

Freshwater Improvement Fund

Annual Report

Quarter 4 (FY 2021/2022)

Organisation: Colville Junction (formerly Colville Social Service Collective)
Project name: Moehau ki te Moana
Deed number: 24459
Date of report: 29th July 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 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.

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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 Annual Report provides the Ministry for the Environment with information about how the delivery phase 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.

The Annual 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 financial year and lessons learned. 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** is an opportunity to report against the objectives of the project as outlined in the Work Programme. The overall success of the project will be evaluated based on the achievement of objectives.
- **Section C** 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 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.
- You are also required to update the **Budget Tracking Spreadsheet** for this financial year, and provide the agreed evidence for any activities which have been completed during the final 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 fund analyst before completing and submitting this report.

When your report is complete

Your report should be submitted within four weeks of the end of the last quarter of the financial year (ie, within four weeks of 30 June), unless otherwise agreed with your fund analyst.

Email the following documents to them:

- updated budget spreadsheet
- completed summary of expenses spreadsheet (if required)
- evidence for any activities completed in this quarter

Alternatively, you can post these to:

Freshwater Improvement Fund
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 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. Approval of the final report may also be dependent on the results of an independent audit.

Once the Ministry for the Environment is satisfied that your Annual Report meets the funding requirements, your assigned analyst will arrange the final payment of the financial year with the Ministry's finance department. In the final year of the project, 10 per cent of the total Freshwater Improvement Fund contribution for the year will be withheld until the Ministry receives and approves the Annual Report and the Project Closure Report.

SECTION A: PROJECT SNAPSHOT

1 Progress update and key facts

Reflect on the project this financial year 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 year, whether the project is running to timeline, costs incurred compared to the agreed budget
- successes you have had this year 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.

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 3 Report:

- Quarter 3 report submitted and approved by Ministry for the Environment
- Annual Work Plan Year 2 submitted
- Successful Colville Beach Clean Working Bee undertaken on 16th April 2022
- 4000 native trees planted with another 5000 scheduled planting in Y2, Q1
- Regular publications in local newspapers Pānui and Coromandel Chronicle
- Regular meetings with Ko Moehau ki Tai Project Manager s 9(2)(a) and wānanga leader s 9(2)(a) of Pare Hauraki
- Continued meetings and relationship building with landowners. Regular communication to support progressing each aspect of the project
- Water reticulation activities: 2 x water tank installation and 25 troughs, pipe and associated fittings purchased and installed.

- Catchment Group Seminar successfully delivered in conjunction with NZ Landcare Trust on May 10th 2022 in Whitianga
- Freshwater SHMAK monitoring workshop/seminar was successfully delivered at Driving Creek Railway Conservation Park on 22 June 2022
- Ongoing updating and management of budget
- One volunteer completed First Aid training in May 2022 on behalf of the Project
- Continued pest management including monthly service of 357 rat/mouse traps and 66 possum traps. Final pest management reports submitted with this report.
- Moehau ki te Moana facebook page updated, friends invited and posts generated including pictures from our April working bee and SHMAK workshop
- Environmental Monitoring continued. SHMAK contractor monitored 9 sites across Northern Coromandel
- Regular meetings were held with s 9(2)(a) (CHC Nursery Manager) and s 9(2)(a) (Waikato Regional Council - WRC) and s 9(2)(a) (Landcare) to discuss planting requirements and landowner agreements with WRC.
- Data gathered from landowners on employment numbers for Jobs For Nature.

Introduction: Reflect on the project over the past year and provide a brief description of the project's overall status (is project on time, on budget, etc?).

This is a five year project which has just completed the 4th and final quarter 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 so planting can continue in the fenced areas.
- Overall, the project is underspent against the allocated budget for the 2021/22 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 has ensured that all activities that could be completed this year were 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 have encouraged and supported 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 illness. However, our project is making gains in this area with group meetings becoming more possible. The project has managed to achieve two seminars and a working bee in the past

Lessons learned: What key lessons have you learnt whilst implementing the project over the last year? What might you do differently in the next year of the project?

