

Department of
Sustainability and
Environment

Guidelines for Geographic Names 2010

A guide to naming or renaming features,
localities and roads in Victoria

A Victorian Government initiative



ISBN 978-1-74242-625-9 (online)

For more information contact the DSE Customer Service Centre 136 186

Published by the Victorian Government Department of Sustainability and Environment (DSE) Melbourne, July 2010

© The State of Victoria Department of Sustainability and Environment 2010

This publication is copyright. No part may be reproduced by any process except in accordance with the provisions of the Copyright Act 1968.

Authorised by the Victorian Government, 570 Bourke Street, Melbourne.

Disclaimer: This publication may be of assistance to you but the State of Victoria and its employees do not guarantee that the publication is without flaw of any kind or is wholly appropriate for your particular purposes and therefore disclaims all liability for any error, loss or other consequence which may arise from you relying on any information in this publication.

Section 1: Purpose and Principles	1
1.1 What are these guidelines?	1
1.2 How do these guidelines work?	2
1.3 Why is there a need for these naming guidelines?	3
1.4 What can be named or renamed using these guidelines?	4
1.5 Who can name or rename features, localities and roads in Victoria, and who oversees the process?	5
(a) Members of the public.....	7
(b) Stakeholders	7
(c) Naming authorities	7
(d) Minister responsible for the <i>Geographic Place Names Act 1998</i>	7
(e) Registrar of Geographic Names	8
(f) Geographic Place Names Advisory Panel and committees.....	8
Reasons why a committee may be convened.....	8
How a committee is convened	8
What a committee considers	9
How a committee decides	9
1.6 What are the Register of Geographic Names and VICNAMES?	10
1.7 Status of names in VICNAMES	11
1.8 Principles	12
Principle 1(A) Language.....	12
Principle 1(B) Recognising the public interest.....	12
Principle 1(C) Ensuring public safety	12
Principle 1(D) Ensuring names are not duplicated	12
Principle 1(E) Directional names to be avoided	13
Principle 1(F) Assigning extent to a feature, locality or road	13
Principle 1(G) Linking the name to the place	13
Principle 1(H) Using commemorative names	14
Principle 1(I) Using commercial and business names.....	14
Principle 1(J) Names must not be discriminatory	14
Principle 1(K) Recognition and use of Indigenous Australian names.....	14
Procedure.....	15
Principle 1(L) Dual names.....	15
Principle 1(M) Consulting with the public	16
Procedure.....	16
Principle 1(N) Lodging, considering and addressing objections.....	18
Lodging objections	18
Considering objections	18
Addressing objections	18
Principle 1(O) Notification of a naming decision.....	19
Procedure.....	19
Principle 1(P) Signage	20
1.9 Other legislation, regulations and policies relevant to geographic naming	21
1.10 Updating these guidelines	22
Section 2: Features	23
Definition	23
Using this section of the guidelines	23

2.1 Naming principles that apply to features.....	24
Principle 2(A) Feature type	24
Principle 2(B) Waterways.....	24
Principle 2(C) Locational names	24
Principle 2(D) Base names.....	25
2.2 Features with private companies or persons as the naming authority	26
2.2.1 Why these names should be recorded.....	26
2.2.2 Value to the owners and the public	26
2.2.3 How to record names in VICNAMES.....	26
2.2.4 Status of these names in VICNAMES.....	26
2.3 Features with municipal councils as the naming authority	27
2.3.1 How to initiate a proposal.....	27
General public	27
Emergency response or other public service providers.....	27
Municipal council.....	28
2.3.2 Formal proposal process.....	28
Step 1 Check information	28
Step 2 Check for conformance with the principles	28
Step 3 Consult with Indigenous communities.....	28
Step 4 Consult with emergency response and other service providers.....	29
Step 5 Consult with the public	29
Step 6 Consideration by council.....	29
2.3.3 Lodging a proposal with the Office of Geographic Names (OGN)	29
2.3.4 Registrar's consideration of proposal.....	30
2.3.5 Gazettal of a proposal	31
2.3.6 Registration and notification.....	31
2.3.7 Signage	31
2.4 Features with State Government departments or authorities as the naming authority.....	32
2.4.1 Guidelines for specific departments or authorities	32
2.4.2 General guidelines for State Government departments and authorities	32
2.4.3 Departmental processes for determining a naming proposal.....	33
Step 1 Developing a name in-house	33
Developing a name through a public competition.....	33
Step 2 Apply the principles	33
Step 3 Consult with Indigenous communities.....	33
Step 4 Consult with emergency response and other stakeholders	33
Step 5 Consult with the public	33
Step 6 Contact the Registrar of Geographic Names	33
2.4.4 Registrar's consideration of a proposal.....	34
(a) Seeking an endorsement	34
(b) Seeking referral to a committee	34
2.4.5 Gazettal of a proposal	35
2.4.6 Registration and notification.....	35
2.4.7 Signage	35
2.5 Features with traditional Indigenous Australian names	36
2.5.1 Official registration of a traditional Indigenous Australian name	36
Developing the registration proposal.....	36
Step 1 Identifying the name.....	36
Step 2 Locate other names for the feature	36
Step 3 Verifying the name	37
Step 4 Contact the naming authority for the feature.....	37

2.5.2 Recording the name as ‘traditional’ or ‘historical’	37
Developing a request for recording traditional or historical status.....	37
Step 1 Identifying the name.....	37
Step 2 Verifying the name	37
Step 3 Locate other names for the feature	37
Step 4 Contact the Office of Geographic Names (OGN).....	38
Step 5 Considering and recording the request.....	38
Section 3: Localities	39
Definition.....	39
Using this section of the guidelines.....	39
Responsibility for registering locality names and boundaries.....	39
3.1 Principles applying to localities	40
Principle 3(A) Boundary location	40
Principle 3(B) Estate and subdivision names	43
Principle 3(C) Size	43
Principle 3(D) Hyphens	43
Principle 3(E) Local government area boundary review.....	43
3.2 Creation of new localities by municipal councils	44
Why create a new locality?.....	44
3.2.1 How to initiate a proposal.....	44
General public	44
Emergency response or other public service providers	44
Municipal councils	45
3.2.2 Formal proposal process.....	45
Step 1 Check information	45
Step 2 Apply the principles	45
Step 3 Consult with Indigenous communities.....	45
Step 4 Consult with emergency response and other public service providers	46
Step 5 Consult with the public	46
Step 6 Council consideration of the proposal.....	46
3.2.3 Lodging a proposal with the Office of Geographic Names (OGN)	46
3.2.4 Registrar’s consideration of the proposal	47
3.2.5 Gazettal of a proposal	48
3.2.6 Registration and notification	48
3.3 Creation of new localities by government departments and authorities.....	49
3.3.1 How to initiate a proposal.....	49
(a) Developing a name in-house	49
(b) Developing a name through a public competition	49
3.3.2 Formal proposal process.....	49
Step 1 Apply the principles	49
Step 2 Consult with affected municipal council(s)	49
Step 3 Consult with Indigenous communities.....	50
Step 4 Consult with emergency response and other stakeholders	50
Step 5 Consult with the public	50
Step 6 Contact the Office of Geographic Names (OGN).....	50
3.3.3 Registrar’s consideration of proposals	51
(a) Seeking an endorsement	51
(b) Seeking referral to a committee	51
3.3.4 Gazettal of a proposal	51
3.3.5 Registration and notification	52

3.4 Alterations or changes to existing locality name(s) or boundaries	53
3.4.1 Initiating a proposal	53
General public	53
Emergency response or other public service providers	53
Municipal councils	54
3.4.2 Formal proposal process.....	54
Step 1 Check information	54
Step 2 Apply the principles	54
Step 3 Consult with Indigenous communities.....	54
Step 4 Consult with emergency response and other stakeholders	54
Step 5 Consult with the public	55
Step 6 Council consideration of proposal.....	55
3.4.3 Lodging a proposal with the Office of Geographic Names (OGN)	55
3.4.4 Registrar's consideration of proposal	56
3.4.5 Gazettal of a proposal	56
3.4.6 Registration and notification	57
Section 4: Roads	58
Definition.....	58
Using this section of the guidelines.....	58
Who can name roads?.....	58
Which roads can be named?	58
Why should private roads be named and registered in VICNAMES?	59
4.1 Road naming principles	60
Principle 4(A) AS/NZS 4819 Geographic Information – Rural and Urban Addressing	60
Principle 4(B) Extent: road course, start and end points	60
Principle 4(C) Addresses and numbering.....	60
Principle 4(D) Road types	62
Principle 4(E) Unacceptable road names.....	62
Principle 4(F) Obstructed or altered roads	62
Principle 4(G) Signage	63
4.2 Public roads coordinated by municipal councils	64
4.2.1 How to initiate a proposal.....	64
General public	64
Emergency response or other public service providers	64
Municipal councils	65
4.2.2 Formal proposal process.....	65
Step 1 Check information	65
Step 2 Apply the principles	65
Step 3 Consult with Indigenous communities.....	65
Step 4 Consult with emergency response and other stakeholders	66
Step 5 Consult with the public	66
Step 6 Council consideration.....	66
4.2.3 Lodging a proposal with the Office of Geographic Names (OGN)	66
4.2.4 Registrar's consideration of proposal	67
4.2.5 Gazettal of a proposal	67
4.2.6 Registration and notification	68
4.2.7 Signage	68

4.3 Public roads coordinated by government departments or authorities	69
4.3.1 Guidelines for specific departments and authorities.....	69
4.3.2 How a proposal can be developed.....	69
4.3.3 How to determine a name for a proposal.....	69
(a) Developing a name in-house.....	70
(b) Developing a name through a public competition.....	70
4.3.4 Preparing a proposal.....	70
Step 1 Apply the principles.....	70
Step 2 Consult with affected municipal council(s).....	70
Step 3 Consult with Indigenous communities.....	70
Step 4 Consult with emergency response and other stakeholders.....	70
Step 5 Consult with the public.....	71
4.3.5 Contact the Registrar of Geographic Names.....	71
4.3.6 Registrar's consideration of a proposal.....	71
(a) Registrar's consideration of a proposal seeking endorsement.....	71
(b) Registrar's consideration of a proposal seeking referral to a Geographic Place Names Advisory Committee.....	72
4.3.7 Gazettal of a proposal.....	72
4.3.8 Registration and notification.....	72
4.3.9 Signage.....	72
4.4 Roads located in residential or commercial subdivisions	73
4.4.1 Who is responsible?.....	73
4.4.2 What is the naming process?.....	73
4.4.3 How are subdivision road names entered into VICNAMES?.....	73
4.4.4 Signage.....	74
4.4.5 What happens if a name is entered into VICNAMES and is later shown to be non-compliant?.....	74
4.4.6 Maintenance and responsibility.....	74
4.5 Private roads located on private property	75
4.5.1 Who is responsible and why should these names be registered?.....	75
4.5.2 What is the naming process?.....	76
4.5.3 How are private road names entered into VICNAMES?.....	76
4.5.4 Gazettal.....	76
4.5.5 Signage.....	77
4.5.6 Maintenance and responsibility.....	77
Appendix 1: Road types accepted for registration	78
Culs-de-sac	78
Open-ended streets	78
Either culs-de-sac or open-ended streets	80

Section 1: Purpose and Principles

1.1 What are these guidelines?

Anyone interested in the naming process, from a local resident or business owner to a recreational park visitor or government employee, will find in these guidelines step-by-step information on naming, renaming or changing the boundaries of features, localities and roads in Victoria.

These guidelines are mandatory for naming authorities in Victoria. They have been developed through detailed consultation with municipal councils, government departments and emergency response and public service providers. The guidelines are based on national standards and policies and provide a strong basis for standardised and unambiguous naming procedures across the state.

These guidelines are provided for under s. 5 of the *Geographic Place Names Act 1998* (the Act) where it states that:

- (1) The Governor in Council, on the recommendation of the Minister, by Order published in the Government Gazette, may make guidelines relating to procedures to be implemented in selecting, assigning or amending names of places.
- (2) Without limiting the generality of subsection (1), the guidelines:
 - (a) must set out the rules and process to be followed in selecting, assigning or amending a name of a place;
 - (b) must set out the process to be followed before selecting or assigning an Aboriginal or Torres Strait Islander name of a place;
 - (c) must specify criteria for the assessment of cultural heritage or other significance in relation to the naming of places;
 - (d) must set out requirements for consultation before a name of a place is selected, assigned or amended; and
 - (e) may specify any other matter or thing appropriate in relation to the naming of places.

These guidelines provide details on the Register of Geographic Names (VICNAMES) (refer to Section 1.6), and also offer information on the role of the Minister responsible for the *Geographic Place Names Act 1998*, the Registrar of Geographic Names, the Geographic Place Names Advisory Panel and various naming authorities.

1.2 How do these guidelines work?

These guidelines are intended as an instructional guide to naming, renaming and adjusting the boundaries of features, localities and roads in Victoria.

The information in this guide is divided into four main sections

Section 1: Purpose and Principles

Section 2: Features

Section 3: Localities

Section 4: Roads

Section 1 includes general information about the naming process and details the principles applying to all cases of naming, renaming or changing the boundary of a feature, locality or road. The information in Section 1 should be used in conjunction with the various principles and procedures outlined in Sections 2, 3 and 4.

1.3 Why is there a need for these naming guidelines?

The use of consistent and accurate geographic names is important for a range of daily activities. As the United Nations Group of Experts on Geographical Names (UNGEGN) recognise:

‘Place names can identify and reflect culture, heritage and landscape. Correct use of accurate place names can provide benefits to local, national and international communities engaged in:

- trade and commerce;
- population censuses and statistics;
- property rights and cadastre;
- urban and regional planning;
- environmental management;
- emergency service response and natural disaster relief;
- map and atlas production;
- communications including postal and news services; and
- navigation and tourism.’

These guidelines provide a structure for ensuring that assigning names to features, localities and roads in Victoria is undertaken in a way that is beneficial to the long-term interests of the community, for all of the reasons outlined by UNGEGN.

1.4 What can be named or renamed using these guidelines?

Any feature, locality or road (whether public or private) can be named, renamed or have its boundary changed, using the principles and procedures of these guidelines. Compliance with these guidelines is mandatory for all government-owned or administered features, localities and roads, all topographical (natural) features of greater than local significance, and private roads that are to be included in VICNAMES, the Register of Geographic Names.

When a feature is not owned or maintained by a government department or authority (such as cultural centres, wineries, sporting centres or homesteads) the owners are strongly encouraged to adopt the principles of these guidelines in the naming process. To ensure VICNAMES accurately reflects the status of named features in Victoria the names of these privately owned features are recorded.

Because there are many different types of features in Victoria, the responsibility for preparing naming proposals and submitting them to the Registrar can vary. Section 2 of these guidelines provides details on the different naming processes for features.

Municipal councils are usually the naming authority for localities and further details can be found in Section 3.

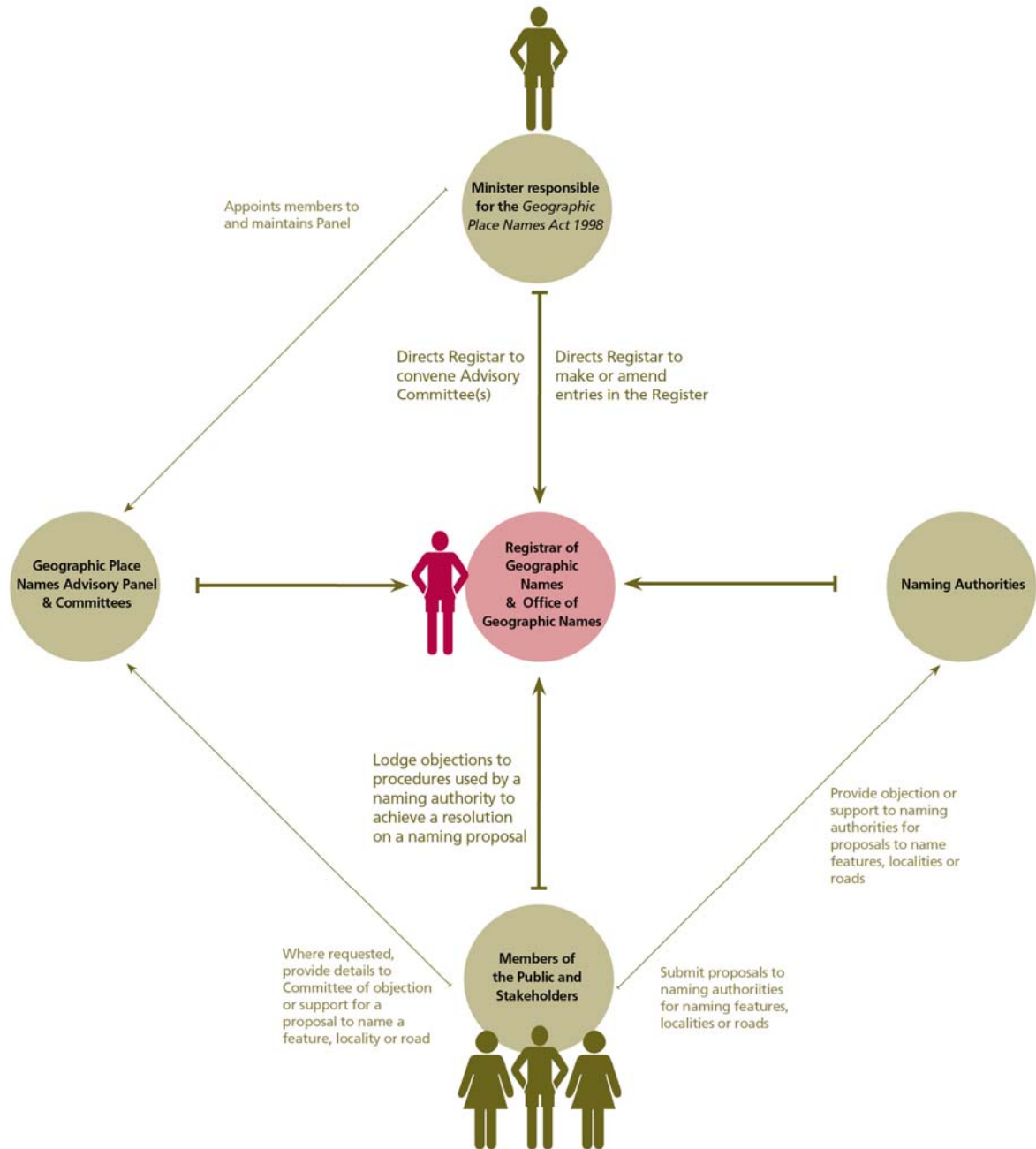
Information on the types of roads registered in VICNAMES is found in Section 4.

1.5 Who can name or rename features, localities and roads in Victoria, and who oversees the process?

Government departments and authorities maintain some of Victoria's features, localities and roads while others are developed and owned privately or by organisations. Following are the three stages in the naming process for individuals or organisations.

Stage	Who Can Do It	Further Information
<p>Who can propose a new name?</p> <p>Who can propose a name change?</p> <p>Who can propose a boundary change?</p>	<p>Anyone (individuals, community groups, organisations, government departments or authorities) can propose a new name, change to an existing name or boundary change.</p>	<p>Section 1.5(a)</p> <p>Section 1.5(b)</p>
<p>Who can develop a naming, renaming or boundary change proposal?</p>	<p>Naming authorities are usually the municipal councils, government departments or authorities who are responsible for submitting a naming proposal to the Registrar of Geographic Names.</p> <p>Details of authorities responsible for developing naming proposals for features are provided in Section 2.</p> <p>For localities, the authority is usually the municipal council(s) within which the locality is situated. Further information is provided in Section 3.</p> <p>Information on authorities responsible for road naming can be found at the beginning of Section 4.</p> <p>A Geographic Place Names Advisory Committee can develop or review a naming proposal if a feature, locality or road is determined to have greater than local significance. Further information is available in Section 1.5(f)</p>	<p>Section 1.5(c)</p> <p>Section 2</p> <p>Section 3</p> <p>Section 4</p> <p>Section 1.5(f)</p>
<p>Who has authority to approve, defer or reject naming proposals for entry in VICNAMES?</p>	<p>These include:</p> <ul style="list-style-type: none"> the Minister responsible for the <i>Geographic Place Names Act 1998</i>; The Registrar of Geographic Names; and Geographic Place Names Advisory Panel and committees. <p>In addition, if during the course of developing a naming proposal a naming authority finds that it does not conform to the principles of these guidelines, the naming authority can decide to reject the proposal and not submit it to the Registrar.</p>	<p>Section 1.5(d)</p> <p>Section 1.5(e)</p> <p>Section 1.5(f)</p>

Diagram: People, organisations and processes involved in naming, renaming or changing the boundary of a feature, locality or road



(a) Members of the public

Members of the public are welcome to participate in the naming process. They can do this by submitting proposals to the relevant naming authority (refer to Section 1.5(c) for details) for the feature, locality or road they are interested in adjusting the boundaries of, naming or renaming. Further specific details of the naming proposal procedures, and the information the public should provide in a submission to a naming authority, are outlined in the relevant sections (features, localities, roads) of these guidelines.

