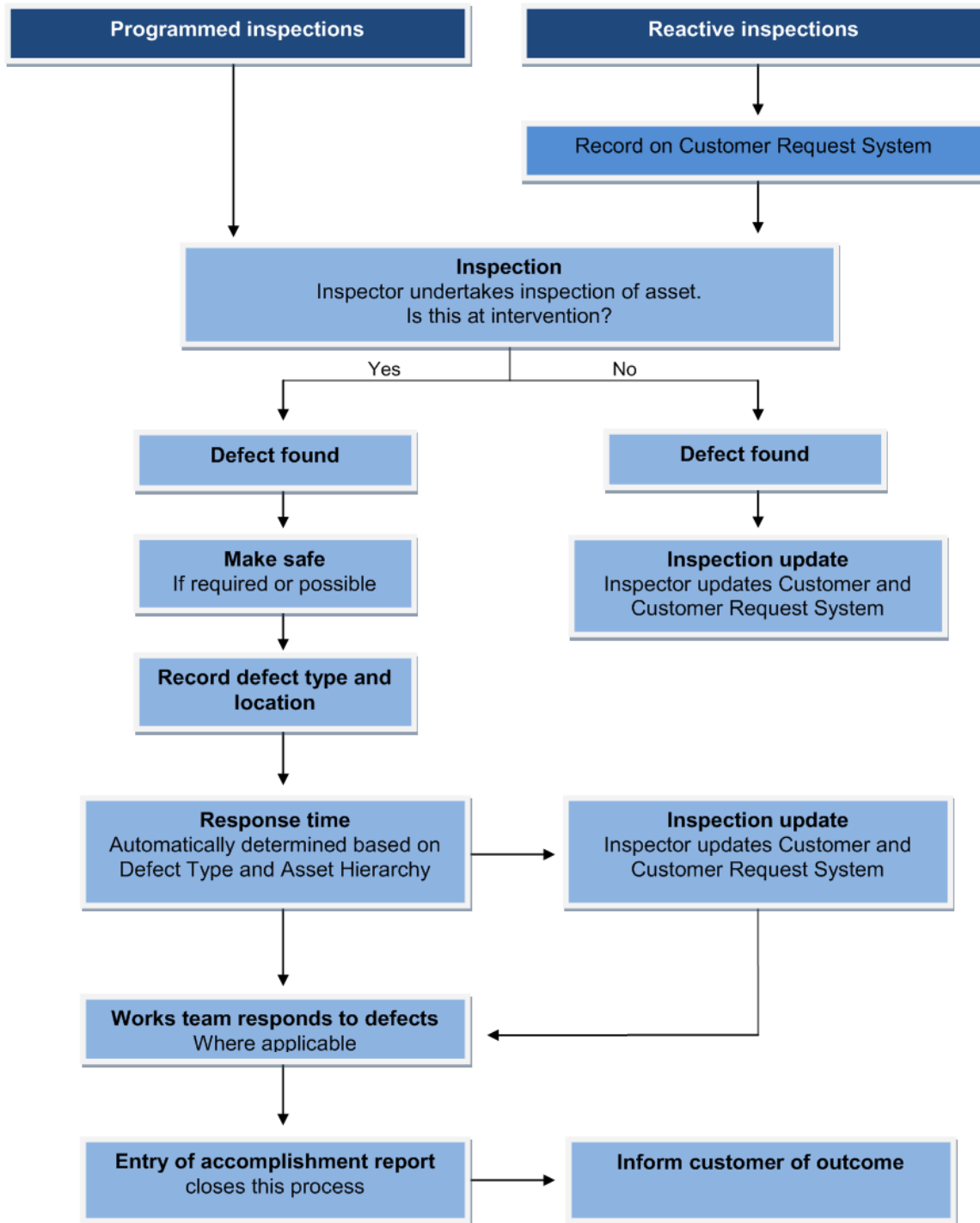
The municipality is geographically one of the largest in Victoria, with a travelling time of two hours from north to south. With long travelling times for maintenance crews, it is cost effective and operationally efficient for Council to repair defects inside intervention levels while the maintenance crew is onsite for those outside intervention levels nearby. This philosophy has been taken into account when setting intervention levels.

With regard to footpaths, all defects that have been identified will be responded to within the timeframe as set out by the RMP.

Defects may be identified where it can be determined that they may deteriorate to an extent that reach intervention prior to the next programmed inspection. In these cases, a review will be carried out of this defect and, if Councils schedule and resources enable action, this will be carried out and recorded as proactive maintenance works.

For the avoidance of doubt, the practice of repairing defects inside intervention levels while maintenance crews are nearby forms part of this RMP and is otherwise a practice Council considers consistent with the inspection, repair and maintenance requirements and standards specified by or in this RMP.

5.1 Reporting procedure



6. Obligations of road users

General Usage

The RMA 2004 requires that:

- 1) A person who drives a motor vehicle on a highway must drive in a safe manner, having regard to all the relevant factors, including (but not limited to) the:
 - physical characteristics of the road
 - prevailing weather conditions
 - level of visibility
 - condition of the motor vehicle
 - prevailing traffic conditions
 - relevant road laws and advisory signs
 - physical and mental condition of the driver

- 2) A road user, other than a person driving a motor vehicle, must use a highway in a safe manner having regard to all the relevant factors.

- 3) A road user must have regards to the right of:
 - Other road users and take reasonable care to avoid any conduct that may endanger the safety or welfare of other road users.
 - The community and infrastructure managers in relation to road infrastructure and non-road infrastructure on the road reserve and take reasonable care to avoid any conduct that may damage road infrastructure (including road-related infrastructure) and non- road infrastructure on the road reserve.
 - The community in relation to the road reserve and take reasonable care to avoid conduct that may harm the environment of the road reserve.

7. Landowners responsibilities - driveways

Driveways are the responsibility of the owner of the land for which the driveway provides access to and from the road. The landowner is responsible for that part of the driveway as shown in Figure 1, specifically:

- The in-fills between the kerb and channel and the footpath, and the footpath and property line.
- The layback through the kerb (excluding the channel).
- The immediate surrounds impacted on by the driveway.

The footpath crossover is part of the footpath and is the responsibility of Council, however Council may charge the landowner for the cost of repairs to damage to the footpath caused by vehicles using the driveway.

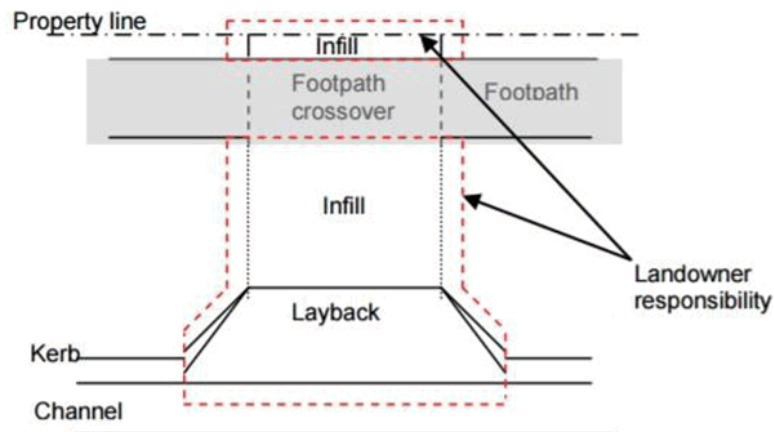


Figure 1. Driveway Responsibility

Arrangements are similar for culvert crossings over an open table drain where the owner's responsibilities are:

- Culvert and endwalls.
- Driveway infill between the road edge and the property line excluding any footpath crossover.
- Maintenance of the road seal adjacent to the driveway to be free of loose material sourced from the property or the driveway.

Council retains the right to direct the standard of construction, materials and location of driveways within the road reserve. Landowners must obtain a Working within Road Reserve Permit from Council prior to commencing any works or activities within the road reserve.

8. Works within road reserve

Unless an exemption applies under the Act, a person must not conduct any works in, on, under or over a road without written consent of the Co-ordinating Road Authority.

This includes works on footpaths and nature strips including the installation or modifications of driveways outside private property.

Application forms for a Works Within the Road Reserve Permit can be obtained from Council's website or Council offices. Failure to seek consent for works within a road reserve is an offense under the RMA. Fees and penalties can be applied.

9. Limits in relation to liability for property damages

Section 110 of the RMA details the liability and extent of claims for property damages. Incident Claims

In accordance with Section 115 of the RMA, a person who intends to take court proceedings in relation to a claim for damages arising out of a condition of a public road or infrastructure, must first lodge a written notice with Council. This notice must be lodged with Council within 30 days of the incident occurring.

10. Summary of non-road infrastructure

Asset type	Responsible authority/Infrastructure manager
Street lights	PowerCor
Non-standard street lights	Council
Traffic signal installations – VicRoads asset	VicRoads
Telecommunications infrastructure asset	Telstra or Optus
Water infrastructure assets	Lower Murray Water, Goulburn Murray Water or Grampians Wimmera Mallee Water
Sewage infrastructure assets	Lower Murray Water
Bridge, culveet, guard rail over infrastructure assets	Owner of infrastructure asset
Electricity infrastructure assets	PowerCor
Gas infrastructure assets	TasGas
Rail crossings	VicTrack or V/Line
Buildings	Asset owner
Bus stop/Shelters (public transport)	Department of Transport

Table 6 – Non-Road Infrastructure not subject to this Plan

11. Review of the response to defects

The review of Council's performance with regard to repairing defects listed in this report is a two step process. There is a monthly review as well as an internal audit of Council's performance, carried out annually.

Monthly Team Co-ordinator Meeting

At the monthly team co-ordinator meeting, the officer in charge of Council's works program reports to the meeting, which includes the Director of Infrastructure. At these meetings the Works Department produces a report from the Defect Reporting system listing defects (if any) outside target response time.

Annual Internal Audit

An annual internal audit of Council performance against this RMP will be conducted by Council. The results of this audit will be reported to the Executive Leadership Team.

12. Review of the Road Management Plan

The RMP will be reviewed at least every four years in accordance with Sec 301(3) (b) of the Road Management (General) Regulations 2016 and Sec 125(1) (b) of Local Government Act 1989. Consequently, this will correspond with the term of each Council.

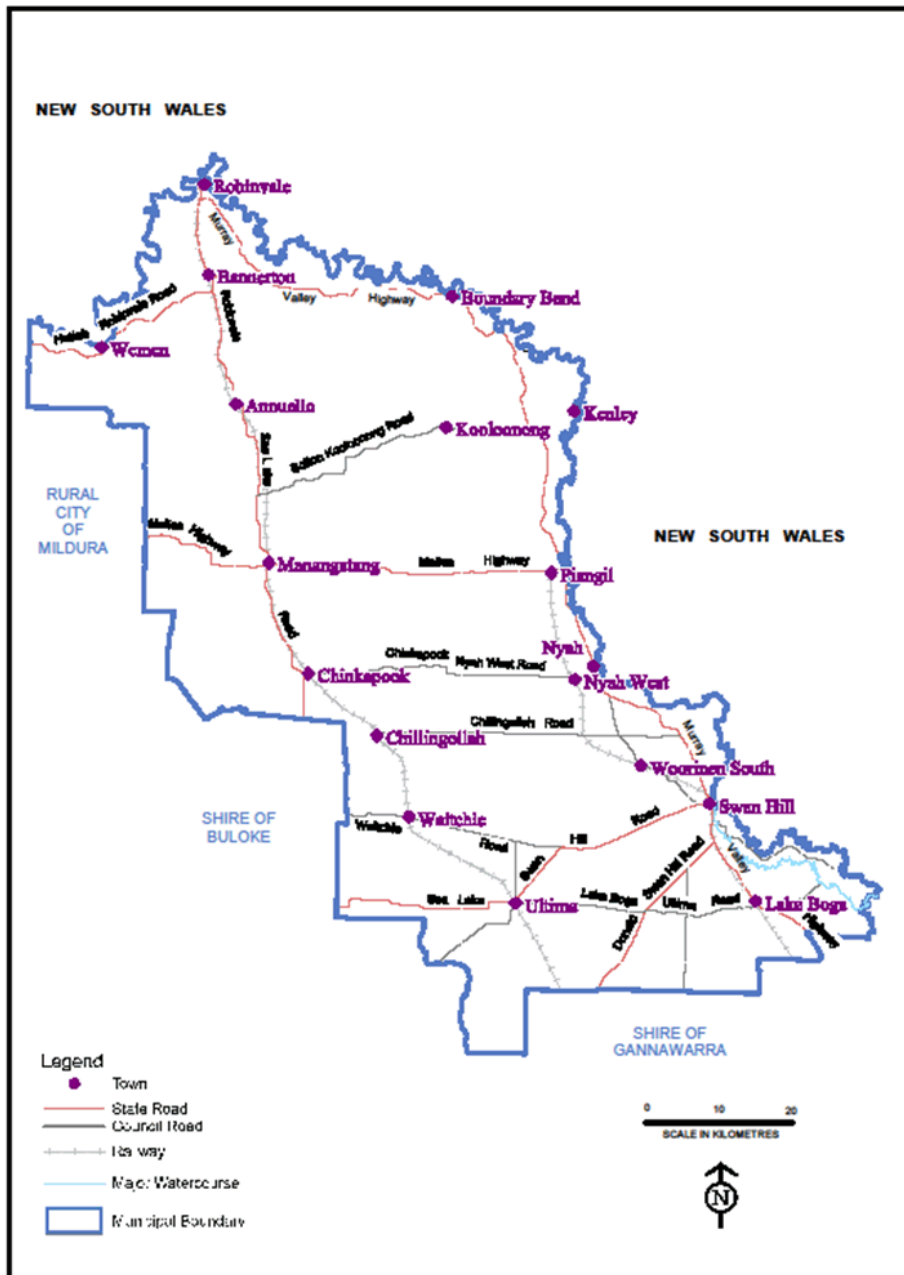
It may also be reviewed by Council, within a particular Council's term, in the event that the review is necessary under Sec 54 RMA 2004.

Any review carried out will be in accordance with relevant sections under the following acts:

- Sec 54 Road Management Act 2004.
- Sec 302 and 303 of the Road Management (General) Regulations 2005

Appendix A – Municipality map

SWAN HILL RURAL CITY COUNCIL



Map available on Council's website at www.swanhill.vic.gov.au.

Appendix B – Definitions

Unless the context or subject matter otherwise requires, terms used in the RMP have the following meanings:

Access roads provide direct access for houses and connect properties to other roads in the network. These roads will normally have little to no through traffic

Arterial Roads - freeways, highways & declared main roads which are managed by the State Government through VicRoads.

Code of Practice - Code of Practice for Road Management Plans (13 September 2004).

Collector roads provide the connection between Access roads and the state arterial road network, other collector roads or population centers. These roads will either have an identifiable origin and destination or have a high proportion of through traffic in conjunction with access for properties abutting the road

Critical Location - is a location where the road alignment, pavement width and/or geometry are identified by additional markings, signage or guideposts to guide the travelling public.

Defect/Hazard - Refers to a change to the road or footpath surface that introduces a hazard to public safety. Common terminology includes: pothole, lift, shove, lip, depression, etc.

Inspection Frequency – is the frequency of inspections of the road to identify hazards.

Where the required frequency would result in the inspection falling on a day other than a Weekday, the inspection may be undertaken on the following Weekday.

Intersection - An intersection is a junction where two or more roads meet or cross.

Intervention level - the size of the defect at which the road authority has determined that the defect will be rectified.

Link roads provide a road that supplements the main arterial road network. These roads provides through traffic movement between urban areas, and other places, such as shopping precincts, major sporting venues, industrial areas, agricultural areas and major tourist attractions.

Major Culvert - A major culvert is a culvert (or more commonly multiple culverts laid side by side) of large enough size to be treated more like a bridge over a water course than a pipe under a road. In a number of Australian states culverts with cross section area of 6sqm or greater are considered to be major culverts.

Municipal Road – Roads for which the Council is the responsible Road Authority.

Non road infrastructure - includes infrastructure in, on, under, or over a road, which is not road infrastructure.

The RMA provides examples of non-road infrastructure that includes: gas pipes, water and sewerage pipes, cables, electricity poles, bus shelters, rail infrastructure, public telephones, mail boxes, road side furniture and fences erected by utilities or providers of public transport.

Pathways - the definition of pathway provided in the RMA captures both 'footpaths' and 'shared pathways' as outlined below:

A footpath, bicycle path or other area constructed or developed by a responsible road authority for use by members of the public other than with a motor vehicle but does not include any path:

- (a) which has not been constructed by a responsible road authority;

Pathways (shared) - while the RMA does not specifically apply the term 'shared' in relation to pathways it is of course necessary to differentiate between those that are designed for shared-use as opposed to just one type of user group (e.g. cyclists). The below definition of 'shared pathways' has been extracted from Reg. 242(2) of the Australian Road Rules:

"An area open to the public (except a separated footpath) that is designated for, or has as one of its main uses, use by both the riders of bicycles and pedestrians, and includes a length of path for use by both bicycles and pedestrians beginning at a shared path sign or shared path road marking and ending at the nearest of the following:

- a) an end shared path sign or end shared path road marking;
- b) a no bicycles sign or no bicycles road marking;

Proactive inspections - inspections performed as part of a scheduled program, according to the classification of roads, which is based on the road classification, volume of traffic etc., for the purpose of identifying defects above intervention and to provide a record that the road has been inspected

Public Highway means any area of land that is a public highway for the purposes of the common law;

Public road means a road declared to be a public road by the relevant road authority

Public Road Register - list of roads within a municipality that a council is responsible for. Council is required to keep a register under s.19 of the RMA.

Reactive inspections - inspections performed in response to a customer request or notification about the condition of the road/path, in order to assess whether the road contains a RMP defect that has reached the relevant intervention level.

Repair means the taking of any action to remove or reduce a risk arising from a defect in a roadway, pathway or road-related infrastructure, including but not limited to:

- a) reinstating a road/path to its former standard following works to install any infrastructure;
- b) reinstating a road/path to a safe standard following deterioration or damage;
- c) providing a warning to road users of a defect in a roadway, pathway or road (including road-related infrastructure) - but does not include the upgrading of a roadway, pathway or road-related infrastructure

Examples: Filling in a pothole in a roadway, resurfacing the roadway and erecting a warning sign would be actions to repair the road.

Response Time – is the time allowable to respond to a defect, which is based on consideration of the defect type and severity. Response time is measured from the time the defect is identified by, or notified to, Swan Hill Rural City Council.

Responsible Road Authority - the organisation responsible for the management of the road, as determined under s.37 of the RMA

Road - includes a street; right of way; cul de sac; by-pass; bridge or ford; footpath; bicycle path or other land or works forming part of the road. Including:

- a) any public highway;
- b) any ancillary area;
- c) any land declared to be a or forming part of a public highway or ancillary area.

Road Infrastructure means:

Infrastructure which is installed by the relevant road authority for road related purposes to —

- a) Facilitate the operation or use of the roadway or pathway; or
- b) Support or protect the roadway or pathway.

Examples: Traffic islands, traffic management signage, traffic control sign, traffic light, kerb and channel, a bridge, culvert or ford, road drain or embankment, gate, post or board installed on the road reserve.

Road Management Act 2004 (RMA) - the Act provides a statutory framework for the management of the road network in Victoria.

Road Management Plan (RMP) - a document developed by Council to assist in the management of their road related duties and responsibilities, as defined in the RMA.

Roads other than Municipal roads and Arterial roads - include roads in State reserves, and roads on private property. Council is not responsible for the care and maintenance of these roads.

Road Reserve - all of the area of land that is within the boundaries of a road.

Roadside - any land that is within the boundaries of a road (other than the shoulders of the road) which is not a roadway or a pathway and includes the land on which any vehicle crossing or pathway which connects from a roadway or pathway on a road to other land has been constructed.

Secondary access roads are low use/low volume roads. Roads that will provide seasonal access to properties. Roads that provide a link to access roads.

Weekday – any day other than a Saturday or Sunday or any public holiday recognised in Victoria where the inspections are to be undertaken.

B.19.128 REGIONAL MIGRATION PARLIAMENTARY INQUIRY

Responsible Officer: Director Development and Planning
File Number: S03-01-03
Attachments: 1 Regional Migration Parliamentary Inquiry
Submission (redacted)– Swan Hill Rural City
Council

Declarations of Interest:

Heather Green - as the responsible officer, I declare that I have no disclosable interests in this matter.

Summary

The Australian Government is conducting a Parliamentary Inquiry into Regional Migration. This report explains the context of the Swan Hill Rural City Council's response and tables the report submitted to Parliament for Council's information. A total of 111 submissions have been lodged. More information can be found at:

www.aph.gov.au/Parliamentary_Business/Committees/Joint/Migration/RegionalMigration

Discussion

The Joint Standing Committee on Migration invited interested persons and organisations to make submissions addressing one or more of the terms of reference. Council's submission was accepted.

Terms of Reference

The Joint Standing Committee on Migration is inquiring into and reporting on the breadth of migrant settlement strategies and migration settings in regional Australia, with reference to:

- National and international best practice strategies to encourage people to settle and stay in regional areas
- Strategies to develop regional skilled migration
- Strategies to develop regional humanitarian migration
- Key local, state and federal initiatives for successful regional settlement outcomes
- Local volunteers, employers and community organisations and their role in facilitating regional settlement
- Relevant migration policy, including administration and state specific migration mechanisms
- Related infrastructure matters
- Any other related matter

The Committee shall give particular consideration to how communities and settlement services can best assist migrants to gain successful employment outcomes in regional Australia, including local work experience opportunities, skills certification and training, knowledge of Australian workforce regulations, accommodation and travel to and from the workplace.

After clarification with the Department, the Inquiry is considering overseas migrants as well as recent arrivals. The scope of the response will encompass migrants residing in Australia for less than five years.

This submission looks at recently arrived migrants (less than five years in Australia) as well as overseas migrants and centres around five main issues:

- Housing shortages
- Specific issues of the Horticulture Industry: A call for the “Ag Visa”
- Differentiate Regional and Rural
- Perception
- Support services

Background

The inquiry has been prompted by regional Australia's failure to attract more migrants to settle outside of major cities.

Only one in five of the total number of international migrants settle in regional Australia. The launch of the inquiry follows the release of an audit by Infrastructure Australia which found congestion in major cities was costing \$19 billion a year. The submission urged the government to pump \$40 billion a year into infrastructure to keep up with the growing population.

A major driver of Australia's above average population growth is net overseas arrivals - a combination of permanent and temporary visa holders such as international students. Earlier this year, the government announced a reduction in the cap on Australia's permanent migration intake from 190,000 to 160,000. Despite the cut, population projections in April's budget were revised upwards, reflecting a predicted surge in temporary arrivals, putting further pressure on city services.

The government has also introduced incentives for international students and skilled workers to move to the region by introducing regional visas that will require a minimum three years of residence in regional Australia as a necessary condition for their permanent residency. 23,000 visa places will be reserved for new skilled regional visas within the 160,000 permanent visas to be issued this year.

What Are “Regional Areas”?

The most recent migrant settlement data from the Australian Bureau of Statistics showed that 85% of migrants settled in Australia's capital cities in 2017-18, with 65%

of total migrants settling in Sydney and Melbourne. Only 15% settled in regional areas. In 2018, the greater Sydney area added more than 93,000 residents, or 256 people daily.

At present the following are classified as Regional Areas for immigration purposes:

- New South Wales: Everywhere except Sydney, Newcastle, the Central Coast and Wollongong
- Northern Territory: Everywhere in the territory
- Queensland: Everywhere except the greater Brisbane area and the Gold Coast
- South Australia: Everywhere in the state
- Tasmania: Everywhere in the state
- Victoria: Everywhere except the Melbourne metropolitan area
- Western Australia: Everywhere except Perth and surrounding areas

However from 16 November 2019 with the introduction of two new regional visa subclasses, the 491 and 494, the „regional“ definition will be changing and be expanded and simplified to include all areas of Australia except the metropolitan areas of Sydney, Melbourne, Brisbane, Gold Coast and Perth.

New Regional Visas

The new skilled regional provisional visas will be for skilled migrants, and dependent family members, who want to live and work in Australia.

There will be two new skilled regional provisional visas introduced in November 2019:

- Skilled Employer Sponsored Regional (Provisional) visa: for people sponsored by an employer in regional Australia.
- Skilled Work Regional (Provisional) visa: for people who are nominated by a State or Territory government or sponsored by an eligible family member to live and work in regional Australia.

Holders of the new skilled regional provisional visas will need to live and work in regional Australia. Visas will be granted with a validity period of up to five years.

Holders of the new skilled regional provisional visas will be able to apply for a Permanent Residence visa. The Permanent Residence (Skilled Regional) Visa will commence in November 2022.

Importantly, to be eligible for permanent residence, holders of the new skilled regional provisional visas will need to demonstrate they have lived and worked in regional Australia while holding one of the new Skilled Regional Provisional visas.

The Need for the Swan Hill Region

The growth of horticulture, solar and other industries in the region is matched by the growth of demand for workers in skilled and semi skilled positions in farming, manufacturing, construction, healthcare and the service industry.

The Victorian Skills Commissioner Regional Skills Demand Profile has forecast strong short term growth in demand for labour. It estimates future workforce demand in the Mallee region of between 2,900 and 4,400 new workers from 2017 to 2020 to support growth and replace anticipated retirements.

Consultation

Extensive consultation with the Industry, the Agribusiness Advisory Committee to Council, Sunraysia Mallee Ethnic Community Council and Government departments has taken place.

Financial Implications

Not applicable.

Social Implications

This submission aims to encourage the Federal Government to provide a better solution for migrants.

Economic Implications

Provide a stable and accessible workforce to business.

Environmental Implications

Not applicable.

Risk Management Implications

Not applicable.

Council Plan Strategy Addressed

Economic growth - Have a region with an equipped and productive workforce.

Options

Nil.

Recommendation

That Council notes that a submission to the Regional Migration Parliamentary Inquiry has been lodged on behalf of Swan Hill Rural City Council and is available for public viewing.

Inquiry into migration in regional Australia
Submission 82

REF: 1682/19/

AY/MS

25 September 2019



James Bunce
Inquiry Secretary
Joint Standing Committee on Migration
Department of the House of Representatives
PO Box 6021
R1.116 Parliament House
CANBERRA ACT 2600

Dear James

PARLIAMENTARY INQUIRY ON REGIONAL MIGRATION
SUBMISSION BY SWAN HILL RURAL CITY COUNCIL

Thank you for the invitation to provide a submission to the Committee regarding the inquiry into Regional Migration.

The Swan Hill municipality has experienced unprecedented levels of investment over the past decade, with renewed confidence in the horticultural and agricultural sector driving this positive trend. With population growth, low unemployment and record levels of investment, the region is cementing its position as a preferred regional location to live, work and invest.

However, labour shortage is threatening this enviable position and Council is seeking solutions to remedy this situation. Regional migration is one of the possible solutions.

The enclosed submission summarises Council's position and recommendations on regional migration and Council hopes that the submission will assist informing the Committee on this important and topical issue

Should you need any further information, please do not hesitate to contact Muriel Scholz at Council

Yours sincerely

Cr Ann Young
Mayor

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Inquiry into migration in regional Australia
Submission 82



Submission: Inquiry into migration in regional Australia



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Swan Hill Rural City Council would like to make the following submission in response to the call for the inquiry into migration in regional Australia by the Minister for Immigration, Citizenship, Migrant Services and Multicultural Affairs, the Hon. David Coleman MP.

Background

Swan Hill Rural City Council in Victoria covers 6,116 square kilometres and is home to 20,759 people.

It includes the townships of Swan Hill, Robinvale, Lake Boga, Nyah, Nyah West, Piangil, Woorinen, Ultima, Manangatang, Boundary Bend and Tresco. It is 350kms North West of Melbourne

The Swan Hill Rural City economy is driven by agriculture and manufacturing.

Almost 20% of the total economic output from the region comes from agricultural production, or \$525M and the same for manufacturing with an output of \$527M. The total output for the region is \$2,697M with export revenue of \$930M (Remplan economic modelling 2019).

Irrigated farming (including stone fruit, grapes, nuts, olives and vegetable production) accounts for over 11% of the total economic output for the municipality and more than 18% of all jobs in the city are directly related to agriculture.

Additionally food manufacturing (processing) accounts for almost 10% of the municipality's economic output.

Located along the Murray River, tourism plays an important role in the region's economy. Its climate and natural beauty attracts around 750,000 visitors each year.

Labour needs

The Swan Hill region is part of the Mallee region where it has been identified by the Victorian Skills Commissioner (Vic2017 Regional Skills Demand Profile: The Mallee) that, fuelled by investment in horticulture, solar and other industries, the region is forecast to experience strong near term growth in demand for labour.

The report estimates future workforce demand of between 2,900 and 4,400 new workers from 2017 to 2020 to support growth and replace anticipated retirements.

It should be noted that should estimates be realised, the region is likely to face significant labour shortages. High labour market participation, low unemployment rates and the ageing workforce present challenges to filling vacancies. Without continued workforce growth and attraction of new resources, economic progress in the region will stall. As such, sustained and collaborative action from industry, schools and training providers is imperative.

Currently Swan Hill region's unemployment rate is 3.2%. This is a very low unemployment rate. In economic terms, "full employment" or the "non-accelerating-inflation rate of unemployment (NAIRU)," is the level to which unemployment can fall before labour

shortages start to trigger wage inflation. The NAIRU in Australia is widely considered to be in the order of 4%.

The most recent migrant settlement data from the Australian Bureau of Statistics showed that 85% of migrants settled in Australia's capital cities in 2017-18, with 65% of total migrants settling in Sydney and Melbourne. Only 15% settled in regional areas. In 2018, the greater Sydney area added more than 93,000 residents, or 256 people daily.

From November 2019 with the introduction of two new regional visa subclasses, the 491 and 494, the 'regional' definition will change and be expanded and simplified to include all areas of Australia except the metropolitan areas of Sydney, Melbourne, Brisbane, Gold Coast and Perth.

Horticulture industry

The horticultural crops grown in the region include table grapes, stone fruit, wine grapes, processing tomatoes, vegetables, asparagus, nuts, olives, citrus, avocados and nursery supplies. The total output of agriculture combined with food processing and manufacturing in the Swan Hill region is \$739 million (Remplan economic modelling, 2019) with export a significant component. This is without taking into account the flow on effect generated through transport and manufacturing.

The governments of Australia both State and Federal, together with industry bodies of the horticultural sector have worked hard to obtain new export markets. Within this initiative there has been a corresponding increase in the size and scale of Australian horticultural and agricultural enterprises.

The traditional family farms have significantly reduced in number and importance in the sector, along with the extended families which were once a secure source of labour on these farms. Many children are now tertiary educated and have moved away from the farm to secure employment.

The growth of the industry undertaken over the past 25 years has been enormous with extensive growth from the development of corporate and family farms.

The opportunities linked to export (particularly the expansion of the Chinese market) have grown substantially and growers have undertaken large hectare areas plantings of specific varieties to suit overseas tastes.

The large areas plantings often need to be harvested with very short time frames because of weather (rain, heat) predictions. Farms rely on contractors to supply labour at short notice. The contractors attract workers, mainly using social media, assist them to come to Australia and in many cases provide or assist them to find positions, accommodation and transport to the farms. The contractor option has been the main supplier of workers to the horticultural industry in the region. However the new Labour Hire Licensing Laws introduced in Victoria this year are throwing uncertainty in the supply of labour through this avenue.

There is an acute shortage of farm labour required for watering, thinning, harvesting, pruning, picking and packaging for the domestic and export markets. It is well documented that horticultural labour is not an occupation of choice for many as it is a very physical and demanding work in arduous conditions.

It is well known that a large cohort of workers is undocumented and provides labour to farms between Swan Hill and Mildura. The VFF estimates that about 28% of the horticultural workforce in the region does not possess the necessary visas to legally work in Australia.

Manufacturing and construction industry

Manufacturing in the Swan Hill region is largely linked to horticultural and agricultural needs but not exclusively so.

There is a large cohort of large manufacturers with their headquarters located in Swan Hill. These include Polymaster, Entegra, Larnec Doors, Floorex, Grizzly, SwanBuild and Pumpa Manufacturing who are all multimillion turnover companies with national and international markets.

Manufacturers have expressed a severe shortage of labour in the skilled and semi skilled areas. They need skilled workers such as electricians, mechanics, boilermakers, engineers, draftsmen, middle managers as well as labourers and assembly workers.

The construction and service trade also experiences difficulties filling skilled trade positions, in line with the trend in Australia where over 50% of employers are reporting the same.

The main issues with attracting workers include lack of skills, lack of willingness to acquire skills even if paid for by employers and general shortage of applicants. Employers report that advertisements in local papers often do not attract any interest, as there is mainly no response from potential job seekers.

