



Climate Change, Adaptation and Sustainability Committee

NOTICE OF MEETING

A meeting of the Climate Change, Adaptation and Sustainability Committee will be held in the Council Chambers, Forrest Road, Capel on Wednesday, 23 August 2023 commencing at 3.00pm.



Gordon MacMile
Chief Executive Officer

Agenda
23 August 2023

Committee Members:

Deputy Chair Cr Peter McCleery
 Cr Rosina Mogg
 Cr Sebastian Schiano
 Cr Christine Terrantroy

Acknowledgement of Country

We wish to acknowledge the traditional custodians of the land we are meeting on, the Wadandi people. We wish to acknowledge and respect their continuing connection to the land, waters and community. We pay our respects to all members of the Aboriginal communities and their culture; and to Elders past and present, their descendants who are with us today, and those who will follow in their footsteps.

Our Vision

A future focused and resilient community that benefits from good governance, responsive services and appropriate facilities to deliver positive social, environmental and economic outcomes for everyone.

Our Values

Respect

We are respectful in all that we do, and all interactions we have, while being inclusive and mindful of



Honesty

We are truthful, trustworthy and genuine in all that we say and do.



Teamwork

We are cooperative, collaborative and united while working towards common goals of our Shire.



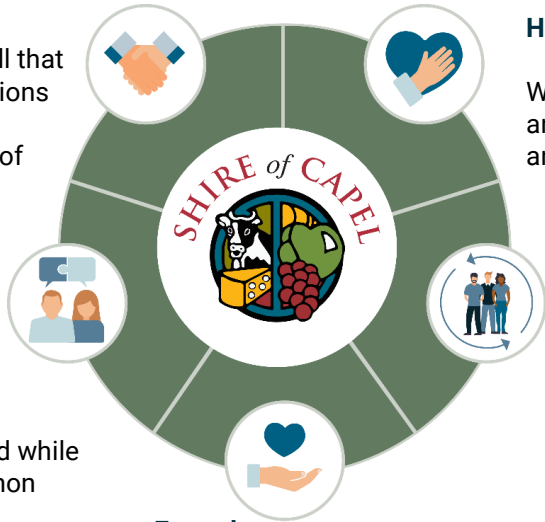
Accountability

We are transparent in all that we do, and stay true to our word by taking responsibility for our actions.



Empathy

We are kind and show understanding of people's circumstances, perspectives and differences.



SHIRE OF CAPEL

Climate Change, Adaptation and Sustainability Committee

AGENDA

1. Declaration of Opening/Announcement of Visitors	4
2. Record of Attendance/Apologies/Leave Of Absence	4
3. Disclosures of Interest.....	4
4. Confirmation of Previous Minutes	4
4.1 Climate Change, Adaptation and Sustainability Committee Minutes – 29 March 2023	4
5. Reports.....	5
15.1 Sustainability Energy Audit and Energy Management Software	5
6. General Business.....	13
7. Meeting Closure	13

1. Declaration of Opening/Announcement of Visitors

Acknowledgement of Country

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2. Record of Attendance/Apologies/Leave Of Absence

3. Disclosures of Interest

4. Confirmation of Previous Minutes

4.1 Climate Change, Adaptation and Sustainability Committee Minutes – 29 March 2023

Voting Requirements

Simple Majority

OFFICER'S RECOMMENDATION – 4.1

That the Minutes of the Climate Change, Adaptation and Sustainability Committee Meeting held on 29 March 2023 be confirmed as a true and correct record.

5. Reports

15.1 Sustainability Energy Audit and Energy Management Software

Author	Manager Sustainability and Environment, Matt Beahan
Authorising Officer	Chief Executive Officer, Gordon MacMile
Nature of the Decision	Executive/Strategic
Attachments	Nil
Confidential Status	<i>This item is not a confidential matter.</i>

Proposal

Provide the Committee with information regarding the completion of an Energy Audit as part of CBP item SENV 10.1 – Assess energy consumption and electrical equipment used in Shire buildings and facilities and identify opportunities for reducing energy use. This Audit will be a key foundation baseline to compare the success of future sustainability initiatives against.

