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# Queenstown Lakes Community Composting

## Information for Applicants

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Queenstown Lakes District Council  
10 Gorge Road  
Queenstown 9300

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## SECTION 1: Background

A survey undertaken by the Queenstown lakes District Council (QLDC) in 2019<sup>1</sup> indicated that 54% of material in kerbside rubbish bins is organic material. Of this, the two largest components were compostable kitchen waste at 34% and compostable green waste at 18% (alongside a smaller amount of other organic material). In kilograms, this equates to the average rubbish bin containing 3.85 kg of food scraps and 2.07 kg of garden waste per week.

By diverting food scraps and garden waste from landfill and adopting more sustainable waste management practices, we can mitigate methane emissions, conserve resources, and move towards a more circular and ecologically responsible approach to managing organic materials.

Our current [Waste Minimisation and Management Plan \(2018\)](#) seeks to move us towards a zero-waste future by identifying solutions for beneficial reuse of this organic material. QLDC currently supports a wide range of services and community focused initiatives for organic waste. Investigations are also underway to consider the options and costs of providing a kerbside collection service of food scraps or a combined service for food scraps and garden waste.

In addition, our [Climate and Biodiversity Plan 2022 – 2025](#), sets out how the district is going to respond to climate change and includes actions that support the development of community composting and food growing solutions to boost local food resilience.

To advance the actions set out in both strategic plans, we have secured co-funding from the Ministry for the Environment's (MfE) Waste Minimisation Fund for the delivery of the Community Composting Project.

The focus of the project is to support the establishment of a network of Community Composting Hubs across the district, that will divert food scraps and garden waste from landfill and turn it into a beneficial resource for use in community gardens, restoration projects, or to provide back to the community.

In addition to diverting waste from landfill, the hubs will provide opportunities to participate in educational opportunities that to raise awareness of organic waste and provide hands on experience of composting. The project will also improve data and research to inform QLDC's future organic waste management planning.

We are currently supporting two Community Composting Hubs – [Grow Wānaka](#) and [Zero Waste Glenorchy](#) – and are looking for interested parties to establish more hubs.

### What we need

QLDC is looking for applicants who have the skills, knowledge, expertise and passion to implement and operate a community composting hub that achieves the following:

- **Diversion of organic waste from the landfill.** Hubs will need to receive and process a minimum of 50 tonnes of organic waste during the project period.
- **Build composting skills and awareness of organic waste impacts.** Hubs will need to provide a minimum of five educational opportunities for the community and visitors during the project period.

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<sup>1</sup> [Composition of Queenstown Lakes District Kerbside Rubbish and Recycling Collections, December 2019.](#)

- **Improve data and research to inform QLDC's future organics waste planning.** Hubs will be required to track in/outputs of organic material, and report on project progress and outcomes to QLDC.

## What we don't want

- Applications from groups unwilling to share knowledge and help build and support a network of burgeoning, localised, community composting hubs.
- Applications from groups unwilling to ensure their project is compliant with regulatory requirements.
- Applications from groups focused solely on a commercial solution for organic waste material.
- Applications from groups unable to commence project planning or launch before the end of the year (2023).

## Why should you register your interest?

Our community has demonstrated that waste minimisation is something a great deal of us are passionate about. This is a unique opportunity to be part of a diverse approach to improving organic waste management in the district and boost local community resilience, wellbeing and connection.

If you are interested in this opportunity and have the desire and skills to reduce organic waste material to landfill, increase education and engagement in composting activity, and develop community wellbeing and resilience, then we look forward to hearing from you.

## A bit about us

Queenstown Lakes District Council (QLDC) is a local authority governed by the Local Government Act 2002. As a local authority, QLDC is responsible and accountable for the proper direction and control of the Queenstown Lakes District's activities. Our [Vision Beyond 2050](#) lays out eight vision statements that inform our decision-making and planning.

'Zero carbon communities' is one of the eight vision statements aimed at enabling our district to set the standard for regenerative, low-impact living, working and travel.

Encompassed under this vision statement is the commitment via our Waste Minimisation and Management Plan 2018 to move towards a zero-waste future by identifying and supporting solutions for beneficial reuse of organic material.

