

## Annexure 2: Publications and Media Releases

### Ministry for the Environment or Waste Minimisation Fund logo

The Ministry for the Environment or Waste Minimisation Fund 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.

### Acknowledgements

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:

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Or an alternative version is:

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### 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 (Microsoft 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 New Zealand Government Web Guidelines to ensure it is accessible to a wide audience.

### **Information systems**

It is recommended that any information system, including databases, developed using funds from this Deed observes the standards in the government digital standards catalogue (see <https://www.digital.govt.nz/standards-and-guidance/technology-and-architecture/government-enterprise-architecture/government-digital-standards-catalogue>). Following the government digital standards catalogue will allow the information system to work together more easily with systems in government agencies and other organisations that are following the standards.

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 Microsoft Word file.

## Annexure 3: Travel Expense Policy

If the Recipient is eligible to claim travel-related expenses as indicated in this Deed, the following travel expense policy applies unless the Deed expressly provides otherwise. This travel expense policy provides the Recipient with guidance on what the Ministry considers to be reasonable travel-related expenses.

The Recipient may only claim travel-related expenses incurred by Recipient personnel named as members of the Project team or sub-contracted personnel. The Recipient must provide receipts for reimbursement of any travel-related expenses (including phone calls) otherwise the expenses will not be reimbursed.

<b>Air travel</b>	Where alternatives to air travel are available, such as video conferencing that is the Ministry's preference. Domestic: The Ministry encourages the purchase of the cheapest, non-flexible fares. International: This expenditure is not covered by the Grant unless the Deed expressly states otherwise.	
<b>Out-of-town travel expenses</b>	Actual and reasonable expenses (on receipt) for meals and other incidental expenses while on out-of-town business for the purpose of delivering the Project may be claimed as indicated below.	
	<b>Meal costs</b>	Maximum rates (GST inclusive) are: <ul style="list-style-type: none"> <li>• breakfast \$20</li> <li>• lunch \$20</li> <li>• dinner \$50.</li> </ul> Alcohol charges will not be accepted.
	<b>Accommodation</b>	Maximum contribution of up to \$200.00 (GST inclusive) per night.
<b>Other expenses</b>	<b>Taxis/uber/rental car/parking costs</b>	Moderate and conservative use of taxi/uber/rental car and/or parking costs necessary for the delivery of the Project may be claimed, subject to provision of supporting receipts. Use other more cost-effective and environmentally friendly options (eg, walking, bus) where feasible and practicable.
	<b>Use of private motor vehicle</b>	The Recipient may claim the cost of using a private vehicle for business relating to the delivery of the Project. Mileage may be claimed using the claim rates set by the Inland Revenue for calculating the estimate of expenditure for employees' business use of private motor vehicles (refer to the Inland Revenue's website for current rates).  The Ministry assumes where travel is undertaken in a personal vehicle, 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.
	<b>Phone calls</b>	Personal phone calls are not covered by the Grant. Project-related calls should be made using the cheapest option available. Project-related phone calls charged to hotel bills are often extremely expensive and should be avoided where possible.

# Project Plan

## for Construction and Demolition Programme – Porirua, Kapiti and Hutt Cities

Undertaken by

Porirua City Council



## INTRODUCTION

### **The project plan is a part of your Deed of Funding**

The completed project plan will be incorporated into the Deed of Funding (the Deed), which are the terms your organisation and the Ministry need to agree to, for your organisation to then receive funding.

The project plan is part of the contractual arrangements between your organisation (the Grantee) and the Ministry, which are legally enforceable. It is important to start the project planning process early and consider carefully the content you provide.

Funding is only tagged against your project application for a limited amount of time and the timeframes notified to complete this planning should be adhered to.

### **For new projects**

Congratulations, your application has been selected to proceed to Stage II of the Ministry for the Environment's Waste Minimisation Fund (WMF) funding process. Before funding is finalised for your project you must complete a project plan to a level of complexity that aligns with the level of requested funding.

During Stage II, applicants develop and submit their project plans using this template so the Ministry for the Environment (the Ministry) can consider your application further. Funding is finalised at the end of Stage II.

### **For existing projects**

Congratulations, your project has completed a year of activities. You must complete an Annual Project Plan Update in order to progress on to the next year of your project.

## Using this project plan template

**Please refer to this pdf document when completing your Project Plan online via the FMS portal. Suggested changes and requests for further information have been inserted as a combination of tracked changes and comment boxes. Please contact your Investment Manager if you are unsure about how to complete any sections of the plan**

### Pre-populated content

This project plan template has been pre-populated with key information sets copied from your WMF application or current plan.

Please only update this information in response to feedback.

### Three key areas to focus your attention:

- Project objectives: describe the key activities you will undertake, and the deliverables you will implement through the project. These form the basis of the milestone schedule. The project objectives link to the stated project outcomes/results and measures in the application form. If the project objectives copied from your Application do not comply with the SMART methodology they must be reviewed and edited to align with this requirement.
- Milestone schedule and deliverables: ensure that these provide a cohesive roadmap to deliver the project objectives, not to be standalone points in a project that do not contribute to the project objectives.
- Detailed budget.

