Te Kaunihera o Te Hiku o te Ika
Far North District Council

AGENDA

Ordinary Te Kūkupa Committee for Strategy, Policy and Regulation Meeting

Wednesday, 12 August 2026

Time: 10:00 am

Location: Council Chamber
Memorial Ave
Kaikohe

Membership:

Cr Kelly Stratford - Chairperson
Kohepu - Deputy Mayor Chicky Rudkin
Cr Arohanui Allen
Cr Rachel Baucke
Cr Felicity Foy
Cr Hilda Halkyard-Harawira
Cr Davina Smolders
(Ex-officio Member) Kahika - Mayor Moko Tepania

Lawrence Yeo

Te Kaunihera o Te Hiku o te Ika Far North District Council	**Authorising Body**	Mayor/Council
	Status	Standing Committee
COUNCIL COMMITTEE	**Title**	Te Kūkupa Committee for Strategy, Policy and Regulation Terms of Reference
	Terms of Reference Adoption	11 December 2025 and revised 5 March 2026 & 22 July 2026
	Responsible Officer	Group Manager Planning and Policy

Kaupapa / Purpose

Te Kūkupa Committee for Strategy, Policy and Regulation is established to provide governance oversight, leadership, and direction on the development, review, and monitoring of the Far North District Council's strategies, policies, bylaws, and regulatory frameworks. The Committee ensures that Council's strategic objectives are advanced through robust policy development and effective regulatory practice.

Ngā Huānga / Membership

The Council will determine the membership of the Committee.

Te Kūkupa Committee for Strategy, Policy and Regulation will comprise of at least six elected members (one of which will be the chairperson).

Kahika / Mayor Moko Tepania is an ex-officio member of all Committees.

Membership is as follows:

Cr Kelly Stratford - Chairperson

Kohepu – Deputy Mayor Chicky Rudkin (by Council Resolution 5 March 2026)

Cr Felicity Foy

Cr Davina Smolders

Cr Hilda Halkyard Harawira

Cr Rachel Baucke

Cr Arohanui Allen (by Council Resolution 5 March 2026)

Kōrama / Quorum

The quorum at a meeting of Te Kūkupa Committee for Strategy, Policy and Regulation is 4 members.

Ngā Hui / Frequency of Meetings

The Committee shall meet 4 weekly.

Ngā Apatono / Power to Delegate

The responsibilities, duties and powers of the Committee are subject to the prohibition on delegation of powers under Clause 32(1), Schedule 7, Local Government Act 2002, and any other restrictions on delegation under any other relevant legislation.

Te Kūkupa Committee for Strategy Policy and Regulation may not delegate any of its responsibilities, duties or powers however it may establish working groups to consider issues within the committee's areas of responsibilities noting that working groups have no decision-making powers.

Ngā Herenga Paetae / Responsibilities

The Committee's responsibilities include, but are not limited to:

- Leading the development, review, and recommendation of Council strategies, policies, and bylaws.
- Overseeing the preparation and review of the Long Term Plan, Annual Plan, and associated consultation processes.
- Monitoring the implementation and effectiveness of adopted strategies and policies.
- Provide Governance level insight on Council's approach to regulatory matters - having regard to the separation of regulatory and non-regulatory decision-making functions as between the Chief Executive and Governance (section 42(3)(a) LGA02).
- Have input into submissions on central government policy, legislation, and regulatory proposals relevant to Council's functions.
- Considering and recommending to Council on matters relating to:
  - District Plan and Resource Management Act functions,
  - Environmental policy and planning,
  - Economic development strategies,
  - Social and community wellbeing policies,
  - Climate change adaptation and mitigation policy,
  - Regulatory fees and charges,
  - Other strategic or regulatory matters as delegated by Council.

The Committee has delegated authority to:

- Approve for consultation draft strategies, policies, and bylaws.
- Hear and consider submissions, including oral submissions on strategies, policies, and bylaws, and recommend adoption to Council.
- Have Governance level oversight of regulatory and policy matters as specifically delegated by Council - subject to Clause 32(1), Schedule 7, Local Government Act 2002 and section 43(3)(a) of the LGA02.
- Request reports and briefings from staff on matters within its scope.

The Committee does NOT have the authority to:

- Adopt final strategies, policies, or bylaws (unless specifically delegated by Council).
- Make decisions that are the responsibility of the full Council or another committee.

Ngā Ture / Rules and Procedures

Council's Standing Orders and Elected Member Code of Conduct apply to all meetings.

Reporting and Review of Committee Terms of Reference

In December of each year, the Responsible Officer alongside Democracy Services will submit a report to Council. The report will summarise the activities of the Committee and how it has contributed to the Council's governance and strategic objectives. This will look at whether the Council are meeting the full requirements of the Committee Terms of Reference and whether any amendments are required to the Committees terms of reference to increase efficient and effective decision making.

The terms of reference of the Committee will be reviewed as part of this report but can be amended by Council at any point throughout the term.

Integrated Work Programme 2026 - Committee Meetings and Monthly Operational Briefings (MOBs)

Date	Forum	Key Programme / Topic	Purpose	Details to be reported on	Te Kūkupa Role / Outcome
18 March 2026	Committee	Work Programme	Adoption of the Work Programme (this document)	Adoption of Te Kūkupa work programme 2026	Approval
19 March 2026	*MOB – Full Council*	*Planning and Policy Group – Monthly Operational Briefing*	*Operational awareness and progress updates*	*Narrative update on progress on planned works, highlights, what is planned next.* *Status of Submissions* *Confirm metrics*	*Note and participate as part of full Council*
15 April 2026	Committee	District Plan update	Governance direction on next statutory stage	Status of District Plan, next phases, key dates and upcoming decisions	Governance assurance
15 April 2026	Committee – Workshop	LGNZ Remit topics and planning	To workshop what FNDC wants to submit on and plan any submissions or support of submissions	• Remits identified and scheduled approval by Council in alignment Zone meetings.	Oversight and Approval
16 April 2026	*MOB – Full Council*	*Planning and Policy Group – Monthly Operational Briefing*	*Operational awareness and progress updates*	*Narrative update on progress on planned works, highlights, what is planned next.* *Status of Submissions* *Confirm metrics*	*Note and participate as part of full Council*

Date	Forum	Key Programme / Topic	Purpose	Details to be reported on	Te Kūkupa Role / Outcome
13 May 2026	Committee	Strategies and policies – Adoption and Implementation - Six monthly update	Monitoring and reporting on the implementation of adopted strategies and policies	• Implementation progress of adopted strategies and policies • Performance against intended outcomes • Risks and issues • Delivery constraints and issues *Dashboard style report, narrative on what is off track and recommended corrective actions*	Governance assurance
10 June 2026	Committee	Bylaw Review Programme – Annual Status Report	Annual governance oversight of bylaw review programme	• Statutory review schedule and timeframes • Expiry risks and legislative triggers • Compliance and enforcement trends by bylaw • Revenue versus cost (where applicable) • Recommended review priorities	Confirm priorities and sequencing
10 June 2026	Committee	Status update on the master plan for Kerikeri-Waipapa	Resolution passed at the 15 April Te Kūkupa meeting		Governance assurance

Date	Forum	Key Programme / Topic	Purpose	Details to be reported on	Te Kūkupa Role / Outcome
08 July 2026	Committee	Regulatory Performance Dashboard	Six monthly governance oversight of regulatory system performance	• Building Consent Authority performance and accreditation • Resource consent statutory compliance and trends • Compliance and enforcement activity • Environmental monitoring trends • Backlogs • Contractor performance (where applicable) • Emerging risks and issues *Dashboard style report – 3 to 5 pages*	Governance assurance and risk oversight
08 July 2026	Committee	District Plan status report	Status report on District Plan post Council decision to adopt	• Summary of Decisions • What is implemented • Next Steps	Note performance and provide governance direction
12 August 2026	Committee	Climate Adaptation Programme – Strategy Implementation Report	Six-monthly governance assurance on implementation	• Progress against agreed milestones and action plan • Budget tracking against allocated funding • Key performance indicators and outcome measures • Risks, constraints and interdependencies • Areas of slippage or reprioritisation • Forward look to next period	Note performance and provide governance direction

Date	Forum	Key Programme / Topic	Purpose	Details to be reported on	Te Kūkupa Role / Outcome
09 September 2028	Committee	Spatial Planning, Reserves and Placemaking – development and implementation	Six-monthly governance assurance of spatial plan development and implementation	• Progress against agreed milestones and action plan • Budget tracking against allocated funding • Key performance indicators and outcome measures • Risks, constraints and interdependencies • Areas of slippage or reprioritisation • Forward look to next period	Note performance and provide governance direction
07 October 2026	Committee	Governance review of selected regulatory policies and bylaws	Review effectiveness of regulatory frameworks	• Effectiveness of current regulatory settings • Compliance and enforcement trends • Revenue versus cost (where applicable) • Identified gaps or issues • Potential review triggers	Direction on review priorities
03 December 2026	Committee	Strategies and policies – Adoption and Implementation - Six monthly	Monitoring and reporting on the implementation of adopted strategies and policies	• Implementation progress of adopted strategies and policies • Performance against intended outcomes • Risks and issues • Delivery constraints and issues *Dashboard style report, narrative on what is off track and recommended corrective actions*	Governance assurance

Date	Forum	Key Programme / Topic	Purpose	Details to be reported on	Te Kūkupa Role / Outcome
03 December 2026	Committee	Regulatory Performance Dashboard	Six monthly governance oversight of regulatory system performance	• Building Consent Authority performance and accreditation • Resource consent statutory compliance and trends • Compliance and enforcement activity • Environmental monitoring trends • Backlogs • Contractor performance (where applicable) • Emerging risks and issues *Dashboard style report – 3 to 5 pages*	Governance assurance and risk oversight
03 December 2026	Committee	Broadway Kaikohe Placemaking Plan – six-monthly progress report	Six-monthly progress reporting on implementation of the Broadway Kaikohe Placemaking Plan, including reporting back to the Kaikohe-Hokianga Community Board and Te Kūkupa Committee	• Progress on priority projects identified in the plan • Funding and implementation opportunities being pursued • Six-monthly progress reported back to the Kaikohe-Hokianga Community Board and Te Kūkupa Committee	Governance assurance

Date	Forum	Key Programme / Topic	Purpose	Details to be reported on	Te Kūkupa Role / Outcome
Monthly (to be scheduled)	*MOB – Full Council*	*Planning and Policy Group – Monthly Operational Briefing*	*Operational awareness and progress updates*	*Narrative update on progress on planned works, highlights, what is planned next.* *Status of Submissions* • *Confirm metrics*	*For noting only*

Far North District Council

Ordinary Te Kūkupa Committee for Strategy, Policy and Regulation Meeting will be held in the Council Chamber, Memorial Ave, Kaikohe on:

Wednesday 12 August 2026 at 10:00 am

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1 KARAKIA TĪMATANGA / OPENING PRAYER

2 NGĀ WHAKAPĀHA ME NGĀ PĀNGA MEMA / APOLOGIES AND DECLARATIONS OF INTEREST

Members need to stand aside from decision-making when a conflict arises between their role as a Member of the Committee and any private or other external interest they might have. This note is provided as a reminder to Members to review the matters on the agenda and assess and identify where they may have a pecuniary or other conflict of interest, or where there may be a perception of a conflict of interest.

If a Member feels they do have a conflict of interest, they should publicly declare that at the start of the meeting or of the relevant item of business and refrain from participating in the discussion or voting on that item. If a Member thinks they may have a conflict of interest, they can seek advice from the Chief Executive Officer or the Manager - Democracy Services (preferably before the meeting).

It is noted that while members can seek advice the final decision as to whether a conflict exists rests with the member.

3 NGĀ TONO KŌRERO / DEPUTATION

No requests for deputations were received at the time of the Agenda going to print.

4 TE WHAKAAETANGA O NGĀ MENETI O MUA / CONFIRMATION OF PREVIOUS MINUTES

4.1 CONFIRMATION OF PREVIOUS MINUTES

File Number: A5886149

Author: Imrie Dunn, Democracy Advisor

Authoriser: Aisha Huriwai, Manager - Democracy Services

TAKE PŪRONGO / PURPOSE OF THE REPORT

The minutes are attached to allow the Committee to confirm that the minutes are a true and correct record of previous meetings.

TŪTOHUNGA / RECOMMENDATION

That Te Kūkupa Committee for Strategy, Policy and Regulation confirm the minutes of the meeting held 8 July 2026 are true and correct.

1) TĀHUHU KŌRERO / BACKGROUND

Local Government Act 2002 Schedule 7 Section 28 states that a local authority must keep minutes of its proceedings. The minutes of these proceedings duly entered and authenticated as prescribed by a local authority are prima facie evidence of those meetings.

2) MATAPAKI ME NGĀ KŌWHIRINGA / DISCUSSION AND OPTIONS

The minutes of the meetings are attached.

Far North District Council Standing Orders Section 27.3 states that no discussion shall arise on the substance of the minutes in any succeeding meeting, except as to their correctness.

TAKE TŪTOHUNGA / REASON FOR THE RECOMMENDATION

The reason for the recommendation is to confirm the minutes are a true and correct record of the previous meetings.

3) PĀNGA PŪTEA ME NGĀ WĀHANGA TAHUA / FINANCIAL IMPLICATIONS AND BUDGETARY PROVISION

There are no financial implications or the need for budgetary provision as a result of this report.

ATTACHMENTS

1. **2026-07-08 Te Kūkupa Committee for Strategy, Policy and Regulation Minutes - A5859941**

Hōtaka Take Ōkawa / Compliance schedule:

Full consideration has been given to the provisions of the Local Government Act 2002 S77 in relation to decision making, in particular:

1. A Local authority must, in the course of the decision-making process,
   a) Seek to identify all reasonably practicable options for the achievement of the objective of a decision; and
   b) Assess the options in terms of their advantages and disadvantages; and
   c) If any of the options identified under paragraph (a) involves a significant decision in relation to land or a body of water, take into account the relationship of Māori and their culture and traditions with their ancestral land, water sites, waahi tapu, valued flora and fauna and other taonga.
2. This section is subject to Section 79 - Compliance with procedures in relation to decisions.

He Take Ōkawa / Compliance Requirement	**Aromatawai Kaimahi / Staff Assessment**
State the level of significance (high or low) of the issue or proposal as determined by the Council's Significance and Engagement Policy	This is a matter of low significance.
State the relevant Council policies (external or internal), legislation, and/or community outcomes (as stated in the LTP) that relate to this decision.	This report complies with the Local Government Act 2002 Schedule 7 Section 28.
State whether this issue or proposal has a District wide relevance and, if not, the ways in which the appropriate Community Board's views have been sought.	It is the responsibility of each meeting to confirm their minutes therefore the views of another meeting are not relevant.
State the possible implications for Māori and how Māori have been provided with an opportunity to contribute to decision making if this decision is significant and relates to land and/or any body of water.	There are no implications for Māori in confirming minutes from a previous meeting. Any implications on Māori arising from matters included in meeting minutes should be considered as part of the relevant report.
Identify persons likely to be affected by or have an interest in the matter, and how you have given consideration to their views or preferences (for example, youth, the aged and those with disabilities).	This report is asking for minutes to be confirmed as true and correct record, any interests that affect other people should be considered as part of the individual reports.
State the financial implications and where budgetary provisions have been made to support this decision.	There are no financial implications or the need for budgetary provision arising from this report.
Chief Financial Officer review.	The Chief Financial Officer has not reviewed this report.

**MINUTES OF FAR NORTH DISTRICT COUNCIL
ORDINARY TE KŪKUPA COMMITTEE FOR STRATEGY, POLICY AND REGULATION
MEETING HELD AT THE COUNCIL CHAMBER, MEMORIAL AVE, KAIKOHE
ON WEDNESDAY, 8 JULY 2026 AT 10:00 AM**

PRESENT: Chairperson Kelly Stratford, Deputy Chairperson Ann Court, Cr Felicity Foy (VC), Cr Davina Smolders, Cr Arohanui Allen, Kohepu Chicky Rudkin

IN ATTENDANCE: Cr Tāmati Rākena (VC), Kaikohe-Hokianga Community Board Chairperson Jessie McVeagh

STAFF PRESENT: Guy Holroyd (Chief Executive Officer), Kate Ivicheva (Group Manager – Planning & Policy), Hilary Sumpter (Group Manager – Delivery & Operations), Aaron Taikato (Group Manager – Te Hono), Jacine Warmington (Group Manager – Strategic Relationships), Emma Healy (Chief of Staff), Tanya Proctor (Head of Infrastructure Strategy), Shayne Storey (Team Leader – Policy & Bylaws), Ken Lewis (Manager – Communications & Engagement), Briar Macken (Manager – Strategy & Policy), Virginia Smith (Policy Advisor), Esther Powell (Manager - Climate Action & Resilience), Marlema Baker (Te Kuaka Coordinator), Trish Routley (Manager – Resource Consents), Katy Simon (Adaptation Programme Lead), Imrie Dunn (Democracy Advisor).

1 KARAKIA TIMATANGA / OPENING PRAYER

At 10:00 am, Chairperson Kelly Stratford opened the meeting with a karakia.

2 NGĀ WHAKAPĀHA ME NGĀ PĀNGA MEMA / APOLOGIES AND DECLARATIONS OF INTEREST

APOLOGY

RESOLUTION 2026/24

Moved: Chairperson Kelly Stratford
Seconded: Cr Chicky Rudkin

That the apology received from Kahika Moko Tepania Cr Hilda Halkyard-Harawira and Cr Rachel Baucke be accepted and leave of absence granted.

CARRIED

Note: Apology received from the Bay of Island-Whangaroa Community Board Chairperson Belinda Ward.

Secretarial note: Chairperson Kelly Stratford anounced that she will be giving speaking rights to Kaikohe-Hokianga Community Board Chairperson Jessie McVeagh.

3 NGĀ TONO KŌRERO / DEPUTATION

There were no deputations.

4 TE WHAKAAETANGA O NGĀ MENETI O MUA / CONFIRMATION OF PREVIOUS MINUTES

4.1 CONFIRMATION OF PREVIOUS MINUTES

Agenda item 4.1 document number A5791972, pages 14 - 19 refers.

RESOLUTION 2026/25

Moved: Chairperson Kelly Stratford
Seconded: Cr Davina Smolders

That Te Kūkupa Committee for Strategy, Policy and Regulation confirm the minutes of the meeting held 13 May 2026 are true and correct.

CARRIED

5 NGĀ PŪRONGO / REPORTS

5.1 UTU WHAKAWHANAKE DEVELOPMENT CONTRIBUTIONS POLICY 2025 AMENDMENTS - SUBMISSION ANALYSIS AND ADOPTION REPORT

Agenda item 5.1 document number A5762138, pages 20 - 157 refers.

RESOLUTION 2026/26

Moved: Chairperson Kelly Stratford
Seconded: Cr Arohanui Allen

That Te Kūkupa Committee for Strategy, Policy and Regulation recommend that Council:

a) Receive the Utu Whakawhanake Development Contributions Policy 2025 Amendments – Submissions Analysis Report in Attachment 1.

b) Adopt the proposed amendments to the Utu Whakawhanake Development Contributions Policy 2025 in Attachment 2

c) Resolves to commence the amended Utu Whakawhanake Development Contributions Policy 2025 on 27 July 2026.

d) Delegates to the Chief Executive the selection of the membership of the reconsideration panel, from suitably delegated officers, for the purposes of clause 28 of the amended Utu Whakawhanake Development Contributions Policy 2025.

e) Authorise the Chief Executive to make any necessary minor drafting or presentations to the Utu Whakawhanake Development Contributions Policy 2025 to correct any errors or omissions, or to reflect the decisions made by Council.

Against: Cr Davina Smolders

CARRIED

Secretarial note: The meeting discussed the proposed reconsideration panel process, including transparency around how panel members would be selected and how outcomes would be reported back to Council. Staff advised that a briefing paper on the selection process could be provided, and that reports on reconsideration matters would come back to Council as required.

5.2 DRAFT SCOPING REPORT - STAGE ONE COMMUNITY ADAPTATION PLANNING

Agenda item 5.2 document number A5798123, pages 158 - 215 refers.

MOTION

Moved: Chairperson Kelly Stratford
Seconded: Deputy Chairperson Ann Court

That Te Kūkupa Committee for Strategy Policy and Regulation:

a) Receive the draft scoping report for Stage One Community Adaptation Planning under Te Hōtaka Urutau Hapori | Community Adaptation Programme.

b) Endorse the draft scoping report for Stage One Community Adaptation Planning under Te Hōtaka Urutau Hapori | Community Adaptation Programme, and

c) Note that minor changes for grammar or clarity may be made by the project team before seeking adoption from Council.

AMENDMENT

Moved: Cr Felicity Foy
Seconded: Cr Davina Smolders

That agenda item 5.2 Draft Scoping Report - Stage One Community Adaptation Planning lay on the table until the new planning legislation has been enacted by central government.

In Favour: Crs Felicity Foy and Davina Smolders

Against: Chairperson Kelly Stratford, Deputy Chairperson Ann Court, Kohepu Chicky Rudkin and Cr Arohanui Allen

LOST 2/4

RESOLUTION 2026/27

Moved: Chairperson Kelly Stratford
Seconded: Deputy Chairperson Ann Court

That Te Kūkupa Committee for Strategy Policy and Regulation:

a) Receive the draft scoping report for Stage One Community Adaptation Planning under Te Hōtaka Urutau Hapori | Community Adaptation Programme.

b) Endorse the draft scoping report for Stage One Community Adaptation Planning under Te Hōtaka Urutau Hapori | Community Adaptation Programme, and

c) Note that minor changes for grammar or clarity may be made by the project team before seeking adoption from Council.

Against: Crs Felicity Foy and Davina Smolders

CARRIED

At 11:16 am meeting was adjourned, and resumed at 11:28 am.

Secretarial note: The amendment sought to lay item 5.2 on the table until new planning legislation had been enacted by central government. The meeting briefly discussed whether the item should be delayed due to pending legislative reform, regional alignment and climate scenario assumptions. Staff advised that the project remained aligned with current legislative and policy requirements, that future legislative changes could be considered through later project phases, and that delaying the item may impact project timing and community engagement.

At 11:51 am, meeting was adjourned, and resumed at 12:24 pm.

At 12:26 pm, Cr Arohanui Allen left the meeting, and returned at 12:28 pm.

6 NGĀ PŪRONGO TAIPITOPITO / INFORMATION REPORTS

6.1 STRATEGY IMPLEMENTATION REPORT

Agenda item 6.1 document number A5773753, pages 216 - 226 refers.

RESOLUTION 2026/28

Moved: Chairperson Kelly Stratford
Seconded: Cr Arohanui Allen

That Te Kūkupa Committee for Strategy, Policy and Regulation receive the report Strategy implementation report.

CARRIED

Secretarial note:

- *The meeting discussed the Regional Economic Development Strategy and the need for stronger mechanisms to ensure regional economic and infrastructure planning matters are brought back through appropriate Council or regional forums. It was noted that the matter could be brought back through Northland Forward Together, as the strategy work originated through that forum.*
- *The meeting noted the importance of keeping strategy work practical, financially viable and focused on core priorities, particularly where proposed initiatives may have operational or budget implications for Council.*

At 12:48 pm, Deputy Chairperson Ann Court left the meeting and returned at 12:51 pm.

6.2 BYLAW REVIEW PROGRAMME - ANNUAL STATUS REPORT

Agenda item 6.2 document number A5779165, pages 227 - 230 refers.

RESOLUTION 2026/29

Moved: Chairperson Kelly Stratford
Seconded: Kohepu - Deputy Mayor Chicky Rudkin

That Te Kūkupa Committee for Strategy, Policy and Regulation receive the report Bylaw Review Programme - Annual Status Report.

CARRIED

6.3 SIX MONTHLY GOVERNANCE OVERSIGHT OF REGULATORY SYSTEM PERFORMANCE - DELIVERY & OPERATIONS

Agenda item 6.3 document number A5839926, pages 231 - 239 refers.

RESOLUTION 2026/30

Moved: Chairperson Kelly Stratford
Seconded: Cr Davina Smolders

That Te Kūkupa Committee for Strategy, Policy and Regulation receive the report Six Monthly Governance Oversight of Regulatory System Performance - Delivery & Operations.

CARRIED

7 MEETING CLOSE

The meeting closed at 1:02 pm.

The minutes of this meeting will be confirmed at the Ordinary Te Kūkupa Committee for Strategy, Policy and Regulation Meeting held on 12 August 2026.

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CHAIRPERSON

5 NGĀ PŪRONGO / REPORTS

5.1 APPOINTMENT OF DEPUTY CHAIRPERSON FOR TE KŪKUPA COMMITTEE

File Number: **A5865133**

Author: **Imrie Dunn, Democracy Advisor**

Authoriser: **Jacine Warmington, Group Manager - Strategic Relationships**

TAKE PŪRONGO / PURPOSE OF THE REPORT

To appoint a Deputy Chairperson for Te Kūkupa Committee for Strategy, Policy and Regulation and update the Committee's Terms of Reference to reflect the appointment.

WHAKARĀPOPOTO MATUA / EXECUTIVE SUMMAR

- Te Kūkupa Committee for Strategy, Policy and Regulation was established by Council on 11 December 2025, with the Committee's Terms of Reference confirming its membership, governance arrangements, and the appointment of the Chairperson and Deputy Chairperson.
- At the Ordinary Council meeting on 22 July 2026, Council confirmed Councillor Ann Court's resignation from Te Kūkupa and resolved to remove her from the Committee, creating a vacancy in the Deputy Chairperson position.
- The Committee is asked to appoint a new Deputy Chairperson and update its Terms of Reference to reflect the appointment.

TŪTOHUNGA / RECOMMENDATION

That Te Kūkupa Committee for Strategy, Policy and Regulation:

a) appoint _____ as Deputy Chairperson; and

b) update the Terms of Reference to reflect the appointment

1) TĀHUHU KŌRERO / BACKGROUND

Te Kūkupa Committee for Strategy, Policy and Regulation was established as a standing committee of Council when Council adopted its Terms of Reference on 11 December 2025. The Terms of Reference confirmed the Committee's membership, governance arrangements, and the appointment of the Chairperson and Deputy Chairperson.

At the Ordinary Council meeting on 22 July 2026, Council confirmed Councillor Ann Court's resignation from Te Kūkupa and resolved to remove her from the Committee, leaving the Deputy Chairperson position vacant.

2) MATAPAKI ME NGĀ KŌWHIRINGA / DISCUSSION AND OPTIONS

Clause 25 of Schedule 7 of the Local Government Act 2002 sets out the process for appointing a Deputy Chairperson. Far North District Council Standing Order 5.6 provides that Chairperson and Deputy Chairperson appointments are made using **Voting System B**. However, the Committee may choose either Voting System A or Voting System B for this appointment.

Both voting systems are explained below. Voting System B is the preferred option because it aligns with Council's Standing Orders. The Committee can consider both options before deciding which voting system to use.

Voting System A requires a candidate to receive the votes of the majority of members who are present and voting. If no candidate receives a majority, further rounds of voting are held. The lowest polling candidate is removed from each round until one candidate is appointed.

Voting System B requires a candidate to receive more votes than any other candidate. Only one round of voting is held. If two or more candidates receive the same highest number of votes, the result is decided by lot.

Staff recommend that the Committee use **Voting System B**. This is consistent with Standing Order 5.6 and still recognises that both voting systems are available under Schedule 7 of the Local Government Act 2002.

Option 1: Appoint a Deputy Chairperson – Recommended Option

The Committee may nominate and appoint a Deputy Chairperson from its membership. This option would fill the vacancy and ensure the Committee has a Deputy Chairperson to support the Chairperson and act in their absence.

Option 2: Do not appoint a Deputy Chairperson

The Committee may choose not to appoint a Deputy Chairperson. This option is not recommended because it would leave the position vacant and reduce support for the Chairperson.

TAKE TŪTOHUNGA / REASON FOR THE RECOMMENDATION

Appointing a Deputy Chairperson will fill the current vacancy and provide continuity of leadership for Te Kūkupa. Using Voting System B is recommended because it is consistent with Far North District Council Standing Orders.

3) PĀNGA PŪTEA ME NGĀ WĀHANGA TAHUA / FINANCIAL IMPLICATIONS AND BUDGETARY PROVISION

There are no financial implications or budgetary requirements arising from this report.

ĀPITIHANGA / ATTACHMENTS

1. **Te Kūkupa Committee for Startegy, Policy and Regulation - Terms of Reference - A5443635** ⇩

Hōtaka Take Ōkawa / Compliance Schedule:

Full consideration has been given to the provisions of the Local Government Act 2002 S77 in relation to decision making, in particular:

1. A Local authority must, in the course of the decision-making process,
   a) Seek to identify all reasonably practicable options for the achievement of the objective of a decision; and
   b) Assess the options in terms of their advantages and disadvantages; and
   c) If any of the options identified under paragraph (a) involves a significant decision in relation to land or a body of water, take into account the relationship of Māori and their culture and traditions with their ancestral land, water sites, waahi tapu, valued flora and fauna and other taonga.
2. This section is subject to Section 79 - Compliance with procedures in relation to decisions.

He Take Ōkawa / Compliance Requirement	**Aromatawai Kaimahi / Staff Assessment**
State the level of significance (high or low) of the issue or proposal as determined by the Council's Significance and Engagement Policy	This item is of low significance. The decision is administrative and relates to the appointment of a Deputy Chairperson for a Council committee. It does not have a significant community impact and does not require public engagement under Council's Significance and Engagement Policy.
State the relevant Council policies (external or internal), legislation, and/or community outcomes (as stated in the LTP) that relate to this decision.	The relevant legislation is clause 25 of Schedule 7 of the Local Government Act 2002. The relevant Council document is Far North District Council Standing Orders.
State whether this issue or proposal has a District wide relevance and, if not, the ways in which the appropriate Community Board's views have been sought.	The matter has district-wide governance relevance. Community Board views are not required because the decision relates to the appointment of a Deputy Chairperson of a Council committee.
State the possible implications for Māori and how Māori have been provided with an opportunity to contribute to decision making if this decision is significant and relates to land and/or any body of water. State the possible implications and how this report aligns with Te Tiriti o Waitangi / The Treaty of Waitangi.	There are no specific implications for Māori arising from this administrative governance decision.
Identify persons likely to be affected by or have an interest in the matter, and how you have given consideration to their views or preferences (for example – youth, the aged and those with disabilities).	No specific affected or interested parties have been identified beyond Council and Committee members.
State the financial implications and where budgetary provisions have been made to support this decision.	There are no financial implications or budgetary requirements arising from this report.

Chief Financial Officer review.	The Chief Financial Officer has not reviewed this report.

Te Kaunihera o Te Hiku o te Ika Far North District Council	**Authorising Body**	Mayor/Council
	Status	Standing Committee
COUNCIL COMMITTEE	**Title**	Te Kūkupa Committee for Strategy, Policy and Regulation Terms of Reference
	Terms of Reference Adoption	11 December 2025 and revised 5 March 2026 & 22 July 2026
	Responsible Officer	Group Manager Planning and Policy

Kaupapa / Purpose

Te Kūkupa Committee for Strategy, Policy and Regulation is established to provide governance oversight, leadership, and direction on the development, review, and monitoring of the Far North District Council's strategies, policies, bylaws, and regulatory frameworks. The Committee ensures that Council's strategic objectives are advanced through robust policy development and effective regulatory practice.

Ngā Huānga / Membership

The Council will determine the membership of the Committee.

Te Kūkupa Committee for Strategy, Policy and Regulation will comprise of at least six elected members (one of which will be the chairperson).
Kahika / Mayor Moko Tepania is an ex-officio member of all Committees.

Membership is as follows:

Cr Kelly Stratford -Chairperson
Kohepu – Deputy Mayor Chicky Rudkin (by Council Resolution 5 March 2026)
Cr Rachel Baucke
Cr Ann Court
Cr Felicity Foy
Cr Davina Smolders
Cr Arohanui Allen (by Council Resolution 5 March 2026)

Kōrama / Quorum

The quorum at a meeting of Te Kūkupa Committee for Strategy, Policy and Regulation is 4 members.

Ngā Hui / Frequency of Meetings

The Committee shall meet 4 weekly.

Ngā Apatono / Power to Delegate

The responsibilities, duties and powers of the Committee are subject to the prohibition on delegation of powers under Clause 32(1), Schedule 7, Local Government Act 2002, and any other restrictions on delegation under any other relevant legislation.

Te Kūkupa Committee for Strategy Policy and Regulation may not delegate any of its responsibilities, duties or powers however it may establish working groups to consider issues within the committee's areas of responsibilities noting that working groups have no decision-making powers.

Ngā Herenga Paetae / Responsibilities

The Committee's responsibilities include, but are not limited to:

- Leading the development, review, and recommendation of Council strategies, policies, and bylaws.
- Overseeing the preparation and review of the Long Term Plan, Annual Plan, and associated consultation processes.
- Monitoring the implementation and effectiveness of adopted strategies and policies.
- Provide Governance level insight on Council's approach to regulatory matters - having regard to the separation of regulatory and non-regulatory decision-making functions as between the Chief Executive and Governance (section 42(3)(a) LGA02).
- Have input into submissions on central government policy, legislation, and regulatory proposals relevant to Council's functions.
- Considering and recommending to Council on matters relating to:
  - District Plan and Resource Management Act functions,
  - Environmental policy and planning,
  - Economic development strategies,
  - Social and community wellbeing policies,
  - Climate change adaptation and mitigation policy,
  - Regulatory fees and charges,
  - Other strategic or regulatory matters as delegated by Council.

The Committee has delegated authority to:

- Approve for consultation draft strategies, policies, and bylaws.
- Hear and consider submissions, including oral submissions on strategies, policies, and bylaws, and recommend adoption to Council.
- Have Governance level oversight of regulatory and policy matters as specifically delegated by Council - subject to Clause 32(1), Schedule 7, Local Government Act 2002 and section 43(3)(a) of the LGA02.
- Request reports and briefings from staff on matters within its scope.

The Committee does NOT have the authority to:

- Adopt final strategies, policies, or bylaws (unless specifically delegated by Council).
- Make decisions that are the responsibility of the full Council or another committee.

Ngā Ture / Rules and Procedures
Council's Standing Orders and Elected Member Code of Conduct apply to all meetings.

Reporting and Review of Committee Terms of Reference
In December of each year, the Responsible Officer alongside Democracy Services will submit a report to Council. The report will summarise the activities of the Committee and how it has contributed to the Council's governance and strategic objectives. This will look at whether the Council are meeting the full requirements of the Committee Terms of Reference and whether any amendments are required to the Committees terms of reference to increase efficient and effective decision making.

The terms of reference of the Committee will be reviewed as part of this report but can be amended by Council at any point throughout the term.

5.2 KAUPAPA HERE HIRANGA ME TE HONONGA / SIGNIFICANCE AND ENGAGEMENT POLICY 2024 REVIEW

File Number: **A5855963**

Author: **Virginia Smith, Policy Advisor**

Authoriser: **Kate Ivicheva, Group Manager - Planning & Policy**

TAKE PŪRONGO / PURPOSE OF THE REPORT

That Te Kūkupa Committee for Strategy, Policy and Regulation considers the Significance and Engagement Policy review and recommends to Council that the policy continues with amendment.

WHAKARĀPOPOTO MATUA / EXECUTIVE SUMMARY

- Council is required to adopt a significance and engagement policy under section 76AA of the Local Government Act 202 (LGA)
- Under section 76AA(4) of the LGA, Council may amend the policy from time to time. There is no statutory review timeframe for this policy
- Council's Kaupapa Here Hiranga me te Hononga Significance and Engagement Policy 2024 (Policy) was last updated and adopted as part of the Te Pae Tata Three Year Long Term Plan 2024-2027 process (resolution ref: 2024/97)
- The review and analysis have found that the Policy is broadly compliant with section 76AA LGA, but that amendments would benefit the Policy's usability, clarity, and practical application to ensure consistency
- The Research Report (Attachment 1) supports amendments to six areas
- This review is being conducted as part of the Long Term Plan preparation work

TŪTOHUNGA / RECOMMENDATION

That Te Kūkupa Committee for Strategy, Policy and Regulation recommend that Council:

a) agree the Kaupapa Here Hiranga me te Hononga / Significance and Engagement Policy has been reviewed; and

b) agree the Kaupapa Here Hiranga me te Hononga / Significance and Engagement Policy should continue with amendment

1) TĀHUHU KŌRERO / BACKGROUND

Council must adopt a significance and engagement policy under section 76AA of the Local Government Act 2002 (LGA). The Policy must:

- explain how Council determines significance
- set out how and when the community can expect to be consulted or otherwise engaged, and
- list Council's strategic assets

The Policy does not have a statutory review period and 'may be amended from time to time ' (section 76AA(4) LGA).

The Policy operates within the wider Part 6 decision-making framework of the LGA, particularly sections 75-87. The Policy does not replace Council's obligations under those provisions. Instead, it sets out how Council will apply them in practice. The Policy uses the IAP2 spectrum to guide engagement from informing through to collaborating, depending on the nature and likely impact of the decision.

A full list of provisions and analysis can be found in **Appendix 1** to **Attachment 1**.

Timeline of Policy decisions

Date	Action
2014	First Significance and Engagement Policy adopted by Council
13 May 2021	Council Meeting. Council adopted the amended Significance and Engagement Policy 2021. (Resolution ref: 2021/20)
26 June 2024	Council Meeting. Council updated the formatting, corrected typographical errors and aligned the Significance and Engagement Policy with Council's branding and standards. Council adopted the Kaupapa Here Hiranga me te Hononga Significance and Engagement Policy 2024 as part of its Te Pae Tata Three Year Long Term Plan 2024-2027 process. (Resolution ref: 2024/97)
12 August 2026	Research report presented findings from desktop review of Council's Kaupapa Here Hiranga me te Hononga Significance and Engagement Policy 2024, with the recommendation to make targeted amendments.

2) MATAPAKI ME NGĀ KŌWHIRINGA / DISCUSSION AND OPTIONS

Staff have completed a review of the Policy and identified six areas where amendments would benefit the Policy. These are discussed in Attachment 1 and are presented below for completeness.

Legislative Compliance

The Policy is broadly compliant with section 76AA of the LGA. It explains how significance is determined, sets out engagement expectations, and includes the required list of strategic assets.

References to section 80, 81, 82, and 83 are present in the Policy, but they are not always explained clearly enough for policy readers to understand how they connect to significance assessment and engagement decisions.

Recommended amendment: Add a short legislative context section that plainly explains how the Policy sits within the wider LGA decision-making framework.

Usability and Operational Clarity

Although the Policy is substantively sound, it is not always easy to apply in practice. Key decision points are spread across several sections, and the path from identifying a decision to assessing its significance and selecting an appropriate, proportionate engagement response is not always clear.

This creates a risk of inconsistent application and understanding, especially for staff who are less familiar with the wider legislative framework and for members of the public who are trying to understand how Council has assessed significance and set engagement expectations. The Policy explains the ideas well, but it does not provide enough practical guidance on how to apply them day-to-day.

Recommended amendment: Add a 'how to use this Policy' section, supported by a flowchart and summary tables that connect criteria, examples, statutory triggers, and likely Council engagement responses.

Māori Participation

The Policy contains a strong statement of intent in relation to Māori participation. It recognises Te Ao Māori, states that Māori are more than an interest group, and commits Council to early

engagement, maintaining processes for Māori contribution, recognises formal relationships, and identifies impacts on Māori in Council reports.

The Policy does not clearly explain when Council should engage with Mana Whenua, Hapū, Māori Organisations, or wider Māori communities for different types of decisions. It does not set out minimum practice for proposals that affect ancestral land, water, wāhi tapu, taonga, or Māori wellbeing.

