

GEOGRAPHIC NAMES COMMITTEE

WESTERN AUSTRALIA

PRINCIPLES, GUIDELINES AND PROCEDURES



May 2006

FOREWORD

Place names are perhaps the most commonly and widely used form of geographical information. Official and local names of administrative, cultural and geographic features, including roads and localities are used by the community every day. Each name appears simple, but with growing community demands, and advances in technology, place names are now required to meet many needs. The currency of information is important and sometimes critical.

Foremost is the demand for up to date information, in the protection of life and property by emergency service organisations. At a more general level, current information on location and size is required for a wide range of administrative and planning uses, such as statistics for population and census planning. At another level, there is a growing demand for access to the historical data contained in the record of place names and their “meaning”.

The role of geographic names is straight forward, but there is a need to regulate and standardise the use, collection, and registration of place names. Since 1936 this has been the responsibility of the Nomenclature Advisory Committee, and more recently the Geographic Names Committee. Successive Western Australian Ministers for Lands have relied on these Committees for advice when naming geographic and cultural features, such as townsites, districts, localities, roads and reserves.

This document, *Principles, Guidelines and Procedures* of the Geographic Names Committee, will serve as the guide for all involved with naming features in Western Australia, allowing for the orderly recording and use of names. I commend its use as a valuable resource to local governments, businesses and individuals.

Michelle Roberts MLA
**MINISTER FOR HOUSING AND WORKS;
CONSUMER PROTECTION; HERITAGE;
LAND INFORMATION.**

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PREFACE

Geographical names in Western Australia are an essential reference system for transportation and communication and are an important element of our culture. Clear, unambiguous names for populated places, roads and physical features are essential for correct reference in resource development and planning and standard forms of names are important elements of reliable maps and charts. The orderly process of designating names for landscape and seascape phenomena permits the State to exercise its prerogative in managing and protecting this aspect of our culture and heritage.

The Geographic Names Committee, originally the Nomenclature Advisory Committee, was appointed as an advisory committee to the Minister for Lands in 1936. Essentially, it performs a similar role today as it did in 1936, in providing advice to the Minister on geographical name issues. The name of the Committee was changed in 1987 and the representation was revised in 1987 and 2002.

The primary task of the Committee is to develop rules and guidelines for approval by the Minister. Changing attitudes and perceptions and the pressures of urban growth have led to the revision and updates of guidelines since the first edition of this booklet. The guidelines on the naming of parks and reserves and roads have been significantly changed following consultation with local government.

Of all the Committee's guidelines, that of restricting the approval of names honouring living persons is the most contentious. Although this policy may seem unduly restrictive, it prevents the naming of features on the basis of self-recognition or through exerting inappropriate influence. Because place names make inexpensive, long-lasting and prominent memorials, the Committee in the main prefers to base assessments on the lifetime achievements of a person.

Above all else, geographic names are essentially a local community issue. When allocating a new name or changing an existing one the Committee will ensure the local community is extensively consulted to determine their view before any recommendations are made.

The Secretary of the Committee represents the State on a national consultative committee that meets annually to address issues of common interest to all states and territories and some guidelines adopted now reflect a national approach.

The Geographic Names Committee is served by a Secretariat provided by the Information Services Division of LANDGATE. The Secretariat serves the needs of the real estate, Local Government and mapping industries for names and maintains a computer database 'GEONOMA' that holds essential information on all named roads and places in the State.

GEOGRAPHIC NAMES COMMITTEE

STRUCTURE

Responsibility for the naming of roads, features, townships and places in Western Australia resides with the Minister for Land Information. The Geographic Names Committee was established by the Minister and represents many different points of view, from local communities to professional institutions and government agencies within Western Australia. It provides an inexpensive mechanism to make democratic naming decisions for the State Government and at present, is comprised of representatives of the following organisations:-

Department of Indigenous Affairs
State Records Office
Main Roads Western Australia
Western Australian Local Government Association (2 representatives)
Australia Post
Urban Development Institute of Australia (WA Division) Inc.
Department of Industry and Resources
Fire and Emergency Services Authority
LANDGATE - Chairman.

TERMS OF REFERENCE

To provide the Minister for Land Information with:

- advice on geographical nomenclature matters;
- guidelines to facilitate the approval and processing of nomenclature applications.

LEGISLATION

Legislation that impacts on Geographic Names:-

Land Administration Act 1997
Part 2-General administration
Division 3-General

26. Constitution, etc. of land districts and townsites

(1) In this section

townsite

(a) means townsite constituted under subsection (2); and

(b) except in subsection (2)(a), includes land referred to in clause 37 of Schedule 9.3 to the *Local Government Act 1995*.

(2) Subject to section 26A, the Minister may by order

(a) constitute land districts and townsites;

(b) define and redefine the boundaries of, name, rename and cancel the names of, and, subject to this section, abolish land districts and townsites; and

(c) name, rename and cancel the name of any topographical feature, road or reserve.

(3) An order made under subsection (2) may include such matters enabled to be effected under an order made under another provision of this Act as the Minister thinks fit.

[Section 26 amended by No. 38 of 2005 s. 8.]

26A. Names of roads and areas in new subdivisions

(1) If a person delivers a diagram or plan of survey of a subdivision of land approved by the Planning Commission to a local government, and the proposed subdivision includes the provision of a road for use by the public, that person must also deliver to the local government the name proposed to be given to the road.

(2) The local government may require the person so subdividing the land —

- (a) to propose a name for the proposed road or, if a name has already been proposed, to alter that name; and
 - (b) to propose a name for the area the subject of the proposed subdivision, or if a name has already been proposed, to alter that name.
- (3) If the local government approves a name proposed under subsection (1) or (2), the local government is to forward the proposal to the Minister.
- (4) The Minister may —
- (a) approve the proposed name;
 - (b) direct the local government to reconsider the proposed name, having regard to such matters as the Minister may mention in the direction; or
 - (c) refuse to approve the proposed name.
- (5) A person must not —
- (a) assign a name to the area or road unless the name is first approved by the Minister;
 - (b) alter or change a name that has been so assigned, whether initially or from time to time, to the area or road unless the Minister first approves of the alteration or change of that name.
- Penalty: \$1 000 and a daily penalty of \$100.

[Section 26A inserted by No. 38 of 2005 s. 9.]

