

NATIONAL MAPPING COUNCIL OF AUSTRALIA

RECOMMENDED PROCEDURES  
FOR  
RECORDING OF NOMENCLATURE  
ON A NATIONAL BASIS

PREPARED ON BEHALF OF THE  
NATIONAL MAPPING COUNCIL OF AUSTRALIA  
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RECOMMENDED PROCEDURESFORRECORDING OF NOMENCLATURE ON A NATIONAL BASIS

Prepared in accordance with Resolution No. 300, passed in April 1966.

The several States and the Commonwealth, who are responsible for nomenclature occurring within their respective spheres, may each be expected to prepare and publish a name gazetteer of its own region. A national gazetteer may be formed by combining the various regional gazetteers. It is desirable, therefore, that there be uniformity of content and of format, and possibly of size and binding throughout the series.

2. The large number of entries involved may make it necessary to publish the national gazetteer, and probably also those of at least several of the States, in a number of volumes. As the regional gazetteers must precede the national one, it is desirable for the regional gazetteer to be accepted as constituting a part of the national record until such time as it may be combined and collated therein as a composite alphabetical record.

3. Random listing is economical in space and possibly is most convenient for subsequent processing. Listing on separate cards permits progressive alphabetical collation to obviate duplication. However, such cards are prone to misplacement or undisclosed loss. The advantages of each method may be retained by random listing for the purpose of card punching, and progressive sorting of the punched cards into alphabetical order as the work proceeds.

4. Electronic processing with punched cards is considered to be essential. The punched card input is preferred to punched tape because of its greater versatility in sorting and handling. From the punched card file, the cards may be machine sorted into alphabetical order and a document copy produced by line printer for subsequent duplication in small numbers by contract printing, or in large numbers by lithographic printing. Samples of a card and print-out are at Annexure 4.

5. File maintenance by magnetic tape, upon which the current alphabetical master file of the gazetteer has been recorded from an input of punched card records, would be an economical aid. Special extractions may be obtained therefrom and recorded on a special magnetic tape from which the document copy may be obtained by line printer, leaving the original master file undisturbed. The master tape may be updated periodically by incorporating new

names gleaned from a supplementary alphabetised record.

6. The deterrent to extravagant extraction lies in its cost. For example, the special extraction of a nine character field (e.g. geographical co-ordinates) from a file of 100,000 cards may cost about \$240. The return of the cards to their original alphabetical order may cost a further \$1060. The use of the magnetic tape will obviate the need for the latter restoration action and will lessen costs in other directions.

7. The 80 column punch card is considered to be essential. Its full range may be utilised and subdivided to provide the desired data fields. Certain items which may not be considered essential to all authorities may be segregated at the end of the line on the punched card. This may prove to be generally advantageous for ease of omission as desired.

8. Data essential to all authorities should comprise name, designation code, latitude and longitude, and locational reference or sheet number, grid reference and State or Territory should be provided for use as required. The inclusion of such data in the sequence and with field widths and inter-field spacing should be as follows:-

| <u>ITEM</u>                             | <u>FIELD</u>   | <u>SPACE</u>   |
|---|----------------|----------------|
| Name                                    | 33 -----       | 1              |
| Designation                             | 4 -----        | 2              |
| Latitude                                | 5 -----        | 2              |
| Longitude                               | 6 -----        | 2              |
| Locational Reference or Sheet<br>Number | 8 -----        | 2              |
| Zone Number                             | 1 -----        | 1              |
| Grid Reference                          | 6 -----        | 2              |
| State or Territory                      | 3              |                |
| Type Key                                | 1              |                |
| Listing Control                         | 1              |                |
|   | <hr/> 68 <hr/> | <hr/> 12 <hr/> |

9. It is desirable for the field titles to appear at the top of each printed page in the published gazetteer. Explanations relative to the respective data fields are given below.

10. NAME: The national nomenclature record should contain all geographic names occurring within the region as gleaned from all known and available sources. It should include approved names, variant names, and names which may not have been approved (suitably identified as such if thought desirable) and which would be subject to review by the appropriate Nomenclature Committee in due course.

11.1 The width of field that would be adequate for the longest name that may be encountered cannot be predicted with certainty.

The 33 character width that has been provided should prove sufficient for the approved or most acceptable name.