## PROJECT PLAN – Waste Minimisation Fund

Prior to completing this project plan for the first time, please read the Stage II supporting documentation

### APPLICANT DETAILS

Full Legal Name:	Porirua City Council
Trading Name:	Porirua City Council
Legal entity status:	Territorial Authority
Organisation Type:	Territorial Authority
Physical Address:	16 Cobham Court, Porirua City Centre, Wellington, 5022, New Zealand
Postal address:	Po Box 50218, Porirua, 5240, New Zealand
NZBN	9429041913024
Other Registration (Trust; Charity; Inc. Society registration #):	
Registered for GST:	Yes
GST: (Enter N/A if not applicable)	53067169
<b>Primary contact</b>	
Name of contact person:	Mr Nigel Clarke
Job title:	Manager - Porirua Harbour, Catchments and Resource Recovery
Phone number:	9(2)(a)
Email address:	nigel.clarke@porirua.govt.nz
<b>Secondary contact</b>	
Name of contact person:	Cloe Vining

### Territorial Authority (if you are a Territorial or Unitary Authority)

Are you a Territorial or Unitary Authority	Yes
Explain why this project is not funded out of your council baseline funding; does not fall under council's core responsibilities; is not funded out of levy money received under section 31 of Waste Minimisation Act 2008 <a href="#">Waste Minimisation Act 2008</a>	<p>Substantial construction is already underway in Porirua with over 14,000 new builds. Additional to this is the redevelopment of approximately 4000 Kainga Ora houses.</p> <p>Council levy money is committed to prescribed activities in our WMMP: community reduction and recycling programmes, organics development business case and business education. Levy funding is insufficient even without halting all our waste minimisation programmes currently undertaken.</p> <p>A C&amp;D business case has been prepared with input from a large number of stakeholders and partners. 8 reports underpinning the business case set out a detailed programme of work to put a C&amp;D facility in place. Unlike Auckland, markets for processed materials are in their infancy in the Wellington Region (for example, there is no market for treated timber which is a large component of C&amp;D materials). This application for funding, based on service provider input as well; reflects the absolute requirement to stage development and build markets.</p>

## PROJECT SUMMARY

<b>WMF Project Reference</b> <i>For all correspondence, use this ID</i>	<b>WMF 2021 Applications Aug-PJ-0002232</b>
<b>Project title:</b> <i>Max. 200 characters</i>	Construction and Demolition Programme – Porirua, Kapiti and Hutt Cities
<b>Project summary:</b> <i>Max. 5000 characters</i>	<p>We are developing a Resource Recovery Park (RRP) at Spicer Landfill. The park will host three waste diversion facilities including a specialist Construction and Demolition (C&amp;D) processing and diversion facility to service Porirua, and also localised material from hubs in Hutt City and Kāpiti Coast. Stage 1 of the RRP project was a business case funded partly through the WMF.</p> <p>The business case is derived from comprehensive assessments carried out by a large team of Council staff, stakeholders, and consultants. There are eight reports setting out all aspects necessary to develop and successfully run a C&amp;D facility and supporting hubs. Reports cover materials composition, markets, business model, labour market analysis, financial feasibility, site selection, relationships to Resource Recovery Hubs.</p> <p>Funding will allow us to build a C&amp;D processing facility and diversion facility and the two local hubs. This would allow PCC to increase processing capability, markets and develop a network of relationships, enabling services to a greater number of developers and manufacturers.</p>
<b>Project impact focus areas</b>	Reduced waste to landfill, Increase resource recovery (i.e. recycling and product stewardship), Promote waste minimisation
<b>Which Waste Stream(s) are impacted by your successful project?</b>	Demolition materials
<b>Region(s) impacted</b>	Wellington - Te Whanganui-a-Tara
<b>Region – project location(s)</b>	Wellington - Te Whanganui-a-Tara
<b>Project Type (Select 1 from list)</b>	Infrastructure project Data gathering
<b>Project Scope</b> <i>Only update this section if in response to feedback</i>	<p>The scope of the Waste Minimisation Fund (WMF) includes, but is not limited to:</p> <ul style="list-style-type: none"> <li>• educational projects that promote waste minimisation activity</li> <li>• projects that address litter</li> <li>• reducing waste and/or increasing reuse, recycling and recovery of waste materials</li> <li>• projects focused on gaining an understanding of existing waste quantities and composition, behaviour, or economic incentives, as a precursor to effectively reducing waste and/or increasing reuse, recycling, and recovery of waste materials</li> <li>• the design of targeted product stewardship schemes to promote and achieve waste minimisation in line with the Ministry's strategic priorities.</li> </ul> <p>Reducing waste and/or increasing reuse, recycling and recovery of waste materials</p>

## Referees

Referee Name	Organisation	Position	Phone #	Email	Physical Address
9(2)(a)					



9(2)(a)

## Waste Sector

Are you aware of similar waste minimisation activities in your region?

Yes

If **yes**, please state what the project type, purpose, organisation and co-investors are of those similar waste minimisation activities.

There are two concrete crushing plants operating, both of which will be linked into providing services as part of our project. There are three reuse facilities which collect and sell used window/door frames and used timber. The facilities can provide an outlet for materials which have been sorted and are in good condition. There are three large scale metal recovery operations, all of which can be linked into providing services as part of our project.

If **no**, then describe the market research you have undertaken to support your application.

## Funding

What is the total cost of the project?

\$3,155,282.00

Funding framework for the project: (confirm \$ and %)

<b>Funding approved \$</b>	2,053,838.00	%	65.09
<b>Co-investor cash</b>	1,101,444.00	%	34.91

Funding framework for the project:

How many years are you seeking funding for?

3 Years

Has funding from any other government source been received or applied for in relation to this project?

No

If **YES**, please state source and funding requested

Other funding amount (\$NZD)

\$

Other funding comment

## Co-investors

Are other co-investors required or not?

Yes

If you stated **Yes**, please detail your co-funding.

You are required to upload the support letter/email from each co-investor.