Members of the public can also be involved by expressing to a naming authority any support or objections to a naming proposal during the public consultation period. Details are provided in Principle 1(M).

If a member of the public believes a naming authority erred in its decision to approve a proposal that does not conform to these guidelines, an appeal can be submitted directly to the Registrar for consideration and resolution. Further details on the objection process are provided in Principle 1(N).

(b) Stakeholders

Stakeholders such as emergency response and other service providers are involved in the naming process in three ways. They can:

- propose a name or boundary for a feature, locality or road to the responsible naming authority;
- alert a naming authority and the Registrar to an issue with an existing name or boundary for a feature, locality or road and request that the matter be investigated; and
- assist the Registrar in determining whether a naming, renaming or boundary change proposal conforms to these guidelines.

(c) Naming authorities

Due to the variety of features, localities and roads that can be named, there are multiple types of naming authorities. Essentially, municipal councils, government departments or authorities and private organisations are naming authorities when they are responsible for developing naming proposals for the features, localities or roads within their jurisdiction. This applies even when they might not be responsible for the maintenance and/or ownership of the feature or road.

Details of which authorities are responsible for developing naming proposals for different features are provided in Section 2.

For localities, the authority is the municipal council(s) within which the locality is situated and details are provided in Section 3.

Information on authorities responsible for road naming can be found in Section 4.

(d) Minister responsible for the *Geographic Place Names Act 1998*

The Minister responsible for the *Geographic Place Names Act 1998* appoints the Registrar of Geographic Names (provided for under s. 7 of the Act) and members of the Geographic Place Names Advisory Panel (provided for under s. 14 of the Act).

Section 11(5) of the Act provides that the Minister may direct the Registrar to enter geographic names into VICNAMES, and under s. 12(1) of the Act may also direct the Registrar to refer a naming matter to a committee for its advice.

For details on the Registrar and the Geographic Place Names Advisory Panel and committees refer to subsections (e) and (f) below.

(e) Registrar of Geographic Names

The powers and functions of the Registrar (set out in s. 8 of the Act) include the power to keep and maintain VICNAMES, the online Register of Geographic Names, and monitor and review compliance with these guidelines.

The Registrar oversees the Office of Geographic Names (OGN), whose primary role is to assist members of the public and naming authorities to develop robust naming proposals for features, localities and roads.

The Registrar maintains VICNAMES in Victoria and enters and/or amends entries as required by the Minister, Geographic Place Names Advisory Committees or naming authorities.

The Registrar is also responsible for maintaining the Geographic Place Names Advisory Panel appointed by the Minister and for allocating members of the panel to select committees, as required from time to time by the Minister, or in instances of a naming proposal being considered to be of greater than local significance (refer to Principle 1(G)).

For details on the Geographic Place Names Advisory Panel and committees refer to subsection (f) below.

(f) Geographic Place Names Advisory Panel and committees

The appointment of members to a Geographic Place Names Advisory Panel and procedures governing its processes and committees are outlined in s. 12 to s. 17 of the Act. Information on why a committee may be convened and what it may consider are provided below.

Reasons why a committee may be convened

Under s. 14(1) of the Act the Minister maintains the panel of people for appointment as members of committees. These committees can be convened by the Registrar for five reasons:

- Under s. 12(1) of the Act the Minister directs the Registrar to convene a committee for its advice on a naming proposal (or discrete set of proposals);
- The Registrar determines that a naming proposal (or discrete set of proposals) is of greater than local significance, and that a committee should be convened to determine a decision on the proposal (see Principle 1(G) for details of what is considered to be of greater than local significance);
- a naming authority determines that a proposal (or discrete set of proposals) received within its jurisdiction requires the oversight and final decision to be made by a committee;
- the Minister, Registrar or a naming authority requires clarification or ratification of a naming principle, policy or procedure; and
- members of the public appeal a naming decision made by a naming authority (submitted as a final proposal to the Registrar).

How a committee is convened

When convening a committee, the Registrar must (as provided under s. 12(3) of the Act) appoint a chairperson and at least two other members. Committee quorum is determined by the majority of member numbers (as provided under s. 16(2) of the Act).

From time to time the Minister or Registrar might co-opt staff from relevant organisations or government departments and authorities to be members of a select committee. These members will be co-opted to provide assistance and advice to the appointed panel members on the committee.

What a committee considers

Committees should undertake the following to consider a naming proposal; determine the answer to a question of principles, policies or procedures; or review a proposal from a naming authority:

- determine whether the naming proposal in its current form conforms to all required principles, policies and procedures of these guidelines;
- seek further supporting evidence, if required, from the naming authority, government departments or development bodies, and other interested parties such as affected local land owners, businesses or residents;
- consult with relevant emergency response or public service organisations if a question of public safety or confusion might arise; and
- consider all information for its relevance to the principles of the guidelines, especially all objections received from members of the public and emergency response or other public service organisations.

How a committee decides

To reach a final decision, a committee will determine the merits of the naming proposal or identify issues arising from application of the current principles and policies outlined in these guidelines. Based on this determination a committee will provide advice to the Registrar that outlines how the naming proposal or clarification of principles and policies should proceed.

When a committee is considering objections lodged by members of the public to a proposal made by a naming authority, the committee will determine whether the naming authority acted in accordance with these guidelines.

If it is determined that the naming authority acted in accordance with these guidelines then the committee should recommend acceptance of the naming proposal.

If it is determined that the naming authority did not act in accordance with these guidelines then the committee should provide recommendations on how to resolve the issues.

Section 12(3) of the Act provides that the final decision on a question arising from a meeting must be determined by three members or a majority of present members' votes. If a committee vote is hung, the chair has the casting vote.

As provided under s. 13 of the Act, a committee must provide final advice to the Registrar on a matter to which it has been referred. Under s. 11(3) of the Act the Registrar must make entries or alterations to VICNAMES as advised by a committee.

1.6 What are the Register of Geographic Names and VICNAMES?

Section 9 of the Act provides for a Register of Geographic Names, which includes place names and the names of streets and roads (as provided under Part II of the *Survey Co-ordination Act 1958*).

The Register of Geographic Names is an electronic system known as VICNAMES, which can be accessed through the Internet at www.dse.vic.gov.au/vicnames.

Section 9(2) of the Act determines that the Register of Geographic Names can be kept in whichever format the Registrar prefers.

VICNAMES stores information and data related to all officially registered and recorded feature, locality and road names in Victoria. For each entry VICNAMES stores the following information:

- name;
- historical name (if available);
- history of the name (if available);
- dual name (if relevant);
- traditional name (if available);
- status of name;
- coordinates (centroid);
- local government area where the feature is located;
- naming authority;
- gazette notice date; and
- registration date.

VICNAMES is linked to Vicmap, the Victorian Government spatial data set. Linking VICNAMES to Vicmap ensures that the information in VICNAMES is aligned to the spatial representation of features, localities and roads, and that Vicmap contains reference to the officially registered or recorded names for features, localities and roads.

1.7 Status of names in VICNAMES

There are eight status categories applied to names in VICNAMES, the most common of which are Registered and Recorded:

Status	Type	Description
Registered	Registered	This type is legally recognised for the purposes of the Act as an official name for a feature, locality or road administered or coordinated by a government authority.
	Dual	This type consists of one name comprised of one Indigenous and one non-Indigenous name, which must be used together as the registered legally recognised name for the feature (refer to Principle 1(L)).
	Base	This is a lifetime name for a feature, if the recorded name is subject to limited-term private contracts (refer to Principle 2(D)).
Recorded	Recorded	This is the name of a feature if a private entity has naming rights (refer to Section 2.2).
	Traditional	This is a traditional Indigenous Australian name, which is not in official use for a feature (refer to Section 2.5).
	Historical	This is a name that is no longer in official use but is recorded for information purposes.
	Interim	A working title for a new school while the formal school naming process is being undertaken.
Proposed	Proposed New	This is a new name for a feature, locality or road, which is proposed but has not yet been approved by the Registrar.
	Proposed Change	This is a proposed new name for an already named feature, locality or road, which has not yet been approved by the Registrar.

1.8 Principles

The following principles **must be used in conjunction with the relevant specific principles outlined in the three other sections of these guidelines** relating to features, localities and roads. They are designed to ensure that there can be no confusion, errors or discrimination caused by the naming, renaming or boundary change process.

Principle 1(A) Language

- Geographic names, except when they are proper nouns, must be written in standard Australian English or a recognised format of an Australian Indigenous language local to the area of the feature, locality or road.
- Geographic names should be easy to pronounce, spell and write, and preferably not exceed three words (including feature or road type) and/or 25 characters.
 - An exception to this is in the use of Australian Indigenous languages when it is accepted that traditional names appearing at first to be complex will, over time, become familiar and easy to use within the community.
- Diacritical marks (symbols such as $\acute{}$, $\grave{}$ or $\bar{}$) will be omitted from names drawn from languages that use such marks. For example, Cape Reamur (not Cape Réamur).
- An apostrophe must be deleted from geographic names written with a final 's, and the possessive 's should not be included in the first instance. For example, Wilsons Promontory (not Wilson's Promontory).
- Abbreviations are not allowed. An exception applies to the use of the honorific Saint. For example, Mount must be registered or recorded in full, but Saint can be recorded as St if requested by the naming authority.
- For the purposes of consistency, names starting with Mc or Mac must not have a space included between the Mc or Mac and the rest of the name.

Principle 1(B) Recognising the public interest

Regard needs to be given to the long-term consequences and effects upon the wider community of naming, renaming or adjusting the boundary of a feature, locality or road. Changes to existing names or boundaries will affect not only the current community but also future residents, businesses, property owners and visitors. Changes to existing names and boundaries of localities and roads can affect emergency response zones, land titles and addresses. A proposal will be registered only when the long-term benefits to the community can be shown to outweigh any private or corporate interests, or short-term effects.

Principle 1(C) Ensuring public safety

Geographic names and boundaries must not risk public and operational safety for emergency response, or cause confusion for transport, communication and mail services. Many emergency response and other public services (such as mail) are determined by locality boundaries or road extents, and proposals must ensure that operations will not be adversely affected.

For example, the boundary of a locality must be applied in a way that makes sense not only for the local community, but also for visitors. Similarly, the extent of a road name should ensure easy navigation for pedestrians and vehicles along the entire route from one end to the other.

Principle 1(D) Ensuring names are not duplicated

Place names must not be duplicated. Duplicates are considered to be two (or more) names within close proximity, and those which are identical or have similar spelling or pronunciation. Examples of names which are similar and considered to be duplicates are White, Whyte, Wite and Wiet.

Duplication is not allowed within the one locality or within the following distances:

- metropolitan urban area, within 5 kilometres;
- regional urban area, within 15 kilometres; and
- rural or remote area within 30 kilometres.

If a naming authority is uncertain of which classification to apply, it should contact the OGN for advice.

If a feature, locality or road is located near a state boundary, care should also be taken to avoid duplication with names in the other state according to the distances prescribed above.

The VICNAMES website can be used to check for a duplicate feature, locality and road name (refer to User Notes 1, 2 and 3 from the website <http://www.dse.vic.gov.au/vicnames> for details).

Principle 1(E) Directional names to be avoided

Cardinal directions (north, south, east and west) must be avoided. A proposed name that uses a cardinal direction to distinguish itself from another similar name is considered to be a duplicate name. In these instances a different name should be chosen to allow for a clear distinction between the two or more features, localities or roads.

An example of an unacceptable name is Smith Street being renamed Smith Street West and Smith Street East – either one or both ends of the street must be renamed.

Principle 1(F) Assigning extent to a feature, locality or road

When a proposal to name a feature, locality or road is being developed the naming authority must clearly define the area and/or extent to which the name will apply. At a minimum, a proposal for a feature (excluding a waterway) must include the centroid coordinates, a locality must include the polygon attributes and a road or waterway must include the line details.

For example, the name of a road should apply from one end of the road to the other, i.e. to the points where the road finishes or intersects with other roads.

The name of a waterway should apply from the beginning of the watercourse to its confluence with another waterway or body.

Principle 1(G) Linking the name to the place

Place names should be relevant to the local area, with preference given to unofficial names used by the local community. Infrastructure features should use the name of the locality. For example, railway stations should be named after the locality in which the station is located. Names of private estates should not be applied to features or localities to avoid possible addressing issues in the future.

When a feature, locality or road is of greater than local significance the name should be relevant to the wider community. A feature, locality or road considered of greater than local significance will usually fall into one or more of the following categories:

- it is located in two or more municipal areas;
- it is located in a significant tourist precinct;
- it is proposed to be created as part of a State or Federal Government project;
- it is a major waterway;
- it is a major undersea or shoreline feature;
- it has major cultural, natural or recreational landscape features; and
- it is linked to a significant Aboriginal feature, story or landscape.

In these instances a naming authority can request that the Registrar convenes a Geographic Place Names Advisory Committee to develop or determine a decision on a naming proposal. Refer to Section 1.5(f) for further details.

Principle 1(H) Using commemorative names

Naming often commemorates an event, person or place.

The names of people who are still alive should be avoided because community attitudes and opinions can change over time.

A commemorative name applied to a locality or road should use only the surname of a person, not a first or given names. A commemorative name applied to a feature can use the first name and surname of a person; although, it is preferred that only the surname is used.

The initials of a given name are not to be used in any instances.

This approach is to ensure that emergency and postal services are not delayed through inconsistent application of the name. For example, a feature named *Smith Park* is easier to identify than one named *John Edward Smith Park* if the possibility of John Park, Edward Park, John Smith Park etc. could be used by the public.

In exceptional circumstances, if the naming authority wishes to name a feature, locality or road after a living person, they must apply in writing to the Registrar to seek exemption from this principle. The naming authority must outline the reasons for proposing a living person's name and seek this exemption prior to commencing any public consultation or reaching a decision on the final naming proposal.

Principle 1(I) Using commercial and business names

For similar reasons to those outlined in Principle 1(H), naming authorities should not name places after:

- commercial businesses;
- trade names; and
- non-profit organisations.

Exceptions can apply where the business or organisation has had an association with the area over a substantial period of time and is held in strong regard by the community. In these circumstances the naming authority must apply in writing to the Registrar to seek exemption from this principle prior to commencing any public consultation or reaching a decision on the final naming proposal. The naming authority must outline in the exemption request reasons for proposing the name and provide evidence of the business or organisation's association with the area.

Principle 1(J) Names must not be discriminatory

Place names must not cause offence on the basis of race, ethnicity, religion, disability, sexuality or gender.

Principle 1(K) Recognition and use of Indigenous Australian names

The use of traditional Indigenous Australian names is encouraged for features, localities and roads, subject to agreement from the relevant Indigenous communities. The identification of a name (or names) of Indigenous heritage is encouraged to be undertaken by Indigenous groups who form a consultative group to the naming authority (refer to procedures section below).

Consultation with the relevant Indigenous communities should be undertaken prior to any public consultation on the proposed name(s). In instances when there is more than one relevant Indigenous group, naming authorities must consult with all parties. Naming authorities are strongly encouraged to establish an Indigenous consultation process and to refer to the supplementary document *Consulting with Indigenous Groups* available from www.dse.vic.gov.au/namingguidelines.

Procedure

Naming authorities should establish an Indigenous consultation process, which includes collaboration with the Traditional Owner and/or broader Indigenous group(s) that have heritage associated with the area in which the feature, locality or road is to be named or renamed. Where more than one group has an interest in the area, a consultative group should be established. Where only one group has an interest in the area, consultation can be undertaken by sending a letter outlining the proposal and seeking feedback within 30 days. Or, preferably, contact should be made by telephone or face-to-face meetings to discuss the proposal.

Consent is considered to be approval for the proposal at a meeting or during a phone conversation with, or through a letter written and signed by, the relevant representative of the Indigenous organisation.

If there is no response from an Indigenous organisation to the request for consultation and collaboration, the naming authority should contact the OGN. The OGN can assist the naming authority to seek further advice or information from the Victorian Aboriginal Corporation for Languages and/or Aboriginal Affairs Victoria. If a naming authority is unable to obtain a response to, or acceptance of, a proposal for a name, it can request that the Registrar considers the naming proposal and, if appropriate, refers it to the Indigenous Names Committee of the Geographic Place Names Advisory Panel for its advice.

Further information on how to identify local Indigenous community groups, convene consultation meetings and respond to issues that may arise, is available from the supplementary document *Consulting with Indigenous Groups*, available from www.dse.vic.gov.au/namingguidelines.

Principle 1(L) Dual names

Australian states and territories use dual names as a way of recognising the names given to places by different enduring cultural and language groups.

In Victoria, the approach to giving simultaneous and joint recognition of two cultures through naming is to form a dual name with two distinct name parts, usually one part of non-Indigenous language origin and the other of Indigenous Australian language origin.

Naming authorities wishing to develop dual naming proposals need to ensure the following issues are considered.

- Dual names may be applied to natural topographical features (e.g. islands, mountains, mountain ranges and rivers) and mapped or bounded areas such as state forests, national parks, Crown land reserves and open space recreation reserves. Dual names cannot be adopted for:
 - localities, towns or rural districts;
 - infrastructure; and
 - constructed features such as roads, highways, bridges or communication towers.

- Dual naming is a priority consideration when a feature already has a widely accepted name of non-Indigenous origin and newly available information indicates that an Indigenous name could also apply.

In these cases, if a dual name is proposed, the non-Indigenous name part would appear first in the combined name, as long as it best reflects local community usage.

- If a non-Indigenous name has weak support in the general community and the origin and application of an Indigenous name is well supported, a dual name may be formed with the Indigenous name part appearing first. In some cases, a single well-supported Indigenous name could be substituted for the weakly supported non-Indigenous name, instead of adopting a dual-name.
- Dual names will be formally registered without any distinction between non-Indigenous and Indigenous name parts other than sequence. If a visual separator is required for clarity, it should be a solidus (i.e. /) preceded and followed by a space. Two options are available, as shown below, to either include the feature type with both names (once only) or only with the non-Indigenous name. For example, either of these examples would be acceptable:
 - Grampians / Gariwerd National Park; or
 - Grampians National Park / Gariwerd.
- Dual names once registered are to be used in full, particularly on maps, signs and legal documents. Shortened versions are not to be used.

Principle 1(M) Consulting with the public

Naming authorities must consult with the public on any naming proposal. The level and form of consultation can vary depending on the naming proposal. Refer to the procedure information below for details.

This principle does not apply to the naming of new roads within subdivisions where there are currently no residents, businesses or rate payers who will be directly affected. This principle also does not apply to the naming of private roads or VicRoads' process of applying administrative names to roads.

Procedure

There are two types of community groups to consult with regarding a naming, renaming or boundary change proposal:

- the **immediate community**, which includes residents, ratepayers and businesses within the immediate area directly affected by the proposal; and
- the **extended community**, which includes residents, ratepayers and businesses surrounding the area directly affected by the proposal; any visitor groups to the area; and government or non-government organisations with an interest in or who service the area.

As a minimum, when a proposed naming, renaming or boundary change will affect current addresses, the naming authority must contact the immediate community in writing (by letter or email).

If a proposal has the potential to affect residents, ratepayers and businesses with regard to the Aboriginal Heritage Regulations 2007 (refer to Principle 2(B)), the naming authority must contact the immediate community in writing (by letter or email).

If a proposal will not affect current addresses the naming authority must consult with the public by advertising the proposal in local or statewide newspapers. The naming authority can also promote the proposal to the immediate and extended community on a website, through letters, newsletters or magazines, email contact lists and public notices.

Communication through letter or advertising must outline the following information:

- the location and extent of the feature, locality or road proposed to be named, renamed or have boundaries changed (with a map and written description – to reduce advertising costs the public can be referred to a website and council office to view these details);
- the reason the particular name and/or new boundaries have been chosen for the proposal;
- an invitation for public feedback with a closing date 30 days from the date of the letter and/or advertisement (whichever is later); and
- (if the proposal is accepted by the naming authority and approved by the Registrar) an indication that Australia Post may continue to record and recognise the old address for a period of six to 12 months to ensure a smooth transition from the old address to the new address (the letter should also indicate that Australia Post may not guarantee the delivery of incorrectly addressed mail and advise customers to use their official address).

