OPEN AGENDA

Te Kaunihera ā-Rohe o
Ōtorohanga
District Council
Where kiwi can fly

Kawhia Community Board　　　　　Te Poari Hapori o Kawhia

Notice is hereby given that an ordinary meeting of the Kāwhia Community Board will be held in the Kāwhia Community Hall, Jervois Street, Kāwhia on **Thursday, 4 April commencing at 4.00pm**.

Tanya Winter, Chief Executive　　　　　　　　　　　　　　　27 March 2024

Membership			
Chairperson	Upoko	Geoff Good	022 678 6053
Deputy Chairperson	Upoko Tiriwā	Hinga Whiu	021 181 1009
Member	Mema	Dave Walsh	021 296 0392
Member	Mema	Richard Harpur	022 401 7192
Member	Mema	Councillor Kit Jeffries	021 226 4904

Quorum

A majority of members (including any vacancies).

Role of the Community Board

The Kawhia Community Board (the Board) is a separate entity to Ōtorohanga District Council (the Council). The role of a community board is set out in Section 52 of the Local Government Act 2002 and is summarised below.

1. Represent, and act as an advocate for, the interests of the Kawhia and Aotea communities.
2. Consider and report on all matters referred to it by the Council, or any mater of interest or concern to the Board.
3. Maintain an overview of services provided by the Council within the Kawhia and Aotea communities.
4. Prepare an annual submission to the Council for expenditure within the community.
5. Communicate with community organisations and special interest groups within the Kawhia and Aotea communities.
6. Undertake any other responsibilities that are delegated to it by the Council.

Delegations by Ōtorohanga District Council

The Council is authorised to delegate powers to the Board and has made the following specific delegations to be exercised in accordance with Council policy.

Power to act – Reserve Funds

Full decision-making authority on the use of Reserve Funds in accordance with the Terms of Reference for the following funds:

1. Kāwhia Reserve Fund.

Power to act - Discretionary Fund

Full decision-making authority on the use of the Board's discretionary fund in accordance with the Terms of Reference for the Fund.

Power to recommend – Long Term Plan/Annual Plan/Policy issues

Authority to make a submission to the Long Term Plan/Annual Plan process on activities, service levels and expenditure (including capital works priorities) with the Board's area or to make a submission in relation to any policy matter which may have an effect with the Board's area.

Power to recommend – Advocacy/Submission to other agencies

Authority to recommend to the Council on inclusions to submissions/advocacy to external organisations.

Important note for members of the public attending meetings

This meeting will be electronically recorded (audio and video) for the purpose of webcasting to Council's YouTube channel. Every care will be taken to maintain individual's privacy however attendees are advised they may be recorded as part of the general meeting proceedings or if speaking in the public forum.

Public forum

The purpose of the forum is to provide an opportunity at the start of all ordinary public meetings of the Boards, for members of the community to come along and speak to their elected representatives. This reflects the Board's desire to see more public participation in decision making and meeting procedures.

To speak at the Public Forum contact governance@otodc.govt.nz at least two days prior to the meeting, identifying the speaker/s, providing their contact details and the topic(s) on which they wish to speak. Speakers can speak for up to five (5) minutes. No more than two speakers can speak on behalf of an organisation during a public forum.

Order of agenda

Opening formalities

Decision reports | Ngā pūrongo whakatau

Information only reports | Ngā pūrongo mōhiohio anake

Public excluded | Take matatapu

Board projects

Other business | Ētahi atu take

Order of agenda

Closing formalities

Closing prayer | Karakia	70
Meeting closure | Katinga o te hui	70

Workshops | Hui awheawhe

There are no workshops scheduled.	

Opening formalities

Commencement of meeting | Te tīmatanga o te hui

The Chairperson will confirm the livestream to YouTube is active then declare the meeting open.

Opening prayer/reflection/words of wisdom | Karakia/huritao/whakataukī

The Chairperson will invite an elected member or a staff member to provide the opening words.

Apologies | Ngā hōnea

An elected member who has not been granted a leave of absence may tender an apology should they be absent for all or part of a meeting. The Board may accept or decline any apologies. For clarification, the acceptance of an elected member's apology constitutes a grant of leave of absence for that specific meeting(s). If an apology is received, the staff recommendation is shown below:

That the Kāwhia Community Board receive and accept the apology from … for … (non-attendance, early departure, late arrival).

Public forum | Hui tūmatanui

Public forums are designed to enable members of the public to bring matters, not necessarily on the meeting's agenda, to the attention of the local authority.

At the conclusion of the presentation elected members may ask questions of speakers. Questions are to be confined to obtaining information or clarification on matters raised by a speaker. Following the public forum, no debate or decisions will be made at the meeting on issues raised during the forum unless related to items already on the agenda.

No requests had been received when the agenda was distributed.

Late items | Ngā take tōmuri

Items not on the agenda for the meeting require a resolution under Section 46A of the Local Government Official Information and Meetings Act 1987 stating the reasons why the item was not on the agenda and why it cannot be dealt with at a subsequent meeting on the basis of a full agenda item.

It is important to note that late items can only be dealt with when special circumstances exist and not as a means of avoiding or frustrating the requirements of the Act relating to meeting notice, agendas, agenda format and content. Should a late item be raised, the staff recommendation is shown below.

That the Kāwhia Community Board accept the late item relating to …. (subject) due to … (special circumstance).

Declaration of conflict of interest | Te whakapuakanga pānga taharua

Members are reminded to stand aside from decision making when a conflict arises between their role as an elected member and any private or external interest they may have. Should any conflicts be declared the staff recommendation is shown below.

That Kāwhia Community Board receive the declaration of a conflict of interest from … for item … and direct the conflict to be recorded in Ōtorohanga District Council's Conflicts of Interest Register.

Confirmation of minutes | Te whakaū i ngā meneti

The unconfirmed minutes of the previous Board meeting are attached on the following page. The staff recommendation is shown below.

That the open minutes of the Kawhia Community Board meeting held on 7 March 2024, having been circulated, be taken as read and confirmed as a true and correct record of that meeting.

OPEN MINUTES

Te Kaunihera ā-Rohe o
Ōtorohanga
District Council
Where kiwi can fly

Kawhia Community Board   Te Poari Hapori o Kawhia

Open Minutes of an ordinary meeting of the Kāwhia Community Board held in the Kāwhia Community Hall, Jervois Street, Kāwhia on **Thursday, 7 March commencing at 4.00pm**.

Tanya Winter, Chief Executive   19 March 2024

Elected Members			
Chairperson	Upoko	Geoff Good	Attended
Deputy Chairperson	Upoko Tiriwā	Hinga Whiu	Attended
Member	Mema	Dave Walsh	Attended
Member	Mema	Richard Harpur	Attended
Member	Mema	Councillor Kit Jeffries	Attended
Mayor	Kahika	Max Baxter	Attended

Quorum

A majority of members (including any vacancies).

Ōtorohanga District Council senior staff in attendance			
Chief Executive	Tumu Whakarae	Tanya Winter	Attended
Policy Advisor	Kaitohutohu Kaupapahere	Andrew Loe	Attended
Chief Advisor	Kaitohutohu Matua	Ross McNeil	Attended

Order of business

Opening formalities

Decision reports | Ngā pūrongo whakatau

Information only reports | Ngā pūrongo mōhiohio anake

No reports.	

Public excluded | Take matatapu

No reports.	

Board projects

Other business | Ētahi atu take

Order of business

Closing formalities

Workshops | Hui awheawhe

Order of business

Opening formalities

Commencement of meeting | Te tīmatanga o te hui

Chairperson Good declared the meeting open at 4pm.

Opening prayer/reflection/words of wisdom | Karakia/huritao/whakataukī

Board Member Whiu provided the opening karakia.

Apologies | Ngā hōnea

There were no apologies. Chairperson Good acknowledged the Mayor and Chief Executive's attendance at the meeting, especially in view of the current roading issues.

Public forum | Hui tūmatanui

Jill Ross spoke on a Pataka Kai (sharing shed) for Kāwhia

Ms Ross outlined her proposal (handout circulated to Members) and sought the Community Board's support for her proposal so it could be progressed to the next steps. She has a rough plan and some ideas on the location but no idea at this stage what it could cost to construct.

Councillor Jeffries said it would be prudent for Ms Ross to run her proposal past the two shopkeepers in Kāwhia who sell fruit and vegetables.

Board members all spoke in support of the Pataka Kai proposal and made some suggestions regarding a suitable location. Chairperson Good said the proposal would be considered by the Community Board and if they were in favour then the next step would be to do some research on the likely cost and how it might be funded.

Late items | Ngā take tōmuri

There were no late items.

Declaration of conflict of interest | Te whakapuakanga pānga taharua

There were no declarations.

Confirmation of minutes | Te whakaū i ngā meneti

> Resolved K53: That the open minutes of the Kāwhia Community Board meeting held on 8 February 2024, having been circulated, be taken as read and confirmed as a true and correct record of that meeting.
>
> Board Member Walsh | Councillor Jeffries

Decision reports | Ngā pūrongo whakatau

Item 23: Kāwhia/Aotea/Ōpārau Concept Plan – Endorsement of proposed draft for community consultation

Council's Chief Advisor, Ross McNeil distributed a paper copy of the concept plan. He sought further feedback from the Board and noted the written feedback already received from Councillor Jeffries. Feedback from today's meeting will be incorporated into the draft Plan and included in the agenda for the 26 March Ōtorohanga District Council (ŌDC) meeting. At that meeting, ŌDC will be asked to adopt the Kāwhia/Aotea/Ōpārau Concept Plan and the Rural Concept Plan so it can start the formal public engagement process (from 28 March through to 26 April). Mr McNeil said there will be a drop-in session in Kāwhia on 20 April for both draft Plans and submissions will be heard in May (date to be advised). He said the Concept Plan would come back to the Board ahead of going to ŌDC for adoption at the end of June.

Chairperson Good said a lot of hard work had gone into the draft Concept Plan with good engagement and feedback from the community.

In answer to a query from Councillor Jeffries, Mr McNeil said the blank pages in the draft Concept Plan will be completed before it's sent out for public consultation and staff have been working with Cathy Holland (on behalf of all the local marae) on the proverbs for inclusion in the draft Plan.

With respect to the Implementation Plan, Mr McNeil said there would be a specific focus on obtaining feedback on priorities at the engagement sessions (for three-year, 10-year and more than 10-year projects). Feedback on priorities for Kāwhia/Aotea/Ōpārau would then be assessed against the available budget, along with priorities identified for Ōtorohanga and the Rural areas and brought back to the Board with an Implementation Plan.

Board Member Walsh asked why there were no details in the draft Concept Plan about additional seating in Omiti Reserve, which he thought had been agreed. Board Member Whiu said Board Members had walked through the Reserve previously and the next step was to agree where the seating should be located. Chairperson Good said there would be the opportunity to discuss this further when the final draft of the Concept Plan comes back to the Community Board in June. Mr McNeil said an artist's impression of the Reserve had been included in the Concept Plan and that would be converted into a Plan when it comes back to the Board for them to look at where the seating should be placed.

