

WESTLAND
DISTRICT COUNCIL



A G E N D A

Solid Waste Management Committee

Council Chambers

**Thursday
11 February 2010
1.00 pm**



SOLID WASTE MANAGEMENT COMMITTEE

AGENDA FOR A MEETING OF THE SOLID WASTE MANAGEMENT COMMITTEE TO BE HELD IN THE COUNCIL CHAMBERS, 36 WELD STREET, HOKITIKA ON THURSDAY 11 FEBRUARY 2010 COMMENCING AT 1.00 PM

1 MEMBERS PRESENT AND APOLOGIES

2 CONFIRMATION OF MINUTES

2.1 Solid Waste Management Committee – 28 October 2009. (Pages 1-5)

3 MATTERS ARISING FROM MINUTES

4 GENERAL BUSINESS

4.1 Butlers Landfill Update – Manager Operations

4.2 Hokitika Transfer Station Update - Engineer

4.3 Landfill Resource Consent Update – Waste Management and Resources Officer.

4.4 Move Jacksons Holiday Park Waste-trailer to Okarito – Waste Management and Resources Officer.

4.5 Waste Levy Funding Application and Waste Minimisation– Memo from Mayor attached. (Pages 6-27)

4.6 Glass Collection for Ross, Kaniere, Kumara and Connecting Roads –Waste Management and Resources Officer.

4.7 New Reporting Template

A sample of a new reporting template, based on the Waste Management Contract, will be tabled at the meeting.

5 INWARD CORRESPONDENCE

- 5.1 Gary Lehmer Construction Ltd, Kumara: Regarding West Coast Waste Management. (Pages 28-37)

Note: Mr. Lehmer will be in attendance at the meeting at 2.00 pm to discuss the Business Plan Outline with the Committee.

6 MATTERS TO BE CONSIDERED IN THE 'PUBLIC EXCLUDED SECTION'

Resolutions to exclude the public: Section 48, Local Government Official Information and Meetings Act 1987.

Council is required to move that the public be excluded from the following parts of the proceedings of this meeting, namely:

6.1 **Review of Contract**

The general subject of the matters to be considered while the public are excluded, the reason for passing this resolution in relation to each matter and the specific grounds under Section 48(1)(a) and (d) of the Local Government Official Information and Meetings Act 1987 for the passing of this resolution are as follows:

GENERAL SUBJECT OF THE MATTER TO BE CONSIDERED	REASON FOR PASSING THIS RESOLUTION IN RELATION TO THE MATTER	GROUND(S) UNDER SECTION 48(1) FOR THE PASSING OF THIS RESOLUTION
1. Review of Contract	To protect the privacy of individuals/organisations under Sections 7(2)(b)(ii), 7(2)(h)(i) and 7(2)(i)	48(1)(a)(i)

Next Meeting - 1 April 2010 at 1.00 pm



SOLID WASTE MANAGEMENT COMMITTEE

MINUTES OF THE MEETING OF THE SOLID WASTE MANAGEMENT COMMITTEE, HELD IN THE COUNCIL CHAMBERS, 36 WELD STREET HOKITIKA ON WEDNESDAY 28 OCTOBER 2009 AT 8.30AM.

1. PRESENT:

Her Worship the Mayor M.H Pugh (Chairperson)

Councillors B.O. Thomson, J.H Butzbatch (until 3pm), A.M Hurley, K.R Scott (until 5pm) J.G. Birchfield.

APOLOGIES:

No Apologies.

ALSO IN ATTENDANCE:

R.F.Reeves (Chief Executive Officer), R.J. Daniel (Manager of Operations), P.G. Anderson (Engineer), G.A. Byrne (Waste Management and Resources Officer), Sebastian Stapleton (M.D Mastagard – from 12.30pm until 3.20pm)

2. CONFIRMATION OF MINUTES

2.1 Solid Waste Management Committee Meeting - 23 July 2009

Moved Councillor Butzbatch, seconded Councillor Scott and **Resolved** that the Minutes of the Solid Waste Management Committee Meeting held on the 23 July 2009 be confirmed as a true and correct record of the meeting.

3. **MATTERS ARISING FROM THE MINUTES**

3.1 Invitation to Hugh Cameron to join Solid Waste Management Committee – Actioned.

3.2 Two hours and an extra day access to the Franz Josef Landfill – Actioned.

The meeting adjourned to discuss waste in a workshop forum at 9am and reconvened at 3.30pm.

4 **GENERAL BUSINESS**

4.1 **Review of Glass Collection for Hokitika**

Mastagard to provide revised figures for glass collection in Hokitika.

4.2 **Proposal of Glass Collection for Ross and Kumara**

Mastagard to provide revised figures for glass collection in Ross and Kumara.

4.3 **Bulk Inorganic Collection Proposal**

Recommendation that the Bulk Inorganic Collection be referred to the November Council Meeting for a decision:

Moved Councillor Scott, Seconded Councillor Hurley that it be recommended to Council to recommence the annual inorganic collection.

The Motion was put to the meeting and lost.

Moved Councillor Thomson, Seconded Councillor Birchfield and **Resolved** that the status quo exists. *Carried*

Councillor Hurley and Councillor Scott recorded their votes against the motion.

4.4 Review of changes in Waste Management in Westland District

Discussed during work shop with recommendations to be made to Council.

4.5 Matters raised during Levels of Service meetings

Discussed during work shop.

4.6 South Westland Lovenz collection contract/town bin collection

Moved Councillor Scott, Seconded Councillor Thomson and **Resolved** that a recommendation be made to Council to tender South Westland Contracts together.

4.7 Hokitika Town in collection/Lovenz contract

No action required.

4.8 Review of the Waste Management Plan under the Waste Minimisation Act 2008

Staff were instructed to proceed with preparing a draft waste assessment as the first step in preparing a Waste Management and Minimisation Plan for Westland District.

4.9 Waste Transport

Discussed during workshop with recommendation to be made to Council to transport waste in open top containers on Hooker trucks.

5. INWARD CORRESPONDANCE

5.1 Department of Conservation: Regarding the Haast Dumpsite-Future Access

Moved Councillor Scott, seconded Councillor Birchfield and **Resolved** that it be recommended to Council to facilitate communication between DoC and Mastagard regarding a partnership to manage the Haast Landfill.

5.2 Ross Community Inc: Regarding the Rubbish/Fly tipping

Moved Councillor Hurley, Seconded Councillor Scott and **Resolved** that the Ross Community letter be received and a recommendation be made to Council to review waste fees downwards.

5.3 Ron Van Mierlo, Hokitika: Regarding waste management.

Letter received and noted that Council is preparing a new Waste Management and Minimisation Plan and looks forward to receiving his comments when drafts are released for public consultation.