Co-investor Organisation

Amount (\$NZD)

% of total project cost

9(2)(b)(ii)

## Funding Information Table

Funding Information	Total (estimate)	Year One (estimate)	Year Two (estimate)	Year Three (estimate)
Organisation's (Funding Recipient) cash contribution to the project	\$ 592,282.00	\$ 241,510.00	\$ 350,772.00	\$ -
3rd Party Co-investor funding sources	\$ 509,162.00	\$ -	\$ -	\$ 509,162.00
MfE contribution (approved amount)	\$ 2,053,838.00	\$ 232,040.00	\$ 1,267,960.00	\$ 553,838.00
Total cost of project (A+B+C)*	\$ 3,155,282.00	\$ 473,550.00	\$ 1,618,732.00	\$ 1,063,000.00
WMF share of costs (for office use only)	65.09%	49.00%	78.33%	52.10%

## Intellectual Property

Intellectual Property (IP)	<p>We acknowledge that if our project is approved WMF funding, the Ministry's deed of funding template provides that we will own any new IP generated from this project but will grant the Ministry a non-exclusive licence to use that IP if it forms part of the funded project deliverables</p>
	Agreed

## PROJECT DETAILS

### CONCEPT

What are you seeking funding for?

Note: **Only update this section if in response to feedback**

Max. 2000 characters

#### Examples

#### Activity

What will you do?  
 e.g. develop resources

#### Output of the activity

What results from your activity?

#### Outcome of the activity

What you want to achieve? This should align to your project's objective(s)

#### How the outcome is measured/demonstrated?

How will you know whether your project objective has been met? What difference has been made? That is, what evidence will you have?

### Outline what is the problem that your project will address?

Based on 2020 surveys, approximately 50% of waste to our landfill, or about 75,000 tonnes per annum is C&D waste. For Porirua, there are 14,000 residential units proposed for construction by the private sector and Kāinga Ora's large-scale 20 year regeneration of Eastern Porirua. Ngāti Toa has 900 homes to redevelop. Similar construction waste from residential, Ministry of Education and DHB construction across Kāpiti and Hutt is underway. It is estimated that 32,000 tonnes of C&D waste will be generated on top of current C&D waste volumes.

If we continue with business as usual landfilling C&D waste, valuable materials will continue to be wasted in landfill, with organic C&D materials creating additional greenhouse gas emissions and taking up space in the landfill, bringing it to its end of life much sooner than necessary.

In early 2021 Porirua City Council (PCC), Kāpiti Coast District Council (KCDC), Hutt City Council (HCC) and Kāinga Ora commissioned a business case for investment in C&D diversion infrastructure. The business case reports have explored what materials were available from C&D and what markets were available for. Three types of operation (small, medium and large) business models were investigated including whether labour was available and the financial feasibility of each. For the Wellington region, site locations were examined, and resource recovery park designs considered.

This project will address the risks identified in the reports regarding availability of markets that can accept C&D products. It will also provide more options for the construction, development, deconstruction, and demolition industry in the lower North Island where there are currently limited and disconnected options available for C&D waste diversion.

### Outline your proposed solution and how your project will deliver that solution. (Note: detailed milestones will be inserted into Section G.)

PCC, KCDC, HCC and Upper Hutt City Council (UHCC) are working together on regional solutions for the waste problems we have. Porirua has been identified as a site for the commercially focused Construction and Demolition hub, located at Spicer Landfill. A Resource Recovery Hub, including a specialised residential and commercial C&D drop off is proposed. Kāpiti and Hutt partners will provide similar smaller RRP with C&D consolidation hubs as part of this programme.

This project is to establish a Porirua C&D facility and KCDC hub in conjunction with Kāinga Ora, designed to be scalable, allowing additional capacity, both on site and off site at the neighbouring council facilities, as markets for processed product are further strengthened and developed.

The C&D facility in Porirua will require moving the transfer station and developing a RRP. The project and funding would be in stages - concept plans, detailed design, consenting, building and operation.

Partners will collaborate on sourcing feedstock, processing and marketing. The full business case and supporting information is attached.

**Project Objectives (SMART)** List your project objectives (include 2 to 6 SMART objectives). Note: SMART means **S**pecific, **M**easurable, **A**chievable, and **R**ealistic within the **T**imeframe of the WMF project). **Note:** stated objectives must be achieved by the Milestones you state in the Milestone table (Section F)

Objective #	Objective
1	Construct a facility to divert C&D waste from landfill and have open for customers by June 2024 at the Spicer Landfill.
2	Establish markets, handling, and processing requirements for the successful operation of the facility to deliver 25-35% waste diversion, or 18,000-26,000 tonnes of C&D waste, within 12 months of the Porirua C&D facility opening.
3	Host at least 3 C&D sector events and engage with at least 15 C&D businesses in 2023 in conjunction with the opening of the facility to enhance awareness and understanding of C&D waste minimisation practices

### Statutory Permissions

<b>Do you require any statutory permissions to complete the project?</b>	Yes	<b>Do you require any statutory permissions to complete the project?</b> This includes, but is not limited to, permits such as those under the Basel Convention and consents for resource management, building, planning, etc. <b>If yes, please provide details below.</b>
<b>Type of permission or consent?</b>	Other	
<b>Restricted work for which the permissions is sought? When is a decision expected?</b>	Building consent for facility	

### RMA Notices

Date	Issuer	Type of Notice	Reason
No details			

## EXPERIENCE AND CAPABILITY

### Ability to Deliver

Max. 5000 characters

Only update this section if in response to feedback.

Ensure your proposal demonstrates:

- what is already in place for your project to ensure success
- what requirements remain outstanding
- what issues still remain that need to be addressed
- details of the project team and project manager's appropriate skill set and experience
- how the project will achieve its goals
- how the effectiveness of the project will be monitored, evaluated and reported on
- how the project will be self-sustaining beyond the term of the WMF funding and how it will be resourced (for example who will be managing reporting post-project benefits realisation)
- Attach project management structures

PCC, KCDC, HCC and UHCC waste management and minimisation teams have extensive experience in delivering major project infrastructure and services. All four of the waste managers at the Councils have an in-depth understanding of the waste sector from a council and commercial perspective. All staff have successfully managed major projects for the private sector, central and local government.