In addition, our Climate and Biodiversity Plan 2022 – 2025 (CBP), sets out how the district is going to respond to climate change. The CBP includes actions to support composting, gardening skills, food growing hubs and the development of community composting.

This QLDC and Ministry for the Environment co-funded project will deliver and progress action on the visions and goals of these strategic documents.

## SECTION 2: Key Information

### 2.1 Who can apply?

The application process is open to community groups, businesses, and Iwi/Māori organisations within the Queenstown Lakes District.

### 2.2 How much funding is available and what can it be used for?

There will be up to \$100,000.00 of funding available for the establishment and/or operation of a hub for a period of up to 12 months. After the 12-month period, the hub(s) will need to be self-sufficient or seek alternative funding. The successful applicant(s) will work with QLDC to develop a full project budget before project commencement.

Funding can be used for the following aspects of the project.

Item	Examples only
Personnel	Project manager, compost manager, educator, collector
Administration	Compost and soil testing, phone plan, stationery, courier
Consultants and sub-contractors support	Compliance and regulatory planning support, H&S planning support
Purchase of capital assets and other capital costs	Electric bike for collections, shed, tools, pest trapping equipment, collection containers, compost bins
Travel and accommodation	Domestic travel and accommodation incurred solely in relation to the project.
Promotion and dissemination of information	Brochures, banners, signage
	Website development
	Advertising costs
Health and Safety expenses	PPE including hi viz, wet weather gear, boots, gloves
	First aid equipment or training
Other miscellaneous costs	Maintenance

### 2.3 The process and timeline

Below is the process and timeline for the application process and initial next steps.

Applications open	9am, 14 <sup>th</sup> August 2023
Deadline for questions	5pm, 25 <sup>th</sup> August 2023
Deadline to submit applications	5pm, 8 <sup>th</sup> September 2023
Applications evaluated. You may be contacted by staff to answer any questions specific to your application.	11 <sup>th</sup> - 14 <sup>th</sup> September 2023
Applicants advised by email of the final decisions.	15 <sup>th</sup> September 2023
Successful applicant(s) to work with QLDC to develop detailed project plan and budget, implement a grant funding agreement, and commence project.	18 <sup>th</sup> September - onwards

## 2.4 Project term

We expect to develop a grant funding agreement with the successful applicant(s) in late September. The term of the agreement will be one year from the date of signing.

## 2.5 How to contact us

You can email your questions to us at [zerowaste@qldc.govt.nz](mailto:zerowaste@qldc.govt.nz). Time can also be arranged to talk through your ideas with our waste minimisation team if needed.

## 2.6 Developing and submitting your application

- a. This is an open, competitive process.
- b. Take time to read and understand the information provided. In particular:
  - i. understand our requirements. These are in Section 3 of this document
  - ii. understand how your application will be evaluated. See our Evaluation Approach in Section 4 of this document.
- c. If you have any questions, contact us at [zerowaste@qldc.govt.nz](mailto:zerowaste@qldc.govt.nz) before the deadline for questions (see 2.3 above). We will provide responses to any questions directly to your specified contact email address.
- d. Use the response form to submit your application.
- e. Complete and sign the declaration at the end of the response form.
- f. Check you have provided all the necessary information in the correct format and order.
- g. Submit your application before deadline (see 2.3 above).

## 2.7 Address for submitting your application

Submit your application by email to the following address: [zerowaste@qldc.govt.nz](mailto:zerowaste@qldc.govt.nz)

NOTE: We will not accept applications sent by post or delivered to our office.

## 2.8 Terms and Conditions

The application is subject to the Terms and Conditions described in Section 5.

## 2.9 Glossary

You can find relevant definitions in Section 6.

## SECTION 3: Our Requirements

### 3.1 Background

This application process relates to the Queenstown Lakes Community Composting project.

As described in the upfront Section 1: Background, QLDC is seeking to provide grant funding to applicants interested in developing a community composting hub that will;

- divert organic material, food scraps and garden waste, from landfill and into a beneficial resource for use in a community garden, native restoration or food growing project, or to provide back to the community.
- enable educational opportunities that will build composting skills and awareness of organic waste impacts.

