

Chairperson and Subcommittee Members
GRANTS ALLOCATION COMMITTEE

8 DECEMBER 2016

Meeting Status: **Public**

Purpose of Report: For Decision

RECOMMENDATIONS ON WASTE LEVY GRANT APPLICATIONS

PURPOSE OF REPORT

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

DELEGATION

- 2 The Grants Allocation Committee may make a decision under Section B.6 of the Governance Structure and Delegations:

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

BACKGROUND

- 3 The Waste Minimisation Act 2008 requires operators of waste disposal facilities to pay a levy of \$10 per tonne of residual waste disposed of to landfill. Approximately half of this levy money is allocated by the Ministry for the Environment to local authorities to spend on implementing their waste management and minimisation plans. The remaining money is allocated through the national Waste Minimisation Fund. Further information on solid waste and legislation is available in the report SP-10-871.
- 4 The Waste Levy Allocation Policy, approved by the Environment and Community Development Committee on 22 July 2010 and updated on 1 September 2011 (Appendix A attached to this report), sets out how the Council would spend part of this funding.
- 5 The overall objective of the Policy is:
 - To ensure optimal and transparent allocation of the national waste levy funding to waste minimisation projects.*
 - To increase the range, scale and number of waste minimisation activities on the Kāpiti Coast through effective use of the waste levy fund.*

- 6 This financial year \$23,000 (incl. GST) is available for funding under Category 3 of the Waste Levy Allocation Policy: Community Education and Projects Contestable Fund, and \$50,000 (ex. GST) is available for Category 4 of the Waste Levy Allocation Policy: Innovation: New Technologies and Seed Funding Contestable Fund.

ISSUES AND OPTIONS

Applications for Category 3

- 7 Applications for Category 3 were called for in August 2016. 20 applications were received, requesting a total amount of \$32,269.45 (incl. GST). This means the fund is oversubscribed by \$9,269.45.
- 8 The applications were assessed against the criteria in the Waste Levy Allocation Policy. Some applicants were contacted by a Council staff member for clarification or to request further information. Following that process, 14 applications are recommended for full funding (Table 1) and four for part funding (Table 2). Two applications are recommended to be declined (Table 3). A brief description of each application is provided attached to this report (Appendix B). Full applications with follow-up correspondence are available as hard copies.

Table 1: Applications recommended for full funding

No	Applicant	Applied for	Amount incl. GST*
1	Capital & Coast DHB	A wheelie bin worm farm	\$336.50
2	Educare Kāpiti	A wheelie bin worm farm and worms	\$495.00
3	Greenown+ Greener Neighbourhoods Group	4 Worm farms and 8 weed digester bags for 7 households	\$443.00
4	Kāpiti Primary School	A bath worm farm	\$287.50
5	Ōtaki College	Recycling sorting and storage station	\$692.20
6	Ōtaki Kindergarten	A wheelie bin worm farm & compost tumbler	\$653.50
7	Ōtaki Playcentre	Construction of 2 keyhole gardens with compost in centre	\$1,840.00
8	Ōtaki Pounamu Greener Neighbourhoods Group	A chicken coop and worm farm for group use	\$2,000.00
9	Paraparamu Beach School	30 classroom recycling bins and two sets of outdoor bins (recycling and waste)	\$1,884.50
10	Raumati Beach Kindergarten	2 worm farms	\$773.00
11	St Patrick's Primary School	2 compost bins	\$391.00

12	Te Rito o Te Kura Charitable Trust	Equipment to make reusable lunch wraps and shopping bags (sewing machines, ironing board, irons, scissors, bobbins, fabric etc.)	\$2,249.33
13	Waikanae Be Green Greener Neighbourhoods Group	Repairs and maintenance of existing community mulcher	\$290.00
14	Whitireia New Zealand Kāpiti Campus	59 bins to set up a recycling system throughout campus	\$2,401.02
14	Total		\$14,736.55

*Since many applicants for grants under Category 3 are not GST registered, GST inclusive amounts are used to sum up funding requests. Where applicants submitted amounts excluding GST, GST has been added.

9 All applications listed in Table 1 are well-aligned with the primary and secondary criteria of the fund and are therefore recommended for approval.

Table 2: Applications recommended for part funding

No	Applicant	Applied for	Requested incl. GST*	Recommended incl. GST*
15	Raumati Beach School	Upgrade existing worm farm system: 1 worm bath, 10 small buried worm farms, 2 buried barrel worm farms, 30 buckets for classroom collection, 1 wheelbarrow	\$1,186.50	\$997.50
16	Raumati South School	3 wheelie bin worm farms and 22 sets of classroom recycling bins	\$3,759.01	\$3,754.03
17	The Pineapple Project	A community music and theatre event to raise awareness of attitudes towards waste and the environment: Facilitator fees, rigging and costume hire, advertising cost	\$4,715.95	\$2,582.98
18	Waikanae Be Green Greener Neighbourhoods Group	6 worm farms and 3 compost bins for 7 households	\$1,028.94	\$928.94
4	Total			\$8,263.45

* Where applicants submitted amounts excluding GST, GST has been added.

