

## Notice of Meeting:

I hereby give notice that an ordinary Meeting of the Council will be held on:

**Date:** Thursday 30 April 2020

**Time:** 10.00am

**Meeting:** Audio Visual Link

Richard Briggs  
Chief Executive

---

## Council *Kaunihera* OPEN AGENDA

---

### Membership

Chairperson	Mayor P Southgate
<i>Heamana</i>	
Deputy Chairperson	Deputy Mayor G Taylor
<i>Heamana Tuarua</i>	
Members	Cr M Bunting
	Cr M Forsyth
	Cr M Gallagher
	Cr R Hamilton
	Cr D Macpherson
	Cr K Naidoo-Rauf
	Cr A O'Leary
	Cr R Pascoe
	Cr S Thomson
	Cr M van Oosten
	Cr E Wilson

**Quorum:** A majority of members (including vacancies)

**Meeting Frequency:** Monthly – or as required

---

Becca Brooke  
Governance Manager  
*Menetia Mana Whakahaere*

**23 April 2020**  
Telephone: 07 838 6439  
Becca.Brooke@hcc.govt.nz  
www.hamilton.govt.nz

## **Purpose**

The Council is responsible for:

1. Providing leadership to, and advocacy on behalf of, the people of Hamilton.
2. Ensuring that all functions and powers required of a local authority under legislation, and all decisions required by legislation to be made by local authority resolution, are carried out effectively and efficiently, either by the Council or through delegation.

## **Terms of Reference**

1. To exercise those powers and responsibilities which cannot legally be delegated by Council:
  - a) The power to make a rate.
  - b) The power to make a bylaw.
  - c) The power to borrow money, or purchase or dispose of assets, other than in accordance with the Long Term Plan.
  - d) The power to adopt a Long Term Plan or Annual Plan, or Annual Report.
  - e) The power to appoint a Chief Executive.
  - f) The power to adopt policies required to be adopted and consulted on under the Local Government Act 2002 in association with the Long Term Plan, or developed for the purpose of the Council's governance statement, including the 30-Year Infrastructure Strategy.
  - g) The power to adopt a remuneration and employment policy.
  - h) The power to approve or change the District Plan, or any part of that Plan, in accordance with the Resource Management Act 1991.
  - i) The power to approve or amend the Council's Standing Orders.
  - j) The power to approve or amend the Code of Conduct for Elected Members.
  - k) The power to appoint and discharge members of committees.
  - l) The power to establish a joint committee with another local authority or other public body.
  - m) The power to make the final decision on a recommendation from the Parliamentary Ombudsman, where it is proposed that Council not accept the recommendation.
  - n) The power to amend or replace the delegations in Council's *Delegations to Positions Policy*.
2. To exercise the following powers and responsibilities of Council, which the Council chooses to retain:
  - a) Resolutions required to be made by a local authority under the Local Electoral Act 2001, including the appointment of an electoral officer and reviewing representation arrangements.
  - b) Approval of any changes to Council's vision, and oversight of that vision by providing direction on strategic priorities and receiving regular reports on its overall achievement.
  - c) Approval of any changes to city boundaries under the Resource Management Act.
  - d) Adoption of governance level strategies plans and policies which advance Council's vision and strategic goals.
  - e) Approval of the Triennial Agreement.

- f) Approval of the local governance statement required under the Local Government Act 2002.
- g) Approval of a proposal to the Remuneration Authority for the remuneration of Elected Members.
- h) Approval of any changes to the nature and delegations of the Committees.
- i) Approval of all Council and Committee Advisory Groups and their terms of reference.
- j) Appointments to, and removals from, CCO CCTO and CO boards;
- k) Approval of proposed major transactions or constitutional adjustments of CCOs, CCTOs and COs.
- l) Approval or otherwise of any proposal to establish, wind-up or dispose of any holding in, a CCO, CCTO or CO.
- m) Approval of city boundary changes, including in respect of Strategic Boundary Land Use Agreements.
- n) Approval Activity Management Plans.

**Oversight of Policies and Bylaws:**

- *Corporate Hospitality and Entertainment Policy*
- *Delegations to Positions Policy*
- *Elected Members Support Policy*
- *Significance and Engagement Policy*

<b>ITEM</b>	<b>TABLE OF CONTENTS</b>	<b>PAGE</b>
<b>1</b>	<b>Apologies - <i>Tono aroha</i></b>	<b>5</b>
<b>2</b>	<b>Confirmation of Agenda - <i>Whakatau raarangi take</i></b>	<b>5</b>
<b>3</b>	<b>Declarations of Interest - <i>Tauaakii whaipanga</i></b>	<b>5</b>
<b>4</b>	<b>Public Forum - <i>AAtea koorero</i></b>	<b>5</b>
<b>5</b>	<b>Confirmation of the Extraordinary Council Meeting Open Minutes - 11 February 2020</b>	<b>6</b>
<b>6</b>	<b>Confirmation of the Council Meeting Open Minutes - 19 March 2020</b>	<b>9</b>
<b>7</b>	<b>Confirmation of the Extraordinary Council Meeting Open Minutes - 2 April 2020</b>	<b>19</b>
<b>8</b>	<b>Chair's Report</b>	<b>37</b>
<b>9</b>	<b>Progress Report on the Climate Change Action Plan</b>	<b>29</b>
<b>10</b>	<b>Easement - WEL Networks Ltd</b>	<b>60</b>
<b>11</b>	<b>Open Recommendations from Committees to the Council</b>	<b>65</b>
<b>12</b>	<b>Resolution to Exclude the Public</b>	<b>67</b>

**1 Apologies - *Tono aroha***

**2 Confirmation of Agenda - *Whakatau raarangi take***

The Council to confirm the agenda.

**3 Declaration of Interest - *Tauaakii whaipaaanga***

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

**4 Public Forum - *AAtea koorero***

As per Hamilton City Council's Standing Orders, a period of up to 30 minutes has been set aside for a public forum. Each speaker during the public forum section of this meeting may speak for five minutes or longer at the discretion of the Mayor.

Please note that the public forum is to be confined to those items falling within the terms of the reference of this meeting.

Speakers will be put on a Public Forum speaking list on a first come first served basis in the Council Chamber prior to the start of the Meeting. A member of the Governance Team will be available to co-ordinate this. As many speakers as possible will be heard within the allocated time.

If you have any questions regarding Public Forum please contact Governance by telephoning 07 838 6727.

# Council Report

**Committee:** Council **Date:** 30 April 2020  
**Author:** Amy Viggers **Authoriser:** Becca Brooke  
**Position:** Governance Team Leader **Position:** Governance Manager  
**Report Name:** Confirmation of the Extraordinary Council Meeting Open Minutes - 11 February 2020

<b>Report Status</b>	<i>Open</i>
----------------------	-------------

## Staff Recommendation - *Tuutohu-aa-kaimahi*

That the Council confirm the Open Minutes of the Extraordinary Council Meeting held on 11 February 2020 as a true and correct record.

## Attachments - *Ngaa taapirihanga*

Attachment 1 - Extraordinary Council Meeting Open Minutes 11 February 2020

## Extraordinary Council

### OPEN MINUTES

Minutes of a meeting of the Council held in Council Chamber, Municipal Building, Garden Place, Hamilton on Tuesday 11 February 2020 at 1.15pm.

#### PRESENT

Chairperson	Mayor P Southgate
Deputy Chairperson	Deputy Mayor G Taylor
Members	Cr M Bunting
	Cr M Forsyth
	Cr M Gallagher
	Cr R Hamilton
	Cr D Macpherson
	Cr K Naidoo-Rauf
	Cr R Pascoe
	Cr S Thomson
	Cr M van Oosten
	Cr E Wilson

In Attendance	Greg Tims (Consultant)
	Mark Hammond (Tompkins Wake Lawyer)
	Becca Brooke (Governance Manager)

- 1. Apologies**  
**Resolved:** (Mayor Southgate/Deputy Mayor Taylor)  
That the apologies for absence from Cr O'Leary are accepted
- 2. Confirmation of Agenda**  
**Resolved:** (Mayor Southgate/Cr Wilson)  
That the agenda is confirmed.
- 3. Declarations of Interest**  
No members of the Council declared a Conflict of Interest.
- 4. Public Forum**  
No members of the public wished to speak.

5. **Confirmation of Open CE Review Committee Meeting Minutes - 30 January 2020**

**Resolved:** (Mayor Southgate/Deputy Mayor Taylor)

That the Council confirm the Open Minutes of the CE Review Committee Meeting held on 30 January 2020 as a true and correct record.

6. **Resolution to Exclude the Public**

**Resolved:** (Mayor Southgate/Cr Forsyth)

**Section 48, Local Government Official Information and Meetings Act 1987**

The following motion is submitted for consideration:

That the public be excluded from the following parts of the proceedings of this meeting, namely consideration of the public excluded agenda.

The general subject 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(1) of the Local Government Official Information and Meetings Act 1987 for the passing of this resolution follows.

General subject of each matter to be considered	Reasons for passing this resolution in relation to each matter	Ground(s) under section 48(1) for the passing of this resolution
C1. Confirmation of Public Excluded CE Review Committee Meeting Minutes - 30 January 2020	) Good reason to withhold ) information exists under ) Section 7 Local Government ) Official Information and ) Meetings Act 1987	Section 48(1)(a)
C2. Recommendation to Council from the Public Excluded CE Review Committee Meeting - 30 January 2020	)	

This resolution is made in reliance on section 48(1)(a) of the Local Government Official Information and Meetings Act 1987 and the particular interest or interests protected by Section 6 or Section 7 of that Act which would be prejudiced by the holding of the whole or relevant part of the proceedings of the meeting in public, as follows:

Item C1.	to protect the privacy of natural persons	Section 7 (2) (a)
Item C2.	to protect the privacy of natural persons	Section 7 (2) (a)

**The meeting went into a public excluded session at 1.17pm**

**The meeting was declared closed at 3.27pm**

# Council Report

Item 6

**Committee:** Council

**Date:** 30 April 2020

**Author:** Rebecca Watson

**Authoriser:** Amy Viggers

**Position:** Governance Advisor

**Position:** Governance Team Leader

**Report Name:** Confirmation of the Council Meeting Open Minutes - 19 March 2020

<b>Report Status</b>	<i>Open</i>
----------------------	-------------

## **Staff Recommendation - *Tuutohu-aa-kaimahi***

That the Council confirm the Open Minutes of the Council Meeting held on 19 March 2020 as a true and correct record.

## **Attachments - *Ngaa taapirihanga***

Attachment 1 - Council Open Minutes - 19 March 2020

## Council

### OPEN MINUTES

Minutes of a meeting of the Council held in Council Chamber, Municipal Building, Garden Place, Hamilton on Thursday 19 March 2020 at 9.30am.

#### PRESENT

Chairperson	Mayor P Southgate
Deputy Chairperson	Deputy Mayor G Taylor
Members	Cr M Bunting
	Cr M Forsyth
	Cr M Gallagher
	Cr R Hamilton
	Cr D Macpherson
	Cr K Naidoo-Rauf
	Cr R Pascoe
	Cr M van Oosten

In Attendance:	Richard Briggs - Chief Executive Lance Vervoort – General Manager Community David Bryant – General Manager Corporate Eeva-Liisa Wright – General Manager Infrastructure Operations Jen Baird – General Manager City Growth Sean Hickey – General Manager Strategy and Communications Blair Bowcott – Executive Director Special Projects Maria Barrie - Parks and Recreation Manager Tracey Musty – Financial Controller Nick Chester - Social Development Advisor Luke O’Dwyer – City Planning Manager Julie Clausen - Unit Manager Strategy and Corporate Planning Natasha Ryan - Key Projects Programme Manager Debra Stan-Barton - Project Manager, Regulatory Efficiency and Effectiveness Programme Jeanette Tyrell – Public Relations Advisor James Clarke – Advisor to the Mayor Lachlan Muldowney – Lawyer for Hamilton City Council
Governance Staff:	Amy Viggers – Governance Team Leader Carmen Fortin, Claire Guthrie and Rebecca Watson - Governance Advisors

#### 1. Apologies

**Resolved:** (Cr van Oosten/Cr Naidoo-Rauf)

That the apologies for absence from Crs Wilson, O’Leary and Thomson, are accepted.

**2. Confirmation of Agenda**

**Resolved:** (Deputy Mayor Taylor/Cr van Oosten)

That the agenda is confirmed noting that the late item C6 (Waikato Regional Airport Limited) is deferred to a later meeting of the Council. This late item was referred from the Economic Development Committee meeting on 10 March 2020 and due to unforeseeable circumstances staff were unable to gather the requested information in time for this meeting.

**3. Declarations of Interest**

No members of the Council declared a Conflict of Interest.

**4. Public Forum**

No members of the public wished to speak.

**5. Confirmation of the Council Open Minutes 4 February 2020**

**Resolved:** (Mayor Southgate/Cr Bunting)

That the Council confirm the Open Minutes of the Council Meeting held on 4 February 2020 as a true and correct record.

**6. Confirmation of the Extraordinary Council Meeting Open Minutes - 11 February 2020**

**Resolved:** (Cr Bunting/Deputy Mayor Taylor)

That the Council confirm the Open Minutes of the Extraordinary Council Meeting held on 11 February 2020 as a true and correct record.

**7. Confirmation of Elected Member Open Briefing Notes - 12 February 2020**

**Resolved:** (Cr Bunting/Cr van Oosten)

That the Council confirm the Open Notes of the Elected Member Briefing held on 12 February 2020 as a true and correct record.

**8. Confirmation of the Elected Member Open Briefing Notes - 26 February 2020.**

**Resolved:** (Cr Bunting/Cr van Oosten)

That the Council confirm the Open Notes of the Elected Member Briefing held on 26 February 2020 as a true and correct record.

**9. Confirmation of Elected Member Open Briefing Notes - 4 March 2020**

**Resolved:** (Cr Bunting/Cr van Oosten)

That the Council confirm the Open Notes of the Elected Member Briefing held on 4 March 2020 as a true and correct record.

**10. Chair's Report**

The report was taken as read.

The Chief Executive gave an overview of the reasons for the minimum wage report delays, and the expected timeframes concerning the living wage issues. Staff responded to questions from Elected Members concerning the definition of minimum wage vs living wage, reasons for the Living wage report being delayed, work being completed by Treasury, and whether the Living Wage report would include the broader impacts including social and economic outputs.

**Staff Action:** *Staff undertook to circulate information on contracts prior to the report coming back to Elected Members.*

**Resolved:** (Mayor Southgate/Deputy Mayor Taylor)

That the Council:

- a) receives the report; and
- b) defers Council Minimum Wage Levels Report to the 30 April 2020 Council meeting.

#### 11. Deliberations Report on the Part Reclassification of Claudelands Park

The Parks and Recreation Manager and Social Development Advisor spoke to the report, and provided an overview of the process taken to date. Staff responded to questions from Elected Members concerning replanting of the park area, potential loss and regeneration of green space areas and consent conditions and process.

**Resolved:** (Mayor Southgate/Cr Bunting)

That the Council

- a) receives the report; and
- b) pursuant to section 24 of the Reserves Act 1977, the Hamilton City Council hereby changes the classification of that part of Claudelands Park described in Schedule One, to local purpose (community facilities) subject to the provisions of the Act.

