



# Wairarapa Moana Wetlands Project

## Governance Group

### Agenda

for meeting to be held at the Choice Meeting Room

34 Chapel Street, Masterton

**Friday, 7 September 2018 at 1 pm**

### Membership

Cr Barbara Donaldson (Chair)	Greater Wellington Regional Council
Cr Colin Olds	South Wairarapa District Council
Russell Kawana	Rangitane o Wairarapa
Reg Kemper	Department of Conservation
Nelson Rangi	Kahungunu ki Wairarapa
Cr Adrienne Staples	Greater Wellington Regional Council
Vacant	Hapu representative
Wayne O'Donnell	Greater Wellington Regional Council

# Wairarapa Moana Wetlands Project

## Governance Group

### Agenda

1. Apologies
2. Minutes of the previous meeting held 17 April 2018 Page 3-5
3. Wairarapa Moana Wetlands Project update Page 6-12
4. Ruamahanga Whaitua update (verbal report)
5. Kakahi Monitoring project: 2018 summary report Page 13
6. Communications and Engagement Strategy Page 14-26
7. Roles and responsibilities in developing a briefing document for the incoming Wairarapa Moana Statutory Board Page 27-36
8. Onoke Saltmarsh Restoration Plan Page 37  
and Annual Work Plan (Attachment 4 – Page 1-17)
9. General business



## Minutes

Subject **Wairarapa Moana Wetlands Project Governance Group**

When Friday, 17 April 2018, 10.00 am

Where Greater Wellington Regional Council, Masterton

### 1. Present

#### In attendance

Cr Barbara Donaldson (Chair), Nelson Rangī, Russell Kawana, Cr Adrienne Staples, Cr Colin Olds, Reg Kemper

#### Officers present

Tim Porteous, Kathy Houkamau, Ali Caddy, Toni de Lautour

#### Apologies

Wayne O'Donnell

### 2. Minutes of previous meeting of the Wairarapa Moana Wetlands Project Governance Group held 1 September 2017

*Moved*

*(Adrienne Staples / Nelson Rangī)*

*That the minutes of the previous meeting held on 1 September 2017 be confirmed.*

### 3. RAMSAR application update

Fionna Cumming from the Department of Conservation provided a verbal update on the RAMSAR application covering Wairarapa Moana.

### 4. Whaitua update

Alastair Smaill, Whaitua Project Coordinator, GWRC provided a verbal update on the Ruamahanga and Porirua Whaitua processes. The Ruamahanga Whaitua Committee is expected to finalise its Implementation Plan towards the middle of the year.

## **5. Wairarapa Moana Wetlands Project – Work stream Update Report**

Tim Porteous highlighted items from each of the three work streams from the report covering the period 1 September 2017 to 31 March 2018. He noted all three work streams had delivered their outputs within budget.

It was noted that the Wetlands Project had been successful in securing part-funding from the Ministry for the Environment’s Freshwater Improvement Fund for a project to restore the Onoke saltmarsh. A detailed work programme is being prepared and will be presented to the next meeting.

*Moved* (Nelson Rangī/ Russell Kawana)

- (1) *That the report be received*
- (2) *That the content of the report be noted*
- (3) *That the report be approved.*

## **6. Wairarapa Moana Wetlands Project – Kakahi Monitoring Report 2017**

Members noted the success of this “citizen science” project in engaging members of the public.

*Moved* (Nelson Rangī/ Adrienne Staples)

- (1) *That the report be received*

## **7. Wairarapa Moana Wetlands Project – 3 year Work Programme 2018/21**

Tim Porteous introduced the 3 year work programme prepared by the Wairarapa Moana Management Team. It was noted that the period covered by the programme potentially included the transition to the post-treaty settlement governance arrangements.

*Moved* (Nelson Rangī/ Reg Kemper)

- (1) *That the report be received*
- (2) *That the content of the report be noted*
- (3) *That the Wairarapa Moana Wetlands project 3-year Work programme 2018 – 2021 be approved.*

## **8. Draft Wairarapa Moana Communications and Marketing Strategy**

Tim Porteous spoke to his report.

