

MINUTES



Meeting Name: Place Names Committee

Date: 24 July 2019 **Start Time:** 8.31 am **Duration:** 1 hour **Location:** Meeting Room 3

Meeting Objective **To consider road naming and geographic features within the Shire.**

No	What	Who
	Attendance: Cr Julian Brown (Chair), Mathew Whitby, Stephen Elliott, David Walkley, Simon Harris, Melody Stone, Leah Baud, Karly Simpson Apologies: Geoff Sawyer Declaration of Interest: To be declared at item of interest.	
1	Update on Carneys Road re-name to Davidson Place, Wonthaggi	Committee
2	Anderson San Remo Locality Boundary	Committee
3	Goods Shed and Harvest Centre access road, Wonthaggi	Committee
4	Loch Street, Wonthaggi	Committee
5	Commemorative Naming Submission – Knox	Committee
6	Locality boundary change – “Mouth of Powlett” properties to Kilcunda	Committee
7	Other Business & Updates –	Committee

Code of Cooperation

1. We **start on time and finish on time**
2. We all participate and contribute – everyone is given opportunity to voice their opinions
3. We use improvement tools that enhance meeting efficiency and effectiveness
4. We actively listen to what others have to say, seeking first to understand, then to be understood
5. We follow up on the actions we are assigned responsibility for and complete them on time
6. We give and receive open and honest feedback in a constructive manner
7. We use data to make decisions (whenever possible)
8. We strive to continually improve our meeting process and build time into each agenda for reflection

<i>A c t i o n a n d A g r e e m e n t R e c o r d</i>	
Date	24 July 2019 Start Time: 8.31 am Finish Time: 9.29 am Location: Meeting Room 3
Meeting Name	Place Names Committee (PNC)
Meeting Objective	To consider road naming and official naming of geographic features within the Shire.
Attendees	Cr Julian Brown (Chair), Mathew Whitby, Stephen Elliott, David Walkley, Simon Harris, Melody Stone, Leah Baud, Karly Simpson
Apologies	Geoff Sawyer
Did not attend	
No	Actions and Agreements
1	<p>Matter: Carneys Road Update</p> <p>At the Place Names Committee (PNC) Meeting 5/06/19 a decision was made to rename the southern section of Carneys Road to Davidson Place. Davidson Place was gazetted 19/06/19. A letter was sent to residents on 26/06/2019 with a copy of the Gazette Notice and advising that Geographic Names Victoria (GNV) had declined “Road” and so “Place” was chosen as the appropriate road type.</p> <p>Update: Letters were sent out to all (external and internal) interested parties and emergency services on 26/06/19. Davidson Place street sign has been installed and the name updated on Intramaps. The Property team will move to the completed list on the Risk Register.</p>
2	<p>Matter: Anderson San Remo Locality Boundary</p> <p>Due to the application of rural and urban numbering and the extent of Phillip Island Road, there are now two properties with the exact same address of 53 Phillip Island Road, San Remo. This has been assessed by PNC as High Risk.</p> <p>At the PNC Meeting on 23/01/2019, the Committee discussed the possibility of re-numbering the affected properties or re-naming Phillip Island Road from Anderson roundabout to Anderson Link Road intersection. It was found that neither of these options would fully solve the problem and could cause greater disruption/risk to property owners and residents. A locality boundary change was determined as the best solution.</p> <p>It was decided to change part of the San Remo locality to Anderson. Anderson was chosen due to the location of the property access, the size of this locality and the fact that owners already in this area already had portions of their property in the Anderson locality.</p> <p>The Property Team investigated the boundary change from Lot 4 LP 513260 (western boundary) to Bass Highway (west boundary) incorporating approximately 7 parcels of land. Letters were sent to all interested parties on 28/02/2019 advising of the proposed locality boundary change and calling for submissions. Several submissions were received. Submissions spreadsheet can be found here ED19/39005</p> <p>At the last PNC Meeting of 05/06/2019, the Committee reviewed the map showing current and proposed locality boundary. All submissions were presented and considered. One resident of Kilcunda who wasn't included in the locality boundary change requested to be included and for their</p>