This is relevant to Te Tiriti o Waitangi / The Treaty of Waitangi obligations to Council's commitments under section 81 of the LGA and Te Pae o Uta – Te Ao Māori framework.

Recommended amendment: Clarify when and how existing Māori participation processes will and should be used, so Council can apply them consistently.

Environmental and Climate Significance

The Policy acknowledges climate change and considers environmental well-being in the significance assessment. However, it does not clearly explain what kinds of proposals should trigger higher significance because of their cumulative, long-term, or potentially irreversible environmental effects.

This is particularly relevant in the Far North context, where decisions on land, water, biodiversity, hazards, and infrastructure are closely connected. The Policy does not currently address maladaptation risk, which are the decisions that may increase exposure to hazards, lock in high-emissions pathways, shift risk onto communities, or foreclose future adaptation options.

Recommended amendment: Strengthen the Policy's environmental and climate significance guidance with clearer prompts about long-term, cumulative, and potentially irreversible impacts, and better align the Policy with Far North 2100 and Council's Climate Action Policy.

Rural Communities and Vulnerable Stakeholders

The Policy recognises diverse communities, including people with hearing, visual, or literacy impairments; people who speak English as a second language; youth; retirees; and non-resident ratepayers.

However, the Policy is less specific about how these communities should influence the design of engagement in practice. Issues such as rural remoteness, digital exclusion, disability access, age-related barriers, and the needs of children and young people are not clearly operationalised.

An engagement process could appear fair in theory while still being difficult for affected groups to access in practice. This is relevant to the Te Tai Tokerau Regional Accessibility Strategy, which identifies accessible engagement as a shared regional priority.

Recommended amendment: Retain the current recognition of diverse communities, but provide clearer guidance on how those commitments should shape the design of engagement processes in practice.

Documentation of Non-Engagement Decisions

The Policy lists situations where Council may choose not to engage. These include:

- operational matters that do not reduce levels of service,
- emergencies,
- delegated decisions,
- commercially sensitive matters, and
- urgent issues.

These exceptions are reasonable and necessary. However, for other Council decisions that do not fall into these categories, there is often no documentation in public reports explaining why Council chose not to engage with the community.

Under the LGA, Council is expected to make decisions in a way that is proportionate to the significance of the matter. A decision not to engage should still be considered and documented.

Recommended amendment: Require the report or decision record to briefly state why engagement was not undertaken, what factors Council considered, and why the chosen approach was proportionate and prudent.

POLICY AND STRATEGIC ALIGNMENT

The recommended amendments align well with Council's key strategic documents:

Strategic Document	Alignment
Te Pae Tata Three Year Long Term Plan 2024-2027 **Community Outcomes**	Supports clearer, more consistent community participation in Council decision-making across all five community outcomes.
Far North 2100	Aligns with long-term wellbeing themes: Community Wellbeing Climate Change Connection between people and places Protection of the natural environment
Te Pae o Uta – Te Ao Māori Framework	Supports more consistent application of Māori participations commitments already embedded in the Policy
Te Tai Tokerau Regional Accessibility Strategy	Supports more explicit guidance on accessible engagement formats, venues and channels
Climate Action Policy	Strengthened climate and environmental significance guidance supports better alignment for achieving sustainability and the Far North 2100 wellbeing outcomes.

Significance and Engagement

The decision to amend the Policy is assessed as low significance under the Policy.

The decision involves instructing staff to complete the recommended targeted amendments to the Policy. The decision is to authorise an operational matter and does not affect current levels of service, making it exempt from requiring public engagement.

OPTIONS

Option	Description	Advantages	Disadvantages
Option 1 Proceed with suggested	Council approves drafting the six areas of amendment identified in this report.	Improves: • usability, • operational clarity,	Requires staff time to draft amendments -

amendments (Recommended)		• legislative clarity, and • strategic alignment. Ensures the Policy is fit for purpose for the LTP process. Low cost	This is manageable within existing resources.
Option 2 Undertake a full redraft of the Policy	Staff undertake a full redraft of the Policy, rather than targeted amendments	Opportunity for a comprehensive overhaul.	• Higher cost and time investment • Not warranted given the Policy is broadly compliant and substantively sound. • A full redraft may cause delay to the LTP preparation programme. • The review found no fundamental legal defects that would require a full redraft
Option 3 Retain the Policy without amendment	No amendments are made at this time. The Policy is retained in its current form.	No staff resource required.	Does not address identified gaps in • usability, • Māori participation clarity, • environmental significance, • rural and vulnerable stakeholder engagement, or • documentation of non-engagement decisions. Increases risk of • inconsistent application and • potential challenge to Council decisions. Not recommended

TAKE TŪTOHUNGA / REASON FOR THE RECOMMENDATION

Option 1 is recommended because the review found that the Policy is broadly compliant and substantively sound, and that targeted amendments (rather than a full redraft) are the proportionate and practical response.

The six recommended amendments directly address the gaps identified in the desktop review. They will improve how Council apply the Policy day-to-day, strengthen the protections that matter most for the Far North context (Māori participation, environmental and climate significance, diverse communities), and make Council's decision-making more transparent and defensible.

3) PĀNGA PŪTEA ME NGĀ WĀHANGA TAHUA / FINANCIAL IMPLICATIONS AND BUDGETARY PROVISION

The recommended option does not have direct financial implications for Council. Costs associated with amending the Policy will be resourced through existing operational budgets. Any additional initiatives, or implementation costs that cannot be managed within existing budgets, will need to be identified by the teams responsible for implementation and considered through the appropriate budgeting and planning processes.

ĀPITIHANGA / ATTACHMENTS

1. **Significance and Engagement Policy 2024 Review Research Report July 2026 - A5856390** ⇩
2. **Kaupapa Here Hiranga me te Hononga - Significance and Engagement Policy 2024 - A5856396** ⇩

Hōtaka Take Ōkawa / Compliance Schedule:

Full consideration has been given to the provisions of the Local Government Act 2002 S77 in relation to decision-making, in particular:

1. A Local authority must, in the course of the decision-making process,
   a) Seek to identify all reasonably practicable options for the achievement of the objective of a decision; and
   b) Assess the options in terms of their advantages and disadvantages; and
   c) If any of the options identified under paragraph (a) involves a significant decision in relation to land or a body of water, take into account the relationship of Māori and their culture and traditions with their ancestral land, water sites, waahi tapu, valued flora and fauna and other taonga.
2. This section is subject to Section 79 - Compliance with procedures in relation to decisions.

He Take Ōkawa / Compliance Requirement	**Aromatawai Kaimahi / Staff Assessment**
State the level of significance (high or low) of the issue or proposal as determined by the Council's Significance and Engagement Policy	**Low Significance.** The decision involves instructing staff to complete the recommended targeted amendments to the Policy. The decision is to authorise an operational matter and does not affect current levels of service making it exempt from requiring public engagement under Council's Kaupapa Here Hiranga me te Hononga Significance and Engagement Policy 2024.
State the relevant Council policies (external or internal), legislation, and/or community outcomes (as stated in the LTP) that relate to this decision.	Local Government Act 2002 Te Pae Tata Three Year Long Term Plan 2024-2027 Far North 2100 Te Pae o Uta – Te Ao Māori Framework Te Tai Tokerau Regional Accessibility Strategy Far North District Council Climate Change Policy
State whether this issue or proposal has a District wide relevance and, if not, the ways in which the appropriate Community Board's views have been sought.	This matter is district-wide in relevance. It applies to all Council decision-making processes across the district. Community Board views are not required for this stage of the review process. Community Boards may have an opportunity to provide feedback prior to the proposal being considered at a future meeting of Te Kūkupa committee.
State the possible implications for Māori and how Māori have been provided with an opportunity to contribute to decision making if this decision is significant and relates to land and/or any body of water. State the possible implications and how this report aligns with Te Tiriti o Waitangi / The Treaty of Waitangi.	The review identifies a gap in operational guidance for Māori participation. The recommended amendments include clarifying when and how existing Māori participation processes should be used. The Policy already contains strong commitments aligned with section 81 of the LGA and Te Tiriti o Waitangi.

	It is planned to engage with Te Kuaka Committee for feedback prior to the proposal being considered at a future meeting of Te Kūkupa committee. Iwi and Hapū engagement expectations will be considered in the consultation process for any Policy amendments. This report does not relate to land or a body of water.
Identify persons likely to be affected by or have an interest in the matter, and how you have given consideration to their views or preferences (for example – youth, the aged and those with disabilities).	All Far North District communities have an interest in how Council determines the significance of every decision not exempt in the Policy and the level of engagement expected. Specific interest groups include Mana Whenua and Hapū, rural communities, people with disabilities, older people, children and young people, and those with language or digital access barriers. These groups are identified and addressed within the report.
State the financial implications and where budgetary provisions have been made to support this decision.	Costs associated with amending the Policy will be resourced through existing operational budgets. Any additional initiatives, or implementation costs that cannot be managed within existing budgets will need to be identified by the teams responsible for implementation and considered through the appropriate budgeting and planning processes.
Chief Financial Officer review.	The Chief Financial Officer has not reviewed this report

Te Kaunihera o Te Hiku o te Ika
Far North District Council

HE ARA TĀMATA
CREATING GREAT PLACES
Supporting our people

Research Report

Review of Significance and Engagement Policy 2024

July 2026

Executive Summary

The Far North District Council's (Council) Significance and Engagement Policy 2024 (Policy) is broadly compliant with the core requirements of the Local Government Act 2002 (LGA). It provides a sound framework for deciding how important a Council decision is (its significance) and for choosing a suitable level of community engagement. In doing so, it supports transparency and public confidence in Council's decision-making.

The Policy has clear strengths. It contains a clear purpose statement, recognises the importance of Māori participation, uses the IAP2 spectrum to scale engagement, and includes strategic assets and criteria for decisions that are likely to be highly significant. Together, these features give Council and communities a common starting point for thinking about significance and engagement.

The review did not identify major legal defects. Instead, the main issues related to usability and operational clarity, and how clearly the Policy explains and protects important local safeguards in practice. In particular, the Policy does not plainly set out its relationship to the wider Part 6 decision-making framework in the LGA, and it gives limited practical guidance for staff on how to run a significance assessment and select an engagement method in a consistent way. It is also stronger in principle than in day-to-day detail for Māori participation, environmental and climate-related significance, rural communities, people with access needs, and the documentation of decisions not to engage.

The review therefore recommends targeted amendments that would keep the Policy's overall framework but improve how it works in practice. These amendments include:

- adding a short legislative context section
- adding a "how to use this Policy" section with a simple pathway from issue identification to engagement choice
- clarifying Māori participation pathways in operational terms
- strengthening guidance on environmental and climate-related significance
- improving practical direction for engaging rural communities, and people with access needs
- requiring brief reasons to be recorded where Council decides not to engage
- improving drafting, formatting, and internal consistency to make the Policy shorter, clearer, and easier to use

1 Purpose

The purpose of this report is to present the findings of the desktop analysis review of Council's Significance and Engagement Policy 2024.

2 Context and Situation

Council must have a Significance and Engagement Policy made under section 76AA LGA. The purpose of the Policy is to:

- enable the local authority and its communities to identify the degree of importance (significance) attached to particular issues, proposals, assets, decisions, and activities; and
- to provide clarity about how and when communities can expect to be engaged in decisions about different issues, assets, or other matters; and
- to inform the local authority from the beginning of a decision-making process about—
    - the likely impact of the decision attached to particular issues, proposals, assets, decisions, and activities and extent of any public engagement that is expected before a particular decision is made; and

- the form or type of appropriate engagement required

As one of Council's statutory tools, the Policy helps build and sustain public confidence in Council's decision-making by providing clarity and transparency around when and how communities can expect to be engaged as part of the decision-making process. Achieving this largely depends on consistent application of the Policy and on recording clear reasons for the engagement approach chosen in each case, (including where Council decides not to engage or consult).

The Policy was last updated and adopted as part of the Te Pae Tata – Three Year Long Term Plan 2024-27 process, on 26 June 2024[1]. Changes to the 2021 Policy version were limited to technical and editorial refinements, including standardising terminology, correcting spelling and capitalisation, and updating presentation elements. No material changes were made to the Policy's objectives, the way significance is determined, or the engagement expectations compared with the 2021 version.

The Policy outlines how Council determines significance, how it engages with its communities, determining the appropriate level of engagement through the IAP2 spectrum (included in the Policy), and lists the assets Council considers strategic.

Although it does not affect the current review, it is noted here, for information only, that any future Northland local government reform could affect how Council's current safeguards[2] are carried into a future policy. This is relevant because clearly expressed safeguards are easier to identify, preserve, and adapt in any future governance setting.

3 Legislative Framework

Local Government Act 2002

Section 76AA of the LGA requires every local authority to adopt a significance and engagement policy. The purpose of the Policy is to give both Council and community a clear framework for understanding which proposals and decisions are significant, and what level of consultation or other engagement people can expect.
The Policy also helps Council give practical effect to the broader purpose of local government in Part 1 of the LGA. Under section 10 of the LGA, the purpose of local government is to enable democratic local decision-making and to promote the social, economic, environmental, and cultural well-being of communities in the present and for the future.

Council may amend the Policy at any time. However, when amending the Policy, Council is generally expected to consult in a way that is consistent with the standard consultation principles in section 82 of the LGA. An exception may apply if Council has reasonable grounds for considering that it already has enough information about community interests and preferences for the purpose of the amendment.

Every Council decision should be considered through the lens of the Policy, even where a matter is not formally assessed as highly significant. The Policy sits within a wider decision-making framework under Part 6 of the LGA, particularly sections 75 to 87, and does not replace those obligations. Instead, it explains how Council will apply them in practice.

Section 79 of the LGA provides the direct legislative basis for scaled and proportionate engagement approaches. It requires Council's compliance with its decision-making and engagement obligations to be proportionate to the significance of the matter, the people affected, and Council's resources. The IAP2 spectrum and engagement tools is the Policy's mechanism for giving practical effect to this proportionality principle.

4 Objectives

[1] Far North District Council. (2024). Extraordinary Council Meeting – Agenda item 6.2 Adoption of the 2024-27 Long Term Plan. [Minutes]. 26 June 2024.
[2] In this report, "current safeguards" refers to the way the Council has chosen to operationalise its existing commitments set in the Policy by linking importance (significance) thresholds and engagement expectations to: Council's strategic direction; matters affecting Māori; the interests and needs of vulnerable people and communities; and the treatment of environmental and climate-related effects as core considerations in decision-making.

4.1 Purpose of review

To determine whether the provisions of the Policy are still the most appropriate way to identify significance and select appropriate level of engagement in the Far North District as per Part 6 of the LGA.

4.2 Review objectives

The review objectives are to:

- assess the Policy's legislative compliance with the LGA, particularly section 76AA and related provisions
- evaluate the Policy's practical performance and usability for staff, Councillors, and the public
- assess alignment with good policy practice and industry best practice standards
- recommend whether the Policy should continue with or without amendment

5 Problem definition

5.1 Scope

In scope

The significance and engagement framework of the Policy, including how it assesses the level of importance (significance) of issues, proposals, assets, decisions and activities in terms of their likely impacts and consequences, and how that assessment then guides what level of consultation or other engagement people can expect.

Out of scope

- content of individual Council decisions
- application of the special consultative procedure to specific historical matters
- a full legal audit of all Council's decision-making obligations
- potential future Northland local government reform arrangements

5.2 Purpose of current Policy

The Policy is Council's adopted tool for identifying significance and selecting an appropriate level of engagement. Under section 76AA of the LGA, it must explain how Council determines significance, set out how and when the community can expect to be consulted or engaged, and list Council's strategic assets.

The Policy uses the IAP2 spectrum as its main tool for scaling engagement, so that Council can move from simply informing people through to consulting, involving, or collaborating with them, depending on how significant a proposal or decision is and who it affects.

5.3 Evidence and Sources

This desktop review and analysis report has been informed using the following internal and external sources:

- internal Council documents and data (including the 2021 and 2024 Significance and Engagement Policies)
- historical InfoCouncil reports and related decision records
- other Councils' policies and practices
- Government and professional body guidelines
- applicable legislation and relevant caselaw for compliance
- internal subject matter experts

Together, these sources provided the basis for evaluating the Policy's legislative compliance (**Appendix 1**), practical performance, and alignment with contemporary best practice standards.

6 Review of Policy

6.1 Legislative Compliance

Overall, the Policy is broadly compliant with section 76AA of the LGA. It explains how significance is determined, sets out how the community can expect to be engaged, and includes a list of strategic assets as required by the LGA.

The Policy also reflects other relevant legislative provisions under the LGA. It refers to section 81 in relation to Māori participation, section 82 in relation to engagement principles, section 83 in relation to the special consultative procedure, and section 80 in relation to decisions that are inconsistent with existing policies. These links are present, although they are not always expressed as clearly as they could be for staff or public readers.

The Policy would be stronger if it included a short legislative context section that plainly explained the relationship between significance, consultation principles, Māori participation, and special consultative procedure requirements. The Policy would also benefit from an explicit reference to section 79 and its proportionality principle.

A detailed statutory compliance assessment against each relevant LGA provision is set out in **Appendix 1**.

6.2 Strategic Alignment

Effective significance assessment and engagement help Council make decisions that are informed, proportionate, and responsive to communities, and support outcomes in its strategic documents such as proud, vibrant communities, resilient infrastructure, recognition of tangata whenua as kaitiaki, and improved accessibility for people with access needs.

The review assessed the Policy's alignment with Council's key strategic documents, including Te Pae Tata – Three Year Long Term Plan 2024–2027, Far North 2100, Te Pae o Uta – Te Ao Māori framework and the Te Tai Tokerau Regional Accessibility Strategy. Overall, it found that the Policy framework is broadly aligned with these strategies.

However, the review also identified that strategic alignment could be strengthened through targeted amendments to the Policy that support Council's strategic decision-making and give effect to Council's strategic aims in day-to-day practice. These amendments would not change the Policy's core purpose or structure but would enhance its ability to support Council's long-term vision and community outcomes.

6.3 Performance and Best Practice

The Policy performs reasonably well as a framework document. It contains a clear purpose, recognises the value of genuine engagement, includes useful definitions, identifies the high significance matters, and distinguishes between decisions that warrant structured engagement and those that may not.

The document is text heavy, some sections are difficult to navigate quickly, and the path from identifying a decision to selecting an engagement method is not set out as clearly as it could be. This creates a risk of inconsistent application, especially for staff who are less familiar with the Policy or the wider legislative framework.

The Policy is also stronger in principle than in operational detail. It includes strong statements about Māori participation, accessibility, and diverse communities, but it is less clear about how those commitments should be translated into consistent day-to-day practice.

7 Discussion

7.1 Strengths of the Current Policy

The Policy has five important strengths. It clearly states:

- its purpose
- identifies significance criteria and thresholds
- uses the IAP2 spectrum to guide engagement, and
- lists both Council's strategic assets and other assets of importance to the community

A further strength is that the Policy already recognises Māori interests within the core significance framework. It treats decisions that may have a major or long-term impact on Iwi, Hapū, whānau and on their relationships with ancestral land, water, sites, wāhi tapu, flora, fauna, and taonga as potentially highly significant.

The Policy also provides a basis for recognising environmental and climate-related significance. It refers to environmental well-being, includes climate change as a relevant consideration, and recognises that Council decisions may have implications for climate mitigation and adaptation.

7.2 Issues Identified

7.2.1 Usability and Operational Clarity

Although the Policy is substantively sound, it is not always easy to apply in practice. Key decision points are spread across multiple sections, and the relationship between significance criteria, statutory triggers, and expected levels of engagement is not always obvious.

This means staff may rely too heavily on personal experience or unwritten practice, and similar decisions may be handled in different ways across Council.

Recommendations:

- *Add a 'how to use this Policy' section providing a simple pathway from identifying a proposal, to assessing significance, to selecting the likely engagement response. A summary table or flowchart could support this.*
- *Add a short legislative context section that briefly explains how section 76AA relates to sections 81, 82, 83, and 80 of the LGA, and how the Policy operates within the wider Part 6 decision-making framework.*

7.2.2 Māori Participation and Significance

The Policy contains a strong statement of intent in relation to Māori participation. It recognises Te Ao Māori, states that Māori are more than an interest group or stakeholder, and commits Council to early engagement, maintaining processes for Māori contribution, recognising formal relationships, and identifying impacts on Māori in Council reports.

The Policy does not clearly explain when staff should engage with mana whenua, Hapū, Māori organisations, or wider Māori communities in different types of decisions, or what minimum practice should apply when proposals affect ancestral land, water, wāhi tapu, taonga, or Māori wellbeing.

Recommendation: *Clarify Māori participation pathways in operational terms, so staff can apply existing processes consistently and maintain the participation pathways Council has already established.*

7.2.3 Environmental and Climate Significance

The Policy recognises environmental and climate-related effects, but this area could be more operationally explained. At present, climate change is acknowledged and the Policy says its existing significance criteria are sufficient to assess climate-related decisions.

However, the document could do more to explain the kinds of proposals that should trigger higher significance because of cumulative, long-term, or potentially irreversible environmental effects. This includes risk of maladaptation, for example, actions that increase exposure to hazards, lock in high-emissions pathways, shift risk onto communities, or foreclose future adaptation options. This is particularly relevant in the Far North context, where land, water, biodiversity, hazards, and infrastructure decisions are closely connected, and extreme weather events.

Recommendation: *Strengthen environmental and climate significance guidance with clearer prompts about long-term, cumulative, maladaptive, or potentially irreversible impacts.*

7.2.4 Rural Communities and Vulnerable Stakeholders

The Policy appropriately recognises diverse communities, including people with visual, hearing, or literacy impairments, people who speak English as a second language, youth, business, retirees, and non-resident ratepayers. This is a useful foundation.

The Policy is less specific, however, about how these commitments should influence engagement design in practice. It does not strongly operationalise issues such as rural remoteness, digital exclusion, disability access, age-related barriers, or the needs of children and young people. As a result, an engagement process could appear fair in theory while still being difficult for affected groups to access in practice.

Recommendation: *Improve practical guidance for rural communities and people with access needs, including on rural remoteness, digital exclusion, accessible formats, age-related barriers, and disability access.*

7.2.5 Improve Clarity on When Council May Not Engage

The Policy lists situations where Council may choose not to engage, including operational matters that do not reduce levels of service, emergencies, delegated decisions, commercially sensitive matters, urgent issues, and matters where prompt action is needed to protect life, property, infrastructure, or the environment. Those exceptions are reasonable and necessary.

The main improvement needed is stronger documentation. The Policy would be more transparent and more robust if it required clear reasons to be recorded whenever Council decides not to engage, especially where significance factors are present but broader engagement is considered unnecessary. A brief record should identify the decision involved, the reason engagement was not undertaken, the factors considered, and why the chosen approach was viewed as proportionate and prudent.

Recommendation: *Require brief reasons to be recorded where Council decides not to engage, including the reason, affected groups, factors considered, and why the approach was proportionate.*

7.2.6 Form, Language, and Drafting

The Policy would be easier to use if some provisions were shortened, grouped more logically, and supported by plain-English wording. Minor drafting corrections should also be made to improve consistency of terminology, headings, and cross-references.

Recommendation: *Improve drafting, formatting, and internal consistency to make the Policy shorter, better grouped, and easier to apply.*

8 Conclusion

The review finds that the Far North District Council Significance and Engagement Policy 2024 is broadly compliant with the Local Government Act 2002 and provides a sound basis for assessing significance and selecting an appropriate level of engagement. Its main strengths are its clear purpose, use of the IAP2 spectrum, inclusion of strategic assets, and explicit recognition of Māori participation, diverse communities, and environmental considerations.

However, the review also finds that the Policy is difficult to use in practice and does not clearly explain how it sits within the wider Part 6 decision-making framework. Targeted amendments are therefore recommended to improve clarity, make day-to-day use easier for staff, support more consistent and transparent engagement decisions, and ensure that the reasoning for engagement and non-engagement is recorded in a way that both Council and the public can understand and review.

Appendix 1
Statutory Compliance Assessment against the Local Government Act 2002

LGA Provision	Requirement	How the Policy Meets the Requirement	Gaps / Recommended Improvement	Compliance Status
Section 4 Te Tiriti o Waitangi /Treaty of Waitangi	To recognise and respect the Crown's responsibility to take appropriate account of the principles of the Treaty of Waitangi, Parts 2 and 6 of the LGA provide principles and requirements for local authorities to facilitate Māori participation in decision-making.	The Policy directly operationalises Part 6 and references s81 (Māori participation). It recognises Te Ao Māori, identifies impacts on Iwi, Hapū, whānau, ancestral land, wāhi tapu, flora, fauna, and taonga as potentially highly significant, and commits Council to early engagement and recognition of formal relationships with Māori.	Te Tiriti /the Treaty foundation is not expressly acknowledged in the Policy. Adding a short legislative context section that traces the Māori participation provisions back to s4 would make te Tiriti / the Treaty basis of the Policy clearer to staff and the public.	**Compliant in effect** Explicit acknowledgement recommended
Section 10 Purpose of local government	Promote social, economic, environmental, and cultural well-being of communities in the present and for the future	The Policy's significance framework links to district well-being and requires Council to consider who is affected before making decisions. Engagement is framed as a tool to support democratic decision-making consistent with s 10.	No direct gap. Amendments to environmental significance guidance would better reflect long-term and intergenerational well-being obligations.	**Compliant**
Section 14 Principles relating to local authorities	In performing its role, a local authority must act in accordance with principles including:	The Policy reflects the s 14 principles through its purpose statement, use of the IAP2 spectrum to guide proportionate	The Policy does not explicitly reference s 14. Practical guidance on how to engage rural communities, people with access needs, and diverse	**Compliant in principle** Operational gaps identified

	• conducting business in an open, transparent, and • democratically accountable manner; • having regard to the views of all communities; • considering the diversity of its communities and • the interests of future generations; and • providing opportunities for Māori to contribute to its decision-making processes. Council is also required under the principles to ensure it uses its resources efficiently and effectively.	engagement, recognition of diverse communities (including youth, retirees, people with disabilities, and non-English speakers), and its inclusion of Māori participation as a core element of the significance framework — not a separate or optional consideration.	groups remains limited. Stronger operational guidance on these groups would better reflect the s 14 obligation to have regard to community diversity. Future generation considerations are also not clearly addressed in the environmental and climate significance criteria.	
Section 76AA Significance and engagement policy (mandatory)	Policy must: (a) explain how Council determines significance; (b) set out how and when the community can expect to be consulted or engaged; (c) list Council's strategic assets	(a) The Policy includes significance criteria and thresholds; (b) it uses the IAP2 spectrum to guide engagement levels; (c) it lists both strategic assets and other assets of importance to the community.	Legislative context not made explicit. A short section explaining how s 76AA sits within the wider Part 6 framework would improve clarity for staff and the public.	**Compliant** Clarity improvement recommended
Sections 75–87	Policy must operate within the wider	The Policy is adopted as Council's	The relationship between the Policy and Part 6	**Compliant**

Part 6 Decision-making framework	Part 6 decision-making and consultation framework	operative tool for the Part 6 framework. It identifies when decisions may require engagement and provides a proportionate response mechanism.	obligations is not clearly explained in the Policy itself. Staff may not appreciate that the Policy sits within, and does not replace, Part 6 duties.	Clarity improvement recommended
Section 77 Requirements in relation to decisions	Council must identify all reasonably practicable options, assess advantages and disadvantages, and consider Māori relationships where decisions relate to land or water	The Policy provides a framework for identifying significance and selecting engagement responses proportionate to the issue.	Does not directly address the s 77 options assessment process. This is addressed separately through Council's report template and decision-making processes.	**Compliant** (s77 is addressed procedurally)
Section 79 Compliance with procedures in relation to decisions; in particular **subsection 79(2)(b)**	Council must be broadly consistent with its significance and engagement policy when making decisions. Under ss79(2), compliance with decision-making provisions must be proportionate to: (a) the significance of the issue; (b) the persons affected or interested; and (c) Council's resources (s14(1)(g) LGA) A lower level of process is permitted for lower-significance matters. This is the legislative basis for using a scaled engagement	The Policy gives effect to s 79(2)(b) through its adoption of the IAP2 spectrum. The spectrum provides a graduated engagement model (from informing through to collaborating) that allows Council to match the level of engagement to the actual significance and likely impact of a decision. This avoids the resource cost and community consultation fatigue that would result from treating every decision as if it required a full section	The Policy does not explicitly reference s79 or explain the s79(2)(b) rationale for scaled engagement. The Policy does not explicitly reference section 79 or explain the proportionality basis for scaled engagement. A short note in the "how to use this Policy" section explaining the s79(2)(b) basis for scaled engagement would • improve consistency, • ensure prudent use of Council resources, and • reduce the risk of community consultation fatigue.	**Compliant in effect** Explicit legislative grounding recommended

	response rather than treating section 82 or section 83 consultation as the default for every decision.	82 or section 83 LGA process.		
Section 80 Decisions inconsistent with existing policies	Where a decision is inconsistent with an existing policy, the decision must acknowledge the inconsistency and state the reasons	The Policy references s80.	The reference is present but not clearly explained. Staff may not understand when s80 is triggered or how to document an inconsistency.	**Present** Clarity improvement recommended
Section 82 Principles of consultation	Consultation must: give sufficient information; be genuine; allow time to respond; consider responses carefully; and be appropriate to the significance of the issue	The Policy incorporates the IAP2 spectrum as its engagement method, which scales from informing to collaborating based on significance. It acknowledges the need for genuine engagement.	The Policy states that consultation on amendments to the Policy itself should be consistent with s 82, but this is not explained in a way that would guide staff.	**Compliant** Clarity improvement recommended
Section 83 Special consultative procedure (SCP)	Certain decisions require the SCP, including significant financial decisions and changes to the LTP. The SCP has specific procedural requirements.	The Policy references s 83 and acknowledges that some decisions will require the SCP.	The link between high-significance decisions and the trigger for the SCP is not clearly explained. Staff may not know when the SCP is required.	**Present** Clarity improvement recommended

Overall assessment:

The Policy is broadly compliant with the Local Government Act 2002. No fundamental legal defects were identified. The main issues are ones of clarity. The legislative links are present, but they are not always explained clearly enough for staff, Councillors, or public readers to understand how the Policy connects to the wider statutory framework.

KAUPAPA HERE HIRANGA ME TE HONONGA
SIGNIFICANCE AND ENGAGEMENT POLICY

Adopted 26 June 2024

KAUPAPA HERE HIRANGA ME TE HONONGA SIGNIFICANCE AND ENGAGEMENT POLICY

Purpose

This Policy explains how the council will determine the significance of decisions and when and how our communities can expect to participate in council's decision-making processes.

Context

Genuine engagement is integral to high-quality Council planning, decision-making and operations. To be effective, we must be well acquainted with our community and their preferences, and our plans should have solid community backing.

Engagement is a process of dialogue between decision-makers, partners, communities and stakeholders for the purpose of making decisions, policies and strategies. Effective engagement serves to build trust in the council decision-making and increase the council's awareness of issues in the community.

This Policy provides guidance for assessing significance and the level of engagement suitable to the significance of the decision, along with guidance on the circumstances in which we would not consult. While our staff interact with community members, Māori partners and key stakeholders daily, some council decisions require a more structured form of engagement due to the significance a matter has within the wider community, or for groups within the community. Conversely, it would not be appropriate for the council to take every decision to the community.

The goal is to give people a sense of ownership of decisions and ensure Council's work is relevant to the people who live in our District.

Objective

The objectives of this policy are to:

1. Ensure consistency when determining the significance of proposals, assets and decisions
2. Identify the extent and type of public engagement required before a decision is made
3. Provide clarity about how and when communities can expect to be engaged in decisions
4. Build genuine relationships with Māori, Treaty partners, key stakeholders and the wider community through a better understanding of their preferences, and encouraging co-operation, respect and mutual understanding of other points of view
5. To acknowledge the enduring presence, aspirations, and cultural obligations of mana whenua as kaitiaki of the Far North
6. Comply with section 76AA of the Local Government Act 2002.

Definitions

Consultation is a formal type of engagement, often prescribed by legislation and time bound. It generally involves seeking community feedback on a draft proposal, plan or document in order to inform Council's decision-making.

Engagement describes a broad range of activities, which might include consultation, designed to invite community participation in solving problems or making decisions related to Council's work. This means Council's work can better reflect or respond to the needs, views, preferences or aspirations of the community.

Hapū defines a cluster of families linked by the same whakapapa that may share the same land boundaries and same marae.

Levels of Service refer to the targets the council aims to achieve for the various services and facilities it provides. These are reviewed every three years in the Long-Term Plan. An example of this is the percentage of the roading network we aim to reseal each year.

Mana whenua are Māori with authority over the land and kaitiaki status.

Mātāwaka are Māori for whom their place of residence is not their traditional home, and therefore are not described as mana whenua.

Memorandum of Understanding (MOU) in this policy refers to a Crown-Māori Relationship Instrument, which is a documented agreement or arrangement, signed by both parties, that establishes or recognises an ongoing collaborative relationship between Ministers, Government agencies or Crown entities (such as Local Government), and a whānau, hapū, iwi, Māori organisation or Māori communities.

Significance is the degree of importance of an issue, proposal, decision, or matter that concerns or is before Council.

Significance relates to the likely impact on:

1. The well-being of the District
2. People affected
3. The ability of the council to perform its role, and the financial and other costs of doing so.

A more detailed definition can be found in section 5 of the Local Government Act 2002.

Special consultative procedure is prescribed by legislation. It requires the council to prepare and adopt a statement of proposal and a summary of the information if needed to reduce or remove confusion, and to make this widely available for public consumption and feedback, within a timeframe of no less than one month. The council must also provide an opportunity for people to present their views orally, if they wish to do so. Further detail is set out in section 83 of the Local Government Act 2002.

Strategic assets are assets, such as infrastructure or properties, that the council needs in order to achieve outcomes it decides are important to the current or future well-being of the community. A more detailed definition can be found in section 5 of the Local Government Act 2002.

Tangata whenua refers to "people of the land". It might relate to specific groups, or more broadly to Māori as a people.

Principles of engagement

1. Our principles for engagement are laid out in the Local Governance Statement and are guided by the Local Government Act 2002 sections 82 Principles of Consultation and section 81 Contributions to Decision Making Processes by Māori.
2. We clearly communicate how and to what extent those we are engaging with can influence outcomes and within these limits we are genuinely open to the feedback and ideas of our community.
3. We think about engagement at the beginning of any project or process so that it is planned and purposeful. This also means, where appropriate, stakeholders or the community can be involved from an early stage.
4. We consider who will be affected by or interested in the project or process, and we try to reach as many people as possible within that group.
5. We provide clear, easy-to-understand background information to those we are engaging with, so they are better equipped to discuss the project or process and provide informed feedback.
6. We consider the timing of our engagement activities so as not to overburden our community.
7. We thank community members for their contributions, provide them with a summary of feedback and explain our decisions.

Engaging with tangata whenua

1. The council acknowledges the unique perspective of Te Ao Māori and recognise that Māori are more than an interest group or stakeholder.
2. We will continue to build and strengthen our relationships with mana whenua representative entities and engage in a range of ways to ensure their views are appropriately represented in the decision-making process.
3. The council acknowledges that different approaches are needed for Māori who live in the Far North but do not have genealogical connections to mana whenua hapū.
4. When engaging with tangata whenua and Māori, the council will:
    a. Engage early in the decision-making process.
    b. Establish and maintain processes to provide opportunities for Māori to contribute to the council's decision-making, including partnership approaches where appropriate, and support Māori to fully engage with us.
    c. Ensure existing general and project-specific relationship processes between the council and tangata whenua will, where working well, remain as a starting point for engagement.
    d. Recognise and empower existing formal relationships (i.e. MOUs) with iwi and hapū.
    e. Actively consider the recognition and protection of Māori rights and interests within the Far North and how we can contribute to the needs and aspirations of Māori.
    f. Ensure all council reports identify any impacts on Māori. Build ongoing relationships with Māori through a range of approaches that enables Māori to guide how they want to engage with the council.

g. Fulfil its obligations under any Treaty Settlement legislation.

Engaging with diverse communities

1. The council will consider those in our community with visual, hearing or literacy impairments, and those who speak English as a second language.
2. When undertaking engagement, the council will consider how to meet the needs of our diverse communities in respect of accessibility, language and cultural expectations to ensure engagement with the council is enabled as much as possible.
3. The council will consider the many demographics and interested parties across the District, including but not limited to youth, business, retirees and ratepayers that do not live in the District.

Determining significance

1. Significance is determined in the early stages of a proposal, before decision making occurs. If it becomes necessary to do so, the significance of a proposal may be re-assessed at any time.
2. In determining a proposal's degree of significance, the council will be guided by:
   a. Legislative requirements including the Local Government Act 2002 (LGA), the Resource Management Act 1991 (RMA), and Treaty Settlement (TS) legislation including Memoranda of Understanding (MOU).
   b. Whether the decision is inconsistent with previous the council decisions or current policies, according to section 80 of the LGA.
   c. Commitments made in relationship agreements such as any MOU and/or mana-enhancing agreement.
   d. Historic levels of community impact or interest in the proposal.
   e. The likely impact on iwi/hapū/whānau and their culture and traditions with their ancestral land, water, sites, wāhi tapu, valued flora and fauna, and other taonga.

Climate change

1. From 31 December 2021 the RMA requires councils to have regard to emissions plans and adaptation plans under the Climate Response Act 2002.
2. The council routinely considers the implications of its actions on climate change mitigation and adaption in its decision-making.
3. The criteria in section 10. Matters of Significance are considered sufficient to assess the significance of decisions that have a climate change element, cause or impact.

Matters of significance

A decision is of high significance if one of the following applies:

a. It involves the transfer of the ownership or control of a strategic asset (Schedule 1) or other important asset (Schedule 1a) to or from the council; or

b. It is inconsistent with the council plans or policies and meets one of the thresholds shown in the table below:

Criteria	Threshold
Transfer of a strategic asset	The proposal involves the transfer of the ownership or control of a strategic asset (Appendix A) to or from Council.
Unbudgeted financial impacts	The proposal will incur unbudgeted net operational expenditure exceeding 2.5% of total rates in the year commenced OR unbudgeted net capital expenditure exceeding 10% of total rates in the year commenced.
Of specific interest to Māori	The proposal has a major and long-term impact on the well-being of iwi/hapū/whānau and their culture and traditions with their ancestral land, water, sites, wāhi tapu, valued flora and fauna, and other taonga.
Level of public interest	The proposal is likely to generate considerable interest or community views render the community deeply divided.
Effect on the community and its demographics	The proposal is likely to have an impact on the social, economic, environmental or cultural well-being of the District or an aspect of the District (e.g. a particular ward, a community of interest, a geographic area, or demographic).
Levels of Service	The proposal is likely to result in a change in the Levels of Service and that the change will be major and long-term.

Determining engagement

1. The council looks at the level of significance of a proposal when deciding what type of engagement is appropriate.
2. If a proposal is determined to be of high or medium significance, the council will conduct some form of engagement to inform the decision-making process.
3. If a proposal is determined to be of low significance, the council may inform the community once a decision has been made, or it may choose not to engage with the community at all (section 13).
4. The council applies the International Association of Public Participation (IAP2) spectrum to guide its approach to engagement.
5. Schedule 2 sets out the type of engagement the community can expect for proposals at different levels of significance.

Special consultative procedure

1. In some cases, the type of consultation required is set out in the legislation, i.e. the LGA. This is called a special consultative procedure and is prescribed in section 83 of the LGA, and is applied in the following situations:
2. Adoption or amendment of a Long Term Plan
3. Making, amending or revoking a bylaw that is considered of significant interest to the public or will likely cause significant impact on the public
4. When the council decides it is prudent to do so.
5. In these circumstances, the Special Consultative Procedure is a minimum requirement – the council may choose to conduct other engagement in addition to this process.

