

Freshwater Improvement Fund

Annual Work Plan for

Upper Clutha Lakes and Catchments Community

Water Management Plan

Undertaken by

Otago Regional Council on behalf of

Upper Clutha Lakes Trust Board

May 2018 – June 2018

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.

Privacy Act 1993

Important: The Ministry for the Environment (Environment House, 23 Kate Sheppard Place, Wellington 6011 temporarily located at Level 2, 3 The Terrace, Wellington 6011) may collect, use, hold or disclose personal information for the purpose of assessing eligibility and suitability for Freshwater Improvement 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 Annual Work Plan template is completed by successful applicants to the Freshwater Improvement Fund.

This Annual Work Plan provides a detailed breakdown of the interventions to be undertaken in the first year of the project. A new Annual Work Plan will then be developed prior to the commencement of each subsequent financial year during the life of the project. The Annual Work Plan is to be attached to the Project's Work Programme, which gives an overview of the entire life of the project, including purpose, objectives, benefits and costs.

While completing this template, be aware that at least 10 per cent of the total Freshwater Improvement Fund contribution for the year will be withheld until approval of the Annual Report by the Ministry.

Completing the Annual Work Plan template

Complete this Annual Work Plan template by fully completing all sections.

If you have a question about the work programme you can email or phone your assigned analyst at the Ministry.

When your Annual Work Plan is complete

Email this completed draft work programme to your assigned analyst. They will review it and advise you if there are any issues that need to be addressed, or if there are any outstanding questions.

Important information

This Annual Work Plan template is pre-populated with some of the information you provided in your original application form and Work Programme. Update this information as required to reflect the current status of your project.

1 Project details

Check that the information below about your project is correct, and update this as required.

Project name	Upper Clutha Lakes and catchments Community Water Management Plan
Project purpose	<p>Water quality and health are vulnerable in Lake Wanaka and the Upper Clutha catchment, with significant growth in farming, urban populations, development and tourism activities all beginning to show some impact.</p> <p>Risks to rivers, wetlands, aquifers, and lakes in the Upper Clutha include:</p> <ul style="list-style-type: none"> • Urban development – stormwater, urban run-off toxins, inadequate infrastructure • Rural development – intensification of agriculture • Tourism/recreation • Waterfowl • Flow reduction, level reduction, off-take • Bacterial, viral and protozoan pathogens • Biosecurity breaches, pest spread • Herbicides, pesticides, fertilisers, top dressing • Burn-offs • Nutrients – nitrates, phosphates, ammonia • Sediment run-off • Climate change – temperature increase, wind increase, rainfall change • Biological (e.g. species mix) and ecosystem function change, loss of biodiversity, loss of top predators (eels) <p>By the time these impacts become obvious, the actions required to return lakes and waterways to a “healthier” state are expensive and will have negative impacts on the community and NZ, both socially and economically.</p> <p>Successful management will be facilitated with stakeholder engagement, working alongside regulators and scientists. The community has indicated strongly a wish to be proactive rather than reactive.</p> <p>The purpose of this project is to protect water quality in Lake Wanaka and the Upper Clutha catchment by limiting negative impacts of significant growth in agriculture, tourism and the urban environment. To achieve this the project will:</p> <ol style="list-style-type: none"> 1. Develop and implement a collaborative water management plan that will include community values and input, address catchment and lakes research questions and provide an annual review and decision process. 2. Deliver riparian plantings around the Upper Clutha including wetland restoration. 3. Assess the effects of urban development on lake health, and use results to define management measures.
For how many years has this project been granted funding, and what year is the project currently in?	The project has been approved for 5 years and is in Financial Year 1 (Mar – June 2018).

2 Contact details for this project

Check that the contact information below is correct, and update this as required.