All Councils have experienced regulatory, contract and infrastructure management teams able to plan, lead and deliver major projects to draw on.

Our major partner, Kāinga Ora, has a local team with substantial commercial experience in delivering major projects for central government. Kāinga Ora has contracted delivery partners who are appointed due to their skills and ability in the construction sector and will have good input as required to this project. Staff from the Kāinga Ora Demolition & Deconstruction, Construction and Innovation team are undertaking supporting work to address product processing and sales which will underpin future commercial viability of this project. The local team is supported by the national construction and deconstruction team.

The project will be run as a significant project at Porirua City Council and as such will be required to follow our major project, project management procedures, with oversight by the Project Management Office and Senior Accountant. All major projects have quarterly reporting requirements to the Executive Management Team. A Prince 2 project framework is applied to major projects.

The project team group is responsible for monitoring day to day progress and providing project reports to the project steering group. The project steering group are required to track and evaluate project progress and ensure any issues affecting progress are dealt with.

The project sponsor reports to the Executive Management Team and to Councils as needed.

### Project team

Successful WMF projects have teams with well-defined roles and responsibilities so everyone is clear who is responsible for what in terms of project delivery. If someone departs your organisation, or goes on leave, it will then be clear what work needs to be done in their absence. Complete the table that includes providing comprehensive details about the Project Manager.

Name	Role	FTE contribution to the project	Reports to	Project responsibilities
Ruth Clarke	Waste Projects Manager	0.25000	Nienke Itjeshorst, Sustainability and Resilience Manager, KCDC	Kāpiti Hub Development Market development

Nigel Clarke	Project Lead	0.25000	Andrew Dalziel, GM Infrastructure, PCC	Convene and facilitate project steering group Technical advice for the project
Kelly Agar	Project Manager	0.25000	Project Steering Group	Project Manager
Cloe Vining	Commercial Waste Minimisation Advisor	0.50000	Manager, Porirua City Council	Lead technical aspects of Project and assist with market development for processed C&D materials
Diljinda Uppal	Solid Waste Manager	0.25000	Jorn Scherzer, Head Climate and Waste Hutt City Council	Hutt City Hub development, Market development
Richard Schouten	Waste Minimisation officer	0.25000	Manager, Infrastructure, Upper Hutt City Council	Upper Hutt hub/contribution
Robbie Woods	Manager, Infrastructure Strategy, Kainga Ora	0.25000	Porirua Development	Facilitate Kainga ora team involvement
Andrew Goldie	Alliance - working for Kainga Ora	0.20000	Robbie Woods	Liaison with project team carrying out demolition and site preparation for Porirua East Development
Matthew George	Technical Lead and Project Manager, Envirowaste Corporate	0.50000	John Herring	Lead detailed design with Cloe Vining Porirua City Council technical lead
John Herring	Manager, Envirowaste Corporate	0.25000	James Rutter, GM Infrastructure	Lead Envirowaste contributions to the project

### Sub-contracting details

Organisation	Contact person	Phone	Email	Work to be undertaken	Contract value	Conflict of interest	Conflict
No details							

### Managing funds

Council has policy and procedures in place for all project management, financial management and procurement.

Funds will be managed through the Council Finance team. An account manager (one of the team of financial accounts) will be responsible for budget management, budget reporting, accounts payable and accounts receivable.

The project manager will be responsible for working with the account manager to ensure up to date budget reporting is provided both to management at Porirua City Council and through to the Funds team at the Ministry.

All procurement is required to meet Council's Procurement Policy which is a guide to meet section 14 of the Local Government Act. The Policy sets out requirements on Council employees and contractors to enable transparent and fair procurement, reflecting good governance and financial management. Council has comprehensive procurement procedures for all contracts.

Procurement for this project will have oversight from Council's Procurement Office.

As a major project, the project must meet stringent reporting requirements to the Executive Management Team and there is oversight from the Risk Assurance Manager.

### Governance

Max. 2500 characters

The level of project governance required needs to reflect the scale and complexity of the project and the level of Crown/ WMF funding. We recommend you view an example in Section C of the Applicant Guidelines.

**Who is responsible for overseeing the project's delivery and for ensuring it stays on track including on a day to day basis?**

**Outline:**

- appropriate accountability to stakeholders;
- an appropriate governance structure that includes existing governance capability, for example Steering Group/Advisory Board.

Examples: Project governance will be in line with Company X's delegated authority processes. The project is being overseen by the Project manager who reports to the General Manager sitting on Senior Leadership Team. Delegated authority to Project Manager

The project Co-Governance Group Chair reports to the Executive Management Team at Porirua City Council. This project is now considered a major project for Council, which means strengthened reporting and accountability measures are in place.

Project governance structure, roles and decision-making processes will follow a standard project management structure.

The structure will be tiered, with project management, PCC integration and technical advisory groups meeting regularly and working with the Chair/Co-Chairs to bring information to the Co-Governance group for decision making.

**Project team**

A core team has been established which has representatives from all partners.

**PCC project integration team**

A team has also been established to ensure the project is well-integrated across PCC and includes senior staff from Communications, District Planning, Finance, Project Management Office, and Consenting.

**Technical Support team**

Technical advice will be necessary for parts of the project. Advice will be provided from our lead technical partner EnviroWaste, PCC engineers, Economic Development staff, and our Growth and Development team.