	<p>property to form part of the Anderson locality for historical reasons. Another resident wished to remain in San Remo and for re-numbering to be undertaken to solve the issue instead.</p> <p>Assessment: The Committee discussed the possibility of extending the proposed locality boundary change to the edge of the Kilcunda settlement boundary to incorporate the resident who contacted Council requesting to be in Anderson (the customer advised that historically his address has been within Anderson). It was decided that this would include numerous properties who currently have no addressing issues and no risk. A change to these owners/residents may in fact increase their risk. Furthermore, the boundaries of Anderson and Kilcunda would start to become less aligned from one side of Bass Highway to the other. The Committee decided against extending the proposed locality boundary for these reasons.</p> <p>The second submission was from the owner of 53 Phillip Island Road who this issue directly relates to. The owner is disappointed to have their address changed from San Remo to Anderson and he would prefer the re-numbering of Phillip Island Road. The Committee reviewed the proposed locality boundary change once again in response to this submission requesting renumbering however, the decision to continue with the locality realignment still presented the most logical action with the least risk associated.</p> <p>Recommendation: The Committee were in favour of recommending to Council the locality boundary as proposed is presented for adoption. This will ensure emergency services can easily locate correct properties and that the least amount of owners/residents experience a disruption for address changes. The Property team will put a Report Requiring Decision with the PNC Minutes to be presented at an upcoming Council meeting. Cr Brown will discuss the issue with the other Councillors in his next meeting to provide them with further details.</p>
3	<p>Matter: Goods Shed and Harvest Centre access road, Wonthaggi</p> <p>Property Department has advertised for naming submissions for the access track into the Goods Shed and Harvest Centre, Wonthaggi. Letters were sent to all interested parties on 18/02/2019, and advertised in the local newspaper on 26/02/2019. Submissions with road name suggestions were received. Email received from GNV advising they don't support naming the access as it comes off the Big W carpark (ED19/70029). Submissions spreadsheet can be found here ED19/39053</p> <p>Assessment: The Goods Shed and Harvest Centre are currently difficult to find access and addressed to 8 Murray Street. Access via Murray Street is across the reserve and down an embankment which could be impossible for an ambulance. Risk is potentially increased due to nature of works being carried out in these locations (using machinery, power tools etc). The Committee suggested putting a tourist sign at the carpark access pointing to the Goods Shed/Harvest Centre. Google Maps from 2014 showed a tourist sign near the Dan Murphy's carpark entrance. Confirmation required if it is still present. The Committee were reluctant to just name the building as per GNV's advice as it would still not be reliable for emergency services trying to locate the building via road if they were unfamiliar with "local knowledge" of how to access the buildings. The Committee believes this doesn't solve the problem.</p> <p>Decision: The Committee were in favour of the Property department contacting GNV again to discuss potential risks of not having the road access named for emergency service vehicle access. The Committee believe the most appropriate solution is to name the access track even though it comes</p>

	<p>off the Big W carpark to reduce the risk to emergency services of location issues. Submissions were reviewed but will be held until GNV's decision.</p>
<p>4</p>	<p>Matter: Loch Street, Wonthaggi At the PNC Meeting of 23/01/2019, it was decided that Revenue would contact the customer who queried their address and advise the matter has been added to the Risk Register and will be actioned accordingly. Property Department sent letters to all interested parties on 21/02/2019 calling for naming submissions, and advertised in the local newspaper on 26/02/2019. Submissions were received and spreadsheet can be found here EDI9/39044</p> <p>Declaration of Interest: A PNC member has a relative living in this area (16 Watt Street with driveway off Watt Street). If the property is affected, they will declare interest and remove themselves from any decision making.</p> <p>Assessment: The Committee discussed the illogical flow of Loch Street. The 'tail' part appears as a concrete driveway only and is not easily recognisable as a public access road. The Committee discussed submissions received. A number of suggestions were found to be non-compliant and those that were not will be added to a register of potential names for future use. The name Ciconte (in honour of Domenico Ciconte) was chosen from all submissions. This was the most appropriate proposal due to the historical link to this particular area (having had a market garden shop and a house on the site) and the supporting evidence provided from both the Wonthaggi and District Historical Society Inc and approval from a family member. Vicnames was checked for duplication and there are none within 15 kms. The Property team will send a survey to all interested parties proposing Ciconte as the road name with a choice of either Close or Place as the road type.</p> <p>Decision: Property department will send a survey to all interested parties again asking for their feedback about Ciconte Close or Place and allowing an option to provide an alternative suggestion.</p>
<p>5</p>	<p>Matter: Commemorative Naming Submission - Knox Letter has been received from a community member seeking to name the Council Carpark in Graham Street, Wonthaggi "Knox's Carpark" after James Thomas Knox who built a timber yard and hardware store on the site in 1914. See letter here EDI9/33128</p> <p>Declaration of Interest: Potentially Cr Brown.</p> <p>Assessment: <i>This was not dealt with at this meeting due to time constraints.</i></p> <p>Decision: <i>Deferred to next meeting. Property department will send letter to Barbara to advise of this.</i></p>

