

# NOTICE OF MEETING



## SUSTAINABILITY AND EMISSIONS REDUCTION ADVISORY COMMITTEE MEETING

An Sustainability and Emissions Reduction Advisory Committee Meeting of Byron Shire Council will be held as follows:

Venue	Conference Room, Station Street, Mullumbimby
Date	Thursday, 30 September 2021
Time	11.30am

Shannon Burt  
Director Sustainable Environment & Economy

I2021/1576  
Distributed 23/09/21

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## CONFLICT OF INTERESTS

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**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)

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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.

**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 Adoption of minutes from 28 January 2021 Sustainability and Emissions  
Reduction Advisory Committee meeting..... 5

**4. STAFF REPORTS**

**Sustainable Environment and Economy**

- 4.1 Sustainability Projects - Updates ..... 12  
4.2 Updates from Zero Emissions Byron, COREM and Resilient Byron..... 28

**ADOPTION OF MINUTES FROM PREVIOUS MEETINGS**

**Report No. 3.1      Adoption of minutes from 28 January 2021  
Sustainability and Emissions Reduction  
Advisory Committee meeting**

**Directorate:** Sustainable Environment and Economy

**Report Author:** Michelle Chapman, Project Support Officer

**File No:** I2021/1201

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**RECOMMENDATION:**

**That the minutes of the Sustainability and Emissions Reduction Advisory  
Committee Meeting held on 28 January 2021 be confirmed.**

**Attachments:**

- 1      Minutes 28/01/2021 Sustainability and Emissions Reduction Advisory Committee, I2021/77 ,  
page 7 [↓](#)

# BYRON SHIRE COUNCIL

## ADOPTION OF MINUTES FROM PREVIOUS MEETINGS

3.1

### Report

The attachment to this report provides the minutes of the Sustainability and Emissions Reduction Advisory Committee Meeting of 28 January 2021. Meetings scheduled for 15 April and 17 June 2021 did not reach quorum.

#### 5 Report to Council

The 28 January 2021 meeting minutes were reported to Council on 25 March 2021.Comments

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

- 10 21-087 Resolved that Council notes the minutes of the Sustainability and Emissions Reduction Advisory Committee Meeting held on 28 January 2021.

## **MINUTES OF MEETING**



### **SUSTAINABILITY AND EMISSIONS REDUCTION ADVISORY COMMITTEE MEETING**

Venue	Council Chambers, Station Street, Mullumbimby
Date	Thursday, 28 January 2021
Time	11.30am

*I2021/77  
Distributed 21/01/21*

**BYRON SHIRE COUNCIL**

ADOPTION OF MINUTES FROM PREVIOUS MEETINGS

3.1 - ATTACHMENT 1

# BYRON SHIRE COUNCIL

ADOPTION OF MINUTES FROM PREVIOUS MEETINGS

3.1 - ATTACHMENT 1

## BYRON SHIRE COUNCIL

SUSTAINABILITY AND EMISSIONS REDUCTION ADVISORY COMMITTEE MEETING  
MINUTES 28 JANUARY 2021

**Minutes of the Sustainability and Emissions Reduction Advisory Committee  
Meeting held on Thursday, 28 January 2021**

**File No:** I2021/77

PRESENT: Cr S Richardson, Cr M Lyon

Staff: Shannon Burt (Director Sustainable Environment and Economy)  
Julia Curry (Sustainability Officer)  
Hayley Briggs (Sustainability Officer)  
Rachel Thatcher (Sustainability Officer)  
Cameron Clark (Manager Utilities)  
Deborah Stafford (Manager Social & Cultural Planning)

Community:

Chris Sanderson  
Katrina Shields (ZEB representative)  
Anthony Pangallo  
Luke McConell  
Matt Kendall (Resilient Byron)

*Cr Richardson (Chair) opened the meeting at 11.44am and acknowledged that the meeting was being held on Bundjalung Country.*

APOLOGIES:

Sharyn French (Manager Environmental and Economic Planning)  
Cr S Ndiaye

## BYRON SHIRE COUNCIL

### ADOPTION OF MINUTES FROM PREVIOUS MEETINGS

3.1 - ATTACHMENT 1

## BYRON SHIRE COUNCIL

SUSTAINABILITY AND EMISSIONS REDUCTION ADVISORY COMMITTEE MEETING  
MINUTES 28 JANUARY 2021

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

There were no declarations of interest.

