

# **Public Waterways and Ecosystem Restoration Fund Quarterly Report October 2021 - December 2021**

**Organisation:** Waikato Regional Council  
**Project name:** Piako Green Corridor  
**Deed number:** 23704  
**Date of report:** 31 January 2022

## 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 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.

### 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 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

Piako Green Corridor is a 5-year project aiming to reconnect the Kōpuatai Wetland to the Firth of Thames through a continuous vegetated corridor. This is supported by the replanting of the Foreshore Drainage network to benefit tuna (eel). This project is in year 2.

#### This quarter (Quarter 2):

- Following review of tenders, to procure the supply, planting and maintenance of 230,000 ecosourced plants for years 2 to 5 of the project, recommendations taken to Tenders Board. Endorsement was achieved. Reports now go to Contracts Committee for final approval. This is due to value and multiyear nature of contracts.
- Animal Pest Control Plan discussions commenced, and Plan drafted.
- Year one audit completed and submitted to MfE. Full compliance achieved.

#### Communication and engagement

- E Newsletter to key stakeholders.
- Webpage updated.
- Report to Risk and Assurance Committee – Audit – Provided.
- Report to Contracts Committee - Tender – this report will be provided following Contracts Committee meeting 1 Feb 2022 as information is confidential.

#### Key Risks

- Following the boundary survey to address historical land ownership issues, it has been determined a significant area of land is privately owned on the Western end of the Foreshore Drain (Waitakaruru end). This along with issues between the landowners and the District Council could result in this section no longer being available for planting. This would remove approx. 4km of potential planting and fencing from the foreshore drainage area. Alternative sites are being investigated to deliver on planting and restoration requirements. Options will be presented to MfE – likely June 2022.
- 9(2)(a) Project Manager and Programme Lead, has resigned following her successful appointment to the Manager, Hauraki Coromandel Catchment role. Recruitment to fill her vacated role has commenced. 9(2)(a) will take up her new role 1 March but will do so in a transitional capacity to continue to support this project.
- Native Plant Procurement – there is a risk that one of the potential suppliers will not be happy with the contract recommendations. This could result in relationship damage.
- There is a risk of future COVID restrictions and uncertainty as we move into the 'traffic light system' and risk of staff or contractors having to isolate in large numbers due to being close contacts or at worse off sick. This puts further pressure on resources that are already constrained as identified in the lessons learnt reviews, and may impact ability of projects to deliver agreed outcomes.

#### Overall

The project is on track with some minor delays to activities. A critical milestone has been met with the Tender released to the market and assessments completed. This will not only assist in reducing risk around plant availability, but it will also support confirmation of a large chunk of the project's budget.

**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, Quarter 2 of year 2 has just been completed.
- Overall, the project remains on track, noting that a lot of the activities are planned for Q3.
- A key deliverable has been achieved with the assessment of the Native Plant Supply Tender. This will secure the planting, labour to plant and maintenance of the planting up until 30 June 2025 (project completion).
- There has been very little expenditure or employment (outside of WRC staff) this reporting period.

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

Key tasks/activities planned for the next quarter include:

- Completion of tender process for 230,000 plants (tender evaluation completed and contract award). Noting that due to Contracts Committee timetable this could not be achieved in Quarter 2.
- Finalise planting plan for drainage area.
- Finalise Animal Pest Control Plan. Drafting was completed in Quarter 2.
- Animal Pest Control procurement completed.
- Land license agreements progressed.
- Earthworks contracts procured.

