

Rationale: JFN0003 In the Wild – Queenstown & Fiordland Workforce

Documents

- Factsheet- [DOC-6332510](#)
- Original project proposal is described in an email at [DOC-6322454](#)
- Signed decision paper- [DOC-6374941](#)

This paper provides the rationale used for the progression of this project as an employment response in the aftermath of Covid 19.

Background

Following COVID-19, it was apparent that the effects on the New Zealand economy and communities would be significant and ongoing. DOC focused on supporting this recovery through increasing employment and supporting communities through nature-based work.

As part of the Covid-19 response, DOC worked with the Otago Regional Council, Queenstown Lakes District Council and key tourism business leaders (including the Wayfare Group) to obtain funding. This funding was used to develop capability and readying a labour force of displaced tourism workers for future nature-based employment in the Queenstown and Fiordland region.

Quick start funding enabled operational planning, support and delivery of four conservation projects including:

- Refurbishment and maintenance of two track initiatives, thereby supporting community social wellbeing and mental health.
- Building traps and installing traplines in the Gibbston Valley. This will form an important connection within the [REDACTED] proposal presented to PF2050
- Supporting wilding conifer control work. 9 (2)(b)(ii), 9(2)(j)

These projects saw up to 64 tourism workers employed. These workers received the government wage subsidy. The funding will not pay for labour costs, but contributed to operational planning and delivery costs.

The project is important as Queenstown is heavily dependent on tourism and so is severely impacted by COVID-19. The jobs redeployed tourism workers working for large tourism operators in the Queenstown and Fiordland area.

Approval process

Due to the urgent nature of this approval, a two-step process was used;

The approval in-principle stage enabled DOC to further engage with Treaty Partners and applicants to determine details of the partnering arrangement. This confirmed job numbers, project workplans, monitoring and reporting requirements, and allowed us to scope the support required from DOC. A formal partnering agreement was then finalised within one month of approval-in-principle.

Criteria projects were assessed against:

1. Is the proposed project in one of the most heavily impacted regions?
2. How many nature-based jobs does the project deliver?
3. Do we have strong Treaty Partner engagement embedded within the project?

4. Is the project targeting affected industries and sectors?
5. Does the work deliver sound ecological outcomes?
6. Is there opportunity to grow the project to scale?

This project scored highly against these criteria. Quick start projects will align with the longterm vision of working with Regional Alliances as part of DOC's ongoing operating model.

Queenstown was hugely impacted by lockdown and the loss of international tourism. MSD stats show that the Queenstown Lakes district is one of the most distressed regions in the country post Covid-19.

The trapping work in the Gibbston Valley and the wilding pine control work will produce a conservation legacy. The wilding pine work in particular will remove a very real threat to the district's biodiversity and nationally significant landscape.

As the Jobs for Nature system was not yet fully established, it was acknowledged that quick-start funding was best allocated to our known partners, where there is demonstrated proven success, a clear vision articulated by the partners, and the drive to implement rapidly.



Jobs for Nature Queenstown Workforce Hub

Minor Works Business Case

File ref: DOC-6550123



Department of
Conservation
Te Papa Atawhai

New Zealand Government



Approval

It is recommended that the Project Sponsor:

- Approves the delivery of this project, with capital costs (incl. contingency) of nil and operating costs (incl. contingency and depreciation) of \$250,000 over 6 months.
- Approves the ongoing operating costs of nil per annum
- Approves the Funding Sources and Funding Allocations for this initiative as identified in the [Costs](#) section of this Business Case.

Funding required	FY 20/21	FY xx/xx	FY xx/xx	FY xx/xx	FY xx/xx Ongoing	Total
Capital / CAPEX	\$0	\$	\$	\$	\$	\$
Capital Contingency	\$	\$	\$	\$	\$	\$
TOTAL CAPEX	\$0	\$	\$	\$	\$	\$
Operating / OPEX	\$250,000	\$	\$	\$	\$	\$
Operating Contingency	\$	\$	\$	\$	\$	\$
TOTAL OPEX	\$250,000	\$	\$	\$	\$	\$250,000

- Notes that there is no operating nor capital contingency associated with this bid.

Note: This approval is only valid for the solution defined here, any changes in Time, Cost, Quality, Scope or Benefits to this solution will need further approval and should be requested via DOC's PMF Change Control process.

I, the undersigned, agree with the above recommendations and approve this Minor Works Business Case, and have the appropriate delegated authority to do so:

Name	DOC Title	Governance Role	Signature	Date
Reg Kemper	Chief Advisor, Jobs for Nature	Sponsor		20/01/2021
Comments:				

Endorsement

We, the undersigned, agree with the above recommendations and endorse this Business Case:

Name	DOC Title	Governance Role	Signature	Date
Aaron Fleming	Regional Director Operations	Senior Responsible Owner (Single Point of Accountability)		9/02/2021
Comments:				

Assurance

Name	DOC Title	Signature	Date
Don Hamilton	Business Accountant		28/01/2021
Comments:			

Comments:

Supporting documents

Document	Link
Complexity Assessment Tool result	DOC-6549984
Benefits Realisation Plan	DOC-6491393
Project Register	DOC-6542451
Jobs for Nature project factsheet	DOC-6332510
Jobs for Nature approval	DOC-6377156
K4N - Queenstown and Fiordland Workforce Hub - Financial Template	DOC-6541462

Key Questions

Context / Purpose

<p>What is the problem or opportunity?</p>	<p>Queenstown is obviously a centre for the NZ tourism sector and is going to be heavily impacted by economic pressures created by COVID-19. Jobs for Nature funding via the Kaimahi for Nature allocation is available to support businesses that may be considering redundancies in the wake of COVID 19. This funding is a huge opportunity in support of the Southern Lakes district.</p> <p>There will be tourism workers displaced for some time into the future, and these workers can be brought together to add value to conservation while their respective employers are in a downturn.</p> <p>This pilot supports a proof-of-concept on the deployment of displaced tourism workers for future nature-based employment in the Queenstown and Fiordland region.</p> <p>Working together with Otago Regional Council, Queenstown Lakes District Council and key tourism business leaders (such as the Wayfare Group), the proposal supports the establishment of a business workforce hub, which will deliver recruitment, skills matching, onboarding, training, supervision, deployment of staff and back-office support to measure success and enable scale-up when needed.</p> <p>The available funding of \$250,000, approved in principle (DOC-6377156), allows approximately 50 people to be employed full time through contracts with existing businesses.</p> <p>As the tourism industry recovers, businesses will progressively reduce the volume of Jobs for Nature conservation work their staff undertake for this project and increase the amount of tourism activity they undertake.</p> <p>This enables businesses to retain knowledgeable and experienced staff throughout the four years of the project and helps ensure associated small-town support services and businesses survive in these communities.</p>
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	<p>The idea of an Environment “Working Group” or “Task Force” to identify potential projects that will aid economic recovery and which are directly related to the environment (broadly speaking, delivering greater conservation and outdoor recreation outcomes on public and private lands) was initiated by Queenstown Lakes District Council (‘QLDC’) Mayor Jim Boulton, CEO Mike Theelen together with the Department of Conservation (‘DOC’) Director Operations Southern South Island Aaron Fleming and Operations Manager Whakatipu-wai-Maori Geoff Owen.</p> <p>As the same time Jobs for Nature will allow DOC to see gains made. Outcomes include:</p> <ol style="list-style-type: none"> (1) Refurbishment and maintenance of two track initiatives (2) Building traps and installing traplines in the Gibbston Valley (3) Supporting wilding conifer control work.
<p>What are the objectives of this investment?</p>	<p>The objective of Jobs for Nature broadly is to enable the government to achieve the goal of economic recovery through nature-based employment.</p> <p>The principal objective of this project is to support businesses to retain staff while they are under pressure from the tourism downturn, while making gains for conservation and improving visitor assets.</p> <p>A secondary objective is to contribute to conservation in Southern South Island as a result of the Jobs for Nature investment.</p>
<p>What are the impacts of this investment?</p>	<p>The most significant change is the ability of workers to remain at home in the Southern Lakes during the Covid-19 recovery, and for businesses to be able to retain their people during the downturn. This allows for funds to continue to flow throughout these communities as wages can continue to be paid, where they’d otherwise stop.</p> <p>The change for conservation at a district level is expected to include:</p> <ol style="list-style-type: none"> (1) refurbishment and maintenance of two track initiatives supporting community social wellbeing and mental health. (2) building traps and installing traplines in the Gibbston Valley (forming an important connection within the Southern Lakes Sanctuary proposal presented to PF2050 Ltd); and (3) supporting wilding conifer control work over an area of approximately 150ha. <p>A further change will arise as a result the program stakeholders working together in a new way. Valuable relationships and situational understanding are forged between councils, DOC, tourism operators, and environmental groups</p>

Strategic Drivers

<p>What are the main drivers for this proposal?</p>	<p>This proposal is driven by a large-scale economic downturn driven by a global pandemic, in tandem with an opportunity to realise concurrent community support and conservation gains.</p>
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This proposal is also driven from a desire to contribute to community recovery from COVID, and an identification of opportunities to expand current work programmes to enable this.

The proposal aligns with DOC strategic intent in the following areas:

- 90% of New Zealanders' lives are enriched through connection to our nature and heritage.

- 90% of visitors rate their experiences on public conservation lands and waters as exceptional.

This proposal supports the aspiration of the Department to work with others to achieve conservation gains for New Zealand.

Our August 2020 strategy refresh is built around a simple purpose – Papatuanuku Thrives. Outcomes that fall out of this purpose include many which can be achieved through projects such as this one:

- Thriving communities – this project helps retain workers in the district and support the businesses they work in
- Working together with others
- Partner with iwi, hapu and whanau, and collaborate with others

Benefits

From Benefits Profile and Realisation Plan - DOC-6541709.

ID #	Benefit Title	Benefit Category	Intermediate Outcome	Stretch Goal	Benefit Measure Description	Baseline Value & Date	Target Value & Date	Benefit Owner
1.1	Businesses are supported to retain staff during the Covid-19 economic downturn	Partners	New Zealanders and international visitors contribute to conservation	N/A	Partners contribute staff time into the programme.	No (zero) Partners have staff working in the programme	40 staff from Partners are employed in the programme	Geoff Owen, Operations Manager
1.2	Businesses are supported to retain staff during the Covid-19 economic downturn	Partners	New Zealanders and international visitors contribute to conservation	N/A	15 Partners continue trading with core staff and rate their satisfaction as high and likely to partner again in the future.	Survey indicates Partners would have ceased trading and/or lost core staff without participating in the programme	100% of Partner organisations are still trading, have retained core staff and rate satisfaction with JFN programme as "high"	Geoff Owen, Operations Manager
2.1	Assets used for recreation are better maintained	Visitor or Customer	New Zealanders and international visitors are enriched by their connection to NZ's nature and heritage	N/A	Feedback from Partners	Assets unable to be maintained to a desirable standard for target audience	Track(s) Maintenance up to date by June 2022	Geoff Owen, Operations Manager

Realisation Plan

	KPI 1.1	KPI 1.2
Measure evidence (What)	Staff from Partners have been on-site, and their time invoiced to the Programme	Survey
Collection Dates (When)	Daily Programme reporting until July 2021.	As Partners register (July to Nov 2020); plus follow-up Survey in July 2021.
Effort and resources (How)	Core Project reporting – collated and published monthly.	Data collected by Operations Manager at registration and at programme end via email survey or Survey monkey.
Interim targets	At least 40 staff from Partners have been supported by (received funding from) the programme by 30 November 2020. Monthly reporting required by JFN allows monitoring of partner employment status.	One-off ad hoc updates verbally or by email to monitor partner sentiment. Monthly reporting required by JFN allows monitoring of partner employment status.
Quality assurance	DOC staff have inducted Partner staff (individuals) Invoices have been received for individual's time.	Invoices have been paid to valid businesses
Constraints	Staff are willing to perform conservation work to ensure their long-term employment with their Programme Partner (employer). Partners continue to suffer from Covid-19 economic downturn.	Partner shareholders are willing to transform their business model (place staff into the programme) to remain viable and tourism business is negatively impacted by Covid-19 downturn. Assumption that all redundancies/staff losses are due to the Covid-19 economic downturn; risk that some core staff loss may occur naturally rather than driven by economic pressure.
Reporting requirements	Project status reports to JFN monthly; post programme closure reporting.	Project status reports to JFN monthly; post programme closure reporting.
Delivery responsibility	Benefits owner – Geoff Owen	Benefits owner – Geoff Owens

KPI 2.1

Measure evidence (What)	Feedback from Partner(s)
Collection Dates (When)	Across the current year and one year after project completion
Effort and resources (How)	Ad Hoc feedback from users
Interim targets	Ad hoc feedback received from users
Quality assurance	Survey Form provides standardised feedback - self-identified 'return users' provide for sub-set analysis.

Dis-benefits

Outline any dis-benefits from negative side effects or known consequences from the investment.

ID #	Dis-Benefit Title	Dis-Benefit Description	Baseline Value & Date	Expected Impact & Date	Dis-Benefit Owner
1	N/A				
2					

Risks

- High or extreme risks noted below.
- Project Risk Register is maintained at DOC-6542451

Risk Group	Risk Category	Short Name	Source of Concern or Opportunity	Implications	Rating
Project Delivery Risk	HS&W/Staff Security	Third party participants to the program aren't clearly instructed or supervised and injuries occur.	PCBU is considered to be a joint requirement but DOC will often lead for these Jobs for Nature projects/programs of work. This means that there is a risk to DOC if inexperienced workers come from partners.	HT ensure that workers are an appropriate fit for the work being done. HT clearly articulate who has responsibility for induction and training of workers.	High

Dependencies

There is a dependency in the form of available workers from partner organisations. If participants in the program are unable to provide enough workers, then the work expected to be completed may not be.

Deliverables

In Scope (Scope baseline for delivery)	Out of Scope
Workers in partner organisations redeployed - Partners in the program retain staff during the economic downturn and don't make workers redundant.	DOC BAU operations or project work. The funding stream for this does not cover normal DOC work.

Options Identification

	Solution 1 - The redeployment of tourism workers for eco sourcing seeds, track works, hut roof repairs and biodiversity tasks, using funds from Jobs for Nature	Solution 2 - Do nothing	Option 3 Redeploying workers using limited funds available plus the government wage subsidy
Advantages/Benefits	<p>Community support</p> <p>Significant number of workers maintained during economic downturn.</p> <p>Conservation benefits seen in the categories listed above.</p> <p>Businesses see a benefit from central government funding</p>	<p>Avoids any additional risk arising from the Jobs for Nature program</p>	<p>Some (limited) workers and businesses will be positively impacted.</p> <p>Some capture of the opportunity Jobs for Nature funding offers.</p> <p>Some (limited) conservation work is performed.</p>
Disadvantages/Risks	<p>Funds may limit the number of people that can be redeployed; some may miss out.</p> <p>Additional complexity and risk arising from managing people outside of the organisation.</p> <p>Setting up an expectation of future support or support outside of the JFN scope.</p>	<p>Listed conservation work is achieved but over a much longer time period.</p> <p>Businesses go unsupported and are mothballed for significant period of time.</p> <p>Workers leave Queenstown/surrounds.</p> <p>Recovery from effects of Covid-19 take far longer than it otherwise would have.</p>	<p>Only a very limited amount of conservation work is able to be done.</p> <p>Workers are maintained in Queenstown for short time, but ultimately leave once wage subsidy is exhausted.</p> <p>Businesses are able to redeploy workers for a short time but ultimately end up mothballed anyway.</p> <p>Community misses the opportunity that Jobs for Nature offers.</p>
Procurement Method	No procurement required.	No procurement required.	No procurement required.

Preferred Solution

The preferred option is Option 1, because it adequately captures the opportunity presented by Jobs for Nature funding in support of the recovery from the impacts of Covid-19. It allows for work to be done in support of conservation, while supporting communities and organisations that have been heavily impacted by the tourism downturn related to Covid-19.

Other options were rejected because they don't adequately capture the opportunity for recovery that Jobs for Nature offers.

Key Milestones

List major milestones for the project. Provide achievable dates. These will form your baseline for project delivery.

Forecast Date	Key Milestones
01/02/2021	Business Case approved
01/07/2020	Project established and work begun
30/10/2020	Delivery Phase Complete
31/12/2020	Closure Phase Complete

Costs

Provide the costings for the preferred solution. Include a docCM link to finance working documents [DOC-6541462](#)

Summary Financials	Year 1 FY 20/21	Year 2 FY xx/xx	Year 3 FY xx/xx	Year 4 FY xx/xx	Year 5 FY xx/xx <i>Ongoing</i>	Total
Capital Expenditure						
Capital Expenditure	\$	\$	\$	\$	\$	\$
Capital Contingency	\$	\$	\$	\$	\$	\$
Total Capital / CAPEX	\$0	\$	\$	\$	\$	\$
Revenue						
Revenue / Savings	\$0	\$	\$	\$	\$	\$
Total Revenue / Savings	\$0	\$	\$	\$	\$	\$
Operating Expenditure						
Personnel	\$	\$	\$	\$	\$	\$
Other Operating (grants)	\$250,000	\$	\$	\$	\$	\$
Asset Write-offs	\$	\$	\$	\$	\$	\$
Depreciation	\$	\$	\$	\$	\$	\$
Operating Contingency	\$	\$	\$	\$	\$	\$
Capital Charge*	\$	\$	\$	\$	\$	\$
Total Operating/OPEX	\$250,000	\$	\$	\$	\$	\$
Metrics	WOLC**	\$250,000	NPV	-\$250,000	Payback Period	n/a

*Capital Charge: Only applicable when there is new funding.

