

OPEN AGENDA



Ōtorohanga Community Board

Te Poari Hapori o Ōtorohanga

Notice is hereby given that an ordinary meeting of the Ōtorohanga Community Board will be held in the Waikōwhitiwhiti Room (Council Chamber) at Ōtorohanga District Council, 17 Maniapoto Street, Ōtorohanga on **Tuesday, 2 April 2024 commencing at 4.00pm.**

Tanya Winter, Chief Executive

27 March 2024

Membership

Chairperson	Upoko	Councillor Katrina Christison	021 153 0774
Deputy Chairperson	Upoko Tiriwā	Peter Coventry	027 493 0117
Member	Mema	Kat Brown-Merrin	021 139 3676
Member	Mema	Jo Butcher	027 500 8800
Member	Mema	Councillor Steve Hughes	021 161 8487
Member	Mema	Tori Muller	021 022 57 427

Quorum

A majority of members (including any vacancies).

Role of the Community Board

The Ōtorohanga 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 Ōtorohanga township community.
2. Consider and report on all matters referred to it by the Council, or any matter of interest or concern to the Board.
3. Maintain an overview of services provided by the Council within the Ōtorohanga township community.
4. Prepare an annual submission to the Council for expenditure within the community.
5. Communicate with community organisations and special interest groups within the Ōtorohanga township community.
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. Ōtorohanga General Reserve Fund.
2. Ōtorohanga Community Board Property Development 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 ODCgovernance@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.

Each speaker will be allocated a maximum of 5 minutes speaking time.

Order of agenda

Opening formalities

Commencement of meeting Te tīmatanga o te hui	5
Opening prayer/reflection/words of wisdom Karakia/huritao/whakataukī	5
Apologies Ngā hōnea	5
Public forum Hui tūmatanui • Trish Fisher (Ōtorohanga railway station 100th anniversary)	5
Late items Ngā take tōmuri	5
Declaration of conflict of interest Te whakapuakanga pānga taharua	6
Confirmation of minutes Te whakaū i ngā meneti	4 March 2024 6

Decision reports | Ngā pūrongo whakatau

No reports.	
-------------	--

Information only reports | Ngā pūrongo mōhiohio anake

Item 27: Proposed Road Naming and Numbering Policy	15
--	----

Public excluded | Take matatapu

No reports.	
-------------	--

Board projects

Project 1: Picnic in the park	52
Project 2: Ōtorohanga hauora and connectivity trail	52
Project 3: Ōtorohanga kai forest (project closed)	
Project 4: Ōtorohanga dog park	52

Order of agenda

Other business | Ētahi atu take

Board Member updates	52
Community Board discretionary fund	52
Resolution register	52

Closing formalities

Closing prayer Karakia	53
Meeting closure Katinga o te hui	53

Workshops | Hui awheawhe

There are no workshops planned.	
---------------------------------	--

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).

Staff recommendation

That the Ōtorohanga Community Board receive and accept the apologies from Board Members Jo Butcher and Tori Muller and Councillor Steve Hughes for non-attendance.

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. Requests to attend the public forum must be sent to governance@otodc.govt.nz at least two working days before the meeting. Requests should outline the matters that will be addressed by the speaker.

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.

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.

Ms Trish Fisher has requested to be heard on the Ōtorohanga Railway Station 100 year anniversary.

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 Ōtorohanga 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 Ōtorohanga 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.

Staff recommendation

That the open minutes of the Ōtorohanga Community Board meeting held on 4 March 2024, having been circulated, be taken as read and confirmed as a true and correct record of that meeting.

OPEN MINUTES



Ōtorohanga Community Board

Te Poari Hapori o Ōtorohanga

Open Minutes of an ordinary meeting of the Ōtorohanga Community Board held in the Waikōwhitiwhiti Room (Council Chamber) at Ōtorohanga District Council, 17 Maniapoto Street, Ōtorohanga on **Monday, 4 March commencing at 4.00pm.**

Tanya Winter, Chief Executive

6 March 2024

Membership

Chairperson	Upoko	Councillor Katrina Christison	Attended
Deputy Chairperson	Upoko Tiriwā	Peter Coventry	Apology
Member	Mema	Kat Brown-Merrin	Attended
Member	Mema	Jo Butcher	Apology
Member	Mema	Councillor Steve Hughes	Attended
Member	Mema	Tori Muller	Attended

Quorum

A majority of members (including any vacancies).

