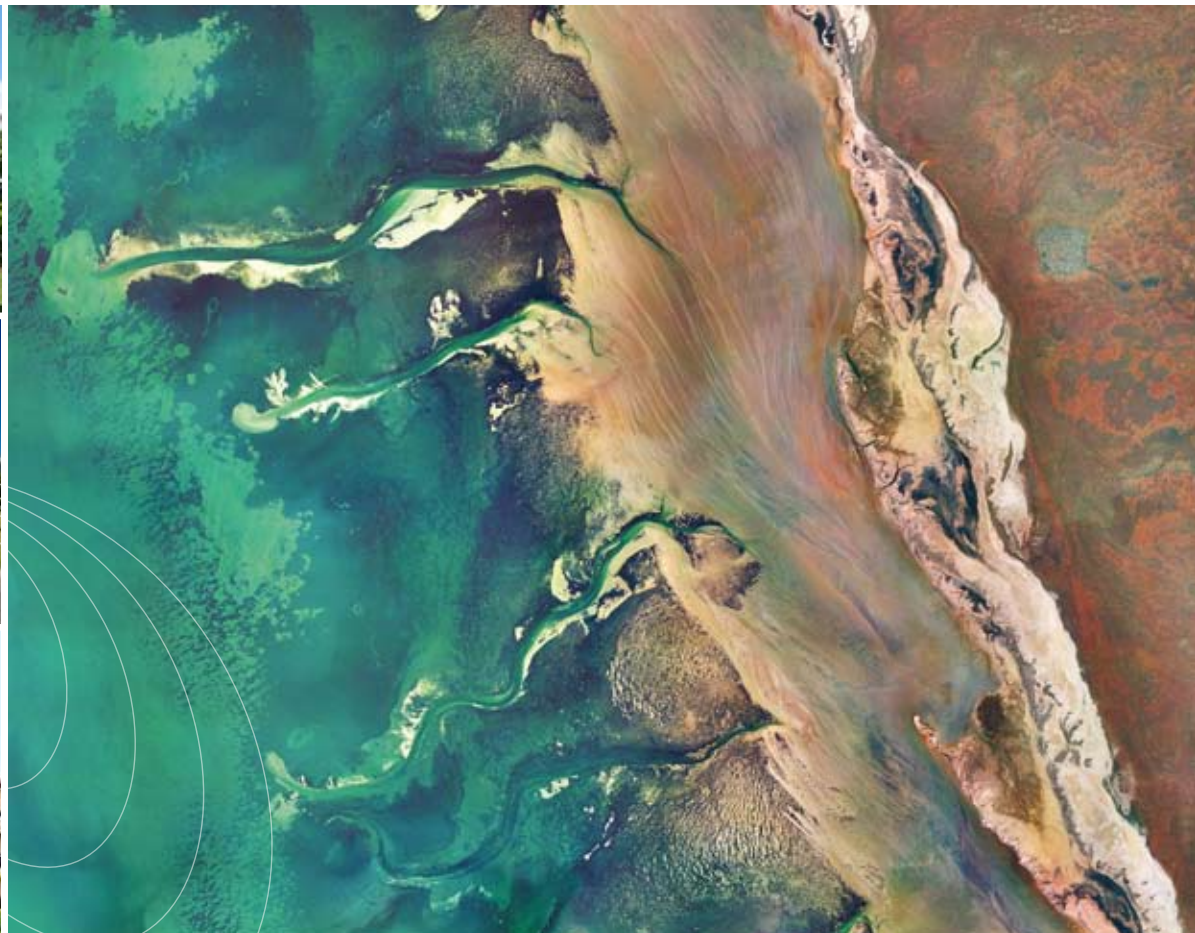




Location Knowledge

Geographic Names Committee

Policies and Standards for Geographical Naming in Western Australia



www.landgate.wa.gov.au

FOREWORD

Names and place descriptions are one of the oldest forms of geographical information. They help us to navigate our way through the landscape, acting over time as historic markers to locations, including places of cultural or spiritual significance. They give specific features and places an identity which can be passed from person to person, group to group and generation to generation. This 'location knowledge' has been integral to navigation aids evolving from simple word of mouth, hand drawings and paper maps to today's sophisticated real-time digital capability.

The selection and recording of names need to be applied in a systematic and timely manner to satisfy diverse requirements of the community. These requirements include the protection of life and property by emergency service organisations, keeping pace with advances in technology, developments in natural sciences, transportation and communication systems, administration of land/mineral/water rights and for the production of accurate maps and charts. At a more general level, there is a growing interest in historical information about family and heritage contained within the records of place names, their locations and their meanings.

In a perfect world there should be a single name for a geographic entity. This name should uniquely identify the feature and be used by everyone in day-to-day activities. This has been difficult to achieve due to differences in culture, socio-political conditions, the mobility of people and language flexibility. When different names for a feature or place name exist, where different spellings are used, or when the same name is used for a number of different places, confusion, uncertainty, and misunderstandings can occur.

Inconsistencies and contradictions among the many names, their spellings, and applications have long been a serious problem to mapmakers and scientists who require uniform, non-conflicting geographic nomenclature. As a result, boards and committees around the world endeavour to resolve questions and anomalies. The decisions of such groups have long been accepted as authoritative by governments and their agencies to maintain uniform naming conventions.

The need to regulate and standardise the use, collection and registration of names in Western Australia has been recognised since 1936 when the Nomenclature Advisory Committee was first established. This practice continues today with the Geographic Names Committee (GNC) and Landgate having the delegated authority for all official naming within the for topographic and cultural features.

This document, *Policies and Standards for Geographical Naming in Western Australia*, identifies the processes involved with nomenclature in Western Australia. It will allow for the orderly recording and use of names and incorporates the relevant sections of the AS/NZS 4819-2011 *Rural and urban addressing* standard.

I commend this valuable resource and know that it will provide all local governments, government agencies, businesses and individuals interested in nomenclature with the necessary information to undertake sound naming decisions within Western Australia.

Brendon Grylls MLA
MINISTER FOR REGIONAL DEVELOPMENT; LANDS

1: INTRODUCTION.....	9
1.1 The Benefits of Naming.....	9
1.2 Geographic Names Committee.....	9
1.2.1 Committee membership	9
1.2.2 Responsibilities of the Committee.....	10
1.3 Executive Officer and the Secretariat.....	10
1.3.1 Secretariat's terms of reference.....	11
1.4 Committee for Geographical Names in Australasia.....	11
1.4.1 National Approach to Naming.....	11
1.4.2 CGNA guidelines for the consistent use of place names.....	11
1.5 United Nations Group of Experts on Geographical Names.....	12
1.5.1 International naming uniformity.....	12
1.5.2 Asia South East Pacific South West Division (ASEPSW).....	12
1.6 Western Australian Gazetteer.....	13
1.6.1 Gazetteer for the State.....	13
1.6.2 Gazetteer of Australia.....	13
2: Purpose and Principles	14
2.1 Western Australia's Policies and Standards.....	14
2.1.1 The need for policies and standards.....	14
2.2 Legislation and standards.....	15
2.2.1 Land Administration Act 1997.....	15
2.2.2 Land Information Authority Regulations 2007.....	15
2.2.3 AS/NZS 4819:2011 Rural and urban addressing.....	15
2.3 Requesting a new or change of name	15
2.4 GNC decisions	15
2.4.1 Naming submissions presented to the GNC	16
2.4.2 Review of a GNC decision	16
2.4.3 Corrections and amendments.....	16
2.4.4 Presentation policy for the GNC	16
2.5 The use of official names	17
2.6 Retrospective application	17
2.8 In the public interest	17
2.8.1 Public safety.....	18
2.9 Names covered by other legislation or regulations.....	18
3: Naming Policies.....	19
3.1 Language and spelling.....	19
3.1.1 Australian English.....	19
3.1.2 Indigenous languages	19
3.1.3 Pronunciation and use	19
3.1.4 Spelling of geographic names	19
3.1.5 Uniformity of spelling.....	20
3.2 Characteristics of Geographic Names.....	20
3.2.1 Generics and specifics	20
3.2.2 Names starting with "The"	21
3.2.3 Use of prepositions	21

3.2.4 Name extensions, destinations, suffixes, prefixes and cardinal indicators.....	21
3.2.5 Use of the words 'city', 'town' or 'shire'	21
3.2.6 Accepted use of capitalisation.....	22
3.3 Possessive form, punctuation, hyphens, diacritics and symbols.....	22
3.3.1 Possessive apostrophe	22
3.3.2 Hyphen.....	22
3.3.3 Diacritical marks.....	23
3.3.4 Punctuation.....	23
3.3.5 Symbols and logograms.....	23
3.4 Numbers in names.....	23
3.5 Discriminatory or derogatory names.....	23
3.6 Names in general use.....	24
3.7 Names within private communities	24
3.8 Commemorative names	24
3.8.1 Use of personal names	25
3.8.2 Use of initials	25
3.8.3 Titles, honorifics and postnominals.....	26
3.8.4 Commemorating events	26
3.8.5 Use of the word 'Bicentennial'	27
3.8.6 Use of the word 'Royal'.....	27
3.9 Abbreviations.....	27
3.10 Defence words and acronyms.....	27
3.11 Protection of the word Anzac	28
3.11.1 Uses which are allowed under the regulations	28
3.12 Recording sensitive / secured names.....	29
3.13 Naming buildings, infrastructure and facilities.....	29
3.14 Naming of Government facilities	29
3.14.1 Selection of school names.....	30
3.15 Business and commercial names.....	30
3.15.1 Use of 'Limited' or 'Proprietary' in a name	30
3.16 Consultation for naming proposals.....	30
3.16.1 Immediate and extended community consultation	31
3.16.2 Suggested guidelines for undertaking public consultation	31
3.17 Unnecessary name changes	32
3.18 Lodging and considering objections.....	32
3.19 Nomenclature governed by other Statutory Authorities	32
3.20 Naming roads or features within Commonwealth land	33
3.21 Features which cross State and Territory borders.....	33
3.22 Coastal waters and high water features.....	33
3.23 Undersea features and maritime names	33
3.25 Alternate / alternative names.....	34
4: Recognition and Use of Indigenous Names.....	35
4.1 Orthography for the language.....	35

4.2	CGNA policy guidelines	35
4.3	Dual names	36
4.3.1	Order of names.....	36
4.3.2	Depiction of dual names	37
4.4	Indigenous community consultation.....	37
4.4.1	Local government inclusion	37
5:	Naming of Topographic Features	38
5.1	Naming proposals.....	38
5.2	A new name or name change	38
5.3	Duplication of topographical feature names.....	39
5.3.1	Consideration of proposed duplicated names	39
5.3.2	Topographical feature names near State boundaries	39
5.4	Use of feature classes (generics)	39
5.5	Assigning named extents.....	40
5.6	Changing the name of a topographical feature.....	40
5.6.1	Consideration of proposed name changes	40
6:	Naming of Parks and Reserves.....	41
6.1	Naming proposals for parks and reserves.....	41
6.1.1	Use of the word 'reserve'	41
6.1.2	Naming after adjacent streets or features	41
6.2	Naming of parks or reserves under 1ha	41
6.2.1	Evidence of community support.....	42
6.3	Naming of ovals, pavilions and other community structures	42
6.4	Renaming of parks and reserves.....	42
7:	Locality Names and Boundaries	43
7.1	Selection of a locality name	43
7.1.1	Suitable naming criteria for localities.....	43
7.1.2	Duplication of locality names	44
7.1.3	Enduring locality names	44
7.1.4	Dual or alternative locality names.....	44
7.1.5	Indigenous locality names.....	44
7.2	Estate, promotional, neighbourhood and regional names.....	44
7.3	Renaming localities.....	45
7.4	Locality boundary delineation.....	45
7.4.1	Boundary amendments	46
7.4.2	Locality sizes	46
7.4.3	Local government and State boundaries	46
7.5	Postcodes.....	46
7.6	Review of localities	47
7.7	Government agencies and emergency services.....	47
7.8	GNC's consideration of locality boundary proposals.....	47
8:	Road Names and Extents.....	48

8.1 Road naming.....	48
8.1.1 Public roads.....	48
8.1.2 Private roads.....	49
8.1.3 Reserved road names.....	49
8.1.4 Naming Malls and Pedestrian access ways.....	49
8.2 Road extents.....	50
8.2.1 Laneways and short roads	50
8.2.2 Contiguous navigable roads.....	50
8.3 Components of a road name.....	50
8.3.1 Road name elements.....	50
8.3.2 Road types.....	50
8.3.3 Unacceptable road names	51
8.4 Road name duplication	51
8.5 Road naming amendments	51
8.6 Naming roundabouts and rotaries.....	52
8.6.1 Roundabouts.....	52
8.6.2 Rotaries.....	53
8.7 State Roads.....	53
8.8 Roads and tracks on Government managed land.....	53
8.9 Tourist drives / routes.....	53
8.9.1 Local scenic drives.....	54
8.9.2 General assessment criteria	54
8.9.3 Applying to have the tourist route recognised	55
8.9.4 Review of current State tourist drives / routes	55
8.9.5 Identification of State scenic drives, tourist drives and routes.....	55
9: Naming Procedures.....	56
9.1 Submitting names for approval.....	56
9.2 Investigation for suitability.....	56
9.3 Processing a request.....	57
9.4 Approving new or amended names.....	57
9.5 Notification of new name approvals	57
10: Road Types.....	58
10.1 Road types suitable for use in Australia.....	58
10.2 Other road types suitable for use in Western Australia	60
11: Updating of these policies and standards.....	61
11.1 Update Register	61
12: Referenced documents.....	62
13: Definitions, Terminology and Acronyms.....	63

1: INTRODUCTION

1.1 The Benefits of Naming

Geographic nomenclature or toponyms, are names which represent sites of human occupation (cities, towns etc), natural features (mountains, lakes etc) and administrative areas (localities, regions etc). They are usually the first point of reference used when referring to a spatial location and are a fundamental component of culture. Often the most contentious element of cartography, toponyms are indispensable when used as public and personal references for location description and identification (e.g. defence, emergency and postal services, addresses, navigation). They can also be powerful political tools as there have been many instances where existing names have been overwritten due to changes in governance.

Benefits of recording and preserving toponyms are associated with the past, present and future of a community. They form an integral part in personal identity by defining where people were born, live, have lived and from where their ancestors have come from. Names are key elements of maps and charts and their practical benefits include the intelligence relating to the location of a place and for those who have no knowledge of the place, what is there. Fortunately Western Australia retains many of its original toponyms.

The *Policies and Standards for Geographical Naming in Western Australia* endeavours to focus on a number of fundamental requirements for the naming of roads, administrative boundaries, cultural and topographical features. They include legislative considerations, external policies and cultural factors to ensure a sound toponymic heritage for future generations of Western Australians.

1.2 Geographic Names Committee

In 1936 the then Minister for Lands, the Hon M.F. Troy, appointed an advisory committee known as the Nomenclature Advisory Committee. The Committee consisted of Dr J.S. Battye (Chancellor of the University of Western Australia and State Archives Board Chairman) as the Committee Chairman, and its appointed members included Mr J.A. Klein, MA (Director of Education), Mr J.P. Camm (Surveyor General), Mr P Hasluck (Western Australian Historical Society) and Mr F.I. Bray (Memorials Committee of the Western Australian Historical Society).

The Committee's name was changed in 1987 to the Geographic Names Committee and it performs a similar role today by providing advice to, and on behalf of, the Minister on geographical naming issues.

1.2.1 Committee membership

Appointments to the GNC are made by the Minister for Lands to represent different points of view, from local communities, professional institutions and government agencies within Western Australia. It provides a mechanism to make democratic naming decisions for the State Government and is comprised of representatives from the following organisations:-

- Australia Post
- Community Representatives (2 positions)
- Department of Aboriginal Affairs
- Department of Fire and Emergency Services
- Department of Mines and Petroleum
- Department of Parks and Wildlife
- Landgate – Chairman and Executive Officer
- Main Roads Western Australia

- State Records Office of Western Australia
- Urban Development Institute of Australia (WA Division) Inc.
- Western Australia Police
- Western Australian Local Government Association (2 representatives)

1.2.2 Responsibilities of the Committee

The GNC is responsible for:

- Advice on geographical nomenclature matters;
- Development of policies to facilitate the approval and processing of nomenclature applications;
- Development of rules and processes to be followed in selecting, assigning or amending geographic nomenclature;
- Setting out processes and procedures for the selection or assigning of Indigenous nomenclature;
- Specifying criteria for the assessment of cultural heritage or other significance in relation to the naming of places;
- Establishing consultation requirements for geographic nomenclature actions;
- Specifying any other matter or item appropriate to geographic nomenclature in Western Australia
- Advising to the Minister on the establishment and development of the naming policies and standards.
- Dissemination of information on the naming policies and standards.
- Monitoring and review of compliance with the naming policies and standards; and
- Undertaking other functions as required in relation to nomenclature.

At the discretion of the Minister for Lands the Committee shall:

- Review naming actions, transactions and issues which impact on any government agency, authority or instrumentality or that may attract significant public, government or other external interest; and
- Review and approve papers and reports to third/external parties which contain naming issues or exceptions which may prompt media, public or government scrutiny.

1.3 Executive Officer and the Secretariat

The GNC is served by an Executive Officer and a Secretariat, both of which are provided by Landgate. The Executive Officer assists the Chairman in the planning and conducting of the GNC meetings and implementation of Committee resolutions. It is also the Executive Officer's role to represent Western Australia on national consultative committees which meet to focus on issues of common interest to all States and Territories and to develop national guidelines for a more unified approach to nomenclature in Australia.

Standard naming operations are managed by the Executive Officer and the Secretariat (the Geographic Names Team) as provided by Landgate. This office is responsible for managing the nomenclature needs of the community, local government, real estate, mapping industries etc, for topographical features, administrative boundaries, localities and roads.

The Secretariat is also responsible for the maintenance of the State's Gazetteer and nomenclature database which holds essential attribute information.

1.3.1 Secretariat's terms of reference

- Assign nomenclature to topographical features, localities and roads;
- Alter, when required, the nomenclature of topographical features, localities and roads;
- Determine whether the use of a topographical feature, locality or road name shall be discontinued;
- Adopt national and international rules of orthography, nomenclature and pronunciation with respect to naming topographical features, localities and roads;
- Investigate and determine the form, spelling, meaning, pronunciation, origin and history of any topographical feature, locality and road names;
- Investigate and determine the application of nomenclature to topographical features, localities and roads with regard to position, extent or otherwise;
- Maintain a gazetteer and geographic nomenclature database for Western Australia; and
- Inquire into and make recommendations on any matters relating to the nomenclature of topographical features, localities and roads referred by the Minister.

1.4 Committee for Geographical Names in Australasia

1.4.1 National Approach to Naming

In 1984, to assist with the coordination and communication for the consistent use of place names within Australia and New Zealand, the Committee for Geographical Names in Australasia (CGNA) was formed. In 1993, it became a standing committee within the Intergovernmental Committee on Surveying and Mapping (ICSM).

All of the principle naming authorities in Australia and New Zealand are represented on the CGNA including the Australian National Placenames Survey (ANPS), Great Barrier Reef Marine Park Authority (GBRMPA), Australian Antarctic Division (AAD), Australian Hydrographic Office (AHO) and the Department of Defence.

The CGNA meets annually to discuss issues of common interest to all States and Territories and develop guidelines to reflect a national approach to nomenclature. Its terms of reference include:

- The promotion of a greater community awareness of geographical names;
- Development and promotion of national guidelines for geographical names;
- Promotion of the use of correct names by map, chart and electronic application procedures;
- Support for the maintenance and development of jurisdictional and national gazetteers, CGNA, Scientific committee on Antarctic Research (SCAR), and the Sub-Committee on Undersea Feature Names (SCUFN);
- Support of initiatives for the appropriate use and preservation of geographical names, and for the recognition of their heritage and cultural importance;
- Support of the United Nations Group of Experts on Geographical Names (UNGEGN) and its initiatives.

1.4.2 CGNA guidelines for the consistent use of place names

The GNC has adopted the national *Guidelines for the Consistent Use of Place Names, April 2008* as prepared by the CGNA. These include the *Guidelines for the Use of Aboriginal and Torres Strait Islander Place Names*, and *Dual Naming Depiction Guidelines*.

These guidelines cover the choice, form and application of place names in Australia. They replace the 'Toponymic Guidelines for Australia' of November 1995', and were prepared by the CGNA, under the auspices of ICSM, as a contribution to the Australian Spatial Data Structure Initiative.

Australian English is recognised as the national language; however the importance of original Australian Indigenous language sources for place names has been acknowledged in the *Guidelines for the Use of Aboriginal and Torres Strait Islander Place Names*. It is also recognised that the spoken language in the External Territories is not necessarily Australian English and therefore the respective lingua franca (working language) of a territory is used for nomenclature purposes.

The Guidelines provide a set of national standards for the collection and use of Aboriginal and Torres Strait Islander names. They 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.

CGNA's *Dual Naming Depiction Guidelines*, provide a set of processes and standards for States and Territories to formally adopt dual naming as a legitimate means of recording feature names drawn from Aboriginal, Torres Strait Islander, European and other cultures.

A copy of all of these documents can be obtained from www.icsm.gov.au/cgna/consistent_pnames.pdf.

1.5 United Nations Group of Experts on Geographical Names

1.5.1 International naming uniformity

In 1958, the Economic and Social Council of the United Nations passed a resolution requesting that the Secretary General draft a plan for achieving international uniformity on geographical names at the national and international level. As a result of this resolution, efforts to standardise geographic names for international use became the role of the United Nations Group of Experts on Geographical Names (UNGEGN).

UNGEGN functions through 23 geographical/linguistic divisions and working groups which address issues such as training courses, digital data files and gazetteers, romanisation systems, country names, terminology and toponymic guidelines. Activities include the sponsoring of conferences and sessions of a group of experts in the interests of developing guiding principles for attaining uniformity in the name-processing procedures and in the promotion of national standardisation by all countries.

1.5.2 Asia South East Pacific South West Division (ASEPSW)

Through the CGNA, Australia and New Zealand are represented at UNGEGN in the Asia South East, Pacific South West Division (ASEPSW). Countries participating in this division include Australia, Bhutan, Brunei Darussalam, Cambodia, Fiji, Indonesia, Lao People's Democratic Republic, Malaysia, Myanmar, Nauru, New Zealand, Papua New Guinea, Philippines, Samoa, Singapore, Solomon Islands, Sri Lanka, Thailand, Timor-Leste, Tonga, Vanuatu and Vietnam.

1.6 Western Australian Gazetteer

1.6.1 Gazetteer for the State

The Secretariat is responsible for maintaining the State's Gazetteer and nomenclature database known as GEONOMA. This database contains the official names and geographical coordinates of named features in Western Australia. The database is maintained on a daily basis by the Secretariat.

Other information essential to these names such as the official spelling of the name, feature type, classification, derivation, map number, coordinates and if known, any alternative and historical names is also recorded.

GEONOMA is recognised by the Western Australian government as the primary source and official register for all approved named topographic features, administrative boundaries and roads, including their positions and extents. Names added to or amended within GEONOMA are automatically propagated to features in other linked government systems.

1.6.2 Gazetteer of Australia

The Gazetteer of Australia is a composite database which contains recorded geographical names within Australia. This database is maintained in cooperation with ICSM and the CGNA. The information within this gazetteer is provided by jurisdictions of the CGNA. The copyright for the information resides with the relevant State, Territory and Australian jurisdictions who remain the official custodians for this information.

The records within the Gazetteer of Australia include the names and location of natural features, populated places, administrative boundary areas, regions, and cultural features such as mines, churches, schools, hospitals, and airports. The gazetteer does not contain any other attribute information nor does it contain road names.

2: Purpose and Principles

2.1 Western Australia's Policies and Standards

In Western Australia there is geographical nomenclature legislation and standards which assist and direct the practice of officially naming features, localities and roads. The legislation is supported by policies and processes which provide the necessary information for any person or group interested in the naming and the determination of extents for roads, topographical features, points of interest, administrative boundaries and localities.

The use of these standards and policies is mandatory and they have been developed through consultation with local government, government departments, emergency services, public service providers and the wider community.

2.1.1 The need for policies and standards

In order to comply with laws and to provide an open and transparent naming process, policies and standards are needed. The policies and standards within this document have been developed to provide a basis on which the assignment of names to features, administrative boundaries and roads can be undertaken. They will serve the long-term interests of the community by identifying, protecting and reflecting our culture, heritage and landscape and shall apply to all nomenclature within Western Australia.

The benefits of a consistent writing system (or orthography) of geographic naming is important to a wide range of local, national and international communities who engage in:

- communications such as postal and news services;
- emergency service response and natural disaster relief;
- environmental management;
- map and atlas production;
- navigation and tourism;
- property determinations and cadastre;
- road maintenance and development;
- statistic and census information;
- trade and commerce;
- urban and regional planning; and
- vegetation and mineral mapping.

When a feature is not owned or maintained by a government department or local government the owners are encouraged to adopt these policies and standards as a part of their own naming processes if they wish the information to be included in the Western Australian Gazetteer. This will ensure that the state's Gazetteer is able to accurately reflect the status of named features in Western Australia and that they can be made available for use by the state's land information network.

2.2 Legislation and standards

2.2.1 Land Administration Act 1997

These policies and standards are provided for under the *Land Administration Act 1997, Part 2 – General administration, Division 3 – General; 26. Constitution, etc of land districts and townsites; 26A Names of roads and areas in new subdivisions.*

2.2.2 Land Information Authority Regulations 2007

These policies and standards are also provided for under the *Land Information Authority Regulations 2007; 3 – Information prescribed as fundamental land information*

2.2.3 AS/NZS 4819:2011 Rural and urban addressing

All Western Australian rural and urban addressing allocated and recorded by Landgate is undertaken in accordance with AS/NZS 4819:2011. This Standard was prepared by the Street Address Working Group of the Intergovernmental Committee on Surveying and Mapping (ICSM).

Information and copies of the joint Australian/New Zealand Standards can be found at the Standards Web Shop at www.saiglobal.com.au.

2.3 Requesting a new or change of name

Any person, community group, organisation, government department or local authority can request a new name or an amendment to an existing name or boundary by contacting the Geographic Names Team within Landgate in the first instance.

Consultation with the relevant local authority is required in each case. To expedite the process, it is helpful for such requests to have been put to the relevant local authority for their comment and/or endorsement prior to the submission being sent to Landgate for consideration.

2.4 GNC decisions

Not all submissions for a naming approval are required to be presented to the GNC for endorsement. Through the *Land Administration Act 1997, Land Administration Regulations 1998* and the *Instrument of Delegations*, the Chairman and the Executive Officer of the GNC have the authority to approve naming submissions. Through the Geographic Names Team, advice is provided to the applicant on how the naming proposal shall proceed or why it cannot.

The GNC is presented with naming actions that are considered to be of significance to the wider community, may be controversial in nature, are required in the interests of public safety or those applications seeking special consideration as they do not comply with the necessary policies and standards.

Each matter determined by the GNC is made on the basis of the unique circumstances associated with the particular issue. Such decisions are not to be taken as precedents in subsequent naming deliberations.

2.4.1 Naming submissions presented to the GNC

When a naming action has been presented to the GNC, it shall:

- determine whether the naming proposal in its current form conforms to all required naming policies and standards;
- seek further supporting evidence, if required, from the applicant, government departments or development bodies, and other interested parties such as affected local land owners, businesses or residents as required;
- consult with relevant emergency response or public service organisations if a question of public safety or confusion might arise;
- consider all information for its relevance to the principles, policies and procedures, especially all objections received from members of the public and emergency response or other public service organisations.

The GNC will determine the merits of each proposal and/or identify issues arising from the application before making a final decision.

2.4.2 Review of a GNC decision

Apart from requests from the Minister, after making a determination, the GNC will only reconsider an issue if new or additional relevant information is provided by the proponent.

The Minister for Lands may be asked to review a GNC decision on a naming matter within Western Australia if the proponent feels aggrieved by the decision of the GNC. A copy of the submission requesting the review is to be sent to the Geographic Names Team for its information.

2.4.3 Corrections and amendments

A correction or change to an official name stored within the gazetteer and nomenclature database can be initiated by submitting appropriate information to the Geographic Names Team for consideration.

Any submission regarding the correction of a position or amendment to spelling shall be made to Landgate and it must include the following:

- reasons why the change has been submitted;
- any reliable documentation which will assist in the rectification of possible anomalies;
- any correspondence with local governments, community or Indigenous groups which may be directly associated with the change; and
- maps or diagrams to assist in the location of the feature, locality or road in question.

2.4.4 Presentation policy for the GNC

Individuals, interest groups or organisations with a direct interest in a topic to be considered by the GNC may request to make a short formal presentation to the Committee. The Committee will determine if they will hear the presentation or not. Submissions for such requests and any supporting documents must be provided to Landgate no less than fourteen calendar days before the scheduled meeting.

Presenters will be allocated a minimum time of fifteen minutes and a maximum of thirty minutes, prior to the scheduled GNC meeting and before the discussion of this matter where a decision is to be made by the GNC. The GNC members will be able to ask questions of the presenters and the Executive Officer will record any discussions and or questions which will be included as an appendix to the final version of the minutes.

Questions raised must relate to the matters being discussed on the GNC agenda or to a function of the Committee. No debate or discussion will be permitted on any question or answer.

The Chairman may accept or reject any question, or determine that any requiring a complex response which may need further research, be answered in writing following the meeting and these will also be included as an appendix to the meetings Minutes.

2.5 The use of official names

Names that have been formally approved by the Executive Officer, Chairman, the GNC or the Minister for Lands are deemed to be “official” or “approved” names. Such names shall be recorded within the State Gazetteer as approved and these names must be used for all official maps and spatial data products within Western Australia.

2.6 Retrospective application

The *Policies and Standards for Geographical Naming in Western Australia* are not intended to be retrospective. They do however set new, and reinforce existing policies and standards for geographical nomenclature, the intent is to ensure that past issues and problems are not repeated.

2.7 Cooperation between agencies

Geographic information and the systems which use such data are ever present and of constant interest to the general public, developers, surveyors, State and Federal government agencies, and of particular importance to emergency services.

All such agencies and groups are encouraged to collaborate on naming issues when necessary. This is particularly important when naming issues extend across local government boundaries or are of great significance to the wider community.

2.8 In the public interest

Any changes to existing topographic features, administrative boundaries or road names can affect delivery and response times for emergency dispatch, land titles processes and the provision of utilities and services. Such changes will not only affect current community and/or commercial interests, but will also affect future residents, businesses, property owners and visitors.

Therefore, the long-term consequences and effects upon the wider community of any proposed naming action shall be considered. Such proposals shall only be accepted when the long-term benefits to the community can be shown to outweigh any private or corporate interests or short-term effects.

2.8.1 Public safety

Any new, or change to existing, topographic features, administrative boundaries or road names shall not risk public and operational safety, interfere with emergency service operations, or cause confusion for transport, utility, communication and mail services.

2.9 Names covered by other legislation or regulations

- The naming of local government authorities and wards - *Local Government Act 1995*.
- The naming of Electoral Districts - *Electoral Act 1907*.

3: Naming Policies

3.1 Language and spelling

3.1.1 Australian English

Australian English is a variety of the English language, is used throughout Australia and is the first language of the majority of the population. Australian English was recognised as being different from British English by 1820. It arose from the intermingling of children of early settlers from a great variety of mutually intelligible dialectal regions of the British Isles and quickly developed into a distinct variety of English.

Names in Western Australia shall only be adopted in a single language form, although it is acknowledged that other forms may be pre-existing and in use. All new submissions will require a single language form only and shall only be written in standard Australian English.

A name derived from languages other than Australian English should be written according to the considered opinion of linguistic specialists and be acceptable to the appropriate language communities concerned.

3.1.2 Indigenous languages

Names originating from an Australian Indigenous language local to the area of the topographical feature, locality or road, must be written in a standard recognised format.

Named features may remain in their traditional language without translation of the generic. A descriptive term may be added to indicate the true nature of the feature.

3.1.3 Pronunciation and use

Names should be easy to pronounce, spell and write. They shall not exceed more than three (3) words including the generic for a topographical feature; two (2) words including the road type for roads; and one (1) word for localities. Names used for roads and localities should be short.

An exception to this policy is in the use of Indigenous words. It is accepted that whilst the traditional names may appear to be complex at first, they will over time become familiar and easier to use within the community.

3.1.4 Spelling of geographic names

When determining the spelling of names, it is recognised that spelling rules that apply to other words in the English language may not apply. Although these standard spellings generally conform to rules of Australian English, they may reflect historical spellings or forms commonly used, or preferred, by the community and may therefore include what appear to be grammatically incorrect, misspelled, improperly combined, or clipped words.

3.1.5 Uniformity of spelling

Names of the same origin applying to various service facilities in a community shall conform in spelling with the official name of the community. Names with the same specific for associated features shall also agree in form and spelling.

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

3.2 Characteristics of Geographic Names

Geographic names (toponyms) originated in, and continue to be, influenced by spoken language; therefore consideration must be given to this when adopting them into a written form. Often emphasis is placed on the written forms of names, including matters of spelling, capitalisation, word form, and writing marks, when these may have very little to do with the way names are to be spoken.

3.2.1 Generics and specifics

A geographical name usually includes both a specific (also known as a proper name) and a generic (an entire group or class) element. For example, Cannington (Canning – town), Israelite Bay or Lake Argyle. The generic part tells the kind of place, feature, or area to which the name refers, and the specific part uniquely identifies the particular place, feature, or area.

The generic part of the name is usually a single topographic term such as brook, hill, bay, peak, or lake. If a watercourse is smaller than named “rivers” nearby, the use of another term, such as “brook”, “creek”, or “stream” would be more appropriate. The specific part may consist of one or more words such as Meharry, 80 Mile and Nallah Nallah.

The binomial (two-part) form is strong, and in written usage often leads to combining words in the specific part of the name, such as Arnold Park Brook and Cairnhill Park. The names of some features can be long, especially if that specific part is a prepositional phrase: Archipelago of the Recherche, Diamond of the Desert Spring, Champ de Mars and St Alouarn Island Nature Reserve.

Some names have rare generic forms; for example Shinbone Alley (valley), Imorogu Tabletop (hill), Devils Elbow (place name), and Rundle Patch (reef). New names shall contain the generic term appropriate to the nature of the feature. The generic term shall be recorded in English, or in an Aboriginal language appropriate to the area in which the feature is located.

In English, the generic normally follows the specific. However, “lake”, “mount”, “cape”, and “point” may either precede or follow. “Mount” generally precedes a personal name, as in Mount Meharry and Mount Augustus. All generics shall be shown in full, for example, Mount not MT or Mt and Point not PT or Pt.

Occasionally a name of Aboriginal origin, when fused with the specific, has a generic term that is similar in meaning to the French or English generic of the toponym. Examples are Badjirrajirra Creek, Whingawarrena Hill and Mount Gnurdungning. Whilst names such as these are quite acceptable the use of a generic term with an Indigenous name is not mandatory.

3.2.2 Names starting with “The”

A definite article is a part of speech which is used in front of a noun. They are sometimes used in reference to certain types of topographic locations. “The” is the only definite article used in Australian English. Some examples where one-word names required a capitalised article include, The Arrows, The Causeway, The Deadwater and De Grey.

New road and locality names shall not include the definite article “The”, for example, The Avenue, The Esplanade or The Strand.

The use or retention of the definite article “The” will only be considered in exceptional circumstances and then only where necessary to give emphasis to a unique or outstanding topographical feature.

3.2.3 Use of prepositions

Prepositions shall not be used when naming topographical features, administrative boundaries or roads. Common prepositions include, ‘about’, ‘above’, ‘between’, ‘inside’, ‘near’, ‘of’, ‘onto’, etc.

3.2.4 Name extensions, destinations, suffixes, prefixes and cardinal indicators

The use of name extensions, qualifying terminology, cardinal indicators, prefixes or suffixes (e.g., Upper, New, North, South, Park, Grove, Heights, Waters etc) shall not be permitted for new road and locality names.

Suffixes for roads, localities and topographic feature names shall not be used, e.g., Babakin North West Road, Dead Horse Hill West Road, Wyening West Road. The use of directional or other similar devices as suffixes to uniquely define a name can lead to confusion and unnecessary duplication and therefore will not be approved for use.

New destination-to-destination names, e.g. Midland-Perth Road, shall not be permitted.

Pre-existing road names that include a hyphen in the official name shall remain and be shown with the hyphen in all usage, e.g., Miling-Moora Road.

The use or retention of name extensions, cardinal indicators, prefixes or suffixes will only be considered in exceptional circumstances and then only where necessary to give emphasis to a unique or outstanding topographical feature.

3.2.5 Use of the words ‘city’, ‘town’ or ‘shire’

The use of the words ‘city’, ‘town’ or ‘shire’ shall not be approved as part of a road, administrative boundary, locality or topographic feature, alone or in combination with other words unless assigned under the *Local Government Act 1995* or the *Land Administration Act 1997*.

3.2.6 Accepted use of capitalisation

Capitalisation is writing a word with its first letter as a capital letter (upper-case) and the remaining letters in lower case. Words considered to be a part of a proper topographic name shall be capitalised, including all the adjectives, common nouns, and the definite article.

Examples include:

Aurillia Creek Racecourse Branch
Big Ti Tree Creek
De La Poer Range Nature Reserve

Exceptions to the rule of capitalisation include articles and prepositions within multiple word names. When the generic part of a name is purposely omitted, the definite article preceding the specific name shall not be capitalised, for example:

Archipelago of the Recherche
King of the West Lake
Pass of the Abencerrages

Proper names of topographic entities such as regions, political divisions, populated places, localities, and physical features shall be capitalised in both the singular and plural.

Beaufort Plains (Homestead)
Badgingarra Ward, Dandaragan (local government ward boundary)
Samson Brook Catchment Area

3.3 Possessive form, punctuation, hyphens, diacritics and symbols

3.3.1 Possessive apostrophe

When naming roads, administrative boundaries or topographical features the possessive apostrophe shall not be used. The use of such an apostrophe in the English language denotes ownership, possession, or reflects association or affiliation to something.

In all cases of topographic features, localities and roads which have been named in the past containing an element that has historically been written with a final –'s or –s', the apostrophe is to be removed completely, e.g. St Georges Terrace, Gentles Corner, Keanes Point.

An apostrophe forming part of a name may be included, for example O'Connor, A'Dale, D'Orlando.

3.3.2 Hyphen

The use of hyphens to connect parts of names shall not be used. However, hyphens used in administrative names, e.g. City of Kalgoorlie-Boulder, Shire of Augusta-Margaret River, may be used.

In all cases of topographic features and roads which have been named in the past containing an element that has historically been written with a hyphen, the hyphen as part of the name shall be retained, e.g. Bee-Eater Creek, Baulu-Wah Community, Minilya-Exmouth Road.

3.3.3 Diacritical marks

Diacritical marks, also known as diacritics, are not used in Australian English names. In the case of names derived from languages other than English, any diacritical marks shall not be carried over to the English form, e.g. Géographe Bay becomes Geographe Bay and Cape Péron is Cape Peron.

3.3.4 Punctuation

The following types of punctuation as used in Australian English, shall not be included as part of a geographic name: period (full stop), comma, colon, semi-colon, quotation marks, exclamation mark, question mark, ellipsis, hyphen, dash, apostrophe and parenthesis.

3.3.5 Symbols and logograms

Symbols or logograms are used in written language to represent an entire word or unit of speech. Examples in English include numerals and symbols such as &, @, ☺, ♀, ♂ or © # and %.

When naming roads, administrative boundaries or topographical features symbols or logograms shall not be used.

3.4 Numbers in names

Numbers or roman numerals included as all or part of a road, administrative boundary or topographical feature name shall be written in full, e.g. One Arm Point and not 1 Arm Point, Seventh Avenue and not 7th Avenue or VII Avenue.

3.5 Discriminatory or derogatory names

Discriminatory or derogatory names are those perceived, at a given point in time, to be offensive, demeaning, or harmful to the reputation of individuals, or to social, ethnic, religious, or other groups. It is recognised that the perception of “discriminatory” or “derogatory” may vary through time and from place to place. The GNC will, in response to requests from the public and on a case by case basis, investigate the appropriate status of any existing names deemed to be discriminatory or derogatory.

All new names submitted for official use shall be recognisable words or acceptable combinations of words which must be euphonious, in good taste and are found in present-day local usage. Exceptions to this occur when a name is shown to be offensive or derogatory to a particular group, gender or religion. In such instances, the GNC will not approve the use of these names for official purposes.

Names that are composed from unnatural or inappropriate combinations of words, including combinations of words of different languages and fusions of forename and surname elements shall not be accepted.

Any request to change a currently used name on the grounds that the name is derogatory or patently offensive shall be forwarded to the GNC in the form of an official application and must include the reasons why the present name should not remain in use.

In considering a change proposal, careful consideration will be given to all relevant factors, including the extent and distribution of usage, historical context, user perceptions and intent, and lexical meanings.

3.6 Names in general use

Preference shall be given to the names with extensive usage on official maps, to names in government records and names which have been proven to be of direct historical and/or local significance. Where long-established forms on maps and in records conflict with extensive, preferred local usage, the matter shall be referred to the GNC for resolution.

Names which have geographical significance or are names of early explorers, discoverers, settlers, naturalists, surveyors etc are generally acceptable. They will be deemed appropriate, where they are relevant to the history of Western Australia, its discovery and the location in which they are to be applied.

The changing of long established place names shall not be accepted. Consideration may be given where it is necessary to avoid ambiguity or duplication. Such decisions shall be at the GNC's discretion.

3.7 Names within private communities

Any topographic feature, administrative boundary or road name within a private property, retirement village, mining town or any other non-public area shall be named in accordance with these policies and standards.

3.8 Commemorative names

In the past, many topographical features and places in Western Australia were often named after living persons. It was common practice to bestow the names of benefactors, members of the Royal Family, international and national figures, crews of vessels, members of expeditions, survey assistants, and family members left at home, many of whom had no connection with the feature that was named after them. This practice is no longer supported.

The GNC recognises the significance of historic commemorative naming and encourages the continued recognition of outstanding achievements and events within the community. The following policies shall apply to all commemorative naming proposals:

- all commemorative name proposals shall meet the same criteria required of any other name proposal;
- a proposed commemorative name must be supported by the wider community and reach beyond a single local government, person or special interest group;
- a commemorative name shall not be used to commemorate victims of, or mark the location of, accidents or tragedies;
- prior or current ownership of land does not confer the right or entitlement to apply a commemorative name;

- the use of unofficial commemorative names used in publications, or in landscape dedications or markers, is no assurance that they will be adopted into official names records; and
- a commemorative name shall not be considered for adoption if a well-established and acceptable name already exists for the feature.

3.8.1 Use of personal names

Proposals to assign a name to commemorate an individual shall only be considered if:

- such application is in the public interest;
- there is evidence of broad community support for the proposal;
- the person has been deceased for at least two (2) years;
- where the applicant requesting the new name is not an immediate relative, written permission of the family is obtained;
- the person being honoured by the naming has had either some direct and long-term association, twenty (20) or more years, with the feature or has made a significant contribution to the area in which it is located;
- the proposal commemorating an individual with an outstanding national or international reputation has had a direct association with the area in which it is located. If the person has not been directly associated with the area the name shall not be considered.

A commemorative name applied to an administrative boundary or road shall only use the surname of a person and shall not include the first or given names.

Commemorative names applied to a topographical feature may have the first name and surname of a person. The use of nicknames or other informal names may also be used but only in combination with the surname e.g. Snow Bennett Park. The approval of such names will be at the GNC's discretion as the preference is for only the surname to be used. The use of elongated names such as Harold "Snow" Bennett Park will not be considered.

Current or recent ownership of the land or recent public service shall not form sufficient grounds for a naming request.

Requests to approve names that commemorate, or that may be construed to commemorate, living persons shall not be considered.

If a local government or community group wishes to commemorate a living person, they are encouraged to use commemorative plaques or name a particular community facility, such as a building or oval, after that person. It is however required that the normal required naming policies and standards still be applied to avoid unnecessary duplications and any possible confusion with other such facilities.

3.8.2 Use of initials

The initials of a given name shall not to be used in any instances. For example, a feature named Smith Park is easier to identify than one named J.K. Smith Park as it could be incorrectly referred to as JK Park, K Park, Smith Park by the public.

3.8.3 Titles, honorifics and postnominals

A title is added to the beginning of someone's name to signify respect (such as the honorific of Sir, Madam etc), an official position or a professional or academic qualification. Some titles are also hereditary. Postnominals are the letters or abbreviations often seen after someone's name signifying that the individual holds a position, office or honour.

When naming a topographic feature, administrative boundary or road after a person who has earned the honour of a title or postnominal, these shall not form part of the official name.

Information pertaining to the origin of the name shall be submitted with the naming application and must contain all relevant references to the titles or honour/s the person may hold.

Some examples of titles which are used before names include:

Formal male title	Mr
Formal title for married females	Mrs
Doctor	Dr
Professor	Prof
General	Gen

Examples of military, service and academic postnominals which are commonly used include:

Australian Antarctic Medal	AAM
Australian Police Medal	APM
Bachelor of Arts	BA
Companion of the Order of Australia	AC
Cross of Valour	CV
Distinguished Service Medal (Australia)	DSM
Doctor of Medicine	MD
George Cross	GC
Justice of the Peace	JP
Member of the Australian House of Representatives	MP
Member of the Legislative Assembly	MLA
Member of the Order of the British Empire	MBE
Military Cross	MC
Officer of the Order of Australia	AO
Queen's Counsel	QC

3.8.4 Commemorating events

When submitting a request to commemorate an event, at least five (5) years must have elapsed since the event occurred. A commemorative name shall not be used to mark the location of accidents or tragedies.

3.8.5 Use of the word 'Bicentennial'

The use of 'Bicentennial' in a road, topographical feature or administrative boundary name, or in combination with other words is regulated under the Australian Bicentennial Authority Act 1980 (Commonwealth). Requests to use 'Bicentennial' as part of a name require written approval from the relevant Federal Minister responsible for this Act.

3.8.6 Use of the word 'Royal'

The use of 'Royal' as a road, topographical feature or administrative boundary name, or in combination with other words, can only be used for a road, topographical feature or administrative boundary name which has been granted a Royal Charter.

A Royal Charter is granted by the sovereign on the advice of the Privy Council. Examples of its use are Royal Perth Hospital, Royal Geographical Society and the Royal Historical Society of Perth.

3.9 Abbreviations

Abbreviations shall not be accepted for any official topographical features, administrative boundaries, localities or road name nomenclature in Western Australia. The use of Mount and Point in a name shall not be abbreviated to 'Mt' or 'Pt', they are to be used in full.

The only exception to this policy is in the use of the honorific Saint which is able to be shortened to the internationally recognised abbreviation of 'St'.

For the purpose of consistency, names which begin with Mc, Mac, M' or O' must not have a space included between the Mc, Mac, M' or O' and the rest of the name.

3.10 Defence words and acronyms

Commonwealth legislation, *Defence (prohibited words and letters) Regulations 1957*, controls the use of any word, words or groups of letters pertaining to the Naval, Military or Air Forces or a service or body of persons associated with the defence of the Commonwealth.

Any applications seeking the consent to use such words shall be made in writing to the Minister of Defence and must state the grounds upon which the application is being made. The Minister may then either give consent for, or may refuse, the application.

All applications for the use of such word, words or groups of letters must still be made as a part of a normal naming application to the GNC and they will only be considered if the proposed names meet all the other required naming policies.

Examples of prohibited word/s and letters are (but not limited to):

- Australian Air Force
- Australian Air Force Reserve – AAFR
- Australian Army
- Australian Defence Force – ADF

- Australian Navy
- Defence Force
- Her Majesty's Australian Ship – HMAS
- Royal Australian Air Force – RAAF
- Royal Australian Navy – RAN

3.11 Protection of the word Anzac

The word Anzac is a proper noun and as such the first letter is upper case and the rest of the word is lower case. ANZAC should be used where the Australian and New Zealand Army Corps as an army formation or battle grouping is being referred to, for example "the landing of the ANZAC" or "the ANZAC forces". Legislation in Australia, New Zealand and the United Kingdom has been enacted to protect the word "Anzac".

In Australia, the *Protection of Word 'Anzac' Regulations* were made in 1921 under the *War Precautions Act Repeal Act 1920* to protect the word 'Anzac', and any word which resembles it, from inappropriate use.

Under the Regulations no person may use the word 'Anzac', or any word resembling it, in connection with:

"any trade, business, calling or profession or in connexion with any entertainment or any lottery or art union or as the name or part of the name of any private residence, boat, vehicle or charitable or other institution, or any building in connexion therewith." (*Regulation 2 (1)*)

without the authority of the Minister for Veterans' Affairs.

3.11.1 Uses which are allowed under the regulations

While most uses of the word 'Anzac' require the authority of the Minister for Veterans' Affairs, there are a couple of uses that are excluded from this requirement under the Regulations. These are:

- the naming of a street, road or park in which, or in the immediate vicinity of which, there is situated a public memorial relating to the war which commenced on the fourth day of August, 1914, or the war which commenced on the third day of September, 1939; (*Regulation 3 (2a)*); and
- the naming or re-naming of a street, road or park the name of which at the commencement of this regulation contained the word 'Anzac' or any word resembling the word 'Anzac'. (*Regulation 3 (2b)*)

Applications for obtaining consent for the use of the word Anzac where it does not comply with the uses as outlined above will require the Minister for Veterans Affairs' consent. The following sets out the requirement for obtaining consent:

- the application to the consent of the Minister for Veterans Affairs shall be made in writing to the Minister and shall state the grounds upon which the application is made;
- the Minister may, require a person who has made such an application to provide additional information in relation to the application as is required by the notice; and
- the Minister for Veterans Affairs may then either give consent for the use of the word, words or groups of letters, or may refuse the application.

All applications for the use of the word 'Anzac' must still be made as a part of the normal naming application for any topographic feature, locality or road name.

Assistance to the applicant will be given by the GNC in obtaining permission from the Minister for Veterans Affairs only if the proposed names meet all the other required naming policies.

3.12 Recording sensitive / secured names

There may be some instances where the details and location of a topographical feature name may need to be held back from appearing in the public domain. In these instances, the GNC will decide if it is in the State's interest to have the details of such names suppressed from public access. Examples of such instances may include the location of Indigenous heritage sites where there may be state or national security implications or where the GNC has identified other reasons such as public safety concerns.

These names and their locations will still be registered within the State's Gazetteer, but they will be assigned the name type of 'sensitive/secured' name and will only be released to individuals, agencies or groups who make a written formal request to the GNC justifying access to such information.

3.13 Naming buildings, infrastructure and facilities

The naming of buildings, infrastructure and facilities of significance to the community provides an opportunity to honour individuals and groups who deserve recognition in a visible and enduring way. They also present an opportunity to emphasise important landmarks, topographical features or historical events and should not be given lightly.

It is important that any new name for a building, infrastructure or facility does not conflict with existing names. Suitable names for such features should be assessed against the following criteria:

- whether the name has geographical, historical, cultural or local significance;
- if a living person is nominated, they must have contributed time, money or services to the community that were not part of their work, for at least ten years;
- named after people who have been recognised in their field of expertise at a state, national or higher level, for at least ten years;
- names shall not include persons who have been convicted of criminal offences;
- family names that have already been used are not to be considered even though it refers to a different family. Consideration may be given to using the person's full name e.g. Joe Smith Library; and
- buildings, infrastructure and facilities named after a person may include an appended functional title where this would serve to clarify the location of the building or assist in identification.

Corporate names should be avoided for permanent recognition.

3.14 Naming of Government facilities

Some names are governed by other agencies, authorities or Commonwealth, State, Territory or Local Governments. These names should be provided to Landgate so that they may be included in the State's Gazetteer, for use by the community and emergency services.

It is recommended that the normal required naming policies still be applied to avoid unnecessary duplications and any possible confusion.

3.14.1 Selection of school names

The naming of schools in Western Australia is managed by the Department of Education and Training. The GNC provides feedback and advice on such naming proposals.

The preferred option when selecting a name for a new school is to adopt the name of the suburb, township or locality in which the school is located.

Alternatives that may also be considered are: -

- those established as suitable for the selection of the name of a place in this document;
- names of places with historical connection to the area serviced by the school (e.g. early homestead names) unless there is conflict with an existing locality or suburb name; and
- the name of the road on which the school is located.

3.15 Business and commercial names

Approval shall not be given to the naming of roads, administrative boundaries or topographic features after commercial businesses, trade names and non-profit organisations. This policy is to ensure that no commercial advantage or disadvantage arises from such naming proposals.

Exceptions may apply where the business or organisation has had an association with the area over a substantial period of time and is held in strong regard by the community. In such instances, all applications must outline the reasons for proposing the name and provide evidence of the business or organisation's association with the area.

The formal approval of such names will be at the GNC's discretion.

3.15.1 Use of 'Limited' or 'Proprietary' in a name

The use of the words 'Limited' or 'Proprietary', or their abbreviations, either in combination with other words or alone shall not be permitted.

3.16 Consultation for naming proposals

New names are to be invited and sought from a variety of sources when naming issues arise. Any names proposed for topographical features should be researched thoroughly and then referred to relevant community groups and/or local authorities for consultation. These include but are not restricted to the following:

- Department of Environment and Conservation
- Department of Indigenous Affairs
- Royal Historical Society of WA

- Progress Associations
- Rate Payer Associations
- Local governments

3.16.1 Immediate and extended community consultation

The *immediate community* is deemed to be those members of the community who are residents, ratepayers and businesses situated within the immediate area which will be directly affected by a proposal.

The *extended community* is deemed to be members of the community which includes residents, ratepayers and businesses within the surrounding area directly affected by the proposal; any visitor groups to the area; government and non-government organisations with an interest in, or who service the area.

As a minimum requirement when proposing a new locality, a renaming of a locality or a boundary amendment to an existing locality which will affect current addresses, consultation with the immediate community must be made in writing.

If a proposal does not affect current addresses, consultation with the immediate community may be made by advertising the proposal in local or state-wide newspapers. The proposal can also be promoted to both the immediate and extended community via a website, through letters, newsletters or magazines, email contact lists and public notices.

3.16.2 Suggested guidelines for undertaking public consultation

Outlined below are suggested guidelines to assist in obtaining public input and/or support:

- there must be a genuine effort to encourage public involvement in the decision-making process;
- information must be disseminated to a broad range of stakeholders and interested parties via public notices, newsletters, flyers, newspaper articles, the internet and/or public events; and
- if the proposal's impact on the community is perceived to be "moderate" or "high" it is suggested that a public workshop be conducted.

As a minimum requirement, any public participation program must address the following components:

- describe the proposal and/or decision to be made, including its purpose and a statement of need;
- describe the planned community involvement area;
- list stakeholders that may be affected by the decision, including residents, property owners, homeowners associations, businesses and any others identified;
- decide how interested parties and stakeholders will be notified of the action or decision to be made, e.g. in writing, newspapers, radio, television, website, posters/flyers, email, public workshop etc;
- document how long the public comment period will be, e.g. A minimum period of 30 business days for public comment and review of each action or decision, date of commencement, final comment date, how to obtain background documents, what are the contact details for people to request further information; and
- information pertaining to the final decision must be made available to all stakeholders and interested parties who participated.

3.17 Unnecessary name changes

Proposals to change the name of a road, administrative boundary or topographic feature may be submitted to Landgate, however there must be a compelling reason for such a submission as names are intended to be enduring.

Any change to an existing name shall be discouraged unless it has been deemed to be in the public interest or for safety reasons. The changing of a name merely to correct or re-establish historical usage shall not be considered in itself a reason to change a name.

Upon the receipt of a name change request, all relevant agencies and jurisdictions will be contacted to seek feedback regarding the proposal. The request will then be submitted to the GNC for consideration.

If the GNC determines that the name change is unnecessary or non-essential, yet there is enough community support for the change and it is compliant with the naming policies and standards, it may be approved but it shall incur a service charge.

3.18 Lodging and considering objections

Any person or organisation can lodge an objection to a naming proposal via the relevant local government or directly to the GNC. Objections that relate to concerns about the proposal not conforming to the naming policies and standards will be addressed.

Where community support for a proposal is minimal, but the proposal has been made based on public safety and/or emergency response concerns, the GNC may be asked to assist the applicant in the refinement of the proposal so that it meets community expectations.

If Community support is forthcoming, and non-approval of the proposal will maintain the risk to public safety, the GNC will proceed with endorsing the proposal and seek the formal approval of the Minister for Lands.

3.19 Nomenclature governed by other Statutory Authorities

The names of local governments, and other legal entities as created by, or resulting from, legislation by the appropriate government shall be accepted by the GNC.

Such naming should adhere to the spelling and language form of names specifically legislated by federal or state governments. Federal and state government departments and agencies with statutory authority to establish such named features, should consult with the GNC when considering names for new municipalities and similar legal land divisions.

Names for facilities established by postal authorities, railway companies, and major public utilities should be in keeping with the GNC naming policies and standards. Names established for land divisions by federal, provincial, and territorial departments should also comply with GNC naming policies and standards and shall also be accepted.

3.20 Naming roads or features within Commonwealth land

Where a feature is within an area in the State of Western Australia that falls under the control of the Commonwealth it shall be officially named by the GNC.

Before the GNC assigns a name to a feature under Commonwealth control it shall consult with the relevant Commonwealth authority and all relevant naming policies will apply.

Under section 52(ii) of the Australian *Constitution* the Commonwealth is granted exclusive power over places it controls, for example airports, post offices and defence establishments. Although the Commonwealth has control, it does not have the legislative power to assign or alter a feature name.

3.21 Features which cross State and Territory borders

In accordance with National naming policies, the name for any feature that crosses a State/Territory boundary must be the same on both sides of that boundary. The selection of a name for such a feature shall be by agreement between the GNC and the Northern Territory and/or South Australian governments.

The primary responsibility for obtaining consensus should rest with the authority in the State or Territory in which the feature was first named or that which has the largest extent within its boundaries.

If a topographical feature, administrative boundary or road is located near a state or territory border, duplication shall be avoided.

3.22 Coastal waters and high water features

The naming of features which are exposed at low tide, those permanently above sea level (high water features) and seabed features which are situated with Western Australia's Coastal Waters, is the responsibility of the relevant Statutory Authority or Agency.

In general terms, the GNC has the jurisdiction to name features in all areas which are 3 nautical miles seaward off the coast.

3.23 Undersea features and maritime names

When assigning or altering the name of an undersea or prominent coastal feature, the GNC shall consult with the Australian Hydrographic Service (AHS).

The AHS is responsible for the management of undersea features and maritime names. The AHS responsibilities were adopted in Resolution ROO/11/06 - Limits of Oceans and Seas and Offshore Undersea Features dated 23 May 2001. The responsibilities encompass all aspects of researching, processing and management of:

- undersea feature names external to the coastal waters of Australia;
- the limits and names of oceans and seas adjacent, and
- names of maritime and navigational features, and coastal, hydrographic and oceanographic features not managed by State and Commonwealth place names bodies.

