

## CORPORATE CARBON EMISSIONS REDUCTION PLAN 2021

We are on a journey to reduce our organisational carbon emissions to net zero carbon by 2050. This reduction plan will guide the first stage of Masterton District Council's (MDC) journey to become a net zero carbon organisation. It will be followed by working with our community to develop a Climate Change Action Plan for the wider Masterton District.

This reduction plan is a living document and we will assess the viability and effectiveness of individual actions as we go forward on our journey as an organisation.

The actions broadly align with our objectives in our Wellbeing Strategy *He Hiringa Tangata He Hiringa Whenua* to address current and future impacts of climate change. We will be setting an interim target as we update the objectives in the *He Hiringa Tangata He Hiringa Whenua* to align it with the Climate Change Carbon Zero Act.

The actions within this plan are grouped under the environmental objectives in *He Hiringa Tangata He Hiringa Whenua* with the addition of a 'general' category.

The approach to developing this plan was discussed with the Council and approved by the Senior Leadership Team. The Plan is a result of engaging with MDC staff through a series of workshops and more informal 'drop-in' sessions. The workshops and sessions generated a range of ideas and suggestions. Those ideas were succinctly expressed and grouped into themes.

Implementation of this plan takes an 'ALL IN' approach. We are all responsible for MDC transitioning towards Government's carbon zero 2050 target. Certain actions will be our collective responsibility as an organisation and for other actions the responsibility will sit with the individual teams or business groups.

Achieving our climate change goals is no easy task and we cannot do it alone. The second stage of our journey will be co-developing the District Climate Change Action Plan with mana whenua and the community in the first half of 2021. The Corporate Carbon Emissions Reduction Plan and the District Climate Change Action plan will comprise our blueprint for moving our district towards carbon zero 2050.

For the objectives to address current and future impacts of climate change (Priority 3) see the *He Hiringa Tangata, He Hiringa Whenua* [https://mstn.govt.nz/wp-content/uploads/2018/12/Chapter-Summaries\\_Environment.pdf](https://mstn.govt.nz/wp-content/uploads/2018/12/Chapter-Summaries_Environment.pdf)

**Timeline key:** \* Short term up to a year; Medium term 1 to 3 years; Long term > 5 years

GOAL: Improve energy efficiency/conservation			
	ACTIONS	TIMELINE	RESPONSIBLE - LEAD
1.	Undertake energy assessments for: <ul style="list-style-type: none"> <li>• Waiata house</li> <li>• Recreation centre</li> </ul>	Short term to medium *	Community, Facilities & Activities Assets & Operations
2.	Identify any other council buildings and facilities that have potential to significantly reduce carbon emissions	Medium	Community, Facilities & Activities Assets & Operations
3.	Implement energy assessment recommendations as practicable	Medium	Senior Leadership Team
4.	Choose sustainable materials, energy efficient technology and low-emission options when acquiring new office spaces and facilities	Ongoing	Senior Leadership Team
5.	Aim for Green Star rating no less than 5 Star 'NZ Excellence' for any new build and major refurbishments	Medium term	Assets & Operations
6.	Aim for NABERSNZ 4 star 'excellent performance' rating or higher for any new build and major refurbishments	Medium term	Assets & Operations
7.	Prioritise energy-efficient and low-emission options when replacing or planning new infrastructure and infrastructure facilities	Medium term	Assets & Operations Community, Facilities & Activities
8.	Secure budget for energy efficiency improvements	Medium term	Senior Leadership Team
9.	Investigate investing in renewable energy including types of renewable energy are most fit for purpose e.g. water and wastewater plants, office buildings	Short to medium term	Assets & Operations Community, Facilities & Activities

10.	Promote energy savings behaviour: <ul style="list-style-type: none"> <li>Maintain an internal optimum temperature for offices between 19°C and 21°C</li> <li>Ensure that heating systems are switched off when not required</li> <li>Only operate offices between the hours of 7am to 7pm (unless otherwise required)</li> <li>Ensure building heating systems will run to match office peak occupancy hours, e.g. between 8am and 5pm</li> <li>Where there is sufficient natural light, switch off lights</li> <li>Switch off and unplug any electrical equipment that is not in use</li> <li>Ensure that all external doors and windows are kept closed when heating or cooling systems are in operation</li> <li>Avoid using electrical portable heaters while air con is on</li> </ul>	Ongoing	Strategic Planning Communication & Marketing
11.	10. Identify and install LED lights where practicable	Short term	Community, Facilities & Activities Assets & Operations

