



Tahua mō ngā Pae Hawa me ngā Ruapara Whakaraerae

Contaminated Sites and Vulnerable Landfills Fund

Application form



Ministry for the
Environment
Manatū Mō Te Taiao



Te Kāwanatanga o Aotearoa
New Zealand Government

Contaminated Sites and Vulnerable Landfills Fund: Application form

Before you complete this form, please read the Contaminated Sites and Vulnerable Landfills Fund (CSVLF) webpage and the gazetted [CSVLF eligibility and assessment criteria](#), which contain important information on eligibility requirements.

This application form includes most of the guidance on how to complete it. Additional information and examples for completing important sections of the application form can be found in the [Contaminated Sites and Vulnerable Landfills Fund: Guide for applicants](#).

Main points

- This application form is for funding proposals to the Ministry for the Environment's CSVLF.
- It is important to complete all fields in this application form and provide all required information, because we are unable to assess an incomplete application. If the application is successful, the information you have provided will be used in the development of the project plan.
- Email your completed application form and supporting documentation to CSVLF@mfe.govt.nz with 'CSVLF application' in the subject line.

Applicant details

The information you provide in this section will be used through all the project stages. For the project primary contact, choose the person most suited to responding to queries about the application.

| | | |
|-----------------------------|------------------------------------|-----------------------------------|
| Applicant name | Central Otago District Council | |
| Trading name (if different) | Central Otago District Council | |
| Physical address | 1 Dunorling Street, Alexandra 9320 | |
| Postal address | PO Box 122, Alexandra 9340 | |
| Primary contact | Name | Zuleyha Farr |
| | Job title | Environmental Engineering Officer |
| | Email address | Zuleyha.Farr@codc.govt.nz |
| | Mobile | Click or tap here to enter text. |

Land owner details (if different from applicant details)

Please only complete this section if the land owner of the site being investigated or remediated is different from the applicant.

| | | |
|------------------|---------------|---------------------------------------|
| Land owner name | | Department Of Conservation |
| Physical address | | 1 Ballantyne Road -Wanaka -Otago 9382 |
| Postal address | | 1 Ballantyne Road -Wanaka -Otago 9382 |
| Primary contact | Name | Click or tap here to enter text. |
| | Job title | Click or tap here to enter text. |
| | Email address | Click or tap here to enter text. |
| | Mobile | Click or tap here to enter text. |

Project summary

| | |
|---|--|
| Project name | St. Bathans Closed Landfill Remediation |
| Project phase(s) Select as appropriate. | <input type="checkbox"/> Phase 2 – Detailed site investigation (DSI) <input type="checkbox"/> Phase 3 – Remedial planning <input checked="" type="checkbox"/> Phase 4 – Remediation |
| Project summary Provide a short description of your project, including its purpose. <i>Example</i> <ul style="list-style-type: none"> <i>This project will plan and undertake a DSI to confirm the level and extent of contamination at the site. This information will be used to inform remedial planning if required.</i> See the <i>Guide for applicants</i> for more examples. | Central Otago District Council have identified shallow seated instability occurring to the existing landfill cap and have since engaged ENGEO Ltd to undertake a geotechnical investigation of the closed landfill and to assess the instability and to recommend remedial design of erosion protection works. As a result of these investigations, ENGEO Ltd recommends that a new landfill cap and associated erosion/stability works are undertaken. The design premise of the remedial works would involve re-grading the slope, replacing the landfill cap and then stabilising the bank. |
| Region affected This information is collected to help with reporting requirements of the impact of funding. | Otago - Ōtākou |
| Sustainable remediation Have you considered sustainable remediation and management as part of the remedial planning process, or how sustainable remediation principles and practices could be incorporated into the Phase 4 project? If yes, please provide details. <i>For example, you have undertaken a sustainability assessment or adopted relevant strategies that align with international best practice, including but not limited to:</i> <ul style="list-style-type: none"> <i>International Standard ISO 18504:2017 Soil quality – sustainable remediation</i> | Yes. The project minimizes environmental impact through measures like avoiding bird nesting seasons, controlling erosion, protecting fish passage, and using clean equipment to prevent invasive species. Managing the legacy landfill cap effectively reduces the risk of future contaminant discharge into the environment. We have also considered the social impact of their remediation. Acknowledging the impact on mana whenua values, the proposal includes collaboration with Aukaha to ensure that cultural and environmental considerations are respected, particularly regarding water and land. |

| | |
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| <ul style="list-style-type: none"> • <i>Australian Standard AS ISO 18504:2022</i> • <i>the Sustainable Remediation Forum (SuRF)-ANZ and SuRF-UK frameworks for evaluating sustainable remediation options.</i> <p>If no, please contact us, because the project may not be eligible for the CSVLF.</p> <p>To be eligible for CSVLF funding, Phase 3 and Phase 4 projects must show they have considered sustainable remediation and management.</p> | |
| <p>What is out of scope of the project</p> <p>Provide information about related work that is not covered by the CSVLF project (out of scope).</p> <p><i>Examples</i></p> <ul style="list-style-type: none"> • <i>Structural coastal protection works</i> • <i>Site improvement works</i> • <i>Ongoing site or asset management and/or long-term maintenance and monitoring of encapsulation cell</i> | <p>Ongoing site monitoring is not covered by this project.</p> |
| <p>Are there any links to, or dependencies on, other projects that will affect the delivery of the project? If yes, please provide details.</p> <p>It is useful to think about dependencies in terms of:</p> <ul style="list-style-type: none"> • upstream – things the project is waiting for • downstream – things other parties need from the project so they can progress their work. <p><i>Examples</i></p> <ul style="list-style-type: none"> • <i>A resource consent application</i> • <i>A wider adaptation project for the area</i> | <p>No</p> |
| <p>How will links or dependencies (if any) be managed?</p> <p><i>Examples</i></p> <ul style="list-style-type: none"> • <i>Resource consent application lodged and will manage any conditions if required</i> • <i>Alignment between project outcomes and timelines, with relevant project managers actively managing the relationship between the two projects</i> | <p>N/A</p> |

Funding summary

When completing your project funding summary, note:

- the Ministry will usually contribute a maximum of 50 per cent of the total project cost
- the Ministry will not cover in-kind costs, and these should not be included in the total project cost. In-kind costs are any costs that are not billable, such as internal staff time, donated equipment and volunteer time
- all amounts should exclude GST.

