

Wilding Pines Community Partnership Projects – Guidance for Expressions of Interest

The National Wilding Conifer Control Programme is seeking expressions of interest from community groups and trusts seeking funding for wilding pine control activities to protect areas of value. The aim of this fund is to support community involvement in wilding pine control and to improve public awareness of the wilding pine problem.

This funding has been made available through the government's [Jobs for Nature](#) programme, which aims to provide jobs and economic support for people and communities in New Zealand while ensuring environmental benefits.

We recommend that you contact your relevant regional council to determine how it fits with regional priorities before submitting your application. See contact details in Appendix 1.

A panel will assess all submitted expressions of interest. Successful applicants will then be asked for further information including a detailed Operational Plan and Health & Safety documentation.

1. Eligibility

To be eligible for this fund you must be a community group or trust in New Zealand that wants to carry out wilding pine control in an area that is not being actively managed by a national control programme. As this funding will be released through a contractual relationship rather than a grant, if your community group is not a legal entity you must have a relationship with another organisation, such as your regional council, that is a legal entity and is willing to manage the funding for your project.

The National Programme prefers that regional councils act as fund managers for all projects to ensure regional oversight of all work carried out by the Programme in each region, including Community Partnership Projects. As such, it is anticipated that there will be a contractual relationship between each successful project and their local regional council. This will be discussed between the key parties (the applicant, relevant regional council and National Programme) once the expressions of interest have been assessed.

This funding is not open to applications from government agencies, councils, or private landowners. However, these parties can support community groups and trusts in the development of their applications and/or can act as fund manager for the project.

Funding available per application

We anticipate funding \$50,000-\$250,000 per successful application, but we may consider applications with budgets outside this range. The funding must be spent within 2 years (by end of June 2023) and may be released in tranches on the completion of agreed milestones.

What we will fund

- Control of pest plants categorised as wilding conifers (see species list in Appendix 2)
- Activities that prevent wilding pine reinvasion at previously controlled sites
- Project management required to achieve the control and/or restoration
- Any additional liability insurance the entity needs to secure related to the work funded
- Existing control projects
- New control projects

What we won't fund

- Activities that have already secured programme funding for the period the application covers
- Activities that should have already been completed using previous funding, although new activities within existing projects will be considered.
- Activities within active Management Units (refer to maps in Appendix 3 and 4). Management Units in Northland and Waikato are currently being established – if your project falls within these regions please contact your regional council to check the boundaries. If you cannot determine from the maps whether your project falls within an active Management Unit, please contact us.
- Activities for landowners to meet obligations under Regional Pest Management Plans

2. How to complete the form

You can complete your expression of interest in Word or print it off, write your answers in and scan it back in then email through to wilding.pines@mpi.govt.nz . Please provide as much detail as you can.

3. Health and Safety requirements

Because we are funding the work that you will undertake as part of your project, we will share overlapping health & safety responsibilities with you and must document them in a Health & Safety Risk Management Plan (HSRMP). The purpose of the HSRMP is to agree and document the Health & Safety roles, responsibilities, expectations, and processes that we will put in place to ensure that we monitor the effectiveness of that plan and update it when required. This enables us to ensure the safety of the people engaged to complete work required for your project and to comply with our shared obligations under the Health & Safety at Work Act 2015 and applicable workplace regulations. The funding agreement we will use to fund successful projects will include Health and Safety terms that you will need to agree to if your application is successful. We strongly recommend that you seek legal advice on the requirements listed below, the high risk H&S terms in Appendix 5, and your obligations as a Person Conducting a Business or Undertaking (PCBU) under the Health & Safety at Work Act 2015.

