

# MINUTES



**Meeting Name: Place Names Committee**

**Date:** 6 February 2020      **Start Time:** 9.32 am      **Finish Time:** 11:32 am      **Location:** Meeting Room 3

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

No	What	Who
	<b>Attendance:</b> Cr Julian Brown (Chair), Mathew Whitby, Stephen Elliott, Simon Harris, Melody Stone, Leah Baud, Karly Simpson. <b>Apologies:</b> Allison Jones was unable to attend this Meeting and would like to come to next Meeting. Geoff Sawyer has now retired. <b>Declaration of Interest:</b> Cr Brown for Item 11.	
1	Loch Street, Wonthaggi – Ciconte 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	Email from community member – Naming of Reserve in South Dudley the “Lymer Reserve”	Committee
8	Letter from DELWP – naming a road using Indigenous language	Committee
9	How to address the gender place name gap	Committee
10	Vicmap notification regarding Bunurong Road	Committee
11	Naming of Reserve in rural living housing estate at 660 Lynnes Road, Wattle Bank	Committee
12	Other Business & Updates –	Committee

<i>Action and Agreement Record</i>	
Date	6 February 2020      Start Time: 9.32 am      Finish Time: 11.32 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, Simon Harris, Melody Stone, Leah Baud, Karly Simpson.
Apologies	Allison Jones
Did not attend	
No	Actions and Agreements
<b>1</b>	<p><b>Matter: Loch Street, Wonthaggi</b></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. At PNC Meeting on 23/10/2019, majority voted on Ciconte Close.</p> <p><b>Assessment/Update:</b> Property department sent letters to all interested parties proposing to re-name it Ciconte Close on 4/11/2019 and placed an advertisement in the Sentinel Times on 12/11/2019 advising of this and calling for any other submissions. A non-compliant submission was received. The customer was advised, provided further information and invited to submit another suggestion should they wish. No further correspondence was received. Ciconte Close was registered with GNV in December 2019 and has been under GNV review and pending appeal. As of 3/2/2020 they have updated it to "Recheck" and have requested further information from the Property department.</p> <p><b>Decision:</b> Property Department to provide requested documents to GNV and await GNV's response of approval or rejection of Ciconte Close.</p>
<b>2</b>	<p><b>Matter: Commemorative Naming Submission - Knox</b></p> <p>Letter 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.</p>

	<p>Letter will be presented at the Meeting. At PNC Meeting 23/10/2019, it was decided to add the address to the existing sign (85 Graham Street). Property department to send request to Depot to add physical address to sign.</p> <p><b>Assessment/Update:</b> Property department sent reply to the community member advising that it was risk assessed at the PNC Meeting and was considered a low risk and was unable to be actioned in the near future. The name “Knox” has been added to the road register for potential use in Wonthaggi in the future. Property staff viewed signage on site and will discuss further with Committee.</p> <p><b>Decision:</b> The Committee viewed a photo of the existing sign and all agreed to leave the sign as is. Adding the address will not add value as it is easily identifiable regardless. If the sign is changed in future it should be done in line with the re-naming. Matter Closed.</p>
3	<p><b>Matter: Locality boundary change – “Mouth of Powlett” properties to Kilcunda</b></p> <p>Email has been received from a resident to reclassify all properties along the Mouth of Powlett Road to locality of Kilcunda. Email will be presented at the Meeting. At PNC Meeting of 23/10/2019, all agreed that a locality boundary change wasn’t required. Property Department will email resident advising of this.</p> <p><b>Assessment/Update:</b> Property team responded to the resident on 22 November 2019 and provided outcome and supporting information from the 23 October 2019 meeting advising that a locality boundary amendment is not required.</p> <p><b>Decision:</b> No further contact has been made by customer. Matter closed.</p>
4	<p><b>Matter: Anderson San Remo Locality Boundary</b></p> <p>At the 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 that wasn’t included in the locality boundary change requested to change from Kilcunda to Anderson. Recommended to present locality boundary charge as previously revised to Council for endorsement. Council endorsed the recommendation on 18/09/2019.</p> <p><b>Assessment/Update:</b> Letters sent out to affected parties on 26/11/2019 that the locality boundary realignment will proceed. Referred to GNV in November 2019 and has</p>

	<p>been under GNV review since December 2019. Property department was advised that the request has been updated to Recheck (more information required) as of midday Tuesday 04/02/2020.</p> <p><b>Decision:</b> Property department to provide requested documents to GNV and await their response of approval or rejection of the new locality boundary realignment.</p>
5	<p><b>Matter: Goods Shed and Harvest Centre access road, Wonthaggi</b></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 do not 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. GNV advised in response to name the access way into the Shed requiring Big W's permission.</p> <p><b>Assessment:</b> The suggestion from GNV to name the private access way which leads to the Goods Shed is considered a better outcome than naming the building and is seen as no different to naming common property which is often done. Property department to confirm who to speak to from Big W to discuss this proposal.</p> <p><b>Decision:</b> Revenue Team will provide contact details for Big W. Property department to contact Big W to see if they are amenable to us naming the private access way that leads to the Goods Shed. If so, Property department to readvertise to the whole community and write back to those that have previously submitted and advise that their previous submissions will still stand.</p>
6	<p><b>Matter: Access to 1650 Loch-Wonthaggi Road, Almurta</b></p> <p>Query regarding access point for new subdivision. Entrance currently comes off a gravel road.</p> <p><b>Assessment:</b> This matter was referred to the Place Names Committee by an internal officer. The subdivision is addressed to Loch-Wonthaggi Road. However, four lots are accessed via a small unnamed road rather than Loch-Wonthaggi Road itself. Ideally this small stub of road should be named. The Committee completed a risk assessment with the score being determined as 4 = low risk. The matter was added to the Risk Register to be attended to in priority order. The low risk score is partially because the properties and access are clearly visible from Loch-Wonthaggi Road. Mailboxes also help identify the properties. The naming of this road will not be actioned at this point due to the low priority however, when it comes time to do so, the committee may choose a name previously suggested by a community member to advertise and seek feedback on.</p>

