

## Background

The Place Names Advisory Committee ("the PNC") will assist the Wodonga Council ("the council") with its responsibilities under the *Geographical Place Names Act, 1998* ("the Act").

The primary aim of the Act is to ensure that:

- New or changed names are notified to the Registrar;
- Names are registered; and,
- All geographic names data, including street and road names and street addresses, are captured for mapping purposes.

The Act defines place as "*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, hospital and government nursing home".*

## Objectives

The primary objective of the PNC is to assist the council in the effective conduct of its responsibilities for:

- The investigation and determination of geographic place names; and
- The notification of new or altered names to the Registrar for inclusion in the Register for official mapping data and other purposes.

The PNC will follow the process detailed in the *Guidelines for Geographic Names, Principles, Policies & Procedures*, in order to undertake its functions.

## Committee structure

The PNC is an advisory committee of the council and is responsible to that body.

The PNC does not have executive powers or authority to implement actions and does not have any delegated financial responsibility.

The PNC does not have any management functions and is therefore independent of management with staff control remaining under the direction of the Chief Executive Officer (“the CEO”).

The PNC shall meet at least quarterly.

A schedule of meetings will be developed and agreed to by the members. As an indicative guide, meetings would be arranged to coincide with relevant council reporting deadlines.

Additional meetings shall be convened at the discretion of the Chairperson.

### **Membership**

The PNC will comprise a minimum of five members, being:

- One councillor (Chairperson);
- At least three and up to four external independent members (the actual number to be at the discretion of the council); and,
- One representative from the Wodonga Historical Society.

All members shall have full voting rights with the Chairperson having a casting vote as necessary.

A quorum shall be three members.

The CEO shall appoint officers of the council to attend meetings of the PNC in order to provide professional advice with matters relating to the work of the PNC, and to provide appropriate administrative support. Council officers do not have voting rights.

Other members of the council, council staff or general public may be invited to attend at the discretion of the PNC Chairperson to advise and provide information when required.

The council may remove a member of the PNC if the member fails to attend three consecutive meetings and has not been given leave by the PNC.

Remuneration will be paid to each independent member at a rate determined by the council (currently set at \$0).

If a member of the PNC has a conflict of interest in any matter that comes before the PNC, the member must disclose the nature of that interest at the meeting at which the matter is discussed. Members with a conflict of interest must abstain from the proceedings, including removing themselves from the meeting while the item is under discussion.

### **Appointment process and criteria**

Appointment of the external persons shall be made by the council by way of a public advertisement, and ordinarily would be for a term of three years. The respective terms of the external independent members should be arranged to ensure an orderly rotation and continuity of membership.

People wishing to serve as an external independent member may nominate for successive terms without restriction.

The external independent members will be expected to have local / regional knowledge and experience.

The evaluation of potential members will be undertaken by the PNC Chairperson and the CEO taking account of the experience of candidates and their likely ability to apply appropriate analytical and strategic management skills, with subsequent recommendation/s for appointment to be submitted to the council for its consideration.

Members are expected to:

- Contribute the time needed to study and understand the papers provided;
- Apply good analytical skills, objectivity and good judgment; and
- Express opinions frankly, ask questions that go to the fundamental core of the issue and pursue independent lines of enquiry.

New members will receive relevant information and briefings on their appointment to assist them to meet their responsibilities.

All external independent members of the PNC shall sign a confidentiality agreement as shown in Appendix A.

**Reporting**

The PNC Chairperson shall present a report to the next appropriate meeting of the council if an item requires a resolution of the council or if the Chairperson wishes to inform the council about matters under consideration by the PNC.

**Assessment and review**

The Chairperson, in consultation with the Mayor, will initiate a review of the performance of the committee at least once every three years.

The review will be conducted on a self-assessment basis (unless otherwise determined by the council) with appropriate input sought from the council, the CEO, the PNC members, management and any other relevant stakeholders, as determined by the council.

At least once every four years the PNC will review this Charter and submit any recommended changes to the council for its consideration.

<b>Title:</b>	Place Names Advisory Committee Charter
<b>Reference No:</b>	CC&LL09/00005
<b>Business Unit:</b>	Governance and Customer Focus
<b>Category:</b>	Committee Charters & Local Laws
<b>Version:</b>	Four
<b>Approved By:</b>	The council, at its meeting of November 16, 2015
<b>Next Review:</b>	November 16, 2019

**Appendix A**

Place Names Advisory Committee  
Confidentiality agreement

This agreement is made the ..... day of ..... 20.....  
between

and

I herewith agree that I must not, whether during or after my membership of the Wodonga City Council Place Names Advisory Committee, unless expressly authorised by the Chief Executive Officer or in accordance with law, make any disclosure or use of:

- (i) any information or trade secrets of the council;
- (ii) the position of the council or of any councillor or council Officer on any confidential matter; or
- (iii) any other information whatsoever, the disclosure of which may be detrimental to the interest of the council or of any other person who has provided it to the council on a confidential basis, unless I am required to disclose the information by law. I must use my best endeavours to prevent the improper publication or disclosure or use of any such information by anyone else.

The termination or expiry of my membership of the PNC, for whatever reason, does not affect or derogate from my obligations of confidentiality set out above.

Signed by:

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**Place Names Advisory Committee Member**

Signed for and on behalf of  
Wodonga City Council:

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**Chief Executive Officer**