In order to involve the community and/or ascertain public support for a naming, renaming or boundary change proposal, naming authorities are strongly recommended to survey the immediate and/or extended communities.

Any survey must refer to these guidelines and include the following information:

- that the non-return of surveys will be treated as 'tacit approval' for the proposal; and
- that there are two questions that must be responded to –
 1. Do you approve the proposal to name/rename/adjust the boundaries of _____?
 2. Do you support the proposed name _____ or boundary location (as shown on the map)?

Information on compiling and analysing the results of a survey are available from the supplementary document *Consulting with the Wider Community* available from www.dse.vic.gov.au/namingguidelines.

Naming authorities are encouraged to, but do not have to, also use the survey to invite the immediate and/or extended communities to nominate suitable or preferred names or boundaries.

When the naming authority has surveyed the community to establish a set of suitable or preferred names or boundaries, the community must then be re-consulted on the final determined name/boundaries for the proposal.

Further information on consultation processes including identifying people and groups to consult, drafting letters, advertisements, distributing surveys, holding public meetings and responding to objections, is available in the supplementary document *Consulting with the Wider Community* available from www.dse.vic.gov.au/namingguidelines.

Principle 1(N) Lodging, considering and addressing objections

Lodging objections

Any person or organisation can lodge objections to a naming, renaming or boundary change proposal during the public consultation period administered by the relevant naming authority. Objections must be lodged directly with the naming authority within the 30 days allocated for feedback (refer to Principle 1(M)).

Considering objections

Any objections received during the public consultation period must be given consideration by the naming authority. Only objections that relate to concerns about the proposal not conforming to the principles of these guidelines must be addressed by the naming authority. If a survey was used to determine community support for a proposal, information on analysing the survey results is available in the supplementary document *Consulting with the Wider Community* available from www.dse.vic.gov.au/namingguidelines.

If community support for a proposal is minimal, but the proposal has been made based on public safety and/or emergency response concerns, the naming authority should attempt to refine and/or change the proposal so that it meets community expectations. If the naming authority believes that community support will not be forthcoming, and non-approval of the proposal will maintain the risk to public safety, it should seek the OGN's advice. The OGN can refer the matter to a Geographic Place Names Advisory Committee (refer to Section 1.5(f) for further details)

If the naming authority accepts the proposal and lodges it with the Registrar for consideration, it must provide details of what the objections were and how they will be or have been dealt with.

If the naming authority decides to uphold the objections it can choose to abandon the proposal or refine and/or change it to ensure it conforms to these guidelines. If the naming authority decides to refine and/or change the proposal it must then undertake another round of community consultation in order to determine community support.

Addressing objections

The naming authority must write to objectors and when objections relate to concerns about the proposal not conforming to the principles of these guidelines, the response must outline:

- how objections have been dealt with; and
- why the naming proposal was either accepted and sent to the Registrar for consideration and inclusion in VICNAMES, or rejected and how it will subsequently be refined, changed or abandoned.

In cases of the naming authority accepting the proposal, the letter to objectors also needs to include details of how they can appeal to the Registrar. An appeal may only be made if the objector can demonstrate that either:

- the naming authority did not consider the objections during its deliberations; or
- the proposal does not reasonably conform to the principles of these guidelines.

The letter to objectors needs to indicate that an appeal to the Registrar must be lodged within 30 days of the naming authority accepting the proposal and/or sending the letter to the objector (whichever is later).

Principle 1(O) Notification of a naming decision

Only after a naming authority receives notification from the Registrar that an official naming, boundary or name change has been registered in VICNAMES can it notify affected members of the immediate and/or extended community and other interested stakeholders.

Procedure

Within 30 days of a proposal's approval the OGN will publish a notice on the Proposals webpage at www.dse.vic.gov.au/namingplaces and send notification to the naming authority. The notice will include a link to an electronic map that naming authorities can download and distribute to all local stakeholders, including local emergency and utility service providers.

If addresses have been affected the naming authority must notify residents, ratepayers and businesses in the immediate community. The naming authority should also notify the following local organisations and stakeholders:

- Australia Post offices;
- real estate agents;
- gas, water and electricity suppliers;
- council rates department; and
- local mapping agencies.

It is recommended that naming authorities provide details of the approved proposal to the following local organisations that might have an interest in knowing the new or altered name and boundaries.

It is important to distribute this information locally (as follows) because there can be a delay between official notification to statewide bodies and details filtering through various systems for updating hard-copy map books:

- police station;
- ambulance branch;
- Country Fire Authority Brigade and/or Metropolitan Fire Brigade Station;
- State Emergency Service local headquarters; and
- tourist information centres.

The OGN will organise for notification to be sent to statewide and national bodies, including emergency and postal services, and spatial information or mapping organisations. These include:

- Australia Post;
- Emergency Services Telecommunications Authority;
- Emergency Management Spatial Information Network Australia – (Victorian Committee) members including Ambulance Victoria, Victoria Police, Country Fire Authority, State Emergency Service, Department of Sustainability and Environment, Department of Justice and Department of Human Services;
- Real Estate Institute of Victoria;
- Australian Bureau of Statistics;
- Australian Electoral Commission; and
- Melway, UBD and other spatial information or mapping agencies.

This information is also distributed through various networks to international organisations such as Google Earth and Microsoft Virtual Earth.

Principle 1(P) Signage

In all instances, naming authorities must not erect or display signage prior to receiving advice from the Registrar that the naming proposal has been approved, gazetted and registered or recorded in VICNAMES. Existence of signage prior to lodging a naming proposal with the Registrar is not a valid argument for the name to be registered.

How signage should be designed and displayed can differ according to whether it is a feature, locality or road being named. Specific information on signage is provided in Sections 2, 3 and 4 of these guidelines.

1.9 Other legislation, regulations and policies relevant to geographic naming

- *Local Government Act 1989*
- *Road Management Act 2004*
- *Planning and Environment Act 1987*
- *Aboriginal Heritage Act 2006*
- *Aboriginal Heritage Regulations 2007*
- *AS/NZS4819 Geographic Information – Rural and Urban Addressing*
- *Survey Co-ordination Act 1958*

1.10 Updating these guidelines

With constant improvements and changes in the spatial information sector, it may be necessary to occasionally update these guidelines to ensure up-to-date standards are reflected. Updates will need to be approved by the Governor in Council, and any approved amendments will be notified to naming authorities and other interested parties.

Section 2: Features

Definition

A feature is considered to be a unique geographical place or attribute that is easily distinguished within the landscape. For example, a feature can be a mountain, watercourse, building, prominent structure, park, etc.

A list of features to be included in VICNAMES and the relevant naming authorities can be found at www.dse.vic.gov.au/namingguidelines.

Using this section of the guidelines

This section outlines how features can be named, renamed or have their boundaries and spatial reference points realigned.

The information is designed to be a step-by-step guide to the naming process from the initial selection of a name, to development of a naming proposal, through to registration and notification of a new or altered entry in the Register of Geographic Names (VICNAMES).

The information in this section is divided into five parts

Section 2.1: Naming principles that apply to features

Section 2.2: Features with private companies or persons as the naming authority

Section 2.3: Features with municipal councils as the naming authority

Section 2.4: Features with State Government departments or authorities as the naming authority

Section 2.5: Features with traditional Indigenous Australian names

A detailed list of features with relevant naming authorities is available at www.dse.vic.gov.au/namingguidelines.

2.1 Naming principles that apply to features

In addition to the principles outlined in Section 1.8 of these guidelines, feature names must adhere to the following principles.

Principle 2(A) Feature type

A feature type should be included in the feature name and located after the unique feature name. This is to minimise possible confusion over the feature type to which the name applies. For example, the naming of *Waterlands Park* enables users to understand that the feature Waterlands is parkland.

An exception to this is the use of traditional Indigenous names or words if the Indigenous name already includes details of the feature type. For example, Birrarung Marr is a park in Melbourne, with Marr translating from the Woiwurrung language to mean 'park' in English.

Principle 2(B) Waterways

Naming authorities should be aware that as provided under s. 23 of the [Aboriginal Heritage Regulations 2007](#):

- (1) Subject to subregulation (2), a waterway or land within 200 metres of a waterway is an area of cultural heritage sensitivity.
- (2) If part of a waterway or part of the land within 200 metres of a waterway has been subject to significant ground disturbance, that part is not an area of cultural heritage sensitivity.

Among other descriptions in the regulations, a waterway is considered to be a river, creek, stream or watercourse when it is registered under the provisions of the *Geographic Place Names Act 1998*.

An area deemed to be of cultural heritage sensitivity has restrictions placed on development activities that can occur there. Further details can be obtained from the regulations.

For the purposes of complying with the regulations, it is necessary for naming authorities to describe in exact detail the full extent of any waterway it is proposing to name or rename, which will ensure official records are unambiguous. Naming authorities must also consult with the immediate community that might be affected by the naming of a waterway. Refer to Principle 1(M) for further details.

Principle 2(C) Locational names

If choosing a name based on location, the feature should be given the name of the official locality. If the name of a locality is used to define and locate a feature, e.g. Ballarat Avenue of Honour, the locality's name should appear first in the feature's name.

The recorded names of neighbourhoods, estates and subdivisions should not be applied to a feature. The reason for this approach is that if many features are named after a local estate or neighbourhood rather than the official locality, there can be public confusion about the official addresses in the area.

For example, an unnamed reserve located within an estate known as Blue Water Lakes within the locality of Smithurst should not have the name 'Blue Water Lakes Reserve' applied. Instead, the name 'Smithurst Reserve' should be proposed or if this is already in use another name should be chosen (perhaps one that commemorates a local historical event or figure).

Principle 2(D) Base names

Features named under private sponsorship contracts that will attract high visitor numbers (such as sporting stadiums or concert halls) should also, for the purposes of emergency service management, be assigned a 'base name'. The purpose of the base name is to provide for consistent use of one name across the feature's lifespan, particularly when the private sponsorship name may change.

An example would be the sporting stadium in Melbourne's Docklands. Originally named Colonial Stadium then Telstra Dome followed by Etihad Stadium, the base name could be considered to be Docklands Stadium. The sponsorship names would be recorded in VICNAMES only at the time the sponsorship contract applies, after which time the name would be converted to historical status. The base name would be registered in VICNAMES for the feature's lifespan.

2.2 Features with private companies or persons as the naming authority

A checklist summarising the key points below, which can be used to prepare a proposal for the Registrar's office, is available at www.dse.vic.gov.au/namingplaces.

There are many features with private companies or persons as the naming authority. Examples include, but are not limited to, sporting stadiums, wineries, tourist attractions, entertainment complexes or shopping centres. A full list of these features that should be incorporated into VICNAMES is available at www.dse.vic.gov.au/namingguidelines or contact the Office of Geographic Names (OGN) for details.

2.2.1 Why these names should be recorded

Because it is important to ensure that features in Victoria are clearly and unambiguously named, especially for emergency and other service reasons, the Registrar strongly recommends that organisations given the task of naming private features adhere to the naming principles in these guidelines. These guidelines were developed in cooperation with emergency response and other service organisations and therefore provide a sound basis for strong naming procedures across the state.

2.2.2 Value to the owners and the public

Information contained in VICNAMES is considered to be the definitive data source for geographical names information, and is distributed regularly to a nationwide network of emergency service, postal, and spatial information and mapping agencies. Providing the details of privately named features to the Registrar ensures that all relevant organisations are aware of the existence and locations of the features and their names' correct spelling.

2.2.3 How to record names in VICNAMES

Private companies and people who own or maintain a feature considered to be of public interest (such as a sports stadium, concert hall, vineyard, prominent structure, etc.) are invited to submit in writing to the Registrar the details of the feature's extent and location along with background information on the name. Upon consideration of this information the Registrar will record the details in VICNAMES and provide information to all relevant stakeholders (as detailed in Principle 1(O)).

2.2.4 Status of these names in VICNAMES

The status of 'recorded' is applied to features for which private entities have naming rights, which implies that they fall outside the scope of these guidelines and cannot be registered. They are included in VICNAMES in the interests of public safety and information.

Features named under private sponsorship contracts that will attract high visitor numbers (such as sporting stadiums or concert halls) might also, for the purposes of emergency service management, be assigned base names. The base name may be determined by government, a private entity or the OGN. Refer to Principle 2(D) for further details.

2.3 Features with municipal councils as the naming authority

A checklist summarising the key points below, which municipal councils can use to prepare a proposal for the Registrar's office, is available at www.dse.vic.gov.au/namingplaces.

2.3.1 How to initiate a proposal

General public

Members of the general public can submit a naming or renaming proposal to the municipal council responsible for the area in which the feature is located. Proposals should include:

- the location of the feature (and if relevant the current name);
- the reason for the proposal (i.e. if relevant, why the current name is considered to be less appropriate);
- details on why the proposed name would be appropriate;
- contact details of the proposer(s) and information on public consultation that has occurred and/or support that has been gathered from members or groups of the community; and
- an indication that the proposed name conforms to the principles outlined in Sections 1 and 2 of these guidelines.

Upon receiving the naming proposal from the public, the council's responsible staff member(s) should initiate the formal proposal process detailed in Section 2.3.2 of these guidelines.

If a proposal is to name or change the name of a feature that crosses municipal boundaries, the staff of the respective councils should coordinate the proposal's processing, or contact the OGN for advice or referral to a Geographic Place Names Advisory Committee (refer to Section 1.5(f) and Principle 1(G) for details)

Emergency response or other public service providers

Organisations that deal with the provision of emergency or other services (such as postal or telecommunications) can submit a suggestion or proposal to name or change the name of a feature to the municipal council(s) responsible for the area in/across which the feature is located. Proposals should include:

- the location of the feature (and if relevant the current name);
- background detail on why the council(s) should consider changing the existing name or registering the new name;
- details on why a new name is considered to be appropriate; and
- (if a proposed new name is supplied) an indication that the proposed name conforms to the principles outlined in Sections 1 and 2 of these guidelines.

Upon receiving the proposal from the emergency or other service provider, the responsible staff member(s) of the council(s) should initiate the formal proposal process detailed in Section 2.3.2 of these guidelines.

If a request is made in the interests of public safety, the municipal council must respond within 30 days and action the request within one council meeting of that initial response.

Often, emergency response or other public service providers will not provide a suggestion for the proposed new name. In this instance the council must find a suitable name.

If a proposal is to name or change the name of a feature that crosses municipal boundaries, the staff of the respective councils should coordinate the proposal's processing, or contact the OGN for advice or referral to a Geographic Place Names Advisory Committee (refer to Section 1.5(f) and Principle 1(G) for details).

Municipal council

Councils can generate a naming proposal in-house. When preparing the proposal, the council should give consideration to naming or renaming a feature after a local historical figure or event, or a unique attribute of an event that occurs in the area.

Councils might consider meeting on a regular basis with local interest groups (such as historical societies and charity organisations) to develop lists of appropriate names.

It is possible for a council to hold a naming competition. In such instances the council should contact OGN and the processes described in Section 2.4.3 should be adopted.

If the council is seeking to develop a naming or renaming proposal that uses an Indigenous name or names, at the outset of the proposal's development, contact should be made with relevant Indigenous communities to seek their input.

Information on this consultation process is available from Principle 1(K) and the supplementary document *Consulting with Indigenous Groups* available from www.dse.vic.gov.au/namingguidelines.

Once a name has been chosen, councils should initiate the formal proposal process detailed in Section 2.3.2 of these guidelines.

If a proposal is to name or change the name of a feature that crosses municipal boundaries, the staff of the respective councils should coordinate the proposal's processing or contact the OGN for advice or referral to a Geographic Place Names Advisory Committee (refer to Section 1.5(f) and Principle 1(G) for details)

2.3.2 Formal proposal process

Step 1 Check information

Check that all necessary information has been provided by the party proposing the name – if it is insufficient, request additional information be supplied within 30 days.

Step 2 Check for conformance with the principles

Municipal councils must check that the name conforms to all of the principles outlined in Sections 1 and 2 of these guidelines.

If the proposal does not comply with the principles, or council determines that the proposal is frivolous in nature, the council is encouraged to contact the OGN for advice. The proposal could be modified for compliance or rejected at this stage.

Step 3 Consult with Indigenous communities

If the proposed name is derived from an Indigenous Australian language, or is a traditional Indigenous name for the feature, from the outset the municipal council should consult with and obtain the input and approval of the relevant local Indigenous group(s).

Details on the consultation process are provided in Principle 1(K) and the supplementary document *Consulting with Indigenous Groups* available from www.dse.vic.gov.au/namingguidelines.

Step 4 Consult with emergency response and other service providers

If the council has ensured that the name proposal adheres to the principles of these guidelines, there should be no further need for consultation with emergency or other service providers. This is because the guidelines have been written in consultation with these stakeholders and the principles have been designed to ensure that issues of name duplication and confusion are minimised.

If councils are uncertain about whether or not the naming proposal conforms to these guidelines (for instance, in cases of possible duplication), they can consult with the OGN and emergency response and public service providers using the online Notification and Editing Service (NES). This consultation should be undertaken prior to any public consultation to ensure that unsuitable proposals are not provided to the public for their feedback.

Details on how the NES system works to facilitate consultation with emergency response and public service providers are available from <http://www.land.vic.gov.au/nas>.

Step 5 Consult with the public

It is important to ensure that the general public are consulted on any feature naming proposals that they might have an interest in or that might affect them.

Consultation with the immediate and/or extended community should only occur once council is certain that the name conforms to the principles of these guidelines. If councils are uncertain of this, they can contact the OGN for further advice. Details on the consultation process can be found in Principle 1(M).

Step 6 Consideration by council

Once the above steps have been undertaken a report must be prepared on the proposal. The report must include:

- discussion of how the proposal conforms to principles in Sections 1 and 2 of these guidelines; and
- discussion of and response to any objections/comments received during the consultation period(s).

The council decision to accept or reject a proposal needs to be formally recorded. This also applies when the decision has been made under delegated authority.* In both instances any party who responded to the proposal must be advised of council's decision.

Further details on dealing with objections and notifying objectors if a proposal is accepted and lodged with the Registrar for consideration are provided in Principle 1(N).

2.3.3 Lodging a proposal with the Office of Geographic Names (OGN)

Council staff should lodge the proposal with the OGN using the online Notification and Editing Service (NES). This online facility allows for the easy submission and tracking of proposals from the council through to the Registrar and onto the Department of Sustainability and Environment's Spatial Information Infrastructure (SII).

Details on how to register for and use NES are provided at <http://www.land.vic.gov.au/nas>.

* In some instances, council might prefer to provide a 'delegation of authority' for the naming process to a relevant officer within their organisation. In this case, approval for the name does not need to be granted by the councillors. It is important though that the municipal council forwards details of the delegated authority – on official letterhead signed by the CEO – to the Office of Geographic Names (OGN) for filing and future reference.

When submitting the proposal through NES, councils must attach the following information.

- A letter must be included, providing:
 - details of the feature (including, if possible, the address and access points for emergency response);
 - background of the proposed name and why it was selected;
 - details of the consultation process, outcomes and how any objections have been addressed;
 - indication that the name conforms to the principles of Sections 1 and 2 of these guidelines;
 - notification that the proposal has been accepted by council or is being submitted by a delegated officer.
- A report including the following information (where relevant):
 - a copy of consent from the Indigenous consultative group;
 - details of consultation with emergency response and public service providers (if NES was used for consultation, this evidence is automatically attached to the submission to the OGN);
 - copies of survey material;
 - de-identified (i.e. personal details removed) objections received from the public;
 - copies of letters sent to objectors indicating their ability to lodge a further objection to the Registrar (as provided in Principle 1(N)); and
 - a copy of council minutes indicating acceptance of the proposal, or that council staff have delegated authority.

2.3.4 Registrar's consideration of proposal

Upon receiving a proposal to name or rename a feature, the OGN will upload details of the proposal on the Proposals webpage at www.dse.vic.gov.au/namingplaces and a letter will be sent to the naming authority advising receipt of the proposal.

If the naming authority indicates that the proposal received objections during the consultation period, the Registrar will not consider the proposal for approval until 30 days have elapsed since council accepted the proposal and notified objectors, as provided in Principle 1(N).

When considering the proposal, the Registrar will check that the new name conforms to all the principles of the guidelines; in particular, that it is not duplicated and that appropriate community consultation has occurred.

If the Registrar deems that the proposal conforms to the guidelines the Registrar will proceed to gazette the proposal (refer to Section 2.3.5) and update the Proposals webpage at www.dse.vic.gov.au/namingplaces to reflect this stage in the procedure.