**WOLC = NPV when initiatives do not generate revenue.

Funding Source(s)

Funding Source(s)	FY 20/21	FY xx/xx	FY xx/xx	FY xx/xx	FY xx/xx <i>Ongoing</i>	Total
Add other (please state) Jobs for Nature fund, Kaimahi for Nature allocation	\$250,000	\$	\$	\$	\$	\$250,000
Total Capital / CAPEX	\$0	\$	\$	\$	\$	\$
Choose a budget source (or enter alternative)	\$0	\$	\$	\$	\$	\$
Total Operating / OPEX	\$250,000	\$	\$	\$	\$	\$250,000

Funding Allocation

Allocated to (by Director Area):	FY xx/xx	FY xx/xx	FY xx/xx	FY xx/xx	FY xx/xx <i>Ongoing</i>	Total
Southern South Island	\$250,000	\$	\$	\$	\$	\$250,000
	\$	\$	\$	\$	\$	\$
Total	\$250,000	\$	\$	\$	\$	\$250,000

Queenstown and Fiordland Workforce Hub

Post-Pilot Review

Summary Statement

The Queenstown and Fiordland Workforce hub was initially set up as a pilot to test two key questions:

- Can a private business consortium could successfully redeploy tourism workers to nature-based jobs while fulfilling all contractual and health & safety requirements?
- Can former tourism workers complete conservation work to standard?

In this Post-Pilot Review, the Jobs for Nature Unit has assessed the Queenstown and Fiordland Workforce Hub to have been a successful proof of concept pilot for tourism worker redeployment through a private business consortium, subject to the urgency and time constraints for deployment in the immediate aftermath of COVID-19 (April to June 2020).

However, the Workforce Hub's continued role in the region will be subject to the discretion of the Southern South Island Regional Alliance and requires several issues to be resolved, including the role of MSD in the identifying jobseekers and the protection of workers' data privacy. Going forward, the recently established SSI Regional Alliance is best placed to resolve these issues at-place.

A summary of project outcomes and a proposal to extend the project supplied by the Workforce Hub can be accessed at [DOC-CM 6411773](#).

Project Information

Project Name:	Queenstown and Fiordland Workforce Hub	Location/Region:	Queenstown, Otago
DOC spokesperson:	Geoff Owen, Operations Manager	Contact details:	██████████
Partner/spokesperson:	Otago Regional Council, Queenstown Lakes District Council, Wayfare Group, and other leading tourism operators.	Number of Jobs to be created	9 immediately, 64 within 90 days
Funding amount:	\$250,000 (Kaimahi for Nature Fund)	Project Factsheet:	DOC-6328827

9(2)(α)

Project Summary and Expected Outcomes

This pilot supported a proof of concept on the deployment of displaced tourism workers for future nature-based employment in the Queenstown and Fiordland region.

Working together with Otago Regional Council, Queenstown Lakes District Council and key tourism business leaders (such as the Wayfare Group), the proposal supports the establishment of a business workforce hub, which will deliver recruitment, skills matching, onboarding, training, supervision, deployment of staff and back-office support to measure success and enable scale-up when needed.

The expected conservation outcomes were:

- (1) Refurbishment and maintenance of two track initiatives
- (2) Building traps and installing traplines in the Gibbston Valley
- (3) Supporting wilding conifer control work.

Evaluation Against Outcomes

During the pilot, the Workforce Hub has successfully matched 36 tourism workers to one of the three conservation projects below. All three projects were completed to a high standard.

(1) Refurbishment and maintenance of two track initiatives

13 employees were involved in building two urban cycleways in the Queenstown region, and have demonstrated the ability to independently complete the project, including employing sub-contractors for technical aspects.

(2) Building traps and installing traplines in the Gibbston Valley

8 employees were involved in making over 250 traps in a repurposed workshop.

(3) Supporting wilding conifer control work.

20 employees were subcontracted to a local wilding conifer contractor to clear 150 ha. This was so successful that four employees chose to take on permanent employment with the contractor.

However, it is important to note that the Workforce Hub was created as an urgent response to the job losses in the Queenstown and Fiordland areas and was not intended as a permanent solution. There are several critical issues that need to be resolved if the Workforce Hub is to continuously perform the role of matching workers to jobs, akin to MSD's role in other regions:

- As a consortium led by businesses AJ Hackett Bungy and the Wayfare Group, the Workforce Hub does not have a full view of distressed businesses in the region and

their workers, primarily across other impacted industries such as hospitality and construction. In contrast, MSD has access to its Job Seeker database and can generate a holistic view of need across the region.

- The ongoing role of MSD in worker identification redeployment in the region, particularly as projects are identified and selected by the SSI Regional Alliance, will impact the role of the Workforce Hub. There could be opportunities for MSD and the Workforce Hub to collaborate, but this will be subject to MSD's appetite on working with a private business consortium and will be a regional model that the SSI Regional Alliance is best placed to develop.
- The Workforce Hub will need to resolve privacy and data storage concerns for workers not directly employed by them

Going forward, it is recommended that the SSI Regional Alliance engage with the Workforce Hub and MSD to develop a regional solution to match workers to Alliance projects. It is possible that as a key partner, the Workforce Hub could take on other activities of value to the Alliance outside of worker redeployment.

Evaluation against Jobs for Nature System Reporting Measures

Measure	Description of measure	Actuals
Employment		
Number of people employed	Number of individual people taken on over the reporting period in the project	41 jobs created for the duration of the pilot
Commentary	41 employees from AJ Hackett Bungy and other tourism providers were retained from redundancy and redirected to conservation jobs	

Animal pest control		
Commentary	Built and donated 250 traps to local community trapping organisations	

Weed pest control		
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Hectares (ha) treated for wilding conifers	Total hectares (ha) where wilding conifers were controlled (excluding other weeds)	150 ha
Commentary	150 ha of removal performed by tourism employees working under local wilding conifer contractor	

Recreation		
Tracks to standard	Total kilometres (km) maintained over period of project	1km
Commentary	Two new tracks were created as a result of the pilot: <ul style="list-style-type: none"> • 1x 750m bike path • 1x 250m bike path for kids 	

Health & Safety		
No. of injuries	Total number of work-related injuries as a result of the pilot	0
Commentary	The Workforce Hub met its H&S obligations during the duration of the pilot	

Acknowledgements

This Post-Pilot Review has been developed from interviews with:

Geoff Owen - Operations Manager, Wakatipu

Geoff Ensor - Lead Director, Kaimahi for Nature

Pete Barton - Kaimahi for Nature Design Team

Anita Anderson - Kaimahi for Nature Design Team

Matt Kunzmann - Senior Advisor, Assign Monitoring and Reporting

Jobs for Nature factsheet

9(2)(a)

Project Name:		Queenstown and Fiordland Workforce Hub		Location/Region:		Queenstown, Otago	
DOC spokesperson:		Geoff Owen, Operations Manager		Contact details:		[REDACTED]	
Partner/spokesperson:		Otago Regional Council, Queenstown Lakes District Council, Wayfare Group, and Other leading tourism operators.		Contact details:		N/A	
Funding amount:		\$250,000		Funding source:		DOC	
Number of Jobs created:		9 immediately, 64 within 90 days		Public/private/iwi land?		All	
Project start date:	immediately	Project end date:	Sept 2020 or later	Job duration:	60 days		
Outline of project:							
<p>This proposal supports developing capability and readying a labour force of displaced tourism workers for future nature-based employment in the Queenstown and Fiordland region.</p> <p>Working together with Otago Regional Council, Queenstown Lakes District Council and key tourism business leaders (such as the Wayfare Group), the proposal supports the establishment of a business workforce hub, which will deliver recruitment, skills matching, onboarding, training, supervision, deployment of staff and back-office support to measure success and enable scale-up when needed.</p> <p>This funding will enable proof of concept for capability, development, planning and development to be undertaken by displaced tourism workers for future nature-based employment opportunities in the Queenstown and Fiordland region.</p>							
Expected conservation outcomes:							
<p>Quick start funding would enable operational planning, support and delivery of four conservation projects including:</p> <p>(1) refurbishment and maintenance of two track initiatives supporting community social wellbeing and mental health.</p> <p>(2) building traps and installing traplines in the Gibbston Valley (forming an important connection within the [REDACTED] proposal presented to PF2050); and</p>							

9(2)(b)(ii), 9(2)(j)

(3) supporting wilding conifer control work.
Expected employment outcomes:
The project would see up to 64 tourism workers employed in conservation projects - note that these workers will be receiving the government wage subsidy. The funding will not pay for labour costs, but will contribute to operational planning and delivery costs.
Explain why this project is important for this area/region
Queenstown is a centre for tourism and is heavily impacted by COVID-19.
Skills required:
Planning, project management, relationships skills, recruitment, capability development
Who is employing these people?
Leading tourism operators who wish to retain their key employees.
Provide some background on the organisation that is leading this work
The workforce hub will be headed up by leading tourism operators in the region, including Wayfare Group (Real Journeys) as iconic long-term operators and key employers in the Wakatipu and Fiordland Districts.
Who are these jobs targeted at? (eg; tourism redeployment/iwi/forestry workers)
The jobs will redeploy tourism workers working for large tourism operators in the Queenstown and Fiordland area.
How do people apply?
The tourism organisations will lead the skills matching and employment opportunities

Queenstown Workforce Hub Pilot

Post Pilot Review

4 Nov 2020

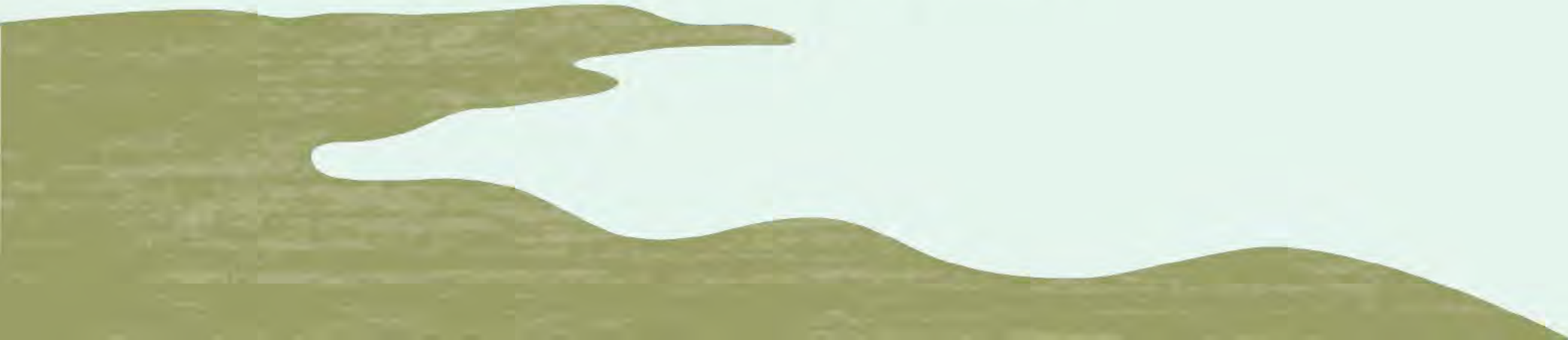


Department of
Conservation
Te Papa Atawhai

New Zealand Government

Project Summary

- Collaboration between Otago Regional Council, Queenstown Lakes District Council, DOC and tourism operators to redeploy local tourism workers in Queenstown and Fiordland
- The Workforce Hub would deliver recruitment, skills matching, onboarding, training supervision and deployment of staff
- Staff refurbished tracks, built traps, installed traplines and supported wilding conifer control work (short-term work)
- ~50 workers rotated through the programme



Project Summary



Outcomes



38 skilled staff retained who would have been made redundant



150 hectares by ground crew @ very cost effective \$300/hectare = 45,000 trees



1 x 750m kids bike trail created in Lake Hayes



1 x 250m kids bike trail created in Lakeside Estate



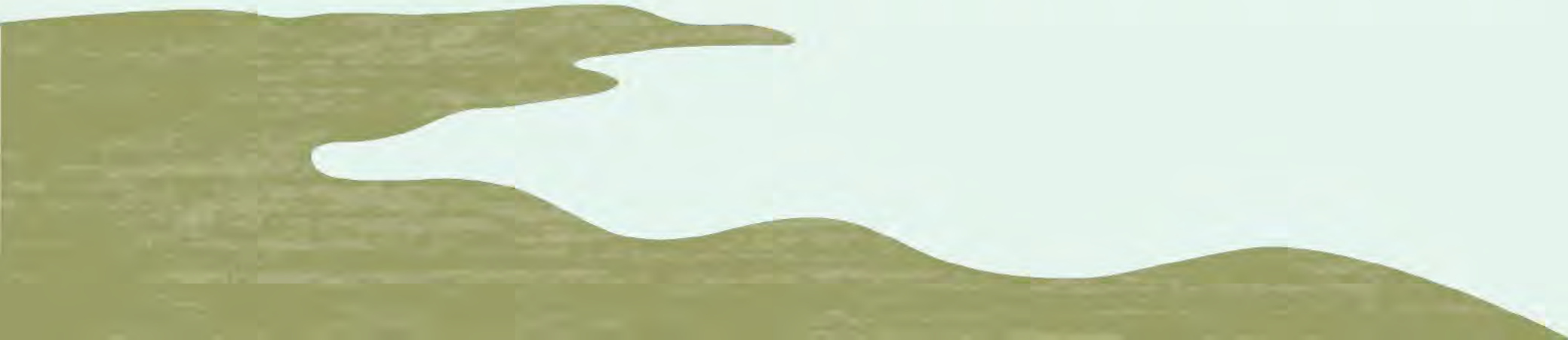
Conservation support provided to a local ecological group to enhance Tucker Beach biodiversity and nesting areas for endangered black-backed gulls



250 traps built and donated to local trapping organizations. Bungy NZ will also lay 50 traps in the vicinity of its operations.

Recommendations

- As a proof of concept for worker redeployment in the urgent COVID response concept, the Workforce Hub was successful. However, the role of MSD in worker identification, particularly as projects are selected by the SSI Regional Alliance, will impact the role of the Workforce Hub.
- There is a good opportunity to collaborate and grow this proof of concept. SSI Regional Alliance to engage with the Workforce Hub and MSD to develop a sustainable regional solution.
- The Workforce Hub could expand and take on other activities outside of worker redeployment



Critical Issues

- HT be clear about providing the right training?
- HT be clear about the legal entity?
- HT ensure MSD is a key part of this model?



To: Mikle Slater, Deputy Director General Operations

From: Chief Advisor, Jobs for Nature (Reg Kemper)

Date: 29 June 2020

TASK ASSIGNMENT: Jobs for Nature – Queenstown & Fiordland Workforce Hub – development and delivery of quick-start project

Context

DOC has been given a significant programme of work as part of the national COVID-19 economic recovery effort.

The programme is collectively captured under the 'Jobs for Nature' programme banner and includes the following initiatives:

- approx. \$500m funding that DOC received for several initiatives through the Budget20 process;
- a further \$600 million allocated through Budget20 to conservation/environmental initiatives through MPI, MfE and LINZ; and
- further opportunities arising in future.

While the funding is broken down into different business units within DOC and the initiatives all sit within various DDGs responsibilities, the public won't differentiate between different workstreams. This is one reason for the common Jobs for Nature branding. The funding for the Jobs for Nature programme of work represents DOC's largest ever budget package and carries with it huge opportunity and risk.

Jobs for Nature System & Your Proposal

The Queenstown & Fiordland Workforce Hub proposal is one of the "Quick start projects" approved to progress through the Jobs for Nature system. The context of this proposal is taken as read from the initial submissions made during the approval-in-principle process - the funds approved now need to be formulated into a plan for delivery.

In this planning you should remain cognisant of the key principles of Jobs for Nature;



	<ul style="list-style-type: none"> • we have strong Treaty Partner engagement embedded in the project • we follow a co-design model with all contributing parties, and • work always in the spirit of partnership • the accountability for ensuring the department's interest and expectations associated with this project sit with the Regional Director Operations for that place
Purpose	To produce a business case for the Queenstown & Fiordland Workforce Hub quick-start project alongside partners.
Quantity	<ol style="list-style-type: none"> 1. A detailed business case concerning the Queenstown & Fiordland workforce hub programme 2. Associated project management framework documentation to facilitate draw down of funds
Quality	<p>The business case will have the following Quality Elements:</p> <ul style="list-style-type: none"> • Assurance that our treaty partner is key in the development of the proposal and the decision-making framework. • A scope of the proposed work and confirmation of key deliverables (i.e number of jobs and conservation outcomes) • The primary elements required to form a working agreement/contract to achieve the required employment and conservation outcomes, including: <ul style="list-style-type: none"> ○ controls to monitor spending ○ controls to monitor key deliverables ○ processes for tracking, assurance and reporting • Funding and phasing detail as follows: <ul style="list-style-type: none"> ○ confirmation that the funds requested are adequate to achieve the outputs ○ the amount of approved funding to be used for capital works or operating expenses ○ any resources that are required from within the Department, and what effect this will have on BAU ○ the suggested mechanisms for channelling funds to any external contributing parties • Confirm appropriate training for the workers, HSE and PPE and confirm who holds accountability for this.