He noted that the draft Wairarapa Moana Communications and Marketing Strategy had been prepared by the GWRC Customer Engagement Team and responds to one of the actions arising from the November 2017 Management Team/Governance Group workshop.

Tim Porteous explained that the Management Team had made resource available to engage a part-time consultant to assist in finalising the Strategy and subsequently to implement aspects of it. The Governance Group was asked to approve finalisation of the Strategy including taking into account feedback received.

*Moved* (Adrienne Staples/Reg Kemper)

- (1) That the report be received*
- (2) That the content of the report be noted*
- (3) That the draft Wairarapa Moana Communication and Marketing Strategy be approved*

## **9. Project brief for preparation of briefing document**

Tim Porteous spoke to his report outlining a proposed process for preparing a “briefing document” about the Wairarapa Moana Wetlands project for the post-treaty settlement Statutory Board.

*Moved* (Barbara Donaldson/Adrienne Staples)

- (1) That the report be received*
- (2) That the content of the report be noted.*
- (3) That the project brief and action plan for the preparation of a briefing document for the incoming Wairarapa Moana Statutory Board*
- (4) That the Kathy Houkamau and Tim Porteous from the Management team lead the project*

## **10. Other Business**

There being no other business the meeting closed at 11.50am.



**Report to** Wairarapa Moana Governance Group

**Date** 29 August 2018

**Prepared by** Tim Porteous

## **Wairarapa Moana Wetlands Project Update**

### **1. Purpose**

To inform the Wairarapa Moana Wetlands project Governance Group on activities undertaken as part of the Project by the partners since the last meeting.

### **2. Recommendations**

*That the Wairarapa Moana Governance Group:*

1. ***Receives*** the report.
2. ***Notes*** the content

### **3. Discussion**

A project update is appended to this report. It provides a description of the work implemented under the three work programmes (Advocacy and Community Engagement, Interpretation and Visitor Facilities and Ecological management) since April 2018.

## Quarterly report 1 April – 30 June 2018

### Wairarapa Moana Wetlands project work stream activity updates



This report provides an update on the operational work that has been undertaken during the period 1 April to 30 June 2018 for the Advocacy and Community Engagement, Ecological Restoration and Interpretation and Visitor Facilities programmes.

### Wairarapa Moana Advocacy and community engagement programme (GWRC-lead)

#### ADMINISTRATION

At their April meeting, the Governance Group approved the process for the preparation of a 'briefing document' for the incoming Wairarapa Moana Statutory Board, with the delegation of two Wairarapa Moana Management Team representatives to oversee this. A project plan has been prepared and work on the briefing document is in progress.

#### ADVOCACY

##### Community events

###### Kākahi monitoring programme

Work is still in progress for preparing the report on results of the kākahi survey held 7th February 2018 at Wairarapa Lake Shore Scenic Reserve. The report is expected to be published July 2018.

##### Communications

###### Wairarapa Moana Wetlands website

An ICT contractor was engaged to identify potential reasons for the Google/search engine issue with the website, in the event it could be solved at the user interface level. A couple of functions including the Google analytics tracking have been restored through a higher level of administration access, however the search is unresolved. A timeframe for the end of July has been made for the problem to be resolved, when alternative options will need to be considered for the website platform and administration.

###### External communications engagement

Journalist Walt Dickson is being engaged as an external communications consultant to deliver elements of Wairarapa Moana Wetlands communications work. He had a feature article published (Wairarapa Times Age) on South Wairarapa Biodiversity Group and their restoration work at Ōkorewa Lagoon and provided content for the news blog on the Wairarapa Moana Wetlands website.

###### Wairarapa Moana Communications and Marketing Strategy

The Governance Group approved the draft communications and marketing strategy in April, for work to continue on reviewing and finalising it by a communications consultant. A

revised version of the draft strategy and an implementation plan is expected to be prepared early August.

#### Wairarapa Moana Wetlands: Sea of glistening waters (visitor guide)

The guide has been forwarded to Rangitāne o Wairarapa and Kahungunu ki Wairarapa representatives for reviewing the cultural content of the guide.

