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**Tenth United Nations Conference on the
Standardization of Geographical Names**
New York, 31 July – 9 August 2012
Item 4 of the provisional agenda*
**Reports by Governments on the situation in their counties
and on the progress made in the standardisation of
geographical names since the Ninth Conference
(for distribution only).**

Report of Australia

Submitted by Australia**

Summary

Australian has developed a robust and workable method of coordinating place naming activities across the nation.

The Committee for Geographical Names in Australasia (CGNA) is a body that comprises the State and Territory naming authorities, New Zealand Geographical Names Board and other agencies involved or interested in place names. Specific membership details can be located at www.icsm.org.au/cgna

CGNA operates on a consensus basis, with the naming jurisdictions agreeing on directions and initiatives.This paper outlines the activities of CGNA and the jurisdictions in Australia since the last United Nations Conference. New Zealand will submit its own report.

Included in the report is:

- The current Terms of Reference
- The initiatives being undertaken at present.
- The achievements since 2007
- CGNA's role over the next 5 years.

A copy of the current CGNA naming guidelines is included as Appendix 1.

The coordination role played by CGNA is very important, given the situation in Australia whereby there is no federal legislation. Rather, the legislation is based at State / Territory level and is therefore specific to each naming jurisdiction.

The range of activities and projects undertaken by CGNA and the State / Territory jurisdictions shows there is both a number of issues still to be resolved and the skills and enthusiasm to undertake the work required.

Report for Australia

Committee for Geographical Names of Australasia

The Committee for Geographical Names of Australasia (CGNA) was formed in 1984 to provide a coordinating role in Australian place naming activities. CGNA was established as a standing committee of the Intergovernmental Committee on Survey and Mapping in 1993.

Membership of CGNA comprises all State and Territory place naming authorities and other organisation with an interest in place naming, including:

- Great Barrier Reef Marine Park Authority
- Australian Antarctic Division
- Geoscience Australia Defence Imagery and Geospatial Organisation
- Australian Hydrographic Office
- Australian Place names Survey

New Zealand is also a member of CGNA. However, this report will focus on the situation in Australia as New Zealand will submit its own report.

CGNA Directions

Over the last 5 years, CGNA has altered its mission and terms of reference to cover emerging issues and new strategic directions. In a similar manner, the *Guidelines for the Consistent Use of Place Names* have been amended and are shown as Appendix 1 attached to this document. The mission is as follows:

Recognising:

Place names are widely used by the community, businesses, travellers, local authorities and central government, and are particularly important for emergency services and maritime safety.

The Mission of CGNA is

As the national focus group, to coordinate and communicate the consistent use of geographic place names to:
- Ensure features and places within each jurisdiction are identifiable by name so that people can effectively communicate information about location to meet community requirements.
- Assist in the preservation of heritage and culture.

CGNA's Terms of Reference (ToR)

Without limiting its scope CGNA is to:

1. Promote a greater community awareness of geographical names

2. Develop and promote national guidelines for geographical names

3. Promote the use of correct names by map, chart and electronic application producers

4. Support the maintenance and development of jurisdictional and national gazetteers; and SCAR, CGA & SCUFN*

5. Support initiatives for the appropriate use and preservation of geographical names, and for the recognition of their heritage and cultural importance

6. Support the United Nation Group of Experts on Geographical Names (UNGEGN) and its initiatives

CGNA Initiatives

A number of initiatives relating to UNGEGN resolutions and projects have been summarised in the table below.