	<ul style="list-style-type: none"> • Confirm that all recipients of the Jobs for Nature funding will receive the living wage. • Confirm the level of alignment with existing strategic objectives of the department.
Resources	<p>Senior Advisor Investment team (Matt Kunzmann)</p> <p>Geoff Owen - Operations Manager</p> <p>DPMO personnel for review and direction</p> <p>Support from the Partnerships Group</p> <p>Team Lead Assurance (Nick Pearce) for minimum monitoring and reporting metrics</p> <p>DOC Legal team (Bronwyn Barnard as initial contact)</p> <p>Existing project management framework templates as appropriate.</p>
Timing	Detailed business case - 30 November 2020

THIS MEMORANDUM OF UNDERSTANDING is made the day of November 2020

Contents:

This Memorandum of Understanding (“MoU”) comprises of two schedules.

- Schedule 1 Which sets out the MoU’s purpose, principles, objectives and each parties responsibility as part of the Southern South Island Alliance (“Alliance”)

- Schedule 2 Which outlines the operational procedures for the Alliance

Parties:

- 1) Ngāi Tahu – Murihiku
- 2) Ngāi Tahu - Ōtākou
- 3) Environment Southland
- 4) Otago Regional Council
- 5) Department of Conservation - Te Papa Atawhai

Together “the Parties” or “the Alliance”

Background:

- 1) In response to the impact of COVID-19 lockdown on employment in New Zealand the Central Government has prioritised and allocated funding for the purposes of providing employment through jobs that have positive outcomes for the environment – Jobs for Nature.

- 2) The Department of Conservation is tasked with collaborating with our Treaty Partner and local Government to distribute a portion of the Jobs for Nature funding through its’ *Kaimahi for Nature* programme.

- 3) The primary purpose of *Kaimahi for Nature* is to support businesses that are considering redundancies through redeploying their staff to environmentally focused collaborative projects whilst the business rebuilds. This funding may be used to create temporary jobs for people who are unemployed where redeployment is not available.

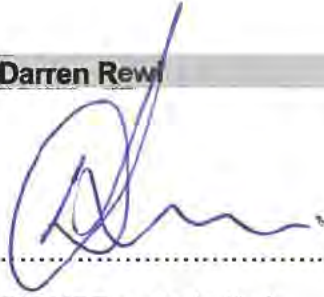
Signing

Nicola Morand



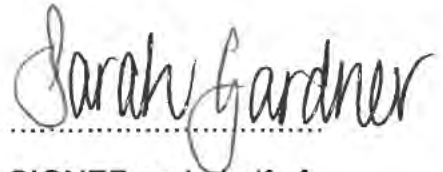
SIGNED on behalf of
Ngāi Tahu - Ōtākou

Darren Rewi



SIGNED on behalf of
**Ngāi Tahu – Murihiku and
TRONT**

Sarah Gardner



SIGNED on behalf of
Otago Regional Council

Robert Phillips

.....

SIGNED on behalf of
Environment Southland

Aaron Fleming



SIGNED on behalf of
**Department of
Conservation**

SCHEDULE 1

1. Purpose

- 1.1 The purpose of the Southern South Island Alliance is to help address unemployment that has arisen as a result of COVID-19 through dissemination of *Kaimahi for Nature* funding in a manner that which will deliver environmental projects and provide employment in a manner that gives effect to the principles of the Treaty of Waitangi.
- 1.2 This Memorandum of Understanding (MoU) records the principles and objectives of the Southern South Island Alliance ("the Alliance") to the *Kaimahi for Nature* economic recovery package.
- 1.3 It is intended that this MoU will form the basis of a meaningful relationship that may be amended or expanded by agreement of all Parties.
- 1.3 This MoU is freely entered into by the Parties in the spirit of partnership and goodwill for the purpose of delivering the *Kaimahi for Nature* economic recovery package. It is not intended to restrict or in any way affect the statutory responsibilities or duties of any of the Parties nor is it intended to be legally binding.
- 1.4 The geographic area of interest to the Alliance is limited to the administrative areas of Environment Southland and the Otago Regional Council (Figure 1).



Figure 1: Regional Council boundaries for Otago and Southland which are within the remit of the Southern South Island Alliance (maps from www.localcouncils.govt.nz)

2. **Objectives**

- 2.1 Through working collaboratively to deliver the economic recovery package the Parties are committed to delivering environmental outcomes, in addition to supporting the social, cultural, economic outcomes of the region, in particular for those affected by COVID-19.

3. **Principles**

- 3.1 The Parties are committed to genuine relationships with the intent of working together to achieve the delivery of the *Kaimahi for Nature* economic recovery package in a manner that gives effect to the principles of the Treaty of Waitangi.

The relationship principles the Parties agree to are:

- a. **Pono / Transparency.** Each Party will demonstrate honesty and trust and confidence;
 - b. **Mana Motuhake / Authority.** Respect for the authority of each of the Parties and their individual roles and responsibilities;
 - c. **Kotahitanga / Collaboration.** The Parties will be helpful to each other and work in the spirit of cooperation, recognising and enhancing a unity of purpose and direction where all are able to contribute;
 - d. **Manaakitanga / Reciprocity.** Emphasis on behaviours and activities that demonstrate generosity, care, respect and reciprocity; and
 - e. **Tika / Professionalism.** Each Party will commit to the highest level of professionalism to each other and others.
- 3.2 The Alliance will seek to obtain funding from all available funding streams as part of the Covid-19 recovery budget, recognising that there are likely to be close synergies and alignment between various projects and proposals.
- 3.3 The Alliance will seek to leverage additional funding from a ranger of sources, including philanthropic and future government programmes, in the short, medium and long term.

4. **Term, withdrawals and additions**

- 4.1 The duration of this MoU shall be from November 2020 until November 2023.
- 4.2 The duration of this MoU can be extended by the written agreement of the Parties.
- 4.3 The Parties will review the MoU annually and at any time requested by one or more of the Parties.
- 4.4 Any changes to the MoU shall be in writing, agreed by the Parties and such changes will form part of this MoU.
- 4.5 Any Party may withdraw from the MoU, and with respect to the intent of this MoU, the Party shall provide a period of four weeks written notice.

- 4.6 The Alliance can invite new parties to join who they consider will better enable the Alliance to achieve its vision and purpose. If an invited new party agrees to the provisions of this MoU and wishes to join the Alliance, it must become a signatory to this MoU.
- 4.7 While this *Kaimahi for Nature* package is fixed term, the relationship intent of this MoU does not necessarily need to expire on November 2023. The intent of the Alliance could be enduring. The intent of the Alliance and collaboration of Treaty Partners and Central Local Government is how we would like to work in the future for Aotearoa New Zealand.

Representatives

- 5.1 Each Party nominates the person identified in the table below its representative in respect of any discussions or actions to be carried out under this

Department of Conservation	Ngāi Tahu - Murihiku	Ngāi Tahu - Ōtākou
Geoff Owen Operations Manager Cavells Building 1 Arthurs Point Road Queenstown, 9371 gowen@doc.govt.nz [REDACTED]	Darren Rewi c/o Engage Safety, 61 Grant Road, Queenstown, 9371 engage.safety@outlook.com [REDACTED]	Nicola Morand c/o Aukaha, 258 Stuart Street, Dunedin, 9010 [REDACTED]
Environment Southland	Otago Regional Council	
Rob Phillips Chief Executive 220 North Road, Invercargill 9810 [REDACTED]	Gavin Palmer General Manager Operations 70 Stafford Street, Dunedin 9010 [REDACTED]	

6. Responsibilities

- 6.1 The Alliance must:
- i. consider and approve (or otherwise) projects for funding,
 - ii. evaluate the health and safety of projects put forward for funding
- 6.2 The Department of Conservation agrees to:
- i. investigate funding opportunities to fund the work of the Alliance,
 - ii. provide the project support team,
 - iii. arrange meetings and reviews,
 - iv. oversee milestone or reporting requirements.

- 6.3 Each Party must:
- i. Communicate on matters of interest to all Parties,
 - ii. Where applicable, submit projects to the Alliance for consideration,
 - iii. Where applicable, be the contracting entity for projects, and be responsible for the, formation and management of those contracts (including health and safety).
- 6.4 This MoU does not authorise the Alliance to contract or authorise activities on lands and waters administered by the Parties.
- 6.5 Notwithstanding any other clause in this MoU, this MoU does not bind or restrict Environment Southland or Otago Regional Council as regulatory authorities, and any consent or agreement given by Environment Southland or Otago Regional Council under this MoU is not an agreement or consent in its regulatory capacity, or vice versa.

7 Publicity and Confidentiality

- 7.1 The Parties acknowledge that this MoU will be a public document.
- 7.2 In relation to all information that the Parties provide and/or receive under this MoU, the Parties agree as follows:
- (a) Where a Party is providing information that it believes to be confidential and/or commercially sensitive, it will identify that the information is being provided on a confidential basis.
 - (b) Where a Party is receiving information provided on a confidential basis, it will not disclose that information unless:
 - i. the disclosure is required by law,
 - ii. the information is already publicly available (other than through a breach of this clause), or
 - iii. the Party who provided the information has given its written consent to the disclosure
- 7.3 The Parties will provide other Parties with prior notification of any communications with the media and drafts of any media statements and will consider any comments received from any Party on such draft media statements.

8 Health and Safety

- 8.1 The Alliance must work to the Jobs for Nature health, safety and wellbeing charter.
- 8.2 The Alliance must evaluate the health and safety systems of *Kaimahi for Nature* projects
- 8.3 The Alliance must ensure it has a process and competent assessor for reviewing the health and safety systems, processes, and documents, including those of any contractor engaged.
- 8.4 The Alliance must provide a monthly health and safety report to DOC.

9 Intellectual Property and Data Sharing

- 9.1 All intellectual property brought by each Party to the relationship under this MoU remains in the ownership of that Party.
- 9.2 All new intellectual property rights developed, commissioned or created under or in connection with this MoU shall be jointly owned by the Parties. Each Party grants the other Parties a non-exclusive, non-revocable licence to use the new intellectual property
- 9.3 Use of logos or other corporate identification must be agreed to in writing by each Party on a case by case basis.

10 Dispute resolution

- 10.1 The Parties shall work together in good faith with a view to avoiding dispute and disagreement in relation to any matters arising under the MoU.
- 10.2 Where a Party considers there is a dispute or difference of opinion between the Parties in relation to the interpretation or performance of this MoU, that Party shall provide written notice to the other parties in dispute. Within one week of receiving such notice, each Party will nominate a person within its respective organisation. These nominated persons will meet to endeavour to resolve the matter by full and frank discussions in good faith.
- 10.3 If the problem or difference cannot be settled in accordance with clause 10.2 of this MoU, a Party may seek independent mediation at their own respective costs.

11 Relationship of Parties

- 11.1 The relationship of the parties under this MoU is not one of legal partnership, joint venture or agency.
- 11.2 The Parties do not intend this MoU to be legally binding, nor shall it create legally binding rights and obligations for any of the Parties.

12 General

- 12.1 Subject to clause 6.2.i of this MoU, each Party shall bear its own costs in relation to this MoU and its implementation.
- 12.2 This MoU may be executed in a number of counterparts (which may be facsimile or pdf copy) all of which when taken together shall constitute one and the same document.

SCHEDULE 2: OPERATIVE ARRANGEMENTS

1. The Parties will work together and agree on the following:
 - a. A **Terms of Reference** for the Alliance, Advisory Groups and Working Groups to optimise the responsibilities and roles of Party members in achieving the vision and purpose,
 - b. A **decision-making process** for identifying, assessing and selecting projects. This will include the criteria to be used in making their decisions and how these decisions will be communicated; All work will maximise employment and match best skills to tasks over the life of the projects,
 - c. The administration of a **register** detailing projects for consideration and tracking of projects that receive funding,
 - d. All work entered into will clarify health and safety responsibilities. No work on any project may start until agreed health and safety plans are in place; The **health and safety plan** will have a 'stop work' plan, should the safety of their staff (or any other person) be compromised,
2. The Parties recognise the need for prudent financial management.
3. The administration of the funds held by DOC, shall be as follows:
 - a. The Alliance will appoint one of the Parties to receive funds from DOC as the holder of the funds ("Fund Holder").
 - b. The Fund Holder, on behalf of the Alliance, will enter into a Deed of Grant with DOC to hold the funds.
 - c. Where the Alliance approves a project, the Fund Holder will distribute the funds on the instruction of the Alliance.



DOC Jobs for Nature Update Reference Group Meeting - 2 September 2020

Date: 28 August 2020

Purpose: To provide a progress update on the establishment of Regional Alliances.

For noting:

- Two Regional Alliances expected to be formalised in the next few weeks:
 - West Coast
 - Southern South Island
- Once formally established the Southern South Island Alliance will likely submit two initial proposals for heavily COVID-impacted areas (Te Anau and Queenstown) for consideration.

West Coast

- The West Coast Alliance has agreed in principle to form. It will be comprised of Development West Coast, West Coast Regional Council, Te Runanga ō Makaawhio, Te Runanga ō Ngāti Waewae and the Department of Conservation.
- Alliance members intend to meet next week to sign a Memorandum of Understanding. They will then submit a formal application to be recognised as a Regional Alliance.

Southern South Island

- The Southern South Island Alliance has agreed in principle to form. It will be a large-scale regional collaboration encompassing the Otago and Southland Regional Councils, Treaty partners and the Department of Conservation.
- Alliance members are currently drafting establishment paperwork and are expected to submit a formal application to be recognised as a Regional Alliance in the coming weeks.
- Alliance members are simultaneously scoping two projects located in heavily COVID-impacted areas – one in Te Anau and another in Queenstown. They expect to submit these projects for consideration as soon as the Alliance is formally established.

Alliance project portfolio summary

Alliance details	
Alliance name:	Southern South Island
Region:	Southern South Island
Alliance member to manage the funds	TBC
Date project portfolio submitted	11 Nov 2020

Key contact(s) for queries			
	Name	Organisation	Phone number/Email
Alliance key contact	Jon Thomas	DOC	██████████ / jdthomas@doc.govt.nz
Key contacts for projects <i>(optional - include if you are happy for Jobs for Nature to contact directly to answer project specific queries).</i>	Ali Meade	Environment Southland	██████████ / Ali.Meade@es.govt.nz
	Chris Hankin	DOC	██████████ / chankin@doc.govt.nz

Overview of project portfolio	
Describe the process used to gather, assess and select the proposed projects?	The Fiordland District Operations Manager formed a Fiordland COVID-19 response working group to capture, understand and recommend the local community's priorities for Kaimahi for Nature in Fiordland funding. This working group has about a dozen representatives drawn from across Fiordland's stakeholders. The group met many times. The proposals forwarded here are two of the group's three most highly ranked projects, from over 50 opportunities that they considered.
How were the environmental and biodiversity values of projects assessed?	The Fiordland working group met together to review the relative merits of the many project ideas, including the environment and biodiversity values. Environmental specialists within the group included Environment Southland's Biodiversity and Biosecurity Manager Ali Meade, Dr Keri-Anne Edge of the Fiordland Marine Guardians and DOC Fiordland's Principal Ranger for Biodiversity Tony Preston.
How do the proposed project or projects contribute to a regional environmental approach?	The proposed projects were assessed as two of the three most highly ranked opportunities by the Fiordland working group. Fiordland National Park is a significant component of the Southern South Island region. Its role in conserving New Zealand's indigenous biodiversity is well known and has been

	<p>described at length by many organisations including DOC and Environment Southland</p> <p>The Southern South Island Alliance agreed with the Fiordland working group’s recommendation that these two project’s would provide important contributions to Fiordland’s environment.</p> <p>The Southern South Island region is New Zealand’s largest with some very different environment zones, ranging from Fiordland in the west to Coast Otago in the east and Rakiura/Stewart Island in the south. While a “Southern South Island wide” environmental strategy has not been written, the Alliance members have oversight across this diverse region and considered the priority of these two Fiordland proposals in the regional context.</p>
<p>How do proposed projects align with the parts of the region most impacted by COVID-19?</p>	<p>These two projects will be primarily staffed from the Te Anau and Manapouri townships. Pre-Covid, the economy of this area (the ‘Te Anau’ basin) was heavily reliant on international tourists visiting attractions including the Milford/Doubtful Sounds and the Milford, Routeburn and Kepler Tracks. Since New Zealand’s borders were closed many regions of New Zealand have enjoyed sufficient domestic tourism to sustain related businesses. However the Te Anau basin has been particularly hard hit due to its general orientation toward the international market and difficulty of access for most domestic markets.</p>
<p>How will regional social service providers such as the Ministry of Social Development or Whanau Ora be connected into the projects?</p>	<p>If successful, the project applicants will be connected with MSD through the Regional Labour Market Advisor and the MSD Work Brokers within the project district.</p>

Next steps for approval:
Email the following documents to jobsfornature@doc.govt.nz with the subject line “<Alliance name> - Project Portfolio”

- This Alliance Project Portfolio Summary form
- A summary table of the projects in the portfolio (following page or similar)
- Details of each project (Project Application form or similar)

Project portfolio summary

If you are using the “Kaimahi for Nature Project Evaluation spreadsheet” you could include a copy of the Dashboard tab instead of the table below

Project name	Location	Amount of funding	Number of FTEs	Why the Alliance selected this project
Weeding Fiordland’s Buffer Zone Refer to DOC-6481086 for the project application details.	Various sites across the eastern border of National Park	\$690,000 over 2 years	6 per annum. Approx \$57,500 KforN funding per FTE.	Good governance through the project owner (Environment Southland) Seasonality of the work. This accommodates for shoulder season for tourism. Scalability of project, this project can grow or reduce as the work is required.