## 2 Update on activities and objectives

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

**Objective 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.*

Activity	Progress update	% of activity completed
1.1 Site preparation and planting of 70,000 plants in main stem area 3.	Site preparation will not commence until Quarter 3. Procurement for year 2 plants will occur in Q2 and be completed in Q3.	0% completed
1.2 Release of year 1 planting (18,000 plants).	Minor weed control carried out (5.5hours).	1% completed
1.3 Install new / upgrade 7km of fencing along the main river channel.	This will not occur till Q4.	0% completed
1.4 Determine location of and install at least one sediment trap/constructed treatment wetland where internal drainage network contributes flow to the main Piako River Channel.	This will occur in Q4.	0% completed
1.5 Land licence agreements reviewed, and agreements reached with lease holders regarding timing and staging of works.	Ongoing.	15% completed

<b>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).</b>		
<b>Activity</b>	<b>Progress update</b>	<b>% of activity completed</b>
2.1 Site preparation and planting of 10,400 at foreshore area 1, 18,000 at foreshore area 2 (carried over from Y1) and 25,000 at Foreshore 3.	Site preparation will not commence until Q3.	0% completed
2.2 Install new / upgrade 11.5 km Fencing along the drainage channel	This will not occur till Q4.	0% completed
2.3 Engage contractor for earthworks: <ul style="list-style-type: none"> <li>• 10km of drainage digs and re-shape.</li> <li>• At least one sediment trap/ constructed treatment wetland installed as demonstration site.</li> </ul>	Planned for Q3.	0% completed
<b>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.</b>		
<b>Activity</b>	<b>Progress update</b>	<b>% of activity completed</b>
3.1 Engage contractor to undertake animal pest control survey to develop pest animal control plan for the purposes of	This activity has not yet started. It will begin in Q3.	0% completed

supporting inanga spawning and avifauna.		
3.2 Develop a predator control programme and establish and commence Predator Control trap lines.	Scoping has begun and discussion held with DOC around opportunities to gain greatest benefit from this work. Area has a large ferret population, opportunity to frame this work up so as to support longer term benefits and support to PF2050 aspirations.  Predator Control Plan drafted and being reviewed by Biodiversity expert at WRC.	70% completed
3.3 Regular checks of animal pest control infrastructure as per plan recommendations.	Not started.	0% completed
<b>Objective 4 By 2021 mātauranga Māori principles developed with mana whenua/iwi/hapu and confirmed for inclusion in work programme. By 2025, these principles incorporated into design and delivery of programme.</b>		
<b>Activity</b>	<b>Progress update</b>	<b>% of activity completed</b>
4.1 Define mātauranga Māori values and how they will be incorporated into the operational work plan.	Iwi representatives have had limited time to be involved 9(2)(b)(ii) so have not been available to support progressing this. This will be a priority for the next Quarter.	0% completed
4.2 Mātauranga Māori principles included in annual works plan as per programme developed in year 1.	See above.	Ongoing.
<b>Objective 4 Communication and engagement</b>		
<b>Activity</b>	<b>Progress update</b>	<b>% of activity completed</b>
5.1 Community open day for demonstration area.	This activity has not started and will not occur till June 2022.	0% completed

5.2 Communication and engagement deliverables achieved as per plan.	<p>Factsheet developed and produced (supplied in Q1).</p> <p>Webpages updated. <a href="http://www.waikatoregion.govt.nz/shovelready">www.waikatoregion.govt.nz/shovelready</a></p> <p>E-Newsletter to key stakeholders.</p> <p>Joint video with MfE. WRC lead roll out, developed media release.</p> <p><a href="https://www.facebook.com/WaikatoRegion/posts/4220461764670267?comment_id=4278765165506593">https://www.facebook.com/WaikatoRegion/posts/4220461764670267?comment_id=4278765165506593</a></p>	
<b>Objective 6 Other miscellaneous - Project Management, Governance and Reporting (ongoing)</b>		
Activity	Progress update	% of activity completed
6.1 Hold monthly governance group meetings, with a minimum of four per year.	Ongoing.	20% completed
6.4 6.2 Complete Ministry Reporting Requirements Q1, Q2, Q3, annual report per schedule and Annual Work Plan (draft by the 30 April 2022).	Q2 Report provided.	50% completed
6.5 6.3 Project management, and reporting to governance group.	Ongoing.	40% completed
<p>6.6 Procure and prepay annual independent financial audit for FY1.</p> <p>Note: Copy of annual financial audit to be delivered in FY2 by 31st Oct 2021.</p>	<p>9(2)(b)(ii) were engaged to undertake independent audit as per MfE Audit Guidelines.</p> <p>Permission was granted from MfE to use 9(2)(b)(ii) as they developed the Guidelines.</p> <p>Having sought to engage 9(2)(b)(ii) and then 9(2)(b)(ii) (who declined based on the grounds that they did not have enough suitably qualified Auditors available to carry out work to that level of accuracy) 9(2)(b)(ii) became the only viable option.</p>	100% completed

