

# TE WHAKAMINENGA O KĀPITI

*“He toa taki tini taku toa,*

*E hara i te toa taki tahi”*

*“My strength will only be achieved*

*Because of the efforts of us all.”*

## AGENDA

### Te Whakaminenga o Kāpiti Tuesday, 28 March 2023

**I hereby give notice that a Te Whakaminenga o Kāpiti meeting will be held on:**

**Date: Tuesday, 28 March 2023**

**Time: 9.30am**

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

**Janice McDougall  
Group Manager People and Partnerships**

**Kāpiti Coast District Council**

**Notice is hereby given that a meeting of Te Whakaminenga o Kāpiti will be held in the Council Chamber, Ground Floor, 175 Rimu Road, Paraparaumu, on Tuesday 28 March 2023, 9.30am.**

**Te Whakaminenga o Kāpiti Members**

Mr André Baker	Member
Mayor Janet Holborow	Member
Ms Kirsten Hapeta	Member
Mr Chris Gerretzen	Member
Ms Denise Hapeta	Member
Ms Janine Huxford	Member
Mr Huriwai Paki	Member
Ms Kim Tahiwī	Member
Cr Martin Halliday	Member

## Order Of Business

<b>1</b>	<b>Karakia.....</b>	<b>5</b>
<b>2</b>	<b>Whakapāha   Apologies.....</b>	<b>5</b>
<b>3</b>	<b>He Wā Kōrero ki te Marea   Public Speaking Time .....</b>	<b>5</b>
<b>4</b>	<b>He Tāpiritanga ki te Rārangi take   Additional Agenda Items .....</b>	<b>5</b>
4.1	Confirmation of Chair and Committee Members.....	5
<b>5</b>	<b>Te Whakaū i ngā Āmiki   Confirmation of Minutes .....</b>	<b>6</b>
5.1	Confirmation of Minutes .....	6
<b>6</b>	<b>Pūrongo   Reports.....</b>	<b>13</b>
6.1	Waste Management and Minimisation Plan (2023) - Progress to-date and Local Action Development.....	13
6.2	Climate Action Grants Allocation Policy.....	34
6.3	Māori Economic Development Grants 2022/2023 .....	52
<b>7</b>	<b>Ngā Take e Mahia ana   Matters Under Action .....</b>	<b>56</b>
7.1	Matters Under Action.....	56
<b>8</b>	<b>He Kōrero Hou mō ngā Iwi   Iwi Updates.....</b>	<b>58</b>
<b>9</b>	<b>Ngā Whakataunga Tiriti - He tirohanga whānui nō ia iwi   Treaty Settlements – overview from each iwi.....</b>	<b>58</b>
<b>10</b>	<b>He Kōrero Hou mō te Kaunihera   Council Update .....</b>	<b>58</b>
10.1	Establishment of Māori Ward Consideration.....	58
10.2	Maramataka .....	58
10.3	Heritage Funding - Taumanuka and Rangiora.....	58
<b>11</b>	<b>Te Whakawhiti Kōrero   Correspondence .....</b>	<b>58</b>
<b>12</b>	<b>He Tono Anamata mō te Rārangi take   Future Agenda Requests .....</b>	<b>58</b>
<b>13</b>	<b>Te Whakaūnga o Ngā Āmiki Kāore e Wātea ki te Marea   Confirmation of Public Excluded Minutes .....</b>	<b>58</b>
	Nil	



- 1 KARAKIA
- 2 WHAKAPĀHA | APOLOGIES
- 3 HE WĀ KŌRERO KI TE MAREA | PUBLIC SPEAKING TIME
- 4 HE TĀPIRITANGA KI TE RĀRANGI TAKE | ADDITIONAL AGENDA ITEMS
- 4.1 CONFIRMATION OF CHAIR AND COMMITTEE MEMBERS

## 5 TE WHAKAŪ I NGĀ ĀMIKI | CONFIRMATION OF MINUTES

### 5.1 CONFIRMATION OF MINUTES

**Author:** Anna Smith, Democracy Services Advisor

**Authoriser:** Janice McDougall, Group Manager People and Partnerships

#### **Taunakitanga | Recommendations**

That the minutes of Te Whakaminenga o Kāpiti meeting of 14 February 2023 be accepted as a true and correct record.

### **APPENDICES**

1. Minutes - 14 February 2023 [↓](#)

## TE WHAKAMINENGA O KĀPITI MINUTES

14 FEBRUARY 2023

**MINUTES OF THE KĀPITI COAST DISTRICT COUNCIL  
TE WHAKAMINENGA O KĀPITI  
HELD IN THE COUNCIL CHAMBER, GROUND FLOOR, 175 RIMU ROAD, PARAPARAUMU  
ON TUESDAY, 14 FEBRUARY 2023 AT 9.31AM**

**PRESENT:** Koro Don Te-Maipi, Mr André Baker, Ms Kirsten Hapeta, Ms Denise Hapeta (via Zoom), Mr Chris Gerretzen, Mr Huriwai Paki (via Zoom), Mayor Janet Holborow, Cr Martin Halliday

**IN ATTENDANCE:** Mr Darren Edwards, Ms Morag Taimalietane, Ms Kate Coutts, Ms Steffi Haefeli, Ms Anna Smith, Ms Sarah Wattie, Ms Susan Owens, Ms Claire Rewi, Ms Rosie Salas, Ms Emma Haxton, Mr Ian Littleworth, Cr Shelly Warwick, Cr Sophie Handford, Ms Fiona Story (via Zoom), Deputy Mayor Lawrence Kirby

**WHAKAPĀHA | APOLOGIES:** Ms Janine Huxford

**LEAVE OF ABSENCE:** Nil

## 1 KARAKIA

Darren Edwards, Te Tumuaki (Chief Executive) opened the hui, and advised there would be an adjournment.

The meeting adjourned at 9:33 am and resumed at 9:38am.

Mr Edwards welcomed everyone to the hui and advised André Baker (Ātiawa ki Whakarongotai) would be the interim Chair for the meeting.

Mr Baker took over as interim Chair at this point and welcomed everyone to the meeting.

The Chair noted that some members had not received the rārangi take (agenda). He requested that this be looked into to ensure all members have access and can fully participate.

Koro Don opened the meeting with karakia, which acknowledged the return of Ātiawa ki Whakarongotai to Te Whakaminenga o Kāpiti.

The Chair opened the floor for opening kōrero from members.

Denise Hapeta arrived via Zoom at 9:50am.

## 2 WHAKAPĀHA | APOLOGIES

There were apologies from Janine Huxford.

### WHAKAPĀHA | APOLOGY

#### COMMITTEE RESOLUTION TWOK2023/1

Moved: Mayor Janet Holborow

Seconder: Mr Chris Gerretzen

That the apology received from Janine Huxford be accepted.

**CARRIED**

## TE WHAKAMINENGA O KĀPITI MINUTES

14 FEBRUARY 2023

**3 HE WĀ KŌRERO KI TE MAREA | PUBLIC SPEAKING TIME**

John Tovey spoke in regard to the Partnership between Mana Whenua and Council, the recent renewal with Ātiawa ki Whakarongotai's return, the School Strike for Climate on 3 March, Fridays for Future, and the image of Rupene Waaka (Ngāti Raukawa), Matieu Rae (Ngāti Toa), and Te Puoho Katene (Ngāti Toa) signing the Whakahoatanga Manatu - Memorandum of Partnership (9 February 1994). Mr Tovey answered members' questions.

**Appendices**

- 1 Signing the Whakahoatanga Manatu - Memorandum of Partnership

Koro Don left the meeting at 10:10am, and returned at 10:12am.

**4 HE TĀPIRITANGA KI TE RĀRANGI TAKE | ADDITIONAL AGENDA ITEMS**

Members agreed the ART Confederation would discuss the matter of confirmation of Chair, and the matter be deferred to the next meeting.

**MOTION – CONFIRMATION OF CHAIR****COMMITTEE RESOLUTION TWOK2023/2**

Moved: Ms Kirsten Hapeta  
Seconder: Mr Chris Gerretzen

That the matter of confirmation of the Chair be deferred to the next meeting.

**CARRIED**

Members discussed mana whenua representatives membership on Council and Committees within the Governance Structure.

The Chair noted that formal appointment letters had been sent to mana whenua representatives and Sarah Wattie, Manger Governance and Legal Services, answered a number of questions in regards to the content of the letter as well as the Terms of Reference of Te Whakaminenga o Kāpiti in general.

**5 TE WHAKAŪ I NGĀ ĀMIKI | CONFIRMATION OF MINUTES**

There were none.

**6 PŪRONGO | REPORTS****6.1 REQUEST FOR NOMINATION OF ARTIST IWI REPRESENTATIVE FOR THE PUBLIC ART PANEL**

Ian Littleworth, Libraries and Cultural Services Manager, and Rosie Salas, Arts, Museum and Heritage Advisor, spoke to the report; and alongside Morag Taimalietane, Principal Advisor, answered members' questions.

