



RĀRANGI TAKE AGENDA

Te Komiti Whāiti Āhuarangi me te Taiao

Climate and Environment Subcommittee Meeting

I hereby give notice that a Meeting of the Te Komiti Whāiti Āhuarangi me te Taiao | Climate and Environment Subcommittee will be held on:

Te Rā | Date: Tuesday, 14 March 2023

Te Wā | Time: 9.30am

**Te Wāhi | Location: Council Chamber
Ground Floor, 175 Rimu Road
Paraparaumu**

**Kris Pervan
Group Manager Strategy and Growth**

Kāpiti Coast District Council

Notice is hereby given that a meeting of the Te Komiti Whāiti Āhuarangi me te Taiao | Climate and Environment Subcommittee will be held in the Council Chamber, Ground Floor, 175 Rimu Road, Paraparaumu, on Tuesday 14 March 2023, 9.30am.

Te Komiti Whāiti Āhuarangi me te Taiao | Climate and Environment Subcommittee Members

Cr Jocelyn Prvanov	Chair
Cr Sophie Handford	Deputy
Mayor Janet Holborow	Member
Cr Liz Koh	Member
Cr Glen Cooper	Member
Cr Shelly Warwick	Member
Te Ātiawa ki Whakarongotai (André Baker or Janine Huxford or Christopher Gerretzen)	Member
Mr Huriwai Paki	Member
Mr Glen Olsen	Member
Mr Tim Sutton	Member
Mr Christian Judge	Member
Mr Simon Black	Member
Mr Michael Moore	Member

Order Of Business | Te Raupapa Take

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	9.1 Confirmation of Minutes	26
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	Nil	
11	Closing karakia	30

1 NAU MAI | WELCOME**2 KARAKIA A TE KAUNIHERA | COUNCIL BLESSING**

I a mātou e whiriwhiri ana i ngā take kei mua i ō mātou aroaro, e pono ana mātou ka kaha tonu ki te whakapau mahara huapai mō ngā hapori e mahi nei mātou. Me kaha hoki mātou katoa kia whaihua, kia tōtika tā mātou mahi, ā, mā te māia, te tiro whakamua me te hihiri ka taea te arahi i roto i te kotahitanga me te aroha.

“As we deliberate on the issues before us, we trust that we will reflect positively on the communities we serve. Let us all seek to be effective and just, so that with courage, vision and energy, we provide positive leadership in a spirit of harmony and compassion.”

3 WHAKAPĀHA | APOLOGIES**4 TE TAUĀKĪ O TE WHAITAKE KI NGĀ MEA O TE RĀRANGI TAKE | DECLARATIONS OF INTEREST RELATING TO ITEMS ON THE AGENDA**

Notification from Elected Members of:

4.1 – any interests that may create a conflict with their role as an elected member relating to the items of business for this meeting, and

4.2 – any interests in items in which they have a direct or indirect pecuniary interest as provided for in the Local Authorities (Members' Interests) Act 1968

5 HE WĀ KŌRERO KI TE MAREA MŌ NGĀ MEA E HĀNGAI ANA KI TE RĀRANGI TAKE | PUBLIC SPEAKING TIME FOR ITEMS RELATING TO THE AGENDA**6 NGĀ TAKE A NGĀ MEMA | MEMBERS' BUSINESS**

(a) Leave of Absence

(b) Matters of an Urgent Nature (advice to be provided to the Chair prior to the commencement of the meeting)

7 HE KŌRERO HOU | UPDATES

7.1 HIGH LEVEL OVERVIEW OF THE NEW STORMWATER STRATEGY AND FRAMEWORK

7.2 STATE OF THE ENVIRONMENT KAPITI COAST: A GREATER WELLINGTON OVERVIEW OF CURRENT STATE AND KEY INSIGHTS INTO FUTURE IMPACTS OF CLIMATE CHANGE AND URBAN DEVELOPMENT

8 PŪRONGO | REPORTS

8.1 CLIMATE ACTION GRANTS ALLOCATION POLICY

Kaituhi | Author: **Rob Dunn, Sustainability Advisor Communities**

Kaiwhakamana | Authoriser: **Sean Mallon, Group Manager Infrastructure Services**

TE PŪTAKE | PURPOSE

- 1 This paper provides the draft Climate Action Grants Allocation Policy and associated documents for the Committee's review and comment.

HE WHAKARĀPOPOTO | EXECUTIVE SUMMARY

- 2 An executive summary is not required.

