

Waste Minimisation Fund DEED OF FUNDING



Ministry for the
Environment
Manatū Mō Te Taiao

PART A: PROJECT AND PARTIES	
DEED OF FUNDING	<p>The Recipient has applied and been approved for a funding grant from the Waste Minimisation Fund, administered by the Ministry. The grant is subject to the terms of this Deed of funding. This Deed is made up of the following parts:</p> <ol style="list-style-type: none"> 1. Part A: Project and Parties 2. Part B: Special Terms 3. Part C: General Terms 4. Any Schedules and Annexures attached to this Deed or incorporated by reference.
PROJECT NAME	A grass roots solution to litter in New Zealand
DEED NUMBER	22333
DURATION	Commencement Date: 1 April 2018 or the date this deed is executed; whichever is later.
	Expiry Date: The date that is three calendar years after the Commencement Date.
PROJECT PURPOSE	<p>The purpose for which the grant is provided is:</p> <p>This project will develop and deliver a package of scientifically rigorous tools to collate independent litter data and use them to prove the effectiveness of interventions that address litter. Once created and tested, we will roll these tools out nationwide by establishing a supported nationwide network of trained, motivated and incentivised 'Citizen Scientists', for ongoing monitoring of the litter problem.</p> <p>At the same time, we will train and equip 'Educators' nationwide with resources and evaluation tools to deliver effective education that reduces littering. We will then prove the success of these education activities and a range of other interventions, through open-sourced scientific litter data that will dramatically</p>

	boost New Zealand's performance in waste minimisation.	
SUMMARY OF KEY PROJECT REQUIREMENTS	<p>The Project Plan for Financial Year 1 of the Project is attached as Annexure 1. The summary of the Financial Year 1 milestones, activities and deliverables are set out in the Milestone Table of the Project Plan.</p> <p>The milestones, activities and deliverables for Financial Years 2 and/or 3 will be developed by the Recipient and approved by the Ministry prior to the commencement of each Financial Year in accordance with clauses 2.3 and 3.2 of this Deed.</p>	
PARTIES		
MINISTRY	THE SOVEREIGN in right of New Zealand, acting by and through the Secretary for the Environment	
RECIPIENT	Full legal name: Sustainable Coastlines Charitable Trust	
	Trading name (if different):	
RECIPIENT CONTACT DETAILS	Postal address: 55 Madden Street, Wynyard Quarter, Auckland Central 1010	
	Physical address: 55 Madden Street, Wynyard Quarter, Auckland Central 1010	
	MAIN CONTACT PERSON	BACKUP CONTACT PERSON
	Name: Camden Howitt Title: Coastlines Lead Phone: Mobile: 021 212 7287 Email: camden@sustainablecoastlines.org	Name: Sandy Britain Title: Project Manager Phone: Mobile: 022 048 8627 Email: sandy@sustainablecoastlines.org
MINISTRY FOR THE ENVIRONMENT DETAILS	MAIN CONTACT PERSON	BACKUP CONTACT PERSON
	Name: Andrea Gregor Title: Policy Analyst Phone: +64224930053 Email: Andrea.Gregor@mfe.govt.nz	Name: Jay Hadfield Title: Analyst Phone: +64220800231 Email: Jay.hadfield@mfe.govt.nz
	Address: Environment House, 23 Kate Sheppard Place, Wellington 6011 PO Box 10362 Wellington 6143	

PART B SPECIAL TERMS

1. Upfront Payments

- 1.1 The Ministry shall pay to the Recipient \$300,000.00 (plus GST if any), being a portion of the Grant, in advance (**Upfront Payment**) within 10 Working Days of the Commencement Date of this Deed. Payment of the Upfront Payment is subject to the Ministry's receipt of a correct tax invoice for this amount. The Upfront Payment will be applied by the Recipient to the following items with the remainder being an advanced payment for the costs of Financial Year 1:
- (a) Two utes (up to \$86,000);
 - (b) Salaries (up to \$75,000);
 - (c) Litter data tool development (up to \$40,000); and
 - (d) Litter Education tool development (up to \$40,000).
- 1.2 The Recipient's invoice for the Upfront Payment must quote the deed number on this Deed.
- 1.3 The Recipient will account for and reinvest any underspend of the Upfront Payment and any interest amount accrued on the Upfront Payment into the Project.
- 1.4 If at the expiry or termination of this Deed, there is an underspend of the Upfront Payment, the Recipient shall repay to the Ministry any such amount within 20 Working Days of the date of expiry or termination.
- 1.5 Subject to the Parties agreeing Stage Gate Variations for Financial Years 2 and/or 3 in accordance with special term 2, the Ministry may agree to pay the Recipient further portions of the Grant in advance within 10 Working Days of the first Working Day of Financial Year 2 and/or Financial Year 3 (as applicable). The Ministry may pay the Recipient in advance up to \$100,000.00 (plus GST if any) for Financial Year 2 and up to \$50,000.00 (plus GST if any) for Financial Year 3.
- 1.6 For the avoidance of doubt, all conditions applying to the Upfront Payment will apply equally to any further advance payments of the Grant for Financial Years 2 and/or 3, with each such payment to be deemed an Upfront Payment for the purpose of this Special Term.

2. Stage Gate

- 2.1 Subject to special term 2.2, the Recipient shall not commence delivery of:
- (a) Financial Year 2 of the Project until the Ministry has reviewed the Recipient's assessment of the Project during Financial Year 1 (work completed, successes, issues) and at its sole discretion approved the Recipient undertaking the next phase of the Project (Financial Year 2); and
 - (b) Financial Year 3 of the Project until the Ministry has reviewed the Recipient's assessment of the Project during Financial Year 2 (work completed, successes, issues) and at its sole discretion approved the Recipient undertaking the next phase of the Project (Financial Year 3).
- 2.2 The Recipient shall not commence delivery of Financial Year 2 of the Project or Financial Year 3 of the Project until the Ministry has (at its sole discretion) approved an updated Project Plan for Financial Year 2 or Financial Year 3 (as relevant) and it is incorporated in this Deed by a deed of variation agreed and signed by duly authorised representatives of the Parties in accordance with clause 3.2 (Changes) of Part C and paragraph 2.5 (Change Authorisation) of Schedule 6 (Change Control Process) ("**Stage Gate Variation**").
- 2.3 Special Term 2.2 is for the benefit of the Ministry and the condition may only be waived by the Ministry on express notice in writing to the Recipient. If the condition in special term 2.2 has not been satisfied (or waived by the Ministry) on or before 30 Working Days following the due date of the final Milestone of Financial Year 1 or Financial Year 2 (as relevant), or such later date agreed by the Ministry:
- (a) this Deed is voidable with immediate effect at the election of the Ministry by notice in writing to the other Party to this Deed; and
 - (b) upon this Deed becoming void, neither Party will have any right or obligation to any other Party.
- 2.4 Except for payment of the Grant for Financial Year 1 in accordance with the Deed, the payment of any further funding under this Deed is subject to a Stage Gate Variation, and its incorporation into the Deed in accordance with clause 3.2 (Variation).
- 2.5 Each Party shall bear its own costs in connection with the negotiation, preparation and implementation of any Stage Gate Variation.

3. Intellectual Property:

- 3.1 **Use of Third Party Intellectual Property:** If the Recipient incorporates any third party data into the Deliverables, the Recipient will:
- (a) ensure the applicable licence terms meet the Recipient's obligations in clause 3.7 (Intellectual Property) of Part C of this Deed;
 - (b) document in writing to the Ministry all applicable third party datasets; and
 - (c) comply with all applicable terms of the third party data licence(s).
- 3.2 **NZGOAL:** The licence granted by the Recipient to the Ministry further to clause 3.7(c) (Recipient Intellectual Property) includes the right to sublicense Deliverables for re-use under any Creative Commons or other licence referred to in the New Zealand Government Open Access and Licensing framework (available at <http://ict.govt.nz/guidance-and-resources/information-and-data/nzgoal>).

4. Project Management and Governance

- 4.1 **Project Manager:** The Recipient will appoint for the duration of the Project an appropriately trained, qualified, and experienced project manager, to manage and supervise the Project and completion of the Deliverables and Milestones. The Project Manager will:
- (a) have the authority (including appropriate financial delegations) to run the Project on a day to day basis on behalf of the Recipient within the constraints set out this Deed and in accordance with the Project Plan;
 - (b) have authority to represent the Recipient in communications under this Deed and to act for the Recipient under this Deed; and
 - (c) ensure that the project management practices set out in the Project Plan are followed.

The Recipient shall ensure the Project Manager, and their contact details, are specified in the Project Plan. The Project Manager shall be considered a Key Person.

- 4.2 **Governance:** The Recipient shall establish for the duration of the Project a Governance Group (referred to as the Project Steering Committee in the Project Plan) of appropriately trained, qualified, and experienced personnel to provide overall guidance and direction to the Project, including:
- (a) making recommendations to support any decision that will have a material impact on the Project;
 - (b) overseeing financial reporting and health and safety practices in relation to the Project;
 - (c) acting as a key professional forum to communicate appropriate Project information back to the Ministry and key stakeholders within or relevant to the Recipient's organisation; and
 - (d) managing high level risks.

The Recipient shall ensure the Governance Group personnel, and their contact details, are specified in the Project Plan. Each Governance Group personnel shall be considered a Key Person.

- 4.3 **Ministry representative:** The Ministry may appoint a Ministry representative (or representatives) to be present at meetings of the Governance Group. The Recipient shall ensure the Ministry representative(s) is/are provided with reasonable prior notice of, and any relevant documentation in relation to, Governance Group meetings.
- 4.4 **Project Reporting:** Further to clause 4.4 of Part C of this Deed (Reports and Meetings), the Recipient shall include in its Milestone reporting any interest accrued on any Grant funding received and the activities to which Grant funding (including the Upfront Payment) was applied.

5. Key Personnel

- 5.1 "Key Person" means those personnel of the Recipient listed as "key persons" in Part B of this Deed and the Project Plan and such other persons as the Ministry and the Recipient may agree are "key persons" from time to time.
- 5.2 If a Key Person ceases to be employed or engaged by the Recipient or will be unable to, or is reasonably likely to be unable to, perform the functions assigned to him or her for a period of 20 Working Days or longer, as a result of resignation, death, illness or injury, the Recipient must, if requested to do so by the Ministry (at the Ministry's sole discretion), replace that Key Person in accordance with special term 5.3.
- 5.3 The Recipient may replace a Key Person only if:
- (a) the Recipient has given the Ministry at least 10 Working Days' written notice of the proposed replacement, such notice to include full details of the replacement for the Key Person;
 - (b) the Ministry has approved the proposed replacement for the Key Person;
 - (c) the Recipient bears all costs relating to replacing that Key Person and upskilling the replacement Key Person; and
 - (d) the Recipient, if required by the Ministry, agrees on a transition plan with the Ministry for the replacement Key Person and manages the replacement in accordance with such plan.
- 5.4 The Recipient acknowledges and agrees that the Ministry may conduct criminal checks in relation to a Key Person. Such criminal checks may be conducted by the Ministry at the Ministry's sole discretion from time to time. The Recipient must obtain all necessary consents for such purposes.
- 5.5 If the Ministry is not satisfied with result of a check under special term 5.4, the Ministry may, without limiting its other rights or remedies, require the removal of the Key Person from the Project by giving notice in writing to the Recipient and the Recipient must comply with that notice within five Working Days.

6. Recipient Due Diligence

- 6.1 The Recipient shall be deemed to have satisfied itself:
- (a) as to the subject matter of this Deed and the nature and extent of the risks assumed by it under this Deed and is solely responsible for the consequences of any misunderstanding or misinterpretation of the requirements of this Deed;
 - (b) as to the quantity, quality, nature and extent of all resources (including human resources), materials, facilities and consents necessary to enable it to meet, to comply with and perform its obligations under this Deed; and
 - (c) that the Funding, including the relevant Funding components, provides it with sufficient allowance to enable the Recipient to undertake the Project, perform its other obligations and to manage the risks assumed by it under and pursuant to the terms of this Deed.

7. Co-operation and coordination

- 7.1 The Recipient agrees to co-operate and co-ordinate the provision of the Project with other Fund recipients undertaking similar projects that include educational, media/marketing, and awareness campaigns for litter.

8. WMF Litter Projects Working Group

- 8.1 At the Ministry's request, the Recipient has agreed to and will sign Terms of Reference (in a form that is acceptable to the Ministry) to join the established WMF Litter Projects Working Group.
- 8.2 **Recipient representative:** The Recipient will appoint an appropriately trained, qualified, and experienced representative on the WMF Litter Projects Working Group for the duration of the Project. The representative must have the authority (including appropriate financial delegations) to represent the respective party's interests and make decisions on behalf of the Recipient in accordance with this Deed and the Terms of Reference.
- 8.3 The Recipient must comply with the Terms of Reference of the WMF Litter Projects Working Group.

9. Consents and permits

- 9.1 The Recipient shall obtain, maintain for the period of the Project, and comply with, every necessary consent and permit (including as required in the Project Plan) compliant with, and required by, the Resource Management Act 1991 and all applicable laws, regulations and Environmental Protection Authority requirements to enable the Recipient to undertake the Project, perform its other obligations and to manage the risks assumed by it under and pursuant to the terms of this Deed. The Recipient shall promptly provide the Ministry with evidence to the Ministry's satisfaction of such consent(s) and/or

permit(s) upon demand. For the avoidance of doubt, a material breach of this clause shall be considered a material breach of this Deed for the purposes of clause 5.6(a) (Termination).

10. Delay

10.1 If the Recipient considers that it is (or is likely to be) prevented or delayed from successfully achieving a Milestone by the corresponding Milestone date ("**Delay**") it will immediately provide notice verbally, and then in writing to the Ministry ("**Notice of Delay**") setting out:

- (a) the cause of the Delay and its expected duration;
- (b) the effect of the Delay on its ability to perform its obligations under this Deed (including any future Milestone dates);
- (c) what extension, if any, to the relevant Milestone date is being sought; and
- (d) what steps, if any, the Recipient will take to mitigate the effect of the Delay.

10.2 As soon as practicable following the receipt of a Notice of Delay, the parties will meet with a view to agreeing how the Delay should be addressed.

10.3 The Recipient will take all reasonable steps necessary (including by the allocation of additional resources) to eliminate or avoid the Delay and, in all cases, mitigate its effects.

11. Remedial Plan:

11.1 If at any time:

- (a) the Ministry considers that the Recipient has breached, or will imminently breach, any of its obligations under this Deed; or
- (b) the Recipient has given the Ministry notice of a breach or likely breach of any of its obligations under this Deed,

(in each case a "Delivery Issue"), the Ministry may give notice to the Recipient setting out the Delivery Issue ("Delivery Notice").

11.2 As soon as possible after receipt of a Delivery Notice (and in any event within three Working Days of receipt) the Recipient will consult with the main contact of the Ministry as set out in Part A of this Deed or otherwise notified by the Ministry in writing.

11.3 As soon as possible after receipt of a Delivery Notice (and in any event within 10 Working Days of receipt) the Recipient will prepare and provide to the Ministry a proposed plan setting out ("Remedial Plan"):

- (a) full details of the Delivery Issue (including its causes, expected duration and impact on the Project and the Recipient's obligations under this Deed);
- (b) a plan (including Milestones) setting out the steps it will take to eliminate, and mitigate the effect of, the Delivery Issue and prevent the Delivery Issue from recurring, as applicable; and
- (c) success criteria to determine whether the Delivery Issue has been rectified ("Success Criteria").

11.4 The Recipient will promptly (and, in any event, within five Working Days of a request by the Ministry) make such amendments to the proposed Remedial Plan as the Ministry may reasonably require and deliver the amended Remedial Plan to the Ministry for review.

11.5 The Ministry will review the amended Remedial Plan and will promptly at its sole discretion (and, in any event, within five Working Days of receipt) either:

- (a) approve the Remedial Plan by written notice to the Recipient;
- (b) notify the Recipient of any further required amendments, to be made in accordance with special term 11.4; or
- (c) issue to the Recipient a further notice which specifies that the relevant Delivery Issue has not been remedied.

12.1 If the Ministry has approved the Remedial Plan in accordance with special term 11.5(a), the Recipient will implement the Remedial Plan in accordance with its terms and this Deed.

12.2 The exercise, or deferral, by the Ministry of its rights in this special term 11 will be without prejudice to any other rights of remedies of the Ministry under this Deed or otherwise.

PART C: GENERAL TERMS

Section 1: Definitions and Interpretation

1.1 Definitions: In this Deed, unless the context requires otherwise, the following definitions shall apply:

"Capital Assets" means those assets used in the production of goods or the rendering of services by the Recipient that are acquired, enhanced or brought to working order, by the Recipient using an amount of the Grant;

"Capital Costs" means costs incurred by the Recipient in acquiring an asset, enhancing an asset or in bringing an asset to working order or to a state in which it can produce the goods or render the services as required for the Project;

"Clawback Amount" means an amount calculated as follows:

$$\text{Clawback Amount} = G - (G \times (x/y)),$$

Where, for the relevant Capital Asset:

G = that amount of the Grant applied to Capital Costs

x = the number of whole calendar months since the first payment of that part of the Grant applied to Capital Costs

y = the number of months of the restriction period set out in Schedule 4;

"Commencement Date" means the date specified in Part A of this Deed;

"Deliverable" means any deliverable the Recipient shall complete as part of the Project as set out in this Deed;

"Deed" means the legal agreement between the Ministry and the Recipient that comprises Parts A-C of this deed, and any and all Schedules, Annexures and Project Plans attached or incorporated by reference.