> Resolved K54: That the Kāwhia Community Board endorses the proposed draft Kāwhia/Aotea/Ōpārau Concept Plan, noting any further changes to be made, and recommends that the proposed Draft be approved by the Ōtorohanga District Council for community consultation in April 2024.
>
> Chairperson Good | Board Member Whiu

Information only reports | Ngā pūrongo mōhiohio anake

There were no reports.

Public excluded | Take matatapu

There were no reports.

Board projects

Project 1: Kāwhia storyboards

Board Member Whiu said she had spoken to Frank Thorne recently and was excited to hear that the project was progressing. She agreed to try and make some progress with the Historic Kāwhia sign and provide an update for the next Board meeting.

Other business | Ētahi atu take

Board Member updates

Council Jeffries said he attended the Concept Plan workshop on 14 February and another with Patricia Winchman concerning suicide prevention on 21 February. He said Patricia is keen to make a presentation to the Community Board in future to raise awareness. On 23 February he attended the Te Taiao o Kāwhia Moana meeting where updates were provided on the tracking programme for rats and possums and funding for a camera to record movements on the access trail to Ocean Beach. He said Te Taiao are looking to act as an umbrella group for the management of Te Kauri Park, that the Department of Conservation were looking to minimise effort at the Park and up to 15 additional staff could be required for this. Mr Jeffries said he has put them in touch with Elle at the Employment Hub for advice.

Mr Jeffries provided an update on the 27 February Council meeting, where some concern had been expressed about the proposed level of rates increases. He also mentioned the Club Mud Triathlon on 28 February and the Awaroa Sports Club's 80th Anniversary on 2 March where there had been record crowds. He also noted that 130 people have registered for the Coastal Conference on 21-22 March.

Mr Jeffries reminded members about the Poukai taking place next week and that the state highway is due to be closed for 3 weeks in April (dates to be confirmed).

Chairperson Good said Senior Constable Craig Lemin who is on a temporary secondment to Kāwhia's, would be available to meet with members at the conclusion of the meeting. Mr Good thanked ŌDC for the way they handled the recent damage to the important tree in Kāwhia and for input into the Kāwhia Whaleboat Regatta on New Year's Day. He also thanked ŌDC for including the Community Board in the Long Term Plan workshops. He said the "Move Your Tinana" event was well organised and positive.

Board Member Harpur updated the Board on discussions regarding the Sailing School. He tendered his apologies for the next Community Board meeting. With respect to the speed bump issue, he encouraged

people to use the Council system for recording any concerns and to download the Antenno App. He also said the One Base Competition brings a lot of business into town and residents need to show tolerance around parking as this is only once a year.

Community Board discretionary fund

There was agreement that the Board would consider funding for the Pataka Kai and Storyboards projects once the projects were advanced to provide a detailed request. Board Member Whiu said she could source some alternative funding for the Storyboards. All Board Members gave in principal support for the proposed location for the Pataka Kai suggested by Jill Ross.

Resolution register

The Board reviewed the Register however no changes were made.

Closing formalities

Closing prayer | Karakia

Board Member Whiu provided the closing karakia.

Meeting closure | Katinga o te hui

Chairperson Good declared the meeting closed at 4.57pm

Workshops | Hui awheawhe

The informal 'meet and greet' with Craig Lemin started at 4.57pm. No members of the public were in attendance.

Decision reports | Ngā pūrongo whakatau

There are no reports.

Information only reports | Ngā pūrongo mōhiohio anake

DISCLAIMER: The reports attached to this Open Agenda set out recommendations and suggested resolutions only. Those recommendations and suggested resolutions DO NOT represent Ōtorohanga District Council policy until such time as they might be adopted by formal resolution. This Open Agenda may be subject to amendment either by the addition or withdrawal of items contained therein.

Item 24: Civil Defence and Emergency Management: Kawhia Community Response Plan

To: **The Chairperson and Members of the Kāwhia Community Board**

From: **Tony Quickfall, Group Manager Regulatory and Growth**

Date: **4 April 2024**

Relevant community outcomes: Empowered   Resilient   Responsible

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1   Purpose | Te Kaupapa

1.1   To brief the Kāwhia Community Board (KCB) on the Civil Defence and Emergency Management (CDEM) Kawhia Community Response Plan, and how this will be applied during an emergency event.

2   Executive Summary | Whakarāpopoto Matua

2.1   CDEM Community Response Plans are developed by the community for the community and are used to prepare for their specific needs and vulnerabilities. They develop a clear understanding by community leaders of their roles and responsibilities during an emergency response and recovery. Community response plans detail what the community needs to know and do prior to, during and after an Emergency Event occurs.

3   Staff recommendation | Tūtohutanga a ngā Kaimahi

> That the Kāwhia Community Board receives the 'Civil Defence and Emergency Management: Kawhia Community Response Plan' for information.

4   Discussion | He Kōrerorero

Background

4.1   A community response plan is a collaborative effort within a community to prepare for and respond to emergencies. Unlike plans imposed by local councils, these community-driven plans are owned and developed by the community itself.

4.2   The key aspects of such plans include:

   a   Risk Assessment:

   i)   Community response plans describe the hazards and risks specific to the local area. This includes understanding potential natural disasters (such as earthquakes, floods, or storms) and other risks.

   ii)   Identifying the community's strengths, vulnerabilities, and assets is crucial. What resources, facilities, or skills can be mobilised during an emergency?

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b   Community Capacities**:**

i)   These plans outline the community's capacity to respond. What skills, knowledge, and resources are available locally?

ii)   By recognising existing strengths, the community can better allocate resources and support each other during crises.

c   Networks and Connections**:**

i)   The plans include information on key community networks. How can people connect with each other during an emergency?

ii)   They also outline channels for official information, ensuring that accurate updates reach community members promptly.

d   Development Process**:**

i)   Representatives, stakeholders, and organisations within the community collaborate to form a working group.

ii)   An Emergency Management Advisor facilitates the process of developing and maintaining the plan.

iii) The goal is to create a comprehensive plan that reflects the community's unique context and needs.

4.3   The overall goal of community response plans is to foster readiness and resilience and empower communities to support one another during and after an emergency event.

Kawhia Community Response Plan

4.4   The Kāwhia Community Response Plan was developed with the community over a six month period between October 2018 and March 2019. This involved workshops and meetings with key community leaders, with the final plan being completed in October 2019.

4.5   A draft plan was pulled together by Emergency Management staff with key contacts within the Kāwhia community culminating with a community meeting at the Kāwhia Primary School with around 45 people in attendance for the meeting and BBQ which followed.

4.6   Members of the community gave feedback on the plan and undertook a series of scenario based activities outlining the types of events which could happen at Kāwhia.

4.7   The plan provides for the delivery of information in a timely manner if applicable via the Community Response Leader and also enables for the early thinking of any resources that may be needed for an event e.g. a storm surge that may require some sand bagging, is appropriate.

4.8   During an emergency event this plan provides guidance and direction on the community response and allows emergency management staff to engage the locals to identify any issues or report on damage as it occurs. It is invaluable for real situation awareness during any event.

5   Appendices | Ngā Āpitihanga

Appendix #	Name
1	Kawhia Community Response Plan

Community
Response Plan

Kawhia 2023-2024

NEVER HAPPENS?
HAPPENS

The community looking after the community in an emergency

Contents

When a natural disaster hits, the community may need to take care of itself for up to three days before help can arrive.

This Community Response Plan has been developed to ensure there are measures in place to help the community look after itself.

THE PURPOSES OF A COMMUNITY RESPONSE PLAN

- Help you to understand the hazards that exist in the community
- Let you know what level of risk these hazards pose to your community
- Help you to know what you can do to prepare yourself, and those who depend on you, to survive through an emergency
- Ensure you know the warning signals to evacuate, and where to evacuate to
- Help the community to put their response plan into action without any immediate help from emergency services or civil defence.

SIGN OFF OF THE COMMUNITY RESPONSE PLAN

This community-driven response plan is owned and developed by the community.

The plan is developed by representatives of stakeholder agencies and organisations within the community, who form a working group with the goal of completing and maintaining the plan. The process of developing the plan can be facilitated by an Emergency Management Officer.

Ownership of the plan stays with the community, represented by the stakeholder group.

Once your Community Response Plan group is happy with the plan, it is signed off by the Community Response Plan Group. You may also have your Mayor or local Councillor sign the document in support.

PLAN OVERVIEW

Plan owner(s)	Kawhia Community Callan Stewart (Kawhia FENZ Chief) Jono Maoate (Kawhia Police)
Plan updates	Annually from the date of application – 30 October 2019
Plan boundary	Kawhia Community
Ideal state	The township of Kawhia is situated on the west coast of the North Island, New Zealand. It is a popular holiday and retirement settlement located in the Otorohanga District. It is approximately one-hour drive from the nearest supporting towns of Otorohanga and Te Awamutu. Kawhia as a usual resident population of 339 (2013 Census). However, the population can swell as high as 3000 during the summer period. Several marae in the immediate vicinity also attract large numbers of people from time to time. The Kawhia community is a resilient one, but is still at risk of being isolated by or during an emergency.

HAZARDS

Hazard 1	Local source Tsunami – recent (2018) storm and king tide events indicate a potential for the coastal area to be affected by a local source tsunami particularly inside the harbours and low lying areas of the community.
Areas most vulnerable	Kawhia township & Camping ground at entrance to town

Hazard 2	Flooding – due to the low lying nature of Kawhia, the risk of flooding in and around the town is fairly high. High tides, on-shore winds and heavy rain can combine to create a situation that could see Kawhia isolated by road.
Areas most vulnerable	Whole community if isolated but definitely Kawhia township and low lying houses, camping ground and entrance roads.

Hazard 3	Land Subsidence - Rocks
Areas most vulnerable	Kawhia Community would be isolated if only access road was blocked by rocks or land subsidence

Hazard 4	Earthquake
Areas most vulnerable	Kawhia Community

Hazard 5	Volcanic Eruption and Ash Fallout
	Kawhia is 140km's from the central north island's volcanic of Mt Ruapehu, Mt Ngaruahoe, and Mt Tongairiro. The coastal mountain of Mt Taranaki is only 150kms down the coast from Kawhia. Should any of these volcanoes erupt Kawhia is exposed to the risk and consequences of Ash fallout such as water contamination.
Areas most vulnerable	Kawhia Community

Hazard 6	Fire – the surrounding forest areas create a potential for significant fires and with the remoteness of the area, also the lack of immediate resources to deal with any major outbreak. There may be a need to evacuate.
Areas most vulnerable	Kawhia community

Hazard 7	Other threats – a range of other threats may impact on the Kawhia community including storms, chemical spill, harbour pollution, utility failure and pandemic.
Areas most vulnerable	

Key maps

KAWHIA

Flooding of low-lying areas may occur if a tsunami occurs during high tide.

