

# Notice of Meeting

## Climate Change and Resource Recovery Advisory Committee Meeting

An Climate Change and Resource Recovery Advisory  
Committee Meeting of Byron Shire Council will be held as  
follows:

Venue	Conference Room, Station Street, Mullumbimby
Date	Thursday, 16 March 2023
Time	9.00am

Shannon Burt  
Director Sustainable Environment & Economy

I2023/352  
Distributed 09/03/23



**BYRON**  
SHIRE  
COUNCIL

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## CONFLICT OF INTERESTS

**What is a “Conflict of Interests”** - A conflict of interests can be of two types:

**Pecuniary** - an interest that a person has in a matter because of a reasonable likelihood or expectation of appreciable financial gain or loss to the person or another person with whom the person is associated.

**Non-pecuniary** – a private or personal interest that a Council official has that does not amount to a pecuniary interest as defined in the Code of Conduct for Councillors (eg. A friendship, membership of an association, society or trade union or involvement or interest in an activity and may include an interest of a financial nature).

**Remoteness** – a person does not have a pecuniary interest in a matter if the interest is so remote or insignificant that it could not reasonably be regarded as likely to influence any decision the person might make in relation to a matter or if the interest is of a kind specified in the Code of Conduct for Councillors.

**Who has a Pecuniary Interest?** - a person has a pecuniary interest in a matter if the pecuniary interest is the interest of the person, or another person with whom the person is associated (see below).

**Relatives, Partners** - a person is taken to have a pecuniary interest in a matter if:

- The person’s spouse or de facto partner or a relative of the person has a pecuniary interest in the matter, or
- The person, or a nominee, partners or employer of the person, is a member of a company or other body that has a pecuniary interest in the matter.

N.B. “Relative”, in relation to a person means any of the following:

- (a) the parent, grandparent, brother, sister, uncle, aunt, nephew, niece, lineal descends or adopted child of the person or of the person’s spouse;
- (b) the spouse or de facto partners of the person or of a person referred to in paragraph (a)

**No Interest in the Matter** - however, a person is not taken to have a pecuniary interest in a matter:

- If the person is unaware of the relevant pecuniary interest of the spouse, de facto partner, relative or company or other body, or
- Just because the person is a member of, or is employed by, the Council.
- Just because the person is a member of, or a delegate of the Council to, a company or other body that has a pecuniary interest in the matter provided that the person has no beneficial interest in any shares of the company or body.

### Disclosure and participation in meetings

- A Councillor or a member of a Council Committee who has a pecuniary interest in any matter with which the Council is concerned and who is present at a meeting of the Council or Committee at which the matter is being considered must disclose the nature of the interest to the meeting as soon as practicable.
- The Councillor or member must not be present at, or in sight of, the meeting of the Council or

Committee:

- (a) at any time during which the matter is being considered or discussed by the Council or Committee, or
- (b) at any time during which the Council or Committee is voting on any question in relation to the matter.

**No Knowledge** - a person does not breach this Clause if the person did not know and could not reasonably be expected to have known that the matter under consideration at the meeting was a matter in which he or she had a pecuniary interest.

**Non-pecuniary Interests** - Must be disclosed in meetings.

There are a broad range of options available for managing conflicts & the option chosen will depend on an assessment of the circumstances of the matter, the nature of the interest and the significance of the issue being dealt with. Non-pecuniary conflicts of interests must be dealt with in at least one of the following ways:

- It may be appropriate that no action be taken where the potential for conflict is minimal. However, Councillors should consider providing an explanation of why they consider a conflict does not exist.
- Limit involvement if practical (eg. Participate in discussion but not in decision making or vice-versa). Care needs to be taken when exercising this option.
- Remove the source of the conflict (eg. Relinquishing or divesting the personal interest that creates the conflict)
- Have no involvement by absenting yourself from and not taking part in any debate or voting on the issue as of the provisions in the Code of Conduct (particularly if you have a significant non-pecuniary interest)

**Committee members are reminded that they should declare and manage all conflicts of interest in respect of any matter on this Agenda, in accordance with the [Code of Conduct](#).**

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## RECORDING OF VOTING ON PLANNING MATTERS

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### Clause 375A of the Local Government Act 1993 – Recording of voting on planning matters

- (1) In this section, **planning decision** means a decision made in the exercise of a function of a council under the Environmental Planning and Assessment Act 1979:
  - (a) including a decision relating to a development application, an environmental planning instrument, a development control plan or a development contribution plan under that Act, but
  - (b) not including the making of an order under that Act.
- (2) The general manager is required to keep a register containing, for each planning decision made at a meeting of the council or a council committee, the names of the councillors who supported the decision and the names of any councillors who opposed (or are taken to have opposed) the decision.
- (3) For the purpose of maintaining the register, a division is required to be called whenever a motion for a planning decision is put at a meeting of the council or a council committee.

- (4) Each decision recorded in the register is to be described in the register or identified in a manner that enables the description to be obtained from another publicly available document and is to include the information required by the regulations.
- (5) This section extends to a meeting that is closed to the public.

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### **OATH AND AFFIRMATION FOR COUNCILLORS**

Councillors are reminded of the oath of office or affirmation of office made at or before their first meeting of the council in accordance with Clause 233A of the Local Government Act 1993. This includes undertaking the duties of the office of councillor in the best interests of the people of Byron Shire and the Byron Shire Council and faithfully and impartially carrying out the functions, powers, authorities and discretions vested under the Act or any other Act to the best of one's ability and judgment.

