



RĀRANGI TAKE AGENDA

Te Komiti Whāiti Āhuarangi me te Taiao | Climate and Environment Subcommittee Meeting

**I hereby give notice that a Meeting of the Te Komiti Whāiti Āhuarangi
me te Taiao | Climate and Environment Subcommittee will be held on:**

Te Rā | Date: Thursday, 15 June 2023

Te Wā | Time: 9.30am

**Te Wāhi | Location: Council Chamber
Ground Floor, 175 Rimu Road
Paraparaumu**

**James Jefferson
Group Manager Regulatory Services**

Kāpiti Coast District Council

Notice is hereby given that a meeting of the Te Komiti Whāiti Āhuarangi me te Taiao | Climate and Environment Subcommittee will be held in the Council Chamber, Ground Floor, 175 Rimu Road, Paraparaumu, on Thursday 15 June 2023, 9.30am.

Te Komiti Whāiti Āhuarangi me te Taiao | Climate and Environment Subcommittee Members

Cr Jocelyn Prvanov	Chair
Cr Sophie Handford	Deputy
Mayor Janet Holborow	Member
Cr Glen Cooper	Member
Cr Liz Koh	Member
Cr Shelly Warwick	Member
Ātiawa ki Whakarongotai (André Baker or Janine Huxford or Christopher Gerretzen)	Member
Mr Huriwai Paki	Member
Ms Kim Tahiwī	Member
Mr Simon Black	Member
Mr Christian Judge	Member
Mr Michael Moore	Member
Mr Glen Olsen	Member
Mr Tim Sutton	Member

Te Raupapa Take | Order Of Business

1	Nau Mai Welcome	5
2	Karakia a te Kaunihera Council Blessing.....	5
3	Whakapāha Apologies.....	5
4	Te Tauākī o Te Whaitake ki ngā Mea o te Rārangi Take Declarations of Interest Relating to Items on the Agenda	5
5	He Wā Kōrero ki te Marea mō ngā Mea e Hāngai ana ki te Rārangi Take Public Speaking Time for Items Relating to the Agenda	5
6	Ngā Take a Ngā Mema Members' Business	5
7	He Kōrero Hou Updates.....	6
7.1	Update on Cycleways, Walkways and Bridleways.....	6
7.2	Update on Reserve Management Plan.....	7
7.3	Kāpiti Coast District Council's response to Whaitua and Te Mana o te Wai.....	8
8	Pūrongo Reports.....	9
8.1	Council's corporate emissions reduction targets.....	9
9	Te Whakaū i ngā Āmiki Confirmation of Minutes	21
9.1	Confirmation of Minutes	21
10	Closing karakia	26

1 NAU MAI | WELCOME**2 KARAKIA A TE KAUNIHERA | COUNCIL BLESSING**

I a mātou e whiriwhiri ana i ngā take kei mua i ō mātou aroaro, e pono ana mātou ka kaha tonu ki te whakapau mahara huapai mō ngā hapori e mahi nei mātou. Me kaha hoki mātou katoa kia whaihua, kia tōtika tā mātou mahi, ā, mā te māia, te tiro whakamua me te hihiri ka taea te arahi i roto i te kotahitanga me te aroha.

“As we deliberate on the issues before us, we trust that we will reflect positively on the communities we serve. Let us all seek to be effective and just, so that with courage, vision and energy, we provide positive leadership in a spirit of harmony and compassion.”

3 WHAKAPĀHA | APOLOGIES**4 TE TAUĀKĪ O TE WHAITAKE KI NGĀ MEA O TE RĀRANGI TAKE | DECLARATIONS OF INTEREST RELATING TO ITEMS ON THE AGENDA**

Notification from Elected Members of:

4.1 – any interests that may create a conflict with their role as an elected member relating to the items of business for this meeting, and

4.2 – any interests in items in which they have a direct or indirect pecuniary interest as provided for in the Local Authorities (Members' Interests) Act 1968

5 HE WĀ KŌRERO KI TE MAREA MŌ NGĀ MEA E HĀNGAI ANA KI TE RĀRANGI TAKE | PUBLIC SPEAKING TIME FOR ITEMS RELATING TO THE AGENDA**6 NGĀ TAKE A NGĀ MEMA | MEMBERS' BUSINESS**

(a) Leave of Absence

(b) Matters of an Urgent Nature (advice to be provided to the Chair prior to the commencement of the meeting)

7 HE KŌRERO HOU | UPDATES**7.1 UPDATE ON CYCLEWAYS, WALKWAYS AND BRIDLEWAYS**

Author: Bruce Henderson, Chair, Kāpiti Cycleways Walkways & Bridleways
Advisory Group

Authoriser: James Jefferson, Group Manager Regulatory Services

TE PŪTAKE | PURPOSE

Bruce Henderson, Chair of the Kāpiti Cycleways, Walkways and Bridleways Advisory Group, will provide an overview of the group's terms of reference (which are to be ratified at Council on 20 July 2023) and work programme. The update will also provide an opportunity for Subcommittee members to ask questions.

7.2 UPDATE ON RESERVE MANAGEMENT PLAN**Author:** Gareth Eloff, Parks, Open Space and Environment Manager**Authoriser:** Mike Mendonça, Acting Group Manager Place and Space**TE PŪTAKE | PURPOSE**

The Parks, Open Space and Environment team is preparing to review the District's Reserves Management Plans (RMPs). A RMP is a document prepared under the Reserves Management Act (1977) and acts as a guide for Council in managing, maintaining and developing its reserves and greenspaces.

