AGENDA FOR THE

MEETING OF THE

CLIMATE CHANGE & SUSTAINABILITY SUBCOMMITTEE

TO BE HELD ON

WEDNESDAY 14 MAY 2025

COMMENCING AT 3PM

Climate Change & Sustainability Subcommittee - Wednesday 14 May 2025

Attendees: Mayor S T Broughton; Councillors, N C Reid (Chair), P M Dean, L L Gliddon & E S Mundt & Ms M McKay

14 May 2025 03:00 PM - 05:00 PM

Agenda Topic — Page

Public portions of this meeting are audio-recorded and livestreamed via the Council's YouTube channel.

OPENING KARAKIA

Whakataka te hau ki te uru	Cease the winds from the west
Whakataka te hau ki te tonga	Cease the winds from the south
Kia mākinakina ki uta	Let the breeze blow over the land
Kia mātaratara ki tai	Let the breeze blow over the sea
E hī ake ana te atakura	Let the red-tipped dawn come with a sharpened air
He tio, he huka, he hau hū	A touch of frost, a promise of a glorious day
Tīhei mauri ora!	

Climate Change and Sustainability Subcommittee
Terms of Reference

For the remainder of the 2022-2025 Triennium

Adopted by Selwyn District Council on 14 August 2024

List of Committees

INTRODUCTION

1. General Principles of Delegation

This document sets out the terms of reference and delegations for Selwyn District Council, and its committees and subcommittees. It also sets out the responsibilities of and delegations associated with certain roles, including the Mayor, Deputy Mayor, Chief Executive, Committee and Subcommittee Chairs and Deputy Chairs.

The Council's functions are wide-ranging, and it has obligations and powers under many statutes and regulations.

These terms of reference are intended to allow the Council to ensure that its powers and functions are exercised at a level commensurate with efficiency and effectiveness and the significance of the power or function.

2. Establishment of Committees

Procedures, responsibilities, and accountabilities

Subject to the following limitations, the committees of the whole shall have power to act in all matters concerning the functions listed in their respective delegations, provided they do not conflict with stated policy of Council. In respect of matters requiring financial input the committee's power is limited to the extent that provision has been made in the annual budgets and in the Long-Term Plan.

All Committees of the Whole:

a) Shall be responsible for planning, reviewing and implementation of functions, duties, and powers in respect of their delegations

b) Shall be responsible for monitoring performance (including budget and performance targets) for their areas of responsibility

c) Have delegated power to appoint subcommittees and to delegate their powers to that subcommittee.

d) May delegate their powers to an officer of the Council

e) Can delegate any of its powers to any joint committee established for any relevant purpose under clause 32, Schedule 7 of the Local Government Act 2002 (LGA)

f) Any committee of the whole has the power to adopt the Special Consultative Procedure provided for in Section 83 to 88 of the LGA in respect of matters under its jurisdiction. (This allows for setting of fees and bylaw making processes up to but not including adoption)

g) All committees of the whole shall undertake such other functions as may be delegated by Council from time to time and are able to provide recommendations to council where appropriate

h) When an Act or Regulation empowers 'the Council' to carry out a decision-making function, that decision must be made by way of resolution of the full council unless the Act or Regulation permits delegation to a committee, subcommittee or officer

i) Council cannot delegate any of the following matters to committees, subcommittees or any other subordinate decision-making body (Clause 32(1)(a)- (h) of Schedule 7 of the Act):
   a) the power to make a rate
   b) the power to make a bylaw
   c) the power to borrow money, or purchase or dispose of assets, other than in
   d) accordance with the long-term plan
   e) the power to adopt a long-term plan, annual plan or annual report
   f) the power to appoint a chief executive
   g) the power to adopt policies required to be adopted and consulted on under the Local Government 2002 in association with the long-term plan or developed for the purpose of the local governance statement
   h) the power to adopt a remuneration and employment policy.

j) The power to make or alter any council policy is limited to those instances where that power has been specifically delegated to the committee

k) Any committee of the whole can approve submissions on legislation

l) All Council committees will follow Tikanga and will open and close with a karakia

3. Committees

Committee includes, in relation to the Council:

a) A committee comprising all the members of the Council;

b) A standing committee or special committee appointed by the Council;

c) A standing committee or special committee appointed by the Mayor;

d) A joint committee appointed under clause 30 of Schedule 7 of the Local Government Act 2002;

e) Any subcommittee of a committee described in items (a) (b), (c) or (d) of this definition; or

f) A subordinate decision-making body, including Subcommittees and Forums

The terms of reference and delegations to Committees and Subcommittees are set out in full in this document. In respect of committees and subcommittees:

a) The committees have no decision-making powers other than those set out in these terms of reference

b) Any committee may request expert advice through the Chief Executive where necessary

c) The committees may make recommendations to their governing committee or Council, or Chief Executive as appropriate

4. Working groups

Working groups may be recommended by committees and subcommittees for Council approval. Working groups are set up to investigate a specific issue within their area of focus and report back within a specific timeframe. Working groups and are made up of members of the committee or subcommittee. Working groups do not have decision making power. Working groups enable Councillors to work constructively and collegially together to consider an issue and collectively work on solutions.

5. Quorum

Unless otherwise specified, a quorum is defined as a half, if the total number of members is even or a majority, if the total number of members is odd. The quorum for committees and subcommittees are stated in the relevant terms of reference. The Mayor is included in calculating the quorum and is counted towards the quorum when present. Appointed members are included in calculating the quorum and are counted towards the quorum when present.

6. Ambiguity and Conflict

In the event of ambiguity or conflict between any of the provisions contained in these terms of reference, the Chief Executive can provide advice. If the ambiguity or conflict results in uncertainty or dispute as to which chairperson, committee or subcommittee has the delegation to act in respect of a particular matter, then the Mayor will decide in consultation with the Deputy Mayor and having received advice from the Chief Executive. The decision of the Mayor will be final and binding.

In resolving ambiguity or conflict in the allocation of matters to committees, the guiding principle is that the primary outcome of the decision required should determine which committee deals with the matter.

CLIMATE CHANGE AND SUSTAINABILITY SUBCOMMITTEE - TERMS OF REFERENCE

The Climate Change Subcommittee shall be a Committee of Council, established by Council for specific periods determined by the governing body, or until the 2025 local elections. The existence of the subcommittee does not remove from council any of its legal obligations or responsibilities.

Chair:	Councillor Reid
Deputy Chair:	Councillor Gliddon
Members:	Mayor Sam Broughton Councillor Mundt Councillor Dean Megen McKay (Te Taumutu Rūnanga representative) Vacant (Ngāi Tūāhuriri Rūnanga representative) Up to 2 x Subject matter experts
Quorum:	Half the number of elected and appointed members on the committee at the time, as per S.O 11.1(b). If it is an odd number, then the quorum is half plus 1.
Meeting Cycle:	Every second month
Delegations Powers:	As per section 5 of the TOR
Reporting Officer:	Executive Director Strategy and Engagement

1. Purpose

The purpose of the Climate Change Subcommittee is to help raise the overall awareness and district wide support for the Council's strategy to reduce greenhouse gasses. It will also focus directly on Councils own emissions and reduction measures and performance.

2. Responsibilities

- To ensure the council's policy commitment to reducing greenhouse gases is given effect by the council and its departments.
- Assist, in partnership with others, in building a district wide consensus about the importance of reducing greenhouse gasses.
- To raise community awareness of the implications of climate change and its current and future impact on the district and its residents through monitoring the following key plans for Council and the wider District:
    - Sustainability Plan for SDC / District
    - Emissions Reduction Plan for SDC
    - SDC and District Climate Change Adaption Plan
    - SDC Biodiversity Workplan
- To promote the importance of resilience and the need to adapt infrastructure and development to meet the additional demands of more frequent extreme weather events.
- To direct and approve decisions that relate to key action plans related to climate change and sustainability.

3. Delegations

The Subcommittee will have delegated decision-making responsibilities to make:

- submissions to central and regional government on climate change and sustainability related issues
- decisions to endorse the Selwyn Biodiversity Strategy Workplan
- decisions to endorse the implementation and actions plans arising from the Climate Change Adaptation Plan, Emissions Reduction Plan, and Sustainability Plan.

4. Reporting

The Subcommittee will report to the Governing body and have linkages to relevant planning and policy initiatives, including any review of the District Plan.

5. Chairperson may refer urgent matters to the Council

As may be necessary from time to time, the Subcommittee Chairperson is authorised to refer urgent matters to the Council for decision, where this Subcommittee would ordinarily have considered the matter.

6. Terms of Reference Review Process

The Terms of Reference will be reviewed at the first meeting of the subcommittee and then again before the end of the triennium for advice to the next elected council.

TERMS OF REFERENCE REVIEW TABLE

Date of review	Status / summary of changes made
June 2024	TOR established
14 August 2024	Adopted by Council
20 November 2024	Adopted by Subcommittee (with amendments made)

MINUTES OF MEETING OF AN ORDINARY MEETING OF THE CLIMATE CHANGE & SUSTAINABILITY SUBCOMMITTEE HELD IN THE TAUWHAREKAKAHO ROOM - SELWYN DISTRICT COUNCIL ON WEDNESDAY 19 FEBRUARY 2025 COMMENCING AT 10.00AM

PRESENT

Mayor S T Broughton, Councillors N C Reid (Chair), P M Dean, L L Gliddon and E S Mundt; and Ms M McKay

ATTENDEES

Councillors Mugford and McInnes; Mesdames S Mason (Chief Executive Officer) and P Ganda (Senior Communications Advisor); Messrs. T Harris (Executive Director Strategy and Engagement), J Gentilcore (Climate Change Lead) and Andy Spanton (Environmental Team Lead, Strategy and Policy); Ms T Davel (Senior Governance Advisor)

The meeting was opened with a karakia.

APOLOGIES

No apologies were received.

EXTRAORDINARY OR GENERAL BUSINESS

None.

CONFLICTS OF INTEREST

None.

TERMS OF REFERENCE

Noted.

REPORTS

1. Chairpersons Report

Chairperson, Councillor Nicole Reid

Staff agreed to bring a report on waste management to the next meeting. There was a discussion on the feedback on the house demolition(s) and whether the level of information provided to the subcommittee was sufficient or whether there should have been more details. The Chair reiterated that contractors try to recycle as much as possible, noting the 2nd hand market was quite saturated now. For material to be recycled sufficiently it does need to have people or a place to go to for re-use or re-cycle. Members agreed that the information provided was at the right level for governors to note. Operationally it would be staff looking into the detail.

Moved – Councillor Reid / **Seconded** – Mayor Broughton

'That the Subcommittee notes the Chairperson's report, for information.'

CARRIED

2. Council Sustainability and Emissions Reduction Plans

Joe Gentilcore Climate Change Lead

Staff presented to the subcommittee, highlighting the three internal documents they want to now finalise. It was agreed to hold a workshop with the subcommittee to work through the sustainability plan. A third big piece of work centers around the emissions reduction plan and looking at how Council is moving forward with its own energy reduction. Much of this was not specific implementation but more about ensuring there were policies in places.

Staff also referred to a survey on climate change done during 2024, noting the community appeared more concerned with climate change than previously. The community also see it as a Council responsibility rather than a personal responsibility to institute or drive change. There will also be planning for adaptation / mitigation during the next LTP period. There was the potential for outreach to the community and businesses in the District, working with them and supporting them where they make changes.

Members noted that public transport will have an impact on the emissions reduction plan and spoke about the cross over of the work of this subcommittee and that of the Housing and Urban Development (HUD) subcommittee. The Chair noted she was working with the Chairperson of the HUD subcommittee on this.

The Chair noted that with the next meeting only in May, she would like to see some work done in-between. Staff said they could work on having a workshop with the subcommittee.

Staff were requested to separate out reports in future rather than grouping major items into one report.

Moved *(as amended)* – Councillor Dean / **Seconded** – Councillor Gliddon

'That the Climate Change and Sustainability Subcommittee supports progressing work on these key initiatives:

i. C201 Climate Change Policy - to be reviewed and updated,

*ii. **Review and** Finalising the Sustainability Plan,*

*iii. **Review and** Finalising the Emissions Reduction Plan.'*

CARRIED

GENERAL BUSINESS

The meeting closed with a karakia at 10.59am

DATED this day of 2025

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CHAIRPERSON

REPORT

TO: Climate Change and Sustainability Subcommittee

FOR: Committee Meeting — 14 May 2025

FROM: Councillor Nicole Reid – Chairperson Climate Change and Sustainability Subcommittee

DATE: 7 May 2025

SUBJECT: **CHAIRPERSON'S REPORT TO SUBCOMMITTEE**

RECOMMENDATION

'That the Climate Change and Sustainability Subcommittee receive the Chairperson's Report for information.'

1. PURPOSE

To inform the subcommittee regarding current items that may be of interest pertaining to Climate Change and Sustainability issues.

2. RECENT ACTIVITIES RELEVANT TO THIS COMMITTEE

3.1 MfE update on Resource Management replacement (dated 16 April 2025)

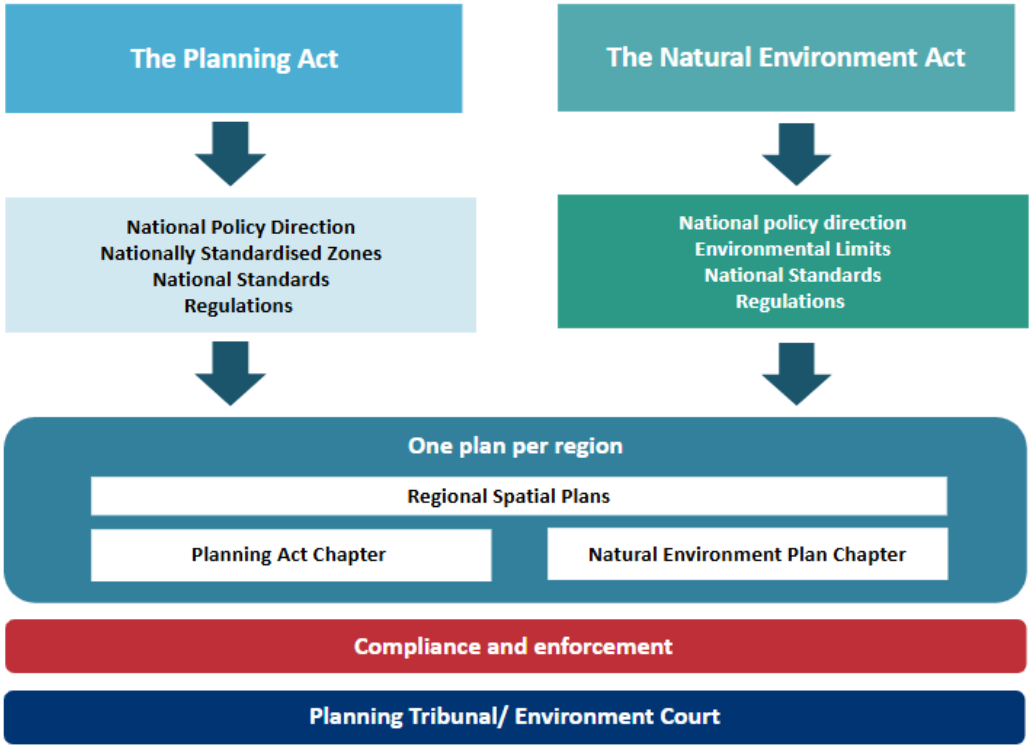
Two pieces of legislation are set to replace the RMA, as follows:

- 'The Natural Environment Act will focus on the use, protection, and enhancement of the natural environment. This includes our land, air, freshwater, coastal and marine water, and other natural resources.
- 'The Planning Act will focus on land-use planning to enable development and infrastructure.'

'Bills to develop this legislation is expected to be introduced to Parliament later this year, and the new Acts are intended to be law by mid-2026.'

Copied from (on 7 May 2025): https://environment.govt.nz/news/resource-management-update-april-2025/

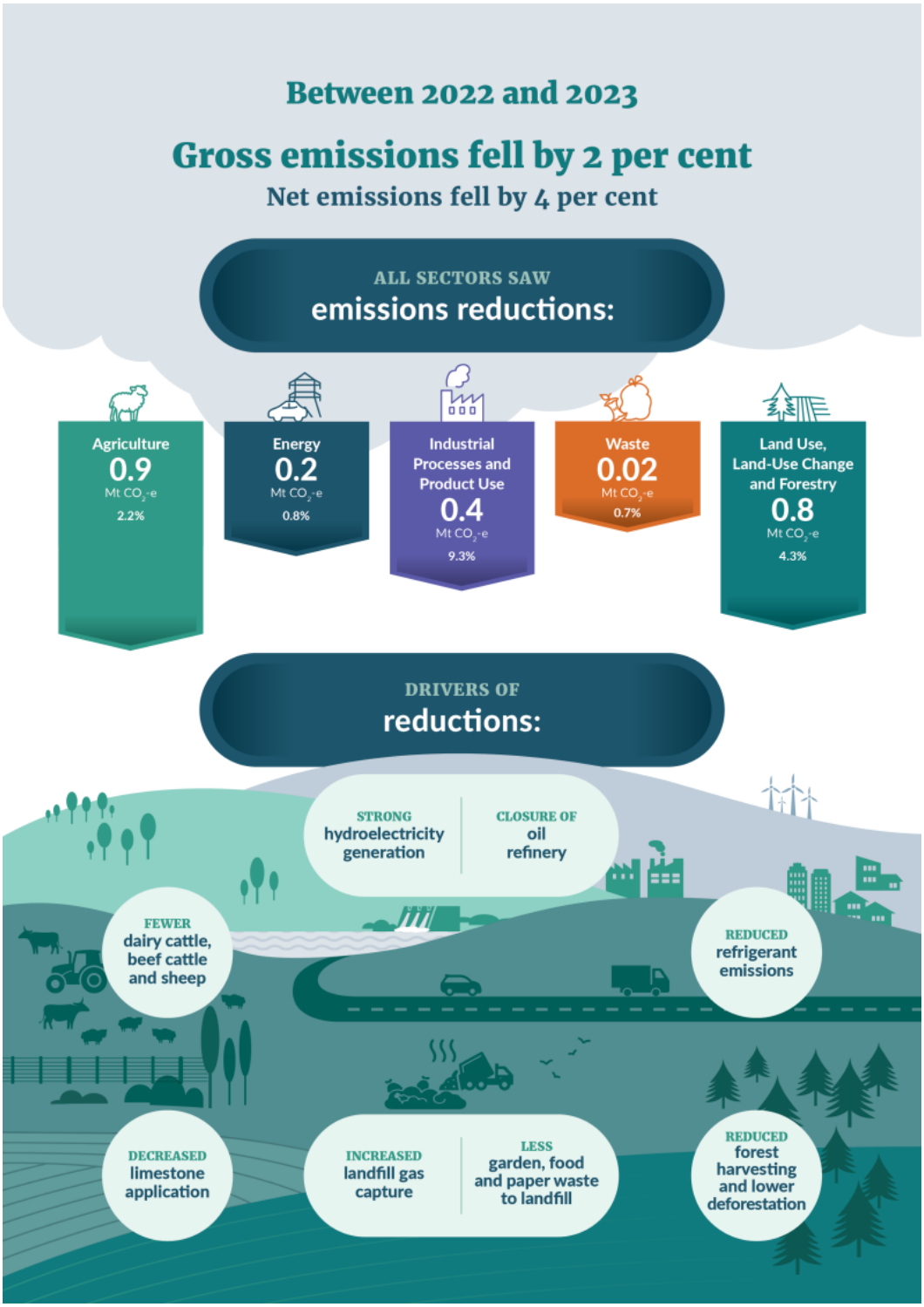
The new Acts' proposed structure currently (copied from MfE's website)



3.2 Emissions fell across every sector in NZ in 2023 (15 April 2025)

From: https://environment.govt.nz/news/emissions-fell-across-every-sector-in-new-zealand-in-2023/

Pictorial on next page illustrates the areas of reductions in emissions.


Between 2022 and 2023
Gross emissions fell by 2 per cent
Net emissions fell by 4 per cent
ALL SECTORS SAW
emissions reductions:
Agriculture
0.9
Mt CO_2-e
2.2%
Energy
0.2
Mt CO_2-e
0.8%
Industrial Processes and Product Use
0.4
Mt CO_2-e
9.3%
Waste
0.02
Mt CO_2-e
0.7%
Land Use, Land-Use Change and Forestry
0.8
Mt CO_2-e
4.3%
DRIVERS OF
reductions:
STRONG hydroelectricity generation
CLOSURE OF oil refinery
FEWER dairy cattle, beef cattle and sheep
REDUCED refrigerant emissions
DECREASED limestone application
INCREASED landfill gas capture
LESS garden, food and paper waste to landfill
REDUCED forest harvesting and lower deforestation

3. CURRENT CONSULTATIONS

3.1 MfE consultation on proposed amendments to waste legislation

Consultation on new legislation to replace the Waste Minimisation Act 2008 and the Litter Act 1979.

Copied from MfE's website: https://environment.govt.nz/news/kiwis-invited-to-have-their-say-on-revised-waste-legislation/

'The consultation document outlines five proposals:

- 'creating a framework for extended producer responsibility, to ensure producers remain accountable for their products even after consumers have used them
- 'changes to how the waste levy is allocated to territorial authorities, and what they can spend the money on
- 'clarifying roles and responsibilities for central government, local government and the waste sector
- 'improving tools for compliance, monitoring, and enforcement
- 'enabling efficient and effective measures to control littering and other types of mismanaged waste.'

'Consultation will run for six weeks until 11:59pm on Sunday, 1 June 2025. Feedback will help shape the final proposals for the legislative amendment.'

To have your say on the proposed amendments: https://consult.environment.govt.nz/waste/waste-legislation-proposed-amendments/

4. UPCOMING EVENTS

4.1 Lincoln Envirotown Trust

4.1.1 *Waste Art Competition*

Students from years 7 to 13 attending school in Selwyn can enter (including home schooled students).

