

# Naming of Parks and Reserves Policy

*Adopted – Reserves, Facilities and Services Committee 3 February 2004*

## INTRODUCTION

Queenstown Lakes District has a number and variety of open spaces which includes parks and reserves, sports fields and play areas. These open spaces are named to reflect the identity of the district and/or the local area and to ensure ease of identification for Council and the public.

While there are no requirements in either the Reserves Act or Local Government Act requiring the naming of open spaces, Queenstown Lakes District Council believes it is appropriate to name parks and open spaces to aid wayfinding, recognise cultural history and promote a sense of place in the District.

The draft policy sets a clear process for naming and takes into account Council's obligations under the Local Government Act 2002 and the Reserves Act 1977 to give effect to the principles of the Treaty of Waitangi.

The policy contains:

*Part A* - Decision making framework which entails a number of steps or key stages

*Part B* - Style guide to ensure consistency in naming

*Part C* - Selection criteria to establish relative merits of potential open space names (note this section only relates to specific steps within the decision making framework).

This policy has been based upon the Open Space Naming Policy (2001) prepared by Wellington City Council.

## WHAT DOES THIS POLICY AIM TO ACHIEVE?

The aim of this policy is to provide a clear process for determining appropriate names for new open spaces.

## WHAT IS THE SCOPE OF THE POLICY?

This policy covers Council owned or administered open space. Open spaces are generally the outdoor places in the district which have ecological, recreational, landscape or heritage values.

The policy does not include the naming of geographic features. The New Zealand Geographic Board is the statutory board responsible for assigning official names to geographical features and places in New Zealand territory. The Board has the following responsibilities:

- Assigns place names for small urban settlements, localities, mountains, lakes, rivers, waterfalls, harbours and any other natural features
- Investigates any proposed alteration of a place name or any proposed new name
- Adopts rules for naming

- Examines cases of doubtful spelling
- Investigates and determines the priority of the discovery of any geographic feature
- Collects original Maori place names for recording on official maps
- Encourages the use of original Maori place names on official maps
- Determines what foreign names should be replaced by Maori or British names

Where Council wishes to name a geographic feature, it will make a recommendation to the New Zealand Geographic Board.

For the purposes of this policy open space includes parks, reserves, sports fields, play areas and any other clearly definable open spaces including un-maintained reserves.

This policy applies to new or un-named<sup>2</sup> open spaces. The policy will not be used to rename already gazetted or names approved by Council, Committees or Community Boards by formal resolution. Where existing Council owned open space is not named, Council will apply this policy and associated framework.

Council usually obtains open space in the following ways:

- Subdivision;
- Purchased by Council;
- Transferred from another use, for example from road to recreation use;
- Vested in Council by another agency; or
- Gifted to Council.

This policy applies to all the above cases, however special conditions may apply (refer to section 5).

### **HOW WILL THE POLICY WORK?**

When a new or unnamed open space has been identified, Council will, in the first instance discuss with iwi whether the site is of significance. If it is, an appropriate name will be determined in conjunction with iwi. Joint naming will also be negotiated with iwi if Council consider this an option.

If the new open space holds little or no significance for iwi or if iwi will consider the possibility of joint naming then the framework provides a process to be able to recommend an appropriate name to Council for consideration.

In order to give effect to the above, Council will need to develop processes and protocols for consultation with the relevant Papatipu Rynanga and Te Rynanga o Ngäi Tahu including the identification of sites of significance, protocols for the receipt and use of material relating to sites of significance and processes for objection to culturally offensive names.

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<sup>2</sup> This includes open spaces with existing names which do not have official recognition

All names should have formal approval by resolution of the Council. Once approved by Council, the name will remain in perpetuity. Council will not consider renaming already approved names for open spaces. This will ensure that the title is officially recognised and will guard against future debate, criticism and claims for name change.

The trigger for the application of the framework will be when a new open space has been identified or Council receives land through one of the cases listed in section 3, or when Council wishes to identify the open space by way of signage.

Once a name has been approved by Council, appropriate signage will be implemented in the open space.

### **SPECIAL CONDITIONS**

There are two areas where special conditions may apply.

#### **Gifts**

If the open space has been donated to Council then this policy will apply. However, the name of the donor should be recognised on open space signage and in any written material concerning the open space for example “bequested by ....”.

#### **Sponsorship**

Both sports and facilities can benefit from sponsorship arrangements. Therefore commercial involvement in name association may be encouraged in certain circumstances. If a sponsorship arrangement is entered into which relates to a particular open space the decision making framework will still apply. However the name of the sponsor/s should be recognized on open space signage and in any written material concerning the open space for the period of the sponsorship.

### **PART A: DECISION MAKING FRAMEWORK**

The following process describes the decision making framework outlined in Diagram 1 for the naming of open spaces. This framework is accompanied by a style guide (Part B) and a set of selection criteria (Part C).