Project Sponsor - Andrew Dalziel, General Manager Infrastructure, Deputy Chief Executive

Project Governance Board

Andrew Dalziel, General Manager Infrastructure, Deputy Chief Executive

James Rutter, GM Infrastructure, EnviroWaste

Alison Wiley, Manager Risk and Assurance Porirua City Council

Steering group

Nigel Clarke, Manager, Porirua City Council

Rachel Trinder, Senior Programme Manager, Demolition and Deconstruction Construction and Innovation, Kainga Ora

David Down, Manager, Solid Waste

John Herring, EnviroWaste

Peter Sharpe, EnviroWaste

Robbie Woods, Manager Infrastructure Strategy Kainga Ora

Jorn Scherzer, Head of Climate and Waste, Hutt City Council

Nienke Itjeshorst, Sustainability and Resilience Manager, Kāpiti Coast District Council

Accounting firm is currently Ernst and Young

## Health and Safety

### Health and Safety

It is important you have a Health and Safety plan in place for delivery of this project. If you do not yet have a Health and Safety plan this will be required as a first deliverable for Milestone 1 Year 1 of the project.

We confirm that the Health and Safety plan for this project is attached.

### Health and Safety of this project is the primary responsibility of:

**Name:** Sam Bishop

**Organisation:** Porirua City Council

**Role:** Manager, Health and Safety

### List 3-5 key health and safety responsibilities of the role described:

Oversees all Health and Safety at Council.  
 Reports weekly to the Executive Leadership Team  
 Ensures contractors are meeting approved contractor requirements  
 Manages the People Safe system for Council  
 Provides direction on Health and Safety for all projects

### Will any of the work be sub-contracted?

No

Where more than one entity will deliver the project, please confirm how health and safety matters will be managed by those entities.

Describe how those parties involved will consult, co-operate and co-ordinate their activities with a view to ensuring they comply with their respective Health and Safety obligations as they relate to the delivery of this project.

Sub-contractor statement

## Conflict of Interest Declaration

### Conflicts of Interest

#### Definition:

A conflict of interest arises if a party or its personnel's personal or business interests or obligations do or could conflict or be perceived to conflict with its obligations under the contract. I.e, the party's independence, objectivity or impartiality can be called into question. A conflict of interest may be actual, potential or perceived.

Example: the applicant has a close association with a consultancy who may be contracted to deliver an aspect of the project.

This conflict of interest will be managed by the applicant obtaining three quotes to ensure the successful supplier provides value for money.

**1. Does your organisation (including any personnel) have any perceived, actual or potential conflicts of interest in relation to this project?**

No

If Yes – state the nature of this conflict of interest and how it will be managed.

**2. Does your organisation have a conflict of interest management plan/policy?**

Yes

If Yes, state when this documentation was last reviewed/updated and confirm who is responsible for managing conflicts of interest, compliance with the plan/policy and the COI register for this project.

2 November 2020

Alison Wiley is responsible for managing conflicts of interest at PCC.

## Benefits

**ENDURING BENEFITS (IMPACTS) TO NEW ZEALAND** *Note: Please only update if in response to feedback. Statements made in this section will be required to be reported on at completion of the project and subsequent post-project reporting.*

- If your project is successful what benefits/impacts will it contribute to New Zealand, and for New Zealanders?
- How will you demonstrate and quantify those benefits/impacts?

### WMF impacts:

1. Promote waste minimisation
2. Increased resource recovery (i.e. recycling and product stewardship)
3. Reduced waste to landfill
4. Minimising harm from waste

Benefit Type	Benefit Explanation	Project Completion	Post-Project Year 1	Post-Project Year 2	Post-Project Year 3
Environmental	<p>C&amp;D recycling provides a source of natural materials that would otherwise have to be mined from the earth.</p> <ul style="list-style-type: none"> <li>• Aggregate produced from crushing concrete and brick provide a substitute for virgin rock sources,</li> <li>• gypsum from plasterboard can be used instead of naturally mined gypsum,</li> <li>• when metals such as steel, aluminium and copper are recovered, they offset some of the demand to extract these elements from the earth. Recycling wood and cardboard to produce fuel, mulch and new products lessens the requirement for timber harvesting.</li> </ul>	Recycled C&D materials: 0 Tonnes	Recycled C&D materials: 6,000 Tonnes	Recycled C&D materials: 11,000	Recycled C&D materials: 11,000

<p>Environmental</p>	<p>Since the use of recycled materials in a product or process often requires less net energy compared to the use of virgin materials, recycling has the potential to result in an overall reduction in net energy use and the resulting green-house gas (GHG) emissions associated with this energy use.</p> <p>By removing timber from C&amp;D waste from landfill, GHG emissions from organic waste in landfill will also be reduced.</p>	<p>Reduction in organic materials from going to landfill: 0 tonnes</p>	<p>Reduction in organic materials from going to landfill: 1,000 tonnes</p>	<p>Reduction in organic materials from going to landfill: 3,800 tonnes</p>	<p>Reduction in organic materials from going to landfill: 3,800 tonnes</p>
<p>Economic/Financial</p>	<p>There are currently limited and disconnected services for the construction and demolition industry in the lower North Island. This project is intended to provide a mid-sized service offering options for the construction, demolition, development and deconstruction industry. Once markets are more firmly established, there is real scope to expand the services with associated employment benefits in upstream (building services) and downstream (manufacturing and reprocessing) operations.</p>	<p>3 new markets established after the C&amp;D diversion facility has opened through expanding services</p>	<p>n/a</p>	<p>n/a</p>	<p>n/a</p>
<p>Economic/Financial</p>	<p>C&amp;D recycling facilities transform the materials into products that are sold to manufacturing operations or directly to customers, creating greater economic benefit to the local economy. The second life of these materials are valuable for other sectors of the economy, especially mills and manufacturing plants who purchase the recyclables to produce products.</p>	<p>Recycled C&amp;D materials: 0 Tonnes</p>	<p>Recycled C&amp;D materials: 6,000 Tonnes</p>	<p>Recycled C&amp;D materials: 11,000</p>	<p>Recycled C&amp;D materials: 11,000</p>
<p>Social/Cultural</p>	<p>C&amp;D recycling facilities use a combination of manual separation and mechanical equipment. More employees are needed to recycle C&amp;D compared to burying the materials in a landfill. When value-added products are created at C&amp;D recycling facilities, critical employees move the incoming material onto the processing line, the workers are assigned to hand-pick out desired commodities from the mixed debris, processing, marketing, and transporting the recycled products off-site to their second life.</p>	<p>The number of people upskilled and trained: 2 PCC</p>	<p>The number of people upskilled and trained: 1 HCC 0.5 FTE KCDC</p>	<p>n/a</p>	<p>n/a</p>

