Standard Naming Conventions for Domain Names and Email

Document Number  PD2005_466
Publication date  28-Jan-2005
Functional Sub group  Corporate Administration - Communications
Summary  Outlines a new restructure program and a Shared Corporate Services business model that requires greater collaboration and sharing of services within the NSW Public Health System.
Author Branch  HealthShare NSW
Branch contact  HealthShare NSW 8219 8177
Applies to  Area Health Services/Chief Executive Governed Statutory Health Corporation, Board Governed Statutory Health Corporations, Affiliated Health Organisations, NSW Ambulance Service, Ministry of Health
Distributed to  Public Health System, NSW Ambulance Service, Ministry of Health
Review date  28-Jan-2015
Policy Manual  Not applicable
File No.  05/11
Previous reference  2005/1
Issue date  05-Jan-2005
Status  Active

Director-General

This Policy Directive may be varied, withdrawn or replaced at any time. Compliance with this directive is mandatory for NSW Health and is a condition of subsidy for public health organisations.
Standard Naming Conventions for Domain Names and Email.

The majority of NSW Health agencies have to date managed their own Internet Domain Names and associated infrastructure. This has resulted in ad hoc and unrelated domain names being adopted by each agency.

NSW Health is moving forward with a new restructure program and a Shared Corporate Services business model that requires greater collaboration and sharing of services within the NSW Public Health System.

To streamline the implementation of this business model, portray a single corporate NSW Health image to the public and bring NSW Health in line with NSW Government, and other state and national government naming conventions, the Department requires that all NSW Health Agencies adopt the following standard naming convention for domain names and email.

**STANDARD FOR DOMAIN NAMES**

<"Area Name acronym"ahs>.health.nsw.gov.au (e.g. hneahs.health.nsw.gov.au)

**STANDARD FOR EMAIL NAMES**

<forename>.<family name>@............... Initials may be appended to the forename for clarity and numbers may be used after the family name if necessary to avoid duplication. (eg. jane.smith@sswahs.health.nsw.gov.au)

Further detailed guidelines for email naming conventions can be obtained from the Department of Commerce Web site document titled “Use of Internet for Electronic Messaging Guideline” – May 2002 and found at the following URL: http://www.oict.nsw.gov.au/Guidelines/4.3.25.a-Use-Internet.asp

**PROCESS FOR ADVISING OF CHANGES OR ADDITIONS TO DOMAIN NAMES**

The NSW Health Agency CIO or delegated officer must submit an email to hostmaster@health.nsw.gov.au with advice of the new or changed domain names and a primary, and preferably secondary DNS address. Included in the email should be appropriate officer contact details.

The Department’s Domain Host master will then confirm the registration with a return email.

Should you require further information regarding this arrangement, please contact Michael Poon or Rick Young on (02)8219-8160 or via email on mpoon@doh.health.nsw.gov.au or ryoung@doh.health.nsw.gov.au

Robert McGregor
Deputy Director-General Health System Support

Distributed in accordance with circular list(s):

A 1 B C 1 D E
F G H 1 I J
K L M N P

73 Miller Street North Sydney   NSW   2060
Locked Mail Bag 961 North Sydney   NSW  2059
Telephone (02) 9391 9000  Facsimile (02) 9391 9101

In accordance with the provisions incorporated in the Accounts and Audit Determination, the Board of Directors, Chief Executive Officers and their equivalents, within a public health organisation, shall be held responsible for ensuring the observance of Departmental policy (including circulars and procedure manuals) as issued by the Minister and the Director-General of the Department of Health.