9 (2)(b)(ii), 9(2)(j)

26 August 2020

Thursday, November 12, 2020 2:26 PM

Minutes distributed on 28th August 2020.

K4N Southern South Island Regional Alliance Meeting

26 August 2020

Microsoft Teams

Chair

Aaron Fleming (DOC)

Attendees

DOC:	Geoff Owen, Jon Thomas, Nedra Burns, Christine Officer, Jessica Veale
Ngai Tahu o Murihiku:	Darren Rewi
Ngai Tahu o Araiteuru:	Nicola Morand
Environment Southland:	Rob Phillips
ORC:	Gavin Palmer (on behalf of Sarah Gardner)
MfE:	Martin Workman

Apologies

Sarah Gardner (ORC)

Actions

- Describe in the MOU, the composition of the two working groups and how they will operate to support the Alliance (**Jon Thomas**)
- Circulate clarification around Price Waterhouse Cooper's split of funding (**Christine Officer**)
- Ensure that clear wording around administrating the division of funding is written into the MOU (**Jon Thomas**)
- Email the Terms of Reference query to Jon Thomas (**Gavin Palmer**)
- Aaron to circulate the four early project proposals to Alliance members prior to next meeting (**Aaron Fleming**)
- Schedule face-to-face hui/workshop for this Alliance (**Aaron Fleming**)

Outstanding questions to resolve

- HT and when to engage with all/other district councils
- HT distribute funding around the regions
- HT manage expectations over the quantum of funding
- HT distribute funding around the regions
- HT help people at place connect with all opportunities from Government
- HT assess proposals
- HT understand the wider strategic concepts – other buckets of money, and HT leverage (working groups are a gateway to the alliance).
- HT understand the vetting processes of the working groups with the applications.

Next meeting:

TBA, Gore

Meeting notes

4pm Meeting commences _

One Alliance thinking

- Proposing one Alliance for the Southern South Island area is advantageous for both regions, Southland and Otago because of the efficiencies in operating one project support team.
- One Alliance also means our Treaty partners (of Mirihiku & Otakou) are not having to travel and attend multiple meetings for each region, easing resources.
- Martin Workman (MfE) acknowledged that agencies, like MfE, have acquired additional funding for projects across the country already, including freshwater projects. He noted these funding streams can complement project work across the two regions, expressing the benefit of working through Alliances like this.
- There has been interest from others, who are not currently at this table, to join the membership of Alliance, therefore please advise if you wish to step out of this Alliance moving forward.

Aaron Fleming

- Three funding channels.
- Kaimahi for Nature is the only contestable fund which requires an Alliance of partners in order to allocate funding.
- The intention of Kaimahi for Nature is to provide 800 jobs per year (broken down to regions)

Christine Officer

Queenstown Pilot – Otago Working Group

- The term Working Group has and will be mentioned often. The Working Group are separate from this Alliance but available as a support stream for this Alliance, the group was established to pilot projects and to help with the distressed areas (particularly the West). The operation of this group has enabled us to respond quickly to the distressed workforce within the Tourism sector and understand how to engage with the sector.
- We identified and connected with AJ Hackett Bungy to form a group that could pilot a program of work. AJ Hackett Bungy were helpful by making themselves available to support this pilot with resource, local and sector knowledge and networks.
- The purpose of the running the pilot was that we wanted to understand processes (employment contracts and training requirements, health and safety) and learnings, and transition these learnings into more than simply creating temporary jobs for people.
- Running the pilot uncovered challenges, we would not have otherwise anticipated. For example:
 - Realising we could acquire workers into the program quickly so long as they remained on their employer's payroll system (i.e. not made redundant).
 - That once staff were let go, they would then be picked up into the MSD system – we did not account for those people initially. We have since connected in with MSD on how that works so can best support those people who enquire with us.
 - We also had not accounted for the separate bubble migrant workers found themselves in. Migrant workers who (for whatever reason never became an NZ citizen) once released from employment would not be picked up in the MSD system, and who also then cannot be re-employed by their employer. We need to understand how we, or other agencies, can help these people.

Geoff Owen

Proposed delivery structure

- Kaimahi for Nature is designed to support the tourism sector.
- The model (refer slide 5) is structured and designed with total flexibility, it can change/morph, be enhanced etc. This flexibility has allowed us to quickly support Southland, Te Anau.
- The current model has been/is, at this stage, mostly relevant to Southland region.
- Great South have been good in assisting Nedra Burns (DOC) in the Te Anau are.
- Gavin Palmer (ORDC) asked whether all five District/City Council's appear on this mode in the future,

noting there are currently only two showing.

- Jon Thomas (DOC) has been appointed Project Team Lead and is responsible for presenting project's worthy of approval to the working groups to present to this Alliance.
- Mahi oranga framework has been applied to the overall process of how the work will flow (refer slide 7).
- The Alliance decides what goes through based upon the merits of each project. Before funding is released to The Banker, there are some additional steps within the approval process thereafter an Alliance decides.

Geoff Owen

- Ministers want to review each proposal over \$1M prior to approving and releasing funding. This approval process is run on a fortnightly basis, the first of which beginning on 7/09, then a further two we know are in the pipeline for 14/09 and 21/09. Christine Officer (DOC) is available to contact for more information on this.
- Darren Rewi (Ngai Tahu o Murihiku) questioned how we can keep pace on what the Alliance is recommending be approved, when there is another process involving Ministers that may be timely.
- Ministers have expressed that they are not wanting to slow [us] down in any way and have already considered this as possibility. They are wanting to have an oversight of the over-all projects that are approved, so that there may be the ability to push back. However, the approach is to generally accept proposals.

Christine Officer

- What makes a good proposal? These are represented on the Proposal On A Page document.
- What will be the outcomes? Treaty partnership, economic, job creation, nature and biodiversity. We want to be delivering on strategies that we have already embarked on as Agencies and delivering on these over time.
- Collaboration is as important as well as outcomes i.e. there could be many outcomes with many beneficiaries, not just one outcome. There is an opportunity to leverage funding here.
- The desire to have a good relationship between sister agencies creates more opportunity to be successful and sustainable in the long term and produces multiple benefits on the outcome. This would require good structure, good collaborations, good governance, a strong history of delivery.
- Project proposals we are looking for are firstly focused on employment outcomes, then nature legacy.

Aaron Fleming

[Confidential]

- Funding allocation for Southland and Otago regions combined (as one Alliance) is currently expected to be \$24M across 3 years. Leveraging from funding opportunities is going to be key for this Alliance.
- Rob Phillips (ES) asked whether he can have an expectation that there will be a fair funding allocation shared around each region.
- An agreement regarding the allocation/spread of the funding can be made early on by the Alliance and reflected within the MOU.

Aaron Fleming

Memorandum of Understanding (MOU), & processes

- To have the Alliance recognised, we must have an MOU and identify an Agency to be an administrative banker.
- The Banker will also hold the accountability for ensuring Health & Safety (H&S) system compliance for successful projects.
- DOC currently have processes in place to administer on both of these requirements initially and are happy to take on this role should no one else volunteer to and this be an agreed consensus by this group.
- Christine Officer (DOC) reminded us that project recommendations over \$1M they must go through the Ministers sign off and run in line with the fortnightly approvals process as previously mentioned.
- Each Alliance can access \$100K immediately to establish project delivery roles.

- Not clearing up assumptions around and understanding of the expectations made from communities regarding the funding allocation.
- Not understanding what councils' expectations might be around involvement in the Alliance (refer slide 5).
- Consideration to be given around the Working Group's composition moving forward - what role they now have, and what visibility they have of overall projects.
- An FAQ sheet is being populated by the Project Team to demystify assumptions and inform community groups/public. Please email Jessica Veale (DOC) jveale@doc.govt.nz with anything you believe should be listed for us to answer.

Please email Jessica Veale (DOC) jveale@doc.govt.nz your agencies' Comms team contacts to engage once this Alliance has formed.

6pm Meeting ends _

“K4N ALLIANCE MEETING”

THURSDAY 22ND OCTOBER 2020, 4:00 – 6:00pm

DOC Office and via Zoom

Minutes

Participants:

Aaron Fleming (DOC - Chair); Rob Philips (CEO Environment Southland); Sarah Gardner (CEO ORC); Ricky Parata (Ngai Tahu o Otakou); Darren Rewi (Ngai Tahu o Murihiku)

Geoff Owen (DOC); Nedra Burns (DOC); John Twidle (DOC); Barry Hanson (DOC)
Jon Thomas (Project Support Team Lead); Jessica Veale (Comms)

Apologies:

Nicola Morand (Ngai Tahu o Otakou)

WELCOME

Aaron welcomed the group and proposed an agenda:

- Context Update
- Memorandum of Understanding Document
- Banker Role
- Project Reviews

CONTEXT UPDATE

Aaron

- The Kaimahi For Nature (K4N) \$24M broken down to \$12M for each of Otago and Southland over three years.
- Funding can't be drawn down until we have a MOU agreed, the Alliance registered and recognised by the SLM Ministers.
- There is some urgency for some funding to be allocated to projects, as there is a risk the incoming Government may choose to claw some of the funding back. We need to move swiftly to avoid that risk. In turn that requires us (the Alliance) to make some early decisions.
- K4N is a job creation programme, so the cost per person (job/role created) is a key element. The expectation being that, on average, the cost of roles within a project will not exceed \$80,000 per annum (salary/wages of \$50,000 and operating expenses of \$30,000).

MEMORANDUM OF UNDERSTANDING DOCUMENT

- JT acknowledges the feedback received to-date and outlined the approach of removing the Terms Of Reference (TOR) from the MOU, in order for the MOU to be more straightforward for signing as the formal establishment of the Alliance is dependent on this signed agreement.

The TOR can be addressed later when the work of the Alliance is clearer. No significant issues were raised with the draft MOU and the Alliance members agreed to progress the MOU with their respective bodies next week.

BANKER ROLE

- JT advised the banker holds the Alliance’s financial allocation and must be satisfied that each of the requirements have been met to allocate the various monies to the projects that we are seeking to support. Ensuring compliance paperwork/safety plan has been received. We do want to make sure as an Alliance that we are doing the right thing. There is funding circa \$100,000 available to fund the roles required to support the Alliance.
- Aaron advised DOC cannot employ these roles with the \$100,000 but someone else can, however that person can still work from a DOC office.
- JT will email the responsibility of Health and Safety accountabilities and information on project support funds.
- Sarah asked how this is different to Wilding Conifers, as their organisations accepts that risk.
- Aaron proposes to complete the Banker Role and MOU via phone and email without needing to meet. All agreed.
- Aaron closed the discussion of MOU and Banker.

PROJECT REVIEWS

- Aaron reflected on how we make good decisions, support our communities considering our most vulnerable communities, Maori/ Pacific community, women, and young children.
- Other new context is K4N funding cannot be used to match other DOC “Jobs for Nature” funding already allocated to a project, e.g. PF2050 Ltd. This new development will impact the [REDACTED], which has PF2050 funding in principle to the amount of \$8m. The other new consideration is the average cost per job created discussed earlier.

[REDACTED]	
[REDACTED]	[REDACTED] [REDACTED] [REDACTED] [REDACTED] [REDACTED]
[REDACTED]	[REDACTED] [REDACTED] [REDACTED] <hr style="border: 1px solid yellow;"/> [REDACTED]
[REDACTED]	[REDACTED] [REDACTED]

Weeding Fiordland's Buffer Zone	
Scope	<p>Community Project – Weed control programme buffering Fiordland National Park.</p> <p>Designed to accommodate the “ebbs and flows” of impacted tourism and service industry sectors; providing a secondary employment opportunity for distressed workforces.</p> <p>Seeking funding of \$1.38m (of a total project estimate \$1.4m) over 4 years, with an annual equal spread of \$345,000</p> <p>Projecting 25 roles per year over 4 years.</p>
Decision	<p>\$72,000 per position (30 hours per week)</p> <p>Approved in principle – first two years at \$345,000 making a total \$690,000 and then subject to review.</p>
Actions	<p>JT – to submit to J4N and Ministerial Reference Group for funding.</p>

[REDACTED]	
[REDACTED]	[REDACTED]
[REDACTED]	[REDACTED]
[REDACTED]	[REDACTED]

[REDACTED]	
[REDACTED]	[REDACTED]

	<p>[REDACTED]</p> <p>[REDACTED]</p>
[REDACTED]	<p>[REDACTED]</p> <p>[REDACTED]</p>
[REDACTED]	<p>[REDACTED]</p> <p>[REDACTED]</p> <p>[REDACTED]</p>

<p>[REDACTED]</p>	
[REDACTED]	<p>[REDACTED]</p> <p>[REDACTED]</p> <p>[REDACTED]</p> <p>[REDACTED]</p> <p>[REDACTED]</p>
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<p>[REDACTED]</p>	
[REDACTED]	<p>[REDACTED]</p> <p>[REDACTED]</p> <p>[REDACTED]</p> <p>[REDACTED]</p> <p>[REDACTED]</p>

<p>[REDACTED]</p>	<p>[REDACTED]</p> <p>[REDACTED]</p> <p>[REDACTED]</p> <p>[REDACTED]</p>
<p>[REDACTED]</p>	<p>[REDACTED]</p> <p>[REDACTED]</p>

<p>[REDACTED]</p>	
<p>[REDACTED]</p>	<p>[REDACTED]</p> <p>[REDACTED]</p> <p>[REDACTED]</p> <p>[REDACTED]</p>
<p>[REDACTED]</p>	<p>[REDACTED]</p> <p>[REDACTED]</p> <p>[REDACTED]</p>
<p>[REDACTED]</p>	<p>[REDACTED]</p> <p>[REDACTED]</p> <p>[REDACTED]</p> <p>[REDACTED]</p>

9 (2)(b)(ii), 9(2)(j)

General Business

- JT sought guidance from the Alliance what type of projects they want to support. This will shape the work of the Project Support Team and (Geoff) the respective Otago and Southland/Fiordland Working Groups.
- Aaron – Would like to see treaty partner proposals near the front of the list.
- Riki – providing areas of opportunities, and being sustainable, focus on whanau.
- Darren – same view as Riki, identifying bundles that mana-whenua can pick up and lead.
- Sarah – Agree with those suggestions, but remain keen to see they have good biodiversity outcomes (breaking down to eco systems)
- Aaron – cost per job does need to stack up, we shouldn't be looking at this until we have the KPI's, acknowledged the team is doing a fantastic job.
- Nedra – what is the process from here, is the next meeting somewhere where we can add/submit more proposals?

- Aaron – spend time on this when face to face, how to manage the good ideas we have, need to be strategic about the proposals.

Aaron closed the meeting noting the Alliance had agreed in principle to allocate \$3.5m to current projects.

