



New Zealand Geographic Board Ngā Pou Taunaha o Aotearoa (NZGB)

MINUTES

Venue: Huia
Level 7, Radio New Zealand House
155 The Terrace
Wellington

Monday/Rātahi, 27 July/Hōngongoi 2020

Duration: 9.05am-4.35pm
Morning tea: 10.20am-10.52am
Lunch: 12.40pm-1.37pm
Afternoon tea: 3.20pm-3.35pm

NOTE:

All information recorded in these minutes relating to Treaty of Waitangi settlement place name proposals is confidential and is not available to the general public. Some of the information may become available after Deeds of Settlement are signed.

General

1. Karakia | Welcome

The Chairperson welcomed everyone to the hui. Waihoroi Shortland opened the hui with a karakia.

The Chairperson noted that the new NZGB members had attended an induction day and it was good to be able to meet face to face following the COVID-19 lockdown. The NZGB noted that in the past Treaty names had been dealt with at specific Treaty hui. However, from now on they would be dealt with at regular hui. Today's agenda does not include any Treaty name decisions.

2. Present | Apologies

NZGB members (9)	
Anselm Haanen, Chairperson	Surveyor-General, Land Information New Zealand (LINZ)
Adam Greenland	National Hydrographer, LINZ ex officio appointment
Paulette Tamati-Elliffe	Te Rūnanga o Ngāi Tahu (TRONT)
Merata Kawharu (from 9.35am)	Minister for Land Information
Jenni Vernon	Minister for Land Information
Shaun Barnett	Federated Mountain Clubs of NZ Inc
Chanel Clarke	Minister of Māori Development
Shane Te Ruki	Minister of Māori Development
Robin Kearns	New Zealand Geographical Society

NZGB member apology (1)	
Bonita Bigham	Local Government NZ

NZGB Secretariat (3)	
Wendy Shaw	Secretary
Jill Remnant	Advisor
Christopher Stephens	Advisor

NZGB Secretariat apology (1)	
Ginny Leggett	Senior Advisor Treaty names

Observers (6)	
Waihoroi Shortland	Te Puni Kōkiri (TPK)
Wareko Te Angina (from 9.10am)	Te Taura Whiri i te Reo Māori (TTWh)
Anna Morley (phoned from 12.20pm to 12.30pm)	Department of Conservation (DOC)
Gaylene Hosking	NZGB Communications Consultant (contractor)
Jane Keig	LINZ Communications Account Manager
Louise Cox	LINZ Operational Policy Advisor

Minute Taker (1)	
Mandy Leighs	GBL Personnel

3. Agenda | Disclosure of conflicts of interest

3.1. Agenda

There were no changes to the agenda.

3.2. Disclosure of conflicts of interest

No conflicts of interest were declared.

4. Previous minutes | Matters arising | Action sheet

4.1. Previous minutes 2 April 2020 | Matters arising | Action sheet

The NZGB noted that:

- *Item 12: Page 8: Official Information Act request for Owairaka (suburb):* Relates to a query about why the name of Mount Roskill was not also changed.
- *Item 15: Wellington Region:* Three Wellington district/city councils have now provided comments and feedback as requested, and the process will be completed under agenda item 11.1.
- *Item 17.8: page 20: Ruatōria Re-entrant and Ruatōria Scarp:* the orthography has been confirmed.
- *Item 13: page 9: Rāpaki names:* The Minister for Land Information, the NZGB's Chairperson and NZGB member, Paulette Tamati-Elliffe, attended the ceremony at the marae. Iwi expressed their appreciation for the Minister's attendance.

Resolution

That the minutes of 2 April 2020 be ratified.

Moved Jenni Vernon
Seconded Paulette Tamati-Elliffe
All in favour
Carried

Action required

- *Secretariat to obtain the Chairperson's signature and publish an unsigned, updated version on the LINZ webpages.*

4.2. Matters arising

There were no matters arising.

Wareko Te Angina, Te Taura Whiri i te Reo Māori, joined the hui at 9.10am.

4.3. Action sheet

- 2020-04-02/13.1. *Rāpaki names*: The Chairperson outlined the work done to improve processing large numbers of submissions and making it easier for people to express their views.
- 2019-10-18/21 *Secretary's report: Collaboration with PCPN¹*: Collaboration with PCPN on place naming will be reported on more fully at the NZGB's October 2020 hui.

The NZGB agreed to close all outstanding actions for its members.

Action required

- *Secretariat to close all outstanding actions.*

Governance

5. Strategic Plan, Work Programme, Budget, Risk Dashboard

5.1. Te Rautaki | Strategy 2020/2025

NZGB discussion

The NZGB noted the information and report provided (LinZone ID A4088184). The NZGB noted that its strategy has now been finalised and published. It is clear, easy to understand, and has received positive feedback. It will provide a clear focus for the NZGB's goals over the next five years and provide direction for the NZGB's annual planning. The NZGB noted that the strategy involved considerable work. However, it is realistic and will take the NZGB into a new phase with outreach and compliance work where historically its focus has largely been on naming and decision-making.

UNGEEN²'s strategic plan: The NZGB noted that in the past, work done with international colleagues had largely focussed on naming standardisation and consistency. Greater focus is now on heritage, culture, language, minority indigenous groups and linking with other groups, in part to meet the United Nations' 2017 sustainable development goals. The NZGB noted that the UNGEEN draft strategic plan is currently with member states for comment by the end of August 2020. The NZGB's Secretary provided a brief outline of UNGEEN's organisational structure and the comprehensive work being done by several working groups and task teams to meet UNGEEN's strategic goals. It is hoped UNGEEN's strategic plan will be ratified at its session in early May 2021. The NZGB's members are welcome to give feedback.

