

MINISTER FOR THE ENVIRONMENT

## SUSTAINABLE MANAGEMENT FUND

# CONTRACT FOR PROJECT GRANT AND DELIVERY

Administered for the Minister by



*Ministry for the*  
**Environment**  
*Manatū Mō Te Taiao*

**2006/07**

<b>SUMMARY OF DETAILS (For Ministry use only)</b>	
Application number	4211
Grantee	Waste Management Institute of New Zealand Incorporated
Project name	NZSoil <sup>3</sup>
Topic area	Waste minimisation and resource recovery
Total SMF grant approved	\$100,500
Total project cost	\$250,000
SMF share of costs	40.2%
Duration	Date of signing to 30 June 2007

## SECTION 1 – APPLICANT DETAILS & PROJECT OVERVIEW

### 1.1 Purpose of Document

1. The Minister for the Environment has a Sustainable Management Fund (SMF) for use to support environmental projects which the Minister considers may assist the New Zealand Government's objectives and priorities for sustainable environmental management.
2. The SMF and related grants are subject to Parliamentary appropriation of funds each year and are administered for the Minister by the Ministry for the Environment.
3. The Applicant has read the applicable SMF guide material for Applicants and seeks a grant from the SMF for a project within the purposes and funding constraints of the SMF.
4. This document records what funding has been applied for, and what is to be delivered if any SMF grant is approved by the Minister.
5. This document will be the Crown's SMF Project Contract with the Applicant (who will become a Grantee) to the extent approved, but subject to any special provisions that may be required, by the Minister. In the event of a conflict between Section 5 and the other sections of this contract, Section 5 will prevail.

### 1.2 Ministry Contact Person Details

<b>Name:</b> Amanda Turner	<b>Address:</b> 23 Kate Sheppard Place
<b>Position:</b> Adviser, SMF	P O Box 10-362
<b>Phone:</b> (04) 439 7518	Wellington
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<b>E-mail:</b> <a href="mailto:amanda.turner@mfe.govt.nz">amanda.turner@mfe.govt.nz</a>	

**Grantee is to only correspond with this person in relation to this SMF Project Contract. The Ministry may change this person at any time.**

### 1.3 Full Legal Name(s) of Applicant/Grantee

Waste Management Institute of New Zealand Incorporated

### 1.4 Trading Name(s)

WasteMINZ

### 1.5 Contact Person

Correspondence will be with this person.  
Any changes are to be promptly advised in writing to the Ministry's contact person.

<b>Name:</b> Nigel Clarke	<b>Address:</b> 166 Kitchener Road, Milford AUCKLAND
<b>Position:</b> Sector Group Co-ordinator	Private Box 31 580 Milford AUCKLAND
<b>Fax:</b> 04 970 2553	
<b>E-mail:</b> <a href="mailto:Nigel@wasteminz.org.nz">Nigel@wasteminz.org.nz</a>	
<b>Web:</b> <a href="http://www.wasteminz.org.nz">www.wasteminz.org.nz</a>	

## 1.6 Project Title

NZSoil<sup>3</sup>

## 1.7 Project Overview

The aim of this project is to develop the organic recycling industry through building technical capacity in the industry; focusing on adopting and achieving the NZS4454 quality assurance standard and; enhancing market led growth.

Organic recycling is a positive environmental technology which includes composting, anaerobic digestion, bio-energy and vermiculture.

A key target in the New Zealand Waste Strategy is to divert organic waste from landfill. This project supports councils and business in achieving this target. In addition, the outcomes of the project will contribute to the sustainability of NZ soils and systems of food production.

## SECTION 2 - THE PROJECT AND COSTS/FUNDING

### 2.1 The problem or opportunity

Organic waste is the largest percentage of the waste stream and contributes to leachate streams and methane emissions from landfills.

Extensive consultation during the development of the NZWS 2002 identified land filling of organic waste as a particular problem. Diverting 95% of green waste from landfills by 2010 was seen as an opportunity to improve landfill performance. An added advantage was that organic materials could be beneficially recycled.

However, in its 2004 review of the NZWS the Ministry “*recognises the inherent difficulty of achieving some of the organic waste targets*” but clearly endorsed its goals by recommending no change to the targets.

There are significant barriers to achieving the national target.

- Industry capacity
- Technical capability
- Variation in product quality
- Poor market development for end products

Without intervention, these barriers will compromise the future of the industry.

Under the umbrella of a new industry body (Compost NZ - which is a sector group of WasteMINZ) the project is intended to provide a coordinated industry development framework. The framework will:

- unify and accelerate industry development activity
- avoid duplication and resource wastage;
- assist communication across the sector; and;
- equitably deliver added value to both large and small practitioners.

A key focus of the **NZSoil<sup>3</sup>** project is to promote ‘economically sustainable market led industry development’. This involves equipping organic recyclers to adopt and achieve the new NZ compost standard NZS4454. Once basic product quality assurance can be achieved, viable market expansion can be promoted.

## 2.2 What are the outcomes and who benefits?

The key outcomes of the project will be:

- (1) Rapid, efficient and cohesive development of the organic recycling industry.
- (2) Access to increased knowledge of operational best practice for the fledgling organic recycling industry (which includes both the private and Council sectors).
- (3) Industry adoption of NZS4454 – Composts, Soil conditioners and Mulches.
- (4) Support for the Ministry for the Environment's organics work programme through strengthened industry communication, networking / engagement.
- (5) An information gathering process to assist monitoring progress in implementing the New Zealand Waste Strategy 2002.
- (6) Assistance for Regional and Local Councils to stay abreast of complex technical issues associated with this rapidly developing sector.
- (7) A cost effective, informed and uniform consenting process across New Zealand.
- (8) Effective communication networks between the organics industry, councils, research agencies and central government organisations.
- (9) A coherent research strategy for the industry:
  - Issues identified
  - Available expertise assessed
  - Research resources prioritised and used cost effectively
  - Increased co-ordination in research
  - Effective delivery of practical research outcomes
- (10) Quality assured products which will lead to:
  - market expansion
  - investment certainty for increasing recycling volumes
  - achievement of New Zealand Waste Strategy 2002 diversion targets

### How do the outcomes address the problem?

The outcomes will allow the industry to further develop effectively.

A strong organic recycling industry, an effective long term research strategy in place, good methods of information dissemination and investment certainty will increase the rate at which the organics targets of the New Zealand Waste Strategy 2002 can be achieved.

