



# **RĀRANGI TAKE AGENDA**

## **Te Komiti Whāiti Āhuarangi me te Taiao | Climate and Environment Subcommittee Meeting**

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

**Te Rā | Date: Tuesday, 20 August 2024**

**Te Wā | Time: 9.30am**

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

**James Jefferson  
Group Manager Regulatory and Environment**

**Kāpiti Coast District Council**

**Notice is hereby given that a meeting of the Te Komiti Whāiti Āhuarangi me te Taiao | Climate and Environment Subcommittee will be held in the Council Chamber, Ground Floor, 175 Rimu Road, Paraparaumu, on Tuesday 20 August 2024, 9.30am.**

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

Cr Jocelyn Prvanov	Chair
Cr Sophie Handford	Deputy
Mayor Janet Holborow	Member
Cr Glen Cooper	Member
Cr Liz Koh	Member
Cr Shelly Warwick	Member
Mr Huriwai Paki	Member
Ātiawa ki Whakarongotai Representative	Member
Mr Christian Judge	Member
Mr Michael Moore	Member
Mr Glen Olsen	Member
Mr Tim Sutton	Member
Mr Simon Black	Member
Ms Janine Huxford	Member
Ms Kim Tahiwī	Member

## Te Raupapa Take | Order Of Business

1	<b>Nau Mai   Welcome</b> .....	5
2	<b>Karakia a te Kaunihera   Council Blessing</b> .....	5
3	<b>Whakapāha   Apologies</b> .....	5
4	<b>Te Tauākī o Te Whaitake ki ngā Mea o te Rārangi Take   Declarations of Interest Relating to Items on the Agenda</b> .....	5
5	<b>He Wā Kōrero ki te Marea mō ngā Mea e Hāngai ana ki te Rārangi Take   Public Speaking Time for Items Relating to the Agenda</b> .....	5
6	<b>Ngā Teputeihana   Deputations</b> .....	5
	Nil	
7	<b>Ngā Take a Ngā Mema   Members' Business</b> .....	5
8	<b>He Kōrero Hou   Updates</b> .....	6
	8.1 Waste Minimisation Education Programmes and Waste Levy Grants Updates .....	6
	8.2 Access and Transport Asset Management Plan and Associated Funding .....	19
	8.3 Sustainable September .....	44
9	<b>Pūrongo   Reports</b> .....	45
	9.1 Update on Climate Change and Resilience Community Think Tank.....	45
10	<b>Te Whakaū i ngā Āmiki   Confirmation of Minutes</b> .....	52
	10.1 Confirmation of Minutes .....	52
11	<b>Te Whakaūnga o Ngā Āmiki Kāore e Wātea ki te Marea   Confirmation of Public Excluded Minutes</b> .....	58
	Nil	
12	<b>Karakia Whakamutunga   Closing Karakia</b> .....	58



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

I a mātou e whiriwhiri ana i ngā take kei mua i ō mātou aroaro *As we deliberate on the issues before us,*

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

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

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

Ka taea te arahi i roto i te kotahitanga me te aroha. *We provide positive leadership in a spirit of harmony and compassion.*

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

Notification from Elected Members of:

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

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

**5 HE WĀ KŌRERO KI TE MAREA MŌ NGĀ MEA E HĀNGAI ANA KI TE RĀRANGI TAKE | PUBLIC SPEAKING TIME FOR ITEMS RELATING TO THE AGENDA****6 NGĀ TEPUTEIHANA | DEPUTATIONS**

Nil

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

(a) Leave of Absence

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

## 8 HE KŌRERO HOU | UPDATES

### 8.1 WASTE MINIMISATION EDUCATION PROGRAMMES AND WASTE LEVY GRANTS UPDATES

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

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

#### TE PŪTAKE | PURPOSE

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

#### TAUNAKITANGA | RECOMMENDATIONS

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

#### TŪĀPAPA | BACKGROUND

- 2 The main Waste Minimisation education programmes to be covered in this update are:
  - 2.1 Waste Minimisation education in educational institutions:
    - 2.1.1 **Reusable cloth nappies trial:** Every year a pack of reusable cloth nappies and training with reusables expert is made available to ECE's in the area at no charge to trial reusable cloth nappies for the period of 3 months.
    - 2.1.2 **Zero Waste Education programme:** Education delivered for kids starting from ECE's to year 8 regarding resource sustainability and waste reduction.
    - 2.1.3 **Waste free period workshop:** Workshop delivered at colleges every year to introduce the concept of reusable menstrual products, the impact of disposable period products on our environment, and provide free reusable period products to students.
    - 2.1.4 **Paper 4 trees programme:** Waste minimisation and tree planting programme, where schools and preschools are encouraged to recycle their paper by rewarding schools with one native tree/plant for every two cubic metres of paper and cardboard recycled.
  - 2.2 Waste Levy grants: Each year the Waste Levy Grants are made available to support projects that increase the range, scale and number of waste minimisation activities in the Kāpiti Coast District. This year's Waste Levy grants are open for applications and close on Sunday 8 September.
    - 2.2.1 **Community projects:** A funding pool of \$30,000 is available for Community Projects in 2024/25 for community waste minimisation projects that, encourage community participation and education, benefit the Kāpiti Coast community and lead to long-term waste minimisation action and behaviour change.
    - 2.2.2 **Business waste reduction projects:** A funding pool of \$20,000 is available to fund 50% of business waste reduction projects in 2024/25 for business projects that implement measures that will lead to long-term and measurable minimisation of waste from the business' operations.

#### HE TAKE | ISSUES

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

### NGĀ KŌWHIRINGA | OPTIONS

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

### NGĀ ĀPITIHINGA | ATTACHMENTS

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

# WASTE MINIMISATION EDUCATION PROGRAMMES AND WASTE LEVY GRANTS

Climate and Environment Subcommittee  
Tuesday 20 August 2024





# Waste minimisation education programmes

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



## Cloth Nappies Trial

- Available to all ECE's
- Pack of reusable nappies and training
- Three months Trial
- Report provided by waste minimisation team
- Apply for waste levy grants



## Zero Waste Program

- Now delivered by Zero Waste Education educator
- From ECE's to year 8
- Delivered in 11 schools and 4 daycares so far



# Waste Free Period Talks



- Impact of disposable period products on our environment and introducing reusable period products
- Students take home a reusable period product of their choice
- One college per year to allow delivery to all youth

# Paper4trees



- Schools and preschools registered 29
- Tonnes of paper and cardboard recycled 96 tonnes
- Native plants planted 324

# Waste Levy Grants

- Open 25 July - 8 September 2024
- Funded from waste levy
- Two categories:
  - community projects
  - business waste reduction projects

# Community Waste Levy Grants

- Funding pool \$30,000 for Community Projects
- Waste minimisation projects that:
  - Encourage community participation and education
  - Benefit the Kāpiti Coast community
  - Lead to long-term waste minimisation action and behavior change

## Previous winners



- KapiMana Multiples
- Quality reusable nappies to offer members to try out, with support from committee, to encourage reusing as much as possible
- Seven packs distributed so far

*"This pack is a lifesaver. Because we needed so many nappies for twins, it was overwhelming to start the stash, so we were just using disposables. We were going through so many! Even if we are just using these reusable nappies sometimes, it will save us a huge amount of money and reduce so much waste"*



