



# **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, 2 July 2024**

**Te Wā | Time: 9.30am**

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

**James Jefferson  
Group Manager Regulatory and Environment**

**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 2 July 2024, 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 Glen Cooper	Member
Cr Liz Koh	Member
Cr Shelly Warwick	Member
Mr Huriwai Paki	Member
Mr Christian Judge	Member
Mr Michael Moore	Member
Mr Glen Olsen	Member
Mr Tim Sutton	Member
Mr Simon Black	Member
Ms Janine Huxford	Member
Ms Kim Tahiwī	Member
Ātiawa ki Whakarongotai Representative	Member

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**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 *As we deliberate on the issues before us,*

E pono ana mātou ka kaha tonu ki te whakapau mahara huapai mō ngā hapori e mahi nei mātou. *We trust that we will reflect positively on the communities we serve.*

Me kaha hoki mātou katoa kia whaihua, kia tōtika tā mātou mahi, *Let us all seek to be effective and just,*

Ā, mā te māia, te tiro whakamua me te hihiri *So that with courage, vision and energy,*

Ka taea te arahi i roto i te kotahitanga me te aroha. *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 TEPUTEIHANA | DEPUTATIONS****6.1 JAMES WILCOX, DIRECTOR, PREDATOR FREE NEW ZEALAND****Author:** Evan Dubisky, Advisor Governance**Authoriser:** Brendan Owens, Group Manager Customer and Community**TE PŪTAKE | PURPOSE**

- 1 James Wilcox, Director of Predator Free New Zealand, will provide a verbal update to the Climate and Environment Subcommittee.

**NGĀ ĀPITI HANGA | ATTACHMENTS**

Nil

**7      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)

## 8 HE KŌRERO HOU | UPDATES

### 8.1 NEXT STEPS IN CORPORATE CARBON EMISSIONS REDUCTION

Kaituhi | Author: **Matthew Nabney, Advisor Sustainability**

Kaiwhakamana | Authoriser: **Brendan Owens, Group Manager Customer and Community**

### TE PŪTAKE | PURPOSE

- 1 This presentation provides the Climate and Environment Subcommittee with an update into the current and forward work programme to monitor and set a future target for Council's Category 3-6 corporate carbon emissions (emissions produced by suppliers).

### TAUNAKITANGA | RECOMMENDATIONS

- A. **Note** the update provided in this report.

### TŪĀPAPA | BACKGROUND

- 2 On 29 June 2023, Council noted that it is required to expand measuring and reporting of Category 3-6 emissions, and to set a target for these emissions by December 2025.
- 3 These emissions were estimated for the first time in the 2022/2023 financial year carbon inventory using a tool provided by Toitū Envirocare. Using the spend-based tool, it was estimated that Council's Category 3-6 emissions were 5,300tCO<sub>2</sub>-e which is more than double Council's category 1 and 2 emissions.
- 4 Council was not required to report the estimated quantity, only the emissions source (emissions per supplier) for the 2022/2023FY Council carbon emissions audit.
- 5 The Sustainability Advisor has met with several of Council's highest carbon emitting supplier (based on contract value and type) as a first step to develop this work programme. These conversations have revealed that several of our suppliers are in the process of developing or have developed, emissions reporting and monitoring systems.

### NGĀ MAHI PANUKU | NEXT STEPS

- 6 The Sustainability Advisor proposes to:
  - 6.1 Continue to engage with Council's suppliers to understand their existing carbon emission monitoring and reporting regimes,
  - 6.2 Develop a Sustainability and Climate Change Guide that clarifies to our suppliers what Council expects regarding Category 3-6 emissions monitoring and reporting,
  - 6.3 Work with the Council procurement team to ensure the procurement manual and framework ensure that emissions reporting is expected within contract management.

### NGĀ ĀPITI HANGA | ATTACHMENTS

Nil



## 9 PŪRONGO | REPORTS

### 9.1 2024 CLIMATE ACTION GRANTS - SUMMARY OF APPLICATIONS AND FUNDING RECOMMENDATIONS

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

Kaiwhakamana | Authoriser: **Brendan Owens, Group Manager Customer and Community**

#### TE PŪTAKE | PURPOSE

- 1 This report provides a summary of applications received for the 2024/2025 Climate Action grants, along with recommendations for allocation of funds across these applications.

#### HE WHAKARĀPOPOTO | EXECUTIVE SUMMARY

- 2 This report provides an overview of applications received for the 2024/2025 Climate Action Grants, along with recommendations for funding allocation.
- 3 The Climate and Environment Subcommittee may make funding decisions aligned with these recommendations or may choose to make different funding decisions.
- 4 Details of individual applications are not attached to this report, as this will be provided to Climate and Environment Subcommittee members separately, along with relevant documents and assessor scoring forms.

#### TE TUKU HAEPAPA | DELEGATION

- 5 The Climate and Environment Subcommittee has the authority to make funding decisions for the 2024/2025 Climate Action Grants.

