



**I, Malcolm Alexander, Interim Chief Executive, hereby give notice that
an Ordinary Meeting of Council will be held on:**

Date: Tuesday, 29 April 2025
Time: 1:30 pm
Location: Council Chamber, Wairoa District Council,
Coronation Square, Wairoa

AGENDA

Ordinary Council Meeting

29 April 2025

MEMBERSHIP: His Worship the Mayor Craig Little, Cr Denise Eaglesome-Karekare, Cr Jeremy Harker, Cr Melissa Kaimoana, Cr Chaans Tumataroa-Clarke, Cr Benita Cairns, Cr Roslyn Thomas

The agenda and associated papers are also available on our website: www.wairoadc.govt.nz

For further information please contact us 06 838 7309 or by email info@wairoadc.govt.nz

Order Of Business

1	Karakia.....	5
2	Apologies for Absence	5
3	Declarations of Conflict of Interest	5
4	Chairperson’s Announcements	5
5	Late items of Urgent Business	5
6	Public Participation	5
7	Minutes of the Previous Meeting.....	5
8	General Items.....	10
8.1	Road Naming - Tihi Tihi Pa (RM220035).....	10
8.2	Purchase of ETS carbon units	55
8.3	Update to Fees and Charges	60
9	Receipt of Minutes from Committees/Action Sheets.....	96
	Nil	
10	Public Excluded Items	96
	Nil	

- 1 KARAKIA**
- 2 APOLOGIES FOR ABSENCE**
- 3 DECLARATIONS OF CONFLICT OF INTEREST**
- 4 CHAIRPERSON'S ANNOUNCEMENTS**
- 5 LATE ITEMS OF URGENT BUSINESS**
- 6 PUBLIC PARTICIPATION**

A maximum of 30 minutes has been set aside for members of the public to speak on any item on the agenda. Up to 5 minutes per person is allowed. As per Standing Order 15.1 requests to speak must be made to the Chief Executive Officer at least one clear day before the meeting; however this requirement may be waived by the Chairperson.

7 MINUTES OF THE PREVIOUS MEETING

Ordinary Meeting - 1 April 2025

**MINUTES OF WAIROA DISTRICT COUNCIL
ORDINARY COUNCIL MEETING
HELD AT THE COUNCIL CHAMBER, WAIROA DISTRICT COUNCIL, CORONATION SQUARE, WAIROA
ON TUESDAY, 1 APRIL 2025 AT 1:30 PM**

PRESENT: His Worship the Mayor Craig Little, Cr Denise Eaglesome-Karekare, Cr Jeremy Harker, Cr Melissa Kaimoana, Cr Benita Cairns, Cr Roslyn Thomas

IN ATTENDANCE: **Kitea Tipuna** (Tumu Whakarae | Chief Executive), **Gary Borg** (Pouwhakarae – Pūtea/Tautāwhi Rangapū | Group Manager Finance and Corporate Support), **Hinetaakoha Viriaere** (Pouwhakarae Whakamahere me te Waeture | Group Manager Planning and Regulatory), **Luke Knight** (Pouwhakarae – Hua Pūmau | Acting Group Manager Assets and Infrastructure), **Te Aroha Cook** (Kaiarataki Whakaoranga | Recovery Manager), **Hinemoa Hubbard** (Kaiurungi Mana Ārahi | Governance Officer), **Kate Standring** (Executive Principal | Office of the Mayor/Office of the Chief Executive), **Henare Mita** (Chair of Māori Standing Committee)

1 KARAKIA

A meeting was held before the meeting.

2 APOLOGIES FOR ABSENCE

APOLOGY

RESOLUTION 2025/20

Moved: Cr Melissa Kaimoana

Seconded: His Worship the Mayor Craig Little

That the apology received from Cr Chaans Tumataroa-Clarke be accepted and leave of absence granted.

CARRIED

3 DECLARATIONS OF CONFLICT OF INTEREST

To be declared as the agenda progresses.

4 CHAIRPERSON'S ANNOUNCEMENTS

Nil.

5 LATE ITEMS OF URGENT BUSINESS

LATE ITEMS

RESOLUTION 2025/21

Moved: His Worship the Mayor Craig Little

Seconded: Cr Melissa Kaimoana

That the reports 14.1 *Silt & Debris Fund – Programme Update – April 2025*, 14.2 *Review of Climate Action Joint Committee Financial Commitments*, and 14.3 *Wairoa District Council membership withdrawal from Climate Action Joint Committee* be received as late items.

CARRIED

6 PUBLIC PARTICIPATION

Nil.

7 MINUTES OF THE PREVIOUS MEETING**RESOLUTION 2025/22**

Moved: Cr Denise Eaglesome-Karekare

Seconded: Cr Melissa Kaimoana

That the minutes and confidential minutes of the following meetings be confirmed, with amendments to the minutes of the Extraordinary Meeting held on 25 February 2025:

- Extraordinary Meeting held on 25 February 2025
- Ordinary Meeting held on 4 March 2025
- Emergency Meeting held on 11 March 2025

CARRIED

Amendments to the Minutes of the Extraordinary Meeting held on 25 February 2025:

An amendment was made to items 6.1 and 6.2, which were considered during the Public Excluded section of the meeting. The details of these amendments are recorded in the Public Excluded minutes.

8 GENERAL ITEMS

Nil.

9 RECEIPT OF MINUTES FROM COMMITTEES/ACTION SHEETS

Nil

10 PUBLIC EXCLUDED ITEMS**RESOLUTION TO EXCLUDE THE PUBLIC****RESOLUTION 2025/23**

Moved: His Worship the Mayor Craig Little

Seconded: Cr Denise Eaglesome-Karekare

That the public be excluded from the following parts of the proceedings of this meeting at 1:38pm.

The general subject matter 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 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 for the passing of this resolution
14.1 - Silt & Debris Fund - Programme Update - April 2025	s7(2)(h) - the withholding of the information is necessary to enable Council to carry out, without prejudice or disadvantage, commercial activities s7(2)(i) - the withholding of the information is necessary to enable Council to carry on, without prejudice or disadvantage, negotiations (including commercial and industrial negotiations)	s48(1)(a)(i) - the public conduct of the relevant part of the proceedings of the meeting would be likely to result in the disclosure of information for which good reason for withholding would exist under section 6 or section 7
14.2 - Review of Climate Action Joint Committee Financial Commitments	s7(2)(h) - the withholding of the information is necessary to enable Council to carry out, without prejudice or disadvantage, commercial activities s7(2)(i) - the withholding of the information is necessary to enable Council to carry on, without prejudice or disadvantage, negotiations (including commercial and industrial negotiations)	s48(1)(a)(i) - the public conduct of the relevant part of the proceedings of the meeting would be likely to result in the disclosure of information for which good reason for withholding would exist under section 6 or section 7
14.3 - Wairoa District Council membership withdrawal from climate action joint committee	s7(2)(h) - the withholding of the information is necessary to enable Council to carry out, without prejudice or disadvantage, commercial activities s7(2)(i) - the withholding of the information is necessary to enable Council to carry on, without prejudice or disadvantage, negotiations (including commercial and industrial negotiations)	s48(1)(a)(i) - the public conduct of the relevant part of the proceedings of the meeting would be likely to result in the disclosure of information for which good reason for withholding would exist under section 6 or section 7

CARRIED**RESOLUTION 2025/24**

Moved: Cr Denise Eaglesome-Karekare

Seconded: Cr Benita Cairns

That Council moves out of Closed Council into Open Council at 2:42pm.

CARRIED

Council acknowledged the service and dedication of Chief Executive Kitea Tipuna, noting his strong communication skills and effective engagement with the community as key strengths.

The Meeting closed with a closing karakia by His Worship at 2:47pm.

The minutes of this meeting were confirmed at the Ordinary Council Meeting held on 29 April 2025.

.....
CHAIRPERSON

8 GENERAL ITEMS

8.1 ROAD NAMING - TIHI TIHI PA (RM220035)

Author: Tyler Trafford-Misson, Kaiwhakamahere Planner

Authoriser: Hinetaakoha Viriaere, Pouwhakarae - Whakamahere me te Waeture | Group Manager Planning and Regulatory

Appendices:

1. Road Layout Tihi Tihi Pa [↓](#)
2. Tihi Tihi Scheme Plan [↓](#)
3. Original Road Naming Application [↓](#)
4. Developer Communications [↓](#)
5. WDC Road Naming and Numbering Policy 2012 [↓](#)

1. PURPOSE

- 1.1 This report provides information for Council regarding the proposed names for new roads within the subdivision currently being developed by Whakamanamana Limited at the end of Black and McLean Streets, known as Tihi Tihi Pā.

RECOMMENDATION

The Kaiwhakamahere Planner RECOMMENDS that Council:

1. Receive the report, AND
2. Approve the three proposed road names endorsed by the Māori Standing Committee.

2. BACKGROUND

- 2.1 Under sections 319(1)(j), 319A, and 319B of the Local Government Act 1974, local authorities are responsible for naming public roads and assigning property addresses.
- 2.2 Resource Consent RM220035 was granted to Whakamanamana Limited on 9 February 2023 for the subdivision of Lot 1 DP 570664 (150 Black Street) into 43 allotments, including the construction of 30 new homes.
- 2.3 The subdivision comprises:
- 37 residential lots
 - 1 office lot
 - 4 roading lots (to be vested with Wairoa District Council)
 - 1 recreational reserve lot (also to be vested with Council)

For clarity, this report refers to the roads as follows:

- Road 1 – The main road intersecting Kitchener Street and running west to east at the top of the subdivision
- Road 2 – A road intersecting McLean Street, running parallel to Kitchener Street
- Road 3 – A shorter road intersecting Kitchener Street toward the bottom of the subdivision

- 2.4 Variations to the original consent were later approved as RM220035A (17 May 2023) and RM220035B (14 March 2025).
- 2.5 Whakamanamana Limited submitted a road naming application on 10 March 2025. This was initially presented verbally at the Māori Standing Committee meeting on 11 March 2025. The original application and supporting correspondence (including emails with Marsden Hulme, Nigel How, Fred van der Sande, and Denise Eaglesome-Karekare) are included in the appendices.
- 2.6 A paper was taken to the Māori Standing Committee on Tuesday 22 April 2025. The Committee endorsed the road names as follows.
- **Kānuka Street** for Road 1
 - **Tarata Street** for Road 2
 - **Kiekie Lane** for Road 3

3. ROAD NAMING POLICY

- 3.1 The Wairoa District Council's Road Naming and Numbering Policy (2012) guides the naming of roads in the district.
- 3.2 Section 3.1 – All formed legal roads must be named. Unformed roads are only named when required for addressing purposes.
- 3.3 Section 3.2 – Applicants should submit a minimum of three name options per road. These should reflect at least one of the following:
1. Traditional or appropriate Māori names
 2. Common or established themes
 3. Historical figures or events
 4. Significant geographical/topographical features
 5. Personal names acknowledging special service
- 3.4 Section 3.3 – Names should be unique, concise, and unambiguous. Preferences include but are not necessarily limited to:
- Short, single-word names
 - Appropriateness to the road's length
 - A shared theme if multiple roads are named
 - Pronounceable and easy to spell (or become familiar over time)
 - No duplication or close resemblance to existing names within the district.
- 3.5 Section 3.4 – Each road name must include a suffix (e.g., Road, Street, Lane), aligned with its character and function.
- 3.6 Remaining sections 3.5 – 3.7 address state highway naming, changes to existing names and other existing unnamed roads, sections 4 and 5 refers to street numbering.

4. SUBMITTED APPLICATION FOR ROAD NUMBERING

- 4.1 The initial proposed names were:
- Road 1 – Toitū Place (*later withdrawn by applicant*)

- Road 2 – Tarata Street
- Road 3 – Kiekie Lane

4.2 The latest proposed names, listed in order of preference:

- Road 1: Kānuka Court, Nikau Court, Rewa Rewa Court
- Road 2: Tarata Street, Totara Street, Pirie Lane
- Road 3: Kiekie Lane, Kokohu Lane, Kawakawa Lane

5. ASSESSMENT OF PREFERRED NAMES AGAINST POLICY

- 5.1 This assessment focuses on the top-ranked names for each road.
- 5.2 Under Section 3.1, all three roads are formed legal roads to be vested with Council and therefore must be named.
- 5.3 In accordance with Section 3.2, the proposed names align with the ‘common or established theme’ of native flora, complementing existing nearby street names (e.g., Karaka Street, Rata Place, Kauri Place). They also reflect appropriate Māori naming conventions.
- 5.4 Per Section 3.3, the names ‘Kānuka’ and ‘Kiekie’ meet all criteria. However, ‘Tarata’ and “Totara” may closely resemble “Tawhara Road” in both spelling and pronunciation, which could create confusion. While the district has permitted similar overlaps in the past (e.g., Kiwi Road vs. Kiwi Valley Road), consistency with policy should be considered. The Māori Standing Committee endorsed the name ‘Tarata’.
- 5.5 Under Section 3.4, the appropriateness of road types is assessed:
- ‘Court’ typically applies to cul-de-sacs. If Road 1 is extended in the future to connect Black and Kitchener Streets, ‘Court’ may no longer be suitable. Road types such as ‘Street’, ‘Avenue’, or ‘Drive’ would future proof this road. The Māori Standing Committee accepted this view and therefore endorsed the road suffix ‘street’
 - ‘Street’ is appropriate for Road 2, given its urban setting and open-ended nature. The Māori Standing Committee endorsed ‘street’ in this instance’.
 - ‘Lane’, while traditionally narrow, may still be suitable for Road 3 given its comparable width to the other roads. However, ‘Street’ could also be appropriate for consistency. The Māori Standing Committee endorsed ‘lane’ in this instance.
- 5.6 Sections 3.5 to 3.7 do not apply.
- 5.7 Sections 4 and 5 relate to street numbering and are not relevant to this decision.

6. OPTIONS

- 6.1 The following options are presented for consideration:
- a. Approve the original developer preferences: Kānuka Court, Tarata Street, and Kiekie Lane.
 - b. Approve the names Kānuka Street, Tarata Street, and Kiekie Lane, as endorsed by the Māori Standing Committee.

- c. Endorse alternative names from those submitted by the applicant.
- d. Request further naming options from the developer.
- e. Take no action.

6.2 Option B is recommended. This maintains alignment with the developers' preferred names while ensuring the road types comply with Council policy and reflect the likely future function of the roads. This contributes to the following community outcomes

Cultural wellbeing	Economic wellbeing	Social Wellbeing	Environmental Wellbeing
Valued and cherished community.	Strong and prosperous economy.	Safe, supported and well-led community.	Protected and healthy environment

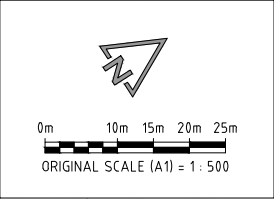
Confirmation of statutory compliance

In accordance with section 76 of the Local Government Act 2002, this report is approved as:

- a. containing sufficient information about the options and their benefits and costs, bearing in mind the significance of the decisions; and,
- b. is based on adequate knowledge about, and adequate consideration of, the views and preferences of affected and interested parties bearing in mind the significance of the decision.



WDC - Approved Planning Document - RM220035 - Pg 13 of 26 - 21/02/25 - Wairoa District Council Planning Department



REV	DESCRIPTION TO REVISION	REV BY	DATE
3	EA RFI 1: Road geometry amendments	JB	29.03.2023
2	Issued for Engineering Approval	JB	28.02.2023
1	FOR RESOURCE CONSENT	JE	26.08.2022
0	FOR DISCUSSION PURPOSES (15% DESIGN)	TK	29.06.2022

NOTES :

FOR ENGINEERING APPROVAL

EnabledWairoa
Empowering People, Transforming Lives

CLIENT
ENABLED WAIROA TRUST

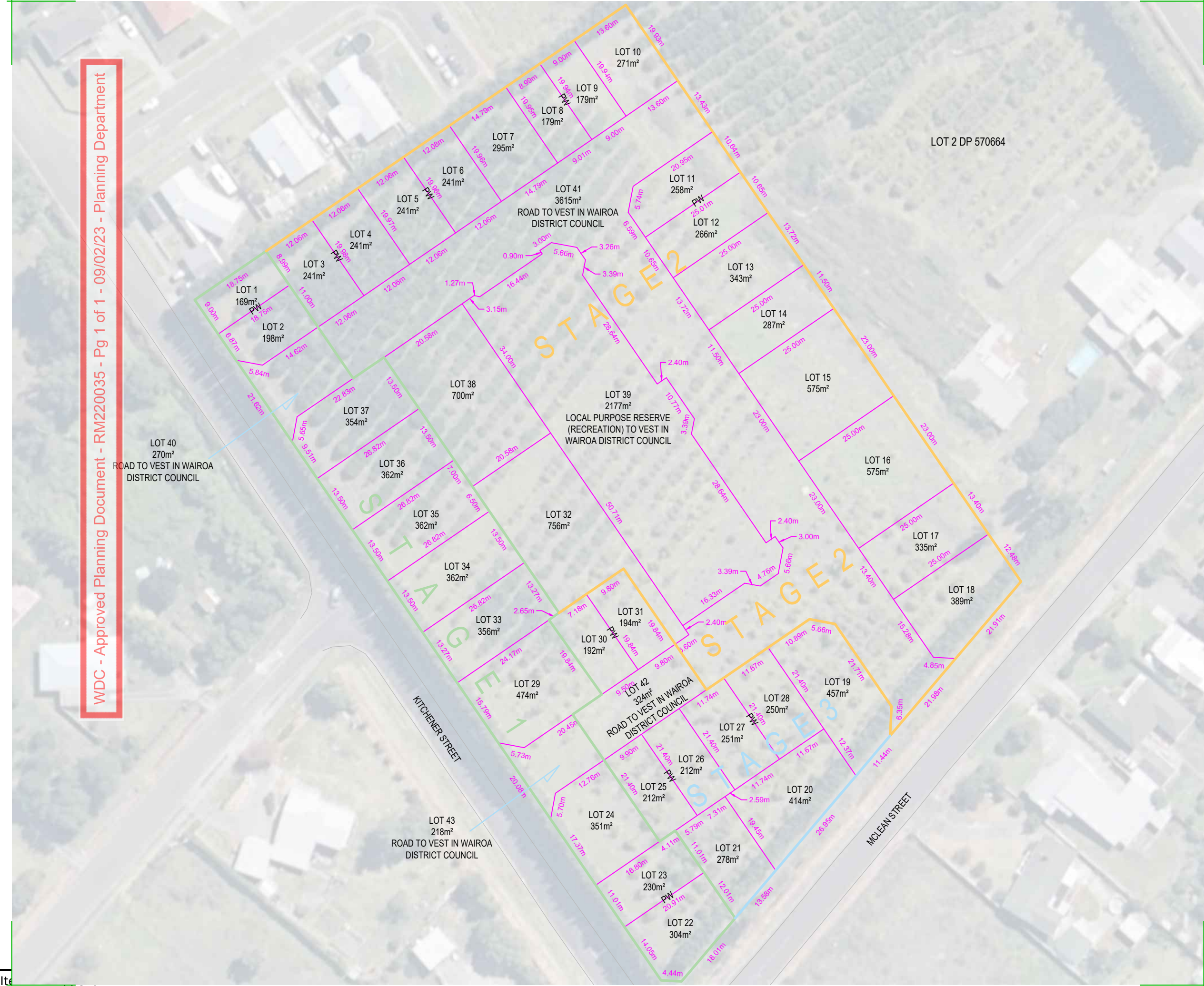
PROJECT
RESIDENTIAL DEVELOPMENT
150 BLACK STREET,
WAIROA

INFRASTRUCTURE SOLUTIONS || PROJECT MANAGEMENT
PO Box 7335, Taradale 4141
Phone : 06 650 5565 Email : admin@infir.nz

DRAWING TITLE
ROADING
OVERALL ROADING PLAN

PROPOSAL CHECKED : JPE	CAD CHECKED : JPE	PROPOSAL APPROVED : JPE	CLIENT APPROVED : -	ENGINEER APPROVED : JPE
DRAWN BY : TK	AT DWG SCALE : 1:500	PROJ / DWG / SHEET : J21140 / 200	REVISION : 3	

INFIR
www.infir.nz



NOTES:

BOUNDARIES LABELLED "PW" WILL HAVE PARTY WALL EASEMENTS CREATED AS PART OF THE LAND TRANSFER PLAN PREPARATION PROCESS

SCHEDULE OF AREAS;

LOTS 1 TO 38 residential 1.2354ha	
LOT 39 Reserve	0.2177ha
LOTS 40 to 43 Road	0.4427ha
TOTAL	1.8958ha



**TECHNICAL
SPATIAL**

6 Beach Road, Haumoana
p: 021434462
w: technicalspatial.com

Coordinate System: NZGD2000
HAWKES BAY CIRCUIT

LEGAL DESCRIPTION: LOT 1 DP 570664

REV:	DESCRIPTION:	BY:	DATE:
0	ORIGINAL	AR	06.09.22

CLIENT: WHAKAMANAMANA			
SITE: TIHITIHI PA			
TITLE: PROPOSED SUBDIVISION			
SCALE AT A3: NTS	DATE: 06.09.22	DRAWN: AR	CHECKED: WBG
PROJECT NO: J000536	DRAWING NO: 508-02	REVISION: 0	

WDC - Approved Planning Document - RM220035 - Pg 1 of 1 - 09/02/23 - Planning Department

WDC Road Naming and Numbering Policy 2012

Appendix 2 –Application for Road Name Form

WAIROA DISTRICT COUNCIL
APPLICATION FOR NEW ROAD NAME OR CHANGE OF ROAD NAME
Section 319 of the Local Government Act 1974



Application received (office use):

Subdivision File Reference (office use):

Please state if a new road name is required or an existing road name requires changing

If an existing road name requires changing, please state the current name of the road and the reason/s for requesting a change

We are wanting to have 3x new road names for our development at Lot 1, 150 Black Street.
The development subdivision is RM220035A.