The NZGB noted that one of the consequences of climate change is that some named places no longer exist, and islands are being reduced in size. Work is being done in this area, which is one of the United Nations' sustainable goal indicators.

The NZGB noted that Antarctica comes under the Antarctic Treaty, and that the United Nations has Antarctic liaison officers who attend UNGEEN meetings and report to the United Nations. The Scientific Committee on Antarctic Research (SCAR) also comes under the Antarctic Treaty and the NZGB has representation on one of its working groups. The NZGB noted that there is a Composite Gazetteer of Antarctica; however, there is no adjudicating body which means multiple names for a feature can be given by different countries. A 'principles and procedures' document is currently being worked on to ensure that multiple naming is reduced in the future.

¹ Permanent Committee on Place Names

² United Nations Group of Experts on Geographical Names

The NZGB noted that undersea feature names are dealt with by a separate international group of experts, SCUFN³. There are several areas where SCUFN, which is non-political, has been brought in to adjudicate in contentious naming situations, but which ultimately have to be resolved by the countries involved.

For non-sovereign territories such as the moon, the NZGB noted the increased number of countries involved in space exploration and that the United States has a naming committee for extra-terrestrial features.

Merata Kawharu joined hui at 9.35am.

5.2. Te Rautaki | NZGB Work Programme

NZGB discussion

The NZGB noted the information and report provided (LinZone ID A4088185). The NZGB noted that because of the COVID-19 lockdown the LINZ business planning cycle has just recently been locked in. The NZGB noted that it is working with a tight budget, and that its projects have been prioritised and as many as possible will be worked on. The NZGB agreed to review its priorities after six months, which would give new NZGB members an opportunity to provide input into its work programme. The NZGB noted that Te Rautaki can be updated as required and that input from NZGB members is welcome, noting that the current focus is on bedding in the strategy and working to achieve the goals.

The NZGB noted that at the suggestion of Michael Roche, former NZGB member, a 100-year celebration of the Geographic Board has been added to its work programme, and that this fits well into its outreach. The NZGB noted that any initiative over and above budget would need to be justified to LINZ or it will be moved down the priority list. However, projects can be reprioritised if necessary.

The NZGB noted that it is accountable to the public, and in turn, the Secretariat is accountable to the NZGB in respect to the work programme. The NZGB agreed that the work programme is a guiding document and should be a standing agenda item at every NZGB hui.

The NZGB made the following comments and suggestions on the work programme:

- *Goal 1: Gazetteer:* Liaise with Māori to discuss their aspirations for place naming.
- Categorise actions by theme using words not numbers, to help with weighting.
- *Goal 2: Build and develop relationships with Māori:* This should be an ongoing action.
- Develop a relationship kaupapa noting different levels of engagement with iwi, hapū etc. The NZGB noted that its engagement plan aligns with the Crown Māori engagement strategy.
- Acronyms to be written in full.
- Noted: Maihi Karauna – the Crown strategy for Māori language revitalisation (100 cups of tea).

The NZGB noted that actions could be made more specific and strategic goals more coherent while retaining some flexibility. The NZGB noted that relationships are being built with iwi around the country, for example, with TRONT⁴ and TARIT⁵, and this takes considerable effort. The NZGB noted that it has specific Treaty settlement and statutory obligations to build these relationships and more work is needed in this space. However, resources and budget continue to be constraining factors.

The NZGB noted the work of Te Mātāwai⁶ with Maihi Karauna⁷ and the importance of the stories behind the names in revitalising place names and language. When the two maihi are working well they support the whole house and everything in the te reo space. One side of the house attaches itself to government agencies, but the more important side of the house is the one that attaches itself to the people and the bringing together of the collective knowledge. This can only work when it is part of the living history and this for Māori is a big part

³ Sub-Committee on Undersea Feature Names

⁴ Te Rūnanga o Ngāi Tahu

⁵ Te Arawa River Iwi Trust

⁶ Administered by Te Puni Kōkiri

⁷ Crown Strategy for Māori Language Revitalisation

of the contemporary work. The NZGB noted that Te Mātāwai is constantly looking to be innovative in spending its small budget. The NZGB noted the suggestion that the Secretariat work with Te Mātāwai, which has direct access to caucus, and interacts with Ministries such as Education and Culture and Heritage.

The NZGB agreed to workshop resourcing at its next hui as part of the outreach discussion. The NZGB noted that its strategy recognises its partnership with LINZ and that this could be built on. The NZGB agreed that its role is to collect, hold and make place name stories available and that an action plan involving iwi could provide opportunities for an innovative use of its budget.

Actions required

- *Secretariat to note NZGB Work Programme as a standing agenda item at all NZGB hui, with a session on actions and plans.*
- *Secretariat to update the work programme under Goal 1: Gazetteer to note liaising with Māori to discuss their aspirations for place naming and the Gazetteer.*
- *Secretariat to categorise actions by theme using words not numbers.*
- *Secretariat to note a six-month review of the work programme to allow new NZGB members to have input.*
- *Secretariat to note as agenda item for the next hui: workshopping innovative use of the budget.*
- *Warihoroi Shortland, Paulette Tamati-Elliffe and the Secretary to work together to progress the concept of innovative funding and interaction with other agencies to achieve goals, eg Ministry of Education for history curriculum and Te Mātāwai.*

5.3. Budget 2020/2021

NZGB discussion

The NZGB noted the information and report provided (LinZone ID A4088188). The NZGB agreed that the budget should be aligned with the four strategic pou to make connections with the targets easier. The NZGB noted the pressure on the Secretariat's resources and agreed that this would be done as time allows.