When the council may choose not to engage

Things the council will generally not engage on include, but are not limited to:

1. Operational matters that do not reduce a Levels of Service.
2. Emergency management activities.
3. Those decisions made by delegation to the council staff.
4. Commercially sensitive decisions (e.g. awarding contracts).
5. Decisions made to manage an urgent issue.
6. Decisions where action is necessary to:
    a. Comply with the law.
    b. Protect life, health, or amenity and infrastructure.
    c. Prevent serious damage to property.
    d. Avoid, remedy, or mitigate an adverse effect on the environment.

Schedule 1: Strategic assets

The following is a list of assets that the council requires in order to achieve outcomes important to the current or future well-being of the community:

1. The council headquarters.
2. The roading network.
3. The stormwater network.
4. The wastewater network.
5. The water supply network.
6. The open space network, including parks, walkways and sportsfields under the Reserves Act 1977.
7. Council-owned cemeteries.
8. Libraries.
9. Shares in Far North Holdings Limited.
10. Housing for the Elderly.

Schedule 1a: Other assets of importance to the community

The following are non-strategic assets (i.e. not defined as a “strategic asset” under the Local Government Act Section 5 Interpretation), but are considered by Far North District Council to be important to the well-being of the community:

1. The council land that is subject to claim under Te Tiriti o Waitangi
2. The council land/assets that have been transferred to the Council Controlled Organisations.

Schedule 2: Engagement assessment

SIGNIFICANCE	**LOW**	**MEDIUM**		**HIGH**	**MAXIMUM**
EXPECTATION	**MINIMUM**	**Local Government Act 2002 s82 and s83**			
LEVEL OF ENGAGEMENT	INFORM	CONSULT	INVOLVE	COLLABORATE	EMPOWER
ENGAGEMENT FOCUS	This is what we are doing	Tell us what you think	Help us decide	**Let's work together**	You make the decision
WHAT DOES IT INVOLVE?	One-way communication providing balanced and objective information to assist understanding about something that is going to happen or has happened.	Two-way communications designed to obtain public feedback about ideas on rationale, alternatives and proposals to inform decision-making.	Participatory process designed to help identify issues and views to ensure that concerns and aspirations are understood and considered prior to decision-making.	Working together to develop understanding of all issues and interests to work out alternatives and identify preferred solutions.	The final decision is in the hands of the public. Under the LGA, the mayor and councillors are elected to make decisions on behalf of their constituents.
WHEN THE COMMUNITY CAN EXPECT TO BE INVOLVED	The council would generally advise the community once a decision is made.	The council would advise the community once a draft decision is made by the council and would generally provide the community with up to four weeks to participate and respond. Where desirable to meet the needs of affected parties or groups, and possible within timeframes available, the council may consider extending this period.	The council would generally provide the community with a greater lead-in time to allow them time to be involved in the process.	The council would generally involve the community at the start to scope the issue, again after information has been collected, and again when options are being considered.	The council would generally provide the community with a greater lead-in time to allow them time to be involved in the process, e.g. typically a month or more.
TOOLS COUNCIL CAN USE	Website and publications **Social media** **Media release**	**Surveys** Focus groups **Submissions**	Formal Hearings Public meetings Drop-in Centres	External Working Groups MOUs	Referenda Elections Polls

5.3 PROPOSED STRATEGIC PARKING POLICY - TE RAUTAKI TUNGA WAKA O TE HIKU O TE IKA - RIGHT SPACE, RIGHT PLACE.

File Number: **A5445322**

Author: **Dan Bowmar, Policy Advisor**

Authoriser: **Kate Ivicheva, Group Manager - Planning & Policy**

TAKE PŪRONGO / PURPOSE OF THE REPORT

To seek a recommendation from Te Kūkupa that Council adopt Te Rautaki Tūnga Waka o Te Kaunihera o Te Hiku o te Ika - Right Space, Right Place Strategic Parking Policy and the Supporting Document.

WHAKARĀPOPOTO MATUA / EXECUTIVE SUMMARY

- In November 2020, NZ Transport Agency Waka Kotahi recommended that councils adopt parking policies to support good decisions regarding parking management.
- Development of a Parking Policy is one of the implementation actions within the Integrated Transport Strategy.
- On 03 August 2023, Council approved the development of a new parking strategy (Resolution 2023/91 refers).
- On 26 June 2024, an elected member workshop provided an introduction to the proposed parking strategy and sought direction on key components.
- Delays occurred due to the dis-establishment of Northland Transport Alliance (NTA) and the Transport Team at Council.
- On 15 April 2026, Te Kūkupa workshopped a draft Parking Policy and provided direction on key components.

TŪTOHUNGA / RECOMMENDATION

That Te Kūkupa recommends that Council adopts Te Rautaki Tūnga Waka o Te Kaunihera o Te Hiku o Te Ika - Right Space, Right Place Strategic Parking Policy (attachment 1)

1) TĀHUHU KŌRERO / BACKGROUND

In November 2020, NZ Transport Agency Waka Kotahi recommended that local councils adopt parking policies and plans to support good decisions regarding parking management.

On 10 December 2020, Council endorsed the Integrated Transport Strategy. Development of a Parking Strategy and Policy was identified as one of the implementation plan actions within the Integrated Transport Strategy.

Currently, Council has only partial coverage of parking policy matters which are regulated through the District Plan, the Engineering Standards, and the Parking Bylaw. Providing this information across three documents makes regulation of parking difficult to access and can lead these

documents to contradict each other over time as they are amended. A new strategic policy will support the existing parking bylaw and parking management plans.

On 03 August 2023, Council approved the development of a new parking strategy (see Resolution 2023/91).

On 26 June 2024, a workshop was held to provide elected members with an understanding of the proposed parking strategy and to seek direction on key components.

On 15 April 2026, Te Kūkupa workshopped a draft parking policy and provided direction on key components.

Te Hiku Community Board (04 May 2026), Kaikohe Hokianga Community Board (06 May 2026), and Bay of Islands Community Board (22 June 2026) workshopped the draft policy and provided direction on key components.

Delays in designing the strategic policy were due to the dis-establishment of Northland Transport Alliance (NTA) and the Transport Team at Council.

Developing the strategic policy required collaboration with external subject-matter experts to ensure it was fit for purpose.

2) MATAPAKI ME NGĀ KŌWHIRINGA / DISCUSSION AND OPTIONS

Currently, there is no strategic parking policy in place for the Far North District.

A strategic parking policy will contribute to achieving the objectives, priorities, and actions of Council by anticipating and planning for growth while ensuring parking is managed for the wellbeing of the Far North community.

On 03 August 2023 Council approved the development of a new Parking Strategy (Resolution 2023/91 refers).

The directive from elected members at the workshop on 03 August 2023 was that:

“A Parking Strategy will be drafted and presented to council alongside a report including recommendations around the use of technology.”

The use of technology has been addressed in sections 16 and 19 of the proposed strategic policy.

Strategic Parking Policy content

The new policy aligns with current legislation and contains policy statements that address the following topics:

- Parking prioritisation
- Parking supply investment
- Repurposing existing parking
- Divestment of off-street parking land
- Parking restrictions
- Parking demand in non-town centre employment or retail/ business locations
- Managing parking demand for events, sports or cultural locations
- Managing parking demand in park and ride locations
- All-day parking
- Parking buildings
- Parking on berms, verges or footpaths
- Parking on strategic or arterial roads
- Parklets
- Parking performance monitoring

- Parking enforcement
- Parking technology
- Parking awareness
- Parking management plans
- Monitoring, Implementation and Review.

A further appendix is included, which outlines:

- Key issues affecting parking in the district
- A summary of the Parking Occupancy Study 2023
- Further sources of information.

Relevant legislation and policies

Council's role is to provide infrastructure for the Far North region. As the population of the Far North grows, parking should be considered as part of infrastructure development and align with strategies and plans.

Council is the road controlling authority for local roads in the Far North. Therefore, Council has a role in regulating parking under the Land Transport Act 1998.

The policy aligns with national and regional transport strategies, climate change goals, and council priorities, aiming to balance parking supply with emission reduction and community needs. It supports equity, addresses automobile dependency, accessibility, and plans for population growth.

National guidelines released by the NZ Transport Agency, Waka Kotahi, in 2020 encourage councils to adopt parking policies that support sound decision-making. These guidelines, alongside regional and national transport strategies, provide a clear rationale for Council to establish a dedicated Strategic Parking Policy tailored to the needs of the Far North.

Key national strategic documents include:

- *National Policy Statement for Urban Development*
- *New Zealand Urban Design Protocol*
- *Keeping Cities Moving [Waka Kotahi NZ Transport Agency September 2019]*
- *Government Policy Statement on Land Transport 2021/22–2030/31*
- *The Climate Change Response (Zero Carbon) Amendment Act 2019.*

Relevant key regional strategies are as follows:

- *Northland Regional Land Transport Plan (2015-2021)*
  This plan reflects the directions and outcomes established in the 30 Year Transport Strategy for Northland adopted in 2010:
  - A sustainable transport system that supports the growth and existing economic development of Northland and New Zealand
  - All road users are safe on Northland's roads
  - Our people have transport choices to access jobs, recreation, and community facilities.

  Relevant regional priorities and actions in this Plan are:
  - Regional Priority 5: Future proofing and long-term planning.
  - Regional Priority 9: Increasing transport choice.

- *Te Tai Tokerau Regional Accessibility Strategy*
  This Strategy sets out intentions and direction to make our region more accessible and responsive to residents and visitors with access needs. It is a high-level document that provides guidance for all councils in the region.

Council regulates parking through:

- the *District Plan*

- the *Engineering Standards*
- the *Parking Bylaw*.

While these documents offer legal and technical controls, they are fragmented and not designed to provide a unified or forward-looking framework. This makes it difficult for Council staff and the public to access information and increases the risk of inconsistent decisions over time.

The Strategic Parking Policy is the higher-order document that will inform Spatial and Land Use Planning, the Parking Bylaw, and Parking Management Plans.

Significance and engagement

The proposal has been assessed using FNDC's Significance and Engagement Assessment Matrix. In line with the Significance and Engagement Policy, the recommendation to develop a strategic policy for parking will have little effect on financial thresholds, ratepayers, specific demographics, or levels of service. The recommendation is consistent with existing plans and policies. Therefore, the level of significance is low.

The proposed Policy clearly states when potential future actions may be significant and require further consultation. For example, the Policy:

- recommends considering paid parking as an option to manage high parking occupancy levels. However, the Policy states that any decision to introduce paid parking requires consultation as per section 82 of the LGA.
- states Council will consider managing parking on grass berms, however any regulation regarding parking on berms must occur via an amendment to the Parking Bylaw following consultation as per section 82 of the LGA.

Engagement took place with the Accessibility Action Group (AAG) regarding mobility parking for those affected by accessibility issues.

The following Council teams have participated in the development of the strategic policy:

- Policy and Bylaws
- Transportation teams
- Compliance
- Integrated Planning
- Climate Action and Resilience
- Digital Information Services
- Te Hono.

The recommended engagement approach is to inform. This approach is considered proportionate because it reflects the likely scale of impact, and FNDC's obligations under Part 6 of the Local Government Act 2002.

Policy and strategy considerations

Council staff have addressed the design of the new strategic policy by:

- not including provisions that duplicate legislation or existing Council policy instruments (e.g., Parking Bylaw)
- following best practice drafting standards (as advocated by the Parliamentary Counsel Office)
- acknowledging the policy will be subject to continuous review

Implementation

The teams that are impacted by this Policy will implement the Policy direction as appropriate. For example, Spatial and Land Use Planning teams will consider the Policy when developing new plans.

It is expected that this Policy will support operational teams and elected members in being more efficient and effective in parking management across the District. Any additional initiatives, implementation, or enforcement costs that cannot be managed within existing budgets will need to be identified by the teams responsible for implementation and considered through the appropriate budgeting and planning processes.

Options

Option 1: The Strategic Parking Policy and Supporting Document are adopted by Council (recommended option)

Approval of the strategic policy and supporting document will provide staff, elected members, and the public with clear guidance on management issues associated with parking in the Far North District, enabling effective parking prioritisation, parking restrictions, and parklets.

Advantages:

- Adopting the strategic policy and supporting document will:
    - enable informed decision-making for elected members regarding parking in the Far North District
    - provide staff, elected members and the public with clear guidance to create new parking, update parking or remove parking in the Far North District
    - follow best practice drafting standards as advocated by the Parliamentary Counsel Office
    - provide guidance of best practice for continuous review of parking in the Far North District.

Disadvantages:

- No disadvantages have been identified by staff.

Option 2: The Strategic Parking Policy and Supporting Document are not adopted by Council

The strategic policy and the supporting document have not been adopted, and decisions on parking remain ad hoc.

Advantages:

- No advantages have been identified by staff.

Disadvantages:

- Decision-making for elected members regarding parking in the Far North District will remain ad hoc and based on the individual parking issue at hand
- Staff, elected members and the public will not have criteria on which to base decisions to create parking, update parking or remove parking in the Far North District.
- Guidance of best practice for continuous review of parking in the Far North District remains ad hoc and based on the individual parking issue at hand.

Option 3: The Strategic Parking Policy and Supporting Document be put out for Public Consultation prior to adoption

Public Consultation will provide the wider public the opportunity to voice their thoughts on the Strategic Parking Strategy. Public consultation would be for a period of four weeks (dates for consultation would need to be confirmed if this option is taken up).

However, most of the Policy follows Waka Kotahi guidance and aligns with national best practice. The components of the policy that could be genuinely influenced by the community already require community consultation prior to potential implementation. For example, **if** parking occupancy levels

reach 85% in the future, the community will be consulted on potentially implementing paid parking. The Policy supports future planning for Parking Management. Future planning activities will require community engagement.

Therefore, staff do not recommend this option.

TAKE TŪTOHUNGA / REASON FOR THE RECOMMENDATION

A Strategic Parking Policy is necessary to provide staff, elected members, and the public with clear guidance on management issues associated with parking in the Far North district, to accord with the Local Government Act 2002, the Land Transport Act 1997, and to align with other Council strategic documents.

3) PĀNGA PŪTEA ME NGĀ WĀHANGA TAHUA / FINANCIAL IMPLICATIONS AND BUDGETARY PROVISION

Costs for designing the Policy were resourced from existing operational budgets.

Any additional initiatives, implementation, or enforcement costs that cannot be managed within existing budgets will need to be identified by the teams responsible for implementation and considered through the appropriate budgeting and planning processes.

ĀPITIHANGA / ATTACHMENTS

1. **Te Rautaki Tūnga Waka o Te Kaunihera o Te Hiku o te Ika - Right Space, Right Place Strategic Parking Policy - A5866164** ⇩
2. **Te Rautaki Tūnga Waka o Te Kaunihera o Te Hiku o te Ika - Right Space, Right Place Strategic Parking Policy Supporting Document - A5866166** ⇩

Hōtaka Take Ōkawa / Compliance Schedule:

Full consideration has been given to the provisions of the Local Government Act 2002 S77 in relation to decision making, in particular:

1. A Local authority must, in the course of the decision-making process,
   a) Seek to identify all reasonably practicable options for the achievement of the objective of a decision; and
   b) Assess the options in terms of their advantages and disadvantages; and
   c) If any of the options identified under paragraph (a) involves a significant decision in relation to land or a body of water, take into account the relationship of Māori and their culture and traditions with their ancestral land, water sites, waahi tapu, valued flora and fauna and other taonga.
2. This section is subject to Section 79 - Compliance with procedures in relation to decisions.

He Take Ōkawa / Compliance Requirement	**Aromatawai Kaimahi / Staff Assessment**
State the level of significance (high or low) of the issue or proposal as determined by the Council's Significance and Engagement Policy	In line with the Significance and Engagement Policy, the recommendation to develop a strategic policy for parking will have little effect on financial thresholds, ratepayers, specific demographics, or levels of service. The recommendation is consistent with existing plans and policies. Therefore, the level of significance is low.
State the relevant Council policies (external or internal), legislation, and/or community outcomes (as stated in the LTP) that relate to this decision.	• National Policy Statement for Urban DevelopmentKeeping Cities Moving released by Waka Kotahi NZ Transport Agency in September 2019Government Policy Statement on land transport 2021/22–2030/31New Zealand Urban Design ProtocolThe Climate Change Response (Zero Carbon) Amendment Act 2019Northland Regional Land Transport Plan (2015-2021)The Parking BylawTe Tai Tokerau Regional Accessibility Strategy The Climate Change Policy
State whether this issue or proposal has a District wide relevance and, if not, the ways in which the appropriate Community Board's views have been sought.	A strategic policy for parking has District wide relevance, however, consultation with Community Boards was sought during the development of the parking strategy at the Parking Strategy Workshop in June 2024. Further input was sought in May and July 2026, with workshops being held with each of the Community Boards.
State the possible implications for Māori and how Māori have been provided with an opportunity to contribute to decision making if this decision is significant and relates to land and/or any body of water. State the possible implications and how this report aligns with Te Tiriti o Waitangi / The Treaty of Waitangi.	The implications for Māori from the regulation of parking are similar to the impacts on communities generally. The name for the Strategic Parking Policy was provided by Te Hono.

Identify persons likely to be affected by or have an interest in the matter, and how you have given consideration to their views or preferences (for example – youth, the aged and those with disabilities).	Affected and interested parties who were included in the Bylaw development and consultation process included: • The Accessibility Action Group were consulted for their views on mobility parking. • Internal teams including Policy and Bylaws, Transportation Capital Works and Renewals Enforcement, Compliance, Growth Planning and Placemaking, Climate Action and Resilience, Digital Information Services, and Te Hono
State the financial implications and where budgetary provisions have been made to support this decision.	Any additional initiatives, implementation, or enforcement costs that cannot be managed within existing budgets will need to be identified by the teams responsible for enforcement and considered through the appropriate budgeting and planning processes.
Chief Financial Officer review.	The Chief Financial Officer has not reviewed this report

Te Kaunihera o Te Hiku o te Ika
Far North District Council

HE ARA TĀMATA
CREATING GREAT PLACES
Supporting our people

Te Rautaki Tūnga Waka o Te Kaunihera o Te Hiku o te Ika Right Space, Right Place

Far North District Strategic Parking Policy

August 2026

Background

Effective parking management is crucial for supporting economic vitality, social inclusion, and accessibility in the Far North District, particularly considering population growth, aging demographics, and evolving transport technologies.

Parking plays a vital role in the District by enabling residents and visitors to access commercial centres, retail precincts, and essential social and recreational services. Parking supports local businesses, encourages participation in community life, and contributes to economic vitality and social inclusion.

This parking policy provides a strategic framework for managing parking supply, prioritising parking uses, and integrating future transport and environmental goals. This Policy will guide the Council and the public on decision making matters relating to the control and management of parking in the Far North District.

Council will adopt the provisions of this Policy when it prepares other policies, strategies and plans or specific developments that affect parking.

Application

Council is responsible for managing public parking across the district, including supply, enforcement, and strategic planning. This Policy provides a consistent, best-practice framework to guide planning and operational decisions so that parking supports accessibility, safety, climate goals, and the district's long-term development. It applies to all Council-owned or managed parking on public or private land. Privately owned parking is addressed through District Plan requirements for design. Accessible parking supply is determined by the Building Act 2002.

Definitions

The following definitions apply to this Strategic Policy:

Electric vehicles	Motor vehicles that are partially or fully powered with electric power.
Enforcement Officer	A person who has been appointed as an Enforcement Officer by the Council under the Local Government Act 2002 or a person who is an Enforcement Officer under the Land Transport Act 1998.
Kerbside	The area of the road beyond the kerb that is commonly used for carparking, bus stops, vehicle pick-ups and drop offs, or loading and unloading of goods.
Grass berm	The area of footpath which is laid out in grass.
Grass verge	The area of public road that includes grassed, paved or other landscaped areas.
Long-stay parking	Refers to all-day parking for town centre workers.
Micro-mobility	Small lightweight transportation vehicles that are usually have one user and tend to operate at speeds below 25km/h.
Off-street parking	Refers to parking that is usually located in designated public car parking areas such as multi-level parking buildings or ground level parking sites.

On-street parking	Refers to parking that is on the street (kerbside) adjacent to the footpath, this can be either parallel, perpendicular or angled parking.
Parking Warden	A person appointed to hold the office of parking warden appointed by the Council under Section 128(d) of the Land Transport Act 1998.
Pedestrian amenity	Refers to the features of a place or building that are aimed at pedestrians.
Place making	The multi-faceted and collaborative process of planning and designing a public space for use by a community.
Priced parking	The application of parking fees to parking facilities as paid for by the motorist.
Short-stay parking	Refers to parking durations of less than two hours for shoppers/ visitors.
Smart parking	Smart parking utilises technology-based software and hardware to manage and monitor parking to aid in the more efficient use of parking spaces.
Transport mode	Transport mode refers to the method or means by which people or goods move from one place to another. Common transport modes include: • Private vehicles (e.g. cars, motorcycles) • Public transport (e.g. buses, trains, ferries) • Active transport (e.g. walking, cycling) • Shared transport (e.g. taxis, rideshare services) • Freight transport (e.g. trucks, rail, shipping) Each mode has different implications for infrastructure, accessibility, environmental impact, and urban planning.
Urban design	Refers to the process of designing and shaping the physical features of urban environments and planning for services infrastructure.

Legislative Context

Under the **Land Transport Act 1998** Council is the road controlling authority for local roads in the Far North and is responsible for regulating parking.

The Policy aligns with national and regional transport strategies, climate change goals, and council priorities, aiming to balance parking supply with emission reduction and community needs. It supports equity, addresses automobile dependency, and plans for population growth.

Objective

Objectives of the Parking Policy include:

- Assisting the council to ensure consistent best-practice parking management throughout the Far North District
- Supporting equity
- Addressing automobile dependency
- Supporting climate change and public spaces policy
- Future proofing population growth, economic development, and infrastructure development
- Determining if parking time limits and fee structures are required and how these will be set
- Determining if the use of technology, such as CCTV, is required
- Determining what resources will be required to monitor and enforce the Policy
- Ensuring compliance with NZ Transport Agency Waka Kotahi Guidelines
- Supporting the Parking Bylaw
- Guiding potential amendments to the District Plan, Engineering Standards, and the Parking Bylaw.

Section 1 – Parking Prioritisation

1.1 Allocation of Parking

Parking in residential and commercial areas becomes a problem when the growth of a centre requires a level of carparking that spills out from town centres and commercial areas into residential streets. Future decisions may need to be made on how to reduce the impact of parking on residential areas.

1.1.1 Council will use the decision-making hierarchy in Schedule 1 to allocate parking spaces and determine parking types that will take priority in town centres and key commercial/retail areas.

1.1.2 Council will use the decision-making hierarchy in Schedule 2 to prioritise parking and determine parking types that will take priority in commercial or industrial zones.

1.1.3 Some variations to this hierarchy may occur for the scenarios listed in parts 8-14 as a result of any specialist responses that may be required.

1.1.4 The application of the road prioritisation hierarchy to strategic and arterial roads within the Far North District will be assessed on a case-by-case basis so that parking management does not compromise their use as key transport corridors and/or exacerbate the potential for congestion. However, where these roads pass through town centres, consideration will be given to applying the road prioritisation hierarchy as appropriate.

1.1.5 Council will use the decision-making hierarchy in Schedule 3 to prioritise parking in residential zones.

1.2 Creating new parking spaces

1.2 When making decisions to create new parking spaces, Council will:

- give high priority to existing property access in all environments because of legal obligations to maintain existing access to vehicle crossings, including accommodating vehicle movements along streets to access properties.
- give high priority to footpaths in all environments because they are required for people to move around safely and easily.
- only create new spaces where the evidence of demand cannot be addressed by either changing existing spaces or promoting other transport modes.
- allocate spaces to uses that are higher in the parking prioritisation hierarchy (Schedule 1) first, so long as there is demand for that use in the area where the spaces are being created.
- avoid creating parking spaces on arterial roads, because movement of people and goods (especially by public transport and active modes) is a higher priority to facilitate the flow and access to and from urban areas.

Section 2 – Parking supply investment

Council may consider investment into additional parking infrastructure where there is not enough supply to meet existing demand and where other alternatives have first been explored to maximise parking efficiencies, such as reviewing parking restrictions or our stance on priced parking.

2.1 Council will consider the criteria in schedule 4 before investing in additional parking supply.

Section 3 – Changes to parking supply

3.1 When making decisions to change existing parking spaces, including removing any space, the Council will:

- Respond to data regarding demand for parking uses; where data shows a change in demand, space can be reallocated if the demand is for a use higher in the hierarchy (Schedule 1) than the existing use
- Ensure variety and flexibility in use by providing for a range of parking types and restrictions that is responsive to the dynamic nature of demands
- Ensure other transport modes/alternatives are available to encourage mode shift

- Encourage use of other transportation modes
- Give priority to the main use or activities in the environment, e.g. in commercial activity centres (CBDs) or industrial areas the highest priority is for vehicles serving those uses that will need loading zones
- Ensure the identified area is an ideal location for the repurposed activity
- Ensure the repurposed activity better caters to a current need or demand
- Ensure the repurposed activity has no adverse effect on the existing road network and the utilisation of adjacent parking
- Ensure the repurposed activity has no adverse effect on road and pedestrian safety.

Section 4 – Divestment of off-street parking land

4.1 Divestment of off-street parking land

Council owns and manages a range of off-street carparks that are crucial components of the overall public parking supply within the Far North District. If there is an issue of a future oversupply and/or changes are required in parking locations as a result of developments or strategic transport upgrades and initiatives, Council may wish to divest existing carparks.

4.1 In addition to Council's statutory obligations and policy requirements relevant to divestment of Council land, Council will consider the following criteria before any divestment of off-street parking is undertaken:

- Whether the remaining supply will be sufficient to support current and future (in the short term) levels of demand, recognising seasonal variations
- Strategic alignment, including whether continued ownership and use of the land for parking supports adopted spatial plans, transport strategies, parking management plans or other relevant Council strategies, plans, and policies.
- Availability of alternative access, including proximity to high use public transport options, walkability to key destinations, and the practicality of alternative parking options.
- Impacts on economic and community activity, including effects on adjacent businesses, town centre vitality, community facilities, and events.
- Accessibility considerations, particularly impacts on people with limited mobility or older populations, and the provision and retention of sufficient mobility parking.
- Financial and asset management implications, including ongoing costs associated with maintaining and holding the land compared to alternative uses.
- Council developments that may require the strategic relocation of existing facilities and associated parking requirements.
- Opportunities for higher value or more strategic land use, where retaining land for parking may not represent the best long-term outcome for the community.

4.2 Parking implications of Council becoming a Tier 3 local authority

With the adoption of the Te Pātukurea – Kerikeri-Waipapa Spatial Plan, Kerikeri-Waipapa is now classified as an urban environment, and Council has become a Tier 3 local authority under the National Policy Statement on Urban Development 2020 (NPS-UD).

4.2 The Council will work through the parking implications of becoming a Tier 3 local authority
(Further information can be found in the Supporting Document).

Section 5 – Parking restrictions

Council will use public parking restrictions as a method to influence travel behaviour and decision making, both in the time of travel and the mode.

In areas of high parking demand, encouraging vehicle turnover is important to making the most efficient use of dedicated car parking space.

5.1 Time limits

Time limits on public parking are one of the tools Council may use to influence travel behaviour both in terms of when people travel and the mode of transport they choose. In areas where parking demand is high, encouraging turnover is essential to making the most efficient use of limited parking space. The goal is to ensure that parking spaces are well used but not constantly full, supporting both efficiency and fairness in access.

5.1 When the parking performance of a designated parking area regularly exceeds 85% occupancy, Council will assess the situation to determine the most appropriate time restrictions that may apply.

5.2 Paid parking

Paid parking is managed through meters or ticketing systems and is used to influence travel behaviour and manage demand.

5.2.1 The Council may consider applying paid parking during peak time, seasonal periods, or special events, where demand spikes. Peak and off-peak pricing could be used to reflect variations in demand throughout the day or due to season.

5.2.2 Revenue from paid parking will be reinvested into costs that provide and maintain parking and parking management within the Far North district.

5.2.3 If introduced, the Council will use the following principles for paid parking:

- Apply demand-responsive paid parking where prices are adjusted according to the demand for parking in a specific area, i.e. high demand areas attract higher prices, and lower demand areas lower prices. As a result, prices can change gradually in areas over time. A daily rate will be available at a nominated fixed price.
- Paid parking per hour/day fees will be set to maintain occupancy at the desired percentage within a given area, i.e. a maximum 85%. The prices and any adjustments to these will be market driven and not revenue driven. Generally, prices will be set as low as possible in order to reach the desired occupancy levels and to ensure availability of parks for those who need them.
- Fees will be set at a level that retains the appeal of the Far North District as a destination, particularly the town centre shopping areas.
- Fees will be set at a level that takes into consideration the costs associated with providing the parking and undertaking enforcement.
- Paid parking can be applied with or without time limits.
- For areas that experience wide variances in demand across the day, peak and off-peak parking charges may be applied.
- On special event days, prices may be adjusted from their usual levels to better manage anticipated parking demand levels.
- Generally, short-stay visitor parking will be prioritised over all-day parking through appropriate pricing.
- The illegal use of paid parks will be subject to parking fines enforcement.
- The parking fines schedule will be available on the Council's website.

5.2.4 Council will consult with the community before introducing paid parking, as per section 82 of the Local Government Act 2002.

5.3 Trigger points for new parking controls or interventions

5.3 The Council will use the table in Schedule 5 to assess trigger points when new parking controls or interventions are required.

5.4 Other parking restrictions

5.4 The Council will consider the principles in Schedule 6 when considering other parking restrictions to manage and control the use of public parking space.

5.5 Parking occupancy assessment

It is important that Council ensure that car parking and the restrictions enforced in parking areas remain fair and fit for purpose.

5.5 The Council will undertake annual parking occupancy assessments to ensure:

- the appropriate quantity of required parking in the district
- parking restrictions in the district remain at appropriate levels
- seasonal areas in the district are measured at their peak and their low points to understand how restrictions may need to change according to different times of the year.

(Further information on parking restrictions can be found in the Supporting Document).

Section 6 – Parking demand in non-town centre employment or retail/ business locations

There are significant non-town centre employment areas or retail/businesses within the Far North District that require parking management to better utilise supply during peak operational hours.

6.1 The Council will manage parking demand in non-town centre employment or retail/ business locations in the following ways:

- Apply the relevant parking management policies listed in this document to manage parking demand.
- Short-stay visitor parking will generally be prioritised over all-day parking (depending on the mix of businesses/services operating in these areas).
- Council will, where appropriate, deter all-day parking in key shopping/service areas through the application of time restrictions and enforcement.
- Consideration will be given to the supply of additional parking as per the criteria at Policy 1.2.
- Prioritise public transport service and infrastructure upgrades, where the service already exists or is proposed.
- Prioritise alternative transport mode parking infrastructure, where safe and appropriate to do so.
- Prioritise and provide for safe pedestrian walking thoroughfares to all-day (non-restricted) public parking areas.

Section 7 – Managing parking demand for events, sports or cultural locations

Sports, event and cultural facilities play an important role in the Far North District by providing social, cultural and recreational outlets for the community. This includes parking around schools, sportsgrounds, campgrounds, maritime facilities, and high-demand tourist areas. Demand for access to these areas can result in parking pressures during peak operational hours.

7.1 The Council will manage parking for events, sports or cultural locations in the following ways:

- Apply the relevant parking management policies listed in this document in order to manage parking demand.

- Provide for a mixture of time restricted and unrestricted parking to cater for proposed use/ visitation scenarios.
- Consider advocating for more public transport exposure/coverage in these areas.
- Prioritise alternative transport mode parking infrastructure at these locations.

Section 8 – Managing parking demand in park and ride locations

Council does not currently have any park and ride locations within the Far North District. However, this may become a possibility in the future. Park and ride locations could help facilitate the use of community and public transport for journeys connecting various centres in the Far North District.

8.1 The Council will consider managing parking demand at park and ride locations as follows:

- Apply the relevant parking management policies listed in this document.
- Prioritise public transport and carpooling parking.
- Prioritise alternative transport mode parking infrastructure.
- Parking may be a mixture of time restricted and unrestricted parking to cater for proposed use/visitation scenarios (i.e. short stay versus all-day parking) depending on the carpark's use.

Section 9 – All-day parking

All-day parking is available on the periphery of the town centres but there is demand for long-stay parking in core locations. Town centre parking will generally be prioritised for short-stay purposes (two hours or less) to ensure large scale community and visitor access to town centre services. However, Council may consider the application of long-stay parking in some central areas of low demand or where there is a demonstrable need and a specific opportunity to implement this parking without adversely impacting the short-stay supply.

9.1 The Council will manage all-day parking in our towns as follows:

- Consider the inclusion of some all-day parking options within any multi-level parking building developments where Council is a development partner.
- Generally, long-stay public parking will be prioritised over short-stay parking in key industrial employment areas where there is an absence of goods/service retail establishments.
- All-day parking will be prioritised in residential areas on the periphery of the town centre where residential properties have access to off-street parking. Careful consideration of the extension of any town centre time or pricing restrictions into these areas must be undertaken before any restrictions are applied.

Section 10 – Parking buildings

Currently, there are no parking buildings in the Far North District.

Off-street ground level parking takes up important town centre land that could otherwise be utilised for additional business or community infrastructure that might better serve the needs of the community. Town centre land can also be highly desirable and in limited supply (such as in Kerikeri/Waipapa) meaning Council must explore the ways it can provide adequate parking within the confines of current or available resources.

Off-street parking buildings can resolve some of these issues through the provision of bulk supply for a range of parking requirements across multiple levels meaning smaller land parcels can be utilised to meet projected parking targets.

In considering parking buildings within the region, parking requirements would need to be prioritised for any multi-level parking building developments that Council may be involved in.

10.1 The Council will consider managing parking buildings in the district as follows:

- Prioritise short-stay visitor/shopper parking over long-stay/all-day parking for most parks.
- Consider provision of some long stay/all-day parking on upper levels but apply priced parking to these carparks.
- Consider the application of priced parking generally throughout the building to help manage parking demand and to fund and/or recover the infrastructure costs.
- Prioritise an appropriate level of mobility parking in the lower levels.
- Prioritise alternative transport mode parking (bicycles/micro-mobility) in the lower levels.
- Consider supporting and adopting smart parking technology systems to improve the monitoring and management of parking stock and to promote the parking options to users, potentially reducing vehicle circulation on proximity streets.
- Ensure good development design outcomes to ensure the building integrates well with the urban form and character of its location.

Section 11 – Parking on berms, verges or footpaths

The Far North District Council's Parking Bylaw 2019 provides controls for parking on footpaths but currently does not apply these for grass verges and berms. Further regulation to parking on grass verges and berms will require an amendment to the Parking Bylaw.

11.1 Parking is not permitted on paved/ landscaped footpath areas generally within the Far North District.

11.2 The Council will consider managing parking on grass berms, verges or gardens in residential areas, via the Parking Bylaw, as follows:

- Consider whether parking on grass berms, verges or gardens in residential areas may be restricted.
- Consider whether parking is generally restricted on grass verges or berms in all other areas if it is likely to cause damage or is an obvious safety hazard.

Section 12 – Parking on strategic or arterial roads

The Far North District accommodates key strategic and arterial roads that are critical for the efficient movement of goods and people across and through the district. While these roads traverse rural areas of the community, many also intersect with key commercial and residential areas meaning there is more demand on road space at these critical intersection points.

Please note: Waka Kotahi is the road controlling authority for most strategic and arterial roads in the Far North District.

12.1 The Council will manage parking on strategic or arterial roads on a case-by-case basis, although generally parking will be applied as follows:

- To manage parking demand in areas where strategic or arterial roads intersect with town or key activity centres including those in residential or industrial areas, Council will follow the road prioritisation tables, principles, and criteria outlined in schedules 1-6.
- Special consideration will be given to ensuring the utilisation of these roads as key transport/ travel/access corridors is not adversely impacted (speed or time) by any parking interventions (except, where appropriate, in town centre environments).

- Parking may be removed where it impacts on the road's capacity to carry the maximum number of goods/services/passengers over the course of a day, especially during peak times or if parking causes safety or access issues.

Section 13 – Parklets

Parklets are non-permanent areas constructed in on-street carparks that are designed to increase pedestrian activity in urban areas. They can be used for alfresco dining, seating, and providing space and opportunities to introduce greenery and design features to urban walkways.

Parklets are a way for Council to help the community to maximise space available to businesses and the public that patron these businesses. It is identified in the parking occupancy study that there are areas of low parking use that may benefit from the use of parklets for the community.

Guidelines have been developed to support Community Boards when considering an application for a parklet (for more information please see Guidelines for Assessing Parklet Applications). In reaching a decision on a parklet, careful thought must be given to a variety of issues and perspectives, to ensure the parklet decision is robust and serves to support the community at large.

13.1.1 Council will, through recommendation from the Community Boards, approve the installation of parklets considering the principles in Schedule 7.

Section 14 – Parking performance monitoring

A critical aspect of parking management is in maximising efficiencies within existing parking stock to ensure optimal occupancy - making the best use of land resources while ensuring people can find parks. Surveying has traditionally helped Council to assess whether existing supply is sufficient to meet demand, the condition of current parking stock, and to determine the best type of parking required to manage demand. However, smart parking technology could also be utilised for its effectiveness in supporting regular monitoring and management of public parking.

14.1 The ongoing performance monitoring of parking will be approached in the following ways:

- Prioritise a triennial review of district parking restrictions to ensure current restrictions are appropriately managing parking demand and reaching the required coverage areas.
- Prioritise the completion of biennial parking surveys of Kaitāia, Kerikeri, Kaikohe. Kawakawa. Paihia, Russell, and Mangōnui, with the support of specialist transport consultants to assess parking supply, occupancy, turnover and duration of stay, and to provide parking data from which to base future parking related decisions.
- Consider supporting and adopting smart parking technology systems to improve the monitoring and management of existing parking stock.

Section 15 – Parking enforcement

Parking enforcement is an important way of managing public parking demand in a fair and equitable way.

15.1 The Council will manage parking enforcement in the Far North District through:

- The enforcement of time restrictions and/or the application of priced parking to help with parking turnover so that parking is kept within desired occupancy levels.
- Ensuring parking enforcement primarily being monitored and managed through the efforts of the Council's parking enforcement or parking warden staff. Local enforcement includes: the monitoring of

public parking areas and restrictions (including mobility spaces, loading zones and bus lanes) to ensure compliance.

- Ensuring the illegal use of public car parks will be subject to parking fines enforcement, and unwarranted or unregistered vehicles will be subject to the relevant infringement notices.

Section 16 – Parking technology

The Council recognises the value of modern parking technology to improve parking management, collect accurate data, and address public concerns.

16.1 Technology Investment

16.1 Before investing in new Parking technology, the Council will identify specific challenges and prioritise systems that integrate seamlessly with other platforms. Collaboration with neighbouring councils may support consistency, especially for tourism and maintenance.

16.2 Parking monitoring and management technologies

16.2 To maximise the benefits of any new parking technologies benefits, the Council will invest in interoperable systems across payment, enforcement, and data platforms.

16.3 Public engagement regarding new parking technologies

16.3 The Council will clearly communicate the purpose and function of new technologies to build public understanding and trust.

Section 17 – Parking awareness

The Council is committed to improving public understanding of parking options and rules across the Far North District through clear signage and accessible information. Effective communication helps reduce time spent searching for parking and supports better compliance.

