

Freshwater Improvement Fund

Quarterly Report

Quarter 0 & Quarter 1

Organisation: Colville Social Services Collective

Project name: Moehau ki te Moana

Deed number: FIF2035

Date of report: 29th October 2021

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 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

The Moehau ki te Moana Project is now well underway with our two Project Coordinators, s 9(2)(a) and s 9(2)(a), appointed and getting the project off the ground. Since their appointment, the following key progressions have been achieved:

- The remaining five out of seven landowner agreements have been signed
- 2023m fencing has been completed for the purposes of stock exclusion (and gps tracked)
- Contract with Pare Hauraki Collective is being negotiated for the Iwi Relationship Coordinator
- Initial meetings held with conservation partner Pare Hauraki Collective
- All farms have been visited and initial meetings held with landowners
- 166 native plants in the ground
- Water reticulation activities: 18 x troughs purchased
- 1 x Electric Fence Units installed
- Red Cross 'Essential First Aid Certificate' achieved by both Project Coordinators
- Draft Health and Safety Plan developed
- Health and Safety Risk Assessment Training completed by Project Coordinators (Unit Standard 30265, L3 C8 V2)
- Processes and form templates created for payments, invoices and reimbursements
- Updating and management of budget
- Environmental Monitoring Plan completed for consultation with our iwi conservation partner Pare Hauraki Collective and local scientific expert advisor
- Communication and engagement with local community about the project - articles written for both the local newsletter Pānui (September edition) and Coromandel Chronicle (October edition)
- Monthly reporting on employment numbers submitted to Jobs For Nature

Challenges and Mitigation

The main risks and issues associated with the project and achieving our deliverables are related to both Covid-19 and the delays in signing our Deed of Funding for the Project. The delay with signing means that this reporting is for Q0 and Q1 together.

Unfortunately, the timing for the lockdown and Level 3 and 2 restrictions associated with Covid-19 have meant that many aspects of the project have been delayed including initial meetings with our iwi partners, community working bees, visits to landowner properties, some fencing and water reticulation activities.

Additional issues have arisen for the landowners involved in the project with delays of supplies, reduced availability of workforce and increasing costs of materials due to the Coronavirus pandemic.

To ensure we can achieve our project goals and deliverables, we are continuing to keep an active line of communication with the landowners involved and endeavoring to mitigate and manage any Covid-19 related delays within the best of our ability. This enables us to keep the budget spend on track and so that we can forecast any required movement of budget and associated change requests. For the deliverables not associated with on-farm activities,

we are actively completing these and have pre-planned and shifted deliverables that require physical contact (e.g. working bees were shifted to October).

Overall, the project is behind schedule due to the aforementioned reasons. With the late signing, the fencing for the project was delayed and therefore the planting was unable to commence this planting season. Fencing and planting are both seasonal activities that were highly dependent upon the Deed activities commencing in April this year. Once the fencing has been completed over the remainder of the financial year, the planting will be able to commence. Water reticulation activities have also been delayed due to the late Deed signing and Covid-19 restrictions affecting purchasing, supply and delivery of these items. Priority will be given to fencing and water reticulation activities over the next 3 quarters to ensure the planting for this year can happen in 2022. We expect to be able to catch up next year and do not expect these delays to affect our ability to meet the project objectives with the Deed.

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).

This is a 5 year project which has just completed quarter 1 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 this 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 3 quarters 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 done.

Summary of progress this quarter: Describe the progress made against your Annual Work Plan, any slippage or gains made (and the reasons why).

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

Our total budget for this financial year for water reticulation was s 9(2)(b)(ii) with the actual spend of s 9(2)(b)(ii). A total of 18 troughs have been purchased in Q0 and Q1 with water tanks ordered for one landowner. Water reticulation materials will continue to be purchased and installed throughout the rest of the year as available. Due to the delay in signing the Deed and Covid-19 restrictions, purchasing these materials has been later than scheduled.

Our total budget for this financial year for fencing was s 9(2)(b)(ii) with an actual spend of s 9(2)(b)(ii). A total of 16,450m fencing was proposed to be completed for this year with 2023m of stock exclusion fencing completed in Q0 and Q1. As previously mentioned, fencing has been delayed due to the late signing of the Deed as this is a seasonal activity that traditionally occurs mainly during autumn. Covid-19 restrictions have also delayed the initiation of fencing during due to materials and worker availability. The majority of this fencing will therefore occur in Quarter 4 of Year 1 of the Project. Fencing activities are currently being prioritized in our conversations with landowners.