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Social/Cultural	<p>The current proposal is intended to provide 4-5 direct new jobs. Downstream jobs will also be generated. There are also options for staff at the Porirua Construction Skills Hub to receive training. A key part of the project is to work with developers and related trades to develop awareness and action on construction wastes.</p>	<p>Number of jobs created: 3 PCC</p>	<p>Number of jobs created: 1 HCC 0.5 FTE KCDC</p>	<p>n/a</p>	<p>n/a</p>
Post Project Benefits	<p>A core part of this project is engaging with private sector service providers to both cement in existing operations (such as the aggregate plants), but also to encourage new providers to establish as markets and financial viability for different services becomes more certain.</p> <p>Through the project, the C&amp;D industry will be engaged with to educate about the facility and the importance of diverting waste from landfill.</p>	<p>Number of private sectors are engaged: 5 C&amp;D businesses</p>	<p>Number of private sectors are engaged: 10</p>	<p>Number of private sectors are engaged: 10</p>	<p>Number of private sectors are engaged: 10</p>

## Outcomes/Results

In this section the measurable outcomes of your project are recorded using standardised results indicators. These supplement the textual descriptions provided in the Benefits section and provide the basis for reporting progress against objectives and targets during and after the project.

These results indicators provide standard measures that will be used across WMF projects.

- Please select all of the results indicators that you need to fully reflect the impact you intend to achieve through your project. They should relate to the objectives and benefits you have described.
- Please ensure that the selection of indicators does not result in double counting. For example, volumes counted as diverted should not also be entered as a volume of reduced waste to landfill.

At the application stage you were asked to translate the Outcomes you described at the EOI stage to Results below.

Outcomes <i>(links to Project impacts– Section B)</i>			
Outcome	Year 1 measure	Year 2 measure	Year 3 measure
Increase in employment opportunities across the C&D sector as a result of services being offered	3 FTE on C&D handling and processing (not including site development)	5 FTE on C&D handling and processing	5-10 on C&D handling and processing with increase in employment in downstream services and sales
Enhanced local employment and awareness	The C&D waste minimisation activity promoted through Porirua Development Skills Hub	Comprehensive educational programme for the construction sector will be put in place focussing on ensuring materials for recovery are available and quality is not compromised	Education programme will be supported by an overall waste minimisation programme directed at reducing waste.
C&D processing capacity increased and sales programme developed	200 tonnes processed	1800 tonnes processed	4000-6000 tonnes processed
C&D processing facilities in the Wellington region with the ability to expand in capacity.	Three sites under development	Sites operational and markets developing	Capacity and sales increased

Waste min has a relatable link to kaitiakianga - focus on conscious, proactive resource management.	Training programmes established at Development Skills Hub	Staff trained and ready for work	Broader construction sector trainees aware of C&D practice
Data providing confidence in the quantity and composition of material from C&D development.	Data systems developed and in place	Knowledge of handling and processing requirements recorded	Data available to define and categorise C&D material that can be diverted through a viable market.

## Project Results

Please ensure that you have selected all of the results indicators that are associated with the outcomes you have listed. These results indicators are the standard indicators that will be used across WMF projects.

The target is the change that you aim to achieve through the project. If applicable, please provide a description of how the target you are aiming to achieve breaks down into waste stream and region.

Check and edit your Results listed below, taking into account any feedback you have received.

Indicator Name: FTE per annum equivalent employment created by project

Indicator Record ID: IND-0000003

Unit of Measure: People

Period	Value	Baseline	Description	Total Result
08/2022 - 08/2025	3.00	0 - No staff employed	We will bring in one new fulltime person at the beginning of the first year and two more in the second year	0.00

Indicator Name: Processing capacity added by new infrastructure (e.g. # tonnes p/a)

Indicator Record ID: IND-0000007

Unit of Measure: Tonnes

Period	Value	Baseline	Description	Total Result
08/2022 - 08/2025	11,000.00	5-10 tonnes of material currently handled. Kainga ora future target is 60% of deconstruction, which is similar to the business case figures	C&D processing capacity will increase over time as processing increases and markets are further developed. The processing capacity is estimated to be 11,000t per annum once operational.	0.00

### Data Collection – Methodology

Please describe how you will measure waste minimised during and after the funded project period (including the source of tonnage data). If you are unable to provide tonnage figures for your project then please explain why (maximum 300 words).

- Data collection at the landfill weighbridge (incoming tonnages to the site)
- Data collection of incoming materials at the C&D facility
- Data collection of materials processed (tonnages)
- Data collection on processed materials sold (tonnages)
  
- Number of staff contracts.
- SWAP analysis of transfer station and landfill waste

## PROJECT PLAN AND ESTIMATED BUDGET

### Milestone Table

In the milestone table please provide a detailed breakdown of the main activities for the full duration of your project and the estimated costs. Note that the budget estimate summary table follows next in the next section.

A milestone is a significant stage (series of activities) or event in the development, or duration, of your project.

