

Public Waterways and Ecosystem Restoration Fund Quarterly Report (29.10.20 – 31.12.20)

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|------------------------|-------------------------------------|
| Organisation: | Waikato Regional Council |
| Project name: | PWER016 Piako Green Corridor |
| Deed number: | PWER016 |
| Date of report: | 28 January 2021 |

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.

Information held by the Minister or the 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 the 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.

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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 Fund 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 quarterly report provides the Ministry for the Environment with information about how the delivery of your Public Waterways and Ecosystem Restoration Fund project is going.

This report gives you the opportunity to record and communicate to interested parties, including the Ministry for the Environment, funding partners and the wider public, the progress made on your project, along with any significant risks, issues and/or health and safety matters encountered, and stakeholder engagement undertaken.

Quarterly reports are a key source of information for updates to the Minister and the Ministry's website on the progress of Public Waterways and Ecosystem Restoration Fund 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 happening during the reporting period, successes during the quarter, and key tasks/activities that are planned for the next quarter. This is a useful recording tool for the project team and any other involved parties for assessing what has been achieved to date and what is ahead, as well as providing robust information should the project come under scrutiny.
- **Section B** asks for operational details of the quarter, including funding received from external organisations, risks and issues, and health and safety. 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 C 'Declaration'** section provides assurance to the Ministry that you recognise the accountability for the information provided, which may be requested by interested parties beyond the Ministry.
- You are also required to update the **Budget Tracking Spreadsheet** for this financial year, and provide the agreed deliverables for any activities which have been completed in this quarter.

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 assigned Ministry analyst before completing and submitting this report.

When your report is complete

Your report should be submitted within four weeks of the end of each quarter, unless otherwise agreed with your assigned analyst. Please refer to page 28 of the *Guide for Recipients* which includes a detailed reporting calendar.

Email the following documents to the Ministry each quarter:

- completed quarterly report
- updated budget spreadsheet
- completed summary of expenses spreadsheet
- agreed deliverables for any activities which have been completed in this quarter.

Alternatively, you can post these to:

Public Waterways and Ecosystem Restoration Fund
Hono Tahua – Communities & Freshwater Investments
Ministry for the Environment
PO Box 10362
Wellington 6143.

What happens next?

Your assigned analyst will assess the report to ensure that you have met the requirements for funding as specified in your funding deed. During the Ministry's review of the report and supporting documentation, further information (including evidence confirming actual expenditure) may be requested. Allow at least 10 working days for the assessment of your report to take place.

Once the Ministry for the Environment is satisfied that your quarterly claim meets the deed funding requirements, your assigned analyst will arrange payment with the Ministry's finance department.

Questions?

If you have any questions relating to this report then please contact your assigned analyst.

SECTION A: PROJECT SNAPSHOT

1 Progress update and key facts

This first quarter saw:

- The signing of the Deeds between MfE and Waikato Regional Council. This was a significant milestone.
- The Project Management Plan was prepared and approved via the Shovel Ready Programme Restoration Project Control Group (See Attachment 1).
- A focus on establishment of the project, commencement of data/information gathering through awarding of a contract to 9(2)(b)(ii) to carry out the geophysical, ecological, drone and GIS/mapping works. This is a critical piece of work as it will inform the detailed work plan, animal pest control and earthworks (berm scrapes). This contracted expertise is within budget as per deed.

Ecological and Geophysical Survey

- This work requires additional time due to needing at least two spring high tides to ensure data quality pertaining to inanga spawning habitat (saltwater wedge). This may impact the timing of the preparation and delivery of the detailed work programme. However, this will not affect overall project.
- As a result of this delay the Animal Pest Control work – development of predator control plan – has not commenced. The ecological report and work plan are needed to inform this work.

Communication and Engagement

- The first E Newsletter to stakeholders was prepared and sent in conjunction with other MfE and MBIE funded projects within the Hauraki Area.
- Presentation was given to the Matamata Piako Mana Whenua Forum.

Risks

- Risk register has been established as part of the PMP process.

Introduction: Reflect on the project over this reporting period and provide a brief description of the project's overall status (is project on time, on budget, etc).