This lack of workers' availability leads to chronic shortages in productivity and the inability to expand, prosper and export.

Health industry

The health care and social assistance industry employed almost 14% of the Swan Hill population in 2016, just below the agriculture and manufacturing sectors. Health is responsible for the employment of 1,100 people, an increase of 18% from the 2010 figure of 920. The growth in the health sector of Swan Hill forms part of the broader increase in service based economies, reflecting the increasing significance of Swan Hill as a regional service centre. The health sector also contributes 8.3% of the value added to the local economy, to the value of \$89.4 million.

There is a chronic shortage of health professionals in the Swan Hill municipality and indeed across the Mallee region. This is illustrated by recent figures from the Rural Workforce Agency Victoria (September 2019) showing that the doctor to patient ratio in Melbourne is 1:900 whereas in the Mallee region it is 1:7,48

Meeting the region's needs

This submission looks at recently arrived migrants (less than five years in Australia) as well as overseas migrants and centres around five main issues:

- Housing shortages
- Specific issues of the Horticulture Industry: A call for the “Ag Visa”
- Differentiate Regional and Outer Regional
- Perception
- Support services

Housing shortages

Council has been aware for some times thanks to feedback from employers and real estate agents that one of the main problems to secure a workforce, being people moving from other parts of Australia or overseas migrants, is the lack of suitable housing and workers' accommodation.

To obtain a snapshot of the issues pertaining to housing, Council commissioned a report centring on the Robinvale area as it had been identified as the main area of concern regarding housing and accommodation in the district with no rental accommodation available, a very limited amount of properties for sale and overbooked temporary accommodation.

(<https://www.swanhill.vic.gov.au/about/overview/plans-and-strategies/robinvale-housing-strategy/>)

The situation although exacerbated in the Robinvale region is endemic to the municipality and indeed the whole of the Sunraysia Mallee area.

Council seeks Commonwealth assistance to solve the housing and accommodation issue by providing investors and developers with incentives to build:

- Quality rental homes for skilled and managerial staff
- Low cost accommodation for seasonal workers
- Entry level houses for new and recent migrants to start a life in the area

Real estate investors need a return on their investments. Unfortunately due to the tyranny of distance, building real estate in the Swan Hill and Robinvale region is more costly than in metropolitan areas.

There is also an ingrained perception that investing in regional areas is riskier and less profitable than in metropolitan Melbourne or larger provincial cities. This belief is shared by the banking sector that is reluctant to consent to loans for private homes or investment ventures. A package to encourage investors coupled with an awareness campaign may alleviate this perception.

Recommendations:

That the Commonwealth Government offers incentives to property developers prepared to consider outer regional areas.

That the Commonwealth Government offers grants to Local Government, State Government and Non for Profit organisations to build affordable housing in regions demonstrating accommodation shortages

The horticulture industry: A call for the “Ag Visa”

As previously discussed, Horticulture needs access to large quantities of casual labour for brief but intense periods of time. The work is at times physically demanding and there is an insufficient supply of this type of labour in Australia presently.

The horticultural sector has met its labour needs for many years by tapping overseas labour supplies, primarily from Southeast Asia and the South Pacific islands and Labour hire contractors have established to meet this need. They have been the agent between the grower and the labourer.

The Victorian Government has established the Labour Hire Authority to ensure all workers are properly paid and treated. There is plenty of evidence that workers were exploited by some contractors. A key factor leading to the exploitation of these workers is that many are illegal over stayers making them vulnerable and reluctant to approach authorities for assistance. If enforced effectively the Victorian Labour Hire Licensing Scheme should eliminate worker exploitation.

However, the horticultural sector in Northern Victoria has grave fears that the labour hire contractors that have serviced their needs will no longer operate in Victoria. The fear is that the contractors will move their operations interstate or offshore. It is therefore important to extend the Labour Hire Licensing Laws, currently only in force in Queensland and Victoria to a nationwide model to create a level playing field and to offer the same protection to all workers, regardless of location.

A solution favoured by growers, Victorian Farmers Federation, National Farmers Federation, horticultural peak bodies and supported by Swan Hill Rural City Council and the Murray River Group of Councils is an Agricultural Workers Visa.

The sector needs this Visa because:

- The casual labour needs of agriculture will need to come from overseas for the foreseeable future, as the labour supply does not exist in Australia.
- An Agricultural Workers Visa will legitimise the workforce, thus reducing exploitation.
- The Agricultural Workers Visa could lead to permanent settlement thus strengthening regional communities and economies.

Recommendation:

- ***That the Commonwealth Government introduces an Agriculture specific visa with the following features:***
 - *Applicants to be no older than 40 years on entry.*
 - *Visa holders must reside in a regional community.*
 - *Visa holders must be engaged in work in the agricultural sector for an average of at least 20 hours per week.*
 - *Visa holders to be provided access to permanent residency after five years service in the agricultural sector.*
 - *Visa holders should have access to Medicare services.*
 - *Visa holders to be subject to normal character assessments on application.*
 - *Applicants for agricultural workers Visa is to be selected from South Pacific nations, South East Asia and Central and South America.*

Regional and outer regional

As noted previously in this document, the definition of regional is everywhere except the biggest urban concentrations. This makes it very difficult for regions such as Swan Hill to compete on an even keel with areas such as the Barossa Valley, the Yarra Valley or Coffs Harbour and even more with larger cities such as Adelaide, Darwin or Hobart which are better known from overseas. These areas are favoured because of their ease of access and with much more choice in accommodation, access to big cities and existing community links.

Recommendation:

- ***That the Commonwealth Government considers extra incentives for migrants choosing to settle in outer regional (as defined by the ARIA Accessibility/Remoteness Index of Australia) as opposed to Major Cities and Inner Regional areas, such as priority access to a visa and quicker pathway to residency.***

Perception

Directly linked with the reluctance described above from potential migrants to relocate in rural areas, often erroneous or largely exaggerated reports in social media of conditions for workers, particularly agricultural workers are creating the wrong perceptions. A five minute scan of Facebook posts and websites reveal headlines such as “Hell for working holiday visas”, “Sexual exploitation of horticultural workers”, “Migrants trapped in slave like conditions in Aussie farms” and “Systemic exploitation of migrant workers”.

In addition to enforcing a Labour Hire Licencing Scheme nationwide, a marketing campaign reinforcing the positive experience of the majority of migrant and backpackers workers is needed.

Recommendation:

- ***That the Commonwealth Government invests in a positive marketing campaign to highlight the benefits of working in outer regional Australia***

Support services

There are networks of services to support recently arrived migrants and refugees in regional and rural areas and these migrant and refugee-specific services are complemented by mainstream services that are bound under Access and Equity Policies to ensure that all their clients receive services related to their needs.

However, it is important to note that while being eligible for services is one thing, knowing about their existence is another, as is negotiating the often complex entry pathways. Migrants and refugees who move into regional areas have high need of scaffolded support.

In addition, many employers in rural and regional locations have had little or no experience of employing migrant/refugee workers – especially of working with people with low levels of English.

A significant service gap manifests itself when client communities and potential jobs are not based in the same geographic locations.

“There is currently no systematic way for migrant workers to link up with rural employers, nor is there a systematic policy or integrated support mechanism to facilitate secondary migration away from metropolitan cities.” (Regional Australia Institute, May 2018)

Projects such as the “Try Test and Learn” program (<https://www.dss.gov.au/review-of-australias-welfare-system/australian-priority-investment-approach-to-welfare/try-test-and-learn-fund>), about to be implemented by AMES in Swan Hill and Mildura, can bridge this gap and resource a service to work with both the target groups and the regional resettlement locations. It will broker a raft of services and supports for both relocating jobseekers and their families, and rural/regional communities and local employers. This will include community engagement with the target group/s and their leaders, providing information about jobs and local regional community services and life style and assist with matching jobseekers with employers’ labour needs. At regional level it will engage employers, local government, housing/estate agencies, schools, health services, English language providers, faith organisations, etc to prepare for and support new residents to transition into the local community.

Recommendation:

- ***It is recommended that this type of initiative be widely encouraged and be continued after its pilot phase.***

Conclusion

Swan Hill Rural City Council is thankful for the opportunity offered by the Parliamentary Inquiry into Regional Migration to contribute to the search towards solutions.

This submission was developed in consultation with the employer community, the migrant community and numerous Government and Non Government agencies.

Council hopes that this document can make a positive contribution to this very important issue to our area. Swan Hill has recently been recognised in the Australian (<https://www.theaustralian.com.au/business/property/the-small-towns-in-australia-that-mean-business/news-story/8359380e6e2c2c49d72f469ef58ba6c0>) as the most entrepreneurial town in Australia, ahead of Sydney and Melbourne. In order to keep this momentum going, and to contribute to the prosperity of the Nation, the region needs to access a stable and engaged workforce.

B.19.129 DISSOLUTION OF THE SWAN HILL INDOOR SPORT AND RECREATION CENTRE SPECIAL COMMITTEE

Responsible Officer:	Director Development and Planning
File Number:	S11-20-03
Attachments:	1 Swan Hill Indoor Sport and Recreation Centre Minutes 2019-10-14
	2 Instrument of Delegation
	3 Swan Hill Indoor Sports and Recreation Centre COM Letter
	4 Letters from Users disbanding COM

Declarations of Interest:

Heather Green - as the responsible officer, I declare that I have no disclosable interests in this matter.

Summary

This report is to advise Council of the Swan Hill Indoor Sport and Recreation Centre Special Committee's request to dissolve the Committee of Management.

Discussion

Swan Hill Indoor Sport and Recreation Centre Committee of Management (COM) decided at a Special Meeting held on the 14 October 2019 to advise Council that it would like to disband as a Section 86 COM. This decision of the COM is due to volunteer fatigue and added responsibilities and requirements expected of a Section 86 COM. The disbandment of the COM will also require the transfer of the AFL Central Murray Management Contract to Council.

This intent is similar to a recent Council decision to dissolve the Section 86 Alan Garden Netball Centre Special Committee.

These special committees have had delegated authority and responsibility for managing the Swan Hill Indoor Sports and Recreation Centre and the Alan Garden Netball Centre on behalf of Council under the Local Government Act 1989.

All special committees must comply with the Local Government Act 1989. When exercising a delegated power, duty or function, a special committee is effectively the Council.

Swan Hill Indoor Sport and Recreation Centre Special Committee

The Swan Hill Indoor Sport and Recreation Centre Special Committee operates under an Instrument of Delegation (attached).

The purpose of the COM (as outlined in the Swan Hill Indoor Sport and Recreation Centre Instrument of Delegation) is, on behalf of Council:

- To manage the Centre in order to provide a first class facility for indoor sport and recreation within the municipality;
- To promote recreational activities to the community;
- To maintain the Centre with revenue obtained by the management;
- To provide a diverse range of quality recreation activities at a minimal cost to the users of the Centre;
- To maximise the use of the Centre;
- To ensure equitable access to the Centre by each of the participant sports bodies;
- To ensure representation and participation of all user groups on the Committee.

The Swan Hill Indoor Sport and Recreation Centre committee consists of the following members:

- Two members of the Swan Hill Basketball Association – Dale McMillan and Stephen Davies.
- One member of the Swan Hill Badminton Association – Cameron Whitlock (Secretary)
- One member of the Swan Hill Squash Club - Jeff Stewart
- One member of Swan Hill Soccer League - vacant
- One Councillor – Cr Jeffery

Management Structure

In the past, Council employed a full time staff member to manage the Centre (and the COM reimbursed Council for the wages). In addition to the staff member being accountable to Council management, the staff member was also accountable to the COM. When this staff member resigned, it was decided to engage a contractor to oversee the centre operations, in order to reduce management costs.

Under the current arrangement, the COM outsources the day to day centre operation responsibilities to third party contractor - AFL Central Murray. Council then oversees the COM.

The COM is effectively, passing on its responsibilities to a third party and acting in an advisory capacity. This model enables user group club members (the COM) to undertake direct decision making. However, there is concern amongst members that the committee members lack the relevant expertise in terms of governance, contracts and OHS to appropriately manage this facility to sufficiently negate risk to Council.

If Council agrees to dissolve the committee, the draft management agreement will be required to be amended to be between Council and AFL Central Murray.

During 2019 COM meetings the subject of dissolving the COM and moving to an Advisory Committee has been discussed. COM members raised concerns over the COM's ability to manage the facility, particularly in terms of managing OHS and risk issues. The COM requested that Council provide them with information on the role of an Advisory Committee. This information was provided to the COM.

Consultation

The COM discussed the dissolution of the Committee and requested that Council support the development of an Advisory Committee at a Swan Hill Indoor Sport Recreation Centre Special Meeting held on 14 October 2019.

Financial Implications

It is anticipated that the cost to manage the Indoor Sport and Recreation Centre will not change as:

- 1) The current contract with AFL Central Murray is not anticipated to change regardless of who the contract manager is (Council or the COM)
- 2) The Community Development Officer – Recreation is already assisting the COM in to manage the AFL Central Murray contract.

Social Implications

The Swan Hill Indoor Sport and Recreation Centre provide residents the opportunity to experience personal achievement, enhanced self-esteem, social co-operation, maximum participation and skill development in a safe and welcoming environment.

Sport also provides health and wellbeing benefits such as:

- Development of motor skills and confidence.
- Physical fitness.
- Reduction of health issues, such as childhood obesity, through physically active involvement.
- Fun for all participants, regardless of ability.
- Increased junior participation and life-long involvement in an active lifestyle.

Economic Implications

Nil

Environmental Implications

Nil

Risk Management Implications

Facilities managed by community members without adequate training and expertise pose a risk to Council. By dissolving the COM, Council will better manage risk as

Council will be able to manage the contract directly and resolve risk/maintenance issues in a more efficient manner.

Council Plan Strategy Addressed

Community enrichment - Develop a community with a sense of pride and responsibility/ownership that strives to achieve its aspirations.

Options

1. Dissolve the Section 86 Swan Hill Indoor Sport and Recreation Centre Special Committee.
2. Do not dissolve the Section 86 Swan Hill Indoor Sport and Recreation Centre Special Committee.

Recommendations

That Council:

1. Dissolve the Section 86 Swan Hill Indoor Sport and Recreation Centre Special Committee.
2. Amend the Swan Hill Indoor Sport and Recreation Centre Management Agreement and all responsibilities formally the COM are transferred to Council with the Management Agreement to be solely between Council and the AFL Central Murray.
3. Work with the Swan Hill Indoor Sport and Recreation Centre Committee of Management to transition to the Swan Hill Indoor Sport and Recreation Centre Advisory Group.
4. Develop Terms of Reference for the Swan Hill Indoor Sport and Recreation Centre Advisory Group.
5. Thank and acknowledge the work over many years by the Swan Hill Indoor Sport and Recreation Centre Committee of Management.

Minutes - Swan Hill Indoor Sport and Recreation Centre Special Committee

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Special General Meeting

Meeting Date 14th October 2019
 Meeting Started 7.00 pm
 Venue Meeting Room - Swan Hill Indoor Sport and Recreation Centre, Gray Street

Welcome

Present Chris Jeffery (Councillor), Cameron Whitlock (Badminton), Jeff Stewart (Squash), Dale McMillian (SHBA), Fiona Gormann (SHRCC), Chelsea Casey (AFL), Meagan Monk (SHRCC), Elaine MacDonald (Squash)

Apologies Stephen Davies

MOTION That the apologies be accepted.

Moved J Stewart Seconded C Whitlock CARRIED

General Business

- Future of COM

Each group reported on the result of their sports meeting and discussion on the future of the COM.

Many queries were fielded by Chris, Fiona and Meagan regarding things like the effectiveness of this group, the number of meetings of the group, if minutes and reports would be created for the group, what they thought the chances of the advisory group being changed back to a Committee of Management after the trial.

Badminton – Badminton resolved to give an Advisory Committee a run for twelve months and the re-assess the effectiveness of this model.

Basketball – Basketball reported that their committee also resolved to dissolve the section 86 COM and give an advisory committee a trial for twelve months.

Squash – Squash tabled a letter from their club saying that they believed an advisory committee was their preferred option due to increasing legal and financial requirements and constraints on the COM.

A letter is to be sent to council of the Committee Of Managements intention to disband.

Fiona advised that the Advisory Committee/Group should meet monthly to start with.

The group should then focus on building projects/ time lines and wish lists.

The new group should create a “Terms of Reference Document” to guide the new group and meetings.

MOTION That the Committee Of Management of the Indoor Sports and Recreation Centre disband as a section 86 committee in favour of forming an Advisory Group.

Moved J Stewart Seconded D McMillian CARRIED

Secretary to collect letters of intent from Badminton and Basketball.

Send those letters to Meagan and cc Fiona with a covering letter and advise that the current COM members will become the new Advisory group.

Minutes - Swan Hill Indoor Sport and Recreation Centre Special Committee

Next meeting Ordinary General Meeting on 28th October 2019 at the Stadium @ 7:00pm

Meeting closed 7:17 pm

Minutes confirmed on ___/___/_____

Cameron Whitlock
Secretary

Chris Jeffery
Chairman

.....

.....

SWAN HILL RURAL CITY COUNCIL**INSTRUMENT OF DELEGATION****TO THE****SWAN HILL INDOOR SPORT AND RECREATION CENTRE SPECIAL COMMITTEE****RESOLUTION OF COUNCIL**

In the exercise of the powers conferred by sections 86 and 88 of the Local Government Act 1989 ("the Act") Swan Hill Rural City Council RESOLVES THAT:

1. There be established a special committee to be known as the Swan Hill Indoor Sport and Recreation Centre Special Committee "the Committee".
2. The quorum for meetings of the Committee is a whole number that is an absolute majority of members of the Committee.
3. All members of the Committee have voting rights on the Committee.
4. Members of the Committee are exempted under section 81(2A) of the Act from being required to submit a primary return or an ordinary return.
5. The purposes of the Committee are set out in the Schedules to this resolution.
6. There be delegated to the Committee the powers, functions and duties set out in the attached Instrument of Delegation.
7. The Instrument of Delegation –
 - 7.1. comes into force immediately the Common Seal of Council is affixed to it; and
 - 7.2. remains in force until Council decide to vary or revoke it.
8. The powers and functions conferred, and the duties imposed on the Committee must be exercised or performed in accordance with any guidelines or policies that Council may from time to time adopt.
9. Any act of the Committee shall be deemed to be an act of the Council with the subsequent responsibilities and obligations.
10. The Instrument of Delegation be sealed.
11. The Committee is required to report to Council by the end of August on activities for the year ending 30 June including;
 - 11.1 the performance of its functions and duties and the exercise of its powers;

- 11.2 the financial performance of the Swan Hill Indoor Sport and Recreation Centre;
- 11.3 the development of aims and objectives for the Centre for approval by Council;
- 11.4 any issues relating to the management of the facility which the Committee considers should be reported to Council, or which Council directs should be dealt with in the report.

SWAN HILL RURAL CITY COUNCIL

INSTRUMENT OF DELEGATION

TO THE

SWAN HILL INDOOR SPORT AND RECREATION CENTRE SPECIAL COMMITTEE

Swan Hill Rural City Council ("Council") delegates to the Special Committee established by resolution of Council passed on 9 December 1997, and known as the "Swan Hill Indoor Sport and Recreation Centre Special Committee ("the Committee"), the powers and duties set out in the attached Schedules, and declares that:

- 1. this Instrument of Delegation is authorised by a resolution of Council passed on 27 June 2017
- 2. the delegation:
 - 2.1 comes into force immediately the Common Seal of Council is affixed to this instrument Delegation;
 - 2.2 remains in force until Council resolves to vary or revoke it; and
 - 2.3 is to be exercised in accordance with the guidelines or policies which Council from time to time adopts; and
- 3. all members of the Committee eligible to vote will have voting rights.

THE COMMON SEAL OF THE)
SWAN HILL RURAL CITY COUNCIL)
 was hereunto affixed in the presence of:)



.....Councillor
Councillor
Chief Executive Officer

SCHEDULE 1

**Purposes Swan Hill Indoor Sport and Recreation Centre
Special Committee**

The purposes of the Committee are, on behalf of Council –

1. To manage the Swan Hill Indoor Sport and Recreation Centre in order to provide a first class facility for indoor sport and recreation within the municipality.
2. To promote recreational activities to the community.
3. To maintain the Swan Hill Indoor Sport and Recreation Centre with revenue obtained by the management.
4. To provide a diverse range of quality recreation activities at a minimal cost to the users of the Centre.
5. To maximise the use of the Centre.
6. To ensure equitable access to the Centre by each of the participant sports bodies.
7. To ensure representation and participation of all user groups on the Committee.

SCHEDULE 2
Powers of Delegation of Swan Hill Indoor Sport and Recreation Centre
Special Committee

1. POWERS AND FUNCTIONS

To exercise Council's functions and powers to perform Council's duties in relation to the management of the Swan Hill Indoor Sport and Recreation Centre, and for those purposes:

- 1.1. to enter into contracts, and to incur expenditure within the authorised budget, as ratified by Council.
- 1.2. to do all the things necessary or convenient to be done for or in connection with the performance those functions, duties and powers.
- 1.3. to allocate times of use for the user groups, set fees and charges as determined by the authorised budget, resolve disputes between user groups and draw up rules or conditions under which use of the facilities is permitted.
- 1.4. to hire the facility out for use by members of the community.
- 1.5. to employ a Centre Manager and other staff and engage contractors to provide services for the purposes of the facility.
- 1.6. to develop appropriate work directions to staff and provide support in their roles.
- 1.7. to collect fees for use of the facility from the users of the facility.
- 1.8. to undertake the maintenance (running repairs) requirements specified in Schedule 3 noting that Council is responsible for major building and structural maintenance items.
- 1.9. to ensure that all maintenance is undertaken in accordance with Australian Standards and Regulations.
- 1.10. to ensure the facility is kept in a clean, tidy and safe state at all times.
- 1.11. to ensure that the Committee of Management/staff take adequate care to secure the facility after use.
- 1.12. to take action as is necessary to maintain and arrange for security of the facility during periods when the facility is not in use and unoccupied.
- 1.13. to report any breach of security to Council within twenty four (24) hours of the event.

- 1.14. to be responsible for obtaining a police report for any breach of security involving the repair of the facility, i.e. external doors and windows.
- 1.15. to maintain at all times, an up to date register of persons who have access and keys to the facility. A copy of the register shall be supplied to the Council as requested.
- 1.16. to replace any lost or stolen keys.
- 1.17. to ensure the provision of utilities to the facility.
- 1.18. to prepare and distribute and sell or otherwise dispose of any publicity designed to promote the use of the premises in accordance with Council policy.
- 1.19. to submit to Council after due consideration any recommendations for alterations or additions to the premises.
- 1.20. to enter into a contract of insurance in accordance with the requirements of the Workplace Injury Rehabilitation and Compensation Act 2013, which provides the servants, agents and employees and the volunteer workers of the members of the Committee with cover against personal injury or sickness arising from providing goods or services or working in or on the facility.
- 1.21. to ensure all user groups/clubs/associations of the facility possess Public Liability Insurance to the value of \$5M.
- 1.22. to ensure that user groups/clubs/associations of the facility understand that they are responsible for maintaining their own Contents Insurance.
- 1.23. to develop appropriate hire agreements with users which detail conditions of use and include appropriate indemnity clauses as stipulated by Council.
- 1.24. to observe and comply with the provisions of any Statute, by-law or regulation (including any regulation for the care, protection and management of the facilities made from time to time) which are applicable to the facilities or to any matter or thing done or occurring thereon.
- 1.25. to develop and maintain an annual budget to be approved by Council by the end of April each year.
- 1.26. to permit the Council by its servants and agents at all reasonable times to enter upon the Centre with a view to inspecting the condition of the Centre.
- 1.27. to permit the Council through the Municipal Emergency Control Centre (MECC) to utilise the Centre for the purposes of Emergency Management.

2. FINANCIAL ADMINISTRATION

- 2.1. The Committee shall be responsible for meeting the cost of managing the facility and shall meet that cost from the fees collected from users of the facility and any other income.
- 2.2. Council will be responsible for payment of the cost of the facility's Building Insurance and Building Contents Insurance up to the value of \$50,000.
- 2.3. The manager shall receive all monies and issue receipts and shall pay all accounts which shall have been passed for payment by the Committee.
- 2.4. All accounts must be paid by cheque or electronic funds transfer. Cheques are to be signed by the Centre Manager and countersigned by the Treasurer or authorised member of the Committee. Online banking accounts must require two members of the committee to confirm any payments made via electronic funds transfer. All payments are to be reported to the committee at its next meeting.
- 2.5. The Committee must ensure that all monies received from the operation of the facility are promptly paid into a bank account in the name of the Swan Hill Indoor Sport and Recreation Centre Special Committee. Amounts shall only be drawn from that account by signature of the Centre Manager and another authorised member of the Committee.
- 2.6. Adequate books of account are to be submitted to the Swan Hill Rural City Council with an Annual Report and financial statement within two (2) months of 30 June each year. This financial statement is to be audited. The report should set out in adequate detail income and expenditure (including income owing but not received and debts owing but not paid) in respect of the use, operation and maintenance of the facility for such financial year together.
- 2.7. The Committee is to submit to Council an annual budget showing the proposed operations of the Committee and detailing proposed fees and charges by the end of April each year.
- 2.8. The Committee is required to make provision for future repairs by setting aside funds which in the opinion of the Committee will be required to finance or partly finance repairs to be carried out by it at some time in the future.
- 2.9. The Committee shall invest any surplus funds or funds set aside pursuant to clause 2.7 in such investment or investments as are allowed by law for the time being for the investment of trust funds.
- 2.10. The Committee may conduct fundraising activities and the proceeds shall be used to achieve the objectives set in this Instrument of Delegation.

3. EXCEPTIONS, CONDITIONS AND LIMITATIONS

- 3.1. In accordance with Section 86(4) of the Act, the Committee shall not have the power to:
 - a) Delegate any of its functions, duties or powers
 - b) Declare a rate or charge
 - c) Borrow money, or
 - d) Enter into contracts for an amount which exceeds the budget as authorised by Council.
- 3.2. The Committee is not permitted to display upon the Centre any notices, placards, advertisements or bills of any description connected with tobacco or alcohol and to immediately comply with all reasonable direction issued in writing by the Council relating to the manner of display and content of notices, placards, advertisements or bills of any description.
- 3.3. The Committee shall not make any alteration or addition to the Centre except and in accordance with the written consent or direction of the Council.
- 3.4. The Committee shall not install upon the Centre without the written consent of the Council any fixtures or fittings other than those reasonably required for the permitted use.
- 3.5. The Committee is not to allow the Centre to be used in a manner which may cause a nuisance.
- 3.6. All staff are to be appointed in accordance with Council's employment policies and guidelines.

4. FORMAT AND OPERATIONAL PROCEDURES OF THE SPECIAL COMMITTEE

- 4.1. The Committee will consist of seven (7) members which shall comprise:
 - a) one Swan Hill Netball competition representative;
 - b) two Swan Hill Basketball Association representatives;
 - c) one Swan Hill Badminton Association representative;
 - d) one Swan Hill Futsal Association representative;
 - e) one Swan Hill Centre Squash Club representative;
 - f) one of the Swan Hill Rural City Council Councillors (the Councillor will not have voting rights).

The Centre Manager will attend all committee meetings on an ex officio basis (not entitled to vote).

- 4.2. Any future sporting organisation that becomes a principal user body will have the right to make application to the Committee for representation on the Committee and a recommendation on this application is to be made to the Council by the Special Committee.

- 4.3. The Committee shall meet for ordinary business on a minimum bi-monthly basis. The Committee may meet on a monthly basis if required.
- 4.4. The Committee shall at each Annual General Meeting nominate representatives via an election process. These nominations are to be submitted to Council for approval. No person nominated shall become a member of the Committee until the Council has been given advice in writing of his or her name and address and has passed a resolution appointing them as a member.
- 4.5. A member of the Committee appointed under Clause 4.4 shall hold office for a period not exceeding one year but shall be eligible for re-appointment.
- 4.6. If any appointed member of the Committee –
 - a) Is absent without apology from three consecutive meetings of the Committee;
 - b) Is convicted of an indictable offence or of an offence which, if committed in Victoria, would be an indictable offence;
 - c) Becomes incapable of performing the duties of his or her office;
 - d) Has his or her appointment revoked;
 - e) Resigns his or her office; or
 - f) Dies

That person's position as a member of the Committee shall become vacant.
- 4.7. Written or email notice of each meeting of the Committee shall be served by the Secretary on each member of the Committee by either delivering it to the member at least forty eight (48) hours before the meeting or by sending it by pre-paid post addressed to him or her at his or her usual or last known place of abode at least three business days before the date of the meeting.
- 4.8. The Committee shall not proceed to the transaction of business unless there are at least four (4) members of the Committee present.
- 4.9. Each member present at a meeting of the Committee eligible to vote is entitled to one vote. In the event of an equality of votes on any question, the Chairperson may exercise a second or casting vote.
- 4.10. The Committee shall advise Council of the date and venue of the forthcoming Annual General Meeting, at least three (3) weeks prior to the meeting, to enable the meeting to be publicised in the local newspaper.
- 4.11. At the Annual General Meeting of the Committee, members of the Committee shall elect:
 - a) Chairperson
 - b) Treasurer (usually the Centre Manager)
 - c) Secretary, and
 - d) Such other officers as the Committee deems necessary

- 4.12. The Committee shall provide the Council with a copy of the minutes of each Annual General Meeting, including reports submitted by the Chairperson and Treasurer.
- 4.13. The Committee shall be responsible for filling any casual vacancy which occurs on the Committee. The person who fills the vacancy shall hold office until the next Annual General Meeting.
- 4.14. In the event that Committee members cannot attend general meetings of the Committee, they may note their absence via an apology or nominate another member of their group to act as proxy in their absence.
- 4.15. The Chairperson, in accordance with Section 93(3) of the Local Government Act, shall arrange for the minutes of each meeting to be kept, but may delegate this task to the Secretary.
- 4.16. Under Section 89 (1) of the Act, the Committee is required to ensure that general meetings are to be opened to the public. The Committee, under Section 89(2), has the discretion to close a general meeting or a proportion of the meeting to discuss any of the following matters:
 - a) Personnel matters
 - b) The personal hardship of any resident or ratepayer
 - c) Industrial matters
 - d) Contractual matters
 - e) Proposed developments
 - f) Legal advice
 - g) Matters affecting the security of Council property
 - h) Any other matter which the Council or Committee considers would prejudice the Council or any person, or
 - i) A resolution to close the meeting to members of the public.
- 4.17. If the Committee resolves to close a meeting to members of the public the reason must be recorded in the minutes of the meeting.
- 4.18. The Secretary of the Committee with the assistance of the Centre Manager, shall:
 - a) Accurately record the minutes of each meeting and distribute them after the meeting;
 - b) Organise meetings of the Committee, including advising Committee members of the meeting, preparing and distributing meeting agendas and minutes and organising the venue;
 - c) Report on incoming correspondence to the Committee and conduct outgoing correspondence according to the instructions of the Committee;
 - d) Be the contact person for the Council, correspondence and other business.
- 4.19. The Treasurer shall:

- a) Ensure that receipts are issued for all money received;
 - b) Ensure that all income and outgoing money is correctly recorded;
 - c) Ensure that money is deposited within three (3) days of receipt;
 - d) Ensure that accounts are paid on time and reconciled with each bank statement;
 - e) Prepare a monthly financial statement for presentation to the Committee;
 - f) Prepare the annual financial reports for auditing and presentation at the Annual General Meeting.
 - g) Prepare annual financial reports to Council. Such reports are to clearly specify progress made towards the approved budget targets.
- 4.20. The Chairperson of the Committee with the assistance of the Centre Manager shall:
- a) Preside over meetings and ensure the proper and orderly conduct of meetings;
 - b) State the time, date and venue of the next meeting;
 - c) Work with the Secretary/Centre Manager to prepare agendas and minutes;
 - d) Assist the Treasurer to prepare the budget and the annual financial report;
 - e) Prepare an annual report to Council.
- 4.21. The Committee's Chairperson shall chair all meetings of the Committee. If the Chairperson is absent at any meeting or not present within fifteen (15) minutes of the appointed meeting commencement time, the Committee shall nominate one of the members to chair the meeting.

5. SUB COMMITTEES

The Committee may at any meeting, appoint sub committees for any purpose. The Chairperson shall be appointed from the Special Committee. Such sub committees shall consist of members of the Special Committee and have the power to recommend proposals as it thinks fit.

