

Agenda for a meeting of the Infrastructure Committee to be held in the Council Chambers, District Office, 15 Galileo Street, Ngaruawahia on **WEDNESDAY, 1 MARCH 2023** commencing at **9.30am**.

Information and recommendations are included in the reports to assist the committee in the decision making process and may not constitute Council's decision or policy until considered by the committee.

1. APOLOGIES AND LEAVE OF ABSENCE

2. CONFIRMATION OF STATUS OF AGENDA

3. DISCLOSURES OF INTEREST

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6. EXCLUSION OF THE PUBLIC

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CHIEF EXECUTIVE

Infrastructure Committee

Reports to:	The Council
Chairperson:	Cr Eugene Patterson
Deputy Chairperson:	Cr David Whyte
Membership:	The Mayor and all Councillors
Meeting frequency:	Six-weekly
Quorum:	Majority of the members (including vacancies)

Purpose

The Infrastructure Committee is responsible for:

1. Guiding sustainable, physical development and growth of the Council's infrastructure to meet current and future needs.
2. Oversight and monitoring of efficient, safe and sustainable roading and transport, and waste management.
3. Governance of District's parks, reserves, community facilities and cemeteries.

In addition to the common delegations on page 10, the Infrastructure Committee is delegated the following Terms of Reference and powers:

Terms of Reference:

1. To provide direction on strategic priorities for core infrastructure aligned to the District's development, and oversight of strategic projects associated with those activities.
2. To guide the development and implementation of the 30 Year Infrastructure Plan.
3. To support and provide direction regarding Council's involvement in regional alliances, plans, initiatives and forums for regional infrastructure and shared services (for example, Regional Transport Committee).
4. To monitor and make decisions in relation to Council-owned community centres, facilities and halls.

The Committee is delegated the following powers to act:

- Approval of acquisition (including lease) of property, or disposal (including lease) of property owned by the Council, (where such acquisition or disposal falls within the Long Term Plan and exceeds the Chief Executive's delegation).
- Approval of easements, rights of way and other interests over property on behalf of Council.
- Approval of all matters under the Public Works Act 1981, unless such delegation is prohibited by legislation or is otherwise expressly reserved by Council or delegated to the Chief Executive or staff.

- Approval of road names in the Waikato District in accordance with Council policy.
- Approval of any proposal to stop any road.
- Hearing any written objections on a proposal to stop any road, and to recommend to Council its decision in relation to such objections.
- Approval of alterations and transfers within the provisional programme of capital works as prepared for the Long Term Plan and Annual Plan, subject to the overall scope of the programme remaining unchanged and the programme remaining within overall budget.
- Approval of tender procedures adopted from time to time within the guidelines as set down by Waka Kotahi New Zealand Transport Agency for competitive pricing procedures (CPP), or other authorities where funding or subsidies are subject to their approval.
- Approval of traffic regulatory measures defined as:
 - a. Compulsory Stop Signs
 - b. Give Way Signs
 - c. No Passing Areas
 - d. No Stopping/Parking Provisions
 - e. Speed Restrictions
 - f. Turning Bays
 - g. Weight Restrictions on Bridges (Posting of Bridges).
- For all Council-owned land that is either open space under the District Plan, or reserve under the Reserves Act 1977, the power to:
 - a. Approve leases, subleases, licences, and easements (in relation to land and/or buildings).
 - b. Approve amendments to management plans.
 - c. Adopt or change names of reserves.
 - d. Make any decision under a management plan which provides that it may not be made by a Council officer (for example, agree a concession), provided that any decision that has a significant impact under the management plan is recommended to Council for approval.
 - e. Recommend to Council for approval anything that would change the ownership of such land.

For clarity, the committee is delegated all powers of the Council as administering body under the Reserves Act 1977, unless such delegation is prohibited by legislation or is otherwise expressly reserved by Council or delegated to the Chief Executive or staff.
- Enquire into and dispose of any objection to a notice issued pursuant to Section 335 (1) of the Local Government Act 1974 requiring payment of a sum of money for the construction of a vehicle crossing by the Council (section 335(3) Local Government Act 1974). Should a decision be made to reject the objection and reaffirm the requirements in the notice, to authorise that an application be made to the District Court, (section 335(4) Local Government Act 1974) Act, for an order confirming the notice.
- Consider and approve subsidies for the installation of stock underpasses in extraordinary circumstances in accordance with Council policy and bylaws.

To	Infrastructure Committee
Report title	Sport Waikato Report – 1 July to 31 December 2022
Date:	15 February 2023
Report Author:	Amy Marfell, Sport Waikato - General Manager Regional Leadership
Authorised by:	Megan May, Deputy General Manager Service Delivery

1. Purpose of the report

Te Take moo te puurongo

Attached is the Sport Waikato Report for the period 1 July to 31 December 2022 for the Committee's information. Sport Waikato representatives will be in attendance at the 1 March 2023 meeting.

2. Staff recommendations

Tuutohu-aa-kaimahi

That the Infrastructure Committee receives the Sport Waikato Report for the period 1 July to 31 December 2022.

3. Attachments

Ngaa taapirihanga

Attachment 1 – Sport Waikato Report – 1 July to 31 December 2022

Waikato District Report

Date Range: 1 July – 31 December 2022

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1. ORGANISATIONAL UPDATE/S – Amy Marfell, Sport Waikato GM Regional Leadership

The work of Sport Waikato staff is guided by the Regional Strategy for Sport and Recreation in the Waikato – Moving Waikato – which is underpinned by a focus on 3 key areas: Our People; Building Communities; and Regional Leadership.



For the 3rd year, Sport Waikato has led the Waikato Sport and Active Recreation Awards, which is a celebration of the work happening around the region to keep the communities of the Waikato active. With categories that celebrate community connection, sport and active recreation partnerships, outstanding active spaces, commitment to diversity and inclusion, community coaches, unsung heroes, and those with a commitment to youth engagement, the awards are an excellent showcase of the passion, commitment and dedication people and groups in our region have in supporting sport and recreation. The 2022 awards received over 100 excellent nominations who will be celebrated at a special awards and networking evening on January 26th, 2023. You can view the 2022 finalists here: [Sport Waikato - Awards](#)

It has been a busy year for the team of Regional Connectivity Coordinators and our Sport Waikato Insights Team as we have worked hard to support the review and/or creation of Local Play, Active Recreation and Sport Plans across our 10 districts and with our 10 Local Authorities. Having gathered and analysed a comprehensive data set following club, RSO and community engagement as well as Sport Waikato's sample boost of Active NZ data, 2023 will see the draft plans coming together for socialisation with Councils and Elected Members. We look forward to continuing to work together with your Council on this important project that will inform your LTP process.

For more details about the recent impact of Sport Waikato's work, please see our [2022 Annual Report](#)

We wish you a very Merry Christmas and a safe and happy New Year from the Sport Waikato Team, and we look to connecting again in 2023



WAIKATO SPORT AND ACTIVE RECREATION PLAN MAJOR PROJECT UPDATES

STATUS	On Track 	Some Challenges 	High Risk 	Complete 
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Focus Areas	Progress	Further Considerations/ Proposed Future Actions	Status
<p>Opportunities for activity in the district are promoted via a central digital hub that is accessible to the community</p>	<p>Sport Waikato continues to promote this service and website traffic shows that Be Active is a key reason community members visit the Sport Waikato website.</p> <p>Sport Waikato has engaged a Business Analyst to review the way Be Active is currently used and what the future of this platform could be to ensure that it provides adequate information on play, active recreation, and sport opportunities for all communities across the entire Waikato Region.</p>	<p>In Q2 the Sport Waikato website will be split into two – with an organisational website created alongside a renamed and relaunched Be Active directory.</p>	
<p>Support activity deliverers in the district to better understand the needs of the participant (with a particular focus on target groups of children and young people, women and girls, and deprived communities)</p>	<p>Sport Waikato has actively supported the local education, community and sport and recreation sector in the region to access Tuu Manawa funding opportunities to support the delivery of sport and recreation programmes, activations and play for children (tamariki 5-11 years) and youth (rangatahi 12-18). The fund aims to provide quality opportunities in play, active recreation, and sport for those who are missing out.</p> <p>Within the Waikato district during this reporting period, \$142k has been allocated to key initiatives including:</p> <ul style="list-style-type: none"> • Raglan Area School - Whaingaroa Climbing Club • St Paul's Catholic School Ngaruawahia - Kaitiaki of Ngaruawahia • Tauwhare School - Summer Sports Programme • Waikaretu Sea Scouts Scouting • Te Kauwhata Health Awareness Society- Swim for life • Aotearoa Water Patrol - Wai-tai, Wai-rua • Swimming Waikato - Get Waikato Swimming <p>An additional \$70k was awarded regionally with Waikato District components included within the following successful applications:</p> <ul style="list-style-type: none"> • Jumping Beans – Waikato Super Beans • Recreate NZ - On the Move programme for youth with disabilities 	<p>Sport Waikato will continue to drive applications from the district, including but not limited to, sports clubs, recreation providers and education settings (e.g., primary, and secondary schools). Sport Waikato is actively looking to support delivery to happen in the Waikato District.</p> <p>We would also invite Council to consider applications to the fund for any play, active recreation, and sport delivery projects that they may wish to implement.</p> <p>We are working with future applicants for the next round of funding by providing support and advice through the expressions of interest process.</p>	



<p>Grow local sector capability through the provision of targeted workshops and education initiatives</p>	<p>Ngaruawahia: Two Early Childhood Education centres working on outdoor playground reviews. Opportunities to enhance environment thus more activities for all ages and stages. Three PD workshops took place: kaiako are embracing ideas and implementing activities into daily practice both inside and outside (e.g., mat times, riding bikes, playground setup)</p> <p><i>Feedback: This professional development has had a big impact on my teaching practice. I have been much more aware of the tamariki and their physical development. I am able to notice children who require additional support and use the games and activities suggested by Sport Waikato to facilitate their learning and development. I greatly enjoyed learning the cognitive impacts of physical development and have been able to share this information with other kaiako and whaanau. During mat times and particularly in outside environments as well as during Cool4School group drawing sessions, I have been making a conscious effort to challenge and extend children's capabilities around spatial awareness.</i></p>	<p>Sport Waikato will continue to connect the local sport and recreation sector (e.g., clubs) with opportunities to enhance their capability and sustainability, particularly in the recovery from the covid pandemic.</p> <p>We will look to targeted initiatives to support youth sport participation (e.g., Good Sports and Balance is Better), targeted participation (e.g., This is ME), and governance.</p>	
<p>Support Coach Development in the district in both school and community settings</p>	<p>Sport Waikato continues to facilitate the development and growth of those coaches in our region who influence, educate, and develop others through our coach advisor and coach advisor (youth).</p> <p>A Champion Coach Programme (CCP) was facilitated by coach trainers that focussed on identifying how to create climates of development and the value of reflection that leads to personal and athlete growth/development.</p> <p>A regional trainer workshop was delivered focussing on play or games-based coaching/skill development, sustainable system changes and capability building, sporting environment (e.g., balance is better, good sport), appropriate coaching for the person.</p> <p>We continue to work alongside the Provision Rugby Unions in commitment to delivering quality rugby delivery for youth across the region continues with all three unions being invited to become part of national online huis on balance is better. Planning with WRFU to weave good sports and balance is better principles into their strategic plans has been postponed for the new year, however a strong focus on pathways and development for women and girls is being established to allow the WRFU to have more of a strategic focus in this space to increase capacity at a club level. The appointment of a Maaori Leader has seen an increase in the number of Maaori participating in the game across the Waikato.</p>	<p>Continue to support the relevant RSO in working with their respective game deliverers to encourage the adoption of this philosophy through their channels in 2022</p> <p>Coaches now must identify and put learning into action in their environments.</p> <p>Participants from the workshop have now been asked to be champions for these delivery focus areas to help develop tools and resources across the sector.</p> <p>Sport Waikato will continue to work alongside the 3 Provincial Rugby Unions to support them in their planning for further quality provision for rugby across the union.</p>	



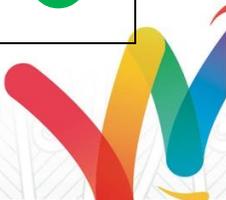
<p>Drive key outcomes, alongside District Council staff, as identified in the district sport and recreation plan – including and with specific attention to local facilities projects</p>	<p>Sport Waikato staff are currently working in partnership with Waikato District Council staff in the development of a local Play, Active Recreation and Sport Plan. The process, which began earlier this year involves comprehensive data gathering and strategic planning to bring together national, regional and local insights to guide future planning and investment into play, active recreation and sport in the district. RSO, club and community consultation via surveys has already taken place with data analysis almost complete. The next steps will be the formation of a draft plan to socialise with Council in early 2023. The plan is designed to support Council's upcoming LTP considerations and guide thinking about the needs for physical activity in the communities of the district. The plan will also give effect to both Sport Waikato's and Waikato District Council staff's (involved in supporting physical activity) work programmes.</p> <p>Waerenga & Te Kauwhata - Sport Waikato continues to work alongside both Council and community to explore needs and options within and for this community, with current infrastructure, needs and feasibility also considered.</p>	<p>Recent community surveys received a strong response from this community and will help to understand need and feasibility options further. Funding for external consultants is required to explore options further.</p>	
	<p>Ohinewai Tennis Club – Engagement with this small club to help with some minor issues. Directed towards Better Off Funding, Community Board and Community Hall.</p>	<p>While Ohinewai is a small club currently, future development locally could see future growth, and retention of existing facilities is recommended for now.</p>	
<p>Provide stakeholders with district specific insights to support decision-making and enable community conversations</p>	<p>Voice of the Coach (VOC) There were 404 responses from community/volunteer coaches through to performance coaches. 65% of responses are from the Tight 5 (Rugby, Netball, Football, Cricket, Hockey) giving us valuable insight about how to best recruit, support and retain coaches. The final report has been shared with RSOs and will be used to influence coaching systems and approaches throughout the region and district.</p> <p>Local Plans Three different surveys were conducted to support the development of the Waikato District Play, Active Recreation and Sport Plan. These included surveys of Regional Sporting Organisations, local clubs and organisations, and the local community. The data for the community surveys has been collated and is available at a regional level (which was shared with our council partners at the Regional Spaces and Place Forum at Seddon Park on 17 November), with the local club and organisation data currently being analysed and available early in the new year as part of the above-described local plan process.</p> <p>Discussion Piece – local elections In September the CEO for Sport Waikato featured a discussion piece on LinkedIn driven by insights targeted at those running in local elections. This</p>	<p>Sport Waikato support mechanisms moving forward.</p> <p>Ensure relevant parties have access and are aware of these profiles and look to assist district stakeholders to unpick the information to be able to support the decision-making processes – particularly when organisations are considering applying to external funders.</p> <p>All insights will be used to help inform the Waikato District Play, Active Recreation and Sport Plan.</p>	



	<p>helped to facilitate region wide conversation on the future of Play, Active Recreation and Sport opportunities at a local and community level.</p> <p>Active NZ The key measure for our people, percentage of our people being physically active is measured through the Active New Zealand Survey. Surveying was completed in 2021 and data is now available to all strategic partners upon request.</p> <p>School Sport Census NZ Every year secondary schools are required to complete the School Sport NZ participation profiles or census. This provides a snapshot of participation rates, top sports, staff engagement and an indication of the coaches / managers that have committed to providing sport opportunities. The Youth Engagement team is working alongside secondary schools across the region to encourage their participation in the 2023 census.</p>		
<p>Contribute to Council conversations about play, active recreation and sport via regular meetings and collaboration on key projects</p>	<p>Sport Waikato would like to thank the Waikato District Council for their willingness to allow the Regional Connectivity Coordinator a regular hot desk arrangement within council offices, which has allowed for conversations to take place regularly.</p>	<p>Regular access to council office space with more spontaneous and kanohi ki te kanohi (face to face engagement) often results in improved outcomes.</p>	<p>●</p>
	<p>Season Transition Guidelines – Conversation with staff to raise awareness of this partnership document between council, RSO and Sport Waikato. The guidelines support the idea of limited season lengths, creating a window for field transition and maintenance between seasons and sports, and ultimately increasing players welfare through reducing competing demands for time, and increasing the quality of player experience.</p>	<p>Refreshing these guidelines within councils, where covid and staff turnover has created this need, and between councils.</p>	<p>●</p>
	<p>Policy and Strategy Feedback – Sport Waikato has provided feedback and subject matter expertise where appropriate to; <i>Draft General Policy Reserve Management Plan, Draft Taiao (Nature) in the Waikato Strategy and, Connectivity Strategy</i></p>	<p>Sport Waikato continues to provide relevant subject matter expertise throughout these consultation processes and stress the benefits to council of policies and strategy's that complement and support the mahi within.</p>	<p>●</p>
	<p>Artificial Turf & Floodlighting – The Waikato Regional Active Spaces Plan highlights the exploration of investment and network opportunities as a key initiative priority to facilitate sport participation outcomes. Pressure on and demand for quality playing fields increases across the region, and sports fields are experiencing more pressures than ever before. Visitor Solutions has been engaged to determine the demand drivers, how to best respond to these demands, consider how we can develop and maintain quality surfaces, meet current and future demand, encourage collaboration across the region (where deemed practical) and take a wider contextual viewpoint for best leveraging investment.</p>	<p>WDC has informed Sport Waikato of its view of current low demand and represented desire for artificial turf in the district. We are pleased to hear WDC reiterating its support and understanding of a network view approach. Floodlighting – along with drainage and infrastructure – could be a way through which to increase the capacity of playing fields and help to overcome the current shortfall.</p>	<p>●</p>



	<p>Natural Bodies of Water - Access to natural water resources will ensure community physical activity needs are met and the network remains sustainable. Sport Waikato, through recommendations from the Waikato Regional Active Spaces Plan, has developed a proposed methodology for the development of a Regional Natural Bodies of Water Plan. This Plan will seek to gather information that identify any competitive advantages or opportunities for the Waikato region related to its water resources and activities and is a key optimisation initiative highlighted (WRASP).</p>	<p>It is expected a Regional Natural Bodies of Water Network Plan will guide future strategic vision and direction for investment in spaces and places at a local community, district, sub regional and regional level, while highlighting spaces of international significance.</p> <p>This plan was presented to the CE Forum in December for endorsement for project commencement.</p>	●
	<p>Squash - Squash NZ recently published a Facilities Strategy and this document provides both a regional and local overview of the facility condition and membership landscape as well as highlighting future direction.</p>	<p>Sport Waikato has had conversations with Waikato Squash regarding future implications for affiliated and non-affiliated clubs.</p>	●
	<p>Play Workshop – Council staff attended a regional Play Workshop, facilitated by Sport Waikato in Matamata in November, in to discuss the role, opportunities, values, and benefits of Play to further promote community wellbeing.</p>	<p>Internal PD workshop to be arranged in 2023 comprising council staff from across business units who could further develop play concepts within their respective planning, projects, and activities.</p>	●
	<p>Regional Equestrian Plan - Although there are benefits in aligning the timing of a regional strategy with the impending national strategy, the WRASP Advisory group has elected to wait and see the national outcomes before considering commencing a regional view.</p>	<p>Sport Waikato to provide updates in relation to the progress of the National Strategy</p>	●
	<p>Waikato Regional Spaces & Places Forum – November forum centred around the development of the next Waikato Regional Active Spaces Plan and involved presentations on insights, accessibility (Be.Lab) and Sport NZ facility updates and environmental sustainability, followed by workshopping on these issues/themes.</p>	<p>Follow up has included a questionnaire to Mayors, CEOs and technical staff regarding their understanding and usage of the WRASP document, for further workshopping online in December, and a 4th edition being published in 2023.</p>	●
<p>Increase collaboration and connection between key stakeholders in play, active recreation, and sport in the district through community partnerships</p>	<p>A key role of Sport Waikato staff is to support connections between key stakeholders in play, active recreation, and sport to enhance community outcomes. During this reporting period this included between councils and council staff, national groups such as Recreation Aotearoa, Walking Access Commission, RSO's / NSO's, and local groups. Locally, this has included communicating funding opportunities to new basketball clubs and baseball teams, and consulting with Lacrosse about provision at Tamahere</p>	<p>Continue to work alongside key stakeholders who activate play, active recreation, and sport opportunities across the district.</p>	●
	<p>Te Kauwhata – Following Feedback provided to council on the Te Kauwhata Domain concept plan and playground redevelopment, it was great to see the recent playground opening (and Tuakau Skatepark).</p>	<p>Opportunity exists to consider the provision for spontaneous play to occur, as well as the connections between the village green and the Lakeside Development.</p>	●



	<p>North Waikato Secondary Schools – Ongoing meetings with schools have been held and attended by schools, RSOs and Sport Waikato staff. Discussions have included exploring offerings from RSOs to support school sport programmes (i.e., Football and Touch), as well as exploring clustered opportunities for students that could bring schools together and provide opportunities for a wider range of students through including both traditional, and non-traditional activities (i.e., Ki o rahi).</p>		●
	<p>WSSSA – this Principal Executive group has recently updated their 3-year strategy with Sport Waikato’s support. This group leads and drives the sporting landscape for Waikato secondary schools, so ensuring their strategy has a Balance is Better and Good Sports lens, as well as a focus on building positive relationships with our RSO’s are key factors.</p>	Support schools and endorsed events to be scheduled and operated in ways that align to Balance is Better principles	●
<p>Lead the development and review of the district sport and recreation plan, in collaboration with the District Council</p>	<p>Much of the work of the Sport Waikato Regional Connectivity Coordinator is informed by the district Play, Active Recreation and Sport Plans. This evidence-based plan combines local and regional insights, including participation and demographic trends.</p> <p>The plan is currently being renewed and timed to align with council’s LTP processes. RSO and Club surveying took place initially, with community surveying in December. Following Data Collection and Analysis, a Draft Play, Active Recreation and Sport plan will be produced, with feedback and comment sought from a range of stakeholders.</p>	Adopting a local play, active recreation and sport will provide key insights into the investment in the next iteration of the Waikato District Long Term Plan 2024 – 34.	●
	<p>Outstanding Event – Congratulations on the 2022 New Zealand Recreation Award merit award for your Dirty Dog Challenge. We know that active recreation opportunities are popular and valued within NZ communities.</p>		●
<p>Identify opportunities to appropriately celebrate positive sport and recreation outcomes</p>	<p>Waikato Sport & Active Recreation Awards, hosted by Sport Waikato is being held at the Claudelands Event Centre on Thursday, 26th January. Following the success of the 2020 awards, this community-focused celebration of connection, partnerships, diversity and inclusion and activation of spaces. All nominees can be viewed here; www.wsara.co.nz</p>	Sport Waikato will continue to celebrate these new award categories, not least because they align with our strategic outcomes, but importantly because these individuals, groups and initiatives often go unrecognised without such an awards format.	●
	<p>Play Week – At the conclusion of Play Week and Get Outdoors Week social media competition, Whitikahu School were drawn as winners, alongside public entries, of \$500 worth of games and prizes of their choice.</p>	Continue to amplify messages from Sport Waikato and Sport NZ regarding play through social media and council channels.	●



To	Infrastructure Committee
Report title	Waikato District Alliance Presentation – Storm Damage to Roding Network
Date:	16 February 2023
Report Author:	Gary Dela Rue, WDA Roding Manager
Authorised by:	Roger MacCulloch, General Manager Service Delivery

1. Purpose of the report

Te Take moo te puurongo

Waikato District Alliance representatives will be in attendance at the 1 March 2023 meeting to give a presentation on storm damage to WDC's roding network.

2. Staff recommendations

Tuutohu-aa-kaimahi

That the Infrastructure Committee receives the Waikato District Alliance Presentation- Storm Damage to Roding Network.

3. Attachments

Ngaa taapirihanga

There are no attachments for this report.

To	Infrastructure Committee
Report title	Capital Project Delivery Portfolio Update
Date:	1 March 2023
Report Author:	Kirsty Wellington, Enterprise Project Management Office Manager
Authorised by:	Roger MacCulloch, General Manager Service Delivery

1. Purpose of the report

Te Take moo te puurongo

To inform the Infrastructure Committee of work undertaken to review Capital Project Delivery at Waikato District Council (WDC) and advise of actions taken to improve delivery of this work.

This report also provides an update of projects delivered to date, the status of projects underway and the anticipated delivery of projects being carried forward.

2. Executive summary

Whakaraapopotanga matua

Waikato District Council has struggled to deliver the full capital works programme set in the Long Term Plan each financial year. Through a structural realignment in 2019 and the transition to Watercare, changes were made which increased project delivery, but not to the extent required to deliver the ambitious outcomes of the current long-term plan (LTP).

In mid-2022, when it became apparent that delivery targets were not being met, an independent consultant Emma Brookes from PSB Solutions, was engaged to undertake a review of Council's capital work delivery capability focusing on People, Processes, Tools and Reporting. The objective of this work was to help the organisation understand what further changes were required to deliver the full capital works programme in a timely manner.

The 'Emma Brookes' report was presented to the Infrastructure Committee in August 2022 along with an action plan based on the recommendations made. Some of these actions, including the implementation of an Enterprise Project Management Office (EPMO) have been implemented and others are underway.

As anticipated, some of the changes to the delivery model have had positive, immediate results whilst others will take some time before the full potential is realised. Details of these initiatives are provided further within the report, along with comment on progress being made on current LTP projects, forecasted carry forwards and a proposed timeline to deliver this work.

3. Staff recommendations **Tuutohu-aa-kaimahi**

That the Infrastructure Committee receives the Capital Project Delivery Portfolio Update.

4. Background **Koorero whaimaarama**

In the 2020/21 Financial Year, \$56.8m (approx. \$45m exc Waters projects) of capital projects were delivered. This was an improvement on previous years where the 5 year average was only ~\$46 m per year, including waters, and reflects the improvements made in 2019.

The first year of the current LTP (2021/2022) had an ambitious capital works program of \$150.8 m. It was anticipated that this work could be completed by working with our partner organisations (Watercare, Waikato District Alliance, Citycare, Cushman and Wakefield) and delivery through normal project procurement methods.

Unfortunately, this did not eventuate due to disruptions caused by Covid restrictions, material supply delay and staff shortages through sickness and resignations and as a consequence, project delivery was well below that which was forecast.

At the end of the first year of the LTP (2021/2022 financial year), 42% of the total capital budget was delivered which equated to \$63.4m (\$36m exc Waters projects). The Council, of the time, had expressed concerns at the speed and methodology of capital project delivery and as a result of these concerns, an external auditor was engaged to review the way in which this portion of the business was operating.

This review focused on people, process and tools and reporting and the full report was provided to Council as part of the August 2022 Infrastructure Committee Agenda. An action plan was also created which staff have been implementing. The key change has been the creation of the EPMO which allows for the discipline, processes and proven benefits realised by the existing Project Management Office (PMO) to be applied to capital project delivery. The EPMO team now reports to the Executive Manager – Projects and Innovation within the Operations Group, where previously the Capital Project team reported to the General Manager - Service Delivery.

This structural change was implemented on 31 October 2022 and the delivery of all capital projects are now the responsibility of the EPMO with significant support from the business owners who are generally located in the Service Delivery Group.

The current LTP capital project work programme has continued to be progressed and whilst some projects are either underway or complete, there are still barriers to delivery of others. These include supply chain issues, internal staffing and recruitment challenges, procurement difficulties, weather events rediverting staff and contractors, the well-publicised lack of suitably skilled and experienced people in NZ, as well as changing expectations from communities.

5. Discussion and analysis

Taataritanga me ngaa tohutohu

Development of the EPMO

Since the creation of the EPMO, the team have been reviewing options and opportunities to improve and speed up the delivery of our Infrastructure projects. Some of these initiatives and changes include:

- Reviewing and assessing project manager headcount, availability and capabilities to deliver.
- Recruitment of additional staff to support delivery.
- Reviewing contractor and partner availability to maximise delivery opportunities, including leveraging the PSP panel for design and build (removing reliance on in house teams).
- Engaging Project management contractors to deliver projects on our behalf.
- Looking for project synergies and economies of scale (bundling) across the portfolio.
- Bringing forward projects from future LTP years to provide efficiencies.
- Reviewing and prioritising projects by Wards.
- Bringing forward design and procurement work from next financial year
- Partnering with Procurement to align procurement activities to policy, stakeholders and risk appetite, including risk of not delivering.
- Requiring a higher level of discipline and ownership from Project Management staff to enable easier reporting to business owners, stakeholders and elected members.
- Empowering Project Management staff by giving them end to end responsibility for project delivery

These initiatives will serve the team well in the future, but realisation of the full benefits will take time. In the interim, the team are leveraging off existing partners (Waikato District Alliance, Citycare, HEB and Cushman and Wakefield) to fast track some projects.