Additionally, in-principle support is requested for the Shire to investigate external funding options to enable the purchase of an Energy Management Software package in order to deliver on CBP Item SENV 10.1.2 – Develop baseline data for corporate carbon emissions, and develop reduction targets for all sources of emissions.

Officer's Recommendation

The Climate Change Adaptation and Sustainability Committee is requested to:

Note the information regarding CBP Item SENV 10.1 – Energy Audit of our buildings and facilities in order to identify energy savings and efficiencies.

Support the options to investigate external funding for an Energy Management Software (emissions tracking) system.

Note that dependent on the success of 2. above, Council may be requested to consider the allocation of budget during the 2023/24 mid-year review process.

Background

The impacts of climate change are predicted to increase in severity and frequency in the future, which will pose increasing risks to our community, environment, assets and infrastructure. The Shire's Climate Change Adaptation and Sustainability Committee (CCAS) was formed in 2009 to respond to these impacts by developing adaptation and mitigation strategies that align with the Strategic Community Plan, Corporate Business Plan and Councils strategic direction.

Council endorsed a Climate Change Declaration in July 2021 to formalise the Shire's commitment to tackling climate change, with a commitment to:
Develop and implement a Climate Change Action Framework of policies, projects and other initiatives.

Assess the locally specific risks associated with climate change and implications for our services and identify areas where appropriate mitigation and/or adaptation strategies should be developed and implemented.

Set an appropriate corporate emissions reduction target and work towards its achievement. Encourage and empower the local community and local businesses to reduce their greenhouse gas emissions and to adapt to the impacts of climate change. Monitor the progress of our adaptation and mitigation actions and communicate our achievements to the neighbouring councils, state and federal governments and to the community.

Following the Council's Climate Change Declaration, the Australian Government released its *Long-Term Emissions Reduction Plan* in October 2021 to achieve net zero emissions by 2050.

In addition to the Federal Government Net Zero 2050 commitment, in June 2022 the WA State Government announced a commitment to reduce whole-of-government emissions by 80 per cent below 2020 levels by 2030 (as an interim step towards achieving our existing whole-of-economy target of net zero by 2050). The interim target of 80 per cent below 2020 levels applies to emissions from all Government agencies across the State.

WA's first *Climate Adaptation Strategy* was released In July 2023 by the State Government, prioritising actions to ensure our communities and economy are resilient to risks posed by climate change. The Strategy sets out key directions for building public sector capability and accountability.

Under these policies, government agencies are required to develop their own adaptation action plans outlining how they will reduce or avoid emissions across their operations, consistent with Government's focus on energy efficiency and renewable energy.

Council adopted (OCM June 2023) the Shire's inaugural *Sustainability Framework 2023 – 2027* that outlines the proposed approach to address climate change over the next four years. This Framework defines the Shire's vision and commitments on sustainability and embeds them in a broader reporting framework.

The next step following the endorsement of the Framework is to develop a *Corporate Sustainability Action Plan* in consultation with the CCAS Committee to identify and prioritise specific actions that the Shire can take to manage the risks and adapt to the impacts of climate change on Shire operations and facilities. Annually, actions from the *Corporate Sustainability Action Plan* will be incorporated into the Shire's Corporate Business Plan and where appropriate, into Annual Budgets.

A draft *Corporate Sustainability Action Plan* has been developed and will be workshopped with the CCAS. The purpose of the *Corporate Sustainability Action Plan* is to establish corporate climate change adaptation and mitigation actions for the Shire of Capel.

Separate to this plan, the Shire will also develop a 'Community' Sustainability Action Plan specifically focused on identifying actions that the local community/businesses/industry can take at an individual and whole of community level to adapt to climate change.