Please ensure the total project cost, as well as the amount being requested from the CSVLF and co-funding totals in this section match what is included in the more detailed budget provided as part of the milestone table in the [Work plan](#) section of this application form.

For further information on milestones, milestone activities and eligible costs to include in the CSVLF budget, see the example work plan milestones table (page 12) in the [Guide for applicants](#). The table provides guidance for developing your detailed project budget.

| | |
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| What is the timeframe for your project; how many years are you seeking funding for? | 1 year |
| What is the total cost of the project (excluding GST), including all funding sources? The total project cost should not include any in-kind contributions towards the project. | 300k |
| How much funding (excluding GST) are you requesting from the CSVLF? The Ministry will typically contribute 50% of the total project costs. | %50 MfE Fund |
| Co-funding CSVLF projects typically require a minimum contribution of 50% of the total project costs from the applicants and co-funders. | %50 Council Fund |
| What percentage of the total project cost will be provided by co-funders? | %50 |
| Do you intend to apply for a Waste Disposal Levy waiver? If yes, please provide additional details, including: <ul style="list-style-type: none"> whether an application has been submitted, or when this will be done whether the Waste Disposal Levy is included in the budget. If known, please also confirm: <ul style="list-style-type: none"> the landfill that will be used the name of the disposal facility operator. | We don't intend to apply for a waste disposal levy waiver. |
| Are there any third-party co-funders? If yes, please provide details of all co-funding in the table below. | No |

Breakdown of co-funding

| Co-funder type | Co-funder organisation | Amount (\$NZ) | Percentage of total project cost | Is co-funding secured? |
|----------------------------------|----------------------------------|----------------------------------|----------------------------------|----------------------------------|
| Applicant organisation | Central Otago District Council | \$150,000.00 | %50 | yes |
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Site information and contamination history

Provide details about the site and its contamination history as requested in the following sections. The information will be used to determine whether a site is eligible for CSVLF funding and if the project is a priority.

Sufficient details about the nature and extent of the problem should be provided, including the size or extent of contamination and any likely future consequences of not addressing the problem now. The assessment panel and the Ministry may consider a site's priority when making recommendations or decisions for funding. Further information about how your project will be assessed is provided in the [Guide for applicants](#).

| | |
|---|---|
| Site address | Fish Pond Road, St Bathans |
| Legal description(s) of the site | SEC 82 BLK II ST BATHANS SD |
| Description of the location and setting Provide a detailed description, including the uses of neighbouring land. | The closed landfill is located on the eastern side of Fish Pond Road and is approximately 600 m northwest of the St Bathans's township. The closed landfill comprises two landfill sites on either side of Fish Pond Road approximately 150 m apart. |
| Current use of the site Include how water and land on the site are used. | It is located on an alluvial terrace on the northern side of an unnamed stream that drains from Blue Lake, approximately 500 m to the east. The site is typically grassed, with mature trees present on the stream banks. At the time of the site investigation (09/2024), water was flowing in the stream. |
| Is the site in an area that has cultural significance or natural, ecological, scientific or recreational value? <i>Examples</i> <ul style="list-style-type: none"> • <i>A marae site</i> • <i>Wetland protected under the Ramsar Convention</i> • <i>Site of archaeological or cultural interest</i> | <p>The closed landfill is located on an alluvial terrace above an unnamed tributary of Dunstan Creek, approximately 750 m downstream from the Blue Lake. The stream affected by the closed landfill, running from Blue Lake at the foot of Mt St Bathans in Central Otago, is one of several important historical gold mines in the area. Mt St Bathans is composed of 200-million-year-old greywacke, which continues deep beneath the Blue Lake area. It is unusual to find gold associated with greywacke, and the journey that led to the large concentrations of gold where the town of St Bathans now stands was long and geologically complex.</p> <p>CODC are completing remedial work to improve the stability of the landfill cap and protect the body of waste contained within the landfill, based on designs prepared by Engeo Limited (2021).</p> |
| When did the current land owner purchase the site? | Click or tap here to enter text. |
| What is the proposed use of the site following remediation? | Closed Landfill |
| Will all (or part) of the site be sold following remediation? In some cases, all or part of the grant may need to be returned to the Ministry if the value of the property significantly increases. This will be discussed further if projects are approved for funding. | no |
| Has any action been undertaken to investigate or remediate the site? | Yes, please see the attachments. |

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| <p>If yes, please provide details and attach relevant technical documents as supporting information.</p> <p>Please note contaminated land investigations and technical reports must be done by a suitably qualified and experienced practitioner (SQEP) with the relevant certification.</p> <p>We encourage you to obtain peer review from an independent SQEP for any technical reports completed before receiving CSVLF funding.</p> | |
| <p>Site vulnerability</p> <p>Have the contents of the landfill been exposed and/or released into the environment as a result of recent severe weather events?</p> <p>Has any action been undertaken to investigate the vulnerability of the site?</p> <p><i>Example</i></p> <ul style="list-style-type: none"> • <i>Hydrographic surveys of the river and/or coastline showing changes</i> <p>What evidence is available that shows the remediation of this site is a priority due to an increase in risk?</p> <p><i>Example</i></p> <p><i>An assessment has been completed that confirms:</i></p> <ul style="list-style-type: none"> • <i>the site has been identified as vulnerable to erosion and/or inundation due to storm surges and severe weather events</i> • <i>the landfill is extremely vulnerable to climate events and other natural hazards, including earthquakes that would mobilise waste material and contaminants into the environment</i> • <i>there is a continued threat of erosion and/or inundation that warrants this project being done in the coming 12 months.</i> <p>This may include any regional prioritisation of contaminated and vulnerable sites that has been conducted by the local council.</p> <p>Please provide a copy of any assessments that support the site's status as vulnerable.</p> | <p>Yes, the site</p> |

Site risk screening

As part of identifying the potential for a site to be contaminated, a site risk screening assessment should have been completed in accordance with the [Contaminated Land Management Guidelines \(CLMG\) 3 – Risk screening system](#). Similarly, as part of a Phase 1 preliminary site investigation and/or Phase 2 detailed site investigation (DSI), a conceptual site model (CSM) should have been developed in line with the [CLMG 5 – Site investigation and analysis of soils](#). Both assessments consider the exposure pathway in terms of the contaminants present, their mobility and potential to harm a receptor. A risk exists where a receptor is exposed to a contaminant by means of a complete pathway.