Weather events, such as what we have experienced in the recent weeks, as well as ongoing supply chain issues and resource scarcity will have an impact on this.

Summary of the 2022/23 LTP Work Program

The current year LTP works programme was valued at \$50,245,488 (exc Waters Projects). Due to lack of delivery in previous years, an additional \$51,014,618 of carry forward budget also needs to be delivered. This budget is made up in the following areas:

	LTP Budget 2022/23	Plus Carry forwards - undelivered work from previous LTP	Total Budget 22/23
COMCONN (Community Connections)	\$14,438,782	\$24,060,316	\$38,499,098
CONPART (Roading)	\$30,321,916	\$19,609,924	\$49,931,841
STRATPROP (Strategic Property)	\$2,497,750	\$6,280,448	\$8,778,198
SWASTE (Solid Waste)	\$2,987,000	\$1,063,930	\$4,050,930
Total (Excl Waters)	\$50,245,488	\$51,014,618	\$101,260,067

Given historic performance, this is clearly an aspirational capital works programme which has unfortunately been hampered by staff turnover, lack of available contractors, inflation, supply chain issues and more recently weather events.

Achievements to date

As part of the Emma Brookes review, staff have changed their focus to delivering the full work programme over the 3 years of the LTP rather than simply delivering the projects listed in each year of the LTP and carrying incomplete work forward. To date, which is half way through the 21/24 LTP, the team have delivered 67 projects. This is made up of the following:

- 16 Projects (Carried Forward from 18/21 LTP)
- 48 Projects this LTP (22/23)
- 1 Project spanned 18/21 & 21/24 LTP's
- 2 Projects Emergency work projects (Ngarunui Surf Tower & Toilet removal)
- 1 Project (unplanned works) Demolition of Whatawhata rugby club due to a fire.

Notable projects completed include the Horsham Downs Link Road, Elbow Boat Ramp, Annebrook Road upgrade, Munro Sports Park Stream diversion as well as a number of playgrounds and carparks.





2022/23 Work Programme Delivery Update

There are currently more than 140 projects underway and anticipate that at least 50 will be completed by the end of this financial year. Actual spend, as of 31 January 2023 is \$16,236,984 with a further \$23,435,493 committed to contractors. This equates to \$39,672,477 actual plus committed budget excluding waters. As of 31 December 2022, Watercare had delivered approximately \$15.7million of capital projects.

	Total Budget 22/23	Actual spend (as at 31 Jan 2023)	Actual and Committed Budget (as at 31 January 2023)
COMCONN (Community Connections)	\$38,499,098	\$6,252,168	\$16,907,016
CONPART (Roading)	\$49,931,841	\$9,550,165	\$21,950,040
STRATPROP (Strategic Property)	\$8,778,198	\$67,810	\$183,468
SWASTE (Solid Waste)	\$4,050,930	\$366,841	\$631,953
Total (Excl Waters)	\$101,260,067	\$16,236,984	\$39,672,477

Carry Forward Implications

It is anticipated that we will not deliver the full current year's work programme before the end of this financial year. A more detailed forecasting analysis is currently underway and we anticipate that we will be able to provide accurate details to the next Infrastructure meeting.

Despite not meeting the current year target, staff are considering the full work programme over the entire LTP period (three years) and are optimistic that a significant volume of work will be delivered before 30 June 2024.

It is worth noting that there is \$31,677,515 of capital works budget next year to be delivered which is included in current planning. This is allocated in the following way;

	2023/24 LTP Budget
COMCONN (Community Connections)	\$15,061,837
CONPART (Roothing)	\$13,757,087
STRATPROP (Strategic Property)	\$2,562,692
SWASTE (Solid Waste)	\$295,899
Total (Excl Waters)	\$31,677,515

6. NEXT STEPS

AHU WHAKAMUA

The EPMO has a significant volume of work to complete in order to deliver on the ambitious work programme they are challenged with. This is far more achievable since the creation of this team, and with successful recruitment underway, the team will be well resourced to deliver.

In coming months, staff will have more detailed information available to include in Infrastructure Committee reports which will provide a high level of transparency to elected members.

7. ATTACHMENTS

NGAA TAAPIRIHANGA

There are no attachments for this report.

To	Infrastructure Committee
Report title	Budget Adjustment for the Huntly Aquatic Centre Boiler Project
Date:	1 March 2023
Report Author:	Mel Tarawhiti, Facilities Team Leader
Authorised by:	Megan May, Deputy General Manager Service Delivery

1. Purpose of the report

Te Take moo te puurongo

Seek Council's approval to bring forward the budgets (financial years 2023-24 and 2024-2025) to this financial year 2022-23 for Huntly Aquatic Centre – Boiler Replacement project.

2. Executive summary

Whakaraapopototanga matua

The Council needs to replace the hot water boiler at the Huntly Aquatic Centre. This has a total expected cost of \$395,000.

In mid-2022/23 Waikato District Council (Council) was successful in receiving Energy Efficiency and Conservation Authority (EECA) funding and was awarded \$158,000 (40 per cent) towards the cost to purchase and install new hot water heating technology that will lower emissions at the Huntly Aquatic Centre.

The Council was required to contribute \$237,000 (60 per cent) towards the full cost of the Huntly Boiler Project replacement. We managed to source \$48,894 from FY 2022-23 for this project, however remaining funds will be brought forward from Year 3 and 4 in the Long-Term Plan 2021-31. Please note that this WDC budget is fully funded by Parks & Reserves Replacement Fund Reserve. Therefore, Council approval is required to adjust the 2022/2023 financial year budget and bring forward the year 3 and year 4 budgets to the current 2022/23 financial year.

3. Staff recommendations Tuutohu-aa-kaimahi

That the Infrastructure Committee recommends to Council:

- a. that in order to enable Council to proceed with the Huntly Aquatic Centre Boiler Project in 2022/2023 and receive the EECA funding that:**
 - i. the 2023/2024 budget allowance of \$100,394 (1AC10010-0222) be brought forward to this financial year 2022/2023;**
 - ii. the 2023/2024 budget allowance of \$88,092 (1AC10095-0124) be brought forward to this financial year 2022/2023; and**
 - iii. the 2024/2025 budget allowance of \$18,574 (1AC10010-0325) be brought forward to this financial year 2022/2023.**

4. Background Koorero whaimaarama

The Huntly Aquatic Centre boiler is over 20 years old, nearing its end of life and is a huge energy emitter for Council. The 2022/2023 budget did not include the full funding for a replacement boiler, however there are funds available in 2023/24 and 2024/2025.

Council has an opportunity to replace the aging gas boiler with a new electric boiler now, and has received an EECA grant for 40 per cent of this cost. As part of the funding agreement, it was agreed that WDC would source 60 per cent of the funds.

In August 2022 there was \$48,894 available for the project and identified remaining budgets from future LTP years.

This funding is made up of \$118,968 which was allocated to Huntly Boiler Replacement (Year 3 and 4), and \$88,092 from Aquatic Centre in Tuakau for recoating of the pool (Year 3). Although, this budget is allocated to Tuakau Aquatic Centre, the funding is no longer required as the project has been completed in the current financial year 2022-23.

This will provide us adequate funding \$255,954 in total (surplus by \$18,954 and just over 60 per cent of \$237,000 required funding cap) to deliver this project.

A supplier has been identified and as part of the EECA funding agreement works need to commence in 2022/23.

Therefore, we seek your approval to bring forward \$207,060 from Year 3 and Year 4 to the current financial year 2023/24.

5. Discussion and analysis

Taataritanga me ngaa tohutohu

It was identified that the gas boiler currently being used at the Huntly Aquatic Centre is a high emissions source. Changing from gas to electric is expected to reduce emissions by up to 90 per cent at the Huntly Aquatic Centre. By changing from gas to electric we are aligning with Councils corporate greenhouse gas reduction plan.

5.1 Options

Ngaa koowhiringa

Staff have assessed that there are two reasonable and viable option for the Council to consider.

Option 1 – Do not proceed bring the funds forward to the current financial year. This will mean that the 40 per cent funding will not be received from EECA and the project will need to be delayed until it can be considered in the next Ling Term Plan.

Option 2 – Is to enable the funding to be brought forward which will enable to the new boiler to be installed in 2022/2023 along with receipt of the EECA grant.

Staff recommend **Option 2** as this will replace the gas boiler at the Huntly Aquatic Centre that is currently a huge emission for Council and successfully commit to the EECA funding agreement.

5.2 Financial considerations

Whaiwhakaaro puutea

The funds were allocated as per the below table, including the two funds from the 2023/24 financial year:

Budget Codes	Project Name	2022/23 FY	2023/24 FY	2024/25 FY
1AC10010-0222	Huntly Aquatic Centre Inspection required to determine the life expectancy of the boiler also to determine the most energy efficient replacement.	\$4,600.00		
C10000-0121	Districtwide Aquatic Centre Inspection required to determine the life expectancy of the boiler also to determine the most energy efficient replacement.	\$44,294.00		
1AC10010-0222	Huntly Aquatic Centre Budget allocated to undertake work identified in 2021/23 year.		\$100,394.00	
1AC10095-0124	Tuakau Aquatic Centre Recoating of pool paint in main pool.		\$88,092.00	
1AC10010-0325	Huntly Aquatic centre Replacement of variable frequency drives in boiler room.			\$18,574.00
		\$48,894.00	\$188,486.00	\$18,574.00
		Total WDC Contribution @ 60%		\$255,954.00

Please note these above budgets are 100% funded by Parks and Reserves Replacement Fund Reserve.

5.3 Legal considerations **Whaiwhakaaro-aa-ture**

Staff confirm that the budget adjustment request complies with the Council's legal and policy requirements.

5.4 Strategy and policy considerations **Whaiwhakaaro whakamaaherehere kaupapa here**

The report and recommendations are consistent with the Council's policies, plans and prior decisions.

5.5 Maaori and cultural considerations **Whaiwhakaaro Maaori me oona tikanga**

N/A

5.6 Climate response and resilience considerations **Whaiwhakaaro-aa-taiao**

The decisions sought by, and matters covered in, this report are consistent with the Council's [Climate Response and Resilience Policy](#) and [Climate Action Plan](#).

This report considers a proposal to utilise EECA funding to install a new boiler which will uses electricity and provide an estimated 90 per cent reduction in emissions.

5.7 Risks **Tuuraru**

The project will not be able to proceed without confirmation by Council of the proposed funding source. This will mean that the exiting boiler remains in situ until a new funding request is provided for in the next Long Term Plan. It also would result in a loss of partial funding from EECA.

6. Significance and engagement assessment **Aromatawai paahekoheko**

6.1 Significance **Te Hiranga**

The decisions and matters of this report are assessed as of low significance, in accordance with the Council's [Significance and Engagement Policy](#).

6.2 Engagement

There is no engagement proposed regarding this funding amendment.

7. Confirmation of statutory compliance Te Whakatuuturutanga aa-ture

As required by the Local Government Act 2002, staff confirm the following:

The report fits with Council's role and Infrastructure Committee's Terms of Reference and Delegations.	Confirmed
The report contains sufficient information about all reasonably practicable options identified and assessed in terms of their advantages and disadvantages (<i>Section 5.1</i>).	Confirmed
Staff assessment of the level of significance of the issues in the report after consideration of the Council's Significance and Engagement Policy (<i>Section 6.1</i>).	Low
The report contains adequate consideration of the views and preferences of affected and interested persons taking account of any proposed or previous community engagement and assessed level of significance (<i>Section 6.2</i>).	Confirmed
The report considers impact on Maaori (<i>Section 5.5</i>)	Not applicable
The report and recommendations are consistent with Council's plans and policies (<i>Section 5.4</i>).	Confirmed
The report and recommendations comply with Council's legal duties and responsibilities (<i>Section 5.3</i>).	Confirmed

8. Attachments Ngaa taapirihanga

There are no attachments for this report.

To	Infrastructure Committee
Report title	Proposed Stopping of former McDonald Road, Pokeno
Date:	1 March 2023
Report Author:	Jasmine Wu, Senior Property Advisor
Authorised by:	Roger MacCulloch, General Manager Service Delivery

1. Purpose of the report

Te Take moo te puurongo

To seek approval from the Infrastructure Committee to commence the process to stop part of a legal road in Pokeno.

2. Executive summary

Whakaraapopotanga matua

In 2016 the new alignment of Hitchen Road and McDonald Road was constructed by the developers for the Pokeno Village and Gateway Industrial Park. Part of the new road is constructed on the privately owned land.

The previous road alignment of Hitchen Road to McDonald Road was closed upon the completion of the new road alignment but has not yet been legally stopped as the negotiations for the acquisition of the land for the new road alignment have not been completed.

At the time of previous alignment being closed, the adjoining landowner (3 William McDonald Road) objected to the road being closed and Council in 2013 gave an undertaking that the road would eventually be stopped and amalgamated with his land, to compensate for the loss of legal road frontage as a result of the road realignment. The adjoining landowner has recently approached Council for confirmation of the land to be stopped and transfer to his ownership and has insisted this matter be progressed.

This report makes a number of recommendations, which if approved, will enable the closed road to be stopped utilising the Public Works Act 1981 road stopping provisions. If the road stopping is successful, the following will occur:

- part of the closed road (Section 2 on Attached Plan) would be transferred to the adjoining landowner at no cost, as per the undertaking given by Council in 2013.

- part of the stopped road (northern portion of Section 1 on Attached Plan) to be transferred (at a price established by market valuation and to be within the Council Property Policy) for amalgamation with the adjacent landholdings,
- part of the stopped road (southern portion Section 1 on Attached Plan) to be vested as stormwater catchment and railway land.

The road stopping provisions within the Public Works Act 1981 do not require a road stopping action to be publicly notified, therefore public engagement has not taken place.

3. Staff recommendations Tuutohu-aa-kaimahi

That the Infrastructure Committee recommends to Council that:

- a. part of the closed Hitchen and McDonald Road, Pokeno, as shown marked Section 1, 2 to 3 on Attachment One be legally stopped in accordance with the Public Works Act 1981;**
- b. part of Section 1 on Attachment One (northern portion) resulting from the road stopping to be vested as stormwater catchment;**
- c. part of Section 1 on Attachment One (southern portion) resulting from the road stopping action be sold to the adjacent landholdings at a price established by market valuation and to be within the Council Property Policy, for amalgamation with LOT 1000 DP 501835;**
- d. section 2 on Attachment One resulting from the road stopping action be transferred for amalgamation with Allots 284-289 Mangatangi PSH at no cost to compensate the loss of frontage of the property;**
- e. section 3 on Attachment One resulting from the road stopping action to be transferred to Kiwirail as railway land;**
- f. the proceeds of sale of part of Section 1 on Attachment One be used to fund the road stopping process and the relevant costs of this road stopping process to be funded by Strategic Property budget 1PP-12003-E-0-1212-0000; and**
- g. the Chief Executive be delegated authority to execute all relevant documentation to give effect to this resolution.**

4. Background Koorero whaimaarama

Stuart PC Limited (Hynds), Fletcher Concrete and Infrastructure Limited (Fletcher), Pokeno Village Holdings Limited and Helenslee Investment Limited (Dines) have been collectively working with the former Franklin District Council and Waikato District Council for the development of the Pokeno Village and Gateway Industrial Park since 2007.

In 2010, the realignment of Hitchen Road and McDonald Road was proposed in Plan Change 24 of the District Plan under Franklin section to allowing for the growth of Pokeno and development of Pokeno Village and Gateway Industrial Park on the western side of the rail corridor.

The owner of the property on the corner of Hitchen Road and the old McDonald Road alignment (the adjoining landowner), made a submission to object to the road realignment as the change would have impacted on the road frontage and physical accessibility of his property on Hitchen Road.

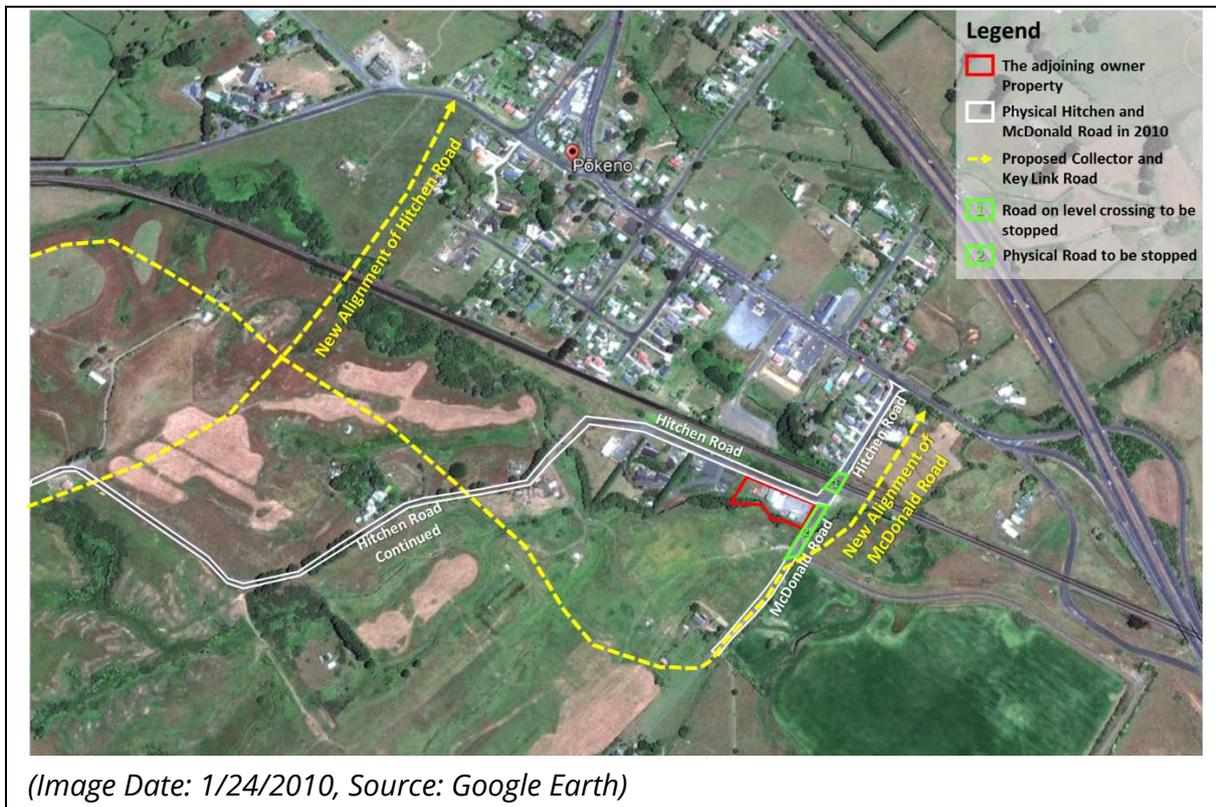
The objection from the adjoining landowner was rejected after the assessment. However, the planning report pointed out that the affected landowners must be adequately consulted.

Aerial Plan of old Hitchen Road Before Realignment



(Image Date: 1/24/2010, Source: Google Earth)

Map: Proposed Road Realignment in Plan Change 24



Council staff had been working with the developers and communicating with the adjoining landowner during the subdivision and RMA process since 2011 to resolve his objection. To demonstrate the intention of resolving his concerns, a Memorandum of Understanding was prepared and executed in 2013 between Waikato District Council and the developers to formalise the areas of road to be stopped and part of the stopped road will be transferred to the adjoining landowner at no cost to compensate the loss of frontage and to overcome the problem of truck and rig access to his property. This parcel is shown as to Section 2 of Attachment One.

The new alignment of Hitchen Road and McDonald Road was constructed by the Dines and was completed in 2016 and the original Hitchen Road and McDonald Road connection was closed. However, the closed road has not been legally stopped because the new formed road is constructed on a private land owned by Hynds and is not under Council's ownership.

The road stopping will enable the following:

- Part of Section 1 (northern portion) on Attachment One will be vested as stormwater catchment.
- Part of Section 1 (southern portion) on Attachment One can be sold to the adjacent landholdings.
- Section 2 on Attachment One can be transferred to the adjoining landowner.
- Section 3 on Attachment One can be transferred to Kiwirail railway land by Section 50 of Public Works Act 1981.

The alignment of the new McDonald Road was agreed as part of the development of Pokeno Village Development and Gateway Industrial Park in 2013.

In November 2022, the adjoining landowner advised Council that the process to transfer the land to him should be effected without further delay.

5. Discussion and analysis

Taataritanga me ngaa tohutohu

Social

The new alignment of McDonald Road replaced the original road alignment which is proposed to be stopped. It does not currently provide any social benefits to the community. It is not used by the public and is no longer required for road.

Economic

The stopping of one of the former road alignments will enable the sale of the road to the adjoining landowner. This will enable the better utilisation of the adjoining land as it would no longer be bisected by a closed legal road.

Environmental

The stopping of this closed legal road is not expected to have any physical change to the immediate environment as no further physical works are required. This has been assessed during the Plan Change 24 and the RMA process of the development of the Pokeno Village and Gateway Industrial Park.

Culture

The proposed road stopping is not expected to have a material impact on hapu and iwi, however Council staff will engage with mana whenua to confirm this prior to progressing the proposed road stopping.

Risk

There is a risk of initiating the road stopping process in the absence of declaring alternative road access. However, there is also a risk that the adjoining landowner could pursue the legal actions against Council.

5.1 Options

Ngaa koowhiringa

Staff have assessed that there are two reasonable and viable options for the Infrastructure Committee and Council to consider. This assessment reflects the level of significance (see paragraph 6.1). The options are set out below:

Option 1: Council approve the recommendation of this report

The recommendations of this report, if approved, will enable:

- a) part of the closed road to transfer to the adjoining landowner in a manner consistent with the undertaking given to him;
- b) part of the closed road to be sold to the adjoining landowner;

- c) part of the closed road to be vested as stormwater catchment; and
- d) part of the closed road to be transferred to Kiwirail for railway land.

This option will resolve the longstanding issues of the McDonald Road realignment work.

Option 2: Council can decline the road stopping.

The road will remain as closed road and Council staff will report back to Council once the land acquisition of part of the new McDonald Road is settled to avoid the risk of LINZ's rejection.

Option 2 is not the recommended option as it does not enable the conclusion of a prior agreement with the adjoining landowner.

Option 1 is the recommended option.

5.2 Financial considerations
Whaiwhakaaro puutea

The proceeds from the sale of part of the closed road are proposed to be used to fund the cost of the road stopping process, with the net proceeds held to acquire future property.

The associated costs including survey, valuation and legalisation fees will be funded by Strategic Property Road Legalisation budget 1PP-12003-E-0-1212-0000.

5.3 Legal considerations
Whaiwhakaaro-aa-ture

Council must follow the correct legal framework to process a road stopping application. Applications are considered under either the Public Works Act 1981 (PWA), or under the Local Government Act 1974 (LGA).

The PWA road stopping process can be used in this situation as the road stopping does not prevent legal access to any property and the adjoining landowners will need to consent to the stopping. Under the PWA, Council makes an application to the Minister to stop a road, subject to LINZ's approval. However, if LINZ does not agree to the PWA process, the alternative mechanism to stop and vest the road is by the LGA process.

AND

Staff confirm that the staff recommendation complies with the Council's legal and policy requirements.

5.4 Strategy and policy considerations
Whaiwhakaaro whakamaaherehere kaupapa here

The report and recommendations are consistent with the Council's policies, plans and prior decisions and the road is proposed to be stopped in a manner consistent with the Strategic Land Acquisition and Disposal Policy.

5.5 Maaori and cultural considerations

Whaiwhakaaro Maaori me oona tikanga

As there is no expected direct impact on Maaori, no consultation with hapū or iwi has been completed in relation to the proposed road stopping, however Council staff will engage with mana whenua prior to progressing the road stopping.

5.6 Climate response and resilience considerations

Whaiwhakaaro-aa-taiao

The matters in this report have no known impact on climate change or resilience for the Council.

5.7 Risks

Tuuraru

The Overall Risk Profile is **Low** as determined by Council's Risk Profile Assessment Tool.

6. Significance and engagement assessment

Aromatawai paahekoheko

6.1 Significance

Te Hiranga

The decisions and matters of this report are assessed as of low significance, in accordance with the Council's [Significance and Engagement Policy](#).

The Significance and Engagement Policy provides at Schedule 1, a list of Waikato District Council's assets, which further identifies the roading network to be a strategic asset.

The Policy requires Council to consider the degree of importance and determine the appropriate level of engagement, as assessed by the local authority of the issue, proposal, decision, or matter, in terms of the likely impact on and consequence for: -

- a) The District or region;
- b) Any persons who are likely to be particularly affected by, or interested in, the issue, proposal, decision or matter;
- c) The capacity of the local authority to perform its role, and the financial and other costs of doing so.

The portion of road does not form part of a series of linked roads. Alternative road is established.

6.2 Engagement

Te Whakatuutakitaki

Walking Access Commission will be engaged, and final comments were not available at the time the report was written. The portion of road to be stopped does not link to any other road, waterway or site of significance.

Highest level of engagement	Inform	Consult	Involve	Collaborate	Empower
	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

State below which external stakeholders have been or will be engaged with:

Planned	In Progress	Complete	
<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	Internal
<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Mana whenua
<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	Other – Adjoining/affected landowners
<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Other – Walking Access Commission

7. Next steps

Ahu whakamua

Report to be submitted to the next Council meeting for approval.

8. Confirmation of statutory compliance

Te Whakatuuturutanga aa-ture

As required by the Local Government Act 2002, staff confirm the following:

The report fits with Council's role and Infrastructure Committee's Terms of Reference and Delegations.

Recommendation to Council required

The report contains sufficient information about all reasonably practicable options identified and assessed in terms of their advantages and disadvantages (*Section 5.1*).

Confirmed

Staff assessment of the level of significance of the issues in the report after consideration of the Council's Significance and Engagement Policy (*Section 6.1*). Low

The report contains adequate consideration of the views and preferences of affected and interested persons taking account of any proposed or previous community engagement and assessed level of significance (*Section 6.2*). Confirmed

The report considers impact on Maaori (*Section 5.5*) Not applicable

The report and recommendations are consistent with Council's plans and policies (*Section 5.4*). Confirmed

The report and recommendations comply with Council's legal duties and responsibilities (*Section 5.3*). Confirmed

9. Attachments

Ngaa taapirihanga

Attachment 1: Proposal Rooding Stopping – Hitchen and McDonald Road

NOTES:

1. ALL AREAS AND DIMENSIONS ARE SUBJECT TO FULL LAND TRANSFER SURVEY.
2. THIS PLAN HAS BEEN PREPARED TO OBTAIN A COUNCIL APPROVAL AND IT SHOULD NOT BE RELIED UPON FOR ANY OTHER PURPOSES.

