



**COUNCIL MEETING OF
THE HUME CITY COUNCIL**

TUESDAY, 14 MARCH 2023

7:00PM

HUME GLOBAL LEARNING CENTRE - CRAIGIEBURN

OUR VISION:

Hume City Council will be recognised as a leader in achieving social, environmental and economic outcomes with a common goal of connecting our proud community and celebrating the diversity of Hume.

An audio recording of this meeting of the Hume City Council will be recorded and published in accordance with Council's Audio Recordings of Council Meetings Policy. The live stream of this meeting will not be recorded or published.

HUME CITY COUNCIL

**Notice of a
COUNCIL MEETING OF THE HUME CITY COUNCIL**
to be held on Tuesday, 14 March 2023
at 7:00PM
at the Hume Global Learning Centre - Craigieburn

Attendees:	a: Council	Cr Joseph Haweil Cr Karen Sherry Cr Jarrod Bell Cr Trevor Dance Cr Chris Hollow Cr Jodi Jackson Cr Naim Kurt Cr Jack Medcraft Cr Sam Misho Cr Carly Moore Cr Jim Overend	Mayor Deputy Mayor
	b: Officers	Ms Sheena Frost Ms Rachel Dapiran Mr Hector Gaston Mr Adam McSwain Mr Carl Muller Ms Fiona Shanks Mr Fadi Srour	Chief Executive Officer Director City Planning and Places Director City Services & Living Director Infrastructure and Assets Director Customer & Strategy Chief People Officer Chief Financial Officer

ORDER OF BUSINESS

1. ACKNOWLEDGEMENT OF TRADITIONAL OWNERS

The Mayor read the following:

"Hume City Council recognises the rich Aboriginal heritage within the municipality and acknowledges the Wurundjeri Woi-wurrung, which includes the Gunung Willam Balluk clan, as the Traditional Custodians of this land.

Council embraces Aboriginal and Torres Strait Islander living cultures as a vital part of Australia's identity and recognises, celebrates and pays respect to the existing family members of the Wurundjeri Woi-wurrung and to Elders past, present and future."

2. PRAYER

Hume City's religious diversity strengthens and enriches community life and supports the well-being of the citizens of Hume City. Hume City Council acknowledges the importance of spiritual life and the leadership offered by the Hume Interfaith Network (HIN). In recognition of the religious diversity of residents in Hume City Council has invited the HIN to take responsibility for the opening prayer at Council meetings. This evening's prayer will be led by Helen Patsikatheodorou OAM, from the Greek Orthodox community, on behalf of the HIN.

Glory to you who have shown the light.

Glory to God in the highest, and on earth peace, good will to all people.

We praise you, we bless you, we worship you, we glorify you, we give thanks to you for your great glory.

Lord, heavenly King, God the Father Almighty, Lord, the only begotten Son, Jesus Christ, and Holy Spirit.

Lord God, Lamb of God, Son of the Father, you who take away the sin of the world, have mercy upon us, you who take away the sins of the world.

Receive our prayer, you who sit at the right hand of the Father, and have mercy upon us.

For you only are holy, you are the Lord Jesus Christ, to the glory of God the Father. Amen

3. APOLOGIES**4. DISCLOSURE OF INTEREST**

Councillors' attention is drawn to the provisions of the *Local Government Act 2020* and Council's Governance Rules in relation to the disclosure of conflicts of interests. Councillors are required to disclose any conflict of interest immediately before consideration or discussion of the relevant item. Councillors are then required to leave the Chamber during discussion and not vote on the relevant item.

5. CONGRATULATIONS & CONDOLENCES

Hume City Council's Sports Aid Grants program aims to assist young Hume residents with competition and other event related expenses to encourage high achievements and excellence in their chosen sport.

The following recipients have been awarded a Hume City Council Sports Aid Grant for Round 1 2022/23 to the value identified below.

Name	Sport	Travel Category	Amount
Chiara Hutchinson	Swimming	Interstate Travel	\$ 400.00
Mitchell Liersch	Baseball	Interstate Travel	\$ 400.00
Miranda Mifsud	Gymnastics	Interstate Travel	\$ 400.00
Lacie Erin Gleeson	Taekwondo	International Travel	\$ 750.00
Ebony Giles	Hockey	Interstate Travel	\$ 400.00
Lily Dowsett	Basketball	Interstate Travel	\$ 400.00
Natalie Joynson	Softball	Interstate Travel	\$ 400.00
Kody Lesley Lane	Darts	International Travel	\$ 750.00

6. CONFIRMATION OF MINUTES

Minutes of the Council Meetings held on 13 February 2023 and 27 February 2023, including Confidential Minutes.

RECOMMENDATION:

THAT the Minutes of the Council Meetings held on 13 February 2023 and 27 February 2023, including Confidential Minutes, be confirmed.

7. PUBLIC QUESTION TIME**8. OFFICER'S REPORTS**

The Mayor will ask the Councillors and gallery at the commencement of this section, which reports they wish to speak to. These reports will then be discussed in the order they appear on the notice paper.

<u>Item No</u>	<u>Title</u>	<u>Page</u>
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9. NOTICES OF MOTION**9.1 NOM23/008 - Cr Sam Misho**

I hereby request that pursuant to Council's Governance Rules and Code of Conduct for Councillors that the following motion be included in the Agenda of the next Council Meeting.

RECOMMENDATION:

That Council writes to the Minister(s) for Planning & Local Government to ask them to investigate & develop an educational & career pathway or programs to accommodate for the population growth in Hume.

OFFICER COMMENTS

Officer comments not provided.

9.2 NOM23/009 - Cr Sam Misho

I hereby request that pursuant to Council's Governance Rules and Code of Conduct for Councillors that the following motion be included in the Agenda of the next Council Meeting.

RECOMMENDATION:

That Council writes to the appropriate State Government departments to:

- 1. Review and improve the coordination and integration across State Government departments and agencies, Local Government and utility companies in the upgrade and daily management of transport and utility assets and services with the aim to deliver the joined up, responsive and seamless experience our communities expect from their governments and service providers.**
- 2. Review and improve the timeliness of the delivery of new transport and utility infrastructure and services within growing areas like Hume with the aim of providing critical infrastructure and services in a timeframe consistent with community need and expectations.**

OFFICER COMMENTS

Council is one of a wide number of providers of infrastructure and services to our community. While it works closely with other providers to coordinate and integrate the delivery of new and upgraded infrastructure and services in line with community need and expectations, in most instances, Council has no statutory role in the approval, provision or management of new or upgraded utility and major transport infrastructure and services.

The coordination and integration of delivery, upgrade and management of utility and major transport infrastructure is a significant challenge across multiple levels of government and the state.

In recent years, State Government's creation of new delivery authorities and changes to planning requirements to exempt planning approvals by councils have further limited Council's capacity to influence coordination and integration.

Council is aware that this lack of coordination is a cause of tremendous stress and frustration, particularly when it leads to delayed provision of appropriate utility and transport infrastructure and services. The delay to road infrastructure in Kalkallo is a prominent example.

There is further community frustration with the experience they face in trying to report or correct daily management issues with utility and major transport infrastructure due to lack of integration of responsibilities and action. A more integrated approach would provide efficiencies for all levels of government, providers and communities.

A letter reflecting these concerns could be sent to Department of Government Services, Department of Transport and Planning, Department of Treasury and Finance, and Department of Premier and Cabinet.

9.3 NOM23/010 - Cr Naim Kurt

I hereby request that pursuant to council's governance rules and code of conduct for councillors that the following motion be included in the agenda of the next council meeting.

RECOMMENDATION:

That following the success of the Historical Street Signage Project in Sunbury, Council officers:

- 1. Reinvestigate the possibility of adding a short sentence with added information about the name of the street on street signs in historical areas of the Municipality by contacting historical groups in the municipality such as the Craigieburn Historical Interest Group, the Broadmeadows Historical Society, the Friends of Will Will Rook Pioneer Cemetery and other relevant Community Associations and Progress groups.**
- 2. That Council Officers consider using the Participate Hume Webpage to create a virtual map and pinpoint tool that would allow not only community groups, but individual community members and hobbyists to provide background information on historical street names.**
- 3. Provide a Report to a future Council Meeting on the interest of the relevant groups in assisting Council with the continuation of the Historical Street Signage Project and how to progress community participation in this project.**

OFFICER COMMENTS

Council officers note the recommendations made to Council in this Notice of Motion.

If these recommendations to Council are adopted:

- recent experience with the Historical Street Signage Project in Sunbury will assist with expanding the project to other locations within the Hume municipality;
- it is anticipated that the future report to Council (recommendation 3) will be provided by mid-year 2023.

Council collaborated well with the Sunbury & District Heritage Association Inc on the first stage of this project and the historic signs installed in Sunbury were well received by the local community. Council held an event to launch the signs before they were installed which was also well received.

9.4 NOM23/011 - Cr Naim Kurt

I hereby request that pursuant to Council's Governance Rules and Code of Conduct for Councillors that the following motion be included in the Agenda of the next Council Meeting.

RECOMMENDATION:

THAT: Hume City Council Officers investigate starting a process to return the name of Westmeadows Reserve to its historical name of Godding's Hollow.

Back in the 1850's when the City of Broadmeadows (Now the City of Hume) was formerly established, what we now know as Westmeadows Reserve was called Goddings Hollow. This is detailed in the book "Broadmeadows - A Forgotten History". The renaming of this reserve was previously the subject of a community submission to Hume's Draft Annual Budget in 2021. Councillors were informed that this would be followed up. The purpose of this motion is to get this issue on the agenda again and helping our community regain some of its lost history.

OFFICER COMMENTS

If the recommendation made to Council in this Notice of Motion is adopted, Council officers will commence a process to investigate the proposal to return the name of Westmeadows Reserve to its historical name of Godding's Hollow, and provide a report to Council on this naming proposal by mid-year 2023. This proposal can be considered under Council's Place Names Policy.

10. ITEMS TO BE TABLED**11. URGENT BUSINESS****12. DELEGATES REPORTS****13. CONFIDENTIAL ITEMS**

The Meeting may be closed to members of the public to consider confidential items.

RECOMMENDATION:

THAT Council close the meeting to the public pursuant to section 66(2) of the *Local Government Act 2020* to consider the following items:

13.1 Technology Update

Item 13.1 is confidential in accordance with Section 3(1)(a) of the Local Government Act 2020 because it is Council business information, being information that would prejudice the Council's position in commercial negotiations if prematurely released.

And private and commercial information, being provided by a business, commercial or financial undertaking that if released, would unreasonably expose the business, commercial or financial undertaking to disadvantage.

14. CLOSURE OF MEETING

**SHEENA FROST
CHIEF EXECUTIVE OFFICER**

8/03/2023

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REPORT NO:	8.1
REPORT TITLE:	Waste Service Charge Methodology
SOURCE:	Danielle Prentice, Manager Waste and Sustainability Robert Costa, Manager Finance
DIVISION:	Infrastructure & Assets
FILE NO:	-
POLICY:	-
STRATEGIC OBJECTIVE:	3.2: Deliver responsible and transparent governance, services and sustainable assets that respond to community needs
ATTACHMENTS:	Nil

1. SUMMARY OF REPORT:

- 1.1 At its meeting on 19 December 2022 Council resolved to introduce a waste services charge, commencing from the 2023-24 financial year. As part of this resolution, Council was to receive a further report in February 2023 recommending the methodology for the implementation of a waste services charge.
- 1.2 A report on the Waste Service Charge Methodology was tabled at the Council meeting held on 27 February 2023, with a resolution lost, but then deferred.
- 1.3 In order for Council to meet its budget timelines, a decision on the methodology is required and whether a rebate is to be included.

