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# About this guide

Congratulations! You have been invited to submit your full application for funding from the Plastics Innovation Fund (PIF).

This document supports you as you complete your application. It covers the new sections of the application form and, where applicable, provides more information about the questions being asked.

## Other guides

Please use this guide together with:

* [Fund Management System (FMS) Client Portal Guide for Applicant Organisations](https://enquire-content-catalog-mfeprod.s3.ap-southeast-2.amazonaws.com/MFEFMS/document/f4a5e655-6606-4f06-854d-b26d9d2d6609.pdf)
* the five strategic outcomes outlined on the [Te Tahua Pūtea mō te Kirihou Auaha Plastics Innovation Fund](https://environment.govt.nz/what-you-can-do/funding/plastics-innovation-fund/) website.

We (the Ministry for the Environment/the Ministry) suggest you read these documents before you prepare your application.

Tēnā koutou, tēnā koutou, tēnā koutou katoa.

# Application form: additional information

Below is a guide to the sections of the application form that request further information.

## Information brought forward

All information entered in the expression of interest (EOI) is carried through into the application form.

You do not need to provide any further information in the pre-populated areas, unless you have been asked via feedback from your investment manager on your EOI. This feedback is in the ‘PIF successful expression of interest letter’ sent to your FMS account or through the system comments. Your investment manager will guide you through the feedback and make sure you focus only on what you need to update.

**Please note that application forms that are incomplete are likely to be declined. Applications must align with the original claims made in the EOI.**

**Significant and unrequested changes to pre-populated areas may alter the outcome of your application.**

## Additional fields and supporting information

As well as any requested updates, you must complete the additional fields in the application form, to provide the Ministry with detailed project information. We will assess your application to decide on funding.

Below is section-by-section guidance for the additional fields in the application form.

# Project summary

## Referees

The PIF has a documented reference check and due diligence process relevant to the complexity of the project and the level of funding requested. In all cases, we will check references. Your referees should be independent, yet knowledgeable about your organisation and its governance and people, in terms of the project. Please provide at least two external referees.

|  |
| --- |
| Tip   * Inform your referees about your proposal by giving them a copy of your EOI or the full application. |

## Funding Summary

This section will be pre-populated using the information you supplied at the EOI stage.

If you are requesting more than NZ$1 million in funding (ie, projects with a total cost of NZ$2 million and above) you may need to provide a business case. You must also upload an assessment and calculations of your project’s impact on greenhouse emissions. Your investment manager will have explained any specific requirements when you were proceeding to the application stage.

|  |
| --- |
| Tip  Read these Ministry for the Environment guides:   * Developing a business case: [Waste](https://environment.govt.nz/publications/waste-funds-guide-to-providing-business-cases-for-large-projects/) [funds: Guide to providing business cases for large projects](https://environment.govt.nz/publications/waste-funds-guide-to-providing-business-cases-for-large-projects/) * Calculating carbon emissions: [Measuring and reporting greenhouse gas emissions: guide for organisations](https://environment.govt.nz/guides/measuring-and-reporting-greenhouse-gas-emissions-guide-for-organisations/) |

# Project results

The results section helps to measure the impact of your project. Results are quantitative indicators of any change after the project ends.

Targets are recorded under results indicators. You will need to forecast a target and track your progress over time. Results will be evident either while the project is underway, or after it is completed.

In the dropdown list in the results section, select the indicators that best fit your project, and enter your baseline and targets. To calculate the targets, please subtract the baseline from the new total you expect to see when the project is implemented.

Some indicators have disaggregation fields, where you can break down data to record results by region and targeted plastic types. This provides more detail about a total. Make sure you scroll down to the end of the pop-up window to see if this is applicable. You can find examples of the result indicators in [appendix 1](#_Appendix_1_–) of this guide.

The screenshot below is an example of how the results table will populate when you click Save.

Graphical user interface, application

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|  |
| --- |
| Tips   * The baseline is the situation before the project begins. * Only use numbers in the baseline. Add any details in the description field. * Be careful not to measure the same result twice, under different indicators. * The target is cumulative for the project life and post-project reporting period (three years). If you reach the target in Year 1 of the project, do not add it again in subsequent years. For example, if you aim to employ two people and achieve this in Year 1, the target should be two for Year 1 and zero for all other years, for a total target of two. * The totals in the disaggregation fields must reflect the target. * Results may be reported up to three years after the project is completed. |

# Project delivery

## Managing funds

This section highlights how you will manage the funds. Include information about how you will procure goods and services, approve payments, and monitor and address budget overspend and constraints.