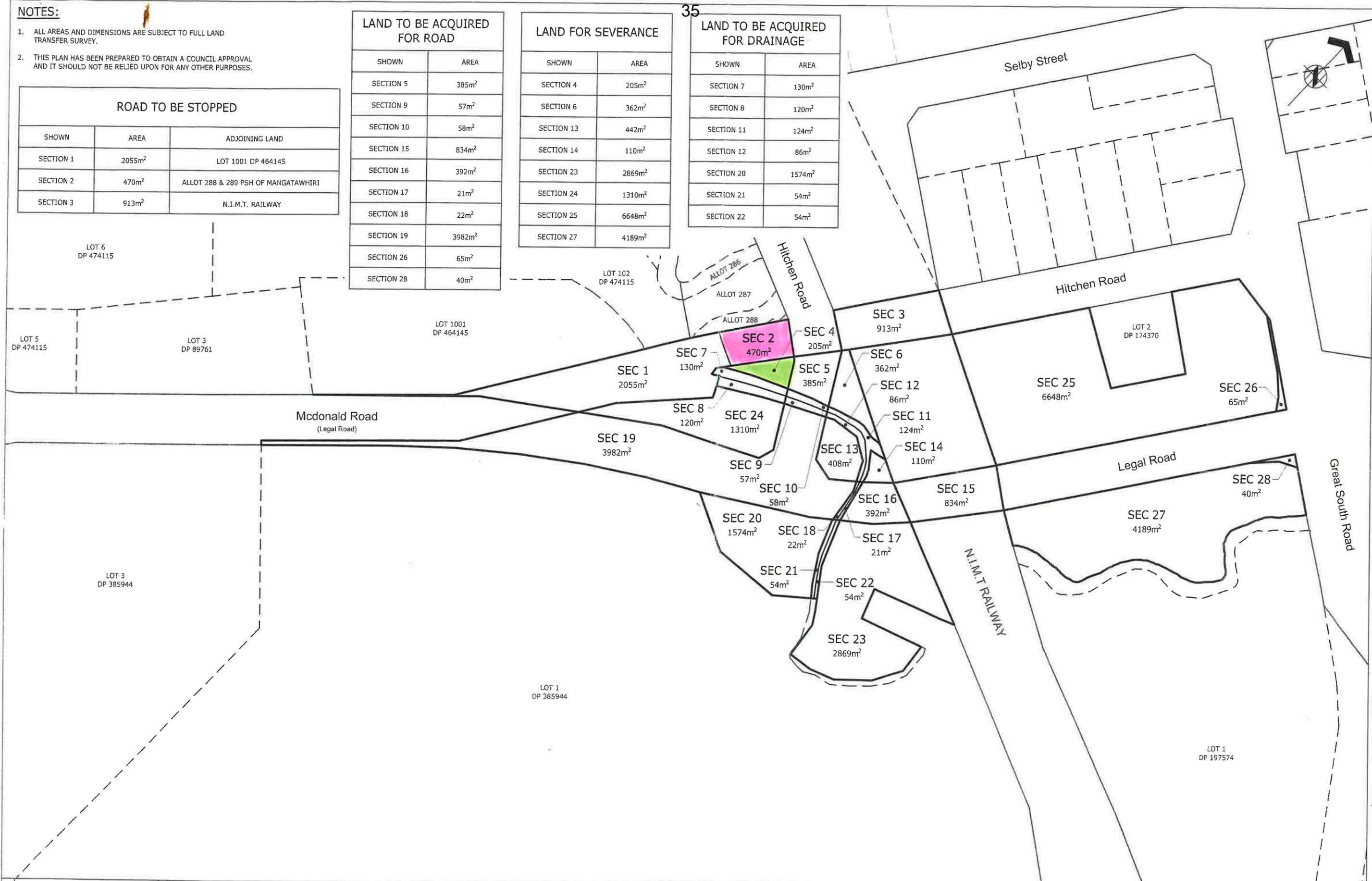
ROAD TO BE STOPPED		
SHOWN	AREA	ADJOINING LAND
SECTION 1	2055m ²	LOT 1001 DP 464145
SECTION 2	470m ²	ALLOT 288 & 289 PSH OF MANGATAWHIRI
SECTION 3	913m ²	N.I.M.T. RAILWAY

LAND TO BE ACQUIRED FOR ROAD	
SHOWN	AREA
SECTION 5	385m ²
SECTION 9	57m ²
SECTION 10	58m ²
SECTION 15	834m ²
SECTION 16	392m ²
SECTION 17	21m ²
SECTION 18	22m ²
SECTION 19	3982m ²
SECTION 26	65m ²
SECTION 28	40m ²

LAND FOR SEVERANCE	
SHOWN	AREA
SECTION 4	205m ²
SECTION 6	362m ²
SECTION 13	442m ²
SECTION 14	110m ²
SECTION 23	2869m ²
SECTION 24	1310m ²
SECTION 25	6648m ²
SECTION 27	4189m ²

35

LAND TO BE ACQUIRED FOR DRAINAGE	
SHOWN	AREA
SECTION 7	130m ²
SECTION 8	120m ²
SECTION 11	124m ²
SECTION 12	86m ²
SECTION 20	1574m ²
SECTION 21	54m ²
SECTION 22	54m ²



REF	REVISIONS	BY	DATE	APPROVED:	DATE	SIGNED:	SURVEY DATE:
R1	RESOURCE CONSENT	CLH	27.02.15	CLH	27.02.15		

ORIGINATOR:	DATE:	SIGNED:	PLOT BY:
MSS/CLH	27.02.15		RSA
DRAWN:	DATE:	SIGNED:	PLOT DATE:
IJB/RSA	27.02.15		27.02.15
CHECKED:	DATE:	SIGNED:	SURVEY BY:
CLH	27.02.15		
APPROVED:	DATE:	SIGNED:	SURVEY DATE:
CLH	27.02.15		

ASSOCIATION OF CONSULTING ENGINEERS NEW ZEALAND

ISO 9001 QUALITY ASSURED

HG

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PROJECT: DFH JOINT VENTURE INDUSTRIAL STAGE 2 SUBDIVISION POKENO

TITLE: ROAD TO BE STOPPED AND LAND TO BE ACQUIRED FOR ROAD AND DRAINAGE

ISSUE STATUS:	
CONSENT ISSUE	
PROJECT No: 1150-128287-01	SCALES: 1:750 - A1 1:1500 - A3
DRAWING No: 128287-SUB2-103	REV: R1

To	Infrastructure Committee
Report title	Approval for Appointment of a Hearings Panel for the General Policies Reserve Management Plan Draft
Date:	14 February 2023
Report Author:	Razan Serhan and Matthew Horsfield – Reserve Planning Team
Authorised by:	Megan May, Deputy General Manager Service Delivery

1. Purpose of the report

Te Take moo te puurongo

To inform the infrastructure Committee on the review of the draft General Policies Reserve Management Plan.

And

To seek approval to appoint a panel and hold a hearing to receive verbal submissions on the draft General Policies Management Plan.

2. Executive summary

Whakaraapopototanga matua

The [General Policies Reserve Management Plan](#) (RMP) was first adopted in 2015 and sets objectives and policies that apply to all reserves administered by Waikato District Council. The General Policies RMP includes topics such as leasing, fencing and reserve naming.

Under the Reserves Act 1977, RMPs are required to be reviewed 10 yearly. Although the General Policies RMP is not due for review until 2025, there is a range of new technology, topics and process improvements that have been recommended by staff which has prompted the review to be brought forward.

The General Policies RMP is considered our foundational RMP. It covers every reserve (subjected to the Reserves Act 1977) that Council administers and stands in place for our parks which are not included specifically in another RMP. Staff have reviewed the full RMP programme and have identified that an update and improvements to the foundational RMP will streamline RMP reviews moving forward.

The creation or review process of an RMP is detailed in the Reserves Act, including two phases of public consultation, early engagement and public consultation. The second phase of public consultation included an opportunity for the public to make a verbal submission to Council. This involves appointing a hearings panel who will hear verbal submissions and deliberate and report back to the committee on changes that have been undertaken on the draft plan. Staff are seeking approval for the appointment of hearings panel to hear verbal submissions and deliberate on the submissions received.

3. Staff recommendations Tuutohu-aa-kaimahi

That the Infrastructure Committee:

- a. **appoints a hearings panel consisting of two (2) General Ward Councillors and one (1) Maaori Ward Councillor to hear submissions received on the draft General Policies Reserve Management Plan;**
- b. **notes the date of the hearing will be set by the hearings panel and staff; and**
- c. **notes the hearings panel will report back to the Infrastructure Committee following the hearing and deliberations.**

4. Background Koorero whaimaarama

Reserve Management Plans (RMP) are required under the Reserves Act 1977 to provide detail on the use, development, and maintenance of open spaces. It is considered best practice to develop and maintain a General Policies RMP.

In June 2014, Council adopted a position on the process for development of reserve management plans, including the establishment of the General Policies RMP. The General Policies RMP was created and adopted in June 2015.

Since 2015, new technology (i.e. drones, E-cigarettes) have become popular and require additional policy to be considered. Process improvements and a review of the Open Spaces policy portfolio has also been undertaken, recommending the General Policies RMP to be updated with older or revoked standalone policies where appropriate. Reserve Management Plans are created and reviewed through a process outlined in Section 41 of the Reserves Act (Figure 1). The process included two rounds of public consultation, with the second round for formal consultation being publicly notified and open for written submissions from the 12th October 2022 till the 12th of December 2022.

A hearings panel (representing the administering authority) is to be formed to hear all submissions, summarise, and recommend changes. Council has been delegated the authority to appoint a hearings panel to consider submissions received on management plans and make a recommendation to Council on the final plan.

Council is the ultimate decision maker and makes the final determination as to the incorporation of amendments and robustness of process. Previous RMP reviews have utilised hearings panels.

Staff will organise dates in conjunction with the hearings panel to hear verbal submissions. After the hearings, amendments to the draft public plan will be made, before being presented back to Council for adoption.



Figure 1: The process to create or review a Reserve Management Plan, in accordance to the Reserves Act 1977.

5. Discussion and analysis

Taataritanga me ngaa tohutohu

In 2021, the Community Connections team undertook a strategic portfolio review that identified a range of new technology that is currently not managed by any policy or standardised approach. Staff undertook a review of the full RMP portfolio acknowledging the gaps (technology and revoked policies) and common themes that are being duplicated through each RMP review. These themes include concept plan design, Tangata Whenua co-management, and renewal of recreational leases.

The General Policies RMP was identified as the appropriate RMP to be reviewed and updated as it provides objectives and policies to all reserves administered by WDC and was given higher priority due to its well utilised nature.

In June 2022, public notices were placed districtwide and on Council's website calling for ideas and suggestions as to what should be included/excluded within a General Policies Reserve Management Plan. Submissions period was open from 18 May 2022 – 17 June 2022. Options to provide feedback were available online, via email or in person at any Council office or library.

Workshops were held internally with the Corporate Planning, Open Spaces, Strategic Property and Facilities teams who provided feedback on the draft document. Discussions were held with Waikato Tainui's Project Advisor, incorporating themes of sustainability into the draft document. A workshop was held with Councillors on Wednesday, 3 August 2022 where an overview was provided on the purpose, the main themes and the changes being made to the RMP. Councillors provided feedback on public art, reserve naming and the importance that information be easily accessible to the public.

Council received 42 submissions through public consultation throughout the consultation period between 12th October 2022 and 12th December 2022. Of the 42 submissions, 11 submitters requested to attend the hearing. Responses were received from the public, Iwi/hapuu and key stakeholders such as Tainui o Tainui, Auckland Waikato Fish and Game, Tamahere Mangaone Restoration Trust, and Horse Access Advocates Waikato Inc. A collation of submissions and attachments will be included in the agenda for the hearings.

The general themes of the submissions received focused on;

- General support for protection of native flora & fauna, and undertaking restoration programmes
 - Consideration of light operation to be suppressed and controlled depending on hours.
 - Support for Council's partnership with mana whenua.
 - Opinion on whether reserves should be smoke free reserves and include restrictions on vaping activity.
 - That shade be provided on playground and high usage reserves.
-

- Reference to the preservation of dark skies as darkness has intrinsic significance in people's choice and enjoyment of visiting and living in rural areas.
- Recommendation of including accessibility and play that is equitable and meets the needs of users and communities.

5.1 Options

Ngaa koowhiringa

Staff have assessed that there are two viable options for the Infrastructure Committee to consider. This assessment reflects the level of significance (see paragraph 6.1) and the work completed on the review of the council wide policies. The two options are listed below.

Option 1: Committee appoints a hearings panel to hear submissions and undertake deliberation for the General Policies Reserve Management Plan (***recommended option***)

Appointing a hearings panel to hear verbal submissions on the draft RMP will provide an opportunity for submitters to have a formal opportunity to submit their views in person. This will assist in the creation of a finalised RMP that allows for good decision making around the use and development of reserves going forward.

Option 2: Committee does not appoint a hearings panel and hearings do not take place.

The Committee can choose not to hold hearings on the draft RMP, as it is not a requirement of the Reserves Act. The Committee would still be required to deliberate and consider written submissions received during the consultation period. However, there has been interest expressed by the public to attend a hearing and it would not adhere to Council engagement policy as the Reserve Management Plan is a matter of significance.

Staff recommend **option one (1)**.

5.2 Financial considerations

Whaiwhakaaro puutea

Minor costs will be incurred through administration tasks associated with the hearings process.

There are no material financial considerations associated with the recommendations of this report.

5.3 Legal considerations

Whaiwhakaaro-aa-ture

Staff confirm that option one complies with the Council's legal and policy requirements, and best practice. Option two would fail to meet Council's engagement policy as there has been interest from the public to make verbal submissions.

5.4 Strategy and policy considerations

Whaiwhakaaro whakamaaherehere kaupapa here

The report and recommendations are consistent with the Council's policies, plans and prior decisions. Furthermore, the preferred option adheres to Council's engagement policy for community engagement.

5.5 Maaori and cultural considerations

Whaiwhakaaro Maaori me oona tikanga

Maaori stakeholders are identified as an essential stakeholder for all RMPs created or reviewed. Through the RMP review process staff will actively seek input into the RMP from iwi, hapuu and mana whenua where appropriate.

Discussions with Waikato Tainui have commenced, with the draft RMP considering Waikato Tainui's strategic direction and the Waikato River Vision and Strategy. The next step for consultation is presentation of the draft document for further discussion.

5.6 Climate response and resilience considerations

Whaiwhakaaro-aa-taiao

The matters in this report have no known impact on climate change or resilience for the Council.

The Climate Response and Resilience Policy will be given effect to through the review and implementation of all RMPs. A new sustainability section have been included into the draft RMP addressing:

- 1.4.1 Climate Change, Fire Risk and Natural Hazards
- 1.4.2 Biodiversity
- 1.4.3 Sustainable Practices

Principles of sustainability are present throughout the draft RMP, further highlighting the focus of presenting and celebrating our open spaces in environmentally friendly ways.

Public engagement measures will be encouraged to be carried out in an environmentally sustainable manner.

5.7 Risks

Tuuraru

The overall risk profile is low. The document review process will be clearly scoped and follow procedures outlined in the Reserves Act and further detailed in Promapp. Any submissions with opposing or conflicting recommendations are discussed in deliberations.

6. Significance and engagement assessment

Aromatawai paahekoheko

6.1 Significance

Te Hiranga

The decisions and matters of this report are assessed as of high significance, in accordance with the Council's [Significance and Engagement Policy](#).

The following criteria are particularly relevant in determining the level of significance for this matter: (delete those not applicable, and provide further information for those that are applicable).

- The proposal or decision will affect a large portion of the community.
- The likely impact on present and future interests of the community, recognising Maaori Tikanga (culture values) and their relationship to land and water.
- The proposal affects the level of service of a significant activity.
- The community interest is likely to be high.
- The likely consequences are controversial.
- There is more than one viable option.

6.2 Engagement

Te Whakatuutakitaki

Highest level of engagement	Inform	Consult	Involve	Collaborate	Empower
	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	✓	<input type="checkbox"/>
<i>Tick the appropriate box/boxes and specify what it involves by providing a brief explanation of the tools which will be used to engage (refer to the project engagement plan if applicable).</i>	<p>The process to review a reserve management plan requires submissions from public consultation to be considered.</p> <p>Staff have actively engaged key stakeholders for input.</p> <p>All submissions will be considered. A public hearing will assist in the creation of a finalised General Policies RMP document.</p>				

State below which external stakeholders have been or will be engaged with:

Planned	In Progress	Complete	
<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Internal
<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Community Boards/Community Committees
<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Waikato-Tainui/Local iwi and hapuu
<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Affected Communities
<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Affected Businesses
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Other (Please Specify)

7. Next steps Ahu whakamua

The Reserve Planning and Corporate Planning Teams will undertake preparations for the hearing and deliberations, including organising verbal submitters and collating written submissions. A date for the hearing will be decided alongside the hearings panel, which will be followed by deliberations. Staff will then update the draft RMP with the recommendations from the deliberations and present the final RMP to the Committee for adoption.

8. Confirmation of statutory compliance Te Whakatuuturutanga aa-ture

As required by the Local Government Act 2002, staff confirm the following:

The report fits with Council's role and Committee's/Community Board's Terms of Reference and Delegations.

Confirmed

The report contains sufficient information about all reasonably practicable options identified and assessed in terms of their advantages and disadvantages (*Section 5.1*).

Confirmed

Staff assessment of the level of significance of the issues in the report after consideration of the Council's Significance and Engagement Policy (*Section 6.1*). High

The report contains adequate consideration of the views and preferences of affected and interested persons taking account of any proposed or previous community engagement and assessed level of significance (*Section 6.2*). Confirmed

The report considers impact on Maaori (*Section 5.5*) Confirmed

The report and recommendations are consistent with Council's plans and policies (*Section 5.4*). Confirmed

The report and recommendations comply with Council's legal duties and responsibilities (*Section 5.3*). Confirmed

9. Attachments

Nga taapirihanga

Attachment 1 – Draft General Policies Reserve Management Plan

<https://shape.waikatodistrict.govt.nz/managing-our-reserves>

Waikato District Council General Policies Reserve Management Plan

DRAFT for Public Consultation September 2022

Adopted by Council 8th June 2015
Reviewed and Adopted by Council XXXXXX

Process timeline

Public Consultation Pre-engagement	18 May – 17 June 2022
<i>Public Consultation on Draft Management Plan</i>	XXXX-XXXX
<i>Hearing for Public Submission</i>	XXXXXX
<i>Management Plan Adopted</i>	XXXXXX

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Purpose of this plan

How to use this document

Waikato District Council (Council) is responsible for managing local reserves within its area. Reserves are a key link to health, social wellbeing, and cultural identity of the Waikato District. These reserves contain some major natural landscapes and culturally significant settings that contribute to the character, sense of place and to the local economy.

For the simplicity of this document, the term “reserve” is used collectively for parks, open spaces, recreation areas, natural bush, coastal beach reserves, esplanades, that are managed by Council for a variety of purposes and public benefits.

Reserve management plans (RMP) provide direction for the day-to-day management of parks and reserves. Determining community preferences and establishing the best means to provide for them are essential ingredients of good management planning. A management plan provides the community with certainty about the function and management of reserves that are managed by Council. It also helps ensure that management decisions are consistent with the principles of the Reserves Act 1977.

This management plan provides generic policies that will provide consistent management practices across all the reserves administered by Council. The draft plan contains land for which the Council has decision making powers, land held under the Reserves Act and the Local Government Act (LGA).

This plan does not cover legal roads and land managed by the Department of Conservation. Land held as airfields, drainage and utilities are also not included within this plan.

This plan needs to be read and reviewed in its entirety, as multiple policies may relate to a single item, (e.g. club buildings have policies under the Buildings section and also the Leases and Licenses section, and new buildings also need to consider the Development section of policies).

Waikato District Council Reserves

Council manages approximately 484 local reserves, spanning of 2,177 hectares. This land includes playgrounds, local town reserves, coastal settings, sports grounds and natural bush areas. All Waikato District Council’s actively managed reserves are listed in Appendix 1.

The Reserves Act 1977 provides the legal classification system for reserves held under the Act (Appendix 2). This identifies the primary purpose of the reserve and the statutory framework for managing the reserves. Because the classifications are high level, Waikato District reserves are also grouped into different management categories, which have been developed by the Recreation Aotearoa (Appendix 2). The categories include Civic space, Cultural heritage, Neighbourhood, Outdoor adventure, Nature, Public gardens, Recreation and ecological links,

and Sports and recreation. These reserve categories are compatible with the Reserves Act Classifications but provide a more detailed framework that recognises the more specific function and character of each reserve and assists with the planning and management, including the level of service applied to the reserves (e.g. a sports and recreation reserve has a high level of built infrastructure and level of maintenance, whereas a natural bush area has low levels of infrastructure and different maintenance activities).

Relationship with Other Council Documents and Legislation

The development and management of local reserves and the implementation of this plan is guided by a range of legislation, statutory and non-statutory policies and council plans and strategic documents.

Please note that nothing in this plan avoids the need for activities and development on reserves to comply with other relevant legislation. Applicants for a proposed activity may require separate regulatory approvals and consents, such as under the Resource Management Act 1991, Building Act 2004 and Heritage New Zealand Pouhere Taonga Act 2014.

Reserves Act 1977

The Council has a responsibility as an administering body under the Reserves Act 1977, Section 41, to prepare management plans for the reserves and parks that it manages.

“The management plan shall provide for and ensure the use, enjoyment, maintenance, protection, and preservation, as the case may require, and, to the extent that the administering body's resources permit, the development, as appropriate, of the reserve for the purposes for which it is classified, and shall incorporate and ensure compliance with the principles set out...for a reserve of that classification.”

The development of this plan follows a reserve management planning process as detailed in Figure 1. The RMP process has a strong focus on public engagement, allowing the communities to shape the document. In accordance with the Reserves Act 1977, this management plan will remain under continuous review.

Where specific reserve management plans exist for a category or individual reserve, the policies in that RMP take precedence over the General Policies RMP.

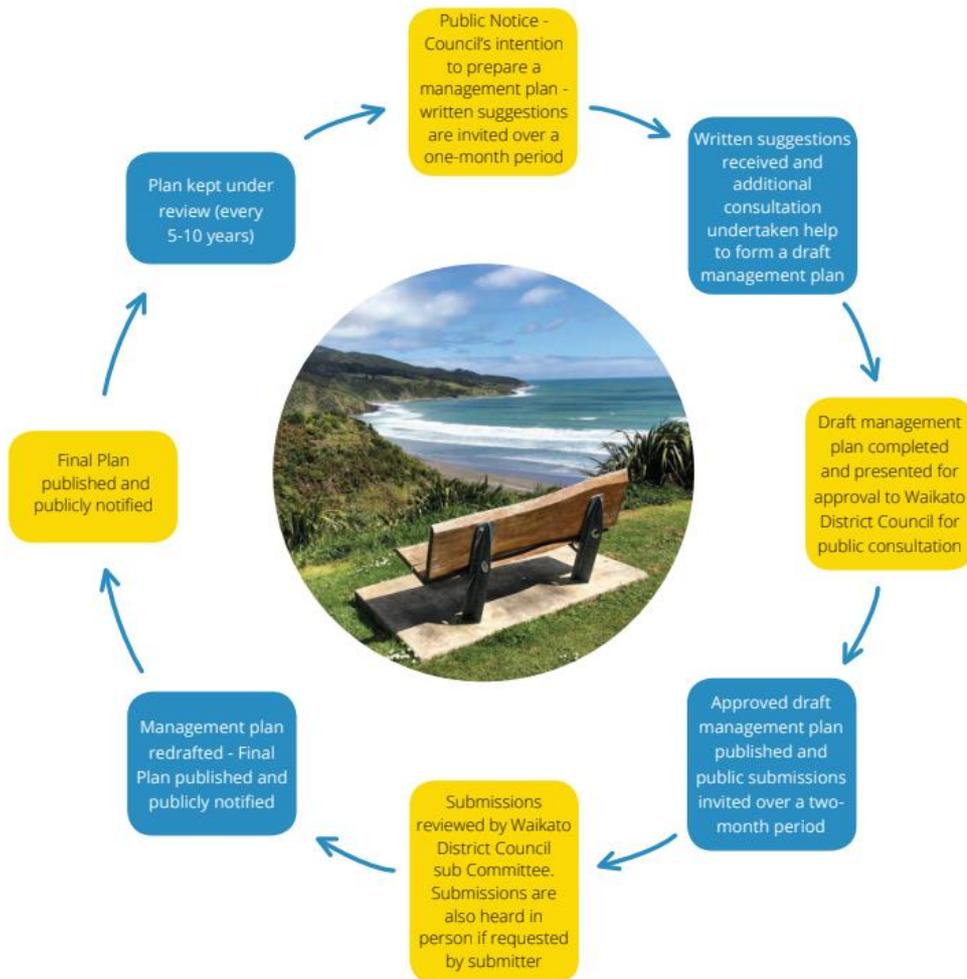


Figure 1: RMP process and detailed steps in accordance with the Reserves Act (1977).

Bylaws and Policies

There are existing bylaws and standalone policies that apply to the use of Council land and may impact on user behaviour or the management of a reserve. Most bylaws simply require compliance with specified rules for the activity, for example a person may only exercise a dog off a leash in certain reserves or parts of a reserve. Other activities may require a prior approval, with the criteria and process for obtaining the approval set out in a bylaw or policy.

Bylaws and standalone policies take precedence over the General Policies RMP and where possible duplication of content has been avoided.

Te Tiriti o Waitangi - The Treaty of Waitangi

The Treaty of Waitangi is the founding document of New Zealand. The principles of Te Tiriti o Waitangi are applied to the decision-making process and management of reserves in the district. Mana whenua continue to maintain a presence and relationship with their ancestral sites and landscapes of significance. This relationship also extends to the taonga, and sites where historic events occurred, often within the boundaries of the reserves.

Council actively maintain relationships with iwi within the district through established Joint Management Agreements and Memorandum of Understanding.

Structure of this Plan

This RMP sets out policy on which applies to all Council Reserves in the District.

The Plan is set out in five policy sections, where the reader will be able to find objectives and policies associated with each subject.

The five policy sections are:

Section 1 - Reserve Values

Section 2 - Development of Reserves

Section 3 - Use of Reserves

Section 4 - Authorisations and Approvals

Section 5 - Management of Reserves

The policy sections should **be read as a whole**. This means that more than one objective and/or policy may be relevant in any given situation. Plan readers should therefore seek to identify all relevant objectives and policies relevant to an issue in the General Policies document and in the individual plan which includes that reserve (e.g. Sports Park RMP).

1. Reserve Values

1.1 Relationship with Mana Whenua

Objective

- A. To work in partnership with mana whenua to implement the principles of kaitiakitanga (guardianship) of reserves and recognise mana whenua's connection with the land

Policies

1. Work with mana whenua to understand their aspirations and priorities for Waikato District reserves
2. Integrate principles of kaitiakitanga into the planning and management of reserves
3. Recognise and support mana whenua tikanga, kawa, customs to access sites and gathering of resources
4. Identify, protect, and celebrate sites of taonga in accordance with mana whenua tikanga wishes

Explanation

Mana whenua are not considered key stakeholders but partners with how Council manages reserves and together we lean on the principles of kaitiakitanga. The values held by kaitiaki (guardians or protectors) include their environmental and spiritual ties to ancestral lands, water, sites, wāhi tapu (sacred areas) and other taonga (treasures), and the wellbeing of the community. Kaitiakitanga invites people to form and maintain relationships with the environment in which they live.

By nature of these principles, we will work together to address access to sites and resources to support cultural practices.

1.2 Relationships with Volunteers and Partnerships

Objective

- A. To encourage and facilitate volunteering activities on reserves that align with the policies of this plan and support resource efficiencies resulting in mutual benefits for our communities and the reserves themselves

Policies

1. Create and maintain relationships with volunteer groups. Volunteering activities on reserves require Council authorisation and the assessment of proposals will be subject to Council agreement.

2. Volunteer activities shall be formalised under a formal Council agreement.
Appropriate roles and responsibilities to be defined in partnership with Council
3. All volunteer groups must meet and comply with health and safety requirements relative to the nature of the work they are undertaking

Explanation

Some partnerships may be simple arrangements between the Council and one community partner/ group. In many cases, Council provides most of the financial investment in the form of land, buildings or funding, and the partner/group providing volunteer know-how, physical work, networks, and programming expertise.

Other partnership arrangements may be large and complex, with multiple investors sharing the capital development costs of a new facility, and professional operators playing a role alongside community partners. The Council will consider a wide range of partnership arrangements, within broad parameters. The importance of partnership is not the size of the group but has the skills to successfully and sustainably meet the community's needs. Given the variety of potential scenarios, it is important that our Council processes can adapt to suit.

1.3 Cultural and Historic Heritage

Objectives

- A. To identify, protect and manage significant historic and cultural heritage for its intrinsic value, for the enjoyment and education of reserve users
- B. To ensure the design and use of reserves recognises and celebrates the district's historic and cultural heritage

Policies

1. Ensure areas of cultural significance or heritage value located on a reserve are protected, managed, and conserved in proportion to their significance and the level of threat posed to them, in accordance with:
 - a. Any preference of mana whenua and tikanga (protocols)
 - b. Legislation, such as the Reserves Act, Resource Management Act 1991 and the Heritage New Zealand Pouhere Taonga Act 2014 (NZHPT 2014)
 - c. Council statutory and non-statutory policy such as the District Plan
 - d. Any heritage conservation plans
2. Any development work carried out on or adjacent to historic structures shall be sympathetic to their historical context
3. Encourage public appreciation and enjoyment of historic and cultural heritage in reserves through education, interpretation, cultural markers, public art, and opportunities for community participation

4. Where kōiwi (remains) or artifacts of cultural or historic value are discovered during reserve operations or development, mana whenua will be consulted in the first instance and an accidental discovery protocol will be followed

Explanation

It is important to recognise and retain heritage features, which may include historic structures and archaeological sites. Such sites provide physical evidence of historical events and add to the depth of experience for visitors and local residents when they visit the reserves.