6. DISSOLUTION

- 6.1. The Committee may at any meeting, agree to disband and hand over its responsibilities to the Council.
- 6.2. If the Committee does not fulfil its obligations as laid down by the Instrument of Delegation, the Council may disband the Committee upon notice to the effect being given by Council to the Committee members.
- 6.3. The Chairperson shall, in either case, within one month arrange for:
- a) A financial statement to be prepared, audited and presented to Council.
 - b) The Committee's bank account to be closed and the balance paid to Council.
 - c) All keys to the building formerly under the management of the Committee to be handed over to Council.

SCHEDULE 3

Maintenance Responsibilities of the Swan Hill Indoor Recreation Centre Special Committee

DESCRIPTION	COMMITTEE'S RESPONSIBILITIES	COUNCIL'S RESPONSIBILITIES
Maintenance Program	To prepare annually for approval by Council a program of building maintenance including a monetary allocation for running repairs.	None
Normal Service Agreements/Contracts	Maintain any existing formal service agreement and contract entered in to by Council for such items as: servicing of air-conditioning systems, pest control, fire alarm systems testing, fire service/fire extinguisher testing/emergency lighting/exit sign testing, goods lift maintenance etc. No other agreements can be entered into where Council already has a formal service agreement.	None
Running Repairs	<p>Running repairs are generally categorised as those repairs which are considered to be of a minor nature and generally do not exceed \$1,000 for any one repair, for example:-</p> <ul style="list-style-type: none"> • Initial tradesman service calls, • burst/leaking water pipes, • changing light fittings, • leaking roof/box gutters, • door/door lock repairs, • toilet repairs (e.g.) cisterns/toilet seats etc., • removal of graffiti, • reinstatement of vandalism damage, • broken windows, • repair of hot water services, • components of air-conditioners, • repair of curtains. <p>Financial assistance for running repairs in excess of \$1,000 for any one repair will be subject to negotiation with Council where Council may contribute the required funds in excess of \$1,000.</p>	None
Periodic Maintenance	<p>Repairs which can be programmed and readily identified during the annual maintenance inspection regime for inclusion in the budgetary process e.g.</p> <ul style="list-style-type: none"> • Scheduled internal and external painting, 	All

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	<ul style="list-style-type: none"> • servicing of air-conditioning units, • carpet-floor coverings, • roof plumbing, • internal/external wall cladding repairs, • removal of asbestos linings, • re-blocking, • re-sanding and resealing of timber floors, • replacement of defective plumbing fixtures/fittings, • upgrading of security lighting. 	
Major Maintenance	<p>Those items which may constitute a significant impact upon the overall fabric and use of a particular building e.g.</p> <ul style="list-style-type: none"> • Re-roofing of buildings, • removal of significant quantities of asbestos linings, • replacement of air-conditioning plant and equipment, • complete re-paint of a building both internal and external, • removal of wall/remodelling, • underpinning, re-blocking, • repair/replacement of floors and • resealing of car park. 	All
Capital Works	<p>New buildings and facilities, major building improvements including extensive remodelling/renovation, additions, upgrade of amenities. Will require reference to Council's annual Capital Works Programme or Community Assistance Schemes for consideration.</p>	All

Swan Hill Indoor Sport & Recreation Centre
"The Stadium"

15 Gray Street
P.O. Box 1406
Swan Hill Vic 3585
Mobile 0428265859
Email SwanHillStadium@outlook.com

The Councilors
Swan Hill Rural City Council
45 Splatt Street
Swan Hill. 3585

Dear Councilors,

I have been asked to inform you of the intention of the Committee of Management of the Swan Hill Indoor Sports and Recreation Centers', (COM), intention to disband as a Section 86 Committee of Council in favour of forming an Advisory Committee.

The following motion was passed at a special general meeting of the COM held at The Stadium on October 14th 2019.

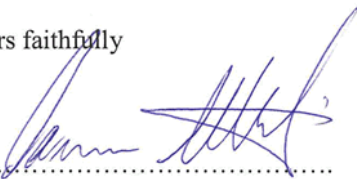
MOTION That the Committee of Management of the Indoor Sports and Recreation Centre disband as a section 86 committee in favour of forming an Advisory Group.

Moved J Stewart Seconded D McMillian CARRIED

Please find attached to this letter, copies of the intentions of each of our currently active user groups and their direction to their delegates of the COM to vote in favor of the motion.

Please also find attached the minutes of the Special General meeting in which this motion was passed.

Yours faithfully



.....

Cameron Whitlock
Secretary
Swan Hill Indoor Sports and Recreation Centre
Committee of Management.
Ph 0429 859 151
Em warp10@inet.net.au

Swan Hill Squash Club Inc

Box 6

13th October 2019

Swan Hill 3585

Chairman

Committee of Management

Swan Hill Basketball & Recreation Centre

Gray Street

SWAN HILL 3585

Dear Sir,

Following discussions with Squash Club members regarding the Committee of Management becoming an Advisory Committee to the Council it was agreed that this was the best way to ensure the continued and best management of the facility given the increasing legal and financial requirements and restraints.

Yours faithfully,



Jeff Stewart

President

16/10/2019

Swan Hill Basketball Association

PO Box 543, SWAN HILL VIC 3585
Phone: 0427332494 Fax: 50331439
Email: shba@bigpond.net.au



To whom it may concern,

Regarding: Disband of Committee of Management

The Swan Hill Basketball Association moved a motion at our last meeting held on Monday 9th October 2019 to disband section 86 and be part of an advisory committee with the ability to discuss in 12 months' time if we feel that the advisory committee is not working.

Yours faithfully



Peter Hawkins

Swan Hill Basketball President



P.O. Box 28, Swan Hill, 3585

20th October, 2019

The Chairman
Committee of Management
Swan Hill Indoor Sports and Recreation Centre.
Gray Street
Swan Hill. 3585

Dear C.O.M.,

Following a meeting of the committee of the Swan Hill Badminton Association held on Thursday 10th of October where discussions were held on the future of the C.O.M. a motion was moved to support the disbanding of the Section 86 SHRCC COM and that the Badminton Association would rather establish an Advisory Committee in its place.

The Badminton Association would like to review the effectiveness of the Advisory Committee in 12 months' time, and at that time, further the Advisory Committee or seek to re-establish a COM under the SHRCC.

Yours Faithfully,

A handwritten signature in blue ink, appearing to read 'Cameron Whitlock', is written over a large, faint, light blue watermark of a hand holding a badminton racket. The signature is positioned above a dotted line.

Cameron Whitlock
President
Swan hill Badminton Association Inc.

SWAN HILL BADMINTON ASSOCIATION

B.19.130 NAMING OUR PLACE

Responsible Officer: Director Development and Planning
File Number: S11-01-01
Attachments: 1 State Government - Naming Rules for Places in Victoria

Declarations of Interest:

Heather Green - as the responsible officer, I declare that I have no disclosable interests in this matter.

Summary

This report recommends a process for naming the new iconic Swan Hill building currently being referred to as „Our Place“ to be constructed at the Pioneer Settlement. This building will accommodate the Regional Art Gallery, Information Centre, Aboriginal Interpretive Centre and Pioneer Settlement entry and front of house.

This report also informs Council of the mandatory State Government naming process for the use of the Aboriginal language in naming or renaming a road, feature or locality within the municipality.

Discussion

Initially, the process to select a name for “Our Place” through a call out to key stakeholder networks. The rationale being early “ownership” of a name would be advantageous in developing community ownership and pride in the facility. The process involved would see the Our Place Stakeholder group shortlist several names from the community’s contributions before presenting to Council for a final decision which may include a community vote.

Council approached the Wandarrah Advisory Committee (WAC) with a request to provide a number of suitable Aboriginal names for „Our Place“. WAC commenced consultation with Elders and the wider Aboriginal community during NAIDOC Week. The consultation proved quite difficult to achieve, as there was no formal naming process in place, and the timeframes were too short to conduct a thorough consultation with the Aboriginal community. Further consultation has been put on hold until a clear naming process can be identified by Council.

Other factors to be considered in deciding on a name, include potentially negative nicknames and acronyms. Conversely the opposite applies. Opportunities for brand recognition exist with the ability to easily pronounce, spell and “read” the name.

To gain a better understanding about the use of Aboriginal names for public buildings and spaces, officers attended - Our Language Matters Workshop run by

Victorian Aboriginal Heritage Council and DELWP. This workshop provided guidance in following the State Government mandatory naming process.

At the WAC meeting on the 9 August 2019, further discussions were held about the most appropriate naming process to be recommended to Council. WAC agreed that using the State Government Naming Rules for Victoria, focusing on Section 7.3 *Developing an Aboriginal naming proposal*, would eliminate any concern from the diverse Aboriginal community. This would allow for all necessary community members to be a part of the consultation process.

The State Government, Department of Environment, Land, Water and Planning (DELWP) - Naming Rules for Places in Victoria is a statutory requirement for naming roads, features and localities under the Geographic Places Names Act 1998. This legislation is mandatory for local governments, as they are the state's primary naming authorities. Our Place is considered a feature under the Victorian naming rules.

Table 1 identifies the DELWP naming process when using the Aboriginal language has 6 key steps which are referred to as the naming proposal.

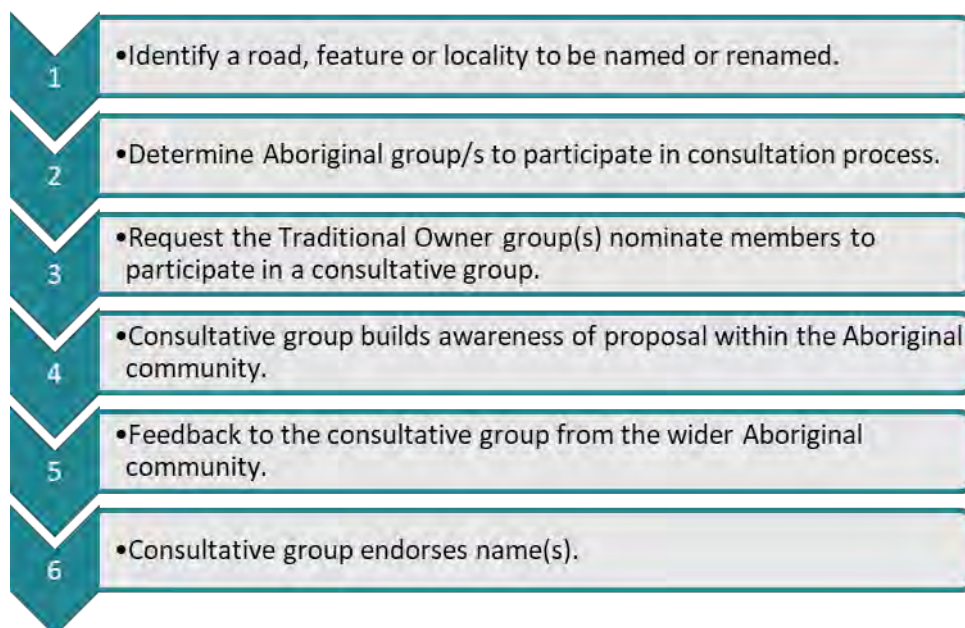


Table 1. Naming process for using the Aboriginal language.

Initially, the naming proposal must be prepared according to the relevant sections of these naming rules. Preparation would include identifying the road, feature or locality that is to be named or renamed and considering what type of naming process would be suitable. If Council did consider using an Aboriginal name(s), it would need to consult the relevant Traditional Owner group(s) to determine an appropriate name and receive consent for the use of that name.

It is important that members represent their Traditional Owner and/or broader Aboriginal group and take responsibility for building awareness within their community of the proposed naming or renaming.

If a consensus is not reached on the name, the consultative group must contact the naming authority and/or Office of Geographic Names (OGN) to discuss whether or not further support is required to reach a decision.

WAC is well positioned to work with the Traditional Owner and the Stakeholder group with the wider community, in identifying a list of possible local historical/cultural names for the new iconic building. These names would be considered and shortlisted by Council and may be put to a community vote. The final name/s would be developed into a proposal to meet the Victorian Naming Rules for Places requirements. A proposal is required whether the proposed name has been selected from the Aboriginal language or not. Initial discussions with the stakeholders' networks indicated that there is a preference in the community to use an Aboriginal name for the new iconic building.

Table 2 illustrates the formal steps in the naming process in its entirety and refers to the section within the State Governments – Naming Rules for Public Places in Victoria. (as attached)

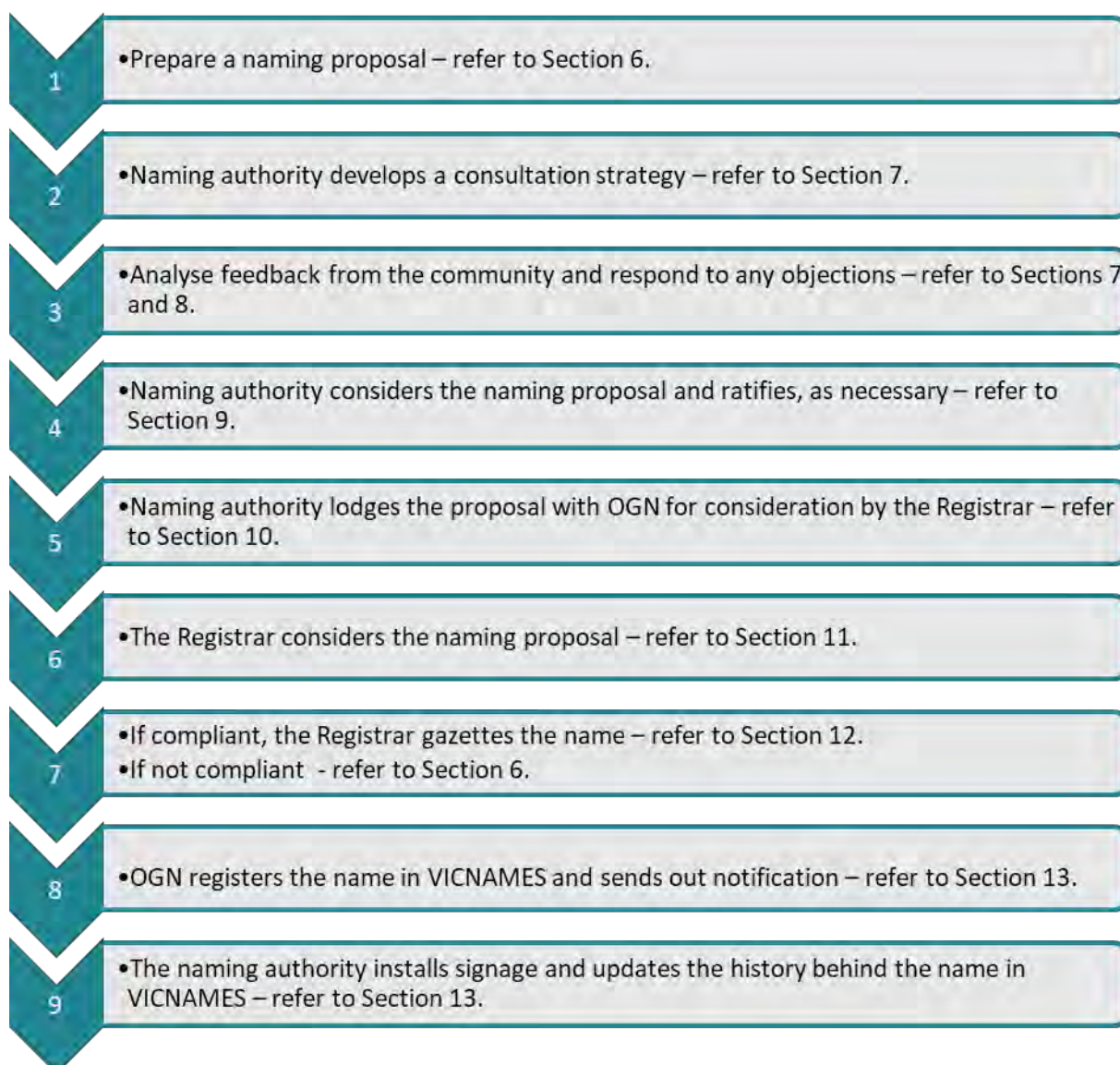


Table 2 Process Flow Chart

When a final decision is made, the naming authority and consultative group will work collaboratively to promote the naming proposal to the wider community.

Consultation

The Naming Rules for Places in Victoria has a prescribed consultation process which involves the local Traditional Owner group(s) for use of the Aboriginal language. It states that 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, to work on behalf of the Traditional Owner groups, with which to liaise and determine an appropriate name or names for proposal. It is the role of the Traditional Owner groups to decide who should be appointed to the consultative 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 their membership

should be provided from the representative group's Chief Executive Officer or board chairperson (if it is convenient).

Members of a Traditional Owner group selected to be members of the consultative group must have consent from their community to make decisions on their behalf. Each member of the consultative 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.

The Naming Rules for Places in Victoria also has a prescribed consultation process for non-Aboriginal names.

Financial Implications

The Traditional Owners may request royalties for the use of the Aboriginal language for places, especially where merchandise and souvenirs reflect the name and are sold to derive an economic benefit. This could be either a once off payment or an ongoing fee as negotiated with the Traditional Owners.

In determining an Aboriginal name, usual practice is that compensation is provided to the consultative group to cover their time, transport, catering and accommodation.

Social Implications

Using the Aboriginal language to name this new building will further enhance the Swan Hill region, as a community and destination that is welcoming and one which acknowledges Aboriginal people as the traditional custodians of the land.

Economic Implications

Not applicable.

Environmental Implications

Not applicable.

Risk Management Implications

Not applicable.

Council Plan Strategy Addressed

Governance and leadership - Positive community engagement through appropriate and constructive consultation.

Options

That Council:

1. Through Wandarrah Action Committee and Our Place Stakeholder group invite the community and Traditional Owners to identify a list of possible names for Our Place. These names are to be considered and shortlisted by Council. If more than one name is identified, a community vote may need to be held. The preferred name will be developed into a naming proposal using the State Government Naming Rules for Places in Victoria to complete the process for naming Our Place.

Steps in the proposed naming process

1. Through community consultation choose a list of names for the new iconic building.
 2. Names chosen are short-listed by the Our Place Stakeholder group for appropriateness.
 3. Council select the name or names that they agree the iconic building could be called.
 4. If more than one name is selected by Council the name is to be put to a community vote via Council's on line "Have Your Say".
 5. The name which receives the most votes to be submitted as a naming proposal to the State Government's Naming Rules for Places in Victoria.
 6. The State Government – Naming Rules for Places in Victoria to be completed as per statutory requirements.
-
2. Does not invite the community and Traditional Owners through Wandarrah Action Committee and Our Place Stakeholder group to identify a list of possible names for Our Place.
 3. Invites the community and Traditional Owners to identify a list of possible names for Our Place. These names are to be considered and shortlisted by Council. If more than one name is identified, a community vote will need to be held. The name which is supported by Council and the community will be developed into a naming proposal using the State Government Naming Rules for Places in Victoria to complete the process for naming Our Place.
 4. Does not invite the community and Traditional Owners to identify names for Our Place.
 5. Identifies another naming process for Our Place.

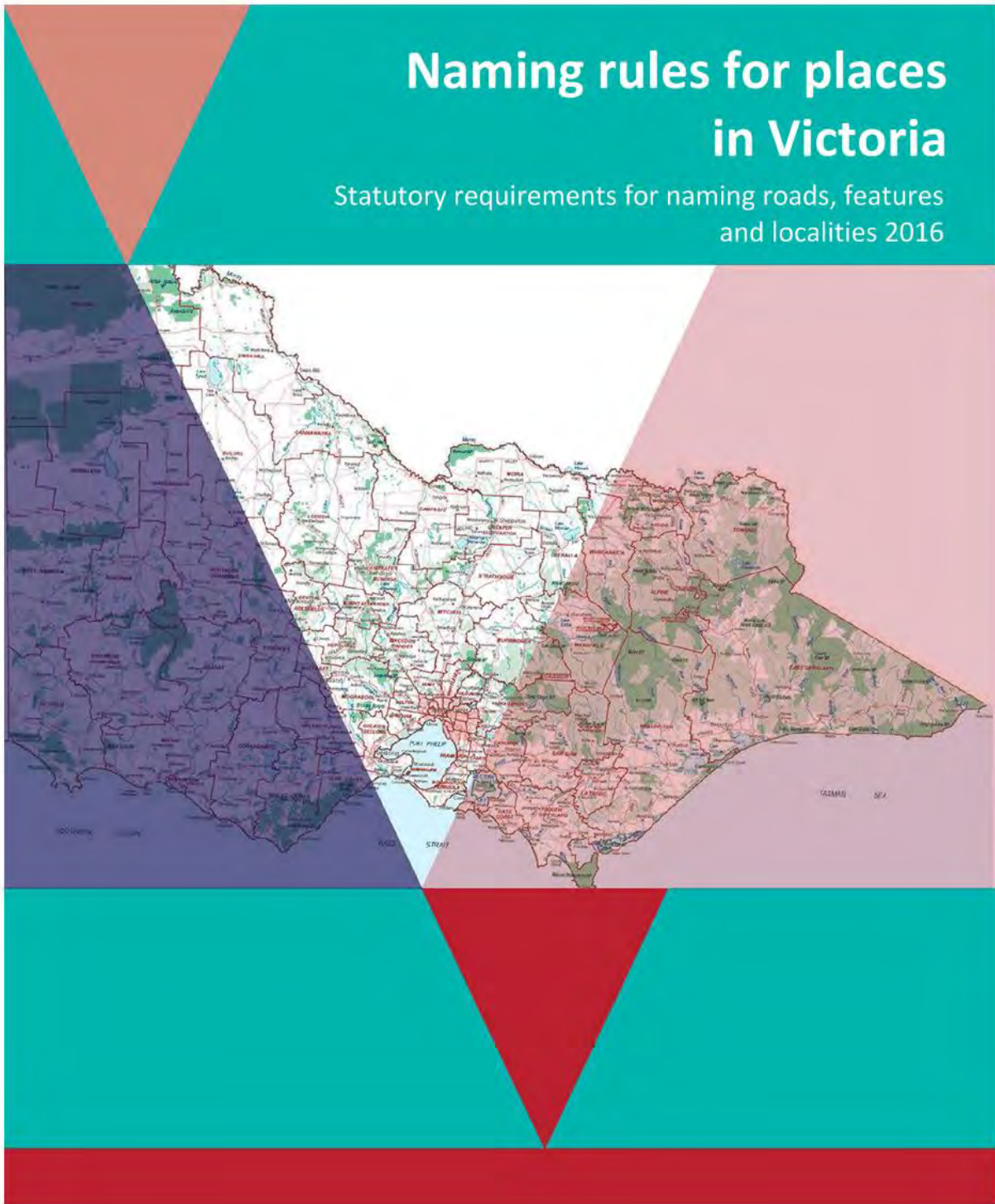
Recommendations

That Council:

- 1. Through Wandarrah Action Committee and Our Place Stakeholder group invite the community and Traditional Owners to identify a list of possible names for Our Place. These names are to be considered and shortlisted by Council. If more than one name is identified, a community vote will need to be held. The preferred name will be developed into a naming proposal using the State Government Naming Rules for Places in Victoria to complete the process for naming Our Place.**

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- 6. The State Government – Naming Rules for Places in Victoria to be completed as per statutory requirements.**



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Preface

The Office of Geographic Names (OGN) provides state-wide advice to Victorian naming authorities and the public about appropriate and compliant naming practices. As the Registrar of Geographic Names and through my management of OGN, I oversee the gazettal and registration of place names in Victoria.

Naming rules for places in Victoria – Statutory requirements for naming roads, features and localities 2016 (the naming rules) explains how a naming proposal must be undertaken. These naming rules have been reviewed in consultation with Victorian emergency service organisations, municipal councils, government departments and authorities, and relevant stakeholders.

The updated document is the result of extensive stakeholder consultation and the title emphasises the important role naming rules have under the *Geographic Places Names Act 1998*. The document has been reordered with duplications removed. Statutory requirements are also clearly identified so that compliant naming or renaming proposals can be submitted to OGN.

Victoria is unique in that it has a devolved naming process. The 79 Victorian municipal councils are the state's primary naming authorities; however, a number of government departments, government authorities and private organisations also hold this role.

Public safety is paramount. For example, community facilities and infrastructure need to be officially named and registered with OGN to ensure emergency services can locate them. It is therefore very important that places already named but not registered be highlighted to OGN. Typically these names are considered legacy names.

The naming of new places and roads is largely generated by the rapid expansion of outer-metropolitan and regional residential developments. These developments provide opportunities for contemporary and historic Aboriginal naming themes to be adopted.

Victoria has a rich Aboriginal history, with 38 Aboriginal languages representing the diversity of Aboriginal cultural heritage and connection to Country. The uniqueness of language is based on location; each language is deeply rooted to the land and offers an ideal opportunity to connect a name to a place. To ensure the preservation of Aboriginal place names and languages across Victoria, we strongly encourage naming authorities to engage with Traditional Owners when assigning Aboriginal names to roads, features and localities.

Over the last couple of years, the ANZAC Commemorative Naming Project has honoured hundreds of war veterans and people who have displayed the Anzac spirit, with their names applied to roads, features and localities. Worthy individuals' contributions to their communities have also been commemorated, with roads, sporting ovals and pavilions named in their honour.

Place names in Victoria are added to VICNAMES – the Register of Geographic Names, an online portal that holds all registered place names, including roads, features and localities. I encourage naming authorities and Victorians to submit through VICNAMES historical information and corroborating documents to provide people with background information about place names.

I trust that naming authorities and OGN's stakeholders find these naming rules informative and useful in ensuring that geographic naming is appropriately administered.

John Tulloch

Registrar of Geographic Names

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1 Introduction

1.1 The naming rules

Naming rules for places in Victoria – Statutory requirements for naming roads, features and localities – 2016 (naming rules) sets out step-by-step information on naming, renaming or changing the boundaries of roads, features and localities in Victoria. It replaces the *Guidelines for Geographic Names 2010 Version 2*.

These naming rules are the statutory requirements allowed for under the *Geographic Place Names Act 1998*; they are therefore mandatory for all naming authorities in Victoria – councils, government departments and 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 authority (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 VICNAMES – the Register of Geographic Names (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 standardised and unambiguous naming procedures across the state. They have been developed through detailed consultation with councils, government departments, emergency agencies and public service providers.

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 Permanent Committee on Place Names – [Principles for the consistent use of place names](http://www.icsm.gov.au/publications/index.html) (www.icsm.gov.au/publications/index.html), AS/NZS4819:2011 Rural and urban addressing and the United Nations Group of Experts on Geographical Names’ publications. The Office of Geographic Names (OGN) works closely with jurisdictions across Australia to achieve consistency in naming.

1.2 Legislation that applies

The naming rules are the guidelines provided for under s.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 s.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 are:

- [Local Government Act 1989](#) (at www.legislation.vic.gov.au)
- [Road Management Act 2004](#) (at www.legislation.vic.gov.au)
- [Aboriginal Heritage Act 2006](#) (at www.legislation.vic.gov.au)
- [Aboriginal Heritage Regulations 2007](#) (at www.legislation.vic.gov.au)
- [AS/NZS4819:2011 Rural and urban addressing](#) (at www.saiglobal.com)
- [Survey Co-ordination Act 1958](#) (at www.legislation.vic.gov.au)
- [Subdivision \(Procedures\) Regulations 2011](#) (at www.legislation.vic.gov.au)

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).

However, when renaming a road, feature or locality these naming rules will apply. If advised of a risk to public safety due to a place’s name, naming authorities should also seek to rename it (where practical) and 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
- culture
- connection to country and place
- heritage
- landscape
- emergency service response and natural disaster relief
- 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.

The proper naming of any place enables it to be clearly identified and its precise location to 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 result in life threatening consequences. Proper naming also assists with service delivery by other agencies and companies.

1.4 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 these naming rules.

There are many different roads and feature types in Victoria (refer to [APPENDIX A](#) and [APPENDIX B](#)). 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 OGN for advice.

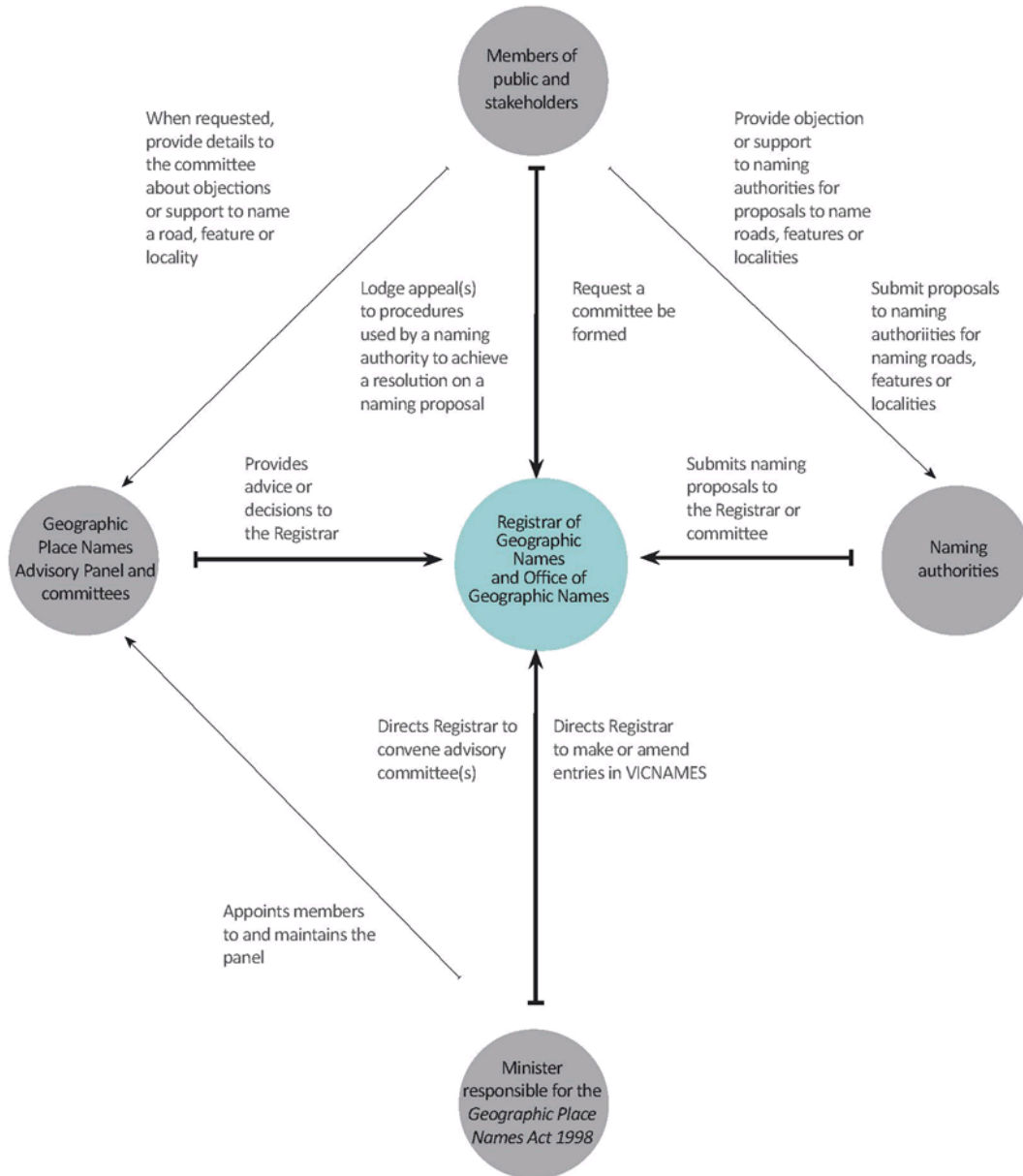
1.5 Who can name or rename roads, features and localities in Victoria and who oversees the process?

The following are the four stages in the naming process for individuals or organisations.

Stage	Who can do it	Further information
STAGE 1: Who can propose a new name? Who can propose a name change? Who can propose a boundary change?	Anyone (individuals, community groups, organisations, government departments or authorities) can propose a new name, change to an existing name or boundary change.	Section 1.5.1
STAGE 2: Who can develop a naming, renaming or boundary change proposal?	<p>A naming authority is often responsible for or administering the named location or feature and as part of that role provides the Registrar of Geographic Names with any naming proposals. Naming authorities include councils, government departments and authorities, and some private organisations.</p> <p>Information on authorities responsible for road naming can be found in Section 3.4.</p> <p>Details of authorities responsible for developing naming proposals for features are provided in Section 4.4.</p> <p>For localities, the authority is usually the council(s) within which the locality is situated. See Section 5.</p> <p>A Geographic Place Names Advisory Committee can develop or review a naming proposal if a road, feature, or locality is determined to have greater than local</p>	<p>Section 1.5.2</p> <p>Section 3</p> <p>Section 4</p> <p>Section 5</p> <p>Section 1.5.5</p>

	significance.	
STAGE 3: Who can appeal the naming proposal?	Anyone (individuals, community groups, organisations, government departments or authorities).	Section 8
STAGE 4: Who has authority to endorse and enter a name in VICNAMES?	The Registrar of Geographic Names. The Minister responsible under the Act may direct the Registrar to enter a name.	Section 1.5.4 Section 1.5.3 Section 1.5.5 Section 11

Diagram: People, organisations and processes involved in naming, renaming 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 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 a name or boundary for a road, feature or locality to the responsible naming authority
- 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
- comment on whether a naming, renaming or boundary change proposal conforms to the naming rules.