10 The applications listed in Table 2 are recommended for part funding for the reasons set out in sections 11 to 14 below.

11 **Raumati Beach School** has applied for \$1,186.50 to upgrade their existing worm farm capacity. The total amount applied for consists of:

- \$287.50 for a bath worm farm

- \$500 for 10 ready-made small buried worm farms
- \$80 for 2 60l buried worm farms
- \$30 for 30 buckets to collect food scraps in classrooms
- \$189 for a wheel barrow to carry vermicast to garden area
- \$100 for worms

It is recommended to fund all of these items as requested, except for the wheelbarrow. The wheelbarrow is deemed to be a nice-to-have rather than a must-have item in terms of achieving waste minimisation. Taking out the wheelbarrow brings the total for this application to \$997.50.

- 12 **Raumati South School** has applied for \$3,759.01 to add three more worm farms to their existing ones, and purchase 22 sets of recycling bins for the classrooms. While this application is well aligned with the primary and secondary criteria of the fund, to grant the full amount would push the sum of grants beyond the \$23,000 that are available. Since Raumati South School has applied for the largest amount compared to other schools, and has received waste levy grants in 2011/12 and 2012/13, it is recommended to grant \$3,754.03 (\$4.98 less than applied for). This should still enable the school to make the planned purchases, and means the sum of grants for community projects stays within the \$23,000 available.

- 13 **The Pineapple Project** has applied for \$4,715.95 to hold a music and theatre event on Paekakariki Beach involving a series of beach clean ups and the creation of an interactive installation on the waterfront. The aim of the event is to raise awareness of attitudes towards waste and the environment in a fun and joyful way. The total amount applied for consists of:

- \$2,100 facilitator fees for seven eco pirates
- \$300 site manager fee
- \$400 rigger fee
- \$300 rigging hire
- \$250 costume hire
- \$131.55 for publicity: poster printing
- \$834.40 for publicity: newspaper advertising
- \$400 for event and publicity designer fee

While the event as a whole aims to raise awareness of waste issues and behaviours, it is primarily a creative arts project rather than a waste minimisation project. The recommendation is to part-fund this project, with a focus on those items that engage the community and promote the waste minimisation message, such as the eco pirates who will facilitate the beach clean ups, and publicity for the event. The recommended funding of \$2,582.98 will pay for eco pirate facilitator fees and half of the budgeted publicity costs (poster printing and newspaper advertising).

- 14 **Waikanae Be Green Greener Neighbourhoods Group** has applied for \$1,028.94 to purchase six worm farms and three compost bins for seven households. The group is planning to fundraise for the cost of worms for the worm farms (\$110.10), and the two households that have chosen 'Hungry Bin' worm farms will contribute \$50 each, adding up to a total of \$210.10 contributed by the group. Generally, groups of households are encouraged to make a significant contribution to items that will become the private property of individual households. Both of the other Greener Neighbourhoods Groups who have

applied for waste levy funding this year are contributing more of their own funds. The groups' applicant was asked whether they would consider increasing their contribution, and he was happy to increase their contribution by another \$100. Therefore, it is recommended to grant the group \$928.94, which leaves them to contribute \$310.10 themselves.

Table 3: Applications recommended to be declined

No	Applicant	Applied for	Requested incl. GST*	Recommended
19	Sustained Consulting Ltd.	Consumer market campaign – plastic bag reduction	\$3,335.00	\$0
20	Sustained Consulting Ltd.	Primary School education resource – plastic bag reduction	\$3,507.50	\$0

* Where applicants submitted amounts excluding GST, GST has been added.

- 15 Applications listed in Table 3 are recommended to be declined. The reasons for these recommendations are set out in sections 16 and 17 below.
- 16 **Sustained Consulting Ltd.** has applied for \$3,335.00 to part-fund a pilot consumer marketing campaign to reduce the use of single use plastic bags. They list several partners for the project (Energise Ōtaki, Nufuels Ltd., Ōtaki College, Zero Waste Aotearoa), but have not provided any information on what these partners will contribute to the project, or evidence of their support (such as letters of support). There is no evidence that the applicant or any of the partners have prior experience with marketing campaign development. Similarly, no evidence has been provided that local businesses are interested in sponsoring the reusable bags. It is unclear how they are planning to measure the use of plastic bags before and after the project – presumably this would require cooperation with retailers to track bag numbers given out. The cost breakdown lacks detail, such as a differentiation between labour and material costs.
- 17 **Sustained Consulting Ltd.** has applied for \$3,507.50 to develop an education resource aimed at primary school children, focussed on reducing the use of plastics, particularly plastic bags. They state that New Zealand specific resources are currently not available, which is incorrect; examples of available resources include the comprehensive Zero Waste Education programme developed by EERST (<http://www.zerowasteeducation.co.nz/>), which is available free of charge to all Kāpiti primary schools, as well as education resources on ocean plastic pollution provided by Sustainable Coastlines (<http://www.loveyourcoast.org/learn/>). The application lists Nufuels Ltd. and Energise Ōtaki as project partners, but does not provide information on what these partners will contribute to the project, or evidence of their support (such as letters of support). There is no evidence that the applicant or any of the partners have prior experience with the development of education resources. The cost breakdown lacks detail, such as a differentiation between labour and material costs.

