



RĀRANGI TAKE AGENDA

Te Komiti Tuku Tahua Pūtea | Grants Allocation Committee (Heritage Fund) Meeting

**I hereby give notice that a Meeting of the Te Komiti Tuku Tahua Pūtea |
Grants Allocation Committee (Heritage Fund) will be held on:**

Te Rā | Date: Tuesday, 4 February 2025

Te Wā | Time: 9.30am

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

**Brendan Owens
Group Manager Customer and Community**

Kāpiti Coast District Council

Notice is hereby given that a meeting of the Te Komiti Tuku Tahua Pūtea | Grants Allocation Committee (Heritage Fund) will be held in the Council Chamber, Ground Floor, 175 Rimu Road, Paraparaumu, on Tuesday 4 February 2025, 9.30am.

**Te Komiti Tuku Tahua Pūtea | Grants Allocation Committee (Heritage Fund)
Members**

Cr Nigel Wilson	Chair
Cr Glen Cooper	Deputy
Mayor Janet Holborow	Member
Cr Rob Kofoed	Member
Cr Shelly Warwick	Member

Te Raupapa Take | Order Of Business

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1 NAU MAI | WELCOME

2 KARAKIA A TE KAUNIHERA | COUNCIL BLESSING

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

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

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

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

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

3 WHAKAPĀHA | APOLOGIES

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

Notification from Elected Members of:

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

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

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

6 NGĀ TAKE A NGĀ MEMA | MEMBERS' BUSINESS

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

7 PŪRONGO | REPORTS

7.1 HERITAGE FUND 2024-25

Kaituhi | Author: **Andy McKay, Team Leader, Environment & Ecological Services**

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

TE PŪTAKE | PURPOSE

- 1 This report summarises applications for grants from the Heritage Fund and makes recommendations on funding allocations.

HE WHAKARĀPOPOTO | EXECUTIVE SUMMARY

- 2 No executive summary is required for this report.

TE TUKU HAEPAPA | DELEGATION

- 3 The Grants Allocation Committee (Heritage Fund) makes a decision under the following delegation in Section C.4 of the Governance Structure approved by Council on 24th November 2022:
- 4 “This Committee considers and allocates grant monies in accordance with the meeting cycles and criteria of five granting programmes...Heritage Fund.”

TAUNAKITANGA | RECOMMENDATIONS

- A. That the Grants Allocation Subcommittee (Heritage Fund) approve a grant of \$1,375 to Terry and Irene Parminter for management work at 95 Panorama Drive, Paraparaumu.

TŪĀPAPA | BACKGROUND

- 5 The Heritage Fund was established in 2001 with the intention of assisting and actively encouraging landowners and members of the Kāpiti Coast community to manage, protect and enhance heritage features throughout the district, including ecological, geological, historical and cultural sites.
- 6 To be eligible for funding, projects must meet the criteria set out in the Heritage Fund Application Criteria and Guidelines (attached as Appendix 1) or be part of a QEII National Trust covenant.
- 7 After the first round in September 2024 there is \$12,936 remaining from the \$47,311 available for allocation this funding year.

HE KŌRERORERO | DISCUSSION

- 8 There is one application included in this current round.
- 9 Priority should be given to projects that give the maximum positive outcome for natural and cultural heritage features. The *Ngā kōwhiringa* | *Options* section below will cover the details of each project and provide reasoning for the recommendations made.

He take | Issues

Ngā kōwhiringa | Options

10 **95 Panorama Drive, Paraparaumu**

11 Applicant: Terry and Irene Parminter

12 This application is requesting funding for pest animal and environmental weed control.

13 The property is listed as Ecological Site K095 on Schedule 1 of the Operative Kapiti Coast District Plan 2021. K095 contains a number of regionally rare and threatened species.

14 The project has received Heritage Funding for the last three financial years.

15 The application is for \$1,375 out of a project cost of \$15,000 to assist with purchase of toxin baits, traps and herbicide.

