



# **AGENDA**

## **Additional Grants Allocation Subcommittee (Waste Levy) Meeting**

**I hereby give notice that a Meeting of the Grants Allocation  
Subcommittee (Waste Levy) will be held on:**

**Date: Thursday, 12 December 2019**

**Time: 1.30pm**

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

**Sean Mallon  
Group Manager Infrastructure Services**

**Kapiti Coast District Council**

**Notice is hereby given that a meeting of the Grants Allocation Subcommittee (Waste Levy) will be held in the Council Chamber, Ground Floor, 175 Rimu Road, Paraparaumu, on Thursday 12 December 2019, 1.30pm.**

**Grants Allocation Subcommittee (Waste Levy) Members**

Mayor K Gurunathan	Member
Deputy Mayor Janet Holborow	Member
Cr Jackie Elliott	Chair
Cr Bernie Randall	Deputy
Cr Robert McCann	Member
Cr Martin Halliday	Member



## Order Of Business

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**1 WELCOME**

**2 COUNCIL BLESSING**

“As we deliberate on the issues before us, we trust that we will reflect positively on the communities we serve. Let us all seek to be effective and just, so that with courage, vision and energy, we provide positive leadership in a spirit of harmony and compassion.”

I a mātou e whiriwhiri ana i ngā take kei mua i ō mātou aroaro, e pono ana mātou ka kaha tonu ki te whakapau mahara huapai mō ngā hapori e mahi nei mātou. Me kaha hoki mātou katoa kia whaihua, kia tōtika tā mātou mahi, ā, mā te māia, te tiro whakamua me te hihiri ka taea te arahi i roto i te kotahitanga me te aroha.

**3 APOLOGIES**

**4 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 PUBLIC SPEAKING TIME FOR ITEMS RELATING TO THE AGENDA**

**6 MEMBERS' BUSINESS**

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

## 7 REPORTS

### 7.1 RECOMMENDATIONS ON WASTE LEVY GRANT APPLICATIONS

**Author:** Katharina Kennedy, Waste Minimisation Services Officer

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

#### PURPOSE OF REPORT

1. This report seeks approval for:
  - The allocation of funding for the current round of the Community Education and Projects Contestable Fund (Category 3).
  - Authority to invite applicants who submitted Expressions of Interests for Innovation: New Technologies and Seed Funding grants (Category 4) to submit full applications

#### DELEGATION

2. The Grants Allocation Committee may make a decision under Section C.4 of the Governance Structure and Delegations:

*“The Committee will consider and allocate grant moneys in accordance with the meeting cycles and criteria of five granting programmes, including the Waste Levy Fund grants.”*

#### BACKGROUND

3. The Waste Minimisation Act 2008 requires operators of waste disposal facilities to pay a levy of \$10 per tonne of residual waste disposed of to landfill. Approximately half of this levy money is allocated by the Ministry for the Environment (MfE) to local authorities and must be spent on implementing their waste management and minimisation plans. The other half is allocated by MfE through the national Waste Minimisation Fund. Further information on solid waste and legislation is available in the report SP-10-871.
4. The Waste Levy Allocation Policy, approved by the Environment and Community Development Committee on 22 July 2010 and updated on 1 September 2011 (**Appendix A** attached to this report), sets out how the Kāpiti Coast District Council (Council) would allocate part of the waste levy funding received from the Ministry for the Environment for waste minimisation projects in the Kāpiti district via a contestable grants scheme.
5. The overall objective of the Policy is:
  - To ensure optimal and transparent allocation of the national waste levy funding to waste minimisation projects.*
  - To increase the range, scale and number of waste minimisation activities on the Kāpiti Coast through effective use of the waste levy fund.*
6. Category 3 of the Waste Levy Allocation Policy: Community Education and Projects Contestable Fund seeks to support practical on-the-ground waste minimisation projects which encourage community participation and education and/or are of benefit to the community of Kāpiti and lead to long term waste minimisation action. A total of \$20,000 is available for allocation.
7. Category 4 of the Waste Levy Allocation Policy: Innovation: New Technologies and Seed Funding Contestable Fund seeks to encourage the establishment of waste minimisation businesses on the Kāpiti Coast and create opportunities for waste minimisation and economic development through innovative processes and technologies. A total of \$50,000 is available for allocation.

## ISSUES AND OPTIONS

### APPLICATIONS FOR CATEGORY 3 – COMMUNITY EDUCATION AND PROJECTS

8. Applications for Category 3 were called for in July 2019. Eighteen (18) applications were received, requesting a total amount of \$46,378.85. This means the fund is oversubscribed by \$26,378.85. All full applications are attached to this report (**Appendix B**).
9. The applications were assessed against the criteria in the Waste Levy Allocation Policy. Some applicants were contacted by a Council staff member for clarification or to request further information. All applications were discussed by a panel of Council officers. Following that process, three (3) applications are recommended for full funding, eleven (11) for part funding and four (4) applications are recommended to be declined. Refer to **Table 1** and **Sections 10 to 27** for further detail.

#### 1 Table 1: Funding recommendations for Category 3 applications.

APPLICATIONS RECOMMENDED FOR FULL FUNDING			
No	Applicant	Requested	Recommended
1	Paekākāriki Playcentre	\$275.00	\$275.00
2	Te Horo School	\$970.43	\$970.43
3	Waikanae School	\$434.78	\$434.78
APPLICATIONS RECOMMENDED FOR PART FUNDING			
No	Applicant	Requested	Recommended
4	Island Custom Ltd.	\$2,800.00	\$1,400.00
5	Kāpiti marae, Kāpiti College	\$217.39	\$130.43
6	Kāpiti Primary School	\$1,128.24	\$145.86
7	Kenakena Primary School	\$6,387.19	\$1,984.32
8	Little Earth Montessori Preschool	\$775.00	\$525.00
9	Māoriland Charitable Trust	\$3,500.00	\$3,000.00
10	Otaki Promotions Group Inc - Otaki Kite Festival 2020	\$1,000.00	\$500.00
11	Pukehuia Chicken Coop & Composting Project	\$4,084.30	\$1,089.30
12	The Gardening Group	\$3,749.59	\$2,500.00
13	Te Kura Kaupapa Māori o Te Rito	\$8,229.20	\$5,000.00
14	Zero Waste Ōtaki	\$3,560.95	\$2,954.02

APPLICATIONS RECOMMENDED TO BE DECLINED			
No	Applicant	Requested	Recommended
15	Kāpiti Toy Library	\$1,989.78	\$0.00
16	Prescient Nutrition	\$5,000.00	\$0.00
17	Te Kura Kaupapa Māori o Te Rito	\$855.00	\$0.00
18	Waikanae Golf Club	\$1,422.00	\$0.00
<b>Total</b>		<b>\$46,378.85</b>	<b>\$20,909.14</b>

### Recommended for full funding

10. **Paekākāriki Playcentre** has applied for \$275 to purchase 300 reusable cotton handtowels to replace the currently used paper towels. The handtowels will be washed by parents attending the playcentre. This initiative has good potential to reduce the vast amount of paper towels used at most ECEs and is recommended to be funded fully.
11. **Te Horo School** has applied for \$970.43 (ex GST) to purchase four compost tumblers, which will form part of a wider waste minimisation system at the school. The compost tumblers will be used to divert food waste from landfill. It is recommended to fully fund this project.
12. **Waikanae School** has applied for 434.78 (ex GST) to run community workshops to make beeswax wraps. The beeswax wraps are intended to replace plastic wrap, foil and plastic bags and thus reduce waste at the school and in the wider community. Waste reduction will be quantified via regular rubbish/lunchbox audits at the school. The requested funding will cover the costs of ingredients and equipment to make the wraps. The intention is to make some extra wraps to sell in order to continue to fund the project into the future. The project has good potential to reduce the vast amount of cling film used at schools and is recommended to be funded fully.

### Recommended for part funding

13. **Island Custom Ltd.** run a sewing teaching space at Lindale. They have applied for \$2,800 to run an eight week programme of drop-in repair café sessions and workshops on sustainable sewing projects such as making reusable napkins, make-up removal pads, sandwich bags etc. While this project is well aligned with the grant criteria, due to the limited funding available, it is recommended to fund half of the requested costs (\$1,400), to be used towards the repair café sessions. Previously run repair cafes in Kāpiti have been very popular, and this is an effective way to upskill the community towards repairing items and preventing them going to landfill.
14. **Kāpiti marae at Kāpiti College** have applied for \$217.39 (ex GST) to establish two worm farms at the marae and give koha to a facilitator from Para Kore Marae Inc. to deliver a workshop / provide advice. It is recommended to fund the cost of the worm farms (\$130.43), but not the koha. Kāpiti Coast District Council already funds Para Kore Marae Inc (\$1,100 per year for three years) and this is an optional contribution.
15. **Kāpiti Primary School** has applied for \$1,128.24 for two worm farms, a rain water tank, and to build a lean-to to house the new compost bins, the existing worm farm, and the rain water tank. It is recommended to fund the cost of the compost bins only (\$145.86), as these will directly contribute to reducing organic waste at the school.
16. **Kenakena Primary School** has applied for \$6,387.19 for a range of waste reduction initiatives, including concreting the area underneath the recycling and rubbish bins, building three compost

bins, running workshops for all classes, a tour to the Southern Landfill (Wellington) for two classes, a hazardous waste collection at the school, and disposable gloves and bags for river and beach clean-ups. The application also includes \$2,150 for wages and administration costs. It is proposed to fund \$1,984.32 towards this project, to cover the costs of the compost bins and educational activities including half of the proposed costs for wages and admin. Council's waste minimisation officer will connect the project organiser to Sustainable Coastlines, who offer reusable gloves and bags to schools and groups doing clean-ups. We will also offer the school participation in the Zero Waste Education programme delivered by the waste minimisation officer, which can cover some of the planned educational sessions. It is not recommended to support an informal hazardous waste collection, as there are potentially serious health and safety implications and this should be performed by professionals.

17. **Little Earth Montessori Preschool** has applied for \$775 to trial reusable nappies at the centre. This is to cover the cost for workshops and support from Kate Meads (aka The Nappy Lady) at the centre. It is recommended to fund \$525, which would cover the cost for Kate Meads to work with Little Earth when she is next in the district to deliver a workshop (late March 2020). \$775 would be to get her down sooner. In addition, Council would also need to fund \$4,000 for the nappy trial pack. This would then be owned by Council and can be used by other ECEs in the district once the Little Earth trial is completed. The idea is for Little Earth to be a case study and roll this out to more ECEs in the district. The \$4000 have been budgeted for in this years' Waste Levy budget.
18. **Māoriland Charitable Trust** has applied for \$3,500 to run the Māoriland film festival as a zero waste event. Funding is sought to employ a zero waste coordinator, hire/purchase recycling bins, and to purchase a NZ Box composter. The trust will contribute \$2,500 to this initiative, which is estimated to cost \$6,695.83 in total. The shortfall will be fundraised. This is an ambitious project with a potentially big impact. It is recommended to fund \$3,000 (due to the limited funds available). The event also received \$3,015 of waste levy funding in 2017/18. It is recommended to suggest that any coordination / administration costs of waste management are factored into general event costs next year. The infrastructure (bins and composter) will be in place for future years if funded this year, so this should not be something that is funded every year. One of the criteria of the waste levy fund for community projects is that projects become self-sustaining.
19. **Ōtaki Promotions Group Inc - Ōtaki Kite Festival 2020** has applied for \$1,000 to provide public education at the 2020 Otaki Kite Festival in an effort to spread the "refuse/reduce/repurpose/reuse/recycle/rot" message and minimise the quantity of waste going to landfill. Funding is for fundraising groups monitoring the waste stations. They also received \$1,000 in the 2018/19 funding round for the same purpose. It is recommended to fund \$500 due to the limited funds available, and to note that an alternative source of funding should be found for next year (as above).
20. **Pukehuia Chicken Coop & Composting Project** has applied for \$4,083.30 for an initiative to use food and green waste from five households for chicken feeding, composting and green waste mulching on their whanau papakainga. This is an initiative by five households on jointly owned land in Waikanae, which the collective is developing for sustainable living. This includes developing a food garden and orchard, as well as planting native trees. Funding is for materials to build a chicken coop (\$589.30) and compost bins (\$500), and purchase of a mulcher (\$2995). The group will fund \$2,620 themselves (materials and labour). It is recommended to allocate \$1089.30 to this initiative, which would cover the cost of the chicken coop and compost bins to divert foodwaste. The mulcher was seen to contribute less directly to waste reduction in this project and is therefore recommended not to be funded from the limited funds available.
21. **The Gardening Group** is a group of eight households in the Raumati South / Paraparaumu area who are planning to start a community composting facility at the Moa Community Orchard in Raumati South, which would be accessible to all members of the community. The requested funding of \$3749.59 is for a tipping trailer intended to transport greenwaste and compost inputs

(\$3295), compost ingredients (\$354.59) and promotion (\$100). The project is intended to become self-funding through membership and trailer hire fees. It is recommended to allocate \$2,500 towards this project due to the oversubscription of the fund.

22. **Te Kura Kaupapa Māori o Te Rito** has applied for \$8,229.20 for a food waste diversion project involving the wider school community. They plan to invite school whanau to bring in their food waste, which will then be composted at the school. The requested funds are to cover the costs of buckets (\$1048.60) to distribute to school whanau (to bring in their kitchen waste), sawdust (\$3120) to mix with the food waste for composting, and a tipping trailer (\$5295) in which the food waste will be collected and transported. While this is a very promising initiative with the potential to divert a large amount of food waste from landfill, it is recommended to fund \$5,000 only due to the limited funds available.
23. **Zero Waste Ōtaki** are working to establish a waste diversion operation at the Ōtaki transfer station, starting with waste timber. They received \$2,689.99 of waste levy grant funding in 2018/19 to attend training courses. This year, they are applying for \$3560.95 to cover the costs of fencing the site, getting an electricity connection, tools, safety equipment, office consumables and administration costs. They intend to become self-funding once operational. It is recommended to allocate \$2,954.02 of funding towards this project to fund costs as proposed minus office consumables and administration. This funding would be made conditional on obtaining a written agreement / memorandum of understanding from Midwest Disposal Ltd., who are the lessees of the transfer station.

#### **Applications recommended to be declined**

24. **Kāpiti Toy Library** has applied for \$1,989.78 to purchase new toys for the library. While it is recognised that the lending of toys can reduce the amount of new toys that are purchased and later discarded by families, this project was deemed less impactful in terms of waste reduction than some of the other projects seeking funding. Because of this and the limited amount of funds available, it is recommended to decline this application.
25. **Prescient Nutrition** has applied for \$5,000 to establish a small, self-contained insect growing unit at Ngā Manu, which would divert an estimated 1 tonne of food waste per annum collected from visitors to the nature reserve into premium live insects, that Ngā Manu will harvest and feed to its native animals. In addition, the project intends to facilitate community participation and education of alternative waste minimisation techniques. While this is a novel initiative to put food waste to a good use, it was considered not to meet the grant criteria as a community project sufficiently well. Community involvement in this project will be minimal and the educational benefits are doubtful, as this is not a technology that is transferrable to many other locations or applications. Therefore, it is recommended to decline this application.
26. **Te Kura Kaupapa Māori o Te Rito** has applied for \$855 ex GST for a student soap making project in order to avoid soap packaging waste. The funding request consists of \$365 for equipment and \$490 for ingredients. The recommendation is not to fund this project. While making things generally is a good way to reduce packaging waste, soap can readily be bought in fully recyclable cardboard packaging at most mainstream supermarkets, as well as unpackaged at specialist stores. Therefore, this is not considered a very effective means for reducing waste.
27. **Waikanae Golf Club** has applied for \$1,422 to set up an on-site composting operation at the Golf Course to compost food and greenwaste generated on site. Funding is for a bokashi bin, compost bin and buckets (\$627), as well as support from consultancy Organic Wealth (\$795). It is recommended to decline this application as it does not meet criteria as community project sufficiently well. The main goal seems to be diverting organic waste from the café and grounds, i.e. from internal operations rather than involving the community.



28. Of the \$20,000.00 available under Category 3 it is recommended that \$20,909.14 is allocated as outlined above. The additional amount of \$909.14 can be covered from unallocated funds in the current Waste Levy budget.

**EXPRESSIONS OF INTEREST FOR CATEGORY 4 – NEW TECHNOLOGIES AND SEED FUNDING**

29. Expressions of Interest (EOI) for Category 4 were called for in July 2019. Ten (10) EOI applications were received, requesting a total amount of \$305,070.
30. The fund pool is divided into two categories:
- Category A is for new technology proposals
  - Category B is for businesses using proven existing technologies and processes
31. Allocation of funds under Category 4 is carried out in a two-step process. At the first stage, applicants are invited to submit a brief Expression of Interest (EOI). Based on the EOI fit with the grant criteria, selected applicants are invited to submit a full application (stage 2). Allocation of funding is then based on these full applications. Refer to **Table 2** below for more detail on the allocation process.

**2**

**3 Table 2: Funding allocation process for Category 4 - New Technologies and Seed Funding.**

Activity	Date
EOI submission deadline	20 September 2019
EOIs to go forward to full application stage selected	20 September – 12 December 2019
EOI submitters notified of decisions	By 13 December 2019
Selected projects submit full applications	13 December 2019 – 15 February 2020
Project selection made by the Council	March 2020
Applicants notified of results	March 2020

32. Council Officers assessed the EOI applications against the criteria in the Waste Levy Allocation Policy. Following that process, it is recommended to invite five (5) of the ten (10) applicants to submit full applications for their projects, as detailed in **Table 3**. A brief description of each application and the associated recommendations are provided in **Sections 33 to 43** below. Full EOI applications are appended in a separate public excluded report in order to protect commercially sensitive information submitted by the applicants.

**4 Table 3: EOI recommendations for Category 4 applications.**

No	Applicant	Requested	Submit full application
1	Besafe Training Limited	\$50,000	No
2	Friendlypak NZ Ltd	\$15,900	No
3	Horizon International	\$25,000	Yes

4	Organic Wealth - Composting	\$21,200	Yes
5	Organic Wealth – Bottle washing	\$12,400	No
6	POG - Paekākāriki Orchard and Garden Incorporated	\$8,000	Yes
7	Quantum Technologies Ltd	\$32,570	No
8	Recycle Plastics NZ Ltd	\$50,000	No
9	Recycling for Charity Ltd	\$40,000	Yes
10	Remark-it Solutions Ltd / E-waste Services Ltd. / Waste Management Ltd	\$50,000	Yes
	<b>Total Requested</b>	<b>\$305,070</b>	<b>\$144,200</b>

33. **Besafe Training Ltd.** is an Auckland-based vocational training provider. They have applied for \$50,000 to carry out asbestos awareness training at schools and in the community and to investigate asbestos disposal and collection practices in the district and collect data on quantities disposed of. The recommendation is not to invite them to submit a full application. The proposal did not seem to be well thought through. If the Council were to invest in asbestos awareness training, it would make more sense to do so in conjunction with local training providers and trade associations.
34. **Friendlypak NZ Ltd** is an Auckland-based manufacturer of compostable products. They have applied for \$15,900 to trial and test prototype compostable trays to replace single-use plastic, metal foil and laminated paperboard pre-prepared meal and food trays. They plan to work with Capital Coast DHB, meals on wheels and similar services to run end-user tests. The recommendation is not to invite them to submit a full application. The key reason for this is that there is currently no commercial composting facility in the region that would accept the material they intend to use for composting, which means the trays would have to go to landfill. A switch to compostable trays will only create waste reduction if there is a solution for composting them in place as well, however this is not part of the current proposal.
35. **Horizon International** is a manufacturer of concrete pavers with a manufacturing site in Ōtaki. They have applied for \$25,000 to engage a chemist / fund further analysis of the by-product from their paver honing process (a mixture of concrete fines and water which is currently landfilled) to determine the suitability as a farming additive/ fertiliser (lime). This application meets the criteria of the fund and has potential to provide a simple solution to divert a significant amount of waste. It is recommended to invite Horizon International to submit a full proposal.
36. **Organic Wealth** is a Waikanae-based consultancy working in the field of waste reduction and behaviour change with businesses, educational institutions and the community. They have applied for \$21,200 to set up a low-tech composting operation to trial the collection and composting of food waste from six local cafes. The application is to cover the set-up costs consisting of wheelie bins for cafes, compost boxes, and project management. It is recommended to invite Organic Wealth to submit a full proposal for this project. Food waste diversion is one of the key challenges for the district in terms of meeting our waste reduction goals, therefore a local commercial collection service has the potential to make a big impact, especially if it is able to be up-scaled or replicated. The question of scalability will be posed to the applicant

37. **Organic Wealth** have submitted a second EOI for \$12,400 to launch a local glass bottle refund boutique recycling scheme for local cafes and food co-ops. The funding would be used to set up a commercial bottle washing system for bottles used to sell a kefir drink produced by Organic Wealth. It is recommended not to invite a full application for this proposal, as the scope is very limited. It will be proposed to the applicant to seek cooperation with other local businesses and perhaps reapply next year as a collective of businesses.
38. **POG - Paekākāriki Orchard and Garden Incorporated** has applied for \$8,000 to set up a food waste collection and composting system in Paekākāriki as a social enterprise, collecting foodwaste from homes and businesses on a subscription basis using an E-bike and trailer (modelled on successful social enterprise Kaicycle in Wellington). It is recommended to invite POG to submit a full proposal for this project. As described in section 36 above, food waste diversion is a key challenge for the district and local solutions in this area are needed.
39. **Quantum Technologies Ltd** is a local start-up company working in the biotechnology space. They have applied for \$32,570 to fund proof of technology investigation and economic evaluation of the scale up production of colloidal nanoparticles produced by Photo-Fenton deconstruction of organic kitchen/food waste and organic compostable greenwaste available within the Kāpiti Coast District Council catchment area. The colloidal nanoparticles produced may have potential applications in the areas of health and wellness, energy and biofuels and biofeeds and fertilizers. It is recommended no to invite this proposal to submit a full application. It appears that this project is still far from commercialisation with a high degree of uncertainty regarding the outcome. Compared to some of the other EOIs received, this proposal appears to offer a low probability of significant waste reduction in the short term.
40. **Recycle Plastics NZ Ltd** is a newly set-up company planning to set up a plastics pyrolysis plant in Kāpiti. The plan is to purchase proven pyrolysis technology from the UK to convert plastic types 3 to 7, which are difficult to recycle, into pyrolysis oil, which can be used for a range of applications. Recycle Plastics NZ have made an application to the Provincial Growth Fund / National Waste Minimisation Fund for the bulk of this \$7 million project. They have applied to us for \$50,000 to contribute towards legal fees associated with setting up. It is recommended not to invite a full proposal from this applicant. Recycle Plastics NZ is still in conversation with the Provincial growth Fund, therefore it is unclear if this project will go ahead. If it does go ahead, there may be other more suitable ways to support them.
41. **Recycling for Charity Ltd** is a small E-waste recycling enterprise based in Upper Hutt. They have applied for \$40,000 to set up recycling containers at both the Otaihangā and Ōtaki Transfer stations to collect E-waste (Computers, cellphones, wire, laptops, servers, and other small electrical appliances). This would be at no cost to residents or the transfer station operator, as they estimate that they will be able to generate enough revenue from refurbished E-Waste to fund the collection and processing. Both transfer stations are leased by Midwest Disposals Ltd., and operated by Waste Management and Envirowaste respectively on Midwest's behalf. This means that Recycling for Charity will need an agreement with Midwest Disposals in order to operate out of the transfer stations. They have had an initial meeting with Midwest. It is recommended to invite them to submit a full proposal, including a written agreement with Midwest.
42. **Remark-it Solutions Ltd / E-waste Services Ltd. / Waste Management Ltd** have submitted a joint application for \$50,000 to establish an e-waste collection and processing centre for consumer electronics at the Otaihangā Resource Recovery Facility. Their proposal includes pre-processing and where possible refurbishing and resale of E-waste at Otaihangā, thus generating value and potentially employment at the transfer station. They also intend to offer free E-Waste drop-off to residents. It appears that they had not communicated with Midwest Disposals prior to making this application. It is recommended to invite them to submit a full proposal, including a written agreement with Midwest.
43. It is expected that Midwest Disposals will likely choose to work with either Remark-IT Solutions or Recycling for Charity, although in principle it would be possible to have Remark-IT working

out of Otaihangā and Recycling for Charity servicing a drop-off container in Ōtaki. Therefore, it will be made clear to the applicants that they need to provide a written agreement with Midwest Disposals to progress to the next application stage. Council officers have been working on an affordable solution for E-Waste at our transfer stations for several years and are therefore supportive of either application, although it is recognised that Remark-It's proposal potentially offers additional benefits such as value generation and employment within the district.

## **CONSIDERATIONS**

### **Policy considerations**

44. The applications have been assessed against the criteria in the Waste Levy Allocation Policy 2011. Please refer to **Appendix A** for the objectives and requirements of projects under the Policy.

### **Legal considerations**

45. There are no legal considerations for the Council. The applicants themselves are responsible for ensuring their activities comply with all relevant laws and regulations. The allocation and use of the funding will be subject to audit by the Ministry for the Environment.

### **Financial considerations**

46. The recommendations for Category 3 results in \$20,909.14 is allocated as outlined above. The additional amount of \$909.14 can be covered from unallocated funds in the current Waste Levy budget. There is no impact on rates funding as these grants are funded from Waste Levy income.
47. Applicants are required to provide a bank account number before funds are released. This enables them to purchase goods directly. All applicants under Category 3 would be required to have made their purchases within twelve months of receiving the grant and submit proof of purchase. Unspent funds would be returned to the Council.
48. There are no financial applications from recommendations under Category 4 at this stage, as funds under this category will be allocated in a separate meeting in March 2020.

### **Strategic considerations**

49. The allocation of waste reduction grants to community and business projects is in line with the objectives and actions set out in the current Wellington Region Waste Management and Minimisation Plan.

## **SIGNIFICANCE AND ENGAGEMENT**

### **Significance policy**

50. This matter has a low level of significance under Council's Significance and Engagement Policy.

### **Engagement planning**

51. An engagement plan is not needed to implement this decision.

### **Publicity**

52. Selected projects will be publicised by the Council through media releases, the Council's sustainability newsletter 'On To It,' and other communication avenues. Several applicants have proposed to carry out their own publicity activities, e.g. through Facebook, organisation websites and newsletters, community and school newsletters, local radio, newspapers etc.

## Other Considerations

### Updates from the 2018/19 funding round

53. In the 2018/19 financial year, a total of \$12,930.90 of funding was allocated to seven (7) projects through the Category 3 fund. Five (5) of the funded groups have reported the successful completion of their projects, while the remaining groups have not yet submitted their reports. The project reports submitted by funding recipients are summarised in **Appendix C**.
54. In the 2018/19 funding round, the following projects received funding under Category 4 of the grants:
  - Nufuels Ltd: \$25,000 to explore and test the technical and economic viability of developing an integrated waste to energy system at the Ōtaki transfer station.
  - Astara Technologies: \$22,500 to assess and test the recycling and repurposing of E.V. batteries.

These projects are currently still underway. Reporting will be provided at the March 2020 meeting.

## RECOMMENDATIONS

55. That the Grants Allocation Committee allocates levy funding under Category 3 of the Waste Levy Policy 2011 as set out in **Table 1** this report (Recommendations on Waste Levy Grant applications) totalling **\$20,909.14**.
56. That five of the ten applicants that submitted Expressions of Interest under Category 4 of the Waste Levy Policy 2011, namely Horizon International, Organic Wealth (composting project), POG - Paekākāriki Orchard and Garden Incorporated, Recycling for Charity Ltd and Remark-it Solutions Ltd are invited to submit full applications for Council's consideration.

## APPENDICES

1. Appendix A - Waste Levy Allocation Policy 2011 [↓](#) 
2. Appendix B.1 Paekākāriki Playcentre application [↓](#) 
3. Appendix B.2 Te Horo School application [↓](#) 
4. Appendix B.3 Waikanae School application [↓](#) 
5. Appendix B.4 Island Custom Ltd application [↓](#) 
6. Appendix B.5 Kāpiti marae, Kāpiti College application [↓](#) 
7. Appendix B.6 Kāpiti Primary School application [↓](#) 
8. Appendix B.7 Kenakena Primary School application [↓](#) 
9. Appendix B.8 Little Earth Montessori Preschool application [↓](#) 
10. Appendix B.9 Māoriland Charitable Trust application [↓](#) 
11. Appendix B.10 Ōtaki Promotions Group - Ōtaki Kite Festival application [↓](#) 
12. Appendix B.11 Pukehuia Chicken Coop & Composting Project application [↓](#) 
13. Appendix B.12 The Gardening Group application [↓](#) 
14. Appendix B.13 TKKM o Te Rito composting project [↓](#) 
15. Appendix B.14 Zero Waste Ōtaki application [↓](#) 
16. Appendix B.15 Kāpiti Toy Library application [↓](#) 
17. Appendix B.16 Prescient Nutrition application [↓](#) 
18. Appendix B.17 TKKM o Te Rito soap making project application [↓](#) 
19. Appendix B.18 Waikanae Golf Club application [↓](#) 
20. Appendix C - Reports back from successful applicants under Category 3 2018/19 [↓](#) 

## Waste Levy Allocation Policy<sup>1</sup>

2 September 2011

### Objectives of the Policy

*To ensure optimal and transparent allocation of the national waste levy funding to waste minimisation projects.*

*To increase the range, scale and number of waste minimisation activities on the Kāpiti Coast through effective use of the waste levy fund.*

This Policy supports the Council's zero-waste strategy for waste management. It gives effect to the requirements of the Waste Minimisation Act 2008 to allocate waste levy funding received from the Ministry for the Environment for waste minimisation projects.

### Waste Levy Allocation Process

- the Environment and Community Development Committee will review and approve the broad framework or categories for allocation of the funds. This will be reviewed on a three-yearly basis as part of the LTP process.
- the Environment and Community Development Committee will approve the indicative allocation of funds with a three year timeframe and review this allocation annually as part of the formal considerations under the Annual Plan/LTP process.
- the Environment and Community Development Committee will approve the criteria for any contestable process used in the allocation of funding.
- Approval of funding under any contestable process will be undertaken by the Waste Levy Grant Allocation Sub Committee. The sub-committee consists of the Chair of the Committee, the Chair of the Corporate Business Committee, the Mayor, and two Community Board members.

### Framework for Allocation of the Waste Levy

- The categories for high level allocation of the waste levy fund are:
  1. Waste Flows: Data Collection

To improve the quality and usefulness of data about total waste volumes and waste streams, and movement of waste within, into and out of the District, as a key input into waste minimisation decisions.
  2. Minimisation Incentives: Contracts

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<sup>1</sup> This policy is included in the (draft) Wellington Regional Waste Management and Minimisation Plan 2011, in the Kāpiti Coast District Council action plan.

To achieve continual improvement to contract documentation to maximise incentives for waste minimisation by waste operators and service providers.

**3. Community Education and Projects**

To achieve a high level of community involvement in practical on-the-ground waste minimisation projects which encourage a network of community participation and long term action.

**4. Innovation: New Technologies and Seed Funding**

To encourage the establishment of waste minimisation businesses on the Kāpiti Coast and maximise opportunities for minimisation and economic development through innovative processes and technologies.

- allocation of funding for Categories 3 and 4 will be via an annual contestable process which calls for expressions of interest to identify potential recipients from the fund.

**Category 3: Community Education and Projects Contestable Fund**

- the criteria for assessment of applications to the Community Projects fund (Category 3) are:

**Minimum requirement:**

- the project will lead to long term waste minimisation actions by participants;
- the project has a minimum involvement of either 5 households linked to the project or involves businesses or organisations active around waste minimisation; and
- details are provided on the costs of the project and how the contribution sought from the levy fund will be used.

**Other criteria:**

- there is a level of involvement of young people in the project ;
- the project involves skills and knowledge within the community about waste minimisation and/or reducing the need for waste;
- the project proposal shows how success will be measured in terms of waste reduction and skills learnt.

**Category 4: Innovation: New Technologies and Seed Funding Contestable Fund**

- funding for projects under this process will be for up to three years and no more;
- any agreement to provide funds for more than one year will be treated as a contract for service rather than a grant and recipients will be required to provide a performance report;
- funding for new technology initiatives would be provided for technology feasibility and proof of technology (including economics) stages only;
- criteria for the assessment of applications under this contestable process will be:

**A. For new technology proposals:**

- a proposal that includes:
  - description and/or proof of a unique Intellectual Property (IP) contribution;
  - a programme and process for testing
  - a programme for business development of the end product/results of the project/trial
- indication of other funding contributors.

**B. For businesses using proven existing technologies and processes:**

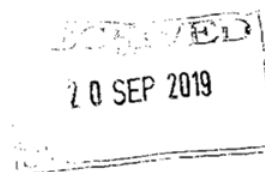
- a business case is provided which includes:
  - evidence that access to necessary waste streams is secured;
  - assumptions around waste stream costs, projected revenue, current and projected operating costs and end-use markets
  - *review and (independent) sign off on one or more assumptions can be required by Council*
  - provision for contingencies and structured response to rising waste resource costs and/or end-use market failure;
  - *review and (independent) sign off of this information can be required by Council.*
- estimates of performance post Council or other subsidy;
- estimates of the scale and performance of the project in terms of waste minimisation;



- clear indication of benefit to the local economy and/or regional economy.

This policy was approved by the Environment and Community Development Committee on 2 September 2011. Refer Report IS-11-312.

**Waste Levy Fund for Community Projects  
Application Form**



*Please read the Fund Criteria & Application Guidelines before completing this form.*

**1. Name of Project/Business/Organisation Applying:**

Paekākāriki Playcentre

**2. Contact Person:** *Please obtain the consent of this person to provide their details. This consent is required in accordance with the Privacy Act 1993.*

**Name:**

Jule Scherer

**Role within project/business/organisation:**

Co-president

**Contact address:**

22 Wellington Road

Paekākāriki

**Contact phone numbers:**

Day: 021 25 93 822

Night: 021 25 93 822

**Email address:**

paekakariki@playcentre.org.nz

**How did you find out about the Waste Reduction Grants?**

Council Newsletter

**3. Applicant's GST Number (if applicable):**

Click here to enter text.

**4. Bank Account Details:**



*Please attach or scan a bank deposit slip which shows your account name and number.*

**5. Project Plan**

Briefly describe your proposed initiative:

Paekākāriki Playcentre is a non-for profit parent-run early childhood centre. We bring together parents of young children and provide a safe and familiar environment for our youngest members of the community to play and learn together.

We want to say goodbye to the big mountains of paper towels we produce at Playcentre and move to reusable, cotton hand towels instead.

Expected start and end dates:

Start date: Term 4 / Mid October

End date: Forever

Is this a new or ongoing initiative?

☒ New

☐ Ongoing

#### Primary Criteria

I am applying as a:

☐ Business

☒ Organisation

☐ Neighbourhood group with the direct involvement of at least 5 households

*If you are applying as a project with householder involvement, please attach a copy of minutes of the meeting at which it was resolved that this application be made and listing the names, addresses and contact details of at least 5 participating households. If there are more than 5 households participating, please indicate the total number directly involved.*

How will the initiative lead to long term waste minimisation actions by participants?

We're planning to buy around 300 small hand towels/clothes we will use in our parent-run Early Childhood Education centre. They will be washed by our parents. We won't produce the mountains of paper towels we're producing in the moment and will teach our children about sustainability.

Describe the geographical boundaries of the initiative's activities:

Paekakariki Playcentre is being visited at the moment by about 20 whānau from as far as Pukerua Bay to Waikanae.

Describe how success will be quantified and reported back to the Council:

We will buy the cotton towels and can send the Council photos of the set-up, how we're using them and report back how we're using the change over to sustainability as a learning opportunity for our children.

#### Secondary Criteria

If applicable, describe how the initiative meets the secondary criteria listed in the Application Guidelines:

We are a parent run ECE so we involve children in everything we do. We want to use the change to reusable handtowels as a teaching opportunity.

#### Other Considerations

Are there any other beneficial elements of the initiative that you feel the Grants Allocation Subcommittee should be aware of?

[Click here to enter text.](#)

How do you intend to develop/market/promote your project?

We will share our project in our newsletter and on social media

Does your initiative have support or involvement of the community/neighbours/other groups? If so, please provide details and attach letters of support, if available:

We are a community organisation and the project has the support of the parents involved in Playcentre.

Describe any previous experience your business/organisation/project group has had managing community projects:

We're always trying to reduce our waste (and involve our children on our sustainability journey). Our children don't bring packaged lunchboxes but we bake every day together and share fruit. We have a wonderfully working and ever fascinating worm farm and planning to do more gardening with our children.

Is this initiative affected by any Council bylaws and/or regulations? If so, please name the bylaw or regulation and describe how its requirements will be met:

n/a

Please list any relevant supporting information (e.g. meeting minutes resolving to undertake this project/apply for the Fund; project plans) and attach copies:

Minutes deciding to apply for this grant

#### 6. Funding Details

There is no overall maximum or minimum grant amount per application. Please check the guidelines for a list of eligible and ineligible costs. Three supporting quotes are required (if possible) for any proposed equipment purchases.

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.

If you are registered for GST, do not include GST in your costs.

If you are not registered for GST, please provide total costs (i.e. including GST where applicable).

**Total cost of initiative: (\$)**

Click here to enter text.

**Total amount applied for from the Waste Levy Fund: (\$)**

Please indicate incl. or excl. GST

\$275 (including GST)

**Breakdown of application by task and item:**

300 Hand Towels cotton/organic bamboo from Alibaba including shipping

Please provide details of any other sources of funding/sponsorship, or applications made for such:

Click here to enter text.

**Expected start and end dates:**

**Start date:** Term 4 / Mid October

**End date:** Forever

**Is this a new or ongoing initiative?**

☒ New

☐ Ongoing

#### Primary Criteria

**I am applying as a:**

☐ Business

☒ Organisation

☐ Neighbourhood group with the direct involvement of at least 5 households

*If you are applying as a project with householder involvement, please attach a copy of minutes of the meeting at which it was resolved that this application be made and listing the names, addresses and contact details of at least 5 participating households. If there are more than 5 households participating, please indicate the total number directly involved.*

**How will the initiative lead to long term waste minimisation actions by participants?**

We're planning to buy around 300 small hand towels/clothes we will use in our parent-run Early Childhood Education centre. They will be washed by our parents. We won't produce the mountains of paper towels we're producing in the moment and will teach our children about sustainability.

**Describe the geographical boundaries of the initiative's activities:**

Paekakariki Playcentre is being visited at the moment by about 20 whanau from as far as Pukerua Bay to Waikanae.

**Describe how success will be quantified and reported back to the Council:**

We will buy the cotton towels and can send the Council photos of the set-up, how we're using them and report back how we're using the change over to sustainability as a learning opportunity for our children.

#### Secondary Criteria

**If applicable, describe how the initiative meets the secondary criteria listed in the Application Guidelines:**

We are a parent run ECE so we involve children in everything we do. We want to use the change to reusable handtowels as a teaching opportunity.

#### Other Considerations

**Are there any other beneficial elements of the initiative that you feel the Grants Allocation Subcommittee should be aware of?**

Click here to enter text.

**How do you intend to develop/market/promote your project?**

Organisation:

Paekākāriki Playcentre

Signature (insert scanned image from your computer):

Date: Click here to enter a date.

### 8. Checklist

Have you...

- ☐ Completed all sections of this form?
- ☐ Attached all relevant supporting documentation including copies of quotes?
- ☐ Attached proof of business, organisation or project bank account requiring two or more signatories?
- ☐ Obtained consent of the contact person to provide their details?
- ☐ Signed and dated the application form?

Please send your application, to be received by 12pm on 20 September 2019;

Electronically to: [waste@kapiticoast.govt.nz](mailto:waste@kapiticoast.govt.nz)

By post to: Waste Levy Fund  
C/- Katharina Kennedy  
Kāpiti Coast District Council  
Private Bag 60601  
Paraparaumu 5254

Or deliver to: Katharina Kennedy  
Kāpiti Coast District Council  
175 Rimu Road  
Paraparaumu



Is this initiative likely to be recurring or extend beyond the twelve months of this funding round?

☐ Yes

☒ No

If yes, what is the potential for the initiative being or becoming self-funding?

It's a one off to get us started. We will hopefully use the hand towels for years.

Does this project require any other resources or support?

no.

### 7. Declaration

Please provide two signatures

We hereby declare that the information supplied here on behalf of our organisation is correct.

We consent to Kāpiti Coast District Council collecting and retaining the personal contact details provided in this application and using these details for the purpose of assessment of this scheme.

If the application is successful, we agree to use the monies for the purpose for which they are granted and account for them, or in the event that is not possible, such monies will be refunded to the Council. If the actual cost of purchased equipment is lower than the initial quote, the difference will be refunded to the Council. Proof-of-purchase will be forwarded to the Council.

We have obtained the consent of the contact person to provide these details. This consent is given in accordance with the Privacy Act 1993.

Name of person completing this application:

Jule Scherer

Position:

Co-President

Organisation:

Paekākāriki Playcentre

Signature (insert scanned image from your computer):

Date:

Supporting signatory:

Name: Hannah Rodgers

Position:

Treasurer

16/09/2019

Screenshot 2019-09-14 at 19.54.18.png

16/09/2019

Screenshot 2019-09-14 at 19.57.40.png

Quote from Alibaba  
300 ~~cloth~~ towels  
⇒ US\$ 175  
⇒ NZD\$275

the warehouse co. nz

My Cart (300)

Living & Co Manhattan Face Towel 30cm X 30cm Colour: Aqua Size: 30cm x 30cm Available in: 2-5 business days Add to Wishlist	\$300.00 Qty: 150	Delivery Method Standard Delivery \$5.00 Click & Collect FREE Add Promo Code +
Living & Co Manhattan Face Towel 30cm X 30cm Colour: Black Size: 30cm x 30cm Available in: 2-5 business days Add to Wishlist	\$300.00 Qty: 150	Price Details Subtotal: \$600.00 Delivery: \$5.00 TOTAL: \$605.00 PROCEED TO CHECKOUT Continue Shopping

message.alibaba.com

My Alibaba

Click here

All Inquiries

Unread

Top and relative quotation recommended from Ruby Zhu

Ruby Zhu  
2pm

I want to buy the product you are selling on Alibaba.com.

Ray Apple  
2pm

I want to buy the product you are selling on Alibaba.com.

Elinda Tong  
1pm

I want to buy the product you are selling on Alibaba.com.

Ford Yang  
2pm

Recycled washable wallpaper, waterproof, snap handle cube...

Simon Wu  
2pm

Dear Julie,  
Good day to you!  
Thanks for contacting us!  
The EXW price 200 pieces of the towel will be USD 175.  
And the shipping cost to NZ will be 40.  
Total price will be USD 215.  
We have a check and let me know if that will be ok for you.  
Thanks,  
best regards,  
Ray

Product Details

Product Name: U HomeTalk UFR076 Wholesale China Organic Antibacterial Bamboo

Spec/Specs

Quantity: 300

Unit Price: 0

Unit: Price(s)

Total Product Amount: USD 0.000

Add Dismissed Products

**Waste Levy Fund for Community Projects**  
Application Form

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*Please read the Fund Criteria & Application Guidelines before completing this form.*

**1. Name of Project/Business/Organisation Applying:**

Te Horo School

**2. Contact Person:** *Please obtain the consent of this person to provide their details. This consent is required in accordance with the Privacy Act 1993.*

Name:

Rebecca Thomsen

Role within project/business/organisation:

Classroom Teacher, Team Leader

Contact address:

124 School Road, Te Horo 5582

Contact phone numbers:

Day: 06 3643071

Night: 0278254252

Email address:

r.thomsen@th.school.nz

How did you find out about the Waste Reduction Grants?

Email from KCDC

**3. Applicant's GST Number (if applicable):**

55-381-844

**4. Bank Account Details:**



*Please attach or scan a bank deposit slip which shows your account name and number.*

**5. Project Plan**

Briefly describe your proposed initiative:

To develop a waste minimisation system within our school. To educate children and parents/whanau about the benefits of reducing plastic packaging, process food waste in a sustainable way (develop school composting systems), recycle paper more carefully.

Expected start and end dates:

Start date: 1/10/2019

End date: 1/12/2020

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Is this a new or ongoing initiative?

☒ New

☐ Ongoing

**Primary Criteria**

I am applying as a:

☐ Business

☒ Organisation

☐ Neighbourhood group with the direct involvement of at least 5 households

*If you are applying as a project with householder involvement, please attach a copy of minutes of the meeting at which it was resolved that this application be made and listing the names, addresses and contact details of at least 5 participating households. If there are more than 5 households participating, please indicate the total number directly involved.*

How will the initiative lead to long term waste minimisation actions by participants?

Education of the wider school community about reducing waste, and learning more sustainable practices that have a lighter impact on our local environment.

Describe the geographical boundaries of the initiative's activities:

Te Horo School grounds, and encompassing the wider school enrolment zone which has Otaki River as it's northern boundary, and Paetawa Road and Greenhill Road as the southern boundary, west to the Tasman Sea, and east to the Tararua Ranges.

Describe how success will be quantified and reported back to the Council:

Pre-project waste data will be collected in school, and monitored throughout the project. Post-project waste data will be collected and compared. Reporting to the school community will happen throughout the project. A final presentation will be prepared for the school community about the impact of this initiative.

**Secondary Criteria**

If applicable, describe how the initiative meets the secondary criteria listed in the Application Guidelines:

This initiative will involve Primary School aged children, from age 5 to age 13 years, and they will be the main drivers of the project with support from classroom teachers.

We will work with the parents and community members who are passionate about caring for our local environment.

Our objective is that this initiative is developed and lead by the children in the school, so that they have a deeper understanding and ownership of the benefits of reducing waste and using more sustainable practices, both at school and at home, and carry these ideas forward into their futures and home to their families/whanau.

Parents/whanau and staff are involved in working in the school gardens.

**Other Considerations**

Are there any other beneficial elements of the initiative that you feel the Grants Allocation Subcommittee should be aware of?



We have registered with Paper4Trees, and plan to use this organisation to help us regenerate our school bush reserve. The compost we create will be used to nourish the soil in the bush reserve as well as the school gardens.

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How do you intend to develop/market/promote your project?

Currently sharing progress and information with the school community through our school newsletter and at School Assemblies. We will continue to report to the community through these channels.