#### TAUNAKITANGA | RECOMMENDATIONS

- A. That the Climate and Environment Subcommittee approves a Climate Action Grant of \$\_\_\_\_\_ to Coastal Restoration Trust.
- B. That the Climate and Environment Subcommittee approves a Climate Action Grant of \$\_\_\_\_\_ to HUHA (Helping You Help Animals).
- C. That the Climate and Environment Subcommittee approves a Climate Action Grant of \$\_\_\_\_\_ to Nikau Valley Restoration Society.
- D. That the Climate and Environment Subcommittee approves a Climate Action Grant of \$\_\_\_\_\_ to Tree Space Kāpiti.
- E. That the Climate and Environment Subcommittee approves a Climate Action Grant of \$\_\_\_\_\_ to Paekākāriki School Potty Potters Garden Club.
- F. That the Climate and Environment Subcommittee approves a Climate Action Grant of \$\_\_\_\_\_ to Energise Ōtaki.
- G. That the Climate and Environment Subcommittee approves a Climate Action Grant of \$\_\_\_\_\_ to Ngā hapū o Ōtaki.
- H. That the Climate and Environment Subcommittee approves a Climate Action Grant of \$\_\_\_\_\_ to Raumati Technology Centre.
- I. That the Climate and Environment Subcommittee approves a Climate Action Grant of \$\_\_\_\_\_ to Kaibosh.
- J. That the Climate and Environment Subcommittee approves a Climate Action Grant of \$\_\_\_\_\_ to Ohu Taiao.
- K. That the Climate and Environment Subcommittee approves a Climate Action Grant of \$\_\_\_\_\_ to Kāpiti College.

- L. That the Climate and Environment Subcommittee approves a Climate Action Grant of \$\_\_\_\_\_ to Paekākāriki Orchard and Gardens.
- M. That the Climate and Environment Subcommittee approves a Climate Action Grant of \$\_\_\_\_\_ to Kāpiti Cycle Action.
- N. That the Climate and Environment Subcommittee approves a Climate Action Grant of \$\_\_\_\_\_ to A cowshed and a cottage
- O. That the Climate and Environment Subcommittee approves a Climate Action Grant of \$\_\_\_\_\_ to Aotūroa Bots Ltd.

## TŪĀPAPA | BACKGROUND

- 6 The Climate Action Grants are funded through Central Government's Better off Funding programme. Funding of \$200,000 was confirmed by the Department of Internal Affairs (DIA) in February 2023, which was allocated over two financial years, \$100,000 in 2023/2024 and \$100,000 in 2024/2025.
- 7 The 2023/2024 funding round was oversubscribed, with 16 applications received for a total of \$240,352.15. Funding was allocated to 11 successful applicants across a wide range of projects, including initiatives in food waste reduction and composting, nature restoration, circular economy, building sector, education, biochar, and active transport for school children.
- 8 In February 2024, the Climate and Environment Subcommittee approved some minor changes to application criteria. The grant objectives for the 2024/2025 funding round are attached as Appendix 1.
- 9 The updated application criteria are listed below, as amended from the Climate and Environment Subcommittee meeting of 27 February 2024 which is attached as Appendix 2:

### **Application criteria**

*Funding preference will be given to projects that:*

- *align with one or more of the grant's objectives*
- *continue to offer benefits to the Kāpiti Coast District once grant funding has been depleted*
- *demonstrate equity, with project benefits being accessible and relevant across multiple community demographics*
- *show how success will be measured in relation to project aims and goals; success must be quantifiable and able to be reported back to Council.*

*Note that projects aiming to:*

- *install solar power systems – are not eligible*
- *improve energy efficiency of buildings – are unlikely to be funded, although will be assessed on a case-by-case basis*

*If the Climate Action Grant fund is oversubscribed, preference:*

- *will be given to “shovel ready” projects rather than feasibility studies*
- *may be given to projects that aim to reduce emissions associated with transport (53 percent of production-based emissions in Kāpiti come from transportation).*

*Applications that include or refer to te ao Māori concepts are encouraged.  
The Climate Action Grants are available for:*

- new projects or programmes based on the Kāpiti Coast*
- existing local projects or programmes wanting to expand within the Kāpiti Coast*
- existing national or international projects or programmes wanting to establish in the Kāpiti Coast.*

*Projects might be in education, transport, business, technology, agriculture/horticulture, nature conservation or restoration. These are examples, and Council is also open to applications from projects in other areas.*

- 10 For the 2024/2025 funding round, applications were capped at \$20,000
- 11 The \$200,000 available to support climate action through the two funding rounds is GST exclusive. Most 2023/2024 funding applications were GST inclusive, with the net result that not all funds were allocated; there is an extra \$7,896 available towards the 2024/2025 funding round.
- 12 All GST considerations have been factored into recommendations for the 2024/2025 funding round.

**HE KŌRERORERO | DISCUSSION**

- 13 The 2024/2025 funding round was again oversubscribed, with 15 applications totalling \$200,204.12 received.
- 14 Applications were reviewed by council officers, with staff from the Climate Action and Connected Communities, Iwi Partnerships, Environment and Ecological Services, Waste Minimisation, Economic Development, Transport Safety, and Strategy and Growth teams involved.
- 15 The review process comprised an objective analysis of each application referring to the application criteria and assessment guidelines, followed by a holistic discussion of each application including potential benefits of each project, minimum viable funding amounts, consistency with decisions made in the 2023/2024 funding round, and previous funding received.
- 16 A summary of applications received, along with funding recommendations from Council staff, can be found in Table 1 and paragraphs below. Of the 15 applications received, 5 are recommended for full funding, 8 are recommended for partial funding, and 2 were not considered to meet application criteria.