16 The application meets the Heritage Fund criteria in the management category (Priority 3). It is recommended that funding is granted as requested.

Table 1: Summary of Recommendations

Project Address	Area	Applicant	Project Type	Priority	Previous Funding?	Requested Assistance
95 Panorama Drive	Paraparaumu	Terry Parminter	Management	3	Yes	\$1,375.00
					Total available	\$12,936.00
					Total requested	\$1,375.00
					Total remaining	\$11,561.00

Mana whenua

This application has not been discussed with iwi partners.

Panonitanga Āhuarangi me te Taiao | Climate change and Environment

17 The project recommended for funding includes components of forest restoration and management which contributes to carbon sequestration.

18 The outcomes of this funding will give effect to the vision and principles of the Climate Emergency Action Framework by funding ecological restoration and management projects.

Ahumoni me ngā rawa | Financial and resourcing

19 If funding is approved as recommended, the 2024-25 Heritage Fund budget will remain underspent by \$11,561.00.

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

20 There are no identified legal and organisational risks.

Ngā pānga ki ngā kaupapa here | Policy impact

21 There are no identified current or future impacts to Council policies.

TE WHAKAWHITI KŌRERO ME TE TŪHONO | COMMUNICATIONS & ENGAGEMENT

Te mahere tūhono | Engagement planning

22 All applicants will be contacted via email once decisions around funding have been made.

Whakatairanga | Publicity

- 23 Once successful applicants are notified the Council website and social media channels will be updated.

NGĀ ĀPITI HANGA | ATTACHMENTS

1. Heritage Fund Criteria and Guidelines [↓](#)



Heritage Fund

Fund Criteria and Application Guidelines

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1

Heritage Fund Criteria and Application Guidelines

Please read the fund criteria and guidelines BEFORE filling in your application form.

Reading these will save you time!

Please note: These guidelines specify procedures and conditions that are legally binding for successful applicants.

Aim of the Heritage Fund

“The Kāpiti Coast District Council’s Heritage Fund aims to assist and actively encourage landowners and members of the Kāpiti Coast community to manage, protect and enhance heritage features throughout the district including ecological, geological, historical and cultural sites.”

Funding Categories

Applications must fall into one of the following categories to be eligible for funding:

1. PRESERVATION

Heritage feature preservation – includes fencing and permanently protecting by covenant areas of native vegetation, heritage trees, wetlands or other heritage features.

2. RIPARIAN MANAGEMENT

i.e. retiring stream banks from farming; fencing and planting; pest animal and weed management.

3. MANAGEMENT

Heritage feature management – includes activities such as plant and pest management in protected native bush, heritage feature maintenance activities e.g. painting, restoration, pruning, planting, and reimbursement of resource consent fees for management projects.

4. RESEARCH/EDUCATION

For example historical research/ information gathering, education/promotion campaigns, signage, production of educational material like flyers, brochures or the running of presentations, seminars or workshops.

NB:

- I. The Heritage Fund is contestable and each application will be assessed on its merits.
- II. Funding is only available for projects taking place on land within the boundaries of the Kāpiti Coast District Council.
- III. Registered sites/features (e.g. identified in the District Plan Heritage Register, Historic Places Trust Register, or similar) will have priority over non-registered sites/features.

1. Preservation Projects

For a project to be eligible in this category it must meet all of the following criteria:

- a) It is for an area of native vegetation, specific tree, a wetland or other natural area;
- b) It shall not be planted with any exotic vegetation once protected;
- c) Domestic stock must be excluded from the area to be protected;
- d) It must have a protective covenant registered on the title of the land (or be entered into as part of the funding application);
- e) It must meet the General Criteria listed in this document; and
- f) It must have a heritage management plan.

Preservation is limited to those areas which require permanent retirement from forestry, farming or general land use.

A high priority for funds will be given to preservation of heritage features under this category.