GUIDING PRINCIPLES OF NOMENCLATURE

- New names and changes of names shall have strong local community support.
- Names in public use shall have primary consideration.
- Name duplication and dual naming should be avoided, especially those in close proximity.
- Names of living individuals should be used only in exceptional circumstances.
- Names characterised as follows are to be avoided, where possible:-
 - incongruous; given and surname combinations; qualified names; double names; corrupted, unduly cumbersome, obscene, derogatory or discriminating names; and commercialised names.
- Preferred sources of names are:-
 - descriptive names appropriate to the features, pioneers, war casualties and historical events connected with the area, and names from Aboriginal languages currently or formerly identified with the general area.
- Generic terms must be appropriate to features described.
- New names proposed must be accompanied by exact information as to location, feature identification, origin, or if alteration is proposed, by a rationale.
- The use of the genitive apostrophe is to be avoided (e.g. Butcher's).
- Hyphenated words in place names shall only be used where they have been adopted in local usage. (e.g. City of Kalgoorlie-Boulder)

GUIDELINES

ROAD NAMING GUIDELINES

Selection of Names

Suitable Names - Preferred sources of names include names from Aboriginal languages currently or formerly identified with the general area, pioneers of the State or area, citizens who have made a significant community contribution, war casualty lists and thematic names (eg nautical, sporting etc). Ethnic and gender diversity is encouraged. Given/first and surname combinations are suitable only if the surname alone cannot be used because of duplication. All name proposals must clearly identify the origin of the name and provide relevant references to allow for the verification of the name.

Unsuitable Names - Names characterised as follows are to be avoided - given/first names, corrupted, unduly cumbersome or difficult to pronounce names, obscene, derogatory, racist or discriminating names, company or commercialised names (unless in an historical context).

Name Duplication - Name duplication within local governments or adjoining local governments shall be avoided. When a duplicated name is proposed elsewhere, it must not be duplicated more than 5 times in the metropolitan region, must be at least 10 km from the existing duplication and must have a different road type. These exclusions apply to similar sounding or written names, and also apply to those within similar sounding suburbs even if more than 10 km away. In rural areas the distance should be at least 50 km away.

Names of Living Persons - The names of living persons are not normally suitable for road names, and if proposed will be subject to a more rigorous selection process. The proposal must be accompanied by comprehensive biographical details including details of community involvement, and also an indication of strong community support for the proposed name.

Private Roads

The naming of private roads is outside the Committee's area of responsibility, and is a function of local government. In order to minimise confusion the road naming guidelines should be applied by local government. All such names must be notified to the Committee Secretary for inclusion in street directories and to assist the emergency services. This includes roads in strata developments, retirement home complexes, reserves etc.

Laneways and Rights of Way

The increase in urban density in new developments and urban redevelopment has resulted in many narrow short lanes and rights-of-way requiring names. The naming of such roads is supported with a preference for use of the road type Lane and short names. Laneways will normally only be named if a name is required for addressing purposes. The leg of a battleaxe lot is not a laneway.

Road Types

The Committee has approved a comprehensive list of road types with definitions outlining their particular application and these are attached as Appendix A. Correct application of these types assists the motoring public. The abbreviation of road types is in accordance with the AS 4212.

Renaming Roads

The renaming of roads is discouraged unless there are good reasons for a change of name. Typical reasons are redesign of a road, changed traffic flow, mail delivery problems, misspelling of a name and duplication problems. Renaming is particularly necessary when a road is cul-de-sac, resulting in two or more separated sections of road, as this can provide difficulties for emergency services. Renaming may also be helpful in solving house numbering problems.

Where a change to the name of a road is proposed the name selected should conform to the Road Naming Guidelines. In addition, for regional roads the change of name should have broad community support, and for local roads, majority support from affected residents. However, the requirements of emergency services for clear unambiguous naming will also be a consideration. Proposals normally require the support of local government, but the Minister for Land Information is the final authority in all such matters. Non essential road name changes also incur a service charge.

Procedure for Naming and Renaming Roads

New Roads - Survey documents require approved road names before the survey can be approved. The developer or their agent should be prompt in lodging a concept plan and a proposal for road names conforming to the above guidelines with the relevant local government. It may also be helpful to supply a copy to the Secretary, Geographic Names Committee. Local governments then propose the names to LANDGATE for approval. Following agreement between the Department and the local government, the names will be approved and all interested parties advised.

The selection of names is at local government discretion, and many local governments maintain lists of preferred names. There must be sound justification to propose alternative names, but some local governments allow developers discretion, particularly with larger developments. Short names are encouraged for short roads.

Existing Roads – Unnamed roads should be treated in a like manner to new roads. Proposals for renaming roads should follow the above guideline and be submitted through local government. Proposals should be accompanied by a map showing the extent of the name and full details on the name, including the reason for the selection.

LOCALITY NAMES AND BOUNDARIES

Locality Size

- **Urban**
Minimum size of localities to be 100ha.
Minimum number of available lots to be 1000 and maximum to be 10,000.
Ideal size to be approximately 500ha.

- **Rural**
Minimum size of localities to be 1000ha.
Ideal size to be 2500ha.
No maximum size.

Locality Boundaries

Boundaries to be established in accordance with the following:-

- Natural boundaries i.e. rivers, shorelines, creeks.
- Centreline of major highways, divided carriageways, other roads, railways.
- Local government boundaries.

Boundaries currently along the back of lots facing a road are to be maintained where it is relevant to postal deliveries or where residents and local government currently accept such boundaries and do not desire a change.

Locality Names

Names for new localities or changes of names to preferably have an Australian emphasis and to be selected from the following categories:-

- a) Name associated with the area:
 - Aboriginal - feature or descriptive.
 - Locational or descriptive name.
 - Pioneer settler of the area.
 - Early property name.

- b) Name associated with the development of the state:
 - Statesman or former politician.
 - Other e.g. ship, event, etc.

- c) Other choice of name:-
 - Flora or Fauna Association.

Localities may **not** be named in honour of someone still living.

NOTE 1 - Use of the name *extensions*.

The use of extensions to names, such as “Park”, “Grove”, “Heights” etc is discouraged unless necessary to avoid duplication.

NOTE 2 - Use of the “*Estate*” names.

Estate names may be used by developers for the marketing of real estate, and should only be used in conjunction with the approved locality name. When used they should also conform to general naming principles, such as avoiding duplication and only using a locality name when the estate is within the locality of that name. Estate names are not an element in an address. (Ref: AS4590 & AS4212)

RENAMING LOCALITIES

Renaming proposals submitted to the Geographic Names Committee, which conform to the preceding guidelines, are likely to succeed only if there are sound reasons for a change. The proposal must have some of the following typical requirements:-

- The proposal is supported by a broad-based community survey indicating very strong community support for the name change.
- The proposal has strong local government support.
- The proposal is to rename all or part of a locality before urban development occurs.
- The proposal is based on a locality being divided by a newly constructed major road or railway.
- The current name can be easily confused with another name, has mail delivery or emergency services problems.
- The proposed name has some long-standing association with the locality.
- The proposal is based on a change to local government boundaries.

