

Notice of Meeting:

I hereby give notice that an ordinary meeting of the Grants Subcommittee will be held on:

Date: Wednesday 16 November 2022
Time: 9.30 am
Venue: Council Conference Room, Dunedin Public Art Gallery, The Octagon, Dunedin

Sandy Graham
Chief Executive Officer

Grants Subcommittee
Dunedin Biodiversity Fund
SUPPLEMENTARY AGENDA

MEMBERSHIP

Chairperson
Deputy Chairperson
Members

Cr Marie Laufiso	
Cr Bill Acklin	
Cr Sophie Barker	Teresa Chan
Peter Hayden	Don Hunter
Adam Keane	Cr Cherry Lucas
Cr Mandy Mayhem	Hannah Molloy
Anna Parker	Jonathan Usher
Cr Andrew Whiley	Craig Wilson

Senior Officer Jeanette Wikaira - Manahautū - General Manager Māori, Partnerships and Policy

Governance Support Officer Rebecca Murray

Rebecca Murray
Governance Support Officer

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Note: Reports and recommendations contained in this agenda are not to be considered as Council policy until adopted.

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PART A REPORTS

DUNEDIN BIODIVERSITY FUND APPLICATIONS

Department: City Development

EXECUTIVE SUMMARY

- 1 The September 2022 round of the Dunedin Biodiversity Fund opened on 1 September 2022 with applications closing on 30 September 2022.
- 2 The purpose of this report is to assist the Grants Subcommittee in considering the applications and determining the allocation of funding by providing a summary of the applications.
- 3 Seventeen applications were received. Five of the applications were from first-time applicants. The total funding amount requested by the applicants (\$67,631.57) is more than the funding available for the funding round (\$40,000.00).
- 4 The total recommended allocation is \$40,000.00.
- 5 First-time applicants with projects on protected land, and previous applicants with projects on protected land were prioritised for full funding.

RECOMMENDATIONS

That the Subcommittee:

- a) **Decides** on the allocation of the grants across the applications received to the September 2022 round of the Dunedin Biodiversity Fund.

BACKGROUND

- 6 The Dunedin Biodiversity Fund was established in August 2007. Minor changes to the eligibility and prioritisation criteria, and terms and conditions, were approved by the Planning and Environment Committee at the meeting of 12 February 2019.
- 7 The purpose of the Dunedin Biodiversity Fund is: *To enhance the condition and extent of indigenous biodiversity across Dunedin City by encouraging and supporting landowners and communities who are committed to protecting, enhancing and managing indigenous biodiversity.*
- 8 The Dunedin Biodiversity Fund operates on a 'pay first - claim after' basis and successful applicants have a standard term of 24 months to complete projects and claim the approved grant.

Funding Guidance

- 9 Funding is to be allocated on a 50:50 cost sharing arrangement, with the Council funding up to half of the project cost and the applicant contributing to the costs. The maximum total grant that can be allocated under the fund is \$5,000, and the minimum grant is \$500. Projects must be aimed at:
- a) Maintaining or improving the state of indigenous biodiversity e.g. fencing, plant and animal pest control projects, and/or
 - b) Increasing the extent of indigenous biodiversity e.g. revegetation projects.
- 10 The objective of the Dunedin Biodiversity Fund is to support 'on the ground' activities directly benefitting indigenous biodiversity. The DCC contributions are for funding tangible goods e.g. plants, traps, herbicide etc. The applicant's contribution can include labour and vehicle expenses. Further guidance on eligible project types is provided in Attachment B. Further guidance on eligible grant costs is provided in Attachment C.

Eligibility Criteria

- 11 Eligibility criteria are defined as the minimum requirements a project application must meet to be funded. Eligibility criteria settings are placed so that if the Fund is undersubscribed, all eligible applications can be approved. Projects that are not eligible, or cannot be made eligible through grant conditions, should not be funded. Eligibility criteria are listed in Attachment B.

Prioritisation Criteria

- 12 Prioritisation criteria are defined as the criteria by which projects are ranked for funding. Prioritisation criteria are only necessary if the Fund is over-subscribed and the settings are placed so that the projects that contribute the most to biodiversity outcomes consistently rank the highest. Prioritisation criteria are listed in Attachment B.

Conditions of Grants

- 13 All successful applications will be subject to standard terms and conditions, which will form part of an agreement between the applicant and Council. It is noted that the Subcommittee may impose additional conditions, where considered appropriate. Fund terms and conditions are listed in Attachment C.