Recipient's main contact (name and organisation)	Sian Sutton– Otago Regional Council	Ministry's main contact	Kim Wepasnick
Role in the organisation	Director Stakeholder Engagement		
Email address	Sian.Sutton@orc.govt.nz	Email address	Kim.wepasnick@mfe.govt.nz
Phone	03 474 0827 <i>Landline</i> 027 575 1799 <i>Mobile</i>	Phone	022 010 4351 <i>Mobile</i>
Postal address	Private Bag 1954 Dunedin 9054	Postal address	PO Box 10362 Wellington 6011
Physical address	70 Stafford Street Dunedin	Physical address	23 Kate Sheppard Pl Wellington

3 Project team and Governance Group

Provide details of your project team and confirmation of their availability for the duration of the project. Please provide details for your project manager in the first row.

Name	Organisation	Role in project	Phone	Email
Megan Williams	Upper Clutha Lakes Trust Board (UCLTB), Te Kāhano Aotearoa Trust	FIF Project Manager	0272291607	community@tekakano.org.nz
Mandy Bell	UCLTB	Trustee UCLTB and Chair Governance Group	0274434250	mandy@criffelstation.com
Neil Woodrow	Te Kāhano Aotearoa Trust	Finance and Project Management. Lead Riparian planting part of the contract.	021896176	woodrows@xtra.co.nz
Ruth Harrison	UCLTB, ALREC / LINK Upper Clutha / Wanaka Community Board	UCLTB and link between LINK Upper Clutha, the WCB and the Alpine Lake Research and Education Centre.	021 474904	ruth.harrison@qldc.govt.nz
Randall Aspinall	UCLTB, Farmer / Wanaka Catchment Group	UCLTB, link to various farming communities. Member of Riparian planting and applied science teams.	034437155	aspiringstation@gmail.com
Gerry Closs	Catchments Otago / Otago University	Responsibility for delivering research component of the project.	0212797972	gerry.closs@otago.ac.nz
Sian Sutton	Otago Regional Council	Director of Stakeholder Engagement – link throughout council activities	027 575 1799	sian.sutton@orc.govt.nz
Jen McGirr	Queenstown Lakes District Council	Environmental Consents and Compliance Officer – Property and Infrastructure (Link through QLDC activities)	0223845130	jennifer.mcgirr@qldc.govt.nz

4 Environmental compliance

Please complete this section for any statutory permissions or consents that you require in this financial year.

Do you require any statutory or non-statutory permissions to complete activities set out in this Annual Work Plan?

For example, resource consents, planning consents, or landowner permissions?

Yes No

If yes, which permission(s) are required? Have you applied for these? If so, when is a decision expected? (If date of decision is unknown, please provide a comment.)

5 Project key tasks/activities for this financial year (May – June 2018)

List the main tasks/activities that will be undertaken during this financial year. The achievement of these tasks and activities will be a primary measure for evaluating the project's success. Note that the costs detailed here will be transferred onto your budget spreadsheet for this financial year.

Objectives	Financial Year 2018 Project tasks/activities	Deliverables	Financial Year 2018 Estimated budget		
			FIF contribution	Contribution from external sources (including your organisation)	TOTAL Budget
Note: The two month period immediately following execution of the FIF contracts will predominantly involve detailed planning for future activities.					
<p>1. Water planning work stream</p> <p>By 2023 a collaborative water management plan will be developed and implemented; the Upper Clutha Lakes and Catchments Community Water Plan (UCLCCWP) will establish the priorities for action to best manage the catchment and will include community and iwi/hāpu values and input, catchment and lakes research questions and an annual review and decision process</p>	<p>1.1 By April 2018, establish the Governance Group and develop a Terms of Reference (TOR)</p>	<p>1.1.1. Submit Governance Group TOR and list of members</p> <p>1.1.2. Minutes of all Governance Group meetings will be recorded and available from Dropbox; copies of minutes provided to MfE.</p>	\$3,028	\$3,419	\$6,447
	<p>1.2 Collate Community Water Values</p> <p>a) Review existing community water values. Values work has been undertaken by a number of organisations, including ORC, Lake Wanaka Tourism, Shaping our Future, LINK Upper Clutha and community groups involved with freshwater. These existing values will be researched and compiled into a single list.</p> <p>b) Support Shaping our Future's (SoF) community Water Forum. SoF follows a robust process using the</p>	<p>1.2.1. Community water values compilation document summary sent to MfE.</p> <p>1.2.2. Provide notes and preliminary outcomes from the Water Forum held 10 April 2018</p>			

