



Section 2

Guidelines for Geographic Names 2010

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

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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>.

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.

* 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.

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/nes>.

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.