Our total budget for this financial year for planting was **s 9(2)(b)(ii)** with an actual spend in Q0 and Q1 of **s 9(2)(b)(ii)**. A total of 10,000 native plants was proposed to be planted for Q0 and Q1 with an actual total of 166 native plants in the ground so far. With fencing for the project delayed planting was unable to commence this planting season.

2. Project Objective 2: By April 2026 have an improved understanding of freshwater interventions in the Northern Coromandel and their outcomes.

Contractors have been engaged and contracts signed for the delivery of an Environmental Monitoring Plan. The report has been completed for consultation with our local scientific expert advisor and in particular, with iwi for input regarding mātauranga Māori. All monitoring activities are proposed for the remaining quarters of the year and are currently on track to be completed. We are in the planning stages for our two community seminars scheduled and are in initial conversations with Pare Hauraki for collaborating on these.

3. Project Objective 3: By April 2026, have an integrated mātauranga Māori into freshwater management of this project.

We are in the process of finalizing our agreement with **s 9(2)(b)(ii)** (our iwi conservation partner) for the employment position of **s 9(2)(b)(ii)**. Once this is signed, **s 9(2)(b)(ii)** will lead the way on organizing a steering committee for environmental organisations in the Moehau Region and the integration of mātauranga Māori. They will also develop a list of tohu for the area.

4. Project Objective 4: To service and maintain a trap network over 120ha of coastal strip, wetland and freshwater catchment until April 2026.

Monthly service of 357 rat/mouse traps has occurred on schedule. One small mammal indexing round and one possum chew card index has also occurred this quarter, with a second indexing round for both scheduled for March 2022. Objective on schedule.

5. Project Objective 5: Recruit and employ project coordinator & employ project manager, financial administrator.

Two Project Coordinators employed in job-share role (**s 9(2)(a)**). The Project Manager and Financial Administrator are also employed.

Two governance meetings have been held and meeting minutes and travel reimbursement included in our reporting.

One computer has been purchased for the Project Coordinators' use. Premises and overheads have been maintained.

A range of expert advisors have been engaged for the Project and have already contributed to the success of the first quarter of the Project. These include stakeholders from Waikato Regional Council, experienced farmers and local scientific experts.

All Health and Safety requirements are on track to being completed. Red Cross 'Essential First Aid Certificate' achieved by a Project Coordinator (the other Coordinator, **s 9(2)(a)**, already has a First Aid Certificate).

Health and Safety Risk Assessment Training completed by Project Coordinators this quarter (Unit Standard 30265, L3 C8 V2).

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

- Environmental Monitoring Plan to be shared for consultation with our local scientific expert and iwi conservation partner Pare Hauraki Collective.
- Bird Counts to be completed in November and annual bird count report produced.
- 2 x Community Working Bee's completed in collaboration with Colville Harbour Care Nursery on October 2nd and October 16th 2021.
- 1 x Community Seminar hopefully to be held in collaboration with our iwi partners. Discussions have only recently been initiated as Pare Hauraki appointments were just completed during the August lockdown.
- Fencing to be continued on all of the 6 farms for the year up to 14.427km.
- Continued purchase and installation of up to 14 water tanks
- Continued purchase and installation of up to 50 troughs
- Site visits to landowners (ongoing)
- GPS of fencelines, as they are completed
- Health and Safety Management Plan to be finalised

2. Update on activities

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.

Activity	Progress update
1.1 Negotiate and sign 7 landowner agreements	1.1.1 All seven landowner agreements now signed. Activity complete.
1.2A Install reticulated water systems on 7 farms including 14 water tanks and 68 troughs	1.2A.1 Eighteen troughs have now been purchased on one of the farms involved in the Project. Invoices included for capital assets. 1.2A.2 Capital Assets Register updated to include these 18 troughs.
1.2B Erect 16,450m of fence	1.2B.1 Stock exclusion fencing is behind schedule due to COVID-19 delays and the delay in signing our Deed of Funding. Mapping with GPS fence lines has been included for the three areas fenced so far. Note that we were restricted from accessing properties during the Level 4 and 3 Covid-19 response restrictions. 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 totalling s 9(2)(b)(ii) , although we are awaiting a further invoice for fencing labour costs.
1.3 Plant 10,000 native plants on riparian strips and/ 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 Q4. This is primarily due to delays in the signing of our Deed of Funding and the appropriate time of year for planting. 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). 1.3.2A All planting sites will be GPS/GIS mapped once the planting season commences next winter. 1.3.2B All invoices for tree purchases, delivery and costs so far have been included.
1.4 Three community working bees	1.4.1 & 1.4.2 Two community working bees were planned [and completed] for Q2 in collaboration with our partners at Colville Harbour Care on October 2 nd and October 16 th 2021. Records of attendees, volunteer hours and copies of expenses and invoices to be included next quarterly reporting period.
2.1 Design environmental monitoring programme	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. 2.1.2 Contract signed 17 th August by both contractors (s 9(2)(a)) to complete Environmental Monitoring Programme. Copy attached.