The NZGB noted the need for strategic thinking about how to effectively engage with the local authorities given that some are not aware of the NZGB's work and do not have anyone with specific knowledge related to the naming of suburbs. The NZGB agreed that outreach funding could be used to address this lack of knowledge, possibly by bringing the relevant people to Wellington.

Resolution

That the NZGB receive and note the budget.

Moved Merata Kawharu
Seconded Jenni Vernon
All in favour
Carried

Action required

- *Secretariat to align budget codes with the four strategic pou when time allows.*

5.4. Risk Dashboard

NZGB discussion

The NZGB noted the information and report provided (LinZone ID A4088190). The NZGB noted that all policies, standards, and guidelines are on track and agreed that the RAG⁸s be changed to green.

The NZGB noted that the unspent portion of the 2019/20 financial year budget is approximately 7%. Late projects for branding and feature type line drawings were able to use some of the available funds.

⁸ Red, Amber, Green

The NZGB was concerned at the slow progress on technology issues and agreed that good back-up is essential, particularly for the Gazetteer. The NZGB noted that this had been discussed with LINZ last week and although everything is being moved to the cloud, the process is very slow, costly and takes considerable effort. The NZGB noted that the Gazetteer database will be migrated to the 2016 server and this phase is free. However, the challenge is to upgrade the database itself. The NZGB noted that the Secretariat has been unable to determine who is doing the back-up or how successful it is and that a test has been requested.

The NZGB noted with concern that LINZ's IT⁹ team has advised that the NZGB will be required to pay for the Database upgrade. The NZGB suggested that its IT needs form part of LINZ BAU¹⁰, and that the upgrade would be mutually beneficial. The NZGB agreed that this should be discussed further with LINZ.

Actions required

- *Secretary to change RAG for Policies, Standards, Guidelines to green to indicate they are all on track.*
- *Chairperson and Secretary to discuss IT issues and funding with LINZ.*
- *Chairperson and Secretary to emphasise with LINZ that its products require place names therefore better support of the NZGB is required (cost and timeliness).*

Morning tea: 10.20am to 10.52am.

Standards, agreements

6. NZGB Standards (New Zealand, Antarctica, Regions and Districts)

NZGB discussion

The NZGB noted the information and report provided (LinZone ID A4071961). The NZGB noted that the draft place naming standards for New Zealand, Antarctica, and Regions and Districts, which are currently out for consultation, have been recast with the additional criteria headings, 'Acceptable' and 'Unacceptable'. The NZGB noted that to date it has received only three submissions – two on Regions and Districts, and one on place naming in New Zealand. All are from local authorities and are positive.

The NZGB noted that the CPA¹¹ standard, which had required a little fine tuning, has now been agreed by the Minister of Conservation.

The NZGB noted the low response rate and that consultation closes on 26 August 2020. The NZGB wondered if a reminder should be sent to councils and target groups. The NZGB noted that consultation had been widely advertised in a number of newspapers, and emails had been sent to a comprehensive list of target groups. The NZGB agreed that reminder emails should be addressed directly to local authorities' chief executives and mayors rather than GIS people or councils' general enquiries mailboxes, as councils would be interested in New Zealand and Region and Districts' naming. The NZGB agreed that this is an opportunity for a place naming outreach to the general public and wondered if it should issue a media release. The NZGB agreed that it would ensure that Treaty partners were advised that consultation is underway by emailing all iwi in Te Puni Kōkiri's *Te Kāhui Māngai*¹².

The NZGB noted the importance of the consultation process. The NZGB agreed that a core group of members would hold an off-line session to discuss consultation audiences and agreed that contacting local authorities' chief executives may elevate the documents' importance.

The NZGB noted that the draft standards condense some of the relevant information from its *Frameworks* document, which is nearly 100 pages. The NZGB noted that its *Standard for undersea feature names* is already final and not currently under consultation.

⁹ Information Technology

¹⁰ Business as Usual

¹¹ Crown Protected Area

¹² Directory of Iwi and Māori Organisations

The NZGB discussed ways of widening exposure of consultation, such as a media release. The NZGB noted that this may require a communications plan. It would be a chance to engage with the public and could include a pitch on the 699 place names that had recently been made official, including the suburb and locality names. The NZGB agreed that it would have to be a measured approach. The NZGB noted the suggestion of a 2-3 minute slot on *One News Breakfast* or *Newshub*. The NZGB agreed that it would need a strong angle to interest either show, for example, why naming is important, or focusing on a suburb or locality name that was recently made official, as just informing that the NZGB has shortened its documents wouldn't be enough. The NZGB noted that it needs to get people to its website, but this would need resources to manage the response. The NZGB agreed that it needs to say why place naming is important, for example, the recent 'Black Lives Matter' movement. The NZGB agreed that it needs to be relevant to people, and to explain what it is doing.

Actions required

- *Secretariat to email reminder to councils' chief executives and mayors that consultation on the three draft standards closes on 26 August 2020.*
- *Secretariat to email all mana whenua groups listed on Te Puni Kōkiri's Te Kāhui Mangai.*
- *LINZ Strategic Comms to consider issuing another media release.*
- *LINZ Strategic Comms to create a comms plan for the standards.*
- *LINZ Strategic Comms to investigate speaking slots on One News Breakfast and Newshub.*

7. NZGB Agreements

NZGB discussion

The NZGB noted the information and report provided (LinZone ID A4088194). The NZGB noted the relationship agreements it has with LINZ, Te Puni Kōkiri (TPK), and Te Taura Whiri i te Reo Māori (TTWh).