The Registrar might consider the name to be of greater than local significance and in this instance the proposal will be referred to a Geographic Place Names Advisory Committee for its advice (refer to Section 1.5(f)). The OGN will update the Proposals webpage at www.dse.vic.gov.au/namingplaces to reflect this stage in the procedure.

Should the Registrar deem that the proposal does not conform to these guidelines, the proposal will be returned to the naming authority with either a request for further information or advice that the proposal be redesigned so that it might be acceptable for future consideration.

The name will not be registered or recorded in VICNAMES. The OGN will update the Proposals webpage at www.dse.vic.gov.au/namingplaces to reflect this stage in the procedure.

2.3.5 Gazettal of a proposal

Once a name has been approved by the Registrar for registration, a notice will be published in the *Victoria Government Gazette* notifying registration of the name.

The gazette notice will include:

- the new name;
- the existing name (if relevant);
- written details of the extent of the feature;
- the address (if relevant);
- the municipal area(s) and locality(ies) within which the feature is located;
- the naming authority; and
- a web link to the DSE Naming Places website where the proposal and map of the feature can be located.

The gazette notice acts as an official notification that the proposal will be registered in VICNAMES.

2.3.6 Registration and notification

Once the proposal has been gazetted, the Registrar will enter the details of the new or modified feature name into VICNAMES. The gazettal date will be recorded as the official date of registration.

Upon registration, the OGN will inform relevant stakeholders and the naming authority is also encouraged to inform local stakeholders as outlined in Principle 1(O).

2.3.7 Signage

Signage must conform to the details outlined in Principle 1(P). In addition to this, signage for features can take whichever form or design the council deems appropriate to ensure that the name can be easily located, identified and read by all members of the community. As a minimum, the signage for a feature should be located at major access points to ensure visitors are able to readily identify the feature in an emergency.

Signage must be erected within 30 days of the name being gazetted and registered.

For features with addresses that visitors might find difficult to describe (e.g. barbecue sites in parks, swimming sites at beaches, walking tracks in state forests), there is an option to display an emergency marker. These markers are geocoded for the use of the Emergency Services Telecommunications Authority (the organisation responsible for answering 000 calls) and can be useful for providing emergency response with accurate location information and specific directions on how to access the area.

Further information is available from:

<http://www.esta.vic.gov.au> > Our Role > Who we are > Emergency Markers.

2.4 Features with State Government departments or authorities as the naming authority

A checklist summarising the key points below, which government departments and authorities can use to prepare a proposal for the Registrar's office, is available at www.dse.vic.gov.au/namingguidelines.

State Government departments or authorities that own or maintain public features such as schools and hospitals are the naming authorities for these features. Refer to the table provided at www.dse.vic.gov.au/namingguidelines for a list of features considered to be owned or maintained by State Government departments or authorities.

Because of the varied nature of features under the naming authority of different departments and authorities, the Registrar prefers to establish tailored naming guidelines for each department or authority. The guidelines in place at the time of publication are listed in Section 2.4.1 below, and an up-to-date listing is located at www.dse.vic.gov.au/namingguidelines.

If a unique set of naming guidelines has not been established for a State Government department or authority, the general guidelines set out in Section 2.4.2 apply.

2.4.1 Guidelines for specific departments or authorities

The following State Government departments and authorities have developed tailored naming guidelines in consultation with the Registrar. These guidelines apply to all features (and roads, as discussed in Section 4 of these guidelines) under their jurisdictions.

The following list is only representative of the agreements reached at the time these guidelines were published. An up-to-date listing is located at www.dse.vic.gov.au/namingguidelines.

- Department of Education
- Parks Victoria
- VicRoads

2.4.2 General guidelines for State Government departments and authorities

State Government departments and authorities not covered by a tailored set of naming guidelines should follow the procedures outlined below.

There are three options for a government department, authority or its Minister to name a feature.

- The department or authority can work cooperatively with the OGN to make an in-house determination on an appropriate name for the feature (or locality or road) and follow the process outlined in Section 2.4.3. This option allows for approval of the proposal by the relevant Minister or a Geographic Place Names Advisory Committee, and ratification by the Registrar.
- The department or authority can develop a public competition process for naming the feature (or locality or road) and work with the OGN to determine a final naming proposal. This option follows the process outlined in Section 2.4.3. This option also allows for a Geographic Place Names Advisory Committee to make a final determination on the proposal, or the relevant Minister to make a final decision.
- The department's or authority's Minister can write to the Minister responsible for the *Geographic Place Names Act 1998* and request that they exercise their powers under s. 11(5) of the Act and direct the Registrar to enter the name in VICNAMES.

2.4.3 Departmental processes for determining a naming proposal

State Government departments and authorities can generate a naming proposal in-house or through a public naming competition. Both processes are very similar; therefore, the processes for both are included below with occasional reference to some slight differences in procedure.

Step 1 Developing a name in-house

To develop a proposal in-house the department or authority should give consideration to naming or renaming a feature after an historical figure or event, or unique attribute of an event that occurs in the local area.

OR

Developing a name through a public competition

To develop a name proposal using a public competition, the department or authority should contact the OGN to discuss appropriate formats for the competition forum. Essentially, the competition should be advertised broadly with reference made to these guidelines.

Step 2 Apply the principles

Upon selection of a feature's name, or a shortlist of names, government departments should check that the names/name conform/s to all of the principles outlined in Sections 1.8 and 2.1.

Step 3 Consult with Indigenous communities

If the proposed name – or any of the names on the shortlist – is derived from an Indigenous Australian language, or is a traditional Indigenous name for the feature, the government department or authority should from the outset consult with and obtain the input and approval of the relevant local Indigenous group(s). Details on the consultation process are provided in Principle 1(K) and the supplementary document *Consulting with Indigenous Groups* available from www.dse.vic.gov.au/namingguidelines.

Step 4 Consult with emergency response and other stakeholders

When a government department has ensured that the name proposal – or shortlist of names – adheres to the principles of these guidelines, there should be no further need for consultation with emergency response and other services. This is because the guidelines have been written in consultation with emergency response and public service providers, and the principles have been designed to ensure that name duplications and confusions are minimised.

If government departments or authorities are uncertain about whether or not the naming proposal conforms to the guidelines (for instance, in cases of possible duplication) they can consult with the OGN and emergency response and public service providers using the online Notification and Editing Service (NES). Details on how the NES system works to facilitate consultation with emergency response and public service providers are available from <http://www.land.vic.gov.au/nas>.

Step 5 Consult with the public

In regard to Principle 1(M), it is encouraged (but not mandatory) for government departments and authorities to consult with the community. It is recommended that this consultation occurs after contacting the Registrar to discuss the proposal.

Details on the consultation process can be found in Principle 1(M) and online at <http://www.dse.vic.gov.au/namingplaces>.

Step 6 Contact the Registrar of Geographic Names

At this stage in the proposal procedure, government departments and authorities should contact the OGN to seek one of two things:

- endorsement of the proposed name or shortlist of names (complete this step and proceed to 2.4.4(a)); or
- assistance from a Geographic Place Names Advisory Committee to make a final determination on the proposed name (complete this step and proceed to 2.4.4(b)).

Government departments and authorities should make contact with the OGN in writing and include the following information in their submission.

- Include a brief report providing:
 - details of the feature (including, if possible, the address and access points for emergency response);
 - background of the proposed name(s) and why it, or the shortlist, was selected; and
 - indication that the names conform to the principles in Sections 1 and 2 of these guidelines.
- Include details of any public consultation undertaken, including copies of survey material and de-identified (i.e. personal details removed) submissions received from the public.
- Attach copies of consent from Indigenous community(ies), if relevant.
- If relevant, include details of consultation with emergency response and public service providers, including copies of correspondence sent and responses received.
- Provide an indication of whether or not the department or authority is seeking endorsement of the proposed name, or shortlist of names, or would prefer the Registrar to convene a Geographic Place Names Advisory Committee to make a final decision on the proposal.

Upon receiving a proposal to name or rename a feature, the OGN will upload details of the proposal on the Proposals webpage at www.dse.vic.gov.au/namingplaces, and a letter will be sent to the department or authority advising receipt of the proposal.

2.4.4 Registrar's consideration of a proposal

(a) Seeking an endorsement

If the proposed name conforms to the principles of these guidelines, the Registrar will endorse the name and provide written evidence of this to the department or authority. The OGN will update the proposals webpage at www.dse.vic.gov.au/namingplaces to reflect this stage in the procedure.

If the name proposal does not conform to the guidelines, the Registrar will offer advice on how to amend the proposal to help ensure an amended proposal does not contravene the principles. The government department or authority can then amend the proposal as it wishes and resubmit it to the Registrar for endorsement.

The government department or authority can use the Registrar's endorsement to seek approval for the naming proposal from its Minister. If the Minister approves the proposal, the department or authority should then provide copies of this approval to the Registrar, who will then proceed to gazette and register the name utilising the processes outlined in Sections 2.4.5 and 2.4.6 of these guidelines.

(b) Seeking referral to a committee

If the department's or authority's proposal is seeking the assistance of a Geographic Place Names Advisory Committee to make a final naming determination, the Registrar will convene a committee based on the provisions of s. 12 to s. 16 of the Act.

The OGN will update the Proposals webpage at www.dse.vic.gov.au/namingplaces to reflect this stage in the procedure. The committee will be convened at the earliest possible convenience for its members, and their procedure will follow that outlined in Section 1.5(f) of these guidelines.

2.4.5 Gazettal of a proposal

Once a name has been chosen and approved by the Minister of the department or authority from which the proposal was generated, or a Geographic Place Names Advisory Committee, the Registrar will publish a notice of registration of the name in the *Victoria Government Gazette*.

The gazette notice will include:

- the new name;
- the old name (if relevant);
- written details of the extent of the feature;
- the address (if relevant);
- the local government area(s) and locality(ies) within which the feature is located;
- the naming authority; and
- a web link to the DSE Naming Places website where the proposal and map of the feature can be located.

The gazette notice acts as an official notification that the proposal will be registered in VICNAMES.

2.4.6 Registration and notification

Once the proposal has been gazetted, the Registrar will enter into VICNAMES the details of the new or modified feature name. The gazettal date will be recorded as the official date of registration.

Upon registration, the OGN will inform relevant stakeholders as provided in Principle 1(O). The government department or authority is also encouraged to inform local stakeholders as provided in Principle 1(O).

2.4.7 Signage

Signage must conform to the details outlined in Principle 1(P). In addition to this, signage for features can take whichever form or design the government department or authority deems appropriate to ensure that the name is easily located, identified and read by all members of the community.

It is recommended that, as a minimum, the signage for a feature is located at access points to the feature to ensure visitors can readily identify the feature in an emergency.

Signage must be erected within 30 days of the name being gazetted and registered.

For features with addresses that visitors might find difficult to describe (e.g. barbecue sites in parks, swimming sites at beaches, walking tracks in state forests), there is an option to display an emergency marker. These markers are geocoded for the use of the Emergency Services Telecommunications Authority (the organisation responsible for answering 000 calls) and can be useful for providing emergency response with accurate location information and specific directions on how to access the area.

Further information is available from:

<http://www.esta.vic.gov.au> > Our Role > Who we are > Emergency Markers.

2.5 Features with traditional Indigenous Australian names

A checklist summarising the key points below, which can be used to prepare a proposal, is available at www.dse.vic.gov.au/namingguidelines.

There are numerous features in Victoria with traditional Indigenous Australian names. In many instances these features are defined differently to western concepts of place (i.e. middens, rocky escarpments, sites on a mountain or beach, rocky outcrops or stone arrangements etc.), but their names are just as important for including in VICNAMES.

Members of the community are encouraged to have these names registered or recorded according to either of the following two options.

- Registration of the traditional name will result in the traditional name being registered in VICNAMES and recognised for official use for the feature. The name will appear on regular maps for the area (refer to Section 2.5.1 of these guidelines).
- Recording of the name as 'traditional' or 'historical' will result in the traditional name being recorded in VICNAMES. It will not be recognised for official use and the name will not appear on regular maps; however, the name can be located by researchers and be used on specialised maps (refer to Section 2.5.2 of these guidelines).

2.5.1 Official registration of a traditional Indigenous Australian name

Any person or organisation can develop a proposal to register a feature's traditional Indigenous name, whether the feature has an existing registered name or not.

If a feature already has an officially registered name, the existing official name and the traditional Indigenous name would form a dual name and be recorded as such (refer to Principle 1(L) for details).

If the feature already has an unofficial name commonly used by the local community, the unofficial and traditional names will be registered as a dual name.

An Indigenous community can request that a traditional name be registered on its own if the feature does not already have an officially registered name.

Developing the registration proposal

Step 1 Identifying the name

The traditional name for a feature can be identified by any person, group or organisation (an Indigenous person, a researcher or research organisation or an interested member of the public) using historical documentation or specific cultural knowledge relevant to the area in which the feature is located.

Step 2 Locate other names for the feature

The proposer must check whether other names are officially registered or recorded for the feature (this can be checked using VICNAMES at www.dse.vic.gov.au/vicnames), or whether the wider community uses an unofficial name.

If such a name exists, the proposer must submit the naming proposal as a dual name with the existing registered or unofficial name (refer to Principle 1(L)).

If no other name is registered, recorded or used for the feature, the traditional name can be registered on its own.

Step 3 Verifying the name

Once a traditional name has been identified for a feature it must be verified by the traditional owner group(s) of the area in which the feature is located. In some instances, this might be more than one group, body or organisation. In all instances, the name must be verified by all groups with recognised heritage in the area (for a list of these groups refer to the supplementary document *Consulting with Indigenous Groups* available from www.dse.vic.gov.au/namingguidelines).

All relevant traditional owner groups must give written or verbal consent to the name being registered for the feature (either as a dual name or single name), as provided in Principle 1(L).

Step 4 Contact the naming authority for the feature

The proposer should contact the naming authority for the feature and submit directly to it a naming proposal. The naming proposal must then be processed according to the guidelines related to whether it is a feature maintained by a municipal council, government department or authority.

2.5.2 Recording the name as 'traditional' or 'historical'

In some instances the Indigenous community might not want to have a traditional name officially registered for a feature. In these cases, the community can seek to have the name recorded as either 'traditional' or 'historical' in VICNAMES.

Traditional refers to names that were used for the area pre-colonisation. Historical refers to names that were developed post-colonisation. Having a name recorded as traditional or historical means that it will not appear on official maps, but the history and meaning of the name will be recorded for information purposes.

Developing a request for recording traditional or historical status

Any person or organisation can develop a proposal to record a traditional or historical Indigenous name for a feature by following the steps below.

Step 1 Identifying the name

The traditional or historical name for a feature can be identified by any person, group or organisation (either an Indigenous person, a researcher or research organisation, or an interested member of the public) using historical documentation or specific cultural knowledge relevant to the area in which the feature is located.

Step 2 Verifying the name

Once a traditional name has been identified for a feature it must be verified by the traditional owner group(s) of the area in which the feature is located. In some instances, this might be more than one group, body or organisation. In all instances, the name must be verified by all groups with recognised heritage in the area. For a list of these groups refer to the supplementary document *Consulting with Indigenous Groups* available from www.dse.vic.gov.au/namingguidelines.

All relevant traditional owner groups must give written or verbal consent to the name being recorded as traditional for the feature, as provided in Principle 1(L).

Step 3 Locate other names for the feature

The proposer should check whether other names are officially registered or recorded for the feature (this can be checked using VICNAMES at www.dse.vic.gov.au/vicnames). This will help identify the location of the feature to which the traditional or historical name applies.

Step 4 Contact the Office of Geographic Names (OGN)

The proposer should contact the OGN with a request that the name be recorded in VICNAMES as traditional or historical.

The request should include the following information:

- details of the feature's location (including, if possible, the address and access points for emergency response);
- background of the traditional or historical name (including traditional language and, if possible, its cultural heritage); and
- copies of consent from all relevant Indigenous communities.

Step 5 Considering and recording the request

The Registrar will consider the request and confirm that the name has been verified and approved for recording by all relevant Indigenous communities.

If the request provides the required information, the name will be recorded as traditional or historical in VICNAMES. The Registrar will inform the proposer and Indigenous community(ies) that supported the proposal when this occurs.

If the request does not provide the required information, the Registrar will contact the proposer and discuss the request. The OGN will offer assistance to the proposer to resolve any issues involved in obtaining background cultural heritage information or consent from the relevant Indigenous communities.

Section 3: Localities

Definition

A locality is an administrative geographical area of Victoria that has been distinguished for its community's and/or landscape's characteristics. In metropolitan areas it is commonly referred to as a 'suburb'. Every locality has officially recognised and registered boundaries that do not overlap with those of other localities. Because of its unique and unambiguous name and boundaries, a locality provides an official reference point for addressing purposes.

A neighbourhood is not a locality because it does not have officially recognised and registered boundaries. For this reason, a neighbourhood name cannot be used for addressing purposes.

Using this section of the guidelines

This section outlines how localities in Victoria can be named and renamed, and also defines how the boundaries can be altered.

Information included in this section is to be used in conjunction with the principles and policies outlined in Section 1 of these guidelines.

The information in this section is divided into four parts

Section 3.1: Principles applying to localities

Section 3.2: Creation of new localities by municipal councils

Section 3.3: Creation of new localities by government departments and authorities

Section 3.4: Alterations or changes to existing locality name(s) or boundaries

Responsibility for registering locality names and boundaries

In most instances, the administration of locality naming, renaming and boundary definition is the responsibility of the municipal council within which the locality is situated. There are two exceptions to this.

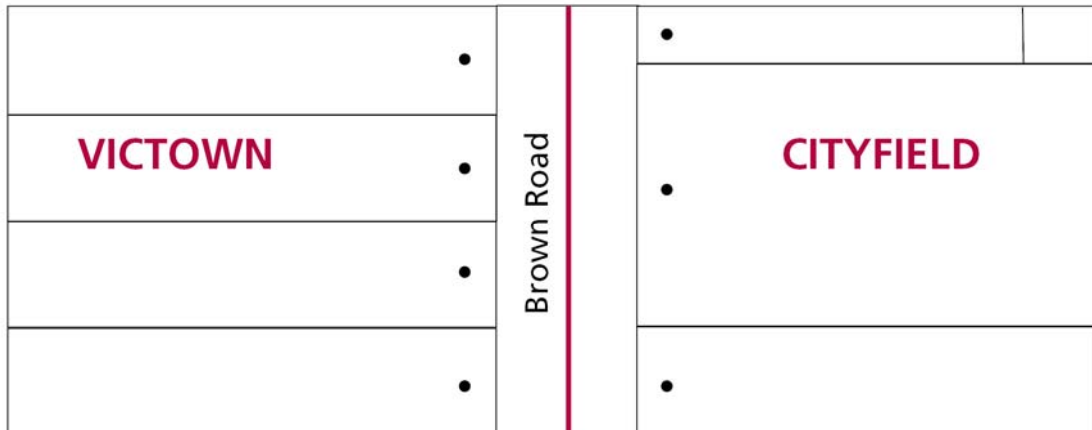
- In some instances a locality is positioned across two or more municipal areas. In this instance, all affected municipalities need to coordinate the naming or renaming or any boundary changes, and the final proposal will be assessed by a Geographic Place Names Advisory Committee (refer to Section 1.5(f)).
- In other instances an area being considered for a new locality name might fall under the jurisdiction of a government department or authority undertaking a major land redevelopment project. There are specific guidelines for these types of proposals, which are provided in Section 3.3.