For New Road Names

SUBDIVISION DETAILS RM220035A

Address: Lot 1, 150 Black Street Wairoa 4108

Legal Description: LOT 1 DP 570664, Wairoa

APPLICANT/CONSULTANT DETAILS

Benji King - Director Whakamanamana LTD

Address: 160 Apatu Street Wairoa

Phone: 0273071985

Fax:

Email: info@whakamanamana.co.nz

PROPOSED ROAD NAMES (for new or existing road names)

Road Names:	Reasons for choice of name:
Toitū Place	We wanted a name that recognise and honours Wairoa.
Tarata Street	Is a small ever green (Pittosporum eugenioides) tree and is local to Wairoa.
KieKie Land	A thick native vine which has long leaves with fine teeth crowded at the end of branches. Flowers consist of three cream-coloured fingers surrounded by fleshy white bracts. It is a New Zealand climbing plant and is local to Wairoa.

WDC Road Naming and Numbering Policy 2012

If names are in Te Reo (Māori) have you consulted with local Iwi?
We discussed the names directly with kaumatua and consulted Hine Kohn, Nigel Howe and Pa Kingi.

Have you check with Council to ensure property numbers have been allocated?
No this process is under review as we install all services directly to the lots.

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

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

Wairoa District Council
PO Box 54
Wairoa 4108

Tihitihi Pā

A naming proposal for 150 Black Street submitted by Nigel How

14 September 2021

“Ka tihitihi te mahi” – “Industrious Sounds”

“Tihitihi” literally means “rustle”, as in leaves of plants. This refers to the sound of the movement made by people who worked in the Te Rauwa forest when harvesting kiekie fruit. It is the sound of people engaged in sourcing food from nature.

150 Black Street is part of what was once the much larger Te Rauwa forest. As the development is creating a defined community area, it is appropriate to call this a pā.

Background Information

Source: *“Te Rauwa. A heritage & cultural study of Wairoa’s town centre.”* Page 28. Nigel How & Mike Spedding. 2021.

Te Rauwa. The name of the Wairoa township flat – it takes its name from an ancient forest which used to stand here by that name and spread from the current township site back over the hills to Whakamahia and Tawhara Valley. Consisting primarily of kahikatea and matai trees, this forest contained abundant food sources including birds & their eggs, kiore, tāwhara, pikopiko and aruhe, along with medicinal plants including kawakawa and manuka. Tarata was present also and was used as a scent; aute was cultivated carefully to provide a superior source of rare fibre.

The fertile river plains of the assessment area provided a storehouse of dense harakeke stands adjacent the riverside settlements which was an essential component of everyday life, used in the production of baskets, whariki, clothing, rope and netting. The productive lands were ideal also for producing kumara and taro which were grown behind the riverside settlements and eventually included wheat, potatoes, fruit and maize. These gardens extended from near the river-mouth up to Te Koutu (Lockwood Point).

Between 1862 & 1864 a large grievance fire, set near Turiroa by Hipora Apatu, burned for approximately a month including a large portion of Te Rauwa.

“Ka tere Raua, ka tere Pipiwhakao - Raua and Pipiwhakao are on the move”. This is a whakatauki pertaining to one local food resource. Raua and Pipiwhakao were forests in Wairoa and Gisborne respectively. Both forests were famous for their kiekie plants. No one was permitted to harvest the fruit of the kiekie until an appointed day. When that day came hundreds of people would enter the forest and the bush would seem to move with life, hence the whakataukī. Today this whakataukī can be used to describe a large group of people on the move, or a group of people undertaking a large project.

From: [Marsden Hulme](#)
To: [Tyler Trafford-Misson](#)
Cc: [Fred van der Sande](#); [Dave Scragg](#)
Subject: RE: Tihitihi Pa Street Name suggestions
Date: Tuesday, 15 April 2025 1:04:25 pm
Attachments: [image001.png](#)
[image002.png](#)
[image003.png](#)
[image004.png](#)
[image005.png](#)
[image006.png](#)
[image007.png](#)
[image008.png](#)
[image011.png](#)

Kia Ora Tyler,

Thank you for the invitation but unfortunately, I won't be available to attend next week if I'm understanding correctly that the MSC Meeting is Tuesday 22nd April.






My other fellow directors are also not able to attend, but we are comfortable with whatever the Māori Standing Committee's decision is. Hopefully, there are adequate alternatives in our proposal for further consideration if need be.

We appreciate your assistance Tyler in helping us through this process.

Nga mihi,

Marsden Hulme
Director

Rush Recruitment Limited
8 Pennant Street
Long Bay 0630
Auckland
Tel: 09 930 7177 Ext: 201
Mob: 021 157 3364
Email: marsden.hulme@rushrecruitment.com
Web: www.rushrecruitment.com



From: Tyler Trafford-Misson <tyler@wairoadc.govt.nz>
Sent: Monday, 14 April 2025 1:05 pm
To: Marsden Hulme <marsden.hulme@rushrecruitment.com>
Cc: Fred van der Sande <fred@pcsprojects.co.nz>; Dave Scragg <dave@pcsprojects.co.nz>
Subject: Re: Tihitihi Pa Street Name suggestions

Kia ora Marsden,

Thanks for the suggestions below.

I will finalise the report for the Māori Standing Committe.

Did you wish to appear at the meeting?

Cheers

Tyler Trafford-Misson (BCom, Assoc.MNZPI)

Pouwhakamahere | District Planner



WAIROA DISTRICT COUNCIL
Coronation Square, 97-103 Queen Street, Wairoa 4108 | PO Box 54, Wairoa 4160
☎ | +64 6 838 7309 📠 | +64 6 838 8874
www.wairoadc.govt.nz | [Facebook](#)

Hapori Tūhono | Āhua Noho Tōrere | Taiao Piki Kōtuku | Ōhanga Taurikura

Connected Communities | Desirable Lifestyles | Treasured Environments | Thriving Economy

From: Marsden Hulme <marsden.hulme@rushrecruitment.com>
Sent: Thursday, April 10, 2025 10:53 AM
To: Tyler Trafford-Misson <tyler@wairoadc.govt.nz>
Cc: Fred van der Sande <fred@pcsprojects.co.nz>; Dave Scragg <dave@pcsprojects.co.nz>
Subject: Tihitihi Pa Street Name suggestions

Kia Ora Tyler,

Thank you for your email on Tuesday. I got the 25-page WDC Street Naming Policy Document attachment, but somehow, I didn't get the application sheet that Benji originally filled out with the 3 names.

I take Duane's counsel onboard with regard to using Toitū Place as it doesn't fit the kaupapa in terms of the theme we are trying to achieve here with the use of native trees, shrubs etc... The meaning of Toitū is undisturbed, untouched and permanent. So, I have dropped this option off our list.

Please see below our preferred names along with 2 other options for each of the streets. If you want me to populate the appropriate application form, could I please ask that you resend it to me, and I will complete that today ahead of Tuesday's deadline. I apologise, I know that you have already sent it through, I don't seem to be able to find it.

Preferred:

1. Kiekie Lane
2. Tarata Street

3. Kanuka Court

4.

1st Level options:

1. Totara Street
2. Kohuhu Lane
3. Nikau Court

4.

2nd Level options:

1. Kawamawa Lane
2. Pirie Lane
3. Rewa Rewa Court

You mentioned on Tuesday when we were together on site that the names proposed would be enough, but if you feel we need another 3 to be totally compliant with policy please let me know.

Nga mihi,
Marsden

Marsden Hulme

Director

Rush Recruitment Limited

8 Pennant Street

Long Bay 0630

Auckland

Tel: [09 930 7177](tel:099307177) Ext: 201

Mob: [021 157 3364](tel:0211573364)

Email: marsden.hulme@rushrecruitment.com

Web: www.rushrecruitment.com



From: [Nigel How](#)
To: [Denise Eaglesome-Karekare \(Wyat\)](#); [Fred van der Sande](#); [Tyler Trafford-Misson](#); [Hine Kohn](#)
Subject: Re: Road Naming Tihi Tihi Development
Date: Wednesday, 2 April 2025 10:30:11 am
Attachments: [image004.png](#)
[image006.png](#)
[image007.png](#)
[image009.png](#)
[image010.png](#)
[image011.png](#)
[image012.png](#)
[Outlook-14948119.png](#)
[Outlook-3763491.png](#)
[Tihitihi PS.odt](#)

Nga mihi Denise. Tena koutou.

Please find attached the original naming brief for Tihitihi Pa. I am that 'old lady' that gave the name.

Wairoa Taiwhenua was the initial iwi umbrella for the project when in its infancy, as the funding application was stronger with iwi support. This is how I was involved at the start as the Taiwhenua Executive Chairman in working alongside and supporting Enabled Wairoa.

With my local museum/historian hat on, I was asked to provide a naming brief for the development (the attached doc).

The idea at the time was to use plant names that grew in the forest, rather than ancestral or historical names. This was aimed at using the positive energy of words (in this case plants) to encourage a positive, nurturing vibe in the development and reconnect to the industrious nature of the work that the forest provided.

Just to note, 'Te Rauwa' is the spelling of the forest name. It means 'resource-time' or 'harvestable' (rau + wa/resource + time), in deference to the kiekie harvest rahui the forest was renown for.

Suitable street names based on the original brief include:

- Matai
- Tarata
- Kiekie
- Pikopiko
- Aruhe
- Aute
- Manuka
- Mamaku
- Kawakawa
- Nikau

If there are any questions, please feel free to email. Happy to help if I can.

Nga mihi, Nigel.

From: Denise Eaglesome-Karekare <denise@wyat.co.nz>
Sent: Tuesday, 1 April 2025 4:01 pm
To: Fred van der Sande <fred@pcsprojects.co.nz>; Nigel How <theflaxfairy@hotmail.com>; Tyler Trafford-Misson <tyler@wairoad.govt.nz>; Hine Kohn <hinekohn@yahoo.co.nz>
Subject: Re: Road Naming Tihi Tihi Development

Kia ora Nigel

can you please advise Fred of the process for the naming of the Roads at Tihitihi please because those are the details that are missing from the application. Also TToTW have taken the name Kahikatea so we will have to find another name and I am aware you gave us other names. Tyler would like at least a couple of others with our preference. I have added Tyler and Hine Kohn. Your assistance would be very much appreciated Nigel as there is a time frame for the Tihitihi development.

Ngā mihi nui



Denise Eaglesome-Karekare
 CHIEF EXECUTIVE

Phone: 06 838 3886 or 021 835 794
 Email: denise@wyat.co.nz
 Office: 86 Marine Parade Wairoa, Monday to Friday from 9am to 4pm



The Wairoa Young Achievers Trust works to make a positive difference for the young people of the Wairoa District.
www.wyat.co.nz

From: Denise Eaglesome-Karekare <denise@wyat.co.nz>
Sent: 01 April 2025 15:46
To: Fred van der Sande <fred@pcsprojects.co.nz>; Nigel How <theflaxfairy@hotmail.com>
Subject: Re: Road Naming Tihi Tihi Development

Kia ora Fred

We had already named the roads and the Kahui concerned are Te Wairoa Tapokorau Whanui and Te Wairoa Tapokorau Mai Tawhit. The person we did this with was Nigel Howe from Wairoa Taiwhenua and he has the history of that particular site and we named the roads after fauna/plants that were growing there. I have included Nigel in this email so that he can assist as well. I will call Tyler and let him know what we had done and the process we did this in which is in keeping with his advice and get back to you.

Ngā mihi nui



Denise Eaglesome-Karekare
 CHIEF EXECUTIVE

Phone: 06 838 3886 or 021 835 794
 Email: denise@wyat.co.nz
 Office: 86 Marine Parade Wairoa, Monday to Friday from 9am to 4pm



The Wairoa Young Achievers Trust works to make a positive difference for the young people of the Wairoa District.
www.wyat.co.nz

From: Fred van der Sande <fred@pcsprojects.co.nz>
Sent: 01 April 2025 11:58
To: Denise Eaglesome-Karekare <denise@wyat.co.nz>
Subject: FW: Road Naming Tihi Tihi Development

See Email below

Fred van der Sande
 Director

Email: fred@pcsprojects.co.nz
 Phone: 021 630 694



From: Marsden Hulme <marsden.hulme@rushrecruitment.com>
Sent: Tuesday, 1 April 2025 11:56 am
To: Fred van der Sande <fred@pcsprojects.co.nz>
Cc: Dave Scragg <dave@pcsprojects.co.nz>
Subject: RE: Road Naming Tihi Tihi Development

Hi Fred,

We are both thinking alike. I am half-way through an email back to Tyler saying the very thing you have just said. I have called Darden King as Chairman of one of the local Kahui THoNA and seeking his local input as well as coming at this from a Maori perspective.

Darden said he is going to consult one of the kaumatua/kuia (local Maori elders), the old lady that gave the name of Tihitihi Pa to the site. Darden said he will come back to me tomorrow night. But I totally agree with you. I said to Tyler that I don't think either Whakamanamana or PCS are equipped to represent local interests in providing street names to the Council.

I'll copy you and Dave into that email once I finish it in the next few minutes.

Thanks for reaching out.

Marsden

Marsden Hulme
Director

Rush Recruitment Limited
8 Pennant Street
Long Bay 0630
Auckland
Tel: 09 930 7177 Ext: 201
Mob: 021 157 3364
Email: marsden.hulme@rushrecruitment.com
Web: www.rushrecruitment.com



From: Fred van der Sande <fred@pcsprojects.co.nz>
Sent: Tuesday, 1 April 2025 11:51 am
To: Marsden Hulme <marsden.hulme@rushrecruitment.com>
Cc: Dave Scragg <dave@pcsprojects.co.nz>
Subject: FW: Road Naming Tihi Tihi Development

Hi Marsden,

See email below

I have forwarded this on to Denise Eaglesome (Deputy Mayor) to help us with, I do not think either of us have the local knowledge to advise on this. Please advise if there is anything you would like to add. We have to make the dates noted below.

Regards

Fred van der Sande
Director
Email: fred@pcsprojects.co.nz
Phone: 021 630 694



From: Tyler Trafford-Misson <tyler@wairoadc.govt.nz>
Sent: Tuesday, 1 April 2025 10:26 am
To: Fred van der Sande <fred@pcsprojects.co.nz>
Cc: Hinetaakoha Viriaere <hinetaakoha@wairoadc.govt.nz>; Duane Culshaw <duane@wairoadc.govt.nz>; Marsden Hulme <marsden.hulme@rushrecruitment.com>
Subject: Road Naming Tihi Tihi Development

Kia ora Fred,

It was great to see you on-site yesterday and discuss both the landscaping and the road naming process.

As mentioned, Benji has submitted an application for road naming for the Tihi Tihi development. Thank you for this; however, additional information is required before the application can proceed to both the Māori Standing Committee and Council for final approval.

Per the attached policy, the application should propose at least three potential names for each new road. Given that this development includes three roads, we would expect multiple name options for each. The names should align with one of the following local characteristics:

1. A traditional or appropriate Māori name
2. A common or established theme
3. A historical person or event
4. A significant geographical or topographical feature
5. A personal name in recognition of special service

Additionally, as outlined in the policy, each road name must include a designated road type (e.g., Place, Street, or Lane), which should accurately reflect the function and characteristics of the respective road. Where multiple roads are being named, they should ideally share a common theme—such as tree types, as you have suggested with Tarata and Kiekie.

The names provided so far—Toitū Place, Tarata Street, and Kiekie Lane—are appreciated. However, Council requests further consideration of these names, as well as any additional suggestions you may have, to ensure alignment with the policy. Specifically, this includes:

- Providing alternative name options
- Offering further context on the chosen names
- Ensuring the road type aligns appropriately with each road's function and characteristics

The next Māori Standing Committee (MSC) meeting is scheduled for Tuesday, 22 April 2025 (agenda closes Tuesday, 15 April 2025). If the proposed names include Māori names, the policy requires that they be endorsed by the MSC. Following this, a full Council meeting is set for Tuesday, 29 April 2025 (agenda closes Tuesday, 22 April 2025), where—subject to MSC support (if applicable)—the names will be considered for final approval. Please let us know if you have any questions or require any assistance with this process.

Cheers

Tyler Trafford-Misson (BCom, Assoc.MNZPI)
Pouwhakamāhere | District Planner



WAIROA DISTRICT COUNCIL
Coronation Square, 97-103 Queen Street, Wairoa 4108 | PO Box 54, Wairoa 4160
☎ | +64 6 838 7309 📠 | +64 6 838 8874
www.wairoadc.govt.nz | [Facebook](#)

Hāpori Tūhono | Āhua Noho Tōrere | Taiao Piki Kōtuku | Ōhanga Taurikura
Connected Communities | Desirable Lifestyles | Treasured Environments | Thriving Economy

From: [Marsden Hulme](#)
To: [Duane Culshaw](#); [Tyler Trafford-Misson](#)
Cc: [Fred van der Sande](#); [Dave Scragg](#); [Hinetaakoha Viriaere](#)
Subject: RE: Road Naming Tihi Tihi Development
Date: Friday, 4 April 2025 2:53:43 pm
Attachments: [image001.png](#)
[image002.png](#)
[image003.png](#)
[image004.png](#)
[image005.png](#)
[image006.png](#)
[image007.png](#)
[image008.png](#)
[image009.png](#)
[image010.png](#)

Kia ora Duane,

Thank you for your comments.

It is a challenge for a developer like Whakamanamana and our build partner PCS when most of us are not mana whenua and only in the rohe for a limited period. That is why I reached out to others who are local (Māori) and better equipped to propose other options.

Names of native trees and plants such as the examples you have already pointed to seems to be the consensus and seems to support the site name of Tihiitihi Pa.

I was going to ask Tyler what streets in Wairoa have already been taken up with native trees and plant names. You have answered at least some of those names.

Without knowing the answer to the above, other suggestions on that theme include Nikau, Pirie, Kawamawa, Kohuhu, Totara, Kanuka and Rewa Rewa. I'm told that all these native trees and plants grow local in Wairoa and the surrounding district.

I would welcome further comment and feedback before formally submitting a selection of those names.

Nga mihi,
Marsden

Marsden Hulme
Director

Rush Recruitment Limited
8 Pennant Street
Long Bay 0630
Auckland
Tel: 09 930 7177 Ext: 201
Mob: 021 157 3364
Email: marsden.hulme@rushrecruitment.com
Web: www.rushrecruitment.com



From: Duane Culshaw <duane@wairoadc.govt.nz>
Sent: Wednesday, 2 April 2025 12:30 pm
To: Marsden Hulme <marsden.hulme@rushrecruitment.com>; Tyler Trafford-Misson <tyler@wairoadc.govt.nz>
Cc: Fred van der Sande <fred@pcsprojects.co.nz>; Dave Scragg <dave@pcsprojects.co.nz>; Hinetaakoha Viriaere <Hinetaakoha@wairoadc.govt.nz>
Subject: Re: Road Naming Tihi Tihi Development

Tēnā tātau, otira he mihi mahana ki a Marsden kōrua ko Fred.

Thank you Tyler for clarifying the process for the Road Naming Policy. By way of introduction to Marsden and Fred, if there is anything I can offer in regards to this process or cultural viewpoint, please do not hesitate to reach out.

That being said, we populated this kaupapa with the Wairoa District Council Māori Standing Committee (MSC) on Tuesday, 11 March 2025 at the request of Benji King, but could not make it a late item resolution due to no formal report had been made (which Tyler is currently working on). We did ask the members to consider the names presented and to provide any feedback prior to the next ordinary MSC hui on Tuesday, 22 April 2025. Some of the feedback we did receive from the members, which is common, is the context and the significance of the proposed names.