"Expiry Date" means the date specified in Part A of this Deed;

"Financial Year" means any 12 calendar month period, or part period thereof, commencing on the Commencement Date;

"Force Majeure Event" means:

- (a) fire, explosion, lightning, storm, flood, bursting or overflowing of water tanks, apparatus or pipes, earthquakes, riot and civil commotion;
- (b) failure by any utility company or other like body to carry out works or provide services;
- (c) any failure or shortage of fuel or transport;
- (d) war, civil war, armed conflict or terrorism;
- (e) any official or unofficial strike, lockout or other labour dispute;
- (f) governmental action; or
- (g) such other substantially similar circumstances which prevents either or both Parties from performing its obligations under this Deed;

"Fund" or **"WMF"** means the Waste Minimisation Fund as administered by the Ministry under the Waste Minimisation Act 2008 and all associated Regulations;

"Grant" means the sum of funding provided by the Ministry from the Fund pursuant to this Deed;

"Insolvency Event" means:

- (a) the Recipient is unable or is deemed to be unable to pay its debts when they fall due;
- (b) a receiver, liquidator or other encumbrancer is appointed to the Recipient or to any part of its assets or undertakings;
- (c) a compromise or arrangement is proposed or made between the Recipient and its creditors or any class of them;

(d) any indebtedness of the Recipient is not paid when due or shall become due and payable or steps are taken to enforce any charge, mortgage or Security Interest for such indebtedness; and/or

(e) any present or future charge, mortgage or Security Interest over or in respect of any of the assets of the Recipient becomes enforceable or is enforced;

"Intellectual Property" means all manner of intellectual property rights including (without limitation) patents, trademarks and service marks, logos, copyright, design rights and know-how whether registrable or not in any country;

"Milestone" means any milestone the Recipient shall complete as part of the Project as set out in this Deed;

"Minister" means the Minister for the Environment;

"Parties" means the Ministry and the Recipient;

"Project" means the project to be completed by the Recipient in accordance with the Project Plan;

"Project Costs" means those costs that are reasonable and either;

(f) directly attributable to the Deliverables; or

(a) if they cannot be directly attributed to the Deliverables, can be allocated to the Project in accordance with a standard cost allocation system and cost drivers,

measured in standard accrual accounting terms and excluding:

(b) any mark up or profit margin by the Recipient (or a Sub-Recipient); and

(c) any costs based on theoretical or perceived market rates;

"Project Plan" means the project plan agreed between the Parties as part of the funding process and appended to this Deed and incorporates any and all Project Milestone tables and Project budgets appended to this Deed;

"Restriction Period" means in respect of each Capital Asset, a period of 60 months from the date of first payment of any portion of the Grant applied to relevant Capital Costs;

"Security Interest" has the meaning given to that term in the Personal Property Securities Act 1999;

"Sub-Recipient" means any person or body which the Recipient funds in whole or in part from the Grant whether as a supplier, contractor or otherwise and whether by payment or grant;

"Terms of Reference" means the terms of reference establishing and describing the functions, make-up and procedure of the WMF Litter Projects Working Group;

"Upfront Payment" means the advanced payment of Grant monies as described in Special Term 2; and

"WMF Litter Projects Working Group" means the working group established under Terms of Reference to oversee the consistent and cooperative delivery of the Project with similar projects all funded by the Fund that include educational, media / marketing and awareness campaigns for litter and recycling; and

"Working Day" means any day on which banks are generally open for business in Wellington (other than Saturdays, Sundays or public holidays).

1.2 Interpretation: In the interpretation of this Deed, unless otherwise stated:

(a) no executive or prerogative power or right, or any immunity, of the Crown is affected by this Deed;

(b) "including" and similar words do not imply any limitation;

(c) reference to the singular includes the plural and vice versa and references to any gender includes both genders;

(d) headings are included for ease of reference only and shall not affect the interpretation of this Deed;

(e) references to clauses and schedules are references to clauses of and schedules to this Deed;

(f) amounts are in NZ\$ and exclude GST (if any);

(g) if the Recipient comprises more than one person, each of those person's liability to the Ministry is joint and several;

(h) references to a party or a person includes any form of entity and their respective successors, assigns and representatives; and

- (i) any statutory reference includes any statutory extension, amendment, consolidation or re-enactment and any statutory instrument, order or regulation made under any statute for the time being in force.

1.3 **Precedence:** In the event of a conflict between:

- (a) the terms of Part B and Part C of this Deed, Part B (Special Terms) shall take precedence;
- (b) Parts A-C of this Deed, and any other Schedule or attachment (including the Project Plan), Parts A-C of this Deed shall take precedence; and

except to the extent the parties expressly agree in writing otherwise with reference to this clause 1.3.

Section 2: The Grant

2.1 **Grant amount:** The Ministry approves the Grant for the Project of the lesser of:

- (a) \$2,658,993; or
- (b) the maximum percentage of the actual total cost of the Project, assessed over the duration of the Project, approved by the Ministry and specified in a Milestone table (if any); or
- (c) An amount equal to the difference between the actual total cost of the Project and the total value (assessed by the Ministry) of any type of contribution to the Project by the Recipient and/or from any other source.

2.2 **Maximum:** Under no circumstances shall the funding payable to the Recipient exceed the amount specified in 2.1(a).

2.3 **Multi-year Projects:** If the Project spans or shall span over multiple Financial Years, the terms in Schedule 5 (Multiyear Projects) shall apply.

2.4 **Capital Assets:** The terms in Schedule 4 (Capital Assets) shall apply to Capital Assets (if any).

2.5 **Full funding obtained:** The Recipient warrants and represents that it has obtained full funding for the Project and in any event will not require any further funding from the Ministry in order to complete the Project.

2.6 **Use of Grant:** The Recipient must only use the Grant for proper purposes and within the scope of the Project. The Ministry may recover any Grant monies which are misappropriated or not spent in accordance with this Deed. In particular, the Recipient shall:

- (a) ensure that the Grant is only used for costs that are Project Costs and, to the extent the costs allocated to the Project also relate to other purposes of the Recipient, are allocated in a proportional manner;
- (b) ensure that expenses incurred in carrying out the Project are reasonable and in accordance with Schedule 1 (Expense Policy);
- (c) not use any part of the Grant for Capital Costs, except with the prior written agreement of the Ministry;
- (d) account for the Grant received under this Deed in accordance with generally accepted accounting practices, with appropriate internal controls to ensure that the Grant is applied for the purposes of this Deed;
- (e) establish, and maintain for the period of the Project, cost codes that relate specifically to all costs incurred for the purposes of this Project so that the Project Costs can be categorised and reported by their nature;
- (f) comply with any cost policies provided by the Ministry from time to time in relation to the accounting treatment of Project Costs and use of the Grant;
- (g) ensure that the Grant is used to fund the Project Costs of a Sub-Recipient or subcontractor specified in the Project Plan, when those costs are properly due and payable;
- (h) follow appropriate procurement processes when buying goods or services for the Project so that only reasonable, open market costs are incurred on an arm's length basis avoiding any conflict of interest. If a conflict of interest is unavoidable the conflict must be declared to the Ministry and managed appropriately by the Recipient;
- (i) not claim for costs or expenses that have been, or will be, claimed from other sources, except as expressly provided for in this Deed; and

- (j) not claim or use any part of the Grant to support or assist activities which are political (e.g. supporting a political party or movement, running a political campaign, or lobbying against the Government).
- 2.7 **Eligibility:** Without prejudice to any other rights to which the Ministry may be entitled, the Recipient accepts that eligibility for payment of the Grant may, at the Ministry's sole discretion, be lost if:
- (a) claims for payment and related information are not given to the Ministry by the day thirty calendar days following the due date of the final Deliverable; or
 - (b) the Project is not completed by the Expiry Date; or
 - (c) the Project is not completed by and claims for payment (and any required supporting documentation) are not given to the Ministry by the end of the Financial Year in which the Expiry Date falls.
- 2.8 **Public statements:** The Recipient shall ensure no public statement is made by or on behalf of the Recipient (or any Sub-Recipient) relating to the commencement of this Deed, the Grant or the Project before such a statement is made by the Ministry or Minister.
- 2.9 **No Retrospective Costs:** The Ministry will not be liable for any costs or liabilities incurred by the Recipient prior to the Commencement Date.

Section 3: General Terms and Conditions

- 3.1 **Entire Agreement:** This Deed (including the Project Plan and attachments) contains everything the Parties have agreed on in relation to the Grant. In the event of any conflict, the terms of Parts A-C of this Deed shall prevail. No Party can rely on an earlier document, or anything said or done by another Party, or by a director, officer, agent or employee of that Party, save as permitted by law.
- 3.2 **Changes:** Any variation to this Deed (including the Project Plan) must be in accordance with Schedule 6 (Change Control Process).
- 3.3 **Severability:** If any term of this Deed becomes or is declared by any court to be invalid or unenforceable in any way:
- (a) such invalidity or unenforceability shall in no way impair or affect the remainder of the Deed which will remain in full force and effect; and
 - (b) the invalid or unenforceable term will be replaced with a provision which as far as possible accomplishes the original purpose of the term.
- 3.4 **Waiver:** Any delay or failure by either Party at any time to exercise (in whole or in part) any right or remedy under this Deed shall not be construed as a waiver of any such right or remedy and shall not affect the validity of the Deed (in whole or in part). No waiver shall be effective unless it is expressly stated in writing to be a waiver and communicated to the other Party in writing. Any waiver will not constitute a waiver of any subsequent exercise of the same right or remedy in the future.
- 3.5 **Governing Law and Jurisdiction:** This Deed is governed by the law of New Zealand and the Parties submit to the exclusive jurisdiction of New Zealand's courts.
- 3.6 **Dispute Resolution Procedure:**
- (a) If any dispute arises out of or in connection with this Deed, the main contact persons of each Party shall use all reasonable endeavours to resolve it as promptly as possible within 15 Working Days of a Party notifying the other Party of the dispute ("Date of Notification"). Subject to such persons having met at least twice, either Party may at any time formally refer such dispute to their respective Chief Executives (or equivalent) for resolution within 10 Working Days of the date of referral.
 - (b) If a dispute is not settled in accordance with clause 3.6(a), either Party may refer the dispute to:
 - (i) mediation or some other form of alternative dispute resolution ("Mediation") conducted in New Zealand and governed by New Zealand law; or
 - (ii) the jurisdiction of the New Zealand courts.
 - (c) If the Parties do not agree within 5 Working Days of reference of the dispute to Mediation (or such other period as agreed by the Parties in writing):
 - (i) the resolution of the dispute;
 - (ii) the mediation procedures to be adopted;
 - (iii) the timetable for all steps in those procedures; and

- (iv) the selection and compensation of the independent person required for the Mediation, then the Parties shall mediate the dispute per the mediation rules of the Arbitrators' and Mediators' Institute of New Zealand Inc ("AMINZ") and the Chair of AMINZ (or his or her nominee) shall select the mediator and determine the mediator's remuneration. The Parties shall make all reasonable efforts to resolve the dispute by Mediation within 3 months (or such other period as agreed by the Parties in writing) from the Date of Notification. If the dispute is not resolved by Mediation within such period, the Parties may seek any other remedies available to them.
- (d) Nothing contained in this clause 3.6 shall prevent either Party, in an emergency, seeking any interim or interlocutory relief from the court.
- (e) Except in respect of Mediation (the costs of which shall be paid as set out above), each Party shall pay their own costs for resolving any dispute.
- 3.7 **Intellectual Property Rights:**
- (a) **Pre-existing Intellectual Property:** Intellectual Property owned by a Party or its licensors prior to the commencement of this Deed and Intellectual Property developed by a Party independently from this Deed, remains the property of that Party or its licensors as the case may be.
- (b) **New Intellectual Property:** Subject to clause 3.7(a) and the Recipient complying with the terms of this Deed, any Intellectual Property created or developed in the course of the Project shall become the property of the Recipient or its licensors.
- (c) **Recipient Intellectual Property:** The Recipient grants to the Ministry a non-exclusive, sublicensable, royalty free, perpetual and irrevocable licence to use, modify, develop, sublicense and disseminate for any purpose all Intellectual Property owned by the Recipient or its licensors that forms part of the Deliverables.
- (d) The Recipient warrants and represents that it is legally entitled to grant the licence stated in clause 3.7(c).
- 3.8 **Third Party Rights:** Unless expressly stated no part of this Deed shall create rights in favour of any third party pursuant to the Contracts Privity Act 1982.
- 3.9 **Term:** This Deed shall commence on the Commencement Date and shall, subject to either party's rights of termination under this Deed, continue in force until the Recipient has completed the Deliverables to the reasonable satisfaction of the Ministry.
- 3.10 **Consequences of Expiry / Termination:** Termination of this Deed shall be without prejudice to any rights or liabilities accrued at the date of termination, provided that the Ministry shall cease to have any obligation to pay the Grant to the Recipient (which may, at the Ministry's sole discretion, include payment of any overdue or outstanding invoices).
- 3.11 **Notices:** Any notice given under or pursuant to this Deed shall be in writing and signed by an authorised person and may be delivered personally by hand, post or email to the other party at the address stated in this Deed. Notices shall be deemed delivered as follows:
- (a) if delivered personally by hand, at the time of delivery;
- (b) if posted, on the third Working Day after posting;
- (c) if emailed, on the day of successful transmission as confirmed by the email system; and
- (d) if delivered after 5pm, at 9am the next Working Day.
- 3.12 **Counterparts:** This Deed may be executed by the Parties in two or more counterparts (including emailed copies), each of which shall be deemed an original but when taken together will constitute a binding and enforceable agreement between the Parties.
- 3.13 **Force Majeure:** A Party ("the affected party") shall not be liable to the other Party for any delay or failure to perform any of their obligations under this Deed if such delay or failure results from a Force Majeure Event, provided that where a Party seeks to rely upon this clause:
- (a) As soon as the affected party becomes aware of the Force Majeure Event, it shall immediately notify the other Party and confirm the estimated period that the delay or failure shall continue.
- (b) The affected party shall use its best endeavours to continue to perform its obligations under this Deed and minimise the effect of the event for the duration of any Force Majeure Event.
- (c) If any Force Majeure Event prevents the affected party from performing all of its obligations under the Deed for a period in excess of 30 calendar days, either Party may terminate the Deed by notice in writing with immediate effect.

The affected party will not be entitled to relief under this clause in any circumstances to the extent that it has directly or indirectly caused or substantially contributed to any delay or failure in the performance of its obligations.

- 3.14 **Survival:** The following clauses shall remain in full force and effect after expiry or termination: clauses 2.9 (No Retrospective Costs), 3.5 (Governing Law and Jurisdiction), 3.6 (Dispute Resolution Procedure), 3.7 (Intellectual Property Rights) 3.11 (Notices), 4.5 (Endorsement), 4.6 (Publications), 4.7 (Project Information), 4.10 (Allow Access), 4.11 (Confidentiality), 4.12 (Recordkeeping), 4.13 (Official Information Requests), 4.14 (Reputations), 4.15 (Third Party Intellectual Property Rights), 4.19 (Insurance), 4.23 (Default Interest), 4.24 (Indemnity), 5.3 (Project Review), 5.4 (Ministry Publicity and Confidentiality), 5.5 (Recovery of Grant), 5.8 (Ministry Not Liable), Schedule 2 (Printed Publications), Schedule 3 (Audit), Schedule 4 (Capital Assets), Schedule 5 (Multiyear Project), Schedule 6 (Change Control Process), this clause and any other clauses of this Deed which by their nature are intended to survive expiry or termination of this Deed.

Section 4: Recipient's Rights and Obligations

- 4.1 **Project Delivery:** The Recipient must carry out the Project and complete the Deliverables in accordance with the Project Plan, the terms and conditions of the Deed and to the Ministry's reasonable satisfaction. In particular the Recipient shall:
- (a) promptly and efficiently carry out the Project with due skill, care and diligence in accordance with generally accepted standards of the Recipient's profession(s) or industry;
 - (b) achieve successful, timely completion of the Milestones and Deliverables on or before their due date;
 - (c) give the Project appropriate priority over other activities and not divert resources away from the Project which may cause delays in its completion;
 - (d) efficiently and economically source and provide everything the Recipient needs to undertake the Project at the Recipient's risk and cost;
 - (e) comply with all New Zealand, and each relevant jurisdiction's, laws, codes and standards and all applicable international conventions;
 - (f) without limiting the generality of clause 4.1(e), comply at all times with the requirements and provisions of the Hazardous Substances and New Organisms Act 1996 (HSNO Act), Resource Management Act 1991 (RMA) and the Health and Safety at Work Act 2015 (HSWA) (and any amendments or replacements to those Acts) and any related regulations, codes of practice and industry best practice guidelines;
 - (g) obtain every necessary and prudent authorisation in order to carry out the Project before any actions requiring the authorisations are commenced and comply with such consent or authorisation; and
 - (h) maintain an appropriate governance structure, including compliance with any relevant legislative requirements.
- 4.2 **Personnel:** The Recipient shall:
- (a) carry out the Project only using appropriately trained, qualified, experienced and supervised personnel;
 - (b) ensure that all of its employees and personnel (including Sub-Recipients and sub-contractors) are trained in the relevant health and safety requirements applicable to the Project (confirmation of relevant training is to be provided to the Ministry if requested);
 - (c) ensure that all of its employees and personnel and any other parties associated with the Project, including Sub-Recipients, sub-contractors, service providers, the public, and any visitors, undergo appropriate safety briefings and health and safety inductions;
 - (d) ensure that all of its employees and personnel (including Sub-Recipients and sub-contractors) are aware of potential liabilities and obligations under the environmental laws and regulations relevant to the Project;
 - (e) end the involvement with the delivery of the Project of any of the Recipient's personnel to the extent reasonably requested by the Ministry; and
 - (f) ensure that any specified key personnel carry out the Project.
- 4.3 **Keep the Ministry Informed:** The Recipient shall keep the Ministry properly informed in writing (and in electronic form if requested) about:

- (a) progress and important issues in relation to the Project including notifying the Ministry immediately if it becomes aware of any issues that may affect delivery of the Project in accordance with the Project Plan or that may require any material changes to be made in relation to the Project, or that might give rise to liability or enforcement action under any laws and obligations;
 - (b) any enforcement action commenced against the Recipient under the HSNO Act, RMA or HSWA, or any other laws, regulations, codes, standards or applicable International Convention, in any capacity; and
 - (c) material health and safety information in relation to the Project including, but not limited to:
 - (i) reports of occurrences of safety incidents, details of damaged property, unsafe or hazardous acts or conditions (as soon as practicable);
 - (ii) details of non-compliances or any details of any new hazards or significant amendments to the Recipient's safety management plan; and
 - (iii) evidence if requested, that regular health and safety meetings are held and that scheduled audits have been completed. (The Recipient agrees that a representative of the Ministry may be present at such meetings or audits or inspections from time to time).
- 4.4 **Reports and meetings:** The Recipient shall provide the Ministry with reports, and attend meetings, as required by the Ministry from time to time.
- 4.5 **Endorsement:** The Recipient acknowledges and agrees that the Minister does not necessarily endorse the Project and accordingly the Recipient shall not represent that the Minister endorses the Project. However, the Recipient will appropriately acknowledge the Grant in all publications and publicity about the Project, and the form and content of such acknowledgement shall comply with Schedule 2 (Printed Publications) and/or with any requirements that the Ministry may specify.
- 4.6 **Publications:** The Recipient shall comply with the requirements detailed in Schedule 2 (Printed Publications) in respect of any publication (in any form) arising from this Deed or the Grant.
- 4.7 **Project Information:** The Recipient shall make information about the Project (particularly outcomes) freely available to any person who wishes to use it for any non-profit purpose. In each publication (in any form) which results from the Project, the Recipient shall comply with the copyright statement requirements in Schedule 2 (Publications) and shall state that the use and copying of the information for non-profit purposes is welcomed and allowed.
- 4.8 **Post-Project review:** The Recipient agrees that following the expiry or termination of this Deed, it shall provide access to its personnel and make information available as reasonably required by the Ministry for the purposes of reviewing the Project and/or the Fund.
- 4.9 **Invoices:** Upon completion of each Milestone the Recipient will promptly provide the Ministry with a correct tax invoice for the successful provision of that Milestone (including all relevant Deliverables), priced in accordance with the Project Plan and this Deed. All invoices must quote this Deed's deed number.
- 4.10 **Allow Access:** The Recipient agrees that upon the Ministry's request it shall provide, at all reasonable times and upon reasonable notice, access to their premises, personnel and records (physical files and electronic) for the purpose of audit and verification of work undertaken, use of the Grant and other reasonable purposes in connection with this Deed in accordance with clause 5.3 and Schedule 3 (Audit). The Recipient shall ensure that the Ministry has the same rights of access in respect of any Sub-Recipient.
- 4.11 **Confidentiality:** The Recipient must keep confidential and secure all information disclosed by the Ministry in connection with the negotiation or performance of this Deed, including the terms of this Deed (collectively "Confidential Information"). The Recipient must not disclose any Confidential Information except:
 - (a) with the Ministry's prior written consent;
 - (b) as necessary to fulfil the Recipient's obligations in this Deed;
 - (c) to the extent the Confidential Information is in the public domain (other than through a breach by the Recipient of its obligations in this clause); or
 - (d) as otherwise required by law.
- 4.12 **Recordkeeping:** The Recipient shall keep accounts (to Generally Accepted Accounting Practice standards) and other records, and have a system acceptable to the Ministry, which enables prompt and accurate verification of any matter in relation to the Project, particularly about how the Grant has been or will be used, and what expenditure by item has been incurred. Records must be retained and available for review, audit, copying and use by the Ministry's representatives at any time during, and for at least 7 years after the Expiry Date.
- 4.13 **Official Information Requests:** The Recipient shall immediately transfer to the Ministry any request received by it for information under the Official Information Act 1982 in relation to this Deed and shall

advise the person requesting the information of such transfer. The Ministry and the Minister may be required to disclose information that either hold in accordance with the Official Information Act. One category of information that may not be required to be disclosed is commercially sensitive information. To assist the Ministry to assess information it holds for the purposes of the Official Information Act, the Recipient shall mark clearly all commercially sensitive information as commercially sensitive when the Recipient provides that information to the Ministry.