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### ADOPTION OF MINUTES FROM PREVIOUS MEETINGS

**Report No. 3.1 Adoption of Minutes from 12 November 2020 Sustainability and Emissions Reduction Advisory Committee meeting**  
**File No: I2021/55**

#### Committee Recommendation:

**That the minutes of the Sustainability and Emissions Reduction Advisory Committee Meeting held on 12 November 2020 be confirmed.**

(Shields/Sanderson)

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

*Note: The minutes of the meeting held on 12 November 2020 were noted, and the Committee Recommendations adopted by Council, at the Ordinary Meeting held on 17 December 2020.*

### BUSINESS ARISING FROM PREVIOUS MINUTES

There was no business arising from previous minutes.

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### STAFF REPORTS - SUSTAINABLE ENVIRONMENT AND ECONOMY

**Report No. 4.1 Sustainability and Emissions Reduction Projects - Update Report**  
**File No: I2021/32**

#### Committee Recommendation:

- 1. That the Sustainability and Emissions Reduction Advisory Committee note the report on key projects.**

(Richardson/Lyon)

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

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SERAC Sustainability and Emissions Reduction Advisory Committee Meeting page 4

# BYRON SHIRE COUNCIL

## ADOPTION OF MINUTES FROM PREVIOUS MEETINGS

3.1 - ATTACHMENT 1

### BYRON SHIRE COUNCIL

SUSTAINABILITY AND EMISSIONS REDUCTION ADVISORY COMMITTEE MEETING  
MINUTES 28 JANUARY 2021

**Report No. 4.2      Updates from Zero Emissions Byron and COREM**  
**File No:            I2021/45**

**Committee Recommendation:**

**That the Sustainability and Emissions Reduction Advisory Committee note the updates from Zero Emissions Byron and COREM.**

(Richardson/Lyon)

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

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**Report No. 4.3      Climate resilience framework update**  
**File No:            I2021/89**

**Committee Recommendation:**

**That the Sustainability and Emissions Reduction Advisory Committee note this report.**

(Pangallo/Sanderson)

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

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*There being no further business the meeting concluded at 1.38pm.*

STAFF REPORTS - SUSTAINABLE ENVIRONMENT AND ECONOMY

**Report No. 4.1 Sustainability Projects - Updates**

**Directorate:** Sustainable Environment and Economy

5 **Report Author:** Julia Curry, Sustainability and Emissions Reduction Officer

**File No:** I2021/1199

**Summary:**

This report provides a short update on the key sustainability and emissions reduction projects across Council. Project managers will speak to their items.

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**RECOMMENDATION:**

15 **That the Sustainability and Emissions Reduction Advisory Committee notes the report.**

**Attachments:**

1     Report 05/08/2021 Council (Planning) Preparing for Climate Active carbon neutral  
20     certification 2025/26 - establishing Council's emissions boundary, I2021/860 , page 21 [↓](#)

## Report

### Sustainability Team

#### Climate Emergency Australia Membership

- 5 Council has signed up for a one year trial membership with Climate Emergency Australia (CEA). CEA is a network of local governments working together to have all levels of government acknowledge and respond to the climate emergency. It was formed as a response to the over 90 municipalities across Australia declaring a climate emergency, and represents the collective LGAs in the movement.
- 10 It is hosted by the City of Melbourne, and run under contract by the Victorian Northern Alliance for Greenhouse Action (Hume City Council) with funding from 13 founding councils. After successfully operating for one year, CEA has now launched a membership program to enable a more sustainable operating model.

As a member, Council is given access to numerous benefits, including:

- 15
- Full access to webinars (and recordings) to build capacity to govern in a climate emergency;
  - Access to online training for councillors and staff on climate change and the roles and responsibility of local government;
- 20
- Participation in specialist topic working groups (e.g. community engagement, adaptation) to improve skills of staff and councillors; and
  - Participation in CEA developed projects to improve local government capacity to respond to the climate emergency.

#### Council Operations Emissions Boundary

- 25 Council is in the process of preparing for Climate Active certification in FY 2025/26, in line with **resolution 19-634** and our net zero emissions target.