## Governance

Successful projects have governance structures with clear roles, responsibilities and decision-making. Include information on how you will govern the project and who will lead it. Let us know who is in the governance group, and how often they will meet to monitor and manage progress. Demonstrate that the level of governance is appropriate to the project’s complexity and structure.

### Governance aspects

* Project or steering committee (including members, responsibilities and meeting schedule).
* Governance arrangements with sub-contractors or partners.
* Processes for tendering.
* Processes for monitoring and auditing.
* Processes to ensure financial accountability for spending public funds.
* Health and safety procedures.

### Health and safety

You must have a health and safety policy in place, and submit a copy. PIF funding can contribute to health and safety documentation, resources and expertise at the first milestone of your project, if these are not in place already.

If your project involves third parties such as consultants or subcontractors working on site, the health and safety plan must address how you plan to consult, cooperate and coordinate with each other.

If your application is successful, you will submit a milestone report that includes any health and safety activities completed, and any accidents and occurrences of serious harm or near-misses during the reporting period.

### Conflict of interest

Identifying any conflict of interest is vital. This may be actual (where the conflict currently exists); potential (where the conflict is about to happen or could happen); or perceived (where other people may reasonably think that a person is compromised).

Please upload your organisation’s conflict of interest policy to your application. If this isn’t available, you must draw one up for the first milestone. If you note any conflicts of interest, you must develop a management plan.

### Statutory permissions

Please list any statutory permissions you will need. These are any approvals, consents, licences or permissions from the local or territorial authorities to enable the lawful implementation of proposed activities, and for where the project will be based. For example, if you are building a new facility, you may need a resource consent and a building consent. You can include these as activities in your project plan.

### Statutory and regulatory disclosure

This section refers to any statutory or regulatory warnings, notices, infringement or enforcement actions, prosecutions or other legal actions issued or taken against the applicant organisation. You must disclose any actions issued against your organisation or any of its directors or other officers, senior staff members or key project personnel within the last 10 years.

### Sub-contracting details

If applicable, list all the sub-contractors involved. Include the scope of contracting work and an estimated contract value.

# Workplan

## Project plan and estimated budget

The budget estimate summary table is pre-populated with the information in the EOI. The budget breakdown for your milestones must align with the information in the budget estimate summary.

In this section you will describe a plan for the project activities, and the budget. Please do this by organising the activities into time-based milestones.

### Milestones

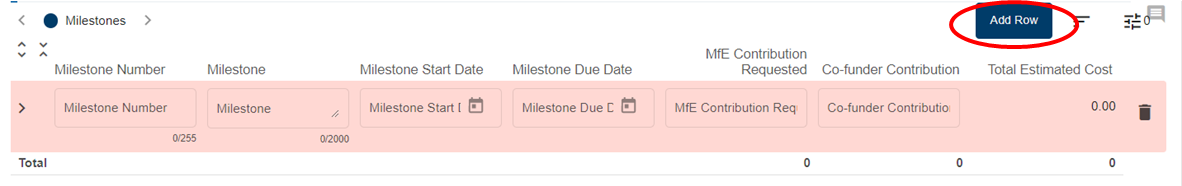
A milestone marks a significant stage, where a group of related activities have been completed, driving the project a step closer to its objectives. The milestones and activities should reflect the complexity of your project. Usually, projects will have between two and four milestones per year.

The milestones and activities must align with the objectives. When planning the milestones, make sure your activities are achievable within the timeframe. Milestone activities require evidence of completion – we refer to these as deliverables. When selecting a deliverable, think about the logical result of the activity. For example, if the activity is to procure a capital asset, the deliverables could be the invoice and record of payment for that asset. For examples of milestones, see [appendix 2](#_Appendix_2_–) of this guide.

At this stage, milestones should indicate the timeframe, activities and budget for the whole project. A good level of detail for the first year is required, but details of deliverables are not necessary.

**Adding a milestone**

There are three steps for adding a milestone in the Fund Management System (FMS).