Members thanked Tracey Morgan, the previous member of Public Art Panel, for her work in the Arts space and recommendation of Vianney Parata.



## TE WHAKAMINENGA O KĀPITI MINUTES

14 FEBRUARY 2023

**AMENDMENT TWOK2023/3**

Moved: Mr André Baker

Seconder: Ms Kirsten Hapeta

That Te Whakaminenga o Kāpiti:

- a) Receive the report and the recommendations, and acknowledge the work undertaken by Rosie Salas and Ian Littleworth.
- b) Note there is an interest in how we could remunerate this position, and mana whenua iwi Ātiawa Ki Whakarongotai, Ngāti Toa Rangatira and Ngā Hapū o Ōtaki will discuss potential options, working alongside Council staff.
- c) Receive the recommendations within the report, including suggested nomination of Vianney Parata and support further consultation between Ātiawa Ki Whakarongotai, Ngāti Toa Rangatira and Ngā Hapū o Ōtaki for this appointment.
- d) A confirmed nomination will be provided by mana whenua to Council staff by 10 March 2023, to enable the appointment to be made by Council on 23 March 2023. The nomination will be retrospectively confirmed at the Te Whakaminenga o Kāpiti meeting on the 28 March 2023.

**CARRIED**

The meeting adjourned at 11:03am and reconvened at 11:21am.

**CALENDAR OF MEETINGS**

Members requested that the calendar of Te Whakaminenga o Kāpiti meetings for the year be appended to the minutes. The meeting dates for the remainder of 2023 are 28 March, 9 May, 20 June, 1 August, 12 September, 31 October, and 12 December.

**Appendices**

- 2 Calendar of Meetings

**7 HE KŌRERO HOU MŌ NGĀ IWI | IWI UPDATES**Ngā Hapū o Ōtaki

Kirsten and Denise Hapeta provided the update from Ngā Hapū o Ōtaki on the following:

- The Peka Peka to Ōtaki expressway and the expressway's gateway that was to be opened later in the week, as well as the Ōtaki to North Levin expressway.
- They had recently received formal notification of the Better off Funding, and were now building the team to progress work in this space.
- Planning for the District Plan Proposed Change 2 hearings, which have been scheduled from 21 March to 31 March. They were hoping to hold two days of the hearings in Ōtaki at Raukawa Marae for local submitters. Consideration has been given to how the proposed changes will impact Ōtaki without the necessary infrastructure.
- Housing - some concern had been raised by engineering activities and proposals of housing development in the area, and how these could impact waterways in the future.
- Work had been undertaken with Greater Wellington Regional Council on matters of Climate Change; as well as with Wellington Region Emergency Management Office (WREMO). These updates from WREMO are able to be shared with people and businesses in Ōtaki.
- Regular monthly meetings with the Ōtaki Community Board had been scheduled with Ngā Hapū o Ōtaki, where they would share kaupapa and work plans for 2023.

## TE WHAKAMINENGA O KĀPITI MINUTES

14 FEBRUARY 2023

- The ART Confederation were not able to converse prior to this meeting, but would be doing so in the next week.

Ngāti Toa Rangatira

Huriwai Paki gave the update from Ngāti Toa Rangatira on the following:

- Paula Collins had succeeded Naomi Solomon as the contact at Te Rūnanga o Toa Rangatira for Kāpiti Coast District Council matters.
- Representatives on different councils around the rohe from Ngāti Toa Rangatira would meet to discuss connecting the activities and priorities in the iwi with the activities in Council.
- 'Our Vision for Raumati' - the engagement with the Raumati Community undertaken by Cr Sophie Handford and Raumati Community Board Chair Bede Laracy to create 'Our Vision for Raumati'. The door was open for potential input from iwi, and iwi could consider the level of participation they wanted to undertake in relation to the vision. Cr Handford and Mr Laracy would be speaking to this in a briefing scheduled later in the month, of which Te Whakaminenga o Kāpiti members were invited to.

The Mayor, following Mr Paki's update, thanked Ngāti Toa Rangatira for hosting the Councillor Away Day at Takapuwahia Marae in December last year.

Ātiawa ki Whakarongotai

Chris Gerretzen noted the comfortable and open atmosphere of the recent committee meetings, and that he would provide more information at the next meeting.

André Baker provided an update from Ātiawa ki Whakarongotai on the following:

- Hui-a-Tau (Annual General Meeting) had been publically notified, with a full trustee position and an alternate trustee position available. Both existing trustees will stand again, and nominations were now open. The nomination forms and the accompanying documents were available through the tari (office) and Electionz.
- They are still active in their application to the High Court regarding the proposed development at the Kārewarewa urupā. The Ātiawa report identifies their peoples generational challenge to preserve and protect this heritage site from further development, which is supported by Heritage New Zealand. The application to the High Court is supported by Ngāti Raukawa and Ngāti Toa.

## 8 NGĀ WHAKATAUNGA TIRITI - HE TIROHANGA WHĀNUI NŌ IA IWI | TREATY SETTLEMENTS – OVERVIEW FROM EACH IWI

Ngā Hapū o Ōtaki

Kirsten Hapeta gave an update from Ngā Hapū o Ōtaki, being that the March hearing had been deferred and that there were four to five weeks of hearings.

Denise Hapeta also provided an update regarding the work on the Ōtaki claims to get the dates deferred. For Ngā Hapū o Ōtaki, the loss of Te Waari Carkeek has been substantial in this process; Ngāti Pare is to make a nomination to help pick up the claims work Te Waari had done. Ms Hapeta relayed the hearing had been deferred to August or later, which allows for further research and regrouping.

Ngāti Toa Rangatira

Huriwai Paki did not provide an update.

Ātiawa ki Whakarongotai

The Chair gave an update from Ātiawa ki Whakarongotai. Ātiawa ki Whakarongotai has a specific delegation that gives authority to a Claims Committee who have had oversight for all identified Ātiawa claimants, and the publication of the Ātiawa report provides the opportunity to reflect on

## TE WHAKAMINENGA O KĀPITI MINUTES

14 FEBRUARY 2023

what was been determined. Funding continues to be secured so Ātiawa can be active in the Raukawa phase of the inquiry and the proposed development at Kārewarewa urupā.

The Claims Committee and Ātiawa's co-ordinator have been active for Ngāti Toa and Ngāti Raukawa regarding Takutai Moana applications. Ātiawa are aware of the new dates that had been signalled for hearings.

The Chair encouraged submission of written reports so that verbal updates were not misinterpreted.

**9 HE KŌRERO HOU MŌ TE KAUNIHERA | COUNCIL UPDATE****9.1 RECRUITMENT PROCESS FOR MANA WHENUA REPRESENTATIVE ON THE RISK AND ASSURANCE COMMITTEE**

Steffi Haefeli, Manager Democracy Services, spoke to the update and provided a presentation. Ms Haefeli advised they were seeking a steer on either conducting a recruitment process or if a nomination was to be made by the three mana whenua iwi.

**COMMITTEE RESOLUTION TWOK2023/4**

Moved: Ms Kirsten Hapeta  
Seconder: Mr Chris Gerretzen

That Ātiawa Ki Whakarongotai, Ngāti Toa Rangatira and Ngā Hapū o Ōtaki meet to further discuss a mana whenua representative on the Risk and Assurance Committee and Grants Allocation Committee.

**CARRIED****9.2 REVIEW OF THE MEMORANDUM OF PARTNERSHIP**

Darren Edwards, Te Tumuaki, spoke regarding the Review of the Memorandum of Partnership, also noting the 30 year anniversary of the first signing next year.

Members discussed the Review of the Memorandum of Partnership.

Ms Hapeta left the meeting at 12:30pm, and did not return.

Mr Paki left the meeting at 12:36pm, and did not return.

**9.3 AGE FRIENDLY STRATEGY AND ACTION PLAN DEVELOPMENT**

Claire Rewi, spoke to the update, and that the updates would be taken to each mana whenua iwi for them to consider and review. The presentation would be sent to each member following the hui.

**9.4 TE WHAKAMINENGA WORK PROGRAMME**

It was noted that a work programme needs to be worked up and scoped.

**10 TE WHAKAWHITI KŌRERO | CORRESPONDENCE**

There were none.

**TE WHAKAMINENGA O KĀPITI MINUTES****14 FEBRUARY 2023****11 TE WHAKAWHITI KŌRERO | FUTURE AGENDA REQUESTS**

The Chair encouraged members to forecast future agenda item that can be included on future rārangi take.

**12 CONFIRMATION OF PUBLIC EXCLUDED MINUTES**

There were none.

Koro Don closed the meeting with Karakia.

**Te Whakaminenga o Kāpiti closed at 12:56pm.**

.....  
**HEAMANA**

## 6 PŪRONGO | REPORTS

### 6.1 WASTE MANAGEMENT AND MINIMISATION PLAN (2023) - PROGRESS TO-DATE AND LOCAL ACTION DEVELOPMENT

Kaituhi | Author: **Robbie Stillwell, Waste Projects Manager**

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

#### TE PŪTAKE | PURPOSE

- 1 This paper provides Te Whakaminenga o Kāpiti with a summary of progress on the development of the Waste Management and Minimisation plan ("WMMP") 2023-29 and provides context to upcoming workshops where input into Local Action Plan ("LAP") development is requested from mana whenua.