The steps to achieving certification are:

1. Boundary: determine emission sources for Climate Active Inventory (2020/21),
  2. Inventory: collation of data and calculation of carbon footprint (2021/22 onwards),
  3. Offsets: establish offset policy (2021/22 or 2022/23, depending on resourcing) and facilitate purchase of suitable carbon offsets (2025/26),
  4. Trial Year: practice run of calculating emissions in line with Climate Active (2024/25),
- 30

# BYRON SHIRE COUNCIL

## STAFF REPORTS - SUSTAINABLE ENVIRONMENT AND ECONOMY

4.1

5. Finalise: finalise Climate Active deliverables and publish public statement (2025/26).

The Sustainability Team has completed step one. The boundary includes all scope 1 and 2 that we already track and (fugitive emissions from landfill and sewage treatment plants, general and streetlight electricity, fleet and bottled gas) and adds missing scope 1 missions (HVAC refrigerants) and relevant scope 3 emissions.

Scope 3 emission sources were identified using the Climate Active “relevance test”. The process helps us to determine if a source should be included. For more information regarding Council’s emissions boundary see the attached Council Report (Attachment 1).

### 10 Climate Clever Partnership

- Council is participating in a one year trial partnership with Climate Clever. All schools and residents in the Byron Shire can access a 50% discount on their subscription for the next year (trial has commenced).
- Staff conducted an Expression of Interest with all schools in the Shire and received three on-time submissions, from Byron Community Primary School, Brunswick Heads Primary School and Mullumbimby High School. (Byron Bay High School submitted a response two weeks after the due date and thus was not counted.)
- Mullumbimby High School was selected as the recipient of the subsidised subscription and has plans to implement the program in Term 3.
- Despite being promoted via radio, social media, e-newsletters and in print, the take up of subscriptions has unfortunately been very low.

### ICLEI Membership and other partnerships

Byron Shire Council currently pays an annual fee of approximately \$1,100 for membership to ICLEI Local Governments for Sustainability.

ICLEI were contacted to discuss how this fee could be more appropriately directed toward benefitting Oceania members (reporting process is northern hemisphere focussed, leading to misleading report results for BSC). Response was that ICLEI would provide enhanced support for Oceania Councils during reporting period through webinars and ‘helpdesk’ support. In addition, more strategic support for the Oceania region has been put in place in 2021.

Council’s ICLEI membership will remain in place for now and reviewed at the end of 2021.

### Climate Adaptation Plan

Council’s Climate Change Adaptation Plan was adopted by Council in August 2021. It is a five year plan that aims to:

- Reduce the risk of climate impacts through actions within Council’s control, and

# BYRON SHIRE COUNCIL

## STAFF REPORTS - SUSTAINABLE ENVIRONMENT AND ECONOMY

4.1

- Enhance community resilience and ability to adapt before, during, and after climate events.

The Plan was developed in consultation with experienced local climate change experts and community organisations through a peer-review process. To download a copy of the Plan head to this webpage – [Climate Change Adaptation Plan - Byron Shire Council \(nsw.gov.au\)](https://www.nsw.gov.au/climate-change/adaptation-plan-byron-shire-council).

### Council STP Solar Update

In December 2019, Council installed solar PV systems at the Byron, Brunswick Valley and Bangalow Sewage Treatment Plants. The table below summarises the positive savings, emissions reductions and return on investment for each PV system in 2020:

	Byron STP	Brunswick Valley STP	Bangalow STP	Byron STP (Old Roof Mounted System)
Year Installed	2019	2019	2019	2015
System Size (kW)	152	99.3	50.8	51.5
Project Cost (\$)	\$275,256.92	\$136,883.01	\$76,030.38	\$76,500
2020 Electricity Savings (\$)	\$25,892.34	\$17,543.50	\$8,936.67	\$7,938
2020 Earnings from Solar Feed-In Tariff (\$)	\$378.43	\$437.96	\$336.57	NA
2020 Total ROI (\$)	\$26,270.77	\$17,981.46	\$9,273.24	\$7,938
Payback based on 2020 ROI (years)	10.5	7.6	8.2	8.3
2020 Electricity Produced (MWh)	208.3	145.8	74.8	44.1
2020 Emissions reduction (tCO <sub>2</sub> e-/year)	168.7	118.1	60.6	35.7

### Myocum Resource Recovery Centre Methane Gas Flare

Council has been reviewing the operation of the methane gas flare at the Myocum Resource Recovery Centre in light of the net zero emissions target. This is also Action C6 in Council's Net Zero Emissions Action Plan and was 20/21 OP Activity 3.2.1.4.