An example of context, as Tyler has pointed out, ideally focusing on the proposed names aligning with a common or established theme. Two of the proposed names Kiekie Lane and Tarata Street fit within this category, as they align with the surrounding street themes such as Karaka Place, Kōwhai Street, Rata Street and Kauri Street. Whilst two other nearby streets are named after prominent Māori leaders, such as Kōpū Road and Apatu Street. The introduction of Toitū Place, although topical, does not necessarily fit within the common theme. Hence why we ask for alternative names. The significance of the theme relates to the overarching name for the project, namely Tihiitihi - and as you have pointed out, it relates to the rustling of leaves, to which the suggested names of Kiekie and Tarata align with.

I note the background information that you provided. This is an ideal platform for you to come up with alternative names. Never an easy task to pick appropriate names, especially Māori names, so again if I can be of any assistance, please do not hesitate to communicate with me.

Ngā mihi anō hoki. Kia manaaki. Kia haumarū.

Nāku noa, nā

Duane Culshaw (BA)
Ngāti Pāhauwera | Te Āti Hauwai-a-Pāpārangi | Ngāti Whātua
Pouahurea Māori | Māori Relationships Manager
Rātonga Hapori me te Whakawhanake | Community Services and Development



WAIROA DISTRICT COUNCIL
Coronation Square, 97-103 Queen Street, Wairoa 4108 | PO Box 54, Wairoa 4160

☎ | +64 6 838 7309

📞 | +64 272 154 378

📠 | +64 6 838 8874

www.wairoadc.govt.nz | [Facebook](#)

Hapori Tūhono | Āhua Noho Tōrere | Taiao Piki Kōtuku | Ōhanga Taurikura

Connected Communities | Desirable Lifestyles | Treasured Environments | Thriving Economy

From: Marsden Hulme
Sent: Tuesday, April 1, 2025 1:07 PM
To: Tyler Trafford-Misson
Cc: Fred van der Sande; Dave Scragg; Hinetaakoha Viriaere; Duane Culshaw
Subject: RE: Road Naming Tihi Tihi Development

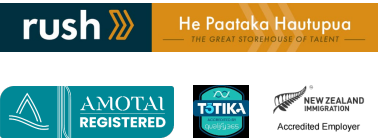
Ka pai Tyler.

I think you have provided all the clarity we need to ensure we go about this process in the right way.

Nga mihi,
Marsden

Marsden Hulme
Director

Rush Recruitment Limited
8 Pennant Street
Long Bay 0630
Auckland
Tel: 09 930 7177 Ext: 201
Mob: 021 157 3364
Email: marsden.hulme@rushrecruitment.com
Web: www.rushrecruitment.com



From: Tyler Trafford-Misson <tyler@wairoadc.govt.nz>
Sent: Tuesday, 1 April 2025 12:14 pm
To: Marsden Hulme <marsden.hulme@rushrecruitment.com>
Cc: Fred van der Sande <fred@pcsprojects.co.nz>; Dave Scragg <dave@pcsprojects.co.nz>; Hinetaakoha Viriaere <Hinetaakoha@wairoadc.govt.nz>; Duane Culshaw <duane@wairoadc.govt.nz>
Subject: RE: Road Naming Tihi Tihi Development

Kia ora Marsden,

I will leave how Whakamanamana wishes to proceed with this up to you.

However, just wanted to make sure that all involved know the requirements – and that should any MSC members or elected members raise any concerns with any of the names, there are multiple options each with their rationales available to choose. Clearly those three names that have been submitted thus far are the applicants’ preferred options.

Cheers

Tyler Trafford-Misson (BCom, Assoc.MNZPI)
Pouwhakamahere | District Planner



WAIROA DISTRICT COUNCIL

Coronation Square, 97-103 Queen Street, Wairoa 4108 | PO Box 54, Wairoa 4160
☎ | +64 6 838 7309 📠 | +64 6 838 8874
www.wairoadc.govt.nz | [Facebook](#)

Hapori Tūhono | Āhua Noho Tōrere | Taiao Piki Kōtuku | Ōhanga Taurikura
Connected Communities | Desirable Lifestyles | Treasured Environments | Thriving Economy

From: Marsden Hulme <marsden.hulme@rushrecruitment.com>
Sent: Tuesday, 1 April 2025 11:59 am
To: Tyler Trafford-Misson <tyler@wairoadc.govt.nz>
Cc: Fred van der Sande <fred@pcsprojects.co.nz>; Dave Scragg <dave@pcsprojects.co.nz>
Subject: RE: Road Naming Tihi Tihi Development

 You don't often get email from marsden.hulme@rushrecruitment.com. [Learn why this is important](#)
Kia Ora Tyler,

Thank you for including me in on your email to Fred. That is helpful.

I note through Benji, that Whakamanamana has submitted 3 street name options, but I also read from your email that WDC is looking for 3 name options per street which means we need to submit 6 more names that align to the Council's street naming policy. To be honest, I'm not sure that Whakamanamana or PCS are necessarily equipped to authentically meet the requirements of what the Council is looking for.

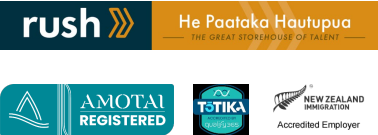
So, I would like to suggest, with your approval, that I reach out to Darden King as the Chairman of one of local Kahui in Wairoa. I believe it was one of the local kaumatua/kuia down there that initially named the project site Tihitihi Pa. I just want to make sure that we (Whakamanamana) are culturally sensitive and that we follow due process in terms of the suggested street names we respond back to you with.

I have a good working relationship with Darden and if you are okay with this, I'd like to reach out to him and discuss this request with him. I think he would appreciate it.

Nga mihi,
Marsden

Marsden Hulme
Director

Rush Recruitment Limited
8 Pennant Street
Long Bay 0630
Auckland
Tel: 09 930 7177 Ext: 201
Mob: 021 157 3364
Email: marsden.hulme@rushrecruitment.com
Web: www.rushrecruitment.com



From: Tyler Trafford-Misson <tyler@wairoadc.govt.nz>
Sent: Tuesday, 1 April 2025 10:26 am
To: fred@pcspjcts.co.nz
Cc: Hinetaakoha Viriaere <hinetaakoha@wairoadc.govt.nz>; Duane Culshaw <duane@wairoadc.govt.nz>; Marsden Hulme <marsden.hulme@rushrecruitment.com>
Subject: Road Naming Tihi Tihi Development

Kia ora Fred,

It was great to see you on-site yesterday and discuss both the landscaping and the road naming process.

As mentioned, Benji has submitted an application for road naming for the Tihi Tihi development. Thank you for this; however, additional information is required before the application can proceed to both the Māori Standing Committee and Council for final approval.

Per the attached policy, the application should propose at least three potential names for each new road. Given that this development includes three roads, we would expect multiple name options for each. The names should align with one of the following local characteristics:

- 1. A traditional or appropriate Māori name
- 2. A common or established theme
- 3. A historical person or event
- 4. A significant geographical or topographical feature
- 5. A personal name in recognition of special service

Additionally, as outlined in the policy, each road name must include a designated road type (e.g., Place, Street, or Lane), which should accurately reflect the function and characteristics of the respective road. Where multiple roads are being named, they should ideally share a common theme—such as tree types, as you have suggested with Tarata and Kiekie.

The names provided so far—Toitū Place, Tarata Street, and Kiekie Lane—are appreciated. However, Council requests further consideration of these names, as well as any additional suggestions you may have, to ensure alignment with the policy. Specifically, this includes:

- Providing alternative name options
- Offering further context on the chosen names
- Ensuring the road type aligns appropriately with each road's function and characteristics

The next Māori Standing Committee (MSC) meeting is scheduled for Tuesday, 22 April 2025 (agenda closes Tuesday, 15 April 2025). If the proposed names include Māori names, the policy requires that they be endorsed by the MSC. Following this, a full Council meeting is set for Tuesday, 29 April 2025 (agenda closes Tuesday, 22 April 2025), where—subject to MSC support (if applicable)—the names will be considered for final approval.

Please let us know if you have any questions or require any assistance with this process.

Cheers

Tyler Trafford-Misson (BCom, Assoc.MNZPI)
Pouwhakamahere | District Planner



WAIROA DISTRICT COUNCIL
Coronation Square, 97-103 Queen Street, Wairoa 4108 | PO Box 54, Wairoa 4160
☎ | +64 6 838 7309 📠 | +64 6 838 8874
www.wairoadc.govt.nz | [Facebook](#)

Hapori Tūhono | Āhua Noho Tōrere | Taiao Piki Kōtuku | Ōhanga Taurikura

Connected Communities | Desirable Lifestyles | Treasured Environments | Thriving Economy



He waka eke noa - We are all in this together

*Ko shei Ineri, wāhoko itahi āpitanga, he mea noho maratapu. Mōhio i ahē te tuku ki a koe, whakakoreia koe. Tōhio and koe. Tirohia ki te Ture o te Kiriama me te Pakihi Whakaturu 2017
This communication, including any attachments, is confidential. If you are not the intended recipient, please delete it. Thank you. Refer to the Contract and Commercial Law Act 2017.*

He waka eke noa - We are all in this together

*Ko shei Ineri, wāhoko itahi āpitanga, he mea noho maratapu. Mōhio i ahē te tuku ki a koe, whakakoreia koe. Tōhio and koe. Tirohia ki te Ture o te Kiriama me te Pakihi Whakaturu 2017
This communication, including any attachments, is confidential. If you are not the intended recipient, please delete it. Thank you. Refer to the Contract and Commercial Law Act 2017.*

WDC Road Naming and Numbering Policy 2012



Policy Name:	Wairoa District Council Road Naming and Numbering Policy	File Reference:	B03.02.10.02
Person Responsible:	Policy Analyst	Date Policy Adopted:	12 June 2012
Review Period:	Tri-annually	Status:	FINAL
Next Review Due By:	10 June 2014	Revision Number:	4
Supersedes:	Previous Policies	Date Last Revised:	10 June 2008

WDC Road Naming and Numbering Policy 2012

CONTENTS

1.0	INTRODUCTION	4
2.0	LEGISLATION	5
3.0	ROAD NAMING.....	6
3.1	Roads to be Named	6
3.2	Road Naming Process	6
3.3	Road Name Selection	7
3.4	Road Type	8
3.5	Road Names for State Highways	8
3.6	Changing Road Names	8
3.7	Existing Roads Found to be Unnamed	10
4.0	ADDRESS NUMBERING	11
4.1	Application of Address Numbering	11
4.2	Address based on Access	11
4.3	Assigning an Address Number	11
4.4	Shared Numbering	12
4.5	Numbers Unavailable	12
4.6	Other Numbering Rules	13
4.7	Renumbering	13
4.8	Special Provisions for Rural Address Numbering	13
5.0	DIAGRAMS	15
5.1	Address Numbering based on Access	15
5.2	Assigning an Address Number	16
5.3	Address Numbering around a Cul-de-Sac	17
5.4	Shared Access – Bar Numbering	18

WDC Road Naming and Numbering Policy 2012

5.5 Address Numbers Unavailable19

5.6 Address Numbering Corner Sites20

5.7 RAPID Numbering21

APPENDICES22

Appendix 1 – Application for Road Name Form23

Appendix 2 – Process followed by Council24

Appendix 3 –Road Types.....25

WDC Road Naming and Numbering Policy 2012

1.0 INTRODUCTION

The naming of public roads and allocation of property addresses is the responsibility of Local Authorities as assigned under section 319(1)(j), 310A, and 319B of the Local Government Act 1974.

The purpose of the Road Naming and Addressing Policy ('Policy') is to ensure that new road names and addresses are allocated consistently throughout the Wairoa District whilst meeting legislative, Land Information New Zealand (LINZ), New Zealand Post and emergency services requirements.

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

The New Zealand Standard "AS/NZS 4819:2011 – Rural and urban addressing" (Standard) provides guidelines for assigning road names and addresses. This Standard replaces the 2000 and 2003 Standards.

The Council has chosen to voluntarily adopt this Standard and apply it, along with additional guidelines provided in this policy. Where the Standard and the Policy conflict, the Policy takes precedence.

For the avoidance of doubt this Policy should be read in conjunction with AS/NZS 4819:2011.

The following information is contained in this Policy:

- A description of the legislative framework that empowers territorial local authorities to provide road names and numbers in the District.
- Additional procedures for road naming and road numbering in the Wairoa District not referred to in the AS/NZS 4819:2011 standard.
- Information regarding the naming of roads and streets.

In addition the policy also provides (in the appendixes attached):

- Application for Road Name Form
- Process followed by Council for New Road Names
- List of Road Types

2.0 LEGISLATION

Local Government Act 1974 – Sections not repealed by the Local Government Act 2002

Sec 319 – General powers of councils in respect of roads

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

Sec 319A - Naming of Roads

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

History

Section 319A was inserted, as from 19 January 1981, by s 37 Local Government Amendment Act 1980 (1980 No 82). Section 319A was substituted, as from 7 July 2004, by s 5 Local Government Amendment Act 2004 (2004 No 64).

Sec 319B - Allocation of property numbers naming

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

History

Section 319B was inserted, as from 30 March 1985, by s 29 Local Government Amendment Act 1985 (1985 No 60).

3.0 ISSUING OF RURAL & URBAN ROAD NAMES

3.1 Roads to be named

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

All formed legal roads must be named.

An unformed road should not be named unless an address needs to be issued along that road.

Private roads and private right-of-ways are not required to be named. (see 3.3 for explanation)

3.2 Road Naming Process

The process followed by Council for assigning a new road name is summarised in (see Appendix 1).

An 'Application for Road Name' (Appendix 2) should be submitted with the Resource Consent application documents. The application must suggest at least three names for the new road. The name should reflect one of the following local characteristics:

1. Traditional or appropriate Māori name
2. Common or established theme
3. Historical Person or Event
4. Significant geographical or topographical features
5. Personal name for special service

The applicant/developer could consult with a local historian, local community group, or local marae if they are having difficulty choosing a road name.

The 'Application for Road Name' form along with supporting information should be submitted to the Chief Executive Officer. The Chief Executive Officer will consider the suggested road names and recommend a road name for consideration by Council.

A report presenting the application for a road name is submitted to the Council for its consideration.

In some situations the Chief Executive Officer may suggest to Council that it would be prudent to consult more widely with the affected community on the suggested road names. When Council agrees that consultation is appropriate a consultation strategy will be prepared.

Once the road name is referred to Council it has the ability to accept or decline the road name. In determining a suitable road name, Council may take into account any additional relevant factors outside its stated policy as may arise on a case by case basis

WDC Road Naming and Numbering Policy 2012

3.3 Road Name Selection

The following provides some guiding principles to inform the process of choosing new street names.

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

A road name must:

- be shorter, rather than longer, especially where the road itself is short.
- be less than 15 characters in length, however in exceptional circumstances longer road names may be allowed.
- be of a practical length in comparison to the length of the road, to enable the name to be easily displayed on a road map.
- share a common theme if more than one road needs to be named, for example, naming roads in a new subdivision.
- be easily pronounced and spelt, or in the instance of a Maori name, become familiar and easy to use over time.
- be spelt with characters from the standard alphabet.
- if containing a number, have the number written in full.

A road name must not:

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

A list of road names in the district is provided in the Wairoa District Council's Geographic Information System – please contact Council for a current list of street names.

- i. Road names may be chosen to give special recognition to the Tangata Whenua of the Wairoa District. (If a name is chosen in Te Reo then local Iwi must be consulted).
- ii. Road names may be chosen in memory or honour of local residents who have made a significant contribution to the community.
- iii. Road names may be chosen in memory and honour of other events which have had a significant impact on the community.
- iv. Road names may be chosen to reflect the nature of topographical features in the vicinity.

In all cases road names are required to be consistent with other road names in the vicinity. If more than one road needs to be named for example, naming roads in a new

WDC Road Naming and Numbering Policy 2012

subdivision, then road names suggested in the subdivision should share a common theme.

Private roads and private right-of-ways are not required to be named, however if developers or residents choose to name the private road or right-of-way then signage is the responsibility of the residents. The private road or right-of-way name will not be included in the Council's road name database nor will it be recognised by Land Information New Zealand. All named private right of ways will use the road type Way, Lane, Mews or Court. Where private roads and private right-of-ways have no name, in this instance Council will utilise a bar numbering system whereby address numbers are assigned from the road onto which the private road or right-of-way connects.

Note: Wairoa District Council has no responsibility for the signage, maintenance or upkeep of any private road or private right-of-way.

3.4 Road Type

A road name must consist of a name followed by a road type.

Terms such as "road", "avenue", etc must reflect the functions and characteristics of the road.

The road type must be selected from the list in Appendix 3.

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

3.5 Road Names for State Highways

Although State Highways (SH) are owned and managed by NZ Transport Agency (NZTA), Council is still responsible for addressing properties off State Highways.

Where possible, State Highways have been given appropriate local names. In some instances, particularly State Highway 2 due to its length, the road has been broken into several sections for easier management and administration purposes.

Where a property along a State Highway falls into an urban area, it will be numbered in accordance with the Urban Address allocation rules. Similarly, where the property falls in the rural area, it will be numbered in accordance with the RAPID numbering rules.

3.6 Changing Road Names

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

WDC Road Naming and Numbering Policy 2012

Reasons for changing road names may include;

- spelling correction
- preventing duplication of a name in spelling or sound
- preventing confusion arising from major layout changes to roading which has caused a road to no longer be continuous and the resultant segments need to be renamed.
- geographical corrections
- issues of cultural sensitivity

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

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

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

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

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

3.7 Existing Roads Found to be Unnamed

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

The procedure that follows will depend on the situation.

- (a) If there is a commonly used name then the local residents and other affected parties will be invited to comment on the suitability of the commonly used name.
- (b) If there is no commonly used name or disagreement about the commonly used name then the Chief Executive Officer will be invited to develop a list of suggested names and ask for community feedback or comment to determine the community's preference.

In situation a) or b) above the Chief Executive Officer will, after taking into account the views of residents, affected parties and the wider community, suggest a name to Council. Council staff will check the suggested name for duplication with other road names in the district.

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

4.0 ASSIGNING ADDRESS NUMBERS

The following provisions for address numbering apply regardless of whether the area is urban or rural unless otherwise dealt with in a special provision.

The address numbering is generally carried out in accordance with the guidelines listed in AS/NZS 4819:2011. However there are times where this Policy takes precedence over the procedures listed in AS/NZS 4819:201.

4.1 Application of Address Numbering

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

- Address number ranges are discouraged in New Zealand therefore Council will not allocate an address range. An address range may be held on the Councils electronic files but, a principal address will be allocated to the property and primarily used.
- Additional urban address numbers, based on the frontage allowed for normal house block properties, will be allocated or reserved for larger address sites in accordance with their development potential. A reasonable surplus of unused address numbers is a more manageable outcome than a shortfall.
- ☐ Address numbers are issued according to the convention of assigning odd numbers on the left, even numbers on the right in the direction of measurement.

4.2 Address Based on Access

Addresses are assigned based on the main access to the site.

Refer to Diagrams in 5.1 and 5.4.

Particular attention must be paid when numbering corner sites, sites that boundary a private road or private right-of-way or when numbering a new subdivision.

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

4.3 Assigning an Address Number

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

WDC Road Naming and Numbering Policy 2012

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

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

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

4.4 Shared Access – Bar Numbering

Address sites that share access, for example properties accessed from a private right-of-ways or a multi-unit development, will be numbered utilising a bar numbering system.

- The number before the bar will depict the location of the property along the shared access, while the number after the bar will depict the location of the private road or right of way in relation to the public road.
- The number before the bar will be assigned in the direction of the road numbering, therefore the conventional numbering method of **odd** numbers on the **left** and **even** numbers on the **right** will not apply.
- Where the bar number system is used the base number cannot be assigned singularly.

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

For more detail on addressing multi-unit and multi-level sites refer to section 5.10 of the Standard AS/NZS 4819:2011.

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

4.5 Numbers Unavailable

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

For more detail on use of alpha suffixes refer to clause 5.4.8 of the Standard AS/NZS 4819:2011.

Like the bar numbering system it is not permissible to use the base number singularly if

WDC Road Naming and Numbering Policy 2012

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

Refer to Diagram in 5.4.

4.6 Other Numbering Rules

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

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

Corner address sites (clause 5.3.8 of the Standard *AS/NZS 4819:2011*) re addressed depending upon which road provides the main access to the dwelling. An address number on the other road will be reserved for that site if future development is likely.