Meeting closed at 5.55pm

Next meeting TBA

04 December 2020

Thursday, January 21, 2021 8:30 AM

Chair

Aaron Fleming (DOC)

Attendees

Ngai Tahu o Murihiku: Darren Rewi

Ngai Tahu o Araiteuru: Nicola Morand

Environment Southland: Rob Phillips & Ali Meade

ORC: Sarah Gardner

MPI: Sherman Smith

LINZ: Megan Reid

MSD: Deb Sutton (on behalf of Jason Tribble)

DOC: Geoff Owen, Jon Thomas, John Twidle, Chris Hankin, Binny Guy (minutes)

Apologies

Martin Workman (MfE)

Lorena Stephen (MfE)

Actions from 04/12/2020 meeting

Item Reference	Item	Assigned to
3.1 Operation of the Alliance	The project support team will review the pool of captured project proposals, develop selected proposals to present to the Alliance early next year which meet general selection criteria.	Jon Thomas
3.2 Formalising our approach to managing conflict of interest	Alliance members to declare if they have a conflict of interest and this will be noted in meeting notes. The Alliance members are aware they may be asked to step out of the meeting if it is deemed by the Alliance that it would be inappropriate for them to partake in the discussion.	All Alliance Members
3.3 Financial contributions for non-paid attendance	Ensure remuneration aligned with the Cabinet Fees Framework is extended to ex-officio members of the Alliance.	Jon Thomas
3.3 Financial contributions for non-paid attendance	Investigate whether the Alliance can provide remuneration for Iwi at the working group level.	Geoff Owen & Aaron Fleming

<p>[REDACTED]</p>	<p>Project Team to investigate and gain clarification on constraints and limitations of using other crown funding proposed for use in conjunction with K4N funding.</p>	<p>Jon Thomas</p>
<p>[REDACTED]</p>	<p>Geoff and Aaron to discuss [REDACTED] proposal outside of the Alliance meeting.</p>	<p>Geoff Owen & Aaron Fleming</p>
<p>[REDACTED]</p>	<p>Geoff and Aaron to discuss [REDACTED] proposal outside of the Alliance meeting</p>	<p>Geoff Owen & Aaron Fleming</p>
<p>[REDACTED]</p>	<p>Seek clarification from [REDACTED] regarding which funding goes toward which FTE.</p>	<p>Jon Thomas</p>
<p>[REDACTED]</p>	<p>Once clarity is received from [REDACTED] please circulate this to all Alliance members. The Alliance agreed that the decision can be made outside of an Alliance meeting via email once clarity has been established.</p>	<p>Jon Thomas</p>
<p>[REDACTED]</p>	<p>Once Darren and Nicola have connected; they will email the Alliance with an update on the conclusion reached regarding the [REDACTED] proposal. Alliance will progress the [REDACTED] proposal outside of the Alliance meetings via email.</p>	<p>Darren Rewi & Nicola Morand</p>

██████████ ██████████ ██████████ ██████████ Rakiura	Submit ██████████ ██████████ proposal to the Sustainable Land Ministers meeting scheduled for January 2021, the Alliance is supporting the proposal of \$2.125 million over three years.	Jon Thomas
██████████ ██████████ ██████████ ██████████ ██████████	Submit the ██████████ proposal to the Sustainable Land Ministers meeting scheduled for January 2021, Alliance proposing \$2 million over two years.	Jon Thomas
7. Other Business	Send a monthly calendar meeting, if not required each month then delete the individual booking that is not being used.	Jon Thomas
7. Other Business	Formally appoint a chair for the Alliance	All Alliance Members

9(2)(b)(ii), 9(2)(j)

Next meeting:

TBA, third week of January via Microsoft Teams

Meeting notes

10am Meeting commences _

2.1 Update of the Kaimahi for Nature Fund

Aaron Fleming

- The Alliance discussed the possible legacy of the Alliance and how this Alliance could be maintained moving forward once the Kaimahi for Nature Fund mahi is completed. The Alliance provides a forum for sharing context between different agencies particularly when everyone involved has shared kaupapa regarding environmental programs.
- Currently a risk regarding oversight on who applies for money from each pot, a group could apply for money from several pots and agencies wouldn't necessarily hold that context. Discussions as an Alliance can help spread this context. Different pots have different criteria regarding funding allocations.
- Hon Kiritapu Allan is the new Minister for Conservation.
- The Alliance MOU has made great progress. The constraint of need paperwork completed before Alliance's can progress projects has been removed which allows decisions to be made quickly.
- Key Performance Indicators for Jobs for Nature: Environmental legacy and creating employment opportunities. Important that FTE are created and, on the ground, as quickly as possible. There is a risk that the funding could be redeployed if this funding isn't used. Projects needs to be shovel ready.
- Western areas of SSI are the hardest hit regarding job losses in the region currently.
- Any decisions over \$1 million signed off at this meeting will need to be approved by the

sustainable land use ministers, their next meeting is scheduled for late January. Anything less than \$1 million can be processed quicker.

Deb Sutton

- MSD has seven provinces in the SSI Region (Fiordland, Te Anau, Southland, Clutha District, Central Otago, Coastal Otago and look after South Canterbury) each province has different labor market, challenges and industries demands.
- Te Anau is one of the hardest hit areas in the region.
- When Covid hit and the initial job losses started in the hospitality and tourism industry a lot of locals lost work, this wasn't just migrant workers. The Covid Income Relief Payments will have finished or will be near finishing for a most of workers in the SSI.
- Lots of entry level job opportunities available around the region and MSD can assist job seekers that might need to relocate to the areas where these roles are based (providing the roles meet certain criteria). MSD can assist with flexi wage subsidies for employers (between 5-7k over 26 weeks), help with transition to work costs, accommodation, petrol and various other support functions.
- Expected that there will be pressure on the labor market getting people into roles until the school holidays finish at the end of January 2021. Important that communication is made with MSD as soon as projects are approved to ensure people are sought and appointed as quickly as possible. Deb is happy to be a key contact for the Alliance.
- Deb has a background in HR and suggested projects could work with a recruitment agency regarding those projects that don't want to become employers. The agency would potentially take responsibility for back off Health and Safety but once staff are working on the ground then the contractor manages this on the ground health and safety.

Geoff Owen

- Not all projects want to be employers. This is due to both a lack of desire and lack of/limited back-office support to lead this work. The Alliance discussed the idea of a contractor model/contract broker agency taking care of all the back-office support for these projects.
- Discussion on the pilot project using AJ Hackett. In this model AJ Hackett being the pilot organization managed the recruitment, H&S, PCBU, provided all the back-office support then subcontracted those staff into the wilding pines project. The objective was to keep key staff employed for 40 hours short term until their primary employment was able to restart again.
- The Alliance discussed whether this model agency could be created by the Alliance to provide a workforce for projects to provide a solution for the projects that are unable to do this themselves.

John Twidle

- The concern around the region is regarding long term work as we go into autumn and winter next year. Discussion regarding appropriate levels of pay comparing the living wage and minimum wage. Discussion surrounding level of skills required for roles and the pay scales.

Sherman Smith

- Explained the wilding pines program. Given \$100 million over the next three years, \$36 million on that has been allocated to regional councils this year. The goal for wilding pines jobs for nature is to employ between 500-600 FTE. The current FTE is sitting around 530 so they are on track to achieve their KPI.
- MPI have a wilding conifer information system which uses a GIS database to keep track of FTE and spending. Each project has a polygon on the database which helps provide accurate

- reporting.
- ORC has received \$373k for Wallaby control.

Megan Reid

- Successful funding bids and Covid funding has moved baseline funding from \$2million to \$17 million, this is all discretionary too.
- Program in four parts: data information work stream (GIS), terrestrial program, aquatic program, and strategic projects (majority of money from j4n has gone into this stream).
- Agreed regarding ensuring there is a shared context in regard to what each agency/entity is funding in the region to enable oversight when multiple agencies might be providing funding to the same project.
- LINZ are using apps on the ground to collect as much accurate data for weekly reporting.

Sarah Gardner

- The new funding for Wallaby control is going to be beneficial to ORC to prevent.
- Councilors from the ORC wanted to be involved and formed a Covid Recovery working party.
- ORC have decided not to have a pot of money at this point. The current workforce has increased from 170 to 254 within the last couple years and a further 60 budgeted for the next financial year. ORC has decided they are currently servicing the labor market already with employment increases.
- Been working on Lake Hayes for a long time, further work/funding proposed potentially next year.
- Unlikely that ORC would be contributing funding for Alliance projects.

Rob Phillips

- Enviro Southland is very stretched currently, 10% revenue reduction from Covid.
- Received funding from MfE so investigating how they can upscale existing work programs (particularly Biodiversity).

Darren Rewi

- Lake Hayes catchment is supported by a wider community.
- Four weeks ago, 7 rūnaka chairs got together and fully endorsed the [REDACTED] Has the ability to create jobs and outcomes for the nursery projects.
- Pushed back on the labor hire concept. Jobs for nature is trying to create legacy jobs and providing pastoral support. More focused on the bigger holistic picture.

Nicola Morand

- Otago aren't quite on board with the Lake Hayes governance structure just yet.
- MSD is funding Okaha to deliver this program. Currently looking at a recruitment agency to take this forward.

3. Operation of the Alliance

3.1 How to manage future K4N funding applications

- Jon Thomas described the context that the Alliance currently has 300 proposed projects have been received. The project capture team would like to present the Alliance with as many projects as possible in the new year. The project team would like some guidance on what projects the Alliance are most interested in or projects that have less relevance.
- The Alliance has identified treaty partner projects as a priority, and these are being developed first.
- Biodiversity / Bio Security / Government objective (for example PF2050) connected projects are of interest.
- Projects that will have a biodiversity legacy.
- Less interest in tracks because the region already has lots of track infrastructure.
- The Alliance will take everything into account if it will have a significant impact on job creation and fits within criteria.
- Discussed that the J4N funding is for a set period and needs to be considered whether a project will be meaningful within the funding timeframe.
- Consider whether smaller projects could be bundled by location.
- The western area of the region has interest for projects.
- All the Alliance funding is OPEX, no CAPEX funding.
- Sizing of projects needs to be taken into consideration due to the large quantity of proposals received. The Alliance agreed that if FTE is limited to a couple roles then these would be given less consideration compared to larger FTE roles that fit within all criteria.
- ACTION POINT: The project capture team will review the proposed projects and select those of interest to the Alliance to present next year.
- ACTION POINT: The project capture team to investigate a project scale line which can be applied to the proposals. The project team will present the proposed scales to the Alliance.

3.2 Formalising our approach to managing conflict of interest

- The Alliance acknowledged and expect that every member will have a conflict of interest at some point.
- The Alliance will manage this conflict of interest by ensuring any members that have a conflict of interest declare this before any discussions take place. If required, this member can be asked to leave the room whilst discussions take place.
- The Alliance agreed to ensure members refrained from endorsing projects if they didn't meet the criteria required to obtain funding from the Alliance pots if they have a conflict of interest.
- ACTION POINT: Alliance members to declare if they have a conflict of interest and this will be noted in meeting notes. The Alliance members are aware they may be asked to step out of the meeting if it is deemed by the Alliance that it would be inappropriate for them to partake in the decision discussion.

3.3 Financial contributions for non-paid attendance

- The Alliance can decide using up to 100k to fund a position to provide support to the Alliance. The Alliance is also able to provide remuneration to members of the Alliance that aren't currently government workers.
- The Alliance has agreed that members should be receiving remuneration for their time completing Alliance mahi. This remuneration will come from the Alliances pot of money.
- Remuneration will follow the guidelines outlined in the group 4 – level 4 cabinet fees framework. This document is attached to the meeting minutes.
- Discussion regarding remuneration for lwi at the working group level too. The Alliance decided to investigate this outside of the meeting.
- ACTION POINT: Ensure remuneration is set up for any applicable members of the Alliance that

aren't currently receiving a payment for their contributions. This payment is in accordance with the cabinet fees framework.

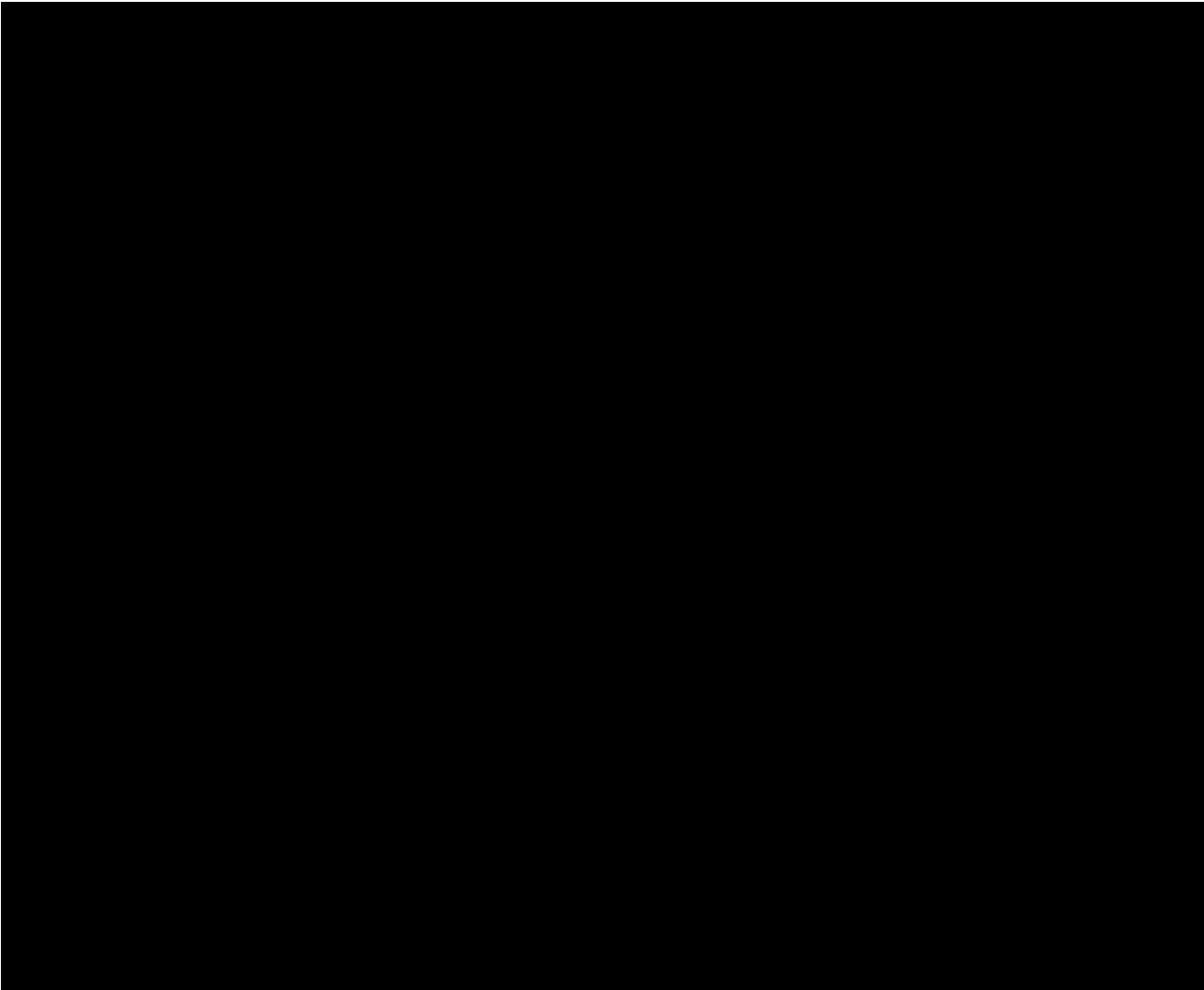
- **ACTION POINT:** Investigate whether the Alliance can provide remuneration for Iwi at the working group level.

< Rob Phillips left the meeting in the lunch interval >

4. Update of current proposals

4.1 Weeding Fiordland's Buffer; Undaria Control; Fiordland Trails Trust / Te Anau Downs Trail

- Weeding Fiordland Buffer - Is currently the only project that has been approved for funding so far. Needs to get up and running as soon as possible. Media release was expected to be made today. Funding deed is currently with Enviro Southland today and should be signed by the lawyers by Christmas. A company has been identified in Milford and it shouldn't need tendering. Tourism operators might not need this project to support under-utilised staff members until April because they are currently busy. The Alliance is still awaiting to hear if the Minister intends to announce this or if it will come from DOC.
- [REDACTED]
- [REDACTED] Application was submitted, the Alliance wanted more detail, and this has been provided. Given the project is more about tracks rather than biodiversity this will be put on hold. The Trust is looking at changing the project to be more biodiversity focused and have drafted this proposal up. It will be submitted shortly.



head of the lake and overall water quality which is a challenge for friends of the lake. It is well