Moved Councillor Birchfield, Seconded Mayor Pugh and **Resolved** that the correspondence be accepted as a true and accurate record.

6. MATTERS TO BE CONSIDERED IN THE 'PUBLIC EXCLUDED SECTION'

Moved Councillor Thomson, Seconded Mayor Pugh and **Resolved** that the Committee exclude the public in accordance with Section 48 of the Local Government Official Information and Meeting Act 1987.

	GENERAL SUBJECT OF THE MATTER TO BE CONSIDERED	REASON FOR PASSING THIS RESOLUTION IN RELATION TO THE MATTER	GROUND(S) UNDER SECTION 48(1) FOR THE PASSING OF THIS RESOLUTION
1.	Annual Review of Contract	To protect the privacy of individuals/organisations under Sections 7(2)(b)(ii), 7(2)(h)(i) and 7(2)(i)	48(1)(a)(i)

Moved Councillor Thomson, Seconded Councillor Birchfield and **Resolved** that the business conducted in the 'Public Excluded Section' be confirmed and the public be readmitted.

MEETING CLOSED AT 5.10PM

Confirmed:

Mayor Maureen Pugh
Chairperson

Date

Memo

DATE: 4 February 2010
TO: Solid Waste Management Committee
FROM: Mayor

WASTE MINIMISATION

Attached is information from the Ministry for the Environment regarding the Waste Minimisation Fund Guidance.

The following ideas are submitted to generate discussion with regard to the waste levy:

- Glass collection for Kumara, Hokitika, Kaniere and Ross.
- Supplying all large hotels with a bar glass crusher as demonstrated at Wasteminz conference
- A kerb-side collection for Lake Kaniere.
- Lining of Butlers Landfill
- Weigh bridge at Franz.
- Site specific feasibility study on a Waste to Energy plant.
- A perspex sided worm farm for the community garden. \$2,500
- Greenwaste Shredder
- Initiative for managing green waste.
- Drinking fountain and water bottle filler – for Kumara, Cass and Lazar Park and Ross playgrounds.

Maureen Pugh
Mayor and Chairperson Solid Waste Management Committee



Introduction

Waste shows we use energy and resources inefficiently. To improve the environmental future of New Zealand, we need to start taking responsibility for the waste we produce by finding more effective and efficient ways to minimise waste.

The Waste Minimisation Act 2008 (the Act) defines waste minimisation as the reduction of waste; and the reuse, recycling, and recovery of waste and diverted material.

The Waste Minimisation Act 2008

The purpose of the Act is to encourage waste minimisation and a decrease in waste disposal, in order to protect the environment from harm, and to provide environmental, social, economic and cultural benefits. To help achieve this, the Act imposed a waste disposal levy of \$10 per tonne (plus GST) on all waste disposed of to landfill from 1 July 2009.

Half of the total money generated by the levy is allocated to territorial authorities on a population basis. The money is to be spent on promoting or achieving waste minimisation as set out in their waste management and minimisation plans.

The other half of the levy money, less administration costs, is allocated to waste minimisation initiatives, through the Waste Minimisation Fund (WMF).

What is the Waste Minimisation Fund?

The WMF has been set up to boost New Zealand's performance in waste minimisation. It will help fund waste minimisation projects that will increase resource efficiency, increase reuse, recovery and recycling, and decrease waste to landfill. Lifting our performance in recovering economic value from waste also provides environmental, social and cultural benefits, and reduces the risks of harm from waste.

Only projects that promote or achieve waste minimisation are eligible for funding. This includes educational projects that promote waste minimisation activity.

The purpose of the WMF is to provide some of the funding to ensure that:

- investment in infrastructure and systems for waste minimisation occurs
- educational and promotional capacity is developed.

The WMF operates an annual funding round, in which the Ministry calls for applications for funding.

Funding from the WMF is allocated to selected projects following consideration of applications received during the funding round. The Minister for the Environment makes the final decision about which projects will receive funding.

Please read the guide carefully to ensure your project supports the WMF objectives.

All applications will be assessed against the WMF criteria and objectives, the Ministry's key priorities for the financial year, and their merit compared with other applications.

Please ensure your project fits these requirements before submitting an application.

Not all projects that meet the funding criteria will receive funding.

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Overview of the WMF funding process

This guide is intended to be read as you work through the initial application process (Stage I of *The Funding Process* diagram).

A successful application will go through each of the following stages. Each stage is briefly explained below.



Check eligibility

Potential applicants check their eligibility using the Online Eligibility tool, and if eligible, download a copy of the WMF Application Form.

Apply for funding (Stage I)

Applicants submit the WMF Application Form to the Ministry. As applications are received, the Ministry checks for completeness, and ensures that eligibility criteria are met.

The WMF Selection Panel (the panel) then assesses the applications, and makes recommendations to the Minister. The Minister makes the final decision about which projects are invited to proceed to Stage II.

The WMF application process (Stage I) diagram in the Applying for funding section of this document provides more detail about this stage.

Develop project plan (Stage II)

Applicants who have been invited to proceed to Stage II will be allocated a Ministry staff member to support them during the project plan development phase. Applicants will then complete their project plan, based on the template and guide provided.

If the project was recommended for funding for less than the amount requested, the applicant will need to adjust the project scope to reflect the new funding amount.

Applicants have one month to complete their plan, before submitting it to the Ministry for review and a final funding decision.

Sign funding deed

Applicants who were successful in completing Stage II, and have received funding approval, sign a funding deed based on their project plan and agreed performance measures.

Start project

Successful applicants begin work on their projects, and report on milestones as they are met.

The Ministry monitors and assesses each project against the stated performance measures and conditions within their funding deed. Agreed payments are made as milestones are met.

Key dates

Dates are a guide only, and are subject to change at the discretion of the Ministry for the Environment.

If your project is not ready to commence between July and August 2010, please do not submit an application for this funding round.

Date	Event	Who
1 December 2009	Funding round opens (applications invited)	Applicant
1 March 2010	Funding round closes (deadline for applications)	Applicant
March 2010	Eligibility assessment period Ineligible applicants notified	Ministry
April – May 2010	Application assessment period	Panel
May 2010	Ministerial approval to proceed to Stage II	Minister
1 June 2010	Successful applicants invited to proceed to Stage II Unsuccessful applicants notified	Ministry
June 2010	Project plan and funding deed developed	Applicant/Ministry
July 2010	Final approval for WMF funding	Minister
July 2010	Funding deed signed	Applicant/Ministry
August 2010	Commencement of successful projects	Applicant

Important: If the application is incomplete, the Ministry will approach the primary contact person to request the missing information.

