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National and international standardization of geographical names:

Names collection, office treatment, national authorities, features beyond a single sovereignty and international cooperation

**Naming rules for places in Victoria – 2016 Statutory requirements for
naming roads, features and localities in Victoria**

Submitted by Australia**

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Victoria is an Australian State and has the responsibility for maintaining place names. State and Territories have legislation which enables them to do this, for Victoria this is known as the *Geographic Place Names Act 1998* (the Act). The Act allows for the creation of a Registrar of Geographic Name who maintains a set of Guidelines, a Register of Geographic Names, known as VICNAMES and a Geographic Place Names Advisory Panel.

Victoria is Australia's fastest growing State in population and this results in increased development and the need to name roads, features and localities. Amongst State and Territories Victoria is unique, in that it has a devolved naming process. The 79 Victorian municipal councils are the state's primary naming authorities; however, a number of government departments, government authorities and private organisations also hold this role. Compliance and administration is managed by a small team called Geographic Names Victoria (GNV). GNV is part of the Department of Environment, Land, Water and Planning within the Victorian Government.

The Naming rules for places in Victoria, Statutory requirements for naming roads, features and localities – 2016 (the naming rules) includes step-by-step information on naming, renaming or changing the boundaries of roads, features and localities in Victoria. The document assists naming authority staff in applying the correct rules and processes to ensure a compliant name is assigned, Broadly, they cover the general principles, statutory requirements, standardised consultation, responding to objections and assignment of a name. The naming rules compliment the Australian and New Zealand addressing Standard AS/NZS4819: 2011 Rural and urban addressing which provides guidance on the assignment of property numbers, road names, localities and signage requirements.

The naming rules uphold the guidelines provided for under the *Geographic Place Names Act 1998*. The Act stipulates that the 'guidelines in force' are required to be reviewed every five years and a report on the review provided to the Minister response for the Act. The naming rules are mandatory for naming authorities in Victoria and were developed following consultation with municipal councils, government departments, and emergency response and public service providers.

The naming rules are based on national standards and policies and provide a strong basis for standardised and unambiguous naming procedures across the state. This paper will focus on the content and structure of the current document and the review process.

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1. Introduction

The naming rules provide a structure for ensuring that assigning names to roads, features and localities in Victoria is undertaken in a consistent way for the community's benefit. Those benefits include:

- recognition and identification
- culture
- connection to country and place
- heritage
- landscape
- emergency service response and natural disaster relief
- communications, including postal and news services
- trade and commerce
- population censuses and statistics
- property rights and cadastre
- urban and regional planning
- environmental management
- map and atlas production
- navigation
- tourism.

The proper naming of any place enables it to be clearly identified and its precise location to be determined. The uniqueness and accuracy of a place name reduces the likelihood of delaying an emergency services vehicle due to inadequate or confusing location details, which might result in life threatening consequences. Proper naming also assists with service delivery by other agencies and companies.

The naming rules are reviewed every five years, this enables Geographic Names Victoria (GNV) to consider current national policies from the Permanent Committee on Place Names (PCPN) and the Australian Standard for addressing, AS/NZS4819:2011 Rural and urban addressing. This also enables us to consult with stakeholders to understand their challenges and concerns and share ideas as well as future proofing the naming rules to deliver best practise.

This document provides an overview of the naming rules, the review process undertaken, a deep dive into the naming rules and consideration of future trends which GNV and wider place name experts may need to consider.

2. Naming rules introduction

The Naming rules are free and available online (<https://www.propertyandlandtitles.vic.gov.au/naming-places-features-and-roads/naming-rules-for-places-in-victoria>). The Naming rules sets out step-by-step information on naming, renaming or changing the boundaries of roads, features and localities in Victoria. It replaces the Guidelines for Geographic Names 2010 Version 2. The Naming rules are the statutory requirements allowed for under the *Geographic Place Names Act 1998* (the Act); they are therefore

mandatory for all naming authorities¹ in Victoria – councils, government departments and authorities – and include all government-owned or administered roads, features (natural or otherwise) and localities.

The Naming rules ensure that there is a process for appropriate naming which is essential to identify locations for managing emergencies and delivering goods and services. The Naming rules are based on national standards and policies and are aligned with national principles around the consistent use of place names within Australia, including the Permanent Committee on Place Names – Principles for the consistent use of place names (<http://www.icsm.gov.au/publications/index.html>), AS/NZS4819:2011 Rural and urban addressing and the United Nations Group of Experts on Geographical Names' publications. Geographic Names Victoria (GNV) works closely with jurisdictions across Australia to achieve consistency in naming. They provide a strong basis for standardised and unambiguous naming procedures across the Victoria. They have been developed through detailed consultation with councils, government departments, emergency agencies and public service providers. The naming rules have been developed to be inclusive to all Victorians.

The naming rules are the guidelines provided for under s.5 of 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.*

The definition of 'place' under s.3 of the Act states:

Place means any place or building that is, or is likely to be, of public or historical interest and includes, but is not restricted to:

- a) *township, area, park, garden, reserve of land, suburb and locality;*
- b) *topographical feature, including undersea feature;*
- c) *street, road, transport station, government school, government hospital and government nursing home.*

The naming rules are divided into 13 sections:

- Section 1: Introduction
- Section 2: General Principles
- Section 3: Roads
- Section 4: Features
- Section 5: Localities
- Section 6: Initiating a proposal

¹ Councils, government departments or authorities and private organisations are considered to be naming authorities when they are responsible for a particular feature or road within their jurisdiction. This may apply even when they may not be the owners and/or responsible for the maintenance of the feature or road e.g. Crown Land Committees of Management or leased/licensed facilities with maintenance obligations.

- Section 7: Consultation,
- Section 8: Objections and submissions
- Section 9: Finalising a proposal
- Section 10: Lodging a proposal with OGN
- Section 11: Registrar's decision of a proposal
- Section 12: Gazettal of a proposed name or boundaries
- Section 13: Implementation
- Appendix A: Road types accepted for registration
- Appendix B: Feature types accepted for registration
- Appendix C: Checklists
- Appendix D: AS4819:2011 Rural and urban addressing
- Appendix E: Information for the public
- Glossary

Additional information

There are informative brochures available online (which can be downloaded from www.delwp.vic.gov.au/namingplaces>Naming rules) that can be provided to the public and surveyors for their information, they include:

- Information for residents
- Quick guide
- Consultative diagram
- Quick reference guide for land surveyors.

The documents provide excerpts from the naming rules which can simply explain the process and can be used as practical aids.

Department guidelines

GNV works collaboratively across the Victorian government on projects, some are ongoing others are set pieces of work which require advice at appropriate points within the project. The department specific guidelines compliment the naming rules and provide a clear process for a department to follow when naming.