# BYRON SHIRE COUNCIL

## BUSINESS OF MEETING

### 1. APOLOGIES

### 2. DECLARATIONS OF INTEREST – PECUNIARY AND NON-PECUNIARY

### 3. ADOPTION OF MINUTES FROM PREVIOUS MEETINGS

- 3.1 Confirmation of minutes of the Climate Change and Resource Recovery  
Advisory Committee held on 17 November 2022..... 6

### 4. STAFF REPORTS

#### **Sustainable Environment and Economy**

- 4.1 Meeting Schedule for 2023 Climate Change and Resource Recovery  
Advisory Committee..... 12
- 4.2 Resource Recovery Project Updates..... 16
- 4.3 Annual Emissions Inventory for Council Operations..... 22

**ADOPTION OF MINUTES FROM PREVIOUS MEETINGS**

**Report No. 3.1 Confirmation of minutes of the Climate Change and Resource Recovery Advisory Committee held on 17 November 2022**

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**Directorate:** Sustainable Environment and Economy

**Report Author:** Arika McElroy, Project Support Officer

**File No:** I2023/86

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**RECOMMENDATION:**

**That the minutes of the Climate Change and Resource Recovery Advisory Committee Meeting held on 17 November 2022 be confirmed.**

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**Attachments:**

- 1 Minutes 17/11/2022 Climate Change and Resource Recovery Advisory Committee,  
20 I2022/1685 , page 8  

## Report

The attachment to this report provides the minutes of the Climate Change and Resource Recovery Advisory Committee Meeting of 17 November 2022.

### Report to Council

- 5 The minutes were reported to Council on 15 December 2022. **Comments**

In accordance with the Committee Recommendations, Council resolved the following:

**22-719** Resolved that Council notes the minutes of the Climate Change and Resource Recovery Advisory Committee Meeting held on 17 November 2022  
**22-720** Resolved that Council adopts the following Committee Recommendations:

- 10 1. That the Climate Change and Resource Recovery Advisory Committee notes the report.
2. That Council continues the annual membership with Climate Emergency Australia.
3. That Council notes that the report on Council's Annual Emissions will also be tabled with the Climate Change and Resource Recovery Advisory Committee for further  
15 consideration and input.

**22-721** Resolved:

- 20 1. That Council supports an invitation to Mullum Cares to participate in the Climate Change and Resource Recovery Advisory Committee, include Cr Dey as an alternate Councillor and endorse the constitution at Attachment 1 (E2021/148037) as amended pending Mullum Cares acceptance.
2. That Cr Pugh be alternate Chair in Cr Ndiaye's absence.

**Minutes of Meeting**  
**Climate Change and Resource Recovery**  
**Advisory Committee Meeting**

<b>Venue</b>	<b>Conference Room, Station Street, Mullumbimby</b>
<b>Date</b>	<b>Thursday, 17 November 2022</b>
<b>Time</b>	<b>4.30pm</b>





BYRON SHIRE COUNCIL

CLIMATE CHANGE AND RESOURCE RECOVERY ADVISORY COMMITTEE MEETING  
MINUTES 17 NOVEMBER 2022

**Minutes of the Climate Change and Resource Recovery Advisory Committee  
Meeting held on Thursday, 17 November 2022**

**File No:** I2022/1685

**PRESENT:** Cr Sarah Ndiaye, Cr Asren Pugh, Cr Mark Swivel

Staff: Sharyn French (Manager Environmental and Economic Planning)

Julia Adams (Sustainability Team Leader)

Phil Ridler (Sustainability Officer)

Danielle Hanigan (Manager Resource Recovery)

Sarah Child (Resource Recovery Strategy and Engagement Officer)

Community:

Fleur Brown

Madeleine Green

Katrina Shields (ZEB representative)

John Taberner (Enova Community Energy Ltd)

*Cr Ndiaye (Chair) opened the meeting at 4.34pm and acknowledged that the meeting was being held on Bundjalung Country.*

**ATTENDANCE VIA AUDIO-VISUAL LINK:** Shannon Burt (Director Sustainable Environment and Economy)

**APOLOGIES:** Luke McConell, Bronwyn Elliott, Jean Renouf (Resilient Byron)

**DECLARATIONS OF INTEREST – PECUNIARY AND NON-PECUNIARY**

Madeleine Green declared a non-pecuniary interest. The nature of the interest being that Madeleine lives 2kms from the Resource Recovery Centre.

*Note: The minutes of the meeting held on [meeting date] were noted, and the Committee Recommendations adopted by Council, at the Ordinary Meeting held on [date]. (this note is only required if relevant ie a Panel meeting does not necessarily need to be reported to Council.)*

**BUSINESS ARISING FROM PREVIOUS MINUTES**

There was no business arising from previous minutes.

**BYRON SHIRE COUNCIL**

CLIMATE CHANGE AND RESOURCE RECOVERY ADVISORY COMMITTEE MEETING  
MINUTES 17 NOVEMBER 2022

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**STAFF REPORTS - SUSTAINABLE ENVIRONMENT AND ECONOMY**

PROCEDURAL MOTION

**Committee Recommendation:**

**That Council change the order of business to deal with Report 3.2 next on the Agenda.**

(Ndiaye/Pugh)

*The recommendation was put to the vote and declared carried..*

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**Report No. 3.2**      **Revised Constitution of Climate Change and Resource  
Recovery Advisory Committee**  
**File No:**            I2022/1661

**Committee Recommendation:**

- 1. That Council support an invitation to Mullum Cares to participate in the Climate Change and Resource Recovery Advisory Committee, include Cr Dey as an alternate Councillor and endorse the constitution at Attachment 1 (E2021/148037) as amended pending Mullum Cares acceptance.**
- 2. That Cr Pugh be alternate Chair in Cr Ndiaye's absence.**

(Taberner/Ndiaye)

*The recommendation was put to the vote and declared carried.*

# BYRON SHIRE COUNCIL

ADOPTION OF MINUTES FROM PREVIOUS MEETINGS

3.1 - ATTACHMENT 1

## BYRON SHIRE COUNCIL

CLIMATE CHANGE AND RESOURCE RECOVERY ADVISORY COMMITTEE MEETING  
MINUTES 17 NOVEMBER 2022

**Report No. 3.1 Sustainability Project Updates**

**File No:** I2022/1426

**Committee Recommendation:**

1. That the Climate Change and Resource Recovery Advisory Committee notes the report.
2. That Council continues the annual membership with Climate Emergency Australia.
3. That Council note that the report on Council's Annual Emissions will also be tabled with the Climate Change and Resource Recovery Advisory Committee for further consideration and input.

