

**Freshwater Improvement Fund**

**Annual Work Plan for**

**Upper Clutha Lakes and Catchments Community**  
**Water Management Plan**

**Undertaken by**

**Upper Clutha Lakes Trust Board (WAI Wanaka)**

**Year 4 (2020/21)**

## 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 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 each year of the project. Annual Work Plans are developed prior to the commencement of each 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, please be aware that payment of any Freshwater Improvement Fund monies in subsequent Financial Years will be withheld until the Ministry has approved the Annual Report submitted for this Financial Year.

### 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 plan you can email or phone your assigned analyst at the Ministry.

### When your Annual Work Plan is complete

Email this completed draft work plan 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>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"> <li>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.</li> <li>2. Deliver riparian plantings around the Upper Clutha including wetland restoration.</li> <li>3. Assess the effects of urban development on lake health, and use results to define management measures.</li> </ol>
For how many years has this project been granted funding, and what year is the project currently in?	The project has been approved for five years and is in year four.

## 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)	Gwyneth Elsum– Otago Regional Council	Ministry's main contact	Marlene Youl
Role in the organisation	General Manager- Strategy, Policy and Science		
Email address	Gwyneth.elsum@orc.govt.nz	Email address	marlene.youl@mfe.govt.nz
Phone	03 474 0827 <i>Landline</i> 027 322 5045 <i>Mobile</i>	Phone	n/a <i>Landline</i> 022 346 5470 <i>Mobile</i>
Postal address	Private Bag 1954 Dunedin 9054	Postal address	PO Box 10362, Wellington 6143
Physical address	70 Stafford Street Dunedin	Physical address	23 Kate Sheppard Place, Wellington

### 3 Project team

*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	UCLTB	Project Manager	0272291607	community@uppercluthalakestrust.org.nz
Mandy Bell	UCLTB	Chair of Governance Group, Upper Clutha Lakes Trust Board	0274434250	mandy@criffelstation.com
Julie Perry	UCLTB	Manager WAI Wanaka, Accountant, Wanaka Water Project	0274989698	julie@waiwanaka.nz
Murray Walker	Te Kākano Aotearoa Trust	Lead Riparian planting work streams.	0274956788	muzpwalker@gmail.com
Ruth Harrison	UCLTB, ALREC	Link between LINK Upper Clutha, and the Alpine Lake Research and Education Centre.	021 474904	ruthharrison01@icloud.com
Randall Aspinall	UCLTB, Farmer / Wanaka Catchment Group	Link to various farming communities. Member of Riparian planting team.	034437155	aspiringstation@gmail.com
Gerry Closs	Catchments Otago / Otago University	Responsibility for delivering research component of the project.	0212797972	<a href="mailto:gerry.closs@otago.ac.nz">gerry.closs@otago.ac.nz</a>
Gwyneth Ellum	Otago Regional Council	General Manager –Strategy, Policy and Science. Link throughout council activities	027 322 5045	Gwyneth.Ellum@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 4 (2020/21)

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	YEAR 4 Project tasks/activities	Deliverables	YEAR 4 Estimated budget		
			FIF contribution	Contribution from external sources (including your organisation)	TOTAL Budget
<p><b>1. Water planning work stream</b></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>	1.1 Annual review of Community Catchment Plan with stakeholders	1.1.1 Copy of meeting agenda and list of attendees	\$4,695	\$5,305.00	\$10,000.00
	<p>1.2 Update CCP management actions</p> <p>1.3 Consult with, inform and educate the community and local iwi/ hāpu</p> <p>1.4 Work with Citizen Science on community actions arising from the CCP</p>	<p>1.2.1 Updates in six monthly report or with a payment requests if prior</p> <p>1.3.1 Copy of any correspondence with community members or local iwi/ hāpu (dates of communications at minimum).</p> <p>1.4.1 Summary of Citizen Science community actions arising</p>			
<p><b>2. Planting work stream</b></p> <p>By 2022, 24,000 native plants will have been planted to increase vegetated area around Upper Clutha</p>	2.1 Develop planting plan for the year (sites and numbers of plants)	2.1.1 Copy of planting plans	\$32,866	\$37,134	\$70,000.00
	2.2 Purchase, and plant native plants (6,000), around Upper Clutha waterways.	<p>2.2.1 Invoices for plants purchased.</p> <p>2.2.2 Photos of areas planted</p>			

waterways with at least an 80% survival rate.	2.3 Monitoring and maintenance of projects (water, weeding, infill for 3 years post planting)	2.3.1 Provide survey details, including maps of areas planted and survival rates  2.3.2 Adjusted policies for planting by December 2020 (where applicable)			
	2.4 Work with landowners to meet their obligations prior planting and for ongoing maintenance	2.4.1 Evidence of planting and ongoing maintenance as applicable			
<b>3. Science work stream</b>  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.	3.1 Co-ordinate or support applied research projects and collate data	3.1.1 Summary of applicable research data collated	\$4,695	\$5,305	\$10,000.00
<b>4. Communications, project management and miscellaneous</b>	4.1 Hold 6 Governance Group meetings.	4.1.1 Agenda for Governance meetings held	\$30,448	\$34,402	\$64,850.00
	4.2 Review Communications and Engagement strategy	4.2.1 Provide revised Communications and Engagement Strategy			
	4.3 Project management	4.3.1 Copy of Project Manager timesheets			
	4.4 Complete Ministry reporting.	4.4.1 Budget tracking spreadsheet, summary of expenses, payment claim form, evidence to support actual expenditure, corresponding tax invoice (up to 6 per year), Agree Annual Work Plan for 2021/22			