#### HE WHAKARĀPOPOTO | EXECUTIVE SUMMARY

- 2 Various policy and legislative changes that affect or influence New Zealand's waste management landscape have recently been released or are set to be released in 2023/2024. The Wellington region's new WMMP needs to ensure it complies with the overall direction and specific requirements of these changes.
- 3 The WMMP provides an opportunity to set a future focussed direction, aligned with the government's strategic approach, that proactively works towards a more circular and sustainable approach to waste management and minimisation. There is an opportunity to move away from thinking that products should be disposed of - to thinking of materials as resources that can provide a variety of beneficial uses.
- 4 Te Ao Māori must be incorporated which is very closely aligned to Circular Economy principles that provide the framework for this project. We propose to achieve this through local and regional-level workshops with mana whenua.

#### TE TUKU HAEPAPA | DELEGATION

- 5 Under section A.1 of the 2022-2025 Triennium Governance Structure and Delegations, Council's governance functions are guided by a partnership between elected members and tāngata whenua of the Kapiti Coast District, namely, the iwi and hāpu of Te Āti Awa ki Whakarongotai Charitable Trust, Ngā Hapū o Ōtaki (Ngāti Raukawa) and Ngāti Toa Rangitira. Under section A.2, Council has authority to consider this matter.

#### TAUNAKITANGA | RECOMMENDATIONS

- A. Note the update on the development of the Wellington Region Waste Management and Minimisation Plan 2023-2029.
- B. Note the update on the key regional and local level work completed to implement the Wellington Region Waste Management and Minimisation Plan 2017-2023.
- C. Confirm preferred option for how to provide input into Local Actions for Kāpiti in April.

#### TŪĀPAPA | BACKGROUND

- 6 WMMP promotes effective and efficient forms of waste management and minimisation across the region and establishes a related set of waste reduction targets, this plan needs to be reviewed every six years. The current WMMP is required to be reviewed, and the new plan finalised by August 2023. A review is a statutory requirement and if timeframes are not met, waste levy payments to Council's may be withheld.

- 7 The eight territorial authorities in the Wellington Region have agreed to continue working together on a review and preparing a new plan. The Regional Solid Waste and Waste Minimisation Managers Steering Group will manage the process on behalf of their Councils.
- 8 Elected members on the Wellington Region Waste Management and Minimisation Joint Committee will be kept informed at key points to enable decision making on a new plan. Elected members from each Council will also provide information back to their respective Councils, as each Council will be required to formally adopt the new plan.
- 9 Beca has been selected as the contractor to undertake the development of the WMMP. There were some delays in getting the contract signed off, which has impacted some of the delivery dates and progress to date.
- 10 Councils aim to develop a future focused plan that sets a transformative direction for the period 2023-2029 and beyond. This is an opportunity for the new WMMP to adopt circular economy principles and look beyond waste management and minimisation. This would help to identify opportunities that create value for Wellington communities and mana whenua, and that support a 'just transition' to a circular and low-carbon regional economy.
- 11 A circular economy is an alternative to the traditional linear economy in which we keep resources in use for as long as possible, extract the maximum value from them whilst in use, then recover and regenerate products and materials at the end of each service life. When a product is designed for the longest use possible, and can be easily repaired, remanufactured, or recycled (or used, composted and nutrients returned) we consider it to have a circular life cycle.
- 12 Officers intend to have a comprehensive stakeholder engagement process as the WMMP is developed. Engagement will take the form of interactive workshops (both regionally and locally), briefings, engagement meetings and formal reporting to relevant Council committees and partner iwi. Workshops with industry will take place late March through April. A draft Local Action Plan will be presented to the Climate & Environment Subcommittee on May 9, assuming mana whenua input and feedback has been finalised.
- 13 It was intended that Iwi representatives/Mana Whenua relationship managers from each of the councils across the Wellington region will be invited to attend monthly kōrero facilitated by a project Kaiwhakatere/Navigators. This was unsuccessful, and the project was delayed to allow time to reassess mana whenua engagement plans in response received from Iwi relationship managers.
- 14 Engaging in a partnered approach with Te Ao Māori will be an essential component of developing a new WMMP for the Wellington region, and locally for Kāpiti. The project aims to have a partnership together to seek a joint understanding of ways to better way to manage waste.
- 15 Mana whenua engagement on a regional level is being organised by Iwi relationship managers from various councils. Two dates have been proposed for this (31 March 2023 and 14 April 2023).
- 16 The LAP will be a 'living' document that can be regularly updated to reflect current plans and progress. This ensures that Kāpiti's LAP is agile and able to adapt and respond to any unforeseen or emerging issues, or changes in resource recovery nationally and internationally, including but not limited to, legislative and technological.
- 17 We will need to continue to support our education programmes, education campaigns, staffing, bylaw, data collection, waste diversion at transfer stations, infrastructure including the Otaihangā Zero Waste Hub.

## HE KŌRERORERO | DISCUSSION

**He take | Issues**

- 18 An update has been attached on progress against the regional and local actions since the plan was adopted. This provides a detailed review of the progress made against the 2017-2023 WMMP, which has uncovered several opportunities to develop and implement actions with a higher likelihood of delivering improved waste outcomes. Key amongst these is ensuring actions are measurable and achievable (S.M.A.R.T.) and committing to regular and real reviews of LAP, so they are truly “living” documents..
- 19 This WMMP is being developed during a time of unprecedented activity in government-led waste policy and legislation. Various policy and legislative changes that affect or influence New Zealand’s waste management landscape have recently been released or are set to be in 2023/ 2024.
- 20 Mana Whenua have limited resources to engage in new projects or processes such as this joint WMMP. A key part is identifying and understanding the capacity and impact and outcomes Iwi seek
- 21 Data gaps continue to be one of the main issues, with unknown volumes and sources of waste moving to, from, and through the region. This is often because the collection of waste data is notoriously difficult due to the number of services and facilities locally, regionally, and nationally, including those within private and council control.
- 22 It is difficult to control waste at a local Council level including where the waste moves to, from, and through the region. Goals and actions need to reflect what is achievable from a council perspective.

**Ngā kōwhiringa | Options****Table 1: Table Name**

<b>Kōwhiringa   Options</b>	<b>Hua   Benefits</b>	<b>Tūraru   Risks</b>
Option A (recommended) <ul style="list-style-type: none"> <li>Attend a local action plan workshop in April</li> </ul>	A collaborative forum with knowledge sharing and the ability for a diverse range of parties to develop ideas and actions together.	Some iwi members may not be able to attend within the available timeframe
Option B <ul style="list-style-type: none"> <li>Engage in an alternate way that suits mana whenua</li> </ul> This could include providing a statement or utilise existing Taiao plans.	May be an efficient way to ensure input within the timeframes while still receiving mana whenua perspective.	Ideas and actions may not develop as well as in-person.
Option C <ul style="list-style-type: none"> <li>No input at this stage</li> </ul>	Potential for input at the general public consultation stage.  Future input can still be achieved through “living” action plans.  Te Ao worldview may still be captured and incorporated through regional hui	Less of an opportunity to develop the LAP collaboratively.

**Tangata whenua**

- 23 In recognition of the Crown's responsibility under the Treaty of Waitangi, the Local Government Act sets out principles and requirements for Council to facilitate Māori participation in all decision-making processes, which includes appropriate consultation with Māori on different issues (refer section 4, Parts 2 and 6 of the Local Government Act). Council's Long-term Plan 2021-41 commits to an enduring relationship between Mana Whenua and Kaunihera (Council) at the heart of our activities for the community and the wider relationships that surround us.
- 24 Council is committed to partnership with local iwi and hapū on the Kāpiti Coast District represented by Te Rūnanga O Toa Rangātira, Ngā Hapū o Ōtaki and Āti Awa ki Whakarongotai Charitable Trust. Council is guided by the views of its iwi partners on many decisions and is providing an opportunity for input into waste management and minimisation in our rohe.

**Panonitanga āhuarangi | Climate change**

- 25 Biogenic methane emissions from landfill are a significant contributor towards the overall emissions for the Wellington region. The composition of waste to landfill has a massive impact on the amount of methane generated for each tonne of waste processed – as mentioned above, biological wastes are the key contributors to landfill gas generation and therefore landfill emissions.
- 26 To effectively address emissions from landfilling waste, the key streams of waste to be addressed are therefore organic waste streams i.e. food waste, paper waste, garden waste, wood waste, to both Class 1 and Class 2 landfills. Diverting these target waste streams from landfill will have the most impact on greenhouse gas emissions.

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

- 27 Funding for the WMMP and related activities are predominately from the Waste Levy, with spending reported to MfE in an annual accountability report.