2. RECOMMENDATION:

That Council implements a waste service charge, commencing from the 2023-24 financial year that includes:

- 2.1 A Flat-Fee for Council's standard kerbside waste services that will apply to all properties to which Council can supply kerbside waste services.**
 - 2.1.1 Note that variations to this service, including the provision of additional or larger bins will attract an additional fee as listed in Council's fees and charges schedule.**
- 2.2 Capital Improved Value (CIV) based fee for public waste services.**
 - 2.2.1 Notes that the public waste service fee will be applied to all properties, regardless of participation in Council's waste services, based on CIV.**
- 2.3 Notes that no rebate be provided with respect to the waste services charge.**
 - 2.3.1 Notes that Council's \$40.00 rebate for eligible Australian Government Pensioner Concession cardholders and Department of Veterans Affairs (DVA) Gold Card (TPI or WW) cardholders on the rates notice of their principal place of residence, remains in place.**
- 2.4 Notes that community consultation will be undertaken as part of the 2023-2024 budget consultation process.**

REPORT NO: 8.1 (cont.)

3. LEGISLATIVE POWERS:

- 3.1 The Local Government Act 2020 (Vic) together with the Local Government Legislation Amendment (Rating and Other Matters) Act 2022 enables Council to implement a service charge for waste, recycling, or resource recovery services. In addition, Councils have the power to levy rates and charges under the Local Government Act 1989 in order to fund and deliver essential community infrastructure and services.
- 3.2 The Rate Cap established under the Victorian Government's Fair Go Rates system does not apply to service charges, including waste services charges.
- 3.3 The Essential Services Commission (ESC) monitors and reports on Councils compliance with the Fair Go Rates system.

4. FINANCIAL IMPLICATIONS:

- 4.1 As detailed in the Council report dated 19 December 2022, in recent years Council has faced significantly increased costs of delivering its waste and resource recovery services. Increased recycling costs driven by global market changes combined with significant increases to the Victorian Government's Municipal and Industrial Waste Levy are the primary reasons for this cost increase. At the same time, Council has faced limited revenue raising capacity through the Victorian Government's rate cap, creating a gap. Based on the 2022-23 forecast, the cumulative gap between waste and recycling costs and the rate cap for the period 2015/16 to 2022/23 is estimated to be around \$23 million and this gap is forecast to exceed \$100 million by 2033/34.
- 4.2 It is therefore no longer financially sustainable to continue funding waste and recycling services through the general rates.
- 4.3 A Waste Services Charge only achieves cost recovery and does not generate a surplus or profit for Council. The methodology decides how this cost is split across ratepayers.
- 4.4 If a waste services charge rebate is offered, it should be funded by the waste service charge, with non-eligible households sharing the costs of providing the rebate.
- 4.5 Currently, all waste services of kerbside and public are charged within the general rates. As a result, all ratepayers (regardless of whether they have access to the service) contribute towards the cost delivering waste services. As it is charged as part of general rates, the amount a ratepayer contributes is based on the property value (CIV).
- 4.6 Separating kerbside and public waste services will mean that properties that are not eligible for kerbside services (for example; multi-unit developments and some commercial properties) will no longer be charged for them. As a result, the total cost will be divided over a smaller number of properties, increasing the cost per property.
- 4.7 The actual cost to ratepayers for 2023-24 will be calculated as part of the 2023-24 annual budget process.

5. ENVIRONMENTAL SUSTAINABILITY CONSIDERATIONS:

- 5.1 There are no direct environmental sustainability implications as a result of this report.

6. CLIMATE CHANGE ADAPTATION CONSIDERATIONS:

- 6.1 There are no direct climate change adaptation implications as a result of this report.

REPORT NO: 8.1 (cont.)

7. CHARTER OF HUMAN RIGHTS APPLICATION:

- 7.1 The Charter of Human Rights and Responsibilities Act 2006 sets out the basic rights and responsibilities of all people in Victoria. The Charter places obligations on public authorities by requiring them to act compatibly with human rights and give proper consideration to human rights when making decisions.
- 7.1.1 The recommended action in this Report does not limit human rights.

8. COMMUNITY CONSULTATION:

- 8.1 The Essential Services Commission requires councils to undertake community engagement when considering the introduction of a new waste charge – this requirement is consistent with Council's community engagement obligations under the *Local Government Act 2020* and Council's Community Engagement Policy.
- 8.2 Preliminary community consultation on the introduction of a separate waste charge was undertaken in late 2021, as part of a broader customer experience and attitudinal survey to inform the development of the Waste Strategy. In addition to the survey, a series of online workshops were held with community members that included guest speakers in order to further unpack the survey results.
- 8.2.1 Almost one in every four households across Hume City were provided with a direct invitation to complete the survey (19,215 households), with the survey also promoted via social media and Council's 'Participate. Hume' engagement platform. A total of 2,773 responses were received.
- 8.2.2 For a municipality of the size of Hume City Council, a sample size of 384 responses is normally required to provide statistically valid results – with a confidence level of 95% and margin of error of 5%. With 2,773 responses, the margin of error is reduced to 1.85% - exceeding best practice.
- 8.3 Key findings from the preliminary consultation highlighted that:
- 8.3.1 71.2% of respondents felt that ratepayers should be paying the same price for the waste services that they were receiving.
- 8.3.2 17.5% of respondents felt that the waste charge should vary depending on the amounts of rates paid (i.e., that a waste charge should be linked to property value)
- 8.3.3 75.6% of respondents felt that waste service charges should be subsidised for concession card holders.
- 8.4 Following Council determination of the preferred model for introducing a Waste Charge (27 February), a final round of community consultation will be undertaken as part of the Annual Budget Update consultation and exhibition process during April/May.

9. DISCUSSION:

Waste service charge options

- 9.1 In implementing a Waste Charge, Council has a number of decisions to make on how to structure this charge.
- 9.2 Options are across three primary areas; whether to have separate fees for kerbside services and public waste services, what type of charges to implement – options include flat fees, tiered fees or Capital Improved Value (CIV) based fees, or a combination of these, and what rebates (if any) should be applied.

REPORT NO: 8.1 (cont.)

Separating kerbside and public waste services

9.3 When selecting a method for the waste service charge, Council can separate the costs for kerbside waste services from public waste services.

9.4 Public waste services include:

- Litter and dumped rubbish collection, including from parks and reserves
- Road and footpath sweeping
- Collection of public waste and recycling bins across the municipality
- Hume Clean Days
- Mulch weekends
- Operation and management of operating landfill and resource recovery centres
- Aftercare and rehabilitation costs of closed landfills

9.5 Kerbside waste services includes:

- Garbage bin collection and the associated waste disposal
- Recycling bin collection and the associated recycling processing
- Hard Waste Collection and the associated material disposal and recycling
- Provision and maintenance of the kerbside collection bins

When Council introduces a universal FOGO collection service on 1 July 2024, the collection and processing of this material would also be included within the kerbside waste service. Any future changes to the kerbside service offered, including but not limited to the introduction of a glass collection service, would also be included.

9.6 Hume City Council does not offer kerbside waste services to all properties within the municipality. Some property types, typically commercial and industrial properties and large multi-unit developments are unable to receive Council kerbside services as we are unable to provide it.

9.7 Having separate fees for kerbside and public waste services mean properties ineligible for the kerbside waste service would not be required to pay the applicable fee.

9.8 These properties would still be required to pay the public waste service element of the waste service charge.

9.9 Properties who can receive Council's kerbside collection service but choose to opt-out would still be required to pay for the standard kerbside waste service charge.

Fee types: flat fees, tiered fees and CIV-based fees

9.10 Currently, all costs associated with waste services are covered through general rate revenue. As a part of rates, this is calculated based on a property's Capital Improved Value (CIV), which is then multiplied by the rate in the dollar. The CIV is the value of the property and takes into account the land and improvements fixed to the land. Each year, all rateable properties are revalued which can result in a change to the CIV.

9.11 In introducing a waste service charge, the current proportion of the rates currently used to fund the applicable waste services would be removed from the general rates. The costs of delivering these waste services would then be added back to the rates notice in the form of a waste service charge, based on the methodology selected by Council.

9.12 In implementing a waste services charge, Council can decide on what basis it wants to calculate this charge. Options include flat fees, tiered fees and CIV-based fees.

REPORT NO: 8.1 (cont.)

Flat fees

- 9.13 A flat fee waste services charge means all properties pay an equal amount, regardless of CIV.
- 9.14 As the current method of calculation is based on CIV, properties contribute different amounts towards the costs of delivering waste services based on the CIV. This means lower value properties contribute less and higher value properties contribute more proportionately.
- 9.15 Switching from a CIV-based method of calculation to a flat fee would mean all properties would pay an equal amount. This means that, as a percentage of their property value, properties with a lower CIV would contribute more under a flat-fee arrangement, with higher CIV properties contributing less.
- 9.16 Flat fees are easy to administer and explain, the amount is equal for all properties within the municipality. Many Council's utilise flat fees for their waste services charge. This type of fee structure means that everyone pays the same amount for the same service.

Tiered fees

- 9.17 Tiered fees are based on CIV; however, the fee is staggered in flat amounts into groupings.
- 9.18 Using tiered fees, the fee may increase considerably between tiers, meaning properties with a similar CIV but just over the threshold into a higher tier could pay a considerably higher amount.
- 9.19 Switching from a CIV-based method of calculation to a tiered fee would provide some balance to the amounts contributed by properties with a lower CIV and a higher CIV.
- 9.20 Tiered fees are harder to administer and complex to explain, especially to properties that are just over the threshold of a tier level. Therefore, this option was not considered further by officers and is not recommended.

CIV-based fees

- 9.21 As the current method of calculation of rates is based on a property's CIV, under this method properties would continue to contribute the same amount proportionately.
- 9.22 Properties with a lower CIV would continue to contribute a lower amount, and properties with a higher CIV would continue to contribute a higher amount towards the costs of deliver waste services – in the same way that rates are charged.
- 9.23 As this is the current method of calculation it is simple to administer and relatively easy to explain.

Rebate options

- 9.24 Currently, Council offers eligible Australian Government Pensioner Concession cardholders and Department of Veterans Affairs (DVA) Gold Card (TPI or WW) cardholders a rebate of \$40.00 on the rates notice of their principal place of residence.
- 9.25 This rebate is in addition to the rebate offered by the Victorian Government's Department of Families Fairness and Housing. For 2022-23 the Victorian Government rebate is 50 per cent of the Council rates, to a maximum of \$253.20. This amount is indexed annually, can only be claimed for one property and that property must be the principal place of residence. This rebate is available to Pensioner Concession Card, DVA Gold Card (TPI or WW) cardholders. In addition, property owners who already receive a municipal rates concession, automatically receive a \$50 concession on the Fire Services Levy.

REPORT NO: 8.1 (cont.)

- 9.26 The Australian Government provides the Pensioner Concession Card to recipients of the following payments:
- Age Pension
 - Carer Payment
 - Disability Support Pension
 - JobSeeker Payment or Youth Allowance (and are single, caring for a dependent child and looking for work)
 - Parenting Payment (single)
 - In certain circumstances the Pensioner Concession Card is also provided to eligible persons on other Centrelink payments.
- 9.27 In implementing a waste services charge, Council may introduce a rebate to reduce the costs for certain groups. This can include eligible Australian Government Pensioner Concession cardholders and DVA Gold Card (TPI or WW) cardholders.
- 9.28 Any rebate offered can be recovered through the waste services charge (public). This means, non-eligible properties cover the costs of provide the rebate to eligible properties.
- 9.29 Council can choose the value of the rebate and who it will be provided to, or Council may choose not to offer an additional rebate for the implementation of the waste service charge. The current \$40 rebate for Government Pensioner Concession cardholders and Department of Veterans Affairs (DVA) Gold Card (TPI or WW) cardholders will remain in place.