##### *Schedule One*

<i>Reserve Name</i>	<i>Approximate area subject to survey (ha)</i>	<i>Legal Description</i>	<i>Computer Freehold Register</i>
<b>Claudelands Park</b>	<b>0.3894</b>	<b>Lot 1 DP 386843</b>	<b>347695</b>

#### 12. Proposed Plan Change 6 - Regulatory Efficiency and Effectiveness Plan Change

The City Planning Manager introduced the report noting that there was an amendment to paragraph 43 and it should read as follows:

*c. An amended definition for 'self-contained house-keeping unit' to enable sinks in bedrooms or an additional kitchen in a dwelling provided the dwelling continues to function as one-household (section 1.1 definitions and consequential changes)*

*d. An increase in the percentage of apartments in an Integrated Residential Development to 30% (Rule 4.7.11)*

He explained that that there are some consequential changes required if the withdrawal of the recommended provisions is successful, they were:

One duplex on a rear site as a permitted activity

- Rule 4.3.1a
- Rule 4.3.1h

Three dwellings on a site as a permitted activity

- Rule 4.3.1a
- Rule 4.3.1f
- Rule 4.3.1g

Removal of definition for self-contained house-keeping unit

This will require withdrawal of the changes to the following:

- Definition of Indoor living area
- Definition of Kitchen
- Definition of Residential Unit
- Definition of Self-Contained house-keeping unit
- Rule 4.4.12, 6.4.7g, 7.5.3f and residential unit indoor living area

**Resolved:** (Mayor Southgate/Deputy Mayor Taylor)

That the Council:

- a) agrees to no longer progress with the processing of proposed Plan Change 11 – Residential Density; and
- b) agrees prior to hearing the submissions on Plan Change 6, to withdraw from Plan Change 6 the proposed changes to:
  - Rule 4.3.1 Activity status relating to residential intensification
  - Definition of self-contained house-keeping unit including all consequential changes
  - Rule 4.7.11 Integrated Residential Development

**Resolved:** (Deputy Mayor Taylor/Cr Hamilton)

That the Council:

- a) revokes the following section of the 27 June 2019 resolution of Council:
 

*“That the Council hears, determines and makes decision on submissions and matters relating to plan change 6 once notified.”;*

and
- b) delegates authority to the Chief Executive to appoint a suitably qualified independent commissioner(s) to hear, determine and make decisions on the Plan Change.

**Cr Gallagher and Cr Macpherson Dissenting.**

**The meeting was adjourned 10.32am to 10.55am.**

**13. Hamilton City Council's Draft 1 Submission to the WEL Energy Trust's 2020-21 Draft Annual Plan**

The Unit Manager Strategy and Corporate Planning spoke to the report, noting that Draft 2 has been made available to Elected Members, and provided an overview of the process taken to date. Staff responded to questions from Elected Members concerning the opportunity to speak to the submission.

**Resolved:** (Mayor Southgate/Deputy Mayor Taylor)

That the Council:

- a) receives the report;

- b) approves the Council's **Draft 2** submission to the WEL Energy Trust's 2020-21 Draft Annual Plan;
- c) notes that following approval, the final submission will be sent to the Trust to meet the 20 March 2020 submission closing date;
- d) will speak in support of its approved submission at the Trust's hearing scheduled for 25 March 2020; and
- e) nominates Council representatives to present the approved submission at the Trust's hearing.

**14. Open Recommendations from Committees to the Council**

The report was taken as read.

**Resolved:** (Cr Pascoe/Cr van Oosten)

That the Council:

- a) approves the rephrasing and delay deferrals of an additional \$92.7M capital projects from 2019/20 to future years and savings of \$4.8M as identified in the December 2019 (11 February 2020 meeting) Capital Portfolio Monitoring Report;
- b) approves the significant forecast adjustments as set out in paragraphs 17 to 20 of the staff report; and
- c) approves the revised forecast Financial Strategy position for Debt to Revenue, Net Debt and Balancing the Books as set out in paragraphs 21 to 28 of the staff report.

**Resolved:** (Deputy Mayor Taylor/Cr Gallagher)

That the Council:

- a) approves the name of the CBD/River Plan Advisory Group be updated to the Central City and River Plan Advisory Group; and
- b) approves the draft Terms of Reference (Attachment 2 of the staff report) Central City and River Plan Advisory Group.

**Resolved:** (Cr Gallagher/Deputy Mayor Taylor)

That the Council approves the following fees and charges for personal hire devices:

- i. \$300 annual permit fee;
- ii. \$85.00 per permitted device annual charge (for enforcement and management);
- iii. \$10,000 education programme fund per operator, with an understanding that there will be future ongoing funding shared among all operators for Council and user education.

**Resolved:** (Cr Pascoe/Cr van Oosten)

That the Council:

- a) approves the Audit Engagement letter; and
- b) that the Mayor is authorised to sign the Audit Engagement letter on the Council's behalf.

**Resolved:** (Cr Pascoe/Deputy Mayor Taylor)

That the Council approves future New Zealand Local Government Funding Agency reports be directed to the Finance Committee.

## 15. Resolution to Exclude the Public

**Resolved:** (Mayor Southgate/Deputy Mayor Taylor)

### Section 48, Local Government Official Information and Meetings Act 1987

The following motion is submitted for consideration:

That the public be excluded from the following parts of the proceedings of this meeting, namely consideration of the public excluded agenda.

The general subject 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(1) of the Local Government Official Information and Meetings Act 1987 for the passing of this resolution follows.

General subject of each matter to be considered	Reasons for passing this resolution in relation to each matter	Ground(s) under section 48(1) of the Local Government Official Information and Meetings Act 1987 for the passing of this resolution
C1. Confirmation of the Council Minutes 4 February 2020 - Public Excluded	) Good reason to withhold information exists under Section 7 Local Government Official Information and Meetings Act 1987	Section 48(1)(a)
C2. Confirmation of Elected Member Briefing Closed Notes - 12 February 2020	)	
C3. Confirmation of the Elected Member Briefing Closed Notes - 26 February 2020	)	
C4. Rototuna Village - Pool Agreement	)	
C5. Public Excluded Recommendations from Committees to the Council	)	

This resolution is made in reliance on section 48(1)(a) of the Local Government Official Information and Meetings Act 1987 and the particular interest or interests protected by Section 6 or Section 7 of that Act which would be prejudiced by the holding of the whole or relevant part of the proceedings of the meeting in public, as follows:

Item C1.	to prevent the disclosure or use of official information for improper gain or improper advantage	Section 7 (2) (j)
Item C2.	to prevent the disclosure or use of official information for improper gain or improper advantage	Section 7 (2) (j)
Item C3.	to prevent the disclosure or use of official information for improper gain or improper advantage	Section 7 (2) (j)
Item C4.	to enable Council to carry out negotiations	Section 7 (2) (i)
Item C5.	to prevent the disclosure or use of official information for improper gain or improper advantage	Section 7 (2) (j)

**The meeting went into a public excluded session at 11.30am.**

*During the Public Excluded session of the meeting the following was resolved.*

**Item C2. Confirmation of Elected Member Briefing Closed Notes - 12 February 2020**

**Resolved:** (Cr Macpherson/Deputy Mayor Taylor)

That the Council:

- a) confirm the Public Excluded Notes of the Elected Member Briefing held on 12 February 2020 as a true and correct record; and
- b) notes that these closed briefing notes will be released to the public via the open minutes as **appendix 1.**

**Item C3. Confirmation of the Elected Member Briefing Closed Notes - 26 February 2020**

**Resolved:** (Cr Macpherson/Deputy Mayor Taylor)

That the Council:

- a) confirm the Public Excluded Notes of the Elected Member Briefing held on 26 February 2020 as a true and correct record; and
- b) notes that these closed briefing notes will be released to the public via the open minutes as **appendix 2.**

**The meeting was declared closed at 12.51pm.**

## Appendix 1:

### Elected Member Briefing Notes – 12 February 2020 – Closed

---

<b>Time and date:</b>	9.30am, 12 February 2020
<b>Venue:</b>	Committee Room 1, Hamilton City Council
<b>In Attendance:</b>	Mayor Southgate, Deputy Mayor Taylor, Crs Pascoe, O’Leary, Bunting, Gallagher, Hamilton, Macpherson, van Oosten, Thomson, Wilson, Forsyth, Maangai Maaori Hill.
<b>Apology for Full Session:</b>	Cr Naidoo-Rauf, Maangai Maaori Takiari-Brame, Te Ua, Thompson-Evans and Whetu
<b>Apologies for lateness/early departure:</b>	Crs Hamilton, Forsyth, Pascoe, Wilson, Macpherson, Taylor, Maangai Maaori Hill

### Discussion

The briefing session covered the following item in a closed session.

- Journey to High Performance

There were a number of key points arising from the discussion:

#### 1. Journey to High Performance (Presentation was provided)

The Chief Executive provided information on the HCC’s culture change journey which started after he was employed. He stated key aspects included engaging one provider, a focus on the wellbeing of Hamiltonians, a move away from hierarchical authority, and a restructure to implement the required structures so everyone could be the best version of themselves.

The General Manager, Community, outlined how this high-performance framework was implemented through the Connected programme with Steel Performance Systems Framework. The five frameworks were outlined – strategy, culture, leadership, capability, performance management. The embedding of all of these in the way HCC works delivers on the organisation’s mission, purpose and vision. This consistent approach, aimed at ensuring every staff member becomes the best version of themselves, is seeing an ongoing uplift in the clarity of direction, the culture, the capability and the overall performance of the organisation.

Members asked questions in relation to the following:

- importance of overarching ethos on leadership and relationship to the Members’ role, how to support and align with it
- definition of the purpose statement and relationship to the elected wing
- involvement of elected members in development of strategies and other guiding principles
- strategies to address complexity of work /business areas and collaboration across all areas
- strategies to help elected members process/report/manage complaints and problems
- support for staff decision-making when dealing with the public
- importance of quality of life for residents

**Appendix 2:****Elected Member Briefing Notes – 26 February 2020 – Closed**


---

<b>Time and date:</b>	9.30am, 26 February 2020
<b>Venue:</b>	Committee Room 1, Hamilton City Council
<b>In Attendance:</b>	Mayor Southgate, Deputy Mayor Taylor, Crs O’Leary, Bunting, Gallagher Hamilton, Macpherson, van Oosten, Thomson, Wilson, Naidoo-Rauf, Forsyth, and Maangai Te Ua
<b>Apology for Full Session:</b>	Cr Pascoe, Maangai Takiari-Brame, Hill, Thompson-Evans and Whetu
<b>Apologies for lateness/early departure:</b>	Mayor Southgate, Deputy Mayor Taylor, Crs O’Leary, Hamilton, Macpherson, van Oosten, Thomson, Naidoo-Rauf, Forsyth and Maangai Te Ua

**Discussion**

The briefing session covered the following item in a closed session:

- Draft Hamilton Gardens Management Plan

There were a number of key points arising from the discussion:

**1. Draft Hamilton Gardens Management Plan**  
*(Presentation was provided)*

The General Manager Community introduced the presenters, the Visitor Destination Manager, and Ms Shaye Thomas (Barrister). Ms Thomas spoke to the pre-circulated letter from Mr Lachlan Muldowney on the legal implications if the Council was to re-consult on the Rhododendron Lawn’s future use. The General Manager and the Visitor Destination Manager spoke to the feedback received from the Project Governance Group (PGG) and the options and issues around traffic flow, car parking and the proposed development plan.

Elected Members asked questions in relation to the following:

- disability access and access for commuter buses
- site of the tree top walk
- use of green options for carpark
- options for further pedestrian access across Cobham Drive
- need for communication plans to ensure public understanding for changes including the greenhouse demolition
- consultation document
- timeline for consultation and deliberations

# Council Report

Item 7

**Committee:** Council  
**Author:** Rebecca Watson  
**Position:** Governance Advisor  
**Report Name:** Confirmation of the Extraordinary Council Meeting Open Minutes - 2 April 2020

**Date:** 30 April 2020  
**Authoriser:** Amy Viggers  
**Position:** Governance Team Leader

Report Status	Open
---------------	------

## Staff Recommendation - *Tuutohu-aa-kaimahi*

That the Council confirm the Open Minutes of the Extraordinary Council Meeting held on 2 April 2020 as a true and correct record.

## Attachments - *Ngaa taapirihanga*

Attachment 1 - Extraordinary Council Open Minutes - 2 April 2020

## Council

### OPEN MINUTES

Minutes of a meeting of the Council held via an Audio Visual Link on Thursday 2 April 2020 at 10.02am.

#### PRESENT

Chairperson	Mayor P Southgate
Deputy Chairperson	Deputy Mayor G Taylor
Members	Cr M Bunting
	Cr M Forsyth
	Cr M Gallagher
	Cr R Hamilton
	Cr D Macpherson
	Cr K Naidoo-Rauf
	Cr A O’Leary
	Cr R Pascoe
	Cr S Thomson
	Cr M van Oosten
	Cr E Wilson

In Attendance:	Richard Briggs - Chief Executive
	Lance Vervoort – General Manager Community
	Chris Allen – General Manager Development
	Jen Baird – General Manager City Growth
	Sean Hickey – General Manager Strategy and Communications
	Sean Murray – General Manager Venues, Tourism and Major Events
	Tracey Musty – Financial Controller
	Andy Mannering – Social Development Manager
	Liam Blackwell – Online Specialist
	Jeanette Tyrell – Public Relations Advisor to the Mayor
	James Clarke – Director of the Mayor’s Office

Governance Staff:	Becca Brooke – Governance Manager
	Amy Viggers - Governance Team Leader
	Carmen Fortin – Governance Advisor

#### 1. Apologies

**Resolved:** (Cr Bunting/Cr Wilson)

That the apologies for partial attendance from Cr Bunting, for early departure from Cr Naidoo-Rauf, and for lateness from Cr Macpherson are accepted

## 2. Confirmation of Agenda

**Resolved:** (Cr Bunting/Cr O’Leary)

That the agenda is confirmed noting late item 9 (Delegations to Positions Policy: amendments in light of Covid-19 response and state of emergency) has been added to the agenda. The report was late due to the changing environment in relation to the Covid-19 response.

## 3. Declarations of Interest

No members of the Council declared a Conflict of Interest.

## 4. Public Forum

**Jo Wrigley** (representing Go Eco) provided a written submission to the item 7 (Covid-19 Community Funding Response general criteria and guidelines) that was circulated to Members prior to the meeting and is attached to the minutes as **appendix 1**.

**Holly Snape** (representing Community Waikato) spoke to item 7 (Covid-19 Community Funding Response general criteria and guidelines). She thanked Council for the work undertaken to date in response to Covid-19. She outlined some services that are being organised by community organisations.

*Cr Macpherson joined the meeting (10.05am) during the public forum.*

## 5. Confirmation of the Extraordinary Council Open Minutes 27 March 2020

**Resolved:** (Cr O’Leary/Cr Hamilton)

That the Council confirm the Open Minutes of the Council Meeting held on 27 March 2020 as a true and correct record.

## 6. Chair's Report

The report was taken as read. Staff responded to questions from Elected Members concerning deferred reports.

**Staff Action:** *Staff undertook to notify interested members of the public concerning the deferral of the Residential House options - 18A Ruakiwi Road report.*

**Resolved:** (Mayor Southgate/Cr Wilson)

That the Council:

- a) receives the report;
- b) notes Maangai Maaori Bella Takiari-Brame’s resignation and subsequent reappointment process;
- c) approves that Cr Wilson will replace Cr O’Leary as Deputy Chair of the Hearings and Engagement Committee; and
- d) approves to defer the following reports:
  - i) **Alcohol Control Bylaw Policy 2015** to the 19 May 2020 Community Committee meeting;
  - ii) **Hamilton Gardens Management Plan** to the 28 May Council Meeting;
  - iii) **Residential House options - 18A Ruakiwi Road** to be incorporated as part of the review of all Council owned dwellings and their use options report coming to Community Committee 19 May 2020;
  - iv) **Ruakura Road West Expressway Connection** to the 14 May 2020 Strategic Growth Committee meeting;

v) **Waipa District Council / HCC Growth Discussions Update** the 14 May 2020 Strategic Growth Committee meeting; and

vi) **Road Naming Issues and Policy Review** to the 2 July Community Committee Meeting.