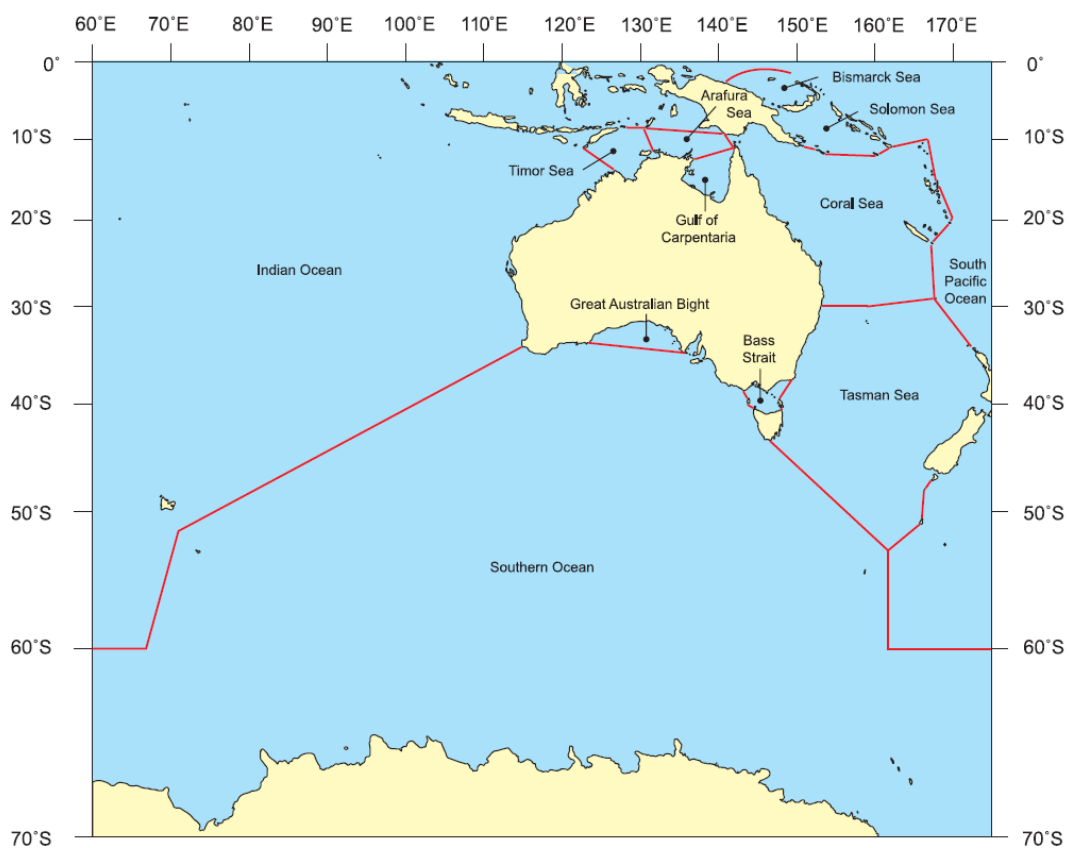
The AHS maintains the Maritime Gazetteer of Australia which comprises of names shown on Australian nautical paper charts. This gazetteer can be accessed at www.hydro.gov.au/tools/mga/mga.htm.

3.24 Limits of oceans and seas

The AHS has the responsibility for maintaining and administering the limits of oceans and seas adjacent to Australia, the external territories and the Australian Antarctic Territory.

The limits are published in the International Hydrographic Organization (IHO) publication S-23 “Limits of Oceans and Seas”. S-23 is used as a technical reference document to define the limits of oceans and seas when compiling charts and preparing nautical publications.

The limits shown in the technical reference document have been determined solely for hydrographic purposes and are not to be interpreted as having any legal or political associations.



Source: *Limits of Oceans and Seas fact sheet* – Australian Hydrographic Service

3.25 Alternate / alternative names

An alternate or alternative name is any current or historical name or spelling for a topographic name other than its official name.

The use of such names shall not be allowed for official purposes and will be resolved by establishing one official name as outlined in these policies.

4: Recognition and Use of Indigenous Names

The GNC is committed to the promotion, preservation and restoration of Indigenous culture within Western Australia. This is acknowledged by a preference being given to Indigenous names where possible. The use of Indigenous names is encouraged and the collection and compilation of recorded Indigenous topographic names is supported.

Known recorded Indigenous names should be made clear where possible with a historical background, identifying origins etc and more particularly, in their areas of current occupation and traditional association.

Indigenous place names from one area shall not be applied or transposed to another.

Where the name of a single feature has been published in both Indigenous and English forms and both forms are in general use, the GNC may retain both forms as an official dual name or decide which of the two may be officially used.

4.1 Orthography for the language

In areas where the Indigenous language has an existing writing system, any previously unrecorded name will be recorded in the form dictated by that established writing system. Where more than one language group has named a feature, all alternative names will be recorded in the appropriate form.

Subject to approval from the relevant Indigenous community, the name to be used in the public domain will be the name from the language group within which the feature is physically located.

For new names where no accepted orthography for the language exists, a linguist or anthropologist acceptable to the Indigenous community concerned with the naming action should establish a practical orthography.

For those names which were previously recorded and for which there is now a more accurate spelling available, decisions as to whether or not the spelling of the name is to be changed will be assessed by the GNC on an individual case basis.

Consideration for such changes will be given to:

- the views of the Indigenous community involved;
- the extent of the alteration required;
- the projected affect of the name change on the immediate and wider community; and
- the best method to alter the name in a culturally sensitive manner.

4.2 CGNA policy guidelines

The GNC endorses and uses the following guidelines which have been extracted from the CGNA's *Policy Guidelines for the Recording and Use of Aboriginal and Torres Strait Islander Place Names*:

- Authorisation is to be obtained from the relevant community, if possible, or the Institute for Aboriginal and Torres Strait Islander Studies, for the use of an Aboriginal or Torres Strait Islander name or word taken from any source for proposed use in official geographical feature naming;

- 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;
- Aboriginal or Torres Strait Islander names or terms from one particular area are not to be applied to other areas for official naming purposes;
- Local historical and cultural information relating to the meaning and origin of the place names should be collected whenever possible; and
- 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.

4.3 Dual names

Dual naming shall be considered when a feature already has a name of non-Indigenous origin which is widely accepted within the community. They may occur where a topographical feature has been given an official name which includes both the Indigenous name and the introduced European (or English) name.

Dual names may be applied to any topographical feature and bounded area such as a State forest and national parks.

Dual names shall not be applied to cultural features such as localities, towns or districts; Crown land reserves, open space recreation parks or reserves, infrastructure; constructed features such as roads, highways, bridges or communication towers, etc.

Dual naming is not considered preferable to one name, and in each case the proposal should be investigated to establish if the Indigenous name would have enough community support to replace the existing name.

A dual name must be Indigenous to the local area. It shall only be assigned where there is definite evidence, preferably historic, in the form of written or oral tradition that the feature has two names.

The location and spelling of a name resides with the traditional owners or the organisations that represent them. If there are none, the proposal should be referred to linguistic experts.

Once a dual name is approved, signposts, maps and directories relating to the area shall feature both names.

4.3.1 Order of names

When a name is proposed for a previously unnamed feature and information indicates that an Indigenous name could also apply, in this instance the non-Indigenous name shall appear first in the combined name, so long as it best reflects local community usage.

If a non-Indigenous name has poor support in the general community and the origin and application of an Indigenous name is well supported, a dual name shall be formed with the Indigenous name appearing first. In some cases, a single well-supported Indigenous name could be substituted for the poorly supported non-Indigenous name, instead of adopting a dual-name.

Over time the order in which the dual names appear may be changed. Temporary dual naming is a useful process to assist in transitioning from a European name to an Indigenous name.

4.3.2 Depiction of dual names

The dual name shall always be separated by a solidus (/) and is officially approved as one name (for example Weaber Range / Jemandi Winingim). The solidus shall always be preceded and followed by a space (/).

The name as approved and registered shall be shown on and in official maps, documents, publications and signage. Both parts of a dual name shall be shown in the same font type, size, style and colour.

4.4 Indigenous community consultation

All dual naming proposals require the support of the native title representative body and, where relevant, tribal elders of the area. If the topographical feature covers more than one Indigenous land council area e.g. a river, mountain range etc, approval must be sought from each relevant council. A written proposal should be sent to the local Indigenous land council with details of the topographical or cultural site for which a dual name is being proposed.

The allowance of ample time for a reply may be required due to the local Indigenous land council needing an unanticipated meeting to consider the proposal. If there is no response from the local or regional Indigenous land council within three months, the GNC can submit the proposal to the Department of Indigenous Affairs for consideration and support for its approval.

4.4.1 Local government inclusion

A dual naming proposal should have the written support of the relevant local government. It is strongly advised that proponents seek comment from appropriate local residents and community groups which can be used as supporting information for the local government's consideration.

5: Naming of Topographic Features

The naming of topographical features provides instantly recognisable labels to identify geographic entities. As with all naming processes, the duplication of names within an area often causes confusion and misunderstandings even though such duplications have been common within a local government area, the State or nationally in the past.

For Western Australia, features on the surface of the earth are considered collectively according to their form (feature class) e.g. river, desert, forest, lake etc. These are referred to as geographic or topographic features. Geographic features for the purpose of naming processes within Western Australia may include natural, political and cultural entities.

5.1 Naming proposals

Naming proposals for topographical features may be received from the general public, companies or Local, State, Federal Government and statutory authorities. All proposals shall conform to the naming policies and standards. Each proposal shall include the following information:

- the reason for the proposal or name change;
- evidence that there is no existing Indigenous name for the feature;
- a location by latitude and longitude, either geographic coordinates or Map Grid of Australia (MGA) coordinates;
- identification on a map clearly indicating precise extent;
- photographs or sketches; and
- the origin and meaning of the proposed name.

All proposals shall be referred to the relevant local government for comment before approval. Any decision by the GNC to approve or reject the naming proposal will be made based on the available information.

5.2 A new name or name change

In approving new names or changes of names, the following sources are recommended:

- names from Indigenous languages formerly identified with the general area.
- descriptive names appropriate to the features;
- names of pioneers who were relevant to the area;
- names of persons who died during war service;
- names associated with historical events connected with the area.

Proposed names with significance to specific groups only or names with no relevance to a particular area are not acceptable for approval.

Infrastructure features should only use the name of the locality. For example, railway stations should take the name of the locality in which the station is actually located.

A topographic feature is considered to be of greater than local significance when it is:

- located in two or more local government areas;
- located in a significant tourist precinct;
- proposed to be created as part of a State or Federal Government project;
- a major waterway;
- a major undersea or shoreline feature;
- a major cultural, natural or recreational landscape feature; and
- linked to a significant Indigenous feature, story or landscape.

5.3 Duplication of topographical feature names

Names proposed for unnamed topographic features shall not be duplicated. Duplicated names are considered to be two or more names which are within close proximity and those which are identical or have similar spelling or pronunciation. Duplicated names may lead to confusion for the public and to emergency service providers.

Where established names are duplicated or are similar in sound or spelling (homonymous), and are likely to cause confusion, consultation with the relevant local government and community shall be undertaken to achieve a differentiation between them.

5.3.1 Consideration of proposed duplicated names

This policy does not preclude the use of duplicated names with a different generic and when the GNC is satisfied that the duplication will not cause confusion. Such features shall be situated within reasonable proximity to the associated source, e.g. Beedalup Falls is situated on Beedalup Brook within Beedalup National Park.

5.3.2 Topographical feature names near State boundaries

If a topographical feature is situated near a State boundary, care must be taken to avoid duplication with names used in the other States or Territories.

5.4 Use of feature classes (generics)

All topographic names shall include as part of that name a feature class or generic. These shall be selected from the official list of feature classes used within Western Australia which can be obtained from the GNC as required. The correct use of feature classes alleviates any confusion as to which feature the name is being applied to.

Exceptions to this only occur with the use of Indigenous names or words which already include details of the feature class.

5.5 Assigning named extents

All naming submissions must clearly define the area or extent to which the name shall apply, for example a topographic feature proposal must include a centroid coordinate and linear features must include line details.

A decision on a name proposal for a topographical feature shall specify the limits of the feature to which the name officially applies.

5.6 Changing the name of a topographical feature

The official names of topographical features are expected to be enduring.

The GNC does not encourage changes to official names without good reason, however the GNC will consider every proposal on an individual basis, and the merits of each case will be carefully evaluated.

5.6.1 Consideration of proposed name changes

The GNC will take into consideration the following when asked to review a name change proposal:

- changes made to bring official usage into agreement with well-established local usage;
- proposals to eliminate naming issues such as derogatory names, duplication or those previously approved on the basis of incorrect information;
- proposals previously made at the request of persons or organisations (public or private) for commemorative or other reasons important to the proposer; and
- evidence of strong community support for the change.

6: Naming of Parks and Reserves

6.1 Naming proposals for parks and reserves

Naming proposals for parks and reserves managed by local government shall conform to all relevant naming policies and shall include a map or diagram clearly indicating the area to be named. All such proposals must be submitted by the appropriate local government to Landgate for approval.

Proposed names for parks and reserves managed by other jurisdictions are to consult with the relevant local government before being forwarded for consideration.

Names for parks and reserves shall not be duplicated, nor shall they have a similar spelling or pronunciation to any existing parks or reserves within a local government area.

6.1.1 Use of the word 'reserve'

The word 'Reserve' is only to be used as part of a name if the whole of the area to be named is an official reserve as created under the *Land Administration Act 1997* and has been allocated an official reserve number. The name is to be applied to the whole extent of the reserve. It will not be applied to disconnected sections of land, however the same name may be applied to multiple adjoining reserves.

6.1.2 Naming after adjacent streets or features

Priority shall be given to the naming of parks and reserves after an adjacent street or feature to maximise the identification of that park or reserve.

If a park or reserve is to be named after an adjacent street, the road type shall not to be included as part of the name.

6.2 Naming of parks or reserves under 1ha

Names commemorating or construed to be commemorating living persons shall not be considered for parks or reserves with an area over 1ha.

If a park or reserve is to be named in honour of a person, they 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;
- twenty or more years of association or service with a local or State government agency or organisation;
- 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; and
- given and surname combinations may be acceptable.

Former ownership of land is not an acceptable reason for proposing a name, unless previous criteria apply.

6.2.1 Evidence of community support

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 in local papers, inviting comments;
- advertising proposals 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; and
- advising local progress associations of proposed names and inviting their comments.

6.3 Naming of ovals, pavilions and other community structures

Components of parks and 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.

The formal approval of such features is not required when the park or reserve has already been named as a whole. However the names should conform to these naming policies and standards to ensure there is no duplication of names elsewhere within Western Australia. This assists in the provision of early responses from emergency service providers if the need should arise.

The GNC should be informed of the name to ensure that the name, origin and position are recorded and available for inclusion on maps.

6.4 Renaming of parks and reserves

Names chosen for parks and reserves are expected to be enduring, the renaming of these features is discouraged. If the renaming of a park or reserve is proposed due to exceptional circumstances, the request shall be put to the GNC for consideration where the merits of the submission will be carefully evaluated.

Evidence of substantial community support for any change of name must be provided.

7: Locality Names and Boundaries

Localities (also known as suburbs) are administrative geographical areas which are uniquely and clearly defined to enable accurate property street addressing and support the prompt delivery of services.

Requests to the GNC to create or alter a locality name or boundary may be put forward by members of the public, local government or other government agencies. In most instances changes to localities are initiated by the relevant local government authority. Exceptions to this include:

- where a locality is positioned across two or more local government areas. All affected local governments will be required to coordinate the naming or renaming or any boundary changes; and
- if the area being considered for a new locality name falls under the jurisdiction of a government department or authority undertaking a major land redevelopment project.

7.1 Selection of a locality name

Selection of a locality name must take into consideration the impact the name will have on the wider community. The selection shall recognise that locality names may bear specific provenance to the history, geography or junction of another State or Territory. Investigation into this level of association must be included as part of any assessment in determining the assignment of a new locality name.

CGNA's *Guidelines for the Consistent Use of Placenames* requires that consultation with all other States and Territories must be undertaken for all locality name proposals to ensure that the proposed name is not recorded on any reserved names list for future use within those jurisdictions. Landgate will provide assistance with such consultation on behalf of the local government proposing the name.