The Aboriginal community in Victoria includes the descendants of Victoria's 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 Aboriginal 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 General Principles](#), [Section 4 Features](#) and [Section 7 Consultation](#)) of the naming rules.

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

1.5.2 Naming authorities

Naming authorities are responsible for submitting naming proposals that comply with these naming rules to the Registrar of Geographic Names. Due to the variety of roads, features or localities that can be named, there are multiple types of naming authorities. Essentially, councils, government departments or authorities and private organisations are the naming authorities when they are responsible for a particular road or feature within their jurisdiction. This may apply even when they are not the owners and/or responsible for the maintenance of the road or feature, e.g. Crown Land Committees of Management or leased/licensed facilities with maintenance obligations.

1.5.3 Minister responsible for the *Geographic Place 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 s. 7 of the Act) and members of the Geographic Place Names Advisory Panel (provided for under s. 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 s. 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 s. 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 the OGN, whose primary role is to assist members of the public and naming authorities to develop robust naming proposals for roads, features or localities
- has the ability to determine a naming authority
- maintains VICNAMES in Victoria and enters and/or amends entries 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](#)).

1.5.5 Geographic Place 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 s. 12 to s. 17 of the Act. Information on [why a committee might be convened and what it considers](#) are available online at www.delwp.vic.gov.au/namingplaces>Geographic place names advisory panel. Refer to [Principle C](#) Linking to place for when a committee can be formed.

1.6 VICNAMES – the Register of Geographic Names

S. 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](#), available at maps.land.vic.gov.au/lasi/VicnamesUI.jsp.

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](#))
- registration date
- historical name (if available)
- gazette notice date and reference
- feature descriptor
- Vicmap ID – persistent feature identifier (PFI)
- location description
- coordinates (centroid)

- council – local government area where the feature is located
- naming authority
- permalink – a persistent permanent link to the record
- 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 name comprised of one non-Aboriginal and one Aboriginal name, which must be used together as the registered legally recognised name for the feature (refer to Principle (L)). For example Point Ritchie/Moyjil. For further information refer to Principle (G) 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. For example Etihad 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 (refer to Section 3.8). 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 an Aboriginal name that is not in official use or used as a dual name for a feature (refer to Section 3.5). For example Wallermeryong Creek is the Aboriginal name for Main Creek.
Archived	Names no longer associated with the Register. For example Ascot Telephone Exchange.

1.8 Updating the naming rules

The Registrar must ensure that the naming rules, known under the Act as ‘the Guidelines’, 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 the spatial information sector, it may be necessary to occasionally amend the naming rules to ensure up-to-date standards are reflected. Updates need to be approved by the Governor in Council – naming authorities and other interested parties will be notified of any approved amendments.

1.9 How long is the naming process?

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

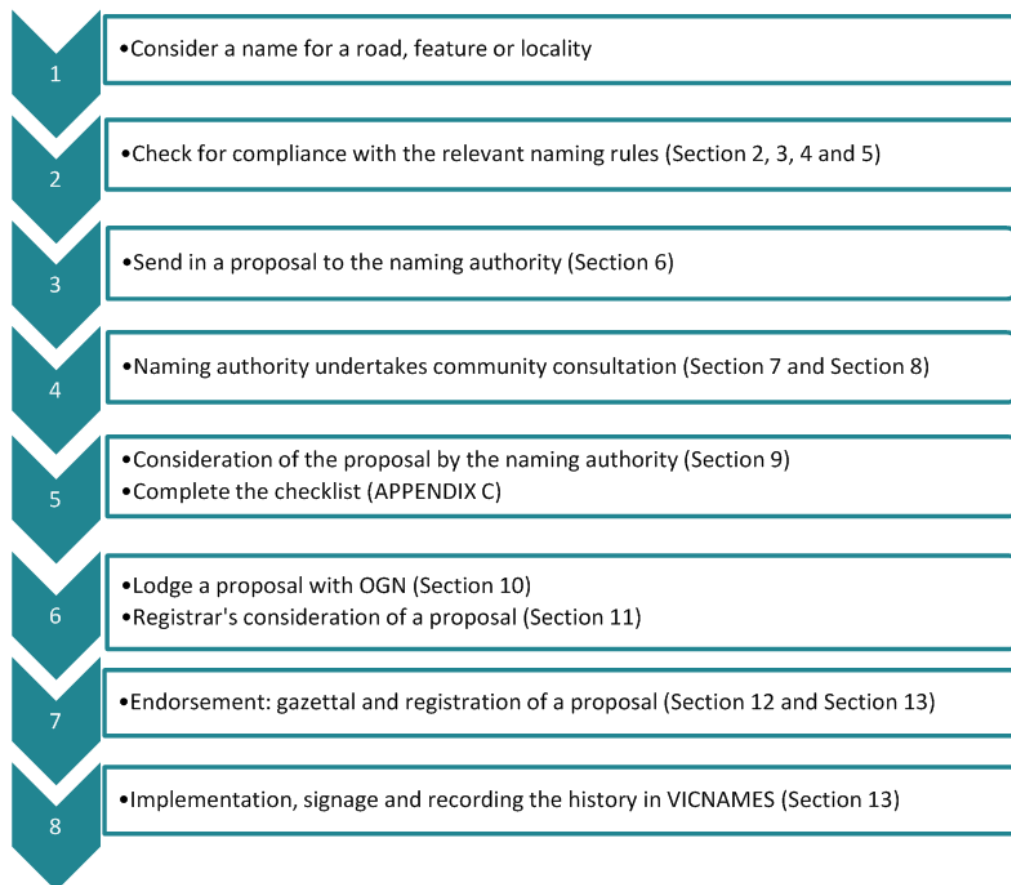
If a proposed naming, renaming or boundary change is considered to be small-scale and only affects a limited number of residents, ratepayers and businesses, the process may be shorter than described below. If the road, feature or locality is known to a lot of people and is, or will be, used extensively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

Proposal	Proposal initiation	Consultation	Compliance checks and reporting	OGN audit, gazette and notification
New road	1–2 weeks	30–90 days	30–60 days	30–60 days
New feature	1–2 weeks	30–90 days	30–60 days	30–60 days
New locality	3–4 weeks	30–90 days	30–60 days	30–60 days
Renamed road	1–2 weeks	30–90 days	30–60 days	30–60 days
Renamed feature	1–2 weeks	30–90 days	30–60 days	30–60 days
Renamed 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, or if OGN 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.



2 General principles

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

Principle (A) Ensuring public safety

Geographic names and boundaries must not risk public and operational safety for emergency response; 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 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.

Principle (B) Recognising the public interest

Regard needs to be given to the long-term consequences and short-term effects on the wider community of naming, renaming or adjusting the geographic boundary of a place. Changes will affect not only the current community but also future residents, emergency response zones, land titles 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.

Principle (C) Linking the name to place

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

Names that link the name to the place could relate to Aboriginal culture and occupation of the land, local flora and fauna, Australian war contributions (refer to [Section 2.3 Anzac commemorative naming project](#)), European 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.

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](#) for further information.

This principle is particularly relevant to new estates, where naming themes can provide a strong link to place. Names of estates should not be applied to roads, features or localities to avoid possible future issues related to address. Those that have a historical connection to place are preferred. Refer to [Principle \(I\) Using Commercial and business names](#).

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 Aboriginal feature, story or landscape. Refer to [Principle \(F\)](#) Recognition and use of Aboriginal languages in naming.

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](#) for further details).

Principle (D) Ensuring names are not duplicated

Proposed names must not duplicate another name within the distances listed below, irrespective of locality and/or 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 duplicates are White, Whyte, Wite and Wiet.

[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 [Guide to VICNAMES](#) available at www.delwp.vic.gov.au/namingplaces>[VICNAMES](#) 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.

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).

Examples of duplicate name scenarios and solutions are available in [Section 2.1](#).

Examples and scenarios of names not considered duplicates are available in [Section 2.2](#).

If a naming authority is uncertain of which classification to apply, it should contact OGN 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 state, according to the distances prescribed above.

When considering the assignment of locality names, the above requirements are not applicable and 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. Refer to [Section 2.2.1](#) for further information. For further advice please contact OGN.

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

Principle (E) Names must not be discriminatory

Place names must not discriminate. Refer to *the Equal Opportunity Act 2010* for further information.

Principle (F) Recognition and use of Aboriginal languages in naming

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

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

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 an Aboriginal naming proposal](#).

Principle (G) Dual names

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](#) (www.icsm.gov.au/publications/index.html).

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

Naming authorities wishing to develop dual naming proposals need to ensure the following issues are considered:

- 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.

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.

Note: roads and localities should only be assigned a name that is either an Aboriginal name or non-Aboriginal name.

- Dual naming is a priority consideration when a feature already has a widely accepted name of non-Aboriginal origin and newly available information indicates that an Aboriginal name could also apply.
- If a dual name is proposed, the non-Aboriginal name would appear first in the combined name, as long as it best reflects local community usage. For example, [Point Ritchie / Moyjil](#) (see maps.land.vic.gov.au/lassi/VicnamesUI.jsp?placeId=6743).
- If a non-Aboriginal name has weak support in the general community and the origin and application of an Aboriginal name is well supported, a dual name may be formed with the Aboriginal name part appearing first. In some cases, a single well-supported Aboriginal name could be substituted for the weakly supported non-Aboriginal name, instead of adopting a dual name.

Dual names will be formally registered without any distinction between non-Aboriginal and Aboriginal name parts other than sequence. If a visual separator is required for clarity, it should be a solidus (i.e. a /) preceded and followed by a space. The feature type should only be included with the non-Aboriginal 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, particularly on maps, signs and legal documents. Shortened versions are not to be used.

Principle (H) Using commemorative names

Naming often commemorates an event, person or place. Examples include recognising Aboriginal people or cultural events, or following a theme such as Australian war contributions (refer to [Section 2.3 Anzac commemorative naming project](#)). When considering a commemorative name, the following points 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 local 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, and the significance of the family/person to the area/land. For example, a family that has been associated with an area for at least 50 years.
- The names of people who are still alive must be avoided because community attitudes and opinions can change over time.
- A commemorative name applied to a locality or road should use only the surname of a person, not first or given names.
- A commemorative name applied to a feature can use the first name and surname of a person; although, it is preferred that only the surname be used.
- The initials of a given name are not to be used in any instance.

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

This approach ensures that emergency and postal services are not delayed because of inconsistent application of a name. For example, *Smith Park* is a clearer name than *John Edward Smith Park* because it's possible John Park, Edward Park, John Smith Park, J. E. Smith Park or J. E. S. Park might be used by the public.

Naming authorities 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 OGN when lodging the proposal.

Supporting evidence is required, including copies of letters sent to the family, copies of newspaper advertisements calling for consent or contact details of the family and any response from the family. When a naming authority is unable to locate existing family members, the naming authority may use the newspaper notice 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](#) The consultation process, Notices. 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.

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. Consent from the person should be sought prior to any exemption request being submitted to OGN. 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, relevant history and association to the area. This exemption request must be sought prior to commencing any public consultation or reaching a decision on the final naming proposal.

Principle (I) Using commercial and business names

For similar reasons to those outlined in [Principle \(H\)](#), 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 future issues related to addressing. Names with historical connections to places are preferred.

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

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

Exceptions may apply if the business or organisation had an association with the area over a substantial period of time and is held in high regard by the community, e.g. [Lions Park Mallacoota](#) (maps.land.vic.gov.au/lassi/VicnamesUI.jsp?placeld=12026), Mantello Drive and 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's 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 (J) Language

The use of names from Australian English, Aboriginal 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 an Aboriginal 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 Aboriginal languages, when it is accepted that Aboriginal names that initially appear complex will, over time, become familiar and easy to use.
- 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. For example, The Avenue is not acceptable.

Section 2 General principles

- 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 surname, for instance Kingsford-Smith Ulm Reserve.
- 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).
- 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.
- 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.
- A name cannot be a numeric value. For example 1st Street; 101 Road, 5th Avenue, 12 Apostles or 9 Mile Creek. Though Twelve Apostles and Nine Mile Creek would be allowed.
- Roads and features must use approved road and feature types which are located in [Appendix A](#) and [Appendix B](#).

Principle (K) 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 to be 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 renamed.

Principle (L) 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, i.e. 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.

2.1 Results from a VICNAMES duplication search

Proposed names must not be duplicated. Duplicates are considered to be two (or more) names within close proximity, and those which 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.

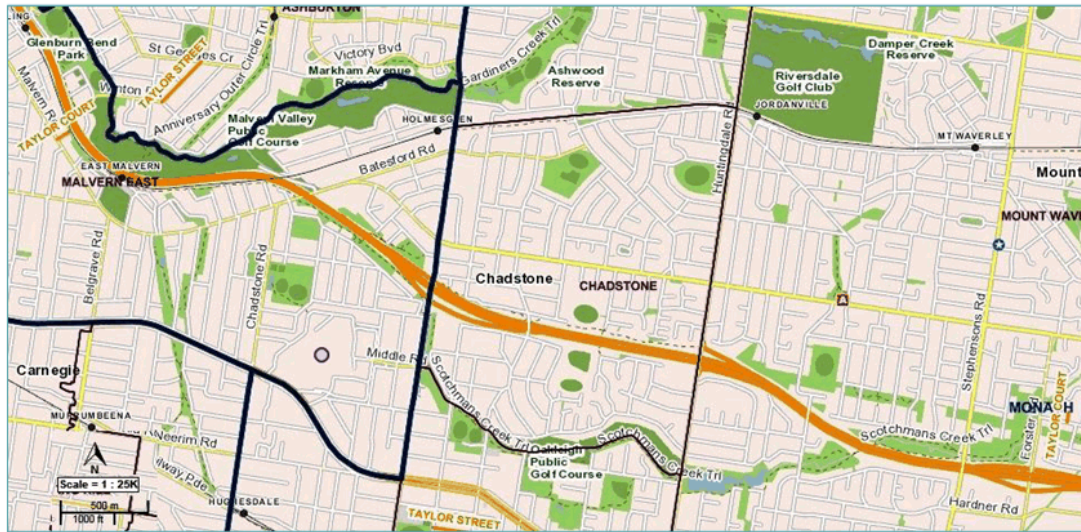
Section 2 General principles

As well as VICNAMES, naming authorities must use their local knowledge to avoid proposing duplicate names.

2.1.1 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.

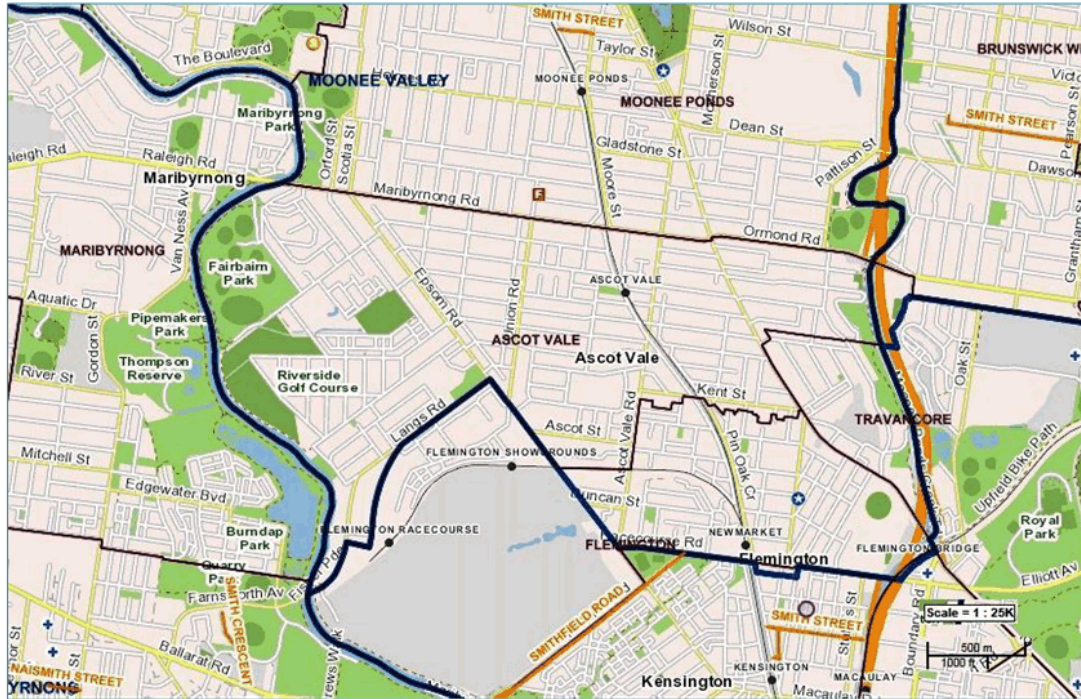


Solution: Consideration should be given to assigning the name to a feature or acknowledging the site or the goods sold. For example, Taylor Blacksmith manufactured nails, chains and repaired carriage wheels, you could consider the names below. Relevant history can then be added to the street signage, refer to [Section 13.3](#). Examples of possible names:

- Blacksmith Court
- Carriage Place
- Nail Close.

Section 2 General principles

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.

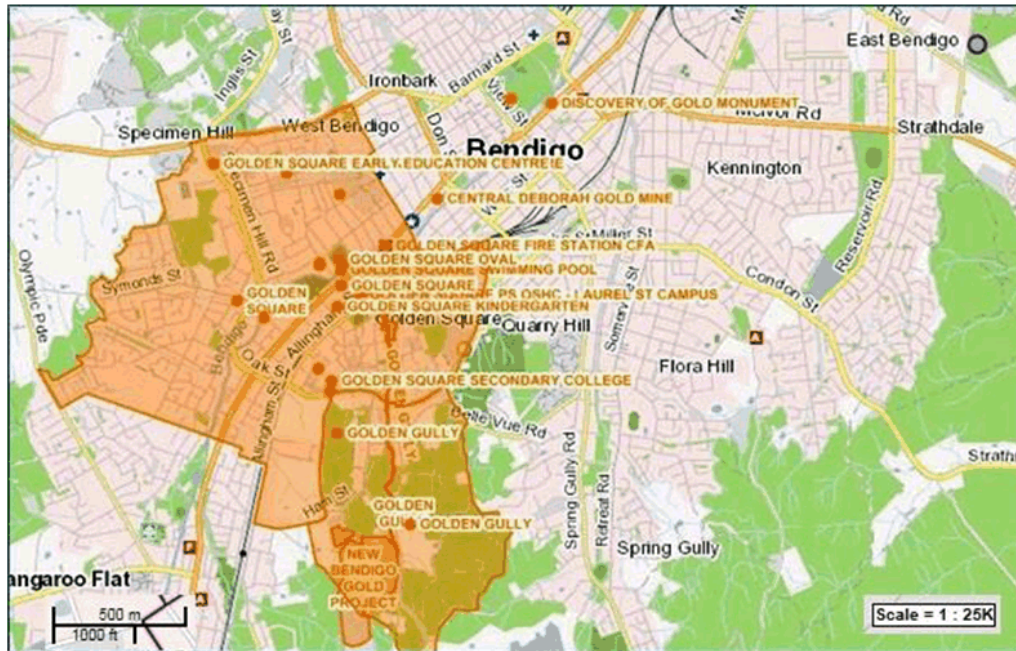


Solution: Consideration should be given to assigning the name to a feature or acknowledging the shop itself or goods sold. For example, if Smiths Grocery was the first store to sell pineapples in Victoria, you could consider the names below. Relevant history can then be added to the street signage, refer to [Section 13.3](#). Examples of possible names:

- Grocery Lane
- Produce Lane
- Pineapple Lane.

2.1.2 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.



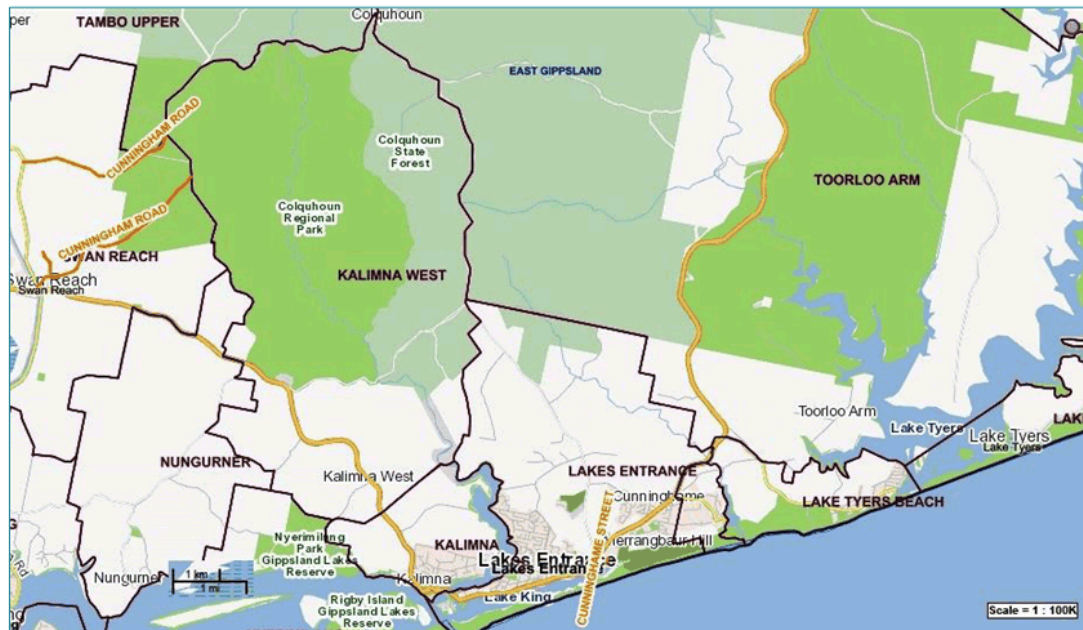
Scenario: A naming authority has received a request to name a picnic area in a local park Gold Picnic Ground to commemorate a location in Bendigo where gold was found. There are multiple places that use 'gold' in their names within the area. In this case, use of the word gold would not be allowed.

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 13.3](#). Examples of possible names are below:

- Shovel Picnic Reserve
- Pick Axe Picnic Reserve
- Nugget Reserve.

2.1.3 Rural or remote areas

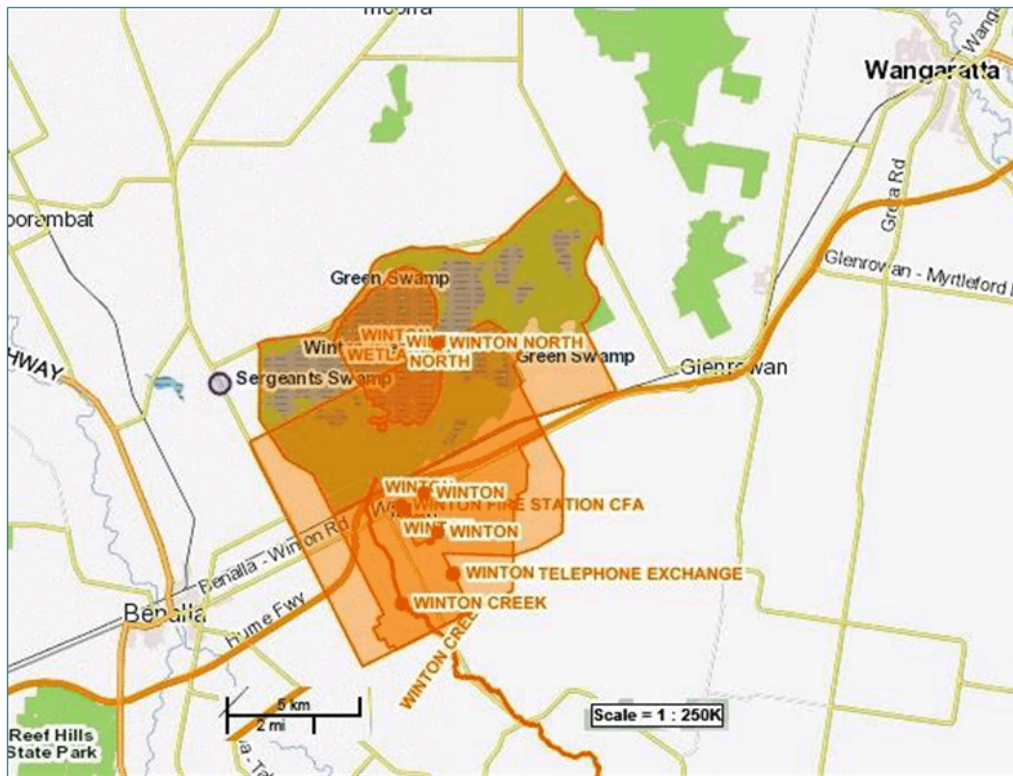
Duplication is not allowed in the same locality and in rural or remote areas, within 30 kilometres. Below are examples of rural or remote area duplications.



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, e.g. the Cunninghames emigrated from Bristol, England on the boat HMAS Berrima. Relevant history may then be added to the street signage, refer to [Section 13.3](#). 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 is 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 13.3](#). Examples of possible names are below:

- Cow Bridge
- Jersey Bridge
- Sheep Bridge.

2.2 Feature names not considered duplicates

Naming authorities can use the following as a guide to determine feature names OGN might not consider duplicates. If naming authorities would like further advice, please contact OGN.

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.

These examples do not apply to roads – road names must be unique.

Section 2 General principles

The creation of [Craigieburn ANZAC Park](#) (see [maps.land.vic.gov.au/lassi/VicnamesUI.jsp?placeld=122246](#)) in the locality of [Craigieburn](#) (see [maps.land.vic.gov.au/lassi/VicnamesUI.jsp?placeld=100850](#)) 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 15 kilometre radius there are the following similarly named features:

- Briagolong Forest Red Gum Reserve
- Briagolong Recreation Reserve.

The creation of Belvoir Lake Park in the locality of Wodonga is not considered a duplication, even though within 5 kilometres radius there are the following similarly named features. This also relates to the exception for multiple feature names:

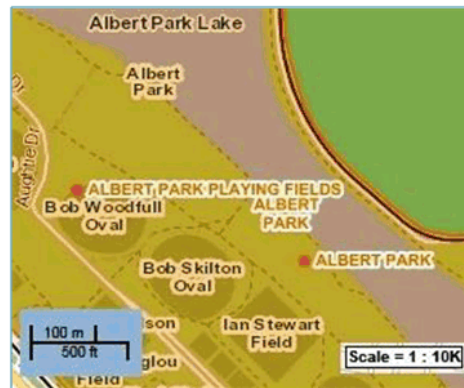
- Belvoir Park
- Belvoir Oval.

A new school called Murrayville Community College in the locality of Murrayville is not considered a duplication, even though within a 15 kilometre radius there are the following similarly named features:

- Murrayville Preschool
- Murrayville Primary School.

2.2.1 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 i.e. Mildura Wharf Carpark which is adjacent and services Mildura Wharf, Albert Park Playing Fields located in Albert Park.



2.3 Anzac commemorative naming project

The OGN is managing the [Anzac commemorative naming project](http://www.delwp.vic.gov.au/ANZAC-namingproject) (see www.delwp.vic.gov.au/ANZAC-namingproject). The project offers opportunities to name places with strong links to places and acknowledge the wartime service of municipalities local military people or civilians who supported Australia's military cause.

There are clear Commonwealth rules about [using the word 'Anzac'](#) under the *Protection of Word 'Anzac' Act 1920* (see www.dva.gov.au/commemorations-memorials-and-war-graves/protecting-word-anzac). Penalties apply for the incorrect use of the term. Permission from the Federal Minister for Veterans' Affairs is generally required to use the word 'Anzac' in a commercial context.

Under the Protection of Word 'Anzac' Regulations 1921 (Cth), the word 'Anzac' can be used in the name of a street, road or park containing or near a memorial to the First or Second World War.

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.

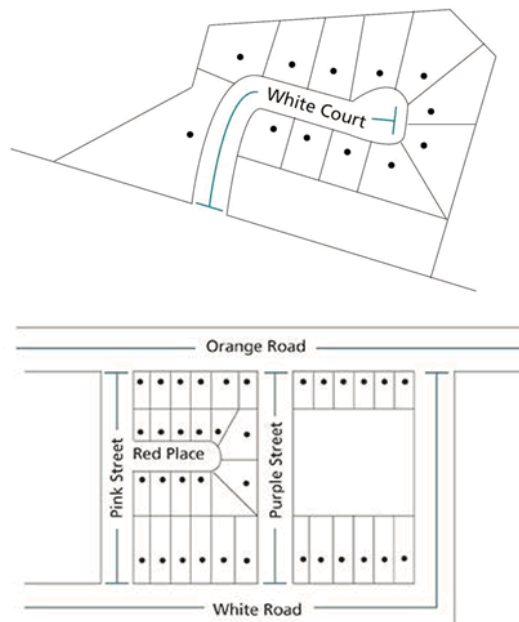
3.2.1 Rural and urban addressing

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](#) (see infostore.saiglobal.com/store/Details.aspx?ProductID=1497944). The standard outlines how to derive datum points and how address numbers are assigned. Further advice is available in [APPENDIX D](#).

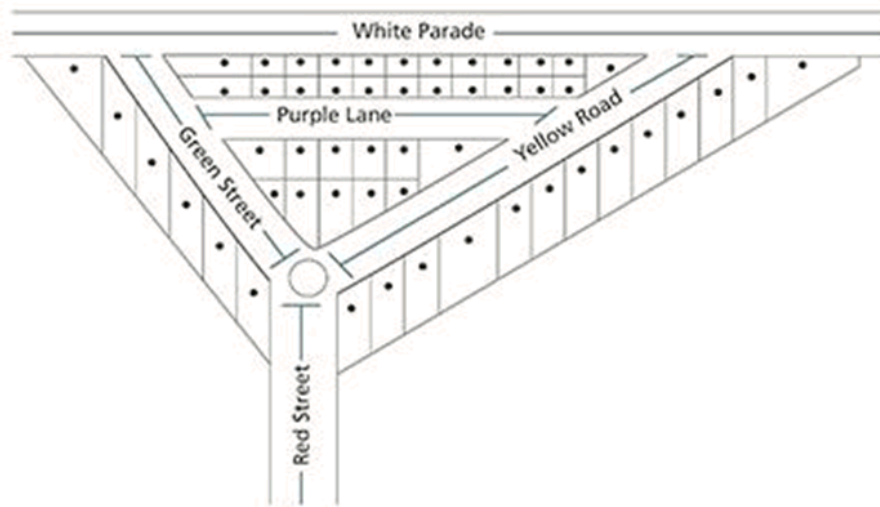
3.2.2 Extent: road course, start and end points

Any proposal to name or rename 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 above and 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 OGN for advice.



In some cases, a renaming will be proposed for only one section of a road. In these instances, the coordinating 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 see a naming proposal created and submitted to OGN. An error or past amendment not represented in Vicmap or VICNAMES should be submitted via [NES](#) (see nes.land.vic.gov.au), the notification for editing service.

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 land owners 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](#) (see infostore.saiglobal.com/store/Details.aspx?ProductID=1497944).

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 unacceptable. The same applies to, for example, Whyte Street, Wite Crescent and Wyte Lane (or similar combinations).

3.2.4 Unacceptable road names

There are many legacy 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 (e.g. it is not acceptable to name a road *The Avenue*).
- Road types are not to be used in the formation of a road name (e.g. Back Street Road, Arcade Walk, Track Way or Boulevard Street are not acceptable).
- The use of numerals is unacceptable for a road name, either in full alphabetised or numeric format (e.g. Four, Fourth, 4 or 4th are unacceptable). This is because of the possible confusion between the road name and address number.
- A prefixed or suffixed extension of the name is not to be used as part of a road name, e.g. 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, e.g. 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, e.g. Melbourne-Geelong Road, are unacceptable. This is because there are too many possible aliases (e.g. 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 non-compliant. Refer to [Principle \(I\) 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, perhaps 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. The application of cardinal directions is not appropriate 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 – this can impede the efficient delivery of these services.

