



# **AGENDA**

## **Maniototo Community Board Meeting Thursday, 22 July 2021**

**Date: Thursday, 22 July 2021**

**Time: 2.00 pm**

**Location: Ranfurly Service Centre,  
15 Pery Street, Ranfurly**

(Unless Central Government changes COVID-19 meeting restrictions before then,  
in which case it will be held electronically using Microsoft Teams and livestreamed)

**Sanchia Jacobs  
Chief Executive Officer**



Notice is hereby given that a meeting of the Maniototo Community Board will be held in Ranfurly Service Centre, 15 Pery Street, Ranfurly on Thursday, 22 July 2021 at 2.00 pm

## Order Of Business

|           |  |           |
|-----------|--|-----------|
| <b>1</b>  | <b>Apologies .....</b>   | <b>5</b>  |
| <b>2</b>  | <b>Public Forum.....</b>   | <b>5</b>  |
| <b>3</b>  | <b>Condolences .....</b>   | <b>5</b>  |
| <b>4</b>  | <b>Confirmation of Minutes.....</b>  | <b>5</b>  |
|           | Maniototo Community Board meeting Meeting - 20 May 2021 .....                      | 7         |
| <b>5</b>  | <b>Declaration of Interest .....</b>   | <b>9</b>  |
|           | 21.5.1 Declarations of Interest Register.....                                      | 9         |
| <b>6</b>  | <b>Reports for Information .....</b>   | <b>11</b> |
|           | 21.5.2 Central Otago District Council Emissions Inventory and Management Plan..... | 11        |
|           | 21.5.3 Maniototo Financial Report for the Period Ending 31 March 2021 .....        | 57        |
| <b>7</b>  | <b>Mayor's Report.....</b>   | <b>61</b> |
|           | 21.5.4 Mayor's Report .....  | 61        |
| <b>8</b>  | <b>Chair's Report .....</b>  | <b>62</b> |
|           | 21.5.5 Chair's Report.....   | 62        |
| <b>9</b>  | <b>Members' Reports.....</b>   | <b>63</b> |
|           | 21.5.6 Members' Reports .....  | 63        |
| <b>10</b> | <b>Status Reports .....</b>  | <b>64</b> |
|           | 21.5.7 July 2021 Governance Report .....   | 64        |
| <b>11</b> | <b>Date of the Next Meeting .....</b>  | <b>76</b> |
| <b>12</b> | <b>Resolution to Exclude the Public .....</b>                                      | <b>77</b> |
|           | 21.5.8 Confirmation of Non-Public Minutes from Ordinary Board Meeting .....        | 77        |
|           | 21.5.9 July 2021 Confidential Governance Report.....                               | 77        |





**Members** Mr R Hazlett (Chair), Mr M Harris (Deputy Chair), Cr S Duncan, Mr D Helm, Ms S Umbers

**In Attendance** T Cadogan (Mayor), S Jacobs (Chief Executive Officer), L Macdonald (Executive Manager - Corporate Services), J Muir (Executive Manager - Infrastructure Services), L van der Voort (Executive Manager - Planning and Environment), S Righarts (Chief Advisor), R Williams (Governance Manager), W McEnteer (Governance Support Officer)

**1 APOLOGIES**

**2 PUBLIC FORUM**

**3 CONDOLENCES**

**4 CONFIRMATION OF MINUTES**

Maniototo Community Board meeting - 20 May 2021



**MINUTES OF A MEETING OF THE MANIOTOTO COMMUNITY BOARD  
HELD IN THE RANFURLY SERVICE CENTRE, 15 PERY STREET, RANFURLY  
ON THURSDAY, 20 MAY 2021 COMMENCING AT 2.02 PM**

**PRESENT:** Mr R Hazlett (Chair), Mr M Harris (Deputy Chair), Cr S Duncan, Mr D Helm, Ms S Umbers

**IN ATTENDANCE:** L Macdonald (Executive Manager - Corporate Services), J Muir (Executive Manager - Infrastructure Services) and R Williams (Governance Manager),

**1 APOLOGIES**

There were no apologies.

**2 CONDOLENCES**

The Chair referred to the deaths of Viv Matheson, Julia Curtis and Shirley Howden. Members stood and observed a minute's silence as a mark of respect.

**3 CONFIRMATION OF MINUTES**

-----  
**COMMITTEE RESOLUTION**

**Moved:** Harris  
**Seconded:** Duncan

That the public minutes of the Maniototo Community Board Meeting held on 15 April 2021 be confirmed as a true and correct record.

-----  
**CARRIED**

**4 DECLARATION OF INTEREST**

Members were reminded of their obligations in respect of declaring any interests. There were no further declarations of interest.

**5 REPORTS FOR DECISIONS**

**21.4.2 HEARING SUBMITTERS THAT WISH TO BE HEARD**

Individual submitters spoke to their Long-term Plan submission.  
-----

Raylene Hansen spoke to the Board about her submission to the draft Long-term Plan and responded to questions. She tabled two documents, a copy of an email to the Roding Administration Assistant and information on body corporate governance.  
-----

**21.4.3 SUBMISSIONS ON THE LONG-TERM PLAN 2021-31 CONSULTATION DOCUMENT**

To consider the submissions to the 2021-31 Long-term Plan Consultation Document on matters relating to the Maniototo ward.

The Board considered all submissions and noted the staff comments. Following discussion it was agreed that work on the bridge strategy was important to the ward and that Council would be asked to engage with the community prior to any action being undertaken.

The Board also noted the suggestion about improvements to the old ice rink area and requested further work on that.

---

**COMMITTEE RESOLUTION**

**Moved:** Duncan

**Seconded:** Umbers

That the Maniototo Community Board recommend to Council

- A. Receives the report and accepts the level of significance.
- B. Receives and considers the submissions on the Long-term Plan.
- C. Recommends to Council that they consider the importance of the bridge strategy and to engage with the community prior to any action being undertaken.
- D. Recommends to Council that they request staff to consider the suggestion of filling in the ice rink with water, add planting and creating walkways and report back to the Board.

**CARRIED**

---

**6 DATE OF THE NEXT MEETING**

The date of the next scheduled meeting is 10 June 2021.

**The Meeting closed at 2.58pm.**

---

**CHAIR / /**

## **5 DECLARATION OF INTEREST**

### **21.5.1 DECLARATIONS OF INTEREST REGISTER**

**Doc ID: 545100**

#### **1. Purpose**

Members are reminded of the need to be vigilant to stand aside from decision making when a conflict arises between their role as a member and any private or other external interest they might have.

#### **2. Attachments**

**Appendix 1 - MCB Declarations of Interest** [↓](#)

| <b>Name</b>    | <b>Member's Declared Interests</b>   | <b>Spouse/Partner's Declared Interests</b>   | <b>Council Appointments</b>  |
|----------------|--|--|--|
| Stuart Duncan  | Penvose Farms - Wedderburn Cottages and Farm at Wedderburn (shareholder)<br>Penvose Investments - Dairy Farm at Patearoa (shareholder)<br>Fire and Emergency New Zealand (member)<br>JD Pat Ltd (Shareholder and Director)           | Penvose Farms - Wedderburn Cottages and Farm at Wedderburn (shareholder)<br>Penvose Investments - Dairy Farm at Patearoa (shareholder) | Otago Regional Transport Committee<br>Patearoa Recreation Reserve Committee<br>Design and Location of the Sun for the Interplanetary Cycle Trail Working Group |
| Mark Harris    | Maniototo Lions (member)<br>Ranfurly Curling Club (member)   |  | Patearoa Water Scheme Liaison Committee  |
| Robert Hazlett | D S Hazlett & Sons (Director)  |  | Taieri Lake Recreation Reserve Committee   |
| Duncan Helm    | Maniototo Rugby Club (Life member)<br>Sassenachs Rugby Club (member)<br>Garibaldi Curling Club (member)<br>St John Ambulance (Officer and Committee member)<br>Sheep and beef farm (owner)<br>Gimmerburn Cemetery (Committee member) | Nurse Manager at Maniototo Hospital  |  |
| Sue Umbers     | Maniototo Health Services  |  | Maniototo Community Arts Council   |

## **6 REPORTS FOR INFORMATION**

### **21.5.2 CENTRAL OTAGO DISTRICT COUNCIL EMISSIONS INVENTORY AND MANAGEMENT PLAN**

**Doc ID: 544042**

#### **1. Purpose**

To provide information on Council's 2019-20 emissions inventory and emissions management and reduction plan.

---

#### **Recommendations**

That the report be received.

---

#### **2. Discussion**

At the June 30 meeting Council received a report on Central Otago District Council Emissions Inventory and Management Plan (Appendix 1).

Council resolved that it:

- A. Receives the report and accepts the level of significance.
- B. Notes council's 2019-2020 emissions inventory report.
- C. Agrees to set a target of reducing gross emissions by 52% over the next 5 years.
- D. Approves council's emissions management and reduction plan.

Council is committed to demonstrating community leadership by setting targets and measuring emissions. The Toitū Carbonreduce Programme will support engagement with the community in wider sustainability discussions.

The '2019-20 CODC Emissions Inventory Report' (Appendix 2) is the first emissions report to be produced and sets out Central Otago District Council's operational emissions (ie. emissions resulting from delivering Council activities) during the 2019-20 financial year. This report and the associated source data have been independently audited by Toitū Envirocare, giving Council and external partners assurance that the figures are accurate.

The Central Otago District Council emissions inventory report is compiled from use and emissions data from the following emissions sources: electricity, diesel (fuel), petrol, diesel (heating), lpg, coal, wastewater treatment, refrigerants (heatpumps), CO<sub>2</sub> gas, air travel, rental cars, fertiliser use and waste to landfill.

Central Otago District Council has been divided into seven separate business units to provide more detailed information: Three Waters, Roothing, Property and Facilities, Parks and Reserves, Pools, Solid Waste and General Council. These better reflect the major greenhouse-gas emission producers within Council's organisational structure.

An overview of Central Otago District Council's greenhouse-gas emissions by business unit is shown in Figure 1.

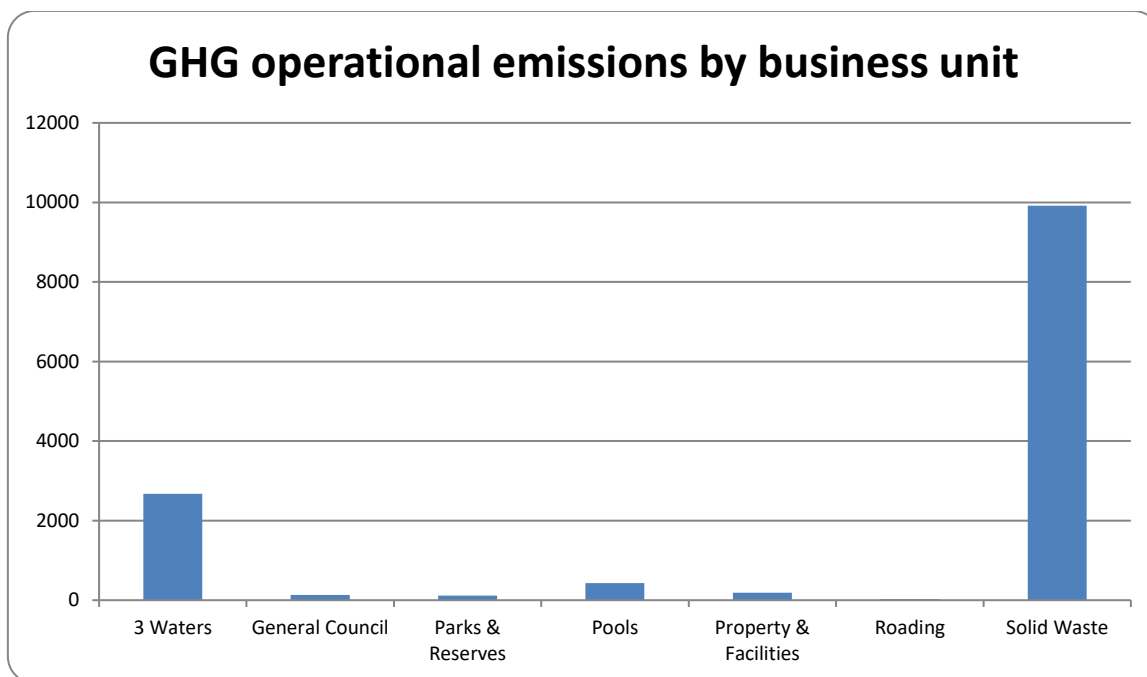


Figure 1: GHG emissions by business unit

Central Otago District Council is committed to managing and reducing its emissions in accordance with the Programme requirements. The '2019-20 CODC Emissions Management and Reduction Plan' (Appendix 3) provides details of the emission reduction targets to be implemented. These are 'SMART' targets (specific, measurable, achievable, realistic, and time-constrained).

Key projects to reduce emissions include:

- Cromwell swimming pool LPG boiler replacement.
- Alexandra office coal fired boiler replacement.
- Double glazing of Alexandra council office.
- Continued transition to electric/hybrid vehicles.
- Replacement of diesel heating at Tarras hall.
- Improved waste diversion.
- Waste transferred to a landfill with gas capture and destruction system.

Council's emissions management and reduction plan has set a target of reducing gross carbon emissions reported in 2019/20 by 52%. This 5-year target is on the basis of absolute reductions in greenhouse-gas emissions rather than a reduction in emissions intensity. A key challenge will be managing emissions reduction targets as the district continues to grow.

### 3. Attachments

**Appendix 1 - Report to Council: Emissions Inventory and Management Plan** [↗](#)

**Appendix 2 - Emissions Inventory Report** [↗](#)

**Appendix 3 - Emissions Management and Reduction Plan** [↗](#)



Report author:

Reviewed and authorised by:



Quinton Penniall  
Environmental Engineering Manager  
2/07/2021



Julie Muir  
Executive Manager - Infrastructure Services  
5/07/2021

**21.5.7 CENTRAL OTAGO DISTRICT COUNCIL EMISSIONS INVENTORY AND MANAGEMENT PLAN****Doc ID: 540665****1. Purpose of Report**

To consider Council's 2019-2020 emissions inventory and emissions management and reduction plan.

-----

**Recommendations**

That the Council

- A. Receives the report and accepts the level of significance.
  - B. Notes council's 2019-2020 emissions inventory report.
  - C. Agrees to set a target of reducing gross emissions by 52% over the next 5 years.
  - D. Approves council's emissions management and reduction plan.
- 

**2. Background**

Central Otago District Council has been working to understand, mitigate and adapt to the impacts of climate change since 2017. A report on climate change implications for the Central Otago District was commissioned and prepared by Bodeker Scientific: "The Past, Present, and Future Climate of Central Otago: Implications for the District."

A resilience plan has been prepared to identify risks to critical council infrastructure. The plan includes actions and funding required to improve the resilience to events such as those caused by climate change.

Council adopted its Sustainability Strategy in February 2019. The strategy outlines steps that Council will take to be more sustainable; including measuring and reducing Council's emissions through Toitū Carbonreduce Programme. The strategy has been developed to focus on issues Council directly controls in the first instance.

Council impacts on the sustainability of the community through both the services it provides and the regulatory processes it applies. The manner in which infrastructure services are provided can have a direct environmental impact. Council's regulatory processes are designed to mitigate the impacts of today's development on the future.

Council declared a climate crisis in September 2019. This declaration was an acknowledgement of the urgency and scale of change needed to avoid the worst impact of climate change.

There are opportunities to reduce council's carbon footprint, reduce environmental impacts and streamline business processes across all activities. Council will demonstrate community leadership by setting targets and measuring emissions. The Toitū Carbonreduce Programme will support engagement with the community in wider sustainability discussions.

### 3. Discussion

The '2019-20 CODC Emissions Inventory Report' (Appendix 1) is the first such report to be produced; it sets out Central Otago District Council's operational emissions (ie. emissions resulting from delivering Council activities) during the 2019-20 financial year. This report and the associated source data have been independently audited by Toitū Envirocare, giving Council and external partners assurance that the figures contained within are accurate.

The Central Otago District Council emissions inventory report is compiled from usage and emissions data from the following emissions sources: electricity, diesel (fuel), petrol, diesel (heating), lpg, coal, wastewater treatment, refrigerants (heatpumps), CO<sub>2</sub> gas, air travel, rental cars, fertiliser use and waste to landfill.

As adapted from the Greenhouse Gas (GHG) Protocol, these emissions were classified into the following categories:

- Direct GHG emissions (Scope 1): GHG emissions from sources that are owned or controlled by the company.
- Indirect GHG emissions (Scope 2): GHG emissions from the generation of purchased electricity, heat and steam consumed by the company.
- Indirect GHG emissions (Scope 3): GHG emissions required by the Programme that occur as a consequence of the activities of the company from sources not owned or controlled by the company. Inclusion of other Scope 3 emissions sources is done on a case-by-case basis.