Deadline for registration: Monday 1 September 2025 at 5pm

Every entrant gets a prize. More information here: https://lincolnenvirotown.org.nz/event/waste-art-competition/

4.1.2 *Repair Café at ReDiscover at Resource Recovery Park Rolleston on 24 May from 10 am until 1 pm*

Planning to have the following volunteers available:

- Electrical and electronics (including household appliances) repairs
- Jewellery repairs
- Clothing
- General repairs
- Scissor and knife sharpening

Please register providing detail(s) of what the issue(s) are that need repairing.

To register and for more information: https://lincolnenvirotown.org.nz/event/repair-cafe-at-rediscover-rolleston/

4.1 Te Ara Kakariki

4.2.1 *Upcoming plant-out days (2025)*

4.2.1.1. **Saturday 24 May at Te Motu O Huritini**

Self-drive 10 am until 2 pm

4.2.1.2 **Saturday 6 September at Tai Tapu and Lincoln**

Bus and lunch provided. 10 am until 4 pm

4.2.1.3 **Sunday 21 September at West Melton**

Self-drive. 10 am until 3.30 pm

4.2.1.4 **Sunday 5 October at Springfield and Darfield**

Bus and lunch provided. 10 am until 4 pm

For more information: https://kakariki.org.nz/volunteer/

CHAIRPERSON CLIMATE CHANGE AND SUSTAINABILITY SUBCOMMITTEE

PUBLIC REPORT

TO: Climate Change and Sustainability Subcommittee

FOR: Meeting on 9 May 2025

FROM: Joe Gentilcore, Climate Change Lead

DATE: 22 April 2025

SUBJECT: **C201 CLIMATE CHANGE POLICY**

RECOMMENDATION

'That the Climate Change and Sustainability Subcommittee endorses the following:

i. C201 Climate Change Policy – (Reviewed and Amended)'

1. PURPOSE

The purpose of this report is to seek the subcommittee endorsement of the revised Climate Change Policy to be submitted to Full Council for adoption.
The report also provides an update on related work that has been carried out and is currently underway.

2. HISTORY/BACKGROUND

The Climate Change Lead, Joe Gentilcore, began working at Council on the 27 January 2025. The Climate Change Lead is responsible for developing and executing the Council's Emission and Adaptation Vision, Strategy and Action Plan. The Lead provides advice, guidance, and direction to the Council, to reduce its emissions, and adapt to or mitigate the effects of climate change.

Climate Change Policy

The Climate Change Policy was adopted by Council in 2020. The purpose of the Policy is to outline a blueprint to achieve a cohesive and comprehensive response to Climate Change at Selwyn and take a leadership role to prepare the Council functions, businesses, and its communities, to be responsive, resilient and ready for a carbon-neutral future.

At the February subcommittee meeting, this policy was presented, and an evaluation was discussed. The Policy has since been reviewed and updated, and the suggested changes are shown in **Appendix 1** (Revised Version), **Appendix 2** (Original version)

3. PROPOSAL

The Proposal is that the Subcommittee:

1. Supports the proposed amendments to the C201 Climate Change Policy,
2. Endorses the Policy to be presented to Council for adoption.

4. OPTIONS/RECOMMENDATIONS

The Committee has the following practical options available in respect to the proposal:

1. Approve the revised and updated C201 Climate Change Policy.
2. Do not approve the updated C201 Climate Change Policy.
3. Modify the updated C201 Climate Change Policy.

Two documents are detailed in Appendices 1 and 2.
Appendix 1 – C201 Climate Change Policy (Revised Version)
Appendix 2 – C201 Climate Change Policy (Original Version)

Discussion on options:

Option 1 is recommended as the preferred option as it enables strategic and operational progress to proceed, supporting established and emerging best practices, focusing on waste, resource, and emissions reductions, whilst helping to future proof Councils resilience.

The C201 Climate Change Policy (with minor changes) aligns with Climate Canterbury Partnership Plan and associated wider Canterbury strategies.

Option 2 is not recommended as it will not enable associated progress, and it does not align with Climate Change related national directives.

5. ALIGNMENT WITH COUNCIL PLANS, STRATEGY, POLICY AND REGULATORY / COMPLIANCE OBLIGATIONS

Waikirikiri Ki Tua/Future Selwyn
The following aspects of **Waikirikiri Ki Tua/Future Selwyn** have been identified as relevant to this issue, proposal/decision/activity/project, and inform both the outcomes of the project as well as the way the project develops:

Outcome and/or Direction	Relevance
A Great Place to Call Home	Planning for climate resilience in infrastructure, housing, and services. Ensuring Selwyn remains safe, liveable, and future-proofed.
A Healthy and Restored Environment	Emissions reduction, nature-based solutions, supports the environment through mitigation, adaptation, and planning.
A Regenerative Economy	Low-carbon innovation, renewable energy, and sustainable resource management - a regenerative economy supports economic resilience and adaptation to climate risks.

A Sustainable and Connected Urban Form	Climate considerations are integrated into land use, transport, and infrastructure planning. It helps shape compact, efficient, and climate-smart development.

Other Council Plans, strategy policy and regulatory/compliance obligations

The following strategies have been identified as relevant to this issue, proposal/decision/activity/project

SDC Strategic context	How the document relates
Rautaki Tūāhaka Infrastructure Strategy 2024-2054 (includes our approach to sustainability)	NA
Kai Aku Rika Economic Development Strategy	NA
Protecting our Natural Heritage Sewlyn Biodiversity Strategy	NA
Piki Amokura (Selwyn Youth Strategy)	NA
Te Paepae (Aging Well Stragey)	NA
Te Rautaki Tikaka Rua (Bicultural Strategy)	NA
Other -	Policy – informs broader Council activity
Operational Policy	
C201 Climate Change Policy	Reviewed version of the policy is presented
Regulatory/Compliance requirements or obligations	
See (6)	N/A

6. SIGNIFICANCE ASSESSMENT/COMPLIANCE STATEMENT

"The decisions and matters of this specific report are assessed as of low significance in accordance with the Council's Significance and Engagement Policy. However, this report is part of a broader process that is, or may be in future, assessed as of High significance."

7. VIEWS OF THOSE AFFECTED / CONSULTATION

In making a decision Council needs to know enough about, and give adequate consideration to the views and preferences of affected and interested parties. The degree to which Council seeks views of affected and interested parties will be proportionate to the significance of the decision or issue being considered.

(a) Views of those affected and Consultation

Some internal consultation has been undertaken with Council staff. As part of the recent LTP process the policy was consulted on.

(b) Māori and Treaty implications

With regard to the future development of the Climate Change Adaption and Mitigation Plan Council will engage with our Iwi (Te Rūnanga o Ngāi Tahu), the local hapū(s) and Tangata Whenua to exchange knowledge of Climate Change, develop understanding of Māori perspectives in relation to climate risks/opportunities and collaborate on works related to Climate Change response and community resilience. This recognises the requirement to consult with Māori in relations to 'Te Tiriti O Waitangi (Selwyn District Council, C201, 2020).

(c) Resiliency and Sustainability considerations

The C201 Climate Change Policy will support related planning and initiatives, primarily enabling sustainable practices and emissions reductions at Council.

The decisions and matters of this report are assessed to have low climate change implications when considering worldwide climate considerations. However, it should be noted that future work, including on the Adaption and Mitigation Plan, may have medium/high climate change implications for the district.

8. FUNDING IMPLICATIONS

Budget is available in the current LTP period for initiatives that are consistent with the Climate Change Policy.

This includes energy audits and identifying and actioning of supporting energy reduction options at Council sites such as HQ, community centres, pools, and office buildings. External funding for energy audits has been approved.
EECA have agreed to fund 75% of the costs associated with energy auditing of several key sites ($69,750) and to contribute towards the assistance of professional support in energy management action planning. Additional funding towards the professional support in the initial phases of the Energy Management Action Plan (40% up to $1,050) has also been approved.

It is anticipated that actions aligned with the Climate Change Policy will have some financial implications which will be largely addressed in the next LTP, and through external funding options. It should also be noted that successfully undertaking emissions reductions and sustainability initiatives will likely see the benefit of expected reductions in Council expenditure in the future.

9. LEGAL/POLICY IMPLICATIONS

The CC Policy is expected to inform other relevant polices and plans in the future, setting a clear expectation that action will be embedded across operations, planning, and decision-making. It is intended to:

- Inform and align related Council policies and strategies (procurement, infrastructure, transport, waste, biodiversity, sustainability).

- Be integrated into financial planning processes (Long-Term Plan and Annual Plans) with appropriate resourcing.
- Ensure compliance with national legislation (Zero Carbon Act, Emission Reduction)
- Strengthen partnerships with iwi and community, aligning climate resilience and adaptation efforts.
- Drive the creation and implementation of an Energy Management Action Plan, backed by regular monitoring and reporting on mitigation progress.
- Promote collaboration at regional and national levels to support a unified climate response.

The policy establishes climate change as core for all Council activity, guiding future direction, funding, engagement, and accountability.

Joseph Gentilcore
CLIMATE CHANGE LEAD

Endorsed For Agenda

Robert Love
EXECUTIVE DIRECTOR – DEVELOPMENT AND GROWTH

10. APPENDICES

Appendix 1 - C201 Climate Change Policy (Revised Version – New)

Appendix 2 – C201 Climate Change Policy (Original Version)

APPENDIX 1

C201 Climate Change Policy

Category	Pan-Organisation
Type	Policy
Policy Owner	
Approved by	Council
Last Approved Revision	December 2020 (May 2025)
Review Date	2 years from sign off

Purpose

The purpose of this policy is to outline a blueprint to achieve a cohesive and comprehensive response to Climate Change at Selwyn and take a leadership role to prepare the Council functions, businesses, and its communities, to be responsive, resilient and ready for a carbon-neutral future.

Organisational Scope

This policy applies to all Selwyn District Council staff, Councillors, and organisations interacting with the Council. Organisations performing services for the Council should align with the key principles in this policy to ensure all facets of our business operate in a way to promote and improve the Council's Climate Change response.

Definitions

Introduction

It is widely recognized that the climate is changing. The continued growth of industrial, agricultural, and transportation activities has contributed to rising greenhouse gas levels, which in turn are influencing global temperatures and weather patterns.
These changes present a range of hazards, including more frequent droughts, extreme heat, intense rainfall, flooding, and coastal inundation. Such events can have significant implications for infrastructure, services, and communities, affecting livelihoods, social well-being, and economic stability. At the same time, they may also bring new opportunities for communities and businesses to explore.
Council has a responsibility to contribute to emissions reduction efforts, aligning with the targets set under the Zero Carbon Act. In addition, Council plays a key role in assessing the impacts of climate change on its communities and supporting the planning and implementation of adaptation measures for the district.

Climate Change

The Earth's atmosphere is made up of oxygen (21%), nitrogen (78%), and of greenhouse gases (1%) such as carbon dioxide (CO2) and methane (CH4). GHGs act like a blanket around the Earth. They trap warmth from the sun and make life possible. Without them, too much heat would escape, and the surface of the planet would freeze. However, increases in the concentration of emissions has caused the Earth to heat more and its climate to change. Human activities have increased the concentration of GHGs in the atmosphere. This process is often referred to as global warming, but Climate Change is the more accurate term. While temperature fluctuations are the main effect, other aspects of the climate also change including more frequent extreme events such as floods, storms, cyclones, and droughts. We

are presented with a unique opportunity to make a meaningful difference and begin to reverse the damage caused by human activity.

Mitigation

Mitigation refers to reducing emissions, either directly or indirectly. Direct mitigation of emissions, such as carbon dioxide, includes reducing reliance on fossil fuels through energy management, renewable energy integration, and using low emission alternatives. Indirect mitigation focuses on enhancing carbon sequestration through methods such as afforestation, ocean management, carbon capture and storage, and other carbon sinks. Through emission mitigation we can minimize and potentially reverse damaging impacts.

Adaptation

Adaptation is an ongoing process of adjusting to the actual and expected changes in the environment resulting from a combination of human-caused and natural factors. Adaptation includes planning for direct impacts on infrastructure, economy, health, safety and wellbeing, and indirect impacts such as potential food and water insecurity, and disrupted services. It also means adjusting the way we live and work to prepare for a resilient future, being open to the opportunities this will bring.

Content

The Policy

Climate Change response will form an integral part of Council's decision-making process. This policy has been developed to reflect the Council's commitment in incorporating Climate Change response into its operations.

To achieve a comprehensive Climate Change response at Selwyn District Council,

- Council will align its activities to reduce carbon emissions across all its areas of influence to create the conditions for a smart, innovative, low-carbon economy that meet or exceed the targets set within the Climate Change Response (Zero Carbon) Amendment Act -2019.

- Council will carry out regular risk/opportunities assessment related to Climate Change and its impact/benefits to the Council's assets, businesses and its communities.

- Council will make Climate Change mitigation and adaptation a core component of its planning and decision making and mainstream it into the Council's function and activities.

- Council will provide consistent and timely information related to Climate Change across its key processes like long term financial planning, assets development and management, strategic planning, service delivery, emergency response, governance, communication, and other community engagement functions, and provide required resources to implement the actions planned to mitigate/adapt to the impacts, harvest the opportunities, and to increase long-term resilience to Climate Change.

- Council will engage with our Iwi (Te Rūnanga o Ngāi Tahu), the local hapū(s) and Tangata Whenua to exchange knowledge of Climate Change, develop understanding of Māori perspective in relation to climate risks/opportunities and collaborate on works related to Climate Change response and community resilience. This recognises the requirement to consult with Māori in relations to 'Te Tiriti O Waitangi'.

- Council will engage with its communities to increase awareness of Climate Change impacts and opportunities and lead the community resilience planning and Climate Change adaptation.

- Council will engage with the regional and national level authorities, Climate Change forums, workgroups and other stakeholders to actively contribute to the Climate Change related understanding and work, at the local, regional and national level.

- Council will actively measure, monitor, and report on energy and emission data across all operations and services. This will inform a comprehensive Energy Management Action Plan that drives best practices, enhances efficiency, and supports mitigation efforts across the organisation.

Related Policies, Procedures and Forms

• Climate Change Response (Zero Carbon) Amendment Act 2019
• Local Government Leaders' Climate Change Declaration 2017
• Waste Minimisation Act 2008
• Building Act 2004
• Health Act 1956
• Resource management Act 1991
• P301 Procurement Policy
• S201 Solid Waste Policy
• C504 Vehicle Replacement and Procurement Policy
• C213 Community Grants Policy
• H101 Housing Policy
• All leasing policies
• All Infrastructure policies
• Sustainability Policy (Under development, April 2025)

Several other policies, plans, and strategies support Council's commitment to Climate Change

Contact for further information about this Policy

Group Manager Infrastructure, Climate Change Lead

Keywords

Climate Change, Sustainability, Adaptation, Emissions Mitigation, Energy Management

Consultation

Executive Leadership Team, and the Climate Change and Sustainability Strategic Priority Subcommittee group were consulted on this policy.

Implementation Process

Person responsible	Chief Executive / Group Infrastructure Manager
Communication strategy	To be developed
Other Actions/tasks	Council/ELT buy in for Annual Plan and Long-Term Plan
Resources	To be developed for LTP
Completion Date	*Ongoing*

APPENDIX 2

C201 Climate Change Policy – Review ORIGINAL VERSION

Climate Change Policy

Category	Pan-Organisation
Type	Policy
Policy Owner	
Approved by	Council
Last Approved Revision	December 2020
Review Date	2 years from sign of

Purpose

The purpose of this policy is to outline a blueprint to achieve a cohesive and comprehensive response to Climate Change at Selwyn and take a leadership role to prepare the Council functions, businesses, and its communities, to be responsive, resilient and ready for a carbon-neutral future.

Organisational Scope

This policy applies to all Selwyn District Council staff, Councillors, and organisations interacting with the Council. Organisations performing services for the Council should align with the key principles in this policy to ensure all facets of our business operate in a way to promote and improve the Council's Climate Change response.

Introduction

It is indisputable that the Climate is changing. The accelerated growth of industrial, agricultural, and transportation activities have been increasing the level of greenhouse gases in the atmosphere. This is causing the Earth to heat up at an unprecedented rate resulting in changes to the surface temperatures and weather patterns.

It is widely recognized that the climate is changing. The continued growth of industrial, agricultural, and transportation activities has contributed to rising greenhouse gas levels, which in turn are influencing global temperatures and weather patterns.

Many of these changes pose serious hazards such as extreme drought, heat, rainfall, floods, coastal inundations etc., thereby posing risks to properties, water services and road infrastructure, affecting livelihood, social and economic wellbeing of our communities and people. These changes also come with many opportunities for our communities and businesses to be explored.

These changes present a range of hazards, including more frequent droughts, extreme heat, intense rainfall, flooding, and coastal inundation. Such events can have significant implications for infrastructure, services, and communities, affecting livelihoods, social well-being, and economic stability. At the same time, they may also bring new opportunities for communities and businesses to explore.

Council has moral and legislative responsibility to work towards mitigation of the carbon emissions from its business and activities in line with the 'Zero Carbon' Act targets.

Council has a responsibility to contribute to emissions reduction efforts, aligning with the targets set under the Zero Carbon Act. In addition, Council plays a key role in assessing the impacts of climate change on its communities and supporting the planning and implementation of adaptation measures for the district

The Policy

Climate Change Policy at Selwyn District Council

Climate Change response forms an integral part of the Council's decision-making process. This policy has been developed to encapsulate both the moral and legal responsibilities of the Council in relation to incorporating Climate Change response into its day-to-day business and the decision making for its communities and businesses.

Climate Change response will form an integral part of Council's decision-making process. This policy has been developed to reflect the Council's commitment in incorporating Climate Change response into its operations.

To achieve a comprehensive Climate Change response at Selwyn District Council,

- Council will align its activities to reduce carbon emissions across all its areas of influence to create the conditions for a smart, innovative, low-carbon economy that meet or exceed the targets set within the Climate Change Response (Zero Carbon) Amendment Act -2019.
- Council will carry out regular risk/opportunities assessment related to Climate Change and its impact/benefits to the Council's assets, businesses and its communities.
- Council will make Climate Change mitigation and adaptation a core component of its planning and decision making and mainstream it into the Council's function and activities.
- Council will provide consistent and timely information related to Climate Change across its key processes like long term financial planning, assets development and management, strategic planning, service delivery, emergency response, governance, communication, and other community engagement functions, and provide required resources to implement the actions planned to mitigate/adapt to the impacts, harvest the opportunities, and to increase long-term resilience to Climate Change.
- Council will engage with our Iwi (Te Rūnanga o Ngāi Tahu), the local hapū(s) and Tangata Whenua to exchange knowledge of Climate Change, develop understanding of Māori perspective in relation to climate risks/opportunities and collaborate on works related to Climate Change response and community resilience. This recognises the requirement to consult with Māori in relations to 'Te Tiriti O Waitangi'.
- Council will engage with its communities to increase awareness of Climate Change impacts and opportunities and lead the community resilience planning and Climate Change adaptation.
- Council will engage with the regional and national level authorities, Climate Change forums, workgroups and other stakeholders to actively contribute to the Climate Change related understanding and work, at the local, regional and national level.
- Council will actively measure, monitor, and report on energy data across all operations and services. This will inform a comprehensive Energy Management Action Plan that drives best practices, enhances efficiency, and supports mitigation efforts across the organisation (noted in point 3 – could replace).

Key Definitions

Climate Change

The Earth's atmosphere is made up of oxygen, a large amount of nitrogen, and a small percentage of so-called 'greenhouse gases' (GHGs) such as carbon dioxide (CO2) and methane (CH4). GHGs act like a blanket around the Earth. They trap warmth from the sun and make life possible. Without them, too much heat would escape, and the surface of the planet would freeze. However, increases in the volume and concentration of emissions have caused the Earth to heat more and its climate to change. This process is often called global warming but it's better to think of it as Climate Change. This is because while warming is the main effect, other aspects of the climate also change including more frequent extreme events such as floods, storms, cyclones, and droughts.

(Ref: MfE website)

Mitigation

Mitigation refers to reducing greenhouse gas emissions and enhancing forests and other "sinks" to remove greenhouse gases from the atmosphere, with the objective of limiting Climate Change for future generations.

Mitigation refers to reducing emissions, either directly or indirectly. Direct mitigation of emissions, such as carbon dioxide, includes reducing reliance on fossil fuels through energy management, renewable energy integration, and assessing the vehicle fleet. Indirect mitigation focuses on enhancing carbon sequestration through methods such as afforestation, ocean management, carbon capture and storage, and other carbon sinks.

By mitigating the effects of climate change, we can minimize and potentially reverse its harmful impacts.

(Ref: MfE website)

Adaptation

Adaptation is about an ongoing process of adjusting to the actual and expected changes in the environment resulting from greenhouse gas emissions which have already been released into the atmosphere, and those that may be released in the future.

(Ref: MfE website)

Adaptation includes planning for direct impacts on infrastructure, economy, health, safety and wellbeing, and indirect impacts such as potential food and water insecurity, and disrupted health services. It also means adjusting the way we live and work to prepare for a zero-carbon future and being open to the opportunities this will bring.

Related Policies, Procedures and Forms

- Climate Change Response (Zero Carbon) Amendment Act 2019
- Local Government Leaders' Climate Change Declaration 2017
- Waste Minimisation Act 2008
- Building Act 2004
- Health Act 1956
- Resource management Act 1991
- P301 - Procurement Policy.
- S201 - Solid Waste Policy
- C504 - Vehicle Replacement and Procurement Policy
- C213 - Community Grants Policy
- H101 - Housing Policy
- All leasing policies
- All Infrastructure policies
- Sustainability Policy (Under development)

Contact for further information about this Policy

Group Manager Infrastructure

Keywords

Climate Change Policy, Sustainability

Consultation

ELT and Climate Change and Sustainability Strategic Priority Subcommittee group were consulted on this policy. Further consultation may not be required at this stage

Implementation Process

Person responsible - Chief Executive / Group Infrastructure Manager

Communication strategy - To be developed

Other Actions/tasks - Council/ELT buy in for Annual Plan and Long-Term Plan

Resources - To be developed for LTP 2021-2031

Completion Date – March/April 2025?

MEMORANDUM

TO: Climate Change and Sustainability Subcommittee

FOR: ELT Meeting – 7th May 2025

FROM: Joe Gentilcore, Climate Change Lead

DATE: 7th May 2025

SUBJECT: **COUNCIL EMISSIONS REDUCTION PLAN**

The aim of this memorandum is to provide the subcommittee with an overview and update on the Council's Emissions Reduction Plan, and to seek discussion on its future direction regarding Council targets and anticipated District and Council growth.