Energy Audit Requirement

An integral initial deliverable in the draft *Corporate Sustainability Action Plan* is for the Shire to “Adopt best practice energy efficiency measures across all shire buildings, community facilities, sporting ovals, recreation centers, toilet blocks, and other assets. This may include installing renewable energy devices (eg LED lights, solar PV and battery storage) on Shire buildings where practical – with the aim to power Shire operations by renewable energy and set targets to increase the level of renewable power for Shire operations over time.”

In order to deliver best practice energy efficiency measures it is recommended the Shire engage an Energy Auditor to undertake a detailed Energy Audit across all Shire buildings, community facilities, sporting ovals, recreation centres, toilet blocks etc.

The energy audit of the facilities will be compliant with the AS/NZ standard for Energy Audits, and deliver:

Recommendations for energy savings and renewable energy options in all relevant areas with cost benefit analysis;

Recommendations regarding additional, more detailed studies required, as well as an examination of metering systems and recommendations to address data gaps.

Recommendations for any renewable energy plant or equipment to be installed.

A framework and budget to establish our carbon inventory on our progress to net carbon zero.

Energy Management Software

As part of the Sustainability Framework, a Sustainability Annual Progress Report will be published each year to track progress towards the agreed targets set out in the Framework and Action Plan.

This annual reporting process will provide transparency and accountability on the progress of our adaptation and mitigation actions and communicate our achievements to neighbouring councils, state and federal governments and to the community.

The Sustainability and Environment team has investigated Energy Management Software that can collect data directly from the Shire’s utilities and load it into a personalised corporate data warehouse where grid electricity, renewables, water, fleet, emissions and asset data will all be available to monitor and report on. Such software will allow the Shire to create emissions baselines, reports and dashboards to help develop new avenues for savings and articulate sustainability outcomes to the community.

Previous Council Decisions

July 2021, Council endorsed a Climate Change Declaration to formalise the Shire of Capel’s commitment to tackling climate change.

June 2023, Council adopted the Shire’s inaugural Sustainability Framework 2023 – 2027 that outlines the proposed approach to address climate change over the next four years.

Decision Framework

Shire of Capel Strategic Community Plan 2021-2031

Direction 2 – Manage and protect our environment:

2.3 – A Shire commitment to sustainable practices

Direction 5 – Provide and maintain suitable infrastructure and facilities

5.1 – Appropriate facilities that meet the communities needs

Direction 6 - Effective communication, engagement and relationship development

6.1 Greater trust and the development of positive relationships within the Shire and with the community

6.2 Improved cross sector relationships and collaboration

Corporate Business Plan 2022 to 2026

CEO 9 – Implement the adopted Sustainability Framework for the Shire, via annual actions in the CBP.

SENV 10 – Development and implementation of a Corporate Adaptation Action Plan to drive the strategic priorities of the Shire

SENV 10.1 – Assess energy consumption and electrical equipment used in Shire buildings and facilities and identify opportunities for reducing energy use.

SENV 10.1.2 – Develop baseline data for corporate carbon emissions and develop reduction targets for all sources of emissions.

Statutory Framework

State Framework

The following Western Australian Government strategies, policies and guidelines are relevant:

Western Australian Climate Change Policy – November 2020

Western Australian Climate Adaptation Strategy – July 2023

Federal Framework

The National Climate Resilience and Adaptation Strategy 2021-2025, released on 29 October 2021, aims to position Australia to better manage and adapt to our changing climate.

The Strategy sets out what the Australian Government will do to support efforts across all levels of government, businesses and the community, to better anticipate, manage and adapt to the impacts of climate change.