	<p>Natural Step's theory of a continuous spiral of visioning, establishing baselines, raising awareness, and taking action toward the vision.</p> <p>c) Continue engagement with SoF's post-forum process and development of a Taskforce. The Taskforce will work with the forum information to develop a strategy report that includes high level baseline analysis, long term vision and actions recommended to achieve the vision. These outputs will feed into the UCLCCWP.</p>				
	<p>1.3 Collaborate with Dr Simone Langhans¹ who has received a Marie-Sklodowska Curie grant from the European Commission, supported by the University of Otago and the Basque Centre for Climate Change in Spain to help communities develop ecosystem-based management plans for lakes and catchments activities. Project titled SABER CULTURAL: Safeguarding Biodiversity and Ecosystem seRvices by integrating CULTURAL values in freshwater management. The SABER project runs for 2 years.</p>	<p>1.3.1. Provide assessment of SABER activities and outcomes and how the projects will collaborate.</p> <p>1.3.2. Agreed timeframe for the UCLCCWP to be informed by SABER values outputs.</p>			
	<p>1.4 Commence scoping of the UCLCCWP.</p>	<p>1.4.1. Draft of UCLCCWP scoping document</p>			

¹ Simone Langhans has received a Marie-Sklodowska Curie grant from the European Commission, supported by the University of Otago and the Basque Centre for Climate Change in Spain. Project titled SABER CULTURAL: Safeguarding Biodiversity and Ecosystem seRvices by integrating CULTURAL values in freshwater management. The SABER project runs for 2 years.

<p>2. Planting work stream</p> <p>By 2022, 24,000 native plants will have been planted to increase vegetated area around Upper Clutha waterways with at least an 80% survival rate.</p>	<p>2.1 FIF Project Manager in conjunction with Te Kākano to compile a matrix for prioritising riparian planting projects with assistance from a local ecologist.</p> <p>2.2 Te Kākano to purchase trees and plants for nursery propagation over winter.</p> <p>2.3 FIF Project Manager in conjunction with Te Kākano to plan and carry out trial riparian planting projects.</p> <p>2.4 Te Kākano to assist with information, photos and sharing details of crowd funding by Million Metres for planting projects & track project outcomes.</p>	<p>2.1.1 Provide:</p> <p>a) Matrix for assessment of potential projects.</p> <p>b) Initial planting project plans including timeframe, numbers and species to be planted.</p> <p>c) Invoices for native plants grown.</p> <p>d) Detailed project information and photos for Million Metres. All links and information to be provided to MfE.</p>	<p>\$13,236</p>	<p>\$14,953</p>	<p>\$28,189</p>
<p>3. Science work stream</p> <p>By December 2021, the science project team will develop and implement an Urban Run-off Research programme that will study the quantity, quality and impacts of urban run-off on the ecosystems of Roys Bay in Lake Wanaka to understand what is entering the waterways from stormwater run-off.</p>	<p>3.1 Prioritise and confirm preferred research topics and methodologies by September 2018 in a workshop held in June 2018 (attended by Councils, Research Institutes & Community)</p>	<p>3.1.1 Submit:</p> <p>a) the agenda, minutes and attendance list from workshop.</p> <p>b) an outline of the agreed research priorities in a concept form.</p>	<p>\$4,366</p>	<p>\$4,933</p>	<p>\$9,299</p>