7 Smith Street South Melbourne Victoria 3000	7 Smith Street North Melbourne Victoria 3000			
<i>If cardinal directions are applied to a road name, members of the public could mistakenly use the addresses below, which might apply to both the addresses above.</i>				
7 Smith Street Melbourne Victoria 3000	or	7 Smith Street South Melbourne Victoria	or	7 Smith Street North Melbourne Victoria

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 the application of standardised addressing and location identification across Victoria. Therefore, any land course navigable by vehicle or foot should be officially named according to the principles and procedures outlined in these naming rules.

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.

Emergency services and public service providers rely on road names being officially registered and signed. This ensures that a road's location and extent is uniquely identified in the Victorian government's spatial databases, and is therefore accessible on 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.

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 – e.g. improved public safety, improved delivery of goods and services – can be expected.

Further information about naming roads on plans of subdivision, including street addressing, is available on the [FAQ page](#) (see www.spear.land.vic.gov.au/spear/pages/about/about-the-application/frequently-asked-questions.shtml) of the SPEAR website (see FAQ [Street Addressing](#)).

3.4 Who can name roads?

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

- councils
- VicRoads
- State Government departments or authorities (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* allow for coordinating road authorities to name and rename 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, OGN gazettes roads on behalf of a council. When coordinating 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 3.8](#).

Naming authorities' staff should lodge the proposal with OGN using the Notification for Editing Service ([NES](#) at nes.land.vic.gov.au). This online facility allows for the easy submission and tracking of proposals from the

naming authority through to the Registrar and onto the Department of Environment, Land, Water and Planning's Information Services Division (ISD). Details on how to register for and use NES are on the website.

If a naming authority discovers a mistake with a road name, e.g. the name is correct in the gazettal and incorrect on the map base, then a NES 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 it is regarded as renaming and the naming rules apply.

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 OGN 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 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 to prepare a proposal.

3.7 Government department or authority coordination of public roads' naming

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

Because of the varied nature of roads that fall under the responsibility of naming authorities under different State Government departments and authorities, the Registrar prefers to establish unique naming guidelines for each department or authority and, where applicable, adhere to the principles and requirements of these naming rules.

Naming authorities other than local government should have naming guidelines created in consultation with the Registrar. For example Parks Victoria, VicRoads and DELWP. These specific guidelines will complement the naming rules and apply to all roads within a naming authority's jurisdiction. If a unique set of naming guidelines has not been established for a government department or authority and agreed with OGN, the general requirements set out in these naming rules apply.

3.8 Naming roads in new residential or commercial subdivisions

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

Typically, road names are entered via SPEAR¹.

¹ SPEAR is an acronym for Surveying and Planning through Electronic Applications and Referrals. The system allows 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 plans of subdivision. It should be noted, however, 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 authority 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 Aboriginal heritage, Anzac-related (refer to [Section 2.3](#)) 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 the principles outlined in 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](#) (see www.delwp.vic.gov.au/namingplaces>Guidelines for naming or proposing to name or rename a place).

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 principles of these 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.

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

The OGN 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](#) (see maps.land.vic.gov.au/lassi/VicnamesUI.jsp). Notification of registration is not formally supplied by the Registrar; rather, the act of entering the names into VICNAMES acts as a de-facto notification system.

3.8.4 Road name history

An [optional form](#) (available from www.delwp.vic.gov.au/namingplaces>Guidelines for naming or proposing to name or rename a place>Road name history form) can be uploaded to SPEAR with a plan of subdivision. Typically one form should be used per road name. Those looking to name multiple roads should liaise with the appropriate road naming authority to discuss the most efficient way to provide the information.

The form is not mandatory, but if the certifying authority requests that the form is filled in 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 OGN 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 Non-compliant names entered into VICNAMES

If the name of a road in a new subdivision is approved and entered into VICNAMES but is later shown to not comply with the naming rules, the Registrar has recourse to request the road naming authority change the name. The change should be undertaken through collaboration of the road naming authority and developer.

If it can be shown that the name as it is registered will cause an issue for emergency or other service providers, the name must be changed when requested by the Registrar. The naming authority must change the name to a compliant alternative within 90 days of receiving the Registrar's request or outline to the Registrar the naming authority's intended action to redress the issue.

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

3.8.6 Maintenance and responsibility

Naming or renaming 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 authority) processing the renaming 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](#).

This section outlines the process for naming or renaming roads located on private properties for addressing or way-finding purposes. Private roads include (but are not limited to) roads in commercial logging sites, caravan parks, retirement villages, apartment complexes, shopping centres, schools, universities, hospitals, industrial estates or closed-gate communities. Refer to [3.9.3](#) 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.

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.

If a road on private property does not have a name registered in [VICNAMES](#), the official address point for residences or businesses is defined as the primary address of the complex's location. An example of this would be in a caravan park, when no matter what names were applied to particular roads within the complex, all sites may have the following address:

Ms R Smith
c/o Sunshine Caravan Park
457 Green Road
Melbourne
Victoria 3000

Or a complex address might be:

Ms R Smith
Site 4, Happy Street
c/o Sunshine Caravan Park

457 Green Road
Melbourne
Victoria 3000

The use of primary addresses and complex addresses 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. This means that the address for the example above may be:

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 advised to consult their naming authority 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 principles and requirements outlined in these naming rules.

An owner of a complex must submit to their naming authority a plan/map for naming the roads within their property. The naming authority 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.

3.9.2 Entering a private road in VICNAMES

Upon receiving a proposal to name or rename a private road on private property, OGN will upload details of the proposal on the [Naming proposals](http://www.delwp.vic.gov.au/naming_places>Naming_proposals) webpage (see [www.delwp.vic.gov.au/naming_places>Naming proposals](http://www.delwp.vic.gov.au/naming_places>Naming_proposals)). A letter will also be sent to the naming authority advising of the proposal's receipt.

When considering the proposal, the Registrar will check that the proposed names or name conform(s) to the principles of these naming rules. If the Registrar deems that the proposal conforms to the naming rules, OGN will gazette the proposal and update the Naming proposals webpage to reflect that stage in the procedure.

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. The new name will not be registered in VICNAMES. The OGN will update the naming proposals webpage to reflect that stage in the process.

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) processing the renaming proposal.

3.9.4 Complex site addressing program

The OGN, with assistance from Vicmap's Information Services Division, emergency services and other stakeholder organisations, has launched the complex site addressing program.

The complex site addressing program aims to provide a unique address for each sub-address within large or complex sites such as retirement villages, universities, shopping centres, camping sites, sporting facilities, tourist venues, and caravan and residential parks.

By doing this, the program will improve the property addressing system in Victoria and support efficient and effective delivery of emergency and postal services, as well as a range of government activities.

A flyer is available online, primarily for municipal councils, who can then distribute it to managers of complex sites. The addressing information should then be provided by site managers to their councils for uploading to Vicmap. Further information is available online from: www.delwp.vic.gov.au/namingplaces.

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

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 included in VICNAMES and the relevant naming authorities can be found in [APPENDIX B](#) or at www.delwp.vic.gov.au/namingplaces>Guidelines for naming or proposing to name or rename a place.

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 Aboriginal names or words if the Aboriginal name already includes details of the feature type. For example, Birrarung Marr is a park in Melbourne, with Marr translating from the Woiwurrung language to mean 'park' in English.

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 or rename, 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.

Naming authorities must also consult the immediate community that might be affected by the naming of a waterway. Refer to [Section 7](#) for further details.

The naming of waterways may have implications under the *Aboriginal Heritage Act 2006* and Aboriginal Heritage Regulations 2007.

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, e.g. 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; alternatively, consider renaming the locality.

Refer to [Principle D](#) for information about the use of multiple names linked to one locational name.

Refer to [Section 2.2](#) 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 would be the sporting stadium in Melbourne's Docklands. Originally named Colonial Stadium then Telstra Dome followed by Etihad Stadium, the base name could be considered to be Docklands Stadium. The sponsorship names would be recorded in [VICNAMES](#) (see maps.land.vic.gov.au/lassi/VicnamesUI.jsp) only at the time the sponsorship contract applies, after which time the name would be converted to historical status. The base name would be 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 principles and statutory requirements in these naming rules because it is important to ensure that features in Victoria are clearly and unambiguously named, especially for emergency and other service reasons (all features are defined in [Appendix B](#)).

Information contained in VICNAMES is considered to be 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 correct spelling of their names.

4.3.1 Legacy names

Legacy refers to features that have been named by a naming authority and/or are locally known, but are neither officially registered nor added to VICNAMES. Naming authorities are encouraged to register these features. Naming authorities requiring further information should contact OGN for advice. OGN will determine whether the names are gazetted and what status is applied to the names in VICNAMES.

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 [NES](#) (see nes.land.vic.gov.au) 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](#)).

Note: The Minister (or a delegate) administering the *Water Act 1989* is the naming authority for waterways. Refer to the *Water Act 1989* (at www.legislation.vic.gov.au) for the definition of a waterway.

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 OGN (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 in [APPENDIX B](#).

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 OGN 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 State Government departments or authorities as the naming authority

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

State Government departments or authorities that own or maintain public features such as schools and hospitals are the naming authorities for these features. Refer to [APPENDIX B](#) for a list of features considered to be owned or maintained by State Government departments or authorities.

Because of the varied nature of features that fall under the responsibility of naming authorities under different departments and authorities, the Registrar prefers to establish tailored naming guidelines for each department or authority and, where applicable, adhere to the principles and requirements of these naming rules.

State Government departments and authorities not covered by existing tailored naming guidelines should follow the procedures outlined in these naming rules.

4.7.1 Guidelines for specific departments or authorities

The following State Government departments and authorities have developed tailored naming guidelines in consultation with the Registrar. These guidelines apply to all features (and roads, as discussed in [Section 3](#)) under their jurisdictions.

The following list is only representative of the agreements reached at the time these naming rules were published.

- [Department of Education and Training](http://www.education.vic.gov.au/school/principals/spag/management/Pages/nameschool.aspx) (see www.education.vic.gov.au/school/principals/spag/management/Pages/nameschool.aspx)
- Country Fire Authority.

4.7.2 Cemeteries

A cemetery is a place for the interment of bodily remains and cremated remains. Responsibility for naming cemeteries resides with the Department of Health and Human Services and individual cemetery trusts. For further information about amendment to or creation of a cemetery name, contact the Cemeteries & Crematoria Unit, Department of Health & Human Services on 1800 034 280 or email cemeteries@dhhs.vic.gov.au.

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](#).

This section outlines the process for naming or renaming features located on private properties. There are many features with companies or people as their naming authorities. Examples include, but are not limited to, sporting stadiums and precincts, hospitals, aged care facilities, tourist attractions, features, entertainment complexes or shopping centres. A full list of feature types that should be included in VICNAMES is available in [APPENDIX B](#) or contact OGN for details.

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 uncontrolled 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 their naming authority when considering the naming of features. This consultation might include discussions about possible names for the feature – the naming authority 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 principles and requirements outlined in these naming rules.

An owner of a feature must submit to the naming authority responsible for the feature a plan/map for naming the feature. The naming authority will then check that the proposal conforms to these 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 by the naming authority or the Registrar; or, the owner must outline to the Registrar their intended action to redress the issue.

4.8.2 Entering a private feature in VICNAMES

Upon receiving a proposal to name or rename a private feature on private property, OGN will upload details of the proposal on the [Naming proposals](#) webpage (see www.delwp.vic.gov.au/naming-places>Naming proposals). A letter will also be sent to the naming authority advising of the proposal's receipt.

When considering the proposal, the Registrar will check that the proposed naming or renaming conforms to the principles of the naming rules. If the Registrar deems that the proposal conforms to the naming rules, OGN will record the name in VICNAMES and update the Naming proposals webpage to reflect this stage in the procedure.

If the Registrar deems that the naming or renaming proposal does not conform, the proposal will be returned to the naming authority with a request for further information or advice about how the proposal be redesigned for future consideration and registration. The new name will not be recorded in VICNAMES. The OGN will update the Naming proposals webpage to reflect this stage in the procedure.

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 naming authority (council or State Government department) that is processing the naming proposal.

4.9 Features with Aboriginal names

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

There are numerous features in Victoria that have Aboriginal names. In many instances, these features are defined differently to western concepts of place (e.g. 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](#) (see maps.land.vic.gov.au/lassi/VicnamesUI.jsp).

Any person or organisation can develop a proposal to register a feature's Aboriginal name, whether the feature has an existing registered name or not.

If approved the process involves one of the following:

- Recording the Aboriginal name as 'Registered' (see [Section 1.7](#)) or 'Dual' results in the Aboriginal 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 Aboriginal name as 'Traditional' or 'Historic' results in the Aboriginal name being recognised on Vicmap standard maps; 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 7.3 Developing an Aboriginal naming proposal](#) and [Section 7.4 Process for an Traditional owner group to develop an Aboriginal naming proposal](#).

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

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'.

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](#).

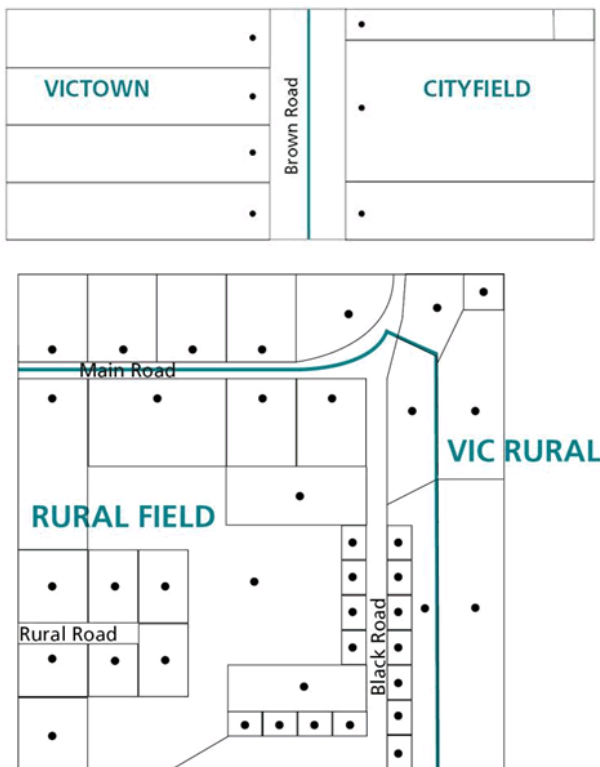
5.2 Statutory requirements applied to localities

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 below, specifically Sections 5.2.1–5.2.7.

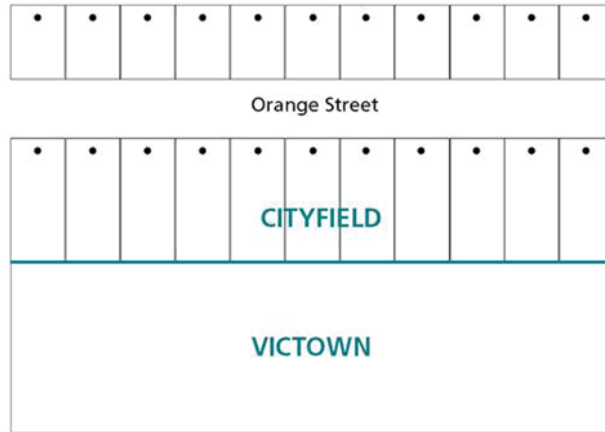
5.2.1 Boundaries

Locality boundaries must align with the cadastral fabric, road centre lines or easily distinguishable topographical features such as waterways or ridgelines. The following conventions must be applied.

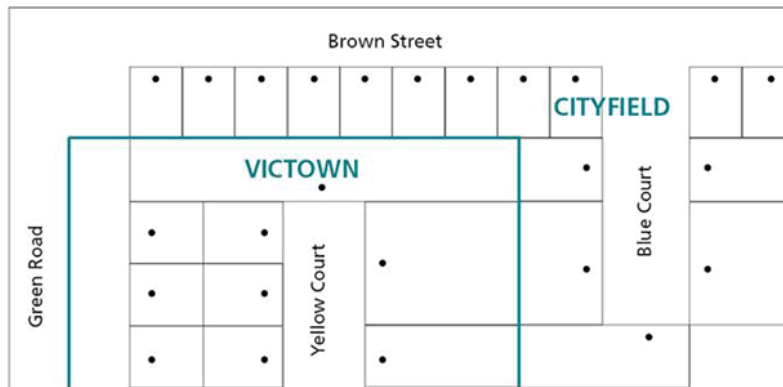
1. If major roads separate communities, the boundary of a locality should be along the road centre line. In cases of dual carriageways, please contact OGN to discuss boundary options.



- If residents and businesses in minor roads are deemed to be part of the same community, it is advisable to place the locality boundary along the back boundary of properties facing the road.



- In dead-end roads and culs-de-sac, the locality boundary should wrap around the properties at the end of the road so that all properties accessed from the same road are addressed to the same locality.



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 this location of boundaries, as shown in diagrams a., b., c. and d. below.



Diagram a.



Diagram b.



Diagram c.



Diagram d.

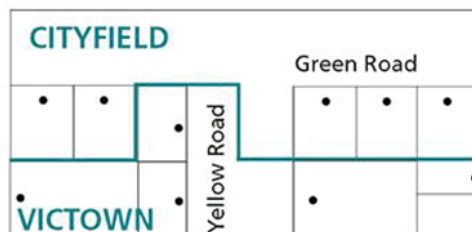
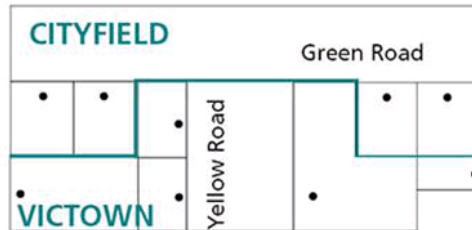
Diagram a. shows how boundaries should be applied to properties on corner blocks accessed from Black Street.

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. As there are multiple options in these cases, contact OGN for advice.

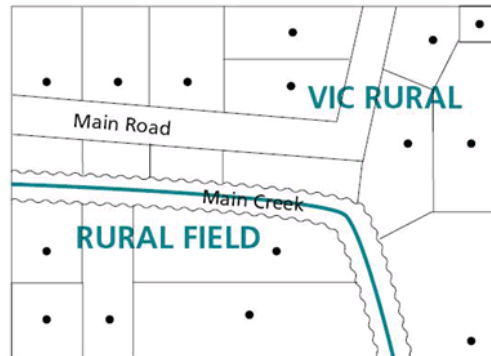
- If a property is situated on a corner and the block is subdivided with one or more of the new properties accessed from a road generally being addressed to a different locality, the locality boundary should be changed to incorporate the new subdivided properties.



- Locality boundaries should take into account the location of battle-axe properties. Ideally, 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 OGN 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

The names of estates and subdivisions are considered to be neighbourhood names; therefore, they are not officially recognised for addressing purposes. If a council is considering creating a new locality for an area that contains newly created estates and subdivisions, preference should always be given to creating a new unique name reflecting the landscape or history of the area. When an estate's name has a historical connection to the area then this may be considered. The naming authority may determine whether there is a need to seek an exemption from the Registrar. Refer to [Principles \(C\)](#) and [\(I\)](#).

5.2.3 Promoting a new estate

The promotion of new estates by developers and land owners 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](#) (see www.legislation.gov.au/Details/C2012C00103).

For example, promoting a new development as Green Hills Estate within the locality of Taylor is not misleading or deceptive. However, if a promotion claims that Green Hills will be a new locality where the new estate will be built, it is misleading and deceptive.

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 OGN.

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. Therefore, a locality should not be so small that it would make it difficult to distinguish from the surrounding area. A locality also 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 OGN, which will consider proposals on a case-by-case basis.

Naming authorities must contact OGN 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, renaming 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 municipalities need to coordinate the naming or renaming 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 authority undertaking a major land redevelopment project, e.g. the Victorian Planning Authority.
- Victorian islands that are often beyond the councils 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 land owners.

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.

5.3.2 Reservation of locality names

If there could be significant time between consulting OGN 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 OGN to record the name(s) online and ensure other states and territories do not duplicate the name(s). Contact OGN for more details.

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 OGN 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 authorities 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 authorities 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 authorities (e.g. 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 or boundary:

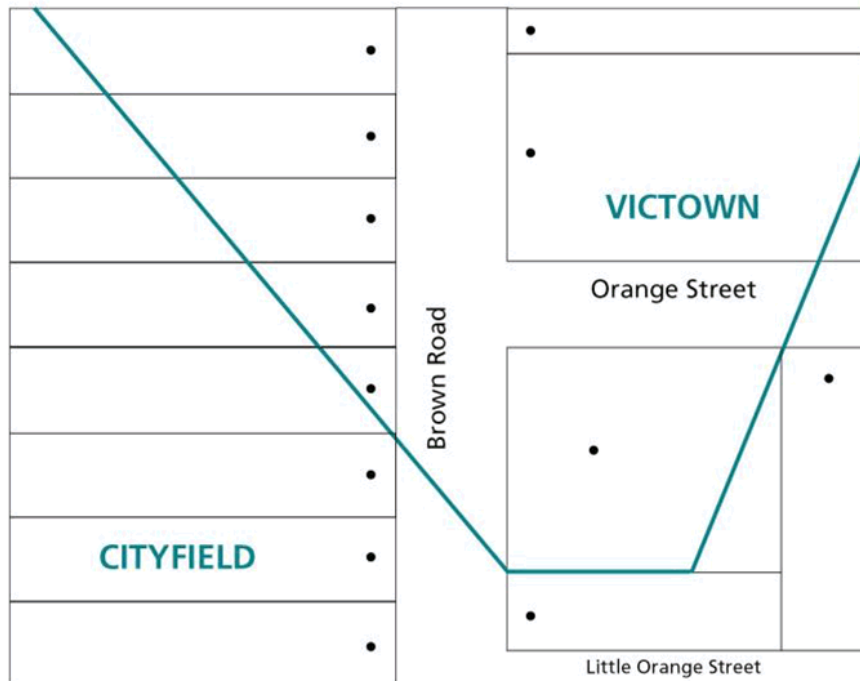
- locality names should not be long or hard to pronounce²
- proposed name/s should not be offensive, racist, derogatory or demeaning

² An exception to this is in the use of Aboriginal languages when it is accepted that Aboriginal names may appear at first to be complex will, over time, become familiar and easy to use within the community.

- 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.

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, e.g. cadastral fabric, road centre lines, creeks, rivers and railways.



6 Initiating a proposal and checking required information

6.1 Initiating a proposal

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/across 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, e.g. why the proposed name is considered appropriate (include any history or local relevance) – see [Principle \(C\)](#)
- 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 saying that the proposed name conforms to the relevant principles and requirements in 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 glossary for the definition and requirements of a petition

Upon receiving the proposal from the public, 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. OGN 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/across 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.

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
- an indication that any proposed new name conforms to the principles and requirements outlined in Sections [2](#), [3](#), [4](#) and [5](#).

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 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 should consider naming or renaming a road, feature or locality after a local historical figure or event, or a unique attribute of an event that occurs in the area.

Renaming should only be considered if the council can demonstrate that the proposal is being made in the community's best interest.

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 OGN with a proposed approach. The OGN will provide an endorsement of the process prior to public consultation.

If the council wants to develop a naming or renaming proposal that uses an Aboriginal name or names, the relevant Traditional Owner group(s) should be contacted for input at the outset of the proposal's development.

Information on this consultation process is available from [Principle \(F\)](#) 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. OGN 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](#)).

6.1.4 Government departments or authorities

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

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

- The department or authority can work cooperatively with OGN to make an in-house determination on an appropriate name. This option allows for endorsement of the proposal by the relevant Minister or a Geographic Place Names Advisory Committee, and ratification by the Registrar.

Section 6 Initiating a proposal

- The department or authority can develop a public consultation process and work with OGN 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.
- To develop a name proposal through a public competition, the department or authority should contact OGN to discuss appropriate formats for the competition forum. Essentially, the competition should be advertised broadly, with reference made to these naming rules.
- The Minister responsible for the department or authority can seek a Ministerial direction by writing to the Minister responsible for Act to request that powers under s. 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 principles

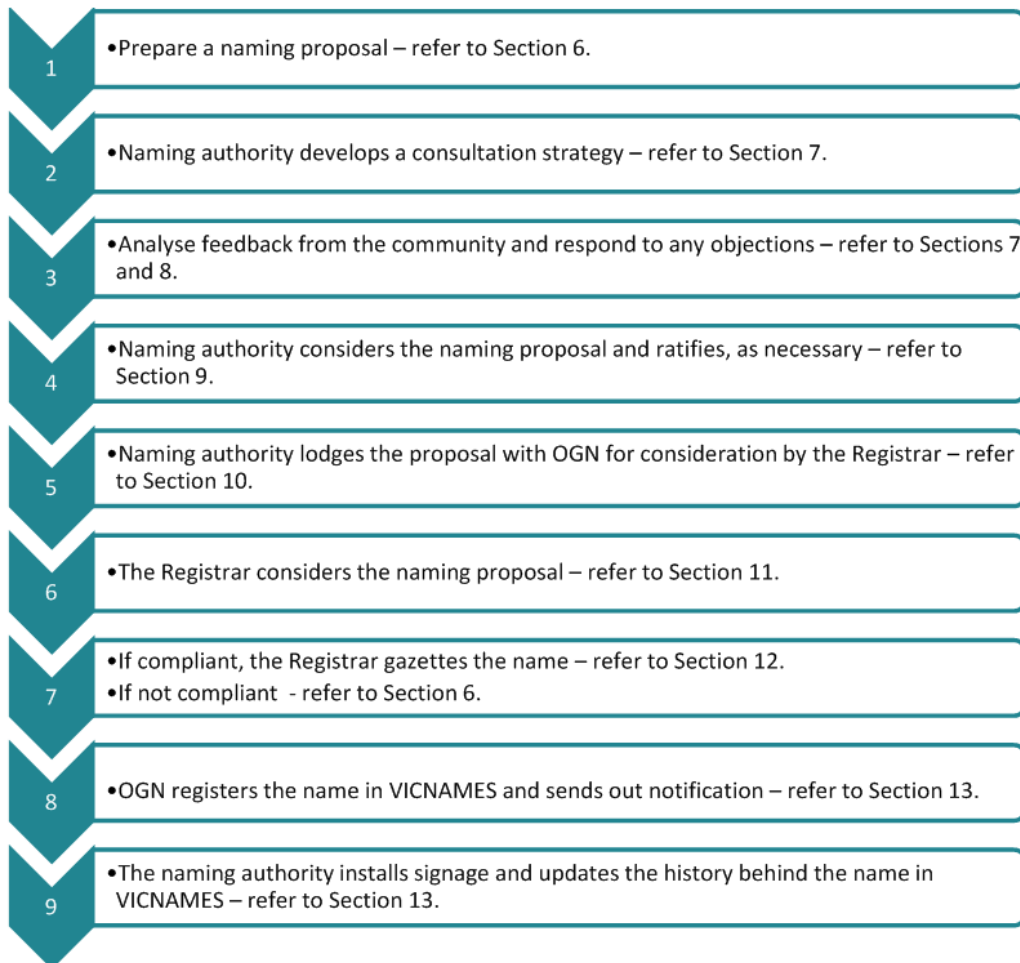
If the naming authority is not certain the naming proposal conforms to the naming rules (for instance, in cases of possible duplication or boundary confusion) the naming authority can consult OGN and emergency agencies and public service providers using [NES](#). This consultation should be undertaken prior to any public consultation.

Details on how [NES](#) works to facilitate consultation with emergency services and public service providers are available from nes.land.vic.gov.au.

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 or renaming proposal where a substantially similar application has already been decided upon by the naming authority.

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



7 Consultation

Consultation is a key component in the process of naming and renaming roads, features and localities. Naming authorities must consult the public on any naming proposal, in accordance with these naming rules or as agreed with OGN. The level and form of consultation can vary depending on the naming proposal. The following procedure 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, 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, including 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 (ESO)³.

Please 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 Aboriginal names, [Principle \(F\)](#) 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

- When a proposed naming, renaming or boundary change will affect current addresses, the naming authority must contact the immediate community in writing (by letter or email).
- Letters must be sent to the ratepayers of the properties and, if the ratepayers are not the owner-occupiers, letters must also be sent to the residents and/or business occupants.
- A letter must include a survey or voting poll seeking a response from the residents, ratepayers and/or businesses – refer to [Section 7.2.4](#).
- Consultation with the immediate and/or extended community should only occur once the naming authority is certain that the proposed name conforms to the principles of these naming rules. If the naming authority is uncertain, contact OGN for further advice.
- 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 an Aboriginal name, from the outset the naming authority should consult relevant local Traditional Owner group(s) and obtain their approval. Refer to [Section 7.3](#).

³ ESO encompasses 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. Contact local, regional and corporate/State headquarters, as well as ESTA.

- If a proposal will not affect current addresses the naming authority must consult the public by advertising the proposal in local or state-wide newspapers, unless OGN has given prior approval for an alternative process. The naming authority can also promote the proposal to the immediate and extended community on a website, through letters, newsletters, magazines, email contact lists and public notices.
- 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 should be provided to OGN with the proposal lodgement. Refer to [Principle H](#) for more information.
- Objections must be addressed when they suggest the proposal does not comply with the principles, requirements and procedures outlined in these naming rules. If it can be shown that the proposal does not conform, the naming authority must alter or abandon the proposal.
- If community support for a proposal is minimal, but the proposal has been made based on public safety and/or emergency response concerns, the naming authority should attempt to refine and/or change the proposal so that it meets community expectations.

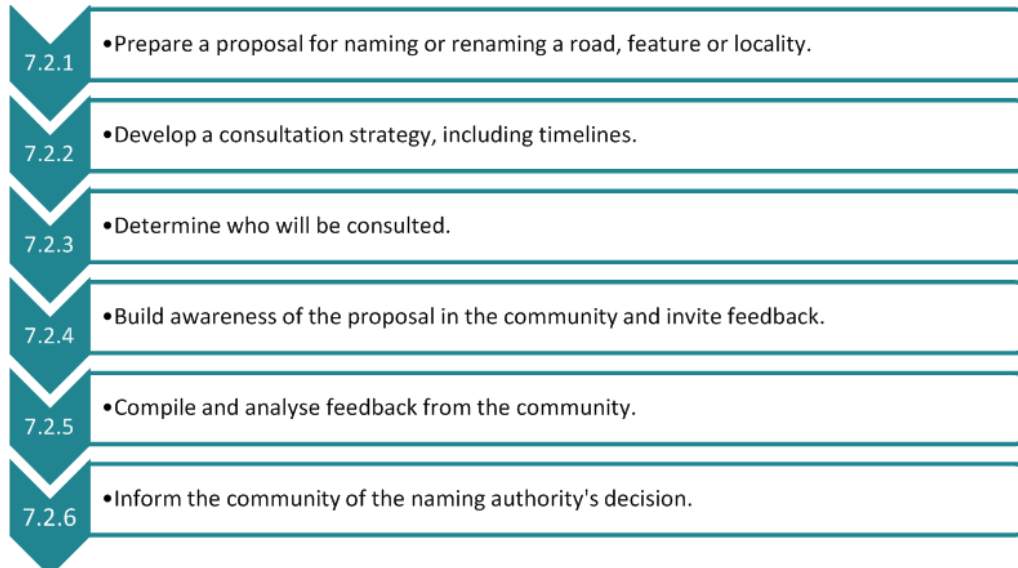
If the naming authority believes community support will not be forthcoming and rejecting the proposal will maintain the risk to public safety, then it can either proceed with the proposal on the grounds of public safety (this is particularly important if raised by emergency services) and/or contact OGN for advice. The OGN can refer the matter to a Geographic Place Names Advisory Committee (refer to [Section 1.5.5](#) for further information).

7.1.1 Government departments and authorities

The department or authority must consult the council(s) within which the road, feature or locality is or will be situated. The department or authority should seek to collaborate with the council on developing the proposal, or at a minimum inform the council of the naming/renaming 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 principles and relevant sections of these naming rules.

After the naming proposal has been initiated and checked that it conforms to the principles and requirements, naming authorities must consult Traditional Owner group(s) if the proposed name is of Aboriginal 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 wider 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 OGN can quickly approve.

7.2.3 Determine who should be consulted

Communities that will be affected by the proposed naming/renaming 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.

- Roads: consult the owners of properties accessed from the road.
- Features (other than waterways): consult owners of the sites themselves, users of the site, surrounding properties and people from the localities within which they fall.

- Waterways: consult owners of properties adjoining and those within 200 metres of watercourses or with adjoining parcel boundaries.
- Localities: consult property owners within the current and proposed locality's(ies') boundaries and from a generous buffer zone of properties adjoining, or within 200 metres of the boundaries.