The Kāpiti Coast District Council administers approximately 180 reserves, with the majority having no current management plan in place. We propose to combine all similarly categorised reserves into a single omnibus plan and this updated document will primarily focus on existing heavily developed urban parks. Once officially started, the whole process is estimated to take around 18 months to complete. Because we are looking to undertake the process in a different manner to what has occurred previously, there is significant early effort required. As a critical first step we are jointly planning our approach to work with Tangata whenua in a co-decision-making manner across all aspects of plan development from the outset.

This update will outline progress and proposed next steps for RMPs.

7.3 KĀPITI COAST DISTRICT COUNCIL'S RESPONSE TO WHAITUA AND TE MANA O TE WAI**Author:** Rita O'Brien, Stormwater & Coastal Engineer**Authoriser:** Sean Mallon, Group Manager Infrastructure Services**TE PŪTAKE | PURPOSE**

While most of the requirements under the National Policy Statement for Freshwater Management fall to Regional Councils to implement, every local authority must actively involve tangata whenua in freshwater management; adopt an integrated approach [as required by Te Mana o te Wai] to catchment management; and where we share jurisdiction with Regional Council, co-operate in the integrated management of the effects of land use on freshwater.

Greater Wellington Regional Council's Whaitua programme is its response to the National Policy Statement for Freshwater Management. At the last Kāpiti Whaitua Committee meeting, the committee asked for confirmation of Council's level of understanding and commitment.

The purpose of this item is to draw the Sub-committee's attention to key aspects of the Council's response to the Kāpiti Whaitua and Te Mana o te Wai.

8 PŪRONGO | REPORTS

8.1 COUNCIL'S CORPORATE EMISSIONS REDUCTION TARGETS

Kaituhi | Author: **Miriam Randall, Sustainability Advisor**

Kaiwhakamana | Authoriser: **Sean Mallon, Group Manager Infrastructure Services**

TE PŪTAKE | PURPOSE

- 1 This report recommends re-setting the emissions target and outlines the proposed emissions reductions projects to 2032 for Council.

HE WHAKARĀPOPOTO | EXECUTIVE SUMMARY

- 2 Points A to F in the recommendations section of this report can be used as an executive summary as they summarise the key points of this report.

TE TUKU HAEPAPA | DELEGATION

- 3 Under section A.1, Climate and Environment Subcommittee has authority to consider this matter.

TAUNAKITANGA | RECOMMENDATIONS

- A. That the Climate and Environment Subcommittee notes the recommended re-set of Council's current organisational carbon emissions target of 'striving for carbon neutrality by 2025'.
- B. That the Climate and Environment Subcommittee recommends to Council to set a new long-term target for its organisational gross emissions of 'net zero emissions by 2050'.
- C. That the Climate and Environment Subcommittee recommends to Council to set a mid-term reduction target for its category 1 and 2 emissions of 'achieving further emissions reduction of 15.5% by 2032'.
- D. That the Climate and Environment Subcommittee recommends to Council to note that these 'further reductions' are on top of the 70% emissions reductions already achieved in categories 1 and 2 emissions, since 2010.
- E. That the Climate and Environment Subcommittee recommends to Council to note that these proposed further emissions will be achieved through implementation of planned projects that will be funded through the current Long Term Plan 2021 and the Long Term Plan 2024
- F. That the Climate and Environment Subcommittee recommends to Council to note the Kāpiti Coast District Council's organisational emissions reduction plan for 2032 in appendix 1 of this report.

TŪĀPAPA | BACKGROUND

- 4 Council has been measuring its GHG emissions since 2009/10 under Toitū Envirocare's Carbon Reduce certification programme.

As has been reported to Council previously, the baseline changed in 2019 when Council was required to include (estimated) emissions from biological wastewater treatment in its total gross emissions profile. Including this increase in emissions, Council has achieved an overall reduction in its gross emissions of 64% by the end of June 2022 (12 years after Council started measuring).

- 5 In the most recent carbon audit, over the 2021/22 year Council's gross emissions were 4,459 tCO₂-e. Gross emissions are measured and reported under three scopes – now called categories in line with the latest ISO standard changes. In the latest ISO Standard emissions

'scopes' have been renamed to 'categories'.

Category 1 are so called *direct emissions*, caused by council services delivery. For example, the treatment of wastewater and water, fuel use by our council fleet and heating council buildings with gas. Category 2 are so called *indirect emissions* from the production and supply of electricity used by council for its services delivery. Categories 3-6 are *supply chain emissions* that come from emissions of services that are contracted out or from the production of products that Council buys.

Out of Council's gross emissions over the 21/22 year category 1 emissions are 3156 tCO₂-e, which is 70% of the total and category 2 emissions are 1092 tCO₂-e, which is 25% of the gross total. Emissions from water and wastewater treatment are Council's largest emissions source in category 1 and emissions from energy use (category 2) is Council's second largest emissions source. Up until and including the 2021/22 year, Council has only measured and reported on a small portion of category 3-6 emissions and these were 210 tCO₂-e (5%) over the 2021/22 year.