Industry development will also facilitate access for gardeners, New Zealand agriculture and horticulture to quality assured organic fertiliser soil conditioners for sustainable management of their growing systems. Development of the organic recycling industry is a critical fulcrum, which will deliver quadruple bottom line (economic, social, cultural and environmental) benefits to New Zealand as we balance the need to be both a responsible international citizen and effective competitor in the global economy.

In summary, all New Zealanders will collectively benefit from the development of the organic recycling industry.

## 2.3 Project Consultation

### **WasteMINZ**

Over a significant period WasteMINZ has been a lead organisation for centralised engagement and support for those involved in waste management, recycling and the zero waste industry. The annual WasteMINZ workshops and conferences, alongside communication functions provided by the web site and 'Waste Awareness' magazine, have provided significant opportunities for professional development, information sharing and industry cohesion.

For the organic recycling sector, WasteMINZ has facilitated numerous seminars featuring the latest research and international expertise. As part of the strategic development of the organics interest group at WasteMINZ, two key consultative sessions have been held. The first session in Queenstown, May 2005 examined the need for some form of identifiable NZ organic recycling industry group. The second, in Rotorua, November 2005 was facilitated by Dave Hanlon who was the consultant who led the development of the 'Compost Australia Roadmap. The resulting discussion and feedback has been processed into a preliminary development strategy for Compost NZ. At these sessions, over 150 people in total from the organics industry and stakeholders participated.

### **Zero Waste Academy**

Over the past two years the Zero Waste Academy (ZWA) facilitated the development of the South Island Organic Recyclers training and discussion (SORT) group. There has subsequently been a series of four 'SORT' group meetings (April / August, 2004 & 05) with practical site tours, high quality technical speakers and facilitated discussion. The SORT group represented self motivated, grass roots industry development.

During these meetings key professional development and industry issues were identified. The projects set out in this application are shaped to help meet those identified needs.

### **Standards development process**

Since the publication of the 'Review of the Targets of the NZSW' in 2004, the Ministry for the Environment has undertaken a work programme to better understand and help meet the needs of the organic recycling industry.

A key element of the Ministry programme has been standards development. WasteMINZ was asked to obtain industry involvement in this process. The standard was published in December 2005. Standards NZ developed a 'standards review committee' which was compiled from all stakeholders in the industry. Members of the review committee are now on the steering committee for Compost NZ.

### **Industry involvement**

Industry is keen to support these projects – and have carried out a number of other initiatives which demonstrate their commitment to the organics sector. As an example of key player / industry responsibility the Living Earth Company has undertaken on industry behalf, a series of initiatives aimed at resolving the serious issue of chemical spray residues entering the organic waste stream. These initiatives have engendered various levels of cross industry support, direct involvement and wide benefit.

Collectively the initiatives above represent a great deal of precursor activity, background support and a thorough process which has culminated in WasteMINZ formally setting up Compost NZ.

Currently Compost NZ is being led via a steering group made up of representative industry leaders (listed on page 10) who support this SMF bid on behalf of the wider industry.

## 2.4 How will the project be done?

In a maximum of six steps, describe how the project will be carried out. For each stage provide details of the tangible output that will be produced. Also show the planned completion date for each stage and the estimated cost of each stage.

Stage	Project Stages and Deliverables	Due Date	Estimated Cost (excl GST)
1	<p>Stage A - Finalise the formal Compost NZ development process.</p> <p>Carry out a formal process to engage all compost industry participants. The current steering committee will:</p> <ul style="list-style-type: none"> <li>• prepare a draft strategic plan for the industry development process;</li> <li>• arrange the design of a logo and brand;</li> <li>• develop a contacts list; and</li> <li>• prepare a website.</li> </ul> <p>Industry stakeholders will then be contacted by email, letter or personal meetings and invited to participate in the new industry body. Through the contact forum (message board) on the WasteMINZ website and informal meetings where appropriate, opportunities will be provided for input into the strategic plan, membership of the steering committee and participation in projects B1-6</p> <p>Overall, the outcome of this process will be the formation of a representative industry body. This body will provide the umbrella function to implement the five specific industry start-up actions - B1-6.</p> <p><b>Project plan</b></p> <p>The project plan will set out administrative details for:</p> <ul style="list-style-type: none"> <li>• how the projects are to be further developed with industry participation;</li> <li>• steering committee oversight; Board involvement; and</li> <li>• project timelines.</li> </ul> <p>The project plan is to be developed by the organics sector group steering committee at a one day workshop.</p> <p><b>Industry data</b></p> <p>A steering committee workshop will be held to determine:</p> <ul style="list-style-type: none"> <li>• What industry data should be collected;</li> <li>• how the data will be stored and analysed; and</li> <li>• in what form data is to be provided to other agencies if required.</li> </ul>	01/09/06	\$59,054

	<p>If appropriate, a contract will be let to design the survey programme. Oversight of the design and robustness of the survey methodology will be provided by Canterbury University.</p> <p><b>Provide MfE with:</b></p> <ul style="list-style-type: none"> <li>- <b>a copy of the Compost NZ strategic plan including the structure of the group, industry consultation programme, membership drive programme, brand development and communications strategy, website, industry reporting methods</b></li> <li>- <b>NZSoil<sup>3</sup> project plan developed by the project management group and sub groups containing meeting reports and documentation</b></li> <li>- <b>report and contract to establish a survey method and electronic mechanism to gather and analyse data related to industry development.</b></li> </ul>		
2	<p>Stage B4 - Researcher / Industry forum</p> <p>Research organisation and industry representatives will be brought together for a one day workshop. The workshop will cover:</p> <ul style="list-style-type: none"> <li>• current research being carried out around the country; and</li> <li>• commercial outcomes from planned, current and completed research.</li> </ul> <p>A research and development plan for the sector will be developed. This workshop is intended to lay the groundwork for an annual forum for research and industry representatives.</p> <p>Zero Waste and WasteMINZ will arrange to have internationally renowned expert staff from the Recycled Organics Unit in Australia facilitate this workshop. This is not an SMF budgeted component.</p> <p><b>Provide MfE with:</b></p> <ul style="list-style-type: none"> <li>- <b>A copy of the research and development plan for the sector. (The project team will consult stakeholders and plan the workshop, with the assistances of a consultant)</b></li> <li>- <b>details of workshop attendance</b></li> <li>- <b>a report which will be used to disseminate findings from the forum.</b></li> </ul>	03/11/06	\$31,910

