

20-D-01523 John Luke

Appendix 1: Summary of fund details

This document provides the key information requested for each of the funds administered by the Ministry for the Environment. Further detail is provided in the additional appendices.

Waste Minimisation Fund

Panel members

Panel members' names and biographical details are withheld under the following sections of the Act:

- 9(2)(g)(ii) maintain the effective conduct of public affairs through the protection of such Ministers, members of organisations, officers, and employees from improper pressure or harassment

How the WMF calls for nominations

The call for nominations to the WMF Panel is advertised on the MfE website and www.jobs.govt.nz. These website links are also distributed through external and internal stakeholder networks.

See *Appendix 2: Call for WMF Panel Nominations Strategy 2020* for further detail.

Pay rate, Term of Appointment and job description

Pay rate:

The fees will be based on the Cabinet Fees Framework for members appointed to bodies in which the Crown has an interest [CO(19)1]. Under the fees framework, the Panel is classified as a Group 4, Level 3 body. Under this classification, panel members receive a daily fee of \$395 (gross). Panel members who are currently employed in the public service are not eligible for daily fees.

Term of Appointment:

Three years

Job description:

Individual panel members assess (score) applications individually, and then come together as a group to discuss each application and collectively make the recommendations. When making recommendations, the Panel considers whether each application is consistent with the WMF assessment criteria. The panel can also recommend how much funding is allocated to each successful applicant and can stipulate conditions of funding. See further detail in the Terms of Reference.

Additional information

The Panel are experts with a deep understanding of New Zealand's waste sector and waste collection system. They are selected for their in-depth knowledge and awareness of the key

environmental, social, cultural and economic issues facing the sector, and understanding of key stakeholders in the sector

See *Appendix 3: WMF - Assessment Panel Terms of Reference 2020* for further detail.

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Freshwater Improvement Fund

Freshwater Improvement Fund – Round 1 was held in 2017, currently considering new panel members for Round 2.

Panel members

- David Painter
- Hugh Canard
- Jenni Vernon
- Mereana Wilson
- Tina Porou

Description

The Freshwater Improvement Fund (FIF) was launched in 2017. It committed \$100m over a 10 year period to support initiatives that would improve the management of freshwater within quality and quantity limits.

The first contestable funding round for the FIF ran between 23 February and 13 April 2017 inclusive. Around \$45M was committed to 33 projects approved for funding.

A second contestable funding round of the FIF opened on 7 September, and closed 21 September 2020. This second round has been created for projects that create employment opportunities which will improve the management of New Zealand's lakes, rivers, streams, groundwater and wetlands.

A further round of the FIF will open January 27 and close 10 February 2021.

As at the date of this request (10 August 2020), the selection of assessment panel members for round 2 (September 2020) had not been finalised.

For more information, visit: <https://www.mfe.govt.nz/more/funding/freshwater-improvement-fund>

Panel Member composition

An assessment panel was recruited to assess eligible applications for round 1 that included the following skills and expertise:

- Knowledge of the Freshwater NPS and requirements for implementation
- Freshwater ecosystems and water quality
- Good practice land and water management
- Mātauranga Māori
- Resource management
- Economics
- Business acumen
- Project management and governance.

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- Freshwater ecosystems and water quality
- Good practice land and water management
- Mātauranga Māori
- Resource management
- Economics
- Business acumen
- Project management and governance.

The assessment panel, comprised of five voting members with a non-voting Chair (staffed from MfE), assessed the eligible applications individually then met as a group to moderate their assessments for this first funding round.

Process around nominations

There were no statutory requirements regarding the recruitment of panel members for the first round of the Freshwater Improvement Fund assessment panel.

Panel members could self-nominate or be nominated by others by submitting a template nomination form provided by MfE.

Due to the nature of the FIF and the specific technical skills required for the panel, MfE did not publically advertise for nominations. Potential candidates were identified from people known to MfE or its relationship contacts based on relevant skills and experience. Officials briefed the Minister on options, and he decided the final panel membership.

Admin – pay rate, job description etc

Panel members were briefed by officials on expectations of their role and provided with terms of reference relevant to the FIF.

External panel members were paid according to the then current Cabinet Fees Framework for members appointed to bodies in which the Crown has an interest [CO (12) 06]. This information is publicly available at: <https://dpmc.govt.nz/sites/default/files/2017-03/coc-12-06.pdf>

Panel members qualifying for payment (ie, not currently employed in the public service) were paid according to Group 4 level 3 fees of \$364 (gross) per day.

Panel members were also able to claim expenses related to their travel and accommodation to attend a panel moderation meeting in Wellington.

Further detail

See

- *Appendix 4: Terms of Reference – FIF Assessment Panel (Round 1) 2017*
- *Appendix 5: Freshwater Improvement Fund - panel nomination form*

Te Mana o Te Wai Fund

Te Mana o Te Wai Fund – First round was held in 2017, no assessment panel selected yet for upcoming funding round.

Panel members

- Julian Williams
- Tikitu Tutua-Nathan
- Taimania Clark
- Mereana Wilson
- Annabelle Ellis
- Bruce Croucher

Description

The purpose of the Te Mana o te Wai Fund is to help Māori improve the water quality of freshwater bodies (including lakes, rivers, streams, estuaries and lagoons) that are of importance to them by:

- supporting iwi/hapū to play an active part in improving the water quality of their local freshwater bodies
- enabling iwi/hapū to actively participate in managing their local freshwater bodies
- developing partnerships and working in collaboration with others
- assisting iwi/hapū and the wider community recognise the importance of fresh water in supporting a healthy ecosystem, including supporting human health.

The Government budget for 2014 provided \$5 million (over two years) to create the Te Mana o te Wai Fund and a contestable funding round was held in 2015. \$4.5M was committed to 9 projects as a result.

In 2018, a further \$1 million (over one year) was provided for the fund. Of this, \$750k was distributed via direct funding to three projects focussing on monitoring.

The fund is currently closed for applicants. A further round of Te Mana o te Wai funding will be available late 2020.