- 6 In February 2022 Council was briefed on 'further reduction options and carbon offsetting options' based on a report that was commissioned to consider further projects and actions that Council could take towards the target of striving for 'carbon neutrality by 2025'.
- 7 Council was informed back in 2022 that this short term and carbon neutral target could not be achieved for a number of reasons. The outcomes of this briefing were:
 - 7.1 That Council signalled that it did not want to purchase Renewable Energy Certificates from Meridian to offset its (category 2) energy emissions.
 - 7.2 Council noted that a solar feasibility study would be carried out and that the outcomes of that study would be considered when proposing a target reset in 2023. This study was completed in end of October 2022, following Council annual emissions audit which takes place early October.
- 8 In December 2022 Toitū Envirocare published its new (draft) technical requirements for their audit and certification programmes. The final requirements will be published by June 2023, but Toitū has confirmed that new requirements about target setting will not change in the final publication. As Council is a Toitū Envirocare member and participates in its Carbon Reduce programme since 2010 and intends to continue to do this, Council will need to meet these new technical requirements and set new targets in accordance with these requirements.
- 9 Council is now required to set a long-term target, as well as a separate target for its category 1 (direct) and category 2 (indirect) emissions in line with current best practice, for the medium term and long term. Council has until December 2025 to set these long term and medium-term targets, but as Council was already going to resets its carbon neutral target, it is proposed to set these targets now.
- 10 Council is also required to expand measuring and reporting on category 3 to 6 (supply chain) emissions and set a target for these emissions by December 2025. Toitū has provided a tool to produce a first crude estimate of category 3-6 emissions, based on the dollar value of Council's largest contracts. Using this tool, the first estimate of Council's category 3-6 emissions is 6,909 tCO₂-e. This is substantially more than Council's current gross emissions measured and audited of 4,459 tCO₂-e.
- 11 This is a 60% increase of Council's carbon footprint, and a work programme will be developed and implemented to establish data requirements through contracts and procurement to start measuring and reporting of these emissions as part of the annual emissions audit. It is proposed to set this Category 3 target in 2025 as per Toitū requirements, so that staff can deliver this work programme first and achieve a more sophisticated level of data gathering and interpretation before a target is set.

HE KÖRERORERO | DISCUSSION**12 Reset the 2025 target**

In May 2019 Council declared a Climate Emergency and adopted the target of 'striving for carbon neutrality by 2025'. This was done during a public meeting and following a proposal from local climate action groups. Council wanted to acknowledge the urgent nature of climate action needed and adopt the aspirational target for its organisational emissions.

Later that same year however, new requirements to include emissions from biological wastewater treatment came into effect, which meant that council's organisation emissions nearly doubled, impacting Council's ability to work towards a 2025 target.

The only way to achieve 'carbon neutrality by 2025' would be for Council to purchase a large amount of carbon credits and also to continue to do this into perpetuity. In earlier briefings Council signalled a preference for further reduction work rather than purchasing of credits to offset its organisational emissions and for that reason it was proposed in February 2022 to reset this 2025 target in 2023.

13 Setting an overall long-term gross emissions target and a long-term emissions reduction target.

It is proposed to adopt a long-term target for Council's gross organisational emissions of 'net zero by 2050'. This is in line with current best practice and Toitū Envirocare's technical requirements.

This overall net zero target assumes that emissions should be reduced by 90% from the baseline year by 2050, which means that the 10% remaining emissions would be offset by either forestry or other sequestration options or by the purchase of carbon credits.

14 Setting a new baseline year

Council's original baseline year was the 2009/10 year with a target year that ended in June 2022. A new baseline year was adopted in the 2019/20 year when council had to include the emissions from biological wastewater treatment.

To meet the new technical requirements, a new baseline year needs to be adopted to enable setting of a new medium-term target which covers a 10 year period. It is proposed to adopt 2022 as the new baseline year to set a new 10 year reduction target against as the latest audit data enables Council to reflect further planned emissions reductions most accurately.

15 Setting a short-term 'further reductions' target against a new baseline year for category 1 and 2 emissions.

Staff and Toitū have discussed the 'negative' implications of Council following 'general' advice as captured in the new guidelines from Toitū and reduction pathway models available for target setting. These models use 2020 as first available baseline year and set targets of usually around 40% reduction by 2030 for the various categories against that 2020 baseline year. These models were developed for participants that are at the start of their reduction journey, not for participants like our Council who started their journey now 13 years ago.

Larger emissions reductions are usually made earlier in a journey – the so called 'low hanging fruit'; reduction projects that lead to large emissions reductions usually for relatively lower investment. For our council it is clear that those types of projects have already been delivered (for example LED lighting throughout our district or the change to a wood pellet dryer at the wastewater treatment plant). It was already noted to Council in 2019 that going forward the reduction cost per tonne of CO₂-e reduced would increase.