(Shields/Taberner)

*The recommendation was put to the vote and declared carried.*

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### STAFF REPORTS - INFRASTRUCTURE SERVICES

**Report No. 3.3 Resource Recovery Projects Update**

**File No:** I2022/1473

**Committee Recommendation:**

**That the Climate Change and Resource Recovery Advisory Committee notes the report.**

(Brown/Green)

*The recommendation was put to the vote and declared carried.*

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**Report No. 3.4 North Coast Regional Waste Investment Project and Richmond Valley Council's waste update for Councils**

**File No:** I2022/1474

**Committee Recommendation:**

**That the Climate Change and Resource Recovery Advisory Committee notes the report.**

(Green/Swivel)

*The recommendation was put to the vote and declared carried.*

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*There being no further business the meeting concluded at 6.24pm.*

CCRR Climate Change and Resource Recovery Advisory Committee Meeting page 5

STAFF REPORTS - SUSTAINABLE ENVIRONMENT AND ECONOMY

**Report No. 4.1 Meeting Schedule for 2023 Climate Change and Resource Recovery Advisory Committee**

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**Directorate:** Sustainable Environment and Economy

**Report Author:** Arika McElroy, Project Support Officer

**File No:** I2023/84

**Summary:**

10 This report advises committee members of the scheduled committee meeting dates for 2023 and informs of the process for agendas.

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15 **RECOMMENDATION:**

1. That the Climate Change and Resource Recovery Advisory Committee notes the scheduled meeting dates and times for 2023.
2. That the Climate Change and Resource Recovery Advisory Committee advise of any agenda items for future meetings.

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## Report

The following dates have been scheduled for the Committee's meetings for 2023, to be held in the Conference Room:

- Thursday 16 March, 9.00am
- 5 • Thursday 18 May, 4.30pm
- Thursday 29 June, 2.00pm
- Thursday 21 September, 2.00pm

At each meeting, staff will provide report/s on the status of current projects for the agenda.

10 A Resource Recovery project update report will be provided at each meeting in 2023. The following climate change mitigation and adaptation issues will also be reported, scheduled in line with 2023 project milestones.

- Carbon offset policy for Council
- Emissions reduction projects, including electric fleet vehicles, charging stations and sustainable procurement
- 15 • Climate risk for council operations
- Climate Conversations art exhibition in mid-2023

We would also like to hear your suggestions for future agenda items in line with the purpose of the Committee, which is stated in the Constitution as follows:

20 1. To assist Council in the development, implementation and review of relevant sustainability, resource recovery and climate change mitigation and adaptation plans, policies and projects such as:

- Council's Net Zero Emissions Strategy and Action Plan
- Council's Towards Zero Integrated Waste Management and Resource Recovery Strategy
- 25 • Councils Illegal Dumping and Litter Enforcement and Education Plan
- Climate Change Adaptation Plan
- Renewable energy projects
- Local network trading and local network charges
- Carbon reporting
- 30 • Waste avoidance, resource recovery, circular economy and reuse programs
- Other sustainability and resource recovery initiatives.

# BYRON SHIRE COUNCIL

## STAFF REPORTS - SUSTAINABLE ENVIRONMENT AND ECONOMY

4.1

2. To support our community's drive towards zero emissions and zero waste to landfill.
  3. To identify and report opportunities or concerns regarding resource recovery, waste management, sustainability and climate change adaptation and mitigation issues to Council including, but not limited to, funding opportunities, special events, government policy, practice or guidelines.
- 5

It is proposed that meetings can target specific issues related to resource recovery, waste management, sustainability and climate change mitigation and adaptation and that in order for the Committee to understand the issue and identify opportunities, experts on the subject can be invited to contribute.

- 10 It is also proposed that meetings can be held outside the Council building within environments that are relevant to that meeting's theme. For example, different formats could be used such as field days and workshops.

Committee members may also request items for inclusion in agendas for the above purpose, through the Chair.

- 15 Generally, agenda items are due 5 weeks prior to the meeting date. A reminder will be sent to Committee members by email to meet this deadline.

A link from Council's website to the agenda for each meeting will be provided to members, by email, at least 7 days prior to the meeting date. Agenda items are to be requested to the Chair by the below due dates, to allow time for report preparations.

<b>Meeting Date</b>	<b>Agenda item due date</b>
Thursday 18 May	Thursday 13 April
Thursday 29 June	Thursday 25 May
Thursday 21 September	Thursday 17 August

## **Strategic Considerations**

### **Community Strategic Plan and Operational Plan**

<b>CSP Objective</b>	<b>CSP Strategy</b>	<b>DP Action</b>	<b>Code</b>	<b>OP Activity</b>
<b>1: Effective Leadership</b> We have effective decision making and community leadership that is open and informed	1.1: Enhance trust and accountability through open and transparent leadership	1.1.2: Governance - Ensure legislative compliance and support Councillors to carry out their civic duties	1.1.2.4	Deliver Council meeting secretariat – including agenda preparation, minutes and council resolutions monitoring

### **Recent Resolutions**

- 22-744, 15 December 2022

### **5 Legal/Statutory/Policy Considerations**

Nil

### **Financial Considerations**

Nil

### **Consultation and Engagement**

10 N/a

**Report No. 4.2      Resource Recovery Project Updates**

**Directorate:**                      Sustainable Environment and Economy

**Report Author:**                 Danielle Hanigan, Manager Resource Recovery

**File No:**                             I2023/158

5      **Summary:**

10      This report provides an overview of the key projects being delivered within the Resource Recovery Department, with a focus on NSW EPA Grant funded projects and upcoming opportunities. All projects are being delivered in accordance with the [Towards Zero Integrated Waste Strategy 2019 to 2029](#) objectives. The Report includes updates on Second Life for Second Hand Shop, Bring it Back – Bruns, Clean Up Australia Day, Byron Resource Recovery Centre – Increased Recovery Trials and the Single Use Packaging and Materials Policy.