GNV has worked on department specific naming guidelines with the following organisations:

- Department of Education and Training, in the naming of schools,
- VicRoads, in the naming of major roads and infrastructure, such as bridges,
- Parks Victoria, in the naming of parks, and associated features, such as mountains, lakes, etc,
- Country Fire Authority, in the naming of Neighbourhood Safer Places.

There are four options for naming roads, features or localities owned or maintained by a government department or authority, described within Section 6.1.4 of the Naming rules.

3. Naming rules – review

Section 6 of the Act requires the Registrar of Geographic Names '*must ensure that the guidelines are reviewed at least once every five years and that a report on any review is given to the Minister*'. The previous review in took place over a 24-month period from November 2014 through to October 2016. The review was undertaken in five stages, initial consideration of the issues, consultation with stakeholders, write up of new documentation, final round of consultation and a final review and write up. The review was directed by the

Registrar of Geographic Names, Project Officer with the Office of Geographic names and the Guidelines Review 2015 Committee.

Thirty-nine stakeholder groups were invited to participate in the review. The consultation phase with stakeholders resulted in over 300 comments. This information, in conjunction with the requirements of the Act, shaped the format and content of the final document which ensures the content is easily accessible to both the wider community and naming authorities alike.

The format of the Naming rules has been improved to provide readers with step-by-step information on the naming process, from identifying a name to submitting a proposal with the Geographic Names Victoria. The principles have been clarified and augmented to ensure they reflect best-practice policies and address the requirements of key stakeholders including emergency services and other public service providers.

Due to the comprehensive nature of the review process it took nearly two years to complete, the next review is due in 2021.

Guidelines Review 2015 Committee

A Committee was established by the then Office of Geographic Names² to oversee the progress of the review. The Committee consisted of the Project Officer for Geographic Names, Chair of the Committee and elected Geographic Place Names Advisory Panel (GPNAP) member's two members elected by Municipal Association Victoria representing Urban and Rural municipalities, these included City of Ballarat and City of Moreland and a representative from Emergency Telecommunication Services Authority representing emergency services.

It should be noted that Aboriginal aspects of the Naming rules were reviewed by the Indigenous Names Committee. All emergency services were invited to a workshop to discuss emergency service aspects.

The Guidelines Review 2015 Committee were responsible for reviewing the key principles and policies of the existing Guidelines. The Committee also reviewed elements of the structure of the existing Guidelines.

The primary role of the Committee was to:

- consider and suggest areas for review, assisted by input from the Office of Geographic Names and stakeholders;
- approve the key areas for review;
- develop the review process;
- identify the key stakeholder groups;
- consider the adequacy of the current Principles and Procedures, and suggest additions, deletions or amendments as required;
- review draft(s) and final documentation;
- ensure that any changes to the document adhere to the provisions of the Act.

Key documentation and policies considered by the Committee

- Current Guidelines, supplementary documents; are they clear and concise, do they use plain English.
- Departmental naming documents
- Municipal Council consultation processes
- Departmental consultation processes
- Inclusion of 'other' processes, such as Registered Aboriginal Parties
- Potential enhancement list. Committee Outcomes

Recommended changes to the Naming rules reflected the Registrar's, community and stakeholder concerns and suggestions. The Naming rules provide ready access to information regarding the key policies and procedures for creating or redefining road names, feature names, locality names and boundaries in Victoria.

² Office of Geographic Names is now known as Geographic Names Victoria.

The Naming rules offer advice on how community members, naming authorities and other stakeholders can become involved in the naming process, create and lodge naming proposals, lodge objections and official appeals and how Geographic Names Victoria will deal with appeals and the processes for gazettal, registration and notification.

Key Areas for Review

The Committee was required to consider the overarching principles, policies and procedures of the existing Guidelines and supplementary documentation and to guide the preparation of the Naming rules. Refer to Appendix 1: Terms of Reference.

The review included considering and, as appropriate, adding to the potential enhancement list. Concerns and suggestions identified by stakeholders during the review process were also considered.

Geographic Names Victoria

The then Office of Geographic Names (OGN) was responsible for the administrative work load of the review. As such it was the conduit for information between the Committee, including stakeholders and the Registrar of Geographic Names.

The role of OGN was to:

- provide assistance to the Committee in approving the key areas of the review;
- draft the review process and scoping documents;
- identify for the Committee the key stakeholder groups;
- advise the Committee on the adequacy of the current Principles, and make suggestions for additions, deletions or amendments based on work experiences and requirements;
- provide information to the Committee regarding issues directly or indirectly experienced with policies or procedures provided in the existing Guidelines, and where appropriate advise of possible solutions;
- disseminate information between the Committee and Stakeholder groups;
- provide administrative assistance to the Committee in creating the drafts and final document
- liaise with the Land Victoria Communications Team to format the drafts and final documents, and to develop the Communications Plan, including details of the stakeholder engagement program, webpage design and final document launch;
- liaise with the Land Victoria Projects and Policy unit to develop Ministerial Briefs and Governor in Council documentation.

Stakeholders

The stakeholders consulted consisted of government organisations which are currently endowed with naming authority status, and non-government bodies which either currently provide information to or rely on information gathered from OGN. The stakeholder groups were involved in two stages of the review process.

Firstly, they were invited to provide feedback on the format and content of the existing Guidelines, with particular focus on a list of potential enhancements. Secondly, once the changes to the document were drafted, stakeholders were provided with the opportunity to comment on the final draft documentation and highlight issues and/or further amendments.

The stakeholders were engaged via email, letter and telephone. A full list is available in Appendix 2.

Project review

The review process was designed to incorporate feedback from major stakeholder groups to ensure that community interests were reflected within the policies and processes of the Naming rules. The program was divided into five distinct stages which were developed to ensure maximum engagement with stakeholders.

On Wednesday 19 November 2014 the Registrar of Geographic Names held a Committee meeting to initiate a review of the guidelines in force under the Geographic Place Names Act 1998 in compliance with Part 2 Section 6.

The Guidelines Review 2015 Committee (the Committee) was created and the initial meeting set up the project scope and terms of reference for the Committee. Subsequent meetings saw additional members added with the Municipal Association Victoria providing two nominations, one council officer from a regional urban area. Emergency services were represented by the Emergency Services Telecommunication Authority (ESTA).

OGN held seven workshops across Victoria, which saw representations from municipal councils, government departments and authorities, private organisations and emergency services. Five key themes were discussed at the workshop with an opportunity to provide additional comments. The workshops were held between 13 March and 14 April 2015 in Melbourne, Warrnambool, Donald, Traralgon, Bendigo and Wangaratta. On 28 July 2015 emergency service organisations were also invited to an individual workshop, hosted in Melbourne. Refer to Appendix 3 Example of invitations.

In the initial round of consultation over 300 comments were received from workshops, via letter and email. The Committee considered all comments. The Indigenous Place Names Committee, considered specific comments relating to Aboriginal matters. The emergency service workshop considered specific comments relating to emergency service aspects. Comments were collated into themes and with particular actions added to a list of potential enhancements. Refer to Appendix 4 and 5, Example of comments and potential enhancements, respectively.

