

Policy:	Waste Levy Contestable Fund
Department:	Assets
Approved by:	Policy and Services Committee
Effective date:	April 2025
Next review date:	April 2027
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## 1. Purpose

1.1 The purpose of the Waste Levy Contestable Fund Policy (referred to as 'the policy') is to outline the:

- Eligibility, funding application and assessment criteria;
- Conditions for Approval; and
- Exclusions

related to Waste Levy Contestable Fund applications and process.

1.2 The Waste Levy Contestable Fund aims to support activities and initiatives within the district that promote waste minimisation and resource recovery.

1.3 Eligible projects must directly benefit the Stratford district, contributing to measurable reductions in landfill waste and/or enhancing resource recovery efforts.

## 2. Scope

2.1 The scope defines the Waste Levy Contestable Fund (WLCF) allocated budget<sup>1</sup> of \$50,000 over the next two years, with a maximum of \$25,000 available per year. Any unused funds will be carried over to the next funding allocation.

2.2 For the purpose of this policy, the Waste Levy Contestable Fund means:

*A fund that is contestable by the community and allocated on application, to support waste minimisation and/or resource recovery initiatives and activities, consistent with the Waste Management and Minimisation Plan 2023 (WMMP), within the district.*

2.3 This Waste Levy Contestable Fund is funded via the waste levy imposed by central government on solid waste disposed at the landfill. The waste levy raises revenue for initiatives to reduce waste and encourage resource recovery (e.g., composting and recycling). It recognises that disposal imposes costs on our environment, society and economy.

2.4 This policy is to be read in conjunction with the Council's Solid Waste Management and Minimisation Bylaw 2020 and the WMMP 2023 and any subsequent amendments.

## 3. Eligibility

3.1 To be eligible for funding, the:

- a) Applicant must be either a natural person, an organisation, or a not-for-profit entity;  
**AND**

<sup>1</sup> Allocated in the Long Term Plan

- b) Project must promote or support waste minimisation and/or resource recovery in the Stratford district; **AND**
- c) Application must support a reduction of waste to landfill and/or resource recovery project with measurable outcomes within a year of funding being approved.

#### **4. Funding Application and Assessment Criteria**

- 4.1 All applications must be made to the [wasteminimisation@stratford.govt.nz](mailto:wasteminimisation@stratford.govt.nz) email.
- 4.2 No applications will be received or adjusted after the “applications closed” date unless changes are requested or approved by the WLCF administrator or the Waste Levy Advisory Group (WLAG).
- 4.3 Projects must promote or achieve waste reduction initiatives and/or resource recovery activities that avoid, reuse, recycle or recover waste destined for landfill, or make use of resources diverted from landfill.
- 4.4 Projects may include, but are not limited to:
  - a) Education or behavioural change projects, to promote waste minimisation and/or resource recovery activities for a particular target audience.
  - b) Infrastructure that helps divert resources from landfill.
  - c) Research to investigate existing waste quantities and composition, behavioural or economic incentive, towards effective reduction of waste and/or resource recovery improvement activities.
  - d) Design of product stewardship schemes or other solutions that promote and achieve waste minimisation and resource recovery.
  - e) Other initiatives and activities that contribute to the Council’s actions and strategic priorities in the WMMP 2023.
- 4.5 Applications will be considered against the assessment criteria in accordance with Sections 5.3 & 5.4 of the Council’s WMMP 2023.
- 4.6 All accepted applications will be assessed by the WLAG, which is composed of 2x Elected Members and a Waste Officer.
- 4.7 Applications with missing, incorrect or incomplete information will not be accepted for funding and it is the responsibility of the applicant to ensure all information supporting their application is received before the application closing date.

#### **5. Conditions for Approval**

- 5.1 There will be no cap on the maximum amount available within the fund’s approved annual budget of \$25,000 for approval for any single application.
- 5.2 The successful applicant will be required to submit a report on the funds expended and outcomes achieved at the end of either:
  - a six month period – for funds approved greater than \$3,000; or
  - a 12 month period - for funds approved less than \$3,000.
- 5.3 Further reporting once per annum for a period of three years will be required to ensure projects are still meeting their targets and will be used to determine further funding applications
- 5.4 If previously allocated Waste Levy Contestable funds by Council, applicants must provide evidence of successfully expending those funds and the reporting provided to support the expenditure.
- 5.5 Projects must be new or improvement activities that are measurable and achievable within 12 months of an approved application.
- 5.6 Applicants must provide any other information required during the waste levy funding application assessment process if required by the WLAG.

5.7 Projects must take into consideration the Stratford District Councils Sustainability Policy.

## **6. Exclusions**

6.1 Funding will not be awarded for existing activities or towards the ongoing operational costs of any application.

## **7. Audit**

7.1 Given that annual audits will be carried out by the Ministry for the Environment (MfE) to ensure compliance with the Waste Levy Grant, the successful applicants will be required to provide the appropriate report(s) as per clause 5.2.

7.2 Any successful applicant who does not provide the report will be disqualified from accessing future funding.

7.3 All approved projects will be subject to the application assessment process outlined in **Appendix 1**, ensuring proper record keeping and documentation of decisions for auditing purposes.

## **8. Dispute Resolution**

8.1 In the event of a dispute over any aspect of this policy, immediate action will be taken by the Director of Assets through effective and constructive consultation between the parties concerned and in accordance with any Council complaints or dispute resolution process.

8.2 If a resolution cannot be reached, the WLAG, with support and guidance of the Chief Executive Officer, will have the final say on the matter.

## **9. Review**

9.1 This policy is to be reviewed:

- a) In April 2027; or
- b) As and when required

## **10. Attachments**

10.1 Appendix 1 – Waste Levy Contestable Fund Application Assessment Process

## Appendix 1: WLCF Application Assessment Process