Number	Name - Description
CGNA-P1	*UNGEGN association and support (including Regional Gazetteer and map)* • **CGNA 08-16** CGNA is to follow up with the contact information provided by DIGO in relation to the geographical names for East Timor, Vanuatu, Solomon Islands and Papua New Guinea to determine if they can be released for incorporation in to the UNGEGN regional gazetteer and map. • **CGNA 11-05** Split of UNGEGN Division proposed. Bill Watt and John Tulloch to approach ICSM and discuss. CGNA tentatively support proposal for Aust/NZ to share chair of division and seek provision of resources to Pacific Island nations to participate in activities.
CGNA-P2	*Harmonised Data Model* • **CGNA 09-23** An update of the CGNA Harmonised Data Model is to be arranged with Chris Body so as to incorporate the ANPS/VIC schema for history, origin and meaning details.
CGNA-P3	*Education Package* • Ongoing emphasis to promote the education package whenever possible.
CGNA-P4	*The National Gazetteer* • **CGNA 10-12** CGNA to set parameters regarding recording and storage of dual names in gazetteers.
CGNA-P5	*UNGEGN Working Group on the Promotion and Recording of Indigenous Minority and Regional Language Group Place Names* • **CGNA 08-26** Consideration is to be given to developing a multi-jurisdictional project for recording Aboriginal names in the Murray Darling Basin, based on the Kaurna project in SA.
CGNA-P6	*ICSM Liaison and Communication* • **CGNA 09-14** Provision will be made in the GovDex site for uploading technical documents on the development of gazetteers. Jurisdictions will be invited to upload any relevant documents such as user requirements and models that can be used by others where necessary. • **CGNA 11-37** CGNA to consider inviting ACT National Capital Authority

Number	Name - Description
	to become member
	• **CGNA 11-39** CGNA to develop a map which outlines the extent of jurisdictional authority
	• **CGNA 11-46** CGNA to advise ICSM of updates to Terms of Reference and Strategic Directions
CGNA-P7	*Support Community Geographical Domain Name System*
	• **CGNA 08-21** Updates to the reservations list need to be forwarded to auCD, particularly new address localities.
	• **CGNA 09-24** Opportunities regarding the recording of placename histories is to be discussed with CGDN manager.
	• **CGNA 11-27** Develop a request to CGDN to develop a policy for including and sharing historical information between jurisdictions, ANPS and CGDNs
CGNA-P8	*Jurisdiction Training Program*
	• **CGNA 08-25** Consideration is to be given to developing an AS/NZ training module for CGNA jurisdictions.
	• **CGNA 10.09** AHO to provide a training module for the naming of hydrographic features
CGNA-P9	*Guidelines Review*
	• **CGNA 10-06** Jurisdictions to develop policy on how island groups are named.
	• **CGNA 10-21** CGNA policy to be considered regarding changing of Indigenous toponyms for pronunciation and/or historical accuracy purposes.
	• **CGNA 10-22** David Blair to redraft CGNA principle 4.14 regarding hyphenation and Indigenous words.
	• **CGNA 10-23** David Blair to redraft CGNA principles on use of Indigenous words with non-Indigenous generics.
	• **CGNA 11-29** CGNA members to consider the new AS/NZS 4819 and revise local policies to reflect new national standards
	• **CGNA 11-32** CGNA to adopt policy on national reservation of locality names
	• **CGNA 11-41** CGNA to develop further policy wording on dual naming depiction and storage
CGNA-P10	*Gazetteers*
	• **CGNA 10:16** Jurisdictions to consider how OSDM's Australian Gazetteer Service proposal will affect their work policies (especially the points raised in Section 3: Future Phases – with reference to feature extents & public access to private information)*.*
	• **CGNA 11-47** CGNA to write to SDMG regarding scoping of 10 fundamental datasets for Australia and CGNA interest in this process
CGNA-P11	*Retention of Heritage and History*
	• **CGNA 09-22** Opportunities regarding the recording of placename histories are to be discussed with Google.
	• **CGNA 09-24** Laura Kostanski to discuss opportunities regarding the recording of place names historical information with CGDN manager.
	• **CGNA 11-27** Develop a request to CGDN to develop a policy for including and sharing historical information between jurisdictions, ANPS and CGDNs

Number	Name - Description
CGNA-P13	*CGNA History* • **CGNA 10-11** Brian Goodchild to develop a 'history' of CGNA to put onto GovDex and CGNA homepage.
CGNA-P14	*Commemorative Naming with ANZAC related focus* **CGNA 10-33** VIC to place ANZAC project plan on GovDex.

CGNA achievements since 2007 Conference.

