AGENDA

Environmental Services Committee Meeting

Tuesday, 19 August 2025

Date Tuesday, 19 August 2025

Time 9:30 am

Location Council Chamber
District Council Building
King George Place
Timaru

File Reference 1780813

Timaru District Council

Notice is hereby given that a meeting of the Environmental Services Committee will be held in the Council Chamber, District Council Building, King George Place, Timaru, on Tuesday 19 August 2025, at 9:30 am.

Environmental Services Committee Members

Clrs Michelle Pye (Chairperson), Owen Jackson (Deputy Chairperson), Sally Parker, Gavin Oliver, Stu Piddington, Allan Booth, Peter Burt, Tewera King (Mana Whenua), Stacey Scott, Scott Shannon and Mayor Nigel Bowen

Quorum – no less than 5 members

Local Authorities (Members' Interests) Act 1968

Committee members are reminded that if you have a pecuniary interest in any item on the agenda, then you must declare this interest and refrain from discussing or voting on this item, and are advised to withdraw from the meeting table.

Paul Cooper
Group Manager Environmental Services

Order Of Business

1 Apologies

2 Public Forum

3 Identification of Items of Urgent Business

4 Identification of Matters of a Minor Nature

5 Declaration of Conflicts of Interest

6 Confirmation of Minutes

6.1 Minutes of the Environmental Services Committee Meeting held on 17 June 2025

Author: Jessica Kavanaugh, Team Leader Governance

Recommendation

That the Minutes of the Environmental Services Committee Meeting held on 17 June 2025 be confirmed as a true and correct record of that meeting and that the Chairperson's electronic signature be attached.

Attachments

1. Minutes of the Environmental Services Committee Meeting held on 17 June 2025

MINUTES

Environmental Services Committee Meeting

Tuesday, 17 June 2025

Ref: 1780813

Minutes of Timaru District Council
Environmental Services Committee Meeting
Held in the Council Chamber, District Council Building, King George Place, Timaru
on Tuesday, 17 June 2025 at 9:30 am

Present: Michelle Pye (Chairperson), Owen Jackson (Deputy Chairperson), Sally Parker, Gavin Oliver, Stu Piddington, Allan Booth, Peter Burt, Tewera King (Mana Whenua), Stacey Scott, Scott Shannon, Mayor Nigel Bowen

In Attendance: **Community Board Members:** Rosie Woods (Geraldine Community Board)

Officers: Paul Cooper (Group Manager Environmental Services), Stephen Doran (Group Manager Corporate and Communications), Hamish Barrell (Planning Manager - Consents, Compliance & Strategy), Maddison Gourlay (Marketing and Communications Advisor), Alana Hobbs (Executive Support Coordinator), Andrew Dixon (Group Manager Infrastructure), Justin Bagust (Chief Information Officer), Suzy Ratahi (Land Transport Manager), Claire Copeland (Group Coordinator Environmental Services - *Minutes*),

Via Teams Link: Nigel Trainor (Chief Executive).

Meeting commenced: 9.30am

1 Apologies

No apologies were received.

2 Public Forum

There were no public forum items.

3 Identification of Items of Urgent Business

Chairperson would like to discuss a submission on the RMA reform

4 Identification of Matters of a Minor Nature

Update from Group Manager Environment Services on the Rangitata river.

5 Declaration of Conflicts of Interest

Clr Stacey Scott expressed a conflict of interest on report **8.1 Biodiversity Protection Update Report** as she is a commissioner for the Proposed District Plan (PDP).

6 Confirmation of Minutes

6.1 Minutes of the Environmental Services Committee Meeting held on 15 April 2025

Resolution 2025/4

Moved: Clr Stacey Scott
Seconded: Clr Scott Shannon

That the Minutes of the Environmental Services Committee Meeting held on 15 April 2025 be confirmed as a true and correct record of that meeting and that the Chairperson's electronic signature be attached.

Carried

7 Schedules of Functions Attended

7.1 Schedule of Functions Attended by the Chairperson

Resolution 2025/5

Moved: Chairperson Michelle Pye
Seconded: Mayor Nigel Bowen

That the Schedule of Functions Attended by the Chairperson be received and noted without amendment.

Carried

Clr Stacey Scott left the chambers at 9.34am

8 Reports

8.1 Biodiversity Protection Update Report

This report outlines the approach Timaru District Council (TDC) takes to biodiversity protection and discusses how we move forward in the future. The purpose is to provide Elected Members with a high-level overview of what is occurring now and to evaluate how it fits with legislative requirements, future needs and considers the implications of the Resource Management Reforms' intended direction of travel.

The report noted that biodiversity is a statutory function under the Resource Management Act (RMA), which establishes expectations for Timaru District Council regarding District Wide Significant Natural Areas (SNAs). The Planning Manager - Consents, Compliance & Strategy provided an overview of how SNAs are incorporated into the Proposed District Plan (PDP), the nature of Council's engagement with landowners, the current status of the Timaru District biodiversity fund, and considerations around biosecurity and climate change. It was highlighted that biodiversity considerations permeate all areas of Council operations.

The Chair reiterated to Councillors that biodiversity is a statutory requirement and emphasised the Council's commitments to various strategies, including but not limited to the Canterbury Biodiversity Strategy and the Waitarakao Lagoon Strategy and their consideration funding in long term and annual plans.

The committee was informed that a total of 45 submissions and 20 further submissions were received regarding SNAs in the Proposed District Plan (PDP) during the 2025 consultation period. These submissions reflected a range of viewpoints.

Resolution 2025/6

Moved: Clr Peter Burt

Seconded: Mayor Nigel Bowen

That the Environmental Services Committee receive and note the Biodiversity Protection Update Report.

Carried

Clr Stacey Scott returned to the chambers at 9.39am

9 Consideration of Urgent Business Items

9.1 Submission on the RMA reforms

The Government has recently put out a series of documents on consultation around the reform of the RMA covering a range of topics from fresh water management, infrastructure and most significant to this DPR would be the treatment of class 3 soil under the National Policy Statement (NPS) for highly productive land. Submissions are sought by 27 July, and with no ES meeting prior to that date, officers have been asked to draft a submission and the authority given to the Mayor and the Chairperson of Environmental Services for the final approval prior to submission.

Resolution 2025/7

Moved: Clr Stacey Scott
Seconded: Clr Peter Burt

Council officers to draft a submission for on the RMA reforms, for consideration by Mayor and the Chair of Environmental Services committee to approve the final form.

Carried

10 Consideration of Minor Nature Matters

10.1 Rangitata Revival Strategy

The Group Manager of Environmental Services provided an update on the recent meeting of the Rangitata Environment Revival Strategy Steering Group.

Since the previous meeting, a decision has been made to divide the strategy document into two distinct sections:

- The first section will form the **Strategy**, outlining the overarching vision and goals.
- The second section will become the **Implementation Plan**, detailing specific actions to be undertaken.

A key consideration for our Council was the potential statutory implications of the original document, particularly in relation to the Resource Management Act (RMA). The initial content suggested that the strategy could influence statutory decision-making, especially concerning the South Branch of the Rangitata River—an area with significant farmland and economic interest for our rural community. As a result, all references to the South Branch have been removed from the document.

However, during the recent Steering Group meeting, Fiona Pimm, Chairperson on behalf of Arowhenua, proposed that the South Branch be acknowledged - not in its previous form, but simply to note its existence. It was emphasised that any such reference would be aspirational, intergenerational, and non-statutory in nature.

The next phase will focus on ensuring high-quality, inclusive consultation. This will include face-to-face engagement, with particular attention to stakeholders in the South Rangitata area.

Timeline:

- **16 June 2025** – Steering Group meeting held
- **By end of June 2025** – Working Group to be briefed on Steering Group outcomes
- **July 2025** – Public consultation on proposed changes and direction
- **August 2025** – Summary of feedback to be presented to the Steering Committee
- **By end of August 2025** – Strategy to be submitted to councils and organisations for endorsement
- **By end of September 2025** – Final strategy to be communicated to the public

11 Public Forum Items Requiring Consideration

There were no public forum items.

The Meeting closed at 9.48am

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Chairperson

7 Schedules of Functions Attended

7.1 Schedule of Functions Attended by the Chairperson

Author: **Jessica Kavanaugh, Team Leader Governance**

Authoriser: **Stephen Doran, Group Manager Corporate and Communications**

Recommendation

That the Schedule of Functions Attended by the Chairperson be received and noted.

Functions Attended by the Chairperson for the Period 04 June 2025 and 05 August 2025.

9 June 2025	Orari Temuka Opihi Pareora Water Zone Committee Meeting (online)
10 June 2025	Mayoral Forum Online Update on Zone Committee Review
13 June 2025	Welcomed Students at SADD Hui
17 June 2025	Standing Committees and Council Workshop
23 June 2025	Audit and Risk Committee Meeting and Workshop
24 June 2025	Council Meeting
30 June 2025	Council Meeting
1 July 2025	Pleasant Point Community Board Meeting
4 July 2025	Spoke at Rural Women NZ 100 Year Celebration
7 July 2025	Meeting with Andy Foster NZ First MP
15 July 2025	Council Meeting and Workshop
18 July 2025	Canterbury Climate Change Champions Reference Group Meeting Online
22 July 2025	Council Meeting
30 July 2025	Local Water Done Well Steering Group Meeting
4 August 2025	Hearing Committee Objection Meeting
5 August 2025	Council Meeting and Workshop

Meetings were also held with various ratepayers, businesses and/or residents on a range of matters.

Attachments

Nil

8 Reports

8.1 Actions Register Update

Author: **Jessica Kavanaugh, Team Leader Governance**

Authoriser: **Stephen Doran, Group Manager Corporate and Communications**

Recommendation

That the Environmental Services Committee receives and notes the updates to the Actions Register.

Purpose of Report

1 The purpose of this report is to provide the Environmental Services Committee with an update on the status of the action requests raised by Councillors at previous Committee meetings.

Assessment of Significance

2 This matter is assessed to be of low significance under the Council's Significance and Engagement Policy as there is no impact on the service provision, no decision to transfer ownership or control of a strategic asset to or from Council, and no deviation from the Long Term Plan.

Discussion

3 The actions register is a record of actions requested by Councillors. It includes a status and comments section to update the Environmental Services Committee on the progress of each item.

4 There is currently one item on the actions register.

5 No items are marked as ongoing.

6 The one item is marked as completed and are proposed to be marked as removed at the next meeting.

7 There are no items marked as removed to be taken off the list at the next meeting.

Attachments

1. Environmental Services Committee Actions Required

Information Requested from Councillors (Environmental Services Committee)

Key ■ = Completed, for removal ■ = 60+ Days ■ = 90+ Days ■ = Removed

Information Requested	Create a submission on the RMA reforms		
Date Raised:	17 June 2025	**Status:**	Completed
Issue Owner	Group Manager Environmental Services	**Completed Date:**	15 August 2025

Background: The Government has recently put out a series of documents on consultation around the reform of the RMA (Resource Management Act) and are seeking feedback by 27 July no more meeting prior to then. Officers to draft a submission with authority to the Mayor and the Chair for sign off.

Topics freshwater management, infrastructure and most significant to this DPR would be the treatment of class 3 soil under the National Policy Statement (NPS) for highly productive land.

It was requested that Council officers draft a submission for the RMA reforms, for consideration by the Mayor and the Chair of the Environmental Services Committee to approve the final form.

Update: The RMA national direction consultation submission feedback is broken down into four packages, a submission has been drafted for each one.