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**RECOMMENDATION:**

**That the Climate Change and Resource Recovery Advisory Committee notes the report.**

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## Resource Recovery – Key Projects Update

### Second Life for Second Hand Shop: The Re-market

5 The *Second Life for Second Hand Shop Project* is funded by the *NSW EPA Better Waste and Recycling Fund*. The objective is to expand Shop operations and make it more of a destination location for dropping off and buying quality items. The focus is on creating efficiency in shop processes, improving infrastructure to allow increased storage of materials, engaging the broader community and encouraging circular economy initiatives including repair and upcycling workshops. The Shop has been rebranded as *The Re-market*, in-keeping with the ethos of encouraging the community to re-think, recover, re-purpose and repair.

The Project is in the final reporting stages, with the following actions delivered;

- Existing shed onsite moved into *The Re-Market* yard for the purpose of conducting upskill, upcycling and repair workshops
- 15 • New Point of Sale system purchased and implemented which will allow for improved data on the types of items that sell, as well as estimated volumes and weights to assist in understanding the overall diversion from landfill
- Mural artwork on the exterior of the workshop space, as well as new signage, garden beds to improve the aesthetic and create a welcoming space
- 20 • Additional racking and reorganisation of the space to allow for increased recovery of materials – especially building and construction materials.

*The Re-Market* Open Day was held on the 25th February. Workshops and activities were facilitated by local community re-pair and re-purposing groups including;

- 25 ○ Salvage Culture and Mullum Cares: Textile mending and repair
- Shedding Community Workshop and Mullumbimby Repair Café: Working with pallets to retrieve valuable timber
- Wheels and boards: Bike Repair
- North East Waste: Composting and Problem Household Waste
- 30 In addition to items taken directly to *The Re-Market*, an additional 35 tonnes of goods have been recovered from the Public Drop Off area in the past 5 months, which otherwise were destined for landfill.

The Resource Recovery Team will continue to expand operations to recover more items and create more events for skill sharing in the future.



Re-Market Workshop Space

The

Bring it Back – Bruns

- 5 *Bring it Back Bruns* is funded by the *NSW EPA On Ground Litter* grant, with the objective to reduce the amount of single-use takeaway items and single-use takeaway litter in Brunswick Heads. To achieve this objective, participating businesses will replace some of their single use takeaway containers with reusable ones, which once customers have finished with, will be deposited into specialised collection bins.
- 10 Council has engaged a 'reuse at events' group – Green My Plate (GMP) to co-ordinate the collection, washing and sanitisation of the containers. The containers will begin their circulation on the 11th of March and continue to be distributed by business on Saturday and Sundays for 3 months. The collections will take place on Sundays and Mondays, with GMP staff on the ground educating the community for the first two Saturdays.
- 15 Promotion will be undertaken through print, online, social media, targeted signage in Brunswick Heads as well as through face to face engagement with businesses and community in Brunswick Heads and at targeted events.

The pilot will allow Council to assess the feasibility of local reuse schemes and public collection for the future.

20

Source to Sea

- 25 Council is currently undertaking a litter prevention project called *Source to Sea* that aims to reduce the amount of litter entering into our local marine environment. The project is funded by the *NSW EPA Own it and Act Litter Grant* and consists of monitoring the amount and composition of litter both on land (Byron CBD) and in our coastal environment (Belongil Estuary) within the Belongil catchment area. Alongside this, research has been undertaken and a business case is being developed to determine what stormwater quality improvement devices (SQIDs) may be suitable to trial within this area. The installation of SQIDs could mean that any litter that may end up in our waterways through the stormwater network could be considerably reduced. The trial also aims to conduct audits
- 30

5 of items located in these devices, in order to develop and implement ongoing source reduction programs to help educate and prevent littering. Resource Recovery is working alongside the drainage engineering and maintenance crew to ensure trial options are suitable for our infrastructure, and that ongoing maintenance is viable within ongoing operational budgets.

Clean Up Australia Day

10 At the time of this Report, there are 9 clean up events (public and private) registered in the Shire as a part of Clean Up Australia Day. Council will be running a beach clean event in Byron in collaboration with *Positive Change for Marine Life* from 9am – 11am on Main Beach. Council is also supporting all events with waste collection and disposal (where required), and advice and promotion (where appropriate). A tally of the amount of litter will be collected from the events and shared with our community, as well as utilised in guiding litter prevention projects.

15

Byron Resource Recovery Centre – Increased Recovery Trials

20 A resource recovery trial of concrete commenced in October 2022, and has seen 186.68 tonne of bricks, concrete, and roof tiles recovered and sent for recycling to a licenced facility in Alstonville. The majority of this has come from commercial operators with an average monthly diversion of 40 tonne, which was previously being transported to the Ti-Tree Bioenergy facility in South East QLD for disposal. This trial phase has provided information for cost analysis including on-site handling, and enabled a reduced fee for concrete disposal to be proposed in the fees and charges for 2023-24. In addition, the feasibility of mattress recycling, gyprock recovery and increased building materials recovery is also being undertaken, working in partnership with North East Waste. The aim is to encourage source separated clean streams of this material through a reduced fee structure, enabling increased resource recovery and decreased waste to landfill.

30

Single Use Packaging and Materials Policy

35 Work on the *Single Use Packaging and Materials Policy* and associated Guidelines is continuing. This policy will secure Councils commitment to reducing the consumption of products from non-renewable resources and protecting our natural environment from plastic pollution. The Policy will apply to all Council business and operations (Councillors, Staff, Committees, leases, contracts, volunteers) where single-use, disposable materials may be used such as, but not limited to purchases, packaging, merchandise, catering, workshops and events.