- This is a 5 year project and has just completed its first quarter – noting this is second quarter of the financial year for year 1.
- There is a delay in some of the scheduled work (ecological survey, geophysical etc) and the need for data to be captured over two spring high tide cycles.
- Despite the above this does not affect the overall time frame and deliverables of the project. Overall, the project is on track, on budget and within scope.
- To mitigate delays the team have looked at opportunities to streamline other works activities and will run a tender process in the next quarter.

Summary of progress this quarter: Describe the progress made against your Annual Work Plan, any slippage or gains made (and the reasons why).

Objective 1. 1. By June 2025, the Kopuatai Wetland will be reconnected to the Firth of Thames through a continuous 17km vegetated corridor of 185,000 eco sourced plants along one side of the Piako River main channel. It will continue to provide for the functioning of, and maintenance to, the Piako Flood scheme.

- There has been 9(2)(b)(ii) paid as part payment (total contract value 9(2)(b)(ii) for the initial deed of contribution work (ecological survey, GIS, drone and geophysical survey - objectives 1 and 2 of AWP) to 9(2)(b)(ii)
- 10,000 Eco sourced native plants have been ordered from 9(2)(b)(ii) for year one demonstration planting.

Objective 2. By 2025, 63,340 plants will be planted on one side of the drainage channel from Waihou River mouth along the berm to Waitakaruru (a distance of 19 km).

- 8,000 Eco sourced native plants have been ordered from 9(2)(b)(ii) for year one demonstration planting.

Objective 3. By 2021, an animal pest control programme will be developed for the purpose of supporting inanga spawning habitat and wetland avifauna along 19km of drainage channel and 17km of Piako River channel. The programme infrastructure will be in place by December 2021.

- Animal pest control components will not commence until Ecological work finalised.

Objective 4. By 2021, mātauranga Māori principles developed with mana whenua/iwi/hapū and confirmed for inclusion in work programme. By 2025, these principles are incorporated into design and delivery of programme.

- The team have connected with key iwi representatives with a stakeholder group meeting set for 22 Feb 2021. This will commence the discussion around Matauranga values.

Objective 5. Communication and engagement

- Programme Level Communication Plan Prepared and Approved. **See Attached supporting document.**
- Development of a detailed communication and engagement tactics framework is underway for Piako Green Corridor and will be provided in the next quarter.
- Presentations have been given to the Matamata Piako Manawhenua Forum, Hauraki Gulf Forum and an E Newsletter sent to key stakeholders and iwi.

Objective 6. Other miscellaneous:

*Project Management, Governance and Reporting (ongoing).
(provided in kind by WRC)*

- PMP completed and approved (see attached supporting document)
- Governance Group ToR provided by WRC (from 9(2)(a)) to MfE for all MfE projects.
- Minutes from previous Governance Group meetings see supporting attachments.

Next Quarter: Describe the key activity/tasks that will take place next quarter.

Key tasks/activities planned for the next quarter include:

- Drafting of detailed work programme
- First discussion/stakeholder group meeting (22 Feb 2021)
- Tender process for plant supply and planting for remaining plants (230,000 units) confirmed, not run until third quarter.
- Confirmation of fencing locations
- Contract let for site preparation.

2 Update on activities

Describe the progress made this quarter for each activity in the annual work programme. Include specific comments where there is something impacting on the delivery of an activity, or if there are particular successes to report.

| Activity | Progress update |
|---|---|
| 1.1 Geophysical survey | Will be completed in next quarter (report due end of February 2021). |
| 1.2 GIS mapping Piako main channel | Will be completed in next quarter (report due end of February 2021). |
| 1.3 Year 1 plant ordering | Complete (see attached supporting documents). |
| 1.4 Engage contractor for Berm scrapes | This is pending further consenting advice – if can be commenced under Permitted activities then this will occur in next quarter. |
| 1.5 Resource consent | This is being discussed with regulatory group. A final decision re consent will be made following review of the ecological and geo physical survey that will determine berm height. |
| 1.6 Land licence agreements | Piako GC team are working with 2 other projects that require discussion with land licence holders so as to take a coordinated approach. Contact will be made in March/April 2021. |
| 2.1 GIS mapping drainage channel | Will be completed in next quarter (report due end of February 2021). |
| 2.2 Year 1 plant ordering | Complete – 8,000 eco-source native plants ordered. Site preparation will occur in the next 4 months. (see attached supporting documents). |
| 2.3 Engage contractor to undertake earthworks and site preparation for the drainage area. | Geophysical survey will inform this. |
| 2.4 Engage contractor to undertake 2km of fencing. | Next quarter. |
| 2.5 Land licence agreements reviewed, agreements reached with lease holders regarding timing and staging of works. | Letter will be sent next quarter to drainage area licence holders. |
| 3.1 Engage contractor to undertake animal pest control survey to develop pest animal control plan for the purposes of supporting inanga spawning and avifauna and establish the animal pest control network along drainage channel and Piako river channel. | Paused until ecological work completed. This will inform approach and needs for Predator Control. |
| 3.2 Develop a predator control programme and establish and commence Predator Control trap lines. | As above, refer 3.1. |
| 4.1 Establishment of discussion group with key stakeholders to enable effective collaboration and communication. | Meeting scheduled for 22 Feb 2021 with key iwi and stakeholders. |