#### **Step 1 Iwi Significance**

1. Determine if the open space (or surrounding area) is of significance to iwi in accordance with the processes and protocols developed with the relevant Papatipu Rŷnanga and Te Rŷnanga o Ngŷi Tahu.

#### **Step 2 Maori name identified**

1. Ngai Tahu Papatipu Runanga supply relevant Maori name via Kai Tahu ki Otago.
2. Council identifies the potential for joint naming.
3. If there is no potential for a joint name the Maori name is assessed against the style guide and put forward to Council for their consideration (Step 6).
4. If Council identifies a specific and relevant joint name, after approval of Te Rŷnanga o Ngŷi Tahu, both names are assessed against the style guide and put forward to Council for approval.
5. If there is no specific joint name identified then step 3 needs to be undertaken.

**Step 3 Suggested names (if step 1 does not apply)**

1. Determine if there are names in common usage. 'Common usage' is defined as:
2. name used by more than one community of interest (for example community groups, schools, businesses); and names referred to in local documentation (for example local newsletters)
3. Determine if any names have already been suggested.
4. Seek additional suggestions through targeted consultation, having regard to Council's Consultation Policy, with:
  - a. Local historians
  - b. Local community groups and associations
  - c. Developer where appropriate

**Step 4 Assessment**

Determine the appropriateness of the names suggested in Step 3 against the style guide (Part B).

Develop a preferred name ranking using the selection criteria (Part C).

**Step 5 Consultation**

Consultation will be undertaken using Council's Consultation Policy on the preferred ranked names.

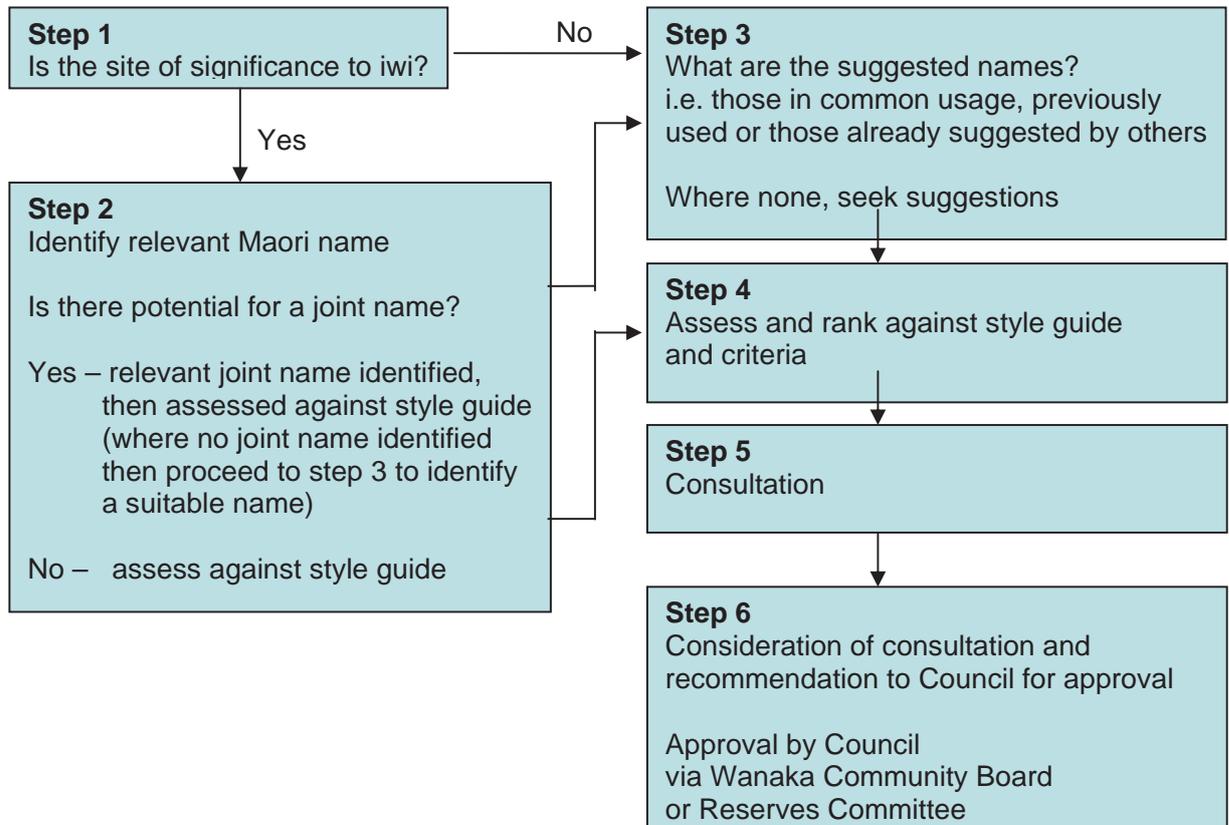
**Step 6 Consideration for approval**

Following consultation a recommended name will be put to Council for consideration. If there has been no agreement on a preferred name through the consultation process then other options for resolving the issue may need to be developed. Where land is administered under the Reserves Act 1977 as an appointment to control and manage, the approval of the Minister of Conservation is required before the name can be adopted.