When the naming authority has ensured that the proposal adheres to the principles and statutory requirements of these 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 the principles have been designed to ensure that name duplication and confusion are minimised. However, naming authorities should take particular note of [Section 13](#) 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 ⁴	Type of consultation
New ⁵ road	Immediate and extended community	<ul style="list-style-type: none"> • Letters • Notices • 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 • Notices • 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 to affected residents, ratepayers or businesses; and to residents, ratepayers and businesses in properties adjacent to the proposed new boundaries • Notices • Surveys • Voting poll • Internet sites and social media • Public meetings (if it is a large-scale proposal or potentially contentious issue)

⁴ Naming authorities should exercise discretion when deciding who to consult. If a proposed naming, renaming 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 wider community, the consultation should extend to all possible stakeholders.

⁵ 'New' includes legacy 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.

Proposal	Who to consult ⁴	Type of consultation
Renamed road	Immediate community	<ul style="list-style-type: none"> • Letters to affected residents, ratepayers or businesses • Notices • 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 road	Immediate community	<ul style="list-style-type: none"> • Letters to affected residents, ratepayers or businesses • Notices (if it is a large-scale proposal or potentially contentious issue) • 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 • Notices • 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 • Notices • 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 to affected residents, ratepayers or businesses • Notices • 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 to affected residents, ratepayers or businesses; and residents, ratepayers and businesses in properties adjacent to the proposed new boundaries

Proposal	Who to consult ⁴	Type of consultation
		<ul style="list-style-type: none"> • Notices (if it is a large-scale proposal or potentially contentious issue) • 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 in newspapers](#)
- [Letters to the immediate or extended community](#)
- [Surveys](#) (for use only with the immediate community)
- [Voting poll](#)
- [Internet sites and social media](#)
- [Public meetings](#).

Notices

This includes newspapers (including local and Aboriginal newspapers), 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 can be placed in public places, for example:

- at the site to be named or renamed
- local council offices
- libraries and other council facilities
- TAFEs and universities
- community centres and learning exchanges
- shops with community noticeboards such as newsagents, bookshops, supermarkets, organic food stores
- 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 (e.g. 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).

Geographic naming proposal

[Insert naming authority name here] is proposing to name/rename 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].

Reduced cost format for notices

Geographic naming proposal

[Insert naming authority name here] is proposing to name/rename 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 – 2016*.

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.

Preferred format for notices

Letters

Letters to members of the immediate or extended community should be clear and precise. At a **minimum**, they must refer to the principles and requirements of the relevant sections of these naming rules and include the following information:

- the location and extent of the road, feature or locality proposed to be named or renamed (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 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.

An example of a letter is below:

RE: Naming/renaming/boundary realignment letter

[Insert naming authority name here] is proposing to name/rename 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 renamed 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].

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 – 2016*.

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/renaming 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.

If a survey is being used to gauge public opinion, owner-occupied properties should be afforded two responses, i.e. one response from the owner of the property and one response from the occupier 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 – 2016*
- 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/rename/ 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]?

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. It may therefore 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 – 2016*.
- 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.

[Tacit approval](#) is a way for the naming authority to help ensure a result can be achieved from the use of a survey. Tacit approval 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 tacit approval.

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 tacit approval for 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 tacit approval of 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).

An example of a survey is below:

Naming/renaming/boundary realignment survey

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

The location and extent of the road, feature or locality proposed to be named or renamed, 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/rename/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 tacit approval of 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 – 2016*.

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.

A voting poll could be used to gain an indication of community support to a naming/renaming 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, owner-occupied properties should be afforded two votes, i.e. 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.

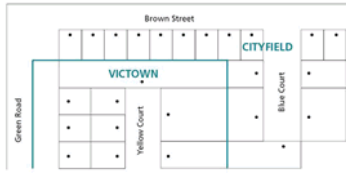
Once a vote has taken place and the responses counted, with consideration given to any objections, there is no need to re-consult as the above statement indicates that the naming authority will approve the final name – refer to [Section 9](#). Objections must be considered and addressed, where relevant,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

An example of a voting poll is below:

Naming/renaming/boundary realignment vote

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

The location and extent of the road, feature or locality proposed to be named or renamed, 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 wider 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/renaming 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 competition, clear information must be provided about the requirement for names to conform to the principles and requirements of these naming rules.

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

- background to the proposal
- maps indicating the location and extent of the feature, locality or road
- the closing date for submissions
- information about how expressions of support or objection can be lodged
- details on how and when naming proposals can 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/renaming/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 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, a group may form to 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 wider community.

It may be that the group represents particular interests that may not align with broader 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 or renaming proposal.

Existing groups that have been formed for other purposes (e.g. charity and support or special interest groups) and generally represent a small proportion of the community cannot be seen to have a mandate to speak on behalf of the wider community. However, if groups have discussed the issue at a general meeting with a vote taken to tender 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](#); [6.1.3](#) and [8.4.1](#).

7.2.5 Analyse negative and positive 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 Finalising the proposal](#).

Analysing results – letters and surveys

Letters – confirming consent and objections from written submissions (immediate and extended communities)

If a naming authority is determining community support for a proposal, the statistics related to letters of support and objection are important to consider. The number of letters received should be categorised by their expressions of support or objection, and this information should then be represented as a percentage of the total amount of submissions received.

This information should then be further analysed. In particular, the statements of objection should be categorised in two ways:

- raising issues regarding the proposal not conforming to the principles, requirements and/or procedures of the naming rules;
- or, related to other topics, e.g. the name is not preferred.

For example:

Total submissions received	50
Submissions in favour	25 (50%)
Submissions against	25 (50%)

This proposal is split and the naming authority will have to make a decision about whether it will proceed, or re-consult.

Total valid submissions received	40
Submissions in favour	25 (62.5%)
Submissions against	15 (37.5%)

This proposal can be considered to have community consent.

Surveys – confirming consents or objections from survey material (immediate community only)

When a survey is sent to the immediate community, consent is considered to be achieved when the number of respondents expressing consent, added to the number of non-respondents (indicating, if applicable, tacit consent) is greater than 50 per cent of the total surveyed population.

For example:

Population in immediate community	100
Respondents who objected	30
Respondents who expressed consent	30
Non-responses (tacit consent)	40
Total community that consents	70%

This proposal can be considered to have community consent.

Population in immediate community	100
Respondents who objected	55
Respondents who expressed consent	40
Non-responses (tacit consent)	5
Total community that consents	45%

This proposal cannot be considered to have community consent.

7.2.6 Informing the community of the naming authority's decision

A letter or email announcing the decision must be sent to all community members. It needs to respond directly to a naming proposal and/or a notice in the local newspaper (or other newspapers, as appropriate).

When objections have been received during the initial rounds of consultation, the community must be informed of the naming authority's final decision. The exception is when a voting poll was used and the statement informs the community that the final decision is based on the votes received and subject to the naming authority's approval.

Please refer to [Section 8.5](#) –for examples of what to send to objectors and those that have not objected. Objectors must be informed of their ability to appeal a naming authority's decision.

The naming authority must allow at least 30 days for final objections to be received. The notification of a naming authority's decision may be done in the form of a letter or email, which is available in the example below.

RE: Naming/renaming/boundary realignment

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

[Include de-identified results of notices/letters/survey/vote/internet, if appropriate].

A report will now 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]*.

You may object to this proposal by responding to this *[notice/letter/email]* or by attending the meeting above and voicing your objection.

All objections must be received by *[add date]* within 30 days of this notice.

If you plan to object you must address the following points:

- your interest in the naming proposal –e.g. if your address is affected or you have a personal link with the place and/or name
- reasons why the name is not appropriate, including how it is considered to not comply with the *Naming rules for places in Victoria – Statutory requirements for naming roads, features and localities – 2016*.

[Insert naming authority name here] will not consider objections that do not explain why the objector opposes the name.

7.2.7 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 principles of these naming rules.

Proposals where re-consultation has not taken place (except in the case of a voting poll when a naming authority tallies the results and makes a decision) will be rejected by the Registrar as not conforming to the principles of these naming rules.

If a specific name was not proposed by the naming authority, the consultation process may have generated a detailed list of possible names. Naming authorities should collate this information and check that the names conform to the principles and statutory requirements of these naming rules. Any names that conform should be shortlisted and then formed into a proposal for re-consultation with the community.

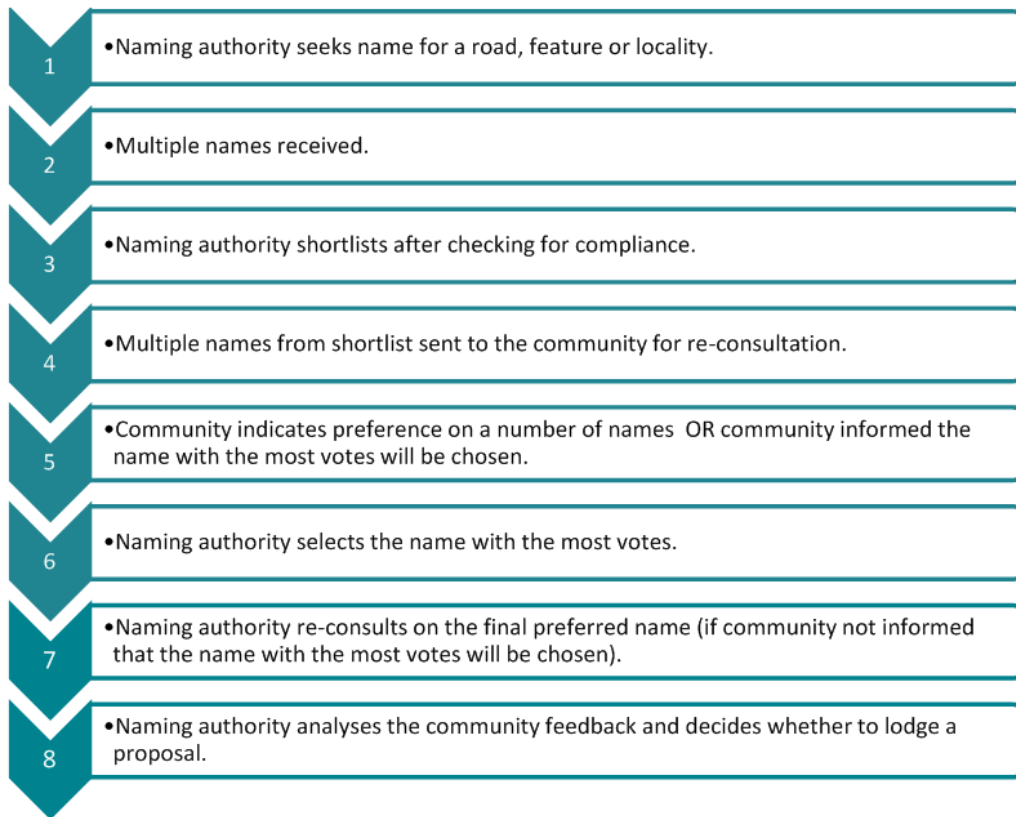
This will require one of the methods under [Section 7.2.4](#) to be used for further community consultation to determine support for the final proposed name.

The naming authority must continue to consult until one name is reached and sent for consideration by the naming authority. The name will need to be approved by the naming authority before proceeding. Refer to [Section 9](#).

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.

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



7.3 Developing an Aboriginal naming proposal

7.3.1 Introduction

Consultation is a key component in the process of naming and renaming roads, features and localities. The process below must be used when proposing to use a name from an Aboriginal language.

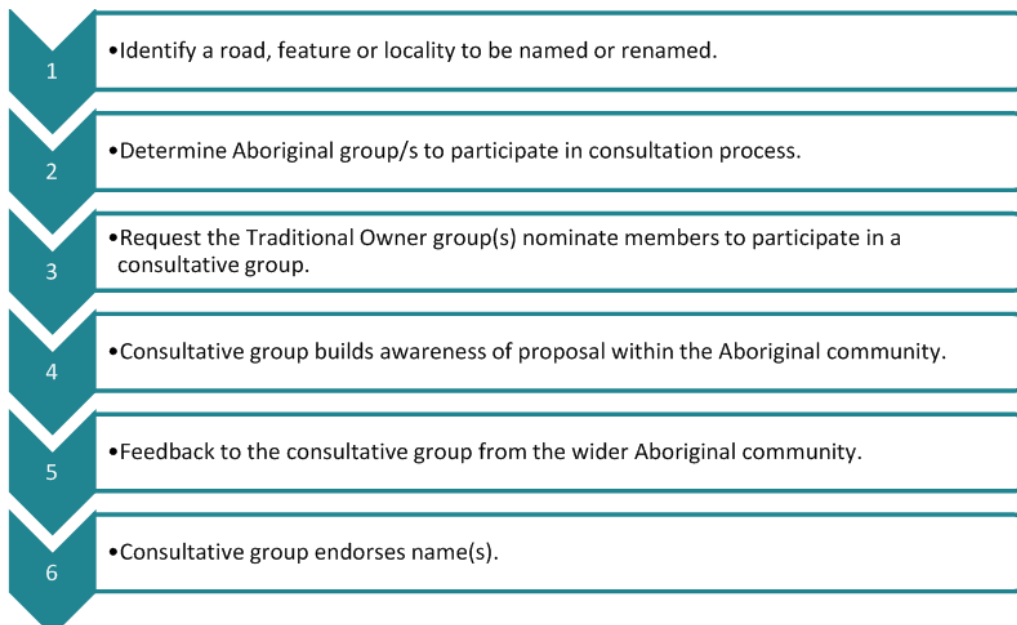
While there is a diverse range of Aboriginal organisations in Victoria – local Aboriginal networks, health organisations, arts organisations and local advisory groups – naming proposals should be directed to the relevant Traditional Owner group(s). In Victoria, Traditional Owner groups may be legally 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 <http://www.justice.vic.gov.au/home/your+rights/native+title/>.

For more information on Registered Aboriginal Parties, including contact details, visit <http://dpc.vic.gov.au/index.php/aboriginal-affairs/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 an Aboriginal language must follow the steps below.



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 or renamed and considering what type of naming process would be suitable.

If a naming authority is considering using an Aboriginal 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 Aboriginal 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.

7.3.4 Selecting a consultative group

When the road, feature or locality to be named or renamed could embrace more than one Traditional Owner group (e.g. a mountain range that includes more than one Registered Aboriginal Party), a special consultative group may need to be formed from members of two or more groups.

To establish the consultative group, the naming authority should contact the relevant Traditional Owner groups by phone or letter, and include the following information:

- background to the naming proposal
- location of the road, feature or locality to be named or renamed
- details of which Traditional Owner groups have been identified in the area
- information on the desirability of forming a consultative group, formed by 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 OGN.

The Traditional Owner groups will decide who should be appointed to the consultative 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 consultative group must have consent from their community to make decisions on naming or renaming roads, features or localities. Each member of the consultative 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 within the Traditional Owner community

It is important that members represent their Traditional Owner and/or broader Aboriginal group and take responsibility for building awareness within their community of the proposed naming or renaming. Community awareness could be built in the following ways.

Media

Build awareness through Aboriginal radio stations and Aboriginal programs in the mainstream media. Radio stations can include (but are not limited to) 3KND 1503 AM.

Specific newspapers for Aboriginal and Torres Strait Islander audiences include the *Koori Mail* and *National Indigenous Times*. Local newspapers are also important media vehicles. Whatever media method is used, it is important that information is included on how the broader community might provide feedback to members of the consultative group.

Notices

Notices can be placed in public places, for example:

- the site to be named or renamed
- Traditional Owner organisations (including their premises, websites and newsletters, where applicable), Aboriginal co-operatives or organisations
- cultural centres

- Koorie Open Door Education Schools
- local council offices
- libraries
- TAFEs and universities
- community centres and learning exchanges
- shops with community notice boards.

Meetings

Members of the consultative group may hold meetings with the communities they represent (or raise the naming proposal during regular community meetings), and ensure that both women and men are invited and encouraged to provide input or feedback into the process.

7.3.6 Feedback from the Aboriginal community and endorsement of name(s)

The broader Aboriginal community may provide feedback to the consultative group.

The consultative group should establish a process to identify an appropriate name or names for the proposal and determine a method for achieving group consensus on the final name(s) to be endorsed and provided to the naming authority.

The process should include a final meeting of the consultative group. It will examine the feedback from appointed members who report feedback from their own communities or other Aboriginal people who have written, phoned or provided comments.

If there is consensus at this point, then the consultative group can endorse the name(s) and provide written or verbal advice to the naming authority.

If consensus is not reached on the name, the consultative group must contact the naming authority and/or OGN to discuss whether or not further support is required to reach a decision.

When a final decision is made, the naming authority and consultative group should work collaboratively to promote the naming proposal to the wider community. Information on how this can be achieved is outlined in the following section.

7.3.7 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) and endorsed by the consultative group, the local community must be made aware of the proposed name and given the opportunity to provide feedback. Any publicity should build awareness and understanding of Aboriginal cultural heritage so the proposed name is seen in that context.

This is the responsibility of the naming authority, but it can be helpful to also involve the consultative group. At this step in the process naming authorities may continue with the process as outlined in [Section 7.2.4 Build awareness of the proposal and invite feedback](#).

7.3.8 Feedback from the wider community

The wider community can provide feedback in a number of ways and could include letters, phone calls, an Internet site and/or email. This should be coordinated by the naming authority.

It has already been suggested that a public meeting should be held and that the awareness building may lead to such an event. However, this may be seen as excessive in some circumstances. It depends on how important the road, feature or locality is to the community and how controversial any naming or renaming might be.

If a public meeting is held then it should be jointly organised and chaired by the naming authority and the consultative group. Any comments made at the meeting should be noted by a minute-keeper and considered by the naming authority and consultative group for consideration.

An appropriate timeline for feedback should be established. When the feedback period ends, an analysis sheet should be prepared summarising the responses according to category of response and where the response came from: an organisation, individual or business. This sheet, together with the letters, phone log and emails should be passed onto the consultative group.

At this step in the process naming authorities may continue with the process as outlined in [Section 7.2.5 Analyse feedback from the community](#).

7.3.9 Reimbursement of costs

The naming authority is expected to cover reasonable costs associated with the consultative group and public awareness campaign.

Limited financial assistance may be provided by the naming authority to facilitate the consultation process; however, reimbursement will not be available for consultative group meetings held when the naming or renaming is one of a number of agenda items.

If meetings are held by the consultative group to specifically discuss the naming issue, members' travel costs may be reimbursed by the naming authority.

If a public meeting to gather feedback from the broader community is held, the person acting as co-chair may also have travel costs reimbursed.

It is not anticipated that a consultative group will need to establish a new Internet site. If one already exists, however, consideration should be given on a case-by-case basis to cover the cost of adjusting that site to record feedback on the issue.

7.4 Process for a Traditional Owner group to develop an Aboriginal naming proposal

If a Traditional Owner group wants to name a road, feature or locality but is unsure who the naming authority is and/or if there is an officially registered or locally known name, then follow the steps below or contact OGN for further advice.

7.4.1 Identify the name

The Aboriginal name for a road, feature or locality can be identified by any person, group or organisation using specific cultural knowledge or historical documentation relevant to the area in which the road, feature or locality is situated.

7.4.2 Locate other names

The proposer must check whether other names are officially registered or recorded (this can be checked using [VICNAMES](#) at maps.land.vic.gov.au/lassi/VicnamesUI.jsp). This will help identify the exact location of the road, feature or locality to which the proposed name will apply, and whether the wider 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 exceptions to a Dual name not being considered and, therefore, the assignment of an Aboriginal name may not proceed, e.g. to avoid possible confusion for addressing or providing emergency management (refer to [Principle \(G\) Dual names](#)).

If no other name is in use, the Aboriginal 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 Aboriginal names](#).

7.4.3 Verify the name

When an Aboriginal name has been identified, it must be verified by the Traditional Owner group(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 groups with recognised heritage in the area (for a list of

these groups refer to [Section 7.3](#)). Further advice can be obtained from Aboriginal Victoria, Department of Premier and Cabinet (www.dpc.vic.gov.au).

All relevant Traditional Owner groups must 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 OGN for further advice.

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

The proposer should contact the naming authority for the road, feature or locality and submit directly to it a naming proposal. Refer to [Section 6.1.1](#). The naming proposal must then be processed according to the steps in [Section 7.2](#) or [Section 7.3](#) if proposing to use a name from an Aboriginal language.

8 Objections and submissions

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

People can object to a naming proposal, support it or provide comment on it without expressing support or opposition.

Objections to or submissions 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

An objection or submission, is a way for members of the community to inform the naming authority that one or more people disagree/agree with a naming or renaming 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.

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 – e.g. 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

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, renaming 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 for 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 or not 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, whether or not reasons for objections are provided.

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 to ensure it 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 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 the proposal has been made based on public safety and/or emergency management concerns, the naming authority should attempt to refine and/or change the proposal so that it meets community expectations. If the naming authority believes that community support will not be forthcoming, and non-approval of the proposal will maintain the risk to public safety, it can either proceed with the proposal on the grounds of public safety (particularly important if raised by emergency services) and/or contact OGN for advice. The OGN can refer the matter to a Geographic Place Names Advisory Committee (refer to [Section 1.5.5](#) for further details).

8.5 Informing the community of a decision

In all instances (except a voting poll, refer to [Section 7.2.6](#)), any party who responded to the proposal must be advised of the naming authority's decision. The naming authority must write to objectors, when they're identified, informing them of the outcome of the naming proposal. 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). Only those members of the community who have objected to a naming proposal are offered the ability to appeal to the Registrar.

If objections raise concerns about the proposal not conforming to the principles and statutory requirements of these naming rules, the response must outline:

- how objections have been dealt with
- 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.

In cases of the naming authority accepting the proposal, the letter 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 principles and statutory requirements of these naming rules.

For further information refer to [Section 11.1 Appeals](#).

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 letter below outlines what to include (where applicable) in the letter to objectors.

Naming/renaming/boundary realignment

[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 endorsed on [insert date of endorsement and link to minutes if available].

[Explain how the objection has been dealt with, e.g.. 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, Office of Geographic Names, DELWP, PO BOX 500, East Melbourne, Victoria 3002 or by email to geo.names@delwp.gov.vic.au.

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 principles and statutory requirements of *Naming rules for places in Victoria – Statutory requirements for naming roads, features and localities– 2016*.

Note: The above example must be used for informing objectors of a naming authority's decision.

The letter 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.

Naming/renaming/boundary realignment

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

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

As a result of the survey/notice/letter, a preferred name of [insert preferred name] received the most support.

A report will now be presented to [insert naming authority's name] requesting endorsement of [insert preferred name].

[Insert naming authority name here] will consider this request at its regular [insert meeting name here], scheduled to take place on [insert date, time and location of meeting].

[If an agenda is available, advise accordingly]

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

9 Finalising the proposal

The naming authority must determine 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 relevant principles and requirements of these 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 or CEO approval and/or when the decision has been made under delegated authority.⁶

⁶ 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 the Office of Geographic Names (OGN) for filing and future reference.

10 Lodging a proposal with OGN

Naming authorities should lodge the proposal with OGN using Notification for Editing Service ([NES](#)).

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 [NES](#) are provided at nes.land.vic.gov.au.

10.1 Information a naming authority must lodge with OGN

When submitting a proposal through NES, 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
- details of the consultation process:
 - a statement from the naming authority(ies) about how they reached their decision about who to consult, i.e. immediate and/or extended community
 - a statement on which method(s) of consultation was used, i.e. notice, letter, survey, website etc
 - analysis of outcomes of consultation
 - how any objections were considered and what responses were provided to the objector
- confirmation that the name and/or boundaries conform to the principles and statutory requirements of Sections 2, 3, 4, and 5 of these 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):
 - a copy of consent from the relevant Aboriginal group(s)
 - details of consultation with emergency services and public service providers (if [NES](#) was used for consultation this evidence is automatically attached to the submission to OGN)
 - copies of the notice, letter, survey or voting poll material
 - de-identified (i.e. 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.

10.2 What the Registrar does

The Registrar will follow the process in Section 11 unless a government department or authority requires either of the following.

10.2.1 Seeking Registrar's endorsement of a proposal

If the proposed name and/or boundaries conform(s) to the principles and requirements of these naming rules, the Registrar will endorse the proposal and provide written evidence of this to the department or authority.

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. The government department or authority can then amend the proposal and resubmit it to the Registrar for endorsement.

The government department or authority can use the Registrar's endorsement to seek approval for the naming proposal from its Minister. If the Minister approves the proposal, the department or authority should then provide copies of this approval to the Registrar, who will then proceed to gazette and register the name utilising the processes outlined in [Section 12](#).

10.2.2 Registrar's consideration of a proposal seeking referral to a Geographic Place Names Advisory Committee

If the department's or authority's proposal is seeking the assistance of a Geographic Place Names Advisory Committee to make a final naming determination, the Registrar will convene a committee based on the provisions of s.12 to s.17 of the Act.

The committee will be convened at its committee members' earliest possible convenience.

Further information about Geographic Place Names Advisory Committees is available in [Section 1.5.5](#).

11 Registrar's consideration of a proposal

Upon receiving a proposal from the responsible authority to name or rename a road, feature, or locality and/or its boundaries, OGN will advise the naming authority of the proposal's receipt.

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 refer to 11.1 Appeals below](#). If there are no objections then the Registrar will proceed with considering the proposal.

When considering the proposal, the Registrar will check compliance with all the principles and relevant requirements of these 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, OGN will proceed to gazette the proposal and update the [Naming proposals](#) webpage at www.delwp.vic.gov.au/namingplaces>Naming proposals.

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 its advice. Further details on Geographic Place Names Advisory 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.

Section 11 of the Act, Registration of names, states:

- (1) *The Registrar must enter in the Register each name for which an application for registration is made in accordance with this Act and the guidelines, other than an application that is referred to a Committee for advice.*
- (2) *The Registrar must amend a geographic name in accordance with an application for amendment made in accordance with this Act and the guidelines, other than an application that is referred to a Committee for advice.*
- (3) *The Registrar, upon receiving advice in accordance with this Act and the guidelines from a Committee to which a matter is referred under this Act, must make such entries or alterations in the Register as are necessary to give effect to that advice.*
- (4) *The Registrar may make such entries in the Register as the Registrar determines are appropriate to record the names of places for which names are assigned by or under any other Act.*
- (5) *The Registrar must comply with any directions given by the Minister from time to time concerning the registration of names in the Register and must not make an entry inconsistent with any such direction as in force from time to time.*
- (6) *The Registrar must cause to be published in the Government Gazette, and in such newspapers circulating generally in the State as the Registrar thinks appropriate, a notice of each entry of a place name, and of each amendment of an entry, in the Register.*

11.1 Appeals

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 principles and statutory requirements of these naming rules.

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.

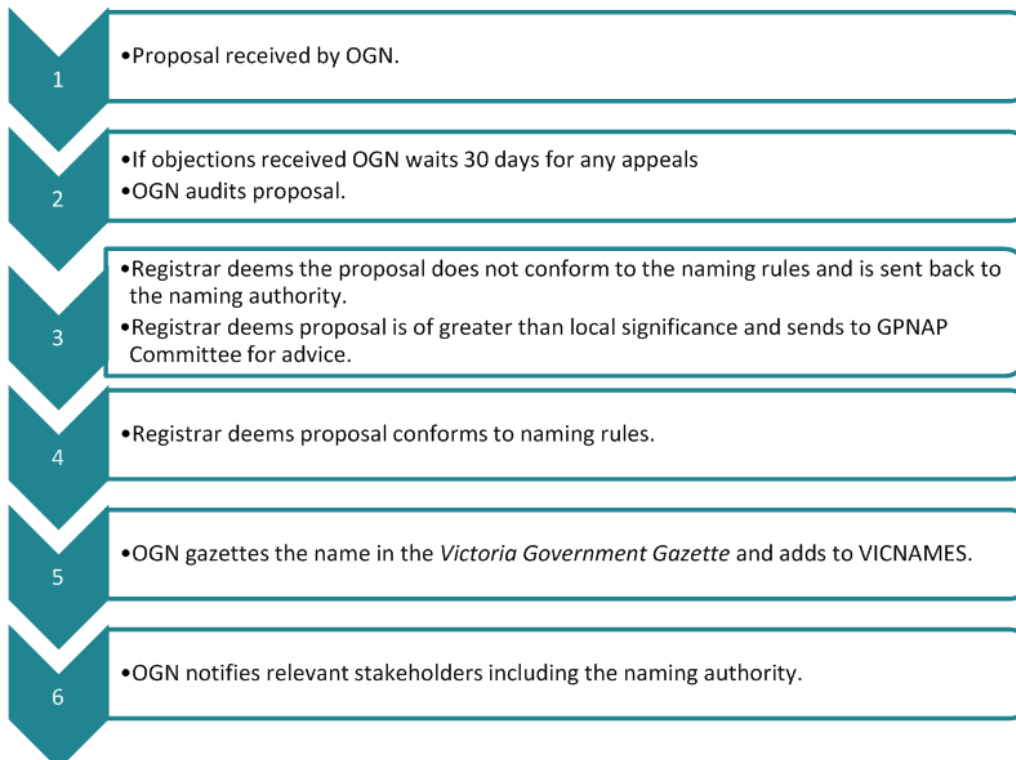
Appeals that do not respond/address one of the two points above will not be considered as valid appeals.

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

OGN will formally acknowledged receipt of all appeals, either via letter or email.

The Registrar will consider all valid appeals and 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.

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



12 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* (www.gazette.vic.gov.au), 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 NES change request number
- the pre-existing name of the road, feature or locality
- the new name of the road, feature or locality, (if private, will be indicated)
- 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 naming authority
- a web link to OGN'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 VICNAMES.

An example of a gazette notice is below.

110 G 4 23 January 2014

Victoria Government Gazette

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.

Road Naming:

Change Request Number	Road Name	Locality	Proposer and Location
64137	McNamara Walk	Yarrawonga	Moira Shire Council The walking track traverses south from South Road to James Lillis Drive.
65903	Green Palms Drive	Cobram	Moira Shire Council (Private Road – within Green Palms Village) The road traverses west from Ritchie Road.

Section 12 Gazette of a proposed name or boundaries

Victoria Government Gazette

G 4 23 January 2014 111

Change Request Number	Road Name	Locality	Proposer and Location
65945	Rupe Lane	Nar Nar Goon North	Cardinia Shire Council Service road running between Wilson Road and 2205 Princes Freeway.

Feature Naming:

Change Request Number	Place Name	Naming Authority and Location
65399	Ken Lyons Pavilion	Kingston City Council Within Regents Park Sixth Avenue, Aspendale 3195. For further details see map at www.dtpli.vic.gov.au/namingplaces

Localities:

Change Request Number	Naming Authority	Affected Localities	Location
64274	Golden Plains Shire Council	Anakie and Steiglitz	To modify the locality boundary, to follow the back of the property boundaries of 110, 140 and 150 Butchers Road, so that these properties are located in the locality of Steiglitz. For further details see map at www.dtpli.vic.gov.au/namingplaces
65088	East Gippsland Shire Council	Bete Bolong and Newmerella	To modify the locality boundary between Bete Bolong and Newmerella, to include all properties along Preston Road and Robinsons Road in the locality of Newmerella. For further details see map at www.dtpli.vic.gov.au/namingplaces

Office of Geographic Names
Land Victoria
570 Bourke Street
Melbourne 3000

JOHN E. TULLOCH
Registrar of Geographic Names

13 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 an Aboriginal 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, municipal 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.

13.1 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.

13.2 Notification

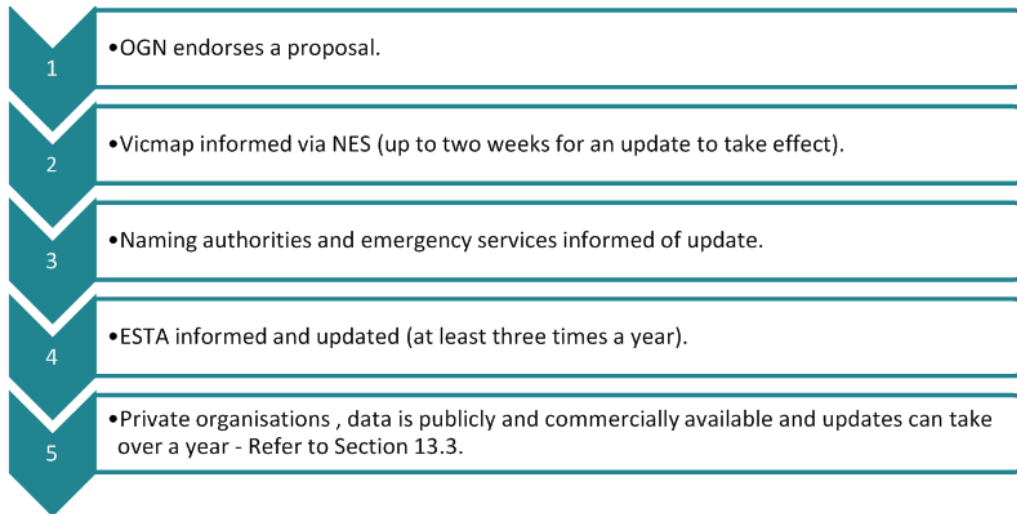
13.2.1 OGN notifies stakeholders

Upon registration, OGN 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 OGN will publish a notice on the [Naming proposals](http://www.delwp.vic.gov.au/namingplaces) webpage at www.delwp.vic.gov.au/namingplaces and send notification to the naming authority. The notice will include a link to an electronic map that naming authorities can download and distribute to all local stakeholders, including local emergency and utility service providers.