Expressions of Interest for Category 4

- 18 Expressions of Interest (EOIs) for Category 4 were called for in August 2015. Three EOIs were received, requesting a total amount of \$51,000 (excl. GST). This means the fund would be oversubscribed by \$1,000.
- 19 Allocation of funds under Category 4 is carried out in a two-step process: at the first stage, applicants are invited to submit a brief Expression of Interest (EOI). Based on the EOIs fit with the grant criteria, selected applicants are invited to submit a full application (stage 2). Allocation of funding is then based on these full applications.

Table 4: Funding allocation process for Category 4: New Technologies and Seed Funding

Activity	Date
EOI submission deadline	30 Sept 2016
EOIs to go forward to full application stage selected	30 Sept – 8 Dec 2016
EOI submitters notified of decisions	By 9 Dec 2016
Selected projects submit full applications	9 Dec 2016 – 15 Feb 2017
Project selection made by the Council	March/April 2017
Applicants notified of results	March/April 2017

- 20 The EOIs were assessed against the criteria in the Waste Levy Allocation Policy. Some applicants were contacted by a Council staff member for clarification or to request further information. Following that process it is recommended to invite all three applicants to submit a full application for funding. A brief description of each application is provided in sections 21 to 23 below. Full applications with follow-up correspondence are available as hard copies.
- 21 **Kāpiti Biodiesel Collective** has submitted an EOI for \$15,000 (ex. GST) to part-fund the set-up of a small-scale plant converting waste cooking oil into biodiesel. This project falls under Category B: Seed Funding. They plan to purchase a small scale biodiesel processing appliance from the United States, and set it up for production in a shipping container. Waste cooking oil from local hospitality business will be used as a feedstock. The project will be run as a cooperative, with members both contributing to running the processor and purchasing the produced fuel. The \$15,000 of grant funding applied for will be matched by \$15,000 of private funding.
- 22 **Nufuels Ltd.** has submitted an EOI for \$26,000 (ex. GST) to fund a trial to prove the technical and economic feasibility of co-pyrolysis of plastic bags and tyres. This project falls under Category A: New Technologies Fund. Nufuels already runs an operation for the pyrolysis of tyres in Foxton (head office in Ōtaki). This project will test the use of plastic bags in this process and the resulting effect on fuel and char quality and economics of the process. Plastic bags will be sourced from the Ōtaki transfer station. Blended Fuel Solutions NZ will contribute in-kind to the project by providing labour and equipment.
- 23 **Organic Wealth** has submitted an EOI for \$10,000 (ex. GST) to fund the roll-out of their “Save on Waste” programme to support businesses to implement an effective recycling system. This project falls under Category B: Seed Funding. The Save on Waste programme includes a waste audit and report, a projection of financial savings the participating business could make through minimising waste, education workshops, bin implementation support, and monitoring. The

\$10,000 applied for would cover costs to roll out the full programme to two Kāpiti businesses, plus phase one of the project (waste audit and report) to another three businesses. Success stories from these businesses will be used to promote the programme to further businesses in Kāpiti, to encourage them to sign up to the programme at their own cost. A local waste minimisation consultant will be employed to carry out the programme.

CONSIDERATIONS

Policy considerations

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

Legal considerations

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

Financial considerations

- 26 The recommendations for Category 3 result in a grand total of **\$23,000** incl. GST. This means available funds would be fully allocated. There is no impact on rates funding.
- 27 Applicants are required to provide a bank account number before funds are released. This enables them to purchase goods directly. All applicants under Category 3 would be required to have made their purchases within twelve months of receiving the grant and submit proof of purchase. Unspent funds would be returned to the Council.

Publicity

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

Other considerations

Updates from 2015/16 and 2014/15 funding rounds

- 29 **Category 3:** In the 2015/16 financial year, a total of \$16,140.55 incl. GST of funding was allocated to ten projects through the Category 3 Fund. Four of the funded groups have reported the successful completion of their projects, while the remaining six groups have yet to implement final project stages. Most of them plan to complete their projects by the end of the calendar year. The project reports submitted by funding recipients are summarised in Appendix C.
- 30 **Category 4:** In the 2014/15 round of Innovation and Seed Funding Waste Levy Grants, Biobagga Ltd. was granted \$40,000 ex. GST to conduct a biosolids composting trial, together with Composting NZ at their site in Otaihangā. This

trial is now complete and the final report back from Andrew Walker of Biobagga Ltd. is attached as Appendix D. In the same funding round, Laybys New Zealand Ltd. were also granted \$40,000 ex GST to conduct a biosolids vermicomposting trial in Ōtaki together with ESR. This trial is nearing completion, and it is expected that the final report will be available in early 2017. In the 2015/16 funding round, no funds were available under Category 4, as \$80,000 in total had been allocated the year before.

RECOMMENDATIONS

- 31 That the Grants Allocation Committee allocates levy funding under Category 3 of the Waste Levy Policy 2011 as set out in **Tables 1 and 2** of report IS-16-032, totalling **\$23,000** incl. GST.
- 32 That all three applicants that submitted Expressions of Interest under Category 4 of the Waste Levy Policy 2011 as described in sections 21 to 23 are invited to submit full applications.