Renaming proposals submitted to the Geographic Names Committee, which conform to the preceding guidelines, are unlikely to succeed if:-

- The proposal seeks to adopt a developer’s inappropriate name coined to promote a development.
- The proposed name has no relationship to the area or is a made up name.
- The proposed name is duplicated or similar in spelling or sound to an existing Western Australian town or locality name.
- Petitions presented in support only present one point-of-view.
- The proposal is not supported by local government.
- The proposal does not have strong local community support.

NAMING OF PARKS AND RESERVES**General Guidelines**

- Priority will be given to the naming of parks and reserves after an adjacent street or feature to maximise the identification of that park or reserve with an area. The ‘road type’ is not to be included as part of the name.

- ‘Reserve’ is only to be used as part of the name if the whole of the area to be named is reserved under the *Land Administration Act 1997* and therefore has a reserve number.
- Names that commemorate or may be construed to commemorate living persons will not be considered for parks or reserves over 1ha.
- Proposals to name parks or reserves should include evidence of strong community support for the name. This support can be ascertained by some of the following:-
 - Advertising proposals to name parks and reserves in local papers, inviting comments.
 - Advertising proposals to name parks and reserves in local libraries.
 - Erection of signs on the park or reserve, advising of the proposed name.
 - Advising residents in the area surrounding the park or reserve of the proposed name in writing.
 - Advising local progress associations of proposed names and requesting their comments.
- For personal names, the person being honoured by the naming should have either had a direct long-term association with the area, or have made a significant contribution to the area of the proposed park or reserve, or the State. Association or contribution can include:-
 - Two or more terms of office on a local government council.
 - Twenty or more years’ association with a local community group or service club. Action by an individual to protect, restore, enhance or maintain an area that produces substantial long-term improvements for the community or area.
- Service to the community or organisation must have been voluntary.
- Given names may be included as part of the naming proposal, and given and surname combinations are acceptable.
- Death and former ownership of land are not acceptable reasons for proposing a name, unless previous criteria apply.

Naming of Parks and Reserves under 1ha

1. The approval of the Minister for Land Information is not required, but LANDGATE must be advised of all names assigned.
2. The names of living persons are acceptable except for those persons holding any form of public office.
3. The general guidelines listed above shall apply for the naming of such parks and reserves.

Naming of Ovals, Pavilions, etc

1. Components of reserves (e.g. pavilions, ovals, gardens, etc.) may be named in honour of living community members who have contributed towards the establishment of the particular feature or towards the community in general.
2. The approval of the Minister for Land Information is not required for such names when the park or reserve has already been named as a whole. LANDGATE should be informed of the name if it is to be included on maps.

Renaming of Parks and Reserves

1. Names chosen for parks and reserves are expected to be permanent, and renaming is discouraged. If renaming is proposed because of some exceptional circumstance, the general guidelines will apply.
2. Evidence of substantial community support for a change of name must be provided.

Advice to LANDGATE

All naming proposals for parks and reserves shall include:-

1. Proof of community support, including evidence of consultation.
2. A map showing the location of the park or reserve.
3. The reason for the choice of name.
4. For personal names: biographical details, including dates of birth and death (if relevant), length and years of service or association.

Advice of names assigned to parks and reserves under 1ha should also include the above details so that these names can be included on maps and in the names database.

ABORIGINAL AND TORRES STRAIT ISLANDER PLACE NAMES

The Geographic Names Committee has adopted guidelines for the recording and use of Aboriginal and Torres Strait Islander Place Names and these are attached as Appendix B.

GUIDELINES FOR THE CONSISTENT USE OF PLACE NAMES

The Geographic Names Committee has adopted the national Guidelines for the Consistent Use of Place Names prepared by the Committee for Geographical Names in Australia, attached as Appendix C.

PROCEDURES

NAMING ROADS

Survey documents require endorsed road names before the survey can be approved. To facilitate the early release of titles, the developer or their agent should be prompt in lodging a concept plan and a proposal for road names with the Secretary, Geographic Names Committee. Proposals should conform with the *'Road Naming Guidelines'* and it is advisable to supply the relevant local government with a copy of the proposal. Following agreement between the Committee and the local government, the names will be approved and all interested parties advised.

NAMING PHYSICAL FEATURES

Naming proposals for physical features may be received from the general public, companies or local, state or federal government and statutory authorities. Proposals should conform with the guiding principles. Features are carefully investigated to check if there is an existing Aboriginal name and each proposal should include:-

- reason for proposal;
- location by latitude and longitude, either geographic coordinates or Map Grid of Australia (MGA) coordinates;
- identification on a map indicating precise extent;
- photographs or sketches; and
- origin and meaning of name proposed.

All proposals are referred to local government for comment before approval.

NAMING PARKS AND RESERVES

Naming proposals for parks and reserves should conform to the naming policy and include clear identification of the property to be named. All such proposals must be submitted by local government or through local government.

NAMING OF TOWNS AND LOCALITIES

The naming of towns and localities should conform to the relevant policy. Submissions are always made by local government who normally will seek community support for a proposal. Accurate mapping details are essential for all such proposals.

CHANGES OF NAMES

The changes of names of roads, localities and features should conform to the relevant policy and in addition, should have broad community support. Road name changes should have the support of those residents affected by the name change. Proposals require the support of local government, but the Minister for Land Information is the final authority in all such matters. It is incumbent on local government to ensure there is community support for a change of name. Non-essential road name changes also incur a service charge.

MAPPING PROCEDURES

When a person, organisation or authority proposes to compile a map for general publication, the Geospatial Maintenance Section of LANDGATE, is able to supply an up-to-date listing of all approved names relevant to the area under examination. Listings can be supplied in analogue or digital form and can be varied to suit specific requirements.

Where mapping includes fieldwork all available sources of information should be utilised. Unapproved names obtained from land owners, residents, local government or signposts should be submitted to the Secretary, Geographic Names Committee for consideration.

Submissions of names obtained by ‘local interrogation’ should include:-

- the current use or otherwise of recorded names and variants of these;
- local names and variants in use, for those features which have no recorded names; and
- proof of general enquiry concerning the evidence of any name in use in the area.

The interrogation should include aspects of derivation and origin, time in use, and in particular, form of spelling. The reliability of the information gained and weight of opinion, should be tested by reference to as many informants as possible. In addition, care must be taken to determine the exact positions for the application of the names, all of which should be recorded for submission to the Geographic Names Committee.

NAME ENQUIRIES

LANDGATE provides an enquiry service regarding the position of place names, origin of name, meaning (for some names) and other relevant details. Details of all road and feature names are recorded in a digital database named “GEONOMA”, further details of which are available from the Secretary, Geographic Names Committee, LANDGATE.

ROAD TYPES

NOTE: Road types are grouped into three categories – Culs-de-sac, Open Ended and Either. The use of appropriate types is strongly encouraged to assist the travelling public and delivery companies and emergency services. Existing exceptions to these rules are often the result of particular circumstances, and similar use is not encouraged. Redevelopment is often a reason for the non-typical use of such road types.