17.1 To support public understanding of parking options and rules, the Council will:

- Regularly assess parking signage during enforcement operations to ensure it remains clear, current, and relevant
- Install wayfinding signage in strategic locations to help residents and visitors locate parking options
- Adopt smart digital signage where smart parking systems are implemented, providing real-time parking availability and reducing unnecessary vehicle circulation
- Maintain up-to-date parking information on the Council website, reviewed regularly for accuracy.

Section 18 – Parking management plans

Parking management plans outline parking management responses for specific locations or areas. They can respond to known or future parking issues, as well as wider urban design and transport outcomes.

18.1 Parking Management development

18.1 The Council will support the development of parking management plans in accordance with the following:

- Prioritise the creation of parking management plans for the Kaitāia, Kerikeri, Kaikohe, Kawakawa, Paihia, Russell, and Mangōnui town centres that assess key parking issues and provide short, medium and long-term recommendations to address these.

- Parking management plans for other locations will be assessed on a case-by-case basis and specific plans created as needed.
- Parking management plans should include a general assessment of the current parking supply and occupancy data; any known or anticipated parking problems; any parking related requests and feedback from the community; consider existing town centre plans for their urban design and development outcomes; and any district or regional transport projects of relevance.
- Prioritise the triennial review of all parking management plans by Council staff.

18.2 Parking management approach in town centres

18.2 When making decisions about parking planning and management in town centres or central business districts, the Council will:

- give priority to streetscape improvements over parking because these areas generally have higher footfall, better public spaces, and more 'people activity', so amenity is of a higher importance.
- ensure the most desirable spaces in urban areas are managed to favour more attractive uses or amenities than parking.
- find ways to make the most use of valuable street space, including repurposing car parking to another use such as e-scooter parking, or general parking could be converted to Pick Up Drop Off outside high-use areas.
- where there is a trade-off required between movement and place, give precedence to place so that people can slow down, enjoy the environment, and spend time or money because this will contribute to higher levels of amenity that are critical to the success of the CBD.
- enable parking to serve multiple types of users so that it can accommodate variations in demands associated with different activities.
- give low priority to parking for staff and loading on all roads because staff parking and loading should be accommodated on site by the business in the first instance.
- consider inclusive access: public car parking should be allocated preferentially to serve different parking needs so that all members of the community are able to access amenities fairly.

18.3 Parking management in residential areas

18.3 When making decisions about parking planning and management in residential zones, the Council will:

- in non-arterial environments (e.g., local residential streets) prioritise pedestrian movement, then car parking is prioritised over maximising vehicle movements (on-street parking can help keep traffic speeds low as road space reduced and creates side friction effect), because, after property access and pedestrian movement has been provided, these roads are not intended for the large through movement of vehicles, and parking provides more benefits to the community
- give priority to parking for short-stay and residents.

18.4 Spill-over parking management

Spill-over parking often results from a change in commuters parking patterns or one-off situations such as peak shopping season and events.

18.4 Spill-over parking will be managed by the Council, through:

- Overflow parking and special event parking management plans: this could include temporary park and ride, free or validated public transport for events and signage.
- Residents parking permits: a useful interim solution to addressing resident's concerns.
- Shared parking can be used for special events, or on an on-going basis.
- Parking brokerage services can help to connect businesses with spare parking to those who need extra parking.
- Consideration should be given to the need for spill over parking management and the best ways to manage this on a day to day and one-off special event basis.

18.5 User information/ signage

User information for parking is put in place to help facilitate knowledge of parking options, reduce infringements, and reduce parking search times.

18.5 Council will ensure that information will be available on the location and regulations of the existing parking. This is particularly important for mobility parking.

Section 19 – Monitoring, Implementation and Review

19.1 Monitoring and Data Collection

Regular data collection is essential to maintain optimal parking occupancy levels between 70–90%, ensuring availability without oversupply. Performance-based pricing will be used to achieve approximately 85% occupancy, leaving one or two spaces free per street segment. This approach supports efficient use of parking and helps maintain access for shoppers and visitors, enhancing local economic activity.

19.1.1 To ensure parking policies remain relevant and effective; the Council will undertake a formal review every five years and update the Policy as needed.

19.1.2 Time limited parking will be adjusted based on demand:

- High demand (greater than 85% occupancy): Introduce or decrease amount of time limit of parking
- Low demand: Maintain current time limit, consider increasing the time limit, or remove the time limit.

19.1.3 Priced parking will be adjusted based on demand:

- High demand (greater than 85% occupancy): Introduce or increase pricing
- Low demand: Maintain free or low-cost parking
- Right price: The lowest price that maintains efficient occupancy, which may vary by location, time of day, and day of the week
- Time of year: Summer periods will have higher demand for parking due to NZ holidays and tourism.

19.2 Spillover Parking

Residential areas will be monitored for commuter spillover parking.

19.2 If issues arise regarding commuter spillover parking in residential areas, the Council may respond with enforcement, technology, or policy changes to protect residents and manage traffic impacts.

19.3 Technology and Enforcement

Improved data collection and enforcement tools will support ongoing monitoring and incremental improvements.

19.3 Council will report findings regularly and adjust time limits or pricing structures as needed.

Schedule 1 – Allocation of parking spaces

Table 1: Parking prioritisation hierarchy for town centres and key commercial/retail areas (order high to low)

		Considerations		
Order	Town Centre or Key Commercial/Retail Areas	Residential	Rural	Industrial
1	**Pedestrian amenity**	Existing property access	Efficient movement of goods and people	Existing property access
2	**Urban design and place making**	Pedestrian amenity	Existing property access	Efficient movement of goods and people on the roads
3	**Existing property access**	Residents parking	Urban design, amenity and place making	Loading zones
4	**Mobility parking**	Long-stay parking	Parking	Pedestrian amenity
5	**Short-stay parking**	Urban design and place making		Bus parking/ stops
6	**Cycle & micro-mobility parking**	Efficient movement of goods and people on the roads		Cycle & micromobility parking
7	**Bus parking/stops**	Bus parking/stops		Long-stay parking
8	**Loading zones**	Cycle & micro-mobility Parking		Short-stay parking
9	**Taxi parking/stops**			
10	**Efficient movement of goods and people on the roads**			
11	**Long-stay parking**			

Schedule 2 – Parking allocation in commercial or industrial zones

Table 2: Parking prioritisation hierarchy for commercial and industrial zones (order high to low)

		Rationale
1	**Loading zones**	Loading zones serve an important function by facilitating the delivery of goods to centres, commercial areas, and industrial areas.

2	**Mobility parking**	Adequate provision of mobility parking that is well located, accessible and safe is crucial to enable people with disabilities to access amenities.
3	**Pick Up Drop Off**	To allow anyone to park for a short time, e.g. five minutes, to quickly pick something or someone up.
4	**Public transport**	Commuter style vans take up relatively little space and are important to making these travel options safe and attractive.
5	**Motorcycle**	Motorcycles require less space than cars, take up less space on the road and therefore have less impact on traffic congestion and air pollution.
6	**Taxi and ride hail**	Small passenger services, including taxis, shuttles, private hire vehicles, and ride-hailing services like Uber, provide essential transport for people who cannot drive, walk, cycle, or use public transport. These vehicles can use dedicated taxi stands, which should be located away from bus stops, mobility parking, and loading zones to prevent spillover and ensure access for all users.
7	**Electric vehicle charging**	Electric vehicles have a lower carbon footprint than combustion vehicles and do not emit "at point" air pollution.
8	**Cycle parking**	Requires less space than cars, and cycling reduces traffic congestion, has a lower carbon footprint, and is good for people's health.
9	**Parking for car-sharing schemes**	Car sharing contributes to lower car ownership and vehicle kilometres travelled, allows the flexibility for people to commute by public transport and active modes, and provides an equitable transport option for those who cannot afford to own a car.
10	**General public**	Other vehicle parking spaces are time restricted or charged for to ensure fair and equitable use and appropriate occupancy rates.

Schedule 3 – Parking allocation in residential areas

Table 3: Parking prioritisation hierarchy for residential zones (order high to low)

		Rationale
1	Parking for car-sharing schemes	Car-sharing schemes contribute to lower car ownership and vehicle kilometres travelled, allows the flexibility for people to commute by public transport and active modes, and provides an equitable transport option for those who cannot afford to own a car
2	Public transport	Commuter style vans take up relatively little space and are important to making these travel options safe and attractive
3	Electric vehicle charging	Electric vehicles have a lower carbon footprint than combustion vehicles and do not emit "at point" air pollution
4	Motorcycles	Motorcycles require less space than cars, take up less space on the road and therefore impact less on traffic congestion and air pollution

		Rationale
5	Taxi and ride hail	These vehicles serve more people and provide access for some people who cannot drive, catch public transport, walk, or cycle. Taxi stands should not be located adjacent to bus stops, mobility parking or loading zones, to avoid spill over parking into these areas. Taxi, shuttle, private hire vehicle and ride hail services (Uber etc) are all classed as small passenger services. All these vehicles can use dedicated taxi stands
6	Mobility parking	This use should be provided for on private property, but in zones where off-street parking is not adequate, provision of mobility parking is crucial for people with disabilities
7	Cycle parking	This use should be provided for on private property, but in zones where off-street parking is not suitable, space for cycles will reduce traffic congestion, have a lower carbon footprint, and be good for people's health
8	Loading zones or pick up drop off	Less important, but if there is demand in a particular zone, spaces to allow anyone to park for a short time, e.g: five minutes, to quickly pick something or someone up or drop something off could be provided
9	General public	This use should be provided for on private property, but in zones where off-street parking is not adequate, spaces should be provided in specific zones that may or may not have time restrictions

Schedule 4 – Parking supply investment

Table 4: Criteria to consider before investing in additional parking supply

Criteria	To investigate
Maximise on-street parking space and parking efficiencies	Parking efficiencies are fully maximised (within available funded resources) but parking pressures have not been sufficiently alleviated.
Council funding	Council has made provision for investment into additional parking infrastructure through the Long-Term Plan or Annual Plan processes.
Private sector partnerships	Opportunities for private sector contributions to multi-level parking infrastructure are available.
Loss of carparks	Council loses access to leased private carparks making the parking supply insufficient to meet demand.
Level of service targets	Parking occupancy in areas consistently exceeds 85% during the standard monitored parking window.
Strategic growth	Current parking supply cannot meet projected growth in commercial space and population, and future developments should include additional parking and infrastructure to support shifts to other transport modes.
Regional transport network	Changes to the regional transport network may require additional parking in key areas, supporting increased public transport use through options like park-and-ride facilities.

Other modes	Additional on-street space for non-vehicle modes, such as bikes and scooters, will be explored to ease parking pressure and reduce single-occupant vehicle use and congestion.
Climate change	Council will continue to monitor behaviour trends and climate-related policies at regional and national levels, adjusting parking supply as needed. However, it should avoid oversupplying parking that supports growth in petrol-reliant private vehicles.

Schedule 5 – Trigger points for new parking controls or interventions

Table 5: Trigger points for new parking controls or interventions

Trigger points	Responses
The occupancy of time restricted parking areas/zones regularly exceeds 85%	Where appropriate, consider reducing existing time restrictions to manage demand. Where applicable, introduce new time restrictions in unrestricted parking areas immediately adjacent to the pressurised areas to alleviate parking demand. Where time restrictions are no longer effective, consider the introduction of paid parking.
The occupancy of priced parking areas/zones regularly exceed 85%	Consider increasing hourly parking rates (in line with Policy 5.2.1) to manage demand. Review criteria for the supply of additional parking and apply as appropriate.
The occupancy of public unrestricted parking regularly exceeds 85%	Carefully consider time restrictions in areas that experience short stay demand in close proximity to the town centres, industrial or key goods/service retail areas.
Substantial repeated parking on rural road berms causing either damage to the berm or traffic safety impacts	Work with the adjacent land activity that is generating the primary parking demand to accommodate this demand off the road corridor wherever possible. Consider provision of public parking only as a last resort.
Parking too close to driveways, impacting on safety, and restricting public and emergency access to private dwellings in residential areas	Review criteria for the supply of additional parking and apply as appropriate. Consider no parking on one or both sides of the road to increase safety and access in residential areas. Consider off-street parking for permit holding residents only.

Schedule 6 – Other Parking restrictions

Table 6: Parking principles that will be applied in a range of parking scenarios to meet parking demand in the Far North District

Restriction	Description	Principles
Motorcycle parking	Parking provided for the use of motorcycles or mopeds.	Dedicated motorcycle and moped parking will be considered in town centres and other areas where demand is identified. These spaces are typically located in areas too small for standard car parks and may include time limits in busy locations.
Loading zones	Parking provided for the loading or unloading of goods or passengers. These include: • General purpose loading zones • Good vehicles only loading zones.	On-street loading zones will be considered in town centres where off-street loading is limited or unavailable. • **Goods vehicle-only zones** will be placed in busy commercial areas (e.g. main or side streets) and reserved for appropriately sized vehicles used for trade. • **General loading zones** will serve areas with broader demand for goods or passenger loading and can be used by the public. Loading zones will typically not be installed in rural, industrial, or outlying commercial areas where on-site loading is expected. • All loading zones will have time limits, usually 10–15 minutes. • These zones should not be placed within angled parking spaces. • Where possible, zones may be shared for different uses at different times (e.g. loading in the morning, general parking later). Requests for changes to loading zones will be assessed based on: • Location suitability • Existing supply • Current or expected usage • Impact on general parking • Effects on traffic flow and safety
Coach/bus parking	Parking provided for the use of passenger transport buses, which includes: • Short-term public transport layover parking • Longer-term public transport parking • Coach parking.	Short-term layover parking will be located at the start of key transport routes. Longer-term public transport and coach parking will be placed on the edges of town centres or at designated sites like park-and-ride facilities and schools. Public transit bus stops will be installed along transport routes in consultation with Northern Regional Council. Coach parking will also be considered near high-demand visitor destinations such as large entertainment, cultural, sports venues, and reserves.
Electric vehicle charging station parking	Off-street parking provided for the use of	Council will generally not fully fund dedicated electric vehicle parking but may consider leasing public land to

	electric vehicle charging stations.	commercial providers to support supply across the Far North District. Electric vehicles are to park in public car parking as guided by the Far North District Council's Parking Bylaw. Electric vehicle charging stations will be installed through leases in areas frequented by tourists, as well as key activity centres and strategic transport corridors. They will be located at places where people are happy to linger for a while (e.g. beachside public toilets or scenic smaller towns). Council currently has three of these leased sites (to ChargeNet). Expanding the network supports the community emissions reduction goals from Far North 2100 and the climate change roadmap. Before adding new electric vehicle charging stations, upgrades to existing stations will be assessed to meet demand. All electric vehicle charging stations on public land will be off-street. Time restrictions may be applied to electric vehicle charging station spaces. However, the time restriction should be long enough to support a full charge for a long-range electric vehicle, and account for the length of charging required. Slow chargers will need longer parking times. The new tranche of ChargeNet chargers are likely to be slow chargers (3-4 hours). Fees for parking to charge at electric vehicle charging stations will apply and will be set by the commercial provider. Current mobility parking spaces will not be repurposed for electric vehicle use. However, people with mobility parking permits may also choose to drive electric vehicles. New electric vehicle charging parking spaces allocated for those with mobility parking needs could be made available. Deciding whether these mobility parks are necessary, and suitable location, will require a conversation with, and advisement from, the Accessibility Action Group.
Mobility Parking	Parking provided for disability permit holders	Consult with disabled people and the Accessibility Advisory Group.

		Mobility parking will be prioritised on side streets in town centres where no off-street mobility parks exist within 200m of an accessible route. Main street locations may also be considered where there is high demand, such as near medical or health services. Mobility parking will also be provided in non-town centre areas like neighbourhood shopping zones, sports grounds, event venues, and cultural centres, preferably on side streets, level surfaces, or within existing facility car parks. It will generally not be provided in residential, rural, or industrial areas. Under the Land Transport Rule: Traffic Control Devices 2004, a vehicle displaying a valid mobility parking permit may: • Park for double the time limit shown • At no extra cost • In any time-restricted parking space • Unless a sign specifically says otherwise. Note: Dedicated mobility parks with time limits do not allow extra time. Illegal use of mobility parks will be enforced with fines.
Mobility scooter parking	On-street or off-street designated mobility scooter parking sites.	Council will generally not provide designated mobility scooter parking areas on public land.
Micro-mobility parking	Footpath or on-street parking infrastructure provided for unpowered bicycles or e-bikes.	Bicycle parking will be prioritised in areas of high demand, town centres, recreation centres and transit stops. Priority will be made toward the provision of covered and secure bicycle stands for long-stay bike parking. Bike parking may be placed near footpaths (without obstructing access), or in on street and off-street locations. It is generally not provided in rural, residential, or industrial zones.
Taxi/Ride-share parking	On-street or off-street designated taxi or ride-share parking sites.	Dedicated taxi and rideshare parking will be assessed in town centres and high-demand areas such as entertainment venues and hotels, based on demand.

Time restrictions	On-street or off-street parking where a maximum time limit is applied to encourage parking turnover.	Time restrictions are generally not applied in residential, rural, or industrial areas unless there is a specific need. The following time limits apply in the Far North District: • **P10, P30, P60, P120, and P180.** • **P10 and P30:** Used near businesses needing quick turnover (e.g. dairies, schools, banks, post offices). Typically, one space serves multiple nearby businesses. • **P60:** Common in town centres and neighbourhood shopping areas, especially on main streets. • **P120 and P180:** Used to discourage all-day parking near key shopping areas, typically on streets surrounding main retail zones. Enforcement: Time-restricted spaces in commercial areas may be misused by vehicles being moved around to avoid limits. These will be monitored and enforced with fines.

Schedule 7 – Parklet Management

Table 7: Parking management principles that will be applied to the use of parklets

Pre-Approval Assessment (Before Any Changes)	
1. Business Impact Check	**Confirm:** • No negative impact on nearby businesses • Parking reduction does not limit customer access • No disruption to essential services • Written or documented acceptance from neighbouring businesses • Equal opportunity for other businesses to apply
2. Parking Capacity & Demand Analysis	**Measure:** • Current parking occupancy rates • Peak demand periods (daily & seasonal) **Approve only if:** • Sufficient parking remains available • Peak demand can absorb loss of spaces • Seasonal visitor demand is still met **Confirm:** • Alternative parking is within practical walking distance • Area has public transport access
3. Placemaking & Community Value Check	**Confirm the parklet:** • Supports local growth and tourism • Improves public amenity • Contributes to: – Environmental wellbeing

	– Social wellbeing – Cultural wellbeing – Economic wellbeing • Verify community support • Align with goals to encourage alternative transport
Allocation and Usage (Before Any Changes)	
1. Approved Uses of Converted Parking Spaces:	**Parking spaces may be temporarily reallocated for:** • Alfresco dining • Public seating (including accessible seating) • Beautification / public space improvements
2. Physical and Design Constraints	**Must:** • Be temporary, moveable, and non-permanent • Be accessible to all users • Include safety features near traffic • Match local aesthetic • Be durable and weather-resistant **Must NOT:** • Use mobility parking spaces • Block visibility (roads, crossings) • Obstruct pedestrian flow • Interfere with stormwater drainage
Operational Parking Schedule (After Installation of Parklet)	
1. Monitoring Timeline	**Monthly (recommended):** • Measure parking occupancy rates **Peak season checks:** • Increased monitoring during holidays/tourism periods
2. Occupancy Threshold Rule	**If parking occupancy exceeds 60% in the affected area:** • The parklet must be reviewed by the appropriate Community Board. If the Community Board, using the parking management Schedule 7 as a reference, decide that the parklet is no longer appropriate, the recommendation is made to Council that the parklet be removed and the parking space returned to parking. Council must approve this recommendation to enforce the change.
3. Accessibility & Safety Checks (Ongoing)	**Ensure:** • Mobility parks remain fully accessible • No obstruction to crossings or footpaths • No new hazards (trip risks, visibility issues)
Maintenance and Compliance (After Installation of Parklet)	
1. Regular Inspections	**Check:** • Structural integrity • Safety compliance

	• Accessibility standards **Frequency:** • Initial inspection after installation • Then periodic (e.g., quarterly or as required)
2. Repair / Removal Protocol	**Parklet must allow:** • Fast repair if damaged • Easy removal if approval revoked **No damage to:** • Road surface • Footpath
Financial & Administrative Considerations	
1. Approval Process	**Includes:** • Design approval • Construction sign-off **Must comply with:** • Building codes • Relevant legislation
2. Fees and Charges	**May include:** • Application fee • Ongoing usage fee **Based on:** • Commercial value of the parking space • Potential lost parking revenue

Table 8: Parking management of parklets - Simple Timeline Overview

Stage	*Action*	*Overview*
Pre-approval	Business + parking assessment	Council + Community Board
Approval	Design + safety sign-off	Council
Installation	Temporary parklet setup	Applicant
Monthly	Parking occupancy monitoring	Council
Ongoing	Safety & accessibility checks	Council
Trigger (>60%)	Review/remove parklet	Council + Community Board
Periodic	Maintenance inspections	Council + Owner

Te Kaunihera o Te Hiku o te Ika
Far North District Council

HE ARA TĀMATA
CREATING GREAT PLACES
Supporting our people

Te Rautaki Tūnga Waka o Te Kaunihera o Te Hiku o te Ika Right Space, Right Place

Far North District Strategic Parking Policy – Supporting Document

August 2026

Introduction

Effective parking management is crucial for supporting economic vitality, social inclusion, and accessibility in the Far North District, particularly considering population growth, aging demographics, and evolving transport technologies.

Parking plays a vital role in the Far North District by enabling residents and visitors to access commercial centres, retail precincts, and essential social and recreational services. Parking supports local businesses, encourages participation in community life, and contributes to economic vitality and social inclusion.

This document is written to support Te Rautaki Tūnga Waka o Te Kaunihera o Te Hiku o te Ika – Right Space, Right Place – Far North District Strategic Parking Policy.

Within this document is supplementary information and data that supports the Policy Statements within the Strategic Parking Policy.

Application – further detail

Demand trends: Population growth, an ageing community, and seasonal tourism create increased and variable parking demand, particularly for mobility parking and areas under peak pressure.

Parking hierarchy and allocation: The Policy sets a clear hierarchy for allocating parking in town centres and residential, rural, and industrial areas, prioritising pedestrian amenity, property access, mobility needs, and alternative transport modes.

Supply management and investment: Council will optimise existing parking before considering new infrastructure. Investment decisions will be informed by demand data, funding availability, and climate considerations. Time limits or priced parking may be used to manage turnover and maintain availability, with pricing adjusted according to occupancy.

Competing uses of road space: The Policy guides how roadside space is allocated, how user groups are prioritised, and how restrictions align with wider streetscape and mode-shift objectives.

Responding to change: The Policy anticipates shifts in transport behaviour, including uptake of electric vehicles, micro-mobility, and cycling, while ensuring mobility access is maintained as demographic pressures grow.

Technology and enforcement: Smart technologies, such as CCTV, payment kiosks, smartphone apps, and number-plate recognition, are encouraged to improve monitoring, enforcement, and data collection.

Context-specific parking needs: Guidance is provided for non-town-centre employment areas, event venues, potential park-and-ride sites, and residential zones, with an emphasis on short-stay visitor access and alternative transport options.

Urban design and placemaking: Streetscape improvements, including potential parklets in low-demand areas, may be implemented as consistent with safety and accessibility, particularly for mobility users.

Monitoring and review: Regular occupancy surveys and triennial policy reviews will ensure parking management remains responsive, equitable, and aligned with transport and urban development outcomes.

Legislative context – further detail

National Context

National guidelines released by NZ Transport Agency Waka Kotahi in 2020 encourage councils to adopt parking policies that support sound decision-making. These guidelines, alongside regional and national transport strategies, provide a clear rationale for Council to establish a dedicated Parking Policy tailored to the needs of the Far North.

There are several key national strategic documents as follows:

- ***National Policy Statement for Urban Development***
- ***New Zealand Urban Design Protocol***
- ***Keeping Cities Moving released by Waka Kotahi NZ Transport Agency in September 2019***
- ***Government Policy Statement on Land Transport 2021/22–2030/31***
- ***The Climate Change Response (Zero Carbon) Amendment Act 2019.***

Regional Context

The relevant key regional strategies are as follows:

- The ***Northland Regional Land Transport Plan (2015-2021)***
  This plan reflects the directions and outcomes established in the 30 Year Transport Strategy for Northland adopted in 2010:
  - A sustainable transport system that supports the growth and existing economic development of Northland and New Zealand
  - All road users are safe on Northland's roads
  - Our people have transport choices to access jobs, recreation, and community facilities.

  The relevant regional priorities and actions in the Northland Regional Land Transport Plan (2015-2021) for the Parking Policy are:
  - Regional Priority 5: Future proofing and long-term planning.
  - Regional Priority 9: Increasing transport choice.
- ***Te Tai Tokerau Regional Accessibility Strategy***
  This strategy sets out the intentions and direction to make our region more accessible and responsive to residents and visitors with access needs. It is a high-level document that provides guidance across all councils within the region.

Council's Role

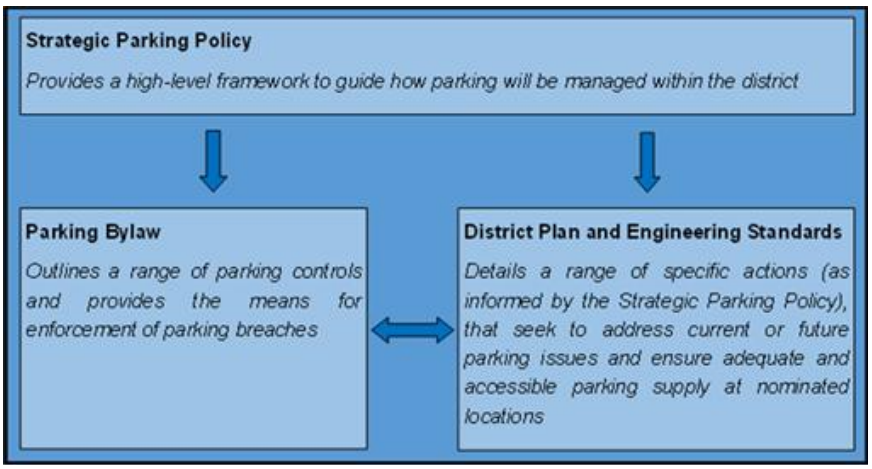
Section 10 of the **Local Government Act 2002** outlines the purpose of local government - "to promote the social, economic, environmental, and cultural well-being of communities in the present and for the future."

It is Council's role to provide infrastructure for the Far North region. As the population of the Far North grows, parking should be considered as part of any infrastructure development and align with strategies and plans. Council regulates parking through:

- the **District Plan**
- the **Engineering Standards**
- the **Parking Bylaw**.

While these documents offer legal and technical controls, they are fragmented and not designed to provide a unified or forward-looking framework. This makes it difficult for Council staff and the public to access information and increases the risk of inconsistent decisions over time. This high-level Strategic Parking Policy has been

developed to provide a strategic framework to guide parking management regulation over time. The following diagram shows the relationship between Council's key parking management documents:



Other relevant Council policies include:

- **Far North Integrated Transport Strategy 2021 (ITS)**
  Guides district transport improvements and responses to growth, with a 10-year plan focused on safety, accessibility, connectivity, and efficient investment. The ITS identifies a Parking Policy as vital to these aims.
- **Climate Action Policy 2023**
  Promotes walking, cycling, and public transport over private vehicles, influencing parking availability and placement.
- **Open Spaces Policy**
  In development.
- **Community Facilities Policy**
  In development.

Key ssues affecting parking in the Far North District

The following table identifies key issues that need to be addressed by Council when public parking is planned or managed.

Table 1 – Key issues affecting parking in the district

Population Growth	The Far North's population has grown by 18.7% over the past decade, with slower but continued increases projected. This puts ongoing pressure on parking resources.
Aging Population & Mobility Needs	The district has a higher and growing proportion of residents over 65, increasing demand for mobility parking. Current supply and accessibility of mobility parks are insufficient, particularly near essential services.
Tourism Impacts	Seasonal peaks in tourism cause significant parking shortages in key areas. Holiday homes temporarily boost the population, and future tourism growth will further strain parking capacity.
Traffic Congestion	Urban growth and limited alternative transport options contribute to congestion, with parking perceived as tight in town centres and around schools and essential

	services. Side streets are increasingly used as overflow, though recent surveys found occupancy rates below 70%.
Potential Negative Impacts of Expanding Parking	Increasing parking supply can promote further car use, consume valuable land, and reduce opportunities for public transport and streetscape improvements.
Streetscape & Parklets	Poorly placed parking erodes urban character. There is community interest in converting carparks to parklets, and current occupancy rates suggest this could be feasible in some locations.
Parking Prioritisation	Tour operators and long-term parkers monopolise key spaces. Equity and fair access must be considered, especially for vulnerable groups.
Public Transport Investment	Lack of local public transport increases parking demand, especially for commuters. Future services will require integrated parking solutions.
Reducing Emissions & Alternatives	Addressing climate change means reducing car use through alternative transport, car share schemes, and park-and-ride options.
Electric Vehicles	Growing EV use requires more charging infrastructure and dedicated parking spaces.
Event Management	Large events create spikes in demand; effective traffic and parking plans are essential for safety and access.
Costs & Equity	The financial burden of expanding and maintaining parking may outweigh the benefits, especially considering low-income households that may not directly benefit.
Parking Technology	New technologies can improve parking management, data collection, and public perceptions. Some examples of parking technology that may be considered by Council are: • *Payment kiosks*: Self-service parking machines offering chip and PIN payment, cash, and receipt options provide a simple, all-in-one solution that is easy to manage and helps reduce overheads. • *Smartphone parking apps:* Smartphone parking apps help users find parking locations, get directions, and manage payments, including extensions. They also track EV charging points and are evolving to combine parking and charging payments into a single, streamlined process. • *Automatic number plate recognition (ANPR):* ANPR uses infrared-enabled cameras to capture vehicle number plates at all times of day, even from skewed angles or mirrored surfaces. This technology supports effective parking management, enforces payment, and ensures proper use of facilities. 24/7 monitoring reduces administration and provides reliable data to support enforcement.

	Digital technology can help Council identify parking patterns through data such as length of stay, occupancy rates, and payment trends supporting smarter management and operations. Before investing, Council should clearly define the problems to be solved and prioritise systems that integrate easily with others. For example, on-street parking machines, payment apps, and enforcement tools should work together in real time. A consistent system across Northland could benefit tourism and reduce maintenance costs. Public concerns about new technology should be addressed through clear communication about how it works and why it is being used. Digital technology enables Council to analyse parking patterns using data on stay durations, occupancy, and payments, leading to smarter management. Council should first define key issues and choose systems that integrate seamlessly such as connected parking machines, apps, and enforcement tools. Implementing a consistent system across Northland may lower maintenance costs and support tourism. Clear communication will help address public concerns about new technology.

Parking implications of Council becoming a Tier 3 local authority

With the adoption of the Te Pātukurea – Kerikeri-Waipapa Spatial Plan, Kerikeri-Waipapa is now classified as an urban environment, and Council has become a Tier 3 local authority under the National Policy Statement on Urban Development 2020 (NPS-UD).

Amendment of District Plan requirements

Under section 3.38 of the NPS-UD, if a Tier 1, 2, or 3 territorial authority has objectives, policies, rules, or assessment criteria in its district plan that require a minimum number of car parks for a particular development, land use, or activity, it must amend its district plan to remove those requirements. Except in the case of accessible car parks, there will be no minimum car parking requirements across the district.

The NPS-UD car parking policies have the effect of removing minimum car parking rates from the district plans of tier 1, 2 and 3 territorial authorities. The purpose of this direction is to enable more housing and commercial developments, particularly in higher density areas where people do not necessarily need to own or use a car to access jobs, services, or amenities. It will enable urban space to be used for higher value purposes other than car parking and remove a significant cost for higher density developments. Developers may still choose to provide car parking in many areas, but the number of car parks will be driven by market demand.

The NPS-UD sets out the following direction for car parking.

Tier 1, 2 or 3 territorial authorities must remove district plan rules, assessment criteria, policies, and objectives that have the effect of setting minimum car parking rates.

Territorial authorities must remove the provisions from their district plans without using a public plan change process (Schedule 1 of the Resource Management Act 1991 (RMA) per section 55 (2A) of the RMA.

Territorial authorities must amend their district plans to remove car parking minimums as soon as practicable, no more than 18 months from the date of commencement of the NPS-UD.

Resource consents

Council can consider the effects of car parking supply and demand in resource

consents, if an applicant chooses to provide parking.

Removing car parking minimums from district plans will essentially permit new developments to be built without providing any car parks, allowing developers to determine the amount of parking necessary.

Under section 104(2) of the RMA, when considering an application for a resource consent and forming an opinion on the actual and potential effects on the environment of allowing the activity, a consent authority has a discretion to disregard an adverse effect if a plan permits an activity with that effect.

Council when considering a resource consent may therefore choose to disregard any effects associated with a lack of car parking, given that the district plan would permit development without any car parks being provided.

Council will have the ability to consider car parking effects for resource consents with a discretionary or non-complying activity status.

The NPS-UD does not affect engineering standards or the ability of territorial authorities to provide on-street car parking spaces. The ability to consider travel demand effects is not affected by the car parking policy and can continue to be managed by district plans.

Any existing car parking minimum rules in district plans will continue to remain operative, until territorial authorities amend their district plans to remove them. However, territorial authorities considering resource consents must, under section 104(1)(b) of the RMA, have regard to the car parking provisions in the NPS-UD from the date of commencement of the NPS-UD. Therefore, the NPS-UD car parking provisions will influence resource consents before district plans have been amended to remove car parking minimums.

Areas not affected by Tier 3 status

The car parking policy requires territorial authorities to remove rules, assessment criteria, policies, and objectives that have the effect of setting minimum parking rates. However, it does not impact the following:

- rules and engineering standards that set dimensions for vehicle manoeuvring and car parking spaces when a developer chooses to supply car parks
- parking for vehicles other than cars, such as bus and bike parking
- short term parking for service and utility spaces, such as loading bays and drop-off areas
- rules and other standards held under other statutes and regulations, such as the Building Code as it relates to access for car parks, accessible car parking, and fire service vehicle access
- rules which set the minimum rates of accessible car parks
- rules which set maximum parking rates
- managing the physical effects of car parking such as visual impacts, stormwater effects from impervious areas, and impacts on adjacent uses. Local authorities can continue to manage the effects in ways such as avoiding or managing surface level or front yard parking, and screening parking areas from adjacent activities.

District plans may contain a policy stating that comprehensive parking management plans, travel demand management and other methods are the appropriate means of managing the demand and supply effects of car parking. Policy 11(b) encourages the use of comprehensive parking management National Policy Statement on Urban Development 2020 – car parking fact sheet 3 plans. Maximum parking rates can be used and are a legitimate tool for demand management and can support high density and public transport use objectives.

District plans can continue to set minimum parking rates for parking designed and marked for use by people with mobility impairments. It is expected that only permit holders would be able to use the car parks, in accordance with New Zealand's official mobility parking permit scheme.

Many district plans refer to the New Zealand Standard Design for Access and Mobility – Buildings and Associated Facilities (currently NZS 4121:2001), which sets the number of accessible car parks as a ratio of the total number of car parks provided. The New Zealand Standard will continue to work in situations when a developer chooses to supply car parks. However, to provide for situations when car parking is not supplied, territorial authorities should consider setting an absolute minimum number of accessible car parks. An accessible car park rate, if necessary, will be dependent on local circumstances, including access to public transport and the use of on-street accessible parking spaces. An accessible parking rate may be based on floor area.

Council should consider the effects a lack of car parking and manoeuvring areas may have on urban design outcomes. Car parking and manoeuvring may be a de-facto means of achieving building separation and outlook, which may be lost if there are no rules or assessment criteria to manage the relationship and separation between buildings, and a developer chooses not to provide car parking. This may be most evident in terraced housing developments.

Parking Restrictions

Time limits

Time limits on public parking are one of the tools Council may use to influence travel behaviour both in terms of when people travel and the mode of transport they choose. In areas where parking demand is high, encouraging turnover is essential to making the most efficient use of limited parking space. The goal is to ensure that parking spaces are well used but not constantly full, supporting both efficiency and fairness in access.

Time limits are already in place across parts of the Far North District. They are intended to manage how long shoppers and visitors stay in town centres. However, these limits can also restrict the range of activities people can undertake, especially if they need more time than allowed. When visitors are forced to move their vehicles mid-visit, this creates unnecessary traffic movements, contributing to congestion and increased vehicle emissions.

While time limits are often seen as effective in discouraging all-day commuter parking and encouraging turnover, they can also reduce the time people spend in town centres. This may discourage longer visits that support local businesses. Removing time limits in some areas could offer greater flexibility, allowing people to stay longer if they are willing to pay a premium for on-street parking.

Enforcement is another consideration. Time limits require frequent monitoring, which makes them more expensive to enforce than priced parking. In the Far North, a mix of time-limited and priced parking exists, with varying levels of enforcement. Time limits can also create a polarising experience; some people benefit from free short-term parking, while others may miss out entirely or receive infringement notices. These notices are often viewed negatively and can damage public perceptions of Council.

In some cases, combining time limits with pricing may be the most effective approach. This can prevent people from occupying premium spaces all day, even if they are willing to pay. In areas with lower parking demand, time limits are likely to be more appropriate than pricing, offering a low-cost way to manage turnover without deterring visitors.

Paid parking

Paid parking is managed through meters or ticketing systems and is used to influence travel behaviour and manage demand. It supports principles of consumer choice and prioritisation by encouraging turnover without relying on time limits. However, it is often perceived by the public as a revenue-generating tool rather than a demand management strategy.

Charging for parking ensures that users contribute to the cost of the space they occupy. It works well in prioritising high-value users, such as short-stay visitors, while discouraging long-stay users like commuters. The effectiveness of paid parking depends on setting the right price. If parking is overpriced, spaces may go unused; if underpriced, they may become saturated, preventing access for others. Research shows that parking demand is

elastic, particularly for long-stay users, who are more likely to seek cheaper alternatives or change their travel mode when pricing is introduced.

Paid parking is most effective in areas with peak occupancy above 70%. In such locations, pricing encourages natural turnover and reduces the need for time limits. Where demand is low, the appropriate price may be zero. Council's approach should ensure off-street parking remains cheaper than the most desirable on-street spaces, helping shift long-term parking to less congested areas and freeing up prime locations for short-term use.

Introducing paid parking requires careful planning. Council must assess current occupancy levels and conduct cost-benefit analyses to determine whether the investment in parking technology is justified. Although paid parking is not currently used in the Far North District other than a private paid car park in Paihia, ongoing data collection will help identify areas where it may become necessary. If implemented, pricing should be demand-responsive, adjusting rates based on occupancy levels to maintain availability and support turnover. Prices should remain low enough to retain the appeal of town centres and support local businesses.

Paid parking can reduce the public subsidy for driving and prompt people to consider alternative transport modes such as walking, cycling, public transport, or carpooling. It also avoids the polarising effects of time limits, which can result in either free parking or infringement notices. Enforcement of paid parking is generally more straightforward and less costly than time-limit enforcement.

Council may consider applying paid parking during busy night-time periods or special events, where demand spikes. Peak and off-peak pricing could be used to reflect variations in demand throughout the day.

Revenue from paid parking should be reinvested into public improvements, helping to create more attractive and accessible urban environments. This visible reinvestment can help justify parking charges and improve public acceptance.

If paid parking is introduced, it should be guided by principles that prioritise short-stay visitor access, maintain occupancy below 85%, and ensure pricing is market-driven rather than revenue-driven. Paid parking may be applied with or without time limits, depending on the context. Ultimately, the goal is to manage demand efficiently, support equitable access, and align parking management with broader transport and urban planning objectives.

