

Notice is given that an ordinary meeting of the Strategy and Policy Committee will be held on:

Date:	Thursday 26 June 2025
Time:	9.30am
Meeting Room:	Tasman Council Chamber
Venue:	189 Queen Street, Richmond
Zoom conference	https://us02web.zoom.us/j/89165119888?pwd=gwiM81h7DM
link:	224pprt/GinbuaAQVpRt.1
Meeting ID:	891 6511 9888
Meeting Passcode:	046247

# **Strategy and Policy Committee**

### Komiti Rautaki me te Kaupapahere

## AGENDA

#### **MEMBERSHIP** Cr K Maling Chairperson **Deputy Chairperson** Cr C Butler Members Cr C Hill Mayor T King Deputy Mayor S Bryant Cr M Kininmonth Cr G Daikee Cr C Mackenzie Cr B Dowler Cr B Maru Cr J Ellis Cr D Shallcrass Cr M Greening Cr T Walker

(Quorum 7 members)

Contact Telephone: 03 543 8400 Email: tdc.governance@tasman.govt.nz Website: www.tasman.govt.nz

**Note:** The reports contained within this agenda are for consideration and should not be construed as Council policy unless and until adopted.

## AGENDA

- 1 OPENING, WELCOME, KARAKIA
- 2 APOLOGIES AND LEAVE OF ABSENCE

Recommendation

That the apologies be accepted.

3 PUBLIC FORUM

Nil

- 4 DECLARATIONS OF INTEREST
- 5 LATE ITEMS
- 6 CONFIRMATION OF MINUTES

That the minutes of the Strategy and Policy Committee meeting held on Friday, 9 May 2025, be confirmed as a true and correct record of the meeting.

That the confidential minutes of the Strategy and Policy Committee meeting held on Friday, 9 May 2025, be confirmed as a true and correct record of the meeting.

### 7 REPORTS

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7.5	Strategic Policy and Environmental Policy Activity Report

8 CONFIDENTIAL SESSION

Nil

9 CLOSING KARAKIA

### 7 REPORTS

### 7.1 CHAIR'S REPORT

### Information Only - No Decision Required

Report To:	Strategy and Policy Committee
Meeting Date:	26 June 2025
Report Author:	Kit Maling, Chairperson Strategy and Policy Committee
Report Authorisers:	John Ridd, Group Manager - Service and Strategy
Report Number:	RSPC25-06-1

### 1. Summary / Te Tuhinga Whakarāpoto

1.1 This is the Chair's monthly report to the Strategy and Policy Committee.

### 2. Recommendation/s / Ngā Tūtohunga

### That the Strategy and Policy Committee

### 1. receives the Chair's Report report RSPC25-06-1.

### 3. Welcome

3.1 Welcome everyone to today's Strategy and Policy Committee meeting.

### 4. Plan Change 81

- 4.1 We have a workshop scheduled this week on Plan Change 81 in relation to public feedback and submissions that we received.
- 4.2 In light of recent developments in Nelson City regarding their intensification areas, there may be increased pressure on development within our District. This is something we will need to keep in mind as we move forward.

### 5. Other plan changes going forward

- 5.1 This week a Hearing is taking place on Plan Change 79 (Deferred Zoning) with Independent Commissioner Chair Gina Sweetman, Cr Mackenzie and myself sitting on the panel.
- 5.2 Plan Change 84 relates to Te Waikoropupu Springs and other urgent water zones.
- 5.3 Plan Change 85 (Natural Hazards).
- 5.4 Plan Change 87 (Recontouring).
- 5.5 As you can see, there is a significant amount of work ahead of us.

### 6. Government changes

- 6.1 We are due to make submissions on a raft of government reforms across several areas, including freshwater, building and other parts of the Resource Management Act. Given the broad scope of these reforms and our limited resources, it's important that we take a strategic approach both in how we prepare our submissions and how we allocate our efforts.
- 6.2 Below is an example of our excellent freshwater in our District.



Maruia Falls

### 7. Attachments / Tuhinga tāpiri

Nil

### 7.2 COUNCIL'S GREENHOUSE GAS EMISSIONS INVENTORY FOR 2023/2024

### Information Only - No Decision Required

Report To:	Strategy and Policy Committee
Meeting Date:	26 June 2025
Report Author:	Anna Gerraty, Senior Community Policy Advisor; Andrew Bingham, Data Analyist - Waters and Wastes
Report Authorisers:	Alan Bywater, Team Leader - Community Policy; Dwayne Fletcher, Strategic Policy Manager; John Ridd, Group Manager - Service and Strategy
Report Number:	RSPC25-06-2

### 1. Summary / Te Tuhinga Whakarāpoto

- 1.1 Staff have completed the 2023/2024 inventory of the Council's greenhouse gas (GHG) emissions (see Attachment 1), covering the period 1 July 2023 to 30 June 2024. The inventory was independently verified by McHugh & Shaw Ltd, who provided reasonable assurance for Categories 1 and 2 emissions, and limited assurance for Categories 3–6 (see Attachment 2).
- 1.2 The inventory was prepared using the operational control method and includes recalculated data from previous years for consistency. Emissions from landfill have again been calculated using the Unique Emissions Factor (UEF) for York Valley Landfill, and Council's share of emissions from the three Joint Committees has been reported separately.
- 1.3 The Council's gross GHG emissions for 2023/2024 were 13,429 tCO<sub>2</sub>e. Permanent forest planted during the year offset 534 tCO<sub>2</sub>e, resulting in net emissions of 12,895 tCO<sub>2</sub>e down from 14,713 tCO<sub>2</sub>e in 2022/2023.
- 1.4 The Council is on track to meet its 2030 target for reducing biogenic methane emissions but is not currently on track to meet its 2030 or 2035 targets for reducing net emissions of all other greenhouse gases. However, if suppliers' emissions are excluded, a clearer trend emerges: both gross biogenic methane emissions and net emissions from all other greenhouse gases have declined since 2020/2021.

### 2. Recommendation/s / Ngā Tūtohunga

### That the Strategy and Policy Committee

- 1. receives the Council's greenhouse gas emissions inventory for 2023/2024 report RSPC25-06-2; and
- 2. notes that approximately 40% of supplier-related emissions may be excluded due to incomplete data, which could materially affect total Scope 3 emissions estimates; and
- 3. notes that the Council is on track to meet its 2030 target for reducing biogenic methane emissions, but is not currently on track to meet its 2030 or 2035 targets for reducing net emissions of all other greenhouse gases; and

# 4. notes that staff will continue monitoring progress against emissions reduction targets and report back annually on trends and key challenges.

### 3. Purpose

3.1 To report on the Council's organisational greenhouse gas emissions for the 2023/2024 financial year and assess progress against the Council's emissions reduction targets.

### 4. Council's Emissions Reduction Targets

- 4.1 The Tasman Climate Response and Resilience Strategy and Action Plan 2024–2035 sets the following targets:
  - 4.1.1 Target 1(a): Biogenic methane emissions reduce by 10% below 2017 levels by 2030 and 24–47% by 2050 (relative to 2017/18 baseline of 65,990 tCO<sub>2</sub>e);
  - 4.1.2 Target 1(b): Net emissions of all other GHGs reduce to zero by 2050; and
  - 4.1.3 Target 1(c): Net emissions of all other GHGs from Council operations reduce 43% by 2030 and 65% by 2035 (relative to 2020/2021 baseline of 6,966 tCO<sub>2</sub>e).

### 5. Key Findings from 2023/2024

- 5.1 Primary emissions sources in 2023/2024 were:
  - 5.1.1 supplier transport fuels (4,214 tCO<sub>2</sub>e);
  - 5.1.2 Joint Committee activities (5,472 tCO<sub>2</sub>e);
  - 5.1.3 wastewater treatment plants (3,147 tCO<sub>2</sub>e);
  - 5.1.4 supplier construction materials (1,138 tCO<sub>2</sub>e); and
  - 5.1.5 purchased electricity (494 tCO<sub>2</sub>e).
- 5.2 These five categories accounted for 93% of gross emissions.
- 5.3 An updated emissions calculation method for the Bell Island Wastewater Treatment Plant contributed to a 24% increase in emissions from this facility compared to the previous year. This methodological change may affect comparability with earlier inventory results.
- 5.4 The following table summarises the Council's greenhouse gas emissions over time:

Year Gross Emissions (tCO <sub>2</sub> e)		Net EmissionsBiogenic(tCO2e)Methane (tCO2e)		Other GHGs (Net, tCO <sub>2</sub> e)	
2020/2021 (baseline)	50,643	50,606	43,640	6,966	
2021/2022	28,946	28,911	22,370	6,541	
2022/2023	14,879	14,713	3,693	11,020	
2023/2024	13,429	12,895	3,489	9,405	

5.5 Biogenic methane emissions (from landfill and wastewater) have reduced by 92% since 2020/2021, reaching 3,489 tCO<sub>2</sub>e in 2023/2024. This significantly exceeds the 2030 target of a 10% reduction and already meets the 2050 upper threshold of 50,152 tCO<sub>2</sub>e. The reduction is largely due to improved methane capture and adoption of a Unique Emissions Factor (UEF) for landfill emissions.

5.6 Net emissions from all other greenhouse gases increased to  $9,405 \text{ tCO}_2\text{e} - a 35\%$  rise from the 2020/2021 baseline of 6,966 tCO<sub>2</sub>e. At current levels, the Council is not on track to meet its 2030 and 2035 interim targets for these emissions unless further reductions are achieved.

### 6. Interpretation

- 6.1 While biogenic methane emissions particularly from landfill have declined sharply due to improved methane capture and methodological updates, the Council now faces significant challenges in managing Scope 3 emissions, especially those associated with suppliers.
- 6.2 Limited and inconsistent data from suppliers reduces the accuracy of trend analysis and may result in either under or over-reporting of actual emissions. The independent verifier highlighted the exclusion of approximately 40% of supplier emissions as a potentially material gap. This limitation reduces confidence in the completeness and accuracy of the Council's Scope 3 emissions totals.



6.3 In the graph below, supplier emissions have been excluded.

- 6.4 When suppliers' emissions are excluded, a clearer trend emerges: both gross biogenic methane emissions and net emissions from all other greenhouse gases have declined since 2020/2021. The only deviation is a minor increase of 3 tCO<sub>2</sub>e in other GHG emissions between 2022/2023 and 2023/2024.
- 6.5 To remain on track to achieve a 43% reduction in other GHG emissions by 2030 (relative to the 2020/2021 baseline), emissions in 2023/2024 would need to be 3,622 tCO<sub>2</sub>e. The actual figure was 3,628 tCO<sub>2</sub>e just 6 tCO<sub>2</sub>e higher suggesting that, excluding supplier emissions, the Council is nearly on track.
- 6.6 To achieve the Council's 2030 and 2035 interim targets, the following actions are essential:
  - 6.6.1 strengthen engagement with suppliers to improve data quality and drive emission reductions;
  - 6.6.2 implement energy efficiency upgrades across Council operations; and

- 6.6.3 identify and act on targeted emissions reduction opportunities in the transport, procurement, and infrastructure sectors.
- 6.7 Based on current emissions trends, particularly the slight increase in other GHGs despite reductions in biogenic methane, it is likely that the Council will need to both strengthen delivery of existing actions in the Tasman Climate Action Plan (TCAP) and consider adding new or expanded actions during the next review. In particular, the TCAP may require greater emphasis on supplier engagement (new or renewed contracts should support low-emissions outcomes), and targeted interventions in high-emitting sectors such as construction and activities involving fuel usage. Strengthening data collection from suppliers should also be prioritised to improve tracking and accountability.

### 7. Conclusion

- 7.1 The Council has made excellent progress on reducing biogenic methane emissions. However, the increase in other GHGs means we are not yet on track to meet our 2030 or 2035 net reduction targets. Continued effort is needed, especially around supplier engagement and emission reduction in non-landfill areas of Council operations.
- 7.2 Staff will prioritise improved data collection from suppliers for future inventories, to increase completeness and reliability of Scope 3 emissions estimates.

### 8. Attachments / Tuhinga tāpiri

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# Greenhouse Gas Emissions Inventory Report

# 2023 - 2024

Prepared in accordance with ISO 14064-1:2018

Prepared by: Strategic Policy team, Tasman District Council

Dated: 22 May 2025

For the period: 01 July 2023 to 30 June 2024

Base year: 01 July 2020 to 30 June 2021

Verification/Assurance Status: Independent verification was completed by McHugh & Shaw Limited.

Assurance level achieved is <u>Reasonable Assurance</u> for ISO Categories 1-2 and <u>Limited Assurance</u> for ISO Categories 3-6. Photo credit: www.nelsontasman.nz and Bare Kiwi

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### **Executive Summary**

This is the annual greenhouse gas (GHG) emissions<sup>1</sup> inventory report for Tasman District Council (the Council) covering the measurement period 1 July 2023 to 30 June 2024. The Council's net emissions for the 2023/24 period were 12,895 tCO<sub>2</sub>e (tonnes of carbon dioxide equivalents).

The Council's primary emissions sources were from suppliers' transport fuels (4,214 tCO<sub>2</sub>e), landfill (3,489 tCO<sub>2</sub>e), wastewater treatment plants (3,146 tCO<sub>2</sub>e), suppliers' construction materials (1,138 tCO<sub>2</sub>e), and purchased electricity (494 tCO<sub>2</sub>e). Together, these five sources make up 93% of our gross carbon emissions for the 2023/24 period.

Table	1:	GHG	emissions	summarv	(tCO2e) <sup>2</sup>
	_	00	0		(000-0)

Category	2020/21	2021/22	2022/23	2023/24
(ISO 14064-1:2018)	(Base year)			
Category 1: Direct emissions	1,970	1,725	1,666	1,608
Category 2: Indirect emissions from imported energy (location-based method)	668	777	485	494
Category 3: Indirect emissions from transportation	35	27	44	38
Category 4: Indirect emissions from products used by the organisation	2,731	2,695	7,457	5,818
Category 5: Indirect emissions associated with the use of products from the organisation	0	0	0	0
Category 6: Indirect emissions from other sources	0	0	0	0
Total gross GHG from TDC	5,404	5,223	9,652	7,958
Joint Committee emissions (external) <sup>3</sup>	45,239	23,723	5,227	5,472
TOTAL	50,642	28,946	14,879	13,429
Category 1 direct removals	(37)	(35)	(166)	(535)
Total net GHG emissions	50,606	28,911	14,713	12,895

Emissions intensity for 2023/24 period	Total emissions	
Total gross GHG emissions (tCO <sub>2</sub> e) per rateable unit <sup>4</sup>	0.51	
Total gross GHG emissions (tCO <sub>2</sub> e) per resident <sup>5</sup>	0.22	

<sup>1</sup> Throughout this document 'emissions' means GHG emissions.

<sup>&</sup>lt;sup>2</sup> The figures in this summary table have been recalculated for all years using the operational control method and UEF for landfill emissions.

<sup>&</sup>lt;sup>3</sup> Joint Committee emissions are the Council's 50% share of emissions from York Valley Landfill, Bell Island WWTP and Nelson-Tasman Civil Defence and Emergency Management (CDEM). The remaining 50% of these emissions are included in Nelson City Council's GHG inventory.

<sup>&</sup>lt;sup>4</sup> Total number of rateable rating units as of 1 July 2024: 26,360 (was 25,910 in 2023) – data provided by TDC finance team.

<sup>&</sup>lt;sup>5</sup> Total population as of June 2024 (estimated using the 2023 base): 59,800 (was 59,100 in 2023). Data sourced from: <u>https://rep.infometrics.co.nz/tasman-district/population/growth</u>

Table 2 describes the Council's GHG emissions in detail. This table is organised by emissions category, as recommended by ISO 14064-1:2018.

Table 2: GHG emissions	inventory summary	/ for 2023/24 <sup>6</sup>
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	Category (ISO 14064-1:2018)	GHG emissions <sup>7</sup>			
	Source	tCO <sub>2</sub> e	tCO <sub>2</sub>	tCH <sub>4</sub>	tN <sub>2</sub> O
	Category 1: Direct er	nissions			
1	Wastewater (7 WWTPs, excludes Bell Island WWTP)	1383.8	0.0	1022.6	361.2
be	Transport fuels	198.1	192.5	1.4	4.2
Sce	Fertiliser <sup>8</sup>	25.7	1.4	0.0	24.4
	Refrigerants <sup>9</sup>	-	-	-	-
	Total Category 1/Scope 1 emissions	1607.7	193.8	1024.0	389.8
e	Category 2: Indirect emissions fro	om import	ed energ	у	
⊳ g	Purchased electricity	494.3	476.1	17.6	0.5
Ň	Total Category 2 /Scope 2 emissions	494.3	476.1	17.6	0.5
	Category 3: Indirect emissions from trar	sportation	and dist	ribution	
	Rental car	0.4	0.4	0.0	0.0
	Air travel	29.2	29.1	0.0	0.1
	Accommodation	4.1	0.0	0.0	0.0
	Freight	1.7	1.7	0.0	0.0
	Helicopter fuel (environmental monitoring)	2.5	2.5	0.0	0.0
	Total Category 3 emissions	38.0	33.7	0.0	0.2
	Category 4: Indirect emissions from prod	ucts used b	y the org	janisatio	1
e M	Electricity transmission and distribution losses	36.2	34.8	1.3	0.0
ŏ.	Cloud storage	1.6	0.0	0.0	0.0
Sc	Employee office waste	3.3	0.0	3.3	0.0
	Suppliers' transport fuels	4213.9	4171.1	14.3	21.7
	Suppliers' helicopter fuel (plantation forestry and	-	-	-	-
	wilding pine control)				
	Suppliers' stationary combustion	117.0	116.0	0.5	0.4
	Suppliers' construction materials	1138.2	0.0	0.0	0.0
	Suppliers' electricity	158.0	150.9	5.6	0.2
	Suppliers' waste	137.6	0.0	137.6	0.0
	Suppliers' emissions <sup>10</sup>	11.7	0.0	0.0	0.0

<sup>&</sup>lt;sup>6</sup> Numbers in brackets indicate converted tCO<sub>2</sub>e units. Numbers may not add up to tCO<sub>2</sub>e due to rounding or lack of data. Numbers may not be reported if they are minimal (<0.5 tCO2e). Some emission sources were only reported as tCO2e rather than split into constituent gases.

 $<sup>^7</sup>$  During the 2023/24 period there were no emissions from HFCs, SF<sub>6</sub> or NF<sub>3</sub>, hence their omission from this table. <sup>8</sup> Data from the supplier (Nelmac).

<sup>&</sup>lt;sup>9</sup> Based on refrigerants purchased, not refrigerants used. No refrigerants were purchased this year.

<sup>&</sup>lt;sup>10</sup> Data on Scope 3 emissions provided by one of our suppliers (Tonkin & Taylor) was not separated by source. Instead they reported a combined total of 11.7 tCO2e for their business travel, working from home, transmission and distribution losses, and well to tank emissions.

	Category (ISO 14064-1:2018)	GHG emissions <sup>7</sup>			
	Source	tCO <sub>2</sub> e	tCO <sub>2</sub>	tCH <sub>4</sub>	tN <sub>2</sub> O
	Suppliers' refrigerants (Richmond Aquatic Centre)	-	-	-	-
	Total Category 4 emissions	5817.6	4472.9	162.5	22.4
	Category 5: Indirect emissions associated wi	th the use	of produ	cts from	the
	organisation		[]	[]	
	Not reported	N/A	-	-	-
	Cateorgy 6: Indirect emissions	from other	sources		
	Not reported	N/A	-	-	-
	Joint Committee en	nissions			
	Waste landfilled LFGR Garden and Food	2.5	-	-	-
	Waste landfilled LFGR Mixed waste	3203.2	-	-	-
	Waste landfilled LFGR Wood	162.6	-	-	-
	Waste landfilled LFGR Inert waste	120.9	-	-	-
	Wastewater Bell Island	1762.2	0.0	1651.6	110.5
	Electricity + Electricity losses: Bell Island WWTP, York Valley landfill and CDEM		212.3	7.9	0.2
	Total Joint committee emissions	5471.8	212.3	1659.5	110.8
	Total Scope 3 emissions	11327.4	4718.9	1822.1	133.3
ň	All emission sou	rces			
s 1	Total direct emissions	1607.7			
əde	Total indirect emissions	11821.7			
Sco	Total gross emissions	13429.4			
	Removals				
T	Sink	tCO <sub>2</sub> e	tCO <sub>2</sub>	tCH <sub>4</sub>	tN <sub>2</sub> O
cope	Exotic forestry planting for permanent forest cover	(340.4)	-	-	-
S	Native forestry planting	(194.4)	-	-	-
	Total removals	(534.8)			
Total	net emissions	12,894.6			

Note the GHG emissions inventories for the 2020/2021 base year and the 2021/22 period (published online at <u>www.tasman.govt.nz/my-region/climate-change/greenhouse-gas-emissions</u>) are not comparable to the 2023/24 GHG emissions inventory for the following reasons:

- The methodology used to prepare the 2023/24 inventory was the operational control consolidation approach, whereas in the base year the equity share approach was used.
- Under the operational control approach, the 2023/24 inventory includes a category named 'Joint Committee emissions'. For both the baseline and 2021/22 inventories, emissions from the three Joint Committee business units (i.e. the York Valley regional landfill, Bell Island wastewater treatment plant, and Nelson-Tasman Civil Defence and Emergency Management CDEM) were instead included as Category 1-4 emissions.

• A unique emissions factor was used to calculate emissions from the regional York Valley Landfill for the 2022/23 and 2023/24 periods, whereas the Ministry for the Environment (MfE) national average emissions factor had been used for the baseline and following year.

Based on these changes in methodology and additions to the inventory since 2021, the Council recalculated landfill emissions for all reporting periods, to ensure reasonable comparisons can be made between the baseline year and most recent inventory results. The recalculated landfill emissions comprise part of the total Joint Committee emissions described in Table 1 and other sections of this report. The figures included within tables comparing reporting periods have also been recalculated using the operational control method, for consistency of comparison and identification of accurate trends over time.



Figure 1: Gross greenhouse gas (GHG) emissions by category (2023/24)



Figure 2: GHG emissions by source (2023/24)





### 1 Introduction

This report is the annual greenhouse gas (GHG) emissions inventory for Tasman District Council.

The purpose of this report is to quantify the GHG emissions that can be attributed to the Council's operations within the declared boundary and scope for the July 2023 to June 2024 period.

The Council has prepared this inventory following the requirements of the *Ministry for the Environment Detailed Guide for Organisations*, the *Greenhouse Gas Protocol: A Corporate Accounting and Reporting Standard (Revised Edition 2015)*, and *ISO 14064-1:2018 Specification with Guidance at the Organization Level for Quantification and Reporting of Greenhouse Gas Emissions and Removals*<sup>11</sup>.

During the audit of our inventory for 2022/23 we recalculated emissions for all years using the operational control method and the Unique Emissions Factor (UEF) for landfill emissions (see that report for further details). These recalculated figures have been reproduced in this report where relevant, for ease of comparison in emission trends over the years.

This inventory is part of the Council's ongoing commitment to measure and reduce its operational emissions, as set out in our *Tasman Climate Response and Resilience Strategy and Action Plan* 2024-2035<sup>12</sup>.

<sup>&</sup>lt;sup>11</sup> Throughout this document 'GHG Protocol' means the *GHG Protocol Corporate Accounting and Reporting Standard* and 'ISO 14064-1:2018' means the *International Standard Specification with Guidance at the Organizational Level for Quantification and Reporting of Greenhouse Gas Emissions and Removals.* <sup>12</sup> Our Tasman Climate Response and Resilience Strategy and Action Plan 2024-2035 and progress reports are available on our <u>website</u>.

### 1.1 Organisational description

Tasman District Council/Te Kaunihera o te Tai o Aorere (Council) is the territorial authority for the Tasman District of New Zealand. The Tasman District spans 9,786 square kilometres of Te Tau Ihu (the top of the South Island), extending from Richmond to Golden Bay/Mōhua in the north-west and Murchison in the south.

We are one of six unitary councils in Aotearoa, meaning we do the work of both a regional council and a district council. We provide a wide-ranging of services to our communities, including:

- Water supply and regulation
- Wastewater collection and treatment
- Stormwater management
- Solid waste management
- Parks, reserves and community facilities
- Libraries and museums
- River and flood control
- Transportation infrastructure and street lighting
- Subdivision, building and resource consents processing

- Environmental protection and monitoring
- Biosecurity and pest control
- Civil defence and emergency management
- Maritime navigation and safety
- Commercial enterprises
- Food premises and liquor licensing
- Animal control
- Policy and planning
- Community partnerships
- Responding to climate change

The activities and services that each business unit within Council manages is shown in Figure 4.



Figure 4: Tasman District Council's organisational structure

Council jointly controls four Council Controlled Organisations (CCOs). These are Waimea Water Ltd (who manage the Waimea Community Dam), Port Nelson Ltd (a port company), Nelson Airport Ltd and Tasman Bays Heritage Trust (who operate the Nelson Provincial Museum). Council is also a minority shareholder in two national organisations with CCO status: Civic Financial Services Ltd and Local Government Funding Agency Ltd.

Management and funding of the following activities/services is shared jointly with Nelson City Council and governed by Joint Committees, with equal representation from elected members of both councils:

- the Nelson-Tasman Civil Defence and Emergency Management (CDEM) Group oversees CDEM activities in both regions (the CDEM office is located in Tasman District)
- the Nelson Tasman Regional Landfill Business Unit (NTRLBU) manages the regional landfill (located at York Valley in Nelson City)
- the Nelson Regional Sewage Business Unit (NRSBU) manages the wastewater treatment plant at Bell Island (located in Tasman District)
- the Saxton Field Joint Committee is responsible for the regional sportsfield facility, Saxton Field (located in Nelson City).

Council owns many properties and administers many reserves across Tasman District. Council directly manages many of its properties and facilities, while contracting the operation to others. For example, community housing is managed in-house, whereas maintenance of most parks and reserves is contracted to Nelmac, the Richmond Aquatic Centre is contracted to CLM and bus services are contracted to SBL. Some of the buildings on Council-administered lands are leased to businesses at market rates, while others are leased at a subsidised rate to community organisations such as sports clubs and community groups.

The Tasman region, like many other parts of the world, is grappling with the impacts of climate change. Urgent action is required to mitigate emissions and respond effectively to the challenges already affecting us.

Our *Tasman Climate Response and Resilience Strategy and Action Plan 2024-2035* sets out the Council's response to these issues. It serves as our roadmap, steering us toward a low-emissions, resilient, and innovative Tasman District. Key focus areas include reducing greenhouse gas emissions, building climate resilience, leading by example, and empowering communities to take action. Priority actions include emission reduction measures in the transport, energy, and waste sectors, along with initiatives to build the resilience of our communities and ecosystems.

This report helps us understand how we're tracking our efforts to reduce the Council's emissions.

### 1.2 People responsible

Council's Strategic Policy team is responsible for overall emission inventory measurement and reduction performance, as well as reporting results to management and elected members. The Senior Data Analyst - Waters and Wastes is responsible for sourcing data, populating the MfE workbook and calculating emissions.

### 1.3 Third-party verification

Independent verification was completed by McHugh & Shaw Limited. The assurance level achieved is Reasonable Assurance ISO Categories 1-2 and Limited Assurance ISO Categories 3-6.

### 1.4 Intended use and users

The Council has developed this report to help our staff and elected members identify, mitigate, and reduce our greenhouse gas emissions. This report forms part of the Council's commitment to measure and reduce our emissions, as stated in our *Tasman Climate Response and Resilience Strategy and Action Plan 2024-2035.* We share these results yearly to keep our community informed about the Council's emissions and our efforts to reduce our carbon footprint.

The intended users are internal staff members, particularly the Executive Leadership team, Climate Action Plan Working Group (comprising of 20 staff across Council who lead implementation of specific actions within the plan) and the Strategic Policy Team (the latter team includes staff leading Council's climate change response programme and the infrastructure planners), and elected members.

### 1.5 Dissemination policy

We will make this report publicly available on our website at: <u>https://www.tasman.govt.nz/my-region/climate-change/greenhouse-gas-emissions/</u>, and present this report to the Strategy and Policy Committee of Council.

### 1.6 Documentation retention and record-keeping

The Council keeps records associated with our GHG emissions on a secure cloud-based server. The Council handles these documents following our GHG information management procedures.

### 1.7 Base year recalculation policy

We will consider a base-year recalculation in the case of changes to reporting boundaries, improvements in reporting methodology (such as additional ISO Category 3-6 emission sources), or the identification of significant errors in the methodology.

### 1.8 Reporting period, base year, and frequency of reporting

This inventory covers the period from July 1 2023 to June 30 2024. This choice aligns with global standards and the Council's financial reporting. The base year is July 1 2020 to June 30 2021. We

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will continue to measure our emissions annually. From 2024 onwards, we will seek external verification of our inventories once every two years.

### 1.9 Performance against targets

The Council has adopted a series of emissions reduction targets in line with the Tasman Climate Response and Resilience Strategy and Action Plan 2024–2035. These include targets for reducing both biogenic methane emissions (primarily from landfill) and net emissions from all other greenhouse gases resulting from Council operations:

**Key outcome 1**: Council and Tasman District collectively contribute to New Zealand's efforts to reduce greenhouse gas emissions.

#### Key success measures:

*1(a) Biogenic methane emissions reduce by 10% below 2017 levels by 2030 and 24-47% by 2050 or earlier.* 

1(b) Net emissions of all other greenhouse gases reduce to zero by 2050.

1(c) Net emissions of all other greenhouse gases from Council's activities reduce 43% by 2030 and 65% by 2035, compared to the 2020/21 baseline to align with New Zealand's commitments.

**Note**: Targets 1(a) and 1(b) are the government targets specified in the Climate Change Response Act (Part 1B) and therefore apply to both the entire Tasman District and Council's activities. Target 1(c) specifies interim targets for Council's emissions for intervening years.

#### Baseline data for emissions reduction targets

Target 1(a) requires a 2017 baseline for biogenic methane emissions. Although the Council did not begin measuring its greenhouse gas emissions until 2020/21, Nelson City Council (NCC) did report emissions for the 2017/18 period. Since both Councils share the York Valley landfill and divide emissions on a 50:50 basis, we have used NCC's audited and recalculated landfill emissions for 2017/18 as a proxy baseline for Tasman District Council. That figure is 65,990 tCO<sub>2</sub>e, and was updated using a UEF for landfill in NCC's 2023/24 GHG inventory, which was audited and verified in late 2024.

Targets 1(b) and 1(c) are based on the Council's own emissions inventory, with a 2020/21 baseline of 50,606 tCO<sub>2</sub>e total gross emissions (also recalculated using a landfill UEF and operational control method). This includes:

- $43,640 \text{ tCO}_2 \text{e}$  from biogenic methane, and
- 6,966 tCO<sub>2</sub>e from all other greenhouse gases.

Note that for targets 1(b) and (c), the target values listed below are derived from the gross baseline, but progress is measured against net emissions (i.e. gross emissions minus forestry sinks).

### **Council's emissions reduction targets**

Biogenic methane emissions (using 2017 baseline of 65,990 tCO<sub>2</sub>e):

- 10% reduction by 2029/2030:  $\leq$  59,391 tCO<sub>2</sub>e
- 24–47% reduction by 2049/2050:  $\leq$  50,152 34,975 tCO<sub>2</sub>e

Net emissions of all other greenhouse gases from Council activities (using 2020/21 baseline of  $6,966 \text{ tCO}_2\text{e}$ ):

- $\circ$  43% reduction in net emissions by 2029/2030: ≤ 3,972 tCO<sub>2</sub>e (net)
- $\circ$  65% reduction in net emissions by 2034/2035: ≤ 2,438 tCO<sub>2</sub>e (net)
- $\circ$  100% reduction in net emissions by 2049/2050: 0 tCO<sub>2</sub>e (net)

#### **Table 3:** Performance Overview (2017/18 – 2023/24)

Year	Total Gross Emissions tCO <sub>2</sub> e	Biogenic Methane (Gross) tCO <sub>2</sub> e	Other GHGs (Gross) tCO <sub>2</sub> e	Sinks (Forestry) tCO <sub>2</sub> e	Other GHGs (Net) tCO <sub>2</sub> e
2017/18	N/A	65,990 ( <i>baseline</i> )	N/A	N/A	N/A
2020/21	50,643	43,640	7,003	(36.9) ( <i>native</i> )	6,966 ( <i>baseline</i> )
2021/22	28,946	22,370	6,576	(34.9) ( <i>native</i> )	6,541
2022/23	14,879	3,693	11,186	(165.8) (86.5 <i>exotic</i> + 79.3 <i>native</i> )	11,020
2023/24	13,429	3,489	9,940	(534.8) (340.4 <i>exotic</i> + 194.4 <i>native</i> )	9,405

#### Notes:

- Negative values in the "Sinks" column represent removals (i.e. carbon sequestration from permanent forestry planting).
- Sink data for 2020/21 and 2021/22 only includes permanent native planting, as no permanent exotic planting occurred during those years.
- Net Other GHGs = Other GHGs (Gross) Sinks (Forestry).
- Biogenic methane emissions are reported as gross and not offset by forestry sinks.



Figure 5: Progress toward biogenic methane emission target

Biogenic methane emissions have decreased by 95% from 2017/18 and by 92% from 2020/21, significantly exceeding the 2030 target of a 10% reduction.

Figure 6: Progress toward "all other GHG" emissions target



Net emissions from all other GHGs have increased by approximately 35% compared to the 2020/21 baseline, rising from 6,966 tCO<sub>2</sub>e to 9,405 tCO<sub>2</sub>e in 2023/24. This indicates the Council is not currently on track to meet its 2030 and 2035 interim targets for this emissions category.

Note that inconsistent emissions data from Council's suppliers contributes to the fluctuations depicted in Figure 6. We have not received information from all 17 of our main suppliers in previous years, and only around half provided this data for our 2020/21 baseline year. This lack of complete and consistent reporting reduces data accuracy and may result in under- or over-reporting in certain years.

#### **Performance summary**

- ☑ Biogenic methane emissions have dropped by approximately 92%, falling from 43,640 tCO<sub>2</sub>e in 2020/21 to 3,489 tCO<sub>2</sub>e in 2023/24. This far surpasses the 2030 target of a 10% reduction and is already well below the 2050 target range upper limit of 50,152 tCO<sub>2</sub>e.
- ▲ Net emissions from all other greenhouse gases have increased by ~35%, rising from 6,966 tCO<sub>2</sub>e in 2020/21 to 9,405 tCO<sub>2</sub>e in 2023/24. At current levels, the Council will not meet its 2030 or 2035 reduction targets for these emissions unless new reduction measures are identified and implemented.

Continued attention and action are needed to address emissions sources outside of landfill — including energy use, transport, wastewater, and other operational emissions. A particular focus should be placed on supplier engagement and data transparency to strengthen the quality of the emissions inventory and guide future reduction strategies. Progress against Targets 1(b) and 1(c) will depend significantly on how quickly and effectively these areas are addressed.

### 1.10 GHG information management procedures

The Council has established GHG information management procedures that conform with *GHG Protocol* and *ISO 14064-1:2018* standards. These information management procedures provide regular checks to ensure the accuracy and completeness of our inventory. Our information management procedures document the following:

- Staff responsible for GHG inventory development
- Training procedures for staff responsible for GHG inventory development
- Organisational boundaries and how we review them
- GHG sources, sinks, and how we review them
- Quantification approaches (including data and models used for quantification) and how we review them
- Use, maintenance, and calibration of measurement equipment
- Data collection systems and how we review them
- How regular accuracy checks, internal audits, and reviews of information management take place
- Triggers for recalculating base-year emissions, for consistency of comparison and identification of accurate trends over time.

### 1.11 Methodological changes

We have made the following methodological changes from previous year.

Table 4: Methodological changes from the last reporting period

Change	Reason
Revisions have been made for the emission calculations for the Bell Island Wastewater Treatment Plant (WWTP), for	Following a meeting with plant operators, the method for calculating the Bell Island WWTP emissions was updated as below:
the 2023/24 reporting period only.	<ul> <li>Incorporated the non-linearity representation of the process as previously, calculations assumed that all wastewater inflow to Bell Island went through each step of the wastewater treatment plant's processes. The current situation reflects the flow management systems that redirected inflow past certain steps of the treatment process. This typically occurs where the maximum capacity of certain treatment stages is reached, and excess incoming waste is redirected to the ponds.</li> <li>Removed the nitrous oxide emissions from the aeration basin and secondary clarifier, as these sections don't go through donitrification.</li> </ul>
	Note that changes have not been made to previous inventories' WWTP emissions, due to the revisions requiring columns of data that did not exist or were not populated with data in the older editions of the operator logs, making revisions using the new framework impossible.
	Sludge and Irrigation are not applicable to Bell Island WWTP emission sources, as they fall under avoided emissions according to section 1.2 of the carbon accounting guidelines for Wastewater Treatment Plants. Sludge is converted into biosolids via the ATAD systems on-site and applied to Moturoa/Rabbit Island as fertiliser. Irrigation is used in the same way, by applying treated wastewater to the fields surrounding the WWTP. Additionally, irrigation is applied to the nearby Greenacres golf course.

### 2 Organisational boundaries included for this reporting period

Organisational boundaries were set with reference to the methodology described in the *GHG Protocol* and *ISO 14064-1:2018* standards. The *GHG Protocol* allows two distinct approaches to consolidate GHG emissions: the equity share or control (financial or operational) approaches. We used an operational control consolidation approach to account for emissions.

For both our baseline inventory and the 2021/22 inventory, we used an **equity share consolidation approach** to account for the Council's emissions. For the 2022/2023 reporting period, we changed to an **operational control approach**, which we have also used for the current reporting period. An equity share approach accounts for GHG emissions based on the Council's proportionate share of equity in an entity, even if the Council doesn't have operational control over that entity.

The operational control consolidation approach focuses on GHG emissions that the Council directly controls and manages through its operational activities. It also enable us to include indirect emissions from major suppliers of services, such as reserves maintenance and rubbish/recycling collection, in our inventory. We do not account for emissions from operations in which we own a financial interest but have no control.

In 2023 we reviewed Council operations against the *GHG Protocol* and *ISO 14064-1:2018* to determine which should be included or excluded from our inventory under the operational control approach. Figure 7 shows the resulting reporting structure chosen for accounting for Council's emissions.

The organisational boundary chart outlines the core business units of Council, as well as CCOs and Joint Committees. The purple boxes indicate units that have been included in the emissions inventory, while the green boxes indicate units that are excluded from the inventory reporting.

For the purposes of the 2023/24 emissions inventory, the Council's emissions are reported at an organisational level, rather than by business unit. Tasman District Council is based at 189 Queen Street, Richmond; however, it has many sites across the region.



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### 3 Reporting boundaries

### 3.1 GHG emission source exclusions

We excluded several emissions sources from our inventory. Table 5 explains why we excluded these sources.

Table 5: Business units, faci	cilities, and activities exc	luded from emissions r	measurement
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Business unit/facility	Reason for exclusion
Waimea Water Ltd	Each of these six Council Controlled Organisations (CCOs) are
(62.2% share)	discrete business units with their own management and sites and
Nelson Airport Ltd (50%	use different data management systems. The Council has minimal
share)	influence and no operational control over their emissions. Therefore,
Port Nelson Ltd (50%	they have been excluded from the inventory.
share)	
Tasman Bays Heritage	
Trust (50% share)	
Civic Financial Services	
Ltd (0.58%)	
Local Government	
Funding Agency Ltd	
LGFA (minority	
shareholder)	
Saxton Field (Joint	The source is outside of the reporting boundaries.
Committee)	Saxton Field is located within Nelson City Council's (NCC)
	boundaries, but Tasman District Council owns approximately half of
	the land. A joint committee, with members from both councils,
	provide governance oversight. The Council provides funding to NCC
	for Saxton Field development and maintenance (approximately 50%
	of the total cost), but NCC has operational control of the day-to-day
	management of Saxton Field. All emissions relating to Saxton Field
	are included within the NCC emissions inventory, therefore excluded
C 115 L 1	
Council Enterprises –	The Council owns/administers land in four locations that are
commercial holiday	managed as commercial noliday parks. Three of these (the Top 10
parks (5)	in Murchison) are managed by commercial enerators under long
	term lease arrangements. The Council has minimal influence and no
	operational control over the emissions from those three
	camparounds therefore they have been excluded from the
	inventory.
Council Enterprises –	Almost all Council-administered land that is managed for
	i interest and a state a state of the state

trees planted for harvest (sink)	avoid double counting of emission removal, this source has been excluded from our inventory.
Council Enterprises - commercial property leased to businesses	The Council owns land and buildings in several locations across the District that it leases to businesses. The Council has minimal influence and no operational control over the emissions from these businesses, therefore, they have been excluded from the inventory.
Council Enterprises – grazing licences	Council-administers approximately 100 hectares of land in various locations across the District that have grazing licences in place. However, no information is available about the type or numbers of stock that graze this land, as the Council has not required licencees to provide this information. The total length of time when stock are present on these lands is also unknown (most licencees also graze their stock on other land throughout the year, not solely on the land subject to the grazing licence). Due to the lack of data availability, this source has been excluded from the inventory.
Council Enterprises - tenanted homes (<10)	The Council has minimal influence or control. The behaviour and energy usage patterns of tenants significantly influence these emissions, making it challenging for the Council to assert direct control. Each tenant pays their chosen electricity provider individually.
Transport - public transport services	The Council has minimal influence or control. Public transport services are contracted to an external provider (SBL), who operate a bus service within the Richmond and Nelson urban area under a shared arrangement with NCC.
Solid Waste - historic landfills, including Eve's Valley landfill	Most historic landfills in the District have been closed for 30 years or more, with the exception of the Eve's Valley landfill, which closed in 2017. Emissions from historic landfills have been excluded due to the challenging nature of accurately quantifying and attributing emissions over time. The Council's ability to directly control these emissions is limited.
Community Facilities - Motueka Recreation Centre and Richmond Town Hall	The Council leases these two community facilities to Sport Tasman, a not-for-profit company. The Council has minimal influence and no operational control over the emissions from Sport Tasman, therefore, they have been excluded from the inventory.
Community Facilities - community housing (101 units)	The Council has minimal influence or control. The behaviour and energy usage patterns of tenants significantly influence these emissions, making it challenging for the Council to assert direct control. Each tenant pays their chosen electricity provider individually.
Community Facilities - miscellaneous community buildings on reserve land (8)	The Council has minimal influence or control. These buildings are leased to non-profit community groups (e.g. playcentre, church group, drama group, RSA, community library, toy library, Plunket, Rotary).

Richmond Aquatic Centre – CO <sub>2</sub> (for pool pH)	Excluded due to inability to obtain specific emission data.					
Well to Tank emissions	Not included due to lack of reliable data and indirect influence.					
Corporate – Capital Goods	Excluded due to lack of comprehensive lifecycle data.					
Corporate – Stationary Fuel (LPG for BBQs, generators)	Excluded due to negligible use and immateriality.					
Corporate - leased office space	The emissions intensity is low, and the Council has limited operational control.					
Corporate - Richmond office diesel generator	Emissions are minimal – this generator is rarely used.					
Corporate - taxis	Emissions are minimal.					
Corporate - personal vehicle use	Emissions are minimal.					
Corporate - postage/ small courier package	Emissions are minimal.					
Corporate - paper use in offices	Emissions are minimal.					
Corporate - working from home	Data not available.					
Corporate - employee commuting	Data not available.					
Many of our smaller suppliers	We have prioritised seeking emissions data from the 17 suppliers who collectively add to 60% of our supplier spend. We have not requested data from the hundreds of smaller suppliers (such as providers of office stationery) who represent the remaining 40% of our supplier spend, and have therefore excluded them. For the 2023/24 period, 12 of these 17 suppliers provided data, which may increase the excluded emissions above 40%.					

### 3.2 Emission source identification method and significance criteria

The GHG emissions sources included in this inventory were identified with reference to the methodology described in the *GHG Protocol* and *ISO 14064-1:2018* standards.

Significance of emissions sources within the organisational boundaries has been considered in the design of this inventory. The significance criteria used comprise:

• All direct emissions sources that contribute more than 1% of total Category 1 and 2 emissions

Significance criteria for Scope 3 emissions include the following:

- **Materiality**: Emission sources are assessed for their contribution to overall emissions. If material (e.g. ≥1–2% of total emissions), they are prioritised for inclusion.
- **Ability to influence**: Sources over which Council has influence (e.g. suppliers through procurement contracts) are more likely to be included.
- **Availability and quality of data**: Where reliable data is available, emissions are more likely to be included. Poor or unavailable data may result in exclusion, with justification provided.
- **Relevance to stakeholders**: Emissions that are relevant to Council's goals, values, or community interest are prioritised.