2.2 SHMAK testing in 7 sites	<p>2.2.1A This activity is not due to start until Q3 as per the Environmental Monitoring Plan.</p> <p>2.2.1B Once contractor is appointed in Q3 a copy of the contract will be provided.</p>
2.3 Two MM2 surveys in 5 sites	<p>2.3.1A This activity is not due to start until Q3 as per the Environmental Monitoring Plan.</p> <p>2.3.1 Once contractor is appointed in Q3 a copy of the contract will be provided.</p>
2.4 Two bird counts	2.4.1 This activity is on track. One bird count already completed (prior to Deed signing) and second due for completion in Q2. The Annual Bird Count Report is due at the end of November 2021.
2.5 Two tree survival surveys in all sites	<p>2.5.1 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>
2.6 Two community seminars	<p>2.6.1 This activity is behind schedule due to COVID-19 delays. Due to commence in either Q2 or Q3 dependent upon Covid-19 restrictions).</p> <p>2.6.2 Venue and catering costs will be provided once seminars have been completed.</p>
3.1 Recruit and employ part- time Iwi relationship coordinator	3.1.1 This activity is in progress. A contract is currently being finalized with Pare Hauraki for this role.
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. The Project Manager for the Project was only appointed in August 2021 and has had to prioritize other deliverables for this time of year including riparian planting.
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 is dependent upon Activity 3.1.
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 been provided.</p>
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 been provided.</p>

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.
4.4 Two possum chew card indexes	4.4.1 Annual trap catch tally reporting on track. Due in Q4. 4.4.2 Copy of the signed contract has been provided.
5.1 Recruit and employ project coordinator & employ project manager, financial administrator	5.1.1 Recruitment was completed Q0 with s 9(2)(a) appointed into a shared role. 5.1.2 Pay records have been included.
5.2 Support farmers to employ and provide on work training for new farm staff, fencing contractors and tree planters to work on their land	5.2.1 This activity is on track. Records of any trainees are captured on an ongoing basis. Constant communication with landowners allows us to support landowners and encourage training opportunities.
5.3 Undertake independent financial and project audit	5.3.1 This activity is due Q4.
5.4 Hold regular governance group meetings, with a minimum of four per year.	5.4.1 Two governance meetings for this quarter held on 10th August and 28th September 2021 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.
5.5 Prepare Annual work plan and work programme	5.5.1 This activity is ongoing and due in Q4.
5.6 Deed of Funding with MfE	5.6.1 The Deed of Funding with MfE was completed at the end of Q0.
5.7 Complete Ministry reporting requirements Q1, Q2, Q3, annual report per schedule and Annual Work Plan.	5.7.1 This activity is on track.
5.8 Maintain premises and relevant overheads to manage project, including the purchase of necessary equipment	5.8.1 This activity is on track. One computer (laptop) has been purchased for the Project Coordinator position. 5.8.2 Rental deed and profit and loss report for overheads provided.
5.9 Train Project Coordinator in H&S and First Aid and one other staff member of 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. Certificate attached. The other Project Coordinator is a current Fire Service First Responder so has up-to-date and comprehensive First Aid certification. One volunteer to be trained in first aid in November.

	Health and Safety Risk Assessment Training Online Course completed 30 September through Wood Training by both Project Coordinators. Invoice and certificates of completion included.
5.10 Engage expert advisors for the project	5.10.1 Expert advisors engaged in project. Written confirmation received for project support.
5.11 Develop detailed H&S plan for the project	5.11.1 This activity is currently in progress and will be completed Q2.