3.1 Principles applying to localities

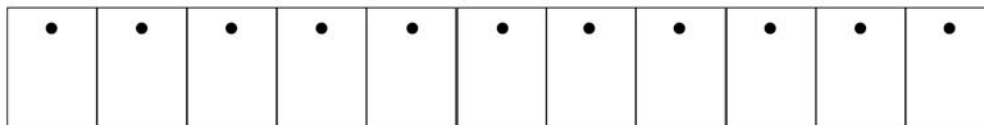
Principle 3(A) Boundary location

Locality boundaries should align with the cadastral fabric, road centre lines or easily distinguishable topographical features such as waterways or ridgelines. Essentially, the following conventions should be applied:

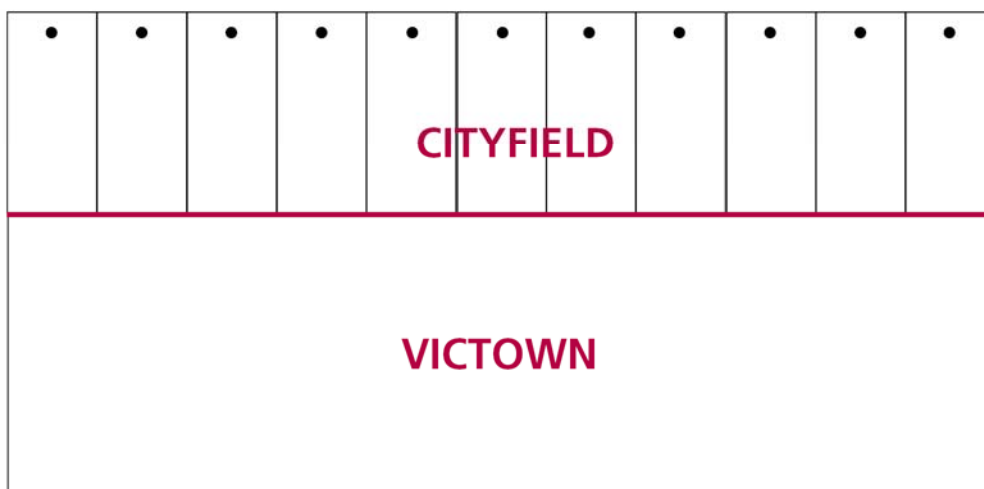
1. If major roads separate communities, the boundary for a locality should be placed along the road centre line. In cases of dual carriageways, please contact the Office of Geographic Names (OGN) to discuss boundary options.



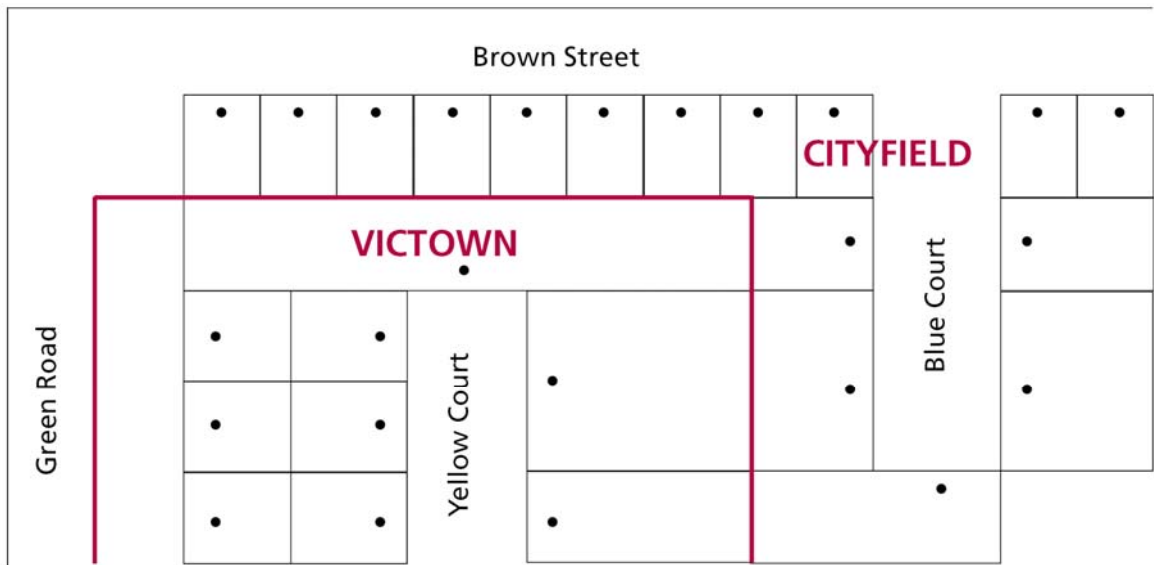
2. If residents and businesses in minor roads are deemed to be part of the same community, it is advisable to place the locality boundary along the back boundary of properties facing the road.



Orange Street



- In dead-end roads and culs-de-sac, the locality boundary should wrap around the properties at the end of the road so that all properties accessed from the same road are addressed to the same locality.



- The locality boundary for corner blocks should be the same as those for neighbouring properties accessed from the same road. There are four options for this location of boundaries, as shown in diagrams a., b., c. and d. below.

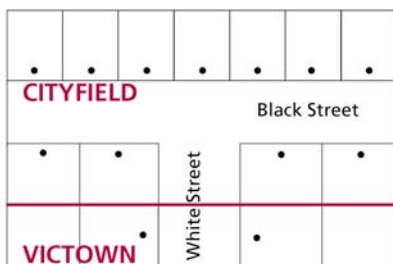


Diagram a.

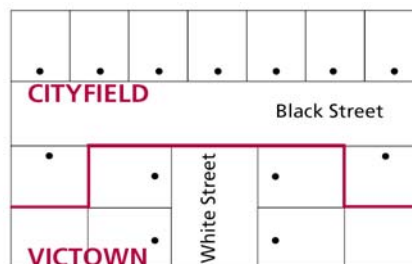


Diagram b.

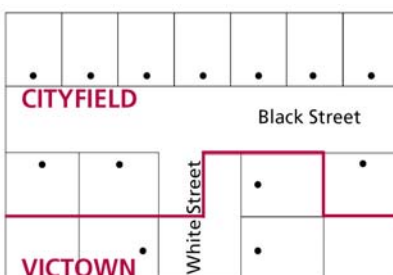


Diagram c.

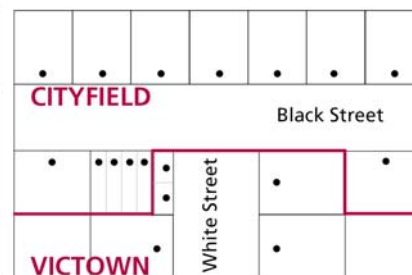


Diagram d.

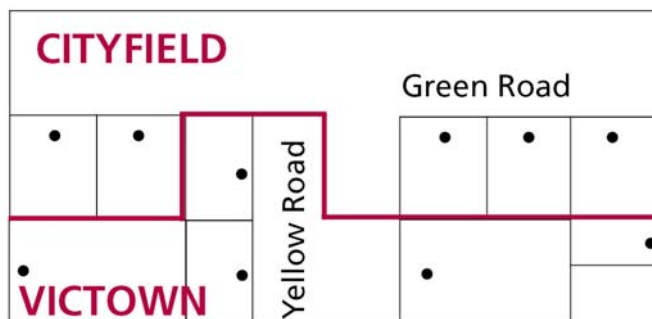
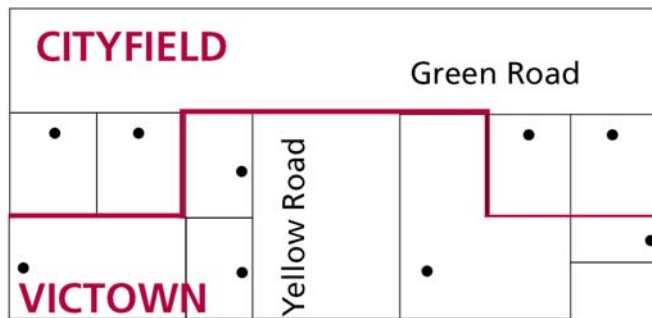
Diagram a. shows how boundaries should be applied to properties on corner blocks accessed from Black Street.

Diagram b. shows how boundaries should be applied for properties accessed from White Street.

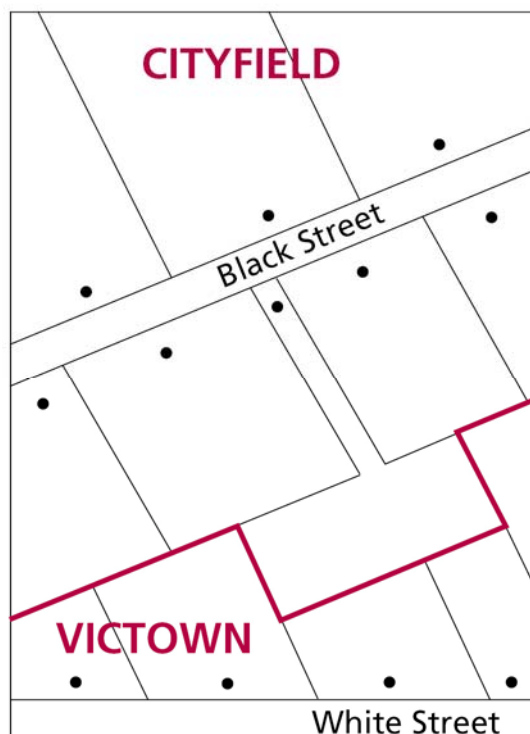
Diagram c. shows how boundaries should be applied for properties where one corner block is accessed from Black Street and the other is accessed from White Street.

Diagram d. shows one option on how to apply a locality boundary where multiple shop fronts or residences on one property have access to both Black Street and White Street. As there are multiple options in these cases, contact the OGN for advice.

- If a property is situated on a corner and the block is subdivided with one or more of the new properties accessed from a road generally defined as being addressed to a different locality, the locality boundary should be changed to incorporate the new subdivided properties. For example:



- Locality boundaries should take into account the location of battle-axe properties. Ideally, where a property is accessed through a right-of-way or private roadway from a road that forms part of a locality boundary, the locality boundary should incorporate the battle-axe property.



7. If a natural feature such as a waterway or ridgeline is to be used as the boundary for a locality, the boundary should be applied to the centreline of the feature. Exemptions to this include the Murray River, lakes, major rivers and ocean or sea boundaries. In these instances contact the OGN for advice.
8. A locality must not be defined as an island within another locality. For instance, all localities must have boundaries that run alongside two or more other localities, or one other locality and a state or sea boundary.

Principle 3(B) Estate and subdivision names

The names for estates and subdivisions are considered to be neighbourhood names; therefore, they are not officially recognised for addressing purposes. If a council is considering creating a new locality for an area that contains newly created estates and subdivisions, preference should always be given to creating a new unique name that characterises the landscape or history of the area.

Councils should be careful in the selection process to ensure that the proposed name of the new locality conforms to all of the principles outlined in Section 1 of these guidelines, particularly by linking the name to the place and not naming places after commercial interests.

Principle 3(C) Size

All communities and landscape features can vary in size; therefore, it can be difficult to define how small or large any one locality may be.

Generally, a locality will be defined for the purposes of assisting delivery of emergency or postal services. Therefore, a locality cannot be so small that it makes it difficult to distinguish from the surrounding area. A locality also cannot be so large that it confuses members of the public about where the boundaries lie. Councils must be able to demonstrate that proposed boundaries for a locality will make sense to local residents and businesses as well as visitors.

Principle 3(D) Hyphens

Hyphens are not to be used in a locality's name.

Principle 3(E) Local government area boundary review

Where a locality boundary extends across two or more local government area boundaries, the boundaries of the locality should be reviewed with the intention of aligning them with the local government area.

3.2 Creation of new localities by municipal councils

A checklist summarising the key points below, which municipal councils can use to prepare a proposal for the Registrar's office, is available at www.dse.vic.gov.au/namingguidelines.

Why create a new locality?

Municipal councils play an important role in ensuring that localities in all areas of Victoria are properly defined and named.

With increases in the Victorian population there are new residential and business areas being developed on a regular basis. Councils should ensure that they regularly review their locality boundaries and assess whether they adequately define the existing situation.

If major developments considered to be unique to an area are proposed, for example a set of subdivisions readily distinguishable from the surrounding landscape, municipal councils should consider creating a new locality.

The benefits of creating a new locality relate to allowing the area's residents and businesses to use a unique name for addressing purposes.

If the proposed locality is situated across two or more municipal areas, the collaborating councils should contact OGN for advice and coordination assistance.

The following section of these guidelines contains a step-by-step guide on how to implement the process if a proposed locality falls within one or more municipal areas.

3.2.1 How to initiate a proposal

General public

Members of the general public can submit a proposal to create a new locality to the municipal council(s) responsible for the area in which the locality is situated. Proposals should include:

- background detail on why the council(s) should consider creating the new locality;
- the proposed name and boundaries for the locality;
- details on why the particular name and boundaries are considered to be appropriate;
- contact details of the proposer(s) and information on public consultation that has occurred and/or support that has been gathered from members or groups of the community; and
- an indication that the proposed name and boundaries conform to the principles outlined in Sections 1 and 3 of these guidelines.

Upon receiving the proposal from the public, the responsible staff member(s) of the council(s) should initiate the formal proposal process detailed in Section 3.2.2 of these guidelines. If a proposal is to create a new locality across two or more municipal areas, the staff of the respective councils need to coordinate the proposal's processing based on the policies and principles of this section of the guidelines.

Emergency response or other public service providers

Staff of organisations that deal with emergency response services or other public services can submit a suggestion or proposal to create a new locality to the municipal council(s) responsible for the area in which the locality is located. The provider may only submit a proposal if it can be demonstrated to be in the community's interest. Proposals should include:

- background detail on why the council(s) should consider creating the new locality;
- the proposed name and boundaries for the locality;

- details on why the particular name and boundaries are considered to be appropriate; and
- an indication that the proposed name and boundaries conform to the principles outlined in Section 1 and 3 of these guidelines.

Upon receiving the proposal from the emergency or other service provider, the responsible staff member(s) of the council(s) should initiate the formal proposal process detailed in Section 3.2.2 of these guidelines. If a proposal is to create a locality situated across two or more municipal areas, the staff of the respective councils need to coordinate the proposal's processing based on the policies and principles of this section of the guidelines.

If a request is made in the interests of public safety, the municipal council must respond within 30 days and action the request within one council meeting of that initial response.

Municipal councils

Councils can generate a proposal in-house to create a new locality. Councils can hold a public naming competition for the new locality (but not a competition for the boundaries). In these instances the council should contact OGN and the processes described in Section 3.3.1(b) should be adopted for council use.

If the council is seeking to develop a naming or renaming proposal that uses an Indigenous name(s), contact should be made with relevant Indigenous communities at the outset of the proposal development process to seek their input.

Information on this consultation process is available from Principle 1(K) and the supplementary document *Consulting with Indigenous Groups* available from www.dse.vic.gov.au/namingguidelines.

Once a name and boundaries have been selected, councils should initiate the formal proposal process detailed in Section 3.2.2 of these guidelines.

3.2.2 Formal proposal process

Step 1 Check information

Check all necessary information has been provided by the party proposing the name. If insufficient, request that additional information is supplied within 30 days.

Step 2 Apply the principles

Upon selection of a name and boundaries, municipal councils should check that the proposal conforms to all of the principles outlined in Sections 1 and 3 of these guidelines.

If the proposal does not comply with the principles, or council determines that the proposal is frivolous in nature, council is encouraged to contact the OGN for advice. The proposal could be modified for compliance or rejected at this stage

Step 3 Consult with Indigenous communities

If the proposed name is derived from an Indigenous Australian language, from the outset the municipal council should consult with and obtain the input and approval of the relevant local Indigenous group(s). Details on the consultation process are provided in Principle 1(K) and the supplementary document *Consulting with Indigenous Groups* available from www.dse.vic.gov.au/namingguidelines.

Step 4 Consult with emergency response and other public service providers

When councils have ensured that the proposal adheres to the principles of these guidelines, there should be no further need for consultation with emergency response and other public service providers. This is because the guidelines have been written in consultation with emergency response and public service providers and the principles have been designed to ensure that name duplications and boundary confusions are minimised.

In instances of councils not being certain whether or not the naming proposal conforms to the guidelines (for instance, in cases of possible duplication or boundary confusion) they can consult with the OGN and emergency response and public service providers using the online Notification and Editing Service (NES). This consultation should be undertaken prior to any public consultation to ensure that unsuitable proposals are not provided to the public for their feedback.

Details on how the NES system works to facilitate consultation with emergency response and public service providers are available from www.land.vic.gov.au/nes.

Step 5 Consult with the public

It is important to ensure that the public including residents, ratepayers and businesses are consulted on any proposals that will affect their addresses.

Consultation with the immediate and/or extended community should only occur after council is certain that the name and boundaries conform to the principles of these guidelines. If councils are uncertain of this, they can contact the OGN for further advice.

Details on the consultation process can be found in Principle 1(M) and online at www.dse.vic.gov.au/namingguidelines.

Step 6 Council consideration of the proposal

When the above steps have been undertaken a report should be prepared on the proposal.

The report must include:

- discussion of how the proposal conforms to principles in Sections 1 and 3 of these guidelines; and
- discussion of and response to any objections/comments received during the consultation period(s).

The council decision to accept or reject a proposal needs to be formally recorded. This also applies when the decision has been made under delegated authority.[†] In both instances any party who responded to the proposal must be advised of council's decision.

Further details on dealing with objections and notifying objectors if a proposal is accepted and lodged with the Registrar for consideration are provided in Principle 1(N).

3.2.3 Lodging a proposal with the Office of Geographic Names (OGN)

Council staff should lodge the proposal with the OGN using the online Notification and Editing Service (NES). This online facility allows for the easy submission and tracking of proposals from the council through to the Registrar and onto the Department of Sustainability and Environment's Spatial Information Infrastructure (SII).

[†] In some instances, council might prefer to provide a 'delegation of authority' for the naming process to a relevant officer within their organisation. In this case, approval for the name does not need to be granted by the councillors. It is important though that the municipal council forwards details of the delegated authority – on official letterhead signed by the CEO – to the Office of Geographic Names (OGN) for filing and future reference.

Details on how to register for and use NES are provided at <http://www.land.vic.gov.au/nas>.

When submitting the proposal through NES, councils must attach the following information:

- A letter providing:
 - details of the existing and proposed boundaries for the new locality and existing localities in the area;
 - background of the proposed name and boundaries and why they were selected;
 - indication that the name and boundaries conform to the principles of Sections 1 and 3 of these guidelines;
 - details of the consultation process, outcomes and how any objections have been addressed; and
 - notification that the proposal has been accepted by council or is being submitted by a delegated officer.
- A report including the following information (where relevant):
 - a copy of consent from Indigenous consultative group;
 - details of consultation with emergency response and public service providers (if NES was used for consultation this evidence is automatically attached to the submission to the OGN);
 - copies of survey material;
 - de-identified (i.e. personal details removed) objections received from the public;
 - copies of letters sent to objectors indicating their ability to lodge a further objection to the Registrar (as provided in Principle 1(N)); and
 - a copy of council minutes indicating acceptance of the proposal, or that council staff have delegated authority.

3.2.4 Registrar's consideration of the proposal

Upon receiving a proposal to create a new locality, the OGN will upload details of the proposal on the Proposals webpage at www.dse.vic.gov.au/namingplaces. A letter will also be sent to the naming authority advising of the proposal's receipt.

If no objections were lodged during the consultation period the Registrar will proceed to consider the proposal. If the proposal received objections during the consultation period the Registrar will delay consideration of the proposal for a 30-day period following council notification to objectors, as provided in Principle 1(N).

When considering the proposal, the Registrar will check that the new name and boundaries conform to all the principles of the guidelines, in particular that the name is not duplicated and that the creation of the new locality can be considered to be in the long-term interests of the community. If the Registrar deems that the proposal conforms to the guidelines, the Registrar will proceed to gazette the proposal (refer to Section 3.2.8) and update the Proposals webpage at www.dse.vic.gov.au/namingplaces to reflect this stage in the procedure.

The Registrar might consider the proposal to be of greater than local significance and in this instance it will be referred to a Geographic Place Names Advisory Committee for its advice (refer to Section 1.5(f)). The OGN will update the Proposals webpage at www.dse.vic.gov.au/namingplaces to reflect this stage in the procedure.

If the Registrar deems that the proposal does not conform to these guidelines, the proposal will be returned to the naming authority with either a request for further information or advice that the proposal be redesigned so that it might be acceptable for future consideration and registration.

The name and boundaries will not be registered or recorded in VICNAMES. The OGN will update the Proposals webpage at www.dse.vic.gov.au/namingplaces to reflect this stage in the procedure.

3.2.5 Gazettal of a proposal

Once a name has been approved by the Registrar for registration, a notice will be published in the *Victoria Government Gazette* notifying registration of the name.

The gazette notice will include:

- the file number;
- the new name;
- the names of the localities within which the new locality is being defined;
- written details of the location of the boundaries;
- the local government area(s) within which the locality is located; and
- a web link to the OGN website where the proposal and map of the locality can be located.

The gazette notice acts as an official notification that the proposal will be registered in VICNAMES.

3.2.6 Registration and notification

Once the proposal has been gazetted, the Registrar will enter the details of the new locality into VICNAMES. The gazettal date will be recorded as the official date of registration. Upon registration, the OGN will inform relevant stakeholders as provided in Principle 1(O). The naming authority is also encouraged to inform local stakeholders as provided in Principle 1(O).