## 7. Covid-19 Community Funding Response general criteria and guidelines

The report was taken as read. Staff responded to questions from Elected Members concerning:

- funding criteria and application process;
- risks of funding duplications; and
- other funding opportunities available to community organisations.

**Staff Action:** *Staff undertook to provide Elected Members with more information concerning the Waikato District Health Boards available community funding and how this funding may be accessed by community organisations.*

**Resolved:** (Cr Bunting/Cr O’Leary)

That the Council:

- a) receives the report;
- b) approves the Covid-19 Community Response Funding general criteria and guidelines as outlined in **attachment 1** of the staff report;
- c) appoints Councillors Bunting (Chair Community Committee) and Naidoo-Rauf (Deputy Chair Community Committee) and Andy Mannering (Community and Social Development Manager) as the Council’s allocation committee for the Covid-19 Community Response Fund; and
- d) notes there will be a regular report to the Council on the distribution of this fund.

*Cr Naidoo-Rauf retired from the meeting (10.46am) during the discussion of the above item. She was not present when the matter was voted on.*

*Mayor Southgate left the meeting (10.59am) during the discuss of the above item. She was not present when the matter was voted on. Deputy Mayor Taylor resumed as Chair of the meeting.*

## 9. Delegations to Positions Policy: amendments in light of Covid-19 response and state of emergency

The General Manager Development spoke to the report, noting that the proposed change to the Chief Executive’s financial delegation was only recommended for projects that were already funded and approved by the Council in the Long Term Plan. Staff responded to questions from Elected Members concerning:

- the proposed changes to the delegations in relation to contracts;
- the operational structure of the Civil Defence Emergency Management Group; and
- the benefits/risks to Councils of approving extended CE delegations.

**Motion:** (Cr Pascoe/Mayor Southgate)

That the Council:

- a) receives the report; and
- b) approves the revised Delegations to Positions Policy (Attachment 1 of the staff report) which has been updated to reflect recommended changes in response to Covid-19 to temporarily

replace the current Delegations to Positions Policy until 30 June 2021 or until an earlier resolution of the Council, provided that a further amendment is made requiring that the increased delegation for contracts with a value greater than \$250,000 that have not gone to tender is only to be exercised jointly by the Chief Executive, Mayor (or Deputy Mayor), Chair of the Finance Committee and Chair of the Infrastructure Operations Committee by majority, and where not all members of the above listed group are able to meet the decision may be made jointly by a minimum of two Elected Members and the Chief Executive.

**Amendment:** (Cr Macpherson/Deputy Mayor Taylor)

That the Council:

- a) receives the report; and
- b) approves the revised Delegations to Positions Policy (Attachment 1 of the staff report), which has been updated to reflect recommended changes in response to Covid-19, to temporarily replace the current Delegations to Positions Policy until 30 June 2021 or until an earlier resolution of the Council.

**The Amendment was put.**

**Those for the Amendment:** Deputy Mayor Taylor, Councillors O’Leary and Macpherson.

**Those against the Amendment:** Mayor Southgate Councillors Gallagher, Pascoe, Bunting, Forsyth, Hamilton van Oosten, Thomson and Wilson.

**The Amendment was declared LOST.**

**The Motion was then put and declared carried unanimously.**

**Resolved:** (Cr Pascoe/Mayor Southgate)

That the Council:

- a) receives the report; and
- b) approves the revised Delegations to Positions Policy (Attachment 1 of the staff report) which has been updated to reflect recommended changes in response to Covid-19 to temporarily replace the current Delegations to Positions Policy until 30 June 2021 or until an earlier resolution of the Council, provided that a further amendment is made requiring that the increased delegation for contracts with a value greater than \$250,000 that have not gone to tender is only to be exercised jointly by the Chief Executive, Mayor (or Deputy Mayor), Chair of the Finance Committee and Chair of the Infrastructure Operations Committee by majority, and where not all members of the above listed group are able to meet the decision may be made jointly by a minimum of two Elected Members and the Chief Executive.

*Mayor Southgate re-joined the meeting (11.27am) during the discussion of the above item. She was present when the matter was voted on.*

*Mayor Southgate resumed the role of Chair at the conclusion of the above item.*

## 8. Resolution to Exclude the Public

**Resolved:** (Mayor Southgate/Cr van Oosten)

### Section 48, Local Government Official Information and Meetings Act 1987

The following motion is submitted for consideration:

That the public be excluded from the following parts of the proceedings of this meeting, namely consideration of the public excluded agenda.

The general subject 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(1) of the Local Government Official Information and Meetings Act 1987 for the passing of this resolution follows.

General subject of each matter to be considered	Reasons for passing this resolution in relation to each matter	Ground(s) under section 48(1) for the passing of this resolution
C1. Public Excluded Minutes - Extraordinary Council Meeting - 27 March 2020	) Good reason to withhold information exists under Section 7 Local Government Official Information and Meetings Act 1987	Section 48(1)(a)
C2. Public Excluded Chair's Report		

This resolution is made in reliance on section 48(1)(a) of the Local Government Official Information and Meetings Act 1987 and the particular interest or interests protected by Section 6 or Section 7 of that Act which would be prejudiced by the holding of the whole or relevant part of the proceedings of the meeting in public, as follows:

Item C1.	to prevent the disclosure or use of official information for improper gain or improper advantage	Section 7 (2) (j)
Item C2.	to protect information which is subject to an obligation of confidence where disclosure would likely damage the public interest to avoid prejudice to measures preventing or mitigating loss to the public to prevent the disclosure or use of official information for improper gain or improper advantage	Section 7 (2) (c) (ii) Section 7 (2) (e) Section 7 (2) (j)

**The meeting went into a public excluded session at 12.03pm.**

**The meeting was declared closed at 12.08pm.**

## Appendix 1



April 2, 2020

To the Major, Councillors and Maangai Maaori,

Go Eco is speaking to the Covid-19 response measures as outlined in the Public Agenda.

We commend your caring responses and swift support for the thousands of people who work in our city hospitals and social services, and collect our rubbish, who are working to get us through this as smoothly as possible.

We believe that we should be building a more resilient economy. If we make ourselves more resilient then we will be able to better cope with our ongoing city challenges while we undoubtedly face a decade of great change, and with that opportunity.

We applaud Council in joining the Waikato Community Funders Group, and in acting swiftly and urgently to investment in a coordinated response to Covid 19. We support the proposed actions outlined in the 'Covid-19 Community Funding Response general criteria and guidelines' report.

We understand that Council staff are working hard to develop the remainder of your 12 point Covid Response Plan. We ask that you make your conversations, deliberations and briefings with staff as transparent as possible. And we ask that you ensure that there is opportunity for the community to be involved in phase 2 of your response.

Central government's proposed investments in 'shovel ready' infrastructure projects represent a huge opportunity to invest in a sustainable future. We understand from Jamie Strange that Hamilton City Council is close to finalising their list of projects. We believe Hamilton City Council can be a leader in this space, by putting forward 'shovel ready' infrastructure investment opportunities that create resilience.

Go Eco is encouraging all Councils to act for a sustainable future. We have released the following press statement this morning.

Jo Wrigley

Go Eco.

## **Go Eco - Statement on 'shovel-ready' projects.**

**April 2 2020**

Yesterday the Government announced they are seeking 'shovel ready' infrastructure projects which could be included in a Government stimulatory package in response to COVID-19.

Go Eco is calling upon all regional decision-makers to submit projects which go beyond the minimum criteria of an immediate effect on the construction industry, its workforce and the economy, but to ensure all projects brought to the table prioritise the reduction of our carbon impact.

We support the Government's interest in projects which enable sustainable productivity, rather than replicating existing frameworks, as well as their use of the Sustainable Development Goals to consider the social and environmental impact, as well as the economic.

"Our actions to halt an epidemic and potentially save thousands of lives have also had a positive influence on our carbon emissions," said Go Eco deputy chairperson, Louise Hutt.

"We need to review the systems we have set up which contribute to climate change and prioritise solutions to this epidemic and its flow-on effects which support our path towards a carbon-zero future."

Go Eco strongly encourages urgent investment to fast track safe passage for multimodal transport, cycling and accessible connected public transport, as well as electric buses, light rail, onshore recycling facilities, renewable energy, and sustainable building practices.

Green infrastructure should also be prioritised, such as the restoration of the Waikato River and our gully systems. The Waikato-Tainui Environmental Plan (Tai Tumu, Tai Pari, Tai Ao) recommends that the highest level of recognition is given to the restoration of the Waikato River. The health of the Waikato River is fundamental to a sustainable future and deserves our investment as a core infrastructure.

Our region deserves infrastructure which is good for our climate and our wider wellbeing, as well as supporting the construction industry and workforce.

ENDS

# Council Report

Item 8

**Committee:** Council

**Date:** 30 April 2020

**Author:** Amy Viggers

**Authoriser:** Becca Brooke

**Position:** Governance Team Leader

**Position:** Governance Manager

**Report Name:** Chair's Report

<b>Report Status</b>	<i>Open</i>
----------------------	-------------

## Recommendation

That the Council:

- a) receives the report; and
- b) defers Council Minimum Wage Report to the 28 May 2020 Council meeting.

## Attachments - *Ngaa taapirihanga*

Attachment 1 - Chair's Report



# Chair's Report

---

## **Council Minimum Wage Report Deferral**

At the Council meeting of 19 March 2020 Council resolved to defer the Council Minimum Wage Report to come back to the 30 April 2020 Council meeting in order to enable the Waikato University to complete a standalone paper to provide an objective and independent assessment of the matter in response to information provided to Elected Members at the Briefing of 12 February 2020.

Elected Members and Maangai Maaori need to be briefed on this paper prior to a staff report on the matter being presented to the Council. It is proposed that a discussion on this matter take place at the 6 May 2020 Elected Member Briefing.

Staff are therefore requesting to defer the 'Council Minimum Wage Report' to the Council Meeting of 28 May 2020.

## **Recommendation**

That the Council:

- a) receives the report; and
- b) defers Council Minimum Wage Report to the 28 May 2020 Council meeting.

**Paula Southgate**  
**Mayor Hamilton City**

# Council Report

Item 9

**Committee:** Council  
**Author:** Julie Clausen  
**Position:** Unit Manager Strategy and Corporate Planning  
**Date:** 30 April 2020  
**Authoriser:** Sean Hickey  
**Position:** General Manager Strategy and Communications  
**Report Name:** Progress Report on the Climate Change Action Plan

<b>Report Status</b>	Open
----------------------	------

## Purpose - *Take*

1. To inform the Council on the progress of the Climate Change Action Plan.

## Staff Recommendation - *Tuutohu-aa-kaimahi*

2. That the Council receives the report.

## Executive Summary - *Whakaraapopototanga matua*

3. In August 2019, the Council committed to the development of Climate Action Plan.
4. Staff had commenced work on the Climate Action Plan with the commissioning of the Hamilton City Greenhouse Gas Emissions Inventory to establish an understanding of emissions generated for the city of Hamilton for the 2018/19 financial year, and a Carbon Emission Stocktake for the July 2018 to June 2019 year to understand the carbon emissions being generated by the Hamilton City Council.
5. The interviews and conversations with key stakeholders, organisations, businesses and community groups to develop the Climate Change Accord and Action Plan for the city of Hamilton have been delayed due to COVID-19. These have been rescheduled for May 2020.
6. It is proposed Council, for its own organisational emission targets, adopts a two-step approach to meeting the targets of the Carbon Zero Act. The first target is a 50% reduction in greenhouse gas gross emissions (except for biogenic methane) by 2030 and a reduction in annual emissions for biogenic methane of 10% below 2017 levels by 2030. The second target will be as per the Carbon Change Response (Zero Carbon) Amendment Action requirements.
7. A range of Climate Change emission reduction actions have been identified that will achieve a reduction of 2,307 tCO<sub>2</sub> (21% of our current emissions) by 2030. These actions along with the proposed increase in renewable energy sources and the associated carbon emission reduction forecast of 2,422 tCO<sub>2</sub> (22% of our current emissions) make a significant impact on achieving the first target. The remaining emission reduction of 7% to achieve the 50% target by 2030 will arise from projects identified before 2030.
8. Council requires additional modelling to understand how the infrastructure can be designed to accommodate both current and future climate conditions. The funding for this is proposed in the 2020/21 Annual Plan budget.

9. Staff consider the Climate Action Plan as having low significance when assessed against the Significance and Engagement Policy, and that the recommendations comply with the Council's legal requirements.

### **Background - *Kooreo whaimaarama***

10. The issue of climate change in New Zealand has gained considerable national attention through the climate change awareness demonstration that was held on 15 March 2019 by participating primary, secondary and tertiary pupils.
11. This was followed up on 24 May 2019 by pupils participating in 40 further protests, rallies and tree plantings and 33 concerned people emailing the previous Mayor directly.
12. At the 20 June 2019 Council meeting, a number of these people voiced their concerns about climate change in the public forum and delivered a petition to Council supported by 1,039 signatures.
13. In response, Council at its 8 August 2019 meeting resolved to, in partnership with Waikato Tainui, Waikato Regional Council and our other strategic partners, develop a Climate Change Action Plan for Hamilton City (including an assessment of Hamilton's carbon footprint).
14. The progress on the draft Climate Action Plan will be presented to Council at the 30 April 2020 meeting.
15. An update of the progress was provided to the Environment Committee on 3 March 2020 within the General Managers Report.
16. The Environment Committee requested that:
  - Staff report back to the April 2020 Council meeting on organisational emission reduction actions that will be included and/or are being considered for 2020/21 financial year; and
  - Staff report back to the next Environment Committee meeting in June 2020 with the draft Climate Action Plan for adoption.

### **Outline of the Climate Action Plan**

17. It is proposed the Climate Action Plan contains of the following sections.
  - An introduction to the plan;
  - An overview of climate change with relevance to Hamilton City;
  - A Climate Change Accord and Action Plan for Hamilton City; and
  - Hamilton City Council's Climate Action Plan covering both reduction of emission and adaptation actions.
18. The Climate Change Accord and Action Plan for Hamilton City will be a partnership of leading organisations, businesses and community groups to take action to reduce Greenhouse Gas Emissions (GHGe) originating from with Hamilton City.
19. The output of the Climate Change Accord will outline:
  - Opportunities for emission reduction actions for joint or shared actions by businesses and organisations within the city.
  - Opportunities for emission reduction that all businesses and organisations within the city can work towards.

20. Hamilton City Council's Action Plan will outline the emissions generated by Hamilton City Council and the actions being taken to reduce the emissions, along with actions being taken by Council to adapt the built and natural environment of the city to respond to the changing climate.

## Progress to Date – Overview Section

21. Research has been undertaken to identify the key information on climate change that is of relevance for inclusion in the Climate Change Action Plan. This is will be converted into community readable content.