As at the date of this request (10 August 2020), the selection of assessment panel members for the next round of the TMOTW has not been initiated.

For more information, visit:

<https://www.mfe.govt.nz/more/funding/te-mana-o-te-wai-fund>

Panel Member composition

An assessment panel including three members external to MfE and a non-voting chair (provided by MfE) was recruited based on the following set of criteria:

- Skills and experience in community sector
- Resource management expertise
- Tikanga Māori perspective
- Experience on funding panels or schemes
- Knowledge/understanding environment/ecosystems

Process around nominations

The Panel was comprised of three Ministry staff, an official from Te Puni Kōkiri (TPK) and a nominated representative selected by the Freshwater Iwi Advisors Group (IAG) all of whom had one or more of the relevant expertise required.

No timeframe was set for the duration of appointments.

Admin – pay rate, job description etc

Panel members were briefed by officials on expectations of their role and provided with terms of reference relevant to the TMOTW Fund.

Panel members from 'out of town' were able to claim expenses related to their travel and accommodation to attend a panel moderation meeting in Wellington.

We are not able to release information on individual expense claims for reasons of personal privacy (section 9(2)(a)).

Further detail

Appendix 6: TMOTW Assessment Panel Terms of Reference 2015

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Community Environment Fund

Community Environment Fund – Round 9 was held in 2017, and no new funding rounds expected in the near future.

Panel members

- Bill Dahlberg
- Arapeta Tahana
- Maggie Brayfield
- Emma Bonner

Description

The Community Environment Fund empowers New Zealanders to make a positive difference to the environment.

It achieves this through:

- Strengthening partnerships
- Raising environmental awareness
- Encouraging participation in environmental initiatives in the community.

The last contestable funding round (round 9) was held in 2017. Around \$1.9M was committed to 10 projects as a result of the funding round.

The fund is currently closed for applications.

For more information, visit: <https://www.mfe.govt.nz/more/funding/community-environment-fund>

Panel Member composition

An assessment panel that included the following skills and experience was recruited to review eligible applications for CEF round 9:

- Knowledge of the Community sector
- Resource management expertise
- Local government expertise
- Tikanga Māori expertise

The final panel was comprised of three voting members with a non-voting Chair provided by MfE.

Process around nominations

MfE emailed a range of contacts in July 2017 seeking nominations for potentially suitable panel members available from approximately September to November 2017. Nominations could be made via self or another party by completing the attached nomination form.

A list of potential panel members and their relevant skills and experience was provided to the Minister for consideration. This informed his decision on the preferred panel composition. The final panel was subject to availability of those selected by the Minister at the times required.

Panel appointments were for a term of 3 years from the date the Confidentiality agreement was signed and returned by the panel member following a letter of appointment.

Admin – pay rate, job description etc

Panel members were briefed by officials on expectations of their role and provided with terms of reference relevant to the CEF.

External panel members were paid according to the then current Cabinet Fees Framework for members appointed to bodies in which the Crown has an interest [CO (12) 06]. This information is publicly available at: <https://dpmc.govt.nz/sites/default/files/2017-03/coc-12-06.pdf>

Panel members qualifying for payment (ie, not currently employed in the public service) were paid according to Group 4 level 3 fees of \$364 (gross) per day.

Panel members were also able to claim expenses related to their travel and accommodation to attend the panel moderation meeting in Wellington.

Further detail

Appendix 7: Panel TOR - CEF 2017

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Environmental Legal Assistance Fund

Panel Member composition

Name	Expiry of term
Phil Page (Chair)	30 June 2023
Sarah Dawson	30 June 2023
Greg Carlyon	30 June 2023
Loretta Lovell	30 June 2023
Rachel Devine	30 June 2023
Frank Boffa	30 June 2021
Ani Pitman	30 June 2021

Phil Page

Phil is a partner in Dunedin firm; Gallaway Cook Allan, specialising in Resource management and Environmental Law. He is current Convenor of the New Zealand Law Society's Environmental law Committee. He has acted in numerous Environment Court cases and mediation roles in recent years, including cases of national significance. He has been counsel for a range of clients including iwi, private clients, national businesses, community groups, and local/ regional councils. Phil has extensive experience in chairing roles; he was previously Otago-Southland branch Chairman for the RMLA and twice convenor of the RMLA's annual conference.

Frank Boffa

Frank is a retired Landscape Architect/ Landscape Planner with 40 years' experience on a wide range of landscape planning, design and development projects throughout New Zealand, Australia, Asia and the Pacific. He now works as a part time consultant specialising in peer review work and as a resource consent hearings commissioner. In 1972, Frank established Frank Boffa & Associates, which in 1985 became Boffa Miskell. Frank was a foundation member and the President in 1975-1977 of the New Zealand Institute of Landscape Architects. He has served continuous involvement within the institution including Chair to the Accreditation Review Panel, Education Foundation and the Editor to New Zealand Landscape. He has also acted as a commissioner for territorial local authorities. In 2014 he has been awarded an Officer to New Zealand Order of Merit (ONZM) for services to landscape architecture.

Sarah Dawson

Sarah Dawson is a planning / resource management consultant with 40 years' experience on a wide range of planning and development projects throughout New Zealand. She is also an accredited RMA decision-maker. She completed a term of 2.5 years as a member of the Independent Hearings Panel for the Christchurch Replacement District Plan. She was previously ad long-term role as a Director and Planning Principal with Boffa Miskell Limited. She now operates as a sole planning / resource management consultant, Sarah Dawson Consulting. She has had long-term involvement with the New Zealand Planning Institute, including chair of the Canterbury Branch, membership of interview panels for candidates for Institute membership, and a current member of the Accreditation Panel for tertiary training institutions providing qualifications for Institute membership.

Ani Pitman

(Patuharakeke, Te Parawhau, Ngati Whawhakia hapu, LLB) Ani is an Independent Consultant Analyst conducting research, analysis, contract management, strategic planning

and analysis; stakeholder engagement and relationship management; cultural and environmental impact assessments and Te Tiriti o Waitangi/Treaty responsiveness for mainstream government, local authorities, iwi, hapū and community organisations.