How to use this map

Avoid this area: WET

TOP 3
THINGS YOU NEED TO KNOW IN KAWHIA
1. There will be time for warning in this area well in advance.
2. Tsunami wave heights may be relatively small compared to the east coast. However, your issues are the dangerous currents in the water, and isolation.
3. Tsunami arrival times for regional sources are between three and six hours, and distant sources are between 15 and 17 hours.

MAKE A PLAN
In advance for where you will go.

PACK A KIT
Have some essentials ready to take with you (water, medicine, torch, jacket, footwear) even for overnight.

HELP OTHERS
Especially older ones and those who need assistance.

WET

SAFEST AREA

WET

WET
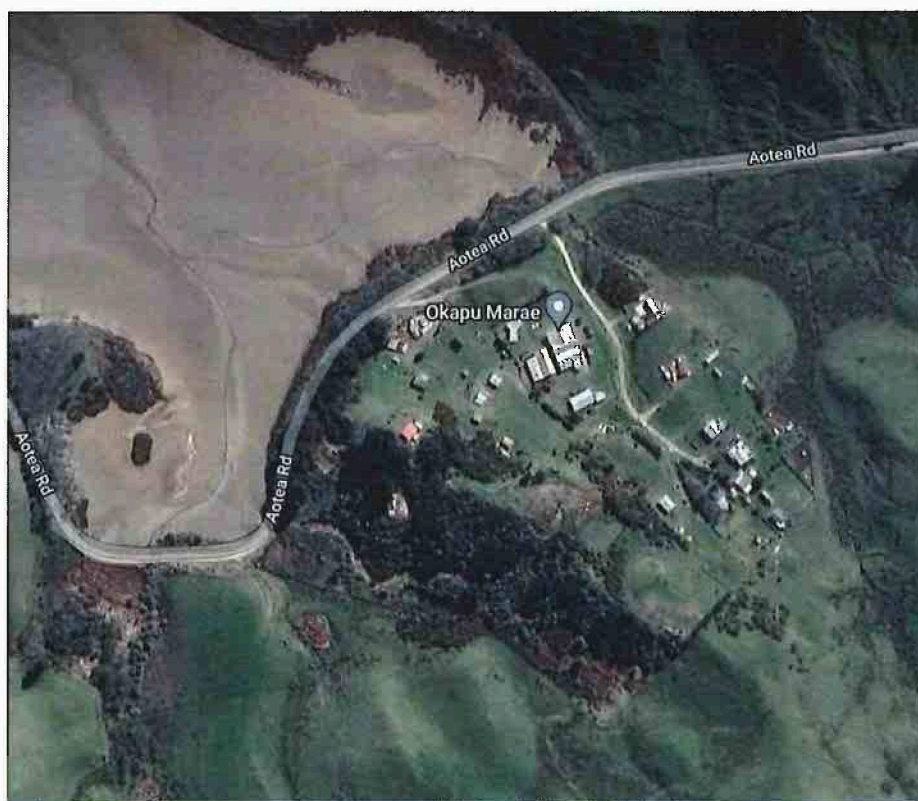
There are a number of residents at Ōkapu Marae Papa Kainga Part of the Marae is in an inundation area. Liaise with and monitor. Provide support as required. Kawhia School is available to them as evacuation point if required

ALERTS AND WARNING SIGNALS

Local source tsunami	
Warning signs	Natural signs for potential tsunami • Violent earthquake that may knock you from your feet • Rolling vibrating earthquake that lasts several minutes • Sudden or unusual changes in the tide • Load roaring noises like a jet engine from out at sea.
Actions to take	If you are in a coastal area evacuate immediately and go as far up and as far inland as you can and wait until you are advised it is safe to return. Monitor television and radio media, social media sites and news websites for current information. Evacuation Points: 1. Kawhia Primary School, Rosamond Terrace

Regional and distant source tsunami	

Warning signs	Regional source tsunami run in times can vary from 1 – 3 hours. Distal source run in times are likely to be up to 12 hours.
	Natural signs for regional or distal source tsunami:
	• You may feel ground shaking as a result of an off shore earthquake in the Pacific Ocean.
	• It is more likely that information will come via one of the following:
	    ○ Television and Radio reports
	    ○ Social Media sites
	    ○ GeoNet mobile app
	    ○ Red Cross Hazard mobile app
	You may wish to verify information through Civil Defence reports via national news and media.

Actions to take	If you are in a coastal area evacuate immediately and go as far up and as far inland as you can and wait until you are advised it is safe to return.

River and stream flood events	
Warning signs	Metservice: http://m.metservice.com/warnings. Waikato Regional Council (WRC) Flood Room Live (if storm active in the region) WRC Flood Room Live
Actions to take	Check on neighbours Move to higher ground Ensure your get ready get through supplies are up to date. http://www.getthru.govt.nz/how-to-get-ready/emergency-survival-items/

Storm and other weather events	
Warning signs	Metservice: http://m.metservice.com/warnings GeoNet Weather Watch Television and Radio and online news reports Social Media sites Official Civil Defence texts
Actions to take	Secure loose items (e.g. trampolines and outdoor furniture) Check on neighbours Ensure your get ready get through supplies are up to date. http://www.getthru.govt.nz/how-to-get-ready/emergency-survival-items/

Other emergency incidents (e.g. rural fire or hazardous spill)	
Warning signs	Kawhia Fire and Emergency New Zealand turnout Additional Emergency Services Appliances in Kawhia News Television and Radio reports Social Media sites
Actions to take	Follow the instructions of Emergency Service Personnel and television and news outlets Avoid congregating near the response area so as to enhance access for Emergency Service appliances Check in with neighbours or local community members who may be less informed.

Pandemic	
Warning signs	You may be notified of a national health threat by Television and Radio reports. Ministry of Health will lead response activities and information updates, along with District Health Boards, Primary Health Organisations and General Practioners in your area. https://www.health.govt.nz/
Actions to take	Follow the instructions of health service providers and television and news outlets

Volcanic	
Warning signs	You may be notified of a volcanic threat by Television and Radio reports. GeoNet offer a range of methods to receive status reports on White Island. GeoNet Volcanic information
Actions to take	Stay informed with television and radio reports. Follow the instructions of Emergency Services and Civil Defence Emergency Management in your area.

Alerting platforms	
Websites	GeoNet Met Service Waikato CDEM www.otorohangadc.govt.nz
Social media channels	Facebook – Otorohanga Council Page Kawhia Community Page Waikato Civil Defence Page
Email alerts	Red Cross Hazard Mobile App National Alerting system
Text alerts	
Radio Stations	All Waikato Radio Stations

CIVIL DEFENCE CENTRES

Building 1	
Name of building	Kawhia Primary School
Locations	Rosamond Terrace
Contact name	Leanne Apiti – Principal
Phone	078710725 (school), 0220774461 (mobile)
Email	mrsapiti@kawhia.school.nz

POSSIBLE COMMUNITY LED CENTRES

Building 1	
Name of building	Oparau Roadhouse
Locations	4370 Kawhia Road
Contact name	Emmets
Phone	07 8710 683

Building 2	
Name of building	Waipapa Marae
Locations	SH 31 Kawhia
Contact name	Catherine Holland
Phone	0274944468

Building 3	
Name of building	Kawhia Boat Club
Locations	Harbour
Contact name	
Phone	07 871 0775

Building 4	
Name of building	Maketu Marae
Locations	Kaora Street
Contact name	Shani Whitiora (chair)
Phone	021 130 9193

Building 5	
Name of building	
Locations	
Contact name	
Phone	

ALTERNATE COMMUNICATIONS

Communication details	
Method	Contact details

RADIO STATION

Radio station details		
Station	Contact number	Frequency
Waikato FM Radio Stations		92.2 FM 98.6 FM 99.4 FM 100.2 FM 105 FM
Radio NZ		101 FM

WIDER COMMUNITY COMMUNICATIONS

Communication Method	Location
Community Phone Trees	Callan Stewart
Community Notice Board	Positioned outside of Community Centre Information and updates will be posted on this board to keep people informed.
Kawhia Connection	Facebook

VULNERABLE GROUPS (add as many of these as you have)

Group	How we can help group prepare
Pensioner Flats	Assign a liaison person
Isolated families	Assign a liaison person
Elderly on own	Aotea and Kāwhia surrounds, Assign a liasion

COMMUNITY RESPONSE CENTRE

The Response Centre will be based at the Kawhia Fire Station. It is firstly the fire station and then a portion has been designated as the Community Response Group Coordination Centre to support the management of the impacting event

The intent is that the management of local event activities will be closely aligned to what Police Fire and St John are undertaking so having all response coordination at this location will assist in this.

There is a management kit resourced specifically for the response team so that good processes and planning can be utilised.

COMMUNITY RESPONSE TEAM

A Community Response Team has been established to support the local Emergency Services by gathering information about the impact on people and the community so that a holistic approach to managing the event can be planned and actioned by all concerned.

On arrival assist in the setup of the Response Centre preparing the resources from the Kit for each of the roles to support the event management.

Team leader to liaise with Emergency Services Reps and where necessary the Local Controller at Otorohanga so that an overview of the situation can be discussed. Depending on the event more information may be required from the local picture before any discussion with the Local Controller can be undertaken.

CALL OUT PROCEDURE

These are instructions for members of the Community Response Group and Emergency Services for initiating their pre-planned roles

Arrange to meet at	Kawhia Fire Station

- Liaise to determine what actions should be taken
- Consider who will be affected and where
- Activate community warning systems (e.g. phone tree, sirens, notice boards etc.)
- Consider the location of a control point/centre
- Consider the establishment of a Community Response Centre
- Notify the emergency operations centre (EOC) of what actions have been taken.

	With Communications	Without Communications
		Self-Activation
Call out procedure	Callan Stewart or Senior Fire member Cell and landline phones Loud Hailer Radios	Meet at Fire Station

Item 25: Proposed Road Naming and Numbering Policy

To: **The Chairperson and Members of the Kāwhia Community Board**

From: **Andrew Loe, Policy Advisor**

Date: **4 April 2024**

Relevant community outcomes: Connected   Liveable   Welcoming

1   Purpose | Te Kaupapa

1.1   To advise Board members about the proposed revision of the Ōtorohanga District Council Road Naming Policy 2019

2   Executive Summary | Whakarāpopoto Matua

2.1   Elected members have requested a review of the current policy following concerns raised during the approval process when naming roads for new developments in Ōtorohanga.

3   Staff recommendation | Tūtohutanga a ngā Kaimahi

> That the Kāwhia Community Board receive the report titled 'Item 25: Proposed Road Naming and Numbering Policy' (document number 746548) from Andrew Loe, Policy Advisor.

4   Discussion | He Kōrerorero

4.1   Elected members discussed a review of the current Road Naming Policy at a workshop held in Ōtorohanga on 12 March and provided direction on the content of a revised policy. The content and outcome of that workshop is summarised below:

4.2   Feedback from Councillors, Board members, developers and staff identified the following issues with and shortcomings of the current policy:

- Infrequent and minimal need for new road names,

- Responsibility for implementation by staff has been inconsistent,

- Consultation requirements are poorly defined and confusing for applicants,

- Excessive detail required for applications,

- Poor linkage to other consenting processes,

- Excessive and prolonged approval process,

- Policy is too "wordy",

- List or No list options.

4.3   A draft policy was tabled that included the following changes:

- Emphasis on front ending road name selection with project approvals,

- Staff identify early the requirement to provide names for accessways and public roads,

- Simplify the policy content and the application process (including application form),

- Clearly lay out consultation requirements for applicants,

- Consistent Staff responsibility for review,

- One step final approval, Council or Community Board (delegation may be required),

- A list of suitable names.

4.4   Following discussion on the draft policy the workshop provided the following direction for the content of the revised policy:

- The streamlined policy and application process gained support,

- The delegation to Community Boards for the approval of urban road names was accepted as being a desirable outcome. A formal delegation to the Community Boards will be required,

- A list of suitable names will be compiled containing road names submitted by iwi and members of the public. An applicant can still submit a preferred name and an optional alternative; however they would be free to choose names from the list and the approving body (Council or Community Board) could use the list if they considered any proposed name was not suitable.

4.5   Following reporting to both Community Boards staff will consult with iwi on the draft policy prior to undertaking community consultation and submitting the policy to Council for final approval.

4.6   No change is proposed to the current Road Numbering process.

5   Appendices | Ngā Āpitihanga

Appendix #	Name
1.	Road Naming and Numbering Policy (draft)

POLICY

Road Naming and Numbering Policy

Approval and review details

Approval authority	Ōtorohanga District Council	**Effective date**	To be confirmed
Administrator	Group Manager Engineering and Assets	**Next review date**	To be confirmed

Version history

Date	Version	Changes	By	Date Adopted
	1.0	Draft presented for consideration	Title	

Purpose

The purpose of the Road Naming and Numbering Policy (Policy) is to ensure that new road names and addresses are allocated consistently throughout the Ōtorohanga district whilst meeting legislative, Land Information New Zealand, New Zealand Post, and emergency services requirements. It formalises and refines the methodology that has been used by Council in the past to name roads and address properties.

Scope

This policy applies where proposed roads and other vehicular accesses are being created either through subdivision development, or the formation of existing unformed legal road, and to the naming of existing unnamed roads/vehicular accesses both public and private. This policy should form part of any subdivision design and approval process reference material.

Importance

Emergency services, postal services and the community at large rely on accurate and unambiguous property identification. It is important that addresses are issued correctly in the first instance, as badly assigned addresses can cause severe problems and are costly to rectify.

Policy Statement

In the process of receiving information and submissions and managing personal information while implementing the provisions of this policy, Council employees and contractors will, at all times, respect the privacy of individuals and communicate in a courteous and professional manner.

Reporting and Records management

No additional reporting is required over and above those identified in this policy.

Staff must retain all records relevant to administering this policy in a recognised Council recordkeeping system.

Related Legislation and Standards

Local Government Act 1974, Part 21, Section 319 - General powers of councils in respect of roads.

1) The Council shall have power in respect of roads to do the following things: (j) to name and to alter the name of any road and to place on any building or erection on or abutting on any road a plate bearing the name of the road.

2) 319A Naming of Roads:
   If the Council names any road for the first time, or alters the name of a road, the Council must as soon as practicable send a copy of the relevant resolution to the Registrar-General of Land and the Surveyor-General.

3) 319B Allocation of property numbers:
    a. For electoral, postal, and other purposes the council may allocate a number to any area of land or building or part of a building within its district and may change the number allocated to any such area of land or building.
    b. The council shall comply with any request from a Chief Surveyor to allocate a number to or change the number of any area of land or building or part of a building in its district.
    c. The principal administrative officer shall advise the Chief Surveyor of the land district in which the land or building is situated of the numbers allocated under subsection (1) or subsection (2).

This policy must be read in conjunction with:

- AS/NZS 4819:2011 Geographic Information – Rural and urban addressing.

- Ōtorohanga District Council Operative District Plan

- Waikato Regional Infrastructure Technical Specification (RITS) – section 3 Transportation.

ROAD NAMING

Roads to be named

Roads are named to ensure ease of identification for the Council, the general public and essential services such as emergency, postal and courier services. All formed legal roads must be named. An unformed road may be named if an address needs to be issued along that road. New private roads and private rights-of-way servicing six or more address sites are required to be named. In this instance the address numbers are assigned from the road onto which the private road or right-of-way connects. When developers or residents apply to name a private road or right-of-way, they become responsible for the cost and erection of signage. All named private right of ways will use a road type listed in Tables A3.2 and A3.3.

Note: Ōtorohanga District Council has no responsibility for the future maintenance or upkeep of any private road or private right-of-way. However, all new signage must be erected by Council staff or approved contractors to ensure installation complies with height and set back standards.

Road naming process

The process followed by Council for assigning a new road name is summarised in Appendix 1. An 'Application for Road Naming' should be submitted with the resource consent application documents. The application must propose a name for each new road. The developer could consult with a local historian, local community group, members of the public or iwi if they are having difficulty choosing a road name. Alternatively, a list of suitable names with a local connection is available to assist applicants. It is recommended that alternative names are provided should one of the `first choice' names be declined.

A report presenting the application for a road name is submitted to Council for rural roads or the Community Board for urban roads. Council or the Community Board will consider the application and accept or decline the road name, or it may decide on another name. In some situations, the Council or Community Board may consider that it would be prudent to consult more widely with the affected community on the suggested road name(s). When Council agrees that consultation is appropriate a consultation strategy will be prepared.

Selection of road name

Road names need to be unique, clear, and unambiguous. Short names that consist of a single word are preferred.

A road name must:

- be shorter, rather than longer, especially where the road itself is short.

- be less than 15 characters in length, however in exceptional circumstances longer road names may be allowed.

- be of a practical length in comparison to the length of the road, to enable the name to be easily displayed on a road map.

- share a common theme if more than one road needs to be named, for example, naming roads in a new subdivision.

- be easily pronounced and spelled, or in the instance of a Māori name, become familiar and easy to use over time. Māori names may require diacritical marks such as macrons to preserve the correct meaning.

- be spelt with characters from the standard alphabet.

- if containing a number, have the number written in full.

- The possessive 's' is discouraged in road names.

A road name must not:

- duplicate or closely resemble, in either spelling or pronunciation, another existing road name in the Otorohanga district, or the name of a reserve or park.

- duplicate or closely resemble a proposed road name that has been submitted to Council for consideration.

- duplicate the name of a park or reserve unless the road is in close proximity to the park or reserve in question. Close proximity means adjacent to, parallel with or adjoining the road.

- include an apostrophe, unless forming part of an eponymous name (e.g. O'Connor), or a full stop.

- be an abbreviation or contain an abbreviation e.g. 'Mount' not 'Mt', except that 'St' shall be used for 'Saint'.

- The Council in determining a suitable road name will take into account any additional relevant factors such as names that:

  - give special recognition to the tangata whenua of Ōtorohanga District. (If a name is chosen in Te Reo Māori, then iwi must be consulted).
  - are in memory or honour of local residents who have made a significant contribution to the community.
  - are in memory or honour of other events which have had a significant impact on the community.
  - reflect the nature of topographical features in the vicinity.

Road type

A road name must consist of a name followed by a road type. The road type must be selected from the list in Appendix 3 and must reflect the functions and characteristics of the road based on actual fact at the time the application is made. Consideration will not be given to any potential development which may have an effect on the road type, unless Council has already received written application for such development to take place.

Council reserves the right to require the use of a different road type if it believes that the type suggested is not suitable.

Road names for State Highways

Although State Highways are owned and managed by New Zealand Transport Agency, Council is still responsible for addressing properties off State Highways. Where possible, State Highways have been given appropriate local names. For example, along State Highway 3, due to its length, the road has been broken into several sections for easier management and administration purposes, i.e. Ōtorohanga Road, Main North Road, Te Kuiti Road. Where a property along a State Highway falls into an urban area, it will be numbered in accordance with the address numbering rules in section 4 of this policy. Where the property falls in the rural area, 'Special Provisions for Rural Address Numbering', will be applied.

Changing Road names

Council does not encourage the changing of road names because of the cost of the procedure and the inconvenience caused to the public. A name change will only be made if Council considers that there is a very good reason to change the name, that the change will result in a clear benefit to the community and the owners of land fronting the road are generally in agreement with the proposal.

Reasons for changing road names may include:

- correcting a spelling mistake.

- eliminating the duplication of a name in spelling or sound.

- eliminating confusion arising from road layout changes.

- where road development has caused a road to no longer be continuous and the resultant segments need to be renamed.

- geographical corrections.

- issues of cultural sensitivity.

- Council will only institute a name change if a budget is available to meet the costs or suitable arrangements have been made by private parties to meet the costs. These costs may include:

    - providing property owners of the affected road with reasonable costs for replacement letterbox numbers (a maximum dollar value will be set by Council at the time of the road name change taking effect).
    - providing residents of the affected road with change of address forms.
    - notifying emergency services and other affected organisations of the change of road name.

- Where an owner or occupier of a property in a particular road, a member of the public or a group within the community seek to have a road name changed, in addition to the above criteria Council will only consider initiating the change if:

    - the request takes the form of a petition signed by at least 80% of the owners whose properties front the road.
    - the name suggested by the applicants must be acceptable to Council in terms of the criteria for naming new roads.
    - the applicants or petitioners agree to meet all costs and disbursements incurred by Council (including costs of signs, renumbering, administration etc).

- Decisions to change road names will be made by Council. Consequential changes to property numbers (where necessary) will be undertaken by Council in line with the arrangements laid out in this Policy.

Existing Roads found to be unnamed

If Council becomes aware that an existing, formed road in the district does not have a name, Council will first investigate that the road is in fact unnamed by checking with Land Information New Zealand.

The procedure that follows will depend on the situation.

If there is a commonly used name, then the local residents and other affected parties will be invited to comment on the suitability of the commonly used name.

If there is no commonly used name or disagreement about the commonly used name, then the Community Board or Council will be invited to develop a list of suggested names and ask for community feedback or comment to determine the community's preference.

The Council or Community Board will, after taking into account the views of residents, affected parties and the wider community, suggest a name to Council. Council staff will check the suggested name for duplication with other road names in the district.

Council will decide if the name is suitable and may adopt this name as the commonly used name for the road.

ADDRESS NUMBER ASSIGNMENT

Application of address numbering

The Council assigns an address number to any area of land, building or part of a building within the district. When combined with the road name and locality (e.g. suburb, town) the address should be unique.

Address based on access

Addresses are assigned based on the main access to the site. Particular attention must be paid when numbering corner sites, sites that boundary a private road or private right-of-way or when numbering a new subdivision. If some flats use a different entrance, especially a different street, then it is acceptable to assign a different number and street name within the same group of properties or the same parcel.