Recommended Technologies

The Council recognises the value of modern parking technology to improve parking management, collect accurate data, and address public concerns.

CCTV Monitoring

CCTV is recommended for high-use and remote areas. It supports:

- Monitoring parking duration and identifying overstays
- Enforcing mobility parking compliance
- Surveillance of problem areas (e.g. maritime facilities, sports grounds, freedom camping zones)
- Real-time data sharing with other authorities (e.g. Police)
- Automated reporting and reduced need for manual data collection

CCTV will help identify areas needing timed or paid parking, or where low demand may allow alternative uses like parklets. Revenue from infringements may fund further CCTV expansion.

Payment Kiosks

Self-service machines offering chip and pin, cash, and receipt options provide a simple, cost-effective solution for managing parking payments.

Smartphone Parking Apps

Apps assist users in locating parking, navigating to spaces, and managing payments. They also track EV charging points and aim to integrate parking and charging payments into a single process.

Automatic Number Plate Recognition (ANPR)
ANPR uses infrared cameras to capture vehicle plates in all conditions. It supports:

- 24/7 monitoring
- Accurate enforcement
- Reliable data collection for occupancy and usage trends

Data Use and Integration
Digital tools provide insights into parking patterns, including length of stay, occupancy, and payment trends.

Parking Occupancy Study 2023 Summary

In November and December 2023, Council staff conducted a Parking Occupancy Study to establish a baseline of how parking is utilised in the Far North District, enabling evidence-based decisions on parking management, bylaw enforcement, and future investment.

Objectives

The study sought to:

- Establish baseline data on parking utilisation
- Assess occupancy levels across high-use streets
- Identify spillover impacts on residential areas
- Evaluate the potential impact of parklets
- Test the effectiveness of timed parking (target 85% optimal use)
- Assess disability parking utilisation.

Scope and Method

Parking was surveyed in six towns, Kaitaia, Kaikohe, Kerikeri, Paihia, Kawakawa, and Mangonui, for three separate days across a week (two weekdays and one weekend per town). Occupancy was recorded by percentage of spaces filled, with separate tracking of disability parks.

Constraints

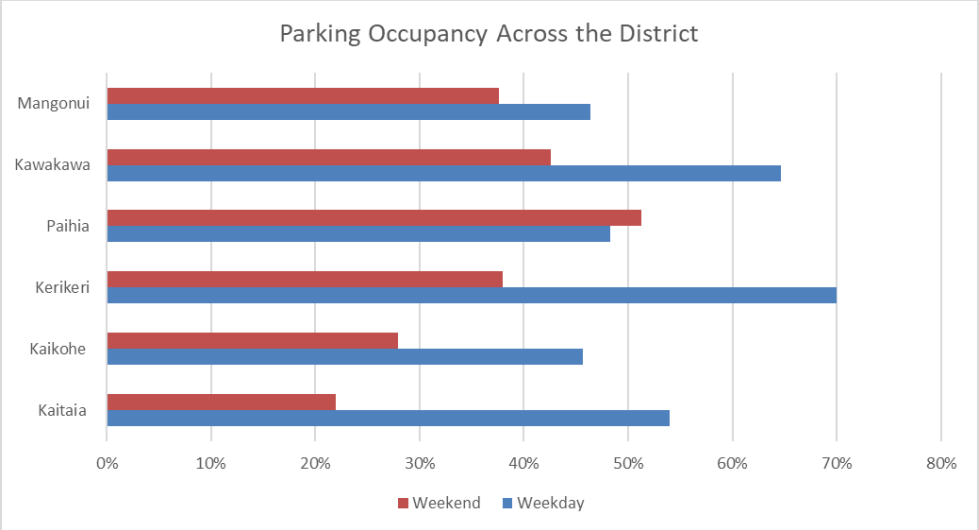
- Limited to three survey days per location, during the pre-Christmas period
- Seasonal and peak visitor impacts (e.g., summer holidays) not fully captured
- Weekday variations outside the survey period may not be represented.

Key Findings

Parking patterns vary widely across towns, reflecting differences in commuter use, tourism, and local activity. Most centres operate well below the optimal 85% occupancy, indicating spare capacity, though Kerikeri and Paihia approach higher demand. Disability parking is mostly underused, with isolated hotspots.

District-wide, occupancy varies significantly by town. Weekday demand is generally higher, except in Paihia where tourism drives strong weekend demand.

Figure 1: Average Occupancy Across the District



In Kerikeri, the highest occupancy overall (54% average, 70% weekdays). Cobham Court peaked at 85% weekday occupancy.

In Paihia, there was consistent demand weekdays (48%) and weekends (51%). Short-stay and paid parks are heavily used; Williams Road is the busiest Road.

In Kawakawa, there is 54% average occupancy: higher on weekdays (65%). Disability parks, particularly Gillies Road is heavily used (75%).

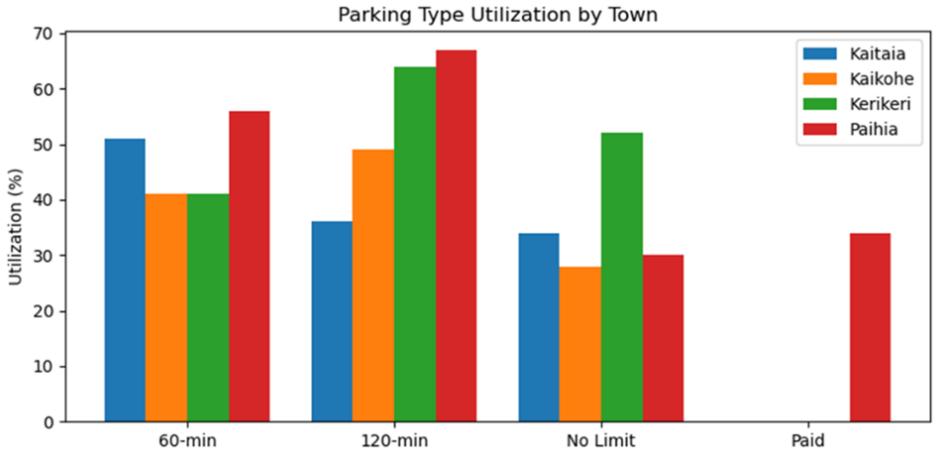
Mangonui: 42–46% occupancy, peaking at midday. Disability parks unused during survey.

Kaitaia: Lowest overall occupancy (38%); weekdays higher (54%) than weekends (22%). Melba Street reached 85%.

Kaikohe: Low occupancy (37% overall); weekday peak 63% at 1pm. New World carpark busiest.

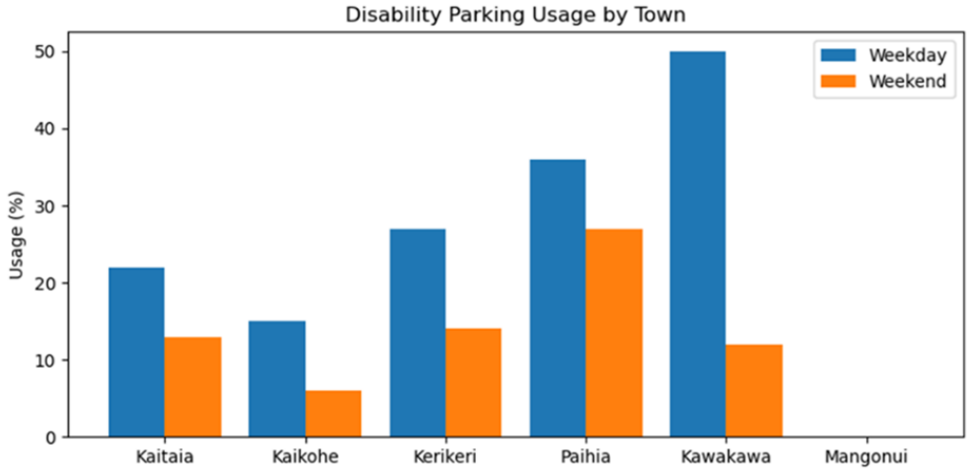
According to the data, excepting Melba Street in Kaitaia and Cobham Court in Kerikeri, parklets could be considered in all six towns surveyed as they are below the optimal parking occupancy levels of 85%.

Figure 2: Parking Type Utilisation



Disability Parking is generally underutilised across the district (0–27%), except in Kawakawa.

Figure 3: Disability Parking Usage



Conclusion

The parking occupancy analysis across the district's urban areas reveals varied results across the district. The results are influenced by factors such as weekdays versus weekends, peak hours, and location-specific demand. Kaitaia, Kaikohe, Kerikeri, Paihia, and Kawakawa all exhibit varying levels of parking demand. While Paihia exhibits consistent demand throughout the week. This illustrates that each urban area has different parking needs and availability.

This study underscores the necessity of a comprehensive parking strategy aligned with the Integrated Transport Plan's vision for a safer, more accessible transport system.

5.4 VEHICLE CROSSINGS BYLAW REVIEW

File Number: **A5819230**

Author: **Shayne Storey, Team Leader - Policy & Bylaws**

Authoriser: **Kate Ivicheva, Group Manager - Planning & Policy**

TAKE PŪRONGO / PURPOSE OF THE REPORT

The purpose of this report is for Te Kūkupa Committee for Strategy, Policy and Regulation to recommend to Council to agree that the Vehicle Crossings Bylaw has been reviewed and should continue with an amendment.

WHAKARĀPOPOTO MATUA / EXECUTIVE SUMMARY

- On 23 September 2021, Council resolved to make the Vehicle Crossings Bylaw (Resolution 2021/53, refer) under section 145 of the Local Government Act 2002 and section 22AB of the Land Transport Act 1998.
- Under section 158 of the Local Government Act 2002, the Council's Vehicle Crossings Bylaw is due for statutory review by 23 September 2026
- The Bylaw aims to protect the public from nuisance, promote public safety and protect public infrastructure by regulating the use, construction, reconstruction, upgrading and relocation of vehicle crossings
- A bylaw is still the most appropriate way to address the regulation of vehicle crossings
- The Bylaw is no longer in appropriate form because it is not certain (clear), and is not consistent with relevant codes/guides
- The Bylaw should continue with amendment

TŪTOHUNGA / RECOMMENDATION

That Te Kūkupa Committee for Strategy, Policy and Regulation recommend That Council:

a) agree, under section 155(1) of the Local Government Act 2002, that a Bylaw is the most appropriate way of addressing problems related to Vehicle Crossings

b) agree, under section 155(2) of the Local Government Act 2002, that the current Vehicle Crossings Bylaw is not the most appropriate form because:

- **i) it is not consistent with relevant legislation, codes and guides**
- **ii) it is not certain**

c) agree, the Vehicle Crossings Bylaw should continue with an amendment to:

- **i) ensure consistency with relevant codes/guides**
- **ii) improve certainty**

d) agree, to progress amalgamating the vehicle crossing bylaw provisions into the Road Use Bylaw

e) note, under section 155(2) of the Local Government Act 2002, a full analysis of any implications regarding the Vehicle Crossings Bylaw under the New Zealand Bill of Rights Act 1990 cannot be completed until the amendments to the bylaw have been drafted

f) note, a full analysis of any inconsistencies regarding the Vehicle Crossings Bylaw under the Regulatory Standards Act 2025 cannot be completed until the amendments to the bylaw have been drafted.

1) TĀHUHU KŌRERO / BACKGROUND

The Vehicle Crossings Bylaw (Bylaw) was made on 23 September 2021. Under section 158 of the Local Government Act 2002, the Bylaw is due for statutory review by 23 September 2026. Council is required under section 160 of the Local Government Act 2002 to consider whether the Bylaw:

- is still the most appropriate way of addressing the perceived problems with respect to vehicle crossings
- is still the most appropriate form of bylaw
- gives rise to any implications under the New Zealand Bill of Rights Act 1990.

2) MATAPAKI ME NGĀ KŌWHIRINGA / DISCUSSION AND OPTIONS

Review Findings

The review (attachment 1) identified that a bylaw is still the most appropriate way to address the following issues relating to Vehicle Crossings:

- Protecting public health and safety, including:
    - compliance with appropriate standards
    - managing access to roads
- Protecting from nuisance including:
    - activities carried out on roads
- Protecting public infrastructure (road, footpath, drainage) including:
    - compliance with appropriate standards

Therefore, the Bylaw is still the most appropriate way of addressing those problems with respect to Vehicle Crossings.

However, the review identified that the form of the Bylaw is no longer appropriate.

Some provisions in the Bylaw are not certain and clear. Therefore, amendments are required to improve clarity, particularly regarding:

- responsibility boundaries
- consistency with relevant codes/guides
- removal of information boxes to allow flow of legal text
- maintenance and approval requirements
- strengthening compliance and enforcement provisions.

This report considers which other options for the form of the Bylaw may be more appropriate.

Option One: The Bylaw continues with amendment.

The Bylaw stays in force, and amendments are made to ensure the Bylaw:

- is consistent with relevant legislation/codes/guides
- has improved clarity and certainty

Consultation is required on proposed amendments, once drafted and approved by Council.

Advantages and disadvantages of amending the Bylaw

Advantages	• alignment with relevant legislation/codes/guides • easier enforcement of provisions • improved clarity and certainty
Disadvantages	• none identified

Option Two: The Bylaw continues with amendment and is amalgamated into the Road Use Bylaw in 2027(recommended option).

The Bylaw stays in force, and amendments are made to ensure the Bylaw:

- is consistent with relevant legislation/codes/guides
- has improved clarity and certainty

As part of the upcoming Road Use Bylaw review, staff will progress the amalgamation of the vehicle crossing provisions into the Road Use Bylaw.

Consultation is required on the proposed amendments once they are drafted and approved by Council. Consultation on proposed amendments can occur separately or at the same time as consultation on the Road Use Bylaw review outcomes.

Advantages and disadvantages of amending the Bylaw

Advantages	• alignment with relevant legislation/codes/guides • easier enforcement of provisions • improved clarity and certainty • provides a more comprehensive, streamlined, and cohesive regulatory framework for managing activities within the road corridor. • more efficient use of resources.
Disadvantages	• none identified

Option Three: Status Quo, the Bylaw continues without amendment.

The Bylaw stays in force with no changes.

Consultation is required on continuing the Bylaw without amendment.

Advantages and disadvantages of the status quo

Advantages	• None identified
Disadvantages	• Bylaw is not consistent with relevant codes/guides • Bylaw does not easily enable staff to enforce certain provisions • Potential for reputation risk as Bylaw is not effective or certain

Option Four: Do nothing: Allow the Bylaw to auto-revoke.

Allowing the Bylaw to auto-revoke and not implementing another viable option to protect public health and safety, as well as public infrastructure relating to vehicle crossings is not a reasonably practicable option.

TAKE TŪTOHUNGA / REASON FOR THE RECOMMENDATION

A bylaw is still the most appropriate way of addressing issues related to vehicle crossings. A new form of the bylaw is needed to ensure the Bylaw:

- is consistent with relevant legislation, codes and guides
- is certain (clear)
- is enforceable
- provides a more comprehensive, streamlined, and cohesive regulatory framework for managing activities within the road corridor.

3) PĀNGA PŪTEA ME NGĀ WĀHANGA TAHUA / FINANCIAL IMPLICATIONS AND BUDGETARY PROVISION

The cost of amalgamating the vehicle crossing bylaw provisions into the Road Use Bylaw and consulting on continuing the Bylaw with amendment will be met from existing operational budgets. Any additional initiatives, implementation, or enforcement costs that cannot be managed within existing budgets will need to be identified by the teams responsible for implementation and enforcement and considered through the appropriate budgeting and planning processes.

ĀPITIHANGA / ATTACHMENTS

1. **Vehicle Crossing Bylaw Review Research Report - A5874948** ⇩
2. **Vehicle Crossing Bylaw - A5875856** ⇩

Hōtaka Take Ōkawa / Compliance Schedule:

Full consideration has been given to the provisions of the Local Government Act 2002 S77 in relation to decision making, in particular:

1. A Local authority must, in the course of the decision-making process,
   a) Seek to identify all reasonably practicable options for the achievement of the objective of a decision; and
   b) Assess the options in terms of their advantages and disadvantages; and
   c) If any of the options identified under paragraph (a) involves a significant decision in relation to land or a body of water, take into account the relationship of Māori and their culture and traditions with their ancestral land, water sites, waahi tapu, valued flora and fauna and other taonga.
2. This section is subject to Section 79 - Compliance with procedures in relation to decisions.

He Take Ōkawa / Compliance Requirement	**Aromatawai Kaimahi / Staff Assessment**
State the level of significance (high or low) of the issue or proposal as determined by the Council's Significance and Engagement Policy	In line with the Significance and Engagement Policy the recommendation to continue the Vehicle Crossings Bylaw with amendment will have little effect on financial thresholds, ratepayers, specific demographics or levels of service. The recommendation is consistent with existing plans and policies.
State the relevant Council policies (external or internal), legislation, and/or community outcomes (as stated in the LTP) that relate to this decision.	The Local Government Act 2002, sections 145, 146, 155 and 160, and section 22AB of the Land Transport Act 1998 apply to the decision recommended in this report.
State whether this issue or proposal has a District wide relevance and, if not, the ways in which the appropriate Community Board's views have been sought.	The Vehicle Crossings Bylaw has District wide relevance and therefore, the views of the Community Boards have not been sought.
State the possible implications for Māori and how Māori have been provided with an opportunity to contribute to decision making if this decision is significant and relates to land and/or any body of water. State the possible implications and how this report aligns with Te Tiriti o Waitangi / The Treaty of Waitangi.	Seeking the views and input of iwi and hapū in the development of bylaws is integral. Māori will be given an opportunity to contribute during the consultation stage.
Identify persons likely to be affected by or have an interest in the matter, and how you have given consideration to their views or preferences (for example – youth, the aged and those with disabilities).	All community members, affected and interested parties will be given an opportunity to share their views and preferences during the consultation phase.
State the financial implications and where budgetary provisions have been made to support this decision.	The cost of amalgamating the vehicle crossing bylaw provisions into the Road Use Bylaw and consulting on continuing the Bylaw with amendment will be met from existing operational budgets. Any additional initiatives, implementation, or enforcement costs that cannot be managed within existing budgets will need to be

	identified by the teams responsible for implementation and enforcement and considered through the appropriate budgeting and planning processes.
Chief Financial Officer review.	The Chief Financial Officer has not reviewed this report

Te Kaunihera o Te Hiku o te Ika
Far North District Council

HE ARA TĀMATA
CREATING GREAT PLACES
Supporting our people

Research Report

Vehicle Crossings Bylaw Review

August 2026

1 Purpose

To describe and discuss the review of the Vehicle Crossings Bylaw.

2 Context

On 23 September 2021, Council resolved to make the Vehicle Crossings Bylaw (Resolution 2021/53, refers) under section 145 of the Local Government Act 2002 and section 22AB of the Land Transport Act 1998.
The purpose of the bylaw is to protect the public from nuisance, promote public safety and protect public infrastructure by regulating the use, construction, reconstruction, upgrading and relocation of vehicle crossings giving vehicular access from roads to properties located within the Far North District by requiring compliance with the council's engineering standards for vehicle crossings or another design approved by the council.

A vehicle crossing is a vehicular entrance formed to provide access to any premise from the public road fronting the premise. Vehicle crossings may be constructed over footpaths, kerbs, berms, water channels or drains. These crossings are part of the road reserve and are owned and regulated by the relevant authority i.e. vehicle crossings from State Highways are regulated by the New Zealand Transport Agency, whereas vehicle crossings from all other roads are regulated by territorial authorities. This report therefore only deals with vehicle crossings from roads that are not State Highways.

Vehicle crossings are typically formed when dwellings are being constructed, and the property owner requires access onto the road. Although the road reserve is owned by the territorial authority, vehicle crossings are installed at the property owner's expense.

To be fit for purpose and safe, vehicle crossings should be constructed to meet appropriate engineering standards. These standards are technical in nature e.g. with different dimensions and materials specified for rural and urban areas depending on the number and size of vehicles using the crossing. For example, standards for a crossing onto a dairy farm where a milk tanker visits daily are different from a residential property where light vehicles normally access the property.

The Engineering Standards 2023 version 6 includes standards for vehicle crossings. These are Council standards that reflect the unique characteristics of the district and the requirements of the District Plan. The Engineering Standards 2023 v6 are published on Council's website FNDC Engineering Standards 2023 v6 .

Under section 158 of the Local Government Act 2002, the Council's Vehicle Crossings Bylaw is due for statutory review by 23 September 2026.

Under section 160 of the Local Government Act 2002 the review requires Council to consider whether the Bylaw:

- is still the most appropriate way of addressing the perceived problem with respect to vehicle crossings
- is still the most appropriate form of bylaw
- gives rise to any implications under the New Zealand Bill of Rights Act 1990.

3 Council's role relating to vehicle crossings

Council's role is to regulate and control vehicle crossings in the road reserve to:

- protect public safety
- protect public infrastructure (road, footpath, drainage)
- prevent nuisance or adverse effects

This is achieved through the Vehicle Crossings Bylaw made under the LGA 2002 and Land Transport Act 1998.

3.1 Local Government Act 2002

Council can make a bylaw under section 145 of the Act for the following purposes:

- protecting the public from nuisance
- protecting, promoting, and maintaining public health and safety
- minimising the potential for offensive behaviour in public places.

Under section 146 (b) (vi) Council can also make a bylaw for the purpose of:
"*managing, regulating against, or protecting from, damage, misuse, or loss, or for preventing the use of, the land, structures, or infrastructure associated with reserves, recreation grounds, or other land under the control of the territorial authority".*

The Vehicle Crossings Bylaw will ensure that vehicle crossings are constructed and maintained to meet appropriate construction and maintenance standards.

3.2 Land Transport Act 1998

Section 22AB of the Land Transport Act 1998 provides the power for road controlling authorities (including territorial authorities such as FNDC) to make bylaws relating to roads under their control.

For vehicle crossings, section 22AB is significant because it enables councils to make bylaws on matters such as:

- the use of roads
- activities carried out on roads
- protecting roads and road infrastructure
- managing access to roads
- addressing safety and nuisance issues associated with roads.

4 Objectives

The objectives of the research report are to review the existing Vehicle Crossings Bylaw and to identify the most appropriate way to address issues related to vehicle crossings.

5 Problem (and opportunity) Statement

5.1 Original problem statement

Vehicle crossings that do not comply with appropriate standards can cause health and safety hazards to road users (e.g. if a poorly constructed or maintained crossing collapses) and/or damage to adjacent council assets (such as roads and drains). Non-compliance can occur either:

(a) when a vehicle crossing is not built in accordance with appropriate standards; or

(b) when a vehicle crossing is not adequately maintained.

5.2 Other problems relating to vehicle crossings not currently controlled or addressed by the Bylaw

RFS data has identified a gap in the current bylaw framework, specifically, a lack of clarity on responsibility where Council-led road works affect private vehicle crossings and culverts. There is a need to clarify responsibility boundaries and align bylaw provisions with operational practice and contract arrangements. These cases are usually handled, within New Zealand councils, through engineering standards, roading operational decisions and contractor liability/asset management frameworks.

5.3 Scope

In scope

Problems relating to vehicle crossings which are a function of Council to control or address.

Out of scope

Vehicle crossings located on State Highways, which are regulated by New Zealand Transport Agency Waka Kotahi.

6 Statutory Review of the Bylaw

6.1 Purpose of the Bylaw

The purpose of the bylaw is to protect the public from nuisance, promote public safety and protect public infrastructure by regulating the use, construction, reconstruction, upgrading and relocation of vehicle crossings giving vehicular access from roads to properties located within the Far North District by requiring compliance with the council's engineering standards for vehicle crossings or another design approved by the council.

6.2 Research

Issues Identified

The review found that the Vehicle Crossings Bylaw remains the most appropriate regulatory mechanism for managing the construction, maintenance, alteration and use of vehicle crossings and continues to provide an effective framework for protecting Council's road assets, ensuring public safety, and allocating responsibilities to property owners. However, several amendments are recommended to correct a legislative drafting error, improve clarity and enforceability, including updating standards references, removing unnecessary or ambiguous provisions, clarifying maintenance and approval requirements, and strengthening compliance and enforcement provisions.

Overall, the recommended changes are refinements rather than substantive policy shifts and will improve the usability and effectiveness of the bylaw while retaining its current regulatory approach.

Part 1: Preliminary Provisions

Section 5 Interpretation

Staff recommend removal of numerous related information boxes, which are not considered best practice. Legislation and other regulatory instruments should be clear, concise, and easy to use. The overuse of information boxes interrupts the flow of the legal text and makes the document appear cluttered and less authoritative.

Part 2: Substantive Provisions

Staff recommend clarification improvements and consolidation of information, including updating references, removing unnecessary or ambiguous provisions and clarifying maintenance and approval requirements.

Part 3 Compliance and Enforcement

Staff from the Compliance team have identified the following issues regarding compliance and enforcement:

- lack of infringement offence powers- difficulty in penalising non-compliance

- evidentiary hurdles for historical non-compliance - struggle to enforce compliance on older, unpermitted, or poorly constructed crossings because it is difficult to prove *when* the crossing was built or *who* built it, especially following property ownership transfers
- limited powers of entry for inspection- crossings that sit closely on the boundary of private property lines or require entry to check drainage impacts on private land.
- absence of temporary crossing enforcement tools - current enforcement tools are designed for permanent structures, making it difficult to stop unpermitted construction traffic quickly.

A review of comparable New Zealand vehicle crossing regulatory frameworks indicates that most councils rely on approval requirements, engineering standards, inspections, maintenance obligations, remedial notices and cost recovery powers rather than infringement regimes. Staff have identified that opportunities for improvement to the current Bylaw include clarifying Council's ability to rely on existing statutory powers and strengthening provisions for managing unauthorised works through stop-work directions. These amendments would improve operational effectiveness while remaining consistent with existing legislative powers.

Part 4 Offences and penalties

Compliance team staff have identified a lack of infringement offence powers- difficulty in penalising non-compliance. Court prosecution is expensive, time-consuming, and disproportionate for minor breaches (e.g., failing to repair a cracked driveway).

While this creates an enforcement challenge, the absence of infringement notice powers is primarily a legislative limitation rather than a deficiency of the bylaw itself, as infringement regimes generally require specific statutory authority and cannot ordinarily be established through a bylaw alone. Consequently, opportunities to strengthen enforcement are more likely to lie in improving remedial notice, cost recovery, and compliance provisions rather than introducing infringement offences.

Schedule Part 1 Diagram 1
Staff recommend an update to the reference to the Operational District Plan Appendix.

Opportunities Identified

The review has identified several opportunities to correct legislative drafting errors, improve the clarity, usability, and administrative efficiency of the Bylaw. Amendments should focus on updating references to current guides and planning documents; improving the clarity of approval, construction, temporary crossing, and objection provisions; correcting drafting and numbering inconsistencies; reducing duplication; alignment with other bylaws and clarifying responsibility boundaries where Council road works affect private vehicle crossings. These amendments would improve certainty for property owners and Council staff, better align the Bylaw with current operational practices, and enhance the effectiveness of implementation and enforcement without materially changing the Bylaw's regulatory intent.

Staff recommend that the Vehicle Crossings Bylaw be amalgamated into a future Road Use Bylaw (due for statutory review in May 2027) which would provide an opportunity to streamline Council's regulatory framework, reduce duplication across bylaws, improve accessibility for users, and ensure all matters relating to the use and protection of the road corridor are addressed in a single, comprehensive instrument.

7 Discussion

The review indicates that the Vehicle Crossings Bylaw continues to address a genuine regulatory need and remains the most appropriate mechanism for managing vehicle crossings within the Far North District. The Bylaw

supports the safe and efficient operation of the transport network and protects Council-owned infrastructure. The regulatory approach remains justified, and no significant issues were identified that would warrant revoking or replacing the bylaw.

While the bylaw remains fit for purpose, the review identified several opportunities to improve its effectiveness. These include correcting a legislative drafting error, updating guide references, improving drafting clarity and consistency, removing redundant or ambiguous provisions, clarifying approval and maintenance requirements, and strengthening the wording regarding compliance mechanisms. The recommended amendments are primarily operational and administrative in nature and do not alter the underlying policy intent of the bylaw.

The Vehicle Crossings Bylaw is due for statutory review by 23 September 2026. This requires Council to meet the requirements of section 155 of the Local Government Act 2002 by determining:

1. Whether a bylaw is the most appropriate way to address the problem?

A bylaw is the most appropriate regulatory tool to address the problem because it is the only tool that provides enforceable, district-wide control over the construction, use, and maintenance of vehicle crossings in the road reserve, enabling Council to effectively manage safety, nuisance, and infrastructure risks.

2. Whether the current Bylaw is the most appropriate form of bylaw?

The current Bylaw is the not the most appropriate form because it does not provide an easily enforceable framework to regulate the construction and maintenance of vehicle crossings. Strengthening Council's ability to rely on existing statutory powers is needed, as well as amendments to correct a legislative drafting error, improve clarity and enable ease of use.

Evaluating the form of the Bylaw	
Meets the objectives it is intended to achieve	🟢
Is certain (clear)	🟠
Deals with the identified problems	🟢
Is enforceable and able to be implemented and administered effectively and efficiently	🟠
Complies with all relevant laws and legislation	🟢
Benefits outweigh the costs	🟢

KEY: 🟢 yes 🟠 in part 🔴 no

3. Is the bylaw certain?

In determining if a bylaw is the appropriate form of bylaw, the bylaw needs to be certain e.g., it uses clear wording so people will understand what they are required to do. The bylaw is not consistent with updated guides which replace referenced codes, enforcement legislation references need strengthening and modern legislative drafting styles require updating, as there are numerous information boxes disrupting the flow of the legal text. Staff suggest amendments are needed to add clarity, certainty and to enable ease of use.

4. Whether the Bylaw gives rise to implications under the New Zealand Bill of Rights Act 1990?

As required by section 155(2)(b) of the Local Government Act 2002, a local authority must determine whether the bylaw has any implications under the New Zealand Bill of Rights Act 1990. It is considered that the bylaw seeks to impose fair, reasonable and justifiable controls on vehicle crossings and there are no known implications in relation to the New Zealand Bill of Rights Act 1990. However, under section 155(2) of the Local Government Act 2002, a full analysis of any implications regarding the Vehicle Crossings Bylaw under the New Zealand Bill of Rights Act 1990 cannot be completed until the amendments to the bylaw have been written.

7.1 Cost/Benefit Analysis

7.1.1 Economic effects on the community

Mostly positive (benefit)

- Benefits:
  - Reduced infrastructure damage and maintenance costs
  - Improved public safety outcomes
  - Greater certainty for property owners
- Costs:
  - Compliance costs (e.g. approvals, construction to standard, enforcement)

These costs are proportionate and justified given the public benefit.

7.2 Meeting the Regulatory Standards Act 2025 Requirements

A full analysis of any inconsistencies regarding the Vehicle Crossings Bylaw under the Regulatory Standards Act 2025 cannot be completed until the amendments to the bylaw have been drafted.

If Council proceeds with the bylaw amendment, staff will assess the proposed amendment against the principles of responsible regulation and prepare a Consistency Accountability Statement (CAS) identifying any inconsistencies with those principles. Where inconsistencies are identified, staff will provide a brief statement explaining the reasons for those inconsistencies.

8 Conclusion

A bylaw is the most appropriate way to regulate the use of vehicle crossings to protect public health and safety and to minimise nuisance and damage to public infrastructure. The Vehicle Crossings Bylaw should be amended to improve the clarity, usability, enforcement and administrative efficiency of the Bylaw.

Vehicle Crossings Bylaw

Governing Body of Far North District Council

Resolution in Council 23 September 2021.

Under section 145 of the Local Government Act 2002 and section 22AB (zk) of the Land Transport Act 1998 the Governing Body of the Far North District Council made the following bylaw about vehicle crossings.

The bylaw is due for review by 23 September 2026.

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1. Title
This bylaw is the Vehicle Crossings Bylaw.

2. Related information boxes
Boxes headed "Related information" in this bylaw are for information purposes only, and –

(a) they do not form part of this bylaw; and

(b) cannot be considered in the interpretation or application of a provision of this bylaw; and

(c) may be inserted, amended or removed without any formality.

3. Commencement
This bylaw comes into force two days after the date it is made by the governing body of the Far North District Council.

Related information
This bylaw is due for review by 23 September 2026.

4. Application
This bylaw applies to the district of the Far North District Council.

Part 1: Preliminary provisions

5. Purpose
The purpose of the bylaw is to protect the public from nuisance, promote public safety and protect public infrastructure by regulating the use, construction, reconstruction, upgrading and relocation of vehicle crossings giving vehicular access from roads to properties located within the Far North District by requiring compliance with the **council's** engineering standards for vehicle crossings or another design approved by the **council**.

6. Interpretation

(1) The Interpretation Act 1999 applies to this bylaw.

(2) In this bylaw, unless the context otherwise requires:

Approval means an approval granted under this bylaw.

Council means the governing body of Far North District Council, or any person delegated or authorised to act on its behalf.

Engineering standards mean the council's current Engineering Standards and Guidelines.

Motor vehicle has the same meaning as in section 2 (1) of the Land Transport Act 1998.

Related information
As at as at 07 August 2020, the definition is:
"(a) means a vehicle drawn or propelled by mechanical power; and
(b) includes a trailer; but
(c) does not include—
(i) a vehicle running on rails; or
(iii) a trailer (other than a trailer designed solely for the carriage of goods) that is designed and used exclusively as part of the armament of the New Zealand Defence Force; or
(iv) a trailer running on 1 wheel and designed exclusively as a speed measuring device or for testing the wear of vehicle tyres; or
(v) a vehicle designed for amusement purposes and used exclusively within a place of recreation, amusement, or entertainment to which the public does not have access with motor vehicles; or

(vi) a pedestrian-controlled machine; or
(vii) a vehicle that the Agency has declared under section 168A is not a motor vehicle; or
(viii) a mobility device."

Occupier has the meaning given by section 2(1) of the Local Government Act 1974.

Related information
As at 22 October 2019, the definition is:
"in relation to any property, means the inhabitant occupier of that property."

Owner means any person, as defined in section 2(1) of the Local Government Act 1974.

Related information
As at 22 October 2019, the definition is:
"... in relation to any property, means the person entitled to receive the rack rent thereof, or who would be so entitled if the property were let to a tenant at a rack rent."

Road has the same meaning as in section 315 of the Local Government Act 1974 but excludes access ways for the purposes of vehicle crossings as per section 335(10).

Related information
As at 22 October 2019, the definition is:
"...means the whole of any land which is within a district, and which—
(a) immediately before the commencement of this Part was a road or street or public highway; or
(b) immediately before the inclusion of any area in the district was a public highway within that area; or
(c) is laid out by the council as a road or street after the commencement of this Part; or
(d) is vested in the council for the purpose of a road as shown on a deposited survey plan; or
(e) is vested in the council as a road or street pursuant to any other enactment;
and includes—
(f) [modified by section 335(10) of the Local Government Act 1974]
(g) every square or place intended for use of the public generally, and every bridge, culvert, drain, ford, gate, building, or other thing belonging thereto or lying upon the line or within the limits thereof;—
but, except as provided in the Public Works Act 1981 or in any regulations under that Act, does not include a motorway within the meaning of that Act or the Government Roading Powers Act 1989."

Road corridor (or 'road reserve') includes **roads** as defined above and includes all land from boundary to boundary (including the **berm**).

Road Controlling Authority (RCA) has the same meaning as in section 2 of the Land Transport Act 1998.

Related information
As at 1 September 2020, the definition is:
"…means the authority, body, or persons having control of the road and includes any person acting under and within the terms of any delegation or authorisation given by a controlling authority."

Road corridor manager means the r**oad controlling authority**, namely the Far North District Council, that has jurisdiction over the **road.**

Vehicle crossing means the area of driveway, whether temporary or permanent, between a **road** and a private property boundary, intended for use by **motor vehicles** accessing the property, but does not include paddock entrances with less than ten (10) stock movements per month.

Related information
The terminology associated with vehicle crossings is illustrated in diagram 1 in the Schedule to this bylaw.

Part 2:
Substantive provisions

7 An approval is required for a vehicle crossing

(1) Every person wishing to construct, reconstruct, upgrade or relocate a **vehicle crossing,** whether for a permanent or a temporary crossing, must have an **approval** from the **council**.

(2) An **approval** is not required for a **vehicle crossing** constructed, reconstructed, upgraded or relocated as part of a subdivision or land use consent where a resource consent has been granted for this work, or permission has been granted by the **council** for a private **road** or right-of-way under section 348 of the Local Government Act 1974.

(3) An approval is not required to repair or maintain an existing **vehicle crossing**.

(4) Every application for an **approval** must be made by a person who has the legal authority to deal with the property accessed by the **vehicle crossing** (**"the applicant"**) and:

(a) be in the form required by the council; and

(b) include all the information required by the form; and

(c) be accompanied by the applicable fee listed in the **council's** Fees and Charges Schedule.

Related information
Forms for applying for a permit can be found on the council's website at Vehicle Crossing Application Form or picked up at any Council office.

The current Fees and Charges Schedule can be found on the council's website or a copy can be viewed at any Council office.

Approvals are required for:

- Construction i.e. building a new vehicle crossing
- Reconstruction i.e. rebuilding a crossing which is broken and/or not fit for purpose
- Upgrading e.g. widening a crossing, replacing metal with tarseal, replacing a culvert, or making safety improvements to a crossing
- Relocating i.e. moving a crossing from one place to another.

Approvals are not required for:

- Repairs i.e. refurbishing a crossing that is showing signs of wear and tear but is not broken (such as repairing a pothole)
- Maintenance e.g. resealing the surface of the crossing with existing seal material or cleaning a culvert.

Whether or not an approval is required for work on the vehicle crossing, a Work Access Permit is required for all work on the **road corridor** (see clause 18). This is required under the National Code of Practice for Utility Operators' Access to Transport Corridors.

8 Assessment of an application

The **council** will assess the information provided in an application to determine the appropriate **engineering standard** or other **council**-approved design that should apply to the proposed **vehicle crossing**. **Council** will respond to the applicant in 30 working days or less.

9 Granting an approval

The **council** may grant an approval in its sole discretion if:

(a) the information provided in the application is sufficient to determine the appropriate **engineering standard** or other design approved by the **council** for the **vehicle crossing**; and

(b) the **council** is satisfied that the proposed **vehicle crossing** will not cause undue impacts involving road safety or negative impacts on the environment; and

(c) the applicable fee has been paid to the **council**.

10 Content of an approval

An approval will include:

(a) a statement as to the appropriate **engineering standard** or other design approved by the **council** applicable for the **vehicle crossing** which must be followed in the design and construction of the **vehicle crossing;**

> **Related information**
> The council's current engineering standards are published on the council's website at Engineering Standards and Guidelines or can be picked up at any Council office.

(b) notice that the **council** will inspect the **vehicle crossing** to make sure it meets the specified **engineering standard** or other design approved by the **council** and any other conditions included in the **approval;**

(c) information on how to obtain a Work Access Permit which is required to access the **road corridor** and commence construction of the approved **vehicle crossing** (see clause 18).

11 Additional approval conditions

The **council** may include additional condition/s applying to an **approval**:

(a) regarding any relevant provisions from Chapter 15 (Transportation) of the Far North District Plan;

> **Related information**
> Chapter 15 of the District Plan ('Transportation') covers areas such as parking and access to private properties including where access is permitted and not permitted. It lists the criteria that will be used to assess road access such as traffic safety and congestion, foreseeable future changes to traffic patterns in the area, and the safety of pedestrians, disabled persons and cyclists, etc.

(b) any other relevant conditions applying to the **vehicle crossing** e.g. placement of the crossing to avoid a sump or utility connection, the positioning of grates, and compliance with any covenants relating to the site etc.