- *The provision of the national gazetteer-* being a composite subset of the data stored by the jurisdictions, the national gazetteer has been altered to enable free access to the whole of the data through a creative commons licencing system and an online download facility.

- *Development of a new national gazetteer methodology-* to aid in the compilation of jurisdictional data with potential provisioningof WFS connectivity to enable real time access to jurisdictional data rather than snapshot data. A new web based front end to the national gazetteer has also been developed with spatial output that will enable feature extents to be displayed.

- *Feature extents* - Continued emphasis on the need for a single point of truth for place names data in each jurisdiction and the need to effectively link place names stored in gazetteers with their associated feature extent data.

- *Continual review of the national guidelines-* as contained in the document "Guidelines for the Consistent Use of Place Names" in order to remove any potential for misunderstanding and ambiguity and to address any emerging issues. When relevant, papers and reports presented at CGNA meetings clearly indicate the section of the guidelines impacted by the contents, ensuring that any possible amendments are taken into account during the relevant discussion.

- *Continued promotion of the following initiatives*:

  o Dual naming of features with both the indigenous and introduced place names, with 4 of the 7 jurisdictions now using dual names, and the others waiting for an application or opportunity to do so.
  o Web-based education package.
  o Community based 2nd level domain names.

CGNA's Role in 5+ Years

The role of CGNA over the next five years can be divided into two aspects, being to ensure that existing initiatives are supported, and that emerging issues and technologies are properly addressed.

In relation to existing initiatives, CGNA will focus on:

- Quality and quantity of gazetteer data, including the incorporation of points / features of interest that have a name (whether official or unofficial)

- Communicating with indigenous communities to seek opportunities to recognise and use traditional indigenous place names
- Increasing the representation of traditional indigenous names in gazetteers.
- Educating relevant industries and the general public on the use of officially recognised place names. This also incorporates the promotion of the education package for use in schools.
- Encouraging the use of Community Domain Names for local community websites.
- Regularly reviewing the principles and policies of the national guidelines
- Updating the UNGEGN divisional gazetteer and map.

With regard to emerging issues and technologies, the following issues are being considered by CGNA:

- Crowd sourcing methodologies for gazetteer data, particularly for features / points of interest.
- Web Feature Service capabilities for gazetteer delivery
- Incorporation of spatial accuracy information in gazetteer metadata.
- Incorporation of derivation information in gazetteer metadata.

In addition to the general focus of CGNA, individual jurisdictions have specific projects that are being pursued, including:

Victoria

- ANZAC Commemoration project, Data Reconciliation& Historical Information System
- *Guidelines for Geographic Names 2010* - If you are interested in the process and procedures for naming places you will find in the Guidelines (www.dse.vic.gov.au/namingguidelines) step-by-step information on naming, renaming or changing the boundaries of features, localities and roads in Victoria. These guidelines, provided for in the *Geographic Place Names Act 1998*, are mandatory for naming authorities in Victoria. They have been developed through detailed consultation with municipal councils, government departments and emergency response and public service providers. The guidelines are based on national standards and policies and provide a strong basis for standardised and unambiguous naming procedures across the state.You can either download the complete Guidelines for Geographic Names 2010 or download just the sections in which you are interested. Please note that Sections 2 (Features), 3 (Localities) and 4 (Roads) must be read in conjunction with Section 1 (Principles and Procedures).
- *AS/NZS4819: 2011*- With the release of the Australian and New Zealand Standard AS/NZS 4819:2011 Rural and urban addressing the Victorian Guidelines have been updated. Council's are beginning to adhere to the new standard and OGN provides the necessary support as needed. Updated principles around Language and Signage, along with updating the addressing guidelines.
- *Departmental Guidelines*-   OGN Vic hope this year will see the majority of State departments publishing their own guidelines on naming of features and road. Parks Victoria, VicRoads, Department of Transport (DoT) are all in the process of publishing naming guidelines. DoT in particular is releasing indigenous naming guidelines to staff throughout their offices. Department of Education and Early Childhood have had naming guidelines in place for some time, and provide the basis for addressing and naming schools within the State of Victoria.