Policy Framework

The following Shire Policies apply:

Policy 2.25 – Climate Change Adaptation and Sustainability;

Policy 2.33 – Asset Management

Implications

Risk Implications

Risk	Likelihood	Consequence	Mitigation
Risk 1 Financial Rating: Medium	Likely	Moderate	Ensure ongoing efficiencies by implementing a raft of actions and new technologies as and where they are required.
Risk Description: Energy consumption inefficiencies leading to the Shire's buildings and facilities having higher energy costs.			
Risk 2 Reputation Rating: Medium	Possible	Moderate	Ensure resources are available for ongoing transparency, reporting on actions on climate change adaptation and mitigation strategies.
Risk Description: The Shire is unable to deliver on the proposed sustainability actions and commitments outlined in the endorsed Sustainability Framework 2023 – 2027			
Risk 3 Service Delivery Rating: Medium	Likely	Moderate	Ensure we purchase a software package that includes a service manager ongoing who can assist in gathering data, provide ongoing advice. This will free up internal resources from collating this information and provide valuable expertise.
Risk Description: New software may require additional resourcing from our IT team to manage.			

Financial Implications

Budget

An allocation of \$10,000 has been included in the adopted 2023/24 Annual Budget to deliver the Energy Audit. However, the Sustainability and Environment team's initial investigation into Energy Auditing was focused on delivering the Energy Audit project in-house.

After further investigation it has become apparent the Shire will require a more detailed and robust audit (eg to AS/NZS 3598.1:2014 Energy Audits standards) in order to achieve the full benefits and likely energy savings; and will not have the resourcing in-house to achieve this. As such, the \$10,000 set aside for this action will not be sufficient to deliver this action, and an estimated \$40-50,000 will be required.

An Energy Management Software package will cost approximately \$15,000 PA plus up-front installation costs of approx. \$3,000. A Statement of Requirements has been lodged with the Business & Technology Services team who can investigate funding this item from the operations budget during the midyear budget review process.

Part recommendation of this report is to investigate the potential for any external (grant) funding to be secured to assist the Shire in the purchase of the above.

Should these efforts prove wholly or partially unsuccessful, the Committee and Council may be requested to consider a budget allocation at the 2023/24 mid-year review.

Long Term

An Energy Management Software system is expected to cost approximately \$15,000 per annum.

Sustainability Implications

Climate Change and Environmental

This item is relevant to the Shire's climate change and sustainability commitments, as outlined in the Climate Change Declaration and Sustainability Framework.

Social

The Energy Audit and Energy Management Software will enable the Shire to demonstrate climate sustainability leadership for our region by reducing corporate emissions and building the resilience of the Shire to climate change impacts.

Economic

Implementation of adaptation and mitigation actions will be subject to budget availability, including grants and endorsement of the CCAS Committee and Council.

Asset

Many of the proposed priority areas will lead to direct reductions in energy or water consumption, waste production or greenhouse gas emissions from shire assets.

Following an energy audit of the Shire's infrastructure and built form a number of climate change adaptation projects may be recommended to ensure the Shire has the most efficient technology to reduce our corporate emissions.

Consultation/Engagement

External Consultation

There was no external consultation undertaken.

Internal Consultation

Internal consultation has taken place with the Business & Technology Services team, and a Statement of Requirements form for the Energy Management Software has been submitted during this process.

Further consultation has taken place with various Managers within the Shire in relation to sustainable energy actions and adaptations, particularly in relation to our Shire buildings, assets and facilities.

Officer Comment

Following Council adoption of the *Sustainability Framework 2023 – 2027*, and subsequent drafting of a *Corporate Sustainability Action Plan*, it has become apparent that a detailed baseline and ongoing understanding of the Shire's energy efficiency is crucial for both the implementation of energy saving actions and for the tracking, monitoring and reporting of energy use and emissions.

Energy Audit

Energy audits are an integral part of the energy management process. They provide essential information to determine how efficiently energy is being consumed, identify energy and cost saving opportunities and highlight potential process and productivity improvements across the Shire. In most cases, implementing energy audit recommendations will achieve notable cost savings.