Either the risk screening report or the site investigation report should be used to complete this section. Please ensure the relevant report is attached to this application as supporting documentation.

| | | |
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| <p>Ministry for the Environment’s Hazardous Activities and Industries List (HAIL)</p> <p>The HAIL is a compilation of activities and industries considered likely to cause land contamination resulting from hazardous substance use, storage or disposal.</p> <p>What HAIL activities have been undertaken on the site? Include start and end dates.</p> <p><i>Example</i></p> <ul style="list-style-type: none"> • HAIL activity G5 Waste disposal to land from 1960 to 1980 | <p>The landfill is situated off Fish Pond Road approximately 700 metres from the township of St Bathans. There are two discrete areas of fill within 150 metres of each other. The older portion of the landfill, on the eastern side of Fish Pond Road, is the site subject to the current remedial work. This portion of the landfill was closed in 1993.</p> <p>It is not known how long the landfill operated; historic aerial photographs from retrolens.nz indicate that filling commenced in the early to mid 1970s</p> | |
| <p>Exposure pathways</p> <p>Has the site risk screening assessment confirmed complete exposure pathways? Provide details.</p> | <p>Yes, please see the attached documents.</p> | |
| <p>Hazard and source components</p> <p>The hazard components determine the extent of the risk based on the nature of the contaminants, quantities, toxicity and mobility.</p> <p>‘Source’ refers to the source(s) of the contaminant(s) present that could affect a receptor.</p> | <p>Hazard and source components parameter descriptions</p> <p>The risk screening equation (used in CLMG 3) uses three components (hazard, exposure, pathway) that include multiple parameters.</p> <p>Similarly, the CSM (per CLMG 5) uses source, receptor, pathway.</p> | <p>Exposure pathway</p> <p>Changes from affected receptor, a receptor can be any organism, population or ecosystem that could be affected by the contaminant, including humans.</p> |
| <p>Chemicals of concern and contaminants</p> | <p>Detailed Site Investigations have not been completed to characterise contaminants within the landfill. Instead, it is proposed to manage the potential risks associated with contaminants in soil by conducting all soil disturbance activities through the course of the project in accordance with the attached plans.</p> | <p><input checked="" type="checkbox"/> Surface water</p> <p><input checked="" type="checkbox"/> Ground water</p> <p><input checked="" type="checkbox"/> Direct contact exposure</p> |
| <p>Toxicity of contaminants</p> <p>The ability of the contaminants to cause adverse human health and environmental effects.</p> | <p>Types of contaminants within the fill material is likely to be diverse. Chemical contaminants could include heavy metals, polycyclic aromatic hydrocarbons (PAHs) particularly if waste was burned, agrichemicals and asbestos. These contaminants can pose a risk to people when exposure occurs through inhalation, absorption through the skin, or incidental ingestion of soil.</p> | <p><input checked="" type="checkbox"/> Surface water</p> <p><input checked="" type="checkbox"/> Ground water</p> <p><input checked="" type="checkbox"/> Direct contact exposure</p> |
| <p>Volume of contaminants on the site</p> | <p>Common signs of unexpected contamination at the St Bathans Landfill include:</p> <p>Severely stained soils.</p> <p>Strong odors not typically associated with soil, such as hydrocarbon or solvent odors.</p> | <p><input checked="" type="checkbox"/> Surface water</p> <p><input checked="" type="checkbox"/> Ground water</p> <p><input checked="" type="checkbox"/> Direct contact exposure</p> |

| | | |
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| | <p>Oily sheens on groundwater or petroleum hydrocarbon residues in soil.</p> <p>Intact or broken drums or chemical containers.</p> <p>Suspected Asbestos-Containing Material (ACM), such as cement sheeting, pipe lagging, or flooring tiles.</p> | |
| <p>Mobility of contaminants</p> <p>The ability of the contaminants to migrate or be transported along a pathway once released.</p> | <p>Off-site mobilization of contaminants that are dissolved or entrained in stormwater is a risk that requires careful management when waste below the capping layer is exposed. All measures outlined in the Erosion and Sediment Control Plan (ESCP) prepared by e3Scientific should be implemented. Additionally, with regard to exposed areas of potentially contaminated soil, the following erosion and sediment control practices shall be implemented:</p> <ul style="list-style-type: none"> • Limiting the duration and extent of soil disturbance in potentially contaminated ground as much as practicable. • Diverting clean stormwater away from excavations/exposed soil in contaminated areas. • Containing runoff during rainfall events within the excavations. • Vehicle wheels that have been in contact with exposed ground shall be brushed or swept clean prior to leaving the site. • Any sediment from the exposed landfill that has accumulated in sediment control structures should be placed beneath the geosynthetic clay liner or taken off-site for disposal at an authorized disposal site. | <p><input checked="" type="checkbox"/> Surface water</p> <p><input checked="" type="checkbox"/> Ground water</p> <p><input checked="" type="checkbox"/> Direct contact exposure</p> |

| | | |
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| | Regular visual monitoring of the effectiveness of erosion and sediment control measures shall take place throughout the duration of the project. | |
| Volume of waste | While operating, the landfill serviced the community of St Bathans and the immediate rural area, comprising of approximately 170 permanent residents. The landfill was small, receiving an estimated 7.5 cubic metres (m3) of refuse per week (Otago Regional Council, 2002). Based on a weekly volume of 7.5 m3s over 20years, an estimated 7,800 m3 of waste was deposited at the site. The refuse is thought to be comprised of domestic, semi-commercial, and agricultural wastes. | <input checked="" type="checkbox"/> Surface water <input checked="" type="checkbox"/> Ground water <input checked="" type="checkbox"/> Direct contact exposure |
| Pathway components A pathway is a means by which a receptor can be exposed to, or affected by, a contaminant under current or proposed land use. | Pathway components parameters descriptions The pathway components determine the likelihood of contact with, or transport to, a receptor based on current site conditions that are being assessed. | |
| Containment of contaminants | Click or tap here to enter text. | |
| Containment of waste material | Click or tap here to enter text. | |
| Thickness and nature of low permeability layer | Click or tap here to enter text. | |
| Soil type (permeability) | Click or tap here to enter text. | |
| Distance to user and receptor | Click or tap here to enter text. | |
| Distance to hazard and source | Click or tap here to enter text. | |
| Type of aquifer present | Click or tap here to enter text. | |
| Direct and sediment run-off | Environmental receptors may be exposed to contaminants exposed during remedial works through stormwater run-off and sediment discharge | |
| Flood potential | Click or tap here to enter text. | |
| Please include any other information you consider necessary to describe how you have assessed the risk from contamination and erosion. | Based on the age (>30 years) and size (<15,000 m ³) of the landfill, significant volumes of landfill gas are not expected. Visual observations of waste material during previous investigations indicate only low quantities of degradable material remaining in the landfill, further reducing the risks associated with landfill gas generation. However, given the inherently variable and heterogeneous nature of the filling, isolated pockets of landfill gas may be present within excavations near any localized areas of organic waste (e.g., green waste). | |

Project objectives

Objectives are statements clearly describing what the project must realistically achieve to succeed and what strategies will be implemented to enhance or improve the current situation.