To ensure the funding round is not held up, there will be a time limit of two working days set on the provision of the information.

If the primary contact person is not available, or cannot source the necessary information within that time, the application will either be rejected or assessed in an incomplete state.

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Eligibility and assessment criteria

The WMF has set eligibility and assessment criteria for projects applying for funding. [Check your eligibility using the online eligibility checklist.](#)

Eligibility criteria

Please ensure your project fits these eligibility requirements before submitting an application. You can test your eligibility using the Online Eligibility tool available on the Ministry's website.

Meeting WMF eligibility criteria does not guarantee that your project will be funded.

Eligibility for waste minimisation projects

1. Only waste minimisation projects are eligible for funding. Projects must promote or achieve waste minimisation. Waste minimisation covers the reduction of waste and the reuse, recycling and recovery of waste and diverted material. The scope of the fund includes educational projects that promote waste minimisation activity.
2. Projects must result in new waste minimisation activity, either by implementing new initiatives or a significant expansion in the scope or coverage of existing activities.
3. Funding is not for the ongoing financial support of existing activities, nor is it for the running costs of the existing activities of organisations, individuals, councils or firms.
4. Projects should be for a discrete time frame of up to three years, after which the project objectives will have been achieved and, where appropriate, the initiative will become self-funding.
5. Funding can be for operational or capital expenditure required to undertake a project.
6. For projects where alternative, more suitable, government funding streams are available (such as the Sustainable Management Fund, the Contaminated Sites Remediation Fund, or research funding from the Foundation for Research, Science and Technology), applicants should apply to these funding sources before applying to the Waste Minimisation Fund.
7. The applicant must be a legal entity.
8. The fund will not cover the entire cost of the project. Applicants will need part funding from other sources.
9. The minimum grant for feasibility studies will be \$10,000. The minimum grant for other projects will be \$50,000.

Examples: What the WMF will not fund

- Projects that do not meet eligibility criteria
- General environmental education projects (as distinct from education focusing on waste minimisation)
- Projects focused on waste disposal, treatment of wastes for disposal or clean-ups
- Monitoring and/or data collection projects that do not produce outcomes that result in waste minimisation
- Running costs of the existing activities of organisations, individuals, councils or firms
- Ongoing financial support of existing activities
- Retrospective and/or backdated costs

Assessment criteria

All applications that meet WMF eligibility criteria will be assessed using the WMF assessment criteria.

Project benefits

1. Preference will be given to projects that collectively give the largest net benefit over time. The assessment of the effectiveness of projects will include the extent to which the projects can demonstrate:
 - likelihood of success

- reduction of harm to the environment
 - reduction in the volume of waste disposed of
 - economic, environmental, social or cultural benefits
 - longer-term benefits after the completion of the project.
2. Projects will be assessed for their strategic value in achieving the purpose of the Fund. Strategic value means the likely ability of projects to act as catalysts that enhance and extend the uptake of waste minimisation.
 3. The degree of partnership and cross-sectoral collaboration will be taken into account in assessing the strategic value of proposals.
 4. The level of funding from other sources will be taken into account. Shared funding is preferred.

Project delivery

5. The applicant must demonstrate:
 - ability to deliver the project
 - how the project will achieve its goals
 - how the effectiveness of the project will be monitored, evaluated and reported
 - if and how the project will be used to promote waste minimisation to the wider public
 - if and how the project will continue after funding ends and become self sustaining, particularly if the funding is for the establishment phase of a longer-term project.

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Applying for funding

Once you have confirmed your eligibility using the Online Eligibility tool, you will be given the opportunity to download a copy of the WMF Application Form. You can also request a copy of this form from the Ministry.

Submit application form by the due date

The applicant completes the Application Form and submits it to the Ministry.

Check application for completeness

The Ministry reviews the application and requests further information if required.

Provide additional information

The applicant provides any requested information within the time frame given. This ensures that the application can still be processed during this funding round.

Assess against eligibility criteria

The Ministry assesses the application against the eligibility criteria. If the application does not meet criteria, notification is sent to the applicant.

Assess applications

The panel will assess the eligible applications against the assessment criteria to determine which projects should be funded, and report back to the Ministry.

Make recommendation to Minister

The Ministry makes a recommendation to the Minister on which projects should be funded based on the panel's feedback.

Decide if applicant to proceed to Stage II

The Minister reviews the recommendations for funding, and decides which projects should proceed to Stage II Project Planning.

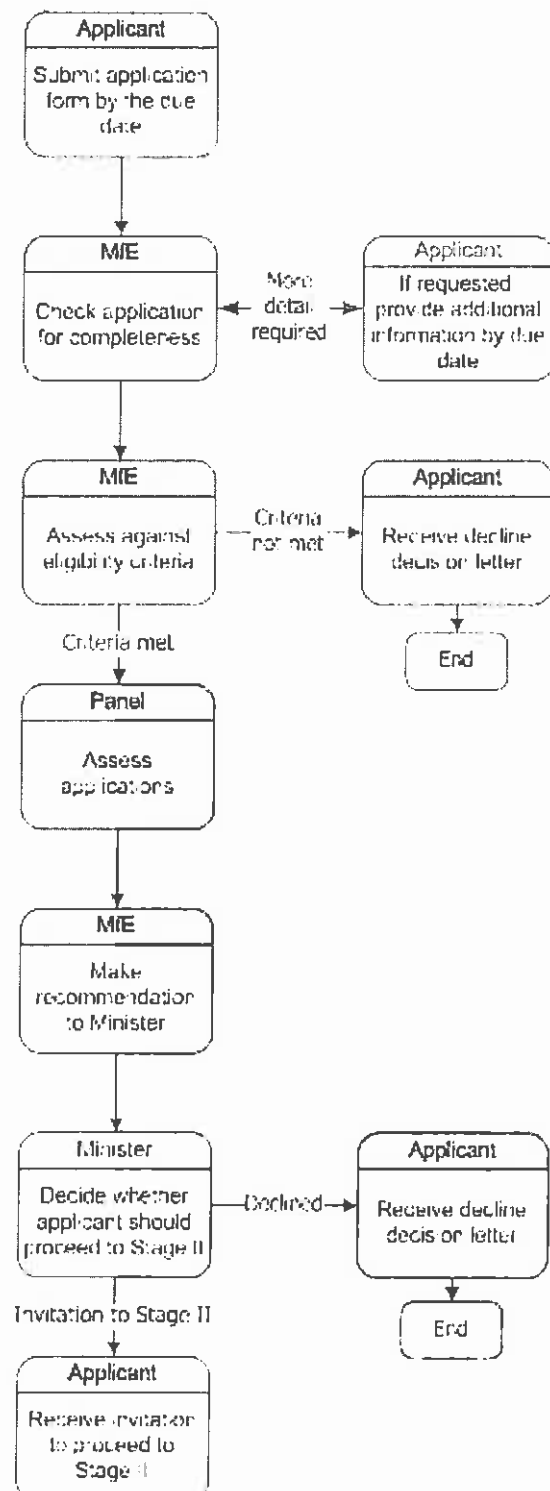
Receive decline decision letter

If declined, the applicant receives a letter advising of the outcome.

Receive invitation to proceed to Stage II

If invited to proceed to Stage II Project Planning, the applicant receives notification, and the forms required for the next stage.

Invitation to proceed to Stage II is not approval for funding.



Assessing the application

Before you begin filling out the Application Form, you should have an understanding of how your application will be assessed, and who will decide whether to recommend the project for funding.

Who makes decisions on applications to the WMF?

A selection panel will be involved in decision making on applications to the WMF. The panel will consist of internal Ministry for the Environment staff and external members (which may be from other government agencies, the community or industry), and will make recommendations to the Minister.

The Minister for the Environment will determine which applications will be invited to continue on to Stage II of the funding process. The Minister's decision is final.

How we measure projects against assessment criteria

The panel will review and score applications that meet WMF eligibility criteria. Not all projects that meet the funding eligibility criteria will receive funding. Projects may also be recommended for funding, but for less than the requested amount.

The panel may recommend not allocating the entire amount of funding for the round if there are not enough projects of sufficient quality.

Category	How good is the project?
Project benefits	<ul style="list-style-type: none"> • How will the project achieve its goals? • What is the volume of waste reduction, and the degree of reduction of harm? • What are the economic and non-economic benefits of the project? • What are the ongoing benefits after the funded phase of the project is complete? • Can the project be extended to other areas, other wastes, or be implemented by other organisations? • Can project outcomes be used to encourage others to become involved with waste minimisation? • Could the project act as a catalyst for other waste minimisation activities? • Which projects collectively give the largest net benefit over time?
Capability	<ul style="list-style-type: none"> • Does the project manager have the necessary skills and experience? • Does the applicant have the necessary resources to succeed? • Are partner organisations involved with the project? • Is project governance representative of project partners? • Does project governance define the decision-making accountabilities? • What risks are identified? How are they being mitigated or managed? • Is the project likely to succeed?
Funding	<ul style="list-style-type: none"> • How much is required to fund the project? • Do the milestones clearly indicate the significant events or key achievements of the project? • Are the due dates and estimated costs realistic? • Can the applicant, or other funding sources, contribute 20% or more of the total project cost? • Does the project have adequate systems and checks in place to ensure spending is properly managed and recorded?
Evaluation	<ul style="list-style-type: none"> • How will the effectiveness of the project be monitored, evaluated and reported against key performance indicators (KPIs)? • Are results monitored for a sufficient period after the activities are complete?

Help for the WMF Application Form

This section provides question-by-question help for completing the *Waste Minimisation Fund Application Form for project funding 1 July 2010*.

Applications must be lodged by 5.00 pm on the closing date. Applications lodged after this time will be ineligible for consideration.

See the [Key dates](#) section for more information on time frames

Accessing the Application Form

Applicants who have confirmed their eligibility using the [Online Eligibility tool](#), can download a copy of the Application Form in one of the following formats:

- Microsoft Word 2003 (DOC) documents
 - Rich Text Formatted (RTF) documents, which are suitable for most word processing software
 - Portable Document Format (PDF) documents, which are suitable to print and complete manually.
- Once you have completed the form, scan and email or post it to the Ministry for the Environment.

We prefer you to apply via email using the electronic (RTF or Word) form. This electronic format allows you to download a copy to your computer, then complete and save your answers as you go. It also performs some of the calculations for you. Once you have completed the form, send it via email to wmfapplication@mfe.govt.nz with 'WMF Application' in the subject line.

Completing the application

A significant number of applications are expected during the funding round, and each eligible application needs to be reviewed by the panel. In order for the assessment process to occur in a timely way, we ask that you keep your responses brief.

Complete the form by fully answering all questions relevant to your organisation and project. When attaching documents:

- please do not answer questions with 'refer to' or 'see attached'
- only attach documentation that the Ministry has specifically requested
- do not include requested documents as part of an answer in the body of the application but ensure they are attached separately
- please send copies of documents rather than originals, as we do not return documents.

Larger projects

Applicants who are requesting more than \$200,000 are considered to be 'larger' projects, and will need to provide a greater level of detail than other applicants.

If you are applying for more than \$200,000, you will need to provide a copy of:

- the project feasibility study
- the project business plan
- background material about the project and the organisation
- references from successfully completed publicly funded projects (if applicable)
- documentation which supports your capability statement.

SECTION 1: Applicant details

Organisation details

Include the name and details of the lead applicant or organisation, and a brief description of the organisation. The description should include the applicant's main activity, and any waste industry experience.

Applicants for larger projects (requesting over \$200,000) should also attach background information about their organisation. This might include detail about the organisation's vision, mission, values and strategy.

Legal entity status

The applicant must be a legal entity with capacity to contract with the Ministry. Legal entities include companies, limited partnership, individuals and incorporated societies.

You will need to provide proof of the legal status with your application.

Entity Type	Proof of legal status
Incorporated Society	Registration with the Companies Office under the Incorporated Societies Act 1908
Limited Liability Company	Registration with the Companies Office under the Companies Act 1993
Cooperative Company	Registration with the Companies Office under the Co-operative Companies Act 1996
Charitable Trust	Registration with the Companies Office under the Charitable Trusts Act 1957
Limited Partnership	Registration with the Companies Office under the Limited Partnerships Act 2008

Contact person details

The contact person is the primary contact for this application. Should further information be required, the Ministry will contact this person.

The primary contact person needs to ensure that they are available during the 'completeness' checks of the Application Form.

See the *Key dates* section for more information on time frames.

SECTION 2: Project details

1. What are the details of your project, and what level of funding do you require?

State the title, type, purpose, and location of the project. The project:

- purpose should be a short description of what you hope the project will achieve. You will have the opportunity to expand on this description later in this application.
- location is the area or region in which the project is located.

Estimate the total project cost, and the level of funding required. Applicants for larger projects (over \$200,000) should also attach background information about their project.

Project type

Project Type	Description
Infrastructure and/or services	Projects that directly minimise waste

Investigative	Feasibility studies, research and development, proof of concept, other investigative projects
Education and awareness	Training and educational projects

2. How does your project directly support the Ministry's waste minimisation objectives?

The Ministry has set specific waste minimisation objectives that are intended to increase resource efficiency, increase reuse, recovery and recycling, and decrease waste to landfill.