**Note:** the application amounts requested in Table 1 may differ from amounts written on application forms; this is because some applications were GST inclusive, some GST exclusive, and some provided a mix of quotes which were both GST inclusive and exclusive. These variations have been accounted for in Table 1 below.

**Table 1:** Summary of applications and funding recommendations

APPLICANTS RECOMMENDED FOR FULL FUNDING			
No	Applicant	Requested (GST excl)	Recommended (GST excl)
1	Coastal Restoration Trust	\$13,000	\$13,000
2	Huha	\$7953	\$7953

APPLICANTS RECOMMENDED FOR FULL FUNDING			
3	Nikau Valley Restoration Society	\$2643	\$2643
4	Tree Space Kāpiti	\$1000	\$1000
5	Paekākāriki School Potty Potters Garden Club	\$600	\$600
APPLICANTS RECOMMENDED FOR PARTIAL FUNDING			
No	Applicant	Requested (GST excl)	Recommended (GST excl)
6	Energise Otaki	\$15,010	\$11,500
7	Ngā hapū o Ōtaki	\$14,700	\$11,000
8	Raumati Technology Centre	\$20,000	\$10,000
9	Kaibosh	\$20,000	\$10,000
10	Ohu Taiao	\$17,391	\$10,000
11	Kāpiti College	\$15,948.81	\$10,878
12	Paekākāriki Orchard and Gardens	\$17,231.31	\$7,822
13	Kāpiti Cycle Action	\$12,988	11,500
APPLICANTS RECOMMENDED TO BE DECLINED			
No	Applicant	Requested (GST excl)	Recommended (GST excl)
13	A cowshed and a cottage	\$21,739	\$0
14	Aotūroa Bots Ltd	\$20,000	\$0
<b>TOTAL</b>		<b>\$200,204.12</b>	<b>\$107,896</b>
<b>Available (with \$7,896 carried over from 2023/2024 funding round)</b>			<b>\$107,896</b>

### Applicants recommended for full funding

**Note:** These recommendations were based on alignment with grant criteria, potential benefits to the Kāpiti Coast District, and quality of applications. Minimum viable funding amount was also an important consideration; partial funding for some applications for smaller amounts would mean that projects were not viable.

**1. Coastal Restoration Trust** applied for \$13,000 towards the costs of producing a 10 minute video focused on nature-based methods for restoring and managing beaches, estuaries, and dune systems along the Kāpiti Coast District. This would provide expert guidance for a wide range of groups working on adaptation and restoration projects within our District. Coastal Restoration Trust has a proven track record of high quality, educational videos.

- Note: Letter of support from Gareth Eloff, Manager of Parks, Open Space and Environment, Kāpiti Coast District Council

**2. HUHA (Helping You Help Animals)** applied for \$7,953 for a large shipping container and temporary fencing. This would be stored on the Kāpiti Coast District and filled with deployment response gear so that if a natural disaster strikes HUHA would be able to assist people and animals in a variety of ways throughout the emergency response.

- Note: Letters of endorsement for HUHA

**3. Nikau Valley Restoration Society** applied for \$2,643 for plant guards to protect seedlings planted in various restoration areas in the Nikau Valley. This group has a great record of previous restoration work.

**4. Tree Space Kāpiti** applied for \$1,000 towards a “tiny forest” project in Waikanae. The project team have had several discussions with Council staff around various aspects of the project and Council staff support the trial of this planting concept.

**5. Paekākāriki School Potty Potters Garden Club** applied for \$600 for compost to support growing and planting of native seedlings, fruit trees, and vegetables across a variety of school and community initiatives.

#### **Applicants recommended for partial funding**

**Note:** These were all strong applications which aligned well with grant criteria and offered a wide range of benefits to the Kāpiti Coast District. Funding recommendations below aim for consistency across fund allocation while ensuring projects are receiving minimum viable funding amounts to enable their key objectives.

**6. Energise Ōtaki** applied for \$15,010 to further develop their Ōtaki Bike Space operation, embracing the bike library model and building a comprehensive bike repair set-up. Ōtaki Bike Space has given away over 400 bikes over the course of its’ operations, with multiple benefits for carbon emissions reduction, health and wellbeing, and community equity. This project is supported by both Paekākāriki Bike Library and Low Carbon Kāpiti, and will help to pave the way for the expansion of this service to other parts of the Kāpiti Coast District in the future. Recommended funding: \$11,500.

**7. Ngā hapū o Ōtaki** applied for \$12,783 to engage their hapori and wider tangata tiriti communities in a range of wananaga/ workshops and other initiatives aimed to develop understanding and resilience to climate change through indigenous knowledge/ mātauranga Māori. This project includes initiatives related to education, community building, improving food security, and more. Partnership with mana whenua and support for Māori led climate action is an essential part of effective local government climate response, and a key principle of Councils’ Climate Emergency Action Framework. This project provides an excellent opportunity to enable this at a community level. Recommended funding: \$11,000.

**8. Raumati Technology Centre (RTC)** applied for \$17,391 to continue the expansion of their environmental hub and teaching garden as part of their holistic sustainability curriculum (\$10,500 awarded in the 2023/ 2024 climate action grant funding round). Specific project initiatives include further development of the food forest, native plant nursery, beehives, and ongoing land and stream restoration. RTC work with year 7/8 students from all schools between Paekākāriki and Waikanae, and collaborate with local community in a variety of ways. This project offers a wide range of climate and sustainability related benefits to the Kāpiti Coast District. Recommended funding: \$10,000.

**9. Kaibosh** applied for \$20,000 to expand their local food rescue program. Kaibosh currently works with a few local orchards, re-directing tonnes of second grade fruit which would otherwise rot on the ground, to provide healthy food for people through partnership with local community groups, including local marae. The expansion of this program would save hundreds of tonnes of fruit from being wasted each year, and save tonnes of methane, a potent greenhouse gas, from being released into the atmosphere. Recommended funding: \$10,000.

**10. Ohu Taiao – Te Kura Kaupapa Māori o Te Rito** applied for \$17,391 towards land preparation, fencing, plants, planting, and a wide range of education initiatives associated with restoration of 5 acres of land in Ōtaki. Partnership with mana whenua and support for Māori led climate action is an essential part of effective local government climate response, and a key principle of Councils’ Climate Emergency Action Framework. This project provides an excellent opportunity to enable this at a community level. Recommended funding: \$10,000.

**11. Kāpiti College** applied for \$15,948.81 to establish a composting system at the school, along with a range of education and restoration initiatives. Project costs include robust compost bins and associated equipment, along with allowance for contribution towards wages of mentors. Recommended funding is \$10,878, which would provide for purchase of key items of equipment to enable the project to go ahead.

- Note: Letter of support from Amanda Dobson, local Enviroschools educator.

**12. Paekākāriki Orchard and Gardens (POG)** applied for \$17,231.31 for a trailer to mount their biochar kiln on, along with funding for community workshops and additional equipment. POG was awarded \$9,698.85 through the 2023/ 2024 Climate action grants towards the purchase of a biochar kiln and the development of community workshops. These have been very successful throughout the previous year and further funding would enable this group to expand their project and reach. Recommended funding \$7,822 which would enable the purchase of a purpose built trailer, a key piece of equipment to enable the expansion of this project.

**13. Kāpiti Cycle Action** have applied for \$12,988 to support the expansion of the Raumati Bike Bus project to Waikanae. This project involves supporting children to cycle to school in a supervised “bike bus”. This concept has the potential for multiple environmental and social benefits, with reduced traffic congestion and carbon emissions, improved wellbeing outcomes for participants, and opportunities for community connection and cohesion.

- Note: Letters of support from both Waikanae and Kapakapanui schools.

However, council staff note that the Raumati Bike Bus project has only recently got underway, and it is too soon to evaluate progress and provide recommendations to inform the expansion of this pilot project. In addition, further development of the Health and Safety plan which aligns with national standards and guidelines should be an essential part of expanding this programme. For these reasons, staff suggest that funding of \$11,500 is set aside to support this project, once the following conditions are met:

- Kāpiti Cycle Action provide an evaluation report on progress of the Raumati Bike Bus pilot project, including numbers of participants, numbers of volunteers, number of training days, notes on any incidents, feedback from participants, and performance notes against other project goals as set out in their project plan. Suggested timing of this report is end of October 2024, which is consistent with final reporting timeframes for all 2023/ 2024 Climate action grant projects. We would expect any new application to reflect the lessons learnt from the Raumati Bike Bus pilot.
- Kāpiti Cycle Action develop a Health and Safety plan for the expansion of this service which meets national standards/ guidelines. Council staff can provide a template/ relevant documents to guide this development, and can offer support to Kāpiti Cycle Action to assist with this process. Council may also pay to have the Health and Safety plan externally reviewed if necessary. Suggested timing for this Health and Safety plan to be submitted by Kāpiti Cycle Action for review is end of October 2024.
- The Climate and Environment Subcommittee can review the evaluation report and Health and Safety plan at their meeting on 12 November. Should the report and plan be satisfactory, funding can be released, providing plenty of time for the establishment of the Waikanae Bike Bus in 2025 (note that introducing a Bike bus program at the start of Term 1 is not realistic as this is a very busy time for schools; a more realistic time to introduce this program could be half way through term 1 or at the start of term 2).
- If these conditions are not satisfactorily met, the Climate and Environment Subcommittee may choose to redistribute funds reserved for the Waikanae Bike Bus program across other applications recommended for partial funding within this report.

### **Applicants not recommended for funding**

**13. A cowshed and a cottage** applied for \$21,739 for 5 E-bikes which would be used as part of establishing farmstay accommodation with EV cycling options powered by solar panels. While it was great to see people within our community thinking about how they might offer low-carbon accommodation/ tourism options, this application was not considered a good fit with grant criteria.

**14. Aotūroa Bots Ltd** applied for \$17,391 in wages and equipment towards the development of a robotic tilling system which aims to remotely and autonomously till paddocks carbon free. This application was not recommended for funding because it:

- Had a “feasibility study” component, versus other projects which were more “shovel ready”
- Had more of a commercial application, compared to other projects which were more community, mana whenua, or charity based; with project benefits being more accessible/ equitable
- A similar commercial application in the 2023/2024 funding round, for a decarbonisation feasibility study of Kāpiti Island Nature Tours’ operations, was declined for similar reasons

Note: While not being eligible for funding through the climate action grants, Council staff were impressed with the intentions and technical capability of this project team, and staff from the Economic Development team are exploring other ways in which Council might be able to support their work.

### He take | Issues

- 17 There are no issues to discuss.