On the 10 May 2016 the document was released as a first draft for a period of six weeks, with the closing date for comments being 19 June 2016. Twelve comments were received from stakeholders which were addressed in the final draft. The comments were from the Victorian Aboriginal Heritage Council, Aboriginal Victoria, Association of Consulting Surveyors Victoria, Ambulance Victoria, City of Melbourne, City of Hume, City of Yarra, Maribyrnong City Council, Mitchel Shire, City of Casey, Australian National Place Name Survey and a licensed surveyor.

A detailed time line is available via Appendix 6.

Project outcomes

The Committee ensured all comments were considered and addressed, with the content of the revised document being substantially the same. The following points are some of the key changes:

- The document has been reordered with duplication of text removed. Road, feature and locality naming information can be found in, section 3 roads, section 4 features and section 5 localities.
- Statutory requirements are also clearly identified so that compliant naming or renaming proposals can be submitted to GNV.
- The document has a new name which better reflects the requirements of the document.
- Previous supplementary documentation has been augmented into the naming rules.
- Templates and process diagrams have been provided to better assist and explain the necessary steps.
- General principles related to naming are now in their own section, this being Section 2.
- Naming policies in use by naming authorities, which are supplementary to the naming rules, are acknowledged.
- Checklists are provided to help ensure compliant naming proposals are submitted to OGN.
- Changes to consultation processes are included, notably:
 - an option is offered to conduct a voting poll on one or multiple naming options to simplify the consultation process,
 - any decision to use tacit approval can be made by a naming authority.
- Removal of detailed addressing requirements, as this is within Australian Standard AS4819:2011 Rural and urban addressing and creation of an Appendix covering addressing.

- Inclusion of a glossary.

4. Naming rules overview

As previously discussed the Naming rules are split into 13 sections the latest iteration including naming principles and processes are substantially the same from the previous 2010 document.

Section 1 Introduction

This section provides an introduction to the world of naming and the rules in general, the section covers applicable legislation, the need for naming rules and what can be named in Victoria using the naming rules. The section also covers the following topics:

- Why there is a need for naming rules
- Legislation that applies
- Geographic Place Names Advisory Panel and committees
- VICNAMES – the Register of Geographic Names
- Status of names in VICNAMES
- Updating the naming rules
- How long is the naming process?

Section 2 General principles

One of the most important sections of the entire document the General principles are to be used in conjunction with the relevant statutory requirements outlined in the three other sections of the naming rules related to roads, features and localities. The general principles are designed to ensure no ambiguity, confusion, errors or discrimination are caused by the naming, renaming or boundary change process. All general principles are equally important.

- **Principle (A) Ensuring public safety**
With public safety being paramount it is important for example, that community facilities and infrastructure is officially named and registered with Geographic Names Victoria (GNV) to ensure emergency services can locate them in a timely manner.
- **Principle (B) Recognising the public interest**
Regard needs to be given to the long-term consequences and short-term effects on the wider community of any naming.
- **Principle (C) Linking the name to place**
Names that link to place provide a strong connection for the community and ensures that place names become enduring.
- **Principle (D) Ensuring names are not duplicated**
One of the key principles is to avoid duplicating another name within prescribed distances, irrespective of locality and/or council boundaries. Duplicates are two (or more) names within proximity, or names that are identical or have similar spelling or pronunciation.

Duplication is a significant issue that GNV deals with and resolves daily. We receive calls from community members with addressing problems, for example duplicated street names and locality names can mean delivery of goods can be delayed. We also receive requests from emergency services, when for example they have been unable to validate a park name, due to a duplication.

- **Principle (E) Names must not be discriminatory**
Place names must not discriminate.
- **Principle (F) Recognition and use of Aboriginal languages in naming**

Victoria has a rich Aboriginal history, with 38 Aboriginal languages representing the diversity of Aboriginal cultural heritage and connection to Country. The uniqueness of language is based on location; each language is deeply rooted to the land and offers an ideal opportunity to connect a name to a place. To ensure the preservation of Aboriginal place names and languages across Victoria, we strongly encourage naming authorities to engage with Traditional Owners when assigning Aboriginal names to roads, features and localities.

- **Principle (G) 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 Aboriginal and non-Aboriginal cultures through naming is to form a dual name with two distinct name parts, usually one part of non-Aboriginal language origin and the other of Aboriginal language origin.

- **Principle (H) Using commemorative names**

Naming often commemorates an event, person or place. Examples include recognising Aboriginal people or cultural events or following a theme such as Australian war contributions. Victoria has requirements around the use of commemorative names which is covered in this section.

- **Principle (I) Using commercial and business names**

Places must not be named after commercial businesses, trade names, estate names solely commercial in nature and not-for-profit organisations.

- **Principle (J) Language**

The use of names from Australian English, Aboriginal names and names from other languages need to be given careful consideration, the Principle contains several points which must be considered.

- **Principle (K) Directional names to be avoided**

Cardinal directions must be avoided.

- **Principle (L) Assigning extent to a road, feature or locality**

The extent and or area must be clearly defined to ensure compliance.

Section 2 also provides greater clarity on the following topics:

- Results from a VICNAMES duplication search
- Metropolitan duplication
- Regional urban area duplication
- Rural or remote area duplication
- Feature names not considered duplicates
- Multiple names
- Anzac commemorative naming project

Section 3 Roads

The section covers the naming of roads and relevant requirements and process, the following topics are covered:

- What is a road?
- Statutory requirements applied to roads
- Roads that can be named
- Who can name roads?

- Roads with more than one naming authority
- Council coordination of public roads' naming
- Government department or authority coordination of public roads' naming
- Naming roads in new residential or commercial subdivisions
- Naming private roads on private property and within complex sites

Section 4 Features

The section covers the naming of features, there are over 400 geographic features that can be named using the naming rules. 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 or park.

The section has Statutory requirements which apply to the naming of features, these include:

- **Feature type**
It is important that a feature type is included with the proposed name to minimise possible confusion over the named feature to which the name applies.
- **Waterways**
The naming of waterways has a particular implication in Victoria, the Statutory requirements provides advice around what is required in regards to confirming the extent of the waterway.
- **Locational names**
If a proposed name is based on a location, the feature should be given the name of the official locality to avoid confusion and advertising of unofficial names.
- **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 a consistent name over the feature's lifespan, particularly when the private sponsorship name may change.

The section also covers the following topics:

- Features that can be named
- Who can name features?
- Features with more than one naming authority
- Council coordination of feature naming
- Features with State Government departments or authorities as the naming authority
- Features on private land
- Features with Aboriginal names
There are numerous features in Victoria that have Aboriginal names. In many instances, these features are defined differently to western concepts of place (e.g. middens, rocky escarpments, sites on a mountain or beach, rocky outcrops or stone arrangements), but their names are just as important to capture.