CULS-DE-SAC

TYPE	ABBREVIATION	DESCRIPTION
BRAE	BRAE	A roadway running along a hill area.
BROW	BROW	A roadway that runs along or over the top of a hill.
CLOSE	CL	A short enclosed roadway.
COPSE	CPS	A roadway running through or to a public open space or woodland area.
COURT	CT	A short enclosed roadway.
COURTYARD	CTYD	An enclosed area.
COVE	COVE	A short enclosed roadway.
DALE	DALE	A roadway situated between hills.
END	END	A roadway that has a definite finishing point.
GLADE	GLD	A roadway usually in a valley of trees.
GLEN	GLEN	A roadway usually in a valley of trees.
GREEN	GRN	A roadway often leading to a grassed public recreation area.
GROVE	GR	A roadway which often features a group of trees standing together.
KEY	KEY	A roadway serving as an entry to an estate or stage of a development as a feature or landscaped entry with controlled access.
LOOKOUT	LKT	A roadway leading to or having a view of fine natural scenery.
MEWS	MEWS	A roadway having houses grouped around the end.
NOOK	NOOK	A short, secluded roadway with limited frontage indicating privacy.
PLACE	PL	A short sometimes-narrow enclosed roadway.
PLAZA	PLZA	A roadway enclosing the four sides of an area forming a market place or open space.
POCKET	PKT	A short roadway leading to an intimate village environment.
POINT	PNT	A roadway leading to a focal point or river frontage.
PORT	PORT	A small roadway abutting a harbour, inlet, marina etc. in a coastal development.
REST	REST	A short roadway with limited residential frontage creating a quiet secluded environment.
RETREAT	RTT	A roadway forming a place of seclusion.
SHUNT	SHUN	A short, dead-end track used in State Forests only.
TARN	TARN	A roadway surrounding or leading to a lake or some other water feature.
TOP	TOP	A roadway constructed at the highest part of an area.
TOR	TOR	A roadway along a rocky height or hillside.
WHARF	WHRF	A roadway running alongside a water feature creating a wharf-like impression.

OPEN ENDED STREETS

TYPE	ABBREVIATION	DESCRIPTION
ALLEY	ALLY	A usually narrow roadway for people or vehicles in cities and towns. A minor roadway through the centre of city blocks or squares.
APPROACH	APP	A roadway leading to an area of community interest i.e. public open space, commercial area, beach etc.
ARCADE	ARC	A passage having an arched roof, or any covered passageway, especially one with shops along the sides.
AVENUE	AV	A broad roadway, usually planted on each side with trees.
BANAN	BA	Aboriginal word meaning 'Street' or 'Path'(east Kimberley only)
BEND	BEND	A roadway containing a bend.
BOULEVARD	BVD	A wide roadway, well paved, usually ornamented with trees and grass plots.
BRACE	BR	A small roadway, which connects other roads or a major road to another feature.
BREAK	BRK	Vehicular access on a formed or unformed surface, which was originally prepared as a firebreak.
BYPASS	BYPA	An alternative roadway constructed to enable through traffic to avoid congested areas or other obstructions to movement.
CENTRE	CTR	A roadway, which runs into or around a group of buildings forming the central point of an area of activity i.e. commercial, community, public open space, etc.
CIRCLE	CIR	A roadway, which forms a circle or part of a circle.
CIRCUIT	CCT	A roadway enclosing an area.
CIRCUS	CRCS	A circular open place where many roadways come together.
CONCOURSE	CON	A roadway which runs around a central area, e.g. public open space or a commercial area.
CRESCENT	CR	A crescent or half moon shaped roadway.
DRIVE	DR	A wide thoroughfare allowing a steady flow of traffic without many cross streets.
EDGE	EDGE	A roadway constructed along the edge of a cliff or ridge.
ENTRANCE	ENT	A roadway connecting other roads.
ESPLANADE	ESP	A level roadway, often along the seaside or a river.
FAIRWAY	FAWY	A short open roadway between other roadways.
FOLLOW	FOLW	A roadway meandering through wooded or undulating country.
FORMATION	FORM	A formed surface, once a timber railway which now provides vehicular access.
FREEWAY	FWY	An express highway, with limited or controlled access.
GATE	GTE	A roadway leading into an estate, main entrance to a focal point, public open space.
GRANGE	GRA	A roadway leading to a country estate, or focal point, public open space, shopping area, etc.
HIGHWAY	HWY	A main road or thoroughfare, a main route.
INTERCHANGE	INTG	A highway or freeway junction designed so that traffic streams do not intersect.
JUNCTION	JNC	A roadway making a transition from a major to a minor road in an estate, etc. A through road leading from one minor road to another as a link.
LANE	L	A narrow way between walls, buildings etc. a narrow country or city roadway.
LINE	LINE	A generally long and straight road.
LINK	LINK	A roadway which links similar land uses i.e. pockets of residential, other roadway, etc.
LOOP	LOOP	A roadway that diverges from and rejoins the main thoroughfare.

MALL	MALL	A sheltered walk, promenade or shopping precinct.
MEANDER	MNDR	A sinuous winding roadway, wandering at random through an area or subdivision.
PARADE	PDE	A public promenade or roadway which has good pedestrian facilities along the side.
PARKWAY	PWY	A roadway through parklands or an open grassland area.
PASS	PASS	A roadway connecting major thoroughfares or running through hills.
PATH	PATH	A roadway usually used for pedestrian traffic.
PATHWAY	PWAY	A narrow roadway of any length meandering through an estate.
PROMENADE	PROM	A roadway like an avenue with plenty of facilities for the public to take a leisurely walk, a public place for walking.
QUADRANT	QDRT	A loop road forming a circular path or a curved deviation from another road.
QUAYS	QYS	A roadway leading to a landing place alongside or projecting into water.
RAMBLE	RMBL	A roadway that meanders from place to place.
RIDGE	RDGE	A roadway along the top of a hill.
ROAD	RD	A place where one may ride, an open way or public passage for vehicles, persons and animals, a roadway forming a means of communication between one place and another.
ROTARY	RTY	An intersection of two or more carriageways at a common level where all traffic travels around a central island.
ROUTE	RTE	A roadway allowing steady traffic flow with limited cross streets.
ROW	ROW	A roadway with a line of professional buildings on either side.
STREET	ST	A public roadway in a town, city or urban area, especially a paved thoroughfare with footpaths and buildings along one or both sides.
TERRACE	TCE	A roadway usually with houses on either side raised above the road level.
TRACK	TRK	A roadway with a single carriageway.
TRAIL	TRL	A roadway through a natural bushland region.
TURN	TURN	A roadway containing a sharp bend or turn.
UNDERPASS	UPAS	A passage having an arched roof, or any covered passageway, especially one with shops along the sides.
WALK	WK	A thoroughfare with restricted vehicle access used mainly by pedestrians.
WALKWAY	WKWY	A roadway on which traffic travels at a slow pace.
WAY	WY	An accessway between two streets.
WYND	WYND	A short narrow roadway or alley.