### Ngā kōwhiringa | Options

- 18 The 2024/2025 Climate action grant was significantly oversubscribed, with a wide range of quality applications which aligned well with the grant objectives and criteria. Council staff have made funding recommendations to the Climate and Environment Subcommittee which aim to find a balance of recognising projects which align particularly well with fund objectives and criteria, enabling projects to go ahead, ensuring consistency with decisions from the 2023/ 2024 funding round, and supporting a variety of positive climate actions across Kāpiti communities. The subcommittee may choose to follow these recommendations, or allocate funds in a different manner as they see fit.

### Mana whenua

- 19 Partnership with mana whenua and supporting Māori led climate action is an essential part of effective climate response from local government, and consistent with principle 2 of Councils’ Climate Emergency Action Framework: “We honour Te Tiriti o Waitangi and our partnership with Mana Whenua, and acknowledge the significant value of māramatanga (lessons learned through centuries of kaitiakitanga, manaakitanga, and whanaungatanga)”.
- 20 For this 2024/2025 funding round two applications from Māori led organisations were received. Council staff considered both applications to be an excellent fit with the grant objectives and criteria. Both applications are recommended for significant funding, although not for the full amount requested; this is aligned with funding recommendations for most other applications of more than \$10,000.



**Panonitanga Āhuarangi me te Taiao | Climate change and Environment**

- 21 The Climate Action Grants directly support community led action on climate change. The grant objectives and criteria are broad and provide opportunities to support a wide range of mitigation, adaptation and transition activities.
- 22 Climate Emergency Action Framework (CEAF)
- The Climate Action Grants support the CEAF vision of “a thriving, vibrant and strong Kāpiti that has reduced its footprint significantly, transitioned to a low-carbon future, and prepared for challenges and opportunities that come from responding to the climate crisis”.
- The Climate Action grants directly enable principle 4.10 of the CEAF, “Council looks for and takes opportunities to lead, facilitate and empower iwi-led and other community-led projects and initiatives that aim to build sustainability, resilience, and green innovation”.

**Ahumoni me ngā rawa | Financial and resourcing**

- 23 Funding for the 2023/2024, and 2024/2025 Climate Action Grants come from Central Governments Better Off Funding (\$100,000 each year for a total of \$200,000).
- 24 At this stage no funding is available to continue the Climate Action Grants beyond the 2024/2025 funding round.

**Tūraru ā-Ture me te Whakahaere | Legal and Organisational Risk**

- 25 As with other grant processes run by the Council there is a reputational risk when this process is run poorly or doesn't meet community expectations.
- 26 This risk is managed by adopting the Climate Action Grants Allocation Policy and conducting a transparent and contestable process to consider and approve grants.
- 27 The applicants are required to report back on milestones and achievements of the projects that have been awarded funding.
- 28 The 2023/2024 funding round enabled a variety of projects to go ahead, with a wide range of benefits to our communities. Council staff successfully worked with applicants to report on key milestones, meet Better Off Funding reporting requirements, and provide project support where necessary. Council staff have also worked to connect project applicants where opportunities for synergy between projects exist, and to provide further guidance beyond the initial project scope, for example with developing product/ business ideas.
- 29 As a way to further ensure project success and reduce organisational risk, the 2024/2025 funding round requires applicants to outline how they will identify and reduce/ manage risks associated with their project.

**Ngā pānga ki ngā kaupapa here | Policy impact**

- 30 The Climate Action Grant Policy funding allocations support the implementation of the Council's Climate Action Framework, as well as Council's Strategic Objectives for 2024/2025.

**TE WHAKAWHITI KŌRERO ME TE TŪHONO | COMMUNICATIONS & ENGAGEMENT**

- 31 Once funding allocation decisions have been made and applicants have been notified of outcomes, there will be website updates, articles and media releases regarding how much has been awarded in total and who the recipients are.

**Te mahere tūhono | Engagement planning**

- 32 No further engagement is planned



**Whakatairanga | Publicity**

- 33 When funding recipients are announced, information on successful applicants will be added to the [Climate action grants](http://www.kapiticoast.govt.nz/ClimateActionGrants) webpage (www.kapiticoast.govt.nz/ClimateActionGrants), as for the 2023/2024 funding round. Once website information is updated, the successful applicants will be publicised through the usual council communication channels.

**NGĀ ĀPITI HANGA | ATTACHMENTS**

1. Climate Action Grants Allocation Policy [↓](#)
2. Minutes of the 27 February 2024 Climate and Environment Subcommittee Meeting [↓](#)

## **Climate Action Grants Allocation Policy**

### **March 2023**

### **Objectives of the policy**

In May 2019 Council declared a Climate Change Emergency. In June 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.

The Climate Action Grants 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

### **Climate Action Grants Allocation Process**

- Allocation of funding for the climate action grants will be via an annual contestable process which calls for expressions of interest/applications to identify potential recipients for the fund
- For applications seeking \$30,000 or more, grants allocation will be undertaken in a two-step process whereby applicants are required to submit a brief Expression of Interest (EOI) first. From the EOIs received, a panel of Council officers from the Sustainability and Resilience team, along with other relevant teams (eg Community Engagement, Economic Development, Parks and Open Spaces, etc) will select projects to proceed to the next application stage. Selected applicants will then be invited to submit a full application.

