

# 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.

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### 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 Kapiti 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.

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### 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.