- Successful WMF Projects generally have up to four milestones a year as this provides a good balance of claim reporting, administration and payment. If you require more than four milestones please raise this during the project negotiation phase.
- It is important your project identifies clear milestones against a timeline and indicates what will be delivered to show the milestone has been achieved.
- All milestones stated need to achieve and deliver on the Project Objectives you described in the Project Details section.
- The estimated value of the project's final milestone should contain a minimum of 10% of the total WMF contribution for your project.
- There are compulsory reporting documents the Ministry requires for each milestone. Please make sure to enter these requirements into all of your milestones.
- Please list other activities and deliverables your project will undertake and deliver.
- All costs must be recorded as GST exclusive.
- Please refer to the Milestone exemplars that are downloadable from your Project Plan in the FMS client portal.

#	Due date of milestone completion	WMF amount (\$NZD)	Co-investor Cash (\$NZD) (excludes in-kind)	TOTAL estimated cost (\$)	Category	Milestone name (description)	Activities undertaken	Deliverables / Evidence of completion
1	15/12/2023	232,040.00	241,510.00	473,550.00	Infrastructure project	Development of the detailed project operational plan and initial equipment order	1.1 Develop internal PCC Resource Recovery Network project operation plan, including risk assessments 1.2 Engage with consultant to develop detailed design 1.3 Building consent obtained 1.4 Order C&D processing Equipment 30% Deposit): <ol style="list-style-type: none"> <li>Screen, edge TRT622</li> <li>Density separator, MC1400</li> <li>4x Picking station, MPS48</li> </ol> 1.5 Complete Ministry Milestone Reporting	1.1 Copy of internal PCC Resource Recovery Network Project operation Plan 1.2 Confirmation of chosen consultant for detailed design work. 1.3 Copy of building consent or evidence to show building consent is not required. 1.4 Copies of Purchase Orders for processing equipment and evidence for deposit payments. 1.5 Submit Ministry documentation online via the FMS Client Portal <ol style="list-style-type: none"> <li>Milestone report</li> <li>Summary of Expenses</li> <li>Evidence of invoices paid as part of milestone</li> <li>MfE Tax Invoice (for WMF funds)</li> </ol>
2	30/06/2024	1,267,960.00	350,772.00	1,618,732.00	Infrastructure project	Finalised equipment order and facility operation	2.1 Procurement for construction of facility 2.2 Final payment for new equipment (70%) <ol style="list-style-type: none"> <li>Screen, edge TRT622</li> <li>Density separator, MC1400</li> <li>4x Picking station, MPS48</li> </ol> 2.3 Delivery and commission of processing equipment	2.1 Confirmation of chosen contractor for construction works. 2.2 Tax invoices for equipment, Proof of payments (e.g. bank statement) 2.3 Copy of the delivery schedule for new equipment and evidence of equipment on site <ul style="list-style-type: none"> <li>Photographs of new assets - clearly identifying assets and their location</li> </ul>

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						<p>2.4 Procurement for operations of facility and markets developed</p> <p>2.5 Buildings constructed</p> <p>2.7 Markets developed and secured</p> <p>2.6 Facility is operating</p> <p>2.7 Complete Ministry Milestone Reporting</p>	<ul style="list-style-type: none"> <li>PPSR details for any capital assets &gt;\$5,000 value that are in recipient's possession (refer to Deed for capital asset requirements)</li> </ul> <p>2.4 Contracts in place</p> <ul style="list-style-type: none"> <li>Copy of the contracts.</li> </ul> <p>2.5 Buildings on site</p> <ul style="list-style-type: none"> <li>Photographs/videos of the building</li> </ul> <p>2.6 Facility is operating</p> <ul style="list-style-type: none"> <li>evidence of commissioning (e.g. data outputs, video in operation, installer statement)</li> </ul> <p>2.7 Ministry reporting on FMS client portal</p> <ul style="list-style-type: none"> <li>Milestone report</li> <li>Summary of Expenses</li> <li>Evidence of invoices paid as part of milestone</li> <li>MfE Tax Invoice (for WMF funds)</li> </ul>
3	30/06/2025	200,000.00	250,000.00	450,000.00	Infrastructure project	<p>Kāpiti Coast District Council's Hub project preparation, development, construction and operation</p> <p>3.1 Project operational plan developed for Kāpiti Coast District Council resource recovery park including C&amp;D hub</p> <p>3.2 Detailed design for hub</p> <p>3.3 Building consent obtained</p> <p>3.4 Construction of hub</p> <p style="padding-left: 20px;">a. Site set up including changes to current transfer station area</p>	<p>3.1 Copy of project operational plan provided</p> <p>3.2 Copy of detailed design provided</p> <p>3.3 Copy of building consent or evidence to show building consent is not required.</p> <p>3.4 Photographs/videos of the building</p> <p>3.5 Evidence of commissioning (e.g. data outputs, video in operation, installer statement)</p>

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							<p>(pads, weighbridge realignment)</p> <p>b. Buildings for a shop, education area, repair/tag area and staff quarters</p> <p>c. Further site set up including storage areas, fencing, roading as needed</p> <p>3.5 Commence Operations at the KCC hub</p> <p>3.6 Complete Ministry Milestone Reporting</p>	<p>3.6 Submit Ministry documentation online via the FMS client portal</p> <p>a. Milestone report</p> <p>b. Summary of expenses</p> <p>c. Evidence of invoices paid as part of milestone</p> <p>d. MfE Tax invoice (for WMF funds)</p>
4	01/07/2025	353,838.00	259,162.00	613,000.00	Infrastructure project	Hutt City Council's Hub project preparation, development, construction and operation	<p>4.1 Internal project plan developed for Hutt City Council C&amp;D hub</p> <p>4.2 Detailed design for hub</p> <p>4.3 Building consent obtained</p> <p>4.4 Construction of UHCC hub</p> <ul style="list-style-type: none"> <li>• Poled roofing structure</li> <li>• Concrete pad</li> </ul> <p>4.5 Commence Operations at UHCC hub</p> <p>4.6 Complete Ministry Milestone Reporting</p>	<p>4.1 Copy of project plan provided</p> <p>4.2 Copy of detailed design provided</p> <p>4.3 Copy of building consent or evidence to show building consent is not required.</p> <p>4.4 Photographs/videos of the building</p> <p>4.5 Evidence of commissioning (e.g. data outputs, video in operation, installer statement)</p> <p>4.6 Submit Ministry documentation online via the FMS client portal</p> <p>a. Milestone report</p> <p>b. Summary of expenses</p> <p>c. Evidence of invoices paid as part of milestone</p> <p>d. MfE Tax invoice (for WMF funds)</p>