- Final approval of funding will be undertaken by the Climate Action Grants Allocation Committee, or the Strategy, Operations and Finance Committee.
- Grant application criteria and process will be reviewed annually. The relevant Council Committee will approve any changes resulting from these reviews.

## **Application process.**

Full applications will be assessed via staff panel and then presented to the Climate and Environment Subcommittee (CES). The CES will make recommendations to The Climate Action Grants Allocation Committee, or to the Strategy, Operations and Finance Committee.

## **Key Criteria for Climate Action Grant Applications**

Key criteria for project applications are outlined below. Further application requirements, eligibility criteria, and assessment considerations are detailed in the Climate Action Grant Criteria & Application Guidelines. Funding is only available for projects or portions of projects taking place within the boundaries of the Kāpiti Coast District.

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, and educational institutions.

The key criteria for assessment of applications for the Climate Action Grants are:

- the project aligns with the Grant objectives
- the project will continue to offer benefits to the Kāpiti Coast 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. Success must be quantifiable and able to be reported back to council

## **Other considerations**

As part of the Councils' commitment to and partnership with mana whenua, applications which incorporate or refer to te ao Māori concepts in some way are encouraged.

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CLIMATE AND ENVIRONMENT SUBCOMMITTEE MEETING MINUTES 27 FEBRUARY 2024

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**MINUTES OF THE KĀPITI COAST DISTRICT COUNCIL  
CLIMATE AND ENVIRONMENT SUBCOMMITTEE MEETING  
HELD IN THE COUNCIL CHAMBER, GROUND FLOOR, 175 RIMU ROAD, PARAPARAUMU  
ON TUESDAY, 27 FEBRUARY 2024 AT 9.30AM**

**PRESENT:** Cr Jocelyn Prvanov, Cr Liz Koh, Cr Shelly Warwick, Mr Michael Moore, Mr Glen Olsen, Mr Christian Judge

**Via Zoom:** Mayor Janet Holborow, Cr Sophie Handford, Mr Tim Sutton, Mr Simon Black, Mr Huriwai Paki

**IN ATTENDANCE:** Cr Martin Halliday, Cr Lawrence Kirby, Cr Rob Kofoed, Ms Laura Willoughby, Mr Sean Mallon, Ms Kris Pervan, Ms Hara Adams, Mr Andy McKay, Ms Gina Anderson-Lister, Mr Simon Scott, Mr Rob Dunn, Ms Monique Engelen, Mr Evan Dubisky, Ms Jessica Mackman, Ms Maria Cameron

**WHAKAPĀHA | APOLOGIES:** Mayor Janet Holborow, Ms Kim Tahiwī

**LEAVE OF ABSENCE:** Cr Sophie Handford

**1 NAU MAI | WELCOME**

The Chair, Cr Jocelyn Prvanov welcomed everyone to the meeting.

**2 KARAKIA A TE KAUNIHERA | COUNCIL BLESSING**

Cr Liz Koh read the Council blessing.

**3 WHAKAPĀHA | APOLOGIES**

**APOLOGY**

**COMMITTEE RESOLUTION CAES2024/1**

Moved: Cr Shelly Warwick

Seconder: Cr Liz Koh

That the apologies received from Mayor Janet Holborow, Cr Sophie Handford, and Ms Kim Tahiwī be accepted.

**CARRIED**

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

There were no declarations of interest relating to items on the agenda.

**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**

There were no public speakers.

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CLIMATE AND ENVIRONMENT SUBCOMMITTEE MEETING MINUTES 27 FEBRUARY 2024

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**6 NGĀ TAKE A NGĀ MEMA | MEMBERS' BUSINESS****(a) Leave of Absence**

There were no requests for a leave of absence.

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

There were no matters of an urgent nature raised at this meeting.

Cr Handford joined via Zoom at 9:34am.

Cr Kirby joined at 9:39am.

Mr Huriwai Paki joined via Zoom at 9:46am.

Mr Tim Sutton joined via Zoom at 9:53am.

Mr Christian Judge joined at 9:53am.

Cr Handford left the meeting at 9:59am and did not return.

**7 HE KŌRERO HOU | UPDATES****7.1 UPDATE ON PEST CONTROL IN THE DISTRICT**

Andy McKay, Team Leader Environment & Ecological Services, presented the update to the Subcommittee and answered questions from elected members.

**COMMITTEE RESOLUTION CAES2024/2**

Moved: Mr Glen Olsen

Seconder: Cr Shelly Warwick

That the Climate & Environment Subcommittee note the contents of this report.

**CARRIED**

**COMMITTEE RESOLUTION CAES2024/3**

Moved: Cr Liz Koh

Seconder: Cr Shelly Warwick

That the Climate & Environment Subcommittee request a further update be provided to the Subcommittee on resource and requirements for pest control, and progress towards a pest control strategy as part of a wider environment strategy.

**CARRIED**

The meeting adjourned at 10:25am and resumed at 10:43am.

Mayor Janet Holborow joined via Zoom at 10:43am

**8 PŪRONGO | REPORTS****8.1 ENVIRONMENT STRATEGY - DIRECTION OF TRAVEL**

Kris Pervan, Group Manager Strategy & Growth, introduced the item noting it had been left to lie on the table at the Subcommittee's meeting of 7 November 2023.

Gina Anderson-Lister, Strategy Manager, provided updates on the item and together with Laura Willoughby, Acting Group Manager Regulatory and Environment, Simon Scott, Senior Strategic Advisor and Kris Pervan answered members' questions. Members discussed the matter.

