



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, 20 August 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 20 August 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
Ātiawa ki Whakarongotai Representative	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

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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**

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 WASTE MINIMISATION EDUCATION PROGRAMMES AND WASTE LEVY GRANTS UPDATES

Kaituhi | Author: **Emanuelle Evans, Waste Minimisation Advisor**

Kaiwhakamana | Authoriser: **Sean Mallon, Group Manager Infrastructure and Asset Management**

TE PŪTAKE | PURPOSE

- 1 This presentation provides the Climate and Environment Subcommittee with an update on Waste Minimisation education programmes currently being delivered in Kāpiti Coast District, and an update on the 2024 Waste Levy Grants, made available through Ministry for the Environment waste levy funding.

TAUNAKITANGA | RECOMMENDATIONS

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

TŪĀPAPA | BACKGROUND

- 2 The main Waste Minimisation education programmes to be covered in this update are:

- 2.1 Waste Minimisation education in educational institutions:

- 2.1.1 **Reusable cloth nappies trial:** Every year a pack of reusable cloth nappies and training with reusables expert is made available to ECE's in the area at no charge to trial reusable cloth nappies for the period of 3 months.
- 2.1.2 **Zero Waste Education programme:** Education delivered for kids starting from ECE's to year 8 regarding resource sustainability and waste reduction.
- 2.1.3 **Waste free period workshop:** Workshop delivered at colleges every year to introduce the concept of reusable menstrual products, the impact of disposable period products on our environment, and provide free reusable period products to students.
- 2.1.4 **Paper 4 trees programme:** Waste minimisation and tree planting programme, where schools and preschools are encouraged to recycle their paper by rewarding schools with one native tree/plant for every two cubic metres of paper and cardboard recycled.

- 2.2 Waste Levy grants: Each year the Waste Levy Grants are made available to support projects that increase the range, scale and number of waste minimisation activities in the Kāpiti Coast District. This year's Waste Levy grants are open for applications and close on Sunday 8 September.

- 2.2.1 **Community projects:** A funding pool of \$30,000 is available for Community Projects in 2024/25 for community waste minimisation projects that, encourage community participation and education, benefit the Kāpiti Coast community and lead to long-term waste minimisation action and behaviour change.
- 2.2.2 **Business waste reduction projects:** A funding pool of \$20,000 is available to fund 50% of business waste reduction projects in 2024/25 for business projects that implement measures that will lead to long-term and measurable minimisation of waste from the business' operations.

HE TAKE | ISSUES

- 3 No issues are being presented as part of this update.

NGĀ KŌWHIRINGA | OPTIONS

- 4 No options are being presented as part of this update.

NGĀ ĀPITIHINGA | ATTACHMENTS

1. Waste Minimisation Education Updates [↓](#)

WASTE MINIMISATION EDUCATION PROGRAMMES AND WASTE LEVY GRANTS

Climate and Environment Subcommittee
Tuesday 20 August 2024



Waste minimisation education programmes

- Cloth nappies trial
- Zero Waste Program
- Waste free period talks
- Paper4trees

8.2 ACCESS AND TRANSPORT ASSET MANAGEMENT PLAN AND ASSOCIATED FUNDING

Kaituhi | Author: **Ruchir Gaur, Manager Access and Transport**

Kaiwhakamana | Authoriser: **Sean Mallon, Group Manager Infrastructure and Asset Management**

TE PŪTAKE | PURPOSE

- 1 We request the Climate and Environment Sub Committee to endorse the Access and Transport Activity Management Plan 2024- 2027.

TAUNAKITANGA | RECOMMENDATIONS

- A. That the Climate and Environment Sub Committee to endorse the Access and Transport Activity Management Plan 2024- 2027.

TŪĀPAPA | BACKGROUND

- 2 This Access and Transport Activity Management Plan (AMP) draws on Council's information and current thinking about the management of the Access and Transport activity.
- 3 The plan is primarily developed as part of the three-year planning cycles required by the Local Government Act 2002 and the Land Transport Management Act 2003.
- 4 This plan is supporting information for the Long-Term Plan (LTP) and provides the background work for the Access and Transport Activity Statement in the Kāpiti Coast District Council Long Term Plan and Infrastructure Strategy (IS). This AMP has been reviewed and supported by NZTA.

HE TAKE | ISSUES

- 5 There are no issues. This presentation is to update the sub-committee and get the AMP endorsed.

NGĀ KŌWHIRINGA | OPTIONS

- 6 To get the AMP endorsed so it can be presented to the Strategy, Operations and Finance Committee for the approval before the identified work programme is implemented.

NGĀ MAHI PANUKU | NEXT STEPS

- 7 Same as above

NGĀ ĀPITIHINGA | ATTACHMENTS

1. Environment Subcommittee Roading Update [↴](#)

8.3 SUSTAINABLE SEPTEMBER

Kaituhi | Author: **Monique Engelen, Manager Climate Action and Connected Communities**

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

TE PŪTAKE | PURPOSE

- 1 To provide an overview to the Climate and Environment Subcommittee on the upcoming month of events for Sustainable September

TAUNAKITANGA | RECOMMENDATIONS

- A. That the Climate and Environment Subcommittee receive the update.

TŪĀPAPA | BACKGROUND

- 2 Sustainable September is a programme to help celebrate and promote sustainability, climate and resilience (e.g. disaster preparedness) action on the Kāpiti Coast. Sustainable September is aimed at all individuals, whānau and businesses in Kāpiti. The programme is envisaged as a series of workshops and events across our district through the month of September. Sustainable September is coordinated by Council in collaboration with interested local community organisations and businesses.
- 3 Sustainable September replaces Councils' former No.8 Wire programme, although in 2024 the name No. 8 Wire will be retained alongside all Sustainable September promotion as our communities have connection with this name and some of our partner organisations have funding agreements under the No.8 Wire name.
- 4 Benefits include opportunities for social and community connection, business opportunities for participating organisations, and opportunity for Council to grow positive relationships within our communities. Sustainable September aligns well with principle 9 of Council's Climate Emergency Action Framework: "We look for and take opportunities to lead, facilitate and empower community projects and initiatives that will build sustainability, resilience, and green innovation."

HE TAKE | ISSUES

- 5 The Climate Action and Connected Communities team are delivering a programme of events previously delivered through the No. 8 programme through the Connected Communities team.
- 6 The programme will include a 'kick-off' event on 2 September 2024 inviting the Climate Action Grant recipients for the two funding rounds alongside the Climate and Environment Subcommittee to celebrate community climate action.

NGĀ MAHI PANUKU | NEXT STEPS

- 7 Council will undertake promotion of the month of events through its communications channels.

NGĀ ĀPITI HANGA | ATTACHMENTS

Nil

9 PŪRONGO | REPORTS

9.1 UPDATE ON CLIMATE CHANGE AND RESILIENCE COMMUNITY THINK TANK.

Kaituhi | Author: **Simon Scott, Senior Strategic Advisor**

Kaiwhakamana | Authoriser: **Kris Pervan, Group Manager Strategy & Growth**

TE PŪTAKE | PURPOSE

- 1 This paper provides an update on the Climate Change and Resilience Community Think Tank, which has now met the terms set by its Terms of Reference, and makes recommendations regarding new arrangements.

HE WHAKARĀPOPOTO | EXECUTIVE SUMMARY

- 2 An executive summary is not required.

TE TUKU HAEPAPA | DELEGATION

- 3 The Climate and Environment Subcommittee has the delegated authority to receive this report.

TAUNAKITANGA | RECOMMENDATIONS

- A. **Acknowledge** and **thank** the valuable advice and efforts of the Climate Change and Resilience Community Think Tank (CRCTT) over the last 12 months, and completion of the CRCTT's terms (as set by the Terms of Reference)
- B. **Endorse** the need for ongoing independent advice (such as that provided by the CRCTT to date) and action on climate change and environmental protection through establishment of a new advisory group, in a manner consistent with other Council advisory groups.
- C. **Note** that work will progress in September to identify an interim Chair for the new advisory group, and the working group, who will develop a work programme, focus area groups, and a draft Terms of Reference for CES consideration.
- D. **Advise** whether you would like us to consider expanding the focus of the group to include broader environmental topics as part of this next phase of work, or retain the current scope, focused on climate change.

TŪĀPAPA | BACKGROUND

- 4 On 13 July 2023, the Strategy Operations and Finance Committee endorsed changes to the Policy Work Program to include the development of two new strategies: the Climate Change and Resilience (CCR) Strategy and the Environment Strategy. To support the development of the CCR Strategy the Committee resolved to establish a new community-based "think tank" to advise Council on priorities, issues and opportunities to inform the district response to climate change.
- 5 Expressions of Interest were invited for community membership of the think tank with selection of 12 members from a wider pool of 51 nominations. Membership selection was determined seeking to balance subject area expertise, community links, geographic representation, and cultural and age-diversity.
- 6 The Terms of Reference for the Climate Change and Resilience Community Think Tank (CCRTT) is attached to this paper. Of note:
 - 6.1 Members of the CCRTT were appointed for a 12-month period, to predominantly support Phase 1 work to develop the CCR Strategy.

- 6.2 Key deliverables included 'providing community and expert advice on climate change and community resilience including delivery of the Council's 'top-10' priorities related to climate change, such as development the Kāpiti Coast District's Climate Change and Resilience Strategy'.

HE KŌRERORERO | DISCUSSION

- 7 The initial 12-month term for the CRCTT is coming to an end, with four meetings held over the last year resulting in valuable input and guidance on the development of the CCR Strategy. Key advice included:
- 7.1 Providing feedback on the new district-wide emissions target, and levers for driving meaningful change.
- 7.2 Providing feedback on the objectives, priorities, and focus areas for climate change and the draft 'direction of travel' for the strategy including recommendations that the CCR Strategy be delayed to enable key adaptation elements (post-Takutai Kāpiti) and stronger te ao Māori perspective from our mana whenua partners to be included.
- 7.3 In April 2024, CES were provided with feedback from the CRCTT on the draft 'direction of travel' for the strategy and endorsed the key advice set out.
- 7.4 In April 2024, the Strategy Operations and Finance Committee, on recommendation from the Climate and Environment Subcommittee, approved extending the timeframe for finalising the Climate Change and Resilience Strategy for us to address these points of feedback.
- 8 With the Takutai Kāpiti report now received, Council has determined that further time is needed to consider the Coastal Advisory Panel's recommendations, which will impact on the development of the CCR Strategy. We will come back to CES in late 2024 with an update on this matter but in the interim the CCR Strategy will not be a topic of focus for the CRCTT.
- 9 With the first Phase of work completed by the CRCTT, there is clear evidence of the value from the collective advice on climate change and resilience. In acknowledgement of this, we propose that CES formally thank the CRCTT for their advice to date, completion of the terms (set by the Terms of Reference), and endorsement that there is a need to establish a more permanent, independent, advisory group for climate change and resilience.
- 10 Council officers have initiated work with the CRCTT around transitioning to a more permanent advisory group:
- 10.1 The CRCTT has been exploring areas for focus for a more action-oriented work programme for approval by CES and SOF, similar to the approach currently used by the Kāpiti Health Advisory Group.
- 10.2 Recent deliberations have focused on best means for engaging with and activating the community in responding to climate change.
- 10.3 At the last meeting of the CRCTT, the Chair of the Kāpiti Health Advisory Group (KHAG) attended to share her experience of chairing and growing the KHAG over the last 7 years. This helped to inform the CRCTT about how it might transition into a more independent and active forum. Key take aways included that there is a degree of governance and administrative work that the Chair and a core working group collectively manage, whilst wider work on active advice around health matters is led by the working group through a small number of focused workstreams.
- 10.4 Overall, the CRCTT members endorsed that a more independent and active forum will be the best mechanism for stepping into engagement with the community on climate change, as part of the next Phase of work that progresses.