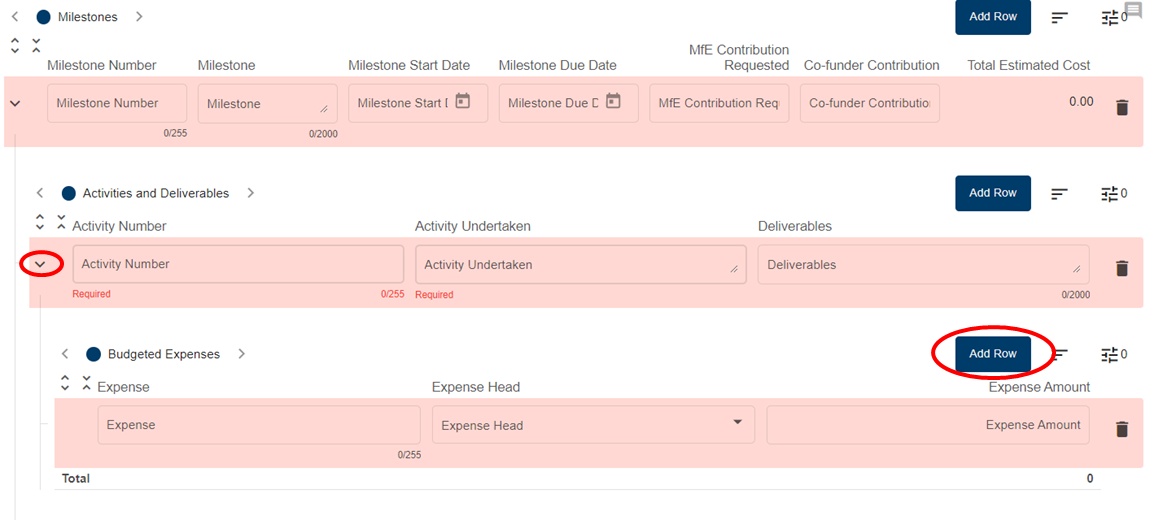
****Step 1**: Click Add Row.

A milestone window will pop up. Fill in the row by adding the milestone name, start and due dates, the funding expected from the Ministry, and the total contribution from the applicant and any third-party co-funders.

*Graphical user interface, table

Description automatically generated***Step 2**: Add Activities and Deliverables.

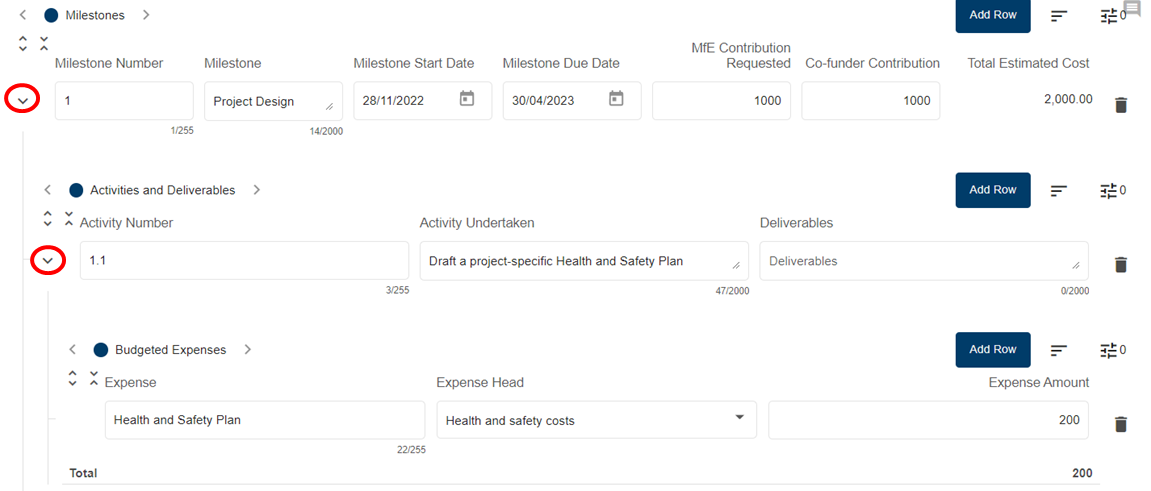
Click the small arrow to the left of the milestone row and then click Add Row. You must add a row for each activity, but you do not need to add a deliverable at this stage.

****Step 3**: Add the Budgeted Expenses information.

Click the small arrow under Activity Number then click Add Rows. Here you specify the cost of the activity described in the previous step. Not every activity has to have a cost, but the total costs given at the Budgeted Expenses level should equal the total milestone cost at level one.

Make sure to click Save to record your information. Once it is saved, the final row will only display the information entered during the first step. The PIF team will be able to see the activities and deliverable content. You can repeat the process to add as many activities as needed.

To review and edit the information entered at each step, use the small arrows on the left to open each level.



|  |
| --- |
| Tips   * Please name milestones using the convention Y#M#: Y is the project year and M is the milestone number. For example, the first milestone would be Y1M1, and the second milestone in the third year would be Y3M2. * To download an excel spreadsheet of your milestones, click the download icon Graphical user interface, application, email    Description automatically generated and choose the xlsx option. This can be helpful when checking the budget totals. |

## Project risks and mitigations

A risk is an event that could have a negative effect on your project, and might delay or jeopardise the outcomes. Setting up your project for success includes identifying and assessing all perceived risks, and creating a mitigation plan. [Appendix 3](#_Appendix_32_–) of this guide outlines some common risks.

