



# **RĀRANGI TAKE AGENDA**

## **Te Komiti Tuku Tahua Pūtea | Grants Allocation Committee (Waste Levy) Meeting**

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

**Te Rā | Date: Tuesday, 19 November 2024**

**Te Wā | Time: 9.30am**

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

**Sean Mallon  
Group Manager Infrastructure and Asset Management**

**Kāpiti Coast District Council**

**Notice is hereby given that a meeting of the Te Komiti Tuku Tahua Pūtea | Grants Allocation Committee (Waste Levy) will be held in the Council Chamber, Ground Floor, 175 Rimu Road, Paraparaumu, on Tuesday 19 November 2024, 9.30am.**

**Te Komiti Tuku Tahua Pūtea | Grants Allocation Committee (Waste Levy) Members**

Cr Nigel Wilson	Chair
Cr Glen Cooper	Deputy
Mayor Janet Holborow	Member
Cr Rob Kofoed	Member
Cr Shelly Warwick	Member
Mr Tonchi Begovich	Member
Ms Tarn Sheerin	Member
Mr Sean McKinley	Member
Ms Christine Papps	Member
Mr Bernie Randall	Member
Cr Martin Halliday	Member

## **Te Raupapa Take | Order Of Business**

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<b>3</b>	<b>Whakapāha   Apologies.....</b>	<b>5</b>
<b>4</b>	<b>Te Tauākī o Te Whaitake ki ngā Mea o te Rārangi Take   Declarations of Interest Relating to Items on the Agenda .....</b>	<b>5</b>
<b>5</b>	<b>He Wā Kōrero ki te Marea mō ngā Mea e Hāngai ana ki te Rārangi Take   Public Speaking Time for Items Relating to the Agenda .....</b>	<b>5</b>
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<b>8</b>	<b>Karakia Whakamutunga   Closing Karakia.....</b>	<b>65</b>





**1      NAU MAI | WELCOME**

**2      KARAKIA A TE KAUNIHERA | COUNCIL BLESSING**

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

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

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

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

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

**3      WHAKAPĀHA | APOLOGIES**

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

Notification from Elected Members of:

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

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

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

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

(a) Leave of Absence

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

## 7 PŪRONGO | REPORTS

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

Kaituhi | Author: **David Binstead, Senior Waste Minimisation Officer**

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

### TE PŪTAKE | PURPOSE

- 1 This report seeks approval for the allocation of funding from the Waste Levy Grants contestable fund for 2024-2025 in the Business Waste Reduction category.

### HE WHAKARĀPOPOTO | EXECUTIVE SUMMARY

- 2 The waste levy grants process allocates funding to community groups and to businesses. This report summarises the applications received to the Business Waste Reduction category for the 2024-2025 funding round and seeks approval for final allocation.

### TE TUKU HAEPAPA | DELEGATION

- 3 The Council has the delegation to decide about waste levy revenue spending and consequently about waste levy grants.

### TAUNAKITANGA | RECOMMENDATIONS

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

### TŪĀPAPA | BACKGROUND

- 4 The Waste Minimisation Act 2008 requires operators of waste disposal facilities to pay a levy on residual waste disposed of to landfill. The levy has been set by Government to progressively increase and expand. From 1<sup>st</sup> July 2024 the levy is set at \$60/tonne of waste disposed of to class 1 municipal landfills, and now includes more categories of waste disposal sites required to collect waste levies.
- 5 Approximately half of this levy 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 Te Pūtea Whakamauru Para | Waste Minimisation Fund.

- 6 The Waste Levy Grants Allocation Policy 2020 (Appendix 1), approved by Council on 27 August 2020, sets out how the Kāpiti Coast District Council (Council) will allocate part of the waste levy funding received from MfE - for waste minimisation projects in the Kāpiti district via contestable grants.
- 7 The overall objectives of the Policy are:
  - 7.1 To increase the range, scale, and number of waste minimisation activities on the Kāpiti Coast through effective use of the waste levy fund.
  - 7.2 To ensure optimal and transparent allocation of waste levy funding to waste minimisation projects.
  - 7.3 To support the implementation of the Wellington Regional Waste Management and Minimisation Plan (WMMP).
- 8 Waste levy grants have two categories, each focusing on a different area of support for Kāpiti region waste minimisation. This report covers the applications received under Category 2B: Business Waste Reduction. Category 2A: Seed Funding was allocated for three years of ongoing support from 2022/2023 Council approval. Category 1: Community Projects is covered by a separate report for 2024-2025.
- 9 The **Business Waste Reduction** category of the grant seeks to support existing businesses to implement measures that will lead to long term and measurable minimisation of the waste resulting from the businesses' operations. Projects under the Business Waste Reduction category can apply for up to 50% part-funding of eligible project costs. \$20,000 has been made available for allocation in this category and round.

## HE KŌRERORERO | DISCUSSION

### He take | Issues

- 10 Applications were called for in August 2024 and the grants remained open for six weeks.
- 11 For 2024-2025, contestable Business Waste Reduction category funding was maintained at \$20,000.
- 12 Five (5) applications to the Business Waste Reduction category were received, seeking a total of \$13,383.40, resulting in it being undersubscribed by \$6,616.60.
- 13 Applications were assessed against the criteria in the Waste Levy Grants Allocation Policy 2020 and associated guidance on the Kāpiti Coast District Council website page: [Waste levy grants - Kāpiti Coast District Council \(kapiticoast.govt.nz\)](https://www.kapiticoast.govt.nz/waste-levy-grants)
- 14 They were discussed and assessed by a panel of council officers from the Climate and Connected Communities, Economic Development, and Waste Minimisation teams. Some applicants were contacted by a council officer for clarification or to request further information.
- 15 One application (Katihuki Marae Committee) to the Business Waste Reduction category was reviewed and evaluated as more relevant in the Community Projects category. By agreement the application was amended and assessed under the Community Projects category.
- 16 One application (Beach FM) to the Community Projects category was submitted by a registered business for commercial advertising expenditure. By agreement this was amended to be assessed under both the Community Projects and this Business Waste Reduction categories.
- 17 Three (3) applications are recommended for full funding, one (1) application is recommended for part funding and one (1) application is recommended to be declined.

18 Refer to Section 19, Table 1 and Sections 22 to 55 for further detail.

19 **Table 1: Funding Recommendations for the Business Waste Reduction category**

FULL ALLOCATION OF FUNDING RECOMMENDATION		
Applicant	Requested	Recommended
Crooked Vege Ōtaki	\$1,000	\$1,000
Te Wānanga o Raukawa in Ōtaki	\$2,785	\$2,785
Land Matters	\$745	\$745
PART ALLOCATION OF FUNDING RECOMMENDATION		
The Roastery	\$6,834	\$4,230
DECLINE RECOMMENDATION		
Katihuki Marae Committee	\$2,019.40	-
<b>TOTAL</b>	<b>\$13,383.40</b>	<b>\$8,760</b>
AVAILABLE	\$20,000.00	\$20,000.00
<b>DIFFERENCE</b>	<b>-\$6,616.60</b>	<b>-\$11,240</b>

20 The panel of council officers has recommended part funding where elements of the application are ineligible for funding.

21 The panel has recommended funding be declined for applications that do not meet the objectives of Waste Levy Grants Allocation Policy, and/or where they do not focus on waste minimisation.

### Ngā kōwhiringa | Options

#### Applications recommended for full allocation of funding.

22 **Crooked Vege Ōtaki** seeks \$1,000 to switch to reusable produce totes and containers. Their goal is making the packaging of their wholesale distribution of locally grown organic kai zero-waste.

23 The application aligns with four funding priorities: 1. Circular economy growth in-region. 2. Shift to a low-emissions, low-waste society, inclusive and equitable outcomes. 3. Reduce, rethink, redesign. 4. Reuse, repair, repurpose.

24 Follow up showed a resolved plan in place to ensure reusables are reliably returned for reuse, and that totes are durable and with a long service life of at least 5 years.

25 **Recommendation to Council:** \$1,000 full allocation of requested funding.

1

26 **Te Wānanga o Raukawa in Ōtaki** seeks \$2,785 to part-fund piloting a biochar system to divert organic biomass waste from landfill. For the initial 12-month project they hope to process some of the 31,000kg of organic biomass currently onsite. They also intended to deliver modest financial savings.

27 The application aligns with three priority funding areas: 1. Circular economy, 2. Organic waste, 3. Construction and demolition waste.

- 28 Follow up showed that an additional biochar kiln in-region would be the most cost- and time-effective solution, compared with the logistical hurdles of regular borrows of an in-region biochar kiln from Paekākāriki Orchard Gardens.
- 29 The project intends to process high volumes of organic waste, has clearly indicated success measures for waste minimisation, and aligns with Te Wānanga o Raukawa's 'continual improvement in waste management [and minimisation] practices'.
- 30 At the assessment stage it was noted that having 31 tonnes of biomass stored onsite might be considered problematic, if odour and other nuisance factors had not been carefully considered and managed. However, the application is a well-researched and thought through local solution that can mitigate this risk.
- 31 **Recommendation to Council:** \$2,785 full allocation of requested funding.
- 32 **Land Matters** seeks \$745 to part fund a third-party waste audit to assess and implement company-wide waste minimisation actions. The application aligns with two priority funding area: Circular economy, Organic waste.
- 33 Additionally, the applicant undertakes significant work involving construction and demolition and resulting waste, and meets eligible purposes indicated in waste levy grant website material: trials, pilots using proven technologies, skill development of project participants.
- 34 The applicant has agreed to share audit findings and implementation progress with council officers. Additionally, they intend to promote a leadership role in their waste minimisation journey through self-funded advertising in local print media.
- 35 The application is for 15% of the total project cost, with high transparency about findings, actions and outcomes. Established professionals are involved in auditing, and the applicant is seeking to proactively spearhead business waste minimisation.
- 36 **Recommendation to Council:** \$745 full allocation of requested funding.

**Applications recommended for part allocation of requested funding.**

- 37 **The Roastery** seeks \$6,834 to part-fund a reusables initiative to tackle single-use cup waste. This builds on a prior year's grant part-funded waste minimisation project and shares a common theme of measurably reducing avoidable waste from their business.
- 38 This application aligns with priority funding areas as a project that fills a gap within current waste services in Kāpiti and moves up the waste hierarchy to a circular economy – by tackling single-use packaging waste.
- 39 Their 2023-2024 report back indicated significant waste reduction resulting from strong adoption and retention of customers using their reusable coffee bean jar system: "Jar usage tripled to more than 100 jars per week" [circulating/being reused], which equates to more than 100 bags/week or more than 5,000 bags/year being avoided.
- 40 This project intends to create the conditions for a targeted 20%+ reduction in single-use issue and resulting waste, by incentivising a consumer shift to reuse and promoting a recurring Kāpiti 'Keep Cup Day' to embed the preferred consumer consumption behaviour - coffee without single-use plastic-lined paper. They propose to achieve this through a recurring coffee and one-time Keep Cup subsidies and print and digital advertising.
- 41 The internal officer panel acknowledged the applicant's desire to tackle the hard-to-shift embedded behaviour of single-use. The project holistically incentivises preferred behaviours at key stages of the customer's decision journey.
- 42 Providing grant support for a recurring coffee subsidy could be seen as being anti-competitive and a pre-existing business-as-usual [BAU] expense, so this aspect of the

application was subsequently excluded from consideration. 50% of that line expenditure is \$2,604.

- 43 Single-use packaging waste and the resulting disposal problem devolved to end-users is regarded as a complex area for businesses to tackle. Other businesses with similar single-use profiles might be inspired to submit future applications that expand in-region circularity of products and materials.
- 44 This intent mirrors waste levy grant allocation policy priority funding areas of reducing waste at source, the reuse of materials [and products] for further use, and for projects that fill a gap within current Kāpiti-region waste services. Specifically, projects that point to development of reuse systems to support circularity of products and materials.
- 45 The Roastery's second circular economy project signals business leadership in long-term waste minimisation outcomes.
- 46 **Recommendation to Council:** \$4230 - part allocation of requested funding (recommendation excludes coffee subsidy).

