

# **Public Waterways and Ecosystem Restoration Fund Deed of Contribution Report**

<b>Organisation:</b>	<b>Waikato Regional Council</b>
<b>Project name:</b>	<b>Piako Green Corridor</b>
<b>Deed number:</b>	<b>Deed of Contribution #23581</b>
<b>Date of report:</b>	<b>2 November 2020</b>

## Official information and privacy

### Official Information Act 1982

**Important:** Information presented to the Minister for the Environment or the Ministry for the Environment is subject to disclosure under the Official Information Act 1982 (OIA). Certain information may be withheld in accordance with the grounds for withholding information under the OIA. Further information on the OIA is available at [www.ombudsmen.parliament.nz](http://www.ombudsmen.parliament.nz).

Information held by the Minister or Ministry may have to be released under the OIA in response to a request from a member of the public (or any other body) for that information. If you wish to provide sensitive information to the Minister or Ministry which you do not want released, it is recommended you consult with the Ministry as to whether the information is necessary for the application, and whether there may be grounds in the OIA for withholding the information. For instance, if release of the information would disclose a trade secret, or be likely to unreasonably prejudice the commercial position of the person who supplied or who is the subject of the information, then there may be grounds to withhold the information. If an OIA request relating to your application is received, the Ministry will endeavour to contact you to discuss it, and what the implications of releasing your information are.

The grounds for withholding information must always be balanced against consideration of public interest that may justify release. Although the Ministry does not give any guarantees as to whether information can be withheld under the OIA, it may be helpful to discuss OIA issues with the Ministry in advance if information provided with an application is sensitive.

### Privacy Act 1993

**Important:** The Ministry for the Environment (Environment House, 23 Kate Sheppard Place, Wellington 6011) may collect, use, hold or disclose personal information for the purpose of assessing eligibility and suitability for Public Waterways and Ecosystem Restoration funding. Individuals have the right in accordance with the Privacy Act 1993 to request access to and correction of their personal information. While the provision of personal information is not mandatory, failure to provide requested information could lead to a delay in considering the application or a decline of the same.

## Introduction

This Report provides the Ministry for the Environment with information about how the development and delivery of your Public Waterways and Ecosystem Restoration project is going.

The Deed of Contribution Report is a key source of information for updates to the Minister and the Ministry's website on the progress of Public Waterways and Ecosystem Restoration projects. The different sections in this report serve different purposes:

- **Section A** is an opportunity for you to provide an update as to what has been achieved during the Deed of Contribution. This is a useful recording tool for the project team and any other involved parties for assessing what has been achieved to date, as well as providing robust information should the project come under scrutiny.
- **Section B** is an opportunity to report against the activities outlined in the Deed of Contribution.
- **Section C** asks for operational details including, interest earned and spending of interest. It also provides an opportunity to include any other details which you think are relevant and the Ministry should be aware of (eg, events, publications, awards).
- **Section D** provides assurance to the Ministry that you recognise the accountability for the information provided, which may be requested by interested parties beyond the Ministry.

### Important Information

It is preferable to complete this report electronically and submit it by email.

Please discuss any problems, issues, or major changes to your project with your fund analyst before completing and submitting this report.

## When your report is complete

Your report should be submitted to your analyst within three months of the signing of your Deed of Contribution, or on the signing of your Deed of Funding, whichever is earlier.

Email the following documents to your analyst:

- this completed report
- deliverables for any activities completed (including invoices) as listed in your deed of funding.

## What happens next?

Your assigned analyst will assess the report to ensure that you have met the requirements for funding as specified in your Deed of Contribution. During the review of the report and supporting documentation, further information (including evidence confirming actual expenditure) may be requested. Allow at least two weeks for the assessment to take place.

## SECTION A: PROJECT SNAPSHOT

### 1 Progress update and key facts

*Provide a brief description of your progress on the project, including any physical works undertaken. Please also provide any key facts and figures or any other information that the Ministry should be aware of. You may want to consider:*

- *work undertaken, whether the project is running to timeline, costs incurred compared to the agreed budget*
- *successes you have had, or particular progress you have made towards your project objectives*
- *risks that have appeared or challenges faced this year and ways you plan to mitigate them.*

**Provide a brief description of the project's overall status (is project on time, on budget, etc?).**

The Project overall is; on track, within scope and on budget. No expenditure (other than WRC staff time) has occurred. Although the activities outlined in the deed of contribution have not been delivered, this is not expected to impact the overall schedule of the project.

