



Ministry for the
Environment
Manatū Mō Te Taiao

Contaminated Sites Remediation Fund

Application form for project funding

Funding Round: March 2024

Financial year: 2023/24

**Council name: Greater Wellington Regional Council &
Wellington City Council**

Project name: Te Raekaihau Point

Phase/s: 4 – Site Remediation

Official Information

Important: Information presented to the Minister for the Environment or the Ministry for the Environment is subject to disclosure under the Official Information Act 1982 (OIA). Certain information may be withheld in accordance with the grounds for withholding information under the OIA. Further information on the OIA is available at www.ombudsmen.parliament.nz.

Information held by the Minister and Ministry may have to be released under the OIA in response to a request from a member of the public (or any other body) for that information. If you wish to provide sensitive information to the Minister or Ministry that you do not want released, it is recommended you consult with the Ministry as to whether the information is necessary for the application, and whether there may be grounds in the OIA for withholding the information. For instance, if release of the information would disclose a trade secret, or be likely to unreasonably prejudice the commercial position of the person who supplied or who is the subject of the information, then there may be grounds to withhold the information. The Ministry will endeavour to contact you to discuss an OIA request relating to your application if one is received, and what the implications of releasing your information are.

The grounds for withholding must always be balanced against consideration of public interest that may justify release. Although the Ministry does not give any guarantees as to whether information can be withheld under the OIA, it may be helpful to discuss OIA issues with the Ministry in advance, if information provided with an application is sensitive.

Introduction

This application form is for funding proposals to the Ministry for the Environment's Contaminated Sites Remediation Fund (CSRF).

It is important to complete all fields in this application form. If the application is successful, the information you have provided will be used in the development of the funding deed.

It is preferable to complete this application form electronically, and submit it by email. Move between fields by using the mouse or pressing the ↑ and ↓ keys on your keyboard. You may cut and paste from other documents for questions that allow for longer responses (more than 50 words). Note that some of the funding calculations will automatically be done for you.

If you need help to complete the application form, refer to the guide in the first instance. For any further information, email CSRApplication@mfe.govt.nz, or phone 0800 499 700. If you need an additional copy of the application form and guide, phone or email the Ministry and we will send you a copy.

Please read the *Contaminated Sites Remediation Fund Guide for applicants for project funding* (the guide) before completing this application form.

When your application is complete

The deadline for completed application forms to be received by the Ministry is the last working day of March or September, depending on the funding round. We encourage you to submit your completed application form well ahead of the deadline, as we are unable to accept late applications. We are also unable to assess incomplete applications, so it is important you provide all the required information.

All applications must be completed using this application form.

Email your completed application form and supporting documentation to CSRApplication@mfe.govt.nz (with 'CSRF application' in the subject line).

SECTION 1: Applicant details

See page 17 of the guide for information about this section.

Organisation details

Regional council/unitary authority's legal name <i>one name only</i>	Greater Wellington Regional Council		
Trading name (if different)			
Physical address <i>include post code</i>	100 Cuba Street, Te Aro, Wellington 6011		
Postal address <i>include post code</i>	PO Box 11646, Wellington, 6011		
Telephone	0800 496 734 <i>landline</i>	(0_) <i>fax</i>	
Website address	www.gw.govt.nz/		

Contact person details

Principal contact name	Nicole Blackie		
Position	Contaminated Land Analyst		
Email address	nicole.blackie@gw.govt.nz		
Telephone	(0_) <i>work</i>	9(2)(a) [REDACTED] <i>mobile</i>	(0_) <i>Fax</i>
Back-up contact name	Josie Watson		
Position	Team Leader – Data		
Email address	Josie.watson@gw.govt.nz		
Telephone	(0_) <i>work</i>	9(2)(a) [REDACTED] <i>mobile</i>	(0_) <i>Fax</i>



SECTION 2: Landowner/occupier details

Contact details

Complete the following table. This section does not need to be completed if the landowner/occupier cannot be identified, or is deceased, or has ceased trading.

If there is more than one landowner/occupier, record the information in a separate Word document, and submit this with your application.

Landowner's/occupier's legal name <i>one name only</i>	Wellington City Council
Trading name (if different)	
Principal contact name	Joel de Boer
Relationship to site	<input checked="" type="checkbox"/> Landowner <input type="checkbox"/> Occupier <input checked="" type="checkbox"/> Other <i>please specify</i> Council land, open to Public
Physical address <i>include post code</i>	PO Box 2199 Wellington 6140
Postal address <i>if different from physical address</i> <i>include post code</i>	
Email address	Joel.deboer@wcc.govt.nz
Telephone	(0_) 9(2)(a) (0_) <i>work</i> <i>mobile</i> <i>Fax</i>
Website address	WWW.Wellington.govt.nz/