Ōtorohanga District Council senior staff in attendance

Group Manager Engineering & Assets	Kaiwhakahaere o te Peka Pūhanga me ngā Rawa	Mark Lewis	Apology
Group Manager Business Enablement	Kaiwhakahaere o te Peka Whakarite Pakihi	Graham Bunn	Attended
Chief Advisor	Kaitohutohu Matua	Ross McNeil	Attended

Order of business

Opening formalities

Commencement of meeting Te tīmatanga o te hui	4
Opening prayer/reflection/words of wisdom Karakia/huritao/whakataukī	4
Apologies Ngā hōnea	4
Public forum Hui tūmatanui	4
Late items Ngā take tōmuri	4
Declaration of conflict of interest Te whakapuakanga pānga taharua	4
Confirmation of minutes Te whakaū i ngā meneti	7 February 2024
	4

Decision reports | Ngā pūrongo whakatau

No reports.	
-------------	--

Information only reports | Ngā pūrongo mōhiohio anake

No reports.	
-------------	--

Public excluded | Take matatapu

No reports.	
-------------	--

Board projects

Project 1: Picnic in the park	5
Project 2: Ōtorohanga hauora and connectivity trail	5
Project 3: Ōtorohanga kai forest (project closed)	
Project 4: Ōtorohanga dog park	5

Order of business

Other business | Ētahi atu take

Board Member updates	6
Community Board discretionary fund	6
Resolution register	6

Closing formalities

Closing prayer Karakia	6
Meeting closure Katinga o te hui	6

Workshops | Hui awheawhe

Multi-purpose hub feasibility study (open to the public)	7
--	---

Opening formalities

Commencement of meeting | Te tīmatanga o te hui

Chairperson Christison declared the meeting open at 4.00pm.

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

Chairperson Christison provided the opening words of wisdom: “We are all unique, we must cherish our differences for these are what allow us to blend together as one, just as the unique pieces of a puzzle form one picture” from a daily inspiration book.

Apologies | Ngā hōnea

Resolved O66: That the Ōtorohanga Community Board receive and accept the apologies from Board Member Jo Butcher and Deputy Chairperson Peter Coventry for non-attendance.

Board Member Brown-Merrin | Board Member Muller

Public forum | Hui tūmatanui

Mr Bill Millar was unable to attend.

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 O67: That the open minutes of the Ōtorohanga Community Board meeting held on 7 February 2024, having been circulated, be taken as read and confirmed as a true and correct record of that meeting.

Councillor Hughes | Board Member Brown-Merrin

Decision reports | Ngā pūrongo whakatau

There are no reports.

Information only reports | Ngā pūrongo mōhiohio anake

There are no reports.

Public excluded | Take matatapu

There are no reports.

Board projects

Project 1: Picnic in the park

Board Member Muller advised planning was well underway for the event scheduled for 22 March with posters and social media in progress. She has been working alongside ŌDC staff to undertake the risk assessment and public liability insurance for the event was confirmed. Next steps were to liaise with Envirowaste for the rubbish management, and to source an improved sound system for the band.

Project 2: Ōtorohanga hauora and connectivity trail

Chairperson Christison advised the project team had met with Resilo, ŌDC's consultants who are leading the reserve management strategy review. The project team are working to identify locations for equipment which doesn't interfere with the reserve management strategy. Pricing for basic structures, locally built, is expected in April.

Project 3: Ōtorohanga kai forest (project closed)

Project 4: Ōtorohanga dog park

There was no update as Board Member Butcher was an apology.

Other business | Ētahi atu take

Board Member updates

- Councillor Hughes spoke on the civil defence emergency management foundation training which showed the need for everyone to be prepared.
- Board Member Muller had no update.
- Board Member Brown-Merrin had no update.
- Chairperson Christison encouraged people to go onto the ŌDC website and fill out the easy survey on the Waste Management & Minimisation Plan which is currently out for consultation.

Community Board discretionary fund

No grants were made at the meeting.

Resolution register

Resolved O68: That the Ōtorohanga Community Board confirm the removal of Resolutions O61 and O62 from the Register.

Board Member Muller | Board Member Brown-Merrin

Closing formalities

Closing prayer | Karakia

Board Member Muller provided a closing karakia.

Meeting closure | Katinga o te hui

Chairperson Christison declared the meeting closed at 4.08pm.