**Ture me ngā Tūraru | Legal and risk**

- 28 Councils have a statutory role in managing waste and are required to promote effective and efficient waste management and minimisation within their districts. Under the Waste Minimisation Act 2008 ('the Act') a Waste Management and Minimisation Plan (WMMP) must be developed and adopted..
- 29 The WMMP must meet requirements set out in the Waste Minimisation Act. It must:
- 29.1 consider the 'waste hierarchy'
  - 29.2 ensure waste does not create a 'nuisance'
  - 29.3 have regard to' the New Zealand Waste Strategy and other key government policies
  - 29.4 consider the outcomes of the 'waste assessment'
  - 29.5 follow the Special Consultative Procedure set out in the Local Government Act

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

- 30 The WMMP2023 will replace the previous WMMP 2017-2023.

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

- 31 An Engagement working group has been formed with representatives from each Council.



- 32 Early-stage key messages have been developed to clearly communicate the project's purpose, objectives and desired outcomes to partners, stakeholders, and the wider community. These emerging messages will form the basis of communications with stakeholders and any information shared through communication channels and will be further refined and developed with the Engagement Working Group
- 33 S83 Special Consultative Procedure from the Local Government Act (2002) will be followed to allow public engagement.

#### Whakatairanga | Publicity

- 34 A communications plan will be developed to inform the community of public consultation in July 2023.

#### NGĀ ĀPITI HANGA | ATTACHMENTS

1. Guiding Questions - LAP Development Workshop [↓](#)
2. All Council Progress Updates - WMMP (2017-2023) [↓](#)



**Kapiti Coast District Council and Te Whakaminenga o Kāpiti partnership – WMMP  
(2023) Local Action Plan Development workshop April 2023 (tbd).**

Guiding Questions:

*How can our local action plan incorporate Te Ao Māori?*

*How can Te Ao Māori support and guide waste minimisation?*

*How can we engage with mana whenua, communities, businesses, and NGOs to support behaviour change?*

*What waste-related actions and activities are mana whenua doing locally that Council can support?*

*What types of waste should be prioritised?*

*How can we manage waste, including litter, better?*

*What do you see as the biggest barriers and issues for waste minimisation in Kāpiti?*

*How can we use resources more efficiently and support a transition to a circular economy?*

*How could we increase resource recovery?*

*How can we move activities up the waste hierarchy (i.e., reduce the amount created in the first place)?*

*What infrastructure is needed locally and regionally to improve circularity?*

*What actions should we focus on that can help affect positive behaviour change in the community?*

# Regional WMMP (2017-2023)

## Territorial Authority Action Plan Update (December 2022)

Waste Management and Minimisation Plan (2017-2023) Regional Action Update	
Successes	The following successes & achievements are noted based on the Regional Actions in the WMMP.
<ul style="list-style-type: none"> <li>Regional Bylaw (R.1): Regionally consistent Waste Management and Minimisation Bylaws are now in place. These bylaws introduce regulatory requirements to consider waste minimisation in a range of instance and create the regulatory platform necessary for future implementation of waste operator licensing.</li> <li>Optimise Collection Systems (C.1): At a local level Councils have reviewed and updated services to maximise diversion and benefit communities. Projects include but are not limited to: <ul style="list-style-type: none"> <li>Roll out of new kerbside services in Hutt City</li> <li>Upgrade to the community recycling centre in Upper Hutt City</li> <li>Roll out of a new kerbside recycling service in Porirua City</li> <li>Completion of a kerbside food waste trial in Wellington City</li> <li>Roll out of a new kerbside service and upgrade of recycling of transfer stations in the Wairarapa.</li> </ul> </li> <li>Regional Engagement (E.1): Work is ongoing in this area. Past regional engagement include: <ul style="list-style-type: none"> <li>Wellington Region Event Guideline and development of a regional Event Waste Planning template.</li> <li>Work completed to promote and increase funding for Para Kore</li> <li>Sortwaste.nz</li> <li>Support for other waste management &amp; minimisation education such as, Love Food Hate Waste, Plastic Free July, Enviroschools, and Zero Waste Education.</li> </ul> </li> <li>Resource Recovery Network (IN.1): A number of projects have been implemented or planned that will advance the capacity or extent of the resource recovery in the Wellington Region.</li> <li>Resilient Waste Management Services (LM.5): Work remains ongoing. The Wellington Region Emergency Management Office and the Regional Council are progressing work to improve the resilience of our waste management systems and service provision in emergency situations. This work is supported by territorial authorities</li> </ul>	
Deferred Projects	The following WMMP projects have been put on hold or ceased.

<p>Projects Commencement</p> <p>The following new TA projects are planned to commence within the next 12 months.</p>
<ul style="list-style-type: none"><li>• Licensing of Waste Operators and Collectors: The councils in the Wellington Region have been considering options for the licensing of waste operators and facilities within the region. The licensing provision clause within the Waste Management and Minimisation Bylaws comes into effect in January 2023 for the majority of councils within the region.</li></ul>
<p>Future</p> <p>The following TA WMMP projects are yet to be advanced or are not proposed to be advanced within the next 12 months.</p>
<p>Conclusion</p> <p>The following proposed outcomes are sought from the WMMP implementation programme over the next 12 months.</p>
<ul style="list-style-type: none"><li>• Regional Licensing and Data Collection implementation</li><li>• Development of a new WMMP (2023-2029) to be adopted in October 2023</li></ul>

Waste Management and Minimisation Plan (2017-2023) Upper Hutt City Council Action Plan Update	
<b>Successes</b>	The following successes & achievements are noted based on local Council Action Plan in the WMMP.
<ul style="list-style-type: none"> <li>• <b>Community Recycling Station:</b> Annual tonnages have increased from 113 T in 2017 to 882 T in 2022. Contamination remains under 10%, overall improvements have been made such as new signage, improved CCTV and tetra pak collection and staffing resources. A temporary 4<sup>th</sup> bay to provide capacity flexibility over the holiday and summer period will be in place.</li> <li>• <b>Internal waste minimisation review and implementation of waste minimisation programme:</b> A waste assessment of council buildings provided insight into key areas for waste minimisation. Both new council working locations have an internal waste minimisation programme in place and early signs are showing 80% diversion.</li> <li>• <b>Environment and waste minimisation grant:</b> This is now open all year round and has been increased from 10k to 25k.</li> <li>• <b>Battery recycling programme:</b> Key big box retailers and supermarkets have diverted 450 Kg of used domestic batteries.</li> <li>• <b>Mohio Para (Waste Wise):</b> An educational campaign and platform was developed to channel information through the Council website to align with circular economy and waste hierarchy principles.</li> <li>• <b>Enviroschools:</b> Programme delivered</li> <li>• <b>Kate Meads:</b> Educational workshops delivered (online)</li> <li>• <b>Para Kore:</b> Programme delivered</li> <li>• <b>3R Group car seat recycling:</b> Project delivered</li> <li>• <b>Recycling system at Maidstone Max:</b> Collection delivered</li> </ul>	
<b>Deferred Projects</b>	The following WMMP projects have been put on hold or ceased.
<ul style="list-style-type: none"> <li>• <b>Kerbside Recycling:</b> On hold, a decision by Council not to reintroduce kerbside recycling at this stage, however, will likely be implemented in the next WMMP.</li> <li>• <b>Main Street Recycling:</b> On hold until decision is made around future project.</li> <li>• <b>Events Trailer Project:</b> On hold due to urgent need to support key event holders.</li> </ul>	
<b>Project Commencement</b>	The following new WMMP projects are planned to commence within the next 12 months.
<ul style="list-style-type: none"> <li>• <b>Food Waste Processing Pilot:</b> Small urban scale food waste processing.</li> <li>• <b>Brewtown Event Waste Minimisation Project:</b> Waste separation and storage infrastructure to support implementation of waste minimisation plan.</li> </ul>	

<ul style="list-style-type: none"> <li>• <b>Kerbside Recycling</b> - Business Case development for Kerbside recycling</li> </ul>
<p><b>Future</b> The following WMMP projects are yet to be advanced or are not proposed to be advanced within the next 12 months.</p>
<ul style="list-style-type: none"> <li>• Kerbside Recycling</li> </ul>
<p><b>Conclusion</b> The following proposed outcomes are sought from the WMMP implementation programme over the next 12 months.</p>
<ul style="list-style-type: none"> <li>• Food Waste pilot underway to support future decisions around MFE's food waste requirements.</li> <li>• Waste diversion rates decrease from Brewtown's events and operations.</li> <li>• Business case for kerbside recycling</li> <li>• BAU contracts delivered</li> </ul>

