

Agenda for a meeting of the Taupiri Community Board to be held in the Memorial Hall, Greenlane Road, Taupiri on **MONDAY 13 FEBRUARY 2017** commencing at **5.30pm**.

A Public Forum will be held as the first item on the agenda at 5.30pm

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

**1. APOLOGIES AND LEAVE OF ABSENCE**

**2. CONFIRMATION OF STATUS OF AGENDA**

**3. DISCLOSURES OF INTEREST**

**4. CONFIRMATION OF MINUTES**

Meeting held on Monday 5 December 2016

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**5. REPORTS**

5.1 Public Forum

5.2 Discretionary Fund Report to 31 January 2017

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5.3 Taupiri Works and Issues Report

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5.4 Approved Road Names Lists

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5.5 Chairperson's Report

*Verbal*

5.6 Councillors' Report

*Verbal*

GJ Ion

**CHIEF EXECUTIVE**

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### ***Open Meeting***

<b>To</b>	Taupiri Community Board
<b>From</b>	Gavin Ion Chief Executive
<b>Date</b>	5 January 2017
<b>Prepared by</b>	Wanda Wright Committee Secretary
<b>Chief Executive Approved</b>	Y
<b>Reference #</b>	GOV0506
<b>Report Title</b>	Confirmation of Minutes

#### **I. EXECUTIVE SUMMARY**

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To confirm the minutes of a meeting of the Taupiri Community Board held on Monday 5 December 2016.

#### **2. RECOMMENDATION**

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**THAT the minutes of a meeting of the Taupiri Community Board held on Monday 5 December 2016 be confirmed as a true and correct record of that meeting.**

#### **3. ATTACHMENTS**

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TCB Minutes

**MINUTES** of a meeting of the Taupiri Community Board held in the Memorial Hall, Greenlane Road, Taupiri on **MONDAY 5 DECEMBER 2016** commencing at **5.45pm**

**Present:**

Mrs D Lovell (Chairperson)  
 Cr EM Patterson  
 Mr H Lovell  
 Ms J Morley  
 Miss S Ormsby-Cocup  
 Mr J Ross  
 Mr R Van Dam

**Attending:**

Ms S Duignan (General Manager Customer Services)  
 Mrs J Vernon (Strategic Planning & Resource Management Team Leader)  
 Mrs R Gray (Council Support Manager)  
 Mrs S Courtney (Property Maintenance Officer)  
 Mrs L van den Bemd (Community Development Advisor)  
 Mrs J Gribble (Taupiri School)  
 Mrs C Yelling (Taupiri School)

**APOLOGIES AND LEAVE OF ABSENCE**

**Resolved: (Mrs Ross/Ms Morley)**

**THAT** an apology be received from Cr Gibb.

**CARRIED on the voices**

**TCBI612/01**

**CONFIRMATION OF STATUS OF AGENDA ITEMS**

**Resolved: (Ms Ormsby-Cocup/Mr Lovell)**

**THAT** the agenda for a meeting of the Taupiri Community Board held on **Monday 5 December 2016** be confirmed and all items therein be considered in open meeting;

**AND THAT** the following item be discussed at an appropriate time during the course of the meeting:

- **Public Forum;**

**AND FURTHER THAT** the Board resolves that the following item be withdrawn from the agenda:

- Chairperson's Report.

**CARRIED on the voices**

**TCBI612/02**

### **DISCLOSURES OF INTEREST**

Ms Ormsby-Cocup and Mr Lovell advised members of the Board that they would declare a non-financial conflict of interest in item 5.2 [*Application for Funding: Taupiri School*].

Mr Lovell advised members of the Board that he would declare a non-financial conflict of interest in item 5.4 [*Ngaruawahia Structure Plan Update*].

### **CONFIRMATION OF MINUTES**

**Resolved: (Ms Morley/Cr Patterson)**

**THAT** the minutes of a meeting of the Taupiri Community Board held on Monday 14 November 2016 be confirmed as a true and correct record of that meeting.

**CARRIED on the voices**

**TCBI612/03**

### **REPORTS**

Discretionary Fund Report to 21 November 2016  
Agenda Item 5.1

The Community Development Advisor agreed to investigate the progress for the grant of \$1,952.70 to the Eastern Waikato Netball Centre – upgrading and replacing the microphone sound system [*Refer dated 6 September 2016*]

**Resolved: (Mrs Ross/Mr Van Dam)**

**THAT** the report from the General Manager Strategy & Support be received.

**CARRIED on the voices**

**TCBI612/04/1**

Application for Funding: Taupiri School  
Agenda Item 5.2

Ms Ormsby-Cocup and Mr Lovell declared a conflict of interest, withdrew from the table and took no part in discussion or voting on this item.