4. Other miscellaneous	4.1 Establish Project Teams, including: a) Community Catchment Water Plan Team b) Riparian Planting Team c) Urban Stormwater Team	4.1.1 List of: a) All project team members including expected project milestones and deliverables for all project teams.	\$1,097	\$1,243	\$2,340
	4.2 Prepare detailed Position Descriptions and engage suitably qualified contractors: a) FIF Project Manager. Appointed to meet project objectives, complete Milestone Reports, oversee the project teams. b) Administrator. c) Communications Manager. d) UCLCCWP leader.	4.2.1 By 30 June 2018 contracts executed for: a) FIF Project Manager b) Administrator c) Communications Manager d) UCLCCWP Water Plan Leader			
	4.3 Project Management	4.3.1. Copy of time sheet (hourly rate and hours spent on the project) for the following: a) FIF Project Manager b) Administrator c) Communications Manager d) UCLCCWP Water Plan Leader			

	4.4 Report to MfE	4.4.1 Ministry Reporting Requirements a) Budget tracking spreadsheet, summary of expenses, payment claim form, evidence to support actual expenditure , and corresponding tax invoice (up to 6 per year) b) Annual report			
Total Estimated Budget for year April - June 2018			\$21,727	\$24,548	\$46,275

6 Funding Information for Financial Year 2018

Please provide details of all organisations that are contributing cash to the project (this excludes in-kind costs such as donations of time, equipment etc for this financial year). Please identify whether these contributions are confirmed or pending. If pending please provide an estimation on when you expect these funds to be confirmed.

Funding parties	Contribution	Funding confirmed or pending
Sargood Bequest	\$7,671	Received
Million Metres	\$7,671	Pending (fundraising underway)
Queenstown Lakes District Council	\$9,206	Confirmed
Maximum FIF contribution approved for the year	\$21,727	
Total cost of project for this financial year	\$46,275	
FIF % of total project costs	46.95%	

7 Partnership and collaboration (non-funding)

Please provide details of any other organisations or individuals that you are partnering with to deliver the project, though are not contributing cash.

Organisation name	Contact details <i>Name, phone number and email</i>	Details of involvement or collaboration <i>For example, contribution of funding or resources, involvement in decision-making, responsibility for delivering a component of the project.</i>
Shaping our Future	Anita Golden, 021 2221231, executive@shapingourfuture.org.nz	Admin support for community water forums and associated administration
Upper Clutha Lakes Trust Board	Russell McGeorge, 021454897, mcgeorger@me.com	Chair and Link to other UCLTB projects
Wanaka Catchment Group	Grant Ruddenklau, gruddenklau@gmail.com	Farm Environment project
Catchments Otago	Gerry Closs, 0212797972 gerry.closs@otago.ac.nz	Responsibility for delivering research component of the project.
Lake Wanaka Tourism	James Helmore, 021 2291607 james@lakewanaka.co.nz	Connection with tourism industry and communications support
Forest and Bird (F&B), Central Otago branch	Bruce Jefferies, 021 067 8907, brucejefferies@xtra.co.nz	Link on some F&B projects in particular, Project Makarora
LINK Upper Clutha	Kathy Dedo, 021 130 6276, kathy@link.org.nz	Link via Upper Clutha Community Development organisation to community
Wanaka Community Board	Rachel Brown, 021 686158 rachel.brown@qldc.govt.nz	Connection with residents

Federated Farmers	Phill Hunt, 027 2230398, ffphill@clear.net.nz	Otago Provincial President of Federated Farmers group, promotion of Riparian Planting opportunities
Guardians of Lake Wanaka and Lake Hawea	Don Robertson, 0274446640, donandgaye@xtra.co.nz	Link to Guardians. Close links with overall Lake issues.