Does your initiative have support or involvement of the community/neighbours/other groups? If so, please provide details and attach letters of support, if available:

Our direct neighbours are very keen to support us in developing awareness of caring for our environment as this has a direct impact on their properties. They have provided information about possible initiatives (Paper4Trees) and other resources.

Describe any previous experience your business/organisation/project group has had managing community projects:

nil

Is this initiative affected by any Council bylaws and/or regulations? If so, please name the bylaw or regulation and describe how its requirements will be met:

This supports KCDC Solid Waste Bylaw 2010 that promotes Council's waste minimisation and waste reduction objectives.

Please list any relevant supporting information (e.g. meeting minutes resolving to undertake this project/apply for the Fund; project plans) and attach copies:

Te Horo School Charter and Strategic Plan 2019 as adopted by the school Board of Trustees at their meeting 19 March 2019. One of our Strategic Goals is to "Provide sustainable spaces, places, people and resources". One of the 3-year success measures is that Sustainable practices are encouraged and implemented. This includes a school-wide zero-waste programme, and that a plan to develop and rejuvenate our school bush reserve is developed.

## **6. Funding Details**

There is no overall maximum or minimum grant amount per application. Please check the guidelines for a list of eligible and ineligible costs. Three supporting quotes are required (if possible) for any proposed equipment purchases.

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.

If you are registered for GST, do not include GST in your costs.

If you are not registered for GST, please provide total costs (i.e. including GST where applicable).

**Total cost of initiative: (\$)**

\$1564

**Total amount applied for from the Waste Levy Fund: (\$)**

*Please indicate incl. or excl. GST*

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\$1564 incl. gst

**Breakdown of application by task and item:**

Construction of compost facility – building materials and collection bins approx. \$1200

Paper recycling and waste bins x28 @\$13.00each = \$364

Please provide details of any other sources of funding/sponsorship, or applications made for such:

Registration with Paper4Trees who promote paper recycling in education centres by offering one native tree seedling for each 3 cubic metres of paper recycled.

Is this initiative likely to be recurring or extend beyond the twelve months of this funding round?

☒ Yes

☐ No

If yes, what is the potential for the initiative being or becoming self-funding?

Our application is for initial set-up costs within our school, and we do not envisage any further funding being required. The initiative should become self-sustaining as we educate our students and our wider community.

Does this project require any other resources or support?

We would like to continue to have support from the Zero Waste Education experts available at Council, and would welcome their education programmes for our children, and their input into our proposed initiative.

**7. Declaration**

*Please provide two signatures*

We hereby declare that the information supplied here on behalf of our organisation is correct.

We consent to Kāpiti Coast District Council collecting and retaining the personal contact details provided in this application and using these details for the purpose of assessment of this scheme.

If the application is successful, we agree to use the monies for the purpose for which they are granted and account for them, or in the event that is not possible, such monies will be refunded to the Council. If the actual cost of purchased equipment is lower than the initial quote, the difference will be refunded to the Council. Proof-of-purchase will be forwarded to the Council.

We have obtained the consent of the contact person to provide these details. This consent is given in accordance with the Privacy Act 1993.

Name of person completing this application:

Rebecca Thomsen

Position:

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Classroom teacher / Team Leader

Organisation:

Te Horo School

Signature (insert scanned image from your computer):



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Date: 16/09/2019

Supporting signatory:

Name:

Michelle Tate

Position:

Tumuaki / Principal

Organisation:

Te Horo School

Signature (insert scanned image from your computer):



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Date: 16/09/2019

#### 8. Checklist

*Have you...*

- ☐ Completed all sections of this form?
- ☐ Attached all relevant supporting documentation including copies of quotes?
- ☐ Attached proof of business, organisation or project bank account requiring two or more signatories?
- ☐ Obtained consent of the contact person to provide their details?
- ☐ Signed and dated the application form?

Please send your application, to be received by 12pm on 20 September 2019;

Electronically to: [waste@kapiticoast.govt.nz](mailto:waste@kapiticoast.govt.nz)

By post to: Waste Levy Fund  
C/- Katharina Kennedy  
Kāpiti Coast District Council  
Private Bag 60601  
Paraparaumu 5254

Or deliver to: Katharina Kennedy  
Kāpiti Coast District Council  
175 Rimu Road  
Paraparaumu



**From:** [Rebecca Thomsen](#)  
**To:** [Katharina Kennedy](#)  
**Subject:** Re: Waste Levy Application - Te Horo School  
**Date:** Monday, 4 November 2019 7:47:54 PM

---

Good evening Katharina,  
Just updating you on our grant application details.  
We have received paper recycling bins from Paper4Trees, so this part of our application is no longer applicable, and would reduce our overall application amount.  
Our application would now be for the costs associated with setting up compost bins of around \$1120.  
Please could you adjust our request accordingly.  
Kind regards  
Rebecca Thomsen  
Te Horo School

On Wed, Oct 2, 2019 at 1:58 PM Rebecca Thomsen <[R.THOMSEN@th.school.nz](mailto:R.THOMSEN@th.school.nz)> wrote:  
Good afternoon Katharina,  
My apologies for not getting back to you sooner - it has been a hectic finish to Term 3!

Plastic recycling bins:

Yes, paper4trees offer paper recycling bins as part of their programme, but they are currently out of stock and it looks as if they won't be able to supply any until next year, and we are keen to get things underway as soon as possible. We would use something like these bins available from Mitre10 Mega [heavy duty plastic storage bins](#)

Compost bins:

Our initial thought was to construct a large compost bin with multiple compartments, but this does not seem to be as suitable because of the density of the compost and the likelihood that this project will be largely managed by the children.  
We are now looking at tumbling composting bins, similar to those available from Bunnings [Maze 245L Compost Tumbler](#) which retail for around \$279 each. We estimate we would need approx 4 (one per term) to cope with the quantity of food waste being processed, and to make it manageable for the children. These could also be situated in various locations around the school where they could be emptied directly into the gardens once the compost has processed itself.

Thank you for your consideration.  
Kind regards  
Rebecca Thomsen  
Te Horo School

On Wed, Sep 18, 2019 at 9:20 AM Katharina Kennedy  
<[Katharina.Kennedy@kapiticoast.govt.nz](mailto:Katharina.Kennedy@kapiticoast.govt.nz)> wrote:

Dear Rebecca,

Thank you for your application.

Could you please provide some quotes for your planned purchases? Screenshots or similar

are fine.

Also, I think Paper4Trees provide paper recycling bins as part of the programme (see <https://www.paper4trees.co.nz/resources>) – would these be suitable for your project?

Kind regards,

**Katharina Kennedy**  
Waste Minimisation Services Officer  
Te Apiha Ratonga Whakaiti Para

Kapiti Coast District Council  
Tel 04 2964 765  
Mobile 027 5554 765

[www.kapiticoast.govt.nz](http://www.kapiticoast.govt.nz)

**From:** Rebecca Thomsen [mailto:[R.THOMSEN@th.school.nz](mailto:R.THOMSEN@th.school.nz)]  
**Sent:** Wednesday, 18 September 2019 8:32 AM  
**To:** Resource - Waste Station Hoods <[waste@kapiticoast.govt.nz](mailto:waste@kapiticoast.govt.nz)>  
**Subject:** Waste Levy Application - Te Horo School

Good morning Katharina,

Please find attached the completed application form and documentation for this year's Waste Levy Grant.

We look forward to hearing from you soon.

Kind regards

Rebecca Thomsen

Te Horo School

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This email has been scrubbed for your protection by SMX. For more information visit [smxemail.com](http://smxemail.com)

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Rebecca Thomsen  
Te Horo School

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Rebecca Thomsen  
Te Horo School



## Maze 245L Compost Tumbler

SKU: 03160068

**\$279**

Price correct as at Thu 07 Nov 2019 11:47:43am

Not all products available in all stores

Contact your nearest store for product information.

### Product Description

The new 245lt Compost Tumbler by Maze transforms leftover waste and garden refuse into a rich, nutrient dense compost with next to no effort at all.

The reinforced barrel has been UV protected and contains multiple air vents to promote aerobic decomposition. Sliding doors allow for the easy addition/collection of organic waste while the barrel itself can be setup as either a standalone unit or, if desired, divided into 2 x separate compartments for the alternate curing and addition of compost.

The frame is zinc powder coated. Its open design allows for the easy collection of ready to use compost from the barrel with plenty of room for a compost cart or bucket to slide in underneath.

Then there is the newly designed crank and gear system. This was developed in order to make the important task of rotating the contents of the barrel an easy task. With a few simple turns of the crank handle, this system allows the barrel to be easily rotated in order to aerate/mix the contents within. An extra feature in this system is a ratchet lock to prevent backwards rotation.

Developed and designed in Australia by Maze, the new 245lt Tumbler is sure to take care of all your composting needs for a very long time

- 245lt capacity
- Extra strong barrel and frame
- Built in ratchet lock to prevent backwards rotation of the barrel
- Open frame design to allow for the easy collection of ready to use compost
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**workshop™** is an online D.I.Y. community supported by Bunnings. Get inspired at [workshop.net.nz](http://workshop.net.nz)

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# TE HORO SCHOOL CHARTER STRATEGIC & ANNUAL PLAN 2019 - 2021

School Number 3038



Principal's endorsement:	
Board of Trustees' endorsement:	
Submission date to the Ministry of Education	

**Growing great learners for today and tomorrow**

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Te Horo School <b>Growing great learners for today and tomorrow</b>				
Strategic Goal	<i>Grow our capability as learners.</i>		<i>Create engaging relevant, real life learning experiences.</i>	
Definition	<p>Our children are well rounded, reflective learners who achieve personal &amp; academic success.</p> <p>Our children and staff will understand what they need to learn &amp; why, what their individual and team strengths are.</p>		<p>Our children are actively involved in their learning through relevant, real life experiences.</p>	
Outcomes	<ul style="list-style-type: none"> <li>Children &amp; staff can explain their strengths and areas for development.</li> <li>Children experience success in the Te Horo Learner Profile Qualities (capable, resilient, team player, and communicator) and in curriculum.</li> <li>Teachers use culturally responsive practices by enacting Tātaiako - Cultural Competencies for Teachers.</li> <li>The learning needs of all students are met by teachers using the Universal Design for Learning Framework.</li> <li>Teachers understand and implement the Digital Technologies Curriculum.</li> </ul>		<ul style="list-style-type: none"> <li>Student Agency is developed through such things as play based learning, project based learning, collaborative learning experiences, and personalised learning.</li> <li>A Te Horo School Local Curriculum Plan is developed.</li> <li>Māori and other cultural perspectives are used in the development of programmes and learning experiences.</li> <li>Teachers work collaboratively to provide learning opportunities and experiences, making use of their strengths and passions.</li> </ul>	
Core Practices	Quality Teaching	Quality Leadership	Effective Partnerships	Progress & Achievement for All

**Māori Dimensions & Cultural Diversity**

The cultural diversity of New Zealand is recognised and developed through classroom programmes and experiences, where students will learn about their own heritage.

- Tikanga Māori and Te Reo will be integrated into curriculum areas in an appropriate manner.
- Tolerance and understanding of different cultures and values will be practical and expected in the school environment.
- The Board of Trustees will consider any request for instruction in Te Reo Māori.
- As part of reporting to the Board of Trustees on student achievement, the Principal will report on Maori achievement where appropriate.
- The Board of Trustees will consult with our school's Māori community.
- Resources are available to support these programmes such as [The Māori Education Strategy: Ka Hikitia - Accelerating Success 2013-2017](#) and [Tataiako-Cultural Competencies for Teachers of Maori Learners](#).

**Ethnic Composition**

The ethnic composition of Te Horo School is as follows:

Ethnicity	Percentage	Number
Māori	10.5%	25
Pacific	1.3%	3
Asian	1.7%	4
NZE	80.3%	192
Other	6.3%	15

The range of ethnicities our students and their families identify with include; Africa, Australian, NZ European/Pākehā, British/Irish, Māori, Dutch, Cambodian, Middle Eastern, Chinese, Samoan, Other Asian, Other European, and Other Ethnicity.

*Grow our capability as learners.*

Our children are well rounded, reflective learners who achieve personal & academic success. Our children and staff will understand what they need to learn & why, what their individual and team strengths are.

**3 year success measures**

- All children & staff can explain their strengths and areas for development.
- Successes over time for student is evident in relation to Te Horo Learner Profile (capable, resilient, team player, and communicator) and in curriculum.
- Teachers explain and show what they are doing to be culturally competent and responsive in their practice.
- Teachers explain and show how they are using the Universal Design for Learning framework to plan learning to meet the diverse and variable needs of all students.
- Teachers are confidently implementing the Digital Technologies curriculum.

Initiative	12 month milestone	Key Actions	Responsibility	Timeframe
Self reflection and goal setting systems developed, trialed and evaluated for Learner Profile & Curriculum.	Effective and manageable systems will be developed that enable students to identify own strengths and areas for development.	Teachers will trial, implement and review systems where students reflect on strengths and set goals in relation to Learner Profile & Curriculum using appropriate self reflection tools/initiatives; e.g. Seesaw, in class formal and informal reflections, Student Led Learning Conversations, etc.	Teachers/ Syndicate Leaders	Ongoing. Termly review to monitor
	Learner Profile used within reports.	Reporting format and content reviewed. Learner Profile included in comments.	Leadership Team Teachers	Term 1 Terms 2 & 4
	Review carried out using student, parent, teacher and BOT voice.	Student, parent, teacher and BOT feedback sought and reflected upon and, if needed, any adjustments made.	Principal	Term 4
Professional Learning (PL) in Tātaiako Cultural Competencies for teachers	Teachers will be able to talk about what Tātaiako Cultural Competencies are & identify what strategies they use well and those they are working on to deepen their practice in being culturally responsive.	Teachers engage in Professional Learning provided with Gaye MacDowell from Aka Akoranga.  Teachers take part in ongoing self reflection and goal setting around Tātaiako	Teachers & Principal	Termly



		<ul style="list-style-type: none"> <li>• as part of PL with Gaye McDowell</li> <li>• included as discussion in Syndicate, Admin, &amp; Staff Meetings</li> <li>• 2020 appraisal goal set in relation to Tātaiako</li> </ul>	<p>Teachers Leadership</p> <p>Principal</p>	<p>Termly</p> <p>Termly</p> <p>Term 4</p>
Professional Learning (PL) on the Universal Design for Learning (UDL)	Teachers explain and show how they are using the Universal Design for Learning Framework to plan learning to meet the diverse and variable needs of all students.	<p>Teachers engage in Professional Learning provided on the UDL Framework.</p> <p>Teachers take part in ongoing self reflection and goal setting around UDL</p> <ul style="list-style-type: none"> <li>• as part of PL</li> <li>• included as discussion in Syndicate, Admin, Staff &amp; Professional Learning Group Meetings</li> <li>• 2020 appraisal goal set in relation to UDL Framework</li> </ul>	<p>Teachers</p> <p>Teachers Leadership</p> <p>Principal</p>	<p>Termly</p> <p>Termly</p> <p>Termly</p> <p>Termly</p> <p>Term 4</p>
Professional Learning on the Digital Technologies Curriculum	Teachers are ready to implement the Digital Technologies curriculum for 2020 and beyond.	<p>Teachers engage in Professional Learning provided on the Digital Technologies Curriculum.</p> <p>Teachers trial planning for and running learning experiences in relation to the Digital Technologies Curriculum.</p> <p>A Digital Technologies Schoolwide implementation plan is developed.</p>	<p>Teachers</p> <p>Teachers</p> <p>Leadership Team &amp; ICT Leader</p>	<p>Termly</p> <p>Termly</p> <p>Term 4</p>

*Create engaging relevant, real life learning experiences.*

Our children are actively involved in their learning through relevant, real life experiences.

**3 year success measures**

- Student Agency is developed through such things as play based learning, project based learning, collaborative learning experiences, and personalised learning.
- A Te Horo School Local Curriculum Plan is implemented.
- Māori and other cultural perspectives are used in the development of programmes and learning experiences.
- Teachers work collaboratively to provide learning opportunities and experiences, making use of their strengths and passions.

Initiative	12 month milestone	Key Actions	Responsibility	Timeframe
Develop a school wide common understanding of what Student Agency is.	A Te Horo definition of Student Agency developed.	Class and Staff Meetings to explore what Student Agency involves.  Staff Meeting/s to use staff and student voice to come up with definition.	Leadership Team  Leadership Team	
Play Based Learning (PBL) that is engaging, relevant and offers real life experiences.	Common understanding of what it is, role of student & teachers, how it links to children's development and to curriculum.  Experiences planned, curriculum links tracked, reviewed.  Evidence of Student Agency being developed through PBL	Syndicate and/or Staff Meetings.  Teachers plan and track experiences.  A student, whānau and staff survey is conducted to help review the programme.  Teachers develop, trial and review ways to evidence Student Agency development for each child.	Leadership Team  Teachers Principal Teachers	Term 2  Termly Term 4 By Term 4
Teachers work collaboratively to provide learning that is	Common understanding of what it is, role of student & teachers, how it links to development in curriculum.	Syndicate and/or Staff Meetings.	Leadership Team	Term 2

engaging, relevant and offers real life experiences.	Experiences planned, curriculum links tracked, reviewed.  Evidence of Student Agency being developed through Collaborative Learning.	Teachers plan and track experiences.  A student, whānau and staff survey is conducted to help review the programme.  Teachers develop, trial and review ways to evidence Student Agency development for each child.	Teachers  Principal  Teachers	Termly  Term 4  By Term 4
Trialing of hands on, practical, real life learning experiences.	Exploration and trialing of things like Project Based Learning, STEM, Genius Time, additional targeted GATE experiences/programmes.  Evidence of Student Agency being developed through the trialed experiences/programmes.	Teachers trial experiences and programmes.  Teachers develop, trial and review ways to evidence Student Agency development for each child.	Teachers  Teachers	Termly  Termly
Te Horo School Local Curriculum Plan	Review undertaken.	Attendance at Leading Local Curriculum Ministry Education Workshops.  Use of the Leading Local Curriculum Guide: designing rich opportunities and coherent pathways for all learners.	Principal, Leadership Team  Principal	Term 1  Termly
Inclusion of Māori & other cultural perspectives in learning experiences	Evidence of several learning experiences that include Māori and other cultural perspectives.	Planning and teaching includes Māori and other cultural experiences as relevant.	Syndicate Teams	By Term 4

*Provide sustainable spaces, places, people & resources that support learning.*

We have sustainable spaces, places, people and resources that support our children in their learning.

**3 year success measures**

- Stimulating, challenging and interesting spaces at school have been created and are used.
- Our unique rural character and spaces have been nurtured and developed in response to the changing nature of the community.
- Collaboration within our school and with our community is evident.
- Sustainable practices are implemented.
- Students and staff are actively supporting and looking after their own and others wellbeing.

Initiative	12 month milestone	Key Actions	Responsibility	Timeframe
Property Development <ul style="list-style-type: none"> <li>• Room 4 and 5 new build.</li> </ul>	Rooms are completed and being used.	Building.  Furnishing and setting up space.  Discussion about pedagogy - collaboration.  Use of space for collaborative practice.	Principal  Principal and teachers  Teachers in these spaces  Teachers in these spaces	By end Term 1  By start Term 2  Termly  Termly
<ul style="list-style-type: none"> <li>• Staffroom/ Administration Area redevelopment</li> </ul>	Plan scoped and budget worked out	Gather design options and get feedback on  Planned and budgeted for	Principal & BOT  Principal & BOT	By Term 2  By Term 4
<ul style="list-style-type: none"> <li>• Rooms 1-3 refurbish &amp; outdoor spaces behind R7/8</li> </ul>	Plan and budget for these worked out	Look at budget and where money to come from  Plan considering needs and budget	Principal & BOT  Principal & BOT	By Term 2  By Term 4

Use the school and local rural environment for learning experiences.	Experiences have been had for all children using the school and local rural environment (e.g. bush reserve, farm, etc)	Teachers plan learning experiences and carry them out.  Students, whānau and staff voice for review.	Teachers  Principal & Leadership Team	By end Term 4  Term 4
Collaboration within the school	Collaborative teaching and learning has been planned, trialed and evaluated in Years 3/4 & 5/6.	Discussion and decision about the best spaces for Year 3-4 and Year 5-6 to be in to support collaboration.  Teachers will develop, trial and review collaboration in teaching and learning experiences in Years 3 & 4 and 5 & 6.  Room connection R7&8	Leadership Team & teachers  Leadership Team, Collaboration lead Teachers  Principal & BOT to investigate solution and action	Term 1  Termly  Term 2
Collaboration with school community	Review undertaken  Skills & Resources inventory established  Use of community members skills	Review of what collaboration occurs to look at what can be strengthened and developed.  Survey of school community on their skills to create a skills & resources inventory  Community members skills and resources are being used	Leadership Team and BOT  Leadership Team  BOT, Teachers & Leadership Team	By Term 2  By Term 3  By end of Term 4
Sustainable practices <ul style="list-style-type: none"> <li>Zero Waste</li> <li>Power saving</li> </ul>	Zero waste programme is developed and trialed schoolwide  Power bill lower	Y5/6 teachers implement the programme.  Reducing our power use by turning off lights and air con, etc. linked into learning	Y5/6 Teachers & Students, Whole School  Staff, Students, BOT	By end of Term 4  Termly

<ul style="list-style-type: none"> <li>Bush Reserve Rejuvenation</li> <li>Succession planning for Key Roles</li> </ul>	Plan develop and work begun on re-juvenating the bush reserve for use.	<p>experiences. Self reflection and evaluation. Messaging &amp; monitoring.</p> <p>Develop a plan. Link into learning experiences. Area started to be developed (link to Paper for Trees work as part of Zero Waste)</p>	<p>Principal and Office Manager</p> <p>Leadership Team Teachers (as applicable) Teachers and Students</p>	<p>Termly</p> <p>By Term 2 Termly By Term 4</p>
	Succession plans are developed for key roles - important information is documented (ICT, gardens, sabbatical, jobs)	<p>Review what each job/role involves. Get things documented (including contacts). Source new people for roles. Alongside training as required.</p>	Principal	<p>By Term 2</p> <p>Term 3</p> <p>Term 3 Term 4</p>
Student Wellbeing	Included in programme	Professional Learning and sharing of resources and strategies.	Leadership Team	Termly
		Teachers include a focus on programmes.	Teachers	Termly
	Students aware of their own personal strategies to enhance their own wellbeing.	Social Coaching with students & self reflection on strategies.	Teachers	Ongoing
		Regular discussion of 'Students of Concern' with a focus on strategies to enact to help support them.	Leadership Team & Teachers	Termly
		Student Survey	Principal & Leadership Team	Terms 1 & 4
Staff Wellbeing	Wellbeing Plan is in place and people are taking part	<p>Wellbeing Plan developed termly</p> <ul style="list-style-type: none"> <li>Staff survey - 1:1 Meetings with Michelle</li> </ul>	Principal & Leadership Team	Termly

		<div>beginning of year/end of year.</div> <ul style="list-style-type: none"><li>• Weekly Staff Wellbeing Emails</li><li>• Professional Learning on relevant 'topics'</li><li>• Meeting and events planned carefully</li></ul>		
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School Context				
Students' Learning	Achievement Patterns			
	2017 compared to 2018	Below	At	Above
	Writing 2017 (National Standards)	19.6% (46)	70.1% (164)	10.3% (24)
	Writing 2018 (Expected Curriculum Level)	22% (50)	64% (147)	15% (34)
	Mathematics 2017 (National Standards)	18.4% (43)	60.3% (141)	21.4% (50)
	Mathematics 2018 (Expected Curriculum Level)	21% (49)	58% (135)	20% (47)
	Reading 2017 (National Standards)	20.7% (48)	44% (103)	35.5% (83)
	Reading 2018 (Expected Curriculum Level)	14% (33)	49% (113)	37% (85)
	<p>Writing</p> <ul style="list-style-type: none"> <li>• A decrease in those achieving Below.</li> <li>• Notably there is an increase in students achieving Above.</li> <li>• There is a disparity between boys and girls achievement with 30% (33) of boys Below as compared with 14% (17) girls.</li> <li>• Māori are not achieving as well as Non-Māori (with 33% (9) Below as compared to 19% (36) NZ European/Pākeha)</li> <li>• Asian and Middle Eastern Students are not achieving as well as Non-Māori (both 33% Below) as compared to NZ European/ Pākeha.</li> </ul> <p>Maths</p> <ul style="list-style-type: none"> <li>• A decrease in those achieving Below and Above.</li> <li>• Boys and girls achievement is comparable with 21% (23) boys and 22% (26) girls Below, 56% (62) boys and 61% (73) girls At, and 23% (26) boys and 18% (21) girls Above.</li> <li>• Māori are not achieving well in comparison to NZ European/Pākeha, with 78% (21) of Māori At as compared to 54% (100) of NZ European/Pākeha, and 0% Māori Above as compared with 25% (46) NZ European/ Pākeha.</li> </ul>			



	<p>Reading</p> <ul style="list-style-type: none"> <li>• A decrease in those achieving Below and increase in those achieving Above.</li> <li>• There are slightly more girls achieving Above than boys, 40% (48) and 33% (37) Above respectively.</li> <li>• Māori and European/Pākehā achievement is comparable with 19% (5) Māori and 14% (25), 48% (13) Māori and 48% (89) NZ European/Pākehā At, and 33% (9) Māori and 38% (71) NZ European/Pākehā Above.</li> </ul> <p><b>National Educational Guidelines at Te Horo School.</b></p> <p>Success for all. All of our student will be given opportunities to succeed and realise their full potential as individuals, and to develop the knowledge, understanding, skills, attitudes and values needed to become full members of New Zealand's society.</p> <p>A safe and equitable learning environment. We will provide equality of educational opportunity for all students, by identifying and removing barriers to achievement. We will provide a safe physical and emotional environment for all students and employees, fostering and supporting wellbeing/hauora.</p> <p>Development of Citizens. We will develop students that contribute as good citizens ready with the knowledge, understanding and skills they need in the modern, ever-changing world.</p> <p>Capable Learners. We will enable students to have the skills they need to achieve with confidence, a sound foundation in the early years for future learning and achievement. We value and work with parents in their vital role as their children's first teachers.</p> <p>A sound foundation through relevant, real life learning experiences. We will provide a balanced curriculum covering essential learning areas, drawing on the unique rural nature of our school and providing relevant, real life learning experiences. Priority should be given to the development of high levels of competence (knowledge and skills) in literacy and numeracy, science and technology and physical activity.</p> <p>Improving outcomes for all. We will meet individual learning needs, monitoring progress and programmes.</p> <p>Guidance on contributing to society.</p>
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	<p>We will provide career education and guidance for Year 7 and 8 pupils. Te Horo students will learn skills, attitudes and values to contribute positively to society.</p> <p>Improving outcomes for Māori. We will work to improve Māori participation and success by including education in Te reo me ngā tikanga Māori and developing teachers capability and confidence to be culturally responsive in their practice.</p>
<b>Student Engagement</b>	<p>Te Horo School recognises the importance of engaging students in their learning. We have policies and strategies in place to monitor and improve students' attendance and lateness.</p> <p>We have a focus on improving student engagement by providing engaging relevant, real life learning experiences making use of student voice and providing student choice, and engaging in dialogue with whānau.</p>
<b>School Organisation and Structures</b>	<p>Te Horo School continually reflects on the best organisation and structures to support our learners and staff.</p> <p>We currently operate as a Leadership Team (Principal, Deputy Principal/Junior Team Leader, Assistant Principal/Senior Team Leader) with delegated responsibilities and leadership for; Learning Support/SENCO, Assessment, Literacy, Maths, Collaboration, ICT, The Arts, and PE/Health.</p> <p>There are clearly documented Health &amp; Safety policies and procedures in place.</p> <p>Members of the Board of Trustees has their own area of responsibility within the Board. These include finance, policies, property, health and safety, a staff representative, a deputy chair and the chair. The Board meets once a month at the school.</p>
<b>Review of Charter and Consultation</b>	<p>We consulted with the Te Horo community on the School Vision and Values and strategic direction in 2018 and intend to review the strategic direction a the end of 2019.</p>

Mathematics Achievement Targets	
<b>Strategic Goal:</b> Grow our capability as learners.	<b>Targets:</b> <ol style="list-style-type: none"> <li>1. To accelerate the progress of the Year 2 - 8 students so that 11 of the 37 students below in 2018 are achieving At or Above the expected curriculum level in Maths.</li> <li>2. To accelerate the progress of 4/18 Year 2 -8 Māori students achieving At in 2018 to Achieving Above the expected curriculum level in Maths.</li> </ol>
<b>Baseline data</b> 2015 <b>83%</b> of our students were working at or above the National Standards for Maths. 2014 <b>75%</b> of our students were working at or above the National Standards for Maths. 2016 <b>86%</b> of our students were working at or above the National Standards for Maths. 2017 <b>82%</b> (191) of our students were working at or above the National Standards for Maths. 2018 <b>78%</b> (182) of students are achieving at or above the the expected Curriculum Level for their Year Group in Maths.  2018 At and Above Year 1 95% (19) - all At Year 2 74% - 37% (7) At, 37% (7) Above Year 3 78% - 55% (17) At, 23% (7) Above Year 4 82% - 70% (23) At, 12% (4) Above Year 5 78% - 56% (20) At, 22% (8) Above Year 6 87% - 63% (24) At, 24% (9) Above Year 7 58% - 46% (12) At, 12% (3) Above Year 8 78% - 46% At (13), 32% (9) Above  Schoolwide 21% (49) Below, 58% (135) At, 20% (47) Above  <ul style="list-style-type: none"> <li>• A decrease in those schoolwide achieving Below and Above since 2017.</li> <li>• Boys and girls achievement is comparable with 21% (23) boys and 22% (26) girls Below, 56% (62) boys and 61% (73) girls At, and 23% (26) boys and 18% (21) girls Above.</li> <li>• Māori are not achieving well in comparison to NZ European/Pākehā, with 22% (6) Māori as compared to 21% (39) NZ European/Pākehā, 78% (21) of Māori At as compared to 54% (100) of NZ European/Pākehā, and 0% Māori Above as compared with 25% (46) NZ European/ Pākehā.</li> </ul>	
<b>Key Improvement Strategies</b> <ul style="list-style-type: none"> <li>• Review and embed learning from recent Maths PD and upskill new teachers</li> <li>• Review Best Practice Statements in Handbook</li> <li>• Use of multi level entry rich tasks for individuals and groups</li> <li>• Flexible mixed groupings (not ability)</li> <li>• Trialing different ways of planning maths</li> </ul>	

<ul style="list-style-type: none"> <li>• Experiment with assessing against Big Ideas</li> <li>• Moderation</li> <li>• Use of “Talk Stems” across the school - looking at the link to “Talk Moves”.</li> <li>• A focus on experimenting with feedback and instruction with students on “Qualities of a Good Mathematician”</li> <li>• For each target child strengths and areas to work on are co-constructed with them and reflected upon regularly.</li> <li>• Specific targeted teaching strategies are devised and employed for each target child.</li> </ul>		
What	Who	Indicators of Progress & Monitoring
Review and embed learning from recent Maths PD and upskill new teachers.	Maths Lead Teacher	By the end of Term 1, leader will have scoped out what new staff know and will have begun guiding them through the PLD required. By end of Term 2, leader will have reviewed with staff key learning from PLD and facilitated the delivery of any PLD new teachers require. By the end of Terms 3 & 4, leaders will have facilitated any additional PLD required for new teachers.
	Teachers	On a termly basis will be enacting learning from PLD.
Review Best Practice Statements in Handbook	Maths Lead Teacher	By end Term 3 reviewed with staff.
Use of multi level entry rich tasks for individuals and/or groups	Teachers	By the end of each Term, teachers will have provided students with at least three opportunities to engage in multi level entry rich tasks for individuals and/or groups.
Flexible mixed groupings (not ability)	Teachers	By the end of each Term, teachers will have given students an opportunity to work as part of a mixed flexible group (not ability based).
Trialing different ways of planning maths	Teachers	By the end of Term 4, teachers will have trialed and reviewed different ways to plan maths.
Experiment with assessing against Big Ideas	Maths Lead Teacher & Leadership Team	By the middle of Term 2, leaders will have introduced and run teachers through what assessing against Big Ideas looks like. By end of Term 2, teachers will be familiar with what the Big Ideas are and will have had a go assessing against these. By the end of Term 4, teachers will be more familiar with the Big Ideas and assess against these.
Moderation	Maths Lead Teacher & Leadership Team	By end of Terms 2 & 4, leaders will ensure teachers have had the opportunity to moderate their judgements of students against the Big Ideas.

Use of “Talk Stems” across the school, looking at the link to Talk Moves.	Maths Lead Teacher & Leadership Team	By mid Term 2, leaders will revisit “Talk Stems” and introduce what “Talk Moves” are and how to use them. By mid Term 3, teachers will have experimented using the “Talk Stems/ Moves” strategy in class. By end of Term 4, teachers will explicitly use and refer to “Talk Stems/ Moves” when instructing in Maths.
A focus on experimenting with feedback and instruction with students on “Qualities of a Good Mathematician”	Mathe Lead Teacher & Leadership Team	By mid Term 2, leaders will introduce what “Qualities of a Good Mathematician” are and how to use them. By mid Term 3, teachers will have experimented using the “Qualities of a Good Mathematician” in instruction and for feedback in class. By end of Term 4, teachers will explicitly use and refer to “Qualities of a Good Mathematician” when instructing and giving feedback in Maths.
For each child who is targeted, strengths and areas to work on are co-constructed with them and reflected upon regularly.	Teachers	By end Term 1, teachers will have had a discussion and co-constructed strengths and areas to work on. Term 1 strengths and areas to work will have been reflected upon regularly throughout Term 2, (and so on for the rest of the year). By the end of Term 4, students will be able to describe their strengths and areas to work on.
Specific targeted teaching strategies are devised and employed for each child targeted (including use of cultural competencies professional learning as applicable).	Leadership Team & Teachers	By end Term 1, teachers will have specific teaching strategies identified to enact. By end Terms 2 & 3, teachers will reflect on teaching strategies and decide on actions moving forth. By the end of Term 4, teachers will reflect on teaching strategies used and their effectiveness and communicate this to the next year’s teacher.
<b>Resourcing</b> Junior Maths Resource Kits updated & additional equipment - from Maths Budget Dinah Harvey & Developing Inquiring Mathematical Communities research and PLD. Staff Meeting Time Release time to work with teachers		

Writing Achievement Targets	
<b>Strategic Goal:</b> Grow our capability as learners.	<b>Targets:</b> <ol style="list-style-type: none"> <li>1. Accelerate the progress of 4/9 Year 2-8 Māori students from Below to At &amp; 3/14 Year 2-8 Māori students from At to Above in Writing.</li> <li>2. Accelerate the progress of 2019 2/2 Year 3 Boys , 3/6 Year 5 Boys &amp; 2/4 Year 8 Boys from Below to At Expected Curriculum Levels in Writing.</li> </ol>
<b>Baseline data</b> <b>Schoolwide All Students</b> 2017 19.6% 46 Below, 70.1% 164 At, 10.3% 24 Above National Standard. 2018 22% 50 Below, 64% 147 At , 15% 34 Above Expected Curriculum Level. <b>Schoolwide Māori as compared to NZ European/Pākehā</b> Māori 2017 23.1% 6 Below, 76.9% 20 At, 0% 0 Above National Standard. NZ European/Pākehā 2017 17.6% 34 Below, 69.9% 135 At, 12.4% 24 Above National Standard. Māori 2018 33% 9 Below, 67% 6 At, 4% 1 Above the Expected Curriculum Level. NZ European/Pākehā 2018 19% 36 Below, 63% 116 At, 18% 33 Above National Standard. <b>Schoolwide Girls</b> 2017 9.5% 11 Below, 78.4% 91 At, 12.1% 14 Above National Standard. 2018 14% 17 Below, 67% 80 At, 19% 23 Above the Expected Curriculum Level. <b>Schoolwide Boys</b> 2017 29.6% 35 Below, 61.9% 73 At, 8.5% 10 Above National Standard. 2018 30% 33 Below, 60% 67 At, 10% 11 Above the Expected Curriculum Level. <b>Year Group Boys 2018</b> Year 1 - 100% (3) At Year 2 - 31% (4) Below 38% (5) At, 31% (4) Above Year 3 - 20% (3) Below, 60% (9) At, 20% (3) Above Year 4 - 44% (8) Below, 44% (8) At, 11% (2) Above Year 5 - 25% (4) Below, 75% (12) At Year 6 - 16% (3) Below, 84% (16) At Year 7 - 50% (6) Below, 50% (6) At	

Year 8 - 38% (6) Below, 50% (8) At, 12% (2) Above

**Māori Boys as compared to NZ European/Pākehā 2018**

Māori 8 (47%) Below, 9 (53%) At, 0 (0%) Above

NZ European/Pākehā 22 (27%) Below, 50 (60%) At, 11 (13%) Above

**Key Improvement Strategies**

- Increasing opportunities for students to write on topics of own choice, of interest, of experiences, with a clear purpose (to inform, persuade, entertain or for self) that draws on their oral language.
- Developing consistency in judgments with work on Assessment and Moderation.
- A balance of deliberate instruction with opportunities for students to experiment and write independently.
- A focus on instructing students in how to plan and rework their writing.
- Clear consistent messaging given with students regarding spelling - looking, hearing and knowing word strategies and expectations.
- Writing strengths and areas to work on are co-constructed with students, they are clear on what to do to improve.
- Flexible grouping on a needs basis with regular time for students to each work with a teacher.
- Providing appropriate scaffolds for students as required (visual prompts, time differentiation, voice to text, teacher scribing of plan, etc).
- A focus on making the links between oral language, reading and writing explicit to students.
- For each target child strengths and areas to work on are co-constructed with them and reflected upon regularly.
- Specific targeted teaching strategies are devised and employed for each target child.
- Trialing of Boys writing groups.
- Sharing and celebrating the writing of target children with their whānau through such avenues as Seesaw.
- Implementation of programmes to develop Fine Motor Skills.
- Teacher Aide targeted to classes with areas related to 2019 targets.
- Trialing of the Te Horo School Explicit Acts of Teaching document across the school.

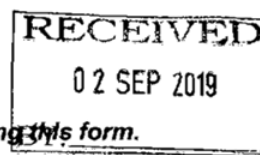
What	Who	Indicators of Progress & Monitoring
Increasing opportunities for students to write on topics of own choice, of interest, of experiences, with a clear purpose (to inform, persuade, entertain or for self) that draws on their oral language.	Teachers	Termly reviews and evaluations of programmes/instruction.
Developing consistency in judgments with work on Assessment and Moderation.	Literacy Leader & Leadership Team	By the middle of Term 2, leaders will have discussed with teachers what assessment in writing looks like. By end of Terms 2 & 4, leaders will ensure teachers have had the opportunity to moderate their judgements of students.
A balance of deliberate instruction with opportunities for students to experiment and write	Teachers	Termly reviews and evaluations of programmes/instruction.

independently		
A focus on instructing students in how to plan and rework their writing	Teachers	Termly reviews and evaluations of programmes/instruction.
Clear consistent messaging given with students regarding spelling - looking, hearing and knowing word strategies and expectations	Teachers	Termly reviews and evaluations of programmes/instruction.
Writing strengths and areas to work on are co-constructed with students, they are clear on what to do to improve.	Teachers	By end Term 1, teachers will have had a discussion and co-constructed strengths and areas to work on. Term 1 strengths and areas to work will have been reflected upon regularly throughout Term 2, (and so on for the rest of the year). By the end of Term 4, students will be able to describe their strengths and areas to work on.
Flexible grouping on a needs basis with regular time for students to each work with a teacher	Teachers	Termly reviews and evaluations of programmes/instruction.
Providing appropriate scaffolds for students as required (visual prompts, time differentiation, voice to text, teacher scribing of plan, etc)	Teachers	Termly reviews and evaluations of programmes/instruction.
A focus on making the links between oral language, reading and writing explicit to students	Teachers	Termly reviews and evaluations of programmes/instruction.
For each target child strengths and areas to work on are co-constructed with them and reflected upon regularly.	Teachers	By end Term 1, teachers will have had a discussion and co-constructed strengths and areas to work on. Term 1 strengths and areas to work will have been reflected upon regularly throughout Term 2, (and so on for the rest of the year). By the end of Term 4, students will be able to describe their strengths and areas to work on.
Specific targeted teaching strategies are devised and employed for each target child.	Leadership Team & Teachers	By end Term 1, teachers will have specific teaching strategies identified to enact. By end Terms 2 & 3, teachers will reflect on teaching strategies and decide on actions moving forth. By the end of Term 4, teachers will reflect on teaching strategies used and their effectiveness and communicate this to the next year's teacher.



Trialing of Boys writing groups	Teachers	Termly reviews and evaluations of programmes/instruction.
Sharing and celebrating the writing of target children with their whānau through such avenues as Seesaw.	Teachers	Termly reviews and evaluations of programmes/instruction.
Implementation of programmes to develop Fine Motor Skills.	Teachers	Termly reviews and evaluations of programmes/instruction.
Teacher Aide targeted to classes with areas related to 2019 targets.	Leadership Team	Termly review of use of Teacher Aide in relation to student achievement and needs.
<b>Resourcing</b> Staff Meeting Time Release time for teachers to moderate Resources for visual prompts and reminders		

**Waste Levy Fund for Community Projects**  
Application Form



*Please read the Fund Criteria & Application Guidelines before completing this form.*

**1. Name of Project/Business/Organisation Applying:**

Waikanae School

**2. Contact Person:** *Please obtain the consent of this person to provide their details. This consent is required in accordance with the Privacy Act 1993.*

Name:

Anita Spencer

Role within project/business/organisation:

Environmental Officer/Librarian

Contact address:

27 Seddon Street, Waikanae School

Contact phone numbers:

Day: 049026546

Night: 0210645499

Email address:

library@waikanae.school.nz

How did you find out about the Waste Reduction Grants?

Facebook page

**3. Applicant's GST Number (if applicable):**

37-997-080

**4. Bank Account Details:**

[REDACTED]

*Please attach or scan a bank deposit slip which shows your account name and number.*

**5. Project Plan**

Briefly describe your proposed initiative:

We would like to set up community workshops in our school hall to make beeswax wraps.

Expected start and end dates:

Start date: 21/10/2019

End date: 20/12/2019

Is this a new or ongoing initiative?

☒ New

☐ Ongoing

**Primary Criteria**

I am applying as a:

☐ Business

☒ Organisation

☐ Neighbourhood group with the direct involvement of at least 5 households

*If you are applying as a project with householder involvement, please attach a copy of minutes of the meeting at which it was resolved that this application be made and listing the names, addresses and contact details of at least 5 participating households. If there are more than 5 households participating, please indicate the total number directly involved.*

How will the initiative lead to long term waste minimisation actions by participants?

By encouraging the community to make beeswax wraps we would hope to see a big reduction in the use of single use glad wrap, foil and plastic bags being used at school and within the wider community.

Describe the geographical boundaries of the initiative's activities:

This would be a local community initiative but with ongoing sessions we could get word out to neighbouring communities via facebook and word of mouth.

Describe how success will be quantified and reported back to the Council:

Through the school we will be doing regular rubbish/lunchbox audits to see how much rubbish is going into the waste bins. Students will then be able to see if the use of bees wax wraps are making an impact on our daily rubbish at school.

**Secondary Criteria**

If applicable, describe how the initiative meets the secondary criteria listed in the Application Guidelines:

Young people are involved (School Pupils will be using the product)

The project increases the community knowledge on waste minimisation and minimises waste products.

We have no other funding for this project. Once we have made the wraps (excess from those made at the workshops) We will sell them to the school community to raise funds for new materials for the project to enable it to be self sustaining.

**Other Considerations**

Are there any other beneficial elements of the initiative that you feel the Grants Allocation Subcommittee should be aware of?

Click here to enter text.

How do you intend to develop/market/promote your project?

The project will be advertised in School Newsletter, class facebook pages, School App, and once we have started the workshops we will invite the wider community to attend – Advertising in local/community facebook feeds.

Does your initiative have support or involvement of the community/neighbours/other groups? If so, please provide details and attach letters of support, if available:

Our School community is very concerned about sustainability and encourages and supports any initiatives the school puts forward.

Describe any previous experience your business/organisation/project group has had managing community projects:

Our Enviro team has already made the wraps before to sell at our School market.

Is this initiative affected by any Council bylaws and/or regulations? If so, please name the bylaw or regulation and describe how its requirements will be met:

No

Please list any relevant supporting information (e.g. meeting minutes resolving to undertake this project/apply for the Fund; project plans) and attach copies:

[Click here to enter text.](#)

#### **6. Funding Details**

There is no overall maximum or minimum grant amount per application. Please check the guidelines for a list of eligible and ineligible costs. Three supporting quotes are required (if possible) for any proposed equipment purchases.

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.

If you are registered for GST, do not include GST in your costs.

If you are not registered for GST, please provide total costs (i.e. including GST where applicable).

**Total cost of initiative: (\$)**

\$500

**Total amount applied for from the Waste Levy Fund: (\$)**

*Please indicate incl. or excl. GST*

\$500 incl GST

#### **Breakdown of application by task and item:**

Beeswax blocks 400g x 10 = \$180

Jojoba oil x 4 = \$96

Pine rosin 1kg = \$69.95

Fabric, utensils and crock pots (slow cookers to melt wax) or old saucepans to be purchased at charity stores = remaining funds

Please provide details of any other sources of funding/sponsorship, or applications made for such:

No other funding or applications made for this project

Is this initiative likely to be recurring or extend beyond the twelve months of this funding round?

☒ Yes

☐ No

If yes, what is the potential for the initiative being or becoming self-funding?

Hi potential for self funding if we make and sell extra wraps to the community.

Does this project require any other resources or support?

No

## 7. Declaration

*Please provide two signatures*

We hereby declare that the information supplied here on behalf of our organisation is correct.

We consent to Kāpiti Coast District Council collecting and retaining the personal contact details provided in this application and using these details for the purpose of assessment of this scheme.

If the application is successful, we agree to use the monies for the purpose for which they are granted and account for them, or in the event that is not possible, such monies will be refunded to the Council. If the actual cost of purchased equipment is lower than the initial quote, the difference will be refunded to the Council. Proof-of-purchase will be forwarded to the Council.

We have obtained the consent of the contact person to provide these details. This consent is given in accordance with the Privacy Act 1993.