Workshops | Hui awheawhe

Items raised by Board Members at the last meeting

ŌDC's Manager Community Facilities, Jared le Fleming provided an update on the queries raised by Members at the February meeting. Refer to the February Minutes for context.

Multi-purpose hub feasibility study (4.20pm to 4.12pm)

ŌDC's Chief Advisor, Ross McNeil and Sandra Cave presented to the Board.

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 27: Proposed Road Naming and Numbering Policy

To: The Chairperson and Members of the Ōtorohanga Community Board

From: Andrew Loe, Policy Advisor

Date: 2 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 Ōtorohanga 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 summarized 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 process,
 - 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 (inc. 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 directions for the content of the revised policy:
- The streamlined policy and application process gained approval,
 - 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 Committee 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.

5 Appendices | Ngā Āpitihanga

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



Ōtorohanga
District Council

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.

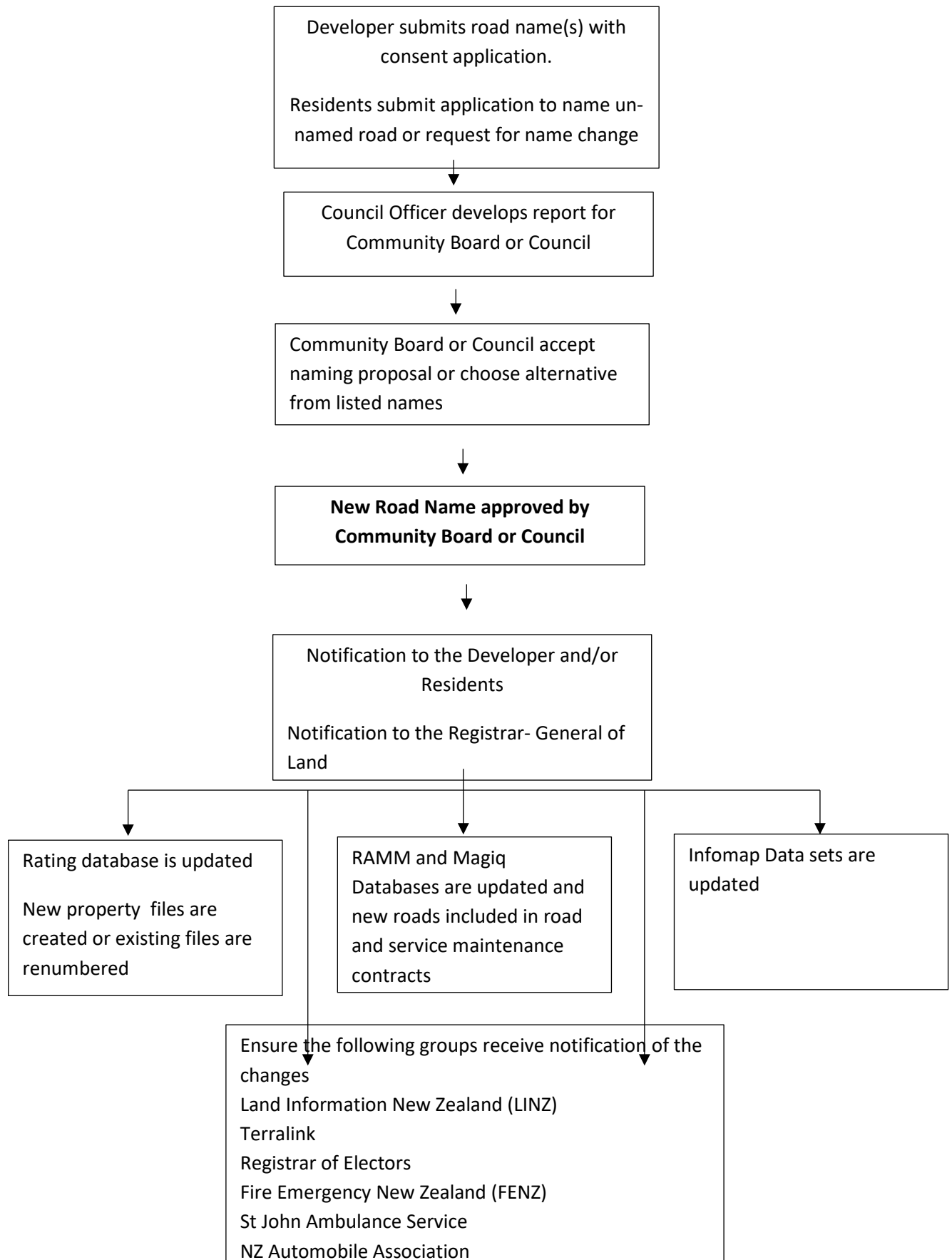
Rural RAPID address numbers shall be calculated by dividing the distance in metres, from the start of the road to the main vehicle access, by ten and rounding to a whole number, and adjusting that number by one to obtain an even or odd number, whichever is required. Where a site does not have a main 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.