<p>6.7 Procure and prepay annual independent financial audit for FY2.</p> <p>Note: Copy of annual financial audit to be delivered in FY3 by 31st Oct 2022.</p>	<p>Contract supplied. 9(2)(b)(ii) [redacted] have been engaged to provide the required audits up until 31 October 2025.</p>	<p>10% completed (contract in place, audit to be completed by 31 Oct 2022)</p>
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### 3 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	Target this quarter <i>(refer to Annual Work Plan)</i>	Progress this quarter	Year target <i>(refer to Annual Work Plan)</i>	Total progress this year
Fresh water restoration	Number of plants planted in riparian, lake, or wetlands areas	0	0	123,400	0
	Area (ha) of riparian, lake, or wetlands planting completed	0	0	12.2	0
	Length (km) of new fencing constructed and maintenance of existing fencing	0	0	12	0
On farm and other restoration activities	Number of Farm Environment Plans completed	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	0	0	35	0
	Total area (ha) of plant pest control completed	0	0	12.3	0
	Number of fish passage barriers assessed	NA	NA	NA	NA
	Number of fish passage barriers remediated (removed or managed)	NA	NA	NA	NA

Nature Based Employment							
Focus Area	Metric	Target this quarter <i>(refer to Annual Work Plan)</i>	Progress this quarter		Year target <i>(refer to Annual Work Plan)</i>	Total progress this year	
Nature based employment	Number of people-hours worked in each reporting period <sup>1</sup>	700	Month 1 <sup>2</sup>	86	8,600	428.25	
			Month 2	85.75			
			Month 3	81.5			
	Number of people currently employed on the final day of reporting period <sup>3</sup>			Month 1	4		6
				Month 2	5		
				Month 3	4		
	Number of employment starts in each reporting period <sup>4</sup>			Month 1	0		0
				Month 2	0		
				Month 3	0		
	Number of people who undertook formal training in each reporting period	0	0	0	0	0	0
Number of people who completed training, i.e. gained a NZQA credit during each reporting period	0	0	0	0	0	0	
Number of NZQA credits gained during the period	0	0	0	0	0	0	
Methodology for Nature based employment							
<i>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</i>							
Actual provided.							
How much funding did you spend on Nature Based Employment this quarter?							

*Include how much of your total funding contributed to nature based employment. This includes Freshwater Improvement Fund contribution as well as your organisation's contribution and external funders.*

\$43,353.00

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<sup>1</sup> Total number of hours worked by all individuals employed in job creation initiatives in the reporting period.

<sup>2</sup> Note for recipient – these have been split by month to validate the monthly survey monkey reporting

<sup>3</sup> The number of people employed in jobs funded by a job creation programme, where a job is an employer/employee match (including self-employment matches). People are counted on the final reporting day whether they work full-time or part-time. Casual employees are included as are self-employed people contracted by an employer funded by a job creation programme.

<sup>4</sup> Employment Starts is the number of employees (including all employment types, contractors and self-employed people) funded by a job creation programme who have joined the employer in the reporting period.



## 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	\$80,000.00	\$80,000.00	\$72,745.00	\$43,353.00
	\$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
<p>Plant establishment</p> <p>There is a risk that native plant establishment fails because of weather (e.g. drought or floods) or plant/planting quality which could result in lower stocking rates than the required minimums and/or damage to plants.</p>	<p>Describe the process you will use to minimise and manage the risk</p> <p>Plan annual planting programmes utilising long term forecasts.</p> <p>Plant suitable species that can accommodate drier periods.</p> <p>Keep year 4 as a backup contingency planting season.</p> <p>Ensure plants meet required specifications.</p> <p>Site inspection by WRC will be undertaken to ensure quality of planting to ensure rate of survival.</p>
9(2)(b)(ii)	<p>Early discussion with 9(2)(b)(ii) around opportunity and scope of work funded from MfE.</p> <p>This risk will be updated following completion of tender process.</p>
<p>Project team staff retention</p> <p>There is a risk that core project team members leave roles during the project resulting in delays to project delivery.</p>	<p>To facilitate the delivery of shovel ready projects Waikato Regional Council has established the following to support project managers:</p>

	<ul style="list-style-type: none"> <li>- a programme lead overseeing the delivery of shovel ready projects within the relevant geographical area.</li> <li>- a project co-ordinator to assist with project delivery and reporting.</li> <li>- a regional shovel ready programme manager to provide high level oversight and communications on the full package of shovel ready projects.</li> </ul> <p>This structure ensures that there will be staff additional to the project manager who have a high level of familiarity with the project and key stakeholders, who can support and cover temporary vacancies and induction of new project team members.</p> <p><b>9(2)(a)</b> will take up new role 28 February 2022, but will do so in a transitional way so as to continue to support this project.</p>
<p><b>Foreshore Stopbank - Adjacent Landowners Grazing</b> There is a risk that given there are no formal grazing licenses in place in the foreshore drainage area that when adjacent landowners who graze these areas are advised of the removal of access for grazing (pedestrian access can be maintained) and that all grazing will be ceased that it will create backlash and political intervention.</p>	<p>Property boundary survey completed.</p> <p>Landowner discussions commenced and factsheet developed to support discussion and understanding. Access agreement is being developed to allow access to the plantings long term.</p> <p>Works will start at the eastern end this year where there are less challenges. 3 access agreements will be completed by end of Feb 2022.</p>
<p><b>MfE FTE Changes</b> There is a risk that WRC could be deemed to be failing to meet FTE expectations due to continued requests for changes by MfE as to how those numbers are calculated and reported, resulting in a damaged relationship and poor public perception.</p>	<p>PM has provided information to Analyst who has now submitted Memo to MfE director in WRC favour. We have received a copy of this memo. Have raised this as a risk in Annual report so as to ensure awareness at MfE.</p>
<p><b>Native Plant Supply</b> There is a risk that eco-sourced plants are not available in quantities needed because of short notice in ordering, this would affect ability to plant within project timeframe.</p>	<p>Define what eco-sourced in the context of the project is, is it the wider the geographical area? Annual native plant tender process ensures local nurseries are able to deliver quality eco-sourced native plants in the numbers, grades and species required at very competitive prices.</p> <p>Tender process commenced.</p>
<p><b>Flooding</b> There is a risk that the site is inundated due to flooding resulting in reduced planting/earth works times. This would result in needing to reschedule planting and therefore impact timeframes</p>	<p>Plan annual planting programmes utilising long-term forecasts.</p> <p>Keep year 5 as a backup contingency.</p>
<p><b>Hauraki District Council</b> There is a risk that Hauraki District Council do not want work to occur on their land and drainage areas which would result a significant portion of the project not being delivered.</p>	<p>HDC key staff are members of discussion group for project. WRC staff to meet with and present at drainage committee meetings. Early discussion with HDC about opportunity, scope and how we can work together on this.</p> <p>Opportunity around tuna habitat and managing fall out following summer droughts.</p> <p>Letter of Intent with HDC.</p>