OGN 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 include:

- Australia Post
- EMSINA (Emergency Management Spatial Information Network Australia) – Victorian Committee members, including: Emergency Services Telecommunications Authority; Ambulance Victoria; Victoria Police; Country Fire Authority; Metropolitan Fire Brigade; State Emergency Service; Department of Environment, Land, Water and Planning; 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.

OGN notification process

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

13.2.2 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 following example.

Naming/renaming/boundary realignment

As you are aware [*insert naming authority*] recently surveyed/notified the community of a proposal to name/rename 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/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 station
- local Country Fire Authority and/or Metropolitan Fire Brigade station
- State Emergency Service local headquarters
- tourist information centres.

13.2.3 VICNAMES holds the gazetted and registration details

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.

Roads

The gazettal date for a road naming or renaming is available from the *Victoria Government Gazette* and will not be held in VICNAMES. The official date of registration will be the date the name is entered into Vicmap Transport or when the name was last edited; this information is viewable in VICNAMES.

If required, the naming authority may also wish to proceed with its own gazettal of the road naming, as provided under the various road acts. This is a decision for the naming authority to make. Refer to [Section 3.4](#).

Road discontinuance notices are the responsibility of councils and VicRoads.

Features and localities

The gazettal date and reference for a feature or locality naming or renaming will be recorded in VICNAMES. The official date of registration will be the date the name is entered into VICNAMES.

13.2.4 Updating other databases, including private companies

While OGN, councils and State Government departments and authorities 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 on letterhead that the community can use to inform such private organisations of a change to an address.

13.2.5 Updating emergency services databases

Updates are provided to emergency services, in particular ESTA, who handles OOO calls, when a naming proposal is processed through NES 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 OGN for advice.

13.3 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 OGN.

In all instances, naming authorities must not erect or display signage prior to receiving Registrar's advice that the naming proposal has been endorsed, gazetted and entered 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 VICNAMES and Vicmap. Appropriate and unambiguous signage will assist with delivery of goods and services and ensure adequate provision for emergency management.

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.

13.3.1 Requirements for road signage

The size, font and colour of road signs are determined in [AS1742 Manual of uniform traffic control devices](#), [AS1744 Forms of letter and numerals for road signs](#) (at [infostore.saiglobal.com/store/details.aspx?ProductID=1757854](#)) and [AS/NZS 4819:2011 Rural and urban addressing](#) (at [infostore.saiglobal.com/store/Details.aspx?ProductID=1497944](#)) 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 \(J\)](#) and AS1742.5.

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, owners corporation (subject to local council's provisions and guidelines).

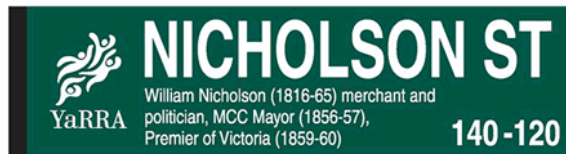
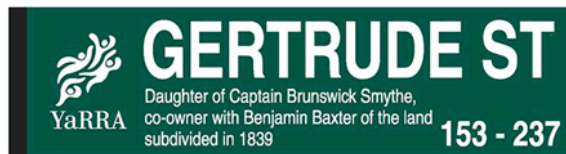
If the site is under construction, signage must be erected within 30 days of infrastructure work commencing at the site (this is to ensure that emergency management services can respond to any incidents that might arise in the area during the construction phase). If the road is under construction, 30 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 via the [SPEAR](#)⁷ subdivision process (at [www.spear.land.vic.gov.au](#)), signage must be erected after the certification of the plans and within 30 days of infrastructure work commencing at the site.

⁷ SPEAR is an acronym for Streamlined Planning through Electronic Applications and Referrals. The system allows users to process planning permits and subdivision applications online.

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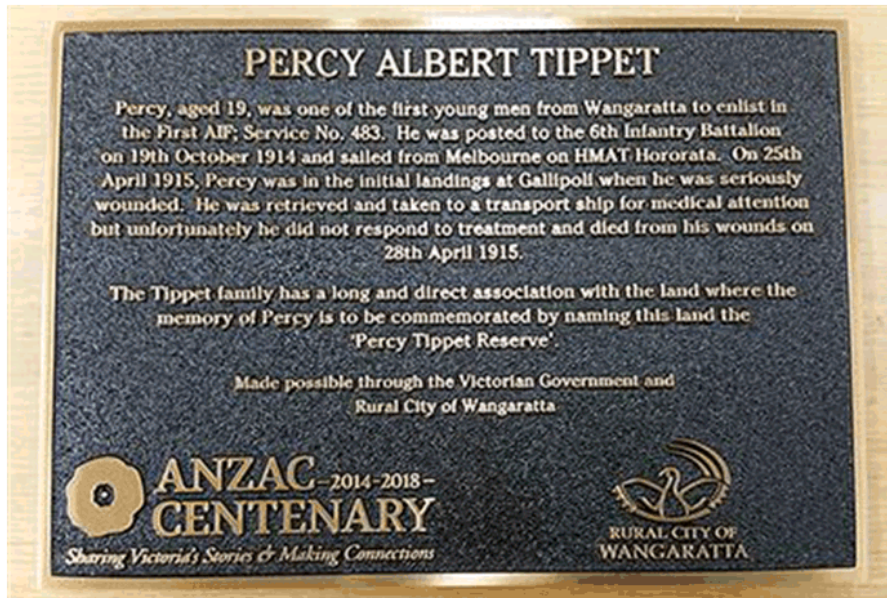
Refer to road signage examples below.



13.3.2 Requirements for feature signage

Signage for features can take whichever form or design the naming authority deems appropriate to ensure that the name can be easily located, 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 (e.g. 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](http://www.esta.vic.gov.au/Our+Role/Our+Services/Emergency+Markers) is available at www.esta.vic.gov.au/Our+Role/Our+Services/Emergency+Markers.



13.3.3 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.

13.4 History

13.4.1 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, if desired, upload corroborating documents on the new name. This information should explain why the name was chosen and how the name has links to the local area.

It is expected that the historical information is submitted to VICNAMES by the naming authority.

Anyone can upload historical information to VICNAMES. The submission should relate to an appropriate source, which includes:

- books
- an edited book section
- journal
- manuscript
- oral history
- maps
- newspaper/magazine
- artefact
- website
- council
- OGN.

The [Guide to VICNAMES](#) is available at www.delwp.vic.gov.au/namingplaces>VICNAMES.

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, corroborating historical information can be submitted. This could include copies of photos as jpegs or Microsoft Word or PDF documents. This information should be emailed to geo.names@delwp.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.
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

Road Type	Abbreviation	Description
		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 Feature types accepted for registration

A [full list of features](#) accepted for registration is available at www.delwp.vic.gov.au/namingplaces>Naming rules.

Features associated with the feature types can be found in [VICNAMES](#) at <http://maps.land.vic.gov.au/lassi/VicnamesUI.jsp>.

Note: The agencies listed in the 'Naming Authority' column are identified as the most common bodies that act as the naming authorities for that feature type, but it is/they are not necessarily the sole agency(ies) responsible for naming the feature.

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 or renaming a road, feature or locality.

A copy of the completed checklist may be submitted with your naming proposal to OGN

Refer to [Section 11 Lodging a proposal with OGN](#) for further information about how to submit a proposal for the Registrar's consideration.

Are you seeking:

- The Registrar's endorsement of the proposed name or shortlisted names?
- Assistance from a Geographic Place Names Advisory Committee to make a final determination on a proposed name?

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)

1. General Questions

	Yes	No	Not applicable
If proposing a new name or to change a name, does the proposal conform to the principles in Section 2?			
Principle (A) Recognising the public interest	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Principle (B) Ensuring public safety	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Principle (C) Linking the name to the place	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Principle (D) Ensuring names are not duplicated	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Principle (E) Names must not be discriminatory	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Principle (F) Recognition and use of Aboriginal languages in naming	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Principle (G) Dual names	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Principle (H) Using commemorative names	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Principle (I) Using commercial and business names	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Principle (J) Language	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Principle (K) Directional names to be avoided	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Principle (L) Assigning extent to a road, feature or locality	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>

1. General Questions continued			
	Yes	No	Not applicable
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="radio"/>	<input type="radio"/>	<input type="radio"/>
If you are a State Government department or authority, have you checked with OGN to see if there are specific guidelines for your department? If there are no specific guidelines for your department, you should follow the principles and requirements of these naming rules.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
2. Roads			
	Yes	No	Not applicable
Have you referred to the <i>Roads Management Act 2004</i> and the <i>Local Government Act 1989</i> to determine if your organisation is the coordinating road authority for the road(s) in question? Refer to Section 3.4 for more information.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
If there is more than one coordinating road authority, are you preparing this proposal as a collaborative project?	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Does the proposal conform with the statutory requirements in Section 3.2 Statutory requirements that apply to roads . If not, contact OGN for advice about how to make the proposal compliant.			
3.2.1 Rural and Urban Addressing	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
3.2.2 Extent: road course, start and end points Does the road have clear start and end points?	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
3.2.3 Road types Does the road name use an acceptable road type?	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
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="radio"/>	<input type="radio"/>	<input type="radio"/>
3.2.5 Obstructed or altered roads	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
If a delegation of authority has been used, have details of the relevant officer been officially provided to OGN?	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Roads located in residential or commercial subdivisions			
Are you aware that the road naming authority may not be the coordinating road authority; therefore, it is not responsible or liable for maintenance or other management of the road? Refer to Section 3.7 .	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Has a report on the naming proposal been discussed and signed off by the council prior to lodgement of the plans for certification?	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
If the naming or renaming 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 9 .			

2. Roads continued			
	Yes	No	Not applicable
Private Roads located on private property			
Are you aware that the road naming authority may not be the coordinating 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="radio"/>	<input type="radio"/>	<input type="radio"/>
Has/have the private road/roads already been constructed?	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
If so, is/are the road name/s already in use by the immediate community?	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
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="radio"/>	<input type="radio"/>	<input type="radio"/>
Continue to Section 5			
3. Features			
	Yes	No	Not applicable
Is the feature of greater than local significance (e.g. 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="radio"/>	<input type="radio"/>	<input type="radio"/>
Does the proposal conform to the statutory requirements in Section 4.2 ? If not, contact OGN for advice about how to make the proposal compliant.			
4.2.1 Feature type	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Is the feature type proceeding the feature's name (e.g. Waterlands Park)? Refer to Section 4.2.1 .			
4.2.2 Waterways	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
If the feature is a waterway, has the extent been determined?			
4.2.3 Locational name	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
If using a location-based name, is it the name of the locality rather than the name of the neighbourhood, estate or subdivision?			
4.2.4 Base names	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Is the feature privately owned or administered and subject to a naming sponsorship contract? If so, a base name should be assigned.			
3. Features continued			
	Yes	No	Not applicable
Aboriginal names for features Refer to Section 4.9 .			
What type of proposal is being considered:			
<input type="checkbox"/>	Addition of an Aboriginal name as Registered or Dual?		

Addition of an Aboriginal name as Traditional or Historical?

If recording an Aboriginal name, does the feature already have an officially registered name or an unrecorded and/or unregistered name? If yes, the Aboriginal name may be considered as a Dual name. Refer to Principle G .	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
When recording the Aboriginal 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="radio"/>	<input type="radio"/>	<input type="radio"/>
When recording the Aboriginal 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="radio"/>	<input type="radio"/>	<input type="radio"/>
Are you aware that all names, regardless of status, will be held in VICNAMES? Refer to Section 4.9 .	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Has the Aboriginal 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="radio"/>	<input type="radio"/>	<input type="radio"/>

Continue to Section 5

4. Localities

	Yes	No	Not applicable
Does the proposal conform to the statutory requirements in Section 5.2 ? If not, contact OGN 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="radio"/>	<input type="radio"/>	<input type="radio"/>
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="radio"/>	<input type="radio"/>	<input type="radio"/>
5.2.3 Size Have you checked that the size is appropriate? Refer to Section 5.2.4 .	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
5.2.4 Hyphens The name must not contain hyphens. Refer to Section 5.2.5 .	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>

4. Localities continued

	Yes	No	Not applicable
5.2.5 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="radio"/>	<input type="radio"/>	<input type="radio"/>

5.2.6 Locality names unique within Australia Have you checked that the names are unique and not repeated elsewhere in Australia, or sought advice from OGN? Refer to Section 5.2.7 .	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Does the locality cover more than one municipal area, or is it part of a State Government project?	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Does the proposal include a detailed map of the existing and proposed boundaries?	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
If relevant, has consideration been given to naming the locality after a local historical figure or event?	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
If the new locality relates to a major land redevelopment project, has a public naming competition been considered?	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
5. Consultation			
If the proposal affects addresses, have residents, ratepayers and businesses been consulted? Refer to Section 7 .	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
If the proposed name is from an Aboriginal language, has/have the relevant Traditional Owner group(s) been consulted and given their approval? Refer to Principle (F) and Section 7.4 .	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
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="radio"/>	<input type="radio"/>	<input type="radio"/>
If the naming proposal is being developed in-house by a State Government department or authority, have relevant interest groups been consulted?	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
If the naming proposal is being developed through a public competition, have you referred to the information contained in Section 7 ?	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
6. Lodging, considering and addressing objections and submissions			
Have the concerns or objections raised by residents, ratepayers and businesses been addressed? Refer to Section 8 .	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
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 OGN and emergency response or other service providers? If so, contact OGN for advice.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
If a delegation of authority has been used, have details of the relevant officer, been officially provided to OGN?	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
7. Notification of a naming decision			
	Yes	No	Not applicable
Has consideration been given to whom the naming authority should notify if the naming proposal is endorsed by the Registrar? Refer to Section 13 .	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>

8. Signage and recording historical information			
Has consideration been given to signage, if the naming proposal is endorsed by the Registrar? Refer to Section 13.3 .	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Has consideration been given to recording historical information in VICNAMES if the naming proposal is endorsed by the Registrar? Refer to Section 13.4 .	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
9. 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:	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
<ul style="list-style-type: none"> 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 .	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Are the following pieces of information attached to the naming proposal being lodged, using the online Notification for Editing Service (NES)?			
Details of the existing name	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Background of the proposed name and why it was selected. If the proposed name is traditional or historical, include Aboriginal language and, if possible, cultural heritage information.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Details of why a renaming is proposed (if relevant)	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Details of a features location (including, if possible, the address and access points for emergency response).	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
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="radio"/>	<input type="radio"/>	<input type="radio"/>
An analysis of the consultation's outcomes	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
How any objections were considered and what responses were provided to the objectors.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Confirmation that the name conforms to the principles and statutory requirements of Section 2 and either Section 3 , 4 or 5 of these naming rules.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Confirmation that the proposal has been accepted by the naming authority or is being submitted by a delegated officer.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>

APPENDIX C

9. Naming proposal documentation continued	10.	11.	12.
	Yes	No	Not applicable
The following information (where relevant):			
A copy of consent from relevant Traditional Owner group(s)	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
If undertaken, details of consultation with emergency response and public service providers (if NES was used for consultation, this evidence is automatically attached to the submission to OGN)	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Copies of notice, letter, survey or voting poll material	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
De-identified (i.e. personal details removed) objections received from the public	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Copies of letters sent to objectors, indicating their ability to lodge an appeal to the Registrar (as provided in Section 8.5)	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
A copy of council minutes indicating acceptance of the proposal, or that council staff have delegated authority.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>

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 or renaming proposal. These points represent only a small collection of rules as outlined in [AS/NZS 4819:2011 Rural and urban addressing](#) (see infostore.saiglobal.com/store/Details.aspx?ProductID=1497944), and road coordinating authorities are encouraged to refer to the standard for detailed advice.

Further information about naming roads on plans of subdivision, including street addressing, see the [SPEAR FAQ Street Addressing](#) at www.spear.land.vic.gov.au/spear/pages/about/about-the-application/frequently-asked-questions.shtml.

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 OGN 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.

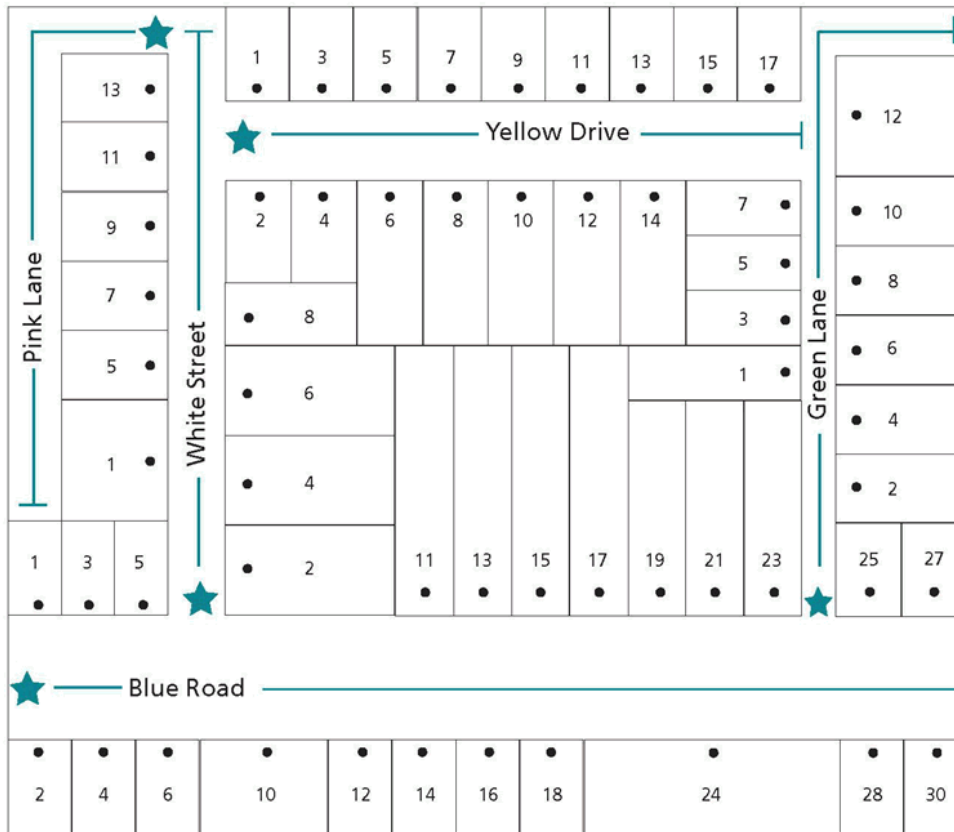
In cases of a property or business being part of a complex (such as a shopping centre or recreational facility), the addressing rules as defined in AS/NZS 4819:2011 Rural and urban addressing should be applied. For the process of registering private roads within complexes, refer to Sections [3.8](#) 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.

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

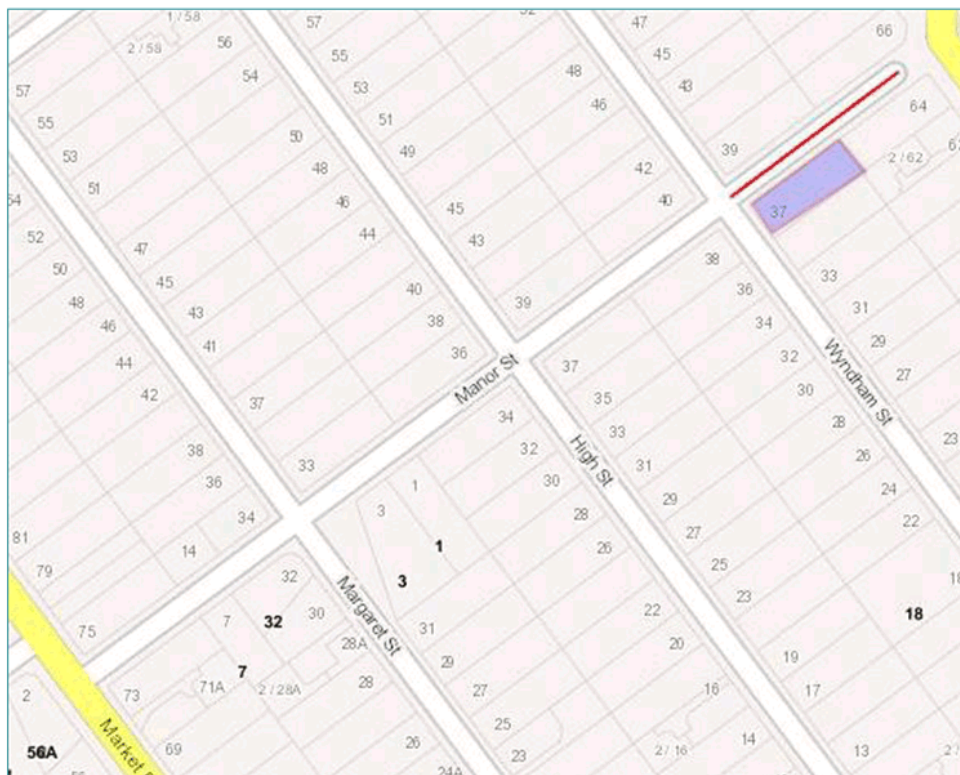
7. If a road continues with the same name through more than one locality, it is preferable that the numbering be unique and continuous for its entire length. For exceptionally long roads, logical sections may be defined by focal points and the numbering system applied to each section. The focal point 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 VicRoads 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.



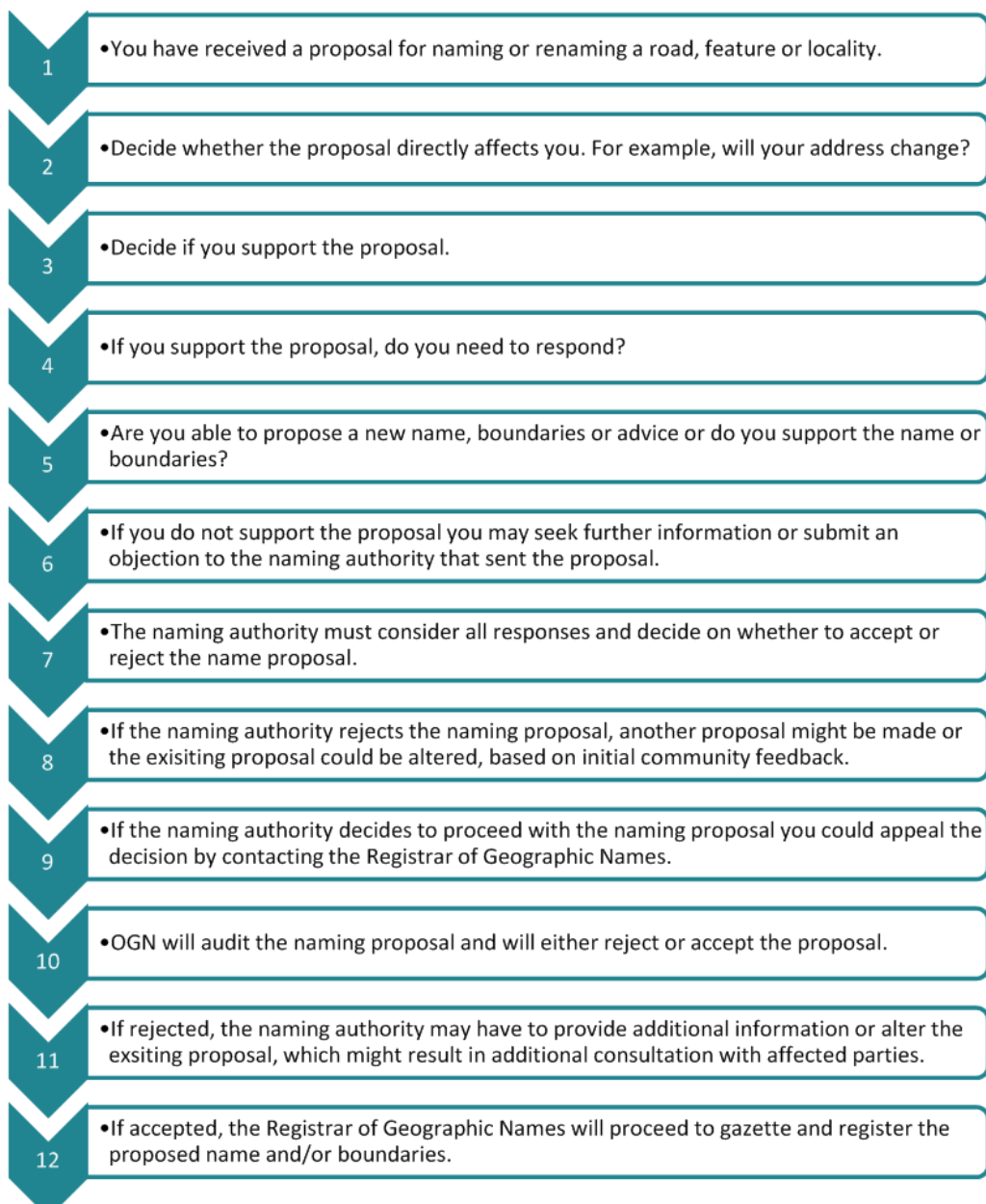
APPENDIX E Information for the public

There are two information brochures available online that can be provided to the public for their information:

- Information for residents
- Quick guide.

The brochures can be downloaded from www.delwp.vic.gov.au/namingplaces>Naming rules.

The diagram below shows the process a member of the public would follow when consulted by a naming authority.

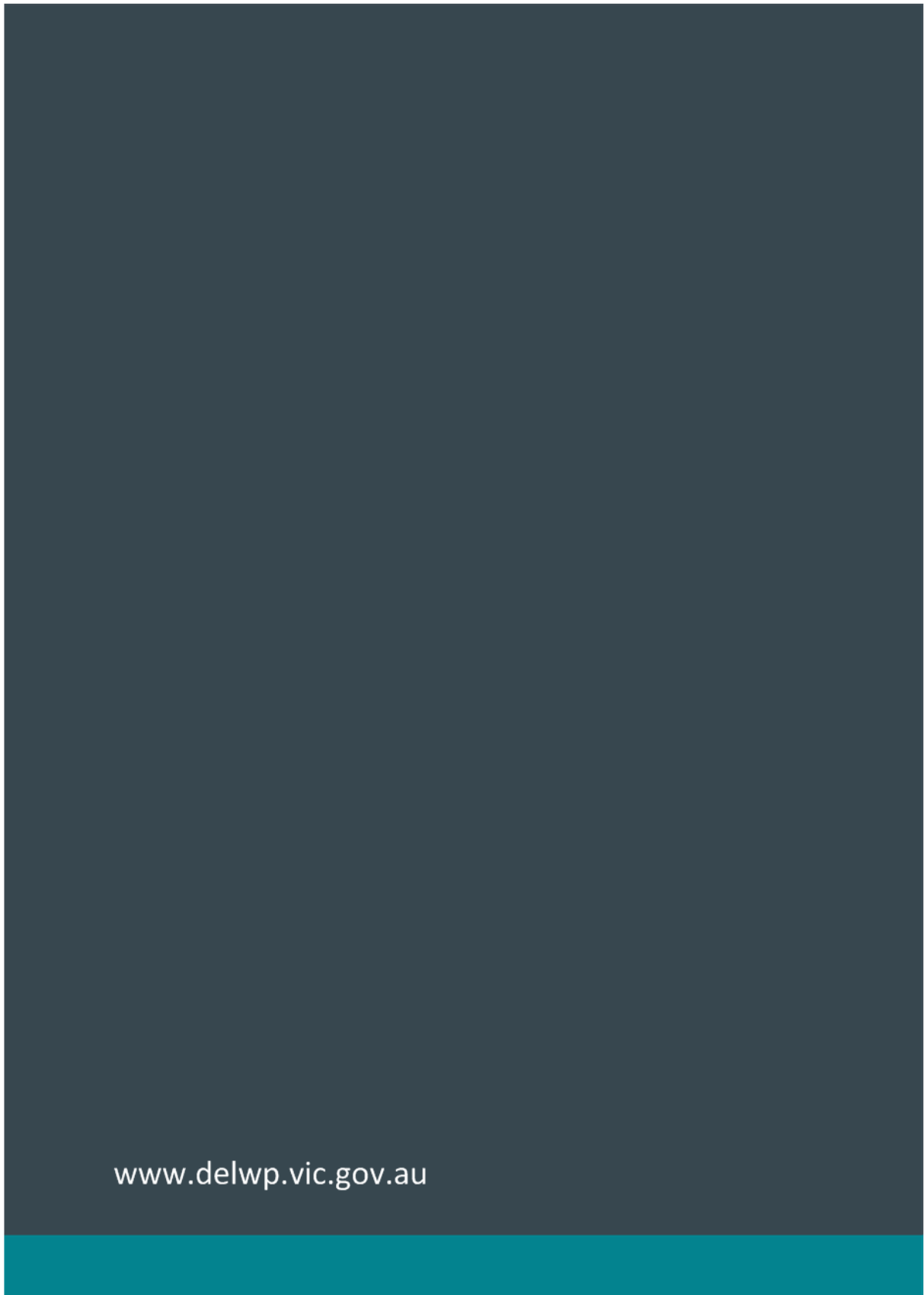


GLOSSARY

Addressing authority	The authority responsible for addressing is typically the council.
Council	A municipal council is the local government of a municipality, known throughout this document as the 'council'.
Cadastre	Is a comprehensive register of land property boundaries and tenure in Victoria.
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 close proximity, and those which are identical or have similar spelling or pronunciation. See Section 2 Principle D.
Duplication radius	Refers to the radius that is covered under a duplication search within VICNAMES. The radius defaults to 5, 15 and 30 km, depending on the locality selected. The radius can be changed manually.
Estate names	Includes names applied to residential estates, commercial use estates, e.g. residential subdivisions and business parks or commercial/ industrial zoned land.
EMSINA	Emergency Management Spatial Information Network Australia (EMSINA) is a group of spatial practitioners in the emergency management sector.
Facility's Administrative Body	Is the appropriate naming authority in who may determine a name for a given place name.
Geographic name	The name registered in 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. In this case, the guidelines are now known as <i>Naming rules for places in Victoria – Statutory requirements for naming roads, features and localities – 2016</i> . The title of this document is abbreviated to 'naming rules'.
Legacy	Legacy refers to roads and features that have been named by a naming authority and/or are locally known, but are neither officially registered nor have been added to VICNAMES.

	OGN will determine whether the names are gazetted and what status is applied to the names in VICNAMES.
Naming authorities	Councils, government departments or authorities and private organisations are considered to be naming authorities when they are responsible for a particular feature or road within their jurisdiction. This may apply even when they 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 – 2016</i> . This document is known as ‘Guidelines’ under the <i>Geographic Place Names Act 1998</i> . Refer to ‘Guidelines’ above.
Notification for Editing Service (NES) at nes.land.vic.gov.au .	NES facilitates improvement of spatial data quality. Provides simple, efficient, effective, low-cost maintenance process. Creates fully transparent maintenance process for all participants. Supplies maintenance processes to any potential data maintainer.
Place	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: <ul style="list-style-type: none"> • township, area, park, garden, reserve of land, suburb and locality • topographical feature, including undersea feature • street, road, transport station, government school, government hospital and government nursing home.
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. The printed name and property address for each signatory must be included.
RAPs – Registered Aboriginal Parties	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 s. 7 of the <i>Geographic Place Names Act 1998</i> .
Solidus (/)	Another term for a slash or break.
Tacit approval	By not responding to a naming proposal the affected party is giving implied consent to the proposal.
the Act	The <i>Geographic Place Names Act 1998</i> referred to as the Act throughout these naming rules. These naming rules are the 'Guidelines' provided for under s. 5.
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 Aboriginal cultural heritage, including language. Under the <i>Aboriginal Heritage Act 2006</i> , Traditional Owners may be appointed as Registered Aboriginal Parties (RAPs).
VicRoads Administrative Road Name	A name VicRoads applies to roads they manage and may consist of multiple names and/or the extent of gazetted roads.



www.delwp.vic.gov.au

B.19.131 DROUGHT COMMUNITIES PROGRAM

Responsible Officer:	Chief Executive Officer
File Number:	S17-02-01
Attachments:	1 Trimming Rural Trees 2 Manangatang Pool 3 Robinvale Netball Courts 4 Saleyards Cattle Loading Facility 5 Towns Beautification 6 Nyah West Skate Park 7 Boundary Bend Memorial Park Makeover 8 Acre 21 9 Lake Boga Southern Entrance Upgrade

Declarations of Interest:

John McLinden - as the responsible officer, I declare that I have no disclosable interests in this matter.