Jurisdictions may submit locality names to the CGNA for listing as pending at any time and such requests will be assessed for endorsement by the CGNA on the basis of the rationale is included with each application. Once endorsed by the CGNA, such proposed locality names will remain on this approved list for a period of five years, unless the names are officially used or earlier withdrawn by the submitting jurisdiction. Renewal of endorsed locality names after the five years is permitted, upon a fresh application being made to the CGNA.

7.1.1 Suitable naming criteria for localities

Names for new localities shall have a Western Australian emphasis and have a direct association with the area. Names may be selected from the following categories:

- Indigenous names – feature or descriptive;
- locational names or early property names;
- early explorers, pioneers or settlers of the area;
- statesman or former Western Australian politician;
- ship or event etc pertaining to Western Australia; and
- flora or fauna native to the area.

Localities shall not be named after someone who is still living or someone who has had little or no significant association with the area.

7.1.2 Duplication of locality names

Locality names shall not be duplicated within Australia.

Locality names shall not be similar in spelling or sound to other locality names used within Australia. For example Girraween (NT), Girraween (NSW), Girraween (Qld) or Girrawheen (WA) or Mount Alford (Qld) and Mount Alfred (Vic)

7.1.3 Enduring locality names

A locality name and its boundaries are intended to be enduring, and should only be changed where there are sound reasons. If renaming is proposed because of some exceptional circumstance, the general policies will apply.

7.1.4 Dual or alternative locality names

There shall be only one official name for a locality. Dual or alternative names shall not be assigned to a locality.

7.1.5 Indigenous locality names

The GNC supports the use of Indigenous names for localities within Western Australia. Any locality name derived from an Indigenous source must be local to the area and shall be endorsed by the recognised local community. Evidence of this endorsement must be included with the naming proposal.

Where possible, the names of Indigenous communities should be adopted as a locality name.

Where a locality name is derived from an Indigenous language it shall comply with the written form, should one exist.

7.2 Estate, promotional, neighbourhood and regional names

Estate, subdivisional or promotional (vanity) names of a subdivision or development used for the marketing of real estate shall not be accepted as a substitute for an official locality name. Such names undermine the correct use of property street addressing and create potential for confusion to emergency service providers and future residents. They shall not have any official recognition within Western Australia.

Such names shall only be used by developers in marketing documents in the early stages of a development and must be used in conjunction with the official locality name. They cannot be used without the official locality name being used (for example, Ranford Estate, Canning Vale or Brighton Estate, Butler) when advertising houses or land for sale and in general correspondence.

When such names are used, they should conform to general naming policies and standards, such as avoiding duplication and only using a locality name as an estate name when the estate is actually situated within the locality of that name.

Landgate should be informed of all such names so that they can be recorded for information purposes to assist with emergency response coordination.

The names of existing infrastructure such as shopping precincts, schools and other facilities shall not be considered as suitable names for a locality unless they conform to the general naming policies and standards.

7.3 Renaming localities

Official locality names are expected to be enduring. Proposed changes may be submitted to the GNC and these must conform to the relevant naming policies. Requests for changes may only succeed if sound reasons for such changes can be proven. Proposed name shall comply with the naming policies and standards.

Proposals are unlikely to succeed if:

- the proposal seeks to adopt a developer's estate/promotional name coined to endorse a development;
- the proposal seeks to adopt the names used for existing infrastructure e.g. schools, shopping precincts, hospitals etc;
- 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 locality name within Australia;
- petitions presented in support only represent one point-of-view;
- the proposal is not supported by local government;
- no broad-based community survey has been undertaken;
- the proposal does not have strong local community support; and
- the proposal is to rename all or part of a locality after urban development occurs.

7.4 Locality boundary delineation

The creation of new or modification of existing locality boundaries shall take into consideration of the following:

- all boundaries shall be clearly defined, contiguous and must not overlap another locality boundary;
- boundaries shall align with road centrelines (major highways, divided carriageways and railways), cadastral information or obvious topographical features such as rivers, shorelines, creeks;
- if a natural feature such as a waterway is to be used as the boundary for a locality, the boundary should be applied to the centreline of such a feature;
- a locality shall not be defined as an island within another locality. For instance, all localities should have boundaries that run alongside two or more other localities or one other locality and a State or sea boundary;
- a locality boundary should not separate any areas which are considered to be of community interest; and
- boundaries shall not bisect single lots or land parcels. Exceptions that may be considered by the GNC for endorsement may include large areas such as forest, lakes or National Parks.

7.4.1 Boundary amendments

The need to amend a locality boundary will arise when there is an impediment to the efficient delivery of services to an area, the inability to assign a correct street address, further land development or as a result of the construction of a new major road.

The implementation of such changes will occur if a significant benefit to the community is identified. This includes:

- the amendment supports the requirements of the WA Police, Emergency Service Providers and Australia Post;
- the amendment alleviates difficulties by the community in gaining access to and from the area;
- the benefits of the proposal to the community as a whole;
- the size of the area and the proposed boundaries; and
- the amendment facilitates correct street addressing requirements as included in AS/NZS 4819:2011.

Submissions seeking changes for reasons of perceived status or financial benefit shall not be supported.

7.4.2 Locality sizes

A locality should not be so small that it is unable to be distinguished from the surrounding area, however they should be of a reasonable size for practical purposes.

The requirements as to the size and number of available lots required for urban and rural localities are:

- localities with urban development shall be a minimum size of 100ha, with the minimum number of lots to be 1000. The maximum size shall be 10,000ha. The ideal size for an urban locality is approximately 500ha; and
- localities with rural development shall have a minimum size of 1000ha and have no maximum size. The ideal size for a rural locality is approximately 2500ha.

7.4.3 Local government and State boundaries

Where a locality boundary extends across two or more local government boundaries, the boundaries of the locality shall be reviewed with the intention of aligning them with the local government area.

A locality boundary shall not extend beyond the Western Australian State border.

7.5 Postcodes

Australia Post is responsible for the allocation of a four digit numeric postcodes. These codes are allocated to geographic areas to facilitate the efficient processing and delivery of mail.

The decision assign a new postcode or an existing postcode to a locality is based on operational efficiency. Issues that underpin this decision include the configuration of the Australia Post network, transportation connections and delivery arrangements.

The GNC shall consider Australia Post requirements when reviewing all locality boundary proposals.

7.6 Review of localities

Boundaries of localities in areas that are subject to urban development and residential infill shall be reviewed regularly and amended where appropriate.

Such revisions will determine whether the boundaries continue to adequately define the existing situation of the area. If major developments create a unique area and readily distinguishable from the surrounding landscape, or a major road infrastructure creates a division, then the creation of a new locality may be deemed necessary by the GNC.

7.7 Government agencies and emergency services

Organisations that deal with the provision of public and emergency response services may submit suggestions or proposals to create or amend a locality. The proposal may only be submitted if it can be demonstrated that the change is in the community's best interest. Such proposals shall include:

- background detail on why the local government(s) should consider creating or amending the locality;
- the proposed name and a map or diagram clearly showing the suggested boundaries for the locality;
- all history, supporting documentation and referenced details on why the proposed name and boundaries are considered to be appropriate; and
- an indication that the proposed name and boundaries conform to the policies outlined in this document.

Upon receiving the proposal, the GNC will liaise with the relevant local government(s) who shall review the submission. If they are in agreement with the proposal, then the formal approval process will be initiated.

If a request is made in the interests of public safety, the relevant local government(s) shall be asked to respond within 30 days and action the request within one council meeting of that initial response.

7.8 GNC's consideration of locality boundary proposals

If the GNC endorses the naming request, consultation with the relevant local government to have the proposal advertised to the wider community will be undertaken. If no objections are lodged during the consultation period, the GNC will proceed to process the proposal.

If the proposal receives objections during the consultation period the GNC will delay any further processes and will liaise with the local government(s) regarding the objections. If required, the matter will be presented to the GNC for consideration.

If the GNC deems that the proposal conforms to the naming policies and standards and is in the community's best interest, it will recommend that the proposal be formally approved.

If the GNC deems that the proposal does not conform to these policies, the proposal will be returned to the relevant local government with either a request for further information or advice that the proposal be redesigned so that it might be acceptable for future consideration and approval.

8: Road Names and Extents

8.1 Road naming

Within Western Australia, road naming is standardised to facilitate the application of correct address information and to ensure that a consistent approach is undertaken to benefit emergency services, transport and goods delivery. If established policies for road naming were not applied, the provisions of emergency services, utilities and postal deliveries would be compromised.

In Western Australia the following road naming policies shall be applied:

- all roads shall be named, including private roads which are generally open to public access or for services. This includes but is not limited to:
 - highways, motorways and freeways;
 - roads within complexes such as universities, hospitals and retirement villages;
 - roads within conservation reserves, State forests, water reserves and any other government administered land; and
 - pedestrian-only roads such as malls or steps.
- all road naming proposals shall be submitted to Landgate for approval.

The naming of major state roads shall conform to these naming policies and standards, and shall be referred to the Minister for Lands for approval. The process for the selection of names shall include consultation with relevant State and local government agencies and should include consultation with the wider community.

Any proposal to name, rename or extend a road shall clearly indicate the full extent of the road to which the name will apply. The extent of a road is considered to be its start and end points. This includes bends, divided carriageway sections and curves which are included between these two points.

A road name shall not be applied in a way that is ambiguous or could cause confusion for road users. The road name should be applied to a single, unobscured and unobstructed roadway that leads from point A to point B, in a clear and logical manner.

Roads are not suitable for dual naming and approval will not be given to such proposals.

Each road name proposal shall include the following information:

- the reason for the proposal or name change;
- origin of each road name and its source;
- a location by local government, locality and estate name if known;
- identification on a map clearly indicating extent and precise start and end points;
- photographs or sketches; and
- any other supporting information such as historic articles, reference materials, publications etc.

8.1.1 Public roads

A public road is any road that is opened, dedicated or declared to be a public road, whether under the *Land Administration Act 1977, Part 2 – General administration, Division 3 - General* or any other Act.

As a prerequisite to lodgement, all survey documents creating, extending or showing abutments to roads must show the correct approved road names. If no approved name exists, the new road names must be formally approved by Landgate before the survey can be lodged. To help expedite this process, the developer or their agent should be prompt in lodging a concept plan and a proposal for road names with the relevant local government. Local governments shall then propose the names to Landgate for approval.

8.1.2 Private roads

A private road is any road that is not a public road which is open to public access or for use by other services.

The delivery of emergency and other services are often impeded for residents and businesses when private road names are not officially recorded. In order to minimise confusion, standardise address allocations and support emergency services, all road naming policies and addressing standards shall be applied. They will be processed as a regular naming application and shall be submitted to Landgate for approval.

Private roads include but are not limited to:

- some roads or driveways to battleaxe blocks;
- roads indicated on community subdivision plans;
- roads in various cluster developments;
- roads on private property, for example, roads in caravan parks; and
- other forms of 'rights of way';

Naming a road on private land does not mean that Landgate, the Secretariat, the GNC or the Minister for Lands is accepting responsibility for that road other than of ensuring its name meets the required naming policies for Western Australia.

8.1.3 Reserved road names

Local governments may request that eligible road names be reserved for use within their boundaries for five years from the date of approval. If the name is not used within five years from the date of approval, the approval and reservation of those road names is null and void. Extensions of time maybe granted upon request but if such extensions do not occur, the names will be made available to other local governments for use upon request.

All requests for names to be placed on the reserve register shall be in writing and must list the correct spelling and origins of the proposed names before they will be reviewed against the current naming processes for suitability.

Upon completion of the review, Landgate will provide the local government with a list of the eligible road names which have been formally approved as reserved in the road name database.

8.1.4 Naming Malls and Pedestrian access ways

Malls and pedestrian access ways shall be named according to the current road naming policies and standards. The names shall be recorded as private road names and may be used for the allocation of street addresses if required.

If a mall or public access way is created as an official reserve and a name is required for the actual reserved area, then the name shall be recorded separately as a road name and as a topographic feature name (reserve).

8.2 Road extents

8.2.1 Laneways and short roads

The increase in urban density in new developments and urban redevelopment has resulted in many narrow short lanes and rights-of-way requiring names. Laneways shall be named if a name is required for addressing purposes or has been created as a public road by survey.

The naming of such roads is supported with a preference for use of the road type LANE and short names consisting of no more than six letters. The leg of a battleaxe lot shall not be considered a laneway.

Roads which are regarded as short, e.g. a small cul-de-sac or private road with five or less address sites, that are not proposed to be lengthened or will not have additional address sites needed in the future, may not need a separate name. Any address numbers required may be assigned on to the road on which it connects.

8.2.2 Contiguous navigable roads

A named road shall include only one section navigable by vehicles. If a road has been separated to become two unconnected navigable sections of road, then these shall be assigned separate road names. Common separations may include unbridged streams, pedestrian segments, railings etc.

The above does not apply when the separate sections are either of the following:

- two sides of the same road separated by a median strip; or
- part of a classified highway that is split by a section that is assigned a local name where it passes through a town or city.

8.3 Components of a road name

8.3.1 Road name elements

Every road name shall consist of a single name element followed by a road type, e.g. Smith Road, Jones Street etc not Black Swan Drive, John Smith Avenue.

A single length of road shall have only one name.

Road names without a type shall not be used, e.g. Broadway, Causeway, The Avenue, The Boulevard, The Esplanade, The Mews, The Strand etc.

8.3.2 Road types

All road names shall include a road type.

The road type must be selected from the list as shown in *AS/NZS 4819:2011 Rural and urban addressing – Appendix A, Road Types – Australia*. A copy of this road types list has been provided in this document in *Section 9.2: Road types suitable for use in Australia*.

The road type shall be chosen to convey the function and characteristics of the road as described in the 'description' field of the road type list.

Road types shall not be used to distinguish different roads of the same or similarly sounding names, e.g. Reed Street, Reed Crescent and Reed Way. Such roads shall be considered as duplicates and are not acceptable.

This also applies to similar sounding names such as Read Street, Rede Crescent and Reid Way.

8.3.3 Unacceptable road names

As outlined in section 2.2 *Characteristics of geographic names – Names starting with "THE"*, the use of the definite article 'the' shall not be approved for use as a road name, for example, The Boardwalk, The Esplanade, The Strand are no longer acceptable road names.

The use of road types as part of a road name shall not be used e.g. Swan View Road, Southern Crest Road, Beachview Drive, Lakeview Avenue, View Street or Boulevard Way.

8.4 Road name duplication

There shall be no road name duplication within a local government, regardless of any differences of road types. Road names submitted for approval cannot be:

- homonymous, e.g. similar in spelling to an existing road name;
- similar in sound to an existing road name;
- in the same locality as an existing road name;
- in an adjoining locality;
- in the same Local Government area;
- duplicated more than six times in the metropolitan area, three north and three south of the Swan River;
- duplicated more than fifteen times within Western Australia;
- less than 10km from the existing duplication in the metropolitan area; and
- less than 50km from an existing duplication in rural areas;

These exclusions shall also apply to similar sounding or written names, and to those within similar sounding suburbs even if they are more than 10km away e.g., Forrestfield / Forrestdale, Woodbridge / Woodridge, Fremantle / East Fremantle etc.