Select as many as apply to your project from the following list, then briefly explain how your project achieves that objective.

Objective	Definition
Reducing waste generation	<ul style="list-style-type: none"> • Lessening waste generation: <ul style="list-style-type: none"> • including by using products more efficiently or by redesigning products • in relation to a product, lessening waste generation in relation to the product.
Reuse of waste	<ul style="list-style-type: none"> • Reuse is the further use of waste or diverted material in its existing form for the original purpose of the materials or products that constitute the waste or diverted material, or for a similar purpose.
Increasing recovery of resources from waste	<ul style="list-style-type: none"> • Includes both recovery and recycling: <ul style="list-style-type: none"> • recovery is the extraction of materials or energy from waste or diverted material for further use or processing • recycling is the reprocessing of waste or diverted material to produce new materials.

3. How does your project result in new waste minimisation activity?

Projects must result in new waste minimisation activity, either by implementing new initiatives or by a significant expansion in the scope or coverage of existing activities.

Briefly explain the new waste minimisation activity that would result from your project.

Examples

- Implement an activity not currently done elsewhere in New Zealand.
- Expand an existing scheme to include new types of waste or diverted material, or significantly increase the volume of waste minimisation.
- Expand an existing scheme into new geographical areas.
- Implement a scoping or feasibility study that, if successful, will result in new waste minimisation activity.

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

Only answer this question if there are similar waste minimisation activities in your area or region. Funding is unlikely to be available for projects that displace existing activity.

Briefly describe the existing activity (what is currently happening, and who is doing it).

Explain whether your proposal competes with, complements or does not affect the existing activity.

Example

A current recycling service covers only 50 per cent of the area. Your project might extend the service to include the remaining 50 per cent of the area.

5. Will your project promote waste minimisation to the wider public?

If your project will promote waste minimisation to the wider public, please briefly describe how you will go about it.

Include details about your target audience, and the type of promotion you will be doing.

Applicants for larger projects (those requesting over \$200,000) should include this information in their business plan.

6. Has your organisation successfully completed a publicly funded project?

Provide the details of any other publicly funded project(s) that your organisation has successfully completed.

If your organisation has completed a number of publicly funded projects, please attach a list of these projects, and relevant details, to your application.

Briefly give details about the most recent project(s), including budget and outcomes. Include the details of a contact person from the funding organisation that we can talk to about the project.

7. Are you applying on behalf of a territorial authority?

Complete this question if you are applying as a territorial authority.

Please specify how this project differs from your statutory responsibilities under section 32 of the Waste Minimisation Act 2008 (the Act), and explain why this project is not funded out of the levy money received under section 32 of the Act.

SECTION 3: Project benefits

The panel will use this information to score applications in terms of each project's effectiveness, contribution to waste minimisation, and strategic value in achieving the purpose of the Fund. Preference will be given to projects that collectively give the largest net benefit over time.

8. What is the waste problem or opportunity that you plan to address with the project?

Describe the extent of the waste problem or opportunity. The project must focus on waste **minimisation** (eg, projects to clean up waste from beaches, or litter removal, are not eligible for consideration).

Include information such as:

- whether a demonstrated need exists
- the size of the problem (eg, number of tonnes currently going to landfill, percentage of people currently not recycling)
- the current method of disposal (eg, landfill, littered, or burnt).

Describe any benefits of addressing the problem or opportunity.

9. What is the solution you are proposing?

Describe the solution you are proposing in terms of your project's contribution to enhancing New Zealand's performance in waste minimisation.

Include details about the proposed method of reuse, recycling or reduction, if appropriate.

10. Which waste type(s) is your project focusing on?

Please describe the waste type(s) you are addressing.

For each waste type, estimate the current weight for that waste (eg, size of the problem) and the weight that your project proposes to reduce, reuse, or recycle or recover during the project. If you currently measure weight in terms of item or volume, please convert this amount to tonnes, (eg, if you measure in units, estimate the weight of each unit and then convert it to tonnes).

Include any additional details in the space beneath, including estimates of any profit gained by reducing, reusing, recovering or recycling the waste type, or the method of converting the weight to tonnes.

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

List the specific and measurable objectives and targets that your project is proposing. Include the anticipated time frame to achieve those targets.

Make your objectives 'SMART'.

- Specific – objectives should specify what they want to achieve.
- Measurable – you should be able to measure whether you are meeting the objectives or not.
- Achievable – are the objectives you set, achievable and attainable?
- Realistic – can you realistically achieve the objectives with the resources you have?
- Timely – when do you want to achieve the set objectives?

For each objective, provide detail about the types of activity(ies) that will be done as a part of your project, and how you will measure the activity (ie, your Key Performance Indicator (KPI) for the activity).

Examples

Project to raise awareness about harm done by electronic waste	
Objective	To reduce electronic waste to landfill by 20% by 2012
Activity	Hold 10 seminars
KPI	1000 people
Project to implement new recycling method	
Objective	To recycle 80% of all plastics by 2013

Activity	Install new sorting machine
KPI	50000 tonnes

12. What are the specific benefits of the solution?

Provide details of any benefits of the solution, in terms of economic, environmental, social and/or cultural benefits.

Benefit	Includes
Economic	Monetary benefits from the recovery of valuable materials from waste
Environmental	Reduction of harm to the environment (eg, reduction in greenhouse gases from waste, reduction in toxicity of leachate, reduction of waste to landfill)
Social	Creation of new employment opportunities, improvement in health and well-being of the community
Cultural	Better access provided to wide range of groups, current barriers to waste minimisation participation removed

13. What other stakeholders are going to be included in this project?

Preference will be given to projects that operate collaboratively.

Select the stakeholder groups that will be included, and give a brief description.

You will be given the opportunity to provide more information about Funding Partners later in this application.

14. How might your project influence, encourage or enhance other waste minimisation activities?

Explain how your project could enhance the uptake of waste minimisation or benefit other (current or future) waste minimisation activities.

Applicants for larger projects (those requesting over \$200,000) should include this information in their business plan, and attach it to their application.

Examples

- The solution makes current waste minimisation activities easier, more popular, or more economic.
- The solution could be extended to other areas or other waste types.
- Other organisations could implement or build on the solution.
- The solution could act as a catalyst for other waste minimisation projects or activities.

15. How will you ensure the solution or the benefits of the project will endure, once WMF funding has ended?

A successful project is not only one that has immediate visible effects but also produces long-term sustainable outcomes.

If you intend your project to continue after funding ends, please explain how you intend to make it self-sustaining at the end of the funded phase. This is particularly important if this is the establishment phase of a longer-term project.

If your project is a short-term project, and will be complete once the funding ends, please explain how you intend to ensure that any benefits are not lost once the project is complete.

Applicants for larger projects (those requesting over \$200,000) should include this information in their business plan.

SECTION 4: Milestones and funding

Please read the following instructions thoroughly before completing Section 4 of the Application Form.

The purpose of this section is for the panel to get a clear understanding about the milestones for the first year of the project, and if applicable, a summary of Years 2 and/or 3.

Applicants requesting more than \$200,000 should also attach a copy of their business plan.

Note: It is important that you keep a record of all your workings so you are able to explain this breakdown should funding be successful. If you are invited to proceed to Stage II, you will need to prepare a more detailed budget and project plan for final approval.

Milestones

16. What are the milestones in the first year of your project?

Milestone description and date

Please outline up to six milestones for Year One of the project, giving a description, a due date and the estimated cost for that milestone.

A milestone is a measurable event that indicates a significant development or a key achievement at a specific stage in the project. If a milestone is met, the project can move on to the next step; if it is not met, corrective action may be required.

Funding is paid in instalments tied to the achievement of each milestone.

If you are completing this section online, the total estimated cost will populate the Estimated Project Cost (A) in the *Funding summary* question for Year One.

Examples

- Five waste minimisation workshops for 150 participants held.
- Communications plan completed.
- Concrete foundation for plant laid.

Estimated total costs

Work out the total estimated cash cost of each milestone as accurately as possible. You can use the **Cost category** table on the following page to help you estimate your costs.

The panel will base their assessment on these figures. All costs must be exclusive of GST.

Note: Government funding is a taxable activity. If you are conducting a taxable activity and your annual income exceeds \$60,000 per annum, your organisation will need to be registered for GST.

Refer to www.ird.govt.nz/gst/ for more information.

If your organisation is involved in other activities or projects in addition to the WMF project, it may be difficult to allocate some costs (eg, administration, electricity). In these cases you may claim a proportion of costs equivalent to the time your organisation will devote to the WMF project. It is important that you are able to explain this breakdown at the project planning stage.

Cost category table

Category	Description
Personnel	The wages/salaries of all the people directly involved in the project.
Administration	Expenses directly related to the project (eg, stationery, rent, insurance, postage, courier).
Consultants or contractors	Third parties you have sub-contracted to work on the project (eg, environmental consultancies, Crown research institutes).
Capital	Capital expenditure essential for project, including the cost of bringing the new asset to working order.
Equipment	Rental and leasing of equipment for the project.
Travel and accommodation	Specific travel and accommodation costs related to the project (eg, mileage, air travel, hotel accommodation).
Promotion and dissemination	Expenses that relate to promoting the project or waste minimisation (eg, the production of brochures, advertising costs, seminars).
Financial or legal expenses	Financial or legal expenses incurred solely in relation to the project.
WMF requirements	If you are successful in obtaining WMF funding, there are a number of reporting and compliance tasks that you are required to undertake which will involve a time commitment.

17. If you require funding for longer than one year, what is planned for the following year(s)?

Multi-Year funding

Only complete this question if you are applying for multi-year funding (up to three years).

For each year, briefly summarise what the project is expected to achieve, and the estimated project cost. Use the **Cost category** table above to help you estimate your costs. All costs must be exclusive of GST.

If your application for multi-year funding is successful, then funding for subsequent years will be conditional upon your project meeting deliverables and other agreed requirements. You will also need to submit an updated project plan on an annual basis, showing the new milestones, tasks and deliverables for that funding year.

If the funding is for the establishment phase of a longer-term project, then there will also need to be confidence that the project will continue after WMF funding ends.

If you are completing this section online, the total estimated cost will populate the Estimated Project Cost (A) in the *Funding summary* question for Years Two and Three.

18. How much are you requesting from WMF, and how much have you obtained from other sources?

Funding summary

Estimated total project cost (A)

The total amount the project will cost you to complete. This is the sum of the estimated project cost for the Year One milestones, and any estimated costs from Years Two and Three.

If you are completing the Application Form electronically (in RTF or Word), the amount will be calculated for you from your previous answers.

Funding sought from WMF (B)

Enter the total amount you are seeking from the WMF.

The WMF can only fund a percentage of your estimated project cost and you need to secure the balance.

Balance (A – B) = (C)

The difference between the **Estimated project cost (A)** and the **Funding sought from the WMF (B)**.

If you are completing the Application Form electronically (in RTF or Word), the amount will be calculated for you from your previous answers.

Cash contribution

Enter the amount your organisation and/or partners are contributing to the project (if any).

Other funding

Enter the total amount of funding that other sources (excluding WMF) will contribute to your project.

Only include funding that you have applied for, and is either approved or still pending (ie, not declined).

You must also complete the **Other funding sources** table.

Total income/funding (D)

The sum of **Cash income** and **Other funding**.

This figure should equal the **Balance (C)**. If the figures do not match, you will need to either increase your request for funds, or contribute more income or other funding to the project.

If you are completing the Application Form electronically (in RTF or Word), the amount will be calculated for you from your previous answers.

WMF share of costs (E)

The percentage of the estimated project cost that you are seeking from the WMF.

(Funding sought from the WMF (B) X 100) / (Estimated project cost (A))

If you are completing the Application Form electronically (in RTF or Word), the amount will be calculated for you from your previous answers.

Other funding sources

Other funding sources

You must complete this question if you identified **Other funding** in the previous Funding Summary table. List all other sources of funding (excluding WMF) for the project. For each source, identify the amount, and the status of the funding, for example:

- confirmed offer (approved) and the date funding is expected
- pending application, and the expected decision date.

If your application is successful, we may contact the person nominated as the contact person to discuss the status of the funding.

SECTION 5: Capability

Applicants should be able to demonstrate that they have the skills, expertise and experience to undertake the project.

If successful in progressing to Stage II, applicants will need to submit a full project plan that demonstrates how the project will achieve clearly defined goals, how progress will be measured, and how the project will become self-sustaining at the end of the funded phase.

19. Who is your project manager, and what skills and experience do they have?

Provide details of the person who will have overall responsibility for delivering this project including their relevant technical skills and experience.

If this person has not yet been appointed, what skills and experience will they be required to have?

20. What resources does your organisation have to ensure successful completion of this project?

Describe the resources your organisation will require to complete the project successfully, for example:

- office space, IT equipment, internet access
- staff skills and experience.