**Step 7 Formalise**

The resolution of Council will be notified in the New Zealand Gazette (see sample notice - Appendix 1).

**DIAGRAM 1: DECISION MAKING FRAMEWORK**



## **PART B: STYLE GUIDE**

The style guide is a list of “rules” that any open space name needs to abide by. Use of the style guide will ensure consistency of naming. Any name suggested under either Step 2 or Step 3 of the framework needs to be assessed against the style guide.

1. Duplication of names should be avoided.
2. Possessive form (for example John Smith’s reserve) should be avoided except if it destroys the sound of the name or changes its descriptive application. If used the apostrophe should be dropped.
3. In general hyphens should be avoided. Preferably, the name should be written either as one word or as separate words.
4. Words should be spelt correctly, including the use of diacritical marks such as macrons as appropriate.
5. Names which would be considered in poor taste or likely to cause offence should not be used.
6. Established geographical names should not be altered unless for reasons such as to avoid confusion, ambiguity or to standardise spelling.
7. Where an incorrect name has become established by local usage the Council may in its discretion retain such incorrect form.

### **Park or reserve?**

Section 2 of the Reserves Act 1977 defines the meaning of the word reserve as any land set apart for any public purpose. As such its meaning is very broad and applies to much of the land held by Council whether it is administered under the Reserves Act or not. Many reserves are formally named as a “park” and in practice the two descriptive terms, *park* and *reserve*, are interchangeable in New Zealand.

The term *reserve* may however imply a more restrictive and formal tone whereas the term *park* may be more open and welcoming. As such the noun used as part of the naming of open space should generally be *park* rather than *reserve* unless the land is held under the Reserves Act *and* has a classification of scenic, nature or scientific reserve. In these cases it is desirable to reinforce the restrictive nature of the reserve classification and use the noun *reserve* in preference to *park*.

Other suitable nouns for the naming of public places include square and green, forest, wetland etc. The term *common* should be avoided as it may suggest shared private ownership or a right of harvest.

## **PART C: SELECTION CRITERIA**

These criteria will be used to establish the relative merits of any suggested names. All names that are suggested through Step 3 of the framework will be compared using the criteria which has been weighted to reflect relative importance (see Table 1). The names will then be ranked in order of merit with the highest scored name highest ranked.

### **1. Local Usage**

Proof of establishment and the extent of common usage need to be determined at Step 3 of the framework.

## 2. Historical Person or Event

This can be for example settlers, early notable people or events with local association. Naming after persons living or recently deceased should generally be avoided where the issue is potentially sensitive.

## 3. Significant geographical feature, landscape, flora or fauna

Naming after minor features should be avoided.

## 4. Personal name (surname) for special service

This can be for conservation, sport, community service or other sphere of activity with local association which can be duly recognised. Naming after persons living or recently deceased should generally be avoided where the issue is potentially sensitive.

## 5. Descriptive name

For example Hill Park (as in on a hill). Naming after minor features should be avoided.

## 6. Associated name

That is a part of an association or grouping of names in a suburb.

## 7. Published name in any work

The work needs to be authoritative in the opinion of Council. However publishing will not confer establishment.

## 8. Cultural Significance other than Maori

Significance to be determined through written evidence.

## 9. Adjacent street or name of suburb

NOTE: Naming of an open space will not preclude naming significant features within it for example a fountain, artwork or memorial.

**TABLE 1: WEIGHTED SELECTION CRITERIA**

Criterion	Weighting	Score
1. Local Usage	High	3
2. Historical Person or Event *	High	3
3. Significant feature	Medium	2
4. Personal name (surname) for special service *	Low	1
5. Descriptive name	Low	1
6. Associated name	Medium	2
7. Published name in any work	Low	1
8. Cultural Significance	High	3
9. Adjacent Street/suburb	Low	1

\*Note that for each of these criteria there may be more than one name suggested.

If so the officer responsible will need to make an assessment on the relative merits of each name under the same criterion with regard to the following:

- extent of local knowledge about person or event
- contribution to area of interest

**Appendix 1: Sample notice for publication in the New Zealand Gazette**

Pursuant to the Reserves Act 1977, Queenstown Lakes District Council hereby gives notice that a resolution to the following effect was passed by council on 29 May 2003:

"That, pursuant to section 16 (10) of the Reserves Act 1977, the Queenstown Lakes District Council hereby declares that the land vested in the council and described as Sections 108, 110, 112, 113 and 114, Block I, Shotover Survey District, S.O. Plan 33886 (28,643 square metres, more or less) shall henceforth be known as Kawarau Park."

Duncan Field, Chief Executive