Requirements for successful applicants

If your application is successful, you will be required to:

- Work with MPI to agree and document a Health and Safety Risk Management Plan (HSRMP) prior to the commencement of any Funded Activity.
- Ensure that all subcontractors that are engaged to complete a Funded Activity have a Site-Specific Safety Plan (SSSP) in place prior to the commencement of that Activity, which:
 - meets the relevant requirements of the HSRMP agreed with MPI;
 - identifies and manages specific health and safety risks and hazards for the work being (or to be) carried out; and
 - captures the health and safety risks and hazards arising under and in relation to the work being (or to be) carried out under and in relation to this Agreement.
- Use WCIS to report all H&S near misses and incidents and investigate these via the process documented within the HSRMP agreed with MPI
- Complete the audit activities agreed within the HSRMP with MPI and implement all identified corrective actions as agreed with MPI
- Apply the Approved Code of Practice for Safety and Health in Forestry Operations as the minimum standard.

Help and Support

Ensuring the Health and Safety of all people engaged by the Programme is vital to our ongoing success. We have already developed a range of tools to support your H&S requirements. These include:

- Easy to follow templates including a Health & Safety Risk Management Plan
- Ongoing support via phone or email.

4. Reporting requirements

When the Programme was formed in 2015, it worked with its partners at LINZ to develop the Wilding Conifer Information System (WCIS). The rationale for developing this system was to maintain a consistent set of data across all regions. The Programme is heavily reliant on the timely and accurate entry of data into the Wilding Conifer Information System.

Requirements for successful applicants

If your project is funded, you will need to use the Wilding Conifer Information System to provide five key pieces of information:

1. H&S Incidents and investigations
 - a. Use WCIS to notify us of all H&S near miss or incidents within the timeframes agreed in our joint Health & Safety Management Plan
2. Infestation data

- a. Create a polygon within WCIS of the infested area and detail the species of pest tree/s, the density of each stand and the amount of land is covered by the infestation
3. Control data
 - a. Create a polygon within WCIS for each area where you have completed control work using Programme funds and include the total cost of the work, the herbicide used (where applicable) and the total number of hours worked
4. Financial data
 - a. Record the funding received from the Programme, other contributors (for example your local council or private residents) and 'In Kind' contributions. This allows is to record the total funding allocated to a project, rather than solely the funds allocated by the Programme
5. Employment data
 - a. Each month we will ask you to record the total number of people employed to complete work funded by the Programme. This is a requirement for all projects funded via the Jobs For Nature initiative.

Help and Support

The data we collect is vital to the ongoing success of the Programme and we are committed to doing everything we can to help you load it accurately. We will provide training to everyone required to enter data in WCIS and be available to answer queries or questions after the training and support you as you enter data into the system. You can view the [WCIS User Guide July 2020](#) to get an idea of the capabilities you will need to enter the data.

5. Procurement requirements

You may have a preferred supplier to complete the control work. However, you will need to ensure that the process you use to select the provider for this work is fair, transparent, and defensible.

6. Funding your project

If your application is successful, we will fund your project through a funding agreement held between the Ministry for Primary Industries and the fund manager for the project. The fund manager could be your regional council, your trust, or a supporting legal entity.

7. How we will assess your application

Once applications close, your application will be assessed by a panel including:

- The New Zealand Wilding Conifer Control Programme Team Manager
- A DOC Representative
- A Council representative from your region
- The New Zealand Wilding Conifer Group Coordinator

The panel will assess your application against criteria including:

- Strategic alignment with the National Wilding Conifer Control Programme's priorities

- The level of community and iwi support for your project
- How much wilding pine spread will be prevented
- The likelihood of reinvasion
- The ecosystem, biodiversity, cultural and social values that will be protected
- How many jobs will be created
- The applicant's level of experience and previous success
- How dependent the project is on this funding
- The involvement of regional councils and other parties
- Alignment or duplication with DOC funded work
- Alignment with regional priorities
- Community credentials of the group

We will get back to you to let you know if your expression of interest was successful. We hope to contact all applicants by 30 June 2021.

Submitting your Expression of Interest

Please email your completed application form to wilding.pines@mpi.govt.nz with the email Subject "Community Partnership Application" and your trusts/organisation's name.

Applications close 14 June 5pm.

Need help?

Contact wilding.pines@mpi.govt.nz if you have any questions relating to this application.