EITHER CULS-DE-SAC OR OPEN ENDED STREETS

Note: when these types are used for a cul-de-sac it is essential that a “No Through Road” sign also be erected

TYPE	ABBREVIATION	DESCRIPTION
CHASE	CH	A roadway leading down to a valley.
CORNER	CNR	A roadway containing a sharp bend or corner.
CREST	CRST	A roadway running along the top or summit of a hill.
CROSS	CRSS	A roadway forming a ‘T’ or cross.
DIP	DIP	Short roadway through a steep valley or gully.
ELBOW	ELB	A roadway containing a sharp bend or turn.
FRONTAGE	FRTG	A roadway passing a point of interest or significance with lots fronting only one side e.g. public open space, coastline, etc.
GAP	GAP	A roadway that traverses a passage or a pass through a ridge or hill.
GARDENS	GDNS	A roadway with special plantings of trees, flowers etc. and often leading to a place for public enjoyment.
HEIGHTS	HTS	A roadway traversing high ground.
HILL	HILL	A roadway going up a natural rise.
OUTLOOK	OTLK	A roadway leading to an area which affords a view across surrounding areas.
RISE	RISE	A roadway going to a higher place or position.
SPUR	SPUR	A minor roadway running off at less than 45 degrees.
SQUARE	SQ	A roadway bounding the four sides of an area to be used as open space or a group of buildings.
VALE	VALE	A roadway along low ground between hills.
VIEW	VIEW	A roadway commanding a wide panoramic view across surrounding areas.
VISTA	VSTA	A road with a view or outlook.

In addition to the above road types, “Jalan” is used as a prefix on roads on Cocos (Keeling) Islands and Christmas Island. Examples are Jalan Guru and Jalan Perak on Christmas Island. “Jalan” is a Malay word for road or street.

All of the above abbreviations are according to the Australian Standard for Geographic Information Systems – data dictionary for transfer of street addressing information (AS 4212-1994)

**COMMITTEE FOR GEOGRAPHICAL NAMES
IN AUSTRALIA**

**POLICY GUIDELINES FOR THE RECORDING
AND USE OF
ABORIGINAL AND TORRES STRAIT ISLANDER PLACE
NAMES**

APRIL 2001

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1. BACKGROUND

The *Dreaming* is an Aboriginal philosophy that forms the basis of Aboriginal culture and the core of both the spiritual and physical life of Aboriginal people.

It is a philosophy about the origins of the universe, including people, animals, landscape and social life. The fundamental theme of this philosophy is that people and the world in which they live, are all part of a continuing spiritual-physical relationship where both aspects of the philosophy coexist and one cannot survive without the other.

The land is seen by Aboriginal people as the sacred centrepiece of Aboriginal religion and its features are seen as icons within a vast natural cathedral, continually occupied by Aboriginal people whose fundamental existence is the bond between the land, people and spirituality. An important aspect of this link are the names given to features on the land that relate to their ancestors, stories, song and dance.

This relationship between Aboriginal people and the land is still as prevalent today as it was more than 400 centuries ago - it is fitting, then, to acknowledge Aboriginal footprints in the sands of time by preparing these guidelines which are designed to encourage naming Authorities throughout Australia to recognise the validity of Aboriginal and Torres Strait Islander place names, and to assist in the more frequent and official use of these names, particularly for unnamed features.

The only previous attempts to standardise the approach for the collection and use of Aboriginal names occurred following instructions by Sir Thomas Mitchell, Surveyor-General of New South Wales between 1828 and 1852, and during the same period, a proclamation by Governor Gawler, Governor of South Australia, aimed at promoting the recording of Aboriginal names for topographic features.

2. INTRODUCTION

The national *Policy Guidelines for the Recording and Use of Aboriginal and Torres Strait Islander Place Names* has been developed in recognition of the continuing close relationship between Aboriginal and Torres Strait Islander peoples and the land, with an appreciation of how these relationships form the basis of an oral indigenous place names system.

The Policy Guidelines take into account the concept of ‘self-determination’, recognising the fundamental right of Aboriginal and Torres Strait Islander peoples to be involved in the decision-making process of government, particularly those related to official naming processes.

Notwithstanding the advice of anthropologists, linguists or those associated with nomenclature authorities, it must be recognised that the right to decide the use of names rests always with the indigenous people whose language or place names are being used for official naming purposes.

The Policy Guidelines further provide a unique opportunity to adopt a set of national standards for the collection and use of Aboriginal and Torres Strait Islander names. In addition, it will create uniformity in the way that information is collected and used by State and Territory nomenclature authorities, while preserving Aboriginal and Torres Strait Islander culture and heritage in areas throughout Australia.

It is recognised that each State and Territory has a differing set of environmental and administrative circumstances in relation to Aboriginal and Torres Strait Islander place names. Differences in legislation, community structures and physical circumstances require guidelines to be broad enough to cater for the differences in circumstances in each State and Territory.

3. AIM AND OBJECTIVES

3.1 Main Objective

To ensure that Aboriginal and Torres Strait Islander place names are recognised by all Australians as being a fundamental part of Australia's heritage and need to be preserved.

3.2 Secondary Objectives

- 3.2.1 The names of places as given by Aboriginal and Torres Strait Islander peoples be recognised initially by place names authorities and ultimately by all Australians.
- 3.2.2 Aboriginal and Torres Strait Islander place names be preferred as the name to be used for any feature that does not have a name recognised by the relevant place name authority.
- 3.2.3 Aboriginal and Torres Strait Islander communities to be consulted on all dealings concerning Aboriginal and Torres Strait Islander place names in their areas of current occupation and traditional association, in line with self-determination policies. (This includes any proposals to assign new names, alter spellings, institute a dual naming system, etc.)
- 3.2.4 The Australian Institute for Aboriginal and Torres Strait Islander Studies (AIATSIS) be used as a resource to assist in the development of a writing system for any specific language which does not have an existing system. (AIATSIS can assist with advice regarding linguists/anthropologists who have worked with the language group, conducted previous surveys etc).
- 3.2.5 Nomenclature authorities to undertake, where possible, the education of the general community in the use and pronunciation of Aboriginal and Torres Strait Islander place names. (This can be started by the use of authorised names on maps, wide distribution of policies, taking opportunities to speak to appropriate and interested groups, various media releases etc., all of which can be very beneficial without the need to be involved in costly programs.)
- 3.2.6 Nomenclature authorities be committed to the continuing development of appropriate procedures to facilitate the recording and use of Aboriginal and Torres Strait Islander place names and that State, Territory and Federal governments recognise the need to provide funding for such purposes.
- 3.2.7 Nomenclature authorities to seek the involvement of other interested/concerned groups (e.g. land councils, local government bodies, language centres).

