

**Memorandum of Understanding between
Landcorp New Zealand
&
Conservation Volunteers New Zealand
July 2016 – June 2019**

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1. INTRODUCTION

This agreement has been written to update the parameters of the working relationship between Conservation Volunteers New Zealand (CVNZ) and Landcorp New Zealand. This agreement is a record of the mutual understanding of Landcorp and CVNZ on the way they will work together to engage the community in projects around sustainable farm management and deliver positive environmental outcomes across New Zealand.

2. BACKGROUND

Landcorp is a State Owned Enterprise and New Zealand's largest corporate pastoral farmer. There is an interest in further caring for and improving the environment on the land that we farm. There is a clear desire to develop closer customer linkages and to provide public demonstration that the ecosystems on and around our farms are being replenished and not further depleted. The need to ensure we have a 'social licence' to operate is a key driver of business decisions.

CVNZ is one of New Zealand's largest practical conservation organisation, involving the community in conservation projects in urban and regional New Zealand including tree planting, seed collection, endangered species protection, weed control, flora and fauna surveys, walking trail construction and fencing and environmental monitoring. CVNZ is an incorporated, not-for-profit organisation managed by an independent board of directors.

3. PURPOSE OF THE PARTNERSHIP

This agreement establishes the basis for a cooperative working relationship between Landcorp and CVNZ (the Parties).

The basis for our collaboration is:

- To engage and support community participation in sustainable farm management.
- Together we will develop opportunities and projects to achieve this.
- By working together we will achieve more and provide enhanced community support.

The overall objectives of the partnership are to:

- Maximise the involvement of communities and volunteers in the support of conservation management programs.
- Assist in the implementation of on-ground conservation works through a partnership approach between Landcorp and CVNZ.
- Acknowledge and support the facilitative role of CVNZ in the achievement of objectives of conservation management in appropriate lands managed by Landcorp.
- Investigate and develop other areas of mutual cooperation between Landcorp and CVNZ, as opportunities and potential resources are identified.
- Assist Landcorp to deliver on-ground environmental works on nominated farms.

4. OPERATING FRAMEWORK

4.1 The Partnership

The partnership will focus on the following elements. Under this partnership agreement sits any 'contract' which outlines the detail of a program (or agreement).

a) Project Weeks

An annual program of work by supervised volunteer teams (general community volunteers) delivered over an agreed number of weeks at agreed target sites. Sites will be identified by Landcorp with input from CVNZ. One volunteer week is comprised of five days. The number of weeks is dependent on available budget and costs. CVNZ will endeavour to recruit an average of six volunteers per team. CVNZ is to provide an annual report highlighting the program achievements.

b) Collaboration on cross-sector partnerships

Landcorp is interested in further involvement and support from corporate partners. CVNZ has the proven experience and structure to facilitate business community partnerships. CVNZ will continue to talk to these industries as opportunities arise. Landcorp and CVNZ will need to identify suitable initiatives for this type of corporate support.

c) Education and knowledge enhancement

The Parties will explore opportunities to provide CVNZ volunteers with educational information about sustainable farm management in New Zealand.

d) Collaborating on grants

The Parties will actively seek out opportunities to collaborate on appropriate grant funding proposals.

e) Publicity

The Parties will investigate presentations at conferences on the partnership and develop joint media releases and journal articles to portray the cooperative approach being undertaken by the parties. Landcorp will highlight CVNZ projects in its promotional outlets when possible. Both parties will seek permission to use photos and logos in publications.

h) Awards

The Parties will actively seek out opportunities to enter appropriate projects in relevant awards programs.

4.2 Communication

a) Two partnership meetings

Senior staff of each organisation (i.e. prime contacts identified in Appendix A), will meet twice annually to review and build on this partnership agreement and to discuss arising issues, update contact lists and discuss joint programs. Extraordinary meetings can be held at any time at the request of each organisation.

b) Day to day project communication

The primary means of communication will be directly between Landcorp Regional Offices and CVNZ Regional Offices.

c) Regular communication.

The Parties agree to communicate via phone and email as needs be to enable issues to be quickly identified and discussed. If there is an issue on the horizon that may cause problems, internal or external, or an error made, we let each other know up front.

4.3 Timeliness

The Parties to this document give an understanding to be timely and professional in their dealings with each other. Openness and integrity will be a cornerstone of their relationship.