- 4.14 **Reputations:** The Recipient shall not knowingly or recklessly, do permit or omit, to do anything that may attract adverse publicity or damage the reputation of the Fund, the Minister, the Ministry or the New Zealand Government.
- 4.15 **Third Party Intellectual Property Rights:** The Recipient:
- (a) warrants that it has a legal entitlement to use the Intellectual Property provided as part of the Deliverables and that providing the Deliverables does not infringe the Intellectual Property of any third party; and
 - (b) indemnifies the Ministry against any claim arising from the Recipient's infringement or alleged infringement of any third party's Intellectual Property or the Ministry's claim of Intellectual Property developed under or in connection with this Deed.
- 4.16 **Representations and Warranties:** The Recipient represents and warrants to the Ministry that:
- (a) it has full power and authority to enter into and perform this Deed and this Deed has been executed by a duly authorised representative of the Recipient;
 - (b) all information, documents and accounts of the Recipient submitted to the Ministry for its appraisal of the Project for the purposes of this Deed are true and accurate and no change has occurred since the date on which such information was supplied which renders the same untrue or misleading in any respect and that there has been no material adverse change in the business, assets, operations or prospects of the Recipient since such information was provided; and
 - (c) the Recipient has disclosed to the Ministry all information which would or might reasonably be thought to influence the Ministry in awarding the Grant to the Recipient or the amount thereof.
- 4.17 **Assignment:**
- (a) The Recipient's rights to the Grant pursuant to this Deed are exclusive to the Recipient and the Recipient must not assign or otherwise transfer any benefit or burden of this Deed. Any transfer of shares, or any other arrangement affecting the Recipient which results in a change in the effective control of the Recipient, through whatever means, will be deemed to be an assignment of this Deed, requiring the prior approval in writing of the Ministry. No assignment releases or discharges the assignor from any obligation under this Deed.
 - (b) The assignment by the Recipient of any of its rights or obligations under this Deed in whole or in part will not relieve the Recipient in any form whatsoever from its responsibility for due performance of this Deed in accordance with its terms.
- 4.18 **Subcontracting:** The Recipient may sub-contract any of its obligations or make any sub-grant under this Deed subject to the following conditions:
- (a) Even if aspects of the Project are sub-contracted the Recipient continues to be responsible for delivery of the Project and performance of this Deed and will remain wholly responsible for the work, acts and/or omissions of all Sub-Recipients;
 - (b) The Recipient is responsible for ensuring the suitability of any Sub-Recipient and the Sub-Recipient's capability and capacity to deliver the aspect of the Project being sub-contracted;
 - (c) The Recipient must ensure each Sub-Recipient is fully aware of the Recipient's obligations under the Deed and any sub-contract or sub-grant arrangement it enters into is on terms consistent with this Deed;
 - (d) The Recipient shall be responsible for any fees or expenses claimable by the Sub-Recipients and for any costs incurred by the Recipient in employing the Sub-Recipients;
 - (e) The Recipient must inform the Ministry of the involvement of any Sub-Recipients and disclose in writing to the Ministry all material interests (including all direct or indirect financial interests) in any Sub-Recipient; and
 - (f) The Recipient must promptly end the involvement of any Sub-Recipient (or any of their personnel) or any sub-grant as may be reasonably requested by the Ministry.

4.19 Relationship and Authority:

- (a) Nothing in this Deed shall constitute a partnership (being a relationship between persons carrying on a business in common with a view to profit), joint venture, principal/agent or employer/employee relationship between the Parties for any purposes. The relationship between the Parties is a relationship only for the supply of funding on the terms set out in this Deed.
- (b) The Recipient does not have the Ministry's (or the Minister's) authority to say or do anything on behalf of the Ministry (or the Minister).

4.20 Insurance:

- (a) The Recipient must, at the Recipient's cost, have and maintain appropriate insurance cover with a reputable insurance company to cover its liabilities arising out of the Project for the term, and for a period of 24 months following the termination or expiry, of this Deed. The Recipient shall provide the Ministry with evidence to the Ministry's reasonable satisfaction of such cover upon demand.
- (b) If the Ministry suffers any loss or damage as a result of any act or omission of the Recipient its employees, agents or contractors, the Recipient shall fully indemnify the Ministry.

4.21 Health and safety systems: At all times the Recipient will have in place, implement and operate safety management systems which comply with the HSWA (and any amendments or its replacements) and any applicable regulations, codes of practice and industry best practice guidelines. The Recipient is required to ensure that all safe work procedures and practices developed for the Project meet all statutory and regulatory requirements.

4.22 Financing Statements: The Recipient agrees to not register a financing statement against the Ministry, the Minister or the New Zealand Government on the Personal Property Securities Register in respect of the arrangements under this Deed.

4.23 Default Interest: If the Recipient fails to pay, when due, an amount payable by it under this Deed then, without prejudice to its other obligations, the Recipient will pay default interest on that overdue amount (including interest payable under this clause) calculated from its due date to the date of its receipt by the Ministry (after as well as before judgment) payable daily and to the extent not paid in any calendar month compounded on the first day of the next calendar month. This obligation to pay default interest will arise without the need for notice or demand. The rate of default interest in a calendar month will be 5 per cent per annum above the Ministry's cost of funds (expressed as an annual percentage rate) from whatever sources the Ministry may select, calculated on a daily basis.

4.24 Indemnity: The Recipient will, on demand, indemnify the Ministry against any cost, loss, expense or liability (including all reasonable legal expenses on a full indemnity basis) incurred by the Ministry as a result of or in connection with any amount payable by the Recipient to the Ministry not being paid when due.

Section 5: Ministry's Rights and Obligations

- 5.1 Payment:** The Ministry shall pay the relevant portion of the Grant from the Fund in arrears to the Recipient upon the Recipient's successful completion of each Milestone (including all relevant Deliverables), as set out in the Project Plan, subject to:
- (a) the Recipient's compliance with the terms of this Deed; and
 - (b) the availability of funds, or reductions, in the Fund due to changes in the levy prescribed under, or other relevant amendments of, the Waste Minimisation Act 2008 and associated Regulations, changes in waste disposal patterns, or directives of the New Zealand Government.
- 5.2 Invoice:** Payment of any Grant monies is not due until the Ministry has received a detailed tax invoice (along with all supporting documentation required by the Ministry) from the Recipient and the Milestone (including all relevant Deliverables) to which the tax invoice relates has been completed to the Ministry's reasonable satisfaction. Sufficient evidence of the costs incurred by the Recipient in undertaking the Project, requested by the Ministry from time to time, shall be provided promptly upon the Ministry's request.
- 5.3 Project Review:** The Ministry may, in accordance with clause 4.10 (Allow Access), observe and inspect anything at any time in relation to the Project and for the purposes of audit in accordance with Schedule 3 (Audit).

- 5.4 **Ministry Publicity and Confidentiality:** The Ministry may disclose (including via the Ministry's website on the Internet) any information in relation to the Project to anyone at any time. However, the Ministry shall not publicly disclose information that is deemed by the Ministry to be commercially sensitive except:
- (a) with the Recipient's prior written consent;
 - (b) as necessary to fulfil the Ministry's obligations in this Deed or to use the Deliverables;
 - (c) to the extent the information is in the public domain (other than through a breach by the Ministry of its obligations in this clause);
 - (d) as otherwise required by law, including the Ministry's obligations under the Official Information Act 1982, the Privacy Act 1993 and any other legislation or regulations relevant to its operations and nothing in this agreement applies to any disclosure required under any such legislation or regulations; or
 - (e) as required by a Select Committee or a Minister of the Crown, parliamentary convention or by procedures in relation to the appropriation of public money.
- 5.5 **Recovery of Grant:**
- (a) The Ministry may reduce, suspend, or withhold the Grant or require all or part of the Grant to be repaid, if:
 - (i) the Ministry judges the performance of the Project to be unsatisfactory;
 - (ii) the Recipient breaches clause 2.6 (Use of Grant) of this Deed or fails to comply with any other term or condition of this Deed that the Ministry considers to be material;
 - (iii) any enforcement action is commenced against the Recipient under laws, regulations, codes, standards or any applicable conventions in relation to the Project or in any other capacity;
 - (iv) this Deed is terminated in accordance with clause 5.6 (Termination);
 - (v) there is a substantial change to the Project which the Ministry has not approved;
 - (vi) any information provided in the application for funding, in a claim for payment, or in subsequent or supporting correspondence is found to be incorrect or incomplete to an extent which the Ministry considers to be material;
 - (vii) if the Ministry judges the performance of the Recipient regarding health and safety in relation to the Project to be unsatisfactory;
 - (viii) the Ministry has consented to a change in the Project which in its opinion reduces the amount of Grant needed;
 - (ix) an Insolvency Event occurs in relation to the Recipient; or
 - (x) any other circumstances or events that in the reasonable opinion of the Ministry are likely to adversely affect the Recipient's ability to deliver the Project in accordance with the requirements for the delivery of the Project or result in a risk that the Project as approved will not be completed.
 - (b) The Recipient agrees that on receipt of notice requiring repayment of the Grant (or a portion thereof) it shall make such repayment within 20 Working Days of the date of the notice.
- 5.6 **Termination:** Without prejudice to any other rights to which the Ministry may be entitled, if:
- (a) the Recipient breaches, or fails to properly or promptly perform, any of the Recipient's obligations in a way that the Ministry considers to be material;
 - (b) the Recipient fails to achieve any Milestone in a way that the Ministry considers to be material;
 - (c) any direct or indirect change of ownership or control of the Recipient occurs which is contrary to clause 4.17 (Assignment) and in the reasonable opinion of the Ministry reduces the Recipient's ability to perform its obligations under this Deed;
 - (d) an Insolvency Event occurs in relation to the Recipient;
 - (e) the Ministry believes that the Recipient is generally in financial difficulty which, in the reasonable opinion of the Ministry, reduces the Recipient's ability to perform its obligations under this Deed; and/or
 - (f) the Ministry reasonably considers that the Recipient and/or any acts or omissions of the Recipient (whether or not related to the Project):

- (i) is bringing the Fund, the Ministry, the Minister or the New Zealand Government into disrepute; and/or
- (ii) has become undesirable in light of the Fund's objectives or those of the Minister,
- (g) any enforcement action against the Recipient is successful under laws, regulations, codes, standards or any applicable conventions in relation to the Project;
- (h) if the Ministry judges the performance of the Recipient regarding health and safety in relation to the Project to be unsatisfactory,

then the Ministry may:

- (i) withhold any payment otherwise due to the Recipient until the matter is resolved to the Ministry's reasonable satisfaction; and/or
- (j) suspend or terminate (in whole or in part) this Deed by written notice to the Recipient with immediate effect.

5.7 **Termination by Notice:** The Ministry may terminate this Deed at any time by giving the Recipient at least one month's written notice.

5.8 **Ministry Not Liable:** The Ministry will not be liable in contract, tort (including negligence) or otherwise to the Recipient or any other person for any direct or indirect damage, loss or cost whatsoever in relation to this Deed and the Recipient carrying out the Project.

SCHEDULE 1: EXPENSE POLICY

The purpose of this expense policy is to provide the Recipient with guidance on what the Ministry considers to be reasonable travel-related expenses.

If the Recipient is eligible to claim travel-related expenses as indicated in this Deed, this policy applies unless the Deed expressly provides an exception to this policy. No travel-related expenses are payable by the Ministry if this Deed does not expressly provide for them.

Air Travel

The Ministry encourages non-flexible fares as often there is little or no difference between buying two non-flexible fares and paying for a fully flexible fare, hence making the risk of cancellation worthwhile. The Ministry encourages the purchase of the cheapest fares (unless there are valid reasons for not buying these). **International air travel is not covered by the Grant unless the Deed expressly states otherwise.** Where alternatives to travel are available, such as video conferencing or teleconferencing, please use these.

Travel expenses

Actual and reasonable expenses (on receipt) for meals and other incidental expenses while on out-of-town business for the purpose of the Project may be claimed.

We have indicated actual and reasonable (meals) as follows:

- Breakfast \$20
- Lunch \$20
- Dinner \$40

Alcohol purchases are a personal expense and therefore cannot be charged back to the Ministry as part of Travel expenses.

Accommodation

The Ministry will contribute up to \$160 per night (GST exclusive) for accommodation in New Zealand.

Taxis/parking

Taxi costs may be reimbursed if used as part of the Project. The Recipient must provide receipts for taxi fares and/or parking costs. If supporting documentation cannot be provided, the charge will not be reimbursed.

Phone calls

The Recipient should ensure the cheapest option is used for making calls. Personal calls are not covered by the Grant. Project related calls are reimbursed upon receipt of supporting documentation. Calls charged to hotel bills are often extremely expensive and should be avoided where possible.

Mini-bar

Mini-bar charges are a personal expense and therefore cannot be charged back to the Ministry as part of the Recipient's accommodation bill.

Use of private motor vehicle

The Recipient may use a private vehicle for business relating to the Project. Mileage may be claimed at the standard mileage rate for motor vehicles stated on the 'Mileage rate for self-employed people and reimbursing employees' page on the Inland Revenue website. Where travel is undertaken in a personal vehicle, the assumption is that the individual travelling is principally responsible for insurance coverage. The Ministry will not be liable for any costs incurred in the event of an accident under these circumstances.

SCHEDULE 2: PRINTED PUBLICATIONS

Ministry for the Environment Logo

The Ministry logo may not be used in any publication without the prior and express written approval of the Ministry; any use must be consistent with the guide to using the logo provided by the Ministry.

Acknowledgments

All publications must acknowledge that financial support has been received from **“the Waste Minimisation Fund, which is administered by the Ministry for the Environment.”**

Disclaimer Clause

The following disclaimer must appear on the inside front cover of all publications supported by the Waste Minimisation Fund.

“The Ministry for the Environment does not necessarily endorse or support the content of the publication in any way.”

Copyright Clause

All publications supported by the Waste Minimisation Fund must include the following clause relating to copyright:

“This work is copyright. The copying, adaptation, or issuing of this work to the public on a non-profit basis is welcomed. No other use of this work is permitted without the prior consent of the copyright holder(s).”

Or an alternate version is:

“Reproduction, adaptation, or issuing of this publication for educational or other non-commercial purposes is authorised without prior permission of the copyright holder(s). Reproduction, adaptation, or issuing of this publication for resale or other commercial purposes is prohibited without the prior permission of the copyright holder(s).”

Paper and Ink

You should consider using environmentally sound paper and inks when producing publications. Preferably use paper with a recycled content that is either elemental chlorine free or totally chlorine free. Specify vegetable inks or mineral-free inks wherever possible.

Electronic Copies of Written Material

On completion of the Project all written results must be provided in an electronic Word Format plus two printed copies. Where possible, please also publish electronic copies of written material to your website and provide us with the URL. We will link to these from our website.

Websites

It is recommended that any website, or content published on a website, developed using the Grant is developed in accordance with the NZ Government Web Guidelines to ensure it is accessible to a wide audience.

Some elements of the Guidelines are not applicable to non-government agency websites, but particular attention should be paid to section 6 “Delivering content” and section 7.4 “Forms” of the New Zealand Government Web Guidelines version 2.1 (see www.e-government.govt.nz/web-guidelines/).

Other aspects of the New Zealand Government Web Guidelines should be considered and followed where applicable and practical.

Information systems

It is recommended that any information system, including databases, developed using funds from this Deed observes the standards in the E-government Interoperability Framework (e-GIF). Following the e-GIF will allow the information system to more easily work together with systems in government agencies and other organisations that are following the e-GIF.

Any programmes, databases or spreadsheets must have instructions for their use, including the versions of software needed to run databases or spreadsheets, and the platforms on which the software will run. These instructions should be in the form of a short word file.

SCHEDULE 3: AUDIT

Scope of audit

Waste Minimisation Fund projects may be randomly selected for an audit. The Ministry may also carry out an audit at its sole discretion. An audit may take the form of a full technical, financial, compliance and/or health & safety audit, or a more informal assessment, of the Recipient and/or Sub-Recipient(s). The purpose of an audit is to check compliance with the terms and schedules of this Deed, the appropriate use of the Grant and/or reviewing the Recipient's ability to perform any obligations under or in connection with this Deed.

Audit requirements

The Ministry will inform the Recipient if an audit is to be carried out (**Notification of Audit**) and will seek an appropriate date and time for both parties. The Recipient must within three Working Days of the Notification of Audit agree a date and time. The date of the audit must be within 10 Working Days of the Notification of Audit. Audits will usually be carried out either by a fully qualified accountant or technical specialist who is independent of the Ministry or by Ministry staff. In most cases, the Ministry's representative for the Project will accompany the auditor. The Recipient must promptly provide or ensure the provision of adequate access, assistance and facilities for audit personnel as required by the Ministry during the hours of 8:00am and 5:00pm on Working Days.