Waste Management and Minimisation Plan (2017-2023) Porirua City Council Action Plan Update	
<b>Successes</b> The following successes & achievements are noted based on Local Council Action Plan in the WMMP.	
<ul style="list-style-type: none"> <li>• <b>Staffing Capacity:</b> Additional staff (2.5 Full Time Equivalent) has been appointed and will focus on community engagement, education and strategic policy planning for waste management and minimisation.</li> <li>• <b>Kerbside Collection “3 Strikes” Campaign:</b> A specific programme has been implemented to address significant contamination in kerbside recycling. This included hiring “recycling ambassadors” to check kerbside recycling, providing educational material, and issuing notices to enforce the correct use of recycling services. This has improved household behaviour in their use of kerbside recycling services and has also led to the removal of some recycling bins where there has been repeated contamination. Work to improve the programme and address remaining contamination will be ongoing.</li> <li>• <b>A regionally consistent Solid Waste Bylaw is in place and implementation is ongoing:</b> A regionally consistent Solid Waste Bylaw has been in place since January 2021, with the events and multi-unit development sections partially implemented. Other sections of the Solid Waste Bylaw such as requiring construction and demolition plans for certain developments and licensing will be implemented over the next 12 months.</li> <li>• <b>Resource Recovery Park and Construction and Demolition Facility:</b> Business cases have been completed for a construction and demolition processing facility and a community resource recovery park. Concept designs are being developed.</li> <li>• <b>Organics Waste Collection and Processing Business Case:</b> A business case is underway to investigate organics collection and processing options in the Wellington Region. This is a joint venture together with Hutt City Council and Wellington City Council with results being delivered in June 2023.</li> <li>• <b>Bulk Recycling:</b> Redesigned the bulk recycling facility at Spicer Landfill to allow greater aggregation of recycling material and improve access for customers and operators. Introduced Tetra Pak recycling to the bulk recycling facility at Spicer Landfill in 2022.</li> <li>• <b>Kerbside and Landfill Solid Waste Analysis Protocol (SWAP) analysis:</b> An audit was conducted in February 2020 and in October 2022. The results of the October 2022 SWAP are due in December 2022 which will support our understanding of the composition of materials in kerbside receptables and at the landfill.</li> </ul>	
<b>Deferred Projects</b> The following WMMP projects have been put on hold or ceased.	
<ul style="list-style-type: none"> <li>• <b>Waste Minimisation Education:</b> Some council funded external education programmes have been suspended due to high cost and low impact. With new staff onboard we are developing in house education programmes for waste minimisation.</li> </ul>	
<b>Project Commencement</b> The following new WMMP projects are planned to commence within the next 12 months.	
<ul style="list-style-type: none"> <li>• <b>Landfill Gas Utilisation:</b> Investigations are ongoing to consider how landfill gas</li> </ul>	

<p>produced at Spicer Landfill can be utilised as a resource to generate renewable energy.</p> <ul style="list-style-type: none"> <li>• <b>Internal Council Waste Minimisation:</b> Improved recycling and organics diversion systems will be implemented in 2023 in Porirua City Council offices.</li> <li>• <b>Community Waste Minimisation Education:</b> Programmes targeting householders, businesses, schools, and events will commence in 2023.</li> </ul>
<p><b>Future</b> The following WMMP projects are yet to be advanced or are not proposed to be advanced within the next 12 months.</p> <ul style="list-style-type: none"> <li>• <b>Porirua City Kerbside Waste Service Review:</b> A review of household kerbside waste and recycling servicing is currently underway. Findings from this review will be reported to Council in 2023.</li> <li>• <b>New Licensing Requirements for Waste Service Operators and Collectors:</b> Licensing and data provision requirements for Waste Operators and Collectors will come into force in 2023. Council will ensure that Waste Operators and Collectors in the Porirua City area are licenced.</li> <li>• <b>New Controls for Construction and Demolition Waste:</b> Implementation of the construction and demolition provisions in the Solid Waste Bylaw will commence in 2023.</li> </ul>
<p><b>Conclusion</b> The following proposed outcomes are sought from the WMMP implementation programme over the next 12 months.</p> <ul style="list-style-type: none"> <li>• Further engagement with the C&amp;D and organics sector</li> <li>• Increased engagement with the community including businesses, events, schools and community groups through presentations and support of waste minimisation within organisations</li> <li>• Increased data information from waste collectors and operators from the rollout of licensing</li> <li>• Increased collaboration across the region on waste minimisation initiatives</li> </ul>



Waste Management and Minimisation Plan (2017-2023) Hutt City Council Action Plan Update	
<b>Successes</b>	The following successes & achievements are noted based on local Council Action Plan in the WMMP.
<ul style="list-style-type: none"> <li>Lower Hutt's rubbish and recycling kerbside service involving bags for rubbish collection and crates for recycling was reviewed in 2018/19, and following consultation with the community, a new service methodology was implemented in July 2021. This includes a <a href="#">rates-funded rubbish, recycling (mixed recycling and glass), and optional green waste service</a>. All services utilise bins (refer WMMP actions E.10, C.1, C.2, C.3, C.4). The service is supported by Council's <a href="#">Too Good To Waste</a> website and an associated education campaign to reduce contaminated recycling (eg WMMP action E.7), in order to improve the effectiveness of the service.</li> <li>Council's previous Refuse Collection and Disposal Bylaw 2008 was reviewed between 2018 and 2020 (as per action R.1), and a new <a href="#">Solid Waste Management and Minimisation Bylaw</a> has been in effect since January 2021. The new (regionally consistent) bylaw was developed in close collaboration with the other councils in the Wellington region. The new bylaw includes a range of new provisions and requirements, in line with best practice waste management.</li> <li>Work also commenced in mid-2022 to develop a business case regarding the management of residential and commercial food waste. This work is done in close collaboration with Porirua City and Wellington City. A final business case is expected to be completed in mid-2023.</li> <li>Council's approach to hazardous waste collection was reviewed in 2018-2019 (C.7, C.8), and as a result, the annual collection day was discontinued, and an existing hazardous waste drop off at Silverstream transfer station was improved and is now staffed. The drop off is free of household quantities is free.</li> <li>Council also implemented significant changes at Silverstream transfer station, to enable step changes in resource recovery. This involved the introduction of weight-based charges for domestic vehicles, no longer utilising green waste received at the transfer station for landfill cover and instead diverting it to a composting facility, improving traffic flow, and removing known health and safety hazards. In addition, these additional changes are being implemented, to be in place by early 2023. This includes clearer signage utilising numbers, to improve traffic flow and way-finding, and implementation of a discount voucher for those domestic customers that divert certain goods.</li> </ul>	
<b>Deferred Projects</b>	The following WMMP projects have been put on hold or ceased.
<ul style="list-style-type: none"> <li>In some areas in Lower Hutt, Council provided public recycling bins alongside litter bins in the past (C.9). Following a review about their effectiveness (high cost, high contamination), they were discontinued and removed in 2019.</li> <li>Council discontinued its support for Sustainable Parenting workshops (refer E.5), due to concerns about the cost effectiveness and reach of the educational approach.</li> </ul>	
<b>Project Commencement</b>	The following new WMMP projects are planned to commence within the next 12 months.

Upon completion of the business case regarding the management of residential and commercial food waste, options will be considered by Hutt City Council in the context of the development of the Long-Term Plan 2024-2034.

Work is also under way on finalising options and a business case regarding resource recovery improvements at Silverstream transfer station. There two options:

- make further changes to the Silverstream transfer station at the landfill, in order to improve upon the level of service and enable the establishment of a more comprehensive resource recovery park (HCC's LTP has funds allocated for this work); or
- focusing instead on the development of a state-of-the-art Resource Recovery Park (RRP) at a completely new site somewhere else in the Hutt Valley. Such RRP could have a focus on both domestic and commercial resource recovery, including the recovery of construction and demolition waste.

#### **Future**

The following WMMP projects are yet to be advanced or are not proposed to be advanced within the next 12 months.

- In light of plans by the New Zealand Government to introduce a national licensing scheme for waste operators/facilities, regional work to implement a regional licensing system is under review.

#### **Conclusion**

The following proposed outcomes are sought from the WMMP implementation programme over the next 12 months.

Hutt City Council is progressing work to achieve two key outcomes over the next 12 months:

- improve resource recovery and diversion of valuable resources by increasing diversion at Silverstream transfer station.
- Have certainty on the options for managing residential and commercial food waste

Waste Management and Minimisation Plan (2017-2023) Wairarapa Councils Action Plan Update	
<b>Successes</b>	The following successes & achievements are noted based on local Council Action Plan in the WMMP.
<ul style="list-style-type: none"> <li>• <b>R.1</b> Implemented solid waste bylaw in line with the Regional Solid Waste Bylaw.</li> <li>• <b>R.2</b> New bylaw in district plan to ensure new multi development units have space for recycling facilities.</li> <li>• <b>D.3</b> Data on amount of recycling diverted each year in the Council sector.</li> <li>• <b>E.1</b> Education programmes have been carried out during this current WMMP to encourage the community to adopt sustainable practices.</li> <li>• <b>E.3</b> Programmes carried out by Enviroschools to promote waste reduction</li> <li>• <b>C.1</b> Kerbside collections in place throughout the Wairarapa. Shared contract with waste collector for consistency and data collection.</li> <li>• <b>C.2</b> Separate bins for recycling and landfill at coastal areas, extra services during peak times, Ag recovery contract to manage farm chemicals. Ongoing education in coastal areas.</li> <li>• <b>C.5</b> Kerbside collections have been implemented for recycling, separate glass and other, and landfill waste. Shared contract.</li> <li>• <b>C.6</b> Ag recovery contracted to collect farm chemicals on a monthly basis.</li> <li>• <b>IN.1</b> Separate green waste areas at transfer and recycling stations for green waste.</li> <li>• <b>IN.4</b> Recycling facilities in place within 20-minute drive for at least 95% of community</li> <li>• <b>IN.6</b> Updated signage at all stations, further signage to be installed in SW.</li> <li>• <b>LM.1</b> Joint Wairarapa contract with Earthcare who review end markets.</li> <li>• <b>LM.3</b> Wairarapa has a joint zero waste community advisor and SW has a environmental sustainability advisor who works with the whole of the Wairarapa</li> <li>• <b>LM.7</b> Working with Wellington Regional Councils to encourage central Government to take a consistent approach to waste policy through regional meetings.</li> <li>• <b>LM.10</b> Waste event management plans in place for events over 1000 people.</li> </ul>	
<b>Deferred Projects</b>	The following WMMP projects have been put on hold or ceased.