Central Otago District Council's greenhouse-gas emissions (GHG) by scope is shown in Figure 1.

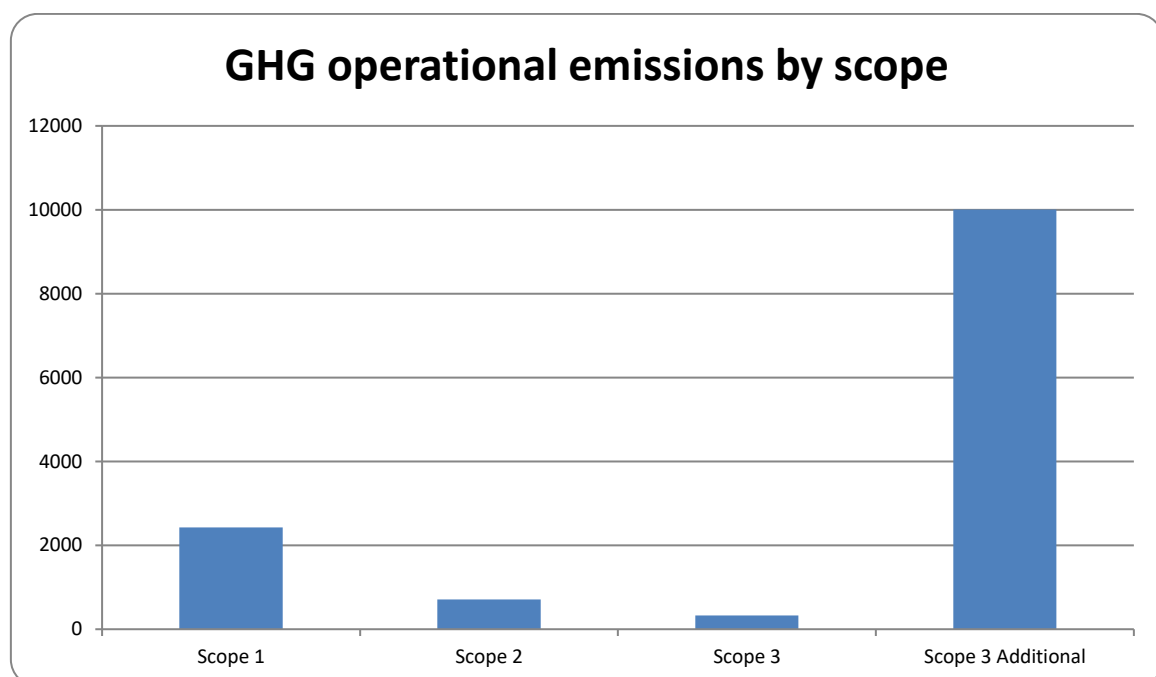


Figure 1: GHG emissions (tonnes CO<sub>2</sub>e) by scope

Central Otago District Council has been divided into seven separate business units to provide more detailed information: Three Waters, Roding, Property and Facilities, Parks and Reserves, Pools, Solid Waste and General Council. These better reflect the major greenhouse-gas emission producers within Council's organisational structure.

An overview of Central Otago District Council's greenhouse-gas emissions (GHG) by business unit is shown in Figure 2.

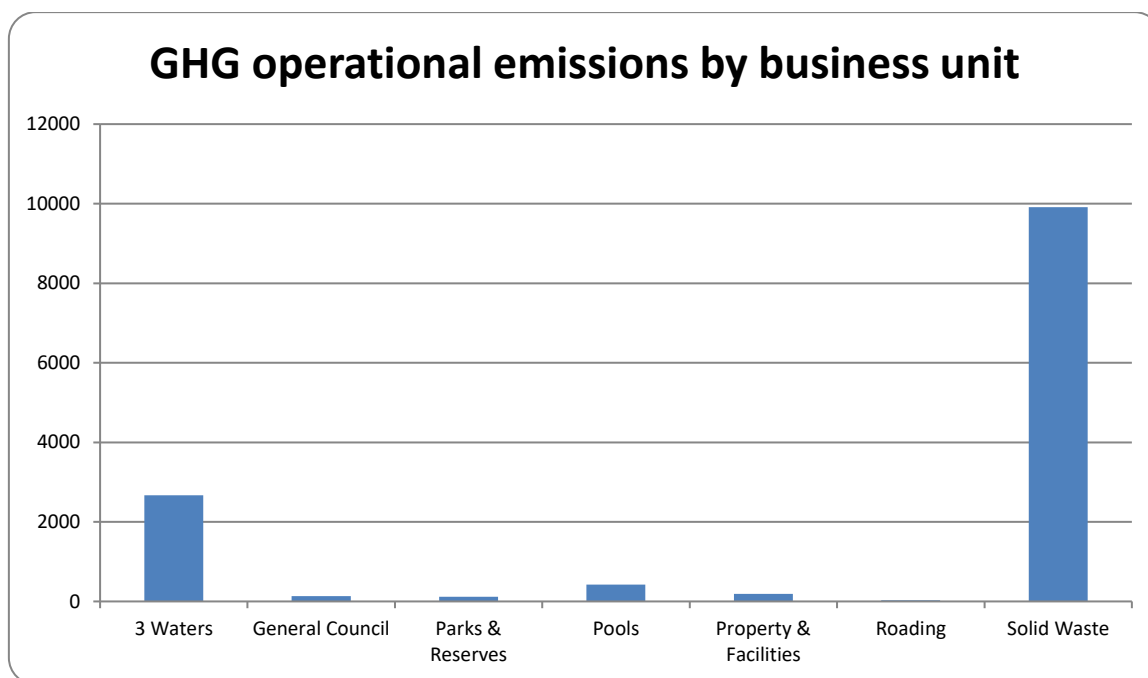


Figure 2: GHG emissions by business unit

Council's top 10 greenhouse-gas emissions by source is shown in Figure 3.

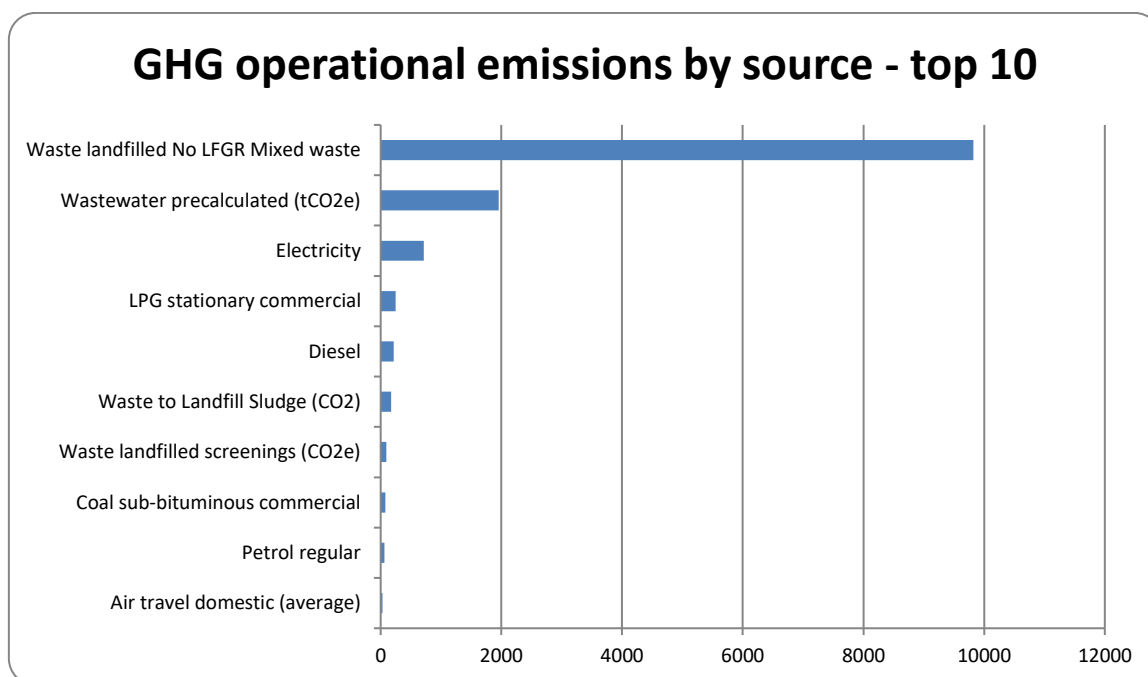


Figure 3: GHG emissions by source - top 10

Council's largest emissions source is from the disposal the districts waste landfill. Central Otago District Council contracts the management of four transfer stations, kerbside collection and transfer to landfill to All Waste. All of Council's kerbside and transfer station waste goes to Victoria Flats Landfill. The landfill is located within the Queenstown Lakes district.

The landfill is operated by SCOPE Resources under a build own operate transfer (BOOT) contract with Queenstown Lakes District Council. An agreement permits waste collected in the Central Otago district to be disposed at the landfill through to 2029.

Disposal of the districts waste to landfill is a Scope 3 additional emission and accounts for 72% of Council's gross emissions.

Council's second largest emissions source is a result of wastewater treatment throughout the district. It is a substantial source because it accounts for the entire districts' wastewater production and treatment.

Waste (sludge and screenings) generated from wastewater treatment accounts for 8% of Council's mandatory emissions. The incorporation of modern technology and processes during future upgrades will result in lower emissions when compared to the current facilities.

Another large emissions source is from electricity. Council has 165 metered sites under this source. Some reduction projects outlined in Appendix 2 (Table 1), while reducing other fuel use, will increase emissions from electricity.

Emissions from LPG and coal fired boilers account for over 9% of Council's mandatory emissions.

Central Otago District Council is committed to managing and reducing its emissions in accordance with the Programme requirements. The '2019-20 CODC Emissions Management and Reduction Plan' (Appendix 2) provides details of the emission reduction targets to be implemented. These are 'SMART' targets (specific, measurable, achievable, realistic, and time-constrained).

Key projects to reduce emissions include:

- Cromwell swimming pool LPG boiler replacement.
- Alexandra office coal fired boiler replacement.
- Double glazing of Alexandra council office.
- Continued transition to electric/hybrid vehicles.
- Replacement of diesel heating at Tarras hall.
- Improved waste diversion.
- Waste transferred to a landfill with gas capture and destruction system.

This emissions management and reduction plan has set the target for emission reductions from Scope 1, Scope 2 and mandatory Scope 3 emissions at 8% over the 5-year life of this plan. These emissions account for 26% of Council's gross footprint and excludes emissions from the collection and transfer of district waste to landfill. This emissions reduction target will be measured on the basis of emissions per rateable property.

The report has also set a target of reducing gross carbon emissions reported in 2019/20 by 52%. This 5-year target is on the basis of absolute reductions in GHG emissions rather than a reduction in emissions intensity. A key challenge will be managing emissions reduction targets as the district continues to grow.

#### 4. Options

##### Option 1 – (Recommended)

Agree to measure Council's carbon footprint set carbon targets through the emissions management and reduction plan.

Advantages:

- Highlights Council's commitment to sustainability.
- Sets targets for Council's emissions management and reduction.
- Shows strong community leadership.
- Places the ownership of sustainability improvements on activities delivered by Council on Council.
- Contribute to emissions reduction targets for New Zealand set through the Climate Change Response (Zero Carbon) Amendment Act 2019.

Disadvantages:

- There is a cost associated with obtaining and maintaining certification with Toitu.
- Investment will be required to further reduce Council emissions.

##### Option 2

Do nothing

Advantages:

- No ongoing measurement and certification costs.
- No agreement to meet carbon targets.

Disadvantages:

- Does not demonstrate ownership or leadership on sustainability by Council.
- Is unlikely to reduce Council's carbon footprint, as projects and programmes would not consider their relevant emissions.
- Council will not meet its obligations under the Climate Change Response (Zero Carbon) Amendment Act 2019.

#### 5. Compliance

|   |   |
|---|---|
| <b>Local Government Act 2002 Purpose Provisions</b>   | This decision promotes the environmental wellbeing of communities, in the present and for the future by understanding and reducing emissions from Council related activities. |
| <b>Financial implications – Is this decision consistent with proposed activities and budgets in long term plan/annual plan?</b> | No – projects outlined in the emissions management and reduction plan are consistent with proposed activities in the long term and annual plans.                              |
| <b>Decision consistent with other Council plans and policies? Such as the District Plan, Economic Development Strategy etc.</b> | Yes,<br>The following Council policies were considered: <ul style="list-style-type: none"> <li>• Sustainability strategy</li> <li>• Long term plan</li> </ul>                 |

|  |   |
|--|---|
| <b>Considerations as to sustainability, the environment and climate change impacts</b> | The emissions inventory report and emissions management and reduction plan supports the actions of Council's Sustainability Strategy. The emissions management and reduction plan sets targets for Council to reduce its operational emissions. |
| <b>Risks Analysis</b>  | There is reputational risk to Council if the proposed emissions management and reduction plan initiatives are not delivered.  |
| <b>Significance, Consultation and Engagement (internal and external)</b>               | The emissions inventory report and emissions management and reduction plan does not meet Council's significance policy.   |

## 6. Next Steps

Following certification Council's emissions inventory report and emissions management and reduction plan will be made available on Council's website.

## 7. Attachments

**Appendix 1 - Emissions inventory report 2019-20**

**Appendix 2 - Emissions management and reduction plan 2019-20**

Report author:

Reviewed and authorised by:



Quinton Penniall  
Environmental Engineering Manager  
21/06/2021



Julie Muir  
Executive Manager - Infrastructure Services  
21/06/2021



## GREENHOUSE GAS EMISSIONS INVENTORY REPORT

Toitū carbonreduce and Toitū carbonzero programme



### Central Otago District Council

Person responsible: Quinton Penniall

Prepared by: Dominic Haanen

Dated: 17 June 2021

For the period: 01 July 2019 to 30 June 2020

Base year: 01 July 2019 to 30 June 2020

Verification status: <Toitū Envirocare certification team to complete>





## DISCLAIMER

The template has been provided by Enviro-Mark Solutions Limited trading as Toitū Envirocare. While every effort has been made to ensure the template is consistent with the requirements of ISO 14064-1:2006, Toitū Envirocare does not accept any responsibility whether in contract, tort, equity or otherwise for any action taken, or reliance placed on it, or for any error or omission from this report. The template should not be altered (i.e. the black text); doing so may invalidate the organisation's claim that its inventory is compliant with the ISO 14064-1:2006 standard.

This work shall not be used for the purpose of obtaining emissions units, allowances, or carbon credits from two or more different sources in relation to the same emissions reductions, or for the purpose of offering for sale carbon credits which have been previously sold.

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

This report shall not be used to make public greenhouse gas assertions without independent verification and issue of an assurance statement by Toitū Envirocare.