Assigning a number

Address numbers are issued in accordance with the conventional numbering method of odd numbers on the left and even numbers on the right. In an urban area and where practicable, numbering shall occur from the end of the road closest to the town's centre. Where this is not practical i.e. where the road runs parallel to the town centre, roads will be numbered from north to south or east to west. In a rural area numbering shall commence from the end of the road that is closest to the nearest emergency services depot. Refer to section for specific provisions on numbering in rural areas. For numbering around a cul-de-sac refer to diagram 5.3

Shared access – bar numbering

Address sites that share access, for example properties accessed from a private rights-of-way or a multi-unit development, will be numbered utilising a bar numbering system. The number before the bar will depict the location of the property along the shared access, while the number after the bar will depict the location of the private road or right of way in relation to the public road. The number before the bar will be assigned in the direction of the road numbering, therefore the conventional numbering method of odd numbers on the left and even numbers on the right will not apply. Where the bar

number system is used the base number cannot be assigned singularly. For example, 37, 1/37, 2/37 is not permissible; the correct numbering would be 1/37, 2/37, 3/37. However, an address site that is already using the base number on its own may retain the number provided it is in order. For more detail on addressing multi-unit and multi-level sites refer to section 5.10 of the Standard.

Note: Ōtorohanga District Council has no responsibility for the signage, maintenance, or upkeep of any private right of way

Numbers unavailable – alpha suffix numbering

Where there is no available number and providing the main access to the site is not shared, an alpha suffix will be used. Alpha suffixes shall start at A and should not extend beyond E. Only when there is no other logical numbering alternative and to avoid renumbering existing sites should alpha suffixes extend beyond E. Like the bar numbering system, it is not permissible to use the base number singularly if the same number is being used with an alpha suffix. For example, 29, 29A, 29B is not permissible; the correct numbering would be 29A, 29B, 29C. However, an address site that is already using the base number on its own may retain the number provided it is in order.

Other numbering rules

- Address number ranges will not be allocated. An address range may be held on the Council's electronic files, but a principal address will be allocated to the property and primarily used.

- Additional urban address numbers, based on the frontage allowed for normal house block properties, will be allocated or reserved for larger address sites in accordance with their development potential. A reasonable surplus of unused address numbers is a more manageable outcome than a shortfall.

- Corner address sites are addressed depending upon which road provides the main access to the dwelling. An address number on the other road will be reserved for that site if future development is likely.

- Numbers shall be allocated to the full expected potential development of each site.

- Reserves, i.e. green spaces may be allocated a street number for administrative purposes.

Renumbering

Existing street numbering anomalies may be corrected to conform with this policy where practicable. Council will inform all identified affected parties prior to modifying any street numbers. When Council chooses to renumber a street, the residents affected by the renumbering will be given at least 90 days' notice before the renumbering takes place. Residents affected by the renumbering will also be provided with mail redirection forms and Council will pay reasonable costs associated with the renumbering. (A maximum dollar value will be set by Council at the time the renumbering takes place.)

Special provisions for rural address numbering

The Rural Address Property Identification system (RAPID) is used when issuing rural addresses. This system assigns a number using the distance measured from the start of the road to the main vehicle access of the property. General numbering rules still apply such as odd numbers on the left, even numbers on the right, bar numbering etc.

Rural RAPID address numbers shall be calculated by dividing the distance in metres, from the start of the road to the main vehicle access, by ten and rounding to a whole number, and adjusting that number by one to obtain an even or odd number, whichever is required. Where a site does not have a main vehicle access the same method can be applied, except that the distance from the start of the road to any point along the road frontage of the site can be measured. When an access point is created a new rural number should be assigned to replace the previous number.

The start of the road is the end that is closest to the nearest emergency services depot. This way, emergency services will find it less difficult to find and locate rural properties. RAPID numbers will only be allocated to rural properties outside of the urban boundary of townships as defined in the Ōtorohanga District Plan.

Changes to RAPID numbers are discouraged as it reflects the distance along the road and any changes to the number may compromise the integrity of the numbering system.

Rural Delivery (RD) numbers are assigned by New Zealand Post and are used for postal purposes only. The RAPID number is independent of the RD number.