One of our key lessons has been around project management of this project and developing the systems required to keep track of all the different components and deliverables. Because this is a

stand-alone project for our organisation, these systems were not already in place as would be with a local Council for example.

One large and obvious key lesson is in managing a project during the Covid pandemic. With key staff members directly affected and landowners having to delay operational work, it has been a lesson in adaptability and shifting goalposts.

Another key lesson is how the price of materials and labour can rapidly increase in the face of global interruptions and the Covid pandemic. This has meant that we have tried to look at our budgets in a slightly different light and consider how we can still achieve our deliverables.

Another key lesson is the reality of getting hold of busy farmers is a challenging task. To remedy this we have established regular quarterly check-ins that can be anticipated by the landowners involved in the project.

Moving into Year 2 of this project we feel much more confident that we are creating the systems required to more effectively manage this project. We will ensure that all information required to run our project is available online as we have now shifted our document management system to Google Workspace. This means that working from home is smooth and user-friendly and changes to documents are captured in real time.

We will also look to forward-plan with our landowners so that conversations regarding deliverables are held with significantly more lead-in time to the due date. This has been challenging for Year 1 given that we were required to be delivering before any conversations could be had with landowners.

Leave

2 Update on activities and objectives

Describe the progress made this quarter and financial year for each activity in the annual work programme. Include specific comments where there is something impacting on the delivery of an activity, or if there are particular successes to report. If an activity is not complete, you can request to carry over the activity and associated budget to next fiscal year by completing Section 5 (carry over is subject to MFE approval upon review of this annual report).

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

Overall, the project is behind schedule for Objective 1 due to delays in signing the Deed with the Ministry for Environment and Covid-19 pandemic restrictions. With the late signing as well as significant Covid-19 related delays, the installation of water reticulation systems on our participating farms was delayed which in turn delayed the fencing for the project and which resulted in delays to planting, as it was unable to commence in the planned planting season. However, despite the domino effect of delays Moehau ki te Moana managed to plant 42% of the plants intended for year 1. Our expectation is that the installation of water systems will be complete by the end of Year 2. The project also managed to complete three well attended and successful working bees for the project, including two potting parties and a big beach clean up. Overall, the project is underspent against the allocated budget for the 2021/22 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 has ensured that all activities that could be completed this year were completed.

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 62 troughs and 11 water tanks have now been purchased on four of the farms involved in the Project. Invoices included for capital assets. 1.2A.2 Capital Assets Register updated to include	91% 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. A total of 252m fencing was completed this quarter 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	13% of fencing completed. However, we have spent 42% of the Y1 budget on fencing materials for upcoming fencing.

	invoices have been included for work completed this quarter totaling \$10,864.36	
1.3 Plant 10,000 native plants on riparian strips and/or wetlands	<p>This activity has been started at one location with 4166 plants, however the majority of this activity will continue in the planting season in Q1 Year 2 of 5000 plants. 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 Y2 Q2.</p> <p>1.3.2A All planting sites will be GPS/GIS mapped once the planting has finished for the season at each property.</p> <p>1.3.2B All invoices for tree purchases have been included.</p>	42% of planting for Year 1 has been completed. Remaining activities and planting to be completed Q1, Y2.
1.4 Three community working bees	<p>1.4.1 & 1.4.2 A third and final community working bee was held on April 16th 2022. Catering invoices and record of attendees included in supporting documents. Moehau ki te Moana facebook page created, friends invited and posts generated:</p> <p>https://www.facebook.com/Moehau.ki.te.Moana</p>	100% (for Year 1)
Objective 2: By April 2026 have an improved understanding of freshwater interventions in the Northern Coromandel and their outcomes.		
<p>Overall, the project is on-schedule for Objective 2 to improve understanding and capacity of freshwater interventions and their outcomes in our region. the Environmental Monitoring Plan is complete and has been shared for consultation with our local scientific expert advisor and iwi conservation partner Pare Hauraki Collective. SHMAK monitoring is complete and the monitoring of 9 sites has taken place. Marine Metre Square testing has been undertaken once at 5 sites. The second MM2 survey is due to be completed Q1, Y2 and summary report provided in Year 2. Two bird counts have been undertaken and a report produced. Our local community and project team are enjoying the engagement involved in delivering community seminars. We have delivered two well attended seminars and have received wonderful feedback from participants. We are looking forward to undertaking another two seminars in Year 2 of the project.</p>		

Activity	Progress update	% of activity completed
2.1 Design environmental monitoring programme	<p>2.1.1 Environmental Monitoring Plan completed and has been shared for consultation with our local scientific expert advisor and iwi conservation partner Pare Hauraki Collective. Mātauranga Māori still remains to be incorporated as and where appropriate. Meeting to be held with ^{s 9(2)(a)} (Kō Moehau ki Tai Wānanga Coordinator) in Q1, Y2.</p> <p>2.1.2 Contract signed 17th August by both contractors (s 9(2)(a) & ^{s 9(2)(a)}) to complete Environmental Monitoring Programme.</p>	90% completed
2.2 SHMAK testing in 7 sites	<p>2.2.1A This activity has been completed and monitoring of 9 sites has taken place.</p> <p>2.1.1 Data from SHMAK testing provided in supporting documents.</p> <p>2.2.1B Contractor has been appointed and a contract provided as evidence in supporting documents.</p>	100% completed
2.3 Two MM2 surveys in 5 sites	<p>2.3.1A This activity has been completed once at 5 sites. The second MM2 survey is due to be completed Q1, Y2 and summary report provided in Year 2.</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. May bird counts completed and Annual Bird Count Report to be produced after November bird count.	100% completed
2.5 Two tree survival surveys in all sites	2.5.1 Tree Planting has been delayed due to the late Deed signing. Tree survival surveys	0% completed. Unable to be completed.

	will be completed once planting finishes in Y2 Q2. 2.5.2 Contract will be signed in Y2 Q1, prior to tree survival monitoring in Y2 Q2.	
2.6 Two community seminars	2.6.1 This activity is behind schedule due to multiple COVID-19 delays. Two seminars took place in Y1,Q4. List of attendees provided as evidence, however the invoices for Seminar 2 will be provided as part of Y2,Q1 reporting. 2.6.2 Venue and catering costs provided in supporting documents. Some invoices to be included in Y2, Q1 report.	90% completed
Objective 3: By April 2026, have an integrated mātauranga Māori into freshwater management of this project.		
<p>In general the project is on-schedule for Objective 3, we have obtained a contract with Pare Hauraki employing a part-time iwi relationship coordinator and engagement with Iwi was achieved this year through regular meetings with Iwi and attendance at a wānanga. The steering group was eventually unable to be completed due to “significant complications assembling a governance board and completing this deliverable”.</p> <p>However, we have proposed an alternative deliverable with Ko Moehau ki Tai - the delivery of one or more wānanga. This activity has been approved and will be added to AWP Y2 as a new activity.</p> <p>Finally, a draft list of tohu for specified places along with key locations for monitoring Māori/cultural health over time has been developed and provided to MktM. Given this sound engagement and collaboration with Pare Hauraki, we feel confident that mātauranga Māori is being well integrated into the freshwater restoration being undertaken by our project.</p>		
Activity	Progress update	% of activity completed
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 was delayed while Pare Hauraki Collective established their project: Ko Moehau ki Tai. The deliverable was eventually unable to be completed. Report from Iwi provided as documentation stating “significant complications assembling a governance board and completing this deliverable”. Engagement with Iwi was	0% completed. Unable to complete. Y2 Second wānanga to be added as a new/replacement activity.