DISCUSSION

- 14 Attachment A summary of each of the applications. The full applications and assessments were provided to the Grant Subcommittee separately.
- 15 Three applications were submitted by Halo on behalf of individual landowners for different biodiversity projects on separate properties. The Biodiversity Fund criteria do not state that multiple applications cannot be granted to the same applicant in a single funding round.

NEXT STEPS

- 16 Staff will communicate the Grants Subcommittee's decisions to all applicants and provide payment when the Terms and Conditions of the Dunedin Biodiversity Grant Funding have been met.
- 17 The next funding round will be advertised in March 2023.

Signatories

Author:	Zoe Lunniss - Biodiversity Advisor
Authoriser:	Mark Mawdsley – Team Leader Advisory Services Simon Drew - General Manager Infrastructure and Development

Attachments

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SUMMARY OF CONSIDERATIONS

Fit with purpose of Local Government

This report relates to providing a public service and it is considered good-quality and cost-effective.

Fit with strategic framework

	Contributes	Detracts	Not applicable
Social Wellbeing Strategy	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Economic Development Strategy	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Environment Strategy	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Arts and Culture Strategy	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
3 Waters Strategy	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Spatial Plan	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Integrated Transport Strategy	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Parks and Recreation Strategy	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Other strategic projects/policies/plans	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>

The Dunedin Biodiversity Fund directly supports the objectives and outcomes of Te Ao Tūroa – Dunedin’s Environment Strategy and the Spatial Plan. It also contributes to the Parks and Recreation Strategy.

Māori Impact Statement

The fund provides an application process to contribute to enhance indigenous biodiversity.

Sustainability

The projects considered in this report will contribute positively to the long-term sustainability of the natural environment of Dunedin.

LTP/Annual Plan / Financial Strategy /Infrastructure Strategy

There are no implications. The recommended allocation is within budget.

Financial considerations

A total of \$40,000.00 is recommended to be granted to applicants.

Significance

This decision is considered to be of low significance in terms of the Council’s Significance and Engagement Policy.

Engagement – external

There has been no external engagement on the project applications.

Engagement - internal

There has been no internal engagement on the project applications.

Risks: Legal / Health and Safety etc.

There are no known risks.

Conflict of Interest

There are no identified conflicts of interest.

SUMMARY OF CONSIDERATIONS

Community Boards

A number of the grants relate to Community Board areas – i.e. Otago Peninsula, Mosgiel-Taieri, Saddle Hill, West Harbour and Waikouaiti Coast.