**CLIMATE AND ENVIRONMENT SUBCOMMITTEE MEETING MINUTES 27 FEBRUARY 2024**

Mayor Janet Holborow left the meeting at 11:30am and did not return.

The meeting adjourned at 11:34am and resumed at 11:38am.

Recommendations within Item 8.1 were revised by members to reflect updated timeframes.

**COMMITTEE RESOLUTION CAES2024/4**

Moved: Cr Liz Koh

Seconder: Mr Christian Judge

That the Climate & Environment Subcommittee:

- A. **Note** the content of the presentation attached, and summary of feedback from a Council briefing on this content on 24 October 2023.
- B. **Has provided feedback** on any additional considerations on the substantive material for inclusion in the DOT document, particularly on:
  - B.1 Council's role in the environment ecosystem, and any gaps in the 'known challenges and levers for change' framework.
  - B.2 Gaps in the proposed Target areas, pathways, and activities to accommodate the important environmental issues.
  - B.3 Any important environmental issues that we've missed or gaps in proposed focus.
- C. **Note** that an update on the change in planned public consultation to later in 2024 will go to the Strategy, Operations, and Finance Committee on 14 March 2024, and that approval for public consultation will progress in alignment with these new timeframes.
- D. **Note** that Council officers attended Te Whakaminenga o Kapiti on 31 October 2023 to ensure collaboration with our iwi partners, in their role as kaitiaki of the environment, on the proposed draft Climate Change and Resilience Strategy and the draft Environment Strategy.
- E. **Note** council officers are engaging with key stakeholders such as Council advisory groups to inform the Direction of Travel document, with wider consultation to occur as part of the engagement process in early 2024.

**CARRIED**

Mr Huriwai Paki left the meeting at 11:39am and did not return.

**8.2 CLIMATE ACTION GRANTS PROGRESS UPDATE AND RECOMMENDATIONS**

Rob Dunn, Sustainability Advisor Communities, and Monique Engelen, Principal Policy Advisor Climate Change, took the report as read and answered members' questions..

**COMMITTEE RESOLUTION CAES2024/5**

Moved: Cr Liz Koh

Seconder: Cr Shelly Warwick

That the Climate & Environment Subcommittee:

- A. Approves that the Climate Action Grant objectives remain unchanged for the 2024/2025 funding round, with the following notes/ changes to application criteria:
  - A.1 If funds are oversubscribed, preference may be given to quality applications which aim to reduce transport related emissions.

**CLIMATE AND ENVIRONMENT SUBCOMMITTEE MEETING MINUTES 27 FEBRUARY 2024**

- A.2 Projects aiming to install solar or improve building insulation/ energy efficiency be excluded from funding eligibility; applicants can be referred to other funding sources.
- A.3 If funds are over-subscribed, preference will be given to “shovel ready” projects, rather than feasibility studies.
- A.4 Approves that the maximum funding available to support projects be capped at \$20k. This would simplify the current application process, which has a 2-stage process for applications of more than \$30k.
- B. Receive updates on the 2023/2024 funding round contained within this report.

**CARRIED****9 TE WHAKAŪ I NGĀ ĀMIKI | CONFIRMATION OF MINUTES****9.1 CONFIRMATION OF MINUTES****COMMITTEE RESOLUTION CAES2024/6**

Moved: Cr Shelly Warwick

Seconder: Cr Liz Koh

That the minutes of the Climate and Environment Subcommittee meeting of 7 November 2023 be accepted as a true and correct record.

**CARRIED****10 CLOSING KARAKIA**

Cr Warwick read the closing karakia.

**The Te Komiti Whāiti Āhuarangi me te Taiao | Climate and Environment Subcommittee meeting closed at 12:02pm.**

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**HEAMANA | CHAIRPERSON**

**10 TE WHAKAŪ I NGĀ ĀMIKI | CONFIRMATION OF MINUTES****10.1 CONFIRMATION OF MINUTES**

**Author:** Evan Dubisky, Democracy Services Advisor

**Authoriser:** James Jefferson, Group Manager Regulatory and Environment

**Taunakitanga | Recommendations**

That the minutes of the Climate and Environment Subcommittee meeting of 27 February 2024 be accepted as a true and correct record.

**NGĀ ĀPITI HANGA | ATTACHMENTS**

1. Unconfirmed Minutes of the 4 April 2024 Climate and Environment Subcommittee Meeting [📄](#)



## CLIMATE AND ENVIRONMENT SUBCOMMITTEE MEETING MINUTES

4 APRIL 2024

**MINUTES OF THE KĀPITI COAST DISTRICT COUNCIL  
CLIMATE AND ENVIRONMENT SUBCOMMITTEE MEETING  
HELD IN THE COUNCIL CHAMBER, GROUND FLOOR, 175 RIMU ROAD, PARAPARAUMU  
ON THURSDAY, 4 APRIL 2024 AT 9.36 AM**

**PRESENT:** Cr Jocelyn Prvanov (Chair), Cr Sophie Handford, Mayor Janet Holborow, Cr Liz Koh, Cr Shelly Warwick, Mr Christian Judge, Mr Michael Moore, Mr Glen Olsen, Mr Simon Black, Ms Kim Tahiwī

**IN ATTENDANCE:** Cr Rob Kofoed, Cr Martin Halliday, Darren Edwards, Sean Mallon, Kris Pervan, Kate Coutts, Anna Smith, Jessica Mackman, Doug Simpson, Gina Anderson-Lister, Simon Scott, Robbie Stillwell, David Binstead

**WHAKAPĀHA | APOLOGIES:** Nil

**LEAVE OF ABSENCE:** Cr Glen Cooper

**1 NAU MAI | WELCOME**

The Chair welcomed everyone to the meeting.