Report prepared by	Approved for submission	Approved for submission
Katharina Kennedy	Wayne Maxwell	Sean Mallon
Waste Minimisation & Services Officer	Group Manager Corporate Services	Group Manager Infrastructure Services

ATTACHMENTS

- Appendix A – Waste Levy Allocation Policy 2011
- Appendix B – Summary of applications for Category 3 grants
- Appendix C – Summary of reports from successful applicants 2015/16
- Appendix D – Report back from successful applicants 2014/15 Innovation and Seed Funding grants – Biobagga biosolids composting trial

APPENDIX A

Waste Levy Allocation Policy¹

2 September 2011

Objectives of the Policy

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

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

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

Waste Levy Allocation Process

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

Framework for Allocation of the Waste Levy

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

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

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

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

3. Community Education and Projects

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

4. Innovation: New Technologies and Seed Funding

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

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

Category 3: Community Education and Projects Contestable Fund

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

Minimum requirement:

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

Other criteria:

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

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

- funding for projects under this process will be for up to three years and no more;
- any agreement to provide funds for more than one year will be treated as a contract for service rather than a grant and recipients will be required to provide a performance report;

- funding for new technology initiatives would be provided for technology feasibility and proof of technology (including economics) stages only;
- criteria for the assessment of applications under this contestable process will be:

A. For new technology proposals:

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

B. For businesses using proven existing technologies and processes:

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

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

APPENDIX B

Summary of Applications for Category 3 Grants

All amounts are GST inclusive.

- 1 **Capital & Coast District Health Board** has applied for \$336.50 to install a 'Hungry Bin' wheelie bin worm farm at the Kāpiti Health Centre. The worm farm will be used to process food waste from the Health Centre kitchen and patient meal leftovers, thus diverting this food waste from landfill. It will be situated in the vegetable garden by the maternity ward, and compost and worm tea produced will be used in the garden. The worm farm will be maintained by Health Centre staff. It will be used to promote sustainability to staff and patients, and will be promoted through internal publications and social media. A kitchen caddy to collect food waste as well as the worms will be provided by CCDHB in support of the project. To measure the success of the initiative, the number of empties of the kitchen caddy into the worm farm will be tracked.
- 2 **Educare Kāpiti** has applied for \$495.00 to purchase a wheelie bin worm farm. The early childhood education centre provides all meals throughout the day for attending children, and all food is prepared on site. They are planning to use the worm farm for the fruit and vegetable scraps produced on site. Children will be involved in recycling food waste through the worm farm and this activity will be used as a learning opportunity. Long term the centre plans to expand a small existing vegetable garden into a larger community garden that family and immediate community will be involved in. They plan to use the generated compost in the garden, and sell worm tea to raise funds for seedlings.
- 3 **Greenown+ Greener Neighbourhoods Group** has applied for \$443.00 to part-fund four worm farms and eight weed digester bags for seven households. The group consists of 18 households located in Raumati South and has formed as part of this years' Greener Neighbourhoods Competition, which commenced in March/April 2016. Their goal is to reduce their environmental footprint by processing kitchen and garden waste on their own properties and reducing waste to landfill. Households will be contributing 50% of the costs of their chosen items themselves.
- 4 **Kāpiti Primary School** has applied for \$287.50 to purchase a bath worm farm. They have recently introduced a policy that sees all break and lunch time food waste and rubbish being taken home, resulting in less waste the school has to deal with. After discussion with students they decided to introduce a system of collecting the food waste part of the rubbish to add to a worm farm instead and reduce the amount of waste to landfill. The school purchased a worm farm during term 3 of this year but discovered that one worm farm isn't enough to deal with the amount of food waste they are collecting. The larger bath worm farm they intend to purchase will enable them to sustain the food waste collection. Students will be involved in the project through collecting food waste, feeding the worms and looking after the worm farm. The school plans to look at selling the worm wees to help sustain and develop further school waste minimisation projects. They also plan to work with Hannah Zwartz and Katharina Kennedy of the Kāpiti Coast District Council to run more education initiatives within the school.
- 5 **Ōtaki College** has applied for \$692.20 for the construction of a small recycling sorting and storage station. The sorting station consists of a small shed (timber framing applied for, cladding will be sourced from recycled sources), three

wheelie bins for the collection of plastic and cans recycling and six wool fadges that the recyclables will be sorted into. Once sorted, the recyclables will be taken to the Ōtaki Transfer Station. This initiative will be accompanied by an education programme through school assemblies and Green Team visits to the different classes, and students will be roistered to help the caretaker sort the recycling. They will monitor how well the system is working and the amounts of materials captured.