Not all significant Scope 3 emissions have been included due to limited data availability or lack of influence. These exclusions are documented in Table 5.

### 3.3 GHG emission source inclusions

As adapted from the *GHG Protocol*, the emissions sources deemed significant for inclusion in this inventory were classified into the following categories:

- **Category 1: Direct GHG emissions and removals**: emissions and removals from sources and sinks inside the organisational boundary that are owned or controlled by the Council. This includes seven wastewater treatment plants (WWTP), but not the Bell Island WWTP (the latter falls within the Joint Committee category).
- **Category 2: Indirect GHG emissions from imported energy**: emissions from the generation of purchased electricity consumed by the Council.
- Category 3: Indirect GHG emissions from transportation: mobile emission sources located outside the organisational boundary, mostly due to fuel burnt in transportation equipment.
- Category 4: Indirect GHG emissions from products and services used by Council: emissions from sources located outside the organisational boundary, associated with all types of goods and services purchased by Council (includes emissions associated with the production of energy purchased). Examples include emissions from plantation forestry activity (contracted out to PF Olsen) and emissions from development and maintenance of Council-administered parks and reserves (contracted out to Nelmac).
- Joint Committee GHG emissions: emissions from three of the four Joint Committees were included: the regional landfill at York Valley, the Bell Island WWTP, and Nelson-Tasman Civil Defence and Emergency Management (CDEM). All are shared 50% with Nelson City Council.

- Category 5: Indirect GHG emissions associated with the use of products from the organisation (No emissions reported because the Council does not manufacture or create physical products for customers to purchase).
- **Category 6: Indirect GHG emissions from other sources**: emissions that occur as a consequence of the Council's activities but occur from sources not owned or controlled by the Council, that cannot be reported in any other category.

Table 6 provides detail on the categories of emission sources and sinks included in our inventory, an overview of how activity data were collected for each emissions source, and an explanation of any uncertainties or assumptions made based on the source of activity data.

Table 6: GHG emission sources and sinks included in the inventory

Business unit/facility	GHG emission source	GHG emissions Category	Data source	Data collection unit	Level of accuracy/uncertainty
Environmental Management and Reserves & Facilities	Tree planting to create permanent forests	1 (sink)	Jobs for Nature project managers	ha	We only counted planting of native and exotic species, for the purpose of creating permanent forest cover, that met the New Zealand parameters to define a forest (minimum area 1 ha, with the potential to reach a minimum height of 5 metres and a minimum crown cover of 30%). We assumed the likelihood of planting areas to reach this parameter, but as growing conditions are variable this will have a low level of accuracy.
All business units and facilities that directly purchase electricity via Council's contract with Genesis Energy <sup>13</sup>	Purchased electricity <sup>14</sup>	2	Electricity usage information provided by Genesis Energy	kWh	We assume the supplier has provided complete and accurate invoice data.
All business units and facilities that directly purchase electricity via Council's contract with Genesis Energy	Electricity - transmission and distribution losses	4	Electricity usage information provided by Genesis Energy	kWh	We assume the supplier has provided complete and accurate invoice data.

<sup>&</sup>lt;sup>13</sup> Council directly purchases electricity from Genesis Energy to power Council-owned buildings, facilities and equipment at 235 installation connection points (ICPs) across the District. Our calculations of Category 2 emissions from purchased electricity are based on the total kWh consumed within the reporting period. Rather than listing each individual facility each ICP relates to, we've grouped the main types of facilities by business unit in Table 6. However, we do not count these emissions twice in our calculations.

<sup>&</sup>lt;sup>14</sup> We used a location-based reporting approach (using a national "grid average" emissions factor for electricity consumption provided by MfE) to source electric consumption data.

Business unit/facility	GHG emission source	GHG emissions Category	Data source	Data collection unit	Level of accuracy/uncertainty
Corporate - Council owned offices at Richmond, Motueka, Murchison and Tākaka	Purchased electricity	2	Electricity usage information provided by Genesis Energy	kWh	We assume the supplier has provided complete and accurate invoice data.
Corporate – vehicle fleet	Transport fuels - diesel	1	NPD Monthly Reports, Supplier data	L	We assume the suppliers have provided complete and accurate invoice data.
Corporate – vehicle fleet	Transport fuels – petrol premium	1	NPD Monthly Reports, Supplier data	L	We assume the suppliers have provided complete and accurate invoice data.
Corporate – vehicle fleet	Transport fuels – petrol regular	1	NPD Monthly Reports, Supplier data	L	We assume the suppliers have provided complete and accurate invoice data.
Corporate – rental cars	Hire car average (fuel type unknown)	3	Orbit Travel	km	We assume the supplier has provided complete and accurate invoice data
Corporate – travel	Air travel domestic (average)	3	Orbit Travel	Passenger/km	We assume the supplier has provided complete and accurate invoice data.
Corporate – travel	Air travel shorthaul	3	Orbit Travel	Passenger/km	We assume the supplier has provided complete and accurate invoice data.
Corporate – accommodation	Accommodation – NZ hotel	3	Orbit Travel	Room nights	We assume the supplier has provided complete and accurate invoice data.
Corporate – accommodation	Accommodation – Australian hotel	3	Orbit Travel	Room nights	We assume the supplier has provided complete and accurate invoice data.
Corporate – freight	Freight	3	Library and Environmental Management teams, Supplier data	Tonne/km	This figure is an estimate calculated by calculating the average parcel weight and distance travelled. We assume our suppliers have provided complete and accurate invoice data. For Council's direct freight emissions, the figure only includes the two Council teams that are

Business unit/facility	GHG emission source	GHG emissions Category	Data source	Data collection unit	Level of accuracy/uncertainty
					responsible for the vast majority of our freight.
Corporate – waste	Employee office waste	3	An estimate based on a waste audit of TDC's Richmond offices (2020).	kg	This figure is an estimate calculated by taking the total amount of office waste measured at the Richmond offices over a four-day period in 2020, annualising this, factoring in the change in total head count from 2020 and grossing this up for all other offices. The level of accuracy is low, as it is based on a sample from a 2020 waste audit.
Community Facilities – libraries (Richmond, Motueka and Tākaka) <sup>15</sup>	Purchased electricity	2	Electricity usage information provided by Genesis Energy	kWh	We assume the suppliers have provided complete and accurate invoice data.
Community Facilities – Recreation Centres at Tākaka, Upper Moutere and Murchison	Purchased electricity	2	Electricity usage information provided by Genesis Energy	kWh	We assume the suppliers have provided complete and accurate invoice data.
Community Facilities – 14 sports facilities (various locations)	Purchased electricity	2	Electricity usage information provided by Genesis Energy	kWh	We assume the suppliers have provided complete and accurate invoice data.
Community Facilities – Museums at Collingwood, Tākaka and Motueka	Purchased electricity	2	Electricity usage information provided by Genesis Energy	kWh	We assume the suppliers have provided complete and accurate invoice data.
Community Facilities – 19 community halls and 2 community	Purchased electricity	2	Electricity usage information provided by Genesis Energy	kWh	We assume the suppliers have provided complete and accurate invoice data.

<sup>15</sup> There is also a library located within the Murchison Service Centre. However, electricity use of that building is covered by the first row above (Corporate – Council owned offices at Murchison etc), hence it is not included in this row, to avoid double-counting.
Business unit/facility	GHG emission source	emissions Category	Data source	Data collection unit	Level of accuracy/uncertainty
centres (various locations)					
Community Facilities – 105 toilet facilities (various locations)	Purchased electricity	2	Electricity usage information provided by Genesis Energy	kWh	We assume the suppliers have provided complete and accurate invoice data.
Community Facilities – 3 remote campgrounds (Kina, Ruby Bay, Owen River)	Purchased electricity	2	Electricity usage information provided by Genesis Energy	kWh	We assume the suppliers have provided complete and accurate invoice data.
Community Facilities – 3 outdoor community pools (various locations)	Purchased electricity	2	Electricity usage information provided by Genesis Energy	kWh	We assume the suppliers have provided complete and accurate invoice data.
Community Facilities - Richmond Aquatic Centre	Refrigerants	4	Data on refrigerants provided by CLM	kg	We assume the operator (CLM) has provided complete and accurate invoice data.
Community Facilities - Richmond Aquatic Centre	Electricity used by CLM to power the Aquatic Centre facility	4	Electricity usage information provided by CLM	kWh	We assume the operator (CLM) has provided complete and accurate invoice data.
Parks and Reserves – lighting/other electricity use	Purchased electricity	2	Electricity usage information provided by Genesis Energy	kWh	We assume the suppliers have provided complete and accurate invoice data.
Parks and Reserves maintenance - fertiliser	Fertiliser use - nitrogen	1	Suppliers' data	kg	We assume the supplier (Nelmac) has provided complete and accurate data.
Parks and Reserves maintenance - fuel	Transport fuels - diesel	4	Suppliers' data	L	We assume the supplier (Nelmac) has provided complete and accurate data.
Parks and Reserves maintenance - fuel	Transport fuels - diesel	4	Suppliers' data	L	We assume the supplier (Nelmac) has provided complete and accurate data.
Parks and Reserves maintenance - waste	General waste to landfill	4	Suppliers' data	kg	We assume the supplier (Nelmac) has provided complete and accurate data.

Business unit/facility	GHG emission source	GHG emissions Category	Data source	Data collection unit	Level of accuracy/uncertainty
Parks and Reserves – maintenance - electricity	Electricity used at Nelmac offices/buildings	4	Electricity usage information provided by Nelmac	kWh	We assume the supplier (Nelmac) has provided complete and accurate data.
Council Enterprises – Collingwood Campground	Purchased electricity	2	Electricity usage information provided by Genesis Energy	kWh	We assume the suppliers have provided complete and accurate invoice data.
Council Enterprises – Port Tarakohe	Purchased electricity	2	Electricity usage information provided by Genesis Energy	kWh	We assume the suppliers have provided complete and accurate invoice data.
Council Enterprises – Motueka and Tākaka Aerodromes	Purchased electricity	2	Electricity usage information provided by Genesis Energy	kWh	We assume the suppliers have provided complete and accurate invoice data.
Information Services and Environmental Management	Cloud storage	4	Storage provider	kWh	This inventory includes pre-verified data. We assume the supplier has provided complete and accurate data. The figure is an average of two calendar years to match our financial year.
Information Services and Environmental Management	Helicopter fuel – flying staff to hydrology monitoring sites in backcountry	3	Hydrology manager	L	The hydrology component is an estimate.
Council Enterprises – plantation forestry, Environmental Management	Helicopter fuel – plantation forestry management and wilding pine control	4	PF Olsen (forestry contractor)	L	We assume that the forestry contractor has provided complete and accurate data.
Council Enterprises – plantation forestry	Transport fuels - diesel	4	Data on fuel useage provided by contractor (PF Olsen)	L	We assume that the forestry contractor has provided complete and accurate data.

Business unit/facility	GHG emission source	GHG emissions Category	Data source	Data collection unit	Level of accuracy/uncertainty
Transport/Roading - Street lights and traffic lights	Purchased electricity	2	Electricity usage information provided by Genesis Energy	kWh	We assume the suppliers have provided complete and accurate invoice data.
Waste and Recycling – Resource Recovery Centres (transfer stations) (5)	Purchased electricity	2	Electricity usage information provided by Genesis Energy	kWh	We assume the suppliers have provided complete and accurate invoice data.
Waste and Recycling – contracted service: collection of rubbish and recycling and transportation to RRCs	Transport fuels - diesel	4	Data on fuel usage provided by contractor (Smart Environmental)	L	We assume that the contractor has provided complete and accurate invoice data.
Waste and Recycling – contracted service: collection of rubbish and recycling and transportation to RRCs	Transport fuels - petrol	4	Data on fuel usage provided by supplier (Smart Environmental)	L	We assume the suppliers have provided complete and accurate invoice data.
Waste and Recycling – contracted service	Electricity use at Smart Environmental Office	4	Electricity usage information provided by contractor (Smart Environmental)	kWh	We assume the supplier has provided complete and accurate data.
Water Supply – water treatment plants	Purchased electricity	2	Electricity usage information provided by Genesis Energy	kWh	We assume the suppliers have provided complete and accurate invoice data.
Water Supply - water pump stations, bores and telemetry sites	Purchased electricity	2	Electricity usage information provided by Genesis Energy	kWh	We assume the suppliers have provided complete and accurate invoice data.
Stormwater pumps/ Stormwater pump stations	Purchased electricity	2	Electricity usage information provided by Genesis Energy	kWh	We assume the suppliers have provided complete and accurate invoice data.

Business unit/facility	GHG emission source	GHG emissions Category	Data source	Data collection unit	Level of accuracy/uncertainty
Wastewater pumps/ Wastewater pump stations – excluding Bell Island	Purchased electricity	2	Electricity usage information provided by Genesis Energy	kWh	We assume the suppliers have provided complete and accurate invoice data.
Wastewater treatment plants (7) – excluding Bell Island WWTP	Wastewater precalculated (tCO2e)	1	Data and calculations provided by the Council's Project Engineer – Water (Graeme Fox)	t	We calculated these figures using <u>Water NZ guidelines</u> (2021). Some deviations were made from the guidelines to account for the proportion of holidaymakers during the year and more accurate monitoring data for the Motueka and Tākaka areas.
Bell Island wastewater treatment plant	Purchased electricity	Joint Committee – NRSBU (50% share)	Electricity usage information provided by Meridian Energy	kWh	We assume the suppliers have provided complete and accurate invoice data.
Bell Island wastewater treatment plant	Transmission and distribution losses	Joint Committee – NRSBU (50% share)	Electricity usage information provided by Meridian Energy	kWh	We assume the supplier has provided complete and accurate invoice data.
Bell Island wastewater treatment plant	Wastewater precalculated (tCO2e)	Joint Committee – NRSBU (50% share)	Data provided by NRSBU Operations Manager (Brad Nixon)	t	Based on tests at site and NZ Water Carbon Accounting Guidelines for wastewater treatment. Emission calculations have been revised for FY 23/24 to fix various flaws in old methodology, see section 4 of this report for further details. Each step in the treatment process has available inflow and outfall readings on the plant's operator log, which have been used in conjunction with BOD ratio calculations to estimate the

Business unit/facility	GHG emission source	GHG emissions Category	Data source	Data collection unit	Level of accuracy/uncertainty
					emissions of carbon and nitrous oxide at each step of the process.
					We assume the NRSBU have provided complete and accurate data.
York Valley Landfill	Purchased electricity	Joint Committee – NTRLBU (50% share)	Electricity usage information provided by Meridian Energy	kWh	We assume the suppliers have provided complete and accurate invoice data.
York Valley Landfill	Transmission and distribution losses	Joint Committee – NTRLBU (50% share)	Electricity usage information provided by Meridian Energy	kWh	We assume the supplier has provided complete and accurate invoice data.
York Valley Landfill	Waste landfilled LFGR Garden and Food	Joint Committee – NTRLBU (50% share)		kg	
York Valley Landfill	Waste landfilled LFGR Mixed waste	Joint Committee – NTRLBU (50% share)	Weighbridge returns	kg	It is assumed that the load descriptions provided by truck drivers are accurate. It is assumed that the provided UEFs
York Valley Landfill	Waste landfilled LFGR Paper and textiles	Joint Committee – NTRLBU (50% share)	emission factor (UEF) provided by NRSBU	kg	- 30 June), as they were originally applicable to calendar years. This will cause deviations from the landfill's
York Valley Landfill	Waste landfilled LFGR Wood	Joint Committee – NTRLBU (50% share)	kg		just their UEF to a financial year landfill tonnage.
York Valley Landfill	Waste to landfill Inert waste	Joint Committee		kg	

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Business unit/facility	GHG emission source	GHG emissions Category	Data source	Data collection unit	Level of accuracy/uncertainty
		– NTRLBU (50% share)			
Nelson-Tasman Civil Defence and Emergency Management (CDEM)	Purchased electricity – CDEM office in Richmond	Joint Committee – CDEM (50% share)	Electricity usage information provided by Meridian Energy	kWh	We assume the supplier has provided complete and accurate invoice data.
CDEM	Transmission and distribution losses	Joint Committee – CDEM (50% share	Electricity usage information provided by Meridian Energy	kWh	We assume the supplier has provided complete and accurate invoice data.
Community Infrastructure – a range of construction projects across the District	Supplier construction materials	4	Data provided by six suppliers (Fulton Hogan, Donaldson Civil, Tasman Civil, Downer 3 Waters, Downer Roading and Isaac Construction)	Kg	We assume the suppliers have provided complete and accurate data.
Community Infrastructure	Supplier electricity	4	Suppliers' data	kWh	This inventory includes some pre- verified data. This figure will have a low level of accuracy and will be an underestimate because it is the estimated data from 12 of our 17 significant suppliers.
Community Infrastructure	Supplier transport fuels	4	Suppliers' data	L	This inventory includes some pre- verified data. This figure will have a low level of accuracy and will be an underestimate because it is the estimated data from 12 of our 17 significant suppliers.
Community Infrastructure	Supplier waste	4	Suppliers' data	kg	This inventory includes some pre- verified data. This figure will have a low level of accuracy and will be an

Business unit/facility	GHG emission source	GHG emissions Category	Data source	Data collection unit	Level of accuracy/uncertainty
					underestimate because it is the estimated data from 12 of our 17 significant suppliers.

# 3.4 Impact on uncertainties on the accuracy of GHG emissions and removals

Table 6 provides an overview of how data was collected for each GHG emissions source, the source of the data and an explanation of any uncertainties or assumptions made. The uncertainty of Category 1 emissions is medium because there is uncertainty within the Water New Zealand methodology used to calculate our wastewater emissions. The uncertainty for Category 2 emissions is low because there was only one source of emissions, and we assume our suppliers provided complete and accurate data. Uncertainty is high for Category 4 as we only received data from 12 out of 17 suppliers.

A qualitative uncertainty assessment was used because many data sources lacked precision to support a full quantitative assessment. This approach is consistent with ISO 14064-1:2018 where quantitative uncertainty analysis is not practicable. Confidence levels were assigned based on data availability, consistency, and known limitations.

# 3.5 Suppliers

Where data is available, the Council reports on emissions from the suppliers and contractors we use to conduct Council business. These suppliers are not contractually required to report their emissions to us at present, so we are reliant on voluntary reporting of emissions to us.

As the Council has hundreds of suppliers, we have decided to only procure information from the 17 suppliers who collectively represent 60% of the Council's expenditure on suppliers and contractors. Table 7 shows those we requested data from and whether they provided it.

	Provided data for inventory				
Supplier	2020/2021	2021/2022	2022/2023	2023/2024	
CJ Industries Limited	Х	Х	Х	Х	
CLM (Richmond Aquatic Center)	$\checkmark$	$\checkmark$	$\checkmark$	$\checkmark$	
Coman Construction Ltd	Х	Х	Х	Х	
Donaldson Civil Limited	$\checkmark$	$\checkmark$	$\checkmark$	$\checkmark$	
Downer New Zealand Limited - 3 Waters	$\checkmark$	$\checkmark$	$\checkmark$	$\checkmark$	
Downer New Zealand Limited - Roading	Х	$\checkmark$	$\checkmark$	$\checkmark$	
Fulton Hogan Limited	$\checkmark$	$\checkmark$	$\checkmark$	$\checkmark$	
Isaac Construction Ltd	Х	Х	Х	$\checkmark$	
Nelmac	Х	$\checkmark$	$\checkmark$	$\checkmark$	
PF Olsen Limited	Х	Х	$\checkmark$	Х	
Process Flow Limited	Х	Х	Х	$\checkmark$	
Smart Environmental Limited	$\checkmark$	$\checkmark$	$\checkmark$	$\checkmark$	
Stantec New Zealand	$\checkmark$	$\checkmark$	$\checkmark$	$\checkmark$	
Tasman Civil Limited	$\checkmark$	$\checkmark$	$\checkmark$	$\checkmark$	

 Table 7: Suppliers and contractors included in the Council's emissions inventories

	Provided data for inventory				
Supplier	2020/2021	2021/2022	2022/2023	2023/2024	
Taylors Contracting Co Limited	Х	Х	$\checkmark$	Х	
Tonkin & Taylor Limited	Х	$\checkmark$	$\checkmark$	$\checkmark$	
WSP New Zealand Limited	$\checkmark$	$\checkmark$	$\checkmark$	Х	
Total	8/17	11/17	13/17	12/17	

# 4 Quantified inventory of emissions and removals

# 4.1 Methodology

The Council used an Interactive Emissions Factors Workbook (2024) developed by the Ministry for Environment (MfE) to complete this inventory. MfE recommends that organisations use this workbook and it is widely used by local government to report emissions. The workbook automatically calculates our emissions: emissions source activity data is multiplied by GHG emissions or removal factors.

**Note:** MfE released updated greenhouse gas emission factors on 16 May 2025, which were not available at the time this inventory was compiled. The current inventory uses the 2024 Emissions Factors Workbook and 2024 Detailed Guide as the latest available sources at the close of the reporting period (30 June 2024). The impact of the 2025 updates will be assessed for materiality and relevance during the 2024/25 reporting period, and any necessary adjustments will be incorporated into future inventories.

We chose this quantification model to ensure our results align with the sector. MfE's <u>Detailed</u> <u>Guide to Measuring Emissions 2024</u> documents this model and the GHG emission and removal factors used, based on New Zealand's Greenhouse Gas Inventory 1990-2021.

In addition to the MfE emission factors, the following sources were used:

- Landfill UEF (Unique Emissions Factor): Provided by the NTRLBU based on site-specific modelling and sampling.
- **Concrete emission factors**: Sourced from industry-average data published by the Cement & Concrete Association of NZ (2022).
- Wastewater treatment emissions (excluding the Bell Island WWTP): Quantified using Water New Zealand (2021). Carbon Accounting Guidelines for Wastewater Treatment, which provide sector-specific methods aligned with international protocols.

# 4.2 GHG inventory

ISO 14064-1:2018 recommends reporting six different greenhouse gases. Each gas has a *global warming potential* (GWP)<sup>16</sup>. The Global Warming Potential (GWP) allows comparison of global warming impacts of different gases. Specifically, it is a measure of how much energy the emissions of one ton of a gas will absorb over a given timeframe relative to one ton of carbon dioxide (CO<sub>2</sub>) emissions. The larger the GWP, the more that a given gas warms the Earth compared to CO<sub>2</sub> over a given timeframe (commonly 100 years). GWP is a metric that enables analysts to add up emissions estimates of different gases. Table 8 states the GWP of the greenhouse gases reported in this inventory.

Common name	Gas	GWP
Carbon dioxide	CO <sub>2</sub>	1
Methane	$CH_4$	28
Nitrous oxide	$N_2O$	265
Hydrofluorocarbons	HFCs <sup>18</sup>	3,985 <sup>19</sup>
Sulfur hexafluoride	$SF_6$	23,500
Nitrogen trifluoride	NF <sub>3</sub>	16,100

Table 8: Global warming potential (GWP) of selected greenhouse gases<sup>17</sup>

Table 2 in the Executive Summary of this report describes our GHG emissions for the 2023/24 period in detail. Table 9 compares the total emissions (tCO2e) for 2023/24 within each Category to our baseline (2020/21) period. We have presented the information from the baseline inventory using the operational control method of categorising emissions and recalculated landfill emissions using UEF. This enables consistency of comparison and identification of accurate trends over time.

<sup>&</sup>lt;sup>16</sup> Greenhouse Gas Protocol – <u>Global Warming Potential Values</u>

<sup>&</sup>lt;sup>17</sup> The listed potentials for CO<sub>2</sub>, CH<sub>4</sub>, N<sub>2</sub>O, SF<sub>6</sub> and NF<sub>3</sub> are provided by MfE in their <u>2024 Emissions factors</u> workbook.

<sup>&</sup>lt;sup>18</sup> Weighted average stated in ISO 4064-1. MfE does not state what GWP they use for HFCs.

<sup>&</sup>lt;sup>19</sup> Average GWP for HFC-125 and HFC-143a used in refrigerant AZ50R507.

		GHG emissions (tCO <sub>2</sub> e)					
(ISO 14064- 1:2006) Source (Base ye	21 ear)	2023/24					
Category 1: Direct emissions							
Wastewater (7 WWTPs, excludes Bell Island WWTP)	1,752	1,384					
Transport fuels	218	198					
Fertiliser No data from	received supplier	25.7 <sup>21</sup>					
Total Category 1/Scope 1 emissions	1,970	1,608					
و Category 2: Indirect emissions from imported	energy	-					
O     Purchased electricity	668	494					
Total Category 2 /Scope 2 emissions	668	494					
Category 3: Indirect emissions from transportation ar	nd distrib	ution					
Rental car	0.2	0.4					
Air travel	25.2	29.2					
Accommodation	1.9	4.1					
Freight	2.1	1.7					
Helicopter fuel (environmental monitoring)	5.3	2.5					
Total Category 3 emissions	34.7	38.0					
Category 4: Indirect emissions from products used by t	Category 4: Indirect emissions from products used by the organisation						
Electricity transmission and distribution losses	60.7	36.2					
Cloud storage	75.3	1.6					
Employee office waste	2.8	3.3					
Supplier transport fuels	1,769	4213.9					
Supplier helicopter fuel (plantation forestry	105	-					
Suppliere' stationary combustion		117.0					
Supplier construction materials	120 /	1120.2					
Supplier construction materials	170.4	152.0					
Supplier waste	10.2	127.6					
Supplier emissions (Tonkin & Taylor	10.0	137.0					
combined Scope 3 emissions	-	11.7					
Supplier refrigerants <sup>22</sup> (Richmond Aquatic	398.5	-					

**Table 9:** GHG emissions inventory summary (tCO<sub>2</sub>e): comparison of 2023/24 period to base year<sup>20</sup>

 $<sup>^{20}</sup>$  Numbers in brackets indicate converted tCO<sub>2</sub>e units. Numbers may not add up to tCO<sub>2</sub>e due to rounding or lack of data. Numbers may not be reported if they are minimal (<0.5 tCO<sub>2</sub>e). Some emission sources were only reported as tCO<sub>2</sub>e rather than split into constituent gases.

<sup>&</sup>lt;sup>21</sup> Data from the supplier (Nelmac).

<sup>&</sup>lt;sup>22</sup> Based on refrigerants purchased, not refrigerants used. No refrigerants were purchased in 2023/24.

Scope	Category (ISO 14064-1:2018)	GHG emissions (tCO <sub>2</sub> e)					
(ISO 14064- 1:2006)	Source	2020/21 (Base year)	2023/24				
	Total Category 4 emissions	2,731	5,818				
	Category 5: Indirect emissions associated wi	th the use of products	from the				
	organisation						
	Not reported	N/A	N/A				
	Cateorgy 6: Indirect emissions	from other sources					
	Not reported	N/A	N/A				
	Joint Committee en	nissions					
	Waste landfilled LFGR Garden and Food	13.640	2.5				
	Waste landfilled LFGR Mixed waste	(recalculated using	3,203.2				
	Waste landfilled LFGR Wood		162.6				
	Waste landfilled LFGR Inert waste		120.9				
	Wastewater Bell Island	1,288	1,762.2				
	Electricity + Electricity losses: Bell Island	211	220.4				
	WWTP, York Valley landfill and CDEM	511	220.4				
	Total Joint committee emissions	45,239	5,472				
	Total Scope 3 emissions	48,004	11,327				
ň	All emission sources						
s 1	Total direct emissions	1,970	1,608				
be	Total indirect emissions	48,672	11,822				
Sco	Total gross emissions	50,642	13,429				
	Removals						
-	Sink	tCO <sub>2</sub> e					
e	Exotic forestry planting for permanent forest		(240.4)				
loo loo	cover	-	(340.4)				
s	Native forestry planting	(36.9)	(194.4)				
	Total removals	N/A	(534.8)				
Total net e	missions	50,606	12,895				

# 4.3 Historical recalculations

As part of the audit process for our 2022/23 greenhouse gas inventory, emissions for all reporting years were recalculated using the operational control method and the Unique Emissions Factor (UEF) for landfill emissions. These recalculations were necessary to ensure consistency, accuracy, and comparability across all reporting years.

The recalculations reflect a substantial cumulative change to the base year emissions, driven primarily by the replacement of the Ministry for the Environment's (MfE) default landfill emission factor with the UEF developed specifically for the York Valley landfill, which was adopted in

2023. To maintain consistency and enable meaningful trend analysis over time, this UEF has been retrospectively applied to all previous inventories, including the base year (2020/21).

These updated figures are presented throughout this report where relevant, to provide a consistent basis for tracking emission trends and progress against targets.

**Note:** An error has been identified in the way Downer New Zealand Limited's diesel fuel usage was reported in previous inventories. The volumes of diesel fuel use by Downer were likely understated, which may have led to a material underestimation of Scope 3 emissions associated with supplier transport fuels in those years. The Council will assess the magnitude of this discrepancy and incorporate any necessary corrections in the 2024/25 reporting period, as part of our commitment to continual improvement and transparency in GHG reporting.

# 4.4 Biogenic GHG emissions from landfill

Biogenic methane emissions from landfill have reduced substantially, from 65,990 tCO2e in 2017/18 to 3,489 tCO2e in 2023/24. This reduction is largely due to improved accuracy in emission factors, by applying the UEF for York Valley landfill, along with improvements to infrastructure and methodology for capturing/flaring excess methane from landfill that would otherwise be dissipated into the atmosphere.

# 4.5 Anthropogenic biogenic CO<sub>2</sub> emissions

Anthropogenic biogenic emissions result from biomass combustion caused by human activity. Examples of this include burning biofuel or decomposition of organic matter.

We followed the Ministry for the Environment's '<u>Measuring emissions: A guide for organisations:</u> <u>2024 detailed guide</u>', which states that users should separately report biogenic emissions from biofuel or biomass combustion. Council does not have biofuel or biomass combustion sources. We used Water New Zealand's methodology to quantify our wastewater emissions, which excludes biogenic emissions.

We will report any other anthropogenic biogenic emissions separately and in our consolidated statement in future years.

# 4.6 Forestry emissions

Since the Emissions Trading Scheme accounts for emissions from our commercial forestry activity, we do not report them here.

The Council only accounts for native or exotic permanent forest planted or removed on Counciladministered land after July 1, 2021 (the baseline period), due to the complexity associated with this task.

# 5 Emission trends over time

As discussed in section 1.9 of this report, the Council has made good progress in reducing its biogenic methane emissions over the past four years, whereas net emissions of all other GHGs have increased.

The figures in tables 10 to 12 have been recalculated for all years using the operational control method and UEF for landfill emissions, for ease of comparison.

		T	otal emissi	ions (tCO <sub>2</sub>	e)	% change	% change
Category	Source	2020/2021 baseline	2021/2022	2022/2023	2023/2024	from baseline	from 2022/2023
1	Exotic forestry planting	-	-	(86.5)	(340.4)	NA	294%
1	Native forestry planting	(36.9)	(34.9)	(79.3)	(194.4)	427%	145%
1	Transport fuels	217.7	233.5	231.4	198.1	-9%	-14%
1	Wastewater (7 WWTP, excludes Bell Is WWTP)	1,752	1,491	1,425	1,384	-21%	-3%
1	Fertiliser	-	16.4	9.7	25.7	NA	165%
2	Purchased electricity	668.3	776.8	485.3	494.3	-26%	2%
3	Accommodation	1.9	1.9	3.7	4.1	116%	11%
3	Air travel	25.2	16.1	35.0	29.2	16%	-17%
3	Car hire	0.2	0.6	0.6	0.4	100%	-33%
3	Freight	2.1	1.8	1.8	1.7	-19%	-6%
3	Helicopter fuels	5.3	6.4	2.7	2.5	-53%	-7%
4	Cloud computing	75.3	0.6	2.3	1.6	-98%	-30%
4	Transmission and distribution losses	60.7	71.3	56.3	36.2	-40%	-36%
4	Waste	2.8	2.7	3.2	3.3	18%	3%
4	Suppliers' emissions (total)	2,592	2,603	7,395	5,777	123%	-22%
-	Joint Committee emissions (total)	45,239	23,723	5,227	5,472	-88%	5%
Total gross emissions		50,643	28,945	14,879	13,429	-73%	-10%
Total net emissions		50,606	28,911	14,713	12,895	-75%	-12%

Table 10: Comparison of Council's total emissions across reporting periods

	Total emissions (tCO <sub>2</sub> e)				% change	% change from
Source	2020/2021 baseline	2021/2022	2022/2023	2023/2024	from baseline	2021/2022
CLM (Richmond Aquatic Centre)	571.4	176.9	118	116	-79.7%	-1.7%
Collingwood Holiday Park	2.7	2.7	-	-	NA	NA
Donaldson Civil	256.5	108.4	27.6	1.4	-99.4%	-94.8%
Downer – Three Waters	357.1	349.2	315	279	-21.9%	-11.4%
Downer - Roading		400.4	573	2,566.4	NA	347.9%
Fulton Hogan	688	685	370	1,607.5	133.6%	334.4%
Isaac Construction	-	-	-	471.9	NA	NA
Nelmac	-	241.3	248	250.8	NA	1.1%
Nelson Tasman Cycle Trails Trust	1.3	-	-	-	NA	NA
PF Olsen	105	-	3,745.5	-	NA	NA
Process Flow	-	-	-	6.3	NA	NA
Smart Environmental	435.8	479.3	440	430.8	-1.1%	-2.1%
Stantec	1.2	7.8	8	6.2	415.2%	-22.7%
Tasman Civil	124.7	125.2	156	46.1	-63.1%	-70.5%
Taylors Contracting	-	-	1,376	-	NA	NA
Tonkin and Taylor	-	24.3	17.7	19.9	NA	12.3%
WSP	48.8	2.8	0.5	-	NA	NA
Total	2,593	2,603	7,395	5,802	123.8%	-21.5%

# Table 11: Comparison of major suppliers' emissions across reporting periods

	Тс	otal emissi	ions (tCO <sub>2</sub>	e)	% change	% change
Source	2020/2021 baseline	2021/2022	2022/2023	2023/2024	from baseline	from 2022/2023
CDEM – purchased electricity + losses	1.3	0.9	1.0	1.2	-9.1%	18.2%
Landfill*						
(*recalculated using UEF)	43,640	22,370	3,693	3,489	-92.0%	-5.5%
Landfill – purchased electricity + losses	20.1	23.7	7	8.2	-59.4%	16.4%
Bell Is WWTP – wastewater precalculated	1,288	973.8	1,303	1,762	36.8%	35.2%
Bell Is WWTP – purchased electricity + losses	289.2	354.7	223	211.1	-27.0%	-5.4%
Total	45,239	23,723	5,227	5,472	- <b>87.9</b> %	4.7%

Table 12: Comparison of Joint Committee emissions across reporting periods

### Figure 8: Gross greenhouse gas (GHG) emissions by category compared to previous years



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### Figure 9: Comparison of top five GHG operational emissions between 2023/24 and base year

**Landfill Emissions:** The notable 92% reduction in landfill emissions (from 43,640 tCO2e in 2020/21 to 3,489 tCO2e in 2023/24) is primarily attributed to two key factors:

- Improved Accuracy in Emission Factors: The adoption of the Uniform Emission Factor (UEF) for York Valley landfill has enhanced the accuracy of emissions reporting.
- Improvements in Infrastructure and Methane Capture: Enhanced infrastructure and more effective methane capture/flaring systems have significantly reduced methane emissions, which would otherwise escape into the atmosphere.

**Wastewater Emissions:** Emissions from the Bell Island Wastewater Treatment Plant (WWTP) have increased from 1,288 tCO2e in 2020/21 to 1,762 tCO2e in 2023/24. This increase reflects revisions made to the emission calculation methodology for the 2023/24 reporting period, as detailed in section 1.11 of this report. Key updates include:

- Updated Flow Management: The revised calculation now accounts for the redirection of wastewater inflow past certain treatment stages when maximum capacity is reached, rather than assuming all inflow goes through every treatment step.
- Removal of Nitrous Oxide Emissions: Emissions from the aeration basin and secondary clarifier were removed, as these stages do not undergo denitrification.

These changes have not been applied to previous years' data due to limitations in older operator logs. Additionally, sludge and irrigation are considered avoided emissions at Bell Island WWTP, as per the carbon accounting guidelines.

In contrast, emissions from the other seven WWTPs under the Council's management have decreased from 1,752 tCO2e in 2020/21 to 1,384 tCO2e in 2023/24. This decrease is primarily due to the much drier conditions in 2023/24, which resulted in lower rainfall and, consequently, a reduced volume of wastewater being processed at these plants compared to the baseline year.

The combined total wastewater emissions across all facilities for both years are illustrated in Figure 9.

**Supplier Emissions:** Emissions from suppliers' transport fuels have increased significantly from 1,769 tCO2e in 2020/21 to 4,213.9 tCO2e in 2023/24. Similarly, emissions from suppliers' construction materials have increased from 130.4 tCO2e in 2020/21 to 1,138.2 tCO2e in 2023/24.

As discussed in section 1.9 of this report, inconsistencies in emissions data from Council's suppliers pose a challenge to accurately assessing emissions. While the Council has data from 8 of its 17 major suppliers for the 2020/21 baseline year and 12 for the 2023/24 year, the lack of consistent reporting from all suppliers results in potential data inaccuracies, leading to the possibility of underreporting or overreporting emissions in specific years.

**Purchased Electricity Emissions:** A decrease in purchased electricity emissions from 668.3 tCO2e in 2020/21 to 494.3 tCO2e in 2023/24 reflects two main factors:

- Changes in Emission Factors: Updates to the Ministry for the Environment's (MfE) emission factors have contributed to this reduction.
- Energy Efficiency Measures: Implementation of energy-saving measures have also played a role in lowering emissions from electricity consumption.

During the 2023/24 period, two high-efficiency pumps were installed at the Richmond Water Treatment plant, replacing older and less efficient pumps. An additional air receiver was also installed at the Motueka Wastewater Treatment Plant - this stops the air compressors from short cycling and allows them to run at higher efficiency.

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Water New Zealand (2021). Carbon Accounting Guidelines for Wastewater Treatment.

# McHugh & Shaw.



# INDEPENDENT ASSURANCE REPORT ON TASMAN DISTRICT COUNCILS'S GREENHOUSE GAS (GHG) STATEMENT

# TO THE READERS OF THE TASMAN DISTRICT COUNCIL'S GHG REPORT

Registered address: 189 Queen Street, Richmond 7020, New Zealand

#### **Our Assurance Conclusion**

#### **Reasonable Assurance Conclusion**

In our opinion, the gross GHG emissions, and gross GHG emissions methods, assumptions and estimation uncertainty, within the scope of our reasonable assurance engagement (as outlined below) included in the Tasman District Council GHG Report for the year ended 30 June 2024, are fairly presented and prepared, in all material respects, in accordance with ISO 14064-1: 2018 Greenhouse gases – Part 1: Specification with guidance at the organisational level for quantification.

#### **Limited Assurance Conclusion**

Based on the procedures we have performed and the evidence we have obtained, nothing has come to our attention that causes us to believe that the gross GHG emissions, , and gross GHG emissions methods, assumptions and estimation uncertainty, within the scope of our limited assurance engagement (as outlined below) included in the Tasman District Council GHG Report for the year ended 30 June 2024, are not fairly presented and not prepared, in all material respects, in accordance with ISO 14064-1: 2018 Greenhouse gases – Part 1: Specification with guidance at the organisational level for quantification.

### Scope of the Assurance Engagement

We have undertaken an assurance engagement for the reporting period 1 July 2023 to 30 June 2024 at the level of:

- Scope 1/ISO Category 1 Emissions: Reasonable Assurance
- Scope 2/ISO Category 2 Emissions: Reasonable Assurance
- Scope 1/ISO Category 1 Removals: No Assurance
- Scope 3/ISO Category 3 Emissions: Limited Assurance
- Scope 3/ISO Category 4 Emissions: Limited Assurance
- Scope 3/ISO Category 6 Emissions: Limited Assurance

It is important to note that the level of assurance obtained in a limited assurance engagement is considerably lower than that involved in reasonable assurance engagement.

Although we considered the effectiveness of management's internal controls when determining the nature and extent of our procedures, our assurance engagement was not designed to provide assurance on internal controls for emission sources subject to limited assurance.

#### **Boundaries of the Reporting Company**

- Operational Control
- Tasman District Council jurisdiction, Aotearoa New Zealand

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#### GHG Emissions Information covered by the Assurance report

- GHG Report Reference: Tasman District Council GHG Emissions Inventory Report 2023-2024 (final for Independent Review).pdf
- GHG Calculations Reference: Greenhouse Gas Emissions Data Collection 2023-24.xlsx (23 May 2025)

### GHG emissions by Category (metric tonnes CO<sub>2</sub>e)

Scope	ISO Category				
Scope 1	Cat 1: Direct GHG Emissions				
Scope 2	Cat 2: Indirect GHG Emissions from imported energy (Electricity, location-based)				
Scope 3	Indirect GHG Emissions Cat 3: Transportation and distribution: Cat 4: Products and services used by the organisation: Cat 6: Other sources:	38.04 5,817.57 5,471.84	11,327.44		
		Total GHG Emissions	13,429.38		

#### Key matters to the GHG Assurance Engagement

In this section we present those matters that, in our professional judgement, were most significant in undertaking the assurance engagement over the GHG statement. These matters were addressed in the context of our assurance engagement, and in forming our conclusion. We did not reach a separate assurance conclusion on each individual key matter.

Key Matter	Procedures to Address the Key Matter		
<ul> <li>Supplier emissions:</li> <li>Emissions from suppliers make up 43% of the total emissions, the assumption is that the secondary data provided by suppliers is accurate.</li> </ul>	<ul> <li>Supplier emissions:</li> <li>Check of the supplier data provided and comparison against previous year.</li> <li>Checks to ensure supplier has identified the source of the data provided, e.g. from fuel reports, internal finance reports or estimates</li> <li>Check of assumptions</li> </ul>		

#### **Emphasis of Matter**

- We draw attention to Section 1.11 Methodological Changes, changes have been made to the methodology to calculate the Bells Island Wastewater Treatment Plant emissions, the change in methodology is likely to have been a factor in the 24% increase in emissions relating to this Wastewater Plant, compared to the previous reporting period.
- We draw attention to Section 3, Table 5: Business units, facilities and activities excluded from emissions measurement, in the Emissions Inventory Report which identifies the exclusion of all Council Controlled Organisations (CCOs), and that the Tasman District Council does not have operational control over the CCOs.
- We draw attention to Section 3, Table 5: Business units, facilities and activities excluded from emissions measurement, in the Emissions Inventory Report which identifies that approximately 40%, or potentially a higher percentage of supplier spend has been excluded. This is likely to be material to the inventory.
- We draw attention to section 4.1 Methodology in the Emissions Inventory Report which notes that the MfE released updated greenhouse gas emission factors on 16 May 2025, which were not

available at the time this inventory was compiled. The impact of the 2025 updates will be assessed for materiality during the 2024/25 reporting period.

- We draw attention to section 4.3 Historical recalculations in the Emissions Inventory Report which explains that an error has been identified in the way data from a key supplier has been has been reported in previous inventories. The volumes of diesel fuel use by the supplier were likely understated, which may have led to a material underestimation of Scope 3 emissions associated with supplier transport fuels in those years. The error will be assessed for materiality during the 2024/25 reporting period.
- Our assurance conclusion is not modified in response of each matter stated above.

#### **Other Matter**

• The reporter has chosen to report direct removals of 535 tCO2e, the removals were not subject to assurance.

#### Materiality

Based on our professional judgement, quantitative materiality for the reported GHG Emissions has been determined as 1% for individual emission sources, and not totalling more than 5% of the gross emissions total of the emissions inventory. Qualitative materiality has been determined with due consideration to relevance to users of the GHG statement, as well as the potential impact of omission, misstatement, or obscurement of any information.

#### **Competence and Experience of the Engagement Team**

Our work was carried out by an independent and multi-disciplinary team including sustainability assurance and environmental practitioners. The assurance lead retains overall responsibility for the assurance conclusion provided.

#### Taman District Council's Responsibilities for the GHG Statement

Tasman District Council is responsible for the preparation and fair presentation of the GHG statement in accordance with ISO 14064-1. This responsibility includes designing, implementing and maintaining a data management system relevant to the preparation and fair presentation of GHG statement that is free from material misstatement.