Name of person completing this application:

Anita Spencer

Position:

Environmental Officer

Organisation:

Waikanae School

Signature (insert scanned image from your computer):



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Date: 29/08/2019

Supporting signatory:

Name:

Essie Russel

Position:

Teacher/Environmental officer

Organisation:

Waikanae School

Signature (insert scanned image from your computer):



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Date: 29/08/2019

#### **8. Checklist**

*Have you...*

- ☒ Completed all sections of this form?
- ☒ Attached all relevant supporting documentation including copies of quotes?
- ☒ Attached proof of business, organisation or project bank account requiring two or more signatories?

## Kereru Natural Products

Pohangina Valley RD 14  
Ashhurst 4884  
New Zealand  
Phone: (06) 3294 744

Email [kereru@kereru.co.nz](mailto:kereru@kereru.co.nz)

**Essie Russell**  
109 Rosetta Rd Ph.021 267 7924  
Raumati South  
Paraparaumu 5032

### Quotation

Deliver to	109 Rosetta Rd	Ph.021 267 7924	Quotation No.	12
Raumati South	Date	06-Aug-19		
Paraparaumu 5032	valid until	20-Aug-19		

Code	Description	Extra	Qty	each	Total
jojorg100R	Jojoba oil 100 ml certified organic		4	24.00	96.00
Bee400R	Beeswax Block 400gr NZ		10	18.00	180.00
Freight would be complimentary for larger order to school					
<b>Subtotal</b>	<b>276.00</b>				
GST	0.00				
<b>Total</b>	<b>276.00</b>				

Please detach and return to

**Your Name Here**  
**Return Address**  
**Return Address**  
**Return Address**

#### ACCEPTANCE

Quotation No.	12
Date	06-Aug-19
Total	276.00

8/29/2019

Fwd: School Quote - library@waikanae.school.nz - Waikanae School Mail

Fwd: School Quote      Inbox

**Essie Russell**

to me

Thu, 8 Aug, 15:56

Hopefully this email will suffice...

----- Forwarded message -----

From: **Samantha Young** <samantha@purenature.co.nz>

Date: Thu, 8 Aug 2019 at 15:51

Subject: RE: School Quote

To: Essie Russell <e.russell@waikanae.school.nz>

Hi Essie ,

Unfortunately we do not offer quote forms as all orders needs to be placed online through our website and paid in full. We do have a Account to Account option which allows you to pay from an online bank account.

Apologies for the inconvenience.

Thanks,

**Samantha** | Ph: +64 9 813 9412 ext 801

Customer Service / Dispatch

34b Te Pai Place, Henderson, Auckland 0640

General Inquiries: [info@purenature.co.nz](mailto:info@purenature.co.nz)

[www.purenature.co.nz](http://www.purenature.co.nz)



From: Essie Russell <e.russell@waikanae.school.nz>

Sent: Tuesday, 6 August 2019 12:46 PM

To: Samantha Young <samantha@purenature.co.nz>

Subject: Re: School Quote

Is it possible to have this in a quote form? We have to send it through with our application.

Thanks for your help.

Essie

On Tue, 6 Aug 2019 at 10:50, Samantha Young <samantha@purenature.co.nz> wrote:

Hi Essie ,

Thanks for your enquiry.

Our Pine Rosin, 1kg is \$62.00 + \$7.95 shipping.

Thanks,

**Samantha** | Ph: +64 9 813 9412 ext 801

Customer Service / Dispatch

34b Te Pai Place, Henderson, Auckland 0640

General Inquiries: [info@purenature.co.nz](mailto:info@purenature.co.nz)

[www.purenature.co.nz](http://www.purenature.co.nz)



From: Essie Russell <e.russell@waikanae.school.nz>

Sent: Tuesday, 6 August 2019 10:05 AM

To: PureNature Ltd <info@purenature.co.nz>

Subject: School Quote

Morning,

I have bought products from you in the past to make Beeswax wraps with my students. We are applying for a grant so that we can purchase more equipment, but require a quote to support our application.

Is it possible for you to give me a quote to purchase the following:

1kg Pine Rosin

<https://mail.google.com/mail/u/0/#inbox/FMfcgxwDqfDKSFSMKLjhggXWnRkhMSnG>

1/2



- ☒ Obtained consent of the contact person to provide their details?
- ☒ Signed and dated the application form?

Please send your application, to be received by 12pm on 20 September 2019;

Electronically to: [waste@kapiticoast.govt.nz](mailto:waste@kapiticoast.govt.nz)

By post to: Waste Levy Fund  
C/- Katharina Kennedy  
Kāpiti Coast District Council  
Private Bag 60601  
Paraparaumu 5254

Or deliver to: Katharina Kennedy  
Kāpiti Coast District Council  
175 Rimu Road  
Paraparaumu



**From:** [School Library](#)  
**To:** [Katharina Kennedy](#)  
**Subject:** Re: Application for a Waste Reduction Grant  
**Date:** Monday, 2 September 2019 7:13:35 PM  
**Attachments:** [image003.png](#)  
[image001.png](#)  
[image002.png](#)

---

Hi Katharine,

So sorry, I was supposed to change the dates! It is really an anytime start date. Next year is a great start date! Go ahead with that.

Kind regards,  
Anita Spencer

On Monday, 2 September 2019, Katharina Kennedy  
<[Katharina.Kennedy@kapiticoast.govt.nz](mailto:Katharina.Kennedy@kapiticoast.govt.nz)> wrote:

Dear Anita,

I have received your application for a waste reduction grant today. Sounds like a great project!

I am emailing you regarding the project start date you indicated (21/10). We are expecting the grants will be allocated in early to mid-December (it has to go to a Council meeting, and due to the election this year there is a slight delay) – that means funds won't be available for a project in term 4 this year. Would you consider moving the project into the new year?

Please feel free to give me a call if you'd like to discuss this.

Kind regards,

**Katharina Kennedy**

Waste Minimisation Services Officer  
Te Apiha Ratonga Whakaiti Para

Tel [04 2964 765](tel:04-2964-765)  
Mobile [027 5554 765](tel:027-5554-765)

Kapiti Coast District Council



[www.kapiticoast.govt.nz](http://www.kapiticoast.govt.nz)



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This email has been scrubbed for your protection by SMX. For more information visit  
[smxemail.com](http://smxemail.com)

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Judy Burns  
Librarian  
Waikanae School

## Waste Levy Fund for Community Projects Application Form

*Please read the Fund Criteria & Application Guidelines before completing this form.*

**1. Name of Project/Business/Organisation Applying:**

Island Custom Ltd.

**2. Contact Person:** *Please obtain the consent of this person to provide their details. This consent is required in accordance with the Privacy Act 1993.*

Name:

Penina Hitti

Role within project/business/organisation:

Director

Contact address:

10 Crown Hill Paraparaumu

Contact phone numbers:

Day: 021 252 5146

Night: Click here to enter text.

Email address:

penina@islandcustom.co.nz

How did you find out about the Waste Reduction Grants?

Through the Council's website

**3. Applicant's GST Number (if applicable):**

116 067 951

**4. Bank Account Details:**

*Please attach or scan a bank deposit slip which shows your account name and number.*

**5. Project Plan**

Briefly describe your proposed initiative:

Island Custom (applying here) has set up a sewing teaching space at Lindale. It is called The Sewing Clinic. We are proposing to run a programme called Sewing repair café and Sustainable sewing workshops for the community.

8 WEEK commitment (Term 4 2019)

REPAIR café

- a) Once a week The Sewing Clinic will be open to the community to bring items that need sewing repairs.

- b) We will arrange to have at least 5 sewing machines available for use
- c) and 2 experienced volunteers to teach people how to repair items and help them to complete the repairs.

**SUSTAINABLE sewing workshops**

- a) We will provide a 2 hour workshop each week that promotes sustainable sewing projects.
- b) Projects focus on reducing use of/ and reliance on single use items.
- c) The following projects are lined up

SUSTAINABLE SEWING PROJECTS		
14-Oct	Week 1	Up-paper towels
21-Oct	Week 2	Reusable serviettes/napkins
28-Oct	Week 3	Reusable makeup removal pads
4-Nov	Week 4	Fabric sandwich bags
11-Nov	Break	BREAK
18-Nov	Week 5	Fabric snack pouch (velcro)
25-Nov	Week 6	Fabric bowl covers
2-Dec	Week 7	Reusable wrapping fabric
9-Dec	Week 8	Gift wrap draw string bags

Expected start and end dates:

Start date: 14/10/2019

End date: 15/12/2019

Is this a new or ongoing initiative?

☒ New

☐ Ongoing

**Primary Criteria**

I am applying as a:

☒ Business

☐ Organisation

☐ Neighbourhood group with the direct involvement of at least 5 households

*If you are applying as a project with householder involvement, please attach a copy of minutes of the meeting at which it was resolved that this application be made and listing the names, addresses and contact details of at least 5 participating households. If there are more than 5 households participating, please indicate the total number directly involved.*

How will the initiative lead to long term waste minimisation actions by participants?

- Provide knowledge, training on ways to repair clothing or other fabric items to prolong their life and limit the "throw out" mentality that can be prevalent. They will be able to do these repairs once they know how to.
- Provide access to sewing machines so people can make repairs themselves one the day

- Providing practical training/workshops/skills on how to make specific useful items that can be reused, limiting the need for single use items in the home – this lessens impact on environment

Describe the geographical boundaries of the initiative's activities:

It will be hosted at The Sewing Clinic which is located at Lindale – therefore those who are from Kapiti Coast are the likely beneficiaries.

Describe how success will be quantified and reported back to the Council:

- 1) We will record the number people who attend each repair café or workshop
- 2) We will record the number of items that have been repaired at the café (showing number of items that have not had to go to the landfill)
- 3) We will record the number of "reusable" items made at the Sustainable Sewing workshops

### **Secondary Criteria**

If applicable, describe how the initiative meets the secondary criteria listed in the Application Guidelines:

- 1) Young people are increasingly more aware of environmental impacts of fast fashion etc so we anticipate that they will be interested in particular in the Sustainable sewing workshops.
- 2) The project will likely bring out of the woodwork people willing to join the 2 volunteers to offer the service to the community because sewing skills were more prevalent among the older people of the community. So there is definitely expectations that people will want to assist and share their sewing skills with others
- 3) We are offering two events a week – the physical space can cater for up to 15 participants at the same time. We anticipate the repair café may have more of a flow of people over the course of the open studio time and for the workshop a set number of 10 people. We have current sewing machines that would cater for 5-7 people but have lots of space for people to bring their own sewing machines in.
- 4) For this project to become self sustaining, we would need enough exposure and foot traffic that would generate interest in the community which in turn may allow them to see the value in the project. We may then be able to run on a koha basis if the numbers allowed this to make it feasible.

### **Other Considerations**

Are there any other beneficial elements of the initiative that you feel the Grants Allocation Subcommittee should be aware of?

The Sewing Clinic has been running sewing classes for 6 months and has seen growing interest from the community to learn sewing skills. The weekly kids and adults classes are currently full so we know there will be others already who would appreciate the space to learn. Cost is often a barrier to attending a sewing class. Also even with the desire to fix clothing or other fabric items people don't own or have access to sewing machines so this project would support this.

How do you intend to develop/market/promote your project?

We will be mostly using social media as our promotional tool.

Does your initiative have support or involvement of the community/neighbours/other groups? If so, please provide details and attach letters of support, if available:

Click here to enter text.

Describe any previous experience your business/organisation/project group has had managing community projects:

Penina has coordinated and run community holiday programmes as a contractor to the Te Newhanga Community Centre in April and July 2018. Penina has also run a Pacific dance group that received funding from the Creative grants recently.

Is this initiative affected by any Council bylaws and/or regulations? If so, please name the bylaw or regulation and describe how its requirements will be met:

No

Please list any relevant supporting information (e.g. meeting minutes resolving to undertake this project/apply for the Fund; project plans) and attach copies:

Click here to enter text.

## **6. Funding Details**

There is no overall maximum or minimum grant amount per application. Please check the guidelines for a list of eligible and ineligible costs. Three supporting quotes are required (if possible) for any proposed equipment purchases.

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.

If you are registered for GST, do not include GST in your costs.

If you are not registered for GST, please provide total costs (i.e. including GST where applicable).

**Total cost of initiative: (\$)**

\$8600

**Total amount applied for from the Waste Levy Fund: (\$)**

*Please indicate incl. or excl. GST*

\$2800 ex GST

**Breakdown of application by task and item:**

	Hourly rate	Repair café (3 hours)	Sustainable Sewing workshop (2 hours)	8 week course
Craft Room hire/rental (with chairs, tables, etc)	50	150	100	2000

Equipment Hire: fleet of 5 sewing machines, sewing scissors, rulers, cutting mats etc	25	75	50	1000
Consumables: Thread, patches, needles, small fabric pieces	20	60	40	800
2 x experienced sewers/trained teachers (\$60 per hour)	120	360	240	4800
<b>Total</b>	<b>645</b>	<b>430</b>	<b>8600</b>	

**Subsidies by Island  
Custom and Free Range  
Baby**

Total cost 2 x staff volunteer time	3800
Island Custom donating use of the equipment etc	1000
<b>Total application for grant</b>	<b>2800</b>

Please provide details of any other sources of funding/sponsorship, or applications made for such:

No funding sort elsewhere for this project.

Is this initiative likely to be recurring or extend beyond the twelve months of this funding round?

☒ Yes

☐ No



If yes, what is the potential for the initiative being or becoming self-funding?

We hope to see positive reactions from those who participate and hope that the Repair café will be able to run on a koha basis moving forward. A proper plan will need to be in place to ensure this does become self-funding.

Does this project require any other resources or support?

Help with marketing these community initiatives are always helpful. Especially with the voluntary element of this – ensuring people come along will be essential to the success of the workshops.

## 7. Declaration

*Please provide two signatures*

We hereby declare that the information supplied here on behalf of our organisation is correct.

We consent to Kāpiti Coast District Council collecting and retaining the personal contact details provided in this application and using these details for the purpose of assessment of this scheme.

If the application is successful, we agree to use the monies for the purpose for which they are granted and account for them, or in the event that is not possible, such monies will be refunded to the Council. If the actual cost of purchased equipment is lower than the initial quote, the difference will be refunded to the Council. Proof-of-purchase will be forwarded to the Council.

We have obtained the consent of the contact person to provide these details. This consent is given in accordance with the Privacy Act 1993.

Name of person completing this application:

Penina Hitti

Position:

Director

Organisation:

Island Custom Ltd.

Signature (insert scanned image from your computer):



Penina Hitti

Date: 12/09/2019

Supporting signatory:

Name:

Vic Garlick

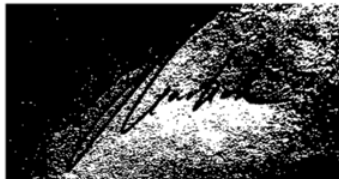
Position:

Director

Organisation:

Free Range Baby

Signature (insert scanned image from your computer):



Date: 12/09/2019

#### 8. Checklist

*Have you...*

- ☒ Completed all sections of this form?
- ☐ Attached all relevant supporting documentation including copies of quotes?
- ☐ Attached proof of business, organisation or project bank account requiring two or more signatories?
- ☒ Obtained consent of the contact person to provide their details?
- ☒ Signed and dated the application form?

Please send your application, to be received by 12pm on 20 September 2019;

Electronically to: [waste@kapiticoast.govt.nz](mailto:waste@kapiticoast.govt.nz)

By post to: Waste Levy Fund  
C/- Katharina Kennedy  
Kāpiti Coast District Council  
Private Bag 60601  
Paraparaumu 5254

Or deliver to: Katharina Kennedy  
Kāpiti Coast District Council  
175 Rimu Road  
Paraparaumu



**From:** [Penina Hitti](#)  
**To:** [Katharina Kennedy](#)  
**Subject:** Re: Waste reduction application  
**Date:** Wednesday, 18 September 2019 1:03:42 PM

---

Hi Katharina,

Sorry I missed that about when the funding is available! Yes I'd be happy to run it in term 1 of next year if that's when the funding would actually be available!

Yes the plan is if we get the funding both the repair cafe and the workshop would be free for the community to attend! The repair cafe would be open door and can take a trickle/stream of people coming and going over the morning but the sustainable sewing workshops would be capped at 10 probably at this stage.

Regards Penina

> On 17/09/2019, at 4:20 PM, Katharina Kennedy <[Katharina.Kennedy@kapiticoast.govt.nz](mailto:Katharina.Kennedy@kapiticoast.govt.nz)> wrote:  
>  
> Dear Penina,  
>  
> Thank you for your application. What a great initiative!  
>  
> I just wanted to check in with you regarding the timeframes for this initiative. The funds will likely be allocated in early- to mid-December (depending on when we can get in front of Council - there is a slight delay this year due to the election).  
>  
> That means funding won't be available for your planned timing from 14 October to 15 December. Would you consider moving your project into the new year? Unfortunately we can't fund initiatives that have already happened.  
>  
> Also, am I correct in assuming that both the repair café and the sustainable sewing workshops will be free for the community to attend?  
>  
> Kind regards,  
>  
> Katharina Kennedy  
> Waste Minimisation Services Officer  
> Te Apiha Ratonga Whakaiti Para  
>  
> Kapiti Coast District Council  
> Tel 04 2964 765  
> Mobile 027 5554 765  
> [www.kapiticoast.govt.nz](http://www.kapiticoast.govt.nz)  
> -----Original Message-----  
> From: Penina Hitti [<mailto:peninahitti@gmail.com>]  
> Sent: Tuesday, 17 September 2019 5:19 PM  
> To: Resource - Waste Station Hoods <[waste@kapiticoast.govt.nz](mailto:waste@kapiticoast.govt.nz)>  
> Subject: Waste reduction application  
>  
>  
> Hi Katharina,  
>  
> Please find attached a waste reduction community project that myself and my friend Victoria would like to offer the community.  
>  
> If you have any questions please let me know and I'd be happy to answer via email. I am currently overseas until October the 10th but Vic is available to show you around the creative space if necessary to support the

application etc.

>

> Regards Penina Hitti

>

>>

>

>

>

> This email has been scrubbed for your protection by SMX.

> For more information visit <http://smxemail.com>

>

>

## Waste Levy Fund for Community Projects Application Form

*Please read the Fund Criteria & Application Guidelines before completing this form.*

**1. Name of Project/Business/Organisation Applying:**

Kāpiti marae, Kāpiti College

**2. Contact Person:** *Please obtain the consent of this person to provide their details. This consent is required in accordance with the Privacy Act 1993.*

Name:

Nicola Easthope

Role within project/business/organisation:

Psychology and English teacher; Eco Action Group coordinator

Contact address:

21 Margaret Road, Raumati Beach, Paraparaumu 5032

Contact phone numbers:

Day: 0210396334

Night: 049057132

Email address:

Nicola.easthope@kc.school.nz

How did you find out about the Waste Reduction Grants?

Through the old Green Team at Council

**3. Applicant's GST Number (if applicable):**

55-024-588

**4. Bank Account Details:**

*Please attach or scan a bank deposit slip which shows your account name and number.*

### 5. Project Plan

Briefly describe your proposed initiative:

To significantly reduce waste-to-landfill at our marae by installing new waste minimisation systems, such as recycling, and expanding our wormeries and composting.

Expected start and end dates:

Start date: 19/01/2020

End date: [Click here to enter a date.](#)

Is this a new or ongoing initiative?

☐ New

☒ Ongoing

### Primary Criteria

I am applying as a:

☐ Business

☒ Organisation

☐ Neighbourhood group with the direct involvement of at least 5 households

*If you are applying as a project with householder involvement, please attach a copy of minutes of the meeting at which it was resolved that this application be made and listing the names, addresses and contact details of at least 5 participating households. If there are more than 5 households participating, please indicate the total number directly involved.*

How will the initiative lead to long term waste minimisation actions by participants?

We ultimately wish to be a zero waste marae, to the point where we don't need a skip anymore. We would like to hire the expertise of Para Kore to guide rangatahi, kaiako and other staff to be actively mindful about their resource use and waste generation.

Describe the geographical boundaries of the initiative's activities:

Kāpiti Marae, at Kāpiti College, including the gardens, and the back field by the hangi pits.

Describe how success will be quantified and reported back to the Council:

We would like to begin by conducting a waste audit then follow it up with another one one year later, so that we can measure change over time. We will also interview/survey our students and staff at the beginning, and one year after the project has started to analyse changing values, knowledge and practice.

### **Secondary Criteria**

If applicable, describe how the initiative meets the secondary criteria listed in the Application Guidelines:

We will involve hundreds of teenagers from the Kāpiti College whānau, and draw on the expertise of whānau, Para Kore, and the KCDC waste minimisation officer. We wish for this to be a success so that we have an inspiring model for the rest of Kāpiti College to follow suit. We have a small amount of funds (about \$300) in the Eco Action Group account, which we can draw on for koha or fees for Para Kore advisors.

### **Other Considerations**

Are there any other beneficial elements of the initiative that you feel the Grants Allocation Subcommittee should be aware of?

Food waste is a huge contributor to global warming and climate change, and we feel an expanded and more integrated organic waste management system will help lower KC's methane inputs to landfill. Additionally, a low waste purchasing policy and proper recycling system can become a good influence on the rest of the college.

How do you intend to develop/market/promote your project?

School newsletter (comes out weekly), Year Book, social media, articles written by students in local newspapers, students interviewed on local radio, and use of our LED billboard on Raumati Road if successful!

Does your initiative have support or involvement of the community/neighbours/other groups? If so, please provide details and attach letters of support, if available:

Yes – Raima Kingi on behalf of Kāpiti Marae whānau (Sorry, nothing written down, just korero. I can get a supporting letter upon request).

Describe any previous experience your business/organisation/project group has had managing community projects:

The Eco Action Group and ten departments at KC were involved with a cross-curricular show garden in the 2013 Kāpiti Coast Sustainable Home and Garden Show (which I project managed). Many of our senior Eco Action students are involved with the School Strikes for Climate events.

Is this initiative affected by any Council bylaws and/or regulations? If so, please name the bylaw or regulation and describe how its requirements will be met:

Not that I know of. No plans for chickens or bees... yet!

Please list any relevant supporting information (e.g. meeting minutes resolving to undertake this project/apply for the Fund; project plans) and attach copies:

All unrecorded kōrero so far.

## 6. Funding Details

There is no overall maximum or minimum grant amount per application. Please check the guidelines for a list of eligible and ineligible costs. Three supporting quotes are required (if possible) for any proposed equipment purchases.

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.

If you are registered for GST, do not include GST in your costs.

If you are not registered for GST, please provide total costs (i.e. including GST where applicable).

**Total cost of initiative: (\$)**

\$450

**Total amount applied for from the Waste Levy Fund: (\$)**

*Please indicate incl. or excl. GST*

\$250

**Breakdown of application by task and item:**

2x old baths to convert into worm farms - \$80

2x supply of worms - \$70

Contribution to Koha for Para Kore - \$100

Please provide details of any other sources of funding/sponsorship, or applications made for such:

We will donate \$200 towards koha for Para Kore from the Eco Action Group budget.

Is this initiative likely to be recurring or extend beyond the twelve months of this funding round?

☒ Yes

☐ No

If yes, what is the potential for the initiative being or becoming self-funding?

Once the start up costs of the worm baths and recycling bins are covered, we won't need to seek additional funding.

Does this project require any other resources or support?

As mentioned, advice from Para Kore about becoming a zero waste marae, and from KCDC's waste min advisor.



## 7. Declaration

*Please provide two signatures*

We hereby declare that the information supplied here on behalf of our organisation is correct.

We consent to Kāpiti Coast District Council collecting and retaining the personal contact details provided in this application and using these details for the purpose of assessment of this scheme.

If the application is successful, we agree to use the monies for the purpose for which they are granted and account for them, or in the event that is not possible, such monies will be refunded to the Council. If the actual cost of purchased equipment is lower than the initial quote, the difference will be refunded to the Council. Proof-of-purchase will be forwarded to the Council.

We have obtained the consent of the contact person to provide these details. This consent is given in accordance with the Privacy Act 1993.

Name of person completing this application:

Nicola Easthope

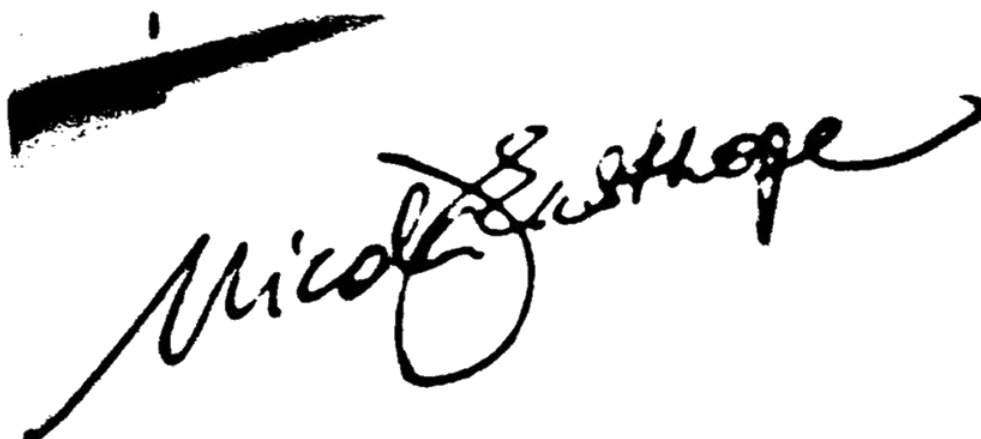
Position:

Psychology and English teacher; Eco Action Group coordinator

Organisation:

Kāpiti College

Signature (insert scanned image from your computer):

A handwritten signature in black ink, reading "Nicola Easthope". The signature is written in a cursive style with a large, looped 'N' and a long, sweeping underline.

---

Date: 20/09/2019

Supporting signatory:

Name:

Paora Trim

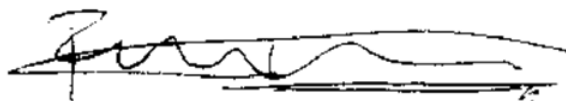
Position:

Te Reo Māori teacher; Rangitira of Kāpiti Marae

Organisation:

Kāpiti College

Signature (insert scanned image from your computer):



Date: Click here to enter a date.

#### 8. Checklist

*Have you...*

- ☒ Completed all sections of this form?
- ☒ Attached all relevant supporting documentation including copies of quotes?
- ☒ Attached proof of business, organisation or project bank account requiring two or more signatories?
- ☒ Obtained consent of the contact person to provide their details?
- ☒ Signed and dated the application form?

Please send your application, to be received by 12pm on 20 September 2019;

Electronically to: [waste@kapiticoast.govt.nz](mailto:waste@kapiticoast.govt.nz)

By post to: Waste Levy Fund  
C/- Katharina Kennedy  
Kāpiti Coast District Council  
Private Bag 60601  
Paraparaumu 5254

Or deliver to: Katharina Kennedy  
Kāpiti Coast District Council  
175 Rimu Road  
Paraparaumu



## To purchase worms:



You will need 100 - 150 worms to start an average sized garden worm farm. This equates to (approximately) a 500gm container, containing the worms (a combination of mature worms, baby worms and eggs) and some organic composting material. This will give your worm farm a good start and keep the worms happy while they get used to their new home. In ideal conditions your worm population will double every 4 - 6 weeks until their habitat is full.

If needed I can supply one of these for \$30.00 + \$5.00 delivery fee to the Wellington area only. Regrettably I do not post worms around the country - I find that they get overheated during travel and expire.

Feel free to email me for further details, or

electronic transfer \$30.00 to 03 0539 0166303-25. Use a unique (to you) reference number

then confirm the deposit and reference number to me by email [dottotton@yahoo.com](mailto:dottotton@yahoo.com) providing your name and delivery address. Worms will be delivered to you during the following week, at a convenient time.



Bath

**\$40.00**

# Donate

**The Para Kore Programme is a free education programme for marae. We rely on the generosity and support of our funders and sponsors to do this work.**

**If you would like to support Para Kore, donations can be made to Para Kore Marae Incorporated, Kiwibank, 38-9011-0204763-00 or you can use our Give A Little page. Para Kore is registered with the Charities Commission.**

**Ka mihi te ngākau ki a koutou katoa mō te tautoko!**

## Waste Levy Fund for Community Projects Application Form

*Please read the Fund Criteria & Application Guidelines before completing this form.*

**1. Name of Project/Business/Organisation Applying:**

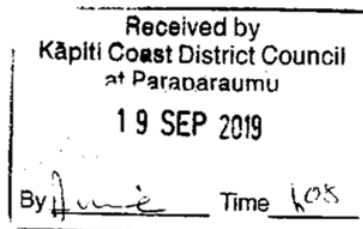
Kapiti Primary School

**2. Contact Person:** *Please obtain the consent of this person to provide their details. This consent is required in accordance with the Privacy Act 1993.*

Name:

Rebecca Foley- parent/ BOT

Carol Segal  
Office Manager  
04 2985605



Role within project/business/organisation:

BOT and Parent help

Contact address:

Kapiti Primary School  
20 Iver Trask  
Paraparaumu

Contact phone numbers:

Day: 021 0314077- Rebecca or Carol 04 2985605

Night: 021 031 4077

Email address:

[foleyrebecca@gmail.com](mailto:foleyrebecca@gmail.com) or [admin@kapiti.school.nz](mailto:admin@kapiti.school.nz)

How did you find out about the Waste Reduction Grants?

The Sustainable Communities Team- e newsletter

**3. Applicant's GST Number (if applicable):**

55-276-749

**4. Bank Account Details:**

[Redacted bank account details]

*Please attach or scan a bank deposit slip which shows your account name and number.*

**5. Project Plan**

Briefly describe your proposed initiative:

To establish a recycling and reuse area in our Vegetable/ orchard garden. This would be a covered area to protect worm farms from the sun alongside to collect water off the roof for

the garden. In this area there would also be compost boxes to dispose of any bigger green products and recyclable products that are suitable for the worm farms.

Expected start and end dates:

Start date: 1/03/2020

End date: 1/04/2020

Is this a new or ongoing initiative?

☐ New

☒ Ongoing

**Primary Criteria**

I am applying as a:

☐ Business

☒ Organisation

☐ Neighbourhood group with the direct involvement of at least 5 households

*If you are applying as a project with householder involvement, please attach a copy of minutes of the meeting at which it was resolved that this application be made and listing the names, addresses and contact details of at least 5 participating households. If there are more than 5 households participating, please indicate the total number directly involved.*

How will the initiative lead to long term waste minimisation actions by participants?

Already the school promotes waste reduction in separating waste and has been using worm farms. This is now setting up a proper area to recycle and reuse in our Vegetable/Ochard area. Having this in a purposeful place will help to develop our garden area alongside educating the children on ways to continually reduce waste by composting organic material and see how it can be broken down and then adding to the garden in two different ways for nutrition and to stop it going to landfills. Part of this area will then include collecting rainwater and not wasting water from the tap. Establishing one area for recycling and reusing is adding to a strong longterm waste minimisation. Added benefit this doesn't not only support the Kapiti Primary School it has the benefit of supporting the Kindergarten Ngahina as the children also use this area and they would be able to view or participate in using our recycling and reusing area when it is established and is safe for pre-schoolers to use.

Describe the geographical boundaries of the initiative's activities:

Within the garden area at Kapiti Primary school

Describe how success will be quantified and reported back to the Council:

The children will be able to report back their own findings through observation and show how they are learning plus reducing waste in a recyclable way and reusing

**Secondary Criteria**

If applicable, describe how the initiative meets the secondary criteria listed in the Application Guidelines:

This is a school project that will have the whole school community involved guided by a dedicated group of children in a garden group. Having already the support from our local community in adding to our garden and orchard, this will further help with providing nutritional food to our plants alongside showing how easy it can be to recycle and reduce waste gaining knowledge and support from teachers, parents and local community that will be passed onto the children.

There is no other funding being sought for this project, in applying for this funding it would enable us to get the material to build and use the council's own suggested 200l water tank source in collecting water. The building will then be done through local volunteers alongside the children.

This project is designed that it would be self-sustainable.

#### **Other Considerations**

Are there any other beneficial elements of the initiative that you feel the Grants Allocation Subcommittee should be aware of?

Yes, alongside recycling and reducing it will help our vegetable and orchard flourish therefore providing fresh produce to our school and kindergarten community. This also gives an opportunity for outdoor learning in so many different ways for the children, the picture shows how the children are already growing and only adding to this area can benefit all.



How do you intend to develop/market/promote your project?

This project will be developed by the children and guided by knowledge of teachers and families it will continually flourish. The School uses newsletters and media services to show how the project will develop and be able to be supported by our school community.



Does your initiative have support or involvement of the community/neighbours/other groups?  
If so, please provide details and attach letters of support, if available:

Yes- attached letter

Describe any previous experience your business/organisation/project group has had managing community projects:

Already the school has established waste management this is just another step to enhance an area and reduce waste so that more of the community can be involved. As shown in the above picture our garden has been a longterm project and is flourishing by having this come into the area it shows as a school we are developing projects that benefits all.

Is this initiative affected by any Council bylaws and/or regulations? If so, please name the bylaw or regulation and describe how its requirements will be met:

No

Please list any relevant supporting information (e.g. meeting minutes resolving to undertake this project/apply for the Fund; project plans) and attach copies:

Letter attached from Kapiti Primary School

#### **6. Funding Details**

There is no overall maximum or minimum grant amount per application. Please check the guidelines for a list of eligible and ineligible costs. Three supporting quotes are required (if possible) for any proposed equipment purchases.

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.

If you are registered for GST, do not include GST in your costs.

If you are not registered for GST, please provide total costs (i.e. including GST where applicable).

**Total cost of initiative: (\$)**

\$1,297.48

**Total amount applied for from the Waste Levy Fund: (\$)**

*Please indicate incl. or excl. GST*

\$105.00 -200l water tank

\$167.74 – Wooden compost bins- Mitre 10 quote

\$1024.74- Material- Placemaker quote

\$1,297.48 TOTAL

#### **Breakdown of application by task and item:**

Task 1:

To level the area to build the lean too – building of lean too- material needs sourcing, to build this \$1024.74

Task 2:

Mulch the ground where worm farms will go- mulch has already been sourced and is on school grounds ready to be used

Task 3:

Move worm farms to this area (3 worm farms are ready on school grounds to be put in this area)

Task4:

Set up 2x compost boxes in recycle reuse area- Compost bins \$167.74

Task5:

Set up water tank collection off lean too – Cost of tank \$105.00

Please provide details of any other sources of funding/sponsorship, or applications made for such:

There is no other sources of funding for this we will be relying on help of volunatries from the community to help build the shelter and set up water collection.

Is this initiative likely to be recurring or extend beyond the twelve months of this funding round?

☐ Yes

☒ No

If yes, what is the potential for the initiative being or becoming self-funding?

[Click here to enter text.](#)

Does this project require any other resources or support?

No but the children in the garden group would love a visit from the Councils Sustainable Team once project is done.

## **7. Declaration**

*Please provide two signatures*

We hereby declare that the information supplied here on behalf of our organisation is correct.

We consent to Kāpiti Coast District Council collecting and retaining the personal contact details provided in this application and using these details for the purpose of assessment of this scheme.

If the application is successful, we agree to use the monies for the purpose for which they are granted and account for them, or in the event that is not possible, such monies will be refunded to the Council. If the actual cost of purchased equipment is lower than the initial quote, the difference will be refunded to the Council. Proof-of-purchase will be forwarded to the Council.

We have obtained the consent of the contact person to provide these details. This consent is given in accordance with the Privacy Act 1993.

Name of person completing this application:

Rebecca Foley

Position:

Parent and Board of Trusty

Organisation:

Kapiti Primary School

Signature (insert scanned image from your computer):



---

Date: 19/09/2019

Supporting signatory:

Name:

Brent

Position:

Principal

Organisation:

Kapiti Primary School

Signature (insert scanned image from your computer):



---

Date: 19/09/2019

#### 8. Checklist

*Have you...*

- ☒ Completed all sections of this form?
- ☒ Attached all relevant supporting documentation including copies of quotes?
- ☒ Attached proof of business, organisation or project bank account requiring two or more signatories?
- ☒ Obtained consent of the contact person to provide their details?
- ☒ Signed and dated the application form?

Please send your application, to be received by 12pm on 20 September 2019;

Electronically to: [waste@kapiticoast.govt.nz](mailto:waste@kapiticoast.govt.nz)

By post to: Waste Levy Fund  
C/- Katharina Kennedy  
Kāpiti Coast District Council  
Private Bag 60601  
Paraparaumu 5254

Or deliver to: Katharina Kennedy  
Kāpiti Coast District Council  
175 Rimu Road  
Paraparaumu





## Kapiti Primary School

*T.E.A.M*  
*Together Everyone Achieves More*

September 2019

It was agreed at the Kapiti Primary School Board of Trustees meeting on 9 September 2019 that Rebecca Foley apply to the Waste Levy Fund for Community Projects for a recycling area in our Community Garden which will accommodate our worm farms.

A handwritten signature in black ink, appearing to read 'Brent McDowell'.

BRENT McDowell  
Principal

*20 Iver Trask Place, Paraparaumu  
PO Box 134, Paraparaumu 5254  
Phone: 04 298 5605  
Email: admin@kapiti.school.nz*

Q U O T E	
MITRE 10 MEGA KAPITI	
135 Kapiti Road	
Paraparaumu	
04 296 6440	
19/09/2019	Op:CLT T11:01

Quote#: X-34895.1  
Customer Ref: WASTE LEVY FUND  
Valid Until: 19/10/2019  
Deposit: 0%

To: KPRIMARY  
WASTE LEVY FUND  
KAPITI PRIMARY SCHOOL  
20 IVER TRASK PLACE  
PARAPARAUMU 5032

Ph: 04 298 5605  
Customer: KAPITI / CAROL SEGAL PRIMARY SC

100X100 RAD POST H4 RS 3.6M	EACH	
635017		
4 @	\$25.99 - 5%	\$98.76
100X50 RAD RAIL N2 H3.2 RS 4.8M	EACH	
635033		
5 @	\$16.10	\$80.50
75X50 RAD N1 H4 RS LM	LM	Pieces: 3
612031		
18 @	\$5.52 - 15%	\$84.46
3 x 6m		
150X50 RAD N2 H4 RS LM	LM	Pieces: 1
614840		
6 @	\$6.27 - 5%	\$35.74
1 x 6m		
DRY MIX QUICK TO SET 25KG CONCRETE	EACH	
431136		
16 @	\$10.98	\$175.68
CORRUGATED ZR8/ENDURA IRON 762MM 0.40 PM	METRE	
166973		
7 @	\$24.05 - 5%	\$159.93
MARLEY RP65 DOWNPIPE 65MM X 3M WHITE	EACH	
161727		
1 @	\$23.73	\$23.73
SPOUTING CLASSIC WHITE 3M	EACH	
161701		
1 @	\$34.69	\$34.69
SPOUTING BRACKET STORMCLOUD WHITE	EACH	
161717		
4 @	\$2.54 - 7.5%	\$9.40
CUSTOM FIXINGS		
/	0 @	\$0.00
FIXINGS AS \$250.00		\$0.00
/	0 @	\$0.00
Total(Incl GST)		\$702.89



100000131058

Q U O T E

Terms and Conditions

Placing an order for Extra Choice Items requires full payment for all custom made products and products under \$200. For products over \$200, a \$200 deposit or the deposit percentage shown in this docket is required, whichever is greater.

Custom made orders cannot be returned or cancelled.

Other products may be returned or cancelled prior to delivery but are subject to a 20% restocking fee.

Q U O T E	
MITRE 10 MEGA KAPITI	
135 Kapiti Road	
Paraparaumu	
04 296 6440	
19/09/2019	Op:CLT T11:01

Quote#: X-34895.1  
Customer Ref: WASTE LEVY FUND  
Valid Until: 19/10/2019  
Deposit: 0%

To: KPRIMARY  
WASTE LEVY FUND  
KAPITI PRIMARY SCHOOL  
20 IVER TRASK PLACE  
PARAPARAUMU 5032

Ph: 04 298 5605  
Customer: KAPITI / CAROL SEGAL PRIMARY SC

100X100 RAD POST H4 RS 3.6M	EACH	
635017		
4 @	\$25.99 - 5%	\$98.76
100X50 RAD RAIL N2 H3.2 RS 4.8M	EACH	
635033		
5 @	\$16.10	\$80.50
75X50 RAD N1 H4 RS LM	LM	Pieces: 3
612031		
18 @	\$5.52 - 15%	\$84.46
3 x 6m		
150X50 RAD N2 H4 RS LM	LM	Pieces: 1
614840		
6 @	\$6.27 - 5%	\$35.74
1 x 6m		
DRY MIX QUICK TO SET 25KG CONCRETE	EACH	
431136		
16 @	\$10.98	\$175.68
CORRUGATED ZR8/ENDURA IRON 762MM 0.40 PM	METRE	
166973		
7 @	\$24.05 - 5%	\$159.93
MARLEY RP65 DOWNPIPE 65MM X 3M WHITE	EACH	
161727		
1 @	\$23.73	\$23.73
SPOUTING CLASSIC WHITE 3M	EACH	
161701		
1 @	\$34.69	\$34.69
SPOUTING BRACKET STORMCLOUD WHITE	EACH	
161717		
4 @	\$2.54 - 7.5%	\$9.40
CUSTOM FIXINGS		
/	0 @	\$0.00
FIXINGS AS \$250.00		\$0.00
/	0 @	\$0.00
Total(Incl GST)		\$702.89



100000131058

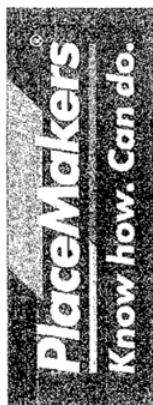
Q U O T E

Terms and Conditions

Placing an order for Extra Choice Items requires full payment for all custom made products and products under \$200. For products over \$200, a \$200 deposit or the deposit percentage shown in this docket is required, whichever is greater.

Custom made orders cannot be returned or cancelled.

Other products may be returned or cancelled prior to delivery but are subject to a 20% restocking fee.



KAPITI  
16 LODESTAR PLACE  
P O BOX 84  
PARAPARAUMU  
PH: (04)296-1086  
FX: (04)298-2078

ESTIMATE  
ESTIMATE  
Number: 53273

**Kapiti Primary School**  
PO BOX 134  
Paraparaumu  
Paraparaumu

**JOB ADDRESS :**  
Kapiti Primary School  
PO BOX 134  
Paraparaumu  
Paraparaumu

Expiry Date:  
19/10/19

ALL PRICES EXCLUDE G.S.T.

Customer Ref	Loc	Source	Date	Time	Salesperson	Account #	
Posts	283	delv	19/09/19	10:12	Ncel c	KAPED	
Product No	Description	Qty	UOM	Price \$	UOM	Selling Pr	Exc. Amt
2339414	FENCE POST RAD H4 3.6M 100 X 100MM	4	EA	30.98	EA	20.81	83.24
2339323	FENCE RAIL RAD H3.2CCA RS 4.8M 100 X 50MM	5	EA	14.91	EA	14.88	74.95
1022615	75 X 50 RAD NO1 H3.2 RS	18	LM	3.71	LM	3.41	61.44
1074749	150 X 50 MM RAD NO2 H4 RS	6	LM	5.60	LM	5.18	31.08
3250974	DRICON RAPIDSET 25KG	16	BG	12.60	BG	12.60	201.60
3301205	CORRUGATE .40 GALV	7	LM	20.12	LM	18.43	129.01
Goods as Selec	Goods as Selected	1	EA	250.00	EA	250.00	250.00
3360211	RAINWATER 65MM RND DOWNPIPE 3M RP65.3SOE	1	LN	21.91	LN	21.91	21.91
3360013	MARLEY CLASSIC SPOUTING 3M MCL.3	1	LN	31.00	LN	31.00	31.00
3360021	MARLEY CLASSIC BRCKT MC2	4	EA	2.21	EA	1.85	7.41

Once the goods are ordered a restock fee of 20% will apply if the order is cancelled or the goods are returned.

Terms: Due 20th next month

Taxable Amt: 891.07  
Plus GST : 133.67  
Total: 1,024.74

QUOTE FROM:  
MITRE 10 MEGA KAPITI  
135 Kapiti Road  
Paraparaumu  
04 296 6440

Account Address  
KAPITI PRIMARY SCHOOL  
PO Box 134  
Paraparaumu  
5254

Job Address  
WASTE LEVY FUND  
KAPITI PRIMARY SCHOOL  
20 IVER TRASK PLACE  
PARAPARAUMU 5032

Quote No X-34895.19  
Date 19/09/2019  
Rep Chrissy L (till)  
Valid till 19/10/2019  
Customer: KAPITI / CAROL SEGAL PRIMARY SCHO

CUSTOMER COPY

Account: KPRIMARY Job: Quick Quote

Item	Description	Unit	Quantity	Price	Disc%	Op: CLT	Page	Value
635017	100X100 RAD POST H4 RS 3.6M	EACH	4.000	25.99		5.00		98.76
635033	100X50 RAD RAIL N2 H3.2 RS 4.8M	EACH	5.000	16.10				80.50
612031	75X50 RAD N1 H4 RS LM	LM	18.000	5.32		15.00		84.46
614840	150X50 RAD N2 H4 RS LM	LM	6.000	6.27		5.00		35.74
431136	DRY MIX QUICK TO SET 25KG CONCRETE	EACH	16.000	10.98				175.68
166973	CORRUGATED ZR8/ENDURA TIRON 762MM 0.40 PM	METRE	7.000	24.05		5.00		159.93
161727	MARLEY RP65 DOWNPIPE 65MM X 3M WHITE	EACH	1.000	23.73				23.73
161701	SPOUTING CLASSIC WHITE 3M	EACH	1.000	34.69				34.69
161717	SPOUTING BRACKET STORMCLOUD WHITE	EACH	4.000	2.54		7.50		9.40
	CUSTOM FIXINGS							
	FIXINGS AS \$250.00 - 1 GST							

estimated  
grate for  
nails, screws etc.  
\$287.50 to add on top.

Signed:

Name:

Date:

Note:

All prices include GST

Total

250.00

GST 91.68  
Incl. GST 702.89





## User Guide \$105 200L Rain Water Tanks

**WARRANTY VOID IF NOT INSTALLED ACCORDING TO THESE INSTRUCTIONS**

The Tank Guy Emergency Water 200L tank and kit has been developed by Mouldings Unlimited in conjunction with WREMO as an affordable tank solution to provide a way of capturing and storing rainwater for an emergency event. Once connected to a downpipe, water can be collected before and after an event for basic survival until domestic water supplies are restored. The tanks are not designed or supplied as airtight containers.