### Detailed Budget

Expense Head	Year 1	Year 2	Year 3	
	Milestone 1	Milestone 2	Milestone 3	Milestone 4
Purchase of capital assets and other capital costs – breakdown of cash costs	\$473,550.00	\$1,618,732.00	\$450,000.00	\$613,000.00

## PROJECT RISKS AND MITIGATIONS

A risk is something that may affect the completion and success of your project. It is good practice to identify any and all the concerns about your project at an early stage and what mitigations you will put in place to address these.

When identifying risk you should:

- identify its potential impact on the project
- identify the likelihood of this risk occurring
- identify the consequences to the project (*severity*)
- identify how you will mitigate or contain the risk.
- It is recommended that your risk containment/mitigation plan should be reviewed regularly, and any new risks and mitigation strategies added as they are identified.
- Please refer to the Risks and Mitigations exemplars which includes common risks found across WMF projects

Complete your analysis of the relevant risks to the project in the table below.

Note: you must include an assessment of the risk of COVID-19 to your project.

Risk (Including what were, or are, the causes)	Category	Impact	Impact Details	Likelihood (L, M, H)	Severity (L, M, H)	Mitigation "how will this be managed"	Residual Risks
Insufficient volume	Financial	Medium	Plant runs under capacity with financial consequences	Medium	Medium	Work with the market to understand the volume required and target that material from other sources.	Fluctuations may still occur.
Central Government bid for funding is not successful	Financial	High	The C&D facility will not proceed at scale	High	High	A small scale sorting plant may be put in place if other funding or partnerships can be sourced.	The Wellington Region will not have C&D services on offer.

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Local employment opportunities not provided	Benefit	Medium	The resource recovery hubs and C&D facility are intended to support the Porirua Development Skills Hub by providing ongoing employment and training opportunities	Medium	Medium	A scaled back apprentice training scheme for local developers.	Workforce development opportunities in waste minimisation are not offered and awareness in the industry of the need for minimising waste is significantly reduced.
Developers and Kainga Ora Alliance anticipating C&D services that do not eventuate	Scope	Medium	C&D materials are landfilled, C&D targets are not met. Developers co-operation in minimising building wastes is substantially reduced.	High	Medium	Small scale sorting takes place for materials with a high value and markets sought from private sector providers over time.	Business confidence and support for waste minimisation reduces.
Covid illnesses effecting staff availability to deliver work programme		High	Contractors and staff are taken ill with covid or family members need to be taken care of, meaning staff aren't available to carry out work to deliver milestones on time, leading to a delayed project.	High	Medium	Adhering to national and organisational guidelines to ensure exposure to the virus is kept to a minimum. Ensuring staff have ability to work remotely from home if they need to isolate.	Some staff may still have periods where they are unable to work due to illness.
Price escalations/global supply chain issues also impact on fluctuating machinery costs and availability		High	Project costs significantly increase, making the project no longer financially viable	Medium	High	Ensure long lead in times Lease equipment in the interim	Costs still may be high, leading to the budget being exceeded
Necessary consents are not granted or are delayed		Medium	If building consents are delayed this would delay the project and milestone dates	Low	Medium	Apply for consents with a time buffer to allow for delays	Project could still be delayed, meaning a variation to the deed of funding may be required.

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Availability of contractors to construct facilities is low		Medium	With limited supplies in the labour market of contractors, the facilities are unable to be built within proposed timeframes.	Medium	Medium	Ensure long lead in times	Project could still be delayed, meaning a variation to the deed of funding may be required.
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## Checklist

### Don't yet have the necessary documentation?

Ensure the required documentation is provided to the Ministry as soon as complete and this action is recorded as one of the first activities/deliverables in the project plan's Milestone table.

### How to submit all documentation

Submit all relevant documentations via the FMS portal. There is an upload section at the end of the Project Plan Update Request.

Please use the file naming conventions advised by your Investment Manager.

I have uploaded supporting letter/email from all co-investors	Yes
I have uploaded my Health and Safety Plan	No
I have uploaded my detailed budget breakdown	Yes
I have completed all sections of this project plan as accurately as possible	Yes
I have uploaded relevant consent documentation	No
I have uploaded our organisation's Conflict of Interest Management Plan	Yes

## Declaration

I declare that, to the best of my knowledge, the information contained in all sections of this project plan or supplied by us in support of our project is complete, true and accurate	Yes
I declare that I am authorised to make this project plan on behalf of the co-investors and/or co-funders identified in this project	Yes
I declare that none of the organisations named in this project plan are in receivership or liquidation	Yes
I declare that the project plan is not being made by an undischarged bankrupt or someone prohibited from managing a business or from directing a company	Yes
I acknowledge that the Minister for the Environment or the Ministry may publicise any successes that result from this project plan (while respecting commercial confidentiality)	Yes
I acknowledge that the Ministry may be required to share information under Official Information Act (OIA) requests	Yes
I confirm that the information in this project plan must remain confidential throughout this planning phase	Yes
I give permission that the content provided in the Project Summary be made public if this Deed negotiation is successful	Yes
Acknowledgement Response	

## 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.ombudsman.parliament.nz](http://www.ombudsman.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.