The delivery of Stage 1 of the landfill capping plan at the Myocum Resource Recovery Centre is expected to be completed later in 2021. This capping is likely to have an effect on the efficiency of the gas flare and subsequently the implications of selling or surrendering the ACCUs (Australian Carbon Credit Units) created from the project.

## BYRON SHIRE COUNCIL

### STAFF REPORTS - SUSTAINABLE ENVIRONMENT AND ECONOMY

4.1

The Sustainability Team has been working with the Resource Recovery Team to obtain projections of the capping's effect on the gas flare, with a view to developing a cost benefit analysis for selling or surrendering the generated ACCUs.

- 5 Staff have received a draft of the future projections of the landfill capping's effect on the gas flare and is in the process of reviewing it. A report will be provided to council later in 2021 on recommended courses of action.

#### Introduction of Fees for Council's Electric Vehicle Charging Stations

Council has provided free electric vehicle charging stations at the Byron Bay Library and Mullumbimby Council Administration Building since 2017 and 2019, respectively.

- 10 From 30 September 2021, Council will now charge a small fee to cover operating costs, maintenance and repair of the charging stations.
- Mullumbimby – 0.20 c/kWh fee will apply.
  - Byron Library – 0.40 c/kWh fee will apply.

- 15 These have been decided on from thorough research across different NSW and Qld LGAs as well as from recommendations within the electric vehicle industry.

#### Event Sponsorship Funding

The Sustainability Programs budget was used to support two sustainability-related events in the Byron Shire, through Council's Community Events and Sponsorship Fund. Both Zero Emissions Byron's EV Forum and Renewfest received \$2,500 each.

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### **Utilities Key Projects Update**

#### Bioenergy Facility

- 25
- The Facility's development application was on public exhibition period 14 July – 24 August 2021. DA Clarifications are now being processed by the project planners.
  - Council has completed its application for the Building Better Regions Fund Round 5 grants.
  - Council has been successful in proceeding to the more advanced application stages of other Commonwealth grant programs.

#### Dingo Lane, Myocum Solar Farm Project Update

- 30
- The updated business case for the Dingo Lane 5MW solar farm was reported to Council at the 22 April 2021 Ordinary Meeting.
  - Council resolved that "Option 3" was the preferred option – this is where Council owns and operates the Solar Farm and retires LGCs (Large Generation

Certificates) for its own benefit, and to progress the development application in order to progress the project to shovel ready status.

- Council also requested a further report following the results of the Bioenergy Facility grant applications.

- 5
- To find out more please refer to the meeting minutes on page 25 - [https://byron.infocouncil.biz/Open/2021/04/OC\\_22042021\\_MIN\\_1266.PDF](https://byron.infocouncil.biz/Open/2021/04/OC_22042021_MIN_1266.PDF)

## **Strategic Considerations**

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

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<b>CSP Objective</b>	<b>L2</b>	<b>CSP Strategy</b>	<b>L3</b>	<b>DP Action</b>	<b>L4</b>	<b>OP Activity</b>
<b>Community Objective 3: We protect and enhance our natural environment</b>	3.2: Strive to become a sustainable community	3.2.1: Work towards Council's zero-emissions target		<b>3.2.1.1</b>		Implement the Net Zero Emissions Action Plan for Council Operations 2025
<b>Community Objective 3: We protect and enhance our natural environment</b>	3.2: Strive to become a sustainable community	3.2.1: Work towards Council's zero-emissions target		<b>3.2.1.2</b>		Prepare Annual Emissions Inventory to determine progress towards 2025 Net Zero Emission Target.
<b>Community Objective 3: We protect and enhance our natural environment</b>	3.2: Strive to become a sustainable community	3.2.1: Work towards Council's zero-emissions target		<b>3.2.1.4</b>		Investigate Council's methane gas flare and Australian carbon credit unit generation in line with net zero emissions target
<b>Community Objective 3: We protect and enhance our</b>	3.2: Strive to become a sustainable	3.2.1: Work towards Council's zero-emissions target		<b>3.2.1.5</b>		Council decision for 'Go/No Go' on construction for Bioenergy Facility,