The Tank Guy does not take any responsibility for the preparation of the tank site, water quality or the installation of its products. It is the sole responsibility of the purchaser to ensure that the site has been prepared in accordance with the following instructions and rain collection system maintained on an ongoing basis.

## Installation instructions.

Check that your roof and pipework is not manufactured from asbestos – if so don't use the tank for rainwater collection.

### Base Preparation

200L emergency water tanks are designed to sit on either a flat concrete surface, flat compacted ground or paving. Where used a concrete slab must be of enough thickness and suitably reinforced to support the weight of the tank when full (210kg). Surface finish of the concrete slab must be smooth and level. The site must be level and free from rocks/stones or foreign objects that may damage the base of the tank and any loose soil must be well compacted.

### Support strap installation

Supplied is a support strap and two (2) hooks, the strap is to be positioned around the tank below the lid. Position the strap around the tank to work out where the hooks are to be screwed into the wall or stable fence, keeping the strap tight. The tanks and strap system have been earthquake tested with a pass.

### Tap Installation

There are 2 options for the tap placement, one at the base and one at bucket height. The tap will require the application of plumber's thread tape to prevent leaks. Hand tighten the tap only; over-tightening could strip the threads. Take care not to cross thread the tap or bungs, any cross threading during installation is not covered by the warranty.

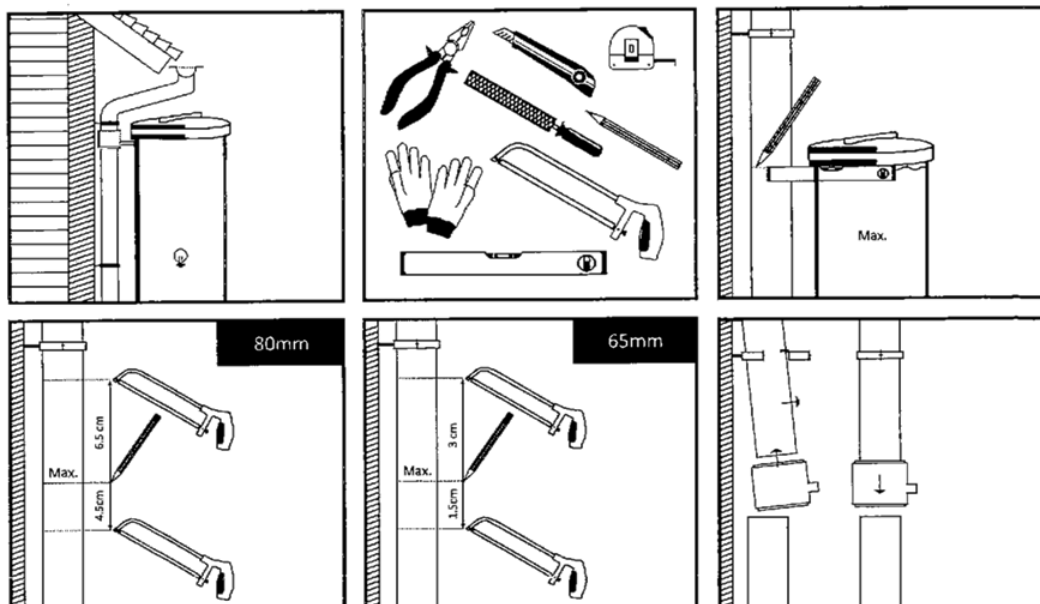
### Diverter Installation

All downpipes must be well supported and not dependant on the tank for stability. The diverter provided is to direct water to the tank and when the tank is full overflow water will drain back to the downpipe. It is to be installed as per instructions on the back



page. A hole has been pre-drilled into the tank just under the lid for connection. The key is to keep the outlet of the diverter level to the tank inlet - this ensures adequate water inflow and overflow back to the downpipe. The diverter is designed to fit round plastic pipes - additional parts may be required if you have rectangle or metal pipes.

**Note:** only hand tighten the diverter nut and ensure the rubber washer is against the inside tank wall.



## Maintenance and Care

- Regular use of the tank and taps for garden watering will help to keep the water clean and oxygenated as well as keep the taps in working order.
- Seasonally clear the gutters and the collection roof of any debris, also inspect the diverter cup and clear it of any blockages. Gutter Foam or similar rainwater harvesting approved systems could also be installed.
- Inspect the water at the end of each season. The tank can be easily cleaned if required - unclip the tank from the downpipe diverter, drain the tank from the base outlet and wipe it out with half a teaspoon of plain, unperfumed household bleach to 10 litres of water - rinse and re connect to the downpipe.
- The tanks are not designed or supplied as airtight containers - if you intend to use the tank for long term storage of chlorinated tap water, we suggest that you block the pre drilled diverter hole with tape and seal the rim of the tank and lid with a film wrap to prevent insects and dust entering the tank. Change the water every 12 months. Please keep the diverter parts supplied in your earthquake kit so that the tank can be used to collect rainwater if needed.
- The tap has an internal washer that can stick to the inside wall of the tap - this can be flicked open as per the diagram below.

**Waste Levy Fund for Community Projects**  
**Application Form**

*Please read the Fund Criteria & Application Guidelines before completing this form.*

**1. Name of Project/Business/Organisation Applying:**

Kenakena Primary School

**2. Contact Person:** *Please obtain the consent of this person to provide their details. This consent is required in accordance with the Privacy Act 1993.*

Name:

Anne-Marie Doucet

Role within project/business/organisation:

Project organiser

Contact address:

12 Donovan Rd, Paraparaumu Beach, Paraparaumu 5032

Contact phone numbers:

Day: 04 2984011

Night: 027 456 2248

Email address:

[office1@kenakena.school.nz](mailto:office1@kenakena.school.nz)

[amd@globaia.org](mailto:amd@globaia.org)

How did you find out about the Waste Reduction Grants?

Website

**3. Applicant's GST Number (if applicable):**

51-852-583

**4. Bank Account Details:**

[REDACTED]

*Please attach or scan a bank deposit slip which shows your account name and number.*

**5. Project Plan**

Briefly describe your proposed initiative:

The project would 1. expand and organise the actual composting/recycling collection school's areas; 2. Develop and deliver activities, experiments, games and events to educate and address waste issues; 3. Involve parents and the whole community during waste collection day. See attached page for the project details.

Expected start and end dates:

Start date: 1/02/2020

End date: 20/12/2020

Is this a new or ongoing initiative?

- ☐ New  
☒ Ongoing

**Primary Criteria**

I am applying as a:

- ☐ Business  
☒ Organisation  
☐ Neighbourhood group with the direct involvement of at least 5 households

*If you are applying as a project with householder involvement, please attach a copy of minutes of the meeting at which it was resolved that this application be made and listing the names, addresses and contact details of at least 5 participating households. If there are more than 5 households participating, please indicate the total number directly involved.*

How will the initiative lead to long term waste minimisation actions by participants?

Education is the best vehicle for behavioural changes. By teaching the kids why and how to reduce, reuse, compost and recycle, you are doing the best long-term investment. To empower the next generation by encouraging problem solving, research-action and letting them get mobilized and truly acting, we are giving them access to hope. Being part of the solution is the first step for sustainable changes in society. The benefits of the new physical infrastructures (compost bins and concrete) will continue in time.

Describe the geographical boundaries of the initiative's activities:

The collection will take place on the school-ground but the waste would be reuse and recycle in proper installations elsewhere. Some classes will go visit waste management facilities in Wellington and participate to waste collection on river bank and beaches (Paraparaumu and Waikanae).

Describe how success will be quantified and reported back to the Council:

The waste collected by the school (beside riverbanks, beaches, during the Earthday hazardous waste collection or the Festival of Fun event) will be measured and reported.

**Secondary Criteria**

If applicable, describe how the initiative meets the secondary criteria listed in the Application Guidelines:

568 students attend 24 full classes of the Kenakena Primary School (level 1 to 8). They will be involve in most of the project (workshops, researchs, visits, games, experiments, activities). The whole community would be invited to school events (EarthDay, waste collection on river banks/beaches and Festival of Fun). The community will also be invited to use the compost of the new garden which is now being created through a school community initiative.

**Other Considerations**

Are there any other beneficial elements of the initiative that you feel the Grants Allocation Subcommittee should be aware of?

The project will bring many benefits to the school and students:

- Reduce the school's ecological footprint by composting, reusing and recycling more.
- Practice core academics in an outdoor, active, real-world context.
- Learn about the connection between the consumption, the waste generated and the health of ecosystems and wildlife.
- Connect local actions to a global movement of sustainability and stewardship.
- Fight eco-anxiety by providing and working on real solutions.
- Close the loop (production – consumption – waste and why it's important to reduce at the base).
- Create a sense of belonging and involvement in school and community environment (habit forming, sense of pride and responsibility).
- Connect the students with their community.
- Transfer learning and habits from school to home.

How do you intend to develop/market/promote your project?

We will promote the collection days in the school newsletters and website, in local newspapers and on community facebook pages. We will post banners and posters in strategic places of the district (libraries, shops, etc.) and around the school. The School Council representatives and the EnviroClub will do promotion in each class.

Does your initiative have support or involvement of the community/neighbours/other groups? If so, please provide details and attach letters of support, if available:

N/A

Describe any previous experience your business/organisation/project group has had managing community projects:

The School organises the Kenakena Festival of Fun (fundraising gala) since 2003. The whole community is invited to participate and many local companies and organisations are involved or sponsor the event (Kapiti Coast, Sparks, Harvey Norman NZ, Paintball – LaserWar, DAPA, etc.). The school also sells used books, toys and clothes over the day.

Is this initiative affected by any Council bylaws and/or regulations? If so, please name the bylaw or regulation and describe how its requirements will be met:

N/A

Please list any relevant supporting information (e.g. meeting minutes resolving to undertake this project/apply for the Fund; project plans) and attach copies:

Project information attached.

## **6. Funding Details**

There is no overall maximum or minimum grant amount per application. Please check the guidelines for a list of eligible and ineligible costs. Three supporting quotes are required (if possible) for any proposed equipment purchases.

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.

If you are registered for GST, do not include GST in your costs.

If you are not registered for GST, please provide total costs (i.e. including GST where applicable).

**Total cost of initiative: (\$)**

6387.19\$ (excl. GST)

**Total amount applied for from the Waste Levy Fund: (\$)**

*Please indicate incl. or excl. GST*

8387.19\$(excl. GST.)

**Breakdown of application by task and item:**

Items	Quantities	Unit price	Hours involved	Hourly wages	Subtotal (NZD) excluding GST
<b>1. ESTABLISH A EFFICIENT RECYCLING SYSTEM</b>					
Concrete (including material and work)	6"x3m2				3000
Timber (14m of 4x1)	14	2.36			28.73
<b>2. EXTEND THE COMPOST SYSTEM (addition of 3 compost bins in the new community garden)</b>					
• 26m – 100 x 50mm dressed untreated timber (Douglas fir preferred)	6	17.21			444.10
• 12m – x 50 x 50mm posts	29	3.75			
• 18m – 150 x 25mm untreated timber	1 box	9.50			
• Optional – 11m – 150 x 25mm (for end caps)	10	2.92			
• 10g x 100mm screws	1	38			
• 8g x 65mm screws					
• 8m Chicken wire					
<b>SPECIAL COLLECTION DAYS</b>					
Earthday	30	2			52.17
A2 posters	2	99			172.17
Outdoor Durable Hanging Banners 1.5 x 2 m outdoor and durable (reusable)					
Collection working bee (Waikanae riverbank and Paraparaumu beach) All school and volunteers	4 packs child size	4.4			38.70
- Disposal gloves	1 pack adult size	7.22			36.10
- Ecopack Compostable Rubbish Bag 27L, Roll of 20	5				
<b>EDUCATIONAL ACTIVITIES</b>					
WALL-E talk and discussion	24 classes		36		
Composting experiment and talk	24 classes		12		
Reduce, reuse, recycle talk and games	24 classes		24		
Southern Landfill educational tour	2 classes (4 hours)				465.22

Bus and driver (1/2 day)					
<b>ADMINISTRATION FEES</b>					
Administration cost (research, publicity design and printing, written reports, reservation, follow-up with teachers, etc.)			10	20	200
<u>Wages related to the project</u> Project management (4 hours) Activity preparation and animation (48 hours) Organisation and presence at 4 special events —Landfill tour, Earthday and Collect on riverbank, Festival of fun (20 hours) Purchases (3 hours) Transport of the waste for safe disposal (3 hours)			78	25	1950
<b>TOTAL</b>					6387.19

Please provide details of any other sources of funding/sponsorship, or applications made for such:

No other applications have been made to date, but we will look to other grants as needed during the project. Besides, the school is actually developing a community garden project which will be financed by a private sponsor.

Is this initiative likely to be recurring or extend beyond the twelve months of this funding round?

☒ Yes

☐ No

If yes, what is the potential for the initiative being or becoming self-funding?

Most of the work done for waste reduction is already done or will be by children, regular staff and volunteers as part of the school culture. That's a tremendous financial adding value. The school will collect free of charge the waste and use volunteer trailers to dispose it properly. Those projects need to include administration, management and animation fees to avoid overloading the school staff. Education is usually not self-funding, it's rather a long term investment for society. The only incomes who could be yearly generated are related to metal scrap or cellphone resaling and the sales done at the Festival for fun.

Does this project require any other resources or support?

N/A

## 7. Declaration

*Please provide two signatures*

We hereby declare that the information supplied here on behalf of our organisation is correct.

We consent to Kāpiti Coast District Council collecting and retaining the personal contact details provided in this application and using these details for the purpose of assessment of this scheme.

If the application is successful, we agree to use the monies for the purpose for which they are granted and account for them, or in the event that is not possible, such monies will be refunded to the Council. If the actual cost of purchased equipment is lower than the initial quote, the difference will be refunded to the Council. Proof-of-purchase will be forwarded to the Council.

We have obtained the consent of the contact person to provide these details. This consent is given in accordance with the Privacy Act 1993.

Name of person completing this application:

Anne-Marie Doucet

Position:

Project organiser

Organisation:

Kenakena school

Signature (insert scanned image from your computer):



---

Date: 19/09/2019

Supporting signatory:

Name:

Bruce McDonald

Position:

Principal

Organisation:

Kenakena School



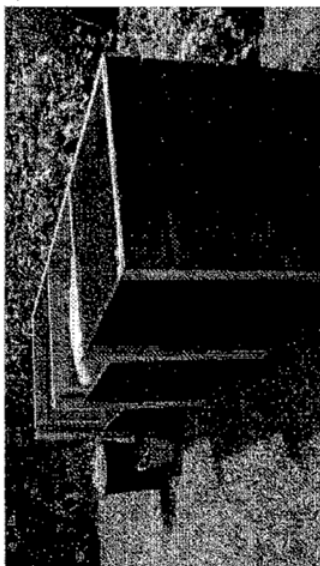
Waste levy fund for community projects



Application for 2019/2020 by



- B. The School will construct 3 compost bins for the new Community garden to help processing the yard waste.<sup>1</sup>



## 2. Develop and deliver activities, experiments, games and events for all school-levels students to understand and address waste issues

Kenakena School intends to develop knowledges and skills about waste reduction. Many workshops and activities could be develop in this regard.

- A. LANDFILL EDUCATIONAL TOUR: Do a one-hour tour at Southern landfill and visit recycle centre and Tip Shop, transfer station, compost plant, dewatering plant, closed landfill sites.
- B. WALL-E WORKSHOP: The kids will watch the movie "WALL-E" in 2 parts prior to receive the workshop. Discussions and activities will follow the presentation. Attached are the topics covered by the presentation (Getting out the Axiom).
- C. 3R's workshop: the kids will receive a talk on the life cycle of a product, the 3R's, learn what is usually in the bin (picture 1) and what happens to the recyclables in Kapiti (picture 2)<sup>2</sup>, proceed to a waste audit and participate in a waste sorting contest.
- D. COMPOST WORKSHOP: This will explain to the kids what is compost, its benefits, how to do it and maintain it. The kids will learn on the biodegradability timeline and do an experiment — we will bury different kind of waste and see the length of deterioration. This will help understanding what could be put (or not!) In the compost bin.

<sup>1</sup> <https://www.stuff.co.nz/life-style/homed/garden/111459246/diy-project-triplebay-compost-bin>

<sup>2</sup> <http://otakimail.co.nz/wasting-away/> and [www.kapiticoast.govt.nz/waste](http://www.kapiticoast.govt.nz/waste)

## Evidence of previous project management experience

Kenakena School has already an ongoing garden and is partly a native plant school. Three compost bins and worm farms are in the garden to transform the food scrap of the students. The school is already doing a selective waste collection (plastic, paper/cardboard), special collect (eg. toothpaste), participate to the "paper for trees" program and promote the zero-waste lunchboxes.

## Budget

Items	Quantities	Unit price	Hours involved	Hourly wages	Subtotal (NZD) excluding GST
<b>1. ESTABLISH A EFFICIENT RECYCLING SYSTEM</b>					
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• Optional – 11m – 150 x 25mm (for end caps)					
• 10g x 100mm screws	1 box	9.50			
• 8g x 65mm screws	10	2.92			
• 8m Chicken wire	1	38			
<b>SPECIAL COLLECTION DAYS</b>					
Earthday	30	2			52.17
A2 posters	2	99			172.17
Outdoor Durable Hanging Banners 1.5 x 2 m outdoor and durable (reusable)					

# Exploring Our Planet

## The Anthropocene explained to kids with WALL•E

A workshop presented by GLOBAlIA

**ANTHROPOCENE**  
The current geological age, viewed as having begun about 200 years ago with the significant impacts of human activity on the ecosystem—climate change, biodiversity crisis, pollution of lands, seas and the air—and whose unprecedentedness calls for a global consciousness shift.

**Virtualit•**  
What in our world takes us apart from the rest of nature.

**Consumptio•**  
Our consumption habits and their impacts on other societies and the biosphere.

**Energ•**  
The different energy sources and the consequences of their excessive use.

**Biodiversit•**  
The diversity of life on Earth, from species to ecosystems.

**Visio•**  
The link between consciousness and the way we interact with the natural world.

**Solutio•**  
What could be done to avoid a similar world as the one of WALL•E.

**Conservatio•**  
The necessity to protect what remains of the natural places on Earth.

**Happines•**  
What binds together such ideas as justice, peace, happiness and a full life.

www.globaia.org

WALL•E is a creation of the DISNEY • PIXAR studios



## Quotation

Date: 18/09/2019

To: Kena Kena School

Attention: Renee

Reference: kena kena sch to Southern Landfi

Quotation No: 2209-448

Kena Kena School

Contact details we have for this quote  
phone: 04 298 2011  
email: principalspa@kenakena.school.nz

Dear Renee,

Thank you for the opportunity to quote for your trip for kena kena sch to Southern Landfi.

**Tuesday, 24 March 2020**

- 1 Departing Kena Kena School (WELLINGTON) 9:30 AM to Southern Landfill 10:45 AM  
Departing Southern Landfill 12:45 PM to Kena Kena School 2:00 PM - PAX:53

**Quoted Price: \$535.00 inc gst**

Please note that this quote is based on the information provided at the time of your enquiry. Additional kilometres or hours over those allowed for in this quote will be charged for.

This quote is dependent upon vehicle availability at the time of your confirmation.

You may confirm this quote by signing below emailing this form back to us. If you have any queries please don't hesitate to contact us.

We know you will enjoy the total quality service offered by our award winning staff, and look forward to discussing this trip with you in more detail shortly.

Yours sincerely,

Sue Murray

Quote 2209-448 accepted by:

Name: \_\_\_\_\_

Signature: \_\_\_\_\_

Purchase order: \_\_\_\_\_

Date: / / \_\_\_\_\_

Mana Coach Services Ltd  
Phone: (04) 235 8819 Email: info@manacoach.co.nz Web: https://www.manacoach.co.nz/ Address: 44 Newlands Road, Newlands, Wellington 6037



[www.natureselements.co.nz](http://www.natureselements.co.nz)

**Marty Boyland**

E: [marty@natureselements.co.nz](mailto:marty@natureselements.co.nz)

P: 022 444 4779

19<sup>th</sup> September 2019

Attn: Anne-Marie Doucet

Kenakena School

12 Donovan Rd, Paraparaumu Beach 5032

Email: [amd@globaia.org](mailto:amd@globaia.org)

Phone: 027 456 2248

Hi Anne,

Thank you for inviting me to take a look at your concrete area today, good timing that I was driving past. Please see your quote below. I am always happy to pop over again to explain any of this, or to chat about any questions or other idea's you may have.

Concrete and timber area for bins

\$3,000.00 + gst

Area to concrete 17m<sup>2</sup>

Concrete work includes: Excavation of sand, sand removal and levelling of area. Reinforcing steel mesh for longevity and stability. Prepping area with base course – which is required for further stability. Placing of 19mm concrete, 100mm depth. This concrete will have a broom (plain) finish.

Timber work includes: construction of a small timber retaining, with an H4 treated timber board and timber posts concreted-in and fixings.

Many thanks,

Marty

**[www.natureselements.co.nz](http://www.natureselements.co.nz)**

Wish List | Bunnings Warehouse

Timber for the concrete section.

18/09/19, 12:54 PM




## Access your Wish List anywhere, anytime

A Bunnings profile allows you to create, save and edit multiple Wish Lists. You can also manage Wish Lists across your smartphone, tablet and desktop computer.

[Sign up](#) Already have a profile? [Sign in now.](#)

## My Wish List

You currently have 1 item in your Wish List

Item Description	Quantity	Item Price	Sub Total
 <p><b>PUKEPINE</b> Pukepine 100 x 25mm UT Green Sawn Random Length Industrial Boxing - 200 Pack SKU: 08906932 Special order</p>	14	\$2.36 LM	<b>\$33.04</b>
<b>Total</b> Includes GST (excludes shipping fees)			<b>\$33.04</b>

Price correct as at Wed 18 Sep 2019 10:53:31



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<https://www.bunnings.co.nz/wish-lists/detail?id=e2662f3d-9473-4031-893a-16321a98187f>

Page 1 of 2

Wish List | Bunnings Warehouse

Material for the compost bins

18/09/19, 1:46 PM



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## My Wish List

You currently have 6 items in your Wish List

Item Description	Quantity	Item Price	Sub Total
 <p><b>Zenith</b> Zenith 10 - 8 x 65mm Galvanised Square Drive Countersunk Ribbed Head Timber Screws - 50 Pack SKU: 00082395</p>	1	\$9.50 EACH	<b>\$9.50</b>
 <p><b>Protector</b> Protector Aluminium 50 x 50 x 1800mm Palladium Silver Inground Fence Post With Cap SKU: 00229002</p>	6	\$37 EACH	<b>\$222</b>
 <p><b>Zenith</b> Zenith M10 x 100mm 316 Stainless Steel Coach Screw SKU: 00246149</p>	10	\$2.92 EACH	<b>\$29.20</b>
 <p>Timber 100 x 50mm x 4.8m F2 H3.2 Radiata Fence Rail SKU: 00469744</p>	6	\$17.21 EACH	<b>\$103.26</b>



<https://www.bunnings.co.nz/wish-lists/detail?id=e2662f3d-9473-4031-893a-16321a98187f>

Page 1 of 3



Wish List | Bunnings Warehouse

18/09/19, 1:46 PM

	<p><b>WHITES</b> Whites Chicken Wire Netting 1.2x10m SKU: 03040080</p>	<p>1 \$38 EACH</p>	<p><b>\$38</b></p>
	<p><b>PUKEPINE</b> Pukepine 150 x 25mm UT Green Sawn Random Length Industrial Boxing - 140 Pack SKU: 08900935 Special order</p>	<p>29 \$3.75 LM</p>	<p><b>\$108.75</b></p>
<p><b>Total</b> Includes GST (excludes shipping fees)</p>			<p><b>\$510.71</b></p>

Price correct as at Wed 18 Sep 2019 11:42:28



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Jobs  
Price Policy  
Our Actions  
In Our Community

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Bunnings Australia

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## D.I.Y. Advice

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In-Home Services  
In-Store Services

## Resources

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Terms Of Use  
Special Orders Terms Of Use  
Gift Card Sales Terms Of Use  
Gift Card Scam Warning  
Hire Shop Terms Of Use  
Privacy Policy  
Privacy Statement  
For Our Suppliers  
Pay Your Account  
For Our Contractors  
Holidays Act Remediation Claim  
Holidays Act Remediation FAQ  
Store Entry Information



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Page 2 of 3

Special collection day - promotion

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DuraPrint is an extraordinary paper product, with strength and durability that far exceeds ordinary paper. It's water resistant, and pretty much impossible to rip. It can be handled time and again without wearing or fading, plus you can still write on it.

DuraPrint is perfect for printing things that you need to last - plans, graphics, posters and anything else that is being constantly handled, is in a tough work environment, or is exposed to the elements.

**Note:** \*The following stores are unable to print A0 on site - Ashburton, Blenheim, Gisborne, Hornby, Napier, Te Awamutu, Oamaru & Kerikeri.

**Order online at WS Print or visit one of our stores.**

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## View Poster Pricing

From Warehouse Stationery website

<a href="#">Download Example</a>		B&W or Colour Printing	
Size	Paper Type	A15	A16
A2	160gsm	\$13.50	\$8.50
A2	200 Satin	\$17.50	\$11.50
A2	DuraPrint	\$19.50	\$15.50
A1	160gsm	\$18.50	\$12.50
A1	200 Satin	\$23.50	\$17.50
A1	DuraPrint	\$25.50	\$19.50
A0	160gsm	\$29.50	\$19.50
A0	200 Satin	\$39.50	\$25.00
A0	DuraPrint	\$42.50	\$27.50



## Wide Format Scanning

Special collection day - promotion

**Promotional Signage Pricing** (from Warehouse Stationery website)  
**Mini Exhibition Banners**

A4 ( 210 x 297mm )	\$25.00
A3 ( 297 x 420mm )	\$35.00

**X Banners**

X Banner 80 (830 x 1800mm)	\$115.00

**Lightweight Exhibition Banners**

830 x 2000mm	\$165.00

**Premium Exhibition Banners**

830 x 2000mm	\$250.00

**A-Frames**

Small (A3)	\$90.00
Medium ( 500 x 700mm )	\$185.00
Large ( 850 x 600mm )	\$210.00
*Pricing includes the two printed posters to go on either side of the A-frame for all sizes.	

**Snap Frames**

A3	\$35.00
A2	\$50.00
A1	\$75.00

→

For collection (river bank and beaches)

Your Cart 18/09/19, 3:07 PM



FREE freight over \$199\*

Contact Us Why MTA Order Entry

modern teaching aids

Search 10,000+ resources

## Your Cart

Product	Description	Quantity	Unit	Price Ex GST \$	Amount
 GL100VXS	Clear Vinyl Gloves X-Small - Pack of 100	<input type="text" value="4"/>	EACH	4.40	17.60
 GL100NBM	Nitrile Powder Free Blue Gloves M - PK100	<input type="text" value="1"/>	EACH	8.20	8.20



**FREE freight over \$199\***  
**Fast Shipping**  
5-7 working days  
Conditions apply

Toll-free Fax  
0800 80 80 44 0800 682 329

Email  
sales@teaching.co.nz

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Page 1 of 2

For collection (river bank and beaches)

Cart

18/09/19, 3:04 PM



0800 426 473



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SHOP BY  
CATEGORY

NEXT

1

Cart

2

Address & Delivery

3

Payment

4

Confirmation

## Shopping Cart

Please review your cart before checkout.

Fast Order Entry ?




A Freight and Handling Charge of \$6.67(ex GST) will be charged on all orders below \$50.00 (ex GST) in value.



Product

Qty

Enter product code

Product	Qty	Price (ex GST)	GST	Total (ex GST)
 <p><b>Ecopack Compostable Rubbish Bag 27L, Roll of 20</b> Code: 2437112 Roll ✓ In Stock ✓ Next business day delivery</p>	\$7.22	\$5.42		\$36.10



Have A Promo Code?

Subtotal (ex GST)

\$36.10

<https://www.officemax.co.nz/cart>

Page 1 of 2

**From:** [Anne-Marie Doucet](#)  
**To:** [Katharina Kennedy](#)  
**Subject:** Re: FW: Your Application for a Waste Reduction Grant  
**Date:** Tuesday, 24 September 2019 10:32:12 AM  
**Attachments:** [image001.png](#)  
[image002.png](#)  
[image003.png](#)  
[image005.png](#)  
[IMG\\_1364.jpg](#)  
[IMG\\_1362.jpg](#)

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Dear Katharina,

Thank you for your swift follow-up.

Yes, the total amount of the grant application is 6387.19\$. I first received a verbal quote of 5,000\$ (for the concrete job), but the second entrepreneur gave me a written quote of 3,000\$, that explains the difference.

Several persons from school staff would be part of the project (teachers, janitors) and those fees have not been included in the application. I am asking wages and administration fees to cover the preparation and animation of the workshops as well as the organisation of the projects listed in the application form. We are asking the District to pay for those costs to implement the project. I intend to do the job myself or to hire somebody else.

Here is a brief presentation of my background:

Anne-Marie Doucet holds a Bachelor in Education, a Master in Environmental Sciences and a Certificate in Ecology. She has been teaching to primary and intermediate students for 10 years in Quebec and Yukon, Canada. She created a school veggie garden in an alternative school which is still in operation 7 years later. She is been working for 3 years at the Quebec provincial government to develop an electronic and hazardous waste recycling program. Before moving to New Zealand in July 2018, she was studying in Horticulture and Garden Centre Operations. She is now working for Globaia and volunteering in school gardens and a conservation nursery.

I attached additional pictures of the bins if you wish to include them in our application.

Best regards,

Anne-Marie

----

Anne-Marie Doucet  
Operations and Development Manager  
Globaia  
[www.globaia.org](http://www.globaia.org)  
027 456 2248

Le lun. 23 sept. 2019 à 13:09, Kenakena School Office <[office1@kenakena.school.nz](mailto:office1@kenakena.school.nz)> a écrit :

*Hi Anne Marie*

*Please see email received below re Grant application*

*Kind Regards*

*Renee*

Renee Pellikaan  
Principal's P.A.  
Kenakena School  
12 Donovan Road  
P O Box 1441  
Paraparaumu Beach 5032  
Ph: 04 2984011  
Cell: 027 781 8315  
[principalsPA@kenakena.school.nz](mailto:principalsPA@kenakena.school.nz)



**From:** Katharina Kennedy [mailto:[Katharina.Kennedy@kapiticoast.govt.nz](mailto:Katharina.Kennedy@kapiticoast.govt.nz)]  
**Sent:** Monday, 23 September 2019 10:01 AM  
**To:** Kenakena School Office <[office1@kenakena.school.nz](mailto:office1@kenakena.school.nz)>  
**Subject:** Your Application for a Waste Reduction Grant

Dear Anne-Marie,

Thank you for your application to the Waste Levy Fund for Community Projects.

I have a couple of questions:

- On page 4 of your application you give the total cost of the initiative as \$6387.19, but the total amount applied for as \$8387.19. I am assuming this is a typo and the amount you are applying for is \$6387.19?
- Your cost breakdown includes \$200 of administration costs and \$1950 worth of wages. Could you please let me know who will be paid this, i.e. will the work be done by the school's existing staff and administrators, or are you intending to hire someone additional for this project?

Kind regards,

**Katharina Kennedy**

Waste Minimisation Services Officer  
Te Apiha Ratonga Whakaiti Para

Tel 04 2964 765  
Mobile 027 5554 765

Kapiti Coast District Council



[www.kapiticoast.govt.nz](http://www.kapiticoast.govt.nz)



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## Waste Levy Fund for Community Projects Application Form

*Please read the Fund Criteria & Application Guidelines before completing this form.*

**1. Name of Project/Business/Organisation Applying:**

Little Earth Montessori Kapiti

**2. Contact Person:** *Please obtain the consent of this person to provide their details. This consent is required in accordance with the Privacy Act 1993.*

Name:

Mayie Pagalilauan

Role within project/business/organisation:

Centre Manager

Contact address:

15 Te Tupe Road Paraparaumu

Contact phone numbers:

Day: 042981730

Night: 0226578379

Email address:

cm.kapiti@littleearth.co.nz

How did you find out about the Waste Reduction Grants?

Enviroschools

**3. Applicant's GST Number (if applicable):**

**114246867**

**4. Bank Account Details:**

*Please attach or scan bank deposit slip which shows your account name and number.*

**5. Project Plan**

Briefly describe your proposed initiative:

- For Little Earth Montessori Kapiti Nido classroom to be supported by Kate Meads - Waste Free Living expert to transition from using disposable nappies to cloth nappies. (With additional support from KCDC Waste Education Officer & Enviroschools Facilitator).
- We have an average of 12 children using disposable nappies in a day with a minimum of 3 changes per day = approximately 36 nappies in centre daily, 180 over 5 days of the week.

Expected start and end dates:

Start date: 25/05/2020

End date: 30/08/2020

Is this a new or ongoing initiative?

☒ New

☐ Ongoing

### Primary Criteria

I am applying as a:

☒ Business

☐ Organisation

☐ Neighbourhood group with the direct involvement of at least 5 households

*If you are applying as a project with householder involvement, please attach a copy of minutes of the meeting at which it was resolved that this application be made and listing the names, addresses and contact details of at least 5 participating households. If there are more than 5 households participating, please indicate the total number directly involved.*

How will the initiative lead to long term waste minimisation actions by participants?

The trial period will allow families to experience the effectiveness of using cloth nappy. Long term we will get rid of disposable nappy usage; thus reduce amount of waste to landfill.

Describe the geographical boundaries of the initiative's activities:

Within the centre based in Paraparaumu, and the enrolled families living in the wider Kāpiti district.

(Long term this pilot has the potential to be shared as a case study - coordinated by Enviroschools facilitator - for more local ECE to consider this trial similarly.)

Enviroschools Te Upoko o Te Ika is keen to develop a case study which can be shared as an exemplar around the wider Wellington region and reach all around Aotearoa by way of our website.

Describe how success will be quantified and reported back to the Council:

- Kate Meads Waste Free Living expert & Enviroschools Facilitator Amanda Dobson will offer support with reporting on this trial. Kate has produced case studies already in Auckland & Tauranga that she has reported on (This documentation has been shared with KCDC Waste Education Officers already).
- The number of families that will convert into using reusable nappies from disposable nappies.

### Secondary Criteria

If applicable, describe how the initiative meets the secondary criteria listed in the Application Guidelines:

N/A

### **Other Considerations**

Are there any other beneficial elements of the initiative that you feel the Grants Allocation Subcommittee should be aware of?

> See answers to next two questions

How do you intend to develop/market/promote your project?

A parent information night that will be supported by Kate Meads - Waste Free Living expert, Amanda Dobson - EnviroSchools Facilitator and KCDC Waste Education Officer Katharina Kennedy.

At the conclusion of the trial, assuming its success, Amanda will facilitate a local ECE Sustainability network hui for local ECE to attend to hear about the results of the pilot project and the opportunity for others to apply to do so similarly. (In collaboration with Katharina Kennedy - KCDC Waste Education officer.)

Does your initiative have support or involvement of the community/neighbours/other groups? If so, please provide details and attach letters of support, if available:

The wider regional network of EnviroSchools is keen to benefit from the insight gained by a pilot case study being provided. This will also include reach to ECE that are not EnviroSchools. Little Earth Montessori has been approached to take a lead on this pilot project recognising that it is a Green-Gold stage EnviroSchool with an outstanding long term commitment to sustainability, therefore a great role model for others.

Describe any previous experience your business/organisation/project group has had managing community projects:

- We have a strongly sustainable learning environment and have achieved the Green Gold stage of EnviroSchools, the first ECE in our region to do so.
- Fundraising project for Filipino Community post natural disaster

Is this initiative affected by any Council bylaws and/or regulations? If so, please name the bylaw or regulation and describe how its requirements will be met:

N/A

Please list any relevant supporting information (e.g. meeting minutes resolving to undertake this project/apply for the Fund; project plans) and attach copies:

There is an ongoing discussions with staff with regard to how we can better improve our sustainable practices with regard to reducing nappies sent to the landfill.

### **6. Funding Details**

There is no overall maximum or minimum grant amount per application. Please check the guidelines for a list of eligible and ineligible costs. Three supporting quotes are required (if possible) for any proposed equipment purchases.

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.

If you are registered for GST, do not include GST in your costs.

If you are not registered for GST, please provide total costs (i.e. including GST where applicable).

**Total cost of initiative: (\$)**

\$4000 + GST

+ \$525 + GST

+ \$250 (optional extra to enable us to pilot earlier in 2020).

TOTAL = \$ 4525 + GST (\$ 4775 + GST - optional extra)

**Total amount applied for from the Waste Levy Fund: (\$)**

*Please indicate incl. or excl. GST*

\$525 + GST - for Kate Meads support to set up the trial with staff and families and associated administration.

Another \$250 for possible consideration for Kate's travel from Tauranga to initiate implementation of trial earlier in February 2020, to enable fast tracking this trial and the ability to share the outcomes/benefits with others to apply for the next Waste funding round.

**Breakdown of application by task and item:**

Please refer to the **Proposal for Daycare ECE trial** outline provided by Kate Meads to KCDC Waste Education Officers previously.

Please provide details of any other sources of funding/sponsorship, or applications made for such:

Click here to enter text.

Is this initiative likely to be recurring or extend beyond the twelve months of this funding round?

☒ Yes - potentially this will be the first of further applications by other ECE in the district.

☐ No

If yes, what is the potential for the initiative being or becoming self-funding?

Based on the success of this pilot the plan will be for the centre to consider a commitment to purchasing a set of nappies to implement an ongoing cloth nappy system, made available to families as a part of their enrolment in the centre, with encouragement for them to also purchase their own cloth nappies for use outside of the centre/in their homes.

Does this project require any other resources or support?

No

## 7. Declaration

*Please provide two signatures*

We hereby declare that the information supplied here on behalf of our organisation is correct.

We consent to Kāpiti Coast District Council collecting and retaining the personal contact details provided in this application and using these details for the purpose of assessment of this scheme.

If the application is successful, we agree to use the monies for the purpose for which they are granted and account for them, or in the event that is not possible, such monies will be refunded to the Council. If the actual cost of purchased equipment is lower than the initial quote, the difference will be refunded to the Council. Proof-of-purchase will be forwarded to the Council.

We have obtained the consent of the contact person to provide these details. This consent is given in accordance with the Privacy Act 1993.

Name of person completing this application:

Mayie Pagalilauan

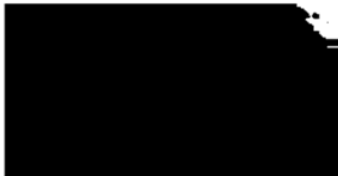
Position:

Centre Manager

Organisation:

Little Earth Montessori Kāpiti

Signature (insert scanned image from your computer):



---

Date: 19 September 2019

Supporting signatory:

Name:

Amanda Dobson

Position:

Enviroschools Facilitator Kāpiti

Organisation:

Enviroschools Te Upoko o Te Ika a Māui

Signature (insert scanned image from your computer):



---

Date: 19 September 2019

#### 8. Checklist

*Have you...*

- ☐ Completed all sections of this form?
- ☐ Attached all relevant supporting documentation including copies of quotes?
- ☐ Attached proof of business, organisation or project bank account requiring two or more signatories?
- ☐ Obtained consent of the contact person to provide their details?
- ☐ Signed and dated the application form?

Please send your application, to be received by 12pm on 20 September 2019;

Electronically to: [waste@kapiticoast.govt.nz](mailto:waste@kapiticoast.govt.nz)

By post to: Waste Levy Fund  
C/- Katharina Kennedy  
Kāpiti Coast District Council  
Private Bag 60601  
Paraparaumu 5254

Or deliver to: Katharina Kennedy  
Kāpiti Coast District Council  
175 Rimu Road  
Paraparaumu





## WASTE LEVY FUND FOR COMMUNITY PROJECTS

### APPLICATION FORM

*Please read the Fund Criteria & Application Guidelines before completing this form.*

1. NAME OF PROJECT/BUSINESS/ORGANISATION APPLYING:

Māoriland Charitable Trust

2. CONTACT PERSON:

Please obtain the consent of this person to provide their details. This consent is required in accordance with the Privacy Act 1993.

**Name:** Madeleine de Young

**Role within project/business/organisation:** Kaiwhakahau Hōtaka - Māoriland Programme Manager

**Contact address:** 3 Moana St, Otaki

**Contact phone numbers:** +64 21 120 7615

**Email address:** maddy@maorilandfilm.co.nz

**How did you find out about the Waste Reduction Grants?**

Referral from Orlaith Maher - KCDC

3. APPLICANT'S GST NUMBER (IF APPLICABLE):

120740423

4. BANK ACCOUNT DETAILS:

38 9018 0132950 00

Please attach or scan a bank deposit slip which shows your account name and number.

5. PROJECT PLAN

Briefly describe your proposed initiative:

**MFF2020 - Zero Waste Initiative**

Each March, Māoriland Film Festival attracts thousands of visitors from across the Kāpiti region, New Zealand and the world to Ōtaki for five days of screenings and special events. It is a key event on the global Indigenous film circuit and a major event for the Kāpiti Coast directly contributing over \$1.8 million in visitor added value since 2017.

The seventh Māoriland Film Festival will take place from March 18 - 22, 2020.

Māoriland Film Festival is operated by the Māoriland Charitable Trust from the Māoriland Hub on Main Street in the heart of Ōtaki Village. Festival events take place at multiple venues throughout the village creating a community wide festival atmosphere.

*"The whole town lights up when Māoriland comes to town like there's more oxygen in the air. Love the relaxed atmosphere, love to hear all those international voices on main street." - Audience feedback*

The Māoriland Charitable Trust is actively committed to highlighting environmental issues and the sustainability of the natural world around us. We understand the impact the festival has on our town, and believe this is a shared responsibility.

A primary goal as the festival grows is to be a Zero Waste Event and a storytelling opportunity to make a positive impact in how we approach waste community wide.

Māoriland Film Festival is not a closed event - so unlike other major festivals we cannot control what materials enter and exit festival spaces. This challenge is also an opportunity to make lasting long term impact in Ōtaki through education and positive role modelling.

The Māoriland Charitable Trust intends to launch a community waste initiative in late 2019 in the lead up to and including MFF2020.

This initiative will target the Ōtaki community, Ōtaki businesses, festival guests and visitors.

**ACTIONS:**

**Community event December 2019;** An opportunity for the Māoriland Charitable Trust and members of the community to discuss waste goals and communicate feedback and tips from visitors to the festival communicated in MFF audience survey responses. This event will launch a waste minimisation flyer for food retailers throughout the community.

**Waste Minimisation Flyer:** A document to encourage retailers in the community to minimise their contribution to single use waste with tips and feedback from visitors.

**Newsletters:** Visitors coming to the festival will be encouraged to precycle and avoid bringing waste to Ōtaki or purchasing single use products while at the festival.



**Bins:** Clearly signposted bins at all festival venues and along Main Street, Ōtaki to provide visitors with alternative options to landfill. At present there are approximately 12 council owned rubbish bins on Main Street that are frequently filled with recyclable items. Additional medium sized recycling bins will be placed strategically to provide consumers with an alternative option. These bins will be supervised by volunteers to assist in correct use.

The contents of these bins will be collected and taken back to the recycling station at the Māoriland Hub to be recorded, recycled, composted or disposed of by our team.

**NZ Box:** NZ Box is a 2 x 2 m square commercial composting unit. With the right recipe and good management, a bin has the ability to reach temperatures as high as 80°C and can compost certified compostable packaging.

1 bin has the capacity to receive the weekly food waste from a minimum of 120 households.

An NZ Box will be used to compost all organic, meat, dairy, pla and commercially compostable waste produced during the festival and collected from Main Street. This box will be open to local businesses who partner with the festival to reduce their waste. It is intended to demonstrate how easy it is to prevent undue waste going to landfill and to encourage the community to process our own waste within the community.

**Innocent Packaging:** Innocent Packaging is NZ's only organisation to exclusively sell compostable packaging products. Innocent will provide a discount to businesses in Ōtaki during the Māoriland Film Festival to encourage them to switch to compostable alternatives.

**Recycling Station at the Māoriland Hub:** Learning space where the public is encouraged to clean their own takeaway dishes and recycle items. To assist with the sorting of washing of recycled waste to avoid contamination.

**Signage:** Clear easily accessible communication with waste minimisation tips throughout the community.

**Measurement:** It is vital that all waste minimisation activities are recorded to create baseline measurements so that this can be communicated and waste and for future minimisation efforts.

**Māoriland Charitable Trust seeks support of \$3,500 from the Kāpiti Coast District Council to enact this initiative.**

**These funds will be used to:**

1. Employ a Kaitiaki Para Kore in the lead up to and during the Festival. This is significant role that combines physical exertion and communication. This person will be a champion storyteller who as be responsible for; managing all waste minimisation efforts, a team of volunteers and communicating these efforts in real time to the community and festival visitors.
2. Purchase/Hire suitable Recycling Bins

3. Purchase a NZ Box to establish a commercial composting site in Ōtaki.

The Māoriland Charitable Trust will contribute \$2,500 from its own budget to this initiative. Short fall will be fundraised from the community.

**Attached is a more detailed description of these proposals.**

**EXPECTED START AND END DATES:**

Start date: December 2019

End date: April 2020

**IS THIS A NEW OR ONGOING INITIATIVE?**

Ongoing

**PRIMARY CRITERIA**

**I AM APPLYING AS A:**

X Organisation

**HOW WILL THE INITIATIVE LEAD TO LONG TERM WASTE MINIMISATION ACTIONS BY PARTICIPANTS?**

Waste minimisation is an ongoing concern of the Māoriland Charitable Trust that is communicated throughout the year through the Māoriland Maara, Taiao Tuesday and other events targeted at encouraging our community to be conscious of and take initiative in reducing our collective impact on the planet.

As a major event on the Kāpiti Coast, the Māoriland Film Festival is a prime storytelling opportunity to encourage the wider community to directly engage with waste minimisation as a key issue. By encouraging the community to directly interact with the process of managing and disposing of waste within a wider storytelling space we intend we intend to create greater consciousness of the waste we are collectively creating and the impact it has on our environment.