2. Riparian Management Projects (Stream Bank Retirement)

For a project to be eligible in this category it must meet the following criteria:

- a) The area must be permanently retired from grazing;
- b) Domestic stock must be excluded from the area;
- c) It must be for a length of stream no less than 100m;
- d) It must have a protective covenant registered on the title of the land (or be entered into as part of the funding application);
- e) It must meet the General Criteria listed in this document; and
- f) It must have a heritage management plan.

A high priority for funds will be given to projects under this category, especially in water catchment areas such as upstream of the water intake on the Waikanae River.

3. Management Projects

For a project to be eligible in this category it must meet the following criteria:

- a) Be a registered heritage feature (registered in the Kāpiti Coast District Plan Heritage Register, the New Zealand Archaeological Association Site Recording Scheme, or the Historic Places Trust Register); OR

Be any other heritage feature (including trees, buildings, wāhi tapu or wāhi taonga, heritage objects, or archaeological, historic or geological sites) BUT it must meet the General Criteria listed in this document; and

- b) It must have a heritage management plan.

With respect to (a) above, the site does not have to be listed in the District Plan Heritage Register at the time the funding is applied for. It is sufficient to agree to registration in the District Plan's Heritage Register.

Management under this category includes heritage features that cannot be easily modified through land use activities. For example, an eligible heritage feature could be an old steam boiler located in a paddock or it could be a historic building. There is no requirement to fence off or covenant heritage features under this category.

The funding for heritage features in this category may go towards maintenance of the feature. Any heritage feature recorded in the District Plan's register will require a resource consent if they are to be modified, altered or destroyed in any way unless it is a minor work as defined in the District Plan or it is pruning in accordance with approved arboricultural practices.

4. Research/Education Projects

For a project to be eligible in this category it must meet the following criteria:

- a) Involves a heritage feature listed in the District Plan Heritage Register; or
- b) Involves any other heritage feature that meets the General Criteria listed in this document;
- c) Will result in the protection and better management of a heritage feature that meets the criteria under (a) or (b) above; and
- d) Will provide new information about the heritage feature and will assist in public interpretation and understanding of the feature.

General Criteria

NOTE: Funding is only available for projects taking place on land within the boundaries of the Kāpiti Coast District Council.

a) Ecological Sites

*Representativeness**

- contains an ecosystem that is rare or under-represented in Kāpiti ecological districts*

Rarity

- contains threatened ecosystems *
- contains threatened species *
- contains species that are endemic to the ecological district*
-

Diversity

- diversity of ecosystems, species, vegetation *

Distinctiveness

- contains large/dense population of viable species *
- largely in its natural state or restorable *
- uninterrupted ecological sequence *
- contains significant land forms *

Continuity & Linkage within Landscape

- provides, or has potential to provide, corridor/buffer zone to an existing area *

Cultural Values

- traditionally important for Maori
- recreational values
- significant landscape value
- protection of soil values
- water catchment protection
- recreation or tourism importance
- aesthetic coherence

Ecological Restoration

- ability to be restored *

Landscape Integrity

- significance to the original character of the landscape
- isolated feature, does it stand out or blend in
- does it have a role in landscape protection

Sustainability

- size and shape of area
- activities occurring on the boundaries which may affect its sustainability
- adjoins another protected area
- links

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- easily managed

b) Historical and Cultural Sites

General Values

- The extent to which the place/feature reflects important or representative aspects of New Zealand history
- The association of the place/feature with events, persons or ideas of importance in New Zealand history
- the potential of the place/feature to provide knowledge of Kāpiti Coast District and New Zealand history
- the community association with, or public esteem for, the place/feature
- The potential of the place/feature for public education
- The potential for recreation and access

Tangata Whenua Values

- traditionally important to iwi
- urupa or marae
- wahi taonga or wahi tapu
- archaeological site

c) Individual Trees

- Trees which, in the opinion of Council, are significant and worthy of protection; or
- Trees which have been assessed using the RNZIH Standard Tree Evaluation Method (STEM) for New Zealand (or equivalent) as having a score of 140 or greater.

NB: Copies of the RNZIH Evaluation Method are available for perusal at the Council Civic Building, 175 Rimu Road, Paraparaumu.

d) Geological and Soil Sites

- Listed in the New Zealand Inventory of Soil Sites of International, National and Regional Importance
- The extent to which the place reflects important or representative aspects of New Zealand geology
- The representative quality and/or a quality or type or rarity that is important to the district

Heritage Management Plans

Heritage Management Plans are generally required for Heritage Fund applications under the categories of Preservation, Management or Riparian Management Projects. Exceptions may be made for applications relating to heritage features managed under the conditions of a QE II Trust covenant deed, or in accordance with a Greater Wellington Regional Council Key Native Ecosystem restoration plan. In these cases, applicants should reference the covenant deed or the Key Native Ecosystem plan in their applications, and include an assurance that the protective management practices specified in those documents are being undertaken and will be ongoing.

The landowner must comply with the heritage management plan once an application has been approved for funding.

A Heritage Management Plan:

- a. Is a document which sets out the approach to works and/or maintenance of the feature/site for future years;
- b. May have conditions (as is appropriate) that the landowner will be required to meet such as fencing, weed and pest control, keeping stock/domestic animals out of the area and restoration;
- c. Will help ensure that the site is managed in a manner that protects and enhances the heritage feature;
- d. Does not have to be complex and typically involves the following:
 - A line drawing of the property/farm on a A4 aerial photograph (photo can be obtained free of charge from the District Planning Department) showing the area of concern and the proposed management measures;
 - A description of the current problem/threats to the area (e.g. cattle grazing undergrowth of remnant forest, plant pests or animal pests like possums, goats, stoats etc which need controlling/eradicating);
 - The proposed annual work/maintenance programme to be carried out over the next 3 – 5 years.

The Council can provide free advice on preparing heritage management plans.

Timing of Applications

In each financial year, there will be one round of funding under the Heritage Fund. Advertisements will be placed in local newspapers advertising the annual funding round.

Applications will be considered by Council's Grants Allocation Committee.

Financial Details

In the application form sufficient details are required to enable the proposed project to be fully costed.

- If you are registered for GST please **do not** include GST in your costs
- Please attach **quotes** and any other supporting documentation to your application.

The following costs are **not** eligible:

- Project costs incurred prior to the lodging of the application;
- Any costs involved in preparing the application; and
- Debt servicing.

The purchase of equipment is generally NOT eligible for funding unless it can be demonstrated that it is essential for the project (i.e. it cannot be leased, rented/hired etc) and is a reasonable cost. Each item of equipment will be evaluated on its individual merit to the project.

It is recognised that labour contributions (and associated tools and machinery) are an important component of many projects. However, this scheme is not a subsidised employment scheme. Labour contributions are eligible as a project cost but should ideally not form more than a third of the total project cost.

What Level of Grant Assistance Can I Get?

The maximum total grant allocated under the scheme is **\$5,000** (excluding GST). There is no minimum grant amount.

A maximum grant of **\$500** (excluding GST) applies to administration costs (includes photocopying, mailouts/postage etc) and the reimbursement of resource consent fees.

All grants are allocated on the basis of a cost sharing arrangement.

The maximum grant rate for all projects is a cost sharing of 50:50, i.e. the Council will only fund up to half of the project cost. The applicant must make a contribution to the costs.

Example: Project cost \$2,000 at 50% (excl. GST):

Heritage Fund Grant \$1,000

Individual share \$1,000

The applicant's share of the cost can be by way of in-kind contributions (e.g. labour), or cash.

GST will be paid in addition to the grant where:

- the applicant is GST registered;
- the project is part of the applicant's taxable activity; and
- the GST number is supplied on the application form.

How Can the Council Staff Assist Me?

Applicants are encouraged to complete the application form themselves.

Anyone experiencing difficulty in filling in the form should contact the Council's Programme Manager Biodiversity. The Programme Manager Biodiversity or delegated Council officer can help prepare your Heritage Management Plan. (NB: Staff assistance does not imply success or preferential treatment in the approval process).