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

- 47 **Katihuki Marae Committee** has applied in the Business Waste Reduction category for provision of 3-4 colour-coded bins as well as signage and information for each bin, originally for \$504.75, of which up to 50% can be assessed for funding.
- 48 By agreement the application has been transferred for assessment in the Community Projects category, where funding may be recommended for up to 100% of project costs. The application is described in more detail within that separate report.
- 49 **Decline recommendation to Council:** [Business Waste Reduction category].
- 50 **Beach FM** seeks \$9,160 in the Community Projects category for an on-air advertising campaign to promote waste reduction and is described in more detail in that report.
- 51 The Waste Levy Grants Allocation Policy 2020 does allow for businesses to apply for funding in the Community Projects category, if the project encourages community participation and education and leads to long-term waste minimisation action and behaviour change.
- 52 To provide every opportunity for this project to be assessed for funding the application was also considered against allocation criteria in Category 2B: Business Waste Reduction, which "seeks to support existing businesses to implement measures that will lead to long term and measurable minimisation of the waste resulting from the businesses' operations."
- 53 The application does not meet or exceed the criteria of the Business Projects allocation policy and was unanimously assessed by the internal panel to fall below the threshold required to be recommended for partial or full allocation of requested funding in the Business Waste Reduction category. Specifically, the project was assessed as unable to quantifiably show how it would lead to long term and measurable waste minimisation.
- 54 **Decline recommendation to Council:** [Business Projects category].

#### **Tangata whenua**

- 55 Tāngata whenua were consulted as part of the consultation process for the 2023-2029 WMMP final draft, subsequently adopted by the eight Wellington region councils between December 2023 and March 2024. Contestable waste reduction grants is local action 6 (appendix 2) under the plan, and the Waste Levy Grants Allocation Policy is well aligned with many other actions under the WMMP.

- 56 Kāpiti mana whenua were notified directly of the opportunity to apply for Waste Minimisation Grants (Ngāti Toa, Ātiawa ki Whakarongotai and Ngā Hapū O Ōtaki).

#### Panonitanga āhuarangi | Climate change

- 57 The relationship between waste and climate change is tightly linked. By changing how we dispose of things, minimising what we dispose of, and rethinking the way we use things, we support reducing landfill emissions and overall districtwide emissions.
- 58 Allocation of waste reduction grants for business waste reduction contributes positively towards the region transitioning towards a low carbon future.
- 59 Business waste reduction contributes positively to the outcome of building more connected and resilient communities, through the creation of new systems and services that keep products and materials in use / at highest value for as long as possible.

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

- 60 Waste Levy grants are funded from the Waste Levy fund, distributed by the Ministry for the Environment [MfE] from charges levied from waste disposed to landfill.
- 61 Waste Levy grants are not funded from rates.

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

- 62 **Potential for misuse of funds.** As with any grant, there is a risk that the funds granted might not be used for their allocated purpose(s).
- 63 To mitigate this risk and to ensure the funds are spent on waste minimisation outcomes relating to granted projects, council officers have an established report back procedure to get data back from projects. From this process, staff receive financial spend, waste diversion and project reach data to review. This ensures that projects are on track and that we can share their impact and success with the community.
- 64 After fund allocation, staff work with grant recipients to ensure they are aware of the report back requirements prior to project initiation. If there are any barriers to collecting such data, staff work with the recipient to get the best outcome possible.
- 65 If the report back is not satisfactory or not submitted, council has the right to refuse further waste levy grant funding (or pause of a gradual payment schedule) to that organisation. In all such cases, staff will work to resolve any issues prior to refusing further funding.

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

- 66 The funding recommendations are in line with the Waste Levy Grants Allocation Policy 2020 and guidance at [Waste levy grants - Kāpiti Coast District Council](#) (Appendix 3 pdf copy of website page).
- 67 The allocation of waste reduction grants to business waste reduction is in line with the objectives and actions set out in the current Wellington Region Waste Management and Minimisation Plan 2023-2029.

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

#### Te mahere tūhono | Engagement planning

- 68 An engagement plan is not needed to implement this decision. Council will communicate this decision through its established communication channels.

#### Whakatairanga | Publicity

- 69 Council will use its established communications channels to inform the community of this decision and provide updates as the recipient projects progress.

**NGĀ ĀPITI HANGA | ATTACHMENTS**

1. Waste Levy Grant Allocation Policy 2020
2. Kāpiti Coast District Council local action plan WMMP 2023-2029
3. PDF Copy of Waste Levy Grants Page of Kāpiti Coast District Council Website
4. Business 2024 01 Katihuki Marae Committee - Public Excluded (under separate cover)
5. Business 2024 02 The Roastery - Public Excluded (under separate cover)
6. Business 2024 04 Crooked Vege Ōtaki - Public Excluded (under separate cover)
7. Business 2024 05 Te Wananga o Raukawa in Ōtaki - Public Excluded (under separate cover)
8. Business 2024 06 Land Matters - Public Excluded (under separate cover)



## Waste Levy Grants Allocation Policy

27 August 2020

### Objectives of the Policy

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

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

*To support the implementation of the Wellington Region Waste Management and Minimisation Plan.*

This Policy complements the Wellington Region Waste Management and Minimisation Plan (WMMP). One of the actions of the Kāpiti Coast District Council action plan within the WMMP is the provision of contestable waste reduction grants. This Policy specifies the process, categories and key criteria for the allocation of waste levy funded grants.

### Waste Levy Grants Allocation Process

- The grants budget available per grant category each financial year is set by the Waste Levy budget holder in consideration of other activities and projects to be funded, as guided by the WMMP. When the available budget is limited, the Community Projects category will be prioritised. Each year, \$20,000 - \$30,000 will be made available under the Community Projects category, and \$0 - \$40,000 will be made available under the Seed Funding and Business Waste Reduction category. This means that funding under the Seed Funding and Business Waste Reduction category may not be made available every year.
- Allocation of funding for the waste levy grants will be via an annual contestable process which calls for expressions of interest/applications to identify potential recipients for the fund.
- For Category 2A (Seed Funding Grants), grants allocation will be undertaken in a two-step process whereby applicants are required to submit a brief Expression of Interest (EOI) first. From the EOIs received, a panel of Council officers from the Sustainability and Resilience and Economic Development teams will select projects to proceed to the next application stage. Selected applicants will then be invited to submit a full application.
- Final approval of funding under all grant categories will be undertaken by the Grants Allocation Committee (Waste Levy).
- Grant categories, criteria and priority funding areas will be reviewed following each statutory review of the WMMP. The relevant Council Committee will approve any changes resulting from these reviews.



## Grant Categories for Allocation of Waste Levy Grants

The categories for allocation of the waste levy grants are:

### 1. Community Projects

To support practical 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 and behaviour change.

### 2. Seed Funding and Business Waste Reduction

The Seed Funding and Business Waste Reduction category has two sub-categories:

**Category 2A: Seed Funding** seeks to encourage the establishment of waste minimisation businesses or initiatives on the Kāpiti Coast and create opportunities for waste minimisation and economic development.

**Category 2B: Business Waste Reduction** seeks to support existing businesses to implement measures that will lead to long term and measurable minimisation of the waste resulting from the businesses' operations.

## Key Criteria for Waste Levy Grants Projects

The key criteria to be met by projects under each funding category are outlined below.

Further application requirements, assessment considerations, and eligible and ineligible purposes are detailed in the Fund Criteria & Application Guidelines for each category.

Funding is only available for projects or portions of projects taking place within the boundaries of the Kāpiti Coast District.

### Category 1: Community Projects

The Fund is open to community groups, businesses, Iwi/Māori organisations, educational institutions, neighbourhood groups of at least five households, and other community-based organisations.

The key criteria for assessment of applications to the Community Projects fund are:

- The project will lead to long term waste minimisation actions and behaviour change by participants;
- The project proposal shows how success will be measured in terms of waste reduction and skills learnt. Success must be quantifiable and reported back to Council;
- The breadth and scale of community involvement in the project;
- The likelihood of the project becoming self-sustaining.



## **Category 2: Seed Funding and Business Waste Reduction**

The Fund is available to commercial entities and other organisations, including community-based or social enterprises.

### **Priority funding areas**

All projects must aim to achieve measurable waste minimisation. This covers the reduction of waste at the source, and the reuse, recycling and recovery of materials for further use or processing. Furthermore, Council particularly encourages waste minimisation projects targeting the following waste streams and areas:

- Organic Waste
- Construction and Demolition Waste
- Projects that fill a gap within current waste services in Kāpiti

Key criteria for the assessment of (full) applications under this category are:

### **Category 2A – Seed Funding**

Provision of a business case 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;
- Provision for contingencies and structured response to rising waste resource costs and/or end-use market failure;
- Estimates of performance post Council or other subsidy (will the project become self-sustaining);
- Estimates of the scale of performance in terms of waste minimisation, and proposed methodology to measure this;
- Clear indication of benefit to the local and/or regional economy, to the wider Kāpiti community, and the environment;
- For pilot programmes and trials an outline of:
  - a programme and process for testing;
  - a programme for business development of the end product/results of the project/trial.

### **Category 2B – Business Waste Reduction**

- The project will lead to long term and measurable waste minimisation;
- Applications can be made for up to 50% of total project costs;
- The project proposal shows how success will be measured in terms of waste reduction. Success must be quantifiable and reported back to the Council;
- The project proposal provides an estimate of cost savings resulting from the project, if any. Priority will be given to projects where expected savings are not sufficient to cover project costs.

This policy was approved by Council on 27 August 2020  
Refer to Report CO20200827\_1934\_2249\_1







»» LESS WASTE ««  
GREATER PLACE

# KĀPITI COAST ACTION PLAN

  
**Kāpiti Coast**  
DISTRICT COUNCIL  
Me Huri Whakamuri, Ka Titiro Whakamua

#	Waste Hierarchy Level	Action	Alignment with Objectives	Primary Role of Council	Funding Options	Timeframe
Reduce, rethink, redesign						
1	Reduce, rethink, redesign	Educate residents in waste minimisation by providing information and resources which may include workshops, talks, the Council website, social media, newspapers, pamphlets, and posters.	3, 5	Facilitator	Waste Levy General Rates	Ongoing
2	Reduce, rethink, redesign	Support educational institutions on waste minimisation, via programmes which may include the Zero Waste Education programme, Paper4Trees, cloth nappies trial for pre-schools and Enviroschools.	3, 5	Provider, Funder, Facilitator	Waste Levy	Ongoing
3	Reduce, rethink, redesign	Support principles of Te Ao Māori and provide support to local iwi groups. This may include education programmes, grants, and event waste management advice.	3, 5	Partner	Waste Levy General Rates	Ongoing
4	Reduce, rethink, redesign	Provide annual contestable waste minimisation grants for community groups and explore options for streamlining the community grants process.	3, 5	Funder, Facilitator	Waste Levy	Ongoing
5	Reduce, rethink, redesign	Support effective waste management and minimisation at large events through implementation of the solid waste bylaw, and provide support with resource bookings, advice, planning meetings etc.  Investigate options to increase number of post-event waste audits being submitted.	3, 4, 5	Regulator	Waste Levy	Ongoing
6	Reduce, rethink, redesign	Provide annual contestable Business Waste Minimisation Grants and explore options for streamlining the business grants process.	3, 5	Funder, Facilitator	Waste Levy	Ongoing