The NZHPT (2014) provides legal protection for all pre-1900 archaeological sites (including recorded and non-recorded) and those post 1900 sites gazetted for protection under the Act. An archaeological authority from Heritage New Zealand Pouhere Taonga is required to modify or destroy any archaeological site. Any site where there may be an archaeological interest will require that Heritage New Zealand Pouhere Taonga is notified and an archaeological assessment completed along with archaeological authority being obtained before any works can commence. Known sites may have archaeological site information detailing the importance and management of the site.

1.4 Sustainability

1.4.1 Climate Change, Fire Risk and Natural Hazards

Objectives

- A. To manage reserves in a way that minimises and mitigates the impact of climate change
- B. To improve the resilience of reserves by acknowledging and adapting to the effects of climate change, flooding and impacts of natural hazards
- C. To manage significant risks from natural hazards to reserve users and assets in accordance with local, regional, and national policy
- D. To prevent and reduce risk of fire damage on reserves by effective operations and visitor management of fire risks

Policies

1. Adapt to climate change impacts and coastal hazards including:
 - a. Promoting as a general policy, a managed retreat from erosion zones and coastal areas that are increasingly inundated
 - b. When structures affected by coastal hazards fail or when other trigger points are reached, in general prefer to move them to less vulnerable sites or remove entirely rather than repair them
 - c. Follow best practice guidance for hazards risk management
 - d. Decision making in response to the impact of coastal hazards or land instability to a reserve or reserve infrastructure will be consistent with a national, regional, or Council policy or site-specific hazard management plan

2. Avoid and mitigate the impact of climate change and coastal erosion by:
 - a. Undertaking restoration and planting programmes where appropriate
 - b. Promoting soft engineering solutions to retain a natural beach buffer and to strengthen natural features (such as salt marshes or other natural flood zones, beaches, and dunes) in preference to using hard protection structures to manage natural hazards
 - c. Continuing to maintain and create natural dune ecosystems to help stabilise them and slow down the rate of erosion

3. Stormwater, flooding, and erosion
 - a. Manage stormwater runoff and flooding through soft engineering including but not limited to grass swales, riparian plantings, wetland holding areas riparian planting of ecologically appropriate native species
 - b. Require the siting of facilities and planting on reserves to have regard for avoiding natural hazard threats, including flooding and erosion
 - c. Avoiding earthworks near streams
 - d. Planting steep slopes to prevent erosion and sedimentation

4. Fire management
 - a. Reduce fire risk around public designated picnic sites, tracks, and heritage buildings and structures by appropriate vegetation management, including species selection of any future plantings in the surrounding area
 - b. Only permit the use of public open fires, including portable barbeques using solid fuel, in public amenity picnic areas, and where the fire is permitted by controls implemented through the Fire and Emergency Act 2017
 - c. Support Fire and Emergency New Zealand through any prohibition or restrictions and any associated processes to manage a fire season

Explanation

In order to manage the use, protection and development of reserves across the district, Council needs to be aware of natural hazards and climate change, and their potential impact on the use and safety of public reserves. Flooding, coastal inundation, and erosion/land instability are the main climate change hazards that can occur in areas of the Waikato District that are likely to impact on reserves.

Risks from natural hazards are expected to increase as a result of climate change, with sea levels rising and an increase in the frequency and severity of storms.

Public demand for hard erosion protection works such as seawalls or groynes is often high when harbour/coastal processes affect private property, public infrastructure, or reserves. While hard erosion protection works can in some cases shield property, they can have significant adverse effects on harbour/coastal processes and natural features (e.g. increasing erosion further in or along the harbour/coast) and on natural character, amenity values and public access to and along coastal margins.

Erosion protection works can cause coastal (including harbour) edge degradation which can threaten coastal habitats and ecosystems. There is no one solution that suits all sites where coastal edge erosion is occurring.

Climate change is creating changes to natural physical processes, ecosystems and habitats on many of the local reserves. Altered weather patterns may have negative impacts such as an increase in plant and animal pests and the spread of pathogens. It could also change recreational access to areas if the ground is saturated for longer periods.

Stormwater assets and recreational assets are frequently developed together to provide a dual amenity and function for a new subdivision. The primary purpose of the space must be clearly defined at the time of development. Seasonally there may be an adverse effect of stormwater on recreational assets resulting in a lowered level of service (e.g. flooding on walkways).

All fires, whether lit naturally, accidentally, or deliberately can pose a risk to reserve visitors, native vegetation, species, historic places, reserve assets and adjoining property. The risk of fire is likely to increase as an impact of climate change, where the climate is likely to become hotter and drier.

Council will take the approach of only allowing open fires in purpose built solid fuel barbeques or fire pits. Reserve users are not allowed to make fires in other places, including uncontrolled settings such as beaches or dunes. Fireworks are to be restricted to particular public events and conditions for the activity approved by Council. No private informal displays permitted. No fires will be permitted when a prohibited fire season has been declared by Fire and Emergency New Zealand.

Council will manage climate change by focussing on mitigation and adaptation through the Waikato District Council Climate Response and Resilience Action Plan Framework (2020).

1.4.2 Biodiversity

Objectives

- A. To protect, maintain and enhance the long-term viability and resilience of native species, habitats, and ecosystems on reserves
- B. To inspire and encourage people to be actively engaged in caring for natural values on reserves

Policies

1. Maintain restoration and ecological enhancement programmes on the district's reserves, and giving priority to:
 - a. Deliver biodiversity programmes with a focus on pest animal and plant management as required by the Waikato Regional Pest Management Plan (and any subsequent updated plan) as resources allow
 - b. The restoration and enhancement of natural value reserves for the benefit of the community and the environment

- c. Ensuring, where practical, that natural value reserves are accessible to the community and well connected to wider open space and trail networks
 - d. Continuing to foster enduring relationships with key partners to support the ongoing enhancement of natural value reserves and agreed regional priorities such as site led biocontrol and pest management programmes, collaboration efforts with Waikato Regional Council, Waikato RiverCare, and other relevant management agencies or volunteer groups to co-ordinate and compliment efforts across the Waikato
2. Any plantings undertaken on reserves will:
 - a. Be consistent with the overall character and function of the reserve
 - b. Utilise species appropriate to the site
 - c. Generally, be indigenous and sourced from the same ecological district
 - d. Generally, be aimed at creating native species dominated, self-sustaining habitats over time
 - e. Will give regard to retaining and enhancing significant views from the reserve, without loss of existing habitat
 - f. Landscaping will be designed for low on-going maintenance
 3. Tree maintenance will take account of:
 - a. Naturally occurring native trees on reserve land will not be pruned or removed to create or maintain private views
 - b. Addressed appropriately to manage health and safety risks
 - c. Where possible, pruned to allow for natural habitat to remain for native species
 4. Consideration may be given to the planting of exotic species¹ where there is:
 - a. A desire for a commemorative or symbolic exotic species for a recognised individual or group
 - b. A need for a fast-growing species to control erosion
 - c. The advantage of fruit or specimen feature trees or hedging
 - d. Low maintenance and resilient species for amenity purposes
 - e. Replacement plants that are consistent with existing vegetation species
 5. Where practicable foster the resilience of native species, habitats, and ecosystems to the adverse effects of unpredictable events, such as climate change or new incursions of pests or pathogens, through an adaptive management response, on a case-by-case basis

Explanation

The Council reserves contain a wide range of the significant biodiversity and ecosystems. These natural resources are considered to be living taonga by mana whenua.

¹ Exotic species will not include any species identified in the Waikato Regional Pest Management Plan 2021-2031 or considered to be an ecological weed threat.

The Reserves Act requires that indigenous biodiversity present on a reserve is managed and protected in a way that is compatible with the principal or primary purpose of the reserve.

The management of the reserves provides opportunities to demonstrate best environmental practice and sustainability to the local community, both in the day-to-day management of reserves and in specific conservation projects. This includes revegetation to mitigate the impacts of climate change and allow for carbon sequestration.

Volunteers currently play a role in delivering biodiversity outcomes and utilise their efforts for educational opportunities. Volunteering and education activities are a great way to engage the next generation of environmentally minded people.

Indigenous biodiversity and ecosystem functions can be significantly threatened by some introduced plants and animals. The Waikato District provides a favourable climate for many introduced species and has a high number of introduced plants that have naturalised in the area. It is anticipated that climate change is likely to increase the number and extent of invasive plants, invertebrates, such as wasps, and pathogen incursions like myrtle rust in the future.

The threat of pathogens, such as kauri dieback and myrtle rust, spreading through the Waikato District may need to be actively managed in the near future. In some circumstances recreational access may need to be restricted through the closure of tracks, or quarantining zones or rāhui to protect areas within reserves to contain areas of infection to prevent the spread of disease.

1.4.3 Sustainable Practices

Objective

- A. To incorporate sustainable practices into the provision, management, and development of reserves

Policies

1. Ensure that sustainable management practices are taken into account in the design, operation, maintenance and development of the reserves across the Waikato District. This may include:
 - a. Considering the life cycle of products used for reserve development and maintenance
 - b. Considering renewable and reusable materials in reserve design elements
 - c. Considering low energy efficient devices for new or replacement services
 - d. Low impact design practises for stormwater management
 - e. Conservation and adaptive re-use of all forms of heritage items including buildings, structures, and fixtures such as pathways, trees, streetscapes, and paving, where appropriate
2. Facilitate sustainable transport options to reserves by incorporating supporting infrastructure

Explanation

The Council is committed to the principles of creating a sustainable community and environment. Council will endeavour to incorporate sustainable practices into both the provision of reserves within the district, and to their management and development where resources permit.

Sustainability is a process of ensuring all resources are used and managed for a balance of environmental, social, cultural, and economic wellbeing. It means meeting the needs of today without adversely impacting the needs of future generations.

There is a suite of sustainable practises that can be employed on reserves from choosing materials for reserve developments that have greater longevity to decrease maintenance and increase the life of assets to utilising environmentally friendly technologies to reduce energy costs.

Council can also encourage the use of sustainable modes of transport by including infrastructure such as bike parking into reserve designs. This technology will evolve over time and Council needs to keep abreast of new innovations in this space.

2. Development of Reserves

2.1 General Reserve Development

Objective

- A. Development is aligned with the reserve's purpose and the communities' needs without significant or ongoing adverse effects on other reserve users, adjoining property owners or the reserve itself

Policies

1. Reserve development shall occur through integration of the following:
 - a. The classification status of the reserve and the reserve category
 - b. Outcomes and recommendations of design guidelines, concept plans and /or relevant specialist assessments
 - c. The impact the proposed development has on existing reserve values, including the natural, cultural, landscape and open space characteristics of the reserve
 - d. Minimising the opportunities for vandalism
 - e. Consider crime prevention through environmental design (CPTED) principles
 - f. Universal design and how people of all ages and abilities use, access, and enjoy the reserve
2. Council may develop a concept plan to guide development of a reserve where this is not sufficient design detailed in an RMP

3. Council will consult the community over any major development² of a reserve, including targeted engagement with key user groups in the design and development of any concept plans

Explanation

Reserve development can protect and enhance the landscape and natural values, assist with activating a reserve and enhance community appreciation and enjoyment of the reserve. This covers many aspects, from designing and developing reserves in new subdivisions to upgrading existing reserves.

Council needs to ensure that reserves are developed to meet the community's aspirations and deliver the types of recreational experiences they are seeking whilst ensuring the natural values of the reserve are retained and potentially enhanced. For a number of key reserves across the district this will include the future development of a concept plan that will provide a more detailed guide as to how the development of the reserve will be co-ordinated.

2.2 Access and Parking

Objectives

- A. To provide safe, logical, and adequate access to and through reserves and car parks for vehicles, cyclists, and pedestrians whilst minimising impact on users, facilities, amenity values, and the general character of the reserve
- B. Ensure access to reserves is free of barriers for all members of the community
- C. Manage safety risks and visitor experience with temporary reserve closure where necessary

Policies

1. Provide and maintain safe and accessible routes to and through reserves and facilities, following CPTED principles
2. Allow for emergency and service vehicle access to reserves for operational purposes
3. Access to a reserve or area of a reserve may be temporarily restricted for a specified time³ where:
 - a. A rāhui is in place
 - b. Health and safety risk identified
 - c. Maintenance or remedial works are being carried out

² As defined in the Waikato District Council Significance and Engagement Policy (2020)

³ Reserve closures for temporary periods of time may only require public notification as permitted under the Reserves Act 1977

- d. An activity or event has been granted the right to restrict public access as part of its conditions of authorisation
 - e. There are unfavourable ground conditions or a biodiversity risk
 - f. Limiting vehicle access at night for security purposes
 - g. An isolated event or activity where the impact may have a detrimental impact to reserve visitors
4. When developing public spaces including parking and access roads, consider the general reserve development policies outlined in other sections of this plan, and the following:
- a. Where there is a District Plan or resource consent condition or a proven requirement directly related to the use of the reserve
 - b. Consider options to encourage passive transport (e.g. cycling) into and through a reserve
 - c. It is both physically and financially feasible to provide parking facilities
 - d. Locate parking closest to the site boundary and adjoining roads to minimise the loss of usable recreation space
 - e. Incorporating water sensitive design to reduce stormwater runoff and contaminants entering the stormwater system
 - f. Consider appropriate signage and speed calming techniques, (e.g. speed bumps), to slow vehicle movements through parks, where required
 - g. Volume of parking should consider regular daily usage (as oppose to peak parking)

Explanation

Public access to and through reserve areas is an essential aspect of reserve management. It enhances reserve use for the enjoyment and the benefit for residents with attractive connections throughout townships. Pedestrian access and circulation within a reserve needs to be coherent, appropriate to the site and safe. It also needs to allow access to the variety of facilities that are located within reserves. It is important that access points are clear and where applicable, clearly define a direct route through a reserve to makes users feel comfortable. Reserves carparks are not exclusive to a certain user group.

As with buildings, car parks and vehicle access impact on the usability of reserves by taking up space which would otherwise be available for other reserve activities. In addition, the hard surfaces (from access roads and car parks) have the potential to create adverse environmental effects, such as polluted stormwater runoff. Council intends to provide car parking that is relevant to the reserve's purpose, location, and likely demand during non-peak use of the reserve, and in accordance with District Plan Rules.

2.3 Buildings and Other Structures

Objectives

- A. To ensure the provision and maintenance of buildings and other structures necessary to facilitate public recreational use and enjoyment of the reserve is of a condition, design and scale suited to the reserve environment
- B. To ensure buildings or structures that are of benefit to reserve users are well utilised

Policies

1. In proposing to locate a new building or structure on a reserve (by Council or by others), or when considering proposals for the extension or upgrade of an existing building or structure, in addition to the General Reserve Development section the following shall be considered:
 - a. The Reserves Act classification of the land and the allocated reserve category and whether the purpose is compatible with the reserve's use and function
 - b. The need for the building or structure to be located on reserve land, considering evaluation of other sites, the potential to co-locate the activity in an existing building, to adapt an existing building and the opportunity to cluster buildings (hubbing) if a separate building is required
 - c. The scale of the proposed building or structure in relation to the reserve and its potential impact on foreseeable use of the reserve for outdoor recreation, the amenity of the reserve and the conservation of open space, views, significant vegetation, and significant landscape features
 - d. The siting, design, materials and colour of the proposed building or structure
 - e. The potential impacts generated by ancillary activities used to provide ongoing operational funding
 - f. The effects of providing access to, parking and service areas for the proposed building or structure
 - g. The ability, including the financial position, of the applicant to construct and maintain the building and operate the proposed activity
 - h. Consent requirements in accordance with the district plan
2. Where a building or other structure is no longer required by an occupier or Council, the following steps will be undertaken:
 - a. The occupier will be required to find a new approved occupier or remove the building or structure from the reserve
 - b. If the occupier cannot either find a new suitable occupier or remove the building or structure, then Council will take reasonable efforts to find a new suitable occupier or use for the building
 - c. If no suitable occupier or use can be found, Council will consider moving the building or structure
 - d. If no suitable occupier can be found and the building or structure cannot be relocated and there is no reasonably foreseeable use for the building or structure then it will be either tendered to be removed, or demolished
 - e. Where Council does not own the building, feasible costs associated with removal or demolition of the building and or structure and reinstatement of the reserve to Council's satisfaction shall be charged to the owner

Explanation

Sporting and community groups often request new buildings or facilities to be located on reserves. Well designed, sited, and integrated buildings and facilities can complement the reserves character and aesthetic values, while also enhancing the public's use and enjoyment of them.

This policy seeks to ensure that buildings and structures do not compromise the open space values of the reserve unless the provision of buildings and structures supports the use and enjoyment of the reserve.

Council owned buildings and structures on reserves assist in their day-to-day maintenance and management, such as equipment storage and public amenities (change/toilet facilities). These buildings will continue to be maintained to ensure these do not impact on the amenity or use of the reserve.

Changes in levels of population and participation sometimes result in sports clubs and groups dissolving, amalgamating, or falling into recess. A consequence of this is the abandonment of facilities such as playing courts, practice nets, clubrooms etc. Where a facility is not being used for its intended purpose Council can undertake a variety of options to seek a new occupier or consider removing the facility from the reserve land.

Council recognises the limited resources of community groups occupying reserves and notes some existing reserve facilities could sustain higher levels of use, and the sharing of such facilities would prevent unnecessary duplication and cost. Pre-approved sub-letting (or hubbing situations) of facilities by lessees can generate revenue and spread the load of paying for overheads such as power. Such uses must however be consistent with the purposes for which the reserve is held.

2.4 Furniture

Objectives

- A. To provide sufficient reserve furniture to facilitate public use and enjoyment of the outdoor recreational environment
- B. To ensure a coordinated and consistent approach to the design, selection, and placement of all reserve furniture

Policies

1. Consider installing furniture where there is a demonstrated need and it is appropriate to the functional use and purpose of the reserve, in accordance with Council's levels of service
2. Ensure that all new or replacement furniture is of an approved and environmentally practical design or style
3. The Council may remove furniture where the condition of the furniture is below an acceptable standard, where the furniture is not in keeping with the reserve, or where there is no longer a demonstrated need

Explanation

The provision of reserve furniture such as seating, picnic tables, barbeques, drinking fountains, and litter bins may enhance the usability of a reserve by supporting a variety of activities, encouraging people to gather within reserves and stay longer. It may also play an important role in public health.

It is important to manage reserve furniture and take the time to consider its installation, in accordance with the reserves purpose and use. If unmanaged, reserve furniture can add to visual clutter and detract from landscape and amenity values. Unmanaged reserve furniture can also become an ongoing maintenance burden to Council and the community.

Some reserve users may wish to commemorate loved ones who have had a connection to a reserve location. Where commemorative assets are proposed, Council will assess each application against the Memorials, Plaques, and Monuments Policy.

2.5 Lighting

Objective

- A. To provide lighting to facilitate evening or early morning use and access where appropriate

Policies

1. Council provision of lighting in a reserve, including along cycle and pedestrian paths will consider:
 - a. The use and purpose of the reserve
 - b. Whether there is a clear public benefit
 - c. Whether it supports the principles of CPTED
 - d. Lighting that is energy efficient (e.g. moving towards LED lighting)
2. Installation of exterior lighting by reserve occupiers, such as sports clubs, is subject to the approval of the Council. Lighting must at all times meet the relevant electrical safety standards, District Plan requirements and comply with the policies of this plan.
3. Hours of operation of lights shall be limited to those hours approved by the Council and District Plan. The use of adaptive lighting controls or light suppression techniques will be required to limit the hours or intensity of light.

Explanation

Lighting is sometimes required to improve the safety and functionality of reserves, to extend the period by which the reserve can be used, or to enhance the amenity of a reserve.

Good lighting design can reduce the impact of lighting on neighbours and the environment and significantly enhance the safety, use and appearance of reserves. Likewise, poor lighting

design and installation can have negative effects for neighbours and the environment. Care must be taken with flood lighting and security lighting.

Consideration of new lighting will be assessed in accordance with Crime Prevention Through Environmental Design (CPTED) principles. In some instances, perceived or real safety issues cannot be addressed by lighting alone. In these cases, lighting may encourage people to enter a reserve, where it may be unsafe to do so.

Where a user group uses lighting for a particular purpose (e.g. sports lighting), the cost of installation and ongoing supply charges may be undertaken by the user group.

2.6 Play Facilities

Objective

- A. The reserve network has a diverse range of enjoyable, stimulating, and safe play opportunities for all ages and abilities

Policies

1. Enhance and develop play facilities to reflect community demand, provide quality play outcomes and a cohesive network of designated play spaces for each urban locality
2. All new play equipment and associated safety surfaces and all renewal of play areas shall be designed, constructed, and maintained to conform to New Zealand standards for playground equipment and surfaces
3. Require that any proposal to upgrade or locate a new play space in a reserve consider the following:
 - a. The appropriateness of the play space in terms of the current and future needs of the local community
 - b. Existing play space provision, to identify gaps or avoid duplication and to ensure a variety of play opportunities are easily accessible, in accordance with Council's Levels of Service for play provision
 - c. Design for all ages and abilities and consider the principals of universal design
 - d. Urban design standards (including CPTED principles)
 - e. Appropriately located to maximise existing site features, enable passive surveillance, and reduce negative effects or site hazards
 - f. The provision of sun and shelter (for those playing and supervising)
 - g. Opportunities to incorporate artworks, or to introduce or retain natural play elements and landscape features
4. Explore opportunities to develop spaces and facilities that engage youth (beyond basketball courts and skateparks) across the reserve network to cater for varying youth interests based on consultation with youth

5. Remain flexible to adopt new play technology or concepts that are financially supported and beneficial for recreation

Explanation

Reserves provide important open space areas for children and teenagers to play, whether that is through using natural features, or through the provision of formal playgrounds, skate parks and bike parks.

Play facilities will be developed and maintained in accordance with the Councils guidelines and New Zealand’s playground standards. Where possible universal design will be taken into account which is “the design of products and environments to be useable by all people to the greatest extent possible, without the need for adaption or specialised design.”

‘Play’ has a broad definition with many concepts that help facilitate play. Technology and concepts such as ‘nature play’ and ‘play-on-the-way’ can be affordable to implement and make a positive difference to how our community interact with their open spaces. It is important that our reserves continue to evolve, where practical, to cater for all play options.

2.7 Public Art

Objective

- A. To allow the installation of public art within reserves where appropriate

Policies

1. Permanent public art may only be installed in reserves with the formal approval of the Council and any required consents
2. Include opportunities to engage with mana whenua and Māori artists to provide cultural pieces on reserves, such as whakairo or pouwhenua
3. The location of any public art installation must be in keeping with the scale and values of the reserve, and it must not unduly impact on the cost of reserve maintenance and operational activities or detract from reserve use

Explanation

Public art is one of the more visible and accessible forms of art. Some forms of public art, such as permanent installations like paintings, sculptures, or carving can often be best appreciated if located within reserves. However public art can be controversial, and if located in the wrong place, can conflict with the primary purpose of the reserve.

Council may require that any public art be accompanied by a landscape assessment, detailing how the public art will fit within the proposed setting. Art may also be received as a gift to the community. In this scenario, a written agreement will be established with Council and the ‘gift giver’ on the acceptance or decline and suitable location of the art piece.

2.8 Signage

Objectives

- A. To provide sufficient signs to facilitate public use, heritage and site appreciation, and enjoyment of the outdoor recreational environment
- B. To control the display of advertising and sponsorship signs on reserves

Policies

1. All signs located within reserves will comply with Council's signage guidelines to ensure consistent sign branding, styles, and information throughout the district
2. Signs will generally be grouped or clustered within a reserve to avoid visual clutter and to assist visitors to easily access all relevant information
3. Provide directional and way-finding signage within reserves for suitable to all visitors
4. All signs within reserves will be subject to the provisions of the District Plan
5. Reserve occupiers wishing to erect signs on buildings or facilities they occupy will require approval from Council and be responsible for obtaining all relevant statutory consents and meeting the costs of producing, erecting, maintaining, and replacing signs relating to their activity
6. No commercial signs will be permitted on reserves except with the particular approval of Council (including acknowledging sponsorship). Council may permit advertising signs on recreation reserves developed as sports grounds where these will not detract from the character and amenity of the reserve or adversely affect neighbours. The cost of such signs, any associated resource consents, and the regular maintenance of any such sign will be borne by the advertiser.
7. Council may permit community notice boards on recreation reserves in association with sports grounds and/or public facilities where these signs will not detract from the character and amenity of the reserve or adversely affect neighbours
8. Council retains the right to request the removal of and/or to remove any inappropriate, poorly located or maintained, or obsolete signs
9. On-site interpretation will be utilised to:
 - a. Contribute to people's understanding and appreciation of the reserve's values, history, or significant features
 - b. Increase awareness of mana whenua's role as kaitiaki and their connection to a reserve
 - c. Raise awareness of environmental issues, community-led activity, or restoration programmes

Explanation

Signs are necessary to identify reserves, to assist access and orientation within reserves, to encourage the appropriate use of reserves and to provide for the safety of reserve users. Signs provide an opportunity for Council to 'brand' public land and clearly identify public resources. However, signs can individually or cumulatively detract from the amenity of a reserve and need to be designed, located, and maintained to avoid visual clutter.

Interpretive material on reserves can enhance the visitor experience by increasing awareness of a reserve's history and special features and inspire visitors to explore the reserve. This can be achieved in several formats, such as, through signs, displays, audio visuals, activation, and public art, which can also contribute to the unique character of an area.

The District Plan limits the type, location, and size of signs on reserves (and elsewhere), including commercial signs. Utility warning signage is allowed where it informs the public with regards to any health and safety requirements. Community Notice Boards are designed for the advertising of local events, small business, non-profit groups or other information pertaining to the local community they're posted in. These will be managed by a relevant local committee.

3. Use of Reserves

3.1 General Use of Reserves

Objective

- A. To enable recreational use and enjoyment of local reserves that does not unduly compromise the reserve's values or impact other reserve users

Policies

1. Provide for and manage the impacts of recreational use through a range of mechanisms, including, but not limited to:
 - a. Identifying the range of recreational opportunities sought from the community through the reserve classification and category
 - b. Managing recreational use on a network wide basis, recognising not all opportunities can be provided in every reserve
 - c. Utilising bylaws or codes of conduct to set parameters or conditions on activities
 - d. Utilising council's reserve booking system to manage the allocation of spaces in reserves
 - e. Requiring the authorisation of activities that have the potential to impact the reserve values or other reserve users
2. Enable recreational use and enjoyment of reserves through:
 - a. Responding to shifts and changes in demand for recreational activities
 - b. activating reserves through events, programmes and other initiatives including authorised activities
 - c. Developing or naturalising reserves to increase their resilience and capacity

- d. Promoting opportunities that may broaden reserves user's experiences, such as public art and interpretation
- e. Recognising the value of reserves in providing respite

Explanation

Reserves are provided for the public's general use and enjoyment. They cater for a wide range of recreational opportunities from informal activities such as walking and picnicking to highly organised activities such as sporting events.

All recreational activity needs to be managed in a way which minimises the impact on reserve values and is consistent with the reserve classification (where the reserve is held under the Reserves Act). Most everyday activities on reserves are allowed as of right. However, some activities on reserves that have the potential to impact either the environment or other reserve users, or require the temporary allocation of space, may be allowed subject to meeting conditions. These may be by way of a bylaw, bond, or a code of conduct.

All activities are subject to the controls of the Waikato District Plan and Council's other policies and bylaws

Some activities will require specific permission or authorisation (refer to Section 4). Everyday activities that are permitted without the need for approval from the council, are those that:

- Are informal or casual in nature and are consistent with the values of the reserve, such as walking, relaxing, picnicking and the like; or
- Meet conditions in a bylaw or code of conduct to avoid any potential impact on either the environment or other reserve users, such as dog walking
- Are not identified in this plan or by the Reserves Act as requiring authorisation or regulated in a bylaw, and do not unduly interfere with the use and enjoyment of other users of the reserve

3.2 Drones / Unmanned Aerial Vehicles (UAV) and Model Aircraft

Objective

- A. Allow for the flying of recreational drone flying with parameters to prevent impacts on other reserve users including privacy and nuisance

Policies

1. Flying will be a permitted activity provided that it aligns with the code of conduct (refer to Council website⁴) and Civil Aviation Authority rules
2. Remotely piloted aircraft systems, such as drones, are permitted to fly over council reserves, except for playgrounds, cemeteries, as well as cultural and historical reserves

⁴ Editors Note: The code of conduct for drones is current being drafted and will be made available on the Waikato District Council website prior to the adoption of the General Policies Reserve Management Plan being finalised.

Explanation

Model aircraft enthusiasts sometimes use reserves for the operation of their aircraft. This can either be for personal recreational use or for club and competition activity such as at the Tuakau Domain.