Special provisions for rural address numbering

Appendix 1 – Process followed by Council for new road names

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┌─────────────────────────────────────────┐
│  Developer submits road name(s) with     │
│  consent application.                    │
│                                          │
│  Residents submit application to name un-│
│  named road or request for name change   │
└─────────────────────────────────────────┘
                    │
                    ▼
┌─────────────────────────────────────────┐
│  Council Officer develops report for     │
│  Community Board or Council              │
└─────────────────────────────────────────┘
                    │
                    ▼
┌─────────────────────────────────────────┐
│  Community Board or Council accept       │
│  naming proposal or choose alternative   │
│  from listed names                       │
└─────────────────────────────────────────┘
                    │
                    ▼
┌─────────────────────────────────────────┐
│  **New Road Name approved by**           │
│  **Community Board or Council**          │
└─────────────────────────────────────────┘
                    │
                    ▼
┌─────────────────────────────────────────┐
│  Notification to the Developer and/or    │
│  Residents                               │
│                                          │
│  Notification to the Registrar- General of│
│  Land                                    │
└─────────────────────────────────────────┘
```

Rating database is updated	RAMM and Magiq	Infomap Data sets are
New property files are created or existing files are renumbered	Databases are updated and new roads included in road and service maintenance contracts	updated

Ensure the following groups receive notification of the changes
Land Information New Zealand (LINZ)
Terralink
Registrar of Electors
Fire Emergency New Zealand (FENZ)
St John Ambulance Service
NZ Automobile Association

Appendix 2 – Application for Road Name

Single page Application Form to be attached here. Final format subject to advice from website designers.

Appendix 3 – Road and Accessway Types

A3.1

Suffix	Definition
Alley	A usually narrow roadway in a city or town
Arcade	A covered walkway with shops along the side
Avenue	A generally broad straight roadway with trees or other objects at regular intervals
Boulevard	A broad main street often planted with trees and grass plots
Circle	A roadway that forms a circle or short roadway bounded by a circle
Close	A short enclosed road. Cul-de-sac
Court	A short enclosed road. Cul-de-sac
Crescent	A crescent or half-moon shaped street rejoining the road from which it starts
Crest	A roadway running along the top or summit of a hill
Esplanade	A level roadway along the coast, lake, or a river
Drive	An especially scenic road or street. A main connecting route in a subdivision or suburb
Glade	A roadway usually in a valley of trees
Glen	A roadway through a narrow valley
Green	A roadway often leading to a grassed public space
Grove	A road that often features a group of trees standing together
Heights	A roadway traversing high ground
Lane	A narrow way, path, country road or street. A narrow passage between hedges or buildings, an alley
Loop	A roadway that diverges from and rejoins a main thoroughfare
Mall	A wide walkway usually with shops along the sides
Mews	A roadway in a group of houses
Parade	A public promenade or roadway with good pedestrian facilities along the side
Place	A short sometimes narrow enclosed roadway. Cul-de-sac

Quay	A roadway along the waterfront
Ridge	A roadway along the top of a hill
Rise	A roadway going to a higher place or position
Road	An open roadway primarily for vehicles. Defined in Local Government Act 1974, Sec 315
Square	A roadway which forms a square or a roadway bounded by four sides.
Steps	A walkway consisting mainly of steps
Street	A township carriageway that has buildings usually on both sides. General usage
Terrace	A roadway usually with houses on either side raised above the road level
Track	A narrow country road that may end in pedestrian access
Vale	A roadway along low ground between hills
View	A roadway commanding a wide panoramic view across the surrounding areas
Walk	A thoroughfare with restricted vehicle access used mainly by pedestrians
Way	A winding or curved track or path for passing along

A3.2   Suitable suffixes for particular road types:

Road Type	Suffix
Cul-de-sac *(short dead-end street with turnaround at the end)*	Close, Court, Place
Wide spacious street	Avenue, Boulevard, Parade

A3.3   Suitable suffixes for private roads and private ways categorised by road types:

Road Type	Suffix
Narrow road and right of way	Lane, Track, Way
Associated with high ground	Crest, Heights, Rise, Ridge, View
Associated with low ground	Glade, Glen, Grove, Vale
Tree lined road	Glade, Grove

Appendix 4 – Road Names

A list of suggested names provided by iwi or members of the community.

These road names are not pre-approved as some names may not be suitable in context or certain locations. Final approval is at the discretion of Council or the relevant Community Board.

Appendix 5 – Diagrams

HURUNUI DISTRICT COUNCIL
POLICY
RURAL AND URBAN ADDRESSING

Adopted:	Strategy and Policy Committee, 9 February 2012
Replaces:	Road Naming and Numbering Policy 2006
Review date:	[Date by which the policy should be reviewed]

1.   Introduction

Background

Local Authorities are responsible for the naming of public roads and the allocation of property addresses as assigned under sections 319, 319A and 319B of the Local Government Act 1974.

Purpose

The purpose of the Rural and Urban Addressing Policy (Policy) is to ensure that new road names and addresses are allocated consistently throughout the Hurunui district whilst meeting legislative, Land Information New Zealand, New Zealand Post and emergency services requirements. It formalises and refines the methodology that has been used by Council in the past to name roads and address properties.

Importance

Emergency services, postal services and the community at large rely on accurate and unambiguous property identification. It is important that addresses are issued correctly in the first instance, as badly assigned addresses can cause severe problems and are costly to rectify.

Relevant standards

The New Zealand Standard "AS/NZS 2819:2011 – Rural and urban addressing" (Standard) provides guidelines for assigning road names and addresses. The Council has chosen to voluntarily adopt this standard and apply it, along with additional guidelines provided in this policy. Where the Standard and the Policy conflict, the Policy takes precedence.

For the avoidance of doubt this policy should be read in conjunction with New Zealand Standard AS/NZS 2819:2011.

2.   Legislation

Local Government Act 1974

(Sections not repealed by the Local Government Act 2002)

319 General powers of councils in respect of roads

(1) The council shall have power in respect of roads to do the following things:

(j) to name and to alter the name of any road and to place on any building or erection on or abutting on any road a plate bearing the name of the road:

319A Naming of roads

If the council names any road for the first time, or alters the name of a road, the council must as soon as practicable send a copy of the relevant resolution to the Registrar-General of Land and the Surveyor-General.

319B Allocation of property numbers

(1) For electoral, postal, and other purposes the council may allocate a number to any area of land or building or part of a building within its district and may change the number allocated to any such area of land or building.

(2) The council shall comply with any request from a Chief Surveyor to allocate a number to or change the number of any area of land or building or part of a building in its district.

(3) The principal administrative officer shall advise the Chief Surveyor of the land district in which the land or building is situated of the numbers allocated under subsection (1) or subsection (2).

3.   Road naming

3.1 Roads to be named	Roads are named to ensure ease of identification for the Council, the general public and essential services such as emergency, postal and courier services.

All formed legal roads must be named. An unformed road should not be named unless an address needs to be issued along that road.

Private roads and private right-of-ways are not required to be named. In this instance the address numbers are assigned from the road onto which the private road or right-of-way connects. If developers or residents choose to name the private road or right-of-way then signage is the responsibility of the residents. The private road or right-of-way name will not be included in the Council's road name database nor will it be recognised by Land Information New Zealand. All named private right of ways will use the road type Way, Lane, Mews or Court.

Note: Hurunui District Council has no responsibility for the signage, maintenance or upkeep of any private road or private right-of-way. |
| **3.2 Road naming process** | The process followed by Council for assigning a new road name is summarised in Appendix 1.

An 'Application for Road Naming' should be submitted with the resource consent application documents. The application must suggest at least three names for the new road. The developer could consult with a local historian, local community group, members of the public or local Runanga if they are having difficulty choosing a road name.

A report presenting the application for a road name is submitted to the local ward committee or community board. The ward committee or community board will consider the suggested road names and recommend a name to Council for its consideration. Council may accept or decline the road name or it may decide on another name.

In some situations the ward committee or community board may suggest to Council that it would be prudent to consult more widely with the affected community on the suggested road names. When Council agrees that consultation is appropriate a consultation strategy will be prepared. |
| **3.3 Selection of road name** | Road names need to be unique, clear and unambiguous. Short names that consist of a single word are preferred.

A road name must:
- be shorter, rather than longer, especially where the road itself is short.
- be less than 15 characters in length, however in exceptional circumstances longer road names may be allowed.
- be of a practical length in comparison to the length of the road, to enable the name to be easily displayed on a road map.
- share a common theme if more than one road needs to be named, for |

example, naming roads in a new subdivision.
- be easily pronounced and spelt, or in the instance of a Maori name, become familiar and easy to use over time.
- be spelt with characters from the standard alphabet.
- if containing a number, have the number written in full.

A road name must not:
- duplicate or closely resemble, in either spelling or pronunciation, another existing road name in the Hurunui district.
- duplicate or closely resemble a proposed road name that has been submitted to Council for consideration.
- duplicate the name of a park or reserve unless the road is in close proximity to the park or reserve in question. Close proximity means adjacent to, parallel with or adjoining the road.
- include an apostrophe, unless forming part of an eponymous name (eg O'Connor), or a full stop.
- be an abbreviation or contain an abbreviation eg 'Mount' not 'Mt', except that 'St' shall be used for 'Saint'.

The Council in determining a suitable road name will take into account any additional relevant factors such as names that:
- give special recognition to the Tangata Whenua of the Hurunui District. (If a name is chosen in Te Reo then local Rununga must be consulted).
- are in memory or honour of local residents who have made a significant contribution to the community.
- are in memory or honour of other events which have had a significant impact on the community.
- reflect the nature of topographical features in the vicinity.

3.4 Road type

A road name must consist of a name followed by a road type. The road type must be selected from the list in Appendix 3 and must reflect the functions and characteristics of the road based on actual fact at the time the application is made. Consideration will not be given to any potential development which may have an effect on the road type, unless Council has already received written application for such development to take place.

Council reserves the right to require the use of a different road type if it believes that the type suggested is not suitable.

3.5 Road names for State Highways