South Australia

- On going project to establish the extent of place names.

Tasmania

- Development of a new gazetteer database, web portal and a complete revision of the Orthography & Nomenclature Rules, incorporating a new Aboriginal Naming Policy.

Conclusion

The coordination role played by CGNA is very important, given the situation in Australia of no federal legislation and State / Territory legislation is specific to each jurisdiction.

The range of activities and projects undertaken by CGNA and the State / Territory jurisdictions shows there is both a number of issues still to be resolved and the skills and enthusiasm to undertake the work required.

Appendix 1

Guidelines for the Consistent Use of Place Names

August 2011

includes
Guidelines for the Use of Aboriginal and Torres Strait Islander Place Names
and
Dual Naming Depiction Guidelines

Committee for Geographical Names of Australasia

GUIDELINES FOR THE CONSISTENT USE OF PLACE NAMES

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 of 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. From the beginning of European settlement in 1788, an English-based naming system has developed, creating place names from British or other European sources or from Indigenous words.

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 Place Names Authorities

Both Australia and New Zealand have developed legislative or regulatory procedures for the systematic approval and recording of place names. Within Australia, each State and Territory of the Commonwealth has such procedures. A number of other government agencies also have nomenclature responsibilities.

The principal nomenclature authorities are represented on the Committee for Geographical Names of Australasia (CGNA), a standing committee of the Intergovernmental Committee on Surveying and Mapping (ICSM).

3 Committee for Geographical Names of Australasia

This Committee was established in 1984, for the coordination of place naming in Australia and New Zealand. Its membership comprises the principal nomenclature authorities of those two countries, with a number of other members who have responsibilities for place names.

The Committee, for purposes of its scope and potential membership, uses the term *Australasia* in its geopolitical sense, as a term that includes Australia and New Zealand together. The following Guidelines, however, apply only to Australian nomenclature authorities. For New Zealand applications, reference should be made to the Land Information New Zealand document, 'Frameworks of the New Zealand Geographic Board': the document can be downloaded from

http://www.linz.govt.nz/docs/placenames/nz-geographicbd/frameworks-nzgb-200809-ver2.pdf

The Committee's terms of reference are:

- to promote a greater community awareness of geographical names

- to develop and promote national guidelines for geographical names

- to promote the use of correct names by map, chart and electronic application producers

- to support the maintenance and development of jurisdictional and national gazetteers, and SCAR, CGA and SCUFN

- to support initiatives for the appropriate use and preservation of geographical names, and for the recognition of their heritage and cultural importance

- to support the United Nation Group of Experts on Geographical Names (UNGEGN) and its initiatives.

4 Guidelines

4.1 Official Language

In Australia, the national language is Australian English. In general, place naming practice must use the form, spelling and style of the official language. 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 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 or liaise with

such bodies to develop practices and processes that ensure the name selection is appropriate. 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 of 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 or administrative area should specify the extent 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 that 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. In addition, the determination of the extent of such features should also be discussed to ensure a logical extent is determined.

4.6 Personal Names

If personal names are to be used for geographical features the person commemorated should have contributed significantly to the area 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.

Naming of places after living people is not generally acceptable. Names of living persons are by their nature subject to partisan perception and change in community judgment 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.

Where a natural feature or significant cultural feature (eg town) is to be named after a person, the surname only should be used. If the feature is a school, community building or similar, the full name may be used. Initials should not be used for clarity for emergency services purposes. Written authorisation from the relevant family should be sought.

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. Names from Aboriginal or Torres Strait Islander languages should be transcribed as accurately as possible to suggest a pronunciation as close to the Indigenous form as a speaker of Australian English can reasonably attain. Consideration should be given to the use of place names in diverse cultural situations, and derogatory or discriminatory terms or terms in poor taste, likely to cause offence or names contrived to circumvent other parts of these guidelines should be avoided. Terms that may be construed as advertising a commercial or industrial enterprise should also be avoided.