Appendix 1: Contact details for Regional and Unitary Councils

Council	Contact name	Contact details
Auckland Council	Imogen Bassett	Imogen.Bassett@aucklandcouncil.govt.nz
Bay of Plenty Regional Council	Sam Stephens	sam.stephens@boprc.govt.nz
	Shane Grayling	Shane.Grayling@boprc.govt.nz
Chatham Islands Council	Steven Palmer	Steven.Palmer@ecan.govt.nz
Environment Canterbury	Steven Palmer	Steven.Palmer@ecan.govt.nz
Environment Southland	Jolie Hazley	Jolie.Hazley@es.govt.nz
Gisborne District Council	Phillip Karaitiana	Phillip.Karaitiana@gdc.govt.nz
Hawke's Bay Regional Council	Darin Underhill	Darin@hbrc.govt.nz
Horizons Regional Council	Craig Davey	Craig.Davey@horizons.govt.nz
Marlborough Regional Council	Jono Underwood	jono.underwood@marlborough.govt.nz
Nelson City Council	Leigh Marshall	leigh.marshall@ncc.govt.nz
Northland Regional Council	Ceres Sharp	ceress@nrc.govt.nz
Otago Regional Council	Jess Thomson	Jess.Thomson@orc.govt.nz
Taranaki Regional Council	Steve Ellis	Steve.Ellis@trc.govt.nz
Tasman District Council	George Daly	George.Daly@tasman.govt.nz
Waikato Regional Council	Darion Embling	Darion.Embling@waikatoregion.govt.nz
Wellington Regional Council	Mark McAlpine	Mark.McAlpine@gw.govt.nz
West Coast Regional Council	Cameron Doak	camerond@wrc.govt.nz