## CONTENTS

|   |    |
|---|----|
| Disclaimer .....  | 2  |
| Greenhouse Gas Emissions Inventory summary .....                                      | 5  |
| 1 Introduction .....  | 8  |
| 2 Statement of intent.....  | 8  |
| 3 Organisation description.....   | 8  |
| 4 Organisational boundaries included for this reporting period .....                  | 9  |
| 5 Organisational business units excluded from inventory.....                          | 10 |
| 6 GHG emissions source inclusions.....  | 10 |
| 6.1 Other emissions – HFCs, PFCs and SF <sub>6</sub> .....                            | 16 |
| 6.2 Other emissions – biomass .....   | 16 |
| 6.3 Other emissions – deforestation.....  | 16 |
| 6.4 Pre-verified data .....   | 16 |
| 7 GHG emissions source exclusions .....   | 16 |
| 8 Data collection and uncertainties .....   | 17 |
| 9 GHG emissions calculations and results .....  | 17 |
| 10 emissions reductions and removals enhancement .....                                | 19 |
| 11 Liabilities .....  | 19 |
| 11.1 GHG stocks held .....  | 19 |
| 11.2 Land-use change .....  | 20 |
| 12 Purchased reductions .....   | 20 |
| 13 Double counting / double offsetting.....   | 20 |
| 14 References .....   | 20 |
| 15 Appendix 1: GHG emissions data summary .....                                       | 21 |
| Table 1: GHG emissions data summary. ....   | 5  |
| Table 2: Gross organisation GHG emissions by scope for current measurement year. .... | 5  |
| Table 3: GHG emissions inventory summary by scope and business unit. ....             | 6  |
| Table 4: Mobile and stationary combustion of biomass. ....                            | 6  |
| Table 5: Deforestation of two hectares or more. ....                                  | 7  |
| Table 6: GHG stock liability (see Table 13: for mass of individual gases). ....       | 7  |
| Table 7: Land-use liabilities.....  | 7  |
| Table 8: Renewable electricity generation on-site. ....                               | 7  |
| Table 9: Purchased emissions reductions.....  | 7  |
| Table 10: Brief description of business units in the certifying entity. ....          | 9  |
| Table 11: GHG emissions sources included in the inventory.....                        | 11 |
| Table 12: GHG emissions sources excluded from the inventory .....                     | 16 |
| Table 13: HFCs, PFCs and SF <sub>6</sub> GHG emissions and liabilities.....           | 19 |

|   |    |
|---|----|
| Figure 1: Organisational structure. ....                                      | 9  |
| Figure 2: GHG emissions (tonnes CO <sub>2</sub> e) by scope .....             | 17 |
| Figure 3: GHG emissions (tonnes CO <sub>2</sub> e) by business activity. .... | 18 |
| Figure 4: GHG emissions sources by source. ....                               | 18 |

## GREENHOUSE GAS EMISSIONS INVENTORY SUMMARY

Table 1: GHG emissions data summary.

|  | 2020      |
|--|-----------|
| Scope 1  | 2,428.81  |
| Scope 2  | 713.19    |
| Scope 3 Mandatory  | 329.96    |
| Scope 3 Additional   | 10,006.07 |
| Scope 3 One time   | 0.00      |
| Total gross emissions  | 13,478.03 |
| Certified green electricity  | 0.00      |
| Purchased emission reductions  | 0.00      |
| Net GHG emissions (all scopes)   | 13,478.03 |
| Total gross GHG emissions per Full-Time-Equivalent Staff - tCO <sub>2</sub> e per FTE staff      | 91.69     |
| Total mandatory GHG emissions per Full-Time-Equivalent Staff - tCO <sub>2</sub> e per FTE staff  | 23.62     |
| Total gross GHG emissions per Head of Population - tCO <sub>2</sub> e per Head of Population     | 0.63      |
| Total mandatory GHG emissions per Head of Population - tCO <sub>2</sub> e per Head of Population | 0.16      |
| Total gross GHG emissions per Rateable Property - tCO <sub>2</sub> e per Rateable Property       | 0.96      |
| Total mandatory GHG emissions per Rateable Property - tCO <sub>2</sub> e per Rateable Property   | 0.25      |
| Total gross GHG emissions per Turnover/revenue (\$Millions)                                      | 204.80    |
| Total mandatory GHG emissions per Turnover/revenue (\$Millions)                                  | 52.76     |

*Note: total mandatory emissions includes scope 1, scope 2, and scope 3 (i.e. excludes scope 3 one-time and scope 3 additional). Refer to inventory spreadsheet for full time series.*

Table 2: Gross organisation GHG emissions by scope for current measurement year.

| Indicator          | tCO <sub>2</sub> e |
|--------------------|--------------------|
| Scope 1            |                    |
| Other              | 17.77              |
| Other fuels        | 249.22             |
| Other fuels - coal | 78.60              |
| Other gases        | 5.86               |

| Indicator                        | tCO <sub>2</sub> e |
|----------------------------------|--------------------|
| Passenger vehicles - default age | 0.20               |
| Stationary Energy                | 21.94              |
| Transport fuels                  | 98.08              |
| Water & Wastewater               | 1,957.14           |
| Scope 2                          |                    |
| Electricity                      | 713.19             |
| Scope 3                          |                    |
| Electricity                      | 3.57               |
| Scope 3 Additional               | 10,006.07          |
| Transport - other                | 37.40              |
| Waste                            | 288.99             |
| Total                            | 13,478.03          |

Table 3: GHG emissions inventory summary by scope and business unit.

| Component gas    | Scope 1  | Scope 2 | Scope 3   | Total     | Removals | After removals |
|------------------|----------|---------|-----------|-----------|----------|----------------|
| CH <sub>4</sub>  | 1.09     | 32.05   | 9,824.62  | 9,857.75  | 0.00     | 9,857.75       |
| CO <sub>2</sub>  | 2,406.99 | 680.49  | 507.94    | 3,595.42  | 0.00     | 3,595.42       |
| HFCs             | 0.00     | 0.00    | 0.00      | 0.00      | 0.00     | 0.00           |
| N <sub>2</sub> O | 20.73    | 0.66    | 3.48      | 24.86     | 0.00     | 24.86          |
| NF <sub>3</sub>  | 0.00     | 0.00    | 0.00      | 0.00      | 0.00     | 0.00           |
| PFCs             | 0.00     | 0.00    | 0.00      | 0.00      | 0.00     | 0.00           |
| SF <sub>6</sub>  | 0.00     | 0.00    | 0.00      | 0.00      | 0.00     | 0.00           |
| Total            | 2,428.81 | 713.19  | 10,336.03 | 13,478.03 | 0.00     | 13,478.03      |

Table 4: Mobile and stationary combustion of biomass.

| Biomass              | Quantity | Tonnes Biogenic CO <sub>2</sub> |
|----------------------|----------|---------------------------------|
| No activity recorded | n/a      | n/a                             |

Table 5: Deforestation of two hectares or more.

| Source  | Mass     | tCO <sub>2</sub> e |
|---|----------|--------------------|
| Deforestation tCO <sub>2</sub> e (tCO <sub>2</sub> e) | 4,273.00 | 4,273.00           |

Table 6: GHG stock liability (see Table 13: for mass of individual gases).

| Source                                  | Units             | Quantity | Potential Liability tCO <sub>2</sub> e |
|---|-------------------|----------|--|
| CO <sub>2</sub>                         | kilograms, tonnes | 942.30   | 314.93                                 |
| Diesel stationary combustion            | litres            | 1,700.00 | 4.61                                   |
| HCFC-22 (R-22, Genetron 22 or Freon 22) | kilograms         | 132.30   | 239.46                                 |
| HFC-32                                  | kilograms         | 19.28    | 13.01                                  |
| LPG stationary commercial               | kilograms         | 720.00   | 2.18                                   |
| R-410A                                  | kilograms         | 185.15   | 386.59                                 |

Table 7: Land-use liabilities.

| Type of sequestration   | Liability tCO <sub>2</sub> e |
|---|------------------------------|
| Contingent liability (carbon sequestered this reporting period) | 3,220.00                     |
| Potential sequestration liability (total carbon stock)          | 114,112.00                   |

Table 8: Renewable electricity generation on-site.

| Renewable generation on-site | kWh generated | tCO <sub>2</sub> e avoided |
|------------------------------|---------------|----------------------------|
| No activity recorded         | n/a           | n/a                        |

Table 9: Purchased emissions reductions.

| Type of emission reductions purchased              | Amount | tCO <sub>2</sub> e |
|--|--------|--------------------|
| Certified green electricity (tCO <sub>2</sub> e)   | 0.00   | 0.00               |
| Purchased emission reductions (tCO <sub>2</sub> e) | 0.00   | 0.00               |
| Total  | 0.00   | 0.00               |

\

## 1 INTRODUCTION

This report is the annual greenhouse gas (GHG) emissions<sup>1</sup> inventory report for the named organisation. The inventory is a complete and accurate quantification of the amount of GHG emissions that can be directly attributed to the organisation's operations within the declared boundary and scope for the specified reporting period. The inventory has been prepared in accordance with the requirements of the measure-step<sup>2</sup> of the Programme, which is based on the *Greenhouse Gas Protocol: A Corporate Accounting and Reporting Standard (2004)* and *ISO 14064-1:2006 Specification with Guidance at the Organization Level for Quantification and Reporting of Greenhouse Gas Emissions and Removals*<sup>3</sup>. Where relevant, the inventory is aligned with industry or sector best practice for emissions measurement and reporting.

## 2 STATEMENT OF INTENT

This inventory forms part of the organisation's commitment to gain Programme certification.

This inventory reports into the Toitū carbonreduce programme.

## 3 ORGANISATION DESCRIPTION

Central Otago District Council is the territorial authority for the Central Otago district. This is New Zealand's most inland region, covering an area of 9,969km<sup>2</sup> and encompassing the electoral wards Cromwell, Maniototo, Teviot Valley and Vincent. We have one of the lowest population densities per square kilometre in New Zealand. In 2019/20 our usual resident population was 21,558 people.

The Central Otago District Council's purpose is to enable democratic local decision-making to meet the current and future needs of communities. We are responsible for providing good-quality local infrastructure, local public services, and to perform regulatory functions in a way that is most cost-effective for households and businesses of Central Otago.

Council employs 147 full-time staff equivalents, whose role is to help build local community capability through the services and activities we provide. We strive to enhance well-being in our communities. Our community outcomes were defined by conversations and feedback about what well-being looks like for the people living in this district: He Ōhaka e Ora Rāia ana / Thriving Economy/, Toitū te Whenua / Sustainable Environment and He Hapori, He Haumi / Connected Community.

These three Community Outcomes provide a high-level set of goals for all our services and activities. By framing our future through plans, strategies and work programmes against these goals, we seek to improve the social, cultural, economic and environmental well-being of the people in our district, - now and for the future.

Council is working to embed environmental sustainability into its planning and operations. Measuring and reducing the council's carbon footprint is a crucial part of this as set out in our Sustainability Strategy 2019-2024.

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

<sup>2</sup> Programme refers to the Toitū carbonreduce and the Toitū carbonzero programme.

<sup>3</sup> Throughout this document 'GHG Protocol' means the *GHG Protocol Corporate Accounting and Reporting Standard* and 'ISO 14064-1:2006' means the international standard *Specification with Guidance at the Organizational Level for Quantification and Reporting of Greenhouse Gas Emissions and Removals*.



#### 4 ORGANISATIONAL BOUNDARIES INCLUDED FOR THIS REPORTING PERIOD

Organisational boundaries were set with reference to the methodology described in the GHG Protocol and ISO 14064-1:2006 standards. The GHG Protocol allows two distinct approaches to be used to consolidate GHG emissions: the equity share and control (financial or operational) approaches. The Programme specifies that the operational control consolidation approach should be used unless otherwise agreed with the Programme.

An operational control consolidation approach was used to account for emissions.

The Central Otago District Council is organised according to service and function, as shown in the organisation-diagram below. However, the existing organisational structure does not usefully translate into business units for reporting purposes, therefore Central Otago District Council has been divided into seven separate business units to provide more useful information: Three Waters, Roding, Property & Facilities, Parks & Reserves, Pools, Solid Waste and General Council. These better reflect the major greenhouse-gas emission producers within Council's organisational structure. Management of all activities is undertaken from Council's main office at 1 Dunorling Street, Alexandra.



Figure 1: Organisational structure.

Table 10: Brief description of business units in the certifying entity.

| Business unit         | Description  |
|-----------------------|--|
| Three Waters          | Responsible for the supply of water, disposal and treatment of wastewater in the district.   |
| Roding                | Responsible for the management and maintenance of local roads, and streetlights.   |
| Property & Facilities | Responsible for the management and maintenance of Council-owned property and facilities, e.g. offices, libraries, community halls. |
| Parks & Reserves      | Responsible for the management and maintenance of public parks and reserves, and sports facilities.                                |
| Pools                 | Responsible for the management and maintenance of Council's swimming pools.  |



| Business unit   | Description  |
|-----------------|--|
| General Council | This business unit accounts for corporate services and other emission sources which cannot be categorised in a more specific business unit. E.g. fleet vehicles, and air travel. |
| Solid Waste     | This business unit accounts for emissions from district waste to landfill.   |

## 5 ORGANISATIONAL BUSINESS UNITS EXCLUDED FROM INVENTORY

All business units have been accounted for as part of this inventory.

## 6 GHG EMISSIONS SOURCE INCLUSIONS

The GHG emissions sources included in this inventory are those required for Programme certification and were identified with reference to the methodology described in the GHG Protocol and ISO14064-1:2006 standards. Identification of emissions sources was achieved via personal communications with Central Otago District Council staff, and cross-checked against operational expenditure records for the reporting period. These records were viewed in order to see what activities may be associated with emissions from all of the operations.

As adapted from the GHG Protocol, these emissions were classified into the following categories:

- **Direct GHG emissions (Scope 1):** GHG emissions from sources that are owned or controlled by the company.
- **Indirect GHG emissions (Scope 2):** GHG emissions from the generation of purchased electricity, heat and steam consumed by the company.
- **Indirect GHG emissions (Scope 3):** GHG emissions required by the Programme that occur as a consequence of the activities of the company but occur from sources not owned or controlled by the company. Inclusion of other Scope 3 emissions sources is done on a case-by-case basis.

After liaison with the organisation, the emissions sources in Table 11 have been identified and included in the GHG emissions inventory.

Table 11: GHG emissions sources included in the inventory

| Emissions source                               | Emissions source quantity | Data unit          | Business unit         | Scope   | Data source notes   | Level of Uncertainty |
|--|---------------------------|--------------------|-----------------------|---------|---|----------------------|
| Diesel - Council Cars                          | 11,725.27                 | L                  | General Council       | Scope 1 | Fuel Invoices - Challenge, Caltex, Z Cromwell, Z-Energy   | Low                  |
| Petrol - Council Cars                          | 25,474.47                 | L                  | General Council       | Scope 1 | Fuel Invoices - Challenge, Caltex, Z Cromwell, Z-Energy   | Low                  |
| Diesel - Heating                               | 8,096.4                   | L                  | Property & Facilities | Scope 1 | Fuel invoices - Mini Tankers, McKeown, Z-Energy   | Low-moderate         |
| LPG - Reticulated                              | 1145564.85859             | kWh                | Pools                 | Scope 1 | Contact Energy invoices, Rockgas invoices.  | Low                  |
| LPG - Bottled                                  | 1305                      | kg                 | Parks & Reserves      | Scope 1 | Genesis Energy invoices. (Clyde Rec Reserve/Omakau Domain no longer within CODC operational boundary)     | Low-moderate         |
| Refrigerants - heatpumps                       | 0                         | kg R407c           | Property & Facilities | Scope 1 | Invoice from HVAC technicians - Shannons HVAC Limited   | Low                  |
| Rental car                                     | 944                       | km                 | General Council       | Scope 1 | Avis Rent-A-Car invoices  | Low                  |
| Coal - Sub-bituminous - Boiler-fuel            | 39197.82609               | kg                 | Property & Facilities | Scope 1 | Ohai Invoices   | Low-moderate         |
| Wastewater Treatment Plants Emissions          | 1957.13735                | tCO <sub>2</sub> e | 3 Waters              | Scope 1 | Testing and measurements taken from CODC WWTPs used to calculate GHG emissions by Toitū-provided program. | Moderate             |
| CO <sub>2</sub> - Alexandra and Cromwell Pools | 5855.8                    | kg                 | Pools                 | Scope 1 | BOC invoices  | Low                  |

| Emissions source   | Emissions source quantity | Data unit | Business unit         | Scope             | Data source notes                                    | Level of Uncertainty |
|--|---------------------------|-----------|-----------------------|-------------------|--|----------------------|
| Fertiliser used on CODC reserves                             | 1,380.00                  | kg        | Parks & Reserves      | Scope 1           | Delta reporting                                      | Low                  |
| Electricity-Time of Use                                      | 3,054,709.55              | kWh       | 3 Waters              | Scope 2           | Genesis Energy Invoices, Genesis Energy Spreadsheets | Low                  |
| Electricity-Time of Use                                      | 270,517.58                | kWh       | Roading               | Scope 2           | Genesis Energy Invoices, Genesis Energy Spreadsheets | Low                  |
| Electricity-Time of Use                                      | 201,460.73                | kWh       | Property & Facilities | Scope 2           | Genesis Energy Invoices, Genesis Energy Spreadsheets | Low                  |
| Electricity-Time of Use                                      | 1,660,779.15              | kWh       | Pools                 | Scope 2           | Genesis Energy Invoices, Genesis Energy Spreadsheets | Low                  |
| Electricity-Non half Hourly                                  | 1,342,794.64              | kWh       | 3 Waters              | Scope 2           | Genesis Energy Invoices, Genesis Energy Spreadsheets | Low                  |
| Electricity-Non half Hourly                                  | 38.27                     | kWh       | Roading               | Scope 2           | Genesis Energy Invoices, Genesis Energy Spreadsheets | Low                  |
| Electricity-Non half Hourly                                  | 566,276.21                | kWh       | Property & Facilities | Scope 2           | Genesis Energy Invoices, Genesis Energy Spreadsheets | Low                  |
| Electricity-Non half Hourly                                  | 147,676.66                | kWh       | Parks & Reserves      | Scope 2           | Genesis Energy Invoices, Genesis Energy Spreadsheets | Low                  |
| Electricity-Non half Hourly                                  | 55,555.50                 | kWh       | Pools                 | Scope 2           | Genesis Energy Invoices, Genesis Energy Spreadsheets | Low                  |
| Electricity-Time of Use-Transmission and distribution losses | 284,536.42                | kWh       | 3 Waters              | Scope 3 Mandatory | Genesis Energy Invoices, Genesis Energy Spreadsheets | Low                  |