# Checklist and next steps

## Sending your application

Make sure that you have:

* completed all the fields
* uploaded all supporting documents, including letters from co-funders, partners, iwi and other stakeholders
* included the health and safety policy, or a plan to formalise one
* included the conflict of interest policy, or a plan to formalise one
* if you are seeking over NZ$1 million in funding, attached a business case and emissions assessment (if requested).

## Declaration

The declaration must be completed by a person with signing authority (eg, the chief executive officer or equivalent). This person may be different from the primary contact person for the application. Include the name, position and signature of the organisation’s signing authority.

## Assessment and next steps

### Decision-making and confirmation of intent to proceed

Complete applications that align with the PIF objectives will be assessed using a structured and documented process. This process makes use of the [scoring guide](https://environment.govt.nz/assets/publications/Waste/Waste-investment-funds-Scoring-guide-for-assessing-applications.pdf) and may include advice from subject matter experts or Ministry policy advisors. The scoring tool is one of the factors we consider in assessing projects. Other factors, including information received in due diligence, will be considered. High-value or complex applications will also be assessed by an independent panel and will require approval from the Minister for the Environment.

All assessed applications will be presented to decision-makers for consideration. The decision may be to request more information, to decline funding, or to move forward with funding, with or without conditions. If the decision is to proceed, applicants can access the confirmation of intent to proceed document via the Ministry’s online portal. This contractual document allows you to progress to the next stage of the funding process.

### Project-planning stage (three-months)

The Ministry’s online portal has a detailed project plan template. This will be populated with information you have already supplied. You will have to summarise and consolidate the project benefits at this time in the project plan in the benefits section, from your answers to questions 1 to 8 in the application form. You must report on statements made in this section when the project ends, and subsequently.

The populated project plan will be attached to Deed of Funding. The [Waste Investments Deed of Funding template](https://environment.govt.nz/assets/what-you-can-do/Waste-Investments-2022-Deed-of-Funding-Template-FINAL-for-website.pdf) is on the Ministry’s website. The deed guides the management of the project. These documents set out exactly what will be delivered, when, and at what cost.

Applicants have a maximum timeframe of three months to complete this information. This stage is the most in-depth of all pre-project stages and will require dedicated time and attention to detail. An investment manager will be assigned to guide you through this process.

### Sign-off and project launch

The investment decisions for projects with a Ministry contribution of over NZ$1 million are made by the Minister for the Environment. Other projects receiving less than NZ$1 million are decided by the delegate of the Secretary for the Environment. When all documentation is complete, the project is presented to the relevant decision-maker, who will approve or decline it. A project can only begin when it receives final approval and the Ministry and the recipient have signed the contract.

### Ongoing reporting and project management

As per the project plan and deed, successful applicants must report regularly on their milestones and key performance indicators, through the FMS. Milestone reports will include relevant accompanying information, after which the investment manager can process the contractual payments. Milestone payments will be paid in arrears. The actual milestone payment amount will be based on progress up to the approved amount towards the milestone, or the Ministry’s contribution percentage if the budget is underspent. Recipients must also report annually, and after the project ends.