#### **Inherent Uncertainty in GHG Quantification**

GHG quantification is subject to inherent uncertainty because of incomplete scientific knowledge used to determine emissions factors and the values needed to combine emissions of different gases. **Our Responsibilities** 

Our responsibility is to express an opinion on the GHG emissions reported by Tasman District Council based on our verification. We are responsible for planning and performing the verification to obtain assurance that the onsite GHG statement are free from material misstatement.

As we are engaged to form an independent conclusion on the GHG statement prepared by management, we are not permitted to be involved in the preparation of the GHG information as doing so may compromise our independence.

#### **Other Relationships**

In addition to the provision of the assurance engagement over the GHG statement we also have the following relationships, or interests, in Tasman District Council, which did not compromise our overall independence:

• Subject to certain restrictions, the employees of our firm may also deal with Tasman District Council

within the ordinary course of trading activities of the business of Taman District Council.

#### **Independence and Quality Management Standards Applied**

This assurance engagement was undertaken in accordance with ISO 14064-3:2019 Greenhouse gases – Part 3: Specification with guidance for the validation and verification of greenhouse gas assertions and is founded on the fundamental principles of Impartiality, Evidence -based approach, Fair presentation, Documentation and Conservativeness. In addition, McHugh & Shaw has applied the requirements of NZ SAE 1 –

Professional and ethical standards are held in high regard and our quality management system aligns with the standards ISO 9001:2015 and ISO 14065:2020, and we comply with the Carbon and Energy Professionals New Zealand Code of Ethics and Code of Professional Conduct

#### GHG Reporting Protocols against which Assurance was Conducted

- ISO 14064-1: 2018 Greenhouse gases Part 1: Specification with guidance at the organisational level for quantification.
- Ministry for the Environment. 2024. Measuring emissions: A guide for organisations: 2024 detailed guide. Wellington: Ministry for the Environment.

#### **Comparative Information (Base year)**

The comparative Gross GHG Emissions ( $tCO_2e$ ) for the period ended 30 June 2021 (Base Year) have been subject to reasonable and limited assurance by McHugh & Shaw Limited and a separate Assurance Statement issued.

### **Projected Emission Reductions**

The reporter did not seek validation of projected emission reductions. There is a reduction strategy in place

#### **Summary of Work Performed**

#### **Reasonable and Limited Assurance Conclusion**

Our reasonable and limited assurance verification engagement was performed in accordance with ISO 14064-3: 2019 – Specification with guidance for the verification and validation of greenhouse gas statements, issued by the International Organization for Standardization (ISO). This requires that we comply with ethical requirements (as outlined above), and plan and perform the verification to obtain reasonable assurance (Scope 1 and Scope 2 emissions) and limited assurance (Scope 3 emissions) that the GHG statement are free from material misstatement.

Our verification strategy used a combined data and controls testing approach. Evidence-gathering procedures included but were not limited to:

- Enquiries of management to obtain an understanding of the overall governance and internal control environment, risk management processes and procedures relevant to GHG information;
- Evidence to support the reporting boundaries, organisational and legal structure reported;
- Recalculation of the GHG emissions;
- Strategic analysis of the GHG information;
- Evaluation of relationships among GHG and non-GHG data;
- Interview of personnel involved in data collection;
- Review of emissions factors used within the calculations for source appropriateness;
- Review of uncertainty and data quality;
- Review of information management and record keeping processes; and
- Review of the assumptions, estimations and quantification methodologies; and

• Seeking management representation on key assertions.

Reasonable Assurance Procedures	Limited Assurance Procedures
<ul> <li>Sample testing, tracing and retracing of data trails back to primary data including wastewater treatment, fertiliser, vehicle fuel and electricity records.</li> <li>Site visits to inspect the completeness of the inventory including interview of site personnel to confirm operational behaviour, any standard operating procedures and sample of site-based records.</li> </ul>	<ul> <li>Limited sample testing, tracing and retracing of data trails back to primary data including air travel, accommodation, rental cars, helicopter flights, data storage, freight, waste to landfill, pre- verified data from Nelson City Council (York Valley Landfill and Bells Island WWTP) and key supplier emissions.</li> <li>Electricity transmission and distribution losses (TDL) calculations.</li> </ul>

The data examined during the verification were historical in nature. We believe that the evidence we have obtained is sufficient and appropriate to provide a basis for our opinion.

#### **Environmental Claims**

Information regarding your responsibility when making environmental or carbon claims under the Fair Trading Act is available at the New Zealand Commerce Commission website. Guidance for making an environmental claim in Australia is available at the Australian Competition & Consumer Commission website.

If you are making a claim outside of New Zealand and Australia, then check the legal requirements for that Country.

Rachael Williams, Assurance Lead CEP NZ Certified Carbon Auditor (#CCA1010) McHugh & Shaw Limited Motueka, New Zealand 23 May 2025

Natalie Clee

Natalie Clee, Independent Reviewer Deilen Deri Consultancy Limited On behalf of McHugh & Shaw Limited Auckland, New Zealand 30 May 2025

This report including the opinion expressed herein, is issued to the management of Tasman District Council in accordance with the terms of our agreement for the purpose of reporting GHG emissions. We consent to the release of this report by you to interested parties, but we disclaim any assumption of responsibility for any reliance on this report by any other party than for which it was prepared.

# 7.3 ANNUAL REPORT ON PROGRESS IMPLEMENTING THE TASMAN CLIMATE RESPONSE AND RESILIENCE STRATEGY AND ACTION PLAN

## Information Only - No Decision Required

Report To:	Strategy and Policy Committee
Meeting Date:	26 June 2025
Report Author:	Barbara Lewando, Senior Climate Change Advisor; Anna Gerraty, Senior Community Policy Advisor; Cat Budai, Community Policy Advisor
Report Authorisers:	Alan Bywater, Team Leader - Community Policy; Dwayne Fletcher, Strategic Policy Manager; John Ridd, Group Manager - Service and Strategy
Report Number:	RSPC25-06-3

# 1. Purpose

1.1 The purpose of this report is to summarise the Council's performance from 1July 2024 to 30 June 2025 against the Tasman Climate Change Response and Resilience Strategy (the Strategy) and the Tasman Climate Action Plan (the Action Plan) 2024-2035.

# 2. Summary / Te Tuhinga Whakarāpoto

- 2.1 Climate change continues to shape our region's future from more intense weather events to increased pressure on our infrastructure, ecosystems, and economy. In response, the Council adopted the updated Strategy and Action Plan in June 2024 to provide clear direction on reducing greenhouse gas emissions, building climate resilience, leading regional collaboration, and supporting community action. As one of the largest organisations in the District and a provider of infrastructure, services, and regulation, the Council has a responsibility to lead by example in reducing emissions and preparing for climate risks.
- 2.2 This progress report summarises the first full year of implementation (1 July 2024 to 30 June 2025). It highlights significant achievements, areas of momentum, and where delays have occurred.
- 2.3 Despite fiscal pressures, the Council has made strong progress:

2.3.1 34 of the 82 actions are complete or on track;

- 2.3.2 32 are progressing;
- 2.3.3 17 are delayed or incomplete; and
- 2.3.4 one action has mixed progress.
- 2.4 These outcomes reflect the Council's continued commitment to climate leadership, even as we work within challenging funding constraints.

- 2.5 Attachment 1 summarises progress in an infographic and Attachment 2 provides a comprehensive update from the past year on progress made implementing the short to medium-term actions in the Action Plan. Key highlights are summarised in this report.
- 2.6 This report also signals where renewed focus and investment will be needed to stay on track with long-term targets.

# 3. Recommendation/s / Ngā Tūtohunga

## That the Strategy and Policy Committee

- 1. receives the Annual Report on Progress Implementing the Tasman Climate Response and Resilience Strategy and Action Plan report RSPC25-06-3; and
- 2. notes the key achievements made during the reporting period, including:
  - 2.1 a 92% reduction in biogenic methane emissions since 2020/2021;
  - 2.2 completion and independent verification of the 2023/2024 emissions inventory;
  - 2.3 installation of solar panels on several Council facilities;
  - 2.4 strengthened national and regional collaboration through the Local Emissions Data Platform;
  - 2.5 ongoing efforts to help communities live more sustainably, including initiatives that promote circularity, reduce waste, and encourage repair and reuse; and
- 3. acknowledges that some actions have been delayed or paused due to financial constraints and that these will be reconsidered through future Annual and Long Term Plan processes, while other actions have been paused awaiting central Government direction.

# 4. Background and Discussion

- 4.1 The Strategy sets the vision and framework for Council's climate response, defining its role in mitigation, resilience, and community action. It aligns with national and international commitments and guides long-term decision making. The Action Plan is primarily an internally focused, living document used to guide actions on three focus areas: mitigation, adaptation, and communication/leadership.
- 4.2 The Strategy and Action Plan was consulted on with the community alongside the Long Term Plan and ultimately adopted by the Council on 27 June 2024 (RCN24-06-22), superseding the 2019 Action Plan.
- 4.3 The Strategy and Action Plan lists four overarching goals:
  - 4.3.1 Goal 1: Council and Tasman District collectively contribute to New Zealand's efforts to reduce greenhouse gas emissions;
  - 4.3.2 Goal 2: Tasman District becomes more resilient to the impacts of climate change;
  - 4.3.3 Goal 3: Council shows clear leadership on climate change issues and supports a just transition; and
  - 4.3.4 Goal 4: Our communities are informed and enabled to undertake climate action.

- 4.4 Each goal has targets and short, medium, and long-term actions. One key target is reducing greenhouse gas emissions (except biogenic methane) from Council activities to net zero by 2050.
- 4.5 Several of the actions under Goal 1 are determined by the government's Emissions Reduction Plan (ERP) 2022.
- 4.6 A cross-council staff working group is responsible for delivering on the Action Plan. Key highlights are provided in quarterly progress reports to the Strategy and Policy Committee and a detailed annual progress report at the end of each financial year.

# 5. Key Highlights from 2024/2025

# **Goal 1: Reduce Greenhouse Gas Emissions**

- 5.1 Progress highlights:
  - 5.1.1 Methane emissions down 92%:
    - Biogenic methane from Council operations has fallen from 43,640 tCO<sub>2</sub>e in 2020/2021 to 3,489 tCO<sub>2</sub>e in 2023/2024 — already surpassing our 2050 target.
  - 5.1.2 Emissions data improvements:
    - Council's greenhouse gas inventory for 2023/2024 was externally verified.
    - A new national collaboration/joint procurement with 19 councils enabled the rollout of a Local Emissions Data Platform (LEDP), improving data consistency and quality.
  - 5.1.3 Low-emission infrastructure upgrades:
    - Solar panels installed at Tākaka and Richmond libraries; included in new Port Tarakohe building.
    - Procurement and Contract Management Policy updated to embed climate change and resilience considerations into Council procurement processes. Individual contracts have not yet been updated to implement this new direction, but this will start to happen in time as they come up for renewal.
  - 5.1.4 Planted over 143,000 permanent trees and wetland plants across the District to sequester carbon, including:
    - 44,000 trees at Kingsland Forest Park.
    - 18,659 native trees and salt marsh species around the Waimea Inlet.
    - 4,283 native plants at Teapot Valley restoration sites.
    - 48,446 plants for wetland restoration projects across the District.
    - 20,000 trees for river erosion control and stopbank protection works.
    - 8,000 trees in other parks and reserves.
- 5.2 Challenges:
  - Net emissions from other greenhouse gases have increased 35% since 2020/2021, highlighting a gap in boarder mitigation efforts, particularly by the Council's major suppliers.

- Review of the Corporate Emissions Reduction Plan and development of a solar investment policy were delayed due to budget constraints.
- Surplus carbon credit sales and reducing the forest portfolio are being used to manage the Council's debt, limiting future sequestration potential.

# Goal 2: Build Climate Resilience

- 5.3 Progress highlights:
  - 5.3.1 Climate planning embedded in spatial and growth strategy:
    - TRMP Plan Changes 81 and 85 now incorporate climate and natural hazard considerations.
    - Over 40 climate-resilient sites identified for rezoning through the Future Development Strategy.
  - 5.3.2 Restoration and adaptation actions:
    - Continued wetland and riparian restoration with private landowners.
    - Biodiversity Action Plan updated with climate resilience focus.
    - Wastewater and landfill climate risk assessments initiated.

# 5.4 Challenges:

- Scenario analysis of long-term climate risks not undertaken due to funding limitations.
- Regional Climate Change Risk Assessment not yet finalised.

# Goal 3: Council Leadership and Just Transition

- 5.5 Progress highlights:
  - 5.5.1 Regional collaboration and advocacy:
    - Local champions supported to engage in Mohua 2042, Nelson Tasman Sustainable Transport Trust, and the Climate Change Forum.
    - New Climate Change Learning Programme reached six intermediate classes, leading to student involvement in PC85 Natural Hazards Issues and Options engagement.

5.5.2 Internal climate engagement:

- Re-launched 'Take the Jump' staff campaign.
- Active staff participation in community planting, low-carbon commuting, and sustainability events.
- 5.6 Challenges:
  - Review of the 'Climate Change Considerations Guide' was not completed.
  - Climate loan opportunities are being explored but face resourcing barriers.

# **Goal 4: Informed and Enabled Communities**

- 5.7 Progress highlights:
  - 5.7.1 Improved community tools and visibility:

- New online Natural Hazards Map Viewer launched.
- Enviroschools, warmer homes advice, stormwater education events, and community sustainability initiatives continued.

These initiatives help equip communities with the knowledge, tools, and confidence to take their own action and prepare for future climate challenges.

- 5.8 Challenges:
  - Public-facing climate hub remains unfunded but has been successfully piloted internally.

# 6. Conclusion and Next Steps

- 6.1 This first year of implementing the updated Strategy and Action Plan demonstrates what is achievable with strong leadership, interdepartmental collaboration, and community partnerships even in a constrained funding environment. The 2024/2025 year saw major progress in emissions reduction, community engagement, adaptation planning, and capacity-building, including several nationally significant milestones.
- 6.2 However, the report also highlights key areas where progress has been delayed due particularly in reducing emissions from non-methane sources and advancing solar and refrigerant-based projects.
- 6.3 Looking ahead, the Council will continue to:
  - Prioritise actions that are affordable, high-impact, and aligned with central government expectations.
  - Collaborate regionally and nationally to leverage funding, data, and shared tools such as the Local Emissions Data Platform and regional adaptation strategies.
  - Prepare for the next Long Term Plan 2027–2037 by reviewing delayed projects and identifying scalable opportunities for emissions reduction and resilience-building.
  - Strengthen integration of climate considerations across policy, infrastructure planning, and procurement.
  - Support communities to act on climate through practical information, grants, and engagement programmes.
- 6.4 While some longer-term actions have been deferred, the Council remains committed to delivering the Action Plan's goals and will continue to review priorities and budgets annually to maintain momentum.

7. At	achments / Tuhinga tāpiri	
1.🕂 🔛	Infographic	67
2.1	Detailed annual report on progress implementing TCAP 2024-2025	69

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# **OUR ACTION ON CLIMATE CHANGE**

In June 2024, Council adopted the updated Tasman Climate Response and Resilience Strategy and Action Plan 2024 – 2035, setting direction for a low-emissions, resilient and innovative Tasman District Te Tai o Aorere.

The infographic summarises key actions taken during the 2024/2025 year.

## PROGRESS ON THE TASMAN CLIMATE ACTION PLAN 2024/2025





# MITIGATION

#### Transport

Widened Wensley Road (April/May 2025), enabling the addition of cycle lanes on a previously missing link.

Began construction of a shared path in Upper Moutere.

Installed a speed control device on Middlebank Drive, completing a diversion route for some stormwater secondary flow and improving flood resilience.

Government's removal of the free/reduced bus fare scheme led to a slight decrease in patronage on the newer bus routes:



### **Our environment**

Planted over 143,000 permanent trees and wetland plants across the District to sequester carbon.

#### Our buildings and assets

Installed solar panels on the Motueka, Tākaka, and Richmond libraries, with panels also planned for the new Port Tarakohe building.

Installed solar panels at a Council water treatment plant.

Installed a solar-powered 'SolarBee' mixer at the Upper Tākaka wastewater treatment plant to support 24/7 aeration of the oxidation pond.

Continued transitioning Council's vehicle fleet to more electric vehicles (EVs) and hybrids, and fewer internal combustion engine (ICE) vehicles (45%).

# Risk Assessment towards finalisation.

Adopted the second Future Development Strategy Annual Implementation Plan in November 2024, which sets out progress with both Councils' actions and external stakeholders in accommodaling climate resilient growth.

**ADAPTATION** 

Progressed the Regional Climate Change

Embedded climate change considerations in TRMP plan changes (e.g. PC81 and PC85) and spatial plans such as the Māpua Masterplan and initial scoping of the Motueka Masterplan.

Completed natural hazards educational campaign and launched a 'natural hazards map viewer' on our website presenting our geospatial natural hazards information in an easily accessible platform.

Supported landowners to restore riparian margins.

Secured a global consent for wetland earthworks to enable more cost-effective wetland creation.

Initiated assessments of climate-vulnerable species in the Waimea Inlet.

# **LEADERSHIP/COMMUNITY**

Held four 'Second-Hand Sunday' events, enabling the community to exchange unwanted goods and reduce waste.

Diverted 131 tonnes of construction waste from day to support reuse of quality materials.

73 Tasman homes with insulation.

Enabled delivery of the Climate Change Learning Programme to six intermediate classes, Hazards Issues and Options engagement.

composting and worm farm supplies.

Funded and supported repair cafés in Motueka and Tākaka.



Goals	Targets	Actions	Progress summary – year ended 30 June 2025
1. Council and	1(a) Biogenic methane	Short term: (i) Undertake annual	ON TRACK / COMPLETE
Tasman District	emissions reduce by 10%	inventories of Council's greenhouse	
collectively	below 2017 levels by	gas emissions and have these	The Council completed its greenhouse gas emissions inventory for the
contribute to New	2030 and 24-47% by 2050	independently audited biennially.	2023/2024 financial year in April 2025 and had this verified by an
Zealand's efforts to	or earlier.		external auditor in May.
reduce greenhouse		Medium term: (i) Undertake annual	
gas emissions.	1(b) Net emissions of all	inventories of Council's greenhouse gas	The Council's net emissions for the 2023/2024 period were 12,895 tCO2e
	other greenhouse gases	emissions and have these	(tonnes of carbon dioxide equivalents).
	reduce to zero by 2050.	independently audited biennially.	
			The Council's primary emissions sources were from suppliers' transport
	1(c) Net emissions of all		fuels (4,214 tCO2e), landfill (3,489 tCO2e), wastewater treatment plants
	other greenhouse gases		(3,146 tCO2e), suppliers' construction materials (1,138 tCO2e), and
	from Council's activities		purchased electricity (494 tCO2e). Together, these five sources make up
	reduce 43% by 2030 and		93% of our gross carbon emissions for the 2023/2024 period.
	65% by 2035, compared		
	to the 2020/2021	Short term: Model projected	ON TRACK / COMPLETE
	baseline to align with	emissions and monitor and review	
	New Zealand's	targets once the next Emissions	Council's emissions reduction targets are as follows:
	commitments.	Reduction Plan is finalised.	
			Biogenic methane emissions (using 2017 baseline of 65,990 tCO <sub>2</sub> e):
	Note: Targets 1(a) and	Medium term: Model projected	<ul> <li>10% reduction by 2029/2030: ≤ 59,391 tCO₂e</li> </ul>
	1(b) are the government	emissions and monitor and review	<ul> <li>24–47% reduction by 2049/2050: ≤ 50,152 – 34,975 tCO₂e</li> </ul>
	targets specified in the	targets once future Emissions	
	Climate Change Response	Reduction Plans are finalised.	Net emissions of all other greenhouse gases from Council activities (using
	Act (Part 1B) and		2020/21 baseline of 6,966 tCO <sub>2</sub> e):
	therefore apply to both		<ul> <li>43% reduction in net emissions by 2029/2030: ≤ 3,972 tCO₂e (net)</li> </ul>
	the entire Tasman District		<ul> <li>65% reduction in net emissions by 2034/2035: ≤ 2,438 tCO₂e (net)</li> </ul>
	and Council's activities.		<ul> <li>100% reduction in net emissions by 2049/2050: 0 tCO₂e (net)</li> </ul>
	Target 1(c) specifies		Biogenic methane emissions have dropped by approximately 92%, falling
	interim targets for		from 43,640 tCO <sub>2</sub> e in 2020/21 to 3,489 tCO <sub>2</sub> e in 2023/2024. This far
	Council's emissions for		surpasses the 2030 target of a 10% reduction and is already well below
	intervening years.		the 2050 target range upper limit of 50,152 tCO <sub>2</sub> e.

Tasman Climate Action Plan progress 2024/2025 Note - boxes shaded light blue are from the government's Emissions Reduction Plan (ERP) 2022

Goals	Targets	Actions	Progress summary – year ended 30 June 2025
			DELAYED / AT RISK
			Net emissions from all other greenhouse gases have increased by ~35%,
			up from 6,966 tCO <sub>2</sub> e in 2020/21 to 9,405 tCO <sub>2</sub> e in 2023/2024. Without
			new reduction measures the Council is not on track to meet its 2030 or
			2035 targets for these emissions.
		Short term: (ii) Undertake biennial	ON TRACK
		inventory of Tasman District's	
		greenhouse gas emissions, model	A collective procurement agreement with 19 councils has been secured
		projected emissions and work with	for the rollout of the Local Emissions Data Platform, delivering significant
		others to identify actions for reducing	cost savings for Council. Staff have actively contributed to this outcome
		our collective community emissions	and are represented on the advisory panel alongside other councils and
		footprint.	the Ministry of the Environment. The methodology and decarbonisation
			model for the Local Emissions Data Platform are nearly complete. The
		Medium Term: (ii) Continue biennial	next steps include the development and testing of emissions reductions
		updates to inventory, modelling and	pathways, followed by internal rollout. This initiative is the first in its kind
		implementation of actions.	in Aotearoa New Zealand's regional emissions mitigation space and
			supports data harmonisation and streamlined national reporting.
			Baseline Greenhouse Gas Emissions Community inventories for the
			Tasman and Nelson regions for financial years 2018/19 and 2019/20
			(both verified by an external auditor) have been published on <u>Council's</u>
		Chartterne (iii) Deview Councille	
		Corporate Emissions Reduction Dan	DELATED / AT RISK
		(CEPP) to reflect final LTP budget	As no LTP hudget was allocated for emissions reduction projects, no
		allocation	review of the CERP was undertaken
		Note: Many of the actions aimed at	
		reducing the Council's emissions listed	
		in this table are described in more	
		detail in the CERP.	
		Medium term: (iii) Implement Council's	
		Corporate Emissions Reduction Plan	
		(CERP) and review the programme	
		prior to LTP budget development.	

Goals	Targets	Actions	Progress summary – year ended 30 June 2025
		Short term: (iv) Investigate and	ON TRACK
		prioritise potential energy efficiency	
		and renewable energy generation	Solar panels have been installed at the Motueka, Tākaka and Richmond
		initiatives for Council facilities and	libraries, with panels also planned for the new Port Tarakohe building.
		assets (e.g., installing solar panels at	
		Council offices, community and	Solar panels have been installed at a water treatment plant.
		recreation facilities – see CERP for	
		details).	A SolarBee mixer was installed on the Upper Tākaka wastewater
			treatment plant oxidation pond in April 2025. Designed to operate 24
		Medium term: (iv) Implement energy	hours a day on solar power, the SolarBee keeps the water in the pond
		efficiency and renewable energy	moving, reducing the growth of duckweed that smothers the pond
		generation initiatives for Council	surface and significantly reduces ultraviolet disinfection.
		facilities and assets, as identified in the	
		CERP (if budget provided for in 2027	
		LTP).	
		Long term: (iv) Monitor technology for	
		improvements to energy efficiency and	
		implement these where feasible.	
		Short term: (v) Investigate the	DELAYED / AT RISK
		feasibility of switching to refrigerants	
		with a lower emissions impact at	A phased approach has been scoped to assess refrigerant-related
		<b>Richmond Aquatic Centre and other</b>	emissions across Council facilities. Phase 1, which involves conducting
		Council owned facilities.	inventory and baseline assessment of refrigeration and HVAC systems, is
			currently on hold due to lack of resources.
		Medium term: (v) Begin replacing	
		refrigerants to those with lower	
		emissions impacts at Council owned	
		facilities.	
		Long term: (v) Continue replacing	
		refrigerants to those with lower	
		emissions impacts at Council owned	
		facilities.	
		Short term: (vi) Investigate potential	DELAYED / AT RISK
		methods of reducing emissions from	

Goals	Targets	Actions	Progress summary – year ended 30 June 2025
		the Richmond Aquatic Centre (e.g.	Due to limited resources, a phased approach has been necessary (see (v)
		with solar panels and other energy	above). Once this action is completed, staff will investigate potential
		efficiency initiatives).	methods to progress subsequent stages.
		Medium term: (vi) Switch to a	
		refrigerant with a lower emissions	
		impact at Richmond Aquatic Centre, if	
		feasible.	
		Long term: (vi) Implement emissions	
		reduction initiatives at Richmond	
		Aquatic Centre.	
		Short term: (vii) Develop a	DELAYED / AT RISK
		solar/renewable energy investment	
		policy, focusing on both 'behind the	The proposed policy would aim to support decarbonisation, enhance
		meter' and utility scale options*,	resilience, achieve long-term cost-savings. While renewable energy
		including Council's potential role in	remains a national priority, Council is awaiting clearer government
		owning solar farms, co-investment	direction before formally initiating policy development, given its current
		with partners or leasing land for	financial position and risk profile. For this reason, a feasibility study has
		others to build solar farms on.	not yet been undertaken.
		Undertake a feasibility study of	
		potential solar investments.	
		* 'Behind the meter' solar investments	
		supply electricity to the	
		assets/facilities they are connected to,	
		and any excess can be sold to local	
		electricity distribution networks.	
		Utility scale solar farms supply local	
		distribution networks.	
		Medium term: (vii) Consider investing	
		in renewable energy initiatives on	
		Council-owned land, co-investment	
		with partners or leasing Council-owned	
		land to others for this purpose.	
Goals	Targets	Actions	Progress summary – year ended 30 June 2025
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		Pilot a solar farm array on otherwise	
		unused Council-owned land or in	
		collaboration with others.	
		Long term: (vii) Continue investing in	
		renewable energy initiatives.	
		Short term: (viii) Update Council's	ON TRACK
		Procurement Policy to include climate	
		change considerations, that focuses	Climate change and resilience considerations have been embedded into
		on the four wellbeings (society,	the draft Council Procurement and Contract Management Policy,
		environment, culture, and economy)	supporting the phased implementation of climate-aligned procurement
		that are aligned with the Sustainable	processes.
		Development Goals and the	
		requirements for major suppliers to	We have continued to work with our major suppliers to encourage them
		provide annual emissions monitoring	to voluntarily provide their annual GHG emissions data information, for
		information to Council. Implement	inclusion in calculations of the Council's operational GHG emissions.
		updated policy.	
		Review and implement procurement	
		processes to include climate change	
		and natural hazards considerations in	
		the purchasing of goods, including	
		infrastructure, and services.	
		Madium tarma (aiii) Cantinua ta	
		implement Programment Policy	
		Implement Procurement Policy.	
		Long torm: (viii) Poviow and implement	
		revised Procurement Policy	
		Short term: (ix) Continue to invest in	AT RISK
		forest plantations and participate in	
		the ETS programme. Explore	The Council is reducing its forest portfolio to diversify its revenue base.
		opportunities to expand Council's	····· · · · · · · · · · · · · · · · ·
		forestry enterprise (apply the	It is also selling surplus unencumbered carbon credits to reduce debt and
		principles of 'right tree, right place' to	contribute towards a Diversified Resilience Fund.
		investment opportunities for both	
		plantation and carbon forest).	
		Explore opportunities to work with	

Goals	Targets	Actions	Progress summary – year ended 30 June 2025
		rural landowners to encourage uptake	
		of agroforestry and silvopasture in the	
		region.	
		Medium term: (ix) Continue to invest in	
		forest plantations and carbon forests	
		and participate in the ETS programme.	
		Short term: (x) Continue to work with	ON TRACK
		others on ecological restoration	
		initiatives to sequester carbon,	Planted over 143,000 permanent trees and wetland species across the
		including blue carbon and seaweed-	District to sequester carbon:
		based industries.	
			At Kingsland Forest Park a total of 44,000 trees were planted: 33,000
		Medium term: ix) Continue to work	from July to August 2024 and approximately 11,000 in June 2025.
		with other to increase carbon	
		sequestration.	Around the Waimea Inlet a total of 18,659 trees (not counting salt marsh
			species or others) were planted, mostly from July to August 2024, with
			1,674 planted in June 2025.
			A total of 4,283 plants were planted at the <b>Teapot Valley</b> restoration
			project sites last winter: 948 plants in June 2024 and 3,335 plants from
			July to August 2024. Of the overall total, 3,281 are trees and shrubs,
			while the remaining 1,002 are wetland species, including carexes, toetoe
			and harakeke.
			Freshwater Improvement Fund projects continued, with wetland
			restoration taking place across the District. A total of 48,446 plants were
			planted for these wetland restoration projects over last winter's planting
			season.
			In other parks and reserves around the District, 8,000 trees were
			planted.
			Another 20,000 trees were planted for river erosion control and
			stopbank protection works.

Goals	Targets	Actions	Progress summary – year ended 30 June 2025
		Short term: (xi) Develop a 'Wood	PROGRESSING
		Encouragement' policy for the building	
		sector, which encourages use of	A draft "Wood Encouragement" policy promoting the use of timber over
		timber over concrete.	concrete for Council-funded projects has been developed. Once the
			Procurement and Contract Management Policy has been finalised, the
		Medium term: (xi) Promote the 'Wood	next step will be to incorporate the policy into the list of referenced
		Encouragement' policy.	documents, followed by internal communication and training.
		Short term: (xii) Consider low-	PROGRESSING
		emissions design principles/	
		construction materials when building	A desktop study has been initiated to inform the integration of low-
		or renovating Council-owned buildings	emission design principles and construction materials into building and
		and community facilities.	renovation of Council owned-buildings and community facilities. The
			study will inform and support future decision-making and guide updates
		Medium term: (xii) Continue to	to design standards and procurement practices.
		incorporate low-emissions	
		design/materials into work on Council-	
		owned buildings.	
ERP goal: By 2050,	ERP target:	Short term: (i) Continue capturing gas	PROGRESSING
Aotearoa will have a	All municipal landfills	at the York Valley and Eves Valley	
circular economy that	must capture gas by the	landfills. Investigate options to reuse	The 2024 calendar year had gas capture and destruction slightly higher
keeps materials in	end of 2026	gas from landfills.	than for the same period in the previous year with a total of 3,300,000m <sup>3</sup>
use for as long as			methane captured and destroyed during 2024. Negotiations are
possible and a		Medium term: (I) Continue capturing	underway with Health NZ on a new gas supply contract, and some supply
thriving bioeconomy.		gas at the York Valley and Eves Valley	improvements have been implemented to support ongoing use of gas
		landfills and implementing viable reuse	from the York Valley Landfill at Nelson Hospital. Work is ongoing to
		options.	develop the business case for renewable compressed Natural Gas (CNG).
			Scening the Ever Valley gas reuse system has been delayed due to
			Scoping the Eves valley gas reuse system has been delayed due to
			to be completed in the 2025/26 financial year
			to be completed in the 2023/20 initialitial year.
	ERP target:	Short term: (ii) Implement the Joint	ON TRACK
	40% reduction of	Waste Management and Minimisation	
	biogenic methane by	Plan to reduce total waste to landfill	Construction and Demolition (C&D) waste reduction activities:
	2035	by 10% per capita by 2030 (e.g.,	
		promotion of circular economy,	

education, grants, service changes       Phase 2 of the building waste material diversion trial at F         etc).       Resource Recovery Centre (RRC), reported in the next set	chmond tion, has
begun.	
Medium term: (ii) Implement A series of C&D Waste Working Group (CDWG) meetings	with industry
programmes to support reduction of all stakeholders were held to develop and deliver waste min	imisation
types of waste across the District. initiatives.	
The Council is supporting CDWG members in conducting	a trial of on-site
waste segregation at a residential building site.	
Support was provided to the Project Delivery team in pro	curement and
monitoring of deconstruction services for three Council-	wned houses.
Organic waste minimisation activities:	
Free compost workshops and the Waste to Wonderful su	bsidy for
composting and worm farm supplies continued.	
A farm-scale composting workshop, held in August 2024	encouraged
hops growers to shape best practice with SPICE compost	ng methods.
The Golden Bay/Monua food waste drop-off trial started	in November
2024 and will run for 12 months.	
Project grants:	
Two rounds of the Waste Minimisation Projects grant ha	e been held.
Pending satisfaction of funding conditions, the grants are	expected to
fund 12 projects (\$145,436 in total). Details of these pro	ects are
outlined below.	
Applicant Predicted	Funding
Name Summary of Project diversion (tonnes)	Requested
Men's Shed Development of 0.4	\$7,750
Waimea Inc     infrastructure to support	
increased e-waste	
recycling	
Mohua Diversion of building 43.2	\$17,100
Ventures Ltd waste during the two-	
year co-housing building	
Project.	\$4,000
Repair Café in Motueka and	\$4,000

Goals	Targets	Actions	Pro	gress summary – year ended	30 June 2025	5
			(with Tasman Environment Trust)	supporting the development of a repair cafe in Brightwater.		
			Nelson Environment Centre Inc	Feasibility study to identify the best solution for expanded polystyrene waste disposal.	0	\$5,858
			Ratrace Recycling	Establishment of a free e-waste and whiteware recycling business.	14	\$9,203
			Cawthron Institute Trust Board	This project proposes to minimise shellfish waste through the purchase and installation of an industrial grinder and a commercial dehydrator. Funding requested is per year, over 3+ years.	36	\$15,000
			Grassroots Recycling	Delivery of a community- led recycling scheme targeting items of waste not included within the council's own recycling scheme.	4	\$5,000
			Hope School	Establishment of a large capacity composting system to support the school's garden-to-table programme.	4.6	\$6,436
			Men's Shed Waimea Inc	Additional development of infrastructure to support increased e- waste recycling	0	\$5,000
			Nelson Environment Centre Inc	Delivery of the Kai Rescue programme,	80	\$15,000

Goals	Targets	Actions	Prog	ress summary – year ended	30 June 2025	5
				diverting unused food to the community.		
			Weka Peckers	Establishment and delivery of a building waste diversion programme including on- site waste separation and backloading by building material supplier.	36	\$31,500
			BinGo Skip Hire	Establishment of building waste sorting infrastructure to divert building materials from waste skips.	75	\$23,590
			Rolling grants: Grants for schools are ongoing.	, education centres, op shop	s and commu	unity events
			Other subsidies: The car seat subsidies ups continue. In D extended to a group River. E-waste subsidies Peckers.	dy and free disposal of waste ecember 2024, the commun up removing baleage plastic continue for Nelson Environ	e from commo ity clean-up s from the Bull ment Centre a	unity clean subsidy was er/Kawatiri and Weka
			Second-hand Sund We have continue exchange unwante	<u>day:</u> d to run this ongoing quarte ed goods and reduce waste.	rly event whe	ere the public
	ERP target: Prohibit organic waste disposal in landfills by 2030.	Short term: (i) Trial diversion of construction waste at the new facility located at the Richmond resource recovery centre. Work together with NCC to reduce	ON TRACK Phase 2 of the tria handled a total of	l to divert construction wast 131 tonnes of material since	e continues a beginning in	ind has July 2024.

Goals Targets	Actions	Progress summary – year ended 30 June 2025
generation of	construction waste in	We have seen a strong increase in participation in 2025 so far, with the
both regions.		average daily diversion increasing to 1,511 kg/day during March-May.
Medium term:	: (i) Build other facilities	We have branded the service as 'Tasman Reconstruct' to align with
for diverting co	onstruction waste	NCC's branding of their similar service, and to facilitate and leverage the
throughout the	e region.	promotional effort of both councils.
Long term: (i)	Continue diverting	We are investigating the feasibility of accepting some commercial C&D
construction n	naterial.	skips at the facility to further increase the diversion rate. The trial ends
		on 30 <sup>th</sup> June 2025 and planning for the future of the service beyond that
		date is in progress.
		As part of our construction and demolition waste recycling and reuse
		programme. Tasman Reconstruct was opened up to the public on 7 lune
		for a 'Building Materials Market Day' in Richmond, to allow members of
		the public to purchase good quality reusable building materials, patron
Short term: (ii	) Plan for all organic	PROGRESSING
waste to be di	iverted from landfill by	
2030. Underta	ake a detailed business	External consultants have delivered a technical report identifying a
case with NCC	to determine approach	preferred scenario for the business case. The next step is to confirm this
for potential s	separation and collection	scenario and to complete the business case by September 2025.
of household f	food scraps, pending	
government re	egulations (business case	
is 75% funded	by MfE for FY24/25).	
Seek governm	ent/external funding for	
processing fac	cilities for household	
putrescible wa	aste and other organic	
wastes from c	commercial sources. No	
budget is assig	gned for actions beyond	
detailed busin	less case.	
Madium torm	(ii) Ponding outcomes of	
husiness and	and funding applications	
business case of bagin develop	and running applications,	
implementatic	on of new services for	

Goals	Targets	Actions	Progress summary – year ended 30 June 2025
		collecting and processing organic	
		waste.	
		Long term: (ii) Continue operating and	
		improving services for collecting and	
		processing organic waste. Install new	
		facilities and services in smaller	
		communities as resources allow.	
ERP goal:			
By 2035, Aotearoa	Public transport target:	Short term: (i) Encourage more people	PROGRESSING
New Zealand will	<ul> <li>The percentage of all</li> </ul>	to utilise public transport services as	
have significantly	urban populations in the	part of their everyday journeys (e.g.,	A review of bus services is currently underway. Short-term changes
reduced transport-	District who take public	via promotions, behaviour change	arising from the review include minor timetable changes to better reflect
related carbon	transport to work or	initiatives, travel planning, publicising	actual travel times.
emissions and have a	school increases to 2% by	the 50% public transport concession	
more accessible and	2035 and to 4% by 2050	for Community Services Card holders	Annual bus patronage across the Nelson Tasman network decreased by
equitable transport	(as at 2022, 1% use public	etc).	2% compared with the previous year, due to the removal of the
system that supports	transport).		free/reduced fare scheme. Total patronage for the 11 months from July
wellbeing.		Medium term: (i) Continue	2024 to May 2025 was 775,973.
		encouraging more people to utilise	
		public transport services as part of	Patronage on the newer bus routes decreased from:
		their everyday journeys.	• 3,700 in July 2024 to 3,185 in May 2025 for the Motueka to
		Long tormer (i) In conjugation with NCC	Nelson route.
		Long term: (I) In conjunction with NCC	• 2,400 in July 2024 to 2,222 in May 2025 for the Wakefield to
		and waka kotani, investigate options	Nelson route.
		transport convisos	
		Chart torm: (ii) Implement the payt	DEOCDESSINC
		short term: (ii) implement the next	PROGRESSING
		Dian (DDTD) (a.g. add earlier and later	Work is underway to implement shanges identified as part of the Pus
		hus sorvices and if required increase	Poviow, subject to funding availability
		the number of overflow buses) <sup>[1]</sup>	Neview, subject to funding availability.
		Medium term: (ii) Implement the pert	
		stage of the Nelson-Tasman RPTP	
		Long term: (ii) Review and implement	
		the Nelson-Tasman RPTP	

Goals	Targets	Actions	Progress summary – year ended 30 June 2025
		Short term: (iii) In conjunction with	PROGRESSING
		central government and NCC, fund	
		and improve supporting infrastructure	A new National Integrated Ticketing System is due to be rolled out mid-
		for public transport services (e.g.,	2026. Bus stop improvements are occurring as budget allows. Additional
		construct additional bus stops and	bus stops being considered as part of current (2024/2025) eBus service
		shelters).	review process.
		Medium term: (iii) In conjunction with	
		central government and NCC, improve	
		key bus stops and terminals to	
		facilitate increasing patronage (e.g.,	
		install electronic messaging boards	
		about bus arrival times).	
		Long term: (iii) Continue to fund and	
		improve public transport services and	
		infrastructure.	
	Active transport target:	Short term: (i) In conjunction with	PROGRESSING
	• By 2050, 29% of all	central government, continue to	Widewed Wender, Deed (Annil Mey 2025), each line the eddition of each
	urban populations	maintain existing active transport	widehed wensley Road (April-Iviay 2025), enabling the addition of cycle
	walking to work or school	networks and invest in new footpaths	lanes on a previously missing link.
		in urban areas.	A new shared wath is under construction in Linner Mauters, which is
	2022, 11% Walk and 8%	Madium tarmy (i) Cantinua ta maintain	A new shared path is under construction in Opper Moutere, which is
		and deliver improvements to active	scheduled to be completed by late 2025.
		transport potworks and stoadily	Installed a speed control device on Middlehank Drive, Richmond
		remove impediments to use of these	completing a diversion route for some stormwater secondary flow and
		networks (e.g. develop new separated	improving flood resilience
		cycle lanes shared naths slow-sneed	improving hood resilience.
		town centres and slow-speed	Reduced footpath and cycleway maintenance funding from NZTA in
		residential streets/greenways).	2024-27 will reduce the condition of paths.
		Long term: (i) Continue to improve	
		active transport networks, including	
		those in rural areas and connections	
		between urban centres.	

Goals	Targets	Actions	Progress summary – year ended 30 June 2025
		Short term: (ii) Encourage increased	ON TRACK
		use of active transport networks,	
		focusing on walking or cycling to work	The Streets for People projects, which created more cycleways around
		or school in urban areas.	RIchmond, finished in mid-2024.
		Medium term: (ii) Continue to	The Speed Management Plan, which included lowering speeds around
		encourage increased use of active	schools, has been lodged with NZTA with Phase 1 being approved.
		transport networks. Review the	
		Walking and Cycling Strategy.	Staff participated in Mission Zero's Low Carbon Commute, which was set
			up in 2025 to encourage businesses to use active modes.
		Long term: (ii) Implement the revised	
		Walking and Cycling Strategy and	
		continue to encourage increased use of	
		active transport networks.	
		Short term: (iii) Create and implement	ON TRACK
		a joint speed management plan for	
		Nelson-Tasman.	Speed management plan work is underway. Phase 1, including school
		Note: lowering speed limits across	speed implementation plans, was approved on 29 May 2025. Phase 2,
		both regions will enhance the safety of	which involves a broader set of lower speed limits, will be consulted on
		active transport modes and reduce	from 9 June 2025.
		emissions from vehicles by reducing	
		fuel consumption.	
		Medium term: (iii) Review and	
		continue to implement the speed	
		management plan.	
		Short term: (iv) Provide for active	ON TRACK
		transport within new developments,	
		as required through the resource	All new developments include active transport connections as
		management plan and Nelson-Lasman	appropriate.
		Land Development Manual.	
		Madium tarmer (in) Effective and a	
		iviedium term: (IV) Effectiveness of	
		provisions are monitored and reviewed	
	No not increase in	as necessary.	DEOCDECCINC
	No net increase in	Snort term: (i) improve the spatial	PRUGRESSING
	venicle kilometres	pattern of growth, to reduce the need	

Goals	Targets	Actions	Progress summary – year ended 30 June 2025
	travelled (VKT) within	to travel by implementing the Future	Regional Policy Statement change 1 and Plan Change 81 went out for
	Tasman District by 2050.	Development Strategy 2022-2052 and	public engagement from 27 <sup>th</sup> March until 5 <sup>th</sup> May 2025. Changes are
	Note: due to population	progress rezoning of land to provide	expected to be notified in August this year. The plan proposes several
	growth, and if current	for brownfield intensification	brownfield intensification sites and greenfield sites on the edge of towns
	trends continue, an	opportunities and medium density	to be zoned for medium density.
	additional 16,000 daily	managed greenfield expansion.	
	drivers are expected in	Maintain/provide dedicated	Making the TRMP rules easier to build a second home in rural zones (if
	Tasman District by 2050.	infrastructure (e.g., by implementing	progressed to a plan change in due course) will have a negative effect on
		the Walking and Cycling Strategy) to	this measure, as it will lead to a greater dispersal of homes in our rural
		encourage residents to use alternative	areas, increasing Vehicle Kilometers Travelled (VKTs).
		transport modes for short trips.	
			The proposed Hope Bypass project by NZTA is likely to increase VKT.
		Medium term: (i) Continue	
		implementing the Future Development	
		Strategy while also working on a new	
		Regional Spatial Strategy. FDS will be	
		replaced by a requirement for a	
		Regional Spatial Strategy under	
		forthcoming legislation expected to be	
		enacted late 2026.	
		Continue with associated proposed	
		zonings of land as well as the Walking	
		and Cycling Strategy. Incorporate	
		liveable community concepts into	
		resource management plan	
		development.	
		Long term: (i) Implement a Regional	
		Spatial which will ultimately replace	
		the FDS. Implement a revised Walking	
		and Cycling Strategy. Implement	
		liveable community concepts in urban	
		development.	
		Short term: (ii) Promote, encourage,	DELAYED
		and implement incentives to increase	
		the use of alternative transport modes	No work is currently occurring in this area due to funding constraints.