- 6 **Ōtaki Kindergarten** has applied for \$653.50 for a worm farm and a compost tumbler. They will use these to engage the children to be involved in identifying rubbish that is suitable for the worms and compost. They will also include them in their teaching about the need to reduce, reuse and recycle, and will share learning stories with the families to help the messages flow on into the community.
- 7 **Ōtaki Playcentre** has applied for \$1,840.00 - \$1,909.00 (two different quotes) for the construction of two keyhole gardens. Keyhole gardens are essentially raised garden beds with a hole for compost in the middle. Through watering, nutrients from the compost seep through a wire mesh into the garden beds, where they can be taken up by the plants. The amount applied for will cover construction of the entire keyhole gardens, including digging, soil, rocks, mesh and lids for the compost chute. The keyhole garden is indented to be used to teach children about waste minimisation, the life cycle of organic waste and interdependence of the natural world, as well as be a learning opportunity for parents. The Playcentre plans to measure success by recording the amount of food waste composted through the keyhole gardens as well as the amount of produce harvested. The keyhole gardens will be part of a larger upgrade of the centre's outdoor space.
- 8 **Ōtaki Pounamu Greener Neighbourhoods** has applied for \$2,000.00 to establish a poultry-share system as well as worm farms. The group consists of seven households located in Ōtaki and has formed as part of this years' Greener Neighbourhoods Competition, which commenced in March/April 2016. Their plan is for every group member to collect their food waste, scraps and green waste to be fed either to chickens, ducks or the worm farms. This will reduce the groups organic waste sent to landfill, while also producing eggs and fertiliser which will be shared amongst the group. One group member will host the ducks, another one the chickens, and three households will establish worm farms. All households will contribute to the maintenance and care of these systems. The amount applied for would part-fund a chicken coop, fencing for chickens and ducks, buckets for food waste collection, some chicken feed and three worm farms. The group will contribute \$533-\$619 themselves, as well as some recycled materials and labour.
- 9 **Paraparaumu Beach School** has applied for \$1,884.50 to purchase 30 classroom recycling bins and two sets of outdoor bins (for recycling and general waste). The school has recently joined the Enviroschools programme, and their initial focus has been on waste. They have already achieved a reduction in lunchbox waste by about 50%, and collect paper for recycling supported by the Paper4Trees programme. They currently have no provisions to collect other types of recycling (plastics and cans), which they are hoping to establish with the help of this grant. Once the recycling system is in place, the school's enviro team will be responsible for monitoring and collecting data and will keep a written record to gauge the quantity of recycling collected in the bins. However, education benefits will extend to all students and their families, as the school is promoting recycling as a natural part of the school culture.

- 10 Raumati Beach Kindergarten** has applied for \$773.00 to purchase two 'Hungry Bin' wheelie bin worm farms. The Kindergarten is currently in the process of updating and renovating their outside play area, and they are planning to upgrade their current worm farm as part of this process. Their current worm farm is too small and no longer fit for purpose due to age. By increasing their organic waste recycling capacity with the two worm farm bins, they would be able to process all suitable organic waste produced on site, and use the fertiliser produced on their food gardens which will form part of the redeveloped outdoor space. They will also continue to offer surplus fertiliser to Kindergarten families for a donation, with raised funds spent on the gardens. The Kindergarten is planning to measure the quantity of their landfill waste prior to installing the new bins and after, to understand how efficient their food waste recycling system is. Children aged 3-5 years will be involved in this as an opportunity to learn about size, weight and numbers. Furthermore, they are planning to record the amounts of organic waste and fertiliser produced regularly which will allow them to assess the effectiveness of their waste practises as well as whether the amounts and types of food brought to Kindergarten are appropriate. The new worm farm bins will be used to educate children and families on the process and importance of reduce, reuse, recycling principles.
- 11 St Patrick's Primary School** has applied for \$391.00 to purchase two 'Earthmaker' compost bins. This is part of a larger project developing the school gardens and organic waste recycling system at the new school complex on Milne Drive, which will open in time for the 2017 school year. The cost of organic waste bins for each classroom, the hall and the staff room (\$220.00) will be covered by the school from previous fundraising income. The goal of the project is to reduce the school's waste and expose children to the benefits of recycling organic waste as compost. The project will be developed as part of the school based curriculum and extra-curricular activities, and also involve parent/parish community member volunteers to make sure it is sufficiently supported to be on-going and self-sustaining.
- 12 Te Rito o Te Kura Charitable Trust** has applied for \$2,249.33 to purchase equipment needed to make reusable lunch wraps and shopping bags, including sewing machines, irons and an ironing board, scissors, a ruler, tape measures, bobbins, fabric and thread. The school (Te Kura Kaupapa Māori o Te Rito) started a sewing class for their year 7&8 students as part of the technology/life skills curriculum earlier this year. In support of a project to reduce waste from school lunches as well as kitchen and supermarket waste, the class has made reusable sandwich wraps, which were a great success. The school wishes to expand the sewing classes to year 4&5 next year, to make lunch wraps for all students as well as reusable shopping bags. So far the school only has one sewing machine and also lacks other equipment, which has made it difficult to engage all students at the same time and is also a barrier to extending the programme to other classes. The school plans to conduct before and after waste audits to measure the effectiveness of the programme once all students have reusable sandwich wraps, e.g. in terms of reducing the amount of glad wrap and other plastic in their waste.
- 13 Waikanae Be Green Greener Neighbourhoods Group** has applied for \$290.00 to repair the existing Waikanae Beach community mulcher, so that it can be made available to the community again. The community mulcher was purchased from a waste reduction grant granted in the 2012-13 funding round, but since the community member who had been looking after it moved away from the area and the mulcher was in need of repairs, it had not been available for community hire recently. The requested grant would cover repair and maintenance costs for

the mulcher, and the Waikanae Be Green group would then take responsibility for the subsequent storage, administration and maintenance of the mulcher, and advertise its availability to the community. They have also commenced a conversation with the Menzshed in Waikanae Beach, who have indicated interest in becoming involved.