### 3.2 Key objectives

The objectives we want to achieve are:

Objective	How We will Measure Success
#1 Establish a community composting hub	Success will be measured by the establishment of new and/or expansion of a hub.
#2 Divert organic waste from landfill	Success will be measured by the quantity of organic waste received at the composting hub and composted. Hubs will need to receive and process a minimum of 50 tonnes of organic waste during the project period.
#3 Build skills around composting, food growing, food waste prevention, food resilience	Success will be measured through the delivery by the Grant Recipient of a minimum of five (5) learning opportunities held over the duration of the project. Opportunities may include: <ul style="list-style-type: none"> <li>• Workshops</li> <li>• Working bees</li> <li>• Promotional campaigns</li> <li>• Community open days.</li> </ul>
#4 Improve data and research to inform QLDC's future organics waste planning	Success will be measured by the collection and reporting of the following information: <ul style="list-style-type: none"> <li>• Number of learning opportunities and the number of attendees at each</li> <li>• Survey feedback from project events; and</li> <li>• Quantity and composition of waste received; and</li> <li>• any other specific data agreed to be collected and reported during the term.</li> </ul>

### 3.3 Key deliverables

There will be a number of key deliverables that each hub will need to achieve by two milestone reporting dates. These are indicated below. Note, this is not an exhaustive list of the activities that may be associated with the establishment and/or operation of a hub. These are simply the key activities that need to be met to satisfy the Ministry for the Environment co-funding requirements.

Milestone	Milestone Due Date	Key Deliverables/Activities
Milestone 1	By 1 March 2024	<ul style="list-style-type: none"> <li>In discussion with QLDC, have developed and agreed on a project plan and detailed budget.</li> <li>Established a signed service agreement with QLDC.</li> <li>Submitted a resource consent application (s) if applicable.</li> <li>Documented access rights to land and/or site use.</li> <li>Established agreements with service providers and subcontractors (if required).</li> <li>Identified and purchased equipment needed.</li> <li>Developed an independently audited Health &amp; Safety Plan.</li> <li>Submitted the Milestone 1 Report to QLDC.</li> </ul>
Milestone 2	By 4 October 2024	<ul style="list-style-type: none"> <li>Received organic material and commenced composting activities.</li> <li>Identified and developed promotional materials for hub and learning opportunities.</li> <li>Identified and developed learning opportunities for building awareness of composting, food growing, food waste prevention, food resilience.</li> <li>Delivered a minimum of five learning opportunities on composting, food growing, food waste prevention, food resilience.</li> <li>Submitted the Milestone 2 Report to QLDC.</li> </ul>

### 3.4 Broader Outcomes

Below is a list of the boarder outcomes we are looking for the project(s) to achieve.

Broader Outcome	Explanation
Environmental	<ul style="list-style-type: none"> <li>Compost is used to improve soil structure and support resilience to climate change impacts such as heavy rainfall.</li> <li>Organic waste has only short distances to travel from creation to composting site, reducing transport emissions.</li> <li>The project generates a sense of ownership and commitment to protecting and restoring the health of the local environment.</li> </ul>
Economic/ Financial	<ul style="list-style-type: none"> <li>The project creates employment and economic opportunities for the local community.</li> <li>The project boosts local food security and resilience by providing practical opportunities to develop food growing and urban farming enterprises to supply residents and/or hospitality outlets with fresh local produce.</li> <li>The project can help develop demand and market for quality compost.</li> </ul>
Social/ Cultural	<ul style="list-style-type: none"> <li>The hubs provide opportunities for education and engagement around sustainable practices, which can lead to increased awareness and participation in environmental initiatives, development of skills, and community connectedness.</li> </ul>

## SECTION 4: Our Evaluation Approach

This section sets out the Evaluation Approach that will be used to assess and shortlist Applications.

### 4.1 Evaluation model

The evaluation model is “Weighted Attribute”. Applications that meet the requirements are scored according to the evaluation criteria weightings (see table below), and the successful applicant(s) will most likely be the one(s) whose application scores the highest.