Overview

Council Emissions Reduction Plan

The Council Emission Reduction Plan (CERP) was endorsed by ELT in April 2024 and was developed prior to the adoption of the Long-Term Plan. A critical data evaluation for updated Council emissions is close to completion. A recent analysis of all monitored and measured data showed that some key areas may not have been actively reported for several years (which will be rectified), and this may affect the current emissions data and considerations regarding associated CERP targets. It should be noted that future District and Council growth should be taken into consideration regarding the targets set out in the plan.

The CERP will help to fulfil Council's Climate Change Policy within its operations.

CERP goals (ELT endorsed April 2024):

A three-year plan aiming for net-zero emissions (excluding biogenic methane and nitrous oxide) by 2040, and a 25% reduction in biogenic emissions by 2050.

The plan will report upon Council's carbon emissions (fleet, services, energy, processes) and set interim targets for reducing Scope 1, 2, and 3 emissions by 2030 and 2036.

Scope 1 and 2 - 30% reduction by 2030, 50% by 2036.

Scope 3 - 15% reduction by 2033, and 30% by 2036.

Data Collection

Data is currently being gathered and analysed using 'Carbon-ESS e-bench', an energy and emissions platform. This analysis phase is critical to enabling meaningful change. Once data is accurately reported, monitored, and understood, Council can begin identifying opportunities to improve energy efficiency. Further assessments will also be needed across procurement practices, Council-Controlled Organisations (CCOs), and contractors, while acknowledging ongoing challenges such as district growth and capital works.

The Climate Change Lead is working to ensure that all relevant data is accurately measured and monitored. This is essential to all emissions related directives moving forwards. Several Energy Audits are underway and will help to prioritise associated actions.

Funding

External funding from EECA has been approved. EECA have agreed to fund 75% of the costs associated with energy auditing of several key sites ($69,750) and to contribute towards the assistance of professional support in energy management action planning. Additional funding towards the professional support in the initial phases of the Energy Management Action Plan (40% up to $1,050) has also been approved.

Emissions

In the 2022/2023-year Scope 3 emissions were the most significant contributor to Council's overall carbon footprint:

- **Scope 1 emissions (direct) totalled 1,428 tCO2-e.** These are emissions from sources owned or controlled by Council, such as wastewater treatment plants.
- **Scope 2 emissions (indirect) totalled 954 tCO2-e**. These result from the generation of purchased electricity used by Council.
- **Scope 3 emissions (indirect) totalled 30,124 tCO2-e**. This is by far the largest portion of Council's emissions and includes emissions from purchased goods and services (office supplies, IT equipment, waste management, facility management) capital works projects (construction), and employee commuting (business travel incl.).

Carbon EES is the primary platform responsible for monitoring and preparing Councils annual greenhouse gas (GHG) inventories, holding a "Toitū Net Carbon Zero Organisation" certification. ISO 14064-1 2018 standard. (*Toitū Envirocare, 2024*).

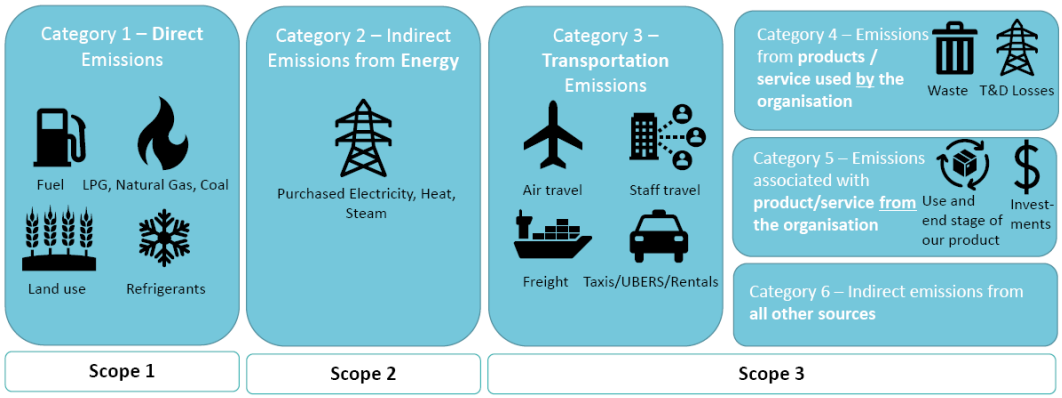
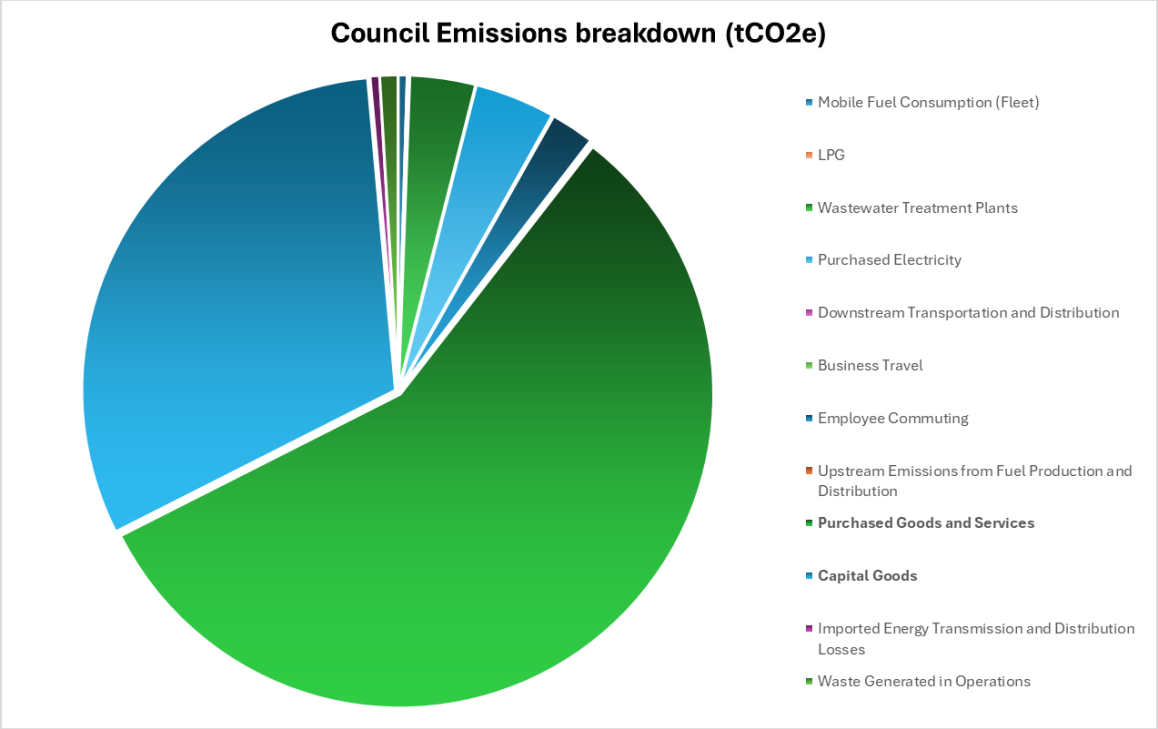
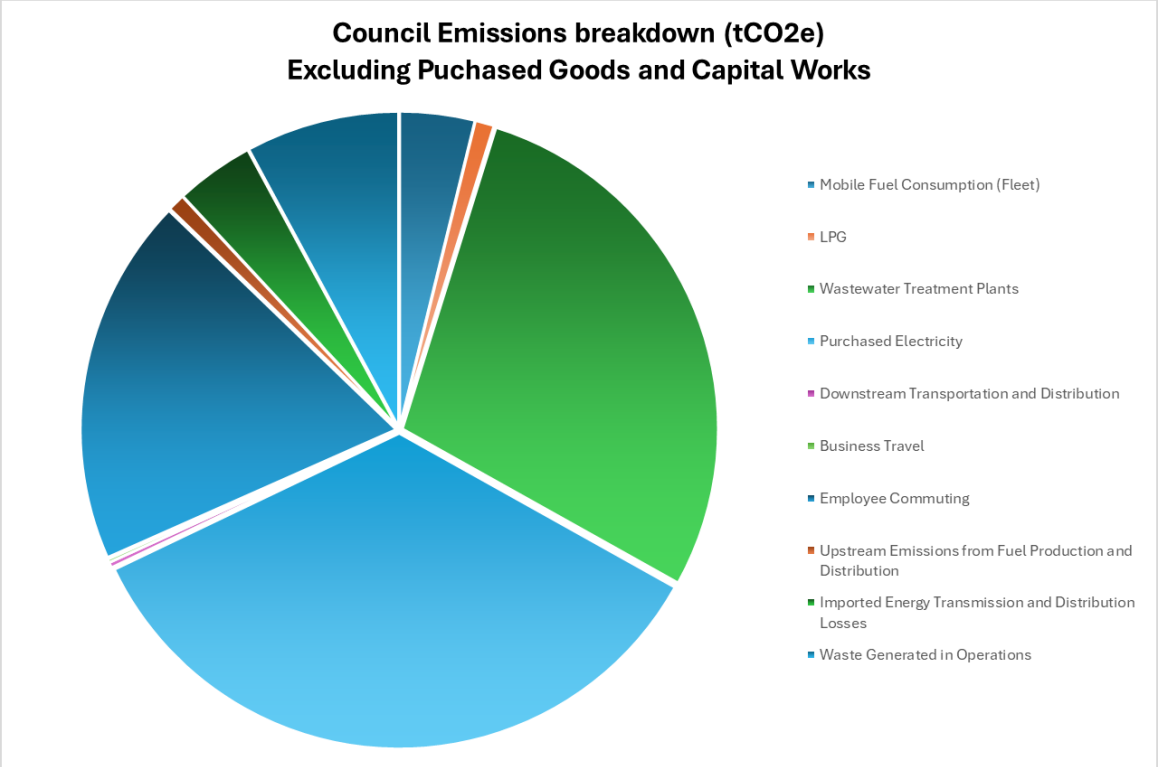


Figure 1 - Scope 1, 2 and 3 (Toitū Envirocare, 2024)





At the July subcommittee meeting, it is anticipated that reporting with be provided on FY23/24 emissions, and some commentary on FY24/25 emissions.

3

Council and district growth considerations

Growth has not been factored into the current CERP targets, and this could be addressed in future reporting by including comparative per capita district data and an emissions intensity factor such as growth vs emissions, to help contextualise growth alongside emissions. Emissions reduction and meeting set targets remain the priority. A FY23/24 emissions report is underway by CarbonESS (energy and emissions platform manager), to clarify Council's impact and position in relation to the set targets.

To account for growth while maintaining focus on emissions reduction, future reporting will include a dual approach:

1. Absolute emissions tracking to ensure accountability to set targets
2. Intensity-based metrics (emissions per capita) to reflect efficiency improvements whilst considering population or economic growth.

Emissions reductions based on set targets, which are set on national directives, are crucial.

Energy Management Action Plan (EMAP)

To manage the actions that stem from the CERP, an Energy Management Action Plan is being prepared which will outline Councils operations and associated energy and emissions mitigation efforts. The previous EMAP 2019-2024 was endorsed but not actioned. This plan will highlight energy related spending, and importantly savings that will be achieved from efficiency and management upgrades. This plan is intended to be a living document potentially incorporating an interactive platform displaying visual data, along with a live action plan and scope of works.

Joe Gentilcore
Climate Change Lead

Robert Love
Executive Director – Development and Growth

Selwyn District Council
Council Emissions Reduction Plan

April 2024

selwyn.govt.nz

Selwyn DISTRICT COUNCIL

Executive Summary

This is the first Council Emissions Reduction Plan (CERP) for Selwyn District Council. It outlines a three-year implementation plan to reduce organisational greenhouse gas emissions (GHG) in line with the Council's Climate Change Policy. Adoption of the CERP and formal Council approval for the emission reduction targets outlined in this plan is a key performance measure in Council's 2024 Long-Term Plan (LTP). This Plan has been endorsed by the Executive Leadership Team.

Council has measured its greenhouse gas inventory or 'carbon footprint' over five years (beginning in Financial Year 2018/19). Council's organisational GHG emissions for the Financial Year 2022/23 totalled **32,506 tCO2-e,** which is similar to the previous financial year. Comparisons with earlier years are not easy to conduct, as an improved methodology is now being used to rectify data omissions from prior years.

Significant emissions arise through the goods and services the Council procures, including its larger operational contracts and its capital works programmes. Working with our contractors, particularly Corde, will therefore be a priority. More direct emissions relate primarily to emissions from its wastewater treatment plants, employee commuting and electricity used across its offices, community facilities and infrastructure networks.

Council's organisational footprint represents just over 1.5% of the total emissions arising in the Selwyn District. Nevertheless, Council has a significant leadership role in mitigating the severity of future climate change impacts by demonstrating action to reduce emissions within its direct control. A recent Selwyn community survey on climate change showed overwhelming support for Council's role in reducing its organisational emissions. This Plan also aligns with wider strategic direction set by Council and the kaitiaki aspirations of mana whenua, including the recently published climate strategy prepared by Taumutu rūnaka.

Council faces a number of challenges that impact its goal to reduce organisational gross emissions, not least the district's continued strong population growth, which places increasing demand and expectations on Council's services.

Notwithstanding, the ultimate targets outlined in this plan to give effect to our Climate Change Policy are:

- **Net Zero emissions (other than biogenic emissions CH4 and N2O) by 2040**
- **25% gross reduction in biogenic emissions (CH_4 and N_2O) by 2050**

Interim targets (against a revised baseline year FY2021/22 and aligned to our three-year LTP programmes) necessary to drive momentum towards these goals are:

- **30% gross reduction in Scope 1 and 2 emissions by 2030 and a 50% reduction by 2036**
- **30% gross reduction in emissions from major contracted services by 2033 and a 50% reduction by 2036**
- **15% gross reduction in all Scope 3 emissions by 2033 and a 30% reduction by 2036**
- **10% gross reduction in biogenic emissions by 2036**

The emission reduction actions in this Plan ramp up Council's efforts over the next three years, and set us up for more concerted action and development of a comprehensive emission reduction 'trajectory' to guide our work in future years.

Costs to undertake these actions are included in the Council's 2024 Long Term Plan. Some actions will give rise to operational savings, for example energy efficiency measures identified through audits of Council facilities, while others may entail additional cost e.g. contracted services requiring emission reduction action. Council will also explore alternative funding options, including the LGFA Carbon Action Loans.

Contents

1.0 Purpose

This document represents the first Council Emissions Reduction Plan (CERP) for Selwyn District Council's (SDC) organisational greenhouse gas emissions.

It is a three-year plan and follows on from previous work outlined in an Energy Management Plan 2019, which focused largely on energy efficiency measures to reduce Council's electricity use. The scope of the CERP is broader and addresses all Council activities that give rise to greenhouse gas (GHG) emissions.

The CERP aims to implement the direction outlined in the Council's adopted Climate Change Policy, specifically climate mitigation through organisational emission reduction that is in line with or exceeds our national and international commitments. Adoption of the CERP and formal Council approval for the emission reduction targets outlined in this document is a key performance measure in Council's 2024 Long-Term Plan (LTP).

The Plan assists but does not seek to directly advance district-wide climate mitigation measures that would reduce Selwyn's 'community carbon footprint'. Nor does it consider any Council or district-level climate adaptation measures. These matters will need to be addressed through other Council and third-party plans and actions.

As outlined in the action table, this plan will be monitored annually and reviewed ahead of the 2027/37 LTP. This will allow actions for the 2027–2030 period to be budgeted for as part of preparations for the next LTP.

The Executive Leadership Team (ELT) has endorsed this plan and are committed to its implementation. The CERT ELT Project Sponsor is the Executive Director, Development and Growth.

Climate change is already impacting our environment and disrupting our lives and our economy.

We must take action to reduce our emissions. The severity of climate change we will experience can be lessened if we do everything we can to limit warming.

2.0 Context

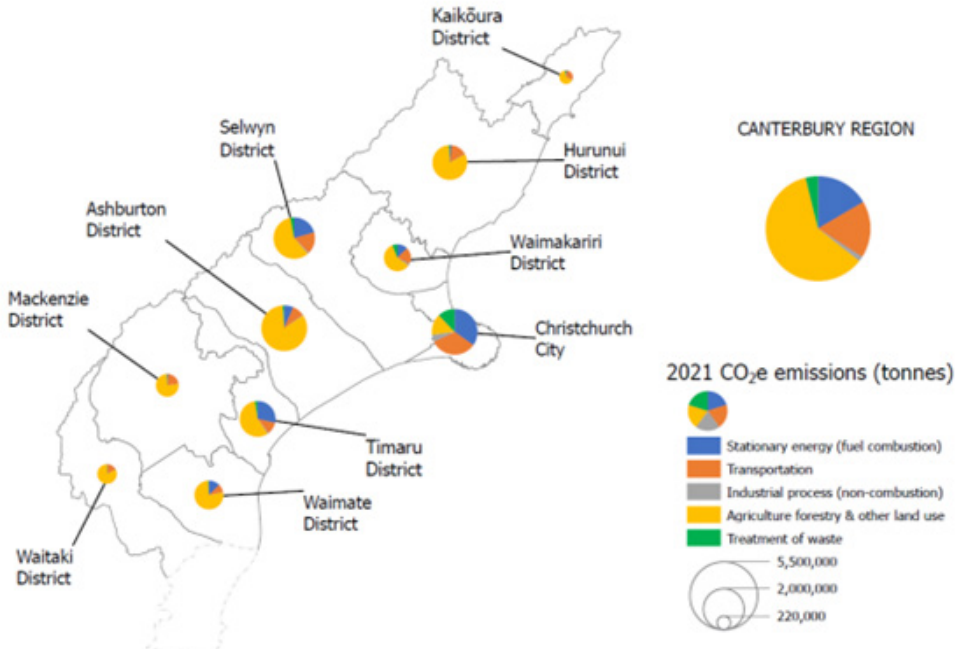
New Zealand has the 4th highest emissions per capita in the OECD, and we — along with other smaller countries outside the seven largest emitting nations, collectively make up nearly 40% of global emissions.

The Climate Change Response (Zero Carbon) Amendment Act 2019 provides a framework for how Aotearoa New Zealand can contribute to the global effort, under the Paris Agreement to limit the global average temperature increase to 1.5 degrees Celsius above pre-industrial levels. It sets the following domestic emission reduction targets[1]:

- all greenhouse gases, other than biogenic methane, to reach net zero by 2050.
- a minimum 10 per cent reduction in biogenic methane emissions by 2030, and a 24 to 47 per cent reduction by 2050 (compared with 2017 levels).

At a regional level, the Canterbury Mayoral Forum's adopted Plan for Canterbury *2023–2025*[2] sets out three priority issues to guide its leadership, facilitation and advocacy. Climate change mitigation and adaptation is one of these three issues, and measuring and reducing each council's carbon footprint is identified as a key tranche to this work.

Selwyn's District-wide emissions comprise just over 2,000 kilotonnes of CO_2e per year (2021 data), representing around 15.5% of the region's total emissions profile. Emissions from Stationary energy (20.5%), Transportation (17%) and Agriculture (58.5%) are responsible for 96% of the district's total emissions. Council's organisational footprint represents just over 1.5% of the total emissions arising in the Selwyn District. Nevertheless, it has a significant leadership role in mitigating the severity of future climate change impacts by demonstrating action to reduce emissions that are in its direct control. A recent Selwyn community survey on climate change showed overwhelming support for Council's role in reducing its organisational emissions.



Source: Annual Greenhouse Gas Emissions in Canterbury, 2018 and 2021 (Prepared for the Canterbury Regional by Enviser Limited and Emission Impossible Limited, November 2023)

1 Climate Change Response Act 2002 | Ministry for the Environment
2 Plan for Canterbury 2023–2025 — Canterbury Mayoral Forum (canterburymayors.org.nz)

Nevertheless, it has a significant leadership role in mitigating the severity of future climate change impacts by demonstrating action to reduce emissions within its direct control. A recent Selwyn community survey on climate change showed overwhelming support for Council's role in reducing its organisational emissions. This Plan also aligns with wider strategic direction set by Council and the kaitiaki aspirations of mana whenua, including the recently published climate strategy prepared by Taumutu rūnaka.

Although this Plan is focused on Council's organisational emissions and does not seek to tackle wider emissions reductions across the District, Council is making advances in this regard. Examples include:

Future Selwyn

The Future Selwyn initiative aims to provide an overarching, long-term and sustainable strategy and framework for Selwyn. It will help align and inform Council strategies, policies and plans and guide Council's decision-making, planning and investment. Strategic outcomes have integrated climate change considerations, in particular outcomes covering 'low-carbon towns and communities' and 'living within environmental limits'.

Economic Development Strategy

Council is finalising an Economic Development for Selwyn, the first of its kind, to identify future economic opportunities and areas of focus, including Council's role in its implementation. An emerging theme area relates to the promotion and development of a green energy network across the District, exploring renewable energy generation schemes and a more resilient energy network for Selwyn.

Destination Management Plan

Working with Christchurch NZ and stakeholders across the tourism sector, Council has helped prepare a Destination Management Plan to promote sustainable tourism in Selwyn. A key element of the DMP relates to ensuring the sector works to decarbonise tourism activities.

Council is also working collaboratively with other territorial authorities and the regional council, through the Canterbury Mayoral Forum, to prepare a Canterbury Climate Partnership Plan. This Plan is due to be finalised and adopted in 2024.

3.0 Our Climate Change Policy

Selwyn District Council was an early signatory to the New Zealand Local Government Leaders' Climate Change Declaration in 2017[3].

In 2020 the Council subsequently adopted a formal Climate Change Policy that directs our mitigation and adaptation work and guides the organisation's planning and decision-making (as shown in the extract below)[4].