	Should HDC drainage areas not be available, look at connecting drains that directly enter the Piako. Or at true left main channel planting.
<p>Accidental discovery</p> <p>There is a risk of accidental discovery of artefacts which could result in delays to the project timeframes, or a change of site scope.</p>	Cease work in the area concerned and follow Accidental discovery of artefacts protocol / advising landowner and relevant iwi authority.
<p>Land licence agreements</p> <p>There is a risk that existing land licence agreements cannot be amended or that existing licence holders create issues in regards to changes to lease.</p>	<p>1 Oct 2021 One on one discussions with Landowner commenced and are ongoing.</p> <p>New risk added in regard to the potential to loose part of channel area.</p>
<p>COVID 19 - Impact on deliverables</p> <p>There is a risk that restrictions due to Covid 19 will impact project delivery resulting in time delays and increased cost.</p>	<p>Ensure local supply of labour and materials wherever possible.</p> <p>WRC has standard operating procedures for working under Alert levels.</p> <p>Ensure that approved contractors have COVID Alert level risk management included in their H&amp;S plans.</p> <p>Contractors to provide vaccine passports.</p> <p>Keep year 5 as a backup contingency planting season.</p>
<p>There is a risk of future COVID restrictions and uncertainty as we move into the 'traffic light system' and risk of staff or contractors having to isolate in large numbers due to being close contacts or at worse off sick. This puts further pressure on resources that are already constrained as identified in the lessons learnt reviews, and may impact ability of projects to deliver agreed outcomes</p>	<p>Risk raised across the Programme and COVID plans sought from providers through procurement processes. Measures to reduce risk being identified (e.g. multiple contractors, multiple restoration locations) and time buffers being implemented where possible. First session on business continuity planning around COVID has been held for the Shovel Ready team. This has included assigning back ups for key roles.</p>
<p>Iwi contractors</p> <p>There is a risk that iwi contractors will not be able to recruit enough capacity in time to undertake works resulting in iwi expectations not being met.</p>	<p>Plan annual planting programmes utilising long term forecasts.</p> <p>Plant suitable species that can accommodate drier periods.</p> <p>Keep year 4 and 5 as a backup contingency planting season.</p> <p>Ensure plants meet required specifications.</p> <p>Site inspection by WRC will be undertaken to ensure quality of planting to ensure rate of survival.</p>
<p>Capacity for plant propagation/procurement</p> <p>There is a risk of eco-sourced native plants' not being available in quantities needed which could result in the project deliverables and outputs not being met.</p>	Tender evaluation completed and decision by Contracts Committee due 1 February.
<p>Western Foreshore Boundary</p> <p>There is a risk that the landowners of the Western (Waitakaruru end) of the Foreshore drainage area to not allow access for planting. This is following the discovery that land parcels extend over the drainage to the seaward side. This would mean a reduction in the drainage area by approximately 4km.</p>	1 October 2021. 3 Landowners not supportive/interested in working with WRC due to historical issues with HDC. Alternative sites are being investigated that would still deliver original commitments to MfE.

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 to report.	

## 6 Health and safety

Have there been any health and safety incidents during this reporting period?

Yes  No

*If yes, for each incident that occurred please briefly describe the incident, the action taken and outcome, and any lessons learned.*

Describe what health and safety activities taken place during this reporting period.

*For example, provision of information, training, instruction or supervision of staff or volunteers, updates to H&S Plan etc.*

Contractors supporting this project (WRC approved/as required contractors) have updated H and S documentation to include COVID parameters for working at different alert levels.

- Instruction of works.
- H&S plan induction.
- Contractor site induction.
- Contractors COVID policies provided.
- Record of vaccination status of contractors and staff kept.

## 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?*

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## 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	\$43,353.00
(B) Total external funding contribution for this payment period <i>(Please confirm amounts from each funding source in Table 4)</i>	\$0.00
(C) Amount requested from the PWER Deed of Funding for this payment period	\$0.00
Total cost incurred for payment period (A+B+C)	\$43,353.00

## 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 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 Quarterly Report.*

9(2)(a)

Date 28 January 2022