**GOAL: Minimise Waste**

	ACTIONS	TIMELINE	RESPONSIBLE - LEAD
12.	Improve data on the volume of office waste	Short term	Community, Facilities & Activities Strategic Planning
13.	Improve management of office waste	Short term	Community, Facilities & Activities
14.	Investigate concrete recycling	Short to medium term	Strategic Planning
15.	Implement and promote waste minimisation at every council event e.g. zero waste, plastic free	Short term - ongoing	Assets & Operations Communication & Marketing
16.	Requirements for catering to be no or only minimal food packaging (no plastic) for council sponsored/held workshops/meetings	Short term - ongoing	Strategic Planning
17.	Investigate viability of using shredded office recycled paper for garden mulch	Short term	Strategic Planning
18.	Develop less paper policy/guideline	Short to medium term	Strategic Planning
19.	Improve our business systems and develop more online services – electronic purchase orders, data management system, electronic forms, e-signatures for all staff	Short to medium term	Finance & ICT
20.	Monitor paper usage	Short term - ongoing	Strategic Planning
21.	Improved signage and information for recycling in the office	Short term	Assets & Operations

**GOAL: Prepare to adapt for future changes through building resilience, keeping informed and sharing information and being open to economic opportunities generated by a low carbon economy**

	ACTIONS	TIMELINE	RESPONSIBLE - LEAD
22.	Develop and embed clear criteria and objectives around sustainability and carbon emissions reduction in all of our procurement processes including what is required from suppliers/contractors	Short to medium term	Strategic Planning Assets & Operations
23.	Develop and embed requirements for carbon reduction in all business case and project management processes and frameworks	Short to medium term	Assets & Operations
24.	Embed the sustainability principles and incentivise sustainable technologies in the Wairarapa Combined District Plan (e.g. low carbon footprint buildings; energy efficiency; renewable energy use in buildings; enhanced green/sustainable urban/subdivision design, blue/green infrastructure)	Medium term	Strategic Planning

25.	Ensure the Wairarapa Combined District Plan review futureproofs a long-term management approach for our changing coastline	Medium term	Strategic Planning
26.	Integrate connected, nature-based solutions in development planning; such as protecting, restoring or enhancing natural habitats or incorporating natural elements into built environment projects e.g. green infrastructure	Medium to long term	Senior Leadership Team
27.	Ensure climate change impacts are embedded into MDC spatial planning	Medium term	Strategic Planning
28.	Increase indigenous tree plantings in road corridors, parks and open spaces	Short to medium term	Community, Facilities & Activities Assets & Operations
29.	Plant permanent forest on suitable council land for sequestration and to increase biodiversity	Short to medium term	Community, Facilities & Activities Assets & Operations
30.	Continue to collaborate with local and central government colleagues, in particular, work collectively through the Wellington Regional Climate Change Forum	Ongoing	Strategic Planning

**GOAL: Work towards a low carbon economy in support of the government's carbon zero target by 2050**

	ACTIONS	TIMELINE	RESPONSIBLE - LEAD
31.	Investigate how to address high emissions associated with wastewater and wastewater treatment process	Short to medium term	Assets & Operations
32.	Improve our understanding of how to improve the wastewater emissions calculations	Short to medium term	Assets & Operations
33.	Collaborate on a regional study into wastewater emissions if opportunity arises	Short to medium term	Assets & Operations Strategic Planning
34.	Develop appropriate procedures and recording for use of refrigerants in MDC buildings/operations	Short term	Strategic Planning
35.	Investigate opportunities for partnership with local developers to showcase a green/sustainable village/subdivision	Medium to long term	Strategic Planning
36.	Develop a guideline/plan for sustainable practices in parks and gardens	Short to medium term	Community, Facilities & Activities
37.	Encourage the adoption of innovation, green technology and circular solutions, and support suppliers as they transition to a lower carbon economy	Medium term	Senior Leadership Team
38.	Identify opportunities to sequester the equivalent carbon through forestry activities	Short to medium term	Finance & ICT

**GOAL: Promote cleaner transport**

	ACTIONS	TIMELINE	RESPONSIBLE - LEAD
39.	Adopt a target of a fully electric corporate vehicle fleet by 2030 (if mature technology is available)	Short term	Senior Leadership Team
40.	Investigate and evaluate options for off-road and high-performance electric vehicles	Short term - ongoing	Community, Facilities & Activities
41.	Prioritise petrol over diesel in the absence of mature EV technology for off road and high-performance vehicles	Short term	Community, Facilities & Activities
42.	Incorporate E-bikes into the fleet	Short term	Community, Facilities & Activities
43.	Construct MDC car fleet parking compound	Short term	Community, Facilities & Activities

**General**

	ACTIONS	TIMELINE	RESPONSIBLE - LEAD
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44.	Allocate responsibility for corporate carbon emissions through cascading KPIs [SMART KPIs] from CE through to SLT and staff	Immediate	Senior Leadership Team People & Capability
45.	Senior Leadership Team demonstrates climate change priority and leadership throughout our business to staff and councillors	Immediate	Senior Leadership Team
46.	Senior Leadership Team takes collective responsibility for the overall climate change and emissions reduction actions implementation	Immediate	Senior Leadership Team
47.	Senior Leadership Team meetings - climate change and emissions reduction reporting as a regular agenda item	Immediate	Senior Leadership Team
48.	Establish and support a climate champions group to support, drive and promote implementation of this plan	Immediate	Senior Leadership Team
49.	Seek opportunities for central government funding and grants	Ongoing	Strategic Planning
50.	Celebrate our success and share our story	Ongoing	Communication & Marketing