Road name duplication should be avoided in adjoining Local Governments.

8.5 Road naming amendments

Road names are intended to be enduring. The renaming of any road is discouraged unless there are good reasons for a change of name. Reasons that may be considered in support of a name change are:

- redesign of a road layout;
- changed traffic flow;
- mail delivery problems;
- the misspelling of a name in the original application;
- name duplication issues; and
- property street addressing issues.

Renaming shall be necessary when a road is made into a cul-de-sac, resulting in two or more separated sections of road. Such separations can cause difficulties for emergency services and the delivery of other services to the area. The renaming of a portion of separated road may also be used to solve address numbering problems.

Where a change to the name of a road is proposed, the new name selected shall conform to all the necessary naming policies and standards.

For regional roads the change of name must have broad community support, and for local roads, there must be majority support from the affected land owners and residents.

The requirements of emergency services for clear unambiguous road naming shall also be a consideration.

Proposals normally require the support of local government, but the Minister for Lands is the final authority in all such matters.

Submissions for road name changes deemed to be non-essential or unnecessary shall incur a service charge.

8.6 Naming roundabouts and rotaries

Roundabouts and rotaries are circular intersections in which traffic travels clockwise around a central island. They are constructed to control traffic, to minimise delay by being able to accommodate large volumes of traffic movements, and to provide adequate sight distances. The primary difference between the two is that rotaries have a significantly larger diameter than roundabouts.

All entrances and exits to roundabouts and rotaries must be clearly named and labelled with adequate signage.

8.6.1 Roundabouts

Roundabouts are circular intersections with specific design and traffic control features. These features include yield control of all entering traffic, channelized approaches, and geometric curvature and features to induce desirable vehicle speeds. They may also include more extensive pedestrian and bicycle features.

Roundabouts shall not have names or address ranges.

8.6.2 Rotaries

Rotaries are characterised by a large diameter (a minimum of 40m). Unlike most roundabouts, lane changes may be required within a rotary for some movements.

Rotaries may be named, however all such naming requests shall adhere to the following:

- the naming of State Road rotaries shall be undertaken with consultation with MRWA;
- local government is to be consulted for the naming of rotaries which are under their control;
- rotary names shall be unique and not duplicated anywhere within Western Australia;
- rotary names should be short and preferably of local Indigenous origin;
- rotary names shall not be named the same as any of their intersecting roads.

Rotaries shall not have address ranges.

8.7 State Roads

MRWA is responsible for the management of all freeways, highways and main roads in Western Australia, collectively referred to as State Roads. Management includes all ramps and rotaries associated with State Roads. A list of State Roads is available on Main Roads' website (www.mainroads.wa.gov.au).

The Minister for Transport has requested that, for all new major roads funded by the State Government, Main Roads consult Government before action is initiated to identify a suitable name. Advice will then be provided on whether the Government is to choose a name, or if Main Roads should undertake community consultation or some other action to identify a suitable name or shortlist of names, for consideration by Government. Main Roads will advise Landgate of the Government's chosen or endorsed name.

The naming policies and standards in this document should be applied for all such naming actions.

8.8 Roads and tracks on Government managed land

Authorities or agencies of Commonwealth, State, Territory or Local Governments which are responsible for the management of roads or tracks on land administered by them, shall liaise with Landgate to develop practices and processes for their naming.

The naming policies in this document shall be applied for all such naming actions and road/track extents. The chosen name, and where possible the origin of the name, shall be forwarded to Landgate so that the information is recorded within the State's Gazetteer.

8.9 Tourist drives / routes

To assist the promotion of Western Australia's diverse range of landscapes, scenery and other 'special places' to overseas and eastern states visitors, State Tourist Drives may be created.

A State Tourist Drive shall be a quality route which is considered to be of state-wide significance. It should be selected because it portrays and links some of the State's unique natural features or exceptional scenic areas.

It must provide a meaningful route for tourists to experience something 'special' and enhance a visitors tour of the State.

It shall be a requirement that the standard of the routes to be recognised as State Tourist Drives be kept at a high level. If this criterion is not adhered to, then the value of such routes will be undermined and the value of such an initiative will be diminished.

A route simply linking features such as National Parks, State Forests, lookouts or other built or natural features is not sufficient to justify a designation as a State Tourist Drive. They can be used to enhance such a route, but cannot be the sole purpose for it. Similarly, a route that links together a townships normal features and facilities would also not constitute justification for a State Tourist Drive.

8.9.1 Local scenic drives

If a route which does not meet the assessment criteria for a State Tourist Drive has been recognised as having a reasonable tourism value then it may be recognised as a Local Scenic Drive.

If the route does not have any tourism merit and may have a negative or misleading impact on tourists and visitors to an area, then no approval for such a route shall be given.

8.9.2 General assessment criteria

Tourism value shall be assessed by the following:

- the tourist drive/route must have significant tourism interest and shall offer an array of significant scenic or natural features which should be of greater interest than the general topography or sights as seen on a regular through route;
- the theme and name of the route must reflect its unique characteristics and not conflict with its natural or physical surroundings or any other official feature, road or route within the State or nationally;
- routes with generic names like "Marine Tourist Drive", "Heritage Tourist Drive" or "Wildflower Tourist Drive" shall not be approved as they are not unique to a specific location within the State;
- the tourist drive/route should not rely on attractions which are strictly seasonal or are not a permanent feature of the route, such as wildflowers;
- the proposed tourist drive/route shall be endorsed by the relevant local government(s), local Visitor Centre(s), WA Tourism Commission and a majority of the local community and businesses;
- be as safe as possible for motorists who may be unfamiliar with the local area;
- only include sealed maintained roads and avoid any hazardous alignments or grades, or single lane roads which may not be suitable for the volume of tourist traffic that may be attracted to the route;
- not follow main arterial roads such as major local government roads and National or State Highways except where necessary for short distances (no more than 5kms) to maintain the continuity of the tourist drive/route;
- not be located in built up areas or town centres;
- to avoid intersections or sections of road which may at times be relatively congested with heavy haulage or other non-tourist traffic; and
- be capable of leading motorists back to the main through route from which they deviated with adequate signage to assist them with continuing their journey.

Whilst tourist comfort is important, the availability of standard visitor services and facilities such as accommodation, fuel supplies or visitor information may not always be appropriate, particularly in remote areas of the State.

Tourist information on the general area, including brochures, maps and guides should be made available from tourist centres and other outlets along the route. The route will also need to be marked on maps in roadside information bays wherever they exist.

8.9.3 Applying to have the tourist route recognised

Applications for a route to be recognised as a State Tourist Drive shall be submitted to Landgate. The application must:

- be supported with a formal resolution from the relevant local government(s);
- indicate that the proposed route is supported by the WA Tourism Commission, Regional Travel Association, local Visitor Centre, as well as the local community and businesses;
- identify the jurisdiction(s) responsible for the erection and ongoing maintenance of direction and other related signs along the route, including the cost of removing the signs if the route fails to meet the criteria for a State Tourist Drive at some point in the future;
- clearly describe the route on a large scale map;
- describe the unique natural features or scenic attributes which exist along the route;
- list all significant natural and built attractions along the route with a brief description of each;
- include a one or two word name for the route which will be suffixed with the words “Tourist Drive”; and
- include a description of how the State Tourist Drive will be promoted and what marketing collateral will be produced.

8.9.4 Review of current State tourist drives / routes

State Tourist Drives/Routes will be subject to review on a regular basis to ensure that the quality of the route has not diminished or been compromised over time. If a State Tourist Drive/Route loses that special quality it had when first assessed and recognised then the route shall be deleted.

8.9.5 Identification of State scenic drives, tourist drives and routes

Local government is responsible for the establishment and maintenance of such drives and routes including the cost of road signage and its maintenance. The signage of State Tourist Drives is governed by *Australian Standard AS1742.6 Manual of uniform traffic control devices – Tourist and service signs*.

Local governments will be required to obtain approval from Main Roads WA (MRWA) for the erection of any route signs which occur on highways and roads under its control.

Supplementary or any other associated Tourist Attraction and Tourist Service signs will be subject to the established approval and funding guidelines available from MRWA and respective local governments.

9: Naming Procedures

All naming proposals for road, administrative boundary and topographic feature names and their official extents in Western Australia shall adhere to the naming policies and standards referred to within this document.

9.1 Submitting names for approval

Anyone may submit a proposal directly to Landgate to name or rename a road, administrative boundary or topographic feature. All submissions are to be made in writing and require all the necessary supporting information to be included.

Such proposals should be submitted to the relevant local government(s) for comment or endorsement before being sent to Landgate. Any submissions made direct to Landgate will be forwarded to the necessary local government(s) for comment or endorsement before proceeding with any further action.

All naming submissions must contain the following:

- the reason for the proposal;
- details as to why the new/amended name is considered to be appropriate;
- evidence that the proposed name conforms to the policies outlined in this document;
- if the proposal does not conform to the policies, strong evidence to justify why such a name is warranted, including evidence of consultation with emergency services and other service providers;
- the location (including relevant localities and local government areas) or extent of the road, administrative boundary or feature to be considered;
- a map or diagram showing the full extent of the area or road to which the name is to be applied;
- information regarding any public consultation that has been undertaken, or evidence of support that has been gathered;
- if the proposal is not submitted by a local government, evidence of local government support;
- if the proposed name is Indigenous in origin, evidence of consultation with relevant Indigenous groups;
- if the proposal is to name or amend a name that exists across two or more local government boundaries, evidence of consultation with all relevant local governments; and
- contact details of the proposer(s).

9.2 Investigation for suitability

Upon receipt of a submission to name or rename a road, administrative boundary or topographic feature, Landgate will investigate the request to ensure it conforms to the policies included within this document.

If the submission does not strictly comply with the policies, Landgate may assist the proposer to modify the proposal to ensure its compliance. If the submission is considered to be frivolous in nature, it may be rejected without further consideration.

Landgate may provide assistance with submissions which propose to use a name which has been derived from an Indigenous language, for which consultation with the relevant Indigenous groups has not been undertaken or finalised.

There is no requirement for consultation with emergency or other service providers to be undertaken if the submission is in accordance with the policies of this document. These policies have been written in consultation with these stakeholders and they have been designed to contain their naming requirements.

Once a submission conforms to the policies and procedures, action to undertake the formal approval of the name will proceed. If it does not strictly conform, the applicant may wish to have the matter put to the GNC for consideration at its next quarterly meeting.

9.3 Processing a request

After ensuring the submission conforms to the necessary policies, action to prepare the formal documents will be undertaken by an Officer of the Geographic Names Team within Landgate. These provide a brief summary of the naming proposal, the location of the name to be applied as well as a clear, well defined map or diagram showing the physical extent and position of the road, administrative boundary or feature. These documents are then forwarded to the GNC Executive Officer for approval.

Submissions to be put before the GNC will be placed into the Committee's agenda will include all relevant correspondence and documentation as provided by the proposer in support of the name.

If the GNC endorse the proposal, an approval document will be prepared for approval by the GNC Chairman and the proponent will be notified once formal approval has been given.

If the GNC chooses not to endorse the name, the proposer will be notified by the Geographic Names Team of the reasons for the rejection.

9.4 Approving new or amended names

Through delegated authority, the GNC Executive Officer approves submissions on behalf of the Minister for Lands. Approvals resulting from a GNC recommendation are approved by the GNC Chair.

Once a name has been formally approved, the new or amended name is entered into the State's Gazetteer. Information regarding the names origin, location, derivation, historical name/s (if available), the local government(s) and locality in which the name is located and the official approval date is also recorded.

9.5 Notification of new name approvals

After the approval has been processed and entered into the State's Gazetteer, all proposers and affected local governments will be notified of the approval. This information is then made available for integration into Landgate's core systems and products.

The local government (or proposer), shall be required to ensure any other relevant stakeholders or service providers are notified of the new or amended name.

10: Road Types

10.1 Road types suitable for use in Australia

The following table is an extract from AS/NZS 4819:2011 Appendix A “Road Types – Australia”. Road types used in Western Australia shall be chosen from this list for open ended roads, cul-de-sacs or pedestrian only roads.

Road Type	Abbreviation	Description	Open ended	Cul-de-sac	Pedestrian Only
<i>Alley</i>	<i>Ally</i>	<i>Usually narrow roadway in cities or towns, often through city block or squares.</i>	✓	✓	
<i>Approach</i>	<i>App</i>	<i>Roadway leading to an area of community interest (e.g. public open space, commercial area, beach etc.)</i>	✓		
<i>Arcade</i>	<i>Arc</i>	<i>Passage having an arched roof, or any covered passageway, especially one with shops along the sides.</i>			✓
<i>Avenue</i>	<i>Av</i>	<i>Broad roadway, usually planted on each side with trees.</i>	✓		
<i>Boardwalk</i>	<i>Bwlk</i>	<i>Promenade or path, especially of wooden planks, for pedestrians and sometimes vehicles, along or overlooking a beach or waterfront.</i>			✓
<i>Boulevard</i>	<i>Bvd</i>	<i>Wide roadway, well paved, usually ornamented with trees and grass plots.</i>	✓		
<i>Break</i>	<i>Brk</i>	<i>Vehicular access on a formed or unformed surface, which was originally prepared as a firebreak.</i>	✓		
<i>Bypass</i>	<i>Bypa</i>	<i>Alternative roadway constructed to enable through traffic to avoid congested areas or other obstructions to movement.</i>	✓		
<i>Chase</i>	<i>Ch</i>	<i>Roadway leading down to a valley</i>	✓	✓	
<i>Circuit</i>	<i>Cct</i>	<i>Roadway enclosing an area.</i>	✓		
<i>Close</i>	<i>Cl</i>	<i>Short, enclosed roadway.</i>		✓	
<i>Concourse</i>	<i>Con</i>	<i>Roadway that runs around a central area (e.g. public open space or commercial area).</i>	✓		
<i>Court</i>	<i>Ct</i>	<i>Short, enclosed roadway.</i>		✓	
<i>Crescent</i>	<i>Cr</i>	<i>Crescent-shaped thoroughfare, especially where both ends join the same thoroughfare.</i>	✓		
<i>Crest</i>	<i>Crst</i>	<i>Roadway running along the top or summit of a hill.</i>	✓	✓	
<i>Drive</i>	<i>Dr</i>	<i>Wide thoroughfare allowing a steady flow of traffic without many cross-streets.</i>	✓		
<i>Entrance</i>	<i>Ent</i>	<i>Roadway connecting other roads.</i>	✓		
<i>Esplanade</i>	<i>Esp</i>	<i>Level roadway, often along the seaside, lake or a river.</i>	✓		
<i>Firetrail</i>	<i>Ftrl</i>	<i>Vehicular access on a formed or unformed surface, which was originally prepared as a firebreak.</i>	✓		