SECTION 3: Project details

<p>1 What are the details of your project?</p> <p><i>You will need to supply further details about requested funding in Section 7 of this application form.</i></p>	
<p>Project name</p> <p><i>maximum eight words</i></p>	<p>Te Raekaihau Point</p>
<p>Project phase(s) included in this application</p> <p><i>tick as many as applicable</i></p>	<p><input type="checkbox"/> Site investigation (phase two) <input type="checkbox"/> Remediation planning (phase three) <input checked="" type="checkbox"/> Site remediation (phase four)</p>
<p>Project purpose</p> <p>maximum 40 words</p>	<p>The purpose of the project is to remove about 1,000m³ of contaminated material from an esplanade reserve on Wellington's south coast. The intent is to return the site back to a nature state, being open space for public enjoyment.</p>
<p>Over how many financial years are you seeking funding?</p>	<p>2 – 2023/24 and 2024/25</p>
<p>Total Project cost</p>	<p>\$1,100,400</p> <p><i>What is the cash cost (exclusive of GST) of your project, including Contaminated Sites Remediation Fund funding, external funding, and your organisation's contribution?</i></p> <p><i>This does not include in-kind costs, please indicate these costs below.</i></p>
<p>Contaminated Sites Remediation Fund contribution</p>	<p>\$550,200</p> <p><i>How much funding (exclusive of GST) are you requesting from the Contaminated Sites Remediation Fund?</i></p> <p><i>Projects that are contributing at least 50% of project costs are looked upon more favourably by the CSRF Assessment Panel</i></p>
<p>In-kind Contribution</p> <p><i>In-kind contributions include project management and monitoring. Roughly 10% of total project costs are considered a standard in-kind contribution.</i></p>	<p>\$0.00</p> <p><i>If you required a higher percentage of in-kind contribution, please outline the reasoning, below:</i></p>
<p>Do you require any statutory or non-statutory permissions to complete the project?</p> <p><i>For example, resource consents, planning consents, or landowner permissions?</i></p>	<p>Yes</p> <p><i>If yes, which permission(s) are required? Have you applied for these? If so, when is a decision expected (if known)?</i></p> <p>Wellington City Council Contaminated Land Use – Restricted Discretionary activity. Greater Wellington Regional Council – Not Applicable, however if unable to meet the permitted activity standards for Discharge from Contaminated land (Policy 99) of the Natural Resources Plan we would trigger rule 83 and require consent for a discretionary activity.</p> <p>Department of Conservation Wildlife permit to relocate Lizards</p>

Project objectives

2 What objectives have been set for your project and how do you intend to achieve them?

Provide between three and six concrete statements which describe the tangible results your project will achieve. Note that some project outcomes will be achieved over a longer timeframe, however the objectives described here must be achievable within the duration of the funding. Please ensure that:

- objectives are SMART (Specific, Measurable, Achievable, and Realistic within the Timeframe of the project). Refer Appendix 2 of the Guide for Applicants 2020 for more information on setting SMART objectives.
- all objectives are clearly defined and achievable within the duration of the funding
- each objective has at least one key performance indicator (KPI)
- successful completion of tasks and activities (question 9) will lead to achievement of the project objectives
- you have a clear plan for measuring, evaluating, and reporting whether your project objectives have been met.

Objective	Key performance indicators (KPIs)	How will you monitor and evaluate the achievement of this objective?	Baseline information	Expected outcome
<i>Describe the tangible results your project is trying to achieve.</i>	<i>KPIs demonstrate the effectiveness of the project in achieving its objectives</i>	<i>What tangible evidence will be provided to show that the project is on track to reaching its goals?</i>	<i>Describe the current situation, using the data you have available.</i>	<i>What is the expected benefit from this objective being met? How does this contribute to the purpose of your project?</i>
Eliminate the risk and possible negative outcomes, that could arise from contamination at Te Raekaihau Point being eroded or discharged into the CMA (Marine reserve) by storm surges and predicted sea level rise.	Site Validation tests show that the site contains no asbestos, and that contaminants of concern are within the appropriate land-use scenario.	The Remedial Action Plan and Site Validation is undertaken in accordance with the NESCS.	A DSI and RAP have been developed by Becca. These have both been improved via a review from HAIL Environmental to create a better outcome. Both consultants are certified SQEPS in accordance with the NESCS.	Full remediation (Removal of impacted soil) of the site in accordance with the NESCS. Open space values are retained. Scientific Research opportunities are retained. Recreational values are retained.
Remediate a coastal marine area for ecological receptors.	Site Validation tests show heavy metal, TPH, PAH concentrations, and total	Site Validation sampling includes Eco SGV values and the results are within	Data on terrestrial receptors was obtained during the draft DSI undertaken by Beca dated August	Removal of impacted soil-Full remediation of the site in

	cyanide concentrations are within environmental criteria for terrestrial receptors-Eco SGV's	these guidelines.	2023.	accordance with Eco SGV's.
Protect (avoid), remedy or minimise ecological impact on at risk fauna, and wildlife at/near the site during remediation.	The Remediation and Site Validation is undertaken in accordance with AEE.	Ecological impact assessment and AEE is finalised before works and is utilised during works.	A draft Ecological Constraints and Opportunities Assessment was undertaken by Beca in 2023, which involved a desk-based study of ecological information and field habitat surveys in October and November 2023.	<p>Penguins are not disturbed.</p> <p>Lizards are relocated safely.</p> <p>Birds are not impacted by asbestos removal.</p> <p>At risk-fauna is identified and biodiversity offsetting plans are implemented.</p>
Facilitate and Protect Mana-whenua's kaitiaki connection to Te Raikauhau point.	<p>Mana-whenua continue collecting kai-moana with confidence from the reef.</p> <p>Mana-whenua are given the opportunity to apply Tikanga Māori to the site.</p>	<p>Avoiding the release of known and any unknown contaminants at the site entering the environment during the remediation works.</p> <p>Continue to communicate and involve Taranaki Whānui.</p>	Cultural engagement has been undertaken to support the RAP	<p>Future possible risk of discharges into the reef is eliminated, Mahinga kai collection is protected.</p> <p>Partnership and participation with Taranaki Whānui are upheld.</p>



3 What are the expected benefits of the project?

Complete the table below. Ensure that all benefits are 'SMART' (maximum 40 words per cell).