Dunedin Biodiversity Fund September 2022					
Application ID	Name of organisation or landowner	Name of project	Purpose of funding	Total costs	Amount requested
BIO-2022-23	Fergus, J.	Potato Point Extension	Contribution toward contractor costs for planting site prep, planting and follow up maintenance.	\$ 22,500.00	\$ 5,000.00
BIO-2022-24	Ritchie, T.	Otāne Restoration Project	Contribution toward plants and planting materials	\$ 9,838.20	\$ 4,912.36
BIO-2022-25	Pukekura Trust	Revegetation and Protection of Plantings at Takiharuru/Pilots Beach Reserve	Contribution toward wire netting materials for protecting plantings from rabbit browse.	\$ 8,893.00	\$ 4,111.00
BIO-2022-26	Wing, L.	67 Coast Road - Pine Forest Replacement	Contribution toward plants and installation of a gate to access fenced area for revegetation	\$ 9,986.77	\$ 4,990.00
BIO-2022-27	Kyle, E.	Bottom Spring Revegetation	Contribution toward plant purchase and herbicide for gorse removal (Cut n Paste)	\$ 6,848.43	\$ 3,360.21
BIO-2022-28	Yellow Eyed Penguin Trust	Equipment for Penguins	Purchase of 10 large cage traps for cats for protection of nesting Hoiho.	\$ 12,401.92	\$ 700.00
BIO-2022-29	Fiala, J. F.	Native Trees & Shrubs Plantings	Contribution toward plants	\$ 2,299.90	\$ 1,108.00
BIO-2022-30	Halo Project	Craigs Creek Restoration	Contribution toward fencing costs around forest remnant and stream and the purchase of plants	\$ 34,745.00	\$ 5,000.00
BIO-2022-31	Ludwig, K.	Protection and Restoration of Riparian Strip next to Bethunes Gully	Contribution toward fencing costs	\$ 19,233.00	\$ 5,000.00
BIO-2022-32	Smith, Z.	Trees & Bees	Purchase of plants and beehive	?	\$ 5,000.00
BIO-2022-33	Scott, S.	Protection and Ehnacement of Kilmog Creek	Contribution toward contractor costs (fencing), plant purchase, plant guards and fertiliser	\$ 13,817.69	\$ 5,000.00
BIO-2022-34	Milliken, A.	Project Honeystone	Contribution toward contractor costs (fencing), plants and plant guards	\$ 12,068.85	\$ 5,000.00
BIO-2022-35	Orokonui Ecosanctuary	Tieke (Saddleback) translocation	Contribution toward translocation costs for birds including contribution toward specialised contractor, vet supplied and food.	\$ 49,740.00	\$ 5,000.00
BIO-2022-36	Halo Project	Butters Creek & Stockyard Creek	Contribution toward plant guards, mats, canes and fertiliser for 3200 plants	\$ 52,691.68	\$ 5,000.00
BIO-2022-37	Halo Project	Waikoauiti River Estuary Bank	Contribution toward plant guards, mats, canes and fertiliser for 2150 plants	\$ 26,854.00	\$ 5,000.00
BIO-2022-38	Heimann, A.	Remnant Old Growth Coastal Forest Protection	Contribution toward contractor costs for weed control	\$ 3,800.00	\$ 950.00
BIO-2022-39	Dunedin City Baptist Church	Prayer Walk Planting	Contribution toward infill planting and walking track beautification (stones)	?	\$ 2,500.00
			Total Cost of All Applicants Projects	\$ 285,718.44	
			Total Requested		\$ 67,631.57
			Total Available for Distribution		\$ 40,000.00



Dunedin City Council: Biodiversity Fund Eligibility and Prioritisation Criteria

Eligibility criteria

Eligibility criteria are the minimum requirements a project application has to meet to be funded.

To be eligible for funding projects must meet the following criteria:

- Be located within the Dunedin City boundaries.
- Be associated with a specific site/s. Projects that refer to the whole of Dunedin or generalised areas within it will not be eligible.
- Have direct benefit to indigenous biodiversity.
- Have completed application forms that demonstrate a thorough level of planning. For ongoing projects, a long-term management plan must be provided that details the stages of the project, the long-term outcome, and where the current application activity fits into the plan.
- Demonstrate long-term viability of the project outcomes e.g. stock exclusion from planted areas, ongoing planned commitment to animal pest control, ongoing weed control maintenance of planted areas, etc.
- Contribute to meeting the strategic goals of the DCC Biodiversity Strategy, Goal 2 objectives Te Ao Tūroa – Dunedin's Environment Strategy, and 2GP Strategic Objective 2.2.3.
- Have no unclaimed granted funds relating to either the site or the applicant.
- Revegetation projects must be stocked with eco-sourced native plants and be of an appropriate ecosystem type for the site.
- Project activities are not contrary to any regulations (e.g. Otago Regional Council Flood Protection Management Bylaw 2012) and have acquired any necessary consents/permissions.

The Biodiversity Fund does not provide grants for the following:

- Planting of exotic vegetation or non-local native species including nursery hybrids.
- Amenity or landscape plantings i.e. beautification projects.
- Projects that have been created to comply with Resource Consent conditions.
- Non-farming business entities and corporate farming entities (e.g. farms that are not landowner/leaseholder occupied).

- Research projects, education or project planning.
- Visitor or volunteer infrastructure.
- Government Departments and Local Authorities are not eligible for funding.

Prioritisation criteria

Prioritisation criteria are the criteria by which projects are ranked for funding, in the event that the fund is oversubscribed.

The Prioritisation criteria include:

Present or potential biodiversity values:

- Meet, or are likely to meet, the criteria for an Area of Significant Biodiversity Value (ASBV) in the DCC second generation (2GP) District Plan.
- Projects that provide buffers, linkages and/or corridors to or for indigenous biodiversity.
- Align with the 2007 Statement of national priorities for protecting rare and threatened species on private land:
 - i. To protect indigenous vegetation associated with land environments (defined by Land Environments of New Zealand at Level IV), that have 20% or less remaining in indigenous cover.
 - ii. To protect indigenous vegetation associated with sand dunes and wetlands; ecosystem types that have become uncommon due to human activity.
 - iii. To protect indigenous vegetation associated with 'originally rare' terrestrial ecosystem types not already covered by priorities 1 and 2.
 - iv. To protect habitats of acutely and chronically threatened indigenous species.

