Establishing Australian local government authorities for the Australian National Bibliographic Database

Libraries Australia uses the following guidelines to establish headings for Australian local government authorities:

1. When town and shire or district have the same name

   a) Town is set up as: Town (State)

   110 1# $aTamworth (N.S.W.)
   110 1# $aAngaston (S.A.)

   b) Shire or District is set up as: Shire (State : Shire) or District (State : District)

   110 1# $aTamworth (N.S.W. : Shire)
   110 1# $aAngaston (S.A. : District)

   c) Town Council is set up as: Town (State). Council

   110 1# $aTamworth (N.S.W.).$bCouncil
d) Shire or District Council is set up as: Shire (State : Shire). Council or District (State : District). Council

110 1# $a Tamworth (N.S.W. : Shire). $b Council
110 1# $a Angaston (S.A. : District). $b Council

Make a reference from the form of name not used.

110 1# $a Tamworth (N.S.W. : Shire). $b Council
410 2# $a Tamworth Shire Council

2. When the name of a shire or district is not also the name of a town

a) Shire or District is set up as: Shire (State) or District (State)

110 1# $a Plantagenet (W.A.)
110 1# $a Barossa (S.A.)

b) Shire or District council is set up as: Shire (State). Council or District (State). Council

110 1# $a Plantagenet (W.A.). $b Council
110 1# $a Barossa (S.A.). $b Council

Make a reference from the form of name not used.

110 1# $a Plantagenet (W.A.). $b Council
410 2# $a Plantagenet Shire Council

3. City Councils and Corporations

a) A City Council is set up as: City (State). Council

110 1# $a Townsville (Qld). $b Council
b) If the body consistently uses corporation on its publications, use that form, even though the authority may also have a council.

110 1# $aUnley (S.A.).$bCorporation

Make a reference from the council and from any form of name not used.

110 1# $aUnley (S.A.).$bCorporation
410 1# $aUnley (S.A.).$bCouncil
410 2# $aCity of Unley Corporation

4. When suburb and municipality have the same name

a) Suburb is set up as: Suburb (State)

110 1# $aRandwick (N.S.W.)

b) Municipality is set up as: Municipality (State : Municipality)

110 1# $aRandwick (N.S.W. : Municipality)

c) Municipal Council is set up as: Municipality (State : Municipality). Council

110 1# $aRandwick (N.S.W. : Municipality).$bCouncil

Make a reference from the form of name not used.

110 1# $aRandwick (N.S.W. : Municipality).$bCouncil
410 2# $aRandwick Municipal Council

5. When the name of a municipality is not also the name of a suburb etc.

a) Municipality is set up as: Municipality (State)

110 1# $aHolroyd (N.S.W.)
b) Municipal Council is set up as: Municipality (State). Council

110 1# $aHolroyd (N.S.W.).$bCouncil

Make a reference from the form of name not used.

110 1# $aHolroyd (N.S.W.).$bCouncil
410 2# $aHolroyd Municipal Council

6. Local Government bodies which are not also jurisdictions

When a body is set up for the provision of utilities and services within several local government areas, enter the body under its own name.

110 2# $aBlue Mountains County Council

Consult postcode directories to determine whether town and shire, district or municipality have the same name.

Please contact the Help Desk if you require assistance or further information.

Contact us: www.nla.gov.au/librariesaustralia/contact/

Libraries Australia Help Desk: 1800 026 155

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