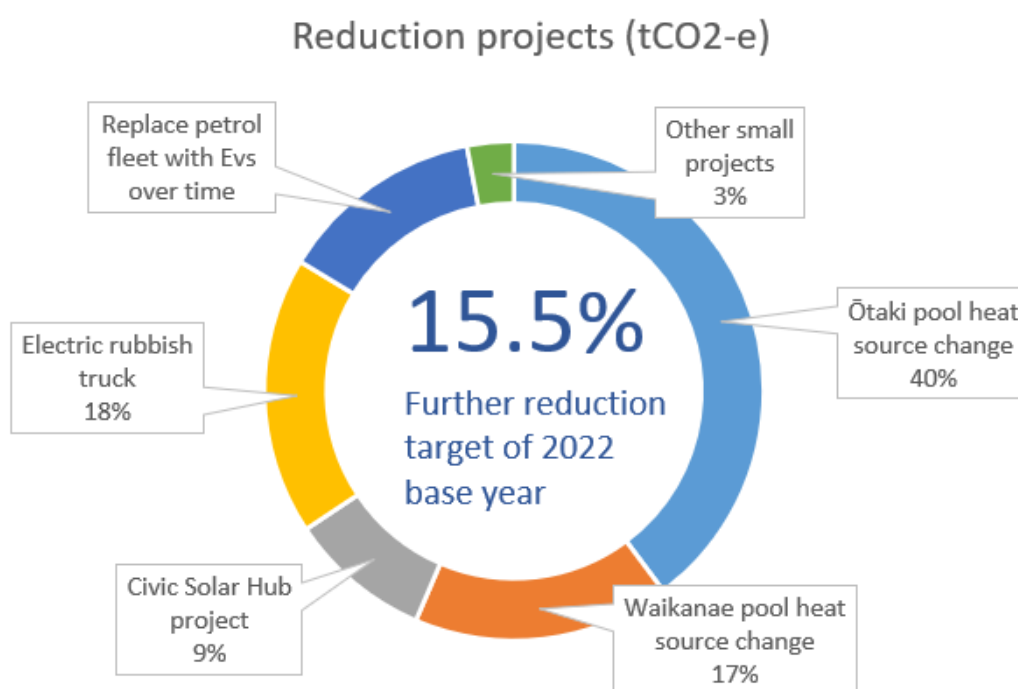
Toitū acknowledges that using the 'standard' approach of the technical requirements and these models would not acknowledge nor cover the 70% emissions reduction in categories 1

and 2 that Council has already achieved by the 2021/22 year. For that reason, it's proposed to set a 'further reductions target' rather than just a 'reductions target'.

16 **Proposed short term 'further reductions target' for category 1 and 2 emissions:**

Toitū had clearly indicated that Council should set a target it is confident it can deliver on when it comes to its organisational emissions, using a new baseline year set after 2020. As discussed above, Toitū confirmed that for our Council that it should therefore be a 'further reductions target'.

- 17 The proposed further reductions target for category 1 and 2 is 15.5% by 2032 – against a baseline year of 2022. This means reducing emissions in category 1 and 2 by 661 tCO₂-e, which will be achieved through the delivery of 4 key projects and BAU services delivery by 2032.



18 **Achieving the proposed 'further reductions target'**

The reduction projects that are proposed to help Council achieve this target are captured in Council's Reduction Plan which is attached as Appendix 1. This used to be a separate plan but is now being incorporated in the 2022/23 Inventory Report used as part of the Carbon Reduce Programme.

- 19 It is important to note that to achieve the proposed target, all proposed reduction projects will have to be further developed, funded through LTPs and implemented.

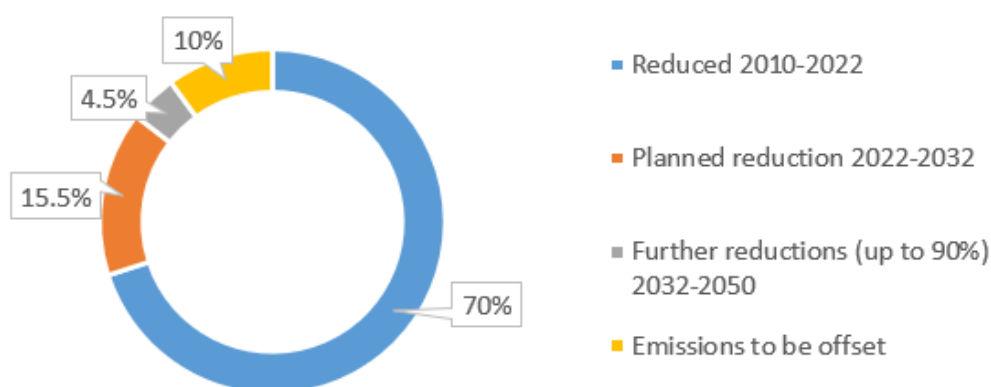
At this moment, the Ōtaki Pool fuel switch and energy efficiency improvements project (part of the larger Ōtaki Pool Project) has been planned and budgeted for in the current 2021 Long Term Plan. The physical works are planned to start in October 2024.

- 20 The other projects that will need to be implemented to achieve the proposed target will have to be funded as part of the Long Term Plans 2024 and 2027. Business cases for Council's approval will be proposed as part of this process.

- 21 A high level total estimate of costs for the 4 capital projects is \$6m - \$8m. In addition an on-going annual capital investment would be \$150,000 to continue decarbonisation of the council fleet for the next 10 years.
- 22 These projects have been proposed because from a cost per tonne of CO₂-e reduced perspective, these projects are considered affordable for Council and are also setting a visible example in the community of Council leading the way.
- 23 With affordability in mind, at this point in time no further projects have been included in this target setting although if further funding was available then more decarbonisation projects could be undertaken.
- 24 It should be noted that a feasibility study has been undertaken for a solar farm project in Ōtaki on land adjoining the WWTP. Although there is real potential for both energy cost savings (payback period of 8 years and life of 30 year) and carbon reductions (offsetting ¼ of council's electricity emissions), there is a high investment threshold of a minimum of \$3.5 million. As the largest part of Council's electricity emissions are related to the treatment of water and wastewater and the outcomes of the reform in relation to carbon emissions is yet unknown, it is suggested this project could be revisited and considered in LTP 2027.