LINZ/NZGB Agreement v.2.0: The NZGB noted that the expectation that official names be used on LINZ products such as its maps and charts is included in the *LINZ/NZGB Agreement v2.0* with section 4.2 recording what the agreement does not apply to (Out of Scope). The NZGB noted that its relationship with LINZ is critical, and it is anticipated that LINZ's Chief Executive will sign the agreement before the end of 2020.

The NZGB noted that LINZ's IT support does not fall within the scope of the agreement, and wondered if it should be referenced, possibly in an addendum listing the services LINZ provides.

The NZGB noted that it receives support from LINZ in a variety of ways and that LINZ's Chief Executive has a strong willingness to support the NZGB. The NZGB noted that this agreement is quite specific, and the infrastructure and IT services LINZ provides is a separate matter. The NZGB agreed that the formal agreement should be signed off before other matters are raised. The NZGB noted that TPK and TTWh also provide services to it and suggested that a template be drawn up for formalising services provided by all three organisations. The NZGB noted that the agreements could be made consistent to ensure there are no gaps.

The NZGB noted that technology failure poses a serious risk and would damage its reputation. The NZGB noted the suggestion that an investigation be done into its current IT relationship with LINZ and that services be listed and prioritised. The NZGB noted that LINZ has a responsibility to ensure the NZGB is able to deliver to the NZGB Act. The NZGB noted there are no internal service agreements to provide assurance and agreed that its technology needs to be well managed and secured. The NZGB noted that LINZ's Information, Strategy and Delivery team is responsible for supporting the NZGB's technology, but there is competition with other LINZ priorities. The NZGB agreed that it needs a high level of understanding about what services LINZ provides to it.

Relationship Protocol with Te Puni Kōkiri (TPK) and Mahi Tahī with Te Taura Whiri i te Reo Māori

(TTWh): The NZGB noted the suggestion from the TPK observer that TPK could work with the Secretariat to address the changes and different priorities that have arisen since the *Relationship Protocol* was signed in 2015. Particularly in terms of engagement with iwi as opposed to matters relating to the physical nature of the land

which is LINZ's area of expertise. For example, TPK can contribute more to gathering tribal history, while being mindful that it is Māori history, the return would be continual guardianship. The NZGB noted that TPK can help guide and bring together iwi and the NZGB. The NZGB noted that TPK is reviewing the *Relationship Protocol*.

The NZGB noted that it could improve its partnerships, for example, TTWh could provide more partnering for translation services to the NZGB. Other government departments could also provide the NZGB with high level services, such as use of TTWh's social media. The NZGB noted that it could also liaise for common projects as it did with Manatū Taonga - Ministry of Culture and Heritage for the First Encounters 250 commemoration.

Further discussion

The NZGB agreed that the three agreements should be aligned. However, it cannot resource reviewing them all at the same time, so they would need to be staggered. The NZGB suggested that a framework be developed for the broader objectives including strategies, protocols, representation at meetings, and what the NZGB is trying to achieve in its relationships and partnerships. The NZGB agreed that it needs to deal with how the agreements are going to work. The NZGB noted that there may be some nervousness about adding a schedule of services in the LINZ/NZGB Agreement and agreed that the Chairperson would discuss a high-level list of services with LINZ's Chief Executive.

Actions required

- *Secretariat to develop a template for services provided by LINZ, TPK and TTWh and to ensure consistency across all three agreements.*
- *Secretariat to investigate the current arrangement under which LINZ provides IT support to the NZGB, clarify where responsibility lies, and what assurance can be given to the NZGB.*
- *Chairperson to discuss with LINZ's Chief Executive adding a schedule to the LINZ/NZGB Agreement of the high-level services LINZ provides to the NZGB.*
- *Secretariat to review TPK agreement with the aim of using it as a model for the other agreements.*

Licensed te reo Māori translator: The NZGB noted that a licensed translator no longer attends NZGB hui as an observer; but it does receive orthographic advice on Māori place names from another TTWh licensed translator prior to hui, ie Te Haumihiata Mason. The NZGB agreed that it is helpful to have someone to provide orthographic advice in person. The NZGB noted that there are a number of te reo Māori speakers at its hui, including the observer from TTWh, who is a licensed translator, and the observer from TPK who is a fluent speaker. The NZGB noted that having to provide orthographic advice could put pressure on individual members and observers, as orthographic conventions can vary between iwi, and it might need impartial advice. The NZGB agreed that it is very satisfied with the orthographic advice it receives from Te Haumihiata Mason, and if there was a need for further advice it could ask its Māori Names Committee or undertake further consultation within its networks as happened with the Māhia Canyon proposal. The NZGB agreed that it is not necessary to have an independent translator attend its hui.

The NZGB noted that:

- LINZ Topo and LINZ Hydro have confirmed and accepted the changes to *LINZ/NZGB Agreement v.2.0*. It is expected that the NZGB Chairperson and LINZ Chief Executive will sign it before the end of 2020, and
- TPK is currently reviewing the *Relationship Protocol* between the NZGB and TPK and it may be refreshed to align with TPK's new organisational structure and goals, and once confirmed the NZGB Chairperson and TPK Chief Executive will sign version 3.0 of the *Relationship Protocol*, and
- Waihoroi Shortland has been appointed as TPK's observer to the NZGB, and good progress in getting this agreement revised is anticipated.

Treaty advice

In confidence item 8

8. Treaty names report

Standard decisions

9. Delegated decisions on proposals that did not receive objections

NZGB discussion

The NZGB noted the information and report provided (LinZone ID A4085850) relating to decisions by the Chairperson on three undersea feature names.