TE TUKU HAEPAPA | DELEGATION

- 3 The Climate and Environment Subcommittee (CES) has the delegation to consider this policy.

TAUNAKITANGA | RECOMMENDATIONS

That the Climate and Environment Subcommittee:

- A. Considers the draft Climate Action Grants Allocation Policy, Summary Information for Applicants, and Application Criteria and Guidelines (attached as Appendices 1, 2 and 3), and
- B. Provides feedback for further consideration by the Strategy, Operations and Finance Committee on 6 April 2023.

TŪĀPAPA | BACKGROUND

- 4 In July 2021 the Council adopted the Climate Emergency Action Framework (CEAF). The framework was developed in conjunction with mana whenua, with a view to "establishing a common aim and set of principles to embed considerations for climate change mitigation, adaptation, sustainability and resilience across the organisation".
- 5 The central vision of the CEAF is a thriving, vibrant and strong Kāpiti that has reduced its carbon footprint significantly, has prepared for the challenges and opportunities that come from responding to the climate crisis, and has transitioned to a low carbon future.
- 6 Principle 9 of the CEAF states:
"We look for and take opportunities to lead, facilitate and empower community projects and initiatives that will build sustainability, resilience, and green innovation."
- 7 The Climate Action Grants represents one way to help enact this principle.

HE KŌRERORERO | DISCUSSION

- 8 The Climate Action Grants are for initiatives that will benefit the Kāpiti Coast across one or more of the following key objectives:
 - 8.1 enabling GHG emissions reduction
 - 8.2 helping to create a culture of climate change action
 - 8.3 supporting mana whenua vision and priorities
 - 8.4 improving resilience within local communities
 - 8.5 supporting an equitable transition to low carbon living.

- 9 These objectives could be achieved through initiatives in multiple sectors, including but not limited to projects in education, transport, business, technology, agriculture/ horticulture, nature conservation and restoration.
- 10 Preference for funding will be given to projects that meet the following criteria:
- 10.1 the project aligns with the Grant Objectives,
 - 10.2 the project will continue to offer benefits to the Kāpiti Coast District once Grant funding has been depleted,
 - 10.3 the project proposal demonstrates project benefits being accessible and relevant across multiple community demographics, and
 - 10.4 the project proposal shows how success will be measured in relation to project aims and goals.
- 11 The draft Climate Action Grants Allocation Policy, Summary Information for Applicants, and Application Criteria and Guidelines are attached as Appendices 1, 2 and 3 to this report. For additional background, the Climate Emergency Action Framework is attached as appendix 4.

He take | Issues

- 12 As the Grants Allocation Committee does not currently have a specific committee for this Grant, a recommendation will be made to Council to establish a Climate Action Grant Allocation Programme (Climate Action Grants).
- 13 The establishment of the programme and the membership will be confirmed by Council. It is suggested that consideration be given to including mana whenua and community board members as representatives on this programme.

Ngā kōwhiringa | Options

- 14 There are no alternative options being presented other than those recommended within this report.

Tangata whenua

- 15 The Climate Action Grants aim to support mana whenua vision and priorities for the Kāpiti Coast District, as outlined in the Councils' Long-term Plan 2021-2041. These priorities are:
- Kaitiakitanga – sustaining the environment and people
 - Ūkaipōtānga – identity
 - Whanaungatanga – connectedness
 - Pūkengatanga – preserving, creating, teaching and knowledge
 - Manaakitanga – supporting each other.
- 16 These priorities are reflected in the objectives of the Climate Action Grant Policy as set out in paragraph 5 of this report.
- 17 As part of Council's commitment to and partnership with mana whenua, applications which incorporate the use of te reo Māori language and/ or te ao Māori concepts are encouraged.
- 18 Subject to translator availability, the intention is to have this policy and associated documents translated into te reo Māori.
- 19 This policy will be reviewed by Te Whakaminenga o Kāpiti on 28 March before it is reviewed by the Strategy, Operations and Finance Committee on 6 April.

Panonitanga āhuarangi | Climate change

- 20 As discussed in section 4, the Climate Action Grants will help to enable community led climate action, which is aligned with the central vision and principles of the Climate Emergency Action Framework.

Ahumoni me ngā rawa | Financial and resourcing

- 21 Funding for the Climate Action Grants comes from central government's Better Off Funding programme, which supports local government investment in the wellbeing of communities. There is no rates impact for the first two years.
- 22 There is \$100,000 available in the first funding round (applications close in the 2022/23 financial year), and \$100,000 is available in the second funding round (applications close in the 2023/24 financial year).
- 23 Through the Long-term Plan 2024 process, it will be proposed to continue funding the Climate Action Grants from operational rates funded budgets.