The Policy aims to:

•Reduce carbon emissions caused by producing, transporting, recycling and disposing of single-use materials;

- 5
- Reduce single-use plastic pollution in our beaches, reserves, parks, and waterways;
  - Preserve natural resources and reduce the need to mine raw materials;
  - Minimise the amount of valuable resources going to landfill;
  - Enhance Byron Shire as a clean, green and healthy place to live and visit;
- 10
- Increase community pride and encourage leadership in environmental stewardship;
  - Work to change behaviour and normalise the use of reusables throughout our community;
  - Support and create opportunities for new resource infrastructure and support a circular economy;

15

Internal stakeholder engagement is currently being undertaken – which is assisting in shaping the Policy, identifying gaps and provide integral information to guide implementation. The Draft Policy will be presented to the Committee prior to the May meeting to provide an opportunity for feedback.

20

**Upcoming Grant Funding Opportunities**

NSW EPA Local Government Waste Solutions Fund – up to \$200,000

5 This funding stream aims to support NSW Councils to deliver innovative and collaborative waste solutions that support the transition to a circular economy and contribute to achieving NSW Government’s waste priorities and targets. This is a new funding stream with projects requiring completion by 30 June 2027.

The Resource Recovery team is applying for funding to research, design, construct and implement a mobile wash trailer for events.

10 The wash trailer will come equipped with everything needed to facilitate a reusable system at an event in order to replace, single-use, disposable takeaway.

Mobile wash trailers are not currently available in New South Wales and there is only one other community group operating one in the country.

15 The project will require collecting data and partnering with events, businesses and community organisations to determine the feasibility of the trailer for a variety of events. This Project supports the creation of a circular economy industry, is innovative in nature and will support upcoming policies at both Council and State level.

Applications close 31 March and will be announced in June 2023.

Illegal Dumping Prevention Grant – up to \$120,000

20 The Resource Recovery team is applying for funding under the NSW EPA Illegal Dumping Prevention Grant, with the project to run from July 2023 – June 2024 if successful. The project will continue Council’s ongoing efforts in illegal dumping prevention, with a continued focus on removing barriers for incorrect disposal and an increased focus on increasing resource recovery of bulky waste items that are commonly illegally dumped through working closely with Contractors to ensure the Re-market is utilised wherever possible. Applications close 31 March and will be announced in June 2023.

30

## Strategic Considerations

### Community Strategic Plan and Operational Plan

CSP Objective	CSP Strategy	DP Action	Code	OP Activity
<b>3: Nurtured Environment</b> We nurture and enhance the natural environment	3.5: Minimise waste and encourage recycling and resource recovery practices	3.5.1: Waste management and resource recovery strategy - Implement Integrated Waste Management and Resource Recovery Strategy - Towards Zero	3.5.1.3	Improve management of Council generated waste
<b>3: Nurtured Environment</b> We nurture and enhance the natural environment	3.5: Minimise waste and encourage recycling and resource recovery practices	3.5.2: Recycling - Work with business and tourism sector to reduce waste to landfill	3.5.2.2	Implement reusable takeaway container pilot program in Brunswick Heads
<b>3: Nurtured Environment</b> We nurture and enhance the natural environment	3.5: Minimise waste and encourage recycling and resource recovery practices	3.5.4: Education - Empower the community to increase avoidance, reuse, and recycling activities	3.5.4.4	Improve and enhance the Second Hand Shop to increase patronage, upcycling and repair

### Legal/Statutory/Policy Considerations

- 5 [NSW Waste and Sustainable Materials Strategy 2041](#)  
[Towards Zero Integrated Waste Strategy 2019 to 2029 - Byron Shire Council \(nsw.gov.au\)](#)

### Financial Considerations

Projects are Grant funded or funded through the Waste Reserve.

### Consultation and Engagement

- 10 Resource Recovery Team

**Report No. 4.3      Annual Emissions Inventory for Council Operations**

**Directorate:** Sustainable Environment and Economy

**Report Author:** Julia Adams, Sustainability Team Leader

5 **File No:** I2023/159

**Summary:**

10 As requested in the November 2022 meeting, this report outlines the annual emissions inventory for the 2021/22 financial year for Byron Shire Council operations and provides an update on the current identified emissions boundary. This report was presented to Council for noting in the December 2022 Ordinary meeting.

FY2021/22 is the first year that Council has produced an annual emissions report inclusive of scopes 1, 2 and 3, i.e. Council’s full Climate Active-compliant emissions boundary. Previous emissions reports identified six scope 1 and 2 emission sources, and in this year’s report Council has added another 26 scope 3 emission sources.



15 With the addition of scope 3 emission sources this year the overall emissions are higher than reported last year, however, the overall trajectory of Council’s emissions is down.

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20 **RECOMMENDATION:**

**That the Climate Change and Resources Recovery Advisory Committee notes the report.**

**Attachments:**

- 25
- 1 2021-22 Annual inventory of Councils emissions profile all scopes - Final, E2022/114369 , page 35 
  - 2 Net Zero Emissions Action Plan For Council Operations 2025, E2020/56957 , page 60 

30

## Report

5 Council has been annually reporting on its greenhouse gas emissions since baseline year 2015/16. Council has resolved to be net zero emissions for its operations by 2025, to source 100% of its energy through renewable sources by 2027 (**Res 17-086**), and to become certified carbon neutral under the Climate Active standard commencing in financial year 2025/26 (**Res 19-634**).

10 The *Net Zero Emissions Action Plan for Council Operations 2025* (the Action Plan) was adopted by Council in 2020 (**Res 20-628**) and maps a path for future activities that Council will undertake to reduce emissions from Council operations (Attachment 2, E2020/56957).

Part A of this report presents the 2021/22 Annual Emissions Inventory for Council operations. Part B of this report presents the second annual progress update on the Action Plan.

### Part A: 2020/21 Annual Emissions Inventory overview

15 FY2021/22 is the first year that Council has produced an annual emissions report inclusive of scopes 1, 2 and 3, i.e., Council's full Climate Active-compliant emissions boundary. Previous emissions reports identified six scope 1 and 2 emission sources, and in this year's report Council has added another 26 scope 3 emission sources.

20 On 5 May 2022 staff presented Councillors with an internal report on Council's scope 3 emissions generated by consultants, 100% Renewables. This report was prepared after last year's annual report 'cut-off date', so we have retrospectively added the FY2020/21 figures to the report to give better context.

