

MINUTES



Meeting Name: Place Names Committee

Date: 28 March 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, Cr Geoff Ellis. Apologies: Cr Geoff Ellis left at 9.00am	
1	Proposed naming of laneway to Haddow Lane – Wonthaggi	Committee
2	Re-naming and/or numbering of Victoria Road - Ventnor	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

Action and Agreement Record

Date	28 March 2018	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 Geoff Ellis.				
Apologies					
Did not attend					

No	Actions and Agreements
I	<p>Matter: Isabell Parker has written to Cr Tessari with a proposal to name the laneway located between Graham Street and Watt Street Wonthaggi. She has suggested Haddow Lane to commemorate her mother Betty Haddow as a long-time resident. Please see attached letter from Isabell.</p> <p> 2018 02 21 Requesting the lane t</p> <p>Assessment:</p> <p>The laneway in question runs behind 37 Graham Street with the closest intersections being Quarry Street and Lynch Close. The Place Names Committee members assessed the request as follows:</p> <ul style="list-style-type: none">• Non-compliant with Naming Rules for Places in Victoria 2016 Principle (H) – names of people who are still alive must be avoided• There are no properties addressed to the laneway requiring a name or number.• Naming will not decrease any risk (it will remain as is). The quickest and easiest way for an Ambulance to access this property is via Graham Street. <p>Decision:</p> <p>Haddow to be listed/suggested for future use for this laneway or another location in Wonthaggi. A more detailed letter from Isabell will be requested to support the potential use of the name in future.</p> <p>Added to Risk Register. Considered rare/insignificant = I low risk.</p> <p>At this stage the Place Names Committee cannot divert resources to road naming matters of less importance when others have higher risk ratings.</p>

2	<p>Matter: Properties at either end of Victoria Road Ventnor require numbering. Upon investigation it was found that re-naming a portion of Victoria Road may be required to allow for appropriate numbering.</p> <p>Assessment: Rural numbering would usually be applied in this location starting from the Glamis road intersection. However, Victoria Street runs north and south from Glamis Road with houses at either end therefore Council is unable to provide rural numbering as it would not be compliant with A/NZ standards and confusing for emergency services.</p> <p>Decision: An option for resolving this matter may include lodging an error correction and extension of Glamis Road to replace part of Victoria Road. The remaining section of Glamis Road has urban addressing. Sharon Allen will investigate and advise Paul Lennox that it is consistent to apply urban addressing to all of Victoria Road. Added to risk register. Considered likely/minor = 8 medium risk.</p>
3	<p>Other Business & Updates</p> <ul style="list-style-type: none"> • Grevillea Way update – All owners/residents/authorities notified completed. One resident has called to say thank you. Follow up signage developer’s responsibility but will they do it? • AEC change of name for McMillan Electorate – No discussion due to time constraints. Cr Ellis had to leave at 9.00am and this was his agenda item. • Carneys Road – One resident. Ask for suggestions from those directly affected. Check VicNames for format of letter. Advertise to wider community.
	<p>CLOSE 9.35am.</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