10. CONCLUSION:

- 10.1 Council has resolved to introduce a waste service charge, commencing from the 2023-24 financial year.
- 10.2 Having separate kerbside waste service and public waste service fees ensures only properties to which Council can supply the kerbside service are required to pay for this element of the service.
- 10.3 Currently, Council's waste services are funded primarily through the revenue generated by rates. Rates are calculated based on a properties CIV which is then multiplied by the rate in the dollar. Switching from this method of calculation (CIV) to flat fees or tiered fees will result in a difference in the amount contributed by each ratepayer.
- 10.4 Maintaining some part of the waste service charge as an amount calculated based on CIV minimises the negative impact of this charge on properties with a lower CIV.
- Council currently offers a \$40.00 rebate to eligible ratepayers who are Australian Government Pensioner Concession cardholders or DVA Gold Card (TPI or WW) cardholders. In the community consultation undertaken in later 2021, 75.6% of respondents felt that waste services charges should be subsidised for concession card holders. Offering an additional rebate as part of the waste services charge will help to reduce any impacts of the implementation of a waste services charge on these ratepayers.

REPORT NO:	8.2
REPORT TITLE:	Coolaroo - Traffic Investigation
SOURCE:	Phi Nguyen, Engineer Joseph Ianni, Coordinator Traffic
DIVISION:	Infrastructure & Assets
FILE NO:	HCC-CM21/756
POLICY:	-
STRATEGIC OBJECTIVE:	2.3: Connect our City through efficient and effective walking, cycling and public transport and road networks
ATTACHMENT:	1. <i>Locality Plan</i>

1. SUMMARY OF REPORT:

- 1.1 This report is in response to a Council resolution (KUR120) on 15 November 2021:
- 1.1.1 “That Council officers investigate the proliferation of industrial trucks being driven along residential streets in Coolaroo to access Visy Recycling, and that a strategy is implemented to encourage that traffic to utilise Maffra Street in the industrial estate and keep that traffic away from residential properties.”

2. RECOMMENDATION:

2.1 That Council note that:

- 2.1.1 **Maffra Street carries the majority of industrial truck volumes through Coolaroo.**
- 2.1.2 **heavy vehicle movements recorded in the residential streets of Coolaroo were predominantly small trucks and buses with industrial truck volumes recorded within acceptable levels.**
- 2.1.3 **there is existing advisory signage on Barry Road and Kyabram Street to discourage industrial vehicles from using the residential streets adjacent to the industrial area in Coolaroo.**
- 2.1.4 **no additional action is required.**

3. LEGISLATIVE POWERS:

- 3.1 Council has the power under the Local Government Act 2020; Road Safety (Traffic Management) Regulations 2019; Road Safety Road Rules 2017, and the Road Safety Act 1986 to install and modify traffic control devices on local roads where authority has been delegated to Council. A ‘No Trucks’ sign is a major traffic control device and the installation of such a sign requires the approval of the Department of Transport (DoT.)

4. FINANCIAL IMPLICATIONS:

- 4.1 The costs of traffic investigations, including traffic surveys, are included in Council's Assets operating budget.

5. ENVIRONMENTAL SUSTAINABILITY CONSIDERATIONS:

- 5.1 There are no direct environmental implications as a result of this report.

REPORT NO: 8.2 (cont.)

6. CLIMATE CHANGE ADAPTATION CONSIDERATIONS:

- 6.1 There are no direct climate change implications as a result of this report.

7. CHARTER OF HUMAN RIGHTS APPLICATION:

- 7.1 The report aims to improve the safety and amenity of residential streets in Coolaroo. This enhances the protected rights under the Victorian Charter of Human Rights of individuals who use this area, including the right to freedom of movement and the right to life.

8. COMMUNITY CONSULTATION:

- 8.1 No external consultation has been undertaken in preparation of this report.

9. DISCUSSION:

9.1 Background:

- 9.1.1 Council resolved at its meeting on Monday 15 November 2021:

“That Council officers investigate the proliferation of industrial trucks being driven along residential streets in Coolaroo to access Visy Recycling, and that a strategy is implemented to encourage that traffic to utilise Maffra Street in the industrial estate and keep that traffic away from residential properties.”

- 9.1.2 A Local Area Traffic Management (LATM) study was undertaken in the Coolaroo Area in 2010/11. To discourage heavy vehicles seeking to enter the industrial area using the residential side of Kyabram Street, right turn movements from Kyabram Street into Lexton Street were restricted as part of the study.

9.2 Existing Conditions

- 9.2.1 The study area of this report includes local industrial and residential streets within the boundaries of Barry Road, Longford Crescent, Glenelg Street and Maffra Street, Coolaroo.
- 9.2.2 Barry Road is classified as an Arterial Road and is under the authority of the Department of Transport.
- 9.2.3 There are three Council Collector Roads running through the area, Thorpdale Avenue, Longford Crescent and Kyabram Street.
- 9.2.4 Thorpdale Avenue is aligned east – west and extends between Longford Crescent and Kyabram Street.
- 9.2.5 Longford Crescent extends north from Barry Road with one through traffic lane in each direction. Longford Crescent is treated with a number of traffic treatments including:
- (a) concrete road humps between Barry Road and Almurta Avenue
 - (b) roundabout at the intersection with Almurta Avenue
 - (c) road chicanes between Almurta Avenue and Thorpdale Avenue
 - (d) reverse priority T-intersection at the intersection with Thorpdale Avenue.
- 9.2.6 Kyabram Street acts as a divider between the residential and industrial areas of Coolaroo. Kyabram Street is aligned north – south and has one through traffic lane and one shared parking & bicycle lane in each direction, separated by a central median.

REPORT NO: 8.2 (cont.)

- 9.2.7 Kyabram Street (west) provides northbound access to residential properties on the west side of the road, and to some industrial properties on the east side of Kyabram Street. Kyabram Street (east) provides southbound access to industrial properties on the east side of the road.
- 9.2.8 Maffra Street provides the main north – south connection to the arterial road network within the industrial area.
- 9.2.9 Maffra Street is classified as a Council Access Street (industrial) with one through traffic lane and a parking lane in each direction.
- 9.2.10 The main Council Access Streets running east – west between Longford Crescent and Kyabram Street within the residential area include Almurta Avenue and Bushfield Crescent. Both streets have one lane of traffic in each direction and are treated with road humps.
- 9.2.11 Public bus route 540 (Upfield – Broadmeadows via Coolaroo) runs along Longford Crescent, Thorpdale Avenue and Kyabram Street. On an average weekday the bus circulates these streets a total of 90 times.
- 9.2.12 Visy Recycling is located at 52-114 Glenelg Street along the north side of Glenelg Street.
- 9.2.13 Glenelg Street is a Council Access Street aligned east – west and provides one traffic lane in each direction. Glenelg Street provides access to residential properties west of Kyabram Street, and industrial properties east of Kyabram Street.
- 9.2.14 Existing signage is provided upon entry to the area discouraging heavy vehicles from entering the residential areas. These include:
 - (a) 'Warning - Heavy Vehicles -Access to Glenelg Street and Lexton Street via Maffra Street only' sign located on Barry Road (20m west of Kyabram Street) facing eastbound traffic.
 - (b) '*Trucks advised to use Maffra Street*' sign located on the central median strip of Kyabram Street (5m north of Barry Road) facing southbound traffic.
 - (c) '*Trucks advised not to enter*' sign located on Longford Crescent (10m north of Barry Road) facing southbound traffic.
- 9.2.15 Refer to Attachment 1 for a locality of plan of the study area.

9.3 Traffic Surveys

- 9.3.1 A number of automatic traffic surveys were undertaken throughout study area in March and September 2022 to determine the number of heavy vehicles using these streets. The location of the placement of each of the traffic counters is shown in Attachment 1. A summary of the recorded traffic data is provided in Table 1.

REPORT NO: 8.2 (cont.)

- 9.3.2 The traffic survey data detailed above was further broken down to identify the types of heavy vehicles recorded. This information is provided in Table 2, showing a heavy vehicle classification summary based on the Austroads Vehicle Classification System. This is an axle-based classification system that classifies vehicles based on the number of axles, axles distances and groups of axles. The heavy vehicle classification has been simplified further into 3 main groups as described below:
- (a) Small trucks - Rigid vehicles that have 2 axles and an axle distance greater than 3.2m. They typically include small delivery trucks, public buses and vans that typically range from 5.5m to 12.5m. These small trucks are not considered to be industrial trucks.
 - (b) Medium trucks - Rigid vehicles that have 3 or 4 axles that are arranged in groups of two. They can include tipper trucks, prime movers and garbage trucks that typically range from 5.5m to 14.5m.
 - (c) Large trucks - Articulated vehicles that have greater than two axles and greater than two axle groups. The length of large trucks typically range from 19.0m to 36.5m. These include semi-trailers and B-doubles.

REPORT NO: 8.2 (cont.)

Table 1: Traffic Survey Results

Location	Survey Date	Daily Volume				
		Total (No. veh)	Light Vehicles		Heavy Vehicles	
			No. veh	%age	No. veh	%age
Access Street (Residential)						
Almurta St B/n Longford Cres & Kyabram St	Mar-22	498	471	94.6%	27	5.4%
Bushfield Cres B/n Westmere Ct & Kyabram St	Mar-22	401	392	97.8%	9	2.2%
Glenelg St B/n Longford Cres & Kyabram St	Mar-22	327	314	96.0%	13	4.0%
Access Street (Industrial)						
Glenelg St B/n Kyabram St & Maffra St	Mar-22	819	708	86.4%	111	13.6%
Lexton St B/n Kyabram St & Maffra St	Mar-22	893	792	88.7%	101	11.3%
Maffra St B/n Barry Rd & Lexton St	Mar-22	5,358	4,219	78.7%	1,139	21.3%
Maffra St B/n Lexton St and Glenelg St	Mar-22	2,098	1,620	77.2%	478	22.8%
Collector Road (Residential)						
Kyabram St (West) B/n Barry Rd & Bushfield Cres	Mar-22	2,469	2,190	88.7%	279	11.3%
Kyabram St (West) B/n Almurta Ave & Thorpdale Ave	Sep-22	1,236	1,086	87.9%	150	12.1%
Kyabram St (West) B/n Thorpdale Ave & Glenelg St	Sep-22	371	329	88.7%	42	11.3%
Longford Cres B/n Barry Rd & Bushfield Cres	Mar-22	4,431	4,237	95.6%	194	4.4%
Longford Cres B/n Almurta Ave & Thorpdale Ave	Mar-22	2,004	1,825	91.1%	179	8.9%
Thorpdale Ave B/n Kyabram St & Longford Cres	Mar-22	920	788	85.7%	132	14.3%
Collector Road (Industrial)						
Kyabram St (East) B/n Barry Rd & Bushfield Cres	Mar-22	2,434	2,174	89.3%	260	10.70%
Kyabram St (East) B/n Almurta Ave & Thorpdale Ave	Sep-22	1,187	1,049	88.4%	138	11.60%
Kyabram St (East) B/n Thorpdale Ave & Glenelg St	Sep-22	373	328	87.9%	45	12.10%

REPORT NO: 8.2 (cont.)