The recreational and commercial use of unmanned aerial vehicles (UAV) is becoming more common place and will no doubt increase as technology improves and UAV reduce in cost.

While drones and UAV use has similar impacts to those of model aircraft with respect to noise and potential for injury, the frequent inclusion of on-board cameras, the technology is rising as a new recreational activity. Utility providers are also using drones more often to check their activities or project development.

The Council has issued a code of conduct (located on the website⁴) which users must adhere to receive permission to operate from a reserve. Any activity that does not follow the code of conduct must be applied to Council, in writing. Further information is available on the Council website.

3.3 Multi-use and activation of locations

Objective

- A. To encourage the health and wellbeing of communities through the provision of multi-use resources and linkages

Policy

1. Investigate opportunities to create recreation opportunities within and on the way to reserves across the district to encourage people of all ages and abilities to be active

Explanation

There is plenty of research that testifies to the benefits of physical activity on personal well-being. Council will support communities to be active in a range of ways by providing and promoting recreational spaces to cater for all abilities. To support this work Council will also create and maintain strategy and policy documents to guide development and decision making.

4. Authorisations and Approvals

4.1 Approvals framework

Objective

- A. To ensure a consistent approach is taken to assessing proposals requiring authorisation in accordance with any legislation, bylaw or policy and is consistent with the primary purpose of the reserve

Policies

1. Ensure a consistent approach is taken to assessing proposed activities requiring authorisation, including:
 - a. Compatibility with the reserve classification, if applicable (defined under the Reserves Act)
 - b. Compatibility with the reserve category and reserve specific information, values and development plans
 - c. Consideration of the capacity of the reserve to accommodate the activity, the current use of the reserve and all potential impacts on the environment and other reserve users

Explanation

The authorisation and approvals acknowledge that some activities or requests may not be detailed specifically by a section, objective, or policy. The approvals framework allows for consistency to approach and decision making on items not specifically detailed. The purpose of authorisation is to ensure impacts on the reserve and its users are considered, managed, and a consistent and balanced approach is taken to assessing proposals to ensure the reserve is protected.

Some people or groups will want to use reserve space for activities that might have a lasting impact on the reserve, or that might prevent others from also using the reserve. Under these circumstances people will need to apply for a specific permission or 'authorisation' to use the reserve. Additionally, throughout the timeframe of this plan, new activities may arise which have not been addressed within this plan, other council policies, nor any bylaws. This provides a framework for considering their authorisation.

4.2 Occupation Agreements

The following objectives apply to all sub-categories of Occupational Agreements

Objectives

- A. To formalise the current occupation of reserves for approved uses and facilities by the granting of occupation agreements where users can demonstrate the sustainability of their occupation and it is consistent with the reserve purpose
- B. To protect reserve primary purpose and values by minimising the number of buildings, easements, and utilities on reserves
- C. To ensure adequate compensation is provided to remedy or mitigate the adverse effects of all private infrastructure (e.g. utility, stormwater discharge, accessways) and including private underground facilities on reserves
- D. To require compensation for all temporary or permanent effects on reserve values caused by occupation agreements

- E. To permit reasonable access to holder of easements for the inspection and maintenance of their assets and networks on or across reserves
- F. Consideration of applications of an occupation agreement will address requirements for minimal impact and/or beneficial services for reserve users

4.2.1 Leases

Policies

1. Any exclusive use of reserves, including buildings, will be subject to a lease
2. Land may be leased to groups and organisations for the following purposes:
 - 2.1 The construction of sports facilities and associated buildings at the group's or organisation's expense.
 - 2.2 The construction of buildings and other structures that increase or improve the use of the reserve for recreation at the group's or organisation's expense.
 - 2.3 The occupation of Council owned buildings on reserves where it is prudent for the management of the building and community access to the building.

Provided that:

 - 2.4 The proposed activities cannot satisfactorily take place in existing facilities (including those occupied by other reserve users), or elsewhere in the locality
3. Where required, existing leases will be renegotiated. In cases where they do not comply with the policies of the Management Plan or, in the case of land that is subject to the Reserves Act 1977, with the requirements of the Act, the occupation may terminate at the end of the current lease and the lessee improvements removed
4. Where users have occupied reserves without formal leases or where previous leases have expired, Council will review the use, sustainability and suitability of the occupation prior to issuing a new occupancy agreement. Council may decline issuing a new lease where the use is insufficient or the sustainability or suitability of an occupation cannot be demonstrated to the satisfaction of the Council and the improvements removed from the reserve
5. Leases of Reserve Land shall incorporate the appropriate provisions of the Reserves Act 1977, and shall refer to the this Management Plan
6. Unless otherwise agreed to, the maintenance of buildings such as clubrooms and associated facilities are the responsibility of individual clubs and organisations. These buildings will be maintained to a high degree of visual amenity

determined by Council staff. Council will not provide compensation for improvements at the termination of a lease/licence. Where an occupation agreement has expired or been terminated, Council will retain the right to:

- a. Require the occupier to remove or dispose of any facility they are responsible for, at the occupier's expense, in line with their occupation agreement and the First Schedule of the Reserves Act 1977. Council will retain the right to remove the facility and on-charge the costs of removal and disposal, or
 - b. Council may instead allocate use of the facility to other users within the community and no compensation for facilities will be payable in this instance
7. The notification of proposed leases within publicly notified management plans shall serve as public notice for the purposes of the Reserves Act 1977
 8. All outgoing costs associated with leases and other agreements are the responsibility of the lessee or holder of the agreement
 9. Rents will be payable on all leases, in accordance with current Council policy. Rents for approved users (e.g. voluntary recreation facilities, approved community users) will be set at an agreed level. Other rents (e.g. commercial use, residential tenancies) will be based on 'market' levels.

Explanation

The leasing provisions of the Reserves Act 1977 emphasise the retention of open space and the public accountability of park management. On all reserves, leases must be drawn up subject to the relevant provisions of the Reserves Act 1977.

The leasing of reserves to a specific entity restricts the uses to which it can be put and usually limits use of the land by the general public. The needs of the local community should take precedence over the wishes of particular organisations. Unnecessary duplication of facilities, particularly among organisations that are active for only part of the year, should be avoided.

For sports clubs, it is preferred that only clubroom building footprints are leased as appose to a ground lease for a larger area of a reserve for exclusive use.

4.2.2 Licences

Policies

1. Licences may be granted subject to an assessment on likely impacts of existing reserve users and the likely benefits of the proposed activity in terms of recreation and reserve promotion or use
2. Applications for licences will need to be made in writing
3. Licences will include provision for public access (subject to conditions) where this is appropriate and desirable

4. A fee may be charged for a licence. Council may charge a fee other than a market cost for approved recreational or management purposes
5. It shall be a condition of all licences negotiated that Council may, before expiry, cancel all or part of the tenancy at one month's notice, should the land be required for recreational use or if the licensee fails to meet the conditions of the licence
6. It shall be a condition of every licence that Council will not compensate occupiers for improvements upon termination of the agreement
7. All licences shall include a condition providing adequate safeguards to prevent the destruction of or damage to any natural, scenic, historic, cultural, archaeological, geological, or other scientific features or indigenous flora and fauna

Explanation

Licence to occupy grants the non-exclusive right to use a park for a specific purpose.

Licences for commercial activities such as events, entertainment, street trading, vending, filming, commercial photography, product launches, personal training etc. may be granted subject to an assessment on likely impacts of existing reserve users and the likely benefits of the proposed activity in terms of recreation and reserve promotion or use.

The Reserves Act 1977 permits the granting of licences for communication stations and any works connected with the station.

Such agreements shall include a condition providing adequate safeguards to prevent the destruction of or damage to any natural, scenic, historic, cultural, archaeological, geological, or other scientific features or indigenous flora and fauna.

4.2.3 Easement

Policies

1. Applications for infrastructure (e.g. pipes, cabling, discharge or drainage rights) must be made in writing and contain the following information:
 - 1.1 A statement of alternative infrastructure location or discharge options and their costs
 - 1.2 Discussion on why these alternative options cannot be used
 - 1.3 Evidence that the infrastructure will not detract from the purpose of the park
 - 1.4 A diagram of the proposed works and a survey
2. An easement or formal agreement will be required for all private infrastructure on a reserve
3. An as-built plan of all infrastructure shall be provided to Council

4. All legal costs and the costs of formation and maintenance to the Council's satisfaction shall be borne by the grantee
5. Payment for the benefit of the infrastructure easement shall be made as a yearly rental or lump sum
6. Council will require those holding easements for services crossing reserves to meet the costs of maintaining the infrastructure. The Council will provide reasonable access for the maintenance of services and network utilities
7. Permit vehicle access associated with the ongoing operation, maintenance, development and upgrade of the National Grid transmission lines
8. When services and utilities are no longer required, they shall be removed from the site, the area reinstated to Council's satisfaction, with the costs recovered from the services/utility owner

Explanation

An easement lawfully grants the rights for one person to use another persons land for a specified purpose, in this case the use of reserves for access or utility facilities.

Easements, in particular for assets above ground, can have a negative effect on reserve values and as such they will be limited and may be declined by Council where alternatives exist or where the impact on the reserve is considered unacceptable.

Easements granted may have an annual fees for rental may be required or an up front compensation payment to Council. Existing easements may also be required to pay rental fees. Conditions regarding reinstatement of the site at the completion of the agreement period may also be included with any permission granted. By not granting easements in perpetuity, and requiring reinstatement of the site, the values of the reserves will be re-established

4.3 Facilities and Chattels Abandonment

Objectives

- A. To ensure buildings or structures that are of benefit to reserve users are retained.
- B. To ensure that at all times reserves are safe and well presented public places.
- C. To seek the adaptive reuse or relocation of buildings where practical.
- D. To ensure the owner of a building or structure is responsible for the maintenance and security of a building until disposal has occurred.

Policies

1. The owner of a building or structure will dispose of the facility under the terms of the lease agreement and in conjunction with this policy
2. Where a building or other structure is no longer required by an occupier or Council, the following steps will be taken in priority order:
 - 2.1 The occupier may with Council prior approval seek a new occupier and they must seek a new lease or an assignment (as permitted by relevant Acts, or policies) or remove the building or structure from the reserve
 - 2.2 If the occupier cannot either find a new suitable occupier or remove the building or structure, then Council may take reasonable efforts to find a new suitable occupier or use for the building
 - 2.3 If no suitable occupier or use can be found, Council will consider moving the building or structure
 - 2.4 If no suitable occupier can be found and the building or structure cannot be relocated and there is no reasonable foreseeable use for the building or structure then it will be demolished at the cost of the owner of the building
 - 2.5 Council will have the option to tender or sell the building (not the land) as an alternative to demolishing it, providing it can be removed from the site
 - 2.6 Where the building or structure is not compatible with the primary function and values of the reserve, it will be removed from the reserve
 - 2.7 Where Council does not own the building, the costs associated with removal or demolition of the building and or structure and reinstatement of the reserve to Council's satisfaction shall be charged to the owner

Explanation

Facilities and chattels can become abandoned on a reserve for a range of reasons (e.g. club or organisation becomes insolvent due to a lack of membership). Where possible, Council will work with the organisation prior to abandonment of facilities and chattels.

Abandonment is determined when the organisation or group who held an existing or expired occupational agreement is no longer occupying the facility and/or chattels for the intended and agreed purpose of the occupational agreement OR the organisation or group no longer has capacity to secure a new occupational agreement following the policies outlined in this RMP.

Where the previous occupational agreement holder may have financially contributed to improvements on the reserve, there is no compensation available for abandonment or the termination of an occupational agreement.

Unfortunately there is often significant history and contribution a group leaves behind when managing abandoned facilities. Where possible and appropriate, the history of facilities will be celebrated and recognised while maintaining fit-for-purpose facilities for the community.

4.4 Events

Objectives

- A. To manage the use of reserves for events and occasional use so that it is consistent with the reserve values and existing use
- B. To allow reserves to be used for public and private events and other occasional use

Policies

1. Any proposed event on a reserve will be assessed by Council, in accordance with the Approvals Framework, any Council events strategy, and consider:
 - a. The nature and purpose of the event including how it will provide for public access and enjoyment
 - b. The date(s) and duration of the event
 - c. How provision for safety (including safe preparation and sale of food), security, and waste management
 - d. The effect(s) on neighbours
2. The cost of organisation and running of any approved event on a reserve will be the responsibility of the event organiser
3. Any reserve used for an approved event will be left in the condition in which it was found prior to the event to the satisfaction of the Council's Service Delivery General Manager or their representative
4. Council will retain the right to:
 - a. Apply fees and charges to event applicants for the uses of reserves
 - b. Require a refundable bond from any event organizer and retain the discretion to expend the bond to reinstate the reserve should this be required
 - c. Event organisers for any approved event will be fully responsible for securing in advance all consents and approvals for the operation of the event and will ensure they respect any relevant bylaws or District Plan requirements
5. Any event wishing to present a fireworks display must apply by written application to the Council and provide prior permission from Fire and Emergency New Zealand and proof of public liability insurance

Explanation

Any proposed use for special events requires due consideration of the extent of possible damage to reserves, any effects on other use or users, and any effects on adjoining land use or users before approval is given. The Council reserves the right to close reserves or to decline applications for use where conditions warrant.

Events can enhance the public use and enjoyment of reserves and contribute to the diversity and vibrancy of the community. Events with large numbers of people and activities can also adversely affect the reserve and its neighbours. Council therefore needs to retain full discretion over the number, nature, and organisation of any event on Council reserves or in a Council owned/operated building or facility.

4.5 Reserve Management Plan Document Review

Objective

- A. Reserve management plans are to be kept in continuous review to reflect the community's aspirations for reserves

Policies

1. A RMP's content can be updated for minor edits, where the intent of objectives and policies is maintained, by Council (or delegate) resolution
2. A review of a RMP section or introduction of new objectives and policies may be undertaken with draft changes presented in a one month public consultation period⁵. Public submissions will be provided to Council (or delegate) for decision. Final edits are to be approved by Council (or delegate) resolution

Explanation

Reserve management plan are required under the Reserves Act (1977) to be kept in continuous review, at minimum a 10 yearly review.

Minor edits are likely to be required as reference documents (e.g. specific referred policies) are updated resulting in minor content change require to ensure the reference is applicable. Addressing minor edits is best practice and does not impact the objectives and policies which have been consulted on with the community, therefore will not require public consultation.

Reviewing sections of an RMP or introducing new content may occur for a number of reasons (e.g. new technology or activity is identified for management or a new reserve is required to be included in an omnibus RMP). As the review or new content may alter the intent of existing publicly contributed material, further public consultation is required.

Final decision for any edits to an RMP document is made by Council (or delegate) resolution.

5. Reserve Management

5.1 Ashes & Whenua

Objective

- A. Balance cultural wishes while maintaining safe spaces for all reserve users

⁵ Different or additional consultation may be required in accordance with the Waikato District Council Significance and Engagement Policy (2020)

Policy

1. Discourage the scattering or placement of ashes from cremation or burying of placenta/whenua in reserve gardens, or in any place that is easily or frequently accessed by the public

Explanation

The scattering of ashes from cremation is a deeply significant experience for a loved one's family and friends, however it can be alarming for people working in or using a reserve to realise that they may have inadvertently disturbed, ashes from cremation.

The burying of placenta/whenua on reserves can also cause difficulty for reserve management. Families who have buried placenta on reserves may be concerned if such sites are disturbed during redevelopment. For this reason, placenta should not be buried within reserves unless done so with the consent of Council, and in an area that is not regularly maintained or disturbed.

Reserves may be able to accommodate the scattering of ashes or burying of placenta in some cases, but only in managed circumstances.

5.2 Waste

Objectives

- A. To encourage the removal of litter from reserves by users so that it can be appropriately disposed or recycled at home
- B. To provide litter bins only where there is significant volume of litter generation or dog waste from on-site activities

Policies

1. Council will promote “rubbish-free” reserves that encourages people to take rubbish away with them. Where rubbish bins are provided Council will, where appropriate, move toward providing facilities that cater for recycling as well as general rubbish
2. The Council may install or remove litterbins as required to minimise waste issues within reserves and to encourage users to take responsibility for their waste. New litter bins will only be installed where:
 - a. Litter or dog-waste is being generated by reserve users
 - b. There is a clearly demonstrated need
 - c. A reserve is categorised as a destination area requiring a higher level of service
3. Where a reserve is used for an event or tournament, the organisers will be responsible for the collection and approved disposal of all associated litter and waste

Explanation

The provision of litterbins in reserves enables the convenient disposal of waste. However, it also has several negative effects including:

- A need to reduce waste, single use plastics and move towards reusable materials
- The high cost of providing, emptying, and maintaining litter bins
- Visual effects of litter bins and potential waste overflows during peak times
- Encouraging vermin such as possums, wasps, and rodents
- Lack of waste separation and recycling

As most waste generated is brought to reserves in the form of food and drink, many reserve agencies are encouraging visitors to take their litter home with them, this concept is known as “carry in/carry out”. Where possible Council will be encouraging waste minimisation, recycling and carry in/carry out principles. However it is acknowledged that rubbish bins are a reserve user convenience and therefore will be placed at destination reserves or where there is a clearly demonstrated need for the service.

5.3 Public Health and Safety

Objective

- A. To provide safe, well designed, and managed reserves, that support appropriate use and protection of the reserve

Policies

1. The design, development and management of reserves will consider public safety and promote appropriate use
2. All Waikato District reserves are designated as smoke-free and vape-free zones
3. Council will use a mix of education and signage to promote reserves as smoke-free and vape-free
4. Provide shade in high use reserves, primarily through tree planting, where practical and as resources permit

Explanation

The provision of quality parks and reserves contributes to an active and healthy community. The Council can also contribute to the health of the community by providing adequate opportunities for protection from the sun in reserves and by supporting smoke-free and vape-free environments.

Smoke-free and vape-free outdoor areas protect young people from the negative role-modeling effect of smoking and vaping. The less young people see smoking and vaping around them, the less 'normal' this activity becomes and the less likely they are to take up smoking themselves. Smokefree reserves also lessen the risk of damage by fire.

In terms of current best practice, committing to smoke free recreation areas is nothing new or extraordinary. Many local authorities have already contributed towards the goal of a

smoke free New Zealand and adopted smoke free outdoor public places policies that cover areas like playgrounds, parks, sports fields, reserves, and skate-parks.

Users protecting themselves and limiting their exposure to the sun during times of high UV conditions can mitigate the harmful effects of ultraviolet light. Council can assist by providing shade in reserves where practical. This will generally take the form of tree planting but may take the form of shade structures where appropriate.

5.4 Reserve Naming

Objectives

- A. The names of reserves will reflect the local history, identity, and culture
- B. Names will be identifiable to the function of the reserve

Policies

1. An application to name or rename a reserve must explain and provide evidence that the proposed name reflects one or more of the following:
 - a. The historical significance of the location
 - b. The cultural significance of the area to mana whenua
 - c. People important in the history of an area (once they are deceased).
 - d. Events, people, and places of international, national, or local significance to the community
 - e. Flora and Fauna significant or important to the history of an area
2. Council acknowledges gifted Te Reo Māori names for reserves. To recognise the significance of names provided by mana whenua, Council does not require consultation on names proposed by mana whenua for the purpose of obtaining wider community approval.
3. A reserve may not be named:
 - a. After a commercial enterprise. Community facilities or reserve assets may be individually negotiated sponsorship agreement including naming rights that may supersede Objective 1
 - b. Duplicated name existing in the district, including recognised common names
4. Renaming of reserves may be supported where:
 - a. A new name would better meet the objectives of the policy to promote local identity and mana whenua connections
 - b. Change to reserve infrastructure of primary purpose
 - c. The current name is culturally inappropriate or addresses a significant grievance
 - d. To correct inaccuracies or spelling errors
 - e. Any other reason Council considered to be appropriate

5. While Te Reo Māori or English monolingual names are preferred, Council supports dual naming in the following limited circumstances:
 - a. where there is an opportunity to promote Te Reo Māori by use of a direct Te Reo/English translation of an existing reserve name
 - b. where both English and Te Reo Māori names are already in current use in the community for the same reserve
6. Where there is dual naming, the Te Reo Māori name shall be placed first unless there are special circumstances such as where there are considerations for emergency services responses, or a gazetted English name exists
7. Generally, contiguous reserves will be given the same name. Identifiers such as North or West are not required
8. Council is responsible for all decisions to approve or decline requests to rename or dual name reserves
9. The process for assessing a name or renaming application will follow:
 - a. Where no names are proposed, or where Council initiates the project, Council will facilitate a discussion with Mana Whenua and the applicant and/or landowner to identify suitable names to be used

OR

A written application for a reserve name is received by Council in writing with detail on how the name meets the objectives and policies,

AND

 - b. Council staff assess the merit each application to ensure it aligns with legalisation, regulation, and the policies above
 - c. Where required, council will undertake public consultation in partnership with the local community board or committee. The extent of consultation is determined on a case-by-case basis
 - d. The final decision on the choice of names shall be taken by Council by way of resolution and gazetted in accordance with the Reserves Act 1977

Explanation

Most reserves within the Waikato District, both existing and new, are informally named after the name most commonly used by the local community or after the nearest street in the locality. Section 16 (10) of the Reserves Act sets out the procedure for officially naming or renaming reserves.

When new reserves are created or when existing reserves have names that are poorly related to the locality, purpose, or nature of the reserve or to its community use, it is desirable for the reserve to be named, or renamed, to ensure ease of identity and consistency.

Reserve names should tell the story of the place and reflect the area's natural and cultural heritage.

Naming or renaming reserves with a Māori name makes a significant contribution to increasing the visibility of Te Reo Māori in our communities. It will result in communities being able to see, hear, learn, and share some of Waikato's rich Māori history

Appendix 1: Reserves Actively Maintained by Waikato District Council

Editors Note: Updated tables OR online maps will be provided within the final General Policies Reserve Management Plan. For current information please see General Policies Reserve Management Plan (2015) Schedule 1: List of classified reserves administered by Council <https://www.waikatodistrict.govt.nz/your-council/plans-policies-and-bylaws/plans/reserve-management-plans/reserve-management-plans>

Appendix 2: Reserve Act Classifications and Management Categories

Reserve classification

The classification of a reserve under the Reserves Act 1977 defines the primary purposes for which a particular parcel of reserve land is retained and managed. There are seven types of reserve classification: recreation, historic, scenic, nature, scientific, government, and local purpose.

The majority of reserves in the Waikato District are held as recreation reserves, there are a few scenic reserves, one historic reserve, and a number of local purpose reserves held for utilities, community use, carparking, access ways, segregation and esplanade purposes.

The Reserves Act does not require a management plan be prepared for local purpose reserves; however where they are associated with a reserve covered by this plan they have been included to ensure a consistent approach to the entire reserve area.

Recreation Reserves are for;

"...the purpose of providing areas for the recreation and sporting activities and the physical welfare and enjoyment of the public, and for the protection of the natural environment and beauty of the countryside, with emphasis on the retention of open spaces and on outdoor recreational activities, including recreational tracks in the countryside." (Reserves Act 1977, Section 17 (1))

Historic Reserves are held;

"For the purpose of protecting and preserving in perpetuity such places, objects, and natural features, and such things thereon or therein contained as are of historic, archaeological, cultural, educational and other special interest" (Reserves Act S18 (1)). The structures and sites must be managed to illustrate with integrity the history of New Zealand

Scenic reserves are held;

"For the purpose of protecting and preserving in perpetuity for their intrinsic worth and for the benefit, enjoyment, and use of the public, suitable areas possessing such qualities of scenic interest, beauty, or natural features or landscape that their protection and preservation are desirable in the public interest...[and]...for the purpose of providing, in appropriate circumstances, suitable areas which by development and the introduction of flora, whether indigenous or exotic, will become of such scenic interest or beauty that their development, protection, and preservation are desirable in the public interest." (Reserves Act 1977, Section 19 (1))

Local Purpose reserves are held:

"For the purpose of providing and retaining areas for such local purpose or purposes as are specified in any classification of the reserve" (Reserves Act 1977. Section 23 (1)). These areas of land (or land and water) are suitable for a specified local educational or community purpose which does not duplicate any other purpose. Secondary purposes are to manage and protect scenic, historic, archaeological, biological or natural features, and/or maintain soil, water and forest conservation areas.

Management Categories

Recreation Aotearoa developed a categorisation framework to assist local authorities to provide a consistent approach to the management of their reserves. The categories are designed so that organisations will be able to allocate all their parks, reserves and open spaces (in all but exceptional circumstances) to one or more of the categories. This can include land that is not subject to the Reserves Act.

In broad terms, the categories selected are based on the following factors:

- i. Character (what the park looks like)
- ii. Function (what the park is used for)
- iii. Level of service (standard of provision, development, and maintenance)

When applying the parks category framework, it is recognised that most parks have a range of uses and values. Also, no parks category system will perfectly cover every park type. Therefore, a flexible yet consistent approach needs to be applied to allocating park land to the categories. To determine the appropriate category for each park, organisations must determine the predominant function of that park.

Category	Description/ Predominant Function
Sports and Recreation Parks	Parks (often quite large areas) set aside and developed for organised sport and recreation activities, recreation facilities and buildings, often multiple use.
Neighbourhood Parks	Parks developed and used for informal recreation and sporting activities, play and family based activities, and social and community activities.
Public Gardens	Parks and gardens developed to a very high horticultural standard with collections of plants and landscaping for relaxation, contemplation, appreciation, education, events, functions and amenity/intrinsic value.
Nature Parks	Parks that offer the experience and/or protection of the natural environment, containing native bush, coastal margins, forestry, farm parks, wetlands, riparian areas and water bodies.
Cultural Heritage Parks	Parks that protect the built cultural and historical environment, and/or provide for heritage conservation, education, commemoration, mourning and remembrance.
Outdoor Adventure Parks	Parks developed and used for recreation and sporting activities and associated built facilities that require a large scale, forested, rural or peri-urban environment.
Civic Parks	Areas of open space often provided within or adjacent to central business districts, and developed to provide a space for social gatherings, meeting places, relaxation and enjoyment
Recreation and Ecological Linkage Parks	Areas of open space that are often linear in nature, that provide pedestrian and cycle linkages, wildlife corridors and access to water margins. May provide for environmental protection, and access to waterways.

Appendix 3: Glossary

Council: Abbreviation referring to Waikato District Council.

CPTED: Crime Prevention Through Environmental Design or CPTED suggests that the design of buildings, landscaping and outdoor environments can either encourage safety and/or discourage crime.

Gazette: It is an authoritative journal of constitutional record and contains official commercial and government notifications that are required by legislation to be published.

Iwi: Tribe, people.

Kaitiaki: A custodian or a guardian.

Kaitiakitanga: The exercise of guardianship / custodianship / stewardship by mana whenua. **Mana whenua:** The right of a Māori tribe to manage a particular area of land.

Kōiwi: A spirit or remains.

Legislation: An Act is a law passed by Parliament. Before an Act is passed by Parliament it is called a bill.

Mana whenua: People of a particular area of land.

Pouwhenua: Carved wooden post used by Māori.

Private utility: Means all utilities, both public and private, which provide sewerage and/or water service and that are not municipal corporations.

Public utility: Is an organization that maintains the infrastructure for a public reserve (often also providing a service using that infrastructure).

Rāhui: A rāhui is a form of tapu restricting access to, or use of, an area or resource by the kaitiakitanga of the area.

Reserve: Is used collectively for parks, open spaces, recreation areas, natural bush, coastal beach reserves, esplanades, that are managed by Council for a variety of purposes and public benefits.

Tangata whenua: Means the people of the land: that is the Māori iwi or hapu (sub-tribes) which have mana whenua (customary authority) over a particular area.

Taonga: Treasure, artifacts.

Te Reo Māori: Māori language.

Tikanga: Protocols, practices. Tikanga holds the kawa; Kawa is the applicable custom applied. Kawa is the policy and tikanga are the procedures on how the policy is realised.

Universal design: Universal Design is the design and composition of an environment so that it can be accessed, understood, and used to the greatest extent possible by all people regardless of their age, size, ability, or disability.

Wāhi tapu: Sacred areas.

Whenua: Is the placenta and/or the land.

Whakairo: art carving

To	Infrastructure Committee
Report title	Whāingaroa Raglan Wharf Leases
Date:	1 March 2023
Report Author:	Daniel Lincoln, Property Officer
Authorised by:	Megan May, Deputy General Manager Service Delivery

1. Purpose of the report

Te Take moo te puurongo

To inform the Infrastructure Committee about the leases on the Whāingaroa/Raglan Wharf (‘the Wharf’) in the Whāingaroa Harbour.