(c) a temporary **vehicle crossing** may be subject to additional conditions relating to where the crossing is situated, the purpose of the crossing, how long the temporary crossing will be in place; the effects of the crossing on normal usage of the **road**; and the design and materials used in its construction.

12 Temporary vehicle crossings

(1) An approval is required for a **vehicle crossing** needed for a purpose, such as forestry harvesting or building construction, where activity will occur for no longer than twelve (12) months at a time **("temporary vehicle crossing")**.

(2) Once a **temporary vehicle crossing** has fulfilled its purpose, it must be removed within three (3) months. Removing this crossing and any reinstatement work must be conducted to the **council**'s satisfaction at the expense of the owner or occupier.

> **Related information**
> If a temporary crossing is not being used currently but will be used again in many years' time, as is common in the forestry industry, it will not have fulfilled its purpose and there is no need to remove the crossing unless it is unsafe or is causing damage to the road or drainage system.

13 Withdrawing an application

An **applicant** may withdraw their application at any time before a decision is made, but any fee paid with the application will not be refundable unless the **council**, in its absolute discretion, decides that a refund (or partial refund) is reasonable in the circumstances.

14 Duration of an approval

(1) All **approvals** granted under this bylaw have a duration of three (3) years, during which time the work must be completed to the satisfaction of the **council**.

(2) If the work is not completed to the satisfaction of the **council** within three (3) years, the owner or occupier must apply for a new **approval** before work can start or continue. The re-application fee is listed in the **council**'s current Fees and Charges Schedule.

15 Amending or transferring an approval

(1) A person granted an **approval** may, at any time within the duration of the **approval**, apply to the **council** to amend the **approval** or its conditions. An application for amendment must be made in the same manner as an application for an **approval**, with any necessary modifications specified. In this instance, **council** may require, at its sole discretion, a new fee to be paid depending on the nature of the amendment sought.

(2) **Approvals** are not transferable to another property or to a different location at the property concerned.

(3) **Approvals** may be transferred to another person at the same property, such as a new property owner, if the **council** has been notified in writing of this transfer.

16 Suspending or cancelling an approval

(1) The **council** may suspend or cancel an **approval** if:

(a) the applicant has not obtained a Work Access Permit before commencing construction – see clause 18 of this bylaw;

(b) a resource consent for the work has been issued, or permission has been granted by the **council** for a private **road** or right-of-way under section 348 of the Local Government Act 1974, and there is no need for a separate **approval** - see clause 7(2) of this bylaw;

(c) upon inspection, in the opinion of the **council** the proposed construction work is likely to be unfit for purpose, unsafe or cause damage to public assets; for example, due to the wrong material used, wrong placement of the **vehicle crossing** as per the approved site plan, incorrect dimensions, or insufficient compaction of the sub-surface etc

(2) The suspension or cancellation takes effect from the date of the **council**'s decision to suspend or cancel the **approval**. The notice of cancellation must include the reasons for the **council**'s decision.

(3) Suspending or cancelling an **approval** does not affect the **council's** powers to take other enforcement action under this bylaw, any other legislation or New Zealand law for the acts or omissions that were the reasons for the suspension or cancellation.

17 Other obligations not affected

An **approval** does not affect or limit the obligations of any person to comply with any legislation or regulatory requirements that applies to the matters covered by the **approval**.

18 Working in the road corridor

(1) A Work Access Permit is required before commencing any work in the **road corridor**.

Related information

A Work Access Permit gives permission from the **council** as the **road corridor manager** to carry out the specified activity in the **road corridor**. A set of conditions is issued with the Work Access Permit, to be followed when working in the **road corridor**.

(2) In order to receive a Work Access Permit, the applicant must complete a Corridor Access Request including a Temporary Traffic Management Plan at least ten (10) working days before the planned commencement of any construction work. In the **Approval** notification letter the **council** will provide information to the applicant regarding how to apply for a Corridor Access Request and prepare a Temporary Traffic Management Plan.

(3) The Work Access Permit, together with an approved Temporary Traffic Management Plan, must always be available on site for the duration of the work carried out in the **road corridor**.

19 Construction requirements

(1) Construction of a **vehicle crossing** must be managed to allow for the safe passage of pedestrians.

(2) Interruption to pedestrian and vehicular traffic must be kept to a minimum.

20 Vehicle crossings that are unsafe or in disrepair

(1) If at any time, in the opinion of the **council**, a **vehicle crossing** does not comply with the **engineering standards**, the **council** may, by written notice addressed to the **owner** or **occupier** of the property to which the crossing gives access, require the **owner** or **occupier** to remove or reconstruct the crossing within the time period specified in the notice to the satisfaction of the **council**.

(2) Before issuing a written notice, the **council** will consult with the property owner regarding the best course of action. This discussion will cover observed issues with the **vehicle crossing** such as safety concerns, and the crossing's current and intended future use

(3) If the recipient of such a notice fails to comply with that notice within the prescribed time, the **council** may arrange for such removal, repair or reconstruction to be carried out and may charge the **owner** or **occupier** for the full costs of such work, including reasonable administration costs.

21 Redundant or excessive vehicle crossings

(1) Where the **council** is satisfied that a **vehicle crossing** is redundant or is in excess of the reasonable requirements of the **owner** or **occupier** of the property, the **council** may serve notice upon the **owner** or **occupier** that the **council** will remove this crossing at the expense of the **council**.

Related information
This clause is made under section 335(9) of the Local Government Act 1974

(2) Before issuing a written notice or removal, the **council** will consult with the property owner regarding the best course of action. This discussion will cover why the **council** considers the **vehicle crossing** is redundant or in excess of the reasonable requirements of the **owner** or **occupier**, and will ascertain what is the crossing's current and intended future use, if any, and why the crossing is required.

22 The council may improve a vehicle crossing

The **council** may reconstruct, widen or relocate a **vehicle crossing** at the council's expense if the **council** is satisfied that this will improve public safety, is necessary for environmental protection, or will reduce the risk of damage to the council's assets.

23 Objections

(1) Any person who has the legal authority to deal with the property accessed by the **vehicle crossing** may object to a **council vehicle crossing** decision, by lodging an objection to this decision in writing to the **council** within 28 days of being notified of the decision.

(2) The **council** will make a decision in writing on an objection including the reasons for it within a reasonable time frame.

(3) Nothing in this bylaw affects the right of the applicant to apply for judicial review of a decision by the **council** concerning **vehicle crossings**.

Part 3:
Compliance and Enforcement

24 Compliance and enforcement

Council will use a range of compliance and enforcement methods as it considers appropriate under its statutory powers to respond to breaches of the bylaw. These include advice and education, issuing warnings, infringement notices, enforcement orders, injunction applications to restrain the commission of offences and breaches of the bylaw, removal of works, recovery for damage and criminal prosecution.

Part 4:
Offences and penalties

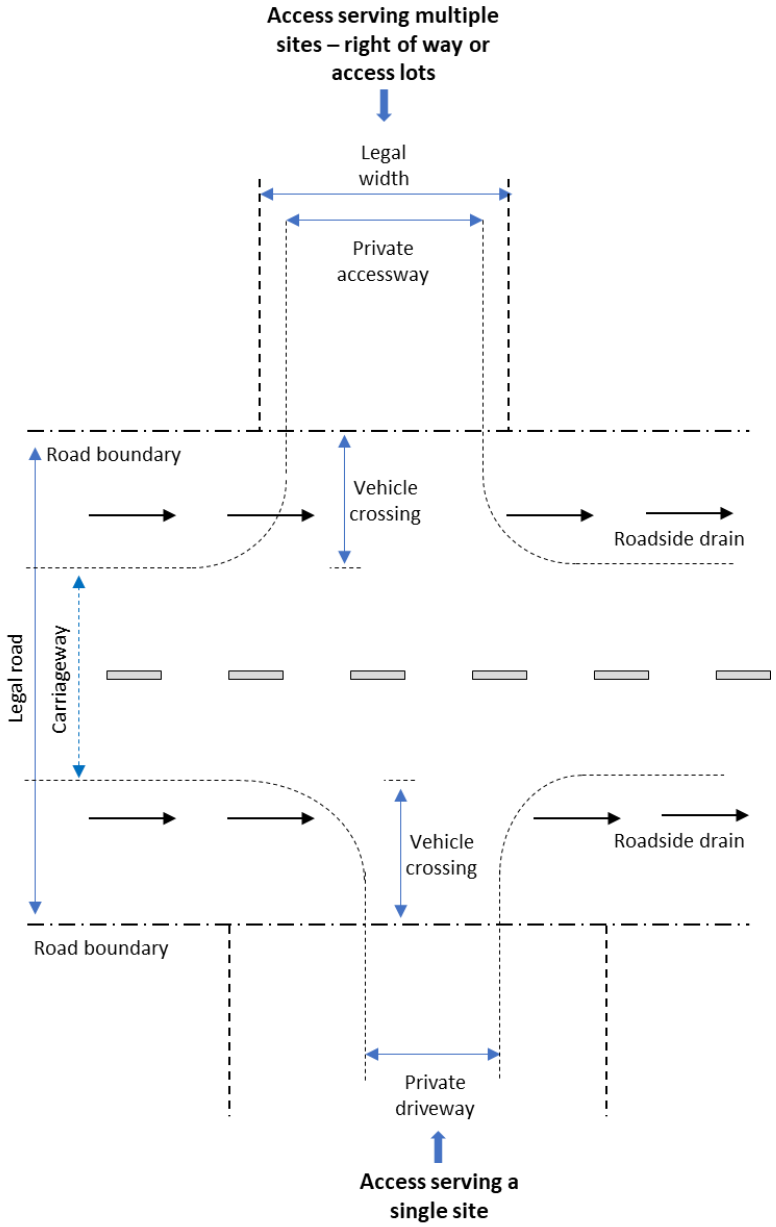
25 Offences and penalties

Any person who fails to comply with any condition or restriction under this bylaw commits an offence and shall be liable on summary conviction to the penalty set out in section 242 (4) of the Local Government Act 2002 of a fine not exceeding $20,000.

In addition, under section 22AB of the Land Transport Act 1998, the **Road Controlling Authority** may prescribe fines, not exceeding $1,000 for the breach of any bylaw made under this section.

Schedule
Part 1 Clause 6 Interpretation
Diagram 1

Access Standards Terminology
Appendix 3F. FNDC Operational District Plan



6 NGĀ PŪRONGO TAIPITOPITO / INFORMATION REPORTS

6.1 CORPORATE GREENHOUSE GAS EMISSIONS INVENTORY FOR 2024-2025

File Number: **A5861246**

Author: **Aya Morris, Net Zero & Sustainability Programme Lead**

Authoriser: **Kate Ivicheva, Group Manager - Planning & Policy**

TAKE PŪRONGO / PURPOSE OF THE REPORT

The report presents the corporate greenhouse gas (GHG) emissions inventory for the Far North District Council (FNDC) for the 2024-2025 financial year, which has been audited and verified to ensure compliance with international standards.

WHAKARĀPOPOTO MATUA / EXECUTIVE SUMMARY

- GHG emissions accounting enables FNDC to track progress toward adopted climate mitigation targets.
- Three annual GHG emissions inventories have been completed to record GHG emissions produced by FNDC each year since 2022-2023.
- Each GHG emissions inventory produced by FNDC has been audited and verified to assess accuracy and ensure compliance with the international standard for GHG emissions accounting, ISO 14064-3:2019.
- GHG emissions have increased each year since measurement began.
- FNDC is not currently on track to achieve the GHG emissions reduction targets set out through the Far North 2100 strategy, the Climate Change Roadmap, and the Climate Action Policy.
- FNDC must measure and report GHG emissions from closed landfills and all CCOs to qualify for LGFA Climate Action Loans, noting Far North Holdings has begun this work while Northland Inc. has not.
- Enhanced GHG measurement improvements will be built into the 2025–2026 emissions inventory.
- FNDC is developing a corporate GHG reduction plan. Once adopted, the plan will direct long-term resourcing for emissions measurement and reduction.

TŪTOHUNGA / RECOMMENDATION

That Te Kūkupa Committee for Strategy, Policy and Regulation receive the report Corporate Greenhouse Gas Emissions Inventory for 2024-2025.

TĀHUHU KŌRERO / BACKGROUND

In 2020, FNDC adopted a Climate Change Roadmap,[1] which included a climate change mitigation goal to reduce GHG emissions in line with the government's national emissions reduction targets or better. The climate action goals from the roadmap informed the inclusion of climate change as a focus area within the Far North 2100 Strategy,[2] adopted in 2021 after extensive consultation. This

[1] FNDC Climate Change Roadmap, 2020
[2] Far North 2100 Strategy, 2021

strategy reiterates the goal to reduce GHG emissions in line with the government's national emissions reduction targets or better.

In 2023, FNDC adopted a Climate Action Policy,[3] which states that FNDC will undertake annual inventories of the council's GHG emissions, gathering data to monitor and inform GHG emissions reduction action.

In March 2026, FNDC adopted intermediate GHG emissions reduction targets which are science-aligned,[4] with the intention that a GHG emissions reduction plan should be developed to meet the eligibility criteria set out by the Local Government Funding Agency (LGFA) for local government organisations to access Climate Action Loans.[5] Climate Action Loans form one of three categories of sustainable lending available from the LGFA and are designed to incentivise LGFA members to reduce GHG emissions. Eligibility criteria include:

- Producing an annual assured GHG Emissions Inventory for organisational emissions;
- Setting science-aligned targets for organisational emission reduction targets; and
- Approving an Emissions Reduction Plan that sets out how those targets will be achieved.

There are two other loan categories within LGFA's sustainable lending programme. Green and Social Loans support improved environmental and social outcomes. Sustainable Water Action Loans support sustainability improvements by water services CCOs. A summary of LGFA's sustainable lending programme is attached to this report as Appendix A.

MATAPAKI ME NGĀ KŌWHIRINGA / DISCUSSION AND NEXT STEPS

Three corporate GHG emissions inventories have now been completed for FNDC, and the most recent inventory is attached to this report as Appendix B. GHG emissions inventories measure and report emissions in metric tonnes of carbon dioxide equivalent (tCO_2e). Most gases measured are carbon dioxide, while other greenhouse gases such as methane are calculated in terms of their atmospheric warming effect compared to an equivalent volume of carbon dioxide.

Each of FNDC's three GHG emissions inventories has been audited and verified by Enviro-mark Solutions Limited (trading as Toitū Envirocare), a subsidiary of the Bioeconomy Science Institute, to assess accuracy and ensure compliance with the international standard for GHG emissions accounting, ISO 14064-3:2019.

GHG emissions data for FNDC demonstrates that emissions have increased each year since emissions measurements began. In 2022-2023, corporate GHG emissions totalled 26,435 tCO_2e; in 2023-24, 30,787 tCO_2e; and in 2024-24, 35,436 tCO_2e. The 2022-2023 financial year is designated as the base year for the purpose of GHG emissions measurement and serves as the benchmark for increases or reductions in GHG emissions.

Figure 1 presents a summary of total corporate GHG emissions produced by FNDC activities across the three years measured to date.

[3] Climate-Action-Policy.pdf
[4] https://sciencebasedtargets.org/
[5] Climate Action Loans | New Zealand Local Government Funding Agency

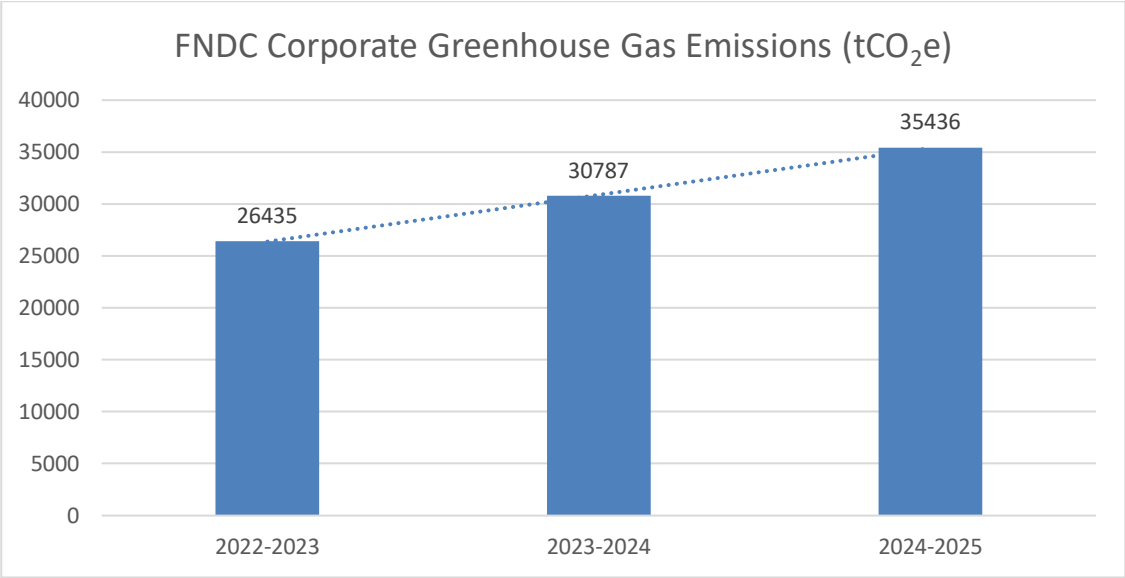


Figure 1. FNDC Corporate GHG Emissions 2022-2025

The 2024-2027 Long Term Plan (LTP) was prepared in accordance with the Severe Weather Emergency Recovery Legislation Act 2023 and the Severe Weather Emergency Recovery (Local Government Act 2002—Long-term Plan) Order 2023 issued in October 2023. This legislation offered FNDC the option to create a shortened three-year plan spanning 2024-27 to focus on recovery from Cyclone Gabrielle and associated repairs to infrastructure.

A strong focus on infrastructure works in the 2024-2027 LTP drove a steep increase in GHG emissions. Civil engineering services increased in 2023-2024 with a focus on roading repairs. Sewerage services increased in 2024-2025 due to infrastructure projects focused on upgrading wastewater treatment plants and repairing underground wastewater networks.

The top twenty sources of GHG emissions for FNDC for the three completed inventories are set out in the three graphs below.

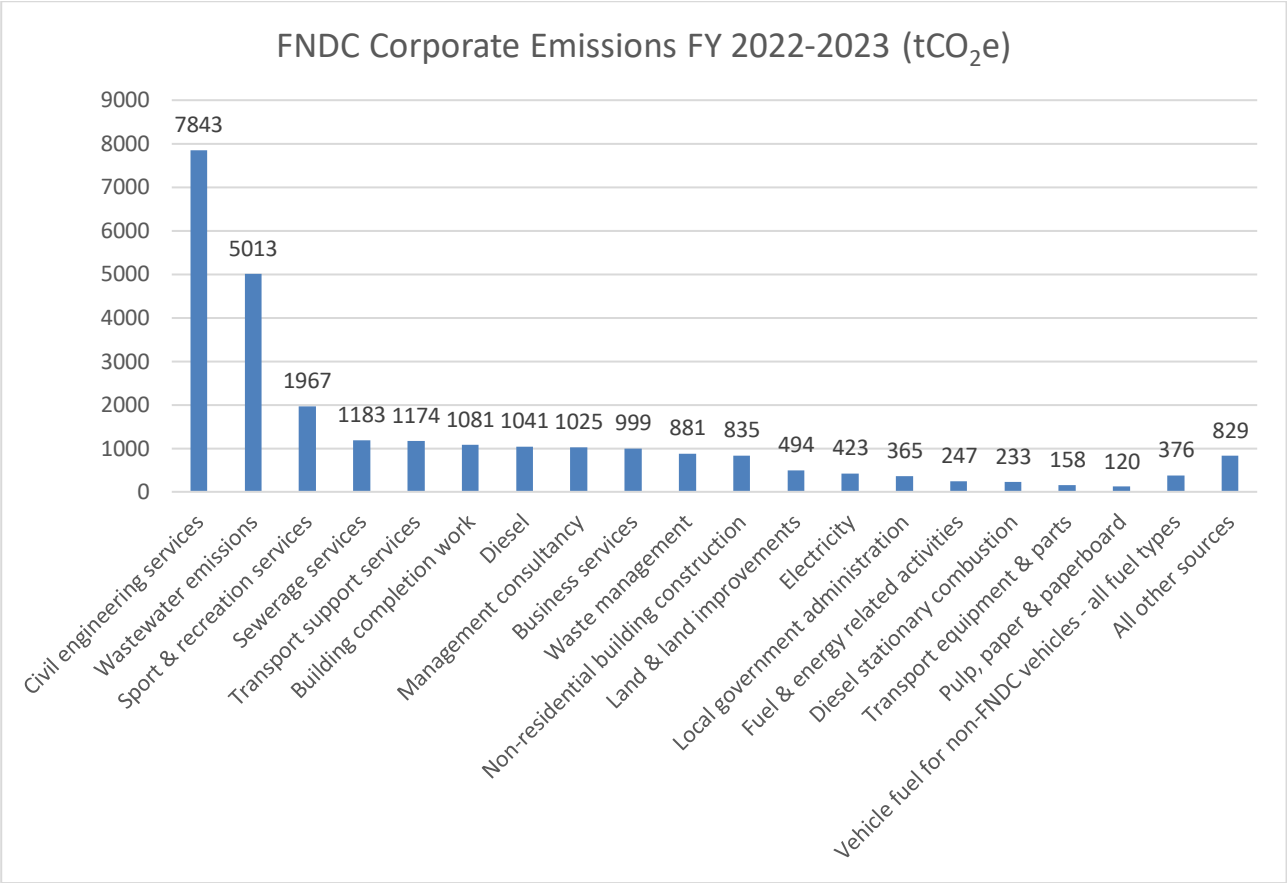


Figure 2. FNDC Corporate GHG Emissions 2022-2023

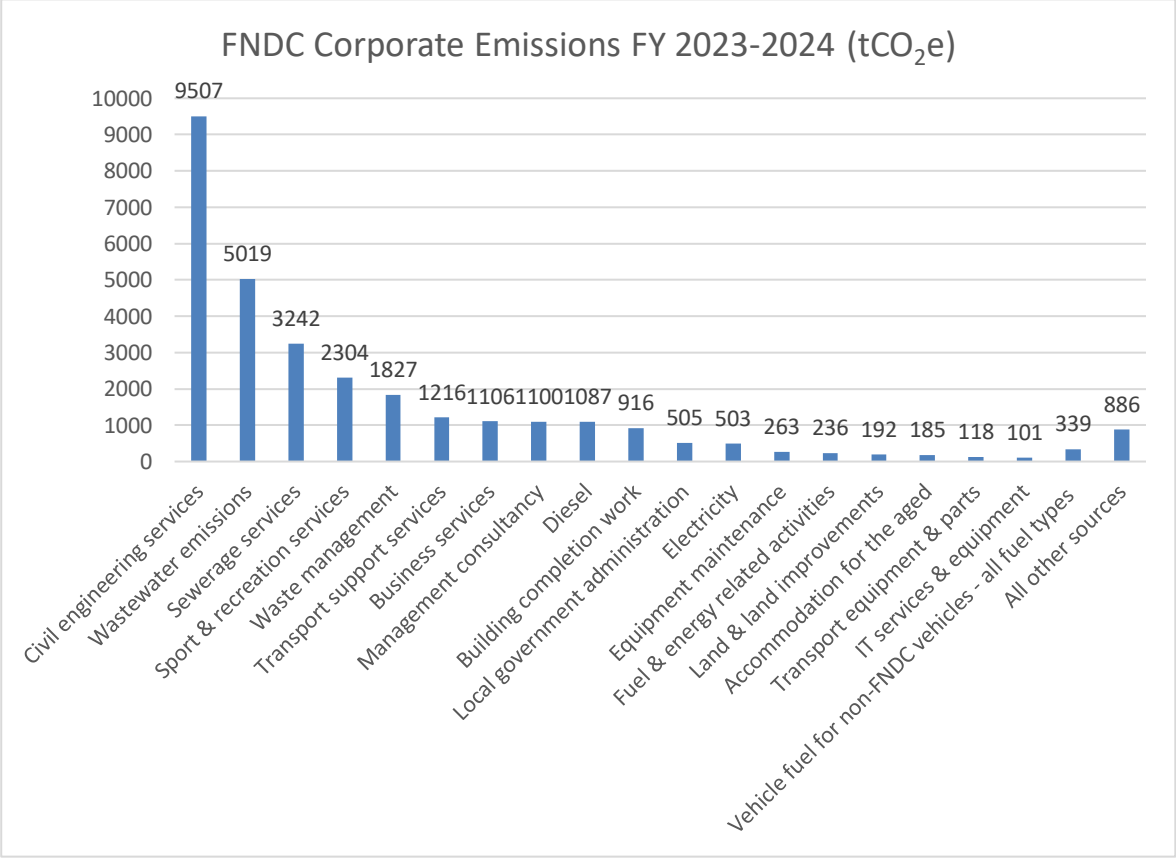


Figure 3. FNDC Corporate GHG Emissions 2023-2024

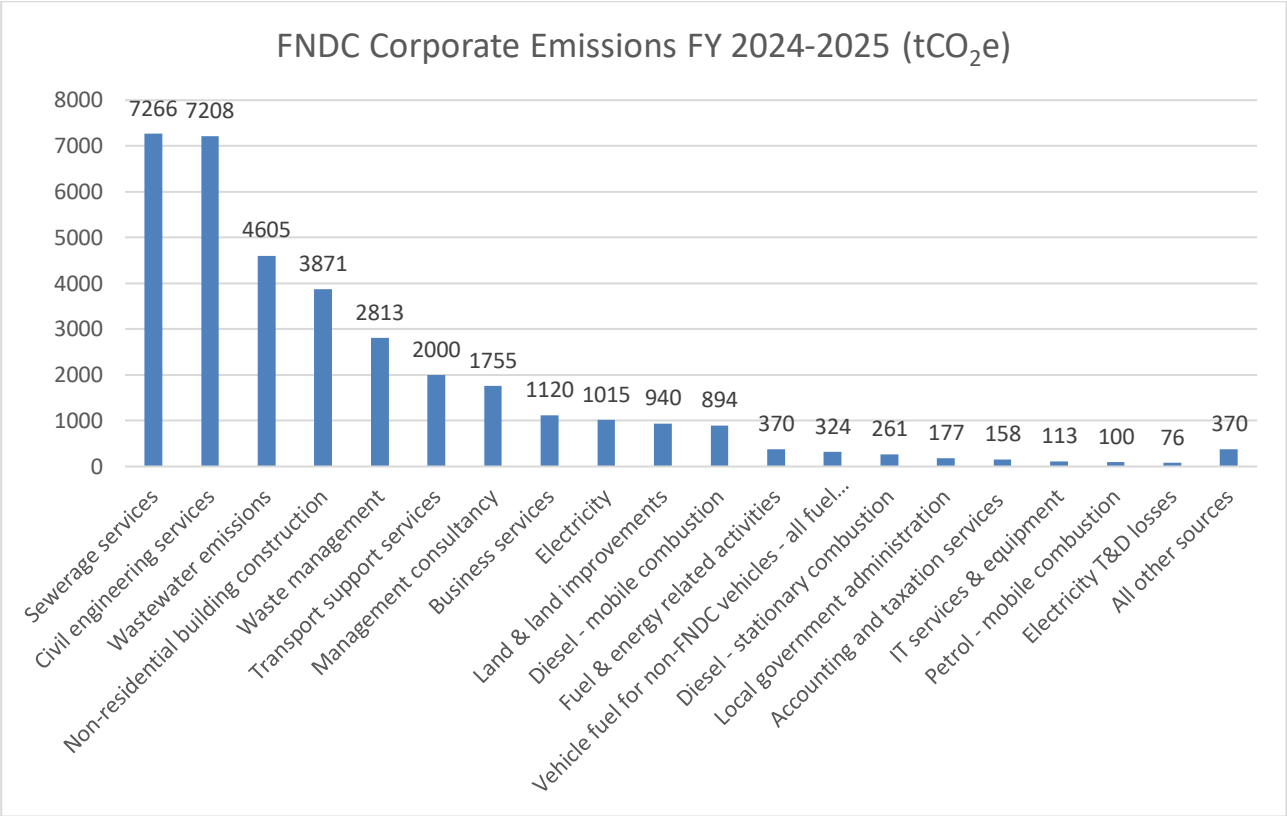


Figure 4. FNDC Corporate GHG Emissions 2024-2025

These three GHG emissions inventories exclude data from council-controlled organisations (CCO), Far North Holdings Ltd and Northland Inc. The inventories also exclude GHG emissions from closed landfills managed by FNDC.

To qualify for Climate Action Loans from the LGFA, FNDC must begin to measure and report on GHG emissions from closed landfills. Additionally, FNDC must either measure and report on GHG emissions from CCOs or must require CCOs to independently measure and report their emissions. Far North Holdings Ltd has begun work toward GHG emissions measurement, but Northland Inc. is not currently measuring GHG emissions.

The next steps for climate change mitigation work for FNDC will involve improvements in GHG emissions measurement, as outlined above. These improvements will be progressed during completion of the 2025-2026 GHG emissions inventory.

The development of a corporate GHG emissions reduction plan for FNDC has commenced. Once adopted by Council, this corporate GHG emissions reduction plan will guide the allocation of resources toward GHG emissions measurement and reduction through long-term planning processes.

PĀNGA PŪTEA ME NGĀ WĀHANGA TAHUA / FINANCIAL IMPLICATIONS AND BUDGETARY PROVISION

This report requires no decisions, so there are no current financial implications. However, the measurement and reduction of GHG emissions in alignment with FNDC policy and strategy will require the allocation of resources through the next LTP.

ĀPITIHANGA / ATTACHMENTS

1. **Appendix A - Local Government Funding Agency Sustainable Loans Summary July 2026 - A5875613**
2. **Appendix B 2024-25 FNDC Greenhouse Gas Emissions - A5864634**

LGFA Sustainable Lending

NEW Sustainable Water Action Loan

Launch of the Sustainable Water Action Loan (SWALe)
Lending Programme designed to incentivise Water CCO Borrowers to improve their contribution towards Planetary Boundaries.
All Borrowers must report against and meet two KPIs: a compulsory Nitrogen & Phosphorus KPI, and any one of three optional KPIs, Biogenic GHG Emissions, Embodied Carbon, or Water Efficiency.

Green and Social Loans

UN SDG alignment - All Green Projects must clearly demonstrate how they support relevant Sustainable Development Goals.

Additive sustainability benefits - Projects must show measurable, additional environmental gains, assessed and where feasible quantified by the Borrower.

Environmental objectives - Projects must directly contribute to climate mitigation, climate adaptation, natural resource conservation, biodiversity protection, or pollution prevention.

Demonstrable benefits - GS Loan-financed projects must deliver clear, evidence-based environmental and/or social outcomes.

- Climate Change Resilience and Adaptation
- Energy Efficiency
- Green Buildings
- Clean Transportation
- Sustainable Water and Wastewater Management
- Renewable Energy
- Pollution Prevention and Control
- Environmentally Sustainable Management of Living Natural Resources and Land Use
- Terrestrial and Aquatic Biodiversity Restoration
- Conservation and Enhancement
- Circular Economy Adapted Products
- Production Technologies, Processes and Business Models.

Climate Action Loans

GHG-reduction incentive - Target-based lending designed to motivate LGFA members to reduce organisational emissions.

General-purpose funding - CAL proceeds are not tied to specific projects and can be used for any standard borrowing purpose.

Long-term borrowing - Minimum three-year maturity; suitable for refinancing or new borrowing.

Performance-linked rewards - Borrowers earn financial incentives for measuring emissions, setting science-aligned targets, and having an approved emissions reduction plan. The Borrower is required to obtain independent third-party assurance (by a credible provider) of its GHG Emissions Inventory.

GHG inventory assurance subsidy - In December 2025, LGFA announced that all new Climate Action Loan (CAL) approved borrowers will be offered a subsidy of up to $40,000 towards the cost of achieving external assurance of their operational Greenhouse Gas (GHG) Emissions.

GREENHOUSE GAS EMISSIONS INVENTORY AND MANAGEMENT REPORT

Toitū carbonreduce programme

Prepared in accordance with ISO 14064-1:2018 and the Technical Requirements of the Programme

Te Kaunihera o Te Hiku o Te Ika - Far North District Council

Prepared by (lead author): Aya Morris, Net Zero and Sustainability Programme Lead

Dated: 29 June 2026

Verification status: Reasonable for categories 1 & 2 (excluding category 1 wastewater) and Limited for remaining categories (including category 1 wastewater)

Measurement period: 01 July 2024 to 30 June 2025

Base year period: 01 July 2022 to 30 June 2023

Approved for release by:

Kate Ivicheva, Group Manager Planning and Policy

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The consolidation approach chosen for the greenhouse gas inventory should not be used to make decisions related to the application of employment or taxation law.

This report shall not be used to make public greenhouse gas assertions without independent verification and issue of an audit opinion by Toitū Envirocare.

AVAILABILITY

Available for public use and reference.

REPORT STRUCTURE

The Inventory Summary contains a high-level summary of this year's results and from year 2 onwards a brief comparison to historical inventories.

Chapter 1, the Emissions Inventory Report, includes the inventory details and forms the measure step of the organisation's application for Programme certification. The inventory is a complete and accurate quantification of the amount of GHG emissions and removals that can be directly attributed to the organisation's operations within the declared boundary and scope for the specified reporting period. The inventory has been prepared in accordance with the requirements of the Programme[1], which is based on the Greenhouse Gas Protocol: A Corporate Accounting and Reporting Standard (2004) and ISO 14064-1:2018 Specification with Guidance at the Organization Level for

[1] Programme refers to the Toitū carbonreduce, Toitū net carbonzero and the Toitū climate positive programmes.

Quantification and Reporting of Greenhouse Gas Emissions and Removals[2]. Where relevant, the inventory is aligned with industry or sector best practice for emissions measurement and reporting.

Chapter 2, the reduction plan and progress report, forms the manage step part of the organisation's application for Programme certification.

See Appendix 1 and the related Spreadsheet for detailed emissions inventory results, including a breakdown of emissions by source and sink, emissions by greenhouse gas type, and non-biogenic and bio-genic emissions. Appendix 1 also contains detailed context on the inventory boundaries, inclusions and exclusions, calculation methodology, liabilities, and supplementary results.

This overall report provides emissions information that is of interest to most users but must be read in conjunction with the inventory workbook for covering all of the requirements of ISO 14064-1:2018.

[2] 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*.

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EXECUTIVE SUMMARY

This is the annual greenhouse gas (GHG) emissions inventory and management report for Te Kaunihera o Te Hiku o Te Ika - Far North District Council covering the measurement period 01 July 2024 to 30 June 2025.[3]

Table 1: Inventory summary

Category (ISO 14064-1:2018)	**Scopes (ISO 14064-1:2006)**	**2023**	**2024**	**2025**
Category 1: Direct emissions (tCO_2e)	Scope 1	6,093.23	6,163.52	5,871.01
Category 2: Indirect emissions from imported energy (location-based method*) (tCO_2e)	Scope 2	413.08	496.98	989.88
Category 3: Indirect emissions from transportation (tCO_2e)	Scope 3	440.57	373.26	391.10
Category 4: Indirect emissions from products used by organisation (tCO_2e)		19,443.80	23,746.36	28,165.84
Category 5: Indirect emissions associated with the use of products from the organisation (tCO_2e)		44.24	7.25	17.97
Category 6: Indirect emissions from other sources (tCO_2e)		0.00	0.00	0.00
Total direct emissions (tCO_2e)		**6,093.23**	**6,163.52**	**5,871.01**
Total indirect emissions* (tCO_2e)		**20,341.70**	**24,623.86**	**29,564.79**
Total gross emissions* (tCO_2e)		**26,434.93**	**30,787.37**	**35,435.80**
Category 1 direct removals (tCO_2e)		0.00	0.00	-1,496.98
Total net emissions (tCO_2e)		**26,434.93**	**30,787.37**	**33,938.82**

*Emissions are reported using a location-based methodology. See section 1.2.1 for details.1.2.1

[3] Throughout this document "emissions" means "GHG emissions". Unless otherwise stated, emissions are reported as tonnes of carbon dioxide equivalent (tCO_2e).

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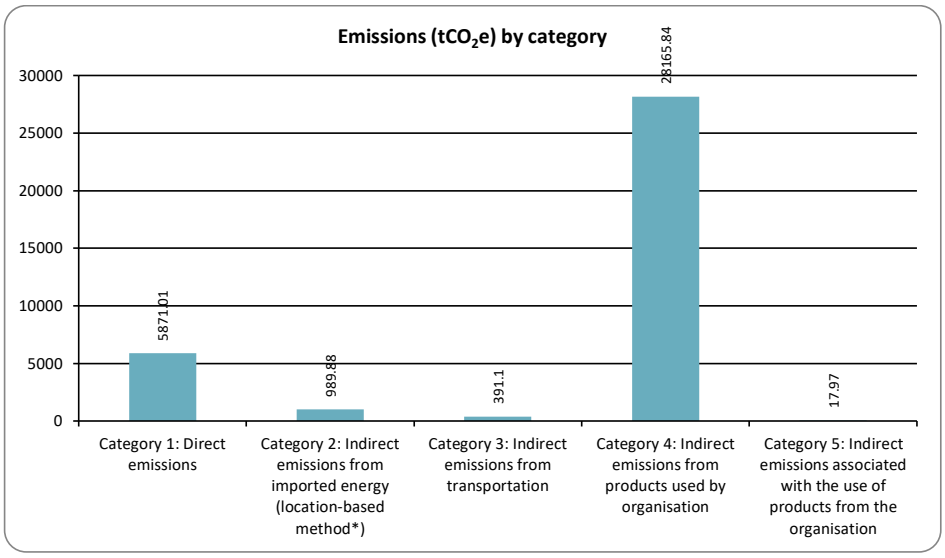

Figure 1: Emissions (tCO_2e) by Category for this measurement period

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CHAPTER 1: EMISSIONS INVENTORY REPORT

1.1. INTRODUCTION

This report is the annual greenhouse gas (GHG) emissions inventory and management report for Te Kaunihera o Te Hiku o Te Ika - Far North District Council.

This report meets Council's adopted Climate Action Policy requirements to:

- annually measure and disclose organisational emissions; and

- measure and disclose emissions reductions in line with national targets under the Climate Change Response Act 2002.

The inventory report and any GHG assertions are expected to be verified by a programme-approved, third-party verifier. The level of assurance is reported in a separate Assurance Statement and Audit Opinion provided to the directors of the certification entity.

1.2. EMISSIONS INVENTORY RESULTS

Table 2: Emissions inventory summary for this measurement period

Measurement period: 01 July 2024 to 30 June 2025.