Table 2: Traffic Survey Results - Heavy Vehicles

Location	Heavy Vehicle Daily Volume							
	Total		Small Trucks (incl Buses)		Medium Trucks		Large Trucks	
	No. veh	%age	No. veh	%age	No. veh	%age	No. veh	%age
Access Street (Residential)								
Almurta St B/n Longford Cres & Kyabram St	27	5.4%	25	92.6%	2	7.4%	0	0%
Bushfield Cres B/n Westmere Ct & Kyabram St	9	2.2%	8	88.9%	1	11.1%	0	0%
Glenelg St B/n Longford Cres & Kyabram St	13	4.0%	12	92.3%	1	7.7%	0	0%
Access Street (Industrial)								
Glenelg St B/n Kyabram St & Maffra St	111	13.6%	95	85.6%	14	12.6%	2	1.8%
Lexton St B/n Kyabram St & Maffra St	101	11.3%	50	49.5%	31	30.7%	20	19.8%
Maffra St B/n Barry Rd & Lexton St	1,139	21.3%	471	41.4%	380	33.4%	288	25.3%
Maffra St B/n Lexton St and Glenelg St	478	22.8%	247	51.7%	132	27.6%	99	20.7%
Collector Road (Residential)								
Kyabram St (West) B/n Barry Rd & Bushfield Cres	279	11.3%	232	83.2%	35	12.5%	12	4.3%
Kyabram St (West) B/n Almurta Ave & Thorpdale Ave	150	12.1%	125	83.3%	19	12.7%	7	4.7%
Kyabram St (West) B/n Thorpdale Ave & Glenelg St	42	11.3%	25	59.5%	12	28.6%	6	14.3%
Longford Cres B/n Barry Rd & Bushfield Cres	194	4.4%	180	92.8%	11	5.7%	3	1.5%
Longford Cres B/n Almurta Ave & Thorpdale Ave	179	8.9%	176	98.3%	3	1.7%	0	0%
Thorpdale Ave B/n Kyabram St & Longford Cres	132	14.3%	125	94.7%	7	5.3%	0	0%
Collector Road (Industrial)								
Kyabram St (East) B/n Barry Rd & Bushfield Cres	260	10.70%	185	71.2%	48	18.5%	27	10.4%
Kyabram St (East) B/n Almurta Ave & Thorpdale Ave	138	11.60%	115	83.3%	15	10.9%	8	5.8%
Kyabram St (East) B/n Thorpdale Ave & Glenelg St	45	12.10%	26	57.8%	10	22.2%	9	20.0%

- 9.3.3 A number of automatic traffic counts were previously undertaken throughout the study area as part of the Coolaroo LATM study in 2010. A comparison between the previous traffic counts and recent counts on Lexton Street, Maffra Street and Kyabram Street (west) has been provided in Table 3.

REPORT NO: 8.2 (cont.)

Table 3: Change in Heavy Vehicle Volumes

Location	Survey Date	Total Daily Volume (no. veh)	Daily Heavy Vehicle Volume (no. veh)			
			Total	Small Trucks	Medium Trucks	Large Trucks
Access Street (Industrial)						
Lexton St B/n Kyabram St & Maffra St	May-10	1,522	276	161	60	55
	Mar-22	893	101	50	31	20
Maffra St B/n Barry Rd & Lexton St	May-10	3,711	724	350	195	179
	Mar-22	5,358	1139	471	380	288
Collector Road (Residential)						
Kyabram St (West) B/n Barry Rd & Bushfield Cres	Feb-08	2,373	301	192	69	40
	Mar-22	2,469	279	232	35	12
Kyabram St (West) B/n Almurta Ave & Thorpdale	May-10	1,141	103	93	4	6
	Sep-22	1,236	150	125	19	7

9.4 Analysis

- 9.4.1 The most appropriate route for heavy vehicles to access the Visy Recycling site, and the majority of industrial properties in the Coolaroo industrial area from the arterial road network on Barry Road is via Maffra Street.
- 9.4.2 Existing advisory signage is provided on Barry Road, Kyabram Street and Longford Crescent to discourage heavy vehicles entering Coolaroo from using the local residential network.
- 9.4.3 The purpose of the '*Warning - Heavy Vehicles - Access to Glenelg Street and Lexton Street via Maffra Street only*' sign located on Barry Road and the '*Trucks advised to use Maffra Street*' sign located on the central median strip of Kyabram Street north of Barry Road are to deter heavy vehicles from using the residential side of Kyabram Street as a through road. Whilst it is appropriate for trucks accessing industrial properties on the east side of Kyabram Street to use the west side of Kyabram Street to do so, trucks accessing Visy Recycling and industrial properties on Lexton Street or Glenelg Street should be doing so via Maffra Street.
- 9.4.4 The purpose of the '*Trucks advised not to enter*' sign located on Longford Crescent is to deter heavy vehicles from using Longford Crescent.
- 9.4.5 It is noted that the above traffic signs are only advisory signs and are not regulatory. Under Heavy Vehicle National Law, heavy vehicles that are classified as General Access Vehicles are permitted to use the road network without a permit. This includes heavy vehicles up to 2.5m wide, 4.5m high and 19m in length that are within their specified General Mass Limit.
- 9.4.6 The most appropriate roads to carry industrial traffic through the industrial area are Maffra Street, Lexton Street and Kyabram Street (east). These are industrial roads with a road pavement designed to accommodate industrial traffic.
- 9.4.7 A review of the traffic survey data detailed in Section 9.3 indicates that industrial trucks (i.e. medium and large trucks) are predominantly using the industrial roads through Coolaroo to access the industrial area. Maffra Street carries the majority of industrial truck movements, followed by Kyabram Street (east) and Lexton Street.

REPORT NO: 8.2 (cont.)

- 9.4.8 It was identified that some residential streets recorded higher than desirable daily heavy vehicle volumes.
- 9.4.9 It is generally considered acceptable for local access streets and collector roads to carry heavy vehicle volumes in the order of 5% and 10% of total daily traffic volumes respectively.
- 9.4.10 A review of the traffic survey data in Section 9.3 identified of the local residential access streets, only Almurta Avenue is carrying slightly more than 5% heavy vehicles, but these are predominantly small trucks and buses.
- 9.4.11 The traffic data identified that the residential collector roads are carrying within 10% of the total traffic volumes except for Kyabram St (west) and Thorpdale Avenue which recorded daily heavy vehicle percentages up to 12.1% and 14.3% of total traffic respectively.
- 9.4.12 A breakdown of the heavy vehicle data on Thorpdale Avenue identified that almost 95% of trucks recorded were small trucks or buses, with only 7 industrial trucks (including 7 medium and no large trucks) recorded.
- 9.4.13 Kyabram Street (west) is not a typical residential access street, as it also provides access to industrial properties on the east side of Kyabram Street. It is appropriate that industrial trucks accessing industrial properties on Kyabram Street (east) use Kyabram Street (west) for access.
- 9.4.14 The traffic count undertaken on Kyabram Street (west), just north of Barry Road, identified a daily heavy vehicle traffic volume of 279 trucks per day, comprising of 232 small trucks (including buses), and 47 industrial trucks (including 35 medium and 12 large trucks).
- 9.4.15 The traffic count undertaken at the northern end of Kyabram Street (west), between Thorpdale Avenue & Glenelg Street recorded an average daily heavy vehicle volume of 42 trucks, comprising of 25 small trucks, and 18 industrial trucks (including 12 medium and 6 large trucks).
- 9.4.16 The significant decrease in the number of trucks between the two traffic surveys along Kyabram Street (west) suggests that most trucks are travelling along the residential side of Kyabram Street are doing so to access the industrial properties along the east side of Kyabram Street. This indicates that most trucks entering the west side of Kyabram Street are not using Kyabram Street as a through road to access Visy Recycling, or other industrial properties that should be accessed by Maffra Street or Lexton Street.
- 9.4.17 It is noted that Council physically restricted right turn movements from Kyabram Street (west) into Lexton Street as part of the 2010/11 Coolaroo LATM study. Since February 2008, the average number of industrial trucks (medium and large trucks) entering the residential side of Kyabram Street on a daily basis have reduced from 109 to 47 vehicles. This indicates that this treatment has been effective in discouraging industrial trucks from using Kyabram Street as a through road to enter Lexton Street.
- 9.4.18 The effectiveness of the above treatment is further evident by the traffic data recorded on Lexton Street which identified that the average number of heavy vehicles travelling along Lexton Street has significantly reduced from 276 to 101 vehicles since May 2010.

REPORT NO: 8.2 (cont.)

10. CONCLUSION:

- 10.1 Analysis of the traffic surveys through Coolaroo indicates that number and type of heavy vehicles travelling along the residential streets is predominantly buses and small trucks and is within acceptable levels.
- 10.2 The traffic survey data suggests that industrial trucks accessing Visy Recycling are predominantly using the industrial road network to do so.
- 10.3 No additional action is warranted to encourage industrial trucks away from the residential streets of Coolaroo.

REPORT NO: 8.2 (cont.)

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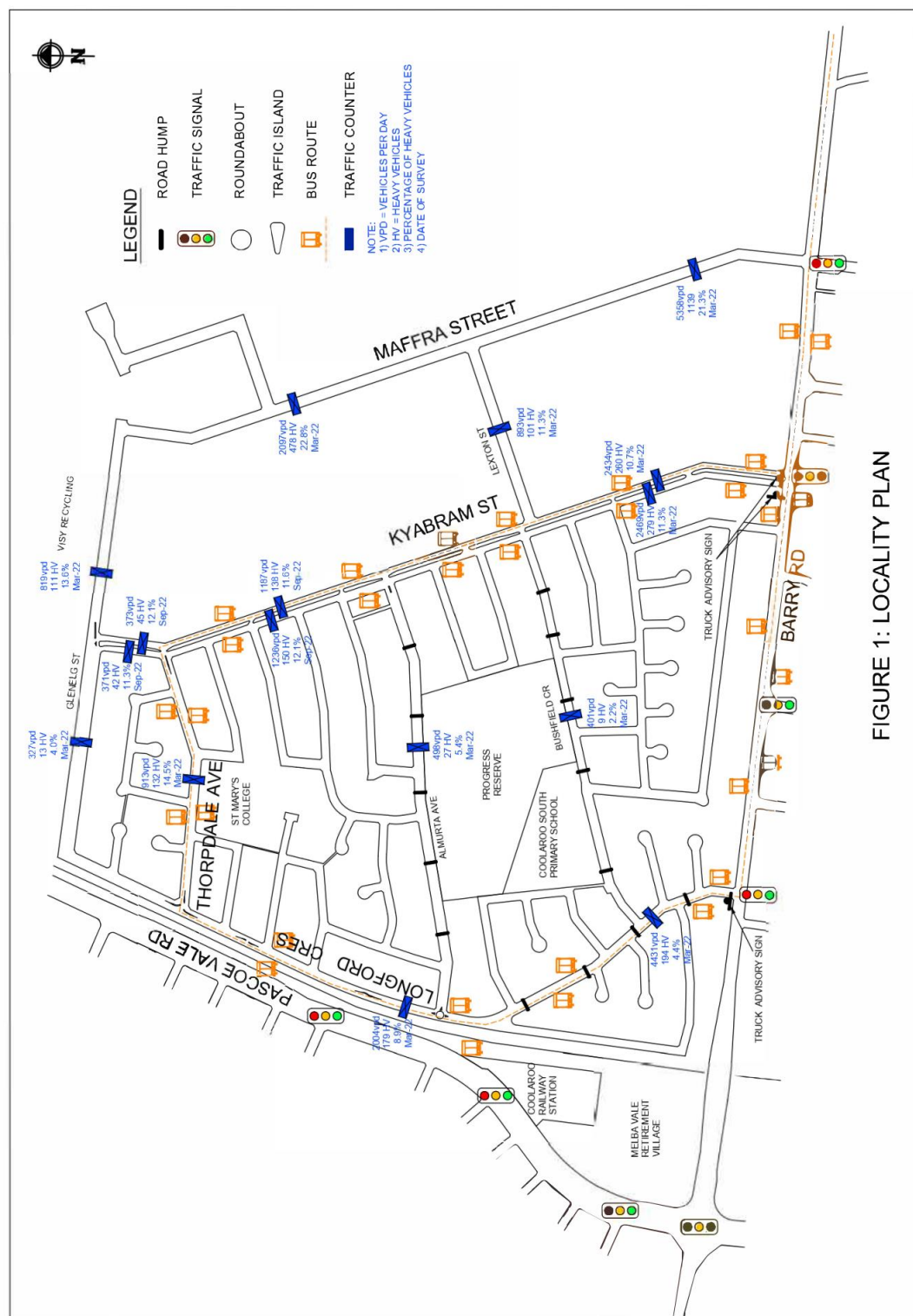


FIGURE 1: LOCALITY PLAN

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REPORT NO:	8.3
REPORT TITLE:	Place Names Policy Review
SOURCE:	Megan Kruger, Manager Governance Peter Faull, Coordinator Governance
DIVISION:	Finance & Governance
FILE NO:	HCC11/739
POLICY:	Place Names Policy
STRATEGIC OBJECTIVE:	3.2: Deliver responsible and transparent governance, services and sustainable assets that respond to community needs
ATTACHMENT:	1. <i>Place Names Policy (Updated Version)</i>

1. SUMMARY OF REPORT:

- 1.1 Council's Place Names Policy has been reviewed and updated with proposed changes following the release of the *Naming Rules for Places in Victoria - Statutory Requirements for Naming Roads, Features and Localities* in 2022.
- 1.2 It is recommended that the updated Place Names Policy be placed on public exhibition for a period of 28 days to seek the community's views on proposed changes to the policy.