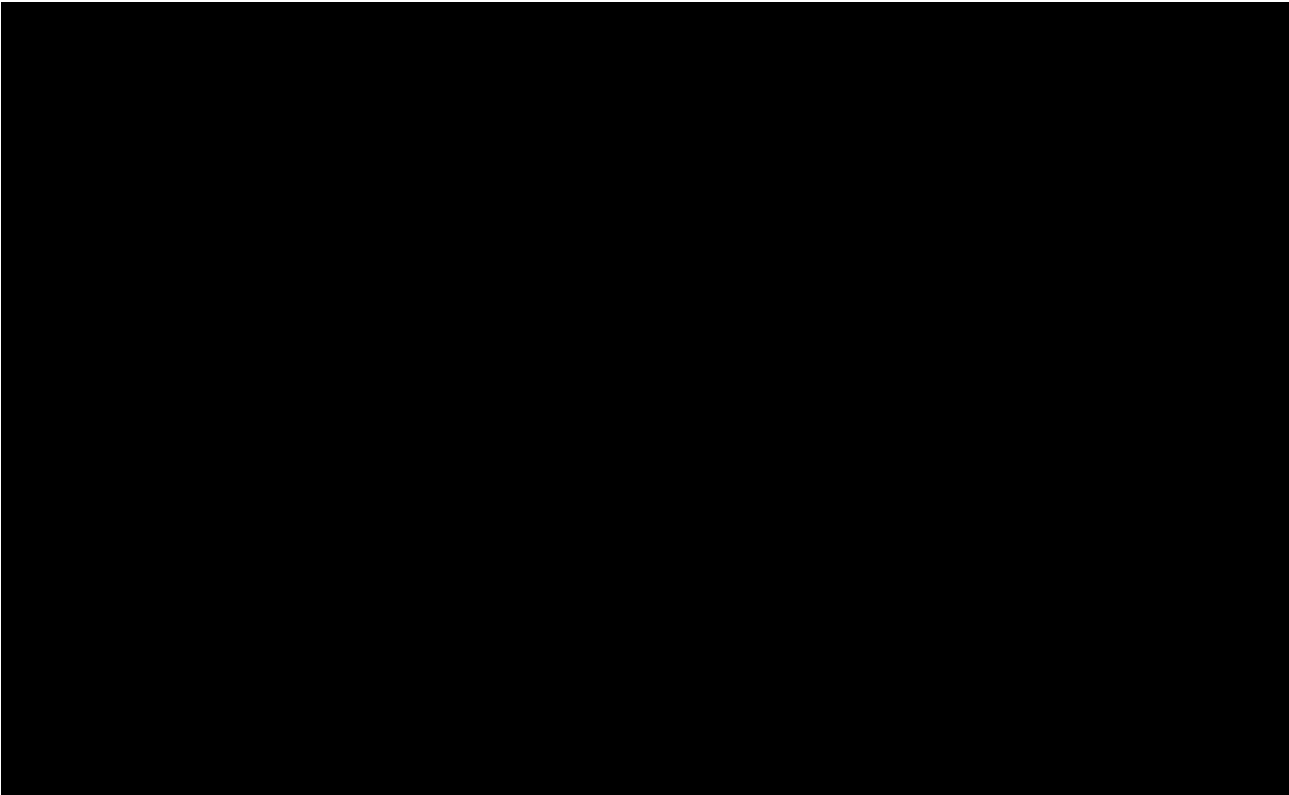
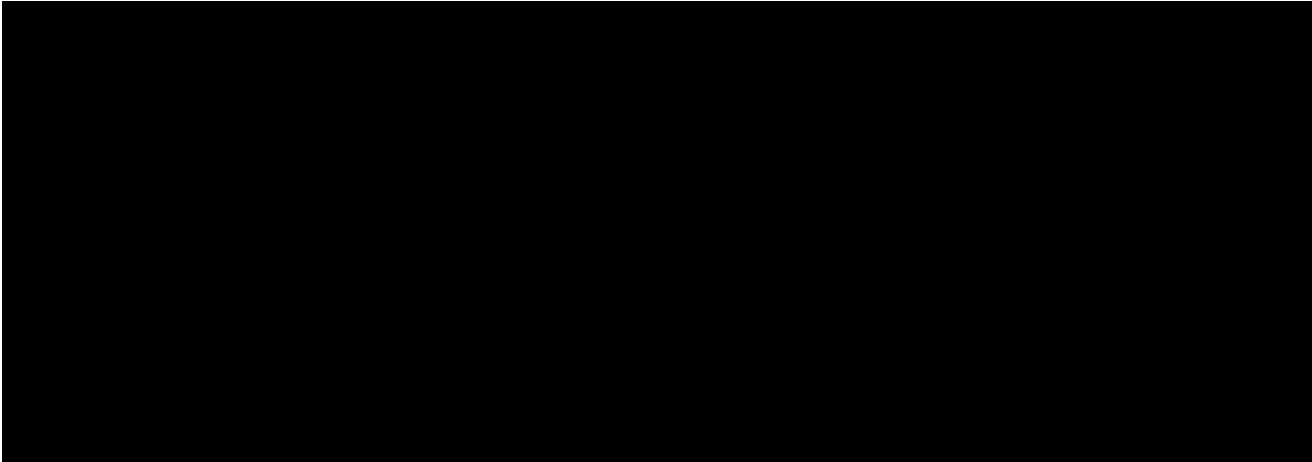
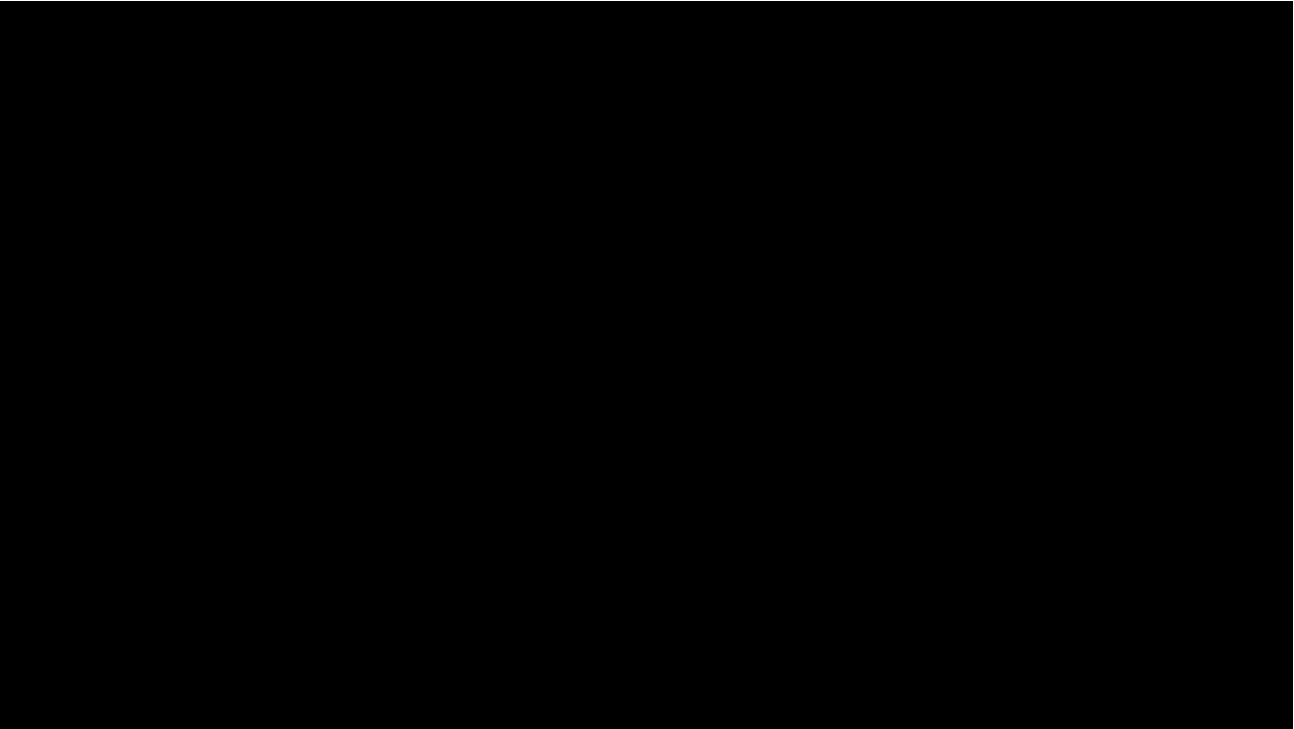
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[5. Assessment of new projects](#)

[Redacted text block]

[5.3 Other Areas –](#) [Redacted]

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defined yet.

7. Agreed Communications and Other Business

Key messaging from this Alliance meeting:

- Important to all agree on the messaging that we have considered today.
- Both projects approved today need to go to the joint Statutory Land Use Ministers, and the result will not be confirmed until the end of January. Therefore, there are no specific announcements to make on approved project funding from this meeting.

- Next meeting proposed for the third week of January.
- Set up a monthly meeting for each Alliance member, if the meeting isn't required for a month then these can be deleted. The benefit of locking a meeting date in advanced means there is a guaranteed slot.
- An appointment of chair needs to be addressed at the next meeting

3pm Meeting ends _

Applicant:

District:

Description of the Project

Benefits

TEXT

TEXT

Project Scope

Benefits and Risks

Collaboration

Possible risks

Key sponsor agencies

TEXT

TEXT

Benefit owner

TEXT

Beneficiaries of the project

TEXT

Governance

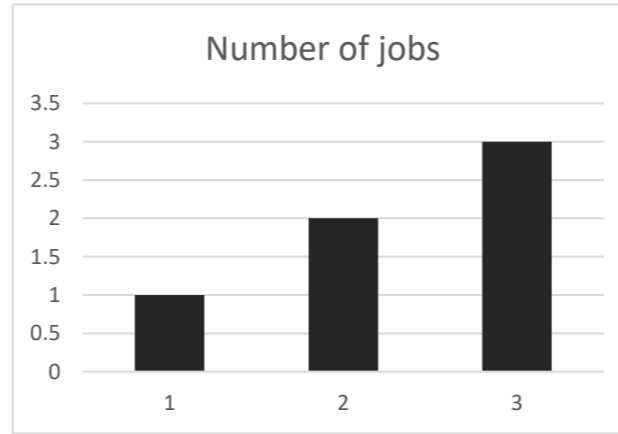
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Workplan summary

TEXT

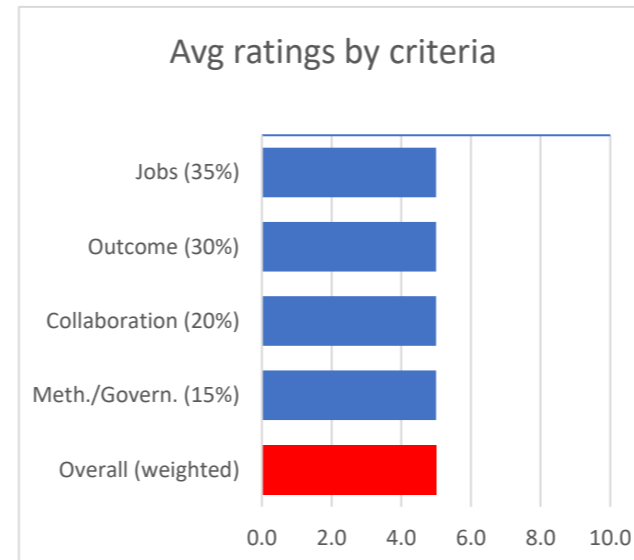
Job Creation

	Year 1	Year 2	Year 3
Number of Jobs	1	2	3



This proposal would create up to x full time jobs (40 hours per week). This equals almost \$xx,xxx Kaimahi for Nature funds per FTE.

Working group review

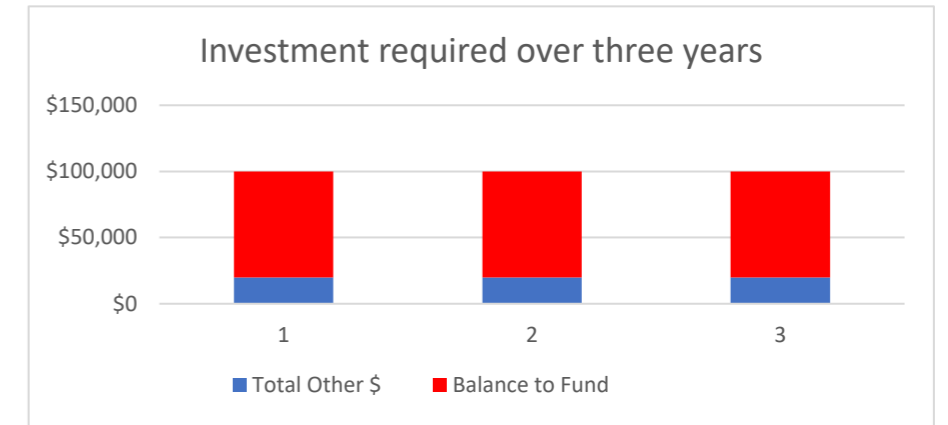


5/10: "Meets the criteria"

Investment Proposition

Needed Investment

	Year 1	Year 2	Year 3	Total
Total Project Costs	\$100,000	\$100,000	\$100,000	\$300,000
Confirmed contributions from others (cash and in-kind)				
Org A	\$10,000	\$10,000	\$10,000	\$30,000
Org B	\$10,000	\$10,000	\$10,000	\$30,000
Total Other \$	\$20,000	\$20,000	\$20,000	\$60,000
Balance to Fund	\$80,000	\$80,000	\$80,000	\$240,000



Return on Investment

Economic

TEXT

Community and Social Wellbeing

TEXT

Nature

TEXT

Legacy

TEXT

Iwi

TEXT

Email to Operations regarding Regional Allotments – individual emails

See the variations on pages 2-4 to replace the highlighted text

Subject: Kaimahi for Nature Regional Allotment

Kia ora XXXXX

I am pleased to be able to confirm with you an indicative amount of Kaimahi for Nature funding in your rohe. This has been set using Regional Council boundaries, which means that you may need to get clarity around which DOC Director will lead Alliance work for a particular region.

Some of this funding has already been allocated to projects as part of the Jobs for Nature Quick Start process. If you require details on these projects please contact jobsfornature@doc.govt.nz.

The Alliance will be able to draw down more than a single years allotment in the first or second year but this will require treasury approval.

Insert table of regions

Regional Council boundary	Kaimahi for funding allotment	Already allocated to quick start projects	Available for Alliance to distribute			
			Total	First year remaining (excludes quick-starts)	Second year	Third year

Next week we will send you a factsheet which gives you an overview of how the allotment was calculated and some high-level principles around how funding can be accessed and used.

You are welcome to share this factsheet and the allocation with your prospective alliance partners. It's important that you clarify (with your colleagues) the lead director that will talk with Alliance members, especially where DOC regions lie across more than one regional boundary.

There will be conditions that govern the release and use of this funding. This includes the extra step that emerged from Sustainable Land Use SLU Ministers last week, where they will now approve proposed projects prior to funding being released. Our intention is to make this as streamlined as possible to minimise additional work for the Alliance – more information to come!

My team is finalising details around how the funding will flow and the controls that will need to be put in place. These will be detailed in the Alliance Agreement and Deed of Funding. Once the parameters have been approved, we will communicate these to you, so that you can take this information into your Alliance discussions.

More information coming next week, in the meantime if you have any questions, please give Geoff Ensor or me a call.

Nga mihi

Reg

Email variations

To: Andrew Baucke

CC: Toni Giacon

Regional Council boundary	Kaimahi for funding allotment	Already allocated to quick start projects	Available for Alliance to distribute			
			Total	First year remaining (excludes quick-starts)	Second year	Third year
Auckland	\$13,500,000	\$0	\$13,500,000	\$4,500,000	\$4,500,000	\$4,500,000

To: Sue Reed-Thomas

CC: Toni Giacon

Regional Council boundary	Kaimahi for funding allotment	Already allocated to quick start projects	Available for Alliance to distribute			
			Total	First year remaining (excludes quick-starts)	Second year	Third year
Northland	\$15,500,000	\$300,000	\$15,200,000	\$4,900,000	\$5,100,000	\$5,200,000

To: Damien Coutts

CC: Darryn Ratana

Regional Council boundary	Kaimahi for funding allotment	Already allocated to quick start projects	Available for Alliance to distribute			
			Total	First year remaining (excludes quick-starts)	Second year	Third year
Waikato	\$10,500,000	\$82,000	\$10,418,000	\$3,418,000	\$3,500,000	\$3,500,000
Bay of Plenty	\$12,500,000	\$5,085,000	\$7,415,000	\$0	\$3,707,500	\$3,707,500

Manawatu-Whanganui	\$11,500,000	\$200,000	\$11,300,000	\$3,700,000	\$3,800,000	\$3,800,000
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To: Jack Mace

CC: Martin Rodd

Regional Council boundary	Kaimahi for funding allotment	Already allocated to quick start projects	Available for Alliance to distribute			
			Total	First year remaining (excludes quick-starts)	Second year	Third year
Gisborne	\$12,500,000	\$605,000	\$11,895,000	\$3,700,000	\$4,100,000	\$4,095,000
Hawkes Bay	\$11,000,000	\$105,000	\$10,895,000	\$3,600,000	\$3,700,000	\$3,595,000
Manawatu-Whanganui	\$11,500,000	\$200,000	\$11,300,000	\$3,700,000	\$3,800,000	\$3,800,000
Wellington	\$6,500,000	\$210,000	\$6,290,000	\$2,000,000	\$2,190,000	\$2,100,000
Chatham Islands	\$5,000,000	\$50,000	\$4,950,000	\$1,650,000	\$1,700,000	\$1,600,000

To: Dan Heinrich

CC: Darryn Ratana

Regional Council boundary	Kaimahi for funding allotment	Already allocated to quick start projects	Available for Alliance to distribute			
			Total	First year remaining (excludes quick-starts)	Second year	Third year
Waikato	\$10,500,000	\$82,000	\$10,418,000	\$3,418,000	\$3,500,000	\$3,500,000
Taranaki	\$10,500,000	\$100,000	\$10,400,000	\$3,400,000	\$3,500,000	\$3,500,000

To: Roy Grose

CC: Martin Rodd

Regional Council boundary	Kaimahi for funding allotment	Already allocated to	Available for Alliance to distribute			
			Total	First year remaining	Second year	Third year

		quick start projects		<i>(excludes quick-starts)</i>		
Northern South Island	\$12,000,000	\$100,000	\$11,900,000	\$3,900,000	\$4,000,000	\$4,000,000

To: Nic Toki

CC: Barry Hanson

Regional Council boundary	Kaimahi for funding allotment	Already allocated to quick start projects	<i>Available for Alliance to distribute</i>			
			Total	First year remaining <i>(excludes quick-starts)</i>	Second year	Third year
Canterbury	\$12,000,000	\$200,000	\$11,800,000	\$3,800,000	\$4,000,000	\$4,000,000

To: Mark Davies

CC: Martin Rodd

Regional Council boundary	Kaimahi for funding allotment	Already allocated to quick start projects	<i>Available for Alliance to distribute</i>			
			Total	First year remaining <i>(excludes quick-starts)</i>	Second year	Third year
West Coast	\$13,000,000	\$2,750,000	\$10,250,000	\$1,650,000	\$4,300,000	\$4,300,000

To: Aaron Flemming

CC: Barry Hanson

Regional Council boundary	Kaimahi for funding allotment	Already allocated to quick start projects	<i>Available for Alliance to distribute</i>			
			Total	First year remaining <i>(excludes quick-starts)</i>	Second year	Third year
Otago	\$12,500,000	\$250,000	\$12,250,000	\$4,000,000	\$4,250,000	\$4,000,000
Southland	\$12,000,000	\$240,000	\$11,760,000	\$3,760,000	\$4,000,000	\$4,000,000

Quick summary of Kaimahi for Nature in the Southern South Island region.