## Progress to Date - Climate Change Accord and Action Plan

### 22. Greenhouse Gas Emission Inventory

23. In March 2020 Council received the preliminary Hamilton City Greenhouse Gas Emissions Inventory (Attachment 1) prepared by EnviroStrat Ltd and AECOM. This report provides an understanding of emissions generated and profile of the emissions for Hamilton City for the 2017/18 financial year. This type of report is often called an 'Carbon Footprint'.
24. The Greenhouse Gas Emissions (GHG) for Hamilton City during the July 2018 to June 2019 reporting period was a total of 982,284 tonnes of Carbon Dioxide (tCO<sub>2</sub>) gross emissions and 981,532 tCO<sub>2</sub> net emissions (excluding forestry).
25. The difference between the gross and net emissions are emissions that are 'offset' through the purchase of carbon credits. Carbon offsets are used to compensate for the carbon emissions being generated. The funds created from the offsets are available for projects that negate greenhouse gas emissions.
26. The emissions profile identifies land transport as the largest emitter, generating 62% of the emissions (619,723 tCO<sub>2</sub>). Land Transport consists of petrol and diesel consumption from on-road (97% of all transportation emissions) and the remainder is from aviation (Hamilton Airport) allocated to the city boundary area. Note that rail emissions are not included in this preliminary inventory due to lack of data updates from Kiwirail.
27. The other significant emission is from stationary energy from industry, residential buildings and industrial processes and product use (IPPU) which contributes 29% of the emissions (276,594) tCO<sub>2</sub>e.
28. This reports a base from which to measure future emissions to establish change in the emissions over time.
29. The information on the profile of the generation of emissions will be used as a focus for the interviews with stakeholders, organisations, businesses and community groups in the development of the Climate Change Accord.
30. Climate Change Accord
31. On 28 February 2020, New Zealand had its first confirmed COVID-19 case. On Saturday 20 March 2020, the Government introduced the four-level COVID-19 Alert System and announced our current alert level was Level 2. On Monday 22 March the alert level was raised to Level 3 and New Zealanders were advised to begin preparation for a minimum of four weeks at alert Level 4, which came into effect at midnight, on Wednesday 25 March 2020 and the country will move to alert Level 3 on Tuesday 27 April for a period of at least two weeks.

32. Alert Level 4 (and Alert Level 3) has delayed the planned engagement with the community, organisations and businesses. In response, a series of Zoom interviews are being organised to be completed during May 2020. The findings of the interviews will inform the Climate Change Accord.

### **Progress to Date - Hamilton City Council's Climate Action Plan**

#### **33. Carbon Emission Stocktake**

34. Hamilton City Council undertook a Carbon Emission Stocktake for the period of July 2018 to June 2019 in December 2019 to understand the carbon emissions being generated by the Hamilton City Council. This Stocktake is currently being Audited by EnviroStat and the final detailed report will be made available once the audit is complete.
35. The preliminary Hamilton City Council stocktake identified the council, as an organisation, produced 11,033 tCO<sub>2</sub> emissions for the period July 2018 to June 2019.
36. The major sources of emissions are:
- Fuel and natural gas which generates 35.6% the emissions (3,935 tCO<sub>2</sub>e);
  - Electricity which generates 30.8% (3,376 tCO<sub>2</sub>e); and
  - Biosolids to vermi-composting which generates 22.2% (2,433 tCO<sub>2</sub>e).
37. Within the fuel and natural gas emissions:
- 65% of the emissions are from the use of natural gas used at the Wastewater Treatment Plant to generate electricity as an alternative power source during peak electricity tariff times to reduce our electricity bill, the boilers to heat the water for the pools at Waterworld and Gallagher Aquatic Centre and for gas appliances at our various facilities across the city;
  - 26% are the emissions from diesel to run the fleet trucks, mowers, and utes used across the city for city and park maintenance;
  - 5% is from the use of LPG; and
  - 4% is from the Council car fleet.
- #### **38. Climate Action Plan – Emission Targets**
39. It is proposed that Hamilton City Council adopts a two-step approach to delivering on the targets set out in the Carbon Change Response (Zero Carbon) Amendment Act of:
- Reduce annual net emissions of all greenhouse gases (except biogenic methane) to zero by 2050, and
  - Reduce annual emissions of biogenic methane to:
    - 10% below 2017 levels by 2030
    - 24% to 47% per cent below 2017 levels by 2050.
40. The first target is a 50% reduction in greenhouse gas gross emissions (except for biogenic methane) by 2030 and a reduction in annual emissions for biogenic methane of 10% below 2017 levels by 2030.
41. The second target will be as per the Carbon Change Response (Zero Carbon) Amendment Action requirements.

42. **Climate Action Plan – Emission Reduction Actions**

43. Staff have identified the following actions that are either currently underway or being included in Activity Management Plans for the 2021-31 Long Term Plan. These actions will achieve a reduction of 2,307 tCO<sub>2</sub> (21% of our current emissions) by 2030.

**a) Switch from natural gas to more renewable energy sources.**

Project 1: Biogas-fired Engine at the Wastewater Treatment Plant

Council's asset optimisation and efficiency strategy has identified a range of options to make significant carbon reductions at the Wastewater Treatment Plant. One possibility being examined is a new biogas-fired engine being installed at the plant to use the biogas by-product from the plant to generate energy. This would reduce our need to use the natural gas to generate electricity in our peak load times, resulting in a decrease of the natural gas emissions by 1,328 tCO<sub>2</sub>e and energy emissions by 242 tCO<sub>2</sub>e. This project is being considered as part of our Long-Term Plan.

The biogas at the Wastewater Treatment Plant will continue to be used to fuel the hot water boiler at the treatment plant which heats the sludge prior to the digestion process.

Project 2: Electric Hot Water Heat Pumps at Waterworld

In 2024 the Waterworld gas boilers are due for replacement and can be replaced with low carbon emitting plant such as electric hot water heat pumps. This will decrease natural gas emissions by 707 tCO<sub>2</sub> but will increase electricity emissions by 105 tCO<sub>2</sub>.

In 2019 Waterworld's pool hall air heating system was replaced with electric hot water heat pumps and exhaust heat recovery systems as part of the upgrade, reducing natural gas use by 20%. This is estimated to have reduced carbon emissions by 195 tCO<sub>2</sub>.

**b) Improve the fuel efficiency of our trucks, plant and vehicles, and being smarter about our travel to reduce our diesel and petrol consumption.**

Fuel efficiency in fleet

Council has commenced introducing tools powered by batteries rather than petrol into the equipment fleet. Hamilton Gardens has shifted 50% of its hand-held powered tools from petrol fuel to electric. This switch can be rolled out across other teams as equipment is renewed.

As mowers, tractors and gators (small all-terrain utility vehicles) become due for replacement, alternative electric options will be considered. Hamilton Gardens is trialling an electric gator and the team that maintains the city parks has investigated the use of a commercial electric mower. The decision on what is purchased will consider fit for purpose functionality alongside the fuel source.

By 2025 there will be more viable opportunities to swap out diesel vehicles with electric vehicles and these will be incorporated into the diesel fleet renewal programme.

Using Smarter Travel Options

Over the next 10 years (2020 to 2030), as petrol vehicles are due for renewal they will be replaced with improved fuel-efficient models and those with hybrid engines. At the same time 15 fleet vehicles will be removed and replaced with alternative options such as Loop car share and electric bikes use.

The use of less efficient vehicles such as diesel utes for trips, unless a ute is needed, will be discouraged. These actions will decrease fuel emissions by 64 tCO<sub>2</sub>.

By 2030 Council will have increased the use of video conferencing within Council and with other organisations, resulting in less vehicle and air travel.

These actions will decrease our fuel emissions by 33 tCO<sub>2</sub>.

**c) Improve our waste recycling at all of Council sites to reduce the waste to landfill, reducing carbon emissions from the breakdown of the waste.**

Improving the recycling at Council facilities between 2020 to 2030 will result in a 15% improvement in rubbish being diverted from landfill. This will decrease emissions from waste by 38 tCO<sub>2</sub>.

**d) Continuing with our electricity efficiency programme for our street lights and our buildings**

Across the city Council has 18,519 street lights. Already 13,559 (73%) are LED lights (low energy use) and this has reduced energy emissions by 341 tCO<sub>2</sub>. There are still 4,960 lights that could be upgraded to LED lights. Many of these lights are non-standard streetlights which require additional work to retrofit with LED lamps. It is estimated that there are 1,800 of these that can be converted to LED and this is planned for over the next two to three years as funding becomes available.

As we work on our buildings, energy efficiency is considered as part of the work programme. In the Municipal Building in Garden Place we have a plan for the upgrade of the office lights to LED and sensor controls which will reduce energy used by lighting by 70%. Across all our buildings as we replace the heating and cooling units with newer models, we will reduce energy use by 15%.

44. The Government has committed to increasing the renewable energy sources within New Zealand by reducing the use of coal and natural gas for power generation. If the Government achieves its target to 95% of electricity as renewable energy, this will have a positive impact of reducing the carbon emissions from all the electricity we use. This will reduce the emissions from electricity for Hamilton City Council by 2,422 tCO<sub>2</sub> (22% of our current emissions) by 2030.
45. The remaining emission reduction of 7% to achieve the 50% target by 2030 will arise from projects identified before 2030.
46. **Climate Action Plan – Adaptation Actions**
47. Adaptation is about thinking differently in response to our changing climate. Council invests in 'long-term' infrastructure in both natural assets (e.g. trees) and built infrastructure (e.g. roads, pavements, cycleways).
48. To ensure the infrastructure is designed for both current and future climate, Council must understand what the future climate is predicted to be specifically in relation to the city of Hamilton. Currently Council does not have access to a model to provide this information.
49. The following actions are proposed dependant on funding received in the 2020/21 Annual Plan budget:
  - a) Climate modelling to be commissioned in the 2020/2021 financial year.
  - b) The impact of climate change on infrastructure incorporated into the Asset Management Plans in development for the 2021-2031 Long Term Plan.
  - c) Developing an Adaption Plan during 2021/22 financial year based on the information in the Activity Management Plans.

## **Wellbeing Considerations - *Whaiwhakaaro-aa-oranga tonutanga***

50. The purpose of Local Government changed on the 14 May 2019 to include promotion of the social, economic, environmental and cultural wellbeing of communities in the present and for the future ('the 4 wellbeings').

51. The subject matter of this report has been evaluated in terms of the 4 wellbeings during the process of developing this report.

52. The predominate wellbeing addressed in this report is Hamilton City's environmental wellbeing.

**We love and protect our environment.**

***E aroha ana, e manaaki ana hoki maatou i too tatou taiao***

We embrace our individual and collective roles as kaitiaki (caretakers) for our land, water and air for the generations to come and aim to be leaders in an effective response to climate change. We honour, enhance and protect our environmental treasures like the Waikato River, Waiwhakareke Natural Heritage Park and our city's extensive gully system.

53. Actively responding to the challenge of climate change means:

- Contributing to the reduction in global warming through mitigation action
- Making sure our city is resilient to the effects of extreme weather events through adaptation.

54. The progress towards these outcomes will be reported through the Wellbeing Indicators that will be reported from 2021/22 onwards.

**Financial Considerations - *Whaiwhakaaro Puutea***

55. The preparation of the Climate Action Plan has been funded to date from existing operational budgets.

56. Funding proposed for the 2020/21 Annual Plan budget will be required to complete the Adaptation Actions and to advance the Climate Change Accord.

**Legal and Policy Considerations - *Whaiwhakaaro-aa-ture***

57. Staff confirm that the staff recommendation and options noted in this report comply with the Council's legal and policy requirements.

**Risks – *Tuuraru***

58. There are no known risks associated with this matter.

**Significance & Engagement Policy - *Kaupapa here whakahira/anganui***

59. Having considered the Significance and Engagement Policy, staff have assessed that the Climate Action Plan as having low significance against the policy criteria.

**Attachments - *Ngaa taapirihanga***

Attachment 1 - Hamilton City Greenhouse Gas Emissions Inventory

## Hamilton

# Agenda of Ordinary Council Meeting - 30 April 2020

Prepared by EnviroStrat Ltd and AECOM

March 2019

## Table of Contents

<u>1</u>	<u>INTRODUCTION AND CONTEXT</u>	4
<u>1.1</u>	<u>Role of local government</u>	4
<u>1.2</u>	<u>Purpose of the emission inventory</u>	4
<u>2</u>	<u>INVENTORY METHODOLOGY</u>	5
<u>2.1</u>	<u>The Global Protocol for Community-Scale Greenhouse Gas Emissions Inventories</u>	5
<u>2.2</u>	<u>Inventory Boundary</u>	5
<u>2.3</u>	<u>Emissions calculations and reporting</u>	5
<u>3</u>	<u>EMISSIONS PROFILE</u>	6
<u>3.1</u>	<u>Main emissions sources</u>	7
<u>3.2</u>	<u>Emissions' contribution to Waikato Region</u>	10
<u>4</u>	<u>KEY INSIGHTS AND RECOMMENDATIONS</u>	11
	<u>REFERENCES/BIBLIOGRAPHY</u>	13
	<u>APPENDICES</u>	14
<u>A.</u>	<u>Emissions inventory breakdown by districts - Waikato Region (2018/19)</u>	14
<u>B.</u>	<u>Assumptions and limitations</u>	22
<u>C.</u>	<u>Data Sources and Data Gaps</u>	25
	Figure 1: Total gross emissions by source (excl. forestry) for Hamilton City, 2018/1	6
	Figure 2: GPC BASIC Community GHG Emissions Inventory for Hamilton City, 2018/19	10
	Figure 3: GPC BASIC Community GHG Emissions Inventory for Hamilton City, 2018/19 Total Stationary Energy Sector emissions by sub-sector (%)	
	Figure 4: GPC BASIC Community GHG Emissions Inventory for Hamilton City, 2018/19 Total Transport Emissions by sub-sector (%)	
	Figure 5: Transportation - breakdown by emission source (t CO2e)	
	Table 1: Emissions breakdown by category and sources, Hamilton City 2018/19	
	Table 2: Overall emission estimates for Waikato Region and breakdown by territorial authorities (2018/19)	
	Table 3: Hamilton City as proportion of Waikato Region emissions estimates (2018/19 inventory)	

Item 9

Attachment 1

# 1 Introduction and context

## Attachment 1

The New Zealand government ratified the Paris Agreement in April 2017, which is an international commitment to limit global warming to below two degrees. To achieve this goal and make a fair contribution to global emissions reductions, New Zealand adopted in 2019 the Carbon Change Response (Zero Carbon) Amendment Act to develop and implement clear climate change policies that contribute to the commitments under the 2015 Paris Agreement. The Act sets new mitigation targets committing New Zealand to:

- reduce annual net emissions of all greenhouse gases (except biogenic methane) to zero by 2050, and
- reduce annual emissions of biogenic methane to
  - 10% below 2017 levels by 2030
  - 24% to 47% per cent below 2017 levels by 2050.

The Act also established emissions budgets to act as stepping-stones towards the long-term target. The Ministry for the Environment is currently developing a provisional emissions budget for the 2021–2025 period. Eventually, emissions budget will be set for the following periods: 2022–2025, 2026–2030 and 2031–2035.<sup>1</sup>

## 1.1 Role of local government

Globally more than 10,000 cities and local governments have signed up to the Global Covenant of Mayors for Energy and Climate ([www.globalcovenantofmayors.org](http://www.globalcovenantofmayors.org)) and committed to report on their community greenhouse gas emission and emission reduction measures.

In 2017, the Mayors and Chairs of New Zealand have re-confirmed the 2015 Climate Change Declaration and the key commitments and actions that Councils plan to undertake. Hamilton City Council is signatory to this declaration which covers all member agencies activities, roles and functions of the sector and specifically identifies how local government will act and what it requires of central government to support action on climate change.<sup>2</sup> Several local councils have also joined the Global Covenant of Mayors including Auckland City, Dunedin City and Rotorua Lakes District.

It is recognised that solutions to climate change and transition to a low carbon economy cannot be pursued by central government without the involvement and actions of local government – for adaptation as well as mitigation. Hamilton City Council has committed to developing a climate action plan, and understanding its emissions profile is a first step.

## 1.2 Purpose of the emission inventory

This inventory provides Hamilton City Council with an understanding of its emissions generation and profile for the 2017/18 financial year. A GHG emissions inventory is an estimate of GHGs emitted to, or removed from, the atmosphere over a given period.

Specifically, the purpose of this inventory is to:

- Identify where Hamilton City's emissions are coming from and their relative contribution to overall emissions footprint.
- Establish the emissions baseline as a key step towards the city's climate action plan.<sup>3</sup>
- Provide information to enable the Council to engage with key sectors and stakeholders towards reducing local emissions (starting with goal setting).