3.3 Creation of new localities by government departments and authorities

A checklist summarising the key points below, which government departments and authorities can use to prepare a proposal for the Registrar's office, is available at www.dse.vic.gov.au/namingguidelines.

Government departments and authorities sometimes undertake major land redevelopment projects. If the development is of substantial size or in a prominent position they might consider creating a new locality to define the area. The information provided below should be used by government departments and authorities as a step-by-step guide to creating a new locality.

3.3.1 How to initiate a proposal

When generating a proposal the department should have already defined the boundaries for the proposed new locality. The boundaries should conform to the principles outlined in this section and Section 1 of these guidelines. The department or authority can contact the OGN for advice on establishing the boundaries.

Government departments can decide on a name for the new locality through an in-house process or a public naming competition. Both processes are very similar and therefore the processes for both are included below, with occasional references to slight differences in procedure.

(a) Developing a name in-house

To help decide on the name through an in-house process, the department should consider using the name of a local historical figure or event, or unique attribute of an event that occurs in the area.

OR

(b) Developing a name through a public competition

To develop a name proposal through public competition, the department should contact the OGN to discuss appropriate formats for the competition forum. Essentially, the competition should be advertised broadly with reference made to these guidelines. The information for the competition should clearly define the new locality's proposed boundaries.

3.3.2 Formal proposal process

Step 1 Apply the principles

Upon selection of a proposed name(s) and boundaries, the department or authority should check that the proposal conforms to all of the principles outlined in Sections 1 and 3 of these guidelines.

If the proposal does not comply with the principles, the department or authority is encouraged to contact the OGN for advice. The proposal could be modified for compliance or rejected at this stage.

Step 2 Consult with affected municipal council(s)

The department or authority should consult with the municipal council(s) within which the proposed locality will be situated. The council can assist with developing appropriate boundaries, consulting with the community and advising how the proposal will impact upon existing addresses in the area.

Step 3 Consult with Indigenous communities

If the proposed name is derived from an Indigenous Australian language, or is a traditional Indigenous name for the feature, from the outset the department or authority should consult with and obtain the input and approval of the relevant local Indigenous group(s). Details on the consultation process are provided in Principle 1(K) and the supplementary document *Consulting with Indigenous Groups* available from www.dse.vic.gov.au/namingguidelines.

Step 4 Consult with emergency response and other stakeholders

When a department or authority has ensured that the proposal adheres to the principles of these guidelines, there should be no further need for consultation with emergency response and other service providers. This is because the guidelines have been written in consultation with emergency response and other service providers and the principles have been designed to ensure that name duplications and boundary confusions are minimised.

In instances of a department or authority not being certain of whether or not the naming proposal conforms to the guidelines (for instance, in cases of possible duplication or boundary confusion) it can consult with the OGN and emergency response and public service providers using the online Notification and Editing Service (NES). This consultation should be undertaken prior to any public consultation to ensure that unsuitable proposals are not provided to the public for their feedback.

Details on how the NES system works to facilitate consultation with emergency response and public service providers are available from <http://www.land.vic.gov.au/nes>.

Step 5 Consult with the public

Although a department or authority that has created a naming proposal in-house does not have to consult with the community, it is recommended that it consults with residents, ratepayers and businesses whose addresses will be affected by the creation of the proposed new locality.

Consultation with the immediate and/or extended community should only occur once the department or authority is certain that the proposed name and its boundaries conform to the principles of these guidelines. If the department or authority is uncertain of this, it can contact the OGN for further advice.

Details on the consultation process can be found in Principle 1(M) and online at <http://www.dse.vic.gov.au/namingplaces>.

Step 6 Contact the Office of Geographic Names (OGN)

At this stage in the proposal procedure, a government department or authority should contact the OGN to seek one of two things:

- the Registrar's endorsement of the locality's proposed name and boundaries (complete this step and proceed to Section 3.3.3(a)); or
- assistance from a Geographic Place Names Advisory Committee to make a final determination on the proposed locality's name and/or boundaries (complete this step and proceed to Section 3.3.3(b)).

The government department or authority should make contact with the OGN in writing, and include the following information in its submission.

- A brief report providing:
 - details of the proposed boundaries for the new locality and existing localities in the area;
 - background of the proposed name and why it was selected; and
 - indication that the name and boundaries conform to the principles of Sections 1 and 3 of these guidelines.

- Details of consultation, including copies of survey material and de-identified (i.e. personal details removed) submissions received from the public. Discussion should include details of how the department or authority has addressed any objections lodged.
- Copies of consent from the Indigenous community(ies), if relevant.
- Details of consultation with emergency response and public service providers, including copies of correspondence sent and responses received, if relevant,.
- An indication of whether the department or authority is seeking endorsement of the proposed name and boundaries, or would prefer for the Registrar to convene a Geographic Place Names Advisory Committee to make a final decision on the proposal.

Upon receiving the proposal, the OGN will upload details on the Proposals webpage at www.dse.vic.gov.au/namingplaces. A letter will also be sent to the department or authority advising of the proposal's receipt.

3.3.3 Registrar's consideration of proposals

(a) Seeking an endorsement

If the proposed name and boundaries conform to the principles of these guidelines, the Registrar will endorse the proposal and provide written evidence of this to the department.

The OGN will update the Proposals webpage at www.dse.vic.gov.au/namingplaces to reflect this stage in the procedure.

If the name and boundaries do not conform to the guidelines the Registrar will advise on how to amend the proposal. The government department or authority can then amend the proposal and resubmit it to the Registrar for endorsement.

The government department or authority can use the Registrar's endorsement to seek approval from its Minister for the naming proposal. If the Minister approves the proposal, the department or authority should then provide copies of this approval to the Registrar, who will then proceed to gazette and register the new locality using the processes outlined in Sections 3.3.4 and 3.3.5 of these guidelines.

OR

(b) Seeking referral to a committee

If the department's or authority's proposal is seeking the assistance of a Geographic Place Names Advisory Committee to make a final naming determination, the Registrar will convene a committee based on the provisions of s. 12 to s. 16 of the Act.

The OGN will update the Proposals webpage at www.dse.vic.gov.au/namingplaces to reflect this stage in the procedure.

The committee will be convened at its members' earliest possible convenience, and its procedure should follow Section 1 of these guidelines. Further details on Geographic Place Names Advisory Committees and their procedures are available at Section 1.5(f).

3.3.4 Gazettal of a proposal

Once the new locality's creation has been approved by the Registrar for registration, a notice of registration will be published in the *Victoria Government Gazette*.

The gazette notice will include:

- the file number;
- the new name;
- the names of the localities within which the new locality is being defined;

- written details of the location's boundaries;
- the local government area(s) in which the locality is located; and
- a web link to the DSE Naming Places website where the locality's proposal and map can be located.

The gazette notice acts as an official notification that the proposal will be registered in VICNAMES.

3.3.5 Registration and notification

Once the proposal has been gazetted, the Registrar will enter the details of the new locality into VICNAMES. The gazettal date will be recorded as the official date of registration.

Upon registration, the OGN will inform relevant stakeholders as provided in Principle 1(O). The department is also encouraged to inform local stakeholders as provided in Principle 1(O).

3.4 Alterations or changes to existing locality name(s) or boundaries

A checklist summarising the key points below, which municipal councils can use to prepare a proposal for the Registrar's office, is available at www.dse.vic.gov.au/namingguidelines.

As populations grow there is a need to ensure that the names and boundaries of localities reflect their communities' needs. In some instances, a locality boundary might be considered for alteration based on changes in the distribution of homes or businesses in the area, or other demographic changes.

The following section of these guidelines contains a step-by-step guide to the implementation process for altering a locality name or boundary if that locality falls within one or more municipal areas.

3.4.1 Initiating a proposal

General public

Members of the general public can submit a proposal to change the name or boundaries of a locality to the municipal council(s) responsible for the area in/across which the locality is located. Proposals should include:

- background detail on why the council(s) should consider changing the name and/or boundaries;
- the proposed new locality name and/or boundaries;
- details on why the new name and/or boundaries is/are considered to be appropriate;
- contact details of the proposer(s) and information on public consultation that has occurred and/or support that has been gathered from members or groups of the community; and
- an indication that the proposed name and boundaries conform to the principles outlined in Sections 1 and 3 of these guidelines.

Upon receiving the proposal from the public, the responsible staff member(s) of the council(s) should initiate the formal proposal process detailed in Section 3.4.2 of these guidelines. If a proposal is to change the boundary that lies across two or more municipal areas, the staff of the respective councils need to coordinate the proposal's processing.

Emergency response or other public service providers

Staff of organisations that deal with the provision of emergency or other services (such as postal or telecommunications) can submit a suggestion or proposal to change the name or boundaries of a locality to the municipal council(s) responsible for the area in/across which the locality is located.

The provider may only submit a name and/or boundary change proposal if it can be demonstrated to be in the long-term interests of the public. Proposals should include:

- background detail on why the council(s) should consider changing the name and/or boundaries;
- the locality's suggested new name and/or boundaries;
- details on why the new name and/or boundaries is/are considered to be appropriate; and
- an indication that the proposed name and boundaries conform to the principles outlined in Sections 1 and 3 of these guidelines.

Upon receiving the proposal from the emergency or other service provider, the responsible staff member(s) of the council(s) should initiate the formal proposal process detailed in Section 3.4.2 of these guidelines.

If a proposal is to create a locality located across two or more municipal areas, the staff of the respective councils need to coordinate the proposal's processing.

If a request is made in the interests of public safety, the municipal council must respond and action the request within 30 days.

Municipal councils

Councils can generate a proposal in-house to rename or alter the boundaries of a locality. The renaming or alteration of the boundaries should only be considered if the council can demonstrate that the proposal is being made in the long-term interests of the community.

If the council is seeking to develop a naming or renaming proposal that uses an Indigenous name(s), contact should be made with relevant Indigenous communities to seek their input at the outset of the proposal development process. Information on this consultation process is available from Principle 1(K) and the supplementary document *Consulting with Indigenous Groups* available from www.dse.vic.gov.au/namingguidelines.

Once a name and boundaries have been selected, councils should initiate the formal proposal process detailed in Section 3.4.2 of these guidelines.

3.4.2 Formal proposal process

Step 1 Check information

Check all necessary information has been provided by the party proposing the name. If insufficient, request additional information within 30 days.

Step 2 Apply the principles

Upon selection of a new name and/or boundaries, municipal councils should check that the proposal conforms to all of the principles outlined in Sections 1 and 3 of these guidelines. If the proposal does not comply with the principles, or council determines that the proposal is frivolous in nature, council is encouraged to contact the OGN for advice. The proposal could be modified for compliance or rejected at this stage

Step 3 Consult with Indigenous communities

If the proposed new name is derived from an Indigenous Australian language, or is a traditional Indigenous name for the feature, from the outset the municipal council should consult with and obtain the input and approval of the relevant local Indigenous group(s). Details on the consultation process are provided in Principle 1(K) and the supplementary document *Consulting with Indigenous Groups* available from www.dse.vic.gov.au/namingguidelines.

Step 4 Consult with emergency response and other stakeholders

When councils have ensured that the proposal adheres to the principles of these guidelines, there should be no further need for consultation with emergency response and other service providers. This is because the guidelines have been written in consultation with emergency response and public service providers and the principles have been designed to ensure that name duplications and boundary confusions are minimised.

In instances where councils are not certain whether the naming and/or boundary change proposal conforms to the guidelines (for instance, in cases of possible duplication or boundary confusion) they can consult with the OGN and emergency response and public service providers using the online Notification and Editing Service (NES). This consultation should be undertaken prior to any public consultation to ensure that unsuitable proposals are not provided to the public for their feedback.

Details on how the NES system works to facilitate consultation with emergency response and public service providers are available at <http://www.land.vic.gov.au/nas>.

Step 5 Consult with the public

It is important to ensure that the public (including residents, ratepayers and businesses) are consulted on any proposals that will affect their addresses.

Consultation with the immediate and/or extended community should only occur once council is certain that the new name and/or boundaries conform to the principles of these guidelines. If councils are uncertain of this, they can contact the OGN for further advice. Details on the consultation process can be found in Principle 1(M) and online at <http://www.dse.vic.gov.au/namingplaces>.

Step 6 Council consideration of proposal

Once the above steps have been undertaken a report must be prepared on the proposal. The report must include:

- discussion of how the proposal conforms to principles in Sections 1 and 3 of these guidelines; and
- discussion of and response to any objections/comments received during the consultation period(s).

The council decision to accept or reject a proposal needs to be formally recorded. This also applies when the decision has been made under delegated authority.[‡] In both instances any party who responded to the proposal must be advised of council's decision. Further details on dealing with objections and notifying objectors if a proposal is accepted and lodged with the Registrar for consideration are provided in Principle 1(N).

3.4.3 Lodging a proposal with the Office of Geographic Names (OGN)

Council staff should lodge the proposal with the OGN using the online Notification and Editing Service (NES). This online facility allows for the easy submission and tracking of proposals from the council through to the Registrar and onto the Department of Sustainability and Environment's Spatial Information Infrastructure (SII) office.

Details on how to register for and use NES are provided at <http://www.land.vic.gov.au/nas>.

When submitting the proposal through NES, councils must attach the following information:

- A letter providing:
 - details of the existing and proposed boundaries for the locality and other affected localities;
 - background of the proposed name and/or boundaries and why they were selected (where relevant);
 - indication that the name and boundaries conform to the principles of Sections 1 and 3 of these guidelines;
 - details of the consultation process, outcomes and how any objections have been addressed; and
 - notification that the proposal has been accepted by council or is being submitted by a delegated officer.

[‡] In some instances, council might prefer to provide a 'delegation of authority' for the naming process to a relevant officer within their organisation. In this case, approval for the name does not need to be granted by the councillors. It is important though that the municipal council forwards details of the delegated authority – on official letterhead signed by the CEO – to the Office of Geographic Names (OGN) for filing and future reference.

- A report including the following information (where relevant):
 - a copy of consent from Indigenous consultative group(s);
 - details of consultation with emergency response and public service providers (if NES was used for consultation this evidence is automatically attached to the submission to the OGN);
 - copies of survey material;
 - de-identified (i.e. personal details removed) objections received from the public;
 - copies of letters sent to objectors indicating their ability to lodge a further objection to the Registrar (as provided in Principle 1(N)); and
 - a copy of council minutes indicating acceptance of the proposal, or that council staff have delegated authority.

3.4.4 Registrar's consideration of proposal

Upon receiving a proposal to alter the name and/or boundaries of a locality, the OGN will upload details of the proposal on the Proposals webpage at www.dse.vic.gov.au/namingplaces. A letter will also be sent to the naming authority advising receipt of the proposal.

If the naming authority indicates that the proposal received objections during the consultation period, the Registrar will not consider the proposal for approval until 30 days have elapsed since council approved the proposal and notified objectors. This 30-day delay is to allow time for objectors to lodge further objections as provided in Principle 1(N).

When considering the proposal, the Registrar will check that the proposed new name and/or boundaries conform to all the principles of the guidelines, in particular that the new name is not duplicated and/or that the alteration of the boundaries can be considered to be in the long-term interests of the community.

If the Registrar deems that the proposal conforms to the guidelines the OGN will proceed to gazette the proposal (refer to Section 3.4.5 of these guidelines) and update the Proposals webpage at www.dse.vic.gov.au/namingplaces to reflect this stage in the procedure.

The Registrar might consider the proposed locality changes to be of greater than local significance and in this instance the proposal will be referred to a Geographic Place Names Advisory Committee for its advice. The OGN will update the Proposals webpage at www.dse.vic.gov.au/namingplaces to reflect this stage in the procedure.

Further details on Geographic Place Names Advisory Committees are available in Section 1.5(f) of these guidelines.

If the Registrar deems that the new name and/or boundaries proposal does not conform to these guidelines, the proposal will be returned to the naming authority with either a request for further information or advice that the proposal be redesigned so that it might be acceptable for future consideration and registration.

The new name and/or boundaries will not be registered or recorded in VICNAMES. The OGN will update the Proposals webpage at www.dse.vic.gov.au/namingplaces to reflect this stage in the procedure.

3.4.5 Gazettal of a proposal

Once a new name and/or boundaries have been approved by the Registrar for registration, a notice will be published in the *Victoria Government Gazette* notifying of the registration of the altered locality details.

The gazette notice will include:

- the file number;
- the pre-existing names of the affected localities;
- the new names of the affected localities (if relevant);
- written details of the location of the new boundaries (if relevant);
- the local government area(s) in which the affected localities are situated; and
- a web link to the OGN website where the proposal and map of the locality boundaries can be located.

The gazette notice acts as an official notification that the proposal will be registered in VICNAMES.

3.4.6 Registration and notification

Once the proposal has been gazetted, the Registrar will enter the details of the new locality name and/or boundaries into VICNAMES. The gazettal date will be recorded as the official date of registration.

Upon registration, the OGN will inform relevant stakeholders as outlined in Principle 1(O). The naming authority is also encouraged to inform local stakeholders as outlined in Principle 1(O).

Section 4: Roads

Definition

For the purposes of these guidelines, a road is considered to be any public or private land-based thoroughfare or course navigable by vehicle or foot that can be used for assigning addresses or allowing access between points or to a feature. Examples of roads include alleyways, roads, streets, highways, fire tracks, bike paths and walking tracks.

Using this section of the guidelines

This section provides information on how 'coordinating road authorities' (municipal councils or government departments and authorities) can name roads – both public and private – within their jurisdictions. In all instances, coordinating road authorities should defer to the road definitions and management responsibilities outlined in both the *Road Management Act 2004* and the *Local Government Act 1989*.

The information in this section is divided into five parts

Section 4.1: Road naming principles (to be used in conjunction with the major principles set out in Section 1.8)

Section 4.2: Public roads coordinated by municipal councils

Section 4.3: Public roads coordinated by government departments or authorities

Section 4.4: Roads located in residential or commercial subdivisions

Section 4.5: Private roads located on private property (such as retirement villages, caravan parks or farming areas)

Who can name roads?

Subject to the provisions of the *Road Management Act 2004* and the *Local Government Act 1989*, the main road naming authorities (coordinating road authorities) in Victoria are:

- VicRoads;
- municipal councils; and
- State Government departments or authorities (including Port of Melbourne, Alpine Resort Management Boards, VicUrban, etc.).

Both the *Road Management Act 2004* and the *Local Government Act 1989* allow for coordinating road authorities to name roads and publish gazette notices informing of official road naming. However, the Acts state that, in all instances, the road authorities must act in accordance with these guidelines.

Therefore, prior to a coordinating road authority publishing a gazette notice, the authority must act in accordance with these guidelines and ensure the proposal conforms to these various naming principles and procedures. Importantly, road authorities must seek the Registrar's approval for the proposed road name prior to publishing a gazette notice. Information on the processes and procedures required to be undertaken prior to gazettal are provided in Sections 4.2, 4.3, 4.4, 4.5 and 4.6 of these guidelines.

Which roads can be named?

All roads, whether they are public or private, can be named and registered in VICNAMES. Therefore, any land course navigable by vehicle or foot and of interest to municipal councils, public groups, emergency response and public service providers should be officially named according to the principles and procedures outlined in these guidelines.

Examples of roads that should be named and registered include access tracks to points of interest including rivers or levees, service roads between or behind buildings and private roads that give access to plantations or multiple properties.

Why should private roads be named and registered in VICNAMES?

Private roads and rights-of-way must be identified and uniquely named to facilitate the application of standardised addressing to all locations in Victoria.

Emergency response and public service providers rely on road names being officially registered. This ensures that a private road's location and extent is uniquely identified in the Victorian Government's spatial database – Vicmap, and is therefore accessible on the majority of relevant organisational and public mapping products. The registration of private road names also means that properties or features located on or associated with private roads can be assigned suitable and officially recognised address numbers.

Addresses allocated through the official registration process are used for emergency and other service provision, as well as for the distribution of emergency warning notices to mobile and landline phones. Emergency and other services are often impeded for residents and businesses when private road names are not registered and addresses are not officially allocated.

Private road naming can be initiated by either the owner, developer, emergency service providers, municipal council(s) or public interest group but the registration of the name is a process that needs to be completed by the local municipal council(s). Details on the naming processes and procedures for private roads are outlined in Sections 4.4 and 4.5.

4.1 Road naming principles

Road naming authorities should ensure that a naming proposal conforms to all the principles outlined in Section 1.8 of these guidelines, as well as all the principles outlined below.