- Package 1 – **Infrastructure and Development**
- Package 2 – **Primary Sector**
- Package 3 – **Freshwater**
- Package 4 – **Going for Housing Growth**

Submissions on **Packages 1 – 3,** were due by Sunday 27 July, and were sent on Friday 25 July. Submission on **Package 4** are due by Sunday 17 August and are on track to be submitted within the allocated timeframe, at the time of drafting this update.

#1591280

8.2 Carbon Inventory from TDC and CCO and CCTO Operations for 2023 - 2024 Year

Author: **Troy Titheridge, Development Liaison Officer**
Rhys Taylor, Climate Change Advisor

Authoriser: **Paul Cooper, Group Manager Environmental Services**

Recommendation

That the Environmental Services Committee to receive and note the July 2023 – June 2024 Carbon Inventory for Timaru District Council, including Council Controlled Organisation, Venture Timaru and Council Controlled Trading Organisation, Timaru District Holdings Limited.

Purpose of Report

1 As part of Council's commitment toward emissions monitoring and reduction, this report presents the Carbon Inventory for 2023-2024, which now includes Council-Controlled Organisation (CCO) Venture Timaru (VT), and Council-Controlled Trading Organisation (CCTO) Timaru District Holdings Limited (TDHL), as well as the inclusion of more robust data that was not included in the initial baseline year.

Assessment of Significance

2 The report is principally for internal use but may interest the public and aid in subsequent staff and wider community education and engagement. Greenhouse gas emissions contribute to climate warming, so the Council has recognised that the impact of these should be mitigated. This report is therefore of low significance in terms of the Significance and Engagement Policy.

Discussion

3 The first Baseline Year Carbon Inventory was independently verified by Toitū Envirocare to help ascertain the measures of what should be included, accuracy of process, and scope for use in future Carbon Inventory data assembly. For the July 2023 – June 2024 period, the data compiled is not verified but will be verified in the next 2024 – 2025 Carbon Inventory. Opting to have our Carbon Inventory verified every two years reduces costs but still enables Council Officers to identify trends in our data and whether other emission sources should be included (if any) as they arise.

4 It is noteworthy that the first Carbon Inventory 2022-2023 (Baseline Year) was TDC's first attempt at assembling emissions data. With an extra staff resource provided via secondment to assist in the assembly of the 2023-2024 Carbon Inventory, more rigour and analysis from Council suppliers and invoices has produced a more comprehensive data set. This includes for example the inclusion of tissues, paper towels and toilet paper use, analysis of domestic versus international flights, and more substantive data on LPG gas and refrigerant use.

5 For the 2023 – 2024 year, Venture Timaru and Timaru District Holdings Limited have been included in our Carbon Inventory. The inclusion of these CCO and CCTO respectively solely pertains to their operations (e.g. fuel, electricity, paper, flights, accommodation). The inclusion of these Organisations demonstrates their willing commitment to track carbon emissions as well as help identify what areas of their operations may need emissions reduction improvement.

6 As the data compiled gets more thorough year on year and the procurement of suppliers who are conscious of sustainability and carbon emission reduction is applied, it is anticipated a more accurate inventory will emerge.

Attachments

1. Timaru District Council 2023-2024 GHG Inventory ⇩

GREENHOUSE GAS EMISSIONS INVENTORY AND MANAGEMENT REPORT

Toitū carbonreduce programme

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

Timaru District Council

Prepared by:

Rhys Taylor (Climate Change Adaptation Lead), Troy Titheridge (Climate Change Advisor)

Dated: 30 July 2025

Verification status: Not seeking Verification for 2023/2024

Measurement period: 01 July 2023 to 30 June 2024

Base year period: 01 July 2022 to 30 June 2023

Approved for release by:

Paul Cooper

Group Manager Environmental Services

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DISCLAIMER

AVAILABILITY

Internal use, with view to subsequent publication online and use in Council's Long Term Planning

REPORT STRUCTURE

The Inventory Summary contains a high-level summary of this year's results and from year 2 onwards a brief comparison to historical inventories.

Chapter 1, the Emissions Inventory Report, includes the inventory details and forms the measure step of the organisation's application for Programme certification. The inventory is a complete and accurate quantification of the amount of GHG emissions and removals that can be directly attributed to the organisation's operations within the declared boundary and scope for the specified reporting period. The inventory has been prepared in accordance with the requirements of the Programme[1], which is based on the Greenhouse Gas Protocol: A Corporate Accounting and Reporting Standard (2004) and ISO 14064-1:2018 Specification with Guidance at the Organization Level for

[1] Programme refers to the Toitū carbonreduce, Toitū net carbonzero and the Toitū climate positive programmes.

Quantification and Reporting of Greenhouse Gas Emissions and Removals[2]. Where relevant, the inventory is aligned with industry or sector best practice for emissions measurement and reporting.

Chapter 2, the reduction plan and progress report, forms the manage step part of the organisation's application for Programme certification.

See Appendix 1 and the related Spreadsheet for detailed emissions inventory results, including a breakdown of emissions by source and sink, emissions by greenhouse gas type, and non-biogenic and bio-genic emissions. Appendix 1 also contains detailed context on the inventory boundaries, inclusions and exclusions, calculation methodology, liabilities, and supplementary results.

This overall report provides emissions information that is of interest to most users but must be read in conjunction with the inventory workbook for covering all of the requirements of ISO 14064-1:2018.

[2] Throughout this document 'GHG Protocol' means the *GHG Protocol Corporate Accounting and Reporting Standard* and 'ISO 14064-1:2018' means the international standard *Specification with Guidance at the Organizational Level for Quantification and Reporting of Greenhouse Gas Emissions and Removals*.

CONTENTS

TABLES

FIGURES

EXECUTIVE SUMMARY

This is the annual greenhouse gas (GHG) emissions inventory and management report for Timaru District Council, covering the period from 1 July 2023 to 30 June 2024. Now in its second year of emissions reporting, the Council has significantly improved the completeness and quality of its data, following the establishment of the 2022–2023 Baseline Year. With additional staff support and more rigorous analysis of supplier records and operational data, this year's inventory presents a more refined picture of the Council's emissions profile.

The total gross emissions for the 2023–2024 year are estimated at 33,254.36 tCO_2e, reflecting all measurable emissions across Council operations, including those from Council-Controlled Organisation (CCO) Venture Timaru and Council Controlled Trading Organisation (CCTO) Timaru District Holdings Limited. Their inclusion is limited to direct operational activities (e.g., electricity, travel, fuel, paper use), and reflects a shared commitment to carbon accountability and strengthens the comprehensiveness of the inventory.

The emissions profile is dominated by two key categories:

Category 1 – Direct Emissions (Scope 1): 13,759.02 tCO_2e, primarily from landfill, wastewater and fuel use.

Category 4 – Indirect Emissions from Purchased Goods and Services (Scope 3): 17,939.79 tCO_2e, covering the embodied emissions in materials and services procured by Council.

While the majority of data was derived using a spend-based methodology, the exercise has successfully highlighted these emissions hotspots, which will guide future emissions reduction efforts. Over time, improving data quality - particularly through supplier engagement and direct activity-based data - will enhance the accuracy of the inventory and support more effective carbon management. This ongoing refinement of the Council's emissions inventory aligns with its broader sustainability objectives and commitment to evidence-based decision-making. As emissions data becomes more precise and procurement increasingly favours low-emissions suppliers, the Council is well-positioned to plan and implement meaningful carbon reduction initiatives.

Table 1: Inventory summary

Category **(ISO 14064-1:2018)**	**Scopes** **(ISO 14064-1:2006)**	**2023**	**2024**
Category 1: Direct emissions (tCO_2e)	Scope 1	898.40	13,759.02
Category 2: Indirect emissions from imported energy (location-based method*) (tCO_2e)	Scope 2	656.16	1,020.98
Category 3: Indirect emissions from transportation (tCO_2e)	Scope 3	507.15	534.57
Category 4: Indirect emissions from products used by organisation (tCO_2e)		29,464.84	17,939.79
Category 5: Indirect emissions associated with the use of products from the organisation (tCO_2e)		0.00	0.00
Category 6: Indirect emissions from other sources (tCO_2e)		0.00	0.00
Total direct emissions (tCO_2e)		**898.40**	**13,759.02**
Total indirect emissions* (tCO_2e)		**30,628.16**	**19,495.34**
Total gross emissions* (tCO_2e)		**31,526.55**	**33,254.36**
Category 1 direct removals (tCO_2e)		-3,235.00	-0.10

Category (ISO 14064-1:2018)	Scopes (ISO 14064-1:2006)	2023	2024
Total net emissions (tCO_2e)		**28,291.55**	**33,254.26**

*Emissions are reported using a location-based methodology.

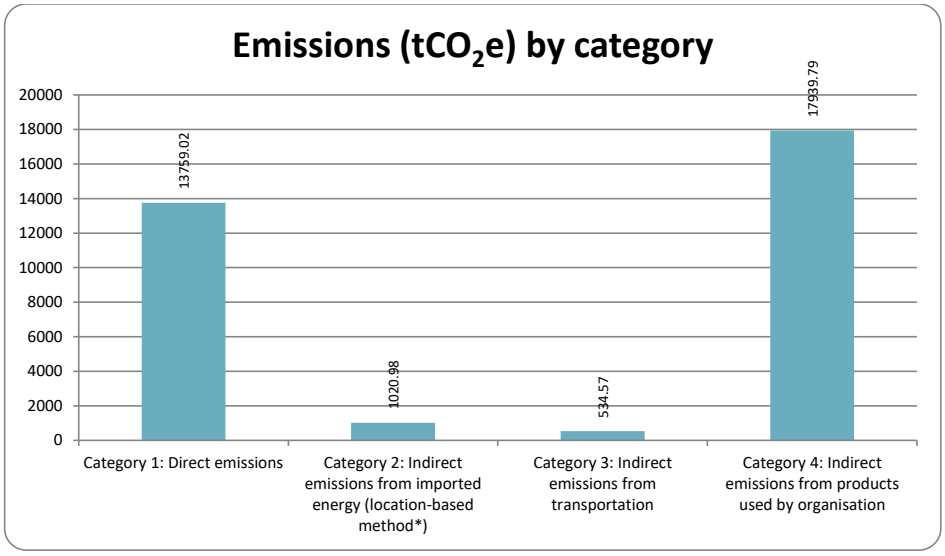

Figure 1: Emissions (tCO_2e) by Category for this measurement period

CHAPTER 1: EMISSIONS INVENTORY REPORT

1.1. INTRODUCTION

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

This report presents the Carbon Inventory for Timaru District Council's operations for the 2023-2024 period, building upon the 2022-2023 Baseline Year Inventory. The baseline year was established as a learning opportunity to identify the most significant areas of emissions within Council operations, providing insights into the relative scale of impact across the organisation. It also highlighted data gaps and areas for improvement in future reporting.

For 2023-2024, this report expands the scope of measurement by incorporating more comprehensive data, and reducing reliance on proxy information where possible. Additionally, it includes emissions from Council-Controlled Organisation (CCO) Venture Timaru and Council Controlled Trading Organisation (CCTO) Timaru District Holdings Limited, further strengthening the accuracy and completeness of the inventory. This report supports the Council's ongoing commitment to emissions monitoring and reduction, ensuring a more detailed understanding of the greenhouse gas emissions (CO_2e) associated with its operations and guiding future sustainability initiatives.

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 certification entity.

1.2. EMISSIONS INVENTORY RESULTS

Table 2: Emissions inventory summary for this measurement period

Measurement period: 01 July 2023 to 30 June 2024.