Freeway	Fwy	Express, multi-lane highway, with limited or controlled access.	✓		
Glade	Glde	Roadway usually in a valley of trees.	✓	✓	
Grange	Gra	Roadway leading to a country estate, or focal point, public open space, shopping area etc.	✓		
Grove	Gr	Roadway that features a group of trees standing together.	✓	✓	
Highway	Hwy	Main road or thoroughfare, a main route.	✓		
Lane	Lane	Narrow way between walls, buildings or a narrow country or city roadway.	✓	✓	
Loop	Loop	Roadway that diverges from and rejoins the main thoroughfare.	✓		
Mall	Mall	Sheltered walk, promenade or shopping precinct.			✓
Mews	Mews	Roadway in a group of houses.		✓	
Parade	Pde	Public promenade or roadway that has good pedestrian facilities along the side.	✓		
Parkway	Pwy	Roadway through parklands or an open grassland area.	✓		
Passage	Psge	Narrow street for pedestrians.			✓
Path	Path	Roadway used only for pedestrian traffic.			✓
Place	Pl	Short, sometimes narrow, enclosed roadway.		✓	
Plaza	Plza	Roadway enclosing the four sides of an area forming a market place or open space.		✓	
Promenade	Prom	Roadway like an avenue with plenty of facilities for the public to take a leisurely walk, a public place for walking.	✓		
Quays	Qys	Roadway leading to a landing place alongside or projecting into water.	✓		
Ramp	Ramp	Access road to and from highways and freeways.	✓		
Retreat	Rtt	Roadway forming a place of seclusion.		✓	
Ridge	Rdge	Roadway along the top of a hill.	✓		
Rise	Rise	Roadway going to a higher place or position.	✓	✓	
Road	Rd	Open way or public passage primarily for vehicles.	✓		
Square	Sq	Roadway bounding the four sides of an area to be used as an open space or a group of buildings.	✓	✓	
Steps	Stps	Route consisting mainly of steps.			✓
Street	St	Public roadway in a town, city or urban area, especially a paved thoroughfare with footpaths and buildings along one or both sides.	✓		
Subway	Sbwy	Underground passage or tunnel that pedestrians use for crossing under a road, railway, river etc.			✓
Terrace	Tce	Roadway usually with houses on either side raised above the road level.	✓	✓	

<i>Track</i>	<i>Trk</i>	<i>Roadway with a single carriageway. A roadway through a natural bushland region. The interpretation for both Track and Trail is limited to roadways, whereas in many areas (e.g. Tasmania) these are often associated with walking rather than vehicular movement.</i>	✓		
<i>Trail</i>	<i>Trl</i>	<i>See 'Track'.</i>	✓		
<i>View</i>	<i>View</i>	<i>Roadway commanding a wide panoramic view across surrounding areas.</i>	✓	✓	
<i>Vista</i>	<i>Vsta</i>	<i>Roadway with a view or outlook.</i>	✓	✓	
<i>Walk</i>	<i>Walk</i>	<i>Thoroughfare with restricted access used mainly by pedestrians.</i>			✓
<i>Way</i>	<i>Way</i>	<i>Roadway affording passage from one place to another. Usually not as straight as an avenue or street.</i>	✓		
<i>Wharf</i>	<i>Whrf</i>	<i>A roadway on a wharf or pier.</i>	✓	✓	✓

10.2 Other road types suitable for use in Western Australia

In addition to the above road types, there are exceptions where the use of an alternate road prefix or suffix may be requested.

The word 'Jalan' is used as a prefix on roads situated on the Cocos (Keeling) Islands and Christmas Island. The word 'Jalan' is a Malay word for road or street, for example, Jalan Guru and Jalan Perak.

Indigenous words used to describe paths or tracks may also be used. For example, the word 'Banan' is used exclusively within the Kimberley area as a road type, e.g., Berewereng Bannan and Templetonia Banan.

11: Updating of these policies and standards

With constant improvements and changes in the spatial information sector, it will be necessary to update these policies and standards from time to time to ensure the most current geographic naming standards are reflected.

Updates will need to be approved by the GNC and endorsed by the Minister for Lands. Any amendments will be made available to local governments and the general public via the Landgate website.

11.1 Update Register

Version	Date	Section	Amendment
Draft	06/12/2012	Whole Document	Endorsed by the Geographic Names Committee
1.0	01/01/2013	Whole Document	Initial release.
1.1	31/01/2013	Section 4.4	Amended "the local indigenous land council" to " <i>native title representative body</i> ".
1.2	11/02/2013	Section 8.1.2	Amended "road naming policies and standards" to " <i>road naming policies and addressing standards</i> " and "as a standard naming application" to " <i>as a regular naming application</i> ".
1.3	20/05/2013	Section 6.1	Added " <i>Names for parks and reserves shall not be duplicated, nor shall they have a similar spelling or pronunciation to any existing parks or reserves within a local government area.</i> "
1.4	13/06/2013	Section 7.3	First paragraph, amended "naming policies and stands" to " <i>naming policies and standards</i> ".
1.5	15/07/2013	Section 3.8.1	Added " <i>The use of nicknames or other informal names may only be considered for topographic feature naming in combination with the surname of the person being commemorated e.g. Snow Bennett Park. The use of elongated names such as Harold "Snow" Bennett Park will not be considered.</i> "
1.6	30/07/2013	Section 3.11	Added " <i>The word Anzac is a proper noun and as such the first letter is upper case and the rest of the word is lower case. ANZAC should be used where the Australian and New Zealand Army Corps as an army formation or battle grouping is being referred to, for example "the landing of the ANZAC" or "the ANZAC forces". Legislation in Australia, New Zealand and the United Kingdom has been enacted to protect the word "Anzac".</i> "
1.7	21/08/2013	Section 1.2.1	Amended "Department of Indigenous Affairs" to " <i>Department of Aboriginal Affairs</i> " and "Department of Environment and Conservation" to " <i>Department of Park and Wildlife</i> "
1.8	15/10/2013	Section 3.13	<p>Amended "The naming of buildings, infrastructure and facilities provides an opportunity to honour individuals and groups who deserve recognition in a visible and enduring way." to "<i>The naming of buildings, infrastructure and facilities of significance to the community provides an opportunity to honour individuals and groups who deserve recognition in a visible and enduring way.</i>"</p> <p>Amended "- named after people who have been recognised in their field of expertise at a national level or higher;" to "<i>- named after people who have been recognised in their field of expertise at a state, national or higher level, for at least ten years;</i>"</p>

12: Referenced documents

The following are referred to within this document:

- AS 1742.6-2004 *Manual of uniform traffic control devices – Tourist and service signs*
- AS/NZS 4819:2011 *Rural and urban addressing*
- *Australian Bicentennial Authority Act, 1980 (Commonwealth)*
- *Commonwealth of Australia Constitution Act (The Constitution), 1900*
- *Defence (prohibited words and letters) Regulations, 1957 (Commonwealth)*
- *Electoral Act 1907*
- *Guidelines for the Consistent Use of Place Names, ICSM, April 2012 (includes Guidelines for the Use of Aboriginal and Torres Strait Islander Place Names, and Dual Naming Depiction Guidelines)*
- *Land Administration Act 1997*
- *Land Information Act 2007*
- *Land Information Regulations 2007*
- *Local Government Act 1995*
- *Protection of Word 'Anzac' Regulations, Statutory Rules 1921 No. 2 as amended made under the War Precautions Act Repeal Act 1920*
- *Section 52(ii) of the Australian Constitution*
- *Undersea Features Names and Maritime Place Names fact sheet – Australian Hydrographic Office*

13: Definitions, Terminology and Acronyms

AAD	Australian Antarctic Division.
Abbreviation	A shortened form of a word or phrase. Usually consists of a letter or group of letters taken from the word or phrase. For example, the word abbreviation can itself be represented by abbr., abbrev. or abbrev.
Access point	The position along the road where the public may access an address site
Acronym	A word formed from the initial letters or groups of letters of words in a set phrase or series of words, as ANZAC for the Australian and New Zealand Army Corps.
Address site	A site for which an address is being assigned.
AHS	Australian Hydrographic Service.
Alternative name	A name that is an alternative to another name for the same feature.
ANPS	Australian National Placenames Survey.
Apostrophe	' is used as a substitute for a missing letter or letters in a word (cannot = can't), to show the possessive case (Jane's room) and in the plural of letters, some numbers and abbreviations.
Approval	A written report enabling the adoption of road, administrative boundary or feature names on behalf of the Minister for Lands via delegated authority.
ASEPSW	Asia South East, Pacific South West Division, one of 23 linguistic/geographical divisions within UNGEGN.
Binomial	Consisting of or relating to two names or terms.
CNGA	Committee for Geographical Names in Australasia.
Colon	: is used to direct attention to matter (such as a list, an explanation, a quotation, or amplification) that follows.
Comma	, is used to indicate the separation of elements within the grammatical structure of a sentence.
Dash	— is used to indicate a break in the thought or structure of a sentence.
Definite Article	'The' is the only definite article used in English. It is used to restrict the meaning of a noun to make it refer to something that is known by both the speaker or writer and the listener or reader:
Dual name	A name that consists of two names that must be used together, usually one Indigenous and one European.
Endonym	Name of a geographical feature in an official or well-established language occurring in that area where the feature is located.
Established Name	A geographic name that has appeared consistently in written usage and (or) has been expressed consistently in verbal usage, and that is supported by historical and (or) current written materials and (or) in folklore.
Euphonious	An agreeableness in sounds, pleasant to the ear, harmonious
Exonym	Name used in a specific language for a geographical feature situated outside the area where that language is spoken, and differing in its form from the name used in an official or well-established language of that area where the geographical feature is located.
Formed	In relation to a road, means that it is physically constructed or prepared for passage by vehicles or pedestrians.

Gazetteer	A geographical dictionary or directory which contains important reference information about geographical features, localities and roads. Can contain information such as the location of places, dimensions of physical features, origins and derivations.
GBRMPA	Great Barrier Reef Marine Park Authority.
Generic	Relating to or descriptive of an entire group or class, general.
Geographic	Something of or relating to geography; concerning the topography of a specific region.
Geographic Feature	Components of the Earth. There are two types; natural geographic features and man-made geographic features.
Geographic Name	A name applied to a geographic feature; is the proper name, specific term, or expression by which a particular geographic entity is, or was, known; any relatively permanent part of the natural or manmade landscape or seascape that has a recognisable identity within a particular cultural context; may refer to any place, feature, or area on the Earth's surface, or to a related group of similar places, features, or areas.
GEONOMA	An ORACLE database maintained by Landgate which contains the official Western Australian gazetteer and other pertinent geographical names information.
GNC	Geographic Names Committee
Guideline(s)	Information provided to assist in understanding a principle, policy, or procedure.
Historical Name	A geographic name given and used during the early history of a place or feature; the name may be either obsolete or in current use.
Homonymous	Having the same or corresponding sound or name.
Honorific	A title, phrase or grammatical form conveying respect.
Hyphen	- is used between parts of a word. It can be used to split a word by syllables to fit on a line of text.
ICSM	Intergovernmental Committee on Surveying and Mapping.
Lingua franca	Or working language, bridge language, vehicular language, is a language systematically used to make communication possible between people not sharing a mother tongue, in particular when it is a third language.
Local Government	The third tier of government administered by States and Territories. They may be referred to as Shires, Towns or Cities.
Local Usage	A geographic name commonly and currently used for an entity, whether in verbal and (or) written form, by persons having frequent enough contact with the entity to use the name on a frequent basis.
Locality	A geographical area defining a neighbourhood or community of interest. Localities are usually rural in character though the name is interchangeable with Suburb which is used to describe more urban areas.
Logogram	Is a conventional abbreviated symbol for a frequently recurring word or phrase, for example &, @, \$ or ©.
May	Indicates the existence of an option.
Must	Indicates that a statement is mandatory.
MRWA	Main Roads Western Australia

Official Name	A geographic name, and its written form and application, approved or recognized as official by the Geographic Names Committee for use throughout Western Australia. An official name is established either by policy or decision of the Secretariat and/or the Geographic Names Committee.
Orthography	Specifies or defines the set of symbols (script) used in a language, and the rules about how to write these symbols. It generally refers to spelling but this is considered only part of orthography, with other elements including hyphenation, capitalization, word breaks, emphasis, and punctuation.
Parenthesis	() is used to amplify or explain a word, phrase, or sentence inserted in a passage.
Period or Full Stop	. is used to mark the end of a sentence.
Placename	Same as Geographic Name.
Policy	A statement of regulation(s) relating to particular toponymic circumstances; used to guide and determine present and future decisions.
Preposition	Usually indicates the temporal, spatial or logical relationship of its object to the rest of the sentence as in the following examples; the book is on the table; the book is beneath the table. The most common prepositions are 'about' 'above' 'across' 'after' 'against' 'along' 'among' 'around' 'at' 'before' 'behind' 'below' 'beneath' 'beside' 'between' 'beyond' 'but' 'by' 'despite' 'down' 'during' 'except' 'for' 'from' 'in' 'inside' 'into' 'like' 'near' 'of' 'off' 'on' 'onto' 'out' 'outside' 'over' 'past' 'since' 'through' 'throughout' 'till' 'to' 'toward' 'under' 'underneath' 'until' 'up' 'upon' 'with' 'within' and 'without'.
Principle	An accepted or professed rule of action or conduct that applies to all toponymic conditions that fall under its scope; used to guide and determine present and future decisions.
Procedure(s)	A set of instructions outlining steps to accomplish a particular goal, such as submitting name proposals to the Geographic Names Committee; an act or a manner of proceeding in any action or process; conduct.
Quotation Marks	" " are used chiefly to indicate the beginning and the end of a quotation in which the exact phraseology of another person, or of a text, is directly cited.
Reserve Register	A register of road name prefixes reserved by a local government for its specific future use. They are recorded within the State's Gazetteer with the feature class of RVRD.
Road	For the purpose of this document, roads are all open ways for the passage of vehicles and people and they may or may not be formed or constructed.. They also include private roads that are open to public use and the delivery of services.
SCAR	Scientific Committee on Antarctic Research.
SCUFN	Sub-Committee on Undersea Feature Names.
Secretariat	An office (team) responsible for the administrative affairs of a legislative body, committee or organisation.
Semicolon	; is used to connect independent clauses indicating a closer relationship between the clauses than a period, or full stop, does.
Sequential	In a logical order, not necessarily uniformly.
Shall	Indicates that a statement is mandatory.

Should	Indicates a recommendation which may indicate a highly desirable outcome that is not mandatory only because of exceptional cases.
Specific	Explicitly set forth, definite.
State Road	A road managed by Main Roads Western Australia.
Suburb	A geographical area defining a neighbourhood or community of interest. A suburb is urban in character though the name is interchangeable with Locality which is usually used to describe a more rural area.
Symbol	Is a character mark, for example ☺, ☹, ☹ or #
Topographic	A detailed, precise description of a place or region; a graphic representation of the surface features of a place or region on a map, indicating their relative positions and elevations.
Topography	The science or practice of describing a particular place, city, town, tract of land; the accurate and detailed delineation and description of any earth feature or cultural place.
Toponymy	The scientific study of place names (toponyms), their origins, meanings, use and typology.
Unnamed Feature	A geographic entity that is not known to have had a verbal or written name.
Unofficial Name	A geographic name not formally recognised as official.
Variant Name	A name or spelling, once or currently used to refer to a particular geographic entity, other than the official name.
Verbal Name	A name used by people when referring to a place, feature, or area in their own language as commonly spoken every day.
Written Name	A geographic name in handwritten or printed form; for example, handwritten letters, diaries, and logs or names printed in newspapers or on maps or recorded in official, digital records.

Geographic Names

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