3	<p>Stage B1 - NZ Standards certification process</p> <p>Facilitate industry involvement in the Ministry for the Environment led programme to implement NZ4454. A liaison committee will be established to determine the most effective way of implementing the standards through-out NZ. An outline of implementation actions will be developed.</p> <p><b>Provide MfE with:</b></p> <ul style="list-style-type: none"> <li>- <b>copies of meeting minutes from liaison process (Standards NZ, MfE and review committee who coordinate this process)</b></li> <li>- <b>an outline of implementation actions</b></li> <li>- <b>Note that this is not the full certification process- just setting it up</b></li> </ul>	30/1106	\$9,642
4	<p>Stage B2 - NZS4454 'tool-kit' workshops</p> <p>An inaugural series of four NZ compost standards tool kit workshops will be run with the intention to inform and equip industry to adopt the NZ compost standards. The standards were recently prepared by Standards New Zealand under the auspices of WasteMINZ, Zero Waste Academy, MfE and industry representatives</p> <p>A project brief setting out requirements for the tool kit will be prepared by the tool kit oversight committee. A contract will be let to a consultancy who will then prepare appropriate training material and resources. Training providers will then run four workshops based upon the above resources.</p> <p>In tandem with this, WasteMINZ is bringing experts from the US to further reinforce the need for quality manufacturing and the tools available to the industry. This is not an SMF budgeted component.</p> <p><b>Provide MfE with:</b></p> <ul style="list-style-type: none"> <li>- <b>A copy of scoping document and final resource development proposal. (Project team will consult with industry and prepare documents).</b></li> <li>- <b>Copies of ROI from suitable service providers. (Project team will prepare Registrations of Interest and then evaluate these).</b></li> <li>- <b>Copy of signed resource development project contract. (Project team will evaluate tenders and then prepare contract).</b></li> <li>- <b>Copy of toolkit. (Project team will also liaise, review and finalise 'tool-kit' workshop resources).</b></li> <li>- <b>Copies of attendance lists from the four workshops. (Project team will plan and with consultants run 'NZS4454 Adoption and Achievement' workshops using 'tool-kit' resources. A small pilot workshop may be necessary</b></li> </ul>	28/03/07	\$56,554

5	<p>Stage B3 - End-user workshops</p> <p>A series of seminars/workshops will be run for potential end users of organic recycling products. The purpose of the workshops will be to:</p> <ul style="list-style-type: none"> <li>• raise awareness of the new standards based production methodologies</li> <li>• inform farming and horticultural representatives of the multiple benefits to soil based growing systems of the end products from organic recycling.</li> <li>• lay the ground work for future research into the benefits of the application of organic recycling products in the rural sector</li> <li>• identify and minimise market development barriers in this sector</li> </ul> <p>Participants will be drawn from industry research organisations, farming and horticultural advisory bodies, rural contractors, farming and horticultural organisations (Federated Farmers, Vegfed etc); crown research organisations and universities. An outcome may be that this will involve planning NZ wide field trials or a field days strategy. Compost makers will participate in the workshops.</p> <p>A project brief setting out requirements for the end user workshop will be prepared by the end user oversight committee. A contract will be let to a consultancy who will then prepare appropriate workshop material and resources. A facilitator will then run four workshops.</p> <p><b>Provide MfE with:</b></p> <ul style="list-style-type: none"> <li>- <b><i>A copy of scoping document and final resource development proposal. (Project team will consult with industry and prepare documents).</i></b></li> <li>- <b><i>Copies of ROI from suitable service providers. (Project team will prepare Registrations of Interest and then evaluate these).</i></b></li> <li>- <b><i>Copy of signed resource development project contract. (Project team will evaluate tenders and then prepare contract).</i></b></li> <li>- <b><i>Copy of end user resources setting out specific information for users. (Project team will also liaise, review and finalise end user resources).</i></b></li> <li>- <b><i>Copies of attendance lists from the four workshops. (Project team will help plan and run Compost end-user workshops using resources. A small pilot workshop may be necessary).</i></b></li> </ul>	28/03/07	\$56,554
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6	<p>Stage B5 - Regional Council forum</p> <p>This workshop is intended to assist regional council staff develop more appropriate rules for organic recycling operations. Policy and consents staff from regional councils along with industry representatives will attempt to prepare organic recycling manufacturing plant guidelines at a facilitated workshop. The guidelines are intended to be used as the basis for revising regional plan rules.</p> <p><b>Provide MfE with:</b></p> <ul style="list-style-type: none"> <li>- <b><i>A copy of a project scoping document. (The project team will consult stakeholders and plan the forum, with the assistances of a consultant).</i></b></li> <li>- <b><i>Copies of attendance lists from the forum</i></b></li> <li>- <b><i>Report which will be used to disseminate findings from the forum</i></b></li> </ul>	28/04/07	\$36,286
<b>TOTAL PROJECT COST (EXCLUDING GST)</b>			<b>\$250,000</b>

## 2.5 Key Personnel

Name	Brian Gallagher
Current Position	Solid Waste Manager for the Timaru District Council.
Responsibilities in this project:	Project management team leader – <i>Stakeholder relations and Reporting.</i>
Work experience:	Brian is the elected Compost NZ Chairperson, is and is on the Canterbury Waste sub committee. Brian is a recent past member of the WasteMINZ Board. He has extensive involvement in the waste management industry and has been a prime mover in developing a national approach for the compost industry.

Name	Carole Inglis
Current Position	Executive Officer
Responsibilities in this project:	Project governance
Work experience:	Carole has successfully managed WasteMINZ for the last 10 years. She runs the annual WasteMINZ conference and produces all WasteMINZ publications. Carole has extensive experience in managing workshop programmes and also has in-depth database and financial management skills.

Name	Nigel Clarke
Current Position	WasteMINZ sector group coordinator
Responsibilities in this project:	Project management team member – <i>Administration and Communications.</i>
Work experience:	BSc; Dip Nat Res. Nigel has extensive management experience in both business and community sectors. He worked with the Greater Wellington Resource Policy team preparing the Regional Policy Statement, three Regional Plans and the environmental education programme. His current role in coordination and development of the WasteMINZ interest groups sees him networking across the full spectrum of people, organisations and industry disciplines.