See the guide for further information and examples.

Press the **Tab** key on your keyboard to add more rows to the table, if required.

Type of benefit	Description
<i>Economic, social, environmental, cultural or other type of benefit</i>	<i>Provide a brief, clear description of the benefit</i>
Environmental – Full site remediation	The removal of all known contaminants will ensure long-term positive environmental outcomes for a diverse array of flora and fauna.
Human Health/Social	Full access of the site can be retained for recreational purposes by the community if the contamination is removed, and the site is replanted. If storm surges and future sea level rise exposes the contamination, it will require fencing off and further intensive management. It most likely will reduce the amenity (open space) values of the site for the community.
Cultural	The site is identified as an area of Mahinga Kai collection and a site of significance to Māori. In consultation with Mana Whenua there is strong support for the site to be entirely remediated by removing all known contaminants and returned to a natural condition. This is the best long-term solution to benefit Cultural outcomes, and a positive opportunity to uphold Te Tiriti.

4 What is the scope of the project?

Provide information about what the project will do (in scope) and won't do (out of scope).

See the guide for information on how to complete this question (maximum 300 words).

Press the **Tab** key on your keyboard to add more rows to the table, if required.

In scope	Out of scope
Drafting consent and permit applications	Engineering seawalls to prevent impacts of sea-level rise
Drafting the necessary tender documentation and procuring and engaging a specialist Contractor	Building a seawall to protect the site from storm surges and sea level rise
Removing all possible contamination and returning the site back to a natural area	Capping the contamination on site

5 Are there any links to, or dependencies on, other projects?

Provide information about the links and dependencies that exist between this project and any other project or programme that may affect the delivery of this project (maximum 150 words per row).

See the guide for information on how to complete this question.

Press the **Tab** key on your keyboard to add more rows to the table, if required.

Link or dependency	How this will be managed	Person responsible for monitoring
Gains necessary consents	Engage suitably qualified planners and experts to draft and lodge consents in partnership with affected authorities	Project Manager
Gain necessary Department of Conservation Wildlife permit to shift lizards that have been identified at the site	Engage suitably qualified ecologist and engage Mana Whenua on the permit before lodging with DOC	Project Manager

6 How will you schedule your project?

Ensure that a high-level project schedule for the phase(s) covered in this project is submitted with your application. (A Gantt chart is recommended for large projects). The project schedule should provide the following information:

- start and end dates of the project
- delivery date for each milestone

See the guide for information on how to complete this question.

Description	Start date	End date
Project start: Confirm Project team	April 2024	
Milestone 1: Secure Consents and Permits - Draft and lodge necessary expert reports for resource consents and permits and lodge for processing and approvals (noting DOC Permits can take up to take 6 months to process)	May 2024	November 2024
Milestone2: Procurement Process – Draft and have signed off Procurement Plan (WCC internal), draft contract documentation and tender and award works	May 2024	November 2024
Milestone 3: Implementation of Remedial Work – Sign-off Health and Safety and Asbestos Control and Construction Management Plans, implement wildlife permit (can only be done during summer), sign off on validation report	December 2024/ January 2025	May 2025
Project end: Close out MfE Grant Deed closure report		July 2025



7 How will you evaluate your project?

How will you know your project is successful?

Describe how the effectiveness of your project will be monitored, evaluated and reported, based on the KPIs and answers you provided in question two (maximum 300 words).

We will know if the project is successful once 1,000m3 contamination is removed safely, and the site is returned to a natural state within the timeframes set out in the schedule above.

The project will be monitored against the KPIs set out with the project objectives and the scheduled timeframes. The KPIs will be evaluated against baseline information and the expected outcomes that are set within the Project objectives. By using the Project objectives and schedule together we will be able to evaluate and report on whether the project is on track and is being successful.

SECTION 4: Site information

8 What are the details of the site?

Site address	381 Queens Drive, Houghton Bay, Wellington
Legal description(s) of site	Part Lot 3 DP 90866
Description of site location and setting	Foreshore Reserve (Te Raekaihau Point) Conservation Site a& Open Space B
Current use of site <i>include how water and land on the site are used</i>	<p>The site is used as open space coastal reserve and open to the public for the following activities:</p> <p>Aquatic – The site adjoins Wellington South Coast and is within 150 metres of Taputeranga Marine Reserve.</p> <p>Cultural – The site has the potential to impact on Mahinga Kai collection values of Mana Whenua.</p> <p>Ecological- The site has been and continues to be revegetated/restored to enhance and support local biodiversity.</p> <p>Scientific – This is a unique site close to a significant marine environment with open space values and natural coastal ecosystems. The Wellington University Coastal Ecology Laboratory is only 5km down the road and is an active research facility on marine biology and coastal ecology. They utilised this coastal area for research and education.</p> <p>Social and recreational – The site is part of a wider south coast open space reserves network which provides people the opportunity for recreation activities in a scenic area, for example walking, running, picnicking, swimming, diving, snorkelling, start</p>

	gazing of aurora australis.
When did the current landowner/occupier purchase the site?	

