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Sponsor/Group:	GM Strategy and Communications

Climate Change Policy

Te Puukate - Purpose

1. The Climate Change Policy outlines how Council will respond to climate change.
2. It sets the rules for when, and the extent to which, climate change will be considered in Council decision-making.

Te Whanuitanga – Scope

3. This Policy applies to Hamilton City Council elected members, staff, and the organisations and people who are contracted to work for Council.

Whakamaaramatanga - Definitions

Definition	Detail
Adaptation	Actions that can help people or natural systems adjust to the actual or expected impacts of climate change. Actions can be incremental and temporary in their effect or transformational by changing systems and their functions, depending on the scale and pace of change and what is at stake.
Adaptation assessment	An adaptation assessment includes a basic or detailed assessment of the physical risks of climate change and opportunities for adaptation.
Circular economy	A circular economy is a set of organising principles promoting economic activity that restores and regenerates natural systems. It's designed to replace our current 'take–make–dispose' system with a 'make–use–return' system.
Climate change impact statement	A statement outlining the climate change risk, emissions and opportunities of the key decision and if required it will include recommended option/decision based on the adaptation and/or emissions assessment.
Climate resilience	Climate resilience is the ability to anticipate, prepare for, and respond to the impacts of changing climate, including those that we know about and can anticipate and those that occur as extreme events. This includes planning now for more extreme events like flooding and for changes to precipitation and temperature that emerge over time like droughts.
CO₂e	Carbon dioxide equivalent. The standard unit for measuring greenhouse gases.
Direct emissions	Direct greenhouse emissions refer to the impact of (a Council) project. For example, this includes the emissions embodied in the materials, and emitted from the building works of constructing a road.

Definition	Detail
Embodied emissions	The sum of greenhouse gas emissions involved in making a product and can include the manufacturing, transportation, installation, maintenance, and disposal of materials/products.
Emissions assessment	An emissions assessment includes a basic or detailed assessment of the operational and embodied emissions of a decision and opportunities to minimise emissions.
Greenhouse gases	Atmospheric gases that trap heat and contribute to climate change. The gases covered by the Climate Change Response Act 2002 are carbon dioxide (CO ₂), methane (CH ₄), nitrous oxide (N ₂ O), hydrofluorocarbons (HFCs), perfluorocarbons (PFCs) and sulphur hexafluoride (SF ₆).
Indirect emissions	Indirect greenhouse emissions refer to the continuing impact of the (Council) project. For example, the emissions emitted by the cars on a new road.
Key Decisions	Key decisions refer to the decisions we make in our business cases, project plans, procurement process and Council reports.
Mitigation	Mitigation is doing what we can to stop producing emissions and reduce the impacts of climate change.
Operational emissions	The sum of greenhouse gas emissions associated with the operations of a project, organisation or community.

Ngaa Tikanga Whakahaere - Principles

4. Council is committed to responding to, and planning for climate change. To guide our decision making and actions, Council will use the following principles:
 - a. Holistic – We will take a holistic wellbeing approach to climate change, focusing on actions that have co-benefits and are equitable for our community.
 - b. Bold and informed – Our climate response will be bold and based on research and evidence.
 - c. Future-focused – We will ensure we develop a city that benefits our current community and generations to come.
 - d. Working together – Responding to climate change requires collective action, so we will collaborate with iwi, hapuu, community organisations, businesses, central and local governments, and other key partners to do this.
 - e. Valuing te ao Maaori - We will use te ao Maaori as a frame of reference, to ensure that our decisions acknowledge the interconnectedness and interrelationship of all living and non-living things.
 - f. Taking the right action - We will follow best practice in our climate response and be transparent and accountable for our actions. We will show leadership through action and prioritise avoiding new emissions and reducing unavoidable emissions.
5. In considering how to transition to a low carbon future Council will apply the following hierarchy in relation to greenhouse gas emissions:
 - i. avoid new greenhouse gas emissions
 - ii. reduce emissions, including improving energy efficiency
 - iii. replace existing sources with lower emission options, including by investing in renewable energy
 - iv. increase carbon sequestration
 - v. offset emissions.

Kaupapa Here - Policy

Kawenga – Responsibilities

6. To act on the commitments in Hamilton City Council's Climate Change Strategy, Council will work together across all areas of business, with Iwi, the community and partners to collaborate, advocate for, foster, encourage and support sustainable outcomes for the climate and the environment.
7. Council is responsible for aligning with Central Government direction on emissions reduction and climate adaptation.
8. Council's climate responsibilities will be reflected in its strategies and plans, key planning decision documents, guidelines and key investment decisions.
9. Council will assess the options to respond to climate change adaptation and emissions reduction for all key decisions.
10. Council will consider climate change adaptation and emissions reduction when planning, designing and building Council infrastructure.
11. Council will not apply this policy in performing its regulatory functions where the assessment of climate impact is governed by existing statutory processes (e.g. in the assessment of resource consents)
12. Council's procurement process includes assessing how companies are responding to sustainable outcomes and emissions reduction.