Protection and effectiveness:

- Have a protective covenant registered on the title of the land.
- Scheduled as an Area of Significant Biodiversity Value (ASBV) or Urban Biodiversity Management Area (UBMA) in the DCC second generation (2GP) District Plan.
- Align with current best practice for the activities involved.

Other:

- Projects located on private land that are landowner managed will have higher priority than community-led projects on public land.
- Eligible applicants and/or sites that have received grants in the previous funding round will have lower priority than other applications.
- Animal pest control projects from outside the Predator Free Dunedin catchment area will have higher priority than animal pest control projects within the Predator Free Dunedin catchment area.



Dunedin City Council: Terms for Biodiversity Grant Funding

General

1. The granting of previous funding for an activity or recipient is not a guarantee of any future funding and all applications will be assessed using the criteria outlined in the DCC Grants Policy, the relevant grant applied for, and these Terms for Grants Funding as set out below.
2. The DCC is under no obligation to provide any funding to the recipient other than the grants funding outlined in the successful funding application. Any decision regarding the provision of further funding will be at the DCC's sole discretion and subject to a separate agreement.
3. The amount of funding granted by the DCC to the recipient will be specified as exclusive of GST. Any GST and income tax obligations are the responsibility of the recipient.

Application

4. All applications for grants will be assessed against the grant's eligibility criteria and the Dunedin City Council (DCC) Strategic Framework and funding priorities.
5. All figures provided in an application for grants funding must be exclusive of GST.
6. All decisions on grant applications are final and no correspondence will be entered into.
7. The DCC accepts grants applications at different times throughout the year. It is the responsibility of the applicant to ensure they are aware of opening and closing dates and times (which may be subject to change).
8. Late applications will only be accepted in exceptional circumstances and at the sole discretion of the DCC.

Assessment

9. The DCC reserves the right to carry out relevant background checks of an applicant to validate any aspect of the application, including:
 - legal status of the applicant
 - previous funding allocation and project or activity delivery
 - eligibility against grants criteria including community standing
 - the financial viability of the organisation/ entity.
10. The DCC may contact an applicant to verify information provided in an application or seek additional information. The applicant agrees to assist the DCC with any requests within the timeframe provided. A failure to do so may result in the DCC rejecting the application.

Decision and Grant

A failure by the recipient to follow any of the terms set out below or in the Standard Community Grants Terms may result in the recipient being unable to claim grant monies from the DCC. Additional conditions specific to individual grants may be imposed at the discretion of the DCC.

11. The recipient must notify the Biodiversity Fund Administrator of the acceptance of the grant by signing the grant conditions document and returning it.
12. The recipient must first pay all costs associated with the project. The grant will only be paid for approved costs as outlined in the application on the basis of original invoices matched to original receipts or other proof of payment, accompanied by a satisfactory project completion report. Project completion reports must provide the information prescribed by DCC in the project completion report template.
13. To allow reasonable assessment of the 50:50 (or other) cost-sharing, claimants must provide evidence of all project costs not just those claimed as council's contribution via the grant. Copies of original invoices and/or receipts for all purchases, and logs of labour and vehicle use are to be provided for the total project costs, with the applicant's contributions and grant claim costs clearly identified separately.
14. Grants must be claimed within 24 months of approval unless otherwise specified in individual grant conditions. The Grants Subcommittee will not consider extensions or staged payments of grant monies. Applicants with grant monies outstanding after 18 months will be sent a reminder letter and/or email and/or phone call reminder. Any grant monies unclaimed after 24 months will expire and be reallocated by the Grants Subcommittee.
15. The individual or group applying to the fund must be the same individual or group who will run the project.
16. Any grant approval is for work on the site on which the project is located and grant monies are not transferable between sites, applicants or applications (including those by the same applicant for the same ongoing project if applicable).
17. The applicant must notify the Fund Administrator upon completion of the project for which the grant applies. At this time a project completion report must be prepared by the applicant and forwarded to the Fund Administrator. The Fund Administrator will present the final report to the Grants Subcommittee.
18. Grants are made subject to the Grants Subcommittee being satisfied that the information given is true and correct and that there has been no omission of any relevant fact or any misrepresentation given. The Grants Subcommittee retains the right to refuse payments to approved applicants in cases where it determines that it has been misled by the applicant or if the applicant has been placed in receivership, voluntary liquidation or declared bankrupt.
19. The Dunedin City Council has the right to visit any project for inspection prior to release of grant monies, or for promotional purposes where grant assistance has been given. In all cases the applicant will be notified in advance of a proposed visit to arrange a suitable time for access.
20. The Dunedin City Council reserves the right to refuse grant payments if in the opinion of the Grants Subcommittee the grantee wilfully or through neglect causes the project to fail.
21. All correspondence is to be via email or post to the Biodiversity Fund Administrator; Dunedin City Council, PO Box 5045, Dunedin 9058; biodiversity@dcc.govt.nz. All correspondence relating to an approved grant must quote the project grant number e.g. BIO-20XX-XX.