Appendix 1 – Process followed by Council for new road names



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 (<i>short dead-end street with turnaround at the end</i>)	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]

Contents	1.	Introduction
	2.	Legislation
	3.	Road naming
	4.	Address and number assignment
	5.	Diagrams
	Appendix 1	Process followed by Council for new road names
	Appendix 2	Application for road name
	Appendix 3	Road types

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

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.

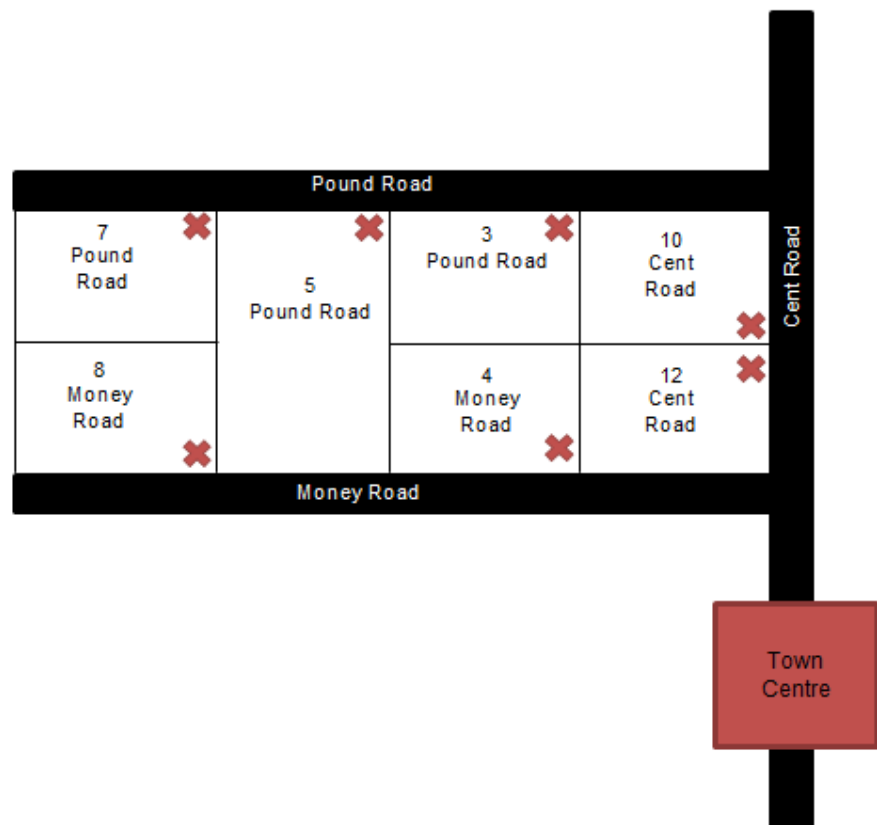
RAPID numbers will only be allocated to rural properties outside of the urban boundary of townships as defined in the Hurunui District Plan.