To achieve a comprehensive Climate Change response at Selwyn District Council,

- *Council will align its activities to reduce carbon emissions across all its areas of influence to create the conditions for a smart, innovative, low-carbon economy that meet or exceed the targets set within the Climate Change Response (Zero Carbon) Amendment Act -2019.*
- *Council will carry out regular risk/opportunities assessment related to Climate Change and its impact/benefits to the Council's assets, businesses and its communities.*
- *Council will make Climate Change mitigation and adaptation a core component of its planning and decision making and mainstream it into the Council's function and activities.*
- *Council will provide consistent and timely information related to Climate Change across its key processes like long term financial planning, assets development and management, strategic planning, service delivery, emergency response, governance, communication, and other community engagement functions, and provide required resources to implement the actions planned to mitigate/adapt to the impacts, harvest the opportunities, and to increase long-term resilience to Climate Change.*
- *Council will engage with our Iwi (Te Rūnanga o Ngāi Tahu), the local hapū(s) and Tangata Whenua to exchange knowledge of Climate Change, develop understanding of Māori perspective in relation to climate risks/opportunities and collaborate on works related to Climate Change response and community resilience. This recognises the requirement to consult with Māori in relations to 'Te Tiriti O Waitangi'.*
- *Council will engage with its communities to increase awareness of Climate Change impacts and opportunities and lead the community resilience planning and Climate Change adaptation.*
- *Council will engage with the regional and national level authorities, Climate Change forums, workgroups and other stakeholders to actively contribute to the Climate Change related understanding and work, at the local, regional and national level.*

The Policy will be reviewed in 2024 to ensure it remains fit-for-purpose and encompasses the latest national direction for local authorities from Government.

To provide greater specificity and direction to Council's stated climate mitigation ambitions and to ensure this CERP is fully implemented, it is recommended that the emission reduction targets outlined in Section 5 of this Plan are included within the revised Climate Change Policy.

3 Local Government Leaders' Climate Change Declaration 2017 — LGNZ
4 Climate Change Policy (selwyn.govt.nz)

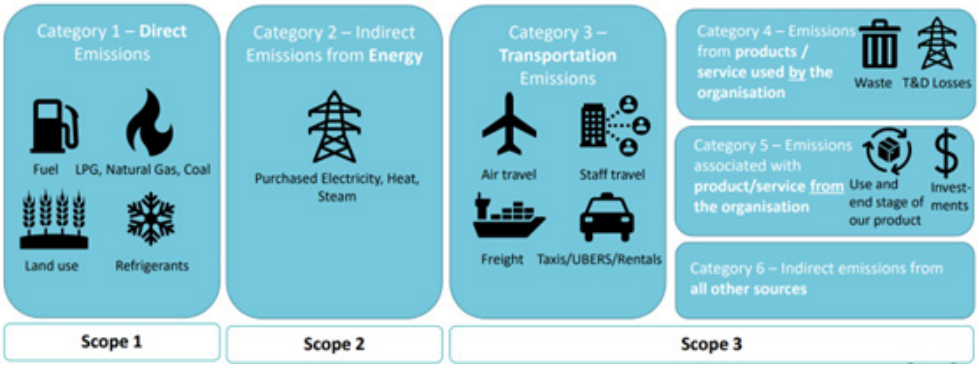
4.0 Our Carbon Footprint

Council has measured its greenhouse gas inventory or 'carbon footprint' over five years (beginning in the Financial Year 2018/19). Inventories translate all GHGs into a carbon equivalent measure (CO_2-e) using recognised emission factors provided by the Ministry for the Environment (MfE).

4.1 Understanding our carbon footprint

Good practice measurement of an organisational footprint includes all emissions generated directly and indirectly. This includes major contracted services (such as those provided by Corde, HEB and Waste Management NZ) as well as emissions generated through all the other goods and services purchased by Council.

Using the ISO14064:2018 standard, emissions are classified and broken down under three broad 'scopes' containing six emission 'categories' as shown below:



Inventories for FY2018/19, FY2019/20 and FY2020/21 did not fully capture all 'in scope' emissions under categories three and four due to data gaps and the unavailability of alternative proxy methodologies at that time. For example, data on staff commuting has only recently been captured following the 2023 staff travel survey, and to-date Council has not required GHG data from contractors undertaking capital works such as new community facilities builds or infrastructure upgrades or renewals.

A recent peer reviewed methodology, applying bespoke dollar-spend emission factors for over 200 goods and services, has been included in updated guidance from the MfE. This methodology has been used by the consultants commissioned to prepare the Council's FY2021/22 and FY2022/23 inventories and provides a more complete picture, including previously 'unaccounted for' emissions.

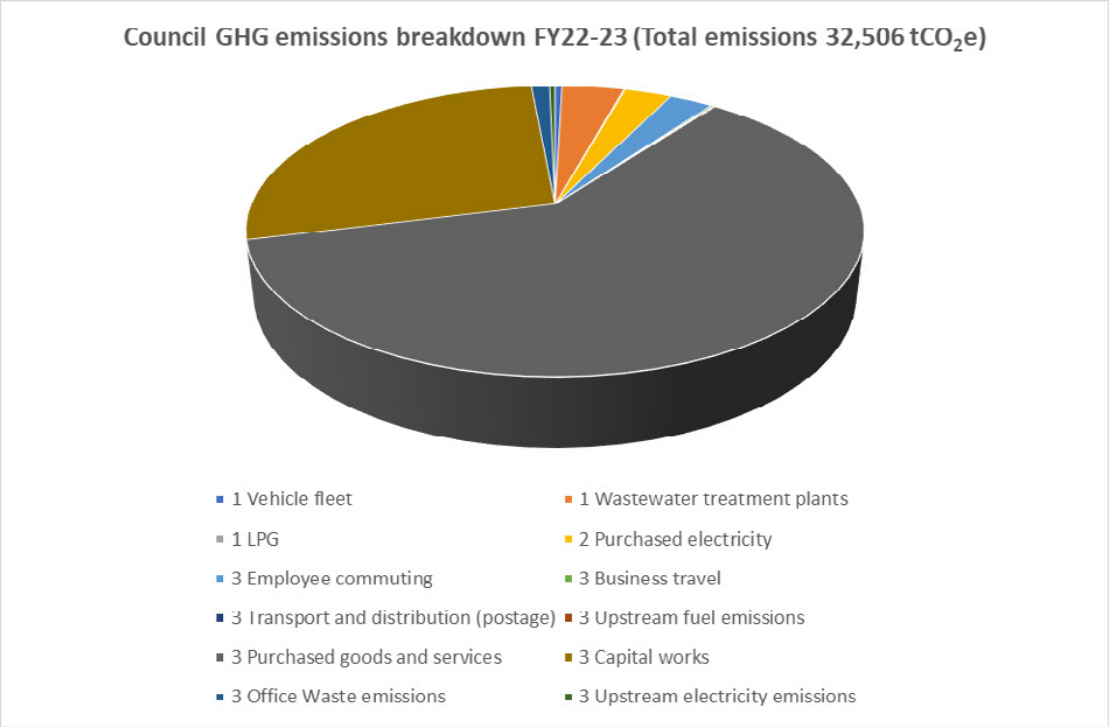
4.2 Our latest carbon footprint profile

Council's organisational GHG emissions for the Financial Year 2022/23 totalled **32,506 tCO2-e.**

To help understand this figure, it is approximately equivalent to:

- driving a petrol car 146,250,000 kms
- flying from Auckland to Christchurch 7,300 times
- heating 10,800 households for a year
- producing 1,500kgs of beef

Comparing SDC's carbon footprint with other councils similar to ours is problematic due to differences in the size of the populations served, their geographical extent, the size of their workforce and the range of services each authority provides.



Source: Selwyn District Council Greenhouse Gas Inventory Report FY22 and FY23, prepared by Carbon EES (March 2024)

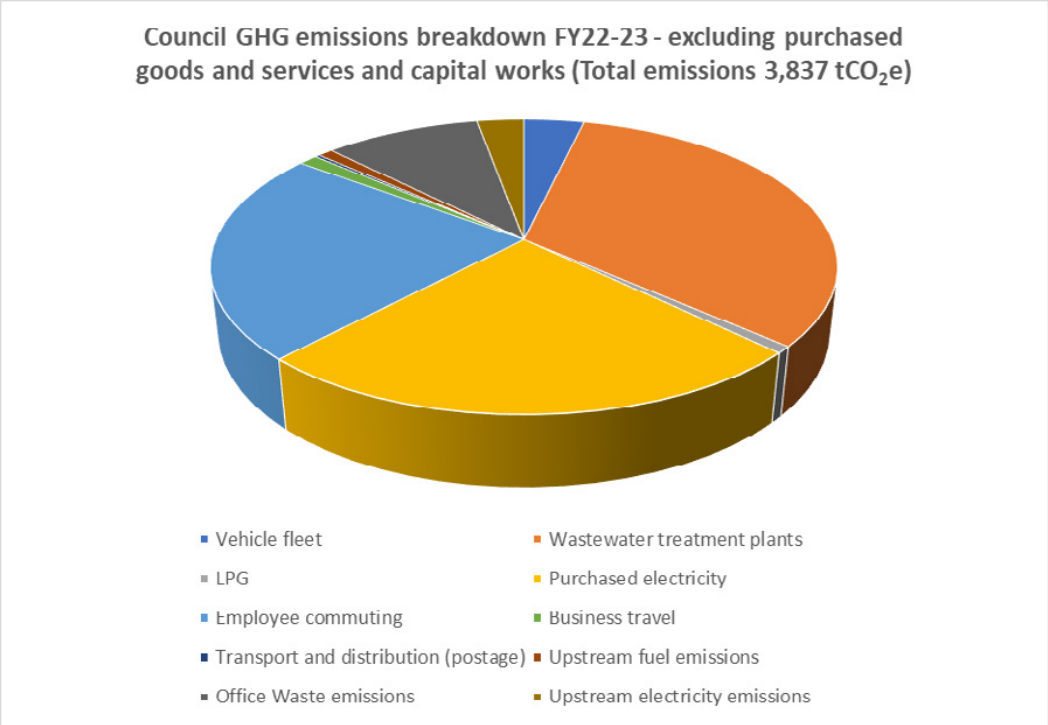
GHG Emissions by Scope 1, 2 and 3 are equivalent to:

Scope 1 (direct) emissions 1,428 tCO_2-e

Scope 2 (indirect) emissions 954 tCO_2-e

Scope 3 (indirect) emissions 30,124 tCO_2-e

This highlights the significant contribution from indirect sources through the purchase of goods and services. (Note: Previous inventories accounted for emissions from the Council's wastewater treatment plants under Scope 3 emissions. However, as these facilities are owned and controlled by the Council (albeit involving contacted operations) the biogenic emissions from processing wastewater are more accurately captured as direct emissions under Scope 1).



Source: Selwyn District Council Greenhouse Gas Inventory Report FY22 and FY23, prepared by Carbon EES (March 2024)

The above chart removes the Scope 3 (Category 4) emissions (relating to purchased goods and services and capital works) to more easily display a breakdown of the remaining emission sources in the Council's GHG emission inventory. Emissions from wastewater treatment, purchased electricity and employee commuting dominate these sources, comprising 80% of the 3,837 tCO_2-e sub-total.

The full FY2022 and FY2023 Selwyn District Council — Greenhouse Gas Inventory Report is included in **Appendix B** of this report.

4.3 Council emission profile trends

As already outlined, assessing the full five years of reported Council GHG inventories is challenging due to previous data omissions and the reallocation of wastewater emissions. In addition, there will likely be some impact on our annual emissions arising from service delivery changes and work from home arrangements in place during Covid-19 restrictions that were in place during 2020 to 2022.

Previously Council has reported the following total emissions (these reports cited excluded sources):

FY 2018/19 **6,201 tCO_2-e**

FY 2019/20 **7,331 tCO_2-e**

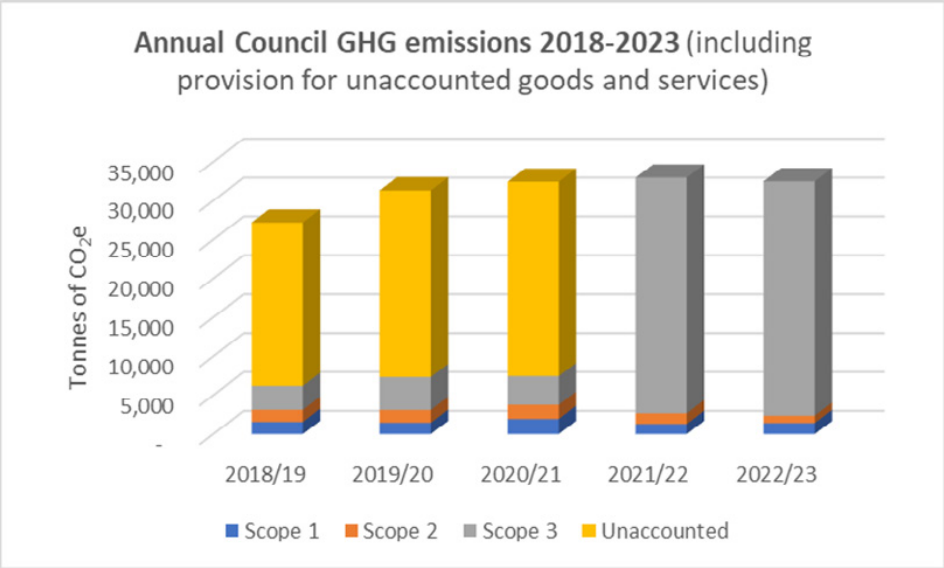
FY 2020/21 **7,449 tCO_2-e**

The inventory for FY2021/22 was undertaken using the same methodology as FY2022/23 so is the most comparable previous year to consider. Total emissions for FY2021/22 were:

FY 2021/22 **32,976 tCO_2-e**

For illustrative purposes only, the table below attempts to account for such changes and better align with the FY2018/19 baseline year. While reference to the table outside of this plan is cautioned, a coarse assessment of previously unaccounted emissions suggests total emissions may have plateaued in recent years. Estimations of unaccounted emissions considered:

- employee growth during the period including associated staff commuting emissions
- 'standout' capital works that occurred in each year
- the overall inflation-adjusted financial spend by the Council on goods and services each year



Realistically, greater certainty can only be achieved by undertaking a comprehensive recalculation of previous years inventories and this is not recommended. Instead, as recommended in the consultant's report for the FY2022 and FY2023 inventories and in line with ISO14064-1:2018, Clause 9.3.1 (l), Council should consider resetting the Council's baseline year from which to monitor and establish targets moving forward.

[5] As reported in Council's Annual reports: FY2022/23: Total expenditure $165.9m; Major Projects — ReDiscover waste and sustainability education centre; Kakaha Park; Darfield Pool Upgrade. FY2021/22: Total Expenditure $139.6m; Major Projects — Darfield and Kirwee wastewater pipeline connection; Foster Park artificial football and hockey turfs. FY2019/20 and 2020/21: Total expenditure $113.5m and 120.6m; Major Projects — Construction of Te Ara Ātea library and community centre in Rolleston; Construction of the Selwyn Sports Centre; Selwyn Aquatic Centre extension and upgrade; Toka Hapāi Selwyn Health Hub. FY2018/19: Total expenditure $106m; Major project — Rolleston Council offices extension and park and ride facility.

4.4 Our significant emission sources

Purchased Goods and Services (Scope 3 — Category 4):

Council procures a wide range of goods and services as part of its service delivery. These include major operational contracts such as parks maintenance and household waste collection, as well as large and small purchases e.g. professional services, cleaning services, stationary etc.

Most emissions for this emission activity were calculated against SDC's financial data, using Market Economics (2023) dollar-spend emission factors, adjusting for inflation.

Primary fuel data was supplied by Corde, HEB and Waste Management. Diesel use by our main contractors continues to represent a significant contribution to overall emissions.

Future emission reductions in this area will be influenced by the extent to which Council's emission reduction targets are integrated within a renewed Council Procurement Policy, contract management performance practices, tender evaluation processes, and our advocacy and engagement with our supply chain.

Capital Works (Scope 3 — Category 4):

Council's capital works programme will vary annually and may be dominated by large once-off construction projects that give rise to emissions through the materials and construction activity associated with each project e.g. new builds, new pipeline infrastructure.

Emissions are also produced through more regular infrastructure repairs and maintenance, renewals and minor upgrade works.

Most emissions for this emission activity were calculated against SDC's financial data, using Market Economics (2023) dollar-spend emission factors, adjusting for inflation.

Future emission reductions in this area will be influenced by the extent to which Council specifies higher environmental performance standards within major projects, supports and enables innovation regarding the materials used within infrastructure maintenance, and instigates stricter waste management and circular economy approaches as part of its capital programme delivery.

Wastewater Treatment Plants (Scope 1 — Category 1):

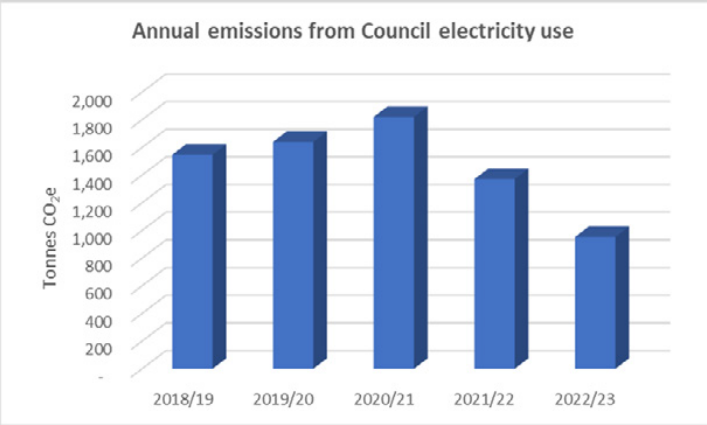
The Pines Wastewater Treatment Plant processes wastewater from the majority of Council's reticulated network and disposes of treated wastewater to land. Smaller wastewater facilities across the district comprise around 10% of emissions from this activity (included in inventory calculations beginning FY2021/22).

Greenhouse gas (methane and nitrous oxide) emissions are generated as part of the treatment process.

Future emissions from this activity will be influenced by the integration of emission reduction measures within the Pines 120 Upgrade project and associated projects to connect and centralise operations at the Pines Wastewater Treatment Plant.

Purchased Electricity (Scope 2 — Category 2):

Council's electricity use arises mainly from Council offices, community facilities and network infrastructure (e.g. pump stations, streetlights). Electricity use is the only emission source under Scope 2 (Category 2) and has been robustly and consistently measured across all five annual inventories. Usage data is automatically entered by the utility company into the Council's *'e-Bench'* energy monitoring software. As such the table below is a reliable representation of Council's emission trends since 2018.



Over the last five years Council has progressively undertaken a streetlight upgrade programme to install energy efficient LED bulbs across the network (part funded by NZ Transport Agency Waka Kotahi). Estimated savings at the project initiation phase were conservatively reported as 700,000 kWh/year, or around $100,000/year.

This project was included as part of an Energy Management Plan prepared in 2019. Most other efficiency projects and initiatives contained in the plan were not progressed and have therefore been rolled into the implementation actions included in this CERP.

Future emissions from this activity will be influenced by the extent of Council's energy efficiency investments; the direct installation of renewable energy generation on Council's land and buildings; and delivery of a more effective energy management, monitoring and awareness programme. Council's emissions will also be influenced by the percentage of national grid electricity generated through renewable energy sources (and any improvements in the mitigation of grid transmission and distribution losses).

Employee Commuting (Scope 3 — Category 3):

Employee commuting generates emissions which are included in Council's total carbon footprint. In 2023 a staff travel survey provided the first robust analysis of employee commuting distances, mode of transport choices and work from home practices.

Findings from this survey suggest around 90% of staff drive to work and 90% of these car journeys use petrol or diesel vehicles. Total vehicle kilometres due to staff commuting exceeded 1,000,000km for FY2022/23. Active mode users (walking, cycling, etc.) were limited however just under half of employees live less than 15km from their work location. Public transport use was also low, despite around a third of employees living in Christchurch and so proximate to the City's Metro Service and its bus routes to Rolleston.

Future emissions from this activity will be influenced by the extent to which Council promotes and incentivises alternatives to commuting by private car, as well as their future adoption of electric and hybrid vehicle options. Carpooling arrangements could also offer opportunities to reduce the extent of single occupancy trips.

5.0 Our Emission Reduction Targets

Our Climate Change Policy provides long-term direction for our emission reduction goals, due to our need to meet or exceed targets outlined in the Climate Change Response (Zero Carbon) Amendment Act 2019.

As part of preparing the 2024 Long Term Plan, in July 2023 ELT set 'challenge targets' to guide the investigations and development of Council's asset and activity management plans. These targets were:

Interim target: 30% reduction in greenhouse gas emissions by 2030

Ultimate target: Net Zero emissions by 2040

As reported to ELT in October 2023, feedback from those who contributed to the LTP highlighted that the detailed evidence base necessary to inform emission reduction opportunities and enable associated financial information to be provided was largely lacking across most service areas. As such, many of the emission reduction actions contained in the draft asset and activity management plans feeding into the LTP consultation phase were centred on undertaking further assessment and analysis over the next three years with more concerted investment phased for the subsequent period (2027–2034) of the LTP.

5.1 Challenges

A number of challenges are apparent when considering setting formal short and medium-term targets in this CERP that are achievable and aligned to our Climate Change Policy. These include:

- **A growing district:** Selwyn's population continues to grow at a relatively high rate compared to other territorial authorities, which places increasing demands and expectations on Council's services . Emission reduction targets locally and nationally must relate to a reduction in gross emissions and not per capita emissions. In effect, this means SDC must account for any business-as-usual growth in its organisational emissions as part of its emission reduction pathway.
- **Competing priorities:** Selwyn, along with other territorial authorities, is currently operating in a highly constrained fiscal environment. Inflationary pressures and residents' ability or appetite to pay for Council services has required Council to consider reducing or deferring investments across its portfolio.
- **Timing of decarbonisation opportunities:** Some technologies that could support emissions reduction are still in their relative infancy stages (e.g. electric heavy vehicle fleets) and a number of Council's larger operational contracts are not due for renewal during the period of this CERP. In addition, driving emission reductions through Council's procurement could create significant supply chain disruptions and/or unintended consequences unless appropriately phased and undertaken through a collaborative approach.
- **Residual emissions:** Some Council emissions are unlikely to be completely negated even with system-wide reform, particularly those where Council is operating a legislated service to the community but has limited ability to intervene e.g. methane (CH_4) and nitrous oxide (N_2O) emissions arising from wastewater treatment. These residual emissions would need to be offset by carbon positive practices elsewhere (i.e. on-site renewable energy generation or carbon sequestration from Council-owned forestry or wetlands) to achieve longer-term carbon neutral ambitions.

