

# Cyclone Gabrielle Solid Waste Management Fund

## Application form

### Instructions

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Please complete this form electronically and send it to [claims@nema.govt.nz](mailto:claims@nema.govt.nz)

### Providing evidence of your costs

An example claim template is included in **Appendix A**. You may use a different format (such as Excel) if you prefer.

#### Checklist

Before you submit your application, make sure you have:

- Read the Fund eligibility criteria and guidelines hosted on NEMA's website: <https://www.civildefence.govt.nz/resources/news-and-events/news-and-events/cyclone-gabrielle-solid-waste-management-fund>
- Completed the key application details in **Section 1**
- Read and completed the declaration in **Section 2**
- Attached any supporting documentation
- Attached a completed claim template and invoices

### Section 1: Key application details

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<b>1. Local authority name</b>	
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#### Contact details

<b>2. Information about the person authorised to make this application</b>	
<b>Contact person's name</b>	
<b>Position in organisation</b>	
<b>Phone number</b>	
<b>Email address</b>	

## Your forecast waste management activity

This information will help NEMA to understand the relative scale of need and forecast how much of the Fund will be used in each local authority area. If it appears that the Fund will be oversubscribed, NEMA will use the below information to help determine what proportion of the total Fund will be allocated to each eligible local authority.

Please note there is no guarantee that this Fund will cover a local authority's full waste management costs. If the Fund is oversubscribed, NEMA reserves the right to prioritise funding for areas where it is most needed.

<b>3. Have you depleted, or will you deplete, all discretionary funding streams that can be allocated for solid waste management for the year ending 30 June 2023?</b> Please attach relevant documentation (such as financial statements) to support this.	<input type="checkbox"/> Yes <input type="checkbox"/> No
<b>4. Your best estimate of the total cost required to collect, remove, and dispose of eligible solid waste (excl. GST) to 30 June 2023</b> Eligible solid waste is waste from residential properties caused by Cyclone Gabrielle that is collected, removed and disposed between 14 February 2023 and 30 June 2023.	\$
<b>5. The total number of residential properties in your area</b>	
<b>6. Your best estimate of the total number of impacted residential properties in your area</b> This is the number of properties that require waste management activities due to Cyclone Gabrielle.  If you do not have an estimated number of impacted properties, attach other information that shows how you estimated the total cost in question 4 above. For example, an estimate of the volume of eligible solid waste.	

## Advance payments

Local authorities may apply for an advance payment up to \$500,000 (excl. GST), on top of their initial claim for reimbursement. If approved, any advance payment would be offset against subsequent monthly claims. Any surplus funds, and the interest earned on surplus funds, must be returned to the Crown.

<b>7. Are you applying for an advance payment?</b>	<input type="checkbox"/> Yes <input type="checkbox"/> No
<b>8. If yes, how much are you seeking?</b> Up to a maximum of \$500,000 (excl. GST)	\$

## Section 2: Declaration – Cyclone Gabrielle Solid Waste Management Fund

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### By submitting this form, you are declaring that:

- Your organisation is a local authority that is eligible to access the Cyclone Gabrielle Solid Waste Management Fund (the Fund).
- Your organisation has, or will have, depleted all discretionary funding streams that can be allocated for solid waste management for the year ending 30 June 2023.
- You will prioritise using Fund payments for the management of solid waste (including collection, removal, and disposal):
  - from residential properties; and
  - that poses the highest public health risk.
- You will seek reimbursement only for the direct costs of managing residential solid waste:
  - that was caused by Cyclone Gabrielle; and
  - relate to waste management activities that occurred between 14 February 2023 and 30 June 2023 (inclusive).
- You agree to provide NEMA with further documentation or information if required to assess a claim for reimbursement or report on the Fund.
- You confirm that your organisation has not received, and will not seek, reimbursement for the same costs via any other central government funding mechanism.
- If seeking an advance payment:
  - you acknowledge that the advance payment will be offset against subsequent monthly claims; and
  - you agree to return any surplus funds, and the interest earned on surplus funds, to the Crown.
- You understand that NEMA reserves the right to prioritise Fund payments to areas where they are most needed.
- Your organisation will, where possible, make arrangements with insurers and Toka Tū Ake EQC to recover relevant costs.
- You confirm that you will keep accurate records of any funding recovered from insurers and Toka Tū Ake EQC in respect of costs met through the Fund and ensure that these monies are returned to the Crown.
- You consent to NEMA sharing information about your application with other government departments or agencies for the purpose of assessing the application.
- You confirm the information provided in this application form is true and correct to the best of your knowledge.
- You acknowledge that NEMA may terminate your approval to participate in the Fund if you fail to comply with the obligations in this declaration.
- You confirm you have the authority to make this application on behalf of your organisation.

**Declaration**

I agree to the obligations set out in the Cyclone Gabrielle Solid Waste Management Fund declaration, being a person authorised to make this declaration on behalf of my organisation.

**I agree**

**Name:**

**Title:**

**Date:**

NEMA will use the information you provide for the purposes addressed in this document, including to assess your eligibility to receive Fund payments. NEMA has obligations under the *Official Information Act 1982*, and the provisions of this Act apply to all of the information provided in this application.

## Appendix A: Claim Template

This template shows the minimum information required by NEMA to process local authorities' monthly claims under the Cyclone Gabrielle Waste Management Fund. You do not need to present your claim details in this exact format.

Ref #	Invoice Date	Date service delivered	Vendor/ Supplier Name	Invoice number	Details and reason for expenditure	GST excl.	GST amount	GST incl.	Invoice attached? (Yes/No)	Invoice paid by Council? (Yes/No)	Additional Notes
1	15/02/2023	13/02/2023	ABC Ltd	123456	Collection and transporting flood affected domestic waste to landfill	\$	\$	\$	Yes	Yes	
2											
3											
<b>Total</b>						<b>\$</b>	<b>\$</b>	<b>\$</b>			