She was a Principal Advisor in the Chief Planning Office at Auckland Council, supporting best practice responsiveness to Te Tiriti o Waitangi/Treaty of Waitangi delivery and working with manawhenua of Tamaki Makaurau. She has worked in collaborative hapu and community initiatives around safe and sustainable communities, with manawhenua kaitiaki helping to improve their environment and support them to be actively involved in the remediation and conservation. Ani has worked in Treaty of Waitangi settlement negotiations for government and her Patuharakeke hapu. A Hapu Trustee she co-convenes their Treaty claims settlements and legal issues portfolios among her portfolios.

She has been on a number of Tai Tokerau/Northland and nationally based NGOs Boards as well as her hapu and marae at Takahiwai situated in the southern shores of the Whangarei harbour. Her Hapu is very active on environmental issues and the impact of industry on the harbour and receiving environment.

Gregory Carlyon

Greg is the Director of The Catalyst Group a multidisciplinary consultancy firm providing strategic and environmental management advice. Greg has been a practicing planning and resource management specialist for 25 years. Before this, he worked as an executive for Horizon Regional Council focusing on Planning, policy, community plan, science, consents, compliance and strategic initiatives. Greg's experience also includes working at Department of Conservation as a conservancy planner. He is a qualified Independent Chair and Hearing Commissioner. Greg has been heavily involved in large scale consent renewals, negotiating mitigation packages and facilitating community responses to resource management issues.

Rachel Devine

Rachel is a partner at MinterEllisonRuddWatts. She has advised extensively on all aspects of environmental and resource management law for private and public sector clients. Her expertise spans drafting law and influencing planning processes through to obtaining rights to operate and responding to compliance problems. Rachel has a strong understanding of the economy is well supported by a wealth of knowledge across the firm, including access to significant databases of information. Rachel has worked closely throughout the country with a wide range of environmental community groups, iwi / hapu and business sectors, each passionate about their own specific agendas. In recognition of her environmental expertise, Rachel was President of the New Zealand Resource Management Law Association during 2018 and 2019.

Loretta Lovell

Loretta is the Director of Lovell & Associates Ltd, a boutique law firm specialising in public law, environmental, commercial and energy law that acts largely for Māori organisations, government agencies and developers seeking to work with Māori. Loretta has over 20 years' experience in the energy and renewable field advising on projects of a wide spectrum in the renewal energy fields, geothermal, wind, hydro and tidal. She has also acted as a Development Contribution Commissioner on behalf of the Minister for Local Government assessing decisions of Local and Territorial Authorities enforcing compliance with the law.

Process around nominations

The Ministry administers the application process of nominations. In order to secure high quality nominations for the Panel with the required expertise and experience, the Ministry seeks nominations from a range of organisations by publically advertising through the following channels: Resource Management Law Association, Environmental Protection Authority and

NZ Planning institute, Federation of Māori Authorities. Those nominations are presented to the Minister for the Environment who has the authority to make all appointments.

Admin – pay rate, job description etc

Panel members receive an honorarium based on the State Services Commission Cabinet Fees Framework for members appointed to bodies in which the Crown has an interest [CO (19)1]. The current rate for the ELA Panel members is \$364 per day.

Term of Appointment is 3 years

Further detail:

Appendix 8: ELA Terms of Reference

Released under the Official Information Act 1982

Appendix 2: Waste Minimisation Fund panel nomination process

Strategy: Call for WMF Panel Nominations

1. Determine specific skills required
2. Make sure words used in briefing, website, application, and comms about the streams (investment signals) is consistent.
3. Future proof panel for potential increase in funding.
4. Make changes to 'call for nominations' comms piece below
5. Heads up to existing panel to apply when comms go out, they will apply along with everyone else
6. Work with comms to develop social media campaign to pull in nominations to panel:
LinkedIn, WasteMinz, NRS Community of Interest (MPI, MBIE, TPK, DoC) , Waste Advisory Board, Callaghan Innovation, Packaging Forum, Scion, Para Kore, Plastics NZ, Zerowaste Network, BusinessNZ
Internal networks: Te Taiao, Waste Policy team

Wording for Panel call for nominations

Call for Nominations – Panel members for the Waste Minimisation Fund (WMF) Assessment Panel

The Ministry for the Environment- Manatū Mō Te Taiao is currently seeking nominations for panel members to serve on the Waste Minimisation Fund (WMF) assessment panel.

We are looking to appoint panel members for three year terms and successful panel members are likely to be required to assess funding applications for at least one funding round per year.

Panel members need to be available from late May through June for the assessment of applications for the 2020 round of the WMF. The Panel may also be convened for applications outside the annual round. The Terms of Reference can be found as an attachment to this email or here ([link to website](#)).

Individuals interested in securing a position on the WMF assessment panel are to submit a covering letter and curriculum vitae (including the details of two referees) that supports their skills and expertise in one or more of the following areas:

Essential Skills and Expertise

- Expertise in either:
 - resource recovery infrastructure planning and investment; and/or
 - Expertise or knowledge of the plastics industry across whole of life including specific knowledge or background in some or all of the following:
 - Research and development, product design and material science
 - Commercialisation of innovation
 - packaging industry
 - recycling including knowledge of current and emerging technology and markets
 - Tikanga Maori perspectives; and/or
 - Community based waste minimisation initiatives; and/or
- Technical waste expertise.
- Understanding of waste policy across all spheres of Government

Desirable Skills and Expertise

- Experience with community projects

- Local government knowledge
- Legal and finance experience
- Strategic thinking
- Leadership through board or committee experience

Panel members will be paid for their time according to the Cabinet Fees Framework for members appointed to bodies in which the Crown has an interest. The fees will cover:

- time spent reading and evaluating applications (number of days/hours will vary depending on number of applications received)
- attendance at a one day panel induction meeting in Wellington
- attendance at an (up to) three day panel deliberation meeting in Wellington
- all travel, accommodation (where applicable) and expenses while in Wellington (where applicable) will be arranged by the Ministry

Applications are to be submitted to the Ministry by email to wmf@mfe.govt.nz no later than 12.00 noon on **2 April 2020**.