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

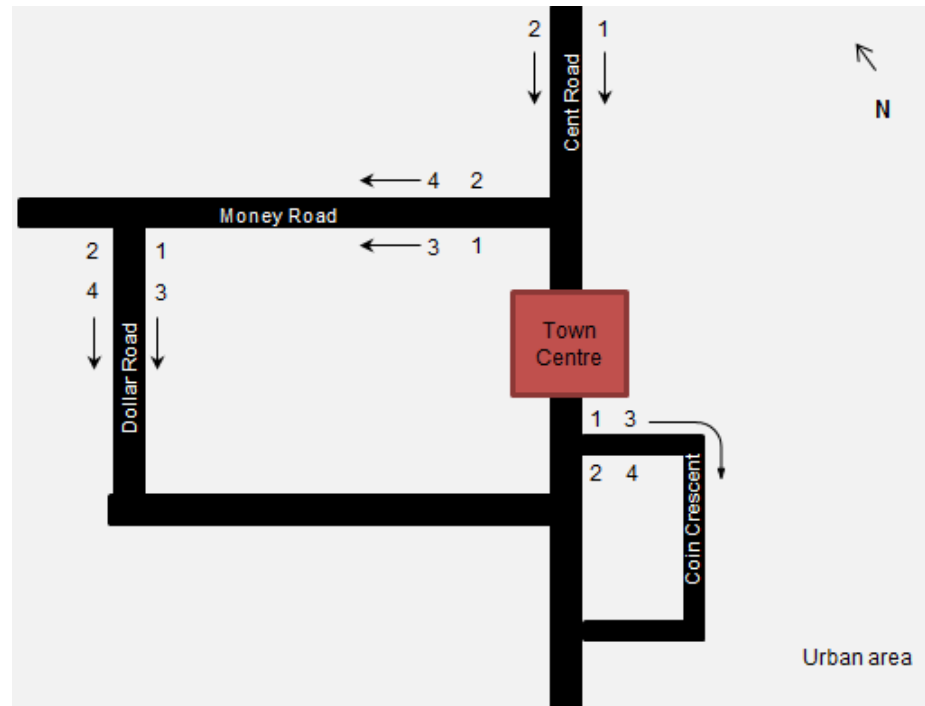


✕ Main access to property

Key points:

- Addresses are assigned based on the main access to the property
-

5.2 Assigning a number

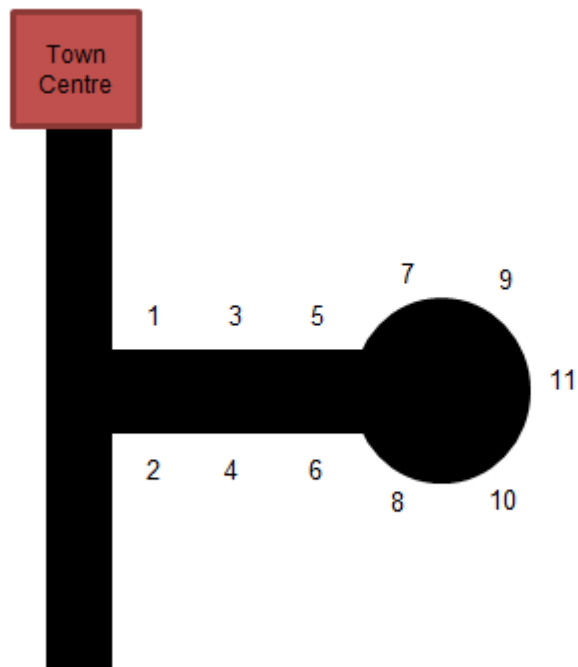


Money Road and Coin Crescent are numbered from the point closest to the town centre. Dollar Road and Cent Road are numbered from north to south because it is too difficult to determine the end of the road that is closest to the town centre.