This document summarises the findings and insights from the data collection and calculations of the emissions inventory. This emissions inventory was developed simultaneously with the inventory report for Waikato

<sup>1</sup> More information is available at: <https://www.mfe.govt.nz/climate-change/zero-carbon-amendment-act>.

<sup>2</sup> See the declaration here: <https://www.lgnz.co.nz/assets/Uploads/0827d40e5d/Climate-Change-Declaration.pdf>

<sup>3</sup> <https://www.stuff.co.nz/waikato-times/news/114835645/hamilton-city-council-votes-for-climate-urgency-rather-than-emergency>

## Item 9

Region and the other territorial authorities within the region. For further details and a broader understanding of the inventory context, please refer to the Waikato Region Greenhouse Gas Emissions Inventory report.

## 2 Inventory methodology

### 2.1 The Global Protocol for Community-Scale Greenhouse Gas Emissions Inventories

The Hamilton City inventory follows the methodology outlined in the Global Protocol for Community Scale Greenhouse Gas Emissions Inventory (GPC)<sup>4</sup>, published by the World Resources Institute (WRI 2015). The GPC methodology represents international best practice for city and community level greenhouse gas (GHG) emissions reporting.

It includes emissions from stationary energy, transport, waste, industry, agriculture and forestry activities within the regional (administrative) boundary of Waikato Region. The inventory covers seven greenhouse gases: carbon dioxide (CO<sub>2</sub>), methane (CH<sub>4</sub>), nitrous oxide (N<sub>2</sub>O), hydrofluorocarbons (HFCs), perfluorocarbons (PFCs), sulphur hexafluoride (SF<sub>6</sub>) and nitrogen trifluoride (NF<sub>3</sub>).

### 2.2 Inventory Boundary

The boundaries of the 2018/19 emissions inventory are the administrative boundaries of Hamilton City Council. The city covers 11,037 ha and has 167,700 residents.

### 2.3 Emissions calculations and reporting

This inventory assesses both direct (production-based) emission sources within the geographic area (Scope 1) and indirect (consumption-based) emission sources associated with goods and services imported into Hamilton City. Examples of indirect emission sources include electricity from the national grid (Scope 2), and transport into the area that originates or terminates outside the area e.g. aviation (Scope 3). Key aspects to note:

- Emissions are reported for the period from 1 July 2018 to 30 June 2019.
- Emissions are expressed on a carbon dioxide-equivalent basis including climate change feedbacks using the 100-year GWP (Global Warming Potential) values and climate-carbon feedback from the Intergovernmental Panel on Climate Change Fifth Assessment Report: Climate Change 2013;
- Total emissions are reported for gross emissions (excluding forestry) and net emissions (including forestry);
- Emissions are calculated by multiplying activity data by an emission factor associated with the activity;
- In line with the GPC, activity data for the various emission sources includes data from bottom up sources (locally provided measurements or estimates) and top down sources (based on national information), depending on data availability;
- Where specific city-level data was not accessible, information was calculated via a per capita break-down of national level data. This method was applied to the following sectors:
- Industrial product use
- Solid waste emissions from closed landfills (1967 to 1997)
- Stationary energy fuel types: coal, biofuel and LPG figures have been assumed on a per capita basis from national figures.
- Following GPC guidance and requirements, notation keys (IE, NE, NO and C) have been used in the emissions report and data quality for each activity/sector assessed a description of data quality assessment).

<sup>4</sup> The protocol is available at: <http://www.ghgprotocol.org/greenhouse-gas-protocol-accounting-reporting-standard-cities>

Assumptions made during data collection and analysis are outlined in Appendix B – Assumptions and limitations. Data gaps are described in Appendix B.

### 3 Emissions results and analysis

Hamilton City's emissions inventory provides a picture of emissions generated by the activities of residents, businesses and industries. During July 2018 to June 2019 reporting period, Hamilton City generated a total of 982,284 t CO<sub>2</sub>e gross emissions and 981,532 tCO<sub>2</sub>e net emissions (excluding forestry). This represents a 5.86 t CO<sub>2</sub>e per capita emissions and approximately 8% of Waikato Region total gross emissions. Transportation is the largest emissions source (63.1%), followed by stationary energy (28.2%) (Figure 1).

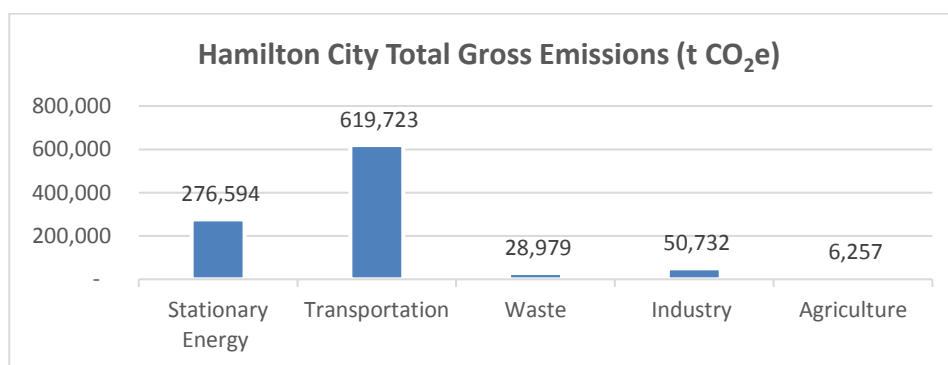


Figure 1: Total gross emissions by source (excl. forestry) for Hamilton City, 2018/19

When emissions are further broken down by sub-sectors (Figure 2), the emissions profile emerging is that outside of land transport (which is the largest emitter by far), stationary energy from industry, residential buildings and IPPU (Industrial processes and product use) all contribute more than 5% to gross emissions.

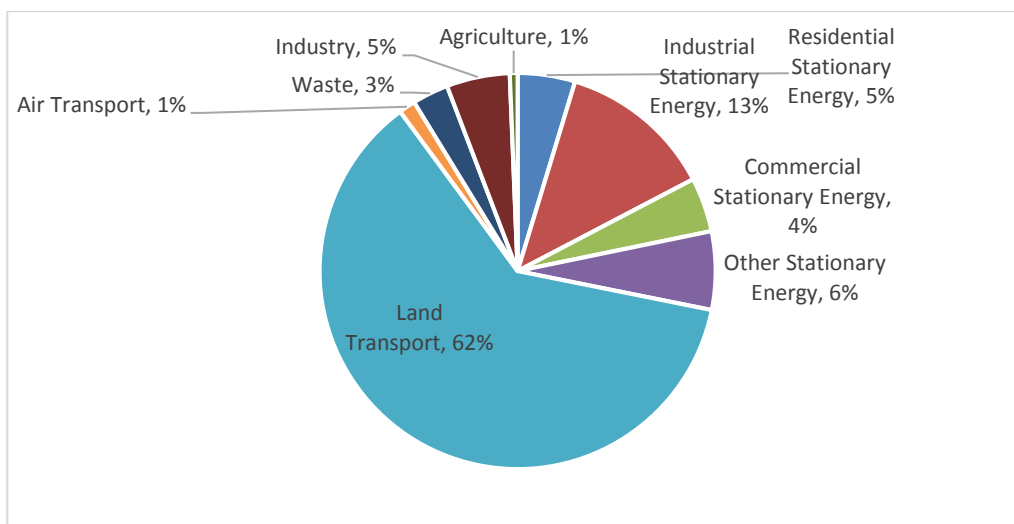


Figure 2: GPC BASIC Community GHG Emissions Inventory for Hamilton City, 2018/19  
Percent of Total Gross Emissions by Sub-Sector

#### 3.1 Main emissions sources

- **Stationary Energy:** the second largest emitting sector, stationary energy is responsible for 276,594 t CO<sub>2</sub>e of the city's gross emissions. Residential consumption is responsible for 16.7% of emissions, and industry (manufacturing and construction) accounts for about 45% of stationary

energy emissions. The remaining stationary energy other sector emissions from fuel combustion (energy industries) is about 23% (<1%), as shown in Figure 3.

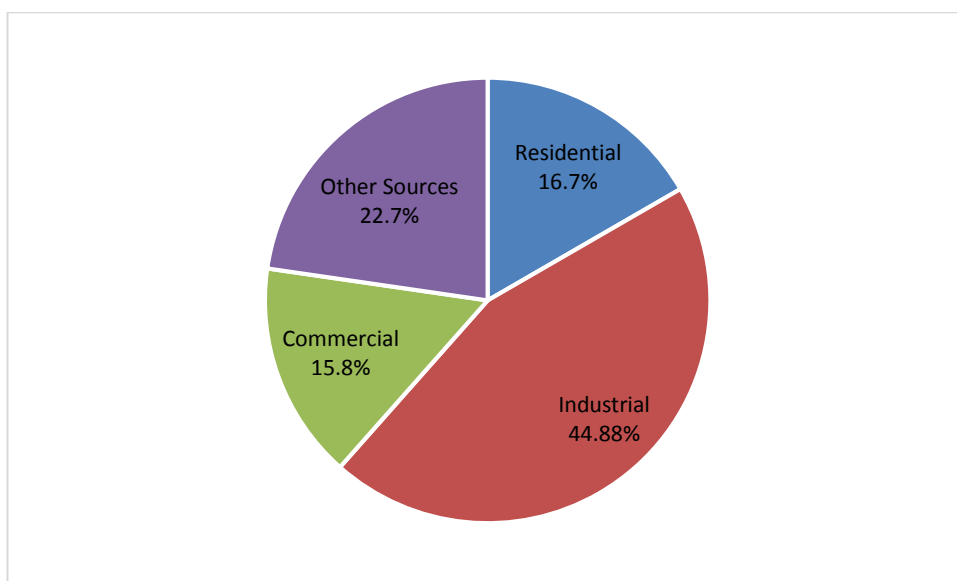


Figure 3: GPC BASIC Community GHG Emissions Inventory for Hamilton City, 2018/19  
Total Stationary Energy Sector emissions by sub-sector (%)

When analysed from the perspective of type of fuel use, natural gas is the main emission source, followed closely by electricity consumption and petrol and diesel use (see Figure 2 below).

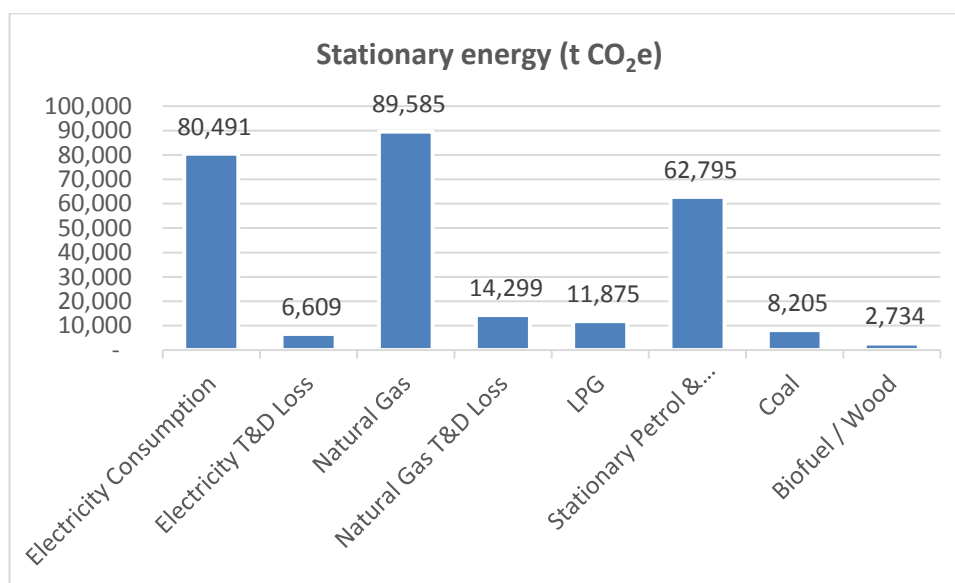


Figure 2: Stationary Energy - breakdown of emissions by fuel type (t CO<sub>2</sub>e)

- **Transportation:** the largest source of emissions at 619,723 t CO<sub>2</sub>e, transportation is twice the size of the second biggest emitter (stationary energy). Road transport (547,479 t CO<sub>2</sub>e) represents just over 88% of total emissions, followed by off road.<sup>5</sup>

<sup>5</sup> this is likely to be over-estimated given that the general EECA guidance was applied to split consumption between on and off road. (because a top down approach when diesel consumed on farms.

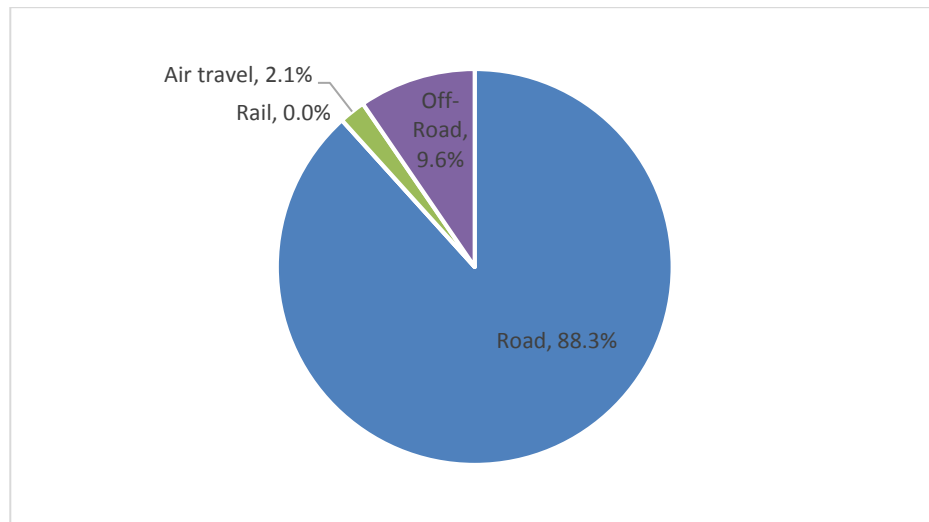


Figure 4: GPC BASIC Community GHG Emissions Inventory for Hamilton City, 2018/19  
Total Transport Emissions by sub-sector (%)

- When the fuel type is considered, petrol and diesel consumption from on-road make up 97% of all transportation emissions. Activities from aviation (Hamilton Airport) are responsible for about 2% of remaining emissions. Note that rail emissions are not included in this preliminary inventory due to lack of data updates from Kiwirail.