Inspections of projects allocated funding will be undertaken by Council staff.

How Will the Council Select Successful Applications?

As the number of projects and their total value may exceed the amount of grant money made available by Council each year, funding will be prioritised.

Heritage Funding will be prioritised in the following order:

1. Preservation projects, where areas to be protected will be fully fenced off with no stock permitted and a covenant entered into;
2. Riparian management projects, where the stream banks will be fully fenced off with no stock permitted and a covenant entered into;
3. Management projects for heritage features, areas or items such as restoration work, identification and on-going works/maintenance;
4. Research projects, including education campaigns or historic investigations into heritage features.

NB:

1. Funding will only be allocated for projects taking place on land within the boundaries of the Kāpiti Coast District Council.
2. Registered sites/features (e.g. identified in the District Plan, Historic Places Trust Register, or similar) will have priority over non-registered sites/features.
3. Features may be protected by a section 221 consent notice (issued under the Resource Management Act)
4. Discussion and consultation will be undertaken with other agencies such as the Department of Conservation, Greater Wellington Regional Council and the QE II National Trust, as appropriate.

How Will Applications be Processed?

Applications should be addressed to Council's Programme Manager Biodiversity. All applications will be acknowledged within 10 working days of receipt.

Applications will be checked 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.

At the close of the application period, applications will be sorted into two categories:

1. Applications that will be reported to the Grants Allocation Committee for full consideration; and
2. Applications that are considered to fall outside the criteria and/or contain insufficient information.

Meetings of the Grants Allocation Committee are advertised and any member of the public is welcome to attend.

The applicant will be notified in writing within 10 working days of the Grants Allocation Committee making a decision on their application. Where an application is approved, the applicant will be sent a letter of approval specifying the grant.

The following conditions apply to any grants made:

1. Any expenditure on a project prior to the application being lodged will not be accepted for funding.
2. All costs associated with the project are first paid by the applicant unless another arrangement is approved in writing by Council. Receipts should be forwarded to the Programme Manager Biodiversity for processing. The grant will only be paid for approved costs.
3. The applicant must notify the Programme Manager Biodiversity once the project has been completed.
4. Any grant approval is personal to the applicant and cannot be reassigned without written approval from Council.
5. Grants must be uplifted within the time specified in the approval.
6. Grants are made subject to the Grants and Allocation Committee being satisfied that the information given is true and correct and that there has been no omission of any relevant fact or any misrepresentation given. Council retains the right to refuse payments to approved applicants in cases where it determines that it has been misled by the applicant or if the applicant has been placed in receivership or declared bankrupt.
7. In all cases, the decision of the Grants Allocation Committee shall be final and there will be no rights of appeal or review.

8. The Kāpiti Coast District Council reserves the right to visit any project or use it for promotional purposes where grant assistance has been given. In all cases the applicant will be notified of a visit.
9. The Kāpiti Coast District Council reserves the right to suspend and to refuse further grant payments if in the opinion of the Grants Allocation Committee the grantee wilfully or through neglect causes the project to fail. The decision of the Council shall be final and there shall be no rights of appeal or review and no right to compensation or damages of any nature.

Once I have an approved grant, how do I claim it?

All accounts are first paid by the applicant, unless another arrangement is approved in writing by Council.

Receipts are sent to the Council officer administering the grant.

A maximum claim value of \$5,000 applies (excluding administration/resource consent fee costs where a \$500 maximum claim value applies)

Completed projects are inspected by a Council Officer.

Can I Change the Contract?

Once the cost of a project and the grant rate has been approved by the Grants Allocation Committee that amount may not be increased or any new categories of expenditure introduced.

Progress Reporting and Notification of Project Completion

All successful applicants will be required to report regularly on progress in completing the project, particularly the completion of significant milestones.

Successful applicants must notify the Council officer administering the grant once their project has been completed.