<b>Project Commencement</b> The following new WMMP projects are planned to commence within the next 12 months.
<ul style="list-style-type: none"> <li>• <b>D.4</b> Establish a monitoring and recording programme to document amount of hazardous chemicals collected.</li> <li>• <b>E.2</b> Regularly publicise achievements and future initiatives in waste management in the Wairarapa</li> <li>• <b>E.4</b> Encourage and support the market for reusable goods, recycled good and composting products</li> <li>• <b>E.9</b> Encourage the reduced use of hazardous materials.</li> <li>• <b>C.4</b> Continue to encourage waste minimisation through collection and disposal charges.</li> </ul>
<b>Future</b> The following WMMP projects are yet to be advanced or are not proposed to be advanced within the next 12 months.
<ul style="list-style-type: none"> <li>• <b>IN.5</b> reduce the volume of landfilled organic waste is being discussed with work to commence in the next 24 months on a business case and funding requests.</li> <li>• <b>D.2</b> Investigate resource recovery options for C&amp;D waste</li> </ul>
<b>Conclusion</b> The following proposed outcomes are sought from the WMMP implementation programme over the next 12 months.

Waste Management and Minimisation Plan (2017-2023) Wellington City Council (WCC) Action Plan Update	
<b>Successes</b>	The following successes & achievements are noted based on local Council Action Plan in the WMMP.
<ul style="list-style-type: none"> <li>• <b>Household Food Waste Diversion Trial:</b> Successful implementation of the Para Kai Food Waste Diversion Trial on the Miramar Peninsula. This involved 450 households trialling a range of on-site food waste diversion options, including composting, worm farm and bokashi systems, and involved 500 households trialling kerbside food waste collection. Findings from this project are feeding in to the 'Redesigning Rubbish and Recycling Collections' project.</li> <li>• <b>Zero Waste Education for Schools:</b> Introduction of the Zero Waste Education programme to schools in Wellington City. Guided by a dedicated WCC educator, children learn about sustainable resource use through reducing, reusing, recycling, and composting. It empowers tamariki and rangatahi to make decisions which can reduce waste at school and home and to educate others by sharing their knowledge.</li> <li>• <b>Enviroschools:</b> Wellington City Council supports the Enviroschools Programme</li> <li>• <b>Solid Waste Management and Minimisation Bylaw:</b> A regionally consistent Solid Waste Management and Minimisation Bylaw is now in place. Work is progressing towards the implementation of licensing of waste collectors through the bylaw. This is expected to be in place by January 2023 in line with the requirements of the bylaw.</li> <li>• <b>Battery Recycling Trial:</b> The Solid Waste Management and Minimisation Bylaw (2020) now prohibits disposal of batteries in kerbside rubbish. Currently trialling domestic battery collection and recycling service</li> <li>• <b>Organics Diversion grant funding:</b> Additional levy funding has been allocated to the waste minimisation grant fund. This fund awards \$100,000 per annum for three years to projects focussing on organics diversion.</li> <li>• <b>Internal Council Waste Minimisation:</b> A Project is underway to review and reduce waste within corporate offices and implement behaviour change initiatives</li> <li>• <b>Wellington City Zero Waste Strategy:</b> In recognition of the global and national transition from a linear to circular economy, Wellington City Council has developed a Zero Waste Strategy which aims to identify how the waste system will support the shift to a circular economy. In addition, the Zero Waste Strategy also aims to contribute to the city's carbon emissions reduction and, most importantly, reduce the amount of material and resulting waste entering the city and our landfill.</li> </ul>	
<b>Deferred Projects</b>	The following WMMP projects have been put on hold or ceased.
<ul style="list-style-type: none"> <li>• <b>Completion of the Wellington City Public Place Recycling Trial:</b> This trial ceased in mid-July 2021. Due to the limited effectiveness and relatively high cost of public place recycling provision, the trial did not eventuate in any permanent public place recycling service. As context, the trial diverted 36 tonnes of recycling out of the landfill each year and cost \$6,500 per tonne to divert. In comparison,</li> </ul>	

kerbside recycling collection cost approximately \$650 per tonne to divert and diverts around 11,200 tonnes of recycling away from landfill.
<b>Project Commencement</b> The following new WMMP projects are planned to commence within the next 12 months. <ul style="list-style-type: none"> <li>• <b>Investigations to Expand Resource Recovery Network:</b> Assessment of the feasibility of a community resource recovery facility and/or expansion of existing facilities supported by a review of available Council infrastructure and catchment mapping is scheduled for 2022/2023. A business case will be presented in August 2023.</li> <li>• <b>Organic Waste Processing Options Investigations:</b> Investigation into organic processing technology options and end markets to divert organic waste from landfill and reduce biogenic methane emissions. In addition to this, Wellington City Council is working alongside Hutt City Council and Porirua City Council on a potential regional processing option with results delivered in June 2023.</li> <li>• <b>Construction &amp; Demolition Waste:</b> Development of processing options for construction and demolition waste. This project is currently underway. Options analysis and business case for construction and demolition processing will be completed mid-2023.</li> <li>• <b>Redesigning Collections:</b> Kerbside services review of rubbish, recycling, and organics waste streams. This project is currently underway, options analysis and business case will be developed over the next year.</li> <li>• <b>A Solid Plan for Waste – This includes the following plans:</b> <ul style="list-style-type: none"> <li>○ <b>Multi-Unit Development Planning</b> - The development of Regulatory Guidance to provide developers clarity on expectations and requirements relating to Multi-Unit Development Waste Storage and Servicing Planning in Wellington City in accordance with the Solid Waste Management and Minimisation Bylaw.</li> <li>○ <b>Event Waste Planning</b> – Development of guidance for event organisers with an expected attendance of more than 10,000 people.</li> <li>○ <b>Waste Collector and Operator Licensing</b> – Requirements for licensing of collectors or operators of waste facilities transporting or receiving over 20 Tonnes of waste per annum.</li> </ul> </li> </ul>
<b>Future</b> The following WMMP projects are yet to be advanced or are not proposed to be advanced within the next 12 months.
<b>Conclusion</b> The following proposed outcomes are sought from the WMMP implementation programme over the next 12 months. <ul style="list-style-type: none"> <li>• Business case for the expansion of the resource recovery network</li> <li>• Options analysis and business case for construction &amp; demolition waste processing options</li> <li>• Options analysis and business case for redesigning kerbside collections</li> <li>• Licensing of waste collectors and facility operators</li> <li>• Implementation of event waste guideline</li> </ul>



Waste Management and Minimisation Plan (2017-2023) Kapiti Coast District Council (KCDC) Action Plan Update	
<b>Successes</b>	
The following successes & achievements are noted based on local Council Action Plan in the WMMP.	
<ul style="list-style-type: none"> <li>• <b>Waste Collectors Licensing (D.1):</b> KCDC licences waste collectors and works with them to improve the quality and comprehensiveness of data provided (D1).</li> <li>• <b>Engagement and Education (E.1 – E.5):</b> Kapiti council supports a number of initiatives that contribute to our goals for engagement and education, including:             <ul style="list-style-type: none"> <li>○ The Love Your Compost campaign – a home composting behaviour change programme targeting residential food scraps and garden waste.</li> <li>○ The Zero Waste Education programme, which is available free to all primary schools and early childhood centres in Kāpiti. This programme is delivered by KCDC's waste minimisation advisor.</li> <li>○ Providing schools with resources to encourage litterless lunchboxes.</li> <li>○ Conducting waste audits for educational institutes and community groups to support them to make waste reduction improvements.</li> <li>○ Delivering talks and running workshops, stalls and tours for the community on waste minimisation topics (LFHW, composting, the circular economy, recycling etc.)</li> <li>○ Doing an overhaul of the waste minimisation webpages on the council website to make them more accessible and useful for residents to access information on waste reduction.</li> <li>○ Cloth nappy trials for early childhood centres to support their transition away from disposable nappies to modern cloth nappies.</li> <li>○ Waste-free period sessions with our colleges to support young wāhine to use more reusable menstrual products now and throughout their lives.</li> <li>○ Funding Para Kore to provide programmes on waste minimisation, working with maraes to reduce waste, providing adequate resourcing (educational, containment and signage) for kaiārahi to operate.</li> <li>○ Zero waste Ōtaki was developed over the last 3 years by a group of volunteers (LM6, E4, LM1). They divert timber from landfill while engaging and educating the community.</li> <li>○ One planet is progressing as a regional waste minimisation communication and education platform (E5)</li> <li>○ Pakihi Toitū o Kāpiti was launched by KCDC to provide leadership for innovation and growth in sustainable business practices for the social and economic good of Kāpiti. Waste specific projects have been enabling business food scrap collection.</li> <li>○ KCDC provides ongoing support to Repair café Ōtaki, and recently supported the launch of the Raumati South Repair Cafe (E3, E4).</li> <li>○ Supportto events providing bookable waste resources, advice with event management and minimisation plan and post event waste analysis.</li> <li>○ Offer in-person on the day support for larger events undertaking an event waste audit for the first time.</li> <li>○ Council supports the Paper4Trees programme which supports education institutes to recycle paper and card in return for native trees. This programme has grown to have a total of 27 participating institutes active members of the programme and reporting their recycling tonnages.</li> <li>○ Visiting Transfer Stations to provide advice to residents on recycling and/or rubbish.</li> </ul> </li> </ul>	