	<p><b>Decision:</b> Added to Risk Register to be actioned in priority order. No further action at this time.</p>
<p><b>7</b></p>	<p><b>Matter: Email from community member – Naming of Reserve in South Dudley the “Lymer Reserve”</b></p> <p>Email received from community member requesting to name the Reserve in Dudley Street/Carl Street, South Dudley the “Lymer Reserve” after Thomas “Sos” Lymer for his contributions to the area. Email will be provided at the meeting.</p> <p><b>Assessment:</b> Naming the Reserve in South Dudley ‘Lymer Reserve’ to commemorate Sos Lymer was suggested some years ago. The name was advertised to the community however, feedback received and title searches conducted found that Irene Hill had gifted this land to Council. It was therefore considered more appropriate for the reserve to be named ‘Irene Hill Reserve’ and so the PNC commenced the process. Council were also considering naming other reserves at this time which prompted interested committees/parties within the community to question who should be commemorated. Discussions were held with these groups, resulting in the Reserve Naming Policy 2012 being created by the Recreation and Arts Team.</p> <p>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 is more appropriate. Instead commemorative names can 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.</p> <p>The PNC adopted the policy and ceased progressing any naming of reserves after individuals after that point. Naming of Irene Hill Reserve was subsequently abandoned. The Policy is currently still adopted.</p> <p><b>Decision:</b> The Committee decided that they will review the Policy at a future PNC Meeting with the appropriate Recreation Officer to be invited/attend. Property department to write back to community member and advise that we are unable to proceed with the naming of the Reserve at this point in time.</p>
<p><b>8</b></p>	<p><b>Matter: Letter from DELWP – naming a road using Indigenous language.</b></p> <p>Property Department received a letter from DELWP in July 2019 regarding support for the United Nations International Year of Indigenous Languages. They would like us to consider assigning an Aboriginal name to either new or existing infrastructure or assets.</p> <p><b>Assessment:</b> All present read the letter. This letter has been listed on previous agendas, but unfortunately had to be deferred due to time constraints. Although the United Nations International Year of Indigenous Languages was 2019, using Indigenous language for naming is an ongoing consideration. Work has already been undertaken on previous/current indigenous naming suggestions. The Committee made a pledge to continue to</p>

	<p>identify potential names and appropriate sites to use Indigenous language.</p> <p><b>Decision:</b> Continue to work towards using Aboriginal names in appropriate identified sites and in consultation with Bunurong Land Council and Boon Wurrung Foundation.</p>
9	<p><b>Matter: How to address the gender place name gap</b></p> <p>An article by Kerry Irwin about how to address the gender place name gap was forwarded to the Property Team via CEO and General Manager. The article discusses the lack of representation of women in the naming space, the importance of changing this and ways to encourage the change.</p> <p><b>Assessment:</b> All present read the article and agreed that the PNC are proactive in this space. Two of our most recent road names have been in honour of local women and their contributions to the area. We also have another female road name suggestion waiting to be undertaken in priority order. The issue with road naming however, is that only surnames are used and therefore the gender is unknown. The PNC is also currently working on two requests to name reserves in honour of local women. The benefit of naming reserves is that full names are used and therefore more likely to identify the gender.</p> <p><b>Decision:</b> Continue to work towards representing notable women by naming roads and features in their honour as appropriate.</p>
10	<p><b>Matter: Vicmap notification regarding Bunurong Road</b></p> <p>Bass Coast Shire Council has received a referral from Vicmap Data Services via the Vicmap Editing Service (VES) regarding Bunurong Road. Bunurong Road was gazetted in 18 September 2000 and runs from Cape Paterson to Wonthaggi incorporating Cape Paterson Road Cape Paterson, Cape Paterson Road Wonthaggi, Billson Street Wonthaggi and Graham Street Wonthaggi. Vicmap are enquiring if Council intend to undertake address changes along this stretch of road or if Bunurong Road is to be included as an alias (alternative name).</p> <p><b>Assessment:</b> Vicroads roads are often referred to by more than one name. Local road names are used to address properties to the local area, but the road may also be known by a highway name eg. Wonthaggi Road, Inverloch/Bass Hwy, Inverloch. Vicroads can designate rural road names as well as destination-origin roads. The State Government may have gazetted Bunurong Road as a tourist road without consultation with Council. Alternate road names can be added on Councils mapping system (Intramaps).</p> <p><b>Decision:</b> Property Team to respond to Vicmap via VES advising that Bunurong Road is to be listed as an alias (alternate) name on official mapping systems. The Committee will not re address all properties to Bunurong Road as this would require numerous address changes and cause disruption and potential confusion when trying to locate properties.</p>

<b>11</b>	<b>Matter: Naming of Reserve in rural living housing estate at 660 Lynnes Road, Wattle Bank</b> A developer has emailed Council to request that this privately owned Reserve be named the “Paula Brown Reserve”. Email information provided to be presented at meeting.  <b>Assessment:</b> Deferred to next meeting due to time constraints.  <b>Decision:</b> To be determined at next PNC meeting.
<b>12</b>	<b>Other Business &amp; Updates</b> Nil.
	<b>CLOSE – 11:32am</b>

# 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  $\geq 15$

$10 \leq$  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
<b>Catastrophic</b>	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
<b>Major</b>	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
<b>Moderate</b>	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
<b>Minor</b>	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
<b>Insignificant</b>	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