

MINUTES



Meeting Name: Place Names Committee

Date: 6 August 2020 **Start Time:** 9.30am – 11.30am **Duration:** 2 hours **Location:** MS Teams on-line

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

No	What	Who
	<p>Attendance: Cr. Julian Brown (Chair), Stephen Elliott (Roads Asset Systems Officer), Simon Harris (Acting Coordinator Asset Management), Melody Stone (Property Officer), Gemma Clifford (Property Administration Officer), Karly Simpson (Senior Revenue Officer) & Greg Polson (Coordinator, Recreation and Culture).</p> <p>Apologies: Mathew Whitby (Development Engineer), Mark Lindsay (Manager Community, Recreation and Culture), Allison Jones (General Manager Business Transformation) & Robyn Borley (Manager Governance & Property).</p> <p>Declaration of Interest (to be declared at item of interest): Cr. Brown Item No. 7</p>	
1	Loch Street (southern end) / Ciconte Close Wonthaggi - update	Committee
2	Anderson / San Remo Locality Boundary Amendment - update	Committee
3	Goods Shed and Harvest Centre access road, Wonthaggi - update	Committee
4	Policy Statement for the Naming of Parks, Reserves and Open Space ED12/77689 - review	Committee
5	Women in Gippsland 'Put Her Name On It' Campaign and BCSC Gender Audit	Committee
6	Changes to LGA and Special Committee Requirements	Committee
7	<p>Other Business & Updates</p> <ul style="list-style-type: none">- Bunurong Road- Naming of unnamed Government Road at 321 Inverloch-Venus Bay Road, Inverloch- VES Actionable items- Browns Reserve	Committee

<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	6 August 2020 Start Time: 9.30 am Finish Time: 11.30 am Location: MS Teams on-line
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), Stephen Elliott (Roads Asset Systems Officer), Simon Harris (Acting Coordinator Asset Management), Melody Stone (Property Officer), Gemma Clifford (Property Administration Officer), Karly Simpson (Senior Revenue Officer) & Greg Polson (Coordinator Recreation and Culture).
Apologies	Mathew Whitby (Development Engineer), Mark Lindsay (Manager Community, Recreation and Culture), Allison Jones (General Manager Business Transformation) & Robyn Borley (Manager Governance & Property).
Did not attend	
No	Actions and Agreements
1	<p>Matter: Loch Street (southern end) / Ciconte Close, Wonthaggi</p> <p>After extensive consultation, Ciconte Close was registered with Geographic Names Victoria (GNV) in December 2019 and was under GNV review and pending appeal. As of 3 February 2020 GNV had updated to “Recheck” and had requested further information from the Property Team. The Property Team were to provide requested documents to GNV and await their response of approval or rejection of Ciconte Close.</p> <p>Assessment/Update: Extra information was provided to GNV as per their request which included addresses to be changed and extra details of an objection received. GNV accepted Ciconte Close and it was Gazetted 19 March 2020 by corrigendum after incorrectly being gazetted as Ciconte Road the week prior. The sign was installed and has attracted some interest and feedback from the community. The Wonthaggi Historical Society have written an article on Ciconte Close which can be supplied to those interested.</p> <p>Decision: Completed.</p>
2	<p>Matter: Anderson / San Remo Locality Boundary Amendment</p> <p>At the Council meeting of 18 September 2019, Council endorsed a recommendation to amend the locality boundary between Anderson and San Remo in order to rectify an address duplication. Letters were sent out to affected parties advising that the locality boundary realignment will proceed. This matter was referred to GNV in November 2019 and has been under GNV review since December 2019. Property Team was advised that the request had been updated to Recheck as of midday Tuesday 4 February 2020.</p>

	<p>Assessment/Update: Property Team provided further information as requested by GNV after the recheck requirement was received. Property Team also checked VES and found that comments from ESTA (Emergency Service Telecommunications Authority) and Ambulance Services that they do not support the proposal so it seems doubtful that it will proceed. However, Council is yet to receive formal advice. The Property Team contacted GNV to request the final decision 8 June 2020. The current note from GNV in VES (last checked 5 August 2020), still lists the item as ‘under GNV review’ which has been the status for some time now. Notes from GNV which were created 28 July 2020 state that the matter is ‘with the Registrar and a formal response to be provided in due course’. GNV also sent an email that the service request was closed on 15 July 2020.</p> <p>Committee members questioned processes and asked if GNV suggested another option. If the Road needs renaming, does VicRoads do it as a VicRoads road? Previous attempts at renumbering failed. Further discussion around referring to Emergency Services. Appears to be some discord between being accepted locally by Emergency Services but not GNV Emergency Services referral team. Committee suggested providing feedback showing that we consulted and the response was in favour of the locality boundary amendment.</p> <p>Decision: Property Team to follow up again with GNV. Feedback to be provided regarding consultation undertaken with local emergency services which was originally in support, but then refused later in the process. Formal advice on GNV final decision to be received prior to next steps being actioned. If the proposal is refused, query VicRoads future involvement. Future locality amendment proposals to be referred to GNV at very beginning for advice/approval before proceeding.</p>
3	<p>Matter: Goods Shed and Harvest Centre Access Road, Wonthaggi</p> <p>Creating an appropriate street address to the Goods Shed and Harvest Centre Wonthaggi has been identified by the PNC as high priority. After correspondence with GNV and assessment at the PNC meeting 6 February 2020, it was decided that naming the access way to the sheds from Korumburra Road through the Big W carpark was the most appropriate proposal. Permission from Big W is required. Revenue Team to provide contact details for Big W to the Property Team. Property Team to contact Big W to see if they are amenable to Council naming the private access way that leads to the Goods Shed and Harvest Centre.</p> <p>Assessment/Update: Property Team received contact details from Revenue. The owner was contacted to request permission to name the private access across the BIG W. Correspondence was received from the owner’s Lawyers requesting that Council pay for a written agreement to be drawn up in regards to this matter. Property Team responded that it felt this was unnecessary as naming the land does not allow for any further rights or ownership across it. This was confirmed by conversations with GNV. Naming this length of the carpark will be undertaken in the same way that common property is named which remains a private road. No response received from Lawyers since this email.</p> <p>Decision: Property Team to follow up on last email to Lawyers, seeking consent without the need for a written agreement.</p>

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Matter: Policy Statement for the Naming of Parks, Reserves and Open Space

At the PNC meeting of 6 February 2020 a request from a community member to name a reserve in honour of a local identity was assessed. The PNC discussed the longstanding Reserve Naming Policy 2012 [ED12/77689](#) created by the Recreation and Arts Team and adopted by the Committee at the time. The fundamental principle of the policy was not to use individual's names to name the reserves as it was hard to choose just one integral person. The address was considered more appropriate. Instead, commemorative names were to be used as informal naming for facilities, buildings and other features. The PNC at the time reviewed the Policy and felt it was in line with the main purpose of the Committee, which is to reduce public safety risks. The PNC adopted the policy and ceased progressing any naming of reserves after individuals after that point.

The current PNC agreed to review the policy at a future meeting with the appropriate Recreation Officer in attendance.

Assessment/Update: The Coordinator Recreation and Culture attended meeting to assist in the discussion/review of the Reserve Naming Policy 2012. The Recreation Team is currently working on a new Policy for the use and signing of reserves and agrees the 2012 Policy needs to be revisited. Most reserves in the Shire are named after locality i.e. "Wonthaggi Recreation Reserve", "Inverloch Recreation Reserve". Generally many reserves are not named. Acting Coordinator Asset Management advised that the Policy was drawn at the time so as not to give favour for one person when reserves are generally contributed to by a multitude of people or groups. Commemorative naming of a reserve doesn't assist with the locating of a reserve. The Property Team believes the 2012 Policy is severely outdated. Property Officer advised that Emergency Services locating a reserve is the most important reason for naming. However, it was also a good way to give community recognition and history of an area. Naming reserves after people is a great opportunity to incorporate gender and diversification. Acting Coordinator Asset Management advised the intent of the Policy was not to stop naming things after people, the intent was to stop naming whole reserves after one person. Coordinator Recreation and Culture added there was danger in naming after a person due to conflicts it can create within the community. Cr. Brown queried if there were discrepancies between the current Policy & the naming guidelines. Property Officer considers that they don't align. The naming rules allow for naming of reserves, buildings, and a multitude of features. Acting Coordinator Asset Management advised that the Policy is to deal with conflict about naming reserves after one person because guidelines and rules don't cover this. Property Officer believes this to be sufficiently covered by the Naming Rules and the risk assessment that PNC conduct that determines priorities. Property Officer is of the opinion that some great naming opportunities have been missed due to this policy. The Naming rules are very prescriptive and this policy adds another layer on top of this. Cr. Brown queried if the Recreation Team is in favour or under pressure of naming things. Coordinator Recreation and Culture advised that in his time in the Recreation Team, they haven't been asked to name a building or reserve. Property Officer advised that these naming matters come through to the Property Team. Acting Coordinator Asset Management advised the naming of reserves initially was the responsibility of the Recreation Team. The Policy is a Recreation Policy as they are the Service Managers of the land and buildings associated.

Decision: Discussion of differing opinions within the PNC on the content of the current policy and ideals going forward has confirmed that the policy is due for review/renewal. A meeting will be arranged by the Coordinator Recreation and Culture with the Property Officer, Acting Coordinator Asset Management and Manager Community Recreation and Culture to draft a new Policy. The Policy is needed for consistency and to