Audit report

A full report of the outcome of any audit may be available to the Recipient upon request.

Cost of audit

In the event that the audit reveals any misappropriation of the Grant or material discrepancies (particularly those related to Deliverables), the Recipient will be liable for the costs of an audit, as well as the repayment of any misappropriated Grant monies.

SCHEDULE 4: CAPITAL ASSETS

1. Asset Register

Capital Asset	Capital Cost	Portion of Grant	Restriction Period
1) x2 Toyota Hilux Twin Cab Ute (registration TBC) 2) x2 <i>Trailer units</i> 3) Mobile auditing structures	1) \$43,000 per ute (\$86,000 in total) 2) \$11,000 per trailer unit (\$22,000 in total) 3) \$25k in total for mobile auditing structures	1) \$86,000 2) \$22,000 3) \$25,000	<i>5 years from first payment of any portion of the Grant applied to Capital Costs.</i>

2. Additional Terms and Conditions

- 2.1 All Capital Assets will be and remain the property of the Recipient and will at all times be at the risk of the Recipient. The Recipient will bear the risk of any loss, theft, damage or destruction of any Capital Assets and if Capital Assets require repair or replacement, the Recipient will bear the cost of such repair or replacement.
- 2.2 The Recipient will maintain an up to date register of Capital Assets in the form set out in section 1 of this Schedule 4. Any changes to the register shall be made in accordance with this Deed and promptly notified to the Ministry in writing.
- 2.3 In consideration of the Ministry consenting to the application of all or part of the Grant to pay for Capital Costs, the Recipient agrees that, during the Restriction Period, the Recipient's ability to deal with Capital Assets shall be restricted as set out in sections 2.4 to 2.9 below.
- 2.4 During the Restriction Period, the Recipient shall not, without the prior written consent of the Ministry:
- (a) sell, assign or pledge any Capital Asset; or
 - (b) underlet, lend or otherwise part with possession of any Capital Asset; or
 - (c) create, agree to create, allow to come into existence or permit to subsist any Security Interest, mortgage, charge (fixed or floating), encumbrance, hypothecation, lien, pledge, trust, finance lease, deferred purchase, sale and lease-back, sale and repurchase, flawed asset arrangement, title retention or any other arrangement which has the practical effect of securing payment or performance of an obligation over or affecting all or any part of any Capital Asset.
- 2.5 During the Restriction Period, the Recipient shall:
- (a) protect all Capital Assets against distress, execution and seizure;
 - (b) maintain all Capital Assets in a good state of repair and in good working order and condition; and
 - (c) upon request by the Ministry, notify the Ministry of the present location of any Capital Asset.
- 2.6 During the Restriction Period the Recipient shall maintain at its cost insurance for all Capital Assets against all such risks as it is prudent in accordance with best commercial practice to insure against and any other risks which the Ministry may from time to time reasonably require for their full replacement value or on such other basis as the Ministry may agree in writing, and shall provide evidence of such insurance as and when reasonably requested by the Ministry.
- 2.7 If any of the following events occurs (whether or not within the control of any party) at any time prior to the expiry of the Restriction Period:
- (a) the Recipient fails to perform or observe any obligation under this Deed regarded by the Ministry as material, including the obligations in sections 2.4 to 2.6 in this Schedule 4, and, in the case of a failure which is capable of remedy, that failure is not remedied within 10 calendar days after written notice thereof has been given to the Recipient by the Ministry;
 - (b) any representations or warranty made under or in connection with this Deed by the Recipient is false or misleading in any respect regarded by the Ministry as material; or
 - (c) the Recipient suffers an Insolvency Event,
- then the Recipient must notify the Ministry, immediately on becoming aware of it, of the occurrence of such event and at any time (and notwithstanding the previous waiver of any default) the Ministry may by notice to the Recipient declare any or all of the Clawback Amount to be immediately due and payable.

2.8 In order to secure the Recipient's obligations under this Deed in respect of the Clawback Amount, the Recipient hereby grants to the Ministry a Purchase Money Security Interest (as that term is defined in the Personal Property Securities Act 1999) in each Capital Asset. The Recipient will take all necessary steps (including as required by the Ministry from time to time) to ensure that the Security Interest becomes a "Perfected Security Interest" (as that term is defined in the Personal Property Securities Act 1999) including:

- (a) giving the Ministry written notice immediately following (and in any case, within two Working Days) the Recipient taking possession, or a person taking possession on the Recipient's behalf, of a Capital Asset;
- (b) giving the Ministry all necessary information for the Ministry to effect a registration to perfect a Security Interest; and
- (c) signing and delivering any necessary documentation.

The Recipient waives its right to receive a copy of any verification statement in relation to any Security Interest created by this Deed.

2.9 The Ministry will, at the expiry of the Restriction Period, register a release of any relevant financing statement on the Personal Property Securities Register.

SCHEDULE 5: MULTIYEAR PROJECTS

Additional terms

- 1.1 The Ministry shall, subject to section 1.4 of this Schedule 5, pay funding to the Recipient for each Financial Year as set out below.

Financial Year 1 ("FY1")

The lesser of:

- (a) the total amount set out in the Financial Year 1 Milestone table in the Project Plan; or
- (b) the percentage of the actual total cost of the Project payable from the Fund assessed over the duration of FY1, as specified in the relevant Milestone table (if any); or
- (c) An amount equal to the difference between the actual total cost of the Project for FY1 and the total value (assessed by the Ministry) of any type of contribution to the Project by the Recipient and/or from any other source.

Financial Year 2 ("FY2")

The lesser of:

- (a) the total dollar amount set out in the Financial Year 2 Milestone table agreed by the parties and incorporated into this Deed; or
- (b) the percentage of the actual total cost of the Project payable from the Fund assessed over the duration of FY2, as specified in the relevant Milestone table (if any); or
- (c) An amount equal to the difference between the actual total cost of the Project for FY2 and the total value (assessed by the Ministry) of any type of contribution to the Project by the Recipient and/or from any other source.

Financial Year 3 ("FY3")

The lesser of:

- (a) the total amount set out in the Financial Year 3 Milestone table agreed by the parties and incorporated into this Deed; or
- (b) the percentage of the actual total cost of the Project payable from the Fund assessed over the duration of FY3, as specified in the relevant Milestone table (if any); or
- (c) An amount equal to the difference between the actual total cost of the Project for FY3 and the total value (assessed by the Ministry) of any type of contribution to the Project by the Recipient and/or from any other source.

- 1.2 If this Deed provides for a multi-year Project then any funding under this Deed in respect of FY2 and FY3 shall be subject to:

- (a) the Ministry being satisfied in all respects with the Recipient's use of the funding for the previous Financial Year;
- (b) the Recipient not having been in breach of this Deed;
- (c) the agreement of Deliverables for the relevant Financial Year which are acceptable to the Ministry; and
- (d) the availability of funds, or reductions, in the Fund due to changes in the levy prescribed under, or other relevant amendments of, the Waste Minimisation Act 2008 and associated Regulations, changes in waste disposal patterns, or directives of the New Zealand Government.

- 1.3 In the event that any of the above conditions have not been satisfied then the Ministry may immediately terminate this Deed by notice in writing to the Recipient and will be under no obligation to pay any further funding in relation to the Project.

- 1.4 Where the Milestones and Deliverables for an upcoming Financial Year are yet to be agreed then, subject to the above conditions being satisfied and prior to the commencement of the relevant Financial Year, the parties shall agree the Deliverables by variation in accordance with clause 3.2 of Part C (General Terms).

SCHEDULE 6: CHANGE CONTROL PROCESS

1. **Definitions:**
 - 1.1 For the purposes of this Schedule, the following words shall have these definitions unless the context requires otherwise:
 - Change** means any amendment, deletion or addition to this Deed;
 - Change Control Register** has the meaning given to it in paragraph 2.7 of this Schedule;
 - Change Request** means a written request for a Change which shall be substantially in the form provided by the Ministry;
 - Minor Change** means any Change (including the reallocation of Grant from one Milestone to another or the rescheduling of a Milestone due date) that does not:
 - (i) result in a change in Project Costs;
 - (ii) result in any change to a Milestone due date which would be likely to prevent the Project from substantially achieving its Objectives;
 - (iii) affect or likely affect the total Grant;
 - (iv) materially affects the Project's Objectives;
 - (v) affect or likely affect the Expiry Date; or
 - (vi) amend the terms of the Deed (including to any Schedule); and
 - Objectives** mean the main goals of the Project to be achieved by and as specified in the Project Plan.
2. **Change Requests**
 - 2.1 The Recipient or the Ministry must notify the other Party, through a Change Request form, of any Changes it proposes to make to the Deed. Any Change must be submitted to the other Party for prior written approval in accordance with this Schedule.
 - 2.2 **Change Request Form:** The Recipient, the Ministry or the Governance Group may issue a Change Request form at any time. The Change Request shall:
 - (a) be substantially in the form provided by the Ministry;
 - (b) if issued by the Recipient, include an impact assessment (being an analysis of the effect of the proposed Change, including on costs and timelines); and
 - (c) if issued by the Ministry or the Governance Group, require the Recipient to complete the impact assessment in the Change Request form and return to the Ministry or the Governance Group (as applicable) as soon as reasonably practicable and in any event within 10 Working Days of receiving the relevant Change Request.
 - 2.3 **Further Information:** If the Ministry or the Governance Group reasonably considers it requires further information regarding a proposed Change, then the Ministry or the Governance Group (as applicable) shall notify the Recipient and detail the further information required. The Recipient shall then re-issue the relevant impact assessment to the Ministry or the Governance Group (as applicable) as soon as reasonably practicable and in any event within 10 Working Days of receiving such a request. The Parties may repeat the process described in this paragraph until the Ministry or the Governance Group (as applicable) is satisfied that it has sufficient information to properly evaluate the proposed Change ("Further Information").
 - 2.4 **Right of approval:** Within 20 Working Days of receiving an impact assessment in a Change Request or within 10 Working Days of receiving Further Information under paragraph 2.3, the Ministry shall, at its sole discretion:
 - (a) approve the proposed Change, and the Change may come into effect in accordance with paragraph 2.5 of this Schedule; or
 - (b) reject the proposed Change, and the Ministry shall notify the Recipient in writing. The Ministry shall explain its reasons for rejection in writing, as soon as reasonably practicable following such rejection.
 - 2.5 **Change authorisation:** Any Change proposed in a Change Request will not be authorised and the Recipient shall not implement any proposed Change until:

- (a) the Change Request is signed in accordance with the Ministry's Change authorisation and sign off procedure, as notified by the Ministry to the Recipient in writing from time to time; and
 - (b) if the Change is not a Minor Change, or the Ministry otherwise requires (at its sole discretion), it is signed and delivered as a deed by the duly authorised representatives of the Parties.
- 2.6 **Costs:** The Recipient shall bear its own costs in relation to the preparation and agreement of each Change Request (including each impact assessment). For the avoidance of doubt, the Grant may not be used to fund such costs unless expressly agreed in writing by the Ministry.
- 2.7 **Change Control Register:** The Project Manager shall, for the period of this Deed, maintain a change control register, substantially in a form provided by the Ministry, documenting any and all Changes (the "Change Control Register"). The Change Control Register shall be attached to the Project Plan.

ANNEXURE 1: PROJECT PLAN



Ministry for the
Environment
Manatū Mō Te Taiao

Waste Minimisation Fund

Project Plan

for *“A grass roots solution to litter in New Zealand”*

Undertaken by

“Sustainable Coastlines”





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 which 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.

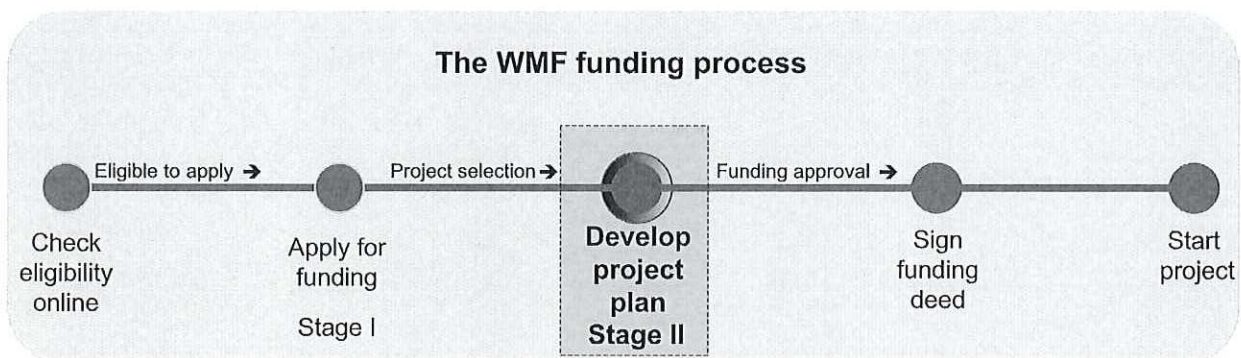
The grounds for withholding must always be balanced against consideration of public interest that may justify release. Although the Ministry does not give any guarantees as to whether information can be withheld under the OIA, it may be helpful to discuss OIA issues with the Ministry in advance, if information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

Introduction

This project plan template is completed by applicants to the Ministry for the Environment's Waste Minimisation Fund (WMF) who have successfully completed Stage I of the application process. These applicants have been invited to proceed to Stage II.

During Stage II, applicants develop and submit their project plans to the Ministry for the Environment (the Ministry) for consideration. A final funding decision is made at the end of Stage II.

A successful application goes through each of the stages shown in the WMF funding process diagram below:



Completing the project plan template

Complete this project plan template by fully answering all questions. We recommend that you refer to the following documents for information while you work through the project plan:

- *WMF guide for applicants* – the first user guide used to complete your application form
- *WMF guide for grantees* – the second user guide sent to you with this project plan.

If you have a question about the project plan that is not covered in this document or in the two user guides, you can email or phone your Fund Analyst.

When your project plan is complete

Email your completed project plan draft to your designated Fund Analyst. They will review your project plan, and advise you if there are any issues that need to be addressed, or if there are any outstanding questions. Once changes are made, if and as required, you may submit your final project plan.



Important information

This project plan template is pre-populated with some of the information you provided in your application form. Update this information as required to reflect the current status of your project. Some time may have elapsed since you first submitted the application form to the Ministry, and further information and details may now be available that were not available previously. In addition, you may need to incorporate any conditions that the Assessment Panel has made (refer to the letter you received for these conditions).



Project details				
Project name	A grass roots solution to Litter in New Zealand			
Organisation Name	Sustainable Coastlines Charitable Trust			
Project description	<p>Litter poses a significant risk to New Zealand's people, culture, environment and economy, especially when it enters the marine environment. However it is a problem that we can and will solve.</p> <p>This project will develop and deliver a package of scientifically rigorous tools to collate independent litter data and use them to prove the effectiveness of interventions that address litter. Once created and tested, we will roll these tools out nationwide by establishing a supported nationwide network of trained, motivated and incentivised 'Citizen Scientists', for ongoing monitoring of the litter problem.</p> <p>At the same time, we will train and equip 'Educators' nationwide with resources and evaluation tools to deliver effective education that reduces littering. We will then prove the success of these education activities and a range of other interventions, through open-sourced scientific litter data, accessible by a database created in this project that will dramatically boost New Zealand's performance in waste minimisation.</p>			
Project Location <i>As per the application form</i>	<i>Nationwide</i>			
Duration of funding	Three years			
Project cost <i>For office use only</i>	\$2,798,939.87 <i>Total</i>	\$922,081.27 <i>Year 1</i>	\$1,076,717.80 <i>Year 2</i>	\$800,140.80 <i>Year 3</i>
WMF contribution <i>For office use only</i>	\$2,658,992.87 <i>Total</i>	\$875,977.20 <i>Year 1</i>	\$102,2881.91 <i>Year 2</i>	\$760,133.76 <i>Year 3</i>

Contact details			
Ministry's main contact	Andrea Gregor	Recipient's main contact	Camden Howitt General Manager
Phone	022 493 0053	Phone	021 212 7287
Address	Waste Minimisation Fund	Postal Address	55 Madden Street,



	Ministry for the Environment PO Box 10362 Wellington 6143		Wynyard Quarter, Auckland Central 1010
Email	Andrea.Gregor@mfe.govt.nz	Email	camden@sustainablecoastlines.org
Ministry's secondary contact	Jay Hadfield Jay.hadfield@mfe.govt.nz	Recipient's secondary contact	Sandy Britain Project Manager 022 048 8627 sandy@sustainablecoastlines.org

Organisation details

Check that the information below about your organisation is correct, and update as required.

Organisation name	The Sustainable Coastlines Charitable Trust
Description of the organisation	Our vision is for beautiful beaches, healthy waters and inspired people. Our mission is to enable others to look after the waterways and coastlines they love. Our strategic focus is to develop capacity within communities by creating and proving tools that address these challenges and training people to utilise them. This allows our charity to significantly upscale the messaging and actions required to look after the places people love.
Legal entity status	Charitable Trust
Physical address	55 Madden Street, Wynyard Quarter, Auckland 1010
Postal address	55 Madden Street, Wynyard Quarter, Auckland 1010
Telephone	<i>fax</i>
Website address	www.sustainablecoastlines.org



Problem/Solution

PROBLEM

Litter is a widespread problem around Aotearoa, as it is globally. Litter poses a risk to people. It impacts our culture, the environment, health and the economy, especially when it enters the marine environment. Littered public areas have a negative impact on tourism and export industries by damaging the perception of our clean, green image; a key driver for New Zealand's prosperity. Without immediate, nationwide and collaborative action, littering poses a significant risk to human health and the natural environment.

Despite this significant risk and the widespread nature of the litter problem, a number of barriers exist that make it difficult for stakeholders to implement solutions. There is currently no standardised data collection methodology recognised or in use as best practice in New Zealand. Educators, territorial authorities and civil society lack access to proven tools that achieve a reduction in littering.

The Ministry of Primary Industries recently conceded, *"There is a lack of knowledge internationally on what any findings of plastics in seafood mean to human health, a conclusion also reached by the European Food Safety Authority last year."* (1)

SOLUTION

Incorporating the framework and methodologies developed through the recently Completed Project ("An independent review of public littering interventions in New Zealand") (2), this application proposes to design and build New Zealand's first nationwide beach litter data collection tool and litter education programme that changes behaviour to reduce littering. The project as a whole will provide data that will allow an evaluation of the effectiveness of a broad range of interventions aimed at reducing littering. We will work in consultation with established organisations' work programmes to ensure this project best compliments and enhances other initiatives.