What environmental, social, cultural, and economic benefits will occur as a result of this project?

9 Is the site in an area that has cultural significance or natural, ecological, scientific, or recreational value?

Projects must result in increased knowledge, planning or remediation of contaminated sites to reduce risk to human health or the environment.

Outline the economic, environmental, social and/or cultural benefits that will result/be realised from the completion of your project. Include project benefits that may be achieved outside the life of the CSRF funding and how they will be measured.

Examples include:

- *Environmental - eg, reduction of harm to the environment, increased biodiversity*
- *Social - eg, human health, enhanced public safety, increased recreational opportunity*
- *Cultural - eg, enhanced cultural awareness/kaitiakitanga,*
- *Economic - eg, future monetary benefits from the remediation of the site*
- *Sustainability - eg, sustainable remedial options to reduce waste to landfill*

Type of benefit	Description
Environmental	Reduced future harm to the environment and increase biodiversity to opportunities in a coastal and aquatic environment for the benefit of ecology and scientific purposes.
Social	Reduce the risk to human health, and enhanced public safety, while maintaining the recreational opportunities of this natural open space and reserve.
Cultural	Improve a site of significance to Māori and enhanced their kaitiakitanga by returning the site to a natural environment with their support.



10 What is the contamination history of the site?

Complete the table below.

Ensure that the phase one desktop study (undertaken by the council) is submitted with your application as supporting documentation.

Contamination history

<p>Which contaminants are present/ suspected to be present?</p> <p><i>provide a general description</i></p>	<p>Heavy metals</p> <p>Asbestos in soil</p> <p>Total Petroleum hydrocarbons (THP)</p> <p>Polycyclic aromatic hydrocarbons (PAH)</p> <p>Asbestos containing material (ACM) bulk fragments</p>
<p>When did contamination of the site occur?</p> <p><i>provide accurate dates</i></p>	<p>It is believed to have been used for sand extraction between the 1930s and 1970s and backfilled with waste.</p>
<p>Potential risk to human health</p> <p><i>provide details</i></p>	<p>Both lead and asbestos were detected in soils at concentrations above human health criteria. Due to the low-lying site (approximately 2 metres above mean sea level, with the fill located up to 2 metres below ground level in some areas) there is a high risk that this site will be exposed to greater erosion in the short to medium term.</p>
<p>Potential risk to environment</p> <p><i>provide details</i></p>	<p>Heavy metals, TPH, PAH concentrations exceeded the environmental criteria for terrestrial receptors. In one sample the cyanide concentration also exceeded environmental criteria. If these contaminants were left on site and not removed there is significant risk of erosion and leaching that would be a risk to aquatic receptors and require on going groundwater and surface water monitoring.</p>
<p>What activities caused the contamination?</p>	<p>Backfilling with waste after sand extraction</p>
<p>Are these activities ongoing?</p> <p><i>if yes, are they subject to any controls (eg, discharge consent)?</i></p>	<p>No activities occurring now</p>
<p>Has any action been undertaken to investigate or remediate the site?</p> <p>Have you had Previous CSRF funding?</p> <p><i>if yes, provide details</i></p>	<p>We have had previous CSRF to undertake a Detailed Site Investigation and Remedial Action Plan.</p> <p>Temporary revetment has been put in place to prevent short-term erosion caused by storm surges etc.</p>

11 What is the proposed use of the site following remediation?

Provide information about the proposed use of the site following remediation (maximum 200 words).

Return the site to natural environment and open space reserve for the enjoyment of the public for recreational activities listed in the sections above

12 Will all (or part) of the site be sold following remediation?

Yes

X

No

Unknown

If yes, provide details (maximum 200 words).

The site **will not be sold** and will remain in Council ownership for the benefit and use of the public for recreational enjoyment and environment benefits (by enhancing the biodiversity of the area)



SECTION 5: Site risk screening

Use the information from your risk screening report (undertaken during phase one) to complete this section. Include any other relevant information.

Submit the risk screening report as supporting documentation with this application.

13 Have Hazardous Activity and Industry List (HAIL) activities been undertaken on the site? Yes No

If yes, provide any known information about the activities, including the names of companies, details of processes undertaken, and records of spills/incidents.

Press the **Tab** key on your keyboard to add more rows to the table, if required.

HAIL activities	Dates	
	Start	End
Waste disposal to land / landfill sites – the areas has been used for the disposal of anthropogenic waste (G3 – Landfill Sites)	Approx. 1930s	Approx. 1970s
Asbestos products manufacture or disposal – fragments of fibre cement sheet confirmed to contain asbestos were present in the waste material (E1 – Asbestos products)	Approx. 1930s	Approx 1970s

14 What are the site's hazard and pathway components?

Complete the following table using the information available to you at the time of application.

