

SEARCHING THE CITY OF MELBOURNE RATE BOOKS (VPRS 5708) VIA PROV

1. Go to access.prov.vic.gov.au/public The Advanced Search screen will open.

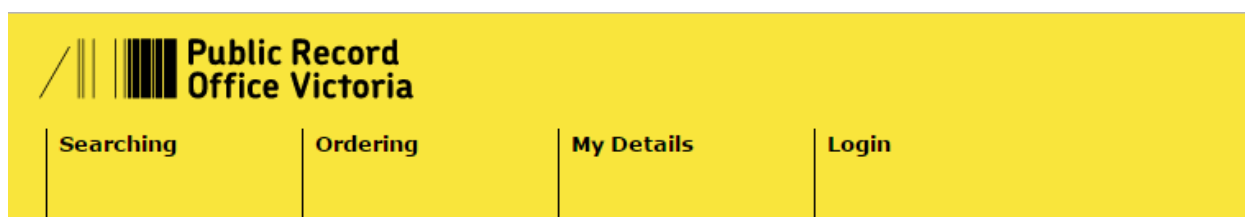
2. Tick **All**

3. In **with all of the words** field, enter the ward e.g. **Albert Ward**

Note: The rate books are arranged by ward. The number of wards, their names and boundaries changed over time. You can use the index to streets included at the start of most volumes to determine rate numbers and streets contained within that ward.

4. In **Date Range** enter the year/s you are searching

5. Untick **Physical** and tick **Digital**



Advanced Search

Use this search to find pages about records (units & items), the government agencies that created them, and information about the responsibilities of government (functions & groups)

Search for All Function Group Agency Series Item

With any of the words

With all the words

Excluding the words

Exact phrase

For word variants eg: ship will find ships, shipping, shipped etc.

Date Range From To eg: 1932

Which are Physical Digital

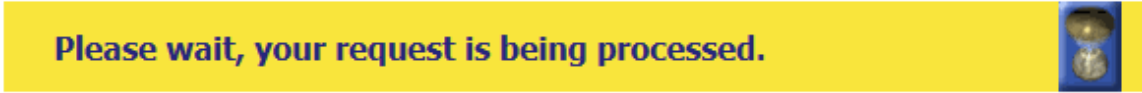
Location North Melbourne Ballarat Other

Sort results

[Boolean search of VEOs](#)

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- Click **Search** and wait (It can take time so be patient). You may see this message with a turning hourglass for a minute or so:



- You should then see a long list of Search Results. Near the top of the list, look for a file ending with **Index** (in this case **1916 Albert Ward Index**). Click on the grey link to open the record:

Search Results

You have searched for **Type: All**
AND All of: albert AND ward
AND From: 1916
AND To: 1920 Redefine search

Number of results **218**

Order selected entries

Displaying 1 to 20 of 218 1 of 11 20 entries per page

<input type="checkbox"/>	<u>Title</u>	<u>Date Range</u>	<u>Type</u>	<u>Access</u>	<u>Location</u>
<input type="checkbox"/>	PROVguide064 City of Melbourne		PROVguide		
<input type="checkbox"/>	1916 Albert Ward Index Rate Books VPRS 5708/P0009/Volume 52/image 0028	1916 - 1916	Sub-Item	Open	Online
<input type="checkbox"/>	1916 Albert Ward Nth Index Rate Books VPRS 5708/P0009/Volume 52/image 0002	1916 - 1916	Sub-Item	Open	Online
<input type="checkbox"/>	1916 Albert Ward Nth rate nos. 0001- Rate Books VPRS 5708/P0009/Volume 52/image 0003	1916 - 1916	Sub-Item	Open	Online
<input type="checkbox"/>	1916 Albert Ward Nth rate nos. 0041- Rate Books VPRS 5708/P0009/Volume 52/image 0004	1916 - 1916	Sub-Item	Open	Online
<input type="checkbox"/>	1916 Albert Ward Nth rate nos. 0081- Rate Books VPRS 5708/P0009/Volume 52/image 0005	1916 - 1916	Sub-Item	Open	Online
<input type="checkbox"/>	1916 Albert Ward Nth rate nos. 0121- Rate Books VPRS 5708/P0009/Volume 52/image 0006	1916 - 1916	Sub-Item	Open	Online
<input type="checkbox"/>	1916 Albert Ward Nth rate nos. 0161- Rate Books VPRS 5708/P0009/Volume 52/image 0007	1916 - 1916	Sub-Item	Open	Online
<input type="checkbox"/>	1916 Albert Ward Nth rate nos. 0201- Rate Books VPRS 5708/P0009/Volume 52/image 0009	1916 - 1916	Sub-Item	Open	Online
<input type="checkbox"/>	1916 Albert Ward Nth rate nos. 0241- Rate Books VPRS 5708/P0009/Volume 52/image 0010	1916 - 1916	Sub-Item	Open	Online
<input type="checkbox"/>	1916 Albert Ward Nth rate nos. 0281- Rate Books VPRS 5708/P0009/Volume 52/image 0011	1916 - 1916	Sub-Item	Open	Online

- At the bottom right of the record, click on the grey underlined **pdf** link. A PDF will open in a new window. Adjust the page view so you can easily read the index.

