

MINUTES



Meeting Name: Place Names Committee

Date: 25 July 2018 **Start Time:** 8.30 am **Duration:** 1 hour **Location:** Meeting Room 3

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

No	What	Who
	Attendance: Stephen Elliott, Simon Harris, Melody Stone, Cr Geoff Ellis, David Walkley. Apologies: Sharon Allen & Geoff Sawyer	
1	Michael Malone Naming his private airfield Bunurong – Inverloch	Committee
2	Moilong Road – Aboriginal Parties to be consulted	Committee
3	Second review of 15-18 Beach Road Rhyll	Committee
4	Re-naming of the Desal Plant Reserve	Committee
5	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	25 July 2018 Start Time: 8.30 am Finish Time: 9.30 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	Simon Harris, Stephen Elliott, Melody Stone, Cr Geoff Ellis, David Walkley.
Apologies	Sharon Allen, Geoff Sawyer.
Did not attend	
No	Actions and Agreements
1	<p>Matter: Michael Malone Naming his private airfield Bunurong – Inverloch Cr Ellis provided a newspaper article from the Sentinel Times featuring Mr Michael Malone. Mr Malone has named his airfield in Inverloch Bunurong (and also his plane). PNC to discuss/assess whether it is appropriate for the airfield to be officially named and if Mr Malone should be contacted/encouraged to undertake this process.</p> <p>Assessment: A Councillor Bulletin was created in response to Cr Ellis’ query and contained the following information:</p> <ul style="list-style-type: none"> • A private airfield can be named in the same way as other features, such as a park. • A private owner can name their property, although it is not officially recognised until the correct process through the Office of Geographic Names is undertaken. • As per Cr Ellis’ email to the Bunurong Land Council Aboriginal Corporation (BLCAC), Mr Malone is free to use the name Bunurong, as there is no trademark over it. • Mr Malone should have sought permission from BLCAC as a sign of respect. • The CEO of BLCAC has indicated they may contact Mr Malone to discuss this matter further. <p>Decision: The Bunurong Land Council have indicated that they may make contact with Mr Malone in future to discuss the naming of his airfield. Should Bunurong Land Council approach Council in regards to this matter we will support/encourage Mr Malone to undertake the naming process. No further action at this stage. If the unofficial naming of the airfield becomes an issue for the wider community and Council receives notification from emergency services or the general public that indicate it has become a safety concern, the Place Names Committee will assess this matter again. However as it is private land, Council is unable to enforce this naming and Mr Malone would need to undertake the process.</p>

<p>2</p>	<p>Matter: Moilong Road – Aboriginal Parties to be consulted</p> <p>Discussion regarding the Aboriginal Heritage workshop attended by Melody Stone and David Walkley and how this may affect the proposal for Moiling Road from Beveridge Williams. Notification that Bunurong Land Council Aboriginal Corporation is the Registered Aboriginal party for Bass Coast Shire 19 July 2017.</p> <p>Assessment: Melody and David reported on the Aboriginal Naming Workshop held in Traralgon on 3 July 2018. Unfortunately the workshop did not result in as much direction or way forward for using Aboriginal language for naming as hoped. However, it was confirmed that Bunurong are the Registered Aboriginal Party (RAP) for Bass Coast Shire Council and must be consulted with any Aboriginal naming proposal in the municipality. A proposal from Beveridge Williams for ‘Moilong Road’ was approved by the PNC at the meeting of 25 October 2017. At the time, Beveridge Williams had obtained consent from the Boon Wurrung Foundation for this proposal which the PNC believed to be appropriate. Upon return from the workshop Melody notified Beveridge Williams that approval must also be sought from Bunurong Land Council in order to proceed and provided contact details. The PNC discussed if consultation for naming should be with the RAP only or both known Aboriginal parties in Bass Coast Shire.</p> <p>Decision: Irrespective of status (RAP or not) both parties being Bunurong and Boon Wurrung are to be consulted on naming matters.</p>
<p>3</p>	<p>Matter: Second review of 15-18 Beach Road Rhyll</p> <p>Peter Lawrence has forwarded correspondence to Cr Ellis on behalf of the owners corporation of 15-18 Beach Road Rhyll regarding the following:</p> <ul style="list-style-type: none"> • Guidance on how the owners corporation should best request a name for the court 15-18 Beach Road Rhyll • The owners corporation’s decision to apply for the name “The Moorings” <p>Assessment: This matter has been addressed previously at the Place Names Committee meeting 26 July 2017 & 25 October 2017. Sharon Allen has spoken to Peter Lawrence and advised that The Moorings would not be a suitable naming proposal and discussed the issues with numbering of properties within the area. Peter said he would relay this information back to the Owners Corporation.</p> <p>The Moorings is non-compliant with the Naming Rules for Places in Victoria for the following reasons:</p> <ol style="list-style-type: none"> 1. Principle (J) – ‘The’ is not a suitable prefix in naming of any road 2. Principle (I) – Names of Estates should not be applied to roads 3. Principle (D) – Ensuring names are not duplicated. “Moorings Place” Corinella is a duplicate within 15 km. <p>There are at least 13 properties addressed to 15-18 Beach Road, Rhyll. This is complex addressing and the numbering is somewhat confusing/illogical. This matter was re-assessed on the risk register.</p> <p>Originally assessed as 6 – medium risk, today’s re-assessment has returned a result of Likely & Minor = 8 Medium Risk. Slightly higher result than last</p>

	<p>time but remains Medium Risk.</p> <p>Decision: Written confirmation to be sent to Peter Lawrence regarding refusal of proposed name 'The Moorings' with explanation of non-compliance as per the principles of the Naming Rules for Places in Victoria. The letter will also advise that the matter is assessed as medium risk (8) and that as there are currently extreme & high risk matters that take priority, no action will be taken at this location at this time. Melody to create letter and respond to Alan Soderland (as requested) and Peter Lawrence. Cr Ellis to be CC'd in.</p>
4	<p>Matter: Re-naming of the Desal Plant Reserve</p> <p>The eco-reserve at the Desal Plant is being re-named. Cr Ellis has queried if this should be directed through the Place Names Committee to the OGN, then the Vic Surveyor General.</p> <p>Assessment: Response provided as per Councillor Bulletin. The Desal plant reserve is Crown land therefore DELWP are the owner and responsible for this area. DELWP are also a naming authority in the same manner that Council are.</p> <p>Decision: DELWP to run this process as the naming authority for this land.</p>
5	<p>Other Business & Updates</p> <ul style="list-style-type: none"> • Grevillea Way – Completed. Sign installed by Council. • AEC change of name for McMillan Electorate – Cr Ellis advised that the McMillan electorate will change to Monash. This is still to be gazetted. The proposed Aboriginal name was not approved as it didn't fit the required criteria. • Carneys Road – Next matter on risk register to be addressed. Work has not been started on this as yet due to competing priorities within Property Dept. Melody queried if any other committee members had capacity to undertake/assist with this work it would be gratefully accepted. Hopefully the incoming Property Administration Officer (3 day per week position) may be able to help at some stage with the naming workload. Consult with local residents on Carneys Road (south section) to come up with a potential road name/s then advertise/consult with wider public - Emergency services, Historical Society etc.
	<p>CLOSE 9.36am</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