10. New geographic name proposal

10.1. Hillpark (suburb)

NZGB discussion

The NZGB noted the information and report provided (LinZone ID A4076339). The NZGB noted that the proposers had provided good material.

The NZGB agreed that as the proposers had undertaken suitable consultation with iwi it would reduce the public consultation period to two months. The NZGB noted that a two month consultation period would allow the proposal to come back for consideration at its first hui in 2021. The NZGB noted that mana whenua are advised of a proposal one month prior to the start of public consultation.

Resolutions

*That the NZGB **accept** the proposal to **assign Hillpark** (suburb) as official based on:*

- *long term local use of the name (59 years),*
- *evidence of support from the local community, including letters detailing their association with the name,*
- *support from Manurewa Local Board,*
- *giving effect to the NZGB's Strategic goal to officially name and define all suburbs and localities, noting the ongoing work towards a business case for suburb and locality names (agenda item 19),*
- *the community having 'agreed by consensus' to the boundaries, noting that the northwest boundary runs through the middle of a structure with separate addresses accessed from the roads either side,*
- *notwithstanding some mana whenua advice that from their perspective the area is part of Puhinui, the name for a locality and creek close by,*

and

Notify as a proposal to assign for two months,

and

Release a media statement about this proposal and the NZGB's decision.

Moved

Robin Kearns

Seconded

Shaun Barnett

All in favour

Carried

Further discussion

The NZGB noted that Te Āhiwaru Waiohua iwi had advised that it considers Hillpark to be part of the area it calls Puhinui, and that Ngāi Tai ki Tāmaki had indicated that it does not want to be involved unless a Māori name is proposed. The NZGB noted that Manurewa Local Board supports the name Hillpark, and the name is commonly known in Auckland. The NZGB noted that there is another layer of views to be considered and agreed that the Secretariat should engage with mana whenua groups in the area to discuss the opportunity to

make Puhinui (locality) and Puhinui Creek official place names, noting that the NZGB warmly encourages dialogue.

Resolution

*That the NZGB **requests** the Secretariat to engage with mana whenua groups in the area to discuss opportunity to progress Puhinui (locality) and Puhinui Creek as official names, noting that the NZGB warmly encourages dialogue.*

Moved Merata Kawharu
Seconded Shaun Barnett
All in favour
Carried

Actions required

- Secretariat to notify Hillpark (suburb) as a proposal to assign for two months.
- Secretariat to release an NZGB media statement about this proposal and the NZGB's decision.
- Secretariat to engage with mana whenua groups in the Puhinui area to discuss a proposal to make Puhinui (locality) and Puhinui Creek official names.

Anna Morley, Department of Conservation, joined the hui by phone at 12.20pm.

12. Crown protected areas (CPA) names

12.1. Pātītī Scenic Reserve, Future CPA name proposals, Wairarapa Moana Wetland, Urban Development Bill, CPA naming standard: future updates, NZGB relationship with DOC

NZGB discussion

The NZGB noted the information and report provided (LinZone ID A4088195). The NZGB noted that DOC had gazetted Pātītī Scenic Reserve as an official CPA name on 14 July 2020.

South-eastern and South Island Marine Reserves: The NZGB noted that one of the proposed names is for a Ngāi Tahu tūpuna and that Ngāi Tahu had concerns about whether it was appropriate to commemorate their ancestor in association with the sea.

Wairarapa Moana Wetland: The NZGB noted that the *Standard for Crown protected area names*, which had been updated to include 'Ramsar Wetland or Wetland' as approved generic terms (as well as World Heritage Site or Area), had been signed off by the Minister of Conservation who had visited the wetlands on 5 June 2020. The NZGB noted that DOC has not yet had a response from the Ramsar Secretariat on its application for Wairarapa Moana Wetland. The NZGB noted that DOC would follow up on the outcome of the application.

Urban Development Bill: The NZGB noted that there is nothing required from it until the end of a development process. The NZGB noted that DOC had provided policy advice, not legal advice as stated in the report, and requested that the report be updated accordingly.

CPA naming standard: The NZGB noted that DOC is considering if it can use Māori generic terms for reserve classifications without contravening its various legislation. This has not yet been widely explored. The NZGB noted that DOC will also investigate whether it can delegate the Minister of Conservation's decision making to the NZGB's Chairperson.

Relationship with DOC: The NZGB noted progress on the actions from the Secretary's hui with DOC on 22 August 2019. The NZGB noted that DOC has not updated NaPALIS¹³ for about a year. Once it has been updated an audit to compare NaPALIS with the NZGB's Gazetteer can begin.

¹³ National Property Land Information System (a centralised database of all DOC and LINZ administered land)

Further discussion

The NZGB noted that TTWh had been advised last week that Waka Kotahi New Zealand Transport Agency (NZTA) is not using macrons for official Māori place names on its website. The NZGB noted that some NZTA signage dating back more than twenty years has still not been updated with official place names, for example, several made official in the Ngāi Tahu Claims Settlement Act 1998. The NZGB noted that NZTA had previously advised that its systems do not always handle macrons, and it is actively dealing with the matter. The NZGB agreed that NZTA must comply with section 32 of the NZGB Act 2008 and upgrade its system to use macrons.

Actions required

- Secretariat to amend report under Urban Development Bill from 'DOC's Legal advice' to 'DOC's policy advice'.
- Secretariat to follow up again with NZTA on their dual naming policy and use of macrons, ie, they must comply with the NZGB Act 2008.

11. Recorded names approved as official

11.1. Wellington Region names gazetted

Tabled: report on updates for 699 gazetted names (LinZone ID A4146362).