5.2 Setting Council's emission reduction targets

Having a single emissions reduction target or goal for the Council makes it easy to communicate with stakeholders and the community. Establishing interim targets or milestones ensures that action is appropriately phased and reduction initiatives are considered and prioritised as part of ongoing Council decision-making and budgeting processes.

However, some companies and councils choose to adopt differentiated targets to reflect the differences in an organisation's ability to control direct and indirect emission sources. For example, direct and indirect sources or specific targets for certain GHGs to align with the separate national targets for biogenic methane.

Finally, Council needs to be clear about its starting point or 'baseline year' from which interim emission targets are set. As recommended by consultants in the latest carbon inventory report for Council, due to the new and more robust methodology used for calculating Council's carbon footprints from FY2021/22, SDCs baseline year for the following targets is now FY2021/22.

Proposed Council Emission Reduction Targets

Following the strong direction provided by ELT and accounting for the feedback and analysis undertaken as part of preparing the 2024/34 LTP, Council's proposed ultimate targets are:

Net Zero emissions (other than biogenic emissions CH_4 and N_2O) by 2040

Key points for this goal:

- aligns with our stated policy to 'meet or exceed' national targets
- places SDC among the leading councils in regards to organisational climate mitigation ambition
- would require emission reductions across all emission scopes (direct and indirect)
- would be a recommended target for adoption by the Board of Corde Ltd (a 100% Council-owned CCO)
- would require a supporting climate positive and offsets approach to be developed and phased from 2030
- the implementation timeframe has proven to be an achievable delivery period for a medium-sized territorial authority (e.g. Kāpati District Council's emission reduction programme achieved a 65% reduction between 2009–2020)

25% gross reduction in biogenic emissions (CH4 and N2O by 2050 (from FY2021/22 Baseline Year)

Key points for this goal:

- aligns with our stated policy to 'meet or exceed' national targets
- requires all aspects of the Pines 120 Wastewater Treatment Plant treatment process advances to be implemented by 2030 and relies on further technological advances to be identified after that to be able to address growth-related increases in biogenic emissions

[6] Projections indicate the District's population will reach 109,664 by 2034, an addition of 43,696 residents over the next 10 years.

The proposed interim targets (against the FY2021/22 baseline and aligned to three-year LTP programmes) necessary to drive momentum towards these goals are:

- **30% gross reduction in Scope 1 and 2 emissions by 2030 and a 50% reduction by 2036**
- **30% gross reduction in emissions from major contracted services by 2033 and a 50% reduction by 2036**
- **15% gross reduction in all Scope 3 emissions by 2033 and a 30% reduction by 2036**
- **10% gross reduction in biogenic emissions by 2036**

These proposed emission reduction targets will be presented to Council for ratification and formal adoption in 2024 as part of a review of the Climate Change Policy.

6.0 Transitioning to a Zero Carbon Council

To successfully implement an emissions reduction plan, and achieve the proposed emission reduction targets, Council will need to better understand the emission reduction opportunities available across its service delivery. The identified actions included within the asset and activity management plans developed as part of the 2024/34 LTP will provide much of this information.

Each identified reduction opportunity will need to be modelled to assess the anticipated carbon equivalent reductions; the estimated upfront implementation costs; and any subsequent year-on-year financial savings. These proposed initiatives can then be brought together to determine the optimal programme against a range of investment criteria (e.g. cost, timeframe, ease of delivery, public visibility etc).

The resultant detailed emissions reduction programme will form the emissions reduction trajectory for the Council through to 2050 and can be reviewed periodically to account for issues such as technological changes, legislative change, improved return on investment, and market readiness.

An example of such an emission reduction trajectory is shown below.

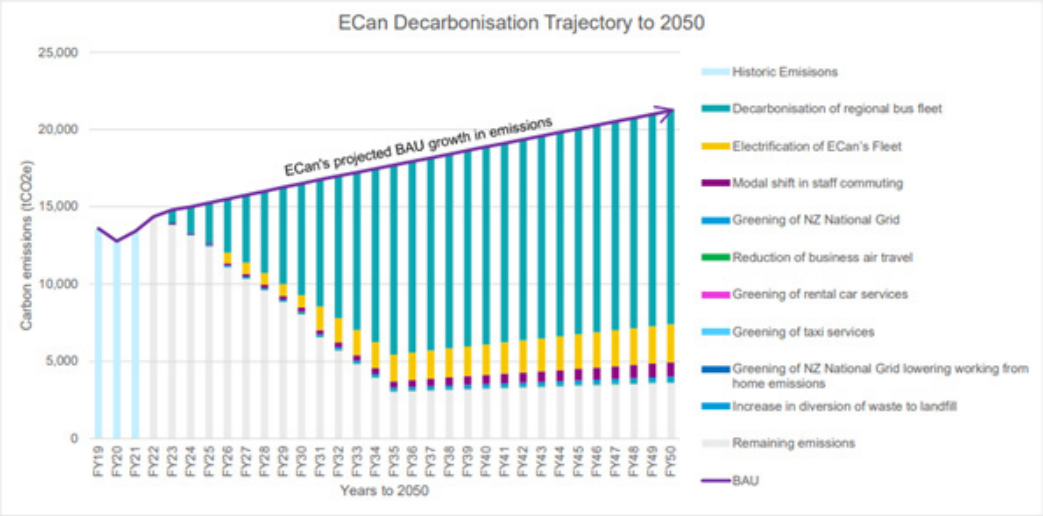


Figure 1-2: ECan's decarbonisation trajectory to 2050

Source: ECan Decarbonisation Trajectory Report prepared by Beca (July 2022)

Some key points to note in developing this CERP and future emission reduction action plans include:

- While it is still important to show Council's commitment to climate action, on their own, some of the more recognisable emission reduction initiatives will not come close to achieving the interim or ultimate targets outlined in this plan, due to the significance of Council's Scope 3 emissions to our overall carbon footprint. Recognisable initiatives include decarbonising Council's vehicle fleet, and new and existing building energy efficiency measures.
- Ensuring emission reduction targets are fully integrated into the tender processes for renewed operational service delivery contracts is paramount to preventing these services areas becoming 'locked down' and inhibiting Council's emission reduction goals (without potentially costly contract variations).
- A high level of advocacy, championing and collaboration should form part of the overall emissions reduction plan given the extent of third-party emissions that contribute to Council's overall carbon footprint (e.g. supply chain emissions, employee commuting etc.).
- Council previously had a relationship with the Energy Efficiency and Conservation Authority (EECA) which assisted with alternative funding streams for energy reduction measures. Adoption of this CERP would also enable Council to consider accessing the Climate Action Loan facility available through the Local Government Funding Agency (LGFA).

7.0 Our Emission Reduction Action Plan 2024–2027

This section outlines the agreed emission reduction actions for the next three years and identifies the delivery arrangements necessary to ensure its implementation.

7.1 Previous Actions

In recent years Council has made some important advances in its energy management and associated emissions reduction ambitions. This CERP therefore builds on our past work and establishes a more consolidated and comprehensive approach to organisational emissions reductions, including through the setting of clear and ambitious targets as outlined in previous sections.

Examples of Council's previous initiatives include:

- Implementing a network-wide programme of streetlight upgrades over five years to install more directional and energy efficient LED bulbs
- Starting a sports field lighting upgrade programme to deliver both higher-quality lighting and improved energy efficiency
- Energy efficiency improvements to a number of drinking water pump stations
- Inclusion of an electric sideload collection truck in the kerbside collection contract in 2022 to trial its effectiveness for a future decarbonisation roll-out across the heavy vehicle fleet

7.2 Roles and Responsibilities

It is important to allocate responsibility to the implementation, monitoring and review of this CERP. As well as the specific responsibilities for actions contained in Appendix A of this plan, the following roles have been identified:

Role	Position	Responsibilities
ELT Project Sponsor	Executive Director TBC	Ensure ELT oversight and championing of the CERP
CERP Champion and Coordinator	Sustainability Lead	Ensure effective day-to-day coordination and annual implementation progress reporting of the CERP
Strategy and monitoring integration	Head of Strategy and Policy	Ensure the CERP is integrated within and influences wider Council strategy and monitoring programmes
Contract Management Lead	Head of Operational Delivery	Ensure existing and new contracts integrate emissions reduction opportunities
Energy Management Lead	Facilities Management Lead	Ensure effective energy monitoring through Council's e-Bench software in liaison with other staff and contractors

7.3 Emission Reduction Projects

The action table in **Appendix A** provides a detailed breakdown of emission reduction projects by service area. These are primarily derived from the asset and activity management plans prepared for the 2024/34 LTP and supported by a range of corporate level actions.

Until some of the early investigative actions contained in the action plan are completed it is difficult to ascertain the anticipated emission reductions resultant from implementation of this action plan. Annual progress and monitoring reports will best determine the extent to which these actions will achieve stated targets and the scale and pace of action necessary for the period 2027–2030 and beyond.

7.4 Financial implications and decision-making

Costs to undertake these actions are included in the Council's 2024 Long Term Plan. Some actions will give rise to operational savings, for example energy efficiency measures identified through audits of Council facilities, while others may entail additional cost e.g. contracted services requiring emission reduction action.

As the programme develops a more refined multi-criteria approach can be applied to prioritising actions and specific initiatives. Return on investment will be an important consideration, alongside other criteria, to ensure balanced and efficient delivery aligned to the stated emission reduction targets.

Consideration will be given to reinvesting savings into further implementation and expansion of this programme of actions. Council will also explore alternative funding options, including the LGFA Carbon Action Loans.

7.5 Actions beyond this LTP period: 2027–2034

The Council's 2024/34 LTP looks out over a 10-year period and the associated Infrastructure Strategy adopts a thirty-year horizon through to 2054.

LTP budgets for the period 2027–2034 contain the following activities that will be included in future CERP implementation action plans. These will be informed and refined by the scoping and investigations actions contained in this current CERP:

Further energy efficiency programme CAPEX investments for:

- Community Centres and Halls — totalling $1,200,000
- Property and Buildings — totalling around $715,000
- Aquatic Facilities — totalling around $260,000
- Reserves — totalling around $260,000
- Sports lighting conversions — totalling $1,270,000

APPENDIX A: CERP implementation action plan 2024–2027

Project Title	Project Description	Timeframe	Budget	Lead area	Supporting notes
Corporate					
Council carbon footprint reporting	Prepare annual carbon emission inventories for the organisation	Annually	$10,000 annually – budgeted activity in draft 2024/34 LTP	Strategy and Planning	
Council's carbon emissions monitoring tool	Utilise existing 'E-Bench' carbon emissions data tool more fully	FY2024/25 and ongoing	N/A – existing budgeted activity	Operational Delivery and Enabling Services	Link to third party contract procurement requirements
Carbon emissions monitoring tools	Advocate to Government for a consistent/supported tool for emissions measurement	Ongoing	N/A	Strategy and Planning	
Decarbonisation Fund	Establish a contestable decarbonisation fund to support carbon reduction initiatives	FY2025/26 and FY2026/27	$200,000 annually – new budgeted activity in draft 2024/34 LTP	Strategy and Planning	Potential to hypothecate and reinvest operational energy savings and/or be complemented by accessing LGFA Climate Action Loans
Procurement Policy review	Complete review of Procurement Policy and associated procedures to support supply chain emission reductions	FY2024/25	N/A – existing budgeted activity	Programme and Performance	
Corde Corporate Statement	Recommend that the Board of Corde Ltd adopt similar reduction targets to SDC	FY2024/25	N/A	Executive Leadership Team	
CCO Statements of Intent	Ensure CCOs, particularly Corde, support achievement of Council emission reduction targets	Annually	N/A – costs may arise through individual contracts	Executive Leadership Team	
Fleet conversion programme	Implement fleet conversion in line with Vehicle Replacement and Procurement Policy (C504)	By 30 June 2026	N/A – existing budgeted activity	Operational Delivery	
Rolleston HQ EV infrastructure	Support fleet conversion needs and staff and commuter demand through EV charging facilities	FY2025/26	TBC – proposed budgeted activity in draft 2024/34 LTP	Operational Delivery	

APPENDIX A: CERP implementation action plan 2024-2027

Electricity Supply Contract renewal	Ensure contract procurement requirements support carbon reduction targets	FY26/27	N/A – increased KW/h costs may arise through resultant contract pricing	Programme and Performance	
Carbon neutral new build Policy	Adopt Policy to ensure specifications for new build Council buildings and facilities achieve performance standards	FY24/25	N/A – increased upfront capital costs and/or reduced lifetime costs may arise through individual contracts	Infrastructure and Property	
Financial expenditure tracking	Enable cross-departmental financial tracking through Council's financial systems	FY24/25	N/A	Enabling Services	
Facilities Management Contract	Ensure new facilities management delivery arrangements incorporate supporting energy management functions	FY24/25	N/A – existing budgeted activity	Operational Delivery and Programme and Performance	
Staff Commuting emissions reduction programme	Undertake periodic staff travel surveys and promote active travel campaigns	FY24/25 and ongoing	N/A – budgeted activity in draft 2024 LTP	Strategy and Planning	Physical works and financial incentives currently unbudgeted
Council reports decision-making guidance	Support existing requirement for Council reports to assess climate change impacts	FY24/25	N/A – existing budgeted activity	Strategy and Planning	Linked to wider guidance relating to reporting climate adaptation implications
Emission Reduction Plan monitoring and review	Prepare annual ERP progress reports for ELT	Annually with full EPR review FY26/27	N/A – existing budgeted activity	Strategy and Planning	
LTP 2027 decarbonisation priority	Undertake early LTP project planning and KPIs aligned to emission reduction targets	FY26/27	N/A – existing budgeted activity	Programme and Performance	
Education and awareness raising	Expand on Sustainability Portal to engage staff in emission reduction projects	FY24/25 and ongoing	N/A – existing budgeted activity	Strategy and Planning	
Community Facilities					
Scoping and project planning	Investigate emission reduction opportunities across the portfolio	Fy25/26	$48,000 – budgeted activity in draft 2024 LTP	Asset Management	

APPENDIX A: CERP implementation action plan 2024-2027

Selwyn Aquatic Centre initiative	Implement CAPEX emission reduction opportunities at SAC	FY2024/25 and FY25/26	$200,000 – budgeted activity in draft 2024/34 LTP	Asset Management	
Reserves and Open Spaces					
Scoping and project planning	Investigate emission reduction opportunities across the portfolio	FY2024/25	$40,000 – budgeted activity in draft 2024/34 LTP	Asset Management	
Sports Lighting conversion programme	Implement programme across priority sites	FY2024/25 and FY2025/26	$960,000 over two years – budgeted activity in draft 2024/34 LTP	Asset Management	Project driven by wider benefits but entails energy efficiency measures
Reserves Contract renewal	Ensure contract procurement requirements support carbon reduction targets	FY2026/27	N/A – budgeted activity in draft 2024/34 LTP	Asset Management and Programme and Performance	
Council Land Carbon Offset Investigations	Investigate surplus or underutilised Council-owned land for offset potential e.g. Brookside Restoration	FY2025/26	N/A – initial investigation phase only	Infrastructure and Property	
Trees management data	Integrate carbon sequestration potential into existing data project	FY2024/25	N/A - budgeted activity in draft 2024/34 LTP	Asset Management	
Water					
Pines 120 WWTP project	Implement emission reduction opportunities identified within Pines 120 WWTP consultants report	FY2024-2027	$12m of ten year $80m project	Asset Management	Consultants report proposes 30% reduction in volumetric emissions
Wastewater Contract renewal	Ensure contract procurement requirements support carbon reduction targets	FY2026/27	N/A – budgeted activity in draft 2024/34 LTP	Asset Management and Programme and Performance	
Water supply asset management	Maximise network efficiency (incl. demand management) to minimise associated volumetric electricity costs	FY2024/25 and ongoing	N/A – budgeted activity in draft 2024/34 LTP	Asset Management	
Waste					
Organic waste diversion	Implementation of a compulsory food waste collection scheme	From 2027	N/A – budgeted activity in draft 2024 LTP	Operational Delivery	
Education programmes (incl. ReDiscover Education	Continue a range of waste education programmes to	FY2024/25 and ongoing	N/A – budgeted activity in draft 2024/34 LTP	Operational Delivery	

APPENDIX A: CERP implementation action plan 2024-2027

Centre and kerbside contamination)	support achievement of NZ Waste Strategy targets.				
Further developments as part of the ReConnect project at Pines RRP	Implementation of ReUse Shop and ReNourish garden hub to support achievement of NZ Waste Strategy targets.	FY2024/25 and ongoing	N/A – budgeted activity in draft 2024/34 LTP	Operational Delivery	
RRP Construction Waste	Further development of construction waste diversion opportunities at Pines RRP	FY2024/25 and ongoing	N/A – budgeted activity in draft 2024/34 LTP	Operational Delivery	
New or emerging technologies associated with collection services	Investigate and embrace new or emerging technologies associated with collection services	FY2026/27	N/A – budgeted activity in draft 2024/34 LTP	Operational Delivery	Linked to contract renewal in FY2029/30
Investigate and scope fortnightly kerbside residual waste collection (instead of current weekly)	Investigate and scope fortnightly kerbside residual waste collection (instead of current weekly)	FY2026/27	N/A – budgeted activity in draft 2024/34 LTP	Operational Delivery	Linked to contract renewal in FY2029/30
Kerbside Waste Collection Contract renewal	Ensure contract procurement requirements support carbon reduction targets	FY2026/27	N/A – budgeted activity in draft 2024/34 LTP	Operational Delivery and Programme and Performance	
Transport					
Supply Chain innovation programme	Adopt new material, technologies and methods that reduce emissions	FY2024/25 and ongoing	N/A – costs may arise through individual projects	Asset Management	Linked to contract renewal
Road Maintenance Contract renewal	Ensure contract procurement requirements support carbon reduction targets	FY2026/27	N/A – budgeted activity in draft 2024/34 LTP	Operational Delivery and Programme and Performance	
District-wide walking, cycling and PT projects	Implementation of wider planned transport network improvements to support employee travel options	FY2024/25 and ongoing	N/A – budgeted activity in draft 2024/34 LTP	Asset Management	
Large Employer TDM promotion	Include SDC in wider programme and adopt good practice approaches	2024-2027	$165,000 over three years - new budgeted activity in draft 2024/34 LTP	Strategy and Planning	

FY22 & FY23
SELWYN DISTRICT COUNCIL
GREENHOUSE GAS INVENTORY REPORT

Prepared in accordance with the Greenhouse Gas Protocol and ISO14064-1:2018

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Contents

Greenhouse Gas Emissions Inventory Summary

Purpose of this report and limitations

Selwyn District Council (SDC) commissioned CarbonEES® to calculate its organisational greenhouse gas (GHG) inventory for two financial years, FY22 and FY23.

The purpose of this report is to transparently disclose SDC's GHG emissions and how they are quantified.

This report was prepared in accordance with the requirements of international standards **ISO 14064-1:2018** and the **GHG Protocol**.

In the Financial Years 2021-2022 and 2022-2023 (FY22, FY23), Selwyn District Council's (SDC) total GHG emissions were **32,976**, and **32,506 tonnes of CO_2e (tCO_2e)** respectively, across ISO 14064-1:2018 Categories 1, 2, 3 and 4. Figure 1 shows a percentage breakdown of each emissions category. Table 1 summarises annual emissions by category. Table 2 shows the specific greenhouse gases emitted from each category. Table 3 summarises all emission sources for FY22 and FY23.

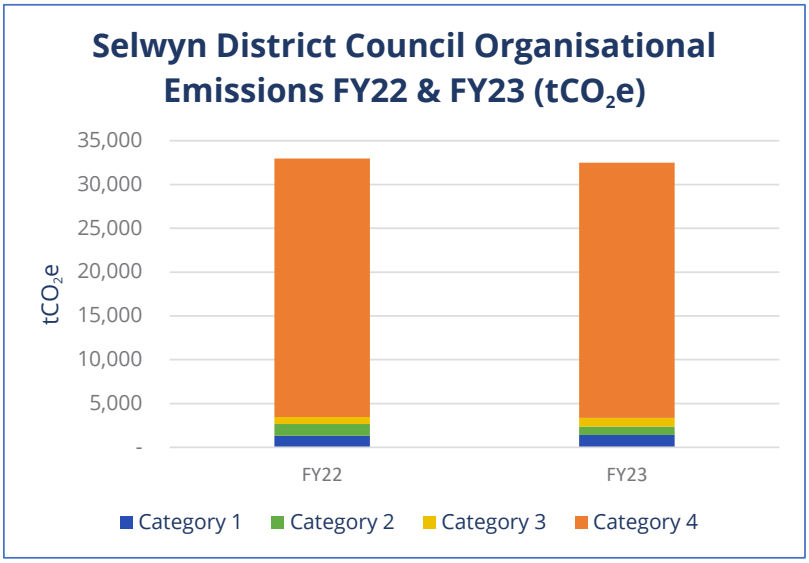


Figure 1: *SDC Organisational Emissions FY22 & FY23 (tCO_2e).*

Table 1: *Emissions trend by Category in tCO_2e*

Emissions Category	FY22	FY23
Category 1	1,305	1,428
Category 2	1,371	954
Category 3	796	975
Category 4	29,504	29,149
Total	32,976	32,506

Table 2: *Emissions by greenhouse gas in tCO_2e.*

Emissions Category	FY22	FY23
CO_2	5,577	5,891
CH_4	205	230
N_2O	71	83
Gas Breakdown Unavailable	27,123	26,302
tCO_2e	32,976	32,506

Table 3: *GHG Inventory by Category in tCO_2e.*

Emissions Category	FY22	FY23
Category 1		
Mobile Fuel Consumption (Fleet)	151	142
LPG	38	28
Wastewater Treatment Plants	1,116	1,258
Subtotal	**1,305**	**1,428**
Category 2		
Purchased Electricity	1,371	954
Subtotal	**1,371**	**954**
Category 3		
Downstream Transportation and Distribution	11	11
Business Travel	7	45
Employee Commuting	743	886
Upstream Emissions from Fuel Production and Distribution	35	34
Subtotal	**796**	**975**
Category 4		
Purchased Goods and Services	18,803	19,744
Capital Goods	10,232	8,925
Imported Energy Transmission and Distribution Losses	159	111
Waste Generated in Operations	310	369
Subtotal	**29,504**	**29,149**
Total	**32,976**	**32,506**

1.0 Introduction

This report is a two-year greenhouse gas (GHG) inventory report for Selwyn District Council (SDC) for the period 01st July 2021 to 30th June 2023, broken down by each financial year. SDC commissioned **CarbonEES®** in June 2023 to calculate its organisational greenhouse gas (GHG) inventory for their FY22 and FY23 emissions.