	achieved this year through regular meetings with Iwi and attendance at a wānanga. We have proposed an alternative deliverable with Ko Moehau ki Tai- delivery of a wānanga. This activity has been approved and will be added to AWP Y2 as a new activity.	
3.3 Develop a draft list of tohu for specified places along with key locations for monitoring Māori/cultural health over time.	3.3.1 This activity is completed. A draft plan has been developed and provided to MKTM. Email evidence included in supporting documents to show that this has been provided. A meeting is currently being arranged for Y2, Q1 to review this information.	100% completed
Objective 4: To service and maintain a trap network over 120ha of coastal strip, wetland and freshwater catchment until April 2026.		
The project is on schedule to achieve Objective 4. Regular servicing of traps and pest species indexing has all been completed as per the annual work plan. We feel confident that we are reducing pest numbers and their impact on our local environment.		
Activity	Progress update	% of activity completed
4.1 Monthly service of 357 rat/mouse traps	4.1.1 Annual trap catch tally reporting on track. Annual trap tally and associated reports for the year have been included. 4.1.2 Copy of the signed contract has previously been provided.	100% completed
4.2 Checking and re-baiting 66 possum traps	4.2.1 Annual trap catch tally complete. Annual trap tally and associated reports for the year have been included. 4.2.2 Copy of the signed contract has previously been provided.	100% 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 was completed in Q4. Associated reports for the year have been included.	100% completed
4.4 Two possum chew card indexes	4.4.1 Annual trap catch tally complete	100% completed

	4.4.2 Copy of the signed contract has previously been provided.	
Objective 5: Miscellaneous		
The project is on schedule with respect to Objective 5. Our recruitment and employment has been positive and successful for the project and all training required has been completed. A total of 6 governance meetings have been held this year, showing that we have engaged and informed Trustees. All reporting has been completed and the Health & Safety Plan complete and operational. We have had immense support from our expert advisors, who have provided us with guidance and opportunities to collaborate for better project outcomes.		
Activity	Progress update	% of activity completed
5.1 Recruit and employ project coordinator & employ project manager, financial administrator	5.1.1 Recruitment was completed Q0 with s 9(2)(a) and s 9(2)(a) appointed into a shared role. 5.1.2 Pay records have been included.	100% completed
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.	Ongoing
5.3 Undertake independent financial and project audit	5.3.1 The project audit is complete and submitted with the Q4 report. Financial audit will be submitted once approved and signed off by the Trust.	90% 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 in May 2022 with the Trustees of Colville Junction. Meeting minutes included for reference and travel reimbursement claim lodged. A total of 6 governance meetings have been held this year. 5.4.2 Copy of Trustee travel reimbursement claim provided.	100% completed
5.5 Prepare Annual work plan and work programme	5.5.1 This activity is complete. AWP submitted and awaiting approval.	100% 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, Q3 and Q4 submitted to the Ministry. Annual Work Plan resubmitted. This activity is complete with the submission of this Q4 report.	100% 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 the 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 completed First Aid Training in May 2022 (Q4). 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 2021 through Wood Training by both Project Coordinators.	100% completed
5.10 Engage expert advisors for the project	5.10.1 Expert advisors engaged in the project. Written confirmation received for project support.	100% completed
5.11 Develop detailed H&S plan for the project	5.11.1 This activity is complete with H&S plan submitted with Q4 report.	100% completed

1 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

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
Number of plants planted in riparian, lake, or wetlands areas	0	4000	10,000	4166
Area (ha) of riparian, lake, or wetlands planting completed	0	0.4ha	1	0.4ha
Length (km) of new fencing constructed and maintenance of existing fencing	12.4	0.252	16.42	2.19
Total area (ha) of animal pest control completed	30	30	120	120

Nature Based Employment

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	
Number of people-hours worked in each reporting period ¹	909	Month 1 ²	1919.5	10,127	6014.3
		Month 2	523.8		

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

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

		Security Classification			
Number of people currently employed on the final day of reporting period ³		Month 1	7		
		Month 2	10		
		Month 3	11		
Number of employment starts in each reporting period ⁴		Month 1	1		
		Month 2	3		
		Month 3	1		

³ 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.

⁴ 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.