#	Waste Hierarchy Level	Action	Alignment with Objectives	Primary Role of Council	Funding Options	Timeframe
7	Reduce, rethink, redesign	Work with local businesses to investigate, consider, trial and implement initiatives that achieve waste reduction.  Support and the development of Pakihi Toitū o Kāpiti – Sustainable Business Kāpiti – including via the Business Waste Minimisation Consultancy Programme.	3, 5	Facilitator	Waste Levy General Rates	2023 – onwards
8	Reduce, rethink, redesign	Advocate for better outcomes for waste and waste minimisation at a regional and national level.  Consider and respond to Government legislative changes, including <i>Te rautaki para</i>   <i>Waste strategy</i> , Waste Minimisation Act, Litter Act, and Resource Management Reforms.	2	Partner	Waste Levy General Rates	Ongoing
<b>Reuse, repair, repurpose</b>						
9	Reuse, repair, repurpose	Maintain or develop new leases for Council land, including using closed landfills for resource recovery operations.  Continue to support waste minimisation groups with affordable leases, including Zero Waste Ōtaki and Otaihanga Zero Waste Hub.	4, 5	Partner	Other	Ongoing
<b>Recycle, compost, anaerobic digestion</b>						
10	Recycle, compost, anaerobic digestion	Ensure all households in urban areas have kerbside food scrap collection by 2030, or earlier.	3, 4, 5	Provider	Targeted Rates	By 2030
11	Recycle, compost, anaerobic digestion	Ensure all households in urban areas have access to kerbside recycling by 2027, or earlier.	3, 4, 5	Provider	Targeted Rates	By 2027

Wellington Region Waste Management and Minimisation Plan | Kāpiti Coast Local Action Plan | 2

#	Waste Hierarchy Level	Action	Alignment with Objectives	Primary Role of Council	Funding Options	Timeframe
12	Recycle, compost, anaerobic digestion	Investigate, trial and implement support for waste minimisation projects in educational institutions, which may include waste audits, setting up recycling systems, composting information and provision of worm farms.	3	Facilitator	Waste Levy	Ongoing
13	Recycle, compost, anaerobic digestion	Support, create, or increase engagement in targeted educational campaigns and projects, which may include niche recycling programmes (batteries, e-waste, car seats), Love Food Hate Waste Campaigns, Waste Free Parenting/Period programmes, Love your Compost, Illegal Dumping reduction.	3	Facilitator	Waste Levy	Ongoing
14	Recycle, compost, anaerobic digestion	Explore options for satellite Zero Waste/Recycling hubs in the District in collaboration with community groups, businesses, NGO's and other organisations.	4, 7	Partner	Waste Levy General Rates	Ongoing
15	Recycle, compost, anaerobic digestion	Continue to support green waste diversion from landfill by composting or other methods.	1, 5	Partner	Waste Levy General Rates	Ongoing
16	Recycle, compost, anaerobic digestion	Explore options for diversion of biosolids from landfill, which may include vermicomposting, in-vessel composting in collaboration with the wastewater team.	1, 5	Provider, Partner	Waste Levy General Rates	Ongoing
<b>Dispose</b>						
17	Dispose	Continue aftercare of closed landfills, including alternate leachate treatment methods for Otaihanga, maintenance of wetlands, and planting of native trees.	9	Provider	General Rates	Ongoing

## Waste levy grants

The Waste Levy Grants support projects that increase the range, scale and number of waste minimisation activities on the Kāpiti Coast.

They're funded by part of the Waste Levy fees paid by waste disposal operators to the Ministry for the Environment, which is then allocated to local bodies to administer. There is no rates funding involved.

### Applications closed

Applications closed 11.59pm Sunday 8 September. See [Timeline](#) for next steps.

[About the Waste Levy Grants](#) | [Timeline](#) | [How to apply](#) | [Financial details](#) | [Reporting](#) | [Other conditions](#) | [Contact](#) | [Latest recipients](#) | [Previous recipients](#) | [Case studies](#) | [Related links](#) | [Media releases](#)

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## About the Waste Levy Grants

Waste levy grants include two funding categories to help you with your waste minimisation projects:

- [community projects](#)
- [business waste reduction projects](#).

We especially encourage project applications that:

- move up the waste hierarchy to a circular economy
- shift to a low-emissions, low-waste society, inclusive and equitable outcomes
- reduce amount of organic waste sent to landfill
- reduce, rethink, redesign
- reuse, repair, repurpose
- protect and regenerate natural systems.

Find out more about waste minimisation in our [Rubbish and recycling](#) section.



Funding is available for projects, or parts of projects, occurring within the Kāpiti Coast District.

## Timeline

The following timelines apply for all Waste Levy grant applications.

Date	
Thursday 25 July 2024	Opening of waste levy grant applications.
11.59pm, Sunday 8 September	Closing of waste levy grant applications.
19 November	Funding decision made by Grants subcommittee.
20 November 2024	All applicants notified of outcome from this date.
August 2025 (TBC)	Opening of waste levy grant applications.

## How to apply

You can apply online or download an application form:

- Community projects application form – online
- Community projects application form
- Business waste reduction application form – online
- Business waste reduction application form.

### Waste levy fund for community projects

<b>Funds available:</b>	A funding pool of \$30,000 is available for Community Projects in 2024/25. There is no rates funding involved.
<b>To fund:</b>	practical waste minimisation projects that:

- encourage community participation and education
- benefit the Kāpiti Coast community
- lead to long-term waste minimisation action and behaviour change.

Eligible purposes might include (but are not limited to):

- new programmes, projects or events
- improvements or expansions to existing programmes
- equipment which is necessary to achieve the outcomes of the programme (each item of equipment will be evaluated on its individual merit to the project; two quotes are required (if possible) for the purchase of equipment)
- publicity or educational material directly related to the aims of the programme
- training needs of workers
- skill development of programme participants
- administration costs and project-related expenses (up to \$500)
- wages that are directly related to the project.

Ineligible purposes that will not be funded include:

- applications that don't meet the purpose of the Waste Levy Policy and its guidelines
- waste disposal, treatment or recycling costs
- ongoing financial support or running costs of activities (some recurring activities, such as waste minimisation at public events, may be funded for a maximum of two years but no more)
- subscriptions and memberships
- debt servicing
- projects or programmes and related costs that have already occurred

	<ul style="list-style-type: none"><li>• any costs involved in preparing the application</li><li>• catering costs.</li></ul>
<b>Fund open to:</b>	<ul style="list-style-type: none"><li>• community groups</li><li>• businesses</li><li>• iwi/Māori organisations</li><li>• educational institutions</li><li>• neighbourhood groups of at least five households</li><li>• other community-based organisations.</li></ul>
<b>Notes:</b>	There is no minimum amount per application. Each application will be assessed on its merits, on a case-by-case basis.
<b>Apply</b>	<ul style="list-style-type: none"><li>• Community projects application form – online</li><li>• Community projects application form – download application and print.</li></ul>

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**Waste levy fund for business waste reduction**

<b>Funds available:</b>	A funding pool of \$20,000 is available for business waste reduction projects in 2024/25. There is no rates funding involved. <b>Businesses can apply for up to 50 percent of eligible project costs.</b>
<b>To fund:</b>	<p>Existing businesses to implement measures that will lead to long-term and measurable minimisation of waste from the business' operations.</p> <p>Eligible purposes might include (but are not limited to):</p> <ul style="list-style-type: none"><li>• equipment needed to achieve the project outcomes (submit two quotes per item of equipment, where possible)</li></ul>

- publicity or educational material directly related to the aims of the programme
- new initiatives or improvements/expansions to existing programmes using proven existing technologies
- trials and pilot programmes using proven existing technologies
- training needs of workers
- skill development of project participants
- administration costs
- wages directly related to the project
- travel (the cost of travel will **only** be funded if it can be demonstrated it's essential for the project and is a reasonable cost; each journey will be evaluated on its individual merit to the project).

Ineligible purposes that will not be funded include:

- feasibility studies
- waste disposal, treatment or recycling costs
- ongoing financial support of existing activities or running costs
- duplications of other demonstration projects or pilot studies
- debt servicing
- retrospective projects/work already completed
- legal expenses
- any costs involved in preparing the application
- catering costs.

**Fund open to:**

- businesses
- organisations
- social enterprises.

**Notes:**

- Projects applying under this category can only apply for up to 50 percent of the total project cost.

	<ul style="list-style-type: none"><li>• There is no minimum amount per application. Each application will be assessed on its merits, on a case-by-case basis.</li></ul>
Criteria	<p>The project proposal or plan must include:</p> <ul style="list-style-type: none"><li>• an outline of how success will be measured in terms of waste reduction; success must be quantifiable and reported back to the Council (Council staff are available to provide guidance and support on methodology for reporting – see end of form for contact details)</li><li>• an estimate of cost savings resulting from the project, if any; priority will be given to projects where expected savings are not sufficient to cover project costs</li><li>• a plan for how you will develop/market/manage your project (if applicable)</li><li>• the proportion of project funding being sought and how any remaining proportion will be funded</li><li>• details of any other sources of funding/sponsorship, or applications made for such</li><li>• proof of an entity, organisation or project bank account requiring multiple signatories.</li></ul>
Apply	<ul style="list-style-type: none"><li>• Business waste reduction application form – online</li><li>• Business waste reduction application form – download application and print.</li></ul>

## Financial details

If you're registered for GST, **do not** include GST in your costs.

Attach quotes and any other supporting documentation to your application. Two quotes are required for the purchase of equipment.

If your application is successful and you don't already have a bank account for your project, you'll need to open a bank account for your group. Once we've received your deposit slip, we'll be able to transfer the funds to your account.

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## **Reporting**

Projects are expected to start within three months of approval of funding (unless other prior agreement has been made).

- Short-term projects must be completed within 12 months of receiving funding.
- Longer term projects must achieve agreed targets within 12 months of receiving funding.

You must let the waste minimisation officer know when your project is complete, and include a final report on the project. You'll be asked to provide proof of purchase for any equipment or travel costs with your final or progress report.

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## **Other conditions**

Council reserves the right to:

- visit any project or use it for promotional purposes where grant assistance has been given; in principle the applicant will be notified of a visit
- suspend and refuse further grant payments if, in our opinion, the grantee wilfully or through neglect causes the project to fail; our decision is final and will be no rights of appeal or review, and no right to compensation or damages of any nature.

If the project fails or finishes early for any reason, then we may require any equipment purchased with grant money to be transferred to us for reallocation to another project.

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## **Contact**

If you have any questions, or would like to discuss your project or application further, you can phone the [Waste Minimisation Advisor](#) or

email them at [waste@kapiticoast.govt.nz](mailto:waste@kapiticoast.govt.nz).

## Latest recipients

Recipient	Project	Year
<b>Community Projects</b>		
Juli Hunter Eco Friendly Style	\$2,940 – to run regular sewing classes to provide the community with skills of repairing and visible mending, to encourage behavioural change that will reduce textile waste from ending up in landfill. They aim to run monthly classes for groups of 10 people, with practical, supportive, and hands-on lessons for all attendees.	2023/24
Kāpiti Softball Club	\$2,230 – to support them with the initial resources to establish a colour-sorted glass recycling system. The club hosts 5–10 national and local tournaments in one season, with catering for anywhere between 200–800 people during these events.	2023/24
KapiMana Multiples	\$2,138 – to purchase a set of reusable cloth nappies products, which will be used to provide their members the opportunity to trial cloth nappies for one month.	2023/24
Māoriland Charitable Trust	\$6,980 – towards an educational initiative to take place at Māoriland Film Festival event, aimed at driving behavioural	2023/24

change to encourage reusable alternatives. The aim of the project is to raise the festival audience's awareness about the environmental impact of single-use packaging through film screenings, an interactive waste diversion installation, other educational materials displayed through event, and the implementation of reusable crockery in the event.