Project objectives should use the **SMART** framework (that is, they must be **s**pecific, **m**easurable, **a**chievable, and **r**ealistic within a **t**imeframe).

Typically, projects will have between one and four objectives, depending on the project phase. Multiple objectives must be completed consecutively, and all objectives must be completed by the end of the CSVLF project.

Add the project objectives in the following table, leaving blank any rows that are not needed. Later in the application (in the work plan milestone table) you will provide details of how you will meet each project objective through completing the relevant milestone activities.

Phase 2 projects may only have one objective. An example of this could be:

By the end of the project, successfully complete a Phase 2 DSI and subsequent reporting compliant with CLMG 1 and 5 that allow for informed decisions to be made on subsequent phases of the remediation.

Please see the [Guide for applicants](#) for examples of projective objectives for Phase 3 and Phase 4 projects. You can copy the example objectives where they are relevant to your project.

| Objective # | Objective |
|-------------|--|
| 1 | To stabilize the landfill slope to prevent erosion and the potential release of refuse materials into the water stream, utilizing engineering solutions such as rip-rap buttressing and vegetation to enhance slope integrity. |
| 2 | To restore and enhance local biodiversity by removing invasive species and planting native vegetation around the landfill area, thereby improving habitat for local wildlife and promoting ecological resilience in the adjacent aquatic and terrestrial environments. |
| 3 | To adhere to local and national environmental regulations and standards throughout the remediation process, ensuring that all activities meet legal and environmental requirements. |
| 4 | To establish a long-term monitoring and maintenance plan for the remediated site to ensure ongoing environmental protection and to address any future issues that may arise. |

Benefits

Benefits are positive outcomes for stakeholders and project partners from the delivery of the project. Benefit types relate to the main areas being affected by the contamination and erosion issues at the site.

Describe how the environmental, social, cultural and economic benefits from this project will be realised through its delivery. Identify which of the factors listed below will be enhanced or improved.

Preference will be given to projects that can show significant and long-term benefits, such as reduced risk to human health or the environment, increased biodiversity or improved community outcomes.

| | |
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| Environmental How will your project address the contamination issues at the site and protect the environment from harm? | The proposal is expected to have a long-term positive impact on the stability of the bank of the affected waterway and is anticipated to result in minimal long- |
|---|--|

Examples

- *Project addresses the risk of contaminants and material entering the environment*
- *Project mitigates the impact on soil, water and ecology*
- *Project enhances natural resources and improves soil and water quality*
- *Project acts as a catalyst for other site remediation projects facing similar challenges*

What indicators (qualitative or quantitative) will you use to measure change?

Include any assumptions underlying the nature and estimated magnitude of the changes.

(max. 1,500 characters)

term effects on water quality or quantity. In the short term, any adverse effects are expected to be managed through sediment control measures and contaminated soil management plans. The proposed works are not located in an area where they are likely to cause significant adverse effects on the landscape or rural amenity values. These works are necessary to ensure the safe and environmentally sustainable operation of the closed St Bathans landfill. I believe the proposal aligns with the objectives and policies outlined in the Central Otago District Plan.

The proposal will contribute positively to the long-term health of the waterway by preventing further waste material from entering the water. It will not impact outstanding natural water bodies and is expected to have minimal effects on habitats of indigenous freshwater fish. Although the proposal will lead to a reduction in wetland area, under Clause 3.22 of the National Policy Statement for Freshwater Management, I consider the works to be reasonably necessary for the continued safe operation of the landfill. These measures ensure that the landfill's operation does not increase the discharge of waste into the water. I consider the proposal consistent with the objectives and policies of the National Policy Statement for Freshwater Management.

The project addresses the risk of contaminants and materials entering the environment, reducing their impact on soil, water, and ecosystems. Changes will be monitored through groundwater and surface water sampling, supplemented by visual inspections to assess environmental improvements.

Social

How will your project align with the local community's aspirations and values around protecting the community and the environment from harm?

Examples

- *Project provides improvements to recreational opportunities*
- *Project addresses general concerns in the community*
- *Project provides immediate enhanced public safety at site following site remediation*
- *Project promotes enhanced community relationships from working collaboratively*

What indicators (qualitative or quantitative) will you use to measure change?

Include any assumptions underlying the nature and estimated magnitude of the changes.

(max. 1,500 characters)

While the site is reasonably remote, it is in proximity to an area with high visitor interest and a public recreation reserve.

The closed landfill site is located adjacent to the Department of Conservation's campground and near hiking trails. This project enhances public safety in the area.

Cultural

Will your project result in any positive cultural outcomes? Will your project involve and/or benefit mana whenua?

Examples:

The proposal will have a notable long term positive effect on the quality of the adjacent waterway through remediating the landfill and preventing further discharge of its contents into the surrounding area.

- *Project is in partnership with an iwi or hapū*
- *Site is significant to mana whenua*

What indicators (qualitative or quantitative) will you use to measure change?

Include any assumptions underlying the nature and estimated magnitude of the changes.

(max. 1,500 characters)

This project is in partnership with Akuha. The following objective and policies are relevant to the proposal:

Freshwater is managed in a way that gives effect to Te Mana o te Wai.

Tangata whenua are actively involved in freshwater management (including decision making processes), and Māori freshwater values are identified and provided for.

Economic

How will the investigation and/or remediation of the site increase financial opportunities or mitigate expenditure to address detrimental effects resulting from the site contamination?

Examples

- *Significant and identified financial opportunities or cost savings*
- *Potential for financial opportunities or cost savings*

What indicators (qualitative or quantitative) will you use to measure change?