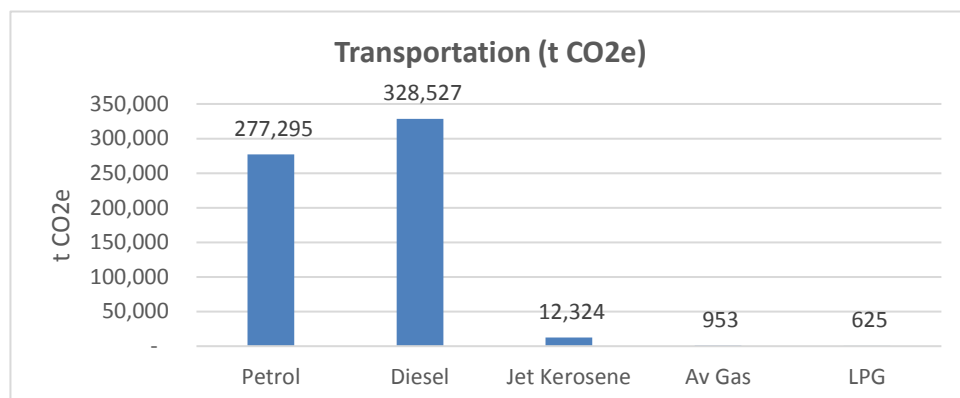


Figure 5: Transportation - breakdown by emission source (t CO<sub>2</sub>e)

- Waste (solid & wastewater):** Hamilton City generates a total of 28,919 t CO<sub>2</sub>e from waste, of which 46.4% is as result of solid waste disposal and 53.6% from wastewater. Solid waste is sent to landfill at Tirohia, which has been collecting landfill gas since 2001. Pukete Wastewater Treatment Plant manages all wastewater for the city, serving 50,000 households and 4,000 commercial outfits. Septic tanks serve the population in the peri-urban area of Hamilton city.
- Industrial Processes and Product Use (IPPU):** This sector includes emissions associated with the consumption of GHGs for refrigerants, foam blowing, fire extinguishers, aerosols, metered dose inhalers and Sulphur Hexafluoride for electrical insulation and equipment production. The emissions from IPPU (industry) have been calculated using a top down approach, the city accounting for 50,732 t CO<sub>2</sub>e, just above 5% of gross emissions. IPPU emissions do not include energy use from industrial manufacturing, which is included in the relevant stationary energy sub-category (e.g. coal, electricity and/or petrol and diesel).
- Agriculture:** the sector has a footprint of only 6,257 t CO<sub>2</sub>e or less than 1 % of Hamilton City's total gross emissions. Livestock living within the city boundary is the source for three quarters of agricultural emissions.

- **Forestry** & Land-use Change: there is 752 t CO<sub>2</sub>e sequestration from forested areas – majority from native cover.

A breakdown of all emissions sources for each category is provided in the table below. Full details following the GPC accounting methodology are available in Appendix A.

Table 1: Emissions breakdown by category and sources, Hamilton City 2018/19

Emission Sources Hamilton City		Emissions (t CO <sub>2</sub> e)	% total gross	% sector
<b>Stationary energy</b>	Electricity Consumption	80,491	8.2%	29.1%
	Electricity T&D Loss	6,609	0.7%	2.4%
	Natural Gas	89,585	9.1%	32.4%
	Natural Gas T&D Loss	14,299	1.5%	5.2%
	LPG	11,875	1.2%	4.3%
	Stationary Petrol & Diesel Use	62,795	6.4%	22.7%
	Coal	8,205	0.8%	3.0%
	Coal (fugitive)	-	0.0%	0.0%
	Gas (fugitive)		0.0%	0.0%
	Biofuel / Wood	2,734	0.3%	1.0%
	Biodiesel		0.0%	0.0%
<b>Transportation</b>	Petrol	277,295	28.2%	44.7%
	Diesel	328,527	33.4%	53.0%
	Bus Diesel		0.0%	0.0%
	Rail Emissions	-	0.0%	0.0%
	Bus (Electric)	-	0.0%	0.0%
	Jet Kerosene	12,324	1.3%	2.0%
	Av Gas	953	0.1%	0.2%
	Marine Diesel	-	0.0%	0.0%
	Light Fuel Oil	-	0.0%	0.0%
	LPG	625	0.1%	0.1%
<b>Waste</b>	Solid Waste Disposal	13,452	1.4%	46.4%
	Wastewater	15,527	1.6%	53.6%
<b>IPPU</b>	Industrial	50,732	5.2%	100.0%
<b>Agriculture</b>	Agriculture	6,257	0.6%	100.0%
<b>Forestry</b>	Forestry	-752	Not included in gross emissions	

## 1.1

### 3.2 Emissions' contribution to Waikato Region

To provide a perspective into Hamilton City's emissions profile, a summary overview is presented below for Waikato Regions' 2018/19 inventory and the other territorial authorities. The spreadsheet below is not intended as a benchmark between territorial authorities but simply as an indicative framework of reference (Table 2).

As expected, Hamilton City has a small footprint on a per capita basis compared to Waikato region (5.9 vs 26.4 t CO<sub>2</sub>e); the City has relatively smaller footprint compared to larger cities too, for example Auckland (6.3 t CO<sub>2</sub>e per capita as of 2016).

in terms of gross emissions, Hamilton City accounts for almost 8% of the regional emissions. When forestry is included, Hamilton City generates approximately 14% of the region's emissions (Table 3).

Table 2: Overall emission estimates for Waikato Region and breakdown by territorial authorities (2018/19)

	Waikato Region (Sum) 2018/19	Hamilton City 2018/19	Hauraki 2018/19	Matamata- Piako 2018/19	Otorohanga 2018/19	South Waikato 2018/19	Taupo 2018/19	Thames- Coromandel 2018/19	Waikato District 2018/19	Waitomo 2018/19	Waipa 2018/19
<b>Stationary energy</b>	1,582,351	276,594	35,702	133,175	18,395	421,912	54,796	53,789	449,939	35,550	102,499
<b>Transportation</b>	1,891,722	619,723	110,208	128,574	46,358	94,588	3,410	235,577	289,753	75,968	287,563
<b>Waste</b>	293,217	28,979	3,590	6,155	21,781	36,142	81,523	12,304	48,760	19,686	34,297
<b>Industry</b>	143,213	50,732	6,285	10,775	3,143	7,512	11,763	9,428	23,914	2,840	16,821
<b>Agriculture</b>	8,608,389	6,257	619,799	1,475,468	838,017	784,719	928,267	183,042	1,721,114	903,468	1,148,238
<b>Forestry</b>	- 5,530,909	- 752	- 42,449	14,318	- 62,152	- 1,244,246	- 2,589,419	- 612,004	- 350,870	- 618,081	- 25,254
<b>Total net (incl. forestry)</b>	<b>6,987,983</b>	<b>981,532</b>	<b>733,135</b>	<b>1,768,464</b>	<b>865,542</b>	<b>100,627</b>	<b>- 1,509,659</b>	<b>- 117,863</b>	<b>2,182,610</b>	<b>419,431</b>	<b>1,564,163</b>
<b>Total gross ( excl. forestry)</b>	<b>12,518,892</b>	<b>982,284</b>	<b>775,584</b>	<b>1,754,146</b>	<b>927,694</b>	<b>1,344,874</b>	<b>1,079,760</b>	<b>494,140</b>	<b>2,533,480</b>	<b>1,037,513</b>	<b>1,589,417</b>

<b>Population no</b>	<b>473,480</b>	<b>167,700</b>	<b>20,800</b>	<b>35,750</b>	<b>10,450</b>	<b>24,950</b>	<b>38,800</b>	<b>31,150</b>	<b>78,850</b>	<b>9,530</b>	<b>55,500</b>
<b>Per capita net emission (incl Forestry)</b>	<b>14.8</b>	<b>5.9</b>	<b>35.2</b>	<b>49.5</b>	<b>82.8</b>	<b>4.0</b>	<b>- 38.9</b>	<b>- 3.8</b>	<b>27.7</b>	<b>44.0</b>	<b>28.2</b>
<b>Per capita gross emission (excl Forestry)</b>	<b>26.4</b>	<b>5.9</b>	<b>37.3</b>	<b>49.1</b>	<b>88.8</b>	<b>53.9</b>	<b>27.8</b>	<b>15.9</b>	<b>32.1</b>	<b>108.9</b>	<b>28.6</b>

Table 3: Hamilton City as proportion of Waikato Region emissions estimates (2018/19 inventory)

Emissions sources	Hamilton City 2018/19	Waikato Region 2018/19	HC as % from Waikato region
Stationary Energy	276,594	1,582,351	17.48
Transportation	619,723	1,891,722	32.76
Waste	28,979	293,217	9.88
IPPU	50,732	143,213	35.42
Agriculture	6,257	8,608,389	0.07%
Forestry	-752	- 5,530,909	0.01%
Total net (incl. forestry)	981,532	6,987,983	14.05%
Total gross (excl. forestry)	982,284	12,518,892	7.85%

## 4 Key insights and recommendations

The development of the 2018/19 emissions inventory provides Hamilton City with a robust and comprehensive baseline for decision making. The process for developing the inventory as part of the Waikato Region's wide emissions assessment was effective and helped leverage engagement with data holders. For preparation of future inventories, Hamilton City may consider the following recommendations to improve the quality of and access to activity data, but also enable action to reduce emissions.

This inventory is only a first step in the process of understanding and building capability to respond to climate change.

### Recommendation 1: Data availability & quality

Specific areas that can be targeted for improvement are transportation, followed by stationary energy and waste (especially solid waste):

- Transportation: getting better data for road-transport (by type of vehicle) as well as the split between on-road and off-road (currently calculated using top-down approach for emissions allocation) would be useful for understanding consumption trends better and where to intervene. Note that transportation emissions are increasing for Waikato Region, and likely in Hamilton City too – primarily due to population increase. Petrol and diesel consumption is the single most important source of emissions and needs to be a key focus (for data improvement and reduction options).
- Stationary energy: currently stationary energy has been reported by sub-sectors (residential, commercial, industry and other). These are broad categories that require further details in order to better understand emissions generation.

For more details, refer to appendix B and C.

### Recommendation 2: Reporting intervals

It is recommended that Hamilton City considers updating the inventory report in two-year time, and coordinates with WRC this development in order to use resources efficiently. An update in 21/22 is recommended so that the inventory and potential reduction target setting is aligned with the central government process for the provisory carbon budget for the period of 2021-2025.

### Recommendation 3: Setting reduction goals & targets

Reduction goals need to be informed by dialogue with iwi and other stakeholders (community, industry, etc) and the level of ambition and preferred approach to setting emissions reduction targets. Communities use long term aspiration to set carbon neutral goals and other science-based approaches looking at the gap to meet the 1.5°C and 2°C temperature targets of the Paris Agreement. It is important that any reduction targets are set as part of an integrated climate action plan.

Hamilton's emissions profile requires a strong focus on transportation and stationary energy as the two main sources of emissions.

The GPC suggests four different approaches to setting emissions reduction targets as follows:

- Base year emissions goals
- Fixed level goals
- Base year intensity goals
- Baseline scenario goal

A base year reduction goal or fixed level goals may be considered; if carbon neutrality approach is chosen, intermediate targets should be used at least in line with New Zealand's commitments and legal obligations.

As a city, Hamilton has very limited sequestration options and it will be dependent on identifying offsets options from other territorial authorities within the region or beyond – should carbon neutrality be the goal. At a minimum, the City could explore how to support increasing re-planting rates across Waikato which has been decreasing.

Consumption of petrol and diesel needs to be targeted with priority – as together with transportation, it is responsible for more than 60 % of the city's emissions. The city could explore options to encourage shift to bio-fuel (including bio-diesel) as one of the measures to achieve emissions reductions in the short term.

## References/Bibliography

---

IPCC (2015). 2006 IPCC Guidelines for National Greenhouse Gas Inventories, <http://www.ipcc-nggip.iges.or.jp/public/2006gl/>.

WRI (World Resources Institute) et al. (2014). Global Protocol for Community-Scale Greenhouse Gas Emission Inventories, retrieved on 16 June 2015 from <http://www.ghgprotocol.org/about-ghgp>.

Ministry for the Environment. 2019. *New Zealand's Greenhouse Gas Inventory 1990–2017*. Wellington: Ministry for the Environment.

Item 9

Attachment 1

# Appendices

---

Attachment 1

Item 9

A. GPC emissions source by sector and sub-sector – Hamilton City (2018/19)

GPC ref No.	Scope	GHG Emissions Source (By Sector and Sub-sector)	Unit	t CO2	t CH4	t N2O	biogenic t CO2	Total t CO2e
I	Stationary Energy							
I.1	Residential Buildings			41,924.43	113.49	1.01	26,812.26	46,083.38
I.1.1	1.00	Emissions from fuel combustion within the city boundary		14,334.19	78.50	1.01	26,812.26	17,303.50
	Residential	Natural Gas		7,442.14	0.62	0.01		7,466.94
		LPG		5,091.67	0.40	0.01		5,107.67
		Coal		1,800.38	5.56	0.03		1,997.64
		Biofuel			71.93	0.96	26,812.26	2,731.25
I.1.2	2.00	Emissions from grid-supplied energy consumed within the city boundary		25,496.63	-	-	-	25,496.63
		Electricity Consumption		25,496.63				25,496.63
I.1.3	3.00	Transmission and distribution losses from grid-supplied energy		2,093.61	34.99	-	-	3,283.25
		Grid Electricity T&D losses		2,093.61				2,093.61
		Natural Gas T&D Losses		-	34.99	-		1,189.64
I.2	Commercial & Institutional buildings and facilities			41,956.86	46.90	0.12	1,971.12	43,587.96
I.2.1	1.00	Emissions from fuel combustion within the city boundary		20,943.07	1.88	0.12	1,971.12	21,043.55
	Commercial	Natural Gas		9,575.21	0.80	0.02		9,607.12
		LPG		5,210.08	0.41	0.01		5,226.45
		Coal		6,157.78	0.63	0.10		6,207.68
		Biofuel			0.04	0.00	1,971.12	2.30
I.2.2	2.00	Emissions from grid-supplied energy consumed in the city for on-road transportation		19,419.22	-	-	-	19,419.22
		Electricity Consumption		19,419.22				19,419.22
I.2.3	3.00	Transmission and distribution losses from grid-supplied energy		1,594.57	45.02	-	-	3,125.19

		Grid Electricity T&D losses			1,594.57				1,594.57
		Natural Gas T&D Losses			-	45.02	-		1,530.62
I.3		Manufacturing Industries and Construction			112,469.65	341.78	0.12	-	124,126.97
I.3.1	1.00	Emissions from fuel combustion within the city boundary			73,973.00	1.23	0.12	-	74,051.63
		Natural Gas			72,433.66	1.21	0.12		72,510.74
		LPG			1,539.34	0.02	0.00		1,540.89
		Coal			-	-	-		-
I.3.2	2.00	Emissions from grid-supplied energy consumed in the city for on-road transportation			35,575.44	-	-	-	35,575.44
		Electricity Consumption			35,575.44				35,575.44
I.3.3	3.00	Transmission and distribution losses from grid-supplied energy			2,921.21	340.55	-	-	14,499.91
		Grid Electricity T&D losses			2,921.21				2,921.21
		Natural Gas T&D Losses			-	340.55			11,578.70
I.4		Energy Industries							
I.4.1	1.00	Emissions from fuel combustion within the city boundary							
I.4.2	2.00	Emissions from grid-supplied energy consumed in the city for on-road transportation							
I.4.3	3.00	Transmission and distribution losses from grid-supplied energy							
I.4.4	1.00	Emissions from energy generation supplied to the grid							
I.5		Agriculture, forestry and fishing activities							
I.5.1	1.00	Emissions from fuel combustion within the city boundary							
I.5.2	2.00	Emissions from grid-supplied energy consumed in the city for on-road transportation							
I.5.3	3.00	Transmission and distribution losses from grid-supplied energy							
I.6		Other sources			62,507.92	3.41	0.58	-	62,795.19
I.6.1	1.00	Emissions from fuel combustion within the city boundary			62,507.92	3.41	0.58	-	62,795.19
		Diesel			60,558.00	2.49	0.50		60,791.09
		Petrol			1,949.92	0.92	0.08		2,004.10