2. RECOMMENDATION:

- 2.1 **THAT Council places the updated Place Names Policy, which is provided as Attachment 1 of this report, on public exhibition for a period of 28 days to seek the community's views on proposed changes to the policy.**
- 2.2 **THAT Council notes that a further report will be presented to Council for consideration following the conclusion of the public exhibition period.**

3. LEGISLATIVE POWERS:

- 3.1 *Geographic Place Names Act 1998* (the Act);
- 3.2 *The Naming Rules for Places in Victoria – Statutory Requirements for Naming Road, Features and Localities 2022* (the Naming Rules) which are given effect under that Act;

4. FINANCIAL IMPLICATIONS:

There is no expenditure associated with reviewing Council's Place Names Policy.

5. ENVIRONMENTAL SUSTAINABILITY CONSIDERATIONS:

There are no environmental sustainability implications in respect to this report.

6. CLIMATE CHANGE ADAPTATION CONSIDERATIONS:

There are no climate change adaptation implications in respect to this report.

7. CHARTER OF HUMAN RIGHTS APPLICATION:

The rights protected in the *Charter of Human Rights and Responsibilities Act 2006* were considered and it was determined that no rights are engaged in the recommendations made to Council in this report.

8. COMMUNITY CONSULTATION:

It is recommended that Council places the updated Place Names Policy on public exhibition for a period of 28 days to seek the community's views on proposed changes to this policy.

REPORT NO: 8.3 (cont.)

9. DISCUSSION:

- 9.1 Council's Place Names Policy is applied to investigate and determine proposals to assign or amend names of places (being a road, feature or locality) or to amend the boundaries of a road, feature or locality. This policy is also followed to establish an Avenue of Honour.
- 9.2 This policy was last reviewed in August 2017 following the release of the 2016 edition of the Naming Rules. A 2022 edition of the Naming Rules has now been released. The requirements of Council, in its capacity as a Naming Authority, remain unchanged under the Naming Rules.
- 9.3 The Naming Rules include the Naming Principles. The Naming Principles must be used in conjunction with the relevant statutory requirements outlined in various sections of the Naming Rules. The Naming Principles are designed to ensure that names are enduring and there is no ambiguity, confusion, error or discrimination caused by the naming or locality boundary change process. All naming principles are equally important.
- 9.4 The following table explains the differences between the Naming Principles in the 2022 edition of the Naming Rules from the General Principles (which are now referred to as the Naming Principles) in the 2016 edition of the Naming Rules:

2022 Naming Principles	2016 General Principles	Change to Principle (if applicable)
Principle (A) Ensuring Public Safety	Principle (A) Ensuring Public Safety	No change
Principle (B) Recognising the Public Interest	Principle (B) Recognising the Public Interest	No change
Principle (C) Linking the Name to Place	Principle (C) Linking the Name to Place	No change
Principle (D) Ensuring Names Are Not Duplicated	Principle (D) Ensuring Names are Not Duplicated	No change
Principle (E) Recognition and Use of Traditional Owner Languages	Principle (E) Names Must not be Discriminatory	General Principle E from the 2016 edition of the Naming Rules (Names Must Not Be Discriminatory) is now Naming Principle F, with the updated title of Names Must Not Discriminate or be Offensive. Additional guidance is provided on consulting with Traditional Owner Groups.
Principle (F) Names Must not Discriminate or be Offensive	Principle (F) Recognition and Use of Aboriginal Languages in Naming	General Principle F from the 2016 edition of the Naming Rules (Recognition and Use of Aboriginal Languages in Naming) is now Naming Principle F, with the updated title of Recognition and use of Traditional Owner languages. Additional guidance is provided on existing names which are considered to be derogatory or patently offensive.
Principle (G) Gender Equality	Principle (G) Dual Names	General Principle G from the 2016 edition of the Naming Rules (Dual Names) is now Naming Principle H.

REPORT NO: 8.3 (cont.)

2022 Naming Principles	2016 General Principles	Change to Principle (if applicable)
		Naming Principle G, Gender Equality, is a new principle which encourages gender equality in naming.
Principle (H) Dual Names	Principle (H) Using Commemorative Names	General Principle H from the 2016 edition of the Naming Rules (Using Commemorative Names) is now Naming Principle I.
Principle (I) Using Commemorative Names	Principle (I) Using Commercial and Business Names	General Principle I from the 2016 edition of the Naming Rules (Using Commercial and Business Names) is now Naming Principle J. This principle now includes a condition that commemorative names of a deceased person should be applied no less than two years posthumously. If a naming authority wishes to name within two years it is required to seek an exemption.
Principle (J) Using Commercial and Business Names	Principle (J) Language	General Principle I from the 2016 edition of the Naming Rules (Language) is now Naming Principle K.
Principle (K) Language	Principle (K) Directional Names to be Avoided	General Principle I from the 2016 edition of the Naming Rules (Directional Names to be Avoided) is now Naming Principle L.
Principle (L) Directional Names to be Avoided	Principle (L) Assigning Extent to a Road, Feature or Locality	General Principle L from the 2016 edition of the Naming Rules (Assigning Extent to a Road, Feature or Locality) is now Naming Principle M.
Principle (M) Assigning Extent to a Road, Feature or Locality		This not a new principle, it is an existing principle which has been allocated a new reference number.

- 9.5 Of note to Council is the addition of new Naming Principle G, Gender Equality, which encourages gender equality in naming, and the new condition under Naming Principle I, Using Commemorative Names, that commemorative names of a deceased person should be applied no less than two years posthumously, with a naming authority required to seek an exemption if it wishes to use the name of a deceased person within 2 years.
- 9.6 As part of its efforts to promote gender equality, Council is undertaking a project focused on getting more public places named after women. This project will be delivered by a team of students working two days per week, over a period of three months. The project seeks to deliver the following key outputs:
- 9.6.1 Review and assessment of existing public place names in the municipality. This is expected to focus on names assigned to Council owned/operated buildings, facilities, parks, and open spaces. It is not expected to include street names. This will include the students compiling a spreadsheet of existing public place names in the Hume municipality and simple analysis to determine the overall proportion of public places in the Hume municipality that are named after men vs. women.

REPORT NO: 8.3 (cont.)

- 9.6.2 Development of a database of prominent local women. To develop this database, students will be required to consult and engage with a range of community groups and historical societies within the Hume City community.
- 9.6.3 Identification of appropriate policies or procedures that could support Council to work toward gender equality in public place naming over time. This will require students to identify best-practice policies and procedures, to develop an understanding of existing public place naming processes in place at Council, before making recommendations on policies/procedures that could be established by Council to work toward gender equity in public place naming.
- 9.7 A Gender Impact Assessment will also be completed for the Place Names Policy prior to a final policy being presented to Council for consideration following community consultation.
- 9.8 Other changes that are proposed in the updated Place Names Policy are as follows:
 - 9.8.1 It is proposed that the Chief Executive Officer, under the power delegated to them by Council, may approve the commencement of community consultation of an application that is being considered under the Place Names Policy on the condition that it is compliant with the Naming Principles contained within the Naming Rules. This delegation would not apply to applications made to use a commemorative name, a business or commercial name or a name using Traditional Owner language, except if the name is already well known in an unofficial capacity by the local community. It is also proposed that the Chief Executive Officer may sub-delegate this power to the Chief Financial Officer, Manager Governance or Coordinator Governance.
 - (a) This change is proposed so that in limited circumstances some types of applications can be assessed by officers under delegated authority and proceed directly to community consultation if the application is compliant with the Naming Principles.
 - (b) An example of the use of this proposed delegated power would be officer approval of the commencement of community consultation on a proposal to officially name a reserve after the street that the reserve is located in, for example, a proposal to name a reserve in Smith Street the 'Smith Street Reserve'.
 - (c) All applications will continue to be presented to Council for final decisions, and it is not proposed that the authority to make final decisions is sub-delegated to officers, or that the Chief Executive Officer will use their delegated power to make the final decision on an application.
 - 9.8.2 The updated policy includes a clause in which Council acknowledges inequity in the naming of places and it commits to working towards equity in place naming in relation to gender, traditional owner names and languages and names and languages which reflect Hume City's modern multicultural society.
 - 9.8.3 The updated policy provides clarification on the criteria set out in the Naming Rules on when a living person can be commemorated, which is in exceptional circumstances and following an application to the Registrar of Geographic Names which outlines the reasons for proposing a living person's name, including but not limited to evidence about the person's achievements which are of national or state significance, and relevant history and association to the area which ensures a link to place.

REPORT NO: 8.3 (cont.)

- 9.8.4 A copy of a Quick Guide on the use of the Naming Rules has been included as an attachment to the updated Place Names Policy, and the submission template which is included with the policy has been updated where required so that it is compliant with the updated Naming Rules.
- 9.8.5 Other minor formatting changes have been made, and text reviewed and removed where it is no longer required or if it is duplicating information that is provided in the Naming Rules.
- 9.9 Council also has a Memorialisation Within the Municipality of Hume Policy. This policy will be reviewed separately to this current review of the Place Names Policy.

10. CONCLUSION:

It is proposed that the update version of Council's Place Names Policy, which is provided as Attachment 1 of this report, be placed public exhibition for a period of 28 days to seek the community's views on the changed proposed to this policy.

REPORT NO: 8.3 (cont.)

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PLACE NAMES POLICY

Policy Reference No.	POL/185
File No.	HCC11/739
Strategic Objective	3.2 Deliver responsible and transparent governance, services and sustainable assets that respond to community needs
Adopted by Council	February 2002
Re-Adopted	Month 2023
Date for Review	Month 2028
Responsible Officer	Manager Governance
Department	Governance

PLACE NAMES POLICY

1 POLICY STATEMENT

- 1.1 Hume City Council will comply with any applicable legislation, regulations, rules and/or policy when it receives and considers an application made under the *Geographic Place Names Act 1998* (the Act).
- 1.2 Hume City Council's Place Names Policy outlines how Council will investigate and determine applications received to:
- assign or amend names of places (being a road, feature or locality);
 - amend the boundaries of a road, feature or locality; or
 - establish an Avenue of Honour.

2 PURPOSE

- 2.1 The Naming Rules for Places in Victoria 2022 - Statutory Requirements for Naming Roads, Features and Localities (the Naming Rules) are the statutory guidelines provided for under section 5 of the Act. They set out step-by-step information on naming or changing the boundaries of roads, features and localities in Victoria. It is mandatory for all naming authorities in Victoria, which includes local councils, to follow the Naming Rules. Under section 6 of the Act, the guidelines must be reviewed once every five years.
- 2.2 The purpose of this policy is to:
- ensure that Council follows the Naming Rules when investigating and determining applications to assign or amend names of places, and locality boundaries;
 - ensure that submitters of place name applications are aware of the process and principles by which Council will investigate and determine their applications.