Ture me ngā Tūraru | Legal and risk

- 24 This policy does not present any legal considerations or risk in addition to those presented by the other funds and grants which the Council currently allocates and administers.

Ngā pānga ki ngā kaupapa here | Policy impact

- 25 There could be an overlap between this new Climate Action Grants Policy and Council's Waste Levy Grants Policy, but the Policies serve different purposes. Council officers will ensure consistency with funding allocation decisions across Waste Levy and Climate Action Grants.

TE WHAKAWHITI KŌRERO ME TE TŪHONO | COMMUNICATIONS & ENGAGEMENT**Te mahere tūhono | Engagement planning**

- 26 The Community and Engagement team have been involved in discussions around the most appropriate way to identify and engage with key stakeholders in the community.
- 27 A communications and engagement plan is being developed in consultation with the Communications and Engagement team.

Whakatairanga | Publicity

- 28 Elected members will be provided with background FAQs to help them respond to queries from the community.

NGĀ ĀPITI HANGA | ATTACHMENTS

1. Climate Action Grants Summary Information for Applicants [↓](#)
2. Climate Action Grants Application Criteria and Guidelines [↓](#)
3. Climate Action Grants Allocation Policy [↓](#)
4. Climate Emergency Action Framework [↓](#)

Climate Action Grants

Summary information for applicants

2023/ 2024 funding round

Introduction

The Kāpiti Coast District Council Climate Action Grants (CAGs) aim to enable Greenhouse Gas (GHG) emissions reduction initiatives, support community resilience activities, and help progress an equitable transition to low-carbon living on the Kāpiti Coast.

The Climate Action Grants aim to support mana whenua vision and priorities for the Kāpiti district, as outlined in the Councils' Long Term Plan 2021-2041. These priorities are:

- Kaitiakitanga – sustaining the environment and people
- Ūkaipōtānga – identity
- Whanaungatanga – connectedness
- Pūkengatanga – preserving, creating, teaching and knowledge
- Manaakitanga – supporting each other

For more information on the Councils' 2021-2041 LTP, click [here](#).

Funding for the Climate Action Grants comes from central government's Better Off Funding programme, which supports local government investment in the wellbeing of communities. There is no rates funding involved. There is \$100,000 available in the first funding round (applications close in the 2023 financial year), and \$100,000 available in the second funding round (applications close in the 2024 financial year).

[About the Climate Action Grants | Grant Objectives | Criteria | Timeline | How to apply | Further application information](#)

About the Climate Action Grants

In July 2021 the Council adopted the [Climate Emergency Action Framework](#). The central vision of this framework is a thriving, vibrant and strong Kāpiti that has reduced its carbon footprint significantly, has prepared for the challenges and opportunities that come from responding to the climate crisis, and has transitioned to a low carbon future.

For more information about GHGs, our national emissions profile, and the Kāpiti district emissions profile, click [here](#). For more information on ways in which the Council is taking action in response to climate change, click [here](#).

Grant Objectives

The Climate Action Grants are for initiatives that will benefit the Kāpiti Coast in one or more of the following areas:

- enabling GHG emissions reduction
- helping to create a culture of climate change action
- supporting mana whenua vision and priorities
- improving resilience within local communities
- supporting an equitable transition to low carbon living

These objectives could be achieved through initiatives in multiple sectors, including but not limited to projects in education, transport, business, technology, agriculture/horticulture, nature conservation and restoration.

Criteria

Preference for funding will be given to projects that meet the following criteria:

- the project aligns with the Grant Objectives, and;
- the project will continue to offer benefits to the Kāpiti District once Grant funding has been depleted, and;
- the project proposal demonstrates project benefits being accessible and relevant across multiple community demographics, and;
- the project proposal shows how success will be measured in relation to project aims and goals.

Other considerations

As part of the Councils' commitment to and partnership with mana whenua, applications which incorporate the use of te reo Māori language and/ or te ao Māori concepts are encouraged.

Timeline

The following timelines apply for all CAG applications in the first funding round (applications close in the 2023 financial year). Late applications will not be considered for funding.

