

# Freshwater Improvement Fund

## Third Quarterly Report

### Quarter 3

<b>Organisation:</b>	Colville Junction (formerly Colville Social Service Collective)
<b>Project name:</b>	Moehau ki te Moana
<b>Deed number:</b>	FIF2035
<b>Date of report:</b>	29th April 2022

## Official information and privacy

### Official Information Act 1982

**Important:** Information presented to the Minister for the Environment or the Ministry for the Environment is subject to disclosure under the Official Information Act 1982 (OIA). Certain information may be withheld in accordance with the grounds for withholding information under the OIA. Further information on the OIA is available at [www.ombudsmen.parliament.nz](http://www.ombudsmen.parliament.nz).

Information held by the Minister or the Ministry may have to be released under the OIA in response to a request from a member of the public (or any other body) for that information. If you wish to provide sensitive information to the Minister or the Ministry which you do not want released, it is recommended you consult with the Ministry as to whether the information is necessary for the application, and whether there may be grounds in the OIA for withholding the information. For instance, if release of the information would disclose a trade secret, or be likely to unreasonably prejudice the commercial position of the person who supplied or who is the subject of the information, then there may be grounds to withhold the information. If an OIA request relating to your application is received, the Ministry will endeavour to contact you to discuss it, and what the implications of releasing your information are.

The grounds for withholding information must always be balanced against consideration of public interest that may justify release. Although the Ministry does not give any guarantees as to whether information can be withheld under the OIA, it may be helpful to discuss OIA issues with the Ministry in advance if information provided with an application is sensitive.

### Privacy Act 2020

**Important:** The Ministry for the Environment (Environment House, 23 Kate Sheppard Place, Wellington 6011) may collect, use, hold or disclose personal information for the purpose of assessing eligibility and suitability for Freshwater Improvement Fund funding. Individuals have the right in accordance with the Privacy Act 2020 to request access to and correction of their personal information. While the provision of personal information is not mandatory, failure to provide requested information could lead to a delay in considering the application or a decline of the same.

## Introduction

This quarterly report provides the Ministry for the Environment with information about how the delivery of your Freshwater Improvement Fund project is going.

This report gives you the opportunity to record and communicate to interested parties, including the Ministry for the Environment, funding partners and the wider public, the progress made on your project, along with any significant risks, issues and/or health and safety matters encountered, and stakeholder engagement undertaken.

Quarterly reports are a key source of information for updates to the Minister and the Ministry's website on the progress of Freshwater Improvement Fund projects. The different sections in this report serve different purposes:

- **Section A** is an opportunity for you to provide an update as to what has been happening during the reporting period, successes during the quarter, and key tasks/activities that are planned for the next quarter. This is a useful recording tool for the project team and any other involved parties for assessing what has been achieved to date and what is ahead, as well as providing robust information should the project come under scrutiny.
- **Section B** asks for operational details of the quarter, including funding received from external organisations, risks and issues, and health and safety. It also provides an opportunity to include any other details, which you think are relevant and the Ministry should be aware of (eg, events, publications, awards).
- **Section C** 'Payment Request' asks for costs incurred during the payment period, amount requested from FIF and other external funding used towards the cost of activities completed during this quarter.
- **Section D** 'Declaration' section provides assurance to the Ministry that you recognise the accountability for the information provided, which may be requested by interested parties beyond the Ministry.
- You are also required to update the **Budget Tracking Spreadsheet** for this financial year, and provide the agreed deliverables for any activities which have been completed in this quarter.

### Important Information

It is preferable to complete this report electronically and submit it by email.

Please discuss any problems, issues, or major changes to your project with your assigned Ministry analyst before completing and submitting this report.

## When your report is complete

Your report should be submitted within four weeks of the end of each quarter, unless otherwise agreed with your assigned analyst. Please refer to page 28 of the *Guide for Recipients* which includes a detailed reporting calendar.

Email the following documents to the Ministry each quarter:

- completed quarterly report
- updated budget spreadsheet
- completed summary of expenses spreadsheet (if applicable)
- agreed deliverables for any activities which have been completed in this quarter.

Alternatively, you can post these to:

Freshwater Improvement Fund  
Freshwater Investments – Whakamanahia te Hāpori  
Ministry for the Environment  
PO Box 10362  
Wellington 6143.