A GHG inventory is a list of emission sources and their associated emissions, quantified using standardised methods. The emissions included in this GHG inventory are emitted due to activities under the operational control of SDC in FY22 and FY23.

The purpose of this report is to transparently disclose these GHG emissions and how they are quantified.

1.1 Statement of Intent

CarbonEES® is committed to preparing transparent and consistent carbon accounting and reporting in line with global best-practice. Therefore, SDC's GHG inventory has been prepared in accordance with the requirements of ISO 14064-1:2018 and informed by the GHG Protocol.

This report specifically relates to the emissions of SDC and has been prepared as part of their carbon reduction journey. To ensure this report is fit for purpose, SDC has identified its intended uses and users. These have been listed in Table 4 and have informed how **CarbonEES®** formulated this report.

Table 4: *SDC's Intended Use Cases and Intended Users for this GHG Inventory Report.*

Intended use cases of this GHG Inventory Report	Intended users of this GHG Inventory Report
- Understand our emissions profile and track the progress of the impact of the actions we have taken to reduce carbon.	- SDC staff
- Communicate to employees, shareholders, and customers that we use our sustainable values to drive our business behaviour and we are reducing our GHG emissions.	- SDC Governance and Ratepayers
- To prepare for the likely future introduction of mandatory reporting.	- The public.
- To incorporate into SDC's audited documents to deliver to Audit NZ, to demonstrate robust emissions reporting.	- Auditors.

1.2 Description of Selwyn District Council

ISO14064-1:2018, 9.3.1 (a) and 9.3.2 (a)

Selwyn District Council is a territorial authority responsible for making decisions alongside and on behalf of people living in the Selwyn District in the South Island of Aotearoa – New Zealand.

1.3 Persons Responsible

ISO14064-1:2018, 9.3.1 (b)

This GHG inventory was prepared by Don MacKenzie at **CarbonEES®** and approved by Sustainability Lead at SDC. This report was written by Don MacKenzie at **CarbonEES®**.

1.4 Reporting Period Covered

ISO14064-1:2018, 9.3.1 (c)

This GHG inventory report covers the Selwyn District Council's Financial Years, 01 July 2021 to 30 June 2022 ("FY22"), and 01 July 2022 to 30 June 2023 ("FY23").

2.0 Organisational Boundaries

ISO14064-1:2018, 9.3.1 (d)

For an organisation to accurately report its GHG emissions, it must first establish its organisational boundary. The organisational boundary determines the parameters for GHG reporting in the SDC inventories. This boundary refers to the legal composition of the organisation and if the organisation has any direct control over the sources of the emissions. Figure 2 illustrates the organisational boundary of SDC.

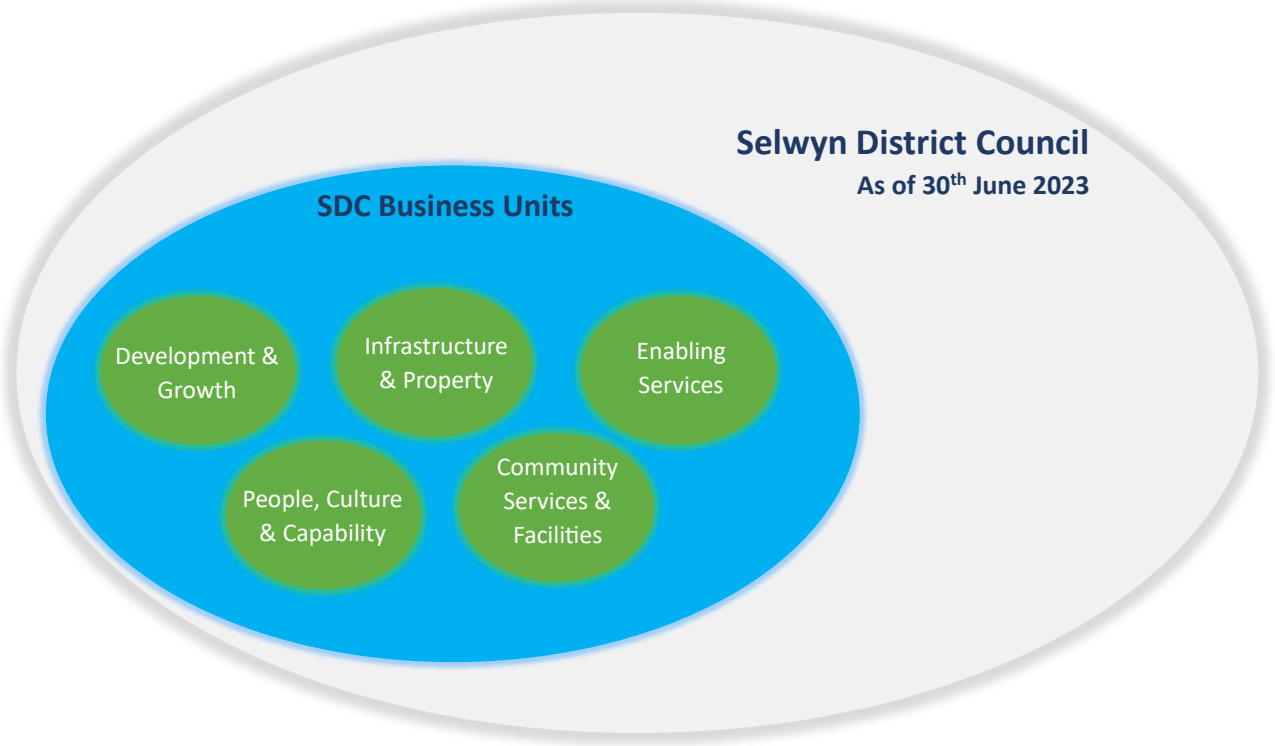


Figure 2: *SDC activities and other groups defined within the organisational boundary.*

2.1 Operational Control Approach

For this report, SDC's organisational boundary is determined by using an operational control approach. For the purposes of this report, operational control is defined as an organisation's authority to introduce and implement operating policies. As such, SDC's GHG inventory includes all sources and sinks associated with activities where SDC has control and the full authority to introduce and implement its operating policies. Due to SDC's responsibility to obtain and spend rate payer funds to provide essential civil services, these activities are also included, despite often being carried out by contractors. This is consistent with the operational control approach, as SDC could implement procurement and spending policies that will inform the operational emissions from these activities.

3.0 Reporting Boundaries

This section establishes and documents SDC's reporting boundary, including the identification of the relevant Category 1 – 4 emissions and removals associated with SDC's operations.

3.1 Operational Boundaries

ISO14064-1:2018, 9.3.1 (e)

An operational boundary was used to determine which emission sources were included and excluded in this report, and to define the significant emission sources. GHG emission sources from SDC were identified with reference to ISO14064-1:2018, with guidance from the GHG Protocol.

Table 5 describes the ISO14064-1:2018 emission categories used in this report. There are two further categories; Category 5 which covers emissions from products created by an organisation; and Category 6 which covers anything not categorised under a previous category. This is not applicable to SDC.

Table 5: *Categories as defined by ISO14064-1:2018.*

Emission Category	Description	Example
Category 1: Direct Emissions	Direct emissions that occur from sources owned or controlled by SDC.	The combustion of fuels in SDC's vehicle fleet.
Category 2: Imported Energy Indirect Emissions	Emissions associated with the generation of electricity that is purchased by SDC.	Electricity consumed at SDC facilities.
Category 3: Indirect Emissions from Transportation	Emissions that are a consequence of SDC's activities that result in transportation being utilised.	SDC employee commuting and transportation of goods by postal services.
Category 4: Indirect emissions from products used by an organisation	Emissions related to SDC purchasing goods and services from third parties, for use in their operations.	Emissions from waste generated in operations and diesel use by contractors.

3.2 Information Management Procedures

ISO14064-1:2018, 9.3.2 (i)

GHG emissions sources from SDC were identified by **CarbonEES®** and confirmed by SDC for this GHG inventory. As an external company, **CarbonEES®** requires confirmation from SDC to ensure 100% of emissions are covered and accurately represent SDC's activities.

CarbonEES® uses their software, **e-Bench®** to collect, store and manage SDC's data. Activity data is either manually or automatically loaded into **e-Bench®** by data analysts at **CarbonEES®**, or automatically uploaded as part of a data activity stream. The **e-Bench®** software is programmed to ensure data is entered accurately. All data is checked for anomalies by the software and is reviewed by a data manager to ensure the data is verified. Emissions are calculated automatically within **e-Bench®** by multiplying the provided activity data by their corresponding emissions factor. SDC can track and monitor their emissions during the year using **e-Bench®.**

If data is not entered into **e-Bench®** through the year (i.e., if the data was requested for the GHG inventory specifically), the business analysts have an internal process guideline to ensure the data is handled and stored securely. Activity data is manually prepared for the GHG inventory by business analysts, then are multiplied by the most recent and relevant emissions factors.

CarbonEES® does not get the GHG inventory data verified externally, as it is SDC's responsibility to get their GHG inventory audited.

3.3 Significance Criteria

All identified direct emission sources were deemed significant and included. Indirect emissions sources were deemed significant and included based on the principles of completeness and transparency. SDC looks to disclose all their indirect emissions that fall within its organisational boundary (i.e., all are considered significant), with exclusions only being permitted using the decision tree in Figure 3.

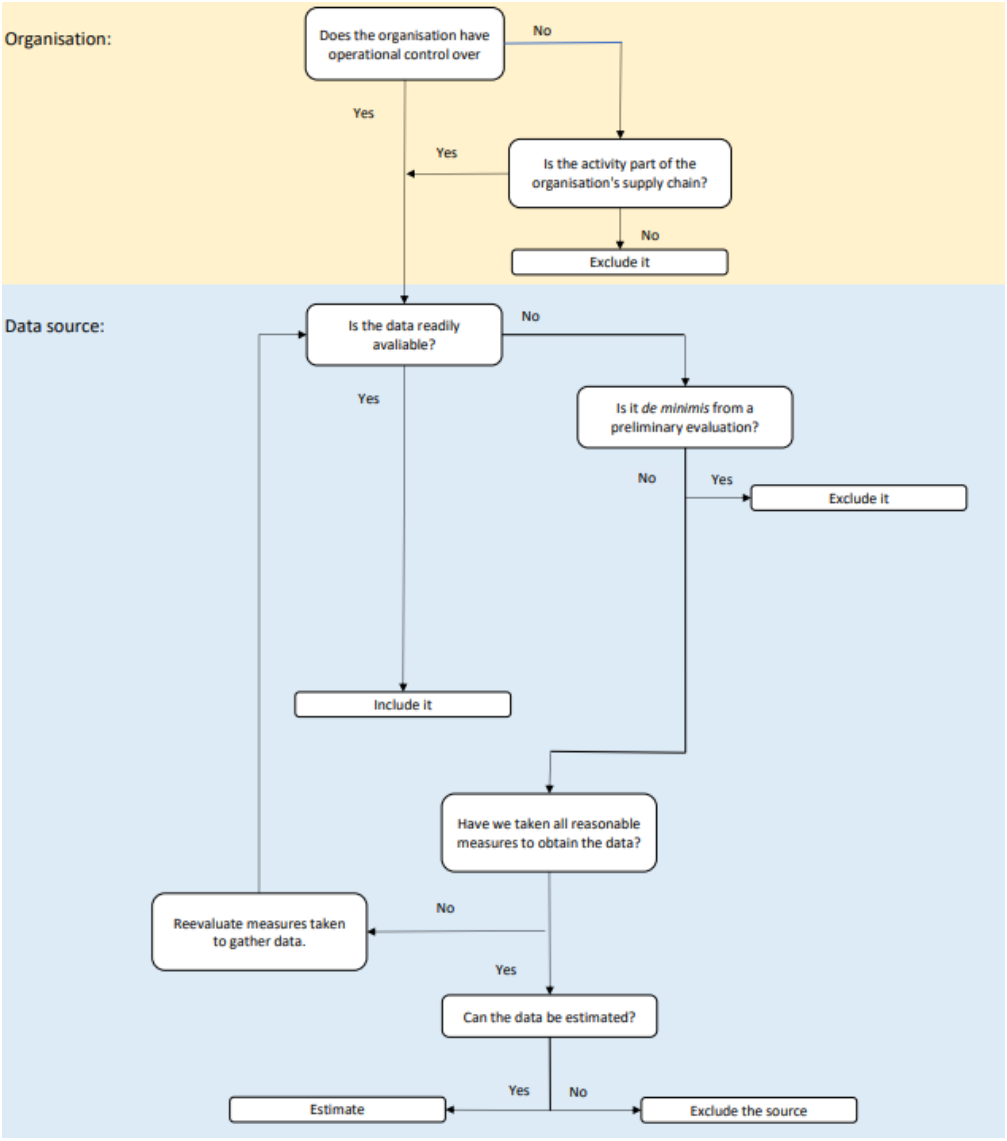


Figure 3: *Significance Criteria Decision Tree*

3.4 Inventory Emission Sources, Emission Factors and Activity Data

ISO14064-1:2018, 9.3.1 (g, m, n, o, t)

Tables 6 - 9 provide summaries of the emissions sources included in SDC's GHG inventory. The table also comments on the emission factors used, the quality of data, and who the data was provided by. Data quality was calculated using a qualitative Multi-Criteria Decision Analysis (MCDA) method, which is explained further in Appendix A.

Table 6: *Category 1 Emissions Included in the GHG Inventory*

Emission Category	Emission Source	Emission Factors	Data Quality	Data Provided By
Category 1 – Direct Emissions	Mobile Fuel Combustion (Fleet)	MfE (2023)	100%	Mobil/RD Petroleum (**e-Bench®**)
	LPG	MfE (2023) M.E. Research (2023)	85%	Rockgas / SDC
	Wastewater Treatment Plants	Water NZ (2021)	70%	SDC

Table 7: *Category 2 Emissions Included in the GHG Inventory*

Emission Category	Emission Source	Emission Factors	Data Quality	Data Provided By
Category 2 – Indirect Emissions from Imported Energy	Purchased Electricity (market based)	MfE (2023)	100%	Meridian Energy / **e-Bench®**

Table 8: *Category 3 Emissions Included in GHG Inventory*

Emission Category	Emission Source	Emission Factors	Data Quality	Data Provided By
Category 3 – Indirect Emissions from Transportation	Downstream Transportation and Distribution	NZ Post (2021)	68%	SDC
	Business Travel	MfE (2023)	95%	Orbit
	Employee Commuting	MfE (2023)	93%	SDC
	Upstream Emissions from Fuel Production and Distribution	DEFRA (2021)	91%	Mobil/RD Petroleum (**e-Bench®**)

Table 9: *Category 4 Emissions Included in GHG Inventory*

Emission Category	Emission Source	Emission Factors	Data Quality	Data Provided By
Category 4 – Indirect Emissions from Products Used by SDC	Purchased Goods and Services	M.E Research (2023) MfE (2023)	76%	SDC/Corde/Waste Management
	Capital Goods	M.E Research (2023)	76%	SDC/HEB
	Imported Energy Transmissions and Distribution Losses	MfE (2023)	100%	Meridian Energy (**e-Bench®**)

	Waste Generated in Operations	MfE (2023)	64%	SDC

3.5 Exclusions

The following sources of emissions have been recognized and left out of this GHG inventory (Table 10). These sources have been deemed insignificant to SDC, not relevant to the inventory, and/or not practically or economically viable to be measured currently.

Table 10: *Emission Sources Excluded from this GHG Inventory*

Emission Category	Emission Source	Reason for Exclusion
Category 1 – Direct Emissions	Fugitive Emissions from Vehicles	Consumption data unavailable. These emissions are assumed to be de minimis (<1%).
Category 1 – Direct Emissions	Refrigerants	No significant top ups in FY22 or FY23.
Category 5 – Indirect Emissions associated with the use of products from an organisation	Equity Investments	Not Applicable.
Category 5 – Indirect Emissions associated with the use of products from an organisation	Processing of sold products	Not Applicable.
Category 5 – Indirect Emissions associated with the use of products from an organisation	Use of sold products	Not Applicable.
Category 5 – Indirect Emissions associated with the use of products from an organisation	End-of-life treatment of sold products	Not Applicable.
Category 5 – Indirect Emissions associated with the use of products from an organisation	Upstream leased assets (i.e., assets eased to third parties).	Not Applicable.
Category 5 – Indirect Emissions associated with the use of products from an organisation	Franchises	Not Applicable.

3.6 Impact of Uncertainty

ISO14064-1:2018, 9.3.1 (p, q)

The process of preparing a GHG inventory involves a certain level of uncertainty. To reduce this uncertainty, verifiable source data has been chosen. In situations where data uncertainty persists, a cautious estimation method has been used to ensure that emissions are overestimated rather than underestimated.

The impact of uncertainty has been considered when assessing data quality. This process is qualitative and is explained further in Appendix A.

3.7 Selected Base Year

ISO14064-1:2018, 9.3.1 (k)

The base year for SDC is 01 July 2018 – 30 June 2019. This provides a benchmark for SDC to compare their emissions. The total emissions for SDC in their base year were **6,101 tCO_2e**.

3.8 Changes to Historic Base Year

ISO14064-1:2018, 9.3.1 (l)

SDC recalculate their base years if any of the following applied:

- If emission factors have changed significantly and were relevant to prior years.
- If the scope of what is measured within an inventory has changed significantly.
- If the methodology of calculating emissions from activities has changed significantly.

For SDC's inventory for the FY22 and FY23 year, there have been significant chances which has constituted a resetting and recalculation of a new base year. These include:

- The inclusion of previously excluded emission sources, such as:
  - Wastewater Treatment Plant emissions from Arthurs Pass, Castle Hill, Claremont, Lake Coleridge, and Upper Selwyn Huts.
  - Employee Commuting.
  - Purchased Goods and Services.
- Significant changes to methodology.

Due to the significant changes to the inventory calculation (422% increase between FY19 and FY23), we would recommend either a recalculation of the baseline year to include these missing emission sources, or to re-baseline to the FY22 year.

For more information on the changes between the previous FY20 & FY21 and the current FY22 & FY23 GHG inventory calculations, see Appendix C.

4.0 GHG Emissions Calculations and Results

This section presents the results of SDC's GHG Inventories for FY22 and FY23. It offers a broad overview covering all emissions activities and categories and a detailed review of each activity or category during this select period. Within the detailed review is an explanation of each emission source.

This section applies rounding to values to the nearest tonne of CO_2e. For more detailed figures, we encourage readers to view the accompanying GHG inventory.

4.1 Organisational emissions by category

The total organisational emissions for SDC in FY22 were **32,976 tCO_2e** and in FY23 were **32,506 tCO_2e**. The emissions breakdown by is shown in Figure 4.

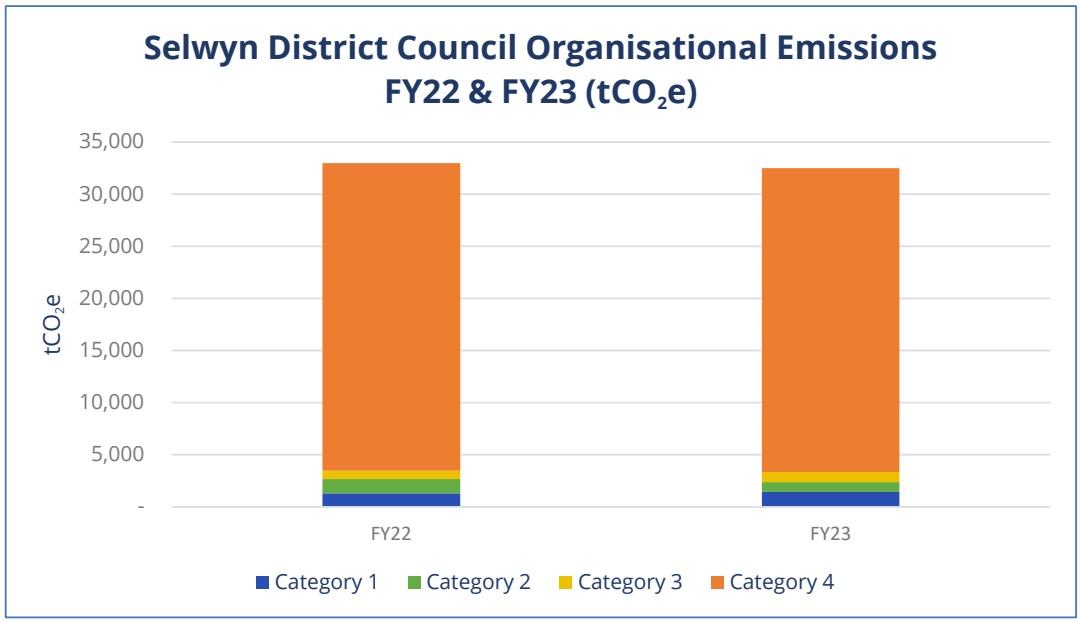


Figure 4: *Organisational Emissions FY22 - FY23 (tCO_2e)*

Table 11 details SDC's organisational emission for FY22 and FY23, with a column describing the percentage change in emissions between the two financial years.