25 Consequently, Council has experienced an increase in reported organisational carbon emissions compared to the previous reported year, however, lower than the retrospectively added figures to the FY2020/21 report. This shows the Council's emissions have reduced this year by 5.4% compared to the equivalent widened emissions boundary of last year.

Figure 1 and Table 1 below show how Council is tracking towards the net zero target by 2025. Table 2 provides a summary of change in relation to different emissions sectors.



# BYRON SHIRE COUNCIL

## STAFF REPORTS - SUSTAINABLE ENVIRONMENT AND ECONOMY

4.3

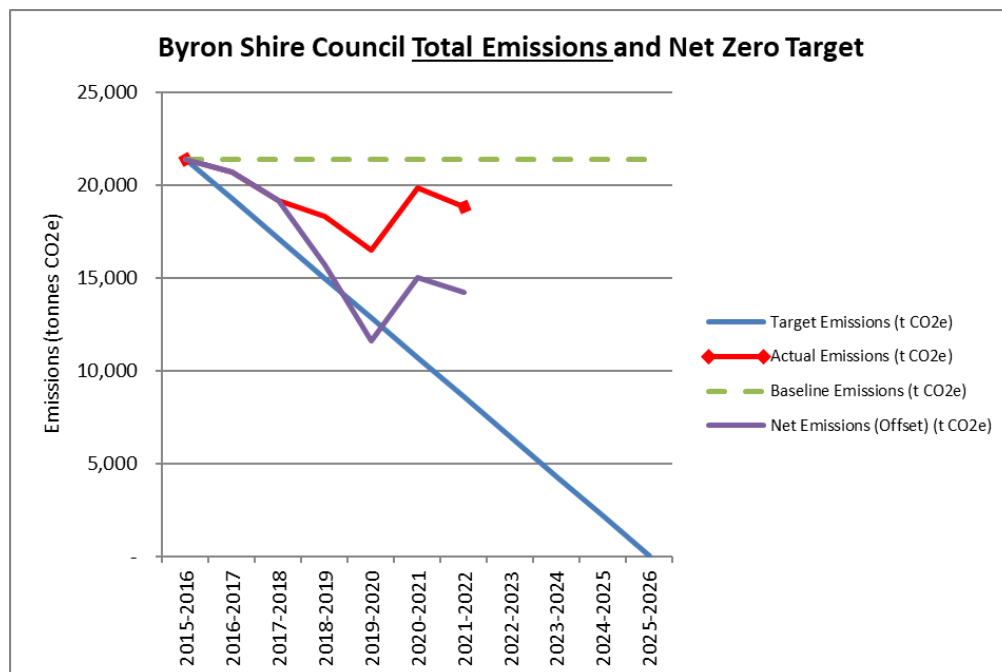


Figure 1. 2019-20 Emissions tracking towards 2025 target.

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Table 1. 2019-20 Actual and net emissions since baseline year 2015/16.

Financial Year	Actual Emissions (tCO2e)	Net Emissions (Offset) (tCO2e)
2015/16	21,389	21,389
2016/17	20,701	20,701
2017/18	19,122	19,122
2018/19	18,325	15,700
2019/20	16,442	11,618
2020/21* (All scopes)	19,810	14,998
2021/22* (All scopes)	18,805	14,190

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Table 2. Summary of Emissions Sectors and Change

Summary of Emissions Sectors		
	Highlights	Emissions Change (tCO2e)
<b>Electricity &amp; Fossil fuels</b>		
<b>Electricity</b>	<ul style="list-style-type: none"> <li>Contract with Powershop until Jan22, then Iberdrola and Origin provided 100% renewable electricity.</li> <li>3.8% reduction in electricity use.</li> <li>Annual cost \$1,248,775.</li> </ul>	-161 (net emissions is zero)
<b>Streetlights</b>	<ul style="list-style-type: none"> <li>Contract with Powershop until June22, then Iberdrola provided 100% renewable electricity.</li> <li>Electricity use was reduced by 6.1% due to the replacement program of failed fluorescent lamps with</li> </ul>	-36 (net emissions is zero)

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	<ul style="list-style-type: none"> <li>LED lamps.</li> <li>Annual cost if street light service is \$326,188.</li> </ul>	
<b>Fleet</b>	<ul style="list-style-type: none"> <li>1.8% decrease in fuel consumption.</li> <li>Emissions fell 1% for FY2021/22</li> <li>The price of petrol and diesel increased significantly this year due to higher world demand of fuel post the Covid travel restrictions, and current international market volatility.</li> <li>39% of fuel used in light (passenger) vehicle fleet and 61% used in heavy plant and equipment.</li> <li>Significant action is required to reduce fleet sector emissions.</li> <li>Annual cost \$781,084.</li> </ul>	-9
<b>Waste</b>		
<b>Waste</b>	<ul style="list-style-type: none"> <li>8.2% reduction in overall emissions for waste.</li> <li>8.6% natural decline of emissions in landfill.</li> <li>Composting emissions increased compared to the previous year by 15.5%.</li> <li>No Australian Carbon Credit Units (ACCU's) sold during the year.</li> </ul>	-618
<b>Wastewater</b>	<ul style="list-style-type: none"> <li>11% decrease in wastewater fugitive emissions (108 tCO<sub>2</sub>e), despite a 1.75% decrease in flow.</li> <li>Main decrease in emissions was due to a review of the calculation methods for Bangalow STP.</li> <li>The annual flow was slightly lower than last year, although significantly higher than the previous 5 years.</li> </ul>	-108
<b>Community investment - Construction</b>		
<b>Asphalt</b>		+267
<b>Concrete</b>	<ul style="list-style-type: none"> <li>Increase over FY2020/21 emissions due to the extreme weather events</li> </ul>	+53
<b>Road Building Materials</b>		+211
<b>Equipment hire</b>		+147
<b>Water for Council operations</b>		
<b>Water</b>	<ul style="list-style-type: none"> <li>Water usage increased by 9.7ML to 45.80ML, up 27% on the previous year.</li> <li>Emissions were up 25% to 94.96 (tCO<sub>2</sub>e)</li> </ul>	+25
<b>Employee commute</b>		
<b>Commute</b>	<ul style="list-style-type: none"> <li>Based on survey, increased due to increased number of FTE</li> </ul>	+63
<b>Other emissions</b>		
Paper IT equipment IT software Postage & couriers Telecommunications Entertainment Advertising Cleaning Stationery Legal fees	These emissions contribute approximately 958 (tCO <sub>2</sub> e) or 6.8% of the total. The emissions are calculated using Climate Active factors based on the spend on each of the emission sources or uplift factors.	-20

