

dunedin
BIODIVERSITY
fund



DUNEDIN CITY
COUNCIL
Kaitiaki-a-rōhe o Ōtago
CITY PLANNING

Purpose of the Fund

To maintain a network of viable habitats and ecosystems in Dunedin by encouraging and supporting those landowners who are committed to protecting, enhancing and managing indigenous biodiversity.

Funding will be allocated on a cost-sharing basis for projects aimed at:

- » conserving or protecting indigenous biodiversity by fencing and permanently protecting areas through covenanting and
- » management of indigenous biodiversity for restoration and enhancement of biodiversity values.

Please Note:

- » The Fund is a contestable fund and each application will be assessed on its merits on a case-by-case basis.
- » Funding is only available for projects taking place on land within the boundaries of the Dunedin City Council.
- » Areas identified in Schedule 25.4 of the Dunedin City District Plan will have priority over non-scheduled sites.
- » Government Departments and Local Authorities are not eligible for funding.
- » Funding is not available for beautification projects.

Funding Criteria

To be eligible for funding a project should:

1. Have a protective covenant registered on the title of the land (or be entered into as part of the funding application) and/or be identified as an ASCV on Schedule 25.4 of the Dunedin City District Plan (or be entered into as part of the funding application).
2. Meet the Area of Significant Conservation Value (ASCV) criteria within the Dunedin City District Plan.
3. Not be planted with exotic vegetation once protected unless provided for in an agreed management plan.
4. Exclude stock from the area to be protected unless provided for in an agreed management plan.
5. Be accompanied by a management plan.

Timing of Applications

In each financial year applications will be invited under two funding rounds, September and April. Each round will be allocated a portion of the total annual funding set aside. For the 2007/08 financial year \$20,000 will be allocated for September and \$20,000 for April, with the total fund amount of \$40,000. It is not essential that all funding be allocated for

a particular funding round. Where this occurs unallocated funding may be carried over into the next funding round.

The Hearings Committee will consider applications. City Planning must receive all applications by the end of the advertised application period.

The funding round will be advertised in the Otago Daily Times, local papers and at www.cityofdunedin.com.

Management Plans

Management Plans are required for any application to the Biodiversity Fund. The landowner must comply with an agreed management plan once the application has been approved for funding.

A management plan is a document that identifies the natural values, threats and problems of the site, and sets out the approach to works and/or maintenance of the site for future years. A management plan assists in ensuring that the site is managed in a manner that protects and enhances the area and its values.

A management plan does not have to be complex but must include the following:

- a)** a line drawing of the property/farm on an A4 aerial photograph (photos can be obtained from the City of Dunedin website, Information Management Unit or City Planning) showing the project area and the proposed management measures
- b)** a description of the current problem/threats to the area (eg. cattle grazing undergrowth of remnant forest, plant pests or animal pests like possums, goats etc which need controlling/eradicating)
- c)** the proposed annual work/maintenance programme to be carried out over the next 3-5 years. This should include any restoration programme where appropriate.

As part of any successful application conditions (as is appropriate) may be imposed on the management plan that the landowner will be required to meet such as fencing, weed



and pest control, keeping stock/domestic animals out of the area and restoration.

Information to assist you in preparing your management plan to the standard required by Council is available from the City Planning department. This will be provided at no cost to the applicant.

Please note that a management plan may already be a requirement of a formal covenant. If such a plan meets the above criteria it can be submitted as part of the application.

Financial Details

In the application form sufficient details are required to enable the proposed project to be fully costed.

- » Please do not include GST in your costs.
- » Please attach quotes and any other supporting documentation to your application.

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

The purchase of machinery and tools is generally NOT eligible for funding unless it can be demonstrated that it is essential for the project (ie. it cannot be leased, rented/hired etc) and is a reasonable cost. Each item of machinery will be evaluated on its individual merit to the project.

It is recognised that labour contributions (and associated tools and machinery) are an important component of many projects. However, this scheme is not a subsidised employment programme. Labour contributions are eligible as a project cost but should ideally not form more than a third of the total project cost.

What level of grant assistance can I get?