| Emissions source   | Emissions source quantity | Data unit    | Business unit         | Scope              | Data source notes  | Level of Uncertainty |
|--|---------------------------|--------------|-----------------------|--------------------|--|----------------------|
| Electricity-Time of Use-Transmission and distribution losses     | 23,573.52                 | kWh          | Roading               | Scope 3 Mandatory  | Genesis Energy Invoices, Genesis Energy Spreadsheets   | Low                  |
| Electricity-Time of Use-Transmission and distribution losses     | 19,026.37                 | kWh          | Property & Facilities | Scope 3 Mandatory  | Genesis Energy Invoices, Genesis Energy Spreadsheets   | Low                  |
| Electricity-Time of Use-Transmission and distribution losses     | 155,269.31                | kWh          | Pools                 | Scope 3 Mandatory  | Genesis Energy Invoices, Genesis Energy Spreadsheets   | Low                  |
| Electricity-Non half Hourly-Transmission and Distribution losses | 1,342,794.64              | kWh          | 3 Waters              | Scope 3 Additional | NHH electricity-use used to estimate NHH losses. Genesis Energy Invoices, Genesis Spreadsheets | High                 |
| Electricity-Non half Hourly-Transmission and Distribution losses | 38.27                     | kWh          | Roading               | Scope 3 Additional | NHH electricity-use used to estimate NHH losses. Genesis Energy Invoices, Genesis Spreadsheets | High                 |
| Electricity-Non half Hourly-Transmission and Distribution losses | 566,276.21                | kWh          | Property & Facilities | Scope 3 Additional | NHH electricity-use used to estimate NHH losses. Genesis Energy Invoices, Genesis Spreadsheets | High                 |
| Electricity-Non half Hourly-Transmission and Distribution losses | 147,676.66                | kWh          | Parks & Reserves      | Scope 3 Additional | NHH electricity-use used to estimate NHH losses. Genesis Energy Invoices, Genesis Spreadsheets | High                 |
| Electricity-Non half Hourly-Transmission and Distribution losses | 55,555.50                 | kWh          | Pools                 | Scope 3 Additional | NHH electricity-use used to estimate NHH losses. Genesis Energy Invoices, Genesis Spreadsheets | High                 |
| Air travel domestic (average)                                    | 128,551                   | passenger-km | General Council       | Scope 3 Mandatory  | Flight charges to credit cards   | Low-Moderate         |

| Emissions source   | Emissions source quantity | Data unit    | Business unit         | Scope              | Data source notes  | Level of Uncertainty |
|--|---------------------------|--------------|-----------------------|--------------------|--|----------------------|
| Air travel short haul (economy)  | 39,020                    | passenger-km | General Council       | Scope 3 Mandatory  | Flight charges to credit cards   | Low-Moderate         |
| Waste landfilled - No LandFill Gas Recovery - General Waste from office wheelie bins | 2,475.70                  | kg           | Property & Facilities | Scope 3 Mandatory  | Estimate based on total contractor (AllWaste) collection weights   | High                 |
| Waste landfilled - No LFGR - General Waste from pool skip                            | 1,180                     | kg           | Pools                 | Scope 3 Mandatory  | Contractor (AllWaste) measured weights of skips as they were emptied   | Low                  |
| Waste landfilled - No LFGR - General Waste from office skip                          | 6,740                     | kg           | Property & Facilities | Scope 3 Mandatory  | Contractor (AllWaste) measured weights of skips as they were emptied   | Low                  |
| Waste landfilled - No LFGR - General Waste from campground skips                     | 8,910                     | kg           | Parks & Reserves      | Scope 3 Mandatory  | Contractor (AllWaste) measured weights of skips as they were emptied   | Low                  |
| Waste landfilled - No LFGR - Screenings (from wastewater)                            | 95,240                    | kg           | 3 Waters              | Scope 3 Mandatory  | Disposal invoices from Contractor (Scope Resources Limited) of screenings from wastewater treatment process  | Low                  |
| Waste landfilled - No LFGR - Sludge (from wastewater)                                | 171,140                   | kg           | 3 Waters              | Scope 3 Mandatory  | Contractor (SJ Allen Holdings Limited, Scope Resources Limited) invoices of sludge from wastewater treatment | Low                  |
| Waste landfilled - No LFGR - Parks/Reserves/Street litter bins                       | 58,830                    | kg           | Parks & Reserves      | Scope 3 Additional | Information provided by waste contractor.  | Low - Moderate       |
| Waste landfilled - No LFGR - District Waste  | 8,312.94                  | tonnes       | Solid Waste           | Scope 3 Additional | Invoices from Landfill Management company (Scope Resources), and Contractor (AllWaste) invoices              | Low                  |

| Emissions source  | Emissions source quantity | Data unit | Business unit  | Scope              | Data source notes  | Level of Uncertainty |
|---|---------------------------|-----------|----------------|--------------------|--|----------------------|
| Diesel used during kerbside-collection of refuse                      | 26535.82                  | L         | District Waste | Scope 3 Additional | Contractor reporting (AllWaste)                            | Low                  |
| Diesel used during kerbside-collection of recycling                   | 27915.51                  | L         | District Waste | Scope 3 Additional | Contractor reporting (AllWaste)                            | Low                  |
| Diesel Fuel used to transfer Waste from Transfer Station to Landfill  | 13513.93153               | L         | District Waste | Scope 3 Additional | Contractor reporting (AllWaste)                            | Low                  |
| Transport of Screenings from WWTPs to landfill via ute-towed trailers | 4,021.28                  | t.km      | 3 Waters       | Scope 3 Additional | Contractor reporting, scope invoices.                      | Low-Moderate         |
| Transport of Sludge from WWTPs  | 44,426.46                 | t.km      | 3 Waters       | Scope 3 Additional | Contractor invoices (SJ Allen, Fulton Hogan), calculations | Low-Moderate         |

### 6.1 Other emissions – HFCs, PFCs and SF<sub>6</sub>

We use hydrofluorocarbons (HFCs) in our operations, and these have been included in the inventory.

No operations use perfluorocarbons (PFCs), Nitrogen Trifluoride (N<sub>3</sub>) nor sulphur hexafluoride (SF<sub>6</sub>), therefore no holdings of these are reported and no emissions from these sources are included in this inventory.

### 6.2 Other emissions – biomass

No biomass is combusted in the operations and therefore no emissions from the combustion of biomass are included in this inventory.

### 6.3 Other emissions – deforestation

Deforestation has been undertaken and is shown in Table 5. Forestry consisting of Pinus radiata was cleared from Council-owned land in Alexandra. New Zealand carbon credits (4,273 units, equivalent to 4,273 tCO<sub>2</sub>e) were purchased from the Emissions Trading Scheme to offset the carbon-liability being removed. The emissions inventory report does report directly on deforestation and the associated purchased reductions. They have been included for transparency.

### 6.4 Pre-verified data

No pre-verified data is included within the inventory.

## 7 GHG EMISSIONS SOURCE EXCLUSIONS

Emissions sources in Table 12 have been identified and excluded from the GHG emissions inventory.

**Table 12:** GHG emissions sources excluded from the inventory

| Business unit           | GHG emissions source                | GHG emissions level scope | Reason for exclusion  |
|-------------------------|-------------------------------------|---------------------------|---|
| General Council         | Office Supplies                     | Scope 3 Additional        | Carbon emissions originating from the manufacture of office supplies including paper, pens, computers etc. These are accounted de minimis.                          |
| General Council         | Freight                             | Scope 3                   | Freight emissions have been excluded from this inventory as currently data can not be collated with current purchasing and courier systems.                         |
| General Council         | Fugitive Refrigerant - Council Cars | Scope 1                   | Refrigerants estimated to have leaked from the air-conditioning systems in Council cars. Due to Council's cars being well maintained, this is accounted de minimis. |
| Property and Facilities | Electricity (tenanted sites)        | Scope 2 and Scope 3       | Electricity for tenanted sites is on-charged. This has been excluded from the inventory as it is not paid for or controlled by Council.                             |

## 8 DATA COLLECTION AND UNCERTAINTIES

Table 11 provides an overview of how data were collected for each GHG emissions source, the source of the data and an explanation of any uncertainties or assumptions made. Estimated numerical uncertainties are reported with the emissions calculations and results.

All data was calculated using Toitū eManage and GHG emissions factors as provided by the Programme (see Appendix 1 - data summary.xls).

A calculation methodology has been used for quantifying the GHG emissions inventory using emissions source activity data multiplied by GHG emissions or removal factors.

The table in the Sources section of this report details, for each emissions source, from where data was collected and a brief explanation of any uncertainties and assumptions made in the collection of that data.

The raw collected-data was processed by Toitū Envirocare using their E-Manage reporting-program and greenhouse-gas emissions factors provided by them. During this process all emissions sources are multiplied by an emissions factor which converts the quantity of source activity to tonnes of carbon dioxide equivalent emissions.

## 9 GHG EMISSIONS CALCULATIONS AND RESULTS

GHG emissions for the organisation for this measurement period are provided in Table 1 where they are stated by greenhouse gas, by scope, by business unit and as total emissions.

Greenhouse-gas emissions for Central Otago District Council for this measurement period are displayed in Figures 2-4 where they are stated by Scope, by Business unit, and as the top-10 Emissions by source.

The organisation will have a management plan in place for managing and reducing emissions in the future to obtain programme certification.

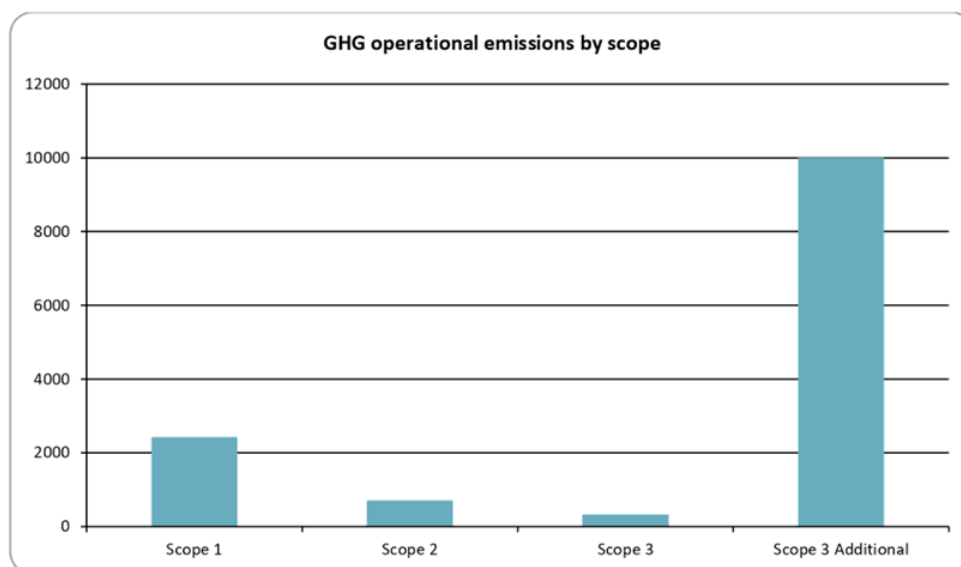


Figure 2: GHG emissions (tonnes CO<sub>2</sub>e) by scope



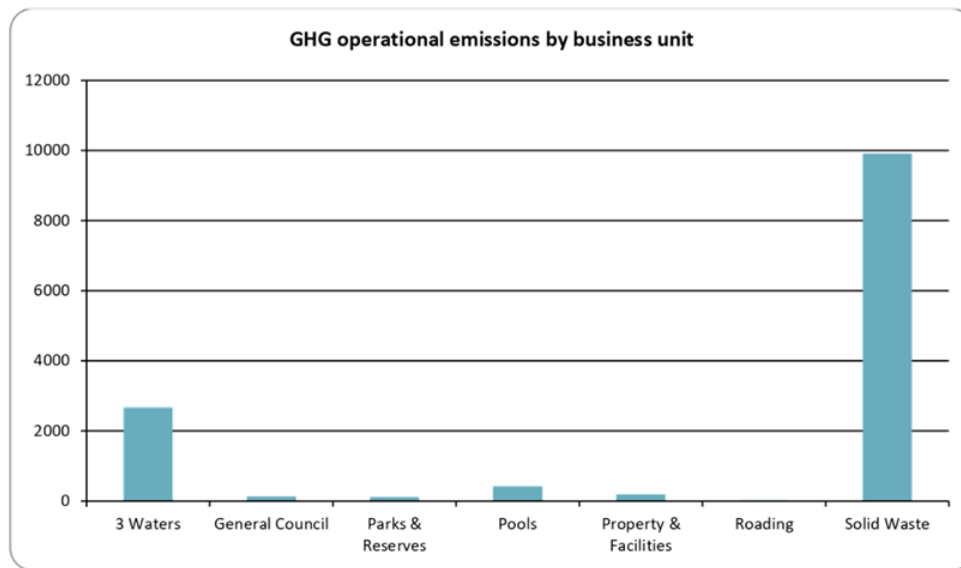


Figure 3: GHG emissions (tonnes CO<sub>2</sub>e) by business activity.

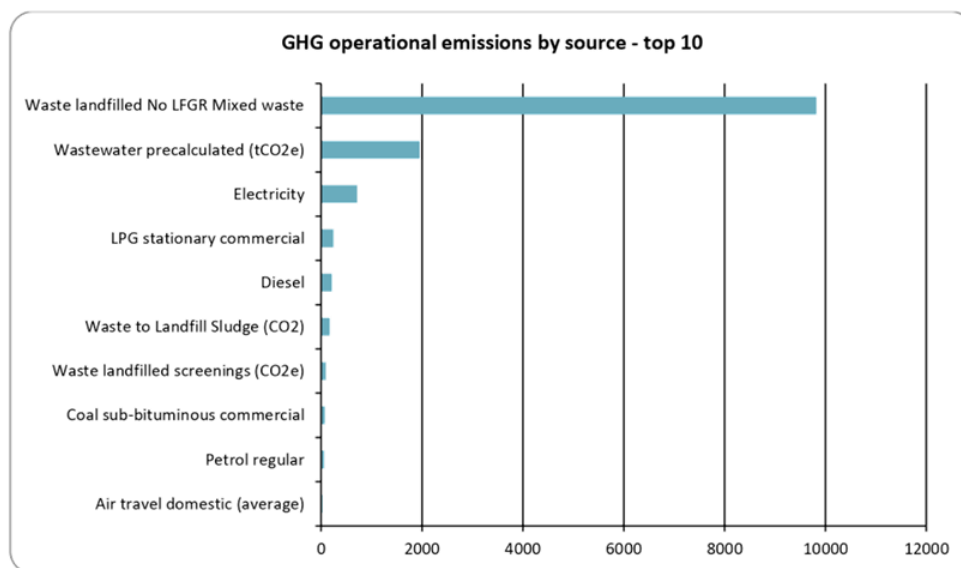


Figure 4: GHG emissions sources by source.

The inventory report and any GHG assertions are expected to be verified by a Programme-approved, third-party verifier. The level of assurance is reported in a separate Assurance Statement provided to the directors of the certified entity.

## 10 EMISSIONS REDUCTIONS AND REMOVALS ENHANCEMENT

The organisation will have an updated management plan in place for managing and reducing emissions in the future in order to maintain Programme recertification.

## 11 LIABILITIES

### 11.1 GHG stocks held<sup>4</sup>

HFCs, PFCs and SF<sub>6</sub> represent GHGs with high global warming potentials. Their accidental release could result in a large increase in emissions for that year, and therefore the stock holdings are reported under the Programme (Table 13).

GHG stocks have been reported in this inventory and added into the GHG Stock Liability questionnaire. Central Otago District Council's greenhouse gas liability is composed of gases/fluids necessary to the operation of refrigeration/heating equipment in Council facilities e.g. heatpumps, coal stockpiled for use in a boiler, LPG used at campgrounds, diesel used for heating, and CO<sub>2</sub> used to maintain Pools water quality.