Although State Highways are owned and managed by New Zealand Transport Agency, Council is still responsible for addressing properties off State Highways. Where possible, State Highways have been given appropriate local names. In some instances, particularly State Highway 1 due to its length, the road has been broken into several sections for easier management and administration purposes ie Ashworths Road, Glasnevin Road, Omihi Road.

Where a property along a State Highway falls into an urban area, it will be numbered in accordance with the address numbering rules in section 4 of

this policy. Where the property falls in the rural area, section 4.8 of this policy, 'Special Provisions for Rural Address Numbering', will be applied.

3.6 Changing Road names

Council does not encourage the changing of road names because of the cost of the procedure and the inconvenience caused to the public. A name change will only be made if Council considers that there is a very good reason to change the name, that the change will result in a clear benefit to the community and the owners of land fronting the road are generally in agreement with the proposal.

Reasons for changing road names may include:
- correcting a spelling mistake
- eliminating the duplication of a name in spelling or sound
- eliminating confusion arising from road layout changes
- where road development has caused a road to no longer be continuous and the resultant segments need to be renamed
- geographical corrections
- issues of cultural sensitivity

Council will only institute a name change if a budget is available to meet the costs or suitable arrangements have been made by private parties to meet the costs.

These costs may include:
- providing property owners of the affected road with reasonable costs for replacement letterbox numbers (a maximum dollar value will be set by Council at the time of the road name change taking effect).
- providing residents of the affected road with change of address forms.
- notifying emergency services and other affected organisations with the change of road name.

Where an owner or occupier of a property in a particular road, a member of the public or a group within the community seek to have a road name changed, in addition to the above criteria Council will only consider initiating the change if:
- the request takes the form of a petition signed by at least 80% of the owners whose properties front the road.
- the name suggested by the applicants must be acceptable to Council in terms of the criteria for naming new roads.
- the applicants or petitioners agree to meet all costs and disbursements incurred by Council (including costs of signs, renumbering, administration etc).

Decisions to change road names will be made by Council. Consequential changes to property numbers (where necessary) will be undertaken by Council in line with the arrangements laid out in this Policy.

3.7 Existing Roads found to be unnamed

If Council becomes aware that an existing, formed road in the district does not have a name, Council will first investigate that the road is in fact unnamed by checking with Land Information New Zealand.

The procedure that follows will depend on the situation.

If there is a commonly used name then the local residents and other affected parties will be invited to comment on the suitability of the commonly used name.

If there is no commonly used name or disagreement about the commonly used name then the community board or ward committee will be invited to develop a list of suggested names and ask for community feedback or comment to determine the community's preference.

The ward committee or community board will, after taking into account the views of residents, affected parties and the wider community, suggest a name to Council. Council staff will check the suggested name for duplication with other road names in the district.

Council will decide if the name is suitable and may adopt this name as the commonly used name for the road.

4. Address number assignment

4.1 Application of address numbering

The Council assigns an address number to any area of land, building or part of a building within the district. When combined with the road name and locality (eg suburb, town) the address should be unique.

4.2 Address based on access

Addresses are assigned based on the main access to the site. Particular attention must be paid when numbering corner sites, sites that boundary a private road or private right-of-way or when numbering a new subdivision.

If some flats use a different entrance, especially a different street, then it is acceptable to assign a different number and street name within the same group of properties or the same parcel.

4.3 Assigning a number

Address numbers are issued in accordance with the conventional numbering method of odd numbers on the left and even numbers on the right.

In an urban area and where practicable, numbering shall occur from the end of the road closest to the town's centre. Where this is not practical ie where the road runs parallel to the town centre, roads will be numbered from north to south or east to west.

In a rural area numbering shall commence from the end of the road that is closest to the nearest emergency services depot. Refer to section 4.8 for specific provisions on numbering in rural areas.

For numbering around a cul-de-sac refer to diagram 5.3.

4.4 Shared access – bar numbering

Address sites that share access, for example properties accessed from a private right-of-ways or a multi-unit development, will be numbered utilising a bar numbering system. The number before the bar will depict the location of the property along the shared access, while the number after the bar will depict the location of the private road or right of way in relation to the public road. The number before the bar will be assigned in the direction of the road numbering, therefore the conventional numbering method of odd numbers on the left and even numbers on the right will not apply.

Where the bar number system is used the base number cannot be assigned singularly. For example, 37, 1/37, 2/37 is not permissible; the correct numbering would be 1/37, 2/37, 3/37. However, an address site that is already using the base number on its own may retain the number provided it is in order.

For more detail on addressing multi-unit and multi-level sites refer to section 5.10 of the Standard.

Note: Hurunui District Council has no responsibility for the signage,

maintenance or upkeep of any private right of way.

4.5 Numbers unavailable – alpha suffix numbering

Where there is no available number and providing the main access to the site is not shared, an alpha suffix will be used. Alpha suffixes shall start at A and should not extend beyond E. Only when there is no other logical numbering alternative and to avoid renumbering existing sites should alpha suffixes extend beyond E.

Like the bar numbering system it is not permissible to use the base number singularly if the same number is being used with an alpha suffix. For example 29, 29A, 29B is not permissible; the correct numbering would be 29A, 29B, 29C. However, an address site that is already using the base number on its own may retain the number provided it is in order.

4.6 Other numbering rules

- Address number ranges will not be allocated. An address range may be held on the Council's electronic files but a principal address will be allocated to the property and primarily used.
- Additional urban address numbers, based on the frontage allowed for normal house block properties, will be allocated or reserved for larger address sites in accordance with their development potential. A reasonable surplus of unused address numbers is a more manageable outcome than a shortfall.
- Corner address sites are addressed depending upon which road provides the main access to the dwelling. An address number on the other road will be reserved for that site if future development is likely.
- Numbers shall be allocated to the full expected potential development of each site.
- Reserves ie green spaces, may be allocated a street number for administrative purposes.

4.7 Renumbering

Existing street numbering anomalies may be corrected to conform with this policy where practicable. Council will inform all identified affected parties prior to modifying any street numbers.

When Council chooses to renumber a street the residents affected by the renumbering will be given at least 90 days' notice before the renumbering takes place. Residents affected by the renumbering will also be provided with mail redirection forms and Council will pay reasonable costs associated with the renumbering. (A maximum dollar value will be set by Council at the time the renumbering takes place.)

4.8 Special provisions for rural address numbering

The Rural Address Property IDentification system (RAPID) is used when issuing rural addresses. This system assigns a number using the distance measured from the start of the road to the main vehicle access of the property. General numbering rules still apply such as odd numbers on the left, even numbers on the right, bar numbering etc.

Rural RAPID address numbers shall be calculated by dividing the distance in metres, from the start of the road to the main vehicle access, by ten and rounding to a whole number, and adjusting that number by one to obtain an even or odd number, whichever is required.

Where a site does not have a main vehicle access the same method can be applied, except that the distance from the start of the road to any point along the road frontage of the site can be measured. When an access point is created a new rural number should be assigned to replace the previous number.

The start of the road is the end that is closest to the nearest emergency services depot. This way, emergency services will find it less difficult to find and locate rural properties.

RAPID numbers will only be allocated to rural properties outside of the urban boundary of townships as defined in the Hurunui District Plan.

Changes to RAPID numbers are discouraged as it reflects the distance along the road and any changes to the number may compromise the integrity of the numbering system.

Rural Delivery (RD) numbers are assigned by New Zealand Post and are used for postal purposes only. The RAPID number is independent of the RD number.

5.   Diagrams

5.1 Address based on access

Key points:
- Addresses are assigned based on the main access to the property

5.2 Assigning a number
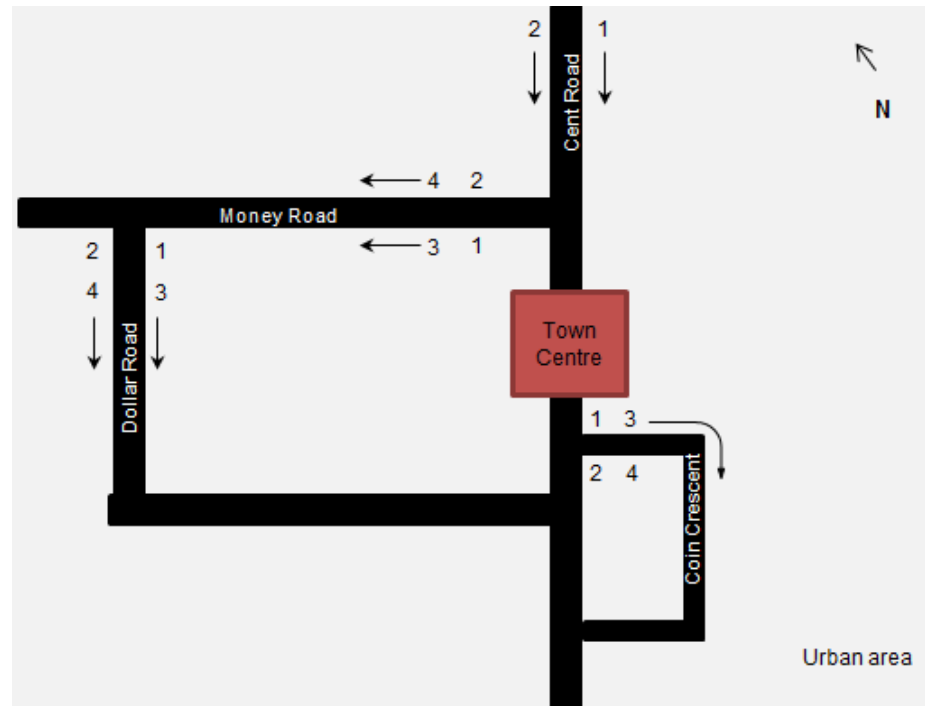
Money Road and Coin Crescent are numbered from the point closest to the town centre. Dollar Road and Cent Road are numbered from north to south because it is too difficult to determine the end of the road that is closest to the town centre.

Key points:
- Begin numbering closest to town centre
- If impractical, north to south or east to west
- Odd numbers on left
- Even numbers on right

5.3 Numbering around a cul-de-sac
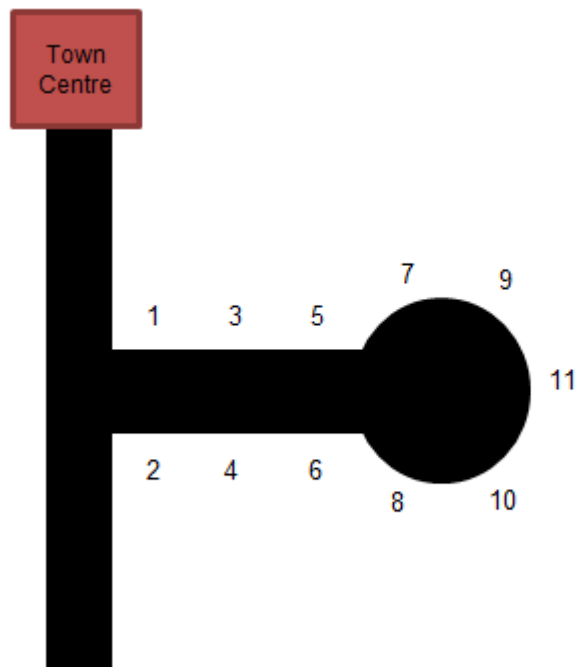
Key points:
- Begin numbering closest to town centre
- If impractical, north to south or east to west
- Odd numbers on left
- Even numbers on right

**5.4 Shared access –
bar numbering**

	27 Cent Road

Private road or private right-of-way

Main access to property
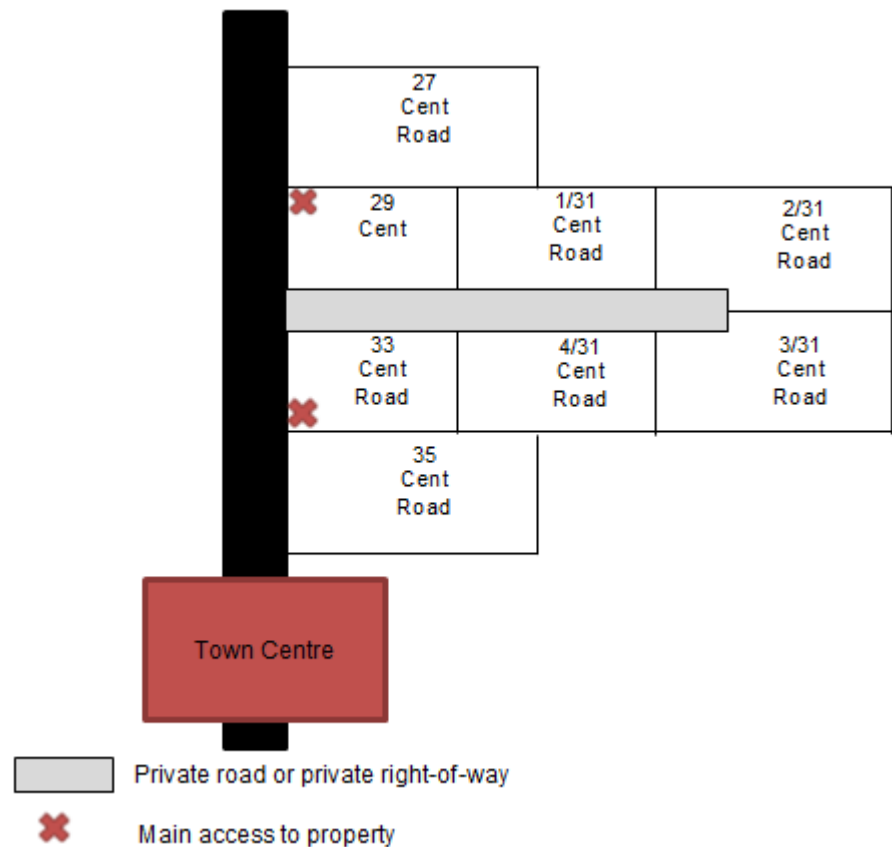
Key points:
- Private roads and private right-of-ways are not required to be named
- Properties that share a private road or right-of-way are numbered from the public road to which the private road or right-of-way connects
- Numbering is allocated based on the main access to the property
- Bar numbering is assigned in the direction of the road numbering
- All named private right of ways will use the road type Way, Lane, Mews or Court.

5.5 Numbers unavailable – alpha suffix numbering
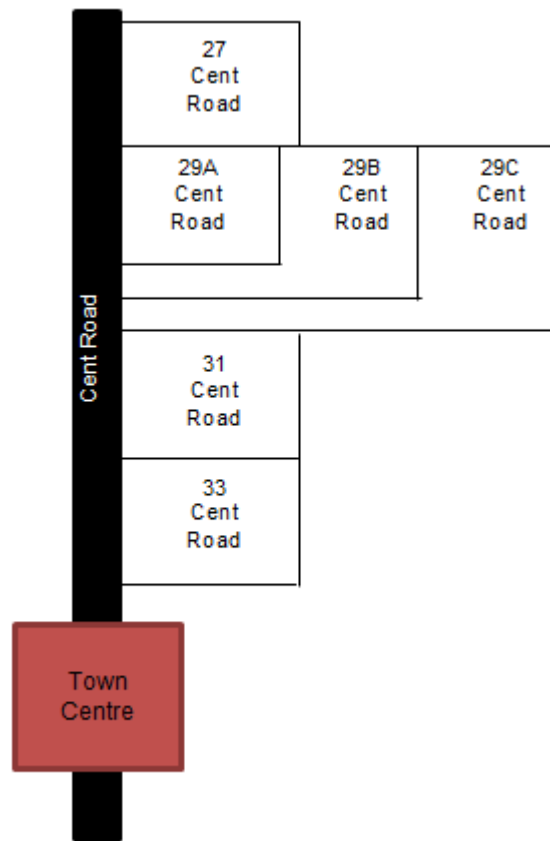
Key points:

- Use alpha-suffixes where there are no available numbers
- Do not use the base number singularly eg 29, 29A, 29B, must be 29A, 29B, 29C unless an address site is already using the base number, provided it is in order.

5.6 Corner address sites

Pound Road

3
Pound
Road

10
Cent
Road

4
Money
Road

12
Cent
Road

Money Road

Town Centre

✖ Main access to property

The addresses 1 Pound Road and 2 Money Road are reserved for future development.

Key points:
- Reserve address numbers for future development

5.7 RAPID numbering
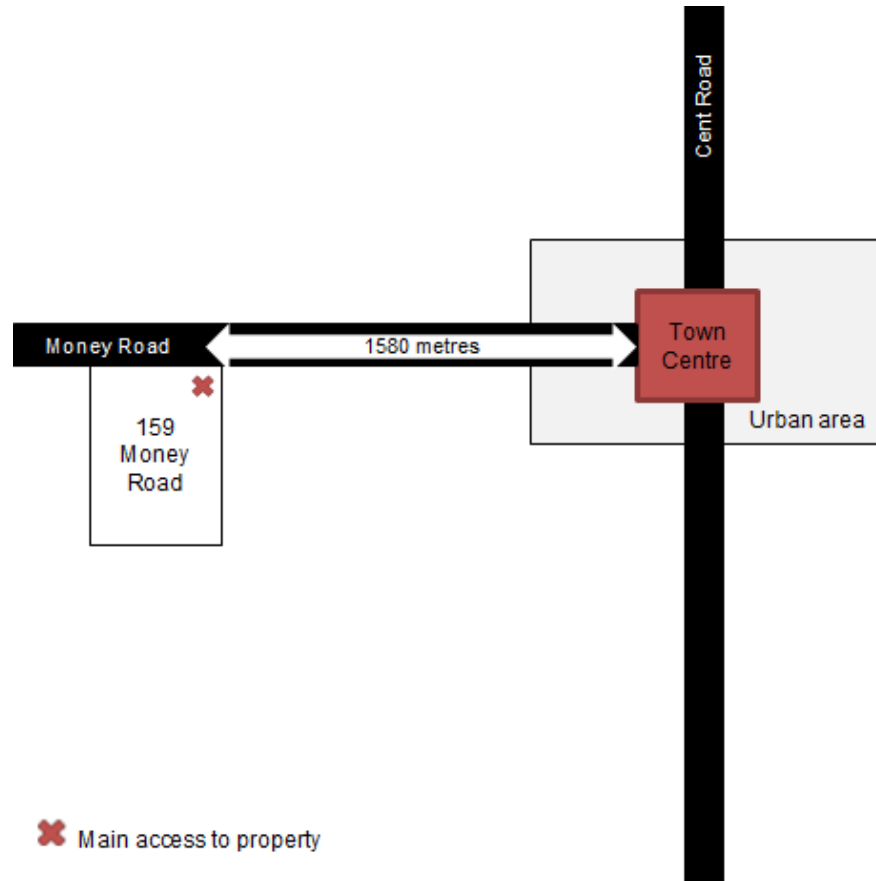
Key points:
- Begin measuring from the start of road at the point closest to the town centre
- If impractical, north to south or east to west
- Measure in metres to main vehicle access and divide by 10
- Odd numbers on left – adjust number by one if necessary
- Even numbers on right – adjust number by one if necessary.

Appendix 1
Process followed by Council for new road names