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		1		

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

For people employed each quarter we use actual counts of people employed by our MfE project. We calculated the number of hours worked by using data collected from all individuals employed to undertake work on our MfE Jobs for Nature funded project during the previous quarter. We have included staff, contractor and landowner hours spent to progress the project's deliverables. In Quarter 4 of Year 1 we have included a significant number of hours worked towards the project that we had previously undercounted.

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	\$43,549.47
Volunteer Contribution	§ 9(2)(b)(ii)
Farmers contribution	§ 9(2)(b)(ii)
Other funders (WWF & Project Crimson)	§ 9(2)(b)(ii)
Total	§ 9(2)(b)(ii)

SECTION B: OPERATIONAL DETAILS

Other sources of funding

Provide information about other external funding for this project (other than that from the Freshwater Improvement Fund) that you have **received this financial year**. Include cash contributions from your own organisation and other co-funding listed in your Annual Work Plan.

If you have more than three partners or external funding sources, press the Tab key on your keyboard to add more rows to the table below.

Organisation name	Total amount requested	Total amount approved	Amount received to date	Amount paid towards activities completed this quarter (Q4)	Amount paid towards activities completed this year
Waikato Regional Council	s 9(2)(b)(ii)	s 9(2)(b)(ii)	s 9(2)(b)(ii)	s 9(2)(b)(ii)	s 9(2)(b)(ii)
WWF	s 9(2)(b)(ii)	s 9(2)(b)(ii)	s 9(2)(b)(ii)	s 9(2)(b)(ii)	s 9(2)(b)(ii)
Trees That Count	s 9(2)(b)(ii)	s 9(2)(b)(ii)	s 9(2)(b)(ii)	s 9(2)(b)(ii)	s 9(2)(b)(ii)
Farmer Cash Contribution	s 9(2)(b)(ii)	s 9(2)(b)(ii)	s 9(2)(b)(ii)	s 9(2)(b)(ii)	s 9(2)(b)(ii)
In Kind Contributions	22,152.00	22,152.00	22,152.00	\$7,433.00	22,152.00

Commented [MOU1]: This is the amount we had set in the deed

Commented [MOU2]: This is the amount received from funders in this financial year

Commented [MOU3]: We have received s 9(2)(b)(ii) but the remainder is in the Year 2 budget

4 Change Request Register

Provide information about the change requests made this year e.g. significant changes to project activities. Describe why the change request was made and indicate whether or not they were approved by the Ministry in advance.

If you have had more than three change requests, press the Tab key on your keyboard to add more rows to the table below.

Change request date	Reason for request	Impact on project	Approved (Y/N)
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<p>During the 2021/22 financial year (year 1 of the project), there has been one change request and no variations. The change request was signed off on 23 December 2021. Change request informed a cost neutral re-allocation of funds within two activities under Objective 1. It removed one pump and decreased the number of water tanks from 14 to 12 in the capital asset register. The corresponding budget was re-allocated to fencing activities to mitigate the rising costs of fencing materials. These changes did not affect the environmental outcomes of improved water quality.</p> <p>In summary, to ensure that we meet our deliverables, support the landowners to deliver their projects and provide some mitigation to the rising costs of materials, we are asking the following:</p> <ol style="list-style-type: none"> 1. To shift s 9(2)(b)(ii) FIF budget from water reticulation to fencing budget (from Activity 1.2a to 1.2b) for the reasons mentioned above. 2. To deliver fewer capital assets (12 out of the proposed 14 water tanks and 1 less pump) whilst retaining the remaining budget for activity 1.2a following the reallocation of the s 9(2)(b)(ii) from the pump underspend as requested above. Retaining the remaining budget will counter the significant rise in cost of these items as described above. 	<p>Overall, these changes do not affect our environmental outcomes of improved water quality and deliverables of stock exclusion fencing around waterways and wetlands and riparian planting.</p> <p>Overall, the long and short-term outcomes and benefits of the project are likely to be improved. This is due to the improvement in stock exclusion and increased post size for climate-change mitigation and flooding purposes.</p> <p style="text-align: right;">Y</p>
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5 Request to carry over activities and budget into next financial year