4. GUIDELINES

4.1 Recognition

- a) Any use of names of Aboriginal or Torres Strait Islander origin should be made following consultation and with appropriate recognition.
- b) A recognition of the self-determination concept and its importance in contributing to place name issues.
- c) A recognition to be given to the use of traditional names for places and localities bearing an officially recorded name from another source.
- d) A recognition that more than one Aboriginal or Torres Strait Islander place name may exist for any particular feature, both within a specific language group and from two or more language groups.
- e) A recognition that Aboriginal and Torres Strait Islander place names were in use prior to European occupation.
- f) A recognition that the oral recording of place names in Aboriginal and Torres Strait Islander culture has equal standing with written recording.
- g) A recognition that some Aboriginal and Torres Strait Islander place names may be subject to restrictions that must be respected.

(This may apply to some names in common usage which are of a very sensitive nature - either sacred or offensive. Names in this category will be revealed following the establishment of good relations between the communities and the nomenclature authorities, and should be negotiated on an individual basis.)

- h) A recognition of Aboriginal and Torres Strait Islander cultural expectation.

(This particularly applies to methods of community contact, community structures, respect for community wishes etc.)

4.2 Preferences

- a) That Aboriginal and Torres Strait Islander place names be preferred for those features which do not have a name officially recognised by the nomenclature authorities or the local community.
- b) That a preference be stated for the spelling and accenting of place names to agree with the rules of the written form of the language (if one exists) from which the place names originate.
- c) That there should be no interference with established Aboriginal or Torres Strait Islander place names without the consent of the relevant community.
(This applies to names in any location.)

- d) That during the development and after the adoption of the guidelines, there be an assurance of the involvement of participants representing a diversity of interests, including local government, non-government and voluntary organisations.
- e) Adjustments may be made to the spelling of place names in consultation with the local Aboriginal or Torres Strait Islander community and their linguist if the current form is under threat of mispronunciation by the wider community or has been previously incorrectly represented.
- f) Appropriate follow up be made with Aboriginal and Torres Strait Islander communities to show the results of any specific fieldwork or project.
- g) Linguists should be consulted to maintain standards of excellence in written form.
- h) Local government bodies, National Parks and Wildlife agencies, heritage bodies etc should be consulted as required.
- i) Authorisation is to be obtained from the relevant community for the use of an Aboriginal or Torres Strait Islander name or word taken from any source in official naming. (This refers to the use of names or words for new naming proposals, e.g. suburbs, conservation parks, etc. The proposed use of the name or word may not be appropriate.)
- j) Questions of copyright/ownership of information collected during any fieldwork or investigation must be resolved prior to the survey being conducted or prior to the names being used in a public domain.
- k) The wishes of the Aboriginal or Torres Strait Islander community must be respected in relation to names and related information associated with areas of land currently occupied or areas of traditional association.
- l) Consultation must try to meet the expectations of all involved parties. However, failing complete agreement, a consensus of opinion is to be aimed for. Various methods of consultation must be used.

4.3 Writing Systems

- a) Where a writing system already exists and is in use by the community, that system should be used (eg Pitjantjatjara language).
- b) Where no writing system exists, the Australian Institute of Aboriginal and Torres Strait Islander Studies should be contacted as a reference source for the development of a writing system.
- c) Ease of pronunciation be a criteria for the writing of Aboriginal or Torres Strait Islander place names.
- d) English generic terms may be used if considered necessary to specify the type of feature involved.
- e) Those researching languages that are no longer spoken will need to seek the assistance of a linguist to enable accurate renditions of the names to be determined.

- f) The language source of each place is to be noted if known or if it can be determined.

4.4 Education

- a) A commitment by nomenclature authorities to undertake, where possible, an educative role in popularising correct spelling and pronunciation of Aboriginal and Torres Strait Islander place names.
- b) Nomenclature authorities and the Committee for Geographical Names in Australasia should undertake an educative role to develop positive international perspectives on the use of indigenous names in Australia.
- c) Impart a realisation that Aboriginal and Torres Strait Islander place names represent a gift from another culture, the sharing of which imposes ethical obligations on the users. (This covers such areas as respect for restrictions, acknowledgment of sources, authorisation for use of names, etc.)
- d) To create an awareness among Aboriginal and Torres Strait Islander people of the importance of being able to preserve culture through place names and minimise the encroachment of new European names on the landscape, particularly for features of high cultural significance.
- e) Foster a knowledge among Aboriginal and Torres Strait Islander peoples that their wishes will be respected.
- f) Educate nomenclature authority staff in appropriate consultative mechanisms.
- g) Create an increased awareness among nomenclature authority staff of Aboriginal and Torres Strait Islander language and culture.

4.5 Procedural

- a) A dual naming system may be used as a management and educative tool for the naming of physical and environmental features of significance to the local Aboriginal or Torres Strait Islander community when an official name already exists and when a name change is not possible or acceptable. (Whichever of the two names that is most likely to be used by the local community is to be the primary name.)
- b) Aboriginal or Torres Strait Islander names or terms from one area are not to be applied to other areas for official naming purposes.
- c) Local historical and cultural information relating to the meaning and origin of the place names should be collected whenever possible.
- d) Previous relevant surveys by anthropologist, linguists, land councils, Aboriginal and Torres Strait Islander traditional owners and others are to be used as a resource prior to any fieldwork.

- e) Names and spellings may be changed to avoid duplication of names, to present a better vehicle for correct pronunciation and to provide for better local and regional culture retention.
- f) Roman characters should be used in preference to other syllabic forms.
- g) Where alternative spellings of a specific Aboriginal or Torres Strait Islander name exists, only one official spelling should be used following consultation with the relevant community.
- h) Aboriginal and Torres Strait Islander place names are to be actively sought with the assistance of the State, Territory and Federal Governments.
- i) State/Territory authorities agree to co-operate in undertaking joint projects where common State/Territory boundaries have no meaning to local Aboriginal and Torres Strait Islander culture and language.

5. REVIEW

It is not proposed that the National Policy Guidelines will constitute a fixed set of procedures and standards. The Guidelines are designed to establish rules to facilitate the collection, and correct use of place names of Aboriginal and Torres Strait Islander origin.

Meaningful reviews of the Policy Guidelines are recognised as being an integral part of ensuring that the aim and objectives of the Guidelines are being met and will continue to meet the needs and aspirations of Aboriginal and Torres Strait Islander peoples and nomenclature authorities.

It is expected that as nomenclature authorities commence programs to actively record and use Aboriginal and Torres Strait Islander place names, there will be an on-going process of review and revision of these Guidelines.

Experiences in South Australia and Western Australia relating to recording projects have raised issues which, at first glance, appear to be complex problems. However, these matters have been readily resolved through processes of consultation with specific Aboriginal communities and individuals. A very important point is to ensure that the momentum is maintained, particularly now that interest has been generated among a significant number of concerned agencies and individuals.

6. IMPLEMENTATION

Each nomenclature authority will need to further examine these Guidelines to determine how they fit with current policy and practices within their respective States/Territories. Some of the Guidelines will already form part of the general policy in use by State/Territory nomenclature organisations. The Guidelines should be organised by nomenclature authorities in a procedural sense to suit the methodologies currently in place in each State/Territory.

As refinement and additions to these Policy Guidelines occur, new changes will be dealt with by the National Secretariat for the Committee for Geographical Names in Australasia, and formal notification of changes to the Guidelines will be distributed to State and Territory nomenclature authorities for discussion and adoption.

7. FURTHER INFORMATION

For further information about the National *Policy Guidelines for the Recording and Use of Aboriginal and Torres Strait Islander Place Names*, please contact:

EXECUTIVE OFFICER
ICSM
GPO Box 378
CANBERRA ACT 2601

COMMITTEE FOR GEOGRAPHICAL NAMES IN AUSTRALASIA

**GUIDELINES FOR THE CONSISTENT USE OF PLACE NAMES
IN AUSTRALIA**

APRIL 2001

The Intergovernmental Committee on Surveying and Mapping (ICSM)

Guidelines for the Consistent Use of Place Names in Australia

Version 1.0 (April 2001)

Prepared by the Committee for Geographical Names in Australasia (CGNA)

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1. INTRODUCTION

These guidelines cover the choice, form and application of place names in Australia. Consistent use of accurate place names is an essential element of effective communication worldwide, and supports socio-economic development, conservation and national infrastructure. The United Nations Conference on the Standardisation of Geographical Names, meeting in Montreal in 1987, drew attention to the need for each member nation to formulate a set of Toponymic Guidelines. This document, which replaces the ‘Toponymic Guidelines for Australia’ of November 1995, is a response to that requirement. It has been prepared by the Committee for Geographical Names in Australasia, under the auspices of the Intergovernmental Committee for Surveying and Mapping, as a contribution to the Australian Spatial Data Structure Initiative.

Prior to the time of European settlement Australian geographical features, except for those in the external territories, have largely been named in one or more of the approximately 260 Aboriginal and Torres Strait Islander languages then spoken.

In the period of European exploration of the Australian coasts which extended from the 17th century through to the 19th century, names of coastal and near coastal features were applied in the European language of the discoverer or cartographer.

Since European settlement in 1788 place names have generally been applied in English or translated into English from the indigenous languages or from other European languages.

It should be noted that in the early part of the European settlement a policy of adopting indigenous place names was in place.

Although Australian English is acknowledged as the national language, the study of Australian indigenous languages is again gaining impetus. These Guidelines recognise the importance of these original sources of place names, both from the presently spoken languages and also from those languages no longer spoken. The spoken language in the External Territories is not necessarily Australian English. The respective lingua franca of a territory is used for nomenclature purposes.

On Federation, the States retained responsibility for naming features lying within their respective borders. The Commonwealth assumed responsibility for naming features lying within boundaries of the Internal and External Territories of the Commonwealth. These various responsibilities were generally exercised within a mapping or surveying agency of the respective government.

2. GEOGRAPHICAL/PLACE NAMES AUTHORITIES

Each State and Territory of the Commonwealth has developed legislative or regulatory procedures for the systematic approval and recording of place names. A number of other government agencies also have nomenclature responsibilities.

The principal nomenclature authorities are listed in Appendix A.

3. COMMITTEE FOR GEOGRAPHICAL NAMES IN AUSTRALASIA

This Committee was established in 1984, for the coordination of place naming in Australia and New Zealand. Its membership comprises the authorities listed in Appendix A, plus the other bodies listed in Appendix B.

The activities of the Committee are directed towards:-

- ❖ developing a national standard for nomenclature matters;
- ❖ maintaining the Australian National Gazetteer;
- ❖ co-ordinating the methodology of researching, recording and applying place names, including those of Aboriginal and Torres Strait Islander origin; and
- ❖ co-ordinating Australasian input into international nomenclature activities, including liaison with the United Nations Group of Experts on Geographical Names, particularly the Regional Grouping.

4. GUIDELINES

4.1. OFFICIAL LANGUAGE

The Australian national language is Australian English. In general, place naming practice must use the form, spelling and style of contemporary Australian English. In particular cases, place naming practice should take account of contemporary Aboriginal and Torres Strait Islander spoken languages and the various languages used in Australian External Territories.

4.2. NAMES GOVERNED BY STATUTORY OR ADMINISTRATIVE AUTHORITY

Authorities or agencies of Commonwealth, State, Territory or Local Governments other than those listed in Appendix A which, by legislation, regulation or administrative arrangement, have responsibility for naming particular or selected classes of geographical features, such as electoral districts or national parks, should liaise with the relevant State/Territory geographical/place names authority on the adoption of a name. The broad principles of these Guidelines should be considered by such authorities in the adoption of a name.

Authorities and agencies with naming rights should give due recognition to:-

- ❖ principles developed under international treaties and agreements;
- ❖ policies and principles developed and recorded by the Committee for Geographical Names in Australasia; and
- ❖ policies and principles developed in their own area of responsibility to accord with local needs.

4.3. OFFICIAL OR APPROVED NAMES

The written form of a place name approved by a State or Territory nomenclature body is deemed to be an "official" or "approved" name. Full documentation of the approval process should include alternative names, covering Aboriginal, Torres Strait Islander, External Territory, historic English, French or Dutch names and other variant forms. The final decision needs to be documented for future references and reviews. Including "recorded names" or unapproved names within a gazetteer database will remain the responsibility of each naming authority.

4.4. FEATURE DESCRIPTION AND IDENTIFICATION

A decision on a geographical name proposal for a physical feature should specify the extent of the feature to which the name applies. If the feature lies entirely within one State or Territory area, that State or Territory will decide how the feature is to be described.

4.5. FEATURES WHICH CROSS STATE/TERRITORY BOUNDARIES

The name for any feature which crosses a State/Territory boundary should be the same on both sides of that boundary. The basis for the selection of a name for such a feature should be consensus between the relevant authorities and primary responsibility for obtaining consensus should rest with the authority in which the feature was first named.

4.6. PERSONAL NAMES

If personal names are to be used for geographical features the person commemorated should have contributed significantly to the area or state where the feature is located. Ownership of the land should not in itself be grounds for the application of the owner's name to a geographical feature.

When a personal name is used, it should be applied only posthumously. Names of living persons are by their nature subject to partisan perception and change in community judgement and acceptance; for this reason they are not efficient or effective choices for official place names. Alternatives are to use commemorative plaques or naming a particular community facility such as a building or oval after the person to be commemorated. The adoption of a personal name during the lifetime of a person concerned should only be made in exceptional circumstances.