An audit by a registered energy advisor or energy auditor will provide a complete electricity consumption and energy efficiency assessment, including:

- Analysis of energy consumption and use
- Acquisition of data for energy review/monitoring purposes
- Identification and evaluation of a range of coherent and specific opportunities with costs and benefits, including renewable energy options
- Identification of opportunities for which further, or more detailed investigation involving measurement is required
- Examination of metering systems and recommendations to address data gaps

The audit activities would cover (as relevant) the following 'load' areas and tasks:

- Electrical distribution system:
- Lighting System (e.g. buildings, facilities, car parks, sports grounds, parks, etc.)
- Heating, Ventilation and Air-conditioning System (HVAC System)
- Water Pumping System(s) – where relevant
- Other Electrical Motor Load Survey
- Water consumption
- Gas consumption
- Cost Benefit Analysis of recommended opportunities

The deliverable will be compliant with the AS/NZ standard and provide the following information in a Report:

- Present the energy scenario for the facility
- Detailed analysis of data obtained through data provided, site visits and discussions with relevant personnel
- Recommendations for energy savings and renewable energy options in all relevant areas with cost benefit analysis (to medium level)
- Recommendations regarding additional, more detailed studies required, as well as examination of metering systems and recommendations to address data gaps
- Recommendations for any renewable energy plant to be installed
- A framework and budget to establish a carbon inventory towards progress to net carbon zero

Energy Management Software – Emissions Tracking

Under the Council endorsed 2021 Climate Change Declaration and *Sustainability Framework 2023-2027*, the Shire committed to “monitor the progress of our adaptation and mitigation actions and communicate our achievements to the neighbouring councils, state and federal governments and to the community.”

To deliver on this commitment, the Shire will need to collect, track, monitor and report on all emissions. After investigation it has been determined it would be very resource intensive to achieve this in-house, particularly on an ongoing basis. It will also result in less accurate and current data due to lags in collection of data and will not provide the level of expertise in emissions tracking that will allow the Shire to report accurately on emissions reductions tracking.

An Energy Management Software package will create a comprehensive data management plan, collect data directly from the utilities and load it into a data warehouse. Grid electricity, renewables, water, fleet, emissions and asset data will all be available to monitor and report on.

The software can create reports, graphs, infographics and can single out certain data as required.

This will assist in developing the Sustainability Annual Report that is now a CBP item. It will also help develop new avenues to energy, water and emissions savings and articulate sustainability outcomes to the community.

Vendors also provide an ongoing service manager who can assist in gathering data, provide ongoing advice, provide recommended solutions for emissions reductions, provide a network of other government agencies and their 'lessons learned' and undertake quarterly performance reviews on our emissions reduction progress. This will free up internal resources from collating this information and provide valuable expertise.

Summary

The Shire of Capel has committed to managing the risks and adapting to the impacts of climate change on Shire operations and facilities. The draft *Corporate Sustainability Action Plan* (to be workshopped with the CCAS prior to submission to Council) outlines a raft of actions aimed at delivering on this commitment. However, a first step in delivering these actions is the requirement for a robust, clear understanding of our energy consumption, electrical distribution systems, and corporate knowledge of best practice energy reduction techniques and technology.

The Shire has also committed to tracking and monitoring our corporate emissions, actions taken to reduce these emissions and to communicate our achievements to the community, neighbouring councils and state and federal governments.

To achieve these commitments, it is recommended the CCAS support efforts to explore funding options to deliver an Energy Audit and purchase an Energy Management Software package.

Voting Requirements

Simple Majority

Officer's Recommendation – 5.1

The Climate Change Adaptation and Sustainability Committee is requested to:

- 1. Note the information regarding CBP Item SENV 10.1 – Energy Audit of our buildings and facilities in order to identify energy savings and efficiencies.**
- 2. Support the options to investigate external funding for an Energy Management Software (emissions tracking) system.**
- 3. Note that dependent on the success of 2. Above, Council may be requested to consider the allocation of budget during the 2023/24 mid-year review process.**

6. General Business

7. Meeting Closure