Released under the Official Information Act 1982

Appendix 3: Waste Minimisation Fund Assessment Panel Terms of Reference

Purpose of the Waste Minimisation Fund

The Waste Minimisation Fund (WMF) is funded through the waste disposal levy that was introduced under the Waste Minimisation Act 2008. Fifty per cent of the money collected from the levy is distributed to territorial authorities to spend in accordance with their Waste Management and Minimisation Plans. The remainder (minus administration costs) is used for the WMF.

The purpose of the WMF is to fund projects that promote or achieve waste minimisation. By supporting these projects, the fund increases resource efficiency, reuse, recovery and recycling, and decreases waste to landfill.

The Minister for the Environment has set eligibility and assessment criteria for the WMF, notified under the New Zealand Gazette (current eligibility and assessment criteria as at 01/04/2019 in Appendix 1). The Minister may also consider any other matters that he or she thinks relevant. Only projects that promote or achieve waste minimisation are eligible for funding. Projects must result in new waste minimisation activity, either by implementing new initiatives, or a significant expansion in the scope or coverage of existing activities.

Purpose of the Waste Minimisation Fund Assessment Panel

The purpose of the WMF Assessment Panel (the Panel) is to provide an assessment of applications requesting funds from the WMF. Under the Waste Minimisation Act 2008, the Minister for the Environment (the Minister) is responsible for approving WMF funding. The Minister also appoints WMF panel members. The Minister currently delegates decision making to the Associate Minister for the Environment.

All applications are reviewed and assessed by the panel against the WMF assessment criteria and on their merit compared with other applications.

The Panel then makes recommendations on which projects should receive funding. The Minister makes the final decision about which projects are invited to proceed to Stage II of the funding process, which involves project planning and deed negotiation. The Ministry will then commission independent due diligence checks on the applications recommended for funding. Project planning and Deed negotiations must be completed before funding support is finalised.

Roles and responsibilities

The Panel's key responsibility is to provide recommendations on which applications should receive funding through the WMF.

Individual panel members assess (score) applications individually, and then come together as a group to discuss each application and collectively make the recommendations. When making recommendations, the Panel considers whether each application is consistent with the WMF

assessment criteria. The panel can also recommend how much funding is allocated to each successful applicant and can stipulate conditions of funding.

The Chair is responsible for facilitating discussions and final decision-making amongst the Panel. In the event that the Panel is unable to reach a majority decision the Chair will have the casting vote. The Chair of the WMF panel will be a Ministry official.

The Panel's role in recommending the commitment of WMF funds to applicants is strictly advisory. The Minister has absolute discretion to accept or decline in whole or part, recommendations of the Panel.

Preparation and meetings

Panel members are expected to read and be conversant with the WMF eligibility and assessment criteria and any supporting material forwarded by the Ministry.

Panel members will be required to:

- Individually assess and score WMF applications to the annual contestable rounds in accordance with the WMF assessment criteria over a four week period likely to commence in **late May with potential for a second assessment required later in the year**;
- Complete and return required WMF assessment documentation (scoring sheets and conflict of interest forms) one week prior to the Assessment Panel meeting;
- Convene as a group for the annual round for up to three days in Wellington (likely to be **mid-June** and potentially mid-November of each year) to deliberate on recommendations that funding is either approved or declined for each application. Where funding is approved the amount, term and any conditions of funding are to be discussed and will be recorded in a panel minute. Where funding is declined; the reasons for declining funding are to be discussed and will be recorded in a panel minute;
- Be available for a three year term as an appointed panel member. Panel members are likely to be required for one funding round per year, with the final panel composition for each funding round being confirmed prior to the panel assessment stage. The Ministry will give panel members as much notice as possible for each funding round.

Please note dates and timings are subject to change.

The Panel may be required to attend a one day panel induction meeting prior to each annual WMF round.

The Panel may also be convened for applications outside the annual round. These Terms of Reference will apply.

The Ministry will provide administrative support to the Panel during this time, including:

- Coordination of travel and accommodation arrangements (where applicable)
- Preparation of applications for panel assessment and scoring
- Preparation of meeting agendas and distribution of meeting minutes

Panel composition

Dependant on the number of applications received the Panel may be split into multiple assessment streams in order to support manageable workloads for assessors. Each assessment stream will comprise of up to six voting members and a non-voting chair made up of the following:

- Up to five external to the Ministry panel members;
- One Ministry official;
- One non-voting chair from the Ministry (manager level or above).

Fees and reimbursements

Fees and reimbursements for work completed by panel members will be set out in individual letters of appointment. The fees will be based on the Cabinet Fees Framework for members appointed to bodies in which the Crown has an interest [CO(19)1]. Under the fees framework, the Panel is classified as a Group 4, Level 3 body. Under this classification, panel members receive a daily fee of \$395 (gross). Panel members who are currently employed in the public service are not eligible for daily fees.

Confidentiality

All material sent to the Panel is to be kept confidential. At no time are panel members to discuss application details with anyone, including the applicants (either before or after its consideration). If additional information is required, the Ministry will be the conduit by which this information is obtained. Similarly, enquiries to panel members relating to individual applications should be referred to the Ministry.

To avoid potential lobbying and protect their privacy, Panel members are advised not to disclose their role on the WMF Panel.

Conflicts of interest

All panel members must declare any interest which conflicts (or might conflict, or might be perceived to conflict) with the interests of the Ministry in ensuring that applications for grants of money under the WMF are assessed fairly and impartially. An interest can be pecuniary or non-pecuniary.

A panel member can declare a conflict of interest at any time. However, when first appointed, the panel member must declare all known actual or potential interest conflicts on an Interests Register that will be provided by the Ministry. Other conflicts must be declared as soon as practicable after the panel member knows of the information or situation that gives rise to the conflict. Any panel member who is directly or indirectly associated with any application must declare their interest prior to the panel meeting and, if a conflict exists, withdraw from the discussion and decision on that application.

Official Information Act request

All correspondence, including emails, between the Panel and Ministry staff is official information and are subject to the Official Information Act (OIA) 1982. Please note, panel comments on application forms and summaries are also subject to the OIA.

Eligibility – Waste Minimisation Projects

1. Only waste minimisation projects are eligible for funding. Projects must promote or achieve waste minimisation. Waste minimisation covers the reduction of waste and the reuse, recycling and recovery of waste and diverted material.
2. Projects must promote or achieve new waste minimisation activity, either by implementing new initiatives or a significant expansion in the scope or coverage of existing activities.
3. Funding is not for the ongoing financial support of existing activities, nor is it for the running costs of the existing activities of organisations, individuals, councils or firms.
4. Projects should be for a discrete timeframe of up to three years, after which the project objectives will have been achieved and, where appropriate, the initiative will become self-funding.
5. Funding can be for operational or capital expenditure required to undertake a project.
6. For projects where alternative, more suitable, Government funding streams are available (such as the Contaminated Sites Remediation Fund or research funding from the Ministry of Business, Innovation and Employment), applicants should apply to these funding sources before applying to the Waste Minimisation Fund.
7. The applicant must be a legal entity.
8. The fund will not cover the entire cost of the project. Applicants will need part funding from other sources.
9. The minimum grant for feasibility or scoping studies will be \$10,000.00. The minimum grant for other projects will be \$50,000.00.
10. The scope of the fund includes, but is not limited to: •
 - o educational projects that promote waste minimisation activity;
 - o projects that address litter;
 - o projects focused on gaining an understanding of existing waste quantities and composition, behaviour, or economic incentives, as a precursor to effectively reducing waste and/or increasing reuse, recycling, and recovery of waste materials;
 - o the design of targeted product stewardship schemes to promote and achieve waste minimisation in line with the Ministry's strategic priorities.

Project Benefits

1. Preference will be given to projects that help achieve the strategic outcomes identified by the Ministry for the Environment from time to time (if any).
2. Preference will be given to projects that collectively give the largest net benefit over time. The assessment of the effectiveness of projects will include the extent to which the projects can demonstrate:
 - o likelihood of success;
 - o reduction of harm to the environment;
 - o reduction in the volume of waste disposed of;
 - o economic, environmental, social or cultural benefits;
 - o longer term benefits after the completion of the project;
 - o alignment to waste minimisation activities with outcomes consistent with the circular economy concept;
 - o consideration of climate change impacts arising from waste-related activities.
3. Projects will be assessed for their strategic value in achieving the purpose of the fund. Strategic value means the likely ability of projects to act as catalysts that enhance and extend the uptake of waste minimisation.
4. Consideration will be given to projects that are implementing one or more of the most recently published recommendations of the review of the waste disposal levy carried out under section 39 of the Waste Minimisation Act 2008.
5. The degree of partnership and cross-sectoral collaboration will be taken into account in assessing the strategic value of proposals.
6. The level of funding from other sources will be taken into account. Shared funding is preferred.

Project Delivery

7. The applicant must demonstrate:
 - o ability to deliver the project;
 - o how the project will achieve its goals;
 - o how the effectiveness of the project will be monitored, evaluated and reported;
 - o if and how the project will be used to promote waste minimisation to the wider public;
 - o if and how the project will continue after funding ends and become self sustaining, particularly if the funding is for the establishment phase of a longer term project.

Appendix 4:

Freshwater Improvement Fund 2017 Assessment Panel Terms of Reference

Purpose of the Freshwater Improvement Fund

The Freshwater Improvement Fund (the Fund) provides \$100 million over the next 10 years to improve the management of New Zealand's freshwater bodies by supporting initiatives which assist users to move to managing within quality and quantity limits. This means improving the way we share and use water as well as taking care with what we allow to flow into our water bodies.

The Fund will support projects that will make a significant and measurable improvement to rivers, lakes, streams and wetlands, with priority on the most vulnerable catchments.

The Fund is able to support a range of projects at different scales and over varying time frames. This could include one-off short term projects up to one year as well as longer-term projects taking up to five years. The Fund will also help communities adapt to new ways of managing and using fresh water within the limits they set for water quality and quantity. Approximately \$24.5 million is available in the first funding round.

The Minister for the Environment (the Minister) has set eligibility and assessment criteria for the Freshwater Improvement Fund. The Minister may also consider any other matters that he or she thinks relevant. Whilst the fund gives priority to projects located in catchments identified as vulnerable, projects in catchments not classified as vulnerable are also eligible to apply for funding.

Purpose of the Freshwater Improvement Fund Assessment Panel

The purpose of the Freshwater Improvement Fund Assessment Panel (the Panel) is to provide an assessment of applications requesting funding from the Freshwater Improvement Fund. The Minister approves panel members.

All applications are reviewed and assessed by the Panel against the Fund's assessment criteria and on their merit compared with other applications.

The Panel then makes recommendations on which projects should receive funding. The Minister makes the final decision about which projects are invited to proceed to Stage II of the funding process, which involves project planning and deed negotiation. The Ministry will then commission independent due diligence checks on the applications recommended for funding.

Roles and responsibilities

The Panel's key responsibility is to provide a recommendation on which applications should receive funding. Individual panel members assess (score) applications individually, and then come together as a group to discuss each application and collectively make the recommendations.

When making recommendations, the Panel considers whether each application is consistent with the Fund's assessment criteria. The panel can also recommend how much funding is allocated to each successful applicant and can stipulate any conditions of funding.

The Chair is responsible for facilitating discussions and final decision-making amongst the Panel. In the event that the Panel is unable to reach a majority decision the Chair will have the casting vote. The Chair of the Panel will be a manager from the Ministry's Investment and Partnerships Directorate.

Preparation and meetings

Panel members are expected to read and be conversant with the Fund's eligibility and assessment criteria and any supporting material forwarded by the Ministry.

Panel members will be required to:

- Attend a panel induction meeting (which should take no longer than 2 hours) likely to be **late April 2017**. Panel members may attend via video conference.
- Individually assess and score applications received through the contestable round in accordance with the Fund's assessment criteria over a three week period likely to commence in **early May 2017**;
- Complete and return required assessment documentation (scoring sheets and conflict of interest forms) one week prior to the Assessment Panel meeting;
- Convene as a group for up to three days in Wellington (likely to be **early-June 2017**) to deliberate on recommendations that funding is either approved or declined for each application. Where funding is approved the amount, term and any conditions of funding are to be discussed and will be recorded in a panel minute. Where funding is declined; the reasons for declining funding are to be discussed and will be recorded in a panel minute;

The Ministry will provide administrative support to the Panel during this time, including:

- Coordination of travel and accommodation arrangements (where applicable)
- Preparation of applications for panel assessment and scoring
- Preparation of meeting agendas and distribution of meeting minutes

Panel composition

The Minister appoints the Panel, which will comprise of up to five voting members and a non-voting chair, with members having subject matter expertise in one or more of the following areas:

- Knowledge of the Freshwater NPS and requirements for implementation

- Freshwater ecosystems and water quality
- Good practice land and water management
- Mātauranga Māori
- Resource management
- Economics
- Business acumen
- Project management

Fees and reimbursements

Fees and reimbursements for work completed by panel members will be set out in individual letters of appointment. The fees will be based on the Cabinet Fees Framework for members appointed to bodies in which the Crown has an interest [CO(12)6]. Under the fees framework, the Panel is classified as a Group 4, Level 3 body. Under this classification, panel members receive a daily fee of \$364 (gross). Panel members who are currently employed in the public service are not eligible for daily fees.

Confidentiality

All material sent to the Panel is to be kept confidential. At no time are panel members to discuss application details with anyone, including the applicants (either before or after its consideration). If additional information is required, the Ministry will be the conduit by which this information is obtained. Similarly, enquiries to panel members relating to individual applications should be referred to the Ministry.

Conflicts of interest

All panel members must declare any interest which conflicts (or might conflict, or might be perceived to conflict) with the interests of the Ministry in ensuring that applications for grants of money under the Fund are assessed fairly and impartially. An interest can be pecuniary or non-pecuniary.

A panel member can declare a conflict of interest at any time. However, when first appointed, the panel member must declare all known actual or potential interest conflicts on an Interests Register that will be provided by the Ministry. Other conflicts must be declared as soon as practicable after the panel member knows of the information or situation that gives rise to the conflict. Any panel member who is directly or indirectly associated with any application must declare their interest prior to the panel meeting and, if a conflict exists, withdraw from the discussion and decision on that application.

Official Information Act request

All correspondence, including emails, between the Panel and Ministry staff is official information and are subject to the Official Information Act (OIA) 1982. Please note, panel comments on application forms and summaries are also subject to the OIA.

Appendix 5: Freshwater Improvement Fund – assessment panel nomination form

This form is to make nominations to the Freshwater Improvement Fund assessment panel. Additional information on this role has been provided in the supporting email.

Completed nomination forms should be returned to Rob.schick@mfe.govt.nz no later than **Friday 20 January 2017**.

Name	
Organisation	
Job title	
Email	
Phone number	
Skills and experience <i>Select all that apply.</i>	<input type="checkbox"/> Knowledge of the Freshwater NPS and requirements for implementation <input type="checkbox"/> Freshwater ecosystems and water quality <input type="checkbox"/> Good practice land and water management <input type="checkbox"/> Mātauranga Māori <input type="checkbox"/> Resource management <input type="checkbox"/> Economics <input type="checkbox"/> Business Acumen <input type="checkbox"/> Project management and governance
Does the nominee have any other skills and experience relevant to the role?	
Please tick the box to confirm that the nominee understands the likely time commitment of the panel.	<input type="checkbox"/> Yes

Appendix 6: Te Mana o Te Wai Fund 2015 Assessment Panel Terms of Reference

Purpose of the Te Mana o Te Wai

The purpose of the Te Mana o Te Wai Fund (TMOTW Fund) is to provide funding to enable Māori to improve water quality of freshwater bodies (including lakes, rivers, streams, estuaries and lagoons) that are of importance to them by:

1. supporting iwi/hapū to play an active part in improving the water quality of their local freshwater bodies
2. enabling iwi/hapū to actively participate in managing their local freshwater bodies
3. developing partnerships and working in collaboration with others
4. assisting iwi/hapū and the wider community to recognise the importance of fresh water in supporting a healthy ecosystem, including supporting human health.

The following funding principles underpin the management of the TMOTW Fund:

Principle	TMOTW Fund funding supports projects that...
To support Ministry and government strategic priorities	align with Ministry priorities, work programmes and desired outcomes.
To empower New Zealanders to take environmental action	empower New Zealanders to collectively take ownership of environmental problems and solutions, encourage positive behaviour change, and deliver real results on the ground.
To support evidence-based policy development	test policy implementation to assess if policy is achieving the desired outcomes. All projects will provide data that is robust, transferable and can be used to develop evidence-based policy.
To focus on tangible outcomes and demonstrate value for money	provide a positive return upon investment, demonstrate value for money, and have a financial commitment from other funding partners.

Purpose of the Te Mana o Te Wai Assessment Panel

The purpose of the TMOTW Fund Assessment Panel (the Panel) is to provide an assessment of applications requesting funds from the TMOTW Fund.

All applications are reviewed and assessed by the panel against the TMOTW Fund assessment criteria, and on their merit compared with other applications.

The panel then makes recommendations on which projects should receive funding. The Ministry will then brief the Minister. The Minister makes the final decision about which projects are invited to proceed to Stage II of the funding process, which involves commissioning independent due diligence checks on the applications recommended for funding as applicable before project planning and deed negotiation.

Roles and responsibilities

The Panel's key responsibility is to provide a recommendation on which applications should receive funding through the TMOTW Fund.

Individual panel members assess (score) applications individually, and then come together as a group to discuss each application and collectively make the recommendations. When making recommendations, the Panel considers whether each application is consistent with TMOTW Fund purpose and the assessment criteria. The panel can also recommend how much funding is allocated to each successful applicant and stipulate any conditions of funding.

The Chair is responsible for facilitating discussions and final decision-making amongst the Panel. In the event that the Panel is unable to reach a majority decision the Chair will have the casting vote. The Chair of the TMOTW Fund panel will be a Ministry official.

Preparation and meetings

Panel members are expected to read and be conversant with all applications and supporting material forwarded by the Ministry.

For each funding round panel members will be required to:

- Attend a half day panel induction meeting (18 May 2015) at the Ministry for the Environment, Wellington;
- Have approximately four weeks to assess and score all eligible applications according to the TMOTW Fund criteria;
- Convene as a group for up to three days at the Ministry for the Environment, Wellington (17 – 19 June 2015) to deliberate on recommendations that funding is either approved or declined for each application. Where funding is approved the amount, term and any conditions of funding are to be discussed and will be recorded in a panel minute. Where funding is declined; the reasons for declining funding are to be discussed and will be recorded in a panel minute;

- Be available for another round in 2016. This is not expected to be necessary however, if the applications received are not up to the standard that all TMOTW Funds are allocated another contestable funding round may be required to allocate any remaining funds.

The Ministry's Remediation Projects team provides administrative support to the Panel during this time, including:

- Coordination of travel and accommodation arrangements (where applicable)
- Preparation of applications for panel assessment and scoring
- Preparation of meeting agendas and distribution of meeting minutes
- Subject matter expertise (where applicable)

Panel composition

The Minister approves the Panel, which will comprise of six voting members and a non-voting chair made up of the following:

- three external to the Ministry panel members;
- three government subject matter experts from within the Ministry and/or across the Public Sector and;
- one non-voting chair from the Ministry (Senior Analyst level or above).

Expenses

Travel and accommodation expenses (where applicable) will be coordinated and covered by the Ministry for out of town panel members who are attending Panel meetings. Panel members who are currently employed in the public service and based in Wellington are not eligible to receive expenses for travel and accommodation.

Confidentiality

All material sent to the Panel is to be kept confidential. At no time are panel members to discuss application details with anyone, including the applicants (either before or after its consideration). If additional information is required, the Ministry will be the conduit by which this information is obtained. Similarly, enquiries to panel members relating to individual applications should be referred to the Ministry.

Conflicts of interest

All panel members must declare any interest which conflicts (or might conflict, or might be perceived to conflict) with the interests of the Ministry in ensuring that applications for grants of money under the TMOTW Fund are assessed fairly and impartially. An interest can be pecuniary or non-pecuniary.

A panel member can declare a conflict of interest at any time. However, when first appointed, the panel member must declare all known actual or potential interest conflicts on an Interests Register that will be provided by the Ministry. Other conflicts must be declared as soon as practicable after the panel member knows of the information or

situation that gives rise to the conflict. Any panel member who is directly or indirectly associated with any application must declare their interest prior to the panel meeting and, if a conflict exists, withdraw from the discussion and decision on that application.

Official Information Act request

All correspondence, including emails, between the Panel and Ministry staff is official information and are subject to the Official Information Act (OIA) 1982. Please note, panel comments on application forms and summaries are also subject to the OIA.

Released under the Official Information Act 1982

Appendix 7: Community Environment Fund 2017 Assessment Panel Terms of Reference

Purpose of the Community Environment Fund

The purpose of the Community Environment Fund (CEF) is to provide funding so New Zealanders are empowered to take environmental action. The purpose of the CEF is to:

1. strengthen partnerships
2. raise environmental awareness
3. encourage participation in environmental initiatives in the community.

Purpose of the Community Environment Fund Assessment Panel

The purpose of the CEF Assessment Panel (the Panel) is to provide an assessment of applications requesting funding from the CEF. Panel members are approved by the Associate Minister for the Environment, as delegated by the Minister for the Environment.

All applications are reviewed and assessed by the Panel against the Fund's assessment criteria and on their merit compared with other applications.

The Panel then makes recommendations on which projects should receive funding. The Minister makes the final decision about which projects are invited to proceed to Stage II of the funding process, which involves project planning and deed negotiation. The Ministry will then commission independent due diligence checks on the applications recommended for funding.

Roles and responsibilities

The Panel's key responsibility is to provide a recommendation on which applications should receive funding. Individual panel members assess (score) all applications individually, and then come together as a group to discuss each application and collectively make the recommendations.

When making recommendations, the Panel considers whether each application is consistent with the Fund's assessment criteria. The panel can also recommend how much funding is allocated to each successful applicant and can stipulate any conditions of funding.

The Chair is responsible for facilitating discussions and final decision-making amongst the Panel. In the event that the Panel is unable to reach a majority decision the Chair will have the casting vote. The Chair of the Panel will be a manager from the Ministry's Investment and Partnerships Directorate.

Preparation and meetings

Panel members are expected to read and be conversant with the Fund's eligibility and assessment criteria and any supporting material forwarded by the Ministry.