Section 5 Localities

The section covers the naming of localities, while a locality is considered a geographic feature there is a need for specific requirements as a locality forms part of an address and has implications for the delivery of goods and services and the provision of emergency response. A locality is a geographical area that has identifiable community and/or landscape characteristics. In urban areas, a locality is commonly referred to as a 'suburb'.

The section has Statutory requirements which apply to the naming of localities, these include:

- **Boundaries**
Locality boundaries must align with the cadastral fabric, road centre lines or easily distinguishable topographical features such as waterways or ridgelines. Examples are provided.
- **Estate and subdivision names**
Advice on the names of estates and subdivisions are considered to be neighbourhood names; therefore, they are not officially recognised for addressing purposes.
- **Promoting a new estate**
The promotion of new estates by developers and land owners must use the correct locality name. The estate name must not conflict with current locality names, the requirement ensures residents are not confused by the locality they are moving to.
- **Size**
Advice is provided for an appropriate localities size, though it is noted that community areas and landscape features vary in size and it is difficult to define the recommended size of a locality.
- **Hyphens**
Hyphens are not to be used in a locality's name.
- **Local government area boundary review**

If a locality boundary extends across two or more local government area boundaries that those boundaries should be reviewed to align to one municipal council.

- **Locality names unique within Australia**

Locality names must not duplicate any other locality name in Australia with advice provided around contacting GNV for further advice.

National collaboration is required to ensure locality names are unique within Australia. This entails GNV contacting jurisdictions which are members of the Permanent Committee on Place Names to ascertain if a proposed locality name would be considered a duplicate name. Proposed locality names are typically endorsed at one of two meetings, with initial advice being provided by jurisdictions via email to the proposing jurisdiction.

The section also covers the following topics:

- Who can name localities and amend boundaries, including creating a new locality and reservation of a localities name
- Localities with more than one naming authority
- New localities created by councils, government departments or authorities
- Changes to existing locality name(s) or boundaries
- Advice on what should not be done

Section 6 Initiating a proposal and checking required information

The section advises what is required to initiate a proposal, this covers the general public, emergency services or other public service providers and municipal councils. The following information is typically required:

- the proposed name
- the location of the road or feature, including a map
- background information on why the naming authority should consider naming or changing the name or boundary, including the reason for the proposal
- contact details of the proposer(s) and information on public consultation that has occurred
- a statement saying that the proposed name conforms to the relevant principles and requirements in the naming rules.

Government departments which do not have their own set of departmental guidelines can progress a naming proposal via specific processes which are detailed in 6.1.4. These processes offer even greater flexibility for government departments and authorities.

The remaining section instructs the naming authority to check the supplied information prior to apply the principles and relevant statutory requirements.

Section 7 Consultation

This section is again one of the most important sections as it details what is required for adequate community consultation. The section covers the following topics:

- Minimum requirements
 - The consultation process
- The consultation process by a naming authority typically involves six steps, which includes; preparing a proposal for naming, develop a consultation strategy, determine who should be consulted, build awareness of the proposal and invite feedback, compile and analyse feedback and advise the community of a naming authorities decision.

As part of building awareness of the proposal the section allows for the following types of consultation:

- Letters to affected residents, ratepayers or businesses
- Notices
- Surveys
- Voting poll

- Internet sites and social media
- Public meetings

This section is detailed and prescriptive, it provides templates to assist naming authorities in drafting notices (advertisements), surveys, letters and voting polls. The information has been provided to enable a compliant naming proposal eventually being submitted to GNV.

- Developing an Aboriginal naming proposal
- Process for a Traditional Owner group to develop an Aboriginal naming proposal
Again, there are detailed steps to enable the selection of names using Aboriginal language and to enable Traditional Owners to propose Aboriginal names.

Section 8 Objections and submissions

The consultation process allows members of the community to express an opinion about a naming or renaming proposal. People can object to a naming proposal, support it or provide comment on it without expressing support or opposition. The section provides advice on the following topics:

- What to submit
- Who can object or support a proposal?
- Lodging a submission
Submissions must be lodged within the consultation time frame, typically 30 days.
- How submissions are considered
All submissions should be reviewed and analysed via an assessment report, though, naming authorities need not consider objections that don't explain reasons for the objector opposing the name.
- Informing the community of a decision
This step allows for the community to appeal a naming authorities decision, the appeal process is dealt with by GNV.

Section 9 Finalising the proposal

Typically, a naming proposal needs to be approved by Councillors (elected members of the community), a Chief Executive Officer, Regional Director or Minister depending on the nature of the proposal and naming authorities' internal approval processes.

Section 10 Lodging a proposal with GNV

Naming authorities are directed to use VES (Vicmap Editing Service) which ensures that naming proposals and other spatial edits are managed by a work flow process application. The section provides a prescriptive list of all the information that is required to be submitted to enable the Registrar of Geographic Names to provide their endorsement of a proposed name.

Section 11 Registrar's consideration of a proposal

This section outlines the process that the Registrar of Geographic Names and GNV go through when a naming proposal has been received. If objections were received during the naming authorities' consultation period, then appeals must be offered. GNV typically will not review a naming proposal until 30 days has elapsed to allow for any appeals to be sent in.

Section 12 Gazettal of a proposed name or boundaries

When a name has been endorsed by the Registrar of Geographic Names the proposed name will be included in the Victoria government gazette. The gazette notice will include the following items (where relevant):

- the VES change request number
- the pre-existing name of the road, feature or locality
- the new name of the road, feature or locality, (if private, will be indicated)
- the name of the private complex in which the road is located
- written details of the extent of the road, feature or locality
- the address of the feature
- the locality(ies) in which the road or feature is located
- the names of the existing localities within which the new locality is being defined

- the naming authority
- a web link to GNV's website, where a map can be viewed.

The gazette notice acts as official notification that the name and/or boundaries will be registered in VICNAMES.

Section 13 Implementation

The implementation of any name is very important. It ensures names are widely adopted and known by the immediate and extended community. Ensuring correct notification to organisations and communicating the name widely will ensure state and federal government, emergency services and postal/goods delivery services are up-to-date. The section covers the following topics:

- **Registration**
This covers the creation of the record in VICNAMES – the Register of Geographic Names. Information which is included with a record is provided in Section 1.
- **Notification**
It is important that relevant stakeholders are informed of names, whether be a new name or a name or boundary change, this outlines who GNV informs, who the naming authority should inform and the timelines for when emergency services are updated.
- **Signage**
There are requirements around signage, for example signage must be installed within 30 days of the registration of a name.
- **History**
It is important to record information about why a name was chosen. This will ensure historical information is available to future generations and provide transparency in the naming process.

APPENDIX & GLOSSARY

The Appendix and Glossary provide important information which is useful for naming authorities. The following topics are covered:

- **APPENDIX A** - Road types accepted for registration
The appendix provides a list of compliant road types which is an excerpt from the Australian Standard mentioned in Appendix D.
- **APPENDIX B** - Feature types accepted for registration
There are over 400 geographic features which can be gazetted and registered, the appendix provides a link to the feature type spreadsheet.
- **APPENDIX C** - Checklists
Naming authorities may use the checklists to ensure minimum standards are met through the process of naming and can be submitted as part of the naming proposal.
- **APPENDIX D** - AS4819:2011 Rural and urban addressing
As the Naming rules covers the naming of roads and localities, two important components of an address the Appendix covers pertinent information from the Australian Standard.
- **APPENDIX E** - Information for the public
Includes the following documents 'Information for residents', 'Quick guide' and 'Consultative diagram' discussed in Item 1 of this paper
- **Glossary**
Covers important terminology covered throughout the document.

5. Naming rules – Future

The Act states the Registrar of Geographic Names '*must ensure that the guidelines are reviewed at least once every five years and that a report on any review is given to the Minister*'. The next scheduled review is to take place in 2021. At the time of writing it is not expect there will be any major changes, rather, review of specific sections to ensure clarity and consistency. That said, a full review will be undertaken with stakeholders and any proposed changes will be given consideration.

The Naming rules will continue to be promoted via newsletters, presentations and workshops. GNV will review naming proposals and where non-compliance is found, check to see if improvements to the Naming rules would have remedied the non-compliance.

Another avenue of investigation is automation, and whether compliance checks can be automated. We are already seeing some naming authorities in Australian jurisdiction creating automated validation, this ensures names that are proposed to naming authorities are compliant to guiding principles. Further investigation needs to be undertaken, possible with the help of naming authorities and universities, which has happened in the past.

6. Conclusion

Victoria is part of the Commonwealth of Australia and going through a period of sustained growth, it is expected in the coming decade that the State will become the most populous State in Australia. During this time, it is even more so important, that the Naming rules are streamlined to enable naming authorities to understand and comply with the document.

The Act's definition of 'place' is broad which enables the Naming rules to cover over 400 geographic features as well as roads. Whilst the Naming rules are prescriptive in what is required for a compliant name and name proposal the document offers the flexibility to naming authorities to craft a naming proposal specific to the scenario. As important as assignment of a compliant name is, perhaps more so is the promotion, communication and education of a name; its meaning, origin and pronunciation. This education and promotion will ensure real and effective buy-in and endorsement from the community.

Victoria's guidelines in force under the Act (the Naming rules) comply with national standards and best practise to ensure uniformity of place naming across Australia. Regular review of the guidelines is essential to maintain best practise in the field of geographic naming, as outline this review process take place once every five years.

There was overwhelmingly support for the previous Guidelines. Changes were requested to improve the usability of the document, to clarify processes and rules, and to consolidate checklists within the document. These, and all other comments received in the review, were considered in preparing Naming rules for places in Victoria – Statutory requirements for naming roads, features and localities – 2016. Whilst the document was revamped, the naming principles and processes continue to substantially be the same. It is envisaged that the Naming rules, will be supported by newsletters and workshops around Victoria to highlight areas of the document, to continue a process of information sharing with naming authorities and others interested in place naming.

The Naming rules do provide for a greater focus on Aboriginal naming and this aligns with both Department of Environment, Land, Water and Planning's Aboriginal Inclusion Plan, Munganin Gadhaba and our national Permanent Committee on Place Names '[Principles for the Consistent use of Place Names](#)' guidelines. The use of Aboriginal language must be a priority in any policy, project or initiative that directly targets Aboriginal Victorians and clearly aligns with the United Nations International Year of Indigenous Languages and United Nations Mother Language Day.

7. Questions

1. Those countries that do maintain guidelines/ rules how often are documents reviewed.
 - 1.1 How extensive is consultation with stakeholders?
 - 1.2 Do your guidelines/rules cover community consultation and in particular consultation with indigenous cultures?
2. Which countries use automation, i.e. place name submissions being validated against a given set of criteria and rules to avoid human review of individual proposals?

Appendices

Appendix 1: Terms of Reference - Geographic Place Names Advisory Panel - Guidelines Review 2015 Committee

1. The Committee for this project will consist of
 - Five members from the Geographic Place Names Advisory Panel (GPNAP)
 - One member (at least) from emergency services
 - One member from Municipal Association Victoria(MAV)
 - Members from relevant organisations* may be called to sit on the committee as subject matter experts, if necessary.

Matters to consider:

- a) *The five members from the GPNAP will be appointed by the Registrar of Geographic Names*
- b) *Members representing emergency services and MAV will be nominated by their organisations*
- c) *Members from 'other' organisations may be nominated by said organisation and will be appointed at the Registrar's discretion.*

*Relevant organisations includes: Telstra, Australian Bureau of Statistics, Melways, UBD, Insurance Council of Australia, Office of Aboriginal Affairs Victoria, Royal Historical Society of Victoria, Australian National Place Names Survey, Victorian Electoral Commission, Australia Post.
Government departments: Information Services Division, Parks Victoria, VicRoads, Transport, Planning, Education, Health, Justice, Environment, Metropolitan Planning Authority. Refer to figure in Project Scope Information document.

2. The Chair of the Committee shall be appointed by the Registrar of Geographic Place Names.
3. The Committee are responsible for reviewing the key principles and policies of the Guidelines. Essentially, their role is to:
 - approve the key areas for review
 - develop the review process
 - identify the key stakeholder groups
 - assess the adequacy of the current Principles and Procedures, supplementary documents, departmental guidelines and make additions, deletions or amendments as required
 - review the drafts and final documents
 - edit the drafts, including final guidelines by sections, guiding principles and supplementary documentation
 - compile the drafts and final guideline documentation.
4. The responsible Minister will provide final signoff for the publication of the Guidelines for Geographic Names 2015.

Matters to consider:

- a) The date of publication is yet to be determined, but is expected to be between November and December 2015, but can be extended.
- b) The Minister for Planning has portfolio responsibilities for the Geographic Place Names Act 1998 (the Act). As provided under s.11(5) of the Act, the Registrar must comply with any directions made by the Minister in regards to the final draft of the Guidelines.

5. Members of the Committee must act in accordance with the Geographic Place Names Act 1998.

Matters to consider:

In particular refer to Sections 11(5) and 13 of the Act, as provided below:

s.11 Registration of names

(5)The Registrar must comply with any directions given by the Minister from time to time concerning the registration of names in the Register and must not make an entry inconsistent with any such direction as in force from time to time.

s.13 Advice to Registrar

A Committee must give its advice to the Registrar as to the matter that is referred to it under this Act.

s.16(3) Procedure of Committee

Should the instance arise where consensus on a potential enhancement isn't able to be obtained by a vote of the majority of the Committee members, the Chair of the Committee shall have the casting and deliberative vote.

s.17 Disclosure of interest

Members must declare if they have any conflicts of interest prior to accepting membership and/or casting votes.

6. The Committee must ensure that any indigenous related Guidelines have been endorsed by the relevant Indigenous groups.

Matters to consider:

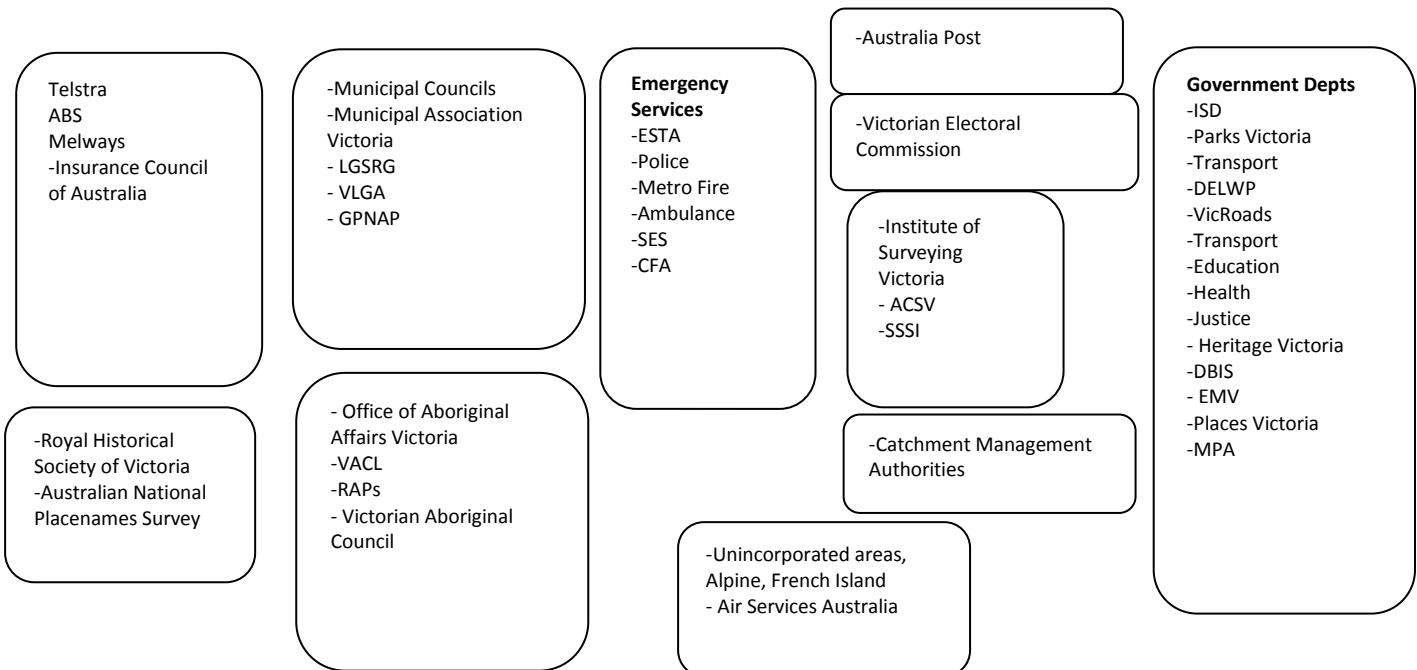
- a) Guidelines relating to Indigenous matters must be endorsed by the Indigenous Names Committee.
 - b) The Indigenous Names Committee must ensure that they comply with the points raised in terms of reference five.
7. Only those members who are appointed from the Geographic Place Names Advisory Panel will be remunerated, as previously agreed by the responsible Minister. Other Committee members will be appointed on a voluntary non-remunerated basis.

Appendix 2. Stakeholders

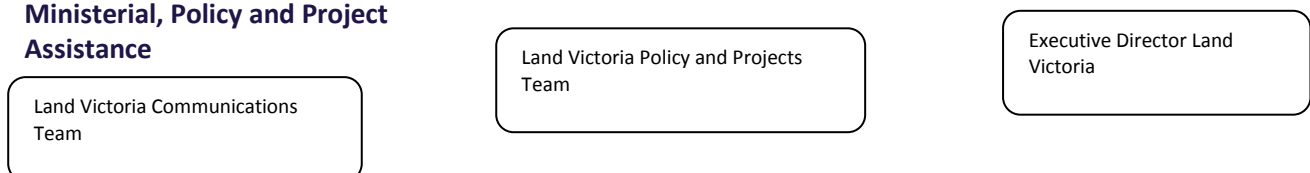
Review Feedback and Draft Changes



Stakeholders



Ministerial, Policy and Project Assistance



Appendix 3. Example of invitation

Guidelines for Geographic Names 2015

Review

Workshop invitation

The Office of Geographic Names (OGN) is undertaking a review of the *Guidelines for Geographic Names 2010 Version 2* (the Guidelines), in compliance with Section 6 of the *Geographic Place Names Act 1998* (the Act). This is your chance to affect real change in the Guidelines.

The previous major review in 2008–09 resulted in the *Guidelines for Geographic Names 2010*. The Guidelines Review 2015 Committee will comprise of members of the Geographic Place Names Advisory Panel, one officer representing emergency services from the Emergency Services Telecommunications Authority (ESTA) and one local government representative nominated by the Municipal Association of Victoria (MAV).

The Guidelines' review will include the OGN contacting and engaging stakeholders through letters and emails, as well as an online survey. As one of the key stakeholder groups, we ask that you begin considering the Guidelines' principles and procedures so that we can benefit from your thoughts regarding potential additions, deletions or amendments. A number of workshops will be held across Victoria to discuss potential enhancements and receive comments.

The dates for workshops are:

Location	Day	Date	Time
Melbourne	Friday	13 March	9.30 – 12.00
Warrnambool	Wednesday	18 March	9.30 – 12.00
Donald	Thursday	19 March	9.30 – 12.00
Traralgon	Tuesday	24 March	2.00 - 4.00 (Held after a SPEAR session)
Bendigo	Thursday	26 March	2.00 - 4.00 (Held after a SPEAR session)
Wangaratta	Tuesday	14 April	2.00 - 4.00 (Held after a SPEAR session)

Your involvement in this review would be greatly valued. The discussions and proposed amendments, if adopted, will impact on the naming of roads, geographic features and localities across Victoria.

Please email the Office of Geographic Names at geo.names@dtpli.vic.gov.au with your preferred venue and date. Please also supply names, emails and phone numbers of attendees. A meeting request and an agenda will be sent out closer to the day.

If you have any further queries please contact Rafe Benli, Project Officer, Office of Geographic Names on (03) 8636 2851 or email geo.names@dtpli.vic.gov.au.