- 14 **Whitireia New Zealand Kāpiti Campus** has applied for \$2,401.02 for the set-up of 'waste stations' throughout the campus, consisting of separate bins for paper, plastic & cans, food waste and general waste. The goal is to separate recyclables from the general waste stream, so that those materials can then be collected for recycling. Currently, the campus has no recycling systems in place, with the exception of some food waste from the hospitality area being removed by a staff member. A waste audit conducted by a group of outdoor education students and Council's waste minimisation officer found that one third of the waste generated on campus consists of recyclable paper, plastic and cans and another 23% was compostable, so this initiative has the potential to significantly reduce the amount of waste the campus sends to landfill. Setting up the waste stations will be accompanied by educating staff and students on the system. If this initial initiative is successful they will look into exploring further options for organic waste, as well as rolling out the system to other Whitireia campuses.
- 15 **Raumati Beach School** has applied for \$1,186.50 to upgrade their existing worm farm capacity by adding a bath worm farm and 12 small buried worm farms. The amount applied for also includes 30 buckets for classroom collection of food waste for the worm farms, as well as a wheel barrow to transfer vermicast from their existing worm farms to their garden. They currently have five wheelie bin worm farms but have found that these can only process the waste from five classes. The proposed upgrades are intended to provide enough capacity for the food waste from all 27 classrooms. This project will reduce waste from the school going to landfill and also educate students about recycling food waste, with flow on effects to their households. The school will provide signage and educational material for the students. Parents will also be involved as volunteers in the garden, and the school will run an after-school worm farming workshop for interested parents.
- 16 **Raumati South School** has applied for \$3,759.01 to purchase three wheelie bin worm farms and 22 sets of recycling bins for the classrooms. Currently, the school has four different sized bins in each classroom to collect different types of waste and recycling, however they are finding there is a lot of contamination of recycling and confusion around the bins. The bins they are proposing to purchase are clearly labelled and colour coded, which they hope will help to clear up confusion and stop contamination. While the school has had a number of worm farms in place for many years and the collection of organic waste for the worm farms is working well, an increase in student and staff numbers over recent years means that more capacity is required to process all of the organic waste produced at the school. These planned upgrades are part of a larger project driven by a team of year 7 and 8 students who are working on an initiative to reduce waste within the school and promote recycling whilst working towards being a zero waste school.
- 17 **The Pineapple Project** has applied for \$4,715.95 to hold a music and theatre event on Paekākāriki Beach involving a series of beach clean ups and the creation of an interactive installation on the waterfront. In the weeks leading up to the event they will facilitate beach clean ups around the region. Each clean-up will feature an 'eco pirate' character to enhance the fun of the event. The installation will be a makeshift pirate ship, which will be constructed the night

before the event. On the day of the event families and the wider community, alongside a colourful crew, will be encouraged to decorate the ship with the collected rubbish allowing them to get intimately in touch with the waste washed up on our beaches. The structure will include a stage and a variety of performance spaces interwoven with loose seating to encourage audience participation during the various performances. Local community groups and individuals will be invited to perform in an array of creative disciplines, all hosted by the colourful eco pirates who will encourage audience members to get involved and maybe even perform themselves. The aim of the event is to raise awareness of attitudes towards waste and the environment in a fun and joyful way. The funding applied for would cover facilitator fees, rigging and costume hire, and advertising cost. The project team are planning to contribute \$1,100 from fundraising and are also applying for a \$300 grant from the Paekākāriki Community Board. Total project costs are stated at \$12,598.45 – the difference is fees and hire costs that will be provided in kind.

- 18 Waikanae Be Green Greener Neighbourhoods Group** has applied for \$928.94 - \$1,028.94 to purchase six worm farms and three compost bins for seven households. The group is located in Waikanae Beach and has formed as part of this year's Greener Neighbourhoods Competition, which commenced in March/April 2016. Setting up compost bins and worm farms will enable group members to reduce the amount of food, paper and greenwaste disposed of, while also producing fertiliser for their gardens. They are planning a workshop on composting and worm farming with Council's Green Gardener, and hope to also motivate other households in the neighbourhood to take up composting or worm farming. The group are planning to fundraise for the cost of worms for the worm farms (\$110.10), and the two households that have chosen 'Hungry Bin' worm farms will contribute \$100 - \$200, adding up to a total of \$210.10-\$310.10 contributed by the group.
- 19 Sustained Consulting Ltd.** has applied for \$3,335.00 to part-fund a pilot consumer marketing campaign to reduce the use of single use plastic bags. The goal is to target consumers at initially three markets and/or supermarkets, providing educational materials to show the detrimental impacts bags have on the environment. They also plan to provide Kāpiti businesses with the opportunity to brand "bags for life", which consumers can use to replace single use bags. This will enable the reusable bags to be offered free to the consumer. The campaign will be delivered through a webpage, social media channels and physical presence at targeted market sites. The project will be carried out in collaboration with Nufuels Ltd., Energise Ōtaki and Ōtaki College.
- 20 Sustained Consulting Ltd.** has applied for \$3,507.50 to develop an education resource aimed at primary school children, focussed on reducing the use of plastics, particularly plastic bags. They argue that current educational resources largely focus on secondary education and don't provide information in the context of New Zealand. This project plans to develop high quality materials that provide source materials for an inquiry activity – a turn-key self-contained resource kit. The resource will include a website, source and other reference material focused on New Zealand and its environment. The resource will also provide downloadable worksheets and age appropriate activities for younger children. The project will be carried out in collaboration with Nufuels Ltd. and Energise Ōtaki. The intent is to challenge the thoughts and actions of children, who have a direct influence on the behaviour of their parents and caregivers.

APPENDIX C

Summary of reports from successful applicants 2015/16

Full reports including photos are available on request.

- 1 Steam Incorporated** - \$575.00 incl. GST for an on-board recycling unit, compost bins and a worm farm.

Steam Incorporated have started to collect recycling and compostable/worm food waste from their buffet car kitchen. They have acquired additional kerbside recycling crates to accommodate recycling collected during excursions. Two compost bins and a worm farm have been set up, processing organic waste generated on site at their depot (e.g. grass clippings, tea bags, lunch scraps), as well as food scraps produced in the buffet car kitchen. In addition, society members are bringing organic waste from home to be composted. Through these measures, they have reduced the amount of waste to landfill generated per trip from four rubbish bags to 1.5-2 bags.

Still to come are the set-up of an on-board rubbish and recycling collection unit, as well as carriage collection of recyclable items. This is planned to be completed by December 2016.

- 2 Paekākāriki School Garden Club** - \$604.00 incl. GST for construction of compost sorting bays and bins.

Eight compost bins were constructed using recycled pallets to build the supporting structure, and then purchased macrocarpa to use as the removable fronts of the compost bins (as these are the most used part of the structure and need to be more long-lasting and sturdy). The sliding front boards give easy access for building and turning the compost pile. Recycled warratahs from a scrap metal dealer were used to secure the bins firmly into the ground, as well as screws of various sizes to complete the bins.

The first four compost bins were built in a community composting workshop where residents of the village came along to learn about building bins, composting, and to grow their knowledge. The school garden club intends to continue these and other workshops as they strengthen community ties to the school garden. The process was then repeated with the school children during gardening sessions in school hours, with the children themselves helping to construct the second set of four compost bins, and learning how to make a good compost pile. As the children have already seen, it is amazing how quickly the waste is changed into compost using this process, and how quickly the amount of waste is reduced in size as it decomposes, and to the delight of most children many worms and other beneficial insect life have been observed thriving in the compost bays!

The eight bin set-up can process ten cubic metres of garden waste, which will be processed on site into compost to use in the school and community garden. The club members estimate that these bins will be able to turn over this amount of waste every month, enabling them to deal with our waste more successfully and efficiently on site.

- 3 Tarawa/Tilley Precinct & Kākāriki Greener Streets Group** - \$780.00 incl. GST to repair existing community mulcher, training sessions and safety equipment.

At the end of 2015 the mulcher was dropped off for repairs, and once the machine was opened up, it was discovered considerably more work was required than expected (\$600 rather than \$300 plus servicing). However, there have been no mechanical problems since. They saved on purchasing safety

equipment and tools as the original ear muffs and visor purchased three years ago were located, and a pair of loppers was donated.

Higher repair costs left the group with funds a bit short for their educational ideas, so these were postponed until spring/early summer 2016 to allow them to raise some more funds and to have a longer season ahead (the mulcher won't get much use over winter). From January-May they raised another \$95 after costs. They now have about \$300 in cash and fuel on hand to start again in mid-late Spring.

The group have investigated their target group in terms of who is and isn't interested in using the community mulcher, and what the key barriers are, which has generated ideas to improve the way they do things next season.

4 Paekākāriki Households - \$1,068.00 incl. GST to build 3-bay composting systems for 7 households.

A workshop was held in April 2016 with the seven participating households, as well as other local residents, to assemble the compost bins. Materials had been sourced and prepared by a local carpenter. The workshop was very well received and enjoyed as a learning and community-building activity. The participating households are now composting more of the kitchen and garden waste, thus diverting waste and gaining benefits for their gardens. The project came in \$48 under budget – this amount was paid back to Council.

5 Te Newhanga Kāpiti Community Centre - \$607.25 incl. GST for a worm farm and compost bin.

The compost bin and worm farm were set up during a community workshop, using the opportunity to teach participating residents about composting and worm farming. With composting and feeding the worms, the community centre has cut down dramatically on the food waste that they used to put in their rubbish bin destined for the landfill.

Council's Green Gardener Hannah Zwartz obtained a second hand compost bin which left a small surplus of \$64. This was spent on equipment to support the compost bin and worm farm, i.e. large buckets for removing things from the bins and carrying to the gardens, lime for the worm farm, hand trowels to dig out waste from worm farm, and gloves to protect the hands of those handling the worm waste and compost.