Organic Wealth	\$6,198 – to support growth and further expansion of their existing community food scrap collection programme. The volume of food waste they have diverted from landfill last year has increased from 13 to 28 tonnes. This funding will go to trailer modifications, required to carry the extra weight from higher volume of food waste collected, and cover staff training costs for expansion, waterproof educational food waste labels for their wheelie bins, two compost bins to process the extra tonnes to be collected, and diesel costs.	2023/24
Ōtaki Montessori Preschool	\$578.12 – towards composting systems, a see-through compost container, educational recycling posters and games, and a paper brick maker, to make paper bricks which could be used as fire starters. The project aims to introduce fun, hands-on and interactive approach to teach students about recycling and	2023/24



	composting, while reducing waste generated at school.	
Ōtaki School Te Kura tuatahi o Ōtaki	\$1,628 – towards three composting bins and three worm farms to process the school's garden waste, food waste and cardboard food containers. Besides diverting organic waste from landfill, the composting systems will be integrated in the education of the school, inspiring students to pass on learnings of reducing organic waste to their families. The school currently has a vegetable garden, which is also used for students' education, and the composting generated from systems will be used in the garden.	2023/24
The Shed Project Kāpiti Limited	\$2,934.39 – to support the wages of disabled worker to collect and compost food scraps, as part of their food scraps collection service project for households and businesses in Paraparaumu and Ōtaki.	2023/24
Shoebox Christmas Trust	\$2,421.50 – to further develop their digital platform and pilot a community-driven campaign solution to reduce food waste and scarcity in the Kāpiti Coast district. The project aims to create a digital platform to connect growers, community gardens, and families who have surplus food, with community supplier organisations that will redistribute food to the community in need.	2023/24

St Peter Chanel School	\$753.99 – towards new composting systems, composting training, and a greenhouse, aiming to reduce the organic waste generated from school meals, while educating students and their families on waste reduction.	2023/24
<b>Business Waste Reduction</b>		
Anam Cara Gardens	\$1,101.65 – to part-fund composting systems. Introducing more compost bins, worm farms, bokashi systems, and staff training/ upskilling will allow for maximising long-term and measurable waste minimisation from garden and food waste.	2023/24
The Bond Store	\$2,000 – to part-fund expansion of their reusable bottle swap crate system, to include a wider range of bottle sizes, and to expand to meet customer demand. The existing system has been shown to be very successful in dramatically reducing cardboard packaging and single-use glass, resulting in strong and measurable waste minimisation outcomes and cost savings for swap crate system customers.	2023/24
Energise Ōtaki	\$8,000 – to part-fund a small-scale anaerobic digestion pilot to process organic waste and produce energy usable by Ōtaki	2023/24

businesses, public agencies, schools and Ōtaki College, to household level. The first stage of the pilot intends to develop an operating and commercial model that will guide cost-savings, viability, and inform pathways to scaling to a larger stage expansion.

Gratitude Kefir	\$3,488.50 – to part-fund a fully integrated reuse system consisting of reusable crates and establish a reusable bottle washing facility. By focussing higher up the waste hierarchy and normalising reuse, this system aims to achieve large-scale waste reduction by avoiding single-use packaging and glass. Gratitude Kefir is run by one of the team behind Organic Wealth, supporting waste minimisation efforts in the region and applying them in practical ways for community benefit.	2023/24
The Roastery	\$5,403 – to part-fund expansion of their existing Swap-A-Jar reusables system to include more products, and wash and sanitise hardware necessary to scaling a circular reusables system.	2023/24

## Previous recipients



## Case studies

Paekākāriki Playcentre (Community Projects 2019/20)	▼
Koakoa (Business Waste Reduction 2020/21)	▼
Earth Starch Waste Solutions (Seed Funding)	▼
Paekākāriki Community Orchard and Gardens (Seed Funding 2019/20)	▼

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

Kaituhi | Author: **David Binstead, Senior Waste Minimisation Officer**  
Kaiwhakamana | Authoriser: **Sean Mallon, Group Manager Infrastructure and Asset Management**

### TE PŪTAKE | PURPOSE

- 1 This report seeks approval for the allocation of funding from the Waste Levy Grants contestable fund for 2024-2025 in the Community Projects category.

### HE WHAKARĀPOPOTO | EXECUTIVE SUMMARY

- 2 Waste Levy Grants are an annual process that allocates waste levy grants to community groups and businesses. This report summarises **Community Projects** category applications for the 2024-2025 funding round and seeks approval for final allocation.

### TE TUKU HAEPAPA | DELEGATION

- 3 The Council has the delegation to decide about waste levy revenue spending and consequently about waste levy grants.

### TAUNAKITANGA | RECOMMENDATIONS

- A. That the Grants Allocation Committee (Waste Levy) approves to fund \$2,116 in the Community Projects category to Ōtaki College for sustainable period underwear.
- B. That the Grants Allocation Committee (Waste Levy) approves to fund \$6,671 in the Community Projects category to Raumati Technology Centre to provide community waste minimisation education and practical skills to reduce waste, across three sub-projects.
- C. That the Grants Allocation Committee (Waste Levy) approves to fund \$2,000 in the Community Projects category to Cyclic Solutions for refurbishment and recycling of bicycles and components.
- D. That the Grants Allocation Committee (Waste Levy) approves to fund \$4,602 in the Community Projects category to Te Kura ā Iwi o Whakatupuranga Rua Mano for recovered/recycled building materials sourcing in-region at Otaihangā Zero Waste Hub.
- E. That the Grants Allocation Committee (Waste Levy) approves to fund \$5,000 in the Community Projects category to Paekākāriki Orchard Group for promoting and expanding their PaeCycle Project, consisting of: hardship subsidy fund, fund compost co-ordinator for one more year, introduction of community education at monthly meets/working bees.
- F. That the Grants Allocation Committee (Waste Levy) approves to fund \$800 in the Community Projects category to Ōtaki Womens Community Club for Organic Wealth waste minimisation expertise.
- G. That the Grants Allocation Committee (Waste Levy) approves to fund \$4,500 in the Community Projects category to Worm It Up for kitchen scraps composting subscription service expansion.
- H. That the Grants Allocation Committee (Waste Levy) approves to fund \$811 in the Community Projects category to He Iti nā Mōtai for eligible composting expenditure.
- I. That the Grants Allocation Committee (Waste Levy) approves to fund \$2,500 in the Community Projects category to Māoriland Charitable Trust [option 2] to support reuse at Māoriland Film Festival.

- J. That the Grants Allocation Committee (Waste Levy) approves to fund \$1,000 in the Community Projects category to Katihuki Marae Committee for colour-coded bins and signage.
- K. That the Grants Allocation Committee (Waste Levy) declines to fund the grant application from Māoriland Charitable Trust [option 1].
- L. That the Grants Allocation Committee (Waste Levy) declines to fund the grant application from Waikanae Primary School.
- M. That the Grants Allocation Committee (Waste Levy) declines to fund the grant application from Beach FM.
- N. That the Grants Allocation Committee (Waste Levy) declines to fund the grant application from Ruth De Jager Consulting.
- O. That the Grants Allocation Committee (Waste Levy) declines to fund the grant application from Ahoaho māra kai.

## **TŪĀPAPA | BACKGROUND**

- 4 The Waste Minimisation Act 2008 requires operators of waste disposal facilities to pay a levy on residual waste disposed of to landfill. The levy has been set by Government to progressively increase and expand. From 1<sup>st</sup> July 2024 the levy is set at \$60/tonne of waste disposed of to class 1 municipal landfills, and now includes more categories of waste disposal sites required to collect waste levies.
- 5 Approximately half of this levy 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 Te Pūtea Whakamāuru Para | Waste Minimisation Fund.
- 6 The Waste Levy Grants Allocation Policy 2020 (Appendix 1), approved by the Council on 27 August 2020, sets out how the Kāpiti Coast District Council (Council) will allocate part of the waste levy funding received from MfE - for waste minimisation projects in the Kāpiti district via contestable grants.
- 7 The overall objectives of the Policy are:
  - 7.1 To increase the range, scale and number of waste minimisation activities on the Kāpiti Coast through effective use of the waste levy fund.
  - 7.2 To ensure optimal and transparent allocation of waste levy funding to waste minimisation projects.
  - 7.3 To support the implementation of the Wellington Regional Waste Management and Minimisation Plan (WMMP).
- 8 Waste levy grants have two categories, each focusing on a different area of support for Kāpiti region waste minimisation. This report covers the applications received under Category 1: Community Projects. Category 2A: Seed Funding was allocated for three years of ongoing support from 2022/2023 Council approval. Category 2B: Business Waste Reduction is covered by a separate report for 2024-2025.
- 9 **The Community Projects category** of the grant aims to support practical waste minimisation projects that encourage community participation and education and/or are of benefit to the community of Kāpiti, and lead to long term waste minimisation action and behaviour change. A total of \$30,000 is available for allocation in this category and round.

## **HE KŌRERORERO | DISCUSSION**

**He take | Issues**

- 10 Applications were called for in August 2024 and the grants remained open for six weeks.
- 11 For 2024-2025 contestable Community Projects category funding was maintained at \$30,000.
- 12 Thirteen (13) applications to the Community Projects category were received, noting the following Sections 14-16 and nett total applications considered, refer Section 17.
- 13 One application (Katihuki Marae Committee) to the Business Waste Reduction category was reviewed and evaluated as more relevant in the Community Projects category. By agreement their application was assessed only under this Community Projects category.
- 14 One application (Beach FM) to the Community Projects category was submitted by a registered business for commercial advertising expenditure. By agreement this was assessed under both the Community Projects and the Business Waste Reduction categories. It is more fully described here and in summary in the Business Waste Reduction report.
- 15 One application (Māoriland Charitable Trust) to the Community Projects category included two distinct funding options, which are included within the relevant recommendation categories and descriptions below.
- 16 Fourteen (14) nett total applications requested total amounts between an upper range of \$113,556.48 and a lower range of \$107,969.60.
- 17 This resulted in the Community Projects category being oversubscribed by a range of \$77,969.63 to \$83,556.48.
- 18 Applications were assessed against the criteria in the Waste Levy Grants Allocation Policy 2020 and associated website guidance on the Kāpiti Coast District Council website page: [Waste levy grants - Kāpiti Coast District Council \(kapiticoast.govt.nz\)](https://www.kapiticoast.govt.nz/waste-levy-grants)
- 19 Applications were evaluated and assessed by a panel of council officers from the Climate and Connected Communities, Economic Development, and Waste Minimisation teams. Some applicants were contacted by a council officer for clarification or to request further information or clarification.
- 20 One (1) application is recommended for full funding, nine (9) applications are recommended for part funding, and five (5) applications are recommended to be declined. Refer to Table 1 and Sections 23 to 114 for further detail.
- 21 **Table 1: Funding Recommendations - Community Projects category**

FULL FUNDING RECOMMENDATION		
Applicant	Requested	Recommended
Ōtaki College	\$2,116	\$2,116
PART FUNDING RECOMMENDATION		
Raumati Technology Centre	\$6,800	\$6,671
Cyclic Solutions	\$14,675	\$2,000
Te Kura ā Iwi o Whakatupuranga Rua Mano	\$15,000	\$4,602
Paekākāriki Orchard Group	\$6,500	\$5,000
Ōtaki Women's Community Club	\$5,000	\$800
Worm It Up	\$6,890	\$4,500
He Iti nā Mōtai	\$1,499.63	\$811
Māoriland Charitable Trust [option 2]	\$5,586.85	\$2,500



Katihuki Marae Committee	\$2,019	\$1,000
<b>DECLINE RECOMMENDATION</b>		
Māoriland Charitable Trust [option 1]	\$23,949	\$0
Waikanae Primary School	\$200	\$0
Beach FM	\$9,160	\$0
Ruth De Jager Consulting	\$6,561	\$0
Ahoaho māra kai	\$7,600	\$0
<b>TOTAL</b>	<b>\$ 113,556.48*</b>	<b>\$30,000.00</b>
AVAILABLE	\$30,000.00	\$30,000.00
<b>DIFFERENCE</b>	<b>-\$83,556.48</b>	<b>\$0.00</b>

\*Note: Total indicates upper range. Refer Sections 13-17 for explanation.