Category	Toitū carbon mandatory boundary (tCO_2e)	Additional emissions (tCO_2e)	Total emissions (tCO_2e)
Category 1: Direct emissions	13,759.02 Acetylene use, Argoshield, CO_2, Diesel stationary combustion, Diesel, HCFC-22 (R-22, Genetron 22 or Freon 22), HFC-134a, HFC-32, LPG stationary commercial, Petrol regular, R-410A, Waste landfilled - Redruth - LFGR Mixed waste, Wastewater for treatment plants (average), WWTP sewage (tCO_2e)	0.00	13,759.02
Category 2: Indirect emissions from imported energy (location-based method*)	1,020.98 Electricity - Annual factor	0.00	1,020.98
Category 3: Indirect emissions from transportation	34.26	500.31	534.57

Category	Toitū carbon mandatory boundary (tCO_2e)	Additional emissions (tCO_2e)	Total emissions (tCO_2e)
	Pre-calculated (tCO_2-e) - Air travel, Pre-calculated (tCO_2-e) - Business travel, Car Average (unknown fuel type), Air travel domestic (average)	Car Average (unknown fuel type), Pre-calculated (tCO_2-e) - Purchased goods and services, Accommodation - New Zealand	
Category 4: Indirect emissions from products used by organisation	61.32 Electricity distributed T&D losses, Waste to Landfill Municipal solid waste (tCO_2e)	17,878.47 Libraries, museums, and art (spend-based), Paper use - default, Paper use - specific supplier - Australian Paper, Road transport freight services (spend-based), Architectural and engineering services (spend-based), Civil engineering services (spend-based), Computers, parts, and office machinery (spend-based), Non-residential building construction (spend-based), Composting, Research and development (spend-based)	17,939.79
Category 5: Indirect emissions associated with the use of products from the organisation	0.00	0.00	0.00
Category 6: Indirect emissions from other sources	0.00	0.00	0.00
Total direct emissions	**13,759.02**	**0.00**	**13,759.02**
Total indirect emissions*	**1,116.56**	**18,378.78**	**19,495.34**
Total gross emissions*	**14,875.58**	**18,378.78**	**33,254.36**
Category 1 direct removals	-0.10	0.00	-0.10
Total net emissions	**14,875.48**	**18,378.78**	**33,254.26**
Operating revenue (gross tCO_2e / $Millions)		108.19	241.85

*Emissions are reported using a location-based methodology.

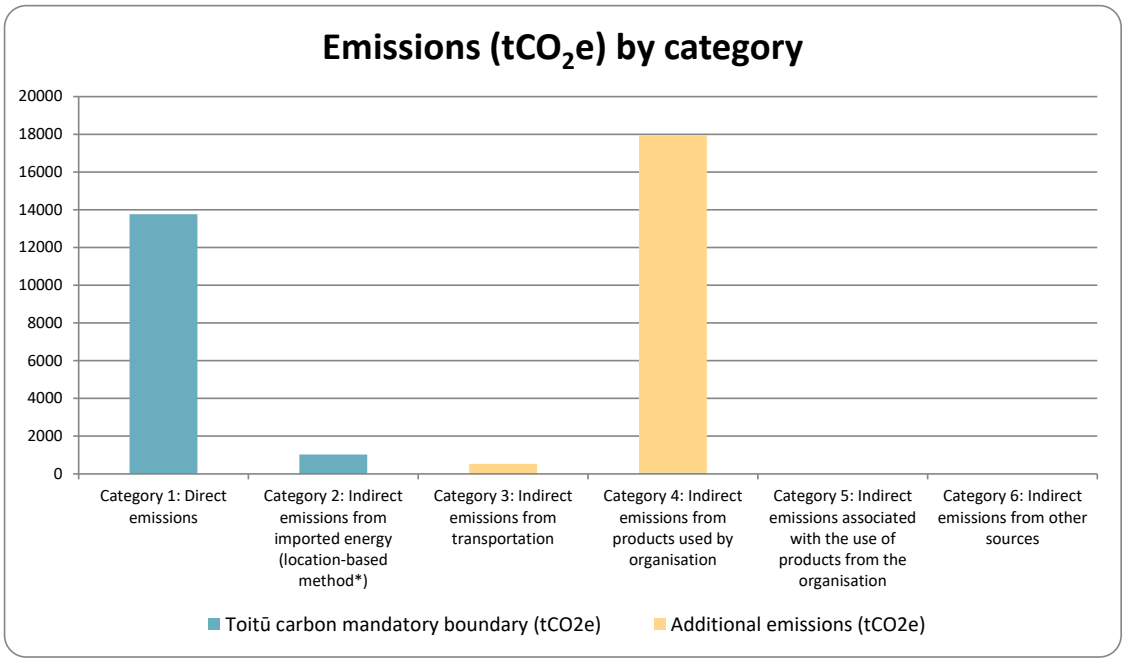

Figure 2: Emissions (tCO_2e) by category

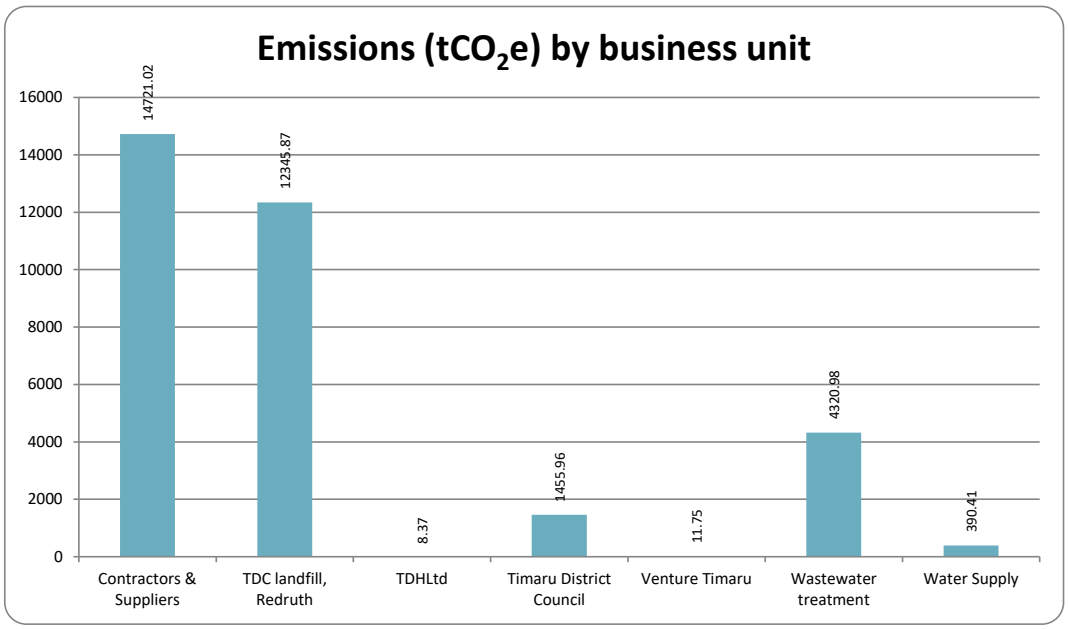

Figure 3: Emissions (tCO_2e) by business unit

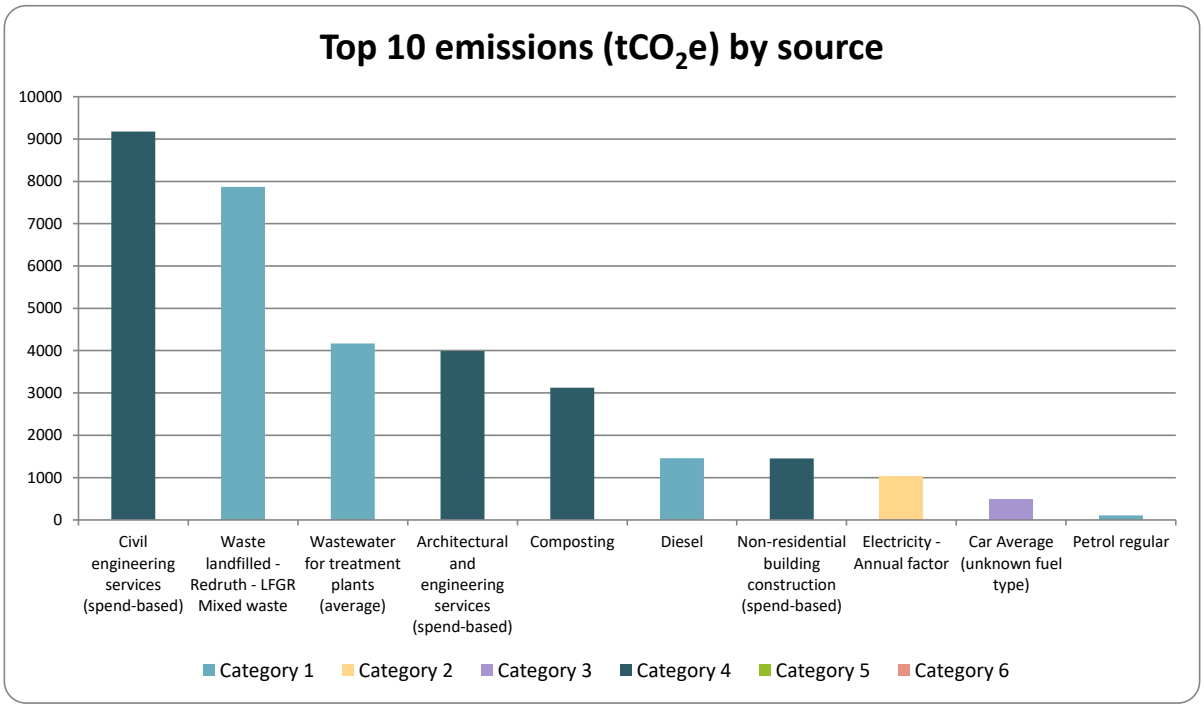

Figure 4: Top 10 emissions (tCO_2e) by source

1.3. ORGANISATIONAL CONTEXT

1.3.1. Organisation description

The Timaru District Council is a territorial authority, providing local government services to ratepayers of the towns of Timaru, Temuka, Pleasant Point and Geraldine plus smaller communities from Milford Huts on the coast, to Peel Forest. It oversees Council-Controlled Organisation Venture Timaru and Council Controlled Trading Organisation TDHL which are included in this year's carbon inventory.

The Regional Council (Environment Canterbury) shares a Rates billing arrangement with TDC. For information on their carbon inventory, see https://www.ecan.govt.nz/get-involved/news-and-events/2024/emissions-inventory-a-first-for-canterbury/

District Council services include: waste collection and processing into compost, recyclables and a Council-managed landfill; libraries and sports facilities, swimming pools, museum, theatre (awaiting re-build), meeting halls, street lighting and traffic lights, road and footway maintenance, urban stormwater management, drinking water supply networks, urban sewage and trade waste networks, waste water treatment and ocean outfall, various community services, some social housing and more.

Commitment to certification

For the 2023/2024 reporting period, Timaru District Council is seeking independent third-party assurance from Toitū. While we are not pursuing formal verification or certification this year, this assurance process provides confidence in the robustness of our methodology, strengthens the integrity of our emissions inventory, and supports informed decision-making. It will also guide the Council's ongoing commitment to climate action - including setting meaningful emissions reduction targets and advancing adaptation planning.

GHG Reporting

The Long-Term Plan adopted in 2021 committed the Council to beginning work on climate change adaptation and mitigation. This inventory builds upon the 2022/2023 baseline, which was a key step in

helping the Council to address its carbon impacts from business as usual, after which a lower-carbon future can be envisaged. Through yearly production of a carbon inventory, Council can continue to monitor its emissions, identify trends, and identify which areas of the organisation could have carbon emissions reduced.