### 4.2 Evaluation criteria

QLDC will evaluate applications according to the following criteria and weightings. Note: applications are not evaluated on pricing but in the response form, you will be asked to provide an estimated project budget. Refer to Section 2.2 for further information.

Criteria	Definition	Weighting
Strategic Alignment	Your solution is aligned with QLDCs strategic direction for diverting organics from landfill and the broader outcomes as described within Section 3.	10%
Waste Minimisation	Organic waste to landfill is reduced and/or resources are recovered. This is measured by the quantity of organic waste received at the composting hub and composted. Food scraps are the priority followed by garden waste.	20%
Community Participation	The solution builds composting and food growing skills and awareness of the impacts of organic waste through a range of learning opportunities. This is measured by the number of learning opportunities and participants.	20%
Value	The solution will meet or exceed our requirements and address gaps and opportunities in existing waste minimisation services.	20%
Capability/ Capacity	The applicant can demonstrate the ability to carry out the project, ideally shown by experience in projects of a similar nature. The project is technically and financially feasible, and does not represent an unacceptable level of risk to the council and community	30%
Total weightings		100%

### 4.3 Scoring

Rating	Definition	Score
EXCELLENT	Applicant demonstrates exceptional ability, understanding, experience and skills to meet criteria.	9-10
GOOD	Applicant demonstrates above average ability, understanding, experience and skills to meet criteria.	7-8
ACCEPTABLE	Applicant demonstrates the ability to meet the criteria, with supporting evidence.	5-6
RESERVATIONS	Satisfies a minimum of the criteria but not all. Reservations about the applicant to adequately meet the criteria.	3-4
SERIOUS RESERVATIONS	Extremely limited or no supporting evidence to meet the criteria. Minimum effort made to meet the criteria.	1-2
UNACCEPTABLE	Does not comply or meet the criteria at all. Insufficient information to demonstrate the criteria.	0



## SECTION 5: Terms and Conditions

By submitting an application, the applicant accepts the below Terms.

### 5.1 Preparing an Application

The applicant must:

- i. read the information provided and referred to by QLDC.
- ii. respond using the response form provided and include all information requested by QLDC.
- iii. consider the risks and contingencies relating to the delivery of the requirements and outline how will manage those risks and contingencies.
- iv. include any assumptions, dependencies and/or qualifications in the application, including anything that may limit its obligations or increase its quoted pricing or cost estimates.
- v. quote prices in NZ\$, exclusive of GST
- vi. make sure the application is correct.

### 5.2 Applicant questions

- i. The applicant must make sure they understand the information provided.
- ii. If the applicant has any questions or needs clarification, they:
  - a. must submit questions before the Deadline for Questions (Section 2)
  - b. must clearly indicate any commercially sensitive information in their questions.
  - c. may withdraw their questions at any time.
- iii. When QLDC receives questions before the Deadline for Questions, they:
  - a. will respond within 1-2 working days.
  - b. may provide details of both the questions and the answers to other applicants. In these circumstances, QLDC will summarise the questions and will not disclose the applicant's identity.
  - c. QLDC will not publish the applicant's commercially sensitive information. However, if the QLDC considers the information to be significant for all applicants, QLDC may modify the question and publish both this and the answer. In that case QLDC will first give the applicant the opportunity to remove any of their own commercially sensitive information.

### 5.3 Submitting an Application

- i. The applicant must ensure QLDC receives the application at the correct email address on or before the Deadline.
- ii. After the Deadline, QLDC will acknowledge receipt of the application.
- iii. The applicant must ensure that all information they provide:
  - a. is true, accurate and complete.
  - b. is not misleading in any material respect.
  - c. does not contain material that infringes a third party's intellectual property rights.
- iv. QLDC may rely on the Application and all information provided by the applicant during the application process (e.g., correspondence and negotiations).