- **Contestable Waste Reduction Grants (LM1, E4, E2):** These are made available each year for Community Projects, Business Waste Reduction, and Seed Funding. This supports educational institutes, community groups, social enterprises, existing businesses and emerging technologies to increase the range, scale and number of waste minimisation activities on the Kāpiti Coast.
- **Kerbside Collector Monitoring (C.1):** KCDC monitors and reviews our private kerbside collector's performance and provides feedback for improvement options.
- **Collection Zone Expansion (C.1):** KCDC has extended our urban residential collection zones twice since 2017. These zones dictate where licenced collectors must provide a combined rubbish and recycling service. This expansion has been to ensure collection zones keep up with urban growth and housing densification across the district.
- **Greenwaste Recovery and Recycling (IN.2):** Green waste Recovery and recycling is available at Ōtaki and Otaihangā. Composting NZ leases site from KCDC at the closed Otaihangā Landfill for green waste composting.
- **E-waste Diversion (IN.1):** Via the waste levy grants programme, we have worked with an e-waste company and supported them to establish two collection points for a wide range of electronic waste recycling.
- **Public Place Recycling (IN.4):** KCDC provided public recycling bins alongside litter bins at McLean Park in Paraparaumu as a trial. Following a review about their effectiveness (high cost and contamination issues) the decision was made not to expand public bins to any other locations, but the McLean Park bins are now permanent.
- **Closed Landfill Aftercare (IN.6):** The capping of the Otaihangā landfill will be completed in Summer22/23. The site is being used for waste diversion, with a composting facility and C & D waste sorting currently operating, and a new resource recovery hub being developed. Two wetlands have been constructed around the site to improve water quality.
- **Waste Minimisation Staff (LM.2):** KCDC employs two Waste Minimisation Officers.
- **Internal Waste Minimisation (LM.3):** Internal Waste Minimisation is promoted through separate waste stream collections in each council facility (organics which go to worm farms at the council building, recycling, and waste). In-house sustainability is promoted through a Reusabowl library, sustainable Christmas ideas, staff stream clean-ups, access to worm tea and casting from our inhouse worm farms and events such as Plastic Free July. Staff work with other council facilities, such as pools and libraries, to make improvements to their onsite waste minimisation infrastructure – for staff and visitors.

#### Deferred Projects

The following WMMP projects have been put on hold or ceased.



<p><b>Project Commencement</b></p> <p>The following new WMMP projects are planned to commence within the next 12 months.</p> <ul style="list-style-type: none"> <li>• <b>Effluent Waste (IN.5):</b> No work has started on IN.5. Kāpiti biosolids continue to be dried and disposed of at Silverstream Landfill. Discussions are underway, both in-house and with iwi, for better outcomes (i.e., composting, application to land)</li> <li>• <b>Embedding Waste Minimisation (LM.4):</b> Embedding waste minimisation into Council activities (development, demolition, etc.) will be advanced once the Zero Waste Hub is operating.</li> <li>• <b>Otaihanga Zero Waste Hub (IN.1, IN.3, LM6, E4):</b> The Otaihanga Zero Waste Hub will be operating from late 2023. The ZWH will complement the waste and resource recovery activities already provided by neighbouring operations. It will provide the communities of Kāpiti with services that support their efforts to reduce waste while seeking to also contribute positive social and economic benefits to the community.</li> <li>• <b>Battery Recycling Trial:</b> Battery recycling trial providing accessible drop offs for residents to divert hazardous waste from landfill.</li> <li>• <b>Business Waste:</b> Develop a business waste consultant programme via the Pakihi Toitū o Kāpiti platform as a resource for businesses to start or continue on their sustainability journey.</li> </ul>
<p><b>Future</b></p> <p>The following WMMP projects are yet to be advanced or are not proposed to be advanced within the next 12 months.</p> <ul style="list-style-type: none"> <li>• Benefits of shared services is not proposed to be advanced, however if opportunities do arise KCDC will explore these (L.M5).</li> </ul>
<p><b>Conclusion</b></p> <p>The following proposed outcomes are sought from the WMMP implementation programme over the next 12 months.</p> <ul style="list-style-type: none"> <li>• Continue and expand current activities.</li> <li>• Improve resource recovery through the Otaihanga Zero Waste Hub project.</li> <li>• Improve resource recovery through targeted recycling schemes (i.e., batteries).</li> <li>• Continue to promote education, to residents, community groups, staffs, and schools.</li> <li>• Expand and continue to deliver education programmes in Schools.</li> </ul>

## 6.2 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 Te Whakaminenga o Kāpiti's review and feedback.

### HE WHAKARĀPOOTO | EXECUTIVE SUMMARY

- 2 An executive summary is not required.

### TE TUKU HAEPAPA | DELEGATION

- 3 Te Whakaminenga o Kāpiti has the authority to review this policy.

### TAUNAKITANGA | RECOMMENDATIONS

That Te Whakaminenga o Kāpiti:

- 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 this programme and the membership will be confirmed by Council. It is recommended that the Climate and Environment Subcommittee (CES) assumes the role of Climate Action Grant Allocation Programme (Climate Action Grants), as the CES includes mana whenua and community board members within its' membership.

### 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 8 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 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, the Council's Waste Levy Grants Policy, and some of Councils' other Grants. Council officers will ensure consistency with funding allocation decisions across Grant applications.

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

# **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
- 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.
- 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 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, Sunday 11 <sup>th</sup> 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, Sunday 7 <sup>th</sup> 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, Sunday 11 <sup>th</sup> 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

<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.

## 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

<b>For applications of less than \$30,000</b>	
Friday 21 April 2023	<i>Opening of Climate Grant Applications</i>
11.59pm, Sunday 11 <sup>th</sup> 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 External Review Panel</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, Sunday 7 <sup>th</sup> 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, Sunday 11 <sup>th</sup> 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 Climate Action Grant External Review Panel</i>
	<i>Applicants advised of decisions</i>
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.

### 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 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.

### 6.3 MĀORI ECONOMIC DEVELOPMENT GRANTS 2022/2023

Kaituhi | Author: **Deanna Rudd, Programme Advisor, Iwi Partnerships**

Kaiwhakamana | Authoriser: **Janice McDougall, Group Manager People and Partnerships**

#### TE PŪTAKE | PURPOSE

- 1 This report provides Te Whakaminenga o Kāpiti (the Committee) with an overview of the 2022-23 Māori Economic Development Fund.

#### HE WHAKARĀPOOTO | EXECUTIVE SUMMARY

- 2 An executive summary is not required.

#### TE TUKU HAEPAPA | DELEGATION

- 3 Te Whakaminenga o Kāpiti may consider this matter under the Memorandum of Partnership. Clause 21, subclause iv) identifies the following principle: *that Council will have particular regard to the rights of tangata whenua in the management and development of resources by recognising and providing for rangatiratanga.*

#### TAUNAKITANGA | RECOMMENDATIONS

- A. That Te Whakaminenga o Kāpiti receive this report.
- B. That Te Whakaminenga o Kāpiti either:
  - B.1 nominate new members to the Māori Economic Development Grants Panel for the 2022-2025 triennium, to include representatives from the following:
    - B.1.1 Te Whakaminenga o Kāpiti representation – one member from each of the three mana whenua iwi
    - B.1.2 Elected Member - 1 Council Representative
    - B.1.3 An expert in Economic Development
  - OR
  - B.2 delegate the task of appointing the Panel to the Mayor and Te Whakaminenga o Kāpiti Chair, to be confirmed in retrospect by Te Whakaminenga o Kāpiti at the June 2023 hui.
- C. That Te Whakaminenga o Kāpiti endorse an amount of \$68,000 being available for a contestable grant process with the remaining amount being made available for administering the grant, including for advertising, meetings, and information workshops.
- D. That Te Whakaminenga o Kāpiti endorse the 2022/2023 fund opening on 31 March 2023 and closing on 21 April 2023.
- E. That Te Whakaminenga o Kāpiti delegate authority to the Māori Economic Development Grants Panel to enable them to make decisions as to the distribution of the fund.