```
┌─────────────────────────────┐
│   Developers suggest three  │
│         road names          │
└─────────────────────────────┘
              │
              ▼
┌─────────────────────────────┐
│ Council Officer develops    │
│ report for Ward Committees  │
│ or Community Board          │
└─────────────────────────────┘
              │
              ▼
┌─────────────────────────────┐
│ Ward Committee or           │
│ Community Board suggest one │
│ name for Council            │
└─────────────────────────────┘
              │
              ▼
┌─────────────────────────────┐
│ Council Officer develops    │
│ report reflecting the Ward  │
│ Committee or Community       │
│ Board suggestion            │
└─────────────────────────────┘
              │
              ▼
┌─────────────────────────────┐
│  New Road Name Approved     │
│        by Council           │
└─────────────────────────────┘
```

┌──────────────────────────┐   ┌──────────────────────────┐   ┌──────────────────────────┐
│ Rate data base is updated.│ │ RAMM and NCS Databases   │   │ Map Info data sets   │
│ Property Files are   │ │ updated and new roads   │   │ updated   │
│ renumbered   │ │ included in road   │   │   │
│   │ │ maintenance contracts   │   │   │
└──────────────────────────┘   └──────────────────────────┘   └──────────────────────────┘

┌──┐
│ The following groups are informed of the new road name.   │
│   • Chief Surveyor   │
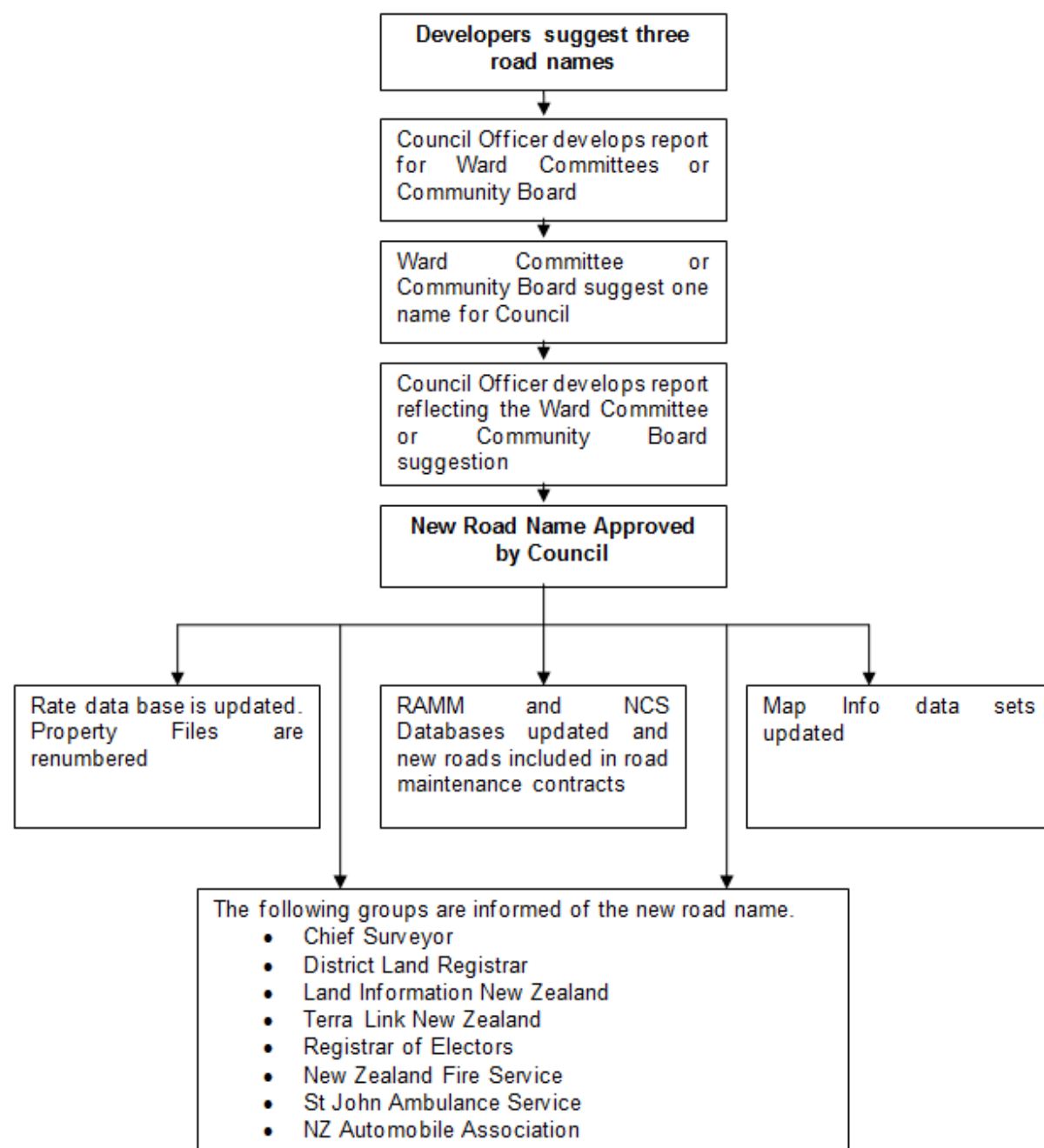│   • District Land Registrar   │
│   • Land Information New Zealand   │
│   • Terra Link New Zealand   │
│   • Registrar of Electors   │
│   • New Zealand Fire Service   │
│   • St John Ambulance Service   │
│   • NZ Automobile Association   │
└──┘

APPLICATION FOR NEW ROAD NAME OR
CHANGE OF ROAD NAME

This application is for:

☐ a new road name   ☐ an existing road name to be changed

SUBDIVISION DETAILS
Address:
Legal Description:

APPLICANT/CONSULTANT DETAILS
Address:
Phone: Fax: Email:

PROPOSED ROAD NAMES	
Road Name:	Reasons for choice of name:

If names are in Te Reo (Maori) have you consulted with local Runanga?

Note: For Council to make an informed decision full information must be provided. Each application must include a plan of the roads that require new names or a change of name. This plan must include the proposed road(s) location.

Please include and attach on separate sheets any information that is pertinent to the names that have been chosen. Then return this form and any supplementary information to:

Hurunui District Council
PO Box 13
Amberley 7441

Appendix 3
Road Types

Road type	Abv.	Description	Open ended	Cul-de-sac	Pedestrian only
Alley	Aly	Usually narrow roadway in a city or towns	✓	✓	
Arcade	Arc	Covered walkway with shops along the sides			✓
Avenue	Ave	Broad roadway, usually planted on each side with trees	✓		
Boulevard	Blvd	Wide roadway, well paved, usually ornamental with trees and grass plots	✓		
Circle	Cir	Roadway which generally forms a circle; or a short enclosed roadway bounded by a circle	✓	✓	
Close	Cl	Short enclosed roadway		✓	
Court	Crt	Short enclosed roadway, usually surrounded by buildings		✓	
Crescent	Cres	Crescent shaped roadway, especially where both ends join the same thoroughfare	✓		
Drive	Dr	Wide main roadway without many cross streets	✓		
Esplanade	Esp	Level roadway along the seaside, lake or a river	✓		
Glade	Gld	Roadway usually in a valley or trees	✓	✓	
Green	Grn	Roadway often leading to a grassed public recreation area		✓	
Grove	Grv	Roadway which features a group of trees standing together		✓	
Highway	Hwy	Main thoroughfare between major destinations	✓		
Lane	Lane	Narrow roadway between walls, buildings or a narrow country roadway	✓	✓	✓
Loop	Loop	Roadway that diverges from and rejoins the main thoroughfare	✓		
Mall	Mall	Wide walkway, usually with shops along the sides			✓
Mews	Mews	Roadway in a group of houses		✓	
Parade	Pde	Public roadway or promenade which has good pedestrian facilities along the side	✓		
Place	Pl	Short, sometimes narrow, enclosed roadway		✓	
Promenade	Prom	Wide flat walkway, usually along the water's edge			✓
Quay	Qy	Roadway alongside or projecting into water	✓	✓	
Rise	Rise	Roadway going to a higher place or position	✓	✓	
Road	Rd	Open roadway primarily for vehicles	✓		

Square	Sq	Roadway which generally forms a square shape, or an area or roadway bounded by four sides	✓	✓	
Steps	Stps	Walkway consisting mainly of steps			✓
Street	St	Public roadway in an urban area, especially where paved and with footpaths and buildings along one or both sides	✓		
Terrace	Tce	Roadway on a hilly area that is mainly flat	✓	✓	
Track	Trk	Walkway in natural setting			✓
Walk	Walk	Thoroughfare for pedestrians			✓
Way	Way	Short enclosed roadway		✓	
Wharf	Whrf	A roadway on a wharf or pier	✓	✓	✓

END OF POLICY

Public excluded | Take matatapu

There are no reports.

Board projects

Project 1: Kāwhia storyboards

Other business | Ētahi atu take

Board Member updates

Board members who have attended meetings on behalf of the Kawhia Community Board may give feedback to the Board. This is a discussion item only and no resolutions can be made from the discussion.

Community Board discretionary fund

Following the grant made in December, the Board now has $4,700.00 excluding GST available to grant.

Date of grant	Resolution #	Recipient	Purpose	Amount (excl. GST)
07/12/23	K45	Ōtorohanga District Council for Annie Mahara	Hall hire for weekly community social events	$300
08/02/24	K49	Nin Duggan for Move Your Tinana event	Temporary toilet delivery costs	862.00
				$1,162.00

Resolution register

Previous resolutions of the Kawhia Community Board which are not yet finalised are outlined below.

Resolution #	Date resolved	Resolution	Staff update
N/A	26/2/21	That a meeting be held with recreational and commercial users of the Kāwhia wharf to discuss: a) costs required to maintain the wharf asset b) the setting of fair and reasonable fees and charges and how these will be collected c) who pays.	An asset management plan for the wharf structure will be developed. This plan will provide guidance for ongoing maintenance costs, and possible replacement of the wharf. Further decisions about ongoing charges and funding will flow on once future costs are understood.

Closing formalities

Closing prayer | Karakia

The Chairperson will invite an elected member or a staff member to provide the closing words.

Meeting closure | Katinga o te hui

The Chairperson will declare the meeting closed.

Workshops | Hui awheawhe

There are no workshops scheduled.