11.2 A variant name should be followed by a cross reference to the standard name and hence may exceed the field width provided. However, the omission of all locational information other than the State from the record will permit the notation to extend to 73 characters width, which should be adequate for the longest notation. An entry of this nature departs from the normal processing routine and would necessitate the inclusion of a Type Key Column in the punched card to inform the computer of the particular type of entry that is involved.

11.3 Consistency in treatment and in alphabetisation is essential. The following practices are in common use and are recommended for acceptance as standards by all associated authorities.

11.3.1 A name shall be shown in the form approved by the nomenclature authority, or in the absence of such approval, as appearing on the source material, including diacritical signs and possessive case when applicable. However, as such matters present difficulties in electronic processing, and as they are considered to be inimical to good map presentation and are generally avoided by mapping authorities overseas, it is desirable for such signs and for the possessive case to be eliminated at source.

11.3.2 A variant name or spelling shall be listed in its own alphabetical sequence, and shall be cross referenced to the standard or most acceptable name by use of the word "See...", and the record shall not include any locational information other than the State or Territory.

11.3.3 A name shall include its specific and other elements when applicable (e.g. Roper River).

11.3.4 A name that includes specific and other elements, except the name of a populated place, shall be alphabetised by specific part (e.g. Darling River). When in fact the other element precedes the specific part of the name, the parts shall be separated in the record by a comma (e.g., Carpentaria, Gulf of).

11.3.5 The name of a populated place which included specific and other elements shall be alphabetised in its approved form (e.g., The Entrance, Mount Magnet).

11.3.6 Names which occur more than once shall be listed in ascending order of latitude, that is, the most northerly name first.

11.3.7 A name shall be recorded unabbreviated in all its elements, except when otherwise approved by the nomenclature authority.

12. DESIGNATION: A four letter (or shorter) code is recommended to indicate the type of feature to which the name refers. The Commonwealth is committed under SEATO agreements to use the Seastag No. 2213 code, and its adoption by all associated authorities is therefore desirable. Supplementary designations will be required to provide for certain mapped features and topographic terms which are peculiar to Australian mapping, or which have not otherwise been provided for. The Appendix is a composite list of recommended code symbols for designation of topographical features for use in official Gazetteers.

13. GEOGRAPHICAL CO-ORDINATES: Latitude and longitude define position in nature in a form readily understood and universally acceptable. The following principles are recommended for general adoption:-

13.1 Position shall be defined to the nearest minute as scaled from any suitable source material.

13.2 The feature shall be defined and not its mapped name.

13.3 An area feature such as a desert, and a running feature such as a river or range, shall be defined by a convenient central point.

13.4 The geographical co-ordinates shall be listed in the sequence latitude first followed by longitude.

13.5 With a view to conserving space, the letter S. for latitude, and the letter E for longitude, and the symbols for degrees and minutes shall appear in the field headings to each published page and not against the values in the body of the tabulation. One character space shall separate the degrees from the minutes in each case and a two character space shall separate the respective fields.

14. LOCATIONAL REFERENCE: A reference to the source material upon which the name occurs may be considered desirable by some authorities. However, as numerous maps and other name source material comprise the complete reference material, its individual tabulation in a gazetteer could prove very cumbersome and space consuming, and probably out of proportion to its value to the user. An alternative would be to group the reference material into series of types. However, as a particular name may appear on a number of different items, some order of preference would have to be established by the recording authority.

14.1 Name reference material lacks finality. New editions supersede old ones, new mapping supersedes other mapping. Hence the entry would require continual revision in the nomenclature record to be currently appropriate. Its utility in a complete national or regional gazetteer is considerably diminished when its use is dependent upon the availability of the referenced material at the time of need. However, in the case of a

gazetteer of a particular map series, the sheet number, which is a particular case of the Locational Reference, will be essential.

14.2 A field width of 8 columns will be necessary to provide for this data. Sheet numbers of the 1:50,000 series will occupy this spread, which should be more than adequate for the other national map series or other reference material.

15. GRID REFERENCE: This locational aid can only be used when the name reference material is gridded. In fact, it would normally be derived from that material. In the gazetteer of a single map series (gridded), the grid reference would be a much more convenient and speedy aid to positional identification than geographical co-ordinates. However, it loses much of its value when maps of different grid spacing, possibly maps of different grid systems, and non-gridded name reference material are all included in the same nomenclature record. Again, a grid reference is tied to a particular map projection for identification of position on a particular edition of the referenced map. Neither projection nor map may be considered as perfect or final. Each is subject to change.

