



# **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

1	<b>Nau Mai   Welcome .....</b>	<b>5</b>
2	<b>Karakia a te Kaunihera   Council Blessing.....</b>	<b>5</b>
3	<b>Whakapāha   Apologies.....</b>	<b>5</b>
4	<b>Te Tauākī o Te Whaitake ki ngā Mea o te Rārangi Take   Declarations of Interest Relating to Items on the Agenda .....</b>	<b>5</b>
5	<b>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 .....</b>	<b>5</b>
6	<b>Ngā Take a Ngā Mema   Members' Business .....</b>	<b>5</b>
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9	<b>Te Whakaū i ngā Āmiki   Confirmation of Minutes .....</b>	<b>26</b>
9.1	Confirmation of Minutes .....	26
10	<b>Te Whakaūnga o Ngā Āmiki Kāore e Wātea ki te Marea   Confirmation of Public Excluded Minutes .....</b>	<b>30</b>
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11	<b>Closing karakia .....</b>	<b>30</b>



**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.

<b>For applications of less than \$30,000</b>	
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>
<b>For applications of \$30,000 or more</b>	
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

<b>Criteria</b>	<p>Preference for funding will be given to projects which meet the following criteria:</p> <ul style="list-style-type: none"> <li>• the project aligns with the Grant Objectives</li> <li>• the project will continue to offer benefits to the Kāpiti District once Grant funding has been depleted</li> <li>• the project proposal demonstrates equity in terms of project benefits being accessible and relevant across multiple community demographics</li> <li>• the project proposal shows how success will be measured in relation to project aims and goals.</li> </ul> <p>Further details and guidance can be found within the Climate Action Grant Criteria and Application Guidelines</p>
<b>Other considerations</b>	<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>
<b>Council's commitment:</b>	<p>Kāpiti Coast District Council commits to:</p> <ul style="list-style-type: none"> <li>• assess Grant applications in a transparent, fair and reasonable way</li> <li>• monitor the performance of the Climate Action Grant Fund on an ongoing basis</li> </ul> <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 <a href="#">here</a> for more information on this).</p>
<b>Notes:</b>	<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>
<b>Forms and guides:</b>	<ul style="list-style-type: none"> <li>• <a href="#">Climate Action Grant Application Guidelines 2022/23 [PDF]</a></li> <li>• <a href="#">Expressions of Interest Guidelines (for projects seeking funding of \$30 000 or more)</a></li> </ul>
<b>Apply</b>	<ul style="list-style-type: none"> <li>• <a href="#">Climate Action Grant – online application</a></li> <li>• <a href="#">Climate Action Grant – download application and print [PDF]</a></li> <li>• Expressions of Interest – online application</li> <li>• Expressions of Interest – download application and print (PDF)</li> </ul>

## **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.

## Financial details

- If you're registered for GST, **do not** include GST in your costs.
- Attach quotes and any other supporting documentation to your application.
- Two quotes are required for the purchase of equipment items exceeding \$300

If your application is successful, you will need to provide the following bank details:

- Account payee's name
- Account payee's bank account number (further proof of bank account details may be required)

## How do I apply for funding?

Electronic applications are preferred. Please fill in an application form and send your application, to be received by 5pm 25 July 2021:

Electronically to: xxxxxxxxxxxxxxxxx

By post to: Sustainability Advisor Communities  
Kāpiti Coast District Council  
Private Bag 60601  
Paraparaumu 5254

Or deliver to: Sustainability Advisor Communities  
Kāpiti Coast District Council  
175 Rimu Road  
Paraparaumu

Links to application forms:

- [Climate Action Grant Application Guidelines 2022/23 \[PDF\]](#)
- [Expressions of Interest Guidelines \(for projects seeking funding of \\$30 000 or more\)](#)
- [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)

All applications will be acknowledged by email within 5 working days of receipt.

Applications will be checked by Council staff to ensure they have been completed correctly and sufficient detail has been provided. Where applications are considered incomplete or deficient, they will be returned to the applicant for further information or

clarification. Where an application is referred back to the applicant for further clarification or information, the applicant will be given a set period to respond.

## Timeline

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August 2023	<i>Successful applicants announced</i>

## Progress reporting and notification of project completion

Unless otherwise agreed, projects are expected to start within three months of approval of funding. Short-term projects must be completed within 12 months of receiving funding. Longer term projects must achieve agreed targets within 12 months of receiving funding.

### Interim reporting

Depending on the project and amount of funding allocated, you may need to provide interim project reports to council staff. Details of interim project report requirements will be provided on confirmation of successful funding application.

DRAFT

### Final reporting

On completion of the project, you must advise the Kāpiti Coast District Council Sustainability Advisor Communities, and provide a final report within 2 months of the completion of the project. Details of what final report requirements will be provided on confirmation of successful funding application.