Hazard	Components <i>provide the information used to derive the components</i>	Affected receptor
Names of chemicals of concern	Heavy metals Asbestos TPH PAH	X surface water groundwater X direct contact exposure
Toxicity of chemicals of concern	Asbestos is a carcinogen	X surface water groundwater X direct contact exposure
Volume of chemicals on the site, or the volume of land affected	Approximately 1,000m ²	X surface water groundwater X direct contact exposure
Mobility of chemicals of concern	Asbestos, heavy metals and PAH generally considered to have low mobility	X surface water groundwater X direct contact exposure
Pathway	Components <i>provide the information used to derive the components</i>	
Containment of chemicals/contamination	The bank has been eroded exposing fill, although recently riprap has been installed as a temporary measure to combat erosion	
Thickness and nature of low permeability layer	Unconfined aquifer – groundwater was not encountered at 1.8 m bgl in one test pit during the initial site investigation	
Soil type (permeability)	Sand and sandy gravel with bedrock encountered between 1.1 and 2.4 m bgl.	
Distance to user	No groundwater users. The receptor is surface water which is located ~20 m from the fill area (note 0.6 ~medium selected due not being groundwater user).	
Depth to hazard	Up to 2 m bgl	
Type of aquifer present	Fractured rock	



Direct/sediment run-off and flood potential	
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SECTION 6: Partnerships

<p>15 Has appropriate due diligence been completed on the current landowner/occupier?</p> <p><i>If yes, please attach evidence to this application.</i> <i>See page 28 of the guide for further information.</i></p>	X	Yes	No
<p>Yes – A Certificate of Title check has been done and Council can confirm it is in ownership</p>			

<p>16 Is the current landowner/occupier willing to contribute financially to the remediation?</p> <p><i>If yes, provide further information below. If no, provide the reasons why (maximum 100 words).</i> <i>See page 28 of the guide for further information.</i></p>	X	Yes	No
<p>Yes, Wellington City Council will contribute 50% of the funding to remediate the site</p>			

<p>17 Is the current landowner/occupier willing to support the remediation in other ways?</p> <p><i>If yes, provide further information below. If no, provide the reasons why (maximum 100 words).</i> <i>See page 28 of the guide for further information.</i></p>	X	Yes	No
<p>As above</p>			

<p>18 Which individuals/partner organisations will be involved in the project?</p> <p><i>What do your partner organisations bring to the project? Complete the table below (maximum 40 words per row).</i> <i>If your application is successful, we may contact the person to discuss the project.</i></p>				
Name of individual/organisation	Details of involvement	Contact person	Position	Phone number and email
Greater Wellington Regional Council	Project Team Member	Nicole Blackie	Contaminated Land Analyst	9(2)(a) [REDACTED]

	GWRC-Overseer GWRC- Overseer	Josie Watson James Luty	Team Leader-Data Manager-Data and Monitoring	9(2)(a) [Redacted] [Redacted]
Wellington City Council	Project Team Member Project Team Member Project Team Member	Jennifer Elliot Joel de Boer Darren Hoskins	Manager Waste Operations Project Manager Manager Landfill Operations	9(2)(a) [Redacted] [Redacted] [Redacted]



19 Who are the project's stakeholders?

Complete the table below (maximum 40 words per row).

Press the **Tab** key on your keyboard to add more rows to the table, if required.

Stakeholders	Details
<i>List the stakeholders that are included in this project</i>	<i>Give a brief description about their involvement and how your project will support and strengthen the partnerships between the stakeholders</i>
Mana whenua	Keep informed of progress and engage on consent application process. Inform them of when we begin works and opportunities for working on restoration e.g. revegetation planting, re-opening of the site after remediation. As mentioned above, the project will improve a site of significance to Māori and enhanced their kaitiakitanga by returning the site to a natural environment with their support.
Department of Conservation	Inform them of the proposed solution as part of consenting process and apply for a wildlife permit. Keep them informed of remediation progress
Houghton Bay Residents Association	Inform them of the proposed solution as part of consent process and keep them informed of remediation progress

SECTION 7: Milestones and funding

See the applicants guide for important, step-by-step information on how to complete this section, including how the financial component of the funding is broken down, and how voluntary donations of time and expertise towards your project (in-kind contributions) are assessed.

20 What are the milestones for phase two of your project (site investigation)?

Only complete this question if phase two is included in this application.

Clearly outline **up to a maximum of six** milestones for phase two, including the tasks that make up each milestone (maximum 100 words per milestone).

Provide the total estimated cash cost for each milestone (exclusive of GST).

Do not include in-kind contributions as this is covered at question 22.

Milestone	Description	Estimated timeframe	Total estimated cost (A) <i>excluding GST</i>
1			\$
2			\$
3			\$
4			\$
5			\$
6			\$
Estimated total cash cost for phase two (A)			\$ 0



21 What are the milestones for phase three of your project (remediation planning)?

Only complete this question if phase three is included in this application.

*Clearly outline **up to a maximum of six** milestones for phase three, including the tasks that make up each milestone (maximum 100 words per milestone).*

Provide the total estimated cash cost for each milestone (exclusive of GST).

Do not include in-kind contributions as this is covered at question 22.

Milestone	Description	Estimated timeframe	Total estimated cost (A) <i>excluding GST</i>
1			\$
2			\$
3			\$
4			\$
5			\$
6			\$
Estimated total cash cost for phase three (A)			\$ 0

22 What are the milestones for phase four of your project (site remediation)?

Only complete this question if phase four is included in this application.