**Table 13:** HFCs, PFCs and SF<sub>6</sub> GHG emissions and liabilities.

| Business Unit         | Source                                  | Units     | Amount held - end of reporting period | Potential Liability tCO <sub>2</sub> e |
|-----------------------|---|-----------|---------------------------------------|--|
| Pools                 | CO <sub>2</sub>                         | kilograms | 870.56                                | 243.19                                 |
| Property & Facilities | CO <sub>2</sub>                         | tonnes    | 71.74                                 | 71.74                                  |
| Property & Facilities | Diesel stationary combustion            | litres    | 1,700.00                              | 4.61                                   |
| Pools                 | HCFC-22 (R-22, Genetron 22 or Freon 22) | kilograms | 100.00                                | 181.00                                 |
| Property & Facilities | HCFC-22 (R-22, Genetron 22 or Freon 22) | kilograms | 32.30                                 | 58.46                                  |
| Property & Facilities | HFC-32                                  | kilograms | 16.20                                 | 10.94                                  |
| 3 Waters              | HFC-32                                  | kilograms | 3.08                                  | 2.08                                   |
| Parks & Reserves      | LPG stationary commercial               | kilograms | 720.00                                | 2.18                                   |
| 3 Waters              | R-410A                                  | kilograms | 1.10                                  | 2.30                                   |
| Pools                 | R-410A                                  | kilograms | 5.55                                  | 11.59                                  |
| Property & Facilities | R-410A                                  | kilograms | 178.50                                | 372.71                                 |

<sup>4</sup> HFC stock liabilities for systems under 3 kg can be excluded.

### 11.2 Land-use change

Organisations that own land subject to land-use change may achieve sequestration of carbon dioxide through a change in the carbon stock on that land. Where a sequestration is claimed, then this also represents a liability in future years should fire, flood or other management activities release the stored carbon.

Land-use change has been included in this inventory. Council owns 122 hectares of commercial forests of predominantly Radiata Pine, along with two small areas of Corsican Pine.

## 12 PURCHASED REDUCTIONS

Purchased reductions could include certified “green” electricity, verified offsets or other carbon-neutral-certified services. Organisations may choose to voluntarily purchase carbon credits (or offsets) or green electricity that meets the eligibility criteria set by a regulatory authority. The reported gross emissions may not be reduced through the purchase of offsets or green tariff electricity.

Purchased emission reductions have not been included in this inventory. Council purchased 4,273 units from the New Zealand Emissions Trading Scheme on 31 July 2020 to offset the deforestation that occurred in the 2019/20 year. The deforestation and purchased reductions do not form part of Council’s emissions inventory report.

We do not generate on-site renewable electricity.

## 13 DOUBLE COUNTING / DOUBLE OFFSETTING

Double counting/offsetting refers to situations where:

- Parts of the organisation have been prior offset.
- The same emissions sources have been reported (and offset) in both organisation and product.
- Emissions have been included and potentially offset in the GHG emissions inventories of two different organisations, e.g. a company and one of its suppliers/contractors. This is particularly relevant to indirect (Scope 2 and 3) emissions sources.
- The organisation generates renewable electricity, uses or exports the electricity and claims the carbon benefits.
- Emissions reductions are counted as removals in an organisation’s GHG emissions inventory and are counted or used as offsets/carbon credits by another organisation.

Double counting / double offsetting has not been included in this inventory.

## 14 REFERENCES

International Organization for Standardization, 2006. ISO14064-1:2006. Greenhouse gases – Part 1: Specification with guidance at the organisation level for quantification and reporting of greenhouse gas GHG emissions and removals. ISO: Geneva, Switzerland.

World Resources Institute and World Business Council for Sustainable Development, 2004 (revised). The Greenhouse Gas Protocol: A Corporate Accounting and Reporting Standard. WBCSD: Geneva, Switzerland.

## 15 APPENDIX 1: GHG EMISSIONS DATA SUMMARY

More GHG emissions data is available on the accompanying spreadsheet to this report:

CEMARS Emissions Calculator-17-18.xlsx, CEMARS Emissions Calculator-18-19.xlsx, CEMARS Emissions Calculator-19-20.xlsx



## EMISSIONS MANAGEMENT AND REDUCTION PLAN

Toitū carbonreduce and Toitū carbonzero programme



### Central Otago District Council

Person responsible: Quinton Penniall

Prepared by: Quinton Penniall

Dated: 21 June 2021

For the period: 01 July 2019 to 30 June 2020

Base year: 01 July 2019 to 30 June 2020

Verification status: <Toitū Envirocare certification team to complete>



Approved for release by:



*Signature required (electronic or actual) – Ensure that this document is signed by a top manager (with authority to provide top management commitment) before submission for verification.*

## CONTENTS

|   |    |
|---|----|
| Introduction .....  | 4  |
| Rationale .....   | 4  |
| Top management commitment .....                                     | 5  |
| Person responsible .....  | 5  |
| Awareness raising and training .....                                | 5  |
| Significant emissions sources .....                                 | 6  |
| Targets for emissions reduction .....                               | 7  |
| Specific emissions reduction projects .....                         | 10 |
| Unintended environmental impacts .....                              | 13 |
| Key performance indicators .....                                    | 14 |
| Monitoring and reporting .....                                      | 14 |
| Emissions reduction calculations .....                              | 15 |
| Performance against plan .....                                      | 15 |
| Appendix 1 – 12 Week Sustainability Plan .....                      | 16 |
| Figure 1: GHG emissions by source. ....                             | 6  |
| Table 1: Emission reduction targets .....                           | 8  |
| Table 2: Projects to reduce emissions .....                         | 10 |
| Table 3: Projects to improve data quality .....                     | 12 |
| Table 4: Projects to prevent emissions and reduce liabilities ..... | 12 |
| Table 5: Key Performance Indicators (KPI) .....                     | 14 |
| Table 6: GHG emissions per KPI .....                                | 14 |
| Table 7: GHG inventory results .....                                | 15 |

## INTRODUCTION

This report is the annual greenhouse gas (GHG) Emissions Management and Reduction Plan prepared for Central Otago District Council and forms the manage step part of the organisation's application for Programme certification.<sup>12</sup>

## RATIONALE

New Zealand has declared a climate emergency committing to urgent action on reducing emissions.

The Climate Change Response (Zero Carbon) Amendment Act 2019 provides a framework by which New Zealand can develop and implement clear and stable climate change policies that:

- contribute to the global effort under the Paris Agreement to limit the global average temperature increase to 1.5° Celsius above pre-industrial levels
- allow New Zealand to prepare for, and adapt to, the effects of climate change.

The changes do four key things:

- set a new domestic greenhouse gas emissions reduction target for New Zealand to:
  - reduce net emissions of all greenhouse gases (except biogenic methane) to zero by 2050
  - reduce emissions of biogenic methane to 24–47 per cent below 2017 levels by 2050, including to 10 per cent below 2017 levels by 2030
- establish a system of emissions budgets to act as stepping stones towards the long-term target
- require the Government to develop and implement policies for climate change adaptation and mitigation
- establish a new, independent Climate Change Commission to provide expert advice and monitoring to help keep successive governments on track to meeting long-term goals.

Central Otago District Council has been working to understand, mitigate and adapt to the impacts of climate change since 2017. A report on climate change implications for the Central Otago District was commissioned and prepared by Bodeker Scientific: "The Past, Present, and Future Climate of Central Otago: Implications for the District."

Central Otago District is predicted to warm by several degrees by the end of the century. Total precipitation is not projected to change much in the district. The distribution and intensity of rainfall is likely to alter, however, with a greater likelihood there will be longer dry periods and more frequent extreme rainfall events. These events have occurred in the past, though infrequently, providing valuable information as to the consequences of these events and improving planning for the future.

A resilience plan has been prepared to identify risks to critical council infrastructure. The plan includes actions and funding required to improve the resilience to events such as those caused by climate change.

Council adopted its Sustainability Strategy in February 2019. The strategy outlines steps that Council will take to be more sustainable; including measuring and reducing Council's emissions through Toitū carbonreduce programme. The strategy has been developed to focus on issues Council directly controls in the first instance.

Council impacts on the sustainability of our community through both the services we provide and the regulatory processes we apply. The manner in which we provide infrastructure services can have

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

<sup>2</sup>Programme means the Toitū carbonreduce and Toitū carbonzero certification programme.



a direct environmental impact. Our regulatory processes are designed to mitigate the impacts of today's development on our future.

Council declared a climate crisis in September 2019. This declaration was an acknowledgement of the urgency and scale of change needed to avoid the worst impact of climate change.

There are opportunities across all these activities to reduce our carbon footprint, reduce environmental impacts and streamline our business processes. By getting our own house in order first, we can better lead the community in wider sustainability discussions.

## TOP MANAGEMENT COMMITMENT

This emissions management and reduction plan has been approved by the Council's Executive Leadership Team and Elected members, who are committed to implementing the actions listed in the plan.

While this is Council's first year reporting to the Toitū carbonreduce programme, Council has been committed to reducing its emissions and leading the delivery of sustainable outcomes since 2017. Council has:

- Adopted a Sustainability Strategy (2019-2024).
- Declared a 'climate crisis' in the Central Otago region.
- Included considerations about sustainability, the environment and climate impacts on all reports provided to the council and boards.
- Installed publicly accessible electric vehicle charging stations on Council land in main centres throughout the district.
- Replaced 1850 street lights with LED lights which use 60% less electricity.
- Contributed to a heat transfer system between the Molyneux pool and IceInLine reducing the energy consumption for both facilities.
- Replaced 40% of the Council vehicle fleet with hybrid vehicles.
- Supported an application from the Otago Polytech to the United Nations to develop a regional centre of excellence to deliver projects aligned with the Global Sustainable Development Goals.

## PERSON RESPONSIBLE

The officer responsible for overall emission reduction performance and reporting to the Executive team and Elected members is the Environmental Engineering Manager (Infrastructure Services).

## AWARENESS RAISING AND TRAINING

Climate change is an incredibly complex issue, presenting challenges in awareness raising and training across a large organisation.

Good practice management approaches must be in place to engage with a wide range of staff on energy consumption, controlling emissions, and the related costs. Data must be regularly collected and collated and the results of projects to reduce emissions must be measured and evaluated.

Achieving 'best practice' in carbon and energy management requires the sustained focus of a core group drawn from across council. Ongoing senior management support and financial support are vital.

Council's organisational sustainability team was established in 2019 to provide greater environmental consciousness within the organisational culture. A 12-week sustainability plan (Appendix 1) was developed by the sustainability team with many of the initiatives delivered.

The COVID-19 pandemic required existing resourcing be refocused on responding the immediate pandemic response and on progressing projects that improve the economic wellbeing of our community.

As part of our emissions management and reduction plan the sustainability team will be re-established as the Carbon and Energy Management team to focus on reducing emissions and delivering sustainability initiatives throughout the organisation.

Staff will be made aware of the Council's emissions reduction commitments and the benefits of reducing emissions, and supported to manage their activities' emissions by:

- making training opportunities, such as relevant Toitū Envirocare webinars and Energy and Carbon Management Network events, available to relevant staff; particularly group and activity managers of major GHG-emitting activities;
- improving accessibility and timeliness of data delivery to relevant staff;
- providing training on the Council's sustainability principles as part of an induction programme for all new staff;
- sharing our Toitū carbonreduce certification, reduction targets and successful emission-reduction actions

The community will be made aware of the Council's emission reduction commitment and actions by:

- Making emission inventories and management and reduction plans available on the Council's website

## SIGNIFICANT EMISSIONS SOURCES

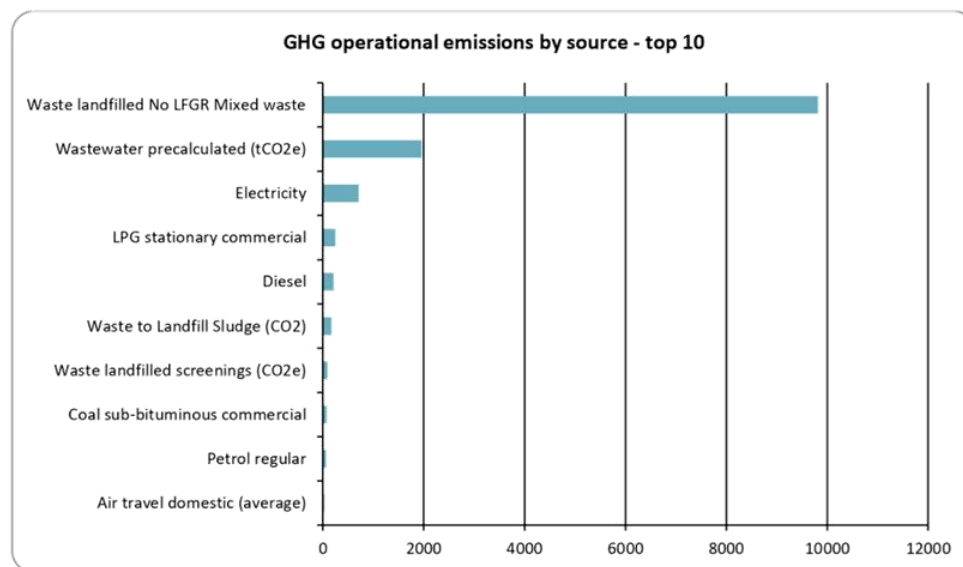


Figure 1: GHG emissions by source.

Council's largest emissions source is from the disposal the districts waste landfill. Central Otago District Council contracts the management of four transfer stations, kerbside collection and transfer to landfill to All Waste. All of Council's kerbside and transfer station waste goes to Victoria Flats Landfill. The landfill is located within the Queenstown Lakes district.

The landfill is operated by SCOPE Resources under a build own operate transfer (BOOT) contract with Queenstown Lakes District Council. An agreement permits waste collected in the Central Otago district to be disposed at the landfill through to 2029.

Disposal of the districts waste to landfill is a Scope 3 additional emission and accounts for 72% of Council's gross emissions.

Council's second largest emissions source is a result of wastewater treatment throughout the district. It is a substantial source because it accounts for the entire districts wastewater production and treatment.

Waste (sludge and screenings) generated from wastewater treatment accounts for 8% of Council's mandatory emissions. The incorporation of modern technology and processes during future upgrades will result in lower emissions when compared to the current facilities.

Another large emissions source is from electricity. Council has 165 metered sites under this source. Some reduction projects outlined in Table 1, while reducing other fuel use, will increase emissions from electricity.

Emissions from LPG and Coal fired boilers account for over 9% of Council's mandatory emissions. Projects to address emissions from these sources are detailed in Table 1.

## TARGETS FOR EMISSIONS REDUCTION

The organisation is committed to managing and reducing its emissions in accordance with the Programme requirements. Table 1 provides details of the emission reduction targets to be implemented. These are 'SMART' targets (specific, measurable, achievable, realistic, and time-constrained).

This emissions management and reduction plan has set the target for emission reductions from Scope 1, Scope 2 and mandatory Scope 3 emissions at 8% over the 5-year life of this plan. Scope 1, Scope 2, and mandatory Scope 3 account for 26% of Council's gross footprint. This emissions reduction target will be measured on the basis of emissions per rateable property.

The report has also set a target of reducing gross carbon emissions reported in 2019/20 by 52%. This 5-year target is on the basis of absolute reductions in GHG emissions rather than a reduction in emissions intensity. A key challenge will be managing emissions reduction targets as the district continues to grow.