8 TE WHAKAŪ I NGĀ ĀMIKI | CONFIRMATION OF MINUTES

8.1 CONFIRMATION OF MINUTES

Author: Maria Cameron, Advisor Governance

Authoriser: Brendan Owens, Group Manager Customer and Community

Taunakitanga | Recommendations

- A. That the minutes of the Grants Allocation Committee (Waste Levy) meeting of 19 November 2024 be accepted as a true and correct record.
- B. That the minutes of the Grants Allocation Committee (Districtwide Facilities Hire Remissions) meeting of 26 November 2024 be accepted as a true and correct record.

NGĀ ĀPITI HANGA | ATTACHMENTS

1. Minutes - Grants Allocation Committee (Waste Levy) 19 November 2024 [↓](#)
2. Minutes - Grants Allocation Committee (Districtwide Facilities Hire Remissions) 26 November 2024 [↓](#)

GRANTS ALLOCATION COMMITTEE (WASTE LEVY) MEETING
MINUTES

19 NOVEMBER 2024

MINUTES OF KAPITI COAST DISTRICT COUNCIL
GRANTS ALLOCATION COMMITTEE (WASTE LEVY) MEETING
HELD AT THE COUNCIL CHAMBER, GROUND FLOOR, 175 RIMU ROAD, PARAPARAUMU
ON TUESDAY, 19 NOVEMBER 2024 AT 9.36AM

PRESENT: Cr Nigel Wilson, Cr Glen Cooper, Mayor Janet Holborow, Cr Shelly Warwick (via Zoom), Cr Rob Kofoed

IN ATTENDANCE: Mr Sean Mallon, Ms Anna Smith, Mr Evan Dubisky, Mr Cam Butler, Deputy Mayor Lawrence Kirby

WHAKAPĀHA | APOLOGIES: Mr Bernie Randall

LEAVE OF ABSENCE: Mr Tonchi Begovich

1 NAU MAI | WELCOME

The Chair, Nigel Wilson, welcomed everyone to the meeting.

2 KARAKIA A TE KAUNIHERA | COUNCIL BLESSING

At the request of the Chair, Mayor Janet Holborow opened the meeting with karakia.

3 WHAKAPĀHA | APOLOGIES

APOLOGY

COMMITTEE RESOLUTION GACL2024/1

Moved: Cr Glen Cooper

Seconder: Mayor Janet Holborow

That the apology received from Mr Bernie Randall 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 of interest were raised at this meeting.

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

No public speakers were present at this meeting.

6 NGĀ TAKE A NGĀ MEMA | MEMBERS' BUSINESS

(a) No leaves of absence were requested at this meeting.

(b) The Chair had not been advised of any matters of an urgent nature prior to the commencement of the meeting.

**GRANTS ALLOCATION COMMITTEE (WASTE LEVY) MEETING
MINUTES**

19 NOVEMBER 2024

Cr Rob Kofoed joined the meeting at 9:42am.

7 PŪRONGO | REPORTS

**7.1 RECOMMENDATIONS ON WASTE LEVY GRANT APPLICATIONS 2024-2025
BUSINESS WASTE REDUCTION**

David Binstead, Senior Waste Minimisation Officer, took the report as read and answered questions from elected members along with Robbie Stillwell, Manager Waste Projects.

COMMITTEE RESOLUTION GA CL2024/2

Moved: Mayor Janet Holborow

Seconder: Cr Glen Cooper

- A. That the Grants Allocation Committee (Waste Levy) approves to fund \$1,000 in the Business Waste Reduction category to Crooked Vege Ōtaki for reusable totes and containers in respect of their wholesale distribution partnerships.
- B. That the Grants Allocation Committee (Waste Levy) approves to fund \$2,785 in the Business Waste Reduction category to Te Wānanga o Raukawa in Ōtaki for a biochar system to pilot diverting organic biomass waste from landfill.
- C. That the Grants Allocation Committee (Waste Levy) approves to fund \$745 in the Business Waste Reduction category to Land Matters for a waste audit to assess and implement company-wide waste minimisation actions.
- D. That the Grants Allocation Committee (Waste Levy) approves to fund \$4,230 in the Business Waste Reduction category to The Roastery for a reusables initiative to tackle single-use cup waste.
- E. That the Grants Allocation Committee (Waste Levy) declines to fund Katihuki Marae Committee in the Business Waste Reduction category.
- F. That the Grants Allocation Committee (Waste Levy) declines to fund Beach FM in the Business Waste Reduction category.