- 22 With the Community Projects category oversubscribed this year, recommendations are made for part funding eligible aspects of several projects to deliver the nett highest impact.

### Ngā kōwhiringa | Options

#### Applications recommended for full funding

- 23 **Ōtaki College** has applied for \$2,116 to offer sustainable period underwear to year 9 and 10 students identifying as female. Before applying for funding, they surveyed their female students. 70% indicated yes, they would be interested in using these waste-free menstrual products.
- 24 Encouraging and supporting a shift away from single-use period products, accompanied by a resolved application that meets allocation criteria, has resulted in a straightforward assessment and recommendation. Specifically, this waste minimisation project strongly aligns with encouraging community participation and education, is of benefit to the community, and has a high chance of embedding lasting behaviour change.
- 25 **Recommendation to Council:** \$2,116 full funding.

#### Applications recommended for part funding

- 26 **Raumati Technology Centre** has applied for \$6,800 to provide community waste minimisation education and practical skills to reduce waste, across three sub-projects. Firstly a Hangarua recycle hub, secondly green waste research, and thirdly a workshop series to support long term community waste minimisation actions and outcomes.
- 27 Applicants follow up provided succinct clarity around plans to manage the recycling collected; confirming that workshops are a specific and separate expansion to current programmes for the benefit of the wider community; and more detail around green waste research methodologies and quantifiable measures.
- 28 The application is very closely aligned with the Community Projects waste levy grant allocation policy category and meets/exceeds all four key criteria for assessment.
- 29 With Community Projects oversubscribed, funding has been prioritised for eligible applications which are most likely to achieve long term waste minimisation outcomes and behaviour change. With this project meeting all assessment criteria and assessed as having high-level impact it is recommended to Council to part-fund \$6,671.
- 30 **Recommendation to Council:** \$6,671 part funding.



- 31 **Cyclic Solutions** has applied for \$14,675 to refurbish and recycle used and surplus cycles, distribute bicycles and components by donation or sale, and provide bicycle maintenance workshops to benefit members of the community and sustain a Trust that would be formed were the application be successful.
- 32 Lease costs of \$13,000 over three years form much of the total expenditure requested. While grant funding to support lease costs is not explicitly excluded in waste levy grant allocation policy, ongoing financial support and subscriptions are listed as ineligible purposes for waste levy grant funding on the Kāpiti Coast District Council website: [Waste levy grants - Kāpiti Coast District Council \(kapiticoast.govt.nz\)](https://www.kapiticoast.govt.nz/waste-levy-grants)
- 33 Follow up indicated that this project hopes to significantly add to existing bicycle refurbishment and recycling initiatives occurring in-region; that it would be a new not ongoing project as indicated originally in the application; that multi-year lease expenditure requested would be for 'seed funding' only to get the organisation established; and clarification of quantifiable target weights diversion of bicycles and components from landfill.
- 34 The panel assessed that the project as presented delivered lesser impact and potential for participation and [waste minimisation] education, and for leading to long term waste minimisation action and behaviour change. While elements of the project did touch on allocation criteria, other applications were assessed as having a combination of higher impact at lower cost and/or likelihood of achieving long term waste minimisation action and behaviour change from participants.
- 35 Refurbishment or disassembly of discarded bicycles for metal recovery is time-consuming. Metal content recovered does have established recovery streams but at low value.
- 36 Several existing bicycle refurbishment and community hire initiatives are already established in-region. It was observed that an indicated significant increase in refurbishment and material recovery could occur without negatively impacting existing initiatives to some degree. This might result in the nett benefit being lower than indicated.
- 37 With Community Projects oversubscribed, funding has been prioritised for eligible applications which are most likely to achieve long term waste minimisation outcomes and behaviour change.
- 38 **Recommendation to Council:** While acknowledging the additive intent alongside existing initiatives and partial waste minimisation focus for this project, part-funding for a pilot excluding lease costs is recommended to Council, for \$2,000 - part-funding, excluding most lease costs.
- 39 The applicant is encouraged to apply in future years when there is greater certainty around nett [breadth and scale] benefit to the community, quantifiable waste minimisation actions and behaviour change by participants, and how the project will become self-sustaining without recourse to a significant portion of the project being for ongoing lease costs.
- 40 **Te Kura ā Iwi o Whakatupuranga Rua Mano** - has applied for \$15,000 to recover waste building materials to incorporate into tiny home builds.
- 41 Three of four assessment criteria are met by this application. Firstly, incorporating circular principles into the heart of this project and that has a good chance of embedding long-term waste minimisation actions and behaviour change by participants. Secondly, success measures are simple, clear and directly relate to waste minimisation. Thirdly, there are good opportunities for active community involvement via a range of ways of contributing.
- 42 Transportation costs of \$20,800 [45%] and project related wages of \$14,400 [32%] are a combined 77% of expenditure, with materials sourced from a variety of in- and out-of-region locations.

- 43 Follow up indicated that reliable material sourcing has led to the establishment of key working relationships across pre-owned/used materials and new materials that have been seconded or otherwise returned damaged to manufacturers/distributors. Ōtaki Zero Waste was mentioned for some sourcing, but that insufficient quantities were available on a regular basis.
- 44 They further indicated that material acquisition priorities “present a delicate dance...in maintaining an influx of high quality, as well as cost effective and sustainably minded in their recycling quality”.
- 45 The applicant is aware of MBIE guidance related to tiny buildings and consenting requirements. They have confirmed that the structures designed and built are temporary/non-permanent, not occupied by people on a long-term basis, and that they would be willing to sign an acknowledgement that if funding or part-funding for materials were recommended. This would ensure that any reputational risk to Council by implicit support of a project that might result in contradicting consenting of tiny structures is mitigated.
- 46 Otaihanga Zero Waste Hub [OZWH] are an in-region resource recovery site for suitable build materials that the applicant indicated has not yet built an active working relationship with for sourcing. Both the applicant and OZWH have indicated a willingness to source/provide materials locally – meeting waste levy requirements for in-region spend.
- 47 With Community Projects oversubscribed, funding has been prioritised for eligible applications which are most likely to achieve long term waste minimisation outcomes and behaviour change. This project meets three of four assessment criteria and assessed as having mid-level impact compared with other eligible projects.
- 48 **Recommendation to Council:** Part-fund in-region materials sourcing as a credit for material purchases through OZWH for \$4,602.
- 49 **Paekākāriki Orchard Group** has applied for \$6,500 to “take care of what we have started!” They intend to achieve this firstly, by promoting and expanding their PaeCycle Project, including by helping folks in hardship (subsidy fund), and to fund their compost co-ordinator for one more year. Secondly, the introduction of community education at monthly meets/working bees.
- 50 This application meets three of four assessment criteria, was assessed as having higher-level impact, and aligns closely with project applications encouraged on the Kāpiti Coast District Council ‘about waste levy grants’ website page.
- 51 With Community Projects oversubscribed, funding has been prioritised for eligible applications which are most likely to achieve long term waste minimisation outcomes and behaviour change. Paekākāriki Orchard Group have shown strong leadership for quantifiable waste minimisation through community-building over a sustained period.
- 52 **Recommendation to Council:** \$5,000 part-funding.
- 53 **Ōtaki Women’s Community Club** (Ōtaki Market) has applied for \$5,000 for two projects. Firstly, 14% of funding for a sustainable campaign for the Ōtaki Kids Market, and secondly, 86% of funding for waste management and ‘at-bin’ education by Organic Wealth at all Market events.
- 54 Some of the Market dates and expenditure indicated in the application precede the 19<sup>th</sup> November waste levy grants allocation subcommittee meeting.
- 55 The first aspect of the application, sustainability campaign, was assessed as not meeting the assessment criteria minimum threshold. Focusing more broadly on sustainable products and promotion was not shown to specifically lead to long term waste minimisation action and behaviour change by participants and was judged ineligible.

- 56 The second aspect, waste management by a contracted third party, provides a good link to waste minimisation but at a high per-event cost, and handing-off responsibility for event waste minimisation and education to a paid contractor.
- 57 The applicant was contacted to speak to the extent to which the organisers might be empowered to run a waste minimisation system in-house in the future, and they indicated a new Sustainable Strategy, and more volunteers involved which might include education aspects.
- 58 With Community Projects oversubscribed, funding has been prioritised for eligible applications which are most likely to achieve long term waste minimisation outcomes and behaviour change. The project meets one of four assessment criteria and is assessed as having low-level impact in comparison with other eligible projects.
- 59 **Recommendation to Council:** Part-fund \$800 towards Organic Wealth waste minimisation. It is hoped that Ōtaki Women's Community Club can utilise Organic Wealth's expertise as an opportunity to upskill and operate waste minimisation at events themselves in the future.
- 60 **Worm It Up** has applied for \$6,890 to fund collecting other household's kitchen scraps and composting them in their worm farms, as a monthly subscription service. The applicant is applying to purchase additional hardware necessary for the collection and processing of this organic waste. Currently, they serve ten (10) households and would like to expand up to sixty (60) households.
- 61 This application meets all four assessment criteria. Subsequent follow up answered questions raised by the internal panel related to a resolved plan for subscription growth, collection costs being covered, further analysis of subscription pricing, and revisions to success measures to take account of preferred methods for managing organic growth.
- 62 With Community Projects oversubscribed, funding has been prioritised for eligible applications which are most likely to achieve long term waste minimisation outcomes and behaviour change. This project is assessed as having high-level impact in comparison with other eligible projects.
- 63 **Recommendation to Council:** Part-fund this project for \$4,500. After an initial \$1,125 tranche to support growth to 20 subscribers, it is recommended to phase further funding into tranches of \$1,125 each based on reporting of subscription growth per ten new subscribers up to a total of 50 new subscribers within the grant period.
- 64 **He Iti nā Mōtai** has applied for \$1,499.63 to fund rotating compost tumbler bins, to extend mātauranga to whānau by planning compost-making days, and thirdly materials to build roofing over, spouting to catch rain, and wood shavings for a whare heihei (chicken coop).
- 65 The composting aspect of the application meets all assessment criteria and was assessed as a relatively low-cost and high impact project. Composting education, also eligible was not listed as an expenditure line on the application. Materials including corrugate sheet, nails, spouting and wood shavings are ineligible expenditure purposes for waste levy funding.
- 66 With Community Projects oversubscribed, funding has been prioritised for eligible applications which are most likely to achieve long term waste minimisation outcomes and behaviour change. One aspect of this project is assessed as having high-level impact in comparison with other eligible projects.
- 67 **Recommendation to Council:** Part-fund \$811 – fully fund eligible composting expenditure.
- 68 **Māoriland Charitable Trust [MCT]** [option 2] has applied for \$5,586.85 to fund reuse hire services for Māoriland Film Festival, consisting of \$3,200 for volunteer koha, \$1,192 for ongoing staff wages, and \$1,194.85 for reusables hire from a third party.

- 69 The application meets two of four assessment criteria: quantifiable success measurement, and breadth and scale of community involvement. The remaining two criteria, long term waste minimisation actions and behaviour change by participants, requires wider adoption by event organisers of reusables. This is outside of the direct control of the applicant, as is the likelihood of the reuse project becoming self-sustaining.
- 70 The nett environmental and reputational benefits of such systems are well recognized, as well as whole-of-life cost savings from implementing reuse systems. Follow up with the applicant indicated that they are hoping to gather and create their own reusables fleet over time.
- 71 Without a dedicated Para Kore space for reusables handling onsite, for which waste levy grant funding is ineligible, plus willing volunteers to process reuse in real-time, hiring a fleet of reusables from regionally based social enterprises is an imperfect option to minimise avoidable packaging waste. MCT hired reusable fleet from Wellington-based NonStop Solutions in 2023 and has proposed to do the same for 2024 with this application.
- 72 Follow up facilitated an introduction to FillGood, a recent new Wellington-based event reuse organisation. FillGood's model delivers reusable fleet and collects those items for offsite wash, sanitise and subsequent re-issue at events. This model overcomes one issue of infrastructure and some logistics onsite to manage reusables but creates another - higher transport costs for sourcing from outside of Kāpiti region.
- 73 Māoriland Charitable Trust has received waste levy grant funding in the three prior years: April 2021 \$460 for zero waste workshops and shifting to compostable packaging, December 2022 \$8,701.51 for community composting project resources, December 2023 \$7,946.73 for a reuse educational initiative and reusable crockery hire.
- 74 With Community Projects oversubscribed, funding has been prioritised for eligible applications which are most likely to achieve long term waste minimisation outcomes and behaviour change. This project is assessed as having mid-level impact in comparison with other eligible projects.
- 75 **Recommendation to Council:** Part-fund the reuse aspect of this project for \$2,500.
- 76 Note: The applicant is encouraged to continue to explore reuse hire options and/or piloting fleet acquisition costs for in-house reusables, and to utilise funding in these areas as deemed most impactful.
- 77 **Katihuki Marae** has applied for \$2,019 for colour coded bins and signage, originally in the Business Waste Reduction category. That application was for \$504.75 for 3 to 4 bins, of which up to 50% could be assessed for funding. An officer contacted the applicant to discuss if they wished to amend their application to be considered in the Community Projects category. The applicant also updated their funding request to \$2,019.40 for six bins and accompanying signage/labels.
- 78 By agreement this application was assessed for recommendation under the policy applicable to the Community Projects funding stream.
- 79 By better organising their waste into green/food scraps, red/rubbish, yellow/recyclables waste streams – they hope to inclusively promote and support their waste minimisation efforts to marae and hapū members.
- 80 Source separation of waste streams is an important step in driving waste minimisation outcomes, by ensuring materials that can be recovered are not contaminated at the point of disposal. The applicant has indicated that bin maintenance and systems are to be supported by one of their Maintenance Committee at the Marae.
- 81 The application largely meets all four assessment criteria, with recycling regarded relatively lowly on the recovery element of the waste hierarchy, and food scraps as a priority stream. It is noted that the applicant has made other changes from the original application, requesting

two each of red/rubbish, yellow/recycling and grey/paper colour coded bins in the updated quote.

- 82 With Community Projects oversubscribed, funding has been prioritised for eligible applications which are most likely to achieve long term waste minimisation outcomes and behaviour change.
- 83 **Recommendation to Council:** Part-fund \$1,000, which is just under half of the revised funding request amount and is more than four times what could have been recommended under the Business Waste Reduction category. This will allow for the purchase of up to four colour coded bins at a unit cost of \$217 +GST, or three bins and the costs associated with customising the labels to suit.

**Applications recommended to be declined**

- 84 **Māoriland Charitable Trust** [option 1] has applied for \$23,949 to build a dedicated and covered/protected from all-weathers Para Kore space.
- 85 Acknowledging the applicant's requirement for a covered Para Kore space for waste minimisation, materials and labour directly related to the construction of a covered space are ineligible for waste levy expenditure.
- 86 **Decline recommendation to Council.**
- 87 **Waikanae Primary School** has applied for \$200 to collect rainwater so that they can use it in their Eco Centre garden where they grow vegetables, fruits and other plants. This would allow them to reduce their dependence on the town water supply and promote environmental awareness.
- 88 While laudable that the applicant seeks to collect rainwater it is not a recognised waste stream and therefore ineligible for Waste Levy funding.
- 89 Enquiries have been made internally across Water, Climate and Connected Communities, and Customer Engagement teams to be able to propose alternative funding sources. Unfortunately, at this stage no other funding opportunities are open, although the applicant is encouraged to keep an eye on future council grant rounds that they may be eligible for.
- 90 **Decline recommendation to Council.**
- 91 **Beach FM** seeks \$9,160 in the Community Projects category to fund an on-air campaign to promote waste reduction. With the Waste Levy Grant Community Projects category oversubscribed, the application was also assessed against allocation criteria in Category 2B: Business Waste Reduction, resulting in a decline recommendation in that category.
- 92 The novel premise of a waste levy grant Community Project by a commercial radio station to create audio-based content to promote waste reduction is acknowledged.
- 93 The internal officer panel unanimously agreed that the application and further information supplied do not meet the allocation policy criteria of describing how the project will lead to long-term and measurable/quantifiable waste minimisation actions and behaviour change, and by the applicant's own proposal, has a minimal likelihood of the project becoming self-sustaining.
- 94 Additionally, the applicant has not provided a sufficient level of detail about the proposed content and campaign, meaning a project assessment was unable to be concluded.
- 95 Officers additionally sought specialist advice from senior members of the Communications and Engagement team, who raised concerns related to: using waste levy funding to buy commercial radio advertising; that project/campaign details and success measures were not

aligned with the requirements of the allocation policy; that the proposal delivered poor value for money, unclear how effectiveness would be measured, and that lower cost digital campaigns could achieve greater reach.

- 96 Specifically, the application and subsequent follow up discussion did not show how the proposed campaign could be a 'practical waste minimisation project(s) which encourage community participation and education and/or are of benefit to the community of Kāpiti and lead to long term waste minimisation action and behaviour change.'
- 97 **Decline recommendation to Council.** This application was assessed to fall below the threshold required to be recommended for funding in the Community Projects category. As the application does not meet the requirements of the allocation policy it is recommended that funding for this application in the community category be declined.
- 98 Notwithstanding the above recommendation to Council, Beach FM are encouraged to maintain dialogue that might more closely align to regional WMMP (2023-2029) and local actions funded outside of waste levy grant funding. It is understood that a working relationship already exists between Beach FM and council, via the Communications and Engagement team.
- 99 **Ruth De Jager Consulting** seeks \$6,561 to buy and install two bins at beach access points, for "The Coastal Care Project Initiative".
- 100 Publicly available GIS data indicates there are approximately ten public bins already situated on or in the vicinity of Tutere St, and that receive regular servicing by council contractors. Suggestions for the introduction of more public bins, or input related to re-siting existing bin locations can be made by contacting council through any of many existing channels.
- 101 The application has considered litter disposal hardware and installation costs but has not explained how the project will minimise waste – a requirement of the allocation policy.
- 102 The application does not meet three of four assessment criteria of the allocation policy, related to long-term waste minimisation actions, breadth and scale of community involvement, likelihood of project becoming self-sustaining.
- 103 The application does comprehensively list a wide range of success measures: five key performance indicators, regular progress reports, detailed impact report, visual and data representations, community feedback summary, financial summary, final evaluation report, presentation to Council. It is observed that this comprehensive list may take significant time and energy to audit, process and publish. The applicant has indicated summary line expenditure of \$111 for admin costs. No admin costs quotes have been supplied.
- 104 **Decline recommendation to Council.**
- 105 Note: The nationwide Litter Intelligence project run by citizen scientists under the expert guidance of Sustainable Coastlines is something the applicant is encouraged to support, along with the work of local groups active in the locale, including the Waikanae Estuary Care Group.
- 106 **Ahoaho māra kai** has applied for \$7,600 to facilitate students to manage an anaerobic digestion [AD] biodigester system. Of that total, 74% (\$5,600) has been requested for staff wages, and the remaining 26% for materials (\$1,000) and promotional purposes (\$1,000).
- 107 A waste levy grant Business Projects application by Energise Ōtaki received full allocation of part-funding for \$8,000 in the 2023-2024 funding round, for a small-scale anaerobic digestion pilot.
- 108 Interim reporting against success measures indicated in Energise Ōtaki's 2023-2024 application were requested and received integral to the evaluation of this same/interlinked 2024-2025 project application by Ahoaho māra kai.

- 109 The interim report back referenced against the applicant's stated success measures has raised concerns about spend, governance and project status, and the likelihood of achieving year 1 outcomes within the timeframe indicated.
- 110 For example, the application included the purchase of two systems at a cost of \$7,200 in arriving at a 50% project co-fund of \$8,000 in the Business Projects category for an overall project cost of \$16,700. 85% through the project timeline and hardware expenditure reported of \$1,699.95 is a significant 77% less than provided in the project application.
- 111 **Decline recommendation to Council:** With significant uncertainty arising from the interim update about the development of the 2023-2024 project it is recommended that funding for this directly connected but separately lodged 2024-2025 application be declined.
- 112 The 2024-2025 funding round applicant is encouraged to re-apply in future funding years when greater clarity around spend, governance and project status stated in the 2023-2024 project application are reported and assessed as resolved.

### Tangata whenua

- 113 Tāngata whenua were consulted as part of the consultation process for the 2023-2029 WMMP final draft, subsequently adopted by the eight Wellington region councils between December 2023 and March 2024. Contestable waste reduction grants is local action 3 (appendix 2) under the plan, and the Waste Levy Grants Allocation Policy is well aligned with many other actions under the WMMP
- 114 Kāpiti mana whenua were notified directly of the opportunity to apply for Waste Minimisation Grants (Ngāti Toa, Ātiawa ki Whakarongotai and Ngā Hapū O Ōtaki).

### Panonitanga āhuarangi | Climate change

- 115 The relationship between waste and climate change is tightly linked. By changing how we dispose of things, minimising what we dispose of, and rethinking the way we use things, we support reducing landfill emissions and overall districtwide emissions.
- 116 Allocation of waste reduction grants to community groups and projects contributes positively towards the community transitioning towards a low carbon future.
- 117 These community focused projects also contribute positively to the outcome of building more connected and resilient communities.

### Ahumoni me ngā rawa | Financial and resourcing

- 118 The Waste Levy grants are funded from the Waste Levy fund, distributed by MfE from charges levied from waste disposed to landfill. There is no rates funding involved.

### Ture me ngā Tūraru | Legal and risk

- 119 **Potential for misuse of funds.** As with any grant, there is risk that the funds granted are not used for their allocated purpose.
- 120 To mitigate this risk and to ensure the funds are spent on waste minimisation outcomes relating to granted projects, council officers have an established report back procedure to get data back from projects. From this process, staff receives financial spend, waste diversion and project reach data to review. This ensures that projects are on track and that we can share their impact and success with the community.
- 121 After fund allocation, staff work with the grant recipients to ensure they are aware of the report back requirements prior to project initiation. If there are any barriers to collecting such data, staff work with the recipient to get the best outcome possible.

- 122 If the report back is not satisfactory or not submitted, council has the right to refuse further waste levy grant funding (or pause a gradual payment schedule) to that organisation. In all such cases, staff will work to resolve any issues prior to refusing further funding.
- 123 **Reputational risk.** Grant funding a project that might contradict other Council regulations or regulatory requirements – refer Sections 41-49. This risk can be mitigated by including in relevant funding agreements that the applicant confirms materials grant support is explicitly not an endorsement of end-use that may be in a grey area for building regulations.

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

- 124 The funding recommendations are in line with the Waste Levy Grants Allocation Policy 2020 and guidance at [Waste levy grants - Kāpiti Coast District Council](#) (Appendix 3 pdf copy of website page).
- 125 The allocation of waste reduction grants to **Community Projects** is in line with the objectives and actions set out in the current Wellington Region Waste Management and Minimisation Plan 2023-2029.

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

#### Te mahere tūhono | Engagement planning

- 126 An engagement plan is not needed to implement this decision. Council will communicate this decision through its established communication channels.

#### Whakatairanga | Publicity

- 127 Council will use its established communications channels to inform the community of this decision and provide updates as the recipient projects progress.

### NGĀ ĀPITI HANGA | ATTACHMENTS

1. Waste Levy Grant Allocation Policy 2020
2. Kāpiti Coast Local Action Plan 2023-2029 WMMP
3. PDF Copy of Waste Levy Grants Page of Kāpiti Coast District Council Website
4. Business Katihuki - Public Excluded (under separate cover)
5. Community 01 Cyclic Enterprises - Public Excluded (under separate cover)
6. Community 02 Waikanae Primary School - Public Excluded (under separate cover)
7. Community 03 Beach FM - Public Excluded (under separate cover)
8. Community 04 Raumati Technology Centre - Public Excluded (under separate cover)
9. Community 05 Te Kura-a-Iwi Whakatupuranga Rua Mano Charitable Trust - Public Excluded (under separate cover)
10. Community 06 Ōtaki College - Public Excluded (under separate cover)
11. Community 08 Paekākāriki Orchard Gardens - Public Excluded (under separate cover)
12. Community 09 Ōtaki Womens Community Club - Public Excluded (under separate cover)
13. Community 10 Ruth De Jager Consulting - Public Excluded (under separate cover)
14. Community 011 Worm It Up - Public Excluded (under separate cover)
15. Community 013 Ahoaho māra kai - Public Excluded (under separate cover)
16. Community 0XX HINM - Public Excluded (under separate cover)
17. Community 0XY Māoriland Charitable Trust - Public Excluded (under separate cover)



## Waste Levy Grants Allocation Policy

27 August 2020

### Objectives of the Policy

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

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

*To support the implementation of the Wellington Region Waste Management and Minimisation Plan.*

This Policy complements the Wellington Region Waste Management and Minimisation Plan (WMMP). One of the actions of the Kāpiti Coast District Council action plan within the WMMP is the provision of contestable waste reduction grants. This Policy specifies the process, categories and key criteria for the allocation of waste levy funded grants.

### Waste Levy Grants Allocation Process

- The grants budget available per grant category each financial year is set by the Waste Levy budget holder in consideration of other activities and projects to be funded, as guided by the WMMP. When the available budget is limited, the Community Projects category will be prioritised. Each year, \$20,000 - \$30,000 will be made available under the Community Projects category, and \$0 - \$40,000 will be made available under the Seed Funding and Business Waste Reduction category. This means that funding under the Seed Funding and Business Waste Reduction category may not be made available every year.
- Allocation of funding for the waste levy grants will be via an annual contestable process which calls for expressions of interest/applications to identify potential recipients for the fund.
- For Category 2A (Seed Funding Grants), grants allocation will be undertaken in a two-step process whereby applicants are required to submit a brief Expression of Interest (EOI) first. From the EOIs received, a panel of Council officers from the Sustainability and Resilience and Economic Development teams will select projects to proceed to the next application stage. Selected applicants will then be invited to submit a full application.
- Final approval of funding under all grant categories will be undertaken by the Grants Allocation Committee (Waste Levy).
- Grant categories, criteria and priority funding areas will be reviewed following each statutory review of the WMMP. The relevant Council Committee will approve any changes resulting from these reviews.



## Grant Categories for Allocation of Waste Levy Grants

The categories for allocation of the waste levy grants are:

### 1. Community Projects

To support practical 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 and behaviour change.

### 2. Seed Funding and Business Waste Reduction

The Seed Funding and Business Waste Reduction category has two sub-categories:

**Category 2A: Seed Funding** seeks to encourage the establishment of waste minimisation businesses or initiatives on the Kāpiti Coast and create opportunities for waste minimisation and economic development.

**Category 2B: Business Waste Reduction** seeks to support existing businesses to implement measures that will lead to long term and measurable minimisation of the waste resulting from the businesses' operations.

## Key Criteria for Waste Levy Grants Projects

The key criteria to be met by projects under each funding category are outlined below.

Further application requirements, assessment considerations, and eligible and ineligible purposes are detailed in the Fund Criteria & Application Guidelines for each category.

Funding is only available for projects or portions of projects taking place within the boundaries of the Kāpiti Coast District.

### Category 1: Community Projects

The Fund is open to community groups, businesses, Iwi/Māori organisations, educational institutions, neighbourhood groups of at least five households, and other community-based organisations.

The key criteria for assessment of applications to the Community Projects fund are:

- The project will lead to long term waste minimisation actions and behaviour change by participants;
- The project proposal shows how success will be measured in terms of waste reduction and skills learnt. Success must be quantifiable and reported back to Council;
- The breadth and scale of community involvement in the project;
- The likelihood of the project becoming self-sustaining.



## **Category 2: Seed Funding and Business Waste Reduction**

The Fund is available to commercial entities and other organisations, including community-based or social enterprises.

### **Priority funding areas**

All projects must aim to achieve measurable waste minimisation. This covers the reduction of waste at the source, and the reuse, recycling and recovery of materials for further use or processing. Furthermore, Council particularly encourages waste minimisation projects targeting the following waste streams and areas:

- Organic Waste
- Construction and Demolition Waste
- Projects that fill a gap within current waste services in Kāpiti

Key criteria for the assessment of (full) applications under this category are:

### **Category 2A – Seed Funding**

Provision of a business case 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;
- Provision for contingencies and structured response to rising waste resource costs and/or end-use market failure;
- Estimates of performance post Council or other subsidy (will the project become self-sustaining);
- Estimates of the scale of performance in terms of waste minimisation, and proposed methodology to measure this;
- Clear indication of benefit to the local and/or regional economy, to the wider Kāpiti community, and the environment;
- For pilot programmes and trials an outline of:
  - a programme and process for testing;
  - a programme for business development of the end product/results of the project/trial.

### **Category 2B – Business Waste Reduction**

- The project will lead to long term and measurable waste minimisation;
- Applications can be made for up to 50% of total project costs;
- The project proposal shows how success will be measured in terms of waste reduction. Success must be quantifiable and reported back to the Council;
- The project proposal provides an estimate of cost savings resulting from the project, if any. Priority will be given to projects where expected savings are not sufficient to cover project costs.

This policy was approved by Council on 27 August 2020  
Refer to Report CO20200827\_1934\_2249\_1







#	Waste Hierarchy Level	Action	Alignment with Objectives	Primary Role of Council	Funding Options	Timeframe
Reduce, rethink, redesign						
1	Reduce, rethink, redesign	Educate residents in waste minimisation by providing information and resources which may include workshops, talks, the Council website, social media, newspapers, pamphlets, and posters.	3, 5	Facilitator	Waste Levy General Rates	Ongoing
2	Reduce, rethink, redesign	Support educational institutions on waste minimisation, via programmes which may include the Zero Waste Education programme, Paper4Trees, cloth nappies trial for pre-schools and Enviroschools.	3, 5	Provider, Funder, Facilitator	Waste Levy	Ongoing
3	Reduce, rethink, redesign	Support principles of Te Ao Māori and provide support to local iwi groups. This may include education programmes, grants, and event waste management advice.	3, 5	Partner	Waste Levy General Rates	Ongoing
4	Reduce, rethink, redesign	Provide annual contestable waste minimisation grants for community groups and explore options for streamlining the community grants process.	3, 5	Funder, Facilitator	Waste Levy	Ongoing
5	Reduce, rethink, redesign	Support effective waste management and minimisation at large events through implementation of the solid waste bylaw, and provide support with resource bookings, advice, planning meetings etc.  Investigate options to increase number of post-event waste audits being submitted.	3, 4, 5	Regulator	Waste Levy	Ongoing
6	Reduce, rethink, redesign	Provide annual contestable Business Waste Minimisation Grants and explore options for streamlining the business grants process.	3, 5	Funder, Facilitator	Waste Levy	Ongoing

#	Waste Hierarchy Level	Action	Alignment with Objectives	Primary Role of Council	Funding Options	Timeframe
7	Reduce, rethink, redesign	Work with local businesses to investigate, consider, trial and implement initiatives that achieve waste reduction.  Support and the development of Pakihi Toitū o Kāpiti – Sustainable Business Kāpiti – including via the Business Waste Minimisation Consultancy Programme.	3, 5	Facilitator	Waste Levy General Rates	2023 – onwards
8	Reduce, rethink, redesign	Advocate for better outcomes for waste and waste minimisation at a regional and national level.  Consider and respond to Government legislative changes, including <i>Te rautaki para</i>   <i>Waste strategy</i> , Waste Minimisation Act, Litter Act, and Resource Management Reforms.	2	Partner	Waste Levy General Rates	Ongoing
<b>Reuse, repair, repurpose</b>						
9	Reuse, repair, repurpose	Maintain or develop new leases for Council land, including using closed landfills for resource recovery operations.  Continue to support waste minimisation groups with affordable leases, including Zero Waste Ōtaki and Otaihanga Zero Waste Hub.	4, 5	Partner	Other	Ongoing
<b>Recycle, compost, anaerobic digestion</b>						
10	Recycle, compost, anaerobic digestion	Ensure all households in urban areas have kerbside food scrap collection by 2030, or earlier.	3, 4, 5	Provider	Targeted Rates	By 2030
11	Recycle, compost, anaerobic digestion	Ensure all households in urban areas have access to kerbside recycling by 2027, or earlier.	3, 4, 5	Provider	Targeted Rates	By 2027

#	Waste Hierarchy Level	Action	Alignment with Objectives	Primary Role of Council	Funding Options	Timeframe
12	Recycle, compost, anaerobic digestion	Investigate, trial and implement support for waste minimisation projects in educational institutions, which may include waste audits, setting up recycling systems, composting information and provision of worm farms.	3	Facilitator	Waste Levy	Ongoing
13	Recycle, compost, anaerobic digestion	Support, create, or increase engagement in targeted educational campaigns and projects, which may include niche recycling programmes (batteries, e-waste, car seats), Love Food Hate Waste Campaigns, Waste Free Parenting/Period programmes, Love your Compost, Illegal Dumping reduction.	3	Facilitator	Waste Levy	Ongoing
14	Recycle, compost, anaerobic digestion	Explore options for satellite Zero Waste/Recycling hubs in the District in collaboration with community groups, businesses, NGO's and other organisations.	4, 7	Partner	Waste Levy General Rates	Ongoing
15	Recycle, compost, anaerobic digestion	Continue to support green waste diversion from landfill by composting or other methods.	1, 5	Partner	Waste Levy General Rates	Ongoing
16	Recycle, compost, anaerobic digestion	Explore options for diversion of biosolids from landfill, which may include vermicomposting, in-vessel composting in collaboration with the wastewater team.	1, 5	Provider, Partner	Waste Levy General Rates	Ongoing
<b>Dispose</b>						
17	Dispose	Continue aftercare of closed landfills, including alternate leachate treatment methods for Otaihanga, maintenance of wetlands, and planting of native trees.	9	Provider	General Rates	Ongoing



# Waste levy grants

The Waste Levy Grants support projects that increase the range, scale and number of waste minimisation activities on the Kāpiti Coast.

They're funded by part of the Waste Levy fees paid by waste disposal operators to the Ministry for the Environment, which is then allocated to local bodies to administer. There is no rates funding involved.

## Applications closed

Applications closed 11.59pm Sunday 8 September. See [Timeline](#) for next steps.

[About the Waste Levy Grants](#) | [Timeline](#) | [How to apply](#) | [Financial details](#) | [Reporting](#) | [Other conditions](#) | [Contact](#) | [Latest recipients](#) | [Previous recipients](#) | [Case studies](#) | [Related links](#) | [Media releases](#)

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## About the Waste Levy Grants

Waste levy grants include two funding categories to help you with your waste minimisation projects:

- [community projects](#)
- [business waste reduction projects](#).

We especially encourage project applications that:

- move up the waste hierarchy to a circular economy
- shift to a low-emissions, low-waste society, inclusive and equitable outcomes
- reduce amount of organic waste sent to landfill
- reduce, rethink, redesign
- reuse, repair, repurpose
- protect and regenerate natural systems.

Find out more about waste minimisation in our [Rubbish and recycling](#) section.