Name	Jonathon Hannon
Current Position	Coordinator of the Zero Waste Academy based at Massey University.
Responsibilities in this project:	Project management team – <i>Finance, and Monitoring</i>
Work experience:	BAppSc (hons). Prior to the role with ZWA, Jonathon worked in both the recycling and waste management requiring Council, community and corporate involvement. His research was published in the peer reviewed journal <i>Compost Science and Utilisation (Winter 2003; Vol. 11, Iss. 1; pg. 61.)</i> The ZWA has been centrally involved in initiating and developing industry training for the combined waste, recycling, and zero waste sectors. This started with establishing ITO (EXITO) accreditation and participation in the Resource Recovery Sector Advisory Group by all the relevant industry associations (WasteMINZ, RONZ, the Scrap Metal Association and the ZWA). This process is collaborative, unified and is now progressing rapidly toward what appears set to be a very positive outcome

## 2.6 Project Partners

### Compost NZ

This group involves representatives from all the large organic recycling companies, Councils, non governmental organisations, technology suppliers and academic institutions.

The group has been established as a result of a thorough consultative process which has taken place over the last eighteen months. The group has been nominated by industry to participate in the project, ensure industry involvement and to act for the sector.

Representatives from:

- Timaru District Council
- Living Earth
- Envirowaste
- Delta Utilities
- Perry Environmental
- R5Solutions
- Greenfingers
- Composting New Zealand
- Gisborne District Council
- Andar Limited
- Canterbury Landscape Supplies
- Zero Waste Academy (board members from Massey University, the Palmerston North City Council and the Zero Waste New Zealand Trust)

Each representative on Compost NZ has the requisite knowledge and experience to successfully manage the interrelated Compost NZ development process and NZSoil<sup>3</sup> project management.

**Consulting Support:**

There are a number of excellent organisations offering consulting services relevant to this project. In this respect, initial discussions have been undertaken, but no formal appointments have been made. By way of example of the calibre of NZ consulting services in this sphere, we include a brief introduction to of Joanne Koppel from URS consulting.

*“URS New Zealand (URS) is a leading engineering and environmental professional services company with a multidisciplinary team of over 200 project managers, engineers, scientists, risk management specialists, planners and sustainability specialists based in Auckland, Tauranga, Wellington, Christchurch. URS is a part of the URS Corporation global expertise network of 26,000 people in 300 offices in more than 20 countries.”*

*“Joanne Koppel, an environmental engineer and advisor with the URS Sustainable Solutions team has been specifically involved with the New Zealand organics sector since 1999 and has worked in this area with a number of local and regional councils, central government agencies, private composting facility operators and technology providers. Since completing a Masters degree in resource engineering in 2000, Joanne has both gained a range of experience in solid waste management and specialized in the area of organic wastes, including composting of food wastes, processing sludges, animal wastes, and the treatment and disposal of biosolids. While working with URS, Joanne has been involved in the preparation of recycling issues and options reports for the Organic Waste Working group (composting of kitchen wastes), Biosecurity New Zealand (feasibility study for the composting of infected poultry carcasses and burial of infected bovine carcasses and Manukau City Council (curbside collection of recyclables). Joanne has also assisted private organic sector clients with the preparation of facility costings and investigations into research and development funding programmes.”*

Partner Organisation	Contact Details	Signature of organisation representative*
Compost NZ	Brian Gallagher Timaru District Council	

\* By signing above you have acknowledged your involvement and contribution to this project.

## 2.7 Expenditure

<b>CASH COSTS</b>	
Items	Total
Personnel (wages/salaries)	\$29,400
Administration (rent/lease offices, etc.)	\$7,700
Consultants & Contractors	\$41,900
Rental and Leasing of Equipment	\$0
Travel & Accommodation	\$9,500
Promotion and Distribution Costs	\$12,000
Financial/Legal Expenses	\$
<b>Total Cash Cost (A)</b>	<b>\$100,500</b>

<b>IN-KIND COSTS</b>	
Items	Total
Personnel (wages/salaries)	\$24,750
Project support	\$124,750
<b>Total In-Kind Cost (B)</b>	<b>\$149,500</b>

<b>TOTAL PROJECT COST (C)</b>	<b>\$250,000</b>
Totals A + B = C (excluding GST)	
<i>This should equal the 'Total Project Cost' as shown in 2.4</i>	

**2.8 Income**

<b>Cash Funding</b>	<b>Total</b>
Funding from SMF	\$100,500
<b>Total Cash Funding (D)</b>	<b>\$100,500</b>

<b>In-kind Funding</b>	<b>Total</b>
Compost NZ WasteMINZ Zero Waste	\$149,500
<b>Total In-Kind Funding (E)</b>	<b>\$149,500</b>

<b>TOTAL PROJECT FUNDING (F)</b> Totals D + E = F (excluding GST) <i>This should equal the 'Total Project Cost' as shown in 2.4 and 2.7</i>	<b>\$250,000</b>
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**2.9 SMF Share of Costs**  
How much of the total costs is funded by the SMF. Maximum allowed is 80%

SMF Share of Costs <i>(i.e. 'Funding from SMF' divided by 'Total Project Funding (F)' x 100 =)</i> <i>100 500 divided by 250 000 X 100</i>	40.2%
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## 2.10 Monitoring and Evaluation

How will the project be monitored to ensure it is undertaken as outlined in the application and that the outcomes are being achieved?

### Project management

Each of the sub-projects making up the NZSoil<sup>3</sup> project has been assigned to a member of the steering group who will take lead responsibility. The leader will be initially overseeing the development of the sub project plan with support from the project management team. The plans will incorporate further delineation of objectives, critical path for actions, performance indicator timelines, ongoing review, financial and functional responsibility and evaluation.

Project support, monitoring and evaluation will be provided within the delegated responsibilities of the project management team. Day to day project management is through tele-conference and direct phone communications and regular correspondence throughout the duration of each of the sub and collective project life-cycle.

### Key responsibilities

*Compost NZ steering committee (who promote this bid)*

Oversight of all projects will be carried out through reports to the steering committee at quarterly Compost NZ meetings.

*CEO, WasteMINZ*

Oversight of all projects will be carried out by steering committee reports to Carole Inglis CEO, WasteMINZ.

*WasteMINZ Board*

Sign off (contracts and completion) on all major project elements will be subject to review by the WasteMINZ board at their quarterly meetings.

*Ministry for the Environment*

Reports on performance indicators set out in any contract with the Sustainable Management Fund, Ministry for the Environment.

## 2.11 On-going Support

How will the outputs be maintained, promoted/distributed in the long term?