# Appendix 1 – Examples of project result indicators

| **Indicators and definitions** |  | **Samples** | | | | | | | | | | |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| Indicator  Co-funding unlocked  Definition  Value of additional investment in waste minimisation resulting from the project.  *Unit of measure: Dollars* |  | Description:  The project to expand the food rescue programme in X region will receive $200,000 in co-funding from X and Y organisations. | | | | | | | | | | |
|  | **Baseline** | **Target** | | | | **Disaggregation** | | | | | |
|  |  | **Y1** | **Y2** | **Y3** | | **NZ regions** | | **Value** | **Waste material** | | **Value** |
|  | $0 | $100,000 | $100,000 | - | | Bay of Plenty – Te Moana a Toi | $200,000 | | Commercial food waste | | $200,000 |
|  | Totals | $200,000 | | | |  | $200,000 | |  | | $200,000 |
| Indicator  Estimated weight of reduced imports as displaced by recovered resources  Definition  Indicates the change in amount of imported materials used.  *Unit of measure: Tonnes* |  | Description:  Setting up the recycling plant in Auckland will produce 1,000 tonnes of recycled plastics that can be used to replace virgin plastic, minimising imports. | | | | | | | | | | |
|  | **Baseline** | **Target** | | | | **Disaggregation** | | | | | |
|  |  | **Y1** | **Y2** | **Y3** | | **NZ regions** | | **Value** | **Waste material** | | **Value** |
|  | 0 | 0 | 500 | 500 | | Auckland – Tāmaki Makaurau | | 700 | Plastic Type 4 – LDPE | | 800 |
|  |  |  |  |  | | Waikato | | 300 | Plastic Type 6 – EPS | | 200 |
|  | Totals | 1,000 | | | |  | | 1,000 |  | | 1,000 |
| Indicator  Employment created by project (FTE per annum equivalent)  Definition  Economic impact indicated by number of FTE roles.  *Unit of measure: People* |  | Description:  To implement the programme, the organisation will need to increase its capacity from 10 to 15 employees – with 5 new FTEs at the composting facility at X region, within six months of commissioning the new equipment. | | | | | | | | | | |
|  | **Baseline** | **Target** | | | | **Disaggregation** | | | | | |
|  |  | **Y1** | **Y2** | **Y3** | | **NZ regions** | | **Value** | **Waste material** | | **Value** |
|  | 10 | 5 | - | - | | Auckland – Tāmaki Makaurau | | 3 | Household food waste | | 3 |
|  |  |  |  |  | | Waikato | | 2 | Commercial food waste | | 2 |
|  | Totals | 5 | | | |  | | 5 |  | | 5 |
| Indicator  Increased waste minimisation behaviour – data collected via survey, feedback or similar  Definition  Indicates the change in behaviour from an established baseline. It could be a pre and post campaign survey or direct observational measurement.  *Unit of measure: Percentage* |  | Description:  Evaluate the effectiveness of behavioural change interventions to reduce contamination rates of kerbside recycling in the Auckland region. We will audit the recycling bins during the pre-media campaign, and three and six months after implementation to evaluate the rate of change in adoption. | | | | | | | | | | |
|  | **Baseline** | **Target** | | | | **Disaggregation** | | | | | |
|  |  | **Y1** | **Y2** | **Y3** | | **NZ regions** | | **Value** | **Waste material** | | **Value** |
|  | 0 | 60% | - | - | Auckland – Tāmaki Makaurau | | | 60% | Not applicable | |  |
|  | Totals | 60% | | | |  |  | |  | |  |
| Indicator  Increased awareness or knowledge of waste minimisation – data collected via survey, feedback or similar  Definition  Indicates the change in awareness from an established baseline. It could be a pre and post campaign survey.  *Unit of measure: Percentage* |  | Description:  Survey a trial area to determine the participation rate of residents in the newly rolled-out food scrap kerbside collection service. We will use the output to design a campaign strategy to encourage the uptake of the new service. Following the campaign, we expect a 50% increase in the participation rate. | | | | | | | | | | |
|  | **Baseline** | **Target** | | | | **Disaggregation** | | | | | |
|  |  | **Y1** | **Y2** | **Y3** | | **NZ regions** | | **Value** | **Waste material** | | **Value** |
|  | 0 |  | 35% | 15% | | Taranaki | 50% | | Not applicable | |  |
|  | Total | 50% | | | |  |  | |  | |  |
| Indicator  Number of alternative, innovative, new or new-to-New Zealand solutions for reducing waste tested by the project  Definition  A count of the number of innovative solutions without measuring reach or impact (actual or forecast) of these solutions. It would apply to a feasibility or investigative projects rather than working projects.  *Unit of measure: Number* |  | Description:  The feasibility study will investigate the viability of a chemical recycling technology in the context of the New Zealand market. The technology will break plastic down into monomers to be used to manufacture new products. We will examine all aspects of the proposed advanced recycling solution, including technical, economic, financial, legal and environmental. | | | | | | | | | | |
|  | **Baseline** | **Target** | | | | **Disaggregation** | | | | | |