## What happens next?

Your assigned analyst will assess the report to ensure that you have met the requirements for funding as specified in your funding deed. During the Ministry's review of the report and supporting documentation, further information (including evidence confirming actual expenditure) may be requested. Allow at least 10 working days for the assessment of your report to take place.

Once the Ministry for the Environment is satisfied that your quarterly report meets the deed funding requirements, your assigned analyst will arrange payment (if applicable) with the Ministry's finance department.

## Questions?

If you have any questions relating to this report then please contact your assigned analyst.

## SECTION A: PROJECT SNAPSHOT

### 1 Progress update and key facts

Reflect on the project since the last quarterly report and provide a brief description regarding the planning of the project, community engagement, trials and physical works undertaken. Please also provide any key facts and figures or any other information that the Ministry should be aware of. You may want to consider:

- work undertaken during the quarter, whether the project is running to timeline, costs incurred compared to the agreed budget
- successes you have had this quarter or particular progress you have made towards your project objectives
- risks that have appeared or challenges faced this milestone and ways you plan to mitigate them.

The Moehau ki te Moana Project Coordinators have been working to progress their deliverables this quarter, particularly to encourage and support landowners to progress on farm-works and purchases. The following is an update on key progress that have been achieved since our Quarter 2 Report:

- Quarter 2 report submitted and approved by Ministry for the Environment
- Introduction kōrero with new MfE Analyst Devina and her manager Marlene via MS Teams. Our previous case manager/analyst has moved onto a new role within MfE.
- Contract with Pare Hauraki Collective signed in addition to regular meetings with Ko s 9(2)(a) Project Manager s 9(2)(a) and wānanga leader s 9(2)(a)
- Continued meetings and relationship building with landowners. Continual communication to support progressing each aspect of the project.
- Water reticulation activities: 4 x Water Tanks purchased and 2 installed, 4 troughs purchased and installed, pipe and associated fittings purchased and installed.
- Tickets purchased for NZCPN conference and training for Project Coordinators where they will present on the first year of the Moehau ki te Moana project.
- Updating and management of budget.
- Continued pest management including monthly service of 357 rat/mouse traps and 66 possum traps.
- Moehau ki te Moana facebook page updated, friends invited and posts generated including an invitation posted on 29th of March to our community working bee scheduled for the 16th of April 2022
- Environmental Monitoring commenced in February. A contract has been signed for s 9(2)(a) to complete MM2 monitoring.
- Regular meetings were held with s 9(2)(a) (CHC Nursery) and Elaine Iddon (WRC) and Ric Balfour (Landcare) to discuss planting requirements and landowner agreements with WRC.
- Data gathered from landowners on employment numbers for Jobs For Nature.

Descriptions below can be in bullet points, or a couple of hundred words. We do not require pages of information.

**Introduction: Reflect on the project over this reporting period and provide a brief description of the project's overall status (is project on time, on budget, etc).**

*Example*

- This is a 5 year project which has just completed quarter 1 of year 1.

- Overall, the project is on schedule/behind schedule due to delays in... To mitigate the impact of the delay the project team is...
- Overall, the project is underspent/on budget/overspent against the allocated budget for the 2020/21 financial year. This is mainly due to...To mitigate this overspend the project team is...

This is a five year project which has just completed Quarter 3 of Year 1.

- Overall, the project is behind schedule due to delays in signing the Deed with the Ministry for Environment and Covid-19 pandemic restrictions. With the late signing, the fencing for the project was delayed and therefore the planting was unable to really commence in the planned planting season. To mitigate the impact of the delay the project team is forward planning to ensure that we better understand where activities need to be shifted. Priority will be given to fencing and water reticulation activities over the next quarter to ensure the planting for this year can happen in 2022.
- Overall, the project is underspent against the allocated budget for the 2020/21 financial year. This was to be expected due to the delays with signing the Deed with the Ministry for Environment and Covid-19 pandemic restrictions. To mitigate this underspend the project team is ensuring that all activities that can be completed this year are completed.
- Challenges facing the project are largely centred around the ever-increasing problems associated with the Covid-19 pandemic. This has created supply shortages, an increase in material costs and transport and delays in materials as well as staffing and labour challenges. To further mitigate these delays the team are in regular contact with landowners and continually building these relationships on which the success of the project centres. This continual communication allows the team to navigate through covid-19 related delays in order to best support the progressing of each aspect of the project. We are encouraging farmers to purchase materials ahead of time, sharing promotions on materials and keeping up constant communication to identify any further issues ahead of time.
- Additionally, our project coordinators, landowners and community have been severely affected directly by Covid-19. This has meant that several key personal interactions and activities, such as the seminars, have been unable to take place.