Include any assumptions underlying the nature and estimated magnitude of the changes.

(max. 1500 characters)

CODC will comply with environmental regulations and will take measures to protect against non-compliance fines.

The proposal will have a long-term positive effect on the stability of the bank of the impacted waterway and is anticipated to have less than minor long-term effects on water quality of quantity. Short term, adverse effects are anticipated to be managed through sediment control and contaminated soils management plans.

The works are not in a location where they are anticipated to have a notable adverse effect on landscape and rural amenity values. The works are required to ensure the safe and environmentally sustainable operation of the St Bathans closed landfill. I consider the proposal to be consistent with the objectives and policies in the Central Otago District Plan.

The proposal will have a long-term positive effect through supporting the health of the waterway by stopping further waste material entering the water. The proposal will not impact on outstanding natural water bodies and is anticipated to result in minimal effects on indigenous freshwater fish habitats.

While the proposal will result in the reduction of the area of wetland, relying on Clause 3.22 of the NPS-FM, I consider that the proposed works are reasonably necessary for the ongoing safe operation of the landfill in a manner that will not result in an increase in waste from the landfill being discharged to water. I consider the proposal to be consistent with the objective and policies of the NPS-FM

Who is responsible for monitoring the environmental, social, cultural and economic impacts, and how will this be done?

The Central Otago District Council is tasked with monitoring the environmental, social, cultural, and economic impacts. This will be achieved through regular site inspections and sampling.

Partnerships and project stakeholders

Collaboration and partnerships may add expertise, additional resources or other attributes that strengthen the proposal. An active working relationship with other organisations involves regular communication, including meetings, and working together towards a common goal. The panel will consider the degree of partnership and cross-sectoral collaboration when assessing the strategic value of applications.

Partners generally share the decision-making on a project and must contribute resources to the project in terms of expertise, equipment or money. A formal agreement (such as a contract) may be in place between the parties, who work together for a common goal and share the risks and benefits. If an agreement exists, please provide a copy with your application.

A stakeholder has a direct interest in the project and may provide support and help. They can be individuals, organisations or community groups that benefit from the project. They can be actual or potential funders, an advocate of a specific value(s) that the project will achieve, have management responsibilities for the site, or have an affiliation with the site due to their stewardship role. Iwi or Māori stakeholders may be involved in the project. Te Puni Kōkiri publishes a [directory of Māori organisations](#).

Partnerships
 In the table below, briefly summarise what your project partners bring to the project. If your application is successful, we may contact the partner to discuss the project.
 If the land owner is different from the applicant, they should be included in this table. Please outline their support for the remediation project and whether and/or how they will be involved.

| Name of individual/organisation | Details of involvement | Position | Contact details |
|----------------------------------|----------------------------------|----------------------------------|----------------------------------|
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Stakeholders
 In the table below, list the stakeholders included in this project. Briefly summarise their involvement and how your project will support and strengthen the partnerships between the stakeholders.

| Stakeholders | Details of involvement |
|----------------------------------|----------------------------------|
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Experience, capability and project delivery

Ability to deliver

Briefly summarise your organisation's history and relevant experience and, if applicable, any previous experience managing or remediating a contaminated site, or any involvement with the Ministry and contestable funds.

Outline the resources, relevant experience (including organisational governance) and skills your organisation will bring to this project to ensure success.

Include any partner organisations, collaborators, supply agreements or similar documented partnership agreements, and any expertise they will bring to the project.

(max. 2,000 characters)

The Central Otago District Council (CODC) serves as the local authority for the Central Otago region in New Zealand, focusing on enhancing community well-being through various services and activities.

Corporate Services: This department handles administrative functions, including democratic support, financial management, information systems, customer service, and general administration.

Planning and Environment: Responsible for resource management, building control, environmental health, liquor licensing, dog control, rural fire services, and emergency management.

Infrastructure: Oversees essential utilities such as water supply, wastewater and stormwater systems, waste minimisation, road maintenance, elderly persons' housing, community facilities, and property services.

Community Services: Manages parks and reserves, cemeteries, swimming pools, libraries, economic development initiatives, community planning, promotions and grants, the Central Otago 'A World of Difference' brand, visitor information centres, and Tourism Central Otago.

Additionally, CODC collaborates with four community boards—Cromwell, Maniototo, Teviot Valley, and Vincent—to represent and advocate for local community interests.

Through these departments and community boards, CODC delivers a wide range of services aimed at meeting the current and future needs of Central Otago's communities.

Managing funds

It is important you have processes in place to ensure you meet expectations on how public money is used.

Please provide information about how you will financially manage the project, including:

- how you will procure goods and services
- how payments will be approved
- how you will monitor project-related spending
- how you will address budget overspend if it occurs.

(max. 2,500 characters)

The Central Otago District Council (CODC) employs a comprehensive financial management framework to ensure prudent handling of public funds, encompassing budgeting, expenditure, and project management. Key components of this framework include:

Financial Strategy and Policies

CODC's financial strategy outlines the principles for managing revenue, expenses, assets, liabilities, and investments, promoting the current and future interests of the community. This strategy is detailed in the council's Financial Strategy document. Additionally, CODC has established various finance policies to guide its financial operations, ensuring transparency and accountability.

Budgeting and Expenditure

The council prepares a Long-Term Plan (LTP) that sets out its planned activities, projects, and financial forecasts over a ten-year period. This plan is reviewed and updated regularly to reflect changing community needs and priorities. Annual Plans

provide a process for the council and community to review the detailed budgets contained in the LTP.

Project Management and Spending

CODC manages projects through a structured approach that includes planning, execution, monitoring, and evaluation. Financial oversight is maintained throughout the project lifecycle to ensure adherence to budgets and timelines. The council's Audit and Risk Committee regularly reviews project expenditures and financial management practices to mitigate risks and ensure compliance with established policies.

Revenue and Funding

The council's revenue primarily comes from property taxes (rates), user charges, investment income, regulatory fees, and subsidies. CODC has a Development and Financial Contributions Policy that outlines how it funds infrastructure required due to growth, ensuring that developers contribute to the costs of new infrastructure.

Financial Reporting and Transparency

CODC is committed to transparency in its financial dealings. It publishes annual reports that provide detailed information on financial performance, position, and cash flows. These reports are accessible to the public and are intended to keep the community informed about the council's financial health and management practices.