# Business Waste Levy Grants

- Funding pool \$20,000 to fund up to 50% of business waste reduction projects
- Waste Minimisation projects to businesses to implement measures that will lead to long-term and measurable minimisation of waste from the business' operations
- Priority funding areas:
  - Organic Waste
  - Construction and Demolition Waste
  - Projects that fill a gap within current waste services in Kāpiti

# Previous winners



- The Roastery
- Expansion of Swap-A-Jar reusables system to include more products, sanitise hardware necessary to scaling a circular reusables system



## 8.2 ACCESS AND TRANSPORT ASSET MANAGEMENT PLAN AND ASSOCIATED FUNDING

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

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

### TE PŪTAKE | PURPOSE

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

### TAUNAKITANGA | RECOMMENDATIONS

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

### TŪĀPAPA | BACKGROUND

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

### HE TAKE | ISSUES

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

### NGĀ KŌWHIRINGA | OPTIONS

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

### NGĀ MAHI PANUKU | NEXT STEPS

- 7 Same as above

### NGĀ ĀPITIHINGA | ATTACHMENTS

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

# Climate and Environment Subcommittee Update

## Access and Transport – August 2024



## **AMP Approval Process**

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

**The Strategy, Operations and Finance Committee will approve the Access and Transport Activity Management Plan.**

## Agenda

- Government Policy Statement (GPS)
- Walking Cycleway Network Plan
- Resilience – Geohazard Register
- Emissions Monitoring
- Chipseal vs Asphalt
- Roading Maintenance Contracts
- Broader Outcomes
- Activity Management Plan highlights and signoff

# Government Policy Statement (GPS)

Te Tauākī Kaupapa Here a te  
Kāwanatanga mō ngā waka whenua |  
Draft Government Policy Statement  
on land transport 2024/25-2033/34

August 2023 Not Government policy



Te Kāwanatanga o Aotearoa  
New Zealand Government

Government  
Policy Statement  
on land transport  
2024-34

June 2024



Te Kāwanatanga o Aotearoa  
New Zealand Government

## Walking Cycleway Plan Review

- Reviewing the former Strategic Network Plan 2015 (10 year forward works programme)
- 24/ 25 producing a new Walking and Cycling Network Plan (next 10 years)
- Embedded in the AMP and LTP process



## Resilience - Geohazard Register

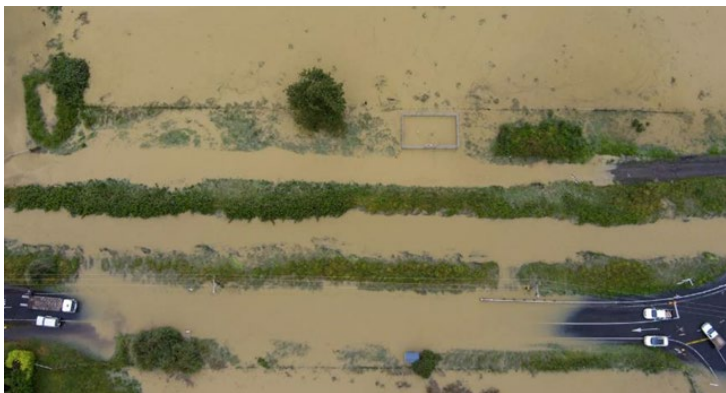
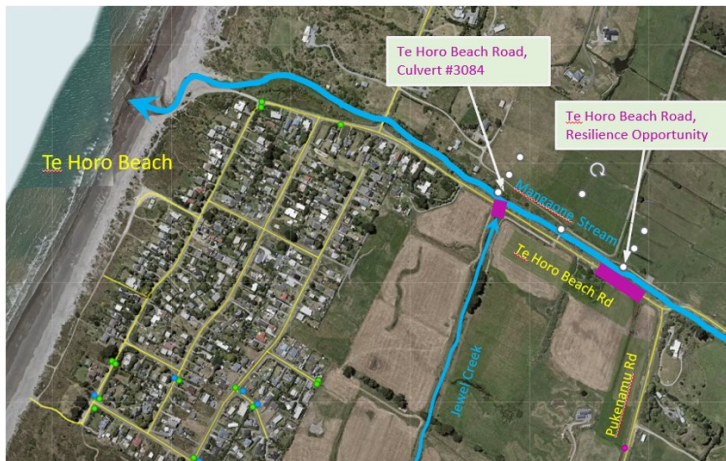
- 2024-27 LTP includes creating a geohazard register
- Geological risks to our roading network
- Landslides, flooding, coast inundation, river erosion

### Benefits

- High risk sites can be monitored/managed
- High priority projects can be put forward for funding

# Resilience Projects 2024-27

## Te Horo Beach Rd Flooding



## Rangawhata Bridge Abutment

## Emissions Monitoring

- Current Road Maintenance contract has started to report emissions
  - Helping Contractor and Council to refine method
- Upcoming Contracts will have a requirement to report emissions.

# Chipseal vs Asphalt

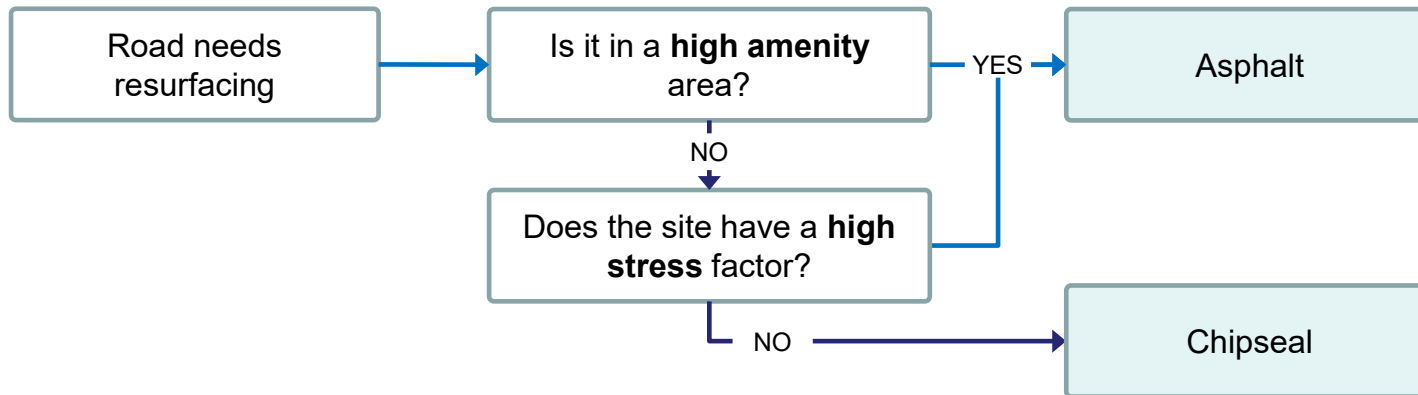
Approx \$12/m<sup>2</sup>



Approx \$60/m<sup>2</sup>



# Chipseal vs Asphalt



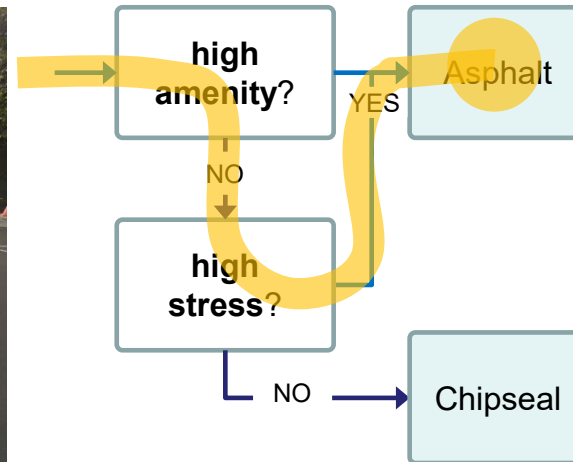
- High amenity examples**
- Main Streets
  - High use activity streets