He take | Issues

- 11 The issue of advice on wider environmental related topics has been part of previous CES discussion of the CRCTT. As part of the proposed process, a widening of scope could be considered, to incorporate broader environmental management topics, or whether a separate group could be established to provide this.
- 12 Many environmental issues, such as biodiversity, pest management, environmental water quality, and air quality, relate either directly or indirectly to climate change and thus may naturally arise in the group's deliberations. It will be valuable for the new Terms of Reference to broaden its focus to wider environmental management topics.
- 13 Clarifying this broader scope would enable the group to assume a more comprehensive role in addressing a wide array of environmental challenges, ensuring a cohesive and integrated approach to environmental stewardship and resilience.

Ngā kōwhiringa | Options

- 14 In line with the establishment of other independent advisory groups, such as KHAG, the following actions will progress to establish the new arrangements:
 - The appointment of an interim Advisory Group Chair (AGC) by the Chair of CES. It is envisaged that if possible a person may be identified from the earlier 51 applicants for the CRCTT. However, wider candidates may be considered, given advice around the importance of the interim AGC been aware of, and able to commit time to, governance and administrative matters relevant to this role.
 - The appointment of a working group by the interim ACG, in consultation with the Chair of CES, to focus on the initial governance and administrative activity that will involve establishing the work programme, focus area work streams, and to work with Council staff on a new Terms of Reference (ToR) for the advisory group.
 - The interim AGC will attend CES and the Strategy Operations and Finance Committee to present the proposed work programme and new ToR before the end of 2024.
- 15 Following this establishment activity, the new advisory group will work with wider community groups and experts on climate change and resilience to implement actions related to the agreed work programme. This will enable input and ideas from a wider range of experts, interest groups and community members, including those from the CRCTT and who showed interest when the think tank was first established.

Mana whenua

- 16 Options for mana whenua engagement will be progressed with the assistance of Council's Iwi Partnerships Team and will be subject to the endorsement of Te Whakaminenga o Kāpiti, in a manner consistent with Council's Memorandum of Partnership with Te Āti Awa ki Whakarongotai, Ngāti Raukawa and Ngāti Toa Rangatira.

Panonitanga Āhuarangi me te Taiao | Climate change and Environment

- 17 This decision will have a positive impact on Council's ability to respond to the challenges and impacts of climate change.

Ahumoni me ngā rawa | Financial and resourcing

- 18 The new advisory group will not have decision-making or resource-allocation authority. Where advice provided by the group involves or requires formal endorsement, funding allocation or programming within the Council's work plan, such decisions remain with the elected Council.
- 19 The group will serve as a valuable source of intelligence, offering diverse insights and perspectives, while ensuring that ultimate decision-making remains with the Council. This

structure will support informed, balanced decisions aligned with the strategic goals and resource capabilities of the Council.

- 20 The operational support to be provided to the advisory group can be accommodated within existing resources.

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

Any legal or organisational risks will be addressed in the new Terms of Reference. [Ngā pānga ki ngā kaupapa here | Policy impact](#)

- 21 This matter does not have direct policy impact. However, the new group, once established, may invite Council to consider changes to policy. Any such recommendations will be considered in accordance with usual practice.

TE WHAKAWHITI KŌRERO ME TE TŪHONO | COMMUNICATIONS & ENGAGEMENT

Te mahere tūhono | Engagement planning

- 22 Following the endorsement of the Terms of Reference, an engagement plan will be developed to support the establishment of the new group. The engagement plan will address:

- The expression of interest process for membership.
- Ensuring those who applied to be involved in the CRCTT will be contacted directly to invite participation under the new arrangements.

Whakatairanga | Publicity

- 23 Officers will update website information relating to the CRCTT to note this change process. Any further publicity will be agreed with the Chair of this Subcommittee.

NGĀ ĀPITI HANGA | ATTACHMENTS

1. CRCTT Current Terms of Reference [↓](#)

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

Author: Maria Cameron, Advisor Governance

Authoriser: James Jefferson, Group Manager Regulatory and Environment

Taunakitanga | Recommendations

That the minutes of the Climate and Environment Subcommittee meeting of 2 July 2024 be accepted as a true and correct record.

NGĀ ĀPITI HANGA | ATTACHMENTS

1. Climate and Environment Subcommittee Unconfirmed Minutes 2 July 2024 [↓](#)

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

Nil

12 KARAKIA WHAKAMUTUNGA | CLOSING KARAKIA