### On-going Support:

The promotion of Compost NZ as an industry development framework has been underway for nearly two years. The current process has the support and leadership of the key players in the organics industry. Whilst the bulk of the anticipated formal development process is waiting in the wings pending the outcome of this funding opportunity, many critical decisions have been reached. In particular it has been determined the Compost NZ will be formally supported and facilitated as a sector group under the WasteMINZ umbrella organization.

Compost NZ will have cost effective administration, legal status and on-going support from WasteMINZ. Staff resources are allocated to ensure the ongoing development of this group and to achieve its purpose over the long term.

### Project support:

B1: The **standards certification** process is a one off exercise which results in agreed verification principles, procedures and mechanism, which then become integrated into the NZS4454 / Standards New Zealand Management system.

B2: NZS4454 **tool-kit' workshops** are seen as an essential opportunity to assist industry step up into the new standards operational management needed to achieve higher levels of quality assurance. Once these new knowledge and capability requirements have been achieved, experience shows that operations (in particular staff that accept and implement necessary changes) maintain the Quality Management System and marketing. In contrast the Australian experience where it appeared inadequate follow-up to the introduction of AS4454 resulted in confusion, disparate uptake and consequently disintegrated consumer benefits and stunted market expansion, necessitating much more expensive downstream interventions.

Follow up workshops and revision courses will be provided by Compost NZ in future years where appropriate.

B3: The **end-user workshops** are intended to achieve a sustained uptake of the end products from the organic recycling process into the agricultural / horticultural market sector. An application to the Sustainable Farming Fund for funds to carry out field trials is intended to support this project.

There is significant international research and a growing body of NZ data supporting the benefits of applying composts, soil conditioners and mulches in the agricultural and horticultural productions systems. Getting this information alongside knowledge of the advent of the NZS4454 and its positive implication for this large potential market is critical. This will be an ongoing marketing job for industry. A key part of the project is to forge links with organizations and open up new networking opportunities with relevant 'grower' groups and provide specific market specifications and information to users. Follow up workshops will be provided by Compost NZ.

B4: The **Researcher / Industry forum** focusing on compost will be a first for NZ. The event will draw on experience from Australia and is expected to become an on-going event for NZ. Research bids in the past have not been successful due to the lack of industry backing and a clear understanding of research requirements. This project will create lines of communication, identify available expertise and determine knowledge gaps and priorities. A research strategy will be prepared and followed through in the future.

B5: The **Resource Consents forum** presents as an excellent opportunity to assist Regional Councils to work with industry. The project is intended to resolve many of the anecdotally expressed issues that appear to suggest the planning process is complex and costly.

Communities need safe hygienic organic recycling operations and environmental protection. Industry needs a level playing field, clear boundaries and to be able to direct resources into programme and technology development, quality systems, training and sustainable employment. Regional Councils need support dealing with the issues of complex and dynamic technology and environmental assessment and compliance related to this industry.

This project is intended to only start the process and is not resourced to provide a definitive outcome. However, there is an expectation that this project will allow both parties to begin discussions. Compost NZ will work with LGNZ to take this project further in the future.

## SECTION 3 - THE ORGANISATION

### 3.1 Purpose

What is the main purpose and/or main activities of your organisation?

WasteMINZ is the Waste Management Institute of New Zealand. We are a non-profit organisation founded in 1989 with the belief that the key responsibility when managing waste is to protect human health and improve the quality of the environment.

Our members come from all areas of the waste management world, nationally and internationally. We include collectors and disposers of waste, recyclers, packagers, engineers, scientists, educators, government departments, local and regional councils, businesses, consultants, and planners.

WasteMINZ is committed to promoting and developing waste management practices which protect the environment and provide for the sustainable use of natural resources for the benefit of all New Zealanders.

We are a very active organisation, facilitating our members in their work tackling the crucial issues of environmental quality, sustainability and resource management. We provide an annual conference featuring world recognised keynote speakers and an excellent trade expo, and we run in-depth workshops throughout the year.

Our bimonthly magazine, Waste Awareness, keeps our members in touch with the latest discoveries, technology and news from NZ and around the world, and highlights the developments and opinions on the latest hot topics.

WasteMINZ provides information sharing and networking opportunities for our members that are second to none.

WasteMINZ is committed to promoting life after waste in New Zealand through:

- promoting public awareness of the benefits and the necessity for a fully integrated strategy to manage waste
- promoting cleaner production to minimise waste through the use of better work practices, management systems, and production technology
- the promotion of the waste hierarchy - reduction, reuse, recycling, recovery and residual disposal
- the proper control of the transportation of wastes
- the proper disposal of residue wastes from the pre-treatment of wastes to modern, well engineered and controlled landfills designed to protect the environment
- the use (in appropriate circumstances) of well planned and managed waste transfer stations
- the proper pre-treatment of liquids, sludge's and hazardous waste in special purpose facilities designed to protect the environment
- the review and promotion of emerging technology for dealing with wastes
- the proper management and use of landfill gas
- the effective clean up of hazardous spills and contaminated sites which pose a threat to the environment

### 3.2 Legal Status

What is your legal status?

WasteMINZ is an incorporated society.

WasteMINZ is governed by a Board of Directors that consists of six members that are elected from the organisation's financial members. The election of Board members is held annually, with three positions becoming open each year. An elected member remains on the Board for a period of two years. Any financial member of WasteMINZ can stand for election.

The Chairman of WasteMINZ is chosen from the elected Board members.

WasteMINZ has achieved recognition by central, regional, and local government in New Zealand, as well as from international agencies, as being the major independent organisation in waste management in New Zealand. Within New Zealand, WasteMINZ regularly works with business, the Ministry for the Environment, other central government organisations, Regional Councils and District and City Councils to conduct conferences, seminars and workshops on all aspects of waste management.

### 3.3 Length of time

How long has your organisation been operating?

WasteMINZ was founded in 1989.

### 3.4 Paid workers

How many paid workers does your organisation have?

The organisation employs four staff - Executive Officer, Sector Group Coordinator, Administration Officer and a part-time Administration Assistant.

### 3.5 Volunteers

How many volunteers does your organisation have?

Work carried out by WasteMINZ is primarily through volunteers.

At each November conference there are over 120 speakers. At the regular May workshop series there are 30 speakers. All speakers prepare and present information voluntarily.

Each year 20-30 WasteMINZ members voluntarily represent the industry on 8-10 technical working groups and industry training organisations.