### **COMMUNITY ENGAGEMENT (Schools, restoration groups)**

#### Wairarapa Moana Whitebait Connection – environmental education programme

Staff have been liaising with schools to promote participation in the Wairarapa Moana Whitebait Connection programme (contracted to Mountains to Sea Wellington) for this financial year (Terms 4 2018 and Term 1 2019).

#### Volunteer groups

Operational staff supported the community planting events for Friends of Ōnoke Spit (25 May 2018) and South Wairarapa Biodiversity Group (27 May 2018).

The SWBG planting of nearly 2000 wetland and coastal plants at Ōkorewa Lagoon was boosted by Sustainable Coastlines staff who coordinated a bus load of volunteers from Wellington, sponsored by of Kathmandu.

Media articles by Jim Flack and Walt Dickson covering the planting events were published in the local newspaper, on the Wairarapa Moana Wetlands website and shared by community members via Facebook posts.



Figure 1: Planting at Ōkorewa Lagoon (Jane Lenting - SWBG project group lead)



### Contestable community restoration fund

This is the final year of the 2015-18 round of the Wairarapa Moana Wetlands contestable community restoration fund. A total of \$15,000 has been divided between the successful applicants for each of the three years. A new round of funding for 2018-21 will be promoted during August and September for restoration groups to apply for funding.

### Lake Domain Reserve

A contractor has carried out this year's (stage 2) restoration planting, located on the opposite side of the stream mouth to the first stage of planting in 2017. Upcoming activity for the restoration programme will involve releasing in the newly planted area and woody weed control around Lake Domain in spring.

## **Interpretation and Visitor Facilities programme (DOC-lead)**

- The road to the Lake Domain Shelter has been gravelled and a carpark has been constructed
- General autumn maintenance around all the sites maintained by DOC – lawn and track mowing, toilet cleaning, etc

## **Ecological Management programme (DOC-lead)**

### **Weed Control**

#### Marram control:

Control work was completed at the end of May by NZ Biosecurity Ltd. Feedback from the contractors included that one of the zones had significant amounts of marram (all controlled).

#### Spartina control:

Controls completed by NZ Biosecurity Ltd for the main infestation site at Paul's Bank and the two small outlier sites. Post work evaluations were completed by DOC and a GWRC Biosecurity officer on June 28<sup>th</sup>.

The overall infestation is now significantly reduced from when controls were initiated in summer 2016/17. The main site at Paul's Bank has only scatterings of Spartina remaining (see figure 2). Future controls will involve combing the area for any individual survivors, as opposed to previous controlling of large dense areas.



Figure 2: Spartina control day at Paul's bank. Note amount of dead stalks from previous infestation

#### Purple Loosestrife control:

An aerial drone photographic survey for mapping Kahutara and Matthews lagoons will be included as part of 2018/19 controls. The survey may provide an accurate 'point in time' status tool to establish the extent of purple loosestrife distribution within wetlands and may double as a tool for other general management assessments.

#### Pink Ragwort control (*Senecio glastifolious*):

Follow up physical removal of all adult plants completed by NZ Biosecurity Ltd contractors during May. This covered all areas of known infestation remaining from an earlier round of similar controls conducted in late 2017. Contractors estimated pulling up approximately 1000 plants.

#### Pest Animal Control:

Traps at Boggy pond, Mathew's lagoon, Wairio wetlands and Pounui lagoon are being serviced monthly by GWRC staff. Volunteers from FOOS are continuing to service traps on Ōnoke spit.

#### Restoration:

##### **Ōnoke Spit**

Staff, in conjunction with Friends of Ōnoke Spit and Kahutara School (44 students), planted over 350 native plants in a half hectare area at the start of Ōnoke Spit on 25<sup>th</sup> May.



Figure 3: Kahutara School students planting at Ōnoke Spit.

## **Research and investigations**

### Exotic fish netting trial, Barton's Lagoon:

The annual catch report from the two fishing events was prepared and provided to the Wairarapa Moana Management Team in April.

### Perch spawning interference trial, Matthew's Lagoon:

Twelve adult perch, 10 adult goldfish, 38 juvenile rudd and 6 juvenile goldfish were caught in Matthew's Lagoon during the fish sampling completed in summer/autumn. Short-fin eel (294), longfin eel (2) and common bully (154) were recorded during the native fish survey. A report on this year's trial has been provided to the Wairarapa Moana Management Team.