Climate Change Impacts

TDC expects to see faster coastal erosion, more frequent floods (especially in La Nina Ocean pattern, with wet Easterly winds) and in other years droughts with some wildfires (in the El Nino Ocean pattern, where predominantly westerly winds are dried by crossing the Alps). Some of the population will experience summer heat stress, exacerbating certain health conditions and most endangering the very young and elderly. Homes will prove poorly adapted to summer overheating and to more frequent rain plus unventilated humidity. Snowfields will miss out on adequate winter snow. Farmers, and the South Canterbury processors dependent upon them, will have crops and livestock affected by climate change plus rapid technology changes (driven in part by need to decarbonise). Power supply networks will be stretched as firms decarbonise by electrifying to replace solid-fuel boilers and factory processes, also as solar generators seek grid access and vehicle fleets switch to battery and later to hydrogen (made by electrolysis of water). The Council may have to bring forward infrastructure replacements and modifications to cope with likely floods and also be prepared to repair structures more-often damaged by flood or storm events, as seen in other parts of NZ recently.

Parent Company Targets

Government expects local authorities to engage with carbon measurement and mitigation. See Ministry for the Environment. 2022. *"Towards a productive, sustainable and inclusive economy: Aotearoa New Zealand's First Emissions Reduction Plan 2022-2025"*.

1.3.2. Statement of intent

Intended use and users

The inventory is mostly for use by staff and councillors to inform policy and investment planning, starting with 2024 Long Term Plan. It may help inform procurement policy and contract drafting with suppliers. Summary information may interest the wider public, media, education and businesses.

Other schemes and requirements

Inventory results will be shared with other Councils, through the Mayoral Forum Climate partnership.

For Toitū this is Measure and Verify.

1.3.3. Person responsible

Rhys Taylor (Climate Change Adaptation Lead) is responsible for this report and its peer review, and Troy Titheridge (Climate Change Advisor) is responsible for data inputting. Paul Cooper (Group Manager Environmental Services) is responsible for reporting results to top management and has financial authority to authorise budget for the Programme, including Management projects and any Mitigation objectives.

Further information on contributors

Nigel Howarth leads on Council's Procurement.

Rhys Taylor has a Lincoln University Masters Degree in Resource Management, and prior to joining Council, worked in 'community education for sustainability' and social/environmental research in Aotearoa-NZ for over 25 years and previously in county and national-level rural community development and environmental projects in the UK.

Troy Titheridge has a Lincoln University Masters Degree in Environmental Policy and Management.

Top management commitment

In June 2022 the TDC Environmental Services Committee resolved to "Be a climate-friendly council. We will adapt to climate change and reduce greenhouse gas emissions from Council's operations wherever feasible." Read more at www.timaru.govt.nz/climatechange

Management involvement

The Environmental Services Committee consisting of elected members have been regularly informed on Council's Climate Change work programme.

1.3.4. Reporting period

Base year measurement period: 01 July 2022 to 30 June 2023

The first Carbon Inventory 2022-2023 (Baseline Year) was TDC's first attempt at assembling emissions data. With an extra staff resource provided via secondment to assist in the assembly of this 2023-2024 Carbon Inventory, more rigour and analysis from Council suppliers and invoices has produced a more comprehensive data set. As a result, the data reported and presented in 2022/2023 is different from that shown in this 2023/2024 inventory.

Measurement period of this report: 01 July 2023 to 30 June 2024

Reporting on the Carbon Inventory is annual, and presented after the end of the financial year.

TDC financial and annual reporting year runs from July to June, so this carbon inventory covers the same interval (July 2023 - June 2024)

1.3.5. Organisational boundary and consolidation approach

Organisational boundaries were set with reference to the methodology described in the GHG Protocol and ISO 14064-1:2018 standards.

Justification of consolidation approach

This carbon inventory (just like the 2022/2023 inventory) focuses on operational emissions rather than carbon emissions embodied within structures. TDC staff and everyday public services are included, as well as CCO Venture Timaru and CCTO TDHL.

Much work by the Council is implemented by contractors, so an approximation of carbon impact based on the annual spend (sorted by category of work) has been used, applying emission factors derived by Ministry for Environment. Longer-term it would be preferable to use real data such as fuel and electricity consumed, for these contractors, as we have done for in-house activity.

A small part of the emissions we accounted for is from neighbouring districts Mackenzie and Waimate, as they send solid waste our Redruth landfill as part of a joint contract with EnviroNZ. Their inputs are labelled within the waste data inputs.

Organisational structure

Timaru District Council is a statutory territorial authority operating under Local Government Acts, located within Canterbury Region. The Tier 1,2,3 Chart in Figure 5 indicates senior levels/groups of administration. Governance is by an elected body of Councillors.

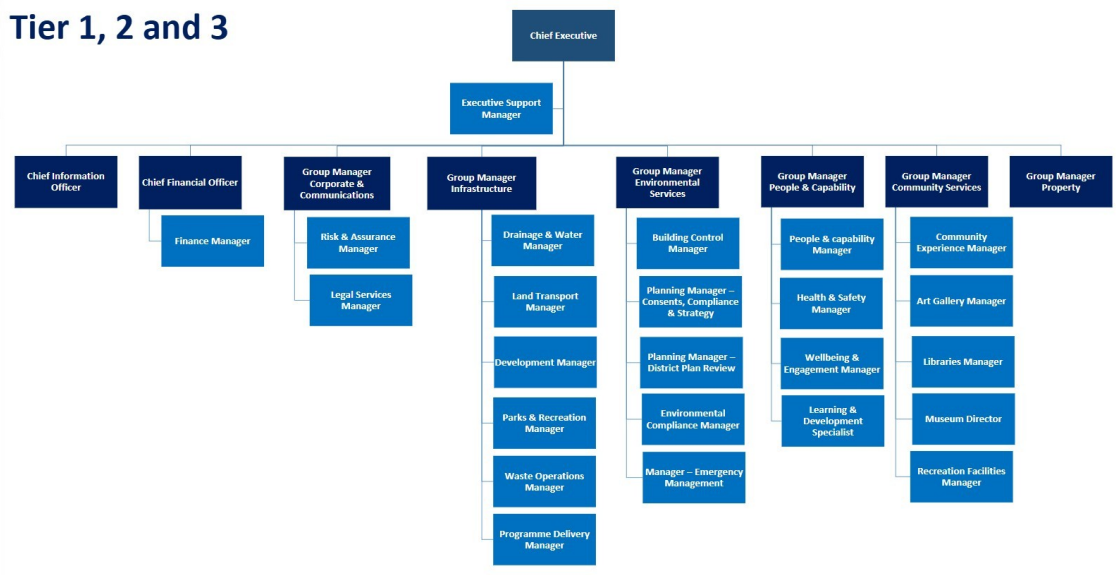

Figure 5: Organisation leadership structure prior to July 2025 restructure

Table 3. Brief description of business units, sites and locations included in this emissions inventory

	Company/Business unit/Facility	Physical location	Description
Chief Information Officer	Information Technology	TDC Municipal Offices, Timaru	data, digital, content, applications, archives, information, networks,
Chief Financial Officer	Finance	TDC Municipal Offices, Timaru	procurement, accounts, revenue, rates
Corporate and Communications	Risk, Legal, Communications	TDC Municipal Offices, Timaru	legal, risk, communications, governance, policy, strategy
Infrastructure Group	Waste Unit	TDC Municipal Offices, Timaru + Redruth	waste assets, minimisation, and EnviroNZ operations - Redruth
	Drainage and Water	Municipal offices, Washdyke, Claremont, Timaru	Three waters
	Land Transport	Municipal offices, Timaru CBD	Strategy, projects, consents, planning, networks, assets,
	Airport	Levels, north of Timaru	Council-managed regional airport.

	Company/Business unit/Facility	Physical location	Description
	Parks and Recreation	TDC Municipal Offices, King Street, Timaru	Parks operations, gardens, policy, projects, contracts
	Development	TDC Municipal Offices, King Street, Timaru	Strategic projects.
	Programme Delivery	TDC Municipal Offices, King Street, Timaru	Project and Programme delivery
Community Services	Recreation Facilities	District Wide	Pool operations, stadium operations, café, aquatics
	Libraries	District Wide	x3 Libraries, adult and childrens, outreach, heritage
	Art Galley	Wai-Iti Road, Timaru	Art Gallery and House, collections and curations
	Museum	Bank Street, Timaru	Museum exhibitions, collections
Environmental Services	Environmental Compliance	TDC Municipal Offices	animal control, bylaws, parking
	Building Control	TDC Municipal Offices	building control, inspections, compliance, approvals
	Planning	TDC Municipal Offices	district plan, resource consents, planning,
	Climate Change	TDC Municipal Offices	carbon inventory, organisation climate change response
	Emergency Management	TDC Municipal Offices	emergency response, resilience, engagement
Venture Timaru	Council Controlled Organisation	Sefton Street East, Bay Hill	Economic Development and Tourism Agency
Timaru District Holdings Limited	Council Controlled Trading Organisation	117 Stafford Street, Timaru	Council's Investment and Holdings Company

1.3.6. Excluded business units

All Business Units (where applicable), including our CCO and CCTO are included in the emissions boundary.

CHAPTER 2: EMISSIONS MANAGEMENT AND REDUCTION REPORT

2.1. EMISSIONS REDUCTION RESULTS

TDC had no formal targets set for emission reduction across the organisation prior to 2023. However, some opportunities to reduce emissions whilst reducing costs were previously identified and acted upon. For example, converting yellow sodium streetlamps to light-emitting diode bulbs (LED) which are more energy efficient.

The gas flare at Redruth installed in late 2023 burns methane into at least 30x less damaging carbon dioxide and water. The data from the effects of the gas flare were not recorded for the 2023/2024 carbon inventory however will be included in the 2024/2025 carbon inventory year.

Note: The significant difference in both direct and indirect emissions between 2022/2023 and 2023/2024 is attributable to the change in methodology used to calculate emissions. In the base year, emissions were estimated based on tonnes of wastewater treated, whereas in the 2023/2024 reporting year, emissions have been calculated using cubic metres (m^3) of flow.

This shift to volume-based measurement aligns with current best practice and provides a more accurate and consistent reflection of wastewater treatment activity. This reflects an improvement in the precision of data capture and emissions reporting, supporting a more robust platform for tracking future year-on-year performance.

Table 4: Comparison of historical GHG inventories

Category	2023	2024
Category 1: Direct emissions (tCO_2e)	898.40	13,759.02
Category 2: Indirect emissions from imported energy (location-based method*) (tCO_2e)	656.16	1,020.98
Category 3: Indirect emissions from transportation (tCO_2e)	507.15	534.57
Category 4: Indirect emissions from products used by organisation (tCO_2e)	29,464.84	17,939.79
Category 5: Indirect emissions associated with the use of products from the organisation (tCO_2e)	0.00	0.00
Category 6: Indirect emissions from other sources (tCO_2e)	0.00	0.00
Total direct emissions (tCO_2e)	**898.40**	**13,759.02**
Total indirect emissions* (tCO_2e)	**30,628.16**	**19,495.34**

Category	2023	2024
Total gross emissions* (tCO_2e)	**31,526.55**	**33,254.36**
Category 1 direct removals (tCO_2e)	-3,235.00	-0.10
Total net emissions (tCO_2e)	**28,291.55**	**33,254.26**
Emissions intensity		
Operating revenue (gross tCO_2e / $Millions)	277.31	241.85
Operating revenue (gross mandatory tCO_2e / $Millions)	124.66	108.19

*Emissions are reported using a location-based methodology.