Deeds have now been signed between MfE and Waikato Regional Council. This process was more involved than originally anticipated, resulting in significantly more time spent on the development of those documents than on the delivery of the deed of contribution activities.

A decision was made to bundle the geophysical, ecological survey and GIS/Drone works into one contract engagement and a thorough RFQ process has been run and service provider selected for this work. The contract for this engagement is being prepared and expected that work will commence in mid November. The results of this work will inform the development of the predator control programme. The detailed nature of this work and the requirement to time it around spring high tides means that the draft report will not be completed till mid February. In parallel, work is progressing on plant ordering for year one, establishment of a discussion group, communications plan development, tactic deployment (e newsletter), iwi engagement and design of a tender process for years 2-5 planting, including plant supply and maintenance.

## SECTION B: PROJECT PROGRESS

### 2 Evaluation of project activities

*Describe the progress made against your agreed activities, any slippage or gains made (and the reasons why).*

<b>Activity</b> <i>Activity to be undertaken (taken from the Deed of Contribution).</i>	<b>Deliverable</b> <i>Deliverable to be supplied to the Ministry (taken from the Deed of Contribution).</i>	<b>Status</b> <i>Has this activity been completed and deliverables supplied? The status of your deliverables can be complete, partially completed or incomplete.</i>	<b>Comments</b> <i>If a deliverable has not been supplied, please explain why.</i>
<p>1. Complete Geophysical and ecological surveys in order to;</p> <p>i) Establish what the optimum level of inundation is for the indigenous salt marsh species to both be able to establish themselves and/or be introduced via augmentation planting.</p> <p>ii) Establish the extent of the saltwater wedge to inform creation of inanga/whitebait spawning habitat.</p>	<p>1.1 A copy of a report produced which provides the data, findings and recommendations around ground levels and appropriate salt marsh vegetation species mix.</p> <p>1.2 Evidence of payment associated with the report.</p>	<p>Partially completed</p>	<p>For both the Geophysical Survey and GIS/Drone works (1 and 2) a Request for Quote (RFQ) process was run with 3 skilled suppliers (all Waikato LASS approved). Two RFQ have been received and of these one selected. A contract is being prepared between WRC and 9(2)(b)(ii) to carry out all this work.</p> <p>Field work for this package of work will commence on 16 Nov 2020. The draft report will be prepared by end of December 2020 so as to inform the draft (by WRC staff) detailed work plan.</p>
<p>2 Engage contractor to undertake GIS mapping and drone fly-overs of the project area and sub areas/sections in order to provide the following information:</p> <p>i) General overview providing a unique aerial perspective of the</p>	<p>2.1 Copy of drone footage and any maps produced from drone footage.</p>	<p>Partially completed</p>	<p>Initial discussion has been had with MfE Advisor re recommendations and opportunities that have been identified as part of this process, including the potential to be able to complete 3</p>

<p>project area/s and surrounding environment (drone fly throughs very useful here in order to inform comms plan and to communicate the nature of the existing environment and scale of project).</p> <p>ii) Identification of zonation of existing vegetation (i.e. Mangrove forest, salt marsh, grazed pasture, Glyceria maxima, willow, wetland).</p>	<p>2.2 Copy of mapping including GIS layers (where used) and identified vegetation zones.</p> <p>2.3 Evidence of payment associated with GIS mapping and drone fly overs.</p>		<p>drone fly overs during the life of the project, some monitoring and to have the services available as technical review as required through the project. These will all contribute to greater guarantees of success, viability, and benefits of the project.</p>
<p>3 Develop a predator control programme.</p>	<p>3.1 Copy of programme document/management plan.</p> <p>3.1 Evidence of payment associated with the predator control programme.</p>	<p>Incomplete</p>	<p>The above work will inform this, therefore neither the development nor delivery will commence till March 2021 (at the earliest).</p>
<p>4 Establish and commence Predator Control trap lines.</p>	<p>4.1 Evidence of Tender</p> <p>4.2 Copy of signed contract</p> <p>4.3 Copy of trapping data.</p> <p>4.4 Evidence of costs associated with predator control trap lines.</p>	<p>Incomplete</p>	
<p>Stage 2 for Piako Green Corridor</p>	<p>Development and completion of Work Programme for the Project</p> <p>Development and completion of Annual Work Plan for Year 1.</p>	<p>Completed</p> <p>Completed</p>	<p>As per deed.</p>