Panel members will be required to:

- Attend a panel induction meeting (which should take no longer than 2 hours) likely to be **late September/early October 2017**. Panel members may attend via video conference.
- Individually assess and score applications received through the contestable round in accordance with the Fund's assessment criteria over a three week period likely to commence in **late September/early October 2017**;
- Complete and return required assessment documentation (scoring sheets and conflict of interest forms) one week prior to the Assessment Panel meeting;
- Convene as a group for up to three days in Wellington (likely to be **early November 2017**) to deliberate on recommendations that funding is either approved or declined for each application. Where funding is approved the amount, term and any conditions of funding are to be discussed and will be recorded in a panel minute. Where funding is declined; the reasons for declining funding are to be discussed and will be recorded in a panel minute;

The Ministry will provide administrative support to the Panel during this time, including:

- Coordination of travel and accommodation arrangements (where applicable)
- Preparation of applications for panel assessment and scoring
- Preparation of meeting agendas and distribution of meeting minutes

Panel composition

The Minister appoints the Panel, which will comprise of up to five voting members and a non-voting chair, with members having subject matter expertise in one or more of the following areas:

- Knowledge of the community sector
- Resource management expertise
- Local government expertise
- Tikanga Maori perspective

Fees and reimbursements

Fees and reimbursements for work completed by panel members are based on the Cabinet Fees Framework for members appointed to bodies in which the Crown has an interest [CO(12)6]. Under the fees framework, the Panel is classified as a Group 4, Level 3 body. Under this classification, panel members receive a daily fee of \$364 (gross) per day for attending panel meetings, and for time spent reviewing and assessing applications for funding. Panel members who are currently employed in the public service are not eligible for daily fees.

Confidentiality

All material sent to the Panel is to be kept confidential. At no time are panel members to discuss application details with anyone, including the applicants (either before or after its consideration). If additional information is required, the Ministry will be the conduit by which this information is obtained. Similarly, enquiries to panel members relating to individual applications should be referred to the Ministry.

Conflicts of interest

All panel members must declare any interest which conflicts (or might conflict, or might be perceived to conflict) with the interests of the Ministry in ensuring that applications for grants of money under the Fund are assessed fairly and impartially. An interest can be pecuniary or non-pecuniary.

A panel member can declare a conflict of interest at any time. However, when first appointed, the panel member must declare all known actual or potential interest conflicts on an Interests Register that will be provided by the Ministry. Other conflicts must be declared as soon as practicable after the panel member knows of the information or situation that gives rise to the conflict. Any panel member who is directly or indirectly associated with any application must declare their interest prior to the panel meeting and, if a conflict exists, withdraw from the discussion and decision on that application.

Official Information Act request

All correspondence, including emails, between the Panel and Ministry staff is official information and are subject to the Official Information Act (OIA) 1982. Please note, panel comments on application forms and summaries are also subject to the OIA.

Appendix 8: Terms of Appointment to the Environmental Legal Assistance Fund Panel

The Environmental Legal Assistance Fund provides financial assistance to not-for-profit groups advocating for matters of environmental public interest to enable them to participate more effectively and efficiently in resource management processes.¹

The focus in decision-making is on supporting cases of environmental public interest. This emphasis represents a shift away from the original objective of the Fund; to enable participation, or “assist groups to participate more effectively in resource management processes”.²

Position Description

The purpose of the Environmental Legal Assistance Fund Panel (Panel) is to provide an assessment of applications requesting funds from the ELA Fund. Panel members are expected to read and be conversant with applications and supporting material forwarded to the Ministry prior to convening. Panel members will be required to convene bi-monthly (depending on the availability of funding) to make funding recommendations to the Minister. The Panel will have approximately 10 working days to assess applications and prepare a reviewer form for their assigned applications. The Panel will then convene for one day to assess applications as a group.

Individual Panel members assess (review) applications individually, and then come together as a group to discuss each application and collectively make the recommendations. When making recommendations, the Panel considers how each application scores against the ELA Fund criteria. The Panel may recommend how much funding is allocated to each successful applicant and, if appropriate, can stipulate any conditions of funding.

All Panel members review all the applications being considered in a funding round, and individual Panel members are nominated to act as the primary reviewer for particular applications. The primary reviewer is responsible for completing an evaluation of the application, providing a recommendation to the Panel, and leading discussion on the application at the Panel meeting. The Chair does not usually prepare and present applications. The Panel Chair is responsible for facilitating discussions and final decision-making amongst the Panel. In the event that the Panel is unable to reach a majority decision the Chair will have the casting vote.

The ELA Fund usually runs six contestable funding rounds across the financial year, attracting an average of ten applications per round. Additional contestable, or closed, funding rounds may be held at any time at the discretion of the Minister.

Appointments

The Minister has the authority to appoint, reappoint, extend and terminate terms of the Panel members.

Term of the appointment

The term of this appointment is from the date of acceptance of the attached letter of appointment. The term will terminate three years from the letter of appointment date. Panel members who wish to resign prior to the completion of their three-year appointment period are requested to provide written notice to the Ministry three months in advance of their resignation (this allows sufficient time to recruit and appoint a new Panel member). Should there be a need to terminate the term of appointment of Panel members, the Ministry will provide three months' notice.

¹ The full overarching statement of the Fund is publicly available in the Guide to Applicants. The full statement references “high public interest” however in reality whether a proceeding is determined as being of ‘high’ public interest is not defined and is assessed on a case-by-case basis.

² Cabinet decision on establishment of the ELA Fund, December 2001 (FIN (00) M 38/17).

Panel fees

As a Panel member you will be paid a fee of \$364 (gross) per day for attending Panel meetings, and for time spent reviewing and assessing applications for funding. This fee is based on the Cabinet Fees Framework for members appointed to bodies in which the Crown has an interest [CO (19)1]. Under the Fees Framework the Panel is classified as a Group 4, Level 3 body. As these fees are taxable, it is your responsibility to confirm your tax status with the Inland Revenue Department. The costs of your flights and accommodation will be covered by the Ministry.

Confidentiality

All material sent to the Panel is to be kept confidential. At no time are Panel members to discuss application details with applicants (either before or after its consideration). If additional information is required, the Ministry will be the conduit by which this information is obtained. Similarly, enquiries to Panel members relating to individual applications should be referred to the Ministry.

Conflicts of interest

Any Panel member who is directly or indirectly associated with any application must declare their interest prior to the meeting and, if a conflict exists, withdraw from the discussion and decision on that application.

Official Information Act Request

All email and correspondence between the Panel and Ministry staff are official information and are subject to the Official Information Act 1982.

Released under the Official Information Act 1982