# BYRON SHIRE COUNCIL

## STAFF REPORTS - SUSTAINABLE ENVIRONMENT AND ECONOMY

4.1

CSP Objective	L2	CSP Strategy	L3	DP Action	L4	OP Activity
natural environment	community				subject to State/Federal authorities	
Community Objective 3: We protect and enhance our natural environment	3.2: Strive to become a sustainable community	3.2.1: Work towards Council's zero-emissions target		3.2.1.6	Monitor Solar Performance at STP and provide annual report	
Community Objective 3: We protect and enhance our natural environment	3.2: Strive to become a sustainable community	3.2.1: Work towards Council's zero-emissions target		3.2.1.7	Finalise and commence implementation of the Climate Change Adaptation Plan	
Community Objective 3: We protect and enhance our natural environment	3.2: Strive to become a sustainable community	3.2.1: Work towards Council's zero-emissions target		3.2.1.8	Report annually on sustainability partnerships, such as Cities Power Partnership.	
Community Objective 3: We protect and enhance our natural environment	3.2: Strive to become a sustainable community	3.2.1: Work towards Council's zero-emissions target		3.2.1.12	Monitor Council's solar assets.	
Community Objective 3: We protect and enhance our natural environment	3.2: Strive to become a sustainable community	3.2.1: Work towards Council's zero-emissions target		3.2.1.13	Undertaken an energy usage audit of Council's utilities services	
Community Objective 3: We protect and enhance our natural	3.2: Strive to become a sustainable community	3.2.2: Support community environmental and sustainability		3.2.2.7	Implement Brunswick Valley (Vallances Rd, Mullumbimby) Vision and	

# BYRON SHIRE COUNCIL

## STAFF REPORTS - SUSTAINABLE ENVIRONMENT AND ECONOMY

4.1

CSP Objective	L2	CSP Strategy	L3	DP Action	L4	OP Activity
environment		projects			Roadmap	
Community Objective 3: We protect and enhance our natural environment	3.2: Strive to become a sustainable community	3.2.2: Support community environmental and sustainability projects		3.2.2.9	Support community's emissions reduction efforts.	

If there are no relevant activities identified in the current Operational Plan it is likely the report will give rise to a new activity which will need to be considered and endorsed by Council. Include details of how the proposed activity links back to the Delivery Program and add any proposed additions to the Operational Plan to the resolution.

### Recent Resolutions

- 17-086
- 18-680
- 19-634

### Legal/Statutory/Policy Considerations

Byron Shire Council Net Zero Emissions Strategy for Council Operations 2025

Byron Shire Council Net Zero Emissions Action Plan for Council Operations 2025

Note: Reports with legal implications or those which propose that the report is to be dealt with in Confidential Session require approval from Legal Counsel. If so, click 'Report Data' on the InfoCouncil Toolbar and add Ralph James as an authoriser **before** your Director.

### Financial Considerations

This is a project update report only. Financial considerations for individual projects have been or will be considered on a case by case basis.

Note: Reports with financial implications require approval from Manager Finance. If so click 'Report Data' on the InfoCouncil Toolbar and add James Brickley as an authoriser **before** your Director.

**Consultation and Engagement**

Manager Utilities, Infrastructure Services

Senior Project Manager, Infrastructure Services

Environmental Programs Officer, Infrastructure Services

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## BYRON SHIRE COUNCIL

## STAFF REPORTS - SUSTAINABLE ENVIRONMENT AND ECONOMY

13.11

## Report No. 13.11 Preparing for Climate Active carbon neutral certification 2025/26 - establishing Council's emissions boundary

**Directorate:** Sustainable Environment and Economy

5 **Report Author:** Hayley Briggs, Sustainability and Emissions Reduction Officer  
Julia Curry, Sustainability and Emissions Reduction Officer

**File No:** I2021/860

### Summary:

10 The purpose of this report is to seek Council's endorsement of the proposed emissions boundary for Council operations, in preparation for becoming certified carbon neutral under the Climate Active standard in 2025/26.

In March 2017, Council resolved to be net zero emissions for its operations by 2025 (**17-086**). In December 2019, Council further resolved to become certified carbon neutral under the Climate Active national standard by 2025/26 (**19-634**).

15 To set the framework to deliver on its emissions reduction goals, Council endorsed the *Net Zero Emissions Strategy for Council Operations 2025* in June 2019 (**19-268**) and the *Net Zero Emissions Action Plan for Council Operations 2025* in November 2020 (**20-628**). Under the *Governance* objective in the Action Plan, Action D5 is to "Develop an emissions disclosure framework for Council staff". Further, one of the measures under 2020/21 Operational Plan Activity 3.2.1.1 *Deliver the Net Zero Emissions Action Plan for Council Operations 2025* is "Report to Council to define Council's emissions boundary".

