



Kaikoura Greenhouse Action Plan

Communities for Climate Protection - New Zealand

CORPORATE ACTION PLAN

Overview

KDC owns and operates several buildings throughout the district and approximately 15% of the corporate emissions in the Kaikoura District are known to relate to these buildings. Other emissions result from waste, employee travel, public lighting, water and wastewater treatment and distribution, and council procurement policies.

Following the forecast of greenhouse gas emissions for 2011, Kaikoura District Council have endorsed the corporate reduction goal of 100% below 2001 emissions by 2020.

In consideration of many of the reduction actions and measures relating to corporate emissions, many will not be addressed until the construction of the new council building which is planned to be as sustainable and environmentally efficient as practicable. The development is planned to take place in 2008.

PROPOSED ACTIONS	Actions in place	Staff
BUILDINGS		
<i>Lighting & Heating</i>		
Undertake energy audits of all Council buildings		ENGIN
Investigate the installation of timers and motion and light sensors		Finance
Install timers on photocopiers, printers, etc.		Finance/IT
Replace light bulbs with energy efficient globes		OA
Ensure staff turn off lights when leaving offices/rooms	Ongoing education	EDO
Encourage staff to turn off computers at the end of the day	Ongoing education	EDO/IT
Provide KDC jackets/vests to encourage layering of clothing before heating is required.	Provided	EO
Include energy efficiency requirements in any equipment purchased by council, such as <i>EnergyStar</i>		Finance/IT
Review time office is cleaned to avoid unnecessary lighting, etc		EO
<i>Initiatives associated with New Council Building and Community complex</i> Passive design (such as north orientation, insulation, thermal mass, natural lighting and more), skylights, solar power, solar hot water, staff bicycle and shower facilities, energy efficient light globes, motion and light sensors and timers installed, small areas of lighting control (so one switch does not control an entire rooms lighting), interior design options (colour schemes, reflective options etc). Optimise heating and ventilation systems to include free opening windows where possible.	Plans being developed	EDO, CEO, Engineers, BRANZ
WASTE		



Worm/compost bins	Bokashi compost	All staff
Recycling	Recycling Bins	All staff
Bins not located at staff desks to encourage recycling	ZeroWaste commitment	All staff
Double sided printing set up on all staff computers	Periodic reminders	EDO
Recycling printed office paper for files and personal note paper	Dedicated printing tray set up	EDO
Encourage email rather than faxing documentation	Periodic reminders	EDO
Investigate the option for electronic rates to be sent		Rates
Reduced size of font used in KDC docs	Periodic reminders	All staff
Use post-consumer recycled paper		OA
Print Council agenda's on 100% recycled paper	Bi-monthly processes	EO
Support and work with Innovative Waste to promote and develop new waste reduction programmes	ZORG	EDO
Reduce green waste from parks and gardens, e.g. planting appropriate species, composting.		ASSET
Encourage public use of Council website for forms and documents		All Staff
Continue to develop website to encourage electronic information over paper (needs rewording)		IT
Develop website to enable electronic forms/submission wherever possible		IT/PA/BI
EMPLOYEE COMMUTE/VEHICLE USE		
Promote active travel to work for KDC employees	Periodic reminders	EDO
Raise awareness about of vehicle choice for staff and KDC vehicle purchases		EDO
Provide space for bicycles	Numerous bike spaces available at KDC office and various sites in town.	
Supply KDC bicycles for 'errands'		EO
Appropriate use of vehicle for purpose (staff awareness and info about efficiency of each vehicle).		PLAN
Introduce a 'shared trip' opportunity for use of KDC vehicles		OA
PUBLIC LIGHTING		
Install low-energy street lights on replacement or new street lights	System in place	ENGIN
Audit use and necessity of street light use (timer systems)		ASSET
Investigate solar options for lighting public places		ASSET
Work with businesses to determine needs for during/after hours lighting		EDO
KDC staff encouraged to use lights as necessary- natural lighting is often adequate	Periodic reminders	EDO
WATER/SEWERAGE		
Investigate pump efficiency and upgrade where possible		ASSET
Audit business water metres and reward for low usage		
Investigate onsite alternatives to septic systems (i.e compost systems) and consider incentives for use of alternative		ASSET

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Integrate into consent requirements the plantings of species suitable to site and conditions (reduce need for watering)		PLAN
Investigate placing automatic sprinklers reacting to soil moisture on KDC lands where watering is necessary.		BIOD
Investigate use of grey water for revegetation sites		ASSET/BIOD
Rebate/reward for placement of low water usage shower heads/taps/toilet flushing systems		PLAN
Practise water harvesting on KDC property where applicable (i.e. for plant watering)		BIOD/ASSET
GREEN PURCHASING		
Implement green purchasing policy (buy locally, life cycle impacts, unnecessary packaging)		EDO
ADDITIONAL		
Staff awareness and support	Staff induction programme, ongoing request for input	EDO all staff
Tender process: preference for companies who have ecologically sound practices.		PLAN

COMMUNITY ACTION PLAN

The following action plan relates to achieving the community goal of reducing emissions by 60% by the year 2015.