Climate Change Impact Statements for Decision Making

13. To provide a consistent and transparent approach to climate change considerations, a climate change impact statement must be provided in relation to key decisions.
14. Key decisions are decisions covered in business cases, project plans, procurement processes and Council Reports.
15. There are two components of a climate change impact statement:
 - a. Adaptation – an assessment of the adaptation risk or opportunity of the key decision – that is how will the key decision be impacted by the need to adapt to climate risks or resilience opportunities.
 - b. Emissions – an assessment of the greenhouse gas emissions impact of the key decision – that is how will the key decision impact the generation or reduction of greenhouse gas emissions.
16. The criteria for the climate change impact statement assessment is outlined in Appendix A.
17. The climate change impact statement will either state that no Adaptation assessment or Emissions assessment is required or if an assessment is required it will include the following information:
 - a. A summary of the assessment option undertaken
 - b. Outline of the factors impacting the assessments
 - c. Recommendation on the key decision option
18. Council will consider the climate change impact statement alongside financial, wellbeing and risk information in making decisions on options.

Monitoring and Implementation

19. Implementation of this policy will be monitored by the General Manager responsible for climate change.
20. This policy will be reviewed, at the request of the Council, in response to any relevant legislative developments, in response to changing sector knowledge, or every three years (whichever comes first).
21. Council acknowledges that the science is continually evolving and empowers the General Manager responsible for climate change to ensure that the requirements for the Climate Change Impact Statements, and associated guidance, remains up to date and aligns with current best practice.

Ngaa Honoga - Legislation and Council documents

22. Legislation and strategies that guide our responsibilities and decisions include:
 - a. Hamilton City Council's Climate Change Strategy – [Our Climate Future: Te Pae Tawhiti o Kirikiriroa](#)
 - b. Hamilton City Council's Climate Change Action Plan
 - c. Hamilton City Council's Wellbeing Pillars - [He Pou Manawa Ora](#)
 - d. Te Ture Whaimana o Te Awa o Waikato: [Vision and Strategy for the Waikato River](#)
 - e. [Tai Tumu, Tai Pari, Tai Ao](#): Waikato-Tainui Environmental Plan
 - f. Waikato Regional Council [Climate Action Roadmap](#)
 - g. [Waikato Wellbeing Project](#)
 - h. [Future Proof Strategy](#)
 - i. [Local Government Act 2002](#)
 - j. [Climate Change Response Act 2002](#)
 - k. [Climate Change Response \(Zero Carbon\) Amendment Act 2019](#)
 - l. [Emissions Reduction Plan 2022 – Te hau maahori ki anamata](#)
 - m. [National Adaptation Plan](#)
 - n. [National Climate Change Risk Assessment 2022](#)
 - o. [National Policy Statement on Urban Development 2020](#)
 - p. [Government Policy Statement on Housing and Urban Development 2021](#)

Appendix A – Climate Change Impact Statement

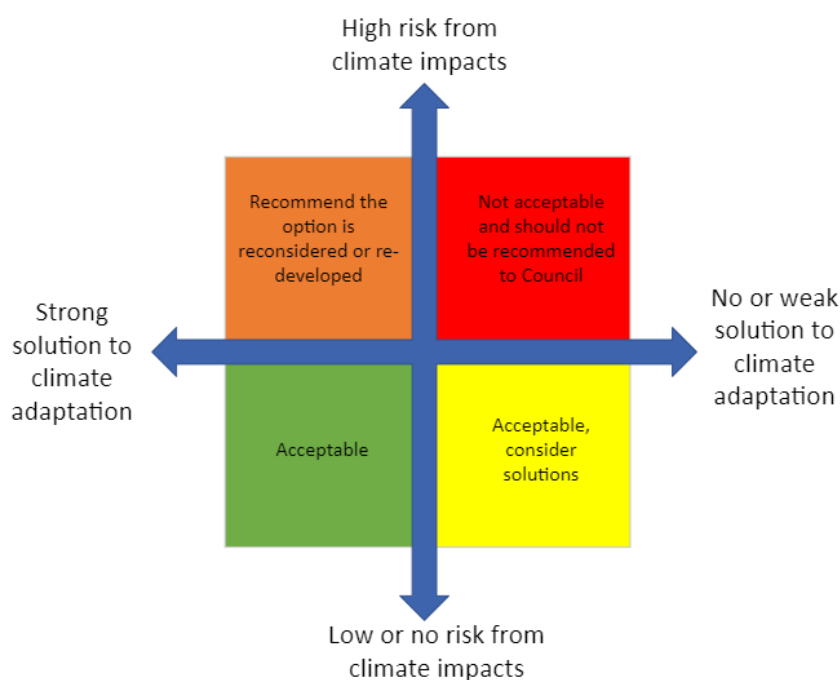
Adaptation Assessment:

1. There are two options for the Adaptation Assessment
 - a. No assessment required
 - b. Assessment required
2. The key considerations to determine the type of assessment option are:

Consideration		
Step One – is assessment required		
Could the project ¹ or programme be impacted by climate related hazards, such as floods, drought, extreme weather events or increased city temperatures?	No	Yes
Could the project ¹ or programme potentially reduce a current or future climate impact such as floods, drought, extreme weather event or increased city temperatures?	No	Yes
If both questions in Step One are 'No', no assessment is required If either one or both questions in Step One are 'Yes', an assessment is required, follow step two.		
Step Two – Completing an assessment		
The first assessment should be completed at the Proposal (Long Term Plan, Annual Plan, Business Case, or Project Brief) or Planning (Project Management Plan) stage. It should also outline if there is a need for a more detailed assessment to be completed during a subsequent stage e.g. the design phase. This should include how climate change adaptation considerations and actions will be integrated through Execution of the project.		

Note 1 – where project is stated in Appendix A it includes all types of projects, including the development of strategies and plans.

3. The decision-making recommendation will be based on the following matrix:



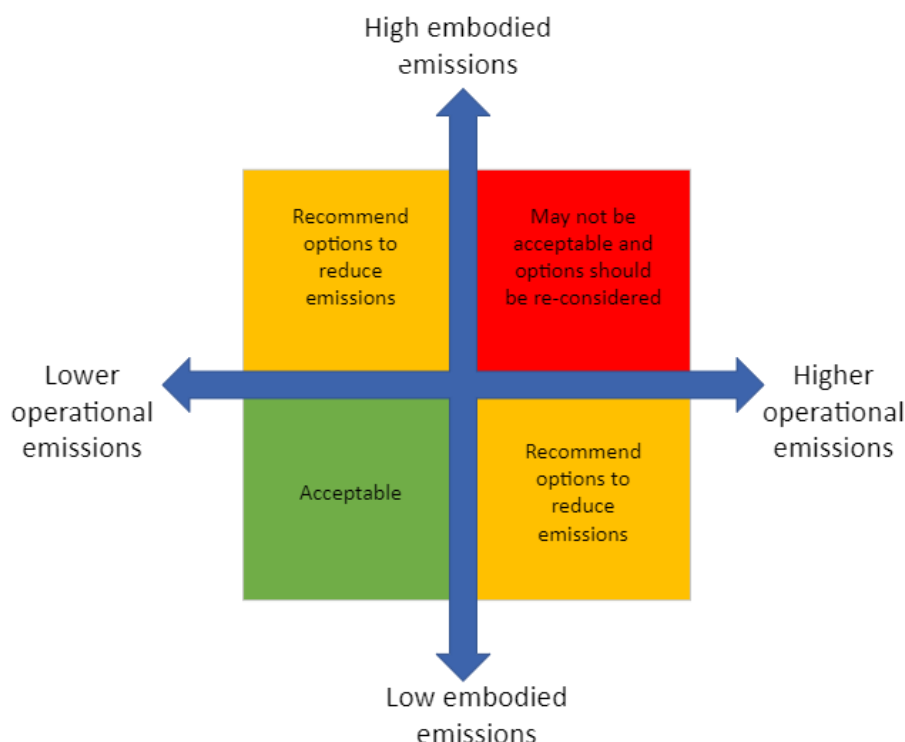
Emissions Assessment:

4. There are two options for the Emissions Assessment
 - a. No assessment required
 - b. Assessment required
5. The key considerations to determine whether an assessment is required are:

Consideration		
Step One – is assessment required		
Does the project ₁ or programme generate embodied emissions?	No	Yes
Does the project ₁ or programme generate operational emissions?	No	Yes
Does the project or programme aim to reduce emissions for the purpose of meeting Hamilton City Council's corporate or Hamilton's city-wide emissions targets?	No	Yes
If all questions in Step One are 'No', no assessment is required If either one or more questions in Step One are 'Yes', an assessment is required, follow Step Two.		
Step Two – Completing an assessment		
The first assessment should be completed at the Proposal (Long Term Plan, Annual Plan, Business Case, or Project Brief) or Planning (Project Management Plan) stage. It should also outline if there is a need for a more detailed assessment to be completed during a subsequent stage e.g. the design phase. This should include how greenhouse gas emission considerations and mitigation will be integrated through Execution of the project.		

Note 1 – where project is stated in Appendix A it includes all types of projects, including the development of strategies and plans.

6. The decision-making recommendation will be based on the following matrix:



Climate Change Impact Statement – Implementation Guidance

7. Guidance on how to complete the assessments for adaptation and emissions reduction is available for staff to follow – see Climate Change Policy Implementation Guide and Workbook.
8. The guidance will be updated as new tools and information become available.