3 SCOPE

- 3.1 Any public or private road, feature or locality within the Hume municipality can be named or renamed, or have its boundary changed, using the Naming Rules.
- 3.2 Council on occasion receives proposals to name Council owned assets or features and areas controlled by Council after a Hume resident or an individual who has made a significant contribution to the Hume municipality, or to locate a memorial (for example, a commemorative plaque) on Council land or assets, or areas controlled by Council. In circumstances that do not fall within the scope of this Place Names policy, applications of this type will fall under any other applicable Council policy or guidelines.

4 OBJECTIVE

The objective of this policy is to ensure that Council follows the Naming Rules when investigating and determining naming applications, so that there is transparency and consistency in its decision making and application of this policy.

5 POLICY IMPLEMENTATION

- 5.1 Council will begin investigating and determining place name applications after one of the following occurs:
- A Council Officer identifies a need to assign or amend the name of a place or places;
 - A member of the general public, a community interest group or an organisation submits a written request to amend a name or change the name of a road, feature or locality, including a locality's boundaries;
 - A Plan of Subdivision is submitted for certification by Council. Council's subdivision certification process includes an audit of street names to ensure that

Policy Reference No:	POL/185	Responsible Officer:	Manager Governance
Date of Re/Adoption:	Month 2023	Department:	Governance
Review Date:	Month 2028		

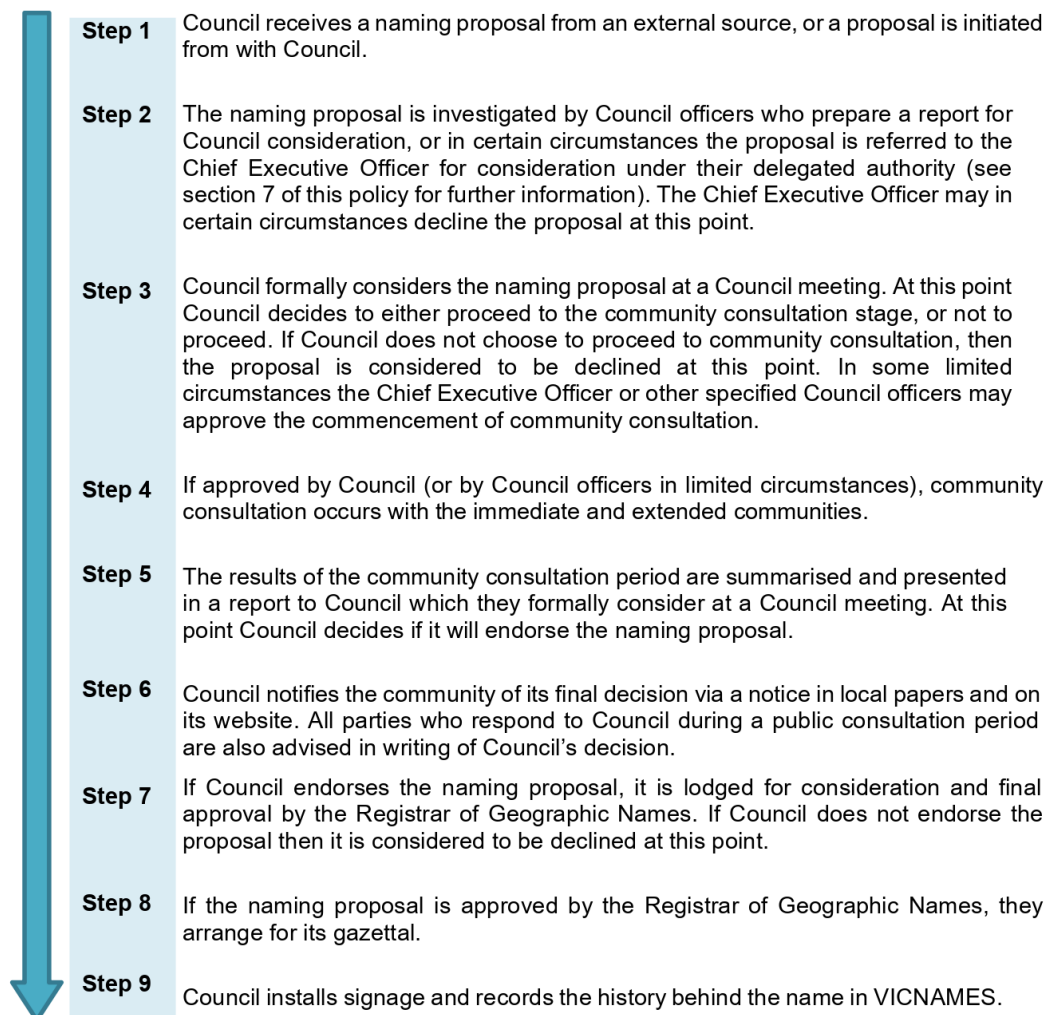
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PLACE NAMES POLICY

new names are compliant with the Naming Rules.

- d) A Council resolution is made directing officers to commence investigating a naming proposal.

- 5.2 Council will follow the step-by-step process listed below when it receives a place name application. Steps are explained in further detail later in this policy:



6 PROCEDURE TO CONSIDER PROPOSALS TO ASSIGN OR AMEND THE NAME OF A ROAD, FEATURE OR LOCALITY, OR TO AMEND A LOCALITY BOUNDARY

- 6.1 When considering a proposal to assign or amend the name of a road, feature or locality, or to amend a locality boundary, Council will follow the requirements set out in the Naming Rules, including public consultation requirement where mandatory.
- 6.2 The Naming Rules include the Naming Principles which must be used in conjunction with the relevant statutory requirements outlined in various sections of the Naming Rules. The Naming Principles are designed to ensure that names are enduring and there is no ambiguity, confusion, error or discrimination caused by the naming or locality boundary change process. All naming principles are equally important.

Policy Reference No:	POL/185	Responsible Officer:	Manager Governance
Date of Re/Adoption:	Month 2023	Department:	Governance
Review Date:	Month 2028		

PLACE NAMES POLICY

6.3 The Naming Rules can be viewed in the Naming Rules by following this [link](http://www.land.vic.gov.au/place-naming/understand-the-naming-process/the-naming-rules), or by visiting www.land.vic.gov.au/place-naming/understand-the-naming-process/the-naming-rules.

6.4 Quick Guide for the Naming Rules, which was published by the Department of Energy, Environment and Climate Action, is provided as Attachment 1 of this policy.

7 DECISION NOT TO PROCEED WITH CONSIDERATION OF A NAMING PROPOSAL

7.1 In accordance with clause 6.2.1 of the Naming Rules, 'the decision to proceed with a name proposal rests with the naming authority', being Council.

7.2 Council can choose not to proceed to public consultation with a naming proposal that has been presented to it for consideration if it decides:

- a) That the naming proposal seeks to change a long established and compliant name that is familiar to local residents and service providers, particularly to emergency service providers, and the proposal does not establish a compelling reason as to why Council would consider endorsing a change of name for such a location; *or*
- b) If for any other reason Council determines that it does not wish to proceed to public consultation for a naming proposal that has been presented to it for consideration.

7.3 The Chief Executive Officer, under the power delegated to them by Council, can reject the application and decline to present to Council for their consideration any proposal that the Chief Executive Officer has assessed as:

- a) being non-compliant with principle (D) Ensuring Names are Not Duplicated and/or principle (F) Names Must Not Discriminate or be Offensive, of the Naming Rules;
- b) being substantially similar to an application which has already been decided upon by the naming authority.

8 CONSULTATION

Council will comply with all consultation requirements set out under the Naming Rules.

9 AVENUES OF HONOUR

9.1 Avenue of Honour is the term given to a memorial avenue of trees, generally with each tree symbolising a person. Most avenues are in remembrance of those who fought or died in war, particularly World War I (1914–1918).

9.2 Avenues of Honour are a means of family members and the community expressing gratitude to individuals who sacrificed their life in major conflicts around the world in which Australia participated. They are usually a row of trees accompanied by a monument or plaques which identify and commemorate a collective of individuals from a local area.

9.3 To request the establishment of an Avenue of Honour, a resident or community group must provide with their written submission to Council the following information:

- the proposed site of the Avenue of Honour;
- proposed details of the commemorative plantings;
- details of the collective and/or all individuals to be commemorated;
- the conflict/s in which the individuals lost their lives;
- proposed details of any memorials, plaques and/or monuments to be included in the proposed Avenue;
- any other information that is relevant to the submission.

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- 9.4 Council officers will first check with the road authority that is responsible for the road at the location for which the Avenue of Honour is being proposed, and if appropriate, refer the proposal to them, if Council is not the naming authority for this location. This will most likely be VicRoads. If Council is the naming authority and not the road authority, it will seek the road authority's view on the proposal and approval from them to consider establishing the Avenue of Honour, should that be deemed appropriate. Ongoing maintenance of the Avenue of Honour will also be discussed with the road authority, if it is not Council.
- 9.5 If the road authority does not approve the request for an Avenue of Honour then the applicant will be advised of this and no further action will be taken by Council.
- 9.6 If the road authority gives their approval for the Avenue of Honour, Council will then consult with other stakeholders as per the community consultation requirements contained in this policy.
- 9.7 In addition to those requirements, Council will also consult with any of the following:
- Returned and Services League of Australia (RSL)
 - Department of Veteran's Affairs
 - Australian War Memorial
 - National Trust of Australia (Vic)
 - Local Historical Associations

10 OTHER MATTERS**10.1 *Chief Executive Officer Delegated Authority to Approve the Commencement of Community Consultation or to Sub-Delegate this Authority to Another Council Officer***

- 10.1.1 The Chief Executive Officer, under the power delegated to them by Council, may approve the commencement of community consultation of an application being considered under this policy on the condition that the application is compliant with the Naming Principles contained within the Naming Rules. This delegation does not apply to applications made to use a commemorative name, a business or commercial name or a name using Traditional Owner language, except if the name is already well known in an unofficial capacity by the local community.
- 10.1.2 The Chief Executive Officer may also sub-delegate this power to the Chief Financial Officer, Manager Governance or Coordinator Governance.
- 10.1.3 An example of the use of this delegated power would be officer approval of the commencement of community consultation on a proposal to officially name a reserve after the street that the reserve is located in, for example, a proposal to name a reserve in Smith Street the 'Smith Street Reserve'.

10.2 *Equity and Inclusion in Naming*

- 10.2.1 Council acknowledges inequity in the naming of places and it is committed to work towards equity in place naming in relation to gender, traditional owner names and languages and names and languages which reflect Hume City's modern multicultural society.

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10.3 Naming After Living People

10.3.1 Principle I of the Naming Rules, Using Commemorative Names, provides the following criteria regarding commemoration of a living person:

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

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

11 DEFINITIONS AND ABBREVIATIONS

Act means the *Geographic Place Names Act* 1998.

Estate names include names applied to residential estates, commercial or mixed estate. For example, residential subdivisions and business parks or commercial/industrial zoned land.

Naming Rules means the Naming Rules for Places in Victoria – Statutory Requirements for Naming Roads, Features and Localities 2022 or any update version of the Naming Rules., having effect under the Act

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:

- 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.

Registrar means the Registrar of Geographic Names.

12 RELATED DOCUMENTS

- *Geographic Place Names Act* 1998;
- *Local Government Act* 1989;
- *Local Government Act* 2020;
- *Road Management Act* 2004;
- *Aboriginal Heritage Act* 2006;
- *Aboriginal Heritage Regulations* 2018;
- AS/NZS 4819:2011 Rural and urban addressing;
- *Survey Co-ordination Act* 1958;
- *Subdivision (Procedures) Regulations* 2011;
- Naming rules for places in Victoria – Statutory requirements for naming roads, features and localities 2022;
- Hume City Council's 'Proposals for Memorialisation Within the Municipality of Hume' policy;
- Quick Guide – Naming Rules for Places in Victoria 2022 (Attachment 1);
- Naming Proposal – Submission Template to Hume City Council (Attachment 2).