#### Next Quarter: Describe the key activity/tasks that will take place next quarter.

Key tasks to completed next quarter include:

- 1 x Community Working Bee (Beach Clean Up) planned and promoted. Scheduled for April 16<sup>th</sup>. To be reported on in Q4.
- 1 x Community Seminar currently in planning stages with a date for May 10<sup>th</sup> (Covid dependent).
- Annual Work Plan for Year 2 to be completed.
- Attendance by 2 x Coordinators and Project Manager at Wānanga held by our iwi partner Pare Hauraki and facilitated by Ko s 9(2)(a) . This weekend-long wānanga will be held 14<sup>th</sup> & 15<sup>th</sup> May and aims to share local historic knowledge of iwi groups within our rōhe.
- Fencing to be continued on all of the 6 farms for the year up to 14.427km.
- Continued purchase and installation of up to 4 water tanks
- Installation of 1 x water reticulation system
- Continued purchase and installation of up to 31 troughs
- Begin first native planting season
- Site visits to landowners (ongoing)
- GPS of fence lines, as they are completed

- Health and Safety Management Plan to be finalised

## 2 Update on activities and objectives

*Describe the progress made this quarter for each activity in the annual work plan. Include specific comments where there is something impacting on the delivery of an activity, or if there are particular successes to report).*

**Objective 1: By April 2026, improve freshwater quality in the Northern Coromandel by excluding stock and undertaking restoration in streams and wetlands.**

Activity	Progress update	% of activity completed
1.1 Negotiate and sign 7 landowner agreements	1.1.1 All seven landowner agreements now signed. Activity complete.	100% completed
1.2A Install reticulated water systems on 7 farms including 14 water tanks and 68 troughs (Note that the total number of tanks for the capital assets register has decreased to 12 from 14 as per approved change request.).	1.2A.1 Thirty-seven troughs and eight water tanks have now been purchased on three of the farms involved in the Project. Invoices included for capital assets.  1.2A.2 Capital Assets Register updated to include four additional tanks and four additional troughs for Q3.	60% completed
1.2B Erect 16,450m of fence	1.2B.1 Stock exclusion fencing is behind schedule due to significant COVID-19 delays and the delay in signing our Deed of Funding.  1.2B.2 This activity is behind schedule due to COVID-19 delays and the delay in signing our Deed of Funding. All fencing materials invoices have been included for work completed this quarter totaling \$2168.44 comprised of one electric fencing unit.	12% completed.
1.3 Plant 10,000 native plants on riparian strips and/or wetlands	This activity has been started at one location with 166 plants, however the majority of this activity will commence in the planting season in	1.7% completed.

	<p>Q4 Year one and Q1 Year two. This is primarily due to delays in the signing of our Deed of Funding and the appropriate time of year for planting.</p> <p>1.3.1 Photo points will be completed in the next planting season when the majority of planting occurs. A photo point at this stage in the planting would provide an inaccurate reference point for the future (e.g. may not be in the right location to capture the overall planting for that area).</p> <p>1.3.2A All planting sites will be GPS/GIS mapped once the planting season commences next winter.</p> <p>1.3.2B All invoices for tree purchases, delivery and costs so far have been included.</p>	
<p>1.4 Three community working bees</p>	<p>1.4.1 &amp; 1.4.2 Two community working bees were held for Q2 in collaboration with our partners at Colville Harbour Care on October 2<sup>nd</sup> and October 16<sup>th</sup> 2021. Records of attendees, volunteer hours and copies of expenses and invoices included in the supporting documents. A third community working bee was held on April 16<sup>th</sup> 2022 and will be included in our Q4 report.</p> <p>Moehau ki te Moana facebook page created, friends invited and posts generated:  <a href="https://www.facebook.com/Moehau.ki.te.Moana">https://www.facebook.com/Moehau.ki.te.Moana</a></p>	<p>100% (for Year 1)</p>
<p><b>Objective 2: By April 2026 have an improved understanding of freshwater interventions in the Northern Coromandel and their outcomes.</b></p>		
<p><b>Activity</b></p>	<p><b>Progress update</b></p>	<p><b>% of activity completed</b></p>