As well as for processing the centre's organic waste, the worm farm and compost bin are also used for education during free monthly gardening workshops, run by Hannah Zwartz, for anyone in the community to attend in the centre's community gardens. The worm farm is thriving with a multiplying population and the by-products are already being used in the community garden.

6 Paraparaumu College - \$2,300 incl. GST for plastic and paper recycling bins.

Since receiving the Waste Levy grant from the Kāpiti Coast District Council, students from Paraparaumu College have been working with a waste specialist company from Christchurch to gain the best possible outcome for their recycling initiative and to reduce their waste. Since working with the specialist company Our Daily Waste, they have been able to come up with the best solution for their recycling initiative. They successfully implemented three sets of recycling stations around our college on the 6th of May and since then have seen a reasonable reduction in waste and proper use of the recycling bins. Spending on the bins totalled \$2191.53 incl. GST. Remaining funds have been spent on rubbish bags and gloves for litter clean ups run by the school's environmental group.

Newspaper article can be found here: http://www.nzherald.co.nz/kapiti-news/news/article.cfm?c_id=1503789&objectid=11637229

7 Little Farm Preschool and Nursery - \$372.00 incl. GST for a worm farm and worms.

Little Farm Preschool and Nursery have claimed \$354 incl. GST to purchase the worm farm and are intending to set it up before the end of the year.

8 Tū Roa Kohanga Reo - \$784.30 incl. GST for a chicken coop and materials for a waste audit.

Tū Roa Kohanga Reo have constructed the chicken coop and run. They still need to make some finishing touches and purchase chickens, as well as the waste audit materials. They plan to complete the project before the end of the year.

9 Paekākāriki Bike Library and Community Bike Workshop - \$4,450 incl. GST for consumables and labour to fix bikes, and bike maintenance workshops.

Bike stocks have been acquired from donations of unused bikes - these are in various states of repair/disrepair. When a bike is beyond repair it is stripped for parts to fix bikes in better condition. The subsequent frames are destined for scrap metal.

PBL was granted a sum of \$4450 to be used proportionally for buying essential tools for the maintenance workshop, for fixing hard to fix bikes and running how to maintain your bike classes. The \$1000 for materials and tools have been spent, meaning the bike library now has a well-functioning workshop. They have also run a number of maintenance workshops both training up locals so they can eventually open and run the workshop on a weekly basis and a number of hard to fix bikes have been repaired.

The training programme has been slower than anticipated as some key volunteers have had changes in circumstances, meaning less time to volunteer at the bike library. The bike library has recently joined Volunteer Kapiti to see if they can find someone to help. Nonetheless they are ticking over and will be running some maintenance courses as specified in the terms of the grant in the school holidays and upcoming weekends.

Achievements (as of 21 June 2016):

- Total bikes on loan: 80
- Maintenance members: 36
- Upskilling and fix up sessions since Grant received - five. Three more planned through July.
- Stripped bikes 45 - Bikes waiting for stripping 10 - Bikes to be repaired 15.

10 Organic Wealth - \$4,600 incl. GST for a food waste project at Ōtaki College.

The project is on-going. Milestones achieved as of June 2016 are:

- **Waste Audit:** Conducted a waste audit, consisting of waste collected from bins in the canteen and the staffroom. Using this information the quantity and sizes of the food waste collection bins required was determined.
- **Food waste collection bins:** Liaised with principal and senior management to secure the purchasing of food waste collection bins by the College. Ordered, purchased and collected food waste collection bins. Sourced 'Food Waste' Stickers for collection bins. Set up collection bins in the canteen and staffroom. Created posters to make food recycling easy, and placed them next to collection bins.

- **Worm farm:** Contracted Te Rito Gardens to build a bath worm farm for the College. (Costs paid for by Organic Wealth). Filmed the construction of the bath worm farm. (To add as an educational Youtube link for the eBook). Purchased compost and set up the Bath Worm Farm at the College.
- **Presentation:** Created the presentation using research that included a composting song and an innovative slide show. Held the presentation at the whole school assembly.
- **Green Team:** Secured the buy-in of key staff to be members of the Green Team. Signed up students to be part of the Green Team. Created a roster and led training for Green Team members. Weekly monitoring of the bins was established. Organised for the worm farm to be looked after by a Friday class. Meeting with Green team on a weekly basis.
- **Broader education:** Organised a PB4L lesson about food waste, created by yr 7 and 8 Science Teacher, which most year groups participated in.
- **Video:** Liaised with Digital Media Teacher and Dance and Drama Teacher to involve their students in the creation of a video about composting. Recorded the voice for the song "It's Compost" (Take-off of the MC Hammer Song).

APPENDIX D

Report back: Biobagga Ltd. biosolids composting trial

Biobagga Ltd. was granted \$40,000 in the 2014/15 round of Innovation and Seed Funding Waste Levy Grants to conduct a biosolids composting trial, together with Composting NZ at their site in Otaihanga. This trial is now complete and the report back from Andrew Walker of Biobagga Ltd. is attached below.