*Clearly outline **up to a maximum of six** milestones for phase four, including the tasks that make up each milestone (maximum 100 words per milestone).*

Provide the total estimated cash cost for each milestone (exclusive of GST).

Do not include in-kind contributions as this is covered at question 22.

Milestone	Description	Estimated timeframe	Total estimated cost (A) <i>excluding GST</i>
1	Secure Consents and Permits – refer schedule of rates – Option 1, Item 1 - Consenting	7 months	\$ 64,000
2	Procurement Process – Internal cost only	7 months (concurrently with milestone 1 above)	\$ 0.00
3	Site Remediation – refer schedule of rates – Option 1, Item 2 Preliminary and General and Item 3 – Dig out, Remove Waste and Reinstatement	7 months	\$ 1,028,400
4			\$
5			\$
6			\$
Estimated total cash cost for phase four (A)			\$ 1,092,400



23 Have you secured funding from other external sources (including partners)? Yes No

If yes, complete the table below. All amounts should be cash only and exclusive of GST. Please attach to this application any documentation that provides evidence of the funding secured from external sources. If your application is successful, we may contact the nominated person to discuss the status of the funding. In-kind contributions may not be included.

See the applicant guide for information on how to complete this question.

Other external funding sources

Individual/ organisation name	Contact name and phone number	Status of offer	Expected date for funding	Amount phase two (C) <i>excluding GST</i>	Amount phase three (C) <i>excluding GST</i>	Amount phase four (C) <i>excluding GST</i>
Wellington City Council	Jennifer Elliot – Ph. 9(2)(a) [REDACTED]	<input type="checkbox"/> Pending <input checked="" type="checkbox"/> Confirmed		\$	\$	\$ 546,200
		<input type="checkbox"/> Pending <input type="checkbox"/> Confirmed		\$	\$	\$
		<input type="checkbox"/> Pending <input type="checkbox"/> Confirmed		\$	\$	\$
<i>If you have secured further funding from more than three individuals/organisation(s), provide the amount in the Amount column to the right. Provide information about the individual's/organisation's name, contact details, status of offer and dates in a separate Word document (or piece of paper, if you are not completing this application electronically), and submit this as supporting information with your application.</i>				\$	\$	\$
Total other external funding sources (C)				\$ 0	\$ 0	\$ 546,200

If you have not attempted to secure funding from other external sources, provide the reasons why below. Include any other relevant information (maximum 100 words).

Contaminated Sites Remediation Fund Phase/s:

24 Provide detailed information about the estimated in-kind contributions your project will receive.

Provide information about the estimated in-kind contributions that your project will receive, including the estimated amounts (maximum 100 words per row).

Note that in-kind contributions are separate from the cash costs of the project.

In-kind contributions summary

	Description	Phase two total estimated in-kind contribution (F) <i>excluding GST</i>	Phase three total estimated in-kind contribution (F) <i>excluding GST</i>	Phase four total estimated in-kind contribution (F) <i>excluding GST</i>
Professional services and goods <i>Calculate professional services using the actual hourly rate This includes council staff time</i>	Estimated time for regional council and city councils staff's time associated with the project including, Project Management (8hr/week over 60 weeks at \$150/hr = \$72,000), Procurement (80hr at \$150 total project = \$12,000), and Governance (4 people at 4hr/month each over 60 weeks at \$150 = \$144,000). Plus \$8,000 consent processing.	\$	\$	\$ 228,000
Use/donation of equipment <i>Calculate equipment and other charges using the actual hourly rate</i>		\$	\$	\$
Facilities provided		\$	\$	\$
Community volunteers <i>Calculate at a rate of \$30 per hour</i>		\$	\$	\$



Other		\$	\$	\$
	Total in-kind contributions (F)	\$ 0	\$ 0	\$ 228,000

25 How much are you requesting from the CSRF, and how much have you obtained from other sources?

Complete rows B and D. Your answers from questions 18 – 22 will automatically populate rows A, C, E and F. All costs should be exclusive of GST.

See the applicant guide for information on how to complete this question, and about what the funding does not cover.

Funding summary			
	Phase two	Phase three	Phase four
Estimated cash costs for project (A) <i>Cash costs (including contingencies) associated with the project only. Do not include in-kind contribution costs</i>	\$ 0	\$ 0	\$ 1,092,400
Your cash contribution to the project (B) <i>The amount your council is contributing to the project</i>	\$	\$	\$
Other external cash funding sources, including partners (C) <i>Totals for any other funding you have secured</i>	\$ 0	\$ 0	\$ 546,200
Funding sought from CSRF (D)	\$	\$	\$ 546,200
CSRF share of costs (E) <i>Funding sought from CSRF (D) x 100 and divided by estimated project cost (A)</i>	%	%	50 %
In-kind contributions (F) <i>Totals for any in-kind contributions you have secured</i>	\$ 0	\$ 0	\$ 228,000

The totals from the table above will automatically populate rows G and H. Ensure that you have clicked out of the table for the totals to calculate. All totals are exclusive of GST.

	Phase two	Phase three	Phase four
Estimated total costs for project (G) <i>G = A + F</i>	\$ 0	\$ 0	\$ 1,320,400
Estimated overall costs for project (H) <i>This total is a sum of all project phases in the row above</i>	\$ 1,320,400		



SECTION 8: Project management

26 What project governance structure is planned for the project?

It is important the project engage personnel with the required technical, project management and financial management skills to successfully deliver the project. Appropriate financial systems and governance structures must be in place for the project at the scale proposed.