Kaimahi for Nature is part of the Jobs for Nature programme. It funds work with councils, iwi and local businesses to provide nature based jobs both on and off public land, through a regional alliance model.

Partnerships are at the heart of Jobs for Nature. DOC is working with our iwi partners, communities, businesses, local government and government agencies to support people through nature-based employment.

As per many regions of New Zealand, in the Southern South Island the Kaimahi for Nature programme is delivered through a regional alliance group. The Southern South Island (SSI) Alliance includes Ngai Tahu, Environment Southland, the Otago Regional Council and the Department of Conservation.

The SSI Alliance is supported by a small Project Support Team of DOC staff. Several other agencies attend SSI Alliance meetings in an advisory capacity. This includes Ministry for the Environment, Ministry for Primary Industries, Ministry of Social Development and Land Information New Zealand.

Application process

Step 1

Project proposals are first discussed with applicants to check if their proposal can meet the eligibility criteria (refer below for more information). If more work is required to ensure the criteria can be met, help is provided to develop the proposal further. Proposals that cannot meet the criteria will not be progressed.

Step 2

An application form is then completed by the applicant. All sections of the form must be completed for the proposal to be accepted. This includes information on any iwi consultation that has been completed and an estimated budget across each funding year. The SSI application form used in 2020 is [DOC-6536740](#).

Step 3

Completed application forms are submitted via email to SSIKaimahiforNature@doc.govt.nz. There are no specific application rounds or closing dates. Applications are progressed as they are received.

Step 4

All applications are reviewed by a district based 'Assessment Panel'. This panel is composed of the SSI Project Team with assistance from district DOC managers and other local partners. Membership of this panel varies between districts and over time, according to availability of people.

Panel members will independently review each application against a set of criteria (refer below for more information). Each panel member's ratings and comments are recorded on a "Proposal Assessment Form". The current version of this form is [DOC-6533720](#).

The SSI Project Team then writes up a “Project Summary Report”. This report uses information from both the application form and the combined reviews from the assessment panel. The current report template is [DOC-6536763](#).

Step 5

For the Fiordland and Wakatipu/Wanaka districts, applications are then reviewed at a meeting of a district based ‘Working Group’. There is one working group for Fiordland and one for Wakatipu/Wanaka.

There are no SSI working groups outside of Fiordland and Wakatipu/Wanaka. Applications from other districts skip this step.

As per the assessment panels, the SSI Project Team and the district DOC manager are members of each working group. Other members of the working groups will vary between districts and over time, according to availability. This may also include members of that district’s assessment panel.

The district working groups review the applications together, using the project summary report and any other relevant information. The working group then arrives at a recommendation for each application.

The project summary report is then updated to include the district working groups’ recommendation (and any other further information the working group advises).

Step 6

A completed project summary report is then sent to the next SSI Alliance meeting for a decision. The SSI Alliance will then discuss the application and all its information with the Project Support Team and advisory attendees. The SSI Alliance then decide to either approve the application, approve with conditions, seek further information or decline.

Eligibility criteria

Projects must meet the following criteria to be eligible to apply.

ELIGIBILITY CRITERIA

1	Regional Deliver- the project must support businesses to retain staff through environmental employment as the economic impacts of COVID-19 continue to unfold.
2	All projects should demonstrate how they are partnering with the appropriate Iwi impacted by the project and how they have arrived at that determination. They must include a lead who is suitably skilled in applying a Te Aō Māori lens to ensure that Treaty Partner Participation is equitable, and their values are recognised and provided for in all decision making and implementation.
3	The projects must align with National environmental/ conservation priorities.
4	The employment of most people through the project will be for less than three years, with some only in the job for months, before returning to their substantive role within a recovering business- thereby leaving the job clear for another applicant.

5	The project must enhance not degrade the environment and biodiversity values.
6	Projects should demonstrate strong connection with regional social service providers such as the Ministry of Social Development and Whanau Ora providers.

Assessment criteria

Applications to the Kaimahi for Nature fund are measured against the following assessment criteria. The assessment panel for each SSI district reviews and scores applications by determining the extent to how well the project meets these criteria. Each criterium is provided a rating as per the below scoring schedule. An overall rating for the application is also calculated, with each criterium weighted as indicated.

ASSESSMENT CRITERIA

1	<p>Number of Jobs Created; Weighted 35%</p> <p>The opportunity needs to be able to provide a number of jobs for the community. The opportunity will be able to demonstrate how these jobs will be able to provide immediate relief or that the work can progress providing employees with personal growth and skill gaining opportunities.</p>
2	<p>Outcome; Weighted 30%</p> <p><u>Economic</u></p> <p>Can demonstrate there will be an economic outcome for the community. This could be through a high employment rate or from providing another financial input to the community.</p> <p><u>Social</u></p> <p>Can demonstrate the social benefit of the project across a period, this could involve immediate social relief by providing work to an area of the community or other social aspects such as a restored green area.</p> <p><u>Value to our Treaty Partnership</u></p> <p><i>Demonstrate how the project has been developed in partnership with iwi.</i></p> <p><i>Describe the role of the Treaty Partner in project operation and governance.</i></p> <p><i>Describe how the project will recognise and provide for the cultural values and aspirations of Treaty Partners, for example with regard to;</i></p> <ul style="list-style-type: none"> ● <i>Matauranga Maori;</i> ● <i>Commercial opportunities generated;</i> ● <i>The presence of taonga species</i> ● <i>Cultural impact assessments; and</i> ● <i>Treaty Settlement commitments.</i> <p><u>Nature</u></p>

The project can demonstrate how the work will provide a legacy for nature once the work is completed

National strategy

Can demonstrate alliance with one or more of the following.

- Goal A - Mainstreaming biodiversity across government and society
- Goal B - Reduce pressures on biodiversity and promote sustainable use
- Goal C - Safeguarding ecosystems, species and genetic diversity
- Goal D - Enhance the benefits to all
- Goal E - Enhance implementation

DOC stretch goals

- Can demonstrate alliance with one or more of the following
- 90% of New Zealanders' lives are enriched
- 90% of visitors rate their experiences as exceptional.
- 90% of New Zealanders think the impacts of visitors are well managed.
- Whānau, hapū and iwi are able to practise their responsibilities as kaitiaki of natural and cultural resources.
- 50% of New Zealand's ecosystems are benefiting from pest management.
- A nationwide network of marine protected areas is in place

90% of our threatened species are managed to enhance their populations.

3 Collaboration; Weighted 20%

Community

Strong community group involvement and can demonstrate a partnership of multiple groups of people working together.

Agencies

Can demonstrate that the opportunity aligns with the goals and outcomes of different agencies.

Iwi

Iwi involvement or support of the opportunity. It would likely conform with the outcomes the Iwi are working towards.

Collaborative funding

Can demonstrate that funding has been sought and confirmed elsewhere, this demonstrates both a strong connection to different communities- e.g. donations from community or funding from other agencies.

-

4 Methodology and Governance; Weighted 15%

Process and resources

The project should be able to provide a detailed description of the process and resources required to achieve the specified outcome. This includes financial resource and should outline any in kind resources too.

Project plan

The project plan needs to be provided and include details regarding,

- Scope of activity
- Schedule
- Quality control
- Resource management
- Stakeholder input
- Communication management

Experience and capability

- Demonstrated successful delivery
- Can show evidence that previous projects have been completed on time and in budget.

Training

- Can demonstrate that there is sufficient skills or abilities available to be able to train workers to a safe and beneficial level.
- Can demonstrate that there will be opportunities for the new employees to gain new skills either certified or in experience.

Governance/ Leadership

- Demonstrate that the project leads are confident, competent, and qualified to be undertaking the proposed work.

Skills resource fits methodology

Can demonstrate that the skills and resources outlined, are appropriate and fit with the outlined method.

Scoring chart for assessment criteria ratings

RATING	CRITERIA DISCRIPTION	SCORE
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Exceeds the criteria	The applicant can demonstrate a level of delivery which is perceived to add value beyond the criteria. For example, the applicant has met the stated criteria and the project offers significant sustainable benefits.	9 - 10
Meets the criteria with some value-add	The applicant demonstrates that they can meet the criteria and add some benefits with little or no risk.	7 - 8
Meets the criteria	The applicant demonstrates that they can meet the criteria to an adequate level.	5 - 6
Meets most of the criteria	<i>Minor Deficiencies / Unsatisfactory</i> The applicant meets most of the criteria but would need to enhance some aspect of their proposal to meet all of the criteria;	3 - 4
Partially meets the criteria	<i>Significant deficiencies / Unsatisfactory</i> The applicant's proposal causes concern about their ability to deliver the work effectively and/or significant negotiation/enhancement is required,	1 - 2
No response or does not meet the criterias	<i>Critical Deficiencies / Unsatisfactory</i> The applicant does not offer an explanation or does not have an ability to meet the criteria.	0

Kaimahi for Nature - working with councils, iwi and local businesses to provide nature based jobs, both on and off public land, through a regional alliance model.

Application assessment template for the Southern South Island region

This template provides a method for local working groups to review applications made to the Southern South Island Kaimahi for Nature fund.

The scores and comments you provide will be aggregated with others from your local working group to provide an overall report. This will contain the average score for each criteria and a summary of all comments. This report is then discussed at your local working group meeting.

The summary report and working group feedback are used by the regional Kaimahi for Nature Alliance to help them consider whether the project should be funded. The report and feedback are decision support tools for the Alliance to assist considerations. The Alliance may seek further information directly from the applicant before making a final decision, particularly for any deficiencies in a proposal.

Scoring chart

RATING	CRITERIA DISCRIPTION	SCORE
Exceeds the criteria	The applicant can demonstrate a level of delivery which is perceived to add value beyond the criteria. For example, the applicant has met the stated criteria and the project offers significant sustainable benefits.	9 - 10
Meets the criteria with some value-add	The applicant demonstrates that they can meet the criteria and add some benefits with little or no risk.	7 - 8
Meets the criteria	The applicant demonstrates that they can meet the criteria to an adequate level.	5 - 6
Meets most of the criteria	Minor Deficiencies / Unsatisfactory The applicant meets most of the criteria but would need to enhance some aspect of their proposal to meet all of the criteria;	3 – 4
Partially meets the criteria	Significant deficiencies / Unsatisfactory The applicant’s proposal causes concern about their ability to deliver the work effectively and/or significant negotiation/enhancement is required,	1 – 2
No response or does not meet the criterias	Critical Deficiencies / Unsatisfactory The applicant does not offer an explanation or does not have an ability to meet the criteria.	0

Project Name		District	
Reviewer		Date	
Criteria (weighting)	Description	Score (1-10)	Comments
Jobs (35%)	<p>To what degree will the new jobs benefit the local community?</p> <ul style="list-style-type: none"> - Will the jobs be available soon enough to provide relief in the short term? - Do the jobs have opportunities for skill development and personal growth? 		
Outcome (30%)	<p>How meaningful will the long term outcomes be for the local community?</p> <ul style="list-style-type: none"> - Are sustained economic benefits possible? - Will the project provide lasting social benefits, e.g. improving the amenity of shared open spaces, or boosting community wellbeing and cohesiveness? - How significant and enduring will the benefits to nature be? Is the proposed work aligned to DOC's 2050 outcomes and stretch goals (refer below)? - What is the value of the project for Iwi? Are Iwi expected to participate? 	Economic	
		Social	
		Nature	
		Iwi	
Collaboration (20%)	<ul style="list-style-type: none"> - Will the applicant collaborate with others to deliver the project? - How strong is the community involvement? - Are government agencies/councils involved? - Does the proposal partner with local Iwi? - Does the project strengthen connections between the parties? - To what degree is the proposal supported with funding from other organisations and/or government funding programmes? 		
Methodology & Governance (15%)	<p>What is the likelihood of the project successfully delivering on its jobs, outcomes and collaboration goals?</p> <ul style="list-style-type: none"> - Does the proposal have enough detail to show how work will be delivered? - Does the project have suitable governance in place? - Does the applicant have a proven track record in delivering such work? 		

DOC 2050 Outcomes

- Ecosystems, from mountain tops to ocean depths, are thriving
- Indigenous species and their habitats across Aotearoa New Zealand and beyond are thriving
- People's lives are enriched through their connection with nature
- Māori are exercising their full role as rangatira and kaitiaki
- Prosperity is intrinsically linked with a thriving biodiversity

DOC Stretch Goals

- 90% of New Zealanders' lives are enriched
- 90% of visitors rate their experiences as exceptional.
- 90% of New Zealanders think the impacts of visitors are well managed.
- Whānau, hapū and iwi are able to practise their responsibilities as kaitiaki of natural and cultural resources.
- 50% of New Zealand's ecosystems are benefiting from pest management.
- A nationwide network of marine protected areas is in place
- 90% of our threatened species are managed to enhance their populations.
- The stories of 50 historic Icon Sites are told and protected

Kaimahi for Nature

Application form 2020

Pre-application screen

<p>Legislation</p> <p>Are you aware of any legislative constraints such as permits, permissions, licenses or consents required to deliver your project? This includes, RMA, Council permits or CMS. <i>(The CMS document dictates how and where Conservation Land can be used)</i></p> <p><i>Note that if you are successful, funding is conditional upon all required permissions/ approvals being in place prior to a Deed of Grant being signed.</i></p>	<p><input type="checkbox"/> Yes <input type="checkbox"/> No</p> <p><i>If 'yes', what are these and when do you expect to obtain them?</i></p> <p>Details:</p>
<p>Health and safety</p> <p>Do you currently have a Health and Safety Plan to support the safe delivery of the proposed activities?</p> <p><i>It is important that you have the necessary health and safety policies, resources, and expertise to safely undertake and complete the project.</i></p>	<p><input type="checkbox"/> Yes <input type="checkbox"/> No</p>
<p>Legal Entity Status</p> <p><i>Please select the appropriate section.</i></p>	<p><input type="checkbox"/> Incorporated Society <input type="checkbox"/> Charitable Trust</p> <p><input type="checkbox"/> Ahu Whenua Trust <input type="checkbox"/> Family Trust</p> <p><input type="checkbox"/> Company <input type="checkbox"/> Individual</p> <p><input type="checkbox"/> Other (please specify)</p>
<p>Insurance</p> <p><i>The [Group/Organisation] has agreed to take out at its own expense one or more insurance policies to cover all the Activity.</i></p> <p><i>This could include public liability and general indemnity policies.</i></p>	<p><input type="checkbox"/> Yes <input type="checkbox"/> No</p> <p>Details of all policies:</p> <p>Name of policy:</p> <p>Type of policy:</p> <p>Insurance company:</p> <p>Policy number(s):</p> <p>Date insurance commences:</p> <p>Date insurance expires:</p>
<p>The application will be assessed against the funding criteria. Please ensure you have completed this form to the best of your ability. <i>Refer to the criteria and funding stream resources</i></p>	
<p>Please note, if your application is successful in receiving some or all your funding, the group or organisation will be required to sign into a legally binding contract. <i>You need to have a clearly identified style entity with which to contract.</i></p>	
<p>If you answered yes to all these questions, please proceed onto the application below.</p> <p><i>If you answered no to any of the above, please get in contact with SSIKaimahiforNature@doc.govt.nz</i></p>	

Application Form 2020

Please use this form to apply for the Jobs for Nature funding in relation to the COVID-19 economic response. Jobs will be assessed through a weighted matrix system. Due to this it is important that the information you provide is accurate. Preference will be given to opportunities which show strong responses in the following sections of this application.

Jobs (35% weighting)

Outcome (30% weighting)

Collaboration (20% weighting)

Methodology/ Governance (15% weighting)

Any questions?