Underspent or incomplete activity <i>From your Annual Work Plan</i> Eg. 1.2 Plant 4,000 trees	Evidence of Completed Activities <i>From your Annual Work Plan</i> 1.2.1 Invoices for trees 1.2.2 photos and map of area planted	Unspent costs from FIF contribution \$2,000	Unspent costs from your organisation and other sources of funding \$2,000	If the activity is underspent but completed, note which activity the funding will be transferred to N/A
1.3 Maintain plants planted in the previous year	Complete	\$1000	\$1000	To activity 1.4 (prepare planting plan for final year of project)
1.2 Install reticulated water systems on 7 farms including 14 water tanks and 68 troughs	1.2.1 Invoices for the purchase of capital assets and labour required for installation of water systems. 1.2.2 Updated capital assets register	s 9(2)(b)(ii)	s 9(2)(b)(ii)	This funding remains with this activity but is transferred to Year 2.
1.2A Erect 16,450m of fence	1.2A.1 Maps with GPS fence lines. 1.2A.2 Invoices of fencing costs	s 9(2)(b)(ii)	s 9(2)(b)(ii)	This funding remains with this activity but is transferred to Year 2 and Year 3 as per Year 2 Annual Work Plan.
1.3 Plant 10,000 native plants on riparian strips and/ wetlands	1.3.1 At least 1 photo point from each planting site. 1.3.2 Copies of updated maps/GIS of planting sites 1.3.2B Invoices for costs of trees, delivery and planting costs.	s 9(2)(b)(ii)	s 9(2)(b)(ii)	This funding remains with this activity but is transferred to Year 2 and Year 3 as per Year 2 Annual Work Plan.

Commented [4]: Underspend/overspend should match the 'remaining budget tab' column in budget tracker

2.3 Two MM2 surveys in 5 sites	2.3.1 Copies of summary report based on data from biannual survey	s 9(2)(b)(ii)	s 9(2)(b)(ii)	Most of this budget has been shifted to Year 2 to accommodate the seasonal timing of the work.
2.5 Two tree survival surveys in all sites	2.5.1 Records of tree survival and at least 1 photo from each planting site. 2.5.2 Copy of the signed contract.	s 9(2)(b)(ii)	N/A	This budget has been shifted to Year 2 so that it can be used at the end of the planting season.
2.6 Two community seminars	2.6.1 Record of number of attendees at seminars. 2.6.2 Copies of venue and catering costs	s 9(2)(b)(ii)	s 9(2)(b)	The remaining budget shifted to the same deliverable Year 2. Activity has been completed for the year but invoices processed Q1 Y2.
3.2 Engage in partnership with iwi: participate in iwi-led steering group for the Moehau region.	3.2.1 This activity and associated deliverable has been changed. Please refer to the Annual Work Plan for Year 2 and the update in Section of this report.	s 9(2)(b)(ii)	N/A	The remaining budget to be shifted to the new deliverable for Year 2.
4.1 Monthly service of 357 rat/mouse traps	4.1.1 Annual trap catch tally from trapping programme. 4.1.2 Copy of the signed contract	s 9(2)(b)(ii)	s 9(2)(b)(ii)	\$29.31 This funding remains with this activity but is transferred to Year 2.
4.2 Checking and rebaiting 66 possum traps	4.2.1 Annual trap catch tally from possum traps 4.2.2 Copy of the signed contract	s 9(2)(b)(ii)	s 9(2)(b)(ii)	\$19.85 This funding remains with this activity but is transferred to Year 2.