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

Reserves ie green spaces may be allocated a street number for administrative purposes.

4.7 Renumbering

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

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

(A maximum dollar value will be set by Council at the time the renumbering takes place.)

4.8 Special Provisions for Rural Address Numbering

Refer to Clause 5.9 of the Standard *AS/NZS 4819:2011*.

The **R**ural **A**ddress **P**roperty **I**dentification system (RAPID) is used when issuing rural addresses. This system assigns a number using the distance measured from the start of the road to the main vehicle access of the property.

WDC Road Naming and Numbering Policy 2012

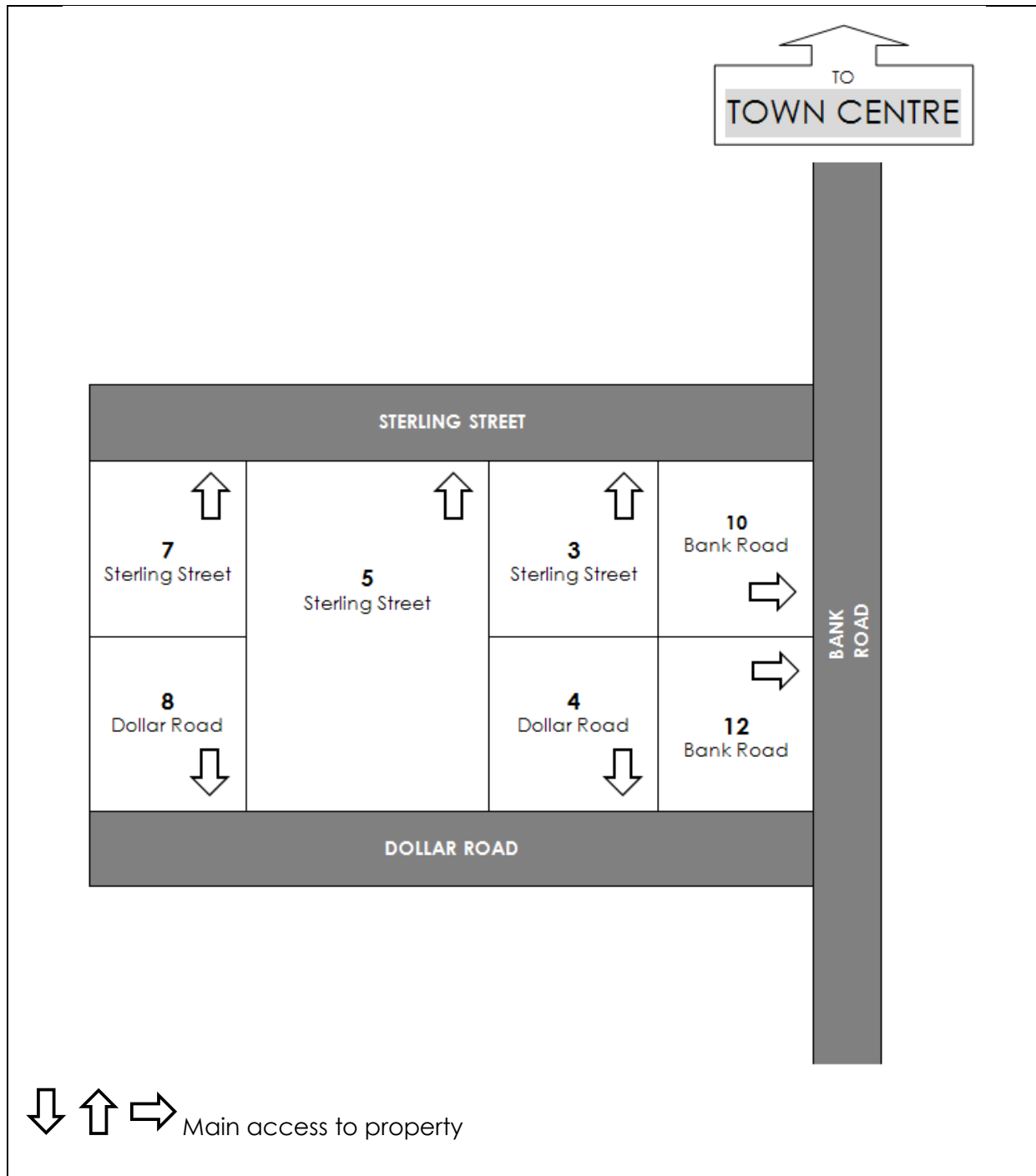
General numbering rules still apply such as odd numbers on the left, even numbers on the right, bar numbering etc.

- RAPID numbers will only be allocated to rural properties as defined in the Wairoa District Plan.
- RAPID numbers shall be calculated by dividing the distance in metres from the datum point (generally the start of the road) to the main vehicle access, by ten (10) and rounding to a whole number, and adjusting that number by one (1) to obtain an even or odd number, whichever is required.
- Where a site does not have a main vehicle access the same method can be applied, except that the distance is from the datum point (generally the start of the road) to any point along the road frontage of the site can be measured. When an access point is created a new rural number should be assigned to replace the previous number.
- The start of the road is the end that is closest to the nearest emergency services depot. This way, emergency services will find it less difficult to find and locate rural properties.
- RAPID numbers will only be allocated to rural properties outside of the urban boundary of townships as defined in the Wairoa District Plan.
- Changes to RAPID numbers are discouraged as it reflects the distance along the road and any changes to the number may compromise the integrity of the numbering system.

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

5.0 DIAGRAMS

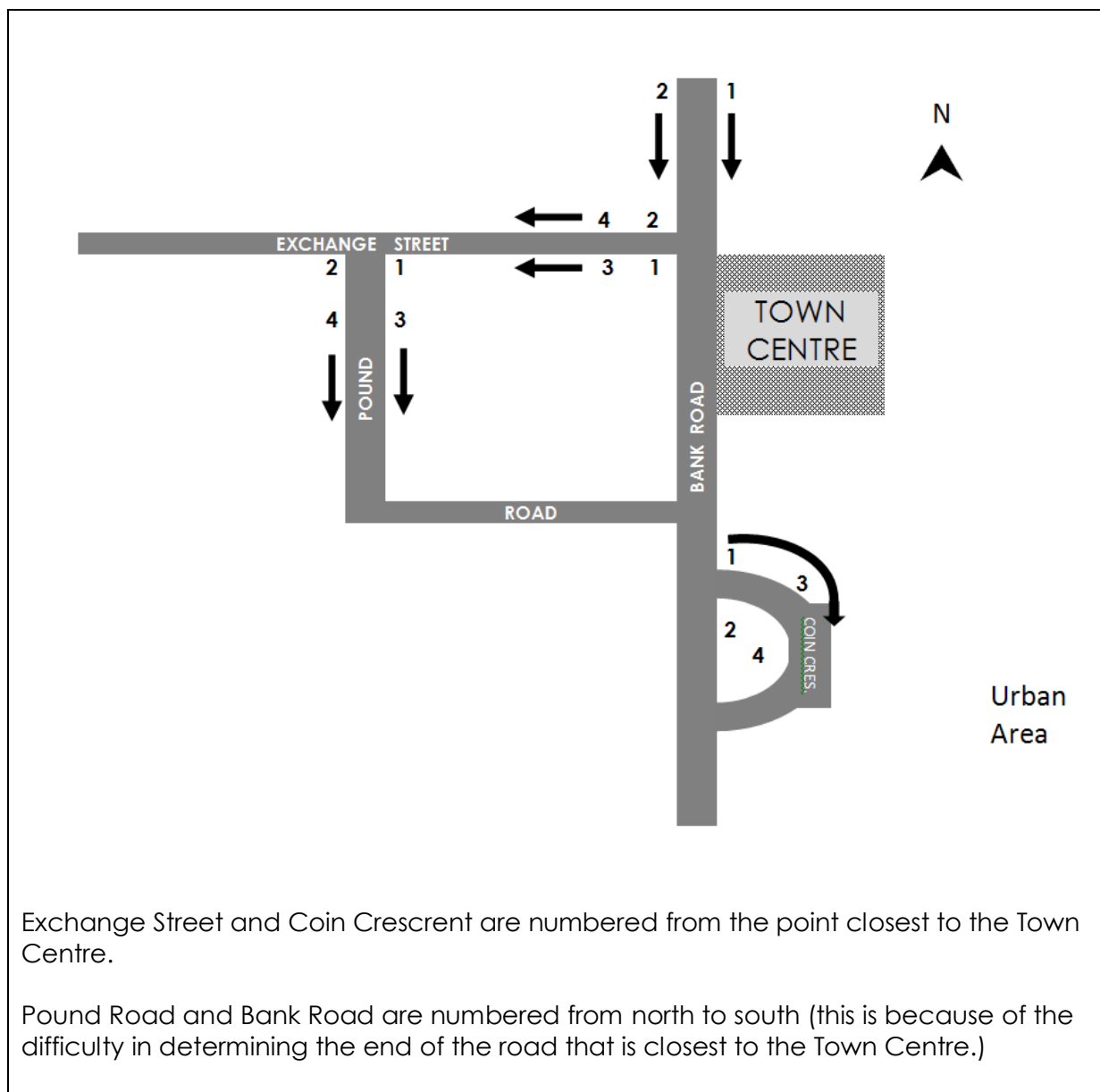
5.1 Address Numbering by Access



Key point to remember:

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

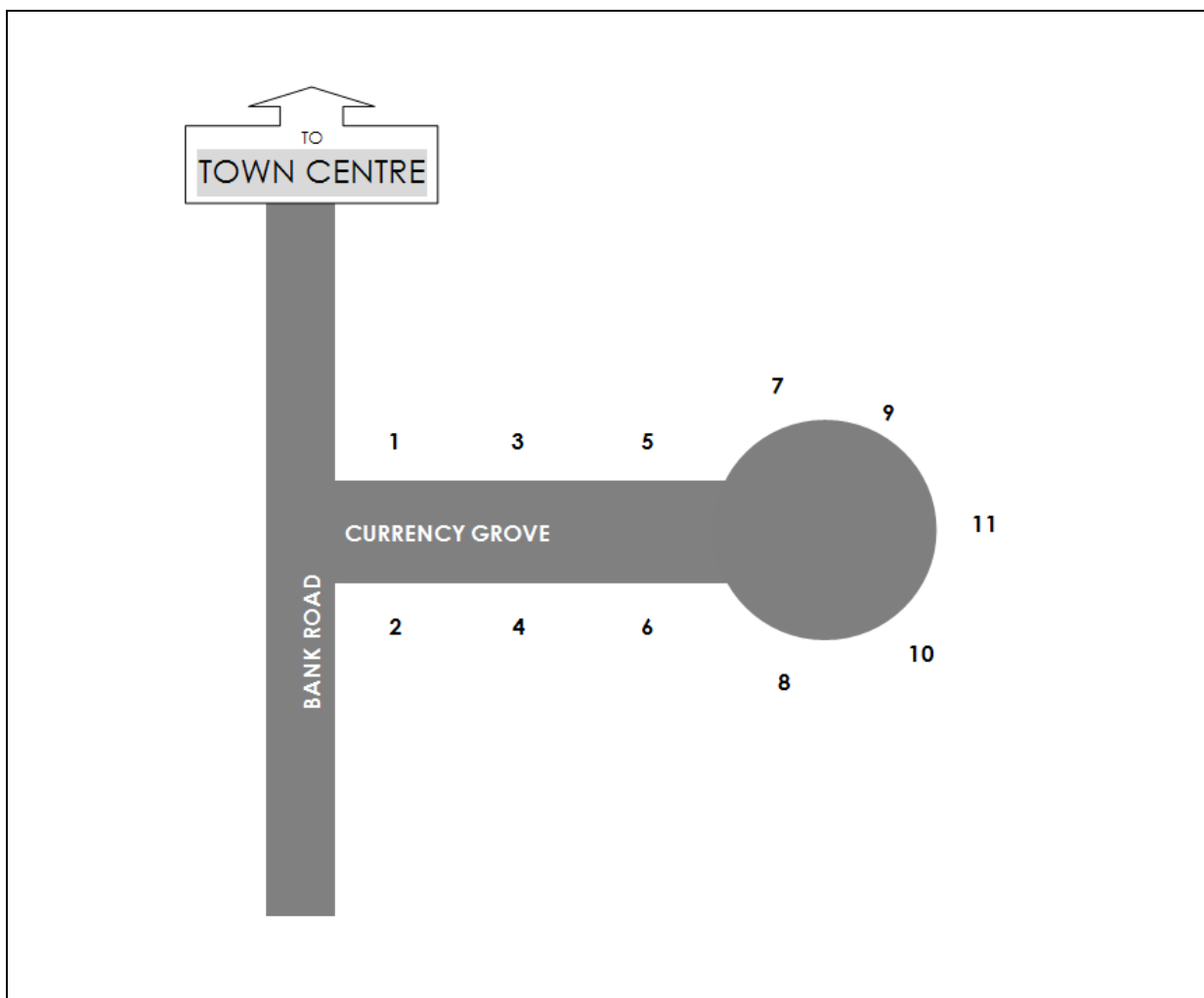
5.2 Assigning an Address Number



Key points to remember:

- Begin numbering closest to the Town Centre
- If impractical, north to south or east to west
- Odd numbers on the left
- Even numbers on the right

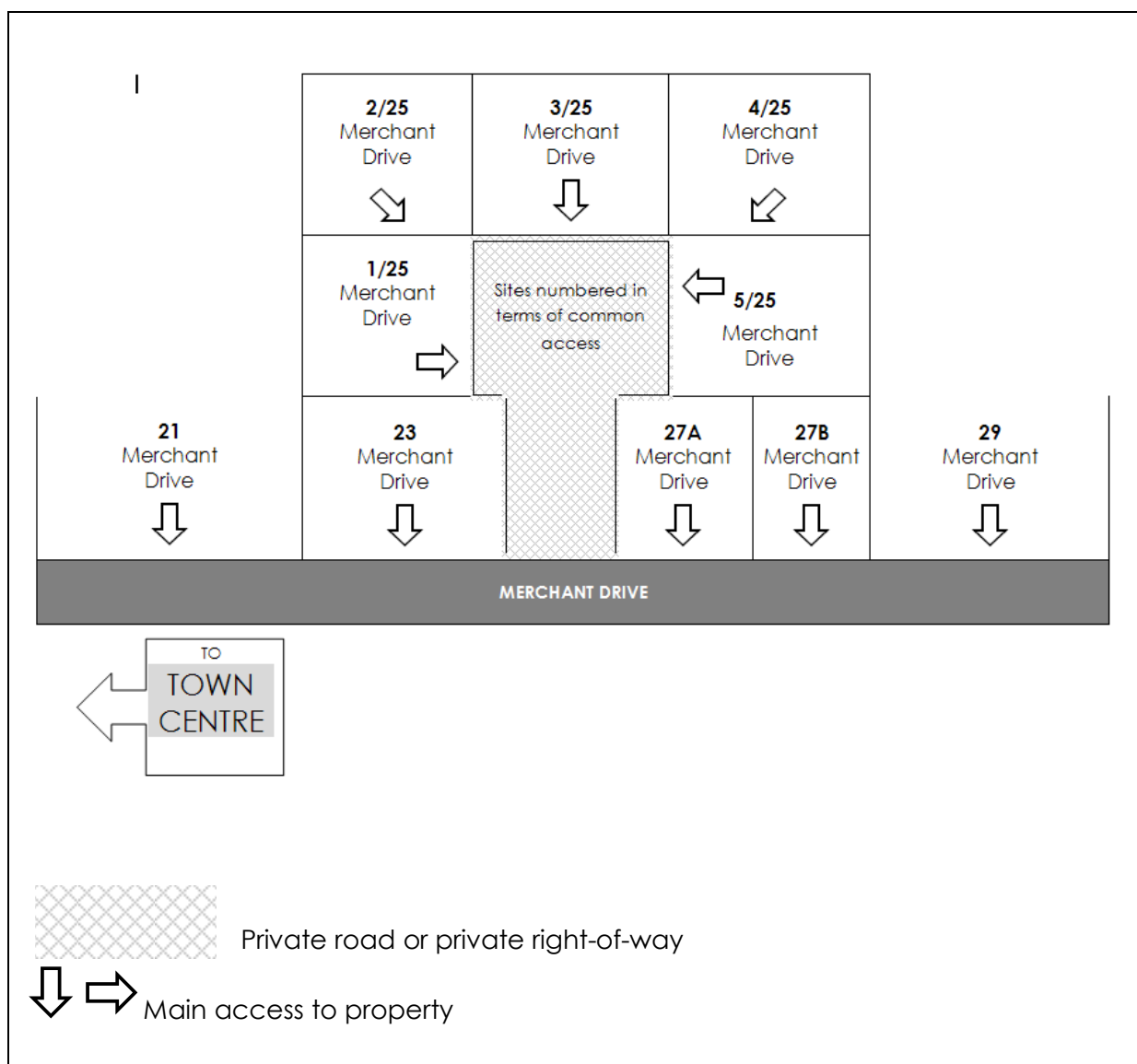
5.3 Address Numbering around a Cul-de-Sac



Key points to remember:

- Begin numbering closest to the Town Centre
- If impractical, north to south or east to west
- Odd numbers on the left
- Even numbers on the right

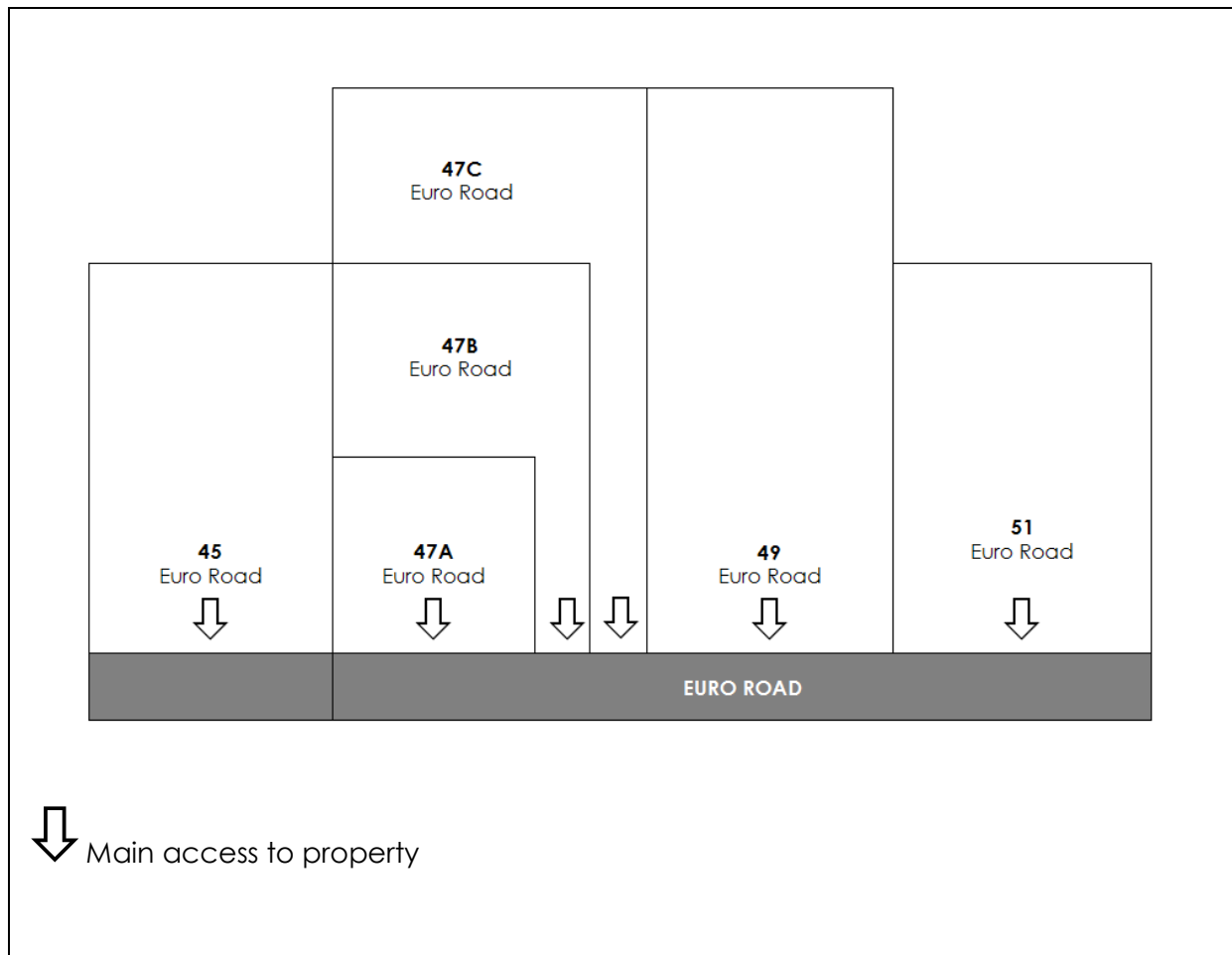
5.4 Shared Access – Bar Numbering



Key points to remember:

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

5.5 Address Numbers Unavailable



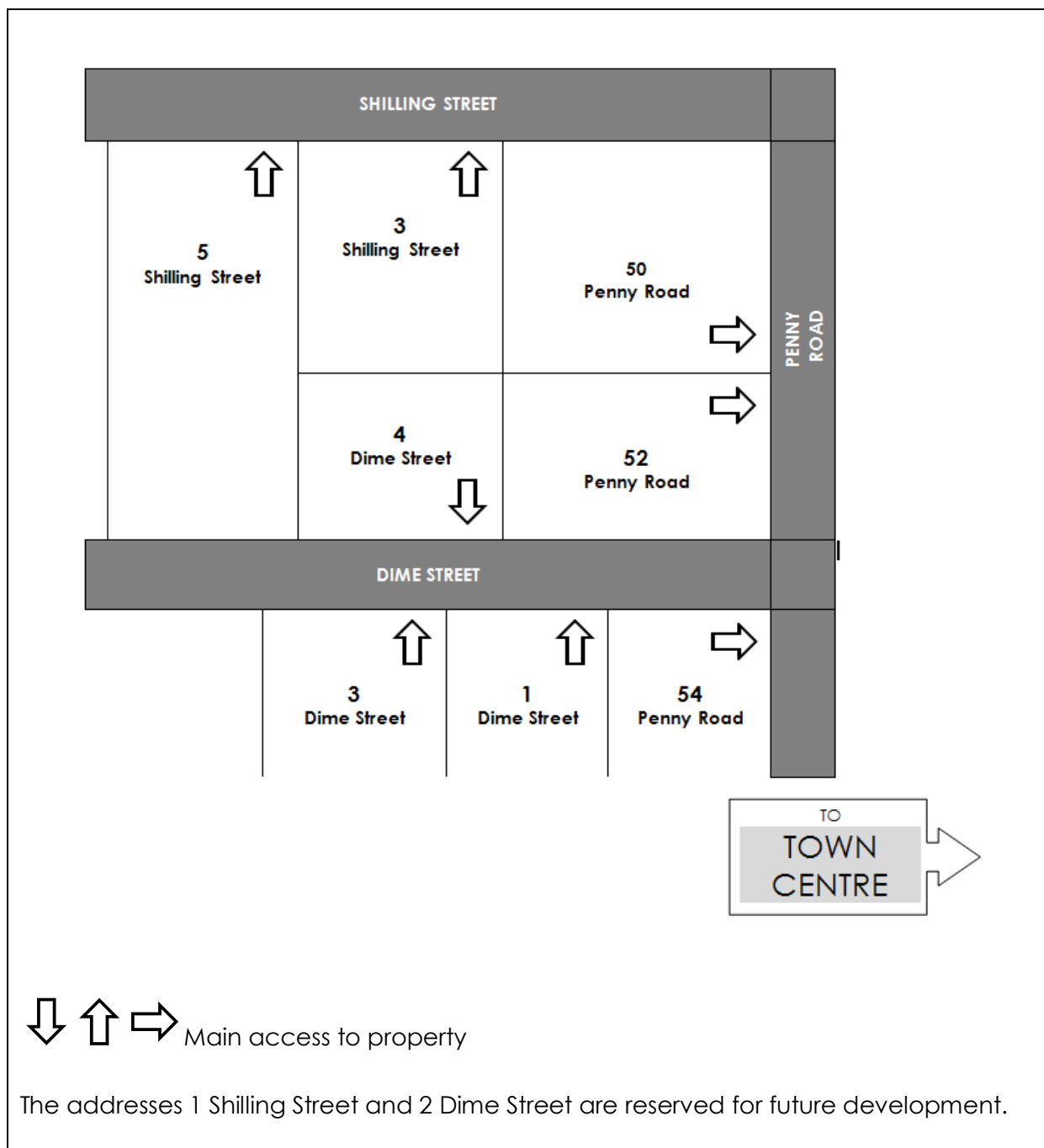
Key points to remember:

- Use alpha-suffixes when there are no available numbers
- Do not use the base number singularly – for example:

47, 47A and 47B **must be** 47A, 47B, 47C –

Unless an address site is already using the base number, provided it is in order.

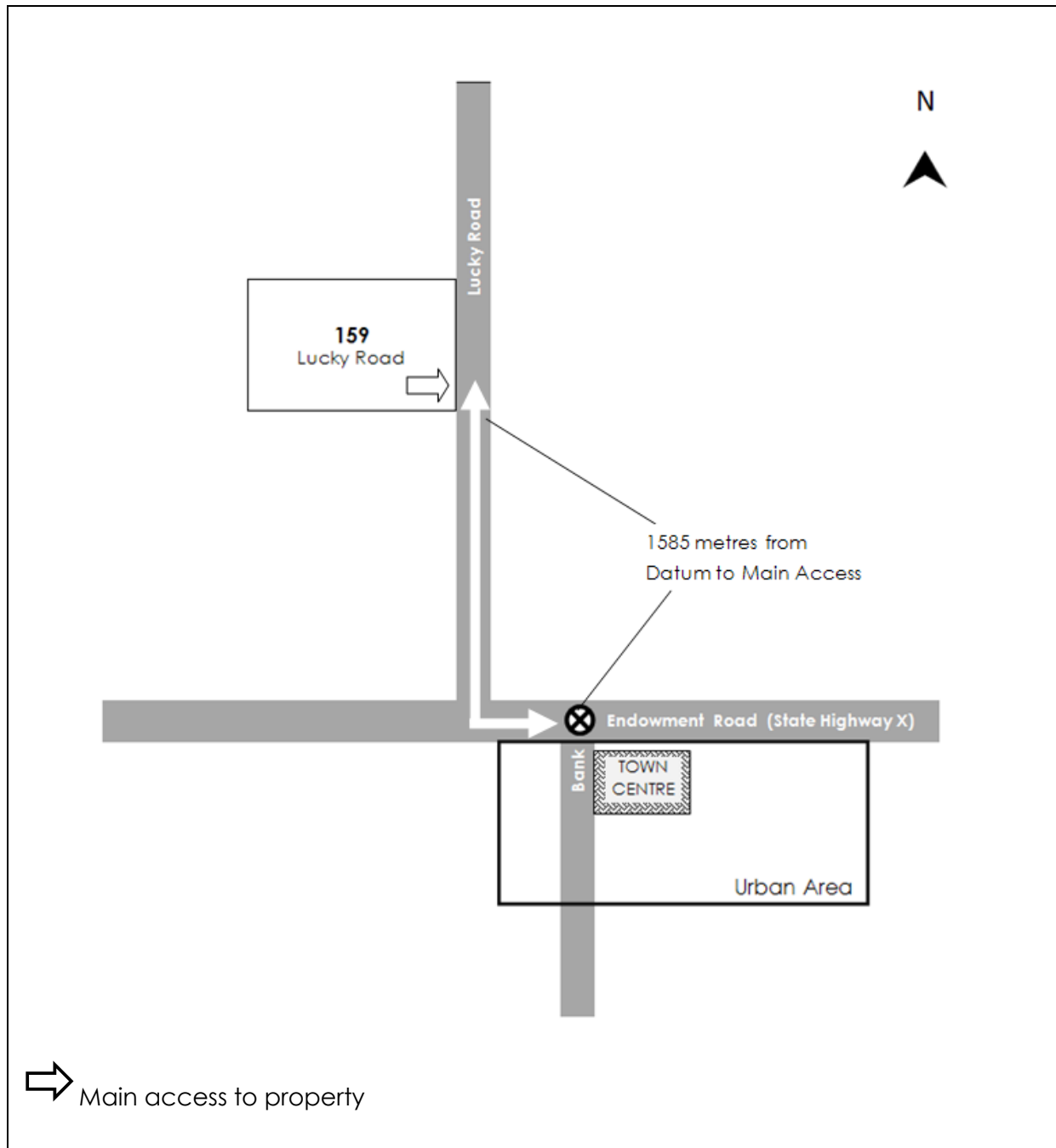
5.6 Address Numbering Corner Sites



Key points to remember:

- Reserve address numbers for future development

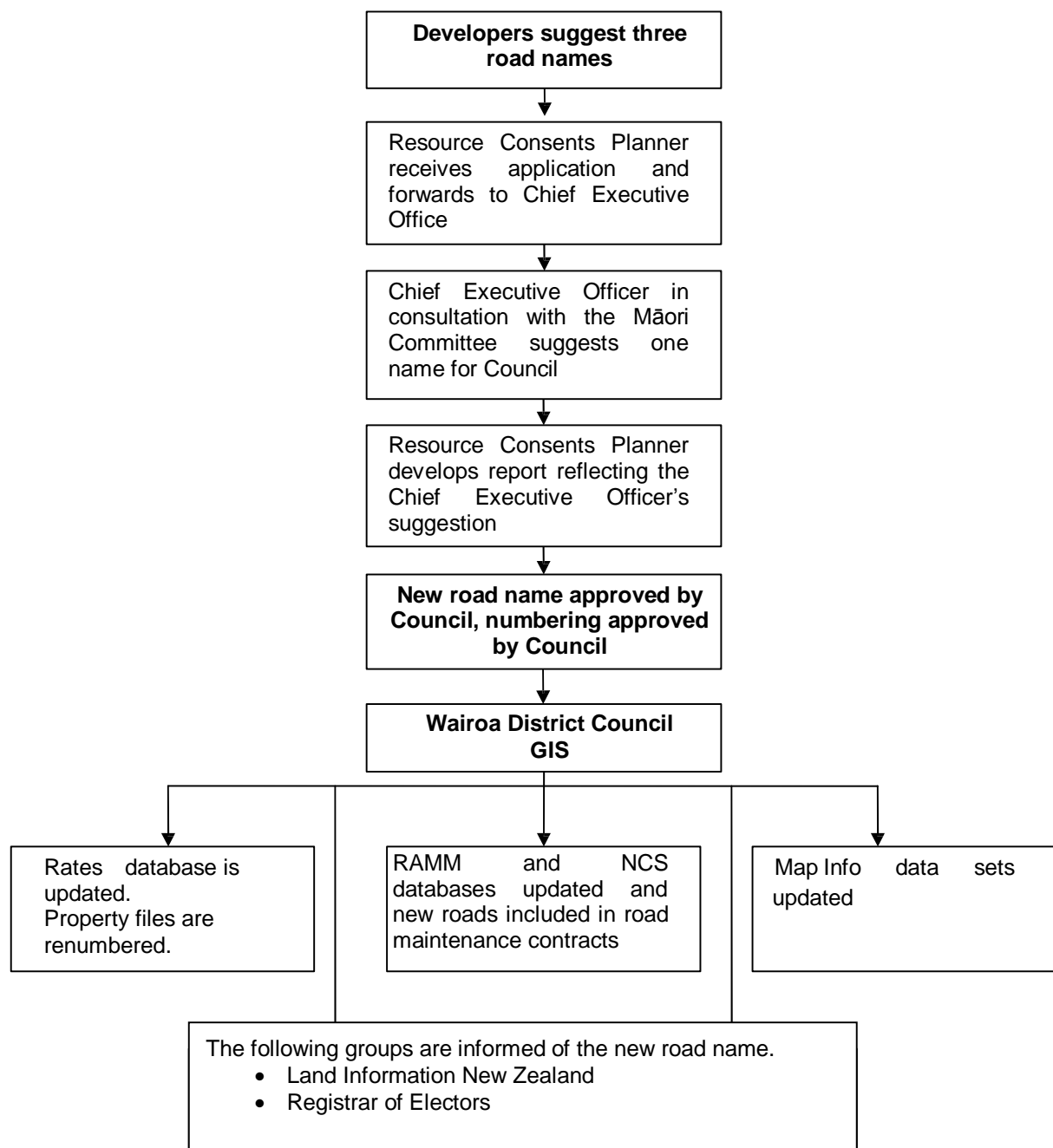
5.7 RAPID NUMBERING



Key points to remember:

- Begin measuring from the start of the datum at the point closest to the Town Centre
- Impractical, north to south or east to west
- Measure in metres to main vehicle access and divide by 10
- Odd numbers on left – adjust number by one if necessary
- Even numbers on right – adjust number by one if necessary

Appendices

Appendix 1– Process followed by Council for New Road Names

WDC Road Naming and Numbering Policy 2012

Appendix 2 –Application for Road Name Form

WAIROA DISTRICT COUNCIL
APPLICATION FOR NEW ROAD NAME OR CHANGE OF ROAD NAME
Section 319 of the Local Government Act 1974



Application received (office use):

Subdivision File Reference (office use):

Please state if a new road name is required or an existing road name requires changing

If an existing road name requires changing, please state the current name of the road and the reason/s for requesting a change

For New Road Names**SUBDIVISION DETAILS**

Address:

Legal Description:

APPLICANT/CONSULTANT DETAILS

Address:

Phone:

Fax:

Email:

PROPOSED ROAD NAMES (for new or existing road names)

Road Names:

Reasons for choice of name:

WDC Road Naming and Numbering Policy 2012

If names are in Te Reo (Māori) have you consulted with local Iwi?

Have you check with Council to ensure property numbers have been allocated?

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

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

Wairoa District Council
PO Box 54
Wairoa 4108

WDC Road Naming and Numbering Policy 2012

Appendix 3 – Road Types

The road type shall be selected from those specified as suitable for either open ended roads, culs-de-sac, or pedestrian only roads, as applicable.

Refer to Clauses 4.3; 4.6.2 of the Standard AS/NZS 4819:2011

Road Type	Abbreviation	Description	Road Type Suitability		
			Open Ended	Cul-de-sac	Pedestrian only
Alley	Aly	Usually a narrow roadway in a city or towns.	✓	✓	
Arcade	Arc	Covered walkway with shops along the sides			✓
Avenue	Ave	Broad roadway, usually planted on each side with trees.	✓		
Boulevard	Blvd	Wide roadway, well paved, usually ornamental with trees and grass plots.	✓		
Circle	Cir	A roadway that generally forms a circle; or a short enclosed roadway bounded by a circle.	✓	✓	
Close	Cl	Short enclosed roadway.		✓	
Court	Crt	Short enclosed roadway, usually surrounded by buildings.		✓	
Crescent	Cres	Crescent shaped roadway, especially where both ends join the same thoroughfare.	✓		
Drive	Dr	Wide main roadway without many cross streets.	✓		
Esplanade	Esp	Level roadway along the seaside, lake or a river.	✓		
Glade	Gld	Roadway usually in a valley of trees	✓	✓	
Green	Grn	Roadway often leading to a grassed public recreation area.		✓	

WDC Road Naming and Numbering Policy 2012

Road Type	Abbreviation	Description	Road Type Suitability		
			Open Ended	Cul-de-sac	Pedestrian only
Grove	Grv	Roadway that features a group of trees standing together.		✓	
Highway	Hwy	Main thoroughfare between major destinations	✓	✓	✓
Lane	Lane	Narrow roadway between walls, buildings or a narrow country roadway.	✓		
Loop	Loop	Roadway that diverges from and rejoins the main thoroughfare.	✓		
Mall	Mall	Wide walkway, usually with shops along the sides.			✓
Mews	Mews	Roadway in a group of houses.		✓	
Parade	Pde	Public roadway or promenade that has good pedestrian facilities along the side.	✓		
Place	Pl	An open space in a town.		✓	
Promenade	Prom	Wide flat walkway, usually along the water's edge.			✓
Quay	Qy	Roadway alongside or projecting into water.	✓	✓	
Rise	Rise	A roadway going to a higher place or position	✓	✓	
Road	Rd	Open roadway primarily for vehicles.	✓		
Square	Sq	Roadway which generally forms a square shape, or an area of roadway bounded by four sides.	✓	✓	
Steps	Stps	Walkway consisting mainly of steps.			✓
Street	St	Public roadway in an urban area, especially where paved and with footpaths and buildings along one or both sides.	✓		

WDC Road Naming and Numbering Policy 2012

Road Type	Abbreviation	Description	Road Type Suitability		
			Open Ended	Cul-de-sac	Pedestrian only
Terrace:	Tce	Roadway on a hilly area that is mainly flat.	✓	✓	
Track	Trk	Walkway in a natural setting.			✓
Walk	Walk	Thoroughfare for pedestrians			✓
Way	Way	Short enclosed roadway		✓	✓
Wharf	Whrf	A roadway on a wharf or pier	✓	✓	✓

8.2 PURCHASE OF ETS CARBON UNITS

Author: Gary Borg, Pouwhakarae - Putea Tautawhi Rangapu | Group Manager Finance and Corporate Support

Authoriser: Malcolm Alexander, Interim Chief Executive

Appendices: 1. Carbon Spot Price Trend [↓](#)

1. PURPOSE

- 1.1 The purpose of the report is to seek Council approval for expenditure that exceeds officer delegation.

RECOMMENDATION

The Pouwhakarae - Putea Tautawhi Rangapu | Group Manager Finance and Corporate Support RECOMMENDS that Council approves the purchase of up to \$300,000 of Carbon New Zealand Units, subject to a favourable spot price.

EXECUTIVE SUMMARY

2. BACKGROUND

- 2.1 As the owner and operator of a landfill Council is required to participate in the Emissions Trading Scheme (ETS). This requires Council to acquire and surrender Carbon New Zealand Units (NZU) based on the tonnage that is disposed into the landfill each calendar year.
- 2.2 Council monitors the price of NZU continuously and is able purchase units in advance if it considers this prudent.
- 2.3 For the calendar year 2024 Council processed waste in the landfill to the equivalent of 5,508 NZU and currently holds 5,406 which is a residual balance after an extraordinary purchase in 2023 to allow for additional tonnages resulting from Cyclone Gabrielle.
- 2.4 The full quantity is required to be surrendered by 31 May 2025.
- 2.5 At the time of writing NZU spot price is significantly below what would be considered 'normal' based on recent months pricing (see Appendix 1).

3. OPTIONS

- 3.1 The options identified are:
- Purchase the minimum quantity of 102 units, at an estimated cost of \$6,000
 - Purchase the estimated requirement for the remainder of the financial year to 30 June 2025 of 2,750 units, likely to be in the range \$140,000 to \$170,000
 - Purchase the estimated requirement for the full calendar year 2025 (5,500 NZU), subject to a favourable spot price, indicative ceiling being \$300,000.
 - Do nothing has not been presented as an option for this matter due to the significant penalties relating to failures and breaches of the ETS.

- 3.2 Option (a) would enable Council to meet its immediate statutory obligations but would expose Council to the risk / opportunity of price volatility for the remainder of the financial year.
- 3.3 Option (b) would match the expenditure to the financial year in which the cost is incurred and halve the risk / opportunity described in 3.2.
- 3.4 Option (c) would secure a favourable price for all of Council's anticipated requirements for the calendar year 2025, by which stage greater clarity regarding its future needs might be available.
- 3.5 The preferred option is (c) subject to the spot price remaining at low levels (with the fallback option being (b), this contributes to the following community outcomes

Cultural wellbeing	Economic wellbeing	Social Wellbeing	Environmental Wellbeing
	ETS price exposure is mitigated, benefiting ratepayers.	Safe, supported and well-led community.	Protected and healthy environment

4. CORPORATE CONSIDERATIONS

What is the change?

- 4.1 No change

Compliance with legislation and Council Policy

- 4.2 As an operator of a landfill compliance with the ETS under the Climate Change Response Act 2002 is compulsory.
- 4.3 Therefore, the provisions of this Act are also implicit in Council's 3 Year Plan 2024-27 and the corresponding Waste Management Activity Management Plan. It is noted that an alternative delivery model is contemplated in these plans, but this has been deferred while Council continues to develop its waste minimisation plan. It is therefore considered unlikely that Council would have excess or redundant stock of NZU.

What are the key benefits?

- 4.4 Favourable price variance.

What is the cost?

- 4.5 Council's budget for NZU for the year ending 30 June 2025 is \$236,000 and at current run rate this is forecast to be exceeded by \$180,000. However, this is due to continuing exceptional volumes from the severe weather event recovery programmes and is offset by external funding.
- 4.6 As at 28 February 2025 the Waste Management activity showed a favourable variance to operating budget of \$220,000.
- 4.7 Unused credits as at 30 June 2025 would be retained on Council's balance sheet to be matched against costs incurred in the year ending 30 June 2026.

What is the saving?

- 4.8 At the time of writing the NZU spot price (per **Appendix 1**) is more than \$10 lower than Council's average cost, which is the equivalent of a \$55,000 saving over a year.

Service delivery review

- 4.9 While the Waste Minimisation Plan will satisfy the requirements of a service delivery review this matter does not concern service delivery. As noted in 4.3 it is unlikely that the period being considered would overlap with any change to service.

Māori Standing Committee

- 4.10 Although waste management is a significant kaupapa to Māori, the spot price of carbon credits has no cultural implications.

5. SIGNIFICANCE

- 5.1 This is a purchasing decision relating to business as usual and existing budgets. Therefore, it is assessed as being of low significance.

6. RISK MANAGEMENT

- 6.1 In accordance with the Council's Risk Management Policy the inherent risks associated with this matter are: Non-compliance with the ETS could lead to significant fines, beyond that there is a range of financial outcomes with the best case and worst case likely to be within \$100,000 of each other.

Human	Financial	Regulatory
Low	Extreme	High
Operations	Employees	Image & Reputation
Low	Low	Low

Who has been consulted?

No consultation is required

Further Information

Carbon News; Ministry for Primary Industries (MPI)

References (to or from other Committees)

An equivalent matter has only been previously considered by Council as part of its severe weather events recovery programming.

Confirmation of statutory compliance

In accordance with section 76 of the Local Government Act 2002, this report is approved as:

- a. containing sufficient information about the options and their benefits and costs, bearing in mind the significance of the decisions; and,

- b. is based on adequate knowledge about, and adequate consideration of, the views and preferences of affected and interested parties bearing in mind the significance of the decision.

CARBON PRICE: NZUs \$50.17

Today 10:00am



The Carbon News NZU Index closed at \$50.17 yesterday, down 67 cents on the previous day's close.

... login or subscribe for full story

8.3 UPDATE TO FEES AND CHARGES

Author: Gary Borg, Pouwhakarae – Pūtea / Tautāwhi Rangapū Group Manager
Finance and Corporate Support

Authoriser: Malcolm Alexander, Interim Chief Executive

Appendices: 1. Draft Fees and Charges Schedule [↓](#)

1. PURPOSE

- 1.1 The purpose of this report is to present Council with a proposed update to the schedule of Fees and Charges.

RECOMMENDATION

The Group Manager: Finance and Corporate Support RECOMMENDS that Council adopts the fees and charges schedule attached as **Appendix 1**, prices to be effective from 1 July 2025, subject to any notice periods required by contract or statute.

EXECUTIVE SUMMARY

2. BACKGROUND

- 2.1 Fees and charges make up approximately 10% of Council's operating revenue.
- 2.2 This average is derived from a funding needs analysis that Council undertook in accordance with LGA s101(3) when it updated its Revenue and Financing Policy in 2021. The proportion of revenue constituted by fees and charges particularly reflects Council's assessment of:
- 2.2.1. the distribution of benefits between the whole community, any identifiable part of the community, and individuals
 - 2.2.2. the extent to which the actions or inaction of specific individuals or groups, contribute to the need to undertake the activity.
 - 2.2.3. the overall impact of any allocation of liability for revenue needs on the community, insofar as the balance of funding for most activities is usually derived from rates.
- 2.3 A regular review of fees and charges supports the preparation of the budgets for the Annual Plan for the corresponding year and maintains the funding allocations deemed appropriate by Council.

3. CURRENT SITUATION

- 3.1 A comprehensive review has been undertaken to maintain the balance between user pays and community benefit, noting the significant impact of cost fluctuations and CPI generally over recent years. The full list of charges proposed along with comparatives is attached as **Appendix 1**.

4. OPTIONS

- 4.1 The options identified are:

- a. Do nothing
 - b. Adopt the revised scales of fees and charges, attached as **Appendix 1**.
 - c. Modify certain prices
- 4.2 Under option (a) the existing prices will remain in place.
- 4.3 Option (b) would maintain funding allocations between fees and rates, being the private to public benefit ratio, consistent with Council's funding needs determination, and would support achievement of the corresponding revenue in the budget for the year ending 30 June 2025.
- 4.4 Council's s101(3) analysis defines a range rather than absolute values or percentages. Council has discretion to modify those prices not determined by statute, and therefore option (c) may be appropriate.
- 4.5 The preferred option is *b: Adopt the revised scales of fees and charges*, this contributes to the following community outcomes:

Cultural wellbeing	Economic wellbeing	Social Wellbeing	Environmental Wellbeing
Valued and cherished community.	Strong and prosperous economy.	Safe, supported, and well-led community.	Protected and healthy environment

5. CORPORATE CONSIDERATIONS

What is the change?

- 5.1 There is no expected impact on service delivery.

Compliance with legislation and Council Policy

- 5.2 The prices contained in **Appendix 1** support the revenue forecasts contained in the budget for the year ending 30 June 2026, and the allocation of funding needs that underpins Council's Revenue and Financing Policy.
- 5.3 Council's discretion to utilise fees and charges as a funding source is also provided for in the Revenue and Financing Policy.
- 5.4 This is also supported by legislation, including:
- 5.4.1. Local Government Act 2002
 - 5.4.2. Dog Control Act 1996
 - 5.4.3. Resource Management Act 1991
 - 5.4.4. Food Act 2014
 - 5.4.5. Litter Act 1979

- 5.5 Certain fees, particularly in the regulatory areas, are determined by statutory instruments.

What are the key benefits?

- 5.6 This matter provides certainty to Council's customers and ratepayers regarding pricing and supports the user pays component of Council's funding model.

What is the cost?

- 5.7 There are no cost implications to Council, as the fees relate to existing activities.

What is the saving?

- 5.8 Not applicable, additional revenue is included in the draft 3 Year Plan 2024-27

Who has been consulted?

- 5.9 Changes proposed are not significant so no consultation is required.
- 5.10 Some matters, such as Waste Management are part of a more detailed consultation relating to service delivery models for certain activities.

Service delivery review

- 5.11 This matter does not affect the mode of delivery for any of Council's activities.

Māori Standing Committee

- 5.12 This item has no specific implications for Māori.

6. SIGNIFICANCE

- 6.1 This matter will affect a broad range of customers, from as few as 20 at the airport to as many as 2,500 for dog registration, while the landfill / recycling centre is theoretically available to everyone.
- 6.2 Due to the user pays nature of this item public interest varies with demand.
- 6.3 The prices proposed are consistent with Council's existing funding matrix.
- 6.4 This decision could be reversed, although this would be disruptive after the charges become effective.
- 6.5 There are no implications for service delivery, such matters are considered in the 3 Year Plan, although Council's ability to grow its revenue lines are relevant to these considerations.
- 6.6 There is no impact on any strategic assets.
- 6.7 Notwithstanding the large number of customers affected for a small number of activities, considering that consumption is largely discretionary in nature this matter is assessed as being of low significance.

7. RISK MANAGEMENT

- 7.1 The strategic risks (e.g. publicity/public perception, adverse effect on community, timeframes, health and safety, financial/security of funding, political, legal – refer to S10

and S11A of LGA 2002, others) identified in the implementation of the recommendations made are as follows:

- a. In accordance with Council's Risk Management Policy the inherent risks associated with this matter are assessed as follows:

Human	Financial	Regulatory
Low	High	High
Operations	Employees	Image & Reputation
Low	Low	Considerable

References (to or from other Committees)

Fees and charges are reviewed regularly by Council.

Confirmation of statutory compliance

In accordance with section 76 of the Local Government Act 2002, this report is approved as:

- a. containing sufficient information about the options and their benefits and costs, bearing in mind the significance of the decisions; and,
- b. is based on adequate knowledge about, and adequate consideration of, the views and preferences of affected and interested parties bearing in mind the significance of the decision.

Fees and Charges		2025-26		Airport
Airport				
2023/24				
2024/25				
Proposed 1 July 2025				
Landing Fee				
Light Aircraft		\$15.68	\$16.00	\$16.00
Heavy Aircraft		\$20.16	\$22.00	\$22.00
Microlight		\$5.60	\$7.00	\$7.00
Facility Fees				
Topdressing Aircraft (Per Annum)		\$1,983.52	\$2,000.00	\$2,000.00
Private Aircraft (Per Annum)		\$850.08	\$900.00	\$900.00
Wairoa Aero Club (Single Engine) (Per Annum)		\$425.04	\$450.00	\$450.00
Privately Owned Aircraft (Operated/Leased By Wairoa Aero Club)		\$437.36	\$450.00	\$450.00
Wairoa Aero Club Leased Planes (For Periods Of Less Than Six Months) (Per Month)		\$24.64	\$40.00	\$40.00
Other Airport Fees				
Cookson Air Facilities Lease (Ground Rental) (Per Month)		\$283.36	\$290.00	\$290.00
Storage Of Microlight Aircraft (Per Annum)		\$70.84	\$75.00	\$75.00
Hireage of aeroclub building (per day or night)		\$224.00	\$224.00	\$224.00

Animal Control

2025-26

Fees and Charges

Dog Control	2023/24	2024/25	Proposed 1 July 2025
Class SOP (Paid by 1 August 2025)	\$90	\$100.00	\$100.00
Class SOP (Paid after 1 August 2025) - 50% Penalty	\$140	\$150.00	\$150.00
Class D (Paid by 1 August 2025)	\$275.00	150% of the applicable registration category	\$365.00
Class D (Paid after 1 August 2025) - 50% Penalty	\$350.00	150% of the applicable registration category	\$547.50
Class M (Paid by 1 August 2025)	\$215.00	\$260.00	\$266.00
Class M (Paid after 1 August 2025) - 50% Penalty	\$245.00	\$390.00	\$399.00
Class W (Paid by 1 August 2025)	\$65.00	\$75.00	\$75.00
Class W (Paid after 1 August 2025) - 50% Penalty	\$95.00	\$112.00	\$112.00
Class S (Paid by 1 August 2025)	\$110.00	\$140.00	\$146.00
Class S (Paid after 1 August 2025) - 50% Penalty	\$140.00	\$210.00	\$219.00
Replace Tag	\$15.00	\$15.00	\$15.00
Micro Chipping	\$60.00	\$60.00	\$60.00
Destruction/Disposal	\$50.00	\$100.00	\$100.00
Euthanasia			Actual Cost
Costs associated with, but not limited to, vet treatment, supplementary feeding			Actual Cost
Dog Control Officers Time Where Rechargeable (Per Hour)	\$180.00	\$190.00	\$195.00
Application to keep more than two dogs	\$30.00	\$100.00	\$100.00
Reinspection fee (on additional dogs to permit or property address change)			\$80.00
Rehoming/Adoption			\$100.00
Application for a Selected Owner Policy	\$30.00	\$40.00	\$40.00
Hireage of Barking Device (\$50.00 Bond)	\$25.00 per week	\$25.00 per week	\$25.00 per week
Hireage of Barking Collar (\$40.00 Bond)	\$20.00 per week	\$20.00 per week	\$20.00 per week
Hireage of Community Cages for Pest Control	7 Days - \$50 Bond	7 Days - \$50 Bond	7 Days - \$50 Bond

Fees and Charges		2025-26	Animal Control
Impounding Fees			
First Impounding	\$110.00	\$130.00	\$140.00
Second Impounding	\$175.00	\$210.00	\$220.00
Third and Subsequent Impounding	\$215.00	\$260.00	\$280.00
Dogs Impounded After 4.30pm and Before 8am	\$215.00	\$260.00	\$280.00
Daily Sustainance Charge	\$30.00	\$32.00	\$32.00
Seizure Fee (Per Dog)	\$30.00	\$100.00	\$150.00
Livestock Control			
Mileage for Council Vehicle per km (Impounding)	\$1.40	\$1.60	\$1.63
Stock Impounding			
Horses & Cows (Per Head For First Day)	\$65.00	\$78.00	\$78.00
Horses & Cows (Per Head Per Day Thereafter)	\$45.00	\$54.00	\$54.00
Sheep (Per Head For First Day)	\$45.00	\$54.00	\$54.00
Sheep (Per Head Per Day Thereafter)	\$30.00	\$36.00	\$36.00
Driving Charges (Fee Based Upon Cost Of Shifting Stock To Pound)	At cost	At cost	At cost
Sustenance Charges	At cost	At cost	At cost
Stock Droving			
Droving Permit	\$215.00	\$250.00	\$250.00
Holding Paddock (Per Hundred Per Day)	\$55.00	\$80.00	\$80.00
Livestock Control Staff			
Council Supervision (Per Hour)	\$180.00	\$190.00	\$195.00
Impounding Officer (Per Hour) Where Rechargeable	\$180.00	\$190.00	\$195.00
Administration Fee (Per Hour)			\$195.00
Miscellaneous Charges (Fees)			
Permit for other Animals excluding Dogs (Public Safety Bylaw)	\$60.00	\$100.00	\$100.00

Animal Control

2025-26

Fees and Charges

Infringement Fee - Dog Control Act 1996		2023/24	2024/25	Proposed 1 July 2025
Section - Description of offence				
18 - Wilful obstruction of dog control officer or ranger		\$750.00	\$750.00	\$750.00
19(2) - Failure or refusal to supply information or wilfully providing false particulars		\$750.00	\$750.00	\$750.00
19A(2) - Failure to supply information or wilfully providing false particulars about dog		\$750.00	\$750.00	\$750.00
20(5) - Failure to comply with any bylaw authorised by the section		\$300.00	\$300.00	\$300.00
23A(2) - Failure to undertake dog owner education programme or dog obedience		\$300.00	\$300.00	\$300.00
24 - Failure to comply with obligations of probationary owner		\$750.00	\$750.00	\$750.00
28(5) - Failure to comply with effects of disqualification		\$750.00	\$750.00	\$750.00
32(2) - Failure to comply with effects of classification of dog as dangerous dog		\$300.00	\$300.00	\$300.00
32(4) - Fraudulent sale or transfer of dangerous dog		\$500.00	\$500.00	\$500.00
33EC(1) - Failure to comply with effects of classification of dog as menacing dog		\$300.00	\$300.00	\$300.00
33F(3) - Failure to advise person of muzzle and leashing requirements		\$100.00	\$100.00	\$100.00
36A(6) - Failure to implant microchip transponder in dog		\$300.00	\$300.00	\$300.00
41 - False statement relating to dog registration		\$750.00	\$750.00	\$750.00
41A - Falsely notifying death of dog		\$750.00	\$750.00	\$750.00
42 - Failure to register dog		\$300.00	\$300.00	\$300.00
46(4) - Fraudulent procurement or attempt to procure replacement dog registration		\$500.00	\$500.00	\$500.00
48(3) - Failure to advise change of dog ownership		\$100.00	\$100.00	\$100.00
49(4) - Failure to advise change of address		\$100.00	\$100.00	\$100.00
51(1) - Removal, swapping, or counterfeiting of registration label or disc		\$500.00	\$500.00	\$500.00
52A - Failure to keep dog controlled or confined		\$200.00	\$200.00	\$200.00
53(1) - Failure to keep dog under control		\$200.00	\$200.00	\$200.00
54(2) - Failure to provide proper care and attention, to supply proper and sufficient		\$300.00	\$300.00	\$300.00
54A - Failure to carry leash in public		\$100.00	\$100.00	\$100.00
55(7) - Failure to comply with barking dog abatement notice		\$200.00	\$200.00	\$200.00
62(4) - Allowing dog known to be dangerous to be at large unmuzzled or unleashed		\$300.00	\$300.00	\$300.00
62(5) - Failure to advise of muzzle and leashing requirements		\$100.00	\$100.00	\$100.00
72(2) - Releasing dog from custody		\$750.00	\$750.00	\$750.00

Assets & Infrastructure	2023/24	2024/25	Proposed 1 July 2025
Engineering Staff Labour			
Group Manager: Community Assets and Services (Per Hour)	\$215.00	\$230.00	\$250.00
Operational Managers i.e Transport, Property & Utilities Asset Managers (Per Hour)	\$165.00	\$177.00	\$180.00
Other Engineering Staff (Per Hour)	\$130.00	\$139.00	\$150.00
Trainee/Cadets (Per Hour)	\$80.00	\$86.00	\$90.00
Traffic Management Plans, Corridor Access Requests & Vehicle Crossings			
Permit application - minimum charge	\$235.00	\$235.00	\$235.00
Non-Notification Fee (charge if Council is not informed of TMP, CAR, Vehicle Crossing)	\$300.00	\$300.00	\$300.00
Bond - Complex applications that require rigorous monitoring	\$2,500.00	\$2,500.00	\$2,500.00
Inspection fees	Hourly rate plus travel	Hourly rate plus travel	Hourly rate plus travel
Work Completion with photos/testing (no inspection)	\$55.00	\$88.50	\$90.00
Note: A Corridor Access Request is required for all works carried out within the road corridor. No CAR fees will be charged for Council contractors if the works are being done for and on behalf of Council			
Consultants			
Note: Consultancy costs may be incurred for the following activities: - Permits for working in the road reserve - Subdivisions - general inspections as work progresses. Normally 1 -2 visits per month. - Subdivisions - specific visits for testing of infrastructure - e.g. pressure test water mains or pre-seal inspections of road surface. - Advice on fence encroachments. - Enforcement of bylaws such as for fencing, cattle stops etc - Visits required where conditions of consent or other district plan rules are breached. - New access ways			
Consultancy costs are on-charged at cost. Council may charge an administration cost of up to 10%.	Actual Costs + 10%	Actual Costs + 10%	Actual Costs + 10%

PIMS/LIMS/Planning Input - on-charge to applicant

Hourly rate plus travel

Hourly rate plus travel

Hourly rate plus travel

Building

2025-26

Fees and Charges

Building Control	2023/24	2024/25	Proposed 1 July 2025
Building Control Staff			
Building Control Officer (Per Hour)	\$210.00	\$210.00	\$215.00
Senior Building Compliance Officer (Per Hour)	\$230.00	\$230.00	\$235.00
Regulatory Administration Officer (Per Hour)	\$165.00	\$170.00	\$175.00
Building/Drainage Consents			
Note: Consent Applications Based On Time Occupied			
Note: MBIE Levy: the Building Act 2004 requires council to collect a levy of \$1.75 per \$1000 value of building work valued \$20,000 & over			
Note: BRANZ Levy: Building Research Levy Act 1969 requires Council to collect a levy of 0.1% (\$1.00 per \$1000 value) Of Building work valued \$20,000 & over			
Note: Value of Building Work: This is based on the Dept of Building and Housing costs and Rawlinson's New Zealand Construction Handbook set costs			
Note: Some of the Fee are determined by statute/regulation and Council is not able to change them. They are subject to change without notice.			
Note: The charges below are not applicable to fixed fee consents.			
Central Govt accreditation Audit Fee - under \$20,000	\$110.00	\$110.00	\$115.00
Central Govt accreditation Audit Fee - under \$100,000	\$220.00	\$220.00	\$224.84
Central Govt accreditation Audit Fee - over \$100,000	\$330.00	\$330.00	\$340.00
Central Govt accreditation Audit Fee - Commercial	\$500.00	\$500.00	\$515.00
Residential Consent Deposits - Building Work <\$100,000 deposit	\$600.00 (dep)	\$600.00 (dep)	\$600.00 (dep)
Residential Consent Deposits - Building Work >\$100,000 deposit	\$1,500.00 (dep)	\$1,500.00 (dep)	\$1,500.00 (dep)
Commercial Consent Deposit deposit	\$1,500.00 (dep)	\$1,500.00 (dep)	\$1,500.00 (dep)
Manual Lodgement Fee	\$270.00	\$300.00	\$300.00
Consent Administration Fee \$1 to \$124,999 estimated value	\$92.00	\$92.00	\$92.00
Consent Administration Fee \$125,000 to \$499,999 estimated value	\$280.00	\$280.00	\$280.00
Consent Administration Fee \$500,000 to \$999,999 estimated value	\$460.00	\$460.00	\$460.00
Consent Administration Fee \$1,000,000 to 5,000,000 Estimated Value (Capped at \$5 Million)	0.0375% + GST	0.0375% + GST	0.0375% + GST
Solid Fuel Heaters - Free Standing within 20km of Wairoa Township (Includes Accreditation Fee) additional inspections at cost	\$590.00	\$600.00	\$615.00
Solid Fuel Heaters - Free Standing further than 20km from Wairoa Township (Includes Accreditation Fee) additional inspections at cost	\$750.00	\$760.00	\$780.00
Solid Fuel Heaters - In Built Heater within 20km of Wairoa Township (Includes Accreditation Fee) additional inspections at cost	\$700.00	\$710.00	\$730.00
Solid Fuel Heaters - In Built Heater further than 20km from the Wairoa Township (Includes Accreditation Fee) additional inspections at cost	\$860.00	\$870.00	\$890.00

Building

2025-26

Fees and Charges

Building/Drainage Consents (cont)	2023/24	2024/25	Proposed 1 July 2025
Code Compliance Certificate - project up to \$19,999	\$110.00	\$130.00	\$135.00
Code Compliance Certificate - project value over \$20,000	\$270.00	\$320.00	\$330.00
Code Compliance Certificate Commercial Work - project up to \$19,999	\$320.00	\$380.00	\$390.00
	\$540.00	\$650.00	\$665.00
Code Compliance Certificate - consents granted under Building Act 1991 (lodged prior to 30/11/24)	\$270.00	\$300.00	\$310.00
Building Property Files Search	\$55.00	\$65.00	\$70.00
Building Consent Minor Amendment	\$160.00	\$190.00	\$195.00
Building Consent Major Amendment	At Cost	At Cost	At Cost
Building Consent Cancellation, Lapsing Fee & Refused Fee	\$215.00	\$250.00	\$260.00
Swimming Pool Fence Inspection (Plus Mileage & Time)	\$320.00	\$180.00	\$185.00
Swimming Pool Consent includes Registration (Plus Mileage & Time)	\$320.00	\$320.00	\$330.00
Certificate Of Acceptance (Plus Normal Inspection & Mileage)	\$1,000.00	\$1,200.00	\$1,230.00
Certificate Of Public Use (Plus Mileage & Time)	\$1,000.00	\$1,200.00	\$1,230.00
Application for change of use of a building	New Fee	\$300.00	\$310.00
Issue & Service of Notice To Fix	\$300.00	\$300.00	\$310.00
Inspection to check compliance with conditions of Notice To Fix (plus Mileage & Time)	\$160.00	\$190.00	\$195.00
Administration Fee - Māori Land Court Letter	\$110.00	\$110.00	\$115.00
Issue of Consent reports - Monthly (Annual subscription)	\$110.00	\$150.00	\$155.00
Issue Of Compliance Schedule	\$600.00	\$650.00	\$665.00
Amendments To Compliance Schedule	\$400.00	\$420.00	\$430.00
Building Warrant Of Fitness Administration - No Inspection	\$160.00	\$170.00	\$175.00
Building Warrant Of Fitness Inspection fee	\$320.00	\$350.00	\$360.00
Failed Building Warrant of Fitness Re-Inspection fee	\$160.00	\$180.00	\$185.00
Certificate Of Title Registration Of S73 & 74 Notice (Plus Any Inspection Costs)	\$600.00	\$600.00	\$615.00
Certificate Of Title Registration Of S77 & 78 Notice (Plus Any Inspection Costs)	\$600.00	\$600.00	\$615.00
Application for Building Consent Exemption Fee	\$375.00	\$450.00	\$459.90
Photocopy Charges	Refer To Corporate Services		
	Photocopying Charges		
Scanning Building Consent Plans	\$33.00	\$35.00	\$35.77
Scanning—A3 (Per Sheet)	\$0.00	\$0.00	Delete
Scanning—A2 & A1 (Per Sheet)	\$0.00	\$0.00	Delete

Fees and Charges 2025-26 Building

Certificate Of Title	2023/24	2024/25	Proposed 1 July 2025
Copy Of Certificate Of Title	\$50.00	\$50.00	\$50.00
Property Information			
Land Information Memorandum - 10 working days (Residential/Rural Property)	\$380.00	\$450.00	\$460.00
Property Information Memorandum	\$380.00	\$450.00	\$460.00
Engineering & Planning Fee	\$270.00	\$320.00	\$330.00
Infringement Fee - Building Act 2004			
Section - Description of offence			
s 40 - Failing to comply with the requirement that building work must be carried out in accordance with a building consent	\$1,000.00	\$1,000.00	\$1,000.00
s 42 - Failing to apply for a certificate of acceptance for urgent building work as soon as practicable after completion of building work	\$500.00	\$500.00	\$500.00
s 85(1) - Person who is not licensed building practitioner carrying out restricted building work without supervision of licensed building practitioner with appropriate licence	\$750.00	\$750.00	\$750.00
s 85(2)(a) - Licensed building practitioner carrying out restricted building work without appropriate licence	\$500.00	\$500.00	\$500.00
s 85(2)(b) - Licensed building practitioner supervising restricted building work without appropriate licence	\$500.00	\$500.00	\$500.00
s 101 - Failing to comply with the requirement to obtain a compliance schedule	\$250.00	\$250.00	\$250.00
s 108(5)(a) - Failing to display a building warrant of fitness required to be displayed	\$250.00	\$250.00	\$250.00
s 108(5)(b) - Displaying a false or misleading building warrant of fitness	\$1,000.00	\$1,000.00	\$1,000.00
s 108(5)(c) - Displaying a building warrant of fitness other than in accordance with section 108	\$1,000.00	\$1,000.00	\$1,000.00
s 116B(1)(a) - Using, or knowingly permitting the use of, a building for a use for which it is not safe or not sanitary	\$1,500.00	\$1,500.00	\$1,500.00
s 116B(1)(b) - Using, or knowingly permitting the use of, a building that has inadequate means of escape from fire	\$2,000.00	\$2,000.00	\$2,000.00
s 124 - Failing to comply with a notice, within the time stated in the notice, requiring work to be carried out on a dangerous, earthquake-prone, or insanitary building	\$1,000.00	\$1,000.00	\$1,000.00
s 128 - Using or occupying a building, or permitting another person to do so, contrary to a territorial authority's hoarding, fence, or notice	\$2,000.00	\$2,000.00	\$2,000.00
s 162E - Supplying a pool product without an approved notice	\$500.00	\$500.00	\$500.00
s 168(1) - Failing to comply with any other notice to fix	\$1,000.00	\$1,000.00	\$1,000.00
s168(1AA) - Failing to comply with a notice to fix in relation to a means of restricting access to a residential pool	\$500.00	\$500.00	\$500.00

Building

2025-26

Fees and Charges

Earthquake-prone building offences	2023/24	2024/25	Proposed 1 July 2025
s 314(1) - Person holding himself or herself out as being licensed to do or supervise building work or building inspection work while not being so licensed	\$500.00	\$500.00	\$500.00
s 362D(4) - Failing to provide prescribed disclosure information or failing to provide prescribed checklist	\$500.00	\$500.00	\$500.00
s 362F(4) - Failing to have a written contract as prescribed	\$500.00	\$500.00	\$500.00
s 362T(4) - Failing to provide prescribed information or documentation to specified persons	\$500.00	\$500.00	\$500.00
s 363 - Using, or permitting use of building having no consent or code compliance certificate or certificate for public use for premises for public use	\$1,500.00	\$1,500.00	\$1,500.00
s 367 - Wilfully obstructing, hindering, or resisting a person executing powers conferred under the Act or its regulations	\$500.00	\$500.00	\$500.00
s 368 - Wilfully removing or defacing a notice published under the Act or inciting another person to do so	\$500.00	\$500.00	\$500.00
s 133AU(1) - Failing to complete seismic work by deadline	\$1,000.00	\$1,000.00	\$1,000.00
s 133AU(2) - Failing to comply with requirements to attach EPB notice or EPB exemption notice	\$1,000.00	\$1,000.00	\$1,000.00
s 133AU(3) - Failing, when EPB notice or EPB exemption notice ceases to be attached or becomes illegible, to notify the territorial authority	\$1,000.00	\$1,000.00	\$1,000.00
s 133AU(5) - Using or occupying an earthquake-prone building, or permitting another person to do so, contrary to a territorial authorities hording, fence, or notice	\$2,000.00	\$2,000.00	\$2,000.00
Dam safety offences			
s 134(1) - Improper Representation as Licenced Inspector	\$500.00	\$500.00	\$500.00
s 134 - Dam owner failing to classify a dam	\$500.00	\$500.00	\$500.00
s 138 - Dam owner failing to comply with a direction from a regional authority to have a classification re-audited and submitted	\$250.00	\$250.00	\$250.00
s 140 - Dam owner failing to prepare, or arrange the preparation of, a dam safety assurance programme and submit it for audit	\$500.00	\$500.00	\$500.00
s 145 - Dam owner failing to comply with a direction from a regional authority to have a dam safety assurance programme re-audited and submitted	\$250.00	\$250.00	\$250.00
s 150(4)(a) - Dam owner knowingly failing to display a dam compliance certificate required to be displayed	\$250.00	\$250.00	\$250.00
s 150(4)(b) - Dam owner displaying a false or misleading dam compliance certificate	\$1,000.00	\$1,000.00	\$1,000.00
s 150(4)(c) - Dam owner displaying a dam compliance certificate other than in accordance with section 150	\$1,000.00	\$1,000.00	\$1,000.00
s 154 - Dam owner failing to comply with a notice, within the time stated in the notice, requiring work to be carried out on a dangerous dam	\$2,000.00	\$2,000.00	\$2,000.00

Fees and Charges		2025-26	Cemeteries	
Cemeteries		2023/24	2024/25	Proposed 1 July 2025
Plot Charges				
Ashes		\$194.35	\$450.00	\$450.00
Child		\$371.45	\$800.00	\$800.00
Standard		\$762.45	\$2,200.00	\$2,200.00
Note: Includes Perpetual Maintenance				
Interments				
Note: When requesting a burial, Plot Charges are added to the Interment Fee if you haven't pre-purchased a cemetery plot. There will be a charge of double the fee for interments on Sundays and public holidays.				
Ashes		\$171.35	\$180.00	\$180.00
Still Born		\$85.10	No charge	No charge
Under 13 Years		\$585.35	\$585.00	\$585.00
Standard Single		\$762.45	\$760.00	\$760.00
Standard Double		\$854.45	\$850.00	\$850.00
Additional fee for non-residents, paid together with the standard interment fee.			\$300.00	\$300.00
Disinterment/Reinterment				
Disinterment fee			\$520.00	\$520.00
Council officer costs will be charged to the applicant.				
Contractor actual costs will be on-charged to the applicant. Council may charge an administration cost of up to 10% of the value of the work.				
Sundry Charges				
Headstone & Plaque Monumental Work Permit		\$40.25	\$65.00	\$65.00
Transfer or relinquishment of ash or burial plot			\$65.00	\$65.00

Community Halls

2025-26

Fees and Charges

Community Halls	2023/24	2024/25	Proposed 1 July 2025
Wairoa Memorial Hall	Refer Combined Services Clubs Inc		
Tuaiti Hall	Refer Tuaiti Hall Committee		

Corporate Services

2025-26

Fees and Charges

Corporate Services Charges		2023/24	2024/25	Proposed 1 July 2025
Motor Vehicle Use Charge (Per Km) Across All Council Activities		\$1.40	\$1.45	\$1.63
Provision Of Information (First Hour No Charge) For Each Half Hour Or Part Thereof (Deposit May Be Required)		\$66.70	\$75.00	\$90.00
Access To Archives (First Hour No Charge) For Each Half Hour Or Part Thereof (Deposit May Be Required)		\$45.00	\$50.00	\$50.00
Photocopying (Black & White) A4 Single Sided		\$0.30	\$0.30	\$0.30
Photocopying (Black & White) A4 Double Sided		\$0.50	\$0.50	\$0.50
Photocopying (Black & White) A3 Single Sided		\$0.50	\$0.50	\$0.50
Photocopying (Black & White) A3 Double Sided		\$0.80	\$0.80	\$0.80
Photocopying (Colour) A4 Single Sided		\$1.00	\$1.00	\$1.00
Photocopying (Colour) A4 Double Sided		\$2.00	\$2.00	\$2.00
Photocopying (Colour) A3 Single Sided		\$2.50	\$2.50	\$2.50
Photocopying (Colour) A3 Double Sided		\$5.00	\$5.00	\$5.00
Scanning to email or USB (each 5 page increment)		\$3.00	\$3.00	\$3.00
Corporate Services Staff Labour				
Senior Corporate Services Staff (Per Hour)		\$200.00	\$210.00	\$220.00
Other Corporate Services Staff (Per Hour)		\$150.00	\$160.00	\$168.00
Plotter Printing Costs				
Basic Cover Prints (Text Or Line Drawings) Normal Weight Paper A1		\$36.80	\$42.32	\$44.44
Basic Cover Prints (Text Or Line Drawings) Normal Weight Paper A2		\$24.15	\$27.77	\$29.16
Basic Cover Prints (Text Or Line Drawings) Normal Weight Paper A3		\$18.98	\$21.82	\$22.91
Basic Cover Prints (Text Or Line Drawings) Normal Weight Paper A4		\$12.08	\$13.89	\$14.58
Basic Cover Prints (Text Or Line Drawings) Heavy Weight Paper A1		\$41.40	\$47.61	\$49.99
Basic Cover Prints (Text Or Line Drawings) Heavy Weight Paper A2		\$36.80	\$42.32	\$44.44
Basic Cover Prints (Text Or Line Drawings) Heavy Weight Paper A3		\$24.15	\$27.77	\$29.16
Basic Cover Prints (Text Or Line Drawings) Heavy Weight Paper A4		\$18.98	\$21.82	\$21.00
Basic Cover Prints (Text Or Line Drawings) Photo Quality Paper A1		\$73.03	\$83.98	\$88.18
Basic Cover Prints (Text Or Line Drawings) Photo Quality Paper A2		\$48.88	\$56.21	\$59.02
Basic Cover Prints (Text Or Line Drawings) Photo Quality Paper A3		\$36.80	\$42.32	\$44.44
Basic Cover Prints (Text Or Line Drawings) Photo Quality Paper A4		\$21.85	\$25.13	\$26.39
Full Cover Prints (Photography Or Graphics) Normal Weight Paper A1		\$48.88	\$56.21	\$59.02
Full Cover Prints (Photography Or Graphics) Normal Weight Paper A2		\$36.80	\$42.32	\$44.44

Fees and Charges		2025-26	Corporate Services		
Plotter Printing Costs (cont)		2023/24	2024/25	Proposed 1 July 2025	
Full Cover Prints (Photography Or Graphics) Normal Weight Paper A3		\$24.15	\$27.77	\$29.16	
Full Cover Prints (Photography Or Graphics) Normal Weight Paper A4		\$18.98	\$21.82	\$22.91	
Full Cover Prints (Photography Or Graphics) Heavy Weight Paper A1		\$73.03	\$83.98	\$88.18	
Full Cover Prints (Photography Or Graphics) Heavy Weight Paper A2		\$48.88	\$56.21	\$59.02	
Full Cover Prints (Photography Or Graphics) Heavy Weight Paper A3		\$36.80	\$42.32	\$44.44	
Full Cover Prints (Photography Or Graphics) Heavy Weight Paper A4		\$21.85	\$25.13	\$26.39	
Full Cover Prints (Photography Or Graphics) Photo Quality Paper A1		\$97.18	\$111.75	\$117.34	
Full Cover Prints (Photography Or Graphics) Photo Quality Paper A2		\$73.03	\$83.98	\$88.18	
Full Cover Prints (Photography Or Graphics) Photo Quality Paper A3		\$48.88	\$56.21	\$59.02	
Full Cover Prints (Photography Or Graphics) Photo Quality Paper A4		\$36.80	\$42.32	\$44.44	
Geographic Information Service Staff Labour					
GIS Staff (Per Hour) (First Quarter Hour No Charge)		\$151.00	\$160.00	\$169.60	
Special Map Request Charges					
Specialised maps are those which require new layers to be added to the GIS, analysis work and/or specialised printing techniques to be used.		Actual Cost	Actual Cost	Actual Cost	
In addition to printing charges outlined above, charges are based on actual time to the nearest half hour plus any actual packaging or postage costs.		Actual Cost	Actual Cost	Actual Cost	

Freedom Camping

2025-26

Fees and Charges

Freedom Camping	2023/24	2024/25	Proposed 1 July 2025
Infringement Fee - Freedom Camping Act 2011			
20(1)(a) - Freedom camping in breach of a bylaw	\$400.00	\$400.00	\$400.00
20(1)(b) - Freedom camping in a non-self-contained vehicle in breach of the national rule	\$400.00	\$400.00	\$400.00
20(1)(c) - Failing to display a warrant card in a motor vehicle when freedom camping	\$200.00	\$200.00	\$200.00
20(1)(d) - Freedom camping in a self-contained vehicle with more people than the vehicle is certified for	\$400.00	\$400.00	\$400.00
20(1)(e) While freedom camping a person: interferes or damages the area, its flora or fauna, or any structure, or deposits waste in or on the area (other than into an appropriate waste receptacle)	\$800.00	\$800.00	\$800.00
20(1)(f) Making preparations to freedom camp in breach of a bylaw	\$400.00	\$400.00	\$400.00
20(1)(g) Making preparations to freedom camp in a non-self-contained vehicle in breach of the national rule	\$400.00	\$400.00	\$400.00
20(1)(h) Making preparations to freedom camp in a self-contained vehicle with more people than the vehicle is certified for	\$400.00	\$400.00	\$400.00
20(1)(i) Failing or refusing to leave a local authority area when required to do so by an enforcement officer	\$600.00	\$600.00	\$600.00
20C(a) - Displaying an altered or fraudulent warrant card	\$600.00	\$600.00	\$600.00
20C(b) - Presenting an altered or fraudulent certificate of selfcontainment	\$600.00	\$600.00	\$600.00
20C(c) Refusing to give information when required to do so or giving false or misleading information	\$600.00	\$600.00	\$600.00

Gaiety Theatre

2025-26

Fees and Charges

Gaiety Theatre	2023/24	2024/25	Proposed 1 July 2025
Hire of Theatre			
Day Charge 8am to 4.30pm	\$250.00	\$300.00	\$300.00
Evening Charge 6pm to midnight	\$300.00	\$500.00	\$500.00
Full Day/Evening 8am to midnight	\$500.00	\$1,000.00	\$1,000.00
Gaiety Staff (for days and/or times that we are usually closed eg Mondays and Tuesdays)	\$25/hr	\$27/hr	\$28/hr
Ticket Sales	\$10.00	\$12.00	\$12.00

Fees and Charges		2025-26	i-Site		
I-SITE Services Charges		2023/24	2024/25	Proposed 1 July 2025	
Typing per page		\$5.00	\$5.00	\$5.00	
Laminating A4		\$3.00	\$3.00	\$3.00	
Laminating A3		\$5.00	\$5.00	\$5.00	
		status quo - not a high demand			

Library

2025-26

Fees and Charges

Library	2023/24	2024/25	Proposed 1 July 2025
Lost Book			
Replacement + admin fee	Cost + \$10.00	Cost + \$10.00	Cost + \$10.00
Sundry Income			
Lost Cards (Per Replacement)	\$5.00	\$5.00	\$5.00
Overdues			
Administration Fee Per Letter Sent	\$3.50	\$3.50	\$3.50
Phone Message/Text Message	\$1.00	\$1.00	\$1.00
Per Day Per Book For Adult Books	\$0.30	\$0.30	\$0.30
Per Day Per Book For Children	\$0.20	\$0.20	\$0.20
Per Day Per Bestseller Book	\$1.00	\$1.00	\$1.00
Per Day Per Bestseller Magazine	\$0.50	\$0.50	\$0.50
Suspended Account Reactivation	\$50.00	\$50.00	\$50.00
Photocopy			
Photocopying (Black & White) A4 Single Sided	\$0.30	\$0.30	\$0.30
Photocopying (Black & White) A4 Double Sided	\$0.50	\$0.50	\$0.50
Photocopying (Black & White) A3 Single Sided	\$0.50	\$0.50	\$0.50
Photocopying (Black & White) A3 Double Sided	\$0.80	\$0.80	\$0.80
Photocopying (Colour) A4 Single Sided	\$1.00	\$1.00	\$1.00
Photocopying (Colour) A4 Double Sided	\$2.00	\$2.00	\$2.00
Photocopying (Colour) A3 Single Sided	\$2.50	\$2.50	\$2.50
Photocopying (Colour) A3 Double Sided	\$5.00	\$5.00	\$5.00
User Charges			
Best Seller Book per 10 Days	\$4.00	\$4.00	\$4.00
Per Week For Magazines	\$1.00	\$1.00	\$1.00
Per Week For Best seller DVD's	\$1.00	\$1.00	\$1.00
Holds	\$1.00	\$1.00	\$1.00
Inter-loan Charges			
Handling Fee	\$7.00	\$7.00	\$7.00
Inter-loans from libraries that charge and additional fee	\$17.00	\$17.00	\$17.00
Research Services			
Per Hour With First 15 Minutes Free	\$35.00	\$35.00	\$35.00
3D Printing Services - Digital Hub			
Cost per gram (+\$1.00 print fee per model)	\$0.60	\$0.60	\$0.60