PROPOSED ACTIONS	Actions in place	Staff
WASTE		
Household recycling	Kerbside collection	EDO
Collection of organics	Concept and research into ZORG (Zero Organics to landfill)	EDO
Increase awareness of both recycling and ZORG		EDO
Introduce plastic bag free town	Funding being sought	EDO
Increase awareness of individual actions relating to waste (ie appropriate purchasing to reduce packaging, disposing of cigarette butts)		EDO
Encouraging use of re-usable nappies	Budget allocated by council and trial cloth nappies being organised	EDO
Increasing business awareness of how to integrate recycling- promote those businesses doing it successfully		EDO
RESIDENTIAL		
Use Resource Consents to increase energy and water efficiency requirements for new homes, and commercial	Green packs distributed through planning section	PLAN



and industrial buildings through guidelines, parameters, conditions and building codes.		
Promote wider use of rainwater collection tanks attached to all buildings		PLAN
Incentives for community to reduce greenhouse gas emissions such as: Grants, e.g. at time of building consent for solar water heating Discounts with public transport Reduced Development Contributions for efficient buildings and infrastructure		PLAN/CEO
Make the consent process simple for energy efficient, low waste applications- provide rates relief for high energy efficiency developments		PLAN
Investigate 'energy rating system' for all houses		PLAN/BI
Define and implement energy efficiency criteria in subdivision requirements		PLAN.EDO
Establish a sustainable housing education programme, including workshops for designers, builders and other stakeholders, and use events such as World Environment Day festival		EDO/BI/TE DO
Research ways of promoting and facilitating alternative, ecologically sustainable building design and construction	Contact <i>branz</i> and sustainable households for information about residential initiatives.	BI/PLAN/EDO
Investigate ways of promoting and facilitating grey water recycling and re-use		ENGIN/BI OD
Raise awareness and facilitate measures for water conservation and rainwater use, e.g. council-approved native species list for drought-tolerant landscaping, rebates on water-efficient shower-heads, simple process and rebates to add a water tank and guttering to dwelling, etc.		BIOD/EDO
Construct a demonstration home/building for energy efficiency and other environmental factors	Liaise with Ocean Ridge development	EDO/BI
Establish a residential retrofit programme for energy and water efficiency, e.g. Warm Homes projects	Utilise Kaikoura Ketchup to promote/increase awareness	CEO/EDO
Promote use of energy meter to public with follow up info on how to save electricity		EDO/OA
Green standard for homes to put on LIM report		PLAN
COMMERCIAL AND INDUSTRIAL		
Contract an energy assessor to work with businesses to improve energy rating/efficiency.		CEO/EDO/EDT
Develop a voluntary council-business partnerships for energy audits, energy efficiency and renewable energy projects- requiring commitment from businesses to improve. Include positive promotions	Sustainable business charter	EDT/EDO
Implement minimum energy or design performance specifications for commercial buildings with associated incentives (ie use of solar energy= reduced fees)		PLAN/EDO/BI



Initiate local Environmental Awards for businesses		EDT/EDO
Encourage the use of electronic communication rather than faxing throughout the business community		EDT/EDO
TRANSPORT		
Enhance the cycle and walkway networks to ensure infrastructure is safe and supports active transport modes.	Coastal Management Strategy	TRANS
Promote a car free day		EDO/EDT
Incorporate Sustainable Development planning into council planning, e.g. mixed use where residential areas near employment areas to reduce travel demand, ensure developments include cycle ways to the CBD		PLAN
Run an awareness raising campaign on vehicle fuel efficiency and the benefits of travel demand management measures		EDO
Approach transport providers to offer discounts for locals to travel to CHCH		EDO/EDT

Staff details

Abbreviation

Finance/IT

EDO

CEO

Rates

BI

EO

OA

EGIN

ASSET

BIO

PLAN

EDT

TRANS

Title

Finance/IT

Environmental Development Officer

Chief Executive Officer

Rates, Debtors, Dogs

Building Inspectors

Executive Officer

Office Assistant

Engineer

Asset Manager

Biodiversity Officer

Planner

Tourism Economic Development Officer

Safety, fire etc

Person

Sheryl

Nicole

Stuart

Suzanne

Dave and Neville

Linda

Jasmine/Carmel

Gallo

Marlene

Jodi

KD/Matt/Rachel

Annie

Mike