| | |
|---|---|
| 4.2 Define mātauranga Māori values and how they will be incorporated into the operational work plan. | The meeting scheduled for 22 Feb with key iwi and stakeholders will inform this. |
| 5.1 Develop and finalise a Communications and engagement plan, which aims to support all elements of the programme. | Development of the Communication Plan for Project is underway and will be completed next quarter. |
| 5.2 Create a showcase planting site. | Site selected. |
| 6.1 Set up Governance Group and provide Terms of Reference (TOR), including membership and bio. | Completed. |
| 6.2 Hold monthly governance group meetings, with a minimum of four per year. | Ongoing. |
| 6.3 Complete Ministry Reporting Requirements. | Ongoing. |
| 6.4 Project management, including delivery schedule for operational work and all reporting. | Ongoing. |
| 6.5 Procure and prepay annual independent financial audit for FY1. | Won't occur till next financial year. |

3 A) Quarterly progress towards Jobs for Nature Area Indicators

Indicate below how your project's activities for the quarter have contributed to the programme's focus areas. Add 'N/A' in the Metrics and/or Focus Areas that are not relevant to your project

| Focus Area | Metric | Project target <i>(refer to Work Programme if applicable)</i> | Year target <i>(refer to Annual Work Plan if applicable)</i> | Total progress so far | Progress this quarter |
|--|--|--|---|-----------------------|-----------------------|
| Fresh water restoration | Number of plants planted in riparian, lake, or wetlands areas | 243,340 | 18,000 | 0 | 0 |
| | Area (ha) of riparian, lake, or wetlands planting completed | NA | NA | NA | NA |
| | Length (km) of new fencing constructed and maintenance of existing fencing | 32 | 2 | 0 | 0 |
| On farm and other restoration activities | Number of Farm Environment Plans created | NA | NA | NA | NA |
| | Area (ha) of works covered by Farm Environment Plans completed | NA | NA | NA | NA |
| | Area (ha) of afforestation or other biodiversity planting not in riparian, lake, or wetlands margins completed | NA | NA | NA | NA |
| | Area (ha) of space-planting for erosion control completed | NA | NA | NA | NA |
| Pest control and fish passage | Total area (ha) of animal pest control completed | 35 | 0 | 0 | 0 |
| | Total area (ha) of plant pest control completed | 35 | 0 | 0 | 0 |
| | Number of fish passage barriers remediated (removed or managed) | NA | NA | NA | NA |
| Nature based employment | Number of people paid in each reporting period. | | | 13 | 13 |
| | The number of people being paid on the last day of the reporting period | | | 6 | 6 |
| | Number of people-hours worked in each reporting period | | | 1262 | 1262 |

Methodology for Nature based employment

We would prefer you to use actual counts for nature based employment. If you are unable to provide actual figures, please explain below your methodology for calculating nature based employment

3 B) Quarterly Forecast of Nature based employment

Indicate the expected upcoming employment measures for the next quarter

| | Expected figure for Next Quarter |
|--|----------------------------------|
| Number of people to be paid in the upcoming reporting period | 6 |
| Number of people-hours to be worked in the upcoming reporting period | 300 |

SECTION B: OPERATIONAL DETAILS

4 Other sources of funding

Provide information about other external funding used towards the cost of activities completed this quarter (other than from the Public Waterways and Ecosystem Restoration Fund). Include all cash contributions from your own organisation and other funding sources as listed in your Annual Work Plan.

Insert additional rows if you have more than five partners or external funding sources

| Organisation name | Total amount requested | Total amount approved | Amount received to date | Amount paid towards activities this reporting period |
|--------------------------|------------------------|-----------------------|-------------------------|--|
| Waikato Regional Council | \$100,000.00 | \$100,000.00 | \$100,000.00 | \$10,000.00 |
| | \$0.00 | \$0.00 | \$0.00 | \$0.00 |

5 Risks and issues

List the status of any risks currently affecting the project and what is being done to manage or mitigate these (for example, activities not completed on time, unpredictable events such as weather, lack of resource commitment, time and cost estimates too optimistic, unexpected budget cuts, stakeholders changing requirements after the project has started, health and safety matters).

| Risk | Management/mitigation |
|--|---|
| | <i>Describe the process you will use to minimise and manage the risk</i> |
| A risk is being managed re scheme land users who are going to lose their grazing access. | Early advice to landowners/users. Elected representatives and key landowners are being kept informed of work so as to connect with key contacts to mitigate any negative responses related loss of grazing land/access. Partnering with Hauraki District Council on communications. |
| There is a risk around plant supply for the duration of the project. | A tender process is being explored in the next quarter and will be run the following quarter to secure plants, planting labour and weed releasing for the duration of the project for up to 80% of the plants. |

List any issues (problems related to the project that are about to occur or are currently occurring) that need to be raised, together with options for resolution.

| Issue | Resolution |
|-----------------------------|--|
| | <i>Describe the action(s) being taken to resolve the issue</i> |
| There are no active issues. | |

6 Health and safety

| | |
|---|--|
| Have there been any health and safety incidents during this reporting period? | <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No <i>If yes, for each incident that occurred please briefly describe the incident, the action taken and outcome, and any lessons learned.</i> |
| Describe what health and safety activities taken place during this reporting period. <i>For example, provision of information, training, instruction or supervision of staff or volunteers, updates to H&S Plan etc.</i> | Site briefing ahead of contractor commencing ecological, geophysical and mapping works. |

7 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 media coverage?

SECTION C: PAYMENT REQUEST

8 Payment Information (funding and contributions)

Provide information about costs incurred during this payment period, amount requested from PWER and other external funding used towards the cost of activities completed this quarter (other than from PWER). Include all cash contributions from your own organisation and other funding sources as listed in your Annual Work Plan.

Insert additional rows if you have multiple external funding sources

| | |
|---|-------------|
| (A) Your organisation's cash contribution for this payment period | \$10,000.00 |
| (B) Carried over Deed of Contribution funds spent in this payment period <i>(This should be the same as the carryover budget figure in section 6 of the Deed of Contribution report)</i> | \$66,882.00 |
| (C) Total external funding contribution for this payment period <i>(Please confirm amounts from each funding source in Table 4)</i> | \$0.00 |
| (D) Amount requested from the PWER Deed of Funding for this payment period | \$0.00 |
| Total cost incurred for payment period (A+B+C+D) | \$76,882.00 |

SECTION D: DECLARATION

9 Declaration

This declaration must be completed by a person with the organisation's signing authority.

As a duly authorised representative of the organisation:

- I declare that to the best of my knowledge, the information contained in all sections of this Quarterly report, payment request or supplied in support of our Quarterly Report and payment request is complete, true and correct.
- I declare that I have the authority to sign this Quarterly Report and Payment Request, and to provide this information.
- I confirm that all costs incurred are directly attributable to the delivery of the agreed Annual Work Plan
- I confirm that I have updated the Budget Tracking spreadsheet
- I confirm that prior to submitting a payment request, all Deed of Contribution funding has been spent
- 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

Hauraki Coromandel Restoration Programme Lead

Signature

By typing your name in the space provided you are electronically signing this Quarterly Report.

9(2)(a)

Date: 26 Jan 2021

Supporting documents provided in addition to this document;

- Piako Green Corridor Project Management Plan
- Governance Group ToR
- Communications Plan Shovel Ready
- December Minutes from last PSG meeting

9(2)(b)(ii)