NZGB discussion

The NZGB noted the information and report provided (LinZone ID A4075558). The NZGB noted the positive media response and suggested that communities such as the Federated Mountain Clubs of NZ Inc and New Zealand Geographical Society would be interested in articles for their bulletins and newsletters.

The NZGB agreed that the process is successful. Other regions are now asking why place names in their areas have not been done. The NZGB noted that not highlighting that Wellington (city) had been made an official place name may have been a lost opportunity.

Action required

- Secretariat to work with LINZ Strategic Comms to consider providing articles on the approved Tararua names to FMC, Tararua Tramping Club, etc.

Lunch: 12.40pm to 1.37pm

Wareko Te Angina, Te Taura Whiri i te Reo Māori, left the hui at 12.45pm and returned at 1.40pm

Outreach

17. Communication Strategy

18. Branding

NZGB discussion

The NZGB noted the information and reports provided (LinZone ID A4089124 and A4089469). The NZGB noted the background work done on reviewing its communication and branding strategies. This included looking at its strategic objectives, Secretariat capacity and how goals will be achieved, particularly the outreach goals. The NZGB agreed this needed further discussion following on from the first presentation of the brand on Monday 22 June 2020 via video conference. The NZGB noted that expectations will need to be managed as it will not be possible to do all the work at once; it will take time to transition into its own identity and brand. The NZGB noted that LINZ is currently undertaking its own brand refresh. LINZ's Chief Executive and the Minister for Land Information are keen to support the NZGB's work as they recognise the role place names play in society. The NZGB noted that it will be working with the LINZ Strategic Communications team.

The NZGB noted that Gaylene Hosking, Communications Consultant, has considerable strategic experience in public relations, advertising and branding, which included developing innovative smart strategies for small budgets. The NZGB noted a comprehensive overview of the brand strategy including:

- The brand as an experience: websites and advertising media used to deliver the message sit around the brand.
- Money has been allocated for a public facing brand. Areas of focus for the public facing work include separating the NZGB from LINZ, the stories behind place names, and recognition that the NZGB is more than the authority – it looks at the enduring nature of naming, the importance of a sense of belonging as well as confirmation that place names are correct.
- Work has been done with Saedi Brand Curators Ltd to develop the experience.
- Broader public relations' initiatives will be brainstormed with a public relations' expert, LINZ and the NZGB later this week to look at what could be done in three years, and how the work will be valued and recognised as being of service to New Zealand.
- It may not be possible to deliver everything. However, the aim is to develop a good rationale behind where the NZGB wants to get to and why and make a budget bid. There is also the possibility of partnerships with other entities.
- At a separate meeting the LINZ Chief Executive spoke of aspirations for a symbiotic relationship with the NZGB, for the NZGB to have its own identity and be recognised for its work. Part of the brand work involves understanding the role of the NZGB, the scope of its work, and how it can be seen externally as independent while maintaining a symbiotic relationship with LINZ.
- The Saedi work has resulted in an internal definition. Externally the NZGB needs to be seen as independent, for example, emails are currently @linz.govt.nz. Brand work has included colours, font and icon as well as the 'story/experience' or narrative of the new brand.
- Even if the NZGB accepts the design concept today, work on the website and other products such as business cards will not be started immediately.

The NZGB noted that since June 2020 three concepts had been considered. Saedi introduced an initial concept for the public face of the NZGB. The NZGB noted:

- The icon has been crafted based on NZGB feedback.
- The public facing concept is underpinned by the NZGB being a statutory authority and will be the master brand for outreach work, like Vote NZ¹⁴ and Sorted¹⁵. Budget allowing, the brand narrative will be further developed to look at the separate personality of the NZGB and its relationship with LINZ.
- The icon is visual language for the location pin/marker, incorporates the koru, and hei matau (hook). It conveys a sense of place as a concept and an aerial view of New Zealand. It is both contemporary and cultural and can use the colours of New Zealand Inc (black, white and silver) or teal, blue and green to represent the naming of land and sea with *Place Names New Zealand* as a descriptor.
- The iconography is already in common knowledge: stories and facts that connect people with place, marker (speech), koru (rejuvenation); spiral (growing together and enlightenment), hei matau (strength).
- Whenua Taunaha (the NZGB as the authority and repository) will take the lead.
- The concept includes future partnerships, for example with Te Papa, and apps. Website functionality is yet to be worked on, but a potential landing page has been created.

The NZGB discussed the proposed names and icon:

- The design uses Māori art concepts: in the art form the islands do not have to align; Māori art has fluidity; the icon is too perfect and has too many straight lines. Alternatively, it suggests balance between the story and the legal entity; the integrity and precision of the NZGB's work.
- Relationship between the words and the icon comes from the text: *New Zealand by Name* = Whenua Taunaha; it is not a translation.
- The stylised dot can have multiple meanings: it can be read as Stewart Island/Rakiura or place names as a reference point; marker; full stop at the end of a story. Placement could leave the NZGB open to criticism.
- Emphasis is on whenua; *whenua* is in the current vernacular of New Zealand and easy to remember; the NZGB's work goes beyond the land – it is about people as well as the land and sea.

¹⁴ Electoral Commission

¹⁵ Brand of the Commission for Financial Capability

- Wording started with *the love of place* – not a direct translation; most people will make a literal translation; wording is too close to LINZ Toitū te whenua.
- *Pou* is now known – people and place; there are many pou rāhui in Te Papa; *pou* can have a negative connotation but is also a boundary marker and reflects the other mahi the NZGB does.
- Colours are truly representative of New Zealand: black and white looks harsh – grey to black shading is preferred. As far as possible colours will be used but if printing in two colours grey to black shading will be used. More options for colours are required.
- *New Zealand by name* is preferred to *Place names New Zealand* which sounds like a list. New Zealand should be included for international audiences; Aotearoa is not an official name and cannot be used.
- The tohu is kaupapa based and seems too rigid with too many straight lines; a tiny curvature would give it life.
- *Pou Taunaha*: using the same words as in the NZGB's name.