8 Consultant and/or sub-contractor details (if applicable)

Provide information about any third party you intend to sub-contract to undertake work on the project. The Ministry may request evidence of all contracts (and associated procurement process followed, for each sub-contractor) as part of the milestone reporting requirements. Please refer to the Guide for Grantees for guidance on the use of sub-contractors

Company name of consultant/sub-contractor <i>Please include trading name if different</i>	Work to be undertaken in the delivery of the project	Value of contract <i>Total estimated value of contract, excluding GST</i>	Potential conflict of interest <i>(eg, financial interest in sub-contractor's company, commercial or business relationship with sub-contractor, friend or relative working for sub-contractor, etc)</i>
Anne Steven Landscape Architect	Ecological advice for riparian planting	\$1,000	Nil identified

9 Risk management

Provide a brief description of the major risks to the project achieving the tasks and activities in this financial year. Include consideration of potential barriers that may pose a risk to the success of the project. Where possible give an indication of the likelihood and significance of the risk and any mitigation strategies to be included in the project.

Potential risk <i>Identify the potential risk to your project (for example, project 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, risks to the industry or sector to which the organisation belongs).</i>	Level of risk <i>Low, medium or high.</i>	Impact on project <i>Describe the impact the risk would have on the project (for example, misunderstandings, duplication of work, incomplete work).</i>	Consequence on project <i>Minor, moderate or severe.</i>	Strategy to mitigate <i>Describe the process you will use to minimise and manage the risk (for example, project manager monitors functional roles to ensure enough time is allocated to complete each task/activity and the project as a whole).</i>
<p>If the UCLTB fails to align the community on actions that need to be undertaken to improve water quality over time, then the Upper Clutha Lakes and Catchments Community Water Plan (UCLCCWP) may take longer to develop than intended.</p>	<p>Medium</p>	<p>Objectives would not be fully achieved within the agreed timeframe.</p>	<p>Moderate</p>	<p>Define roles and responsibilities of each stakeholder (listed above in section 7) and process for managing differences. Each group getting their say and having the right representatives on working parties. Creating win-win solutions.</p> <p>We have already agreed in principle with the other parties listed in section 7 above on an initial approach. The Governance Group has been formed and regular meetings will be held to keep all parties properly engaged.</p>
<p>If the various values work (eg by ORC, QLDC, SABER, Shaping our Future) in the community is not aligned then there could be less engagement in the community.</p>	<p>Medium</p>	<p>Communicate and align the various projects, feedback loops to check agreement</p>	<p>Minor</p>	<p>FIF Project Manager ensures that values work across the Upper Clutha around water are aligned by collaborating on workshops where possible.</p>
<p>If timing of project goals and KPIs are too optimistic, then it may take longer to achieve project goals and KPIs than expected.</p>	<p>Medium</p>	<p>Put continuation of funding at risk if KPIs not achieved.</p>	<p>Moderate</p>	<p>The FIF Project Manager's role is to develop the annual work plan and manage a timeline of tasks to achieve goals. KPIs will be monitored and reported upon</p>

Potential risk	Level of risk	Impact on project	Consequence on project	Strategy to mitigate
				monthly. Meetings will be held at least 6x annually to report on and assess needs to achieve KPIs. The UCLTB will seek additional funding and recruit additional contract staff as necessary to support achievement of project goals and KPIs.
If the supporting organisations cannot meet their financial obligations to the project, then there may be cash flow problems	Medium	Seek early funding contributions from partners for cash flow.	Moderate	The FIF Project Manager works with funders to ensure a float upfront.

10 Conflicts of interest

Describe any known conflicts of interest (actual or potential) that may arise during this financial year and steps you will take to manage them.

We believe that everybody involved has a minor conflict of interest. We are all lake users, recreationalists and are involved with at least one group with an interest. These conflicts will be managed at a governance level with a Conflict of Interest register on the agenda at each Governance Group meeting.

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 Annual Work Plan, or supplied by us in support of our Annual Work Plan is complete, true and correct.
- I declare that I have the authority to sign this Annual Work Plan and to provide this information.
- 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

Sarah Gardner

Position

CEO, Otago Regional Council

Signature

By typing your name in the space provided you are electronically signing this Annual Work Plan.

Date: