

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 (~~or any future equivalent environmental policy making 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 LTCCP process.
- the Environment and Community Development Committee (~~or any future equivalent environmental policy making 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/LTCCP process.
- the Environment and Community Development Committee (~~or any future equivalent environmental policy making 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 a sub-committee of the Environment and Community Development Committee (~~or any future equivalent environmental policy making committee~~): The Waste Levy Grant Allocation Sub Committee. The sub-committee consists of the Chair of the Committee, the Chair of the Corporate Business Committee (~~or an equivalent Committee responsible for financial management~~), the Mayor, and ~~two other Councillors~~ *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

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

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.

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:*
- ~~full concept~~ *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 of a contract with suppliers which secures access to necessary waste streams~~ *evidence that access to necessary waste streams is secured;*
 - ~~review and independent sign-off of assumptions around waste stream costs, end use markets and projected revenue, current and projected operating costs;~~

- *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*
- ~~review and independent sign-off of provision for contingencies and structured response to rising waste resource costs and/or end-use market failure;~~
- *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 amended agreed by the Environment and Community Development Committee on 1 September 2011. Refer Report IS-11-312.</p>