Category	Toitū carbon mandatory boundary (tCO_2e)	Additional emissions (tCO_2e)	Total emissions (tCO_2e)
Category 1: Direct emissions	5,871.01 Diesel stationary combustion, Diesel, HFC-32, Petrol regular, R-410A, Wastewater precalculated (tCO_2e)	0.00	5,871.01
Category 2: Indirect emissions from imported energy (location-based method*)	989.88 Electricity	0.00	989.88
Category 3: Indirect emissions from transportation	71.33 Air travel domestic (average), Car Average (unknown fuel type), Ferry travel (car passengers), Freight (pre-verified tCO_2-e), Freight transport agencies and other supporting transport services (spend-based), Pre-calculated (tCO_2-e) - Air travel, Pre-calculated (tCO_2-e) - Business travel	319.77 Accommodation (spend-based), Car Average (unknown fuel type), Electricity, Waste landfilled No LFGR Mixed waste	391.10
Category 4: Indirect emissions from products used by organisation	2,915.18	25,250.66	28,165.84

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Category	Toitū carbon mandatory boundary (tCO_2e)	Additional emissions (tCO_2e)	Total emissions (tCO_2e)
	Electricity distributed T&D losses, Waste landfilled LFGR Mixed waste, Waste landfilled LFGR Office waste, Waste landfilled LFGR Paper	Accommodation for the aged (spend-based), Accounting and taxation services (spend-based), Advertising and marketing services (spend-based), Architectural and engineering services (spend-based), Civil engineering services (spend-based), Cleaning (spend-based), Clothing and knitted fabrics (spend-based), Computers, parts, and office machinery (spend-based), Higher education (spend-based), Internet telecommunications services and online content (spend-based), IT design and development related services (spend-based), IT infrastructure provisioning and network management services (spend-based), Land and land improvements (spend-based), Legal services (spend-based), Local government administration services (spend-based), Management consultancy (spend-based), Meal services (spend-based), Non-residential building construction (spend-based), Other business services (spend-based), Other education services (spend-based), Paper use - default, Placement and supply of personnel (spend-based), Pre-calculated (tCO_2-e) - Fuel and energy related activities, Pulp, paper, and paperboard (spend-based), Recycling - Card, Recycling - Mixed glass, Recycling - Mixed plastics, Recycling - Paper, Sewerage services (spend-based), Superannuation and individual pension services (spend-based), Supporting services for road and rail transport (spend-based), Telecommunications services (spend-based)	
Category 5: Indirect emissions associated with the use of products from the organisation	0.00	17.97 Electricity, LPG stationary commercial	17.97
Category 6: Indirect emissions from other sources	0.00	0.00	0.00
Total direct emissions	**5,871.01**	**0.00**	**5,871.01**
Total indirect emissions*	**3,976.39**	**25,588.40**	**29,564.79**
Total gross emissions*	**9,847.40**	**25,588.40**	**35,435.80**
Category 1 direct removals	-1,496.98	0.00	-1,496.98
Total net emissions	**8,350.42**	**25,588.40**	**33,938.82**

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Category	Toitū carbon mandatory boundary (tCO_2e)	Additional emissions (tCO_2e)	Total emissions (tCO_2e)
Total gross GHG emissions per Operating revenue ($Millions) (gross tCO_2e / dollars)		40.21	144.71
Operating revenue (gross tCO_2e / $Millions)		46.11	165.92

*Emissions are reported using a location-based methodology. See section 1.2.1 for details.1.2.1

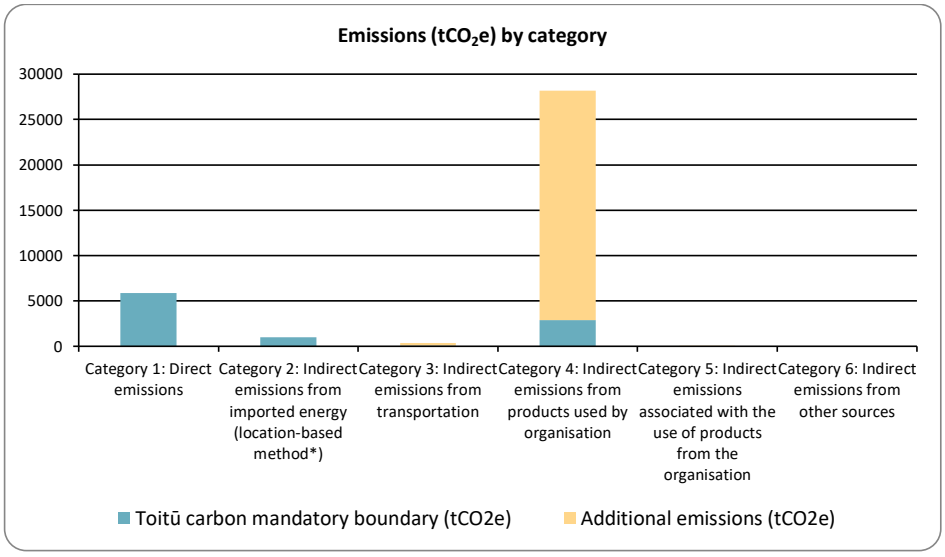

Figure 2: Emissions (tCO_2e) by category

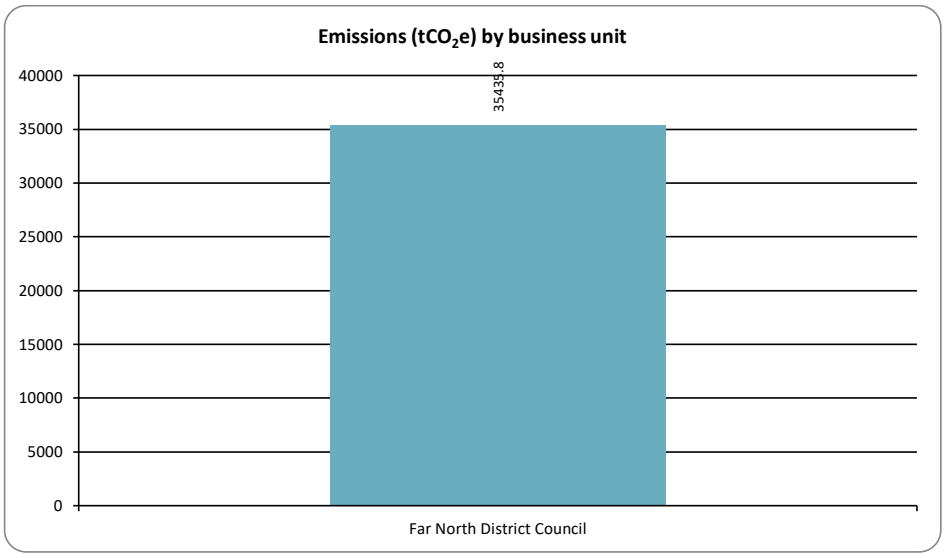

Figure 3: Emissions (tCO_2e) by business unit

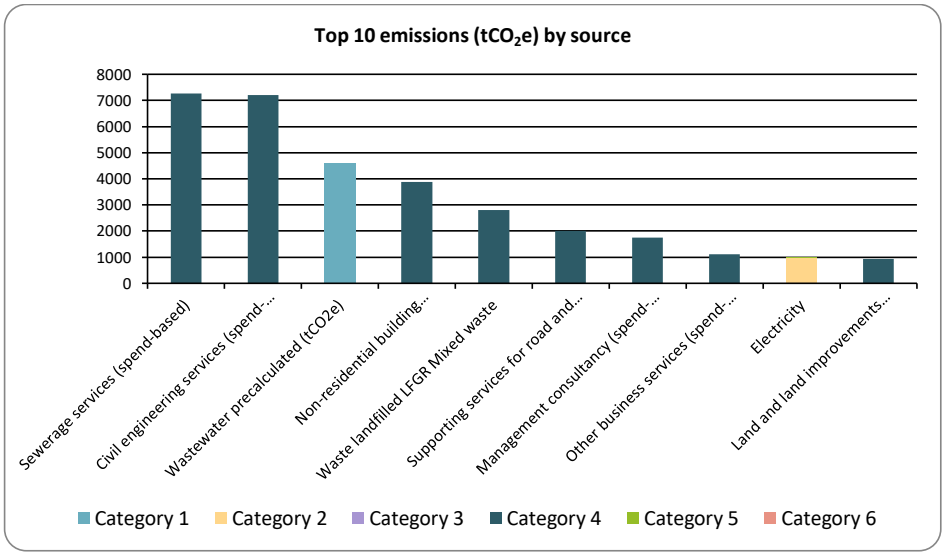

Figure 4: Top 10 emissions (tCO_2e) by source

1.2.1. Dual reporting of indirect emissions from purchased and generated energy

All purchased and generated energy emissions are dual reported using both the location-based method and market-based method. Dual reporting illustrates the role of supplier choice, onsite renewable energy generation and contractual instruments in managing indirect emissions from energy alongside any ongoing energy efficiency and reduction efforts.

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Far North District Council aligns to location-based reporting for tracking energy related emissions and reductions over time.

In March 2026 FNDC resolved to investigate investment in solar infrastructure for offices and other buildings to enable sustainable power generation and cost savings. From July 2024 - June 2025, Meridian, Genesis, and Mercury supplied electricity to FNDC, while Simply Energy supplied electricity to Ventia Waters contractors for the operation of water infrastructure owned by FNDC. In 2024-2025 FNDC did not have any substantial actions in place to influence choice of energy supplier.

Table 3. Dual reporting of indirect emissions from imported energy

Category	Location-based methodology (tCO_2e)	Market-based methodology (tCO_2e)
Category 1: Direct emissions	5,871.01	5,871.01
Category 2: Indirect emissions from imported energy	989.88	873.45
Category 3: Indirect emissions from transportation	391.10	391.10
Category 4: Indirect emissions from products used by organisation	28,165.84	28,165.84
Category 5: Indirect emissions associated with the use of products from the organisation	17.97	17.97
Category 6: Indirect emissions from other sources	0.00	0.00
Total direct emissions	**5,871.01**	**5,871.01**
Total indirect emissions	**29,564.79**	**29,448.36**
Total gross emissions	**35,435.80**	**35,319.36**
Category 1 direct removals	-1,496.98	-1,496.98
Total net emissions	**33,938.82**	**33,822.38**

1.3. ORGANISATIONAL CONTEXT

1.3.1. Organisation description

Te Kaunihera o te Hiku o Te Ika, the Far North District Council, is the northernmost territorial local authority in Aotearoa New Zealand. The Far North ranks as the 14th largest district by land area compared to other districts. About 73,700 people live in the Far North. Around half of this population live in small urban settlements located throughout the District. The largest townships are Kerikeri and Paihia on the east coast, Kaitāia to the north, Kaikohe, located between the east and west coast, and Kawakawa, south of Paihia in the east. The rest of the population lives in rural or semi-rural settlements.

The Far North has a rich Māori history and significance nationally including the Waitangi Treaty Grounds, New Zealand's most important historic site, where Te Tiriti o Waitangi was signed, five years after the signing of He Whakaputanga o te Rangatiratanga o Nu Tireni (the Declaration of Independence of New Zealand). The great explorer Kupe, who many iwi trace their lineage to, is said to have first set foot in Aotearoa New Zealand in the Far North on the shores of the Hokianga Harbour.

Te Kaunihera o Te Hiku o Te Ika - Far North District Council is the local government authority that provides public services for the Far North. This includes infrastructure services, land-use planning and resource management services, and regulatory services.

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The council also has an economic development arm, Far North Holdings Ltd, and is a shareholder in Northland Inc, the regional economic development agency.

Some council-owned sites are commercially leased while others are leased to charities and community organisations.

Commitment to certification

Our Council has four main existing commitments to climate action and climate resilience.

These are the:

- Climate Change Roadmap, approved 2020

- Far North 2100 Strategy, approved 2021

- Te Tai Tokerau Climate Adaptation Strategy and regional work programme, approved 2021

- Climate Action Policy, adopted 2023, with an implementation plan in the works (estimated 2026)

These four commitments underpin our participation in the Toitū carbon reduce programme and our annual GHG inventory and reporting.

GHG Reporting

Our climate is changing, and Far North District Council is committed to reducing the impacts on our people and places.

We are adapting and taking new opportunities to build resilience with our communities, infrastructure, and economy to grow a thriving Far North.

In 2019 Council commissioned a carbon footprint analysis to measure the amount of greenhouse gases that are emitted by council operations annually.

That analysis identified 6,241 metric tonnes of carbon dioxide equivalent greenhouse gases.

Further work carried out since has identified additional greenhouse gas emissions and these are set out in council's annual greenhouse gas emissions inventories for 2022-23 and 2023-24.

Climate Change Impacts

Climate change is a major issue for the Far North District and for Council. The Far North District is already experiencing a changing climate and has a high proportion of coastline in relation to land mass in comparison to most other districts in Aotearoa New Zealand.

Latest projections show increasing average temperatures, increasing hot days and extreme heat, changes to rainfall patterns and intensity of rainfall, and rising sea levels.

This means we will likely see an increased frequency of severe weather events, increasing the frequency and severity of flooding, coastal erosion, landslips and land instability, drought, heatwaves and environmental conditions that raise the risk of wildfire.

These changes impact the natural environment, our homes, properties and infrastructure, our economic and financial systems, our social and physical wellbeing, and our cultural and spiritual wellbeing.

There are also opportunities to thrive and build resilience through these changes. Our Council is committed to managing and reducing the impacts on our people and places.

We are adapting and taking new opportunities to build resilience with our communities, infrastructure, and economy.

1.3.2. Statement of intent

This inventory forms part of the organisation’s commitment to gain Toitū carbonreduce certification. The intended uses of this inventory are:

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Intended use and users

This greenhouse gas emissions inventory forms part of the organisation's commitment to Toitū Carbon Reduce certification.

We intend to use this report to:

Maintain Toitū Carbon Reduce certification

Measure emissions and plan for emissions reductions

Respond to customer demands and improve GHG emissions transparency for ratepayers

Respond to public expectations

Show management of emissions related risks

Contribute to a staff culture of climate action

Inform operational decisions, in line with the future Climate Action Policy Implementation Plan

Identify cost-saving opportunities

Contribute to an improved reputation for climate action and climate resilience

Meet Climate Change Roadmap and Climate Change Policy requirements

We intend that this report is used by:

External - Audit and Regulators

External - Suppliers, Contractors

External - General public, ratepayers

External - Governance/Council

Internal - Strategic Leadership Team

Internal - Climate Action Reference Group

Internal - Climate Action and Resilience Department

Other schemes and requirements

We intend that this report feeds into our Annual Plans, Annual Reports and Long Term Plans.

1.3.3. Person responsible

Kate Ivicheva, Group Manager Planning and Policy is responsible for overall emission inventory measurement and reduction performance, as well as reporting results to top management. Kate Ivicheva, Group Manager Planning and Policy has the authority to represent top management and has financial authority to authorise budget for the Programme, including Management projects and any Mitigation objectives.

State any other people/entities involved

Esther Powell, Manager Climate Action and Resilience, FNDC

Aya Morris, Net Zero and Sustainability Programme Lead, FNDC

Katy Simon, Adaptation Programme Lead, FNDC

Melissa Parker Bentley, Principal Consultant, Opportune Consulting Ltd

The Climate Action and Resilience Department oversaw the collection and processing of data per Toitū guidance. All contractors and external providers were in the appropriate management or operational oversight roles to provide the right information.

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Top management commitment

The Strategic Leadership Team and the Climate Action Reference Group are responsible for implementation of the Climate Action Policy. The reference group is made up of senior leadership, department and team leaders and technical experts. This group will use the results of this report to identify and implement emissions reduction activities. These activities will include systems and process changes as well as more direct operational changes.

Management involvement

Our strategic leadership team, team leaders and department staff from across the organisation assisted to supply data. They also assisted to refer the Climate Action and Resilience Department to external contractors, suppliers and service providers where necessary.

1.3.4. Reporting period

Base year measurement period: 01 July 2022 to 30 June 2023

1 July 2022 - 30 June 2023 is the baseline year (2023 Financial Year).

This was the first year that greenhouse gas emissions for the organisation were measured using the Toitū Envirocare methodology.

Measurement period of this report: 01 July 2024 to 30 June 2025

Emissions reporting is completed annually.

The 1 July-30 June measurement period was selected due to alignment to the financial year for local government.

1.3.5. Organisational boundary and consolidation approach

An operational control consolidation approach was used to account for emissions.[4]

Organisational boundaries were set with reference to the methodology described in the GHG Protocol and ISO 14064-1:2018 standards.

Justification of consolidation approach

Organisational boundaries were set with reference to the methodology described in the GHG Protocol and ISO 14064-1:2018 standards.

For the most part, the GHG emissions boundary includes all sources where FNDC has operational control. Ability to implement and actualise emissions reduction was considered in the selection of this consolidation approach.

Sources were included if the time required to gain the information was proportional to the volume of emissions, and the quality of data was adequate. Some sources were included where there is indirect operational control, such as leased buildings.

Organisational structure

Figure 5 shows what has been included in the context of the overall structure.

The figure shows Council's organisational structure. The elected members, 'Council' are in the top governance tier. The Chief Executive reports to Council and is the top operational position in the Strategic

[4]control: the organisation accounts for all GHG emissions and/or removals from facilities over which it has financial or operational control. equity share: the organisation accounts for its portion of GHG emissions and/or removals from respective facilities.

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Leadership Team. The Strategic Leadership Team oversees the eight groups that make up Council's operations: Infrastructure Strategy, Corporate Services, Strategic Relationships, Te Hono, Community and Engagement, Delivery and Operations, Planning and Policy and Chief Executive Office. These groups cover all of Council's functions and services.

The boxes in green are the parts of Council that are included in the GHG emissions inventory. The boxes in blue are excluded.

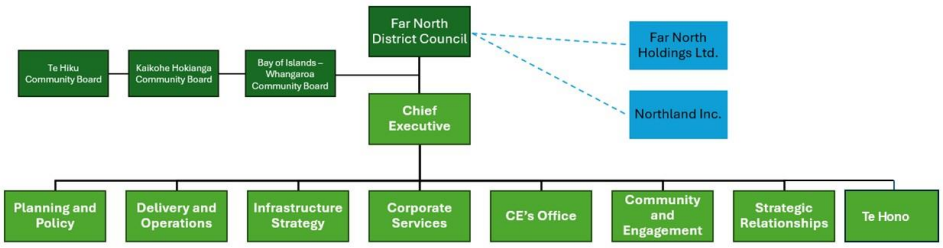

Figure 5: Organisational structure

Table 4. Brief description of business units, sites and locations included in this emissions inventory

Company/Business unit/Facility	Physical location	Description
Infrastructure Strategy	•2,507km roading network length - 908km sealed and 1,598km unsealed • 550 bridges • 234km footpaths • 24km cycleways • Hokianga Ferry	Roading and transportation
Infrastructure Strategy	16 Wastewater Treatment Networks 290,005m gravity mains • 155,266m pressure pipes • 13,406 service connections • 788 domestic pump stations • 16 treatment plants • 153 pump stations	Wastewater, Water Supply and Stormwater Services

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Company/Business unit/Facility	Physical location	Description
	• 12 wetlands • 1 borefield • 73 septic tanks 9 Water supply networks 376,391m of pipes • 1,902 values • 1,249 hydrants • 10,226 water meters • 23 treatment water storage • 11 treatment plants • 17 pump stations • 11 water sources 27 Stormwater networks 181,234m of line assets (culverts, channels, pipes) • 5,077 point assets (catchpits, manholes, soak holes • 30 other assets (spillways, grills, inlets/outlet structures) • 69 floodgates • 1 pump station • 31 ponds	
Operational Delivery and Services	John Butler Centre 60 Kerikeri Road, Kerikeri 0230	Property and Facilities Offices / Service Centre / i-Site
Operational Delivery and Services	Te Ahu (Museum, Offices, Service Centre, Library) Corner of State Highway 1 and Mathews Avenue, Kaitaia 0410	Property and Facilities Offices / Service Centre / i-Site
Operational Delivery and Services	Hokianga i-site 29 Hokianga Harbour Drive, Opononi 0473	Property and Facilities Offices / Service Centre / i-Site
Operational Delivery and Services	Kawakawa Service Centre and Library, 56 Gillies Street, Kawakawa 0210	Property and Facilities Offices / Service Centre / i-Site
Operational Delivery and Services	Kaikohe Headquarters Offices 5-11 MEMORIAL AVENUE, KAIKOHE 400	Property and Facilities Offices / Service Centre / i-Site
Operational Delivery and Services	Bay of Islands Service Centre and I-Site 69 Marsden Road, Paihia 0200	Property and Facilities Offices / Service Centre / i-Site

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Company/Business unit/Facility	Physical location	Description
Operational Delivery and Services	Rawene Office 11 Parnell Street, Rawene 0473	Property and Facilities Offices / Service Centre / i-Site
Operational Delivery and Services	Kaeo Service Centre and Library Leigh Street, Kaeo 0478	Property and Facilities Offices / Service Centre / i-Site
Operational Delivery and Services	Kaikohe Library 14 Marino Place, Kaikohe 0405	Property and Facilities Library
Operational Delivery and Services	Proctor Library 6 Cobham Road, Kerikeri 0230	Property and Facilities Library
Operational Delivery and Services	Paihia Library 6 Williams Road, Paihia 0200	Property and Facilities Library
Operational Delivery and Services	Russell Town Hall 6 York Street, Russell 0202	Property and Facilities Community Hall
Operational Delivery and Services	Kaikohe Memorial Hall Memorial Avenue, Kaikohe 0440	Property and Facilities Community Hall
Operational Delivery and Services	Whangaroa Hall 574 Whangaroa Road, Whangaroa 0471	Property and Facilities Community Hall
Operational Delivery and Services	Kaingaroa Hall 5514 State Highway 10, Kaingaroa, 0500	Property and Facilities Community Hall
Operational Delivery and Services	500 hectares of parks and reserves (including sports fields) in more than 30 locations • 11 active cemeteries • Te Puāwaitanga – Bay of Islands Sports Hub • 28 playgrounds • 3 motor camps	Property and Facilities Commercial
Operational Delivery and Services	Northern Animal Shelter Kaitaia	Regulatory, Monitoring and Compliance
Operational Delivery and Services	Southern Animal Shelter Kaikohe	Regulatory, Monitoring and Compliance
Operational Delivery and Services	1 Resource Recovery Centre in Kaitāia 1 private facility contracted in Waipapa 12 community recycling centres 4 closed landfill sites Russell (being capped) Whangape (capped)	Waste Management Services

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Company/Business unit/Facility	Physical location	Description
	Ahipara (capped) Kaikohe (capped)	
Operational Delivery and Services	144 Pensioner Housing units at 12 locations within the Far North	Property and Facilities Housing for the Elderly Services
Operational Delivery and Services	Cherry Park House 160 Landing Road Kerikeri 0230	Property and Facilities Arts centre
Operational Delivery and Services	Rawene Campus Te Puna O Kupenuku Clendon Esplanade	Property and Facilities Education Reserve
Operational Delivery and Services	Rawene Community Centre (old NorthTec campus) CNR Parnell and Nimmo Street, Rawene 0452	Property and Facilities Community Centre
Operational Delivery and Services	Kerikeri Sports Complex, 71 Waipapa Road, Kerikeri or Temarie Kapa Drive	Property and Facilities Sports Complex
Operational Delivery and Services	Kaitaia People's Centre - Nga Hoa Awhina Inc 6 South Road, Kaitaia	Property and Facilities Community Centre
Operational Delivery and Services	Awanui Sports Complex 94 State Highway 1, Awanui	Property and Facilities Sports Complex
Operational Delivery and Services	Kawakawa Memorial Library Museum 3 Wynard St, Kawakawa	Property and Facilities Museum
Operational Delivery and Services	Fire Station and Tennis Courts (at The Cape Peninsula Recreation Society Inc) 16 Matai Bay Road, Karikari Peninsula, Karikari Peninsula 0483	Property and Facilities Emergency Services
Operational Delivery and Services	Tennis Pavilion and Rugby Changing Rooms 20 Settlers Way, Okaihau, Okaihau 0475	Property and Facilities Sports Complex
Operational Delivery and Services	All Kerikeri 16 King Street 15 Butler Road 6 Augusta Place 12 Clark Road 13 Butler Road 11 Homestead Road 1936 State Highway 10	Property and Facilities Commercial 7x Residential Units
Operational Delivery and Services	FENZ 9 Homestead Road Kerikeri	Property and Facilities Commercial

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Company/Business unit/Facility	Physical location	Description
Operational Delivery and Services	Mid North Tiling Ltd 13 Homestead Road Kerikeri	Property and Facilities Commercial
Operational Delivery and Services	Plough & Feather Ltd 215 Kerikeri Road, Kerikeri	Property and Facilities Commercial, On Reserve Land Property
Operational Delivery and Services	Te Whatu Ora, Northland DHB 25 Homestead Road Kerikeri	Property and Facilities Commercial
Operational Delivery and Services	Bay of Islands Kayak Tours Ltd 8 York Street (Town Hall Shop)	Property and Facilities Commercial
Operational Delivery and Services	Jobs Complete 195 Puketona Road, Paihia	Property and Facilities Commercial
Operational Delivery and Services	McVicar properties Ltd Ngapuhi Assett Holding Company Ltd Purdey Street, Kaikohe	Property and Facilities Commercial
Operational Delivery and Services	Office Share, Kainga Ora 5 Memorial Ave - HQ	Property and Facilities Commercial
Operational Delivery and Services	FENZ 1b Recreation Road	Property and Facilities Commercial
Operational Delivery and Services	Chorus NZ 4014 Far North Road	Property and Facilities Commercial
Operational Delivery and Services	Pacific Marine Farms 456 Whangaroa Road, Kaeo 0478	Property and Facilities Commercial
Operational Delivery and Services	Freshwater Solutions Limited, Koru Midwifery Care, Kaingapipiwai Education Health and Wellness centre, 30 Leigh Street, Kaeo	Property and Facilities Commercial
Operational Delivery and Services	The Kaitaia People Centre Nga Hoa Awhina Inc Far North Communtiy Foodbank Trust 6 South Road, Kaitaia	Property and Facilities Commercial
Operational Delivery and Services	Nga Wawata Bi-Lingual Early Childhood Centre Ltd 6 Melba Street, Kaitaia	Property and Facilities Commercial
Operational Delivery and Services	Northland DHB 11 Mattews Ave, Kaitaia	Property and Facilities Commercial
Operational Delivery and Services	Turner Centre, 43 Cobham Rd Kerikeri	Property and Facilities Commercial

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Company/Business unit/Facility	Physical location	Description
Operational Delivery and Services	Te Ahu Charitable Trust CNR SH1 and Matthews Avenue, Kaitaia	Property and Facilities Commercial
Far North Holdings Ltd	Bay of Islands Airport Paihia Car Park and Countdown Ngawha Innovation & Enterprise Park Ministry of Education site, Kaitaia Wharves and Ramp Infrastructure at Russell, Opua, Mangonui and Paihia Te Hononga and ātea;	Council Controlled Organisation, 100% equity shareholder Commercial trading, maritime, aviation and commercial property assets, far north housing
Northland Inc	Whangārei multiple sites	Council Controlled Organisation, 33% equity shareholder Regional economic and tourism development

1.3.6. Excluded business units

Far North Holdings Ltd. (FNHL) and Northland Inc., Council controlled organisations, are both excluded from our GHG emissions boundary.

FNHL: In 2024-2025 FNHL had not yet begun to measure, report and reduce emissions in line with the FNDC Climate Action Policy. However, FNHL has published a statement of intent for the year ended 30 June 2026 which includes a group performance target to begin emissions measurement in 2025-2026 and to prepare and progress an emissions reduction plan in 2026-2027. The FNDC sustainability lead has met with FNHL regarding emissions measurement which will initially be carried out for Scope 1 & 2 emissions.

Northland Inc.: Northland Inc. has sustainability and emissions reduction commitments, including supporting Northland businesses to reduce emissions and improve their environmental sustainability. These commitments relate to community emissions rather than Northland Inc's corporate emissions. Northland Inc. has previously measured corporate emissions and has implemented emissions reduction actions based on these measurements.

If Northland Inc does not measure, report and reduce emissions by the end of the 2026 Financial Year, FNDC will investigate options to integrate Northland Inc. into our organisational boundary.

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CHAPTER 2: EMISSIONS MANAGEMENT AND REDUCTION REPORT

2.1. EMISSIONS REDUCTION RESULTS

In 2024-2025 FNDC had not yet adopted intermediate emissions reduction targets. The Climate Action Policy states that FNDC will 'reduce its own greenhouse gas emissions in line with the government's national emission reduction targets or better.'

Intermediate emissions reduction targets adopted in 2026 are described in a later section of this report. These are science-aligned targets which aim to support progress toward the 2050 Net Zero target as set out in the Climate Action Policy.

In 2024-2025, total greenhouse gas emissions increased from the 2022-2023 Baseline Financial Year by 9001 tCO_2e, while biogenic methane emissions reduced from the 2022-2023 Baseline Financial Year by 408 tCO_2e.

The greatest increase in emissions appears in Category 4: Indirect emissions from purchased goods and services. The increase is due to increased infrastructure works through the 2024-2027 Long Term Plan, which was prepared in accordance with the Severe Weather Emergency Recovery Legislation Act 2023 and the Severe Weather Emergency Recovery (Local Government Act 2002—Long-term Plan) Order 2023 issued in October 2023. This legislation offered the Far North District Council the option to create a shortened three-year plan spanning 2024-27 to focus on cyclone recovery and repairs to infrastructure.

Greenhouse gas emissions have increased each year since measurement began. FNDC is not currently on track to achieve the overarching greenhouse gas emissions reduction target from the Climate Action Policy, which requires FNDC to reduce emissions of greenhouse gases in line with the Climate Change Response Act 2002:

- to reduce emissions (except biogenic methane) to net zero by 2050.

However, FNDC is on track to align with the national 2030 target for biogenic methane emissions reduction.

- to reduce emissions of biogenic methane to 10 per cent below 2017 levels by 2030.

A further assessment of Council's performance against targets will be provided in Year 4, 2025-2026 Financial Year.

Table 5: Comparison of historical GHG inventories

Category	2023	2024	2025
Category 1: Direct emissions (tCO_2e)	6,093.23	6,163.52	5,871.01
Category 2: Indirect emissions from imported energy (location-based method*) (tCO_2e)	413.08	496.98	989.88

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Category	2023	2024	2025
Category 3: Indirect emissions from transportation (tCO_2e)	440.57	373.26	391.10
Category 4: Indirect emissions from products used by organisation (tCO_2e)	19,443.80	23,746.36	28,165.84
Category 5: Indirect emissions associated with the use of products from the organisation (tCO_2e)	44.24	7.25	17.97
Category 6: Indirect emissions from other sources (tCO_2e)	0.00	0.00	0.00
Total direct emissions (tCO_2e)	**6,093.23**	**6,163.52**	**5,871.01**
Total indirect emissions* (tCO_2e)	**20,341.70**	**24,623.86**	**29,564.79**
Total gross emissions* (tCO_2e)	**26,434.93**	**30,787.37**	**35,435.80**
Category 1 direct removals (tCO_2e)	0.00	0.00	-1,496.98
Total net emissions (tCO_2e)	**26,434.93**	**30,787.37**	**33,938.82**
Emissions intensity			
Total gross GHG emissions per Operating revenue ($Millions) (gross tCO_2e / dollars)	0.00	0.00	144.71
Total gross GHG emissions per Operating revenue ($Millions) (gross mandatory tCO_2e / dollars)	0.00	0.00	40.21
Operating revenue (gross tCO_2e / $Millions)	157.75	165.99	165.92
Operating revenue (gross mandatory tCO_2e / $Millions)	39.61	36.38	46.11

*Emissions are reported using a location-based methodology. See section 1.2.1 for details.1.2.1

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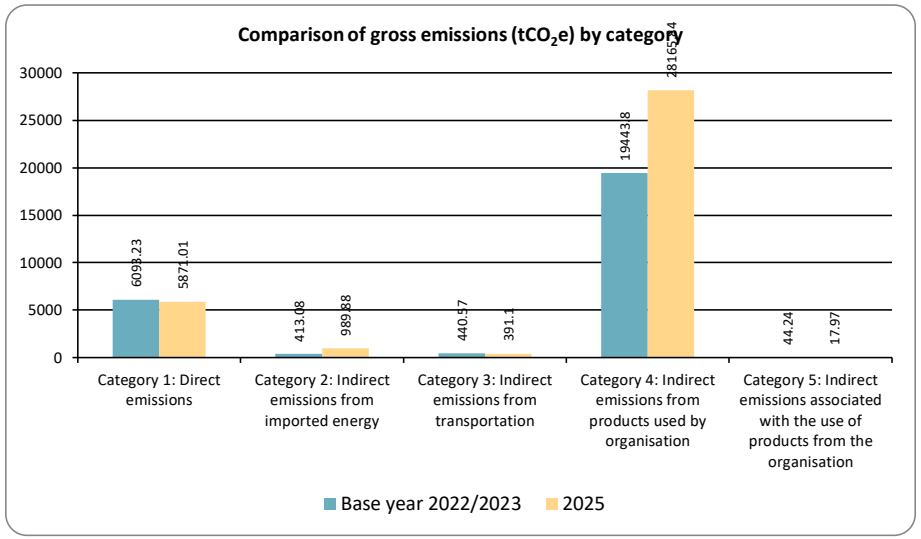

Figure 6: Comparison of gross emissions (tCO_2e) by category between the reporting periods

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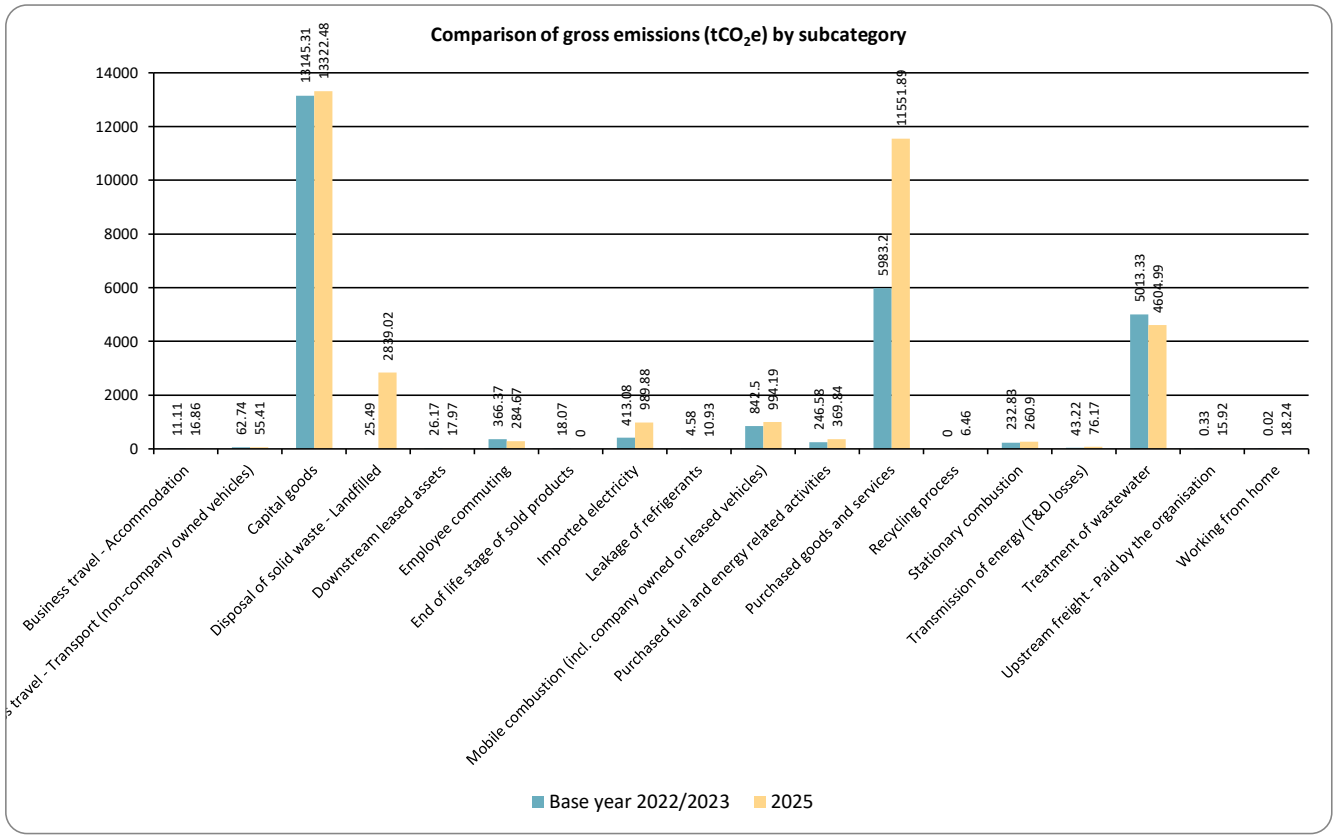

Figure 7: Comparison of gross emissions (tCO_2e) by subcategory between the reporting periods

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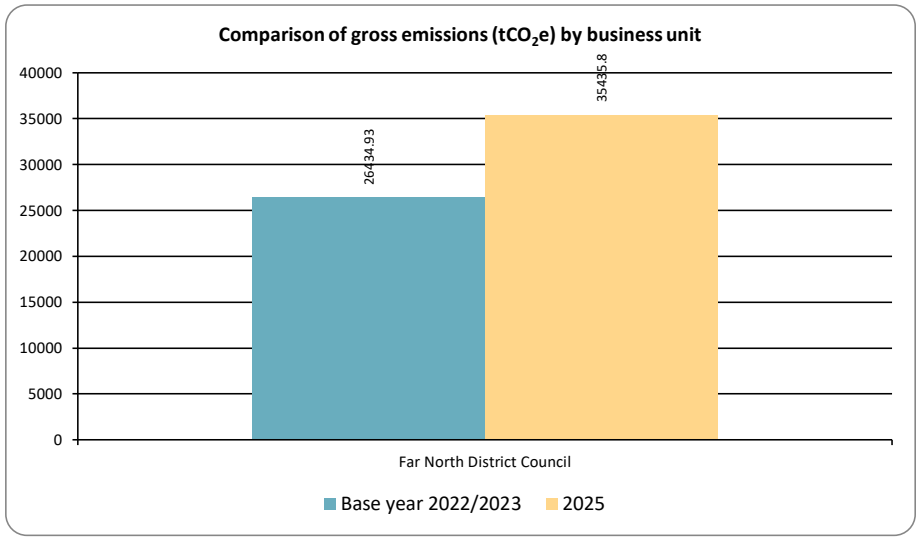

Figure 8: Comparison of gross emissions (tCO_2e) by business unit between the reporting periods

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Figure 9: Performance against target since base year

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Table 6. Performance against plan

Target name	Baseline period	Target date	Type of target (intensity or absolute)	Current performance (tCO_2e)	Current performance (%)	Comments
2030 Greenhouse Gas Emissions Reduction Target	2022-2023	2029-2030	Absolute	35436	34.05% increase	Off track
2050 Greenhouse Gas Emissions Reduction Target	2022-2023	2049-2050	Absolute	35436	34.05% increase	Off track
2030 Biogenic Methane Reduction Target	2022-2023	2029-2030	Absolute	4605	8.13% decrease	On track
2050 Biogenic Methane Reduction Target	2022-2023	2049-2050	Absolute	4605	8.13% decrease	On track

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2.2. SIGNIFICANT EMISSIONS SOURCES

Significant sources

Sewerage Services (spend-based)

At 7,266 tCO_2e, Sewerage Services is the largest source of emissions for 2024-2025. This is a different source to the direct Biological Wastewater Treatment emissions. Sewerage Services consists of indirect emissions from operational and capital works to maintain, repair, upgrade or build new physical infrastructure related to Council's wastewater treatment services. Sewerage Services was the fourth largest emissions source in the 2022-23 baseline year and the third largest source in 2023-2024.

Civil Engineering Services (spend-based)

The second largest emission source is from the expenditure for physical infrastructure works related to civil engineering which includes spend related to water, stormwater and roading networks, totalling 7,208 tCO_2e. This was the top emissions source in the 2022-2023 baseline year.

Biological Wastewater Treatment

The treatment of wastewater is the third highest emission source at 4,605 tCO_2e. These are direct emissions that come from Council's wastewater treatment services, from 16 treatment sites across the district. Wastewater treatment methods vary across the 16 sites and support approximately 13,400 connections. Biological Wastewater Treatment was the second largest emissions source in the 2022-2023 baseline year and in 2023-2024.