### Bittern and spotless crane monitoring:

Tony Silbery provided comment on the Draft Bittern report for Spring 2017, prepared by John Cheyne.

### Bittern Management Strategy:

First draft of the bittern management strategy has been received from Emma Williams. The document has been provided to DOC national office for review and comment. A copy of this report has been forwarded to inform the Wairarapa Moana Management Team.

### JK Donald grazing trial:

A re-measure of the plots is planned for the winter months. The review of options for restoring JK Donald Reserve is in progress.

**Ōnoke Saltmarsh restoration (Freshwater Improvement Fund)**

See separate report page 37



**Report to**            **Wairarapa Moana Governance Group**

**Date**                29 August 2018

**Prepared by**      Tim Porteous

## **Wairarapa Moana Wetlands Kākahi Monitoring Report 2018**

### **1. Purpose**

The Kākahi Monitoring Report 2018 is presented to inform the Governance Group on the delivery and results of the Wairarapa Moana Wetlands Kākahi Monitoring programme.

### **2. Recommendations**

That the Wairarapa Moana Governance Group:

1.    *Receives the report.*
2.    *Notes the content of the report.*

### **3. Discussion**

The Wairarapa Moana Wetlands Kākahi Monitoring programme involves the running of an annual survey of kākahi as a community science event. This event is delivered under the Wairarapa Moana Advocacy and Community Engagement programme.

The data collected on the number of kākahi collected, the length and degree of erosion is reported for each survey. The report is published electronically and in print for distribution to the survey participants and to the Wairarapa Moana Wetlands community. It is also posted on the Wairarapa Moana Wetlands website [www.waiwetlands.org.nz](http://www.waiwetlands.org.nz).

### **Attachment 1:**

Kakahi Monitoring Report 2018



**Report to** Wairarapa Moana Governance Group

**Date** 29 August 2018

**Prepared by** Tim Porteous

## **Wairarapa Moana Wetlands Communications and Engagement Strategy**

### **1. Purpose**

To recommend that the Wairarapa Moana Governance Group approves the attached Wetlands project Communication Strategy.

### **2. Recommendations**

That the Wairarapa Moana Governance Group:

1. ***Receives*** the report.
2. ***Notes*** the content of the report.
3. ***Approves*** the Wairarapa Moana Communications Strategy

### **3. Discussion**

A draft Wairarapa Moana Communications Strategy was approved by the Governance Group at their meeting on 17 April 2018. The preparation of the strategy followed a workshop with project partners in November 2017 examining a number of aspects of the Wetlands project.

At the 17 April meeting the Governance Group requested the incorporation of feedback from project partners and a review by new staff within Greater Wellington's Customer Engagement Team. This has now been completed, the strategy finalised and some resource allocated to implement key aspects.

It is recommended that the strategy be approved.

### **Attachment 2:**

Wairarapa Moana Communications and Engagement Strategy



# Wairarapa Moana Wetlands Project

## Communications & Engagement Strategy



**2018 - 2020** (Attachment 2)

### Wairarapa Moana Wetlands project

<b>Wairarapa Moana Wetlands Project Committees:</b>	Wairarapa Moana Wetlands Management Team Wairarapa Moana Governance Group	
<b>Project Partners:</b>	Ngāti Kahungunu ki Wairarapa Rangitāne o Wairarapa Papawai Marae Kohunui Marae	Greater Wellington Regional Council (GWRC) South Wairarapa District Council (SWDC) Department of Conservation (DOC)
<b>Strategy approval:</b>	Approved by: Signed:	
<b>Timeline</b>	Commencement: September 2018 Expiry: September 2020  This strategy may be reviewed at an earlier date; once the new Statutory Board is established. The dates included represent current available resourcing, there may be slight changes. All project partners will be notified of any major timeline changes.	

### Strategy development team

<b>Project owner</b>	Wairarapa Moana Governance Group
<b>Project team:</b>	Sophie Gibson, GWRC Communications & Engagement Advisor Walt Dickson, External Contractor, Communications Micheline Evans, GWRC Biodiversity Advisor

### Context

Wairarapa Moana is the largest remaining wetland complex in the southern North Island. The Moana and its environs have long been a place of customary and spiritual significance and, despite the modifications and land use pressures, the area continues to be of significant ecological and cultural value. It also serves as a popular location for recreation.