The Community Development Advisor provided a brief overview of the application for funding. Mrs Yelling spoke in support of the application.

**Resolved: (Cr Patterson/Mr Van Dam)**

**THAT the report from the General Manager Strategy & Support be received;**

**AND THAT an allocation of \$2,529.50 be made to Taupiri School towards the cost of a memorial seat and picnic area.**

**CARRIED on the voices**

**TCB1612/04/2**

Taupiri Works and Issues Report  
Agenda Item 5.3

The following additional items were discussed:

- Plaque for Bob Byrne Park as a memorial by the tree.
- Meeting commences with the public forum at 5.30pm.
- Process for changing speed limits.

**Resolved: (Mrs Ross/Mr Lovell)**

**THAT the report from the General Manager Customer Support be received.**

**CARRIED on the voices**

**TCB1612/04/3**

Ngaruawahia Structure Plan Update  
Agenda Item 5.4

Mr Lovell declared a conflict of interest, withdrew from the table and took no part in discussion or voting on this item.

The Planning & Resource Management Team Leader provided an overview for the newly elected members and noted two amendments to the executive summary in the report:

- i) Appeals to PC 17 close 13 January 2017.
- ii) The closing date for feedback on the Structure Plan is following the February 2017 community board meeting.

It was agreed to workshop future zoning requirements with members and interested parties.

**Resolved: (Ms Ormsby-Cocup/Cr Patterson)**

**THAT the report from the General Manager Strategy & Support be received.**

**CARRIED on the voices**

**TCB1612/04/4**

Community Plan Template and Identification of Long Term Plan Priority Projects  
Agenda Item 5.5

It was agreed that discussion on the long term projects be considered at the workshop to be held in January 2017.

**Resolved: (Mrs Ross/Ms Morley)**

**THAT the report from the General Manager Strategy & Support be received;**

**AND THAT the Community Board develops its community plan and identifies key projects to give effect to the plan and for consideration through Council's Long Term Plan process by using the template provided;**

**AND FURTHER THAT the completed community plan template be submitted to Council's Corporate Planner by 31 March 2017.**

**CARRIED on the voices**

**TCB1612/04/5**

Community Board/Committee Annual Workshop  
Agenda Item 5.6

**Resolved: (Ms Morley/Ms Ormsby-Cocup)**

**THAT the report from the General Manager Strategy & Support be received.**

**CARRIED on the voices**

**TCB1612/04/6**

Public Forum  
Add.Item

No one presented at the public forum.

Chairperson's Report  
Agenda Item 5.7

This item was withdrawn from the agenda.

Councillors' Report  
Agenda Item 5.8

Cr Patterson gave a verbal overview on current Council issues.

There being no further business the meeting was declared closed at 6.57pm.

D Lovell  
**CHAIRPERSON**  
Minutes2016/TCB/161205 TCB Minutes

### **Open Meeting**

<b>To</b>	Taupiri Community Board
<b>From</b>	Tony Whittaker General Manager Strategy & Support
<b>Date</b>	31 January 2017
<b>Prepared by</b>	Julienne Calambuhay Management Accountant
<b>Chief Executive Approved</b>	Y
<b>Reference/Doc Set #</b>	GOV0506
<b>Report Title</b>	Discretionary Fund Report to 31 January 2017

## **1. EXECUTIVE SUMMARY**

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To update the Board on the Discretionary Fund Report to 31 January 2017.

## **2. RECOMMENDATION**

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**THAT** the report from the **General Manager Strategy & Support** be received.

## **3. ATTACHMENTS**

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Discretionary Fund Report to 31 January 2017