3. 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	166	10,000	166	
	Area (ha) of riparian, lake, or wetlands planting completed	1	0.0166	1	0.0166	
	Length (km) of new fencing constructed and maintenance of existing fencing	16.45	2.023	16.45	2.023	
Pest control	Total area (ha) of animal pest control completed	120	120	120	120	
Nature based employment	Number of people-hours worked in each reporting period		Month 1	0		
			Month 2	319		
			Month 3	383		
			Month 1	3		

Number of people currently employed on the final day of reporting period	[Redacted]	Month 2	10	[Redacted]	[Redacted]		
		Month 3	12				
		Month 1	0				
		Month 2	8				
		Month 3	6				
		3					
Number of employment starts in each reporting period	[Redacted]	Month 2	8	[Redacted]	[Redacted]		
Month 3		6					
Number of people who undertook formal training in each reporting period		3					
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		Level 1	0			Level 1	0
		Level 2	0			Level 2	0
	Level 3	0	Level 3	0			
	<i>TBD indicator on number of iwi-led training / wānanga</i>	0	0	0	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

We have used an actual count for 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
s 9(2)(b)(ii)	
s 9(2)(b)(ii)	
FIF Contribution	\$18,981.96
Volunteer Contribution	\$618.75
s 9(2)(b)(ii)	
Total	s 9(2)(b)(ii)

Security Classification

Security Classification

[Redacted]

SECTION B: OPERATIONAL DETAILS

4. 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 (if not already given as part of the work programme)	Total amount requested	Total amount approved	Amount received to date	Amount paid towards activities this reporting period
s 9(2)(b)(i)					
s 9(2)(b)(ii)					
FIF contribution		\$452,685.00	\$452,685.00	\$362,463.00	\$43,669.90
s 9(2)(b)(ii)					
In kind contributions		\$22,152.00	\$22,152.00	\$3,534.75	\$3,534.75

5. 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
	Describe the process you will use to minimise and manage the risk

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 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.
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.
Legislative Changes reducing fencing requirements and thus affecting deliverables.	An additional risk that has been brought to our attention by one local landowner, are the legislation changes to stock exclusion fencing on low slopes recently proposed by MPI. We raised this issue in a meeting with our MfE representative (on 13/10/21) as it has the potential to impact our deliverables regarding the amount of fencing and therefore planting that will be required of two landowners signed up to our Project.
<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>	
Issue	Resolution <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.

Security Classification

Security Classification

[Redacted]

[Redacted]

6. Health and safety

Have there been any health and safety incidents during this reporting period?	No
	<i>If yes, for each incident that occurred please briefly describe the incident, the action taken and outcome, and any lessons learned.</i>
<p>Describe what health and safety activities taken place during this reporting period.</p> <p><i>For example, provision of information, training, instruction or supervision of staff or volunteers, updates to H&S Plan etc.</i></p>	<p>Training for both Project Coordinators has taken place. One Project Coordinator completed Essential First Aid training on Saturday 7th August with Red Cross at Auckland Training Centre. Certificate attached. The other Project Coordinator is a current Fire Service First Responder so has up-to-date and comprehensive First Aid certification.</p> <p>Health and Safety Risk Assessment Training Online Course completed 30 September through Wood Training by both Project Coordinators. Invoice and certificates of completion included.</p>

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 media coverage?

SECTION C: PAYMENT REQUEST (payments in advance)

Payment information

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.

Insert additional rows if you have multiple external funding sources. All figures **exclude** GST

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 and remaining Deed of Contribution funds)</i>	\$351,494.98
(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	\$43,669.90
Total cost incurred for previous quarter (B+C+D)	s 9(2)(b)(ii)

Funding and contributions for next quarter (projected)

(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>	s 9(2)(b)(ii) s 9(2)(b)(ii) s 9(2)(b)(ii)
(G) Unspent FIF Funds from previous quarters (A-D)	\$307,825.08
(H) Advance payment requested from the FIF for next quarter	-\$166809.74 (carry over from Q1 payment in advance)
Total projected costs for next quarter (E+F+G+H)	\$180,065.34

Security Classification

Security Classification

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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, completed a Summary of Expenses and provided evidence of actual costs incurred (such as copies of invoices or receipts)
- 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)	
Position	CSSC Manager	
Signature <i>By typing your name in the space provided you are electronically signing this Quarterly Report.</i>	s 9(2)(a)	Date 2/12/21