4.8 Coastal Waters Hydrographic Features

The naming of high water features (features permanently above sea-level), low water features (features exposed at low tide) and seabed features that 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 that 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 outside the coastal waters of the State but 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 Standardization of Undersea Feature Names, promulgated by ICSM Resolution R00/11/06, May 2001 – Limits of Oceans and Seas and Offshore Undersea Features. In determining a naming proposal for an undersea feature, the International Hydrographic Organization / Intergovernmental Oceanographic Commission publication *Standardization of Undersea Feature Names* (Guidelines Publication No. 6) is to be considered. This publication implements the recommendations given in the *Technical Resolutions of the International Hydrographic Organization* (IHO) section 4 (*Geographic Names)*. 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 Limits of Oceans and Seas

The limits of oceans and seas adjacent to Australia, to its External Territories and to the Australian Antarctic Territory are published in the International Hydrographic Organization (IHO) publication S-23 Limits of Oceans and Seas. The Australian Hydrographic Service (AHS), under the ICSM Resolution R00/11/06, May 2001 .– Limits of Oceans and Seas and Offshore Undersea Features, has the responsibility of reviewing and maintaining the currency of features related to Australia in the publication through the IHO.

4.11 Aboriginal and Torres Strait Islander Place Names

The use of Aboriginal and Torres Strait Islander place names will be governed by the relevant Guidelines of the Committee for Geographical Names of 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 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;

the need for full consultation with bodies affected by place naming proposals.

Full Guidelines for the Use of Aboriginal and Torres Strait Islander Place Names are given in Appendix A.

4.12 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. The Committee's Dual Naming Depiction Guidelines are given in Appendix B.

4.13 Possessive Apostrophe

Since the eighteenth century, the *–'s* and *–s'* endings have been used on English nouns to show when they were possessive or to express association or affiliation. In place names, these forms are to be written without apostrophes, e.g. Howes Valley, Rushcutters Bay, Ladys Pass. This is to facilitate the consistent use of a single form in each case and to assist in the rapid retrieval of place names from emergency service databases, in the light of variable community usage and uncertainty as to whether

the name concerned is singular or plural. The Australian Government *Style ManuaI* (2002) notes that place names involving possessives are all written without apostrophes, and commends the simplicity of this Australian convention.

4.14 Diacritical Marks

English language place names 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.

4.15 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 Balgowla Heights or McLaren Flat and Maclaren Vale).

4.16 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 for generic terms 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.

4.17 Qualifying Terminology

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

4.18 Duplication

The purpose of place names is primarily to provide unambiguous direction and 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 to ensure that the name is not already in use in another State or Territory. Where duplication does occur within a 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.

4.19 Abbreviations

The international and national accepted abbreviations are used in mapping and charting products. Abbreviations, however, are not to be included in the recording of place name generics: *Mount Kosciuszko*, not *Mt Kosciuszko*. It should be noted that *Saint* is an honorific, not a generic, and may therefore be gazetted in the abbreviated form 'St'. Other examples of honorifics are *Doctor (Dr),*

Professor (Prof), Reverend (Rev). It should also be noted that *Mt* is a generally-accepted abbreviation of 'Mount', and *St* is an accepted abbreviation of 'Saint', and both may be used for addressing, mapping and general identification purposes. In both these cases, a full stop should not be used after the abbreviation.

4.20 Use of Numbers in Place Names

Numbers or roman numerals included as all or part of a place name shall be written in full (e.g. Seven Mile Beach).

4.21 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.

4.22 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. For features within a country, the relevant place names authority should be the resource for the correct representation of place names from that country. Geographic names for features in international waters should conform to the names promulgated by the International Hydrographic Organisation.

4.23 Road Names

For guidelines relating to road names and addressing issues, see Australian/New Zealand Standard AS4819, 'Geographic information—Rural and urban addressing', appendix H.

4.24 Use of the Definite Article "The"

Place names which begin with "The…" (such as The Pinnacle and The Sailors Peak) are potentially confusing, since it will not be clear in general use whether *The* is truly part of the place name or merely a normal element in the grammar of the sentence. Place names with a leading *The* should therefore not be used, unless there are strong historical reasons for doing so.

APPENDIX A: Guidelines for the Use of Aboriginal and Torres Strait Islander Place Names

1. Background

The Dreaming is an Aboriginal philosophy that is 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 co-exist and one cannot survive without the other.

The land is seen by Aboriginal people as the sacred centre piece 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 the ancestors, stories, song and dance.

The 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 Use and Recording 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, and how these relationships form the basis of an oral indigenous place names system.

The Policy is also cognisant of the concept of "self-determination" and as such, it recognises the fundamental right of Aboriginal and Torres Strait Islander peoples to be involved in the decision making processes 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 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. Further to this, it will create uniformity in the way that information is collected and used by State and Territory nomenclature

authorities, and at the same time, enhance the maintenance of 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 guideline to be broad enough to cater for the differences in circumstances in each State and Territory.

3. Objectives And Guidelines

The text in brackets forms a brief explanatory statement.

3.1 Main Objective

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

3.2 Secondary Objectives

a. The names of places as given by Aboriginal and Torres Strait Islander people be recognised initially by place names authorities and ultimately by all Australians.

b. 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.

c. Aboriginal and Torres Strait Islander communities to be consulted on all dealings concerning Aboriginal or 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).

d. The Australian Institute for Aboriginal and Torres Strait Islander Studies 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 linguist/anthropologists who have worked with the language group, previous surveys etc).

e. Nomenclature authorities to undertake when possible to educate 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).

f. 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 State and Federal governments recognise the need to provide funding.

g. Nomenclature authorities to seek the involvement of other interested/concerned groups (e.g. land councils, local government authorities, language centres).

3.3 Guidelines

3.3.1 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 placenames issues.

c. A recognition to be given to the use of traditional names for places and localities bearing an officially or 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 that 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 contact, community structures, respect for community wishes etc).

3.3.2 Preferences

a. That Aboriginal and Torres Strait Islander place names be preferred for those features that do not have a name 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 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 field work 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 any 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 tried.

3.3.3 Writing Systems

a. Where a writing system already exists and is in use by the community, that system should be used (e.g. Pitjantjatjara).

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 name is to be noted if it is known or can be determined.

3.3.4 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 of Geographical Names in Australasia to undertake an educative role to develop positive international perspectives of the use of indigenous names in Australia.

c. Assist in the education of the wider community about Aboriginal and Torres Strait Islander culture and the importance of place names to that culture.

d. Impart a realization 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 etc).

e. 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.

f. Foster a knowledge among Aboriginal and Torres Strait Islander people that their wishes will be respected.

g. Educate nomenclature authority support staff inappropriate consultative mechanisms.

h. Create an increased awareness among nomenclature authority staff of Aboriginal and Torres Strait Islander language and culture.

3.3.5 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. For Guidelines on Dual Naming Depiction, refer to Appendix B.

b. Aboriginal or Torres Strait Islander names or terms from one area 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 anthropologists, linguists, land councils, Aboriginal and Torres Strait Islander traditional owners and others be used as a resource prior to any field work.

e. Names and spellings may be changed to avoid duplication of names, present a better vehicle for correct pronunciation and provide for better cultural 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 exist, 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.

State/Territory authorities agree to cooperate in undertaking joint field projects where common State/Territory boundaries have no meaning to local Aboriginal and Torres Strait Islander culture and language.

4. Policy Guidelines

The Guidelines should be seen as a tool to assist State and Territory naming authorities to record and use the place names of Australia's indigenous people. A range of factors for consideration as part of recording and use of indigenous names, include:

- Recognition

- Preferences

- Writing System

- Education

- Procedure

4.1 Recognition

It is accepted that as part of any process to record and use Aboriginal and Torres Strait Islander place names a number of rules need to be recognised and used as part of this process. These include:

a. Any use of names of Aboriginal or Torres Strait Islander origin should be made following consultation and with appropriate recognition.

b. As part of any process for the use of Aboriginal and Torres Strait Islander place names, the concept of self-determination and its importance in contributing to place names issues must be recognised.

c. A recognition be given to the use of traditional names for places and localities bearing an officially recorded name from another source.

d. 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 that 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 particularly in respect of methods of community contact, community structures, respect for community wishes.

