

Freshwater Improvement Fund

Quarterly Report

Quarter 2

Organisation: Colville Social Services Collective

Project name: Moehau ki te Moana

Deed number: FIF2035

Date of report: 28th January 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.

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, prior to the Christmas period when services and activities decrease. The following is an update and key progress that have been achieved since our Quarter 1 Report:

- Quarter 0 & 1 report submitted and approved
- First (cost neutral) change request submitted to MfE: request for bolstering the stock exclusion fencing budget by \$10,000 (FIF Funding), shifting funds from water reticulation. As a result of necessary farm plan alterations, we also requested to decrease the number of water tanks (and associated fittings) from 14 to 12 in the capital assets register for Year 1 of our Project. This change, however, still allows us to meet our primary project deliverables regarding stock exclusion fencing and improved water quality. Approval granted from MfE December 2021.
- Contract signing with Pare Hauraki Collective currently in process
- November Bird count completed and report produced for the 2021 Colville Harbour Bird Counts. Final report provided in supporting documentation
- 2 x Community Working Bee's completed in collaboration with Colville Harbour Care Nursery on October 2nd and October 16th 2021
- Continued meetings and relationship building with landowners
- Water reticulation activities: 7 x Water Tanks and 15 Troughs purchased. Installation currently in progress.
- 1 x Project Coordinator completed Outdoor PHEC course with NZQA Unit Standards 6400, 6401 & 6402 certification on December 7th & 8th
- 1 x Project Coordinator completed eDNA Stream Monitoring Training Session "Making eDNA Data Meaningful" on 16th of December with NZ Landcare Trust
- Updating and management of budget
- Moehau ki te Moana facebook page created, friends invited and posts generated
- Continued pest management including monthly service of 357 rat/mouse traps
- Met with Expert Advisors regarding feedback on Environmental Monitoring Plan. Will seek feedback and input from Pare Hauraki once our agreement has been finalized.
- Monthly reporting on employment numbers submitted to 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 5 year project which has just completed quarter 2 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.
- To mitigate rising costs of fencing, we requested a shift of ^{s 9(2)(b)(ii)} FIF Funding (total ^{s 9(2)(b)(ii)}) from water reticulation to fencing (Objective 1.2a to 1.2b). In addition, due to changes in farm plans we requested the removal of one pump from the capital assets register and a decrease in the number of water tanks from 14 to 12 for the first year of the Project.

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

Example

1. *Objective 1: Riparian fencing*
 - The target for the year is XX km of fencing. XX km was completed this quarter bringing the total for the year to XX km.
 - The majority of fencing is traditionally completed in autumn on farm so the bulk of this completed work will be reported in quarter 4.
2. *Objective 2: Riparian planting*
 - The target for this project is XX plants in year 1. There are currently XX applications approved for XX plants of which XX are now in the ground. This is ahead of schedule due to XX
 - To date we have not had any jobs cancelled due to the impact of COVID-19. However, it is early days and we will monitor the situation.

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) which has now been reduced to s 9(2)(b)(ii). This is a result of our approved change request to shift s 9(2)(b)(ii) (s 9(2)(b)(ii) of FIF Funding) from water reticulation to fencing. So far, the actual spend of this budget is s 9(2)(b)(ii) (Q1) and s 9(2)(b)(ii) (Q2) totalling s 9(2)(b)(ii). As a result of necessary farm plan alterations, we requested to decrease the number of water tanks (and associated fittings) from 14 to 12 in the capital assets register for Year 1 of our Project. This change, however, still allows us to meet our primary project deliverables regarding stock exclusion fencing and improved water quality.

A total of 15 troughs and 7 water tanks have been purchased in Q2 bringing the total to 33 troughs and 7 water tanks purchased for the year. 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) which has now been increased to s 9(2)(b)(ii). This is a result of our approved change request to shift s 9(2)(b)(ii) (s 9(2)(b)(ii) of FIF Funding) from water reticulation to fencing. The actual spend on this for the year is: s 9(2)(b)(ii) (Q1) and s 9(2)(b)(ii) (Q2) totalling 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. Therefore, no further fencing has been completed for Q2. 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.

A draft Environmental Monitoring Plan has been delivered, with finalisation awaiting input from our iwi conservation partner once the contract is confirmed. All monitoring activities are proposed for the remaining quarters of the year and are currently on track to be completed. Contractors have been selected to complete the work for 2022.

We are in the planning stages for our two community seminars scheduled for Q3 and Q4. We are in initial conversations with our prospective presenters and are in the planning stage of the seminar delivery. There is a risk these could be effected by widespread community coronavirus outbreaks.

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 Pare Hauraki (our iwi conservation partner) for the employment position of Iwi Relationship Coordinator. Once this is signed, Pare Hauraki 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. Bird counts for the Colville Harbour were completed in November and the annual bird count report produced in December. One small mammal indexing round and one possum chew card index is scheduled for the next quarter in March 2022. Objective on schedule.

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

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

One mobile phone 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 second 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. 1 x Project Coordinator completed Outdoor PHEC course with NZQA certification on December 7th & 8th. Certificate of completion provided in supporting documents.