Licencing

2025-26

Fees and Charges

Licencing	2023/24	2024/25	Proposed 1 July 2025
Food Premises registered under the Food Act 2014 - Fees			
Registration of Food Control Plan	\$350.00	\$380.00	\$350.00
Registration of National Programmes & National Programmes operating under a Food Control Plan	\$350.00	\$380.00	\$350.00
Renewal of Food Control Plan & National Programmes	\$200.00	\$250.00	\$250.00
Renewal of National Programmes operating under a Food Control Plan	\$150.00	\$200.00	\$200.00
Amendment to registration - amendment of Food Control Plan registration or National Programme.	\$150.00	\$200.00	\$205.00
Food Business Levy (MPI Imposed)	nil	nil	\$78.77
Verification/Audit – (includes up to two hours of verification activities) - including site visits and compliance checks with food plans. (Also covers any follow up verification site visits to check remedial actions, verification checks.) - Any time over and above (e.g. follow up work) is charged at \$200 per hour	\$280.00	\$400.00	\$410.00
Verification/Audit – Per hour for every subsequent hour over and above the two-hour minimum charge	\$180.00	\$200.00	\$205.00
Compliance and monitoring (Per hour) - includes: - Compliance driven investigation resulting in issue of improvement notice by food safety officer - Application for review of issue of improvement notice - Monitoring of food safety and suitability	\$180.00	\$200.00	\$205.00
Millage for Council Vehicle per km		\$1.60	\$1.63
All other services for which a fee may be set under the Food Act (Per Hour)	\$180.00	\$200.00	\$205.00
Food Control Plan	\$20.00	\$20.00	\$25.00
Other Health Licences (Fees)			
Hairdressers	\$322.50	\$385.00	\$350.00
Funeral Directors	\$322.50	\$385.00	\$350.00
Offensive Trades	\$400.00	\$400.00	\$400.00
Camping Grounds	\$322.50	\$385.00	\$350.00
Hawkers	\$322.50	\$300.00	\$300.00
Itinerant Traders	\$322.50	\$300.00	\$300.00
Mobile Shops - (Per Licence/Site)	\$250.00	\$300.00	\$300.00

Fees and Charges 2025-26 Licencing

Miscellaneous Charges (Fees)				
Transfer of any licence registration of premises	\$107.50	Actual Cost	\$200.00	\$205.00
Inspection or advisory visit (non-routine)	\$180.00	Actual Cost	\$200.00	\$205.00
Follow-up Inspection or corrective action assessment (includes any licence type or audit or compliance inspection type)	\$180.00	Actual Cost	\$200.00	\$205.00
Water or food sample		Actual Cost		
Environmental Health Officer (Per Hour) - charged when extended time required to resolve issues	\$180.00	Actual Cost	\$200.00	\$205.00
Outdoor Dining and Outdoor Display Fee (Application/Renewal)	\$50.00	Actual Cost	\$100.00	\$100.00
Outdoor Dining and Outdoor Display Fee (Per square metre)		Actual Cost	\$20.00	\$20.50
Amusement Devices				
For one device, for the first 7 days of proposed operation or part thereof		Actual Cost	\$11.50	\$11.50
For each additional device operated by the same owner, for the first 7 days or part thereof		Actual Cost	\$2.30	\$2.30
For each device for each further period of 7 days or part thereof		Actual Cost	\$1.15	\$1.15
Annual Fixed Amusement Facility		Actual Cost	\$115.00	\$115.00
Alcohol Licensing (Fees)				
	2023/24		2024/25	Proposed 1 July 2025

Note: Fee Set By Statute (Sale and Supply of Alcohol Act 2012 (Fee Regulations))

Note: On / Off / Club Licences and Renewal

Risk

Annual Fee - Very Low Risk	\$161.00	Actual Cost	\$161.00	\$161.00
Application Fee - Very Low Risk	\$368.00	Actual Cost	\$368.00	\$368.00
Annual Fee - Low Risk	\$391.00	Actual Cost	\$391.00	\$391.00
Application Fee - Low Risk	\$609.50	Actual Cost	\$609.50	\$609.50
Annual Fee - Medium Risk	\$632.50	Actual Cost	\$632.50	\$632.50
Application Fee - Medium Risk	\$816.50	Actual Cost	\$816.50	\$816.50
Annual Fee - High Risk	\$1,035.00	Actual Cost	\$1,035.00	\$1,035.00
Application Fee - High Risk	\$1,023.50	Actual Cost	\$1,023.50	\$1,023.50
Annual Fee - Very High Risk	\$1,437.50	Actual Cost	\$1,437.50	\$1,437.50
Application Fee - Very High Risk	\$1,207.50	Actual Cost	\$1,207.50	\$1,207.50
Public Notice Advertising		Actual Cost	\$100.00	\$150.00
Building and Planning Certificate	\$300.00	Actual Cost	\$500.00	\$510.00

Fees and Charges	2025-26	Licencing
Special Licences		
Class 1	\$575.00	\$575.00
Class 2	\$207.00	\$207.00
Class 3	\$63.25	\$63.25
Temporary Licence	\$296.70	\$296.70
Permanent Club Charter	\$632.50	\$632.50
Extract From Register	\$57.50	\$57.50
Appeals to ARLA	\$517.50	\$517.50
Extract Of Records	\$57.50	\$57.50
Managers Certificate and Renewals	\$316.25	\$316.25
Temporary Authority	\$296.70	\$296.70
Alcohol Licencing Inspector (Per Hour)	\$180.00	\$200.00
Regulatory Administration Officer (Per Hour)	\$180.00	\$180.00
Food Act 2014 - Infringement Fees		
Failing to register a food control plan or to ensure that a food control plan is registered with the appropriate authority	\$450.00	\$450.00
Failing to ensure that a food business that is subject to a national programme is registered with the appropriate authority	\$450.00	\$450.00
All other infringements as per schedule 2 of the Food Regulations 2015		

Fees and Charges	2025-26	Litter Infringements		
		2023/24	2024/25	Proposed 1 July 2025
Litter infringement fees				
Infringement fee (Sections 13 & 14, Litter Act 1979)				
Litter infringements				
Deposited or left used cigarette or chewing gum in a public place		\$100.00		\$100.00
Deposited or left litter in a public place		\$400.00		\$400.00
Deposited or left litter in a private place without consent		\$400.00		\$400.00
Deposited or left dangerous litter in a public place		\$400.00		\$400.00
Deposited or left dangerous litter in a private place without consent		\$400.00		\$400.00

Noise Control

2025-26

Fees and Charges

Noise Control	2023/24	2024/25	Proposed 1 July 2025
First Call to Excessive Noise	\$150	\$150	\$150
Second Call to Excessive Noise	\$200	\$200	\$200
Third and Subsequent Calls to Excessive Noise	\$250	\$250	\$250
Recovery of Impounded Equipment	Actual Cost + 10%	Actual Cost + 10%	Actual Cost + 10%
Noise Control Officer (Per Hour)	\$180	\$195	\$195
Regulatory Administration Officer (Per Hour)	\$160.00	\$180.00	\$180.00
Continuous excessive noise will result in further charges	Up to \$1,000.00	Up to \$1,000.00	Up to \$1,000.00

Fees and Charges 2025-26 Parking Infringements

Parking infringements	2023/24	2024/25	Proposed 1 July 2025
Parking Infringements			
Not more than 30 minutes but less than an hour		\$12.00	\$20.00
More than 30 minutes, but less than 1 hour		\$15.00	\$25.00
More than 1 hour, but less than 2 hours		\$21.00	\$36.00
More than 2 hours, but less than 4 hours		\$30.00	\$51.00
More than 4 hours, but less than 6 hours		\$42.00	\$71.00
More than 6 hours		\$57.00	\$97.00
Parking on or within 6 metres of an intersection			\$100.00
Parking on or near a pedestrian crossing			\$100.00
Parking on broken yellow line			\$100.00
Double parking			\$100.00
Inconsiderate parking			\$100.00
Parking on a clearway			\$100.00
Parking on a bus-only lane			\$100.00
Vehicle obstructs entrance or exit of driveway			\$70.00
Park, etc, in parking area reserved for disabled persons			\$750.00
Park, etc, vehicle on footpath or cycle path			\$70.00
All other infringements as per Land Transport Act 1998, Land Transport (Offences and Penalties) Regulations 1999, & Land Transport (Road User) Rule 2004			
Towage Fees			
Note: The towage fees as set out in the Land Transport (Storage and Towage Fees for Impounded Vehicles) Regulations 1999			
Where the vehicle gross weight does not exceed 3500kgs - Between hours of 0700 and 1800 Monday to Friday (other than Public Holiday)		\$52.50	\$78.43
Where the vehicle gross weight does not exceed 3500kgs - Any other time not listed above		\$70.00	\$104.61
Where the vehicle gross weight exceeds 3500kgs - Between hours of 0700 and 1800 Monday to Friday (other than public holidays)		\$130.00	\$194.26
Where the vehicle gross weight exceeds 3500kgs - Any other time not listed above		\$200.00	\$298.87
Vehicle with a gross weight of 3,500 kilograms or less (Per Day)			\$21.13
Vehicle with a gross weight of more than 3,500 kilograms (Per Day)			\$49.30

Fees and Charges	2025-26	Parks & Reserves
Parks & Reserves		
Rural Domains (Nuhaka, Frasertown, Otoi and Kotemaori)		
One off cases per day. User charges for rural domains determined by local Domain committees on a case by case basis.		
Urban Parks		
All i.e Clyde Domain, Alexandra Park, Pohutakawa Reserve, Lighthouse Reserve etc.. (per day)		
Bonds		
Casual daily hirers will be required to pay a refundable bond of \$500 provided facilities left in acceptable state.		
	2023/24	2024/25 Proposed 1 July 2025
	\$90.00	\$100.00 \$100.00
	\$340.00	\$350.00 \$350.00

Property

2025-26

Fees and Charges

Council Property	2023/24	2024/25	Proposed 1 July 2025
Commercial Property			
Lease preparation fee		\$240.00	\$240.00
Housing - Staff			
Pensioner Housing			
Note: Rentals are to be set at 80% of the market rate or at 30 per cent of the gross amount of National Superannuation (after adjustment for the assessed level of the Work and Income accommodation supplement), whichever is the lesser of the two, with rent changes taking effect on 1 July annually.			
Bedsit Unit (Per Week)	\$118.00		\$222.00
Single Unit (Per Week)	\$143.00		\$241.00
Double Unit - (Per Week)	\$158.00		\$296.00
80% of market rent appraisal			

Fees and Charges		2025-26		Rating Information	
Rating Information		2023/24	2024/25	Proposed 1 July 2025	
Title Search		\$50.00	\$60.00	\$65.00	
Copies Of Roll (Per 1000)		\$350.00	\$375.00	\$380.00	
Bulk Access to DVR information		By agreement	By agreement	By agreement	

Resource Planning

2025-26

Fees and Charges

Resource Planning	2023/24	2024/25	Proposed 1 July 2025
Deposit Payable With Full Cost Recovery			
Deposit Land Use Consent (Non Notified)	\$2,000.00	\$2,400.00	\$2,450.00
Deposit Subdivision Consent (Non-Notified) 1 to 2 lots	\$2,750.00	\$3,300.00	\$3,370.00
Deposit Subdivision Consent (Non-Notified) 3 to 5 lots	\$3,150.00	\$3,800.00	\$3,885.00
Deposit Subdivision Consent (Non-Notified) 6 to 9 lots	\$3,550.00	\$4,300.00	\$4,400.00
Deposit Subdivision Consent (Non Notified) more than 10 lots	\$3,950.00	\$4,800.00	\$4,910.00
Deposit Boundary Adjustment	\$2,200.00	\$2,600.00	\$2,660.00
Deposit Land Use & Subdivision Consent (Non-Notified)	Add \$1,000 to applicable subdivision type above	Add \$1,025 to applicable subdivision type	
Limited Notification	Add \$1,500 to applicable consent above	Add \$1,530 to applicable consent above	
Public Notification	Add \$3,000 to applicable consent above	Add \$3,070 to applicable consent above	
Deposit Land Use & Subdivision Consent (Limited Notification)	\$6,000.00	Delete	Delete
Deposit Land Use & Subdivision Consent (Public Notification)	\$8,000.00	Delete	Delete
Deposit Lapsing Consent Application s125	\$825.00	\$1,000.00	\$1,020.00
Deposit Change of Conditions s127	\$1,100.00	\$1,300.00	\$1,330.00
Deposit Designation & Notice Of Requirements	\$3,300.00	\$4,000.00	\$4,090.00
Deposit Heritage Orders	\$935.00	Delete	Delete
Deposit Change or cancellation of consent notice s221	\$935.00	\$1,000.00	\$1,020.00
Deposit Private Plan Change	\$15,000.00	\$18,000.00	\$18,400.00
Deposit Overseas Investment Certificate /Crown Land Disposal Certificate	\$935.00	\$1,000.00	\$1,025.00
Deposit for Certificate Of Compliance s139	\$935.00	\$1,000.00	\$1,025.00
Deposit Existing Use Rights Certificate	\$1,100.00	Delete	\$1,125.00
* Administration Fee	\$330.00	Delete	\$340.00
* Monitoring Fee	\$550.00	Delete	\$565.00
Bond Administration Fee	\$440.00	\$500.00	\$515.00

Resource Planning

2025-26

Fees and Charges

Minimum Fee	2023/24	2024/25	Proposed 1 July 2025
Note: * = Minimum fee, additional Fee may be charged.			
* Review and approval - Consent Notice (s221)	\$500.00	\$600.00	\$615.00
* Review and approval - Survey Plan (s223)	\$500.00	\$600.00	\$615.00
* Review and approval - Title (s224(c))	\$500.00	\$600.00	\$615.00
* Review and approval - Survey Plan (s226)	\$1,000.00	\$1,200.00	\$1,230.00
* Outline Plan & Review	\$1,000.00	\$1,200.00	\$1,230.00
Waiver to Outline Plan	\$935.00	\$1,000.00	\$1,025.00
Deemed Permitted Boundary Activities	\$500.00	\$600.00	\$615.00
Deemed Permitted Marginal or Temporary Activities	\$935.00	\$600.00	\$615.00
Copy Of Certificate Of Title	\$70.00	\$80.00	\$85.00
Copy Of Encumbrances	\$70.00	\$80.00	\$85.00
* Right Of Way Application	\$935.00	\$1,000.00	\$1,025.00
Resource Planning Staff			
Graduate Planner (per hour)	\$160.00	\$160.00	\$165.00
Planner or Intermediate Planner (per hour)	\$180.00	\$180.00	\$185.00
Senior Planner (per hour)	\$200.00	\$200.00	\$205.00
Principal Planner or Group Manager Planning/Regulatory (per hour)	\$220.00	\$220.00	\$224.84
Planning Administration and Support Officer (per hour)	\$150.00	\$150.00	\$155.00
Peer Review and Specialist Technical Review (per hour)	\$300.00	\$300.00	\$310.00
Community Assets And Services Staff (minimum per hour)	\$300.00	\$300.00	\$310.00
External Costs e.g. Consultants Are Recovered From Applicant At Cost	Actual Cost	Actual Cost	Actual Cost
Cost of commissioning report and other costs	Actual Cost	Actual Cost	Actual Cost
Hard Copy Planning Maps	Not available	Delete	Delete
Hard Copy District Plan	Not available	Delete	Delete

Weighbridge Rates (Minimum weight 20kg)			Proposed 1 July 2025
Note: If the weighbridge computer is not working, the Non-weighed Rates are to be applied and the transactions manually carried out			
Direct User Charges	Non Recyclables		
Wairoa Landfill	Weighbridge		
General Waste (Per Tonne)	\$370.00	\$400.00	\$400.00
Minimum charge	\$9.50	\$12.00	\$12.00
Green Waste (Per Tonne)	\$125.00	\$150.00	\$150.00
Minimum charge	\$3.50	\$5.00	\$5.00
Hardfill (per tonne) - Rubble, concrete	\$111.00	\$125.00	\$125.00
Fridge / Freezer			
Min charge (per item)	\$20.00	\$20.00	\$20.00
Vehicles & Tyres			
Note: Tyres are accepted at the following rates to cover the cost of shredding:			
Car Tyres (per tyre)	\$16.00	\$16.00	\$16.00
Truck Tyres (per tyre)	\$27.00	\$27.00	\$27.00
Tractor Tyres (not accepted)			
Special or Problematic Waste			
Note: We are currently accepting asbestos containing materials by permit only . Please contact Council to apply.			
Asbestos from sites within Wairoa District charged Admin Fee plus prevailing weighbridge rate for special waste	Admin Fee + Hazardous & Offensive per tonne rate		
Administration Fee (all Asbestos transactions)	\$310.00	\$340.00	\$340.00
Hazardous and offensive wastes (per tonne)	\$510.00	\$510.00	\$510.00
Minimum charge	\$13.00	\$16.00	\$16.00
Non-Weighed Rates			
Non-weighed rates are used in instances where the weighbridge is not functioning			

Fees and Charges	2025-26	Waste Management
Green Waste		
Green Waste (Bag)	\$3.50	\$4.00
Green Waste (Car)	\$14.00	\$17.00
Green Waste (Small Van Or Trailer)	\$21.00	\$25.00
Green Waste (Car & Trailer)	\$28.00	\$35.00
Green Waste Commercial Vehicles (Trucks)	\$125.00	\$150.00
General Waste		
General Waste (Per 40 Litre Bag)	\$15.00	\$16.00
General Waste (Car)	\$28.00	\$30.00
General Waste (Small Van Or Trailer)	\$42.00	\$46.00
General Waste (Car & Trailer)	\$83.00	\$90.00
General Waste Commercial Vehicles (Trucks)	\$370.00	\$400.00
Penalty Charges		
Note: Additional penalty charges may be charged in the following situations at the discretion of the Landfill Manager		
Non-compliance with direction given for delivery of wastes, such as putrecible wastes and special wastes	\$250.00	\$250.00
Insecure loads - the Kiosk Operator, Landfill Supervisor or Landfill Manager may impose a penalty charge for continued insecure	\$50.00	\$50.00

Fees and Charges		2025-26		Water Services	
Water Treatment Plant		2023/24	2024/25	Proposed 1 July 2025	
Laboratory Analyses Of Water Samples					
Bacteriological (Presence/Absence) (Per Sample)		\$45.00	\$60.00		
Chemical Analysis (Chlorine, PH, Turbidity) (Per Sample)		\$45.00	\$60.00		
Water Supply					
Water Supply Connections					
Application Fee		\$143.75	\$150.00	\$150.00	
Inspection Fee		\$143.75	\$150.00	\$150.00	
Installation Administration Fee		\$143.75	\$150.00	\$150.00	
Connection Costs (residential) * anything deemed extraordinary will be at cost		Actual Cost	\$7,000.00	\$7,150.00	
Connection Costs (non-residential with RZP) *anything deemed extraordinary will be at cost			\$8,500.00	\$8,650.00	
Water Supply Reconections, Disconnections & Re-check Of Meter Readings					
Administration Charge		\$57.50	\$65.00		
Connection Costs (On Charged At Cost)		Actual Cost	Actual Cost		
Water Charge m³		\$0.69	\$0.83		
Sewerage		2023/24	2024/25	Proposed 1 July 2025	
Sewerage Connections (excludes Mahia/Opoutama)					
Application Fee		\$143.75	\$150.00	\$150.00	
Inspection Fee		\$143.75	\$150.00	\$150.00	
Installation Administration Fee		\$143.75	\$150.00	\$150.00	
Connection Costs *anything deemed extraordinary will be at cost		Actual Cost	\$7,000.00	\$7,150.00	
Sewerage Connections Mahia/Opoutama					
Application Fee		\$143.75	\$150.00	\$150.00	
Inspection Fee		\$143.75	\$150.00	\$150.00	
Installation Administration Fee		\$143.75	\$150.00	\$150.00	
Connection Costs *anything deemed extraordinary will be at cost		Actual Cost	\$8,500.00	\$8,650.00	

Fees and Charges		2025-26	Water Services
Trade Waste			
Application and Consent		\$215.00	\$260.00
Renewal		\$160.00	\$200.00
Reinspection		\$140.00	\$170.00
			\$265.00
			\$210.00
			\$180.00
Stormwater			
		2023/24	Proposed 1 July 2024
Stormwater Connections - To Piped Stormwater System			
Note: This Applies to Connections to Council Infrastructure			
Administration Charge		\$125.00	\$150.00
Connection Costs *anything deemed extraordinary will be at cost		Actual Cost	\$3,450.00
Note: Stormwater Connections - To Open Drain Or Kerbside			
Administration Charge		\$40.00	\$50.00
Connection Costs (Charged At Cost)		Actual Cost	Actual Cost
			50

9 RECEIPT OF MINUTES FROM COMMITTEES/ACTION SHEETS

Nil

10 PUBLIC EXCLUDED ITEMS

Nil