We propose to create a package of tools and approaches that focus on long-term monitoring, education resources, database development, community engagement and citizen science that collectively will inform long-lasting solutions to the issue of litter. We will then rollout data collection, education activities and capacity development training in all 16 regions of New Zealand, to enable communities to use the tools developed on an on-going basis.

(1) (<https://www.stuff.co.nz/business/farming/aquaculture/94814758/plastic-being-regularly-ingested-by-fish-consumed-in-new-zealand>)

(2) (<https://drive.google.com/file/d/1DeWvFctCRKUEtCMdyVB0-7Jh7SXX2AdE/view?usp=sharing> and <https://drive.google.com/file/d/1hPI8WCLoLQcnl7HCgotfGwsKHDIB6XO6/view?usp=sharing>)

Statutory permissions and consents

Do you require any statutory permissions to complete the project (eg, resource management, building, planning, Basel permit or other consents)?

Yes

No

If yes, which permission is required, and when is a decision expected (if known)?



Ministry for the
Environment
Manatū Mo Te Taiao





Project objectives		
Objective	How will you monitor and evaluate the achievement of this objective?	Baseline information
<p><i>Objectives must be SMART (Specific, Measurable, Achievable, and Realistic within the Timeframe of the WMF project)</i></p>	<p><i>How will you measure your progress and demonstrate that the objective has been achieved by the end of the project?</i></p>	<p><i>Describe the current situation, using the data you have available.</i></p>
<p>Objective 1: (Completed by May 2018)</p> <p>Pilot recommended litter data collection methodology at beaches around Auckland and Wellington as required.</p>	<p>We will collect beach litter data, using the methodology recommended through our previous WMF project “An Independent review of public litter and littering interventions in New Zealand” and provide a detailed breakdown of the results.</p> <p>We will record observations and recommendations about the methodology after each data collection activity.</p>	<p>The recommended methodology has had very limited field trial in New Zealand and has not been tested across a range of ‘Citizen Science’ audiences.</p> <p>We do have some results from Australia confirming the effectiveness of citizen science for marine litter data collection, which we will use to compare to our progress. Link to research here - https://drive.google.com/file/d/12qwk9VOIKP_icrQIHysEQenWu_t9fzc8/view?usp=sharing</p>
<p>Objective 2: (Completed by April 2021)</p> <p>Develop, design and refine an educational programme for schools and a training programme for teachers that can be proven to change behaviour to reduce litter. It is anticipated that interventions will include Learning Outside the Classroom (LEOTC) initiatives such as beach clean-ups as well as interactive and digital classroom-based activities.</p>	<p>We will capture and report on the number of schools engaged throughout the project as well as the number of teachers and school students involved.</p> <p>We will develop a behaviour change evaluation plan to ensure that we know how effective our education interventions are at reducing litter.</p> <p>Our on-going beach litter data collection activities will provide real-time empirical evidence on reduction of litter, and will help to inform the focus</p>	<p>Through our research project “An independent review of public litter and littering interventions in New Zealand”, we found that no education interventions proven to reduce litter exist in New Zealand.</p>

	of our education interventions.	
<p>Objective 3: (Completed by April 2021)</p> <p>In consultation with the Beach Litter Project Group (working group consisting of Department of Conservation, Statistics NZ, and MfE) and other collaborators, design, build, collate, display and refine a nationwide litter database, along with standardised interfaces for data ingress and egress, and presentation layer components (app and web UI) for data input, visualisation and analysis. We will work in consultation with other litter projects to ensure alignment and consultation. The resources developed during the project will be made freely available for people across the country to input into and use.</p>	<p>We will track progress on the design and development of this platform through our quarterly Milestone reports.</p> <p>We will gain feedback from users in all regions of the country to ensure its use is refined and developed in a user-friendly and locally-specific way.</p> <p>The digital platform will track the number of beach litter data records submitted, and we will report on the range of additional data layers connected to the platform (as identified in the Milestones under Litter Data sections) to allow reporting on the effectiveness of the range of interventions that impact upon litter on coastlines, including:</p> <ul style="list-style-type: none"> • Education (the focus of our 'Litter Education' work-stream) • Regulation/policy • Promotion/campaigns • Infrastructure • Product design. <p>We will engage software and digital consultants to deliver relevant services. To ensure they meet their contractual obligations, the Project Manager will hold regular meetings with each consultant, and establish a monitoring and evaluation plan for each</p>	<p>Through our research project "An independent review of public litter and littering interventions in New Zealand", we found that no nationwide litter database exists in New Zealand.</p>



	engagement.	
<p>Objective 4: (Completed by April 2021)</p> <p>Identify, equip, train and incentivise x1 'Citizen Scientist' for each official 'Monitored Site' to contribute data to Statistics NZ Tier 1 standards.</p> <p>Identify, equip, train and incentivise x3 'Educators' per region of New Zealand, to deliver targeted education interventions that result in littering behaviour change.</p> <p>A total of 8 training sessions will be conducted in each region of the country.</p>	<p>By way of our nationwide network of 'Citizen Scientists' and 'Educators' we will obtain quarterly updates of activities conducted alongside results from the evaluation of those activities.</p> <p>The number of 'Citizen Scientists' that deliver beach litter surveys and the number of 'Educators' that deliver education sessions will be captured alongside direct results for each.</p> <p>We will deliver capacity development training and provide equipment and resources to 'Citizen Scientists' and 'Educators' around the country. For 'Citizen Scientists' we will measure the number of times they have submitted beach litter data for Monitored Sites, as well as the quality of that data. For 'Educators' we will measure the number of interventions they deliver as well as the effectiveness of those interventions based on our behaviour change evaluation framework.</p> <p>Comprehensive evaluation will be conducted with participants to gauge effectiveness of training material and trainers. Our project team will send follow-up resources following training sessions and will touch base with trainees at least every 3 months following that to provide support and advice where required. Attendance lists will be provided alongside quantitative and qualitative evaluation of the training sessions.</p>	<p>This will be the first time that Citizen Scientists will be engaged with the collection of data to Statistics New Zealand's rigorous 'Tier 1' standards. Educators have not been provided with the necessary resources to date to deliver targeted litter interventions.</p>

Project outcomes and benefits

Identify the outcomes and benefits that your project aims to achieve – these are likely to be outside the timeframe of the WMF project.

Description	Measure	Source of measure
<p><i>Should include a timeframe for when the benefits or outcome is expected to be achieved (e.g., creation of five jobs, amount of waste recycled etc.)</i></p> <p>Through the development of the beach litter data collection digital tool, communities, organisations, businesses, territorial authorities and non-profits will have the ability to improve reporting on the state of litter on New Zealand's coastlines. During the project timeframe we expect to see a trend towards improved beach litter reporting and increased use of the digital tool. We expect to see this further increase in the years following the project's completion.</p> <p>Improved impact reporting will result for organisations around the country from training and knowledge sharing during training sessions conducted and on-going engagement.</p>	<p><i>Describe how you will measure achievement of the outcomes or benefits</i></p> <p>Through the development of the easy-to-use beach litter data collection digital tool data will be collated and stored for instant reporting and measurement.</p> <ul style="list-style-type: none"> - We will report on the number of Citizen Scientists engaged in activities throughout the country as well as the number of people that input data using the digital tool. - We will also report on the number of entries of data through the digital tool. - We will also report annually on the results our charity achieves via our Statement of Service Performance, submitted as part of our Annual Return to the Charities Register. Once this document is available for each financial year during the project, we will pass this on to the Ministry for the Environment. 	<p><i>How will you collect information that the measure has been met (e.g., 'employment records showing that five jobs were created', invoices or weighbridge tickets demonstrating)</i></p> <p>The beach litter data collection digital tool will measure both input into the database e.g. number of events, sites, people/groups collecting data, events per year etc. as well as output from the database based on the nature of the query, who is placing the query, the data that is being queried, number of queries per day/month/year etc. throughout the project lifespan.</p>



<p>An annual reduction of litter on New Zealand's coastlines.</p>	<p>Through the collection of beach litter data that is then input into the digital tool we will measure what we hope will be a reduction in the amount of litter on New Zealand's coastlines.</p> <p>Sustainable Coastlines commits to long-term monitoring and reporting of New Zealand litter as part of our charitable purpose.</p>	<p>The litter data collection digital tool developed in this project.</p>
<p>An increased knowledge of the impact of litter amongst the New Zealand population.</p>	<p>Through a detailed monitoring and evaluation programme focused on measuring the effectiveness of knowledge and associated action resulting from the litter education resources developed in the project.</p>	<p>Quantitative (e.g. surveys) and qualitative (e.g. focus groups) evaluation techniques developed through the project.</p>
<p>Increased capacity and resulting activity in each region addressing locally relevant litter challenges.</p>	<p>This will be measured by the number of citizen scientists and educators that have been trained by Sustainable Coastlines and/or alternate providers (e.g. Regional Councils) and the frequency at which they undertake activities.</p>	<p>Throughout the project timeframe this information will be measured by Sustainable Coastlines' project team. At the conclusion of the project this information will be measured by other Sustainable Coastlines staff.</p>
<p>In the long term, we expect that people around New Zealand will be able to use our beach litter data collection tool and freely access the beach litter database to evaluate the effectiveness of any intervention that is designed to reduce litter.</p> <p>Paired with a Return on Investment tool we intend to build, this information will enable anyone to calculate the most effective litter interventions.</p> <p>We expect that this process will dramatically reduce litter being dropped and entering the</p>	<p>The effectiveness of interventions will be measured through the use of the digital tool and its reporting functionality.</p> <p>We anticipate building a Return On Investment tool into the digital platform to allow groups or individuals who use it to gain insights into the efficiency and effectiveness of their actions to reduce litter.</p>	<p>Draw reports from the digital tool based on activities in question.</p> <p>Continued and on-going engagement with groups and individuals will result in 'stories of success' being captured through qualitative reporting techniques.</p>



Ministry for the
Environment
Manatū Mo Te Taiao

ocean.		
--------	--	--



Breakdown of Waste Stream				
Waste Stream <i>Please list each of the waste streams your project will minimise</i>	Baseline <i>How much of this waste stream are you currently diverting from landfill (per annum) if any?</i>	Amount to be minimised by project end <i>Estimated diversion from landfill at date of project completion</i>	Forecast - 12 months after project end <i>Estimated diversion from landfill at 12 months after project completion</i>	Forecast - 24 months after project end <i>Estimated diversion from landfill at 24 months after project completion</i>
Reuse	0.1 tonnes	0.7 tonnes	0.9 tonnes	1.2 tonnes
Recycle	0.6 tonnes	2.6 tonnes	3.7 tonnes	4.7 tonnes
TOTAL (tonnes)	0.7 tonnes <i>if applicable</i>	3.3 tonnes <i>if applicable</i>	4.6 tonnes <i>per annum</i>	5.9 tonnes <i>per annum</i>

Measuring Waste Minimised					
<i>Please describe how you will measure the amount of waste minimised during and after the funded period (including the <u>source</u> of tonnage data). If you are unable to provide tonnage figures for your project then please explain why.</i>					
<p>The table below shows our beach litter collection forecast over the three-year project duration. This data is based on historical trends from the 530 clean-up activities we have coordinated since our establishment, from which we have detailed records of weight, volume and item count across a range of categories. On average we remove 300 kilograms or 2,500 litres of litter from beaches per event. However, we estimate that each clean-up will yield on average around 20% of these figures (i.e. 60kg or 500l), as we will be monitoring only 3x100m transects at each site and will dedicate more time on this new data collection methodology to ensure scientific rigor rather than focus on increased beach litter collection. The numbers below reflect this assumption, along with the following assumptions for the total number of clean-ups at Monitored Sites:</p> <ul style="list-style-type: none"> • 114 transects in Year 1 (6 pilot transects in Auckland + 108 transects nationwide) • 216 transects in Year 2 (Biannual transects at 108 sites nationwide) • 216 transects in Year 3 (Biannual transects at 108 sites nationwide) 					
TOTAL GOALS	Year 1	Year 2	Year 3	TOTAL	Average per event
Weight of litter	6,840	12,960	12,960	32,760	Average of 60kg / event
Volume of litter collected	57,000	108,000	108,000	273,000	Average of 500 litres / event
<p>We are expecting to remove 6.8 tonnes of litter from our coastal clean-up activities in Year 1, forming our baseline. A small percentage of what we collect (around 2%) is reused for litter-to-art workshops with young people and 8% is diverted from landfill for recycling. Therefore we expect to be able to divert around 10% of our total rubbish collected from landfill, and expect to see similar percentages repeated over the 3-year project period.</p> <p>While this forecast has not followed the exact format of this application form, we believe that this estimation should provide an insight into our existing beach litter clean-up and data collection activities. Through the clean-up and beach litter data collection activities proposed by this project for summer 2018/2019 and summer 2019/2020 we expect to</p>					

remove a total of 33 tonnes of litter from Monitored Sites.

The evaluation tools developed through this project will allow us to measure the effectiveness of educational interventions in waste diversion for all of these categories by the completion of this project, however at this stage it is not possible to estimate these figures. We believe that this is one of many excellent reasons why we should run the project.

We anticipate that by way of the development and implementation of targeted and systematic education interventions (alongside other concurrent interventions) a long-term reduction in litter will result from improved waste disposal behaviour.



Funding and contributions				
Funding information	Total	Year One	Year Two	Year Three
(A) Organisation's cash contribution to the project	\$139,946.99	\$46,104.06	\$53,835.89	\$40,007.04
(B) External funding sources	\$0.00	\$0.00	\$0.00	\$0.00
(C) WMF contribution (approved amount)	\$2,658,992.87	\$875,977.20	\$1,022,881.91	\$760,133.76
Total cost of project (A+B+C)	\$2,798,939.87	\$922,081.27	\$1,076,717.80	\$800,140.80
WMF share of costs (<i>for office use only</i>)	95%	95%	95%	95%

External funding sources for project				
<i>This includes partners. Please specify details of involvement and check that the information below is correct, and update as required.</i>				
Organisation name	Contact name and phone number	Status of offer	Expected date for funding	Amount
		<input type="checkbox"/> Pending <input type="checkbox"/> Confirmed		
Total other external funding sources for year one (excluding GST)				



Project governance

Project manager details

The project manager is the person responsible for managing major project tasks, and is likely to be the person who we liaise with during the project.

Complete the table below.

Name	Dr. Sandy Britain		
Postal address	55 Madden Street, Wynyard Quarter, Auckland 1010, New Zealand		
Email address	sandy@sustainablecoastlines.org		
Telephone	(099488454) <i>work</i>	(022 048 8627) <i>mobile</i>	(0_) <i>fax</i>
Project responsibilities	<p>The Project Manager will show a high-level of competence in the following skills: Strategic operations for project delivery, complex stakeholder engagement, financial management, human resources, training, mentoring, public speaking, project management, technology development, health and safety, monitoring and evaluation, capacity development, event design and management, media and resource writing.</p> <p>Sandy has considerable experience in successful project delivery. His experience working in the field of enterprise architecture and digital strategy development will be a huge asset to this project. He is highly-competent at managing staff and stakeholder engagement. Sandy has a wide network of contacts in the field of education, having formerly worked at the Ministry of Education. There is no-one more qualified in the various aspects of this project's delivery.</p>		
Has their availability been confirmed?	Yes		
Estimated amount of time to be spent on project each week	40 hours		



Governance and management structure

Project governance

Include information about how your project will be governed. Include how the governance group will monitor and manage any slippage on project progress.

We will develop a Project Steering Committee (hereinafter PSC but referred to as the Governance Group in the Deed) specific to this project in the first milestone. This group will be invited by the Sustainable Coastlines Board of Trustees to participate in the project and be accountable to them. Sustainable Coastlines will then be, in turn, accountable to MFE in order to request and manage funds. More detail on the creation of this group is outlined below.

The final composition of the PSC will be signed-off by the MFE during our first milestone, allowing accountability to be comprehensive.

Operational advice will be sought externally from the WMF Litter Projects Working Group and internally from our Litter Data and Litter Education Working Groups, all of which will be utilised by the Project Manager to deliver the project in the most effective manner possible. Meeting minutes from these groups will also be supplied to our PSC in order to keep them informed about operational matters.

The internal Litter Data Working Group and Litter Education Working Group will be created at the beginning of this project (Milestone 2) to ensure respective aspects of the project are implemented correctly.

More detail about the PSC will be available in the **Terms of Reference**, to be produced as a deliverable in Milestone 2.

To adequately inform their role, our PSC will be able to request advice from:

- The Working Groups mentioned above
- MFE (through an MfE observer on the PSC)
- Our Trust Board (through a Board Member who participates in both the Board of Trustees and the PSC.)
- Our Project Manager (and team)
- Our suite of advisors (please refer to our original application and business plan for detail of the expertise contained here)
- Any other external advisor/s that they see fit

The PSC will be comprised of a total of 5 Voting members (made up from the below suggested participants) and x3 Non-Voting (observer) members (noted below).

Voting members:

1. An independent chair with experience in governance and publicly funded projects
2. One Sustainable Coastlines Trust Board member
3. An expert scientist *or* data specialist (from Statistics New Zealand or another experienced candidate in this area)



	<ol style="list-style-type: none"> 4. An education specialist (from The Ministry of Education or another experienced candidate in this area) 5. A conservation specialist (from the Department of Conservation or another experienced candidate in this area) <p>Non-voting members / observers:</p> <ol style="list-style-type: none"> 1. An appointee from the Ministry for the Environment 2. Dr Sandy Britain, Sustainable Coastlines Project Manager 3. Camden Howitt, Sustainable Coastlines Co-Founder <p>The project will have a suite of strategies pre-planned to mitigate the risk of slippages. More detail of how these strategies will be managed at a governance level will be made available in the Terms of Reference. These will include:</p> <ol style="list-style-type: none"> 1) The Project Manager will maintain a Risk Register and report on this through the PSC at regular meetings. 2) Milestone objective and financial reports will be reviewed first by our PSC, in advance of our submission date. They will then be submitted to MFE for processing. <p>Any issues that arise during each milestone-reporting phase regarding our processes will be identified and any instructions for rectification, future mitigation and constant improvement will be given to our Project Manager through meeting minutes.</p> <p>These meeting minutes will be supplied to MFE to ensure our Project Manager is accountable for any changes to policy and procedure that are deemed to be necessary.</p> <ol style="list-style-type: none"> 3) Funding parcels will be received into the main account of Sustainable Coastlines. Our Board of Trustees will only transfer funding into the Project Managers' account that is budgeted for in the next quarterly period. <p>We will continue to seek public and private sector contributions to enable a financial contingency/buffer to be in place. This will assist with covering costs in the event of a slippage, or should we not be able to achieve the stated goals.</p>
<p>Managing funds</p> <p><i>Provide information about how you will manage the project funds if successful. Include information about how you will procure goods and services, approve payments, and monitor and address budget overspend.</i></p>	<p>Sustainable Coastlines utilises the Office of the Auditor General's 'Good Practice Guide' for procurement for public entities.</p> <p>The Sustainable Coastlines Board of Trustees (which has strong financial expertise) signs off our budgets quarterly after careful analysis. The Project Manager can sign off on all budgeted project expenses. As part of normal charitable accounting process, all of our monthly invoices payable require sign off from two of our Trustees. and will have a double-signing rule for the Board of Trustees to approve. Any costs that have not been signed off through the Sustainable Coastlines budgeting process described above, that are over \$500, will require two of our Trustees to sign</p>



	<p>off, after careful consideration of the procurement process. We will utilise Xero, with a specific code attributed to this project for accurate expenditure tracking.</p> <p>The first level of control for budget overspend will be the Project Manager, who will oversee all project expenditure. He will report to MFE in advance of any proposed overspend or changes in expenditure category to seek appropriate approvals before tabling also with the PSC.</p> <p>The Project Manager will be accountable to the PSC and the Sustainable Coastlines Board of Trustees to avoid exceeding allocated budgets for any specific line items. Costs that exceed the allocated budget will require the Project Manager, where possible, to obtain quotes from three suppliers that offer the equivalent good or service required. If all quotes exceed the allocated budget then the Project Manager will review the necessity of the good or service to the overall success of the project.</p>
--	---

Consultant and/or sub-contractor details (if applicable)

Provide information about any third party you intend to sub-contract to undertake work on the project. If you intend to engage more than one consultant and/or sub-contractor, supply the information in a separate Word document, and submit this with your project plan.