#### **Sector Groups**

The sector group programme is run voluntarily. Our members form eight special interest groups (each with memberships ranging from 60-300) in the areas of:

- Contaminated sites
- Education
- Hazardous wastes
- Landfills
- Organic recycling
- Resource efficiency
- Resource recovery
- Safety

Members work voluntarily to:

- promote awareness of waste issues through conferences, seminars and distribution of information
- obtain, share and exchange available technology locally and internationally
- support central and local initiatives aimed at training and education
- identify and resolve waste issues through technical working group projects

### 3.6 National organisation

Is your organisation a branch of, or attached to, a national organisation?

WasteMINZ is a national organisation.

### 3.7 Previous projects

Provide details of up to two projects that your organisation has led or supported. These projects should demonstrate the organisation's experience and capacity to deliver on the proposed project.

#### Project One

##### WasteMINZ

WasteMINZ members and staff work on a large number of projects each year and are well positioned to participate in this organics project. Two recent projects include:

##### Compost Standards Project

WasteMinz has facilitated industry involvement and obtained industry funding for this large Ministry for the Environment sponsored project.

##### Waste Management Safety Project

WasteMINZ Safety group has prepared and implemented major projects to improve safety for staff in the waste management industry. The guidelines are now endorsed by ACC and the Department of Labour.

#### Project Two

##### Zero Waste Academy

##### SORT

Zero Waste Academy has facilitated the development of the South Island Organic Recyclers training and discussion (SORT) group. Meetings have each combined practical site tours, high quality technical speakers and facilitated discussion.

##### Zero Waste Forums

Zero Waste Academy has facilitated three regional zero waste awareness forums. The forums were undertaken in partnership with the Horizons Regional Council and the combined territorial local authorities in the Manawatu / Wanganui region. The latter two in this series had Hazardous waste and Waste exchanges as subject areas. Both have resulted in new programme outcomes being generated and both received very positive feedback.

##### Combined WasteMINZ and Zero Waste Academy projects

Zero Waste Academy and WasteMINZ have been instrumental in the development of industry training for the entire combined waste recycling and zero waste industry. Together they are two of four associations that join EXITO as part of the sector advisory group which is steering these critical developments

In combination with the other industry involvement, the experience gained through these activities has well positioned the Zero Waste Academy and WasteMINZ to provide a solid foundation for successful implementation of the NZSoil3 project.

## SECTION 4 - Other Information and Signatures

### 4.1 Authority

Who in your organisation has the authority to enter into contracts and incur financial liability?

Name	Sample signature
Nigel Clarke	
Carole Inglis (see attached letter)	

### 4.2 Governance?

How will your management committee/governance body monitor project progress and expenditure?

*CEO, WasteMINZ*

Oversight of all projects will be carried out by steering committee reports to Carole Inglis CEO, WasteMINZ.

*WasteMINZ Board*

Sign off (contracts and completion) on all major project elements will be subject to review by the WasteMINZ board at their quarterly meetings.

### 4.3 GST

Are you registered for GST?

Yes GST number: 52826551

### 4.4 Other information

If there is any other relevant information about the project, provide it here.

The **NZSoil<sup>3</sup>** project seeks (via industry / community development) to add significant value to NZ's natural capital in two critical areas. Firstly, the **NZSoil<sup>3</sup>** project targets the eventual release of an estimated extra two million tonnes of quality assured and affordable organic compost to replenish / stabilise NZ soil based growing systems. Secondly, the **NZSoil<sup>3</sup>** project seeks to underwrite and authenticate NZ's clean green / '100% pure' brand, which is the basis upon which, we market ourselves and our two largest industries (primary production and tourism) to the world.

The working title of this project **NZSoil<sup>3</sup>** (which takes its cue from the MfE's Govt<sup>3</sup> programme) was chosen as it embodies the multiplier effect. For example:

- Organic recycling is fundamentally a transformative process, which starts with eliminating the negative impacts of waste, delivers numerous social, cultural and economic benefits and arrives at highly beneficial end products. The title embodies the market orientation of this process, as the paramount recipient of these multiplied benefits will be NZ soils / growing systems.
- The title keys into the fact that a key outcome of this transformation are compost related products which, in contrast to chemical fertilisers, invest into all three (chemical, physical and biological) dimensions of NZ's soil based growing systems.

The structure and content of the **NZSoil<sup>3</sup>** project has been selected so as to disassemble knowledge and participation barriers and initiate key strategic initiatives, specifically at the crux of the, identified need for industry development. The **NZSoil<sup>3</sup>** actions are practical, do-able and will be delivered by proven organisations for tangible benefits in a cost effective cooperative way.

The **NZSoil<sup>3</sup>** project will assist realisation of the MfE's and many other parties investment in the NZ compost standard, by encouraging and supporting its widespread adoption and achievement. The net result of this will be better and more financially sustainable organic recycling operations across NZ.

Our ingrained ways of 'doing the business of life' are both elements of cause and opportunity with respect to sustainability. In reality, our environment freely provides billions of dollars of value of ecosystem services to the NZ economy. Often, the business community fail to see environment protection as it really is, as preservation of the natural capital, which underwrites our economy.

NZ's largest industries, tourism and primary production, are sold to the world (and are hence dependant upon) on the basis of a 'clean, green image'. The limits of our ability to cost effectively secure factual environmental excellence as opposed to, perception, is a significant economic threat to our competitiveness in the global market place. The **NZSoil<sup>3</sup>** project will participate in actively reducing this risk and will provide new avenues to bring the energy and resources of NZ business on-side to the task of creating a sustainable future.

<b>4.5 Signatures for Applicant/Grantee</b>	
<p><b>Name: Nigel Clarke</b></p> <p><b>Position:</b></p> <p><b>Sector Group Co-ordinator</b></p> <p><b>Date: 27<sup>th</sup> February 2006</b></p>	<p>Signature: _____</p>
<p><b>Name: Carole Inglis</b></p> <p><b>Position: CEO</b></p> <p><b>Date: 27<sup>th</sup> February 2006</b></p>	<p>See attached letter</p> <p>Signature: _____</p>
<p>By signing, each signatory certifies that:</p> <ol style="list-style-type: none"> <li>1. all information provided is up to date, true and correct;</li> <li>2. the Project is believed to be eligible for an SMF grant;</li> <li>3. the Applicant/Grantee accepts the SMF General Contractual Provisions, and</li> <li>4. the signatory has the authority to commit the authority to commit the Applicant/Grantee to this application/contract.</li> </ol>	

## SECTION 5 - Contractual Provisions

### 5.1 GENERAL CONTRACTUAL PROVISIONS

These provisions apply between HER MAJESTY THE QUEEN in right of New Zealand, acting by and through the Minister for the Environment ("Minister" or "Crown") and the Grantee. If any other provision is to apply or prevail it must be agreed to in writing by the Minister and be attached to this document.