- High Stress area**
- Approach to traffic lights
  - High use tight curves
  - Cul-de-sac
  - Major intersections
  - Roundabouts



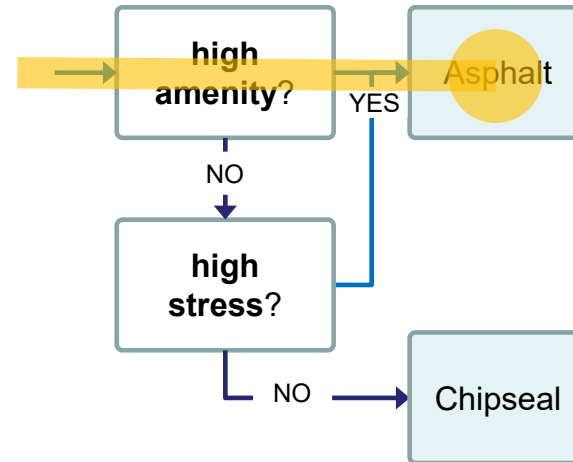
# Chipseal vs Asphalt exercise

High stress



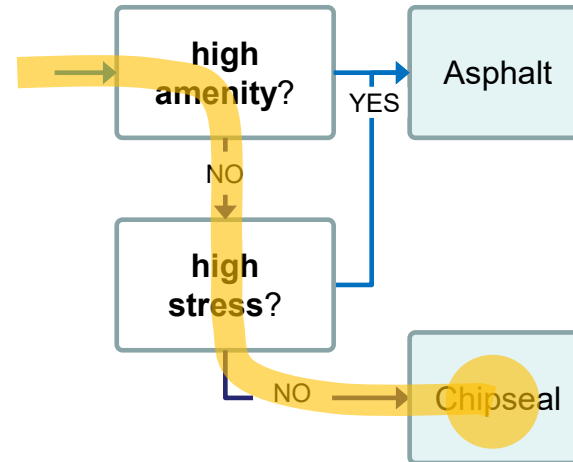
# Chipseal vs Asphalt exercise

Village town centre  
(high use activity street)



# Chipseal vs Asphalt exercise

Residential – straight road





## Chipseal vs Asphalt

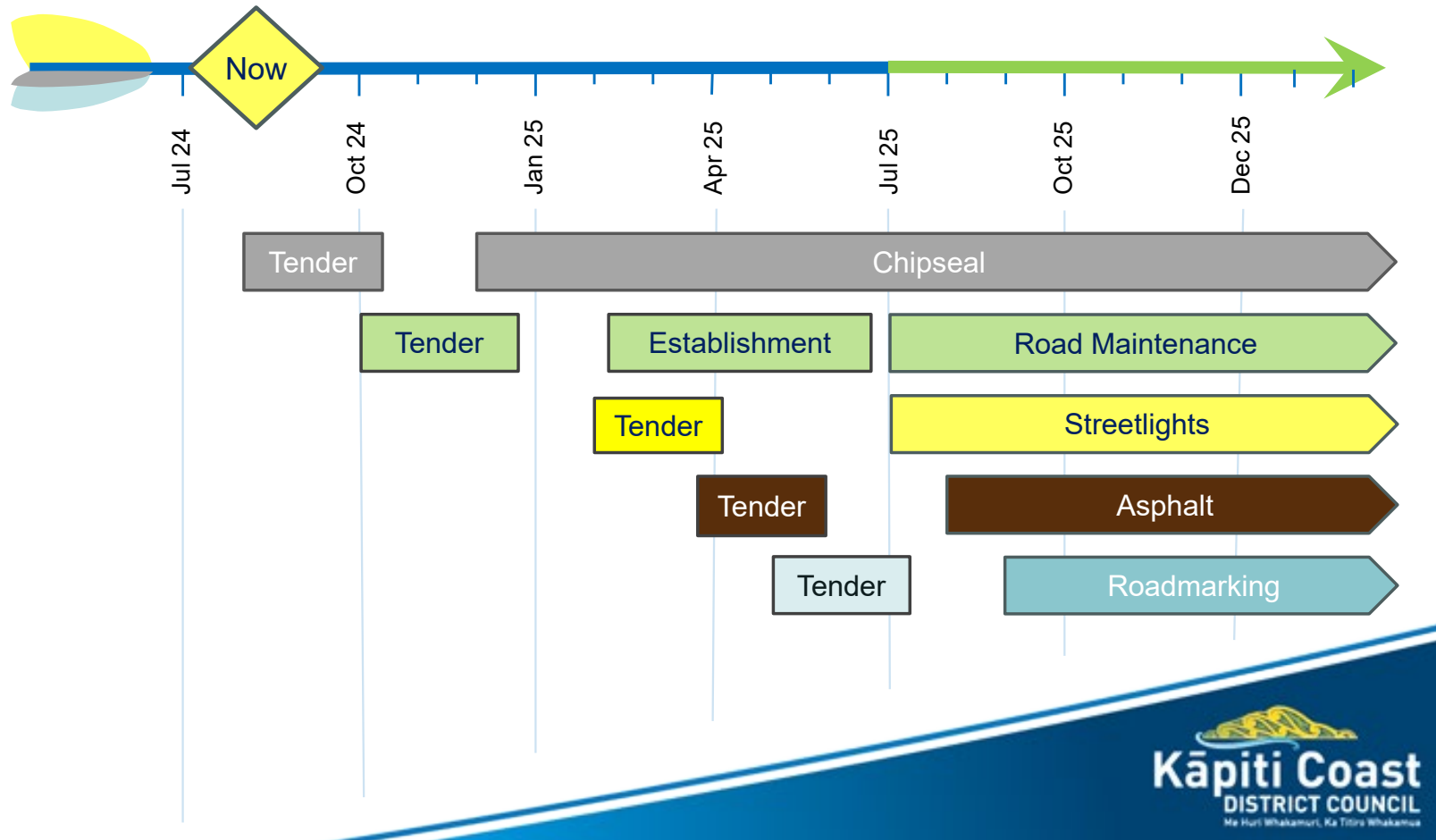
Benefits of limiting asphalt to where its needed

- Affordability
- NZTA funded (NZTA only fund sites where it's needed)
- Already typical with other Local Authorities

Negatives

- Some existing asphalt sites will be surfaced in future with chipseal – with expected negative response from some residents
- Increase noised and harsher ride on chipseal

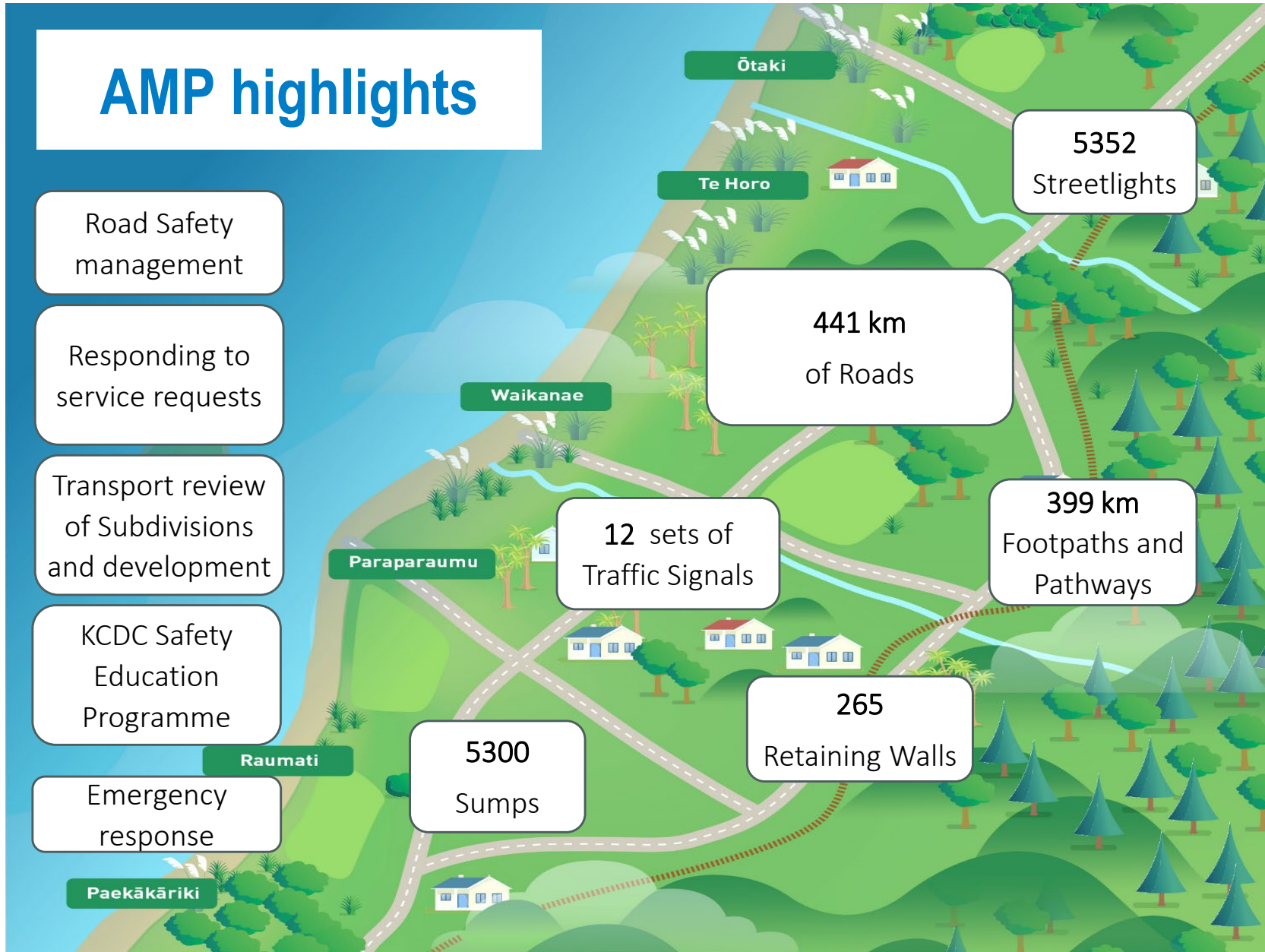
# Roading Maintenance Contracts Tender Timeline



## Broader Outcomes

Our Road Maintenance Contracts will adopt KCDC Guide to Broader Outcomes – with focus on:

- 1. Stimulating local employment**
- 2. Reducing carbon emissions, mitigating the effects of climate change, and reducing waste disposed to landfill.**
- 3. Improving supplier diversity**



# AMP Challenge

## Focus on Local Challenges

### Fit for Purpose Network

the level of investment needs to support users now and in the future.

### Resilience and Climate Change

Responding to increasing severe weather-related events.

### Demographic Changes and Accessibility

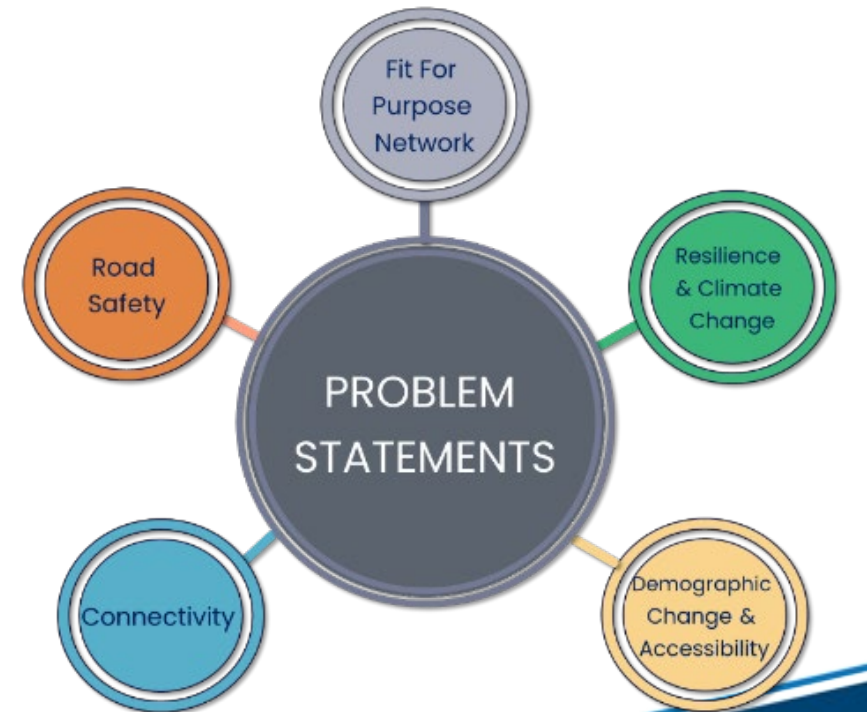
Our transport networks should better suit the older and younger groups.

### Connectivity

Changes travel patterns, this is evident in the congestion and poor connectivity.

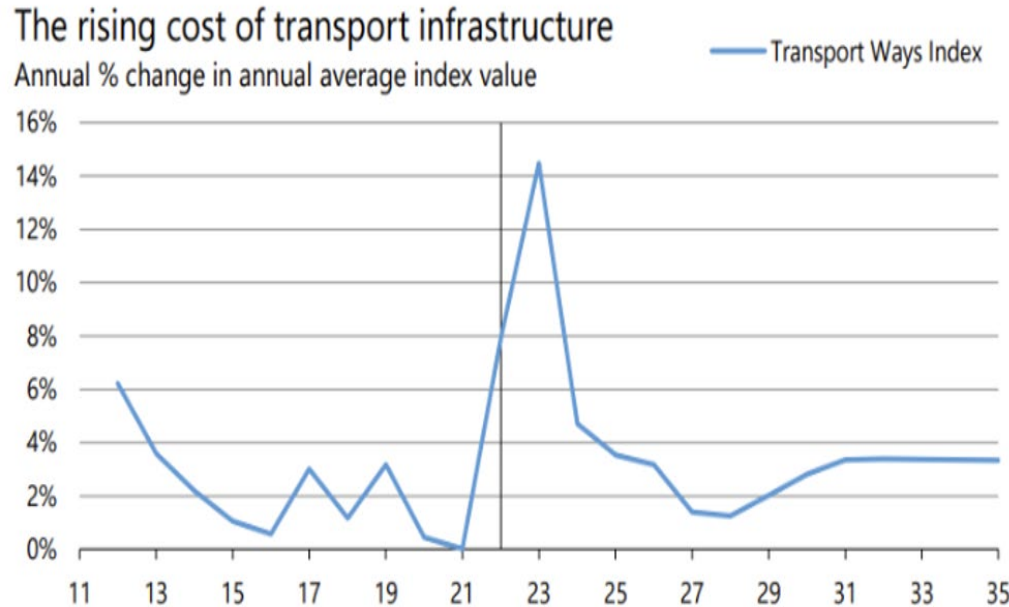
### Road Safety

Road safety affects everyone, especially when lives are lost. Vulnerable users need to be kept safer.