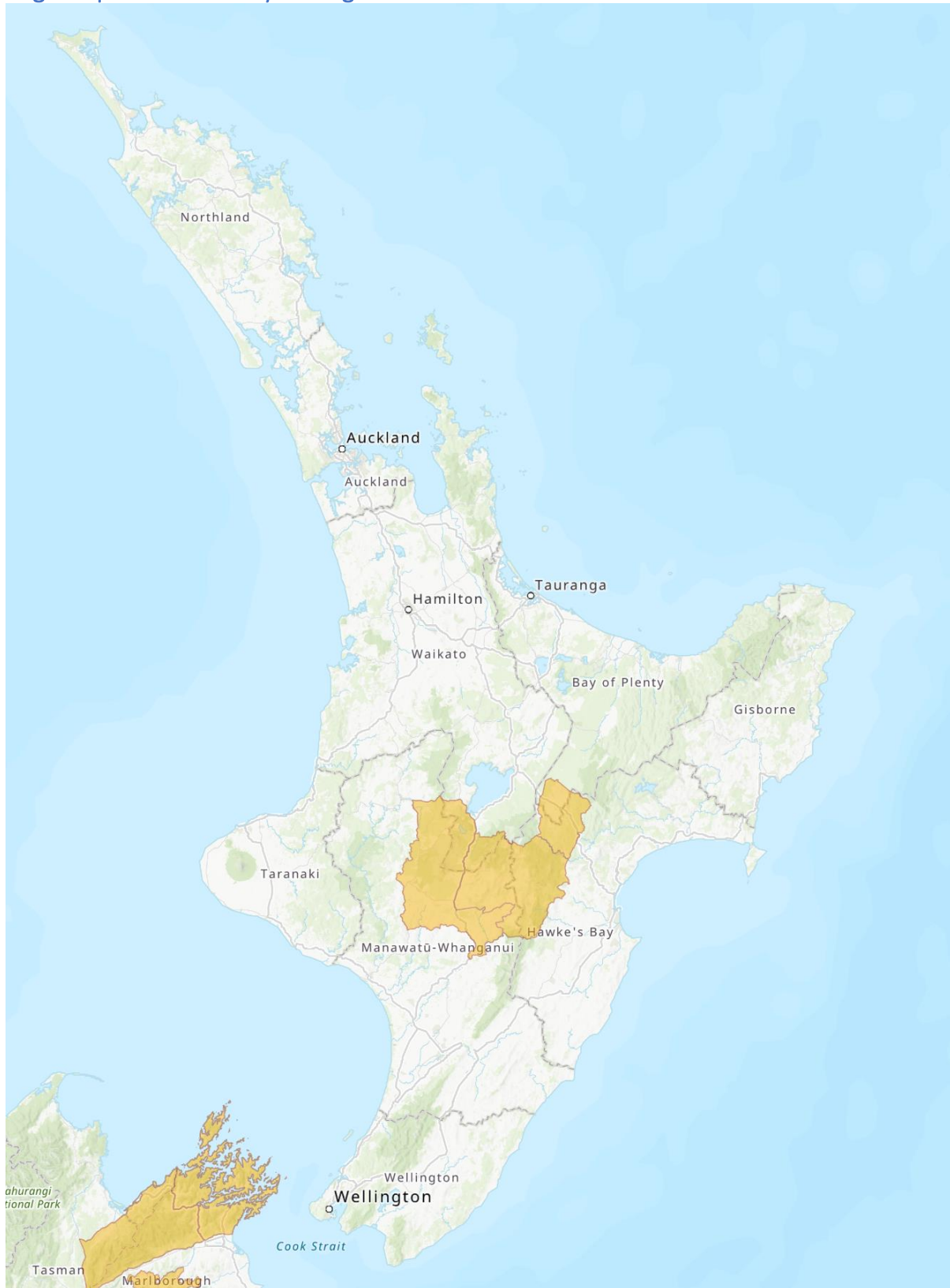


Appendix 2: Wilding conifer species

Common Name	Scientific Name
Douglas fir	<i>Pseudotsuga menziesii</i>
Lodgepole or contorta pine	<i>Pinus contorta</i>
Scots pine	<i>Pinus sylvestris</i>
Dwarf mountain pine and mountain pine	<i>Pinus mugo and P.unicinata</i>
Bishops pine	<i>Pinus muricata</i>
Maritime pine	<i>Pinus pinaster</i>
Ponderosa pine	<i>Pinus ponderosa</i>
Corsican pine	<i>Pinus nigra</i>
European larch	<i>Larix decidua</i>
Radiata Pine	<i>Pinus radiata</i>