Disclaimer

Note that as per the Deed of Funding, you (the Recipient) remain wholly responsible for the acts and omissions of all sub-contractors and/or the work and acts of all sub-contractors.

Please ensure your organisation:

1. undertakes the necessary due diligence checks on all sub-contractors associated with the delivery of your project
2. follows appropriate procurement processes when buying goods or services for the project so that only reasonable, open market costs are incurred on an arm's length basis
3. has adequate processes for the monitoring of any work carried out by your sub-contractors (including audit requirements)
4. has procedures for the management of safety including the allocation of responsibilities between you and all sub-contractors and to ensure that all employees and personnel (including those of sub-contractors) have the relevant skills and experience and are trained in the relevant health and safety requirements applicable to the project
5. has appropriate contracts in place with each sub-contractor.

The Ministry may request evidence of all contracts (and associated procurement process followed, for each sub-contractor) as part of the WMF milestone reporting requirements.

<p>Company name of consultant/sub-contractor</p>	<p>Contractors under the following titles and work-streams will be identified through a detailed procurement process and recommended to MfE for engagement alongside justification for doing so:</p> <ul style="list-style-type: none"> - Digital Platform Developer - CRM Systems Developer - Education Designer
--	--



	<ul style="list-style-type: none"> - Education Advisor - Monitoring & Evaluation Advisor
Trading name <i>if different</i>	
Contact person name	
Position	
Postal address	
Email address	
Telephone	(0_) () (0_) <i>work mobile Fax</i>
Value of contract	
Work to be undertaken for project	
GST number	
Consultant and/or sub-contractor details	
Legal entity status <i>tick one only</i> <i>attach proof of legal entity status (for further information, refer to the WMF guide for applicants)</i>	<input type="checkbox"/> Incorporated society <input type="checkbox"/> Charitable trust <input type="checkbox"/> Limited partnership <input type="checkbox"/> Māori trust board <input type="checkbox"/> Limited liability or cooperative company <input type="checkbox"/> Other (Business)
Potential conflict of interest <i>(eg, financial interest in sub-contractor's company, commercial or business relationship with sub-contractor, friend or relative working for sub-contractor, etc)</i>	



Health and Safety

Please describe what health and safety policies and plans your organisation has in place for the project and the process to keep these updated and communicated to employees, contractors and volunteers and ensure that all such personnel comply with these policies and plans and procedures and/or that sub-contractors have in place safety policies, management plans and procedures.

Please provide a copy of your health and safety management plan for the project along with this project plan. The Ministry requests a copy of the health and safety management plan in order to confirm its existence but does not or will not in any way assess the plan's efficacy.

Here is a link to our current Health and Safety plan, which covers all aspects of our Love Your Coast project delivery, which forms the core of our proposed project - <https://drive.google.com/file/d/1LYZ0wkbRnfVT4938t6gXnglvdY332cuP/view?usp=sharing>. The development of a Health and Safety plan for the beach litter data collection methodology is a core goal of this project highlighted by the fact a draft Health and Safety plan, following its pilot in April 2018, is a deliverable for Milestone 2. The plan will be consistently updated as the project progresses based on feedback from the operational team.

All contractors engaged throughout the project will be required to submit their Health and Safety plans to Sustainable Coastlines as part of the engagement process.

Identify who is responsible for health and safety for the project and their skills and experience in this area

We have a strong organisational Health and Safety plan that comprehensively covers clean-up events next to water with multiple stakeholders. This is coupled with our impeccable H&S record. We have had feedback from professionals that our H&S plan is 'ahead of the game' with the new legislation. This project will require on-ground assessment of sites, and will require us to create project specific Health and Safety plan(s).

The new legislation dictates that all those involved (including governance teams and external contractors) are responsible and can be held liable for Health and Safety. The main contracting party (Sustainable Coastlines) will hold overall responsibility for the project.

Ensuring compliance with our plans (and therefore the Act) will involve capacity development of all contractors and sub-contractors to align them with best practice, comprehensive competency assessments, site assessments, task assessments and reporting that covers incidents, near misses and measures engagement on the part of collaborating parties to ensure that the communication flow is functioning properly.



Risk management

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. You may identify issues that can be resolved before the project starts.

Many aspects of setting up a project (eg, project timeframes and schedules, and communication plans) are mitigation measures to reduce common project risks.

Your risk containment/mitigation plan should be reviewed regularly, and any new risks and mitigation strategies added as they are identified.

Risk description <i>Identify the potential risk to your project (eg, project not completed on time, unpredictable events such as weather, lack of resource commitment, time and cost estimates too optimistic, unexpected budget cuts, stakeholders changing requirements after the project has started, risks to the industry or sector to which the organisation belongs)</i>	Impact on project <i>Describe the impact the risk would have on the project (eg, misunderstandings, duplication of work, incomplete work)</i>	Likelihood of risk <i>Low, medium or high</i>	Consequence on project <i>Minor, moderate or severe</i>	Risk containment/mitigation plan <i>Describe the process that you will use to minimise and manage the risk (eg, project manager monitors functional roles to ensure enough time is allocated to complete the project)</i>
'Beach Litter Project' team is disbanded / removes support.	Could make it more time-consuming to ensure that all data reporting meets Statistics New Zealand 'Tier 1' standard.	Low	Moderate	We have budgeted for the development of our database irrespective of whether the Beach Litter Project team complete their database development.
Perception of a lack of independence.	This could impact the perception the public has of the validity of the data collected.	Medium	Moderate	Through detailed impact reporting and evaluation we aim to clearly articulate and communicate the project's processes and progress; transparency is a core project value. Independent analysis of our data efficacy will be



				undertaken by Statistics New Zealand and scientists that are assisting the project.
Project Manager, Dr Sandy Britain, resigns.	Loss of software development knowledge. Loss of large-scale project management experience.	Low	Moderate	We have established an HR process that includes regular opportunities for reflection and refinement of process to ensure Sandy is happy in his role. The position will also involve a signed legally binding contract. Detailed Quarterly Milestone reporting will ensure that all project knowledge is captured and could therefore be taken on by a new staff member.
Keep New Zealand Beautiful and Keep Auckland Beautiful collaborating projects on terrestrial litter data collection methodologies fail.	Loss of opportunity for shared knowledge.	Low	Moderate	We have scheduled quarterly meetings with both organisations to collaborate and offer any support required to ensure all projects are completed with a high-level of success. We have established excellent communication channels and relationships with both organisations. Following our experience in the research and recommendation of an existing litter data methodology, development of a terrestrial methodology is well within the skill set of our project team.
Perception of bias in monitoring site selection.	Community groups do not support the project. Iwi do not	Medium	Minor	We will undertake a regional consultation process with local



	support the project.			stakeholders before selecting the sites to be monitored. Also as above, independent analysis of our data efficacy will be undertaken by Statistics New Zealand and scientists that are assisting the project.
Conflict with Tangata Whenua around monitored sites.	Loss of access to sites monitored for beach litter data collection. Loss of opportunity for engagement in culturally relevant litter education resources with Tangata Whenua.	Low	Moderate	We will ensure all project staff have sufficient knowledge of Tikanga and effective approaches to working with Iwi. Local Iwi will be consulted on the proposed monitored sites prior to confirming them.
Multiple / incompatible litter database or 'app' projects are initiated by other projects or individuals	Confusion for the public about where to enter or view beach litter data. Also impacts data quality and completeness.	Medium	Moderate	Through our connections and knowledge of people working in this space in NZ and internationally we will identify and seek to coordinate with any other projects planning overlapping or duplicate activities. Our involvement in the Litter Projects Working Group and regular communication and meetings with other project representatives will help to mitigate this risk.



Communication and stakeholder management

A good communication plan outlines who you need to communicate with, what about, and how often. Early planning of your communication strategy helps to anticipate issues, and allows time for you to develop methods for dealing with these.

A communication plan helps support your organisation to:

- *achieve the project goals and objectives*
- *improve the operational effectiveness*
- *develop relationships with those who are important in ensuring the project's success*
- *deliver measurable project results.*

Provide an overview of how you will address communication by completing the tables below.

Target audience <i>Who is your target audience (eg, landowners, local community, Iwi, schools)?</i>	Objectives <i>What are the objectives of your communication plan and what do you hope to achieve (eg, develop awareness, impart information, deliver education, and bring about behaviour change)?</i>	Key messages <i>What are the key messages you want to communicate?</i>	Tools and methods <i>How will you undertake communications with your target audience (eg, phone calls, emails, meetings, website, newsletter)?</i>
Litter Data and Litter Education Working Groups (internal groups created at the beginning of this project)	Gain valuable insight, recommendations and analysis from Litter Data and Litter Education Working Group members to inform project delivery.	We will communicate project progress with the Working Groups and ask for regular feedback to inform project delivery from both sets of Working Group members (i.e. Litter Data and Litter Education). Working Group members are an important link to disseminate	Quarterly hui with The Litter Data and Litter Education Working Groups. In between working group hui online surveys, email and telephone communication.



		project information to their communities and networks. They will be asked to actively share project information and opportunities in their circles of influence.	
Iwi	Empower and resource iwi through targeted education initiatives and relevant training sessions to engage local iwi/hapu and regularly collect beach litter data at specified local sites.	Data collection and monitoring of key sites helps to reconfirm connection to land and provides opportunities for skills development through engagement with the project.	Through hui, email and phone communication.
Collaborators – DOC	Collaborate on Beach Litter Project Group, provide input on digital tools that compliment existing projects and coordinate regional staff to engage with project.	Project updates and requests for input. Marine animal risk evaluation Impact of litter on marine ecosystems	Quarterly meetings with the Beach Litter Project team. Email and phone communication as and when required.
Collaborators - Statistics NZ	Collaborate on Beach Litter Project Group, provide input on digital tools and provide project support where required. Provide a review of beach litter data quality throughout the project.	Regular requests for input to ensure statistical accuracy.	Quarterly meetings with the Beach Litter Project team. Email and phone communication as and when required.
Collaborators - Ministry for the Environment	Report on project progress, discuss project alterations where required.	Ensure close consultation between other litter projects to avoid any overlap of work-streams.	Regular reporting through milestone reports, face-to face meetings as required and continual email and phone conversations throughout the project



			timeframe
Collaborators - Ministry of Education	Collaborate on education resource development and provide support for curriculum alignment of educational resources. Teacher training opportunities identification.	We wish to gain insight from the Ministry of Education as to whether the education material and resources developed through this project fit within the NZ curriculum? How best to engage educators with training opportunities and presentation of information?	Email, phone conversations and face-to-face meetings as and when required.
Collaborators - Keep NZ Beautiful (KNZB)	Work in consultation with one another and share knowledge to ensure concurrent projects compliment and support each other.	We will communicate project progress and findings to inform each others' projects.	Quarterly meetings with KNZB. Email and phone communication as and when required.
Collaborators - Toimata Foundation	Work in consultation with one another to ensure education resources are developed in a way that compliments each other's work.	We will communicate project progress and seek advice from Toimata Foundation on the development of education resources. Utilise network of educators for dissemination of information (and potentially training of regional facilitators)	Quarterly meetings with the Toimata Foundation. Email and phone communication as and when required.
Citizen Scientists	Develop skills and knowledge to accurately report on beach	Collecting data on beach litter is a	Identification and training of



	litter data.	<p>vitaly important step in addressing the issue of plastic pollution.</p> <p>Accuracy of data is of utmost importance.</p> <p>Engaging in this project will provide skills development opportunities.</p> <p>Project information will be communicated, for example dates, times and locations of trainings and events.</p>	<p>citizen scientists will be done during nationwide roadshows. They will be added to Sustainable Coastlines' database and contacted by phone and email as well as in person.</p>
Educators	Develop knowledge of resources and methods of delivery to increase awareness and enact behaviour change related to littering.	<p>Educating people about litter is fun, rewarding and necessary.</p> <p>The effective delivery of education interventions is fundamental in engaging people with the issue and inspiring them to contribute to solutions.</p> <p>Once education interventions have been developed (this is occurring in Year 1) we will be communicating the content and specified delivery methods with educators.</p> <p>Some educators will be engaged to pilot resources and feedback to the project team on their effectiveness.</p>	<p>Identification and training of educators will be done during nationwide roadshows. They will be added to Sustainable Coastlines' database and contacted by phone and email as well as in person.</p>



<p>Local and Regional councils</p>	<p>Provide localised support for beach litter data collection and education initiatives alongside detailed and consistent information on the project on a range of litter-related interventions.</p> <p>Such interventions include but are not limited to rubbish bin locations and clearance timings, stormwater outfall locations, clean-up campaigns, public awareness campaigns etc.</p> <p>It is anticipated that we will develop resources for councils to disseminate information to their local communities and residents.</p>	<p>Engagement in this project will greatly contribute to improved reporting on beach litter in council jurisdictions.</p> <p>A decrease in litter will equate to a reduction in the costs associated with beautification and the cleaning-up of beach litter.</p> <p>Information on specific event timings (workshops, clean-ups, transects etc.) to be disseminated through council networks.</p> <p>Materials will be developed for councils to disseminate through their existing networks (e.g. flyers and other promotional material).</p> <p>Council contacts may be used as regional focal points for storing transect equipment and hosting of workshops.</p>	<p>Key council personnel have already been identified and will be engaged as stakeholder group members. Further personnel will be engaged during the roadshow visits to each region. Email and phone communication.</p>
<p>Other <i>(add rows if required)</i></p>			

Appendix 1: Milestone table and detailed budget

Milestones
Year one
<p><i>If your project has been recommended for funding for less than the amount you requested, ensure that you adjust the milestone information to reflect the new funding amount.</i></p> <p><i>The final WMF milestone payment must be a minimum of 10 per cent of the total WMF funding amount. The estimated cost for the final milestone for this year must reflect this.</i></p>

Milestone name	Activity	Deliverable	Due date	Total estimated cash cost	Total Estimated WMF Contribution
<i>Provide a short and succinct name for each milestone (e.g., commission machinery)</i>	<i>List the activities for each milestone (e.g., hold five waste minimisation workshops for 150 participants). The activities meet the project's objectives.</i>	<i>List the deliverables for each milestone that you will submit to the Ministry at the same time as the milestone report and claim form (e.g., reports, summaries, job descriptions, etc.)</i>			<i>For office use only</i>
Milestone 1 Upfront payment	<ol style="list-style-type: none"> 1. Sign Deed of Funding and Project Partner Agreement. 2. Produce invoice for payment. 	<ol style="list-style-type: none"> 1. Deed of funding signed by Sustainable Coastlines and the Ministry 2. Invoice from Sustainable Coastlines to the Ministry 	On Deed signing	\$0	\$300,000

Note on upfront payments: The upfront payment of \$300,000 for Year 1 is to be made as milestone 1 and is to be paid in accordance with the Special Term 1 in Part B



of the Deed of Funding. The value of this upfront payment will be subtracted across the subsequent milestones during the first year of the project at the rate of \$50,000 for Milestone 3, \$50,000 for Milestone 4, \$50,000 for Milestone 5, and \$150,000 for Milestone 6.