Goals	Targets	Actions	Progress summary – year ended 30 June 2025
		(e.g., ride-sharing, EV use, fleet	
		sharing).	
		Medium term: (ii) Continue to	
		promote, encourage, and implement	
		incentives to increase the use of	
		alternative transport modes (e.g., ride-	
		sharing, EV use, fleet sharing).	
		Short term: (i) Continue to reduce the	ON TRACK
		size of Council's vehicle fleet,	
		transition the majority to electric	As at June 2025, the Council's fleet comprises of 10 EVs, 16 hybrids and
		venicles and install EV-charging	21 ICE venicies.
		intrastructure.	We are an traditional ICE which a to 100% of the Course ille floot by
			we are on track to reduce ICE venicies to 16% of the Council's fleet by
		Medium term: (I) Continue to reduce	the end of 2026 (ICE vehicles currently comprise 45% of Council's fleet of
		the size of Council's vehicle fleet and	47 venicies).
		transition the majority to electric	
		venicies.	
		long term: (i) Review the need for	
		Council to own a vehicle fleet and	
		assess the feasibility of utilising an EV-	
		sharing service instead.	
		Short term: (ii) Encourage flexible	ON TRACK
		working arrangements, virtual	
		meetings, and virtual conferences, to	Council encourages staff to utilise flexible working arrangements, virtual
		reduce travel time and associated	meetings, and virtual conferences to reduce travel time and associated
		emissions.	emissions. This action was implemented in response to the updated
			policy on conference and travel funding under the Annual Plan.
		Medium term: (ii) Encourage flexible	
		working arrangements, virtual	The new Climate Resilient Hub on the Council's intranet has provided a
		meetings, and virtual conferences, to	successful platform for hosting and sharing climate-related virtual
		reduce travel time and associated	meetings, supporting collaboration and emissions reduction. The Hub
		emissions.	platform has had 585 views to date, with an average time spent on the
			page of 1 minute 56 seconds per user. Articles tagged to the Hub
			averaged 134 views per post.

Goals	Targets	Actions	Progress summary – year ended 30 June 2025
		Short term: (iii) Encourage providers	PROGRESSING
		to increase the network and capacity	
		of zero-emissions infrastructure across	In a joint initiative with NCC, three different types of EV charging cables
		the District, in line with the	were procured for Richmond Library as new loan items. Owners of EV
		Government's national EV-charging	vehicles can now borrow these cables for up to three weeks. This
		infrastructure strategy.	enables those who do not own an EV charging cable (often because they
		Note: this includes fast	have low-range EVs and/or only charge their EVs at home) to connect to
		charging/hydrogen stations for E-	public chargers and therefore travel further around the District.
		bikes, light vehicles, and heavy	
		vehicles.	While staff occasionally touch base with ChargeNet and other providers,
			no active work towards the goal of increasing the public charging
		Medium term: (iii) Continue to	network took place during the past year. With the increased central
		encourage providers to increase the	government funding allocated to this action, we are taking more of a
		network and capacity of zero-emissions	back seat.
		infrastructure across the District.	
		Short term: (iv) Work with NCC to	DELAYED / AT RISK
		investigate the establishment of EV	
		car-sharing services for Nelson-	Council declined NCC's proposal to pursue a joint contract with MEVO
		Tasman.	for fleet vehicles, as it did not meet the cost, usage, and management
			criteria set out in our Fleet Strategy.
		Medium term: (iv) Promote the uptake	
		of any EV car-sharing services that are	NCC has independently signed up to MEVO, meaning several low-
		established within Nelson-Tasman.	emission vehicles are now available for members of the public to hire
			from their new Nelson base.
		1	
	Public transport target:	Short term: (i) By mid-2023, replace at	COMPLETE
	· Decarbonise the public	least 85% of the diesel-powered buses	
	transport bus fleet by	in Nelson-Tasman's public transport	This action was completed in August 2023 with launch of the eBus
	2035.	fleet with electric buses.	service.
		Medium term: (i) At least 85% of	
		Nelson-Tasman's public transport fleet	
		is electric buses.	

Goals	Targets	Actions	Progress summary – year ended 30 June 2025
		Long term: (i) When reviewing the	
		provision of public transport services,	
		ensure providers supply zero-emissions	
		vehicles for the public transport fleet in	
		Nelson-Tasman.	
ERP goal: By 2050,	1(d) Council decisions for	Short term: (i) Implement the Nelson	ON TRACK
Aotearoa New	planning and	Tasman Future Development Strategy	
Zealand's building-	infrastructure design	(NTFDS), including the housing	Regional Policy Statement change 1 and Plan Change 81 went out for
related emissions are	supports private	intensification component, to reduce	public engagement from 27th March until 5th May 2025. Changes are
near zero and	individuals and	the need for car travel and ensure that	expected to be notified in August this year. The plan proposes several
buildings provide	businesses to reduce	new housing/business developments	brownfield intensification sites and greenfield sites on the edge of towns
healthy places to	their emissions to near	are in locations that are resilient to	to be zoned for medium density.
work and live for	zero by 2050 and build	climate change impacts/natural	
present and future	climate-resilience.	hazards.	
generations.			
		Medium term: (i) Continue	
		implementing the Future Development	
		Strategy while also working on a new	
		Regional Spatial Strategy. FDS will be	
		replaced by a requirement for a	
		Regional Spatial Strategy under	
		forthcoming legislation expected to be	
		enacted late 2026	
		Long term: (i) Implement a Regional	
		Spatial which will ultimately replace	
		the FDS.	
		Short term: (II) Encourage low	PROGRESSING
		emission materials in building	The Council commence the use of low enviroise metanicle and
		industry, nousing and optimise	The Council encourages the use of low-emission materials and
		sustainable design.	sustainable design in the building and housing sector through its existing
		Madium tarmu (ii) Cantinua	the Building Act 2004. While the Act does not allow coursils to recordete
		oncouraging low omission materials in	the building Act 2004. While the Act does not allow councils to mandale
		building industry and bousing in	support sustainable outcomes by promoting operating officiency low
		accordance with the Building Code, and	carbon building practices, and recourse officiency through guidance
		accordance with the building code, and	revided to applicants during the concenting process*. Our urban desire
		opumise sustainable design.	provided to applicants during the consenting process*. Our urban design

Goals	Targets	Actions	Progress summary – year ended 30 June 2025
			input into resource management plans and master plans also encourages
			sustainable design principles such as compact development patterns. In
			addition, staff contribute to national discussions on Building Code
			improvements to better support emissions reductions.
			* A 'Sustainable Building Design and Low-Emissions Material Guideline' is
			currently in development. Framed as a best practice principles-based
			policy tool, it will include a checklist and supporting communication to
			inform planning, consenting, and infrastructure delivery. Drafting of the
			guiding principles is underway.
		Short term: (iii)Work with government	ON TRACK
		and local providers to encourage	
		people to retrofit insulation to their	Warmer Healthier Homes Te Tau Ihu Charitable Trust continues to
		homes.	retrofit insulation into qualifying Tasman homes. Council's funding, along
			with Health NZ funding, has contributed to 73 homes being insulated
		Medium term: (iii) Encourage people to	within the District (July 2024 – April 2025 inclusive).
		retrofit insulation to their homes.	
		Short term: (iv) Include enabling	DELAYED / AT RISK
		provisions for appropriate renewable	
		energy generation and associated	This work is on hold due to resource management reforms.
		distribution network infrastructure in	
		resource management plans.	
		Medium term: (iv) Planning documents	
		enable renewable energy generation	
		and associated distribution network	
		infrastructure.	
2. Tasman District	2(a) Resilient	Short term: (i) Council's policy	ON TRACK
becomes more	communities that	statements, strategies and plans	
resilient to the	incorporate climate-	developed and implemented under	Climate change and resilience considerations are being embedded into
impacts of climate	resilient development	the resource management system and	several key strategies and plans, including the:
change.	and infrastructure in the	Local Government Act:	
	right locations.	$\cdot$ plan for natural hazards and sea	Nelson-Tasman Waste Management and Minimisation Plan 2025
		level rise and consider future climate	Tasman Biodiversity Strategy and Implementation Plan

Goals	Targets	Actions	Progress summary – year ended 30 June 2025
		risks when identifying areas for	Corporate Risk Register
		development;	Science and Information Strategy
		· enable climate-resilient	<ul> <li>Procurement and Contract Management Policy</li> </ul>
		development and infrastructure in the	Tasman District Council Integrated Iwi Engagement in the
		right locations;	Motueka-Riuwaka Catchment
		<ul> <li>prioritise nature-based solutions</li> </ul>	Performance Monitoring Framework
		where possible;	Ğ
		<ul> <li>identify vulnerable people,</li> </ul>	Work also continues to better integrate resilience into CDEM's Group's
		communities, and transition to a more	planning and activities.
		resilient environment; and	
		<ul> <li>is responsive to climate change</li> </ul>	Climate Change considerations are embedded in current TRMP plan
		adaptation requirements.	changes under development including PC 81 Growth and PC85 Natural
		Implement the Nelson Tasman Future	Hazards, and spatial planning processes such as the Māpua Masterplan.
		Development Strategy 2022 – 2052.	
		Implement national direction that	The Council adopted its second FDS Annual Implementation Plan in
		includes climate change resilience.	November 2024. This sets out progress with both Councils' actions and
			external stakeholders in accommodating growth. A key action is
		Medium term: (i) Continue to	Tasman's PC 81 Growth which is to be notified in August 2025, rezoning
		mainstream climate adaptation within	over 40 sites in climate resilient locations.
		the development and implementation	
		of Council's policy statements,	
		strategies, and plans.	
		Short term: (II) Regulatory activities	ON TRACK
		(resource and building consenting)	Cheff an attack to words with NCC on words to bin a task sized words to a
		continue to account for inundation	Starr continue to work with NCC on undertaking a technical update on
		for the Environment suidence and	the inundation Practice Note. In the meantime, start are utilising the
		for the Environment guidance and	most up to date sea level rise information in decision making processes
		Bractice Note' for setting minimum	Climate Change Guidance
		ground and floor lovels for	
		subdivision new buildings and major	
		alterations	
		Medium term: (ii) Continue	
		implementation. Review Guideline	
		when new information is available.	

Goals	Targets	Actions	Progress summary – year ended 30 June 2025
		Short term: (iii) Maintain and update	IN PROGRESS
		information in the Nelson-Tasman risk	
		and resilience explorer tool.	The Regional Climate Change Risk Assessment is nearing completion,
		Integrate information and	supported by a geospatial climate risk application. This work will improve
		recommendations from the Nelson-	climate-related risk information accessibility and prioritisation. The next
		Tasman Climate Change Risk	step is to integrate the outputs into the business cases of all Asset
		Assessment when developing resource	Management Plans for the upcoming Long Term Plan update.
		management plans and Long Term	
		Plans.	
		Medium term: (iii) Integrate	
		information and recommendations	
		from the Nelson-Tasman Local Climate	
		Risk Assessment (and any subsequent	
		iterations) into the development of the	
		Nelson-Tasman resource management	
		plans and Council's LTPs.	
		Short term: Conduct scenario analysis	DELAYED / AT RISK
		to help Council further explore	
		climate-related risks and	No progress made during the past year due to budget cuts.
		opportunities to better understand	
		the resilience of Council assets and	
		investments.	
		Short term: (iv) Develop a regional	DELAYED / AT RISK
		climate adaptation strategy for	
		adoption by the Council and monitor	Currently paused due to budget cuts. This action may be delivered
		and report annually on achievement	through the proposed 'adaptation framework' which the government is
		of the strategy.	currently developing.
		Medium term: (iv) Implement, monitor	
		and report annually on the strategy.	
		Short term: (v) Collaborate with	PROGRESSING
		central government, iwi, businesses,	
		and communities to co-create	Collaboration with other councils, business networks, and Te Uru Kahika
		adaptive pathways and prepare	is ongoing and providing beneficial to this work.
		climate adaptation plans for Tasman's	
		communities. Adaptation plans should	

Goals	Targets	Actions	Progress summary – year ended 30 June 2025
		be based on national guidance and	TDC is chairing a cross-council working group, in collaboration with
		best practice, ensuring iwi and	central government, to map adaptation metrics and indicators that
		communities values and aspirations	support consistent adaptation planning and monitoring.
		are embedded in our adaptation	
		approach.	A Motueka master plan work programme is currently being scoped,
			which will integrate spatial planning, infrastructure planning, and
		Medium term: (v) Pilot implementation	community resiliency over the longer term.
		of one community adaptation plan.	
		Review other plans to incorporate	
		lessons learnt/new knowledge then	
		begin implementing all adaptation	
		plans.	
		Long term: (iv) Continue to implement	
		and revise adaptation plans.	
		Short term: (vi) Evaluate climate risks	PROGRESSING
		for Resource Recovery Centre (RRC)	
		sites, closed and open landfills and	The District's landfills have been assessed using the National landfill
		contaminated sites and undertake any	climate change exposure assessment framework defined by the Ministry
		required work to address them.	for Environment. The results of this assessment are now being reviewed.
			The next step will be to prioritise any work required on our most
		Medium term: (vi) Undertake work to	vulnerable landfills.
		manage climate risks affecting landfills	
		and contaminated sites.	
	2(b) The resilience of	Short term: (i) Work together with	PROGRESSING
	network infrastructure to	NCC to develop an Infrastructure	
	climate change risks is	Resilience Strategy for critical	The review of Asset Management Plans (AMPs) are soon to be initiated
	progressively improved	infrastructure (i.e., water supply	(as part of the LTP cycle), this will require consideration of asset
	across all Council	sources and water security,	resilience. No significant activities to report; current work remains
	networks.	stormwater, wastewater,	business as usual.
		transportation, and solid waste) in	
		Nelson-Tasman.	Stormwater modelling updates are underway for Richmond South and
			the wider Richmond area. A stormwater modelling brief is being
		Activity Management Plans (AMPs)	developed to support further work in this space.
		increasingly account for climate	
		change risks, uncertainty and	Budget constraints continue to limit the ability to implement meaningful
		resilience for the entire life of current	improvements, despite planning efforts. Future business case

Goals	Targets	Actions	Progress summary – year ended 30 June 2025
		and future infrastructure (i.e.,	development may help strengthen the narrative and prioritisation of
		futureproof design).	resilience investments.
		All Council assets are assessed for	
		climate change risks at their proposed	
		location before decisions on siting of a	
		new asset/replacement of existing	
		assets are made.	
		Assess climate change impacts for all	
		new developments and infrastructure	
		starting at the business case stage, to	
		identify to what degree a proposal	
		supports or conflicts with our climate	
		goals over its lifecycle.	
		Funding for repairing or replacement	
		of network infrastructure accounts for	
		climate change risks and resilience.	
		Medium term: (i) Activity Management	
		Plans (AMPs) align with the	
		Infrastructure Resilience Strategy and	
		account for climate change fisks,	
		ontiro life of current and future	
		infrastructure (i.e., futureproof design)	
		Implement relevant aspects of the	
		Infrastructure Resilience Strategy and	
		AMPs.	
		Funding allocated and maintained	
		through future plans.	

Goals	Targets	Actions	Progress summary – year ended 30 June 2025
		Long term: (i) Review and implement	
		relevant aspects of the Infrastructure	
		Resilience Strategy and review AMPs.	
		Funding maintained through future	
		plans.	
		Short term: (ii) The Long Term Plan	ON TRACK
		2024 - 2034 provides enough debt	
		headroom to respond to emergency	No emergency events occurred during the past year that required use of
		events and their anticipated	this debt headroom.
		repair/replacement/ relocation costs,	
		factoring in climate-related risks.	A debrief of the LTP 2024-2034 has been completed and will inform
			development of the 2027-2037 LTP. As part of this process,
		Medium term: (ii) Adequate debt	consideration will be given to how best to make financial provision for
		headroom and/or emergency funds	responding to future emergency events.
		maintained or increased as climate-	
		related risks increase.	
	2(c) Ecological	Short term: (i) Continue to assess	PROGRESSING
	adaptation to climate	ecological vulnerability under climate	
	change is taken into	change.	Preliminary work has been undertaken with the Waimea Inlet
	account when making		Coordination Group (TDC/NCC-led) to assess species and habitat
	decisions.	Prioritise species and habitat	vulnerable to climate change in the Waimea.
		protection programmes based on	
		climate change vulnerability.	There has been no progression of the Waimea Inlet biodiversity threat
			assessment due to other work priorities, however, climate change
		Identify and support natural	assessments provided by DOC have been added to Tasman regional
		readjustment of habitats and	species lists for informed decision making and links with the Biodiversity
		ecosystems in response to climate	Strategy output.
		change (sea level rise, drought,	
		flooding, landslides, and wildfire).	
		December the value in discussion	
		kecognise the role indigenous	
		and adaptation and implement	
		and adaptation and implement	
		high high high high high high high high	
		programmes.	

Goals	Targets	Actions	Progress summary – year ended 30 June 2025
		Medium term: (i) Implement prioritised	
		programmes.	
		Short term: (ii) Implement the Tasman	PROGRESSING
		Biodiversity Strategy and identity key	
		community groups and members to	Climate change and resilience considerations have been integrated into
		liaise with.	the Biodiversity Action Plan. The Plan has been presented to Council, and
			key outputs have been identified to guide delivery.
		Teamon Diadiversity Strategy alongside	As additional funding warn't supported through the LTD presses for
			As additional funding wasn't supported through the LTP process for
		Community.	implementation, the delivery of an implementation plan has been slower
		works are identified, completed, or	than ideal and funded as existing biodiversity budgets allow.
		realigned	
		Chart term: (iii) Mark tegether with	
		other agencies to support the creation	ON TRACK
		of faroon infractructure in rural aroas	Staff from the Catchments and Landuce team have continued to support
		to honofit formore land managers and	Stan from the Calchments and Landuse team have continued to support
		the wider District (e.g. setchment	District with a range of riparian restoration projects, mainly on private
		enhancement planting trees riparian	land
		fencing and planting protecting and	
		restoring wetlands)	The Environmental Information team applied for a global consent for
			wetland earthworks to support more cost-effective wetland creation
		Medium term: (iii) Continue to	This consent is now in use, with ongoing research into a consent
		encourage the creation of 'green	variation that would enable works in larger catchments to support the
		infrastructure' in rural areas through	development of bigger wetlands.
		funding and grant support.	
		Recognise and implement green	
		infrastructure and nature-based	
		solutions across Tasman District.	
		Short term: (iv) Investigate options for	ON TRACK
		how Council can be more agile and	The Council continues to work with the Top of the South (TOTS) Marine
		responsive to increased biosecurity	Biosecurity Partnership to strengthen responses to marine pest
		risks (including shipping biosecurity	incursions, including dive surveys targeting Mediterranean fanworm.
		risks) and pest management	

Goals	Targets	Actions	Progress summary – year ended 30 June 2025
		requirements in response to the	Our Marine Biosecurity Programme also monitors new vessels entering
		rapidly changing climate.	the region using the Automatic Identification System (AIS), which
			provides location history and links to existing biosecurity inspection
		Medium term: (iv) Continue monitoring	records. If a vessel appears to breach Level of Fouling regulations or
		and research into new options for	poses a marine pest risk, our team carries out a targeted biosecurity
		for and reasoned to bioscourity	inspection.
		incursions that occur as the climate	
		alters.	
	2(d) Climate and disaster	Short term: (i) Review best practice on	PROGRESSING
	risk reduction	how this has been achieved at a local	
	considerations is	level, including the interlinkages	A best practice review is underway, focussing on national and
	embedded into decision-	between climate change adaptation	international case studies. A summary report will outline key lessons and
	making.	and disaster risk reduction.	their applicability to the Tasman context.
		Integrate disaster risk reduction into	
		climate change adaptation.	
		Madium tarme (i) Continue to integrate	
		disaster risk reduction into climate	
		change adaptation	
3. Council shows	3(a) Council	Short term: (i) Update Council's	PROGRESSING
clear leadership on	demonstrates regional	Climate Response and Resilience	
climate change issues	leadership.	Policy.	Tasman District Council's Climate Response and Resilience Policy
and supports a just			supports the 2024–2035 Strategy. While there no fixed review date, the
transition.		Medium term: (i) Update policy.	policy should align with legislative changes and review cycles. The
			national Climate Adaptation Framework is due to be released later this
			year. A progress reporting framework is underway, with this in mind.
		Short term: (ii) Elected members and	ON TRACK
		staff collaborate with iwi, government	
		agencies, NCC, youth councils and	Collaboration is ongoing through Regional Climate Change Risk
		others to provide clear and consistent	Assessment led jointly by TDC and NCC, which forms the foundation for
		messaging, directions, and action for	integrating climate considerations into initiatives such as the Waimea
		change.	Inlet, master planning, water catchment management, and biodiversity
			plans. This includes early engagement with iwi and youth and
		Medium term: (ii) Elected members	community, reflecting a commitment to inclusive, place-based action.
		collaborate with iwi, government	

Goals	Targets	Actions	Progress summary – year ended 30 June 2025
		agencies, NCC, youth councils and	Elected members actively contribute to Nelson Tasman Climate Change
		others to provide clear and consistent	Forum and other regional platforms, including Te Uru Kahika, LGNZ AND
		messaging and directions for change.	government agencies, for consistent messaging and direction to support
			coordinated action.
			Efforts are also underway to strengthen visibility of the Climate Change
			Quarterly Updates across community boards and the wider public,
			reinforcing Council's commitment to informed and collaborative climate
			leadership.
		Short term: (III) Develop and	PROGRESSING
		implement guidelines for elected	
		members on incorporating climate	Draft guidelines are currently being prepared and are scheduled to be
		change considerations into decision-	presented to decision makers.
		Madium tarmı (iii) Implement	
		guidelines	
		Short torm: (iv) Investigate the	DROGRESSING
		notential for Council's Long Term Plan	rourissing
		2024-2034 to hundle resourcing	Staff are currently exploring eligibility criteria and requirements for LGEA
		requirements for this Action Plan If	climate change loan funding. If deemed viable, an application could be
		viable, apply for LGFA climate change	prepared to access discounted interest rates to support implementation.
		loan funding with discounted interest	However, it should be noted that the small saving in borrowing costs
		rates.	would not cover the additional reporting requirements associated with
		Medium term: (iv) Where viable, access	this funding. Implementation would also require appropriate resourcing
		discounted LGFA loan funding to	across Council. Given the budget constraints in place for the next two
		finance implementation of this Action	years, further progress is likely to be slow.
		Plan.	
		Short term: (v) Collaborate with	PROGRESSING
		others on opportunities to secure	
		external funding for climate change	While external funding has not yet been secured, staff continue to
		initiatives, including from	investigate, identify and pursue potential funding opportunities,
		international funding sources.	including international sources. Council only recently joined the Nelson
			Tasman Chamber of Commerce, which may provide additional
		Medium term: (v) Continue to	opportunities for engagement and partnership.
		collaborate with others to secure	
		external funding.	

Goals	Targets	Actions	Progress summary – year ended 30 June 2025
		Short term: (vi) Leverage the 2030	DELAYED / AT RISK
		Agenda Partnership Accelerator to	
		showcase Tasman climate change	No progress made during the past year due to the need to refocus
		actions and access multi-stakeholder	efforts on higher priority actions.
		partnerships and engagement tools in	
		support of climate action.	
		Medium term: (vi) Continue	
		involvement and programme.	
		Long term: (vi) Transition to next	
		programme.	
	3(b) Decisions of Council	Short term: (i) Include assumptions for	COMPLETE
	consider the implications	climate change in the Long Term Plan,	
	of climate change for	including provisions for uncertainty,	Updated climate change assumptions were included in the LTP 2024-
	current and future	based on the latest IPCC reports and	2034.
	generations.	MfE guidance.	
		Medium term: (i) Review and include	
		assumptions for climate change in the	
		Long Term Plan.	
		Short term: (II) The Long Term Plan	PROGRESSING
		incorporates budgets to give effect to	
		this climate action plan.	In mid-2024, LIP budgets were allocated to some of the mitigation and
			adaptation actions contained in this plan. Progress on adaptation
		Medium term: (II) The LTP provides for	initiatives has been limited, with allocated budgets reduced throughout
		implementation of this climate action	the year.
		plan.	
		Short term: (III) Review and	DELATED / AT RISK
		implement the guidance to starr on	Several members of the TCAP Working Crown reviewed and provided
		ancorporating climate change	several members of the TCAP working Group reviewed and provided
		considerations into council reports.	the infoCouncil report tomplete in 2022 and early 2024. However no
		Madium tarm: (iii) Davalan an	comprohensive review of the guidance has been undertaken within the
		assossment tool that includes	comprehensive review of the guidance has been undertaken within the
		operational and ombedied earbor to	past year.
		support this guidance. Poviow and	
		monitor implementation of guidance	
		monitor implementation of guidance.	

Goals	Targets	Actions	Progress summary – year ended 30 June 2025
			Staff members do often refer to the guide when drafting reports to
			Council and its Committees, but there has been no internal assessment
			of the quality or comprehensiveness of these report sections.
		Short term: (iv) Review the Statement	PROGRESSING
		of Intent documents for all CCOs and	
		CCTOs (e.g., Nelson Airport, Port	A review and gap analysis of all Statement of Intent (SOIs) is underway;
		Nelson, Tasman Bays Heritage Trust,	final versions expected later this year.
		Waimea Water Ltd etc) and NRDA to	
		ensure they incorporate climate	
		change considerations and relevant	
		directions (e.g. emission reduction	
		initiatives).	
		Medium term: (iv) Review the	
		Statement of Intent documents for all	
		CCOs and CCTOs to ensure they	
		incorporate climate change	
		considerations and relevant directions.	
		Short term: (v) Explore the feasibility	PROGRESSING
		of a climate change dashboard, to	The Local Emissions Data Platform tool, currently under development,
		ensure decision-making is informed by	will include a dashboard showing regional GHG emission trends over
		relevant data.	time. Exploration of other internal dashboard options continues, to
			support data-informed decision-making. No budget has been allocated
		wedges deskboard	to implement dashboards from external providers.
		upuale uashboard.	
		short term: (VI) implement A guide to	DELATED / AT RISK
		yubakawhitinga tika' ta davalan tha	Currently on hold nonding policy clarification. As of 2025. New Zealand's
		vision and loadership to address the	approach to just transition is undergoing significant changes under the
		challenges and discuntions Tasman	approach to just transition is undergoing significant changes under the
		District faces	uncertainties about the transition process
		Develop and implement a just	uncertainties about the transition protess.
		transition policy and incorporate into	
		revised action plan to ensure actions	
		benefit communities and support the	
		more vulnerable.	
		more vulnerable.	

Goals	Targets	Actions	Progress summary – year ended 30 June 2025
		Medium term: (vi) Review and monitor. Short term: (vii) Work with others to create an "Economic Climate Change Risk Assessment for Nelson-Tasman" investment report for mitigation and adaptation. Medium term: (vii) Review and update report.	DELAYED / AT RISK The assessment to understand the cost of climate risks to Council assets is currently on hold, as no budget was allocated to support its development. This assessment is critical to quantify potential damage, increased maintenance, and service disruptions due to climate impacts, such as flooding, sea level rise, and extreme weather and is essential to inform sound business cases and the upcoming LTP and associated Asset Management Plans.
	3(c) Climate change considerations and disaster resilience are mainstreamed into Council's plans.	Short term: (i) Identify and collate key documents that guide Council's climate response and ensure these are integrated into plans. Medium term: (i) Update information.	<b>PROGRESSING</b> Work is in progress, supported by the development of the current Performance Reporting Framework.
	3(d) Council collaborates with others on climate action.	Short term: (i) Advocate to central government for climate action funding. Medium term: (i) Advocate to central government for climate action funding.	ON TRACK Ongoing advocacy to central government for dedicated climate action funding continues as opportunities arise, aligned with Council's strategic priorities and the national adaptation objectives currently under development.
		Short term: (ii) Identify key partnership opportunities broadly and in relation to more specific action categories (e.g., working with iwi, NCC, the Nelson Tasman Climate Forum, businesses, rural communities and sector groups, public sector agencies, Youth Councils and Nelson Tasman 2050).	<b>ON TRACK</b> Active collaboration continues with NCC, sector agencies, Te Uru Kahika, and networks of practitioners across councils and the private sector. Engagement is also progressing with the Nelson Tasman Climate Forum, businesses, rural communities, and Youth Councils. These efforts aim to strengthen shared ownership, leverage collective expertise, and support coordinated climate action across the region.

Goals	Targets	Actions	Progress summary – year ended 30 June 2025
		Medium term: (ii) Key partnerships are	
		established and joint inter-sectorial	
		action plans are being implemented.	
		Long term: (iii) Joint inter-sectorial	
		action plan implementations are	
		continuing and sustainable.	
		Short term: (iii) Work with others to	PROGRESSING
		enable use of technology and rapid	
		prototyping of innovative ideas to	Work is underway to better understand opportunities to support
		transition Tasman into a low-emission	Tasman's transition to a low-emission and resilient region through the
		and resilient region.	uptake of technology and innovative ideas through collaboration with
			Wakatu Incorporation, Cawthron Institute, the Nelson Tasman Chamber
		Medium term: (iii) Continue transition	of Commerce, the European Delegation to New Zealand, and innovation
		initiatives.	networks. This includes exploring the use of technology and rapid
			prototyping of innovative ideas.
		Short term: (iv) Identify and support	ON TRACK
		local champions to enable resilience	
		initiatives and transition to low-	Champions have been identified and are currently being encouraged to
		emissions business models.	collaborate with key regional initiatives, including the Nelson Tasman
			Climate Change Forum, Monua 2042, Nelson Tasman Sustainable
		Medium term: (iv) identity and support	Transport Trust, and urban farming networks.
		local champions to enable resilience	
		Initiatives and transition to a low-	
		emissions business model.	DROCRESSING
		Short term: (V) Identify projects led by	PROGRESSING
		drive innevention and escalarate	Initial augustion of a bits and are shaving use undertaken but halted
		drive innovation and accelerate	initial exploration of e-bike and car sharing was undertaken but halled
		funding a number of those	Werk continues to identify innevative, climate positive prejects led by
		funding a number of these.	Tasman businesses, with notantial for future funding considerations
		Madium tarm: (v) Provida funding	rasman pushesses, with potential for future funding considerations.
		support to projects	
		Short term (vi) Encourage and	
		support community change and	
		that inform educate and inspire	
		that morni, educate, and inspire	

Goals	Targets	Actions	Progress summary – year ended 30 June 2025
		climate action (e.g., via community	Support has been provided for a range of community initiatives that
		grants funding, in-kind support etc).	inform, educate, and inspire climate action. This includes delivery of
			warmer, cheaper home advice to Tasman residents; support for
		Medium term: (vi) Support community	community-led activities at Borck Creek to raise awareness of this
		change projects.	stormwater asset; talks and workshops promoting climate-positive
			habitats and lifestyle choices; and continued delivery of the
			Enviroschools programme, which fosters climate action across Tasman
			schools.
		Short term: (vii) Align climate resilient	ON-TRACK
		action with international best	
		practices and enable knowledge	Action is ongoing through capacity building, current publications, and
		snaring.	engagement ICLEI, Local Governments for Sustainability. Work continues
			to identify and apply international best practices. Information is snared
		internetional best presting and	with staff via the Climate Resilient Tasman hub and to elected members
		colleborate	via the climate change Quarterly Report.
		Collaborate.	DROCDESSINC
		for improved leadership in disaster	PROGRESSING
		propared pass and oncourage them to	This work is progressing through CDEM collaboration with key
		develop and roll out an online system	stakeholders, including NEMA
		to encourage recognise and channel	
		funds to volunteer efforts towards	
		survival and recovery of disaster	
		events (similar to the East Coast	
		Exchange developed during Cyclone	
		Gabrielle).	
		Medium term: (viii) Continue to	
		advocate for improved leadership in	
		disaster preparedness at the national	
		level, encouraging them to develop and	
		roll out tools for use by CDEM groups	
		in all regions.	
	3(e) Council's staff work	Short term: (i) Cross-Council climate	ON TRACK
	collaboratively to	change team is supported to progress	
	implement this climate	implementation of this action plan.	Throughout the year, the TCAP Working Group met bi-monthly to
			coordinate implementation of the plan's actions.

Goals	Targets	Actions	Progress summary – year ended 30 June 2025
	response and resilience	Medium term: (i) Cross-Council climate	
	strategy and action plan.	change team is supported to progress	
		implementation of this action plan.	
		Short term: (ii) Provide training to	ON TRACK
		staff on low-emission opportunities	
		for Council activities and encourage	The' Take the Jump' internal campaign was reactivated in February 2025
		personal behaviour change (e.g.,	to encourage staff to reduce their own emissions. During March, staff
		through the Take the Jump Campaign).	were encouraged to join the <u>Bring It</u> campaign – i.e. bring their own cups
			to cafes and receive a discount on drinks purchased. A workshop was
		Medium term: (ii) Continue to provide	held one lunchtime during April, where the Community Partnerships
		training to staff on low-emission	team taught staff how to make their own sauerkraut, as part of the <u>'Eat</u>
		opportunities for Council activities and	Green' jump. Alternative modes of transport were promoted to staff
		encourage personal behaviour change.	during May. The ' <u>Travel Fresh</u> ' jump means getting to work via bike, bus,
			carpool or walking, helping to reduce traffic congestion and
			emissions. On 7 June, staff were invited to ' <u>Get Planting</u> ' at the
			community planting event at Poutama Creek in Richmond and a clothes
			swap is being organised for the ' <u>Dress Retro</u> ' jump later in June.
			Information was shared with staff via the Climate Resilient Tasman hub.
	2/() 0		
	3(f) Council reports on its	Short term: (i) Staff prepare brief	UN TRACK
	progressive	quarterly reports and a detailed	Departs have been completed substants and mublished on Council's
	implementation of this	Baliau Committee on progress with	Reports have been completed quarterly and published on <u>Council's</u>
	climate action plan.	implementing this action plan	website.
		implementing this action plan.	Development of additional metrics to benchmark progress is underway
		Develop further metrics to benchmark	and a reporting framework closely aligned with the Council's broader
		progress of this Action Plan	norformance scorecards is currently under development. Work is also
			underway to provide regular and concise undates to ELT thorough the
		Progress undates will also be included	development of key metrics and a dashboard
		in Council's Annual Report.	
			A progress update on plan implementation was included in the Annual
		Medium term: (i) Continue regular	Report 2023/2024.
		reporting on progress.	
4. Our communities	4(a) Meaningful	Short term: (i) Develop a	ON TRACK
are informed and	collaboration and	communications and behaviour	
enabled to undertake	involvement in climate	change programme that builds on any	The Climate Change Learning Programme (CCLP) was delivered to six
climate action.		nationally-provided programmes to	intermediate classes in Tasman. Students with high climate literacy

Goals	Targets	Actions	Progress summary – year ended 30 June 2025
	mitigation and	raise climate change awareness and	contributed to Plan Change 85 (Natural Hazards). Support was also
	adaptation initiatives.	encourage people to become involved	provided to CCLP participants and other rangatahi to become
		in community initiatives.	empowered Tasman citizens through education and consultation.
		Promote innovations, changes, and	Additional engagement included participation in the Tasman Mission at
		initiatives that individuals and	Moturoa.
		businesses can take to reduce	
		emissions, benefit from climate	
		changes, and improve resilience (e.g.,	
		resource sharing scheme).	
		Medium term: (i) Implement	
		communications and behaviour change	
		programme and promote initiatives.	
		Long term: (i) Revise and implement	
		communications and behaviour change	
		programme and promote initiatives.	
		Short term: (ii) Develop branding to	DELAYED / AT RISK
		communicate messaging more	
		effectively around climate action.	No external branding or campaign has been actioned due to lack of
			budget.
		Medium term: (ii) Refresh branding.	
		Short term: (iii) Update Council's	ON TRACK
		website with relevant and up-to-date	
		information on the local impacts of	Council's webpage on climate change has been updated under the
		climate change and the Council's	following topic headings:
		responses to climate change.	- How is climate change affecting Tasman District?
			- Tasman Climate Response and Resilience Strategy and Action Plan
		Medium term: (iii) Website	2024-2035
		maintenance and updates.	- Greenhouse gas emissions
			- Our solar power generation
			<ul> <li>Adapting to natural hazards and climate change</li> </ul>
			-What can I do?
			In February 2025 the Council launched a 'natural hazards map viewer' on
			the website, which enables the community to view our geospatial
			natural hazards information in an easily accessible platform. We have

Goals	Targets	Actions	Progress summary – year ended 30 June 2025
			also updated our <u>natural hazards webpages</u> to provide a range of
			information and advice on Tasman's natural hazards.
		Short term: (iv) Work together with	PROGRESSING
		others to create and maintain a	
		Nelson-Tasman climate change	The initial concept for the hub was to be public facing; however, no
		information hub/platform for social	funding was allocated for its implementation. As a result, staff scaled
		change.	down the action and phased it by first piloting it internally through the
			Climate Resilient Tasman Hub, which has proven successful. When
		Medium term: (iv) Maintain the	budget becomes available, the hub will be adapted and scaled up for
		platform and continue building	community access.
		collaboration.	
	4(b) Private adaptation	Short term: (i) Work with central	PROGRESSING
	and business adaptation	government, crown research institutes	
	to climate change occurs	and other research providers to obtain	MfE released new climate projections for New Zealand in September
	in Tasman District.	updated information (e.g., from	2024.
		NIWA) on local climate impacts for	
		Tasman District; and collate relevant	
		information from other sources.	
		Publicise this information widely.	
		Medium term: (i) Ongoing information	
		gathering and publication.	
		Short term: (ii) Widely publicise key	DELAYED / AT RISK
		findings from the Nelson-Tasman	
		Regional Climate Change Risk	Progress has been limited over the last year due to project delays (no
		Assessment and encourage their use	additional costs were incurred). The project is now nearing completion
		in adaptation planning by others	and once final outputs are confirmed the findings will be publicised.
		across the District.	- · · · · · · · · · · · · · · · · · · ·
		Create a targeted communication	Despite this delay, staff have continued to support community resilience
		programme to explain what the data	initiatives, including the Wakefield Rural Resilience Expo.
		means for specific communities.	
		finitian francisco (ii) Widely publicise key	
		Tindings from the Nelson-Tasman	
		Regional Climate Change Risk	
		Assessment and encourage their use in	

Goals	Targets	Actions	Progress summary – year ended 30 June 2025
	adaptation planning by others across		
		the District.	
	4(c) Council collaborates	Short term: (i) Elected members and	ON TRACK
	with the Nelson Tasman	Council staff are represented on the	
	Climate Forum to engage	Leadership Group of the Nelson	Staff and elected member representatives attended monthly meetings of
	with and inform Tasman	Tasman Climate Forum. These	the Leadership Group throughout the year, providing regular updates on
	residents about climate	representatives abstain from voting to	Council's activities in this space.
	change actions and	maintain impartiality.	
options, across a broad			
	spectrum of interests.	Medium term: (i) Continue active	
		involvement with Nelson Tasman	
		Climate Forum.	
	4(d) Climate change	Short term: (i) Ensure that climate	PROGRESSING
	considerations are	change considerations link the four	
	aligned to the four	wellbeings (society, environment,	Progress is being made where feasible, despite constrained funding and
	wellbeings and the	culture, and economy) and align with	lack of clear government direction, with a focus on realigning our
	Sustainable	the Sustainable Development Goals.	approach to the emerging national climate strategy to ensure continued
	Development Goals.		relevance and impact. Where possible this is done internally.
		Medium term: (i) Review and update.	

# 7.4 CONSULTATION MATERIAL - TRANSPORTATION POLICIES AND PROCEDURES MANUAL

**Decision Required** 

Report To:	Strategy and Policy Committee
Meeting Date:	26 June 2025
Report Author:	Jane Murray, Transportation Planning Advisor
Report Authorisers:	Jamie McPherson, Transportation Manager; Richard Kirby, Group Manager - Community Infrastructure
Report Number:	RSPC25-06-4

## 1. Purpose of the Report / Te Take mō te Pūrongo

1.1 This report seeks the Committee's approval to publicly consult on the Draft Transportation Policies and Procedures Manual (the Manual) - see **Attachment 1**.

### 2. Summary / Te Tuhinga Whakarāpoto

- 2.1 This report seeks the Committee's approval to publicly consult on the draft Manual.
- 2.2 The current manual, last updated in 2007, sets out the requirements for the Council, landowners, and individuals carrying out work on roads. It contains 23 policies, and we aim to update to reflect current best practices.
- 2.3 This draft Manual updates the 2007 version. The following changes have been made:
  - 2.3.1 Updates to legislation and regulations, for example, references to Engineering Standards have been replaced with the Nelson Tasman Land Development Manual.
  - 2.3.2 Minor edits to existing policies to align with current best practice.
  - 2.3.3 Two policies have been introduced:
    - Low-Use Bridges; and
    - Coastal Erosion Protection Structures in Road Reserve.
  - 2.3.4 Five policies have been deleted:
    - Stock on roads and Stock Races have been superseded by Stock Control Bylaw 2022;
    - Speed Limits replaced by the Setting of Speed Limits Rule 2024;
    - Edge Marker Posts replaced by the separate Delineation Policy; and
    - Bridge handrail painting policy now considered redundant.
- 2.4 We propose to seek public feedback on the draft Manual between 30 June to 20 July 2025. Feedback will be reviewed, and a deliberations report presented at the Strategy and Policy Committee meeting on 7 August.

2.5 Staff have developed Consultation Material (Attachment 2) which summarises the Manual and changes from the 2007 version.

### 3. Recommendation/s / Ngā Tūtohunga

That the Strategy and Policy Committee

- 1. receives the Consultation Material Transportation Policies and Procedures Manual report RSPC25-06-4; and
- 2. notes that the Draft Transportation Policies and Procedures Manual is still subject to final document formatting and language style changes; and
- 3. agrees to publicly notify the Draft Transportation Policies and Procedures Manual (Attachment 1 to the agenda report) on 30 June 2025, with submissions closing on 20 July 2025, and deliberations scheduled for 7 August 2025; and
- 4. delegates authority to the Mayor and the Group Manager Community Infrastructure to sign off any further minor editorial amendments to the Draft Transportation Policies and Procedures Manual before public notification.

### 4. Background / Horopaki

- 4.1 The Transportation Policies and Procedures Manual has not been updated in its entirety since 2007. As a result, many references to key strategic documents and positions/departments are outdated. Some procedures are not fit for purpose and need to be updated to reflect best current practice.
- 4.2 Four policies have been superseded or removed:
  - 4.2.1 Stock on roads and Stock Races have been superseded by Stock Control Bylaw 2022;
  - 4.2.2 Speed Limits has been superseded by the Setting of Speed Limits Rule 2024;
  - 4.2.3 Edge Marker Posts has been superseded by the separate Delineation Policy; and
  - 4.2.4 Bridge handrail painting policy is considered redundant.
- 4.3 Two new policies have been added:
  - 4.3.1 Coastal Erosion Protection Structures on Road Reserve or Unformed Legal Roads outlines the process for private landowner seeking approval to establish Coastal Erosion Protection Structures (CEPS) on road reserves or unformed legal roads. This aligns with a similar reserves policy which was recently developed and approved by the Council.
  - 4.3.2 *Low-Use Bridges* sets out the Council's position not to replace bridges on low-traffic roads when they reach the end of their life.
- 4.4 A Council workshop was held on 29 May 2025 to outline the changes proposed for the Manual. At the workshop, Councillors indicated general support for the approach of retaining many current policies with targeted changes and additions as outlined in the attachments to this report.