The governance structure/s that will be implemented to ensure monitoring and management of performance and effective decision-making occurs. Include information on members of the governance group and their skills.

Describe the project governance that is planned for the project, to ensure that decisions are made consistently and robustly, money is spent responsibly, and risk is managed effectively. (maximum 250 words).

Wellington City Council are working in collaboration with Greater Wellington Regional Council to ensure the site is restored to a nature environment. To do this, we will work together to meet agreed time frames and agreed remediation of the site.

- WCC will fund the project and project manage.
- GWRC will direct legislative requirements and provide support.
- Beca will provide the expertise (SQEP)

The Project Manager prepares the project plan and updates it at project milestones. The project manager also manages the project on a day to day basis. They are responsible for ensuring that the project delivers to the expected scope, time, cost and quality. They will be supported by WCC's Procurement Team and the Landfill expertise we have in-house for managing contaminated sites.

Project Governance will be developed by inviting senior members of the project team to be part of the governance group. The Governance group will be reported to by the Project Manager to ensure that milestones are being made and that funding is being spent on the necessary tasks (and agreed tasks) to ensure the project is delivered on time and meets the regulatory framework and any funding agreement(s) in place.

27 What are the proposed roles and responsibilities within the structure of your project?

You must be able to demonstrate that the project will engage personnel with the required technical, project management, and financial management skills to successfully deliver the project. Provide details of your proposed project team and confirmation of their availability for the duration of the project. Note that it is mandatory to provide details of your project manager.

Complete the table below with information about the roles and their responsibilities within the project structure. At a minimum, the first project manager and project executive rows of the table must be completed. Note that both these roles must be from the regional council or unitary authority. Complete the rest of the table as relevant to your project.

See the guide for information on how to complete this question.

Press the **Tab** key on your keyboard to add more rows to the table, if required.

Role	Name of person	Phone no.	Email	Responsibilities	Time commitment
Project Manager	Joel de Boier	9(2)(a)	joel.deboer@wcc.govt.nz	Project Management – Obtaining Consents/permits, Procurement planning, and tendering works	5 hours a week
Project Executive	Jenny Elliot	(0_)	Jennifer.elliott@wcc.govt.nz	Project Sponsor and overseeing management of remedial works contractor	2 hours a week
Governance Group <i>(led by project executive, if applicable) provide list of names</i>	TBA	(0_)			0.5 hours a week
Project Board <i>(led by governance owner, if applicable) provide list of names</i>	TBA	(0_)			
Governance owner		(0_)			
Project team members <i>provide list of names</i>	Joel de Boer Nicole Blackie Jenny Elliot Darren Hoskins	9(2)(a)	joel.deboer@wcc.govt.nz Nicole.Blackie@gw.govt.nz Jennifer.elliott@wcc.govt.nz	Project Manager Contaminated Land Analyst	All on an as needed basis

	Josie Watson James Luty		wcc.govt.nz Darren.hoskins@wcc.govt.nz Josie.Watson@gw.govt.nz James.Luty@gw.govt.nz	Project Sponsor Technical Director Team Leader – Data Manager-Data and Monitoring	
Project administrator	Joel de Boer	9(2)(a)	joel.deboer@wcc.govt.nz		3 hours a week
Other roles <i>provide the role titles</i>		(0_)			

28 What is your risk management plan?

Complete the risk management table below by providing information about the top five risks that your project faces. Provide a brief description of the major risks **to the project achieving the intended outcomes**. Include consideration of potential barriers that may pose a risk to the success of the project. Where possible give an indication of the likelihood and significance of the risk and any mitigation strategies to be included in the project.

	Risk 1	Risk 2	Risk 3	Risk 4	Risk 5
Significant Potential risk <i>Identify the potential risk to your project</i>	Budget over-run	Contractor capability and capacity	High media attention and community expectations		
Level of risk <i>Low, medium, or high</i>	Low	Low	Moderate		

Contaminated Sites Remediation Fund Phase/s:

Impact on project <i>Describe the impact the risk would have on the project (for example, misunderstandings, duplication of work, incomplete work).</i>	Not enough budget to complete remediation of site	Health and safety risks eg public expose to contamination and/or hazards and non-compliance with consents	Reputational risk from negative media articles and letter to mayor and councillors etc		
Consequence on project <i>Moderate or Severe</i>	Moderate	Severe	Low		
Strategy to mitigate <i>Describe the process that you will use to minimise and manage the risk)</i>	Ensure estimate of costs are QS before contract works are tendered	Ensure procurement procedures are followed and robust tendering process focusing on Health and Safety matters are addressed as part of the evaluation process	Ensure the coms strategy is updated and key messages are developed for engagement with stakeholders		

29 Does the organisation managing the project have a health and safety policy or plan? X Yes No

If yes, provide copy of health and safety policy with application and go to question 30. If no, provide the reasons why (maximum 100 words) and then go to question 31.

It is important that you have the necessary health and safety policies, resources, and expertise to safely undertake and complete the project. You must always comply with the requirements and provisions of the Health and Safety at Work Act 2015 (HSWA). You will be asked to submit a health and safety plan for your project if you are invited to proceed to Stage 2.

