

**DEPARTMENT OF CONSERVATION AND LAND MANAGEMENT**

**CORPORATE EXECUTIVE**

**ADMINISTRATIVE INSTRUCTION No 14**

**NOMENCLATURE GUIDELINES**

**JANUARY 1995**

File:00821IF2206

This instruction supersedes the earlier instruction No. 14, issued in June.

**BACKGROUND**

CALM's charter encompasses the management of extensive lands and waters, together with associated assets. Therefore, the initiative for proposing names for places and features within them will often rest with CALM.

The procedure for naming places and features must be applied uniformly throughout CALM. The CALM Nomenclature Committee exists for this purpose.

Committee Membership is as follows:

Chairperson	Manager Planning and Visitor Services Branch	Mr. Jim Williamson
Executive Officer	Project Leader Tenure, IMB	Mr. Graham Hoare
Member	From Land Administration Branch	Mr. David Hampton
Member	From Swan Region	Mr. Ross Mead
Member	From Corporate Relations	Dr. Ray Bailey
Secretary	From IMB	Ms. Jacqueline O'Toole

Terms of reference for the Committee, which complement those of the State Geographic Names Committee, have been adopted. Guidelines for the naming process have been established. They are as follows:

## TERMS OF REFERENCE

1. To act as an advisory committee to the Executive Director for naming area, linear and point features and other appropriate assets such as buildings, vehicles, etc for which CALM has management responsibility.
2. To consult with relevant local communities, statutory authorities and organisations on the selection of names relating to features for which CALM has management responsibility.
3. To minimise duplication of names in future and eliminate existing duplication where possible.
4. To discourage naming after persons continuing to participate in any form of public office.
5. To decide upon the spelling of any name where two or more forms have been used.
6. To ensure that the interpretation of terms is in accordance with the Departmental glossary of nomenclature terms.
7. To assist in naming prominent areas of the lands and waters managed by CALM, such as nature reserves, national parks, regional parks, marine and conservation parks, by recommending to Geographic Names Committee for its endorsement.
8. To ensure that all area, linear and point features named by CALM are endorsed by the State's Geographic Names Committee and recorded in the State's gazetteer of names.

## GUIDELINES

1. Wherever possible, names should be:
  - short;
  - confined to one word;
  - specific to the area (for example, a local Aboriginal name; the name of a discoverer, pioneer, or first settler, the name of one who has performed outstanding scientific or community service).
2. Hyphenated and directional names and the attachment of feature types such as Mount, Lake, Spring etc, should be avoided unless a strong case can be made.
3. The use of Departmental employees' names will not be approved unless a strong case can be made.

4. Plantation names and management areas (e.g. forest blocks) should not be duplicated. Approval may be given, however, to names of features that are identical to the management area name provided that they are located completely within that area.
5. Where possible, road names should not be repeated in adjacent districts or within a region, whether on CALM-managed land or that managed by local government authorities or Main Roads Western Australia.
6. Where appropriate, existing names of public roads should be applied to extensions of those roads into CALM-managed lands.
7. Short or dead-end tracks constructed as temporary access routes should not be permanently named. When such a road is discontinued, its name should not be re-used in the same general area.
8. Walks, tracks, trails, scenic tours, etc. will be named by the respective Regional Manager, who will advise the Nomenclature Committee. These names will be reflected in CALM's geographic information system, although output maps will indicate only the feature and not the name. Departmental material for public distribution may indicate both the feature and name.
9. All recommendations for naming roads, parks, forests, waterways, plantations, nature reserves or any other feature or asset must be submitted to the Committee's Executive Officer via the Regional or Specialist Branch Manager. All submissions are to be made on the Nomenclature Proposal form CLM 138. Copy attached)
10. Names for each national park, nature reserve, State forest timber reserve, conservation park, marine park, marine nature reserve or any other important feature will be submitted to the National Parks and Nature Conservation Authority and/or the Lands and Forest Commission via the CALM Corporate Executive for endorsement before being forwarded to the State Geographic Names Committee for formal approval.
11. Other recommendations from the Nomenclature Committee that fall outside guideline (10) will be submitted to Corporate Executive for approval and then forwarded to DOLA's Geographic Names Section for information and inclusion within GEONOMA if appropriate.
12. Private roads and features within sharefarms are to be dealt with in a similar format, but consultation with the owner(s) should occur. Once approved, these road names may appear on Departmental publications and maps but will require definition as private roads.
13. Proponents of nomenclature recommendations will be advised by the Executive Officer (Nomenclature) of the outcomes of their proposals.

## NOMENCLATURE APPROVAL PROCESS

Appendix A is a flowchart and complementary explanatory notes of the Nomenclature process adopted by CALM and is provided to assist in the understanding of the timeframes associated with this consultative process.

Chris Haynes  
A/EXECUTIVE DIRECTOR

4 January, 1995

Attached:

**DISTRIBUTION:**

LISTS A, B, D, E, Y

Appendix A