|  |  | **Y1** | **Y2** | **Y3** | | **NZ regions** | | **Value** | **Waste material** | | **Value** |
|  | 0 | 0 | 0 | 1 | | National – Motu | 1 | | Plastics 1, 2 and 5 | | 1 |
|  | Totals | 1 | | | | 1 | | | 1 | | |
| Indicator  Number of alternative, innovative, new or new-to-New Zealand solutions for reuse of resources tested by project  Definition  A count of the number of innovative solutions without measuring reach or impact (actual or forecast) of these solutions. It would apply to a feasibility or investigative projects rather than working projects.  *Unit of measure: Number* |  | Description:  Design and test a reusable product that will replace the equivalent disposable product in the market. | | | | | | | | | | |
|  | **Baseline** | **Target** | | | | **Disaggregation** | | | | | |
|  |  | **Y1** | **Y2** | **Y3** | | **NZ regions** | | **Value** | **Waste material** | | **Value** |
|  | 0 | 0 | 0 | 1 | | Auckland – Tāmaki Makaurau | 1 | | Plastic Type 5 -PP | | 1 |
|  | Totals | 1 | | | |  | 1 | |  | | 1 |
| Indicator  Number of cultural indicators or measures used in data monitoring and management  Definition  Reflects integration of te ao Māori worldviews (eg, mātauranga Māori and tikanga Māori) into waste minimisation solutions.  *Unit of measure: Number* |  | Description:  Our iwi will develop an organisational waste strategy for para kore (zero waste). It will consider te ao Māori views and include cultural indicators to monitor the solutions. At least three cultural indicators will be embedded in our strategy. | | | | | | | | | | |
|  | **Baseline** | **Target** | | | | **Disaggregation** | | | | | |
|  |  | **Y1** | **Y2** | **Y3** | | **NZ regions** | | **Value** | **Waste material** | | **Value** |
|  | 0 | 3 | - | - | | Northland – Te Tai Tokerau | 3 | | Not applicable | |  |
|  | Totals | 3 | | | |  |  | |  | |  |
| Indicator  Number of formal community/iwi/industry/government partnerships developed as part of or as a result of the project  Definition  Reflects an expansion of the network of organisations involved in waste minimisation.  *Unit of measure: Number* |  | Description:  Develop and sign three memoranda of understanding with local rūnanga/runaka/iwi at X region. | | | | | | | | | | |
|  | **Baseline** | **Target** | | | | **Disaggregation** | | | | | |
|  |  | **Y1** | **Y2** | **Y3** | | **NZ regions** | | **Value** | **Waste material** | | **Value** |
|  | 0 | 1 | 1 | 1 | | West Coast – Te Tai Poutini | 3 | | Not applicable | |  |
|  | Totals | 3 | | | |  | 3 | |  | |  |
| Indicator  Number of guidelines created or implemented for best practice for disposing of waste  Definition  Applies to projects that are formalising best practice guidelines or making changes to enable the implementation of best practices.  *Unit of measure: Number* |  | Description:  Develop a methodology for collecting and processing commercial organic waste, minimising contamination and resulting in a compostable by-product that can be reused to produce high-quality fertiliser. | | | | | | | | | | |
|  | **Baseline** | **Target** | | | | **Disaggregation** | | | | | |
|  |  | **Y1** | **Y2** | **Y3** | | **NZ regions** | | **Value** | **Waste material** | | **Value** |
|  | 0 | - | 1 | - | | National – Motu | 1 | | Commercial organic composting | | 1 |
|  | Totals | 1 | | | |  | 1 | |  | | 1 |
| Indicator  Number of international or domestic laws, policies, conventions, etc that the project increases compliance with or awareness of  Definition  A count of international or domestic laws, policies, conventions, etc. It indicates changing practices and compliance in waste.  *Unit of measure: Number* |  | Description:  Establish a plant in New Zealand to manufacture bamboo cotton buds to replace single-use plastic cotton buds, to support the New Zealand government’s phase-out of plastic. | | | | | | | | | | |
|  | **Baseline** | **Target** | | | | **Disaggregation** | | | | | |
|  |  | **Y1** | **Y2** | **Y3** | | **NZ regions** | | **Value** | **Waste material** | | **Value** |
|  | 0 | 0 | 0 | 1 | | National – Motu | 1 | | Plastic Type 5 PP | | 1 |
|  | Totals | 1 | | | |  | 1 | |  | | 1 |
| Indicator  Number of organisations engaged in product stewardship scheme  Definition  Indicates the reach and impact of product stewardship schemes.  *Unit of measure: Number* |  | Description:  Register all national importers, processors, manufacturers and collectors of e-waste as well as territorial authorities, to participate in developing an e-waste disposal strategy to standardise the requirements for recycling and disposing of e-waste safely and effectively. | | | | | | | | | | |
|  | **Baseline** | **Target** | | | | **Disaggregation** | | | | | |
|  |  | **Y1** | **Y2** | **Y3** | | **NZ regions** | | **Value** | **Waste material** | | **Value** |
|  | 0 |  | 1 |  | | National – Motu | 1 | | E-waste | | 1 |
|  | Total | 1 | | | |  | 1 | |  | | 1 |