**TAUPIRI COMMUNITY BOARD DISCRETIONARY FUND 2016/2017**

		<b>GL</b>	<b>1.208.1704</b>
<b>2016/17 Annual Plan</b>			1,624.00
<b>Carry forward from 2015/16</b>			7,870.00
<b>Total Funding</b>			<b>9,494.00</b>
<b>Expenditure</b>			
06-Sep-2016	Eastern Waikato Netball Centre - upgrading and replacing the microphone sound system		1,952.70
01-Dec-2016	Taupiri School - cost of memorial seat and picnic area		2,529.51
20-Dec-2016	Taupiri Bowling Club Inc - cost of upgrading the Club's concrete and astrograss areas		1,768.51
17-Jan-2017	Taupuri Community Centre - 2017 hall hire for CB meetings		124.00
<b>Total Expenditure</b>			<b>6,374.72</b>
<b>Income</b>			
20-Oct-16	Elva Gouk		206.16
<b>Total Income</b>			<b>206.16</b>
<b>Net Expenditure</b>			<b>6,168.56</b>
<b>Net Funding Remaining (Excluding commitments)</b>			<b>3,325.44</b>
<b>Commitments</b>			
14-Nov-16	Cost of replacing the noticeboard - Board accepts quotation of \$470 (inclusive) for the notice board at the dairy - TCBI606/04/1		470.00
<b>Total Commitments</b>			<b>470.00</b>
<b>Net Funding Remaining (Including commitments) as of 31 January 2017</b>			<b>2,855.44</b>

### Open Meeting

<b>To</b>	Taupiri Community Board
<b>From</b>	Sue Duignan General Manager Customer Support
<b>Date</b>	1 February 2017
<b>Chief Executive Approved</b>	Y
<b>DWS Document Set #</b>	1672299
<b>Report Title</b>	Taupiri Works and Issues Report

## 1. EXECUTIVE SUMMARY

To update the Community Board on issues arising from the previous meeting and on contracts and projects underway in Taupiri.

## 2. RECOMMENDATION

**THAT the report from the General Manager Customer Support be received.**

## 3. ATTACHMENTS

	Issue	Area	Action
1	Bob Byrne Memorial Park – the park was donated to council by the Byrne family. Mr Byrne’s ashes are interred in the park by a tree. His widow has asked that a small plaque in his memory be placed, perhaps on a boulder, at the base of the tree. The TCB would be willing to fund this if Council could assist with the practicalities.	Service Delivery	Council will be able to assist with the practicalities of installing a memorial plaque. Contact Duncan MacDougall - 027 836 2778 <a href="mailto:duncan.macdougall@waidec.govt.nz">duncan.macdougall@waidec.govt.nz</a>
2	Factory Lane – a speed of 50kms is on this lane but kids play in the area and cars go much faster than the 50kms. There is concern that an accident may occur. Is this suitable for speed bumps or a further reduced speed limit?	Service Delivery	Factory Lane is a privately owned and maintained lane and therefore council has no authority over speed limits and/or traffic calming measures.

3	The Board requests a report on the possibility of the meeting being advertised as starting at 5.30 with the public forum then held at the beginning of the meeting. This would prevent waiting if there are no public who wish to be heard.	Strategy & Support	Meeting was notified to commence at 5.30pm with Public Forum as the first agenda item.
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### **Open Meeting**

<b>To</b>	Taupiri Community Board
<b>From</b>	Tony Whittaker General Manager Strategy and Support
<b>Date</b>	19 January 2017
<b>Prepared by</b>	Marae Tukere Pouhono Iwi ki te Haapori
<b>Chief Executive Approved</b>	Y
<b>Reference #</b>	GOV0514
<b>Report Title</b>	Approved Road Names Lists

## **I. EXECUTIVE SUMMARY**

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Council's Road Naming Policy and Te Reo Maaori Policy refer to Approved Road Names Lists, compiled with and by Waikato District Council Community Boards and Committees. These lists should include Maaori names that acknowledge iwi and hapuu, where appropriate.

It is noted that the Boards/Committees at Raglan, Taupiri, Huntly and Tuakau have not compiled Approved Road Names lists. The purpose of this report is to advise these Boards/Committees about the policies and offer assistance to compile an appropriate list of possible Maaori names for each area.

## **2. RECOMMENDATION**

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**THAT the report from the General Manager, Strategy and Support be received.**

## **3. BACKGROUND**

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Council implemented a Bi-lingual Signage Policy in 2014 and a Te Reo Maaori Policy in 2016 and also updated the Road Naming Policy in 2016.

An objective of these policies is to ensure that consideration is given to conferring appropriate Maaori names on new roads, where appropriate. These names should acknowledge either the iwi / Maaori people, history or unique features of the area.

It has been noted that the Community Boards/Committees at Raglan, Huntly, Tuakau and Taupiri have not yet compiled a list of Approved Road Names.

The purpose of this report is to advise these Boards/Committees of these policies and to offer the assistance of Marae Tukere, Pouhono iwi ki te haapori (Iwi and Community Partnerships Manager) to compile a list of appropriate Maaori names.

Please contact Marae via email: [marae.tukere@waide.govt.nz](mailto:marae.tukere@waide.govt.nz) or phone DDI: 0 7 824 5693 or on 027 2179189.

#### **4. ATTACHMENTS**

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1. Waikato District Council Bi-lingual Signage Policy
2. Waikato District Council Te Reo Maaori Policy
3. Waikato District Council Road Naming Policy

# Bi-lingual Signage Policy

Policy Owner:	Regulatory Manager
Policy Sponsor:	General Manager Customer Support
Approved By:	Waikato District Council
Approved Date	17 July 2014
Resolution Number:	WDC1407/17/1/9
Effective Date:	July 2014
Next Review Date:	July 2019

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## Objective(s)

The objective of this policy is to provide guidelines for bi-lingual signage in the Waikato district.

## Application

This policy supports the recent approval of the addition of the Maaori translation for Waikato District Council to the Council logo.

It applies to those council staff and teams that are responsible for the installation of signage on Waikato District Council building, reserves, parks and facilities.

## Policy Statements

- i. This policy demonstrates Waikato District Council's commitment to the principles of the Treaty of Waitangi. Council is continuously working on building and maintaining effective relationship and partnerships with iwi, hapu, marae and other Maaori representative groups in the district. The implementation of a consistent policy for bi-lingual signage in the Waikato district recognises the importance of iwi and Maaori in the community.
- ii. Waikato District Council acknowledges te reo Maaori as an official language of New Zealand and agrees that there should be a consistent application of te reo Maaori on Waikato District Council signage across the district.
- iii. The policy will only apply to new signage, that is, signage being installed after the policy becomes effective.

## Implementation

- i. Implementation of bi-lingual signage should not cause unnecessary or excessive costs.
- ii. Bi-lingual signage will be restricted to a number of specific signs and a list of those signs is attached for reference.
- iii. A list of words and phrases that will be used for bi-lingual signage has been compiled and is attached for reference. This list will be used by all council staff who are responsible for installing signage.
- iv. All signs that include te reo Maaori will also include an English translation.

- v. Proofs of all Maaori / English signage are to be referred to the appropriate staff for checking before being produced. Those staff include: Iwi & Community Partnerships Manager, Communications Manager, Council Kaumaatua.

## **Policy Review**

This policy will be reviewed as deemed appropriate by the Iwi and Community Partnership Manager at least once every three years.

**Appendices:****A: Specific Bi-lingual Signs.****District Entranceway**

<b>English</b>	<b>Maaori</b>
Welcome to the Waikato Our place	Nau mai, haere mai ki Waikato Taatou waahi
Waikato District Council	Te Kaunihera aa Takiwaa o Waikato

**Office, sub-office and library signage**

<b>English</b>	<b>Maaori</b>
Waikato District Council	Te Kaunihera aa Takiwaa o Waikato
Library Eg: Ngaruawahia Library	Te Whare Pukapuka o (NAME OF TOWN) Te Whare Pukapuka o Ngaruawahia
Office  e.g. Waikato District Council, Ngaruawahia Office	Te Tari o (NAME OF TOWN)  Te Kaunihera aa Takiwaa o Waikato Te Tari o Ngaruawahia

**Library (headings only)**

<b>English</b>	<b>Maaori</b>
Hours	Nga haaora
Kids zone	He Waahi tamariki
Teen zone	He Waahi taiohi

**Parks & Reserves (headings only)**

<b>English</b>	<b>Maaori</b>
Welcome	Nau mai haere mai
Welcome to  Eg: Welcome to Ruapuke Beach  Welcome to Tuakau Recreation Reserve	Nau mai haere mai ki  Nau mai, haere mai ki tatahi o Ruapuke  Nau mai, haere mai ki te waahi haakinakina o Tuakau
Pedestrian access	He huarahi mo nga taangata

**Toilets**

<b>English</b>	<b>Maaori</b>
Ladies	Waahine
Mens	Taane
Toilets	Whare Iti

**General warning (headings only)**



English	Maaori
BEWARE DANGER WARNING CAUTION BE CAREFUL	KIA TUPATO

### Cemeteries

English	Maaori
Cemetery	Urupaa
Eg: Ngaruawahia Public Cemetery	Te Urupaa o Ngaruawahia

### B: Existing bi-lingual signage:

English	Maaori
Welcome	Nau mai, Haere mai
Raglan Information Centre	Te Puna Koorero o Whaingaroa
Raglan and District Museum	Te Whare Taonga o Whaingaroa