Principle 4(A) AS/NZS 4819 Geographic Information – Rural and Urban Addressing

Except where provisions are already made in these guidelines, the naming of a road must conform to the provisions of [AS/NZS 4819 Geographic Information – Rural and Urban Addressing](#). The standard outlines how to derive datum points and how address numbers are assigned. Some basic and general principles are provided below in Principles 4(B) and 4(C).

Principle 4(B) Extent: road course, start and end points

Any proposal to name or rename a road needs to clearly indicate the extent to which the name will apply. The extent of a road is considered to be its start and end points, and the course (including bends, divided carriageway sections and curves) of the road between these two points.

A road name must not be applied in a way that is ambiguous or could cause confusion for road users. For example, the road name should be applied to a single, unobscured and unobstructed roadway that leads from point a to point b, in a clear and logical manner. The road name should not be applied in a 'looping' or 'disjointed' way.

For example, in some cases a renaming will be proposed for only one section of a road. In these instances, the coordinating road authority must clearly indicate which section of the road will be renamed and which will remain the same.

Principle 4(C) Addresses and numbering

The following basic points should always be applied when developing addresses as part of a road naming or renaming proposal. These points represent only a small collection of rules as outlined in AS/NZS 4819 and road coordinating authorities are encouraged to refer to the standard for detailed advice.

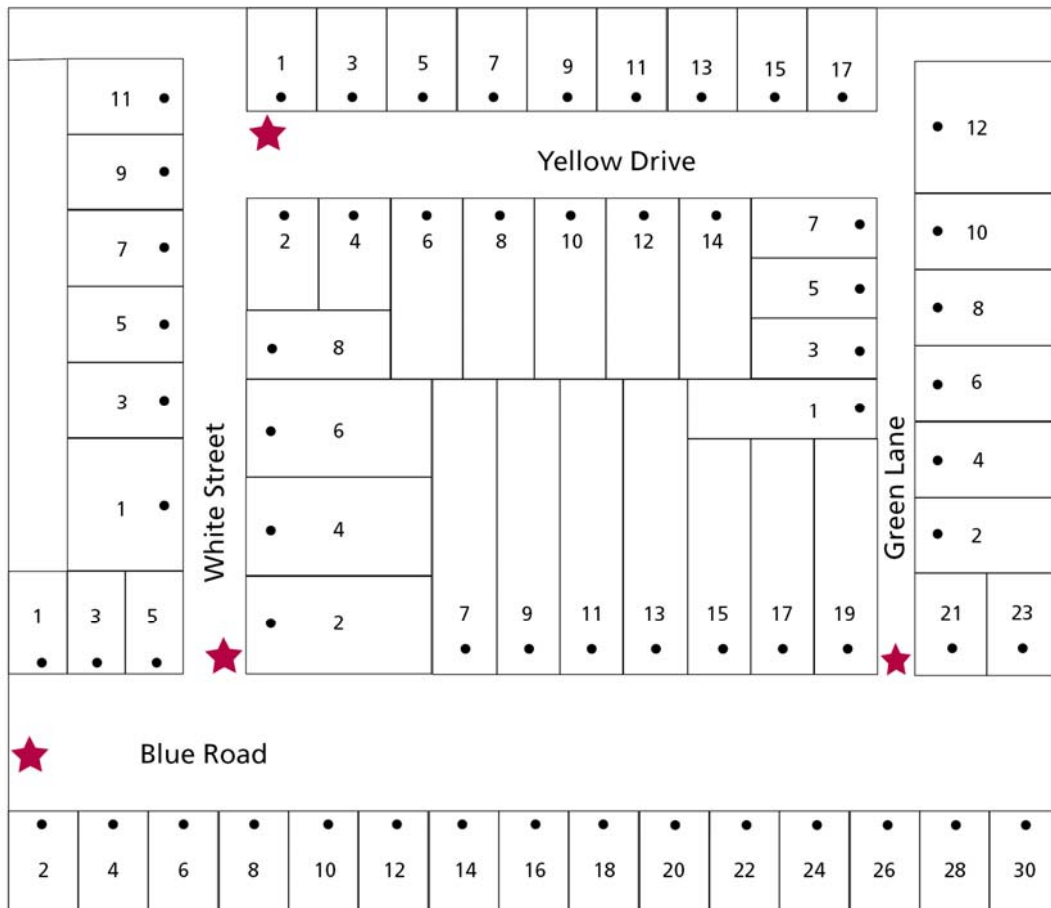
1. The road name forms a critical component of forming a unique address. The road name used in an address should be the named road nearest the main vehicular or pedestrian access to the front door/entrance of a property/building/dwelling/structure/feature.

In cases where a property or business is part of a complex (such as a shopping centre or recreational facility), the addressing rules as defined in AS/NZS 4819 Geographic Information – Rural and Urban Addressing should be applied. For the process of registering the private roads within a complex refer to Sections 4.4 and 4.5.

2. A datum point must be chosen from which all address numbers will be applied. The origin or datum point for all address numbering should be the intersection at that end of the road from where access most commonly occurs, or is planned to occur. The origin or datum point for numbering major roads such as highways should be at the capital city end, or the major city if the road is not connected to the capital city.

3. Numbering should be systematic. Address numbering standards and applications differ depending on whether the property is located in an urban or rural environment. Refer to AS/NZS 4819 for specific directions and examples.

In urban areas, address sites on the left side of the road from the datum point should be numbered from one and increase sequentially using odd numbers. Address sites on the right side of the road from the datum point should be numbered from two and increase sequentially using even numbers.



★ star = datum point

4. Numbers should be positive integers (no zero, fractions, or decimals). An address number should consist of no more than five numeric characters (i.e. up to 99999) and, if required, a single upper case alphabetical suffix. The word 'Lot' should not precede any assigned address number.

5. If a proposed road is being constructed in multiple stages as part of a multi-lot subdivision development, and the section that includes the datum point is not yet constructed, the naming and addressing authority should reserve address numbers for the first section of the road.

This does not apply when the proposed road has been constructed at either end and the middle section is yet to be built. In these instances, both ends of the road should have unique names applied. When the middle section of road is constructed, the two unique road names should extend from their datum points until they meet at a cross road on the newly constructed middle section.

6. Where a road continues with the same name through more than one locality, it is preferable that the numbering be unique and continuous for its entire length. For exceptionally long roads, logical sections may be defined by focal points and the numbering system applied to each section. The focal point should be placed so that localities are completely within a logical section.

7. Short culs-de-sac that have their own road name and five or fewer detached address sites can be numbered from the left, ignoring the normal odd and even numbering on each side.

Principle 4(D) Road types

All roads must have a road type assigned that suitably describes the road's characteristics. The road type must be selected from the list of acceptable road types provided in Appendix 1 of these guidelines (which supersedes any list of road types published in AS/NZS 4819). In new estate scenarios, road types may be chosen with the ultimate estate configuration in mind. For example, a road that is initially a cul-de-sac may be given an open-ended street type if it can be demonstrated that the road will eventually become a through road.

Road types must not be used to distinguish different roads of the same or similarly sounding or spelt names. For example, the roads White Street, White Crescent and White Lane are considered to be duplicates and are not acceptable. The same applies to Whyte Street, Wite Crescent and Wyte Lane (or similar combinations).

Principle 4(E) Unacceptable road names

Use of the definite article 'the' is not acceptable for sole use as a road name (e.g. it is not acceptable to name a road *The Avenue*).

Road types are not to be used in the formation of a road name, for example Back Street Road or Boulevard Street.

The use of numerals is not acceptable for a road name, either in full alphabetised or numeric format (i.e. neither Four, Fourth, 4 nor 4th are acceptable). This is because of the possible confusion between the road name and the address number.

Upper, lower, little, old or new and the cardinal directions north, south, east and west are not to be used as part of a road name. The only exceptions are:

- when the name is derived from a local feature such as 'little hut' or 'old gum'; and
- when the name is derived from a locality name that uses a cardinal direction, e.g. Geelong West Road is an acceptable name because Geelong West is a locality name; however, Smith South Road, South Smith Road and Lower Smith Road are not acceptable because they do not reflect a locality name.

Destination-to-destination names, e.g. Melbourne–Geelong Road, are not acceptable. This is because there are too many possible aliases available (i.e. Melbourne Road, Geelong Road, Geelong–Melbourne Road and perhaps even a local name such as High Street where the road runs through a township); therefore, a single name is preferred.

Hyphens and the word 'and' are not to be used.

Principle 4(F) Obstructed or altered roads

If the course of a road is obstructed, perhaps due to construction of other roads or features, a new unique name is to be applied to one end of the road. This is particularly important when an emergency service vehicle cannot navigate the entire course of the road from one end to the other.

It is not appropriate to apply a cardinal direction (north, south, east or west) to one or both ends of the road in these instances. The application of cardinal directions is not appropriate because community recognition of them as unique roads in the same area is limited. Emergency and postal service delivery can also be severely affected.

In the example below, most members of the community would omit the use of the cardinal directions when requesting emergency response or sending mail – this can impede the efficient delivery of these services.

7 Smith Street South Melbourne Victoria 3000	7 Smith Street North Melbourne Victoria 3000	
<i>If cardinal directions apply to a road name, members of the public could mistakenly use the addresses below, which apply to both the addresses above.</i>		
7 Smith Street Melbourne Victoria 3000	or 7 Smith Street South Melbourne Victoria	or 7 Smith Street North Melbourne Victoria

Principle 4(G) Signage

The size, font and colour of road signs are determined in [AS1742 Manual of uniform traffic control devices](#), [AS1744 Forms of letter and numerals for road signs](#) and [AS/NZS 4819 Geographic Information – Rural and Urban Addressing](#) and should be applied in all instances of road signage in Victoria.

Only acceptable road type abbreviations (as provided in Appendix 1) should be applied to signage.

In addition, the location of signage is an important issue for naming authorities to consider. Road name signage should be placed at intersections and junctions, and in areas where it is not obscured from view or covered by objects such as trees and buildings. Road name signage should also be located at regular junctions and cross roads to allow members of the public to discern their location, especially in rural areas.

Signage for private roads should include reference to the fact that they are private roads and not open for general public access.

4.2 Public roads coordinated by municipal councils

A checklist summarising the key points below, which municipal councils can use to prepare a proposal for the Registrar's office, is available at www.dse.vic.gov.au/namingguidelines.

The intention of this subsection is to outline how to name and rename roads that fall within the management and maintenance jurisdiction of municipal councils.

4.2.1 How to initiate a proposal

General public

Members of the general public and community interest groups can develop a proposal to name or change the name of a road.

The proposal needs to be submitted to the municipal council(s) responsible for the area in/across which the road is located – it is important to note that the council(s) should be contacted for advice because individual naming principles may need to be applied.

Proposals should include:

- the location of the road (and if relevant its current name);
- background detail on why the council(s) should consider naming or changing the name;
- the proposed name;
- details on why the proposed name is considered to be appropriate;
- contact details of the proposer(s) and information on public consultation that has occurred and/or support that has been gathered from members or groups of the community; and
- an indication that the proposed name conforms to the principles outlined in Section 1 and Section 4.1 of these guidelines.

Upon receiving the proposal from the public, the responsible staff member(s) of the council(s) should initiate the formal proposal process detailed in Section 4.2.2 of these guidelines. If a proposal is to change the name of a road located across two or more municipal areas, the staff of the respective councils need to coordinate the proposal's processing or contact the Office of Geographic Names (OGN) for advice or referral to a Geographic Place Names Advisory Committee (refer to Section 1.5(f) and Principle 1(G) for details)

Emergency response or other public service providers

Organisations that deal with the provision of emergency or other services (such as postal or telecommunications) can submit a suggestion or proposal to name or change the name of a road to the municipal council(s) responsible for the area in/across which the road is located. The provider may only submit a naming or renaming proposal if it can be demonstrated to be in the interests of the community.

Proposals should include:

- the location and extent of the road (and if relevant its current name);
- background detail on why the council(s) should consider changing the existing name or registering the new name;
- details on why a new name is considered to be appropriate; and
- (if a proposed new name is supplied) an indication that the proposed name conforms to the principles outlined in Sections 1.8 and 4.1.

Upon receiving the proposal from the emergency or other service provider, the responsible staff member(s) of the council(s) should initiate the formal proposal process detailed in Section 4.2.2 of these guidelines.

If a request is made in the interests of public safety, the municipal council must respond within 30 days and action the request within one council meeting of that initial response. Often, an emergency response or other public service provider will not provide a suggestion for the proposed new name. In these instances the council must find a suitable name.

If a proposal is to name or change the name of a road located across two or more municipal areas, the staff of the respective councils need to coordinate the proposal's processing or contact the OGN for advice or referral to a Geographic Place Names Advisory Committee (refer to Section 1.5(f) and Principle 1(G) for details).

Municipal councils

Councils can generate a proposal in-house to name or rename a road. Renaming should only be considered if the council can demonstrate that the proposal is being made in the interests of the community.

It is possible for councils to hold naming competitions. In these instances the council should contact OGN and the processes described in Section 4.3.3 should be adopted for council use.

If the council is seeking to develop a naming or renaming proposal that uses an Indigenous name(s), contact should be made with relevant Indigenous communities to seek their input at the outset of the proposal development process.

Information on this consultation process is available from Principle 1(K) and the supplementary document *Consulting with Indigenous Groups* available from www.dse.vic.gov.au/namingguidelines.

Once a name has been chosen, councils should initiate the formal proposal process detailed in Section 4.2.2 of these guidelines.

4.2.2 Formal proposal process

Step 1 Check information

Check all necessary information has been provided by the party proposing the name. If insufficient, request additional information within 30 days.

Step 2 Apply the principles

Upon selection of a new name and/or boundaries, municipal councils should check that the proposal conforms to all of the principles outlined in Sections 1.8 and 4.1 of these guidelines.

If the proposal does not comply with the principles, or council determines that the proposal is frivolous in nature, the council is encouraged to contact the OGN for advice. The proposal could be modified for compliance or rejected at this stage.

Step 3 Consult with Indigenous communities

If the proposed new name is derived from an Indigenous Australian language, from the outset the municipal council should consult with and obtain the input and approval of the relevant local Indigenous group(s).

Details on the consultation process are provided in Principle 1(K) and the supplementary document *Consulting with Indigenous Groups* available from www.dse.vic.gov.au/namingguidelines.

Step 4 Consult with emergency response and other stakeholders

When councils have ensured that the proposal adheres to the principles of these guidelines, there should be no further need for consultation with emergency response and other service providers. This is because the guidelines have been written in consultation with emergency response and public service providers, and the principles have been designed to ensure that name duplications and confusions are minimised.

In instances of councils not being certain whether the naming or renaming proposal conforms to the guidelines (for instance, in cases of possible duplication or confusion) they should consult with the OGN, and emergency response and public service providers using the online Notification and Editing Service (NES). This consultation should be undertaken prior to any public consultation to ensure that unsuitable proposals are not provided to the public for their feedback.

Step 5 Consult with the public

The immediate community including residents, ratepayers and businesses must be consulted on proposals that will affect their address.

Consultation with the immediate and/or extended community should only occur once council is certain that the proposed name conforms to the principles of these guidelines. If councils are uncertain of this, they should contact the OGN for further advice.

Councils should take particular note of the provision of Principle 1(M) in regard to mail delivery services for addresses on a road that has a new name.

Step 6 Council consideration

Once the above steps have been undertaken a report must be prepared on the proposal. The report must include:

- discussion of how the proposal conforms to principles in Sections 1.8 and 4.1 of the guidelines; and
- discussion of and response to any objections/comments received during the consultation period(s).

The council decision to accept or reject a proposal needs to be formally recorded. This also applies when the decision has been made under delegated authority.[§] In both instances any party who responded to the proposal must be advised of council's decision. Further details on dealing with objections and notifying objectors if a proposal is accepted and lodged with the Registrar for consideration are provided in Principle 1(N).

4.2.3 Lodging a proposal with the Office of Geographic Names (OGN)

Council staff should lodge the proposal with the OGN using the online Notification and Editing Service (NES).

This online facility allows for the easy submission and tracking of proposals from the council through to the Registrar and onto the Department of Sustainability and Environment's Spatial Information Infrastructure (SII) office.

Details on how to register for and use NES are provided at <http://www.land.vic.gov.au/nas>.

[§] In some instances, council might prefer to provide a 'delegation of authority' for the naming process to a relevant officer within their organisation. In this case, approval for the name does not need to be granted by the councillors. It is important though that the municipal council forwards details of the delegated authority – on official letterhead signed by the CEO – to the Office of Geographic Names (OGN) for filing and future reference.

To submit the proposal through NES, councils must attach the following information.

- A letter must be included, providing:
 - details of the existing and proposed extent of the road (in accordance with Principle 4(B));
 - background of the proposed name and why it was selected;
 - details on why a renaming is proposed (if relevant);
 - details of the consultation process, outcomes and how any objections have been addressed;
 - indication that the name conforms to the principles of Sections 1 and 4 of these guidelines; and
 - notification that the proposal has been accepted by council or is being submitted by a delegated officer
- A report including the following information (where relevant):
 - a copy of consent from Indigenous consultative group(s);
 - details of consultation with emergency response and public service providers (if NES was used for consultation this evidence is automatically attached to the submission to the OGN);
 - copies of survey material;
 - de-identified (i.e. personal details removed) objections received from the public;
 - copies of letters sent to objectors indicating their ability to lodge a further objection to the Registrar (as provided in Principle 1(N)); and
 - a copy of council minutes indicating acceptance of the proposal, or that council staff have delegated authority.

4.2.4 Registrar's consideration of proposal

Upon receiving a proposal to name or rename a road, the OGN will upload details of the proposal on the Proposals webpage at www.dse.vic.gov.au/namingplaces. A letter will also be sent to the naming authority advising of the proposal's receipts.

If the naming authority indicates that the proposal received objections during the consultation period, the Registrar will not consider approving the proposal until 30 days have elapsed since council accepted the proposal and notified objectors. This 30-day delay is to allow time for objectors to lodge further objections, as provided in Principle 1(N).

When considering the proposal, the Registrar will check that the proposed naming or renaming conforms to all the principles of these guidelines.

If the Registrar deems that the proposal conforms to the guidelines the OGN will proceed to gazette the proposal (refer to Section 4.2.5) and update the Proposals webpage at www.dse.vic.gov.au/namingplaces to reflect this stage in the procedure.

If the Registrar deems that the naming or renaming proposal does not conform to these guidelines, the proposal will be returned to the naming authority with either a request for further information, or advice that the proposal needs to be redesigned so that it will be acceptable for consideration and registration.

The new name will not be registered in VICNAMES. The OGN will update the Proposals webpage at www.dse.vic.gov.au/namingplaces to reflect this stage in the procedure.

4.2.5 Gazettal of a proposal

Once a new name has been approved by the Registrar for registration, it will be included as part of a monthly notice published in the *Victoria Government Gazette* notifying of the registration of new or altered road names in Victoria.

The gazette notice will include:

- the existing name of the road (if relevant);
- the new name of the road;
- written details of the extent of the road;
- the locality(ies) in which the road is located;
- the local government area(s) in which the road is located;
- the road naming authority; and
- a web link to the OGN website where the proposal and map of the road can be located.

The gazette notice acts as an official notification that the proposal will be registered in VICNAMES.

4.2.6 Registration and notification

Once the proposal has been gazetted, the Registrar will enter the details of the new road name into VICNAMES. The gazettal date will be recorded as the official date of registration.

Upon registration, the OGN will inform relevant stakeholders as provided in Principle 1(O). The naming authority is also encouraged to inform local stakeholders as provided in Principle 1(O).

4.2.7 Signage

Signage must conform to the details outlined in Principles 1(P) and 4(G).

Signage must be erected within 30 days of the name being gazetted and registered.

If the site is under construction 30 days after the name is registered, temporary signs may be erected until such time as the road is open to traffic.

4.3 Public roads coordinated by government departments or authorities

A checklist summarising the key points below, which government departments and authorities can use to prepare a proposal for the Registrar's office, is available at www.dse.vic.gov.au/namingguidelines.

Because of the varied nature of roads that fall under the naming authority of different State Government departments and authorities, the Registrar prefers to establish unique naming guidelines for each department or authority.

The individual guidelines in place at the time of publication are listed in Section 4.3.1 and an up-to-date listing is located at www.dse.vic.gov.au/namingguidelines.

If a unique set of naming guidelines has not been established for a government department or authority, the general guidelines as set out in Section 4.3.2 apply.

4.3.1 Guidelines for specific departments and authorities

The following State Government authorities have developed unique naming guidelines in consultation with the Registrar. These guidelines apply to all roads within their jurisdictions. The list is only representative of the agreements reached at the time of publication of these guidelines. An up-to-date listing is located at www.dse.vic.gov.au/namingguidelines.