Popcar – Car share service Machine & vehicle repairs Refrigerants Education Working from home Air travel Business accommodation Food and catering Office equipment		
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**Impacts of extreme weather events**

5 The extreme weather events in February and March 2022 caused severe infrastructure damage in Byron Shire through flooding and storm damage. Infrastructure, such as roads, bridges and pavements had the most damage but also the large volume of rainfall had a direct impact in the provision of services by Council. The above-mentioned issues had a direct cost impact to Council but also resulted in an increase in the emissions profile, due to an increased use of materials, electricity, workforce resources and asset utilisation. Some of the key identified impacts in the emissions in FY21/22 are as follows:

10 **Infrastructure and construction:**

- This sector had one of the largest increases in emissions for FY2021/22, and the ongoing repair and replacement of Council infrastructure will continue to impact future emissions.
- Areas that saw direct increases included asphalt, concrete, general building materials, equipment hire, work force, diesel usage, and transport.

**Electricity:**

- Although the total electricity consumption was down 3.8% compared to the previous year, some increased asset consumption directly corresponded with the weather events.
- 20 • The sewage treatment plants (STP) had higher than average volumes to treat due to increased water entering the system. This requires extra duty from pumps, blowers, chemicals and associated STP infrastructure.
- The Resource Recovery Centre had an increased consumption due to the need to pump out contaminated rainfall and manage increased amounts of leachate. This resulted in extra electricity consumption in pumps but also transport costs to treat the liquid at the Byron STP.

A full and detailed analysis of each sector and suggested action is provided in Attachment 1.

**Part B: Progress update on *Net Zero Emissions Action Plan for Council Operations 2025***

5 The *Net Zero Emissions Action Plan for Council Operations 2025* (the Action Plan) (Attachment 2) was adopted by Council at the Ordinary Meeting of 26 November 2020 (**Resolution 20-628**). The Action Plan maps a path for future activities that Council will undertake to reduce emissions from Council operations. It was designed to align with the Delivery Program and Operational Plan and allocates responsibility for specific actions to different Directorates. This helps keep staff accountable and to track progress.

10 There are five objectives, based on Council’s principal sources of emissions, which provide the Action Plan’s basic structure:

- Objective A – Electricity;
- Objective B – Fuel;
- Objective C – Waste, Water, and Sewer;
- 15 • Objective D – Governance; and
- Objective E – Community Infrastructure.

Actions within the Action Plan are labelled based on the emissions objective (i.e. sector) they correlate to. For example, under Objective A – Electricity, Action A1 is “investigate 5MW solar farm at Dingo Lane, Myocum”.

20 The measure under 2021/22 Operational Plan Activity 3.2.1.1 “Implement the *Net Zero Emissions Action Plan for Council Operations 2025*” is, “annual report to Council on delivery of Action Plan, alongside annual emissions inventory”. The following update completes that OP Activity.

Objective A – Electricity

25 Objective: improve electricity efficiency and transition to 100% renewable energy.

As of 1 January 2022, Council achieved the “100% renewables” part of **Resolution 17-086** and fulfilled the overarching Action Plan Electricity objective to “transition to 100% renewable energy”. This is five years ahead of the 2027 target. Until 1 January 2024, Council has a contract with electricity retailer Iberdrola to source approximately 60% of its  
30 total operational electricity needs (all large sites) from Collector Wind Farm in Cullerin, NSW. The remainder of Council’s electricity needs will be 100% GreenPower (all small sites). Fulfilling the 100% renewables target will help Council achieve our net zero emissions target by 2025.

35 While Council may have achieved this renewable energy target, the best solution is to always avoid use of electricity in the first place or seek to reduce current consumption. The following actions seek to minimise Council’s carbon profile.

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Action	Corresponding OP Activity	Status update	Estimated delivery date
A1. <i>Investigate 5MW solar farm at Dingo Lane, Myocum</i>	1.4.4.5	The Northern Rivers Regional Planning Panel approved the project's development application in November 2022.	30 June 2023 (project to be shovel ready)
A2. <i>Investigate bioenergy facility at West Byron STP</i>	3.2.1.5	The Development Application consent was granted in May 2022. If/when State and Federal grant funding approvals are forthcoming, Council can consider the holistic financial implications of the Bioenergy and Dingo Lane projects on Council's Long Term Financial Strategy and make a decision for 'Go/No Go' on construction for the Bioenergy Facility. Note also that Public Private Partnerships with private financing could be contemplated for this and the solar farm projects.	30 June 2023 (Council decision for 'Go/No Go')
A3. <i>Facilitate bulk roll out of LED streetlights for Byron Shire</i>	n/a	Planning for the bulk upgrade is currently being undertaken and the project is expected to be rolled out in April 2023 with Essential Energy.	2023 (bulk rollout planned)
A4. <i>Investigate energy efficiency upgrade of Council Administration Building, Mullumbimby</i>	3.2.1.11	The Sustainability team has partnered with Council's Property Maintenance team to investigate options for energy efficiency upgrades at the Administration Building. Quotations have been sought for lighting upgrades and new solar PV systems and these are currently being reviewed.	30 June 2023 (business case to Council)

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#### Objective B – Fuel

Objective: optimise fuel efficiency and transition to renewable fuel sources.