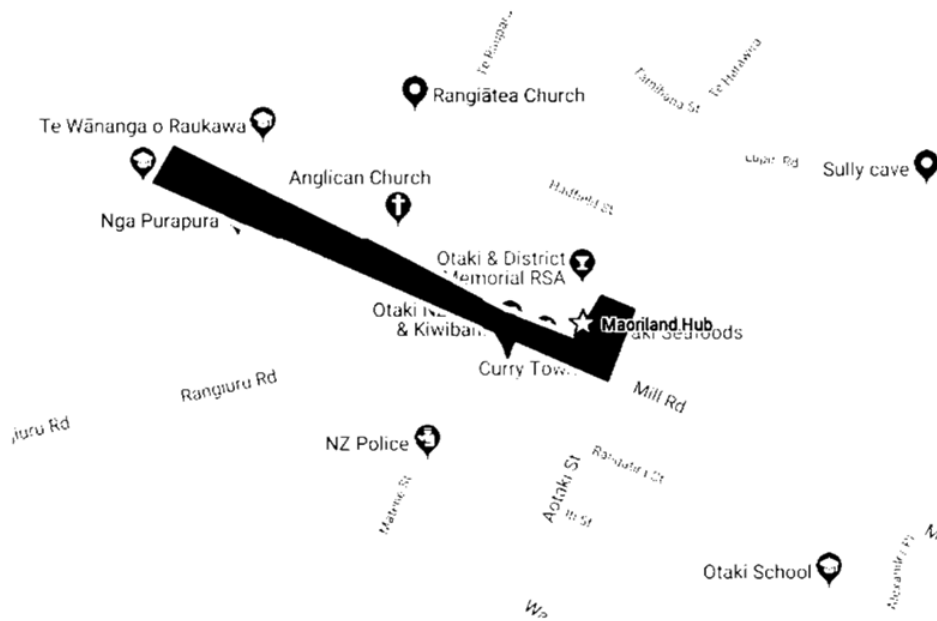
If we can encourage a change in attitude to waste by festival goers and food outlets improved results will roll over in each consecutive year. The higher the profile we can give this issue the more community buy in will be achieved as a matter of course, not just during festival week.

**DESCRIBE THE GEOGRAPHICAL BOUNDARIES OF THE INITIATIVE'S ACTIVITIES:**

Ōtaki Village - Main Street through to Ngā Purapura (145 Tasman Road), including key festival venues, Māoriland Hub and the Civic Theatre.

**DESCRIBE HOW SUCCESS WILL BE QUANTIFIED AND REPORTED BACK TO THE COUNCIL:**

A number of measurements will be recorded to quantify the success of the initiative.



- Number of bins and waste management displays
- Distances travelled by guests, mode of transport used (collected via survey)
- Volume and weight of waste sent to landfill
- Volume and weight of waste recycled
- Volume and weight of waste composted (need to establish how this can be done)
- Number of businesses who engaged in programme

Festival Visitor surveys will canvas festival goers and the general community. Local business owners will be sent a waste minimisation survey and opportunity to provide their own feedback.

This will be delivered to Council in report form in May 2020 to allow for survey responses and data measurement to be completed.

## SECONDARY CRITERIA

IF APPLICABLE, DESCRIBE HOW THE INITIATIVE MEETS THE SECONDARY CRITERIA LISTED IN THE APPLICATION GUIDELINES:

Māoriland Charitable Trust intends that this initiative be developed with support from the community, drawing on skills and knowledge held within the community. This process is already in action through the Māoriland Maara and will be continued through the community event launching the initiative.

Each year, the Māoriland Film Festival is supported by kaitūao (volunteers) from throughout the wider Kāpiti Coast community who volunteer their time and knowledge to assist with the presentation of the festival. These community members will as in previous years be a crucial element of the initiative.

An aim of the initiative is to influence long term behavioural change across our community by encouraging and educating people in developing circular economy thinking – where waste cannot be avoided encourage practical reuse so that no item is ever “thrown out”. Self-sustainability for the programme will be achieved through a successful shift in mindset whereby our community thinks long term as opposed to single use.

Rangatahi are involved in all areas of the Māoriland Film Festival as the future leaders of the Māoriland Charitable Trust. Their role in this initiative will be led by Ngā Pakiaka, the Māoriland Charitable Trust's youth leadership organisation. Aged 14-24 they are responsible for engaging youth volunteers - Kai hāpai and for communicating festival activities. In March 2020 they will launch Ngā Pakiaka TV - a new media channel dedicated to communicating a rangatahi perspective.

Māoriland Charitable Trust is seeking \$3,500 from the KCDC Waste Minimisation Fund to deliver this initiative. This funding will be supplemented by \$2,500 from the Māoriland Charitable Trust.

### **OTHER CONSIDERATIONS**

#### **ARE THERE ANY OTHER BENEFICIAL ELEMENTS OF THE INITIATIVE THAT YOU FEEL THE GRANTS ALLOCATION SUBCOMMITTEE SHOULD BE AWARE OF?**

This project is about creating long term change. As well as mitigating the impact of a major event within the community, it is designed to be aspirational so that it generates discussion within the community as to how we can change our behaviours and minimise our waste long term.

The Māoriland Charitable Trust is dedicated to this kaupapa within its wider strategy. The MCT is a kaupapa Māori organisation mandated by Ngā Hapū o Ōtaki. It exists for the social, educational and economic benefit of its community in Ōtaki through delivery of film and other storytelling opportunities.

#### **HOW DO YOU INTEND TO DEVELOP/MARKET/PROMOTE YOUR PROJECT?**

This initiative is both a waste minimisation and communication initiative.

It will be developed with community engagement through a community launch event, flyers and newsletters and kaitiāo involvement.

It will be marketed/ promoted in the following locations:

- - In the festival programme
- - In guest information
- - Signage at all bin locations
- - Learning areas in the Māoriland Maara
- - Signage provided to local businesses for display
- Personal Interaction with visitors and guests during the festival
- Media

**DOES YOUR INITIATIVE HAVE SUPPORT OR INVOLVEMENT OF THE COMMUNITY/NEIGHBOURS/ OTHER GROUPS? IF SO, PLEASE PROVIDE DETAILS AND ATTACH LETTERS OF SUPPORT, IF AVAILABLE:**

This initiative involves creating this support and networks which has, except for a few exclusions, been lacking in Main St, Otaki.

Describe any previous experience your business/organisation/project group has had managing community projects:

This initiative will be delivered by the Māoriland Charitable Trust who own and operate the Māoriland Hub which delivers community projects year-round. Projects include:

- Māoriland Film Festival, held annually each March since 2014
- Matariki at the Māoriland Hub, an annual series of community events
- Māoriland Maara, the Māoriland Hub's community garden
- Toi Matarau, a Māori art gallery at the Māoriland Hub with art sourced from the A.R.T. Confederation and created at the Māoriland Hub during workshops
- Te Uru Maire, the Māoriland Rangatahi Strategy delivering opportunities for rangatahi to develop their voice as digital storytellers in film and technology

**IS THIS INITIATIVE AFFECTED BY ANY COUNCIL BYLAWS AND/OR REGULATIONS? IF SO, PLEASE NAME THE BYLAW OR REGULATION AND DESCRIBE HOW ITS REQUIREMENTS WILL BE MET:**

Discussion would need to be had with Council staff around the placement, size and operation of the proposed recycling bins.

**PLEASE LIST ANY RELEVANT SUPPORTING INFORMATION (E.G. MEETING MINUTES RESOLVING TO UNDERTAKE THIS PROJECT/APPLY FOR THE FUND; PROJECT PLANS) AND ATTACH COPIES:**

MFF2020 Waste Minimisation Plan attached

## **6. FUNDING DETAILS**

There is no overall maximum or minimum grant amount per application. Please check the guidelines for a list of eligible and ineligible costs. Three supporting quotes are required (if possible) for any proposed equipment purchases.

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.

If you are registered for GST, do not include GST in your costs.

If you are not registered for GST, please provide total costs (i.e. including GST where applicable).

**TOTAL COST OF INITIATIVE: (\$)**

\$6,695.83

7

**Total amount applied for from the Waste Levy Fund: (\$)**

Please indicate incl. or excl. GST

\$3,500 GST excl

**BREAKDOWN OF APPLICATION BY TASK AND ITEM:**

<b>Category</b>	<b>Description</b>	<b>Budget</b>	<b>Amount Requested from KCDC</b>
Printing & Signage	Flyers for local businesses	\$500	\$0
	Surveys		
	Signage at each bin location x 16 bins	\$500	\$0
Bin Hire/ Purchase	NZ Bin - Commercial Composting Unit & 16 x Compostable Bins from Innocent Packaging	\$3240	\$2000
Cleaning Products	EcoStore	\$155.83	\$0
Staffing	Kaitiaki Para Kore (approx. 70 hours at the Living Wage - \$21.15)	\$1,500	\$1,500
Community Event	Venue Hire, Catering, Advertising	\$300	\$0
Evaluation	Survey		
	Measurement	\$500	\$0
	Reporting		
<b>Income Sources</b>	<b>KCDC</b>		<b>\$3500</b>
	<b>MCT</b>		<b>\$2500</b>
	<b>Shortfall to be raised via community support</b>		<b>\$695.83</b>

This quote covers 16 bins - 12 bins on the street with four surplus bins for placement in high traffic areas.

**PLEASE PROVIDE DETAILS OF ANY OTHER SOURCES OF FUNDING/SPONSORSHIP, OR APPLICATIONS MADE FOR SUCH:**

This initiative is budgeted to cost \$6,695.83 of which the MCT is applying for \$3,500 from KCDC. The additional balance will be made up the MCT out of the MFF2020 budget.

**IS THIS INITIATIVE LIKELY TO BE RECURRING OR EXTEND BEYOND THE TWELVE MONTHS OF THIS FUNDING ROUND?**

X Yes

**IF YES, WHAT IS THE POTENTIAL FOR THE INITIATIVE BEING OR BECOMING SELF-FUNDING?**

Māoriland Charitable Trust is working towards becoming a zero waste event however our efforts are mitigated by the activities of the wider community as an open event. Our aim is to create behavioural change through creative thinking, long term planning and relationship building.

**DOES THIS PROJECT REQUIRE ANY OTHER RESOURCES OR SUPPORT?**

As a behavioural change initiative, this project will require support to distribute communications around community events, and activities.

Māoriland Charitable Trust would appreciate communication support from KCDC.

**7. DECLARATION**

Please provide two signatures

We hereby declare that the information supplied here on behalf of our organisation is correct.

We consent to Kāpiti Coast District Council collecting and retaining the personal contact details provided in this application and using these details for the purpose of assessment of this scheme.

If the application is successful, we agree to use the monies for the purpose for which they are granted and account for them, or in the event that is not possible, such monies will be refunded to the Council. If the actual cost of purchased equipment is lower than the initial quote, the difference will be refunded to the Council. Proof-of-purchase will be forwarded to the Council.

We have obtained the consent of the contact person to provide these details. This consent is given in accordance with the Privacy Act 1993.

Name of person completing this application:

Madeleine de Young

Position:

Kaiwhakahau Hōtaka

Organisation:

Māoriland Charitable Trust

Signature (insert scanned image from your computer):

---

Date: 19/09/2019

Supporting signatory:

9

Name:

Tania Hakaraia

Position:

Trustee

Organisation:

Māoriland Charitable Trust

Signature (insert scanned image from your computer):

---

Date: 19/9/2019

#### **8. Checklist**

Have you...

- ☐ Completed all sections of this form?
- ☐ Attached all relevant supporting documentation including copies of quotes?
- ☐ Attached proof of business, organisation or project bank account requiring two or more signatories?
- ☐ Obtained consent of the contact person to provide their details?
- ☐ Signed and dated the application form?

Please send your application, to be received by 12pm on 20 September 2019;

Electronically to: [waste@kapiticoast.govt.nz](mailto:waste@kapiticoast.govt.nz)

By post to: Waste Levy Fund

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C/- Katharina Kennedy

Kāpiti Coast District Council

Private Bag 60601

Paraparaumu 5254

Or deliver to: Katharina Kennedy

Kāpiti Coast District Council

175 Rimu Road

Paraparaumu



**From:** [Madeleine de Young](#)  
**To:** [Katharina Kennedy](#)  
**Subject:** Re: Maoriland Charitable Trust Waste Minimisation Fund  
**Date:** Wednesday, 6 November 2019 5:13:16 PM  
**Attachments:** [Waste Minimisation Fund Application.pdf](#)

---

Kia ora Katharina,

Attached is the updated document.

As I mentioned on the phone, the cost of the NZ Box - the commercial composting unit does lift the overall budget. This unit will remain at the Maoriland Hub beyond the festival and we'll be working with local businesses to either use it themselves alongside us (depending on capacity) but also to demonstrate to the community the ease in which we can minimise waste leaving our own sites and to provide resources so that our system can be replicated throughout town.

In addition to the physical act of waste minimisation during the festival - which attracted 12,000 visitors to Otaki this March, our waste minimisation strategy is to create long-term systemic change throughout Otaki Village through clear communication, storytelling and role modelling.

I have kept our ask at the original \$3,500, Maoriland will contribute \$2,500 from our MFF2020 budget and we will address the shortfall through community fundraising. Any additional funds KCDC could offer above the \$3,500 to address the shortfall would be hugely appreciated however we anticipate that it would be feasible to raise the additional funds if required (\$695.83)

Please do not hesitate to call if you have any further queries.  
I will be on site in Otaki if you'd like to come and view our premises and have a walk through the strategy.

I'll also be sending through the Para Kore report tomorrow!

Nga mihi,  
Maddy

Madeleine de Young  
*Kaiwhakahau Hotaka - Rangatahi; Ahurei; Kawenga Korero*  
*Maoriland Programme Manager - Rangatahi, Festival, Story*  
[+64 021 120 7615](tel:+640211207615)  
[maddy@maorilandfilm.co.nz](mailto:maddy@maorilandfilm.co.nz)  
[www.maorilandfilm.co.nz](http://www.maorilandfilm.co.nz)



On 6 November 2019 at 8:18:18 AM, Kennedy Katharina  
([katharina.kennedy@kapiticoast.govt.nz](mailto:katharina.kennedy@kapiticoast.govt.nz)) wrote:

Kia ora Maddy,  
That should work, I'll give you a call.  
Regards, Katharina

Sent from my iPhone

On 5/11/2019, at 4:18 PM, Madeleine de Young  
<[maddy@maorilandfilm.co.nz](mailto:maddy@maorilandfilm.co.nz)<<mailto:maddy@maorilandfilm.co.nz>>> wrote:

Kia ora Katharina,

How does 11 am tomorrow sound? Should I ring you or you ring me? My number is 021 120 7615

Nga mihi,  
Maddy

Madeleine de Young  
*Kaiwhakahau Hotaka - Rangatahi; Ahurei; Kawenga Korero*

## Waste Levy Fund for Community Projects Application Form

*Please read the Fund Criteria & Application Guidelines before completing this form.*

**1. Name of Project/Business/Organisation Applying:**

Otaki Promotions Group Inc - Otaki Kite Festival 2020

**2. Contact Person:** *Please obtain the consent of this person to provide their details. This consent is required in accordance with the Privacy Act 1993.*

Name:

Barbara Franks

Role within project/business/organisation:

Waste Minimisation Co-ordinator

Contact address:

13 Te Manuao Road, Otaki

Contact phone numbers:

Day: 027 485 8888

Night: 027 485 8888

Email address:

barbara@franksassociates.co.nz

How did you find out about the Waste Reduction Grants?

KCDC website / KCDC FBook page / Email received

**3. Applicant's GST Number (if applicable):**

N/A

**4. Bank Account Details:**

*Please attach or scan a bank deposit slip which shows your account name and number.*

**5. Project Plan**

Briefly describe your proposed initiative:

To provide public education at the 2020 Otaki Kite Festival in an effort to spread the "refuse/reduce/repurpose/reuse/recycle/rot" message and minimise the quantity of waste going to landfill.

Expected start and end dates:

Start date: 8/02/2020

End date: 9/02/2020

Is this a new or ongoing initiative?

- ☐ New  
☒ Ongoing

**Primary Criteria**

I am applying as a:

- ☐ Business  
☒ Organisation  
☐ Neighbourhood group with the direct involvement of at least 5 households

*If you are applying as a project with householder involvement, please attach a copy of minutes of the meeting at which it was resolved that this application be made and listing the names, addresses and contact details of at least 5 participating households. If there are more than 5 households participating, please indicate the total number directly involved.*

How will the initiative lead to long term waste minimisation actions by participants?

Consistent messaging for stallholders, public & volunteers.

Describe the geographical boundaries of the initiative's activities:

Otaki Beach, Kapiti Coast

Describe how success will be quantified and reported back to the Council:

All event waste is sorted & weighed. However, a visual measure is more representative of success – we're aiming for 2/3rds diversion - at least 16 wheelie bins out of a total of 24 wheelie bins for the event to be organic or recyclable waste.

**Secondary Criteria**

If applicable, describe how the initiative meets the secondary criteria listed in the Application Guidelines:

Our public educator volunteer teams will be from two local community-based groups - Otaki Waka Hoe Charitable Trust & Te Whakatupurunga Rua Mano.

Both groups are all about young people – WRM is our local immersion kura & OWHCT is a growing club with over 140 members and multiple teams for young people aged U10yrs-19yrs (plus open teams for older paddlers).

**Other Considerations**

Are there any other beneficial elements of the initiative that you feel the Grants Allocation Subcommittee should be aware of?

Click here to enter text.

How do you intend to develop/market/promote your project?

Communication with stallholders will provide clear information about what is expected of them & what facilities will be available for event visitors over the two days.

Does your initiative have support or involvement of the community/neighbours/other groups? If so, please provide details and attach letters of support, if available:

OKF is well supported from within our community – KCDC provide support with waste information & bin hoods;

Envirowaste provide complimentary bins, delivery & collection as well as disposal of landfill & recycling waste.

In the absence of any commercial composting facility along the Kapiti Coast, we have a local resident who will hopefully take our organic waste.

There are other individuals within the local community who have a particular interest in waste minimisation & will be working with us again to achieve a great result.

Describe any previous experience your business/organisation/project group has had managing community projects:

OKF has been successfully developing its waste minimisation efforts since the 2017 event; 2020 will be the fourth.

Is this initiative affected by any Council bylaws and/or regulations? If so, please name the bylaw or regulation and describe how its requirements will be met:

Resource consent.

Please list any relevant supporting information (e.g. meeting minutes resolving to undertake this project/apply for the Fund; project plans) and attach copies:

[Click here to enter text.](#)

## **6. Funding Details**

There is no overall maximum or minimum grant amount per application. Please check the guidelines for a list of eligible and ineligible costs. Three supporting quotes are required (if possible) for any proposed equipment purchases.

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.

If you are registered for GST, do not include GST in your costs.

If you are not registered for GST, please provide total costs (i.e. including GST where applicable).

**Total cost of initiative: (\$)**

\$1000.00

**Total amount applied for from the Waste Levy Fund: (\$)**

*Please indicate incl. or excl. GST*

\$1000.00

## **Breakdown of application by task and item:**

To provide a fundraising incentive for both public educator volunteer groups.

Please provide details of any other sources of funding/sponsorship, or applications made for such:

N/A

Is this initiative likely to be recurring or extend beyond the twelve months of this funding round?

☐ Yes

☒ No

If yes, what is the potential for the initiative being or becoming self-funding?

OPG would be delighted to find a sponsor for this project, however, this has not yet eventuated.

Does this project require any other resources or support?

N/A

## 7. Declaration

*Please provide two signatures*

We hereby declare that the information supplied here on behalf of our organisation is correct.

We consent to Kāpiti Coast District Council collecting and retaining the personal contact details provided in this application and using these details for the purpose of assessment of this scheme.

If the application is successful, we agree to use the monies for the purpose for which they are granted and account for them, or in the event that is not possible, such monies will be refunded to the Council. If the actual cost of purchased equipment is lower than the initial quote, the difference will be refunded to the Council. Proof-of-purchase will be forwarded to the Council.

We have obtained the consent of the contact person to provide these details. This consent is given in accordance with the Privacy Act 1993.

Name of person completing this application:

Barbara Franks

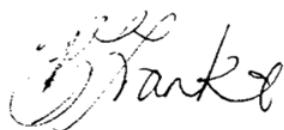
Position:

Waste Min Co-ordinator

Organisation:

Otaki Promotions Group Inc – Otaki Kite Festival 2020

Signature (insert scanned image from your computer):



---

Date: 10/09/2019

Supporting signatory:

Name:

Carol Ward

Position:

Committee Member

Organisation:

Otaki Promotions Group

Signature (insert scanned image from your computer):

*Cio Wand*

Date: 10/09/2019

#### 8. Checklist

*Have you...*

- ☒ Completed all sections of this form?
- ☒ Attached all relevant supporting documentation including copies of quotes?
- ☒ Attached proof of business, organisation or project bank account requiring two or more signatories?
- ☒ Obtained consent of the contact person to provide their details?
- ☒ Signed and dated the application form?

Please send your application, to be received by 12pm on 20 September 2019;

Electronically to: [waste@kapiticoast.govt.nz](mailto:waste@kapiticoast.govt.nz)

By post to: Waste Levy Fund  
C/- Katharina Kennedy  
Kāpiti Coast District Council  
Private Bag 60601  
Paraparaumu 5254

Or deliver to: Katharina Kennedy  
Kāpiti Coast District Council  
175 Rimu Road  
Paraparaumu



## Waste Levy Fund for Community Projects Application Form

*Please read the Fund Criteria & Application Guidelines before completing this form.*

**1. Name of Project/Business/Organisation Applying:**

Pukehuia Chicken Coop, Composting & Mulching Project

**2. Contact Person:** *Please obtain the consent of this person to provide their details. This consent is required in accordance with the Privacy Act 1993.*

Name:

Kiri Parata

Role within project/business/organisation:

Whānau member

Contact address:

6 Tui Crescent, Waikanae 5036

Contact phone numbers:

Day: 0211543653

Night: 0211543653

Email address:

kiri.parata@xtra.co.nz

How did you find out about the Waste Reduction Grants?

KCDC staff members

**3. Applicant's GST Number (if applicable):**

n/a

**4. Bank Account Details:**

*Please attach or scan a bank deposit slip which shows your account name and number.*

**5. Project Plan**

Briefly describe your proposed initiative:

Project: Free Range Chicken Coop and Compost and Mulching Station

Location: This project will be established at our shared whānau papakainga, 271 Huia Street Waikanae and five separate whānau households will contribute to this project.

Details:

1. Waste reduction will take place by food scraps from five households contributing to the chicken feeding.



2. Compostable materials will be saved from the five households and added to the shared whānau compost bins. The compost will feed and aid the mara kai and fruit orchard which are being established alongside this waste reduction project.
3. Green waste will be mulched and put onto the gardens on the property to reduce weeds and slow water evaporation, retaining moisture and contributing to soil health. We are also planting 1000 native trees this calendar year on our property and the garden mulch will contribute greatly to this.

All parts of this project are aimed at reducing waste to the landfill.

To achieve these goals we will:

- Design and create a building plan, purchase materials and build a 3 bay compost bin
- Design and create a building plan, purchase and erect a chicken coop (redesigning an existing pig pen to create a large chicken coop)
- Purchase a mulcher

Expected start and end dates:

Start date: 1/11/2019

End date: 31/02/2020

Is this a new or ongoing initiative?

☒ New

☐ Ongoing

#### Primary Criteria

I am applying as a:

☐ Business

☐ Organisation

☒ Neighbourhood group with the direct involvement of at least 5 households

*If you are applying as a project with householder involvement, please attach a copy of minutes of the meeting at which it was resolved that this application be made and listing the names, addresses and contact details of at least 5 participating households. If there are more than 5 households participating, please indicate the total number directly involved.*

How will the initiative lead to long term waste minimisation actions by participants?

1. The collection of 5 x households food waste going to feed the chickens
2. The collection of 5 x household green waste going to a shared compost
3. Property greenwaste used in mulcher to feed/cover gardens and native plantings

Describe the geographical boundaries of the initiative's activities:

All five households are within the Waikanae area, and the papakainga (shared whenua) is located at 271 Huia Street, Waikanae.

Describe how success will be quantified and reported back to the Council:

An electronic report with photographs depicting the various stages and outcomes of the project will be submitted. Council staff are also welcome to visit the site.

### **Secondary Criteria**

If applicable, describe how the initiative meets the secondary criteria listed in the Application Guidelines:

- There is a strong focus on intergenerational knowledge transfer with this project as we involve three generations of whānau in the planning and construction of the chicken coop and the compost bins.
- Our children range in age from 1 year – 15 years and will be involved in the ongoing work associated with caring for chickens, collecting their waste for compost etc.
- We are mana whenua to Waikanae and come from a large whānau who are all closely associated with our Marae, Whakarongotai in Waikanae. Our wider whānau visit Pukehuia and assist us with farming duties such as fencing, shearing of sheep and planting of native trees.
- We expect that once the project is complete, it will be self sustaining relying on whānau labour, commitment and aspirations to building an intergenerational whānau papakainga.

### **Other Considerations**

Are there any other beneficial elements of the initiative that you feel the Grants Allocation Subcommittee should be aware of?

- We are a collective of 5 households (all whānau) living in Waikanae. We are developing our shared whenua at 271 Huia Street, Waikanae for sustainable shared living.
- We purchased the 20 acre farm block in 2016 as a whānau collective and since this time have farmed the land with sheep, chickens, pigs and shared the kai and planted a number of native trees. The land was once tupuna whenua, now in the whānau again after purchase on the open market.
- We have gathered a range of recycled materials from each of our households that will be used in the construction of the project items. These items are additional to the items we seek to purchase from grant monies if successful with our application. Our contribution includes materials for the chicken shelter (ply wood, 4x2 framing timber, nails, screws, staples and hinges).

How do you intend to develop/market/promote your project?

- We have already identified the location on the property for the proposed project.
- We will clear and prepare the sites for development.
- We have assessed what materials we have around the property to contribute to the project to reduce costs and will re-use materials where possible (refer above).
- We will consider if any pest control is required and make arrangement for this.
- We will undertake a number of whānau working bees to undertake the mahi (work).

Does your initiative have support or involvement of the community/neighbours/other groups? If so, please provide details and attach letters of support, if available:

All five households are committed to the kaupapa of creating a shared, sustainable papakainga. When we purchased the whenua in 2016 as a whānau collective we spent considerable time identifying key elements to achieve this goal.

We have committed to planting 1000 native trees on the property this year.

Describe any previous experience your business/organisation/project group has had managing community projects:

As individuals we are all active community members involving ourselves in a wide range of activities such as:

- being sports coaches, a board of trustees representative (Paraparaumu College),
- fundraising committees for Marae, schools etc, volunteer surf club members,
- Friends of the River care groups,
- members of tramping groups,
- active in all Marae activities.

With this level of involvement we have all collectively been involved in fund raising activities, planning and organising events, seeking sponsorship, being accountable for funds raised etc.

We are a committed and hard working whānau and we're proposing an achievable project that we have the skills to plan, create and build amongst ourselves.

As writer of this application, my professional background has seen me previously work for KCDC as Project Manager of the Great Ōtaki Project and as Iwi Liaison Manager. My current role is managing a research project with the local iwi with funding from the Health Research Council of NZ, amongst many other current research and community projects. I can supply a resume if required. This week our family ran a successful hui rangatahi at Whakarongotai Marae as part of a school holiday programme.

Is this initiative affected by any Council bylaws and/or regulations? If so, please name the bylaw or regulation and describe how its requirements will be met:

- No

Please list any relevant supporting information (e.g. meeting minutes resolving to undertake this project/apply for the Fund; project plans) and attach copies:

- Minutes of whānau hui (25.08.19) attached

## **6. Funding Details**

There is no overall maximum or minimum grant amount per application. Please check the guidelines for a list of eligible and ineligible costs. Three supporting quotes are required (if possible) for any proposed equipment purchases.

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.

If you are registered for GST, do not include GST in your costs.

If you are not registered for GST, please provide total costs (i.e. including GST where applicable).

**Total cost of initiative: (\$)**

\$6704.30 = \$4084.30 (requested refer below) plus \$700 building materials supplied by whānau, plus \$1920 labour costs (estimated based on 2 x labourers for 3 days @ \$40 per hour)

**Total amount applied for from the Waste Levy Fund: (\$)**

*Please indicate incl. or excl. GST*

\$4084.30 incl GST

**Breakdown of application by task and item:**

1. Compost building materials - \$500

Refer to this web link for a similar project which has been costed at \$470. We intend to adapt our compost bins to be sturdier than these, with larger corner posts for sturdiness. Otherwise it is a similar design being a 3-bay compost putting a lid on one of the bays to store garden tools out of the elements.

<https://www.stuff.co.nz/life-style/homed/garden/111459246/diy-project-triplebay-compost-bin>

2. Garden Mulcher/Chipper - \$2995 refer link below for specifications
  - <https://www.hansachippers.co.nz/products/chippers-engine-powered/c7-brush-chipper/>
  - 3 quotes received in separate emails which I will forward as attachments to this application

3. Chicken Coop Materials - \$589.30

We are supplying the fencing materials including chainlink fencing to cover the 50 linear metre boundary, with galvanised posts for corners, approximate cost of these items \$700.

Our contribution also includes undertaking the labour to create the chicken coop which we have estimated at \$1920 (2 x labourers @ \$40ph for 24 hours/3 days). This is just an estimate as we will actually have more whānau members undertaking the work, but was trying to give a figure for the expertise and labour associated with the project.

We are seeking \$589.30 funding for:

- Bobcat hire \$300 one day hire to undertake earthworks to level the ground
  - <https://www.kennardshire.co.nz/earthmoving/skid-steer-400-series.html>
- Gate \$139 (link below)
  - [https://www.bunnings.co.nz/franklin-vertical-bar-gate-1060mm-x-1000mm\\_p00507854](https://www.bunnings.co.nz/franklin-vertical-bar-gate-1060mm-x-1000mm_p00507854)
- Gate hanger x 2 \$23
  - [https://www.bunnings.co.nz/gartner-12-x-190-x-35mm-gudgeon-lt-thru-post\\_p08905755](https://www.bunnings.co.nz/gartner-12-x-190-x-35mm-gudgeon-lt-thru-post_p08905755)
- Spring gate latch or appropriate gate latch \$34.40 (link below)
  - [https://www.bunnings.co.nz/zenith-spring-gate-latch-zp\\_p00436586](https://www.bunnings.co.nz/zenith-spring-gate-latch-zp_p00436586)
- Hinges for egg laying boxes \$54 (8 x \$6.75 150mm T hinge)
  - <https://www.bunnings.co.nz/search/products?q=gate%20hinges&redirectFrom=Any>
- Hose to connect water supply to water trough \$38.90

- [https://www.bunnings.co.nz/pope-legacy-12mm-x-15m-heavy-duty-hose\\_p00055502](https://www.bunnings.co.nz/pope-legacy-12mm-x-15m-heavy-duty-hose_p00055502)

Please provide details of any other sources of funding/sponsorship, or applications made for such:

No other funding sourced.

Is this initiative likely to be recurring or extend beyond the twelve months of this funding round?

☒ Yes

☐ No

If yes, what is the potential for the initiative being or becoming self-funding?

Once the project is established, it will continue without requiring further funding. It will be self sustaining.

Does this project require any other resources or support?

The project requires time and commitment from the whānau to undertake the planning and building of the compost bins and the chicken coop. Once established there will be ongoing weekly work tending the gardens, caring for the chickens, producing compost and mulch and spreading these around the property.

There will be no further external support or resources required.

## 7. Declaration

*Please provide two signatures*

We hereby declare that the information supplied here on behalf of our organisation is correct.

We consent to Kāpiti Coast District Council collecting and retaining the personal contact details provided in this application and using these details for the purpose of assessment of this scheme.

If the application is successful, we agree to use the monies for the purpose for which they are granted and account for them, or in the event that is not possible, such monies will be refunded to the Council. If the actual cost of purchased equipment is lower than the initial quote, the difference will be refunded to the Council. Proof-of-purchase will be forwarded to the Council.

We have obtained the consent of the contact person to provide these details. This consent is given in accordance with the Privacy Act 1993.

Name of person completing this application:

Kiri Parata

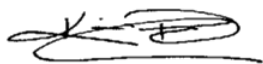
Position:

Whānau member

Organisation:

Parata Whānau of Waikanae

Signature (insert scanned image from your computer):



---

Date: 27/08/2019

Supporting signatory:

Name:

Kristie Parata

Position:

Whānau Member

Organisation:

Parata Whānau of Waikanae

Signature (insert scanned image from your computer):



---

Date: 27/08/2019

#### 8. Checklist

*Have you...*

- ☒ Completed all sections of this form?
- ☒ Attached all relevant supporting documentation including copies of quotes?
- ☒ Attached proof of business, organisation or project bank account requiring two or more signatories?
- ☒ Obtained consent of the contact person to provide their details?
- ☒ Signed and dated the application form?

Please send your application, to be received by 12pm on 20 September 2019;

Electronically to: [waste@kapiticoast.govt.nz](mailto:waste@kapiticoast.govt.nz)

By post to: Waste Levy Fund  
C/- Katharina Kennedy  
Kāpiti Coast District Council  
Private Bag 60601

Or deliver to:

Paraparaumu 5254

Katharina Kennedy  
Kāpiti Coast District Council  
175 Rimu Road  
Paraparaumu



**Pukehuia Hui – 25 August 2019, 6pm at 6 Tui Crescent, Waikanae**

Present: Damian Parata, Kristie Parata, Shannon Parata (tonight's hui Chair), John McLennan & Kiri Parata (minute taker).

**Karakia – Shannon**

**Proposed KCDC Grant Application**

Kiri and John propose that we make application to the Kāpiti Coast District Council under the Waste Reduction Grant Scheme for funding to erect the new and improved chicken coop, create compost bins for the mara kai we are also creating, and seek funding for the purchase of a shared garden mulcher.

As agreed previously, each of our 5 households (listed below) will contribute to the protect in the following ways:

- Household food scraps will be saved for the chickens. Kiri will do a daily pick up from each household and feed the chickens;
- Each household will contribute to the shared compost bins at Pukehuia with yard greenwaste, vegetable scraps, and any other organic matter deemed suitable for garden compost. The chicken manure will be added to the compost also for use on the mara kai.

**Sharing in the developments:**

- All three generations will be involved in the planning, design and construction
- Shannon will undertake an assesment of the materials at hand that may be suitable for any of the proposed projects associated with mara kai, chicken coop or composting station
- Kiri and Kristie will source any new building materials required for the project
- Shannon and Damian will lead the construction of the compost bins and chicken coop

All partners are supportive of putting in the application.

**Orchard and Mara Kai**

As per March 2019 discussions we are planning our orchard and mara kai development to sit alongside the new chicken coop redesign and contruction. Kiri is making application to the Green Neighbourhoods Grant for assistance with the purchase of fruit trees and mara kai materials.

**Households of Pukehuia Projects**

- 11 Huia Street Waikanae  
Damian and Tosca Parata and whānau



- 8 Graham Grove Waikanae  
Shannon Parata and Kara Kearney and whānau
- 6 Tui Crescent Waikanae (main house)  
Tutere and Denise Parata
- 6 Tui Crescent Waikanae (flat)  
Kiri Parata and John McLennan and whānau
- 32 Kakariki Grove Waikanae  
Kristie Parata and whānau

**Karakia whakamutunga** – Shannon.

Hui ended 7:15pm



[OUR PRODUCTS](#) [CATALOGUE](#) [SERVICE AND REPAIRS](#) [STORE LOCATOR](#) [DEALS & SPECIALS](#) [OWN A STORE](#)

[Home](#) > [Product Range](#) > [Other Tools](#) > [Garden Shredders](#) > [Rover Chipper Shredder 205cc \(2" Chipping\)](#)



# Rover Chipper Shredder 205cc (2" Chipping)

PRODUCT CODE: MT24A-454R333

\$1599.00

## TECHNICAL DATA

Engine: Briggs & Stratton 800, Series OHV 205cc  
Function: Chipper & Shredder  
Capacity: 50mm / 2" Chipping  
Cutting System: Chipper Blades, Flail & Knife  
Wheels: Semi-Pneumatic  
Bag Capacity: 88 Litre Nylon  
Accessories: Goggles

# Shredder / Chipper 6.5HP - 4 Stroke Super Quality

KNK - Premier Farming Equipment

Listing #: 2278638033  
Rangiora, Canterbury, NZ

to their Watchlist



Click to enlarge photo

**Closes: 11 mins**  
Sun 25 Aug, 9:35 pm

**+ Add to Watchlist**

Buy Now ~~\$1,595~~ **\$1,349**

**Add to Cart** **Buy Now**

Shipping: From \$46.00 [More...](#)

 Buyer Protection [Learn More](#)

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**Get Fibre connected  
before the All Blacks**



# HYUNDAI WOOD CHIPPER 7HP 180

IN STOCK

6 reviews

\$1,599

**PRICE GUARANTEE** Seen a lower price? Ask us to beat it

Buy now and get a **FREE** ProVIS 30 1L Engine Oil worth \$14.90 - for a limited time.

[Read more](#)

 **SHIPPING OPTIONS TO AUCKLAND** ▾

Auckland Door to Door \$49 2-4 days.

Pickup Auckland Store FREE

*Shipping times are estimated based on 90% of deliveries. Rural delivery surcharge applies. [View more shipping information](#)*

**Quotation Number**

**026389**






Customer: Kiri Parata  
Contact: Kiri Parata  
Phone: 0211543653  
Email: kiri.parata@xtra.co.nz

Date: 10/10/2019  
Valid Until: 22/11/2019

Hi Kiri,

Thank you for enquiring about our products. We are pleased to supply you a quotation for the following items:

Item	Code	Description	Qty	Price Inc GST (ea)
	C7	Model C7 Brush Chipper powered by 6.5HP Honda engine Suitable for large gardens & lifestyles 70mm branch capacity Petrol powered	1	\$2995.00
	C7-A012	C7 Towbar with Tongue Optional Extra	1	\$160.00
	C7EU-A001	C7 Bumper Optional Extra	1	\$115.00
		Mainfreight	1	\$0.00
			Total Ex GST	
			\$2,843.48	
			GST	
			\$426.52	
			Total Inc	
			\$3,270.00	

www.hansachippers.com  
57 Te Kowhai Road East, Northgate, Hamilton 3200  
FREEPHONE 0508 4 HANSA  
EMAIL info@hansaproducts.co.nz

Page 1 of 2

**Quotation Number**  
**Continued**

**026389**



Item	Code	Description	Qty	Price Inc GST (ea)
------	------	-------------	-----	--------------------

Hansa dealer(s) in your area are as follows:

Coastal Mowers Ltd  
21 Raumati Rd  
Raumati Beach  
RAUMATI  
PARAPARAUMU  
Vince Weide  
04 902 5580  
coastalmowersltd@gmail.com

Stihl Shop Kapiti  
10 Te Roto Drive  
PARAPARAUMU  
Richard Morton  
office@stihlshopkapiti.nz

Thanks and kind regards,  
**Kylee Cooper** | Customer Services Champion | [kylee@hansaproducts.co.nz](mailto:kylee@hansaproducts.co.nz)

[www.hansachippers.com](http://www.hansachippers.com)  
57 Te Kowhai Road East, Northgate, Hamilton 3200  
FREEPHONE 0508 4 HANSA  
EMAIL [info@hansaproducts.co.nz](mailto:info@hansaproducts.co.nz)

Page 2 of 2

**From:** [Kiri Parata](#)  
**To:** [Katharina Kennedy](#)  
**Subject:** PARATA - Waste Reduction Application - quote #4  
**Date:** Thursday, 10 October 2019 10:23:32 PM

---

----- Original Message -----

From: Vince Weide <[coastalmowersltd@gmail.com](mailto:coastalmowersltd@gmail.com)>  
To: Kiri Parata <[kiri.parata@xtra.co.nz](mailto:kiri.parata@xtra.co.nz)>  
Date: 10 October 2019 at 11:52  
Subject: Re: Hansa C7 Brush Chipper enquiry

Yes, we do. We sell the C7 Hansa for \$2995 inc GST and have them in stock.

We are open Monday to Friday 8-5pm and Saturday 9am to 1pm.

Regards

Vince Weide  
Coastal Mowers  
04 902 5580

On Thu, Oct 10, 2019 at 1:33 PM Kiri Parata <[kiri.parata@xtra.co.nz](mailto:kiri.parata@xtra.co.nz)> wrote:

Hi

I believe you stock this product? Can I please have a quote for the C7 Brush Chipper?

Thanks

**Kiri Parata**

**Research and Evaluation Consultant**

Australia and New Zealand

tel: +61 4 231 62992 (Aus) or +64 21 154 3653 (NZ)

email: [kiri.parata@xtra.co.nz](mailto:kiri.parata@xtra.co.nz)

**Kiri Parata**

**Research and Evaluation Consultant**

Australia and New Zealand

tel: +61 4 231 62992 (Aus) or +64 21 154 3653 (NZ)

email: [kiri.parata@xtra.co.nz](mailto:kiri.parata@xtra.co.nz)



**From:** [Kiri Parata](#)  
**To:** [Katharina Kennedy](#)  
**Subject:** PARATA - Waste Reduction Application - quote #3  
**Date:** Thursday, 10 October 2019 10:23:24 PM

---

----- Original Message -----

**From:** Office Stihl Kapiti <[office@stihlshopkapiti.nz](mailto:office@stihlshopkapiti.nz)>  
**To:** "kiri.parata@xtra.co.nz" <[kiri.parata@xtra.co.nz](mailto:kiri.parata@xtra.co.nz)>  
**Date:** 10 October 2019 at 11:34  
**Subject:** FW: Hansa C7 Brush Chipper enquiry

Hi Kiri

We are Kapiti's premium Hansa Chipper dealer.

We can offer you full product support from parts to servicing and all new machines have a free service after 10 hrs.

The C7 chipper is \$2995.

Please let me know how I can further assist you, have a great day.

Richard Morton

04) 212 5570

Retail Sales, STIHL Shop Kapiti

---

**From:** Office Stihl Kapiti <[office@stihlshopkapiti.nz](mailto:office@stihlshopkapiti.nz)>  
**Sent:** Thursday, 10 October 2019 1:51 PM  
**To:** Sales Stihl Kapiti <[sales@stihlshopkapiti.nz](mailto:sales@stihlshopkapiti.nz)>  
**Subject:** FW: Hansa C7 Brush Chipper enquiry

**From:** Kiri Parata [<mailto:kiri.parata@xtra.co.nz>]  
**Sent:** Thursday, 10 October 2019 1:34 PM  
**To:** Office Stihl Kapiti <[office@stihlshopkapiti.nz](mailto:office@stihlshopkapiti.nz)>  
**Subject:** Hansa C7 Brush Chipper enquiry

Hi

I believe you stock this product? Can I please have a quote for the C7 Brush Chipper?

Thanks

**Kiri Parata**

**Research and Evaluation Consultant**

Australia and New Zealand

tel: +61 4 231 62992 (Aus) or +64 21 154 3653 (NZ)

email: [kiri.parata@xtra.co.nz](mailto:kiri.parata@xtra.co.nz)

**Kiri Parata**

**Research and Evaluation Consultant**

Australia and New Zealand

tel: +61 4 231 62992 (Aus) or +64 21 154 3653 (NZ)

email: [kiri.parata@xtra.co.nz](mailto:kiri.parata@xtra.co.nz)

**From:** [Kiri Parata](#)  
**To:** [Katharina Kennedy](#)  
**Subject:** PARATA - Waste Reduction Application - quote #2  
**Date:** Thursday, 10 October 2019 10:22:30 PM  
**Attachments:** [image001.png](#)  
[image003.jpg](#)

---

----- Original Message -----

From: Mower and Engineering Services <[sebastian@meskapiti.co.nz](mailto:sebastian@meskapiti.co.nz)>  
To: 'Kiri Parata' <[kiri.parata@xtra.co.nz](mailto:kiri.parata@xtra.co.nz)>  
Date: 10 October 2019 at 10:59  
Subject: RE: Hansa C7 Brush Chipper

Kia Ora Kiri

We do indeed stock Hansa C7 Chippers.

We can offer you the promotion price of \$2695.00 inclusive GST. With this promotion you can win your money back which lasts until 30th November 2019.

Please come in to view and discuss.

Kind regards

**Sebastian Neumayer - Director**

**MES - Mower and Engineering Services Ltd**

**12 - 14 Rimu Street**

**Otaki 5512**

**06 364 5411**

**[www.meskapiti.co.nz](http://www.meskapiti.co.nz)**



**From:** Kiri Parata [mailto:kiri.parata@xtra.co.nz]

**Sent:** Thursday, 10 October 2019 1:35 PM

**To:** sebastian@meskapiti.co.nz

**Subject:** Hansa C7 Brush Chipper

Kia ora

Do you stock this product? If so, can I please have a quote for it?

Many thanks

**Kiri Parata**

**Research and Evaluation Consultant**

Australia and New Zealand

tel: +61 4 231 62992 (Aus) or +64 21 154 3653 (NZ)

email: [kiri.parata@xtra.co.nz](mailto:kiri.parata@xtra.co.nz)



Virus-free. [www.avg.com](http://www.avg.com)

**Kiri Parata**

**Research and Evaluation Consultant**

Australia and New Zealand

tel: +61 4 231 62992 (Aus) or +64 21 154 3653 (NZ)

email: [kiri.parata@xtra.co.nz](mailto:kiri.parata@xtra.co.nz)



## Waste Levy Fund for Community Projects Application Form

***Please read the Fund Criteria & Application Guidelines before completing this form.***

**1. Name of Project/Business/Organisation Applying:**

The Gardening Group

**2. Contact Person:** *Please obtain the consent of this person to provide their details. This consent is required in accordance with the Privacy Act 1993.*

Name:

Perrine Boy

Role within project/business/organisation:

Member of The Gardening Group

Contact address:

9 Clunie Ave, Raumati South, Paraparaumu, 5032

Contact phone numbers:

Day: 0274690273

Night: 04 905 9038

Email address:

perrinemade@gmail.com

How did you find out about the Waste Reduction Grants?

From a friend working for the council.