I.6.2	2.00	Emissions from grid-supplied energy consumed in the city for on-road transportation							
I.6.3	3.00	Transmission and distribution losses from grid-supplied energy							
I.7	Fugitive emissions from mining, processing, storage, and transportation of coal				-	-	-	-	-
I.7.1	1	Emissions from fugitive emissions within the city boundary			-	-	-	-	-
		Sub-bituminous coal			-	-	-		-
I.8	Fugitive emissions from oil and natural gas systems								
I.8.1	1	Emissions from fugitive emissions within the city boundary							
II	Transportation								
II.1	On road transportation\				529,390	137	44	156	547,179
II.1.1	1	Emissions from fuel combustion on-road transportation occurring within the city boundary			529,390	137	44	156	547,179
		On Road Petrol (L)			260,252	123	30		273,273
		On Road Diesel (L)			268,515	14	14		273,280
		Biodiesel			-	-	-	156	-
		LPG			623	0	0		625
II.1.2	2	Emissions from grid-supplied energy consumed within the city boundary for onroad transportation			-	-	-	-	-
		Electric Bus							
II.1.3	3	Emissions from proportion of transboundary journeys occurring outside the city boundary and transmission and distribution losses from grid supplied energy consumption.			-	-	-	-	-
	Electric Bus T&D	Electricity T&D losses from bus electricity consumption							
II.2	Railways				-	-	-	-	-
II.2.1	1	Emissions from fuel combustion for railway transportation occurring within the city boundary			-	-	-	-	-
		Rail Diesel			0	0	0		-
II.2.2	2	Emissions from grid-supplied energy consumed within the city boundary for railways			-	-	-	-	-
		Rail elect. (nat. ave EF)							

II.2.3	3	Emissions from proportion of transboundary journeys occurring outside the city boundary and transmission and distribution losses from grid supplied energy consumption.			-	-	-	-	-
		Electricity T&D losses from rail electricity consumption							
II.3	Waterborne navigation				-	-	-	-	-
II.3.1	1	Emissions from fuel combustion for waterborne navigation occurring within the city boundary			-	-	-	-	-
		Marine Diesel			-	-	-		-
		Light Fuel Oil			-	-	-		-
II.3.2	2	Emissions from grid-supplied energy consumed within the city boundary for waterborne transportation			-	-	-	-	-
		Electricity							
II.3.3	3	Emissions from proportion of transboundary journeys occurring outside the city boundary and transmission and distribution losses from grid supplied energy consumption.			-	-	-	-	-
		Electricity T&D losses							
II.4	Aviation				12,797	4	1	-	13,277
II.4.1	1	Emissions from fuel combustion for aviation occurring within the city boundary			12,797	4	1	-	13,277
		Jet Kerosene			11,879	3	1		12,324
		Aviation Gas			917	0	0		953
II.4.2	2	Emissions from grid-supplied energy consumed within the city boundary for aviation			-	-	-	-	-
		Electricity							
II.4.3	3	Emissions from proportion of transboundary journeys occurring outside the city boundary and transmission and distribution losses from grid supplied energy consumption.			-	-	-	-	-
		Electricity T&D losses							
II.5	Off-road transportation				58,113	5	3	-	59,268
II.5.1	1	Emissions from fuel combustion for off-road transportation occurring within the city boundary			58,113	5	3	-	59,268
		Off Road Petrol (L)			3,830	2	0		4,021
		Off Road Diesel (L)			54,283	3	3		55,246
II.5.2	2	Emissions from grid-supplied energy consumed within the city boundary for offroad transportation			-	-	-	-	-

		Electricity							
II.5.3	3	Emissions from proportion of transboundary journeys occurring outside the city boundary and transmission and distribution losses from grid supplied energy consumption.			-	-	-	-	-
		Electricity T&D losses							
III	Waste								
III.1		Solid waste disposal			-	395.63	0.00	1,408.00	13,452.15
III.1.1	1.00	Emissions from solid waste generated within the city boundary and disposed in landfills or open dumps within the city boundary			-	395.63	0.00	1,408.00	13,452.15
		Municipal Solid Waste (MSW) Emissions				395.63	0.00	1,408.00	13,452.15
III.1.2	3.00	Emissions from solid waste generated within the city boundary but disposed in landfills or open dumps outside the city boundary			-				
III.1.3	1.00	Emissions from waste generated outside the city boundary and disposed in landfills or open dumps within the city boundary			-	-	-	-	-
III.2		Biological treatment of waste			-	-	-	-	-
III.2.1	1.00	Emissions from solid waste generated within the city boundary that is treated biologically within the city boundary			-	-	-	-	-
III.2.2	3.00	Emissions from solid waste generated within the city boundary but treated biologically outside of the city boundary			-	-	-	-	-
III.2.3	1.00	Emissions from waste generated outside the city boundary but treated biologically within the city boundary			-	-	-	-	-
III.3		Incineration and open burning			-	-	-	-	-
III.3.1	1.00	Emissions from solid waste generated and treated within the city boundary			-	-	-	-	-
III.3.2	3.00	Emissions from solid waste generated within the city boundary but treated outside of the city boundary			-				
III.3.3	1.00	Emissions from waste generated outside the city boundary but treated within the city boundary			-				
III.4		Wastewater treatment and discharge			-	456.67	-	-	15,526.68
III.4.1	1.00	Emissions from wastewater generated and treated within the city boundary			-	456.67	-	-	15,526.68
		Total WWTP emissions (t CO2e)				456.67			15,526.68
III.4.2	3.00	Emissions from wastewater generated within the city boundary but treated outside of the city boundary			-	-	-	-	-
III.4.3	1.00	Emissions from wastewater generated outside the city boundary but treated within the city boundary			-	-	-	-	-
IV	Industry								

IV.1	1	Emissions from industrial processes occurring within the city boundary		-	-	-	-	-
	Processes							
IV.2	1	Emissions from product use occurring within the city boundary		50,731.63	-	-	-	50,731.63
	Product uses	Refrigerants	tonnes	46,889.25				46,889.25
		Foam Blowing	tonnes	186.92				186.92
		Fire extinguishers	tonnes	75.96				75.96
		Aerosols & MDI*	tonnes	3,052.94				3,052.94
		SF6	tonnes	526.55				526.55
V	Agriculture, Forestry and Other landuse							
V.1	1	Emissions from livestock within the city boundary	Tonnes	-	135	0	-	4,591
		Enteric fermentation	Tonnes		132			4,488
		Manure Management (CH4)	Tonnes		3			99
		Manure Management (N2O) (excluding organic fertilisers and pasture)	tonnes					4
V.2	1	Forestry	Tonnes	-			-	-752
		Exotic forest sequestration	tonnes	-				-35
		Native forest sequestration	tonnes	35				-886
		Total harvest emissions	tonnes	886				169
V.3	1	Emissions from aggregate sources and non-CO2 emission sources on land within the city boundary	tonnes	132	-	5	-	1,666
		Liming & Dolomite	tonnes	132				132
		Agricultural Soils (synthetic and organic fertilisers + crop residue)	tonnes			2		615
		Manure from grazing animals on pasture	tonnes			2		658
		Agricultural leaching (Indirect Emissions)	tonnes			0		89
		Agricultural atmospheric deposition (Indirect Emissions)	tonnes			1		171
VI	Other Scope 3							
V1.1	3	Other Scope 3						

## B. Assumptions and limitations

Sector/Category	Assumptions and Exclusions
Stationary Energy Emissions	
Residential, commercial and industrial stationary energy emissions	<ul style="list-style-type: none"> <li>Coal and biomass related emissions have been estimated using a top down approach, applying the national average consumption for commercial and residential coal use, estimated based on population figures.</li> <li>Consumption of natural gas and electricity data are based on total energy distributed to grid exit points within the Region. The energy provided to these grid exit points have then been allocated to the entire Region. This may in some instances mean that energy used outside the Region may be counted as part of the Region's Footprint, depending on the distribution network for gas and electricity, which may not fully match the Region's boundaries in all cases.</li> <li>Emission per user group (i.e. residential, commercial and industrial) was estimated based on national average energy use split between these groups as reported by MBIE (2017a).</li> <li>Coal and natural gas consumption for the Huntley Power Station have been excluded from the regional emissions estimates, as this is already reflected in the national emissions factor for electricity generation.</li> </ul>
Electricity Generation	<ul style="list-style-type: none"> <li>National emission factor for electricity generation was estimated based on data published by MBIE in their quarterly electricity and liquid fuel emissions table (MBIE 2020).</li> </ul>
Electricity Consumption	<ul style="list-style-type: none"> <li>Consumption of electricity data is based on total energy distributed to grid exit points within the Transpower Network.</li> </ul>
LPG	<ul style="list-style-type: none"> <li>LPG consumption in the Waikato Region is based on the total amount of LPG supplied to the North Island and calculated on a per capita basis using 2018/19 population estimates.</li> <li>LPG stationary energy estimates are based on the national share of 9kg and 45kg gas bottles, and bulk sales provided by the LPG Association of New Zealand.</li> </ul>
Natural Gas	<ul style="list-style-type: none"> <li>Natural gas consumption is based on total gas distributed to exit grid points within the Waikato Region as supplied by First Gas (excludes sites that have direct connections to the transmission network) as well as the direct gas volumes for Fonterra Te Rapa.</li> <li>Natural gas Te Rapa(?) cogeneration plant has not been included as these are already reflected in the national emissions factor for electricity generation.</li> <li>The natural gas distribution network does not follow regional boundaries and may include some of the surrounding rural areas. However, it is assumed that the population in these areas is relatively small and therefore the impact to the regional natural gas consumption is not likely to be significant.</li> <li>Assumes distribution loss emissions based on the national average per MfE guidance and AR5 GWP.</li> </ul>
Industrial Stationary Energy Emissions	<ul style="list-style-type: none"> <li>No specific data was available for industrial stationary energy consumption with the exception of natural gas use for co-generation plants at the Fonterra Te Rapa plants and fugitive emissions from mining.</li> </ul>

	<ul style="list-style-type: none"> <li>Emissions from industrial consumption of coal and LPG have been estimated based on a top-down approach allocating national emissions on a per capita basis.</li> <li>Industrial stationary petrol and diesel use have been estimated based on total fuel sold within the region and the EECA Energy Enduse Database</li> </ul>
Fugitive Emissions	<ul style="list-style-type: none"> <li>Not included in the Inventory as there is no production of oil or gas within the city boundary.</li> <li>Fugitive emissions from coal have been included in industrial stationary energy emissions.</li> </ul>
Coal	<ul style="list-style-type: none"> <li>Emissions relating to the use of coal from residential &amp; commercial activities have been included.</li> <li>Fugitive emissions from coal mining have been included under Stationary Energy (industrial emissions), based on the national average emissions factor for fugitive emissions from sub-bituminous coal mining reported by MfE.</li> </ul>
<b>Transportation Emissions</b>	
Road	<ul style="list-style-type: none"> <li>Total volume of fuel sold within the city was provided by Hamilton City Council.</li> <li>Fuel consumption figures (petrol and diesel) also include fuel used for off-road transport and recreational water transport, as these are sold through the same network. Due to lack of data these could not be reported separately.</li> </ul>
Rail	<ul style="list-style-type: none"> <li>this section will be updated once we have the final data from KiwiRail.</li> <li>Emissions from rail transport are estimated based on length of rail network and average fuel consumption per tonne km and freight volume as provided by Kiwi Rail for the 2018/19 financial year.</li> <li>The rail network in the Waikato is electric and diesel.</li> <li>Rail diesel use is estimated based on the average fuel consumption per tkm travelled within the Region. Due to lack of more detailed data it is not possible to estimate what portion of the rail related diesel use was purchased in- or outside the Region.</li> <li>It was assumed that Diesel sold for rail transport is not included in the Waikato fuel sales data for road transport.</li> <li>Electricity emissions are estimated based on the total kWh consumed by KiwiRail and the national emissions factor for electricity generation, and transmission and distribution losses.</li> </ul>
Aviation	<ul style="list-style-type: none"> <li>Aviation fuel data sold/pumped at Hamilton could not be obtained during the data collection.</li> <li>Aviation emissions, from Jet Kerosene, have been estimated using the average number of plane movements understood to take place via the FlightAware.com website. The number of flights estimated is likely to be conservative as movements of large jet planes and some smaller planes. Planes departing and arriving at the same airport (e.g. tourist flights) have not been included.</li> <li>The estimated aviation emissions represent 50% of aviation related emissions associated with Air NZ movements at Hamilton in line with the GPC framework.</li> <li>Aviation gas fuel consumption for smaller aircraft (e.g. tourist flights) and helicopters were estimated based on conversation with aviation fuel experts.</li> </ul>

LPG	<ul style="list-style-type: none"> <li>LPG consumption is based on the total amount of LPG supplied to the North Island and calculated on a per capita basis using 2018/19 population estimates.</li> <li>LPG transportation energy estimates are based on the national share of automotive and forklift sales as provided by the LPG Association of New Zealand.</li> <li>LPG consumption estimate does not take into account automotive and forklift sales in the Region that may then be taken out of the Region or individual district boundaries.</li> </ul>
Off-Road	<ul style="list-style-type: none"> <li>Estimated based on EECA – End-Use Energy Database applying a national average split to the total amount of petrol and diesel sold within the region.</li> </ul>
Waste Emissions	
Solid Waste Disposal	<ul style="list-style-type: none"> <li>Solid waste emissions were estimated using a 1st-order decay model (which requires waste volume estimates for the last 50 years).</li> <li>Reliable historic population figures, provided by StatsNZ, only go back to 1986 therefore 30 years of data has been estimated for the Waikato Region Solid Municipal Waste emissions.</li> <li>Due to limited specific current and/or historic data for the Region, waste volumes sent to landfill for the Waikato Region have been estimated by applying the New Zealand national average waste generation per capita (reported by MfE, 2017) and using historic population figures reported by StatsNZ.</li> <li>Landfill gas emissions were estimated for landfills with and without landfill gas capturing systems.</li> <li>Data on specific waste composition was not available therefore this data has been modelled based on the national average waste composition reported by MfE (2017).</li> <li>Hamilton City sends all their waste to landfill at Tirohia, which has been collecting landfill gas since 2001.</li> </ul>
Incineration	<ul style="list-style-type: none"> <li>Emissions from waste incineration have not been included, as only small quantities of clinical and hazardous waste is incinerated in New Zealand. Emissions from these sources are assumed to be insignificant<sup>[1]</sup>.</li> </ul>
Wastewater Treatment	<ul style="list-style-type: none"> <li>National Wastewater emissions from 2017 (MfE 2019) and population data from 2018/19 were used to calculate the per capita waste water treatment and disposal emissions, and the total waste water emissions from the Waikato Region. 2017 data was the most up to date information available from the New Zealand Greenhouse Gas Inventory 1990-2017.</li> </ul>
Industrial Emissions	
Industrial Processes	<ul style="list-style-type: none"> <li>No emissions from industrial processes have been included due to the lack of specific activity data. It is understood there are very few large industrial operations resulting in emissions from chemical or physical processes taking place within the Waikato Region.</li> </ul>
Product Use including: HFC, PCFs and SF <sub>6</sub>	<ul style="list-style-type: none"> <li>Emissions for refrigerants, fire extinguishers, foam blowing, aerosols and metered dose inhalers, as well as SF<sub>6</sub> in electrical equipment are estimated based on New Zealand average per capita emissions (MfE 2019).</li> </ul>

<sup>[1]</sup> Nationally, emissions from incineration of waste represent about 0.1% of the total waste emissions.