1. **Entire Agreement:** This contract (including any attachments) contains everything the parties have agreed on in relation to the matters it deals with. No party can rely on an earlier document, or anything said or done by another party, or by a director, officer, agent or employee of that party, before this agreement was executed, save as permitted by law.
2. **Variation:** No variation of this contract will be of any force or effect unless it is in writing and signed by the parties to this contract.
3. **Governing Law and Jurisdiction:** This contract is governed by the law of New Zealand. The parties submit to the non-exclusive jurisdiction of its courts. The parties will not object to the exercise of jurisdiction by those courts on any basis.
4. **Severability:** If any part of this contract can be read in a way that makes it illegal, unenforceable or invalid, but can also be read in a way that makes it legal, enforceable and valid, it must be read in the latter way. If any part of this contract is illegal, unenforceable or invalid, that part is to be treated as removed from this agreement, but the rest of this agreement is not affected.
5. **Survival:** Any clauses of this contract intended to survive will survive and continue in force after expiry or termination of this contract.
6. **Force Majeure:** Neither party will be liable to the other for any failure or delay in performance of this contract due to any circumstance reasonably beyond the control of the affected party.
7. **Disputes:** If a party believes that there is a dispute concerning this contract, that party will promptly notify the other parties giving details of the dispute. If it is not resolved within 5 working days by the contract authorities of the parties for this contract, it will be immediately referred to senior representatives of the parties. If they do not resolve it within 10 working days, it will be submitted to arbitration in accordance with the Arbitration Act. The arbitration will take place in Wellington if requested by the Minister.
8. **Interpretation:** In the interpretation of this contract, unless specifically otherwise stated:
  - (a) "Minister" includes the Ministry for the Environment
  - (b) no executive or prerogative power or right, or any immunity, of the Crown is affected by this contract
  - (c) "including" and similar words do not imply any limitation
  - (d) headings are to be ignored
  - (e) "Variation Form" means a document recording a variation to this contract which must be signed by both the Minister and the Grantee and which should be attached to this document
  - (f) amounts are in NZ\$ and excluding GST
  - (g) if the Contractor comprises more than one person, each of those person's liability to the Minister is joint and several
  - (h) references to a party or a person includes any form of entity and their respective successors, assigns and representatives, and
  - (i) time is of the essence.

## 5.2 GRANTEE'S OBLIGATIONS/RIGHTS

The Grantee:

1. **Deliver outputs:** must undertake the Project and use best endeavours to deliver the deliverables/outputs how, by when, where and within the costs as represented to, and to the satisfaction of, the Minister;
2. **Use SMF grant correctly:** must only use grants for proper purposes and within the scope of the project. In particular, personal expenses with regard to travel and accommodation must be reasonable and expended by the Grantee only. Mini bar and alcohol expenses are not covered by this grant.
3. **Use tender processes:** will use appropriate tender processes when buying goods or services for the Project so that only reasonable, open market costs are incurred on an arms length basis;
4. **Personnel:** will only involve appropriate persons in the Project and ensure they use due care and skill;
5. **Project priority:** will give the Project appropriate priority over other activities and not divert resources away from the Project which may cause delays in its completion;
6. **Keep Minister informed:** must keep the Minister properly informed (in writing, and in electronic form if requested by the Minister) about progress and important issues in relation to the Project, including by way of:
  - (a) **Milestone Payment Form**, to be completed and given to the Minister at the times, and with the information, required by the Minister so that grant payments can be properly processed;
  - (b) **Income and Expenditure Statement**, to be given to the Minister, along with the request for the final grant payment for the financial year, detailing both cash and in-kind income and cash and in-kind expenditure for the financial year (1 July to 30 June).
  - (c) **Specific Reports**, to be promptly given to the Minister on written request about any specific aspect of the Project; and
  - (d) **Final Report (if applicable)**, to be given to the Minister on completion of the Project, reporting on work undertaken, the detailed outcomes from the Project, any problems encountered and lesson's learnt.
7. **No carry overs:** accepts that eligibility for payment of grants will be lost if claims for payment and related information required is not given to the Minister by due dates;
8. **Keep records:** must keep accounts (to Generally Accepted Accounting Practice standards) and other records, and have a system acceptable to the Minister, which enables prompt and accurate verification of any matter in relation to the Project, particularly about how grants have been or will be used, and what expenditure by item has been made. Records must be retained and available for review, copying and use by the Minister's representatives at any time during, and for at least 12 months after completion of, the Project;
9. **Allow access:** will allow the Minister's representatives free access at reasonable times to any property and information related to the Project for verification and other reasonable purposes;
10. **No Minister authority:** does not have the Minister's authority to say or do anything for the Minister;
11. **No endorsement:** accepts that the Minister does not necessarily endorse the Project, will not represent that the Minister endorses the Project, but will appropriately acknowledge SMF funding in all publications and publicity about the Project (the form and content of which acknowledgement the Minister may specify);
12. **Ministry publicity:** irrevocably authorises the Minister to disclose to anyone at any time any information in relation to the Project (including on the Ministry's world wide Website on the Internet);

13. **Intellectual property:** will own the intellectual property in all material, processes, formulae, information and any thing which result from the Project, and hereby:
- (a) Irrevocably licenses the Minister to use the material, processes, formulae, information and any thing resulting from the Project to the fullest extent possible;
  - (b) authorises the Minister to grant a sub-licence to any person;
  - (c) agrees to make information about the Project (particularly outcomes) freely available to any person who wishes to use it for any non-profit purpose;
  - (d) agrees to state in each publication (in any form) which results from the Project that the use and copying of the information for non-profit purposes is welcomed and allowed.
- For the avoidance of doubt, this clause is intended to survive beyond the expiry or termination of this contract, in accordance with Clause 5 of the General Contractual Provisions.
14. **Comply with law:** will comply with all New Zealand, and each relevant jurisdictions, laws, codes and standards;
15. **Minister not liable:** accepts that the Minister will not be liable (in contract or tort, including negligence) to the Grantee for any direct or indirect damage, loss or cost in relation to the Project; and
16. **No assignment:** may not assign any benefit or burden of this contract.
17. **Form of deliverables/outputs:** will provide all reports or any other tangible deliverable/output required under this contract in the form required by the SMF Deliverable/Output Requirements (Addendum One)
18. **Number of deliverables/outputs:** will, upon the completion date, provide to the Minister:
- (a) two hard copies of the tangible deliverable/output in the form so required under clause 18; and;
  - (b) one electronic copy of the deliverable/output in Word Format.