#### **Consultation requirements**

4.5 Consultation will follow the principles of the Local Government Act 2002 and Council's Significance and Engagement Policy.

## 5. Analysis and Advice / Tātaritanga me ngā tohutohu

### Draft Manual and key consultation questions

5.1 A version of the Manual showing tracked changes (**Attachment 1**) and a summary document inviting feedback (**Attachment 2**) will be made publicly available.

### Public notification of the draft Manual

- 5.2 If the Committee approves the consultation to proceed, staff recommend it begins on 30 June 2025 via a notice on Council's website, with submissions open until 20 July 2025. An article will be placed in Newsline.
- 5.3 Public consultation is important to ensure that the final Manual takes into account all relevant matters. There is a high degree of public interest in how roads are used, and it is common for the Council to have to manage competing interests while addressing safety concerns and managing financial liabilities for all ratepayers.

## 6. Financial or Budgetary Implications / Ngā Ritenga ā-Pūtea

- 6.1 There are no financial implications for the decision in this report.
- 6.2 The draft Manual reflects current practices, and do not propose any changes to levels of service or scope of Council activities that would add greater costs to the Council.

### 7. Options / Kōwhiringa

### 7.1 The options are outlined in the following table:

Opt	ion	Advantage	Disadvantage
1.	The Committee resolves to publicly notify the draft Manual for consultation.	This option will provide our community with an opportunity to comment on the Transportation Policies and Procedures.	No disadvantage.
2.	Resolve not to publicly notify the draft Manual	This option would only be appropriate if the Committee wished to make major amendments to the document prior to us reporting the amended document/s back to you for approval before consulting.	The current 2007 manual would remain operational but would not reflect best practice.

7.2 Option one is recommended.

# 8. Legal / Ngā ture

8.1 There is no legal requirement to have a Transportation Policies and Procedures Manual. However, having a manual helps staff operate within existing legislation and provides transparency to the public about our procedures, and how and why the Council makes certain decisions in managing the road network.

### 9. Iwi Engagement / Whakawhitiwhiti ā-Hapori Māori

9.1 There has been no specific iwi engagement to date as the changes proposed in the draft Manual reflect current operational procedures.

### 10. Significance and Engagement / Hiranga me te Whakawhitiwhiti ā-Hapori Whānui

	Issue	Level of Significance	Explanation of Assessment
1.	Is there a high level of public interest, or is decision likely to be controversial?	Low	The effects of the new policies relating to CERPs or Low Use Bridge Structures are limited to a small number of people. Any issues identified will be worked through with individual landowners as required on a case-by-case basis.
2.	Are there impacts on the social, economic, environmental or cultural aspects of well-being of the community in the present or future?	Low	As above.
3.	Is there a significant impact arising from duration of the effects from the decision?	Low	Policies are able to be modified as and when required, and good practice is to update them at regular intervals.
4.	Does the decision relate to a strategic asset? (refer Significance and Engagement Policy for list of strategic assets)	Low	The road network is a strategic asset, but this decision does not propose any significant changes.
5.	Does the decision create a substantial change in the level of service provided by Council?	Low	No. Proposed changes reflect current practices so there are no changes in level of services.
6.	Does the proposal, activity or decision substantially affect debt, rates or Council finances in any one year or more of the LTP?	Low	No.

#### 10.1 Overall, the decisions sought in this report have a low level of significance.
	Issue	Level of Significance	Explanation of Assessment
7.	Does the decision involve the sale of a substantial proportion or controlling interest in a CCO or CCTO?	N/A	
8.	Does the proposal or decision involve entry into a private sector partnership or contract to carry out the deliver on any Council group of activities?	N/A	
9.	Does the proposal or decision involve Council exiting from or entering into a group of activities?	N/A	
10.	Does the proposal require particular consideration of the obligations of Te Mana O Te Wai (TMOTW) relating to freshwater or particular consideration of current legislation relating to water supply, wastewater and stormwater infrastructure and services?	N/A	

### 11. Communication / Whakawhitiwhiti Korero

- 11.1 If the Committee approves public notification of the draft documents, a public notice will be published on the Council's website on 27 June 2025, with an article in Newsline promoting the consultation. The submission period will be 30 June to 20 July 2025.
- 11.2 All proposal information will be available online at <a href="https://shape.tasman.govt.nz">https://shape.tasman.govt.nz</a>

### 12. Risks / Ngā Tūraru

12.1 There are no identified risks in publicly notifying the draft Manual, and it gives the community a chance to provide feedback.

### 13. Climate Change Considerations / Whakaaro Whakaaweawe Āhuarangi

13.1 The draft Manual introduces a new chapter on Coastal Erosion Protection Structures in Road Reserve. This policy is important because it outlines the process, criteria and expectations for these structures in light of sea level rise and climate change impacts on coastal areas.

### 14. Alignment with Policy and Strategic Plans / Te Hangai ki ngā aupapa Here me ngā Mahere Rautaki Tūraru

14.1 Public notification of the draft Manual will be undertaken in accordance with the Local Government Act 2002, exercising delegated authority from the Council to the Strategy and Policy Committee.

### 15. Conclusion / Kupu Whakatepe

15.1 This report seeks the Committee's agreement to publicly notify the Draft Transportation Policies and Procedures Manual, as an update to the existing manual which was last updated in 2007. The draft Manual reflects current operational practices regarding many issues affecting Council roads.

### 16. Next Steps and Timeline / Ngā Mahi Whai Ake

- 16.1 Once the Committee approves public notification and consultation, draft documents will be formatted and published on Shape Tasman. Notification will be posted on the Council's website and promoted in Newsline.
- 16.2 Staff will summarise submissions and prepare a deliberations report for the Strategy and Policy Committee meeting on the 7 August 2025.
- 16.3 After the Council finalises and adopts the Manual, it will replace the current version.

17. Attachments / Tuhinga tāpiri			
1.🗸 🖫	Transport Policies and Procedures Manual - Public Consultation Document	111	
2. 🕂 🔛	Consultation Material Transportation Policies Procedures May 2025	185	



# **Transportation Policies** and Procedures Manual **Draft for Consultation** 7907)&(7907)(7907)&(7907)&(7907)&(7907)&(7907)&(7907)

Quality Assurance Statement				
	Version:	0.2		
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Record of Amendments					
Amendment Number	Subject	Author	Effective Date		
0.1	Restructure Document	Drew Bryant	July 2018		
0.2	Updated version	Jane Murray Transportation team	June 2025		

Tasman District Council Transportation Policy & Procedures Manual – 0.1 Page 2 of 74

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# 1 Introduction

This manual has been assembled for Tasman District Council and includes Council Policies and Procedures affecting Council's Transportation Network.

The policies in this manual were made with regard to the powers, duties and obligations of the Council under the appropriate parts of the Local Government Act 1974 and 2002, Land Transport Act 1998 (as amended to 2006), Land Act 1948, Public Works Act 1981, Land Transport Management Amendment Bill and the several bylaws and amendments to these pieces of legislation in respect to all roads under the control of Council. This manual aligns with the performance outcomes outlined in the Transportation Chapter of the Land Development Manual.

# 1.1 Purpose

The purpose of this manual is to:

- Identify the requirements of Council in relation to the use and occupation of roads within its district and
- Establish the framework within which Council will exercise its powers in respect of the roads under its control and
- Enhance the control and management of the road network within the district.

# **1.2 Objectives of the Policy**

The overall objectives of the roading policies are:

- to clearly and concisely document the requirements for Council, landowners and individuals undertaking activities on roads
- to put in place a minimal regulatory framework to ensure the safety of people using roads and protect the roading assets from damage
- to ensure application and permitting processes are simple and efficient
- to keep administration costs to a minimum
- to ensure that enforcement can be undertaken quickly and effectively
- to recover administration and enforcement costs on a user pays basis.

# **1.3 Transportation Bylaws**

- 1.3.1 Traffic Control Bylaw 2016
- 1.3.2 Public Places Bylaw 2024

# 1.4 Tasman Resource Management Plan

Specific references to the Tasman Resource Management Plan (TRMP) have been included in some of the policies where there are rules in the District Plan relating to these activities. In the event of any conflicts, the TRMP and any conditions imposed on a resource consent take precedence over the Transportation Policy. Some policies may also have references to the Resource Management Act 1991.

# **1.5 Other Strategic Transportation Documents**

1.5.1 Regional Land Transport Plan

### 1.5.2 Transportation Activity Management Plan

The Transportation Activity Management Plan is the key strategic document which outlines Council's strategic objectives for Transportation, and the activities Council undertakes and decision making processes that are used to provide a network of formed roads, footpaths and car parks which meet the needs of the user. The Activity Management Plan is reviewed every three years, and is available on Council's website.

### 1.5.3 Land Development Manual

The Land Development Manual provide a set of requirements for development undertaken by developers in the Tasman District.

1.5.4 Richmond and Motueka town Centre Parking Strategy

1.5.5 (Health and Safety at Work Act 2015)

**1.5.6 Land Transport Rule - Traffic Control Devices 2004 (including amendments)** 

**1.5.7 New Zealand Guide to Temporary Traffic Management (New Zealand Transport Agency)** 

1.5.8 Local Government Act 1974

1.5.9 Land Transport Act 2002

1.5.10 Utilities Access Act 2010

# **1.6 Approvals**

The form 'permit application' shall be used and completed by all applicants to gain permits as set out in this document.

The issuing of permits for activities covered by this manual and listed on the 'Permit Application' form shall be delegated to the Transportation Manager or such other person appointed by the Transportation Manager. All permits shall be subject to the terms and conditions as determined by the Transportation Manager or such person appointed by the Transportation Manager. The applicant shall be responsible for all costs to construct and maintain the necessary works.

Where there is no specific application form or "permit application' then the applicant shall provide a letter requesting Council consider their request and supplying specific details outlined in the relevant policy. This letter in the first instance needs to be addressed to Council's Transportation Manager.

The implementation of this Policy on the use of roads, roadways or road margins shall be delegated to the Transportation Manager except for where a Resource Consent is required or specific approval of Council.

Where a permit application relates to an existing use or activity on a road covered by this Policy, the Council shall not charge the applicable fee provided that a permit application is lodged with Council.

Upon written request from an occupier, landowner or ratepayer, Council may grant exemptions to the Transportation Policy by resolution of Council.

An exemption will be at the pleasure of Council and may contain specific conditions regarding the exemption. Council reserves the right to withdraw any approval for exemption with a minimum of 24 hours' notice.

Consents may also be required from Tasman District Council under the Resource Management Act where activities disturb the bed and banks of waterways, and have the potential to discharge contaminants to water, land or air. No permit issued under these Policies shall be deemed to relieve the permit holder of their obligations under the Tasman Resource Management Plan, Resource Management Act, or any other legislation.

# **1.7 Definitions**

In this Policy, except where inconsistent with the context, the following definitions shall apply.

PAGE 5

"Council" means the Tasman District Council.

"**Debris**" means any refuse, rubbish, animal remains, glass, metal, garbage, dirt, filth, rubble, ballast, stones, earth, hedge trimmings or waste matter, or any other thing of a like nature.

"Formed Road" means all formed roads under the control and management of Council and within the maintained network.

"Hours of Darkness" means -

- a) Any period of time between half an hour after sunset on one day and half an hour before sunrise on the next day; or
- b) Any other time when there is not sufficient daylight to render clearly visible a person or vehicle.

"Land Development Manual" refers to Tasman District Council and Nelson City Council's jointly approved engineering standards & policies document

"Low Use Bridge" means bridges that either:

- serve three or fewer ratepaying properties
- serve two or fewer permanent dwellings
- are otherwise deemed by the Council to be uneconomic to repair/replace when assessed using the NZTA Monetised Benefits and Costs Manual

"Maintained network," means all maintained roads and their specified maintained length as scheduled in Council's Road Maintenance Contracts or that have been vested with Council as part of subdivision work.

"Public Notice" means , in relation to a notice given by a local authority, means one that—

(a) is made publicly available, until any opportunity for review or appeal in relation to the matter notified has lapsed, on the local authority's Internet site; and

(b) is published in at least—

(i) 1 daily newspaper circulating in the region or district of the local authority; or

(ii) 1 or more other newspapers that have a combined circulation in that region or district at least equivalent to that of a daily newspaper circulating in that region or district

"**Road**" has the same meaning as in Section 315 of the Local Government Act 1974 except that it only includes State Highways(s) where the control has been delegated to the Council by the New Zealand Transport Agency, and shall where the context requires, include a street.

"Road controlling authority" means Tasman District Council for all roads other than:

- State Highways which New Zealand Transport Agency is the road controlling authority
- Roads on Department of Conservation estate which Department of Conservation is the road controlling authority

"Road margin" means any margin of a road adjacent to but not forming part of either the roadway or footpath (if any).

"**Roadway**" means that portion of the road used or reasonably useable for the time being for vehicular traffic in general and includes any cycle track used by the public or footpath.

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"Stock Crossings at Grade" means stock crossings where the crossing and the road are at the same level.

"Street" has the same meaning as "road" as defined by s.315 of the Local Government Act 1974.

"**Unformed Road**" means all unformed roads, both fenced and unfenced, under the control and management of the Council. These are known as 'paper roads'.

"Unmaintained Road" means all formed roads outside the maintained network, under the control and management of Council.

"Urban Area" meaning as specified in the Tasman Resource Management Plan.

# 1.8 Enforcement [formerly Compliance)

Every person who in the opinion of Council has acted in any manner in contravention of this Policy shall be liable to prosecution under:

- Section 350 of the Local Government Act 1974;
- Section 357 of the Local Government Act 1974;
- Section 22AB of the Land Transport Act 1998, or;
- any other provision of any Act or regulation deemed to be appropriate by Council.

Where the provisions of the following Tasman District Council bylaws:

- Traffic Control Bylaw 2016
- Public Places Bylaw 2024

then the offence provisions of the Bylaw shall apply.

The approval of Council's Executive shall be required before any prosecution is taken for acting in any manner in contravention of this any Policy or any of the Bylaws. This information shall be relayed to Council at the first opportunity.

Where Council has incurred any cost in making good any damage or carrying out any work necessitated by any action or inaction contrary to this policy it may recover same in any court of competent jurisdiction.

In addition, penalties may also be incurred for breaches against the Resource Management Act 1991 and relevant district plan(s) as administered by Tasman District Council, for any discharges into the environment or unlawful disturbances to the beds of waterways.

### 1.9 Fees and Bonds

### 1.9.1 Fees

The fee specified on the permit application or application form shall be paid prior to Council considering the request.

The fee is to cover costs incurred to Council for administering the application. The fee may cover site inspections, requests for further information, contacting affected parties, correspondence where required, issuing instructions to council's consultant and filing of the application including associated documentation.

1.9.2 Bonds

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Where any work, for which approval has been given under this Policy, involves physical disruption to the roadway or road margin a bond shall be required.

This bond is to cover reinstatement of the roadway or road margin in the event of default on the behalf of the applicant.

The bond shall be refunded on completion of all work, including reinstatement, to the required standard. The applicant shall inform Council upon the completion of work, which shall then be inspected by Council staff within 20 working days.

The refund shall be made within 15 working days of the inspection subject to satisfactory reinstatement.

In the case of reinstatement not being satisfactory, Council shall give the applicant written notice of a set time frame (minimum of 10 days) to make good the repairs which, in the opinion of Council, are required to bring the reinstatement to a satisfactory standard. However, where an issue arises in terms of safety then the minimum repair response time may be shortened or alternatively, Council may require its own road maintenance contractor to undertake remedial works.

If repairs are not completed within this time frame, the bond shall be used by Council to cover the reinstatement of all affected assets on the roadway or road margin. The balance of any bond shall be refunded after expenses deducted.

Note: Where the reinstatement or lack of causes a safety risk to the public or risk to private property then Council may act immediately.

The amount of bond payable in any case shall be as prescribed in the 'permit application' or application form. Where Council has incurred any cost in making good any damage or carrying out any work necessitated by any action or inaction contrary to this policy it may recover same in any court of competent jurisdiction.

# **1.10Scope of Activities**

These policies apply to any road which is under the control of Council including State Highways where this function has been formally delegated to the Council by the New Zealand Transport Agency.

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# 2 Operating on the Road

Council allows certain works and public events to be carried out on or near the roadway providing these are undertaken in a safe manner and do not damage the road asset.

# 2.1 Purpose

This policy is intended to

- Prevent injury to road users including pedestrians and cyclists
- Prevent damage to the road surface, drainage and roadside furniture (signs etc)
- Minimise delays to the travelling public

# 2.2 Key Linkages

- Tasman Resource Management Plan
- Traffic Control Bylaw 2016
- Land Transport Rule Traffic Control Devices 2004 (including amendments)
- Health and Safety at Work Act (2015)
- Code of Practice for Temporary Traffic Management (New Zealand Transport Agency)
- New Zealand Guide to Temporary Traffic Management (New Zealand Transport Agency)

# 2.3 Policy

Council allows work or public events to be carried out on or near the roadway providing damage to the road asset does not occur and a Temporary Traffic Management Plan approved by Council is in place.

### Note

Where the road surface is going to be disturbed for the installation of a private or public utility then an approved Corridor Access Request will need to have been issued by Council along with an approved Temporary Traffic Management Plan, before any work on the road can begin, see Council's other Transportation Policies regarding utilities and services on road.

# 2.4 Process – Working within Road Corridor/Public Events within Road Corridor

### 2.4.1 Approval for Operating in the Rroad reserveCorridor

When undertaken private works within the road **corridor**, an "Agreement to Work" is required from Council. The Agreement to Work is granted at the discretion of the Council Transportation Manager and grants permission for private /third party works to be undertaken within the road corridor.

An Agreement to Work does not cover the ownership of a third party / private asset in the road. For more detailed information on having permission to have private asset or infrastructure installed in a road corridor is here: Agreement to occupy a road | Tasman District Council.

# 2.5 Process – Working from or in the Roadway/Public Events on Roadways

### 2.5.1 Temporary Traffic Management Plan (TTMP)

Where the work involves working either from or in the roadway including the shoulder of the road or a public event is being held on the roadway then a Temporary Traffic Management Plan must be in place and approved by

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Council, irrespective of how busy the road is. For a very low volume road then the level of traffic management required will be to a lower standard than a road carrying high traffic volumes.

It is advisable to have suitably approved traffic management in place to reduce the chances of an accident than not having anything at all and risk the consequences.

Applicants shall provide a proposed traffic plan to Council for approval prior to commencement of the works or public event. The Work or event shall not commence until approval has been given. All necessary safety measures and associated costs shall be the responsibility of the applicant.

The Temporary Traffic Management Plan details shall depend on the site parameters and the nature of the operation. Random audits of sites may be carried out to ensure compliance with the approved TTMP. Council can provide advice and suggest those who are able to assist in developing a Temporary Traffic Management Plan.

# 2.6 Process – Where a Temporary Traffic Management Plan (TTMP) is Not Required

A TTMP is not required in the following instances:

• Stock Droving or at a Stock Crossing, however in these instances temporary warning signage is still required. See Council'sStock Control and Droving Bylaw 2022;

If you are uncertain about whether your work or event requires a TTMP, please contact the Council.

#### Comment

In all cases some form of warning signage needs to be in place to ensure the travelling public have fore warning of what to expect ahead.

### 2.7 Process – Damage to the Road or Road Assets

Where the road surface including that of the road margin is damaged or disturbed then it shall be reinstated to a similar condition or better than prior to the area being disturbed and to the satisfaction of Council.

It is important that water tables and openings to culverts are reinstated.

The cost of reinstatement and repair of the road surface including kerbs, traffic islands and footpaths etc due to work undertaken under Council's Corridor Access Request, shall be at the permit holders expense.

The cost to repair damage to Council's street lights shall be borne by those responsible.

Where signs including road marker posts are damaged or removed then these should be reported to Council's Road Asset Engineer enabling them to be put right. It is important that signs in particular are reinstated correctly otherwise if a crash occurs and this can be attributed to the sign being incorrectly re-established or broken then those responsible may be held liable.

Generally Council will not recover repair costs for damage from those responsible providing the damage is firstly reported and secondly it is not extensive and care has been taken to limit any damage.

#### Comment

Where the road surface is damaged then, the cost of reinstatement and repair shall be on those responsible for causing it and not at the expense of all ratepayers.

Where damage to signage occurs it is better to have the damage reported and get it repaired than to leave it unattended and risk the chances that it may lead to a crash. The signs of primary importance are all Regulatory and Permanent Warning Signs.

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# 3 Vehicle Accessways

Subject to specific approval, Council allows property owners to establish driveways (vehicle crossings and accessways) to their properties for both private and commercial use.

# 3.1 Purpose

To provide the requirements for constructing a vehicle accessway in urban and rural areas.

# 3.2 Objective [new section]

The objective of this policy is to ensure that:

- vehicle crossings are constructed where they are required
- that crossings do not compromise the safety of the crossing user or road users
- that crossings do not impede drainage
- that District Plan and resource consents requirements are adhered to
- that crossings are located with regards to other street furniture and street trees
- that crossings are constructed to an appropriate standard
- that road and services assets are not damaged during construction.

# 3.3 Road Safety

Vehicle crossings create a safety issue when there is inadequate sight distance or if they are located too close to intersections.

A hazard is also created when access ways are not surfaced appropriately and loose gravel is flicked onto the road carriageway. In some cases gravel and silt can be washed down the access way and onto the road. This results in a loss of traction for vehicles using the access, and can create a danger for vehicles using the road, particularly motorcycles.

If road side drainage is blocked then this can result in flooding on the road.

# 3.4 Key Linkages

- Tasman Resource Management Plan
- Nelson Tasman Land Development Manual)

# 3.5 Policy – New and Upgraded Accessway

All new driveways (crossings and accessways) including those proposed to be upgraded for a different class of vehicle ie commercial or as part of a resource consent shall be subject to permit from Council (See attached Permit Application at the back of this policy).

The proposed new or upgraded driveway (crossing or accessway) shall fully comply with those conditions set out in both the Tasman Resource Management Plan (TRMP) and the Nelson Tasman Land Development Manual.

Under special circumstances Council's Transportation Manager or Council's Environment and Planning Manager in the case of resource consents, may permit a variation to the requirements set out in either the Nelson Tasman Land Development Manual or TRMP documents respectively.

### **3.5.1 Private Urban Accessway** Further conditions are:

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- All driveways (crossings) shall be finished with a permanent surface of either, Concrete or Asphalt Concrete<sub>II</sub>
  <u>Compacted AP20 metal surface may be promoted onto unseal council roads as the decision of the Council</u>
  <u>Engineering ManagerTransportation Manager</u>. Where there is an adjacent footpath to the new driveway then the finished surface in the road shall generally be the same of either concrete or Asphaltic Concrete but not chip seal.
- •\_\_No silt gravel or debris of any kind shall be able to runoff or migrate from the premises on to the roadway or associated drains.
- All storm water runoff shall be managed so that it is not directed onto the footpath or road.
- <u>The construction of new and upgraded access way shall be undertaken by an engineering services approved</u> <u>contractor that meets the minimum training standards outlined in the Nelson Tasman Land Development</u> <u>Manual</u>.

### Comment [reworded]

Driveways should be constructed properly ensuring they do not create maintenance issues and drivers are able to use them safely. Silt, gravel or debris runoff or migration on to the roadway from the premises or driveway can also create a nuisance and safety hazard for road users.

### 3.5.2 Commercial & Industrial Urban Accessways

Commercial accessways shall be those which service businesses or cater for heavy trucks/vehicles on a regular basis.

All commercial accessways shall be subject to a permit from Council and be designed to the appropriate standard relative to the type of vehicles using the accessway.

Further conditions are:

- Where kerb and channel exists then this will be reconstructed to comply with the requirements of Council's the Nelson Tasman Land Development Manual;
- All crossings (accessways) shall be finished with a permanent surface of either, Concrete, or Asphalt Concrete and ideally matching the surrounding footpath where one exists, except in industrial zones when it will be concrete. -
- No silt gravel or debris of any kind shall be able to runoff or migrate from the premises on to the roadway or into drains.

### Comment

Driveways (Crossings) should be able to withstand the type of traffic using them without sustaining damage affecting the footpath or roadway.

### 3.5.3 Private Rural Accessways

Private Rural Driveways (Accessways) shall require a permit.

Further conditions are:

- The (accessway shall be constructed of an appropriate depth of hard-fill and sealed with a two coat chip seal;
- Adequate provision shall be made to ensure there is no impedance to the water channel, drainage paths, or pipes under the accessway;
- The accessway shall be laid out -and sealed as shown in diagram SD 409 of the NTLDM, for Diagram 1 Rural Vehicle Crossing For Up To Six Dwellings.
- Visibility of approaching traffic shall meet the minimum sight distances set out in the Nelson Tasman Land Development Manual Table 4-14 to allow safe entry and exit;
- Intersection with the main roadway shall be at 90degrees ;

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- Available off roadway standing area of relatively flat grade shall be provided to allow safe entry and exit, enabling drivers to stop and clearly see with adequate visibility approaching traffic. See the Nelson Tasman Land Development Manual Table 4-14
- No silt gravel or debris of any kind shall be able to run from the property on to the roadway or into drains.

### Comment

These conditions allow road users to safely turn into and out of the accessway.

### 3.5.4 Commercial Rural Accessways

Commercial rural accessways shall be those that service businesses or cater for heavy trucks/vehicles including access to dairy sheds, woolsheds, grain stores, silage pits and stockyards.

All commercial driveways (accessways) shall be subject to a permit from Council and be designed to the appropriate standard, relevant to the type of vehicle using it.

Further conditions are:

- Adequate provision shall be made to ensure there is no impedance to the water channel or drainage paths, pipes under the driveway (accessway);
- Intersection with the roadway shall be at 90 degrees;
- The driveway (accessway) shall be laid out including sealed as shown in Nelson Tasman Land Development Manual, SD 409, for either Diagram 2 "Vehicle Crossing For More Than Six Dwellings or For a Rural Activity " or Diagram 3 "Commercial Access –Vehicle Crossing for Commercial or Industrial Activity" whichever is appropriate;
- Visibility of approaching traffic shall meet the minimum sight distances set out in the Nelson Tasman Land Development Manual Table 4-14 to allow safe entry and exit;
- Available off roadway standing area of relatively flat grade shall be provided to allow safe entry and exit, enabling drivers to stop and clearly see with adequate visibility approaching traffic. See the Nelson Tasman Land Development Manual Table 4.10.2.2
- No silt gravel or debris of any kind shall be able to run from the property on to the roadway or into drains.

### Comment

These conditions allow vehicles to safely turn into and out of the accessway without causing excessive damage.

# **3.6 Policy - Temporary Commercial Driveways (Accessways)**

Temporary commercial accessways are used for operations such as establishing dairy lands, harvesting trees and field crops, relocating houses, etc.

All temporary commercial accessways shall require a permit from Council.

Any application shall include the following:

- Location of temporary accessway which shall ensure that visibility of approaching traffic is adequate to allow safe entry and exit.
- Time period of usage.
- Vehicle numbers.
- Establishment works designed to ensure no damage or inconvenience is caused to the road or road user respectively, including ensuring that debris shall not be left on the road and drainage paths are not inhibited.

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### Comment

Accessways should allow vehicles to turn into and out of the accessway safely without causing damage to the road. Where debris is left on the road, it shall be removed in accordance Council's Transportation Policy 'Debris on the Road'.

# **3.7 Associated Documents:**

• Permit Application for Vehicle Crossing or Accessway

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# 4 Roadside Open Drains

Council does not permit new open drains to be constructed in the road margin without the express written permission of the Transportation Manager.

Some open drainage systems may be permitted where the<u>yse</u> form an aesthetic feature of a new subdivision, approved under a Resource Consent.

Maintenance work carried out to existing open earth drains in the road margin is <u>generally</u> a permitted activity. However, it would pay to first check with Council's Resource Compliance Officer for the particular area. Also <u>s</u> ome drains are maintained by Council where these are identified in Council's Stormwater Asset Management Plan.

# 4.1 Definition

Land Drain: The primary function of a Land Drain is for land drainage<u>, typically in a rural or peri-urban area</u>. These drains tend to be cut into the earth<u>, unlined or formed with concrete</u>, are "U" shaped in profile and quite deep. Where a Land Drain runs adjacent to a property within the legal road, it's tThe adjacent <del>land owner</del>landowners responsibility to keep the drain maintained whose frontage the drain runs along is responsible for keeping it maintained. This includes culverts underneath accessways to the landowner's property.

Roadside Water Tables: The primary function of these shallow drains is to drain the road <u>carriage way and</u> <u>shoulder of stormwater</u> but they may also collect some overland runoff. The profile of these drains tends to be of a shallow "V" shape<u>d and may be lined with concrete or possibly asphalt</u>.-Council is responsible for maintaining these <u>drains</u>.

# 4.2 Purpose

- This policy is intended to give clear direction as to who is responsible for maintaining the roadside open drains;
- A further intention is to reduce the risk of injury to road users from existing drains being enlarged;
- Ensure that surface water does not build-up with in the drain and then flow over the road thus causing a hazard or damage to the Transportation asset.

# 4.3 Key Linkages

- Tasman Resource Management Plan
- Local Government Act 1974
- Land Drainage Act 1908
- Council's Stormwater Activity Management Plan (AMP)

# 4.4 Policy

All open roadside drains except those in urban areas identified in Council's AMP, are the responsibility of the adjacent land owner whose property frontage the drain extends along, to keep clear and maintained.

# 4.5 Process – Accessway and Road Culverts

Council is responsible for all culverts under public roads that it currently maintains and is recorded in Council's Road Asset Maintenance Management Database (RAMM). From time to time Council may require its road maintenance contractor to clear culverts under public formed roads that it does not maintain. Accessway culverts generally are the responsibility of the land owner whose property it serves however these may be cleared out by Council's road maintenance contractor from time to time if they present a problem to the

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roadway. <u>Council may seek to recover these costs from the land owner</u>. If the culvert is undersize and causing on going problems then the land owner may be required to renew with a larger pipe.

The lowering of both accessway and road culverts to gain outfall will be the responsibility and cost of the applicant. In some circumstances Council may contribute to the replacement of an existing culvert.

Where the Council is upgrading a road or drainage system a road is being upgraded then existing accessway culverts may be replaced and generally at Council's expense.

Any work in the road corridor will require a corridor access request and a traffic management plan to be submitted to Council 5 days prior to carrying out the work.

### Comment

From time to time culverts when being lowered may require replacing due to being inadequate in size or of such bad condition that it would be unreasonable to expect the applicant to pay fully for the new culvert.

Any work in the road corridor will require a corridor access request and a traffic management plan to be

submitted to Council 5 days prior to carrying out the work.

### 4.6 Process - Need to Maintain Drains

Permission is not required to undertake this work however, where the work is undertaken from the road side of the drain, a Temporary Traffic Management Plan will be required for <del>un</del>maintained & formed roads.

All cleanings and spoil are to be removed from the site. Spoil will not be permitted to be left in road reserve unless otherwise agreed by the Council.

The Council may mediate in the interests of gaining co-operation from all landowners to clean or pay for their section of the drain to be cleared.

Where cooperation cannot be achieved, then Council may arrange for the work to be undertaken and the cost to be reclaimed from the landowner/s whose frontage the drain extends along.

#### Comment

Drains if not maintained, can cause stormwater to back-up causing flooding of nearby properties and roadway.

### 4.7 Process – Desire to Deepen Drain

Open drains will not be permitted to be deepened without first seeking permission from the Transportation Manager, and subject to the applicant obtaining resource consent (if applicable).

Generally deepening of open drains to a depth exceeding 1.5 metres below natural surface level on any road or widen open ditches towards the centre of the road will not be permitted.

#### Comment

Deep drains create a hazard to all road users.

Deepening drains can affect outfalls on existing roads or accessway culverts thus causing a situation where water lies in the drain due to the culvert invert level being higher than that of the drain.

### 4.8 Process – Desire to Pipe Drain

Landowners may wish to pipe their-a section of the open drain, however permission must first be sought from Council before any work begins. The pipe size, type and grade, including treatment of inlet and outlet, must shall be to be approved by the satisfaction of Council.

The cost of the work including ongoing maintenance will be at the landowner's expense. The responsibility for ongoing maintenance should be stated on the Land Information Memorandum for the property.

Comment

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Ideally the piped ditch should have a shallow swale overlying its alignment and graded to permit fall as well as entry points for overland flow where appropriate. Open ditches are not preferred due to the risk of injury. For piped drains it is essential to ensure the pipe is adequate to cope with the flow, and will not restrict up stream flow. The ongoing financial liability of the pipe shall rest with the benefitting adjacent landowner. Applicants shall be responsible for obtaining any required resource consents

# 4.9 Process – Road Culverts

Council is responsible for providing and maintaining adequate road culverts.

Ends of culverts shall remain open for a minimum of one metre at each end, or sumps provided, to allow entry of surface water.

### Comment

Road culverts assist drainage of the road and permit overland flow under the road therefore it is appropriate that these be provided by Council.

# 4.104.9 Process – Roadside Drains in Urban Areas

In urban areas, road drainage including roadside drains shall be maintained by Council. Piping of frontages, and piped accessways and connection to piped stormwater drains are subject to specific application and approval.

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# 5 Fencing

# 5.1 Purpose

To allow fencing within roads in appropriate circumstances.

# 5.2 Objective

The objective of this policy is to:

- identify when fencing within the road reserve is permitted
- enable economic use of wide road reserves in rural areas
- reduce maintenance costs of wide road verges
- maintain and improve road safety
- ensure public accessibility along roads is protected
- define the requirements for fences within road reserve
- avoid neighbour disputes.

# 5.3 Road Safety Implications

Fences within the road corridor provide a hazard which can be hit during a crash. The type of fencing, location of the fence, and classification of the road will therefore be considered by Council staff prior to approving consent for fences within the road corridor.

# 5.4 Key Linkages

Fencing Act 1978
 Section 357 Local Government Act 1974
 Stock Control and Droving Bylaw 2022

# 5.5 Policy

### 5.5.1 Road Boundary Fencing

All new fences including those to be renewed shall be at the cost of the land owner.

In urban areas the fence will be erected on the road property boundary unless a License to Occupy has been obtained.

### 5.5.2 Fencing Between Private Property and Council Reserve

All new fences including those to be renewed shall be on a 50/50 cost share basis between the Council and landowner. A reserve would include walkways, carparks and service lanes if not on legal road.

### 5.5.3 Fencing in Road Margin

Unformed road – The land owner is permitted to erect a fence within the road in cooperation with adjoining landowner/s however Council reserves the right to have the fence removed prior to the formation of a road. Note: The landowner is entitled to utilise the unformed road adjacent to his property however, they shall not limit public access. Therefore, it is preferred that the fence is erected on the legal boundary or close to it.

Unmaintained and formed roads - The landowner shall apply to Council for a permit to erect a fence in the road margin. Note: Council reserves the right to request the fence be removed for road improvements, safety reasons or public access.

### 5.5.4 Fencing Application to Cost Share

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Where a land owner's property fronts onto Council Reserve and is not a road boundary, then they shall apply to Council for a "Fencing Permit". Council will contribute 50 percent<u>of the cost</u>-up to <u>the a</u>-maximum <u>annual</u> <u>subsidy rate sum</u>-per metre including GST\_to cover the cost of the fence (See "Fencing Application" in the <u>Associated documents appendices</u> at the end of this section for details).

<u>Council sets annually</u>, its Fees & Charges for the new financial year which includes its fencing contribution for shared fences between private property and land designated as reserve. Note: This does not include Road reserve be it formed or unformed (referred to as paper road),

<u>Council's Fence contribution per metre rate The maximum unit rate</u> covers basically a 1.8metre high wooden paling fence of the standard expected in an urban area. <u>Measured length for claiming purposes</u>, will be to the <u>nearest 0.1m</u>.

Where the landowner wishes to install a decorative fence costing more than that of a standard fence, then the additional cost will be at their expense.

### Comment

Rate payers should not have to fund the additional cost of a fence that exceeds the standard.

### 5.5.5 Road Improvements General

#### Fence in Road Margin

Where a fence has been erected in the road margin and Council requires the fence to be removed for either <u>road</u> <u>or</u> <u>+</u><u>t</u>ransportation improvements, access to existing structures such as culverts or bridges or for road safety reasons then, the cost of removing <u>al</u> and reinstating the fence and the survey of the property boundary if <u>required ement</u> shall be <u>at on</u> the <u>adjacent</u> landowner's <u>expense</u>.

### Fence on Road Boundary

Where the fence is located on the boundary  $or_7$  the road runs over private land, then Council shall arrange and pay for the cost of relocating the fence as well as the cost of legalising the land taken for improvements. In some cases, compensation may be paid for the land where appropriate.

### Comment

Where land is required for <u>road or</u>  $\mp$ transportation <u>improvements</u> then the owner deserves some form of consideration which could involve monetary, land swap or improvements.

### 5.5.6 Prior Notice Requiring Fences Moved for Road Transportation Improvements

### Fence in Road Margin

Council will first consult with the affected owner prior to any work proceeding.

The Council shall <u>then</u> issue to affected land owners a "Notice of Intent" prior to requiring the relocation of any roadside fence <u>due to because of proposed road works</u>. <del>Works</del>. This notice will only advise of the intention to carryout out specific road works and of the detailed policy that will apply should the works proceed.</del>

Where private land is required then Council will consult with affected landowners prior to any work proceeding. Once the <u>details are location of the fences, road boundaries and road works are generally known, then the</u> Council will issue to affected landowners a "Notice to Occupy" and begin negotiations with the landowners regarding relocation of fences <u>and potential land purchase\_shall proceed</u>.

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The landowner should ideally be given as much prior notice as possible. Below is an indicative time frame. may be given the following period of notice in advance of the commencement of the road works.

Desirable notice 12 months Minimum notice 6 months Under urgency 0 to 6 months

### Comment

Some planned projects may not be funded for some years therefore Council will try to give landowners as much warning as possible.

Council will issue both notices of intention and liaise with affected land owners early on during the planning stage.

### 5.5.7 Defining Legal Boundary Position

Where fences are to be relocated <u>for road improvements</u>, Council accepts responsibility to define the location of the <u>affected</u>-road boundary-<u>associated with the proposed road works</u>. If the landowner disputes the location of the boundary as defined, then at their cost they may wish to engage their own surveyor to check the location.

#### Comment

The Council will generally not provide a formal boundary re-definition survey.

### 5.5.8 Land Entry and Purchase Agreements

In all cases written land entry and land purchase agreements, if applicable, will be obtained before work is carried out on private land.

### Comment

Council's Property Officer will be involved during the early stages of planning where land <u>entry and/or purchase</u> is <u>proposedrequired</u>.

#### 5.5.9 Request to Leave an Existing or Erect a New Fence in Road Margin

Where fences in the road margin are not required to be relocated as part of improvement Transportation works or a landowner wishes to erect a new fence within the road margin then they shall enter into an agreement with Council where such an agreement doesn't currently exist.

See Council's Application Form and Permit "Application to Place a Fence on Road Margin" at the end of this policy.

#### Comment

An agreement is necessary to ensure that fences are not erected in unsuitable locations or constructed of unsuitable materials causing concerns for the safety or access of the public.

### 5.5.10 New Fence Maintenance

Once the new fence has been erected and is considered completed in terms of the extent of the work and quality then the ongoing maintenance and cost is the responsibility of the landowner. However, where the fence borders Council reserve land not legal road, then the ongoing maintenance shall be on a cost share basis. Painting of the fence is not considered maintenance.

#### Comment

Fencing within the district on road frontages is extensive. If Council were to except liability, sharing this cost would create a huge burden on rate payers.

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# 5.6 Under common law landowners are responsible for keeping stock out of their property therefore, it is to their benefit to provide and maintain a suitable fence. Associated Documents

- Fencing Application For Cost Share
- Application "To Place A Fence On Road Margin" including copy of Conditions
- Copy of Permit "To Erect Fence On Road Margin" including Inspection Sheet
- Works and Entry Agreement

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# 6 Utilities

# 6.1 Purpose [new]

To enable Council services and provide guidance around privately owned services to be located within the road reserve.

# 6.2 Objective

The objective of this policy is to ensure that:

- public services are located in a manner which does not impact on road safety, or future road maintenance and renewal costs
- the road corridor is utilised in an effective manner so that any particular service does not compromise other or future service providers or road users
- ensure that reinstatement is carried out to a standard which does not result in any ongoing costs or reduction in road safety
- promote economic development by enabling the location of private services within road reserve
- ensure the location and ownership of private services within road reserve are recorded
- ensure private services are located in a manner which does not impact on road safety, or future road maintenance and renewal costs
- identify the responsibilities of the landowners and Council with regards to installation, maintenance, replacement and insurance provisions for private services on roads.

# 6.3 Road Safety Implications

The road safety implications for private services are the same as those for services on roads and temporary traffic management.

# 6.4 Key Linkages

- Nelson Tasman Land Development Manual
- Local Government Act 1974
- Utilities Access Act 2010
- National Code of Practice for Utility Operators' Access to Transport Corridors 2015
- Tasman District Council Corridor Access Request including Conditions for Excavation and Reinstatement within Road Reserve
- Council's Transportation Policy "Operating on the Road"
- Council's Transportation Policy "Licence to Occupy Road"

# 6.5 Policy

Subject to the conditions of this policy, permission may be granted subject to special conditions including entering into an agreement with Council in the form of a "Licence to Occupy Road" where appropriate, for the following activities by adjacent landowners with respect to the road:

- Installing water mains and connections (for example a community water scheme or for farm reticulation);
- Laying of road culverts (for example draining a paddock into a nearby stream);
- Installing a private service such as power or telecom under the road;
- Connection into a public utility such as stormwater, sewer, or water supply mains.

### 6.5.1 Provisions of Council's Resource Management Plan [new]

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Network Utility operators shall check with the Council's Resource Planning Department staff to determine whether the installation of the relevant network utility complies with the provisions of the TRMP.

### Comment

Checking with Council's Resource Management Plan provisions will establish whether a particular proposal is a permitted activity or requires Resource Consent from the Tasman District Council, before installation begins.

### 6.5.2 Applying for Permission [new]

Once compliance with the Tasman Resource Management Plan has been established, the installation of any utility service within the road by a recognised and accredited utility authority shall be allowed.

A detailed application for the installation of services shall be submitted to Council for consideration prior to the commencement of work. Council shall not unreasonably decline the installation of a utility service however it shall have authority as to the final lay position of the new service.

Landowners shall obtain permission from Council before commencing work. Permission may be granted in the form of a permit, Licence to Occupy Road or by written approval.

In the case of requesting to either trench through or thrust-bore under the road a Corridor Access Request shall be submitted for approval.

Applications shall typically include but not limited to the following:

- Type of utility or service request;
- Location of work;
- Details of the proposal;
- Details of person undertaking the work;
- Traffic management plan.

#### Comment

Permits are required to ensure work is carried out to the required standard. Bonds and fees are required to cover costs and to ensure adequate standards are met.

### 6.5.3 Responsibility of Contractor or Person Undertaking the Work

The person or contractor undertaking the work shall, at the expense of the applicant, undertake the following:

- To ensure all traffic control requirements are met;
- Have Public Liability Insurance;
- To check the location of all underground services, including survey marks, and ensure their protection during construction;
- To ensure all construction work, including compaction and reinstatement, is carried out to the required standard.

### Comment

These conditions are important for the safety of road users including the contractor or person installing the service.

### 6.5.4 Notifying Council of Completion

The applicant shall notify Council once work has been completed. Council shall inspect the site as soon as it is practicable.

#### Comment

Council has a responsibility to ensure work is carried out to the required standard to protect the integrity of the transportation asset.

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### 6.5.5 As Built Plans [new]

As built plans will be required once the work is completed, the details will include the offset position of the service from boundaries or other land marks as well as depth of service and size etc.

### 6.5.6 Bond

Where a bond has been required then this shall be returned on the satisfactory completion of the maintenance period and supply of as built plans.

### Comment

A bond is required to cover costs if the applicant fails to complete the work to the required standard. Generally the bond is only applicable to a service being installed under the road.

### 6.5.7 Unsatisfactory Reinstatement

If reinstatement is not to the required standard the applicant shall be requested to carry out all necessary work to bring it up to standard.

If the applicant fails to complete the requested work in the given timeframe, Council will arrange for this work to be carried out with all expenses borne by the applicant.