Resolution

The NZGB agreed that the name 'Pou Taunaha', which translates as markers of names, ties in with the NZGB's name and should be adopted.

Moved Merata Kawharu
Seconded Jenni Vernon
All in favour
Carried

Further NZGB discussion

The NZGB noted the concept of linking place names with emotional identity and that there is an international groundswell in the belief that a place name and its meaning is more important than ever. The NZGB agreed that place naming helps build national identity and positively affects well-being. The NZGB noted that the by-line *New Zealand by name* could reflect the process and its work. The NZGB noted that changes to the tohu would be made based on its input and that options would be brought back for further discussion.

The NZGB briefly discussed the suggestion that *Ngā Pou Taunaha* might better reflect its full name, Ngā Pou Taunaha o Aotearoa; however, this was not generally supported.

Tabled and circulated: *Strategy foundation document*. A number of suggested alterations to wording in the foundation document were put forward for consideration, for example, the inclusion of Mana, Manaakitanga and Kaitiakitanga. It was suggested that Saedi look at the strategy of Te Taura Whiri i te Reo Māori and the way it uses language to bring people together.

Actions required

- *Secretary to arrange for Dean Whiting to meet with Saedi.*
- *NZGB members to provide further feedback on the foundation document by Monday 3 August 2020.*
- *Saedi and Gaylene Hosking to work on further options for the icon and bring back to the NZGB with changes to the name and by-line as discussed.*

Afternoon tea: 3.20pm – 3.35pm

Standard decisions

11. Recorded names approved as official (continued)

11.2. Orthographic standardised names gazetted

NZGB discussion

The NZGB noted the information and report provided (LinZone ID A4076997). The NZGB noted its recent work has been on the Wellington Region and that it would take considerable time to get around the country and

the 67 councils to deal with the 10,000 Māori place names and 20,000 other place names. It was noted that work is ongoing with Ngāi Tahu through the Kā Huru Manu project and the orthographic standardisation project. A realistic work plan over a 4-5 year timeframe is needed for the country.

The NZGB discussed opportunities for establishing partnerships, possibly through the outreach programme, and suggested taking a proactive approach by using knowledge in the communities to confirm orthography and identify gaps. Suggestions included giving iwi batches of place names to work on, focussing on significant names only, or asking iwi to provide their top 20-50 names. It was also suggested that local government be brought to the table, noting that in general councils do not have the resources for this work. The NZGB noted that a proactive approach ties into the strategy for greater engagement and visibility.

The NZGB noted that all the place names in Kā Huru Manu have been referenced and cross referenced and the atlas is an authoritative source. This has taken years of talking with communities, kaumatua and tribal historians. The NZGB noted advice from Ngāi Tahu that they would be happy to share knowledge about their processes if other iwi are interested.

The Secretary noted the NZGB's support for putting the task out to communities; however, in terms of making it happen there are challenges in that some iwi groups are not ready to take on the task. The NZGB noted that in the past it has experienced low response rates from mana whenua. It was suggested that work continue on place names for the top of Te Waipounamu South Island, noting that putting Māori names to mana whenua can improve orthography and that Pākēha names should not be excluded.

Merata Kawharu left the hui at 3.57pm.

The NZGB proposed that a list of Māori and non-Māori names be sent to 2-3 entities followed up with wānanga recommended by Māori NZGB members, and that a template be developed for their use. The NZGB noted that the people with the knowledge about place names are disappearing every week and that it should prioritise areas ready to take on the work. The NZGB noted that each hapū has a range of small iconic spaces that are not important at a national level but are identity affirming for the hapū.

Actions required

- *Secretariat to develop a new template for the plan and process for approving recorded place names as official.*
- *Secretariat and Chairperson to confirm new plan and process and report to the NZGB at its next hui.*

11.3. Kā Huru Manu

NZGB discussion

The NZGB noted the information and report provided (LinZone ID A4080946). The NZGB noted that this work has been delayed by COVID-19.

11.4. Main Divide discussion

NZGB discussion

The NZGB noted the information and report provided (LinZone ID A4089471).

Resolution

*That the NZGB **agree** that 'Main Divide' should not be entered in the New Zealand Gazetteer as a recorded place name based on it being a redundant term that should be dispensed with, there being no definable extent, and it not being a geographic feature but a dividing line.*

Moved

Jenni Vernon

Seconded

Shaun Barnett

All in favour

Carried

Committees/Decisions

13. Undersea Feature Names Committee

13.1. Undersea Feature Names Committee

NZGB discussion

The NZGB noted the information and report provided (LinZone ID A4084512).

13.2. 27 Southern Ocean undersea feature names

NZGB discussion

The NZGB noted the information and report provided (LinZone ID A4063719). The NZGB noted that Te Rūnanga o Ngāi Tahu anticipates having a wānanga in August 2020 to discuss potential Māori names for the 16 remaining unnamed undersea features. If names are brought forward, the UFNC will consider them intercessionally and make recommendations to the NZGB's next hui later in 2020. The NZGB noted that any proposals submitted to SCUFN after the first week of September will not be considered until SCUFN's 2021 meeting.