15.1 The national and regional gazetteers would be of the assorted name source variety, and the incomplete and disjointed grid reference data that would appear in the publication may not be considered by all authorities to be of sufficient value to the user to justify its inclusion. However, provision should be made for it on the punch card for use when recording series mapping, and for general use by these authorities who may require it. A field width of 8 columns, which would include the zone number and a 6 digit reduced reference, should be adequate for the purpose.

16. STATE OR TERRITORY: This information is clearly desirable in a gazetteer that extends beyond the confines of any one State. A 3 column field is necessary to provide for normal abbreviations, viz: QLD, VIC, S.A., W.A., N.T., TAS, N.G., PAP, N.S.W.

17. A Type Key and Document Listing Control are necessary on the punch card as machinery items, and not for the printed record. The former is for selection of the type of entry or record required. The latter is used to control the operation of the document listing machine, such as directing it to skip a line.

18. Field titles should appear at the top of each published page.

19. It is desirable that the flyleaf or title page to a map gazetteer should show the date of publication and that special provision be made thereon for the recording of supplementary and amending notices, which themselves should be dated and numbered for identification and ready reference.

20. The introduction to the map gazetteer should include such

explanation of the contents as would facilitate its use. As the various gazetteers may differ in the contained data, and in the nature and extent of its source, it is not practicable to prescribe a common standard for the preamble. However, it should include the standard designation code listed alphabetically by designations and also by code letters, the key to the map locational reference and indexes to the sheets of the map series involved.

21. A minimum coverage in the introducing remarks should be in the nature of:

"This gazetteer includes names of places and of features in .....gleaned from all available maps and other name source material."

"The first column shows the approved name. A variant name is cross referenced to the approved name from which the locational details may be gleaned."

"The designation of the type of feature to which the name refers has been abbreviated to a code of 4 letters or less for convenience of processing and listing. Separate code lists are appended, one alphabetised by designation and the other by code letters."

"The latitude and longitude of the named feature have been scaled from the source material to the nearest minute. They are included for map locational purposes only and are not intended to convey positional accuracy. An area or a running feature has been defined by some convenient central point."

"The map or other source material upon which the name appears has been shown under the heading of locational reference. It has been given by map sheet number or by numerical code, details of which are appended together with map indexes to the main map series involved.

"The zone number and grid reference have been shown in cases where the locational map is gridded. It should be read in conjunction with the map scale if grid spacing is significant to the user, but is specifically provided for map locational purposes only and not as an accurate measure of position."

