



Freshwater Improvement Fund

Change Request Form

**Rotorua Lakes Council, Lake Tarawera Sewerage Reticulation Scheme, FIF1021
Deed # 25760**

Change Title:	Waiving Annual Project Audit
Change Request #:	2
Date requested:	28/05/2024
Date Change Request required by (indicate if urgent):	
Change Request prepared by:	Simon Ingram, Ministry for the Environment

PART 1: CHANGE REQUEST DETAILS

Justification	<p>Requested Change:</p> <p>The 'Audit Reports' section of Part B (1) Project Reporting is waived for the remainder of the Term of the Funding Deed.</p> <p>A Declaration of Compliance with the terms and schedules of the funding deed/agreement is to be completed and returned with each Annual Report due 31 July.</p> <p>The budget (\$15,000) associated with activity 3.8 Independent project financial audit for November 2022 to June 2024, due 31 October 2024.) is redistributed to activity 3.1. Project Management.</p>
	<p>Reason for Change:</p> <p>The Ministry has been assured from previous successful reporting that the annual audit report requirements stated in the deed are no longer required. We recommend waiving the clause in its current state so that resources can be focused on the important work the Project set out to achieve.</p> <p>A Declaration of Compliance with the terms and schedules of the funding deed/agreement is to be completed and returned with each Annual Report due 31 July. The Declaration of Compliance asks you to state that you have complied with the requirements of the Funding Deed, similar to what the audit was previously checking.</p> <p>The Ministry retains the ability to audit the project at any time at its sole discretion (Schedule 3).</p>

List all relevant supporting documents (this may include correspondence and planning details relevant to the change):	Document title: Deed #25760 with Rotorua Lakes Council RE Lake Tarawera Sewage Reticulation and Treatment.pdf
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	Document title: Declaration of Compliance

Impact on Project Costs (include any new activities):

Impact on costs	Activity:	Current costs:	Revised costs:
	Independent project financial audit for November 2022 to June 2024, due 31 October 2024.	\$15,000	\$0
	Project Management	\$108,000	\$123,000

PART 3: CHANGE AUTHORISATION

Signed for by Recipient

Name:	s 9(2)(a)
Role:	Senior Project Manager
Signature:	s 9(2)(a)
Date:	10 th June 2024

Recommended for approval by the Ministry for the Environment

Recommendation:	Recommended for approval
Name:	Simon Ingram
Role:	Senior Analyst – Community Investments
Signature	ELECTRONICALLY SIGNED BY SIMON INGRAM
Date:	28/05/2024

Signed for and on behalf of the Ministry for the Environment:

Decision: (circle one)	Approved
Name:	Wes Patrick
Role:	Manager, Community Investments
Signature:	
Date:	17 May 2024