## C. Data Sources and Data Gaps

Data for the community carbon footprint was collected from a number of data sources. Key data sources are detailed below:

*Table 11 Waikato Region GHG Inventory Data Sources – 2018/19*

Emissions Category		Data Source
<b>Stationary Energy</b>		First Gas Limited Transpower Electricity Authority KiwiRail (not yet) Genesis Energy (Huntley Power Station coal and gas use) LPG Association NZ MBIE (2015) Energy in NZ, Section K MBIE (2015) Data Tables for Coal MfE (2015) National Greenhouse Gas Inventory Report
<b>Transportation</b>		Air travel movements (FlightAware.com) KiwiRail LPG Association NZ Hamilton City Council fuel sales data Ministry of Business, Innovation & Employment (fuel properties)
<b>Waste</b>	Solid Waste	Waste Management Envirowaste Individual City and District Councils Internal Waste data
	Waste Water	MfE (2019) 1990-2017 National Greenhouse Gas Inventory Report
<b>Industrial</b>		MfE (2019) 1990-2017 National Greenhouse Gas Inventory Report
<b>Agriculture</b>		MfE (2019) 1990-2017 National Greenhouse Gas Inventory Report Statistics New Zealand (Agricultural production data)
<b>Forestry</b>		MPI (2018) National Exotic Forest Description Statistics New Zealand

A data gap analysis was undertaken during the data collection stage of the project. The following data gaps and alternative data sources were identified:

*Table 12 Hamilton city GHG Inventory Data Gaps – 2018/19*

Emissions Category		Data Gap	Alternative Data Source
Stationary Energy		- city specific biofuel (wood) consumption data	- No alternative data source (assumed to be included in total forest harvest emissions)
		- city specific coal consumption data	- National average (on per capita basis)
Transportation		- Public Buses	- Assumed to be included in total fuel sales data
		- Airport fuel sales - Maritime fuel use (for small private vessels)	- Estimated based on flight movements - Assumed to be included in the total diesel sales data for the city
Waste	Solid Waste	- Landfill gas collection efficiency for Tirohia - Historic waste volumes	- National average collection efficiency - Assume national average waste generation per person (as outlined in the national GHG inventory by MfE)
	Waste Water	- No data for Pukete local wastewater treatment	- Assume national average wastewater treatment emissions on a per capita

		- number of people connected	basis
Industrial		<ul style="list-style-type: none"> <li>- Significant industrial (physical &amp; chemical) process activity resulting in GHG emissions</li> <li>- Industrial product use (e.g. asthma inhaler, aerosols, etc.)</li> </ul>	<ul style="list-style-type: none"> <li>- No sources identified – assumed not to be relevant or significant</li> <li>- Emissions were estimated based on national emissions data on a per capita basis</li> </ul>
Agriculture		- No estimates of cultivated organic soils within Hamilton city	- Not estimated (not relevant possibly)
Forestry		<ul style="list-style-type: none"> <li>- No data for Harvest Wood Products (i.e. what harvested wood is used for)</li> <li>- Insufficient data to estimate annual changes in land use (grassland, cropland, wetland, settlements and other land)</li> </ul>	<ul style="list-style-type: none"> <li>- Assumed that all carbon stored in trees is released in the year of harvest</li> <li>- Not estimated</li> </ul>

# Council Report

**Committee:** Council

**Date:** 30 April 2020

**Author:** Trevor Harris

**Authoriser:** Sean Murray

**Position:** Land Management Officer

**Position:** General Manager Venues,  
Tourism and Major Events

**Report Name:** Easement - WEL Networks Ltd

<b>Report Status</b>	<i>Open</i>
----------------------	-------------

## Purpose - *Take*

1. To seek the Council's approval of an easement in favour of WEL Networks Ltd over part of the Claudelands Event Centre land.

## Staff Recommendation - *Tuutohu-aa-kaimahi*

2. That the Council:
  - a) approves an easement to WEL Networks Ltd over the areas indicated in Attachment 1 of this report, for transmitting and/or conveying electricity, telecommunications and computer media over Council-owned land (Lot 2 DP 386843) subject to:
    - i. WEL Networks Ltd being responsible for paying all costs associated with the easement;
    - ii. the Waikato Show Trust signing all documentation for registration of the easement;
  - b) delegates authority to the Chief Executive to sign all documentation relating to the easement.

## Executive Summary - *Whakaraapopototanga matua*

3. WEL Networks Ltd (WEL) has requested an easement over part of the Claudelands Event Centre (CEC) land, which is owned by the Council in a Fee Simple Title.
4. This easement, which is for existing WEL equipment that was installed during construction of the CEC, should have been registered on the title for this land at the time of construction.
5. Council's approval is required as staff do not have delegated authority to approve easements on Fee Simple land owned by Council.
6. Staff consider the decision in this report has low significance and that the staff recommendations comply with the Council's legal requirements.

## Background - *Kooreo whaimaarama*

7. WEL installed high voltage cables and transformers as part of the CEC building project.
8. On reviewing its records recently, WEL discovered that there was no easement registered for its equipment located in/on the CEC's land.

9. The easement has never been registered on the Record of Title for CEC's land; it should have been done at the time the CEC was built.
10. An aerial and draft survey plan (refer Attachment 1) shows the areas over which WEL has requested the easement.
11. The easement is for existing WEL electricity equipment (cables and transformers) in an area used by Council employees and contractors only.
12. Staff do not have delegated authority to approve easements on Council's Fee Simple land, necessitating the Council's approval.

### **Discussion - *Matapaki***

13. The CEC land is held in Council's ownership as Fee Simple; it is not held as reserve.
14. The property was acquired by the Council from the Waikato Show Trust (WST) in 1999.
15. The property is approximately 16ha in size, with vehicle and pedestrian access from Boundary Road and Heaphy Terrace.
16. The easement will define the Council's and WEL's legal obligations relating to the areas affected by the easement.
17. WEL has been in discussion with the WST regarding the easement as it has an encumbrance registered on the title for the CEC land.
18. WEL has advised that WST has agreed to the easement.
19. If the recommendation is not approved by the Council, WEL's obligations are not legally recorded on the Record of Title for the CEC land and the areas affected by WEL's equipment not identified on a survey plan.

### **Options**

20. There are no options available for the Council to consider. Approving the easement over the land in question will enable the separate legal obligations to be defined.

### **Financial Considerations - *Whaiwhakaaro Puutea***

21. All costs for the easement are the responsibility of WEL.

### **Legal and Policy Considerations - *Whaiwhakaaro-aa-ture***

22. Staff confirm that the staff recommendations in this report comply with the Council's legal and policy requirements.

### **Wellbeing Considerations - *Whaiwhakaaro-aa-oranga tonutanga***

23. The purpose of Local Government changed on the 14 May 2019 to include promotion of the social, economic, environmental and cultural wellbeing of communities in the present and for the future ('the 4 wellbeings').
24. The recommendations set out in this report do not have any impact on the 4 wellbeings.

### **Risks - *Tuuraru***

25. If an easement is not granted, then WEL's and the Council's obligations will not be legalised as they will not be recorded on the Record of Title.

### **Significance & Engagement Policy - *Kaupapa here whakahira/anganui***

**Significance**

26. Staff have considered the key considerations under the Significance and Engagement Policy and have assessed that the recommendation(s) in this report has/have a low level of significance.

**Engagement**

27. WEL has consulted with the WST on the easement, as it has an encumbrance registered on the CEC Title.
28. Given the low level of significance determined, the engagement level is low. No engagement is required.

**Attachments - *Ngaa taapirihanga***

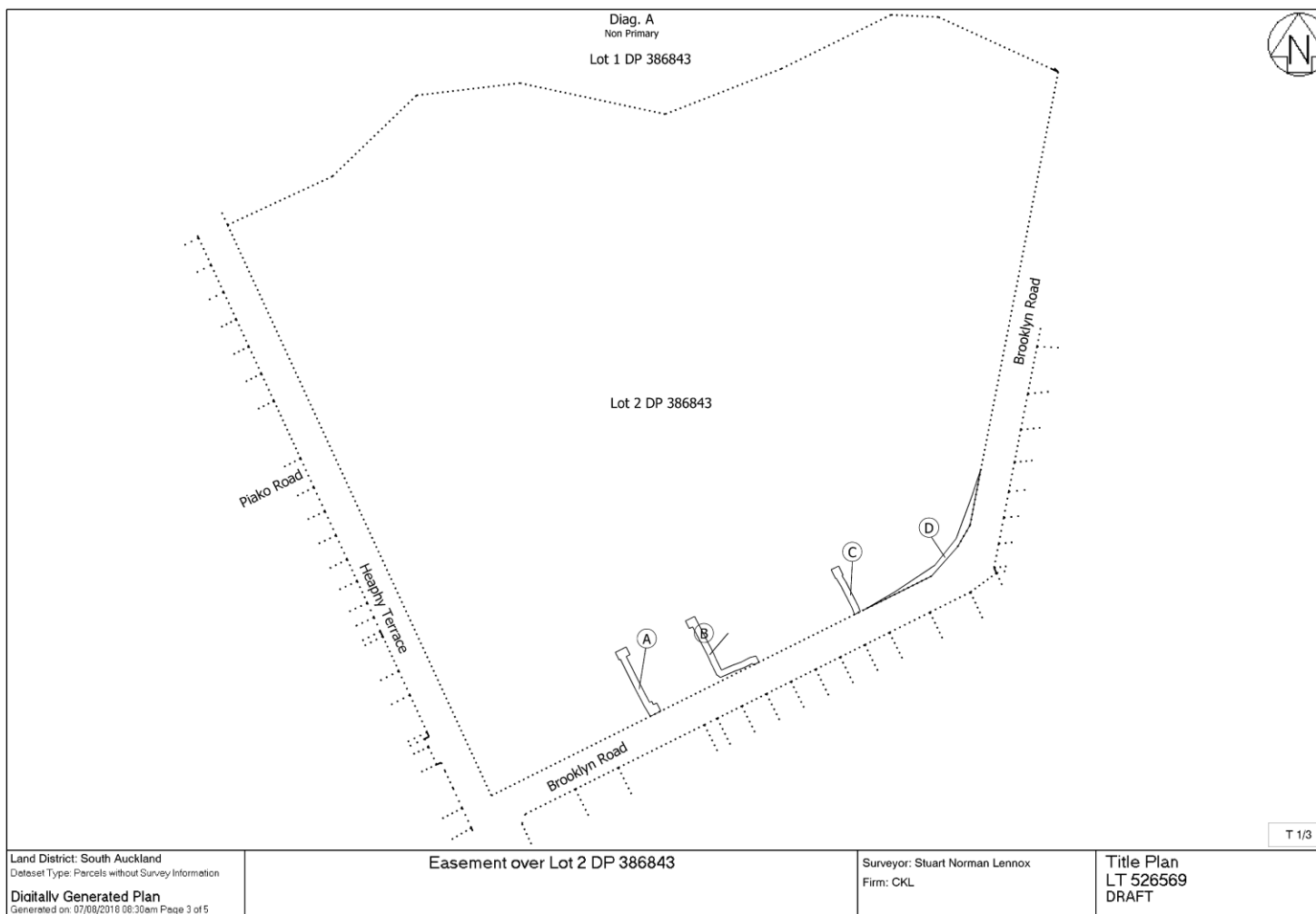
Attachment 1 - Plan indicating location of easement areas



Black outline indicates area of Claudelands Event Centre

Easement areas indicated by the Red outlines identified by A, B, C & D.

Draft survey plan provided by WEL Networks that identifies the easement areas as A, B, C & D.



# Council Report

Item 11

**Committee:** Council  
**Author:** Rebecca Watson  
**Position:** Governance Advisor  
**Date:** 30 April 2020  
**Authoriser:** Amy Viggers  
**Position:** Governance Team Leader  
**Report Name:** Open Recommendations from Committees to the Council

<b>Report Status</b>	<i>Open</i>
----------------------	-------------

## Purpose - Take

1. To seek the Council's approval of the recommendation from the Infrastructure Operations Committee meeting on 16 April 2020, in respect of the following:

- Suburban Response Team Trial
- Hamilton Stormwater Bylaw Review - Determination and Consultation

The Agenda of the Infrastructure Operations Committee meeting on 24 February 2020 is available [here](#).

The Minutes of the Infrastructure Operations Committee meeting on 24 February 2020 are available [here](#).

2. To seek the Council's approval of the recommendation from the Finance Committee meeting on 28 April 2020, in respect of the Financial Strategy Monitoring Report. To be advised following the 28 April 2020 Finance Committee meeting.

The Agenda of the Finance Committee meeting on 11 February 2020 is available [here](#).

## Recommendations from the Infrastructure Operations Committee - *Tuutohu*

### Suburban Response Team Trial

3. That the Council approves the Suburban Response Team trial be extended for a further twelve months with consideration of \$237,000 being funded in the 2020/21 Annual Plan.

### Hamilton Stormwater Bylaw Review - Determination and Consultation

4. That the Council:
  - a) receives the report;
  - b) approves Option 1 as outlined in this staff report and determine that a Stormwater Bylaw is the most appropriate mechanism for addressing issues relating to stormwater management in Hamilton;
  - c) approves the preparation of a Statement of Proposal for a reviewed Bylaw subject to (b) above being approved by the Council; and
  - d) notes that due to the Central Government Covid-19, Alert Level 4 restrictions in place, a public consultation process will be undertaken for a period of one month between July 2020 and December 2020.

**Recommendation from the Finance Committee - *Tuutohu***

*(To be advised following the 28 April 2020 Finance Committee meeting.)*

**Attachments - *Ngaa taapirihanga***

There are no attachments for this report.

## Resolution to Exclude the Public

### Section 48, Local Government Official Information and Meetings Act 1987

The following motion is submitted for consideration:

That the public be excluded from the following parts of the proceedings of this meeting, namely consideration of the public excluded agenda.

The general subject 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(1) of the Local Government Official Information and Meetings Act 1987 for the passing of this resolution follows.

General subject of each matter to be considered	Reasons for passing this resolution in relation to each matter	Ground(s) under section 48(1) for the passing of this resolution
C1. Confirmation of the Council Meeting Public Excluded Minutes - 19 March 2020	) Good reason to withhold information exists under Section 7 Local Government Official Information and Meetings Act 1987	Section 48(1)(a)
C2. Confirmation of the Extraordinary Council Public Excluded Minutes - 2 April 2020		
C3. Confirmation of the Elected Member Briefing Closed Notes - 2 April 2020		
C4. Confirmation of the Elected Member Briefing Closed Notes - 7 April 2020		
C5. Confirmation of the Elected Member Briefing Closed Notes - 14 April 2020		
C6. RMA Independent Hearing Commissioner Panel		
C7. Commissioner Appointments - Plan Change 6 and Plan Change 7		
C8. Hamilton Gardens Cafe - Extension of Lease		
C9. Confirmation of the Extraordinary Council (CE Review Committee Matters) Public Excluded Minutes - 11 February 2020		
C10. Recommendation from the Public Excluded CE Review Committee meeting of 9 April 2020		

This resolution is made in reliance on section 48(1)(a) of the Local Government Official Information and Meetings Act 1987 and the particular interest or interests protected by Section 6 or Section 7 of that Act

which would be prejudiced by the holding of the whole or relevant part of the proceedings of the meeting in public, as follows:

Item C1.	to prevent the disclosure or use of official information for improper gain or improper advantage	Section 7 (2) (j)
Item C2.	to prevent the disclosure or use of official information for improper gain or improper advantage	Section 7 (2) (j)
Item C3.	to prevent the disclosure or use of official information for improper gain or improper advantage	Section 7 (2) (j)
Item C4.	to prevent the disclosure or use of official information for improper gain or improper advantage	Section 7 (2) (j)
Item C5.	to prevent the disclosure or use of official information for improper gain or improper advantage	Section 7 (2) (j)
Item C6.	to protect the privacy of natural persons to enable Council to carry out commercial activities without disadvantage	Section 7 (2) (a) Section 7 (2) (h)
Item C7.	to protect the privacy of natural persons	Section 7 (2) (a)
Item C8.	to protect the privacy of natural persons to avoid the unreasonably, likely prejudice to the commercial position of a person who supplied or is the subject of the information to enable Council to carry out commercial activities without disadvantage	Section 7 (2) (a) Section 7 (2) (b) (ii) Section 7 (2) (h)
Item C9.	to prevent the disclosure or use of official information for improper gain or improper advantage	Section 7 (2) (j)
Item C10.	to protect the privacy of natural persons to maintain the effective conduct of public affairs through protecting persons from improper pressure or harassment	Section 7 (2) (a) Section 7(2)(f)(ii)