

# MINUTES



**Meeting Name: Place Names Committee**

**Date:** 23 January 2019      **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
	<b>Attendance:</b> Geoff Sawyer, Mathew Whitby, Stephen Elliott, David Walkley (arrival 8:44am), Simon Harris, Melody Stone, Leah Baud, Cr Geoff Ellis. <b>Apologies:</b> Nil	
1	Victoria Rd Ventnor and Victoria Court Cowes	Committee
2	53 Phillip Island Road San Remo duplication of address	Committee
3	Loch Street Wonthaggi – Two sections of Loch Street divided.	Committee
4	Carneys Road, Wonthaggi - re-naming of southern end update	Committee
5	15-18 Beach Road, Rhyll – update on numbering and potential naming of common property	Committee
6	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	23 January 2019      Start Time: 8.30 am      Finish Time: 9.50 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, David Walkley, Melody Stone, Leah Baud, Cr Geoff Ellis.
Apologies	Nil
Did not attend	Nil
No	Actions and Agreements
1	<p><b>Matter: Victoria Road Ventnor and Victoria Court Cowes</b>  Victoria Road is a historical subdivision road name that was never officially registered. In more recent years a subdivision made use of the name Victoria Court. This is now a direct duplication within a 15km radius. This matter was brought up when Mr Arthur Wasiak contacted Council to obtain the correct address for his property in Victoria Road Ventnor. Please see submission received from Arthur Wasiak <a href="#">ED18/140929</a>.</p> <p><b>Assessment:</b> Victoria Road, Ventnor was assessed and updated on the Risk Register due to duplication with Victoria Court, Cowes. Victoria Road, Ventnor has been assessed previously due to incorrect/illogical numbering along the road. The Committee considered the duplication and numbering concerns, and assessed as an 8 – Medium risk. There is no change from previous risk level.</p> <p><b>Decision:</b> The Property Team will advise the customer that his request has been added to the Risk Register. Unfortunately at this stage, there is a number of higher risk naming priorities to be completed. The Property Team will investigate the potential for approving and reserving the suggested name of Warreeny until such time as re-naming can occur.</p>

<p><b>2</b></p>	<p><b>Matter: 53 Phillip Island Road San Remo duplication of address</b></p> <p>Due to the application of rural and urban numbering and the extent of Phillip Island Road, there are now two properties with the exact same address of 53 Phillip Island Road. Previous investigation of this matter determined that a locality boundary amendment may be the best way to resolve this duplication. PNC to re-assess.</p> <p><b>Assessment:</b> The Committee discussed the possibility of re-numbering the affected properties or re-naming Phillip Island Road from Anderson roundabout to Anderson Link Road intersection. However, neither of these options would fully solve the problem or would cause greater disruption. It was decided that the best solution would be a locality boundary change. The options were from San Remo to Anderson or Kilcunda. It was decided that Anderson was the most appropriate due to the location of the property access, the size of this locality and the fact that owners already in this locality have portions of their property in the Anderson locality.</p> <p><b>Decision:</b> Property Department to investigate locality boundary change from the Lot 4 513260 western boundary to the east incorporating approximately 7 parcels of land and report back at next meeting.</p>
<p><b>3</b></p>	<p><b>Matter: Loch Street Wonthaggi – two sections of Loch Street</b></p> <p>There are two sections of Loch Street which do not intersect smoothly or in the most logical manner. Should the smaller section be re-named? Assessment required. Properties should be addressed to Loch Street but are currently addressed to Graham. Their access is onto Loch Street.</p> <p><b>Assessment:</b> A customer has queried their Loch Street address with Revenue. Units at 2/7 are numbered to Graham Street but all access is from Loch Street. These properties are unable to be renumbered to Loch Street as the numbers required are already in use. The second portion of Loch Street does not logically flow as a continuation of the road. The Committee assessed on the Risk Register as 12 – High risk. Properties accessing on to the northern section of Loch Street will need to be renumbered. The southern disjointed section of Loch Street needs to be renamed.</p> <p><b>Decision:</b> Revenue to contact customer and advise the matter has been added to the Risk Register and will be actioned in turn with other high risk priorities. Further discussion at next meeting.</p>
<p><b>4</b></p>	<p><b>Matter: Carneys Road, Wonthaggi - re-naming of southern end</b></p> <p>Renaming to Davidson Road. 11 submissions received in response to advertisement of the name change with 9 (82%) in agreement and 2 (18%) against.</p> <p><b>Assessment:</b> The Committee viewed spreadsheet of customer responses. The majority of responses were strongly in favour of the change. It was</p>

	<p>determined that the objections to Carneys Road were unsubstantiated and not compliant with the <i>Naming Rules for Places in Victoria 2016</i>. The Committee will proceed to change the southern section of Carneys Road to Davidson Road.</p> <p><b>Decision:</b> Property Department to continue the process of renaming southern section of Carneys Road to Davidson Road. All parties will be notified of the change and it will be lodged with the Victorian Editing Service (VES).</p>
5	<p><b>Matter: 15-18 Beach Road, Rhyll – update on numbering and potential naming of common property</b></p> <p>Update. Renumbering was agreed to by Revenue department, the developer and Property Department as opposed to renaming.</p> <p><b>Assessment:</b> Revenue has changed numbering and letters have been sent out to notify all affected owners. No negative feedback has been received.</p> <p><b>Decision:</b> Matter finalised and updated on Risk Register.</p>
6	<p><b>Other Business &amp; Updates</b></p> <ul style="list-style-type: none"> <li>• Nil.</li> </ul>
	<p><b>CLOSE – 9:50am</b></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  $\geq 15$

$10 \leq$  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