# AMP Challenge

## Inflation and operational cost increases

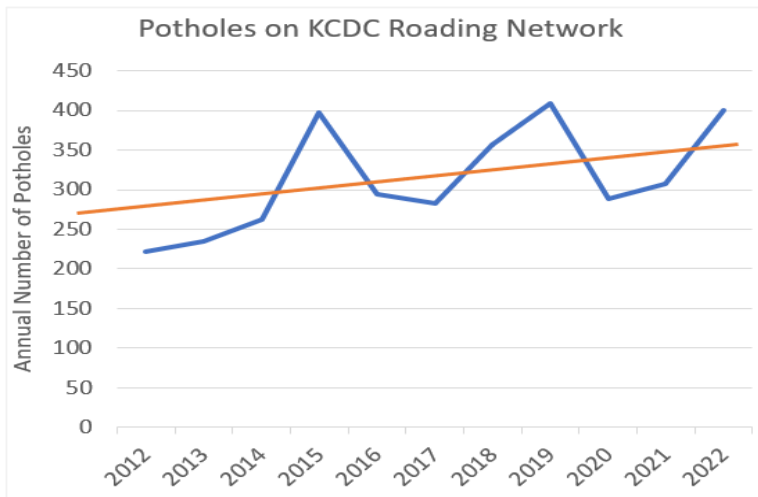


Councils in the Wellington Region are seeing prices at the tender box 20-60% above 2021 prices. This means greater costs for no change in service.



# AMP Challenge

## Responding to pavement and surfacing needs



Roughness is getting worse.

Smooth Travel Exposure (STE) measures how much road has good roughness.

- STE 2018/19 = 87%
- STE 2019/20 = 90%
- STE 2020/21 = 86%
- STE 2021/22 = 84%
- STE 2022/23 = 84%

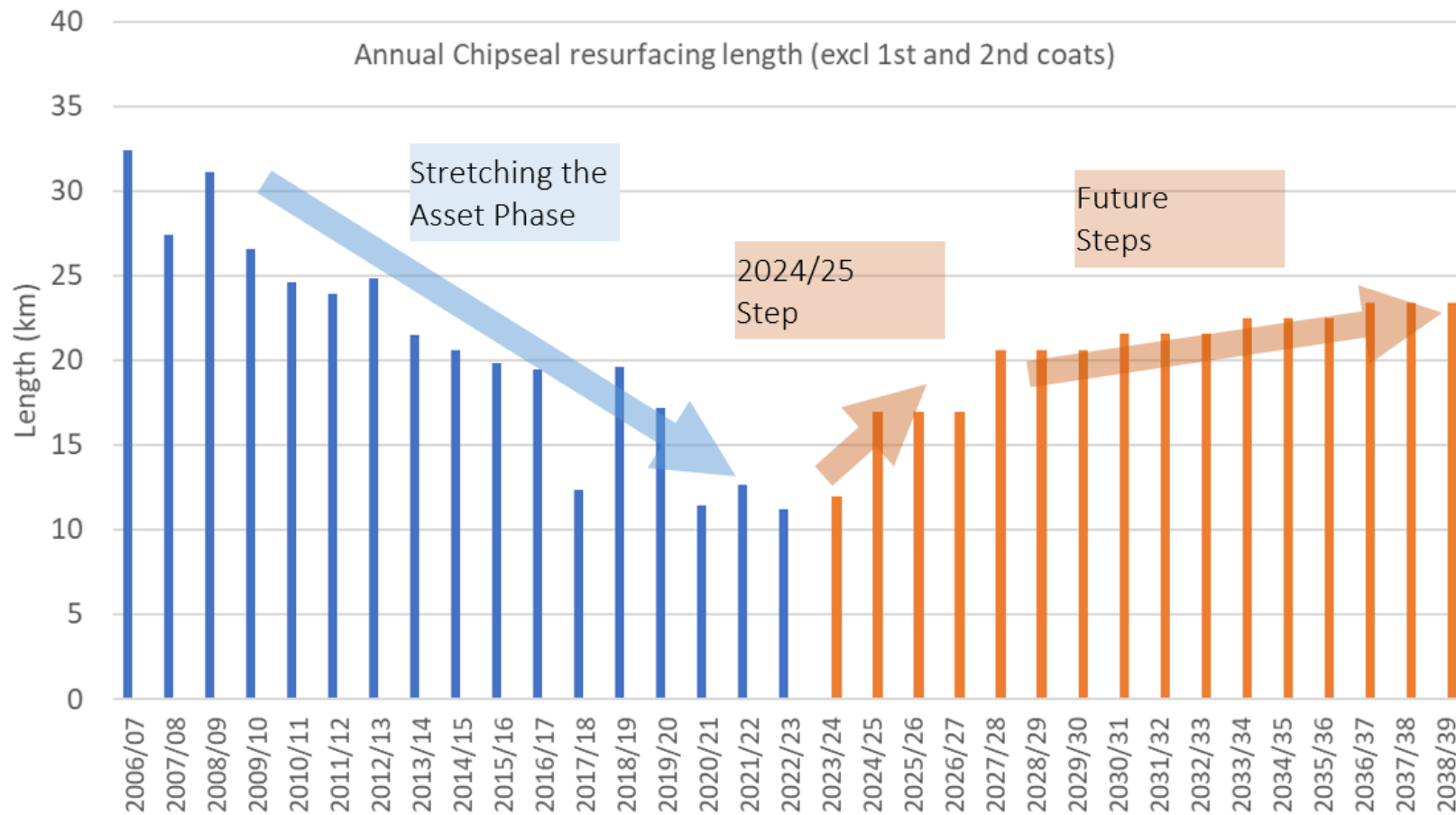
**We need to change our strategy.**

Our intent is to HOLD the level of service at the current levels

We require step change in our resurfacing volumes and investment to achieve this.