Action	Corresponding OP Activity	Status update	Delivery date
B2. <i>Develop and deliver Electric Vehicle Charging Station Policy and Procedure</i>	1.6.3.2	<p><i>Electric Vehicle Charging Station Instalment and Maintenance Procedure 2021</i> was introduced as an internal document to guide staff in June 2021. This document applies to staff wishing to install new or maintain existing Council-owned EV charging stations. A how-to guide for external providers wishing to install charging stations on Council land is currently being investigated by staff. In addition, the Sustainability Team has engaged a third party to manage and monitor Council’s two EV charging stations on one software platform, and formalised Council’s Property Maintenance Coordinator as the EV charging station asset owner. The chargers in Mullumbimby were replaced in March 2022 and the charger at Byron Library was repaired and recommissioned in September 2022.</p> <p>A user-pays system was implemented in 2022 for both locations.</p>	30 June 2023 (ongoing management)
B6. <i>Review Council’s passenger vehicle policies and procedures to encourage Hybrid and Electric Vehicle ownership</i>	n/a	<p>This was partially achieved on 7 October 2020 when staff updated the <i>Light Motor Vehicle Fleet Procedure – “Fees and Charges Makes &amp; Models”</i> to include Hybrid and Electric Vehicle options.</p> <p>A plan outlining what needs to</p>	Partially achieved October 2020. It is recommended to develop the EV implementation

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Action	Corresponding OP Activity	Status update	Delivery date
		be included in an EV Transition strategy was developed and presented to the Executive Team on 30 November 2022.	strategy in FY2023.
B9. <i>Investigate options for decentralised workforce - Review Scope 3 emissions boundary to include working from home arrangements.</i>	n/a	<p>Due to the “work from home” health orders resulting from the COVID-19 pandemic, Council’s workforce has become decentralised over the past two years. This contributed to a decrease in electricity usage at Council’s Administration building in 2021/22.</p> <p>The Council's emissions boundary is now reporting separate Scope 3 emission sources for working from home and staff commute.</p>	<p>Completed 30 June 2022</p> <p>(review of scope 3 emissions boundary)</p>

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## STAFF REPORTS - SUSTAINABLE ENVIRONMENT AND ECONOMY

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### Objective C – Waste, Water, and Sewer

Objective: Reduce waste and improve water efficiency.

Action	Corresponding OP Activity	Status update	Delivery date
C3. <i>Progress the closure and rehabilitation of the Southern Expansion landfill cell at the Byron Resource Recovery Centre.</i>	1.4.4.4	Staff are progressing the landfill capping and closure of civil works of the Southern Expansion and will commence rehabilitation as outlined in the <i>Byron Resource Recovery Centre Master Plan</i> .	30 June 2023  (Stage 1 works completed)
C4. <i>Increase efficiency of sewage treatment plants and pump infrastructure.</i>	3.2.1.13	A new temporary position of Sustainability Officer – Utilities was filled in April 2021 to focus on increasing energy efficiency and reducing emissions in the utilities (wastewater collection and treatment) sector. Energy usage audits and benchmarking of Council's utilities services are ongoing. Energy efficiency actions have been identified and the utilities electricity consumption decreased by 2.66% this year.	30 June 2022  (energy usage audit complete)
C6. <i>Review operation of gas flare at Byron Resource Recovery Centre</i>	3.2.1.4	Council's CER ACCU contract will come to a close on 7 March, with an exit payment made to fulfill the contract obligations as insufficient credits were acquired to meet the final milestone. This will enable Council to count the emission reductions achieved through gas flaring towards its own net zero goal.  Council will be going to tender in the coming months for the gas flare contract that is currently held by Run Energy, as the current contract expires in November. Staff will also be looking to increase the flaring efficiency through an appropriately sized	30 June 2023



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Action	Corresponding OP Activity	Status update	Delivery date
		flare for the amount of methane being produced.	

#### Objective D – Governance

Objective: Disclose and improve emissions reporting and invest in high quality carbon offsets.

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Action	Corresponding OP Activity	Status update	Delivery date
Actions D2 and D3. <i>Conduct Councillor and staff education on carbon monitoring and offsets and develop and implement a carbon offset policy for Council</i>	3.2.1.10	The Sustainability team has begun research and development of a draft carbon offset policy for Council operations that will set out how Council selects carbon offset units to achieve net zero emissions. Staff will present a carbon offset policy and purchasing timeline to Council in mid-2023.	30 June 2023  (report to Council)
D5. <i>Develop an emissions disclosure framework for Council staff - Define Council's emissions boundary in accordance with the Climate Active guidelines</i>	3.2.1.2	All relevant scope 3 emissions will need to be included in Council's boundary by 2025/26 when we aim to become certified carbon neutral under Climate Active.  Through working with a consultant, 100% Renewables, the Climate Active-compliant boundary was determined and calculated for FY21 & FY22. All future emission reports will include the full scope 3 boundary.	30 June 2022  Completed and included in FY2022 emissions report

## Strategic Considerations

### Community Strategic Plan and Operational Plan

<b>CSP Objective</b>	<b>CSP Strategy</b>	<b>DP Action</b>	<b>Code</b>	<b>OP Activity</b>
3: Nurtured Environment We nurture and enhance the natural environment	3.4: Support and empower our community to adapt to, and mitigate our impact on climate change	3.4.3: Monitoring and reporting - Monitor and report on actions that aim to address climate change	3.4.3.2	Prepare Annual Emissions Inventory to determine progress towards 2025 Net Zero Emissions Target.

**Recent Resolutions**

- 17-086
- 5 • 19-634
- 20-628

**Legal/Statutory/Policy Considerations**

Applicable Council Strategies and Plans:

- Net Zero Emissions Strategy for Council Operations 2025
- 10 • Net Zero Emissions Action Plan for Council Operations 2025
- Climate Change Adaptation Plan

**Financial Considerations**

No relevant financial considerations.

**Consultation and Engagement**

- 15 Sustainability team, relevant internal staff, and Executive Team.





























































