Non-Residential Building Construction

The fourth largest emissions source is from non-residential building construction, totalling 3,871 tCO_2e. This relates both to renewal works for existing council assets, and to construction of new buildings such as the Kaikohe Library and Service Centre Hub. The construction of the hub, which commenced in the 2024-2025 financial year, is the reason why this emissions source has entered the top four sources.

Activities responsible for generating significant emissions

Sewerage Services (spend-based)

The activities in Sewerage Services emissions source include medium-scale and large-scale physical works across the wastewater networks and assets under the operational and capital works programme. This includes the fuel consumed by machinery, the physical materials consumed in these works and the fuel consumption from people travelling to and from work sites.

Civil Engineering Services (spend-based)

Medium-scale and large-scale physical works create emissions for Civil Engineering services. For the most part, this is physical infrastructure works to repair, maintain or upgrade Council's stormwater, water supply and roading network. Council operates 153 pump stations and 290,000km of gravity mains and 155,266m of pressure pipes. In addition to this Council provide water to nine supply networks, supported by 11 water treatment plants and 376,391km of pipes. The roading network is 2507km, of which 908km is sealed and features 550 bridges.

Physical works can include the use of heavy machinery, which indirectly includes diesel or petrol consumption. It also includes the consumption of infrastructure materials, such as concrete, asphalt, aggregates and plastics, to complete these works. To a lesser extent, emissions come from the people who manage, engineer, and operate machinery and carry out the physical labour. This includes fuel consumptions from travel to and from job sites.

Biological Wastewater Treatment

Wastewater treatment produces emissions during the treatment process. Nitrous oxide and methane emissions are released when biological/biogenic materials break down over time. Those emissions are converted to a carbon dioxide equivalent for this report.

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There are different emissions levels across each of the 16 wastewater treatment sites. The emissions vary depending on the kind of treatment process and on the levels of biogenic material needing to be processed. The Paihia, Kerikeri and Kaitaia Wastewater Treatment Plants produce the highest emissions, at 2056.85 tCO_2e, 617.84 tCO_2e, and 868.35 tCO_2e.

Non-Residential Building Construction (spend-based)

Like Civil Engineering and Sewerage Services, these emissions come from physical work to repair, maintain, upgrade or create new non-residential assets.

Influences over the activities

As the contract holder, Council can influence the Civil Engineering Services and Sewerage Services emissions activities through our procurement processes and through contractual agreements with external service providers. Council can influence emissions reductions by targeting fuel consumption, material sourcing, use and waste, and contractor travel. Actual emissions reductions will fluctuate based on the capital and operational needs to maintain services and meet agreed levels of service.

For Biological Wastewater Treatment, Council has direct control over the design of the wastewater treatment plants. Council can influence the way these wastewater treatment services are provided through infrastructure delivery, infrastructure planning and asset management. Council has indirect influence on the levels of connections through infrastructure growth planning, land-use planning and consenting process. Once connections to the systems are established, Council has minimal influence over the volume of biogenic materials (wastewater) produced from households, businesses and other commercial sites.

For Non-Residential Building Construction, Council has direct control over the design of the buildings and can influence the construction activities through procurement processes and through contractual agreements with external service providers as the contract holder.

Significant sources that cannot be influenced

There will be emissions from the top four emissions sources that cannot be reduced to zero because Council cannot avoid carrying out physical infrastructure works to maintain services and to manage and treat wastewater.

2.3. EMISSIONS REDUCTION TARGETS

The organisation is committed to managing and reducing its emissions in accordance with the Programme requirements. Table 7 provides details of the emission reduction targets to be implemented. These are 'SMART' targets (specific, measurable, achievable, realistic, and time-constrained).

FNDC targets are in line with the Climate Change Response Act 2002 and national emissions reduction plan.

The 2050 targets are established in Council's approved Climate Change Roadmap (2020) and the adopted Climate Action Policy (2023).

In March 2026 Council reaffirmed the 2050 net zero target and resolved to adopt intermediate greenhouse gas emissions reduction targets.

The Far North District Council has adopted split-gas emissions reduction targets to align with the government's national emission reduction targets.

This means that there are four targets in total; a 2030 target and 2050 target for greenhouse gas emissions reduction which exclude biogenic methane emissions; and a 2030 and 2050 target for biogenic methane emissions reduction.

Emissions reduction is on track for the achievement of biogenic methane emissions reduction targets.

However, overall greenhouse gas emissions have increased rather than reduced since the base year.

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An emissions reduction plan has not yet been formally adopted by FNDC, and few emissions reduction actions have yet been implemented.

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Table 7. Emission reduction targets

Target name	Baseline period	Target date	Type of target (intensity or absolute)	Categories covered	Target (%)	Target (#)	KPI	Responsibility	Rationale
2030 Greenhouse Gas Emissions Reduction Target	1 July 2022 - 30 June 2023	2030	Absolute	All Categories	To reduce emissions of greenhouse gases to 33% below baseline by 2030.	15,333 tCO_2e net greenhouse gas emissions by 2029-2030 financial year.	Absolute emissions	The Far North District Council Strategic Leadership Team will monitor emissions reduction progress through the Climate Action Policy monitoring and implementation plan currently under development by the Climate Action Reference Group	In line with Climate Change Response Act 2002 and national emissions reduction plans. As established in Council's approved Climate Change Roadmap (2020), the adopted Climate Action Policy (2023), and the 5 March 2026 Council resolution on Greenhouse Gas Emissions Reduction Options.
2050 Greenhouse Gas Emissions Reduction Target	1 July 2022 - 30 June 2023	2050	Absolute	All Categories	To reduce emissions of greenhouse gases to net zero by 2050.	0 tCO_2e net greenhouse gas emissions by 2049-2050 financial year.	Absolute emissions	The Far North District Council Strategic Leadership Team will monitor emissions reduction progress through the Climate Action Policy monitoring and implementation plan currently under development by the Climate Action Reference Group	In line with Climate Change Response Act 2002 and national emissions reduction plans. As established in Council's approved Climate Change Roadmap (2020) and the adopted Climate Action Policy (2023).

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Target name	Baseline period	Target date	Type of target (intensity or absolute)	Categories covered	Target (%)	Target (#)	KPI	Responsibility	Rationale
2030 Biogenic Methane Reduction Target	1 July 2022 - 30 June 2023	2030	Absolute	Biogenic methane	To reduce emissions of biogenic methane to 10 per cent below 2017 levels by 2030.	4512 tCO_2e biogenic methane emissions by 2029-2030 financial year.	Absolute emissions	The Far North District Council Strategic Leadership Team will monitor emissions reduction progress through the Climate Action Policy monitoring and implementation plan currently under development by the Climate Action Reference Group	In line with Climate Change Response Act 2002 and national emissions reduction plans. As established in Council's approved Climate Change Roadmap (2020), the adopted Climate Action Policy (2023), and the 5 March 2026 Council resolution on Greenhouse Gas Emissions Reduction Options.
2050 Biogenic Methane Reduction Target	1 July 2022 - 30 June 2023	2050	Absolute	Biogenic methane	To reduce emissions of biogenic methane to 14–24 per cent below 2017 levels by 2050.	3810-4312 tCO_2e biogenic methane emissions by 2049-2050 financial year.	Absolute emissions	The Far North District Council Strategic Leadership Team will monitor emissions reduction progress through the Climate Action Policy monitoring and implementation plan currently under development by the Climate Action Reference Group	In line with Climate Change Response Act 2002 and national emissions reduction plans. As established in Council's approved Climate Change Roadmap (2020) and the adopted Climate Action Policy (2023).

2.4. EMISSIONS REDUCTION PROJECTS

In order to achieve the reduction targets identified in Table 7, specific projects have been identified to achieve these targets, and are detailed in Table 8 below.

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Table 8. Projects to reduce emissions

Objective	Project	Responsibility	Completion date	Potential co-benefits	Potential unintended consequences	Actions to minimise unintended consequence
To develop a list of emissions reduction actions to meet our Climate Action Policy mitigation goals. Specific reduction projects will be confirmed in Year 4 Reporting.	Climate Action Policy Implementation Plan	Climate Action Reference Group	Estimated 2026	We anticipate that there will be multiple co-benefits. These will be identified in the Implementation Plan.	TBC in the Implementation Plan	TBC in the Implementation Plan

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Table 9 highlights emission sources that have been identified for improving source the data quality in future inventories.

Table 9. Projects to improve data quality

Emissions source	Actions to improve data quality	Department Responsibility	Completion date
Scope 1, Category 1: Stationary Combustion, Diesel	Establish regular reporting for diesel consumed by generator at Kaikohe Headquarters Office.	Climate Action and Resilience District Facilities Publications	2025-2026 Financial Year
Scope 1, Category 1: Fertiliser	Establish regular reporting for fertiliser use through contractor reporting.	Climate Action and Resilience District Facilities	2025-2026 Financial Year
Scope 1, Category 1: Refrigerants	Identify exact number of A/C units and their size and refrigerants gases and establish regular reporting through contractor reporting.	Climate Action and Resilience District Facilities	2024-2025 Financial Year (completed)
Scope 1, Category 1: Wastewater	Achieve WaterNZ Level 2 reporting standards.	Climate Action and Resilience Infrastructure Asset Management	2025-2026 Financial Year
Scope 2, Category 2: Electricity	Access online platforms for electricity providers to monitor electricity usage.	Climate Action and Resilience District Facilities	2024-2025 Financial Year (completed)
Scope 3, Category 3: Business Travel	Establish an internal process through travel request system to identify air travel passenger/km, accommodation information and taxi/shuttle transportation.	Climate Action and Resilience	2025-2026 Financial Year
Scope 3, Category 4: Waste to Landfill	Investigate weight-based information instead of volume estimates through contracted cleaning service. Undertake waste audit at Kaikohe, Kerikeri and Te Ahu office sites.	Climate Action and Resilience District Facilities	2025-2026 Financial Year
Scope 3, Category 4: Purchased Goods and Services and Capital Goods	Migrate dollar spend estimates from operational and capital expenditure accounting to direct data through contractor reporting. This will need to be done on a contract by contract basis. Specific changes may be confirmed in Year 4 Reporting. Investigate options for improving diesel consumption data from waste management contractors. This could include more frequent reporting or possibly to changes to collection services.	Climate Action and Resilience	Ongoing, based on procurement changes and contract renewals

Emissions source	Actions to improve data quality	Department Responsibility	Completion date
	Ask wastewater lead contractor to regularly record and report all trips made by vacuum sucker truck between Russell WWTP and Kaikohe WWTP.		
Scope 3, Category 5: Leased Assets	Work with tenants in Council-owned buildings to encourage voluntary reporting of electricity, LPG and refrigerant uses. Expand reporting to include license to occupy uses for Council-owned land.	Climate Action and Resilience District Facilities	2025-2026 Financial Year

The emissions inventory chapter identified various emissions liabilities (see GHG Storage and liabilities section). Table 10 details the actions that will be taken to prevent GHG emissions from these potential emissions sources.

Table 10. Projects to prevent emissions from liabilities

Liability source	Actions to prevent emissions	Responsibility	Completion date
Scope 1, Category 1: Refrigerants	Gather improved asset information for refrigerants.	Climate Action and Resilience Department	FY2025-26

2.5. STAFF ENGAGEMENT

We will work with staff to improve awareness and training through the following actions:

- Council intranet, newsletter posts and development of snapshots and FAQ summaries
- Presentations at regular Strategic Leadership, People Leaders and All of Council meetings
- Targeted workshops and drop-in sessions
- Support and engagement through the Climate Action Reference Group

2.6. KEY PERFORMANCE INDICATORS

To be confirmed in Year 4 Reporting or once the Climate Action Policy Implementation Plan and Monitoring and Evaluation Plan is complete.

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2.7. MONITORING AND REPORTING

Monitoring and reporting will be integrated into implementation of the Climate Action Policy, under the upcoming Implementation Plan and Monitoring and Evaluation Plan. These plans are under development by the Climate Action Reference Group (estimated 2026).

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APPENDIX 1: DETAILED GREENHOUSE GAS INVENTORY

Additional inventory details are disclosed in the tables below, and further GHG emissions data is available on the accompanying spreadsheet to this report (Appendix1-Data Summary Te Kaunihera o Te Hiku o Te Ika - Far North District Council.xls).

Table 11. Direct GHG emissions and removals, quantified separately for each applicable gas

Category	CO_2	CH_4	N_2O	NF_3	SF_6	HFC	PFC	Desflurane	Sevoflurane	Isoflurane	Emissions total (tCO_2e)
Stationary combustion	259.33	1.00	0.57	0.00	0.00	0.00	0.00	0.00	0.00	0.00	260.90
Mobile combustion (incl. company owned or leased vehicles)	976.19	2.59	15.41	0.00	0.00	0.00	0.00	0.00	0.00	0.00	994.19
Emissions - Industrial processes	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Removals - Industrial processes	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Leakage of refrigerants	0.00	0.00	0.00	0.00	0.00	10.93	0.00	0.00	0.00	0.00	10.93
Fugitive Emissions	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Treatment of waste	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Treatment of wastewater	4,604.99	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	4,604.99
Emissions - Land use, land-use change and forestry	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Removals - Land use, land-use change and forestry	-1,496.98	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	-1,496.98
Fertiliser use	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Addition of livestock waste to soils	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Addition of crop residue to soils	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Enteric fermentation	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Addition of lime to soils	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00

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Category	CO_2	CH_4	N_2O	NF_3	SF_6	HFC	PFC	Desflurane	Sevoflurane	Isoflurane	Emissions total (tCO_2e)
Open burning of organic matter	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Electricity generated and consumed onsite	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Medical gases	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Exported electricity	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Forestry, Land and Agriculture	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Total net emissions	4,343.53	3.59	15.98	0.00	0.00	10.93	0.00	0.00	0.00	0.00	4,374.03

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Table 12. Non-biogenic, biogenic anthropogenic and biogenic non-anthropogenic CO_2 emissions and removals by category

Category	Anthropogenic biogenic CO_2 emissions	Anthropogenic biogenic (CH_4 and N_2O) emissions (tCO_2e)	Non-anthropogenic biogenic (tCO_2e)
Category 1: Direct emissions	0.00	0.00	0.00
Category 2: Indirect emissions from imported energy	0.00	0.00	0.00
Category 3: Indirect emissions from transportation	0.00	10.37	0.00
Category 4: Indirect emissions from products used by organisation	0.00	2,839.02	0.00
Category 5: Indirect emissions associated with the use of products from the organisation	0.00	0.00	0.00
Category 6: Indirect emissions from other sources	0.00	0.00	0.00
Total gross emissions	**0.00**	**2,849.39**	**0.00**

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A1.1 REPORTING BOUNDARIES

A1.1.1 Emission source identification method and significance criteria

The GHG emissions sources included in this inventory are those required for Programme certification and were identified with reference to the methodology described in the GHG Protocol and ISO 14064-1:2018 standards as well as the Programme Technical Requirements.

The GHG emissions sources included in this inventory are those required for Programme certification and were identified with reference to the methodology described in the GHG Protocol and ISO 14064-1:2018 standards as well as the Programme Technical Requirements.

We used the following methods to identify emissions sources:

- Personal communications with data providers: staff, contractors, service providers, property managers and tenants.

- Staff survey.

- Review of invoices from accounting system.

- Review of operational expenditure and capital expenditure from accounting system.

- Review of asset and property registers.

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

- All indirect emissions sources that are required by the Programme.

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
- All indirect emissions sources that are required by the Programme.

No changes to the significance criteria have been made since this inventory was initially developed in the base year.

A1.1.2 Included sources and activity data management

As adapted from ISO 14064-1, the emissions sources deemed significant for inclusion in this inventory were classified into the following categories:

- **Direct GHG emissions (Category 1):** GHG emissions from sources that are owned or controlled by the company.
- **Indirect GHG emissions (Category 2):** GHG emissions from the generation of purchased electricity, heat and steam consumed by the company.
- **Indirect GHG emissions (Categories 3-6):** GHG emissions that occur as a consequence of the activities of the company but occur from sources not owned or controlled by the company.

Table 13 provides detail on the categories of emissions included in the GHG emissions 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. Detail on estimated numerical uncertainties are reported in Appendix 1.

Data was collected primarily over email and through file sharing.

Data was recorded and managed on our SharePoint site through excel.

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Data was assessed for quality and ability to provide supportive evidence.

Any gaps and/or issues with data quality were recorded on an inventory planning excel.

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Table 13. GHG emissions activity data collection methods and inherent uncertainties and assumptions

GHG emissions category	GHG emissions source or sink subcategory	Overview of activity data and evidence	Explanation of uncertainties or assumptions around your data and evidence	Use of default and average emissions factors	Pre-verified data
Scope 1 - Category 1: Direct GHG emissions and removals	Direct emissions from stationary combustion	Stationary Combustion - Diesel use from wastewater, potable water and stormwaters asset generators based on contractor reports and invoices.	High certainty. Assumes all contractor reporting is accurate and captures all litres of diesel consumption on generators.		No
Scope 1 - Category 1: Direct GHG emissions and removals	Direct emissions from stationary combustion	Stationary Combustion - Diesel use from generators at Council occupied sites based on contractor and property manager communication and reports.	Low certainty. Diesel use is based on estimates since specific spend on diesel or litres consumed could not be isolated from wider facilities management operations and data is missing for Kaikohe HQ offices and John Butler Centre. Use is based on percentage estimates from Council as a tenant in shared buildings.	An average estimate was used since specific litres for generators is not information previously collected.	No
Scope 1 - Category 1: Direct GHG emissions and removals	Direct emissions from stationary combustion	Stationary Combustion - LPG use at Council occupied sites based on property manager and staff estimates.	Low certainty. LPG use is based on estimates from staff and property manager. Assumes two LPG bottles at Kaikohe HQ changes 1 time/year. Assumes that all Council sites are included.	LPG use at Kaikohe office is from gas BBQ only and no set process for reporting swap out.	No
Scope 1 - Category 1: Direct GHG emissions and removals	Direct emissions from mobile combustion	Mobile Combustion - Fleet diesel and petrol use based on fuel card reports.	High certainty. Assumes that vehicle drivers are only using the CardSmart Credit Cards for fuel purchases and are not using personal cards.		No
Scope 1 - Category 1: Direct GHG emissions and removals	Direct emissions from mobile combustion	Mobile Combustion - Rawene Ferry diesel use based on contractor reports.	High certainty. Assumes that contractor reporting is accurate and captures all litres of diesel consumption from Rawene Ferry.		No

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GHG emissions category	GHG emissions source or sink subcategory	Overview of activity data and evidence	Explanation of uncertainties or assumptions around your data and evidence	Use of default and average emissions factors	Pre-verified data
Scope 1 - Category 1: Direct GHG emissions and removals	Direct emission from fertiliser use	Agriculture - Fertiliser use on Council owned or managed land based on communication from recreational services lead contractor.	Low certainty. Based on verbal communication with contractor, operations manager. No supporting evidence.	An estimate based on experience was used since there was no historical process to record and report fertiliser use and contractor was unable to isolate and spend on fertiliser from wider services contract.	No
Scope 1 - Category 1: Direct GHG emissions and removals	Direct emissions from refrigerant gases	Refrigerant gases from air conditioning units top-ups at Council occupied sites based on information and invoices from service providers.	Medium certainty. Certainty varies by site and service-provider depending on records and invoices available. Assumes supplier reporting is accurate and captures all A/C unit servicing across all Council sites.		No
Scope 1 - Category 1: Direct GHG emissions and removals	Direct emissions from wastewater processing	Wastewater treatment processes at 16 sites based on process descriptions, population connection and sludge to landfill, per NZWater guidance.	Medium certainty for wastewater processing. Medium certainty for wastewater sludge disposal. Assumes that all the information provided by contractor is correct for all 16 sites.	Wastewater processing is based on population connection estimates and sludge data include average estimate on moisture content percentage.	No
Scope 2 - Category 2: Indirect GHG emissions from imported energy	Indirect emissions imported from electricity use	Electricity use by location at all facilities and assets based on ICP consumption reports from electricity providers.	High certainty. Assumes that all Council ICP meters are included, that meter readings are up-to-date, and that providers' kwH data is accurate and accounts for T&D losses.		No
Scope 3 - Category 3: Indirect GHG emissions from transportation	Indirect emissions from upstream freight	Upstream freight services based on reporting from service providers and dollar spend.	High certainty for NZCourier. Based on tonnes/km reporting for truck and road averages. Low certainty for NZPost based on dollar spend.	Unable to obtain tonnes/km data from NZPost due to nature of freight service they provide.	No
Scope 3 - Category 3: Indirect GHG emissions from transportation	Indirect emissions from business travel	Business travel: Flights based on airline reporting, travel claims through natural accounts and invoices.	High certainty. Assumes that anyone from Council traveling on business uses correct travel reimbursement and natural accounts coding. Assumes that airline reporting is accurate.		No

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GHG emissions category	GHG emissions source or sink subcategory	Overview of activity data and evidence	Explanation of uncertainties or assumptions around your data and evidence	Use of default and average emissions factors	Pre-verified data
Scope 3 - Category 3: Indirect GHG emissions from transportation	Indirect emissions from business travel	Business travel: Accommodation based on travel claims and invoices.	Medium certainty. Uses spend-based, dollar proxy data, to estimate accommodation emissions.	Unable to consistently find information on persons/night direct data due to varied travel recording and reimbursements for accommodation.	No
Scope 3 - Category 3: Indirect GHG emissions from transportation	Indirect emissions from business travel	Business travel: Taxi use based on travel claims and invoices.	High certainty. Assumes that anyone from Council traveling on business uses correct travel reimbursement and natural accounts coding.		No
Scope 3 - Category 3: Indirect GHG emissions from transportation	Indirect emissions from business travel	Business travel: Rental cars based on travel claims and invoices.	High certainty. Assumes that anyone from Council traveling on business uses correct travel reimbursement and natural accounts coding. Invoices to support.		No
Scope 3 - Category 3: Indirect GHG emissions from transportation	Indirect emissions from business travel	Business travel: Reimbursed mileage and ferry use as identified through staff mileage claims.	High certainty. Assumes that staff are correctly and consistently following Council's mileage claim policy and process.		No
Scope 3 - Category 3: Indirect GHG emissions from transportation	Indirect emissions from employee commuting	Employee commuting as identified through IRD mileage claims for commuting.	Low certainty. Assumes that staff eligible for IRD mileage have applied for this.		No
Scope 3 - Category 4: Indirect GHG emissions from products used by organisation	Indirect emissions from waste generated in operations	Volume of waste to landfill from Council occupied sites based on cleaning contractor reporting and property manager reporting.	Low certainty. Based on volume estimates across 13 sites where we were able to collect data, inconsistent recording between sites and data missing. Volume estimates were provided by cleaning staff, facility managers and waste collection providers. Volumes converted to metric tonnes.	Volume estimates do not accurately show weight and profile of waste going to landfill. Historically, no process to weigh or audit waste at Council-occupied sites. Varied cleaning services across the 13 sites means no consistent data collection.	No

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GHG emissions category	GHG emissions source or sink subcategory	Overview of activity data and evidence	Explanation of uncertainties or assumptions around your data and evidence	Use of default and average emissions factors	Pre-verified data
Scope 3 - Category 4: Indirect GHG emissions from products used by organisation	Indirect emissions from upstream transmission and distribution losses associated with electricity used	Standard calculation based on total kwHs under Scope 2, Category 2.	High certainty. Assumes the calculation standard is accurate.		No
Scope 3 - Category 4: Indirect GHG emissions from products used by organisation	Indirect emissions from the use of purchased goods and service	Operational purchased goods and services across Council activities based on actual spends from annual reporting through natural accounts and GL codes.	Medium certainty. Assumes natural accounts and GL codes are applied correctly by staff. Some operational expenditure lacked detailed description to apply emissions equivalent with high certainty.	Direct emissions factors require setting up direct reporting by contractors, service providers and suppliers across all of Council. This level of reporting is not available and will need to be introduced in phases.	No
Scope 3 - Category 4: Indirect GHG emissions from products used by organisation	Indirect emissions from the use of purchased goods and service	Operational purchased water at Council-occupied sites based on rates reporting.	High certainty. Assumes rating is accurate.	Spend based could be replaced by total litres consumed along with potable water system description. No guidance available on this as of yet.	No
Scope 3 - Category 4: Indirect GHG emissions from products used by organisation	Indirect emissions from the use of purchased goods and service	Downstream diesel consumption based on purchased community waste management services.	Low certainty. Based on esimates made by contractors on the percentage of their overall service dedicated to Council waste collection.These estimates are used to identify kilometres travelled, combined with fuel efficiency to estimate diesel consumption and GHG emissions totals. Assumes that the fuel efficiency information and any GHG conversion factors are accurate.	The waste management contractors combine other waste collection services ('runs') with Council waste collection services so we are unable to specify litres consumed strictly for Council purposes.	No
Scope 3 - Category 4: Indirect GHG emissions from products used by organisation	Indirect emissions from the use of purchased goods and service	Downstream diesel consumption based on purchased wastewater sludge transportation services.	High certainty. Number of trips comes direct from invoices from waste transportation provider to wastewater contractor. Assumes information on km's travelled and on fuel efficiency is correct.		No

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GHG emissions category	GHG emissions source or sink subcategory	Overview of activity data and evidence	Explanation of uncertainties or assumptions around your data and evidence	Use of default and average emissions factors	Pre-verified data
Scope 3 - Category 4: Indirect GHG emissions from products used by organisation	Indirect emissions from the use of purchased goods and service	Downstream diesel consumption based on purchased wastewater management services.	Medium certainty. Based on average number of vacuum sucker truck trips between Russell WWTP and Kaikohe WWTP to transport raw sludge and on fuel efficiency estimates. Assumes information from the contractor on trips and distances is correct.	The contractor process does not historically record individual trips as they are considered basic part of a wider operations management delivery and not an individual service.	No
Scope 3 - Category 4: Indirect GHG emissions from products used by organisation	Indirect emissions from the use of purchased capital goods and services	Capital projects purchased goods and services across Council activities based on actual spends from annual reporting through natural accounts and GL codes.	Medium certainty. Assumes natural accounts and GL codes are applied correctly by staff. Some capital expenditure lacked detailed description to apply emissions equivalent with high certainty.	Direct emissions factors require setting up direct reporting by contractors, service providers and suppliers across all of Council. This level of reporting is not available and will need to be introduced in phases.	No
Scope 3 - Category 4: Indirect GHG emissions from products used by organisation	Indirect emissions from staff working from home	Standard calculations for electricity consumption based on number of staff and average days spent working from home, as verified by staff survey.	Medium certainty. Assumes that staff answered the survey questions correctly and assumes that total FTE amount is correct.	Direct emissions factors would require individual questionnaires and data collection on days spent working from home and electricity consumption. We do not have the staff capacity to undertake this level of reporting.	No
Scope 3 - Category 5: Indirect GHG emissions associated with the use of products by organisation	Indirect emissions from downstream leased assets	Electricity, LPG, and/or refrigerants used at tenanted facilities and buildings based on voluntary reporting from tenants with some supporting invoices.	Low certainty. This was a voluntary reporting with low response rates and high amount of estimate. Assumes that T&D losses are excluded for electricity. Assumes that the tenants provide accurate information and that Council accurately has all tenanted sites recorded.	We did not ask for meter readings or invoices. We provided a template for tenants to complete. We will continue to work on encouraging replies and supporting evidence from tenants.	No

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A1.1.3 Excluded emissions sources and sinks

Emissions sources in Table 14 have been identified and excluded from this inventory.

Table 14. GHG emissions sources excluded from the inventory

Business unit	GHG emissions source or sink	GHG emissions category	Reason for exclusion
Operational Delivery and Services	Downstream leased assets. Downstream emissions from tenanted land.	Scope 3, Category 5 Indirect GHG emissions associated with the use of products by Council.	There is insufficient time to capture and assign emissions contributions from land use. We will investigate including ground leases and property leases in 26FY scoping.
Chief Executive's Office, Corporate Services	Investments	Scope 3, Category 5 Indirect GHG emissions associated with the use of products by Council.	This are primarily under Far North Holdings Ltd, CCO, currently excluded from our organisation boundary. We will identify this in the report as a step for future data improvements.
Operational Delivery and Services	Closed landfills	Scope 3, Category 6 Indirect GHG emissions from other sources.	No standardised methodology available to guide data collection and reporting. Closed landfill emissions will be investigated through the implementation of FNDC's waste management and minimisation plan 2025-2031.

A1.2 QUANTIFIED INVENTORY OF EMISSIONS AND REMOVALS

A1.2.1 Calculation methodology

A calculation methodology has been used for quantifying the emissions inventory based on the following calculation approach, unless otherwise stated below:

Emissions = activity data x emissions factor

The following alternative emissions quantification approaches have been used in this inventory:

- Forest removals using programme supplied template based on growth rate lookup tables.

All emissions were calculated using Toitū emanage with emissions factors and Global Warming Potentials provided by the Programme (see Appendix 1 - data summary.xls). Global Warming Potentials (GWP) from the IPCC fifth assessment report (AR5) are the preferred GWP conversion[5].

Where applicable, unit conversions applied when processing the activity data has been disclosed.

There are systems and procedures in place that will ensure applied quantification methodologies will continue in future GHG emissions inventories.

[5] If emission factors have been derived from recognised publications approved by the programme, which still use earlier GWPs, the emission factors have not been altered from as published.

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A1.2.2 GHG Storage and liabilities

A1.2.2.1 GHG STOCKS HELD ON SITE

Refrigerants and fuels may be stored on site, but their accidental leakage or release could result in a large increase in emissions for that period. Refrigerants such as HFCs, PFCs and SF_6 are GHGs with high global warming potentials, so material volumes of these or fuel are reported as potential liabilities.

Table 15. Total storage as of year end with potential GHG emissions liabilities.

GHG gas stock held	Quantity	Unit	Potential liability (tCO_2e)
HCFC-22 (R-22, Genetron 22 or Freon 22)	43.52	kilograms	76.60
HFC-32	101.57	kilograms	68.76
R-410A	364.25	kilograms	700.63
R-449A	5.80	kilograms	7.44
Total potential liability			853.43

A1.2.2.2 LAND-USE LIABILITIES

Organisations that own land subject to land-use change may achieve sequestration of carbon dioxide through a change in the carbon stock on that land. Where sequestration is claimed, then this also represents a liability in future years should fire, flood, management activities or other intentional or unintentional events release the stored carbon.

Table 16. Land-use liabilities (total)

Site name	Total sequestration during reporting period (tCO_2e)	Contingent liability (tCO_2e)	Total potential liability (tCO_2e)
Far North District Council	-1496.98	0	0

A1.2.3 Supplementary results

Holdings and transactions in GHG-related financial or contractual instruments such as permits, allowances, verified offsets or other purchased emissions reductions from eligible schemes recognised by the Programme are reported separately here.

A1.2.3.1 DOUBLE COUNTING AND DOUBLE OFFSETTING

There are various definitions of double counting or double offsetting. For this report, it refers to:

- Parts of the organisation have been prior offset.
- The same emissions sources have been reported (and offset) in both an organisational inventory and product footprint.
- Emissions have been included and potentially offset in the GHG emissions inventories of two different organisations, e.g. a company and one of its suppliers/contractors. This is particularly relevant to indirect (Categories 2 and 3) emissions sources.
- Programme approved 'pre-offset' products or services that contribute to the organisation inventory

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- The organisation generates renewable electricity, uses or exports the electricity and claims the carbon benefits.
- Emissions reductions are counted as removals in an organisation's GHG emissions inventory and are counted or used as offsets/carbon credits by another organisation.

Double counting / double offsetting has been included in this inventory.

Details

Some double counting may have occurred between Scope 3, Category 4, indirect emissions from downstream diesel consumption, and Scope 3, Category 4, indirect emissions from purchased goods and services and capital goods and services. This is due to our inability to fully isolate diesel consumption from operational and capital spend on waste management services.

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APPENDIX 2: SIGNIFICANCE CRITERIA USED

Table 17. Significance criteria used for identifying inclusion of indirect emissions

Emission source	Magnitude	Level of influence	Risk or opportunity	Sector specific guidance	Outsourced	Employee engagement	Intended Use and Users	Include in inventory?
Scope 1, Category 1: Stationary Combustion Diesel, LPG, Petrol at Council occupied sites or owned assets	Mandatory for reporting and certification	Required	Required	Required	Required	Required	Required	Yes
Scope 1, Category 1: Mobile Combustion Transport fuels (Diesel, Petrol) from Council owned assets, pool vehicles and Rawene Ferry	Mandatory for reporting and certification	Required	Required	Required	Required	Required	Required	Yes
Scope 1, Category 1: Fugitive Emissions Top up of refrigerant gases when maintaining any fridges, freezers or Air-conditioning units	Mandatory for reporting and certification	Required	Required	Required	Required	Required	Required	Yes
Scope 1, Category 1: Land Use and Land Use changes Fertiliser use on Council-owned or managed land.	Mandatory for reporting and certification	Required	Required	Required	Required	Required	Required	Yes
Scope 1, Category 1: Wastewater Wastewater biological treatment process Level 1 based on WaterNZ 2021 guidance	Mandatory for reporting and certification	Required	Required	Required	Required	Required	Required	Yes

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Emission source	Magnitude	Level of influence	Risk or opportunity	Sector specific guidance	Outsourced	Employee engagement	Intended Use and Users	Include in inventory?
Sludge tonnage/solid waste from treatment sites to landfill								
Scope 2,Category 2: Electricity Electricity use in all Council occupied facilities	Mandatory for reporting and certification	Required	Required	Required	Required	Required	Required	Yes
Scope 3, Category 3: Freight Upstream transport and distribution for goods, emissions from freight services paid for by Council.	Mandatory for reporting and certification	Required	Required	Required	Required	Required	Required	Yes
Scope 3, Category 3: Business travel (flights, accommodation, taxi use, rental cars and reimbursed mileage)	Mandatory for reporting and certification	Required	Required	Required	Required	Required	Required	Yes
Scope 3, Category 3: Employee commuting	Moderate (1-5% of estimated total)	Moderate	New business model opportunity	No	No	Yes	Yes	Yes
Scope 3, Category 4: Waste generated in operations, from Council occupied sites.	Mandatory for reporting and certification	Required	Required	Required	Required	Required	Required	Yes
Scope 3, Category 4: Upstream transmission and distribution losses associated with electricity used	Mandatory for reporting and certification	Required	Required	Required	Required	Required	Required	Yes
Scope 3, Category 4: Emissions from operational purchased goods and services	Significant (>5% of estimated total)	Moderate	Supply chain risk	No	Yes	Yes	Yes	Yes

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Emission source	Magnitude	Level of influence	Risk or opportunity	Sector specific guidance	Outsourced	Employee engagement	Intended Use and Users	Include in inventory?
Scope 3, Category 4: Emissions from capital purchased goods and services	Significant (>5% of estimated total)	Moderate	Supply chain risk	No	Yes	Yes	Yes	Yes
Scope 3, Category 4: Staff working from home	Moderate (1%-5% of estimated total)	Low	New business model opportunity	No	No	Yes	Yes	Yes
Scope 3, Category 5: Downstream leased assets. Downstream emissions from tenanted facilities and buildings.	De minimis (<1% of estimated total)	Low	Reputational risk New business model opportunity	No	No	No	Yes	Yes
Scope 3, Category 5: Downstream leased assets. Downstream emissions from tenanted land.	De minimis (<1% of estimated total)	Low	Reputational risk New business model opportunity	No	No	No	Yes	No
Scope 3, Category 5: Investments	Moderate (1%-5% of estimated total)	Low	Reputational risk New business model opportunity	No	No	No	Yes	No
Scope 3, Category 6: Closed landfills	Moderate (1%-5% of estimated total)	Moderate	Opportunity to measure emissions from closed landfills and include these in inventory to qualify for Climate Action Loans from Local Government Funding Agency	No	No	Yes	Yes	No

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APPENDIX 3: CERTIFICATION MARK USE

The data and certification will be made public via the FNDC website and annual reports.

The certification marks are currently published on the FNDC website at this link:
https://www.fndc.govt.nz/Your-district/Climate-Action/emissions/council

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APPENDIX 4: REFERENCES

International Organization for Standardization, 2018. ISO 14064-1:2018. Greenhouse gases – Part 1: Specification with guidance at the organization level for quantification and reporting of greenhouse gas emissions and removals. ISO: Geneva, Switzerland.

World Resources Institute and World Business Council for Sustainable Development, 2004 (revised). The Greenhouse Gas Protocol: A Corporate Accounting and Reporting Standard. WBCSD: Geneva, Switzerland.

World Resources Institute and World Business Council for Sustainable Development, 2015 (revised). The Greenhouse Gas Protocol: Scope 2 Guidance. An amendment to the GHG Protocol Corporate Standard. WBCSD: Geneva, Switzerland.

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APPENDIX 5: REPORTING INDEX

This report template aligns with ISO 14064-1:2018 and meet Toitū carbonreduce programme Organisation Technical Requirements. The following table cross references the requirements against the relevant section(s) of this report.

Section of this report	ISO 14064-1:2018 clause	Organisational Technical Requirement rule
Cover page	9.3.1 b, c, r 9.3.2 d,	TR8.2, TR8.3
Availability	9.2 g	
Chapter 1: Emissions Inventory Report		
1.1. Introduction	9.3.2 a	
1.2. Emissions inventory results	9.3.1 f, h, j 9.3.3	TR4.14, TR4.16, TR4.17
1.3. Organisational context	9.3.1 a	
1.3.1. Organisation description	9.3.1 a	
1.3.2. Statement of intent		TR4.2
1.3.3. Person responsible	9.3.1 b	
1.3.4. Reporting period	9.3.1 l	TR5.1, TR5.8
1.3.5. Organisational boundary and consolidation approach	9.3.1.d	TR4.3, TR4.5, TR4.7, TR4.11
1.3.6. Excluded business units		
Chapter 2: Emissions Management and Reduction Report		
2.1. Emissions reduction results	9.3.1 f, h, j, k 9.3.2 j, k	TR4.14, TR6.18
2.2. Significant emissions sources		
2.3. Emissions reduction targets		TR6.1, TR6.2, TR6.4, TR6.6, TR6.8,
2.4. Emissions reduction projects	9.3.2 b	TR6.8, TR6.11, TR6.12, TR6.13, TR6.14, TR6.15
2.5. Staff engagement		TR6.1, TR6.9
2.6. Key performance indicators		TR6.19
2.7. Monitoring and reporting	9.3.2 h	TR6.2
Appendix 1: Detailed greenhouse gas inventory	9.3.1 f, g	TR4.9, TR4.15
A1.1 Reporting boundaries		
A1.1.1 Emission source identification method and significance criteria	9.3.1 e	TR4.12, TR4.13
A1.1.2 Included emissions sources and activity data collection	9.3.1 p, q 9.3.2 i	TR5.4, TR5.6, TR5.17, TR5.18,
A1.1.3 Excluded emissions sources and sinks	9.3.1 i	TR5.21, TR5.22, TR5.23
A1.2 Quantified inventory of emissions and removals		
A1.2.1 Calculation methodology	9.3.1 m, n, o, t	
A1.2.2 Historical recalculations		
A1.2.3 GHG Storage and liabilities		
A1.2.3.1 GHG stocks held on site		TR4.18
A1.2.3.2 Land-use liabilities	9.3.3.	TR4.19

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A1.2.4 Supplementary results		
A1.2.4.1 Carbon credits and offsets	9.3.3.3	
A1.2.4.2 Purchased or developed reduction or removal enhancement projects	9.3.2 c	
A1.2.4.3 Double counting and double offsetting		
Appendix 2: Significance criteria used	9.3.1.e	TR4.12
Appendix 3: Certification mark use		TR3.6
Appendix 4: References		
Appendix 5: Reporting index		

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7 KARAKIA WHAKAMUTUNGA / CLOSING PRAYER

8 TE KAPINGA HUI / MEETING CLOSE