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PLACE NAMES POLICY

ATTACHMENT 1 - Quick Guide Naming Rules for Places in Victoria 2022

Naming rules for places in Victoria

Quick guide

What are the naming rules?

Naming rules for places in Victoria – Statutory requirements for naming roads, features and localities

The naming rules provide processes and procedures for naming roads, features and localities across Victoria.

Appropriate naming is essential for identifying locations when 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.

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

Why is there 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.

What can be named or renamed using the naming rules?

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

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

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Naming rules for places in Victoria

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

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

Other stakeholders include emergency service organisations, Australia Post, owners corporations, private institutions, Traditional Owners, historical societies and utility or other service providers.

They can be involved in the naming process in three ways:

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

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

Who should be consulted?

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

- the **immediate community**, which broadly includes people who live and work within the area and owners of properties or businesses; in particular, residents, ratepayers and businesses within the immediate area directly affected by the proposal

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

How a naming authority builds awareness of a proposal and invites feedback

Building awareness of the proposal is key to engaging with the community. The following methods are discussed further in the naming rules. 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.

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

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What is an objection?

An objection is a way for members of the community to inform the naming authority that one or more people disagree with a naming or renaming proposal. An objection must explain why a proposal is opposed.

Simply lodging opposition without an explanation does not help the naming authority understand the underlying issues.

Lodging objections

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

Considering objections

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

Appeals

In the case of a naming authority accepting a 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.

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).

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ATTACHMENT 2 - Naming Proposal Submission Template to Hume City Council

APPLICANT'S NAME AND CONTACT DETAILS	
Name:	
Address:	
Contact number:	
Contact email address:	
IS YOUR NAMING PROPOSAL RELATED TO A:	
<input type="checkbox"/>	Road
<input type="checkbox"/>	Feature
<input type="checkbox"/>	Locality
IS YOUR NAMING PROPOSAL FOR A:	
<input type="checkbox"/>	New name for an unnamed road, feature or locality
<input type="checkbox"/>	Renaming of a road, feature or locality
PLEASE COMPLETE THE FOLLOWING DETAILS:	
Proposed Name	
Location of the road or feature (please include a map with your proposal)	
Background information on why Council should consider naming or changing the name or boundary, for example, why the proposed name is considered appropriate (include any history or local relevance)	
If the proposal is a commemorative name, please include information on the person such as: <ul style="list-style-type: none"> • Full name, date of birth and date of death; • Occupation and/or education; • Civil and community achievements or contributions; • Honours and awards received; • Other relevant material of historical interest. 	
Reason for the proposal (why the current name is not considered appropriate or any other relevant information)	

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GENERAL QUESTIONS			
If proposing a new name or to change a name, does the proposal conform to the principles in Section 2 of the Naming Rules? Please refer to the principles below.			
	Yes	No	NA*
Principle A - Ensuring public safety	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Principle B - Recognising the public interest	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Principle C - Linking the name to place	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Principle D - Ensuring names are not duplicated	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Principle E - Recognition and use of Traditional Owner languages	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Principle F - Names must not discriminate or be offensive	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Principle G - Gender equality	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Principle H - Dual names	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Principle I - Using commemorative names	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Principle J - Using commercial and business names	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Principle K - Language	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Principle L - Directional names to be avoided	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Principle M - Assigning extent to a road, feature or locality	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

PROPOSING A NAME USING TRADITIONAL OWNER LANGUAGE

Policy Reference No:	POL/185	Responsible Officer:	Manager Governance
Date of Re/Adoption:	Month 2023	Department:	Governance
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	Yes	No
Is a name using Traditional Owner Language being proposed?	<input type="checkbox"/>	<input type="checkbox"/>
If proposing a Traditional Owner name, does the feature already have an officially registered name or an unrecorded and/or unregistered name? If yes, the Traditional Owner name may be considered as a dual name. Please refer to Principle H.	<input type="checkbox"/>	<input type="checkbox"/>
Has the Traditional Owner name been verified by the area's Traditional Owner group(s), and is there written evidence of this verification? Please refer to Section 7.3 of the Naming Rules.	<input type="checkbox"/>	<input type="checkbox"/>

Date Adopted	February 2002
Date Re-Adopted	Month 2023
Review Date	Month 2028

Policy Reference No:	POL/185	Responsible Officer:	Manager Governance
Date of Re/Adoption:	Month 2023	Department:	Governance
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REPORT NO:	8.4
REPORT TITLE:	Proposed Council Meeting Schedule 1 July 2023 to 30 June 2024
SOURCE:	Megan Kruger, Manager Governance Peter Faull, Coordinator Governance
DIVISION:	Finance & Governance
FILE NO:	HCC04/13
POLICY:	-
STRATEGIC OBJECTIVE:	3.2: Deliver responsible and transparent governance, services and sustainable assets that respond to community needs
ATTACHMENTS:	Nil

1. SUMMARY OF REPORT:

- 1.1 As per section 9 of Chapter 2 of Council's Governance Rules, this report proposes a Council meeting schedule for the period 1 July 2023 to 30 June 2024 for Council consideration.

2. RECOMMENDATION:

- 2.1 **THAT Council adopts the following Council meeting schedule for the period 1 July 2023 to 30 June 2024:**

DATE	VENUE
Monday 10 July 2023	Town Hall Broadmeadows
Monday, 24 July 2023	Town Hall Broadmeadows
Monday, 14 August 2023	Hume Global Learning Centre - Sunbury
Monday, 28 August 2023	Town Hall Broadmeadows
Monday, 11 September 2023	Hume Global Learning Centre - Craigieburn
Monday, 25 September 2023	Town Hall Broadmeadows
Monday, 9 October 2023	Town Hall Broadmeadows
Monday, 23 October 2023	Town Hall Broadmeadows
Wednesday, 1 November 2023	Town Hall Broadmeadows (Statutory Meeting)
Monday, 20 November 2023	Hume Global Learning Centre - Craigieburn
Monday, 27 November 2023	Town Hall Broadmeadows
Monday, 11 December 2023	Hume Global Learning Centre – Sunbury
Monday, 18 December 2023	Town Hall Broadmeadows
Monday, 12 February 2024	Town Hall Broadmeadows
Monday, 26 February 2024	Town Hall Broadmeadows
Tuesday, 12 March 2024	Hume Global Learning Centre - Craigieburn
Monday, 25 March 2024	Town Hall Broadmeadows
Monday, 15 April 2024	Hume Global Learning Centre - Sunbury

REPORT NO: 8.4 (cont.)

DATE	VENUE
Monday, 29 April 2024	Town Hall Broadmeadows
Monday, 13 May 2024	Town Hall Broadmeadows
Monday, 27 May 2024	Town Hall Broadmeadows
Tuesday, 11 June 2024	Hume Global Learning Centre - Craigieburn
Monday, 24 June 2024	Town Hall Broadmeadows

3. LEGISLATIVE POWERS:

Council has the power to adopt a meeting schedule under its Governance Rules, which are made under the *Local Government Act 2020*.

4. FINANCIAL IMPLICATIONS:

Costs associated with the holding of Council meetings are included in Council's annual budget.

5. ENVIRONMENTAL SUSTAINABILITY CONSIDERATIONS:

There are no environmental sustainability implications in respect to this report.

6. CLIMATE CHANGE ADAPTATION CONSIDERATIONS:

There are no climate change adaptation implications in respect to this report.

7. CHARTER OF HUMAN RIGHTS APPLICATION:

The rights protected in The *Charter of Human Rights and Responsibilities Act 2006* were considered and it was determined that no rights are engaged in the recommendations made to Council in this report.

8. COMMUNITY CONSULTATION:

Community consultation is not required prior to Council setting a Council meeting schedule for the period 1 July 2023 to 30 June 2024.

9. DISCUSSION:

- 9.1 The meeting schedule that is proposed to Council in this report for the period 1 July 2023 to 30 June 2024 continues Council's current format of scheduling a Council meeting on the second and fourth Monday of each month, with all meetings scheduled to start at 7pm. If the second or fourth Monday of a month falls on a public holiday, the Council meeting for that week is instead proposed to be scheduled for a Tuesday.
- 9.2 The proposed meeting schedule also continues the practice of rotating the first Council meeting of each month between venues in Broadmeadows, Craigieburn and Sunbury. The second Council meeting of each month is proposed to continue to be held in Broadmeadows.
- 9.3 Council Briefings are also held on the first and third Monday of each month, however these do not require a Council resolution to be scheduled. Council Briefings are scheduled to be held the week before a Council meeting.
- 9.4 No Council meetings or briefings are scheduled for January 2024, and in past years only one Council briefing has been scheduled in the month of December. Due to the Melbourne Cup public holiday falling on Tuesday 7 November 2023, it is proposed that only one Council briefing and two Council meetings are scheduled for both November and December 2023.
- 9.5 Council's annual Statutory Meeting is proposed to be held on Wednesday 1 November 2023. No meetings are proposed to be held on Monday 6 November 2022, which is the last working day before the Melbourne Cup public holiday on Tuesday 7 November 2022.

REPORT NO: 8.4 (cont.)

10. CONCLUSION:

This report presents Council with a proposed Council meeting schedule for the period 1 July 2023 to 30 June 2024 for its consideration and adoption.

REPORT NO: 8.4 (cont.)

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REPORT NO:	8.5
REPORT TITLE:	Report to Council on Audit and Risk Committee Business Undertaken
SOURCE:	Sheena Frost, Chief Executive Officer
DIVISION:	Chief Executive Officer
FILE NO:	HCC14/401
POLICY:	-
STRATEGIC OBJECTIVE:	3.2: Deliver responsible and transparent governance, services and sustainable assets that respond to community needs
ATTACHMENT:	1. <i>Audit and Risk Committee Business Undertaken</i>

1. SUMMARY OF REPORT:

In accordance with the requirements of Local Government Act 2020 and Council's Audit and Risk Committee Charter adopted 22 June 2020, a biannual report is required to be provided to Council informing the Council of business undertaken and considered by the Audit and Risk Committee.

2. RECOMMENDATION:

That Council notes the report from the Audit and Risk Committee on the activities undertaken by the Committee for the period 1 July 2022 – 31 December 2022.

3. LEGISLATIVE POWERS:

Local Government Act 2020 section 54(5)(b).

4. FINANCIAL IMPLICATIONS:

Nil

5. DISCUSSION:

5.1 Council's Audit and Risk Committee Charter adopted 22 June 2020, includes a requirement for a biannual report to be provided to Council informing the Council of activities undertaken and considered by the Audit and Risk Committee. This is a requirement of the Local Government 2020 Section 54(5)(b). The Act stipulates that the Committee must prepare a report and submit it to the Chief Executive Officer for tabling at the next available Council meeting.

5.2 The report at attachment 1 relates to the 6-month period 1 July 2022 to 31 December 2022. Future reports will be provided to Council on a six-monthly basis following the February and August Audit and Risk Committee meetings.

6. CONCLUSION:

The attached report reflects that Council's Audit and Risk Committee has developed a strong reporting regime to meet its requirements under its Charter. The Committee has monitored the progress of internal audit recommendations and provided guidance and high-level oversight of Council's management of financial, risk and operational matters in accordance with the Audit and Risk Committee Charter.

REPORT NO: 8.5 (cont.)