Appendix 4: Example of Comments

Guidelines Review 2015 - All Comments			
Theme	P = Priority	Comment	Location and Team
1	P	Name of the Guidelines - statutory, rules mandatory etc.	Donald - McDonald/ Fletcher
1		Executive summary, introduction, one pager explaining legislation (upfront 1.9)	Donald - McDonald/ Fletcher
1		Guidelines are clearer for any name	Donald - McDonald/ Fletcher
1		Referring to Guidelines online helps with public	Donald - McDonald/ Fletcher
1		Training of Councillors through LG Association/ MAV	Donald - McDonald/ Fletcher
1		Easy to understand/use	Donald - McDonald/ Fletcher
1		Should there a principle on history	Donald - McDonald/ Fletcher
1		Contents/index is clear	Donald - McDonald/ Fletcher
2	P	OGN engagement with RAPs around indigenous names. A list of names should be compiled and where they could be assigned.	Donald - McDonald/ Fletcher
2	P	Pictures of extents detailing road types	Donald - McDonald/ Fletcher
2		Consideration given to duplicates within rural municipalities, can OGN be flexible?	Donald - McDonald/ Fletcher
2		Commemorative naming exemptions should be considered on a case by case basis. Principle is clear	Donald - McDonald/ Fletcher
2		Excerpts, generalisations from the standard within the Guidelines are needed.	Donald - McDonald/ Fletcher
3		Consultation process better since NES was introduced	Donald - McDonald/ Fletcher
3		Objection - lodging a submission, which may be comment or an appeal vs just an objection. Does a submission need to be considered?	Donald - McDonald/ Fletcher
4	P	Central repository of data and dissemination to utilities Vicmap Address OGN shouldn't need to do this.	Donald - McDonald/ Fletcher
4		Dependence on NES to advise Council of changes to address in ESTA CAD, advice via letter to residents advising of use old address for a period of six months	Donald - McDonald/ Fletcher
5		Flowcharts are useful, better than a checklist	Donald - McDonald/ Fletcher
5		Paper is used vs online	Donald - McDonald/ Fletcher
1		Easy to use, tag the appropriate sections, format easy to use	Traralgon - McNeilly
1	P	The Office (OGN) allowed two names on the street signs saying "formally" this is frustrating	Traralgon - McNeilly
1		We like "rules" that insist on one path, This is what's it.	Traralgon - McNeilly
2		No problems with language/public interest	Traralgon - McNeilly
2	P	Public Safety should be elevated	Traralgon - McNeilly
2		Street names cannot be replicated within the one postcode despite the 30km radius	Traralgon - McNeilly
2	P	Flexibility within reason for 15km rule. Different postcodes perhaps? Rural radius need updating to be more practical.	Traralgon - McNeilly
3		Better process to consult with indigenous communities about names.	Traralgon - McNeilly
3		Don't use subdivisional names	Traralgon - McNeilly
3		Don't support full locality signage in rural areas as there are too many localities.	Traralgon - McNeilly
3		As long as we have demonstrated community consultation then this should be fine. Want OGN to provide back to council (it can be longer than 30 days).	Traralgon - McNeilly
3		Align statutory time periods with local government act 28 days?? (business or calendar days)	Traralgon - McNeilly
3		Need to send email once change has been done rather than placed in "Gazette".	Traralgon - McNeilly
5		Indicate amendments (like broadcast) that indicate ongoing changes to the Act (drop prefix and direct to a standard site.	Traralgon - McNeilly
5		Cannot completely re-write history sometimes local issues over-ride naming guidelines unless there is a significant safety issues.	Traralgon - McNeilly
5		There are some advantages in putting the checklists in a separate section.	Traralgon - McNeilly
1	P	Highlight relevant legislation	Traralgon - Penaluna Park
1		Change in name to reflect Statutory Regulations	Traralgon - Penaluna Park
1		Defining SPEAR processes for naming & the importance of the Guidelines	Traralgon - Penaluna Park
		Natural features need to be taken into consideration for e.g. A natural water/creek or mountain in	

Appendix 5: Example of Potential enhancements

Guidelines Review 2015 Potential Enhancements list									
Priority	General comment	Individual enhancement description	Area	RB Comments	Committee Comments	Status	Scope	Action	Action Taken
1 - most urgent, 2 - should happen, 3 - if possible			Section within the Guideline which needs to be amended	RB recommendations		Approved / Not Approved	Outside of Review Scope	Required Action	Action Taken
	Name of Guidelines should reflect they are mandatory	Name of the Guideline (statutory, rule, convey they are mandatory, statutory regulation, regulatory requirements, directive) Amend the title "Guideline" to strengthen the document. Statutory guideline	Front cover	Request improving the name, but Guideline must remain. Can we have a NOTE there are mandatory on the front?		Approved		Come up with a new name, create preamble, signed by Minister and Registrar	The name has been Amended to Naming Geographic Places - The naming of Roads, Features and localities in Victoria.
		Remove term "Guideline" as it creates perception they do not need to be followed, often paid by people suggesting unsuitable names as being "just guideline"							
		Include Place in the name of the Guideline							
		How do we amend the "guideline" to ensure councillors understand they are legislated							
	Introduction, legislation, public safety, general comments	Executive summary, introduction, one pager explaining/highlighting relevant to relation and impact (up front 1.5)	Section 1	Reorder current section, update and merge		Approved		Preamble / Introduction	It is expedient there will be a preamble from the Minister, EMV and the Registrar
		Public Safety should be elevated, far more principle. Highlight ESTAR rule	Principle 10 Page 10	Agreed local users from emergency services, committee		Approved		Highlight in preamble legislation	Hyperlinks will be used throughout the document with updates undertaken as and when departments change names.
		Guideline should contain hyperlinks, which provide the user with a way to systematically work through the document. Consider anchor points or easy to read people to individual areas		Agreed will update as we go thru. Refer to LV committee question		Approved		better use of hyper links, what about change of department?	Visual distinguishers are unlikely to be used
		Colour code different sections		see same benefit, though?		Approved		visual distinguisher, speak with comms	No printed copies will be made available
		If printed copy made available, then the Guide should be bound and not glued.		no decision as yet on printed copies		Approved		Comms discussion	Glossary will be added.
		Glossary of terms covering terminology. Make sure jargon is clear / terminology (Locality / suburb heading)		Agreed a smart one		Approved		NEW piece of work for Glossary.	Pending see item 8
		Include preamble i.e. Historical naming practices... Are no longer used because...		Add to initial intro. We are preserving the Victorian cultural identity.		Approved		Preamble / Introduction	Hyperlinks will be used throughout the document
		Principles need to be back to each section. List principle in document, then address principle for each component.		Hyperlinks should assist.		Approved		Principles in one section and specific principle for each topic.	Process principles have been separated
		Separate principle from process				Approved			Pending
		Compliant process - expanding for public				Approved		Brochures will be provided	Highlighted safety principles by listing as overarching principles, increased their importance by bolding.
		OGN requests a response from Council within 30 days if it believes there is a concern around the safety of the public.		Agreed, again highlight importance of public safety, not just OGN but as naming authority.		Approved		Agreed that safety issues should be identified, raise importance if possible	Added to Section 1.5
		Who determines a naming authority? GPNAP? What about RAPs can they be naming authority?	Page 5?	Nature, need to determine see page 5		Approved		To be considered, determine who determines the naming authority to be clarified.	Added a point in Section 1.5 Ministerial re addresses affected and engagement with Council
		Update guideline around Ministerial process, when a ministerial direction is received that may affect address, Council must be involved, how does this process work, when do we action the Ministerial when address must be changed down on the ground.	Page 5 (4), Principle 40 Page 56	Expand up Ministerial process		Approved		Clarify Ministerial process	Added to Section 6 re initiating a proposal and is also covered in Section 9 considering a proposal
		Role of Council or naming authority. Final say on who approves the name before sending to OGN.		Council has final say on a naming proposal, but OGN can reject and at any time by the Minister		Approved		Clarify the process from naming authority to OGN and possible Ministerial. Possible sample letter	Pending
		When advertising of a change of an address, advise that it may take up to 12 months.		Outline process including any delays.		Approved		Clarify process, explain lag. Possible sample letter	All ready covered in 6.1.
		Naming requests must only be directly requested to the most appropriate naming authority, not OGN. OGN can only provide advice.		Need to explain naming authority role, make it clear.		Approved		Clarify process	Covered in 1.5.2
		Some Councils have naming policies and should be kept.		Mention Council has policy, guideline are to sit alongside and complement, guideline represent minimal standard, council or naming authority can go above and beyond		Approved		Compliant policies OK, place into Introduction. Council policy must be compliant, refer to Council policy. Possible include a flyer	Covered in Linking to place (diversity) and what are these requirements for
		Guideline to be multicultural, recognise other languages.		Recognise it is not just indigenous but other ethnicities.		Approved		Be careful, do not want to be contradictory. Different languages for flyers to be inclusive	Covered in Link to place diversity.
		Principle on diversity, so that it can be embraced		See where this can fit under existing principle		Approved		possible 1A. How can different language groups can be recognised. Show examples	Pending - Add to process flow chart in Appendix or Section 13 Registration and notification
		OGN timeline, processes need to be clear. Should include emergency services processes and Vicmap.		Similar to emergency services and creation of an address.		Approved		Clarify process, explain lag. Possible sample letter	all created as sections
	Different chapters - e.g. Numbering & naming				Approved		Understand Comms parameters	Overarching process flow chart needed up front and then linked to specific flow charts - add to Section 1.5	
	Include step by step guide to decision making (at the front of the document)		Agreed clear process needed, but where, front may not be the best		Approved		use templates and flow charts		