4.7. FORM AND CHARACTER OF NAMES

Place names should be easy to pronounce, spell and write; simple, concise and preferably of 50 or fewer characters; recognisable words or combinations of words; and in all respects in accordance with community standards. Consideration should be given to the use of place names in diverse cultural situations, and derogatory or discriminatory terms or terms in poor taste or likely to cause offence should be avoided. Terms that may be construed as advertising a commercial or industrial enterprise should also be avoided.

4.8. OFFSHORE HYDROGRAPHIC FEATURES

The naming of high water features (features permanently above sea-level), low water features (features exposed at low tide) and seabed features which occur within the Coastal Waters of a State or Territory is the responsibility of that State or Territory. The respective Commonwealth Agency is responsible for naming low water features which lie in Commonwealth Internal Waters and in that part of the Territorial Sea seaward of the Coastal Waters. Australian States and Territories involved in the naming of features in Coastal Waters should liaise with the Australian Hydrographic Office.

4.9. OFFSHORE UNDERSEA FEATURES

Low water or seabed features which lie within the Australian Exclusive Economic Zone or within the Exclusive Economic Zones of the External Territories and the Australian Antarctic Territory or within the area of the Australian continental shelf are to be named in accordance with the guidelines for the Standardisation of Undersea Feature Names issued by the International Hydrographic Organisation and the Intergovernmental Oceanographic Commission. Submissions on offshore undersea feature names should be forwarded to the Australian Hydrographic Office for coordination and submission to the Scientific Committee on Undersea Feature Names.

4.10. ABORIGINAL AND TORRES STRAIT ISLANDER PLACE NAMES

The use of Aboriginal and Torres Strait Islander place names will be governed by the Guidelines of the Committee for Geographical Names in Australasia which include:-

- ❖ the need for consultation with groups within the community for input into the place naming process;
- ❖ the acceptance of the Aboriginal and Torres Strait peoples' right to have input into the process of adopting approved place names;
- ❖ the recognition that traditional names exist;
- ❖ the recognition that multiple names of Aboriginal and Torres Strait origin, together with a European name, may exist for the one feature;
- ❖ the recognition that Aboriginal and Torres Strait Islander place names may predate the arrival of Europeans in Australia;
- ❖ the equal status of oral recording of place names with that of written documentation;
- ❖ the recognition that the use of some names will be subject to restrictions;
- ❖ consideration to be given to using Aboriginal or Torres Strait Islander names for those features with an unrecorded name, in accordance with Resolution 22 'Aboriginal/native geographical names' of the Fifth United Nations Conference on the Standardization of Geographical Names, 1987;
- ❖ the need to comply with the written form of the indigenous language, where one exists, from which a name is drawn; and
- ❖ the need for full consultation with bodies affected by place naming proposals.

4.11. DUAL NAMING

Dual or multiple naming of features, recognised in some States and Territories, is a legitimate means of recording feature names drawn from Aboriginal, Torres Strait Islander, European and other cultures.

4.12. GENITIVE APOSTROPHE

In all cases of place names containing an element that has historically been written with a final '-s or -s', the apostrophe is to be deleted, e.g. Howes Valley, Rushcutters Bay, Ladys Pass. This is to facilitate the consistent matching and retrieval of placenames in database systems such as those used by the emergency services.

4.13. DIACRITICAL MARKS

English language placenames do not have diacritical marks. In the case of place names derived from languages other than English, any diacritical marks are not to be carried over to the English form (eg Géographe Bay).

4.14. UNIFORMITY OF SPELLING

Associated names (such as Balgowlah and Balgowlah Heights), or names deriving from the same source (such as McLaren Flat and McLaren Vale), should generally have the same spelling (rather than for example Balgowlah and Balgowlah Heights or McLaren Flat and Maclaren Vale).

4.15. GENERIC TERMINOLOGY

The generic term is the part of a place name that indicates the type of feature designated, e.g. "Creek" in Sandy Creek, "Bay" in Botany Bay. The appropriate generic term should usually form part of the name of a geographical feature as published, although not all names have a generic, e.g. 'The Grampians'. The prime references are the Glossary of Toponymic Terminology produced by the United Nations and the Australian Glossary of Generic Terms (in course of production).

Aboriginal, Torres Strait Islander and External Territory names of geographical features are generally to have a generic term in the English form as published. The Aboriginal, Torres Strait Islander or External Territory generic term should however be recorded if one exists.

4.16. QUALIFYING TERMINOLOGY

Qualifying terms such as "upper", "new" or their opposites, in addition to cardinal indicators, (eg North) may be used in Australian place naming; however, more distinctive names are preferred.

4.17. DUPLICATION

The purpose of place names is primarily to provide unambiguous direction and a reference to identify geographical entities. Duplication of place names is to be avoided because of the confusion this will cause, particularly in the dispatch of emergency services which is now often coordinated from national call centres. Before a new name is assigned, a check should be made that it is not already in use in another State or Territory.

Where duplication does occur within a (intra) State or Territory, the respective authority should attempt to find an acceptable replacement for one or both names.

Where duplication occurs inter State or Territory, the respective authorities should liaise in order to attempt to arrive at an acceptable solution.

4.18. ABBREVIATIONS

The international and national accepted abbreviations (to be promulgated) are used in mapping and charting products. Abbreviations are not to be included in the recording of place name generics.

4.19. NATIONAL GAZETTEER

The Australian National Gazetteer is a digital file containing a subset of the place name data bases maintained by Australian place name authorities. The Australian National Gazetteer is updated periodically.

Additional information will be available from the respective place name authority.

4.20. EXONYMS

An exonym is a name used in a specific language for a place situated outside the area where the name has official status, and differing in its form from the name used in the official language or languages of the area where the place is situated, e.g. Prague is an English exonym for Praha, Londres is a French exonym for London.

There is no list of exonyms approved for use in Australia. In mapping overseas areas the United Nations List of Country Names is the authority for country names.

APPENDIX A: principal nomenclature authorities for Australia

Geographical Names Board of New South Wales
Registrar of Geographic Names, Victoria
Nomenclature Board of Tasmania
Geographical Names Advisory Committee, South Australia
Geographic Names Committee, Western Australia
Department of Natural Resources, Queensland
Place Names Committee, Australian Capital Territory
Place Names Committee of the Northern Territory
Antarctic Names and Medal Committee
The Hydrographer – Royal Australian Navy
Australian Surveying and Land Information Group
Great Barrier Reef Marine Park Authority
Geoscience Australia

APPENDIX B: other members of the Committee for Geographical Names in Australasia

Defence Imagery and Geospatial Organisation
New Zealand Geographic Board
Australian National Placenames Survey