25 The process for achieving Climate Active certification involves a number of steps over several years. Establishing Council's emissions boundary is step 1 and standard practice for any organisation seeking certification. Consultant '100% Renewables' has been engaged to assist staff with the process.

30 The proposed boundary will increase Council's emissions footprint significantly. This is to be expected; it is an inevitable part of the journey to Climate Active certification. Staff are unable to estimate by how much it will increase because the source data is yet to be collected (this will take place in 2021/22). Staff will report back to Council after the first year of tracking the new boundary to give Council the opportunity to review progress (as part of the annual emissions report in December 2022).

35 An increased emissions footprint means that more tonnes of carbon dioxide equivalent will need to be offset in 2025/26 (and all following years that Council resolves to remain carbon neutral). Staff are presently unable to give an estimate as to the cost of offsetting Council's emissions footprint. Staff will begin development of an offsetting strategy and costs in the 2021/22 financial year alongside tracking the new boundary and will report findings back to Council as part of the annual emissions report in December 2022.

BYRON SHIRE COUNCIL

STAFF REPORTS - SUSTAINABLE ENVIRONMENT AND ECONOMY

13.11

5 Additional staff time and resources will be dedicated to setting up new data gathering and reporting systems. The Sustainability Team has factored this into future planning and will absorb most of the additional work.

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**RECOMMENDATION:**

**That Council:**

- 10 1. endorses the proposed Climate Active-compliant emissions boundary for Council operations in Table 1 of this report.
2. notes the attached report from consultant '100% Renewables', *Establishing Climate Active-compliant emissions boundary for Council operations* (Attachment 1 - E2021/64201).
- 15 3. notes that staff will report back to Council after the first financial year of tracking the proposed boundary (2021/22) as part of the annual emissions report (December 2022).
4. notes that a discussion of offsetting strategy and its financial implications will be reported to Council as part of the annual emissions report (December 2022).

20 **Attachments:**

- 1 Establishing Climate Active-compliant emissions boundary for Council operations - report from 100% Renewables, E2021/64201

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## BYRON SHIRE COUNCIL

## STAFF REPORTS - SUSTAINABLE ENVIRONMENT AND ECONOMY

13.11

**Report**

- In March 2017, Council resolved to be net zero emissions for its operations by 2025 (**17-086**). In December 2019, Council further resolved to become certified carbon neutral under the Climate Active national standard by 2025/26 (**19-634**). One of the measures under 2020/21 Operational Plan Activity 3.2.1.1 *Deliver the Net Zero Emissions Action Plan for Council Operations 2025* is "Report to Council to define Council's emissions boundary".

On 19 May 2021, the Executive Team endorsed the proposed emissions boundary and resolved that a report to be brought to the Executive Team to confirm the emissions boundary and discuss carbon offsets in 2021/22.

### 10 **Process for achieving Climate Active Certification**

The Sustainability Team has engaged consultant '100% Renewables' to assist Council in becoming certified under Climate Active. The process will comprise the following steps:

1. Boundary: determine emission sources for Climate Active Inventory (2020/21).
2. Inventory: collation of data and calculation of carbon footprint (2021/22 onwards).
- 15 3. Offsets: establish offset policy (2021/22 or 2022/23, depending on resourcing) and facilitate purchase of suitable carbon offsets (2025/26).
4. Trial Year: practice run of calculating emissions in line with Climate Active (2024/25)
5. Finalise: finalise Climate Active deliverables and publish public statement (2025/26).

- Throughout the process, Council will also be working to deliver emissions reduction projects that reduce the size of its carbon footprint.

### 20 **Completing step 1: determining Council's emissions boundary**

100% Renewables has assisted the Sustainability Team with step 1, drafting an emissions boundary that will meet the Climate Active standard. For 100% Renewables' full report, see Attachment 1. The boundary includes emissions sources under three scopes:

- 25 1. Scope 1: emissions that are owned or controlled by Council.
2. Scope 2: emissions from Council's use of electricity.
3. Scope 3: emissions that are a consequence of Council's activities but are not directly owned or controlled by Council.

