

MINUTES



Meeting Name: Place Names Committee

Date: 5 June 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, Mathew Whitby, Stephen Elliott, David Walkley, Simon Harris, Melody Stone, Leah Baud. Apologies: Geoff Sawyer Declaration of Interest:	
1	Welcome/Introduction to Cr Brown	Melody
2	Update to Terms of Reference	Melody
3	Carneys Road Update	Committee
4	Anderson San Remo Locality Boundary	Committee
5	Goods Shed and Harvest Centre access road Wonthaggi	Committee
6	Loch Street Wonthaggi	Committee
7	Commemorative Naming Submission – Knox	Committee
8	Locality boundary change – “Mouth of Powlett” properties to Kilcunda	Committee
9	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>Action and Agreement Record</i>	
Date	5 June 2019 Start Time: 8.31 am Finish Time: 9.36 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, Mathew Whitby, Stephen Elliott, David Walkley, Simon Harris, Melody Stone, Leah Baud.
Apologies	Geoff Sawyer
Did not attend	
No	Actions and Agreements
1	<p>Matter: Welcome/Introduction to Cr Brown All Council staff introduced to Cr Brown and described their role and how it fits within the Place Names Committee. Cr Brown will chair meetings from now on. Cr Brown formally thanked Cr Ellis for his time and involvement with this Committee.</p>
2	<p>Matter: Update to Terms of Reference An updated version of the Place Names Committee Delegations and Terms of Reference was emailed to all members on 03/04/2019. Committee members to have read the document and provided any comments/suggestions prior to this Meeting. Place Names Committee to reach agreement on this document at this Meeting. Email for further details can be found here ED19/67379</p> <p>Assessment: The new version now reflects Committee Members appropriate titles and has consolidated the previous Terms of Reference and Guidelines into the one document. Melody also advised we have a “Conflict of Interest” form so if any members have a conflict of interest, it needs to be declared before any agenda items.</p> <p>Decision: To accept the Updated Terms of Reference.</p> <p>Carried. Melody to provide updated Terms of Reference to Council.</p>

<p>3</p>	<p>Matter: Carneys Road Update</p> <p>At the last PNC Meeting of 23/01/2019, it was decided that the Property Department will continue the process of renaming the southern section of Carneys Road to Davidson Road. All parties to be notified of the change and it will be lodged with the Victorian Editing Service (VES). Property Department sent a letter to all interested parties on 26/02/2019 advising that Carneys Road will be renamed Davidson Road and that it will be lodged with Geographic Names Victoria (GNV).</p> <p>Assessment: Melody gave an overview of background information and advised that letters were sent out to residents advising road would be re-named Davidson Road, with a further option to object in writing directly to the Registrar of GNV. One objection was received by the Registrar. Further information was provided to GNV by the Property Department as requested. GNV’s only further outstanding concern was that “Road” is not allowed as it doesn’t connect through and it is to be either “Place” or “Close”. GNV advised that a change of road type does not require further community consultation. Davidson Place was then submitted to GNV, but this could be altered by the Committee.</p> <p>Decision: Decision to proceed with Davidson Place. Property Department to wait for Gazettal then send letter to residents advising GNV advice and decision.</p> <p>Carried.</p>
<p>4</p>	<p>Matter: Anderson San Remo Locality Boundary</p> <p>At the last PNC Meeting of 23/01/2019, it was decided that the Property Department will investigate a locality boundary change from the Lot 4 LP 513260 western boundary to the east incorporating approximately 7 parcels of land. Property Department sent letters out to all interested parties on 28/02/2019 advising of the proposed locality boundary change and calling for submissions. Submissions spreadsheet can be found here ED19/39005</p> <p>Assessment: 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.</p> <p>Decision: Defer item to Agenda for next PNC meeting for future decision. Spreadsheet to be highlighted with residents that live at property. Leah to action.</p> <p>Deferred.</p>
<p>5</p>	<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. 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: <i>This was not dealt with at this meeting due to time constraints.</i></p> <p>Decision: <i>Deferred to next Meeting.</i></p>
<p>6</p>	<p>Matter: Loch Street Wonthaggi</p> <p>At the last 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 spreadsheet can be found here ED19/39044</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.</i></p>
7	<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 her great grandfather who built a timber yard and hardware store on the site in 1914. See letter here ED19/33128</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.</i></p>
8	<p>Matter: Locality boundary change – “Mouth of Powlett” properties to Kilcunda Email has been received from a community member with a request to reclassify all properties along the Mouth of Powlett Road to locality of Kilcunda. Email can be found here ED19/67411</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.</i></p>
9	<p>Other Business & Updates</p> <ul style="list-style-type: none"> • Victoria Road, Ventnor There is currently a Victoria Road in both Cowes & Ventnor. This matter has been discussed at a previous PNC meeting and added to the risk register. The community member who lodged this concern contacted GNV and advised that Victoria Road Ventnor is not registered on VicNames. Melody registered the name on VicNames at GNV’s request making it a clear duplication of road names within 15 kms with the same postcode. The customer and GNV have been advised that Council is aware of this issue and will be looking at the road name change as listed on the risk register in priority order. • Property with access from Back Lane Reed Crescent, Wonthaggi – see email here ED19/67394 David advised that a granny flat has been built at the rear of the property without appropriate legal access from Reed Street. The flat is accessed from the back lane which is unusual and the address is referred to as 34 “Rear”. David will discuss this further with Planning and report back to the Committee.
	<p>CLOSE – 9:36am Carried.</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