Sub-Item Details

Series title:	Rate Books
Sub-Item title:	1916 Albert Ward Index
Sub-Item number:	image 0028
Date range:	1916
Public access:	Open
Format:	Digital

This Sub-Item is part of

Series number:	VPRS 5708
Consignment number:	P0009
Item title:	Volume 52: 1916
Item number:	Volume 52

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Sub-Item contents Recordkeeping information

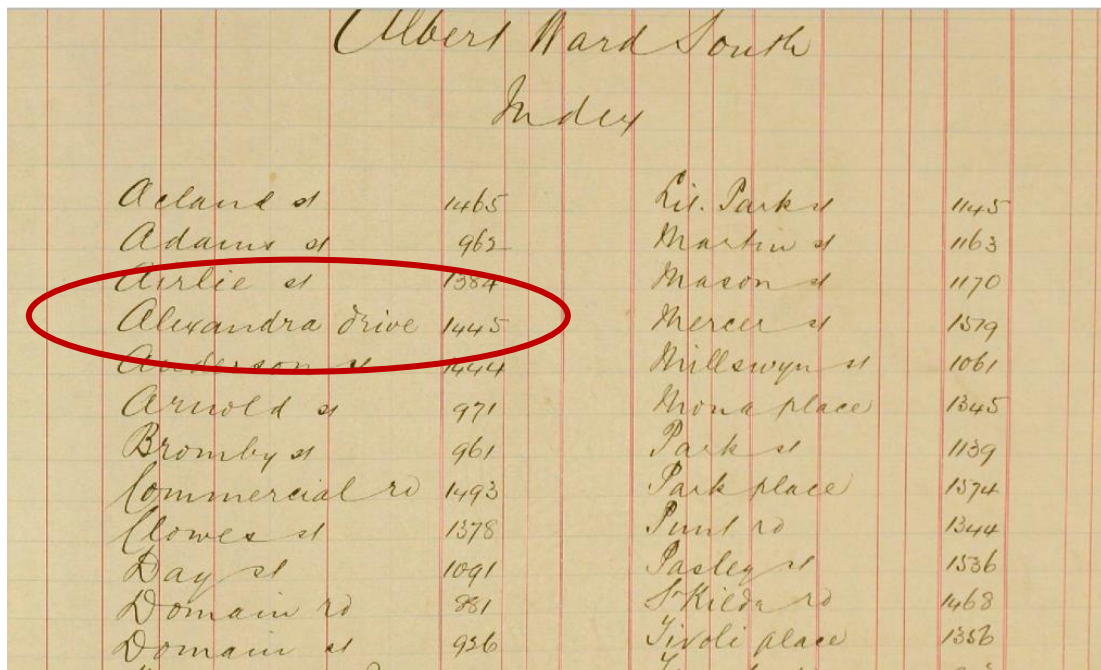
Display **20** entries per page

Title	Date	Size	Download
1916 Albert Ward Index	19/12/2012 00:00:00	3104 KB	pdf

[Download viewers](#) for this content.

[top](#) 

- Find the street you want and note the line number. E.g. **Alexandra Drive 1445**. Sometimes a street will have more than one line number. Note them all.



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10. Close the index.
11. Click the browser “Back” button to return to the Search Results display (as shown at Step 7).
12. Scroll through the list until you find the file title (in bold type) that has **the largest number before** your line number. You may need to click forward through several pages to find this. In this case the file title is **1916 Albert Ward rate nos. 1441-** since 1441 precedes 1445.
13. Click on the grey file link: [VPRS 5708/P0009/Volume 52/image 0043](#) . The record for that file will open.

<input type="checkbox"/>	1916 Albert Ward rate nos. 1241- Rate Books VPRS 5708/P0009/Volume 52/image 0038	1916 - 1916	Sub- Item	Open	Online
<input type="checkbox"/>	1916 Albert Ward rate nos. 1321- Rate Books VPRS 5708/P0009/Volume 52/image 0040	1916 - 1916	Sub- Item	Open	Online
<input type="checkbox"/>	1916 Albert Ward rate nos. 1361- Rate Books VPRS 5708/P0009/Volume 52/image 0041	1916 - 1916	Sub- Item	Open	Online
<input type="checkbox"/>	1916 Albert Ward rate nos. 1401- Rate Books VPRS 5708/P0009/Volume 52/image 0042	1916 - 1916	Sub- Item	Open	Online
<input type="checkbox"/>	1916 Albert Ward rate nos. 1441- Rate Books VPRS 5708/P0009/Volume 52/image 0043	1916 - 1916	Sub- Item	Open	Online

Displaying 21 to 40 of 218 of 11 Display 20 entries per page

[top](#)

14. Click on the **pdf** link to open image as shown in Step 8. Adjust the page view so you can easily read the document.
15. Scroll down the far left column until you find your line number. Your street should start at that line.

Note

If you don't find your street where it should be, go back and retrace your steps. It is easy to get confused and make mistakes with file numbers, line numbers, dates and wards, especially when you are learning. The process does become easier the more often you do it.