21. What project governance is planned to be in place for the project?

Describe the project governance that you plan to have in place for the project, to ensure that decisions are made consistently and robustly, money is spent responsibly, and risk is managed effectively?

Project governance defines the accountability and responsibilities for strategic decision making across the project (eg, a project management hierarchy). It may also include processes for managing the project.

Examples

- Project or Steering Committee (including responsibilities, schedule and members)
- Governance arrangements with sub-contractors or partners
- Processes for tendering
- Processes for monitoring and auditing the project

22. Are there any partner organisations that will be involved with the project?

Collaboration and partnerships may add expertise, additional resources or other attributes that strengthen the proposal. The degree of partnership and cross-sectoral collaboration will be taken into account in assessing the strategic value of proposals.

If you are completing the Application Form in RTF or Word format, and require additional lines, press the TAB key on your keyboard to add another row.

SECTION 6: Project evaluation

23. How will you evaluate your project?

- Briefly describe how you will measure the effectiveness of your project.
- How will you monitor, evaluate and report on the project?
- How long will you monitor results monitored after the activities have been completed?

Examples

- Measurement of the volume of waste reduced, reused, recycled or recovered.
- Change in behaviour of a percentage of people attending education/awareness sessions.

SECTION 7: Additional information

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

Provide any additional information that your organisation considers important and has not been covered in previous sections.

Include any known conflicts of interest, for example relationships to panel members, Ministry for the Environment staff, or the Crown.

SECTION 8: Declaration

A person with the organisation's signing authority must complete this declaration, for example, the Chief Executive Officer or equivalent delegated authority. This person may be different to the primary contact person for the application.

If completing the Application Form in RTF or Word format, the responsible person can type their name in the Signature field to complete the form electronically.

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What happens next?

Sending in your application

Ensure your application is complete. If your application is incomplete you may miss out on this funding round.

For your application to be complete you **MUST**:

- complete all sections of the Application Form that apply to your project
- supply all information requested in the Application Form (where the information applies to your project).

Refer to the Checklist in the Application Form for the attachments you will need to include with your application.

Either submit your online application, or send your completed application to:

wmfapplication@mfe.govt.nz using the subject line 'WMF application'

or

Waste Minimisation Fund
Ministry for the Environment
Environment House
23 Kate Sheppard Place
PO Box 10362
WELLINGTON 6143

After you've sent in the application

The Ministry will acknowledge your application, and check your application is complete and meets the eligibility criteria.

If the application is incomplete, the Ministry will contact you to request the missing information. You will have two working days to provide the information. If you cannot provide the necessary information within that time, the application will either be rejected or assessed in an incomplete state.

Late or incomplete applications

Applications will not be considered if:

- they are received after the closing time on the closing date
- they are not filled out and completed on the designated Application Form
- the required supporting documentation has not been supplied within the time frame set
- supporting documentation has not been signed and/or verified where required
- the application is not signed.

Overview of Stage II

If you are invited to proceed to Stage II, you will be allocated a Ministry staff member to support you as you begin to develop your project plan.

Your support person will send you a copy of the project plan template and guide, and a copy of the standard WMF Deed terms and conditions, which you will need to review. They will also advise you of the time frames in which you need to develop and submit your project plan.

You will need to submit a draft of your project plan during the first two or three weeks. This ensures that any issues are dealt with at an early stage.

If funding is approved, your project plan will be used to produce the funding deed.

Funding deed

All successful applicants will be required to enter into a funding deed with the Ministry, which details all funding obligations and rights of the contracting parties. The funding deed will detail:

- contracting parties
- contract term (maximum of three years)
- project description
- funding conditions
- milestones, tasks and deliverables
- intellectual property
- liability
- payment conditions.

Milestones

The Ministry will only provide payment once the agreed deliverables have been produced.

Confidentiality

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

Information held by the Minister and Ministry may have to be released under the OIA in response to a request from a member of the public for that information. If applicants wish to provide sensitive information to the Minister or Ministry which they do not want released, it is recommended the applicant consults 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 the information may be able to be withheld.

The grounds for withholding must always be balanced against public interest considerations 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.

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Glossary

Term	Definition
Diverted material	The Waste Minimisation Act 2008 (the Act) defines diverted material as any thing that is no longer required for its original purpose and, but for commercial or other waste minimisation activities, would be disposed of or discarded.
Recovery	The Act defines recovery as the extraction of materials or energy from waste or diverted material for further use or processing. This includes making waste or diverted material into compost.
Recycling	The Act defines recycling as reprocessing of waste or diverted material to produce new materials.
Reduction	The Act defines reduction as lessening waste generation, including by using products more efficiently or by redesigning products. In relation to a product, it means lessening waste generation in relation to the product.
Reuse	The Act defines reuse as the further use of waste or diverted material in its existing form for the original purpose of the materials or products that constitute the waste or diverted material, or for a similar purpose.
Waste	The Act defines waste as any thing disposed of or discarded, and: <ul style="list-style-type: none"> • includes a type of waste that is defined by its composition or source (for example, organic waste, electronic waste, or construction and demolition waste), and • to avoid doubt, includes any component or element of diverted material, if the component or element is disposed of or discarded.
Waste minimisation	The Act defines waste minimisation as the reduction of waste; and the reuse, recycling and recovery of waste and diverted material.
Waste Minimisation Fund	The Waste Minimisation Fund has been set up to boost New Zealand's performance in waste minimisation. The Fund will provide some of the funding to ensure: <ul style="list-style-type: none"> • investment in infrastructure and systems for waste minimisation occurs

West Coast Waste Management

Business Plan Outline

Telephone: [03] 736 9131
Contact: Gary Lehmer

24 - 01 - 2010

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Introduction

It is obvious that current system of managing the waste disposal is not meeting the needs of the communities they are meant to serve. Since resting control of local tips from the communities they serve, an undue financial burden has been placed upon the people of Westland. West Roads has a Monopoly on the market and they are making a great profit at our expense.

I propose allowing local towns to manage and operate the tips in which they serve, by treating this as a key public utility and allowing them to operate as a 'not for profit' operation. The huge amounts of profit given to West Roads can be returned to the public via lower cost of use and fees as long as greed is not allowed to control the assessments of operating costs that will be established later in this outline.

By allowing local communities to operate their own disposals, a large amount of work will be generated and therefore piped right back into these communities. I propose each town offer well paid positions in management, giving those individuals higher hourly rates larger than West Roads, making the opportunity to help local communities. Also creating sought after positions in operation management and cartage. Local Poly-Techs have a large base of skilled business managers and equipment operators awaiting jobs.

This would be an excellent way of providing much needed employment in this time of economic crisis.

With the looming GST hikes, ACC levy increases, and increased property tax's it is time the council proposed some relief to the people they serve.

