

**Environmental Mitigation and Enhancement
Fund
Policy Manual**

August 2019

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Mihi

A te korowai o te kaihanga, a te korowai o te rangimārie, kua hora mai, i runga i a tātou. E ngā waka o ngā tai, e ngā kārangaranga maha, e ngā iwi o te moana, e ngā tangata whenua, waiho i te kōtahi, kua i te kōtahi, tēnā koutou, tēnā koutou, tēnā koutou katoa.

The cloak of the Creator, the cloak of peace, that has been spread upon us. The canoes of the shores, to the many affiliations, to the people throughout the moana, to the people of the land, let us join together and not fall apart, greetings, greetings, greetings to you all.

Tauparapara / Whakataukī

Hei oranga whenua
Hei oranga moana
Hei oranga tangata

Healthy land
Healthy waters
Healthy people.

Ko au te pātiki
Ko te pātiki ko au

I am the flounder and the
flounder is me.

Puritia ngā taonga tuku iho
a ngā tupuna
hei tiki huia mā ngā uri whakatupu

Keep the treasures handed down
by the ancestors
as an adornment for the descendants
yet to come.

Fund Aims & Purpose

In accordance with condition 19 of Resource Consent 62878, the permit holder (Tauranga City Council) have established a fund titled the Environmental Mitigation and Enhancement Fund.

The purpose of Tauranga City Council's Wastewater Management Review Committee's Environmental Mitigation and Enhancement Fund (EMEF) is to fund and facilitate measures and initiatives particularly in Te Tahuna o Rangataua (Upper Tauranga Harbour) to:

- Avoid, remedy or mitigate the actual or potential effects of the Wastewater Scheme (in its broadest sense); or
- To acknowledge and provide mitigation by way of environmental compensation for ongoing adverse environmental effects (including by way of offence to tangata whenua cultural and spiritual values) associated with the Wastewater Scheme.
- To enhance the environment, which has been adversely affected by the Wastewater Scheme.

Aligned with the purposes of the fund, there are two streams of application:

- **Project / Initiative Stream** – to avoid, remedy or mitigate actual / potential effects of the wastewater scheme, or enhance the environment affected by the scheme.

The criteria and application process to obtain funding for potential projects or initiatives is outlined in this Policy Manual.

- **Environmental Compensation Stream** – to acknowledge and provide mitigation by way of compensation for ongoing adverse environmental effects. It is envisaged that Mana Whenua groupings that have been significantly impacted by the Wastewater Scheme will **engage and negotiate directly with the Wastewater Management Review Committee** in terms of potential compensation rather than follow the criteria of the project / initiative stream.

The process can be initiated by providing written notice directly to the Chief Executive and the Chair of the Wastewater Management Review Committee.

Project / Initiative Eligibility Criteria

The following table provides the full set of eligibility criteria a project / initiative **MUST** meet before an application may be considered for funding. Meeting these eligibility criteria does not guarantee that your project will be funded. All applications and decisions are made within the public domain.

1.	<p>The project must contribute to one or more of the following:</p> <ul style="list-style-type: none"> • Enhance the environment, which has been adversely affected by the Wastewater Scheme • Avoid potential effects of the Wastewater Scheme • Remedy actual effects of the Wastewater Scheme • Mitigate actual or potential effects of the Wastewater Scheme
2.	<p>The project must do one or more of the following (with regard to the environment detrimentally effected by the Wastewater Scheme):</p> <ul style="list-style-type: none"> • achieve demonstrable benefits in the area, such as: <ul style="list-style-type: none"> ○ improved fresh, ground, estuarine or marine water quality ○ increased biodiversity ○ habitat protection ○ soil conservation • increase the capability of mana whenua to practice their role as kaitiaki • increase the capacity of mana whenua to practice their role as kaitiaki • increase the application of mātauranga Maori • include an applied research component that contributes to improved understanding of impacts, interventions and their outcomes
3.	<p>The project must be led by mana whenua OR demonstrate an active partnership with mana whenua.</p>
4.	<p>The minimum request for funding is \$10,000 (excluding GST) per annum.</p>
5.	<p>The fund will cover a maximum of 50% of the total project cost.</p>
6.	<p>The project will be funded for a maximum period of up to five years after which the project objectives will have been achieved or the project will be self funding.</p>

7.	The project must achieve benefits that would not otherwise be realised without the fund or are not more appropriately funded through other sources.
8.	The effectiveness of the project and its outcomes will be monitored, evaluated and reported. If the project is to be funded for more than one year, the project shall include an annual review and report.
9.	An appropriate project governance structure (which includes mana whenua representation) is in place (or one will be established as part of the project).
10.	The applicant organisation must have a legal entity.

The fund will not provide financial support for:

- Activities outside the receiving environment of Tauranga City Council's wastewater scheme.
 - Projects more appropriately funded through other funding sources.
 - Resource consent applications and mitigation requirements.
 - Projects resulting in commercial profit.
 - Applications which are incomplete or do not provide enough information.
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Project / Initiative Assessment Panel

Conflicts of interest can be managed by the establishment of an independent panel (“the Panel”) to assess applications against the criteria and make recommendations back to the Wastewater Management Review Committee for approval. The Panel will be appointed by the Wastewater Management Review Committee on an annual basis and will comprise three to five independent representatives with specific expertise in the following areas:

- a) Te Ao Māori: being a strong understanding of Kaupapa Māori concepts of environmental management in relation to the mana whenua of Tauranga Moana;
- b) Effects and Impacts of Wastewater Schemes
- c) Project management and Governance Skills
- d) Marine and Freshwater scientific knowledge.
- e) Effects on cultural values of wastewater schemes.
- f) Environmental Management: being a strong understanding of best practice approaches of environmental remediation and enhancement;

The panel can co-op or seek advice to assess specific projects as required.