| Indicator  Number of people (eg, from schools, NGOs, businesses) attending presentations or workshops  Definition  A count of attendees which will indicate the potential scale of impact.  *Unit of measure: People* |  | Description:  Free educational workshops to reduce organic waste in the hospitality industry in the Nelson–Whakatū region. The aim is to engage at least 600 businesses by the end of the project, inviting at least three employees per business. | | | | | | | | | | |
|  | **Baseline** | **Target** | | | | **Disaggregation** | | | | | |
|  |  | **Y1** | **Y2** | **Y3** | | **NZ regions** | | **Value** | **Waste material** | | **Value** |
|  | 0 | 600 | 600 | 600 | | Nelson – Whakatū | 1,800 | | Not applicable | |  |
|  | Totals | 1,800 | | | |  | 1,800 | |  | |  |
| Indicator  Number of projects that are co-designed or led by iwi  Definition  Reflects the uptake and facilitation of waste minimisation solutions co-designed or led by iwi.  *Unit of measure: Number* |  | Description:  Engage iwi in the South Island to ensure that they all have para kore (zero waste) strategies to minimise waste and promote the implementation of te ao Māori views, to support sustainability. | | | | | | | | | | |
|  | **Baseline** | **Target** | | | | **Disaggregation** | | | | | |
|  |  | **Y1** | **Y2** | **Y3** | | **NZ regions** | | **Value** | **Waste material** | | **Value** |
|  | 0 | 3 | 3 | 3 | | South Island – Te Waipounamu | 9 | | Not applicable | |  |
|  |
|  | Total |  | 9 |  | |  | 9 | |  | |  |
| Indicator  Processing capacity expanded by new infrastructure  Definition  Increased capacity to collect, consolidate, transport or process waste. Could apply to individual waste streams or materials (eg, sorting plastics by eye into multiple material types).  *Unit of measure: Tonnes* |  | Description:  Increase the processing capacity of wood waste in the Manawatū-Whanganui region by 10,000 tonnes following the commissioning of new equipment. | | | | | | | | | | |
|  | **Baseline** | **Target** | | | | **Disaggregation** | | | | | |
|  |  | **Y1** | **Y2** | **Y3** | | **NZ regions** | | **Value** | **Waste material** | | **Value** |
|  | 20,000 | 0 | 0 | 10,000 | | Manawatū –Whanganui | 10,000 | | Timber | | 7,000 |
|  | Treated timber | | 3,000 |
|  | Total | 10,000 | | | |  | 10,000 | |  | | 10,000 |
| Indicator  Reduced waste to landfill – waste not created (any diverted waste (reused, recycled, recovered) should be counted as diversion, and not included as a reduction)  Definition  Waste avoidance from alternative projects or practices, improved designs of systems, better practices, more collection streams and initiatives in schools, industry, marae and community groups to reduce waste.  *Unit of measure: Tonnes* |  | Description:  Test and design a compostable product that can biodegrade and provide nutrients to the soil in natural surroundings. This solution is at the top of waste hierarchy – it designs out plastic waste and will reduce waste created by 1,000 tonnes per annum from the second year. Target does not include three years of post-project reporting. | | | | | | | | | | |
|  | **Baseline** | **Target** | | | | **Disaggregation** | | | | | |
|  |  | **Y1** | **Y2** | **Y3** | | **NZ regions** | | **Value** | **Waste material** | | **Value** |
|  | 0 | 0 | 1000 | 1000 | | South Island – Te Waipounamu | 2000 | | Plastic Type 2 – HDPE | | 2000 |
|  | Totals | 2000 | | | |  | 2000 | |  | | 2000 |
| Indicator  Reduce waste to landfill and divert (reuse, recycle, recover)  Definition  Waste minimisation and diversion of waste to landfill to beneficial reuse, recycling or recovery through innovative and alternative projects, better system design, better practices, more collection streams and initiatives in schools, industry, marae and community groups.  *Unit of measure: Tonnes* |  | Description:  When the food waste kerbside collection service is underway in Auckland, the project will annually divert an additional 20,000 tonnes of food waste from landfills to composting facilities. | | | | | | | | | | |
| **Baseline** | **Target** | | | | **Disaggregation** | | | | | |
|  |  | **Y1** | **Y2** | **Y3** | | **NZ regions** | | **Value** | **Waste material** | | **Value** |
|  | 0 | 0 | 10,000 | 10,000 | | Auckland – Tāmaki-makaurau | 20,000 | | Household food waste | | 20,000 |
|  | Totals | 20,000 | | | |  | 20,000 | |  | | 20,000 |
| Indicator  Uptake of educational tool/resource  Definition  Uptake of deliverables, such as app, guideline, educational tool. Form of uptake will vary (eg, downloads of app, hire/use of tool.  *Unit of measure: Number* |  | Description:  Launch an educational mobile app to encourage reuse. The app users will learn the value of the circular economy, and consequently reduce their use of disposable items. | | | | | | | | | | |
|  | **Baseline** | **Target** | | | | **Disaggregation** | | | | | |
|  |  | **Y1** | **Y2** | **Y3** | | **NZ regions** | | **Value** | **Waste material** | | **Value** |
|  | 0 | - | 1 |  | | National – Motu | 1 | | Plastics 1–7 | 1 | |
|  | Total | - | 1 | - | |  | 1 | |  | 1 | |