### Comment

The condition of the road should not be adversely changed by the installation of private services. The cost of bringing the road asset back to an acceptable standard should not be borne by ratepayers.

### 6.5.8 Responsibility of the Network Utility Authority

The utility authority shall meet all costs associated with the installation of the utility and the reinstatement of the road pavement and adjacent ground. Where practical, the utilities shall avoid disturbance of the road pavement. Applicants are referred to the "Conditions for Excavation and Reinstatement within the Road" attached to the end of this policy.

Network utility operators shall advise Council in writing prior to commencing work, the timeframe for beginning and completing the necessary works. They shall also notify neighbouring property owners prior to commencing work informing them of the nature of the works, the likely timetable and the contact name and number for the utility operator undertaking the work.

### Comment

Prior notice will enable disruptions to other road users to be minimised.

### 6.5.9 Placement of Above Ground Structures

The design and scale of some network utilities such as telecommunication masts and equipment shelters may mean their location within the road is not appropriate in certain circumstances. The necessity of their location in the road shall be demonstrated by the utility operator, ensuring their placement does not pose a traffic hazard for road users. It is also likely that a Resource Consent will be required for these types of facilities. Note: A licence to occupy the road margin may be necessary see Council's Transportation policy "Use of Roads and Road Licences".

### Comment

Council has a responsibility to ensure the safety of the Transportation network.

# 6.6 Associated Documents

Road Opening Permit Process Guideline

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- Application for Permit to Excavate in the Road
- Conditions for Excavation and Reinstatement within the Road
- Road Opening Notice
- Permit to Excavate in the Road

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# 7 Temporary Closure of Roads

# 7.1 Purpose

This policy is intended to ensure public safety during special events, periods of maintenance and other unforeseen circumstances being held on or adjacent to the roadway. This includes the safety of, workers, participants, passersby and that emergency access is provided for.

It also ensures that all parties affected by the temporary road closure are given adequate notice of the closure and an opportunity to make submissions.

# 7.2 Objective

The objective of this policy is to:

- provide information to groups wishing to close roads
- ensure all consultation occurs with affected parties.

# 7.3 Road Safety Implications

Any activity which is occurring within the road reserve has the potential to impact on road safety by:

- placing event participants at risk of being hit by a vehicle
- causing confusion for people driving on the roads
- creating a distraction for motorists
- placing vulnerable road uses such as pedestrians and cyclists at risk of being hit by a vehicle.

Temporary traffic management and/or road closures are required to mitigate these risks.

# 7.4 Key Linkages

- Transport (Vehicular Traffic Road Closure ) Regulations 1965 and/or
- Section 342 of the Local Government Act (The Tenth Schedule thereto) as the circumstances determine.

# 7.5 Policy

Subject to the conditions of the Local Government Act and the tenth schedule to that Act, the Council <u>may</u> allows roads to be <u>temporarily</u> closed where necessary in the interests of safety, <u>speed and efficiency of work</u>, or to minimize damage to the road.

Roads may be closed for the purpose of (but not limited to):

• construction of the road and for public utilities

- problems associated with traffic operations
- exhibitions, fairs, shows, markets, concerts, film-making, sporting events or public functions

The applicant must demonstrate that they will make all reasonable efforts to minimize public disruption (in terms of work area, methodology, and time of closure)

For State Highway routes, the New Zealand Transport Agency is the road controlling authority and therefore all queries and applications shall be directed to that authority or their agent.

### 7.5.1 Intenstion to Apply for Temporary Road Closure

Applicants, who will generally be <u>event organisers</u>, contractors or utility providers, must apply to the Council for approval before closing the road (See Application Form <del>at the end of this policyon the Council's website</del>). It is imperative that approval is sought as early as possible and ideally at least <u>6</u>-70\_days prior to the proposed closure. Each application shall be accompanied by the prescribed fee as set out in the Council's schedule of fees and charges.

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### Comment

Early applications are necessary so that as much notice as possible can be given to those people likely to be affected by the closure of the road. For <u>temporary road closures under the Local Government Act 1974 Schedule 10 clause</u> <u>11(e)</u>, <u>typically at least 42</u>\_days are required from the first advertised date for submissions <u>in order to allow for</u> formal Council reporting.- meeting and approval timeframes. If any submissions are received then additional time may be required to sort these out. Generally submissions would not be accepted for road closures where they were for road maintenance or, undertaking work for service utilities.

### 7.5.2 Process – Applicant's Responsibilities

The applicant shall accept responsibility as follows:

- To accept financial liability for any damage that is caused to the road as a result of the event or work undertaken. This includes damage to road surfaces, bridges, any road furniture or utilities forming part of the road;
- To provide Council with either a covering letter from its insurer or a copy of its current liability insurance certificate, for public liability insurance cover of not less than \$2,000,000;
- To supply Council with a monetary bond or similar as may be prescribed in the Application;
- To advise the local Police Station, Emergency Services including the Emergency Call Centre of the closure;
- To contact and confer with property owners adjacent to the road/s proposed to be closed temporarily and advise them of the activity to be undertaken and how provision for their access is to be provided;
- Supply a Temporary Traffic Management Plan for Council approval;
- To obtain, at the applicant's expense, sufficient "Road Closed" signs to be erected at all intersections and roads affected. Suitable barricades are to be erected across the road/s concerned, with sufficient lighting to allow the barricades and signs to be clearly visible during the hours of darkness from a distance enabling a driver to react and take the necessary action (Note: All signs and their positioning shall be in accordance with an approved Temporary Traffic Management Plan);
- To obtain, at the applicant's expense, sufficient "Detour" signs to clearly label the available detour/s throughout the route to enable road users to easily follow the detour;
- To notify Council when work has ceased and the road has been reopened.

### Comment

These conditions are to ensure that affected parties are notified, and to ensure the safety of the public.

#### 7.5.3 Process – Public Notification

The Council shall accept responsibility for<u>complete</u> issuing the necessary <u>formal public</u> notices for the proposed <u>temporary</u> road closure notifications when required in accordance with the Local Government Act 1974 Schedule <u>10 clause 11(e)</u>.

The first advertisement, detailing the intent to temporarily close the road, shall <u>generally</u> be placed in the <u>Council's</u> <u>Newsline publication, and website, local newspaper as e as ea</u>arly as possible. Whilst submissions will not be entertained for keeping the road open any public concerns with the road closure may be able to be dealt with prior to the event<u>This advertisement invites people to make a submission and/or objection to the Council, so that</u> relevant matters may be taken into consideration by the Council when deciding whether to approve the temporary road closure.-

#### Comment

Any objections will be discussed with the applicant to see if issues raised can be addressed prior to a decision by the <u>Council. When the road is to be closed for essential maintenance, it is not appropriate to allow for submissions</u>.

### 7.5.4 Process – Second Advertisement

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The second advertisement, detailing the hours the road is closed and any detours if available, shall be placed in the Council's Newsline publication, and website the newspaper 24 hours prior to the closure.

### Comment

This informs the general public of when the road is closed and when it will re-open.

# 7.6 Associated Documents:

• Temporary Road Closure Application Form

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# 8 Dust Suppression

# 8.1 Purpose

This policy is intended to provide guidance around measures to reduce the impacts of dust on residents located close to gravel roads.

# 8.2 Objective

The objective of this policy is to manage the impacts of dust on residential properties where there are houses close to gravel roads

- To ensure the safety of other road users by providing a safe surface that will not cause drivers to lose control;
- To minimize the spraying of passing vehicles with oil;
- To protect the integrity of the road;
- To protect the environment including waterways

# 8.3 Road Safety Implications

Dust on gravel roads creates a safety issue by restricting visibility for vehicles following or passing another vehicle. It also restricts the visibility and can create an unpleasant environment for vulnerable road users such as pedestrians, cyclists and horse riders.

# 8.4 Key Linkages

- Land Transport (Road User) Rule 2004: S7.16.
- The Local Government Act 1974 Section 357 (1) (f)
- The Resource Management Act 1991
- Tasman Resource Management Plan

# 8.5 Policy

Council does not provide any dust suppression agents or its application.

Dust suppression agents other than oil may be applied to unsealed roadways subject to approval of Council's Transportation Manager.

Oil may only be applied to an unsealed public road within Tasman District to suppress dust after resource consent has been approved.

### 8.5.1 Approval (Dust Suppressants other than Oil)

The applicant shall first seek permission from Council for applying other dust suppression agents other than oil, before applying them. <u>This should include a discussion with the Council Duty Planner to determine if a resource consent is required.</u>

Where the applicant wishes to apply a dust suppressant other than oil, then they should write to the Transportation Manager and provide the following information:

- Full name and postal address,
- Address of property or RAPID number where dust suppressant is to be applied to the roadway,
- The length of roadway section to be treated,
- The type of dust suppressant proposed to be applied and information about it,
- The name of company/person who will be applying the suppressant,
- Affected neighbours.

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### Comment [new]

In some locations such as on or near vertical or horizontal curves, approaches to waterway crossings or close to waterways then permission may not necessarily be granted;

Suitable signage may also be required in some locations to alert drivers to the change in the road surface;

Prior to permitting the application of a dust suppressant consideration needs to be given to the risk of increasing the operating speed of the roadway in terms of the current road surface and alignment particularly if this is out of character with the rest of the roadway alignment;

Advisory Speed Curve warning signs are not installed on gravel roads.

### 8.5.2 Liability for Damage

The applicant shall be responsible for any damage to public or private property, which may arise from application of the dust suppressant.

To protect their liability for damage to third parties, the applicant shall arrange and keep in force Public Liability Insurance to the minimum value of \$2,000,000.

Evidence of this insurance shall be required before any approval is given.

### Comment

Claims could arise for example from damage to vehicles such as a crash, or to property damage or cleaning up waterways. If in the event of the dust suppressant getting into a waterway then charges could be laid under the Resource Management Act

Civil action could also arise due to personal or property loss.

### 8.5.3 Treatment Length and Signage

The applicant shall only treat a minimum length of roadway to provide dust relief. This length shall generally not exceed 100\_metres beyond the road boundary of the subject property.

Treated surfaces shall be clearly visible to approaching traffic from 150 metres. Where this is not possible then suitable signage approved by Council shall be erected.

#### Comment

The visibility distance of 150 metres is necessary so approaching drivers can anticipate the situation and react accordingly rather than coming around a bend or over the crest of a hill and suddenly finding themselves driving on oil and over reacting.

### 8.5.4 Weather and Road Conditions

Ideally dust suppressants should be applied after the road has been graded and during a period of fine weather. Oil shall not be applied to the roadway when the surface is wet or 48 hours before rain is forecast or when the surface has wheel ruts or potholes i.e. any depressions that will hold water.

Due care shall be taken to prevent excess oil escaping into water ways and drainage systems.

Dust suppressant shall not be applied to the roadway surface where this would require working of the roadway surface (ie lime/cement stabilisation etc.) until the specific approval of Council has been obtained.

### Comment

Should the newly oiled surface become wet while the oil is still fresh, the oil will remain on the surface causing both spraying of passing vehicles as well as a dangerous slippery surface.

### 8.5.5 Routine Grading and Restoring the Road Surface Shape

The Council shall endeavour to restrict grading of treated sections of roadway unless the section becomes badly rutted or potholed. The section however will be graded during winter when reshaping of the pavement is carried out. Metalling (applying gravel) of the roadway may also affect the treated surface.

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### Comment

After summer when the road surface is sufficiently damp, the roadways are reshaped to restore the cross-fall of the roadway to provide good drainage. Additional gravel is also applied to the road from time to time.

### WARNING

Should the dust suppressed surface become a hazard to drivers either due to excessive application or potholes not being filled, then Council will arrange for its maintenance contractor to grade out the treated section. No compensation will be paid.

### 8.6 Associated Documents:

 Please contact Council's local office for a copy of the latest resource consent application form "TO APPLY OIL TO METAL ROADS AND APPLICATION FOR PERMISSION TO APPLY OIL TO TASMAN DISTRICT COUNCIL ROAD" and written approval forms.

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# 9 Sealing of Unsealed Roads

### 9.1 Purpose

To manage requests from the public to seal gravel roads.

# 9.2 Objective

The objective of this policy is to:

- outline the process that will be followed to consider requests to form unformed legalseal currently unsealed roads
- to clarify responsibility for costs for construction and maintenance
- ensure that consideration is given to the effects on adjoining landowners
- ensure that approval or refusal to form unformed legal roads is made in a procedurally robust manner.

# 9.3 Key Linkages

- The Local Government Act 1974
- Nelson-Tasman Land Development Manual

# 9.4 Policy

Council will generally not seal low trafficked gravel (unsealed) roads- at the Council's cost, due to lack of available funding and relatively high cost of works.

The Council may give approval to others who wish to seal unsealed roads. This will need to follow the Corridor Access Request process and be designed in accordance with the Nelson-Tasman Land Development Manual.

### **Comment**

It is critical that good road geometric and pavement strength design principles be followed to ensure the safety of road users (as traffic speeds typically increase significantly when an unsealed road is sealed) and that the newly-sealed road does not create an undue burden on maintenance funds if not well-constructed.

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# 10 Forming Legal (Paper) Roads

### 10.1 Purpose

To manage requests from the public to form legal (paper) roads.

### 10.2Objective

The objective of this policy is to:

- outline the process that will be followed to consider requests to form unformed legal roads
- to clarify responsibility for costs for construction and maintenance
- ensure that consideration is given to the effects on adjoining landowners
- ensure that approval or refusal to form unformed legal roads is made in a procedurally robust manner.

# **10.3 Road Safety Implications**

Unformed legal roads which are formed for the benefit of individual landowners are not maintained by Council. As these roads are not included on Council's maintenance list, they are not inspected and road safety issues are not identified or mitigated.

Council specifies the standard of road which is to be constructed when providing approval to form unformed legal roads. This is to ensure that the road is fit for the purpose it is intended. The practicality and safety of forming unformed legal roads in challenging topography is also considered as part of the approval process.

If Council becomes aware of a safety issue on a road which has been formed in accordance with this policy and the applicant does not remedy this after notification, then Council may undertake work to make the road safe and recover this cost from the applicant.

# **10.4Key Linkages**

- The Local Government Act 1974, particularly Part 21 and Schedules 12, 13.
- The Resource Management Act.
- Tasman Resource Management Plan
- Property Law Act 1952
- Nelson Tasman Land Development Manual

# 10.5 Policy

Where a new road is to be formed on paper road then a Resource Consent will likely be required unless, it complies with the standards set out in Council's Tasman Resource Management Plan and Nelson Tasman Land Development Manual. However, irrespective of this Council permission will still need to be granted before the new road is formed as well as suitable plans with supporting evidence submitted for approval by Council's Transportation Manager.

Where the applicant has requested a variation from the TRMP, then Council's Community Infrastructure Team will set the minimum requirements as to an acceptable lesser standard, particularly where the road is to be maintained by Council.

If access already exists off an unmaintained or formed road then it is unlikely that Council's Community Infrastructure Team would support the formation of a new road unless supported by compelling evidence. Council will not fund extensions to the road network, the cost of forming the new road will be on the applicant.

### Comment

Reasonable consideration will be given to permit extension of the Transportation network to provide primary access

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for the property. Applications for road extensions to service secondary access will need substantial justification.

### 10.5.1 Resource Consent

The proposed formation of a new public road requires Council approval. Whilst forming a road on legal road is a permitted activity under Council's TRMP a Resource Consent is likely to be required where a variation is sort from the district plan or in certain areas such as St Arnaud. The Council is not obliged to maintain any newly-formed road unless it agrees to do so. Also refer Section 11.

### Comment

Resource Consents require the holder to undertake the work in compliance with the district plan and Council's the Nelson Tasman Land Development Manual. The Resource Consent Application enables Council to determine whether it is a complying activity and when it is non-complying for affected parties to have their say.

### 10.5.2 Who bears the cost

The cost of forming the road shall be entirely at the consent holder/applicants cost. These costs shall include those of the consent or attaining information to support the application or complying with any requirements of Council's engineering standards.

### Comment

Depending on the amount of input required by Council will determine whether a fee or cost recovery will apply. The fee or charges are to cover staff inputs and disbursements for investigation, legal opinion & reporting.

### 10.5.3 Information required where Resource Consent is not required

The applicant shall forward the following information:

- The purpose for which the road is required
- The proposed alignment and the extent of physical formation required
- A summary of existing access to affected properties
- Sufficient maps, sketch drawings & photographs to detail the proposal
- Supporting accreditation from all adjacent land owners who may be affected by the proposal.

Applicants should be aware that, if the application is approved, they shall not have exclusive use of the road. The newly formed road shall be available for public use.

#### Note

Suitable plans and documentation as required in <del>Council's-</del> the Nelson Tasman Land Development Manual will be required before any Transportation work begins.

#### Comment

Generally reasonable consideration will be given to permit extension of the Transportation network to provide primary access for the property

# 10.5.4 Register of maintenance responsibility on Land Information Memorandum and Property Title <u>[new]</u>

Where the property owner/s is responsible for maintaining a newly formed section of road then this information shall be noted on the property LIM. This will ensure that successive property owners are informed of the existing road maintenance status and their responsibility. Where a Resource Consent is required then the maintenance of the newly formed road should be noted in the consent. Providing the road maintenance is a requirement of the consent then this information is able to be registered on the property's title however, this will need to be a condition of the consent <u>if the consent holder is to pay for this legal article</u>.

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#### Comment

Potential purchasers need to know what maintenance liabilities exist with the road and their property access.

#### 10.5.5 Legalization of portions of the road

Where it is necessary for the road alignment to deviate from the legal road due to topography then the applicant shall pay for any legalization required. Where land is required from a neighbour then acquisition of the land and legalisation costs will be at the applicant's <u>arrangement and</u> expense.

#### Comment

Council should not have to incur any cost in relation to the formation of a new road.

#### 10.5.6 The appropriate design and construction standards

The road shall be constructed to the appropriate standard for the road as set out in Council's the Nelson Tasman Land Development Manual 2004 document and Tasman Resource Management Plan. A lesser standard may be permitted in certain circumstances where for example the road will only serve a single property however in these circumstances a Resource Consent will be required.

#### Comment

Applicants are referred to the Council's Nelson Tasman Land Development Manual and the Austroads "Road Design Part 3: Geometric Design 2021 " for guidance.

#### 10.5.710.5.6 Fencing and other structures including trees

Where fences or structures on the legal road require moving then it is up to the applicant to liaise with the affected party and come to an agreement. In all situations, Council will require proof that an agreement has been reached. The Council may be willing to mediate where a resolution can not be reached.

Trees on legal road are the property of the Council. See Transportation Policy regarding "Trees on Road Reserve". Note there are a number of protected trees in the district and which are listed in Council's TRMP. Therefore where these protected trees exist in the legal road then the proposed road alignment will need to be designed accordingly.

#### Comment

Applicants are required to liaise with all neighbouring property owners to ensure that all issues are resolved prior to any work beginning.

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# 11 Partially Formed Legal Roads that are not Maintained

## 11.1 Purpose

The purpose of this policy is to outline Council's approach to managing issues that arise regarding roads which have been partially formed (often as a driveway or access track by residents) within legal road corridors but are not maintained by Council.

## 11.2Objective

The objective of this policy is to:

- clarify the legal situation with regards to roads that have been partially formed and are located within legal road corridors but are not maintained by Council using public funding
- identify Council's responsibilities with regards to formed, but not publicly maintained legal roads
- identify the process Council may follow when advised of issues regarding formed, but not publicly maintained legal roads.

## 11.3 Road Safety Implications

Council does not <u>routinely</u> inspect formed legal roads which are not included on Council's maintenance list. As a result it does not <u>actively</u> identify or mitigate any road safety issues on these roads. These roads are generally back country <del>roads\_tracks of poor quality, which have not been formed by the Council,</del> and their condition is self-explaining to road users.

Council may install a sign stating "End of Council Maintained Road" on roads which are used by the wider public and where it has been identified that maintenance or other issues <u>or risks</u> exist which may not be obvious to road users.

## 11.4Key Linkages

- The Local Government Act 1974
- Tasman District Council Land Development Manual
- Council's Road Maintenance Contracts
- Land Transport Act 2002

## 11.5 Policy

#### 11.5.1 Public Use

Formed tracks which are located within legal road reserve may be used by the public, as it is usually not legally possible to prevent public access-

It is an offence to damage the surface of the road, and Council can take legal action against users who cause damage to the surface within the road reserve though inappropriate vehicle use as determined by Council.

It is important that users stay within the legal road boundaries. Council considers it to be the responsibility of the road user to ensure that they remain within the legal road boundary. <u>Landowners may choose to fence their road boundaries to prevent road users from entering adjacent property.</u>

Because these roads have usually been formed by private individuals, they are often constructed where it is most practical to build a road, and may deviate from the legal road reserve in places. These roads cannot be used by

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the public where they deviate from the legal road boundaries, without the consent of the landowner.

In some cases farm tracks continue beyond the extent of the legal road, and public access is not legally provided beyond the legal road boundary. There are a number of popular high country routes which are not continuous legal roads. These roads sometimes have a section which crosses private land. Landowner consent is required to use these tracks where they extend beyond the legal road boundary.

Topographical plans should not be used to identify legal roads. These plans show many roads which are located on private land and are not legal roads. A useful mapping resource for identifying the legal status of roads is available on the Herenga ā Nuku Aotearoa, the Outdoor Access Commission website <u>www.herengaanuku.govt.nz</u>) Council encourages people accessing unmaintained roads to determine the legal status of the road before setting out.

#### 11.5.2 Request to maintain a<u>n unmaintained</u> section of formed legal road

Council shall consider applications to maintain either the full length or section of an existing formed legal road on a case by case basis.

Council will not fund maintenance extensions maintain to the road network unless there is demonstrable public benefit by those requesting the extension, and the Council has sufficient funding available for maintenance.

The applicant shall forward the following information:

- A letter signed by the majority of residents requesting Council to include the section of road under consideration in its maintenance network;
- The length of road or the point at which the maintenance is proposed to be extended to.

#### Comment

Generally Council will <u>only</u> take over maintenance of a road section once it has been brought up to a suitable standard approved by the Council.

#### 11.5.3 Funding of upgrade to maintainable standard

The funding of a road upgrade prior to being included in Council's maintained network will depend on the estimated cost of the upgrade. This cost may defer the road being taking over by council until such times that as the Council has approved fundingit can afford to upgrade it. Benefitting landowners may be requested to contribute a sum towards some or all of the upgrading costs. This sum may be able to be paid off over a period of time.

#### Comment

Generally Council is willing to consider payment options where residents are willing to contribute to an infrastructure upgrade. However, this needs to be agreed with the Council's Finance team prior to any upgrade work starting.

#### 11.5.4 Legalization of the road or portions of the road

Where the road alignment has deviated from the legal road then the residents/ratepayers along the affected portion of road must agree for the legalization to be instigated. Generally the cost of such legalization would be undertaken at Council's cost however, this will depend on the circumstances. Instead of any financial compensation it may be that a land swap can occur involving the existing section of legal road to be stopped.

#### Comment

Council will not take over the maintenance of a road or section of road unless it has clear title. This enables any land issues to be resolved now rather than in the future.

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#### 11.5.5 Gates

The policy regarding gates across roads is outlined in Gates and Cattle Stops Across Public Roads Policy.

Landowners may not lock gates on legal roads, even if the road is not maintained by council. Council is able to close roads in some circumstances under Schedule 10 of the Local Government Act 1974.

Landowners are encouraged to contact Council to discuss any situations where they believe it is necessary to close a road to the public. There are a number of legal requirements that need to be met to enable a road to be closed, either permanently or temporarily. It is therefore advantageous if landowners advise Council in advance of times when the road may need to be closed.

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## 12 Road Stopping

## 12.1 Purpose

To manage requests from the public to stop sections of legal road.

Road stopping is the term given to removing the legal road status road and providing a freehold title for that section of land. This then enables the sale of that section of the land to the adjoining landowner.

## 12.20bjective

The objective of this policy is to:

- outline the criteria Council may consider when determining if a road should be stopped or not
- identify which statutory process should be used for different situations
- identify the responsibility for costs of road stopping
- outline the method by which the land will be valued.

## 12.3 Road Safety Implications

There are no road safety implications related to this policy.

## 12.4Key Linkages

- Section 342 of the Local Government Act 1974 and Tenth Schedule to the above Act.
- Public Works Act 1981

## 12.5 Policy

The Council will consider applications for a road stopping from owners whose land adjoins unformed legal road, or where an encroachment has occurred, provided that suitable alternative land is available for road. (Adjoining owners' means owners of properties that are immediately next to the land in question.)

The Council may sell unformed legal road to an adjoining property owner when it determines the land will not be required for utilities, public access, roads or footpaths in the future. A main requirement will be that the adjoining landowner must amalgamate the portion of stopped road with the landowners existing title.

Application may be made to Council for the stopping of any road or portion of a road.—The procedure to stop roads shall be the manner provided in Section 342 of the Local Government Act 1974 and the Tenth Schedule to that Act.- In special circumstances the Public Works Act may be used.-at the discretion of Council.

Council shall give consideration to neighbours and special interest groups who may be affected parties. <u>The</u> <u>Council has a Memorandum of Understanding with Herenga ā Nuku Aotearoa, formerly the Walking Access</u> <u>Commission, that they will be consulted on any road stopping application.</u>

### 12.5.1 Application

As a first step, an initial conversation with a member of the Council's Property Team is recommended as they can advise you of specific requirements for your application and provide any general information you may need. This approach can be an informal meeting at the Council offices, or information sent by email, or a telephone enquiry. Formal Aapplications may be made with attached Fee (see Council's <u>Schedule of Fees and Charges</u> to Council for the stopping of any road or portion of road. The applicant shall provide the following details at the time of application:

• A statement detailing the reason the applicant requires the road to be stopped – maps and documents detailing the extent of road to be stopped

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- Written statements from all landowners adjacent to the road to be stopped and other likely affected parties, supporting the stopping of the road.
- Indications of which parcels of land, portions of the stopped road are to be amalgamated.
- Written confirmation that the applicant is prepared to meet the costs of the process whether it is successful or not, including land purchase.

#### Comment

Council requires detailed information to be able to give full consideration to the application.

A Fee is required to cover the initial administration costs in handling the application.

The land would be offered back to adjacent land owners and generally measured from the centre line of the legal road.

#### 12.5.2 Consideration Given to Application

All Road Stopping applications are considered on a case by case basis by the Council's Road Stopping Panel who meet on average three times per year. In assessing an application for road stopping the Panel will consider such things as:

- The current level of public use and the right of the public to use the land
- Potential future use as a road corridor or roading link, road widening, walkway/cycleway, future services etc
- Public access to reserves, waterways and conservation estate
- Any adverse affects to other property owners in the area
- The implications of changes to the area if the land was to pass into private ownership (e.g. development potential)
- Any affected heritage or cultural sites in the area
- Any significant plants or trees in the area and possible covenants in place to protect them
- Any legal arrangements such as easements that would be required if the road was stopped
- Utilities services

If the Road Stopping Panel concludes that the Road Stopping cannot be approved the applicant is notified in writing of the reason for the refusal and the process ends.

If the Road Stopping Panel approves the application in principle Council will enter into a Road Stopping Agreement with the applicant. This agreement will set out the expectations and responsibilities of the applicant and the Tasman District Council. Generally agreements would include a purchase price, costs, a timeframe and any special conditions applying to the Road Stopping.

#### The Legal Process

<u>Council must follow the correct legal framework in order to process a Road Stopping application. Applications are considered under either the Public Works Act 1981, or under the Local Government Act 1974 depending upon which legislation is relevant to your application.</u>

#### Procedure under Public Works Act 1981

The Public Works Act 1981 is a relatively streamlined and therefore a quicker process but can only be used where there is no wider public interest in the land in question and where any identified affected parties have given their written consent. An example of this would be where the stopped road is being exchanged for an adjoining parcel of land which will be vested as road, that is "like for like", or where the landowner applicant owns all of the adjoining land and the unformed legal road is landlocked or where an historic encroachment has occurred.

#### Local Government Act 1974

The Local Government Act 1974 is used where the proposal to stop a road has a wider public interest (or the potential for such) and therefore requires public notification. This involves Council erecting signs on the unformed legal road, sending letters to surrounding property owners, and at least two public notices, a week apart, in local newspapers. Details of the road stopping are made available to the general public for inspection together with the

reasons why the road is to be stopped. Members of the public have 40 days to object.

If no objections are received within the time limit the Council may declare the road stopped by Public Notice. Once this has been done the road ceases to be a road and can be sold.

In the event that objections are received the process can become lengthy and would proceed as follows:

- Council must decide whether the objections are justified by holding a hearing in front of a Council
   committee at which persons who have objected are entitled to be in attendance and their concerns heard.
- Following this the committee will decide whether or not to uphold the objections. If the objections are upheld, then the road stopping cannot proceed and the process stops.
- Council may decide to reject the objections and continue with the road stopping. In this event if the
  objections are not withdrawn or otherwise resolved the Council must send the objections and full
  documentation regarding the proposed Road Stopping. to the Environment Court.
- The Environment Court may hold a court hearing, or may be able to arrange mediation to resolve any objections before a hearing.
- If the Environment Court approves the stopping Council will continue with the process to stop the road and sell the land to the applicant.
- If the Environment Court rejects the Road Stopping, the process ends, The Environment Court decision is final.

#### Comment

In considering the above legislative requirements Council will consider:

- Current use of the road
- Likely public objections
- Future needs of the road for access

#### 12.5.3 Costs

If the application is approved then the applicant will pay all costs incurred by Council including legal fees, land transfer charges, current land value and where required survey costs.

In the case of an unsuccessful application, the applicant shall meet all costs incurred by Council.

If a special Council meeting is required regarding an application then additional charges will accrue.

#### Comment

Ratepayers of the district should not have to foot any costs as there is no direct benefit to them.

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# 13 Gates and Cattle Stops Across Public Roads

## 13.1 Purpose

To identify when Council may consider permitting a gate or cattle stop across a road and requirements relating to installation and maintenance.

## 13.2Objective

The objective of this policy is to:

- Identify the classifications of road where Council will consider permitting the use of gates or cattle stops
- ensure that gates and cattle stops on public roads are constructed and maintained to an appropriate standard
- provide for the safety and legal rights of passage of road users
- identify the responsibilities of the landowners and Council with regards to maintenance, replacement and removal of gates and cattle stops on roads
- avoid neighbour disputes.

## 13.3 Road Safety Implications

The presence of gates and cattle stops on very low volume, mountainous, back country roads is predictable and expected by road users. In these instances the policy outlines the requirements for installation and maintenance to ensure the gates and cattle stop do not pose a safety hazard.

Gates and cattle stops create a hazard when they are located on roads where users travel at higher speeds and could not reasonably expect a gate or cattle stop to exist.

The approaches of cattle stops on medium to high volume gravel roads are prone to excessive deterioration as a result of vehicles braking on the approach. The cross fall of a gravel road is designed to allow water to run off the road. This cross fall flattens on the approach to a cattle stop and, as a result, it is more prone to potholes occurring. This deterioration also causes a safety issue.

On gravel roads which are used to access residential properties, or are part of school bus routes there is a public expectation that Council will provide a reasonable level of service for the surface of the road. The surface of the road, and roadside drainage channels and culverts can be damaged where cattle stand on the road which impacts on the level of service able to be provided

## 13.4Key Linkages

- Section 344 of Local Government Act 1974.
- Heavy Motor Vehicle Regulations 1974

## 13.5 Policy

The Council may allow the erection of a swing gate or a cattle stop or both across any unmaintained or formed Road, where:

- In the Council's opinion it is not practicable or reasonable to fence the road, or
- By agreement the road has been taken or may be constructed through private lands and the owner or occupier requests that a gate or cattle stop or both be erected on the outer boundary at the cost (including maintenance) of one or both parties as may be agreed.

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#### Note

A gate may be installed across any unformed Road providing it is not locked.

#### 13.5.1 Application to Install Facility

Requests for installation of a gate or cattle stop on any unmaintained or formed road shall be made on the appropriate application form in the Associated Documents at the end of this policy document.

Where the application is approved then a permit will be issued signed by Council's Transportation Manager.

Details shall include:

- Land owner and property details;
- Road name and location of gate or Cattle Stop;
- Proposed type of Gate (including that associated with a cattle stop);
- Type of construction and manufacturer of Cattle Stop;
- Tenure required;
- Sketch plan of site;
- Signed consent of all adjacent landowners affected by the gate or cattle stop (also regular road users where appropriate);
- Evidence of current Public Liability Insurance for at least \$2,000,000

#### Comment

The gate or cattle stop should be positioned in a suitable location where it can be clearly seen in advance and does not create difficulties for adjacent landowners or regular road users.

The gate may require reflective signs attached or a pre-warning sign erected depending on how conspicuous the gate is and the amount of forward visibility available i.e. if the gate is erected near a bend or perhaps just over the brow of a hill.

Where a gate is installed, a turning area may require constructing to permit traffic to turn especially a road maintenance grader and gravel trucks such as a Bottom-Dumper.

All cattle stops shall have installed permanent warning signs.

#### 13.5.2 Cattle Stops

All proposed Cattle Stops shall be precast and manufactured by a supplier approved by Council.

#### Comment

There are a number of manufacturers around that make cattle stops to the required strength enabling full Class 1 loading.

Associated Signage –

- In advance of the cattle stop a Permanent Warning sign (750mmx750mm diamond shape) showing an exclamation mark and a supplementary plate "Cattle Stop" erected beneath will be installed. The signs shall be manufactured as per MOTSAM Manual (Speak to Council staff for details).
- The sign shall be erected approximately 80metres in advance of the cattle stop or less where approved by council with the sign installed on a white painted wooden 100x100mm H4 Post. The sign shall be attached to the post at a height no less than 1.5metres above the road level to the underside of the sign and offset approximately 1.2metres from the road edge to the centre of the sign.
- The sign shall be able to be seen by a driver in advance for a distance of approximately 150metres.

A Road Opening Permit will need to be applied for prior to the work proceeding. As part of this process a Traffic Management Plan will also need to be submitted for approval.

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Only Contractors who are on Council's Approved Health and Safety Contractors List will be permitted to work in the road.

#### 13.5.3 Associated Fencing

The approval of a swing gate or cattle stop shall be deemed to include suitable fencing in the road margin up to the facility. Where a Cattle Stop is erected the fence associated with it shall have within its length a gate not less than 3.3metres in length.

#### Comment

The swing gate or cattle stop is redundant without the associated fencing on the road margin. Also the public have a right to pass along a public road.

#### 13.5.4 Locked and Unlocked Gates

Gates across a public road shall remain unlocked at all times. The gate shall have a notice fixed to either one or both sides stating "Public Road" with reflectorised lettering of no less than 75mm high.

In exceptional circumstances, Council may permit a gate to be locked in the interest of public safety. In these situations to enable access, the above sign shall include contact names and details including phone numbers of two persons able to be contacted 24 hours a day.

#### Comment

Gates should not prevent public access as the public have a right to use any legal road. In the case of a locked gate which is remote from any farm house then the additional details are necessary in case of an emergency (For example a quarry which is seldom used but has a road which runs to it or along side it).

#### 13.5.5 Responsibility for Damage

Council shall not be liable for damages in respect to any accident arising from the existence of the gate or cattle stop. The person responsible for the gate or cattle stop shall maintain Public Liability Insurance at all times for the minimum amount required.

#### Comment

The gate or cattle stop is a private structure and it is the responsibility of the applicant who is expected to maintain Public Liability Insurance.

#### 13.5.6 Register of Details on Property File

Where a Permit has been granted to install gates and cattle stops on any unmaintained and formed roads then a copy of the permit will be put on the property file, enabling this information to be recorded on a Land Information Memorandum.

#### Comment

Potential purchasers need to know what liabilities exist regarding these structures.

### **13.6Associated Documents:**

- Application to Place Gate across Public Road (including conditions)
- Permit to Install a Gate on Public Road
- Application to Place Cattle Stop Across Public Road (including conditions)
- Permit to Place Cattle Stop on Public Road

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## 14 Debris on Road

## 14.1 Purpose

To ensure that the road surface is kept clear of material which will compromise the safety of road users, and/or reduce the life of the road assets.

## 14.2Objective

The objective of this policy is to:

- reduce the risk of crashes occurring as a result of material placed on roads
- reduce damage and gradual deterioration to roads as a result of material placed on roads
- to clearly document Council's requirements and the process that will be followed when material is placed on roads
- to recover administration, removal and enforcement costs from people who place material on roads.

## 14.3 Road Safety Implications

Material placed on roads impacts on road safety as a result of:

- the road surface becoming slippery or rough
- creating sudden unexpected changes to the road environment
- creating dust which reduces visibility
- causing road users to brake or swerve to avoid obstacles
- causing damage to the surface of the road, for example scouring.

## 14.4Key Linkages

- Section 357 Local Government Act 1974
- Traffic Regulations 1976
- Litter Act 1979
- Transport Act 1998 and its Regulations
- Land Transport Road User Rule 2004
- Tasman District Council Stock Control & Droving Bylaw 2022

#### Note

Any person who allows, directly or indirectly, material to be deposited on the road from a vehicle may be subject to infringement action by NZ Police and, is separate of any action taken by the Council.

## 14.5 Policy

#### **Immediate Safety Risk**

Where an immediate safety risk exists, debris shall be removed within the shortest possible time frame. For example: Gravel spilt on the roadway.

#### Does Not Impose an Immediate Safety Risk

In all other situations where the debris is not on the roadway but is in the road margin and doesn't create an immediate safety risk, then the person/s responsible where they can be identified shall be requested to remove the debris within a set time frame depending on the type and location of it.

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#### Note

While not specifically covered by this policy, the issue of discharges of effluent from stock trucks onto roads is a matter of concern to the Council and the community. Operators are requested to apply best management practice to their stock truck operations and have the appropriate effluent holding tanks installed on their trucks. Also, stock truck operators attention is drawn to the industry developed "Code of Practice for the Minimisation of Stock Truck Effluent spillage from Trucks on Roads (2003).

#### 14.5.1 Responsibility for Cost

The cost of removal and, where necessary disposal of the debris including traffic control shall remain the responsibility of the person/s that caused the debris to be on the road.

#### Comment

The cost of rectifying the situation is the responsibility of the person/s who created the problem and should not be borne by any other ratepayers or road users.

## 14.5.2 Debris creates an immediate safety risk and the person responsible can be identified

Where debris is deemed to be an immediate safety risk and the person/s responsible for it can be easily identified and able and willing to respond then they shall be required to rectify the situation immediately. The Council will act if the situation is not rectified within half ( $\frac{1}{2}$ ) hour of contact being made.

#### Comment

- If contact can be made with 10 minutes effort then they are considered to be easily identified;
- The cost of removing the debris including temporary traffic control and where necessary- the need for the contractor's staff to direct traffic shall be recovered from those responsible. An administration fee may also be charged;
- Only Council's utility and Transportation network maintenance contractor hold approved temporary traffic management plan that can be implemented immediately.

## 14.5.3 Debris creates an immediate safety risk – Person responsible cannot be identified

Where the person/s responsible cannot be easily identified or unable or unwilling to respond immediately, Council as the road controlling authority shall generally employ its Transportation network maintenance contractor to rectify the situation.

#### Comment

#### It is important to remove the safety risk in the shortest time frame. Council's network maintenance contractor shall therefore be requested to undertake the works as Emergency Works.

#### 14.5.4 Debris does not create an immediate safety risk

#### Person Responsible Identified

In all other situations where the debris does not create an immediate safety risk due to it being in the road margin, and those responsible can easily be identified, then the person/s responsible shall be contacted and the following requirements discussed. The request should then be followed up with a letter or email for reference purposes and should include the outcome if not complied with.

• Time frame to complete – This should be ideally within Twenty Four (24) Hours however, where there is a low risk to the safety of the travelling public then a longer time may be permitted. Ideally this period shouldn't extend past two weeks

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• Non Compliance - If the debris is not removed within the specified time frame then Council will arrange removal and forward the cost onto those responsible after contacting them by phone or letter stating this will happen.

#### Person Responsible cannot be Identified

Where the person/s responsible cannot be identified then the debris shall be removed as part of the Transportation network maintenance contractors cyclic or programmed maintenance.

#### Comment

The time and effort locating and negotiating with the person/s responsible has to be balanced against the cost of Council arranging removal. Therefore where those responsible cannot be contacted or located then the cost of the removal will be at Council's expense, with its road network maintenance contractor undertaking the work.

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## 15 Grazing of the Road Margin

### 15.1 Purpose

To enable temporary grazing of roadsides in appropriate circumstances.

## 15.2Objective

The objective of this policy is to:

- enable temporary roadside grazing on low volume roads to assist with vegetation control
- identify when grazing of roadsides will be permitted
- ensure the safety of road users is not compromised
- ensure road assets are not damaged as a result of roadside grazing.

## **15.3 Road Safety Implications**

Grazing of roadsides can impact on road safety if:

- the presence of stock on roadsides is unexpected
- temporary fences are located too close to the road or in high risk locations
- stock are able to wander onto the road.

## 15.4Key Linkages

- Tasman District Council "Stock Control & Droving Bylaw 2022"
- Tasman Resource Management Plan (TRMP)
- Electricity Act 1992 and the Electricity Regulations 1997.
- Section 357 Local Government Act 1974
- Animals Law Reform Act 1989

## 15.5 Policy

Grazing of the road margin in rural areas is permitted subject to the requirements of this policy.

All animals shall be securely fenced in or tethered in such a manner that they cannot graze closer than within one metre from the edge of the roadway.

No cattle or horses may be grazed on the road margin during the hours of darkness nor shall such animals be tethered on the road margin during the hours of darkness.

Persons wishing to graze their animals in the road margin may only do so along their own property frontage unless permission has been sought from other property owners or occupiers of the property and a copy of a signed letter from the affected land owner(s) has been supplied to Council.

#### Note

Grazing of stock in the road margin in a rural zoned area is a permitted activity subject to meeting the requirements of this policy. Council requests that person/s considering grazing stock in road margin first contact Council's Asset Engineer Roads to ensure there are no Transportation works planned or any other issues.

#### Comment

Wandering stock can pose a significant safety hazard to road users.

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Property owners often take a pride in their road frontage and therefore it is simply a matter of courtesy that permission is first sought before grazing stock on someone else's road frontage.

#### 15.5.1 Electric Stock Proof Fences

Only stock-proof electric fences shall be permitted. These shall be constructed of approved flexible electric fencing standards with a minimum of three wires except that a single wire will be permitted for adult stock. Steel waratahs are not permitted.

All fences shall be erected in compliance and accordance with the requirements of the Electricity Act 1992 and the Electricity Regulations 1997. Fences shall be suitably labelled notifying the public the fence is "LIVE".

#### Comment

Solid posts and steel Waratahs when struck by a vehicle can cause severe injuries to its occupants.

#### 15.5.2 Location of Temporary Grazing Fence from Roadway

The fence shall not be erected closer than 2 metres from the edge of the sealed roadway, or 1.5metres in the case of gravel road. Where a water table/drain exists, then the fence shall be erected approximately 0.5 metre behind the back slope of the water table on the boundary side.

A maximum length of 200 metres of fencing is permitted for temporary grazing at any one time and this shall be relocated at least every 10 days. These limits may be extended, subject to written permission in special circumstances only.

Temporary fences generally shall not be permitted on both sides of the road at the same time.

#### Comment

A reasonable safety margin has to be kept between the fence and the traffic lane.

If both sides of the road were to be grazed at once there is no escape route for traffic. A maximum length of 200 metres is seen to be a manageable extent for a single grazing area.

#### 15.5.3 Fencing Around Culverts/Bridges

All waterways, culverts and bridges along the road shall be fenced-off and kept clear of stock. No electric wires shall be permitted to be attached to any Transportation structure or <u>Council asset</u>.

#### Comment:

Cattle in particularly can damage culvert flow paths as well as embankments and pollute waterways. Access to culverts and the underside of bridges should be accessible at all times for maintenance and emergency purposes

#### 15.5.4 Time Limit of Temporary Fence Being up

All temporary fences shall remain in position while the road margin is being grazed, and must be completely removed immediately afterwards. Generally a fence should not remain up longer than 10 days.

#### Comment

The time limit is intended to prevent any adverse effect on the road margin. It is also intended to prevent the fence becoming a permanent fixture.

#### 15.5.5 Request to Remove Fence

The Council may require the fence to be removed at any time. The fence shall not be re-erected without specific written authorisation from Council.

#### Comment

Unforeseen circumstances may mean that no roadside grazing is appropriate in a particular situation.

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## 16 Use of the Road

## 16.1 Purpose

To <u>outline general expectations around use of the road, and</u> ensure the storage of materials, erections of structures and right of use on road reserve does not compromise the safety of the road, impact on other property owners or result in damage to the roading assets.

## 16.2 Objective

The objective of this policy is to:

- identify when material may be stored on road reserve
- outline requirements for storing materials on road reserve.

## **16.3 Road Safety Implications**

Inappropriate storage of material on roads can cause a hazard in the event of a crash. Mud can also be tracked onto the road from farm vehicles accessing the material. This causes the roads to become slippery.

This policy adopts a risk based approach to identifying when storage on road reserve will be considered appropriate and when it may not occur. This is based on the likelihood and consequence of a vehicle crashing into the material, as well as the damage that can occur to the road in accessing the materials.

## 16.4Key Linkages

- Local Government Act 1974
- Public Works Act 1981.

## 16.5 Policy

Except in exceptional circumstances or for Transportation purposes, Council does not allow storage on road margins. This includes hay bales, balage, logs, stockpiles and machinery etc.

Subject to the requirements of this policy, public access is a right along an unformed legal road. Roads may be occupied by adjoining landowners or road ILicences to occupy may be issued for specific occupation.

Council allows the following structures to be placed on the road margin subject to the conditions of this policy:

- School bus shelters
- Mail Boxes and Post Box Receptors
- Gateway entrance structures including fences (Special conditions)

Non-complying structures shall be considered on a case by case basis.

New Loading/Unloading facilities for machinery and stock are not permitted on the road margin of unmaintained and formed roads.

Private lights attached to dedicated street light poles or other street furniture is not permitted.

#### 16.5.1 Ground Surface Conditions

The type of transportation <u>mode appropriate for each road, particularly unformed roads</u>, <u>shall beis</u> limited by the physical nature of the road and the state of the surface (ie. ground surface type, topography, vegetation,

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foundation, weather conditions, etc).

The mode of transportation shall not cause measurable damage to the ground surface or pavement formation. It shall be the responsibility of the public accessing the roads to have ascertained the status and location <u>of the</u> road, and to judge what is safe and appropriate.

Utility Networks and Public Works providers shall be entitled to use unformed legal roads by any vehicle considered necessary provided that any ground surface damage shall be repaired as soon as possible. Council gives no assurances that any road is passable. Applicants use roads at their own risk.

#### Comment

Public access is a right along a road however that right is limited to not damaging the surface.

#### 16.5.2 Use of Road

Where an unformed or unmaintained road is fenced and occupied as part of adjoining property, the landowners whose property through which the road passes shall be entitled to use the road subject to the following:

- No planting of trees shall be permitted unless permission has been granted by Council's Transportation Manager;
- Ffencing for the purposes of stock control may be erected but should not prevent foot access
- No physical works shall be carried out on the road other than with the written approval of Council's Transportation Manager;
- The landowner shall be responsible for the control of noxious plants and pests on the road;

#### Comment

In most cases unformed roads are used as part of an adjoining property whereas this sets out the rights and obligations of occupation.

#### 16.5.3 Landlocked Parcels of Land

Where an unformed or unmaintained Road is fenced and is contained within a unitary landholding, the landowner may assume rights to use the land, or in the case of landholdings under separate ownership the occupation shall be by agreement by the landowners. In either case the occupation is subject to Use of Road 16.5.2 except:

- Where the road provides practical access to a parcel of land isolated from a formed road, the landowner of the isolated land shall have rights of access by foot or vehicle, and to drove stock provided no measurable damage is made to the road surface;
- Roads may be isolated by swinging gates subject to Council's Transportation Policy "Gates & Cattle Stops;
- Unformed roads may be formed to provide an all weather surface, see Council's Policy on "Formation and Maintenance of Legal Roads".

#### Comment

In some cases fenced unformed or unmaintained roads are separated from an adjoining property. There is normally a reason for this such as access to another parcel however adjoining owners may occupy the road subject to conditions.

#### 16.5.4 Leases and Licences

Section 45 of the Public Works Act allows the issue of a lease; tenancy or licence of any land held for a public work on such terms and conditions as Council thinks fit.

This authority is used for the issue of licences in the case of existing buildings constructed on roads, for public utilities not constructed by Council or in special circumstances where the land is to be occupied by a third party or an adjoining landowner.

All licences shall be at the pleasure of Council. The issue of a licence except in the case of safety shall not limit the access rights of the public, whereas the terms of the licence shall have priority over clauses 16.5.2 Use of Road and

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16.5.3 Landlocked Parcels of Land herein.

In accordance with Councils existing delegation, Council's Property Officer is authorised to sign road licences on behalf of Council.

Application for a licence should be made in the first instance to Council's Transportation Manager.

Each application shall be accompanied by the prescribed fee as set out in the Council's Schedule of fees and charges.

Larger encroachments such as a building or dwelling will be charged annual rental based on the equivalent rates for similar buildings and as per the Council's Schedule of Fees and Charges.

#### Comment

The issue of licences for specific occupation of roads is authorised by Section 45 of the Public Works Act 1981. Licences are normally only granted if circumstances warrant it.

Some encroachments such as dwellings or baches should not unreasonably benefit from not being on their own title. It is fair for those benefitting to pay towards Council's costs and avoid being subsidised by other ratepayers.

#### 16.5.5 Structures Application

All proposed structures to be placed in the road margin other than mail boxes shall require permission from the Council.

Applications forms to place a structure in the road margin are included in the Associated Documents at the end of this policy. Information required shall include:

- The type of structure and size including details of construction
- The proposed location of the structure from road boundaries
- Public Liability Insurance details

#### Comment

This allows Council to ensure that structures are built from suitable material and are located as safely as possible.

#### 16.5.6 School Bus Shelters

School bus shelters placed in road reserve shall be constructed of an approved material and in such a manner that they can be relocated.

They shall be placed as far as practical from the road and with the back of the shelter on the boundary or in private property.

A Licence to Occupy is required for these structures (See Section - Use of Roads & Road Licences).

#### Comment

- Council must ensure a reasonable building standard is adhered to and that the safety of the children, and the general public, is considered when locating the shelter.
- Safe sightlines are not restricted for intersections, accessways or curves.

#### 16.5.7 Mail Boxes & Post Box Receptors

#### Mail boxes

Mailboxes installed on roads where there is no kerb, shall be placed as far from the road edge as possible and preferably behind the water table where one exists. The absolute minimum distance a mail box shall be placed next to a road and measured from either the edge of seal or gravel carriageway shall be 1 metre.

The structure holding the mailbox shall be constructed of a material that will collapse if struck by a vehicle such as a 100x100mm timber post or similar and painted white to make it conspicuous.

Roadside mail box access aprons constructed to provide vehicle access to a mail box shall be constructed in such a manner that water table flow is not restricted. If necessary, pipes of a minimum size specified by Council shall be

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placed in the water table under the proposed entrance and/or exit. See Council's Transportation Policy – "Vehicle Crossings and Accessways".

Note: Permission to construct a mail box access apron in a new position away from an existing vehicle accessway in the road margin shall require approval by Council as for a vehicle accessway.

The owner of the mail box shall be responsible for all costs associated with the installation and maintenance of any drainage systems and vehicle access areas constructed in the road margin. Generally the vehicle access area to the box will be associated with a property accessway.

#### **Post Box Receptors**

These are generally provided by New Zealand Post. New Post Box Receptors are permitted to be installed in the berm or road margin providing the location is approved by Council.

A Licence to Occupy is required for these structures (See Section - Use of Roads & Road Licences).

#### Comment

- The location of the mailbox or post box receptor and their construction materials requirements, are to minimise the risk of harm to road users;
- Sightlines shall not be unreasonably restricted by the mail box or post box receptor;
- The mailbox is a private service and therefore it is appropriate that all costs to maintain associated work such as vehicle access areas are borne by the applicant and not other ratepayers in general;
- The access apron for servicing the mail box needs to be located in a safe location thereby providing good sightlines for both those drivers accessing the mail box as well as those drivers approaching it from along the road, similar for any new accessway.

#### 16.5.8 Gateway Entrance Structures

New gateway entrance structures shall generally be constructed on the boundary <u>and not within legal road</u> unless otherwise approved by Council. See Council's Transportation Policy – "Fencing".

A Licence to Occupy is required for these structures (See Section - Use of Roads & Road Licences).

Materials used in any gateway entrance structure shall generally be of a frangible nature with the exterior cladding being of an acceptable type which by nature doesn't cause an unacceptable hazard (Note: Relevant where the structure is in the road margin).

The structure shall not limit the safe sightlines of drivers approaching and exiting the entrance or nearby intersection or horizontal curve.

#### Comment

These conditions are to minimise the risks to road users.

#### 16.5.9 Loading and Unloading structures

New permanent loading/unloading structures for stock or machinery are not permitted on the road margin. Where the road is not legalised then <u>A</u>any structure should be offset at least 3metres from either the seal or gravel road edge. In all cases the manoeuvring of vehicles <u>using these structures</u> should not occur on the roadway.

Existing structures shall be adjusted so that vehicles loading or unloading stock or machinery can be parked off the roadway and, ideally manoeuvred into position in a safe manner and without causing damage to the road. The structure where on private property, shall not limit the safe sightlines of drivers approaching or exiting nearby intersections, entrance or curves.

#### Comment

Loading and unloading on the road margin creates a safety hazard for road uses as well as those involved in the operation. A further concern is regarding the damage that may be caused to the roadway and road margin.

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#### 16.5.10 Registering Structure on Land Information Memorandum

The structure's ownership and subsequent responsibilities shall be by way of a Licence to Occupy and a copy kept on the property file. This will ensure future property owners are informed of the structure's ownership and its liabilities.

#### Comment

Ideally if the structure is no longer required then it should be removed by the owner. The Licence to Occupy allows for this removal.

Future owners need to know what liabilities they may inherit if these are legally transferable.

#### 16.5.11 Structure No Longer Required

Where structures are no longer required by those responsible for them, then they shall at their own cost have them removed and the Licence to Occupy where appropriate, will need to be terminated.

#### Comment

The cost of removing a structure should not be at the expense of ratepayers.

### **16.6Associated Documents:**

- Example 1 Licence to occupy road
- Example 2 Licence to occupy road
- Application To Place Structure On Road Margin
- Structure On Roads Inspection Sheet
- Conditions

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## 17 Vegetation Control

Council's is generally responsible for vegetation control within the road although there are limits to the extent of work the Council can deliver. This includes the use of non-residual chemical herbicides to knock down vegetation growing in the roadway including around street furniture. We aree also responsible for control of the following pest plants within the road as well as other noxious weeds identified in Council's Regional Pest Plant Management Strategy.

## 17.1 Purpose

This policy is intended to:

- <u>-A</u>allow residents to request their frontage not be chemically sprayed and instead, undertake vegetation control themselves.
- Describe the nature and extent of vegetation control completed by the Council in urban areas

## 17.2Objective

The objective of this policy is to:

- Define areas that are sp<u>r</u>ayed for vegetation control
- Outline the process for requests to have their frontage not chemically sprayed

## 17.3 Road Safety

Overgrown vegetation can obscure visibility for all road users and limit the ability to pull vehicles off the road and onto the shoulder. Management of vegetation is important to maintain sightlines especially on roads with curvature.

## 17.4Key Linkages

- Tasman Resource Management Plan (TRMP)
- Tasman District Council's Road Maintenance Specification
- Regional Pest Plant Management Strategy
- Council's Resource Consent for Roadside Spraying

## 17.5 Policy

Council will permit sections of <u>non-urban</u> road frontage to forego spraying providing the applicant whose frontage is not to be sprayed maintains it to a satisfactory standard.

#### 17.5.1 Areas of Spraying

#### Non-Urban Roads (Rural)

Non-urban roads generally do not have kerbs and the land adjacent to the road is zoned Rural.

Council's Transportation maintenance contractor is required to maintain a vegetation free environment for certain areas within the roadway for all non-urban roads including spraying around ends of culverts, marker posts and other street furniture. Pest Plants are also to be controlled with in the road boundaries.

#### Urban Roads

For urban roads Council's Transportation maintenance contractor is responsible for keeping the roadway between the back edges of the kerbs and full width of footpaths free of vegetation as well as the road free of pest plants.

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Where adjacent residents have planted vegetation which encroaches into the road or footpath area, the current owner/occupier is responsible for maintaining that vegetation. The Local Government Act 1974 enables the Council to serve notices on landowners and seek reimbursement for any costs the Council incurs in relation to this private vegetation.

The Council does not proactively mow urban road berms. Adjacent residents commonly mow these to keep them to a standard that meets residents expectations. The Council will only carry out reactive mowing in cases where it is deemed necessary for safety reasons.

Residents need the Council's permission before carrying out any planting activity in road reserves.

#### Comment

Council has a responsibility to maintain the Transportation asset including, controlling all nominated pest plants to prevent them spreading into private property.

Property owners have a responsibility to ensure they do not cause a nuisance to road or footpath users.

#### 17.5.2 Applications for Spray Free Frontage

Applicants are required to fill out an application form and forward this to Council's Transportation team for processing.

Conditions relating to Council agreeing not to spray frontages is attached to the application form.

#### Note

The area which is to be excluded from chemical control is between the roadway centreline to the boundary of the applicant and extending either over the full length of their frontage or a part of it as indicated by the marker pegs.

#### Comment

The applicant must be certain that they are able to control vegetation including destroying all identified pest plants. If all land owners including council are to destroy all identified pest plants then it is unreasonable to allow pest plants to infest parts of road margins where permission for non-chemical control has been granted.

#### 17.5.3 Where a frontage is not being maintained

Where an applicant is not complying with the conditions set down for the control of vegetation along their frontage including, maintaining pegs identifying the section of frontage for non-chemical control, then Council will in the first instance contact the applicant giving them one month to bring the frontage up to specification. Where after one month the frontage is out of specification and the applicant is unwilling to meet the requirements even with an extension of time then the applicant's frontage shall be removed from the "No Spray Frontages" list.

#### Comment

It is necessary that applicants control the vegetation on their frontage and where this requirement is not met to give them reasonable time to rectify the situation

#### 17.5.4 Marker Pegs

Red marker pegs are to be installed at the start and end of the no spray zone and for these to be clearly visible from the road. Council will arrange for suitable marker pegs to be supplied at the Council's cost. When a new permit is issued the Council reserves the right to charge permit holders for replacement pegs.

## **17.6Associated Documents**

• Application - No Spraying List including Conditions

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## 18 Trees on Roads

### 18.1 Purpose

To enable changes to planted tree and shrubs on roadsides by people or organisations other than Council.

### 18.2Objective

The objective of this policy is to:

- ensure that trees with amenity and heritage value are protected. Trees and shrubs can play an important role to add amenity to urban areas, provide essential shading in the summer and warming in the winter. Placement of trees can contribute to lowering street speeds and can encourage active transport.
- identify where trees on road reserve can be pruned in the first instance before removal is considered removed
- enable trees that impede pedestrian flow, compromise the integrity and efficient operation of infrastructure service or reduce visibility on curves or at driveways which are detrimental to the road can be trimmed or maintained in the first instance before being to be removed by other parties
- outline health and safety expectations and requirements when removing trees
- outline traffic management requirements for removal of trees
- improve the amenity of road corridors through considerate plantings.

## **18.3 Road Safety Implications**

Trees on roadsides <u>may</u> impact on the safer roadsides component of the New Zealand Road Safety Strategy. <u>Trimming or maintenance for trees should be used to ensure there are adequate sight lines at high risk locations</u>. In some instances trees have a detrimental impact on the safety of a road by shading the road and causing ice issues on sealed roads and freeze/thaw issue on unsealed roads, or by tree roots affecting the surface of the road. <u>An investigation of trimming or maintenance techniques or a mitigation of risks to preferred before tree removal</u> <u>is considered</u>.

## **18.4Key Linkages**

- Sections 316 and 317 Local Government Act 1974
- Tasman Resource Management Plan
- Nelson-Tasman Land Development Manual

## 18.5 Policy

Consent to remove tree/s shall only be granted where the purpose of the removal meets one of the following criteria:

- Benefits the general community e.g. safety;
- Removes a genuine nuisance e.g. footpath uplifted, affecting underground or overhead utilities;
- Where there is a proven need for the clearance to allow for road or path construction.

No new plantings in road margins on roads with speed limits above 50kph shall be allowed, or allowed to grow, so that excessive frosting or shading of the roadway occurs or sightlines at intersections or through curves are restricted.

#### Comment

Shading during winter weather conditions could result in safety problems to road users, particularly on corners or intersections.

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#### 18.5.1 Request to Have Tree/s Removed

Any person or utility operator wishing to remove any tree/s irrespective of whether the tree/s have occurred naturally, planted by others or planted for street beautification purposes, shall require written permission, unless Council agrees to remove the tree/s at its own cost for safety or genuine nuisance reasons.

The cost of removal, should permission be granted, shall generally be at the applicants' expense.

Applications under this section shall include the following information:

- Location of site;
- Extent of operation proposed;
- Purpose for removing trees;
- Written consent of adjoining landowners;
- Where appropriate support of the local community board;
- Details of income and expenditure of operation to remove trees, to whatever level of detail Council deem appropriate given the scale of operation and assessed level of risk. This applies to trees being removed for one of the reasons listed above and at the cost of private individuals and the trees after harvesting will reap financial gain.

#### Comment

- The application must contain sufficient detailed information to allow an informed decision to be made. The weighting of the consent (or opposition) of any adjoining landowner will be considered in relation to the purpose of removing the tree/s.
- A Traffic Management Plan is likely to be required on all unmaintained or formed roads therefore the work will generally only be permitted to be carried-out by a suitably qualified Arborist. However the size and extent of the job will determine this.
- The stump may require removing and the surrounding area reinstated.
- Both underground and overhead services may need locating prior to work proceeding.
- Where substantial harvesting is required from the road margin then details or revenue may be requested however, this needs to be balanced against the cost of harvesting and the benefits of removing the shading influence giving rise to frost problems;
- In some instances it may be worth removing a tree if ongoing interference to the pavement, culverts, footpath and overhead or underground services will continue.

#### 18.5.2 Removal to Make Way for Development

Where the need to remove the trees is associated with some form of development which will require consent then approval to remove the trees will be subject to all such consents being issued first.

#### Comment

This process is intended to ensure that trees are only removed for genuine reasons and only when all other activities have consent.

#### 18.5.3 Roads with Speed Limits above 50kph

No new plantings in road margins on roads with speed limits above 50kph shall be allowed, or allowed to grow, so that excessive frosting or shading of the roadway occurs or sightlines at intersections or through curves are restricted.

#### Comment

Shading during winter weather conditions could result in safety problems to road users, particularly on corners or intersections.

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#### 18.5.4 Planting for Shelter

Planting on the road margin solely for the purpose of providing shelter shall not be allowed <u>on roads with speed</u> <u>limits above 50 kph</u>.

#### Comment

Planting on the road margin should be for aesthetic value. Shelter species should be planted inside the boundary on private property and subject to the setback and shading rules in the Tasman Resource Management Plan.

#### 18.5.5 Responsibility for Roadside Planting

All responsibility for roadside planting shall lie with the adjoining landowner and shall transfer with the ownership of the land. This includes:

- Reinstatement of any services damaged
- Clearance of roadside drains
- Annual control of pest plants
- Removal of overhanging branches
- Immediate removal of trimmings whether generated from roadside, plantings or shelterbelts inside the property.

#### Comment

All costs involved in the remedy of the above should be met by the individual landowner rather than ratepayers in general.

Any trimmings etc left on the road or road margin shall be removed in accordance with Council's Transportation Policy - 'Debris on the Road'.

#### 18.5.6 Safety Issues

No planting shall be allowed which obstructs, impedes or restricts visibility at intersections, property accessways or through road curves, or which presents a roadside physical hazard to vehicles when they lose control-

#### Comment

Plants that restrict visibility create a safety hazard for motorists and pedestrians.

#### 18.5.7 Liability for Damage

Council shall not be held responsible for damage to any planting no matter how it occurs, nor shall Council be held responsible in any\_way for claims for damages. It is a condition of the issuing of all permits that the applicant arranges and keeps in force, public liability insurance to protect their liability for damage to third parties. Consideration of overhead utility lines need to be considered as the cost of trimming the tree if it interferes with an overhead power line will be at the owners expense.

#### Comment

Plants are the property of the applicant and they shall be responsible for them.

#### 18.5.8 Removal of Tree/s or Shrubs

Council reserves the right to have any tree, other than a protected tree, removed at any time. The cost of such removal would generally be at Council's expense.

#### Comment

Unforeseen circumstances may mean that planting on the road margin is no longer appropriate in a particular situation.

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## 19 Signage

Signs provide an important traffic control and information function throughout the towns and rural areas of the district.

The main categories of signs are:

- 1. Traffic Control Devices (traffic signs)
- 2. Advertising Signs
- 3. Street Name Blades
- 4. Tasman's Great Taste Trail Signs

**Traffic Control Devices** provide compulsory instruction, guidance and warning to road users. -They contribute to a safe and efficient road network by ensuring that traffic is controlled by means of traffic signs that are safe, appropriate, effective and uniform and are applied in a consistent manner.

## 19.1 Purpose

This policy is intended to ensure that regulatory, and way finding and advertising signs are appropriate for the location and installed correctly.

To ensure that signs do not detract from traffic safety by causing confusion or distraction to or obstructing the views of motorists or pedestrians.

### 19.2 Objective

The objective of this policy is to ensure that the Council meets its responsibilities in regard to installing and maintaining these signs including associated road markings on local roads within Tasman district.

- Advertising Signs includes all other signs that are intended to be seen by road users. This includes signs located within the road boundaries or on private property near a road. The signs may be permanent, temporary, movable or vehicle mounted.
- Street Name Blades form an important part of the urban and rural road network aiding direction and wayfinding. Council has also adopted the Rapid Numbering system on Name Blades reducing the need for some direction signs.
- Tasman's Great Taste Trail Signs includes all direction, marker posts, information and advertising signs on Tasman's Great Taste Trail. The signs are all a consistent colour scheme so that they are readily recognisable as Tasman's Great Taste Trail signs. Direction and advertising signs to commercial activities are required to apply to the Nelson Tasman Cycle Trails Trust, and a fee may be applicable. Advertising from the trail is an important mechanism for the Trust to derive some income to cover maintenance and operation costs of the cycle trail.

Note: All regulatory signs installed on State Highways or side and cross roads intersecting any State Highway are the responsibility of the New Zealand Transport Agency.

## **19.3 Road Safety Implications**

The Traffic Control Devices Manual Traffic sets out principles that signs are an essential element of the road system. They are provided to aid the safe and orderly movement of traffic. The Manual provides guidance and

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indicates best practice to the transport industry and practitioners on the use of traffic signs and consistent use nationwide. The manual refers to rules, provides standards and guidance on the use of traffic signs. However, practitioners should always apply sound engineering judgement to ensure that the use and installation of traffic signs are effective at a particular site.

## **19.4Key Linkages**

**Traffic Control Devices:** 

- Land Transport Rule Traffic Control Devices 2004 (including amendments); implemented via,
  - o Traffic Control Devices Manual (New Zealand Transport Agency)
  - Note: The Code of practice for temporary traffic management (COPTTM) and any updates are included as Part 8 of the Traffic Control Devices Manual. Temporary Traffic Management signs are included in the included sign specification set.
- Land Development Manual
- Stock Control and Droving Bylaw 2022

#### **Advertising Signs:**

- Tasman Resource Management Plan (TRMP); specifically,
  - Chapter 11 Land Transport Effects
  - Section 16.1 Outdoor Signs & Advertising
- Tasman District Council Application for Tourist Symbol (<u>http://www.tasman.govt.nz/transport/roading/roading-policies-permits/tourist-signage/</u>)
- Traffic Control Devices Manual Part 3 Advertising Signs (New Zealand Transport Agency)
- NZS 8603:2005 Design and Application of Outdoor Recreation Symbols
- Tasman District Council's Public Places Bylaw 2024.

#### Street Name Blades:

- Traffic Control Devices Manual Part 7 Street Name Signs (New Zealand Transport Agency)
- Tasman District Council Street Name Blade Specification (November 2011)
- AS/NZS 4819.2011 Australian/New Zealand Standard Rural and Urban Addressing

#### Tasman's Great Taste Trail:

Tasman District Council Management Plan for Tasman's Great Taste Trail – June 2016 specifically:

o Tasman's Great Taste Trail OPERATIONS PLAN 1 December 2014

## 19.5 Policy

#### **Traffic Control Devices:**

Council is bound by the **Land Transport Rule: Traffic Control Devices 2004** which specifies the requirements for the design, construction, installation, operation and maintenance of traffic control devices, and sets out the functions and responsibilities of road controlling authorities in providing traffic control devices to give effect to their decisions on the control of traffic.

Council has adopted the Traffic Control Devices Manual (New Zealand Transport Agency) as the standard for signage on district roads to ensure compliance with the Land Transport Rule.

For State Highways within Tasman District, the New Zealand Transport Agency is the road controlling authority

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and all sign enquires other than for general advertising signage shall be directed to that authority. Note: For general advertising signs applicants will need to apply for resource consent from Council.

Council has adopted the guidelines contained in the Traffic Control Devices Manual to determine which type of sign either a STOP, GIVE WAY or uncontrolled intersection (no sign) is the most appropriate for the location.

All One Lane Bridges on all through roads and those no exit roads with traffic volumes greater than Twenty vehicles (20) per day shall be signed in accordance with the New Zealand Transport Agency Manual of Traffic Signs and Markings. All other roads may be signed where appropriate due to high vehicle operating speeds, lack of appropriate sightlines or high tourist numbers.

#### Note

Any roads referred to as tracks are not required to be signed to this standard such as the Braeburn Track.

All Intersection Direction Signs (IDS), Advance Direction Signs (ADS), Confirmation Direction Signs (CDS), Place Name Signs (PNS) and Street Name Signs will be manufactured, located and installed in accordance with the Traffic Control Devices Manual.

Additional Requirements:

- White legend with blue background (when signing Council Roads);
- The legend and background material will be High Intensity (HI) grade as a minimum standard;
- For rural road name blades inclusion of number range for RAPID addressing purposes.

#### 19.5.1 Responsibility for Provision and Maintenance of Signage

As the road controlling authority for local roads, Council shall be responsible for the provision and maintenance of the following types of signs:

- Mandatory and Regulatory Signs
- Permanent Warning Signs
- Permanently installed Temporary Warning Signs for such things as ice or other natural hazards but excluding stock and truck crossing signs
- Directional and Information Signs at Major Intersections
- Destination Information and Road and Street Name Signs
- Motorist Services signs for public facilities
- General information signs for public amenities.

#### Note

Contractors working on the road are responsible for provision and maintenance of temporary traffic signs. For all other types of signs all costs including maintenance shall be borne by the organisation or individual requesting the sign. These include but are not limited to:

- Motorist Services Information for private facilities
- Presence of Tourist Interests
- Stock Signs
- Temporary Stock Signs
- Temporary / Permanent Truck Crossing Signs
- RAPID Numbers

#### 19.5.2 Applying for Signs

Motorist Service Signs are applied for on Council's attached form at the back of this policy entitled "Application

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Form for Tourist Symbol Sign".

General advertising signs shall managed through Council's Resource Consent process. Application forms are available from Council's planning department.

RAPID Number signs are applied for through the Building Consent process.

Stock Crossing signs are required at all road stock crossings see Councils Transportation Policy "Stock Crossings at Grade"

For all other type of road signage enquires (including tourist facility signs) contact Council's Transportation team.

#### Comment

It is important to ensure signs meet design standards and are being installed in a location that is complimentary to, and not an obstruction to existing signage. It is important that signs do not create a hazard to the travelling public or create road safety issues. Too many signs create both visual pollution as well as confusion in differentiating between the traffic rules, safety messages and those superfluous ones promoting a tourist establishment.

## 19.5.3 Compliance with Traffic Control Devices Manual (New Zealand Transport Agency)

All signs, excluding general advertising signs, shall comply with the New Zealand Transport Agency Traffic Control Devices Manual, and be manufactured and installed by an approved manufacturer as per the RSMA Compliance Standard for Traffic Signs 2008.

Council will arrange for the sign to be manufactured at a competitive price, with its road network maintenance contractor installing the sign. An account will then be sent to the applicant by Tasman District Council for the cost of the sign and installation once the sign has been erected. A quote for the work can be provided before the work proceeds.

#### Comment

This will ensure the sign conforms to the Traffic Control Devices Manual and manufactured to the approved standard.

#### 19.5.4 Temporary Warning Signs

All temporary signs shall be removed or folded down (if appropriate) when not in use.

#### Comment

When signs are left out beyond the period of intended use, road users become complacent and tend to ignore the signs.

#### 19.5.5 Motorist Service Signs

These signs are for services which are commonly required by travelers and are located adjacent to the road or a reasonable distance along a side road.

Motorist service signs are not normally provided for commercial services in rural areas when the service is located adjacent to the road and;

- Suitable advertising signing is or can be erected within its grounds or
- · Advertising signs are erected on private property in advance of the service facilities.
- To qualify for signing as a motorist service, accommodation facilities must be:
- Available to casual travellers for a considerable proportion of the year.
- Registered with an appropriate operators association e.g. HANZ, etc

#### Comment

It is inappropriate to direct visitors to temporary accommodation that may not be operating when they arrive.

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#### 19.5.6 Advertising Signs

These signs require resource consent. Applications for these signs are to be sent to the Resource Consents section of Council's Environment & Planning Department.

The signs will be non reflective.

Real Estate Signs including auction or any other private sale or promotion signs are permitted subject to size, content and construction outlined in Council's Tasman Resource Management Plan and Public Places Bylaw 2024, providing they are on the frontage of the property for sale. Remote signage is not permitted on road margin due to them potentially restricting sightlines and thereby creating a hazard, they may also distract driver's attention from nearby traffic signs. No sale signs may be attached to any traffic sign including post or other street furniture (including bus stops).

#### 19.5.7 Retail Displays and signs on Footpaths

Footpath displays require written permission from Council. -No operator of a business shall place, erect, or establish any retail display on the public footpath or road. If written Council permission is provided for a display, no person shall establish on the footpath any display that poses a hazard to pedestrians due to its design or location, or that reduces the width of the footpath available to pedestrians to less than 1.8 metres.

Refer to Tasman District Council's Public Places Bylaw 2024 for full details.

#### 19.5.8 Sandwich boards regulations:

Sandwich boards are covered by our Public Places Bylaw 2024 as follows:

Each business may have one sandwich board, located immediately outside the business and not obstructing other businesses. Placement must be on the roadside edge of the footpath, ensuring a minimum of 1.8 metres of clear footpath width. If the footpath width does not allow for 1.8 metres of clear footpath after a sandwich board is placed, no board is permitted. Maximum dimensions for sandwich boards are 600mm wide and deep, 900mm high; larger signs or flags are not permitted.

Sandwich boards must not obscure visibility or impact road safety, particularly near intersections or pedestrian crossings. Boards must be stable and weighted to resist movement in the wind; folding boards must be secured to prevent opening or closing in windy conditions. During heavy winds, sandwich boards must be brought indoors to mitigate hazards to pedestrians. Sandwich boards, including the base, must be brought onto private property outside of business hours and may not be left overnight on the footpath. Sandwich boards must not obstruct or impact users of accessible parking, bus stops or pedestrian crossings.

The Council reserves the right to dictate the exact location for the placement of boards, prioritising pedestrian safety and convenience. Council retains the right to remove any board deemed a nuisance or non-compliant with these requirements at any time. The Council may, at its discretion, grant exemptions to the requirement that the sign be placed directly outside the business. Exemptions may be considered in cases such as businesses located down alleyways, where placing a sandwich board on the main footpath is necessary, provided it does not obstruct the footpath and maintains the required 1.8 metres of clear pedestrian space.

#### 19.5.719.5.9 Tourist Information Signs

Only certain types of tourist facilities qualify for this type of signage. The signs are generally white text on a brown background. Council follows the New Zealand Transport Agency Traffic Control Devices Manual guidelines as to when these signs are appropriate.

19.5.819.5.10 Rapid Numbers

**Rural Residential Dwellings** 

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All rural residential dwellings shall be issued with a Rapid Number. This shall be applied for as part of the Building Consent.

#### Non Rural Residential Dwellings

Non-residential buildings may be allocated a rapid number upon application to Council.

#### Comment

Rapid numbers enable emergency services to locate rural properties quickly. Halls, sheds etc may need to be located by emergency services.

#### 19.5.919.5.11 One Lane Bridge Pavement Markings

Pavement markings shall only be applied where the approaches are sealed. Approaches to one lane bridges on known tourist and higher traffic routes and those frequently used by heavy traffic should ideally be sealed to reduce corrugations as well as enable a hold line and lead-in edge lines to be marked.

On high trafficked sealed routes the words "One Lane Bridge" shall be marked and directional arrows shall be marked on popular tourist routes indicating the direction of each departure lane (See Appendix for list of roads marked with arrows to date).

#### Comment

Directional arrows are useful where tourists travel in the same direction on the opposite side of the road in their own country, find themselves on a low trafficked road with few cues to remind them which side of the road to drive on.

#### 19.5.1019.5.12 Determining Which Approach Lane Should Give Way

Ideally a consistent approach should be taken as to which traffic direction shall give way on a route with a series of one lane bridges however, this needs to be weighed-up against other factors such as approach speeds and sight distances, vertical and horizontal alignment etc. In other cases where the route comprises only one or a few bridges then each priority should be determined on a case by case basis.

#### Comment

Ideally where approaching traffic has the highest speed or best sight line then it should be these drivers that give way as drivers on the other approach are most likely to slow and act cautiously where conditions are not ideal.

#### 19.5.1119.5.13 Other Options to Signage

Warning or regulatory signage is often requested due to a safety concern however, the sign itself is unlikely to address the core reason for the safety concern. A warning sign should be considered a last resort and must not replace good planning, design, safe road use or improvements where these are affordable. Vulnerable road users including parents and schools need to take responsibility to ensuring safe practices are followed and that young children are guided by an older person. It remains the parents' responsibility to judge if their child is old enough to be able to travel independently.

Where a warning sign is requested, and it is accepted as an appropriate response to the safety concern, but it is not a priority within Council's network wide safety budget, individuals may be prepared to pay for and maintain the signage themselves. In these instances Council's road network maintenance contractor should install the sign to ensure correct placement.

#### 19.5.1219.5.14 Applying for IDS, ADS and CDS Signs

Council shall determine on a case by case basis where these signs are appropriate. Generally these signs shall only be installed on major routes that lead to towns and tourist destinations where the route intersects with Arterial,

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Distributor and Collector Hierarchy Roads.

#### Comment

These signs are generally of significant size and cost and therefore are not appropriate on local roads.

#### 19.5.1319.5.15 Place Name Signs

Place name signs are only appropriate at the entrance point to significant settlements i.e. significant numbers of dwellings along the roadside where generally a speed limit will be in place.

#### Comment

Unless there is a real need to identify the settlement then the sign simply increases costs to Council for installing and ongoing maintenance.

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## 20 Convex Mirror

### 20.1 Purpose

Provide guidance where Council receives a request to erect a convex mirror .

## 20.2 Objectives

The objective of this policy is to:

- Response to community concerns around safety
- Outline the process to install a convex mirror

## 20.3 Road Safety Implications

Mirrors may improve visibility of approaching traffic for drivers using challenging accessways. However they are also a target for vandalism and may be unavailable or ineffective for long periods of time.

## 20.4 Key Linkages

Traffic Control Devices

## 20.5 Policy – Convex Mirror

It should be noted that these devices are to be used as a last resort and must not replace good planning or design. Accordingly, the approval of a road mirror is expected to be the exception rather than the norm. It is also noted that mirrors are not always the most appropriate solution.

Mirrors should only be used in last resort situations for existing access ways where no other property access is viable, due to the problems associated with them, such as limited visibility when raining or at dawn or dusk, difficulty for non-regular users and slight distortions of image. They will not be approved for new access crossings.

Council will permit residents to have a suitable size convex mirror erected by Council's road maintenance contractor within the road margin at their own cost. The ongoing maintenance of the mirror and post is the owner's responsibility.

The mirror shall be erected on either a suitably frangible post (100x100 H4 post or similar) painted and maintained white in colour or attached to a service utility pole where permission has been granted by the poles owner. Council reserves the right to remove the mirror where it has fallen into disrepair.

Other means of providing sight distance should be explored in the first instance to remove the risks of incorrect use of mirrors, bad visibility and inadequate stopping distances.

Other options that should be explored include removal of vegetation, trimming of a bank, realignment or removal of a structure such as a fence and relocation or realignment of a driveway. An alternative, less convenient option would involve carrying out the unsafe manoeuvre at another safer location. For example, if sight distances to the right are inadequate to make a right turn, but a safe left turn can be achieved, then all exits from the drive should be in a left direction with a right turn undertaken in a safer location elsewhere.

#### <u>Liability</u>

The Tasman District Council will accept no liability or responsibility for matters relating to the road mirror. Any issues regarding the road mirror is fully the applicant's responsibility.

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#### 20.5.1 Mirror Location

The mirror should be set high enough that it doesn't create a hazard for pedestrians and offset far enough from the road edge that it doesn't interfere with drivers' sightlines or causes a hazard to cyclists.

Also, when installing the post care must be taken not to damage underground services and the surrounding ground surface is suitably reinstated.

#### Comment

Mirrors need to be located where they do not create a hazard in themselves to other road users.

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## 21 School and Pedestrian Crossings

There are a number of school and pedestrians crossings in the district on urban roads. These facilities are covered under legislation and therefore are required to comply as well as be maintained to a good standard.

## 21.1 Purpose

Provide guidance where Council receives a request to install pedestrian crossings.

## 21.2Objectives

The objective of this policy is to:

- To provide guidance as to where School (Including Kea Crossings) and Pedestrian crossing facilities shall be installed.
- Ensure that pedestrian crossing facilities comply with legislation and therefore safe for use by the public.

## 21.3 Road Safety Implications

Pedestrian crossings are to provide safe and prioritised crossing locations for the most vulnerable of road users.

## 21.4Key Linkages

- Land Transport Rule Traffic Control Devices 2004 (including amendments)
- New Zealand Transport Agency (NZTA) Pedestrian Network Guidance
- Safer Journeys for Schools (New Zealand Transport Agency)
- AS/NZS1158.3.1:2020 Lighting for Roads and Public Places
- School Travel Plans

## 21.5 Policy

To follow the relevant crossing selection process set out by NZTA's Pedestrian Network Guidance, New Zealand Transport Agency Safer Journeys for Schools and Traffic Control Devices for both pedestrian and school pedestrian crossings.

All markings, signage and lighting shall comply with the appropriate legislation and Traffic Notes.

#### 21.5.1 Applying for a Crossing

Where a request is received for a pedestrian crossing or school pedestrian crossing, then the the Pedestrian Network Guidance crossing selection process shall be undertaken. Selecting the appropriate pedestrian crossing facility is critical to ensuring people can cross streets safely and easily. Selecting the type of pedestrian crossing facility to implement requires a comprehensive and context sensitive approach.

For a school crossing, there is no specific number of children wishing to cross that justifies a school patrol, but as the patrols require a significant commitment of effort from the school to operate, alternative ways of assisting pupils across the road may be considered when there are fewer than 20 children per hour, for example the use of school wardens.

<u>Crossing facilities near schools experience short periods of high pedestrian flows, but may have little use outside</u> these times. Therefore, crossing facilities that give full-time priority to pedestrians instead of vehicles may not be the best solution

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#### Comment

It is important that facilities are only installed where they can be reasonably justified. If the *Warrant iscrossing* <u>selection process is</u> not followed and facilities are allowed on an ad-hoc basis then the problem of inconsistent approach occurs <u>creating increased risk when drivers are not expecting crossing facilities</u>. <u>Council will only install crossings that meet this policy and if budget is available. Each crossing request will be prioritized along with other demands on available pedestrian or road safety budgets.</u>

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# 22 Low Use Bridges [new]

#### 22.1 Purpose

This policy is intended to:

- Manage expectations regarding the maintenance and renewal of bridges that serve very few users
- Ensure financial prudence for use of ratepayer funds with regards to low-use bridges

Low-use bridges are generally defined as bridges that either:

- serve three or fewer ratepaying properties
- serve two or fewer permanent dwellings
- are otherwise deemed by the Council to be uneconomic to repair/replace when assessed using the NZTA Monetised Benefits and Costs Manual

## 22.2 Road Safety Implications

Bridges are critical assets which can introduce significant safety risks to road users when their condition deteriorates.

## 22.3 Key Linkages

- Heavy Motor Vehicle Regulations 1974
- NZTA Bridge Manual
- NZTA Monetised Benefits and Costs Manual

#### 22.4 Policy

Bridges are high value, high cost assets and provide access to many remote areas. However, some bridges provide more private benefit than public benefit and it is appropriate that expenditure of ratepayer funds be prioritized to bridges that provide a higher degree of public benefit.

The Council owns in excess of 500 bridges with a combined replacement value of \$270 million (June 2025).

All Council-owned bridges will be inspected and have routine maintenance (cleaning, and repair of minor defects that can be completed by use of hand tools) performed as required.

Low-use bridges will be assessed on a case by case basis when structural defects are identified as requiring more significant repairs or replacement. In these situations, the Council will discuss funding options with benefitting landowners. The Council may or may not have funding available to assist with repairs, depending on available approved budgets.

If no agreement can be reached regarding funding of repairs or replacement, the Council may manage defects on low-use bridges through applying weight and/or speed restrictions, or closing the bridges to all or certain types of traffic on the basis of capacity, safety and duty of care until such time as repairs can be completed.

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# 23 Coastal Erosion Protection Structures on Road Reserve or Unformed Legal Roads [new]

## 22.523.1 Purpose

To provide an overview on the process and considerations when a private landowner wishes to establish a Coastal Erosion Protection Structures (CEPS) on Road Reserve or Unformed Legal Road.

#### 22.623.2 Objective

The objectives of this policy are to

- Provide an overview on the process for obtaining landowner approval
- Addresses Council's likely response to unlawful structures built on road reserve or unformed legal road

#### 22.723.3 Road Safety Implications

The installation of any CEPS should not put any road users at any risk or create a hazard.

#### 22.823.4 Key Linkages

- Coastal Erosion Protection Structures on Council Reserve Land Policy 2024
- Coastal Assets Activity Management Plan
- The NZ Coastal Policy Statement 2010
- Local Government Act 1974

## 22.923.5 Policy

The general policy position is that Council will not protect private land or structures and each proposal to construct a CEPS on Council owned land will be assessed individually.

Roads (formed or unformed) are not generally regarded as appropriate places for CEPS.

The policy applies only to hard protection structures only, including (but not limited to) sea walls, rock revetments, and any other form of longshore solid artificial structures. Much of the Council owned land near the coast is non-formed road reserve and whilst in most cases a formed road will never be built in these areas, the corridor still has merit for non-vehicular access and services such as 3-waters, power and telecommunications infrastructure. The potential future uses of the land need to be considered in any CEPS discussion. Further, the general public have rights of access to paper roads, and these rights are highly valued by our community and must not be unreasonably impinged upon. Further potential limitations include:

- Historic places
- Iwi values
- Native vegetation

The Council's preference, where appropriate, is for soft engineering solutions first. Hard engineering solutions can create 'end effects'. Among other things, they can create a loss of the high tide beach and they can exacerbate erosion of nearby properties and significantly decrease their climate resilience. If landowners wish to pursue hard CEPS on roads, then they will need to show why such structures are necessary and what other viable options are available. If there are no other viable options, this needs to be identified and an explanation provided through an expert assessment by a suitably qualified expert. For proposed CEPS on public road, the design will require consideration of maintaining access both above and below ground. If it removes existing public access without providing a suitable alternative, it is unlikely to be acceptable. Landowners will be required take responsibility for all costs associated with CEPS proposed to be located on roads. This includes all costs associated with applying for the necessary approvals, construction, ongoing maintenance, repair and removal, if that is required in the

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#### future.

Council will retain the ability to remove the CEPS if it turns out to be ineffective, causes adverse effects, is not appropriately maintained, becomes dangerous or is damaged beyond repair, etc. Where substantial works are required, an entirely new approval process is likely to be required. All landowners need to be aware that there will come a point where sea-level rise and coastal erosion is such that managed retreat will ultimately in most instances be necessary. The Council will not take on any liability for structures built, owned and maintained by other landowners on roads. That will be the sole responsibility of the landowners who apply for and build the structure and their successors. A bond may be required by Council to unpin the performance of these responsibilities – to be determined on a case-by-case basis.