For applications of less than \$30,000	
Friday 21 April 2023	<i>Opening of Climate Grant Applications</i>
11.59pm, Friday 9 June, 2023	<i>Closing of all Climate Action Grant Applications</i>
By Friday 16 June 2023	<i>Acknowledgement of your application by email</i>
By 21 July 2023	<i>Funding decisions made by the CAG Allocation Committee</i> <i>Applicants advised of decisions</i>
August 2023	<i>Successful applicants announced</i>
For applications of \$30,000 or more	
Friday 21 April 2023	<i>Opening of Expressions of Interest (EOIs)</i>
11.59pm, Friday 5 May 2023	<i>Closing of EOIs</i>
By Tuesday 9 May	<i>EOI submissions acknowledged by email</i>
By Tuesday 16 May	<i>EOI submitters advised whether to proceed with full application</i>
11.59pm, Friday 9 June, 2023	<i>Closing of all Climate Action Grant Applications</i>
By Friday 16 June 2023	<i>Acknowledgement of your application by email</i>
By 21 July 2023	<i>Funding decisions made by the CAG Allocation Committee</i> <i>Applicants advised of decisions</i>
August 2023	<i>Successful applicants announced</i>

How to apply

You can apply online or download an application form.

Further application information

Funds available: A fund pool of \$100,000 is available through the Climate Action Grants in 2023/ 2024 (applications close June 2023).

Grant Objectives: The Climate Action Grants are for initiatives that will benefit the Kāpiti Coast in one or more of the following areas:

- enabling GHG emissions reduction
- helping to create a culture of climate change action
- supporting mana whenua vision and priorities
- improving resilience within local communities
- supporting an equitable transition to low carbon living

These objectives could be achieved through initiatives in multiple sectors, including but not limited to projects in education, transport, business, technology, agriculture/ horticulture, nature conservation and restoration.

Fund open to: The Climate Action Grants are open to

- New projects or programmes based in the Kāpiti Coast
- Existing Kāpiti Coast based projects or programmes seeking to expand
- Existing national or international projects or programmes which could be established within the Kāpiti Coast

The Climate Action Grants are open to:

- iwi and hapū of the Kāpiti Coast
- neighbourhood groups of at least 10 households
- community groups
- organisations
- businesses of up to 30 employees
- educational institutions

Applicants need to be a legal entity. Groups or organisations who are not legal entities may choose to apply using an umbrella agreement with another organisation

Criteria	<p>Preference for funding will be given to projects which meet the following criteria:</p> <ul style="list-style-type: none"> • the project aligns with the Grant Objectives • the project will continue to offer benefits to the Kāpiti District once Grant funding has been depleted • the project proposal demonstrates equity in terms of project benefits being accessible and relevant across multiple community demographics • the project proposal shows how success will be measured in relation to project aims and goals. <p>Further details and guidance can be found within the Climate Action Grant Criteria and Application Guidelines</p>
Other considerations	<p>As part of the Councils' commitment to and partnership with mana whenua, applications which incorporate the use of te reo Māori language and/ or te ao Māori concepts are encouraged.</p>
Council's commitment:	<p>Kāpiti Coast District Council commits to:</p> <ul style="list-style-type: none"> • assess Grant applications in a transparent, fair and reasonable way • monitor the performance of the Climate Action Grant Fund on an ongoing basis <p>The Climate Action Grant Allocation Committee is an elected panel of council members, iwi and community representatives who will convene and grant funds as per Council's Governance Structure and Delegations for the 2022-2025 Triennium (click here for more information on this).</p>
Notes:	<p>There is no minimum amount per application. Each application will be assessed on its merits, on a case-by-case basis.</p> <p>Any application seeking \$30 000 or more should first submit an expression of interest (EOI) for approval before submitting a full application</p>
Forms and guides:	<ul style="list-style-type: none"> • Climate Action Grant Application Guidelines 2022/23 [PDF] • Expressions of Interest Guidelines (for projects seeking funding of \$30 000 or more)
Apply	<ul style="list-style-type: none"> • Climate Action Grant – online application • Climate Action Grant – download application and print [PDF] • Expressions of Interest – online application • Expressions of Interest – download application and print (PDF)

Climate Action Grants

Application Criteria and Guidelines

2023/2024 funding round

Objectives

The Climate Action Grants (CAGs) are for initiatives that will benefit the Kāpiti Coast in one or more of the following areas:

- *enabling Greenhouse Gas (GHG) emissions reduction*
- *helping to create a culture of climate change action*
- *supporting mana whenua vision and priorities*
- *improving resilience within local communities*
- *supporting an equitable transition to low carbon living*

Mana whenua vision and priorities for the Kāpiti district, as outlined in the Councils' Long Term Plan 2021-2041, are:

- Kaitiakitanga – sustaining the environment and people
- Ūkaipōtānga – identity
- Whanaungatanga – connectedness
- Pūkengatanga – preserving, creating, teaching and knowledge
- Manaakitanga – supporting each other

These objectives could be achieved through initiatives in multiple sectors, including but not limited to projects in education, transport, business, technology, agriculture/horticulture, nature conservation and restoration.