Appendix 6 Timelines

Action	Who	When	Status
Determine communication strategy	Rafe Benli (RB)	1 October 2014	COMPLETE
Create list of Potential Enhancements(PE)	Rafe Benli (RB)	8 October 2014	COMPLETE
Organise new Committee, members and date	Rafe Benli (RB)	15 October 2014	COMPLETE
Discuss who should be consulted	OGN/Committee	15 October 2014	COMPLETE
Discuss date for workshops	OGN/Committee	22 October 2014	COMPLETE
Draft Letters, emails to consultees for workshops	Rafe Benli (RB)	22 October 2014	COMPLETE
Guidelines Review 2015 Committee <ul style="list-style-type: none"> • Guidelines 101 for Committee • Discuss additional members • Discuss survey • Discuss timeline 	Committee	19 November 2014	COMPLETE
Launch Survey to stakeholders (Councils)	Rafe Benli (RB)	22 November 2014	COMPLETE
Invite additional members to the Committee	Rafe Benli (RB)	22 November 2014	COMPLETE
Send letters to Consultees for workshops	Rafe Benli (RB)	22 November 2014	COMPLETE
Organise venues with SPEAR team	Rafe Benli (RB)	30 November 2014	COMPLETE
Organise Committee with ALL members	Rafe Benli (RB)	2 December 2014	COMPLETE
Re confirm dates and times of workshops with consultees	Rafe Benli (RB)	20 December 2014	COMPLETE
First full Committee meeting	Rafe Benli (RB)	17 February 2015	COMPLETE
Second meeting before workshops	Rafe Benli (RB)	5 March 2015	COMPLETE
FIRST Guidelines Review 2015 workshop MELBOURNE	Rafe Benli (RB)	13 March 2015	COMPLETE
Warrnambool Guidelines Review 2015 workshop	Rafe Benli (RB)	18 March 2015	COMPLETE
Donald Guidelines Review 2015 workshop	Rafe Benli (RB)	19 March 2015	COMPLETE
Traralgon Guidelines Review 2015 workshop	Rafe Benli (RB)	Tuesday 24 March 2015	COMPLETE
Bendigo Guidelines Review 2015	Rafe Benli (RB)	Thursday 26 March 2015	COMPLETE
Wangaratta Guidelines Review 2015 workshop	Rafe Benli (RB)	Tuesday 14 April 2015	COMPLETE
Organise comments from workshops	Rafe Benli (RB)	April 2015	COMPLETE
Discuss workshops and comments with Committee	Rafe Benli (RB)	Tuesday 6 May 2015	COMPLETE
Formal comments on Guidelines close	Rafe Benli (RB)	30 May 2015	COMPLETE
Concatenate comments and provide to Committee	Rafe Benli (RB)	June 2015	COMPLETE
Review comments and decide what is in and what is out	Committee	Wednesday 1 July 2015	COMPLETE
Begin first draft	Committee / RB	July/August/September 2015	COMPLETE
Committee consider draft Guidelines	Committee	September 2015 – March 2016	COMPLETE
LV Comms Review document	LV Comms	March / April 2016	COMPLETE
OGN review Comms edits	RB	April 2016	COMPLETE

First draft open for comment	External stakeholders	May/ June 2016 Closed 19 June 2016	COMPLETE
Committee review comments on first draft	Committee	22 June 2016	COMPLETE
Copy sent to Land Victoria Communications	LV Comms	July 2016	COMPLETE
Committee considers final issues (x2)	Committee	19 October 2016	COMPLETE
Final write up of document	Rafe Benli (RB)	October/ November 2016	COMPLETE
Copy sent to Land Victoria Communications	LV Comms	November 2016	COMPLETE
Re Brand document Land Victoria Communications	LV Comms	November 2016	COMPLETE
Completion of Project report/ Ministerial / Governor in Council documentation	Rafe Benli (RB)	November 2016	COMPLETE
Ministerial endorsement	Rafe Benli (RB)	December 2016	COMPLETE
Governor in Council endorsement	Rafe Benli (RB)	December 2016	COMPLETE
Publication of Guidelines	Rafe Benli (RB)	February 2017	COMPLETE
Promotion of Guidelines	Rafe Benli (RB)	February/ March 2017	COMPLETE