	4.5 Governance Group to table learnings on community partnership model and how this may be replicated in other communities.	4.5.1 Provide learnings to be captured for future projects			
<b>Total Estimated Budget for year four (2020/21)</b>	<b>\$154,850</b>		<b>\$72,704</b>	<b>\$82,146</b>	<b>\$154,850.00</b>

## 6 Funding Information for Year 4

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
Your organisation's cash contribution to the project for this financial year		
Sargood Bequest	\$27,382	Confirmed
Million Metres	\$54,764	Pending
Maximum FIF contribution approved for the year	\$72,704	
<b>Total cost of project for this financial year</b>	<b>\$154,850</b>	
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	AJ Mason executive@shapingourfuture.org.nz	Admin support for community water forums and associated administration
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, 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, 0211306276, Kathy@link.org.nz	Link via Upper Clutha Community Development organisation to community
Guardians of Lake Wanaka and Lake Hawea	Don Robertson, 0274446640, donandgaye@xtra.co.nz	Link to Guardians. Close links with overall Lake issues.

QLDC –Deputy Mayor	Callum McLeod, 0212721505 Calum.MacLeod@qldc.govt.nz	Connection with Council and residents
Federated Farmers ex Chair	Phill Hunt, 027 2230398, ffphill@gmail.com	Promotion of Riparian Planting opportunities and Business Environment Plans on farm

## 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*

<b>Company name of consultant/sub-contractor</b>  <i>Please include trading name if different</i>	<b>Work to be undertaken in the delivery of the project</b>	<b>Value of contract</b>  <i>Total estimated value of contract, excluding GST</i>	<b>Potential conflict of interest</b>  <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>
Matukituki Nursery	Riparian Planting contractor	TBA	Contractor for landowners planting projects.
Landpro Limited	CCP Project Lead	\$2,000	None known

## 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.

<b>Potential risk</b>  <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>	<b>Level of risk</b>  <i>Low, medium or high.</i>	<b>Impact on project</b>  <i>Describe the impact the risk would have on the project (for example, misunderstandings, duplication of work, incomplete work).</i>	<b>Consequence on project</b>  <i>Minor, moderate or severe.</i>	<b>Strategy to mitigate</b>  <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>With COVID-19 physical distancing restrictions, planting may not be able to be undertaken by community groups for some time.</p>	<p>Medium - High</p>	<p>Number of plants promoted in planting season may be compromised.</p>	<p>minor</p>	<p>If budgets allowed more planting may be able to be undertaken by contractors operating under strict H&amp;S</p>
<p>Million Metres (and other funding) is at risk under the current post COVID-19 environment.</p>	<p>Medium -High</p>	<p>Reduces funding for project. Affects mainly the numbers of trees that can be planted, however other costs would also need cutting back.</p>	<p>Moderate</p>	<p>Seek more assistance for million metres fundraising.  Look for other avenues of raising funds.</p>
<p>If the UCLTB fails to align the community on actions that need to be undertaken to improve water quality over time, then the CCP actions 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 and process for managing differences. Everybody getting their say and having the right representatives on working parties. Creating win win solutions.  The FIF Governance Group has regular meetings to ensure that everyone is properly engaged.</p>

Many of the action identified in the CCP are to be undertaken by regulators. Projects may not be taken up by councils in a timely manner or CCP priorities may not align with regional priorities.	Medium	Important actions not being completed will likely compromise water quality.	Moderate	UCLTB and FiF Governance Group meet regularly with appropriate regulators at a Council, Senior staff and operational level. All actions are highlighted in formal regulatory processes.
If timing of goals and KPIs too optimistic, then it may take longer to achieve project goals and KPIs than expected.	Medium	Put continuation of funding at risk if KPIs not achieved.	Moderate	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 monthly. Meetings are 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 support cash flow requirements ahead of time, then there may be cash flow problems	Medium	Seek early funding contributions from partners for cash flow.	Moderate	FIF Project Manager works with funders to ensure a float upfront.
If there is a failure to engage the projected number of riparian planting partnerships due to an inability of available planting sites, then we are unable to achieve scale of riparian planting within the timeframes.	Low	Unable to achieve scale of riparian planting within timeframes– to ensure measurable freshwater improvement within the planned timeframe.	Minor	Farmers and developers have voiced potential support. UCLTB is working across the district with catchment groups on Business Environment Plans.  Governance structure and project management is set-up to ensure agile response to slow progress towards KPIs.  FIF Project Manager rapidly engages networks to ensure partnership targets are met. For example, Farming groups are seen as critical

				project partners. The FIF Project Manager will liaise with these groups to get buy-in.
If there is a change in members of the FIF Governance Group, then we lose detailed knowledge gained during set up and project implementation	Low	The loss of institutional project knowledge and therefore traction on achieving project objectives	Minor	Good policy and reporting will ensure there is a strong trail of activities and work. Strong communication with the wider UCLTB provides good support from a cross section of stakeholders that can join the FIF Governance Group as required.

## 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 FIF Governance Group meeting.

Mandy Bell – Freshwater Leaders Group

## 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: 29 June 2020