If you have any questions about this form or would like to discuss your application, please contact the Project Team—email SSIKaimahiforNature@doc.govt.nz

SECTION A: Project Summary

Name of individual or community group:	
Project title:	
Project summary: <i>Briefly summarise your project (max. 500 words.)</i>	
Primary focus area:	<input type="checkbox"/> Predator Control <input type="checkbox"/> Ecosystem Restoration <input type="checkbox"/> Tracks <input type="checkbox"/> Hut Maintenance <input type="checkbox"/> Threatened Species <input type="checkbox"/> Historic & Cultural Assets <input type="checkbox"/> Other (please specify)
Project region: <i>To check which region your project is in, go to DOC Maps and click the 'Operations Regions' layer.</i> <i>If your project goes across multiple regions, please select the region where most of the work will take place.</i>	<input type="checkbox"/> Queenstown Lakes District <input type="checkbox"/> Te Anau <input type="checkbox"/> Murihiku <input type="checkbox"/> Coastal Otago <input type="checkbox"/> Rakiura <input type="checkbox"/> Central Otago
How many years are you seeking funding for?	<input type="checkbox"/> 1 year <input type="checkbox"/> 2 year <input type="checkbox"/> 3 year
What is the total cost of the project? <i>(Exclusive of GST if you/your group is GST registered, inclusive of GST if not registered.)</i>	\$
How much funding are you applying for? <i>(Exclusive of GST if you/your group is GST registered, inclusive of GST if not registered.)</i>	\$

SECTION B: Applicant Details

Name of legal entity:	
Postal address:	
Website / Facebook page (if applicable)	

Primary contact (Single point of contact)	
Name of contact person:	
Position (in group):	
Phone number:	
Email address:	

Secondary contact	
Name of contact person:	
Position (in group):	
Phone number:	
Email address:	

SECTION C: Project Location and Land Status

Project location: <i>Include DOC District if known and append a map if not included elsewhere.</i>	
Size of project site in hectares:	
Land ownership: <i>To check whether your project is on public conservation land, go to DOC Maps and click the 'Public Conservation Land' layer.</i>	<input type="checkbox"/> Public conservation land (DOC) <input type="checkbox"/> Public land (non-DOC) <input type="checkbox"/> Private land <input type="checkbox"/> Other (please specify)
Current legal protection: <i>Does any part of the site have legal protection, e.g. QEII Trust Covenant or similar? If so, please describe.</i>	
List the property owner(s), their contact details and whether they have agreed to the proposed project being undertaken on their land:	

Written authorisation will be required for all work undertaken on public conservation land (PCL). This will take the form of a Community Agreement between you / your organisation and DOC. If the land is public land managed by an entity other than DOC, or by private landowners, written authorisation from the land manager / authorised representative will be required before a Deed of Grant can be signed. This must include confirmation that they are complying with their duties and obligations under the Health and Safety at Work Act 2015 in respect to you working on the land they manage.

SECTION D: Project Details

<p>What activities are you proposing and how will this contribute to improving New Zealand's indigenous biodiversity?</p> <p><i>Describe the opportunity to enhance conservation/environmental benefits e.g. air and water quality, climate change adaptation, carbon neutrality, sustainable land use, GIS mapping.</i></p>	
<p>Is this project part of a larger, ongoing programme?</p> <p><i>If yes, briefly explain the linkages between this project and the overarching programme</i></p>	
<p>Will you be undertaking any monitoring and evaluation as part of the project?</p> <p><i>If yes, describe what monitoring or evaluation activity will be undertaken and when.</i></p> <p><i>Reporting and monitoring will be a requirement of the contract that may be entered into.</i></p>	
<p>Describe how the project will be maintained after the project is completed.</p> <p><i>Provide details of any ongoing maintenance or monitoring activities and who will complete these.</i></p>	
<p>Does your job offer skill development?</p> <p><i>For example, administration, managers or supervisors, labourers or other skills.</i></p> <p><i>If yes, describe how</i></p>	

SECTION E: Job Details

This section gives you an opportunity to demonstrate how many jobs the work can provide and over what time period. It is also an opportunity to show the skill gain opportunities of the work. This section will add to the overall rating of your application (Refer to the criteria matrix for more details on weightings). For an application to be successful they will show strong outcomes in the below categories.

Total number of new jobs across length of project?			
Number of new jobs per year:	1 Month	6 Month	Year 1
	Year 2	Year 3	Ongoing

Skill Gain	
What are the opportunities for skill growth within the project?	
Do any fit within a qualification framework? E.G. NCEA	
What are the opportunities for ongoing work?	

SECTION F: Project Outcomes

This section gives you an opportunity to state the overarching project objectives; these will add to the overall rating of your application. For an application to be successful they will show strong outcomes in the below categories.

Nature- <i>The project can demonstrate how the work will provide a legacy for nature once the work is completed. For example, restored waterways and riparian margins.</i>	
Social- <i>Can demonstrate the social benefit of the project across a period, this could involve immediate social relief by providing work to an area of the community or other social aspects such as a restored green area.</i>	

<p>Value to our Treaty Partnership</p> <p><i>Demonstrate how the project has been developed in partnership with iwi. Describe the role of the Treaty Partner in project operation and governance.</i></p> <p><i>Describe how the project will recognise and provide for the cultural values and aspirations of Treaty Partners, for example with regard to;</i></p> <ul style="list-style-type: none"> - Mataranga Maori; - Commercial opportunities generated; - The presence of taonga species - Cultural impact assessments; and <p><i>Treaty Settlement commitments.</i></p> <p><i>Contact details and further information on the local Runaka's values can be found at the end of this document.</i></p>	
<p>Economic- <i>Can demonstrate there will be an economic outcome for the community. This could be through a high employment rate or from providing another financial input to the community.</i></p>	
<p>National Biodiversity Strategy- <i>Which strategies does your project align with?</i></p> <p>https://www.doc.govt.nz/global/assets/documents/conservation/biodiversity/anzbs-2020.pdf</p>	<ul style="list-style-type: none"> • Ecosystems, from mountain tops to ocean depths, are thriving • Indigenous species and their habitats across Aotearoa New Zealand and beyond are thriving • People's lives are enriched through their connection with nature • Māori are exercising their full role as rangatira and kaitiaki • Prosperity is intrinsically linked with a thriving biodiversity
<p>DOC Stretch Goals- <i>Which strategies does your project align with?</i></p> <p>https://www.doc.govt.nz/about-us/our-role/vision-purpose-and-outcomes/</p>	<ul style="list-style-type: none"> • 90% of New Zealanders' lives are enriched • 90% of visitors rate their experiences as exceptional. • 90% of New Zealanders think the impacts of visitors are well managed. • Whānau, hapū and iwi are able to practise their responsibilities as kaitiaki of natural and cultural resources. • 50% of New Zealand's ecosystems are benefiting from pest management. • A nationwide network of marine protected areas is in place • 90% of our threatened species are managed to enhance their populations. • The stories of 50 historic Icon Sites are told and protected

Section G: Collaboration

This section is your opportunity to demonstrate collaboration with other community, businesses, or iwi groups. This collaboration can be through shared interest spaces, collaborated funding or work in partnership projects. Please provide evidence of the collaboration/ communication.

Provide details of partner organisations or individuals and how they will contribute to the delivery of the project.

This section aims to evaluate the level of interest and collaboration across different groups. It also recognises the collaboration of funding. This section considers the following.

- *Community Strong*
 - *Community group involvement and can demonstrate a partnership of multiple groups of people working together.*
- *Agencies*
 - *Can demonstrate that the opportunity aligns with the goals and outcomes of different agencies.*
- *Iwi/ Runaka*

Have you liaised with Iwi. Who with, and the outcome of this conversation? Contact details and further information on the local Runaka's values can be found at the end of this document.

- *Collaborative funding*
 - *Can demonstrate that funding has been sought and confirmed elsewhere, this demonstrates both a strong connection to different communities- e.g. donations from community or funding from other agencies.*

SECTION H: Methodology and Governance

This section gives you an opportunity to provide a breakdown of the main activities that will be completed during your project. This section should detail the methods, processes and resources which you will require as well as the total estimated budget (cash costs).

You should provide enough information for the assessment panel to understand how the requested funding will be used. The assessment panel will use this information to determine whether the proposed costs are reasonable and realistic for the activities proposed.

<p>Project Plan</p> <p><i>Please use this section to explain your project methods and timeline. Please add work plans as additional attachments if available.</i></p> <p><i>The project plan needs to be provided and include details regarding,</i></p> <ul style="list-style-type: none"> • <i>Scope of activity</i> • <i>Critical Path project timeline with key dates</i> • <i>Quality control</i> • <i>Resource management</i> • <i>Stakeholder input</i> • <i>Communication management</i> • <i>Risk identification and mitigation</i> • <i>Administrative cost</i> • <i>Resource plan for key skills</i> 																																
<p>Monitoring outcomes</p> <p><i>Please provide details of the tangible outcomes of your project you are expecting to achieve.</i></p>	<table border="1"> <tr> <td data-bbox="587 1339 954 1451">Possum control (Ha)</td> <td data-bbox="962 1339 1042 1451"></td> <td data-bbox="1050 1339 1385 1451">Rat and mustelid control (Ha)</td> <td data-bbox="1393 1339 1473 1451"></td> </tr> <tr> <td data-bbox="587 1462 954 1529">Goat control (Ha)</td> <td data-bbox="962 1462 1042 1529"></td> <td data-bbox="1050 1462 1385 1529">Deer control (Ha)</td> <td data-bbox="1393 1462 1473 1529"></td> </tr> <tr> <td data-bbox="587 1541 954 1653">Wallaby control (Ha)</td> <td data-bbox="962 1541 1042 1653"></td> <td data-bbox="1050 1541 1385 1653">Other pest control (Ha)</td> <td data-bbox="1393 1541 1473 1653"></td> </tr> <tr> <td data-bbox="587 1664 954 1765">Current fencing maintained (metres)</td> <td data-bbox="962 1664 1042 1765"></td> <td data-bbox="1050 1664 1385 1765">New fencing (metres)</td> <td data-bbox="1393 1664 1473 1765"></td> </tr> <tr> <td data-bbox="587 1776 954 1877">Weeds controlled - excluding conifer (Ha)</td> <td data-bbox="962 1776 1042 1877"></td> <td data-bbox="1050 1776 1385 1877">Wilding conifers controlled (Ha)</td> <td data-bbox="1393 1776 1473 1877"></td> </tr> <tr> <td data-bbox="587 1888 954 2033">Ecosystem restoration planting (excl riparian (Ha))</td> <td data-bbox="962 1888 1042 2033"></td> <td data-bbox="1050 1888 1385 2033">Riparian ecosystem planting (Ha)</td> <td data-bbox="1393 1888 1473 2033"></td> </tr> <tr> <td data-bbox="587 2045 954 2119">Wetland restoration</td> <td data-bbox="962 2045 1042 2119"></td> <td data-bbox="1050 2045 1385 2119">Freshwater restoration</td> <td data-bbox="1393 2045 1473 2119"></td> </tr> </table>				Possum control (Ha)		Rat and mustelid control (Ha)		Goat control (Ha)		Deer control (Ha)		Wallaby control (Ha)		Other pest control (Ha)		Current fencing maintained (metres)		New fencing (metres)		Weeds controlled - excluding conifer (Ha)		Wilding conifers controlled (Ha)		Ecosystem restoration planting (excl riparian (Ha))		Riparian ecosystem planting (Ha)		Wetland restoration		Freshwater restoration	
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Ecosystem restoration planting (excl riparian (Ha))		Riparian ecosystem planting (Ha)																														
Wetland restoration		Freshwater restoration																														

	(Ha)		(Ha)	
	Area restored by indigenous planting (Ha)		Historic/cultural assets maintained	
	Trees planted (excl riparian)		Riparian trees planted	
	Huts maintained		Tracks maintained (Kms)	
	Other		Other	
<p>Process and resources</p> <p><i>The project should be able to provide a detailed description of the process and resources required to achieve the specified outcome. This includes financial resource (next page) and should outline any in kind resources too.</i></p>				
<p>Experience and capability</p> <p><i>This section should demonstrate the human skills and resources you have available on your team. This could include,</i></p> <ul style="list-style-type: none"> • <i>History of completing similar projects</i> • <i>Demonstrated successful delivery</i> • <i>Training.</i> • <i>Governance/ Leadership</i> • <i>Skills resource fits methodology</i> 				
<p>Are you GST registered?</p> <p><i>Please use GST exclusive costs if you /your group is GST registered and GST inclusive costs if not registered.</i></p>	<input type="checkbox"/> Yes <input type="checkbox"/> No			

SECTION I: Checklist

Use the following checklist to confirm that you have provided all the required information in your application.

- I have completed all sections of this application form as accurately as possible.
- I have checked that my budget is correct and adds up to the amount I am requesting funding for.
- I have added my project to the Predator Free NZ National Map (if applicable) see <https://predatorfreenz.org/tools-resources/national-map/>
- Optional - I have included one additional document in support of my application.

Note: This must be directly related to the activities you are seeking funding for (e.g. a restoration plan, pest management plan, species action plan or biodiversity strategy for your local area).

Please send your application to SSIKaimahiforNature@doc.govt.nz

SECTION J: Declaration

As a duly authorised representative of the organisation as per Section A of this application form:

- I declare that, to the best of my knowledge, the information contained in all sections of this application form or supplied by us in support of our application is complete, true and correct.
- I declare that I have the authority to sign this application form and to provide this information.
- I declare that this application is not being made by a legal entity that is in receivership or liquidation, or by an undischarged bankrupt.
- I understand that any information presented to the Minister of Conservation and DOC is subject to disclosure under the Official Information Act 1982, other legislation, court orders and in response to parliamentary questions.
- I understand that a Health and Safety Plan for the project must be in place before a Deed of Grant will be signed.
- I understand that if the project involves activities on public conservation land, work authorisation will be required in writing from DOC before a Deed of Grant will be signed.
- I understand that if the application is approved, the project cannot commence until a Deed of Grant has been signed by the grantee and countersigned by DOC. Note: We cannot reimburse any costs incurred before a Deed of Grant is signed by both parties.

Name: <i>By typing your name in the space provided you are electronically signing this application form.</i>	
Title/position:	
Date:	

Appendices

Appendix 1- TE RUNAKA O MURIHIKU

TE RŪNAKA O MURIHIKU

Kia Ora,

Ngāi Tahu O Murihiku is made up of three Rūnaka all with interests in Tāhuna. Rūnaka interests in Tāhuna are based on clear engagement, as well as social, cultural and environmental outcomes for for whānau, hapū and Iwi.

Contact for all Rūnaka are as below;

Waihōpai -



Ōraka Aparima -



Awarua -



For assistance with connecting to Rūnaka please feel free to reach out.

Nāku Noa Nā,

Michael Rewi



9(2)(a)

Appendix 2- Facilitating Kā Rūnaka Input into Jobs for Nature Proposals

Facilitating Kā Rūnaka
Input into Jobs for Nature Proposals

Purpose

The purpose of this memo is to provide information to those preparing proposals for Jobs for Nature funding on the importance of discussing their proposal at an early stage with **Kā Rūnaka** based in Otago.

Kā Rūnaka

In the context of this memo the term “**Kā Rūnaka**” means the **Kāi Tahu Papatipu Rūnaka** namely

- Te Rūnanga Waihao,
- Te Rūnanga Moeraki,
- **Kāti Huirapa Rūnaka ki Puketeraki,**
- Te Rūnanga o Ōtākou,
- Hokonui Rūnaka.

While the collective term **Kā Rūnaka** is used it is recognised that individual Papatipu Rūnaka, and associated whānau and rōpū groups, have specific interests in particular areas. In the context of this memo **Kā Rūnaka** share an interest the inland lakes and mountains of Otago including Central Otago, Queenstown Lakes and Wanaka.

It is also important to acknowledge the shared nature of interest with Papatipu Rūnaka located beyond the boundaries of the Otago region in the inland lakes and mountains of Otago. Input and consultation with Runaka to the North and South may also be required. Communication with Southern Rūnaka should not be seen as communication with Otago **rūnaka** and vice versa.

Aukaha

Kā Rūnaka and their encompassed whanau roopu have established Aukaha (1997) Limited, a consultancy based in Dunedin. Aukaha can assist applicants or groups to identify and consult the appropriate **Rūnaka** and if required provide initial advice on **Kā Rūnaka** values, knowledge, and perspectives.

Kā Runaka Consultation Principles and Values

For **Kā Rūnaka** the essential elements of consultation can be defined as:

- Prior and informed discussion, ○
- Relevant and sufficient information provided,
- Sufficient time for discussions,
- Listening to what each other has to say,
- Genuine consideration of advice, including an open mind and willingness to change,
- Silence shall not be taken as support.

For **Kā Rūnaka** and in the context of this mahi values include but are not limited to

- Wai Māori,
- Wāhi Tapu,
- Wahi Tupuna,
- Cultural Landscapes,
- Mahika Kai and Biodiversity.

Input into the development of proposals by either Aukaha or **Kā** Runaka is not consultation under the RMA or any other statutory processes. Applicants will still need to obtain any necessary statutory approvals. Input at this stage is to merely assist applicants to shape their proposals, avoid unnecessary delays and understand and respond to **Kā Rūnaka** concerns.

Contact details



Te Runanga o Waihao,
Address: 26 Maori Road, RD 10, Waimate 7980
Phone: 03 689 4726
Email: waihao.manager@ngaitahu.iwi.nz



Kāti Huirapa Rūnaka ki Puketeraki,
Postal Address: C/o Post Office, Karitane 9064
Phone: (03) 465 7300
Email: admin@puketeraki.nz



Te Runanga o Moeraki,
Ph 03 439 4816
Email: moeraki.runanga@ngaitahu.iwi.nz



Te Rūnanga o Otakou,
Postal Address: Tamatea Rd, RD 2 Ōtākou
Phone: (03) 478 0352
Email: office@tro.org.nz



Hokonui Runaka,
140 Charlton Road
PO Box 114
Gore 9740
Phone: (03) 208 7954
Email: [REDACTED]

9(2)(a)

If you are unsure of which **Rūnaka** to contact Aukaha will be able to provide advice



Aukaha
PO Box 446
Level 1 258 Stuart Street
Dunedin
03 4770071
Info@aukaha.co.nz