	Finalising Deed of funding	Completed	
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## SECTION C: OPERATIONAL DETAILS

### 4 Interest earned

Provide information about how much interest (if any) your upfront payment has gained. This interest is to be spent only on project related activities.

Organisation name	Month 1	Month 2	Month 3	Total interest earned
Waikato Regional Council	\$0	\$609	\$609	\$1,218

### 5 Spending of interest

If interest was gained throughout the Deed of Contribution, please describe what it was spent on.

Any interest earned will be transferred into the project budget and a decision on how it will be used will be made at the annual planning stage.

### 6 Request to carry over activities and budget

List the incomplete (or partially complete) activities, deliverables (as per your Deed of Contribution) and related unspent budget that will be carried over to the Deed of Funding.

Activity <i>From your Deed of Contribution</i>	Deliverables <i>From your Deed of Contribution</i>	Funding allocated under the Deed of Contribution	Unspent funding from the Deed of Contribution
<p>2. Complete Geophysical and ecological surveys in order to;</p> <p>iii) Establish what the optimum level of inundation is for the indigenous salt marsh species to both be able to establish themselves and/or be introduced via augmentation planting.</p> <p>Establish the extent of the saltwater wedge to inform creation of inanga/whitebait spawning habitat.</p>	<p>3.1 A copy of a report produced which provides the data, findings and recommendations around ground levels and appropriate salt marsh vegetation species mix.</p> <p>Evidence of payment associated with the report.</p>	9(2)(b)(ii)	
<p>4 Engage contractor to undertake GIS mapping and drone fly-overs of the project area and sub areas/sections in order to provide the following information:</p> <p>iv) General overview providing a unique aerial perspective of the project area/s and surrounding</p>	<p>4.1 Copy of drone footage and any maps produced from drone footage</p> <p>4.2 Copy of mapping including GIS layers</p>		

<p>environment (drone fly throughs very useful here in order to inform comms plan and to communicate the nature of the existing environment and scale of project).</p> <p>v) Identification of zonation of existing vegetation (i.e. Mangrove forest, salt marsh, grazed pasture, <i>Glyceria maxima</i>, willow, wetland).</p>	<p>(where used) and identified vegetation zones</p> <p>Evidence of payment associated with GIS mapping and drone fly overs.</p>		
<p>Develop a predator control programme.</p>	<p>3.1 Copy of programme document/management plan.</p> <p>Evidence of payment associated with the predator control programme.</p>	<p>9(2)(b)(ii)</p>	
<p>5 Establish and commence Predator Control trap lines.</p>	<p>5.1 Evidence of Tender</p> <p>5.2 Copy of signed contract</p> <p>5.3 Copy of trapping data.</p> <p>5.4 Evidence of costs associated with predator control trap lines.</p>		
<p><i>Totals to be carried over/transferred to the Deed of Funding</i></p>			

## 9 Other information

*Is there any other information that you would like to share in relation to the delivery of your project? For example significant stakeholder engagement, events or awards received.*

No further information at this stage.

## SECTION C: DEED OF CONTRIBUTION REPORT DECLARATION

### Declaration

As a duly authorised representative of the organisation:

- vi) I declare that to the best of my knowledge, the information contained in all sections of this Report, or supplied in support of our deed of contribution report, is complete, true and correct.
- vii) I declare that I have the authority to sign this Report and to provide this information.
- viii) I understand that information presented to the Minister for the Environment and Ministry for the Environment is subject to disclosure under the Official Information Act 1982.

**Name**

9(2)(a)

**Position**

Shovel Ready Programme Manager

**Signature**

*By typing your name in the space provided you are electronically signing this Deed of Contribution Report.*

9(2)(a)

Date 2 Nov 2020