### 5.3 MINISTER'S OBLIGATIONS/RIGHTS

The Minister:

19. **Pay grant:** will pay the grant (to the extent approved) from the SMF to the Grantee in instalments, according to the milestones, but subject to:
- (a) compliance by the Grantee with this contract; and
  - (b) availability of funds, or reductions in, the SMF due to Parliamentary appropriation reasons or directives of the New Zealand Government;
- Payment of an instalment is not due until the Minister has received a detailed invoice, the signed Milestone Payment Form referred to in Clause 6 of the Grantee's Obligations/Rights, and the relevant deliverable has been completed to the Minister's satisfaction.
- By signing the milestone payment form for each contract deliverable, the grantee verifies that the deliverable has been completed by the grantee using all due care, skill and diligence and to a standard considered reasonable in the circumstances.
- Any payment made by the Minister prior to the conclusion of the contract and acceptance by the Minister of the grantee's annual report and end of year financial report will not be deemed to be acceptance by the Minister that a contract deliverable has been produced to the Minister's satisfaction. Accordingly any such prior payment will not affect any of the Minister's contractual rights or any other rights arising in relation to the contract.
20. **Observe Project:** may have the Minister's representatives observe and inspect anything at any time in relation to the Project; and
21. **Action for failures:** may suspend or cancel this contract, or withhold any payment, if:
- (a) the Grantee is in breach, or has failed to properly or promptly perform, any of its obligations;
  - (b) the Grantee is or becomes insolvent or bankrupt, or is in or goes into receivership or liquidation;
  - (c) any direct or indirect change of ownership or control of the Grantee occurs; or
  - (d) the Minister reasonably considers that anything in relation to the Project:
    - (i) is bringing the SMF or the Minister into disrepute; or
    - (ii) has become undesirable in light of the objectives of the SMF or the Minister.

<b>5.4 Special Contractual Provisions</b>	
N/A	

<b>5.5 Contract Created by Minister</b>	
<b>Total SMF grant approved for the project</b> (this prevails over any amount applied for).	<p>The Minister approves an SMF grant for the project in the 2006/2007 financial year, the lesser of:</p> <ol style="list-style-type: none"> <li>1. \$100,500 (one hundred thousand five hundred dollars) plus GST (if applicable), or;</li> <li>2. 40.2% of the actual total cost of the project assessed over the duration of the project (plus GST) (if applicable);</li> <li>3. an amount equal to the difference between:               <ol style="list-style-type: none"> <li>(a) the actual total cost of the project; and</li> <li>(b) the total value (assessed by the Minister) of any type of contribution to the cost of the project by the Grantee and/or from any other source.</li> </ol> </li> </ol> <p>Subject to verification of actual cost at each period. A lesser payment may be made if 5.5 (3) applies.</p>
<b>Grantee Bank Account Number</b>	117286 0893634 11 50
<p><b>SIGNED FOR THE MINISTER</b></p> <p><b>Chandra Quarmby</b>  <b>Manager, Community Relations</b></p> <p style="text-align: right;">_____</p> <p style="text-align: right;">Signature</p> <p><b>Date:</b></p>	
<b>5.6 Confirmation Signature for Grantee</b>	
<p>I confirm and accept for the Grantee that this SMF Project Contract exists.</p> <p><b>Name:</b>  <b>Position:</b></p> <p style="text-align: right;">_____</p> <p style="text-align: right;">Signature</p> <p><b>Date:</b></p>	

## Addendum One

# Deliverable/Output Requirements

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## Printed Publications

### The Sustainable Management Fund logo

The SMF logo must appear on the cover of all publications produced with funding from the Sustainable Management Fund.

The logo is available from the Ministry for the Environment. Contact your SMF contract adviser for a copy of the logo.

When using the logo please note the following:

- The logo must never be distorted or changed in any way. The words 'Ministry for the Environment Manatū Mō Te Taiao' and 'Sustainable Management Fund' must never be separated and must always be kept in proportion to each other.
- The colours are Ministry blue (PMS 2758) for the symbol and 'Ministry for the Environment' words and Ministry red (PMS 187) for the 'Manatū Mō Te Taiao' words.
- If it is to appear on a one colour publication it must appear as black only (or white reversed onto black background).
- The size in which the logo is reproduced will be determined by the use. On an A4 page it should not be less than 50 mm wide. It should never appear smaller than 45 mm wide – anything beyond that means that the smaller type, *Ministry for the* and *Manatū Mō Te Taiao*, become too small to read.
- To avoid confusion with Ministry publications the logo must never be placed in the top left hand corner of publications.

### Acknowledgments

All publications must acknowledge that financial support has been received from **“the Minister for the Environment’s Sustainable Management Fund, which is administered by the Ministry for the Environment.”**

### Disclaimer Clause

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

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

### Copyright Clause

All publications supported by the Sustainable Management Fund must include the following clause relating to copyright:

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

Or an alternate version is:

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

### **Paper and Ink**

You should consider using environmentally sound paper and inks when producing publications. Preferably use paper with a recycled content that is either elemental chlorine free or totally chlorine free. Specify vegetable inks or mineral-free inks wherever possible. For more information on environmentally sound printing see the Ministry’s guide to sustainable printing, *FutureProof: A guide to sustainable publishing*, on our website at: [www.mfe.govt.nz/publications/sus-dev/publishing-nov04/index.html](http://www.mfe.govt.nz/publications/sus-dev/publishing-nov04/index.html)

### **Electronic Copies of Written Material**

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

### **Websites**

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

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

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

### **Information systems**

It is recommended that any information system, including databases, developed using funds from this contract observes the standards in the E-government Interoperability Framework (e-GIF) (see <http://www.egovernment.govt.nz/interoperability/index.asp>). Following the e-GIF will allow the information system to more easily work together with systems in government agencies and other organisations that are following the e-GIF.

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