Summary

This report proposes a number of projects that have been drawn from Council's previous strategic work as candidates under the Commonwealth Government \$1 million Drought Communities Program.

Discussion

The Commonwealth Government under the Drought Communities Program has provided Swan Hill Rural City Council with up to \$1 million to fund works which fit the guidelines of the Drought Communities Program.

Essentially, the fund will provide up to \$1 million to eligible Local Governments (which includes Swan Hill) for infrastructure related works that contribute to local employment, increased economic activity and improved productivity within the local economy for drought affected communities.

The grant approval process requires Council to submit eligible projects and have them assessed by the Commonwealth Department who will then indicate whether individual projects are eligible for funding and are able to proceed.

Council staff has assembled a list of projects from previously completed strategic work. From these projects Council has provided input into projects that best have the ability to influence the well-being of the community and fit with the funding guidelines. Priority has been given to projects in locations by communities most likely to be affected by drought in this municipality. The projects selected are:

- 1- Trimming Rural Trees Along Rural Roads
- 2- Manangatang Pool Improvements

- 3- Robinvale – New Netball Courts
- 4- Swan hill - Saleyards Cattle Loading Facility
- 5- Vibrant Villages – Small Towns Beautification
- 6- Nyah West - Skate Park
- 7- Boundary Bend - Memorial Park Makeover
- 8- Acre 21
- 9- Lake Boga - Southern Entrance Upgrade

A summary page for each project is attached to this report.

Council should note that all projects are as presented at Council's Assembly except for the Boundary Bend project where further community consultation has been undertaken. The Boundary Bend Progress Association has suggested that a higher priority is the makeover of the Memorial Park with outdoor gym equipment and landscaping of the garden as opposed to a multi play court. The suggestion is reflected in the summary page attached.

The guidelines of the Drought Communities Program indicate that Council needs to have an "Adverse Events Plan". Council officers are discussing what this means with the Department. Some money, up to \$30,000 may need to be allocated to this plan, depending on the response of the Department and if so a small amount will be deducted from each project to cover the cost of developing the Adverse Events Plan.

Consultation

These projects have been in the pipeline for some time, have been discussed with the community, and are in most cases included in relevant community plans or other documents. The projects have been assessed by the relevant departments for compliance and feasibility.

Financial Implications

Council's contributions, when indicated, has been budgeted as part of the normal budget process.

Social Implications

These projects will contribute to increasing the region's liveability, upgrade public infrastructure, improve the visual appeal of the municipality and provide leisure activities to the community.

Economic Implications

The projects will employ local contractors and generate economic activities through increased visitation to the region.

Environmental Implications

Not applicable.

Risk Management Implications

Completing the projects within budget and on time.

Council Plan Strategy Addressed

Community enrichment - Develop a community with a sense of pride and responsibility/ownership that strives to achieve its aspirations.

Options

1. That Council submits an application through the Drought Communities Program for funds to complete the following projects:
 - 1- Trimming Rural Trees Along Rural Roads
 - 2- Manangatang Pool Improvements
 - 3- Robinvale – New Netball Courts
 - 4- Swan Hill - Saleyards Cattle Loading Facility
 - 5- Vibrant Villages – Small Towns Beautification
 - 6- Nyah West - Skate Park
 - 7- Boundary Bend - Memorial Park Makeover
 - 8- Acre 21
 - 9- Lake Boga - Southern Entrance Upgrade

2. Council makes an application for funds for an alternative list of projects to the Drought Communities Program.

Recommendation

That Council submits an application through the Drought Communities Program for funds to complete the following projects:

- 1- Trimming Rural Trees Along Rural Roads**
- 2- Manangatang Pool Improvements**
- 3- Robinvale – New Netball Courts**
- 4- Swan Hill - Saleyards Cattle Loading Facility**
- 5- Vibrant Villages – Small Towns Beautification**
- 6- Nyah West - Skate Park**
- 7- Boundary Bend - Memorial Park Makeover**
- 8- Acre 21**
- 9- Lake Boga - Southern Entrance Upgrade**

Drought Communities Program

Project Title: Trimming of Trees on Rural Roads

Description: This project sees the trimming of trees along rural roads which impedes vehicle movement, affecting sightlines and presenting possible hazards to motor vehicles. Council has 3,332km of rural roads and completes approximately 30km annually with our current budget. These works would ensure the safety of our community in rural areas by improving visibility and clearance for traffic along these roads.

Funding	Council:	\$200,000
	Commonwealth Drought Support:	\$200,000
	Other:	\$
	Total:	\$400,000
	Total Project Cost:	\$400,000

Expected commencement date: November 2019

Expected Completion date: June 2020

Contribution to Program Objectives

- Increased Local Employment - The majority of works to be carried out by our local contractors. This funding would provide an increase in employment in the local area. It is extremely unlikely that contractors from outside the region would be attracted to this project and in any event, Council controls the procurement process and would ensure that preference given to local contractors who will deliver local employment outcomes.
- Economic Activity generated - The undertaking of this project will provide some increase in local economic activity as the primary objective of this project is to improve the safety of the travelling public in our rural areas.
- Increased Productivity - This project would provide improved access for local farming communities to transport their produce and access to properties.
- Improve Safety – By removing overhanging vegetation that impedes vision the safety of our community and other users is improved.

Project owner: Works Manager, Dallas Free

Drought Communities Program

Project Title: Manangatang Pool and community space upgrade

Description: The Manangatang Public Swimming Pool is a critical piece of community infrastructure and is well supported by the community, schools and other sporting groups in the town. Patronage of the pool has been increasing and the facility is now becoming the community hub for the Manangatang region. This includes community events and ceremony as well as a community park. To support these recreational activities and community activities, essential infrastructure and facility upgrades are now required, including:

- Pool structure – concourse pool slab has numerous cracks, resulting in water loss – Cost to repair \$48,000 (as estimated by Council outdoor staff in Sept 2019 – currently there is no Council budget allocation for Manangatang pool.
- Upgrade community space inside the Manangatang pool complex including shelter / seats / tables / shade / irrigation works - \$72,000 (to include parking if possible)



Funding	Council:	\$0
	Commonwealth Drought Support:	\$120,000
	Total:	\$120,000
	Total Project Cost:	\$120,000

Expected commencement date: 01/12/19

Expected Completion date: 30/06/2020

Contribution to Program Objectives

- Increased Local Employment – Due to the type, nature and location of Manangatang, the upgrade and construction works earmarked for the facilities is expected to be undertaken by local traders. This in turn supports local businesses, employees and families.

Increase recreation participation rates at the Manangatang pool will ensure the pools long term viability.

Increasing events and community activities will support additional expenditure into the local economy, supporting local businesses and jobs.

- Economic Activity generated - The implementation of this project will provide some increase in local economic activity ongoing, but the primary objective is to improve / support the region's liveability factors.
- Increased Productivity - This project supports improved physical and social outcomes for residents in the Manangatang region. It will provide a central focal point for both recreation and community activities. The increased liveability of the town and the improved social outcomes for its residents will aid in the economic productivity of the region.

Project owner: Works Manager, Dallas Free

Drought Communities Program

Project Title: Reconstruction of the Robinvale Netball Courts

Description: This project sees the reconstruction of three netball courts serving the Robinvale community. These courts will be located at Riverside Park and will be constructed of concrete providing a high-quality playing surface and longevity of construction. The project will include the construction of three courts, associated fencing and seating.

Funding	Council:	\$250,000
	Commonwealth Drought Support:	\$250,000
	Other:	\$
	Total:	\$500,000
	Total Project Cost:	\$500,000

Expected commencement date: September 2020

Expected Completion date: February 2021

Contribution to Program Objectives

- Increased Local Employment - The majority of works to construct the new netball courts are civil works which will be completed by local civil contractors. The construction of this half million dollar project will provide an increase in employment in the local area. It is extremely unlikely that contractors from outside the region would be attracted to this project and in any event, Council controls the procurement process and would ensure that preference given to local contractors who will deliver local employment outcomes.
- Economic Activity generated - The construction of this project will provide some increase in local economic activity but the primary objective of this project is to improve the livability of the Robinvale township, and to improve social outcomes within the town.
- Increased Productivity - This project supports improved social outcomes for workers in Robinvale. It will provide a family friendly netball playing area, a sport that is extremely popular within Robinvale. The increased livability of the town and the improved social outcomes for its residents will aid in the economic productivity of the region.

Project owner: Community Recreation & Grants Officer, Meagan Monk

Drought Communities Program

Project Title: Improvements to cattle loading and offloading facilities
Swan Hill Saleyards

Description: The Swan Hill Saleyards has been progressively redeveloped in recent years, the saleyards attracts cattle from as far away as Northern New South Wales and is a significant market for Northern Victoria and much of Southern New South Wales and all of Western New South Wales. The redevelopments have seen significant improvements in selling efficiency and the market is being strongly supported. The works have also contributed significantly to Occupational Health & Safety outcomes within the saleyards complex.

This project proposes to continue that work with improvements to the cattle loading and offloading facilities to ensure improvements in safety for stock handlers and stock transport operators.

Funding	Council:	\$00,000
	Commonwealth Drought Support:	\$50,000
	Other:	\$00,000
	Total:	\$50,000
	Total Project Cost:	\$50,000

Expected commencement date: 00/00/00

Expected Completion date: 00/00/00

Contribution to Program Objectives

- Increased Local Employment - having undertaken significant redevelopment works in the Swan Hill Saleyards over recent years, Council is confident that there are sufficient skilled local providers to complete this work. These works will be entirely completed with the use of local labour.
- Economic Activity generated - the Swan Hill Saleyards precinct is extremely important in supporting pastoralists who are in their own right a significant part of the local economy.

- Increased Productivity - this project will improve the safety of the Swan Hill Saleyards and in a small way contribute to the ongoing improvement in the efficiency of our sale practices, improved safety, the primary driver of this project is to reduce Occupational Health & Safety risks within the Swan Hill Saleyards precinct.

Project owner: Director Infrastructure, Svetla Petkova

Drought Communities Program

Project Title: Small Town Beautification

Description:

Over the last ten years, Council has had enormous success in implementing its Community Planning Program, which addressed public space and streetscape enhancements for the towns within the municipality. In order to ensure the program's longevity for the foreseeable future, Council is currently in the final process of developing an implementation plan called *Vibrant Villages*.

The main intention of this plan is to enhance the livability across all of our small towns, taking on board a coordinated approach to improving each town's common areas and creating a sense of unification and belonging to the municipality. As part of the project, there are a number of key themes identified, one of these being *beautification*.

Beautification works includes enhancing the streetscapes and public spaces of each town through proposed tree planting, garden bed planting, new furniture, irrigation works and landscaping treatment. Focus area will be the main streets and business areas of our small towns. The plan has identified the type, location and costing for each listed item eg street tree/furniture/landscape treatment. Towns included are Woorinen South, Manangatang, Piangli, Nyah, Nyah West, Beverford, Boundary Bend, Lake Boga, Ultima and Wemen.

Funding	Council:	\$50,000
	Commonwealth Drought Support:	\$200,000
	Total Project Cost:	\$250,000

Expected commencement date: 01/12/19

Expected Completion date: 30/06/2020

Contribution to Program Objectives

- Increased Local Employment – Due to the type, nature and location of these townships, the upgrade and construction works required is expected to be undertaken by local traders. This in turn supports local businesses, employees and families.

Increasing the attractiveness and functionality of our small town business district will support additional expenditure into the local economy, supporting local businesses and jobs.

- Economic Activity generated - The implementation of this project will provide some increase in local economic activity ongoing, but the primary objective is to improve / support the region's liveability factors.
- Increased Productivity - This project supports improved physical and social outcomes for residents small towns throughout the region. It will provide attractive reason for people to stop and visit. The increased liveability of the town and the improved social outcomes for its residents will aid in the economic productivity of the region.

Project owner: Community Planning Officer, Felicity O'Rourke

Drought Communities Program

Project Title: Nyah West Skate Park

Description: The proposed new skate park location in Nyah West has been scoped by Council officers, with preliminary discussions undertaken with key stakeholders including Nyah West Primary School and Nyah West Action Group. The skate park would use four elements from the Swan Hill Skate Park and will require a new concrete base of approximately 20m by 20m. The proposed site for this skate park is opposite the Nyah District Primary School (NDPS), Cnr Monash and Fredrick St

- Landholder approvals for the proposed works have been provided by DELWP
- Costings for required works and material to relocated and establish new skate park are tabled below.

	Cost/m2	Time	Number	Depth	Width	Length	Area	Cost
Concrete Slab	150			0.15	20	20	400	\$60,000
Softfall	25			0.4	1.5	45	67.5	\$1,500
Fence	100					45		\$4,500
Shade Sail	25000		1		10	10		\$25,000
Table and Seating	6000		1					\$6,000
Moving Crane	200	8						\$2,000
								\$99,000

Funding	Council:	\$44,000
	Commonwealth Drought Support:	\$50,000
	Other: Community	\$5,000
	Total:	\$99,000
	Total Project Cost:	\$99,000

Expected commencement date: 01/12/19

Expected Completion date: 30/03/2020

Contribution to Program Objectives

- Increased Local Employment – Due to the size of the project, construction works are not expected to support an increase employment activity.

The central location of the skate park in Nyah West will support existing local business trade and encourage additional events and or activities to occur adjacent community park - Monash Drive.

- Economic Activity generated - The implementation of this project will provide some increase in local economic activity ongoing, but the primary objective is to improve / support the region's liveability factors.
- Increased Productivity - This project supports youth outcomes in the Nyah West region, including improved physical and social outcomes. The public facility will also increase liveability of the town, community pride and the improved social outcomes for its residents.

Project owner: Community Recreation & Grants Officer, Felicity O'Rourke

Drought Communities Program

Project Title: Boundary Bend Sports Court

Description: This project will provide for the construction of a multiuse sports court to be established at the Boundary Bend Memorial Park. What is proposed is 1/2 court basketball court equipped with a basketball ring and a hit-up wall, the court will have line work providing for a number of sports and will be available to all members of the community.

The Boundary Bend community is a small but energetic community who will contribute significant in-kind support through working bees to achieve this project.

Funding	Council:	\$10,000
	Commonwealth Drought Support:	\$50,000
	Other:	\$00,000
	Total:	\$60,000
	Total Project Cost:	\$60,000

Expected commencement date: March 2020

Expected Completion date: June 2020

Contribution to Program Objectives

- Increased Local Employment - This project will contribute more to the health and well-being of the community whilst there will be some small employment gains during the construction period, the real focus of this project is to improve the health and well-being of the families who live and farm in the Boundary Bend area.
- Economic Activity generated - There will be a small amount of economic activity generated through the construction of this project.
- Increased Productivity – This project will provide improved outcomes for local farming families and community members, thus improving the health and well-being of the community which in turn will lead to improved productivity for the local workforce

Project owner: Community Planning Officer, Felicity O'Rourke

Drought Communities Program

Project Title: Public Art and ACRE 21 Land Art festival

Description: Generate significant permanent artworks in Robinvale, Nyah/Nyah West, Manangatang and Lake Boga that will form a new and unique cultural and tourism experience. Supporting the public art installations will be an art festival event that incorporates community led activities, exhibitions and temporary artworks in three small towns (eg Woorinen South and Ultima). Initially the public artwork will generate the much-needed social connections and a welcomed distraction from the daily issues and financial stresses the drought has and continues to cause.

Over time these developments will grow to form a rich and distinctive public art trail and tri annual Land Art festival event, generating an ongoing positive ripple effect that is felt throughout the small towns.

It is expected that a variety of public art forms will be used throughout the project.

Proposed public art installations:

- Temporary public artwork – has a predetermined lifetime that can range anywhere between a few hours to several years
- stand alone – three dimensional and independent of other structures, such as buildings
- site-specific – is when the artwork and the site are equally important and each informs the other
- Integrated – one that is incorporated into another structure – building, streetscape or landscape design.
- Applied – artwork applied directly to the surface indoors or outdoors, of another structure.
- Static– a artwork that does not move or change
- Kinetic – an artwork that moves in some way
- Digital or Sound based
- Community engaged art practice – TWIG events. Collaborative workshops culminating in an arts event in a rural hall or setting

Activities for Land Art festival: musical, filming, exhibitions, artist in residence, pop up markets, twiggy's.

The Public Art and Land Art Festival is a regional partnership initiative with Gannawarra, Murray River Council and Balranald Shire that focuses on a collaborative approach to strategically develop and market distinctive cultural experiences.

Funding	Council:	\$50,000
	Commonwealth Drought Support:	\$200,000
	Total:	\$250,000
	Total Project Cost:	\$250,000

Expected commencement date: 1 April 2020

Expected Completion date: 31 May 2021

Contribution to Program Objectives

- Increased Local Employment –
 - Investment in cultural infrastructure and events contributes to local economies by providing a focal point to attract tourist dollars and help promote the region's image as a vibrant and modern place. Increasing visitor numbers and spending opportunities supports existing local businesses (expand or diversify their offerings) and or new businesses to emerge.
 - Public art: Skill sets and experience provided by the fabrication and installation of public art pieces by local businesses will diversify their operations and support new opportunities outside the region.
 - Event: The creation of a new event will stimulate the local economy with day and overnight visitation / spend etc. Collaborative staging and marketing approach with neighboring council's and shires will increase target market reach and audience.
- Economic Activity generated
 - The construction of this project will provide an increase in local economic activity but the primary objective of this project is to improve ongoing economic and social outcomes within the towns.
 - 1) Creating a reason for travelers to stop
 - 2) Providing alternative reason to visit
 - 3) Stimulating an art culture / experiences

- 4) Showcase local public art
 - 5) Highlighting key / distinctive features
- Increased Productivity

This concept will provide a mechanism to increase community involvement, interaction and social cohesion. Having access to experienced and renowned artists work alongside community members, will not only up skill local artists, but forge an environment that supports new cultural experiences.

There is now a well-established empirical evidence base supporting the view that the arts can make a vital contribution to our wellbeing. This can occur across a range of dimensions, from cultural to social and economic, at an individual, community and broader society level. The arts have the potential to bridge our worlds, harness the wisdom of our different views, engage our imagination to explore new ways of thinking, and create experiences that can be shared by all people in our community.

Evidence is building for partnering as the leading delivery mechanism for social, economic, cultural, environmental and crisis management across the globe. Partnering with the neighboring shires who are also living the through the drought will allow for a more inclusive and sustainable outcomes by supporting marketing and promotional activities and enhance future funding opportunities.

The increased livability of the region, including towns and the improved social outcomes for its residents, will aid in the economic productivity of the region.

Project owner: Community Recreation & Grants Officer, Felicity O'Rourke

Drought Communities Program

Project Title: Renewal of Kerb & Channel, Resealing and Street Beautification of Dillon Street, Ultima.

Description: This project sees the replacement of kerb & channel, linemarking, planting of trees and resealing Dillon Street. Dillon Street is the main street in the Ultima Township. The street includes a Hotel, General Store, Garage, Public Hall, Rotary Park and Skate Park. These works will improve the appearance of the Ultima Township and hopefully attract visitors and new residents.

Funding	Council:	\$0
	Commonwealth Drought Support:	\$300,000
	Other:	\$
	Total:	\$300,000
	Total Project Cost:	\$300,000

Expected commencement date: February 2020

Expected Completion date: June 2020

Contribution to Program Objectives

- Increased Local Employment – The majority of works to be carried out by our local contractors. This funding would provide an increase in employment in the local area. Council already has contracts in place to complete the works.
- Economic Activity generated - The undertaking of this project will provide some increase in local economic activity but the primary objective of this project is to improve the livability of the Ultima Township and to improve social outcomes within the town.
- Increased Productivity –

Project owner: Dallas Free

SECTION C – DECISIONS WHICH NEED ACTION/RATIFICATION

C.19.19 COUNCILLOR ASSEMBLIES - RECORD OF ATTENDANCE AND AGENDA ITEMS

Responsible Officer: Chief Executive Officer
File Number: S15-05-06
Attachments: 1 Councillor Attendance

Declarations of Interest:

John McLinden - as the responsible officer, I declare that I have no disclosable interests in this matter.

Summary

The Local Government Act 1989 requires that the details of Councillor Assemblies be reported to Council meetings on a monthly basis.

Discussion

The State Government has amended the Local Government Act 1989 which requires Council to report on Councillor Assemblies.

Whilst Minutes do not have to be recorded, Agenda items and those in attendance must be, and a report presented to Council.

An assembly of Councillors is defined as a meeting that is planned or scheduled at which at least half of the Council and one Officer are in attendance, and where the matters being considered that are intended or likely to be the subject of a Council decision.

No formal decisions can be made at an assembly but rather direction can be given that is likely to lead to a formal decision of Council.

Details of the most recent assemblies of Council are attached.

Consultation

Not applicable.

Financial Implications

Not applicable.

Social Implications

Not applicable.

Economic Implications

Not applicable.

Environmental Implications

Not applicable.

Risk Management Implications

Not applicable.

Council Plan Strategy Addressed

Governance and leadership - Effective advocacy and strategic planning.

Options

Council must comply with the requirements of the Local Government Act 1989.

Recommendation

That Council note the contents of the report.

**COUNCILLOR ASSEMBLIES ATTENDANCE AND AGENDA
22 October 2019 at 1pm, Swan Hill Town Hall – Council Chambers**

AGENDA ITEMS

- Mobile Library Review
- Drought Funding
- Update On Farm Worker Accommodation
- Robinvale Population Determination and Housing Strategy Action Plans
- Road Classification
- Livestock Exchange redevelopment – final report

ADDITIONAL ITEMS DISCUSSED

- Higher Mass Limits
- Black wire reserve Open Day
- Drag Strip Report

ATTENDANCE

Councillors

- Cr Ann Young
- Cr Les McPhee
- Cr Chris Jeffery
- Cr Lea Johnson
- Cr Jade Benham
- Cr Bill Moar
- Cr Nicole McKay

Apologies

- Nil

OFFICERS

- John McLinden, Chief Executive Officer
- Heather Green, Director Development and Planning
- Svetla Petkova, Director Infrastructure
- Bruce Myers, Director Community & Cultural Services
- Camille Cullinan, Manager Cultural Development & Libraries
- Muriel Scholz, Senior Economic Development Officer
- Stefan Louw, Development Manager
- Laura O'Dwyer, Enterprise Assets Manager
- Quenten Graham, Technical Officer - Assets

Other

- Nil

CONFLICT OF INTEREST

- Nil

**COUNCILLOR ASSEMBLIES ATTENDANCE AND AGENDA
29 October 2019 at 1pm, Swan Hill Town Hall – Council Chambers**

AGENDA ITEMS

- Our Place workshops
- VAGO Library Efficiency Report
- Naming our place
- Robinvale Riverfront Masterplan Consultant Brief
- Christmas Decorations
- Stadium Section 86
- Procurement Policy Review
- Lake Boga Pick my Project Walking Trail
- On Farm Accommodation
- Councillor only session

ADDITIONAL ITEMS DISCUSSED

- Nil

ATTENDANCE

Councillors

- Cr Ann Young
- Cr Les McPhee
- Cr Chris Jeffery
- Cr Lea Johnson
- Cr Jade Benham
- Cr Bill Moar
- Cr Nicole McKay

Apologies

- Nil

OFFICERS

- John McLinden, Chief Executive Officer
- David Lenton, Director Corporate Service
- Heather Green, Director Development and Planning
- Bruce Myers, Director Community & Cultural Services
- Greg Hordacre, Acting Performing Arts & Venue Director
- Camille Cullinan, Manager Cultural Development & Libraries
- Sarah Rogers, Economic Development and Events Officer
- Fiona Gormann, Economic and Community Development Manager
- Meagan Monk, Community Recreation & Grants Officer
- Helen Morris, Organisational Development Manager

Other

- Nil

CONFLICT OF INTEREST

- Nil

**COUNCILLOR ASSEMBLIES ATTENDANCE AND AGENDA
12 November 2019 at 1pm, Swan Hill Town Hall – Council Chambers**

AGENDA ITEMS

- Relocation of the Train at Pioneer Settlement
- Event Funding
- Councillors initial Discussion/review of Projects

ADDITIONAL ITEMS DISCUSSED

- Nil

ATTENDANCE

Councillors

- Cr Ann Young
- Cr Les McPhee
- Cr Chris Jeffery
- Cr Lea Johnson
- Cr Bill Moar
- Cr Nicole McKay

Apologies

- Cr Jade Benham

OFFICERS

- John McLinden, Chief Executive Officer
- David Lenton, Director Corporate Service
- Heather Green, Director Development and Planning
- Svetla Petkova, Director Infrastructure
- Bruce Myers, Director Community & Cultural Services
- Ashley Free, Financial Accountant
- Warren Snyder, Finance Manager

Other

- Nil

CONFLICT OF INTEREST

- Nil

C.19.20 SIGN & SEAL REPORT

Responsible Officer: Chief Executive Officer

Attachments: Nil.

Declarations of Interest:

John McLinden - as the responsible officer, I declare that I have no disclosable interests in this matter.

Summary

The following documents and agreements have been signed and sealed by the Councillors and the Chief Executive Officer on the respective dates. Those actions require the ratification of the Council.

Discussion

During the course of any month Council is required to sign and seal a range of documents arising from decisions made on a previous occasion(s). Examples include sale of land, entering into funding arrangements for Council programs etc.

As the decision to enter into these agreements has already been made, these documents are signed and sealed when received, with Council ratifying the signing and sealing at the next Council meeting.

The following documents were signed and sealed since the last Council meeting:

No.	Document Type	Document Description	Date signed/ sealed
953	Section 173 Agreement for drainage responsibilities of 44 Werril Street, Swan Hill.	Between Swan Hill Rural City Council and C.Perryman	15-10-2019
954	Deed of renewal of Lease – Ken Harrison Sporting Complex – Lot 1 – 66 Yana Street, Swan Hill	Between Swan Hill Rural City Council and The Scout Association of Australia – Victorian Branch	15-10-2019
955	Section 173 Agreement for private asset in road reserve – Ongoing pipeline maintenance and ownership – Lot 3 PS827265 Parish of Woorinen	Between Swan Hill Rural City Council and Alice Victoria Pty Ltd	15-10-2019
956	Deed of Renewal of Lease Ken Harrison Sporting Complex – Lot 1, 66 Yana Street	Between Swan Hill Rural City Council and the scout association of Australia, Victoria Branch	15-10-2019

DECISIONS WHICH NEED ACTION/RATIFICATION

19 November 2019

957	Instrument of Appointment and Authorisation – Julie Lunde	Between Swan Hill Rural City Council to a member of Council Staff	15-10-2019
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Conclusion

Council authorise the signing and sealing of the above documents.

Recommendation

That Council notes the actions of signing and sealing the documents under delegation as scheduled.

SECTION D – NOTICES OF MOTION

D.19.7 AMENDMENTS TO THE ADMINISTRATIVE PROCESS AROUND THE EXCLUSION OF MOTIONS BY THE MUNICIPAL ASSOCIATION OF VICTORIA (MAV)

Having given due notice, **Councillor Les McPhee MOVED that: Council writes to the Municipal Association of Victoria (MAV), expressing its disappointment at the exclusion of its motion to the State Council Meeting of 18 October 2019 and seek amendments to the administrative process around the exclusion of motions, ensuring that the proposing Council be contacted and consulted prior to the administrative decision to rule the motion as not being of statewide significance.**

Preamble

The MAV State Council rules provide that motions will only be accepted where the subject matter of the motion is of statewide significance. This rule has been implemented to ensure that local and micro issues do not clog up the work of State Council, thus allowing the State Council Meeting to focus on issues of broader concern to the Victorian community. This rule should be supported as it improves the strategic focus of the outcomes of the MAV State Council.

At the State Council meeting of 18 October Swan Hill Rural City Council had a motion calling for advocacy in investment in the provision of electrical transmission lines in North West Victoria so that the Murray Valley could play its part in generating renewable energy to be distributed to the whole of Victoria.

Council's motion referred to transmission lines in North West Victoria and this was interpreted to mean that the motion only had relevance to a portion of the State. In fact, the focus of the motion was on allowing the distribution of renewable energy generated in North West Victoria to all of Victoria and beyond into Southern New South Wales and South Australia.

It appears that the MAV executive have made the decision to rule Swan Hill Rural City Council's motion as not being of statewide significance. I think that there is sufficient evidence to show that the motion is focused on all of Victoria and the MAV could have been provided with the clarity required to understand Council's position had they contacted Council before executing this decision. The purpose of this notice of motion is to call upon the MAV to adjust their processes to ensure that Councils do not have their proposed motions ruled ineligible without the opportunity to comment.



MAV State Council October 2019

Motion Submission Form

Motions must be submitted by one council but may be supported by other councils. The council submitting the motion will need to supply written confirmation from any council(s) listed as supporting the motion.

The Motion should be no longer than 250 words (1700 characters) and rationale no longer than 350 words (2400 characters).

* 1. Name of Motion

Improved Electrical Transmission in North West Victoria

2. Motion (max 1700 characters)

That the MAV lobby the State Government to support investment in the upgrade of the electrical transmission lines in North West Victoria.

3. Submitted By (Council name):

Swan Hill Rural City Council

4. Other supporting councils (please list councils that support this motion)(optional)

5. Please attach written confirmation from supporting councils. Note file size limit is 16MB

Choose File

No file chosen

* 6. Is this motion supported by resolution of council?

Yes

7. If yes, please insert date of resolution

Date / Time

17 September 2019

8. Does the subject matter of this motion have state-wide significance to local government?

Yes

NOTE:

If you have answered "no" to Question 8, the proposed motion will be submitted to the MAV Board to determine whether the matter ought to be dealt with at the State Council Meeting, pursuant to Rule 21 of the MAV Rules 2013.

* 9. Does this motion relate to the MAV Strategic Plan 2019-2021

* **Yes**

10. If yes, please select the primary MAV Strategic Plan Priority to which the motion relates (choose one)

- Transport and Infrastructure

* 11. Is this motion identical or substantially similar to a motion submitted to State Council in May 2018, October 2018 or May 2019?

* **No**

12. Rationale for Motion

All relevant background information in support of the motion should be included in the space provided for the rationale and not in attachments. The rationale should be no longer than 350 words (2400 characters).

Please provide the rationale for your proposed motion (max 2400 characters):

The Murray Valley should be known as the clean energy Valley. Northern Victoria is blessed with an enormous solar resource and in recent times the renewable energy sector has taken advantage of this resource. Northern Victoria has seen the establishment of a significant amount of solar electricity generation and with the power plans already constructed and those that have received planning approval, Northern Victoria expects to see in excess of \$4 billion of investment in the coming couple of years.

There are significant constraints in the electrical transmission system in North West Victoria and this has been identified by the Australian Energy Market operator who is responsible for network planning in Victoria AEMO have recently completed a RIT-T review into transmission in North West Victoria and have identified a significant number of projects that can be undertaken to improve the capacity of Northern Victoria to play its part in Victoria's clean energy future.

The Victorian State Government has announced its objective of reducing Victoria's dependence on coal-fired electricity and by providing 50% of Victoria's electrical needs through the generation of renewable energies by 2030.

The Murray Valley with its enormous solar resource is well-placed to assist the State to achieve this objective, but this cannot be done unless there is significant investment in the electrical transmission network to transmit the power generated along the Murray Valley back to the load centres that lie to the south of this region.

Supporting this motion, if implemented by the State will have significant environmental benefits for all of Victoria.

13. Contact details - who shall we contact about this proposed motion?

Name and position: John McLinden
Council Swan Hill Rural City Council
Email Address john.mclinden@swanhill.vic.gov.au
Phone Number (03) 5036 2348

SECTION E – URGENT ITEMS NOT INCLUDED IN AGENDA

SECTION F – TO CONSIDER & ORDER ON COUNCILLOR REPORTS

SECTION G – IN CAMERA ITEMS

Recommendation

That Council close the meeting to the public on the grounds that the following report(s) include proposed development and contractual matters

- B.19.132 IN CAMERA CONSIDERATION OF CONFIDENTIAL REPORT**
- B.19.133 IN CAMERA CONSIDERATION OF CONFIDENTIAL REPORT**