Attached

30 Are the project's activities covered by the organisations existing health and safety policy or plan? X Yes No

If yes, go to question 22. If no, go to question 31. See the guide for further information.

31 Does a Health and Safety Plan need to be developed specifically for the project? X Yes No

If yes, go to question 32. If no, provide the reasons why (maximum 100 words).

32 Who will be responsible for the health and safety plan and/or policy?

See the guide for further information.

Name of person	Title	Organisation	Project role
Joel de Boer	Project Manager, Coastal and Marine	WCC	Project Manager

33 Will the health and safety plan and/or policy be audited and/or reviewed? X Yes No

If yes, provide details of who will undertake the audit/reviews and their frequency if known. If no, provide the reasons why (maximum 100 words). See page 41 of the guide for further information.

Name of person	Title	Organisation
TBA		

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34 What are the most significant health and safety risks associated with the project that you can identify?

No.	Risk	Potential impact	Management
1	Exposure to the environment of asbestos dust during remediation work	Health and safety risk to the public	Ensure a robust Asbestos management plan is developed and approved before any remedial works begins on site
2	Discharge of contaminants to land and water	Spread of contamination e.g. hydrocarbons into the wider area and CMA	Ensure the remedial works are undertaken by a reputable contractor with the proper plans (that are signed off and approved) are in place to manage the remedial works to a high standard
3			
4			
5			



35 What is your reporting plan?

Complete the reporting plan table below.

Press the **Tab** key on your keyboard to add more rows to the table, if required.

Target audience <i>Who is your target audience (eg, landowners, local community, central government)?</i>	Type of report <i>Provide the name of the report</i>	Purpose <i>What is the purpose of your reporting plan and what do you hope to achieve (eg, develop awareness, impart information, deliver education, bring about behaviour change, etc)?</i>	Timing <i>How often will the report be distributed?</i>
MfE	Quarterly and milestone and closure reports to MfE	Inform MfE fo the progress of the project and any risk identified e.g. Timing, Budget etc.	Quarterly
Project Team	Project Status Report (as per the above reports to MfE)		

36 What are your proposed quality and delivery assurance processes?

Complete the table below.

Press the **Tab** key on your keyboard to add more rows to the table, if required.

Deliverable <i>eg, final report</i>	Assurance/Acceptance criteria <i>eg, report needs to comply with the Ministry's Contaminated Land Management Guidelines for reporting on contaminated land</i>	Person responsible <i>eg, project manager</i>	Due date
Closure report to MfE	Comply with the Ministry's Contaminated Land Management Guidelines for reporting on contaminated land	Project Manager	As required

SECTION 9: Additional information

37 Is there anything else we need to consider about your application?

This space is for you to provide any additional information that your organisation considers important, but has not been covered in previous sections of this application form, eg, any known conflicts of interest

Include any assumptions which have influenced the approach to the project (maximum 250 words).

See page 44 of the guide for information.

We consider this project is worthy of MfE funding and that it meets the necessary criteria of the CSRF. We believed the project will provide the best long-term solution to this coastal environment and to mana whenua.

38 Are there any documents that the Ministry needs to read in conjunction with your application? Yes No

If yes, complete the table below.

Ensure that the documents are submitted with this application form.

*Press the **Tab** key on your keyboard to add more rows to the table, if required.*

Name of document
Summary of Options, Matrix & Draft Schedule
Letter from Taranaki Whānui
Te Raekaihau – Estimate Schedule of Prices



SECTION 10: Declaration

This declaration must be completed by a person with the council's signing authority.

See page 45 of the guide for further information.

Important: *Please contact the CSRF Team if you have any queries regarding the terms and conditions of the Funding Deed for the CSRF.*

As a duly authorised representative of the organisation as per Section 1 of this Contaminated Sites Remediation Fund application form:

- I declare that I have read, and agree to, the standard terms and conditions of the Funding Deed for the Contaminated Sites Remediation Fund.
- I declare that I have read the *Contaminated Sites Remediation Fund Guide for applicants for project funding*.
- I declare that to the best of my knowledge, the information contained in all sections of this application form, or supplied by us in support of our application is complete, true and correct.
- I declare that I have the authority to sign this application form and to provide this information.
- I declare that all regulatory requirements regarding the project have been met, and that any required approvals and/or consents have been granted.
- I understand that information presented to the Minister for the Environment and Ministry for the Environment is subject to disclosure under the Official Information Act 1982.
- I agree that the Ministry for the Environment may collect information about our organisation from other parties, and may liaise with local and national organisations in respect of this application.
- I agree that the Ministry for the Environment can undertake a background check on the applicant(s).

Name

James Luty

Position

Manager – Data and Monitoring

Signature

By typing your name in the space provided you are electronically signing this application form.

Date 3 April 2024

Checklist

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

Do not include any attachments that the Ministry has not specifically requested.

- All sections of this application form completed
- Declaration signed and dated

The following supporting documentation attached:

- cost benefit analysis (if undertaken)
- high-level project schedule for the phase(s) covered in this project
- phase one desktop study
- risk screening report
- documents that the Ministry needs to read in conjunction with your application

Your feedback

Did you find this application form easy to understand and complete?

- Not at all Mostly X Very

Provide general comments below.