Table 11: *SDC FY22 and FY23 Emissions (tCO_2e).*

Emission Category	Emission Source	FY22	FY23	% change between FY22 and FY23
Category 1 – Direct Emissions	Mobile Fuel Combustion (Fleet)	151	142	-6%
	LPG	38	28	-27%
	Wastewater Treatment Plants	1,116	1,258	+13%
Category 2 – Indirect Emissions from Imported Energy	Purchased Electricity	1,371	954	-30%
Category 3 – Indirect Emissions from Transportation	Downstream Transportation and Distribution	11	11	-4%
	Business Travel	7	45	+586%
	Employee Commuting	743	886	+19%

	Upstream Emissions from Fuel Production and Distribution	35	34	-5%
Category 4 – Indirect Emissions from Products Used by SDC	Purchased Goods and Services	18,803	19,744	+5%
	Capital Goods	10,232	8,925	-13%
	Imported Energy Transmissions and Distribution Losses	159	111	-30%
	Waste generated in operations	310	369	+19%

4.4 Category 1 Emissions

Category 1 emissions are the direct emissions that occur from sources owned or controlled by SDC. The Category 1 activities captured in this report were fuel usage (petrol and diesel), LPG and Wastewater Treatment Plants (WWTP). Figure 5 and Table 12 show SDC's organisational Category 1 emissions.

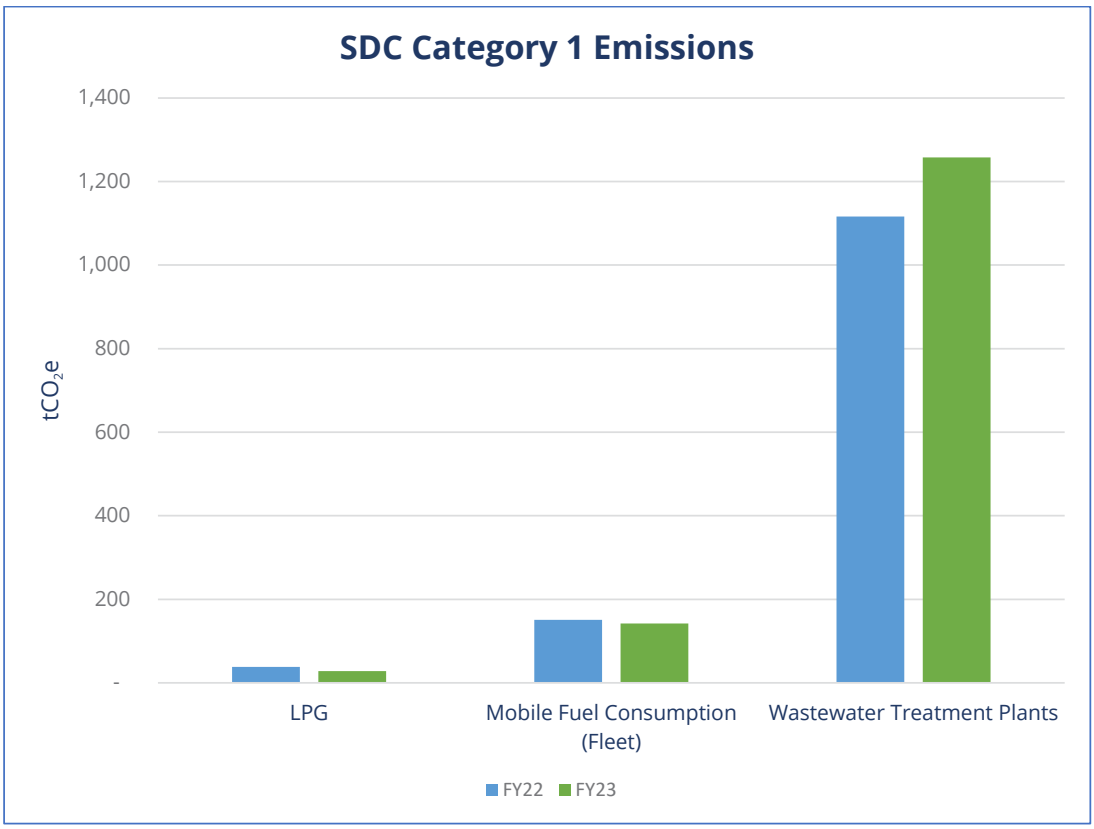


Figure 5: *FY22 & FY23 Organisational Category 1 Emissions.*

Table 12: *FY22 & FY23 Organisational Category 1 Emissions with further details regarding reductions/increases.*

	tCO_2e		% of Category 1		% of Overall Emissions		% Change between FY22 and FY23
Category 1 Activity	**FY22**	**FY23**	**FY22**	**FY23**	**FY22**	**FY23**	
Mobile Fuel Consumption (Fleet)	151	142	9%	8%	0.5%	0.4%	-6%
LPG	38	28	2%	2%	0.1%	0.1%	-27%
Wastewater Treatment Plants	1,116	1,258	86%	88%	3%	4%	13%
Total	**1,305**	**1,428**	**-**	**-**	**4%**	**4%**	**9%**

4.4.1 Mobile Fuel Combustion (Fleet)

SDC uses fuel, both petrol and diesel, in its vehicle fleet, across their sites in NZ. SDC's fuel emissions were calculated against primary data provided by Mobil and RD Petroleum, using MfE (2023) emission factors.

4.4.2 LPG

SDC uses LPG at Rolleston HQ and for their community halls. SDC's emissions from LPG usage were calculated from a hybrid of primary and secondary data. Primary data was supplied by RockGas in kgs, and emissions were calculated using MfE (2023) emission factors. The remaining emissions from LPG consumption from Vector OnGas and Elgas were calculated from financial spend, using Market Economic (2023) emission factors, adjusted for inflation.

4.4.1 Wastewater Treatment Plants

Although SDC's wastewater infrastructure is operated by Corde – an external contractor, WWTP emissions fall under category 1 as the infrastructure is owned by SDC, and the plants generate direct emissions through the wastewater treatment process.

Over the FY19 – FY22 period, SDC has owned and operated Arthurs Pass, Castle Hill, Claremont, Lake Coleridge, Leeston, Pines and Upper Selwyn Huts WWTP. The process emissions were calculated using the Level 1 methodology from WaterNZ.

4.5 Category 2 Emissions

Category 2 emissions are indirect GHG emissions associated with the purchase of electricity, steam, heat, or cooling. Although Category 2 emissions physically occur at the facility where they are generated, they are accounted for in an organisation's GHG inventory because they are a result of the organisation's energy use. In this case, Category 2 emissions are from purchased electricity. Figure 6 and Table 13 show SDC's organisational Category 1 emissions.

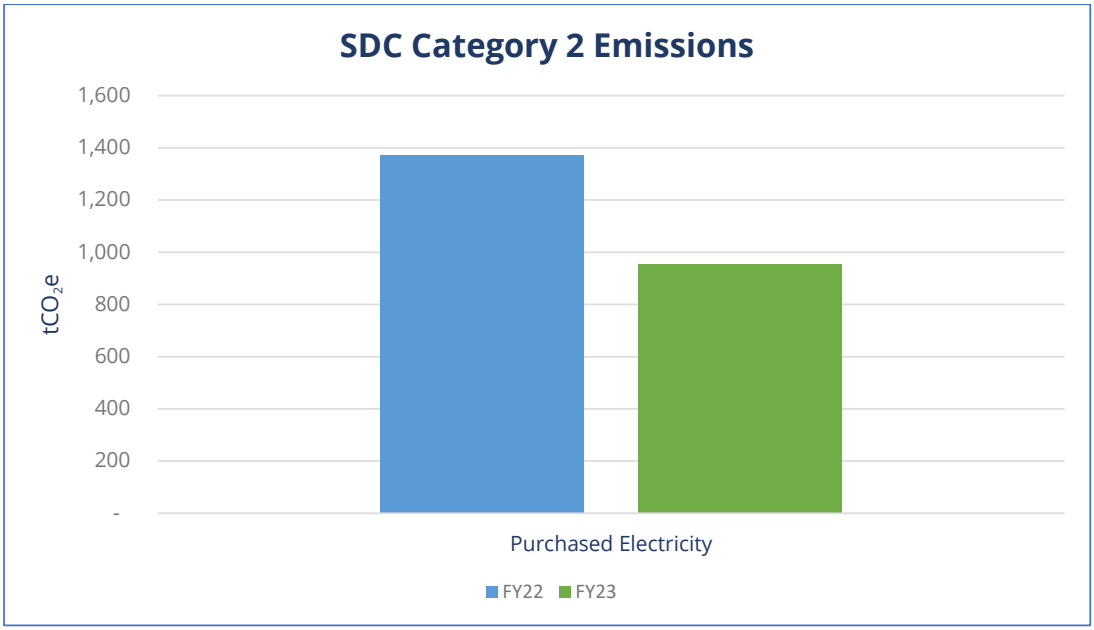


Figure 6: *FY22 – FY23 Organisational Category 2 Emissions.*

Table 13: *FY22 & FY23 Organisational Category 2 Emissions with further details regarding reductions/increases.*

	tCO_2e		% of Category 2		% of Overall Emissions		% Change between FY22 and FY23
Category 2 Activity	FY22	FY23	FY22	FY23	FY22	FY23	
Purchased Electricity	1,371	954	100%	100%	4%	3%	-30%

4.5.1 Purchased Electricity

Electricity is used at all SDC sites for office lighting, space heating, hot water, and appliances. All Purchased Electricity data in FY22 and FY23 was primary data supplied by Meridian Energy, measured in kWh. Emissions from this category were calculated using quarterly emission factors from the MfE (2023) guidance on measuring emissions.

4.6 Category 3 Emissions

Category 3 emissions are indirect emissions from transportation. These are activities such as business travel, employee commuting, and freight transportation and distribution. Figure 7 and Table 14 show SDC's organisational Category 3 emissions.

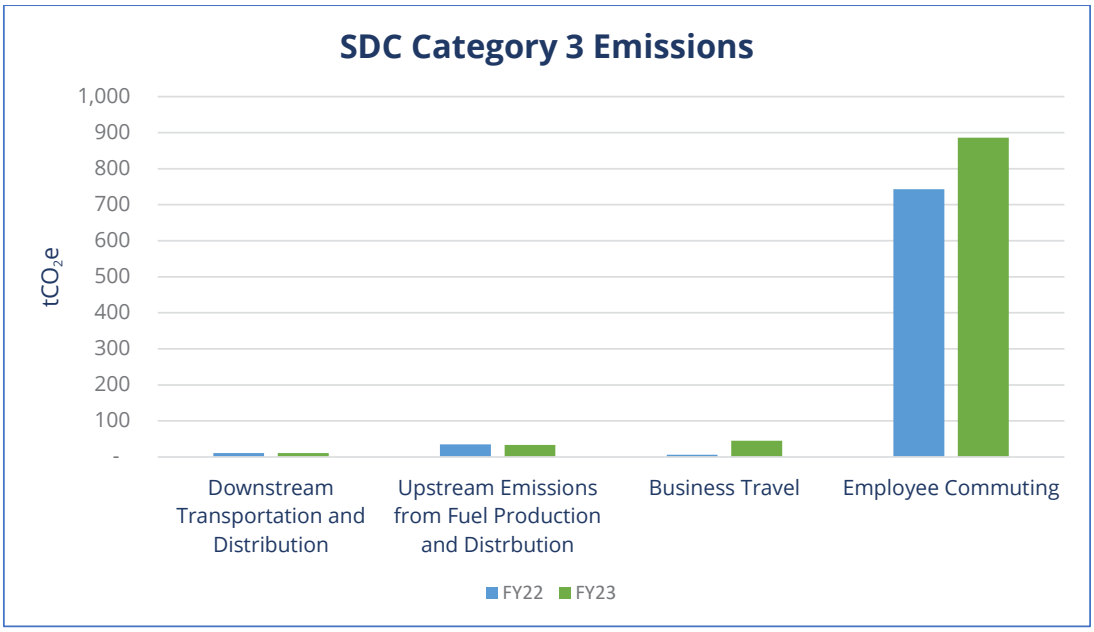


***Figure 7**: FY22 – FY23 Organisational Category 3 emissions.*

***Table 14:** FY22 & FY23 Organisational Category 3 emissions with further details regarding reductions/increases.*

	tCO_2e		% of Category 3		% of Overall Emissions		% Change between FY22 and FY23
Category 3 Activity	FY22	FY23	FY22	FY23	FY22	FY23	
Downstream Transportation and Distribution	11	11	1%	1%	0.03%	0.03%	-4%
Upstream Emissions from Fuel Production and Distribution	35	34	4%	3%	0.1%	0.1%	-5%
Business Travel	7	45	1%	4.6%	0.02%	0.14%	586%
Employee Commuting	743	886	93%	91%	2%	3%	19%
Total	**796**	**975**	**-**	**-**	**2%**	**3%**	**23%**

4.6.4 Downstream Transportation and Distribution

The emissions from this activity are due to print materials being sent to customers, such as envelopes or packages. Primary data was unavailable for this emission activity. Emissions from this category were calculated against SDC's postage expenditure, using the Market Economics (2023) emission factor for Postal and Courier Services.

4.6.3 Business Travel

Some SDC staff are required travel as part of their role. Emissions from business travel include activities such as air travel, hotel accommodation, and rental car data. Emissions from this activity were calculated using primary data supplied by Orbit, and emission factors from MfE (2023).

4.6.1 Employee Commuting and Working from Home

SDC's employee commuting data was taken from an employee commuting survey, taken by SDC. Employees were asked what their primary mode of transport is; an estimated round-trip distance; and the number of days worked in the office. Total kilometres and work-from-home days were then calculated using this data.

Private Cars using petrol was the most common mode of transport in FY23, with 1,071,004 km driven. This is followed by Private Cars using diesel (266,948 km) and buses (98,560 km).

4.6.2 Upstream Emissions from Fuel Production and Distribution

When an organisation uses fuel, there are emissions associated with the production and distribution of fuel, as well as the direct emissions from combusting the fuel itself. Therefore, an organisation is responsible for these upstream emission from the fuel they've purchased. Source data is the same as discussed in 4.4.1, with different emission factors being applied.

4.7 Category 4 Emissions

Category 4 emissions are indirect emissions from products used by an organisation. These include services an organisation pays for, through the course of undertaking its own activities. This category also includes waste generated by the organisation and upstream transmission and distribution losses from purchased electricity/natural gas.

Figure 8 shows the trend in emissions reductions between FY22 and FY23, while Table 15 shows details for Category 4 emissions in FY23.

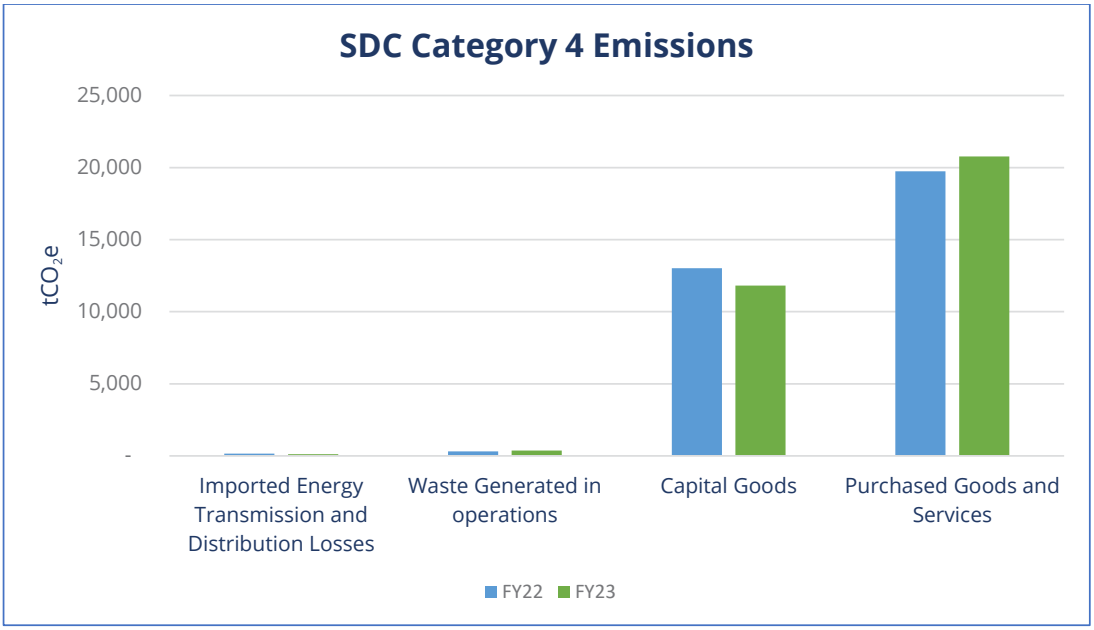


Figure 8: *FY22 & FY23 Organisational Category 4 emissions.*

Table 15: *FY22 & FY23 Organisational Category 4 emissions with further details regarding reductions/increases.*

	tCO_2e		% of Category 4		% of Overall Emissions		% Change between FY22 and FY23
Category 4 Activity	**FY22**	**FY23**	**FY22**	**FY23**	**FY22**	**FY23**	
Imported Energy Transmission and Distribution Losses	159	111	0.5%	0.4%	0.3%	0.3%	-30%
Waste Generated in Operations	310	369	1%	1%	1%	1%	19%
Capital Goods	10,232	8,925	35%	31%	31%	27%	-13%
Purchased Goods & Services	18,803	19,744	64%	68%	57%	61%	5%
Total	**29,504**	**29,149**	**-**	**-**	**89%**	**90%**	**-1%**

4.7.1 Purchased Goods and Services

Purchased goods and services describes financial transactions relating to the day-to-day operations of SDC. These transactions are also referred to as operational expenditure (OPEX) and includes all goods and services purchased by SDC. Examples of purchased goods include Stationery; while examples of services include insurance, legal costs, and professional services.

Most emissions for this emission activity were calculated against SDC's financial data, using Market Economics (2023) emission factors, adjusting for inflation. See Appendix D for more details about the process of calculating these emissions.

Primary fuel data was supplied by Corde, HEB and Waste Management. Corde are responsible for running the SDC owned WWTP and water supply, HEB are SDC's roading contractor, and Waste Management collect the household waste in the Selwyn District.

Water supply emissions were also calculated under this category, using SDC's FTE data and an MfE (2023) emission factor.

4.7.1 Capital Goods

Capital goods describes financial transactions relating to the purchase and construction of fixed assets. These transactions are also referred to as capital expenditure (CAPEX) and includes expenditure on upkeep and improvements for rate payers, such as roading.

Emissions from this emission activity were calculated against SDC's financial data, using Market Economics (2023) emission factors, adjusting for inflation. See Appendix D for more details about the process of calculating these emissions.

4.7.3 Waste Generated in Operations

SDC generates waste through its operations, including office waste. Emissions for waste generated in operations were estimated based on FTE values provided by SDC and waste per capita figures, adjusted for number of hours in the workplace.

Sludge taken from the Pines WWTP is also captured in this activity, as SDC do not own the landfill where the sludge is disposed. Emissions are calculated using the Level 1 methodology from WaterNZ.

4.7.4 Imported Energy Transmissions and Distribution Losses

When an organisation uses imported energy, such as purchased electricity, there are emissions associated with the transmission and distribution losses from the point of generation to the point of consumption. Therefore, an organisation is responsible for these upstream emission from the imported energy they've purchased, as measurements are taken from the point of consumption. Source data is the same as discussed in 4.5.1, with different emission factors being applied.

5.0 References

- Ministry for the Environment. 2023. Measuring emissions: A guide for organisations: 2023 detailed guide. Wellington: Ministry for the Environment. https://environment.govt.nz/publications/measuring-emissions-a-guide-for-organisations-2023-detailed-guide/

- DEFRA (2021) - Department for Environment, Food and Rural Affairs. 2021. Greenhouse gas reporting: conversion factors 2019. United Kingdom.

- Market Economics Limited (2023) - Consumption Emissions Modelling, report prepared for Auckland Council. https://www.knowledgeauckland.org.nz/media/2593/consumption-emissions-modelling-market-economics-march-2023.pdf

- RBNZ (2023) – Reserve Bank of New Zealand. Inflation calculator. https://www.rbnz.govt.nz/monetary-policy/inflation-calculator

- Water NZ Standard Methods Carbon accounting guidelines for wastewater treatment: CH4 and N2O (2021)

6.0 Glossary

- **Carbon Dioxide Equivalent (CO_2e)** - A standard unit for measuring carbon footprints. The impact of each different GHG is expressed in terms of the global warming potential (GWP) of one unit of CO_2. Standard ratios are used to convert gases into equivalent amounts of CO_2; these are based on each gas's GWP over a 100-year timeframe.

- **GHG Inventory** - The GHG Protocol defines GHG Inventories as "A quantified list of an organization's GHG emissions and sources". Typically expressed in terms of CO_2e, and for a 12-month reporting period.

- **Emission Factor** - A metric that converts a specific emission source - such as a litre of diesel - into terms of CO_2 or CO_2e.

- **Global Warming Potential** - A measure of a gas's ability to cause radiative forcing in the atmosphere (or global warming) relative to the ability of CO_2. For example, sulphur hexafluoride has 23,900 times the GWP of CO_2, thus is 23,900 times more potent at contributing to global warming than CO_2 over a 100-year timeframe.

- **Greenhouse Gas (GHG)** - Greenhouse gases are gases that influence the way in which the Earth's atmosphere traps heat. Increasing levels of GHGs in the atmosphere are causing the phenomenon of climate change.

Appendix A: Data Quality

CarbonEES® use a Multi-Criteria Decision Making (MCDM) methodology for determining the emission data quality in carbon inventories. Each data source is rated out of 5 by asking questions in the following weighted criteria:

- **Accuracy:** How accurately does the data portray the emission activity? Is it comparable with other carbon inventories?
- **Certainty:** How certain are you that the data is accurate? Are there any estimations? What is the potential margin of error?
- **Frequency:** How frequently is the data captured?
- **Timeliness:** How well does the data capture the period measured in this inventory?
- **Completeness:** How complete is the data? Are there any gaps?

The table below shows the ratings for each emission activity under the weighted criteria and the resulting data quality.