4.2 Preferences

Preferential provisions in these Guidelines are designed to ensure that certain basic rules are incorporated into nomenclature authority procedures especially those relating to Aboriginal and Torres Strait Islander place names. As a guide the following rules concerning preferences have been developed:

a. Aboriginal and Torres Strait Islander place names be preferred for those features that do not have a name officially recognised by the nomenclature authority.

b. 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 name originates.

c. There 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 policy and guidelines, there be an involvement of participants representing a diversity of interests, including local government bodies, national parks and wildlife services, heritage bodies, etc.

e. Adjustments may be made to the spelling of place names in consultation with the local Aboriginal or Torres Strait Islander community 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. 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. where the proposed use of the name or word may not be appropriate).

i. Questions of copyright/ownership of information collected during any fieldwork or investigation must be resolved prior to the survey or other activity being conducted.

j. 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.

k. Consultation must try to meet the expectations of all involved parties; however, failing complete agreement, a consensus of opinion should be sought.

4.3 Writing System

There is obviously a clear difference between the official form of a place name for cartographic mapping and information science purposes, and the culturally/linguistic correct form of a word for Aboriginal and Torres Strait Islander peoples. Nevertheless, the following rules have been developed to assist nomenclature authorities in clarifying these issues.

a. Where a writing system already exists and is in use by the community, that system should be used as the basis for the correct spelling of place names by nomenclature authorities.

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 name is to be noted if known or can be determined.

4.4 Education

Education is seen as a crucial factor for increasing the awareness, knowledge, and correct pronunciation of names of Aboriginal and Torres Strait Islander origin, and in educating the wider community about the importance of place names to these cultures. As such, the following rules have been developed to assist nomenclature authorities in dealing with issues of education, raising awareness, and in improving correct spelling and pronunciation of indigenous place names,

    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 Australia (CGNA) should undertake an educative role to develop positive international perspectives of the use of indigenous names in Australia.

    c. Import a realisation that Aboriginal and Torres Strait Islander place names represent gifts from those cultures, the sharing of which imposes ethical obligations on the users. (This covers such areas as respect for restrictions, acknowledgement 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 these wishes will be respected.

    f. Educate nomenclature authority support 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

The use of Aboriginal and Torres Strait Islander place names particularly for cartographic purposes will obviously require rules that would not overly conflict with established practices for mapping. As such, the following rules have been developed to assist nomenclature authorities in dealing with issues that may arise upon the consideration of use of Aboriginal or Torres Strait Islander place names for official purposes.

    a. A dual naming system or use of alternative names, 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.

b. Aboriginal or Torres Strait Islander names or terms from one particular 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. d. Previous relevant surveys by anthropologists, linguists, land councils, Aboriginal and Torres Strait Islander traditional owners and others be used as a resource prior to any field work.

e. 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 this Policy Guidelines document will constitute a fixed set of procedures and standards. It is, however, 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 refinements and additions to these Guidelines occur, new changes will be dealt with by the National Secretariat of the Committee for Geographical Names of Australasia and formal notification of changes to the Guidelines will be distributed to State and Territory nomenclature authorities for discussion and adoption.

APPENDIX B: Dual Naming Depiction Guidelines

1 Order Of Names

In Australia, whichever of the two names of the same feature that is most likely to be used by the local community is to be used first in a sequence [Refer *Appendix A,* §3.3.5]. The sequence of the name should be reviewed at regular intervals. If a visual separator is required, it shall be a solidus preceded and followed by a space ." / .".

In New Zealand, the contemporary practice is to use the original Maori name as the preceding name (i.e. in recognition of the rights of first discovery), followed by a solidus ."/." and then the non-Maori name. Other forms of dual names are considered on a case by case basis.

2 Style

Both the indigenous part and the introduced part of the dual name shall be in the same font, font type, font size, font style and colour.

3 Jurisdiction

The naming authority shall direct mapping agencies on the naming sequence.

4 Cartographic Practice

Both parts of the dual name shall be shown on official maps such as topographic maps and hydrographic charts.