*In Figure 7, for the 2024 reporting year, a key methodological update was made to the way emissions from waste and wastewater activities are classified. In the base year (2022/2023), emissions from these sources were reported under broad *disposal* categories, specifically:

- "Disposal of liquid waste – Wastewater"
- "Disposal of solid waste – Landfilled"

This approach was based on the best available data and emissions factor guidance at the time. However, to improve alignment with current greenhouse gas accounting standards (e.g. GHG Protocol and sector-specific guidance), the 2024 inventory has refined this classification to more accurately reflect the nature of the activities involved.

From 2024 onwards:

- Emissions from **wastewater treatment** processes — are now reported under the newly established category "Treatment of wastewater."
- Emissions from the **processing or treatment of solid waste** (such as composting, anaerobic digestion, mechanical sorting, or pre-disposal processing) are reported under "Treatment of waste."
- Only residual emissions from **final disposal** (i.e. landfilling) remain under "Disposal of solid waste – Landfilled," and are significantly lower due to changes in both classification and improved waste diversion practices.

This reclassification provides a clearer distinction between *treatment* (which involves active processing) and *disposal* (which reflects end-of-life fate) and enables more precise tracking of emissions by activity type. However, it also introduces a break in year-on-year comparability between base year and current year data within these categories. Users should therefore exercise caution when interpreting variances over time, as these are largely due to definitional realignment rather than operational change.

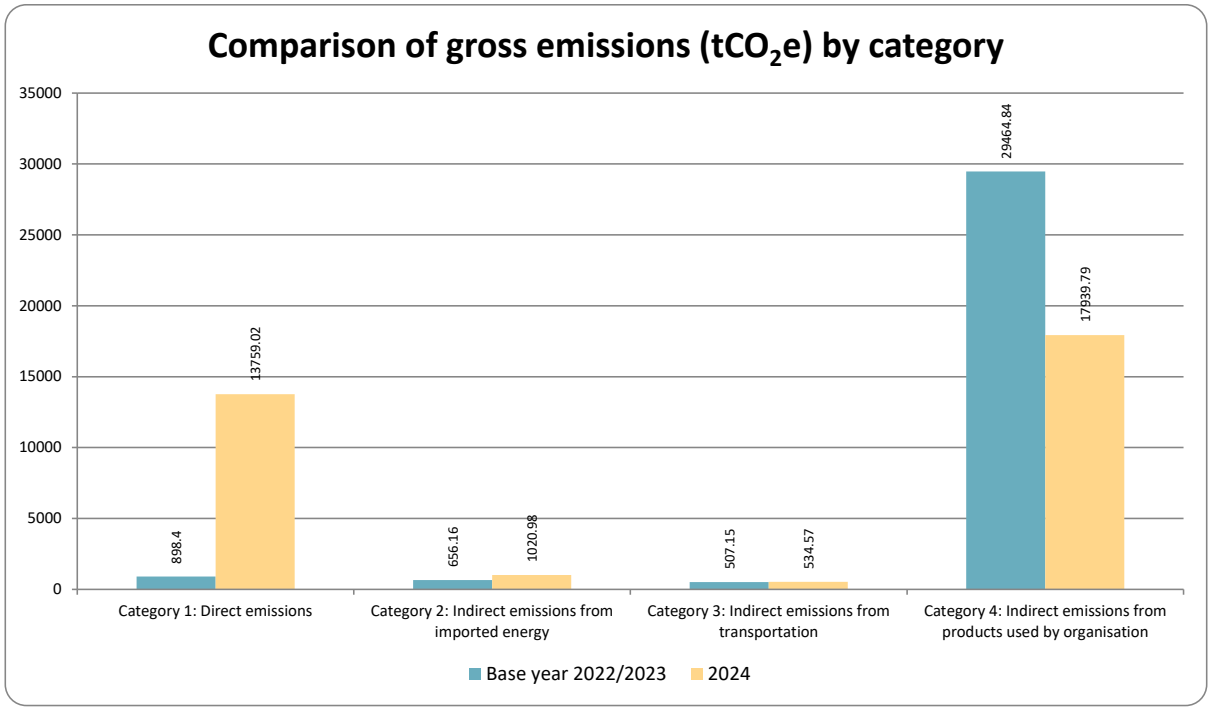

Figure 6: Comparison of gross emissions (tCO_2e) by category between the reporting periods

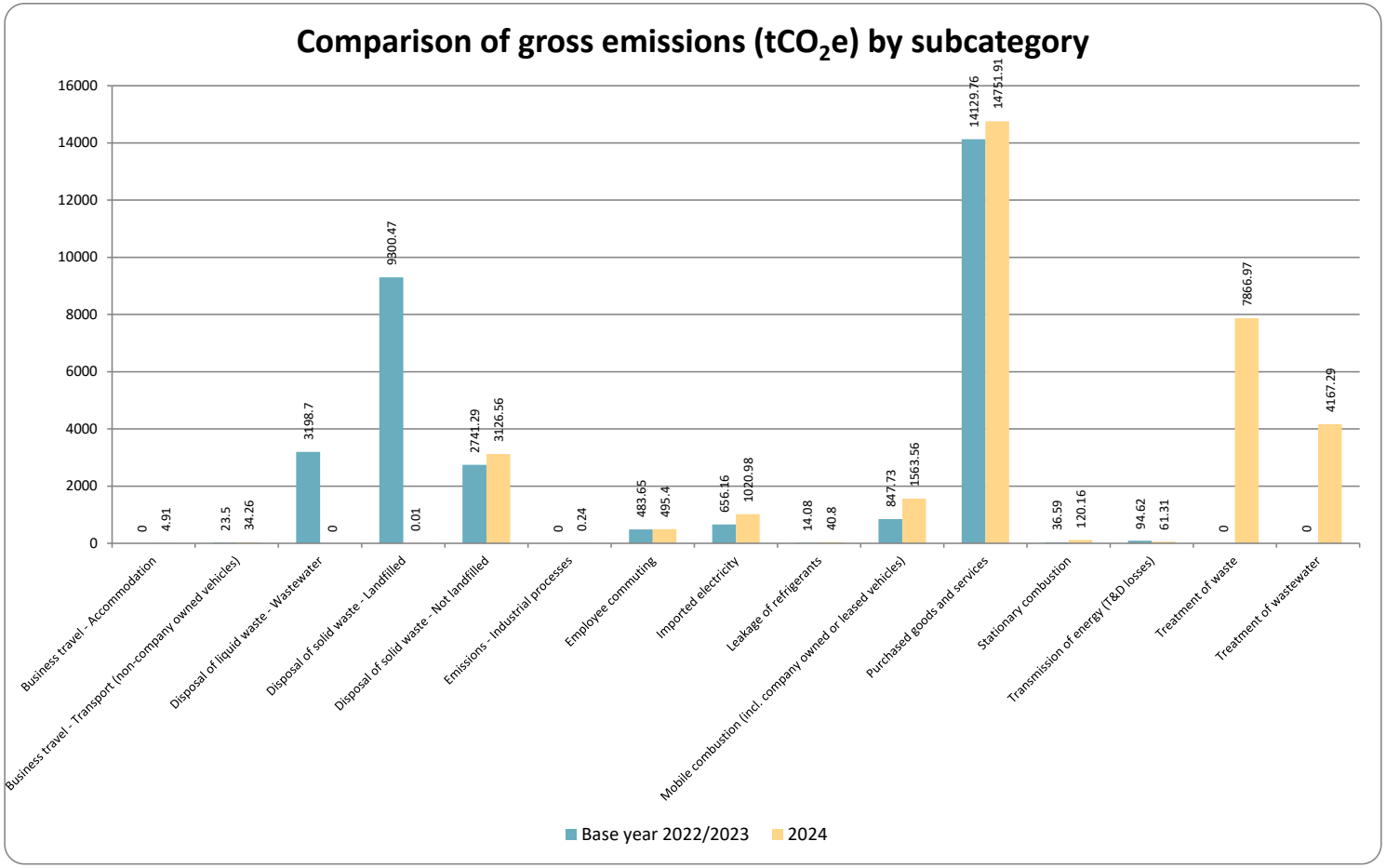

Figure 7: Comparison of gross emissions (tCO_2e) by subcategory between the reporting periods

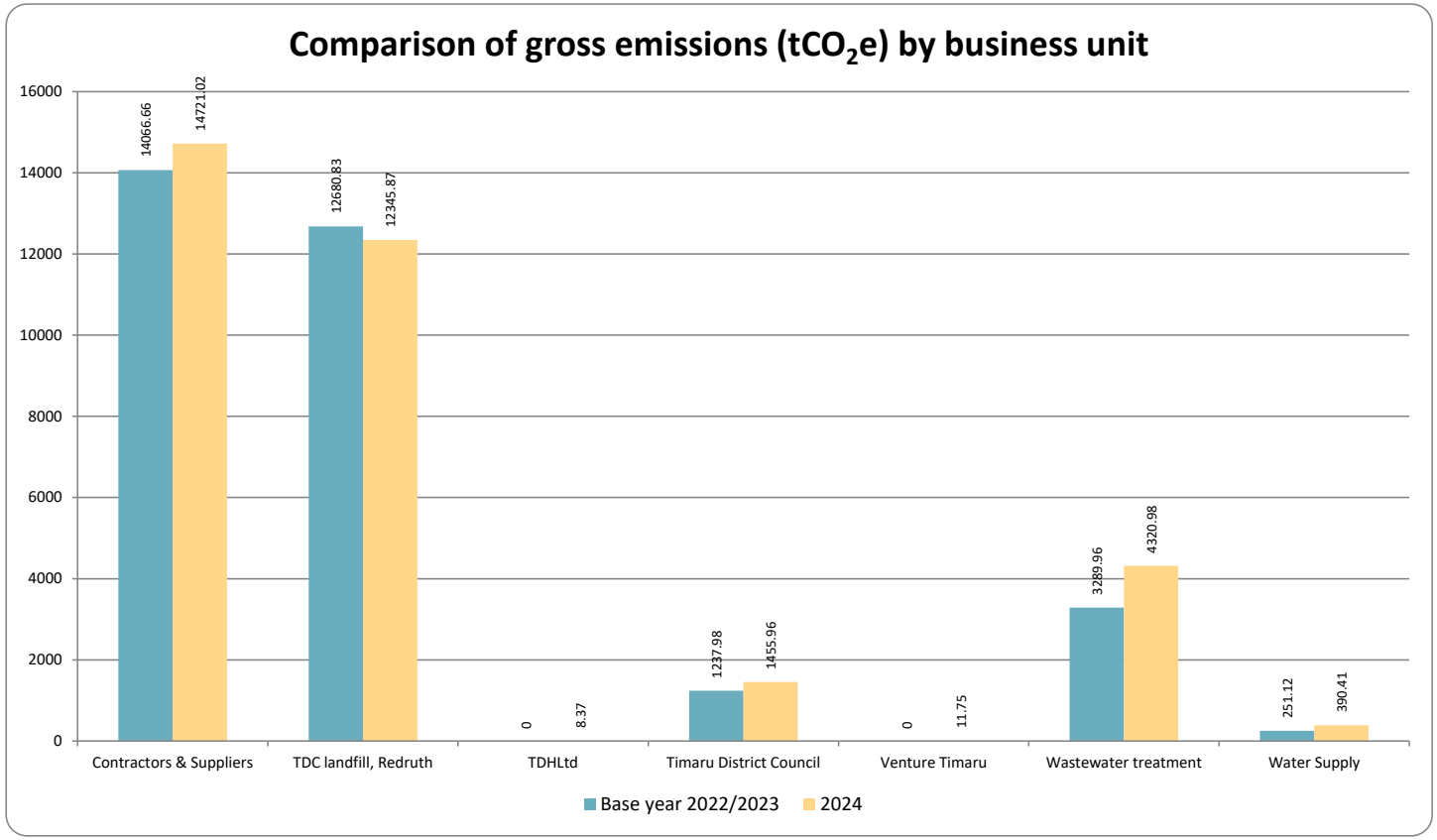

Figure 8: Comparison of gross emissions (tCO_2e) by business unit between the reporting periods

2.2. SIGNIFICANT EMISSIONS SOURCES

Significant sources

1. Landfill gas from Redruth.

2. Methane and nitrous oxides from Washdyke Timaru wastewater treatment.

3. Contractor-associated emissions, at this early stage calculated from contract spend as a proxy, so not yet very accurate. The largest component is civil engineering-related for infrastructure work.

