

MINUTES



Meeting Name: Place Names Committee

Date: 23 October 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
	<p>Attendance: Cr Julian Brown (Chair), Mathew Whitby, Stephen Elliott, David Walkley, Simon Harris, Melody Stone, Leah Baud, Karly Simpson.</p> <p>Apologies: Geoff Sawyer, David Walkley (will no longer be on the Committee as he was replacing Karly whilst she was on leave)</p> <p>Declaration of Interest: To be declared at item of interest.</p>	
1	Loch Street, Wonthaggi – Ciconte Place/Close	Committee
2	Commemorative Naming Submission – Knox	Committee
3	Locality boundary change – “Mouth of Powlett” properties to Kilcunda	Committee
4	Anderson San Remo Locality Boundary	Committee
5	Goods Shed and Harvest Centre access road, Wonthaggi	Committee
6	Access to 1650 Loch-Wonthaggi Road	Committee
7	Community member request – Naming of Reserve in South Dudley the “Lymer Reserve”	Committee
8	Letter from DELWP – naming a road an Aboriginal word	Committee
9	How to address the gender place name gap	Committee
10	Other Business & Updates –	Committee

<i>Action and Agreement Record</i>	
Date	23 October 2019 Start Time: 8.31 am Finish Time: 9.32 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, David Walkley
Did not attend	
No	Actions and Agreements
1	<p>Matter: Loch Street, Wonthaggi</p> <p>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. At PNC Meeting of 24/07/2019, Committee decided that Property department would send out letters to all interested parties asking for feedback on Ciconte Close or Place. Letter sent out on 05/09/2019 asking for preference of Ciconte Place or Ciconte Close by 16/10/2019. Submissions received. Advice sought from Geographic Names Victoria. Submissions spreadsheet will be presented at the Meeting.</p> <p>Assessment: Votes received from letters sent to local residents showed two in favour of Close and two in favour of Place. All present read an objection received. The three main points within the objection were 1) the potential association with the name not being held in strong regard by the community, 2) state of dilapidated building, 3) pronunciation/spelling difficulties for emergency services.</p> <p>The Property Department wrote to Geographic Names Victoria (GNV) prior to the meeting for their advice on these objections. In relation to point one GNV advised that the commemorative name should not be refused on these grounds, as it is named after one person who, from all reports, was of good character and held in strong regard by the community. GNV suggested installing an additional sign with who is being commemorated. Committee decided against this as it has not been done for others in the past and will not be usual practice.</p> <p>The second point regarding dilapidated buildings is not relevant as that house is not owned by the family being commemorated.</p> <p>The third point was two potential pronunciations of the start of Ciconte, being “CH” or “S” however this was considered a low risk for any delay. The Historical Society suggested the name to honour the Italian heritage in this area. GNV and Council support diversity in naming.</p> <p>The objector’s road name suggestions were assessed but found to be non-compliant (duplicate).</p> <p>Property Department met with objectors to discuss their concerns. Their main issue is the address of their property which is currently being resolved by Property Department and Revenue Department.</p> <p>Other names received previously were considered again, however all are invalid due to proximity of like names or person still alive (as per Naming Rules).</p>