When Council achieves this short term 'further reductions' target in 2032, it will have reduced its category 1 and 2 emissions by a total of 85.5% against two baseline years.

Cat 1 & 2 emissions reductions achieved and planned



25 Target for category 3-6

The introduction of increased supply chain emissions reporting will cause the councils total emissions to increase by an estimated 7,000 tCO₂-e annually. As this is the first estimate that has ever been produced, it has been proposed to develop a work programme for value chain emissions and to set the target later, but before December 2025. Setting this target latter will allow for further research and early engagement with large contracts to help establish an achievable and calculated target.

He take | Issues

- 26 Council is required by Toitū to use a more recent baseline for its new target setting. Therefore Council's historic emissions reduction achievement will be separately reported from Council's

future reduction achievements as they are calculated against on different baselines. This will make the story telling in reporting more nuanced in the future.

- 27 In discussion with Toitū, acknowledging Council's historic achievements of 64% it is better for council to adopt a realistic target for category 1 and 2 (15.5%) which may seem low but it should be noted that this target is in addition to an existing 64% that has already been reduced.

Ngā kōwhiringa | Options

- 28 There are no options for this report.

Tangata whenua

- 29 Separate engagement with each of our iwi Mana Whenua partners on the the development of the proposed 'further reduction target for organisational emissions' has not taken place.
- 30 The matters in this report relate to operational planning, funding and technical requirements that Council needs to adhere to remain in the Toitū Envircare Carbon Reduce programme, of which Council has been a member since 2010. It also reflects Council's strategic approach with regard to the wish to further reduce its organisation emissions, which is a decision that Council made in 2010.
- 31 Mana whenua representatives were invited and present at the briefings that were held with Council in February 2022 and 2023, and are invited to the discussion of this paper at this the Climate and Environment Subcommittee meeting.
- 32 The development of the Council's climate change (and resilience) strategy is starting shortly and will cover organisational emissions, district wide emissions, adaptation and transition to a low carbon Kāpiti. A partnership approach with Mana Whenua is fully intended for the development of this strategy.

Panonitanga āhuarangi | Climate change

The decision to adopt new targets will show that Council has the intention to continue to lead when it comes to reducing emissions from its services delivery. It also demonstrates to the Kāpiti community as well as to other councils who have not yet taken the step of setting corporate carbon targets, that Council takes it role in wider emissions reductions on a District and Regional level seriously. The proposed new targets (which are based on keeping global warming levels below 1.5c warming) give effect Council's Climate Emergency Action Framework.

Ahumoni me ngā rawa | Financial and resourcing

- 33 The current estimated cost of planned projects is in the range of \$6 to \$8million to achieve the midterm target in 2032. These projects are forecast over the next two LTP cycles and using a range as an estimate caters for inflation and other cost increases that could occur in the planning period.

It should also be noted that the more emissions reduction projects are completed the more expensive remaining projects can be. This is because the projects with lowest cost impact and the highest emissions reduction results have already been delivered in the past 10 years. It was always made clear that the remaining options could be more costly speaking from a cost vs reduction perspective.

Ture me ngā Tūraru | Legal and risk

- 34 There are no legal considerations.

- 35 If these targets are not met there could be a reputational risk to council. Making claims on emissions reduction and target setting needs to be followed up with action and accountability.

Ngā pānga ki ngā kaupapa here | Policy impact

- 36 There are no impacts to Council policies identified.

TE WHAKAWHITI KŌRERO ME TE TŪHONO | COMMUNICATIONS & ENGAGEMENT

- 37 As this is an operational change that is being required from an external auditing contractor it has not met the requirements for public consultation or an engagement process.

Te mahere tūhono | Engagement planning

- 38 An engagement plan is not needed to implement this decision. Council will communicate this decision through its established communication channels.

Whakatairanga | Publicity

- 39 Council will use its established communications channels to inform the community of this decision and to explain the rationale for why it made this decision.

NGĀ ĀPITI HANGA | ATTACHMENTS

1. Emissions Reduction Plan 2022/2032 [↓](#)

EMISSIONS REDUCTION PLAN

FOR KĀPITI COAST DISTRICT COUNCIL

2022/2023



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PAGE 1 OF 5

1.1. EMISSIONS REDUCTION PROJECTS

To achieve the reduction targets identified in 7, specific projects have been identified to achieve these targets, and are detailed in **Error! Reference source not found.** below.