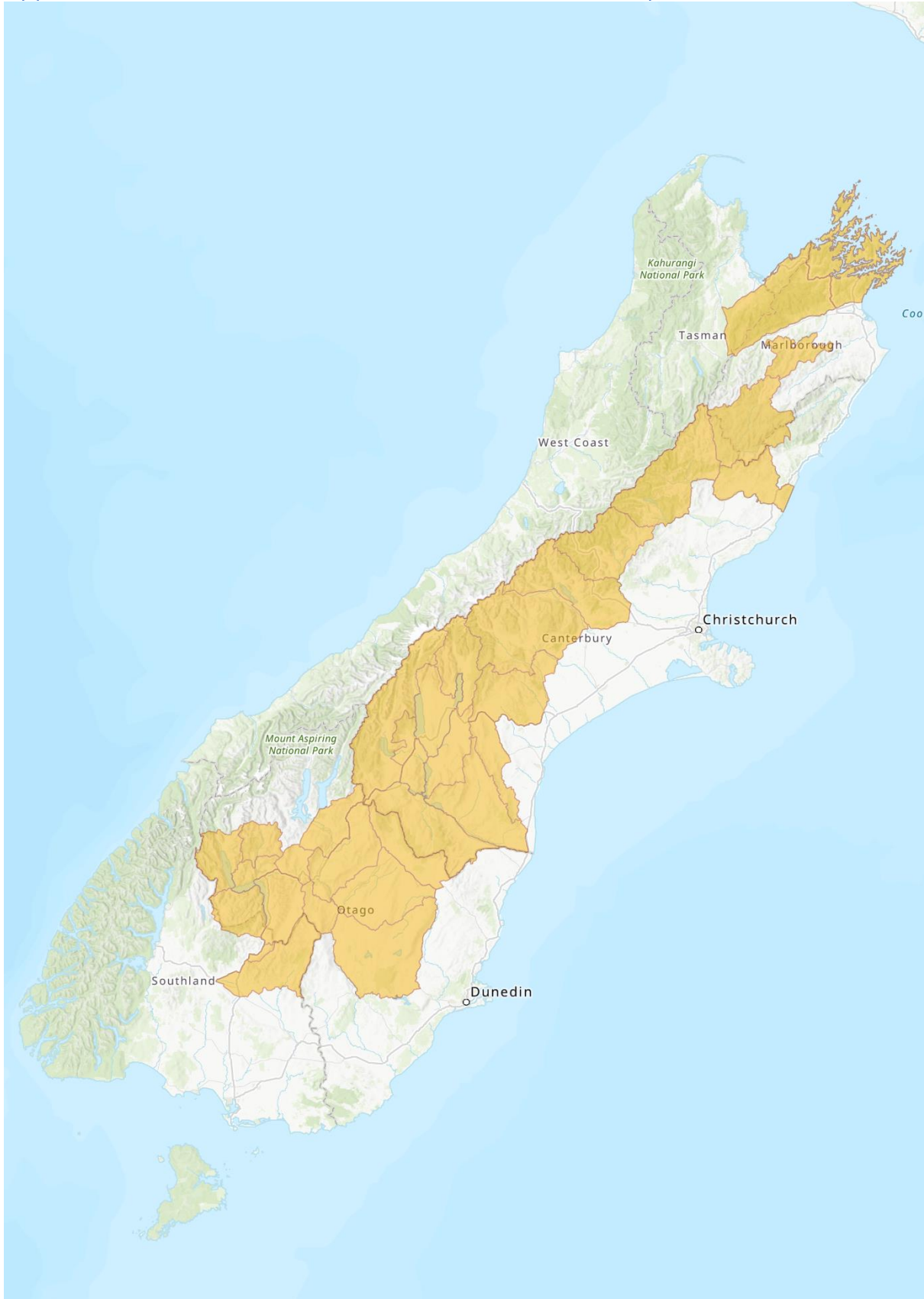


Appendix 3: Map of North Island active Management Units (orange shaded areas). Applications for activities within these areas will not be accepted. Management Units in Northland and Waikato are currently being established – if you fall within these regions please contact your regional council.





Appendix 4: Map of South Island active Management Units (orange shaded areas). Applications for activities within these areas will not be accepted.



Appendix 5: MPI's Health and Safety terms

Key Health & Safety Terms

1.1 Compliance with health and safety legislation and directions

- (a) During the term of this Agreement, the Recipient will:
- (i) consult, cooperate and coordinate with MPI to ensure that the parties comply with their respective obligations under HSWA Legislation as they relate to this Agreement;
 - (ii) perform its obligations under this Agreement, and ensure that its Personnel performs their respective obligations in relation to this Agreement, in compliance with the HSWA Legislation;
 - (iii) comply with all reasonable written directions given by MPI from time to time relating to health and safety on any matters not addressed in the Recipient's Health and Safety Risk Management Plan;
 - (iv) perform its, and ensure that each of its Personnel perform their respective, obligations under or in relation to this Agreement in compliance with the HSWA Legislation, including the:
 - (A) duties of a PCBU under sections 36-43 of the HSWA;
 - (B) duties relating to the identification of hazards and implementation of Control Measures under the HSWA (GR&WM) Regulations 2016; and
 - (C) duties relating to the keeping of records under section 57 of the HSWA; and
 - (v) duly notify WorkSafe NZ of any Notifiable Event, as required under section 56 of the HSWA.
- (b) MPI acknowledges that any Worker engaged by the Recipient in the performance of the Activities has a statutory right to cease or refuse to carry out unsafe work, as that term is defined under section 82 of the HSWA.

