

MINUTES



Meeting Name: Place Names Committee

Date: 22 November 2017 **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, Stephen Elliott, Sharon Allen, Simon Harris, Melody Stone, Cr Geoff Ellis Apologies:	
1	32a Matthew St, Wonthaggi - Ms Catherine Watson	Committee
2	ANZAC Commemorative Naming Project	Committee
3	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	22 November 2017 Start Time: 8.30 am Finish Time: 9.30 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, Sharon Allen & Melody Stone, Cr Ellis
Apologies	
Did not attend	
No	Actions and Agreements
1	<p>32a Matthew St, Wonthaggi - Ms Catherine Watson</p> <p>Discussion: A request has been made by Ms Watson to revert the name of this property to 71 Broome Crescent which was changed due to a subdivision process.</p> <p>Assessment: Risk Assessment completed and determined as possible/insignificant = 3 Low Risk. Current name appropriate and confirms to standards. The issues of deliveries may be due to timing of systems to be updated with new address.</p> <p>Decision: Address to remain.</p>
2	<p>ANZAC Commemorative Naming Project</p> <p>OGN have offered all Municipal Councils the opportunity to apply for a grant of \$1000 towards an ANZAC Commemorative Naming Project.</p> <p>Assessment: Council Officer resources are required to oversee and be involved in the investigation and research required for each Anzac name which are currently unavailable.</p> <p>Decision: An email to gauge interest to be sent out to local societies and responses assessed at a future PNC meeting.</p>
3	<p>Other Business & Updates</p> <ul style="list-style-type: none"> • NES check – how are our tasks tracking : Checked NES: 7 Mountainview will be attended to by Sharon Allen. 99514 – Paul Lennox 93447 – Stephen Elliot • Database access and list for unacceptable names: PNC agreed that if any names are of concern to committee members they can report them by sending an email to Melody detailing the reasons for exclusion. The name will then be listed in the Unacceptable Names Register with notes explaining the decision so that this can be

referred to if ever required.

53 Phillip Island Road San Remo – update from Sharon as to whether Geoff Murphy has a preference for Kilcunda or Anderson if a locality boundary amendment is undertaken. Geoff does not want to make a decision regarding locality now as he is intending to sell the block.

- Glen Alvie/Ryanston Locality Boundary Amendment – update from Melody: Completed. All parties have been notified. Moved to completed on Risk Register.
- Murray Road duplication Wonthaggi – update from Geoff. Matt Brosnan was to provide 1-3 alternative names in place of Murray. Geoff Sawyer has not received a response from Matt Brosnan as yet.
- The Mens Shed Wonthaggi was added to Risk Register as per Cr Ellis' suggestion. The Shed is used by many community members of different ages and abilities who are undertaking activities such as gardening and woodworking (involving mechanical/electrical equipment). Groups are often in attendance outside of usual hours of the Neighbourhood Centre. It is difficult to describe the location of the shed and how to access if not already known. The lane leading to the shed requires naming. Risk Assessment was determined as possible/major = 12 High Risk. Cr Ellis will mention this to the Men's Shed groups and Neighbourhood Centre so they may start to think of potential names. Melody asked that Cr Ellis refer them to the Naming Rules for Places in Victoria 2016.

CLOSE – 9.30am

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

Minutes



Meeting Name: Place Names Committee

Date: 24 January 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, Stephen Elliott, Sharon Allen, Simon Harris, Melody Stone, Shelly Spencer. Apologies: Cr Geoff Ellis	
1	Proposed Naming of Anderson Street Reserve San Remo	Committee
2	AEC VIC – Submission to change name of McMillan Electorate	Committee
3	Other Business & Updates	Committee

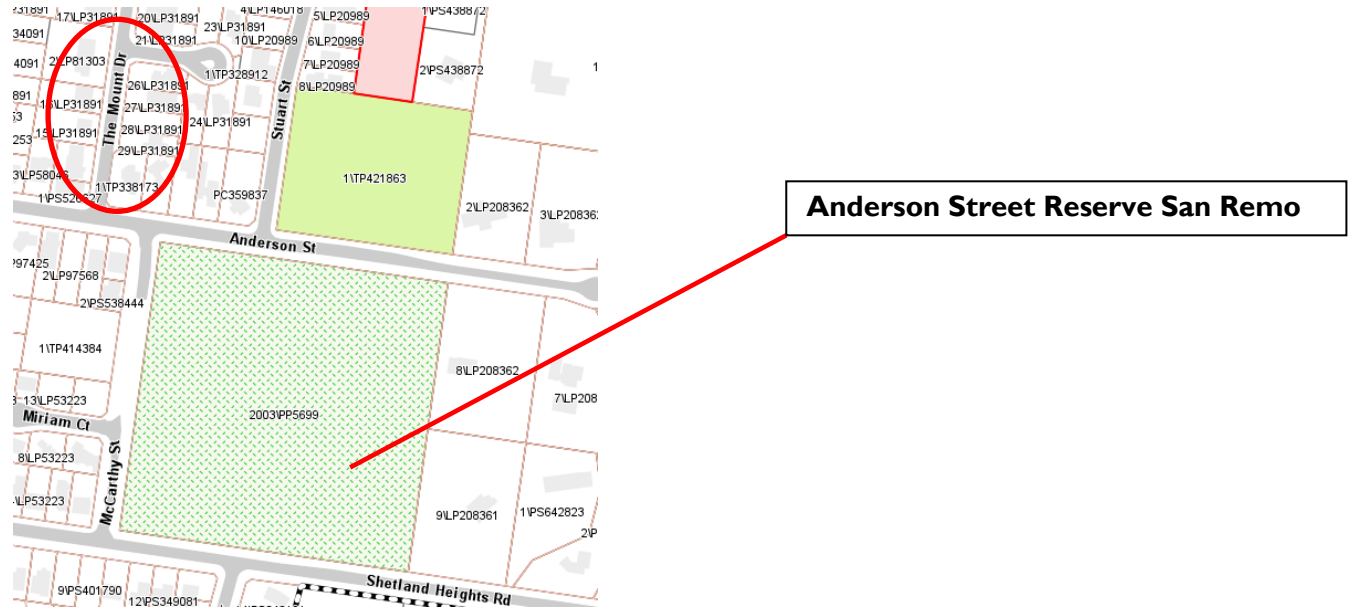
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Action and Agreement Record

Date	24 January 2018	Start Time: 8.30 am	Finish Time: 9.17am	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, Sharon Allen, Melody Stone, Shelly Spencer.				
Apologies					
Did not attend	Cr Geoff Ellis				

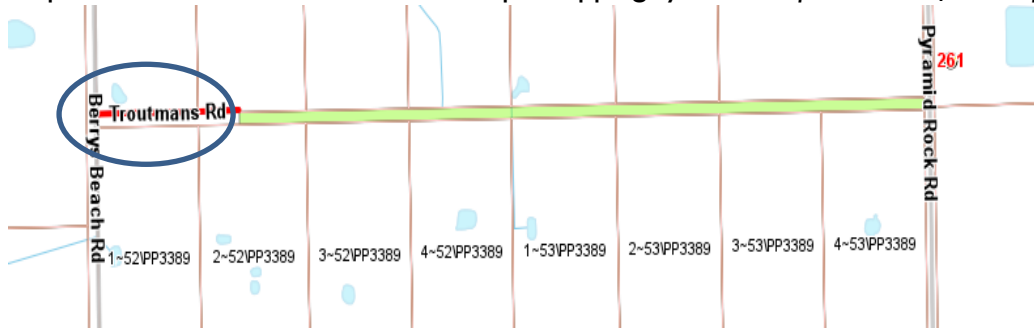
No	Actions and Agreements
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I	<p>Thelma Born and Bob Andrews request to rename Anderson Street Reserve in San Remo to The Mount Reserve.</p>  <p>Assessment: The committee conducted a risk assessment. Risk Rating Matrix = Rare & Minor. Rating 2 ED12/53299 – (register of cases). Decision: Based on the risk rating, and the policy for naming parks reserves and open space, the PNC recommendation is not to rename the reserve. Should further development occur at a later stage (play equipment, more infrastructure be installed) this may alter the Risk Rating and move the matter higher up the scale. David Elder and Thelma Born and Bob Andrews to be notified.</p>
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2 Cr Ellis has provided information regarding the first round of the AEC Vic Redistribution. Submissions received have requested the removal of the name McMillan. A combined submission from Gunaikurnai Land and Waters Aboriginal Corporation and Bunurong Land Council Aboriginal Corporation calls for the electorate to be renamed Bunjileene - Purrine.
Deferred to next meeting due to Cr Ellis being unable to attend this meeting.

3 Other Business & Updates

- Grevillea Way update
OGN haven't got back to Melody Stone as of yet. Melody Stone will follow up before the next meeting.
- PNC delegations / terms of reference / committee list – Request received from Governance to review and update these documents.
Melody S will email this document to the PNC for comment/s.
Melody S would like to confirm that in the terms of reference provision is made to allow for subdivisional road names to be approved outside of a Committee meeting.
Simon H – Policy of Naming of Parks Reserves and Open Space needs to be formalised. Melody S will follow up with Ella Angarane (Recreation and Leisure Planner) to see if this policy has been formalised.
- ESTA Troutmans Rd, Ventnor - Stephen Elliot
Troutmans Rd runs off Berrys Beach Rd, Ventnor. Troutmans Rd is only partially constructed. There are two access locations to Troutmans Rd which is the initial concern. Troutmans Rd main access entrance is where the 2 dwellings are located which is off Berrys Beach Rd. Vic Maps need to be corrected on Vic Maps mapping system. *Stephen E will follow up with Vic Maps for an error correction.*



**Partial Road
Constructed to
the only two
properties
along
Troutmans Rd**

CLOSE 9.17am

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