Through these measures, CODC ensures responsible financial management, aiming to deliver value to the community while maintaining fiscal sustainability.

Governance

The level of project governance required must reflect the scale and complexity of the project and the level of grant funding requested.

State who is responsible for overseeing the project's delivery and ensuring it stays on track. Provide a level of detail that covers this oversight on a day-to-day basis.

Please also outline:

- appropriate accountability for stakeholders
- an appropriate governance structure that includes existing governance capability (eg, a steering group or advisory board)
- the name of your accounting firm, if your organisation uses an external accountant.

(max. 2,500 characters)

At the Central Otago District Council (CODC), project delivery and ensuring that projects stay on track typically fall under the responsibilities of senior staff and governance bodies.

The CEO oversees the council's operations, including project delivery. They are responsible for ensuring that staff implement projects aligned with council strategies and decisions.

The Infrastructure team manager oversees the projects related to waste management, land development engineering and roadings. The team typically includes project managers, engineers, and other specialists who handle day-to-day project execution and delivery.

CODC has an **Audit and Risk Committee**, which reviews significant projects and oversees risk management. This committee ensures that financial and operational risks are managed effectively.

The **Council and Community Boards** also play an oversight role for projects relevant to their regions, ensuring alignment with community needs and expectations.

Group managers or department heads oversee specific portfolios, such as infrastructure, planning, or community services. They ensure projects within their departments align with strategic goals and comply with council policies.

| | | | | | | | | | |
|---|--|-----|--|-------|--|---------------|--------------------------------|-------|-----------------------------------|
| <p>Quality assurance</p> <p>How will you ensure work is completed to the required standards?</p> <p><i>Example</i></p> <ul style="list-style-type: none"> Ensuring reports are peer reviewed by a certified contaminated land practitioner with relevant experience | <p>CODC will contact ENGE0 (a cedrtified contaminated land practitioner) to oversee the engineering side of this project.</p> | | | | | | | | |
| <p>Health and safety</p> <p>Does your organisation have a health and safety policy?</p> <p>Who will be primarily responsible for health and safety on your project?</p> <p>Please provide an overview of the health and safety responsibilities of the role described above.</p> | <table border="1"> <tr> <td data-bbox="802 445 965 584">Yes</td> <td data-bbox="970 445 1444 584">If you stated Yes, please provide a copy of your policy with this application. If you do not have a policy and are approved for funding, a policy will need to be developed.</td> </tr> <tr> <td data-bbox="802 591 965 674">Name:</td> <td data-bbox="970 591 1444 674">Zuleyha Farr and Contractor H&S representative (TBC)</td> </tr> <tr> <td data-bbox="802 680 965 728">Organisation:</td> <td data-bbox="970 680 1444 728">Central Otago District Council</td> </tr> <tr> <td data-bbox="802 734 965 784">Role:</td> <td data-bbox="970 734 1444 784">Environmental Engineering Officer</td> </tr> </table> <p>The Contractor shall conform fully both on and off site with the provisions of the New Zealand Building Code in all matters related to construction safety. The Contractor shall at all times comply with the Health and Safety at Work (General Risk and Workplace Management) Regulations 2016.</p> <p>If suspected Asbestos Containing Material (ACM) is encountered, suitable dust control shall be put in place and maintained to prevent visible dust. An Asbestos Removal Control Plan (ARCP) may be required to define the process and controls required for Asbestos handling and removal in accordance with the Health and Safety at Work (Asbestos) Regulations (2016).</p> <p>The following hygiene practices shall be adopted when waste materials below the capping layer are exposed:</p> <ul style="list-style-type: none"> Workers shall avoid unnecessary contact with contaminated soil or suspected contaminated soil; Hand to mouth and hand to face contact shall be avoided during work; There shall be no eating, drinking or smoking in the works area other than in an appropriately designated area; and Hand washing facilities should be provided and hands should be washed before eating, drinking or smoking, and whenever a person leaves the site. <p>The following requirements apply to personal protective equipment (PPE) use:</p> <ul style="list-style-type: none"> Appropriate footwear is to be worn. Muddy footwear is to be brushed or washed clean prior to leaving the earthworks site or entering a vehicle; Overalls are to be worn by workers at the earthworks site if the worker might be in contact with soils; | Yes | If you stated Yes , please provide a copy of your policy with this application. If you do not have a policy and are approved for funding, a policy will need to be developed. | Name: | Zuleyha Farr and Contractor H&S representative (TBC) | Organisation: | Central Otago District Council | Role: | Environmental Engineering Officer |
| Yes | If you stated Yes , please provide a copy of your policy with this application. If you do not have a policy and are approved for funding, a policy will need to be developed. | | | | | | | | |
| Name: | Zuleyha Farr and Contractor H&S representative (TBC) | | | | | | | | |
| Organisation: | Central Otago District Council | | | | | | | | |
| Role: | Environmental Engineering Officer | | | | | | | | |



- Overalls should be removed on-site at the end of each day and these are to be laundered daily;
- Workers shall wear gloves and dust masks at any time they are in direct contact with exposed soils, or if visible dust is present

Consents and permissions

What statutory permissions do you require to complete this project? This includes resource consents or other permissions you will need to obtain to complete the activities of this project.

The required consents for this project were obtained from the Regional and District Council. Please see the attached document for the details of the consents.

Work plan

The project work plan sets out how you will deliver your project through the milestones that enable you to meet your project objectives (see the [Project objectives](#) section). The work plan consists of a series of milestone tables, detailing:

- each milestone
- the milestone activities you will complete
- the deliverables you will provide
- the budget for completing the milestone activities.

Milestone activities, deliverables and budget

Milestone activities are the actions you will take as part of a specific milestone. Every activity should have a corresponding deliverable, which is evidence you will provide to the Ministry to show that the activities have been completed. Eligible costs associated with the delivery of activities should be included in the relevant columns of the milestone table next to the related activity/deliverable. Some activities will not have costs associated with them. For milestone examples, and for details of eligible and ineligible costs under the CSVLF, please refer to the work plan milestone section of the [Guide for applicants](#).

Complete the project work plan using some or all of the four milestone tables below. Extra milestone tables that are not required can be left blank. Note the following guidance.