Funding recipients who do not provide satisfactory interim or final reports within required timeframes will not be eligible for future funding.

## Assessment of applications

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).

## Other conditions

Council reserves the right to:

- revisit the Climate Action Grant application criteria and process in advance of each annual funding round
- conduct site visits of successful applicants' projects, or use them for promotional purposes. Applicants will be notified in advance of any proposed visits.
- suspend and refuse further grant payments if, in our opinion, the grantee wilfully or through neglect causes the project to fail; the Councils' decision is final and will be no rights of appeal or review, and no right to compensation or damages of any nature.

If the project fails or finishes early for any reason, then the Council may require any equipment purchased with Grant money to be transferred to the Council for reallocation to another project.

## Council staff who can help

If you have any questions or would like to discuss your project or application further, please the Kapiti Coast District Council [Sustainability Advisor Communities details](#) or email us at [XX@kapiticoast.govt.nz](mailto:XX@kapiticoast.govt.nz).

## **Climate Action Grants Allocation Policy**

### **February 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
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- 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.
- Grant application criteria and process will be reviewed annually. The relevant Council Committee will approve any changes resulting from these reviews.

## **Application process.**

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.

## **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 the use of te reo Māori language and/ or te ao Māori concepts are encouraged.



## Climate Emergency Action Framework

### 1. Framework Validation

- 1.1 The Kapiti Coast District Council Climate Emergency Action Framework was adopted at a meeting of the Kapiti Coast District Council held on 29 July 2021, after completion of a public consultation process as part of the Long-term Plan 2021–41.

### 2 Vision

- 2.1 The vision at the heart of the Climate Emergency Action Framework is a thriving, vibrant and strong Kāpiti that has reduced its carbon footprint significantly, transitioned to a low-carbon future, and prepared for challenges and opportunities that come from responding to the climate crisis.

### 3 Objectives

- 3.1 The Framework's primary objective is to establish a common aim and set of principles to embed considerations of climate change mitigation, adaptation, sustainability and resilience across the organisation.
- 3.2 The Framework will guide Council decision-making to ensure consistent practices, embed sustainability across Council, provide a platform to raise awareness about existing workstreams, and provide a platform to agree plans and priorities for future work.
- 3.3 The objectives and principles proposed in the Framework align with the community outcomes of the Long-term Plan 2021–41 and are based on feedback Council has been receiving from the community for the past several years.
- 3.4 Additional information on Council's current and future climate change-related workstreams will follow the development of this Framework.

### 4 Principles

- 4.1 Council demonstrates strong and effective leadership on climate change mitigation and adaptation to support Toitū Kāpiti and give effect to the climate change emergency; this includes a commitment to act in the face of uncertainty using the best scientific information available.
- 4.2 Council honours Te Tiriti o Waitangi and its partnership with mana whenua. Ngāti Raukawa ki te Tonga, Ātiawa ki Whakarongotai, and Ngāti Toa Rangatira will be involved as partners in Council's climate change response and any projects that arise from this Framework to ensure a mana enhancing partnership is nurtured throughout.
- 4.3 Council will meet all of its climate change-related statutory obligations.



- 4.4 Decision making is inclusive, transparent, and based on ongoing collaboration and consultation with the wider community, businesses, social service organisations, and key sectors from industry and science.
- 4.5 Decision making will acknowledge the depth of knowledge that Ngāti Raukawa ki te Tonga, Ātiawa ki Whakarongotai, and Ngāti Toa Rangatira hold in terms of climate change and the value of māramatanga (lessons learned through centuries of kaitiakitanga, manaakitanga, and whanaungatanga). Council will draw on this knowledge during the decision-making process to reflect the value of māramatanga and the expertise that mana whenua have in this area.
- 4.6 Decision making will consider:
  - 4.6.1 Best practice guidance and recommendations
  - 4.6.2 Costs and benefits, including broader co-benefits to the four well-beings
  - 4.6.3 Level of risk, particularly if an action is not taken
  - 4.6.4 Urgency of any issues at hand
  - 4.6.5 How effectively a proposed action will address any issues at hand
  - 4.6.6 Avoiding any actions that might worsen inequity or compromise future generations
  - 4.6.7 Promotion of actions that will allow mana whenua to act as kaitiaki, supporting them to create sustainable practices that they can implement within their rohe
  - 4.6.8 Mana whenua advice, community feedback, and potential alignment with neighbouring councils
  - 4.6.9 Long-term effectiveness of proposed actions, regardless of current or future trends or pressures.
- 4.7 Sustainability, resilience, and climate change-related work is integrated and coordinated across Council.
- 4.8 Council takes opportunities to participate in government reforms of national policy and legislation – particularly in relation to climate change mitigation, adaptation and the Resource Management Act (RMA).
- 4.9 Council advocates for policies and programmes that support the Toitū Kāpiti vision, and actively canvasses for funding opportunities.
- 4.10 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.