### C: Vocabulary List

English	Maaori	English	Maaori
Access	Huarahi	Museum	Whare taaonga
Adult	Pakeke / tangata	Office	Tari
Beach	Tatahi	Person / pedestrian	Tangata
Beware, warning, danger, caution, be careful	Kia tupato	Recreation / Games	Haakinakina
Council	Kaunihera	Reserve	Waahi
Cemetery	urupa	Stop	E Tu!
District	Takiwaa	Teenager	Taiohi / rangatahi
Hours	Nga haaora	Welcome	Nau mai, haere mai
Information	Koorero	To	Ki
Information centre	Puna koorero	Toilet	Whare iti
Kids	Tamariki	Woman / womens	Wahine / Waahine
Library	Whare Pukapukua	Zone / place	Waahi
Man / mens	Tane / Taane		

# Te Reo Maaori Policy

Policy Owner:	Pouhono iwi ki te Haapori
Policy Sponsor:	General Manager Strategy & Support
Approved By:	Waikato District Council
Approved Date:	11 April 2016
Resolution Number:	
Effective Date:	April 2016
Next Review Date:	April 2019

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## 1. Introduction

Waikato-Tainui is the recognised iwi authority in the Waikato district and the Council also has relationships with Ngati Maniapoto and Hauraki iwi. The Councils engagement with these iwi is wide-ranging and includes formal and informal linkages which cover;

- i) Social, cultural, economic and environmental wellbeing;
- ii) History and heritage;
- iii) Physical location;
- iv) Political influences and
- v) Constituency.

Section 81 of the Local Government Act 2002<sup>2</sup> requires Council to:

- (a) Establish and maintain processes that provide an opportunity for Maori to contribute to the decision-making processes of Council; and
- (b) Consider ways in which it may foster the development of Maaori capacity to contribute to the decision-making processes of Council; and
- (c) Provide relevant information to Maaori for the purposes of (a) and (b).

1.1 The development of this Te reo Maaori policy defines a collaborative relationship that is within the spirit of the Tiriti o Waitangi/Treaty of Waitangi, while recognising limitations imposed by statutory responsibilities.

1.2 Increasingly, Te reo Maaori is being used as part of our everyday language. As the Waikato District Council works toward the objective of being the most engaged council in New Zealand, a policy which promotes and values the use of te reo Maaori is appropriate.

## 2. Objective(s)

The objective of this policy is to guide Council in:

- 2.1 Promotion of te reo Maaori and recognition of its value in our district;
- 2.2 Use of te reo Maaori to better reflect and engage the wider community.

The proposed outcome of this policy is to work toward the Waikato District Council being a bi-lingual District Council through progressive planning and prioritisation of actions and resources.

## 3. Application

This policy supports the adoption of the 2014 Waikato District Council Bi-lingual Signage Policy. It applies to all Waikato District Council staff and contractors.

## 4. Definition

This policy is specific to the use of te reo Maaori (Maaori language) at Waikato District Council. It should be noted that the use of te reo Maaori may include formal practices and customs (tiikanga) for example, karakia (prayer), powhiri (formal welcome), whakatau (informal welcome).

## 5. Relevant Legislation / Documents

- Maaori Language Act 1987
- Resource Management Act 1991, Section 6, 7 and 8 and Iwi Management Plans
- Local Government Act 2002, Section 81
- Waikato District Council Heritage Policy
- Waikato District Council Significance and Engagement Policy
- Waikato Raupatu Claims Settlement Act 1995
- Waikato-Tainui Raupatu Claims (Waikato River) Act 2010
- Nga Wai o Maniapoto (Waipa River) Act 2012

## 6. Policy Statement

- 6.1 This policy demonstrates Waikato District Council's commitment to the principles of Te Tiriti o Waitangi/Treaty of Waitangi. Waikato District Council acknowledges te reo Maaori as an official language in New Zealand and agrees that Council should promote and support the use of te reo Maaori.

## 7. Scope

- 7.1 The following are the four strategic goals that will ensure that the use of te reo Maaori is valued and promoted within Waikato District Council:

***Te Reo Maaori Strategic Goal 1:***

Whakamanahia te reo: To raise the status of te reo Maaori in Council's work.

***Te Reo Maaori Strategic Goal 2:***

Whakanui ake nga kaikorero Maaori: To raise the number of te reo Maaori speakers within Council.

***Te Reo Maaori Strategic Goal 3:***

Te painga o te reo: To ensure that quality te reo Maaori is used by the Council.