- Each project objective should have one milestone.
- Each milestone table has space for six activities. Every activity should have a corresponding deliverable, and any activity rows that are not required can be left blank.
- Each activity should include eligible costs only. Not all activities will have chargeable costs against them; in those cases, the budget section of the table can be left blank.
- The deliverables (technical reporting) peer review is a separate activity.
- Milestone start and end dates relate to your project timeline and will be affected by the time needed for deed negotiations (around 4–8 weeks) if your project is successful.
- All costs must be recorded as GST exclusive.

- If required, please include any reasonable and appropriate contingency within the cost estimate for each budget item in the milestone tables.
- The final activity for each milestone should be related to submitting Ministry reporting. This includes the milestone report, tax invoice for the Ministry, and relevant invoices over \$5,000. You cannot claim for partially completed deliverables and any costs associated with producing CSVLF project status reporting. Note that, if your application is successful, you will need to set up a unique project-specific cost code or use the deed contract number at the start of the project to track eligible spending related to the CSVLF project.

| Milestone number | Milestone <i>[Insert Objective 1 below.]</i> | Milestone start date | Milestone due date | Ministry contribution requested | Co-funder contribution | Total estimated cost <i>[This should be the sum of all expenses for the activities in this milestone.]</i> |
|--------------------|--|--|--------------------|--|-----------------------------|---|
| Milestone 1 | Project Planning and Management | 1/03/2025 | 30/05/2025 | \$35,000 | \$35,000 | \$70,000 |
| Activity number | Activity <i>[List all significant actions you will take to meet this objective.]</i> | Deliverable <i>[Add a corresponding deliverable against each activity. This is the evidence you will provide to the Ministry to confirm completion of the activity.]</i> | | Expense description <i>[Describe any associated costs against each activity. An activity can have multiple costs or no costs.]</i> | Expense type | Expense estimate <i>[Insert total estimated cost for this line item.]</i> |
| 1 | Engage a qualified environmental consultant, E-3 Scientific Limited, to oversee the resource consent conditions and develop a replanting plan. | A detailed report demonstrating compliance with the resource consent conditions, a comprehensive plan outlining the replanting strategy, including species selection, planting schedules, and maintenance requirements, ongoing monitoring of the project site and recommendations for adjustments, if necessary, to meet environmental and regulatory requirements. | | Professional fees for engaging a qualified environmental consultant (e.g., E-3 Scientific Limited) to provide oversight of resource consent conditions and to develop a detailed replanting plan. This includes tasks such as compliance reporting, site assessments, species selection, and preparation of planting schedules to ensure regulatory and environmental standards are met. | Consultants and contractors | \$30,000 |
| 2 | Engage a qualified contaminated site practitioner, ENGEO Limited, to oversee the engineering aspects of the project. | ENGEO has developed the remedial plan for this site and will oversee the engineering aspects of the project. They will ensure that the contractor adheres strictly to the remedial plan throughout the project. | | Fees for ENGEO's services, including oversight of the engineering aspects and ensuring compliance with the remedial plan. This may be | Consultants and contractors | \$25,000 |

| | | | | | |
|---|---|---|--|---------------------------------|------------------------------------|
| | | | charged on an hourly basis or as a fixed project fee. | | |
| 3 | Engage a herpetologist/ecologist to assist with surveying prior to the commencement of physical work. | Recommendations for mitigating any identified risks to wildlife and ecosystems during the upcoming physical work. | Charges for the herpetologist/ecologist's professional services. | Consultants and sub-contractors | \$5,000 |
| 4 | Engage with Aukaha on behalf of Ngāi Tahu to ensure that cultural values, sacred sites, and local biodiversity are respected throughout project planning and execution. | Confirmation that the project complies with all relevant cultural, legal, and environmental regulations, including any recommendations from Aukaha and Ngāi Tahu for continued cultural sensitivity throughout the project lifecycle. | Professional fees for ongoing consultations with Aukaha and Ngāi Tahu representatives. | Consultants and sub-contractors | \$10,00 |
| 5 | Click or tap here to enter text. | Click or tap here to enter text. | Click or tap here to enter text. | Choose an item. | \$Click or tap here to enter text. |
| 6 | Submitting Ministry reporting documents. | Ministry reporting documents submitted (milestone report, copies of invoices for costs being claimed >\$5,000, project-specific cost code set up, tax invoice for the Ministry). | – | – | – |

| | | | | | | Total estimated cost <i>[This should be the sum of all expenses for the activities in this milestone.]</i> |
|-------------------------|--|--|---------------------------|--|---------------------------------|--|
| Milestone number | Milestone <i>[Insert Objective 2 below, if applicable.]</i> | Milestone start date | Milestone due date | Ministry contribution requested | Co-funder contribution | |
| Milestone 2 | Stage 4 – Remediation work | 2/04/2025 | 30/06/2025 | \$100,000 | \$100,000 | \$200,000 |
| Activity number | Activity <i>[List all significant actions you will take to meet this objective.]</i> | Deliverable <i>[Add a corresponding deliverable against each activity. This is the evidence you will provide to the Ministry to confirm completion of the activity.]</i> | | Expense description <i>[Describe any associated costs against each activity. An activity can have multiple costs or no costs.]</i> | Expense type | Expense estimate <i>[Insert total estimated cost for this line item.]</i> |
| 1 | Physical Remedial work | The safe and effective remediation of the landfill cap, protecting the environment and meeting regulatory requirements. | | Eearthwork and new landfill cap. | Consultants and sub-contractors | \$200,000 |

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| 6 | Submitting Ministry reporting documents. | Ministry reporting documents submitted (milestone report, copies of invoices for costs being claimed >\$5,000, tax invoice for the Ministry). | – | – | – |

| Milestone number | Milestone <i>[Insert Objective 3 below, if applicable.]</i> | Milestone start date | Milestone due date | Ministry contribution requested | Co-funder contribution | Total estimated cost <i>[This should be the sum of all expenses for the activities in this milestone.]</i> |
|------------------|---|---|--|---------------------------------|--|---|
| Milestone 3 | Replantation, Monitoring and Sampling | 1/08/2025 | 31/12/2025 | \$15,000 | \$15,000 | \$30,000 |
| Activity number | Activity <i>[List all significant actions you will take to meet this objective.]</i> | Deliverable <i>[Add a corresponding deliverable against each activity. This is the evidence you will provide to the Ministry to confirm completion of the activity.]</i> | Expense description <i>[Describe any associated costs against each activity. An activity can have multiple costs or no costs.]</i> | Expense type | Expense estimate <i>[Insert total estimated cost for this line item.]</i> | |
| 1 | The landfill cap will be replanted with native plants and monitored for a period of 6 to 12 months. | A detailed plan outlining the species of native plants to be used, planting methods, and the schedule for replanting the landfill cap and monitoring program. | Costs for purchasing the native plants, including saplings, seeds, and any additional materials such as soil amendments, mulch, or erosion control materials needed to ensure plant establishment. | Other miscellaneous costs | \$20,000 | |