Activities responsible for generating significant emissions

1. Decay without oxygen of organic matter within water-sealed but eventually not gas-tight landfill.

2. Decay of organic matter including proteins, in water-borne waste.

3. Likely fuel for contractors' vehicles, potentially some embodied emissions in construction materials (concrete).

Influences over the activities

1. From 2024-25 methane emissions will be reduced as a result of the gas flare. Also diverting maximum proportion of green wastes into EnviroWaste's additional 'enclosed' composting plant, in construction 2024. Encouraging diversion of more putrescible items from landfill, such as untreated timber, in long-term.

2. Investigation of alternative treatment processes for future use on wastewater, also influence upstream input of trade wastes through commercial initiatives in waste redirection.

3. Contractors encouraged through future competitive contracts to use lower emission vehicles, processes and construction materials.

Significant sources that cannot be influenced

Reducing electrical generation carbon emissions is related to the minority proportion of NZ grid power generation which is from non-renewable sources, such as coal or gas turbines. Decisions on size of this non-renewable proportion, as overall demand for electricity grows, are beyond TDC control.

Improving the efficiency of electricity use can be influenced when larger scale equipment is replaced (e.g. street lighting conversion to LED, more efficient water pumps & controls) and at the margins by behavioural choices (turning off when unused) and avoiding unnecessary travel.

2.3. STAFF ENGAGEMENT

- A working group of staff from several units across Active transport, Communications, HR, Health & Safety, Wellbeing, Climate has been established as well as a workshop for staff proposing & informing actions including active transport options, how vehicle shared ownership and/or use works, electric vehicle user experiences - based on the staffs' own stories.

- Proposed circular to staff summarising the carbon inventory findings and relating it to the next Long Term Plan process.

- Annual Staff Travel to Work survey.

- Offer to attend a 'Low Carbon Living' workshop at the November 2023 Sustainability Festival (at South Canterbury Eco Centre) invitation was distributed to staff.

- Advice from Climate Change Adaptation Lead assisting other units during LTP process 2023-2024.

APPENDIX 1: DETAILED GREENHOUSE GAS INVENTORY

Additional inventory details are disclosed in the tables below, and further GHG emissions data is available on the accompanying spreadsheet to this report (Appendix1-Data Summary Timaru District Council.xls).

Table 5. Direct GHG emissions and removals, quantified separately (in tonnes) for each applicable gas

Category	CO_2	CH_4	N_2O	NF_3	SF_6	HFC	PFC	Desflurane	Sevoflurane	Isoflurane	Emissions total (tCO_2e)
Stationary combustion	119.81	0.26	0.09	0.00	0.00	0.00	0.00	0.00	0.00	0.00	120.16
Mobile combustion (incl. company owned or leased vehicles)	1,536.62	3.49	23.45	0.00	0.00	0.00	0.00	0.00	0.00	0.00	1,563.56
Emissions - Industrial processes	0.24	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.24
Removals - Industrial processes	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Leakage of refrigerants	0.00	0.00	0.00	0.00	0.00	40.80	0.00	0.00	0.00	0.00	40.80
Treatment of waste	0.00	7,866.97	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	7,866.97
Fugitive Emissions	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Treatment of wastewater	506.00	1,736.31	1,924.98	0.00	0.00	0.00	0.00	0.00	0.00	0.00	4,167.29
Emissions - Land use, land-use change and forestry	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Removals - Land use, land-use change and forestry	-0.10	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	-0.10
Fertiliser use	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Addition of livestock waste to soils	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Addition of crop residue to soils	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Addition of lime to soils	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Enteric fermentation	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Open burning of organic matter	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00

Category	CO_2	CH_4	N_2O	NF_3	SF_6	HFC	PFC	Desflurane	Sevoflurane	Isoflurane	Emissions total (tCO_2e)
Electricity generated and consumed onsite	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Medical gases	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Exported electricity	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Total net emissions	2,162.57	9,607.03	1,948.52	0.00	0.00	40.80	0.00	0.00	0.00	0.00	13,758.92

Table 6. Non-biogenic, biogenic anthropogenic and biogenic non-anthropogenic CO2 emissions and removals by category

Category	Anthropogenic biogenic CO_2 emissions	Anthropogenic biogenic (CH_4 and N_2O) emissions (tCO_2e)	Non-anthropogenic biogenic (tCO_2e)
Category 1: Direct emissions	0.00	11,528.26	0.00
Category 2: Indirect emissions from imported energy	0.00	0.00	0.00
Category 3: Indirect emissions from transportation	0.00	0.00	0.00
Category 4: Indirect emissions from products used by organisation	0.00	3,126.56	0.00
Category 5: Indirect emissions associated with the use of products from the organisation	0.00	0.00	0.00
Category 6: Indirect emissions from other sources	0.00	0.00	0.00
Total gross emissions	**0.00**	**14,654.82**	**0.00**

A1.1 REPORTING BOUNDARIES

A1.1.1 Emission source identification method and significance criteria

The GHG emissions sources included in this inventory are those required for Programme certification and were identified with reference to the methodology described in the GHG Protocol and ISO 14064-1:2018 standards as well as the Programme Technical Requirements.

Personal communications with relevant staff, review of operational expenditure records, review of invoices have informed the compilation of this report.

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

- All direct emissions sources that contribute more than 1% of total Category 1 and 2 emissions
- All indirect emissions sources that are required by the Programme.

A1.1.2 Included sources and activity data management

As adapted from ISO 14064-1, the emissions sources deemed significant for inclusion in this inventory were classified into the following categories:

- **Direct GHG emissions (Category 1):** GHG emissions from sources that are owned or controlled by the company.
- **Indirect GHG emissions (Category 2):** GHG emissions from the generation of purchased electricity, heat and steam consumed by the company.
- **Indirect GHG emissions (Categories 3-6):** GHG emissions that occur as a consequence of the activities of the company but occur from sources not owned or controlled by the company.

Table 7 provides detail on the categories of emissions included in the GHG emissions inventory, an overview of how activity data were collected for each emissions source, and an explanation of any uncertainties or assumptions made based on the source of activity data. Detail on estimated numerical uncertainties are reported in Appendix 1.

Data required is identified by the Climate Change Adaptation Lead and Climate Change Advisor and then this is requested from appropriate staff by email or at meetings. Generous cooperation from staff colleagues is required in order to produce reliable data. Access to financial records including invoices to reconcile data compiled is also required. Analysis of electricity retailer invoices into spreadsheets by category of power use is also sought across all sites. Contracted expenditure is analysed by the Procurement Lead within broad categories.

Table 7. GHG emissions activity data collection methods and inherent uncertainties and assumptions

GHG emissions category	GHG emissions source or sink subcategory	Overview of activity data and evidence	Explanation of uncertainties or assumptions around your data and evidence
Category 1: Direct emissions and removals	Mobile Combustion	Petrol, Petrol Premium, Diesel coming from fuel card reports.	Supplier records and reports are accurate. All fuel purchased for mobile combustion used the same change card system.
	Stationary Combustion	Diesel for generations and pumping	Large Use of Estimation, as this is commercially purchased and not via fuel card.
	Emissions - Industrial Processes	Acetylene Use for WWTP	Supplier records and reports are accurate via invoices received.
	Emissions - Industrial Processes	Argon Use for WWTP	Supplier records and reports are accurate via invoices received.
	Stationary Combustion	CO_2	Supplier records and reports are accurate via invoices received.
	Leakage of Refrigerants	R-410a for Heat pumps and Refrigeration	Supplier records and reports. Data complete. Some estimation required.
	Leakage of Refrigerants	R-134a for Heat pumps and Refrigeration	Supplier records and reports. Data complete. Some estimation required.
	Leakage of Refrigerants	R-32 for Heat pumps and Refrigeration	Supplier records and reports. Data complete.
	Stationary Combustion	LPG Stationary Commercial - Bottles	Supplier records and reports. Data complete.
	Treatment of Wastewater	Treatment of Sewage m^3	Data complete via flow meters
	Treatment of Waste	Timaru District + Incoming waste from neighbouring Councils. Disposal of waste.	Data complete, some estimation required. Data captured via weighbridge scales.
	Treatment of Waste	Aerobic Composting	Estimates based on proxy data

GHG emissions category	GHG emissions source or sink subcategory	Overview of activity data and evidence	Explanation of uncertainties or assumptions around your data and evidence
Overall assessment of uncertainty for Category 1 emissions and removals		25%	Medium
Category 2: Indirect emissions from imported energy	Imported electricity	KWhr figures obtained from invoices and supplier spreadsheets	Data complete.
Overall assessment of uncertainty for Category 2 emissions and removals		2%	Medium
Category 3: Indirect emissions from transportation	Pre-calculated (tCO_2-e) Business Travel	Data complete. Pre-verified data using Orbit Travel.	Data complete. Pre-verified data using Orbit Travel.
	Estimated kms travelled from Staff Travel to Work Survey	Estimates based on proxy data - supplied from employees	Estimates based on proxy data - supplied from employees
	Car Average (unknown fuel type)		Estimated
Overall assessment of uncertainty for Category 3 emissions and removals		54%	High
Category 4: Indirect emissions from products used by organisation	Purchased Goods and Services	Paper Usage (Printing, and Hygiene Use), Library and Museum (Books, Stationery), Civil Engineering (construction), Architectural and Engineering Services (draughts work, design, consultancy), Computers (peripherals, printers, tech), Non-Residential building construction (plumbing, repairs, etc)	The spend-based proxies for purchased services use emission factors per dollar calculated for MfE from NZ research but are not specific to TDC work. They provide a baseline from more accurate reporting methods can be developed. Some data is complete, with some estimation required e.g. paper usage is obtained from invoices.

GHG emissions category	GHG emissions source or sink subcategory	Overview of activity data and evidence	Explanation of uncertainties or assumptions around your data and evidence
	Disposal of Solid Waste - Not Landfilled	Composting	Estimates based off proxy data.
	Transmission of energy (T&D Losses)	Electricity Distribution T&D Losses	Data complete. Using KWhr data to produce calculation.
Overall assessment of uncertainty for Category 4 emissions and removals		42%	High

A1.1.3 Excluded emissions sources and sinks

Emissions sources in Table 8 have been identified and excluded from this inventory.