	<p>Decision: Suggested to hold the decision over to next meeting to give further thought. A vote was taken whether to decide it now. 7 in favour. A vote was taken whether to use Ciconte as name. Majority. Passed. A vote was taken whether to call it Place or Close. All decided Close. Decision made to now advertise to broader community. Property Department to place a Newspaper advertisement proposing Ciconte Close in honour of Domenico Ciconte. If there are compliant submissions received, these will return to PNC. If not, Property Department will continue with the process.</p>
2	<p>Councillor Brown stepped out of the room at 9:02am due to a potential conflict of interest.</p> <p>Matter: Commemorative Naming Submission - Knox Letter has been received 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. Letter will be presented at the Meeting.</p> <p>Assessment: All present read the letter. Naming of carpark risk assessed on risk register as Rare and Insignificant = 1 Low Risk. The carpark is addressed, small size, easy to locate, opposite and next to well-known/iconic public buildings in Wonthaggi (WUCAC and Wonthaggi Workmen’s Club) which all allows for easy identification. The carpark backs onto Richmond Lane which is also named. Both access points are named. The Committee also queried the naming of a carpark as it is believed that carparks are not listed as a feature in the Naming Rules. The matter will be listed on the risk register in priority order but due to the low risk is not expected to be attended to in the foreseeable future.</p> <p>Decision: Add the address to the existing sign (85 Graham Street) for extra identification. Property Department to send request to Depot. Property Department to send a letter back to the submitter to advise Knox will continue to be reserved for another potential road name in Wonthaggi or if there is a chance to name the carpark in future. Councillor Brown returned to the room at 9:13am.</p>
3	<p>Matter: Locality boundary change – “Mouth of Powlett” properties to Kilcunda Email has been received from a community member to reclassify all properties along the Mouth of Powlett Road to locality of Kilcunda. Email will be presented at the Meeting.</p> <p>Assessment: The road was viewed on GIS, showing that Mouth of Powlett Road is half in the Kilcunda locality and half in Dalyston locality. The locality boundaries were established years ago. Mouth of Powlett Road is a no through Road and not a particularly long road. There is only one road called Mouth of Powlett Road, only one access entrance along this road, all the numbers are in sequence and numbered correctly using the rural road numbering distance guidelines. All Committee present agree customer’s address, regardless of locality, is clear and should be easy to locate. Customer’s Australia Post mail goes to Kilcunda, however this is a personal choice and can be changed via Australia Post. Changing locality would cause disruption to owners/residents. If a change of locality was considered, the two properties at the start of Mouth of Powlett Road would be the most logical to change to Dalyston making the whole road consistent with least amount of disruption.</p> <p>Decision: Property Department to write to customer and advise that the Committee has agreed that a locality boundary re-alignment is not required. As per the Naming Rules, the locality boundary runs along a waterway. Further justification or examples would be required to be reconsidered.</p>

4	<p>Matter: Anderson San Remo Locality Boundary At the last PNC Meeting of 24/07/2019, the Committee reviewed the map showing current and proposed locality boundary and the submissions spreadsheet. Discussion regarding possible options to rename Phillip Island Road which involves hundreds of address changes or locality boundary change. One resident wasn't included in the locality boundary change, but wanted to be included to change from Kilcunda to Anderson. Recommended to present locality boundary change to Council for endorsement.</p> <p>Assessment: Council endorsed the recommendation at the Ordinary Meeting of 18 September 2019. No further discussion of this item due to time constraints.</p> <p>Decision: Deferred to next Meeting.</p>
5	<p>Matter: Goods Shed and Harvest Centre access road, Wonthaggi 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. Email received from GNV advising they don't support naming the access as it comes off the Big W carpark. Property Department emailed GNV again on 07/10/2019 to discuss Committee's agreement of risk for not naming access road into the Goods Shed and Harvest Centre. No response received to date. Submissions spreadsheet will be presented at the Meeting.</p> <p>Assessment: No discussion of this item due to time constraints.</p> <p>Decision: Deferred to next Meeting.</p>
6	<p>Matter: Access to 1650 Loch-Wonthaggi Road, Almurta Access point for new subdivision as entrance comes off a gravel road.</p> <p>Assessment: No discussion of this item due to time constraints.</p> <p>Decision: Deferred to next Meeting.</p>
7	<p>Matter: Email from community member – Naming of Reserve in South Dudley the “Lymer Reserve” Email received requesting to name the Reserve in Dudley Street/Carl Street, South Dudley the “Lymer Reserve” after Thomas “Sos” Lymer for contributions to the area.</p> <p>Assessment: No discussion of this item due to time constraints.</p> <p>Decision: Deferred to next Meeting.</p>
8	<p>Matter: Letter from DELWP – naming a road an Aboriginal word Property Department received a letter from DELWP in July 2019 regarding support for the United Nations International Year of Indigenous</p>

	<p>Languages. Information provided for Council to consider assigning an Aboriginal name to either new or existing infrastructure or assets. Assessment: No discussion of this item due to time constraints.</p> <p>Decision: Deferred to next Meeting.</p>
9	<p>Matter: How to address the gender place name gap Article by Kerry Irwin about how to address the gender place name gap and have more named after prominent women. Assessment: No discussion of this item due to time constraints.</p> <p>Decision: Deferred to next Meeting.</p>
10	<p>Other Business & Updates</p> <ul style="list-style-type: none"> • Update from David: Property with access from Back Lane Reed Crescent, Wonthaggi - No discussion of this item due to time constraints. Deferred to next Meeting. • Extension of time for PNC Meetings – due to the large Agenda and length of time to get through each issue, suggestion to change the time for future meetings to 90 mins. All Committee members agreed. Property Department to work in with Cr Brown’s schedule for next meeting to be 90 mins and to send Meeting invite.
	<p>CLOSE – 9:32am</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