

MINUTES



Meeting Name: Place Names Committee

Date: 24 October 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: Geoff Sawyer, Mathew Whitby (new member), Stephen Elliott, David Walkley, Simon Harris, Melody Stone, Leah Baud (new member), Cr Geoff Ellis. Apologies: Sharon Allen (has removed herself off the Committee as David has taken over her role on Committee)	
1	Carneys Road, Wonthaggi – re-naming of southern end	Committee
2	Lolands Road, Lance Creek – south east section	Committee
3	15-18 Beach Road, Rhyll – update on numbering and potential naming of common property	Committee
4	Duplicate of names within the shire but outside 15 km radius	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>Action and Agreement Record</i>	
Date	24 October 2018 Start Time: 8.30 am Finish Time: 9.38 am Location: Meeting Room 3
Meeting Name	Place Names Committee
Meeting Objective	To consider road naming and official naming of geographic features within the Shire.
Attendees	Simon Harris, Stephen Elliott, Geoff Sawyer, Mathew Whitby, David Walkley, Melody Stone, Leah Baud, Cr Geoff Ellis.
Apologies	Nil
Did not attend	Nil
No	Actions and Agreements
1	<p>Matter: Carneys Road, Wonthaggi - re-naming of southern end The PNC need to assess two potential names – Mayfield and Davidson.</p> <p>Assessment: Mayfield Mayfield was what the property along Carneys Road used to be called. This is considered a duplication of May Street, Wonthaggi. At a recent Geographic Names Victoria meeting an example of Smith Road and Smithfield Road was presented as a duplication. Also, the current owners of the property have the business name Mayfield Pty Ltd. Mayfield is non-compliant and unable to be used due to duplication and being used as a commercial name.</p> <p>Davidson Melody wrote to Ian Davidson about the potential use for commemorative naming and is awaiting a letter from him connecting the name to the area. Davidson Road is compliant, this was checked on VicNames during the meeting and there are no duplications. Committee confirmed if Melody can get a letter of support from Ian Davidson, she will go ahead and send out letters to affected property owners.</p> <p>Decision: Melody to get letter of support from Ian Davidson linking Davidson Road to the area and Melody/Leah will send letters to Carneys, Moores and Boyd Roads as it's the only access point for those roads, and place an advertisement in the paper.</p>
2	<p>Matter: Lolands Road, Lance Creek – south east section Sharon had a discussion with Paul Lennox about the little section of road to the South East off Lolands Road. Paul has received a request to address another property off that section. When the first house was addressed about 8+ years ago it was requested of Paul to use Lolands Road as there may not be too many properties coming off that section. Now it seems it may create an issue with some of the recent building works going on in the area. The suggestion is to rename the section now whilst there are only 3 properties addressed to it.</p>

	<p>Assessment: Keep Lolands Road as the straight part of the road and rename the section of the road which has one house (47)'s driveway coming off it from Kongwak Road to intersection of Lolands Road. Add to risk register to assess how and when we deal with it.</p> <p>Decision: Add to the risk register as Unlikely Likelihood – 2 and Minor Consequence – 2 = Low Risk. Will not be re-addressed at this stage due to higher priority naming matters. When it is re-named, a decision will need to be made in regards to which section is changed.</p>
3	<p>Matter: 15-18 Beach Road, Rhyll – update on numbering and potential naming of common property</p> <p>Melody met with two members of the owner's corporation in relation to this matter recently.</p> <p>Assessment: Melody advised the owners that The Moorings is non-compliant. If this was to be reconsidered, they would need to discuss with Geographic Names Victoria and get a letter of confirmation from them. Further discussion between Melody and the owner's corporation members determined that if the complex could be re-numbered more appropriately to Beach Street, this would be the preferred outcome. Melody and David have investigated this option and determined that this may be a suitable option.</p> <p>Decision: Melody to send the owner's corporation the map with the proposed new numbers on it, and once owners confirm acceptance it will be re-numbered.</p>
4	<p>Matter: Duplicate of names within the shire but outside 15 km radius</p> <p>Melody advised some Councils are refusing duplicate names within their whole shire area. Potential for Bass Coast Shire Council to do the same in relation to all new names (not historical).</p> <p>Assessment: Road naming is becoming quite difficult as is. Increasing the radius would add another constraint.</p> <p>Decision: PNC will continue to use the 15 km radius in line with Geographic Names Victoria guidelines.</p>
5	<p>Other Business & Updates</p> <ul style="list-style-type: none"> • David had an enquiry on Ramada Eco Resort, Cowes and noticed that all of the internal street names are officially named. VicNames are putting private roads on their database. David thinks at some stage there will be a request to renumber all the units and this will be attended to in the future. • Melody advised Office Geographic Names has been re-named Geographic Names Victoria (GVN). • Melody and Leah attended a GNV Road Naming meeting last week. GNV are pushing for reserves to be named. Currently Council gives street addressing to all reserves. The standard is if there is a reserve on Seagrove Drive it is called "Seagrove Drive Reserve" and there is a standard sign put up if there is a community centre there. There is a policy being developed through the Recreation Team to provide signage to named reserves in the future. Melody to follow up with Mark Lindsay regarding policy for reserve signage. • ANZAC Naming – Melody has been advised by Rafe from GNV that we can still put a submission in for \$1000 for the ANZAC project. Suggestion that we could use the money for ANZAC commemorative street signs where roads have been named after fallen soldiers within the Shire. Historical Society and Bass Valley Friends of the RSL may have some information about fallen soldiers. Melody/Leah will contact to request assistance. • Local information that Jetty Road Triangle in Cowes is being referred to as Jetty Road. It's an emergency vehicles access road only and is not going to be officially named as that.

CLOSE 9.38am

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