Table 8: Projects to reduce emissions

Measure	Detail	Estimated emissions reduction	Target date	Responsibility	Funding source	Status at March 2023
Solar Farm - Ōtaki adjacent to WWTP	Described below	Estimated annual reduction is 298 tCO ₂ e.	2027/28	Miriam Randall/ Nienke Itjeshorst	LTP	Feasibility study is complete, LTP budget bid will be submitted for LTP 2024.
Establish a Solar Hub	Described below	Estimated reduction of up to 61 tCO ₂ e annually	2026/27	Miriam Randall / Kelvin Irvine	Budget proposed in draft 2024 LTP	Feasibility study is complete, LTP budget bid will be submitted for LTP 2024.
Reduce vehicle fleet emissions	Described below	Hope to achieve a 25-30 tCO ₂ e reduction over the next two - three years.	30/06/2026	Miriam Randall/ Tony Martin	Continue the Additional budget that was provided in LTP 2021 in to 2024 LTP	The fleet policy specifies that one of the renewal criteria for vehicles is that they should not be older than 7 years. All vehicles that can be swapped to EV should be done so thought this process.
Install heat recovery units- and electric heat source at Ōtaki Pool	Described below	Estimated annual reduction is 263 tCO ₂ e.	30/06/2025	Steve Millar/ Dave Hardy	Budget proposed in draft 2024 LTP	Works are currently planned for 2024/25.
Upgrade Ōtaki Pool building envelope	Described below	Not known	30/06/2025	Steve Millar/ Dave Hardy	Budget proposed in draft 2024 LTP	Currently planned for 2024/25
Pool heat source change at Waikanae	Described below	Estimated at reduction of up to 110 tCO ₂ e	30/07/2029	Steve Millar/ Dave Hardy	Budget proposed in draft 2027 LTP	An updated feasibility will be required ahead of a 2027 LTP budget bid.

SPECIFIC EMISSIONS REDUCTION PROJECTS

1. SOLAR FARM NEXT TO THE ŌTAKI WASTE WATER TREATMENT PLANT AND A SOLAR HUB ON THE ROOFS OF COUNCIL OWNED BUILDINGS

In 2022 Council commissioned a solar feasibility study for two projects, a 'solar farm' on land adjoining the wastewater treatment plant and for a 'solar hub' which would see solar panels placed on the roofs of the Paraparaumu library, Civic centre, Maple building and the Aquatic centre.

The solar farm would be installed on land airmarked for sustainability and waste minimisation purposes (it is not subject to 3 waters changes). A 1,880 kWp ground mounted solar farm could be constructed that would generate electricity equal to one quarter of councils current annual consumption. This electricity would be uploaded to the grid and council would receive both a financial return as well as 'electricity credits' which would then offset the equivalent emissions from grid electricity purchased.

The solar hub would feed solar generated electricity into the council buildings they are installed on therefor reducing the amount of electricity that needs to be purchased from the grid. This reduces the emissions that are incurred for grid electricity purchase. It is expected that the solar hub would be able to generate roughly the same amount of electricity as is used in the Library Maple and Civic buildings (473,000.0kWh p.a generated and only 344,730.87kWh p.a used), however as the Aquatic centre uses a heat pump system and its electricity demand could not be met by small roof area that could hold solar panels on that building.

There will be some electricity uploaded to the grid during peak sunlight hours from this hub. This upload to grid would result in some additional financial payback but would unlikely be of high enough volume to warrant registering these as energy credits.

With both projects implemented this will result in an average annual reduction in emissions of 32% based on the 2021/22 audit results. This would leave the council with (6,869,216.00 kWh p.a) 68% of its emissions from electricity still to address.

It should be noted that if 3 waters proceed in its current form then all emissions associated with 3 waters activity will move to the new entity when it is established, and this will result in electricity emissions reducing by 58% for the council. If both the hub and farm are then implemented on top of this there will be a further electricity reduction of 32% leaving the council with only (994,316 kWh p.a) 10% remaining of its 2021/22 electricity footprint.

2. VEHICLE FLEET OPTIMISATION AND DECARBONISATION

In the 2021-41 LTP, budget was approved to purchase 6-7 more Electric or Low Emission Vehicles (on top of the 3 that were already in the fleet) over the three year LTP period. This funding was in addition to the existing plant and vehicle replacement budget so that we could accelerate the transition. Currently the fleet has 8 full EV vehicles and 3 plugin hybrid vehicles. To continue this work, a new LTP budget bid will be put forward to allow the continued decarbonisation of the fleet. We are looking to replace an average of 3 additional vehicle per year with an EV or low emissions vehicle until all 92 vehicles are replaced (this does not equate to 3 new EV every year for 27 years rather it bridges the financial gap between replacing with an ICE vs and EV). It should be noted that some vehicles such as 4wd utes do not have a suitable electric alternative available in the market yet, so development of this technology will impact when some vehicles can be swapped.

3. INSTALL HEAT RECOVERY UNITS, HEAT PUMP AND BUILDING ENVELOPE IMPROVEMENTS AT ŌTAKI POOL

In late 2019, a feasibility study was commissioned to explore the options for emissions reduction at Ōtaki Pool. A recommendation was made to install air-to-air heat exchange units on the pool's exhaust air fans, which have no heat recovery at present, so that the recovered heat could support the space heating of the pool.

In addition, a new heat pump system is planned to replace the old condensing gas boiler for the pool. This will require a building extension to have sufficient space in the plant room to house this unit. It is estimated that these two projects will result in a 263 tCO₂e emission reduction annually. This project is planned for 2025 so the full result will likely be seen in the 2026/27 audited emissions inventory.

When the Otaki main pool hall was rebuilt in 2017 there was insufficient budget to also upgrade the changing rooms and plant room. These are a source of heat loss from the building. Funding for an upgrade of this part of the building has been approved as part of the pool upgrade project and will be done alongside the heat recover and heat source upgrades. It is not known what emissions reduction impact this project will have.