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**REPORTS – OFFICERS’ REPORTS
24 FEBRUARY 2023**

AUDIT AND RISK COMMITTEE MEETING

REPORT NO:	4.8
REPORT TITLE:	Audit and Risk Committee Business Undertaken 1 July 2022 - 31 December 2022
SOURCE:	Megan Kruger, Manager Governance
DIVISION:	Finance & Governance
FILE NO:	HCC14/401
POLICY:	-
STRATEGIC OBJECTIVE:	3.2: Deliver responsible and transparent governance, services and sustainable assets that respond to community needs
ATTACHMENT:	1. <i>Audit and Risk Committee Work Program</i>

1. SUMMARY OF REPORT:

- 1.1 Under the Local Government Act 2020 (the Act), Council’s Audit and Risk Committee must:
 - 1.1.1 prepare a biannual audit and report that describes the activities of the Audit and Risk Committee and includes its findings and recommendations, and
 - 1.1.2 provide a copy of the biannual audit and risk report to the Chief Executive officer for tabling at the next Council meeting.
- 1.2 Preparation of this report will comply with the requirements of section 54(5) of the Act.

2. RECOMMENDATION:

- 2.1 That the Audit and Risk Committee note this report of its activities undertaken for the period 1 July 2022 – 31 December 2022.
- 2.2 That this report be provided to the Chief Executive Officer for tabling at the next Council Meeting in accordance with section 54(5)(b) of the Local Government Act 2020.

3. LEGISLATIVE POWERS:

Local Government Act 2020, section 54(5).

4. DISCUSSION:

- 4.1 The Audit and Risk Committee Charter includes a requirement for the Committee to provide Council with a copy of its meeting minutes and a biannual report. The agendas and minutes of meetings of the Committee have been provided to Councillors and Council has passed resolutions accepting and noting the minutes. This is deemed compliance with the Act in advising Council of the Committee’s findings and recommendations.
- 4.2 This report relates to the period 1 July 2022 to 31 December 2022.
 - 4.2.1 David Nairn – appointed Chair in April 2021, term expiry April 2023
 - 4.2.2 Shannon Buckley – initial term expiry April 2024
 - 4.2.3 Jenny Johanson - initial term expiry April 2025
- 4.3 Council, at its Statutory Meeting held on 2 November 2022:
 - 4.3.1 Appointed Councillor Karen Sherry and Councillor Jarrod Bell as Councillor members of the Audit and Risk Committee.

REPORTS – OFFICERS' REPORTS**24 FEBRUARY 2023****AUDIT AND RISK COMMITTEE MEETING****REPORT NO: 4.8 (cont.)**

- 4.4 Members attended all meetings they were eligible to attend, with the exception of Councillor Sam Misho who provided an apology for the 29 August 2022 meeting. The Chairperson, on behalf of the Committee members, attended the 5 September 2022 Councilor Briefing Session and provided Council with confirmation of their satisfaction with Council's processes and the Committee's operations. The Chairperson was also given the opportunity to have a confidential discussion with Councillors, without the presence of Council officers.
- 4.5 The Committee met twice during the reporting period and the attached Work Program provides information on planned and actual reporting for the period.

5. CONCLUSION:

The Audit and Risk Committee has developed a strong reporting regime to meet its requirements under its Charter. It has monitored the progress of internal audit recommendations and provided guidance in the consideration of financial and operational matters relevant to the affairs of Hume City.

REPORTS – OFFICERS’ REPORTS - AUDIT
24 FEBRUARY 2023

AUDIT AND RISK COMMITTEE MEETING

Attachment 1 - Audit and Risk Committee Work Program

HUME CITY COUNCIL AUDIT AND RISK COMMITTEE WORK PROGRAM 2022/23									
	Reporting Period 1 July 2022 – 31 December 2022			Reporting Period 1 January 2023 – 31 June 2023			Reporting Period 1 July 2023 – 31 December 2023		
	Planned	Actual	Planned	Actual	Planned	Actual	Planned	Actual	Planned
<i>Monitor the compliance of Council policies and procedures with</i>									
- The overarching governance principles									
Legislative Compliance and Ethics Program									
- This Act and the regulations and any Ministerial directions.			✓	✓					
<i>Monitor Council financial and performance reporting</i>									
Review of quarterly financial reports									
Year End Financial Reporting									
- Review the financial statements and determine whether they are complete and consistent with the information known to committee members.	✓	✓							
- Meet with management and the external auditors to review the financial statement and the results of the audit	✓	✓							
Comments									
The process of monitoring Council's compliance with the overarching governance principles is still being developed. One way this will be monitored is by including a section in the Council Report template so that Council can see which principles each Report relates to and ensure that the appropriate principles are being considered for each decision it makes.									
A Report is presented to the Committee annually in relation to Council's legislative compliance with all the pieces of legislation which apply to Council. Any breaches are reported to the Committee in detail covering the consequences of non-compliance, risk of non-compliance and remediation.									

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AUDIT AND RISK COMMITTEE MEETING

Attachment 1 - Audit and Risk Committee Work Program

HUME CITY COUNCIL AUDIT AND RISK COMMITTEE WORK PROGRAM 2022/23									
	Reporting Period 1 July 2022 – 31 December 2022				Reporting Period 1 January 2023 – 31 June 2023				Comments
	August 2022		November 2022		February 2023		May 2023		
	Planned	Actual	Planned	Actual	Planned	Actual	Planned	Actual	
Local Government Performance Reporting Framework	✓	✓				✓			
10-year Financial Plan Assumptions								✓	
- Review judgmental areas i.e. involving valuation of assets and liabilities									
Shell Accounts for Preparation of the 2020/21 Financial Statements								✓	
- Review significant accounting and reporting issues, including recent professional and regulatory pronouncements, and understand their impact on the financial statements									
Monitor and provide advice on risk management and fraud prevention systems and controls									
Risk Register Update (Corporate and Departmental Risks)	✓	Deferred to February meeting				✓			
- Receive reports as to the status of the risk register and the actions being taken to manage the identified risks.									
- Receive reports as to the status of the risk register and the actions being taken to manage the identified risks.									

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	Planned	Actual	Planned	Actual	Planned	Actual	Planned	Actual	
Risk Register Update (Fraud Risks) - Review the effectiveness of the system for monitoring compliance with law's and regulations and the results of management investigation and follow up of any fraudulent acts or non-compliances.			✓	✓			✓		A Quarterly Risk Update of an overall Risk Team report was presented in lieu of the expected Risk Register update.
Review of Fraud Control Policy and Plan - Review of Risk and Integrity Frameworks - Annual Update			✓						A Quarterly Risk Update of an overall Risk Team report was presented in lieu of the expected Review of Risk and Integrity Frameworks – Annual Update.
Presentation by Director or Manager on risks, responsibilities and actions within their area. - Gain an understanding of the current areas of greatest financial and operation risk and how management is managing these effectively. - Gain an understanding of the operations of Council by having each Director provide a briefing of their division			✓	✓	✓		✓		
Insurance Renewal 2022/23 - Review the adequacy of insurance cover	✓	✓							
Self-assessment against external agency reports (as required) - Review the findings of any examinations by regulatory agencies and monitor that they are appropriately actioned by management.		✓							

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	Planned	Actual	Planned	Actual	Planned	Actual	Planned	Actual	
Business Continuity Update (testing completed every three years – next full review 2024; testing in relation to cyber security 2022) - Monitor processes and practices to ensure effective business continuity									The Report scheduled from May 2022, will be included in the Agenda at February 2023 Audit and Risk Committee meeting, as 2023 General Business item.
Oversee internal and external audit functions									
Internal Audit – Strategic Plan 2021/24 Status Report	✓	✓	✓	✓	✓	✓	✓	✓	
Internal audit – Audit Plan for 2022/23 - Review and approve the annual internal audit plan and any suggested amendments to it during the year								✓	
Attendance by internal auditors at all quarterly meetings - Monitor the effectiveness of the internal audit function on an ongoing basis - Determine whether there are any restrictions on the internal audit function	✓	✓	✓	✓	✓	✓	✓	✓	
Receive and review internal audit reports (as required) - Internal Audit Scope - Review of Procurement Scope - Internal Audit Scope – Review of BCP, DRP and Emergency Management		✓							

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	Planned	Actual	Planned	Actual	Planned	Planned	Planned		
<ul style="list-style-type: none">- Internal Audit Scopes – Review Landfill Management and Risk Management Frameworks- Cyber Security- Procurement, Capital Works, Aquatic & Leisure Services- Follow Up Review- CEO Review (if required)				✓ ✓ ✓					
External audit - Audit Strategy <ul style="list-style-type: none">- Reviewing the proposed audit scope and approach and consider whether any restrictions or limitations have been placed on the scope.					✓			VAGO provided an additional Report 'VAGO Update' to the Committee at the November 2022 meeting.	
Review the performance of the external auditors. <ul style="list-style-type: none">- An annual survey is provided by VAGO for Council's completion in relation to the performance of the external auditors.Another other performance issues which arise are raised by exception.					✓				
Consider the independence of the external auditor in the context of any other services provided to Council (if required).								No additional external services were provided during this period.	
External audit - Interim management letter to the Audit and Risk Committee							✓		

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	Planned	Actual	Planned	Actual	Planned	Actual	Planned		
- Monitor the progress of actions proposed in relation to significant findings and recommendations made by the external auditors.									
External Audit - Management letter and closing report to the Audit and Risk Committee	✓								
- Discuss matters arising from the external audit with the external auditor or his agent in the absence of management at least once per year.		✓							
Audit and Risk Committee Work Program									
Work Program (2022/2023)							✓		
Audit and Risk Committee Business Undertaken – Biannual Report (1 January – 30 June/1 July-31 December)	✓	✓				✓			
- Biannual audit and risk report that describes the activities of the Audit and Risk Committee and includes its findings and recommendations									
Integrity Report			✓	✓			✓		

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	Planned	Actual	Planned	Planned	Actual	Planned	Planned	Actual	Planned
Audit and Risk Committee Charter	✓	✓							
Annual assessment of performance against the Audit and Risk Committee Charter									
Audit and Risk Committee Annual Assessment of its Performance against the Charter tabled by CEO at Council Meeting	✓	✓							
Annual Assessment of the Performance of the Internal Auditor		✓							Internal Audit Annual Assessment Report, as requested at the meeting on 27 August 2021.
Review the Audit and Risk Committee Charter (within 12 months following a Council election)	✓	Deferred to February 2023				✓			Report rescheduled to February 2023 Audit and Risk Committee meeting, as 2023 General Business item.
Internal Control									
Management Status Reports – Audits	✓	✓	✓	✓	✓	✓	✓	✓	✓
- Determine whether all Directors and Managers receive and action the management information reports.									
- Gain an understanding of whether internal control recommendations made by internal and external audit have been implemented by management.									
Fraud Register Notifications (as required)									
- Consider with the internal and external auditors and management any fraud,									

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<i>corruption, illegal acts, deficiencies in internal control or other similar issues</i>									
Legislative Compliance and Ethics Program			✓	✓					
- Review the effectiveness of the corporate governance environment established by management									
Other Responsibilities									
CEO Update and Emerging Issues	✓	✓	✓		✓		✓	✓	An update was not provided to the Audit and Risk Committee November 2023 meeting
Report detailing all reimbursed of out of pocket expenses paid to Councillors (reporting to commence February 2021 and quarterly thereafter)	✓	✓	✓	✓	✓		✓	✓	
The Committee shall report to Council by the provision to Council of a copy of each ordinary meeting minutes.	✓	✓	✓	✓	✓		✓	✓	
Perform other oversight functions as required by Council									
- Information Communication Strategy Update							✓		
- Information and Technology Project Update – Single View of the Customer							✓		
Asset Management System Update							✓		

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	August 2022		November 2022		February 2023			
	Planned	Actual	Planned	Actual	Planned	Actual		
Setting of Audit and Risk Committee meeting dates for the next calendar year			✓	✓				
Proposed Agenda outline for next Audit and Risk Committee meeting	✓	✓	✓	✓	✓	✓	✓	✓

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