# AMP Challenge

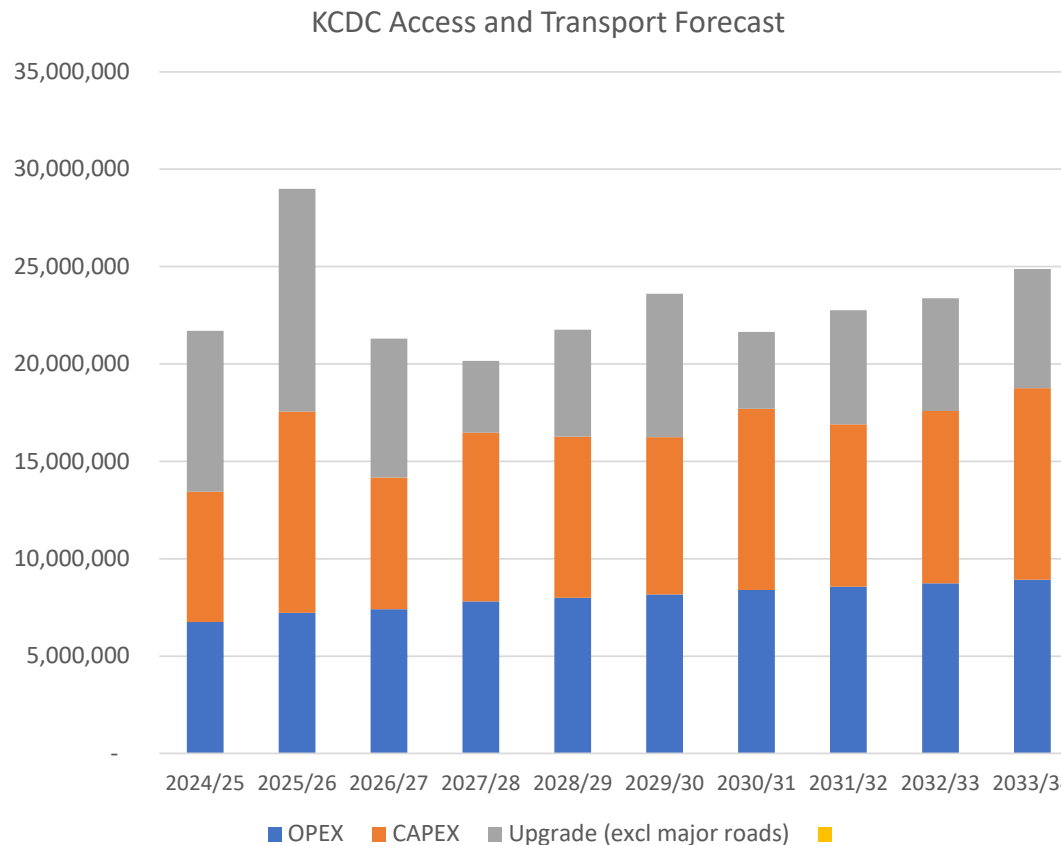
## Responding to pavement and surfacing needs





# AMP Funding

## 10 Year Financial Summary



2024/25 and 2025/26 has significant one-off costs of:

- 2024/25 and 2025/26 includes the PP20 Revocation upgrade
- 2024/25 and 2025/26 includes the Blue Bluff remedial works
- 2025/26 Kapiti Culverts replacements

## AMP Highlights

### Access and Transports approach to costs increase

Our long term programme has been developed within a fiscally constrained environment where we understand affordability is a key factor. All activity requests have been based on the need to provide service, safety and to protect asset integrity. Where our funding request is outside the trend, we have provided a “Step Change in this LTP” context dialogue within this Programme Business Case for transparency.

The level of services has been held to the current standard in each activity (unless otherwise discussed), with intent to hold our assets in stable condition.

## **AMP Approval Process**

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

**The Strategy, Operations and Finance Committee will approve the Access and Transport Activity Management Plan.**

### 8.3 SUSTAINABLE SEPTEMBER

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

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

#### TE PŪTAKE | PURPOSE

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

#### TAUNAKITANGA | RECOMMENDATIONS

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

#### TŪĀPAPA | BACKGROUND

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

#### HE TAKE | ISSUES

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

#### NGĀ MAHI PANUKU | NEXT STEPS

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

#### NGĀ ĀPITI HANGA | ATTACHMENTS

Nil

## 9 PŪRONGO | REPORTS

### 9.1 UPDATE ON CLIMATE CHANGE AND RESILIENCE COMMUNITY THINK TANK.

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

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

#### TE PŪTAKE | PURPOSE

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

#### HE WHAKARĀPOPOTO | EXECUTIVE SUMMARY

- 2 An executive summary is not required.

#### TE TUKU HAEPAPA | DELEGATION

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

#### TAUNAKITANGA | RECOMMENDATIONS

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

#### TŪĀPAPA | BACKGROUND

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

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

## HE KŌRERORERO | DISCUSSION

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

### He take | Issues

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

### Ngā kōwhiringa | Options

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

### Mana whenua

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

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

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

### Ahumoni me ngā rawa | Financial and resourcing

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

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

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

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

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

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

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

### **Te mahere tūhono | Engagement planning**

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

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

### **Whakatairanga | Publicity**

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

## **NGĀ ĀPITI HANGA | ATTACHMENTS**

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



## Climate and Resilience Community Think Tank

### Terms of Reference August 2023

#### Background

1. Nationally, New Zealand is recording incremental, sustained, degrees of climate change. In the past 100 years, our climate has warmed by 1.1°C. New Zealand is experiencing more hot days and fewer cold days – 2021 was the warmest year on record, surpassing the previous record set in 2016. Higher temperatures change our physical environment and weather patterns, presenting new and greater risks to the wellbeing of people and communities and their ways of life, buildings and infrastructure, our natural environment and the economy.
2. The Government has directed that we must all be ready to adapt to both slow-onset changes (such as rising sea levels that threaten coastal ecosystems and infrastructure) and increased frequency and magnitude of extreme events – such as coastal inundation and flooding that can damage homes, roads and other infrastructure, and affect access to coastal areas.
3. In May 2019, the Kapiti Coast District declared a climate emergency. A climate emergency framework was released in July 2021 to set out a response to this declaration.
4. In September 2022, about two-thirds of survey respondents surveyed on climate change supported Council setting a districtwide emissions reduction target, as some other councils have done. It found 75.1 percent are concerned or very concerned about climate change.
5. In March 2023, in a briefing on developing a Climate Strategy, Councillors signalled their intent to set a district emissions reduction target reflecting the urgency of addressing climate change. The target will be formally released in December 2023, alongside a supporting Climate and Resilience Strategy which outlines practical pathways for driving change at a district level.
6. Further to this, the Council released a set of 'top-10' priorities for the triennium which includes a priority around responding to Climate Change. The key actions agreed for progression include developing a Climate and Resilience Strategy and introducing education and awareness initiatives to support emissions reduction and community resilience.
7. On 13 July the Strategy Operations and Finance Committee endorsed changes to the Policy Work Programme to include the development of two new strategies: the Climate and Resilience Strategy, and the Environment Strategy. Work on these strategies will be progressed through to December 2023, following which we anticipate seeking community feedback through the KCDC Engagement Hub, and Vision Kapiti, before they are both finalised in May 2024. We will be discussing the scope, principles and priorities for each strategy with CES between September to November 2023. It is likely to focus on means to reduce transport emissions, which account for the greatest emissions for Kapiti. Outside of this, specific focus will be given to response and recovery of severe weather events so that our communities are as resilient as possible to future events.
8. It was agreed that it would be useful to establish a 'think tank' to support the development of the work noted above in a phased approach.