### 5.4 Assessing Applications

- i. The QLDC panel will consider the application.
- ii. QLDC may request information from a third party where they consider the information may be relevant to the process, excluding commercially sensitive information. If this occurs, the applicant:

- a. authorises QLDC to collect that information from the relevant third party (e.g., a referee or client), and authorises the third party to release it to QLDC.
- b. agrees QLDC may use that information in its evaluation of the application.
- c. must ensure that all referees listed in the application agree to provide a reference.

## **5.5 Clarification of Application**

- i. QLDC may ask the applicant for more information or clarification on the application at any time during the process.
- ii. QLDC need not ask all applicants for the same clarification.
- iii. The applicant agrees to provide the information or clarification as soon as possible, in the format requested by QLDC.
- iv. If the applicant does not provide adequate information or clarification within a reasonable time (as determined by QLDC), QLDC may remove the application from its evaluation process.

## **5.6 Evaluation and shortlisting of Application**

- i. QLDC will initially evaluate the application based on the applicants submitted response form.
- ii. QLDC may adjust its evaluation after considering additional information or clarification.
- iii. If an application is shortlisted this does not mean that QLDC has accepted an offer or made any commitment. There is no obligation for QLDC to enter negotiations with, or award a grant funding agreement, to any shortlisted applicant.
- iv. After the shortlisting of applicants based on their applications, any further participation by a shortlisted applicant in any subsequent stage of the process will be subject to the shortlisted applicant accepting.
  - i. If an applicant is not shortlisted based on its application, QLDC may exclude it from any further participation in any subsequent stage of the process.

## **5.7 Applicant debrief**

- i. At the end of the application process, QLDC will offer to debrief the applicant. This debrief may be by letter, email, phone or a meeting.
- ii. The applicant has 10 Business Days from the date of QLDC's offer to accept a debrief.
- iii. QLDC will provide the debrief within 30 Business Days from either the date of the applicant's acceptance of a debrief, or the date the grant funding agreement is signed, whichever is later.
- iv. The debrief will:
  - a. explain why the application was or was not shortlisted
  - b. explain how the application performed against the evaluation criteria
  - c. indicate the application's relative strengths and weaknesses
  - d. explain, in general terms, the relative advantages of the shortlisted application(s), without necessarily identifying the relevant applicants
  - e. seek to address any concerns or questions from the applicant
  - f. seek feedback from the applicant on the process.

## **5.8 Notification of outcome**

- i. During the 30 Business Days after the grant funding agreement has been signed, QLDC:
  - a. will let all unsuccessful applicants know the name of the successful applicants, if any.

## **5.9 Issues and complaints**

- i. The applicant may, in good faith, raise with QLDC any issue or complaint about the application process at any time.
- ii. When this occurs:
  - a. QLDC will consider and respond promptly and impartially to the applicant's issue or
  - b. complaint
  - c. both the applicant and QLDC must do their best to resolve the issue or complaint
  - d. QLDC must not allow the issue or complaint to prejudice the applicant's participation in the process, or limit or affect the applicant's future procurement opportunities.

### **5.10 Standard Conditions**

- i. The applicant must complete the Conflict of Interest declaration in the response form. If a joint application is being submitted, each party must complete the Conflict of Interest declaration separately.
- ii. If a Conflict of Interest arises during the application process, the applicant must inform QLDC immediately.
- iii. Without limiting any other confidentiality agreement between them, QLDC and the applicant will both take reasonable steps to protect the other party's Confidential Information.
- iv. the applicant must meet their own costs associated with the preparation, presentation and negotiation of the application.

## SECTION 6: Glossary

Term	Definition
<b>Community Composting Hub</b>	Community composting hubs are places that receive food scraps or garden waste from their local community and compost that material into a beneficial resource. Hubs can serve as learning spaces for schools, groups, and individuals while also contributing to local community gardens, increasing food production and food resilience all while reducing the amount of organic waste that goes to landfill.
<b>Food scraps/Food waste/Kitchen waste</b>	Kitchen waste or waste products from food preparation e.g., carrot peelings, apple cores, meat trimmings, bones it also includes expired, uneaten or leftover food waste items.
<b>Green waste/Garden material</b>	Compostable green waste e.g., garden material made up of grass, leaves, foliage, or branches.
<b>Organics</b>	Combined food and compostable green waste streams.