***Te Reo Maaori Strategic Goal 4:***

Whakamahia te reo: To increase the ability to use Maaori in Council situations.

## 8. Implementation

### **Te Reo Maaori Strategic Goal 1**

***Whakamanahia te reo: To raise the status of te reo Maaori in Council's work.***

- 8.1 Bilingual signage: Complete the implementation of the bi-lingual signage policy across all Waikato District Council signage, including buildings, vehicles, parks and reserves and other Council facilities.
- 8.2 Ensure inclusion of Maaori names for new streets and other facilities: In consultation with iwi and hapuu, and in accordance with the Street Naming and Roading Policies, ensure that Maaori names are considered for new streets and other facilities, where appropriate.
- 8.3 Te reo Maaori publications: To give appropriate consideration to the translation of some key documents (such as summaries of the Annual Plan and Annual Report and any other key documents where considered appropriate) into te reo Maaori, key sections of the Council website, and some brochures, forms, advertising where required. At the very least, to ensure that public documents have bilingual headings.
- 8.4 Te reo Maaori internal communications: To provide Guidelines to Staff on how to use appropriate examples formal and informal greetings, email headers and footers, signatures and simple phrases.

## **9. Te Reo Maaori Strategic Goal 2**

***Whakanui ake ngaa kaikorero Maaori: To raise the number of Te reo Maaori speakers within Council.***

- 9.1.1 Support personal development in te reo: To encourage and support staff seeking to upskill in te reo Maaori via Personal Development Plans.
- 9.1.2 Support is provided for te reo Maaori programmes and activities within the office/s: To provide, time, resources and where available, financial support for Te Wiki o Te reo Maaori activities and te reo training programmes which might be arranged in the office from time to time.
- 9.1.3 Recruitment: To ensure that HR processes include assessment of bilingual competency where this is relevant and could add value to roles within Council;
- 9.1.4 Support for staff who are te reo Maaori champions in the team/office environment: To support Managers to recognise and value those staff who foster and promote the use of te reo Maaori in the office through, for example, approval to attend relevant hui, personal development opportunities, informal peer support and where available, budgetary recognition.

## **10. Te Reo Maaori Strategic Goal 3:**

***Te painga o te reo: To ensure quality te reo Maaori is used by the Council:***

- 10.1.1 Te reo Maaori hei kawhe i nga kaupapa Maaori: Because sometimes Maaori concepts are better expressed in te reo Maaori, to ensure that where appropriate, these concepts are provided in te reo Maaori, with an appropriate English translation;
- 10.1.2 Bilingual publications, website and written translation services: To ensure translations are accurate and of a consistently high standard and that Maaori and English language is used

appropriately and consistently in all types of publications, Council will use an accredited te reo Maaori translator with recognised expertise in the Waikato dialect.<sup>1</sup>

- 10.1.3 Adoption of double vowel to indicate long vowel sound, as Council policy: to ensure that the double vowel is used consistently in Waikato District Council publications and all other public documents, in accordance with Waikato-Tainui preference.

## **11. Te Reo Maaori Strategic Goal 4:**

***Whakamahia te reo: To increase the ability to use Maaori in Council situations:***

- 11.1.1 Customer service: To encourage the use of te reo Maaori in staff interactions with customers through supporting staff in their personal development and through the provision of Guidelines for Staff which include formal and informal greetings and simple phrases.
- 11.1.2 Council meetings: Spoken translation services at meetings: Where it is known te reo Maaori will be used at a council meeting, appropriate prior arrangements are made to ensure that Council has access to a te reo Maaori speaker who can provide translations.

## **12. Timeframe**

It is recognised that the implementation of the strategic goals will take time and implementation plans will be developed for each goal.

In accordance with Waikato District Council's 2020 Challenge, it is envisaged that implementation plans for all the strategic goals will be in place by 2020.

## **13. Policy Review**

This policy will be reviewed at least once every three years.

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<sup>1</sup> Refer to the Taura Whiri i te reo Maaori (Maaori Language Commission) list of accredited translators.

## 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

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### 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/Legislature

- 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.
<b>Public Road</b>	Has the same meaning as road in the Local Government Act 1974 (s315)Public Roads are maintained by the Council.
<b>Subdivision Developer</b>	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:

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

#### **Community Boards, Committees and Groups to be consulted**

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

<b>Community Boards</b>	<b>Community Groups</b>	
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
<b>Community Committees</b>		
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 I 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 Roding 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 Roding 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 Roding 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 Roding 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 ]