Action required

- *UFNC to consider any names brought forward for the remaining unnamed undersea features in the Southern Ocean and make recommendations to the NZGB's next hui.*

14. Māori Names Committee

NZGB discussion

The NZGB noted the information and report provided (LinZone ID A4085904). The NZGB noted that the MNC meeting held yesterday did not have a quorum. The NZGB noted that Matanuku Mahuika has advised that he is happy to continue as Chair or as a member as long as the MNC's members agree. Whether his appointment as Chair is interim or long term is for the MNC members to decide; however, there is value in continuity in terms of ongoing projects.

15. Antarctic Names Committee

NZGB discussion

The NZGB noted the information and report provided (LinZone ID A4078623). The NZGB noted that the ANC has not yet held its 2020 meeting. The NZGB noted with appreciation a huge amount of work has been achieved and done with precision by Christopher Stephens.

16. Membership

NZGB discussion

The NZGB noted the information and report provided (LinZone ID A4089689). The NZGB noted that it is preferable that its committees' Chairs be NZGB members so they can report directly to the NZGB's hui. The NZGB agreed that recent NZGB members, David Barnes and Michael Roche should continue as members of the Antarctic Names Committee (ANC) and Undersea Feature Names Committee (UFNC) respectively. The NZGB noted that there is no limit to the number of NZGB members that can be on its committees. The NZGB agreed that the ANC's Terms of Reference should be amended to record that a minimum of two or more NZGB members may be appointed.

Undersea Feature Names Committee:

Resolution

That the NZGB confirm the appointment of Michael Roche to the UFNC.

Moved Jenni Vernon
Seconded Adam Greenland
All in favour
Carried

Resolution

That the NZGB confirm the appointment of Robin Kearns to the UFNC.

Moved Adam Greenland
Seconded Chanel Clarke
All in favour
Carried

Māori Names Committee: The NZGB noted that new members were due to be appointed at the hui on 26 July 2020; however, the meeting did not reach a quorum. The NZGB noted that Merata Kawharu has indicated she is not a member of the committee.

Resolution

That the NZGB recommend to the MNC that Shane Te Ruki and Bonita Bigham be appointed as MNC members. [Addendum to these minutes: the Secretariat subsequently confirmed Chanel Clarke as a member of the MNC]

Moved Chanel Clarke
Seconded Jenni Vernon
All in favour
Carried

Resolution

That the NZGB recommend to the MNC that Waihoroi Shortland be appointed as an MNC member.

Moved Paulette Tamati-Elliffe
Seconded Shane Te Ruki
All in favour
Carried

Antarctic Names Committee:

Resolution

That the NZGB agree to appoint David Barnes, Shaun Barnett, Chanel Clarke and Paulette Tamati-Elliffe as members of the ANC.

Moved Jenni Vernon
Seconded Robin Kearns
All in favour
Carried

Resolution

That the NZGB agree to amend the ANC Terms of Reference to read that two or more NZGB members may be appointed to the ANC.

Moved Jenni Vernon
Seconded Chanel Clarke
All in favour
Carried

Actions required

- Secretariat to amend ANC terms of reference as noted above.
- Secretariat to advise the three NZGB committees of new NZGB membership to each committee, and update committee contact lists.

Projects and initiatives

19. Suburb and locality names

NZGB discussion

The NZGB noted the information and report provided (LinZone ID A4088207). The NZGB noted that this work is on hold. The NZGB agreed that the Chairperson should decide when it is appropriate to revisit. The NZGB noted that ultimately the aim is to have an authoritative layer of suburbs and localities that have been through verification so that the public can be assured they are correct. The project involves a significant amount of work and may take a few years to complete.

20. 1840 Māori place name maps 2nd editions

NZGB discussion

The NZGB noted the information and report provided (LinZone ID A4089236). The NZGB noted that cartographer Roger Smith from Geographx will produce the digital product for both maps by mid-June 2021. The Secretariat and Te Rūnanga o Ngāi Tahu are working to finalise place names for Te Waipounamu South Island. The NZGB noted that the MNC decided to proceed with the digital product in the first instance for the map of Te Iki-a-Māui North Island, so that it could be circulated for comment before printing. The NZGB noted that the MNC will confirm the look and feel of both maps before they are finalised.

21. Oral History Atlas and Survey Pegs handbook 2nd editions

NZGB discussion

The NZGB noted the information and report provided (LinZone ID A4086526). The NZGB noted that additional stories are being written for the second edition and it is hoped to have artwork done by Dean Whiting in the style of his father Cliff Whiting. All maps will be updated by the cartographer and the front covers of the two books will be aligned to the new NZGB branding once that has been decided.

22. New Zealand geographic features website

NZGB discussion

The NZGB noted the information and report provided (LinZone ID A4089542). The NZGB noted that line drawings with Māori generic terms are being attached to the online generic terms' listing and will be available for demonstration at the NZGB's next hui in October 2020.

23. Gazetteer enhancements

NZGB discussion

The NZGB noted the information and report provided (LinZone ID A4089518). The NZGB noted the risk of technical failure and to security measures associated with Gazetteer system's plugin and database platform, which is now 6-8 years old. The NZGB noted that planning for the upgrade is in progress.

The NZGB noted that all feedback on the enhanced online Gazetteer has been analysed by the NZGB Secretariat. The next round of enhancements are being listed as they are advised. Feedback on the current Gazetteer has been very positive. The NZGB noted that the next update will have the same functionality but will be easier to understand and more intuitive.

Other business

24. Other business

There was no other business.

The meeting closed at 4.35pm with a karakia from Waihoroi Shortland.

Certified as a true and correct record of the hui:

Anselm Haanen, Chairperson

Date