**2 KARAKIA A TE KAUNIHERA | COUNCIL BLESSING**

Kim Tahiwī read the Council blessing.

**3 WHAKAPĀHA | APOLOGIES**

There were no apologies made.

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

No declarations of interest were made.

**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**

No members of the public were present who wished to speak.

**6 NGĀ TEPUTEIHANA | DEPUTATIONS**

No deputations were received.

**7 NGĀ TAKE A NGĀ MEMA | MEMBERS' BUSINESS**

- (a) No leaves of absence were requested.
- (b) The Chair had not been advised of any matters of an Urgent Nature prior to the commencement of the meeting.

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## CLIMATE AND ENVIRONMENT SUBCOMMITTEE MEETING MINUTES

4 APRIL 2024

**8 HE KŌRERO HOU | UPDATES****8.1 UPDATES ON CLIMATE CHANGE AND RESILIENCE AND ENVIRONMENT STRATEGIES.**

Kris Pervan, Group Manager Strategy & Growth, Simon Scott, Strategic Advisor, Gina Anderson-Lister, Manager Strategy, and Doug Simpson, Principal Advisor, Strategy introduced the report and asked that it be taken as read.

**COMMITTEE RESOLUTION CAES2024/7**

Moved: Cr Liz Koh

Seconder: Cr Shelly Warwick

That the Climate and Environment Subcommittee:

- A. **Note** the contents of this update and revised engagement approach for the Climate Change and Resilience Strategy and Environment Strategy.
- B. **Endorse** the extended development timeline for finalising the Climate Change and Resilience Strategy, and Environment Strategy from 30 June 2024 to 30 September 2024.
- C. **Note** that an update on this discussion is also being tabled at the Strategy, Operations, and Finance Committee (SOF) on 4 April 2024.
- D. **Note** that the Climate Change and Resilience Think Tank is now developing options for its work programme to support action in the four broad areas of focus set out in the DoT.

**CARRIED**

**8.2 WELLINGTON REGION WASTE MANAGEMENT AND MINIMISATION PLAN (WMPM 2023-2029) UPDATE**

Robbie Stillwell, Waste Projects Manager, and David Binstead, Senior Advisor Waste Minimisation introduced the report and answered questions from members. Members discussed the matter.

The meeting adjourned at 10:18 am and resumed at 10.26 am.

**COMMITTEE RESOLUTION CAES2024/8**

Moved: Simon Black

Seconder: Cr Shelly Warwick

That the Climate and Environment Subcommittee:

- A. Note the update on the development of local and regional implementation plans for the Wellington Region Waste Management and Minimisation Plan 2023-2029.
- B. Note the update on progress against ongoing local and regional waste management and minimisation projects.
- C. Note that council officers will provide an update back to the Climate and Environment Subcommittee as detailed in paragraph 49 of Appendix One of the report.

**CARRIED**

## CLIMATE AND ENVIRONMENT SUBCOMMITTEE MEETING MINUTES

4 APRIL 2024

**9 TE WHAKAŪ I NGĀ ĀMIKI | CONFIRMATION OF MINUTES****9.1 CONFIRMATION OF MINUTES****COMMITTEE RESOLUTION CAES2024/9**

Moved: Cr Sophie Handford

Seconder: Glen Olsen

That the minutes of the Climate and Environment Subcommittee meeting of 27 February 2024 be accepted as a true and correct record.

**CARRIED****10 KARAKIA WHAKAMUTUNGA | CLOSING KARAKIA**

Kim Tahiwi closed the meeting with karakia.

**The Te Komiti Whāiti Āhuarangi me te Taiao | Climate and Environment Subcommittee meeting closed at 10.28 am.**

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**HEAMANA | CHAIRPERSON**

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**11 KARAKIA WHAKAMUTUNGA | CLOSING KARAKIA**

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KIA TAU NGĀ MANAAKITANGA KI RUNGA I	<i>MAY BLESSINGS BE UPON US ALL,</i>
A TĀTOU KATOĀ,	<i>AND OUR BUSINESS BE SUCCESSFUL.</i>
KIA HUA AI TE MĀKIHIKIHI, E KĪ ANA	<i>SO THAT OUR WORDS ENDURE,</i>
KIA TOI TE KUPU	<i>AND OUR LANGUAGE ENDURES,</i>
KIA TOI TE REO	<i>MAY THE SPIRIT BE STRONG,</i>
KIA TOI TE WAIRUA	<i>MAY MAURI BE SETTLED AND IN BALANCE,</i>
KIA TAU TE MAURI	<i>AMONG THE ACTIVITIES WE WILL DO TODAY</i>
KI ROTO I A MĀTOU MAHI KATOĀ I TĒNEI	<i>JOIN, GATHER, AND UNITE! FORWARD</i>
RĀ	<i>TOGETHER!</i>
HAUMI E! HUI E! TAIKI E!	

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