<p>Milestone 2 (Apr - May 2018)</p>	<p><u>Project Governance</u> 1. Establish the Project Steering Committee (PSC) and conduct the first meeting. *Objective 1, 2 and 3</p> <p>2. Hire Project Manager *Objective 1, 2 and 3</p> <p>3. Purchase teleconferencing equipment; critical tools for working group comms, stakeholder engagement and project implementation.</p> <p><u>Litter Data</u> 4. Establish the Litter Data Working Group and conduct the first meeting. *Objective 1, and 2</p> <p><u>Litter Education</u> 5. Establish the Litter Education Working Group and conduct the first meeting. *Objective 1 and 3</p>	<p><u>Project Governance</u> 1.1. Copy of Terms of Reference for PSC. 1.2. Copy of signed memorandum of understanding for each Project Steering Committee member. 1.3. Minutes of the Project Steering Committee meeting.</p> <p>2.1 Job Description and copy of Employment Agreement for Project Manager.</p> <p>3.1 Receipts provided for teleconferencing equipment.</p> <p><u>Litter Data</u> 4.1. Copy of signed memorandum of understanding for each Litter Data Working Group member. 4.2. Minutes of the Litter Data Working Group meeting.</p> <p><u>Litter Education</u> 5.1. Copy of signed memorandum of understanding for each Litter Education Working Group member. 5.2. Minutes of the Litter Education</p>	<p>Friday 4 May 2018</p>	<p>\$29,369</p>	<p>\$27,900</p>
---	--	--	--------------------------	-----------------	-----------------



	<p>General reporting 6. Complete Ministry reporting</p>	<p>Working Group meeting.</p> <p>General reporting 6.1 Copy of Milestone Report (Ministry template) 6.2 Milestone Claim Form 6.3 Summary of Expenses (incorporating income and expenditure statement and supporting documentation verifying expenditure) 6.4 Tax invoice to the Ministry for claimed amount.</p>			
<p>Milestone 3 (May - July 2018)</p>	<p>Project Governance 1. Hold a Project Steering Committee (PSC) meeting. * Objective 1, 2, 3 and 4</p> <p>2. Sign updated Terms of Reference for WMF Litter Projects Working Group</p> <p>Litter Data 3. Develop Health and Safety plan for beach litter data methodology</p> <p>4. Pilot beach litter data collection methodology by conducting at least 6 transects.</p> <p>5. Determine recommendations from pilot studies</p>	<p>Project Governance 1.1. Meeting minutes and attendance register for PSC meeting.</p> <p>2.1 Signed Terms of Reference document</p> <p>Litter Data 3.1. Draft Health and Safety Plan for litter data methodology.</p> <p>4.1. Transect documentation and data from at least 6 litter data transects conducted during the pilot, including time, date, & location.</p> <p>5.1. Detailed breakdown of findings and recommendations from pilot</p>	<p>Friday 13 July 2018</p>	<p>\$241,393</p>	<p>\$179,324</p>



	<p>*Objective 1 and 3</p> <p>6. Involve 180 Citizen Scientists (students and/or community group members + support crew) in the pilot of the litter data transects. *Objective 1 and 3</p> <p>7. Conduct x1 meeting each with The Beach Litter Project team and x 1 hui with the Litter Data Working Group. *Objective 1 and 3</p> <p>8. Conduct internal training workshop on engagement with Citizen Scientists and record/document outcomes and key findings. *Objective 1 and 3</p> <p>9. Purchase x1 Citizen Science kits for beach litter data transects *Objective 1 and 3</p> <p>10. Purchase x2 Health and Safety kits for Citizen Scientists. *Objective 1 and 3</p> <p>11. Purchase x2 Utes for conducting operations associated with beach litter data transects. *Objective 1 and 3</p>	<p>of litter data transects.</p> <p>6. Evidence of Citizen Scientist involvement provided.</p> <p>7.1. Minutes from each of the meetings</p> <p>7.2. List of attendees at the meetings</p> <p>8.1. Training workshop outcomes and key findings provided</p> <p>8.2. List of attendees at the meeting provided</p> <p>9.1. Receipts for purchase of citizen science kits</p> <p>10.1 Receipts provided for health and safety kits</p> <p>11.1 Proof of purchase and vehicle registration details for PPSR</p>			
--	--	--	--	--	--



	<p>12. Purchase x4 laptops for project management *Objective 1, 2, 3 and 4</p> <p>13. Purchase x1 projector for project implementation. *Objective 1, 2, 3 and 4</p> <p>14. Complete solution architecture for beach litter data tool development, including identification of the data sources to allow insights into the effectiveness of a range of interventions on reducing beach litter under the following categories: a. Education b. Promotion / Campaigns c. Regulation / Policy d. Infrastructure e. Product Design *Objective 3</p> <p>15. Two project employees complete a first aid course. *Objective 1, 3 and 4</p> <p><u>Litter Education</u></p> <p>16. Conduct x1 meeting with Keep New Zealand Beautiful / The Toimata Foundation and x1 hui with the Litter Education Working Group. *Objective 1, 2 and 4</p>	<p>12.1 Receipts provided for purchase of laptops</p> <p>13.1 Receipt provided for purchase of projector</p> <p>14.1 Beach litter data digital tool development report.</p> <p>14.2 Contract(s) for engagement of litter data tool digital developers.</p> <p>15.1 Certificates of achievement provided.</p> <p><u>Litter Education</u></p> <p>16.1 Copy of minutes / summary of outcomes from KNZB/Toimata and Litter Education Working Group meetings.</p>			
--	---	---	--	--	--



	<p>17. Engage an education designer, education advisor and behaviour change advisor to design beach litter education resources and develop methodology. *Objective 1, 2 and 3</p> <p><u>General reporting</u></p> <p>18. Complete Ministry Reporting requirements</p>	<p>17.1 Contract(s) signed for engagement of beach litter education designer, education advisor and behaviour change advisor.</p> <p>17.2 Beach litter education resource and methodology development report & copies of educational resources developed</p> <p><u>General Reporting</u></p> <p>18.1 Copy of Milestone Report (Ministry template)</p> <p>18.2 Milestone Claim Form</p> <p>18.3 Summary of Expenses (incorporating income and expenditure statement and supporting documentation verifying expenditure)</p> <p>18.4 Tax invoice to the Ministry for claimed amount.</p>			
<p>Milestone 4 (July - Oct 2018)</p>	<p><u>Project Governance</u></p> <p>1. Hold one Project Steering Committee (PSC) meeting * Objectives 1,2,3 and 4</p> <p><u>Litter Data</u></p>	<p><u>Project Governance</u></p> <p>1.1 Meeting minutes and attendance register for PSC meeting</p> <p><u>Litter Data</u></p>	<p>Friday 5 October 2018</p>	<p>\$151,956</p>	<p>\$94,359</p>



	<p>2. Conduct x1 meeting with The Beach Litter Project team and x1 hui with the Litter Data Working Group. *Objective 1 and 3</p> <p>3. Complete: - Litter app data collection for the beach litter data tool development. - Commence API's Web services and Integration for the litter data tool development (to be completed in Year 2). - Litter App II: Incentives, Gamification, Micro-credentials *Objective 3</p> <p>4. Purchase: a. 12 Health and Safety kits for Citizen Scientists b. 3x Citizen Science kits for litter data transects c. Portable outdoor rubbish auditing shelter/s. *Objective 3</p> <p><u>Litter Education</u></p> <p>5. Conduct x1 meeting with Keep New Zealand Beautiful / The Toimata Foundation and x1 hui with the Litter Education Working Group. *Objective 1 and 2</p> <p>6. Engage x1 education advisor and x1</p>	<p>2.1 Copy of minutes / summary of outcomes from Beach Litter Project and Litter Data Working Group meetings</p> <p>3.1 Beach litter data digital tool development report.</p> <p>4.1 Receipts provided for items purchased.</p> <p><u>Litter Education</u></p> <p>5.1 Copy of minutes / summary of outcomes from KNZB/Toimata and Litter Education Working Group meetings</p> <p>6.1 Litter education resource and</p>			
--	---	---	--	--	--



	<p>behaviour change advisor to develop, review and refine litter education resources and methodology. *Objective 1 and 2</p> <p><u>General reporting</u> 7. Complete Ministry Reporting requirements</p>	<p>methodology development report, including plan for incorporation into NZ curriculum.</p> <p><u>General reporting</u> 7.1 Copy of Milestone Report (Ministry template) 7.2 Milestone Claim Form 7.3 Summary of Expenses (incorporating income and expenditure statement and supporting documentation verifying expenditure) 7.4 Tax invoice to the Ministry for claimed amount.</p>			
<p>Milestone 5 (Oct - Dec 2018)</p>	<p><u>Project Governance</u> 1. Hold one Project Steering Committee (PSC) meeting * Objectives 1,2,3 and 4</p> <p>2. Hire 2 Project Coordinators</p> <p><u>Litter Data</u> 3. Purchase: a. 2 x trailers for beach litter data</p>	<p><u>Project Governance</u> 1.1 Meeting minutes and attendance register for PSC meeting 2.1 Job Description and copy of Employment Agreement for 2 Project Coordinators. <u>Litter Data</u> 3.1 Receipts provided for items purchased.</p>	<p>Friday 14 December 2018</p>	<p>\$272,901</p>	<p>\$209,256</p>



	<p>collection logistics b. Audit shelter/s for litter data collection *Objective 3</p> <p>4. Conduct x1 meeting with The Beach Litter Project team and x1 hui with the Litter Data Working Group. *Objective 3</p> <p>5. Complete: - Litter Responsive Website and fast-feedback reporting. - Litter App III: Activity Tracking, Feedback and Prompts</p> <p>6. Deliver 6 introductory beach litter data collection hui/workshops in 6 regions of the country (i.e. one per region). *Objective 3 and 4</p> <p>7. Identify x3 Citizen Scientists for further engagement in each of the 6 regions of the country. *Objective 3 and 4</p> <p>8. Conduct a minimum of 1 beach litter data transect in each of the 6 regions. *Objective 3</p> <p>9. Two project employees complete a</p>	<p>4.1 Copy of minutes / summary of outcomes from Beach Litter Project and Litter Data Working Group meetings.</p> <p>5.1 Beach litter data digital tool development report</p> <p>6.1 Details of hui including, time, location, duration, content breakdown (agenda), resources provided to attendees and list of attendees.</p> <p>7.1 List of Citizen Scientists provided</p> <p>8.1 Transect documentation provided</p> <p>8.2 Location and time specific information provided</p> <p>9.1 Certificates of achievement</p>			
--	--	---	--	--	--



	<p>first aid course *Objective 3</p> <p><u>Litter Education</u></p> <p>10. Conduct x1 meeting with Keep New Zealand Beautiful / The Toimata Foundation and x1 hui with the Litter Education Working Group. *Objective 1 and 2</p> <p>11. Engage x1 education advisor and x1 behaviour change advisor to develop, review and refine litter education resources and methodology *Objective 2</p> <p>12. Deliver 6 introductory litter education hui/workshops in 6 regions of the country (i.e. one per region covered in this Milestone period). *Objective 2 and 4</p> <p>13. Identify x3 Educators for further engagement in each of the 6 regions of the country. *Objective 2 and 4</p> <p>14. Pilot litter education methodology and tools with x1 school in all 6 regions.</p>	<p>provided</p> <p><u>Litter Education</u></p> <p>10.1 Copy of minutes / summary of outcomes from KNZB/Toimata and Litter Education Working Group meetings.</p> <p>11.1 Litter education resource and methodology development report.</p> <p>12.1 Complete list of hui details including, time, location, duration, content breakdown (agenda) and list of attendees</p> <p>13.1 Complete list of Educators provided</p> <p>14.1 Complete list of schools and core results from litter education pilot provided</p>			
--	--	--	--	--	--



	<p>*Objective 2 and 4.</p> <p><u>General reporting</u> 15. Complete Ministry Reporting requirements</p>	<p>14.2. Litter education resource and methodology development report outlines details full details and results of pilot programme</p> <p><u>General reporting</u> 15.1 Copy of Milestone Report (Ministry template) 15.2 Milestone Claim Form 15.3 Summary of Expenses (incorporating income and expenditure statement and supporting documentation verifying expenditure) 15.4 Tax invoice to the Ministry for claimed amount.</p>			
Milestone 6 (Jan - April 2019)	<p><u>Project Governance</u> 1. Hold one Project Steering Committee (PSC) meeting * Objectives 1,2,3 and 4</p> <p><u>Litter Data</u> 2. Purchase audit shelter/s for beach litter data collection. *Objective 3</p> <p>3. Conduct x1 meeting with The Beach</p>	<p><u>Project Governance</u> 1.1. Meeting minutes and attendance register for PSC meeting</p> <p><u>Litter Data</u> 2.1 Receipts provided for items purchased. 3.1 Copy of minutes / summary of</p>	Friday 12 April 2019	\$226,461	\$65,138



	<p>Litter Project team and x1 hui with the Litter Data Working Group. *Objective 3</p> <p>4. Complete: Litter App IV: Social - Commitments, Norms. - Litter App V: Social - diffusion and propagations for the beach litter data tool development *Objective 3</p> <p>5. Deliver 6 introductory beach litter data collection hui/workshops in 6 regions of the country (i.e. one per region). *Objective 3 and 4</p> <p>6. Identify Citizen Scientists for further engagement in each of the 6 regions of the country. *Objective 3 and 4</p> <p>7. Conduct a minimum of 1 beach litter data transect in each of the 6 regions. *Objective 3 and 4</p> <p><u>Litter Education</u></p> <p>8. Conduct x1 meeting with Keep New Zealand Beautiful / The Toimata</p>	<p>outcomes from Beach Litter Project and Litter Data Working Group meetings/hui.</p> <p>4.1 Litter data digital tool development report.</p> <p>5.1 Complete list of hui details including, time, location, duration, content breakdown and list of attendees.</p> <p>6.1. List of Citizen Scientists provided.</p> <p>7.1. Transect documentation provided.</p> <p>7.2. Location and time specific information provided.</p> <p><u>Litter Education</u></p> <p>8.1. Copy of minutes / summary of outcomes from KNZB/Toimata</p>			
--	---	--	--	--	--



	<p>Foundation and 1x hui with the Litter Education Working Group. *Objective 2</p> <p>9. Engage x1 education advisor and x1 behaviour change advisor to develop, review and refine litter education resources and methodology. *Objective 2</p> <p>10. Deliver 6 introductory litter education hui/workshops in 6 regions of the country (i.e. one per region covered in this Milestone period). *Objective 2 and 4</p> <p>11. Identify x3 Educators for further engagement in each of the 6 regions of the country. *Objective 2 and 4</p> <p>12. Pilot litter education methodology and tools in all 6 regions. *Objective 2 and 4</p>	<p>and Litter Education Working Group meetings.</p> <p>9.1. Litter education resource and methodology development report.</p> <p>10.1 Complete list of hui details including, time, location, duration, content breakdown (agenda) and list of attendees.</p> <p>10.2 Proof of resources provided to participants in introductory hui follow up.</p> <p>11.1. Complete list of Educators provided.</p> <p>12.1 Complete list of schools and core results from litter education pilot provided.</p> <p>12.2. Litter education resource and methodology development</p>			
--	--	---	--	--	--



	<p>General reporting 13. Complete Ministry Reporting requirements</p>	<p>report outlines details full details and results of pilot programme.</p> <p>General reporting 13.1 Copy of Milestone Report (Ministry template) including a self-assessment of the past year (work done, successes and issues).</p> <p>13.2 Milestone Claim Form</p> <p>13.3 Summary of Expenses (incorporating income and expenditure statement and supporting documentation verifying expenditure)</p> <p>13.4 Tax invoice to the Ministry for claimed amount.</p> <p>13.5 Copy of Milestones and Budget for Year 2.</p>			
Estimated total cash cost for project (year one)				\$922,081	
<i>This figure matches the Total project budget for year one row in the Funding Information table, earlier in this project plan</i>					
Total Estimated WMF contribution (year one)					\$875,977 (includes Y1 upfront payment)
<p><i>In accordance with Special Term 2 in Part B of the Deed (Stage Gate), the Recipient will not begin delivery of Year 2 of the Project until the Ministry has approved the Recipient undertaking the next phase of the Project, being Financial Year 2. Further, the Recipient will not deliver Year 2 of the Project until the Ministry has approved the</i></p>					



<p><i>updated Project Plan for Year 2 and it is incorporated in this Deed by a deed of variation signed by duly authorised representatives of the Parties in accordance with clause 3.2 of Part C (Changes).</i></p>					
<p>(Year 2: April 2019 - March 2020)</p>	<p>Year 2 Activities to be confirmed at the end of Year 1.</p>	<p>Year 2 Milestones to be confirmed at the end of Year 1.</p>	<p>Milestone reporting deadlines for Year 2 to be confirmed at the end of Year 1.</p>	<p>\$1,076,718</p>	<p>\$1,022,882 (includes \$100k upfront payment)</p>
<p><i>In accordance with Special Term 2 in Part B of the Deed (Stage Gate), the Recipient will not begin delivery of Year 3 of the Project until the Ministry has reviewed the results of Year 2 and approved the Recipient undertaking the final phase of the Project, being Financial Year 3. Further, the Recipient will not deliver Year 3 of the Project until the Ministry has approved the updated Project Plan for Year 3 and it is incorporated in this Deed by a deed of variation signed by duly authorised representatives of the Parties in accordance with clause 3.2 of Part C (Changes).</i></p>					
<p>(Year 3: April 2020 - March 2021)</p>	<p>Year 3 Activities to be confirmed at the end of Year 2.</p>	<p>Year 3 Milestones to be confirmed at the end of Year 2.</p>	<p>Milestone reporting deadlines for Year 2 to be decided at the end of Year 1.</p>	<p>\$800,141</p>	<p>\$760,134 (includes \$50k upfront payment)</p>

Project budget – year one

Provide a breakdown of all the estimated, project-related costs (expenditure) for milestones for year one of your project, exclusive of GST. Ensure that sufficient detail is provided in the first column (ie, a breakdown of how amounts were calculated). The project budget is completed every year for multi-year projects. If the amounts are different to those you provided in your application form in the Milestones section, contact your Fund Analyst for further assistance.

Note – Milestone 1 will be paid as an up-front payment upon Deed signing of \$300,000.