My proposal will do that.

Benefits to the Community

Economic Development

Positions in weighing, sorting, managing, trucking, environmental testing, and logistics will be created. Each town has a different need, Kumara need only to operate but a few days a week, where as Franz will be a larger operation, although the plan should follow the basic progression.

The business will be established through the use of council funds and should give a return profit within 4 years to pay for any set up costs, ie: trucks and training for the local site workers.

Initially the council will operate the payroll and the local communities will take over management when systems become routine and established.

Community Development

This is self-evident. As it creates jobs in a self sustaining operation and saves locals the exorbitant rate they currently are paying, as well as discouraging 'fly' tipping, keeping the coast clean and green.

It also allows local body's to establish just exactly how much service is required.

Human Development

The jobs provided will be in keeping with the outlines of better business allowing a higher wage, Kiwi Saver bonuses, training and up-skilling that employees can eventually use to go on to starting small business of their own, creating a bonus for local economy.

A training program via local Poly-Techs will be subsidied by the operation.

In a real way creating jobs for youth, developing skills and confidence that will ultimately benefit New Zealand as a whole.

Company Analysis

Form of Business Ownership

It should be a Local govt. funded operation until it can operate under its own steam and should remain a local public service operating within government and yet self-funding. Although local govt. should not be able to force rate hikes to fund other programs and expenses, the operation should be solely for the benefit of its workers and its community.

Compliance with govt. mandates will come with training of the work force, ie: water sampling and environmental controls. I am a confident permit and licensing should present little problem.

Most all of the infrastructure is already in place (paid for by tax dollars, if I am not mistaken). The take over should be smooth, as the basic operations of this venture are already established and in place. Basically, it is removing the current operator in favor of one that is of a more economically viable nature.

I don't have current contract details, but I am certain my costing will be greatly less than current expenditures.

About the Company

Local body have long been involved in payroll managing. This operation presents less effort than establishing a whole new operation, as much of it can be integrated with existing infrastructure.

The users of the tips will benefit from the lower cost by having that extra money that can be used to offset the rising costs soon to be imposed, allowing us to save a penny here and here.

Though this is a bold proposition, waste management is certainly within the realm of proper execution and if the council can organize Wild Foods, certainly this should present only a small hurdle.

Industry Analysis

At present only West Roads and Fulton Hogan are competitors for our waste management.

Apparently no others have bid for the job, as no one can compete with the larger operators and are excluded from the tender process.

The revenue generated will fund the operation, profit will be returned to the users via lower tip rates.

Management Team

I have yet to get council approval, but assembling a team, leaders to manage and implement the operation poses little problem as the communities are screaming to make this happen.

The structure of the operation will be established by the needs of the communities they serve. Although a broader collaboration and higher management, coordinating trucking, for instance will be established.

The local teams will be assessed, up-skilling and training will be provided at no cost to the employee, as a part of operational costs. These benefits for serving their communities will ultimately result in high motivation and morale.

The philosophy should be one of providing a much-needed service to the local communities at operational costs.

Keeping to the principle of bettering the workforce through training and fair wage.

Key management personnel will be required, at a rate of, for example, \$20 hourly.

Karoro Learning or Tai Poutini Poly Tech would be excellent resources to utilize, getting young minds to work and establish operations.

I am certain professionals within the community would be keen to input their knowledge on a contract basis to help set up this organization, to establish it in an effective and self-sustaining manner.

Operations Plan

Location and Space Requirements

Locations already exist.

Transport will require an investment into trucks and equipment, not necessarily new and a small mechanic force will be needed to maintain the equipment.

Costs as far as utility are established.

Facilities are already council owned.

Equipment

Owning equipment will be key to long term cost effectiveness; lease and rentals are not part of this outline.

Weigh-Scales and such are in place already.

Labor Force

Labor should not be an issue, given the record rate of unemployment.

The rate of pay should be generous as being not for profit with a base wage of eg: \$17 hourly.

Inventory Control

Already established.

Purchasing Requirements

Already established.

Subcontractors and Suppliers

Already established.

Labor Force

Labor Requirements

A review of existing operations is required to establish size and make up of work force, ie: job descriptions.

Selection, Orientation, and Training

Naturally a panel to establish the best qualified will be set up.

Criteria will be set for assessment upon review of existing structure.

Orientation and training will be provided.

Training via established schools and service providers.

Evaluation, Policies, and Rules

Standard business practices will establish employee evaluation, policies and rules.

Marketing Plan

Target Market

Not necessary, as it is a public utility.

Environment

At the present there is a void causing great expense to the council. This outline represents a solution to many problems like unemployment and excessive charges to the people of the West Coast.

Marketing Objectives

Not necessary.

Financial Plan

Startup and Operating Needs

This is a council initiative.

Funding to be established. As a round figure, a start up company breaking into this field should need no more than 1 million dollars to be returned to the council at a rate proportionate to usage and income (to be established).

As the community it serves will ultimately control each tip, cost will vary from approx. eg: \$89,000.00 for a community like Kumara and Franz at eg: \$300,000.00.

Start up funding to be provided by the council. Funds to be repaid as margins allow.

Financial Statements

Financial statements from current operations.

Not possible to project a financial statement until approval to prepare a proper business plan is funded by the council, though projections from the profit of West Roads show considerable monetary gain from running operations as a local business.

Financial Analysis

To be prepared upon funding for financial plan.

Exit Strategy

If necessary to get out of the business, I am sure West Roads will snap up such a lucrative contract.

Growth is not a factor, it will occur as the need arises.

Being a council funded investment into infrastructure how can you lose?

If the operation pays the council back for its start up costs and operates under its own revenue.

Critical Risks and Assumptions

Should the need for growth become apparent, widening the scope of operations should be funded by its own operations.

No doubt West Roads will not want to lose out, but the needs of the people for a reasonable tip rate and control of their own resource outweigh the need to increase West Roads excessive profits. They have a monopoly on road works already.

Lets keep waste management a public utility.

The need for waste management is as essential as water. Long-term self-management is the way of the future.

At present labor is not a problem.

In Conclusion

The establishment in operations of the proposed business represents tremendous gains to the communities in which they serve. Operating these services as outlined will substantially reduce the financial burden to the people.

I am certain that the logic of this proposal is self-evident.

Should this project be beyond council capability, I offer my skills as successful business operator to show you how it is done. However, my time is required for my own business and I would expect to be compensated at my professional rate for setting this business up for you.

Thank you

Gary Lehmer Construction Ltd

81 Greenstone Road

Kumara 7832

Westland.

[03] 736 9131

email: lehmerconstruction@yahoo.com