4. CHANGING THE HEAT SOURCE TO AN ELECTRIC HEAT PUMP AT WAIKANAE POOL

In 2017 a feasibility study was carried out on the possibility of switching the condensing gas boiler in the Waikanae pool to an electric heat pump. This replacement was not done at the time as there was an urgent need to replace the boiler when it broke and there not enough money in the budget for the electric option. Now the boiler is still relatively new making a replacement before the boilers end of life a weak financial business case. However, once works are complete at the Ōtaki Pool the focus will shift to improving Waikanae heat source. It is expected that the switching of the Waikanae heat source will be budgeted for in the 2027-2047 LTP. The cost for this project is currently estimated at \$800,000 to 1,000,000 however an updated feasibility study will be required ahead of an LTP bit.

Table 1 highlights emission sources that have been identified for improving source the data quality in future inventories.

TABLE 1. PROJECTS TO IMPROVE DATA QUALITY

Emissions source	Actions to improve data quality	Responsibility	Completion date
Waste to landfill operational waste	Work with waste pickup providers and transfer stations to get more accurate waste weights and categories	Property Manager, Aquatics Manager, Operations Manager	30/06/2023

The emissions inventory chapter identified various emissions liabilities (see **Error! Reference source not found.** section).

Table 2 details the actions that will be taken to prevent GHG emissions from these potential emissions sources.

TABLE 2. PROJECTS TO PREVENT EMISSIONS FROM LIABILITIES

Liability source	Actions to prevent emissions	Responsibility	Completion date
Refrigerants	Review maintenance schedule and renewals plan to reduce leak risks.	Property Manager, Aquatics Manager	Ongoing

Liability source	Actions to prevent emissions	Responsibility	Completion date
Forestry	N/A Council owned forests are not commercial, they are mostly native planted forests or rejuvenating areas. There is very little that can be done to reduce risk of loss.	Team Leader Environment and Ecological Services	Ongoing

1.2. STAFF ENGAGEMENT

Councils carbon reduction commitments are communicated to staff through annual reporting and the intranet. Key staff and operational business units are engaged by the Sustainability and Resilience team to work on projects to help reduce council's emissions. The inventory report is used to inform project planning discussions.

1.3. KEY PERFORMANCE INDICATORS

The Council monitors its progress on emissions reduction through the two KPIs below:

- 1. Emissions per ratepayer unit: The total number of ratepayer units this financial year 21/22 was 25,465 and the emissions per ratepayer unit were 0.18 tCO₂-e*
- 2. Emissions per million of Operating Revenue: This years operating revenue was 104.8 million and the emissions per million of Operating Revenue was 42.86 tCO₂-e*

9 TE WHAKAŪ I NGĀ ĀMIKI | CONFIRMATION OF MINUTES**9.1 CONFIRMATION OF MINUTES**

Author: Jessica Mackman, Senior Advisor, Democracy Services

Authoriser: James Jefferson, Group Manager Regulatory Services

TAUNAKITANGA | RECOMMENDATIONS

That the minutes of the Climate & Environment Subcommittee meeting of 2 May 2023 be accepted as a true and correct record.

APPENDICES

1. Minutes of the Climate & Environment Subcommittee Meeting 2 May 2023 [↓](#)

CLIMATE AND ENVIRONMENT SUBCOMMITTEE MEETING MINUTES**2 MAY 2023**

**MINUTES OF THE KĀPITI COAST DISTRICT COUNCIL
CLIMATE AND ENVIRONMENT SUBCOMMITTEE MEETING
HELD IN THE COUNCIL CHAMBER, GROUND FLOOR, 175 RIMU ROAD, PARAPARAUMU
ON TUESDAY, 2 MAY 2023 AT 9.36AM**

PRESENT: Cr Jocelyn Prvanov (Chair), Cr Sophie Handford, Cr Glen Cooper (via Zoom), Mayor Janet Holborow, Cr Liz Koh, Cr Shelly Warwick, Huriwai Paki (via Zoom), Kim Tahiwai (via Zoom), Cam Butler, Christian Judge, Michael Moore, Glen Olsen, Tim Sutton

IN ATTENDANCE: Deputy Mayor Lawrence Kirby, Cr Rob Kofoed, James Jefferson, Sean Mallon, Mike Mendonça, Kris Pervan, Steffi Haefeli, Kate Coutts, Jessica Mackman, Jo Bryan, Gareth Eloff, Nienke Itjeshorst, Doug Simpson, Robbie Stillwell

WHAKAPĀHA | APOLOGIES: Simon Black and Mayor Janet Holborow

LEAVE OF ABSENCE: There were none.

1 NAU MAI | WELCOME

The Chair, Cr Prvanov, welcomed everyone to the meeting.

2 KARAKIA A TE KAUNIHERA | COUNCIL BLESSING

Michael Moore read the Council blessing.

3 WHAKAPĀHA | APOLOGIES

APOLOGY

The Chair noted that Simon Black was unable to attend the meeting and Mayor Janet Holborow would be late to join.

COMMITTEE RESOLUTION CAES2023/5

Moved: Cr Shelly Warwick
Seconder: Cr Sophie Handford

That the apology received from Simon Black and Mayor Janet Holborow be accepted.