SUGGESTED CODE FOR DESIGNATIONS FOR TOPOGRAPHICAL FEATURES  
FOR USE IN OFFICIAL GAZETTEERS

| CODE | DESIGNATION                   | CODE | DESIGNATION           | CODE | DESIGNATION          |
|------|-------------------------------|------|-----------------------|------|----------------------|
|      |                               |      |                       | FARM | Farm                 |
| ABAT | Abattoirs                     | BTRY | Battery               |      | Dairyfarm            |
| AF   | Airfield                      |      |                       | FLD  | Enclosure            |
|      | Airport                       | CAPE | Cape                  |      | Field                |
| ANCH | Anchorage                     | CAS  | Castle                |      | Meadow               |
| AQDT | Aqueduct                      | CAVE | Cave                  |      | Pasture              |
| ARCH | Archipelago                   | CEM  | Cemetery              |      | Uncultivated<br>land |
|      |                               | CHAN | Channel               |      |                      |
| BANK | Bank                          | CHCH | Abbey                 | FORD | Ford                 |
|      | Sandbank                      |      | Bell Tower            | FORT | Fort                 |
| BAPL | Baths                         |      | Chapel                |      | Redoubt              |
| BAR  | Barracks                      |      | Church                | FRST | Forest               |
|      | Customs Barracks              |      | Convent               |      | Woods                |
| BAY  | Bay                           | CHSM | Chasm                 | FTRY | Brewery              |
| BCH  | Beach                         | CLAY | Clayhole              |      | Factory              |
| BCON | Beacon                        |      | Claypan               |      | Plant                |
| BCST | Broadcasting<br>Station       | CLIF | Bluff                 |      | Steel Works          |
|      |                               |      | Cliff                 |      | Tannery              |
| BGHT | Bight                         | CNAL | Canal                 |      | Works                |
| BLDG | Agricultural<br>Establishment |      | Ditch                 | FY   | Ferry                |
|      | Asylum                        |      | Waterway              |      |                      |
|      | Barn                          | CNTY | County                | GATE | Gate (city<br>exit)  |
|      | Chalet                        | COMM | Commune               |      |                      |
|      | Coal Depot                    | COVE | Cove                  | GL   | Grassland            |
|      | Guard House                   |      | Inlet                 | GLCR | Glacier              |
|      | Hotel                         | CP   | Camp                  | GLLY | Gully                |
|      | House                         | CPST | Campsite              | GRDN | Garden               |
|      | Hut                           | CRRD | Crossroads            |      | Vineyards            |
|      | Inn                           |      |                       | GULF | Gulf                 |
|      | Institute                     | DAM  | Dam                   |      |                      |
|      | Museum                        | DEEP | Trough (marine)       | HBR  | Harbour              |
|      | Observatory                   | DEPR | Depression            |      | Haven                |
|      | Rest House                    | DESM | Deserted<br>monastery |      | Roadstead            |
|      | Sanatorium                    |      |                       | HDG  | Hedge                |
|      | Shelter                       | DESV | Deserted<br>Village   | HILL | Butte                |
|      | Tavern                        |      |                       |      | Hill                 |
|      | Tower                         | DI   | District              | HMSD | Homestead            |
|      | Town Hall                     | DIKE | Dike                  | HOSP | Hospital             |
|      | Warehouse                     | DOCK | Basin                 | HWY  | Highway              |
|      |                               |      | Wetdock               |      |                      |
| BORE | Bore                          | DRN  | Drain                 | INTL | Intermittent<br>lake |
| BRDG | Bridge                        | DSRT | Desert                |      |                      |
|      | Culvert                       | DUNE | Dunes                 | IS   | Cay                  |
| BRKW | Breakwater                    |      |                       |      | Island               |
| BRYD | Brickworks                    | ENTR | Entrance              |      | Island group         |
|      | Brickyard                     | ESTY | Estuary               |      |                      |



| CODE | DESIGNATION                            | CODE | DESIGNATION                                 | CODE | DESIGNATION                  |
|------|--|------|---|------|------------------------------|
| ISTH | Isthmus Neck                           | PLN  | Tableland Plain Prairie                     | RUIN | Ruin                         |
| JUNC | Junction Road Circle                   | PLNA | Place name                                  | SCHL | College School               |
| KILN | Coke ovens Tile works                  | PO   | Post Office                                 | SEA  | Sea                          |
| LAGN | Lagoon                                 | POND | Fishpond Pond                               | SFST | Sparse forest                |
| LAKE | Billabong Lake                         | POOL | Stagnant Pool Pool                          | SHFT | Mining Shaft                 |
| LBED | Lake bed                               | POPL | City Town Village                           | SHOL | Shoal                        |
| LGRD | Landing Ground                         | PORT | Port  | SHR  | Cross Shrine                 |
| LH   | Lighthouse                             | PRO  | Province                                    | SIGS | Coastal telegraph            |
| LNDG | Landing place                          | PROM | Promontory                                  | SLP  | Hillside Slope               |
| LOCK | Lock                                   | PRSH | Parish                                      | SLQ  | Slate quarry                 |
| LSTA | Lifeguard Station                      | PRSN | Prison                                      | SLTM | Salt marsh                   |
| LT   | Light                                  | PT   | Head Headland Point                         | SM   | River mouth                  |
| MILL | Mill Sawmill                           | QUAR | Quarry                                      | SND  | Sound                        |
| MINE | Mine                                   | RAV  | Gorge Ravine                                | SOAK | Native well Soak             |
| MON  | Monastery                              | RCH  | Reach                                       | SPAN | Salt pan                     |
| MONU | Benchmark Cairn Column Marker Monument | RDGE | Ridge                                       | SPIT | Sandspit                     |
| MRKT | Market                                 | REEF | Reef  | SPRG | Pool spring                  |
| MSSN | Mission Mission station                | REGN | Region                                      | SPUR | Spring Spur                  |
| MT   | Mountain                               | RES  | Reservoir                                   | ST   | Street                       |
| MTS  | Mountains Mountain range               | RESV | Reserve                                     | STA  | Canal Station Police Station |
| OS   | Out Station                            | RH   | Gnamma Hole Rockhole                        | STAT | State                        |
| PARK | Park                                   | RLY  | Railroad Railway                            | STDM | Stadium                      |
| PASS | Pass, GAP Passage                      | RNGE | Rifle range                                 | STOK | Stock route                  |
| PEAK | Mountain Peak                          | ROAD | Avenue By-pass Expressway Lane Road Roadway | STR  | Straits Brook                |
| PGDA | Pagoda                                 | ROCK | Rock  | STRM | Stream                       |
| PIER | Pier                                   | RSNL | Arsenal                                     | SUB  | Suburb                       |
| PIT  | Pit Sandpit                            | RSTA | Railway Station Siding Stop                 | SWP  | Marsh Salt marsh Swamp       |
| PL   | Plateau                                | RTRK | Auto track Cycle racing track Race Track    | TANK | Tank                         |
| PLAN | Plantation                             |      |   | TERR | Territory                    |
| PLN  | Downs                                  |      |   | TMPL | Temple                       |
|      |  |      |   | TO   | Telegraph Of Telephone Of    |
|      |  |      |   | TUNN | Tunnel                       |
|      |  |      |   | TVST | Television station           |
|      |  |      |   | VAL  | Valley                       |