Emission Activity	Accuracy	Certainty	Frequency	Timeliness	Completeness	Data Quality
Mobile Fuel Combustion (Fleet)	5	5	5	5	5	100%
LPG	4	4	4	5	5	85%
Wastewater Treatment Plants	3	3	3	5	5	70%
Purchased Electricity	5	5	5	5	5	100%
Downstream Transportation and Distribution	3	3	2	5	5	68%
Business Travel	5	4	5	5	5	95%
Employee Commuting	5	4	4	5	5	93%
Upstream Emissions from Fuel Production and Distribution	4	5	5	5	5	91%

Emission Activity	Accuracy	Certainty	Frequency	Timeliness	Completeness	Data Quality
Purchased Goods and Services	4	2	5	5	5	76%
Capital Goods	4	2	5	5	5	76%
Imported Energy Transmissions and Distribution Losses	5	5	5	5	5	100%
Waste Generated in Operations	3	2	3	5	5	64%
SDC GHG Inventory Average Rating	4	4	4	5	5	85%

Appendix B: ISO 14064-1 Reporting Index

ISO Reporting	Section in this report	ISO Reporting	Section in this report
9.3.1 (a)	1.2	9.3.1 (q)	3.6
9.3.1 (b)	1.3	9.3.1 (r)	1.1
9.3.1 (c)	1.4	9.3.1 (s)	3.2
9.3.1 (d)	2.0, 2.1	9.3.1 (t)	6.0
9.3.1 (e)	3.0, 3.3	9.3.2 (a)	Not included
9.3.1 (f)	Table 2	9.3.2 (b)	Not applicable
9.3.1 (g)	Not applicable	9.3.2 (c)	Not applicable
9.3.1 (h)	Not applicable	9.3.2 (d)	Not included
9.3.1 (i)	3.5	9.3.2 (e)	Not included
9.3.1 (j)	4.0	9.3.2 (f)	4.1
9.3.1 (k)	3.7	9.3.2 (g)	Not included
9.3.1 (l)	3.8	9.3.2 (h)	Not included
9.3.1 (m)	3.4	9.3.2 (i)	3.2
9.3.1 (n)	Not applicable	9.3.2 (j)	Not included
9.3.1 (o)	3.4	9.3.2 (k)	Not included
9.3.1 (p)	3.6	9.3.3	Not included

Appendix C: Changes to Historic Years

ISO14064-1:2018 Category	FY21 Emission Source	Comment	FY22 Emission Source	Comment
Category 1	Mobile Fuel Combustion (Fleet)	Exported from e-Bench	Mobile Fuel Combustion (Fleet)	Exported from e-Bench
Category 1	Refrigerants	Obtained from Southfreeze	Refrigerants	No refrigerant top ups in FY22 or FY23
Category 1	LPG	Exported from e-Bench	LPG	RockGas exported from e-Bench, other suppliers from financial ledger
Category 1			Wastewater Treatment Plant Operational emissions	This is Category 1 for this inventory, as SDC own the WWTP assets. So although Corde operate the WWTP, it is a direct emission source as SDC own the asset. Emissions from Arthur's Pass, Claremont, Castle Hill, Lake Coleridge, and Upper Selwyn Huts were previously excluded for being de minimis.

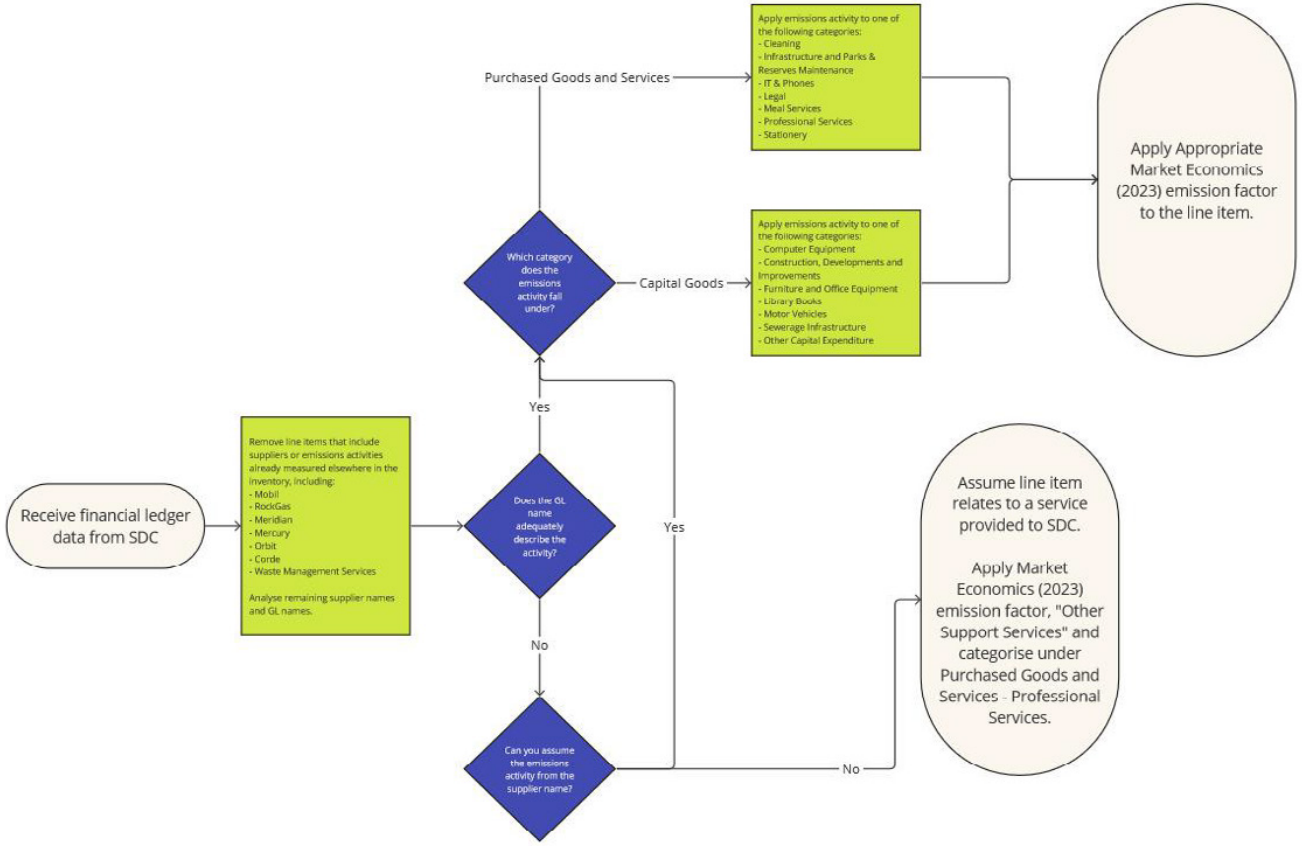
				Definition of Category 1 emissions from the ISO14064-1:2018 standard: "Direct GHG emissions and removals occur from GHG sources or sinks inside organizational boundaries and that are **owned** or controlled by the organization".
Category 2	Electricity	Exported from e-Bench.	Electricity	Exported from e-Bench
Category 3			Downstream Transportation and Distribution	Included for FY22 onwards. Previously excluded for being de minimis.
Category 3	Business Travel	Business travel for FY21 included domestic and short haul air travel.	Business Travel	Business travel for FY22 onwards includes domestic and short haul air travel, hotel accommodation for NZ and AU, and Rental Car data. Rental car data was previously excluded for being de minimis. No explanation for the exclusion of hotel accommodation was provided.
Category 3			Employee Commuting	Included for FY22 onwards. This also includes emissions from employee's work-from-home days. Previously excluded for reasons unexplained.
Category 3			Upstream Emissions from	Included for FY22 onwards. Previously excluded for reasons unexplained.

			Fuel Production and Distribution	
Category 4	Diesel (Corde), Fuel Oil (Corde), Travel – Heavy Truck per km	Captured emissions from fuel use from Corde and km driven from Waste Management trucks. FY22 also captured fuel oil used by corde. Data supplied from suppliers entering data into e-Bench.	Purchased Goods and Services	Included for FY22 onwards. Previously reported as separate emissions activities. Emissions from Corde's fuel use in their WWTP and PRRP operations, and km driven for Waste Management's household waste collections fall under this category. Fuel oil consumption from Corde is excluded for FY22 onwards, as Corde no longer measure this. However, fuel oil is largely used as a lubricant rather than combusted and is assumed to be de minimis. This category also includes water supply, calculated against SDC's FTE for FY22 onwards. This was previously excluded for reasons unexplained.

Category 4	Capital Goods	Captured emissions from fuel use from roading (HEB). Data supplied from suppliers entering data into e-Bench.	Capital Goods	Captured emissions from fuel use from roading using diesel consumption data entered into e-Bench by HEB. New inclusions include emissions from purchasing assets such as furniture and computer equipment, as well as other capital works from construction and development.
Category 4			Imported Energy Transmissions and Distribution Losses	Included for FY22 onwards, previously excluded for reasons unexplained.
Category 4	Waste Generated in Operations	Waste from Waste Management Services was exported from e-Bench, with data being entered into portals. Waste generated also captured emissions from sludge taken from the Pines WWTP. The category also previously captured the WWTP emissions from Leeston and Pines under Category 4. This should be reported as Category 1 under the ISO14064-1:2018 standard, as per the definition: "Direct GHG emissions and removals occur from GHG sources	Waste Generated in Operations	No e-Bench data available for Waste Management. These emissions were instead estimated against SDC's FTE for FY22 and FY23. Waste generated also captured emissions from sludge taken from the Pines WWTP, as SDC do not own the landfill where the sludge is disposed.

		or sinks inside organizational boundaries and that are **owned** or controlled by the organization".		

Appendix D: Purchased Goods & Services and Capital Goods Flowchart



The methodology for calculating emissions purchased goods & services and capital goods has been informed by the MfE (2023) guide to measuring emissions in Appendix D, page 140.

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Selwyn DISTRICT COUNCIL

MEMORANDUM

TO: Climate Change and Sustainability Subcommittee

FOR: 14th May 2025 Meeting

FROM: Joe Gentilcore, Climate Change Lead

DATE: 8th May 2025

SUBJECT: **CURRENT WORK UPDATES**

The aim of this memorandum is to provide the subcommittee with an overview and updates on current work and projects being undertaken by the Climate Change Lead. These memos will be presented at each subcommittee meeting to ensure all work paths are clear.

CURRENT WORK BEING UNDERTAKEN BY THE CC LEAD (UPDATE)

Emissions Reduction and Energy Management

- Ensuring that Council emissions are accurately reported; Fuel, Waste, CCOs, operations, expenditure, energy (Scope 1, 2, 3).
- Leading the Council's Emission Reduction Plan – ensuring targets, goals, and data are relevant and actioned and frequently reported in an Energy Management Action Plan.

Operational progress

- Lead Energy Audits for key sites. External funding secured (EECA 75%), aiming to optimise building/asset performance (initial phase)
- Leading the high-level energy efficiency project underway at the Selwyn Aquatic Centre
- Renewable energy project scope and feasibility study

Sustainability

- Ensuring Sustainability is a key outlook and consideration of upcoming council projects (policies, new sites, surveys etc).
- Final Draft of Sustainability Plan (under review), including metric ranking system.
- Work towards improving Council's internal Sustainability Portal. Aim to include live data tracking, with quarterly benchmark reports planned (Sustainability and Energy/Emissions/Cost).
- Oversee projects to ensure a sustainable lens (buildings and infrastructure).

Climate Change & Adaptation

- Contributing to Canterbury Climate Partnership Plan (CCPP) as an Action (1, 2, 4) Lead.
- Adaptation and mitigation planning (Future Selwyn risk assessment underway).
- Collaboration with Lincoln University for research purposes.

Adaptation and Mitigation Plan (LTP 2026/2027)

A key performance measure in the 2024 LTP requires the preparation of a climate Adaptation and Mitigation Plan by FY2026/2027. It is anticipated that the Plan will assess and identify key climate related risks across the district and outline Council's adaption and mitigation responses, thereby aligning with the National Adaptation Plan (MfE, 2022, amended 2025). It will clarify strategic outcomes and enable a proactive, risk-based approach.

The National Adaption Plan 2022 states:

"Councils should use their existing powers now to drive climate-resilient development in the right places. As a minimum, they should use the climate scenarios recommended by the national adaptation plan when exercising their resource management functions." (MfE, 2022)

Conversations with Lincoln University have commenced to see where support and research can be offered/shared in this regard. A draft Adaptation Project Brief is soon to be prepared and is expected to be presented to the subcommittee in Q3 2025.

Overview of Plans and Policies

The Sustainability Plan provides an overarching sustainability framework that guides all Council operations, strategies, and plans. It works across key initiatives at the organisation, such as economic development, biodiversity, and emissions reduction. To ensure an integrated approach, a Sustainability framework will reinforce the plan and provide clear principles for embedding sustainability into Council operations.
The Climate Change Policy plays an integral role in informing and supporting related actions across the organisation, including supporting both mitigation and adaptation. Together, these plans and policies work to embed sustainability and climate response at every level of Council activities.

The Climate Change Lead (Joe) will enable, drive and action Emissions Reduction efforts focusing on energy efficiency and optimisation, work to implement the overarching (draft) Sustainability Plan's Goals, Targets and Actions, and lead Councils Climate Change Adaptation Plan. This work sits under the Climate Change Policy and supports several Council initiatives such as Waikiririkiri ki tua Future Selwyn.

Sustainability Plan - Draft Goals;

The draft Council Sustainability Plan is being prepared. Associated Goals, Targets, Actions were requested by the subcommittee, and these have now been drafted to be workshopped at the meeting in May. The Sustainability Plan's Goals are Council focused, whilst integrating relevant UN Sustainable Development Goals (SDGs) and existing Council initiatives.

The Plan supports "Waikirikiri Ki Tua Future Selwyn", and various Council strategies, including economic development, water management, waste reduction, biodiversity, climate change, and cultural relations. The plan outlines a framework for monitoring, evaluating, and reporting on progress towards Council achieving its sustainability goals.

A mātauranga Māori section is being prepared for the plan by the CC Lead, with support from the Te Pou Mataaho team.

In addition, a draft Sustainability Policy is being developed. The aim of the Sustainability Policy is to support all Council groups to help ensure Council is working towards improvement and

best practice regarding sustainability. This is to be presented at a near future subcommittee meetings.

Joe Gentilcore

Climate Change Lead

Steve Gibling

Executive Director – People, Culture and Capability

MEMORANDUM

TO: Climate Change and Sustainability Subcommittee

FOR: 7th May 2025 Meeting

FROM: Joe Gentilcore, Climate Change Lead

DATE: 16th April 2025

SUBJECT: **SUSTAINABILITY PLAN – GOALS, TARGETS, ACTIONS**

The aim of this memorandum is to provide the subcommittee with an overview and update on the Sustainability Plan, to seek review and discussion, and workshop the draft Goals, Targets, and Actions for the plan.

Overview

The Sustainability Plan provides an overarching sustainability framework that guides all Council operations, strategies, and plans. It works across key initiatives at the organisation, such as economic development, biodiversity, and emissions reduction. To ensure an integrated approach, a supporting Sustainability framework and metric will support the plan and provide clear principles for embedding sustainability into Council operations.

The Climate Change Policy plays an integral role in informing and supporting related actions across the organisation, including supporting both climate related mitigation and adaptation. Together, these plans and policies work to embed sustainability and climate response at every level of Council activities.

The Climate Change Lead (Joe), the work with staff to implement the Sustainability Plan's Goals, Targets and Actions and will enable, drive and action Emissions Reduction efforts.

Sustainability Plan - Draft Goals; (Appendix 1)

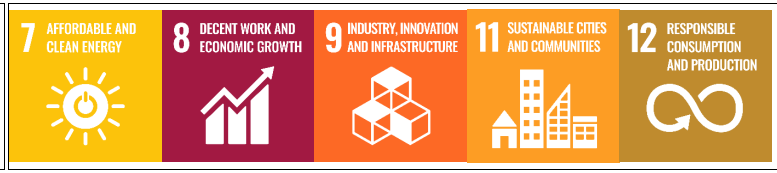
The draft Council Sustainability Plan is being prepared. Associated Goals, Targets, Actions were requested by the subcommittee, and these have now been drafted to be workshopped at the subcommittee meeting in May. The Plan's Goals are Council focused, whilst integrating relevant UN Sustainable Development Goals (SDGs) and existing Council initiatives.

The Plan supports outcomes and directions of "Waikirikiri Ki Tua Future Selwyn", and various Council initiatives under a sustainable lens, including economic development, water management, waste reduction, biodiversity, climate change, and cultural relations. The plan outlines a framework for monitoring, evaluating, and reporting on progress towards Council achieving its sustainability goals.

A mātauranga Māori section is being prepared for the Plan by the CC Lead, with support from the Te Pou Mataaho team.

Goal	Target	Action	FS direction	Impact
1: Embedding, Monitoring, and Actioning Sustainability Principles at Council	Council reports and strategies integrate sustainability considerations (based on the relevant policies).	**1.1: Review and Update Council Policies** – Ensure sustainability principles are embedded in all policy reviews and decision-making processes thereby aligning with the Sustainability Policy.		
		1.2: Implement Smart Monitoring and Innovation – Utilize modern technology to monitor and display sustainability data (energy, emissions, water, waste). Analyse data trends to drive continual improvement and efficiency upgrades.		
		1.3: Action and Reporting – Establish clear reporting requirements for sustainability initiatives; Develop a structured approach to measure, track, and communicate progress.		
2: Enhance Community Wellbeing through Sustainability & Resilience	Council leads by example in building economic and environmental resilience; Strengthen community understanding and engagement in sustainability.	**2.1: Engage Mana Whenua** – Develop a relevant Sustainability framework that reflects Te Tiriti o Waitangi and enhances community resilience.		
		2.2: Sustainability Portal – Regularly update portal content with new resources, case studies, and interactive tools; Improve accessibility for staff and the public.		
		2.3: Conduct Frequent Community Surveys – Implement regular surveys to gauge public and staff awareness, engagement, and behavioural changes related to sustainability. Use results to refine strategies and reporting.		
3: Promoting a Regenerative Future Selwyn & Economic Development	Build a green network across the district; Promote and support sustainable economic development; Enhance indigenous biodiversity.	**3.1: Develop a Resilient Energy Network** – Advance renewable energy projects, improve energy resilience, and actively reduce emissions through the Climate Emissions Reduction Plan (CERP).		
		3.2: Economic Development – Work with industry to attract and support sustainable businesses that align with council's sustainability objectives.		
		3.3: Continue Biodiversity and Wetland Restoration – Indigenous planting, and wetland restoration efforts.		
4: Strengthening Partnerships & Collaboration	Foster strategic partnerships to advance sustainability initiatives.	**4.1: Engage with External Organizations** – Collaborate with government agencies, regional councils, organisations, iwi, tertiary institutions, and industry groups to advance shared sustainability goals.		
		4.2: Enhance Contractor and CCO Engagement – Implement regular workshops and communications to ensure external contractors and Council-Controlled Organizations (CCOs) align with Council's sustainability expectations.		
5: Sustainability Across Council Operations – Departmental Accountability	Ensure sustainability is integrated into all Council initiatives, strategies, and operations.	**5.1: Departmental Accountability –** All department Leads incorporate sustainability principles.		
		5.2: Continuous Improvement – Innovation and sustainable improvements across all Council functions.		
		5.3: Sustainable Procurement and Resource Use – Ensure Council procurement and resource management align with best sustainability practices.		
6: Lead by Example -	Improve sustainability performance at Council's headquarters, setting an example for best practices. Exemplar institution.	**6.1: Waste Reduction Initiatives –** Eliminate single-use plastics, enhance recycling programs, and promote paper reduction (in-house).		
		6.2: Sustainable Sourcing – Prioritize local, sustainable procurement, supporting reuse projects (paper waste).		
		6.3: Transport – EV charging, alternative transport incentives for staff, low-emission vehicle fleet.		
		6.4: Sustainability Ranking and Metrics – Establish and track a sustainability performance metric for Council facilities.		


3 GOOD HEALTH AND WELL-BEING
4 QUALITY EDUCATION
6 CLEAN WATER AND SANITATION
7 AFFORDABLE AND CLEAN ENERGY
8 DECENT WORK AND ECONOMIC GROWTH
9 INDUSTRY, INNOVATION AND INFRASTRUCTURE
11 SUSTAINABLE CITIES AND COMMUNITIES
12 RESPONSIBLE CONSUMPTION AND PRODUCTION
13 CLIMATE ACTION
15 LIFE ON LAND
17 PARTNERSHIPS FOR THE GOALS

Goal	Guidance/Notes	Relevant SDGs
1	Develop a tracking and support system for plans/policies to monitor progress. Identify key efficiency improvements in council operations through data-driven decision-making. Ensure transparent reporting and accountability on sustainability outcomes.	
2	Embed tikanga and mātauraka Māori perspectives into sustainability strategies. Ensure measurable engagement metrics (e.g., number of resources added, user interactions). Strengthen the evidence base for decision-making and program effectiveness.	
3	Align with Future Selwyn goals, and CERP/EMAP Encourage business practices that support circular economy principles and long-term resilience Strengthen biodiversity team initiatives and community initiatives.	
4	Strengthen partnerships and knowledge-sharing for greater impact. Establish clear sustainability performance expectations for external stakeholders.	
5	Establish clear expectations and reporting structures. Develop guidelines for sustainability integration in daily operations. Establish benchmarks and reporting mechanisms	
6	Implement clear waste management guidelines and staff engagement strategies. Develop sustainable procurement policies and supplier engagement. Conduct cost-benefit analysis of fleet electrification and staff charging incentives. Explore the feasibility of a ranking system [like UI GreenMetric for councils].	

Notes:

The timeframe and impact fields have been intentionally left blank for this workshop. Input from the group could include:

> **Timeframe:** Short Term (0–2 years), Medium Term (2–5 years), Long Term (5+ years), or Ongoing
>
> **Impact:** Low, Medium, or High

In the final Sustainability Plan, I propose having one dedicated page per goal, with improved layout and visual elements. This will help to clarify and communicate the outcomes for each goal.

A “What success looks like” section can be included, with a short narrative and supporting infographic. This will help show how progress can be measured and how success leads to the intended outcome.

A sustainability metrics for Council(s) is also being developed, based on the UI Green Metric for universities – to help measure success.

Joe Gentilcore

Climate Change Lead

Robert Love

Executive Director – Development and Growth

CLOSING KARAKIA

Unuhia, unuhia	Remove, uplift
Te pou, te pou	The posts
Kia wātea, kia wātea	In order to be free
Āe, kua wātea	Yes, it has been cleared