**3. Applicant's GST Number (if applicable):**

N/A

**4. Bank Account Details:**

*attached document for proof of account: "Confirmation of account The Garden Club.pdf"*

**5. Project Plan**

Briefly describe your proposed initiative:

We are a gardening group made up of 8 households in the Raumati South/Paraparaumu area. Currently we garden at each others houses weekly, focusing on edible gardening. We wish to start a community composting facility at the Moa Community Orchard for people of the community to dump their clean garden waste and potentially food waste also. Part of this initiative is to acquire a community tipping trailer, for people of the Raumati-Paraparaumu community to hire at low cost from the Gardening Group to use to bring garden waste to the community composting site, and also for our Gardening Group to use to collect horse manure, seaweed, and other ingredients to supplement the compost at the community composting site. The trailer will be kept at one of our member's residence on Renown Rd.

Expected start and end dates:

Start date: October 2019

End date: ongoing

Is this a new or ongoing initiative?

☐ New

**Primary Criteria**

I am applying as a:

☐ Neighbourhood group with the direct involvement of at least 5 households

*Attached document of minutes:*

How will the initiative lead to long term waste minimisation actions by participants?

Reduce garden and food waste in landfill. Build healthy compost for the Community orchard, for our gardening group, and gardeners of the community. Build community resilience.

Describe the geographical boundaries of the initiative's activities:

Raumati South-Paraparaumu

Describe how success will be quantified and reported back to the Council:

Through video footage, photos, and email communication on progress of this project.

**Secondary Criteria**

If applicable, describe how the initiative meets the secondary criteria listed in the Application Guidelines:

This will be an ongoing initiative, offering opportunity for community building and resilience, inherently creating long term waste minimization, drawing on skills and knowledge held within the community related to compost production. Also we currently involve our Tamariki in our gardening working bees as much as possible, offering them the opportunity to get their hands in the dirt and to observe their Whanau engage in a positive community environment. We are committed, as a gardening group, to help out at the orchard one Wednesday morning every 8 or 9 weeks, as part of our weekly gardening bee rotation. This will be an opportunity to work on the compost maintenance and all jobs related to the building and up keep of this site. The children will be involved in this activity along side. We are hoping to get the full amount of the project funding from this grant. Any funding we don't get from this grant will come out of our members pockets and other community donations. This project aims to become self-sustaining as we will use the money collected from the hire and initial membership fee to pay for all costs on maintenance, registration, etc related to the trailer.

**Other Considerations**

Are there any other beneficial elements of the initiative that you feel the Grants Allocation Subcommittee should be aware of?

This initiative will be drawing together previous initiatives from this community (ie the Moa Community orchard, the community mulcher group as well as the gardening group itself).

How do you intend to develop/market/promote your project?

We intend to promote this initiative through social media (facebook), as well as posters and signage.

Does your initiative have support or involvement of the community/neighbours/other groups? If so, please provide details and attach letters of support, if available:

We have had a lot of support. We have attached 2 letters of support, one from Cree Hatfeild, co-ordinator of Moa Community Orchard in Raumati South, and one from Robyn Hayward, home gardener of the Raumati South Community and member of the community mulcher group.

Describe any previous experience your business/organisation/project group has had managing community projects:

One of our members, Nico Borren is the founder and runs the Kapiti dry foods co-operative as well as a fresh organic produce co-operative from his home.

Is this initiative affected by any Council bylaws and/or regulations? If so, please name the bylaw or regulation and describe how its requirements will be met:

Not that we are aware of.

Please list any relevant supporting information (e.g. meeting minutes resolving to undertake this project/apply for the Fund; project plans) and attach copies:

Please find attached a copy of our group minutes.

## **6. Funding Details**

There is no overall maximum or minimum grant amount per application. Please check the guidelines for a list of eligible and ineligible costs. Three supporting quotes are required (if possible) for any proposed equipment purchases.

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.

If you are registered for GST, do not include GST in your costs.

If you are not registered for GST, please provide total costs (i.e. including GST where applicable).

**Total cost of initiative: (\$)**

3749.59

**Total amount applied for from the Waste Levy Fund: (\$)**

*Please indicate incl. or excl. GST*

3749.59 incl. GST

**Breakdown of application by task and item:**

8 x 4 Tipping trailer with 900mm high crate for collecting compostable materials and to be made available to The Gardening Group for Gardening related projects: \$3295

10 cubes Arborist chip to have at the Community composting site as a carbon compost ingredient: \$230

50kg Dolomite to have at the Community composting site and for The Gardening Group as a compost ingredient: \$124.59

Promotional material for facebook promotion, sign making materials (ei paint, paint brushes): \$100

Please provide details of any other sources of funding/sponsorship, or applications made for such:

N/A

Is this initiative likely to be recurring or extend beyond the twelve months of this funding round?

☐ Yes

If yes, what is the potential for the initiative being or becoming self-funding?

The initiative intends to become self funding through initial membership fee and hire of the trailer.

Does this project require any other resources or support?

Not at this point

## 7. Declaration

*Please provide two signatures*

We hereby declare that the information supplied here on behalf of our organisation is correct.

We consent to Kāpiti Coast District Council collecting and retaining the personal contact details provided in this application and using these details for the purpose of assessment of this scheme.

If the application is successful, we agree to use the monies for the purpose for which they are granted and account for them, or in the event that is not possible, such monies will be refunded to the Council. If the actual cost of purchased equipment is lower than the initial quote, the difference will be refunded to the Council. Proof-of-purchase will be forwarded to the Council.

We have obtained the consent of the contact person to provide these details. This consent is given in accordance with the Privacy Act 1993.

Name of person completing this application:

Perrine Boy

Position:

Member of the Gardening Group

Organisation:

The Gardening Group

Signature (insert scanned image from your computer):



Fennine Boy

---

Date: 19<sup>th</sup> September 2019

Supporting signatory:

Name:

Simon Bell

Position:

Member of the Gardening Group

Organisation:

The Gardening Group

Signature (insert scanned image from your computer):



---

Date: 19<sup>th</sup> September 2019

#### 8. Checklist

*Have you...*

- ☐ Completed all sections of this form?
- ☐ Attached all relevant supporting documentation including copies of quotes?
- ☐ Attached proof of business, organisation or project bank account requiring two or more signatories?
- ☐ Obtained consent of the contact person to provide their details?

☐ Signed and dated the application form?

Please send your application, to be received by 12pm on 20 September 2019;

Electronically to: [waste@kapiticoast.govt.nz](mailto:waste@kapiticoast.govt.nz)

By post to: Waste Levy Fund  
C/- Katharina Kennedy  
Kāpiti Coast District Council  
Private Bag 60601  
Paraparaumu 5254

Or deliver to: Katharina Kennedy  
Kāpiti Coast District Council  
175 Rimu Road  
Paraparaumu



# The Gardening Club.

Sunday 15th September 2019.

Local social gardening group - based in Raumati & Paraparaumu.

Monthly spending one day per week on each other's properties, providing spaces for growing food.

Our aim is to:- grow surplus food on private properties

- develop edible gardens in public places

- reduce waste through composting - incorporating local families & businesses.

- connect with more people in the local community

- surplus store, seed/seedling sharing

school age kids,  
community gardens,  
sharing knowledge.

It is more good for the community if we

share tools

compost, mulch } - \$500

seeds / seedlings } - \$500

water } - \$

seed raising trays.

\$200

pot plant store rent? trestle tables, float etc, chiller bin

structure for seed trays, compost bins, upcycling.

10 Rainbow Court, Raumati South - 022 1574 989

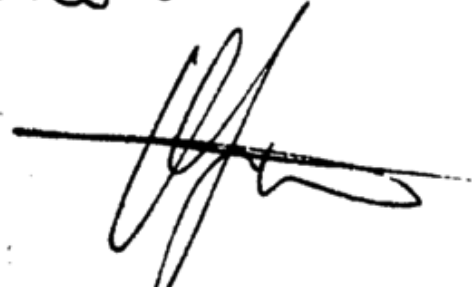
clonies@gmail.com

Tuesday 17th Sept. 2019

Clonies will organise the bank account for the Gardening Group at Kiwibank.

10 Clonies Ave, Raumati South - 02746927

There will be 2 to sign



Wed. 18<sup>th</sup> Sep. 19

- We decided on "The Gardening Group" as the official name of our group.
- Start date of Surplus Stall: Weekend after Labour Weekend

End date of Surplus stall: last weekend of March

- 3 monthly update to Council, Facebook page
- We are applying for:

- a tipping trailer (~\$3000) (Remine)
- 100 packets of seeds from King Seeds
- ~~3 vanille~~ (~\$400) Vic look up seeds
- float (\$200)
- compost ingredient we need to buy to supplement for healthy compost:
  - carbon 10 cubes of bark mulch (becky) (\$200)
- Gazebo - lime (\$ ) (Remine) \$124.59 for 50kg  
(\$ ) (Vic)

1/2

Christian Boedeker  
5 The Esplanade  
Raumati South 5032  
cboedek@yahoo.de  
04 - 9097264

Perrine Boy  
9 Clunie Ave  
Raumati South 5032  
perrine.made@gmail.com  
0274690273

Victoria Garlick  
30 Parakai St  
Paraparaumu  
vic@freerangebaby.co.nz  
021 2521003

Simon Bell  
9 Clunie Ave  
Raumati  
~~Simon~~ bell.Simon.john@gmail.com  
0272077100

Rebecca Mawson  
10 Sydney Cres  
Raumati South  
beckymawson@hotmail.com  
021 0388 274

Gaston Bossus  
15 Robert Grove  
Paraparaumu  
gastonbossus@yahoo.com.ar  
0210690268

Nico Barren  
98 Karam Rd  
Raumati St  
affordableorganics07@gmail.com  
021 1563329

Felicity Joy  
9 Leinster Ave  
Raumati South  
thejoyofbeingfelicity@gmail.com  
0211510790

2/2

✓

17<sup>th</sup> September 2019

To whom it may concern

I wish to endorse the project that the Gardening Group, in Raumati, is undertaking.

I have been part of the surplus food stall group in Otaki, under the umbrella of Transition Town Otaki, for the last three years, and believe that it is a great way to involve the local community on many levels.

Transition Town Otaki is a group that was set up around twelve years ago with the aim to make their community more resilient. One of their projects was to set up and run a surplus food stall every week, weather permitting, as a means of distributing any surplus food grown in the local area by, and for, the local community.

The stall has now been going very successfully for around ten years, each year getting busier than the last, by buying from local people at 80% and selling to local people at 100%. The profit that the stall has made has been donated back into various community groups, St Johns Health Shuttle, Birthright and the Otaki Foodbank, as well as being able to maintain the equipment needed.

The community looks forward to the Thursday stall, which runs from November to April, and people congregate early and jostle for a place at the table to get their pick of the produce. We see a lot of regular faces and many new ones that become friends by the end of the season. The produce is sold cheaper than elsewhere in town and is as fresh as it can be having been collected locally that same morning.

Our group is now looking at other projects that will involve the community such as seed swapping, mentoring and back yard gardening, along the lines that the Gardening Group, from Raumati, is already doing.

Anything that gets communities helping each other and growing together has got to be good for everyone. I wish them all the best for their projects.

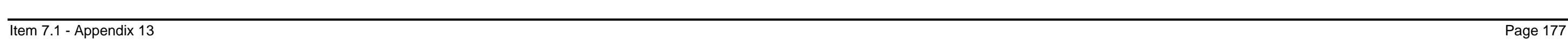
Regards

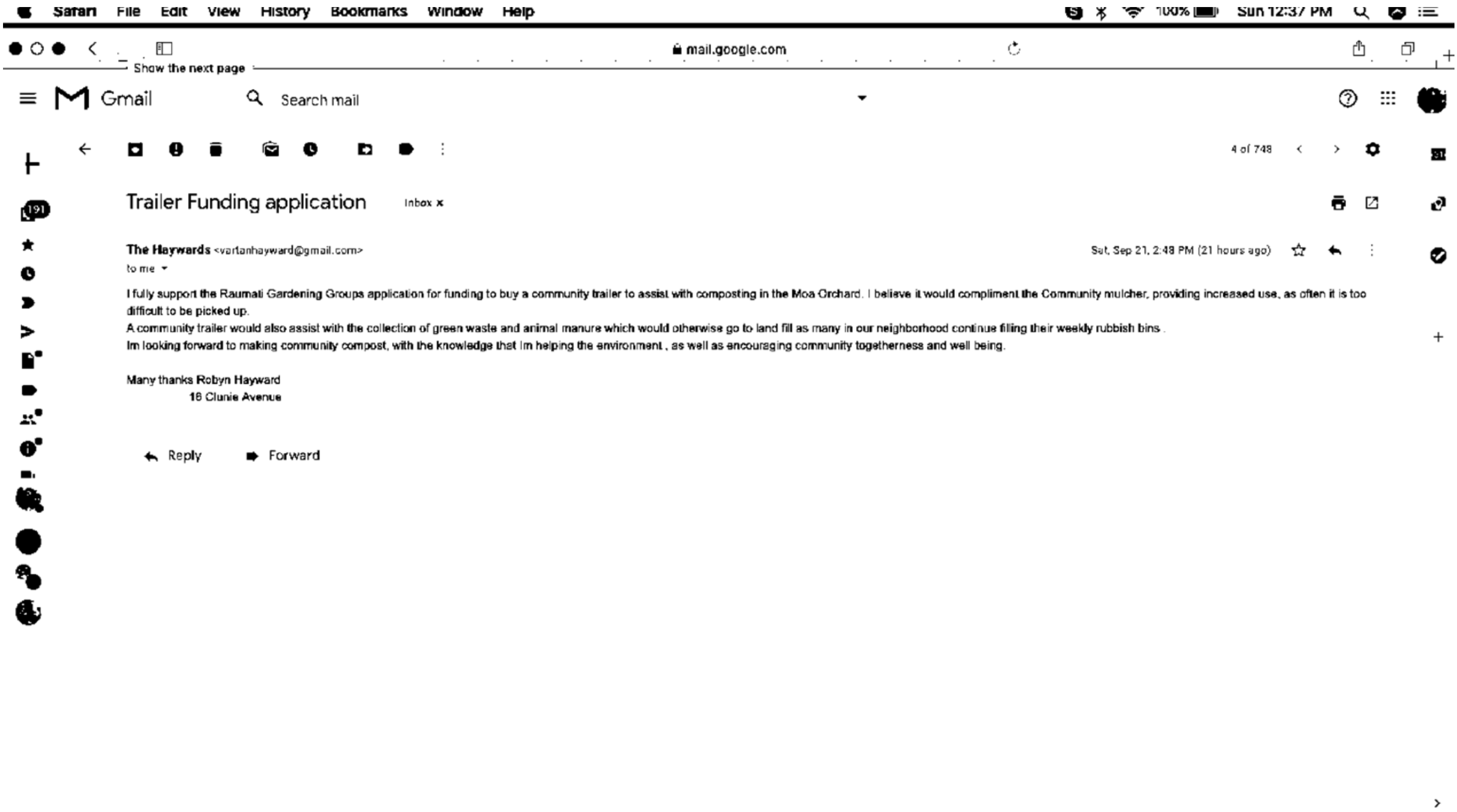
Jane Bell

179 Waerenga Road

Otaki

Ph: 021 403 183









**Proudly Made in New Zealand**

53 Tararua Road, Levin  
Corner Tararua Road and Roe Street – Entrance off Roe Street  
Phone (06) 367-0285 Tollfree: 0800 4 TRAYLA (0800 4 872952)  
[www.traylatrailer.co.nz](http://www.traylatrailer.co.nz)

**PRICE LIST (including GST) as from March 2019**

**STANDARD TRAYLA MODELS**

**– Single Axle/Anti-Slip Plywood Floor**

Size (ft)	deck size (mm)	GVM*	Galvanised
5 x 3'4	1520 x 1020	750 kg	\$1845
5 x 4	1520 x 1230	750 kg	\$1895
6 x 4	1840 x 1230	750 kg	\$1945
7 x 4	2140 x 1230	1000 kg	\$1995
7 x 4'6	2140 x 1370	1000 kg	\$2295
7 x 5	2140 x 1530	1000 kg	\$2395
7'6 x 4	2290 x 1230	1000 kg	\$2095
8 x 4	2450 x 1230	1250 kg	\$2395
8 x 4'6	2450 x 1370	1250 kg	\$2595
8 x 5	2450 x 1530	1250 kg	\$2695

**– Tandem Axle/Equalisers/Anti-Slip Plywood Floor**

8 x 4	2450 x 1230	1999 kg	\$3145
8 x 4'6	2450 x 1370	1999 kg	\$3295
8 x 5	2450 x 1530	1999 kg	\$3495
8 x 6	2450 x 1830	1999 kg	\$4045
9 x 5	2750 x 1530	1999 kg	\$3895
10 x 5	3050 x 1530	1999 kg	\$4095
10 x 6	3050 x 1830	1999 kg	\$4695

Other sizes available – price on application

***For Crate Prices please refer to Page 5 of the Price List***

- **PAYMENT MUST BE MADE ON PICKUP OF THE TRAILER**
- Free mounted spare wheel
- Free jockey wheel
- Purchaser to complete registration and obtain WOF as these are **not** included (for your information – Registration Costs \$98.00 WOF approx. \$44.00)

**\*GVM = Gross Vehicle Mass i.e. weight of trailer plus weight of load.**



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**PRICE LIST (including GST)** as from March 2019

**SINGLE AXLE GRAVITY TIPPING TRAYLAS**

Gravity tipping traylas are single axle only. For gravity tipping add \$250 to the price of a standard single axle trayla.

**STANDARD TANDEM TIPPING TRAYLAS (1999 kg rated GVM\*)**

(Brakes not included – add \$900)

Size (ft)	deck size (mm)		
8 x 4	2450 x 1230	winch tip	\$ 5295
8 x 4'6	2450 x 1370	winch tip	\$ 5395
8 x 5	2450 x 1530	winch tip	\$ 5595
9 x 5	2750 x 1530	winch tip	\$ 5995
10 x 5	3050 x 1530	winch tip	\$ 6095
8 x 4	2450 x 1230	manual hydraulic tip	\$ 6495
8 x 4'6	2450 x 1370	manual hydraulic tip	\$ 6695
8 x 5	2450 x 1530	manual hydraulic tip	\$ 6895
9 x 5	2750 x 1530	manual hydraulic tip	\$ 7095
10 x 5	3050 x 1530	manual hydraulic tip	\$ 7595
8 x 4	2450 x 1230	electric tip	\$ 7495
8 x 4'6	2450 x 1370	electric tip	\$ 7595
8 x 5	2450 x 1530	electric tip	\$ 7795
9 x 5	2750 x 1530	electric tip	\$ 7995
10 x 5	3050 x 1530	electric tip	\$ 8095

**\*GVM = Gross Vehicle Mass i.e. weight of trailer plus weight of load.**



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[www.traylatrailer.co.nz](http://www.traylatrailer.co.nz)

**PRICE LIST (including GST) as from March 2019**

**FLAT DECK TRAYLAS - Single Axle (1500 kg rated GVM\*)**

(Brakes not included – add \$900)

Size (ft)	deck size (mm)		
	<b>With sides on</b>		
8 x 5	2450 x 1530	flat deck	\$ 3980
8 x 6	2450 x 1850	flat deck	\$ 4270

**FLAT DECK TRAYLAS - Tandem Axle (1999 kg rated GVM\*)**

(Brakes not included – add \$900)

Size	deck size (mm)		
	<b>With sides on</b>		
3m x 1.6m	3000 x 1520	flat deck	\$ 5870
3m x 1.8m	3000 x 1730	flat deck	\$ 5970
3m x 2m	3000 x 1930	flat deck	\$ 6170
3.6m x 2m	3600 x 1930	flat deck	\$ 6670

**FLAT DECK TANDEM ELECTRIC TIPPER (1999 kg rated GVM\*)**

(Brakes not included – add \$900)

- One size only

Size	deck size (mm)		
	<b>With sides on</b>		
3m x 2m	3000 x 1930	flat deck electric tip	\$10270

**\*GVM = Gross Vehicle Mass i.e. weight of trailer plus weight of load.**



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[www.traylatrailer.co.nz](http://www.traylatrailer.co.nz)

**PRICE LIST (including GST)** as from March 2019

**FARM BIKE TRAYLA**

Trayla (1.5m x 1.020m/5ft x 3ft 4")	\$ 1395
Crate	\$ 600
<b>TOTAL</b>	<b>\$ 1995</b>

**FOUR WHEEL MOTORBIKE/SIDE BY SIDE TRAYLA (1500 kg rated GVM\*)**

Includes drop-in removable rear gate

Size	deck size (mm)		
2.9m x 1.74m	2800 x 1650	side by side trayla	\$ 3990

**TRADESMENS TRAYLA (1999 kg rated GVM\*)** one size only

Includes brakes, extending drawbar, extending rear frame, ladder rack mounts and 3 H frames.

Size (ft)	deck size (mm)		
10 x 5	3050 x 1530	tradesmens trayla	\$ 5990

**DIGGER TRAYLA (2499 kg rated GVM\*)** one size only

Includes brakes, timber floor, rear ramps, and meshed front bucket box.

Size			
2.5m x 1.5m	digger trayla		\$ 6770

**\*GVM = Gross Vehicle Mass i.e. weight of trailer plus weight of load.**



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[www.traylatrailers.co.nz](http://www.traylatrailers.co.nz)

**PRICE LIST (including GST)** as from March 2019

**GALVANISED CRATES TO SUIT ALL TRAILERS**

	<b><u>2 Ft (600mm)</u></b>	<b><u>3 Ft (900mm)</u></b>
5 x 3'4	\$480	\$510
5 x 4	\$490	\$520
6 x 4	\$510	\$540
7 x 4	\$520	\$570
7 x 4'6	\$570	\$590
7 x 5	\$600	\$620
7'6 x 4	\$570	\$600
8 x 4	\$600	\$650
8 x 4'6	\$630	\$680
8 x 5	\$680	\$750
8 x 6	\$770	\$870
9 x 5	\$850	\$950
10 x 5	\$950	\$1100
10 x 6	\$1100	\$1300

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Sliding rear gate (stock/animal crate) - \$200 extra

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**Extras Available**

Ladder Rack Mounts	4 @ \$25.00 each	\$ 100
Ladder Rack H Frames	2 @ \$100.00 each	\$ 200
Jockey Wheel Fitted		\$ 128
Bike Rack Mount		\$ 50
Chain Supports for drop down tailgate		\$ 40
Brakes Fitted	-Hydraulic Drum	\$ 900
	-Hydraulic Disc	\$1120

## Trailux Trailer Price List

### New Zealand Made Trailers

#### Domestic Chores

	<b>6 x 4</b>	<b>7x4</b>	<b>8 x 4</b>
	Single Axle	Single axle	Single axle
Price Inc GST	\$1,945	\$2,045	\$2,295
With 600 Cage	\$2,445	\$2,595	\$2,845
With 900 Cage	\$2,545	\$2,695	\$2,945
Wheel Size	13"	13"	13"
Kg Rating	750	1000	1250
Removable Rear Tail Gate	No	No	No

#### Trade Tough

	<b>6 x 4</b>	<b>7 x 4</b>	<b>8 x 4</b>
	Single Axle	Single Axle	Single Axle
Price Inc GST	\$2,245	\$2,395	\$2,595
With 600 Cage	\$2,745	\$2,895	\$3,145
With 900 Cage	\$2,845	\$2,995	\$3,245
Wheel Size	13"	13"	14"
Kg Rating	1000	1250	1500
Removable Rear Tail Gate	Yes	Yes	Yes

	<b>8 x 5</b>	<b>8 x 4</b>	<b>8 x 5</b>
	Single Axle	Tandem Axle	Tandem Axle
Price Inc GST	\$2,945	\$3,345	\$3,695
With 600 Cage	\$3,595	\$3,895	\$4,345
With 900 Cage	\$3,695	\$3,995	\$4,445
Wheel Size	14"	13"	13"
Kg Rating	1500	2000	2000
Removable Rear Tail Gate	Yes	Yes	Yes

	<b>9 x 5</b>	<b>10 x 5</b>
	Tandem Axle	Tandem Axle
Price Inc GST	\$4,245	\$4,445
With 600 Cage	\$4,995	\$5,295
With 900 Cage	\$5,195	\$5,395
Wheel Size	13"	13"
Kg Rating	2000	2000
Removable Rear Tail Gate	Yes	Yes

Manufactured by



2 Fraser Crescent  
Upper Hutt, 5018  
(04) 527-4064  
www.thetrailercentre.com  
info@thetrailercentre.com

#### All Trailux Trailers Are Supplied With:

- 1 & 7/8" Trailux Coupling
- Multi Volt LED Lighting
- 12mm Grip Deck
- **4 year Structural Warranty \* & 2 Year Component Warranty\***  
(\* Does not cover normal wear & Tear)
- Hot Dipped Galvanised Finish

#### Additional Add-Ons (not included in base trailer price):

- On Road Costs (3 year WOF & 1 year Rego) \$220
- Jockey Wheels from \$145
- Tipping option from \$350
- Spare Wheel from \$160 (new)
- Brakes Drum \$1,100 per axle
- Brakes Disc \$1,300 per axle

Updated May 2019



## **MONKEYMAN TREE SERVICES**

18 Sep 2019

To: Becky

Monkeyman Tree Services Ltd  
P O Box 216  
Waikanae 5250  
office@monkeymantrees.co.nz  
0800 4 666 59

### **QUOTE FOR TREE WORK**

Quote Number: QUOTE669

Thank you for the opportunity to quote on the tree work you require.

---

x1 load of mulch delivered for a Community Project

Subtotal	200.00
GST 15%	30.00
<hr/>	
<b><i>Estimated Cost to complete the above listed work is</i></b>	<b>230.00</b>

*In the event of damage to buildings/property as a result of work carried out directly by myself or our employees, "Monkeyman Tree Services Ltd" accepts responsibility to rectify the situation.*

**Please note: terms of trade is payment on receipt of Invoice. Thank you.**

**Mr Chipper Limited**

Jeremy Seamark & Don Webster **0800 Mr Chipper**

Unit 2, 16 Omaha St  
0800mrchipper@gmail.com

WAIKANAE 5036

Phone: 0800 672 447

Office: 04 212 5564

Email:

Website: 0800mrchipper.co.nz

**Quote 3117:**

19/09/19

Becky Mawson

Jeep Rd

RAUMATI SOUTH

Telephone:

Mobile: 021 038 8274

Email: beckymawson@hotmail.com

---

Hi Becky

This quote is for the supply of 10 Cubic Metres of Arborist Chips:

Our price \$500.00 + GST

Mr Chipper is fully **Qualified** and **Insured**. Our policy number can be provided if required.

Should any damage occur we will rectify the situation.

**Please note: If quote is accepted our terms of trade are payment due upon receipt of invoice.  
Thank you.**

If you have any inquiries please call Jeremy on the above number.

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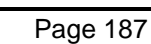
Thank you for the opportunity to price your work.

We look forward hearing from you.

Kind Regards

Jeremy & Don





**Waste Levy Fund for Community Projects**  
Application Form

*Please read the Fund Criteria & Application Guidelines before completing this form.*

**1. Name of Project/Business/Organisation Applying:**

Te Kura Kaupapa Māori o Te Rito - Te Ohu Taiao

**2. Contact Person:** *Please obtain the consent of this person to provide their details. This consent is required in accordance with the Privacy Act 1993.*

**Name:**

Donovan Joyce

**Role within project/business/organisation:**

Team Leader

**Contact address:**

30 Iti Street

Ōtaki 5512

**Contact phone numbers:**

Day: 0221233477

Night: 0221233477

**Email address:**

donovankjoyce@gmail.com

**How did you find out about the Waste Reduction Grants?**

Whānau, word of mouth

**3. Applicant's GST Number (if applicable):**

123-117-034

**4. Bank Account Details:**

*Please attach or scan a bank deposit slip which shows your account name and number.*

## **5. Project Plan**

### **Briefly describe your proposed initiative:**

Te Kura Kaupapa Māori o Te Rito is a kura that embraces their role as kaitiaki of Papatūānuku. We would like to continue contributing solutions as a school to the ever deepening crisis that is human food and green waste.

At a recent hui whānau (16 September 2019) it was indicated that households do not have easy access to, or solutions in positively eliminating household food waste (this could be for various reasons such as, but not limited to, little outdoor space, inappropriate placement of home compost, too much compostable food produced for a compost container). We would like to remove these barriers and offer a solution.

We intend on giving each whānau at kura (48 whānau), a station to bring any organic kitchen waste. Whānau will be given a 10 litre plastic food grade pail with a resealable lid that can be brought on a daily basis to an emptying station at the kura. At the station will be a tipping trailer that will collect the food waste and then be taken to the kura composting system. Any excess waste will be shared with a local composting initiative. Compost will then be used to feed the school gardens, and grow kai to supply the kura kitchen which provides morning tea daily for all tamariki made by tamariki, and Friday shared kai meals provided by parents.

With a kura community of approximately 150 people, this initiative has the potential to genuinely reduce the footprint of our household food waste.

Expected start and end dates:

Start date: October 2019

End date: Ongoing

**Is this a new or ongoing initiative?**

New

**Primary Criteria**

**I am applying as an:**

Organisation

**How will the initiative lead to long term waste minimisation actions by participants?**

Fifteen of nineteen whānau present at Septembers hui whānau acknowledged they disposed of compostable scraps in the daily rubbish, however, all whānau were very keen and supportive for a solution.

With a school compost system already established and operating, this initiative models the practices already undertaken with our children on site at school. We aim to widen and grow this practice into a positive habitual action by whānau who are eager for solutions and need to express kaitiakitanga within their home. Growing the current momentum, removing barriers found in urban communities and providing resources to an already supportive community are key to long term waste minimisation actions by participants. The larger local composting initiative that can take any overflow will also help to ensure the sustainability of this project.

The below table estimates the amount of compostable waste that could be omitted from the landfill, starting with the 15 whānau present at the hui whānau who supported the initiative.

Whānau contributing	Waste per day per whānau	Total kilograms per day	Total kilograms per week	Total kilograms per year
15	1.5	22.5	157.5	<b>8,190</b>

25	1.5	37.5	262.5	<b>13,650</b>
35	1.5	52.5	367.5	<b>19,110</b>
45	1.5	67.5	472.5	<b>24,570</b>

With on average 79% of our kura whānau sending their food waste directly to landfill, the estimation is likely to be **20,748 kgs directly saved from the Ōtaki landfill.**

**Describe the geographical boundaries of the initiative's activities:**

Ōtaki wide. We have whānau living all over Ōtaki.

**Describe how success will be quantified and reported back to the Council:**

A report telling our journey of learnings including quantitative information of waste diverted from landfill will either be written or presented to Council.

**Secondary Criteria**

**If applicable, describe how the initiative meets the secondary criteria listed in the Application Guidelines:**

Our tamariki will be largely involved with this initiative as it will be an extension of what is already happening at school and extending into the home. Our tamariki will be able to share knowledge from school to their homes, and from home to school. The children will also continue to help care for the compost at school. If the Waiōrongomai compost initiative is used, students can also visit the site. Along with the knowledge our tamariki possess we also have intergenerational knowledge from our kuia, koro and mātua who can help guide the learning process of composting and continuing to minimise waste.

**Other Considerations**

**Are there any other beneficial elements of the initiative that you feel the Grants Allocation Subcommittee should be aware of?**

Whilst there have been similar initiatives carried out, as far as we are aware, we believe this is the first of it's kind within Kāpiti district dealing with waste from households through school networks and infrastructure.

**How do you intend to develop/market/promote your project?**

There are a number of avenues to pursue including regular hui whānau and weekly kura pānui, Ōtaki Mail, across Kura o Ōtaki networks, Te Aho Tū Roa networks and any other hapū / iwi communication networks.

**Does your initiative have support or involvement of the community/neighbours/other groups? If so, please provide details and attach letters of support, if available:**

The whānau are the committee members of the kura who gave full support during hui whānau held on 16.09.19. These whānau are also members of Ngā Hapū o Ōtaki who will be approached to endorse and promote the growth of this project should the ability to increase the scale be possible.

**Describe any previous experience your business/organisation/project group has had managing community projects:**

We have been successful in the past with other grants towards reducing waste on school site, in particular, sandwich wraps.

**Is this initiative affected by any Council bylaws and/or regulations? If so, please name the bylaw or regulation and describe how its requirements will be met:**

No.

**Please list any relevant supporting information (e.g. meeting minutes resolving to undertake this project/apply for the Fund; project plans) and attach copies:**

Latest hui whānau meeting minutes (16 September 2019) Attached.

#### **6. Funding Details**

There is no overall maximum or minimum grant amount per application. Please check the guidelines for a list of eligible and ineligible costs. Three supporting quotes are required (if possible) for any proposed equipment purchases.

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.

If you are registered for GST, do not include GST in your costs.

If you are not registered for GST, please provide total costs (i.e. including GST where applicable).

**Total cost of initiative: (\$)**

\$8229.20 (excl GST)

**Total amount applied for from the Waste Levy Fund: (\$)**

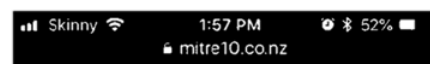
\$9463.60 (GST inclusive)

**Breakdown of application by task and item:**

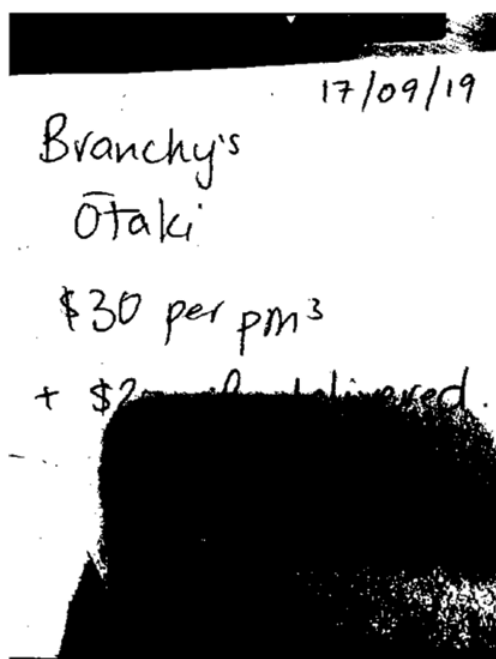
Item	Price per unit (incl)	Units	Total (incl)
10 litre bucket	\$14.98	70	\$1048.60
Untreated sawdust	\$30.00	104	\$3120.00
Tipping trailer	\$5295.00 (Trayla Trailers)	1	\$5295.00
			<b>\$8229.20 (excl GST)</b>
			<b>\$9463.60(GST incl)</b>



Pail \$14.95 from Hammer Hardware



Pail \$14.95 from Mitre10



Saw dust \$30.00 per cubic metre

STANDARD  
TANDEM TIPPING  
TRAYLAS (1999 kg  
rated GVM\*)  
(Brakes not included – add \$900)

Size: 8 x 4  
winch tip  
\$5,295

Size: 8 x 4'6  
winch tip  
\$5,395

Size: 8 x 5  
winch tip  
\$5,595

Size: 9 x 5  
winch tip  
\$5,995

Size: 10 x 5  
winch tip

Tipping trailer \$5,295.00

Privacy - Terms

Please provide details of any other sources of funding/sponsorship, or applications made for such:

We have not applied to any other funding groups for the funding of this initiative.

Is this initiative likely to be recurring or extend beyond the twelve months of this funding round?

☐ Yes



**If yes, what is the potential for the initiative being or becoming self-funding?**

Having the collection points at kura will enable the whole community to use this service. This can possibly spread to other school drop off points.

As this funding is specifically earmarked for kura whānau to participate, any wider participation will need to be funded by the community. The integration of the food/ green waste into a system that will handle and manage that capacity, is the aspect that will have to be developed if real community growth of this waste minimisation project is expected.

If we can enable good success and get enough positive buy-in where a surplus of compost is created, there is the possibility of selling any compost back to the whānau or wider community as a partial self-funding to cover any future costs.

Also, if we have enough whānau buy-in from the initial success there may be the possibility of adding a fee to the yearly school fees to cover any ongoing costs. Exploring this suggestion would need to be tabled at a hui whānau and agreed by all whānau.

If future funding ceased all possible solutions would be discussed.

**Does this project require any other resources or support?**

Not currently.

**7. Declaration**

*Please provide two signatures*

We hereby declare that the information supplied here on behalf of our organisation is correct.

We consent to Kāpiti Coast District Council collecting and retaining the personal contact details provided in this application and using these details for the purpose of assessment of this scheme.

If the application is successful, we agree to use the monies for the purpose for which they are granted and account for them, or in the event that is not possible, such monies will be refunded to the Council. If the actual cost of purchased equipment is lower than the initial quote, the difference will be refunded to the Council. Proof-of-purchase will be forwarded to the Council.

We have obtained the consent of the contact person to provide these details. This consent is given in accordance with the Privacy Act 1993.

**Name of person completing this application:**

Jamie Winiata

**Position:**

Committee member

**Organisation:**

Ohu Taiao (Sub-committee)

Te Kura Kaupapa o Te Rito

A black and white image of a handwritten signature, which appears to be 'J. Winita', on a textured, slightly grainy background.

Signature (insert scanned image from your computer):

---

Date: 20 September 2019

**Name:**

Donovan Joyce

**Position:**

Project leader

**Organisation:**

Ohu Taiao (Sub-committee)

Te Kura Kaupapa o Te Rito

Signature (insert scanned image from your computer):



---

Date: 20 September 2019

#### 8. Checklist

*Have you...*

- ☐ Completed all sections of this form?
- ☐ Attached all relevant supporting documentation including copies of quotes?
- ☐ Attached proof of business, organisation or project bank account requiring two or more signatories?
- ☐ Obtained consent of the contact person to provide their details?
- ☐ Signed and dated the application form?

Please send your application, to be received by 5pm on 20 September 2019;

Electronically to: [waste@kapiticoast.govt.nz](mailto:waste@kapiticoast.govt.nz)

By post to: Waste Levy Fund  
C/- Katharina Kennedy  
Kāpiti Coast District Council  
Private Bag 60601  
Paraparaumu 5254

Or deliver to: Katharina Kennedy  
Kāpiti Coast District Council  
175 Rimu Road  
Paraparaumu

**Hui Whānau - 16 Mahuru 2019**

**Wāhanga 3, Hui #9**

**Kaiwhakahaere:** Whatumairangi

**1.0 Karakia/mihi:** Trist/Whatumairangi

**2.0 Whakapāha:** Maia (late), Heni (late), Nganeko (mauiuiu tamariki), Huia, Aroha Neho (late), Moana, Dianne (late), Urutakai, Purere (mahi), Terina, Makaore, Pataka (kei tāwahi), Takuira,

**3.0 Ngā kanohi o te hui:** Lynette, Hinepuororangi, Jamie, Donovan, Hinewa, Whatumairangi, Te Atawhai (Raiha), Puhi, Trist, Clayton, Raureka, Troy, Dianne, Ngawira, Aroha Neho, Kirsten H, Maakarita, Vonny, Maia,

**4.0 Ngā āmiki:** I pānui te whānau i ngā amiki o te hui 19 Hereturikōkā 2019.

**Kāore he take i puta i ngā ĀMIKI:**

*I whakaae te whānau e tika ana ngā āmiki - Ae - Te katoa i taua hui*

**5.0 Ohu Arotake:**

5.1 I te korenga o Trish kua hinga te pūnaha .... Kāore he pouako, he aha te ara pai ki te ohu? Me matua tonu tētehi pouako kia haramai ki te hui. Kāore i te tino tika kia waiho mā rātou tēnei mahi te aromatawai reo. Mā te kura kē tēnei mahi. Me haere tētehi o te ohu arotake ki te ui atu me te whakahoki mai i ngā kōrero. Ka hui te ohu, ka whakahoki kōrero mai ki te hui tuatahi o te wāhanga 4.

**6.0 Ohu Wharehou:**

6.1 Donovan: I whakaaatu mai te mahere. Kua oti te whakatau ka tū te whare ki hea. Ko tētehi māharahara ka noho ētehi whare ki te ātaarangi o te whare hou. I whakaaatu mai te mahere kua i te rā poto o te tau (20/21 Pipiri) me te aha kua kore te kura i tino raru.

Trist: Ngā whakataunga o te ohu (kua tāpirihia). I kōrero a Trist i ngā whakaaro, whakataunga o te ohu wharehou.

**2019 TE RITO SPG BUILD**

**TE WHARE HOU - Placement**

**With 2 new classrooms created our kura tokopae can increase from 90 to 120 if that is what  
our kura whānau decide**

**GUIDING PRINCIPLES to help make the final decision:**

**1. TO ADD TO OUR CURRENT AKOMANGA IN KURA TUATAHI**

We currently have 5 akomanga in Kura Tuatahi (not including the Whare Toi) which we will increase to 7 with our Whare Hou. This will be done by moving the operations of our kura tuatahi Wharekai into our Whare Hou and transforming our current wharekai (Te Tupu) into 2 separate akomanga.

**2. TO ENSURE THAT THERE IS AN OPEN FLOW FROM TE WAHAROA THROUGH TO KURA TUATAHI RIGHT THROUGH TO WHAREKURA**

Te Awhi Rito currently blocks (separates) the Kura Tuatahi and Wharekura. Our Whare Hou will be placed on the current tarsealed playground beside the kura buildings with half of the building on the tarseal and half on the grass playing field.

**3. TO INSTALL A CANVAS SHELTER BETWEEN OUR CURRENT KURA BUILDINGS (Te Rito o Raukawa) AND OUR WHARE HOU**

This sheltered area will be used as a sheltered space for eating lunch in summer or playing safely on hot summer days.

**4. TO RETAIN AS MUCH OF OUR CURRENT PLAYING FIELD (Grassed playing area) AS POSSIBLE**

Our Whare Hou will take approximately 7m of the current grass playing area.

**5. TE AWHI RITO vs TE WHARE TOI**

Te Awhi Rito will be moved to where the Whare Toi currently is. This is a far better use of space in between Kura and Wharekura and frees up space between our Whare Hou, Wharekura and Kura. Te Whare Toi will be removed from our premises as it is not a building made as a classroom (it is a shed).

**6. THE PLAYGROUND WILL REMAIN AS IT IS**

We would like to refurbish our playground but have decided that remaining in it's current location takes our tamariki closer to Pukehinahina.

**7. THAT OUR WHARE HOU BECOME THE FIRST POINT OF VIEW OF OUR KURA FROM TE WAHAROA**

Our whare hou will be in line with Te Waharoa. Our Whare Hou will also be built closer to Te Waharoa so that another building could be built to adjoin to our Whare Hou if we wish to grow again in the future (Rev3\_Future addition).

**8. THAT OUR TAMARIKI AND TAIOHI PLAY AN ACTIVE ROLE IN DESIGNING THE LANDSCAPING**

Landscaping of the corners of Pukehinahina closest to our Whare Hou. We could possibly build a flying fox and/ or a swimming pool

**9. ACCESS TO OUR WHARE HOU**

Once our Waharoa is complete access to deliver kai and other goods would be direct from the Waharoa car park down the kura pathway.

**10. TE NOHOTAHU O TE WHARE HOU I TŌNA TAIAO**

Ko te hanga whāomoomo tētehi tino kaupapa i roto i ngā whakaaro (kia whai whakaaro ki ngā hihī o Tama-nui-te-rā, te noho haumarū o te tangata, te tiaki i te taiao)

**11. CARETAKERS GARAGE**

We need to move the garage back, or rotate 90 degrees to allow for wider access of vehicles (and trucks) to the field and our Whare hou.

Ka mana te whānau i ngā whakaaro o te ohu wharehou.

**7.0 Ohu Mātāpuna**

- 7.1 Kua hui, taonga mutunga tau. Kua ū rānei ngā whānau, ngā raukura e wehe ana?

**Whānau e wehe ana:** Kiriona/Devonshire & Wehipeihana

**Hunga piki ki te wharekura:** whakarite taonga: Te Atapō, Fuatino, Te Rakaherea, Te Haumoana, Hineraukura?....

**Kai pao me ngā kaimihi:** Kei whea, āwhea? He rerekē ki te pō whakamutunga o te Wharekura? Ko te tikanga mā te whānau ēnei kawenga. He whakaaro kia tuku ki ngā tuākana o te wharekura. Kāore e kaha puta mai ngā whānau. I tīni i te wā tuku pūrongo ki waenganui rā? Ko te roa o te pō te take.

Me hui ngā pouako me te tumuaki, ka whakahoki kōrero mai ki te hui tuatahi. Kua tīmata kē a Heni ki te whakatakoto whakaaro mō te whakahaere ā taua rangi.

Ka tuku pānui/tono a Kirsten ki ngā mātua o te wharekura. Hei āwhina i te ohu mātāpuna. Mō ngā raukura, ka pai mā ngā pouako. Mō ngā whānau e wehe ana ka pai mā ngā whānau

	<u>Kaipao</u>	<u>Kaimihi</u>
Kiriona/Devonshire	Kirsten	

**8.0 Ohu Taiao:**

**8.1 Tono:** Would like to make a tono on behalf of Te Rito to KCDC waste minimisation fund. End of this week is the closing date. Purchase 20 litre buckets for parakai - whānau. Return to kura. Use in pū wairakau. Excess will take to Waiorongomai. To buy buckets and trailer. Around \$5000 tono. Tāpirihia hoki te penehīni. **Whakaae ana te whānau - All agreed**

**8.2 Compostable toilets:** Ina he tangata e hiahia ana te ako i tēnei mahi ka whakarite a Te Atawhai.

**9.0 Pouako:**

**9.1 Pō/rangi hokohoko:** Ka pai kia tū tēnei hei te Rāhoroi, 9 o Whiringa-a-rangi? Ahiahi o te Rāpare rānei? Ka pai ake kia whai wāhi mai ngā mātua te āwhina mai. Whānau input. Ko te Rāpare.

**10.0 Ohu Kura:** Tuku kōrero i te wiki 5, Kāore he kōrero anō

**11.0 Whakahaere:** I te korenga o tētehi o te ohu ka whai wāhi ki te hui tuatahi o te Wāhanga 4.

**12.0 Kohi pūtea:** Fun run, he mea ngawari. Ehara i te mea he oma, he whakataetae ripa kē pea? Rā Whakamutunga o te wāhanga. Mā Raureka e whakahaere i te taha pepa. Ka whai taonga ngā tamariki mō ā rātou mahi. He kaupapa ngahau hoki mō te mutunga o te wāhanga.