Table 1: Emission reduction targets

| Emissions reduction initiative  | Target         | Baseline (tCO <sub>2</sub> e) | Target date | Metrics/ KPI                             | Responsibility  | Rationale  |
|---|----------------|-------------------------------|-------------|--|---|--|
| Scope 1, Scope 2 and mandatory Scope 3 emissions to be achieved within 5 years from the Base Year | 8% reduction   | 3,641.57                      | June 2024   | tCO <sub>2</sub> e per rateable property | Environmental Engineering Manager and Executive Leadership Team/Senior Managers     | Achievable through the application of the developed emissions reduction projects.  |
| Total Gross emissions to be achieved within 5 years from the Base Year                            | 52% reduction  | 13,478.03                     | June 2024   | Absolute total tCO <sub>2</sub> e        | Environmental Engineering Manager and Executive Leadership Team/Senior Managers     | Achievable through the application of the developed emissions reduction projects. Emissions reduction target accounts for district growth. |
| Emissions specific 'subtargets':  |                |                               |             |  |   |  |
| Cromwell swimming pool LPG boiler replacement   | 66% reduction  | 304.7                         | June 2023   | Absolute total tCO <sub>2</sub> e        | Parks and Reserves Manager with support from Environmental Engineering Manager      | Expected reduction due to removal of LPG boiler. An energy efficient water source heatpump will be used for heating.                       |
| Alexandra office coal-fired boiler replacement  | 50% reduction  | 98.4                          | June 2023   | Absolute total tCO <sub>2</sub> e        | Property and Facilities Manager with support from Environmental Engineering Manager | Expected reduction due to removal of coal boiler. An efficient and sustainable alternative will be implemented                             |
| Double glazing of Alexandra Council office  | 10% reduction  | 98.4                          | June 2023   | Absolute total tCO <sub>2</sub> e        | Property and Facilities Manager   | Expected reductions in heating requirements due to double glazed windows. Will assist in both summer and winter.                           |
| Transition to electric / hybrid vehicles  | 7.5% reduction | 94.1                          | Ongoing     | Absolute total tCO <sub>2</sub> e        | Fleet Manager and Executive Leadership Team   | Expected reduction through shift to electric/hybrid vehicles and working with staff on efficient driving techniques.                       |

| Emissions reduction initiative   | Target        | Baseline (tCO <sub>2</sub> e) | Target date | Metrics/ KPI                             | Responsibility  | Rationale  |
|--|---------------|-------------------------------|-------------|--|---|--|
| Replacement of diesel heating at Tarras Hall                               | 25% reduction | 2.9                           | June 2021   | Absolute total tCO <sub>2</sub> e        | Property and Facilities Manager   | Diesel will no longer be the energy source. An energy efficient heatpump system will be used for heating.                            |
| Council waste going to a landfill with gas capture and destruction system  | 70% reduction | 92                            | June 2022   | tCO <sub>2</sub> e per rateable property | External - This work is being undertaken by Queenstown Lakes District Council | Expected reduction through introduction of gas capture systems at Victoria Flats Landfill.   |
| Improve waste diversion in Council facilities                              | 15% reduction | 10.8                          | June 2022   | Absolute total tCO <sub>2</sub> e        | Waste Minimisation Officer and Environmental Engineering Manager              | Expected reductions through education and the removal of deskside rubbish bins and introduction of recycling and composting options. |
| District waste going to a landfill with gas capture and destruction system | 70% reduction | 9732.2                        | June 2022   | tCO <sub>2</sub> e per rateable property | External - This work is being undertaken by Queenstown Lakes District Council | Expected reduction through introduction of gas capture systems at Victoria Flats Landfill.   |
| Improve waste diversion from district waste collection                     | 5% reduction  |                               | June 2024   | tCO <sub>2</sub> e per rateable property | Waste Minimisation Officer and Environmental Engineering Manager              | Expected reductions through education and district diversion initiatives being implemented.  |

## SPECIFIC EMISSIONS REDUCTION PROJECTS

In order to achieve the reduction targets identified in Table 1 specific projects have been evaluated to achieve these targets. These are detailed below.

Table 2: Projects to reduce emissions

| Number | Measure   | Detail  | Responsibility                    | Completion Date                 |
|--------|---|---|-----------------------------------|---------------------------------|
| 1      | Form carbon and energy management team to oversee delivery of this plan and its measures.                     | A team shall be formed in-line with our sustainability working group. The team should include representatives from the following groups: 3 Waters, Roding, Property and Facilities, Parks and Reserves (Pools).   | Environmental Engineering Manager | Commencing in 2021 and on-going |
| 2      | Report on energy use, emissions and plan progress to executive team and councillors                           | Council's greenhouse gas emissions inventory report and emissions management and reduction plan will be presented to Council for approval annually in-line with certification.  | Environmental Engineering Manager | Commencing in 2021 and on-going |
| 3      | Run an ongoing staff awareness campaign focussed on areas where staff behaviour can make the most difference. | This may include working with staff on efficient driving, use of electrical devices (on/off), composting food waste, setting heatpump timers.<br><br>A summary of what staff awareness and training work has been carried out will be included in the annual update of this plan.   | Relevant Managers                 | Commencing in 2021 and on-going |
| 4      | Require a carbon and energy management review process of major projects.                                      | It will be policy for the Programme Manager responsible for a new capital project over \$1M value to convene a carbon and energy review group, including the Environmental Engineering Manager, the project manager, themselves and others as appropriate at the project's outset. The purpose of the review will be to identify ways to minimise the project's carbon footprint and ongoing energy costs and improve resilience. The recommendations of the review will be reported to decision makers before Council commits to a final design. | Relevant Programme Manager        | Commencing in 2021 and on-going |



| Number | Measure   | Detail   | Responsibility   | Completion Date                 |
|--------|---|--|--|---------------------------------|
| 5      | Require energy performance optimisation to be carried out on new facilities in their first two years. | The Council will intensively monitor its new facilities to identify and correct energy performance issues to ensure they live up to the design potential.  | Property and Facilities Manager  | Commencing in 2021 and on-going |
| 6      | Develop business case for installing solar photovoltaics (PV) at suitable sites                       | Council has many sites with peak daytime electricity loads that PV installed there could offset electricity bills. A business case will be developed to assess suitable sites.                               | Property and Facilities Manager supported by Environmental Engineering Manager | June 2023                       |
| 7      | Continue to review, investigate and develop other emission reduction options as opportunities emerge. | Technologies are continually evolving and their costs reducing. Options which do not appear viable at present may become so in future. New measures may be included in the plan annually when it is updated. | Environmental Engineering Manager  | On-going                        |
| 8      | Replacement of LPG fired boiler at Cromwell Pool  | Replace Cromwell Pool Boiler with Water-Source-Heatpump  | Parks and Reserves Manager   | December 2021                   |
| 9      | Replacement of Coal fired boiler at Alexandra Council office  | The coal fired boiler at the Alexandra Council office will be replaced with an energy efficient alternative. Options are currently being investigated for a suitable replacement.                            | Property and Facilities Manager  | May 2022                        |
| 10     | Double glazing of Alexandra Council office  | The Council office in Alexandra will be retrofit with double glazing. This will keep offices warmer and reduce energy costs.   | Property and Facilities Manager  | June 2022                       |
| 11     | Reduce office waste by diverting recyclable and compostable materials.                                | Implement an waste reduction systems at Council sites. Remove desk-side rubbish bins and replace with centralised systems with mixed recycling, glass and composting options.                                | Waste Minimisation Officer   | June 2021 and on-going          |
| 12     | Transition to electric / hybrid vehicles.   | The current vehicle fleet will continue to be progressively replaced with electric/hybrid vehicles where practical.  | Fleet Manager  | On-going                        |

| Number | Measure  | Detail   | Responsibility  | Completion Date        |
|--------|--|--|---|------------------------|
| 13     | Replacement of diesel heating at Tarras hall with energy efficient heatpump. | The diesel heating system is nearing the end of its useful life and will be replaced with energy efficient heatpumps.  | Property and Facilities Manager   | June 2021              |
| 14     | Waste going to a landfill with gas capture and destruction system            | A landfill gas capture and destruction system is being installed at Victoria Flats Landfill operated by Scope Resources. The system will reduce emissions associated with waste screenings and general waste collected at Council sites. | External - This work is being undertaken by Queenstown Lakes District Council | December 2020          |
| 15     | Reduce district waste by increasing diversion of recyclables and greenwaste  | Continued education and initiatives to promote diversion of waste from landfill. Further opportunities for greenwaste and construction and demolition waste are being explored.  | Environmental Engineering Manager   | June 2024 and on-going |

Table 3: highlights emission sources that contributed to poor data quality and describes the actions that will be taken to improve the data quality in future inventories.

Table 3: Projects to improve data quality

| Number | Emissions source                               | Actions to improve data quality   | Responsibility                    | Target Date |
|--------|--|---|-----------------------------------|-------------|
| 16     | Waste to landfill (Office, Pools, Skips Waste) | Investigate options for recording data on the corporate waste sent to landfill by Council's operations. | Environmental Engineering Manager | June 2022   |
| 17     | District waste to landfill.                    | Composition of waste to landfill is collected to enable more accurate emission calculations.            | Environmental Engineering Manager | June 2022   |
| 18     | Sludge to landfill.                            | Sludge volumes to be provided per site.   | Water Services Manager            | June 2022   |

The emissions inventory identified various emissions liabilities. Table 4 details the actions that will be taken to prevent GHG emissions from these potential emissions sources.

Table 4: Projects to prevent emissions and reduce liabilities

| Number | Emissions source | Actions to reduce liabilities  | Responsibility                  | Target date |
|--------|------------------|--|---------------------------------|-------------|
| 19     | Refrigerants     | Ensure appropriate procedures and maintenance are in place to limit potential GHG losses from liability sources. | Property and Facilities Manager | Ongoing     |



## UNINTENDED ENVIRONMENTAL IMPACTS

| Project reference number    | 8  | 9  | 10   | 11   | 12  | 13   | 14  | 15  |
|-----------------------------|--|--|--|--|---|--|---|---|
|                             | Replacement of LPG fired boiler at Cromwell Pool | Replacement of Coal fired boiler at Alexandra Council office | Double glazing of Alexandra Council office | Reduce office waste by diverting recyclable and compostable materials. | Transition to electric / hybrid vehicles. | Replacement of diesel heating at Tarras hall with energy efficient heatpump. | Waste going to a landfill with gas capture and destruction system | Reduce district waste by increasing diversion of recyclables and greenwaste |
| Resource Use                |  |  |  |  |   |  |   |   |
| Electricity Consumption     |  |  |  |  |   |  |   |   |
| Fuel Consumption            |  |  |  |  |   |  |   |   |
| Water Consumption           |  |  |  |  |   |  |   |   |
| Wastewater Discharge        |  |  |  |  |   |  |   |   |
| Waste to landfill           |  |  |  |  |   |  |   |   |
| Air, land and water quality |  |  |  |  |   |  |   |   |
| Transport Congestion        |  |  |  |  |   |  |   |   |
| Biodiversity                |  |  |  |  |   |  |   |   |
| Land Use                    |  |  |  |  |   |  |   |   |
| Flooding                    |  |  |  |  |   |  |   |   |
| Local Economy               |  |  |  |  |   |  |   |   |

|             |                             |
|-------------|-----------------------------|
| Dark Green  | Significant positive impact |
| Light Green | Some positive impact        |
| White       | No change                   |
| Yellow      | Some adverse impact         |
| Red         | Significant adverse impact  |

## KEY PERFORMANCE INDICATORS

Table 5: Key Performance Indicators (KPI)

| KPI  | 2020      |
|--|-----------|
| Full-Time-Equivalent Staff - tCO <sub>2</sub> e per FTE staff  | 147.00    |
| Head of Population - tCO <sub>2</sub> e per Head of Population | 21,558.00 |
| Rateable Property - tCO <sub>2</sub> e per Rateable Property   | 14,063.00 |
| Turnover/revenue (\$Millions)                                  | 65.8100   |

Council's mandatory emissions intensity in 2019/20 was 39.11 tonnes of CO<sub>2</sub>e per \$M gross turnover. Operating revenue will relate weakly to footprint as greater levels of service or growth in population will both tend to increase revenue and emissions. However, there are much stronger short-term influences, such as the timing of major infrastructure projects. A drop in Council carbon footprint per dollar turnover should occur through the implementation of this plan.

Council emissions, in theory, will have a closer relationship with the number of rateable properties in the district and the district population as these relate back to the extent of the services Council must provide and therefore the size of its operation. The emissions intensity by these measures shown in the Table 6.

Table 6: GHG emissions per KPI

| KPI  | 2020   |
|--|--------|
| Total gross GHG emissions per Full-Time-Equivalent Staff - tCO <sub>2</sub> e per FTE staff      | 91.69  |
| Total mandatory GHG emissions per Full-Time-Equivalent Staff - tCO <sub>2</sub> e per FTE staff  | 23.62  |
| Total gross GHG emissions per Head of Population - tCO <sub>2</sub> e per Head of Population     | 0.63   |
| Total mandatory GHG emissions per Head of Population - tCO <sub>2</sub> e per Head of Population | 0.16   |
| Total gross GHG emissions per Rateable Property - tCO <sub>2</sub> e per Rateable Property       | 0.96   |
| Total mandatory GHG emissions per Rateable Property - tCO <sub>2</sub> e per Rateable Property   | 0.25   |
| Total gross GHG emissions per Turnover/revenue (\$Millions)                                      | 204.80 |
| Total mandatory GHG emissions per Turnover/revenue (\$Millions)                                  | 52.76  |

## MONITORING AND REPORTING

The key emission sources will be reported to activity managers quarterly. Other emission sources will be reported at least annually for CEMARS emissions inventory but more regular reporting will be implemented where efficient and useful for emissions management.

## EMISSIONS REDUCTION CALCULATIONS

Table 7: GHG inventory results

|   | 2020      |
|---|-----------|
| Scope 1   | 2,428.81  |
| Scope 2   | 713.19    |
| Scope 3 Mandatory   | 329.96    |
| Scope 3 Additional  | 10,006.07 |
| Scope 3 One time  | 0.00      |
| Total gross emissions                                       | 13,478.03 |
| Reporting reductions  |           |
| 5-year average (tCO <sub>2</sub> e)                         | 13,478.03 |
| 5-year average (tCO <sub>2</sub> e) (scope 1 & 2)           | 3,142.00  |
| Emissions intensity reductions                              |           |
| Turnover/revenue (\$Millions)                               | 65.81     |
| GDP deflator values Yr1 prices (assumed)                    |           |
| Adjusted turnover (\$M)                                     |           |
| Emissions intensity (tCO <sub>2</sub> e/\$M)                | 204.80    |
| 5-year average emissions intensity (tCO <sub>2</sub> e/\$M) | 204.80    |

## PERFORMANCE AGAINST PLAN

This is the first year Central Otago District Council has reported against the Toitū carbonreduce programme.

## APPENDIX 1 – 12 WEEK SUSTAINABILITY PLAN



### 21.5.3 MANIOTOTO FINANCIAL REPORT FOR THE PERIOD ENDING 31 MARCH 2021

Doc ID: 531614

#### 1. Purpose

To consider the financial performance overview as at 31 March 2021.

#### Recommendations

That the report be received.

#### 2. Discussion

The operating statement for the nine months ending 31 March 2021 shows a favourable variance of \$75k against the revised budget.

|                                | 9 MONTHS ENDING 31 MARCH 2021 |            |           |   | 2020/21      | 2020/21      |
|--------------------------------|-------------------------------|------------|-----------|---|--------------|--------------|
|                                | YTD                           | YTD        | YTD       |   | Annual       | Full         |
|                                | Actual                        | Revised    | Variance  |   | Plan         | Year         |
|                                | \$'000                        | \$'000     | \$'000    |   | \$000        | Revised      |
|                                |                               |            |           |   |              | Budget       |
|                                |                               |            |           |   |              | \$000        |
| <b>Income:</b>                 |                               |            |           |   |              |              |
| User Fees and Other Income     | 142                           | 140        | 2         | ● | 180          | 193          |
| Internal Interest Revenue      | 30                            | 30         | -         | ● | 41           | 41           |
| Rates                          | 647                           | 647        | -         | ● | 852          | 852          |
| Reserves Contributions         | 17                            | -          | 17        | ● | -            | -            |
| Other Capital Contributions    | 5                             | 6          | (1)       | ● | -            | -            |
| <b>Total Income</b>            | <b>841</b>                    | <b>823</b> | <b>18</b> | ● | <b>1,073</b> | <b>1,086</b> |
| <b>Expenditure</b>             |                               |            |           |   |              |              |
| Rates Expense                  | 40                            | 40         | -         | ● | 36           | 40           |
| Other Costs                    | 52                            | 60         | 8         | ● | 109          | 104          |
| Staff                          | 95                            | 92         | (3)       | ● | 142          | 139          |
| Contracts                      | 113                           | 146        | 33        | ● | 187          | 193          |
| Grants                         | 13                            | 21         | 8         | ● | 20           | 32           |
| Fuel and Energy                | 49                            | 49         | -         | ● | 55           | 60           |
| Building Repairs and Mtce.     | 23                            | 31         | 8         | ● | 42           | 46           |
| Cost Allocations               | 184                           | 186        | 2         | ● | 262          | 255          |
| Internal Interest Expense      | 19                            | 20         | 1         | ● | 28           | 28           |
| Professional fees              | -                             | -          | -         | ● | 2            | 4            |
| Depreciation                   | 106                           | 106        | -         | ● | 141          | 141          |
| Members Remuneration           | 13                            | 13         | -         | ● | 17           | 17           |
| <b>Total Expenses</b>          | <b>707</b>                    | <b>764</b> | <b>57</b> | ● | <b>1,041</b> | <b>1,059</b> |
| <b>NET SURPLUS / (DEFICIT)</b> | <b>134</b>                    | <b>59</b>  | <b>75</b> |   | <b>32</b>    | <b>27</b>    |

**Income for period ending 31 March 2021:**

Operating income reflects a favourable variance to the budget of \$18k.

- Reserves contributions are favourable by \$17k. These are difficult to gauge when setting budgets, as it is dependent on the timing of development.

**Expenditure for period ending 31 March 2021:**

Expenditure has a favourable variance of \$57k. These variances are detailed below.