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

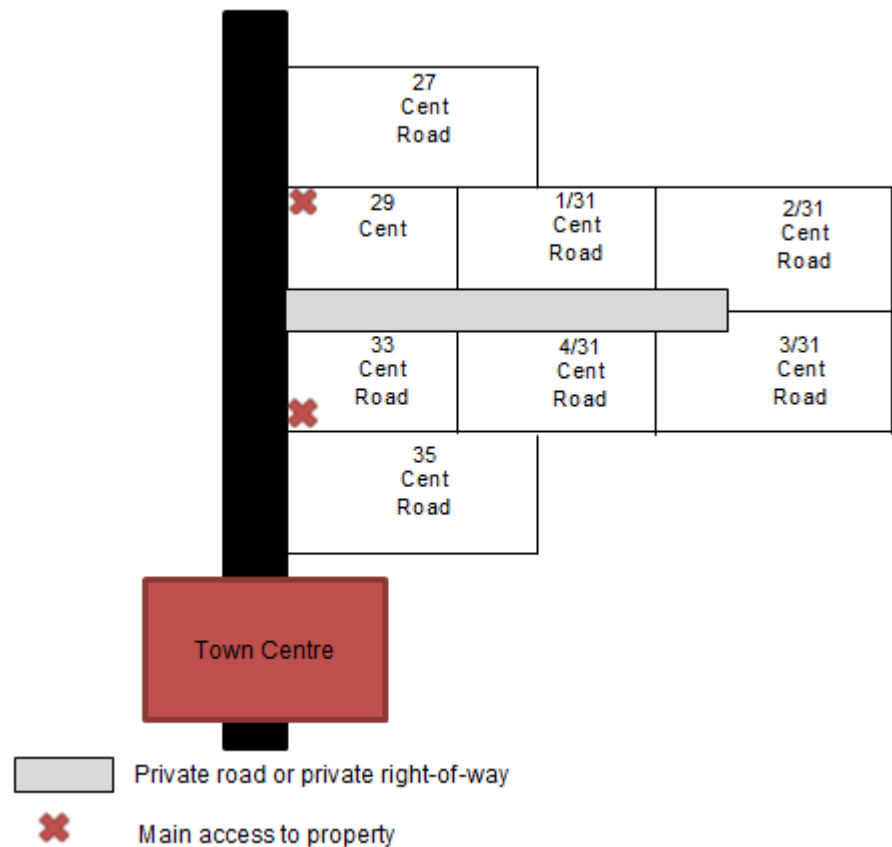
5.3 Numbering around a cul-de-sac



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
-

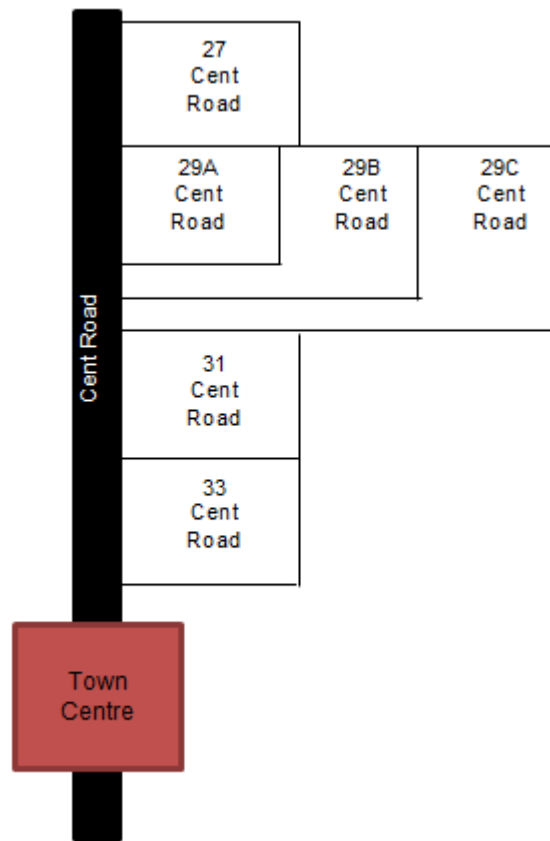
5.4 Shared access – bar numbering



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.

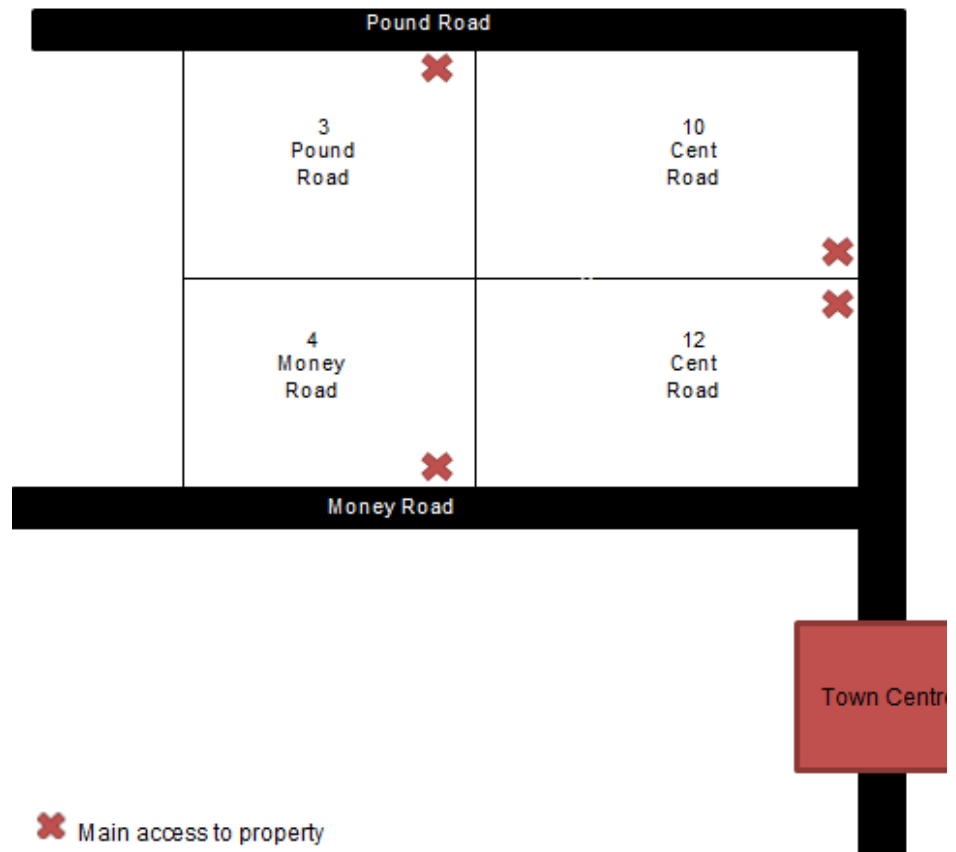
**5.5 Numbers
unavailable – alpha
suffix numbering**