Project / Initiative Assessment Criteria

The panel will assess the applications against the eligibility criteria and the assessment criteria. After applications have met the eligibility criteria and when determining the relative strength and recommended funding level for applications that have met the eligibility criteria the panel must have regard to these assessment criteria.

1.	The extent to which the project addresses the detrimental effects of the Wastewater scheme
2.	The extent to which public benefit is increased
3.	The project demonstrates a high likelihood of success based on sound technical information or examples achieved through comparable projects undertaken elsewhere
4.	The extent to which the project will leverage other funding
5.	The extent to which the project will involve relevant partner organisations to help ensure it's success
6.	The extent to which project will engage personnel with the required skills and experience to successfully deliver the project
7.	The extent to which the project provides for educational opportunities, capabilities and development.

The panel assess the applications against the criteria (eligibility and assessment) and makes funding recommendations to the Wastewater Management Committee which makes the final funding decision. In determining whether to allocate or distribute funds, the committee need to retain an appropriate amount of reserve funding for future allocation.

APPENDIX A: PROCESS GUIDE

Application process

Applicants will need complete and submit their application form no later than 31 March.

The completion of the application form is necessary for the evaluation of each project to be carried out. The application will be assessed against the criteria and on its merits based on information provided in the application. Failure to provide all information may result in the application being declined.

Applicants and their organisation may be asked to present to the Panel and/or the Wastewater Management Review Committee as part of the process.

Applications will open on 1 January and close on 31 March each year. The Panel consider applications against the criteria and present recommendations to the Wastewater Management Review Committee in May of that same year for consideration. All applicants will be advised of the outcome of their application in writing, as soon practicable after decisions have been made.

Payment methods

There are two preferred methods for releasing Environmental Mitigation and Enhancement Fund. These are payment in arrears as reimbursement, and payment in advance on receipt of a tax invoice. The preferred methods are outlined below.

The method and timing of payment(s) shall be at the discretion of the Wastewater Management Review Committee. Payment of allocated funding from the Environmental Mitigation and Enhancement Fund shall be directly to the bank account of the recipient organisation. The recipient group must provide documentation to confirm the existence of this account (for example a deposit slip) to the satisfaction of Tauranga City Council. Payment shall, at the discretion of the Council, be either:

- (a) In arrears in full or in part (taking into account the payment schedule the recipient is required to provide under their contract) as reimbursement for monies that have been spent on approved work. Tauranga City Council, after appropriate enquiry, will release allocated funding directly to the recipient organisation's bank account on receipt of verified invoices for goods and services purchased and other appropriate documentation (for example vehicle usage records); or
- (b) In advance in full or in part (taking into account the payment schedule the recipient is required to provide under their contract). Generally Tauranga City Council will release allocated funding directly to the recipient organisation's bank account upon receipt of an invoice or tax invoice. The recipient is required to verify the expenditure by providing documentation to the satisfaction of the Wastewater Management Review Committee on how the allocation has been spent. This shall be either prior to receiving any further payment, or, in the next six monthly progress report. If the payment is the only or final payment of allocated funds the documentation shall be provided in the summary report. The Wastewater Management Review Committee will make appropriate enquiries on the recipient organisation's expenditure.

In the majority of cases the recipients will be provided with the choice, from the above two methods, of how they wish to receive their funding allocation. However, in some cases Tauranga City Council will stipulate in the contract that payment shall be in arrears only. This will occur in situations where it is considered appropriate based on an organisation's track record. In exceptional circumstances Tauranga City Council may come to an arrangement with a recipient organisation whereby The Council will authorise a supplier to invoice Tauranga City Council directly for a specific capital item that is required for the project.

It is expected that if a recipient group does not have a bank account then one will be opened. Tauranga City Council will not release funding by cash or cheque directly to recipients. In some cases where a bank account is not available it may be appropriate for the recipient to receive their funding through an umbrella organisation's bank account. Appropriate documentation would then be required to confirm this arrangement with all parties.

Funding allocations are GST exclusive to GST registered groups and GST inclusive to non registered groups. The GST component will be paid to GST registered groups but is not a cost to the fund.

Recipient groups are required to provide full details on their bank account, whether or not they are GST registered (and if so their GST number) and the name and contact details for a financial contact person.

Administration database

In the inaugural funding year project applications and relevant documentation may be managed manually using Office word documents and Excel spreadsheets. In future years an in-house database may be developed. The main function of the database will be to keep information consistent, easily accessible and manageable through all stages of the application and assessment process and project implementation.

The Fund database may contain the following information:

- Mailing list of application inquiries
 - Applicant and project details
 - Project evaluation against screening criteria and related comments
 - Project scoring against assessment criteria and related comments
 - Assessment progress tables
 - WWMRC decisions and related comments
 - Contract details (to generate project contracts)
 - Client contact/communication
 - Progress/project completion report summaries
 - Recipient invoices
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