- Contracts have a favourable variance of \$33k, and this is mainly due to the timing of planned maintenance on the Ranfurly Public Hall which contributes to \$23k of the variance. Maintenance work was completed in March 2021, with invoices still to be received. Work carried out includes internal painting and applying polyurethane to the floor.

**Capital Expenditure:**

Capital expenditure for the period ending 31 March 2021 reflects a CAPEX spending is ahead of phasing, but within the annual revised budget. The actual CAPEX spent ended at 56% of the total revised budget.

|                                    | 9 MONTHS ENDING 31 MARCH 2021 |                    |              |   | 2020/21     | 2020/21                  |
|------------------------------------|-------------------------------|--------------------|--------------|---|-------------|--------------------------|
|                                    | YTD Actual                    | YTD Revised Budget | YTD Variance |   | Annual Plan | Full Year Revised Budget |
|                                    | \$'000                        | \$'000             | \$'000       |   | \$000       | \$000                    |
| <b>Parks &amp; Reserves:</b>       |                               |                    |              |   |             |                          |
| Other Reserves                     | 89                            | 20                 | (69)         | ● | 12          | 90                       |
| Taieri Lake Reserve                | 9                             | 9                  | -            | ● | 16          | 16                       |
| Ranfurly Pool                      | 26                            | 23                 | (3)          | ● | 29          | 29                       |
| Cemeteries                         | -                             | -                  | -            | ● | 10          | 10                       |
| <b>Total Parks &amp; Reserves:</b> | <b>124</b>                    | <b>52</b>          | <b>(72)</b>  |   | <b>67</b>   | <b>145</b>               |
| <b>Property:</b>                   |                               |                    |              |   |             |                          |
| Property General                   | 5                             | -                  | (5)          | ● | 4           | 5                        |
| Community Halls                    | 6                             | 6                  | -            | ● | 24          | 31                       |
| Maniototo Stadium                  | 7                             | 7                  | -            | ● | 20          | 57                       |
| Ranfurly Hall                      | -                             | -                  | -            | ● | -           | 10                       |
| Pioneer Store                      | -                             | -                  | -            | ● | -           | 4                        |
| Ranfurly Arts Centre               | -                             | -                  | -            | ● | 1           | 1                        |
| <b>Total Property:</b>             | <b>18</b>                     | <b>13</b>          | <b>(5)</b>   |   | <b>49</b>   | <b>108</b>               |
| <b>Total Capital Expenditure</b>   | <b>142</b>                    | <b>65</b>          | <b>(77)</b>  |   | <b>116</b>  | <b>253</b>               |

The significant variances are:

Parks and Reserves have an overall unfavourable variance of (\$72k). The Naseby playground and Maniototo park irrigation renewals projects are now completed within the overall annual revised budget, however the timing for this work is phased to occur in June 2021.

Property has an overall unfavourable variance of (\$5k). This is due to the Fenton Library gutter replacement project being complete and again, the timing for is phased May 2021.

**Reserve Funds table for Maniototo Ward**

- As of 30 June 2020 the Maniototo Ward had an audited closing balance in the Reserve Funds of \$638k. This is the ward-specific reserves and does not factor in the districtwide reserves which are in deficit at (\$17.7M). Refer to Appendix 1.
- Taking the 2019-2020 audited Annual Report closing balance and adding 2020-21 income and expenditure, carry forwards and resolutions, the Maniototo Ward is projected to end the 2020-21 financial year with a closing balance of \$537k.

**3. Attachments****Appendix 1 - 202103 Maniototo Ward Reserve Funds table [↓](#)**

Report author:



Donna McKewen  
Accountant  
5/05/2021

Reviewed and authorised by:



Leanne Macdonald  
Executive Manager - Corporate Services  
6/05/2021



| AUDITED - 2019/20 Annual Report                |                 |                |                 |                 | 2020/21 AP               | 2020/21 Forecast         | Approved By Council |                  | 2020/21 Revised |
|--|-----------------|----------------|-----------------|-----------------|--------------------------|--------------------------|---------------------|------------------|-----------------|
| MANIOTOTO RESERVES                             | Opening Balance | Transfers In   | Transfers Out   | Closing Balance | Net Transfers In and Out | Forecast Closing Balance | 2020/21 Carry/Fwd   | 2020/21 Forecast | Closing Balance |
|  | A               | B              | C               | D = A + B - C   | E                        | F = D + E                | G                   | H                | I = F + G + H   |
| <b>Maniototo Recreation and Culture Charge</b> |                 |                |                 |                 |                          |                          |                     |                  |                 |
| 5039 - Centennial Milkbar                      | 121,467         | 5,125          | -               | 126,592         | 96                       | 126,688                  | -                   | (957)            | 125,730         |
| 5132 - Maniototo Trust Fund                    | 274,031         | 8,106          | (9,724)         | 272,412         | 8,389                    | 280,801                  | -                   | -                | 280,801         |
| 5412 - Maniototo Stadium                       | 175,562         | 26,207         | -               | 201,769         | (12,914)                 | 188,855                  | -                   | (32,951)         | 155,904         |
| 5413 - Otarehua Domain                         | 22,582          | 10,970         | -               | 33,552          | 5,173                    | 38,725                   | -                   | (1,243)          | 37,482          |
| 5414 - Maniototo Arts Centre                   | -               | -              | -               | -               | -                        | -                        | -                   | (266)            | (266)           |
| 5415 - Ranfurly Public Hall                    | -               | -              | -               | -               | -                        | -                        | -                   | (10,687)         | (10,687)        |
| 5416 - Ranfurly Railway Station                | (4,530)         | 1,789          | -               | (2,741)         | 2,768                    | 27                       | -                   | (74)             | (47)            |
| 5417 - Community Halls Maniototo               | -               | -              | -               | -               | -                        | -                        | -                   | (9,287)          | (9,287)         |
| 5421 - Naseby Public Hall                      | -               | -              | -               | -               | -                        | -                        | -                   | (5,278)          | (5,278)         |
| 5441 - Maniototo Hospital Grant                | -               | -              | (40,383)        | (40,383)        | 1,859                    | (38,524)                 | -                   | -                | (38,524)        |
| 5462 - Other Reserves Maniototo                | 38,032          | 40,238         | -               | 78,270          | 31,593                   | 109,863                  | -                   | (79,674)         | 30,190          |
| 5491 - Ranfurly Pool                           | 160,153         | 23,788         | -               | 183,941         | (3,158)                  | 180,783                  | -                   | 1,519            | 182,302         |
| 5492 - Naseby Dam Reserve                      | 23,061          | 680            | (133)           | 23,608          | 662                      | 24,271                   | -                   | (311)            | 23,960          |
|  | 810,359         | 116,901        | (50,240)        | 877,020         | 34,468                   | 911,488                  | -                   | (139,207)        | 772,281         |
| <b>Maniototo Ward Services Rate</b>            |                 |                |                 |                 |                          |                          |                     |                  |                 |
| 5111 - General Revenues Maniototo              | (811,604)       | 122,569        | (9,476)         | (698,511)       | (9,835)                  | (708,346)                | -                   | -                | (708,346)       |
| 5341 - Forestry Maniototo                      | -               | -              | -               | -               | -                        | -                        | -                   | 8                | 8               |
| 5352 - Farms Hall Wilson Rd Maniototo          | (1,503)         | 56,721         | -               | 55,218          | 3,186                    | 58,404                   | -                   | 9,163            | 67,567          |
| 5353 - Farms Park Farm Maniototo               | -               | -              | -               | -               | -                        | -                        | -                   | 900              | 900             |
| 5355 - Property General Maniototo              | (3,692)         | 27,301         | -               | 23,610          | (3,362)                  | 20,248                   | -                   | 10,212           | 30,460          |
| 5356 - Endowment Land Income Naseby            | 62,743          | 9,370          | -               | 72,113          | 9,967                    | 82,080                   | -                   | -                | 82,080          |
| 5358 - Pioneer Store Naseby                    | -               | -              | -               | -               | -                        | -                        | -                   | (3,287)          | (3,287)         |
| 5451 - Patearoa Recreation Reserve Committee   | 90,317          | 3,020          | -               | 93,337          | 936                      | 94,273                   | -                   | (3,208)          | 91,065          |
| 5431 - Maniototo Grants                        | -               | -              | -               | -               | -                        | -                        | -                   | (4,000)          | (4,000)         |
|  | (663,739)       | 218,981        | (9,476)         | (454,234)       | 893                      | (453,341)                | -                   | 9,788            | (443,553)       |
| <b>Maniototo Promotion Charge</b>              |                 |                |                 |                 |                          |                          |                     |                  |                 |
| 5033 - Maniototo Promotions                    | -               | -              | -               | -               | -                        | -                        | -                   | (7,522)          | (7,522)         |
|  | -               | -              | -               | -               | -                        | -                        | -                   | (7,522)          | (7,522)         |
| <b>Maniototo Ward Services Charge</b>          |                 |                |                 |                 |                          |                          |                     |                  |                 |
| 5211 - Elected Members Maniototo               | -               | -              | -               | -               | -                        | -                        | -                   | 3,212            | 3,212           |
| 5831 - Ranfurly Cemetery                       | -               | -              | (1,883)         | (1,883)         | (9,800)                  | (11,683)                 | -                   | (11)             | (11,694)        |
| 5832 - Naseby Cemetery                         | 2,164           | 2,823          | -               | 4,987           | 707                      | 5,694                    | -                   | (50)             | 5,644           |
|  | 2,164           | 2,823          | (1,883)         | 3,104           | (9,093)                  | (5,989)                  | -                   | 3,150            | (2,839)         |
| <b>Maniototo Ward Specific Reserves</b>        |                 |                |                 |                 |                          |                          |                     |                  |                 |
| 5125 - Maniototo Land SD Fund                  | 202,057         | 10,732         | -               | 212,789         | 6,415                    | 219,204                  | -                   | -                | 219,204         |
|  | 202,057         | 10,732         | -               | 212,789         | 6,415                    | 219,204                  | -                   | -                | 219,204         |
| <b>Maniototo Ward Development Fund</b>         |                 |                |                 |                 |                          |                          |                     |                  |                 |
|  | -               | -              | -               | -               | -                        | -                        | -                   | -                | -               |
|  | -               | -              | -               | -               | -                        | -                        | -                   | -                | -               |
| <b>Grand Total</b>                             | <b>350,841</b>  | <b>349,438</b> | <b>(61,599)</b> | <b>638,679</b>  | <b>32,683</b>            | <b>671,362</b>           | <b>-</b>            | <b>(133,791)</b> | <b>537,571</b>  |

\*2020/21 Revised Closing Balance does not factor in the district-wide reserves of \$17.7M



## **7 MAYOR'S REPORT**

### **21.5.4 MAYOR'S REPORT**

**Doc ID: 542757**

#### **1. Purpose**

To consider an update from His Worship the Mayor.

---

#### **Recommendations**

That the Maniototo Community Board receives the report.

---

His Worship the Mayor will give a verbal update.

#### **2. Attachments**

**Nil**

Report author:



Tim Cadogan  
Mayor  
15/07/2021

## **8 CHAIR'S REPORT**

### **21.5.5 CHAIR'S REPORT**

**Doc ID: 535976**

#### **1. Purpose**

The Chair will give an update on activities and issues since the last meeting.

---

#### **Recommendations**

That the report be received.

---

#### **2. Attachments**

**Nil**

## **9 MEMBERS' REPORTS**

### **21.5.6 MEMBERS' REPORTS**

**Doc ID: 535977**

#### **1. Purpose**

Members will give an update on activities and issues since the last meeting.

-----

#### **Recommendations**

That the report be received.

-----

#### **2. Attachments**

**Nil**

## 10 STATUS REPORTS

### 21.5.7 JULY 2021 GOVERNANCE REPORT

Doc ID: 535578

#### 1. Purpose

To report on items of general interest, receive minutes and updates from key organisations and consider the legacy and current status report updates.

---

#### Recommendations

That the report be received.

---

#### 2. Discussion

##### Minutes from Maniototo Arts Council meetings

Minutes from the April and June meetings of the Maniototo Arts Council were received (appendix 1 and 2).

##### Status Reports

The status reports have been updated with any actions since the previous meeting (appendix 3).

##### Legacy Status Reports

The legacy status reports have been updated with any actions since the previous meeting (appendix 4).

#### 3. Attachments

**Appendix 1 - Minutes of April Maniototo Arts Council Meeting** [↓](#)

**Appendix 2 - Minutes of the June Maniototo Arts Council Meeting** [↓](#)

**Appendix 3 - MCB Status Report** [↓](#)

**Appendix 4 - MCB Legacy Status Report** [↓](#)

Report author:

Reviewed and authorised by:



Wayne McEnteer  
Governance Support Officer  
12/07/2021



Sanchia Jacobs  
Chief Executive Officer  
12/07/2021

***The Maniototo Community Arts Council***  
*Minutes of meeting held at Maniototo Arts Centre, Reade  
 Street at 7.00pm on Thursday 12<sup>th</sup> April 2018*

| BUSINESS         |   | ACTION               |
|------------------|---|----------------------|
| PRESENT          | A Pont, J Greig, K Munro, J Pringle, R Weir, K Wills, T Weir, R Kinney, T Blackshaw   |                      |
| APOLOGIES        | L Anthony, J Bean, K Mulholland, K Gibson<br>APOLOGIES ACCEPTED   | K Munro/<br>R Kinney |
| PREVIOUS MINUTES | ACCEPTED AS TRUE AND CORRECT  | A Pont/<br>J Greig   |
| MATTERS ARISING  | <ul style="list-style-type: none"> <li>• <b>Damage to wool bale installation</b> - damage allegedly caused by members of the karate club who use this as punching bag. The offender/s will be asked to help with repair. T Weir purchased hessian from Spotlight and is in the process of tracking down original stencil. Maybe a temporary stencil can be copied from installation?</li> <li>• <b>Pottery</b> – Several community members are keen to be involved, we urgently need to move forward on the kiln installation</li> <li>• <b>Mabef easels</b> – 3 easels already purchased with Arts Council funds. J Greig to order 3 more.</li> <li>• <b>Checklist for groups</b> – what to do before leaving the building. A notice on each exit door “Have you turned off lights and heaters? and drained water in winter”. R Kinney to liaise with K Gibson re condition of cleanliness to leave it in. A Pont to bring label maker to next meeting!</li> <li>• <b>Lottery Covid-19 Community Well-being Fund</b> – Many thanks to Rural Art Deco Maniototo Inc for submitting application “Community Art Project – Mural in the Maniototo” for \$50,000 on behalf of Arts Council (ineligible because not an incorporated society). See application in correspondence. Due to oversubscription, we were granted \$10,000 for our project. Discussion re spending in General Business.</li> </ul> |                      |
| CORRESPONDENCE   | <ul style="list-style-type: none"> <li>• <b>Application to Lottery Grants Board</b> – Covid-19 Community Well-being Fund “Mural in the Maniototo” December 2020</li> <li>• <b>Grant awarded</b> - \$10,000, on 2.2.21. Otina Korero Final Results Report due on 1.2.22</li> <li>• <b>Email to all groups using the Arts Centre</b> – from R Kinney, reminder re house-keeping points: lights and heaters, damage to wool bale installation and cleaning.</li> </ul> <p>CORRESPONDENCE APPROVED</p>  | A Pont/<br>K Munro   |
| FINANCIAL REPORT | Financial Report attached<br>Bank balance:<br>Cheque Account – 3,039.93<br>Savings Account – 7,148.09   | /                    |

|                  |   |  |
|------------------|---|--|
|                  | <p>Invoices to approve for payment</p> <p>Rug Doctor hire - \$39.99</p> <p>Hessian - \$45.10</p>  |  |
| GENERAL BUSINESS | <ul style="list-style-type: none"> <li>• <b>Quiz nights at the Arts Centre</b> – Terry Blackshaw spoke to Arts Council re idea of using Art Centre as a venue for monthly/fortnightly Quiz Night. AC suitable venue due to screen and computer. Any money over and above costs could be donated to Arts Centre or other charity. Discussion around: - teams taking turns to organise a raffle, - having snacks available (providing simple food could be fundraiser), - Terry can apply for temporary liquor licence. Terry to start this Wednesday 12<sup>th</sup> May, 6.30pm.</li> <li>• <b>Amalgamation of Promotions Group, Art Deco and Arts Council</b> – discussion around the overlap of the 3 groups. Collaboration re spending of Covid grant money. We will go away and think about how we can best work towards our common goals.</li> <li>• <b>Spending the \$10,000 Covid Grant</b> – Some ideas generated: <ul style="list-style-type: none"> <li>(1) small murals printed on vinyl like the 8 art works already installed around Ranfurly. Maybe a competition for artists to submit works to be used? This would build on beautification work that has already been started. There could be a leaflet map of Ranfurly for walking tours to look at/learn about the artworks.</li> <li>(2) A neon light installation on the big wall at the Blue Cross Vet, or on the Art Deco building. Query - cost of power?</li> <li>(3) Something special at the entrance of Ranfurly (from Alexandra), to celebrate our town and welcome visitors.</li> <li>(4) A mural on the Arts Centre building (currently plain), depicting how the building is used and celebrating the vibrant multi-functional hub. Community involvement via a competition for ideas on subject matter.</li> <li>(5) A large Maniototo Art Deco mural on the side of the Fantail Kitchen. Painted by a local professional artist and scanned onto panels. This would create a photo opportunity for visitors already using the park space. The mural would celebrate our history and community identity, with potential for revenue through merchandise. This idea ticks most boxes of application: celebrates space used by the community and enhancing visitor experience.</li> </ul> </li> <li>• <b>Decision on spending \$10,000 Covid Grant</b> - \$8,000 on mural for Fantail Kitchen (as discussed above) and \$2,000 on Art Centre mural with community involvement on theme/subject matter. The Arts Centre to have a community open day for Mural Unveiling.</li> </ul> |  |

|  |   |  |
|--|---|--|
|  | Meeting closed at 7.58 pm                                       |  |
|  | Next Meeting date: AGM 20 <sup>th</sup> May 2021<br><br>Signed: |  |