CARRIED

**7.2 RECOMMENDATIONS ON WASTE LEVY GRANT APPLICATIONS 2024-2025 -
COMMUNITY PROJECTS**

David Binstead, Senior Waste Minimisation Officer, took the report as read and read aloud a statement from a grant applicant. Mr Binstead and Robbie Stillwell, Manager Waste Projects, answered questions from elected members.

COMMITTEE RESOLUTION GA CL2024/3

Moved: Mayor Janet Holborow

Seconder: Cr Shelly Warwick

- A. That the Grants Allocation Committee (Waste Levy) approves to fund \$2,116 in the Community Projects category to Ōtaki College for sustainable period underwear.
- B. That the Grants Allocation Committee (Waste Levy) approves to fund \$6,671 in the Community Projects category to Raumatī Technology Centre to provide community waste minimisation education and practical skills to reduce waste, across three sub-projects.
- C. That the Grants Allocation Committee (Waste Levy) approves to fund \$2,000 in the Community Projects category to Cyclic Solutions for refurbishment and recycling of

**GRANTS ALLOCATION COMMITTEE (WASTE LEVY) MEETING
MINUTES**

19 NOVEMBER 2024

bicycles and components.

- D. That the Grants Allocation Committee (Waste Levy) approves to fund \$4,602 in the Community Projects category to Te Kura ā Iwi o Whakatapuranga Rua Mano for recovered/recycled building materials sourcing in-region at Otaihanga Zero Waste Hub.
- E. That the Grants Allocation Committee (Waste Levy) approves to fund \$5,000 in the Community Projects category to Paekākāriki Orchard Group for promoting and expanding their PaeCycle Project, consisting of: hardship subsidy fund, fund compost co-ordinator for one more year, introduction of community education at monthly meets/working bees.
- F. That the Grants Allocation Committee (Waste Levy) approves to fund \$800 in the Community Projects category to Ōtaki Womens Community Club for Organic Wealth waste minimisation expertise.
- G. That the Grants Allocation Committee (Waste Levy) approves to fund \$4,500 in the Community Projects category to Worm It Up for kitchen scraps composting subscription service expansion.
- H. That the Grants Allocation Committee (Waste Levy) approves to fund \$811 in the Community Projects category to He Iti nā Mōtai for eligible composting expenditure.
- I. That the Grants Allocation Committee (Waste Levy) approves to fund \$2,500 in the Community Projects category to Māoriland Charitable Trust [option 2] to support reuse at Māoriland Film Festival.
- J. That the Grants Allocation Committee (Waste Levy) approves to fund \$1,000 in the Community Projects category to Katihuki Marae Committee for colour-coded bins and signage.
- K. That the Grants Allocation Committee (Waste Levy) declines to fund the grant application from Māoriland Charitable Trust [option 1].
- L. That the Grants Allocation Committee (Waste Levy) declines to fund the grant application from Waikanae Primary School.
- M. That the Grants Allocation Committee (Waste Levy) declines to fund the grant application from Beach FM.
- N. That the Grants Allocation Committee (Waste Levy) declines to fund the grant application from Ruth De Jager Consulting.
- O. That the Grants Allocation Committee (Waste Levy) declines to fund the grant application from Ahoaho māra kai.

CARRIED

8 KARAKIA WHAKAMUTUNGA | CLOSING KARAKIA

Mayor Janet Holborow closed the meeting with karakia.

The Te Komiti Tuku Tahua Pūtea | Grants Allocation Committee (Waste Levy) meeting closed at 9:53am.