NOTE: Consent for a CEPS may be required under the Building Act 2004 (**Building Act**), the LGA, the RMA, and the Tasman Resource Management Plan (**TRMP**). Any relevant bylaws may also influence the construction of structures on Council Land. If the proposed structure is located on an unformed legal road ('paper road'), there will need to be an approval process under the Local Government Act 1974.

The Council will not accept structures being erected on its land, without the necessary approvals in place. Such structures are unlawful and Council will generally require their removal at the constructors' cost.

#### **Process Steps**

- 1. Applicant identifies potential road site for CEPS and seeks initial feedback from the Transportation Manager on specific issues to be addressed in proposal.
- 2. Applicant researches all aspects of proposed CEPS with expert support and submits information to Council's Transportation Manager
- 3. The Transportation Manager determines if landholder approval could be granted and the appropriate conditions (e.g. consents, bonds, further design, other approvals).
- 4. Applicant obtains evidence that conditions are met and provides to Transportation Manager who reviews the application.
- 5. The Community Infrastructure Manager reviews all information, and if satisfied, issues landholder approval for CEPS on Road.

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# Review of Transportation Policies and Procedures Manual

We'd like to hear your thoughts on our review of the Transportation Policies and Procedures. Our current manual, which hasn't been updated since 2007, outlines the requirements for the Council, landowners, and individuals undertaking activities on roads. It contains 23 policies, and we aim to ensure they reflect current best practices

## What is contained in the manual:

There are currently 23 policies within the manual. Below is a table that provides a snapshot of the policy and explains the extent of the changes.

## What is not contained in the manual:

The <u>following policies</u> do not sit in this manual and are not up for review

- Richmond and Motueka Town Centre Parking Strategy 2018-2038
- Road Delineation Policy
- Grazing the Road Margin
- Request for 'No Stopping' Lines
- Road Naming Policy

#### What changes have you made?

Some chapters have had significant revisions, while others have added new sections or updated legal references and department names or positions.

A list of other global changes:

- References to Engineering Standards have been replaced by the Land Development Manual
- References to specific legislation and bylaws have been updated
- References to the Engineering Manager have changed to the Transportation Manager

You can view our <mark>summary</mark> in the section above or access the full document <mark>here</mark>

#### What policies have you removed?

Some policies have been removed because there are other bylaws, rules or policies that have superseded them.

Policy	Rationale	
Stock on roads	Superseded by Stock Control Bylaw 2022	
Stock races	Superseded by Stock Control Bylaw 2022	
Speed limits	Superseded by Setting of Speed Limits Rule 2024	
Bridge handrail painting	Considered redundant	

Edge Marker Posts	Superseded by Delineation Policy

## Cost implications of our proposed changes

The proposed policy changes align with the Council's existing practices, so no additional costs are anticipated. However, any policy change that affects the levels of service provided by the Council would likely result in increased costs.

#### Timeline for the Changes

- Consultation between 30<sup>th</sup> June 2025 and 20<sup>th</sup> July 2025
- Deliberations and Decision on the 7<sup>th</sup> of August

#### **Feedback Questions**

YOUR DETAILS

- 1. Name
- 2. Organisation (if applicable)
- 3. Email
- 4. Phone
- 5. Feel free to provide us feedback on any of our proposals

# 1. Introduction

**Summary:** This chapter explains the manual's purpose in guiding the Council's management of Tasman Roads. It outlines the key documents, definitions, enforcement requirements, fees, and the scope of activities related to the use and occupation of these roads.

What has changed: The relevant legislation has been updated. We have clarified that the Policies are separate from the Resource Consent processes. In many cases people applying for permits or permission for activities in the road area should also contact the Council's duty planner to discuss any required resource consent.

# 2. Operating on the Road

**Summary**: This chapter outlines the Council's guidelines for safely conducting certain activities and events on or near roads, ensuring they do not cause damage to road infrastructure.

What has changed: The relevant legislation has been updated and a new paragraph relating to the approval process for undertaking private works within the road corridor.

# 3. Vehicle Accessways

**Summary**: This chapter explains how property owners can apply to build driveways (vehicle crossings and accessways) to their properties, whether for private or commercial use.

What has changed: The relevant legislation has been updated and links to the Nelson Tasman Land Development Manual have been added

# 4. Roadside Open Drains

**Summary**: This chapter states that new open drains in the road margin, including accessway or side culverts, are not allowed without written Council approval. These drains mainly serve adjacent land, not the road, and are generally not maintained by the Council. Under Council policy and the Land Drainage Act 1908, adjacent landowners are responsible for their upkeep. NZTA and the Council will only fund maintenance in proportion to the road's benefit. Council may step in if public assets are at risk.

What has changed: The definition section has been updated along with minor changes in relation to process for approval.

# 5. Fencing

Summary: This chapter explains the Council's policy for allowing fencing within road margins under appropriate circumstances

What has changed: Two sections have been updated: a) Fencing application to cost share; b) prior notice requiring fences to be moved for road improvements

# 6. Utilities

**Summary**: This chapter explains how the Council manages utilities within the road reserve and provide guidance around on the installation of privately owned services in these areas.

What has changed: Two sections have been added: a) Provisions of Council's Resource Management Plan; b) As built plans

# 7. Temporary Closure of Roads

**Summary**: This chapter explains how Council ensures public safety during special events, maintenance, or unforeseen circumstances on or near the roadway. It protects workers, participants, and passers-by, and maintains emergency access. The Council also requires adequate notice to those affected, and an opportunity for these parties to provide feedback on temporary road closures.

What has changed: Temporary closure of roads for public events has been merged into this policy. There have been minor adjustments made to the process section. Applicants must demonstrate that they will make reasonable efforts to minimise disruption.

# 8. Dust Suppression

**Summary**: This chapter provides guidelines on measures to reduce dust impacts on homes near gravel roads. The Council does not provide dust suppression agents or their application. We do try to use roading metal that is less prone to producing dust. Residents may apply for a permit to use approved dust suppressants, subject to conditions and approval.

What has changed: An additional sentence has been added to section on Treatment Length

# 9. Sealing of Unsealed Roads

**Summary**: This chapter outlines that the Council generally does not seal gravel (unsealed) roads at its own expense due to limited funding and the high cost of such works. However, the Council may approve requests from those who wish to seal unsealed roads at their own cost. The Council will approve sealing based on minimising future maintenance costs.

What has changed: The policy wording has been updated to reflect current practice.

# 10 Formed Legal (Paper) Roads

Summary: This chapter outlines the process for managing public requests to form legal (paper) roads.

What has changed: A new section has been added relating to the requirements for registering the property owner's responsibility regarding maintenance onto the property LIM.

## 11 Partially Formed Legal Roads that are not maintained

**Summary**: This chapter explains the Council's approach to partially formed roads within legal road corridors that it does not maintain. These roads are not regularly inspected. Council may install signs to warn of risks, and users must avoid trespassing on private land. The Council will only provide funds towards upgrades or ongoing maintenance if there is clear public benefit and sufficient funding is available.

What has changed: The section relating to a) public use and b) maintenance have been updated to clarify obligations of road users

# 12 Road Stopping

**Summary**: This chapter outlines the process for managing public requests to stop sections of legal road. Road stopping is the process of removing a road's legal status and granting freehold title to that land, allowing it to be sold to the adjoining landowner."

What has changed: This policy has been revised and now provides additional details regarding when Council will consider stopping a road, detailing the legal process and the role of the Road Stopping Panel.

# 13 Gates and Cattle Stops across Public Roads

**Summary**: This chapter explains when the Council may permit gates or cattle stops across roads and outlines the associated process and requirements.

What has changed: The amount of public liability insurance has been increased.

# 14. Debris on Roads

**Summary**: This chapter explains the importance of keeping road surfaces clear of materials that could compromise safety or reduce the lifespan of the road.

What has changed: Minor amendments to reflect current practice including the process when a) debris does not impose an immediate safety risk, and b) the introduction of an administration fee

# 15 Grazing on the Road Margin

Summary: This chapter outlines when the Council may permit temporary roadside grazing under appropriate circumstances.

What has changed: Grazing of urban roads is no longer included in the policy as a permitted activity. New wording has been added in relation to the distances between the fence and the roadway, and the re-erection of fences.

# 16. Use of the Road

• **Summary**: This chapter states that the Council generally does not allow storage on road margins except in exceptional circumstances. Some private structures, like mailboxes, are usually permitted. Most others – such as rural school, bus shelters or gateway structures require a Licence to Occupy approved by the Council. Encroachments over 20m2 are charged market rental as determined by valuer.

What has changed: A new clause has been added stating that larger encroachments such as buildings will incur an annual rental fee based on the equivalent rates for similar buildings.

# 17 Vegetation Control

**Summary**: This chapter allows rural property owners to apply for a 'no spray' frontage if they manage vegetation to the Council's satisfaction. In urban and peri-urban areas, the current service level continues. Adjacent landowners are expected to maintain the road verge, as the Council does not budget for this except in limited garden areas.

What has changed: Additional clarification is provided regarding the scope and extent of Council maintenance activities and requirements in both the urban area and the rural area.

# 18 Trees on Roads

Summary: This chapter explains the process for residents or organisations to make changes to tree and shrubs on roadsides

What has changed: The following sections have been updated: a) Objectives, b) Road Safety Implications c) Key Linkages. In addition, techniques to trim or maintain trees are preferred rather than removal where possible.

# 19 Signage

Summary: This chapter ensures that regulatory, way finding and advertising traffic control devices (signs) are suitable for their location and installed correctly.

What has changed: This chapter has been updated to reflect the new requirements under the Traffic Control Devices Rule and to clarify the importance of standardised and compliant signs. It also reflects the Public Places Bylaw 2024 and requirements for sandwich boards.

# 20 Convex Mirror

Summary: This chapter outlines the process for managing public requests to install convex mirrors.

What has changed: This chapter has been updated to reflect that these devices are considered a last resort and specifies the circumstances under which they may be installed. The Council will accept no liability or responsibility for matters relating to the road mirror

# 21 School and Pedestrian Crossings

Summary: This chapter outlines the criteria and process for installing school and pedestrian crossings, including Kea crossings.

What has changed: A new process has been introduced for crossings, along with an updated key linkage section, to reflect current good practice regarding pedestrian network planning and design guidance.

# 22 Low Use Bridges

Summary: This chapter outlines how the Council will manage low use bridges to ensure prudent application of ratepayer funds.

What has changed: This is a new policy. The Council may choose not to repair or replace bridges on low-traffic roads when they reach the end of their life. This approach aligns with NZTA funding criteria policy. Routine and low-cost maintenance will continue. The policy also allows for lowering bridge weight limits and/or closing them as they deteriorate or when costly repairs or replacements are needed, when there is insufficient funding. Before carrying out major work, the Council will seek contributions from landowners who benefit. Landowners may also propose bridge upgrades to Council.

## 23 Coastal Erosion Protection Structures on Road Reserve or Unformed Legal Roads

**Summary**: This chapter explains the process and considerations when a private landowner seeks approval to establish Coastal Erosion Protection Structures (CEPS) on road reserves or unformed legal roads.

What has changed: This new policy outlines the criteria and process for establishing hard Coastal Erosion Protection Structures (CEPS). Key elements include:

- Roads as Inappropriate Locations: Roads are generally not considered suitable places for CEPS.
- Access Retention: Access to these roads must be maintained.
- Cultural and Environmental Considerations: Establishing a CEPS requires consideration of historic places, iwi values, and native vegetation.
- Preference for Soft Engineering Solutions: The Council prefers soft engineering solutions over hard structures.
- Expert Assessment Requirement: An expert assessment must be provided to justify the need for the structure.
- Landowner Responsibility: Landowners are responsible for all costs associated with the CEPS.
- **Removal:** Council will retain the ability to remove the CEPS if need be.

## 7.4 STRATEGIC POLICY AND ENVIRONMENTAL POLICY ACTIVITY REPORT

#### Information Only - No Decision Required

Report To:	Strategy and Policy Committee
Meeting Date:	26 June 2025
Report Author:	Barry Johnson, Environmental Policy Manager; Dwayne Fletcher, Strategic Policy Manager
Report Authorisers:	John Ridd, Group Manager - Service and Strategy
Report Number:	RSPC25-06-5

## 1. Summary / Te Tuhinga Whakarāpoto

- 1.1 This report provides the Committee with an update on some of the key highlights of the Service and Strategy Group's Strategic Policy and Environmental Policy work.
- 2. Recommendation/s / Ngā Tūtohunga

#### That the Strategy and Policy Committee

1. receives the Strategic Policy and Environmental Policy Activity Report 0.0.

#### 3. Strategic Policy Update – Dwayne Fletcher

#### **Key Projects and Activities**

3.1 The following tables contain an update of the key projects and activities that the Strategic Policy Team either manages or is involved in.

Project	Description	Status	Comments
	Corpor	rate Planning	
Annual Plan 2025/2026	Preparation of the Council's Annual Plan for the 2025/2026 year.	On track	TCD: 30 June 2025 Public consultation on the Annual Plan ran from 12–25 May 2025 and deliberations were held on 4 June 2025. The Annual Plan will be adopted on 25 June 2025.
Development Contributions Policy Review	To review specific operational aspects of the Policy regarding development contributions.	On track	<b>TCD: 30 June 2025</b> The Council has deliberated on the proposed update on the Policy and it is scheduled to be adopted on 25 June 2025, to come into effect from 1 July.

#### **Community Policy**

Schedule of Fees and Charges 2025/2026	Annual review of the fees and charges set by Council – in parallel with the Annual Plan 2025/2026 process.	On track	<b>TCD: 25 June 2025</b> The Council has deliberated on the Draft Schedule and the feedback received during the consultation. Dog control fees were adopted at this meeting. The remainder of the Schedule is due to be adopted on 25 June.
Review of Water Supply Rates	Review the way in which we rate for water supply in the context of increasing costs impacting the affordability of some water schemes.	On track	<b>TCD: April 2026</b> Staff plan to recommence work on this project later in the year. See details in Strategic and Environmental Policy Activity Report 19 February 2025.
Annual Report 2024/2025	Preparation of the Council's Annual Report for the 2024/2025 year.	On track	Target date: 30 October 2025 Audit NZ has completed an interim audit. An update report was presented to the Audit and Risk Committee on 12 June 2025. End-of- year results will start being compiled in July.
Residents Survey	Annual survey of residents to gather feedback on the Council's performance.	On track	Target date: 30 June 2025 The survey is now closed. The results will be presented to the Strategy and Policy Committee meeting in September.
Community Funding Review	To review the funding framework for supporting and funding community organisations, schools, businesses and individuals.	On track	<b>TCD: 30 June 2026</b> A workshop is planned for 24 July 2025 to discuss the scope and options. Formal consultation is scheduled for March 2026.
	Reserves and	community fac	cilities
Review of Richmond and Lakes-Murchison Wards reserve management plans (RMP)	Project to review the two existing RMPs. See <u>https://shape.tasman.go</u> <u>vt.nz/rmp-reviews</u> for detailed information about these projects.	On track	TCD: September-2025 The draft Lakes-Murchison Ward RMP and draft RMP section on Baigents Bush Scenic Reserve, Pigeon Valley were publicly notified on 11 April. Submissions closed on 16 June. Hearings and deliberations are scheduled for 3 July. At the time of writing 75 submissions had been received via the online database, with 68 of these submitters providing feedback on the location of the new Tapawera Community Hub. We've also sought 'fast feedback' on the future of the Owen River

			campground, with responses from 325 individuals received to date.
			The draft Richmond Ward RMP was publicly notified on 12 May, with submissions closing on 16 July. Hearings are scheduled for 29 July 2025. At the time of writing five submissions had been received via the online database. We've also sought 'fast feedback' on concept plans for three reserves in Berryfields and a potential third playground at Central Park, with responses from 94 individuals received to date. A post on the Council's Facebook page asking for suggested alternative names for Pukeko Park in Richmond generated 150 comments.
Community	Development of a new	Delayed	To be consulted on post-election
Policy	operational decision- making around entering into and reviewing		See reasons for delay in Strategic and Environmental Policy Activity Report 3 April 2025
	leases of Council owned land		A further workshop will be held on 10 July. A review of all current fees and charges, rateability status and area of occupancy has been completed, along with a further scan of other Council practices. The workshop will set out alternative options for structuring fees and changes, and revisit cost recovery scale.
	Climate chang	e and environ	nental
Tasman Climate	The Tasman Climate	On track	Quarterly Progress Report:
Response Strategy and Action Plan (2023- 2035)	Response and Resilience Strategy and Action Plan 2024-2035 outlines investments and actions for climate mitigation and adaptation over the next		Staff provide regular updates on progress implementing the Strategy and Action Plan in the 'Climate Change Update' reports to alternate Strategy and Policy Committee meetings.
	10 years.		A detailed annual report on progress implementing the Strategy and Action Plan is included on the agenda for the June 2025 meeting.
Organisational	Annual monitoring of	Completed	TCD: June 2025
greenhouse gas inventory	greenhouse gas (GHG) emissions from Council operations	E X	The 2023/2024 GHG emissions inventory report has been completed and verified by an external auditor (see separate report on the agenda for the June 2025 meeting). The finalised report will be published on the Council's website in late June.

		-	
Community greenhouse gas inventory	Bi-annual monitoring of greenhouse gas emissions for the Tasman region	On track	<b>TCD: April 2026</b> Staff are providing data to a consultant, who will provide dashboard information on regional greenhouse gas emissions.
Nelson-Tasman Climate Change Risk Assessment and Explorer (NTCCRA) project		On track	<b>TCD: June 2025</b> The Tasman District Council and Nelson City Council staff are nearing completion of the regional climate change risk assessment and geospatial tool. While delays occurred due to user- related issues, the project is now for internal review. The project remains on budget.
Implementing climate actions from Waimea Inlet Action Plan	Actions guide climate adaptation by supporting ecosystems in the Waimea Inlet to adjust to climate change.	On track	<b>TCD: December 2025</b> Identification of impacts and risks to habitats and species is underway (phase 1: April-August 2025).
		Bylaws	
Control of Alcohol in Public Places Bylaw	Cyclic review	On track	TCD: Third Quarter 2025 Consultation on the draft bylaw was approved by the Environment & Regulatory Committee on 5 June and finishes on 7 July. Submission hearings will be held on 15 July, with deliberations in August and adoption planned for September 2025.
Freedom Camping Bylaw	Prior bylaw revoked. If Council supports, make a new bylaw.	On track	<b>TCD: Third Quarter 2025</b> Consultation on the draft Responsible Camping Bylaw was approved by the Environment and Regulatory Committee on 5 June and finishes on 7 July.

## Infrastructure Planning and Policy

Project	Description	Status	Comments	
General				
Motueka West Development – Joint agreements	3-Waters and roading infrastructure to support the first phase of the housing	At risk	TCD: Q3 2025	

(IAF) with Kāinga	development by Wakatū in	Previous	The construction of the wastewater
Ora Housing and	Motueka West	TCD Q3	and stormwater pipelines are
Communities and		2024	complete. The Wastewater
Wakatū Inc.			pumpstation construction tender is
			pending Wakatū confirmation of
			location. Manoy Street roundabout is
			on hold pending consent approval.
			The Wakatū resource consent
			application is on hold pending
			confirmation of non-vesting of
			roadways. Wakatu to decide whether
			to commence the process of seeking
			roadways which may then allow
			allocation of NZTA maintenance
			funding. Mayor King and CEO met
			with Wakatū to discuss issue and
			potential remedies and agreed to
			jointly approach Ministers to get
			issues addressed more permanently.
			AF funding has now moved from
			Funding and Finance (NIFF) -
			formerly Crown Infrastructure
			Partners Ltd. Staff have contacted
			NIFF to assess the status of funding.
			······································
Local Water	Supporting development of	On track	TCD June 2025
Local Water Done Well	Supporting development of the Water Services Delivery	On track	TCD June 2025 Consultation and associated
Local Water Done Well	Supporting development of the Water Services Delivery Plan, led by Community	On track	<b>TCD June 2025</b> Consultation and associated hearings are complete. Decision
Local Water Done Well	Supporting development of the Water Services Delivery Plan, led by Community Infrastructure	On track	<b>TCD June 2025</b> Consultation and associated hearings are complete. Decision made to stay with in-house business
Local Water Done Well	Supporting development of the Water Services Delivery Plan, led by Community Infrastructure	On track	TCD June 2025 Consultation and associated hearings are complete. Decision made to stay with in-house business unit. Work on Water Services
Local Water Done Well	Supporting development of the Water Services Delivery Plan, led by Community Infrastructure	On track	TCD June 2025 Consultation and associated hearings are complete. Decision made to stay with in-house business unit. Work on Water Services Delivery Plan is progressing. Much of the information has been proviously
Local Water Done Well	Supporting development of the Water Services Delivery Plan, led by Community Infrastructure	On track	TCD June 2025 Consultation and associated hearings are complete. Decision made to stay with in-house business unit. Work on Water Services Delivery Plan is progressing. Much of the information has been previously collected and information from the
Local Water Done Well	Supporting development of the Water Services Delivery Plan, led by Community Infrastructure	On track	TCD June 2025 Consultation and associated hearings are complete. Decision made to stay with in-house business unit. Work on Water Services Delivery Plan is progressing. Much of the information has been previously collected and information from the IBC and consultation document will
Local Water Done Well	Supporting development of the Water Services Delivery Plan, led by Community Infrastructure	On track	TCD June 2025 Consultation and associated hearings are complete. Decision made to stay with in-house business unit. Work on Water Services Delivery Plan is progressing. Much of the information has been previously collected and information from the IBC and consultation document will be utilised.
Local Water Done Well TRMP Changes	Supporting development of the Water Services Delivery Plan, led by Community Infrastructure	On track On track	TCD June 2025Consultation and associated hearings are complete. Decision made to stay with in-house business unit. Work on Water Services Delivery Plan is progressing. Much of the information has been previously collected and information from the IBC and consultation document will be utilised.TCD:
Local Water Done Well TRMP Changes	Supporting development of the Water Services Delivery Plan, led by Community Infrastructure Roading and three waters report to address servicing for the identified components	On track On track	TCD June 2025Consultation and associated hearings are complete. Decision made to stay with in-house business unit. Work on Water Services Delivery Plan is progressing. Much of the information has been previously collected and information from the IBC and consultation document will be utilised.TCD: Hearing for PC 80 - Q4 2024
Local Water Done Well TRMP Changes	Supporting development of the Water Services Delivery Plan, led by Community Infrastructure Roading and three waters report to address servicing for the identified components of PC81 (incl. Mapua) and	On track On track	TCD June 2025Consultation and associatedhearings are complete. Decisionmade to stay with in-house businessunit. Work on Water ServicesDelivery Plan is progressing. Much ofthe information has been previouslycollected and information from theIBC and consultation document willbe utilised.TCD:Hearing for PC 80 - Q4 2024Hearing for PC 81 - Q1 2026
Local Water Done Well TRMP Changes	Supporting development of the Water Services Delivery Plan, led by Community Infrastructure Roading and three waters report to address servicing for the identified components of PC81 (incl. Mapua) and PC80. (and adding PC85 - Natural Hazards)	On track	TCD June 2025Consultation and associated hearings are complete. Decision made to stay with in-house business unit. Work on Water Services Delivery Plan is progressing. Much of the information has been previously collected and information from the IBC and consultation document will be utilised.TCD: Hearing for PC 80 - Q4 2024 Hearing for PC 81 – Q1 2026 Draft Plan Change – PC85 Q1 2026
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FDS	To support the	On track	Ongoing programme of work
Implementation – change management framework to support infrastructure planning	implementation of FDS by way of having a change management process and infrastructure planning framework (in conjunction with the PMO)		Working on basis of information and ways of holding this information for all to use. Initial scoping and way forward completed December 2024. Request for GIS resource secured, and scoping of GIS work to start (Some delay due to internal priorities). Work progressing on other initiatives such as WW requirements for Richmond intensification
Mapua Master Plan – (see also	Infrastructure advice to	On track	TCD: Q3 2025
Mapua CMP below)	then help inform a plan change in Q4 2025		Work complete on infrastructure advice to support Masterplan deliberations. Masterplan process now merges with PC81 process as above.
Port Motueka	Infrastructure advice for Port	On Hold	TCD: TBA
Development Plan	Motueka development plan notification	Previous TCD Q3 2025	Change in approach after talking to stakeholders
	Trai	nsport	
Joint Speed	Undertake a review of	On track	TCD:
Management Plan	speeds across Nelson and Tasman, culminating in a Joint Speed Management		Approval of first tranche of changes - Q1 2025
	Plan to submit to Waka Kotahi. The new speed limits can be introduced over time		Approval gained from NZTA Waka Kotahi. Implementation in planning phase
	once approved.		Approval of second tranche of changes – Q3 2025
			Phase 2 consultation document has been approved. Consultation is underway (opened on 9 June).
Transportation	Update of the transportation	On track	TCD: December 2025
Policies and Procedures Manual	policies and procedures manual		Staff workshopped the varies issues with Council and consultation material and draft updated policies has been submitted to this meeting for consultation approval.
EBus Review	EBus services are reviewed	On Track	TCD: December 2025
	atter one year. Phase one: provide data to NZTA		Staff currently working through

Hope Bypass Car Park Charging NEW	Provide technical information to NZTA Waka Kotahi for their Hope Bypass Investment Case Preparation of Implementation Plan for commuter car parking charging in Richmond CBD.	On Track On Track	<ul> <li>TCD: Q2 2025</li> <li>Information given to NZTA. Awaiting to be advised on next stage (due mid 2025). Some work continuing on possible stormwater solutions.</li> <li>TCD: Q1 2026</li> <li>Implementation plan incorporated into project brief.</li> </ul>
	Project brief to be developed and approved. Project to be handed over to PDO.		Project Brief drafted and due for approval. PDO team to progress for an implementation date of Q1 2026
	Stormwa	ter & Rivers	
Richmond South	Development of a	On track	TCD: Ongoing programme of work
Stormwater Programme	stormwater management programme for existing and future development areas in Richmond South, including cross-section designs for planned drain upgrades. Stormwater Management Plan will feed into a future structure plan for the area scheduled to commence later this year.		The next report for the Strategy and Policy Committee is to confirm the design of the channel for works uphill of SH6. This report has been delayed by engineering technical issues. These include the need to consider the impact of development proposals beyond the current residential zoned land and the latest stormwater model outputs.
			progress. The Stormwater Structure Plan
Māpua, Ruby Bay, and Coastal Tasman Catchment Management Plan (CMP) Now incorporated into the Māpua Master Plan - See above.	A stormwater model for Māpua, Ruby Bay, and Coastal Tasman to identify locations that are at risk of stormwater flooding in 1% and 10% AEP events was prepared in 2022, with the intention of completing the Catchment Management Plan as required under the Council's stormwater discharge consent.	On track	<b>TCD: Q2 2025</b> The draft CMP has been approved with some modifications, and the final is now in preparation to accompany the final Masterplan for adoption on 31 July.
Brightwater and Wakefield Catchment Management Plan	Development of a stormwater catchment management plan for the Brightwater and Wakefield Urban Drainage Areas, as required by Tasman District	On track	TCD: Q3 2025 The remaining issue delaying the request for approval for public consultation on the draft CMP is completion of Iwi engagement. This is being sought as a priority and

	Council's stormwater discharge consent.		most iwi feedback has now been received.
Richmond Central Stormwater Business Case	Business case to assess the management of stormwater in the Richmond CBD catchment	On track	TCD: Q1 2026 The various options for cost-effective reductions in flood hazard to central Richmond are still being considered but are now in line for further modelling in 2025 behind the Richmond South investigations as noted above. Integration with design for FDS growth areas under PC81/Richmond on the Rise is proposed to maximise return on investment.
District-wide Stormwater Flood Modelling	Stormwater modelling covering the entire District at a high level to inform future CMP for smaller Urban Drainage Area, and to assist with rural stormwater management.	On track	TCD: Q1 2026 This modelling sits in the programme behind Richmond south and Richmond central. The most cost- effective method will vary across the District considering if an existing river model (eg Takaka), or partial urban model (eg Murchison, Pohara) or nothing exists (eg Patons Rock). Potential for the programme to be delayed by cost-cutting drivers.
	Water and	Wastewater	
Motueka Wastewater Solutions Project (to replace the current Motueka WWTP) In support of Programme Delivery	The Motueka Wastewater Reference Group has been restarted. The Motueka WW solutions project has started and the first-year pre-project planning and investigation phase for has commenced. (Alternative solution for the current site of the WWTP prior to the current consent expiry in 2035.)	On track	Phase 1 of the 10 yr Motueka WWTP solution project has commenced 1 July 2024 Year 1 – Pre-planning Motueka WW working group with Juliet W and the Kaihautu team are developing criteria to remove rahui (involves ESR and shellfish testing. External funding sources are being explored with the integrated catchment team) and developing cultural monitoring skills to ensure current consent conditions for WWTP discharge can be met. Estimated completion end of year 2025. Regular bi-monthly hui being held, ongoing commitment to the Motueka WW solution project. Goal 2 The Te Tauihu iwi CEO's and Council CEO held discussions on

			and Motueka project board form should look like. Governance group with the 3 iwi CEOs. this is work in progress with CI manager and PDO manager; the 'Together Te Tau Ihu Partnership' principles alongside using the outcomes and objectives of the RWWP work will guide and inform the wastewater project going forward. Potential paper to Council workshop in August.
			Goal 3 - Lessons learned WCD December 2024. Work is with the CEO and Mayor in draft format for comments. Draft completed.
			Goal 4 – Governance group format (with iwi representation) and workstream program is now in draft form format and sponsor and governance set up before end of August (progressing). Work underway with Russell McGuigan and Richard Kirby and a paper will be prepared for the Council.
			Goal 5 – Brief has gone to BECA to engage Troy Brockbank (BECA) to undertake initial hui to frame up wastewater engagement with Ngā iwi for locations, issues, solutions.
			Initial conversation with Martin Mould of Cambridge water to understand the process for developing the Cambridge WWTP solution, planning to arrange a staff Q and A on this process with Martin.
Inflow and	Drafting plan to help reduce	On track	TCD: July 2025
infiltration management plan	inflow and infiltration into wastewater network within available budget		Currently in early initiation phase, working with operations staff to form the basis for the plan. Final plan will go to the Infrastructure Group Manager for approval.
Waimea trunk water and wastewater	Working with Project Delivery to draft project brief in conjunction with hydraulic modelling work. Continuation	On track	TCD: Ongoing (changed from Phase 1 Feasibility July 2025)
	of involvement to feed into capital programme phasing and TRMP plan changes		work has commenced in the PMO team with Clare Tolan - Demand has

	1			
			been determined and an initial design completed.	
			Full programme of construction projects getting developed to inform timing of these future projects	
Wai-iti Dam augmentation design and consent application	Writing a resource consent application for the water intake and pipeline	On track	TCD: Initial application delayed until later in 2025	
			Awaiting final pieces of information to complete and landowner agreements. 95% complete.	
			Updates to TCD will be made once consent is submitted.	
Waste Management and Minimisation				
Joint Waste	Review the Nelson Tasman	Completed	TCD: July 2025	
Minimisation and Management Plan (Waste Plan)	Waste Minimisation and Management Plan (Waste Plan), as required under the Waste Minimisation Act 2008.	B A A A A A A A A A A A A A A A A A A A	Plan accepted with minor changes by the Joint Council Review Panel.	
			The report for adoption of the final plan is due (19 June Council meeting).	
			Submission made on draft legislation - Proposed Amendments to Waste Legislation.	
Coastal				
Update of Coastal Protection Policy	Update of Overarching Coastal Protection Policy with linkages to Proposed Reserves and Roads (other land) policies	On track	TCD: Q4 2025	
			A new policy has been drafted for inclusion in the Transportation Procedures and Policy Manual update currently in preparation and due for completion in Q4 2025.	

## 4. Environmental Policy Update – Barry Johnson

#### **Resource Management Reforms**

- 4.1 Central Government is in the process of undertaking significant changes and reforms to the resource management system. This is being done in three phases:
  - **Phase 1** repealed the previous government's Spatial Planning Act and Natural and Built Environment Act, and reinstated the Resource Management Act (RMA). Phase 1 was completed in December 2023.
  - **Phase 2** consists of amendments to the RMA and updates to national direction. One set of the Phase 2 amendments to the RMA have been enacted while another is about to proceed through the final parliamentary stages following the Select Committee's report back in mid-June. Meanwhile, the government has commenced consultation on an RMA national direction package.

- **Phase 3** will introduce a new resource management system including new legislation to replace the RMA. Draft legislation is expected late in 2025/early 2026, with enactment anticipated by mid-2026 and implementation commencing in 2027.
- 4.2 On 29 May, proposals for most of the new or amended national direction under Phase 2 were released for public consultation. Proposals being consulted on include two new National Policy Statements (NPS) and two new National Environmental Standards (NES), as well as amendments to five existing NPSs and six existing NESs.
- 4.3 The Phase 2 national direction proposals are intended to contribute to the following overarching goals of the Government's resource management reform programme:
  - enabling delivery of high-quality infrastructure for the future, including doubling renewable energy;
  - enabling primary sector growth and development, including aquaculture, forestry, pastoral, horticulture and mining; and
  - unlocking development capacity for housing and business growth.
- 4.4 The proposals are bundled into four packages, as shown in the table below:

Package 1	2 new NPSs	Consultation ends 27 July 2025	
Infrastructure and development	2 NPSs amended	(this will not be consulted on again)	
	2 new NESs		
	2 NESs amended		
Package 2	5 NPSs amended	Consultation ends 27 July 2025	
Primary sector	4 NESs amended	(this will not be consulted on again)	
	Stock Exclusion Regulations amended		
Package 3	Various options for:	Consultation ends 27 July 2025	
Freshwater	amending 1 NPS	(there will be further consultation on	
	amending 1 NES	this later in 2025)	
Package 4	Going for Housing Growth Pillar 1	Not yet released for consultation but expected imminently	
Going for housing growth	policy proposals, may involve national direction		
		(there will be further consultation on this later in 2025)	

- 4.5 After the public consultation and consideration of submissions, it is anticipated that the amended national direction will take effect in late 2025. Once it takes effect, local authorities' decisions on resource consents and Notices of Requirement (NoRs) must immediately have regard to it.
- 4.6 The national direction proposals do not include any requirements for councils to change existing regional policy statements (RPS) or RMA plans to give effect to the amended national direction. However, according to the consultation material, any changes being made to RPSs/plans must give effect to the new instruments, where relevant. It could have the effect of significantly increasing the scope of any plan changes with unrelated topics Council intends to notify. This is an example of the type issues that may warrant submitting on.
- 4.7 The Government has indicated that the amended national direction will need to be given effect to in future spatial plans and resource management plans developed under upcoming phase 3 legislation.

4.8 There is limited capacity within Council teams to analyse and develop submissions on all proposals. Elected members have provided staff with an indication of whether they want to contribute to submissions. With this in mind, staff in consultation with the chair of the Strategy & Policy Committee will be identifying which topics to focus attention on for Tasman and leave the larger councils and national bodies such as Te uru Kahika to submit more widely.

#### **Environmental Policy projects**

- 4.9 The Environmental Policy team is currently managing a large portfolio of policy and planning projects covering both our natural and built environments. Charting a steady course while navigating the ever-evolving sea of resource management reform announcements and law changes needs constant evaluation of the work underway. While the reform process progresses, the focus is on addressing important environmental issues and pressing needs for Tasman. The team is also assessing how it can ensure the Council can be best positioned to move to the new resource management system when it comes into effect.
- 4.10 The team's work includes eight plan changes at various stages and a potential new Master Plan project. The two most significant plan changes are PC81 Urban Growth and PC84 Land and Freshwater:
  - 4.10.1 PC 76 Wakefield
  - 4.10.2 PC 79 Deferred Zoning
  - 4.10.3 PC 80 Motueka West
  - 4.10.4 PC 81 Urban Growth
  - 4.10.5 PC 82 Outstanding Natural Landscapes and Features
  - 4.10.6 PC 83 Coastal Environment and Natural Character
  - 4.10.7 PC 84 Land and Freshwater
  - 4.10.8 PC 85 Natural Hazards
  - 4.10.9 PC 87 Recontouring and Contaminated Land.
- 4.11 Updates on four of the larger projects is provided here. The plan changes and a number of other areas of work are covered off in the table below under the workstream headings.

#### **Urban Growth**

#### Plan Change 81 Urban Growth

- 4.12 Community engagement on draft changes to the Regional Policy Statement (RPS) and the Tasman Regional Management Plan (TRMP) covering urban growth closed on 5 May. As part of the engagement round, the team ran eight drop-in events around the District as well as a webinar. We had over 200 people attend the various events and we received 114 submissions through the online portal.
- 4.13 The team has also fielded numerous emails and phone calls and held multiple follow up meetings as part of considering and addressing issues raised through the feedback.
- 4.14 A workshop taking elected members through the feedback and recommended changes to the draft plan change was held on 18 June. At the time of writing this report staff expect there will need to be further discussions with the Council ahead of seeking a resolution from this Committee in August to notify the plan change.

#### Plan Change 84 Land and Freshwater Plan Change

- 4.15 Tasman has some pressing and urgent freshwater and land issues, including obligations under the Water Conservation Order for Te Waikoropupū Springs (WCO). However, complexity with current legal requirements around progressing freshwater plan changes is making it difficult to progress a comprehensive Land and Freshwater Plan Change. Recent amendments to the RMA regarding freshwater plan changes have created contradictions in the law and added complexity to decision making.
- 4.16 On 9 May this Committee resolved to progress a targeted freshwater plan change to address its obligations under the Water Conservation Order for Te Waikoropupū Springs (WCO), plus some additional matters. Staff are currently meeting with ngā iwi, stakeholders and interested parties to discuss the proposed changes and to get their feedback. Once this process is complete staff will workshop the feedback with Council ahead of bringing a paper to this Committee seeking a decision to publicly notify the proposed plan change.
- 4.17 Following the completion of the successful work of Te Puna Korero ki Te Tauihu (TPK) collaborative group in late 2024/early 2025, Tasman staff have been working with iwi across Te Tauihu to inform PC84. TPK is a working group of eight Te Tauihu iwi, Ngati Wae Wae, and the three councils that worked to identify the key issues and outcomes for freshwater in Te Tauihu.
- 4.18 TPK has not been dissolved but is in hiatus pending the outcomes of RM reform, and importantly any role for Te Mana o te Wai under the new NPS-FM. To capture and record the evolution of this initiative which began in 2021, staff from the three councils are drafting a summary report chronicling the TPK process. This report will provide transparency of the process, account for the resources used, outline some high-level outcomes, celebrate the relationships built and fulfil a reporting requirement for each of the councils. This summary report is in an early phase of development. The intention is to bring it to a Council meeting later in the year. The comprehensive outputs from TPK will be safely stored as a taonga until work on freshwater is renewed.

#### **Natural Hazards**

4.19 Community engagement on Natural Hazards Issues and Options recently ran in parallel with the PC81 Urban Growth consultation over April/May with feedback closing 5 May 2025. Thirty respondents provided feedback on the issues and options across the range of hazards. A summary report of the feedback is being prepared, with a workshop scheduled for mid-July 2025 to discuss the feedback received with the Council and look at the next steps for the Natural Hazards Plan Change.

#### Motueka Masterplan

- 4.20 Motueka is a desirable place to live and is an important centre for the western side of Tasman Bay. However, it faces constraints on its future growth and development from multiple sides including natural hazards, infrastructure limitations and the surrounding highly productive land. Current Council projects have tended to be ad hoc and reactive to issues rather than having longer term strategic drivers. Within this context there is an opportunity to start a conversation with the Motueka community on the future of Motueka taking into consideration the known and currently unknown constraints and opportunities now and into the future.
- 4.21 A report (RSPC25-05-2) was presented to this Committee at the 9 May meeting seeking approval to commence work to inform future recommendations on the scope and timing of a Masterplan project for Motueka. The Committee requested staff report back to the

Committee on the scope (by end of July) and the work programme (by October) within this Council term, rather than wait for the incoming Council to approve these matters at a future meeting.

4.22 Since the May meeting, staff have progressed scoping out the work programme. A meeting was held with the Motueka Ward Councillors on 27 May to test the 'problem definition', masterplan objectives and scope (including physical extent of the masterplan). Resourcing information from Council staff budget holders and managers is currently being compiled. Staff are also planning early engagement with whānau, hapū and iwi to discuss the proposed work programme and scope at a high level. A hui is being arranged with Post Settlement Governance Entities, Wakatū Inc. and Whakarewa for mid-August. Given the timing of this, staff are now proposing that a single report is presented to the Strategy and Policy Committee at the 18 September meeting seeking approval for the work programme as a whole (process, timeframe, scope, resources, governance arrangements) – rather than two separate reports in July/September.

## Ngati Kuia Iwi Environmental Plan

4.23 Ngāti Kuia is currently developing an Iwi Environmental Management Plan (IEMP). This will be Ngati Kuia's second IEMP and will complement its existing Pakohe management plan (2015). Staff from the Environmental Policy and the Resource Consents teams have joined Nelson City Council and Marlborough District Council colleagues in this Kaupapa. Staff have attended a number of workshops with Ngāti Kuia representatives to support development of the new plan. This is a work in progress. Once the IEMP is finalised it will be presented to the Council as part of the formal lodgement process. It will then be taken into account whenever the Council prepares or changes a policy statement or plan, or where relevant when assessing resource consent applications as required under the RMA.

Project	Description	Status	Comments
Whole of Plan review	Review of the Tasman Regional Policy Statement and Tasman Resource Management Plan	On hold	Paused until there is more clarity on the Government's intentions. Work programme has been reset to focus on key priorities.
E-Plan	Procurement and implementation of an electronic plan to replace paper-based planning documents	In progress	Text and mapping have been migrated to the e-plan. Quality assurance and testing is underway with a go live of June 2025.
Future Development Strategy Implementation	A programme of work to implement the Nelson Tasman Future Development Strategy	FDS & HBA COMPLETED Implementation in progress	Annual implementation plan and annual report adopted November 2024. 2025 implementation plan in development.
Growth – Richmond South	Development of a potential structure plan for Richmond South FDS growth area and	On hold	Two rounds of community engagement completed; further progress paused until there is capacity to resume.

#### 4.24 The following table gives a brief update on the major environmental policy workstreams.

Project	Description	Status	Comments
	consideration of possible re- zoning for growth.		
Growth plan changes (PC 75, 76, 77, 80)	Plan changes to enable higher density housing on residential zoned land and some re- zoning of rural land to residential in Murchison, Wakefield, Brightwater and Motueka.	On track	Motueka, Murchison and Brightwater operative. Māpua is on hold pending Māpua Masterplan adoption. Wakefield under appeal.
Urban Growth Plan Change (PC81)	Plan Change to implement the first 10 years of FDS growth, and other growth-related outcomes.	On track	Consultation on draft from 27 March to 5 May 2025. Seeking decision to notify August. Notification September?
Deferred zoning plan change (PC79)	Plan Change to fix the deferred zone system and update deferred zone locations.	On track	Consultation complete. 23 submissions and five further submissions received. Hearing 23 June 2025.
ONL/F & CE (PC82, 83)	Plan changes to identify Outstanding Natural Landscapes and Features, redefine Tasman's Coastal Environment line and identify areas of coastal natural character	On track	Drafting nearly complete. Next steps, workshop draft plan changes ahead of public feedback round.
Land & Freshwater plan change Including Takaka & Waimea (PC84)	Plan change to address freshwater management in Tasman, including Te Waikoropupū WCO	Timing uncertain due to law changes	Council resolution to proceed with narrow scope plan change with anticipated notification Q3 2025. NPS- FM related changes on hold until new NPS-FM gazetted
Natural Hazards (PC85)	Project to update TRMP to manage effects of natural hazards in Tasman.	In progress	Community engagement on Issues and Options 27 March to 5 May. Analysing feedback.
Port Tarakohe Structure Plan	Structure Plan for Port Tarakohe to guide future plan change	In progress	Consultation complete. Will be considered for adoption at an upcoming Strategy & Policy Committee.
Port Motueka Structure Plan	Structure Plan for Port Motueka to guide future plan change	In progress	Draft issues and options paper shared with stakeholders and iwi. Considering feedback and next steps.

## 5. Attachments / Tuhinga tāpiri

Nil