6	<p>Matter: Locality boundary change – “Mouth of Powlett” properties to Kilcunda Email has been received from Robin Lowe to reclassify all properties along the Mouth of Powlett Road to locality of Kilcunda. Email can be found here ED19/67411</p> <p>Assessment: Councillor Brown raised this issue when discussing Item # 2 Anderson / San Remo boundary realignment wondering if they could be put together in one report to Council. Advised that this issue has not yet been assessed or given a risk rating so is not at the same stage in process as other locality matters. If it is assessed the most recent request with all other items on agenda listed in priority order. <i>This was not dealt with at this meeting due to time constraints.</i></p> <p>Decision: <i>Deferred to next meeting. Property department will send email to Robin to advise of this.</i></p>
7	<p>Other Business & Updates</p> <ul style="list-style-type: none"> • Update from David: Property with access from Back Lane Reed Crescent, Wonthaggi – see email from David Walkley here ED19/67394 – David has not received an update from Planning Department as yet. <i>Deferred to next meeting.</i> • Councillor Brown asked to see a register of all potential names that have been suggested. Melody to provide names the community have requested. • Correspondence has been received from GNV in relation to use of Aboriginal language for road naming. <i>Deferred to next meeting.</i>
<p>CLOSE – 9:29am</p>	

risk rating matrix



	Catastrophic	Major	Moderate	Minor	Insignificant
Almost certain	25	20	15	10	5
Likely	20	16	12	8	4
Possible	15	12	9	6	3
Unlikely	10	8	6	4	2
Rare	5	4	3	2	1

Ratings -

extreme risk ≥ 15

$10 \leq$ high risk < 15

$5 \leq$ medium risk < 10

low risk < 5

Likelihood	Rating	Description
Almost certain	5	Expected to occur in most circumstances
Likely	4	Will probably occur in most circumstances
Possible	3	Should occur at some time, i.e. expected to occur at some stage over a twelve month period
Unlikely	2	Could occur at some time, i.e. is not expected to occur more than once every three years
Rare	1	May only foreseeably occur in exceptional circumstances

risk rating matrix



Consequence	Rating	Operational / Governance & Legal	Financial	Reputation / Community Impact	People	Property and Infrastructure	Environmental
Catastrophic	5	Critical system failure, core service collapse, significant prosecution/ fines/ class actions	>25% budget	Adverse national/ metro media, long term impact on a significant portion of the community	Death, multiple life threatening injuries	Long term loss of key facility or asset	Major, irreversible damage
Major	4	Core service disruption, major breach of regulation, major litigation	>10% budget	Intense metro media scrutiny (TV), long-term impact on part of the community	Life threatening injury, multiple hospitalisations	Long term loss of smaller facility or asset, replacement of property	Significant harm requiring restorative work
Moderate	3	Service disruption, breach of regulation involving authority or investigation, strategic plans not met	>2% budget	Adverse local/regional media, community impacted	Hospitalisation, multiple medical treatments	Significant partial loss of asset or facility	Residual harm requiring clean up work
Minor	2	Service inconveniences, non compliance with policy/procedure or regulation	<2% budget	Some local media interest, part of community impacted	Medical treatment	Minor damage with limited downtime, mostly repairable through normal operations	Contained, temporary harm
Insignificant	1	Minor system/process error, unnoticed service disruption, isolated non-compliance	<1% budget	Very little local media interest, minimal impact on community	Minor injury/ailment without treatment	Minimal loss, short-term impact, repairable through normal operations	Brief, non hazardous, temporary harm