Who can apply?

The Climate Action Grants are for:

- New projects or programmes based in the Kāpiti Coast
- Existing Kāpiti Coast based projects or programmes seeking to expand
- Existing national or international projects or programmes which could be established within the Kāpiti Coast

Funding is open to iwi and hapū of the Kāpiti Coast, neighbourhood groups of at least 10 households, community groups, organisations, businesses of up to 30 employees, and education institutions.

Applicants need to be a legal entity. Groups or organisations who are not legal entities may choose to apply using an umbrella agreement with another organisation.

How much funding is available?

A fund pool of \$100,000 is available through the Climate Action Grants in 2023/2024 (applications close June 2023).

Application Criteria

Preference for funding will be given to projects which meet the following criteria:

- the project aligns with the Grant Objectives
- the project will continue to offer benefits to the Kāpiti District once Grant funding has been depleted
- the project proposal demonstrates equity in terms of project benefits being accessible and relevant across multiple community demographics
- the project proposal shows how success will be measured in relation to project aims and goals.

Other considerations

As part of the Councils' commitment to and partnership with mana whenua, applications which incorporate the use of te reo Māori language and/ or te ao Māori concepts are encouraged

What information do I have to provide in my application?

The project proposal needs to clearly demonstrate how it links to the Climate Action Grant Objectives and Criteria. The project proposal or plan must include:

- a) A project overview
- b) Rationale for the project
- c) Clear project aims and goals
- d) Overview of how the project will be:
 - i. Delivered
 - ii. Managed
 - iii. Marketed (if applicable)
- e) A project timeline
- f) Budget:

- a. estimated costs associated with the project, along with any relevant quotes
- b. the proportion of project funding being sought through the CAG
- c. how any remaining project costs will be funded
- d. details of any other sources of funding/sponsorship sought in relation to the project
- g) Project monitoring, review and evaluation:
 - i. an outline of how success will be measured in relation to the project aims and goals,
 - ii. what performance criteria will be used to monitor and evaluate the project
 - iii. how performance will be monitored internally
 - iv. how feedback will be gathered from other stakeholders, both during the project and on completion of the project
 - v. a timeline for project evaluation
- h) Evidence of capability to deliver on the project proposal
- i) If you are applying as a group of households, a copy of minutes of the meeting at which it was resolved that this application be made and listing the names, addresses and contact details of at least ten participating households
- j) Proof of an entity, organisation or project bank account requiring multiple signatories.

Eligible purposes

Eligible purposes include, but are not limited to:

- i. equipment which is necessary to achieve the outcomes of the programme (each item of equipment will be evaluated on its individual merit to the project; two quotes are required (if possible) for the purchase of equipment items exceeding \$300
- ii. publicity or educational material directly related to the aims of the programme
- iii. training needs of workers
- iv. administration costs and project-related expenses (up to \$500)
- v. wages which are directly related to the project.

Ineligible purposes

Ineligible purposes include, but are not limited to:

- i. subscriptions and memberships
- ii. debt servicing
- iii. projects or programmes and related costs that have already occurred
- iv. any costs involved in preparing the application
- v. catering costs

Grants will not be awarded to applications for the purposes of direct political, legal, or business advocacy.

9 TE WHAKAŪ I NGĀ ĀMIKI | CONFIRMATION OF MINUTES**9.1 CONFIRMATION OF MINUTES**

Author: Anna Smith, Democracy Services Advisor

Authoriser: Janice McDougall, Group Manager People and Partnerships

Taunakitanga | Recommendations

That the minutes of the Climate and Environment Subcommittee meeting of 9 February 2023 be accepted as a true and correct record.

APPENDICES

1. Climate and Environment Subcommittee Minutes - 9 February 2023 [↓](#)

**10 TE WHAKAŪNGA O NGĀ ĀMIKI KĀORE E WĀTEA KI TE MAREA |
CONFIRMATION OF PUBLIC EXCLUDED MINUTES**

Nil

11 CLOSING KARAKIA