

Freshwater Improvement Fund Deed of Contribution Report

Organisation: Colville Social Service Collective
Project name: Moehau ki te Moana
Deed number: (Insert deed number)
Value of Deed \$13,550
Date of report: 11/07/21

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.

Information held by the Minister or 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 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 1993

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 1993 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 Report provides the Ministry for the Environment with information about how the development and delivery of your Freshwater Improvement Fund project is going.

The Deed of Contribution Report is 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 achieved during the Deed of Contribution. This is a useful recording tool for the project team and any other involved parties for assessing what has been achieved to date, as well as providing robust information should the project come under scrutiny.
- **Section B** is an opportunity to report against the activities outlined in the Deed of Contribution.
- **Section C** asks for operational details including, interest earned and spending of interest. 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 D** provides assurance to the Ministry that you recognise the accountability for the information provided, which may be requested by interested parties beyond the Ministry.

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 fund analyst before completing and submitting this report.

When your report is complete

Your report should be submitted to your analyst within three months of the signing of your Deed of Contribution, or on the signing of your Deed of Funding, whichever is earlier.

Email the following documents to your analyst:

- this completed report
- deliverables for any activities completed (including invoices) as listed in your deed of funding.

What happens next?

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

SECTION A: PROJECT SNAPSHOT

1 Progress update and key facts

Provide a brief description of your progress on the project, including any 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, whether the project is running to timeline, costs incurred compared to the agreed budget*
- *successes you have had, or particular progress you have made towards your project objectives*
- *risks that have appeared or challenges faced this year and ways you plan to mitigate them.*

Provide a brief description of the project's overall status (is project on time, on budget, etc?).

SECTION B: PROJECT PROGRESS

2 Evaluation of project activities

Describe the progress made against your agreed activities, any slippage or gains made (and the reasons why).

Activity <i>Activity to be undertaken (taken from the Deed of Contribution).</i>	Deliverable <i>Deliverable to be supplied to the Ministry (taken from the Deed of Contribution).</i>	Funding allocated under the Deed of Contribution <i>Value allocated for each activity (taken from the Deed of Contribution)</i>	Status <i>Has this activity been completed and deliverables supplied? The status of your deliverables can be complete, partially completed or incomplete.</i>	Comments <i>If a deliverable has not been supplied, please explain why.</i>
Recruit Project Manager Development and completion of Work Programme for the Project and Annual Work Plan for Year 1 of the Project Finalising a deed of funding for the Project	1.1) Copy of Project Manager's contract 1.2) Copies of invoices/payment to Project Manager Copies of completed: 2.1) Work Programme and Annual Work Plan for Year 1 2.2) Finalised Deed of funding for the Project ready for signing with the Ministry	§ 9(2)(b)(i)	Completed	Project Coordinators (Manager's) have been appointed and starting documentation completed. Draft Work Programme and Annual Work Plan for Year 1 submitted to MfE. Finalised in Deed of Funding
Liaising with mana whenua on the establishment of an MoU	Completed MoU with mana whenua	§ 9(2)(b)	Partially complete	We met with iwi to discuss the MoU; continued to liaise with them on MoU development; developed a draft MoU for iwi consideration. With further consideration, iwi have requested that we continue with a partnership approach through a Steering Group (with

Security Classification

				a terms of reference) rather than an MoU.
Negotiating agreement with farmers Purchasing of first year fencing	Signed agreement with two farmers Fencing purchased for two farms	§ 9(2)(b)(i)	Nearly complete	Signed agreements with two farmers. Equipment purchased for one farm.
Total funding allocated under the Deed of Contribution		§ 9(2)(b)(i)		

3. Progress towards Jobs for Nature Area Indicators

Indicate below how activities undertaken under the Deed of Contribution 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	Completed under the Deed of Contribution
Fresh water restoration	Number of plants planted in riparian, lake, or wetlands areas	0
	Area (ha) of riparian, lake, or wetlands planting completed	0
	Length (km) of new fencing constructed and maintenance of existing fencing	0
On farm and other restoration activities	Number of Farm Environment Plans completed	0
	Area (ha) of works covered by Farm Environment Plans completed	0
	Area (ha) of afforestation or other biodiversity planting not in riparian, lake, or wetlands margins completed	0
	Area (ha) of space-planting for erosion control completed	0
Pest control and fish passage	Total area (ha) of animal pest control completed	120ha
	Total area (ha) of plant pest control completed	0
	Number of fish passage barriers remediated (removed or managed)	0
Nature based employment	Number of people-hours worked in each reporting period ¹	125 (this doesn't include pest control hours)
	Number of people currently employed on the final day of reporting period ²	3
	Number of employment starts in each reporting period 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 at each level gained during the period	0

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

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

² 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.

³ 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.

SECTION C: OPERATIONAL DETAILS

4. Interest earned

Provide information about how much interest (if any) your upfront payment has gained. This interest is to be spent only on project related activities.

Organisation name	Month 1	Month 2	Month 3	Month 4	Total interest earned
	\$0.15	\$0.00	\$0.00	\$0.00	\$0.15

5. Spending of interest

If interest was gained throughout the Deed of Contribution, please describe what it was spent on.

Towards project development

6. Request to carry over activities and budget

List the incomplete (or partially complete) activities, deliverables (as per your Deed of Contribution) and related unspent budget that will be carried over to the Deed of Funding.

Activity <i>From your Deed of Contribution</i>	Deliverables <i>From your Deed of Contribution</i>	Funding allocated from the Deed of Contribution <i>from the Deed of Contribution</i>	Unspent funding from the Deed of Contribution
<i>Eg. 1.2 Plant 4,000 trees</i>	1.2.1 Invoices for trees 1.2.2 Photos and map of area planted	\$3,000	\$2,000
Recruit Project Manager Develop and complete Work and Annual Work Plan for Year 1 of the Project Finalising a deed of funding for the Project	1.1) Copy of Project Manager's contract 1.2) Copies of invoices/payment to Project Manager Copies of completed: 2.1) Work Programme and Annual Work Plan for Year 1 2.2) Finalised Deed of funding for the Project ready for signing with the Ministry	§ 9(2)(b)(i)	§ 9(2)(b)(ii)
Liaising with mana whenua on the establishment of an MoU to integrate mātauranga Māori through collaboration with local iwi	Copy of completed MoU with mana whenua	§ 9(2)(b)	§ 9(2)(b)

Commented [KO1]: Should this read as 'Spent funding'?

Commented [IP2R1]: agree - the template should read budget vs actual and then unspent funding below... change template - oh senior with the powers to change the wording??? :)

Security Classification

Landowner/farmer engagement	Negotiate fencing agreement with two farmers/landowners Pay deposit of fencing materials	§ 9(2)(b)(ii)	§ 9(2)(b)(ii)
		§ 9(2)(b)(ii)	§ 9(2)(b)(ii)
Totals to be carried over/transferred to the Deed of Funding			\$2,581.98

7. Other information

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 awards received.

SECTION D: DEED OF CONTRIBUTION REPORT DECLARATION**Declaration**

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 Report, or supplied in support of our deed of contribution report, is complete, true and correct.
- I declare that I have the authority to sign this Report and to provide this information.
- 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

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Position

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Signature

By typing your name in the space provided you are electronically signing this Deed of Contribution Report.

	Date
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