#### TŪĀPAPA | BACKGROUND

- 4 In February 1994, a Memorandum of Partnership was signed between the three-mana whenua iwi with mana whenua status with the Kāpiti Coast District and Kāpiti Coast District Council. Mana whenua of the district are represented by Āti Awa ki Whakarongotai Charitable Trusts, Ngā Hapū o Ōtaki and Te Runanga o Ngāti Toa Rangatira Inc.
- 5 In July 2013, Council adopted the 'Strategy for Māori Economic Development and Wellbeing'. The purpose of this strategy is to set out how Council will support Māori

Economic Development in Kāpiti associated with iwi and hapū with whom it has a relationship.

- 6 The Strategy prioritised the development and maintenance of activity that will complement the wellbeing of tangata whenua and mātāwaka of the District, and aims to build and leverage the collective resources, knowledge, skills, leadership, and capability that will better position Māori to maximise their potential. The strategy is specifically focused on laying the foundation for the future.
- 7 Implementation of the Strategy For Māori Economic Development and Well-Being in Kāpiti 2013 is by way of any annual grant funding process – the Council’s Māori Economic Development Fund.
- 8 This Fund aims to assist whānau, hapū and iwi in Kāpiti with costs associated with the ongoing development of Māori economic activity relating to:
  - Manaakitanga: Leveraging the potential of rangatahi and building whānau capacity.
  - Kaitiakitanga: Working with the whenua.
  - Kōtahitanga Supporting whānau to achieve economic wellbeing via capacity, Collaboration, innovation, and Māori business.
- 9 Applications to the Māori Economic Development Fund can be made by whānau, hapū and iwi of the Kāpiti Coast District, who are operating within the boundaries of the Kāpiti Coast District Council’s designated geographic Boundaries.
- 10 Applications will be considered from mātāwaka and Māori businesses who are not tangata whenua providing their application is endorsed as being consistent with the ‘Strategy for Māori Economic Development and Wellbeing’ by one of the three iwi who are signed to the Memorandum of Partnership.
- 11 The implementation of the strategy is managed by the Māori Economic Development Grants Panel. Te Whakaminenga o Kāpiti appoints this panel to assign funding through the grants process. The process for awarding the fund include:
  - Confirmation of the membership to Māori Economic Development Review Panel;
  - Process for allocating grants and time-frames;
  - Mandate for grant allocation; and
  - Report to Te Whakaminenga o Kāpiti detailing the distribution of funds for the grant period.

## HE KŌRERORERO | DISCUSSION

### He take | Issues

- 12 Te Whakaminenga o Kāpiti is to confirm the Māori Economic Development Grants Panel. The key issues for the Panel to consider are the alignment of the applications to the 2013 Māori Economic Development and Wellbeing Strategy, including the alignment of each of the applications to the principles of Manaakitanga, Kaitiakitanga and Kōtahitanga
- 13 Nomination and confirmation of new members to the Māori Economic Development Fund Panel are required to enable arrangements to be made for the Panel to meet and consider applications in this funding round.
- 14 The grants are to be awarded before the end of the 2022/2023 financial year which is 30 June 2023, and a report to Te Whakaminenga o Kāpiti detailing the distribution of funds for the grant period is to follow.

- 15 Due to staffing challenges in the Iwi Partnership team, there is limited time available to complete the grants process, including confirming the membership of the Māori Economic Development Grant Panel, and for allocating the grant.

### Ngā kōwhiringa | Options

- 16 There is only one option for timeframes for the grant fund process. For the process to be completed by 30 June 2023 and reported to the next Te Whakaminenga o Kāpiti Meeting thereafter, the timetable would be:
- Grant applications are open from 31 March 2023 to 21 April 2023.
  - Panel Convened by 19 May 2023 to review applications.
  - Panel confirm the distribution of successful grants to applicants by 29 May 2023.
  - A report submitted to Te Whakaminenga o Kāpiti by 24 June 2023
  - Grant funds awarded by 29 June 2023.

### Panel Nominations Option One

- 17 If nominations for the Māori Economic Development Grant Fund panel cannot be received at the 28 March 2023 Te Whakaminenga o Kāpiti Meeting, they will be required by 14 April 2023.

### Panel Nominations Option Two

- 18 If nominations for the Māori Economic Development Grant Panel cannot be confirmed by 14 April 2023, then delegated authority to consider and approve the nominees to the Māori Economic Development Grant Panel could be given to the Chairperson of Te Whakaminenga o Kāpiti and the Mayor for Kāpiti Coast District Council to confirm by 21 April 2023.
- 19 These appointments would then be confirmed in retrospect by Te Whakaminenga o Kāpiti at the June 2023 hui.

### Tangata whenua

- 20 The Council recognises the special status of the tangata whenua as separate and distinct from other interest groups. The Council recognises the need for active protection of tangata whenua interests to be considered in its dealings with other parties.
- 21 Engagement will continue through the Māori Economic Development Fund Panel and Te Whakaminenga o Kāpiti.

### Panonitanga āhuarangi | Climate change

- 22 Applicants will be encouraged to provide a brief statement on how their project addresses the effects of climate change and describe how this is being considered in the preparation of their application.

### Ahumoni me ngā rawa | Financial and resourcing

- 23 An amount of \$68,000 is available for a contestable grant process with the remaining amount being made available for administering the grant, including for advertising, meetings, and information workshops.
- 24 The funding for the Māori Economic Development Grants will be funded from existing budgets.

### Ture me ngā Tūraru | Legal and risk

- 25 There are no legal risks.

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

26 There is no policy impact.

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

27 An engagement plan is being developed to implement the funding process, and to advertise the fund, and to implement the funding outcome decision by the Panel.

**Whakatairanga | Publicity**

28 Council uses its established communications channels to inform the community, tangata whenua, mana whenua and mātāwaka of the fund.

**NGĀ ĀPITI HANGA | ATTACHMENTS**

Nil

## 7 NGĀ TAKE E MAHIA ANA | MATTERS UNDER ACTION

### 7.1 MATTERS UNDER ACTION

Kaituhi | Author: **Anna Smith, Democracy Services Advisor**

Kaiwhakamana | Authoriser: **Janice McDougall, Group Manager People and Partnerships**

The updated matters under action, as attached at Appendix 1, for Te Whakaminenga o Kāpiti's review.

## TAUNAKITANGA | RECOMMENDATIONS

That Te Whakaminenga o Kāpiti note Matters Under Action as attached.

## NGĀ ĀPITI HANGA | ATTACHMENTS

1. Matters Under Action [📎](#)



## TE WHAKAMINENGA O KĀPITI

Rātū, 28 Poutūterangi 2023

Item	Action	Person Responsible	Notes/Update(s)	Time frame
<b>Confirmation of Chair</b>	Members agreed the ART confederation would discuss the position of the Chair further and deferred an appointment to the next meeting.	Members		28 March 2023
<b>Appointment Letters for Mana Whenua Representatives</b>	Request to review of the appointment letters to ensure references to speaking and voting rights are correct. Members to return the admin and declarations of interest documents to the Democracy Services team.	Democracy Services Members	Letters have been reviewed and will be re-issued after the meeting with corrected wording. Confirmation of Membership sought at the meeting to ensure no mistakes are made.	28 March 2023
<b>Review of the Memorandum of Partnership</b>	Staff will provide a report back which will include a timeline of the review, and will engage with each mana whenua iwi as part of the consultation process.	Council Officers		
<b>Nomination of mana whenua representatives</b>	Members agreed the ART confederation would discuss this matter and nominate representatives for the Risk and Assurance and Grants Allocations Committees.	Members		28 March 2023

- 8 HE KŌRERO HOU MŌ NGĀ IWI | IWI UPDATES**
- 9 NGĀ WHAKATAUNGA TIRITI - HE TIROHANGA WHĀNUI NŌ IA IWI | TREATY SETTLEMENTS – OVERVIEW FROM EACH IWI**
- 10 HE KŌRERO HOU MŌ TE KAUNIHĒRA | COUNCIL UPDATE**
  - 10.1 ESTABLISHMENT OF MĀORI WARD CONSIDERATION**
  - 10.2 MARAMATAKA**
  - 10.3 HERITAGE FUNDING - TAUMANUKA AND RANGIURU**
- 11 TE WHAKAWHITI KŌRERO | CORRESPONDENCE**
- 12 HE TONO ANAMATA MŌ TE RĀRANGI TAKE | FUTURE AGENDA REQUESTS**
- 13 TE WHAKAŪNGA O NGĀ ĀMIKI KĀORE E WĀTEA KI TE MAREA | CONFIRMATION OF PUBLIC EXCLUDED MINUTES**

Nil