AND to seek approval for four new Lease agreements to be entered into on the wharf.

AND the Chief Operating Officer be delegated authority to execute all documents required to give effect to this resolution.

2. Executive summary

Whakaraapopotanga matua

The Strategic Property Team is submitting this report to seek approval to grant four new leases for a term of 7 years (expiring in 2030) on the Whāingaroa/Raglan Wharf (‘the Wharf’).

The Wharf currently has a total of seven leases operating on it which provide a variety of different services/goods. Four of these leases have either expired or are about to expire. This report contains recommendations, which if approved, would enable these Lessees to continue their operations on the wharf.

In addition to the new leases, Council also proposes to review the annual lease fees of these new leases to ensure they reflect the current market rates.

To support this decision, this report will provide wider context of the Wharf including Councils present and future planning efforts for the Whāingaroa Harbour area.

3. Staff recommendations

Tuutohu-aa-kaimahi

THAT the Infrastructure Committee:

- a. approves the new leases granted to the four Lessees as listed below for the land firstly described on schedule 1 and expiring on 1 April 2030;**
 - i) Soul Shoes Limited (site 2)**
 - ii) Sharon O'Brien (site 3)**
 - iii) Stuart Douglas McFarlane, Susan Ann McFarlane and Pauline Jean Sayers (site 1)**
 - iv) Youmans Capsules (site 5)**
- b. consents to sublease the lease with Stuart Douglas McFarlane, Susan Ann McFarlane and Pauline Jean Sayers to Tony Sly Pottery Limited;**
- c. delegates authority to the Chief Executive to execute all relevant documentation to give effect to the resolution.**

4. Background

Koorero whaimaarama

The wharf was established in 1921 and was one of the first wharves built in reinforced concrete.

At this time the land under the wharf was part of the Whāingaroa Harbour Bed (crown land under common English law) administered by the Marine Department pursuant to the Harbours Act 1950.

In 1963 an order in Council was issued validating the Raglan Harbour Board reclamation of part of the harbour bed land (evidenced in NZ Gazette 1963, page 209). Reclamation retaining works were installed and completed in 1967. Wharf reclaimed lands became held as part of Allotments 263 and 264 Whāingaroa Parish under CT SA7B/660 and SA7B661 respectively.

When the Raglan Harbour Board became defunct Waikato District Council took control of the assets.

The lands subject to these leases are now presently held in fee simple for harbour purposes by Waikato District Council and is not classified as Crown derived land. It is also outside of the Waikato Raupatu Claims area.

At present date the Wharf is used by a variety of different users. The main users include the 7 Council leases, the public and tourists visiting, recreational harbour users (kayakers/boaters/swimmers) and commercial vessels (moored to the Wharf harbour frontage).

Council Planning and Projects

In 2019, Council and the Raglan Community Board secured funding from the Provincial Growth Fund for the development of the Whāingaroa wharf and wider harbour.

The funding has been allocated to four new projects which are underway to transform the wharf and wider harbour. Three of the projects include physical improvements to the Wharf and facilities, and the fourth is a plan for the future of the Whāingaroa Harbour to better-connect Whāingaora and the surrounding communities.

Whāingaroa Harbour Strategy ('the Strategy')

Council engaged with mana whenua, stakeholders and the wider community to develop the Whāingaroa Moana Rautaki (Whāingaroa Harbour Strategy). The main aim of this strategy was to improve connectivity between Raglan and surrounding communities and to improve community facilities.

Consultation from the strategy identified other improvement opportunities for the harbour. Some of these opportunities include further planning to ensure consistency/suitability in land use and building 'look and feel'.

While the Strategy used the wharf as an example of how to do it right, Council needs to ensure it is continuing to manage the Wharf effectively.

What is being approved?

The Wharf currently has seven leases for a variety of different services/goods. Four of which have either expired or are about to expire. This report is seeking approval to grant new leases to these lessees.

As aforementioned, Council needs to ensure that these leases are managed appropriately and continue to meet the expectations of its users. At the present time, additional strategic planning is underway for the wider Raglan/Whāingaroa Harbour area. In the meantime, it is recommended the Committee approve shorter term leases of 7 years expiring in 2030 (rather than 30 years) so the leases can be reconsidered with the same expiry date following long term planning.

Aligning the lease terms and expiration dates will also streamline administration (such as rent reviews and right of renewals).

Leases to be considered:

Map #	Lessee Name	Previous lease	New term
2	Soul Shoes Limited	Expiry of 31 October 2024 (right of renewal not exercised so lease lapsed)	02 April 2023 7 years Comprising of an initial term of 3 years combined with two x 2 year right of renewal. Expiring 01 April 2030
3	Sharon O'Brien (trading as The Wharf Gallery)	Expiry of 02 August 2023 (right of renewal not exercised so lease lapsed)	
1	Stuart Douglas McFarlane, Susan Ann McFarlane and Pauline Jean Sayers	Expiry of 31 October 2024, but requested a new lease now. This lease will be terminated.	
5	Youmans Capsules (trading as FOGI Ltd)	Expired on 30 June 2022.	

Note, the map number applies to the site plan below.

Map of the wharf

Information on the Leases

Soul Shoes, Sharon O'Brien and Youmans Capsules all operate from within Council owned buildings. Whereas the Lease for site 1 (as marked on the plan above) is for a ground lease only as the Lessee owns the building. Moreover, the Lessee for site 1 sub-leases the whole building to Tony Sly Pottery Limited. It is also recommended that the sub-lease is continued and approved to Tony Sly Pottery Limited.

During a recent visit to the Raglan wharf (in late January 2023) some of the lessees expressed concern about the economic viability of the wharf.

They expressed that they're facing continued economic issues following the COVID-19 pandemic which risks their longevity as Lessees on the Wharf and the limited parking available for visitors to the wharf.

Parking issues are recognised by Council and are being addressed in the Strategy. A main complication is that there is limited space for parking expansion around the Wharf. Potential solutions proposed in the Strategy include improving access/walkways and also providing shuttle services within Raglan.

The outcomes of future planning and improvements will place Council in a better position to understand how these leases should be managed beyond 2030.

Other existing leases on the wharf include:

Map #	Lessee Name	Current lease term
6 & 8	Raglan Seafood Limited	06 August 2030
7	Coastguard	28 February 2035
4	Silo Developments Limited (on lease). Company name now registered as: Silos Apartments Limited	30 September 2027 (with perpetual right of renewal)

5. Discussion and analysis Taataritanga me ngaa tohutohu

Social

The Wharf is an iconic part of Raglans coastline and is visited by many locals, tourists and recreational users. These leases provide a core offering to visitors of the wharf and are recommended to continue operating.

Economic

These leases provide a revenue stream for Council and should be managed effectively to ensure their longevity with proceeds going towards the upkeep of the wharf.

Environmental

The operation of these leases on the wharf has minimal environmental impact. Any rubbish or by product from their undertakings are removed appropriately.

Culture

Council recognises the importance of the Whāingaroa harbour to mana whenua and consulted with them during all planning stages for the wharf redevelopment.

5.1 Options

Ngaa koowhiringa

Staff have assessed that there are two reasonable and viable options for the Infrastructure Committee to consider. This assessment reflects the level of significance (see paragraph 6.1) and relevant factors considered in completing the options assessment. The options are set out below.

Option 1: As the delegated authority, Council may grant the four leases over the land.

A lease provides the lessees with certainty as to term and grants right for them to operate on the Wharf for the defined term.

Option 2: Council can decline to exercise its delegated authority to grant the leases on the land.

Should the recommendations of this report not be approved, the Lessees will be required to vacate the premises. New lessees will need to be located.

Moreover, as Stuart Douglas McFarlane, Susan Ann McFarlane and Pauline Jean Sayers own one of the buildings, Council will need to give due consideration towards how their lease is terminated.

Staff recommend Option 1.

5.2 Financial considerations

Whaiwhakaaro puutea

These leases provide a revenue stream for Council and also provide a provide Raglan companies an iconic location to operate from.

A review of lease fees will be undertaken to ensure lessees are paying market rent for the use of this site.

5.3 Legal considerations **Whaiwhakaaro-aa-ture**

This Lease is being granted under Part 4 of the Property Law Act 2007 which provides for leases.

The Lessees will have to uphold all expressed conditions of the agreement and implied conditions in accordance with the Property Law Act 2007.

The length of lease granted exceeds any Council staff delegations and is only able to progress with a resolution passed by the Councils Infrastructure Committee.

If the resolution is passed by the Committee, as recommended above, Council can exercise its delegation to execute relevant documentation to give effect to the resolution.

5.4 Strategy and policy considerations **Whaiwhakaaro whakamaaherehere kaupapa here**

The report and recommendations are consistent with the Council's policies, plans and prior decisions.

5.5 Maaori and cultural considerations **Whaiwhakaaro Maaori me oona tikanga**

Council recognises the importance of the Whāingaroa harbour to mana whenua and consulted with them during all planning stages for the wharf use and redevelopment.

5.6 Climate response and resilience considerations **Whaiwhakaaro-aa-taiao**

The matters in this report have no known impact on climate change or resilience for the Council.

5.7 Risks **Tuuraru**

The Overall Risk Profile is Low as determined by Council's Risk Profile Assessment Tool.

6. Significance and engagement assessment Aromatawai paahekoheko

6.1 Significance Te Hiranga

The decisions and matters of this report are assessed as of low-medium significance, in accordance with the Council's [Significance and Engagement Policy](#). Consultation with hapū and iwi is important as the land holds significance.

Comment was not able to be sought before the committee meeting. Refer to section 5 cultural analysis.

6.2 Enggement Te Whakatuutakitaki

Internal engagement with other key stakeholders within Council has been undertaken and their views considered.

Highest level of engagement	Inform	Consult	Involve	Collaborate	Empower
	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

State below which external stakeholders have been or will be engaged with:

Planned	In Progress	Complete	
<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	Internal
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Community Boards/Community Committees
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Waikato-Tainui/Local iwi and hapuu
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Affected Communities
<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Affected Businesses
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Other (Please Specify)

7. Next steps Ahu whakamua

Should the recommendations be approved by Council, the following steps will require action in order to conclude the matter:

- a. Undertake rental evaluation to determine lease market rent.
- b. Prepare & execute Lease Agreement.

8. Confirmation of statutory compliance Te Whakatuuturutanga aa-ture

As required by the Local Government Act 2002, staff confirm the following:

The report fits with Council's role and Infrastructure Committee's Terms of Reference and Delegations.	Recommendation to Council required
The report contains sufficient information about all reasonably practicable options identified and assessed in terms of their advantages and disadvantages (<i>Section 5.1</i>).	Confirmed
Staff assessment of the level of significance of the issues in the report after consideration of the Council's Significance and Engagement Policy (<i>Section 6.1</i>).	Low
The report contains adequate consideration of the views and preferences of affected and interested persons taking account of any proposed or previous community engagement and assessed level of significance (<i>Section 6.2</i>).	Confirmed
The report considers impact on Maaori (<i>Section 5.5</i>)	Confirmed
The report and recommendations are consistent with Council's plans and policies (<i>Section 5.4</i>).	Confirmed
The report and recommendations comply with Council's legal duties and responsibilities (<i>Section 5.3</i>).	Confirmed

9. Attachments Ngaa taapirihanga

No attachments

Schedule 1 – Wharf Lease Plan



To	Infrastructure Committee
Report title	Subdivision 0238/22, 639B Tauwhare Road, Hamilton
Date:	13 February 2023
Report Author:	Ellen Wilson, Contracts and Compliance Coordinator
Authorised by:	Roger MacCulloch, General Manager Service Delivery

1. Purpose of the report

Te Take moo te puurongo

To seek approval from the Infrastructure Committee on the Road Naming application for Subdivision 0238/22, 639B Tauwhare Road, Hamilton.

2. Executive summary

Whakaraapopototanga matua

This report requests that the Infrastructure Committee approve the proposed road name for this subdivision at 639B Tauwhare Road, Hamilton. The name has been proposed by the developer outside of the pre-approved list, is supported by local hapu and is supported by Council's roading team.

The proposed name 'Millpark Lane' has been checked by Council staff against the Road Naming Policy.

3. Staff recommendations

Tuutohu-aa-kaimahi

That the Infrastructure Committee:

- a. approves the following proposed road names submitted by the developer for SUB 0238/22, at 639B Tauwhare Road, Hamilton:**
 - **Millpark Lane**
-

4. Background

Koorero whaimaarama

SUB 0238/22 is a residential development on, more or less, 81,635m² at 639B Tauwhare Road, Hamilton. The development is consented to create 5 additional rural lots situated on the southern side of Tauwhare Road opposite the Matangi Sports Club.

While a pre-approved list of names exists for the Tamahere Community Committee (attached), the developer is permitted to go outside of this list and propose different names. This is contemplated in the Road Naming Policy under section 1.2 as follows:

1.2 Request for Road Name not from the "Approved List" of Road Names

(a) Where an "Approved List" is not available or the subdivision developer wishes to choose their own road names, the developer shall make a request to Council's Roading Asset Team.

As required by the Road Naming Policy, the Developer has consulted with a representative for local hapu Ngati Haua about the proposed name of Millpark Lane, and they have confirmed this name is acceptable to them.

Staff have reviewed the name and considered it does not duplicate, sound too similar, or is a duplicated street type (e.g. street, road, avenue, boulevard, junction, crescent, etc) which may otherwise cause travel uncertainties in the Waikato District. The recommended list has been checked against Google mapping and NZ Post.

Hamilton City Council and Waipa District Council have confirmed that there are no similar sounding names within their Districts which would otherwise cause confusion.

The Tamahere Community Committee reviewed and approved this road name application at their meeting on 7 February 2023.

5. Discussion and analysis

Taataritanga me ngaa tohutohu

The table below provides a list of recommended historical, social, cultural and geographic themed names, background to the name choice, an indication of any potential duplication or sound similarity issues, and the exclusion of any suffix if applicable as per Road Naming Policy.

ID	Name and Suffix	Reason	Location of duplicate or similar sounding name in NZ	OFFICE USE ONLY	
				Classification and notes	Approved or Declined
ROAD NAME LIST:					
Road 1 Option 1	Millpark lane	Family name of developers Family -	Millpark Place, Christchurch		approved by Roading team
Option 2		Family gifting land to waikato			

5.1 Financial considerations **Whaiwhakaaro puutea**

There are no material financial considerations associated with the recommendations of this report. All costs for new road names are being met by developers.

5.2 Legal considerations **Whaiwhakaaro-aa-ture**

Staff confirm that the staff recommendation complies with the Council's legal and policy requirements.

5.3 Strategy and policy considerations **Whaiwhakaaro whakamaaherehere kaupapa here**

The report and recommendations are consistent with the Council's policies, plans and prior decisions.

5.4 Maaori and cultural considerations **Whaiwhakaaro Maaori me oona tikanga**

Local hapu – Ngati Haua has considered the application and has confirmed that they support the name Millpark Lane.

6. Significance and engagement assessment **Aromatawai paahekoheko**

6.1 Significance **Te Hiranga**

The decisions and matters of this report are assessed as of low significance, in accordance with the Council's [Significance and Engagement Policy](#).

6.2 Engagement **Te Whakatuutakitaki**

Tamahere Community Committee consultation around private road naming has been undertaken in accordance with Council policy and standard operating procedures.

Highest level of engagement	Inform ✓	Consult <input type="checkbox"/>	Involve <input type="checkbox"/>	Collaborate <input type="checkbox"/>	Empower <input type="checkbox"/>
<i>Tick the appropriate box/boxes and specify what it involves by providing a brief explanation of the tools which will be used to engage (refer to the project engagement plan if applicable).</i>					

State below which external stakeholders have been or will be engaged with:

Planned	In Progress	Complete	
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Internal
<input type="checkbox"/>	<input type="checkbox"/>	✓	Community Boards/Community Committees
<input type="checkbox"/>	<input type="checkbox"/>	✓	Local hapu – Ngati Haua
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Affected Communities
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Affected Businesses
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Other (Please Specify)

7. Next steps Ahu whakamua

If the preferred name is approved, the Developer will utilise this.

8. Confirmation of statutory compliance Te Whakatuuturutanga aa-ture

As required by the Local Government Act 2002, staff confirm the following:

The report fits with Council's role and the Infrastructure Committees Terms of Reference and Delegations. Confirmed

The report contains sufficient information about all reasonably practicable options identified and assessed in terms of their advantages and disadvantages (*Section 5.1*). Confirmed

Staff assessment of the level of significance of the issues in the report after consideration of the Council's Significance and Engagement Policy (<i>Section 6.1</i>).	Low
The report contains adequate consideration of the views and preferences of affected and interested persons taking account of any proposed or previous community engagement and assessed level of significance (<i>Section 6.2</i>).	Confirmed
The report considers impact on Maaori (<i>Section 5.5</i>)	Confirmed
The report and recommendations are consistent with Council's plans and policies (<i>Section 5.4</i>).	Confirmed
The report and recommendations comply with Council's legal duties and responsibilities (<i>Section 5.3</i>).	Confirmed

9. Attachments

Ngaa taapirihanga

Attachment 1 – Tamahere pre-approved road name list
Attachment 2 - Development Road Map

Tamahere Community Committee

Pre-approved road name list 2023

ID	Name	Reason	Location of duplicate or similar sounding name in NZ	Classification exclusions and notes
<u>Noteworthy Persons</u>				
	Jim Thompson	Long standing family in the Tamahere area.	nil	
	Van der Hum	Long standing family in the Tamahere area.	nil	
<u>Astrological themed names</u>				
	Mahinarangi	<i>was the wife of Turongo and daughter in law of Kakati from Tainui Waka. Also means Moon in the sky.</i> 'Family who swam across the river with a child on their back'	nil	
	Turongo	<i>Tūrongo was a Māori rangatira (chief) in the Tainui confederation of tribes, based at Rangiātea, near Waikeria, New Zealand. The husband of Mahinarangi.</i> 'Family who swam across the river with a child on their back'	Street, Otorohanga (52km away)	
<u>Tamahere Native Plants</u>				
<u>Other relevant names</u>				
	Pekapeka	Bats – commonly found living and roosting in Tamahere area.	Street, Raglan (57km away) Road, Kerepehi (80km away)	

Memorandum of Easements		
Purpose	Shown	Benefited Land
Right of Way.	A	Lots 1 - 7, Lot 2 DP 318934
Right to convey Electricity.	B	Lots 1 - 6
Right to convey Telecommunications.	Lot 13	Lots 3 - 6
Right to convey Water.		
Right to drain Water.		

Schedule of Existing Easements		
Purpose	Shown	Document
Right to convey Electricity.	A	10710459.3
Right to convey Telecommunications & Computer Media.		

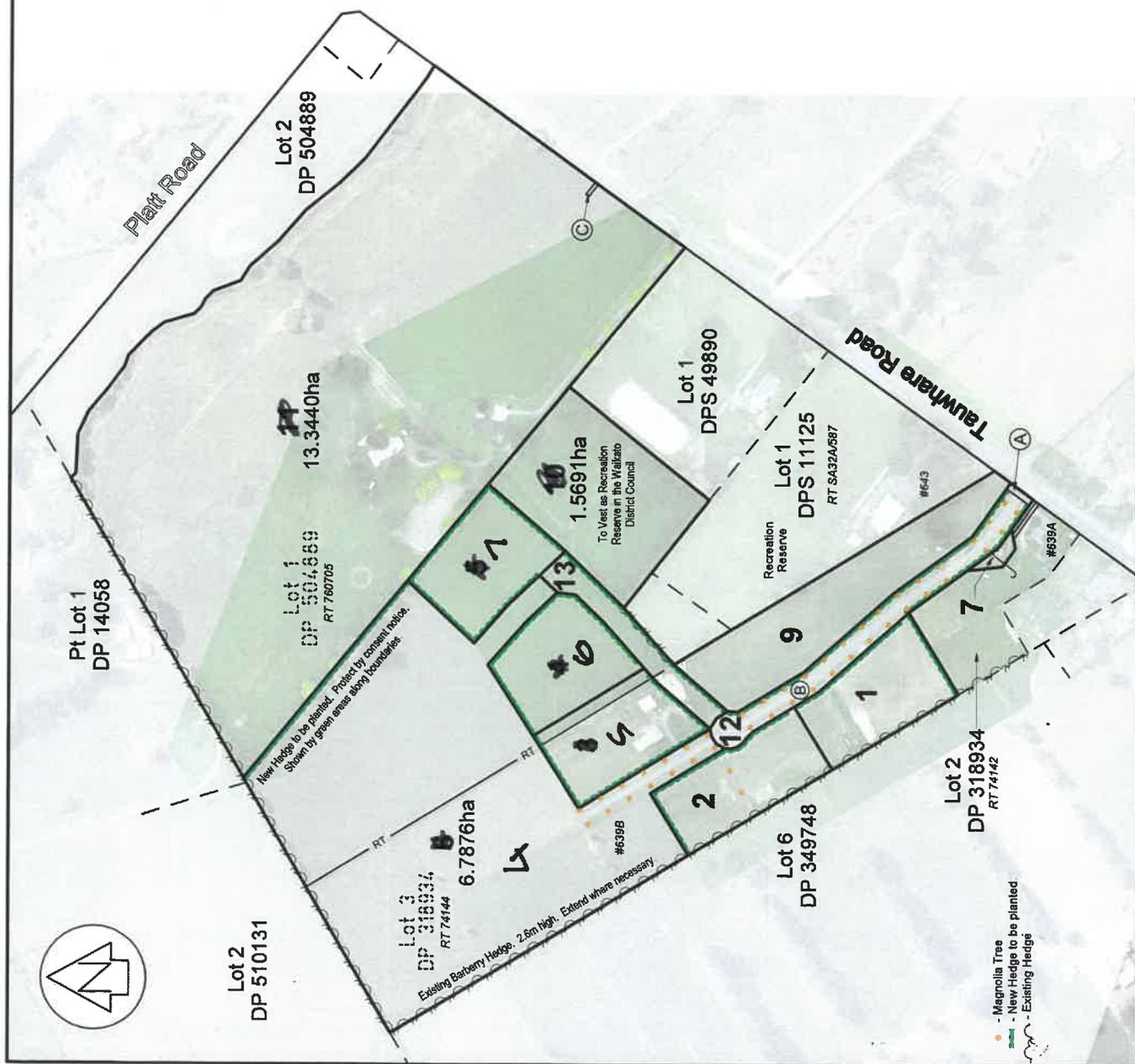
AMALGAMATION CONDITIONS:

That Lot 12 hereon (legal access) be held as to six undivided one sixth shares by the owners of Lots 1 to 6 hereon as tenants in common in the said shares and that individual Records of Title be issued in accordance therewith.

That Lot 13 hereon (legal access) be held as to four undivided one fourth shares by the owners of Lots 3 to 6 hereon as tenants in common in the said shares and that individual Records of Title be issued in accordance therewith.

s220(1)(b)(iv) RMA

That Lot 7 hereon be transferred to the owner of Lot 2 DP 318934 (RT 74142) and that one Record of Title be issued to include both parcels.
s220(1)(b)(i) RMA



**PROPOSED SUBDIVISION OF
LOT 3 DP 318934 & LOT 1 DP 504889
639B & 675 Tauwhare Road**

PREPARED FOR: Montgomery Land Developments Ltd

COGSWELL
SURVEYING | ENGINEERING | PLANNING
5 MILES HILL PLACE, P.O. BOX 156, CAMBRIDGE
P. 07923171 E. info@cogswell.co.nz
WWW.COGSWELL.CO.NZ

SCALE: 1:3500
DATE: FEB 2022
REV: L

ORIGINAL PLAN SIZE: A3
SHEET: 1 of 2
NOTE: ALL DIMENSIONS AND AREAS ARE APPROXIMATE AND SUBJECT TO ADJUSTMENT BY APPROVAL OR SURVEY.
ORIGIN OF LEVELS: IT 200 DRS 13554 - RL 50.00
THIS DRAWING OR DESIGN REMAINS THE PROPERTY OF, AND MAY NOT BE REPRODUCED, WITHOUT THE WRITTEN PERMISSION OF COGSWELL SURVEYS LTD

To	Infrastructure Committee
Report title	Urgent Proposed Road Name for Subdivision 0111/21 and Sub0155/22 at 164 Bollard Road, Tuakau
Date:	13 February 2023
Report Author:	Ellen Wilson, Contracts & Compliance Coordinator
Authorised by:	Roger MacCulloch, General Manager Service Delivery

1. Purpose of the report

Te Take moo te puurongo

To seek approval from the Infrastructure Committee on the Proposed Road Name for Subdivision 0111/21 and Subdivision 0155/22 at 164 Bollard Road, Tuakau.

2. Executive summary

Whakaraapopototanga matua

This report requests that the Infrastructure Committee approve the attached proposed road name for this subdivision at 164 Bollard Road, Tuakau. The developer would prefer to utilise a name which is not on the pre-approved list (Allie). The other alternative names (Raupo and Linder) are from the approved list but are not preferred.

The names have been checked by Council staff against the Road Naming Policy.

Staff have contacted the local hapu Ngati Tamaoho and delayed the report from going to the December Council meeting so the hapu could provide feedback. The hapu's December board meeting didn't go ahead, and they then re-circulated the request for feedback the week of 16 January 2023. When followed up in January the hapu said they would like to propose alternative names; however, with multiple follow ups since, to date they have not provided any alternative names.

This application for road names has been with Council 6 months and is now holding up the development from being able to issue titles without a road name. The weighting in the Road Naming Policy (attached) lists the importance of Historical Road names and Culturally significant Road names both of equal importance at a level 3. Therefore, as it is now deemed urgent, staff request the Infrastructure Committee approve the Developer's Proposed Road name.

The Tuakau Community Board meetings were unable to be held in December and February as the Board did not make a quorum. Therefore, staff are requesting the Infrastructure Committee approve this Road Naming application to stop any further delays.

3. Staff recommendations Tuutohu-aa-kaimahi

That the Infrastructure Committee:

- a. **approves the following proposed road name submitted by the developer for SUB 0021/22 and SUB 0155/22, 164 Bollard Road, Tuakau:**
 - **Option 1: Road 1 (Lot 101) – Allie Drive**

4. Background Koorero whaimaarama

SUB 0021/22 and SUB 0155/22 are residential developments on, more or less, 69630m² at 164 Bollard Road, Tuakau. The development is consented to create 13 new lots situated on the western side of Bollard Road approximately 1.5km south of Tuakau township.

While a pre-approved list of names exists for the Tuakau Community Board (attached), the developer is permitted to go outside of this list and propose different names. This is contemplated in the Road Naming Policy under section 1.2 as follows:

1.2 Request for Road Name not from the “Approved List” of Road Names

(a) Where an “Approved List” is not available or the subdivision developer wishes to choose their own road names, the developer shall make a request to Council’s Roading Asset Team.

Staff have reviewed the name and considered it does not duplicate, sound too similar, or is a duplicated street type (e.g. street, road, avenue, boulevard, junction, crescent, etc) which may otherwise cause travel uncertainties in the Waikato District. The names have been checked against Google mapping and NZ Post.

5. Discussion and analysis Taataritanga me ngaa tohutohu

The current Tuakau Community Board approved road name list (attachment 1) provides a list of recommended historical, social, cultural and geographic themed names, background to the name choice, an indication of any potential duplication or sound similarity issues. The developer’s application letter (attachment 2) includes their Option 1 name request and reasoning. There are no exclusions of any suffix applicable to these name options as per the Road Naming Policy.

Council staff have been in contact with Ngati Tamaoho who are the local hapu in this area via phone and email initially on 5 December 2022. They didn't have a board meeting in December and re-circulated the email request for feedback by the week of 16 January 2023. The representative said they received initial feedback that they would like to propose alternative Maori names. Staff have been in contact with them multiple times since December and have still not received any alternative name options.

Staff have also emailed Waikato Tainui in relation to this proposed road name who have only raised a concern about the general pre-approved Road naming lists. Their feedback said "Within cultural protocol, the naming of spaces is created specific to the space, place and historical background. Having a pool of names insinuates that names can be 'picked from a hat', without any grounding to the unique historical narrative or whenua specific to each space and place". There was no feedback specifically in relation to the Developers preferred name 'Allie Drive' which is not from a pre-approved road name list.

The hapu feedback suggested they would like to provide alternative names but 3 months later after many follow up emails and discussions they have yet to provide any options. Staff have decided it prudent to get the Infrastructure Committee approval for these road names as the development is now currently on hold as they cannot issue titles without road names.