***The Maniototo Community Arts Council***  
*Minutes of Annual General Meeting held at Maniototo Arts Centre,*  
*Reade Street at 6.00pm on Thursday 3 June 2021*

| <b>BUSINESS</b>      |  | <b>ACTION</b>         |
|----------------------|--|-----------------------|
| PRESENT              | A Pont, T Weir, J Greig, M Swinbourn, K Wills, K Munro, L Anthony, R Kinney  |                       |
| APOLOGIES            | K Gibson, R de Jong, K Mulholland, T Canning, R Weir, C Murphy, L Scott<br>APOLOGIES ACCEPTED  | K Munro/<br>T Weir    |
| PREVIOUS MINUTES     | Minutes of previous AGM held on the 20 August 2020 were read<br>ACCEPTED AS TRUE AND CORRECT   | R Kinney/<br>K Munro  |
| MATTERS ARISING      | Nil  |                       |
| CORRESPONDENCE       | Nil<br>CORRESPONDENCE APPROVED   | L Anthony/<br>J Greig |
| CHAIRPERSON'S REPORT | Attached<br>Read and accepted  | A Pont/<br>J Greig    |
| FINANCIAL REPORT     | Financial Report up to 31.3.21<br>Bank balance<br>Cheque account - \$2,912.62<br>Saver account - \$7,184.09<br>Total Club Funds - \$10,096.71<br>Made a loss of \$1,065.23, due to purchase of 6 easels and COVID cleaning supplies and equipment.<br>Accounts audited by R Moore. T Weir purchased \$30 4 Square voucher. | R Kinney/<br>A Pont   |
| ELECTION OF OFFICERS | (Remaining the same as for 2020)<br><b>President</b> - A Pont                      R Kinney/K Munro    Carried<br><b>Secretary</b> - R Kinney                J Greig/T Weir       Carried<br><b>Treasurer</b> - T Weir                  R Kinney/J Greig     Carried<br><b>Bookings</b> - K Gibson                         |                       |



|                  |  |                         |
|------------------|--|-------------------------|
|                  | <p><b>New Arts Council Committee Members</b> - K Wills and M Swinbourn J Greig/K Munro Carried</p> <p><b>Housekeeping</b> - Remaining on a roster system</p> <p><b>Key drop off and money collection point</b> - K Munro's house</p> <p><b>Examiner or Statements</b> - R Moore or E Kirk</p> <p><b>AGM closed at 6.29pm</b></p> <p><b>Followed by General Meeting – Minutes below</b></p>   |                         |
| PRESENT          | As for AGM   |                         |
| APOLOGIES        | As for AGM<br>APOLOGIES ACCEPTED   |                         |
| PREVIOUS MINUTES | Previous general meeting minutes from 22.4.21 read<br>ACCEPTED AS TRUE AND CORRECT   | L<br>Anthony/<br>A Pont |
| MATTERS ARISING  | <ul style="list-style-type: none"> <li>• <b>Quiz nights at the Arts Centre</b> - T Blackshaw has decided not to go ahead at this stage, but there is lots of community support for the idea, so could be picked up by another person/group. K Wills to investigate this idea as a Burn fundraiser. K Gibson to check if Wednesday night is still available.</li> <li>• <b>Amalgamation of Promotions Group, Art Deco and Arts Council</b> – perhaps the Promotions Group could align with Art Deco, keeping Arts Council separate. Arts Council to become an Incorporated Society.</li> </ul> <p><b>Checklist for Arts Centre users on leaving the building</b> – Lights and heaters off, water drained in the winter, rubbish put into wheelie bin, leaving everything clean and tidy, writing in notebook if you run out of supplies - soap/ toilet paper/cleaning products etc, reporting damage in book, lock doors. List to be made and put on exit doors.</p> <ul style="list-style-type: none"> <li>• <b>Notebook for Arts Centre</b> – to record supplies needing to be stocked up, damages, batteries to be replaced etc.</li> </ul> <p>NOT FOR EMERGENCIES REQUIRING URGENT ATTENTION!<br/>L Anthony to purchase hard-covered spiral-bound</p> |                         |

|                  |   |                    |
|------------------|---|--------------------|
|                  | <p>notebook. K Munro to check the book and delegate the entries to the appropriate person to deal with.</p> <ul style="list-style-type: none"> <li>• <b>COVID-19 Community Well-being Fund</b> – \$8,000 to include: - J Greig's painting of mural design; enlargement and printing of mural onto panels; and installation of panels. \$2,000 for mural for exterior of Arts Centre building, with community involvement re subject matter and design. This spending most closely fits our original application. R Kinney to email J Remnant re the mural for Arts Centre building. Advertisements on Burn and in Positively Maniototo re community involvement in design. Ask Resene to sponsor paint. T Weir to approach R Weir re using the Fantail Kitchen wall.</li> </ul> |                    |
| CORRESPONDENCE   | <p><b>Faulty ranch sliding door of Arts Centre</b> – emails between J Remnant and T Weir. Rollers not working well, so door best not to be used at present. J Remnant has requested funds to replace windows and doors with double-glazing, and is waiting to hear if this will be done.</p> <p><b>Ceramic Club cheque account</b> – S Umbers emailed A Pont re this money (\$3500). Two of the original signatories have passed away, C Smillie only signatory. Discussion re putting this money in a special Arts Council saving account, ear-marked for future ceramic use. T Weir to follow up.</p> <p>CORRESPONDENCE APPROVED</p>  | K Munro<br>/A Pont |
| FINANCIAL REPORT | <p>Financial Report attached</p> <p>Bank balance:</p> <p>Cheque Account - \$2,425.09</p> <p>Savings Account - \$7,184.39</p> <p>Outstanding Invoices - \$220.00 K Gibson, key box</p>   |                    |
| GENERAL BUSINESS | <ul style="list-style-type: none"> <li>• <b>Faulty Sliding Door</b> – the main entrance to the Arts Centre is out of action due to broken lock and worn rollers. People/groups using the Arts Centre have been picking up/dropping off a back door key from K Munro. Rather than having numerous keys out in the Community, it has been decided to have a key box in situ on the front exterior wall of the Arts Centre, accessed by a 5 digit pin. This key will unlock small front door. R Kinney to ring representative of each user</li> </ul>  |                    |

|  |   |  |
|--|---|--|
|  | <p>group and verbally pass on the key code. (And also remind each group about password for Arts Centre free wifi).</p> <ul style="list-style-type: none"> <li>• <b>Winnie-the-Pooh 100<sup>th</sup> Birthday 24<sup>th</sup> August</b> – K Mulholland provided ideas for celebration: - a picnic and cake at the Arts Centre, colouring competition with prizes. Start advertising this at Pre-schools and Primary Schools and discuss further at next meeting.</li> <li>• <b>Front room lights</b> – J Greig reported that one of the fluorescent tubes is not working and the power-hungry yellow spotlights do not provide adequate lighting for pastel workshops. Suggestion that these are replaced with white LED lights. R Kinney to include in email to J Remnant.</li> <li>• <b>Flat batteries in Pottery room heatpump</b> – K Munro to replace with new batteries. R Kinney to ask if R Graham has performed yearly check on heat pump.</li> <li>• <b>Request for return visit from Gone Potty</b> – People have been asking for another ceramic painting workshop for children. R Kinney to put in application for CCS funding in the September round.</li> <li>• <b>Installation of heating in the toilets</b> – to eliminate the need of draining the water in winter, therefore making the Arts Centre more user-friendly. J Greig suggested something like the Dampchaser (\$106.89 from Bunnings), to stop the toilet water from freezing. R Kinney to include in email to Council. Also suggested in discussion – to insulate toilet windows with bubble wrap and Perspex.</li> <li>• <b>Leak in ceiling next to kitchen</b> – dripping occurred during the last rainfall, 29<sup>th</sup> May. R Kinney to report this to Council.</li> <li>• <b>Ranfurly Pastel Artist's exhibition</b> – proposed for Labour weekend. To be discussed further.</li> </ul> <p>Meeting closed at 7.50pm</p> |  |
|--|---|--|

|  |  |  |
|--|--|--|
|  |  |  |
|  | Next Meeting date: 12 <sup>th</sup> August 2021<br><br>Signed: |  |

| Meeting    | Report Title  | Resolution No | Resolution   | Officer                      | Status  |
|------------|---|---------------|--|------------------------------|---|
| 15/04/2021 | Application for easement in favour of OtagoNet Limited          | 21.3.2        | <p>That the Maniototo Community Board</p> <p>A. Receives the report and accepts the level of significance.</p> <p>B. Agrees to grant an easement (retrospectively, in gross) to OtagoNet Limited over Section 157 Survey Office Plan 21129, Lot 1 Deposited Plan 307769 and Section 80 Block I Naseby Survey District, to legalise the existing infrastructure for \$1, subject to:</p> <ul style="list-style-type: none"> <li><input type="checkbox"/> All costs associated with surveying the existing infrastructure, and with preparing and registering the easement being met by OtagoNet Limited; and,</li> <li><input type="checkbox"/> The Minister of Conservation's consent to the easement over Lot 1 Deposited Plan 307769 and Section 80 Block I Naseby Survey District being recreation reserve.</li> </ul> <p>C. Authorises the Chief Executive to do all that is necessary to give effect to the resolution.</p> | Property Officer - Statutory | <p><b>27 Apr 2021</b><br/>Action memo sent to the Property Officer - Statutory</p> <p><b>28 Apr 2021</b><br/>Applicant advised easement granted subject to consent of Minister of Conservation which will be requested at Council's meeting dated 05 May 2021.</p> <p><b>28 May 2021</b><br/>Applicant advised of outcome. Contractor to manage works. CLOSED</p> |
| 20/05/2021 | Submissions on the Long-term Plan 2021-31 Consultation Document | 21.4.3        | <p>That the Maniototo Community Board recommend to Council</p> <p>A. Receives the report and accepts the level of significance.</p> <p>B. Receives and considers the submissions on the Long-term Plan.</p> <p>C. Recommends to Council that they consider the importance of the bridge strategy and to engage with the community prior to any action being undertaken.</p> <p>D. Recommends to Council that they request staff to consider the suggestion of filling in the ice rink with water, add planting and creating walkways and report back to the Board.</p>   | Chief Advisor                | <p><b>26 May 2021</b><br/>Action memo sent to the Chief Advisor.</p> <p><b>27 May 2021</b><br/>Recommendations to Council will be discussed at the 1 June meeting. CLOSED</p>   |



## Maniototo Community Board Status Report on Resolutions

### Planning and Environment

#### Resolution 20.3.6

##### Lease of Kyeburn Reserve (Doc ID 446033)

That the Board:

- A. **Receives** the report and accepts the level of significance.
- B. **Agrees to** formally acknowledge that the Kyeburn Hall is owned by the Kyeburn Hall Committee.
- C. **Agrees to recommend that Council grants the Committee a lease** pursuant to Section 61 (2A) of the Reserves Act 1977, on the following terms:
  - 1. Permitted use: Community Hall
  - 2. Term: 33 years
  - 3. Rights of Renewal: None
  - 4. Land Description: Sec 20 Blk VII Maniototo SD
  - 5. Area: 0.4837 hectares
  - 6. Rent: \$1.00 per annum if requested

Subject to the Kyeburn Hall Committee:

- 1. Becoming an Incorporated Society
- 2. Being responsible for all outgoings, including utilities, electricity telephone, rubbish collection, rates and ground maintenance.

### STATUS

*July 2021 – The Committee requested that the meeting be delayed until July, due to an illness.*

*May 2021 – due to delays, Property and Facilities Officer – Ranfurly to discuss next steps with Committee in June.*

*February - April 2021 – Property and Facilities Officer - Ranfurly to meet Committee in May 2021 and discuss next steps.*

*September – December 2020 – Hall Committee are still working on getting their Incorporated status.*

*24 July 2020 – Council ratified the lease. Waiting for confirmation from the Hall Committee of their Incorporated status to issue the lease.*

*25 June 2020 – Kyeburn Hall Committee advised of Board's resolution. Report for ratification of Lease going to Council on 15 July 2020.*

*June 2020 – Action memo sent to Property and Facilities Officer - Ranfurly*

**Resolution 19.5.9 – September 2019****Ex Patearoa School Building – Consent to Sublease (PRO 64-5111-L1)**

- A. RESOLVED that the report be received and the level of significance accepted.
- B. RESOLVED that the Board consent to the Patearoa Community Trust Incorporated subleasing the school building to Dairy Farm Partnership for a term expiring 31 December 2021, subject to the Chief Executive Officer being satisfied with the sublease agreement.
- C. RESOLVED that the Board consent to a variation of the lease between the Patearoa Community Trust Incorporated and Council by amending clause 3.2 to refer specifically to any future income from “a camping ground”, when the Trust income from the reserve is greater than operating costs.

**STATUS**

*July 2021 – Formally emailed the Chair of the Patearoa Community Trust to progress matters, but have not yet received a reply.*

*June 2021 - Letter sent to Patearoa Community Trust chairman (Hunter Stevenson), requesting a copy of the sub lease given it is understood Dairy Farm Partnership continue to occupy the school building on an exclusive, permanent basis for which the Trust is receiving payment. Letter copied to Max Paterson.*

*September 2020 – Updates to resume once matter no longer on hold.*

*May – July 2020 – No further progress to date*

*March 2020 – As per the below. Resolution to be placed on hold until the agreement has been received.*

*January 2020 - Patearoa Community Trust have advised that they are on hold with the proposed sub-lease with Dairy Farm Partnership.*

*November 2019 – Council’s Property and Facilities Officer – Maniototo has followed up with the Patearoa Community Trust and is waiting to view the agreement between the Trust and Dairy Farm Partnership.*

*October 2019 – Action memo sent to the Property and Facilities Officer – Maniototo.*

**11            DATE OF THE NEXT MEETING**

The date of the next scheduled meeting is 2 September 2021.



**12 RESOLUTION TO EXCLUDE THE PUBLIC**

---

**Recommendations**

That the public be excluded from the following parts of the proceedings of this meeting.

The general subject matter of each matter to be considered while the public is excluded, the reason for passing this resolution in relation to each matter, and the specific grounds under section 48 of the Local Government Official Information and Meetings Act 1987 for the passing of this resolution are as follows:

| <b>General subject of each matter to be considered</b>                         | <b>Reason for passing this resolution in relation to each matter</b>   | <b>Ground(s) under section 48 for the passing of this resolution</b>   |
|--|--|--|
| <b>21.5.8 - Confirmation of Non-Public Minutes from Ordinary Board Meeting</b> | s7(2)(i) - the withholding of the information is necessary to enable Council to carry on, without prejudice or disadvantage, negotiations (including commercial and industrial negotiations) | s48(1)(a)(i) - the public conduct of the relevant part of the proceedings of the meeting would be likely to result in the disclosure of information for which good reason for withholding would exist under section 6 or section 7 |
| <b>21.5.9 - July 2021 Confidential Governance Report</b>                       | s7(2)(i) - the withholding of the information is necessary to enable Council to carry on, without prejudice or disadvantage, negotiations (including commercial and industrial negotiations) | s48(1)(a)(i) - the public conduct of the relevant part of the proceedings of the meeting would be likely to result in the disclosure of information for which good reason for withholding would exist under section 6 or section 7 |

---