Personnel – breakdown of cash costs	Milestone 2	Milestone 3	Milestone 4	Milestone 5	Milestone 6
<i>Wages, salaries, recruitment, training, etc (eg, Joe Brown’s salary at \$25 per hour for period of 20 hours)</i>					
s 9(2)(a) salary (Upper Management at \$87,500 p/yr at 5%)	\$ 364.58	\$729.17	\$1,093.75	\$1,093.75	\$1,093.75
s 9(2)(a) salary (Upper Management at \$87,500 p/yr at 80%)	\$ 5,833.33	\$11,666.67	\$17,500.00	\$17,500.00	\$17,500.00
s 9(2)(a) salary (Project Manager at \$110,000 p/yr at 80%)	\$ 7,333.33	\$14,666.67	\$22,000.00	\$21,000.00	\$21,000.00
s 9(2)(a) salary (Programme Manager at \$65,000 p/yr at 100%)	\$ 5,416.67	\$ 5,416.67	\$0.00	\$16,250.00	\$16,250.00
s 9(2)(a) salary (Programme Manager at \$65,000 p/yr at 100%)	\$ 5,416.67	\$ 5,416.67	\$0.00	\$16,250.00	\$16,250.00
New Hire’s salary (Programme Coordinator at \$50,000 p/yr at 100%)	\$0.00	\$0.00	\$0.00	\$12,500.00	\$12,500.00
New Hire’s salary (Programme Coordinator at \$50,000 p/yr at 100%)	\$0.00	\$0.00	\$0.00	\$12,500.00	\$12,500.00
s 9(2)(a) salary (Reporting/Accountability at \$72,500 at 10%)	\$ 604.17	\$1,208.33	\$1,812.50	\$1,812.50	\$1,812.50
Litter Data and Litter Education Working Group members (x 6 persons, 2.5hrs, @ \$500 p/month)	\$3,000.00	\$6,000.00	\$9000.00	\$9000.00	\$9000.00



	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Total estimated cash costs for personnel for year one (exclusive of GST)	\$27,969	\$45,104	\$51,406.25	\$107,906.25	\$107,906.25

Administration – breakdown of cash costs	Milestone 2	Milestone 3	Milestone 4	Milestone 5	Milestone 6
<i>Stationery, insurance, postage, phone calls, courier, etc</i>					
Printing and postage of evaluation material.	\$0.00	\$600.00	\$0.00	\$900.00	\$900.00
	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Total estimated cash costs for administration for year one (exclusive of GST)	\$0.00	\$600.00	\$0.00	\$900.00	\$900.00

Consultants and contractors – breakdown of cash costs	Milestone 2	Milestone 3	Milestone 4	Milestone 5	Milestone 6
<i>Environmental consultancies, Crown research institutes, etc</i>					
Keep NZ Beautiful and Toimata Foundation (6hrs p/ month hui time at \$200 p/hr and 4hrs p/month travel time at \$80 p/hr)	\$0.00	\$1,520.00	\$1,520.00	\$1,520.00	\$1,520.00



Denise Hardesty and Chris Wilcox from CSIRO to deliver workshop (32 hrs at \$200 p/hr)	\$0.00	\$6,400.00	\$0.00	\$0.00	\$0.00
Greg Devine from Manukau Road Consulting for Salesforce database management (\$5000 every 6 months)	\$0.00	\$5,000.00	\$0.00	\$5,000.00	\$0.00
Per diems for SC staff members out of town (\$60 p/day)	\$0.00	\$0.00	\$0.00	\$5,040.00	\$5,880.00
	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Total estimated cash costs for consultants and contractors for year one (exclusive of GST)	\$0.00	\$12,920.00	\$1,520.00	\$11,560.00	\$7,400.00

1 Purchase of capital assets and other capital costs – breakdown of cash costs	Milestone 2	Milestone 3	Milestone 4	Milestone 5	Milestone 6
<i>Includes the cost of bringing the new asset to working order</i>					
Purchase of x2 Utes for project delivery (\$43,000 each)	\$0.00	\$86,000.00	\$0.00	\$0.00	\$0.00
Purchase of x2 trailers for project delivery (\$11,000 each)	\$0.00	\$0.00	\$0.00	\$22,000.00	\$0.00
Purchase of outdoor auditing tents for data collection (x5 at \$5,000 each)	\$0.00	\$0.00	\$0.00	\$10,000.00	\$15,000.00
	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00



Total estimated cash costs for the purchase of capital assets and other capital costs for year one (exclusive of GST)	\$0.00	\$86,000.00	\$0.00	\$32,000.00	\$15,000.00
--	--------	-------------	--------	-------------	-------------

2 Venue and equipment – breakdown of cash costs	Milestone 2	Milestone 3	Milestone 4	Milestone 5	Milestone 6
<i>Venue (hire or rent), equipment (rental or leasing), etc</i>					
Laptops for project staff (x4 at \$2,200 each)	\$0.00	\$8,800.00	\$0.00	\$0.00	\$0.00
Data Projector (x1 at \$2,000) and Teleconferencing equipment (x1 at \$1,400) for project delivery.	\$1,400.00	\$2,000.00	\$0.00	\$0.00	\$0.00
Citizen Science kits for data collection (x8 at \$3,125 each)	\$0.00	\$3,125.00	\$9,375.00	\$0.00	\$0.00
Hui and workshops venue hire and food and beverage (\$500 each)	\$0.00	\$2,000.00	\$1,500.00	\$13,500.00	\$15,500.00
	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Total estimated cash costs for venue and equipment for year one (exclusive of GST)	\$1,400.00	\$15,925.00	\$10,875.00	\$13,500.00	\$15,500.00



3 Travel and accommodation – breakdown of cash costs	Milestone 2	Milestone 3	Milestone 4	Milestone 5	Milestone 6
<i>Domestic travel and accommodation expenses incurred solely in relation to the project</i>					
Denise Hardesty and Chris Wilcox workshop travel and accom. (Flights \$1400 and \$1644 accom/fuel total)	\$0.00	\$3,044.00	\$0.00	\$0.00	\$0.00
Pilot of litter data collection methodology Tāmaki Makaurau (1000km at \$0.72)	\$0.00	\$1440.00	\$0.00	\$0.00	\$0.00
Working group and Beach litter project and KNZB/Toimata Foundation huis (Individual flights at \$250, accom. at \$150 p/nt and Fuel at \$.72 p/km)	\$0.00	\$5,440.00	\$6,135.20	\$6,135.20	\$6,135.20
Rollout of pilot methodology and training of Citizen Scientists and Educators (Individual flights at \$250, accom. at \$250 p/nt and Fuel at \$.72 p/km)	\$0.00	\$0.00	\$0.00	\$26,160.00	\$30,520.00
	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Total estimated cash costs for travel and accommodation for year one (exclusive of GST)	\$0.00	\$9,924.00	\$6,135.20	\$32,295.20	\$36,655.20

4 Promotion and dissemination of information – breakdown of cash costs	Milestone 2	Milestone 3	Milestone 4	Milestone 5	Milestone 6
<i>Publication of brochures, advertising costs, seminars, etc</i>					



Education Designer (6 weeks at \$120 p/hour)	\$0.00	\$9,600.00	\$9,600.00	\$0.00	\$9,600.00
Education Advisor (4hrs p/week at \$120 p/hour)	\$0.00	\$0.00	\$3,840.00	\$5,760.00	\$2,880.00
Behaviour Change Advisor (4hrs p/week at \$120 p/hour)	\$0.00	\$0.00	\$3,840.00	\$5,760.00	\$2,880.00
	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Total estimated cash costs for promotion and dissemination of information for year one (exclusive of GST)	\$0.00	\$9,600.00	\$17,280.00	\$11,520.00	\$15,360.00

5 Financial, legal and information technology (IT) expenses – breakdown of cash costs	Milestone 2	Milestone 3	Milestone 4	Milestone 5	Milestone 6
<i>Financial, legal and IT expenses incurred solely in relation to the project</i>					
Servers and storage	\$0.00	\$1,600.00	\$0.00	\$0.00	\$0.00
Digital Tool Development, including: Solution Architecture, Litter App: Data Collection, APIs, Webservices and Integration, Litter Responsive Website, fast-feedback reporting, Data Analysis Tools, Litter App IV: Social - Commitments, Norms, Litter App V: Social - diffusion and propagation, DB, Cloud Platform, Hardware testing, Hosting and Maintenance and (1,800 hours at \$120 p/hr)	\$0.00	\$50,500.00	\$52,500.00	\$62,500.00	\$27,500.00
Online back up service	\$0.00	\$240.00	\$240.00	\$240.00	\$240.00
	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Total estimated cash costs for financial, legal and IT expenses for year one	\$0.00	\$52,340.00	\$52,740.00	\$62,740.00	\$27,740.00



(exclusive of GST)					
--------------------	--	--	--	--	--

6 Health and Safety – breakdown of cash costs <i>Specify the costs associated with managing health and safety during the project (e.g. First Aid kits, training, hi-visibility vests)</i>	Milestone 2	Milestone 3	Milestone 4	Milestone 5	Milestone 6
Citizen Scientist health and safety kits (x4 at \$1000 each)	\$0.00	\$4,000.00	\$12,000.00	\$0.00	\$0.00
Health and safety review	\$0.00	\$4,500.00	\$0.00	\$0.00	\$0.00
Staff on first aid course (\$240 p/person)	\$0.00	\$480.00	\$0.00	\$480.00	\$0.00
	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Total estimated cash costs for health and safety for year one (exclusive of GST)	\$0.00	\$8,980.00	\$12,000.00	\$480.00	\$0.00

7 Other miscellaneous costs – breakdown of cash costs <i>Specify the expenses in detail, excluding the purchase of capital assets (or other capital costs) and contingencies</i>	Milestone 2	Milestone 3	Milestone 4	Milestone 5	Milestone 6



	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Total estimated cash costs for other miscellaneous costs for year one (exclusive of GST)	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00

Total estimated cash costs for year one (exclusive of GST)	\$29,369	\$241,393	\$151,956	\$272,901	\$226,461
Total project budget for year one <i>This is a sum of the totals in the row above</i>	\$922,081				

EXECUTION

SIGNED as a deed on: 27 April 2018

[The date that the Deed is signed is the date at which both parties have signed the Deed i.e. the date the final party signed the Deed. This date must be handwritten on both original copies of the Deed by the party who signs the Deed last.]

Signed and delivered as a deed by **James Walker, Deputy Secretary, Partnerships and Customers,** on behalf of the **Ministry for the Environment**

Signature

In the presence of:

Witness Signature

Witness Name

Witness Occupation

Witness Address

Signed and delivered as a deed pursuant to the Charitable Trusts Act 1957 by affixing the common seal of **Sustainable Coastlines Charitable Trust** in the presence of:

Emma Dent

Signature of Trustee authorised to affix common seal



EMMA DENT

Print Full Name

[Signature]

Signature of Trustee authorised to affix common seal

PAUL STEWART TROTTER

Print Full Name

Affix common seal

[This deed must be executed by a Charitable Trust incorporated under the Charitable Trust Act 1957 in accordance with that Act and the Charitable Trust's rules.]

EXECUTION


SIGNED as a deed on: 27 April 2018

[The date that the Deed is signed is the date at which both parties have signed the Deed i.e. the date the final party signed the Deed. This date must be handwritten on both original copies of the Deed by the party who signs the Deed last.]

Signed and delivered as a deed by James Walker,
Deputy Secretary, Partnerships and Customers,
on behalf of the Ministry for the Environment


Signature

In the presence of:


Witness Signature

GEORGIA BISHOP
Witness Name

EXECUTIVE ASSISTANT
Witness Occupation

ENVIRONMENT HOUSE
Witness Address 23 KATE SHEPPARD PLACE

Signed and delivered as a deed pursuant to the
Charitable Trusts Act 1957 by affixing the common
seal of Sustainable Coastlines Charitable Trust in
the presence of:

Signature of Trustee authorised to affix common seal

Print Full Name

Signature of Trustee authorised to affix common seal

Print Full Name

Affix common seal

[This deed must be executed by a Charitable Trust incorporated under the Charitable Trust Act 1957 in accordance with that Act and the Charitable Trust's rules.]



Memo

To: James Walker

File ref: WMF-17-58

From: Andrea Gregor

Date: 26 April 2018

CC: Marianna Tyler, Hinemoa Awatere

Re: Approval for Waste Minimisation Fund Deed of Funding with Sustainable Coastlines for the project entitled 'A grass roots solution to litter in New Zealand'.

Purpose

1. To seek your approval of and obtain your signature for the Sustainable Coastlines Charitable Trust's Deed of Funding for its project entitled 'A grass roots solution to litter in New Zealand'. The total Waste Minimisation Fund (WMF) funding contribution for this project is \$2,658,992.87 (excl. GST) which falls within your financial delegation.

Background

2. On 18 September 2017, the former Associate Minister for the Environment, Scott Simpson, approved Sustainable Coastlines to be invited to proceed to Stage II for its WMF project, applied for under the May 2017 contestable funding round.
3. Sustainable Coastlines' project follows on from a successful project funded by the WMF, titled "Independent review of public litter and littering interventions in New Zealand". This project's final milestone has just been submitted and focused on reviewing all accessible data on New Zealand coastal litter, litter interventions and to develop a framework for analysis.
4. This new project will build on the work Sustainable Coastlines has done to date in respect of New Zealand's coastal litter and will also align with the work being completed in the Beach Litter Working Group, consisting of the Ministry for the Environment, Department of Conservation (DOC) and Statistics New Zealand.
5. In this project, Sustainable Coastlines will be developing tools to collate independent litter data and use this dataset to prove the effectiveness of interventions that address litter. Once created, Sustainable Coastlines will train 'Citizen Scientists' across the country to use the litter monitoring methodology developed in their previous WMF project. At the same time, 'Educators' will be trained nationwide with resources and evaluation tools to deliver effective

education that reduces littering. The success of the education and other interventions will then be assessed as part of the project.

6. In delivering this project, Sustainable Coastlines will work closely with the Litter Projects Working Group chaired by the Ministry for the Environment, and comprising of two other WMF recipients, the Packaging Forum and Keep New Zealand Beautiful (KNZB). This group will ensure that beach and land litter data from these projects are collected in a consistent manner.
7. Five conditions of funding were identified by the panel, and all have been addressed. No additional funding has been secured, so the Ministry will be funding 95% of the project related costs. As per the third funding condition, the project plan only allows for the purchase of two utes, not a minivan. Finally, a Stage Gate has also been put in place between years one and two, and years two and three.
8. On 15 November 2017, independent due diligence was completed by Caravel Group (NZ) Limited. A Veda commercial credit check indicates that no court judgments or payment defaults since the company's inception on 1 April 2010.
9. Caravel's risk assessment for this application is 'medium'. This rating is due to the high level of funding sought in the application, which is offset by Sustainable Coastlines' successful track record and the quality of its governance and management teams.
10. Our risk mitigation for the this risk assessment includes:
 - a. Assigning a dedicated WMF Analyst to the project, who will maintain regular communications between the Ministry and the Recipient.
 - b. Requesting that the Recipient submits detailed Milestone Reports to the Ministry along with evidence of all expenditure detailed on an invoice.
11. We will continue to manage identified risks in the future by:
 - a. Requesting that the Recipient communicate any changes in the Recipient's circumstances or project status.
 - b. Providing a Ministry representative as a non-voting member of the project's Project Steering Committee.
12. To reduce the risk of the project, Caravel had also recommended conducting an audit throughout the life of the project. Due to the constant contact with the project, including regular meetings as part of the Project Steering Committee, the Ministry will only conduct an audit if fitting within the scheduled work programme for monitoring and enforcement, or if otherwise required.
13. Sustainable Coastlines will receive each year of the Project an upfront payment (a special term has been added to the Deed of Funding). Being a Charitable Trust, Sustainable Coastlines has limited cash flow. The upfront payments will therefore ease the burden of concerns that surround cash flow, and will be spent

predominately on ongoing costs, such as salaries for hired individuals. The Deed details what the upfront payment will be spent on.

14. The project will receive \$450,000 worth of upfront payments over the course of their project. This is split into \$300,000 in year one, \$100,000 in year two, and \$50,000 in year three. Each upfront payment will be deducted from the Milestones in that year, to ensure that the Ministry is paying no more than 95% of the project in any one year. These upfront payments follow the Ministry's new internal WMF guidelines for Upfront Payments approved in March this year.
15. As noted above, Stage Gates have been added to the Deed at the end of Financial Years 1 and 2. This means that before the Recipient can begin delivery of the Project in Financial Year 2 and Year 3 respectively, the Ministry must first decide whether the project will continue into the following Financial Year. This decision will be informed by the Recipient's submission, as part of their final Milestone, of their evaluation of the Project's delivery during the past year (work done, successes, issues), and an outline of the Milestones and Budget for the upcoming year.
16. Other Special Terms have been added to this Deed of Funding which are included in all high value Deeds, for example, ensuring adequate project management and governance.
17. The breakdown of funding over the Project's three year term is:

Funding Information	Total	Year One	Year Two	Year Three
(A) Organisation's cash contribution to the project	\$139,946.99	\$46,104.06	\$53,835.89	\$40,007.04
(B) External funding sources	\$0.00	\$0.00	\$0.00	\$0.00
(C) WMF contribution (approved amount)	\$2,658,992.87	\$875,977.20	\$1,022,881.91	\$760,133.76
Total cost of project	\$2,798,939.87	\$922,081.27	\$1,076,717.80	\$800,140.80
WMF share of costs	95%	95%	95%	95%

18. Sustainable Coastlines will be, in accordance with clause 3.12 'Counterparts', providing a scanned copy of the signed Deed, and will courier the hardcopy.
19. The Ministry for the Environment is now required to sign this Deed of Funding to complete the agreement. The two signed copies will constitute a binding and enforceable agreement between the Parties.
20. On 19 April 2018, Adrienne Ellingham, Senior Solicitor, Ministry for the Environment confirmed by email that she reviewed the Deed of Funding and confirmed that it is in order for signing.

Recommendations / Actions

I recommend that you:

- a) **SIGN** the attached Deed of Funding with a total Waste Minimisation Fund contribution of \$2,658,992.87 (excl. GST) between the Ministry for the Environment and Sustainable Coastlines on its Waste Minimisation Fund project entitled 'A grass roots solution to litter in New Zealand'.



Marianna Tyler
Manager
Hono Tātaki – Resource Efficiency & Innovation

Recommended

Yes / No

Date: 26/04/2018



Hinemoa Awatere
Director
Hono Tātaki – Resource Efficiency & Innovation

Recommended

Yes / No

Date: 24/4/18



James Walker
Deputy Secretary
Partnerships and Customers

Approved

Yes / No

Date: 27/4/18

Funds Management - Deed Tracking Form

(This form is to be sent to Procurement Administrator attached to the two signed original copies of the Deed/Variation (signed by recipient and MFE))

Date sent to Procurement:	30 April 2018	
Departmental or Crown Budget:	Crown	
Name of Organisation (Recipient) (full legal name)	Sustainable Coastlines Charitable Trust	
Trading Name (if different)		
Cost Centre/Project Code/Account Code/Fund: (Delete as applicable)	174/20100 /234 Waste Minimisation Fund	
Project Name: (Title on Deed for Procurement)	A grass roots solution to Litter in New Zealand	
Ministry Contact Person	Name:	Andrea Gregor
	Phone:	
	Email:	Andrea.Gregor@mfe.govt.nz
	Floor:	3
Deed Reviewed in Legal By (Name of Solicitor)	Adrienne Ellingham	
Execution/Start Date: (Date Deed signed)	27/04/2018	
End Date:	27/04/2021	
Deed Total Amount:	\$2,658,992.87	
Project Reference Number (e.g. WMF0012/CEF0034) (To note in FMIS for Procurement)	WMF-17-58	
Postal Address for sending 2 nd signed original of Deed/Variation to: (Must include postcode)	Name: Camden Howitt Organisation: Sustainable Coastlines Charitable Trust Address: 55 Madden Street, Wynyard Quarter Auckland Central 1010	
ADDITIONAL INFORMATION FOR VARIATIONS ONLY		
Contract Number		
Variation Number		
Reason for variation (e.g. date/time/milestones/amount)		
Has total funding amount changed?		
Variation Reviewed in Legal By (Name of Solicitor)		

Procurement Mailbox

From: Procurement@mfe.govt.nz
Sent: Tuesday, 1 May 2018 9:39 a.m.
To: Procurement Mailbox
Subject: CMS - Contract submitted

A new contract has been recorded in the CMS form, and shortly will be set up in FMIS.

Submitter's name: **Lucy Freeman**
Submitter's team: **Procurement**
When: **1/05/2018**

Contract Title: **Deed - with The Sustainable Coastlines Charitable Trust re A grass roots solution to litter in New Z**

Contract Number: **22333**

Contract Type: **Deed**
Entity: **Crown**
Supplier Name: **The Sustainable Coastlines Charitable Trust**
Supplier No.: **L0051774**
Head Agreement:

Cost Centre: **173 Hono Tataki - Resource Efficiency and Innovation**
Project Code: **20100 Contestable Waste Minimisation Fund**
Crown Account: **0234 Contestable Waste Minimisation Fund**
Fund Type: **Waste Minimisation Fund**

Contract Owner: **Hinemoa Awatere**
Start Date: **27/04/2018**
Expiry Date: **24/04/2021**
Estimated Contract Value: **2658992**
Tender Method: **Closed**
Hourly Rate: **0**
Daily Rate: **0**
Contract Person(s):
Report? **No**