- The proposed boundary includes all the scope 1 and 2 sources we already track (fugitive emissions from landfill and sewage treatment plants, general and streetlight electricity, fleet and bottled gas) and adds missing scope 1 emissions (HVAC refrigerants) and relevant scope 3 emissions. The Climate Active "relevance test" was applied to each emission source to determine if it would be included (see p. 24 of Attachment 1 for a detailed explanation of the relevance test). The proposed boundary is as follows:

**BYRON SHIRE COUNCIL**

STAFF REPORTS - SUSTAINABLE ENVIRONMENT AND ECONOMY

13.11

**Table 1. Proposed Climate Active-compliant emissions boundary for Council operations**

Proposed included emission sources	Proposed excluded emission sources
<p>Scope 1 emissions:</p> <ul style="list-style-type: none"> <li>• Refrigerants</li> <li>• LPG – stationary</li> <li>• Diesel – stationary</li> <li>• Diesel</li> <li>• Petrol</li> <li>• Ethanol</li> <li>• Closed landfill</li> <li>• Wastewater</li> </ul> <p>Scope 2 emissions include Electricity and Street lighting.</p> <p>Scope 3 emissions:</p> <ul style="list-style-type: none"> <li>• Scope 3 facilities</li> <li>• Water</li> <li>• Acetylene</li> <li>• Air travel</li> <li>• Business accommodation</li> <li>• Employee commute</li> <li>• Fuel from waste contractors</li> <li>• Paper</li> <li>• IT equipment</li> <li>• IT software</li> <li>• Office equipment</li> <li>• Food and catering</li> <li>• Postage and couriers</li> <li>• PopCar</li> <li>• Waste</li> <li>• Telecommunications</li> <li>• Cleaning</li> <li>• Pest control</li> <li>• Stationery</li> <li>• Chemicals</li> <li>• Professional services</li> <li>• Asphalt</li> <li>• Concrete</li> <li>• Other road building materials</li> <li>• Machinery and vehicle repairs</li> <li>• Equipment hire</li> <li>• Clothing</li> <li>• Non-quantified – hire cars</li> </ul>	<ul style="list-style-type: none"> <li>• Taxis and Uber</li> <li>• Embodied emissions in other purchased goods</li> </ul>

## BYRON SHIRE COUNCIL

## STAFF REPORTS - SUSTAINABLE ENVIRONMENT AND ECONOMY

13.11

**Implications of adopting the proposed boundary**

Adopting the proposed boundary will have the following implications:

1. Council will complete the first step towards becoming certified Climate Active carbon neutral and completing resolution **19-634**.
- 5 2. Given the significant number of additional emissions sources that Council will need to track, additional staff time and resources will be dedicated to setting up new data gathering and reporting systems. The Sustainability Team will absorb most of this additional work.
- 10 3. The proposed boundary will increase Council's emissions footprint significantly. This is to be expected. Staff are unable to estimate by how much it will increase because the source data is yet to be collected (this will take place in 2021/22). An increased emissions footprint means that more tonnes of carbon dioxide equivalent will need to be offset in 2025/26 (and all following years that Council resolves to remain carbon neutral). Staff are presently unable to give an estimate as to the cost of offsetting Council's emissions footprint. The Sustainability Team will begin development of an offsetting strategy and costs in the 2021/22 financial year and report findings back to Council.
- 15

**Risk**

20 Establishing Council's emissions boundary in preparation for becoming certified carbon neutral under the Climate Active standard is linked to the following Strategic Risk:

- Strategic Risk Reference 4: Environmental Resilience. One of the existing controls for this risk is the *Net Zero Emissions Action Plan for Council Operations 2025*. Establishing Council's emission boundary is one of the actions in the Plan.

**Strategic Considerations**25 **Community Strategic Plan and Operational Plan**

CSP Objective	L2	CSP Strategy	L3	DP Action	L4	OP Activity
Community Objective 3: We protect and enhance our natural environment	3.2	Strive to become a sustainable community	3.2.1	Work towards Council's zero-emissions target	3.2.1.1	Deliver the Net Zero Emissions Action Plan for Council Operations 2025

## BYRON SHIRE COUNCIL

## STAFF REPORTS - SUSTAINABLE ENVIRONMENT AND ECONOMY

13.11

Community Objective 3: We protect and enhance our natural environment	3.2	Strive to become a sustainable community	3.2.1	Work towards Council's zero-emissions target	3.2.1.2	Prepare Annual Emissions Inventory to determine progress towards 2025 Net Zero Emission Target
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## Recent Resolutions

- **17-086** – Council resolved to be net zero emissions for its operations by 2025, and to source all of its energy from renewable sources by 2027.
- **19-268** – Council endorsed the *Net Zero Emissions Strategy for Council Operations 2025*.
- **19-634** – Council resolved to become certified carbon neutral under the Climate Active national standard by 2025/26.
- **20-628** – Council endorsed the *Net Zero Emissions Action Plan for Council Operations 2025*.