| | | | | | |
|---|--|---|--|---------------------------|------------------------------------|
| 2 | Water Sampling | Collecting water samples right after remediation provides baseline data that can be used to assess the immediate effects of the remediation on water quality. | The cost of laboratory services to analyze the water samples for contaminants, pH levels, and other relevant water quality parameters. Fees for preparing reports based on the water sampling results, which include interpreting the data, comparing it to regulatory standards | Other miscellaneous costs | \$10,000 |
| 3 | Click or tap here to enter text. | Click or tap here to enter text. | Click or tap here to enter text. | Choose an item. | \$Click or tap here to enter text. |
| 4 | Click or tap here to enter text. | Click or tap here to enter text. | Click or tap here to enter text. | Choose an item. | \$Click or tap here to enter text. |
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| 6 | Submitting Ministry reporting documents. | Ministry reporting documents submitted (milestone report, copies of invoices for costs being claimed >\$5,000, tax invoice for the Ministry). | – | – | – |

| | | | | | | Total estimated cost <i>[This should be the sum of all expenses for the activities in this milestone.]</i> |
|-------------------------|--|--|---------------------------|--|------------------------------------|--|
| Milestone number | Milestone <i>[Insert Objective 4 below, if applicable.]</i> | Milestone start date | Milestone due date | Ministry contribution requested | Co-funder contribution | |
| Milestone 4 | Click or tap here to enter text. | dd/mm/yyyy | dd/mm/yyyy | \$Click or tap here to enter text. | \$Click or tap here to enter text. | \$Click or tap here to enter text. |
| Activity number | Activity <i>[List all significant actions you will take to meet this objective.]</i> | Deliverable <i>[Add a corresponding deliverable against each activity. This is the evidence you will provide to the Ministry to confirm completion of the activity.]</i> | | Expense description <i>[Describe any associated costs against each activity. An activity can have multiple costs or no costs.]</i> | Expense type | Expense estimate <i>[Insert total estimated cost for this line item.]</i> |

| | | | | | | |
|---|--|---|----------------------------------|-----------------|------------------------------------|--------------|
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| 5 | Click or tap here to enter text. | Click or tap here to enter text. | Click or tap here to enter text. | Choose an item. | \$Click or tap here to enter text. | |
| 6 | Submitting Ministry reporting documents. | Ministry reporting documents submitted (milestone report, copies of invoices for costs being claimed >\$5,000, tax invoice for the Ministry). | – | – | – | |
| | | | Grand totals | \$150,000.00 | \$150,000.00 | \$300,000.00 |

Project risks and mitigations

A risk is something that may affect the completion and success of your project. It is good practice to identify all the concerns about your project at an early stage and what mitigations you will put in place to address these. When completing the Project risks table in the Application form, see the descriptions for each column below:

- **likelihood** – chance of event happening
- **severity** – seriousness of possible results from events
- **impact** – extent to which event may affect the organisation
- **impact details** – what will happen if the risk eventuates
- **mitigation** – what you will do to prevent or reduce the likelihood of the risk eventuating

- **residual risks** – after mitigation, the remaining potential outcomes related to this risk.

For examples of risks, please refer to the [Guide for applicants](#).

For Phase 4 projects, we may require you to produce a detailed risk management plan.

| Risk # | Risk | Category | Likelihood | Severity | Impact | Impact details | Mitigation | Residual risks |
|--------|----------------------------------|-----------------|-----------------|-----------------|-----------------|--|--|----------------------------------|
| 1 | Budget Overspend | Financial | Low | Low | Low | Costs escalate beyond budgeted amounts, requiring additional budget to be sought or affecting the scope of the project | Project manager to monitor costs against budget to track and manage any project overspend early. | Additional budget required |
| 2 | Click or tap here to enter text. | Choose an item. | Choose an item. | Choose an item. | Choose an item. | Click or tap here to enter text. | Click or tap here to enter text. | Click or tap here to enter text. |
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Supporting information

When you email your completed application form, please attach any supporting documents or other information you would like us to consider. This should include:

- technical reports completed to date (such as the preliminary site investigation)
- your health and safety policy (if available)
- your conflict of interest policy (if available)
- evidence of any co-funding, partnerships or support for the project
- any other relevant supporting documents.

Checklist

Use the following checklist to confirm you have provided all the required information in your application.

| | |
|--|-----|
| I have uploaded supporting letter(s) / email(s) from all co-funders. | N/A |
| I have uploaded my organisation's health and safety policy, if already in place. | Yes |
| I have uploaded my organisation's conflict of interest policy, if already in place. | Yes |
| I have read the CSVLF <i>Guide for applicants</i> and confirm that the proposed project meets the fund's eligibility criteria. | Yes |
| I have completed all sections of this application form as accurately as possible. | Yes |

Declaration

| | |
|--|-------|
| <p>You must agree to this declaration to submit this application.</p> <ul style="list-style-type: none">• I declare that, to the best of my knowledge, the information contained in all sections of this application form or supplied in support of this application is complete, true and accurate.• I declare that I am authorised to make this application on behalf of the applicant organisation.• I declare that none of the organisations named in the application are in receivership or liquidation.• I acknowledge that the Minister for the Environment or the Ministry may publicise any successes that result from this application (while respecting commercial confidentiality).• I acknowledge that the Ministry may be required to share information under Official Information Act (OIA) requests.• I agree that the information in this application must remain confidential throughout the assessment process.• I give permission that the content provided in the project summary, in the event of a successful application, may be used as the public project statement.• I agree that the information included in this application may be used by the Ministry for internal purposes, including to help with developing policy and in relation to government investment in the environment.• I agree that the email address provided with this application can be used by the Ministry for communicating matters relating to contaminated site and vulnerable landfill remediation funding.• I acknowledge that submission of this form is not a guarantee of funding. | Agree |
|--|-------|