CARRIED

**4 TE TAUĀKĪ O TE WHAITAKE KI NGĀ MEA O TE RĀRANGI TAKE |
DECLARATIONS OF INTEREST RELATING TO ITEMS ON THE AGENDA**

There were none.

CLIMATE AND ENVIRONMENT SUBCOMMITTEE MEETING MINUTES

2 MAY 2023

5 HE WĀ KŌRERO KI TE MAREA MŌ NGĀ MEA E HĀNGAI ANA KI TE RĀRANGI TAKE | PUBLIC SPEAKING TIME FOR ITEMS RELATING TO THE AGENDA

There were no public speakers.

6 NGĀ TAKE A NGĀ MEMA | MEMBERS' BUSINESS

- (a) Leave of Absence – there were none.
- (b) Matters of an Urgent Nature – there were none.

Tim Sutton joined the meeting at 9.38am.

7 HE KŌRERO HOU | UPDATES**7.1 STRATEGIC WORK PROGRAMME UPDATE**

James Jefferson, Group Manager Regulatory Services, introduced Kris Pervan, Group Manager Strategy & Growth to talk about this item.

Kris Pervan, provided an update on Council's strategic work programme and answered members' questions.

Cr Glen Cooper joined the meeting via Zoom at 9.45am.

Huriwai Paki joined the meeting via Zoom at 9.52am.

Mayor Holborow joined the meeting at 10.06am

7.2 INTRODUCTION TO THE OPEN SPACE STRATEGY

Mike Mendonça, Acting Group Manager Place & Space, introduced Gareth Eloff, Parks, Open Space & Environment Manager and the Open Space Strategy.

Gareth Eloff spoke to the presentation and highlighted the priorities and focus areas of the Strategy.

Mike Mendonça and Gareth Eloff answered member's questions.

Huriwai Paki left the meeting at 10.55am

The Chair invited Mike Mendonça to provide an update on beach access at the Mangaone Stream in Te Horo. Mike Mendonça provided a brief update.

Cr Handford left the meeting at 11.19am

Cr Handford returned to the meeting at 11.23am

The meeting adjourned at 11.25am

The meeting resumed at 11.47am

CLIMATE AND ENVIRONMENT SUBCOMMITTEE MEETING MINUTES

2 MAY 2023

7.3 UPDATE ON CLIMATE ACTION GRANT

The Chair introduced the item for noting.

Nienke Itjeshorst, Sustainability & Resilience Manager, answered members' questions.

COMMITTEE RESOLUTION CAES2023/6

Moved: Cr Liz Koh

Seconder: Mr Christian Judge

That the Climate and Environment Subcommittee note that:

- A. the Climate Action Grant policy has been endorsed by the Strategy, Operations and Finance Committee on 6 April 2023, so the agenda item left to lie on the table because of lack of time from the last Climate and Environment Subcommittee meeting held on 14 March 2023 is considered closed, and
- B. the grant applications to be considered will be brought to the Climate and Environment Subcommittee later this year.

CARRIED

8 PŪRONGO | REPORTS**8.1 LOCAL ACTION PLAN DEVELOPMENT UPDATE - WASTE MANAGEMENT AND MINIMISATION PLAN (2023).**

Robbie Stillwell, Waste Projects Manager, introduced the report and took the report as read.

Robbie Stillwell and Nienke Itjeshorst, Sustainability & Resilience Manager, invited comments and answered members' questions.

COMMITTEE RESOLUTION CAES2023/7

Moved: Cr Liz Koh

Seconder: Cam Butler

That the Subcommittee receives the draft Kāpiti Local Action Plan for the new Waste Management and Minimisation Plan (2023) for information.

That the Subcommittee provides comments (if any) on the draft Kāpiti LAP.

CARRIED

Mayor Janet Holborow left the meeting at 12.05pm and did not return.

Michael Moore left the meeting at 12.15pm

Michael Moore returned to the meeting at 12.19pm

CLIMATE AND ENVIRONMENT SUBCOMMITTEE MEETING MINUTES

2 MAY 2023

9 TE WHAKAŪ I NGĀ ĀMIKI | CONFIRMATION OF MINUTES**9.1 CONFIRMATION OF MINUTES****COMMITTEE RESOLUTION CAES2023/8**

Moved: Cr Sophie Handford

Seconder: Cr Liz Koh

That the minutes of the Climate and Environment Subcommittee meeting of 9 February 2023 be accepted as a true and correct record subject to the correction to the record of attendance of Cr Shelly Warwick.

That the minutes of the Climate and Environment Subcommittee meeting 14 March 2023 be accepted as a true and correct record.

CARRIED

Christian Judge requested it be recorded in the minutes that he raised the issue of two day clearance of fly tipping and that further context was provided and that was in 85 percent of times in the KPI by staff so long as they agree with that as well.

10 TE WHAKAŪNGA O NGĀ ĀMIKI KĀORE E WĀTEA KI TE MAREA | CONFIRMATION OF PUBLIC EXCLUDED MINUTES

There were none.

11 CLOSING KARAKIA

Kim Tahiwi closed the meeting with karakia.

The Te Komiti Whāiti Āhuarangi me te Taiao | Climate and Environment Subcommittee meeting closed at 12.31pm.

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HEAMANA | CHAIRPERSON

10 CLOSING KARAKIA