The maximum total grant allocated under the Biodiversity Fund is \$5,000 (excl. GST). There is no minimum grant amount.

A maximum grant of \$500 (excl. GST) applies to administration costs (includes photocopying, mailouts/postage etc).

All grants are allocated on the basis of a cost sharing arrangement. The maximum grant rate for all projects is a cost sharing of 50:50 i.e. the Council will only fund up to half of the project cost. The applicant must make a contribution to the costs.

Example:

Project cost \$2,000 at 50% (excl. GST):

Fund grant \$1,000

Individual share \$1,000

Any grant assistance will be approved based upon the amount specified on the application form or a lesser amount. This amount of any grant may not be increased or new expenditure categories added after an application has been approved.

How will successful applications be selected?

As the number of projects and their total value may exceed the amount of grant money made available by Council each year, funding will be prioritised by the following criteria:

- » Significance of the site. This will include consideration of the District Plan criteria and the National Priorities for Biodiversity Protection
- » The sustainability of the project, that is long-term and enduring environmental outcomes
- » Contribution towards achieving the vision and goals of the Dunedin City Council Biodiversity Strategy
- » The natural values that will be protected by the project
- » The likely benefits/outcomes of the project, including community benefits
- » The urgency of the project

Please Note: Discussion and consultation will be undertaken by the Council with other agencies such as the Department of Conservation, Otago Regional Council and the Queen Elizabeth II National Trust, as is appropriate.

How will applications be processed?

Applications shall be forwarded to the City Planning Department. All applications will be acknowledged within 10 working days of receipt.

Applications will be checked by staff to ensure they have been completed correctly and sufficient detail has been provided. Where applications are considered incomplete or deficient, they will be returned to the applicant for further information or clarification.

Where an application is referred back to the applicant for further clarification or information, the applicant will be given a set period to respond.

At the close of the application period, applications will be sorted into two categories:

- 1.** Applications that will be given to the Committee for full consideration.
- 2.** Applications that are considered to fall outside the criteria.

Meetings of the Committee are advertised and any member of the public is welcome to attend.



The applicant will be notified in writing within 10 working days of the Committee making a decision on their application.

Where an application is successful, the applicant will be sent a letter of approval specifying the grant and terms of agreement. The applicant will be requested to accept the offer by entering into a formal agreement between the Dunedin City Council and the applicant stating that the applicant agrees to carry out the objectives of the proposed project.

The following conditions apply to any grants made:

1. The applicant must notify the Planning Policy Manager of the acceptance of the grant by signing a legal agreement supplied with the letter of offer and returning it.
2. Any expenditure on a project prior to the application being lodged will not be accepted for funding.
3. Any work must be commenced within 12 months after the approval of an application.
4. The applicant must first pay all costs associated with the project. Receipts should be forwarded to the Planning Administration, City Planning Department for processing. The grant will only be paid for approved costs on the basis of original invoices matched to original receipts.
5. The applicant must notify the Planning Policy Manager upon completion of the project. At this time a final report on the project must be prepared by the applicant and forwarded to the Planning Policy Manager. Council officers will present the final report to the Hearings Committee. Ten percent of each eligible claim may be withheld and only paid out after the final report is received.
6. A Council officer will inspect the completed project prior to releasing the grant monies.
7. Any grant approval remains with the site on which the project is located and cannot be reassigned without the written approval of the Hearings Committee.

8. Grants must be uplifted within the time specified in the approval. The Hearings Committee may consider an extension on request.
9. Grants are made subject to the Hearings Committee 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 Hearings Committee 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.
10. In all cases, the decision of the Hearings Committee shall be final and there will be no rights of appeal or review.
11. The Dunedin City Council reserves the right to visit any project or use it for promotional purposes where grant assistance has been given. In all cases the applicant will be notified in advance of a visit.
12. The Dunedin City Council reserves the right to refuse grant payments if in the opinion of the Hearings Committee the grantee willfully or through neglect causes the project to fail. The decision of the Council shall be final and there shall be no rights of appeal or review and no right to compensation or damages of any nature.

Please Note: Additional conditions may be imposed at the discretion of the Dunedin City Council.



Further Information

For further information or an application form, please contact:

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