2.1 Design environmental monitoring programme	<p>2.1.1 Environmental Monitoring Plan completed to be shared for consultation with our local scientific expert advisor and iwi conservation partner Pare Hauraki Collective.</p> <p>2.1.2 Contract signed 17<sup>th</sup> August by both contractors (s 9(2)(a) ) to complete Environmental Monitoring Programme. Draft complete.</p>	90% completed
2.2 SHMAK testing in 7 sites	<p>2.2.1A This activity has commenced and is due for completion by the end of April. To be reported on in Q4.</p> <p>2.2.1B Contractor has been appointed and a contract to be provided as evidence in Q4.</p>	20% completed
2.3 Two MM2 surveys in 5 sites	<p>2.3.1A This activity has been started and the remaining sites to be completed in Q4 as per the Environmental Monitoring Plan.</p> <p>2.3.1 Contractor has been appointed and a copy of the contract provided.</p>	50% completed
2.4 Two bird counts	2.4.1 This activity is complete. November bird counts completed and Annual Bird Count Report produced.	100% completed
2.5 Two tree survival surveys in all sites	<p>2.5.1 Tree Planting has been delayed due to the late Deed signing. Tree survival surveys will be completed once planting commences in Q4, Y1/Q1, Y2.</p> <p>2.5.2 Contract will be signed prior to planting commencing in 2022.</p>	0% completed

2.6 Two community seminars	<p>2.6.1 This activity is behind schedule due to multiple COVID-19 delays. Due to commence in Q4 (dependent upon Covid-19) however the second community seminar will need to be postponed until Year 2 of the project.</p> <p>2.6.2 Venue and catering costs will be provided once seminars have been completed.</p>	15% completed
<b>Objective 3: By April 2026, have an integrated mātauranga Māori into freshwater management of this project.</b>		
<b>Activity</b>	<b>Progress update</b>	<b>% of activity completed</b>
3.1 Recruit and employ part- time Iwi relationship coordinator	3.1.1 This activity is complete. Signed contract with Pare Hauraki Collective provided.	100% completed
3.2 Engage in partnership with iwi: participate in iwi- led steering group for the Moehau region.	3.2.1 This activity has been delayed while Pare Hauraki Collective establish their project: Ko Moehau ki Tai. This three year project funded from DoC as part of the Kaimahi for Nature funding will lead to the coordination of the steering group. We have been in discussion with Ko s 9(2)(a) who have sought our advice as to who we feel might best serve to sit on this group and a discussion on how this might work. A virtual platform was agreed upon with directions to come from Ko s 9(2)(a).	10% completed
3.3 Develop a list of tohu for specified places along with key locations for monitoring Māori/cultural health over time	3.3.1 This activity has been started and a draft is currently being developed.	25% completed
<b>Objective 4: To service and maintain a trap network over 120ha of coastal strip, wetland and freshwater catchment until April 2026.</b>		
<b>Activity</b>	<b>Progress update</b>	<b>% of activity completed</b>

4.1 Monthly service of 357 rat/mouse traps	<p>4.1.1 Annual trap catch tally reporting on track. Due in Q4. Trap tally and associated reports for this quarter have been included.</p> <p>4.1.2 Copy of the signed contract has previously been provided.</p>	80% completed
4.2 Checking and rebaiting 66 possum traps	<p>4.2.1 Annual trap catch tally reporting on track. Due in Q4.</p> <p>4.2.2 Copy of the signed contract has previously been provided.</p>	80% completed
4.3 Two small mammal indexing rounds	4.3.1 SMI data for one round has been provided in the monthly reports completed by our contractor. A further SMI round will be completed in Quarter 4 and reporting completed.	50% completed
4.4 Two possum chew card indexes	<p>4.4.1 Annual trap catch tally reporting on track. Due in Q4.</p> <p>4.4.2 Copy of the signed contract has previously been provided.</p>	50% completed
<b>Objective 5: Recruit and employ project coordinator &amp; employ project manager, financial administrator.</b>		
<b>Activity</b>	<b>Progress update</b>	<b>% of activity completed</b>
5.1 Recruit and employ project coordinator & employ project manager, financial administrator	<p>5.1.1 Recruitment was completed Q0 with s 9(2)(a) appointed into a shared role.</p> <p>5.1.2 Pay records have been included.</p>	100% completed
5.2 Support farmers to employ and provide on work training for new farm staff, fencing	5.2.1 This activity is on track. Records of any trainees are captured on an ongoing basis. Constant communication with landowners allows	Ongoing