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

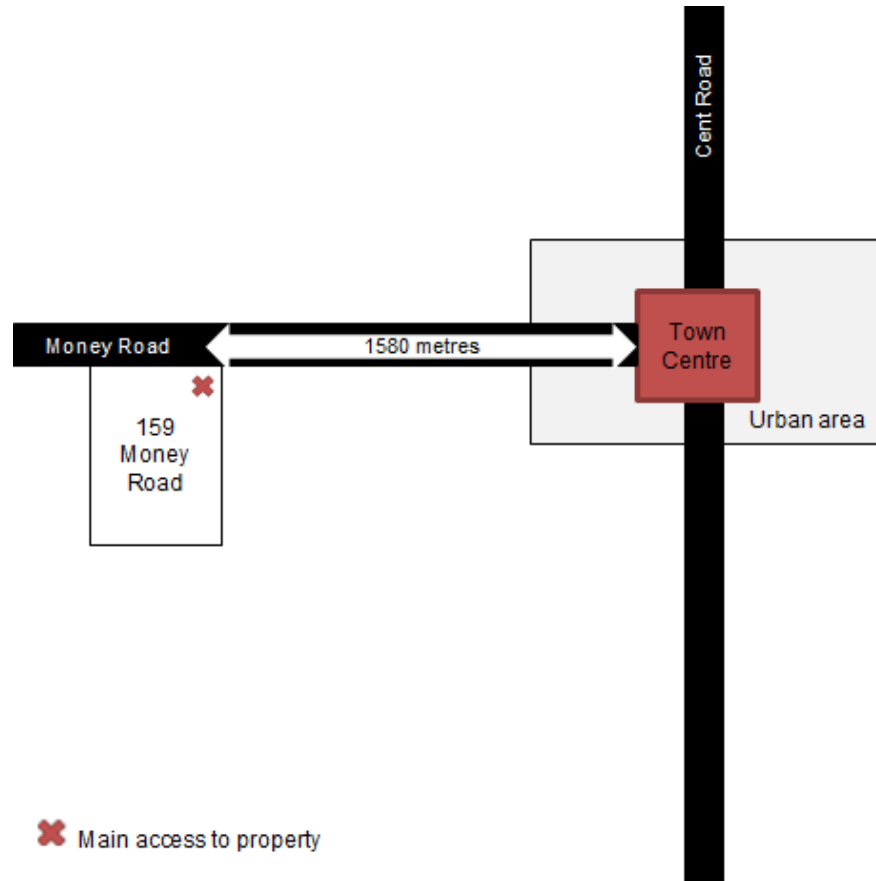


The addresses 1 Pound Road and 2 Money Road are reserved for future development.