**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 [↓](#)

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CLIMATE AND ENVIRONMENT SUBCOMMITTEE MEETING MINUTES9 FEBRUARY 2023

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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 THURSDAY, 9 FEBRUARY 2023 AT 1.50PM**

**PRESENT:** Cr Jocelyn Prvanov (Chair), Mayor Janet Holborow, Cr Sophie Handford, Cr Liz Koh, Cr Glen Cooper, Huriwai Paki, Glen Olsen, Tim Sutton, Christian Judge, Simon Black, Michael Moore, Christopher Gerretzen

**IN ATTENDANCE:** Kim Tahiwi, Cr Lawrence Kirby, Cr Martin Halliday, Darren Edwards, James Jefferson, Sean Mallon, Janice McDougall, Mike Mendonça, Kris Pervan, Fiona Story, Steffi Haefeli, Anna Smith, Jason Holland, Abbey Morris, Nienke Itjeshorst, Brandy Griffin

**WHAKAPĀHA | APOLOGIES:** Nil

**LEAVE OF ABSENCE:** Nil

**1 NAU MAI | WELCOME**

The Chair welcomed everyone to the meeting.

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

Cr Handford read the Council blessing.

**3 WHAKAPĀHA | APOLOGIES**

There were none.

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

There were none.

**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.

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

(a) There was no request made for a Leave of Absence.

Item 6 (b) was moved to a later point in the agenda.

**CLIMATE AND ENVIRONMENT SUBCOMMITTEE MEETING MINUTES****9 FEBRUARY 2023****7 HE KŌRERO HOU | UPDATES****7.1 TAKUTAI KĀPITI PROJECT**

Mr Jason Holland and Ms Abbey Morris spoke to the presentation, and answered questions from members.

**8 PŪRONGO | REPORTS****8.1 CLIMATE EMERGENCY ACTION REPORT UPDATE**

Brandy Griffin, Principal Policy Advisor - Climate Change, and Nienke Itjeshorst, Sustainability & Resilience Manager spoke to the report and answered questions from members.

M Shelly Warwick left the meeting at 3:43 pm.

M Shelly Warwick returned to the meeting at 3:45 pm.

**COMMITTEE RESOLUTION CAES2023/1**

Moved: Cr Sophie Handford

Seconder: Mr Simon Black

It is recommended that the Climate and Environment Subcommittee:

Note the Kāpiti Coast District Council Climate Emergency Action Framework.

Note the progress on the Kāpiti Coast District Council Climate Emergency Action Plan from 1 July 2022 to 31 December 2022.

Submit this report as a noting paper to the Council meeting on 23 February 2023 to enable a wider understanding amongst elected members of Council's Climate Emergency Action Framework and Plan and ensure that climate change continues to be embedded across the organisation.

**CARRIED**

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

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

Michael Moore raised as a Matter of an Urgent Nature, the need to take action to assist the Te Horo Beach Residents to protect a portion of Te Horo Beach from the use of vehicles.

Cr Prvanov gave a history of ongoing issues at the site, and how tensions have escalated over the past week.

Members discussed the issue and asked questions of staff.

**COMMITTEE RESOLUTION CAES2023/2**

Moved: Michael Moore

Seconder: Cr Liz Koh

That the Climate and Environment Subcommittee:

- A. Receive the matter of an urgent nature.

**CLIMATE AND ENVIRONMENT SUBCOMMITTEE MEETING MINUTES****9 FEBRUARY 2023**

- B. Recognise the ecological importance of the area and the need to protect both the environment and the users of the beach environment.
- C. Note that the Bylaw forbids driving on that part of Te Horo Beach.
- D. Note that this is an operational matter, but has high community and political interest.
- E. Note that this issue is both complex, and a national issue.
- F. Note that the Waikanae Community Board will discuss this on 28 February 2023. As part of that meeting staff will consider a range of options and potential solutions to bring to the board.
- G. Note that staff will invite police to attend that meeting.
- H. Note that any direction from the Waikanae Community Board should be canvassed with Ngā Hapū o Ōtaki.
- I. Note that staff will provide regular updates to this committee and the Waikanae Community Board.

**CARRIED****9 TE WHAKAŪNGA O NGĀ ĀMIKI KĀORE E WĀTEA KI TE MAREA |  
CONFIRMATION OF PUBLIC EXCLUDED MINUTES**

Nil

The Te Komiti Whāiti Āhuarangi me te Taiao | Climate and Environment Subcommittee  
meeting closed at 4:58pm.

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**HEAMANA | CHAIRPERSON**

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

Nil

**11      CLOSING KARAKIA**