contractors and tree planters to work on their land	us to support landowners and encourage training opportunities.	
5.3 Undertake independent financial and project audit	5.3.1 This activity is due Q4.	0% completed
5.4 Hold regular governance group meetings, with a minimum of four per year.	5.4.1 One governance meeting for this quarter was held on 1st March with the Trustees of CSSC. Meeting minutes included for reference and travel reimbursement claim lodged. 5.4.2 Copy of Trustee travel reimbursement claim provided.	75% completed
5.5 Prepare Annual work plan and work programme	5.5.1 This activity is ongoing and due in Q4.	70% completed
5.6 Deed of Funding with MfE	5.6.1 The Deed of Funding with MfE was completed at the end of Q0.	100% completed
5.7 Complete Ministry reporting requirements Q1, Q2, Q3, annual report per schedule and Annual Work Plan.	5.7.1 Q1, Q2 and Q3 submitted to the Ministry. Annual Work Plan due for submission Q4. This activity is on track.	70% completed
5.8 Maintain premises and relevant overheads to manage project, including the purchase of necessary equipment	5.8.1 This activity is on track and relevant equipment purchased in Q1 and Q2. 5.8.2 Rental deed and profit and loss report for overheads provided.	Ongoing
5.9 Train Project Coordinator in H&S and First Aid and one other staff member or volunteer in first aid	5.9.1 One Project Coordinator has completed Essential First Aid training on Saturday 7th August with Red Cross at Auckland Training Centre. The other Project Coordinator is a current Fire Service First Responder so has up-to-date and comprehensive First Aid certification. One volunteer booked to complete First Aid	75% completed

	<p>Training for Q4. 1 x Project Coordinator completed Outdoor PHEC course (Outdoor First Aid) with NZQA certification on December 7th &amp; 8<sup>th</sup>. Certification for NZQA Unit Standards 6400, 6401 &amp; 6402 included in supporting documents.</p> <p>Health and Safety Risk Assessment Training Online Course completed 30 September 2021 through Wood Training by both Project Coordinators.</p>	
5.10 Engage expert advisors for the project	5.10.1 Expert advisors engaged in project. Written confirmation received for project support.	100% completed
5.11 Develop detailed H&S plan for the project	5.11.1 This activity was delayed due to Colville Social Service Collective legally changing its name, along with its logo and policies, to Colville Junction. H & S plan is being finalised and will be submitted in Q4.	75% completed

### Quarterly progress towards Jobs for Nature Area Indicators

Indicate below how your project's activities for the quarter have contributed to the programme's focus areas. Add 'N/A' in the Metrics and/or Focus Areas that are not relevant to your project

Focus Area	Metric	Target this quarter <i>(refer to Annual Work Plan)</i>	Progress this quarter		Year target <i>(refer to Annual Work Plan)</i>	Total progress this year
Fresh water restoration	Number of plants planted in riparian, lake, or wetlands areas	10,000	0		10,000	166
	Area (ha) of riparian, lake, or wetlands planting completed	1	0		1	0.0166
	Length (km) of new fencing constructed and maintenance of existing fencing	16.45	0		16.45	2.023
Pest control and fish passage	Total area (ha) of animal pest control completed	120	120		120	120
<b>Nature Based Employment</b>						
Focus Area	Metric	Target this quarter <i>(refer to Annual Work Plan)</i>	Progress this quarter		Year target <i>(refer to Annual Work Plan)</i>	Total progress this year
Nature based employment	Number of people-hours worked in each reporting period <sup>1</sup>	1005	Month 1 <sup>2</sup>	434.5	10,127	2800.5
			Month 2	257.5		

<sup>1</sup> Total number of hours worked by all individuals employed in job creation initiatives in the reporting period.