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HEAMANA | CHAIRPERSON

GRANTS ALLOCATION COMMITTEE (DISTRICTWIDE FACILITY HIRE REMISSIONS) MEETING MINUTES 26 NOVEMBER 2024

MINUTES OF KAPITI COAST DISTRICT COUNCIL
GRANTS ALLOCATION COMMITTEE (DISTRICTWIDE FACILITY HIRE REMISSIONS)
MEETING HELD IN THE COUNCIL CHAMBER, GROUND FLOOR, 175 RIMU ROAD,
PARAPARAUMU ON TUESDAY, 26 NOVEMBER 2024 AT 9.33AM

PRESENT: Cr Nigel Wilson (Chair), Cr Rob Kofoed, Cr Shelly Warwick

IN ATTENDANCE: Cr Sophie Handford, Ms Morag Taimalietane, Ms Kate Coutts, Ms Anna Smith, Ms Jessica Mackman, Ms Tracey Waye

WHAKAPĀHA | APOLOGIES: Mayor Janet Holborow, Cr Glen Cooper

1 NAU MAI | WELCOME

The Chair welcomed everyone to the meeting.

Cr Shelly Warwick arrived to the meeting at 9.34am.

2 KARAKIA A TE KAUNIHERA | COUNCIL BLESSING

At the invitation of the Chair, Morag Taimalietane, Acting Group Manager Customer and Community opened the meeting with karakia.

3 WHAKAPĀHA | APOLOGIES

APOLOGY

COMMITTEE RESOLUTION GACF2024/1

Moved: Cr Nigel Wilson

Seconder: Cr Shelly Warwick

That the apologies received from the Mayor and Cr Glen Cooper be accepted.

CARRIED

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

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

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

There were no public speakers at the meeting.

6 NGĀ TAKE A NGĀ MEMA | MEMBERS' BUSINESS

(a) There were no requests for a leave of absence.

(b) There were no matters of an urgent nature raised.

GRANTS ALLOCATION COMMITTEE (DISTRICTWIDE FACILITY HIRE REMISSIONS) MEETING MINUTES 26 NOVEMBER 2024

7 PŪRONGO | REPORTS

7.1 CONSIDERATION OF APPLICATIONS FOR DISTRICTWIDE FACILITY HIRE REMISSION

Morag Taimalietane, Acting Group Manager Customer and Community and Tracey Waye, Executive Assistant to the Group Manager Customer and Community, took the report as read and alongside Anna Smith, Team Leader Governance, answered members' questions.

COMMITTEE RESOLUTION GACF2024/2

Moved: Cr Rob Kofoed
Seconder: Cr Shelly Warwick

- A. That the Grants Allocation Committee (Districtwide Facility Hire Remissions) grants \$350 to the Lions Club of Waikanae, to assist with the cost of hiring the Waikanae Community Centre for their annual Senior Citizens' Christmas Luncheon in December 2024.
- B. That the Grants Allocation Committee (Districtwide Facility Hire Remissions) grants \$1,000 to the Waikanae Swimming Club, to assist with the cost of pool lane hire fees at the Waikanae Pool.

CARRIED

8 TE WHAKAŪ I NGĀ ĀMIKI | CONFIRMATION OF MINUTES

8.1 CONFIRMATION OF MINUTES

COMMITTEE RESOLUTION GACF2024/3

Moved: Cr Nigel Wilson
Seconder: Cr Rob Kofoed

That the minutes of the Grants Allocation Committee (Heritage Fund) meeting of 17 September 2024 be accepted as a true and correct record.

CARRIED

9 KARAKIA WHAKAMUTUNGA | CLOSING KARAKIA

At the invitation of the Chair, Morag Taimalietane, Acting Group Manager Customer and Community closed the meeting with karakia whakamutunga.

The Te Komiti Tuku Tahua Pūtea | Grants Allocation Committee (Districtwide Facility Hire Remissions) meeting closed at 9.42am.

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HEAMANA | CHAIRPERSON

9 KARAKIA WHAKAMUTUNGA | CLOSING KARAKIA