**13.0 Hangi:** Ā tērā Rāpare, me tuku i ngā tono ki te tari, ki a Raureka

**KARAKIA:** - I mutu te hui ki te karakia hei te 7.25pm

## Waste Levy Fund for Community Projects Application Form

*Please read the Fund Criteria & Application Guidelines before completing this form.*

**1. Name of Project/Business/Organisation Applying:**

Zero Waste Otaki

Zero Waste Otaki, is currently under the auspices of Transition Town Otaki.

**2. Contact Person:** *Please obtain the consent of this person to provide their details. This consent is required in accordance with the Privacy Act 1993.*

Name:

Drew Mackenzie

Role within project/business/organisation:

Facilitator

Contact address:

701 State Highway 1, RD 1, Otaki 5581

Contact phone numbers:

Day: 021 288 7021

Night: Click here to enter text.

Email address:

drewmacknz1@gmail.com

How did you find out about the Waste Reduction Grants?

Via James Cootes, Otaki Ward Councillor. We were successful with our application in 2018

**3. Applicant's GST Number (if applicable):**

Click here to enter text.

**4. Bank Account Details:**

*Please attach or scan a bank deposit slip which shows your account name and number.*

**5. Project Plan**

Briefly describe your proposed initiative:

We are working towards establishing a Zero Waste/Waste Minimisation scheme in Otaki similar to the already established scheme in Raglan <http://xtremezerowaste.org.nz/>. In liaison with KDCD Solid Waste Services Manager Adrian Mitchell we have been granted a lease for a small parcel of land beside the Otaki Transfer Station. We have secured a container to move onsite and will begin our scheme by receiving waste timber and repurposing, upcycling or recycling it for sale. We propose to accept scrap timber, both tanalised and native, that can



be on sold for building projects and timber that is suitable for burning which we will cut into smaller lengths and sell in small easily handled bags.

Expected start and end dates:

Start date: 3 December 2018 for Zero Waste Otaki. November 2019 to begin accepting timber

End date: [Click here to enter a date.](#)

Is this a new or ongoing initiative?

☐ New

☒ Ongoing

### Primary Criteria

I am applying as a:

☐ Business

☒ Organisation

☐ Neighbourhood group with the direct involvement of at least 5 households

*If you are applying as a project with householder involvement, please attach a copy of minutes of the meeting at which it was resolved that this application be made and listing the names, addresses and contact details of at least 5 participating households. If there are more than 5 households participating, please indicate the total number directly involved.*

How will the initiative lead to long term waste minimisation actions by participants?

***By diverting useable wood/timber from the landfill. We will begin with wood that can be repurposed – either for building projects or as firewood.***

Describe the geographical boundaries of the initiative's activities:

***Otaki – between Te Horo and Manakau***

Describe how success will be quantified and reported back to the Council:

***Records will be kept on number of customers and quantity and type of wood diverted from landfill***

### Secondary Criteria

If applicable, describe how the initiative meets the secondary criteria listed in the Application Guidelines:

[Click here to enter text.](#)

### Other Considerations

Are there any other beneficial elements of the initiative that you feel the Grants Allocation Subcommittee should be aware of?

**We are working towards becoming a self-sustaining enterprise offering pathways to employment for local people.**

How do you intend to develop/market/promote your project?

***As part of Transition Town Otaki we will be having a presence at the Otaki Community Expo. In the longer term we will use the full range of media to promote Zero Waste Otaki. We will be delivering leaflets once our starting date is confirmed.***

Does your initiative have support or involvement of the community/neighbours/other groups? If so, please provide details and attach letters of support, if available:

***Transition Town Otaki, Energise Otaki, Otaki College and local iwi.***

Describe any previous experience your business/organisation/project group has had managing community projects:

***This initiative has grown out of a Community Forum organised by Transition Town Otaki. They have a long history of organising community projects and this has grown out their highly successful Community Forum "What a Load of Rubbish". As part of our 2018 funding we will be sending 5 people to attend the Zero Waste network courses. These courses provide a basis for effectively operating a community resource recovery centre.***

Is this initiative affected by any Council bylaws and/or regulations? If so, please name the bylaw or regulation and describe how its requirements will be met:

***Ultimately it will be under the Resource Management Act and this will require ongoing consultation with the Council and current holder of the lease for the Otaki Transfer Station. We will have a Health and Safety Plan in place. We will also have Standard Operating Procedures in place.***

Please list any relevant supporting information (e.g. meeting minutes resolving to undertake this project/apply for the Fund; project plans) and attach copies:

## **6. Funding Details**

There is no overall maximum or minimum grant amount per application. Please check the guidelines for a list of eligible and ineligible costs. Three supporting quotes are required (if possible) for any proposed equipment purchases.

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.

If you are registered for GST, do not include GST in your costs.

If you are not registered for GST, please provide total costs (i.e. including GST where applicable).

**Total cost of initiative: (\$)** 3560.95

**Total amount applied for from the Waste Levy Fund: (\$)** 3560.95

*Please indicate incl. or excl. GST*

### **Breakdown of application by task and item:**

Nail Puller Mitre 10 x1	\$59.97
Nail Puller Fishpond	\$158.00
Mitre Saw and Stand	\$698.00
Flat bar x2	\$79.00
Tack Lifter x1	\$8.38

Hammer x2	\$69.96
Saw horses x4	\$79.70
Wheelbarrows x2	\$478.00
Tarpaulin heavy duty	\$34.98
Cash box	\$15.00
Receipt book	\$6.99
Sharpie pens x8	\$31.98
Electric jug	\$29.00
Fire extinguisher	\$113.31
Hand sanitiser x4	\$23.96
Security fencing	\$715.76
Electrical equipment to provide lights/powerpoints in container	\$383.96
Electricity connection	\$75.00
Administration	\$500.00
<b>TOTAL</b>	<b>\$3,560.95</b>

***This equipment will enable us to begin operating as soon as our container is onsite***

Please provide details of any other sources of funding/sponsorship, or applications made for such:

***We have been successful in an application to the Nikau Foundation which has enabled us to purchase a container. We have lodged another application for purchase of a second container and a cover to sit between them.***

***We have also been successful in obtaining a grant from the Otaki Community Board which has enabled us to purchase Personal Protective Equipment and First Aid equipment.***

Is this initiative likely to be recurring or extend beyond the twelve months of this funding round?

☒ Yes

☐ No

If yes, what is the potential for the initiative being or becoming self-funding?

***Similar initiatives around the country have become self-funding and even created a profit that is funded back into the community***

Does this project require any other resources or support?

***On-going support from council will be imperative going forward.***

## 7. Declaration

*Please provide two signatures*

We hereby declare that the information supplied here on behalf of our organisation is correct.

We consent to Kāpiti Coast District Council collecting and retaining the personal contact details provided in this application and using these details for the purpose of assessment of this scheme.

If the application is successful, we agree to use the monies for the purpose for which they are granted and account for them, or in the event that is not possible, such monies will be refunded to the Council. If the actual cost of purchased equipment is lower than the initial quote, the difference will be refunded to the Council. Proof-of-purchase will be forwarded to the Council.

We have obtained the consent of the contact person to provide these details. This consent is given in accordance with the Privacy Act 1993.

Name of person completing this application:

Drew Mackenzie

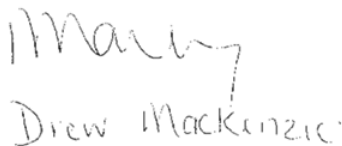
Position:

Steering Committee

Organisation:

Otaki Zero Waste

Signature (insert scanned image from your computer):



Drew Mackenzie

---

Date: 20/09/2019

Supporting signatory :

Name:

Jamie Bull

Position:

Steering Committee

Organisation:

Zero Waste Otaki

Signature (insert scanned image from your computer):



---

Date: 20 September 2019

#### 8. Checklist

*Have you...*

- ☐ Completed all sections of this form?
- ☐ Attached all relevant supporting documentation including copies of quotes?
- ☐ Attached proof of business, organisation or project bank account requiring two or more signatories?
- ☐ Obtained consent of the contact person to provide their details?
- ☐ Signed and dated the application form?

Please send your application, to be received by 12pm on 20 September 2019;



# J. A. Russell Ltd

## ELECTRICAL & DATA SUPPLIERS

Trade Cash Sales Paraparaumu  
184 Kapiti Road  
Paraparaumu 5032

### Quotation

**\*\* Reprint \*\***

DATE  
ACCOUNT CODE  
PREPARED BY  
YOUR SALES REP  
PROJECT  
ATTENTION

**29238120**



17/09/19  
TRADEPAR2  
Kimre Viviers - PAR  
Paraparaumu Cash Sales  
JOHN ANDREWS

PARAPARAUMU  
184 Kapiti Road  
Paraparaumu 5032

Phone 04 298 4072  
Fax 04 298 4504

Page 1 of 1

Stock Code	Type	Description	Quantity	Unit	Net Unit Price	Extension
53940080		MCB enclosure 6way	1	EA	23.53	23.53
		610354 ME6 Logix				
50641600		RCCB 40A 2P 30mA DMS	1	EA	38.60	38.60
		608403 Redline GE				
54140080		MCB 20A 1P 6kA C curve DMS	2	EA	4.59	9.18
		690556 GE DMS				
10540080		4.0mm 2C+E TPS 100m	20	MT	2.53	50.63
		CNZP09A1002WVHF 6646.1 Nexans				
33910040		Catenary wire PVC 3.2mm 100m	1	ROLL	69.10	69.10
		BK CATWIR53 Electrex				
53540020		Main switch 63A 1P din	1	EA	12.43	12.43
		666562 V333039016 E241/63A GE				
20210180		Batten holder BC WH	4	EA	7.18	28.71
		29LWH PDL				
50641720		RCBO 20A 2P 6kA 30mA DMS	1	EA	64.42	64.42
		690798 Redline GE				
30110045		Conduit 25mm HD ABOVE 4m GY	1	LT	12.51	12.51
		01.25HD.GY Marley ARMA				
30310260		Junct box 25mm 1way GY	1	EA	4.36	4.36
		21.25G Marley				
30211000		Adaptor plain-screw 25mm GY	2	EA	1.63	3.26
		05.25G Marley				
30211880		Locknut 25mm GY	2	EA	0.73	1.45
		09.25G Marley				
30213600		Bend 25mm 90deg GY	2	EA	2.93	5.85
		12.25G Marley				
42110440		Eye bolt 1/4x70mm & nut	2	EA	1.93	3.86
		EYEBOL Electrex				
34000840		Turnbuckle 8mm SS	1	EA	5.99	5.99
		TNTB8 TransNet				

**\*\*If this quotation contains cable, please note no cutting costs have been included. If cable cut lengths are required they will be charged per cut, as charged to us by our supplier.\*\***

#### IMPORTANT NOTES

- Unless withdrawn earlier, this quotation is open for acceptance until the "Quote Valid Until" date specified
- Specifications and quantities remain Contractor's care.
- The prices in this quotation are based on an order for the full quantity or all goods and prices may require revision if only a part order is received
- This quotation and any resulting sale are made strictly on the basis of J. A. Russell Ltd's full Terms of Trade.

Quote Valid  
Until:  
17 OCT 19

Sub Total 333.88  
GST 50.08  
TOTAL 383.96

Page 1 of 1

For Terms of Trade that apply to this transaction, please see: [www.jarussell.co.nz](http://www.jarussell.co.nz)

E. & O.E. | GST Reg. No. 017-440-780



**QUOTATION**

QUOTATION No. 1509280

QUOTATION DATE: 16/09/2019

Auckland  
8-10 HANNIGAN DRIVE  
ST JOHNS  
Auckland, 1072  
Email: sales@jaybro.co.nz  
Phone: 0800 865 292

**Bill To:**

Makahuri

**Ship To:**

Makahuri  
Otaki, WLTON 5512

**Site Contact:** Drew  
**Ship To Phone:** 0212887021

**Customer ID:** 394949

Requested By: Mr. Drew Mackenzie

<i>PO Number</i>	<i>Ship Route</i>	<i>Customer Service Rep</i>
QTEJMQ	WLTON	JUNIOR.MONTALVO

<b>Stock Code</b>	<b>Description</b>	<b>Qty</b>	<b>Price</b>	<b>UOM</b>	<b>Total</b>
01-2300	2000 Series Temporary Fence Panel ** Finish: Galvanised ** Mesh Opening: 158mm x 63mm ** Size: 2.4m (W) x 2.1m (H)	6.00	59.5000	EA	357.00
02-C32B	Concrete Filled Block 32mm Hole UV treated plastic blow moulded concrete filled block	6.00	20.5000	EA	123.00
01-FCP33	Heavy Duty Coupler - 32mm OD	6.00	3.9000	EA	23.40
* FREIGHT	FREIGHT	1.00	119.0000	EA	119.00
<b>SUBTOTAL</b>					
<b>Total of Option Above:</b>					<b>622.40</b>

Total Lines: 4

**SUB-TOTAL:** 622.40

**GST:** 93.36

GST: 122-095-207

Bank Account Name: Jaybro NZ Limited

A/C#: 02-0192-0228252-000

**AMOUNT DUE:** 715.76

NZ Dollars

Jaybro NZ Limited (NZBN 94259045869693) trading as Fortress Fencing supply goods and provide services to you, solely in accordance with our terms and conditions. Our terms and conditions can be found at [www.fortressfencing.co.nz/termsandconditions](http://www.fortressfencing.co.nz/termsandconditions). As we do not provide advice, it is your responsibility to satisfy yourself that any product or service you receive from us meets your particular needs and requirements.

**Bahco**  
Compact Nail Puller 8 inch Black and Grey

Write a review

**\$59.97 each**

**3** Available at selected stores. Check your local store for details.

A compact tool for fast easy removal of nails in crates etc. Finish: black finish, anti-corrosion treated. Material: high performance alloy steel with a comfortable and non-slip thermoplastic grip handle.

**Features and benefits**

- Compact nail puller.
- Length 210mm with TPE handle.
- For use with hand or hammer.

**Buying options**

**Click & Collect**  
Choose a collection store

**Home Delivery**  
\$7.50 Metro delivery or \$12.50 Rural delivery (up to 25kgs). Large item surcharges may apply, click here for details.

Quantity

Add to cart

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Search for products

Homeware

Australia's Biggest Online Store  
New Zealand's Lowest Prices Guaranteed

Categories Homeware Best Sellers Sign In Register Wishlist Cart

Home Homeware Garage Tools Hand Tools Tool Sets

## Crescent 56 Nail Puller

By Crescent

Register or sign-in to rate. Write a review

46cm Sure Grip Nail Puller: This product is highly durable. This product is manufactured in China. This product is easy to use. This product is manufactured in China. We have order fulfillment centres throughout the US.

**\$158**

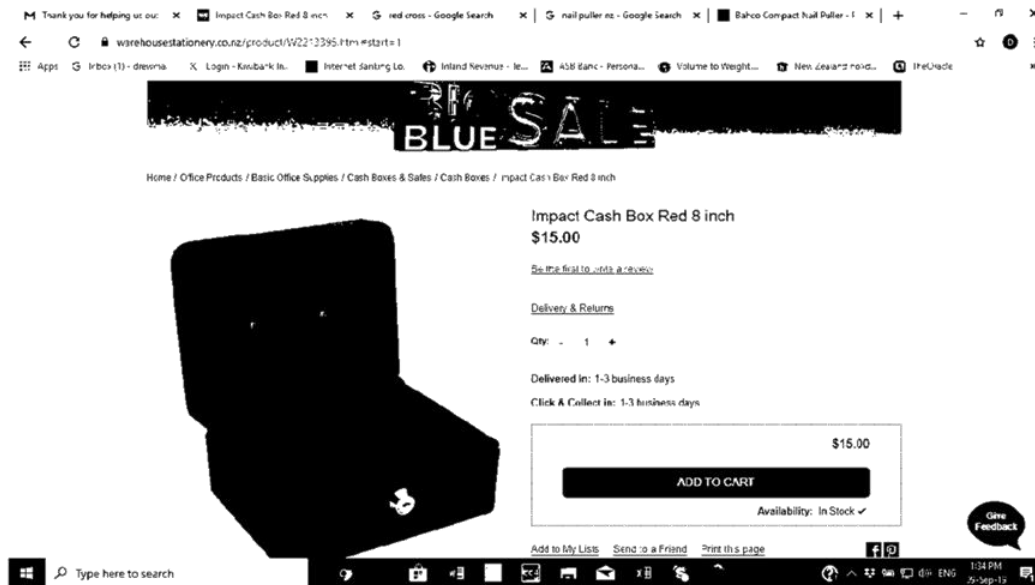
or 4 easy payments of \$39.5 with afterpay? What's this?

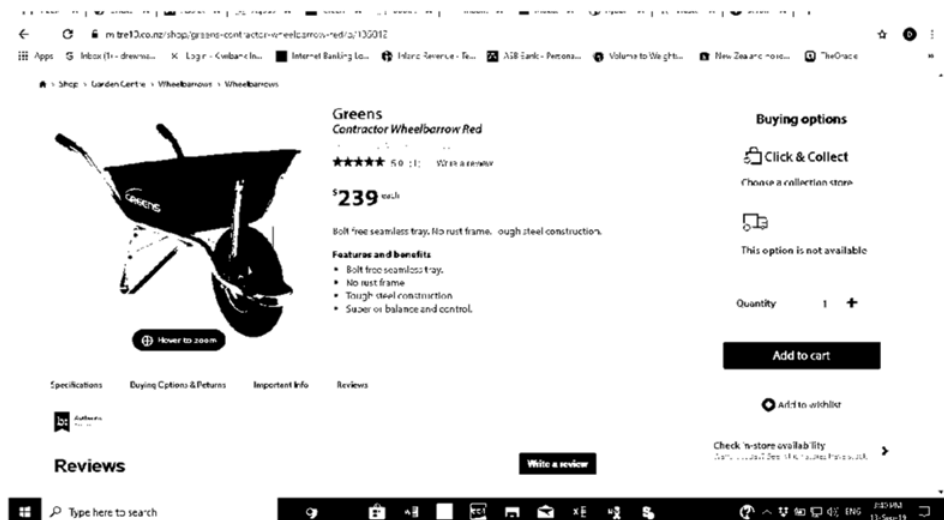
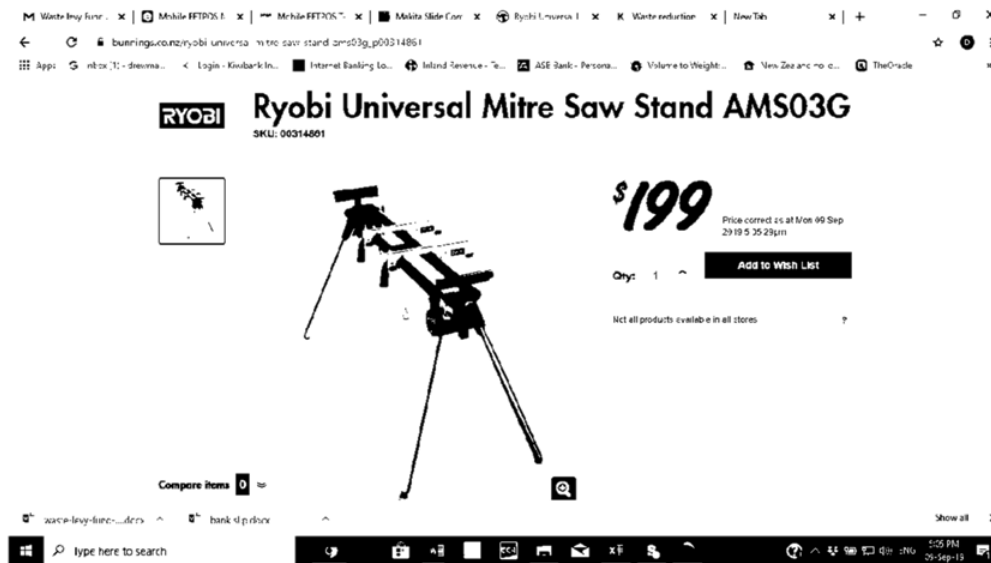
**Ships from USA**  
**Price includes delivery.** (Excl. RD)

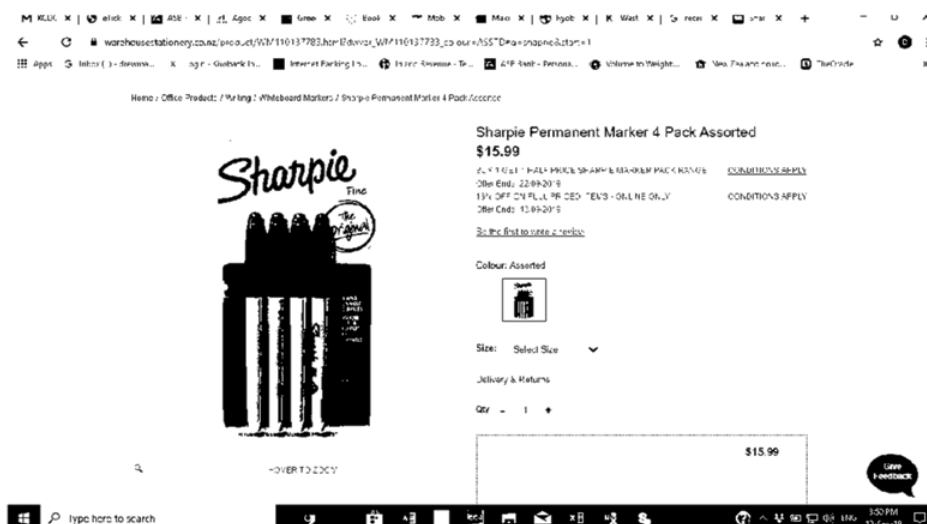
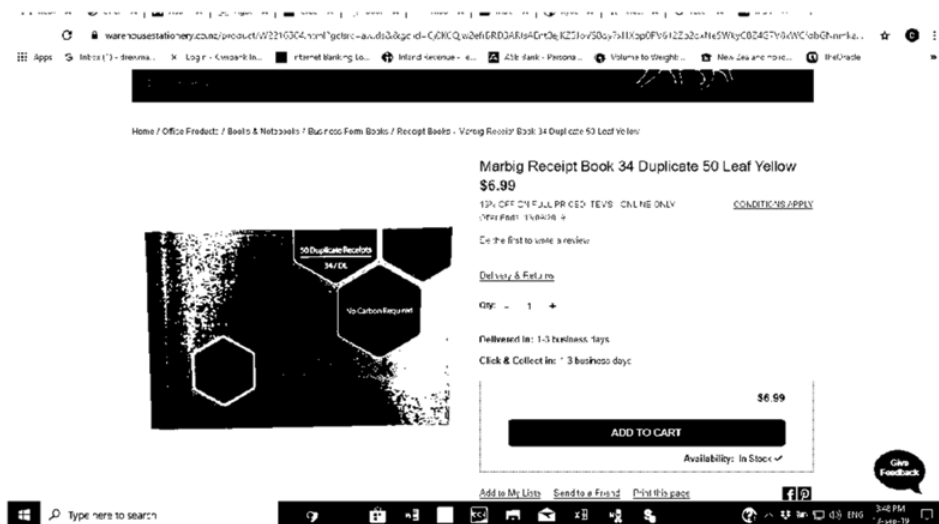
Add to Cart

Add to Wishlist









WDCCL | eBike | ASB Bar | Agoda | Green | Mobile | Makita | Pyle | Waste | receipt | electric | .lv | .se | + | - | X

thowarehouse.co.uk/p/eng-co-kettle-stainless-steel-1.7l-62167806.htm?ydc=+and&idc\_y=12593EE7dc\_y=12593EE7dc\_id=C6KCCQn2ef3RD3M9s1Zm9zNjY4bG9UP95in0y85...

Home & Garden > Home Appliances > Kettles & Boilers > Kettles > Living & Co Kettle Stainless Steel 1.7L



**Living & Co Kettle Stainless Steel 1.7L**  
\$29.00  
☆☆☆☆☆ [Read 12 Reviews](#) < > [Write a Review](#)

Delivery & Returns

Qty: 1 +

Use instead in 2-5 business days  
Click & Collect in 2-5 business days

Availability:  
In stock

**ADD TO CART**

Add to Wishlist | Print This Page

or 4x interest free payments of 25% on orders over \$50 [Learn more](#) **PartPay**

**Product Description:**  
The Living & Co Kettle Stainless Steel 1.7L. Contemporary and affordable home appliances to care for you, your home and

HOVER TO ZOOM

Type here to search


1:54 PM 12-Sep-19

WDCCL | eBike | ASB Bar | Agoda | Green | Mobile | Makita | Pyle | Waste | receipt | electric | .lv | .se | + | - | X

mobile12cc.mts1ccp.devel-1740-04-330mm/2228700

SHOP | INSPIRATION | GUIDES & ADVICE | CLUBS | ON DEMAND | TRADE

Shop > Hand Tools > Chains & Bars > Fly Bars & Derailleurs



**EXCLUSIVE DeWalt Flat Bar 330mm**  
Write a review

**\$39.50** + uk

Available at Home > MEGA and selected Home stores.  
Multiple nail pullers for flexible nail removal. Made from spring steel for strength and durability.

**Features and benefits:**

- No need, bevels etc.
- Extra wide prying end.
- Spring steel for strength and durability.
- Multiple pullers for flexibility and nail removal.

**Buying options**

**Click & Collect**  
Choose a collection store

**Home Delivery**  
1/AC Metro delivery to SL, NO  
Standard free by post to  
25kg or large item such as 330  
may apply, click here for details

Quantity 1 +

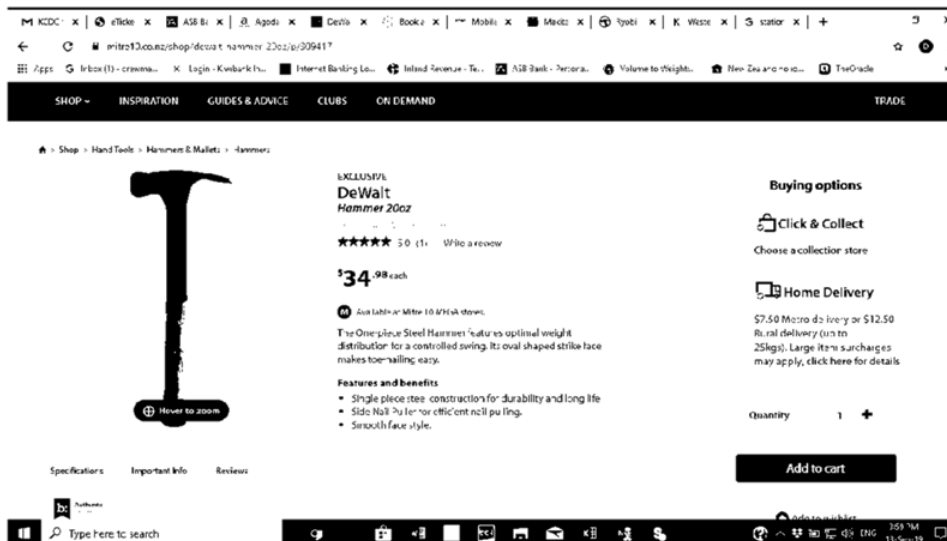
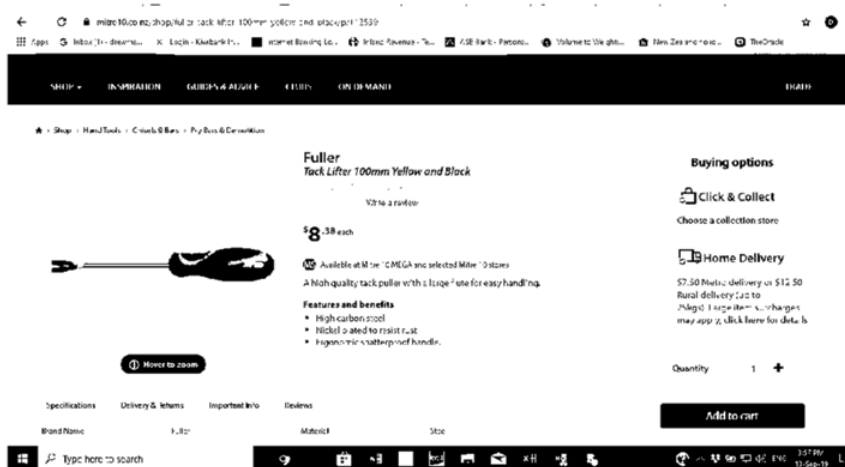
**Add to cart**

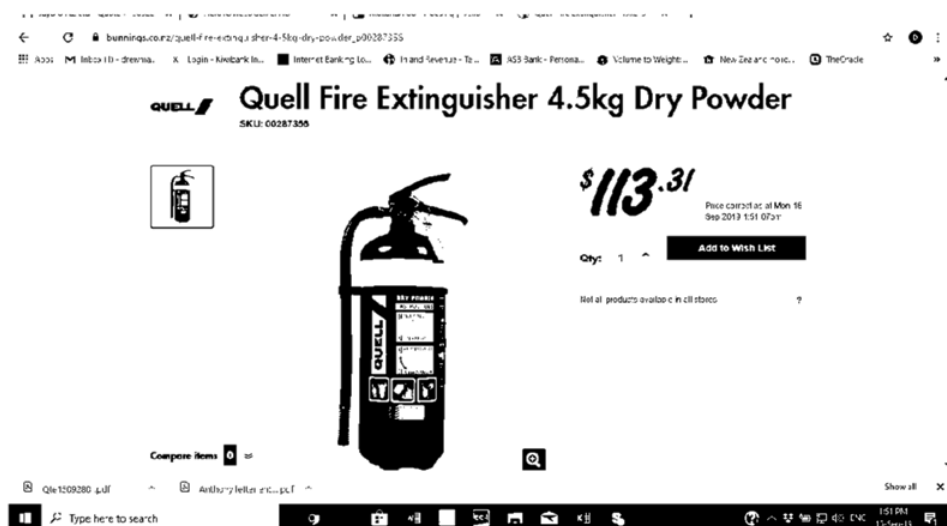
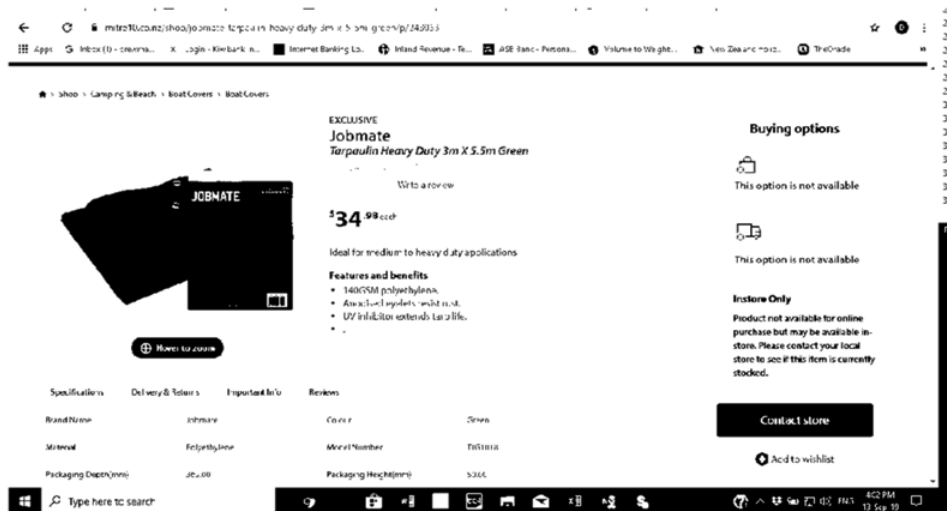
Specifications | Delivery & Returns | Important Info | Reviews

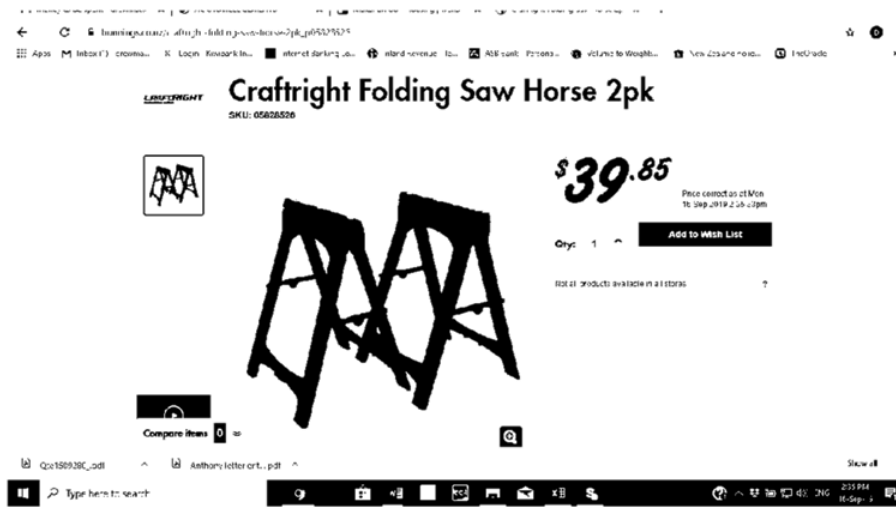
Brand Name: DeWalt  
Model Name: Flat Bar 330mm

Type here to search

1:57 PM 12-Sep-19







## Transition Town Otaki / BP 1500538954

Inbox

**Contact** <customer.service@contactenergy.co.nz>

13:55 (6  
minutes ago)

to me

Hello Drew

Thanks for your call into the call centre today.

Please see attached the pricing for 1 Riverbank Road. Meter serial number 216304563.

In regards to the reconnection. To send a contractor to the property to reconnect a non-urgent reconnection fee is \$75. This would be applied to the first bill.

Please call us on 0800 20 9000 if you would like us to open the account and book a reconnection.

Kind regards.

**Janelle Ford**  
Business Team

Ph: 0800 20 9000

---

PO Box 122, Dunedin 9054  
Level 6,  
Cnr MacLaggan & Rattray Street  
Dunedin, New Zealand  
[contact.co.nz](http://contact.co.nz)

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**CONTACT ENERGY GROUP NOTICE:** The information contained in this transmission is confidential and may be legally privileged. It is intended for the named addressee only. If you are not the named addressee you may not copy, distribute or take any action in reliance upon this transmission.



## Waste Levy Fund for Community Projects Application Form

*Please read the Fund Criteria & Application Guidelines before completing this form.*

**1. Name of Project/Business/Organisation Applying:**

Kapiti Toy Library

**2. Contact Person:** *Please obtain the consent of this person to provide their details. This consent is required in accordance with the Privacy Act 1993.*

Name:

Toni Midwinter

Role within project/business/organisation:

Grants officer

Contact address:

42 Matai Rd, Raumati South 5032

Contact phone numbers:

Day: 0212479778

Night: 0212479778

Email address:

T\_middy@hotmail.com

How did you find out about the Waste Reduction Grants?

We have previously applied for the KCDC Community Grant

**3. Applicant's GST Number (if applicable):**

n/a

**4. Bank Account Details:**

•

*Please attach or scan a bank deposit slip which shows your account name and number.*

**5. Project Plan**

Briefly describe your proposed initiative:

Kapiti Toy Library is a lending service offering safe and educational resources to our community. We are constantly hiring out our toys to families on a short term basis meaning less toy resources are being consumed and inevitably tossed into landfill. Our numbers are steady this year with 150 active Members on the books and the wear and tear and replacement of our resources is an ongoing expense. We wish to acquire a few new resources to update our supply.

Expected start and end dates:

Start date: n/a

End date: n/a

Is this a new or ongoing initiative?

☐ New

☒ Ongoing

### Primary Criteria

I am applying as a:

☐ Business

☒ Organisation

☐ Neighbourhood group with the direct involvement of at least 5 households

*If you are applying as a project with householder involvement, please attach a copy of minutes of the meeting at which it was resolved that this application be made and listing the names, addresses and contact details of at least 5 participating households. If there are more than 5 households participating, please indicate the total number directly involved.*

How will the initiative lead to long term waste minimisation actions by participants?

By providing access to our toys for two weeks at a time the borrowed items are then available for other users to hire over and over again. This means our library keeps waste out of our landfills by extending the lifespan of each of our educational resources and getting maximum use from each carefully considered purchase. This reduces the need for families to own, use and dispose of toys large or small.

Describe the geographical boundaries of the initiative's activities:

Our Member Families are located anywhere from Waikanae through to Paekakariki. Although we do have the occasional grandparent with the grandchildren visiting from out of town which we are able to offer a casual membership.

Describe how success will be quantified and reported back to the Council:

Over the next 12 months we intend to reach out to the community further by having a presence at many local community events and showcasing what we have available including some of the larger items we could purchase with this grant. This will attract new members and we will be able to reflect these numbers in our accountability report.

Additionally, when eventually our toys are getting too old or tired to lease to our member families these are then sold off to the community at a very low price. We would be happy to send through a list of these items to show the small amount of waste accumulated through our lending service.

### Secondary Criteria

If applicable, describe how the initiative meets the secondary criteria listed in the Application Guidelines:

The breadth and scale of community involvement in the project.

The Kapiti Toy Library offers different membership levels which makes this service appealing to a broad range of families within the community, in particular low-income households where toys are not high on the priority list for each weeks wages. Additionally we see many teen parents, grandparents and caregivers accessing the service.

**Other Considerations**

Are there any other beneficial elements of the initiative that you feel the Grants Allocation Subcommittee should be aware of?

Library duties are a requirement of our 'Active membership' where we ask our families to assist the librarian with toy returns this involves accounting for all parts of the toys and relaying any feedback from users. We ask families to complete these duties 4 times a year for a two hour period which encourages the forming of relationships between both children and caregivers.

How do you intend to develop/market/promote your project?

Our main outreach is through the local community through word of mouth but we do pass out leaflets in schools, kindergartens and daycares aswell as play groups and plunket. We often have a presence at local fairs/festivals relevant to our cause i.e. Baby Shows, Kapiti Teddy Bear Picnic and any other family events.

Does your initiative have support or involvement of the community/neighbours/other groups? If so, please provide details and attach letters of support, if available:

This year we have formed a partnership with the local EduCare Centres whereby Kapiti Toy Library is promoted through the centres in exchange for discounted membership rates.

Describe any previous experience your business/organisation/project group has had managing community projects:

n/a

Is this initiative affected by any Council bylaws and/or regulations? If so, please name the bylaw or regulation and describe how its requirements will be met:

No

Please list any relevant supporting information (e.g. meeting minutes resolving to undertake this project/apply for the Fund; project plans) and attach copies:

Please find toy quotes attached

**6. Funding Details**

There is no overall maximum or minimum grant amount per application. Please check the guidelines for a list of eligible and ineligible costs. Three supporting quotes are required (if possible) for any proposed equipment purchases.

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.

If you are registered for GST, do not include GST in your costs.

If you are not registered for GST, please provide total costs (i.e. including GST where applicable).

**Total cost of initiative: (\$)**

\$1989.78

**Total amount applied for from the Waste Levy Fund: (\$)**

*Please indicate incl. or excl. GST*

\$1989.78 Inc GST

**Breakdown of application by task and item:**

<b>Resource List</b>	
Gears	\$ 100.95
Pre-School Blocks	\$ 131.95
People for Pre-School Blocks	\$ 58.95
Natural Wood Construction	\$ 85.95
Wooden Doll House	\$ 99.99
Magic Light Castle	\$ 70.00
Rock & Ride Pony	\$ 90.00
Balance Stones	\$ 115.00
Gym Mat x3	\$ 270.00
Magnetic Tiles	\$ 60.00
PJ Masks Seeker Vehicle	\$ 139.99
Vtech Touch	\$ 139.00
Buzz Control Centre	\$ 249.00
Slide	\$ 129.00
Assortment of small toys	\$ 250.00
	<b>\$ 1,989.78</b>

Please provide details of any other sources of funding/sponsorship, or applications made for such:

Wellington Children's Foundation granted us \$665 earlier this year for toy replacement.

Is this initiative likely to be recurring or extend beyond the twelve months of this funding round?

☒ Yes

☐ No

If yes, what is the potential for the initiative being or becoming self-funding?

n/a

Does this project require any other resources or support?

No

**7. Declaration**

*Please provide two signatures*

We hereby declare that the information supplied here on behalf of our organisation is correct.

We consent to Kāpiti Coast District Council collecting and retaining the personal contact details provided in this application and using these details for the purpose of assessment of this scheme.

If the application is successful, we agree to use the monies for the purpose for which they are granted and account for them, or in the event that is not possible, such monies will be refunded

to the Council. If the actual cost of purchased equipment is lower than the initial quote, the difference will be refunded to the Council. Proof-of-purchase will be forwarded to the Council.

We have obtained the consent of the contact person to provide these details. This consent is given in accordance with the Privacy Act 1993.

Name of person completing this application:

Toni Midwinter

Position:

Grants Officer

Organisation:

Kapiti Toy Library

Signature (insert scanned image from your computer):



---

Date: 19/09/2019

Supporting signatory:

Name:

Tracey Harper

Position:

Treasurer

Organisation:

Kapiti Toy Library

Signature (insert scanned image from your computer):



*Timothy Harper*  
Timothy Harper  
Treasurer  
Kāpiti Coast District Council



---

Date: 19/09/2019

#### 8. Checklist

*Have you...*

- ☒ Completed all sections of this form?
- ☒ Attached all relevant supporting documentation including copies of quotes?
- ☒ Attached proof of business, organisation or project bank account requiring two or more signatories?
- ☒ Obtained consent of the contact person to provide their details?
- ☒ Signed and dated the application form?

Please send your application, to be received by 12pm on 20 September 2019;

Electronically to: [waste@kapiticoast.govt.nz](mailto:waste@kapiticoast.govt.nz)

By post to: Waste Levy Fund  
C/- Katharina Kennedy  
Kāpiti Coast District Council  
Private Bag 60601  
Paraparaumu 5254

Or deliver to: Katharina Kennedy  
Kāpiti Coast District Council  
175 Rimu Road  
Paraparaumu



<b>Resource List</b>		
Gears	\$	100.95
Pre-School Blocks	\$	131.95
People for Pre-School Blocks	\$	58.95
Natural Wood Construction	\$	85.95
Wooden Doll House	\$	99.99
Magic Light Castle	\$	70.00
Rock & Ride Pony	\$	90.00
Balance Stones	\$	115.00
Gym Mat x3	\$	270.00
Magnetic Tiles	\$	60.00
PJ Masks Seeker Vehicle	\$	139.99
Vtech Touch	\$	139.00
Buzz Control Centre	\$	249.00
Slide	\$	129.00
Assortment of small toys	\$	250.00
	<b>\$</b>	<b>1,989.78</b>

## PJ Masks Seeker Vehicle



**\$139.99**

- Returns  
Featuring lights, sounds, and a show-inspired design, the PJ Masks PJ Seeker can fit up to four vehicles in the detachable carrier and up to three 8cm PJ Masks figures in the cabin. Spot the Night-time Villains in the dark with the light-up searchlight. Save the day and stop them in their tracks with the disk launcher. Kids can even trap villains in the detachable cage!  
With the push of a button, release the Seeker's cabin from the carrier for a quick pursuit of escaping villains! The PJ Seeker even features a pull-out ramp and drop-down side door.
- Ages 3 Years +

<https://www.farmers.co.nz/toys/infants-preschool/pj-masks-seeker-vehicle-6478704>



## Preschool Building Blocks (150pcs)

Add to your Duplo collection with these compatible building blocks. Brightly coloured, they easily connect with each other to allow children to build a variety of objects such as towers, houses and vehicles. They are a great addition to imaginative play sessions and children can play individually or as group, which will help them develop positive social relationships.

**Product ID:** PL40515

Qty:

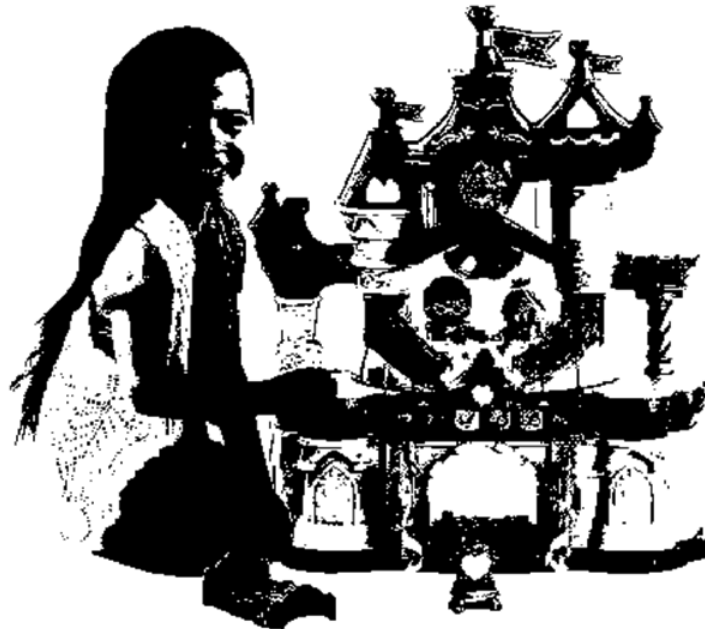
Price

\$131.95

[https://www.playnlearn.co.nz/block-play/construction-blocks-5/preschool-building-duplo-](https://www.playnlearn.co.nz/block-play/construction-blocks-5/preschool-building-duplo-150pcs.html)



[150pcs.html](https://www.playnlearn.co.nz/block-play/construction-blocks-5/preschool-building-duplo-150pcs.html)



## Vtech Toot Toot Friends Magic Light Castle Exclusive

### Details

<https://www.thewarehouse.co.nz/p/vtech-toot-toot-friends-magic-light-castle-exclusive/R2573244.html>  
\$70.00

#### Product Description:

Watch as the beautiful castle comes to life with its magical light up stairs. A spectacular grand entrance for the royal party. Press the light up heart button to enjoy the magical castle opening. Includes 2 Toot Toot friends characters and a kitty. Put the prince or princess onto the magicpoint location for fun role-play responses.

#### Features And Benefits

Item No: 3417765197031

## FEATURES & BENEFITS

- 6 multicoloured piano keys play responses and light up stair music games
- 2 accessories included for role play fun in the different rooms
- Place the character onto the dancing stage to see them move along to the music

## Vtech Touch & Learn Activity Desk



**\$139.00**

- Description
  - Big touch panel learning desk with a stool.
  - Light up writing pad with stylus for letter & number writing.
  - Features 1 interactive desktop and 8 colourful interactive touch pages that introduce letters, phonics, numbers, body parts, animals, music, people, seasons, and more. Each includes 3-4 learning activities.
  - Toy phone teaches greeting phrases with pretend play games.
  - Music player plays 20+ fun pop & classical songs.
  - LED display screen for fun animations.
  - Easy transformation to easel and blackboard.
- For ages 3 + years
- Requires 3 X AA Batteries. Not included

<https://www.farmers.co.nz/toys/infants-preschool/vtech-touch-learn-activity-desk-6402821>



## Active Intent Play Slide

### Details

<https://www.thewarehouse.co.nz/p/active-intent-play-slide/R2237530.html>  
\$129.00

### Product Actions

#### Product Description:

Fun and functional gear for all your sport and recreation activities. Active Intent Slide We strongly suggest that the hold-down anchors are concreted into the ground, but at the very least, they must be hammered into the ground before use, and regularly checked for holding power.

#### Features And Benefits

Item No: 9400988846569

## Gears Super Set (150pcs)

Gears galore! Interlocking soft plastic plates and meshing gears can be combined in endless ways to create hours of engineering fun. Children are fascinated by the dynamic chain reactions as the gears turn. They will use problem-solving skills and develop their working theories to create moving masterpieces! Set contains plastic meshing gears, connectors and interlocking bases that offer hundreds of 3D construction possibilities. Activity Guide included.

**Product ID:** PL24705



Price

\$100.95



<https://www.playnlearn.co.nz/block-play/construction-blocks-5/gears-super-set-150pcs.html>



**Xtreme**  
Imports Kapiti

*Suppliers of all things fun at Xtremely competitive prices*



## Gym Mat

Regular price \$90.00

Size

1.6m

Color

Blue

1.6m / Green

Gym Mats in 2 Sizes

1.6m x 80cm x 8cm \$90

2.0m x 1m x 8cm. \$155

## Natural Wood Construction Set (85pcs)

This versatile Nature Wood Construction Set features a variety of different shaped blocks plus rods for creative wooden construction. A wooden hammer is included for children to build any number of objects, the opportunities are endless! Cars, trucks, planes and towers are among some of the objects that children will be able to build, using their imaginations and fine motor skills.

Size: (LxWxH) largest piece 16 x 4 x 4cm

**Product ID:** PL23537

Qty:

Price

\$85.95

[https://www.playnlearn.co.nz/block-play/construction-blocks-5/natural-wood-construction-set-](https://www.playnlearn.co.nz/block-play/construction-blocks-5/natural-wood-construction-set-85pcs.html)



[85pcs.html](https://www.playnlearn.co.nz/block-play/construction-blocks-5/natural-wood-construction-set-85pcs.html)

## People For Preschool Blocks (20pcs)

This set of 20 poseable figures are designed for use with Preschool Blocks as well as Duplo Bricks. Children can role play individually or as part of a group, improving their creativity, fine motor skills and communication skills. The figures are perfect for imaginative play sessions for use in a calming corner.

Size: (H) 6cm

**Product ID:** PL405150

Qty:

Price

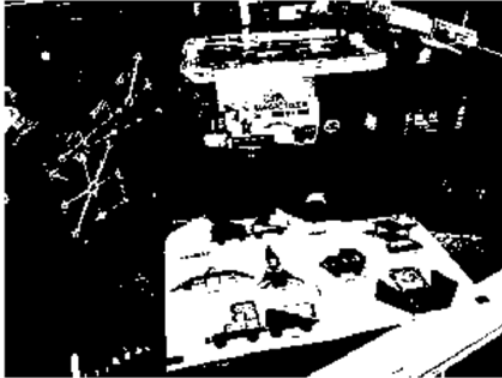
\$58.95

[https://www.playnlearn.co.nz/block-play/construction-blocks-5/people-for-preschool-blocks-](https://www.playnlearn.co.nz/block-play/construction-blocks-5/people-for-preschool-blocks-20pcs.html)



[20pcs.html](#)





## Magnetic Tiles

**Regular price \$60.00**

A Fun Magnetic Tile set including a base with wheels.

69 pieces.

Ages 3+



\$249.00

When a new toy named "Forky" joins Woody and the gang, a road trip alongside old and new friends shows how big the world can be for a toy. Buzz Lightyear Star Command Center is ideal for active kids. The Buzz Lightyear Star Command Center has two different modes. Launch mode (upright) and Flight mode (horizontal). The console panel converts into a desk for study time.  
Item No: 39897948553

## FEATURES & BENEFITS

- Two ways to play: "Launch Mode" (upright) or "Flight Mode"
- Working microphone with intercom
- Moveable targets, blaster buttons and joystick with trigger action
- Switches and knobs with multiple sound & light effects
- Console panel converts into a desk
- Requires 3x AA batteries (not included)
- Adult assembly required, no tools needed
- 40 inches (H) x 33 inches (W) x 10 inches (D)

[https://www.thewarehouse.co.nz/p/toy-story-4-buzz-lightyear-star-command-centre/R2573794.html#pmax=300.00&pmin=100.00&sz=24&start=49&gclsrc=aw.ds&ds\\_rl=1268368%3Fds\\_rl%3D1268368&gclid=Cj0KCQjwzozsBRCNARIsAEM9kBNyfkRaKbNhIEa7TxOMNJ5nhilsP6\\_73xFgXDZDKI5me5Z4sdjuP7MaAgbPEALw\\_wcB](https://www.thewarehouse.co.nz/p/toy-story-4-buzz-lightyear-star-command-centre/R2573794.html#pmax=300.00&pmin=100.00&sz=24&start=49&gclsrc=aw.ds&ds_rl=1268368%3Fds_rl%3D1268368&gclid=Cj0KCQjwzozsBRCNARIsAEM9kBNyfkRaKbNhIEa7TxOMNJ5nhilsP6_73xFgXDZDKI5me5Z4sdjuP7MaAgbPEALw_wcB)



## Vtech Rock & Ride Pony Exclusive Details

<https://www.thewarehouse.co.nz/p/vtech-rock-ride-pony-exclusive/R2232095.html>  
\$90.00

### Product Description:

Your little-one can have great fun with this brightly coloured VTech Rock and Ride Pony. Ideal to suit your child as they grow it can be used as a fun rocking pony or as a ride-on toy. The motion sensor detects when the pony is in use to play happy music and sound effects. You can press one of the 3 light-up colourful buttons for fun phrases, action words and pony sounds to encourage visual and audio interaction. By turning the disk your child can listen to pony gallop, neigh sounds and different melodies. Overall the pony can play 3 sing-along songs and 10 melodies ideal to encourage your little one to rock and ride!

### Features And Benefits

Item No: 3417761914038

## FEATURES & BENEFITS

- Motion sensor to trigger sounds
- 3 Sing-along songs, 10 Melodies, 3 Colourful light-up buttons and 2 Modes - sing & learn and explore
- Rock on the rocking horse or use as a ride-on





## Wooden Dollhouse with 13 Pieces Furniture

**\$99.99**

Help your dolls feel right at home with this wooden dollhouse that also comes with 13 pieces of furniture! Only available in store, not available online

---

<https://www.whitcoulls.co.nz/product/wooden-dollhouse-with-13-pieces-furniture-6266948>



## Balance Stones

Regular price\$115.00

Default Title

ADD TO CART

Balance Stones are Excellent for developing Motor Skills and Balance. A fun activity to do indoors or out.

11 pieces in different sizes and heights.

Stepping stones to help improve coordination and balance. The Riverstones are inspired by stepping stones in a river with each side of the triangle varying in steepness and difficulty. The purpose is to jump from stone to stone without touching the floor - you can arrange the position of the stones to create more challenging paths as the children progress. Each stone has rubber studs on the base which prevent them from slipping, and also protect indoor floor areas. Builds children's confidence when jumping, judging distances, coordinating and balancing.

<https://xtremeimportskapiti.co.nz/collections/childrens-balance-equipment/products/balance-stones>

## Waste Levy Fund for Community Projects Application Form

*Please read the Fund Criteria & Application Guidelines before completing this form.*

**1. Name of Project/Business/Organisation Applying:**

Prescient Nutrition

**2. Contact Person:** *Please obtain the consent of this person to provide their details. This consent is required in accordance with the Privacy Act 1993.*

Name:

Bruce Miller

Role within project/business/organisation:

Co-Director/ chief insect wrangler

Contact address:

45 Rangitane Street, Palmerston North

Contact phone numbers:

Day: 021 543 476

Night: 021 543 476

Email address:

Bruce.miller@prescientnutrition.co.nz

How did you find out about the Waste Reduction Grants?

Through Organic Wealth

**3. Applicant's GST Number (if applicable):**

114-351-474

**4. Bank Account Details:**

*Please attach or scan a bank deposit slip which shows your account name and number.*

**5. Project Plan**

Briefly describe your proposed initiative:

Prescient Nutrition (Prescient) is a Palmerston North-based start-up that diverts food waste from landfill into high nutritional quality animal foods and feeds using insects. The insect of choice is Black Soldier Fly Larvae (BSFL) that consume a vast range of food waste and other organic matter, generate zero waste and provide a sustainable, live feed source for a wide range of birds, reptiles, fish and amphibians including for some of New Zealand's most endangered animals.

Nga Manu Nature Reserve has been feeding live insects supplied by Prescient to a number of its captive animals including Tuatara, Kiwi and Whio since November 2017 and recently

identified an opportunity to work closer with Prescient as part of a collaboration to support its future plans.

Through the project, Prescient will establish a small, self-contained insect growing unit at Nga Manu, which will divert approximately 1 tonne of food waste per annum collected from visitors to the nature reserve into premium live insects, that Nga Manu will harvest and feed to its native animals.

The project will facilitate community participation and education of alternative waste minimisation techniques by occupying a prominent location in the reserve, where all visitors (including large groups of school children) will encounter and be able to contribute their food waste into it. Educational messaging will be utilized by the park staff when demonstrating the unit to visitors and the unit itself will have educational messaging in the form of a permanent poster.

Expected start and end dates:

Start date: 1/01/2020

End date: 1/05/2020

Is this a new or ongoing initiative?

☒ New

☐ Ongoing

#### **Primary Criteria**

I am applying as a:

☒ Business

☐ Organisation

☐ Neighbourhood group with the direct involvement of at least 5 households

*If you are applying as a project with householder involvement, please attach a copy of minutes of the meeting at which it was resolved that this application be made and listing the names, addresses and contact details of at least 5 participating households. If there are more than 5 households participating, please indicate the total number directly involved.*

How will the initiative lead to long term waste minimisation actions by participants?

Based on scaling (down) existing insect-based technology, Prescient has determined the optimum size of the insect unit to divert up to 1 tonne of collected food waste per annum. The unit will be constructed from robust materials including commercial insulated panel and stainless steel. It is likely the unit will easily exceed a life of 5 years.

Prescient and Nga Manu will continue to work together with Orgainc Wealth at completion of the project to maximise food waste converted into insects; at the same time balancing insect output required by Nga Manu.

It is anticipated that future units will be established within (and outside) the KCDC boundary and scaled up or down to divert new sources of food waste; up to 4 tonnes of food waste per week. An example might be a larger or additional unit at Nga Manu to manage food waste from new operations within the reserve in the future.

Describe the geographical boundaries of the initiative's activities:



The initiative will be located at Nga Manu Nature Reserve.

Describe how success will be quantified and reported back to the Council:

The project will be completed when the insect unit is determined to be commissioned by Prescient and Nga Manu.

Waste reduction will be measured by approximating the weight of food waste collected per bin based on percentage full. The project team considers the type of food waste collected from around the reserve will not vary widely and therefore approximations will be relatively accurate. All weights will be recorded and regular correlations of weight at percentage full will be performed; adjustments to the factors applied will be made accordingly.

### **Secondary Criteria**

If applicable, describe how the initiative meets the secondary criteria listed in the Application Guidelines:

The project brings together a well known nature reserve (ie, Nga Manu) and waste advisory (ie, Organic Wealth) based in the Kapiti Coast district to convert food waste collected from around the reserve into a live feed source for native animals.

Nga Manu is prepared to co-fund the project with KCDC and no further funding will be required once the project is commissioned.

### **Other Considerations**

Are there any other beneficial elements of the initiative that you feel the Grants Allocation Subcommittee should be aware of?

Raising live insects on location at Nga Manu fed on food waste collected from visitors to the reserve, increases the availability of a sustainable feed source for Nga Manu's animal population, including its 'breed for release' programme, and supports Nga Manu's educational 'pillar'. The proposed growing unit can be used as a tool for visiting school children from the local and wider communities to demonstrate alternative, sustainable options are available for food waste, and it helps feed some pretty amazing animals.

If successful, the project will become the basis for additional, suitably scaled units (more or less capacity than the Nga Manu unit) that can be placed around Kapiti Coast public places and at local community events.

How do you intend to develop/market/promote your project?

Nga Manu are a fully supportive customer requiring no additional marketing. Beyond the immediate project, marketing will be achieved through our professional and social networks.

Does your initiative have support or involvement of the community/neighbours/other groups? If so, please provide details and attach letters of support, if available:

Not at this time – the project objective is to deliver an operational unit to Nga Manu. A letter of support from Nga Manu is attached to this application.

Describe any previous experience your business/organisation/project group has had managing community projects:

Prescient will collaborate with Organic Wealth on this project who are well recognised within the local community for delivering and managing waste reduction projects.

Is this initiative affected by any Council bylaws and/or regulations? If so, please name the bylaw or regulation and describe how its requirements will be met:

Not applicable.

Please list any relevant supporting information (e.g. meeting minutes resolving to undertake this project/apply for the Fund; project plans) and attach copies:

A letter of support from Nga Manu is attached to this application.

#### **6. Funding Details**

There is no overall maximum or minimum grant amount per application. Please check the guidelines for a list of eligible and ineligible costs. Three supporting quotes are required (if possible) for any proposed equipment purchases.

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.

If you are registered for GST, do not include GST in your costs.

If you are not registered for GST, please provide total costs (i.e. including GST where applicable).

#### **Total cost of initiative: (\$)**

\$12,480 excl. GST

A breakdown of the project costs is attached to this application.

#### **Total amount applied for from the Waste Levy Fund: (\$)**

*Please indicate incl. or excl. GST*

\$5,000 excl. GST

#### **Breakdown of application by task and item:**

Design – finalise unit dimensions and approve design drawings.

Construction/ fabrication – work with relevant contractors to construct relevant components to the design drawing/s. Accept the final unit.

Commissioning – deliver unit to site at Nga Manu, work with their team to set the first “dose” of insects up, establish suitable environmental controls, rectify any faults/ issues. Reach agreement with Nga Manu that the unit is commissioned.

On-going food collection – establish a suitable system to collect food waste from the reserve and deliver it to insect unit for consumption.

Please provide details of any other sources of funding/sponsorship, or applications made for such:

Nga Manu are prepared to fund the balance of the project.

Is this initiative likely to be recurring or extend beyond the twelve months of this funding round?

☐ Yes

☒ No

If yes, what is the potential for the initiative being or becoming self-funding?

N/A

Does this project require any other resources or support?

Only those provided by Prescient, Nga Manu and Organic Waste and costed into the project.

## 7. Declaration

*Please provide two signatures*

We hereby declare that the information supplied here on behalf of our organisation is correct.

We consent to Kāpiti Coast District Council collecting and retaining the personal contact details provided in this application and using these details for the purpose of assessment of this scheme.

If the application is successful, we agree to use the monies for the purpose for which they are granted and account for them, or in the event that is not possible, such monies will be refunded to the Council. If the actual cost of purchased equipment is lower than the initial quote, the difference will be refunded to the Council. Proof-of-purchase will be forwarded to the Council.

We have obtained the consent of the contact person to provide these details. This consent is given in accordance with the Privacy Act 1993.

Name of person completing this application:

Bruce Miller

Position:

Director

Organisation:

Prescient Nutrition Ltd

Signature (insert scanned image from your computer):



---

Date: 5/09/2019

Supporting signatory:

Name:

Matu Booth

Position:

Manager

Organisation:

Nga Manu

Signature (insert scanned image from your computer):



Date: 6/09/2019

#### 8. Checklist

*Have you...*

- ☐ Completed all sections of this form?
- ☐ Attached all relevant supporting documentation including copies of quotes?
- ☐ Attached proof of business, organisation or project bank account requiring two or more signatories?
- ☐ Obtained consent of the contact person to provide their details?
- ☐ Signed and dated the application form?

Please send your application, to be received by 12pm on 20 September 2019;

Electronically to: [waste@kapiticoast.govt.nz](mailto:waste@kapiticoast.govt.nz)

By post to: Waste Levy Fund  
C/- Katharina Kennedy  
Kāpiti Coast District Council  
Private Bag 60601  
Paraparaumu 5254

Or deliver to: Katharina Kennedy  
Kāpiti Coast District Council  
175 Rimu Road  
Paraparaumu



		Value	Quantity	Total cost	Comments
<b>Box costs</b>	Design	600	1	600	
	Physical unit (insulated panel)	4,910	1	4,910	Bondor (refer attached quote). Alternative quote from Total Sheetmetals was discounted (also attached)
	Growing tray	240	2	480	Total Sheetmetals (refer attached quote)
	Harvesting tray	340	2	680	Total Sheetmetals (refer attached quote)
	Collection tray	240	2	480	Total Sheetmetals (refer attached quote)
	Tray racking	1,000	1	1,000	Estimated value Total Sheetmetals (quote pending)
	Mounted rough terrain wheels (lockable)	200	1	200	Cost from website
	Spare growing tray	240	1	240	Total Sheetmetals (refer attached quote)
	<i>Box costs subtotal</i>			8,590	
<b>Environmental control</b>	Heater	50	1	50	Cost from website
	Extractor	150	1	150	Cost from website
	Air flow damper	50	1	50	Cost from website
	Temperature/ humidity controller	100	1	100	Cost from website
	Perforated false wall (air flow)	300	1	300	Estimated value Total Sheetmetals (quote pending)
	<i>Environmental control subtotal</i>			650	
<b>Other</b>	Electrical connection	80	3	240	Estimated
	Project management and commissioning costs	1,250	1	1,250	Prescient Nutrition
	Food waste collection bins, labels, etc (32l wheelie bin @ \$16ea + labels @ \$5ea - excl GST)	500	1	500	Organic Wealth
	Educational support material (eg, poster)	250	1	250	Organic Wealth
	Contingency	1,000	1	1,000	
	<i>Other subtotal</i>			3,240	
	<b>Total project cost</b>			<b>12,480</b>	



To whom it may concern,

Nga Manu has benefitted from its relationship with Prescient Nutrition since November 2017. Since that time Prescient have supplied black soldier fly larvae on a fortnightly basis which are fed out to our reptiles and birds. Live insects make up a considerable proportion of Nga Manu's captive animal-feed budget. Nga Manu already produce a portion of its live insect requirements on site but as the organisation increases its involvement in reptile advocacy and breeding-for-release programmes the need for live insects is bound to increase.

Prescient Nutrition's proposal for an on-site insect-growing unit would be a highly visible initiative supporting Nga Manu's already well established back-of-house food production.

We see numerous benefits for Nga Manu arising from the initiative. In the first place there is the obvious benefit of increased production of live insects, but the opportunities for advocacy associated with the food waste minimalisation are no less compelling. Nga Manu is a site visited by large numbers of school students (the Trust identified education as one of its founding objectives) – and this initiative provides a huge potential to showcase this innovative approach to re-cycling.

We have been provided with a break-down of the set-up costs for the unit by Prescient Nutrition, and will contribute costs of \$7,480, which would be the be in addition to the applied for KCDC funding of \$5,000.

Regards,

Matu Booth (Manager)

Nga Manu Nature Reserve



68 Malden Street  
P O Box 4685  
Palmerston North  
Office: (06) 358 2222

18<sup>th</sup> June 2019

Bruce Miller  
**Prescient Nutrition**  
Email: [bruce.miller@prescientnutrition.co.nz](mailto:bruce.miller@prescientnutrition.co.nz)

Dear Bruce,

**RE: ESTIMATE FOR HARVESTING TROLLEY CABINET**

We have pleasure in submitting our Estimate to Fabricate and Supply a Harvesting Trolley Cabinet, as per your request.

**Harvesting Trolley Cabinet**

**Estimate Price: \$8,300.00+GST Per Unit**

♦ We note an additional estimated design cost of **\$600.00+GST**

**We Have Allowed For:**

- 50x50x2mm T304 SHS frame.
- 1.5mm T304 panels.
- 4mm Acrylic viewing window: 1300mm (w) x 300mm (h)
- 3 x Doors on the back of the cabinet for trolley access.
- Mounting plates to fix the cabinet to the floor.

**We Have Not Allowed For:**

- Heating, ventilation, humidifying and dehumidifying equipment and controls.

All works have been quoted during our standard business hours being 7.30am-5.00pm Monday to Friday.

We note our terms of trade as attached to this estimate. Acceptance of our estimate is acceptance of our terms of trade. Please Note: This Estimate is valid for 30 days.

Total Sheetmetals would like to take this opportunity to thank you for this enquiry and if you have any further queries please do not hesitate to contact myself.

Kind Regards,

Brandon Cawood  
Workshop Manager  
Quote ref:DM0237

## QUOTATION – Supply and Install



To: Prescient Nutrition

Attention: Bruce Miller

Date: 4th July 2019

Project: Nga Manu Box

Quotation Number: 057118

### General Description of goods and services to be supplied by Bondor

To Supply and install the following:

Description: Pre built "demonstration" unit

- Bondor EPS Panels – colour (cp/cp) Titania; 1200mm width modules – 0.57mm thick steel sheets – panel profile flat
- Powdercoated finished aluminium extrusions
- Powder coated Aluminium rivets
- Silaflex C sealant to extrusion/panel junctions
- One pair of 50mm Process doors for service access
- One viewing windows
- Pre-built
- Two openings for your vents/filters
- Ex factory

**BONDOR PANELS (ex GST) = \$ 4,910.00**

Based on your supplied sketch

Standard Bondor Specification and details. Please note construction details shown may be substituted to standard Bondor installation details.  
This quotation incorporates construction details to a Group 2 classification under C/AS1-AS7 Protection from fire, C/VM2.

### Exclusions

No allowance has been made for the following:

1. Penetrations
2. Steelwork (hot or cold rolled) including support fixing holes
3. Fire Engineering
4. Refrigeration
5. Shop Drawings, Design and engineering.
6. Incidental services such as plumbing, electrical and drainage.
7. Any item not described in the above description of works

1

**Bondor NZ Pty Ltd**

ABN: 13 156 186 033

122 Kaimanawa Street  
Palmerston North 4414  
New Zealand

PO Box 9028  
Palmerston North 4441  
New Zealand

T 64 6 354 7333  
E nz@bondor.co.nz

Offices New Zealand wide  
[www.bondor.co.nz](http://www.bondor.co.nz)





**Notes**

All Prices are excluding G.S.T

1. This quotation may be withdrawn at any time prior to acceptance by the customer and shall otherwise be valid for 30 days from the date of issue.
2. This quotation is based on the Construction Contracts Act 2002. Bondor New Zealand Ltd standard Terms and Conditions of sale apply to this quotation until a sub-contract is accepted by both parties, we will continue to work with a letter of intent, but our Terms and Conditions of sale apply.
3. Payment conditions need to be agreed prior to entering into a sub contract agreement.
4. Bondor New Zealand Ltd does not accept any responsibility for the design of any penetrations or flashing details. All details provided must comply with E2/AS1 2005
5. Client's responsibility to ensure Panel type and detailing is suitable for the end use of the Building.
6. No allowance has been made for any special contract conditions, liquidated damages, retentions, consequential loss or the like.
7. Bondor New Zealand Ltd will ensure its compliance with relevant Health and Safety legislation, and the Bondor New Zealand Ltd Safety Policy.
8. Defects liability period to be 3 months from the completion of the sub contract work.

**Warranty:**

Upon request Bondor may provide a conditional Warranty for a completed project. The maximum term of up to 15 years for materials and 2 years for workmanship. Warranty will be issued only upon receiving of all monies owed on this contract.

**PLEASE NOTE:** There are number of factors that influence the warranty period. For example the internal application and the environmental categories. Once we have specific details of your development we will be able to confirm a warranty specific to your project. Please note that not all applications can be warranted, (e.g. applications in a harsh environment or involving a non-recommended use of the product.)

In order for the warranty periods to remain valid, the building owner is required to carry out a regular programme of inspections and maintenance in accordance with the Bondor New Zealand Ltd Maintenance Guide.

Unless specifically varied by above, all items and works shall be undertaken pursuant to Bondor Terms and Conditions of Sale (copy is available upon request).

We trust the above is in line with your requirements and await your further instructions. Should you have any queries on the above, please do not hesitate to contact the undersigned.

Yours Faithfully,  
**BONDOR NEW ZEALAND**

  
Phil Julian  
Manager

2

**Bondor NZ Pty  
Ltd**

ABN: 13 156 186 033

122 Kaimanawa Street  
Palmerston North 4414  
New Zealand

PO Box 9028  
Palmerston North 4441  
New Zealand

T 64 6 354 7333  
E nz@bondor.co.nz

Offices New Zealand wide  
**www.bondor.co.nz**





68 Malden Street  
P O Box 4685  
Palmerston North  
Office: (06) 358 2222

8<sup>th</sup> July 2019

Bruce Miller  
Prescient Nutrition  
Email: [bruce.miller@prescientnutrition.co.nz](mailto:bruce.miller@prescientnutrition.co.nz)

Dear Bruce,

**RE: ESTIMATE OPTIONS FOR STAINLESS STEEL TRAY**

We have pleasure in submitting our Estimate Options for the Fabrication of a Stainless Steel Tray, as per your email request received on Sunday 7<sup>th</sup> July 2019.

► *Please note this is indicative only, pricing can be revised once your design is confirmed.*

1 x Tray (Solid Base) **\$240.00+GST Each**

**We Have Allowed For:**

- 1.5mm T304 2b stainless steel.
- 520x360x130mm (LxWxH).
- Folded safe edge around the top.
- Welded corners.
- Surface finish 2B, welds passivated.

1 x Tray (Perforated Base) **\$340.00+GST Each**

**We Have Allowed For:**

- 1.5mm T304 2b stainless steel sides.
- 1.5mm T304 2b perforated base with 6mm diameter holes.
- 520x360x130mm (LxWxH).
- Folded safe edge around the top.
- Welded corners.
- Surface finish 2B, welds passivated.

All works have been priced during our standard business hours being 7.30am-5.00pm Monday to Friday.

We note our terms of trade as attached to this estimate. Acceptance of our estimate is acceptance of our terms of trade. Please Note: This Estimate is valid for 30 days.

Total Sheetmetals would like to take this opportunity to thank you for this enquiry and if you have any further queries please do not hesitate to contact myself.

Kind Regards,

Damian Mulcahy  
Manager  
Quote ref: DM0260

**Waste Levy Fund for Community Projects  
Application Form**

*Please read the Fund Criteria & Application Guidelines before completing this form.*

**1. Name of Project/Business/Organisation Applying:**

TKKM o Te Rito

**2. Contact Person:** *Please obtain the consent of this person to provide their details. This consent is required in accordance with the Privacy Act 1993.*

Name:

Raureka Gray

Role within project/business/organisation:

Administrator

Contact address:

Financial Admin

Contact phone numbers:

Day: 06 3645207

Night: Click here to enter text.

Email address:

raureka@terito.school.nz

How did you find out about the Waste Reduction Grants?

Through one of our school parents

**3. Applicant's GST Number (if applicable):**

56-603-84

**4. Bank Account Details:**

*Please attach or scan a bank deposit slip which shows your account name and number.*

**5. Project Plan**

Briefly describe your proposed initiative:

To reduce rubbish by making soaps

Expected start and end dates:

Start date: 26/08/2019

End date: end of the school year

Is this a new or ongoing initiative?

☒ New

☐ Ongoing

**Primary Criteria**

I am applying as a:

☐ Business

☒ Organisation - School

☐ Neighbourhood group with the direct involvement of at least 5 households

*If you are applying as a project with householder involvement, please attach a copy of minutes of the meeting at which it was resolved that this application be made and listing the names, addresses and contact details of at least 5 participating households. If there are more than 5 households participating, please indicate the total number directly involved.*

How will the initiative lead to long term waste minimisation actions by participants?

It will teach our kids to make soaps, instead of buying packaged soaps.

Describe the geographical boundaries of the initiative's activities:

Otaki

Describe how success will be quantified and reported back to the Council:

Through photos and seeing what our students will be making, and to see the reduction in waste from making soaps instead of purchasing it from shops.

**Secondary Criteria**

If applicable, describe how the initiative meets the secondary criteria listed in the Application Guidelines:

It is a project for our young students.

**Other Considerations**

Are there any other beneficial elements of the initiative that you feel the Grants Allocation Subcommittee should be aware of?

Click here to enter text.

How do you intend to develop/market/promote your project?

Click here to enter text.

Does your initiative have support or involvement of the community/neighbours/other groups?

If so, please provide details and attach letters of support, if available:

Click here to enter text.

Describe any previous experience your business/organisation/project group has had managing community projects:

In the past we've held workshops within our school to make reuseable sandwich bags.

Is this initiative affected by any Council bylaws and/or regulations? If so, please name the bylaw or regulation and describe how its requirements will be met:

No.

Please list any relevant supporting information (e.g. meeting minutes resolving to undertake this project/apply for the Fund; project plans) and attach copies:

[Click here to enter text.](#)

#### 6. Funding Details

There is no overall maximum or minimum grant amount per application. Please check the guidelines for a list of eligible and ineligible costs. Three supporting quotes are required (if possible) for any proposed equipment purchases.

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.

If you are registered for GST, do not include GST in your costs.

If you are not registered for GST, please provide total costs (i.e. including GST where applicable).

**Total cost of initiative: (\$)**

\$855.00

**Total amount applied for from the Waste Levy Fund: (\$)**

*Please indicate incl. or excl. GST*

\$855.00 excl.

#### Breakdown of application by task and item:

Equipment: Hand Mixers, Scales, Safety Glasses and Gloves, Thermometer, Glass measuring jugs - \$365

Ingredients: Shea Butter, Caustic Soda, Coconut Oil, Beeswax, Essential Oil, Natural Colouring, Grapeseed oil - \$490

Please provide details of any other sources of funding/sponsorship, or applications made for such:

[Click here to enter text.](#)

Is this initiative likely to be recurring or extend beyond the twelve months of this funding round?

☒ Yes

☐ No

If yes, what is the potential for the initiative being or becoming self-funding?

We are hoping it can be self-funding in the future.

Does this project require any other resources or support?

No.

**7. Declaration**

*Please provide two signatures*

We hereby declare that the information supplied here on behalf of our organisation is correct.

We consent to Kāpiti Coast District Council collecting and retaining the personal contact details provided in this application and using these details for the purpose of assessment of this scheme.

If the application is successful, we agree to use the monies for the purpose for which they are granted and account for them, or in the event that is not possible, such monies will be refunded to the Council. If the actual cost of purchased equipment is lower than the initial quote, the difference will be refunded to the Council. Proof-of-purchase will be forwarded to the Council.

We have obtained the consent of the contact person to provide these details. This consent is given in accordance with the Privacy Act 1993.

Name of person completing this application:

Raureka Gray

Position:

Financial Admin

Organisation:

TKKM o Te Rito

Signature (insert scanned image from your computer):



---

Date: 15/08/2019

Supporting signatory:

Name:

Janey Wilson

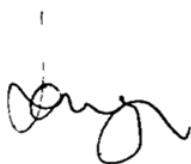
Position:

Principal

Organisation:

TKKM o Te Rito

Signature (insert scanned image from your computer):

  
\_\_\_\_\_

Date: 15/08/2019

#### 8. Checklist

*Have you...*

- ☐ Completed all sections of this form?
- ☐ Attached all relevant supporting documentation including copies of quotes?
- ☐ Attached proof of business, organisation or project bank account requiring two or more signatories?
- ☐ Obtained consent of the contact person to provide their details?
- ☐ Signed and dated the application form?

Please send your application, to be received by 12pm on 20 September 2019;

Electronically to: waste@kapiticoast.govt.nz

By post to: Waste Levy Fund  
C/- Katharina Kennedy  
Kāpiti Coast District Council  
Private Bag 60601  
Paraparaumu 5254

Or deliver to: Katharina Kennedy  
Kāpiti Coast District Council  
175 Rimu Road  
Paraparaumu



**From:** [Raureka Gray](#)  
**To:** [Katharina Kennedy](#)  
**Subject:** Re: Waste Reduction Grant  
**Date:** Thursday, 15 August 2019 2:40:51 PM  
**Attachments:** [Screen Shot 2019-08-15 at 2.35.24 PM.png](#)  
[Screen Shot 2019-08-15 at 2.30.13 PM.png](#)  
[Screen Shot 2019-08-15 at 2.33.56 PM.png](#)  
[SKM\\_C308R1619081514360.pdf](#)

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Kia Ora Katharina,

Thank you for your reply.

Please see below screenshots from Briscoes, Mitre 10 and Pure Nature for the resources we would need. All are GST inclusive on the screenshot but I put the GST excl. amount on our application. I've also attached our preprinted deposit slip as proof of bank account.

If you need anything else please let me know.

Screen Shot 2019-08-15 at 2.33.56 PM.png





Screen Shot 2019-08-15 at 2.30.13 PM.png



Screen Shot 2019-08-15 at 2.35.24 PM.png

Naku iti nei,

Raureka Gray

*Kaitiaki Putea*

*Te Kura Kaupapa Maori o Te Rito 4211*

06 3645207



On Thu, 15 Aug 2019 at 12:16, Katharina Kennedy  
<[Katharina.Kennedy@kapiticoast.govt.nz](mailto:Katharina.Kennedy@kapiticoast.govt.nz)> wrote:

Kia ora Raureka,

Thank you very much for your application.

Can you please also submit quotes for your planned purchases (screenshots from websites or similar is sufficient), as well as proof of your organisation's bank account (e.g. a bank deposit slip)?

At this stage, the Council meeting where funding will be allocated is planned for early to mid December – I will let you know of the outcome as soon as I can.

Kind regards

**Katharina Kennedy**  
Waste Minimisation Services Officer  
Te Apiha Ratonga Whakaiti Para

Kapiti Coast District Council  
Tel 04 2964 765  
Mobile 027 5554 765

[www.kapiticoast.govt.nz](http://www.kapiticoast.govt.nz)

**From:** Raureka Gray [mailto:[raureka@terito.school.nz](mailto:raureka@terito.school.nz)]  
**Sent:** Thursday, 15 August 2019 10:19 AM  
**To:** Resource - Waste Station Hoods <[waste@kapiticoast.govt.nz](mailto:waste@kapiticoast.govt.nz)>  
**Subject:** Waste Reduction Grant

Kia Ora,

Please see attached our application.

Naku iti nei,

Raureka Gray

*Kaitiaki Putea*

*Te Kura Kaupapa Maori o Te Rito 4211*

06 3645207



----- Forwarded message -----

From: <[raureka@terito.school.nz](mailto:raureka@terito.school.nz)>

Date: Thu, 15 Aug 2019 at 10:15

Subject: Message from KM\_C308R1604

To: <[raureka@terito.school.nz](mailto:raureka@terito.school.nz)>

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This email has been scrubbed for your protection by SMX. For more information visit  
[smxemail.com](http://smxemail.com)

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## Waste Levy Fund for Community Projects Application Form

*Please read the Fund Criteria & Application Guidelines before completing this form.*

**1. Name of Project/Business/Organisation Applying:**

Waikanae Golf Club

**2. Contact Person:** *Please obtain the consent of this person to provide their details. This consent is required in accordance with the Privacy Act 1993.*

Name:

Kevin Hanlon

Role within project/business/organisation:

Board Member

Contact address:

97 Te Moana Road

Contact phone numbers:

Day: 04 293 6399

Night: 021 660 335

Email address:

waikanae.memberservices@golf.co.nz

How did you find out about the Waste Reduction Grants?

Through Organic Wealth consultant Careoline-Charlotte Myers

**3. Applicant's GST Number (if applicable):**

94-212-294

**4. Bank Account Details:**

*Please attach or scan a bank deposit slip which shows your account name and number.*

**5. Project Plan**

Briefly describe your proposed initiative:

In November 2018 we participated in the Save on Waste programme with Organic Wealth and received a free waste audit and report service. The report showed that 85% of our waste to landfill was comprised of organic waste (50% greenwaste and 35% food waste). We would like to reduce our environmental impact by setting up an on-site composting operation at the Golf Course.

Expected start and end dates:

Start date: 1/12/2019

End date: 1/12/2020

Is this a new or ongoing initiative?

☒ New

☐ Ongoing

### Primary Criteria

I am applying as a:

☐ Business

☒ Organisation

☐ Neighbourhood group with the direct involvement of at least 5 households

*If you are applying as a project with householder involvement, please attach a copy of minutes of the meeting at which it was resolved that this application be made and listing the names, addresses and contact details of at least 5 participating households. If there are more than 5 households participating, please indicate the total number directly involved.*

How will the initiative lead to long term waste minimisation actions by participants?

Through this project we hope to firmly establish a successful composting system that staff can use to dispose of their organic waste. The system will then be used ongoing every year thereafter.

Describe the geographical boundaries of the initiative's activities:

Waikanae Golf Club

Describe how success will be quantified and reported back to the Council:

We will provide a mid project and end of project report to Council

### Secondary Criteria

If applicable, describe how the initiative meets the secondary criteria listed in the Application Guidelines:

The project will draw on the skills and knowledge of our local gardener. We have many visitors young and old that come to the Golf Club, either to play golf or dine at the café. We hope to inspire them to also divert their organic waste from the landfill by showing them our composting system. The project will become self sustaining after the first year as the system will be set up and the only additional costs will be the Zing Bokashi used to ferment the food waste, estimated at about \$90 a year. We will be able to cover these ongoing costs.

### Other Considerations

Are there any other beneficial elements of the initiative that you feel the Grants Allocation Subcommittee should be aware of?

[Click here to enter text.](#)

How do you intend to develop/market/promote your project?

We will advise members on our regular newsletter that goes out.

Does your initiative have support or involvement of the community/neighbours/other groups? If so, please provide details and attach letters of support, if available:

Yes, Careoline-Charlotte from Organic Wealth will support the project for the first year. Also ParTee Café and Catering are eager to participate in the project.

Describe any previous experience your business/organisation/project group has had managing community projects:

Click here to enter text.

Is this initiative affected by any Council bylaws and/or regulations? If so, please name the bylaw or regulation and describe how its requirements will be met:

No. The food waste will be fermented in an enclosed bokashi wheelie bin system which will also reduce odours before being emptied into a rodent proof compost bin and mixed with our green waste.

Please list any relevant supporting information (e.g. meeting minutes resolving to undertake this project/apply for the Fund; project plans) and attach copies:

This project has been approved by the board.

## **6. Funding Details**

There is no overall maximum or minimum grant amount per application. Please check the guidelines for a list of eligible and ineligible costs. Three supporting quotes are required (if possible) for any proposed equipment purchases.

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.

If you are registered for GST, do not include GST in your costs.

If you are not registered for GST, please provide total costs (i.e. including GST where applicable).

**Total cost of initiative: (\$)**

\$1,422

**Total amount applied for from the Waste Levy Fund: (\$)**

*Please indicate incl. or excl. GST*

\$1,422 excl gst

### **Breakdown of application by task and item:**

Compost Equipment totalling \$627:

Item	Qty	Sale Price	Ext Price
Taurus Compost Bin 400L	2	85	170
Green Food Buckets 20L	5	25	125

Bokashi Wheelie Bins 120L	2	120	240
Bokashi Zin! 5kg Bags	2	46	92
			627

Composting support from Organic Wealth including system set up and regular support visits, including report writing. Total \$795.

Please provide details of any other sources of funding/sponsorship, or applications made for such:

N/A

Is this initiative likely to be recurring or extend beyond the twelve months of this funding round?

☒ Yes

☐ No

If yes, what is the potential for the initiative being or becoming self-funding?

It will be self funded by Waikanae Golf Club ongoing.

Does this project require any other resources or support?

No thank you.

## **7. Declaration**

*Please provide two signatures*

We hereby declare that the information supplied here on behalf of our organisation is correct.

We consent to Kāpiti Coast District Council collecting and retaining the personal contact details provided in this application and using these details for the purpose of assessment of this scheme.

If the application is successful, we agree to use the monies for the purpose for which they are granted and account for them, or in the event that is not possible, such monies will be refunded to the Council. If the actual cost of purchased equipment is lower than the initial quote, the difference will be refunded to the Council. Proof-of-purchase will be forwarded to the Council.

We have obtained the consent of the contact person to provide these details. This consent is given in accordance with the Privacy Act 1993.

Name of person completing this application:

Kevin Hanlon

Position:

Board Member

Organisation:

Waikanae Golf Club

Signature (insert scanned image from your computer):





---

Date: 13/09/2019

Supporting signatory:

Name:

Careoline-Charlotte Myers

Position:

Waste Minimisation Consultant

Organisation:

Organic Wealth

Signature (insert scanned image from your computer):



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Date: 20/09/2019

#### 8. Checklist

*Have you...*

- ☒ Completed all sections of this form?
- ☒ Attached all relevant supporting documentation including copies of quotes?
- ☒ Attached proof of business, organisation or project bank account requiring two or more signatories?
- ☒ Obtained consent of the contact person to provide their details?
- ☒ Signed and dated the application form?

Please send your application, to be received by 12pm on 20 September 2019;

Electronically to: [waste@kapiticoast.govt.nz](mailto:waste@kapiticoast.govt.nz)

By post to: Waste Levy Fund

C/- Katharina Kennedy  
Kāpiti Coast District Council  
Private Bag 60601  
Paraparaumu 5254

Or deliver to:

Katharina Kennedy  
Kāpiti Coast District Council  
175 Rimu Road  
Paraparaumu





17<sup>th</sup> September 2019

Waikanae Golf Club

**COMPOST BIN SYSTEM QUOTATION**

Hi Kevin,

Please find following our quotation for the rodent proof bokashi composting bin system as discussed.

Taurus Compost Bin 400L	2	85	170
Green Food Buckets 20L	5	25	125
Bokashi Wheelie Bins 120L Incl Labels	2	120	240
Bokashi Zing! 5kg Bags	2	46	92
			627

Kindest regards,

Careoline-Charlotte Myers

**Waste Minimisation Consultant**

Phone: (021) 2444 617

Email: [director@organicwealth.nz](mailto:director@organicwealth.nz)

Visit [www.organicwealth.nz](http://www.organicwealth.nz)

Or [www.choicecomposting.co.nz](http://www.choicecomposting.co.nz)



**Appendix C: Summary of Reports from Successful Category 3 Applicants 2018/19**

Full reports including photos are available on request.

1. **Zero Waste Ōtaki** was granted \$2,689.99 to fund training for two people to attend courses run by the Zero Waste Network. They have spent about half of this funding so far on consultation with Matthew Luxon from the Zero Waste Network. As the costs for Zero Waste Network training courses have come down due to government funding, the remaining funds will be used to allow five members of Zero Waste Ōtaki to attend Resource Recovery training courses, as well as one member to attend Site Safe and First Aid courses. Their intent is to have completed these courses by the end of the year.
2. **Repair Cafe Kāpiti** was granted \$2,300.00 to organise and run two repair cafes. The first one took place on 7 July 2019 in Paekākāriki. 50 participants registered, but many represented families with multiple repairs. Organisers estimate the following repairs took place: 16 electrical repairs, 9 mending repairs, 9 bikes sorted out, punctures and brakes and chains (possibly more), ca. 50 tools and axes sharpened, 46 reusable sanitary pads sewn, 6 bees wax wraps refreshed, ca. 30 people took away zero waste cleaners and recipes; the overall estimate was that 97% of the items that were brought in could be repaired. The second repair café took place on 19 October 2019 in Ōtaki. Organisers estimate that 60+ people attended, with roughly 50 items repaired (electrical, sewing, toys, mechanical, bikes, garden tools etc.), 45 re-usable sanitary pads sewn, and zero waste cleaners given away. Another event is planned for February 2020.
3. **Organic Wealth** was granted \$4,488.00 to help Kāpiti coffee shops divert coffee grounds from landfill. The funding was for cost of equipment, project management costs and a five-month collection service for the participating cafes. Currently, coffee grounds are collected from eight cafes, and the goal is to sign up two more. Based on current pick-up amounts, Organic Wealth estimates they will divert 8.5 tonnes of coffee grounds from landfill per year (up to 10 tonnes when two more cafes have been signed up). Coffee grounds are used by members of the community in private gardens. To sustain the collection service post Council funding, a collection fee will be introduced.
4. **Centre Kidz Preschool** was granted \$534.96 for 1 compost bin and 4 garden hand tools. They have not yet submitted their report.
5. **Ōtaki Kite Festival** was granted \$1,000.00 to help reduce waste at the event. Funds were used as incentives for teams monitoring the waste stations to avoid contamination – these consisted of two local groups who received a koha of \$500 each, as well as the Green Party who monitored one of the stations for free. The waste station monitors contributed to a good diversion result for the festival: Of a total of 350.5kgs of waste collected, only 85kgs had to go to landfill, which equals a diversion rate of 76%.
6. **Best Start Paraparaumu** was granted \$1,537.95 for 3 compost bins, 2 worm farms and garden tools. They have not yet submitted their report.
7. **Raumati South Kindergarten** was granted \$380.00 to purchase two rolling compost bins. The kindergarten performed before (October 2018) and after waste audits and reported the following results: "Hand towels: Oct 18 1kg, Now 250g; Paper: Oct 18 600g, Now 400g; Organics: Oct 18 6kg, Now 1.8kg; General rubbish: Oct 18 600g, Now 500g. The results displayed that we had reduced our waste in every category, with huge reductions in the use of hand towels and organics (fruit and vegetables). It has been very pleasing to learn that through introducing strategies like the paper towel challenge (using only one paper towel to dry hands) and the new

rolling compost bins we have significantly reduced our waste. The children have demonstrated a lot of energy and enthusiasm towards the concept of waste reduction, they are inquisitive and wish to learn more. We have learned from parent feedback that the children have been sharing this learning at home and this can only promote the idea of waste reduction in our community.

**8 PUBLIC EXCLUDED REPORTS**

**RESOLUTION TO EXCLUDE THE PUBLIC**

**PUBLIC EXCLUDED RESOLUTION**

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>8.1 - Expressions of Interest as appendix for report "Recommendations on Waste Levy Grant applications"</b>	Section 7(2)(b)(ii) - the withholding of the information is necessary to protect information where the making available of the information would be likely unreasonably to prejudice the commercial position of the person who supplied or who is the subject of the information	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