22. All grants funding must be spent for the purpose for which the application was granted and in accordance with the DCC Grants Policy, as well as the specific terms of that grant.
23. Recipients will ensure that grant funding is used in the most cost-effective manner so as to derive the maximum benefit from the funded activity or project (as identified in the successful application).
24. The recipient agrees to notify the DCC immediately if for any reason it is not possible to complete the funded activity or project.
25. The DCC reserves the right to undertake, engage or give authority to a third party to undertake a review or audit of a recipient's spending of grant funding and the delivery of the activity or project that relates to the funding. The recipient agrees to cooperate with any such review and provide access to persons, places and information as requested.
26. Recipients shall comply with all relevant legislation in the delivery of funded activities, including the Health and Safety at Work Act 2015.
27. The DCC may request recipients provide information to show that all relevant legislation has been followed including appropriate health and safety management plans.

Privacy

28. DCC collects all personal information in accordance with its Privacy Policy available on its website www.dunedin.govt.nz – please note that you may have additional rights under the EU General Data Protection Regulation if you are in the European Union.
29. Details of grant applications, awards and outcomes will be stored by the DCC for grants administration and accountability purposes.
30. The DCC may at its discretion disclose details of grants recipients, including in DCC financial reporting and marketing / communications activities.
31. If requested, recipients must publicly acknowledge the funding provided by the DCC in any financial statements or reports and where possible, in any publicity material.

Changes to Terms and Conditions

Changes to these Terms for Grants Funding may be made by the DCC and notified to applicants either by email or by updating the DCC website.

Dunedin City Council: Guidance on Grant Costs for the Dunedin Biodiversity Fund

- A. Maximum total grant allocated is \$5,000 (ex. GST).
- B. Minimum grant amount \$500 (ex. GST).
- C. Maximum grant rate for all projects is 50:50 cost sharing between council and applicant.
- D. The purpose of the Biodiversity Fund is to support 'on the ground' activities directly benefitting indigenous biodiversity. The DCC contributions are for funding tangible goods e.g. plants, traps, herbicide etc. The following costs are not eligible:
 1. Project costs incurred prior to the lodging of the application,
 2. Any costs involved in preparing the application,

3. GST,
 4. Debt servicing,
 5. Purchase of equipment unless it can be demonstrated that it is essential to the project, is of reasonable cost, and either cannot be leased/hired/rented or such arrangements are more expensive than purchase,
 6. Administration costs.
- E. The fund is not a subsidised employment programme and labour contributions are eligible as a project cost as part of the applicant's contribution only at a rate of \$20.55 per hour (the 2018 living wage). Labour costs are to be fair and reasonable, and a log of dates, hours, personnel and tasks are to be provided in project completion reports.
- F. Vehicle expenses are eligible as part of the applicant's contribution at a rate of \$0.76 per km. Vehicle costs are to be fair and reasonable, and a trip log including dates, km, personnel and destination/s are to be provided in project completion reports.
- G. Minimum size for revegetation planting projects is 0.1ha (1000m²). E.g. a 50m x 20m area.
- H. Contractor costs (e.g. for weed control) can be funded as a 50:50 cost-sharing expense.
- I. Work carried out by the applicant towards the project cannot be claimed as an expense against the council's contribution i.e. is considered labour. This includes examples such as growing plants or making home-made planting stakes which should be included as labour in the applicant's contribution.