4.4 Dispute Resolution

The Parties recognise that it is best to attempt to resolve grievances, disagreements and issues between local representatives of the Parties where appropriate. As a first instance, resolution between Landcorp Regional Manager and CVNZ Regional Manager should be sought. If issues cannot be resolved at a regional level, then resolution should occur between CVNZ's General Manager and Landcorp's Manager, Communications and Media, then between the Chief Executive Landcorp and Chief Executive CVNZ if needed.

4.5 Resourcing

The Parties agree to share information where possible and take into account 'commercial-in confidence' or other licence conditions associated with data and promotional projects.

4.6 Monitoring Progress

CVNZ will report on volunteers engaged, environmental results and local community engagement. The program will be reviewed annually.

4.7 Safety

CVNZ volunteers are covered by CVNZ insurance policies. Each year CVNZ will provide Landcorp a copy of its public liability and workers compensation insurance policy.

Regional staff from Landcorp and CVNZ will work together before and during each project to undertake a risk assessment, determine any training and equipment required, and undertake inductions and briefings to ensure volunteers can complete their tasks safely. In planning each project, Landcorp will undertake a risk assessment and make reference to any safe work procedures or safety standards that apply. Prior to the commencement of a project, Landcorp will brief the CVNZ supervisor on these requirements. Volunteers will be inducted into the site in line with Landcorp and CVNZ procedures.

5. ROLES AND RESPONSIBILITIES

5.1 Landcorp

Under this agreement, Landcorp will:

- Identify target sites for volunteer weeks
- Promote the CVNZ partnership in its promotional outlets, where possible
- Ensure volunteers are provided with a safe work environment
- Consult with CVNZ on the activities required, hazards and appropriate controls.
- Undertake risk assessments for each project site and determine any safe work procedures that are relevant.
- Monitor the work undertaken and regularly check on the site.

5.2 Conservation Volunteers New Zealand

Under this agreement CVNZ will:

- Recruit an average of six volunteers per team for each project week.
- Conduct risk assessments and safety briefings
- Arrange volunteer transport, accommodation and meals if required.
- Provide an annual report highlighting program achievements
- Share benefits from CVNZ's existing and future partnerships
- Share experience with Landcorp around managing business and community partnerships.

- Ensure volunteers are provided with appropriate equipment, training and supervision to undertake the tasks safely.
- Consult with volunteers on the activities required and hazards and ensure appropriate controls are implemented.
- Provide adequate supervision of the activities and volunteers and report any incidents to Landcorp.

5.3 Both Parties

Under this agreement, both Parties will:

- Agree an annual number of target sites for volunteer weeks
- Explore opportunities to provide CVNZ volunteers with educational information about sustainable farm management in New Zealand
- Collaborate on appropriate grant funding proposals
- Investigate promotional and publicity opportunities
- Seek permission to use photos and logos in publications
- Seek out opportunities to enter appropriate projects in relevant awards programs
- Maintain regular communication, including by attending partnership meetings
- Share information where possible, taking into account 'commercial-in confidence' or other licence conditions
- Work together to implement risk assessments, safe work procedures, inductions and training to ensure volunteers can complete their tasks safely.
- Work together to resolve any issues that arise.
- Keep adequate records of the program in particular, the safety aspects.

7. REVIEW AND TERM OF THE DOCUMENT

This document will have a term of three years and will be subject to review at that time. This document may also be subject to review and change within the three-year period. If one of the Parties wishes to alter the document then they shall consult the other party to seek a cooperative outcome. This document may be terminated by either Party by giving four weeks' notice in writing to the other Party.

8. LEGAL RELATIONS

This document does not create any legal relationship between the parties nor a legal liability of one to the other or by either to any third party which would not have existed had this document not been entered into.

The parties hereto have executed this Memorandum of Understanding

On the 22nd day of September 2016

Signed for and on behalf of
Landcorp

Name: P M Clarke

Position: General Environmental

Signed: 

Signed for and on behalf of
Conservation Volunteers New Zealand

Name: G. MORVELL

Position: CHAIRMAN

Signed: 

Appendix:

Contact Details

Prime Contacts

Landcorp –

CVNZ –

Landcorp Regional Contacts

CVNZ Regional Contacts

Project Schedule

Project Location	Description	Activities	Landcorp Contact	Timeframe	Comments