## Climate and Resilience Community Think Tank

### Terms of Reference August 2023

#### Mandate

9. The Climate and Resilience Community Think Tank (CRCTT) is a Council mandated group, set up to provide community and expert advice on climate change and community resilience including delivery on the Council's 'top-10' priorities related to climate change, such as developing the Kāpiti Coast District's Climate Change and Resilience Strategy (Strategy).

#### Purpose

10. The purpose of the CRCTT is to advise Council on priorities, issues and opportunities informing the Kāpiti Coast District's response to climate change. The Committee will report into the Climate and Environment sub-committee (CES).

#### Scope of responsibilities and activity

11. The scope of the CRCTT's work will include:
  - 11.1. Advising and informing on the priorities for Kāpiti Coast's response to climate change
  - 11.2. Advising and informing on the priorities and pathways particularly with respect to community perspective and input for the Climate and Resilience Strategy.
  - 11.3. Advising Council on how to best to engage our local community on key climate problems, helping to bring together differing community views and options.
  - 11.4. Participating in Council-led public consultation processes and encourage other members of the community to do so.
  - 11.5. Working collaboratively with Council officers to report to the CES on activities as required to support scheduled meetings of the CES.
  - 11.6. Through the Chair or Deputy Chair of CES, advise CES of any other issues of concern that need to be addressed to improve the efficiency and effectiveness of the CRCTT. This will exclude coastal adaptation as this issue is being considered through a separate project: [Takutai Kāpiti](#) - a coastal adaptation project.

#### Membership

12. The membership of the CRCTT will be formed through voluntary participation as follows:
  - 12.1. The Chair and/or Deputy Chair of Kāpiti Coast District Council's Climate and Environment Sub-Committee (CES) who fulfils the role of signing off meeting minutes, or an alternate Council member who is a member of the CES.
  - 12.2. Two Community Board members of the CES, as confirmed by the CES Chair or Deputy Chair.
  - 12.3. Mana whenua / Iwi partners, at least one but no more than two.
  - 12.4. At least four but no more than five community representatives.
  - 12.5. Up to four representatives from local recognised community groups already delivering positive action on climate change.
13. Representatives listed at 12.3 and 12.4 will be confirmed by the CES Chair or Deputy Chair following an expression of interest advertisement across the local community to attract volunteers.
14. All CRCTT members will be confirmed at the first meeting. Members will be invited to serve for an initial 12-month term. The terms of reference and membership will be reviewed at this time and a recommendation taken to the CES regarding the ongoing focus for the CRCTT.

## Climate and Resilience Community Think Tank

### Terms of Reference August 2023

#### Secretariat

15. The CRCTT will be supported by the GM Strategy and Growth and Council officers in the Strategy and Growth Group. The Secretariat will be responsible for: creating and circulating the Climate and Resilience Strategy content for engaging the CRCTT, organising meetings, facilitating meeting discussion, collating and reporting meeting feedback, and taking and circulating minutes.

#### Quorum and Meeting Requirements

16. A quorum will be met where one councillor and one community board of the CES, one mana whenua, two community representatives, and two local community climate group members are in attendance.
17. Meetings will typically be 1-3 hours long and held on a quarterly basis. It is anticipated that the first meeting will be held in October 2023 (Quarter 2), and that a special additional meeting be held in November to enable the CRCTT to meet and establish itself, and then provide a first tranche of advice.
18. CRCTT members may also be invited to attend CES and/or Council meetings to inform discussion on climate change and resilience matters. This would occur no more than quarterly, meaning that members may be attending either a forum, meeting or regular CRCTT hui on a bi-monthly basis.
19. Meeting minutes and summary material from discussion will be distributed within three weeks of the meeting including to Te Whakaminenga o Kapiti.

#### Deliverables

20. The deliverables of the CRCTT will include:
  - 20.1. Advising Council on priorities and ideas for developing the Strategy's core themes– Mitigation (reducing emissions), Adaptation (preparing for climate change), Transition (learning to live in a low carbon future) and Recovery (building back better after major climate events).
  - 20.2. Developing a proposed work programme for focus, based on the elements of the Climate Change and Resilience Strategy.
  - 20.3. Proactively identifying opportunities, issues, and advise on positive action that Council, business, the community, government, and other stakeholders can take to effectively reduce the carbon footprint of Kapiti, ensure resilience to climate change impacts, and support a just transition to a changing climate.
  - 20.4. Providing the CES with ideas and feedback on climate related issues.
  - 20.5. Catalysing collective community action to effectively mitigate, adapt, and transition to a changing climate delivering long lasting positive change. The CCRT won't consider coastal adaptation as this is being led by Takutai Kapiti.

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

**Author:** Maria Cameron, Advisor Governance

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

**Taunakitanga | Recommendations**

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

**NGĀ ĀPITI HANGA | ATTACHMENTS**

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

## CLIMATE AND ENVIRONMENT SUBCOMMITTEE MEETING MINUTES

2 JULY 2024

**MINUTES OF THE KĀPITI COAST DISTRICT COUNCIL  
CLIMATE AND ENVIRONMENT SUBCOMMITTEE MEETING  
HELD IN THE COUNCIL CHAMBER, GROUND FLOOR, 175 RIMU ROAD, PARAPARAUMU  
ON TUESDAY, 2 JULY 2024 AT 9.32AM**

**PRESENT:** Cr Jocelyn Prvanov, Cr Liz Koh, Mr Christian Judge, Mr Tim Sutton, Mr Simon Black

**Via Zoom:** Mayor Janet Holborow, Shelly Warwick, Glen Olsen

**IN ATTENDANCE:** Kirsten Hapeta (**via zoom**), Deputy Mayor Lawrence Kirby, Cr Martin Halliday, Mr Darren Edwards, Mr Sean Mallon, Ms Kris Pervan, Mr Evan Dubisky, Ms Anna Smith, Ms Maria Cameron, Mr Brendan Owens, Mr Rob Dunne, Mr Matthew Nabney, Ms Morag Taimalietane

**WHAKAPĀHA | APOLOGIES:** Mayor Janet Holborow, Shelly Warwick, Glen Cooper, Kim Tahiwī

**LEAVE OF ABSENCE:** Cr Sophie Handford

### 1 NAU MAI | WELCOME

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

### 2 KARAKIA A TE KAUNIHERA | COUNCIL BLESSING

The Chair read the Council blessing.

### 3 WHAKAPĀHA | APOLOGIES

#### APOLOGY

#### COMMITTEE RESOLUTION CAES2024/10

Moved: Cr Jocelyn Prvanov  
Seconder: Cr Liz Koh

That the apologies received from Mayor Janet Holborow, Cr Cooper, Cr Warwick, and Kim Tahiwī be accepted.

**CARRIED**

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

No declarations were made in relation to items on the agenda.

### 5 HE WĀ KŌRERO KI TE MAREA MŌ NGĀ MEA E HĀNGAI ANA KI TE RĀRANGI TAKE | PUBLIC SPEAKING TIME FOR ITEMS RELATING TO THE AGENDA

Robyn Smith of Coastal Restoration Trust spoke to their grant application and answered questions from elected members.

#### TABLED DOCUMENTS

Page 1

**CLIMATE AND ENVIRONMENT SUBCOMMITTEE MEETING MINUTES****2 JULY 2024****Appendices**

- 1 Coastal Restoration Trust Handout

Hannah Swartz of Raumatī Technology Centre spoke to their grant application and answered questions from elected members.

Keltie Wesling and Susie Robertson of Kaibosh spoke to their grant application.