## 10 Legal/Statutory/Policy Considerations

There are no legislative considerations when becoming Climate Active certified.

*Net Zero Emissions Strategy for Council Operations 2025* – establishing Council's emissions boundary is an essential step in the process to becoming certified carbon neutral under the Climate Active standard; becoming carbon neutral will fulfil the central purpose of the Strategy.

*Net Zero Emissions Action Plan for Council Operations 2025* – establishing Council's emissions boundary is a measure under the Governance Objective in the Action Plan.

## Financial Considerations

The cost of establishing Council's emissions boundary has already been absorbed by the Sustainability Team, using pre-existing budget allocation.

This report has no direct financial implications. However, as discussed above at Point 3 under "Implications of adopting the proposed boundary", there is an indirect financial consideration relating to the increased emissions footprint and resulting increased tonnes of carbon dioxide equivalent that will need to be offset to become carbon neutral. Carbon offsetting costs vary widely depending on the location and type of offset project, and it is not yet known by how much Council's emissions footprint will increase with the proposed boundary therefore staff are presently unable to give an estimate as to the cost of offsetting Council's emissions footprint. The Sustainability Team will research an offsetting strategy and related costs in the 2021/22 financial year, and report findings back to

# BYRON SHIRE COUNCIL

## STAFF REPORTS - SUSTAINABLE ENVIRONMENT AND ECONOMY

## 4.1 - ATTACHMENT 1

### BYRON SHIRE COUNCIL

#### STAFF REPORTS - SUSTAINABLE ENVIRONMENT AND ECONOMY

13.11

Council in December 2022 as part of the annual emissions report. That report will be drafted in consultation with Manager Finance.

#### Consultation and Engagement.

Who was consulted?	How did consultation occur? e.g. email, verbal etc.	Comments/Feedback
External: Consultant 100% Renewables	Email, verbal.	See attached report from consultant.
Manager Open Spaces & Resource Recovery, IS	Email.	Provided leased facilities data.
Manager Utilities, IS	Email.	Provided leased facilities data.
Property Maintenance Coordinator, CCS	Email, verbal.	Provided information on HVAC system.
Management / Asset Accountant CCS - Financial Services	Email, verbal.	Provided financial data.
Leasing Coordinator, GM	Email.	Provided leased facilities data.
Team Leader Electrical Maintenance, IS	Email.	Provided generator data.

**Report No. 4.2      Updates from Zero Emissions Byron,  
COREM and Resilient Byron**

**Directorate:** Sustainable Environment and Economy

**Report Author:** Michelle Chapman, Project Support Officer

5    **File No:** I2021/1202

**Summary:**

Representatives from Zero Emissions Byron, COREM and Resilient Byron will provide an update from their organisations to the Committee.

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**RECOMMENDATION:**

**That the Sustainability and Emissions Reduction Advisory Committee note the updates from Zero Emissions Byron, COREM and Resilient Byron.**

15

## **Report**

Representatives from the following groups will provide verbal updates to the committee from their respective organisations.

1. Zero Emissions Byron

5      2. COREM

3. Resilient Byron

## **Strategic Considerations**

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

<b>CSP Objective</b>	<b>L2</b>	<b>CSP Strategy</b>	<b>L3</b>	<b>DP Action</b>	<b>L4</b>	<b>OP Activity</b>
Community Objective 3: We protect and enhance our natural environment	3.2	Strive to become a sustainable community	3.2.2	Support community environmental and sustainability projects	3.2.2.1	Provide coastal, environmental and sustainability information and encourage and support community activities and groups
Community Objective 3: We protect and enhance our natural environment	3.2	Strive to become a sustainable community	3.2.2	Support community environmental and sustainability projects	3.2.2.2	Participate in regional sustainability and environmental working groups and initiatives.

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

10      Nil

### **Financial Considerations**

Nil

### **Consultation and Engagement**

N/A