	<p>provide guidance for PNC and user groups. The Committee agreed to remove any items that do not comply with the Naming Rules and potentially add a clause for policy to be reviewed every 4 years in future.</p>
<p>5</p>	<p>Matter: Women in Gippsland ‘Put Her Name On It’ Campaign and BCSC Gender Audit</p> <p>At the PNC meeting of 6 February 2020 the committee discussed Kerry Irwin’s article on how to address the gender place name gap. The Committee agreed to continue working towards representing notable women by naming roads and features in their honour as appropriate.</p> <p>In February 2020, Women In Gippsland (WiG) wrote to Council requesting information on our policy regarding incorporating a gender analysis when considering place names. On 3 March 2020 the Property Officer attended the Women in Gippsland’s ‘Put Her Name On It’ International Women’s Day event aimed at increasing public recognition of notable women across Gippsland. WiG seeks to increase the recognition of women in public places as a way to address systemic gender inequality. As a result of WiG’s efforts, BCSC has agreed to undertake a Gender Audit of place names throughout the Shire. The Property Team has commenced work on the audit.</p> <p>Assessment/Update: The Property Team has compiled a list of road names, localities and features within the Shire. Each will be researched to obtain the origins of naming (i.e. Male, Female, Non Gender Specific, Indigenous, Commemorative etc.) References currently include Meeting Minutes, Naming Registers, VicNames website and other on-line searches. Research and assessment will continue steadily on this project. Cr. Brown advised of a publication by John Hutchinson of Inverloch Historical Society which lists the history of the naming of some roads and facilities. Other committee members provided details of Council files containing road naming information and suggestions. An extract from Intramaps was also provided listing feature names within Bass Coast Shire. All of these resources will assist greatly with the Audit. Discussion regarding Olive Justice Place which is already listed on VicNames but has now been officially registered as a legacy name pending Gazettal.</p> <p>Decision: Property Team to continue to work on the Gender Audit. Council files, information and resources will be utilised and assistance will be sought from other avenues, in particular local Historical Societies. Once Olive Justice Place is gazetted, further discussion will be had regarding potential signage for the site. A list of notable women will be compiled throughout the process for potential future naming proposals. The Place Names Committee are dedicated to addressing the gender place names gap.</p>
<p>6</p>	<p>Matter: Changes to LGA and Special Committee Requirements</p> <p>Councils Place Names Special Committee has delegated authority under the Local Government Act 1989. The delegation and authorising environment for the committee cease as of 1 September 2020 under the Local Government Act 2020.</p> <p>A report was presented to Council at the most recent Ordinary Meeting 15 July 2020. A number of options were provided for the way forward in naming matters. The following recommendation was adopted by Council:</p>

1. Council does not establish a Place Names Delegated Committee.
2. Locality boundary changes are reported to Council for a decision.

Council and the PNC committee must now determine the process for dealing with future place naming matters.

Assessment/Update: Options for the PNC committee going forward are to either delegate the functions to an officer or have an advisory committee. An advisory committee would not make decisions, but would prepare a report with recommendations that would be presented to Council for decision. The Property Team will meet with the Manager Governance & Property in the next week or so to outline the options and what is involved. This information will come back to the PLC committee prior to 1 September 2020 for discussion. Cr. Brown was of the understanding that, apart from localities, decisions would go to a delegated officer. Cr. Brown and Cr. Ellis put it to Council that they are comfortable with delegation going to an Officer as they are now aware of the process and trust the decision making process. This was with the exception of localities. The Property Officer advised that any complex or contentious matters could still be presented to Council either by choice of the delegated officer, PNC or at request of a Councillor.

Decision: Property Team to obtain more information within the next fortnight on the future options and the governance involved for Place Naming (eg. authorising environment, potential delegations, potential advisory committee functions and responsibilities, appropriate officers to be involved etc.). Further Place Names Committee meeting to be held with Manager Governance before 1 September 2020 to discuss in detail.

7 Other Updates & Business

- After the last PNC meeting, the Property Team responded to Vicmap via VES advising that Bunurong Road was to be listed as an alias (alternate) name on official mapping systems for the Wonthaggi to Cape Paterson Road. This has been completed and Bunurong Road is now visible on Vicnames.

Bunurong Road accepted as alias and now on VicMaps – completed.

- Naming of Unnamed Government Road, Inverloch – Subdivision at 321 Inverloch-Venus Bay Road, Inverloch. Update from Developers, GNV and DELWP.

Developers originally tried for “Moi long Road”. Unfortunately approval for this name was unable to be obtained from all appropriate parties. Developers have now elected to use “Bulls Lane” which is compliant. GNV have advised that despite being a government road, there is no need for consultation as the only property affected/addressed to Bulls Lane is owned by the Developer. Approval has been sought and given by DELWP as requested by GNV. Road to be renamed via Subdivision. Incorrect signage to be rectified as soon as possible.

- VES actionable items.

Paul Lennox advised work on VES has ceased until further notice, due to issues with converting to TechOne. This work will continue once TechOne goes live and MI forms are able to be loaded/registered again.

- Naming of Reserve in rural living housing estate at 660 Lynnes Road, Wattle Bank - 'Browns Reserve'. Information from landowner and GNV.

Cr. Brown left meeting due to conflict of interest.

This reserve is a native vegetation offset to be held in perpetuity under a S.69 agreement between the private landowner and DELWP. The landowner has requested that it be named in honour of his parents (deceased) and has confirmed with GNV that 'Browns Reserve' is compliant. Council involvement here is really only to ensure the name is compliant and to register officially on VES once subdivision is complete. No further action at this stage until Subdivision progresses.

Cr. Brown re-joined meeting

CLOSE – Cr Brown closed the meeting at 11.59 am

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