# Appendix 2 – Example of a milestone table

| Milestone number | Milestone name | Start date | Due date | Ministry contribution | Co-funder contribution | Estimated cost | Activities | Deliverables |
| --- | --- | --- | --- | --- | --- | --- | --- | --- |
| Y1M1 | Install equipment and set up processes | 01/01/2023 | 30/06/2023 | $200,000 | $200,000 | $400,000 | 1. Install machinery and prepare site for new community recycling hub 2. Develop an H&S plan for the hubs, and a socialisation strategy 3. Provide materials and equipment to each participating organisation or marae 4. Contract agencies to develop work packages (if applicable) 5. Complete Ministry reporting requirements | 1. Photos of installed systems and technical report of processing capacity 2. H&S plan and socialisation strategy 3. Photographs of materials and equipment at each site, participating organisation or marae 4. Examples of the work done by the contracted agencies 5. Complete Ministry reporting requirements  * Milestone report (online) * Summary of expenses (with income and expenditure statement and documents verifying expenditure) * All invoices over $2,000 excl GST * Tax invoice to the Ministry for the claimed amount |
| Y1M2 | Programme and workshop delivery | 01/07/2023 | 15/01/2024 | $85,000 | $85,000 | $170,000 | 1. Confirm programme of work, timeline of delivery and allocated resources 2. Deliver community engagement activities, eg, education workshops, wānanga 3. Collect data; environmental audits 4. Hold (number) workshops or wānanga throughout (location) 5. Send a survey to participants at the start, to collect baseline data and stocktake recycling behaviour 6. Complete Ministry reporting requirements | 1. Programme of work timeline, progress and status 2. Activity report, including time, location, number of participants 3. Activity report detailing data collection process; may include raw or initial summary of data 4. Log of workshops, number of educators and participants, photos of workshops (with participants’ consent) 5. Survey questions and baseline data (with participants’ consent) 6. Complete Ministry reporting requirements  * Milestone report (online) * Summary of expenses (with income and expenditure statement and documents verifying expenditure) * All invoices over $2,000 excl GST * Tax invoice to the Ministry for the claimed amount |
| Y1M3 | Promotion and community outreach | 16/01/2024 | 30/06/2024 |  |  |  | 1. Complete website and all promotional material 2. Coordinate programme launch and site opening to the community 3. Complete Ministry reporting requirements | 1. Promotional material and URL of active website 2. Ministry attendance at site launch and/or evidence of launch (eg, photos) 3. Complete Ministry reporting requirements  * Milestone report (online) * Summary of expenses (with income and expenditure statement and documents verifying expenditure) * All invoices over $2,000 excl GST * Tax Invoice to the Ministry for the claimed amount |

# Appendix 3 – Example of projects’ risk and mitigations

| Risk | Category | | Likelihood | Severity | Impact | Impact details | Mitigation | Residual risk |
| --- | --- | --- | --- | --- | --- | --- | --- | --- |
| Cash flow issues, if milestones are delayed | | Financial | Low | High | High | Delay in implementation, or project suspension | Sound governance and financial management; regular proactive communications with all parties to manage cash flow | Delays completing milestones |
| Organisation restructure | | Governance | Low | Low | Medium | Personnel capacity and continuity | Review resourcing needs; recruit accordingly; establish a dedicated team to deliver on the milestones | Delays completing milestones |
| Potential for injury to staff on site or participants in community activities | | Health and safety | Low | Low | Low | Potential for injury to staff on site or participants in community activities | Develop comprehensive health and safety plans for onsite safety of staff and community participants; put insurance packages in place; strictly adhere to Health and Safety Act and WorkSafe guidelines | Delays completing milestones due to staff absence |
| Personnel capacity to manage project | | Operational | Medium | Medium | High | Delays completing objectives and milestones | Understand FTE requirements, skills and staffing for a successful project; recruit and budget accordingly | Delays completing milestones due to capacity |
| Pandemic risks | | Delivery | Low | Low | Low | Delay meeting milestone due dates and deed expiry date | Develop contingency plan to complete tasks remotely where possible. Otherwise, promptly communicate implications and agree to adjust tasks/schedule; vary process if required. | Delays in delivery |
| Stakeholder concerns | | Reputation | Low | Medium | High | Negative media coverage and public discontent with the project | Develop a strong stakeholder engagement plan; depending on scale and value of project, consider hiring a public relations specialist | Public discontent |

**Likelihood** = chance of event happening

**Severity** = seriousness of possible results from event

**Impact** = extent to which event may affect the organisation