<sup>2</sup> Note for recipient – these have been split by month to validate the monthly survey monkey reporting

		Month 3	263		
Number of people currently employed on the final day of reporting period <sup>3</sup>		Month 1	8		
		Month 2	6		
		Month 3	6		
Number of employment starts in each reporting period <sup>4</sup>		Month 1	3		
		Month 2	0		
		Month 3	0		
Number of people who undertook formal training in each reporting period		0			
Number of people who completed training, i.e. gained a NZQA credit during each reporting period		0			
Number of NZQA credits gained during the period		0			
Number of iwi-led training / wānanga		0			

<sup>3</sup> The number of people employed in jobs funded by a job creation programme, where a job is an employer/employee match (including self-employment matches). People are counted on the final reporting day whether they work full-time or part-time. Casual employees are included as are self-employed people contracted by an employer funded by a job creation programme.

<sup>4</sup> Employment Starts is the number of employees (including all employment types, contractors and self-employed people) funded by a job creation programme who have joined the employer in the reporting period.



### Methodology for Nature based employment

We would prefer you to use actual counts for nature based employment. If you are unable to provide actual figures, please explain below your methodology for calculating nature based employment

### How much funding did you spend on Nature Based Employment this quarter?

Include how much of your total funding contributed to nature based employment. This includes Freshwater Improvement Fund contribution as well as your organisation's contribution and external funders.

Organisation name	Amount paid to Nature Based Employment
FIF Contribution	\$22,156.22
Volunteer Contribution	s 9(2)(b)(ii)
Farmers contribution	s 9(2)(b)(ii)
Total	s 9(2)(b)(ii)



## SECTION B: OPERATIONAL DETAILS

### Other sources of funding

Provide information about other external funding used towards the cost of activities completed this quarter (other than from the Freshwater Improvement Fund). Include all cash contributions from your own organisation and other funding sources as listed in your Annual Work Plan. If you have funding from a source not noted in your annual work plan, please include their NZBN.

Insert additional rows if you have more than five partners or external funding sources. Please state if your funding is 'in-kind'

Organisation name	New Zealand Business Number (NZBN) and entity <i>(if not already given as part of the work programme)</i>	Total amount requested	Total amount approved	Amount received to date	Amount paid towards activities this reporting period
FIF contribution		\$452,685.00	\$452,685.00	\$362,463.00	\$59,129.59
Farmer cash contribution for fencing, water reticulation, trees, planting & farm labour		s 9(2)(b)(ii)	s 9(2)(b)(ii)	s 9(2)(b)(ii)	s 9(2)(b)(ii)
In kind contributions		s 9(2)(b)(ii)	s 9(2)(b)(ii)	s 9(2)(b)(ii)	s 9(2)(b)(ii)

### Risks and issues

List the status of any risks currently affecting the project and what is being done to manage or mitigate these (for example, activities not completed on time, unpredictable events such as weather, lack of resource commitment, time and cost estimates too optimistic, unexpected budget cuts, stakeholders changing requirements after the project has started, health and safety matters).

Risk	Management/mitigation <i>Describe the process you will use to minimise and manage the risk</i>
Increased financial cost to landowners	Increasing costs of materials and transport of materials means that landowners are contributing a higher percentage than originally budgeted for/proposed. The increased financial burden on landowners may mean that some activities become delayed. The project coordinators are attempting to mitigate this by engaging in regular conversations with

	<p>landowners to encourage and coordinate landowners to purchase items together in order to save costs on transport. When specials or deals are advertised these are shared amongst the relevant landowners. The project coordinators have also made it very clear to landowners from the outset that there may be additional costs that they will have to bear, due to these rising prices. They have also reminded landowners that there will be no increase in the MfE contribution.</p> <p>Furthermore, a change request submitted to MfE in November was approved in December 2021 to mitigate some of these rising costs. Shifting some funds from water reticulation to fencing and slightly reducing the number of tanks required has allowed us to reduce the impact of rising costs on landowners. The resulting outcomes of the project remain unchanged and are likely to be positively enhanced through stronger fencing.</p>
Worker shortage for fencing due to Covid-19.	Regular check-ins with landowners to determine if this is becoming an issue. Look at collaborating for fencing and bringing in workers from outside the region and continue encouraging contractors to bring on apprentices to train.
<i>List any issues (problems related to the project that are about to occur or are currently occurring) that need to be raised, together with options for resolution.</i>	
<b>Issue</b>	<b>Resolution</b> <i>Describe the action(s) being taken to resolve the issue</i>
Delays in fencing and water reticulation activities due to material shortages as a result of Covid-19.	Continual communication with landowners to determine if they are on-track with the project. Encouraging landowners to make purchases of materials well in advance of activities and to purchase in bulk and/or as a group. Discussions with suppliers, contractors and landowners to better understand timeframe of delays. Clear communication of unavoidable changes required to deliverable timeframe.
General Project delays due to Covid-19	Our project and team have been significantly affected by Covid in the last quarter. Both our Moehau ki te Moana Coordinators have taken significant time off due to Covid illness- having young families and taking time to spread among the family has resulted in a fortnight each that they haven't been able to work. This scenario is