Funding is available for projects, or parts of projects, occurring within the Kāpiti Coast District.

## Timeline

The following timelines apply for all Waste Levy grant applications.

Date	
Thursday 25 July 2024	Opening of waste levy grant applications.
11.59pm, Sunday 8 September	Closing of waste levy grant applications.
19 November	Funding decision made by Grants subcommittee.
20 November 2024	All applicants notified of outcome from this date.
August 2025 (TBC)	Opening of waste levy grant applications.

## How to apply

You can apply online or download an application form:

- Community projects application form – online
- Community projects application form
- Business waste reduction application form – online
- Business waste reduction application form.

### Waste levy fund for community projects

<b>Funds available:</b>	A funding pool of \$30,000 is available for Community Projects in 2024/25. There is no rates funding involved.
<b>To fund:</b>	practical waste minimisation projects that:

- encourage community participation and education
- benefit the Kāpiti Coast community
- lead to long-term waste minimisation action and behaviour change.

Eligible purposes might include (but are not limited to):

- new programmes, projects or events
- improvements or expansions to existing programmes
- equipment which is necessary to achieve the outcomes of the programme (each item of equipment will be evaluated on its individual merit to the project; two quotes are required (if possible) for the purchase of equipment)
- publicity or educational material directly related to the aims of the programme
- training needs of workers
- skill development of programme participants
- administration costs and project-related expenses (up to \$500)
- wages that are directly related to the project.

Ineligible purposes that will not be funded include:

- applications that don't meet the purpose of the Waste Levy Policy and its guidelines
- waste disposal, treatment or recycling costs
- ongoing financial support or running costs of activities (some recurring activities, such as waste minimisation at public events, may be funded for a maximum of two years but no more)
- subscriptions and memberships
- debt servicing
- projects or programmes and related costs that have already occurred

	<ul style="list-style-type: none"><li>• any costs involved in preparing the application</li><li>• catering costs.</li></ul>
<b>Fund open to:</b>	<ul style="list-style-type: none"><li>• community groups</li><li>• businesses</li><li>• iwi/Māori organisations</li><li>• educational institutions</li><li>• neighbourhood groups of at least five households</li><li>• other community-based organisations.</li></ul>
<b>Notes:</b>	There is no minimum amount per application. Each application will be assessed on its merits, on a case-by-case basis.
<b>Apply</b>	<ul style="list-style-type: none"><li>• Community projects application form – online</li><li>• Community projects application form – download application and print.</li></ul>

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**Waste levy fund for business waste reduction**

<b>Funds available:</b>	A funding pool of \$20,000 is available for business waste reduction projects in 2024/25. There is no rates funding involved. <b>Businesses can apply for up to 50 percent of eligible project costs.</b>
<b>To fund:</b>	<p>Existing businesses to implement measures that will lead to long-term and measurable minimisation of waste from the business' operations.</p> <p>Eligible purposes might include (but are not limited to):</p> <ul style="list-style-type: none"><li>• equipment needed to achieve the project outcomes (submit two quotes per item of equipment, where possible)</li></ul>

- publicity or educational material directly related to the aims of the programme
- new initiatives or improvements/expansions to existing programmes using proven existing technologies
- trials and pilot programmes using proven existing technologies
- training needs of workers
- skill development of project participants
- administration costs
- wages directly related to the project
- travel (the cost of travel will **only** be funded if it can be demonstrated it's essential for the project and is a reasonable cost; each journey will be evaluated on its individual merit to the project).

Ineligible purposes that will not be funded include:

- feasibility studies
- waste disposal, treatment or recycling costs
- ongoing financial support of existing activities or running costs
- duplications of other demonstration projects or pilot studies
- debt servicing
- retrospective projects/work already completed
- legal expenses
- any costs involved in preparing the application
- catering costs.

**Fund open to:**

- businesses
- organisations
- social enterprises.

**Notes:**

- Projects applying under this category can only apply for up to 50 percent of the total project cost.

	<ul style="list-style-type: none"><li>• There is no minimum amount per application. Each application will be assessed on its merits, on a case-by-case basis.</li></ul>
<b>Criteria</b>	<p>The project proposal or plan must include:</p> <ul style="list-style-type: none"><li>• an outline of how success will be measured in terms of waste reduction; success must be quantifiable and reported back to the Council (Council staff are available to provide guidance and support on methodology for reporting – see end of form for contact details)</li><li>• an estimate of cost savings resulting from the project, if any; priority will be given to projects where expected savings are not sufficient to cover project costs</li><li>• a plan for how you will develop/market/manage your project (if applicable)</li><li>• the proportion of project funding being sought and how any remaining proportion will be funded</li><li>• details of any other sources of funding/sponsorship, or applications made for such</li><li>• proof of an entity, organisation or project bank account requiring multiple signatories.</li></ul>
<b>Apply</b>	<ul style="list-style-type: none"><li>• Business waste reduction application form – online</li><li>• Business waste reduction application form – download application and print.</li></ul>

## Financial details

If you're registered for GST, **do not** include GST in your costs.

Attach quotes and any other supporting documentation to your application. Two quotes are required for the purchase of equipment.

If your application is successful and you don't already have a bank account for your project, you'll need to open a bank account for your group. Once we've received your deposit slip, we'll be able to transfer the funds to your account.

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## **Reporting**

Projects are expected to start within three months of approval of funding (unless other prior agreement has been made).

- Short-term projects must be completed within 12 months of receiving funding.
- Longer term projects must achieve agreed targets within 12 months of receiving funding.

You must let the waste minimisation officer know when your project is complete, and include a final report on the project. You'll be asked to provide proof of purchase for any equipment or travel costs with your final or progress report.

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## **Other conditions**

Council reserves the right to:

- visit any project or use it for promotional purposes where grant assistance has been given; in principle the applicant will be notified of a visit
- suspend and refuse further grant payments if, in our opinion, the grantee wilfully or through neglect causes the project to fail; our decision is final and will be no rights of appeal or review, and no right to compensation or damages of any nature.

If the project fails or finishes early for any reason, then we may require any equipment purchased with grant money to be transferred to us for reallocation to another project.

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## **Contact**

If you have any questions, or would like to discuss your project or application further, you can phone the [Waste Minimisation Advisor](#) or



email them at [waste@kapiticoast.govt.nz](mailto:waste@kapiticoast.govt.nz).

## Latest recipients

Recipient	Project	Year
<b>Community Projects</b>		
Juli Hunter Eco Friendly Style	\$2,940 – to run regular sewing classes to provide the community with skills of repairing and visible mending, to encourage behavioural change that will reduce textile waste from ending up in landfill. They aim to run monthly classes for groups of 10 people, with practical, supportive, and hands-on lessons for all attendees.	2023/24
Kāpiti Softball Club	\$2,230 – to support them with the initial resources to establish a colour-sorted glass recycling system. The club hosts 5–10 national and local tournaments in one season, with catering for anywhere between 200–800 people during these events.	2023/24
KapiMana Multiples	\$2,138 – to purchase a set of reusable cloth nappies products, which will be used to provide their members the opportunity to trial cloth nappies for one month.	2023/24
Māoriland Charitable Trust	\$6,980 – towards an educational initiative to take place at Māoriland Film Festival event, aimed at driving behavioural	2023/24

change to encourage reusable alternatives. The aim of the project is to raise the festival audience's awareness about the environmental impact of single-use packaging through film screenings, an interactive waste diversion installation, other educational materials displayed through event, and the implementation of reusable crockery in the event.

Organic Wealth	\$6,198 – to support growth and further expansion of their existing community food scrap collection programme. The volume of food waste they have diverted from landfill last year has increased from 13 to 28 tonnes. This funding will go to trailer modifications, required to carry the extra weight from higher volume of food waste collected, and cover staff training costs for expansion, waterproof educational food waste labels for their wheelie bins, two compost bins to process the extra tonnes to be collected, and diesel costs.	2023/24
Ōtaki Montessori Preschool	\$578.12 – towards composting systems, a see-through compost container, educational recycling posters and games, and a paper brick maker, to make paper bricks which could be used as fire starters. The project aims to introduce fun, hands-on and interactive approach to teach students about recycling and	2023/24

	composting, while reducing waste generated at school.	
Ōtaki School Te Kura tuatahi o Ōtaki	\$1,628 – towards three composting bins and three worm farms to process the school's garden waste, food waste and cardboard food containers. Besides diverting organic waste from landfill, the composting systems will be integrated in the education of the school, inspiring students to pass on learnings of reducing organic waste to their families. The school currently has a vegetable garden, which is also used for students' education, and the composting generated from systems will be used in the garden.	2023/24
The Shed Project Kāpiti Limited	\$2,934.39 – to support the wages of disabled worker to collect and compost food scraps, as part of their food scraps collection service project for households and businesses in Paraparaumu and Ōtaki.	2023/24
Shoebox Christmas Trust	\$2,421.50 – to further develop their digital platform and pilot a community-driven campaign solution to reduce food waste and scarcity in the Kāpiti Coast district. The project aims to create a digital platform to connect growers, community gardens, and families who have surplus food, with community supplier organisations that will redistribute food to the community in need.	2023/24

St Peter Chanel School	\$753.99 – towards new composting systems, composting training, and a greenhouse, aiming to reduce the organic waste generated from school meals, while educating students and their families on waste reduction.	2023/24
<b>Business Waste Reduction</b>		
Anam Cara Gardens	\$1,101.65 – to part-fund composting systems. Introducing more compost bins, worm farms, bokashi systems, and staff training/ upskilling will allow for maximising long-term and measurable waste minimisation from garden and food waste.	2023/24
The Bond Store	\$2,000 – to part-fund expansion of their reusable bottle swap crate system, to include a wider range of bottle sizes, and to expand to meet customer demand. The existing system has been shown to be very successful in dramatically reducing cardboard packaging and single-use glass, resulting in strong and measurable waste minimisation outcomes and cost savings for swap crate system customers.	2023/24
Energise Ōtaki	\$8,000 – to part-fund a small-scale anaerobic digestion pilot to process organic waste and produce energy usable by Ōtaki	2023/24

businesses, public agencies, schools and Ōtaki College, to household level. The first stage of the pilot intends to develop an operating and commercial model that will guide cost-savings, viability, and inform pathways to scaling to a larger stage expansion.

Gratitude Kefir	\$3,488.50 – to part-fund a fully integrated reuse system consisting of reusable crates and establish a reusable bottle washing facility. By focussing higher up the waste hierarchy and normalising reuse, this system aims to achieve large-scale waste reduction by avoiding single-use packaging and glass. Gratitude Kefir is run by one of the team behind Organic Wealth, supporting waste minimisation efforts in the region and applying them in practical ways for community benefit.	2023/24
The Roastery	\$5,403 – to part-fund expansion of their existing Swap-A-Jar reusables system to include more products, and wash and sanitise hardware necessary to scaling a circular reusables system.	2023/24

## Previous recipients



## Case studies

Paekākāriki Playcentre (Community Projects 2019/20)	▼
Koakoa (Business Waste Reduction 2020/21)	▼
Earth Starch Waste Solutions (Seed Funding)	▼
Paekākāriki Community Orchard and Gardens (Seed Funding 2019/20)	▼

**8 KARAKIA WHAKAMUTUNGA | CLOSING KARAKIA**

Kia tau ngā manaakitanga ki runga i a  
tātou katoa,

*May blessings be upon us all,*

Kia hua ai te mākihikihi, e kī ana

*And our business be successful.*

Kia toi te kupu

*So that our words endure,*

Kia toi te reo

*And our language endures,*

Kia toi te wairua

*May the spirit be strong,*

Kia tau te mauri

*May mauri be settled and in balance,*

Ki roto i a mātou mahi katoa i tēnei rā

*Among the activities we will do today*

Haumi e! Hui e! Taiki e!

*Join, gather, and unite! Forward together!*