1.2 Health and safety policies, practices and plans

- (a) During the term of this Agreement, the Recipient will:
- (i) maintain general health and safety policy and practices that are appropriate to the nature of the Activities; and
 - (ii) comply with its health and safety policy and practices, and ensure its Workers and other Personnel also comply.
- (b) Within 10 Business Days after MPI has supplied the HSRMP template to the Recipient (or any longer period that parties agree in writing), the Recipient will submit a draft written HSRMP to MPI for review. The Recipient will ensure the draft is a duly completed template provided by MPI or complies with clause 1.2(c) below.
- (c) If the Recipient does not use a template provided by MPI to document the Recipient's HSRMP, then the Recipient will ensure that its draft HSRMP includes (at a minimum) the following matters:
- (i) the "Health & Safety Risk Register", specific to performance of the work contemplated under this Agreement, including identified risks and mitigations, and assigned responsibilities for managing those risks;
 - (ii) confirmation of how those risks will be communicated to Workers;

- (iii) clearly assigned health and safety roles and responsibilities (the name of the person responsible, rather than position titles);
 - (iv) details of regular meetings to discuss health and safety;
 - (v) details of regular reporting (at least monthly) on any health and safety Notifiable Event (including near misses) and corrective actions;
 - (vi) required personal protective equipment (**PPE**), and assigned responsibility for checking PPE;
 - (vii) any applicable standard operating procedures (step-by-step instructions on key tasks) in place and how Workers access these;
 - (viii) the name of any and all Workers engaged to assist with the work (and how they will be managed by or on behalf of the Recipient);
 - (ix) the health and safety induction process for Workers involved in work under or in relation to this Agreement;
 - (x) identification of required training and/or certification to carry out the work (and confirmation of who checks that training and/or certification has been completed);
 - (xi) emergency procedures, specific to the Activities; and
 - (xii) details on how the Recipient's health and safety performance will be monitored (key performance indicators; site inspections).
- (d) After the Recipient submits the draft HSRMP to MPI, MPI will review and suggest any changes to the HSRMP. Where MPI suggests a change that would cause the Recipient to incur direct new or increased costs, or that the Recipient considers is unreasonable, the Recipient will promptly advise MPI of the reason why and of any additional funding it considers it would need to implement the change. The parties will endeavour to agree and finalise the draft HSRMP within a further 10 Business Days (or any longer period agreed in writing by the parties). The draft HSRMP will be finalised and become binding only once each party agrees in writing to the HSRMP.
- (e) If the parties do not agree the HSRMP within 25 Business Days of MPI supplying the HSRMP template to the Recipient, then MPI in its sole discretion may suspend or terminate all or part of the Activities and/or Funding under this Agreement, until the HSRMP is agreed in writing between the parties.
- (f) The Recipient must comply, and will ensure its Workers and other Personnel comply, with the HSRMP. The Recipient must also review and if necessary update the HSRMP at least every six (6) months, and must update the HSRMP whenever MPI (acting reasonably) advises the Recipient that a new or increased risk or hazard has arisen in performing the Activities.

1.3 Subcontractors

- (a) During the term of this Agreement, if MPI requests in writing, the Recipient will:
- (i) conduct a health and safety pre-qualification process for all, or any particular, Subcontractors the Recipient (or the Recipient's Subcontractor) proposes to use to perform the Activities; and/or
 - (ii) submit a HSRMP, or amend an existing HSRMP, to address specific health and safety risks posed by the proposed use of the Subcontractor.
- (b) The Recipient must ensure that, prior to the performance of the Activities by any Subcontractor, the Subcontractor has been advised of, and agrees to comply with:
- (i) the Recipient's health and safety policy and procedures;
 - (ii) the health and safety risk management plan for the relevant PCBU;

- (iii) the plan to manage any specific site within the relevant Management Unit based on health and safety issues in performing the Activities; and
- (iv) any health and safety directions given by MPI to the Recipient under clause 1.1(a)(iii).