| CODE | DESIGNATION     | CODE | DESIGNATION | CODE | DESIGNATION |
|------|-----------------|------|-------------|------|-------------|
| VDUC | Viaduct         |      |             |      |             |
| WEIR | Weir            |      |             |      |             |
| WELL | Well            |      |             |      |             |
| WOOD | Brushwood       |      |             |      |             |
|      | Copse           |      |             |      |             |
|      | Cutting (hedge) |      |             |      |             |
|      | Scrub           |      |             |      |             |
|      | Thicket         |      |             |      |             |
| WRFL | Cascade         |      |             |      |             |
|      | Cataract        |      |             |      |             |
|      | Waterfall       |      |             |      |             |
| WTR  | Water tower     |      |             |      |             |
| WTRH | Waterhole       |      |             |      |             |
| YD   | Yard            |      |             |      |             |

Note: The singular includes the plural unless otherwise indicated.

| STANDARD AND VARIANT<br>NAME       | FEATURE<br>CODE | LAT.S<br>DEG | LONG.E<br>MIN | LOCATION<br>REF. | MAP<br>ZONE REF. | STATE |
|------------------------------------|-----------------|--------------|---------------|------------------|------------------|-------|
| MOORA CREEK (SEE FIVE MILE CREEK)  |                 |              |               |                  |                  | VIC2  |
| MOORANG CREEK (SEE CRABHOLE CREEK) |                 |              |               |                  |                  | VIC2  |
| MOORARBOOL RESERVOIR               | RES             | 38 24        | 152 39        | VIC 500          | 7 654321         | VIC1  |
| MOORARBOOL RIVER                   | STRM            | 36 23        | 145 30        | VIC 500          | 7 654321         | VIC1  |
| MOORMBOOL WEST                     | D1              | 34 53        | 145 28        | VIC 500          | 7 925459         | VIC1  |
| MOOROOKYLE                         | POPL            | 36 53        | 145 35        | VIC 500          | 6 202399         | VIC1  |
| MORGAN CREEK                       | STRM            | 35 12        | 146 35        | VIC 500          | 6 653245         | VIC1  |
| MORGAN CREEK                       | STRM            | 36 24        | 144 16        | VIC 500          | 6 500473         | VIC1  |
| MORGAN GULLY (SEE BARKERS CREEK)   |                 |              |               |                  |                  | VIC2  |
| MORGAN HILL (SEE MOUNT BUCKLE)     |                 |              |               |                  |                  | VIC2  |
| MORNING STAR CREEK                 | STRM            | 34 23        | 145 32        | VIC 500          | 7 214640         | VIC1  |
| MORNING STAR MINE                  | MINE            | 36 45        | 146 32        | VIC 500          | 7 230665         | VIC1  |
| MORNING STAR SPUR                  | SPUR            | 36 23        | 145 59        | VIC 500          | 7 090355         | VIC1  |
| MORRISON                           | POPL            | 36 57        | 145 38        | VIC 500          | 6 218339         | VIC1  |
| MORSES CREEK                       | STRM            | 36 27        | 147 28        | VIC 500          | 7 977513         | VIC1  |
| MORTCHUP                           | POPL            | 35 12        | 152 37        | VIC 500          | 6 160358         | VIC1  |
| MORTJUP (SEE MORTCHUP)             |                 |              |               |                  |                  | VIC2  |
| MORTONS HILL                       | HILL            | 35 48        | 145 51        | VIC 500          | 8 183382         | VIC1  |