4.3 Two small mammal indexing rounds	4.3.1 Copies of report based on data from SMI with average percentage tracking for each species	s 9(2)(b)(ii)		Overspend will be adjusted over subsequent years
4.4 Two possum chew card indexes	4.4.1 Copies of report based on data from chew card indexing showing average tracking for each species in control area 4.4.2 Copy of the signed contract	s 9(2)(b)(ii)		Overspend will be adjusted over subsequent years
5.1 Recruit and employ project coordinator & employ project manager, financial administrator	5.1.1 Letter of agreement in employment position from project coordinator. 5.2.1 Pay records from project manager and financial administrator	s 9(2)(b)(ii)	N/A	The remaining budget shifted to the same deliverable Year 2 and Year 3.
5.3 Undertake independent financial and project audit	5.3.1 Evidence of audit outcome	s 9(2)(b)(ii)	N/A	The remaining budget shifted to the same deliverable Year 2.
5.5 Prepare Annual work plan and work programme	5.5.1 Annual work plan and work programme	Overspent by s 9(2)(b)(ii)	N/A	The remaining budget shifted to 5.3 in Year 2.
<i>Totals to be carried over/transferred to year 2 and year 3</i>		s 9(2)(b)(ii)	s 9(2)(b)(ii)	
<i>Combined total value of unspent costs transferred to year 2 and year 3 (sum of unspent costs from FIF contribution, and unspent costs from your organisation and other sources of funding)</i>		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 minimize and manage the risk</i>
Increased financial cost to landowners	<p>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.</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. We are currently in discussion with MfE to find possible solutions to this issue.</p>
Worker shortage for fencing due to Covid-19.	<p>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.</p>
Landowner disengagement with project	<p>There is a risk of disengagement with the project by one landowner. The project coordinators are developing a mitigation</p>

	<p>plan to implement if the landowner remains unengaged with the project. Once all efforts to re-engage the landowner have been exhausted within a set timeframe, advice from MfE will be sought. If the landowner is no longer part of the project. A possible option to meet project objectives is the redistribution of budget to other landowners to buffer the rising cost of fencing labour and materials and/or an increase in riparian planting for interested landowners.</p>
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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.

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.
General Project delays due to Covid-19	Our project and team have been significantly affected by Covid in the last year. 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. However, despite significant setbacks the project deliverables are progressing with two seminars and three working bees now complete.

Health and safety	
Have there been any health and safety incidents for your project during this financial year?	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No <small>If yes, please describe incident, the action taken and outcome, and any lessons learned. (If more than four incidents occurred, please add appropriate heading and details for these incidents.)</small>

<p>Describe what health and safety activities have 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>Site-specific hazard register and volunteer H&S sign up document was developed for the SHMAK stream monitoring workshop held in Q4.</p>
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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 C: PAYMENT REQUEST

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 (advance payment received for previous quarter including unspent funds from any prior payments and remaining Deed of Contribution funds)	\$181,872.04
(B) Your organisation's cash contribution for previous quarter	§ 9(2)(b)(ii)
(C) Total external funding contribution for previous quarter Project Crimson: § 9(2)(b)(ii) WWF: § 9(2)(b)(ii) Landowner Contribution: § 9(2)(b)(ii)	§ 9(2)(b)(ii)
(D) Total FIF contribution spent in previous quarter	\$87,339.21
Total cost incurred for previous quarter (B+C+D)	\$128,827.48

Funding and contributions for next quarter (projected)

(E) Your organisation's cash contribution for next quarter	§ 9(2)(b)(ii)
(F) Total external funding contribution for next quarter (Please confirm amounts from each funding source) Landowner Contributions: § 9(2)(b)(ii) Trees That Count: § 9(2)(b)(ii)	§ 9(2)(b)(ii)
(G) Unspent FIF Funds from previous quarters (A-D) This is based on Total projected costs § 9(2)(b)(ii) minus co funding § 9(2)(b)(ii)	\$37,984.87
(H) Advance payment requested from the FIF for next quarter	\$0.00
Total projected costs for next quarter I (E+F+G+H)	§ 9(2)(b)(ii)

SECTION D: ANNUAL 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 Annual Report, or supplied in support of our annual report, is complete, true and correct.
- I declare that I have the authority to sign this Annual 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 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

Manager

Signature

s 9(2)(a)	Date 10 August 2022
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By typing your name in the space provided you are electronically signing this Annual Report.