- Parks Victoria
- VicRoads

4.3.2 How a proposal can be developed

State Government departments and authorities not covered by a unique set of road naming guidelines should follow the procedures outlined below.

Essentially, there are three possibilities for naming a road owned or maintained by a government department or authority.

- The department or authority can work cooperatively with the OGN to make an in-house determination on an appropriate name for the road and follow the process outlined in Section 4.3.3(a). This option allows for approval of the proposal by the relevant Minister or a Geographic Place Names Advisory Committee, and ratification by the Registrar.
- The department or authority can develop a public consultation process for naming the road and work with the OGN to determine a final naming proposal. This option follows the process outlined in Section 4.3.3(b). It also allows for the possibility of including a Geographic Place Names Advisory Committee to make a final determination on the proposal, or for the relevant Minister to make a final decision.
- The Minister for the department or authority can write to the Minister responsible for geographic names to request that they exercise their powers under s. 11(5) of the Act and direct the Registrar to enter the name in VICNAMES.

4.3.3 How to determine a name for a proposal

State Government departments and authorities can generate a naming proposal in-house or through a public naming competition. Both processes are very similar; therefore, the process for both is included below with occasional reference to slight differences in procedure.

(a) Developing a name in-house

To develop the proposal in-house the department or authority should give consideration to naming or renaming a road after a local historical figure or event, or a unique attribute of an event that occurs in the road's local area.

OR

(b) Developing a name through a public competition

To develop a name proposal through a public competition, the department or authority should contact the OGN to discuss appropriate formats for the competition forum. Essentially, the competition should be advertised broadly, with reference made to these guidelines.

4.3.4 Preparing a proposal

Step 1 Apply the principles

Upon selection of a name or shortlist of names for a road, government departments and authorities should check that the name or shortlist or names conforms to all of the principles outlined in Sections 1.8 and 4.1 of these guidelines.

Step 2 Consult with affected municipal council(s)

The department or authority should consult with the municipal council(s) within which the road is or will be situated. The department or authority should seek to collaborate with the council on developing the proposal, or at a minimum inform the municipal council of the naming/renaming plans. This will ensure the council, as addressing authority, can assign new or altered addresses to properties on the road.

Step 3 Consult with Indigenous communities

If the proposed name, or any of the names on the shortlist, is derived from an Indigenous Australian language from the outset the government department or authority should consult with and obtain the input and approval of the relevant local Indigenous group(s). Details on the consultation process are provided in Principle 1(K) and the supplementary document *Consulting with Indigenous Groups* available from www.dse.vic.gov.au/namingguidelines.

Step 4 Consult with emergency response and other stakeholders

When a government department or authority has ensured that the name or shortlist of names proposal adheres to the principles of these guidelines, there should be no further need for consultation with emergency response and other service providers.

This is because the guidelines have been written in consultation with emergency response and public service providers and the principles have been designed to ensure that name duplications and confusions are minimised.

In instances of a government department or authority not being certain whether or not the naming proposal conforms to these guidelines (for instance, in cases of possible duplication) they can consult with the OGN and emergency response and public service providers using the online Notification and Editing Service (NES).

This consultation should be undertaken prior to any submission being made to the Registrar to ensure that unsuitable proposals are not provided.

Details on how the NES system works to facilitate consultation with emergency response and public service providers are available from <http://www.land.vic.gov.au/nas>.

Step 5 Consult with the public

A government department or authority that has created a naming proposal in-house does not have to (but might choose to) consult with the extended community but must consult with all residents, ratepayers and businesses whose addresses will or might be affected by the road naming or renaming proposal.

Details on the consultation process can be found in Principle 1(M) and online at www.dse.vic.gov.au/namingplaces.

4.3.5 Contact the Registrar of Geographic Names

At this stage in the proposal procedure, a government department or authority should contact the OGN to seek one of two things:

- the Registrar's endorsement of the proposed name or shortlist of names (complete this step and proceed to Section 4.3.6(a); or
- assistance from a Geographic Place Names Advisory Committee to make a final determination on the proposed name (complete this step and proceed to Section 4.3.6(b).

The government department or authority should make contact with the OGN in writing and include the following information in its submission.

- A brief report providing:
 - details of the existing and proposed extent of the road;
 - background of the proposed name and why it was selected;
 - details on why a renaming is proposed (if relevant); and
 - indication that the name conforms to the principles of Sections 1 and 3 of these guidelines.
- Details of any public consultation undertaken, including copies of survey material and de-identified (i.e. personal details removed) submissions received from the public.
- Copies of consent from the Indigenous community(ies), if relevant.
- Details of consultation with emergency response and public service providers, including copies of correspondence sent and responses received, if relevant.
- An indication of whether the department or authority is seeking endorsement of the proposed name or shortlist of names, or would prefer for the Registrar to convene a Geographic Place Names Advisory Committee to make a final decision on the proposal.

Upon receiving a proposal to name or rename a road, the OGN will upload details of the proposal onto the website at www.dse.vic.gov.au/namingplaces. A letter will also be sent to the department or authority advising of the proposal's receipt.

4.3.6 Registrar's consideration of a proposal

(a) Registrar's consideration of a proposal seeking endorsement

If the proposed name conforms to the principles of these guidelines, the Registrar will endorse the name and provide written evidence of this to the department or authority. The OGN will update the Proposals webpage at www.dse.vic.gov.au/namingplaces to reflect this stage in the procedure.

If the name proposal does not conform to these guidelines, the Registrar will offer advice on how to amend the proposal to ensure that it follows the principles. The government department or authority can then amend the proposal and resubmit it to the Registrar for endorsement.

OR

(b) Registrar's consideration of a proposal seeking referral to a Geographic Place Names Advisory Committee

If the department's or authority's proposal is seeking the assistance of a Geographic Place Names Advisory Committee to make a final naming determination, the Registrar will convene a committee based on the provisions of s. 12 to s. 16 of the Act.

The OGN will update the Proposals webpage at www.dse.vic.gov.au/namingplaces to reflect this stage in the procedure.

The committee will be convened at its members' earliest possible convenience, and its procedure should follow that outlined in Section 1 of these guidelines.

Further details on Geographic Place Names Advisory Committees and their procedures are available at Section 1.5(f) of these guidelines.

4.3.7 Gazettal of a proposal

Once a name has been chosen and approved by the Minister of the department or authority from which the proposal was generated, a Geographic Place Names Advisory Committee or the Registrar, it will be included as part of a monthly notice published in the *Victoria Government Gazette* notifying of the registration of new or altered road names in Victoria.

The gazette notice will include:

- the pre-existing name of the road (if relevant);
- the new name of the road;
- written details of the extent of the road;
- the locality(ies) in which the road is located;
- the local government area(s) in which the road is located;
- the road naming authority; and
- a web link to the OGN website where the proposal and map of the road can be located.

The gazette notice acts as an official notification that the proposal will be registered in VICNAMES.

4.3.8 Registration and notification

Once the proposal has been gazetted, the Registrar will enter the details of the new road name into VICNAMES. The gazettal date will be recorded as the official date of registration.

Upon registration, the OGN will inform relevant stakeholders as provided in Principle 1(O). The naming authority is also encouraged to inform local stakeholders as provided in Principle 1(O). If required, the naming authority might also wish to proceed with its own gazettal of the road naming, as provided under the various road acts. This is a decision for the naming authority to make.

4.3.9 Signage

Signage must conform to the details outlined in Principles 1(P) and 4(G).

Signage for addressing purposes must be erected within 30 days of the name being gazetted and registered.

If the site is under construction 30 days after the name is registered, temporary signs may be erected until such time as the road is open to traffic.

4.4 Roads located in residential or commercial subdivisions

NOTE: Section 4.4 will become effective from 1 July 2011. On 1 July 2011 it will be applied to all plans of subdivision lodged for registration at Land Victoria.

A checklist summarising the key points below, which can be used to prepare a proposal, is available at www.dse.vic.gov.au/namingguidelines.

The intention of this subsection is to outline the process for naming or renaming roads created as part of a residential or commercial subdivision.

4.4.1 Who is responsible?

The naming of roads within plans of subdivision is usually the developer's role. It should be noted, however, that plans of subdivision need to be approved by the responsible municipal council or State Government department or authority.

A developer may suggest road names for a plan of subdivision; however, the road naming authority is the municipal council or State Government department or authority charged with approving the subdivision plans.

Ideally, both the developer and road naming authority would work collaboratively to develop compliant road names for the subdivision.

4.4.2 What is the naming process?

Prior to council certification, developers should consult with the road naming authority when preparing paperwork for plans of subdivision. This consultation may incorporate discussion of possible names for roads in the area, and whether the road naming authority may suggest suitable themes (such as Indigenous cultural heritage symbols or other local historical events or figures) for the developer to consider.

Developers must ensure that road names included on plans of subdivision, for the purposes of certification, conform to the principles outlined in these guidelines. Failure to comply with the guidelines may result in a name needing to be changed either prior to or after registration of the subdivision.

During the certification stage of the subdivision process the road naming authority or subdivision approval and certification body must ensure that the road names allocated to the plans conform to the principles of these guidelines. If any of the parties believe that one or more of the road names do not conform to these guidelines, it should seek to have the developer change the unsuitable names to ensure compliance.

When plans of subdivision are lodged for registration with Land Victoria, an audit of the road names may be undertaken by the OGN. If it can be shown that the road names on a lodged plan do not conform to the principles of these guidelines, the OGN will send a request to the subdivision approval and certification body for the non-conforming names to be changed.

4.4.3 How are subdivision road names entered into VICNAMES?

Once a plan of subdivision has been registered, the road names are entered into VICNAMES. Notification of registration is not formally supplied by the Registrar; rather, the act of entering the names into VICNAMES acts as a de facto notification system.

4.4.4 Signage

Signage must conform to the details outlined in Principles 1(P) and 4(G).

Signage must be erected after the certification of the plans, within 30 days of infrastructure work commencing at the site (this is to ensure that emergency response services can respond to any incidents that might arise in the area during the construction phase).

If the site is under construction 30 days after the name is registered, temporary signs may be erected until such time as the road is open to traffic.

4.4.5 What happens if a name is entered into VICNAMES and is later shown to be non-compliant?

If the name of a road in a subdivision is approved and entered into VICNAMES but is later shown to not comply with the principles of these guidelines, the Registrar has recourse to request that the road naming authority change the name. The change should be undertaken through collaboration of the road naming authority and the developer.

If it can be shown that the name as it is registered will cause an issue for emergency or other service provision, the name must be changed when requested by the Registrar. The naming authority must change the name to a compliant alternative within 90 days of receiving a request from the Registrar.

4.4.6 Maintenance and responsibility

Naming or renaming a road in a subdivision, when the maintenance of that road is the responsibility of the developer and/or private land owners, does not imply or transfer responsibility for road maintenance to the road naming authority (municipal council or State Government department or authority) processing the renaming proposal.

4.5 Private roads located on private property

A checklist summarising the key points below, which can be used to prepare a proposal, is available at www.dse.vic.gov.au/namingguidelines.

The intention of this subsection is to outline the process for naming or renaming roads located on private properties for addressing or way finding purposes. Private roads include roads in a commercial logging site, caravan park, retirement village or closed-gate community.

Private roads should be named and registered if the road gives access to one or more properties that cannot be assigned an unambiguous urban or rural address using the name of other access roads to the property.

4.5.1 Who is responsible and why should these names be registered?

The naming of roads within private property is usually the role of the owner of the complex. Usually the roads are not open for general public access; sometimes they have restricted access through security gates. Even though these roads are not generally accessible by the public, they are usually named to allow for easy navigation within the complex.

The irregular and ungoverned naming of roads within complexes can lead to emergency and other service provision interruptions and problems, especially when the names do not conform to these guidelines and/or are not officially registered.

If a name for a road on private property is not registered in VICNAMES, the official address point for any residences or businesses is defined as the primary address of the complex location. An example of this would be in a caravan park, when no matter what names were applied to particular roads within the complex, all caravans would have the following address:

Ms R. Smith
c/o Sunshine Caravan Park
457 Green Road
Melbourne
Victoria 3000

Or a complex address can apply as follows:

Ms R. Smith
Site 4, Happy Street
c/o Sunshine Caravan Park
457 Green Road
Melbourne
Victoria 3000

The use of primary addresses and complex addresses in these situations is not ideal; therefore, the Registrar strongly encourages the official registration of road names within complexes.

Officially registering road names within complexes ensures that the details are stored in Vicmap (the Victorian Government spatial dataset) and are therefore accessible on the majority of relevant organisational and public mapping products.

The registration of private road names also means that properties or features located on private roads can be assigned suitable and officially recognised address numbers. This means that the address for the example above would be:

Ms R. Smith
4 Happy Street
Melbourne
Victoria 3000

4.5.2 What is the naming process?

Owners of complexes should consult with the municipal council when developing roads on the site. This consultation might incorporate discussion of possible names for roads if the municipal council wishes to suggest suitable themes for the owner to consider.

Owners must ensure that road names conform to the principles outlined in these guidelines.

Complex owners must submit a plan/map for naming the roads within their property to the municipal council within which the roads are located. The municipal council will then check that the proposal conforms to the guidelines and, if suitable, send the proposal to the Registrar for endorsement.

Council staff should lodge the proposal with the OGN using the online Notification and Editing Service (NES). This online facility allows for the easy submission and tracking of proposals from the council through to the Registrar and onto the Department of Sustainability and Environment's Spatial Information Infrastructure (SII) office. Details on how to register for and use NES are provided at <http://www.land.vic.gov.au/nes>.

If it can be shown that the proposed name will cause an issue for emergency or other service provision, the name must be changed within 90 days of receiving a request by the municipal council or the Registrar.

4.5.3 How are private road names entered into VICNAMES?

Upon receiving a proposal to name or rename a private road on private property, the OGN will upload details of the proposal on the Proposals webpage at www.dse.vic.gov.au/namingplaces. A letter will also be sent to the municipal council advising of the proposal's receipt.

When considering the proposal, the Registrar will check that the proposed naming or renaming conforms to the principles of these guidelines. If the Registrar deems that the proposal conforms to the guidelines the OGN will proceed to gazette the proposal and update the Proposals webpage at www.dse.vic.gov.au/namingplaces to reflect this stage in the procedure.

If the Registrar deems that the naming or renaming proposal does not conform to these guidelines, the proposal will be returned to the municipal council with a request for further information or advice that the proposal be redesigned for future consideration and registration.

The new name will not be registered in VICNAMES. The OGN will update the Proposals webpage at www.dse.vic.gov.au/namingplaces to reflect this stage in the procedure.

4.5.4 Gazettal

Once a new name has been approved by the Registrar for registration, it will be included as part of a monthly notice published in the *Victoria Government Gazette*, notifying of the registration of new or altered road names in Victoria.

The gazette notice will include:

- the pre-existing name of the road (if relevant);
- the new name of the road;
- written details of the extent of the road;
- the name of the private complex in which the road is located (if relevant);
- the locality(ies) in which the road is located;
- the local government area(s) in which the road is located;
- the road naming authority; and
- a web link to the OGN website where the proposal and map of the road can be located.

The gazette notice acts as an official notification that the proposal will be registered.

4.5.5 Signage

Signage must conform to the details outlined in Principles 1(P) and 4(G) and the cost is the responsibility of the property owner (subject to local municipal council provisions and guidelines).

Signage for private roads should include reference to the fact that they are private roads and not open for general public access.

Signage must be erected within 30 days of infrastructure work commencing at the site (this is to ensure that emergency response services can respond to any incidents that might arise in the area during the construction phase). If the site is under construction 30 days after the name is registered, temporary signs may be erected until such time as the road is open to traffic.

4.5.6 Maintenance and responsibility

Registering the name of a road in a private property or complex, when the maintenance of that road is the responsibility of the owners, does not imply or transfer responsibility for road maintenance to the road naming authority (municipal council or State Government department) processing the renaming proposal.

Appendix 1: Road types accepted for registration

Culs-de-sac

Road Type	Abbreviation	Description
CLOSE	CL	A short enclosed roadway.
COURT	CT	A short enclosed roadway.
MEWS	MEWS	A roadway having houses grouped around the end.
PLACE	PL	A short, sometimes narrow enclosed roadway.
PLAZA	PLZA	A roadway enclosing the four sides of an area, forming a marketplace or open space.
RETREAT	RTT	A roadway forming a place of seclusion.

Open-ended streets

Road Type	Abbreviation	Description
APPROACH	APP	A roadway leading to an area of community interest, i.e. public open space, commercial area, beach etc.
ARCADE	ARC	A passage having an arched roof, or any covered passageway, especially one with shops along the sides.
AVENUE	AV	A broad roadway, usually planted with trees on each side.
BOULEVARD	BVD	A wide roadway, well paved, usually ornamented with trees and grass plots.
BREAK	BRK	A vehicular access on a formed or unformed surface, which was originally prepared as a firebreak.
BYPASS	BYPA	An alternative roadway constructed to enable through traffic to avoid congested areas or other obstructions to movement.
CIRCUIT	CCT	A roadway enclosing an area.
CONCOURSE	CON	A roadway that runs around a central area, e.g. public open space or a commercial area.
CRESCENT	CR	A crescent-shaped thoroughfare allowing traffic, without many cross streets.
DRIVE	DR	A wide thoroughfare allowing a steady flow of traffic, without many cross streets.
ENTRANCE	ENT	A roadway connecting other roads.
ESPLANADE	ESP	A level roadway, often along the seaside or a river.
FREEWAY	FWY	An express, multi-lane highway, with limited or controlled access.

Road Type	Abbreviation	Description
HIGHWAY	HWY	A main road or thoroughfare; a main route.
INTERCHANGE	INTG	A highway or freeway junction designed so that traffic streams do not intersect.
MALL	MALL	A sheltered walk, promenade or shopping precinct.
PARADE	PDE	A public promenade or roadway that has good pedestrian facilities along the side.
PARKWAY	PWY	A roadway through parklands or an open grassland area.
PATH	PATH	A roadway usually used for pedestrian traffic.
PROMENADE	PROM	A roadway like an avenue with plenty of facilities for the public to take a leisurely walk; a public place for walking.
QUAYS	QYS	A roadway leading to a landing place alongside or projecting into water.
RAMP	RAMP	An access road to and from highways and freeways.
RIDGE	RDGE	A roadway along the top of a hill.
ROAD	RD	A place where one may ride; an open way or public passage for vehicles, persons and animals; or, a roadway forming a means of communication between one place and another.
STREET	ST	A public roadway in a town, city or urban area; especially a paved thoroughfare with footpaths and buildings along one or both sides.
SUBWAY	SBWY	An underground passage or tunnel that pedestrians or vehicles can use for crossing under a road, railway, river, etc.
TERRACE	TCE	A roadway usually with houses on either side raised above the road level.
TOLLWAY	TLWY	A road on which a toll authority collects a fee-for-use.
TRACK	TRK	A roadway with a single carriageway and a roadway through a natural bushland region. The interpretation for both Track and Trail is limited to roadways; however, in many areas (e.g. Tasmania) these are more often associated with walking rather than vehicular movement.
TRAIL	TRL	See TRACK.
UNDERPASS	UPAS	A passage having an arched roof, or any covered passageway, especially one with shops along the sides.
WALK	WALK	A thoroughfare with restricted vehicle access used mainly by pedestrians.
WAY	WAY	An access way between two streets.

Either culs-de-sac or open-ended streets

Road Type	Abbreviation	Description
ALLEY	ALLY	Usually a narrow roadway for people or vehicles in cities and towns. Also a minor roadway through the centre of city blocks or squares.
BOARDWALK	BWLK	A promenade or path, especially of wooden planks, for pedestrians and sometimes vehicles along, or overlooking, a beach or waterfront.
CAUSEWAY	CSWY	A road raised above water, marshland or sand.
CHASE	CH	A roadway leading down to a valley.
CREST	CRST	A roadway running along the top or summit of a hill.
GLADE	GLDE	A roadway usually in a valley of trees.
GROVE	GR	A roadway that features a group of trees standing together.
LANE	LANE	A narrow way between walls, buildings, etc.; a narrow country or city roadway.
PASSAGE	PSGE	A narrow street.
RISE	RISE	A roadway going to a higher place or position.
SQUARE	SQ	A roadway bounding the four sides of an area to be used as open space or a group of buildings.
VIEW	VIEW	A roadway commanding a wide panoramic view across surrounding areas.
VISTA	VSTA	A road with a view or outlook.