In the Road Naming Policy section 3.3 'Weighting Categories and Description' the weighting for History (The family name of the former owner of a farm or property...may be used if a historical context is established) and Cultural significance to Maaori (the category includes the name of a Maaori heritage precinct, site or track or traditional appropriate name for the area) are both 3 – meaning they have the same importance according to the Policy.

This highlights an area of potential uncertainty which will be looked at as part of the Road Naming Policy review.

5.1 Options

Ngaa koowhiringa

Staff have assessed that there are two reasonable and viable options for the Community Board to consider:

- 1) Option 1 – approve the requested road name
- 2) Option 2 – require the developer to use names only from the approved list

Staff recommend option 1, approving the road name application as the ability to use alternative names is contemplated by the policy.

5.2 Financial considerations

Whaiwhakaaro puutea

There are no material financial considerations associated with the recommendations of this report. All costs for new road names are being met by developers.

5.3 Legal considerations **Whaiwhakaaro-aa-ture**

Staff confirm that the staff recommendation complies with the Council's legal and policy requirements.

5.4 Strategy and policy considerations **Whaiwhakaaro whakamaaherehere kaupapa here**

The report and recommendations are consistent with the Council's policies, plans and prior decisions.

5.5 Maaori and cultural considerations **Whaiwhakaaro Maaori me oona tikanga**

Waikato-Tainui were contacted in November 2022 and Ngati Tamaoho have been contacted on 5 December 2022 by the developer advising of the road name application and to date have provided feedback they wish to recommend alternative names, but no alternative names have been provided prior to this Infrastructure report.

5.6 Climate response and resilience considerations **Whaiwhakaaro-aa-taiao**

The matters in this report have no known impact on climate change or resilience for the Council.

5.7 Risks **Tuuraru**

The decisions and matters of this report are assessed as of low risk, in accordance with the Council's Risk assessment and risk appetite.

6. Significance and engagement assessment **Aromatawai paahekoheko**

6.1 Significance **Te Hiranga**

The decisions and matters of this report are assessed as of low significance, in accordance with the Council's [Significance and Engagement Policy](#).

6.2 Engagement Te Whakatuutakitaki

Highest level of engagement	Inform	Consult	Involve	Collaborate	Empower
	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<i>Tick the appropriate box/boxes and specify what it involves by providing a brief explanation of the tools which will be used to engage (refer to the project engagement plan if applicable).</i>					

State below which external stakeholders have been or will be engaged with:

Planned	In Progress	Complete	
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Internal
<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Community Boards/Community Committees
<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Waikato-Tainui (Local iwi) and Ngati Tamaoho (local hapu)
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Affected Communities
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Affected Businesses
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Other (Please Specify)

7. Next steps Ahu whakamua

If the preferred name is approved, the Developer will utilise this. If not, an alternative option will be used.

8. Confirmation of statutory compliance Te Whakatuuturutanga aa-ture

As required by the Local Government Act 2002, staff confirm the following:

The report fits with Council's role, Terms of Reference and Delegations.	Confirmed
The report contains sufficient information about all reasonably practicable options identified and assessed in terms of their advantages and disadvantages (<i>Section 5.1</i>).	Confirmed
Staff assessment of the level of significance of the issues in the report after consideration of the Council's Significance and Engagement Policy (<i>Section 6.1</i>).	Low
The report contains adequate consideration of the views and preferences of affected and interested persons taking account of any proposed or previous community engagement and assessed level of significance (<i>Section 6.2</i>).	Confirmed
The report considers impact on Maaori (<i>Section 5.5</i>)	Confirmed
The report and recommendations are consistent with Council's plans and policies (<i>Section 5.4</i>).	Confirmed
The report and recommendations comply with Council's legal duties and responsibilities (<i>Section 5.3</i>).	Confirmed

9. Attachments Ngaa taapirihanga

Attachment 1 – Tuakau Community Board pre-approved road name list

Attachment 2 – Developers application letter (Road map on page 2)

Attachment 3 – Road Naming Policy

ID	Name	Reason	Location of duplicate or similar sounding name in NZ	Classification exclusions and notes
<i>Names form the WWI Tuakau Honours Board (Tuakau War Memorial Hall):</i>				
	Bergrie		Nil	Nil
	Dorricott		Nil	Nil
	Feather		Nil	Nil
	Hamilton		Hamilton Road, Cambridge	Nil
	Linder		Nil	Nil
	Lyle-Young		nil	Nil
	McGahan		Nil	Nil
	McNeil		Nil	Nil
	Prescott		Prescott Place, Hillcrest, Hamilton	Nil
	Vicars		Nil	Nil
<i>Maori Peoples Name from Tuakau:</i>				
	Abraham		Abraham Place, Saint Johns, Auckland	Nil
	Cooper		Cooper street, Pukekohe, Auckland 9.7km away Cooper Crescent, Cambridge	Cooper Street – excluded and the whole name may not meet LINZ standards as it's less than 25km away.
	Kukutai		Kukutai Lane, Papakura, Auckland	Nil
<i>Local Names:</i>				
	Aarts		Aarts Avenue, Manurewa, Auckland	Nil
	Bhana		Nil	Nil

Trees

	Ngaio		Ngaio Street, Orakei, Auckland Ngaio Avenue, Mangere Bridge, Auckland Ngaio Place, Pukete, Hamilton Ngaio Crescent, Cambridge Ngaio Street, Matamata	Nil
	Raupo		Raupo Place, Rototuna North, Hamilton Raupo Place, Matamata	Nil

Food

	Kōmata		Komata Crescent, Papamoa Beach	Nil
	Kānga		Kanga Lane, Manurewa, Auckland	Nil
	īnanga		Inanga Lane, Omaha, Matakana	Nil
	Pāua		Paua Place, Mount Roskill, Auckland Paua Road, Te Kao Paua Cove, Papamoa Paua Lane, Omaha, Matakana	Nil

19 September 2022



The Surveying Company LTD
17 Hall Street
PO Box 466 Pukekohe 2340
Phone 09 238 9991
email: info@subdivision.co.nz
web: www.subdivision.co.nz

Waikato District Council
Private Bag 544
NGARUAWAHIA 3742

Attention: Subdivision Team

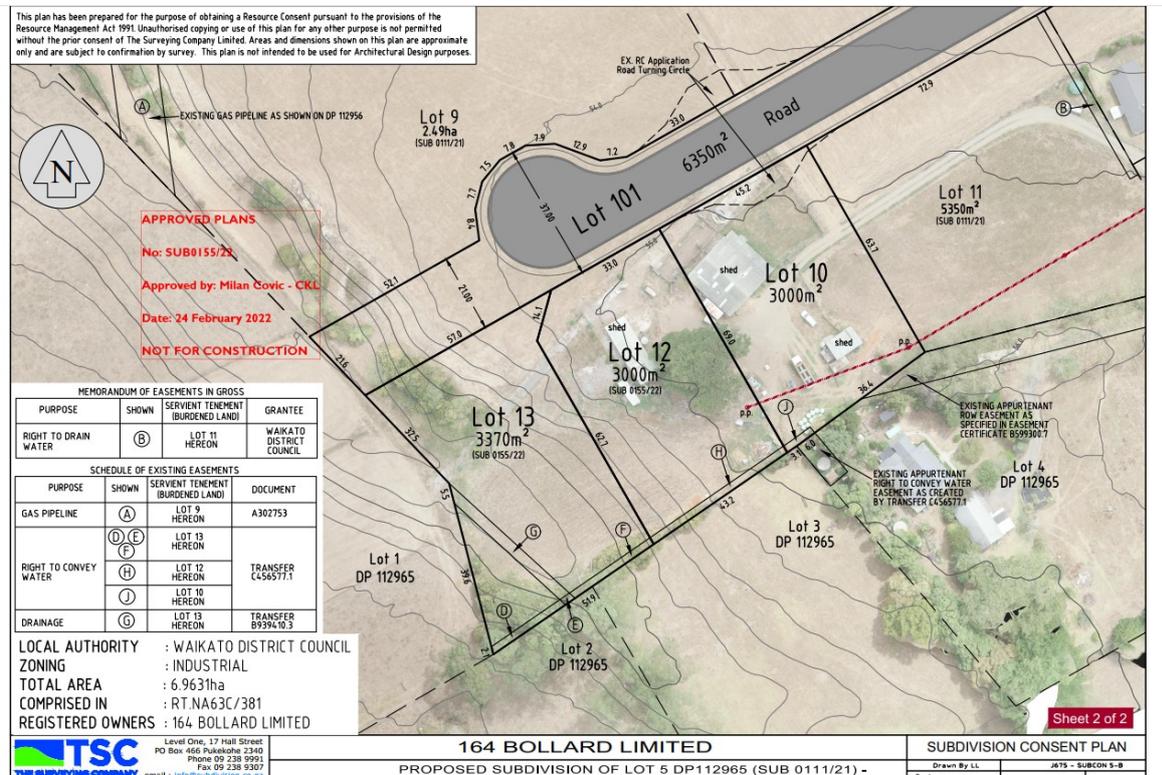
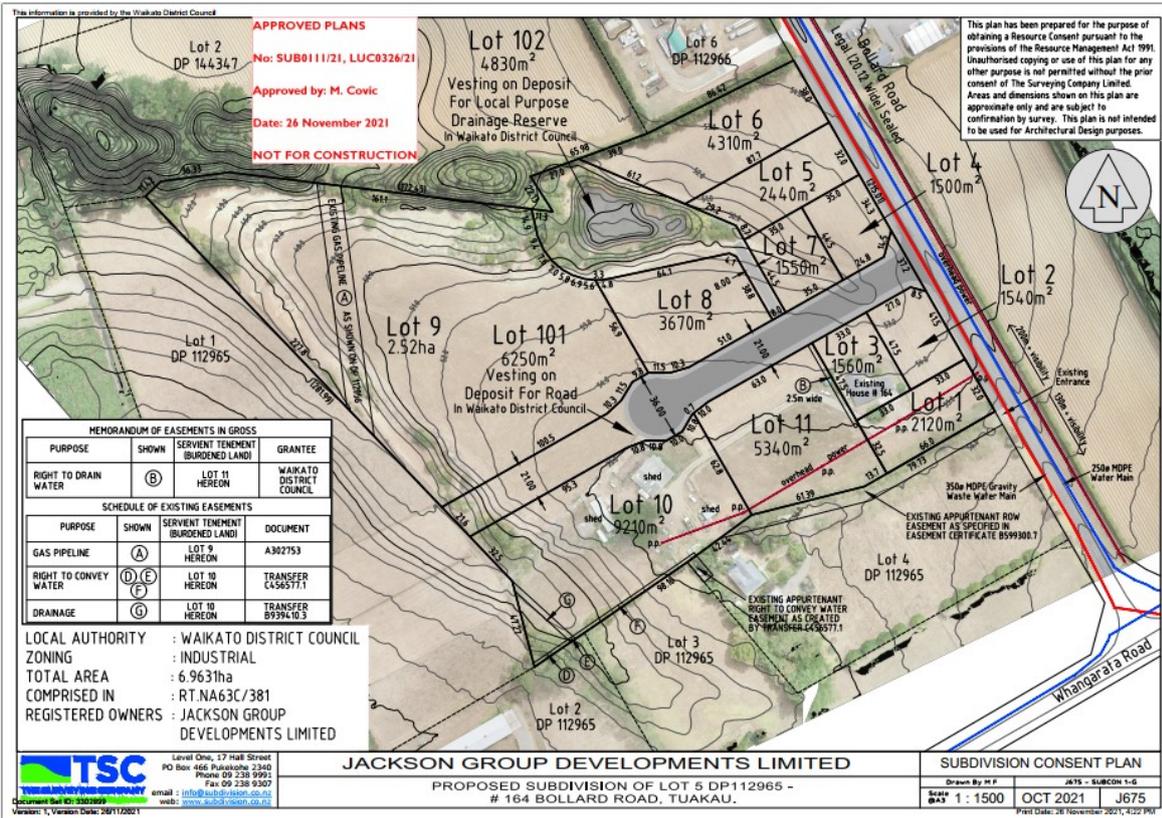
SUB0111/21 & SUB0155/22 – APPLICATION FOR ROAD NAMING 164 BOLLARD ROAD, TUAKAU

1. APPLICATION DETAILS

Applicant:	164 Bollard Limited
Property Address:	164 Bollard Road, Tuakau
Legal Description:	Lot 5 DP 112965
Proposal: Provide road name within the subdivision of land to create 13 industrial lots at 164 Bollard Road, Tuakau associated access and new road.	

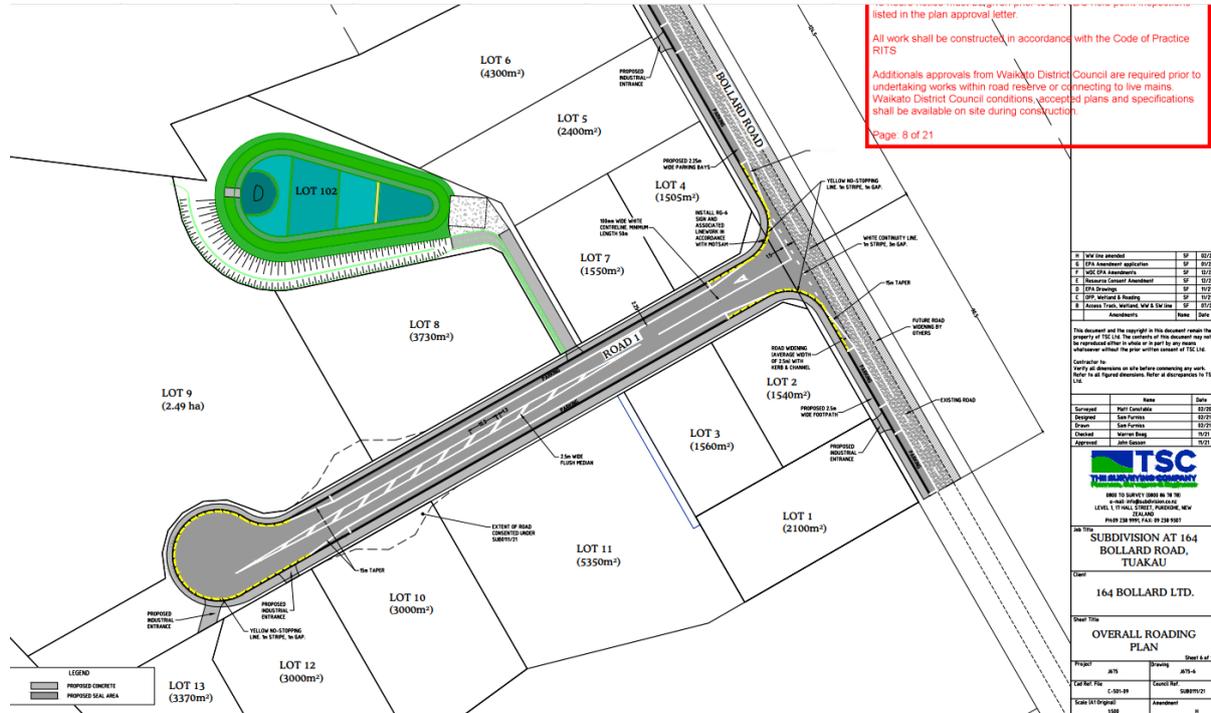
164 Bollard Limited (the applicant) owns a 6.963ha property (the site) located on the western side of Bollard Road, Tuakau, approx. 1.5km south of Tuakau township. The site is zoned Industrial under the Operative Waikato District Plan and Proposed Waikato District Plan- Decisions Version Plan.

On 26th November 2022 and on the 24th February 2022 Waikato District Council issued subdivision consents (SUB0111/21) and (Lot 10 - SUB0155/22) to undertake a 13-lot subdivision consent. The site will be accessed from Bollard Road via the new road (Lot 101 / Road 1) currently under construction. The new road will have a legal width of 21m, with a sealed 3.5m width plus 2.25m parking each side. The road is being formed up to a turning point (see SUB0155/22), however may be extended through in the future identified in the Tuakau Structure Plan (Map 54.11.2).



2. REQUEST FOR ROAD NAME APPROVAL

Land Information New Zealand (LINZ) requires that proposed new public roads are to be named. The new road to be named is identified as Road 1 below.



The applicant provides the following names for the road, two selected from the Tuakau Community Board Road Names List, in order of their preference:

- Allie Drive** (first preference) – a significant family name sought by the applicant. We believe there are no 'Allie' road names in close proximity to our site.
- Raupo Drive** – 'Raupo' means a New Zealand bulrush plant. Raupo (*Typha orientalis*) grow along the margins of rivers, wetlands and shallow waterways. There will be the wetland reserve within the site providing Raupo the opportunity to grow.
- Linder Drive** – 'Linder' Charles Linder was a war veteran and the son of Mr and Mrs George Alfred Linder of Tuakau. Charles Linder served as a Lance Corporal NZ Rifle Brigade, 3rd Battalion in WW1. Charles Linder is named on the Tuakau Roll of Honour.

3. CONCLUSION

There are no other roads named 'Allie' which we can find in the Franklin or wider Waikato region and we consider the applicants' preferred name 'Allie Drive' is considered for approval by the Local Board at their next meeting. Alternatively request the Local Board to please consider 'Raupo Drive' or 'Linder Drive'.

Yours sincerely
TSC Limited

Prepared by: Nic Wingrove
Position: Intermediate Planner

Road Naming Policy

Policy Owner:	General Manager, Service Delivery
Policy Sponsor:	Infrastructure Committee
Approved By:	Policy Committee
Approval Date:	14 March 2016
Resolution Number:	WDC1603/06/1/18
Effective Date:	14 March 2016
Next Review Date:	October 2018

Scope

This Policy applies to:

- the naming of new or previously unnamed Public Roads;
- changing the name of an existing Public Road; and
- the naming of Private Roads.

Objectives

The objectives of this policy are to ensure that:

- Clear guidance of the criteria and process for road naming is provided to Council employees subdivision developers, Community Boards/Committees/ Groups and the general public.
- Council meets the requirements of the Local Government Act 1974.
- Communities and local iwi have input into road naming.
- Adequate consultation is undertaken with Community Boards/ Committees/ Groups.

Related Documents/Legislation

- Hamilton City Council – Infrastructure Technical Specification
- WDC Heritage Strategy
- Local Government Act 1974 – s319A
- Manual of Traffic Signs and Markings - Part 1 Section 7 Guide Signs (Design, Policy, Location)
- Road Naming Policy (2013)
- Guidelines for selection of road names

Application

This Policy applies to the following parties:

- Waikato District Council - Service Delivery Group, Consents, Planning and Strategy
- General Public
- Subdivision Developers

Definitions

Approved List A list of road names which have been pre-selected by Community Boards, Community Committees, Community Groups, Iwi and approved by the Infrastructure Committee.

Private Road Has the same meaning as private road in the Local Government Act 1974

(s315)

Private Roads are not maintained by the Council.

Public Road

Has the same meaning as road in the Local Government Act 1974 (s315)Public

Roads are maintained by the Council.

Subdivision Developer

A person, consultant or agent who is in the process of undertaking a subdivision development whereby subdivision resource consent is applicable.

The following definitions include the different types of road titles which could apply to both public and private roads:

Avenue	wide straight roadway or street usually planted either side with trees
Boulevard	once a promenade on the side of demolished fortifications; now applied to any street or broad main road
Close	a small quiet residential road or street
Court	an enclosed, uncovered area opening off a street(s)
Crescent	a crescent shaped street
Drive	a main connecting route in a suburb
Esplanade	Level roadway along the seaside, lake or a river
Glade	tree covered street or a passage between trees
Glen	in a narrow valley
Grove	a road lined with houses and often trees, especially in a suburban area
Hill	applies to a feature rather than a route
Lane	a narrow road or way between buildings, hedges, fences, etc.
Place	an open square lined with houses in a town
Quay	along the waterfront
Road/Street	route of way between places
Terrace	a street along the face or top of a slope
View	a street with a view
Way	a path or route

Community Boards, Committees and Groups to be consulted

A list of Community Boards, Committees and Groups is as follows:

Community Boards	Community Groups	
Huntly	Eureka	North East Waikato
Ngaruawahia	Glen Afton/Pukemiro	Newstead
Onewhero-Tuakau	Glen Massey	Pokeno
Raglan	Gordonton	Rangariri

Taupiri	Horongarara	Tamahere
	Horsham Downs	Tauwhare
	Matangi	Te Kowhai
Community Committees		
Meremere	Port Waikato Residents & Ratepayers	
Te Kauwhata	Whatawhata Residents & Ratepayers	

Policy Statements

All road names require approval by the Infrastructure Committee. This includes all road names to be included on the Approved List.

Naming Public Roads

Public Roads to be vested in Council shall be named (at the cost of the developer).

Public Road Signs shall be in accordance with Manual of Traffic Signs and Markings - Part 1 Section 7 Guide Signs (Design, Policy, Location)

Naming Private Roads

Private roads shall be named (at the cost of the developer) where there are 6 or more lots gaining access. If there are 5 or fewer lots gaining access, the developer may use the number with lettering suffix A-E or suggest a private name as per section 1.2.

Private Road Signs shall have blue lower case lettering with initial capitals lettering on a white background and shall have a supplementary 'Private Access' plate with blade height of 75mm attached to the bottom edge of the street name plate. All other sign attributes shall comply with the Manual of Traffic Signs and Markings.

I. Making a Request for Road Name(s)

I.1 Using a road name from the 'Approved List'

- (a) Where an 'Approved List' is available, the subdivision developer shall be invited to choose from that list and submit a written request to Council's Roding Asset Team. Note: It is advised that the subdivision developer discusses their road name selection with the Roding Asset Team to ensure the road name has not already been used (and not yet taken off the list) or is proposed to be used by another subdivision developer.

I.2 Request for Road Name not from the "Approved List" of Road Names

- (a) Where an "Approved List" is not available or the subdivision developer wishes to choose their own road names, the developer shall follow the guideline included in section 3 of this policy and make a request to Council's Roding Asset Team. Council's Roding Asset Team shall then follow procedure as set out in section 2.3.
- (b) Council's Roding Asset Team shall ensure the request is complete before proceeding with the process for name approval, as set out in section 3 below. Should the request require further information, Council's Roding Asset Team shall contact the subdivision developer by phone, email or in writing.

2. Infrastructure Committee Procedure

2.1 Establishing Road Names onto the 'Approved List'

- (a) Ward Councillor's shall consult with Community Boards, Community Committees, Community Groups and local Iwi, in accordance with Guidelines section 3.2, to establish a tentative list of road names. Tentative names are to be checked by the Roading Asset Team then submitted and approved by the Infrastructure Committee before inclusion on the 'approved list'. Iwi consultation can be co-ordinated by Waikato District Council Iwi & Community Partnership Manager. Council shall hold the 'approved list'.

All road names, once approved by the Infrastructure Committee and included on the "approved list" do not require any further approvals from the Infrastructure Committee.

- (b) The "approved list" shall be reviewed from time to time as appropriate by the Community Boards/ Committees/ Groups to ensure the list comprises a sufficient number of road names (i.e. more than 20 names at any one time).

Note: An approved list may not be available for every Community. Ward Councillor's shall determine whether or not an approved list is required for their Community depending on whether there is a need.

2.2 Altering Existing Road Names

- (a) In the event an existing road requires renaming, a request shall be made by either the general public or Council in accordance with section 2.3.
- (b) Where the request is being made by the general public for the alteration, they shall be responsible for undertaking consultation with both the residents of the road to be renamed and the ward councillors. The ward councillors will advise whether further consultation is required with the Community Board/Committee before making the amendment request to Council.
- (c) Where the request for amendment is being made by Council, Council's Roading Asset Team shall undertake consultation with all owners and occupiers in the affected street or road; the local Ward Councillors; and Community Board/ Committees/ Groups before reporting to the Infrastructure Committee.
- (d) In the event of an unfavourable response from owners and occupiers (less than 75% in favour), the road name shall remain unchanged.
- (e) If 75% approval is gained from the responses received, Council's Roading Asset Team will recommend to the Infrastructure Committee that the name be approved.

2.3 Road Name Requests to the Infrastructure Committee or Council

- (a) Upon receiving a request as set out in section 1.2 from either a subdivision developer, or as required by Council (if there is a road name change required), shall undertake consultation with local iwi, Community Boards, Community Committees and Community Groups. Following consultation a report (in accordance to Guidelines Section 3 shall be prepared by Council's Roading Asset Team recommending approval from either the Infrastructure Committee or Council.

- (b) In the case of no support from the Community Board/ Committees/ Groups the Infrastructure Committee will make final decision on approving the Road Name(s).
- (c) Upon approval of a road name Council's Roding Asset Team shall notify external agencies (i.e. Land Information New Zealand, Emergency Services).
- (d) Council's Roding Asset Team will report to Council twice yearly (in June & December) with a list and map of all new road names confirmed over the previous 6 months. An updated Road Name directory shall also be provided before this meeting.

3 Guidelines and Criteria for Selection of Road Names

3.1 Making a request to Council's Roding Asset Team

All requests for road names shall be in writing and submitted to Council's Roding Asset Team. All requests shall include the following details (as applicable):

- i) Three proposed road names (using guidance below); and
- ii) The reasons the subdivision developer wants to use these options (see guidance below); and
- iii) Evidence to support the reasons outlined above in criteria (ii) (if applicable)

3.2 When considering options for road names, the following criteria must be taken into account:

- (a) Names should be brief (i.e. restricted to one word only) and be easily and readily pronounced. Identical sounding names with different spelling are to be avoided.
- (b) Names should not duplicate any existing district roads and preferably any name occurring within surrounding districts, including Hamilton and Auckland.
- (c) The length of the name should preferably not exceed 12-15 characters. The use of hyphens to connect parts of names should in most cases be avoided and the name written either as one word or as separate words where established by usage.
- (d) Short names should be chosen for short streets for mapping purposes.
- (e) Reasons for a road name may include but is not limited to: political, historical (including Maaori or early settler), memorial, social or economic, natural features, outstanding events or persons as categorized in section 3.3 below.

3.3 Weighting Categories and Description

The following categories have been afforded a weighting based on their importance with respect to road name selection. The higher the weighting afforded (i.e. 3), the higher the importance.

History – Weighting 3

- (a) The name of a historical family, event industry or activity associated with the area. Such names may include early settlers and early notable families.
- (b) The family name of the former owner of a farm or property or the name of the farm or property may be used if a historical context is established. Permission of surviving relatives should be obtained where appropriate.

Culture – Weighting 3 (Cultural significance to Maaori or culture other than Maaori)

- (a) The category includes the name of a Maaori heritage precinct, site or track or traditional appropriate name for the area.
- (b) All Maaori names are to be submitted to Council's Iwi & Community Partnership Manager to ensure that they are appropriate; spelt correctly, interpreted correctly and are not offensive to Maaori.
- (c) Joint non-Maaori/Maaori names will not generally be considered.

Geography – Weighting 2

- (a) The category includes local geographical, topographical, geological and landscape features.
- (b) Local flora and fauna also included in this category eg. Trees, plants and animals that is widespread and plentiful in the area.
- (c) Views must be readily identifiable.

Theme – Weighting 2 (Common or established themes in the area)

- (a) Where more than one road is being created in a development, a common theme is recommended for the names.
- (b) Where there is an established theme in the area, new road names should reflect this theme.
- (c) Proposed themes for a new subdivision must be submitted to council for approval.

Noteworthy Person – Weighting 1

- (a) Persons who have made a notable contribution to the area of the District. The contribution may be in conservation, community service, sport, arts, military, commerce, local government or other activity.
- (b) Names from local war memorials will be considered where appropriate. Permission of surviving relatives should be obtained where appropriate.

Policy Review

This policy will be due for review in 2018.

[Previous Policies - WDC06/11/1/3, WDC07/12/05/1/12 & WDC09/03/08/1/4]

To	Infrastructure Committee
Report title	Urgent Proposed Road Name for Subdivision 0077/21 at 142 Highbrook Way, Whatawhata
Date:	13 February 2023
Report Author:	Ellen Wilson, Contracts & Compliance Coordinator
Authorised by:	Roger MacCulloch, General Manager Service Delivery

1. Purpose of the report

Te Take moo te puurongo

To seek approval from the Infrastructure Committee on the Proposed Road Name for Subdivision 0077/21 at 142 Highbrook Way, Whatawhata.

Although only one road name is required, three have been proposed in case there is an issue with one of them. The developer's first preference is Archie Way but they would be happy with Evens Way if this is not possible. The local hapu has suggested 'Tunaeke' as an alternative Maori name for consideration.

This road naming application is now urgent as the development cannot issue titles without a road name and it has been with Council for 9 months.

2. Executive summary

Whakaraapopototanga matua

This report requests that the Infrastructure Committee approve the attached urgent proposed road name for this subdivision at 142 Highbrook Way, Whatawhata. Two names have been proposed by the developer outside of a pre-approved list and are supported by Council's roading team. An alternative Maori name 'Tunaeke' has also been suggested by the local hapu. The hapu would not respond to the Developer directly to discuss and come to an agreement on one name therefore staff are requesting the Infrastructure Committee make the final decision.

Whatawhata does not fall into an area covered by a Community Board or Committee and therefore there is no pre-approved road naming list for this area. Approvals for road names go directly to Council in this circumstance.

This road name application was initially sent to Council staff on 1 June 2022. Due to issues in the process and staff leaving Council this application was not processed until the Roothing team discovered the issue in early December and is now urgent – the development cannot issue titles without road names.

Staff had contacted the local hapu Ngaa Uri o Mahanga Trust who delayed the report from going to the December Council meeting so they could provide feedback. The hapu's December board meeting didn't go ahead, and they re-circulated the request for feedback by 16 January 2023. No feedback had been received by this date and therefore staff requested the Chief Executive use his extended Council delegation to approve this urgent road name application on the basis that the hapu feedback when provided also approves the road names and no issues or concerns are raised.

The local hapu provided feedback with an alternative name on 24 January 2023. The local hapu suggested the name 'Tunaeke'. The literal meaning is the rising or ascending of tuna or local eel, which was prominent in that area.

The developer had tried twice to get in contact with the local hapu to come to an agreement on one name prior to the Infrastructure meeting, however has received no response from the hapu, as time is of the essence have asked Council to make a final decision.

The names have been checked by Council staff against the Road Naming Policy.

3. Staff recommendations

Tuutohu-aa-kaimahi

That the Infrastructure Committee:

- a. approves the following proposed road name submitted by the developer for SUB 0077/21, 142 Highbrook Way, Whatawhata**
 - Road 1 (A) – Archie Way OR
 - Road 1 (A) – Evens Way OR
- b. approves the following proposed road name submitted by the local hapu for SUB 0077/21, 142 Highbrook Way, Whatawhata**
 - Road 1 (A) – Tunaeke Way

4. Background

Koorero whaimaarama

SUB 0077/21 is a residential development on more or less, 26355m² at 142 Highbrook Way, Whatawhata. The development is consented to create 8 new lots situated on the western side of Highbrook Way and the Waipa River.

Whatawhata area is not covered by a Community Board or Committee and therefore no pre-approved list of road names exists for the Whatawhata area. The developer is permitted to propose different names. This is contemplated in the Road Naming Policy under section 1.2 as follows:

1.2 Request for Road Name not from the "Approved List" of Road Names

(a) Where an "Approved List" is not available or the subdivision developer wishes to choose their own road names, the developer shall make a request to Council's Roading Asset Team.

The names proposed by the developer are both family names of the developer and landowner. 'Archie Way' is the developer's son. 'Evens Way' is the family name of the landowner.

The developer has requested a family name for this road as it is a small family subdivision which they have been working tirelessly on for many years now, where the siblings and parents are planning to build and live. It would mean a lot to them if one of the requested family names could be accepted, as they are meaningful to the family history and represent the hard work they have put in.

The local hapu provided feedback suggesting 'Tunaeke' as an alternative name. The literal meaning is the rising or ascending of tuna or local eel, which was prominent in that area.

Staff have reviewed the three road name options and considered they do not duplicate, sound too similar, or is a duplicated street type (e.g., street, road, avenue, boulevard, junction, crescent, etc) which may otherwise cause travel uncertainties in the Waikato District. The names have been checked against Google mapping and NZ Post. The only similar names are in the South Island.

The original road naming application was sent to Council via email on 1 June 2022. The staff member responsible for Road Naming Applications at that time was in the process of leaving Council and the application was never processed. The issue came to light in December 2022 by the Roading team and is now urgent as the development is almost complete and is being held up by having no road names.

In the Road Naming Policy (attached) section 3.3 'Weighting Categories and Description' the weighting for History (The family name of the former owner of a farm or property...may be used if a historical context is established) and Cultural significance to Maaori (the category includes the name of a Maaori heritage precinct, site or track or traditional appropriate name for the area) are both 3 – meaning they have the same importance according to the Policy.

This highlights an area of potential uncertainty which will be looked at as part of the Road Naming Policy review.

5. Discussion and analysis

Taataritanga me ngaa tohutohu

The table below provides a list of recommended historical, social, cultural and geographic themed names, background to the name choice, an indication of any potential duplication or sound similarity issues, and the exclusion of any suffix if applicable as per Road Naming Policy.

Name (in order of preference)	Reason	Location of duplicate or similar sounding name	OFFICE USE ONLY	
			Classification Exclusion and notes	Approved or Declined
Archie Way	Son of Developer (born 06/05/2022)	Wanaka, Tai Tapu, Rolleston *All in the South Island	nil	Approved by Rooding team
Evens Way	Family name of landowner	Nil	nil	Approved by Rooding team
Tunaeke Way	Local hapu suggested name. Meaning is the rising or ascending of tuna or local eel, which was prominent in that area	Nil	Nil	Approved by Rooding team

5.1 Options

Ngaa koowhiringa

Staff have assessed that there are two reasonable and viable options for the Infrastructure Committee to consider:

- 1) Option 1 – approve one of the requested road names submitted by the Developer
- 2) Option 2 – approve the road name submitted by the local hapu
- 3) Option 3 – don't approve any of the names

Because there is no preapproved list, we are able to use one of the developer's proposed names therefore, staff recommend option 1; approving the road name application as the ability to use alternative names is contemplated by the policy.

5.2 Financial considerations

Whaiwhakaaro puutea

There are no material financial considerations associated with the recommendations of this report. All costs for new road names are being met by developers.

5.3 Legal considerations **Whaiwhakaaro-aa-ture**

Staff confirm that the staff recommendation complies with the Council's legal and policy requirements.

5.4 Strategy and policy considerations **Whaiwhakaaro whakamaaherehere kaupapa here**

The report and recommendations are consistent with the Council's policies, plans and prior decisions.

5.5 Maaori and cultural considerations **Whaiwhakaaro Maaori me oona tikanga**

Local Iwi Waikato Tainui and local hapu Nga Uri o Mahanga Trust have been emailed and called to confirm they are in agreement with the proposed names. Staff have not received a response from Waikato Tainui. The local hapu representative has provided an alternative Maori name for consideration.

5.6 Climate response and resilience considerations **Whaiwhakaaro-aa-taiao**

The matters in this report have no known impact on climate change or resilience for the Council.

5.7 Risks **Tuuraru**

The decisions and matters of this report are assessed as of low risk, in accordance with the Council's Risk assessment and risk appetite.

6. Significance and engagement assessment **Aromatawai paahekoheko**

6.1 Significance **Te Hiranga**

The decisions and matters of this report are assessed as of low significance, in accordance with the Council's [Significance and Engagement Policy](#).

6.2 Engagement Te Whakatuutakitaki

Highest level of engagement	Inform <input type="checkbox"/>	Consult <input checked="" type="checkbox"/>	Involve <input type="checkbox"/>	Collaborate <input type="checkbox"/>	Empower <input type="checkbox"/>
<i>Tick the appropriate box/boxes and specify what it involves by providing a brief explanation of the tools which will be used to engage (refer to the project engagement plan if applicable).</i>	Consultation has occurred with the local hapu Nga Uri o Mahanga Trust and attempted with Waikato Tainui.				

State below which external stakeholders have been or will be engaged with:

Planned	In Progress	Complete	
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Internal
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Community Boards/Community Committees (there is no Committee in Whatawhata)
<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	Waikato-Tainui/Local iwi and hapu
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Affected Communities
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Affected Businesses
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Other (Please Specify)

7. Next steps Ahu whakamua

If one of the three recommended names are approved, the Developer will utilise this.

8. Confirmation of statutory compliance Te Whakatuuturutanga aa-ture

As required by the Local Government Act 2002, staff confirm the following:

The report fits with Council's role, Terms of Reference and Delegations.	Confirmed
The report contains sufficient information about all reasonably practicable options identified and assessed in terms of their advantages and disadvantages (<i>Section 5.1</i>).	Confirmed
Staff assessment of the level of significance of the issues in the report after consideration of the Council's Significance and Engagement Policy (<i>Section 6.1</i>).	Low
The report contains adequate consideration of the views and preferences of affected and interested persons taking account of any proposed or previous community engagement and assessed level of significance (<i>Section 6.2</i>).	Confirmed
The report considers impact on Maori (<i>Section 5.5</i>)	Confirmed
The report and recommendations are consistent with Council's plans and policies (<i>Section 5.4</i>).	Confirmed
The report and recommendations comply with Council's legal duties and responsibilities (<i>Section 5.3</i>).	Confirmed

9. Attachments Ngaa taapirihanga

Attachment 1 – Development Road Map

Attachment 2 - Road Naming Policy

LEGEND

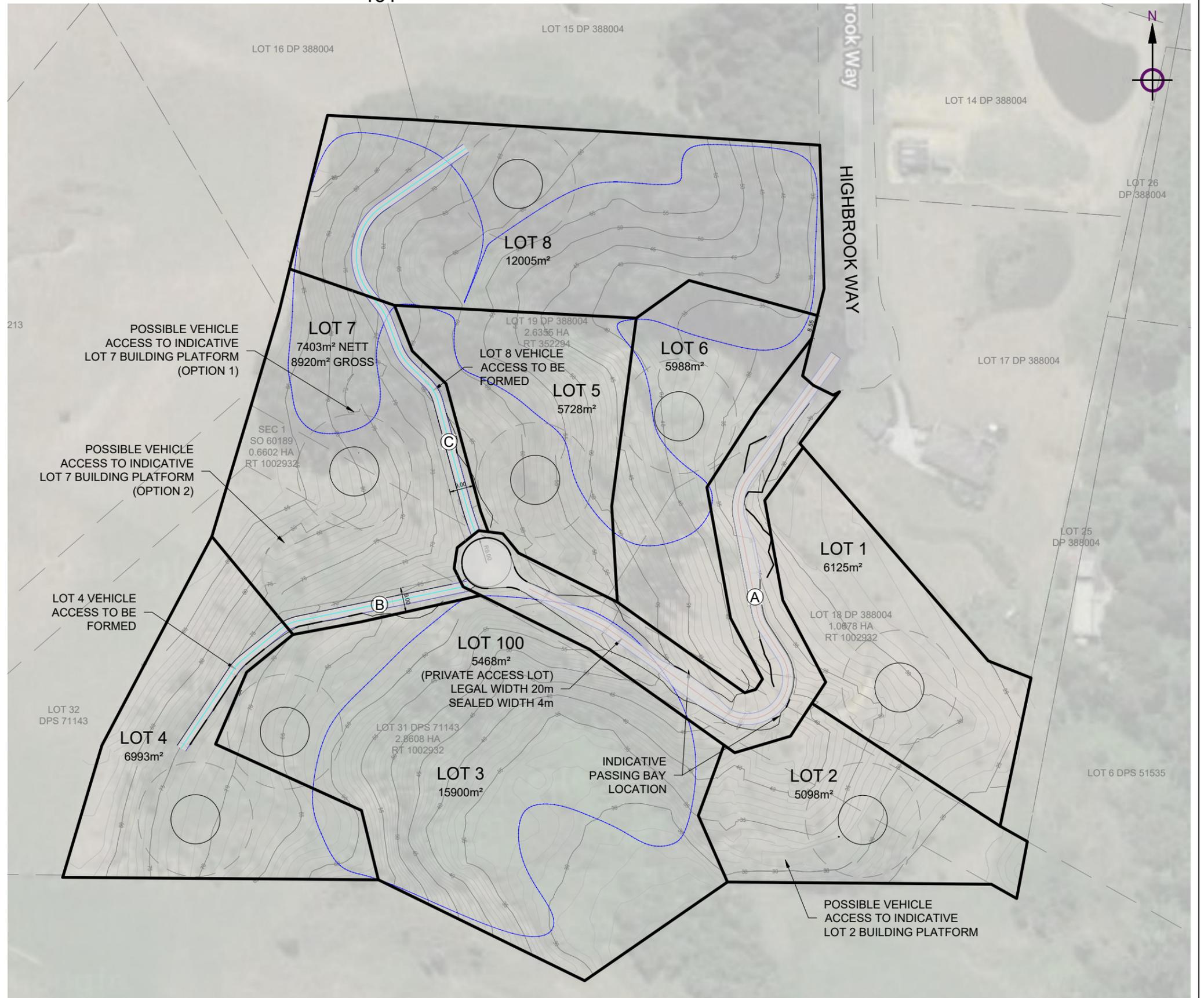
-  EXISTING TITLE BOUNDARY
-  PROPOSED BOUNDARY
-  GEOTECHNICAL HAZARD ZONE BOUNDARY
-  EXISTING MAJOR CONTOUR (1m)
-  EXISTING MINOR CONTOUR (0.2m)
-  PROPOSED MAJOR CONTOUR (1m)
-  PROPOSED MINOR CONTOUR (0.2m)
-  INDICATIVE WASTEWATER DISPOSAL
-  INDICATIVE HOUSE SITE (18m DIAMETER WITH 12m SETBACK)

SCHEDULE OF EASEMENTS			
PURPOSE	SHOWN	BURDENED LAND	BENEFITED LAND
RIGHT OF WAY	A	LOT 100	LOTS 1-5 AND 7-8
	B	LOT 7	LOT 3 & 4
	C		LOT 8
RIGHT TO CONVEY ELECTRICITY AND TELECOMMUNICATIONS	A	LOT 100	LOTS 1-8
	B	LOT 7	LOT 3 & 4
	C		LOT 8

AMALGAMATION CONDITION
THAT LOT 100 HEREON (LEGAL ACCESS) BE HELD AS TO SEVEN UNDIVIDED ONE-SEVENTH SHARES BY THE OWNERS OF LOTS 1-5 AND 7-8 HEREON AS TENANTS IN COMMON IN THE SAID SHARES AND THAT INDIVIDUAL RECORDS OF TITLE BE ISSUED HEREWITH.

GENERAL NOTES

1. ALL DIMENSIONS IN METRES UNLESS NOTED OTHERWISE.
2. COORDINATES ARE IN TERMS OF MOUNT EDEN 2000 GEODETIC CIRCUIT.
3. ALL LEVELS ARE IN METRES TO MOTURIKI DATUM. ORIGIN OF LEVELS LINZ MARK AGED (RL 47.7757m).
3. CONTOURS SHOW EXISTING GROUND LEVELS AND ACCESSWAY DESIGN LEVELS. EXISTING GROUND LEVEL CONTOURS SHOWN ARE LIDAR DATA OBTAINED FROM LINZ DATA SERVICE AND HAVE NOT BEEN CONFIRMED BY SURVEY.
4. EXISTING TITLE - LOTS 18 & 19 DP 388004, SECTION 1 SO 60189 AND LOT 31 DPS 71143 (RT 1002932 & 352294)
5. BOUNDARIES AND AREAS ARE APPROXIMATE ONLY AND ARE SUBJECT TO CHANGE. FINAL BOUNDARIES WILL BE IN ACCORDANCE WITH CITY PLAN AND LINZ REQUIREMENTS.
6. BOUNDARIES NOT FOR BUILDING DESIGN PURPOSES.
7. ANY EXISTING SERVICE POSITIONS AND ALIGNMENTS MAY HAVE BEEN OBTAINED FROM THIRD PARTY RECORDS AND SHOULD BE VERIFIED ON SITE PRIOR TO COMMENCEMENT OF ANY WORKS. LYSAGHT CONSULTANTS DOES NOT IN ANY WAY GUARANTEE THE ACCURACY OF ANY UNDERGROUND SERVICE SHOWN ON THIS PLAN.
8. AERIAL PHOTO IS APPROXIMATE ONLY.
9. CONCEPT SERVICING IS INDICATIVE ONLY AND IS SUBJECT TO DETAILED DESIGN AND ENGINEERING APPROVAL.
9. BUILDING PLATFORM LOCATIONS AND WASTEWATER FIELD LOCATIONS ARE INDICATIVE ONLY. PRIVATE VEHICLE ACCESS TO LOTS 1-3 AND 5-7 ARE INDICATIVE ONLY, AND SUBJECT TO FINAL BUILDING PLATFORM LOCATIONS.



REV.	DATE	REVISION DETAILS	DRN	CHKD	APRVD
H	27/04/22	LOT BOUNDARIES AMENDED		EKM	
G	11/02/21	AMALGAMATION CONDITION AND LOT 6 ACCESS RIGHTS AMANDED		EKM	
F	19/08/21	LOT BOUNDARY AND ACCESS LOCATION AMENDMENT		EKM	
E	04/08/21	VEHICLE CROSSING OFF ROW ADDED FOR LOT 3		ANV	JT
D	20/07/21	LOT ACCESS UPDATED		ANV	JT
C	30/04/21	MINOR LOT LAYOUT AMENDMENTS		EKM	
B	05/03/21	DESIGN AND LOT BOUNDARY CHANGES		EKM	
A	30/10/20	ORIGINAL ISSUE		EKM	

ORIGINAL DESIGNER	SIGNED	DATE
EKM	-	30/10/20
ORIGINAL DRAWN	SIGNED	DATE
EKM	-	30/10/20
ORIGINAL CHECKED	SIGNED	DATE
ORIGINAL APPROVED	SIGNED	DATE



SURVEYING, ENGINEERING, PLANNING & LAND DEVELOPMENT
19 TOTARA ST., MT MAUNGANUI 3116 PH 07 578 8798 www.lysaght.net.nz

CLIENT	HIGHBROOK WAY DEVELOPMENT LTD 142 & 144 Highbrook Way
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PROJECT & DRAWING TITLE	PROPOSED SUBDIVISION OF LOTS 18 & 19 DP 388004 AND LOT 31 DPS 71143
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DRAWING STATUS	FOR CONSENT
PROJECT NO.	204675
DRG NO.	204675-100-SCH
SCALE (A3)	1:1500
REV.	H

DRG LOCATION: X:\Projects\120\204675 Ellis Events 142 & 144 Highbrook Way\CAD\Drawings\1_Survey & scheme\204675-100-SCH REV H
DRG PLOT DATE: 2022-04-28 10:02:49
DISCLAIMER: THIS DRAWING REMAINS THE PROPERTY OF LYSAGHT CONSULTANTS LTD. NO LIABILITY SHALL BE ACCEPTED FOR THE UNAUTHORISED USE OF THIS DRAWING. DO NOT SCALE DRAWING.

Road Naming Policy

Policy Owner:	General Manager, Service Delivery
Policy Sponsor:	Infrastructure Committee
Approved By:	Policy Committee
Approval Date:	14 March 2016
Resolution Number:	WDC1603/06/1/18
Effective Date:	14 March 2016
Next Review Date:	October 2018

Scope

This Policy applies to:

- the naming of new or previously unnamed Public Roads;
- changing the name of an existing Public Road; and
- the naming of Private Roads.

Objectives

The objectives of this policy are to ensure that:

- Clear guidance of the criteria and process for road naming is provided to Council employees subdivision developers, Community Boards/Committees/ Groups and the general public.
- Council meets the requirements of the Local Government Act 1974.
- Communities and local iwi have input into road naming.
- Adequate consultation is undertaken with Community Boards/ Committees/ Groups.

Related Documents/Legislation

- Hamilton City Council – Infrastructure Technical Specification
- WDC Heritage Strategy
- Local Government Act 1974 – s319A
- Manual of Traffic Signs and Markings - Part 1 Section 7 Guide Signs (Design, Policy, Location)
- Road Naming Policy (2013)
- Guidelines for selection of road names

Application

This Policy applies to the following parties:

- Waikato District Council - Service Delivery Group, Consents, Planning and Strategy
- General Public
- Subdivision Developers

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Naming Public Roads

Public Roads to be vested in Council shall be named (at the cost of the developer).

Public Road Signs shall be in accordance with Manual of Traffic Signs and Markings - Part 1 Section 7 Guide Signs (Design, Policy, Location)

Naming Private Roads

Private roads shall be named (at the cost of the developer) where there are 6 or more lots gaining access. If there are 5 or fewer lots gaining access, the developer may use the number with lettering suffix A-E or suggest a private name as per section 1.2.

Private Road Signs shall have blue lower case lettering with initial capitals lettering on a white background and shall have a supplementary 'Private Access' plate with blade height of 75mm attached to the bottom edge of the street name plate. All other sign attributes shall comply with the Manual of Traffic Signs and Markings.

I. Making a Request for Road Name(s)

I.1 Using a road name from the 'Approved List'

- (a) Where an 'Approved List' is available, the subdivision developer shall be invited to choose from that list and submit a written request to Council's Roding Asset Team. Note: It is advised that the subdivision developer discusses their road name selection with the Roding Asset Team to ensure the road name has not already been used (and not yet taken off the list) or is proposed to be used by another subdivision developer.

I.2 Request for Road Name not from the "Approved List" of Road Names

- (a) Where an "Approved List" is not available or the subdivision developer wishes to choose their own road names, the developer shall follow the guideline included in section 3 of this policy and make a request to Council's Roding Asset Team. Council's Roding Asset Team shall then follow procedure as set out in section 2.3.
- (b) Council's Roding Asset Team shall ensure the request is complete before proceeding with the process for name approval, as set out in section 3 below. Should the request require further information, Council's Roding Asset Team shall contact the subdivision developer by phone, email or in writing.

2. Infrastructure Committee Procedure

2.1 Establishing Road Names onto the 'Approved List'

- (a) Ward Councillor's shall consult with Community Boards, Community Committees, Community Groups and local Iwi, in accordance with Guidelines section 3.2, to establish a tentative list of road names. Tentative names are to be checked by the Roading Asset Team then submitted and approved by the Infrastructure Committee before inclusion on the 'approved list'. Iwi consultation can be co-ordinated by Waikato District Council Iwi & Community Partnership Manager. Council shall hold the 'approved list'.

All road names, once approved by the Infrastructure Committee and included on the "approved list" do not require any further approvals from the Infrastructure Committee.

- (b) The "approved list" shall be reviewed from time to time as appropriate by the Community Boards/ Committees/ Groups to ensure the list comprises a sufficient number of road names (i.e. more than 20 names at any one time).

Note: An approved list may not be available for every Community. Ward Councillor's shall determine whether or not an approved list is required for their Community depending on whether there is a need.

2.2 Altering Existing Road Names

- (a) In the event an existing road requires renaming, a request shall be made by either the general public or Council in accordance with section 2.3.
- (b) Where the request is being made by the general public for the alteration, they shall be responsible for undertaking consultation with both the residents of the road to be renamed and the ward councillors. The ward councillors will advise whether further consultation is required with the Community Board/Committee before making the amendment request to Council.
- (c) Where the request for amendment is being made by Council, Council's Roading Asset Team shall undertake consultation with all owners and occupiers in the affected street or road; the local Ward Councillors; and Community Board/ Committees/ Groups before reporting to the Infrastructure Committee.
- (d) In the event of an unfavourable response from owners and occupiers (less than 75% in favour), the road name shall remain unchanged.
- (e) If 75% approval is gained from the responses received, Council's Roading Asset Team will recommend to the Infrastructure Committee that the name be approved.

2.3 Road Name Requests to the Infrastructure Committee or Council

- (a) Upon receiving a request as set out in section 1.2 from either a subdivision developer, or as required by Council (if there is a road name change required), shall undertake consultation with local iwi, Community Boards, Community Committees and Community Groups. Following consultation a report (in accordance to Guidelines Section 3 shall be prepared by Council's Roading Asset Team recommending approval from either the Infrastructure Committee or Council.

- (b) In the case of no support from the Community Board/ Committees/ Groups the Infrastructure Committee will make final decision on approving the Road Name(s).
- (c) Upon approval of a road name Council's Roding Asset Team shall notify external agencies (i.e. Land Information New Zealand, Emergency Services).
- (d) Council's Roding Asset Team will report to Council twice yearly (in June & December) with a list and map of all new road names confirmed over the previous 6 months. An updated Road Name directory shall also be provided before this meeting.

3 Guidelines and Criteria for Selection of Road Names

3.1 Making a request to Council's Roding Asset Team

All requests for road names shall be in writing and submitted to Council's Roding Asset Team. All requests shall include the following details (as applicable):

- i) Three proposed road names (using guidance below); and
- ii) The reasons the subdivision developer wants to use these options (see guidance below); and
- iii) Evidence to support the reasons outlined above in criteria (ii) (if applicable)

3.2 When considering options for road names, the following criteria must be taken into account:

- (a) Names should be brief (i.e. restricted to one word only) and be easily and readily pronounced. Identical sounding names with different spelling are to be avoided.
- (b) Names should not duplicate any existing district roads and preferably any name occurring within surrounding districts, including Hamilton and Auckland.
- (c) The length of the name should preferably not exceed 12-15 characters. The use of hyphens to connect parts of names should in most cases be avoided and the name written either as one word or as separate words where established by usage.
- (d) Short names should be chosen for short streets for mapping purposes.
- (e) Reasons for a road name may include but is not limited to: political, historical (including Maaori or early settler), memorial, social or economic, natural features, outstanding events or persons as categorized in section 3.3 below.

3.3 Weighting Categories and Description

The following categories have been afforded a weighting based on their importance with respect to road name selection. The higher the weighting afforded (i.e. 3), the higher the importance.

History – Weighting 3

- (a) The name of a historical family, event industry or activity associated with the area. Such names may include early settlers and early notable families.
- (b) The family name of the former owner of a farm or property or the name of the farm or property may be used if a historical context is established. Permission of surviving relatives should be obtained where appropriate.

Culture – Weighting 3 (Cultural significance to Maaori or culture other than Maaori)

- (a) The category includes the name of a Maaori heritage precinct, site or track or traditional appropriate name for the area.
- (b) All Maaori names are to be submitted to Council's Iwi & Community Partnership Manager to ensure that they are appropriate; spelt correctly, interpreted correctly and are not offensive to Maaori.
- (c) Joint non-Maaori/Maaori names will not generally be considered.

Geography – Weighting 2

- (a) The category includes local geographical, topographical, geological and landscape features.
- (b) Local flora and fauna also included in this category eg. Trees, plants and animals that is widespread and plentiful in the area.
- (c) Views must be readily identifiable.

Theme – Weighting 2 (Common or established themes in the area)

- (a) Where more than one road is being created in a development, a common theme is recommended for the names.
- (b) Where there is an established theme in the area, new road names should reflect this theme.
- (c) Proposed themes for a new subdivision must be submitted to council for approval.

Noteworthy Person – Weighting 1

- (a) Persons who have made a notable contribution to the area of the District. The contribution may be in conservation, community service, sport, arts, military, commerce, local government or other activity.
- (b) Names from local war memorials will be considered where appropriate. Permission of surviving relatives should be obtained where appropriate.

Policy Review

This policy will be due for review in 2018.

[Previous Policies - WDC06/11/1/3, WDC07/12/05/1/12 & WDC09/03/08/1/4]

To	Infrastructure Committee
Report title	Exclusion of the Public
Date:	1 March 2023
Report Author:	Rosa Leahy, Democracy Advisor
Authorised by:	Gaylene Kanawa, Democracy Manager

1. **Staff recommendations** **Tuutohu-aa-kaimahi**

THAT the public be excluded from the following parts of the proceedings of this meeting.

The general subject of each matter to be considered while the public is excluded, the reason for passing this resolution in relation to each matter, and the specific grounds under section 48(1) of the Local Government Official Information and Meetings Act 1987 for the passing of this resolution are as follows:

General subject of each matter to be considered	Reason for passing this resolution in relation to each matter	Ground(s) under section 48(1) for the passing of this resolution
Item PEX 1.1 Huntly - Land Acquisition Agreement	Good reason to withhold exists under Section 6 or Section 7 Local Government Official Information and Meetings Act 1987	Section 48(1)(a)

This resolution is made in reliance on section 48(1)(a) of the Local Government Official Information and Meetings Act 1987 and the particular interest or interests protected by Section 6 or Section 7 of that Act which would be prejudiced by the holding of the whole or relevant part of the proceedings of the meeting in public, as follows:

Item No.	Section	Interest
Item PEX 1.1 Huntly - Land Acquisition Agreement	7(2)(i)	To enable negotiations to carry on without prejudice or disadvantage.

2. Attachments Ngaa taapirihanga

There are no attachments for this report.