Key points:

- Reserve address numbers for future development

5.7 RAPID numbering

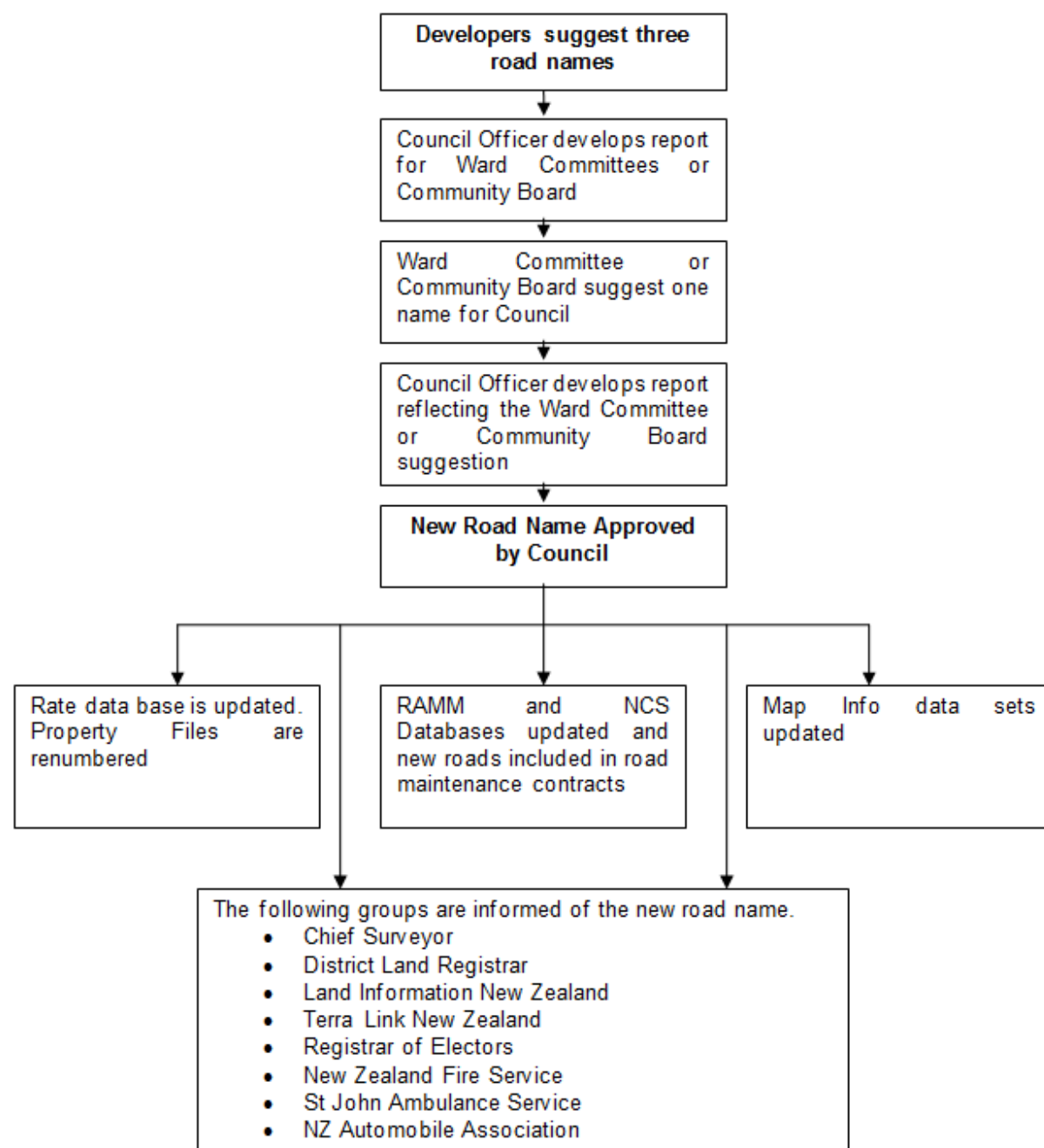


Key points:

- 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



Appendix 2

Application for Road Name

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: Picnic in the park

Project 2: Ōtorohanga hauora and connectivity trail

Project 3: Ōtorohanga kai forest (project closed)

Project 4: Ōtorohanga dog park

Other business | Ētahi atu take

Board Member updates

Board members who have attended meetings on behalf of the Ōtorohanga 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 August, the Board now has \$4,000.00 excluding GST available to grant.

Date of grant	Resolution #	Recipient	Purpose	Amount (excl. GST)
07/08/23	O44	Blue Light	Transport costs	1,000
				\$1,000

Resolution register

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

Resolution #	Date resolved	Resolution	Staff update

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 planned workshops.