	common in our small rural community with a significant outbreak in the school, many of our farming families have likewise been affected. Due to this significant outbreak our coordinators have not been able to secure a date for a seminar in Q3 as hoped.

Health and safety	
Have there been any health and safety incidents during this reporting period?	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No <i>If yes, for each incident that occurred please briefly describe the incident, the action taken and outcome, and any lessons learned.</i>
Describe what health and safety activities taken place during this reporting period.  <i>For example, provision of information, training, instruction or supervision of staff or volunteers, updates to H&amp;S Plan etc.</i>	A site-specific hazard register and volunteer H&S sign up document was developed for a beach clean up event to be held in Q4. Updates prepared for H&S Plan to include new Covid Traffic light setting: Orange in Q4.

Other information
<i>Is there any other information that you would like to share in relation to the delivery of your project? For example, significant stakeholder engagement, events or media coverage?</i>

## SECTION C: PAYMENT REQUEST (payments in advance)

Payment information	
<i>Provide information about costs incurred during previous quarter, amount requested from FIF and other external funding used towards the cost of activities completed this quarter (other than from FIF). Include all cash contributions from your own organisation and other funding sources as listed in your Annual Work Plan.</i>	
<i>Insert additional rows if you have multiple external funding sources. All figures exclude GST</i>	
Funding and contributions for previous quarter (actual)	
(A) Total FIF contribution received for previous quarter  <i>(advance payment received for previous quarter including unspent funds from any prior payments)</i>	\$241,001.63
(B) Your organisation's cash contribution for previous quarter	s 9(2)(b)(ii)
(C) Total external funding contribution for previous quarter <i>(Please confirm amounts from each funding source in Table 4)</i>	s 9(2)(b)(ii)
(D) Total FIF contribution spent in previous quarter	\$59,129.59

Total cost incurred for previous quarter (B+C+D)	s 9(2)(b)(ii)
<b>Funding and contributions for next quarter (projected)</b>	
(E) Your organisation's cash contribution for next quarter	s 9(2)(b)(ii)
(F) Total external funding contribution for next quarter <i>(Please confirm amounts from each funding source)</i>	Landowner Contributions s 9(2)(b)(ii) WWF s 9(2)(b)(ii) Trees That Count s 9(2)(b)(ii)
(G) Unspent FIF Funds from previous quarters (A-D) <b>Devina: A-D formula does not apply for this recipient as they intend to spend only a portion of unspent FIF funds for next quarter.</b> <b>Total projected costs minus co-funding (I-E-F).</b>	s 9(2)(b)(ii)
(H) Advance payment requested from the FIF for next quarter	\$0.00
(I) Total projected costs for next quarter (E+F+G+H)	<b>\$184,981.00</b>

## SECTION D: DECLARATION

### 8 Declaration

*This declaration must be completed by a person with the organisation's signing authority.*

As a duly authorised representative of the organisation:

- I declare that to the best of my knowledge, the information contained in all sections of this Quarterly report, payment request or supplied in support of our Quarterly Report and payment request is complete, true and correct.
- I declare that I have the authority to sign this Quarterly Report and Payment Request, and to provide this information.
- I confirm that all costs incurred are directly attributable to the delivery of the agreed Annual Work Plan
- I confirm that I have updated the Budget Tracking spreadsheet)
- I confirm that prior to submitting a payment request, all Deed of Contribution funding has been spent
- I understand that information presented to the Minister for the Environment and Ministry for the Environment is subject to disclosure under the Official Information Act 1982.

Name

s 9(2)(a)

<b>Position</b>	Manager - Colville Junction	
<b>Signature</b> <i>By typing your name in the space provided you are electronically signing this Quarterly Report.</i>	s 9(2)(a)	Date 29th April 2022 <b>Revised report received 07/06/22</b>