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

- Environmental Monitoring Plan to be shared for consultation with our iwi conservation partner Pare Hauraki Collective.
- 1 x Community Seminar currently in planning stages with a date to be set (Covid dependent).
- Fencing to be continued on all of the 6 farms for the year up to 14.427km.
- Continued purchase and installation of up to 5 water tanks
- Continued purchase and installation of up to 35 troughs
- 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	
<i>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.</i>	
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	<p>1.2A.1 Thirty-three troughs and seven water tanks have now been purchased on three of the farms involved in the Project. Invoices included for capital assets.</p> <p>1.2A.2 Capital Assets Register updated to include the seven tanks and additional 15 troughs for Q2. Note that the total number of tanks for the capital assets register has decreased to 12 from 14 as per approved change request.</p>
1.2B Erect 16,450m of fence	<p>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.</p> <p>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 9(2)(b)(ii) comprised of fencing labour costs and one large electric fence unit.</p>
1.3 Plant 10,000 native plants on riparian strips and/ wetlands	<p>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.</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>
1.4 Three community working bees	<p>1.4.1 & 1.4.2 Two community working bees were held for Q2 in collaboration with our partners at Colville Harbour Care on October 2nd and October 16th 2021. Records of attendees, volunteer hours and copies of expenses and invoices included in the supporting documents.</p> <p>Moehau ki te Moana facebook page created, friends invited and posts generated: https://www.facebook.com/Moehau.ki.te.Moana</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 17th August by both contractors (s 9(2)(a)) to complete Environmental Monitoring Programme. Draft complete.</p>
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. November bird counts completed and Annual Bird Count Report produced (supplied in supporting documents).
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. Contract signing with Pare Hauraki Collective currently in process.
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.
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 previously 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 previously 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 previously 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 28th October and 17th December 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 mobile phone has been purchased for the Project Coordinator position this quarter. 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. The other Project Coordinator is a current Fire Service First Responder so has up-to-date and comprehensive First Aid certification. One volunteer booked for Q3. 1 x Project Coordinator completed Outdoor PHEC course (Outdoor First Aid) with NZQA certification on December 7th & 8 th . Certification for NZQA Unit Standards 6400, 6401 & 6402 included in supporting documents. Health and Safety Risk Assessment Training Online Course completed 30 September through Wood Training by both Project Coordinators.
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 being finalised and will be completed Q3.
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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	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
Nature based employment ¹	Number of people-hours worked in each reporting period ²		Month 1 ³	293		
			Month 2	479		
			Month 3	371.5		
	Number of people currently employed on the final day of reporting period ⁴		Month 1	8		
			Month 2	6		
			Month 3	6		
	Number of employment starts in each reporting period ⁵			Month 1	2	

¹ Further guidance to nature based employment will be provided

² Total number of hours worked by all individuals employed in job creation initiatives in the reporting period.

³ Note for recipient – these have been split by month to validate the monthly survey monkey reporting

⁴ 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.

⁵ 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.

			Month 2	0		
			Month 3	4		
	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		1			
	Number of NZQA credits at each level gained during the period		Level 1	1		Level 1
			Level 2	1		Level 2
			Level 3 ⁶	1		Level 3
	TBD indicator on number of iwi-led training / wānanga ⁷					

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
§ 9(2)(b)(ii)	
Waikato Regional Council	§ 9(2)(b)(ii)

⁶ Recipient instruction - Update/add levels as required

⁷ Note for recipient – This is here as a placeholder. We are working to develop an appropriate indicator(s) and associated definition(s). We expect to have this finalised next year and would not expect the project to try and capture the information until it is finalised

FIF Contribution	\$29,840.14	
Volunteer Contribution	s 9(2)(b)(ii)	
Farmers contribution	s 9(2)(b)(ii)	
Total	s 9(2)(b)(ii)	

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)					
Waikato Regional Council		s 9(2)(b)(ii)			
FIF contribution		\$452,685.00	\$452,685.00	\$362,463.00	\$66,823.43
s 9(2)(b)(ii)					
In kind contributions		\$22,152.00	\$22,152.00	\$11,494.25	\$7,959.50

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
Increased financial cost to landowners	Describe the process you will use to minimise and manage the risk 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

	<p>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.
Legislative Changes reducing fencing requirements and thus affecting deliverables.	<p>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.</p> <p>Should this occur, we have plans to mitigate the shortfall in fencing by including another landowner into the Project and fencing off their wetlands. This has been flagged with our MfE representative already.</p>
<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.

6 Health and safety

<p>Have there been any health and safety incidents during this reporting period?</p>	<p><input type="checkbox"/> Yes <input checked="" type="checkbox"/> No</p> <p><i>If yes, for each incident that occurred please briefly describe the incident, the action taken and outcome, and any lessons learned.</i></p>
<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>1 x Project Coordinator completed Outdoor PHEC course (Outdoor First Aid) with NZQA certification on December 7th & 8th. Certificate of completion provided in supporting documents.</p>

7 Other information

<p><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></p>
<p>One Project Coordinator recently attended an eDNA Stream Monitoring Training Session “Making eDNA Data Meaningful) on 16th of December with NZ Landcare Trust. An interview was held with the project coordinator by a local newspaper and will be published later in January or February 2022.</p>

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)

<p>(A) Total FIF contribution received for previous quarter</p> <p><i>(advance payment received for previous quarter including unspent funds from any prior payments and remaining Deed of Contribution funds)</i></p>	<p>\$307,825.08</p>
<p>(B) Your organisation’s cash contribution for previous quarter</p>	<p>s 9(2)(b)(ii)</p>
<p>(C) Total external funding contribution for previous quarter <i>(Please confirm amounts from each funding source in Table 4)</i></p>	<p>s 9(2)(b)(ii)</p>

(D) Total FIF contribution spent in previous quarter	\$66,823.45
Total cost incurred for previous quarter (B+C+D)	\$91,435.57
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)
(G) Unspent FIF Funds from previous quarters (A-D)	\$124,971.94
(H) Advance payment requested from the FIF for next quarter	\$0.00
Total projected costs for next quarter (E+F+G+H)	\$164,737.29

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

s 9(2)(a)

Date 28/01/2022

By typing your name in the space provided you are electronically signing this Quarterly Report.