Table 8. GHG emissions sources excluded from the inventory

Business unit	GHG emissions source or sink	GHG emissions category	Reason for exclusion
TDC	source - a few electric vehicles used in staff commuting	Electricity and transmission	small number, no data.
TDC	source - taxi use	indirect emissions	occasional, no data
Redruth landfill	source -electricity use	Indirect emissions	no data, but negligible
TDC	source - N fertilisers	indirect emissions (nitrous oxides)	none used within forestry, negligible amount on parks
TDC	embodied emissions in purchases of vehicles, and some structures	indirect emissions	no data

A1.2 QUANTIFIED INVENTORY OF EMISSIONS AND REMOVALS

A1.2.1 Calculation methodology

A calculation methodology has been used for quantifying the emissions inventory based on the following calculation approach, unless otherwise stated below:

Emissions = activity data x emissions factor

All emissions were calculated using Toitū e-manage with emissions factors and Global Warming Potentials provided by the Programme (see Appendix 1 - data summary.xls). Global Warming Potentials (GWP) from the IPCC fifth assessment report (AR5) are the preferred GWP conversion[3].

Where applicable, unit conversions applied when processing the activity data has been disclosed.

There are systems and procedures in place that will ensure applied quantification methodologies will continue in future GHG emissions inventories.

A1.2.2 GHG Storage and liabilities

A1.2.2.1 GHG STOCKS HELD ON SITE

Refrigerants and fuels may be stored on site, but their accidental leakage or release could result in a large increase in emissions for that period. Refrigerants such as HFCs, PFCs and SF_6 are GHGs with high global warming potentials, so material volumes of these or fuel are reported as potential liabilities.

Table 9. Total storage as of year end with potential GHG emissions liabilities.

GHG gas stock held	Quantity	Unit	Potential liability (tCO_2e)
Acetylene use	69.60	kilograms	0.24
Argoshield	74.40	kilograms	0.01
CO_2	26,455.00	kilograms	26.46
Diesel commercial	11,400.00	litres	30.53
HFC-134a	27.20	kilograms	35.36
HFC-32	4.51	kilograms	3.05

[3] If emission factors have been derived from recognised publications approved by the programme, which still use earlier GWPs, the emission factors have not been altered from as published.

GHG gas stock held	Quantity	Unit	Potential liability (tCO_2e)
LPG stationary commercial	21,258.00	kilograms	63.17
Pre-calculated (tCO_2-e) - Forest contingent liability	0.00	tonnes	0.00
Pre-calculated (tCO_2-e) - Forest potential liability	54,852.00	tonnes	54,852.00
R-410A	1.15	kilograms	2.21
Total potential liability			55,013.03

A1.2.2.2 LAND-USE LIABILITIES

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

Table 10. Land-use liabilities (total)

Site name	Total sequestration during reporting period (tCO_2e)	Contingent liability (tCO_2e)	Total potential liability (tCO_2e)
Timaru District Council	0.00	0	0

A1.2.3 Supplementary results

Holdings and transactions in GHG-related financial or contractual instruments such as permits, allowances, verified offsets or other purchased emissions reductions from eligible schemes recognised by the Programme are reported separately here.

A1.2.3.1 PURCHASED OR DEVELOPED REDUCTION OR REMOVAL ENHANCEMENT PROJECTS

No forestry removal was undertaken during the July 2023/June 2024 period.

APPENDIX 2: SIGNIFICANCE CRITERIA USED

Table 11. Significance criteria used for identifying inclusion of indirect emissions

Emission source	Magnitude	Level of influence	Risk or opportunity	Sector specific guidance	Outsourced	Employee engagement	Intended Use and Users	Include in inventory?
Staff commuting vehicle emissions	small part	voluntary basis - annual staff survey	reputational positive value as a Council staff showing climate impact concern, if they do.	Government identifies annual vehicle carbon emission reduction of 20% as a target		Opportunity for employee engagement	yes	include
LPG (stationary) emissions	very small	could potentially substitute electrical power?	Opportunity for solar electricity as a means of heating, instead of LPG.	businesses locally also seek decarbonisation, so this is consistent. Coal boilers already removed.			yes	include but seek to eliminate
Paper (handtowels, toilet paper in workplaces)	small part	difficult to avoid, required for hygiene, would be required wherever they work.	not double-counted.				no	included
Aircraft fuel supplied at airport	not included	TDC provides airport facility but is not responsible for the emissions of flights (as in providing roads)	Opportunity may emerge for TDC to be involved in Air NZ ALIA electric aircraft trials.	Flight emissions are significant in NZ, especially with a lack of alternative long-distance modes such as rail and coach			yes	no

APPENDIX 3: CERTIFICATION MARK USE

Timaru District Council is not seeking Toitū Certification.

APPENDIX 4: REFERENCES

International Organization for Standardization, 2018. ISO 14064-1:2018. Greenhouse gases – Part 1: Specification with guidance at the organization level for quantification and reporting of greenhouse gas emissions and removals. ISO: Geneva, Switzerland.

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

World Resources Institute and World Business Council for Sustainable Development, 2015 (revised). The Greenhouse Gas Protocol: Scope 2 Guidance. An amendment to the GHG Protocol Corporate Standard. WBCSD: Geneva, Switzerland.

APPENDIX 5: REPORTING INDEX

This report template aligns with ISO 14064-1:2018 and meet Toitū carbonreduce programme Organisation Technical Requirements. The following table cross references the requirements against the relevant section(s) of this report.

Section of this report	ISO 14064-1:2018 clause	Organisational Technical Requirement rule
Cover page	9.3.1 b, c, r 9.3.2 d,	TR8.2, TR8.3
Availability	9.2 g	
Chapter 1: Emissions Inventory Report		
1.1. Introduction	9.3.2 a	
1.2. Emissions inventory results	9.3.1 f, h, j 9.3.3	TR4.14, TR4.16, TR4.17
1.3. Organisational context	9.3.1 a	
1.3.1. Organisation description	9.3.1 a	
1.3.2. Statement of intent		TR4.2
1.3.3. Person responsible	9.3.1 b	
1.3.4. Reporting period	9.3.1 l	TR5.1, TR5.8
1.3.5. Organisational boundary and consolidation approach	9.3.1.d	TR4.3, TR4.5, TR4.7, TR4.11
1.3.6. Excluded business units		
Chapter 2: Emissions Management and Reduction Report		
2.1. Emissions reduction results	9.3.1 f, h, j, k 9.3.2 j, k	TR4.14, TR6.18
2.2. Significant emissions sources		
2.3. Emissions reduction targets		TR6.1, TR6.2, TR6.4, TR6.6, TR6.8,
2.4. Emissions reduction projects	9.3.2 b	TR6.8, TR6.11, TR6.12, TR6.13, TR6.14, TR6.15
2.5. Staff engagement		TR6.1, TR6.9
2.6. Key performance indicators		TR6.19
2.7. Monitoring and reporting	9.3.2 h	TR6.2
Appendix 1: Detailed greenhouse gas inventory	9.3.1 f, g	TR4.9, TR4.15
A1.1 Reporting boundaries		
A1.1.1 Emission source identification method and significance criteria	9.3.1 e	TR4.12, TR4.13
A1.1.2 Included emissions sources and activity data collection	9.3.1 p, q 9.3.2 i	TR5.4, TR5.6, TR5.17, TR5.18,
A1.1.3 Excluded emissions sources and sinks	9.3.1 i	TR5.21, TR5.22, TR5.23
A1.2 Quantified inventory of emissions and removals		
A1.2.1 Calculation methodology	9.3.1 m, n, o, t	
A1.2.2 Historical recalculations		
A1.2.3 GHG Storage and liabilities		
A1.2.3.1 GHG stocks held on site		TR4.18
A1.2.3.2 Land-use liabilities	9.3.3.	TR4.19

8.3 Future of Building Control Delivery

Author: **Jayson Ellis, Building Control Manager**

Authoriser: **Paul Cooper, Group Manager Environmental Services**

Recommendation

That the Environmental Services Committee receive and note the Future of Building Control Delivery report.

Purpose of Report

1 The purpose of this report is to outline the proposed road map and the schedule of projects to improve how Building Control Functions will be delivered as we work towards creating a Private Building Control Authority (BCA) as a Council Controlled Organisation (CCO).

Assessment of Significance

2 According to the Council's Significance & Engagement Policy, this topic is not significant. This report does not require a decision and is for information sharing purposes.

Discussion

Council Philosophy on Service Delivery

3 Councils are required under the Building Act 2004 (Act) to have a BCA or alternatively have another provider that service on their behalf.

4 Since 2004 when the current Act came into being, BCA's have been required to be accredited via a bi-annual audit conducted by IANZ on behalf of central government, and to be registered – meaning that the BCA is viable, a long-term entity and insured to cover the risk associated with fulfilling the role. In short, Councils have largely had a monopoly on the BCA function for more than 20 years, meaning that it has been a public service model, with a high focus on quality and risk management.

5 The central government reform of the building consent system is and will continue to change how Council delivers the activity of Building Control. For example, simple smaller buildings such as smaller garages, garden sheds, pole sheds and some other exceptions no longer require a building consent (or won't shortly with incoming amendments to legislation).

6 Concurrently to the reform, central government has recently registered an accredited private company as a BCA, with another in the pipeline and interest shown from several other private companies in creating private BCA's.

7 This is a new development and a shift away from the established system, with the Christchurch based private BCA already actively recruiting qualified technical staff from Councils. The stated intent of the company is to (initially) look to secure the simpler low risk consents from around the country.

8 As more private BCA's come on stream and the building consent market becomes competitive in nature, there is a danger that Council's BCA's will diminish in size due to a lack of volume of

consents, become less viable and increasingly expensive for the potentially complex higher risk consent applications left with Council BCA's.

9 The question then is what will Councils choose to do in response to this foundational change? Timaru District Council (TDC) has chosen to move the Building Control activity toward a CCO model, initially in-house, with a view to getting "match fit" in order to go out as a CCO sometime in the future and become a private BCA.

10 Officers are keen to understand if Council's intent remains as directed earlier in the year, given some of the new developments since the previous decision.

New Consenting Software

11 The old consenting systems (GoGet and Simpli) will be phased out in 2026. Officers have secured a new system called Objective Build, developed by Objective over the last two years. This system is now being rolled out to their existing customers, including TDC.

12 This is the first of many changes in our Building Control roadmap for 2025 and beyond. While TDC waits for more Building Consent Authorities (BCAs) to sign up for Objective Build, this will help TDC prepare for the future and achieve some of Minister Penk's Building Reform objectives, such as consistency and collaboration, as the software allows more collaboration between BCA's.

13 The Build system is a complete product with many improved features for both external customers and BCA staff. It also includes ongoing development for using AI to streamline the process for applicants, technical checking and inspections.

14 We switched to Build on 14 July 2025. While we are now receiving applications through the new system, we also have to manage previous applications in the old system for three months. This allows outstanding applications to be migrated to Build once they are granted and issued.

15 Mackenzie District Council's BCA has already switched to Build and Officers look forward to Waitaki and Waimate BCA's making the move so TDC can benefit from a shared consenting platform and potential sharing of resource.

CCO Like Structure

16 To prepare for becoming a Council Controlled Organisation (CCO), the Chief Executive (CE) has agreed that the Building Control functions will be separated from the organisation (on paper) and operate as much as possible as a separate entity (be more CCO like whilst remaining in-house). This will involve creating a quasi-board sitting over it, initially including:

16.1 The Chief Executive (CE)

16.2 Chief Financial Officer (CFO)

16.3 The Legal Services Manager

17 The board will provide oversight and governance to the Group Manager Environmental Services (GM) and Building Control Manager (BCM). This oversight and support will confirm the Key Performance Indicators (KPIs) that you might expect to see for a CCO and ensure these measures are achieved. The GM and the BCM will both report to the board and be held accountable for performance of the unit.

18 The BCM will be responsible for day-to-day operation including operational delivery, financial management, and technical leadership. This is similar to the current duties of the BCM but

with a greater emphasis on delivering Building Control functions in a more private sector like manner.

It is worth noting that whilst Officers are motivated to formulate this structure as soon as possible, there is the opportunity for elected members to become part of the board to assist with an independent viewpoint, however this will most likely eventuate post the local government elections in October 2025.

Other Private BCA's

19 As mentioned earlier in this report it is worth noting that concurrently with the central government reform of the building consent system, the Ministry of Business, Innovation & Employment (MBIE) have accepted (for the first time) the establishment of a fully private BCA that is both accredited and registered. A second private BCA is currently going through the process of becoming accredited and registered with several other private companies showing interest in starting their own private BCA.

20 The new environment for BCA's will likely require Council BCA's to be more aggressive in the market for consent applications, responsive to customers, more efficient, and manage risk in a more nuanced fashion – i.e. invest more time in high-risk risk building control matters and less time on low risk matters within the consenting process.

Financial Overheads

21 The current organisational framework for managing finances, particularly relating to corporate overheads are primarily calculated as a percentage and based proportionately on staff numbers within the unit, and whether the activity generates revenue. Whilst acknowledging there are other factors and the reasons why it is managed this way, certain overhead costs do not necessarily reflect the use of that overhead or service – a CCO would not necessarily incur the same costs. However, work done to date examining corporate overheads in-house versus a CCO, although covering different costs, the total remains similar in either case.

Time verses Cost framework

22 Officers are implementing a more accurate time recording system for charge out purposes. This is an important input to our future costing system.

Working across boundaries

23 As TDC navigates the rapidly evolving Building Regulatory landscape, Officers are developing improved ways to deliver our Building Control Services that better manage the ebbs and flows of Building and Construction both locally and outside the Timaru District.

24 As the Building Act allows a BCA to approve, inspect, and certify a building consent anywhere in the country, Officers have considered how they can manage this approach outside of the Timaru district. Accordingly, Officers are in the process of approaching local designers and builders to see if they are interested in submitting some or all of their out of district work through the Timaru BCA.

25 The feedback has been positive to date and broadly speaking there is an appetite to support local in the sector. As a result, Officers are now implementing measures to ensure the success of this approach. While it is known what the legislation allows, Officers have also approached

TDC's insurer to understand any potential issues, of which the Insurer replied with no concerns, providing TDC works within the accredited processes and procedures.

26 Performing building consent work outside our district allows TDC Officers to manage their workload in a more consistent manner and having more control over the number of applications received will enable Officers to manage resources more effectively.

27 Council officers will engage with neighbouring BCA's, to see if there is any change in position on opportunities to collaborate, prior to pursuing out of district consents neighbouring districts.

28 Officers have also looked at other consent processing opportunities and recently submitted a tender to the Queenstown Lakes District Council (QLDC) for processing building consent applications and potentially performing site and or remote inspections. Part of the future will include right sizing the technical team to deliver, which potentially may require additional staff. If private BCA's take a portion of TDC's work, their need for more technical staff may be off-set by TDC's work out of district. The balance will require careful management.

Remote inspections

29 In 2024, the government proposed making all building inspections remote to speed up the process. As a result of this proposal, the Minister has confirmed that 80% of all inspections must be carried out within three working days, forming part of the Building Accreditation Regulations and subjected to the Bi-annual audit process.

30 To achieve this regulatory requirement, Officers are looking at ways to include additional resources and or create remote inspection capabilities. While additional resources may not be required at this stage, Officers propose creating two remote inspection pods within the Building Unit, complete with the technical functionality required for this process.

31 The technical team will be trained in how to effectively carry out a remote inspection. This training will be staged and will eventually result in the ability to perform a remote inspection with limited notice, as the Building Control Unit will have staff in the office to fulfil the need.

32 Whilst remote inspections will be another tool for the technical team, Officers will continue to carry out on-site inspections for critical aspects of a project. However, there will be many opportunities for remote inspections to provide value, particularly for re-inspections and low-risk inspections.

Priority customers and Multiproof approvals

33 Officers are developing a system to improve the consenting service to our customers, including recognising consistent compliance performance. With this in mind, we believe a local Multiproof approval system would provide greater value to our customers and be a great marketing tool for approved designers and builders as they will receive a faster consent turn around.

34 The current consenting statistics and relationships developed over time will help identify those within the local industry best suited to pilot the program. Once established and providing the intended value, Officers will look to further develop the scheme by adding additional approved customers. The approval process will be such that only those meeting certain criteria will be eligible for the scheme.

35 The Multiproof approval process is similar to the building consent process. The customer submits their application, and the BCA works through the normal approval process. Once

approved, the customer receives an approval number to reference when submitting future applications for that design. The BCA will only have to approve a limited amount of work, as the bulk of the assessment has already been approved through the Multiproof process.

Multiproof approvals will initially be limited to Residential One building categories to ensure the risks remain low while we develop and embed the process. Once we are comfortable with the process, we can consider extending approvals to higher category levels. The new consenting system, Objective Build, already includes this Multiproof approval system, so it is not necessary to develop anything new or incur additional software costs.

Building Compliance Team structure change

36 At the end of October 2025, the Building Compliance Team Leader will retire. In light of this upcoming vacancy, consideration will be given to the most effective team structure, including whether a like for like replacement of this role is most effective, or whether repurposing the vacant Full Time Equivalent (FTE) role within the unit would better support government requirements.

There are several considerations relating to this change as Officers witness the Building Regulatory landscape evolve at a rate not anticipated. The challenge is understanding the direction of Building Control both locally and nationally to ensure the team continue to develop the team in the right areas to build on the effectiveness and efficiencies of the Building Control Unit.

Customer service verses chargeable functions

37 In order to more accurately capture how chargeable time is used against particular tasks within the Building Control activity (including building consents) a more sophisticated timesheet system has been developed.

38 The data will equip officers with real time information to inform process improvement.

Attachments

1. Building Control - 2025-26 Road Map & Change Schedule ⇩

Building Control Services

2025 Road Map – Project Schedule

Activity	July	Aug	Sept	Oct	Nov	Dec	Jan	Feb	March	April	May	June
Consenting System	Project started			Project completed								
Quazi CCO Structure			Project started		Project completed							
Time Sheets	Project started	Project completed										
Financials		Project started		Project completed								
Working Across Boundaries	Project started											
Remote Inspections		Project started		Project completed								
Multiproof Consents		Project started			Project completed							
Building Compliance Structure			Project started			Project completed						
Fees & Charges		Project started		Project completed								

Legend	Project started	Project completed	Continue as BAU

8.4 Update on Natural Hazard Information Requirements and Land Information Memorandums

Author: **Aaron Hakkaart, Planning Manager - District Plan Review**

Authoriser: **Paul Cooper, Group Manager Environmental Services**

Recommendation

That the Environmental Services Committee receive and note the Update on Natural Hazard Information Requirements and Land Information Memorandums report.

Purpose of Report

1 This report provides an update on new regulations that set out detailed minimum content and format of the natural hazard information in a Land Information Memorandum (LIM). The requirements are legislated by the Local Government Official Information and Meetings Act 1987 (LGOIMA) and came into force in July this year. New Regulations have also been introduced and come into force on 17 October 2025.

Assessment of Significance

2 The changes outlined are driven by legislation and Council is required to comply with these regulations. The changes impact the level of information Council is required to provide as part of its LIM process.

Discussion

Previous Requirements

3 Under LGOIMA, a potential purchaser of land could ask district councils – but not regional councils – to prepare and provide a LIM that includes information identifying certain potential natural hazards affecting the land, such as erosion, slippage and flooding. The requirement only applied to information that was known to the council concerned, and it excluded any information that was apparent from a district plan.

4 Natural hazard information held by a council comes from various sources and is presented in various forms. It may be site specific – such as an engineering report on a particular property – or cover a wider geographical area. By nature, this information is often technical and could be buried in a lengthy or complicated document.

5 Councils often found it hard to identify when general hazard information about a wider area crossed the line to become information about a potential hazard affecting a specific property. Given the potential liability if a LIM was found to be incomplete, there was a tendency for councils to include more rather than less information, sometimes in a form that is not readily understandable to the recipient.

Legislative Amendments

6 The amendments to LGOIMA, together with associated regulations, are intended to make it clearer what hazard information is to be included in a LIM, the form/ structure of a LIM, and overall ensure that information is provided in a more user-friendly and understandable way.

7 The amended which came into force in July introduce new provisions requiring LIMs to contain information about:

7.1 known or potential natural hazards affection the land concerned;

7.2 known or potential impacts of climate change that exacerbate those natural hazards; and

7.3 the cumulative or combined effects of those hazards and impacts for the land concerned.

8 Rather than a bespoke description of which hazards might be relevant, natural hazards are now defined as such in the Resource Management Act 1991 (which includes earthquake, tsunami, erosion, volcanic and geothermal activity, landslip, subsidence, sedimentation, wind, drought, fire or flooding), thereby aligning the two Acts.

9 The new provisions now explain when there is a "potential" natural hazard – i.e. where the council is satisfied there is a reasonable possibility that the hazard may affect the land, now or in the future. This provides some leeway to the council when identifying potential hazards.

10 The requirement to include information about the cumulative or combined effects of hazards and impacts is a new feature of the amendments, and we expect that councils will need to carefully consider how to address that requirement where there are overlapping hazard risks (i.e. river flooding and coastal inundation risks, including due to sea level rise).

The New Regulations

11 The new Regulations come into force on 17 October 2025. The new Regulations set out the detailed minimum content and format of the natural hazard information in a LIM. LIMs must now include a separate natural hazard section (where relevant) which contains:

11.1 relevant information sourced from the council's district plan;

11.2 certain Building Act information - where a building consent has been granted on land subject to natural hazards, or where a "Do Not Enter" notice is in place); and

11.3 other hazard information grouped under subject headings (earthquake, flooding etc).

12 The focus of the Regulations is on providing useful information only - less can be more, especially where the hazard information is in graphical form. The district plan hazard information can be given by cross-referencing to the district plan and providing a link to any relevant map. Where information is held in a technical report, the report need not be provided itself, but the LIM must set out certain information about the report - its purpose, scope, title, date, who prepared it and who commissioned it, and how it may be accessed. Where information is in a map produced or commissioned by the council, or received from the regional council, the map, or an internet link to the map, must be included.

13 If any information has been commissioned or produced by the council itself, the LIM must include a plain English summary if the council thought this would help the recipient to

understand the natural hazard information. We anticipate this may be an area of difficulty for councils, especially where detailed reports are involved.

Regional Council Involvement

14 To ensure all hazard information held by or known to local authorities is included, regional councils will be required to provide the same categories of hazard information to the district and city councils in their region that are responsible for preparing LIMs. The eventual LIM must include that information, without alteration, and specify that it has come from the regional council, including links to the regional council's own online hazard portal. If the regional council has included a plain language summary, this must also be included.

Implementation by Timaru District Council

15 Timaru District Council has been actively working through the requirements of the new legislation and preparing for the implementation for the Regulations. This work has included liaising with staff at Environment Canterbury, who are also in the process of responding to the implications of the new requirements on them.

16 Future LIMS will better cross-reference the information that Environment Canterbury holds. The Regulations require the information provided to be broader, but also more nuanced, so that it contains plain language summaries. These changes need to be carefully developed so that the information provided is fit for purpose to those that are receiving it.

17 Accordingly, staff are developing processes to capture relevant information at the time of receipt and then link it to relevant properties so that it can be extracted at the time of a LIM being processed. These processes will result in the changes to the information that has historically been included within LIMs.

Attachments

Nil

9 Consideration of Urgent Business Items

10 Consideration of Minor Nature Matters

11 Public Forum Items Requiring Consideration