Rongorito Ellison (via Zoom) of Ohu Taiao spoke to their grant application.

Roger Steele and Geoff Scrase of Tree Space Kapiti spoke to their grant application and answered questions from elected members.

Amanda Dobson of EnviroSchools and Cory Hope of Paekakariki Orchard and Gardens spoke to Kāpiti College's grant application and answered questions from elected members.

Leigh Ramsay and Kirsty Doyle of Energise Ōtaki spoke to their grant application and answered questions from elected members.

Rob Dunne, Sustainability Advisor Communities, read written statements from Paekākāriki Orchard and Gardens and Ngā hapū o Ōtaki as these applicants were unable to attend in support of their grant applications.

Lynn Sleath and Richard Young of Kāpiti Cycle Action spoke to their grant application and answered questions from elected members.

**TABLED DOCUMENTS****Appendices**

- 2 Kāpiti Cycle Action Handout

The meeting adjourned at 10:46am and resumed at 10:54am.

**6 NGĀ TEPUTEIHANA | DEPUTATIONS****6.1 JAMES WILLCOCKS, DIRECTOR, PREDATOR FREE NEW ZEALAND**

James Willcocks, Director of Predator Free New Zealand, made a presentation to the Subcommittee members and answered questions from elected members. Brendan Owens, Group Manager Customer and Communities, spoke to the need for a coordinated approach from the Council.

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

- (a) No leaves of absence were requested at this meeting.
- (b) No matters of an urgent nature were advised to the Chair prior to the commencement of the meeting.

## CLIMATE AND ENVIRONMENT SUBCOMMITTEE MEETING MINUTES

2 JULY 2024

**8 HE KŌRERO HOU | UPDATES****8.1 NEXT STEPS IN CORPORATE CARBON EMISSIONS REDUCTION**

Matthew Nabney, Advisor Sustainability, presented an update to the subcommittee and answered members' questions. Brendan Owens, Group Manager Customer and Communities advised that further updates will be brought to future Climate and Environment Subcommittee meetings.

**COMMITTEE RESOLUTION CAES2024/11**

Moved: Mr Simon Black

Seconder: Mr Christian Judge

That the Climate and Environment Subcommittee:

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

**CARRIED**

**9 PŪRONGO | REPORTS****9.1 2024 CLIMATE ACTION GRANTS - SUMMARY OF APPLICATIONS AND FUNDING RECOMMENDATIONS**

Rob Dunne, Sustainability Advisor Communities, introduced the report and asked that it be taken as read.

**COMMITTEE RESOLUTION CAES2024/12**

Moved: Cr Liz Koh

Seconder: Mr Simon Black

That, pursuant to Section 48 of the Local Government Official Information and Meetings Act 1987, the public now be excluded from the meeting for the reasons given below, while the following matters are considered.

The general subject matter of each matter to be considered while the public is excluded, the reason for passing this resolution in relation to each matter, and the specific grounds under section 48(1) of the Local Government Official Information and Meetings Act 1987 for the passing of this resolution are as follows:

General subject of each matter to be considered	Reason for passing this resolution in relation to each matter	Ground(s) under section 48 for the passing of this resolution
<b>9.1 – 2024 Climate Action Grants - Summary of Applications and Funding Recommendations</b>	Section 7(2)(a) - the withholding of the information is necessary to protect the privacy of natural persons, including that of deceased natural persons	Section 48(1)(a)(i) - the public conduct of the relevant part of the proceedings of the meeting would be likely to result in the disclosure of information for which good reason for withholding would exist under section 6 or section 7

**CARRIED**

The Te Komiti Whāiti Āhuarangi me te Taiao | Climate and Environment Subcommittee meeting went into public excluded session at 11:59 am.

Tim Sutton left the meeting during Public Excluded and did not return.

**CLIMATE AND ENVIRONMENT SUBCOMMITTEE MEETING MINUTES****2 JULY 2024**

Kirsten Hapeta (via Zoom) left the meeting during Public Excluded and did not return.

**MOVE OUT OF PUBLIC EXCLUDE BUSINESS****COMMITTEE RESOLUTION CAES2024/13**

Moved: Mr Simon Black

Seconder: Cr Liz Koh

That the meeting moves out of public excluded business.

**CARRIED**

The Te Komiti Whāiti Āhuarangi me te Taiao | Climate and Environment Subcommittee came out of public excluded session at 12:37 pm.

**COMMITTEE RESOLUTION CAES2024/14**

Moved: Cr Liz Koh

Seconder: Mr Simon Black

- A. That the Climate and Environment Subcommittee approves a Climate Action Grant of \$13,000.00 to Coastal Restoration Trust.
- B. That the Climate and Environment Subcommittee approves a Climate Action Grant of \$7,953.00 to HUHA (Helping You Help Animals).
- C. That the Climate and Environment Subcommittee approves a Climate Action Grant of \$2,643.00 to Nikau Valley Restoration Society.
- D. That the Climate and Environment Subcommittee approves a Climate Action Grant of \$1000.00 to Tree Space Kāpiti.
- E. That the Climate and Environment Subcommittee approves a Climate Action Grant of \$600.00 to Paekākāriki School Potty Potters Garden Club.
- F. That the Climate and Environment Subcommittee approves a Climate Action Grant of \$13,900.00 to Energise Ōtaki.
- G. That the Climate and Environment Subcommittee approves a Climate Action Grant of \$13,900.00 to Ngā hapū o Ōtaki.
- H. That the Climate and Environment Subcommittee approves a Climate Action Grant of \$11,200.00 to Raumatī Technology Centre.
- I. That the Climate and Environment Subcommittee approves a Climate Action Grant of \$11,200.00 to Kaibosh.
- J. That the Climate and Environment Subcommittee approves a Climate Action Grant of \$11,200.00 to Ohu Taiao.
- K. That the Climate and Environment Subcommittee approves a Climate Action Grant of \$11,200.00 to Kāpiti College.
- L. That the Climate and Environment Subcommittee approves a Climate Action Grant of \$10,100.00 to Paekākāriki Orchard and Gardens.
- M. That the Climate and Environment Subcommittee declines to fund the Climate Action Grant application from Kāpiti Cycle Action.
- N. That the Climate and Environment Subcommittee declines to fund the Climate Action Grant application from A cowshed and a cottage
- O. That the Climate and Environment Subcommittee declines to fund the Climate Action



**CLIMATE AND ENVIRONMENT SUBCOMMITTEE MEETING MINUTES****2 JULY 2024**

Grant application from Aotūroa Bots Ltd.

**CARRIED**

**10 TE WHAKAŪ I NGĀ ĀMIKI | CONFIRMATION OF MINUTES****10.1 CONFIRMATION OF MINUTES****COMMITTEE RESOLUTION CAES2024/15**

Moved: Mr Christian Judge

Seconder: Mr Simon Black

That the minutes of the Climate and Environment Subcommittee meeting of 4 April 2024 be accepted as a true and correct record.

**CARRIED**

**11 CLOSING KARAKIA**

The Chair closed the meeting with karakia.

**The Te Komiti Whāiti Āhuarangi me te Taiao | Climate and Environment Subcommittee meeting closed at 12:41pm.**

.....  
**HEAMANA | CHAIRPERSON**

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

Nil

**12 KARAKIA WHAKAMUTUNGA | CLOSING KARAKIA**