Activities for the Wairarapa Moana Wetlands Project are delivered under three programmes of work: Advocacy and Community Engagement, Interpretation and Visitor Facilities and Ecological Management. This communication strategy is administered by GWRC under the Advocacy and Community Engagement programme.

Strategy vision, objectives and outcomes were developed by members of the Wairarapa Moana Governance Group and Management Team at a workshop facilitated by staff from the GWRC Customer Engagement team 3 November 2017.

## **Communications - Current State**

Communications are limited and challenging. There is room for improvement and the need for a targeted approach. There is also an opportunity to tell more of a story.

Communication with the community is an important aspect of achieving the vision and goals of the Wairarapa Moana Wetlands Project. In particular, the strategy seeks to make advocates of the community.

The Wairarapa Moana Wetlands website, our key communications channel, is underused. Between May and July 2018, only 312 people visited the site.

## **Implementation**

Our strategy is a framework for communications and engagement activity from September 2018 until the Wairarapa Moana Statutory Board is established at which point it can be reviewed. If it is not reviewed at that time the strategy will stand until September 2020 when it will receive a compulsory review.

The strategy belongs to both the Wairarapa Moana Governance Group and the Wairarapa Moana Management Team. Once approved, implementation of the strategy will not require additional sign-off from either party.

Progress Reports will be provided to the Management Team as part of the Wairarapa Moana quarterly activity updates report.

## **Project Objectives**

We want people to feel a higher level of personal ownership of Wairarapa Moana through deeper understanding of what makes it unique.

This will increase the level of advocacy for Wairarapa Moana, moving people through the hierarchy of needs from form and safety to recognition and vision (see Figure 1).

## **Wairarapa Moana Wetlands Project vision**

*Restoring our wetland treasure Whakaora te repo, ka ora te taonga wai*

## **Project mission statement**

*We will work with the community to enhance the spiritual identity and ecology of Wairarapa Moana, and improve recreational and economic opportunities for the benefit of everyone*



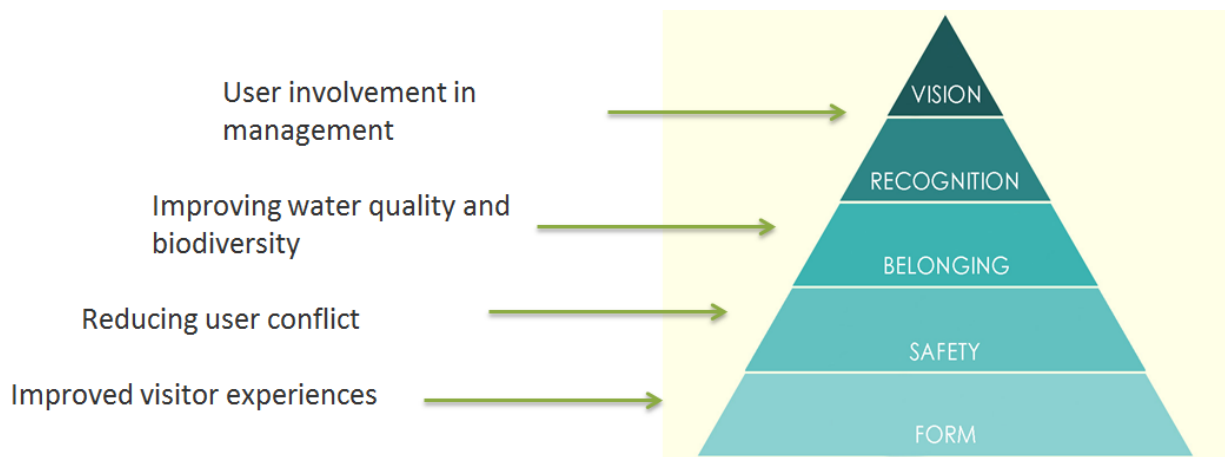


Figure 4 Hierarchy of needs: Application in urban design and parks (Baches, M. 2016)

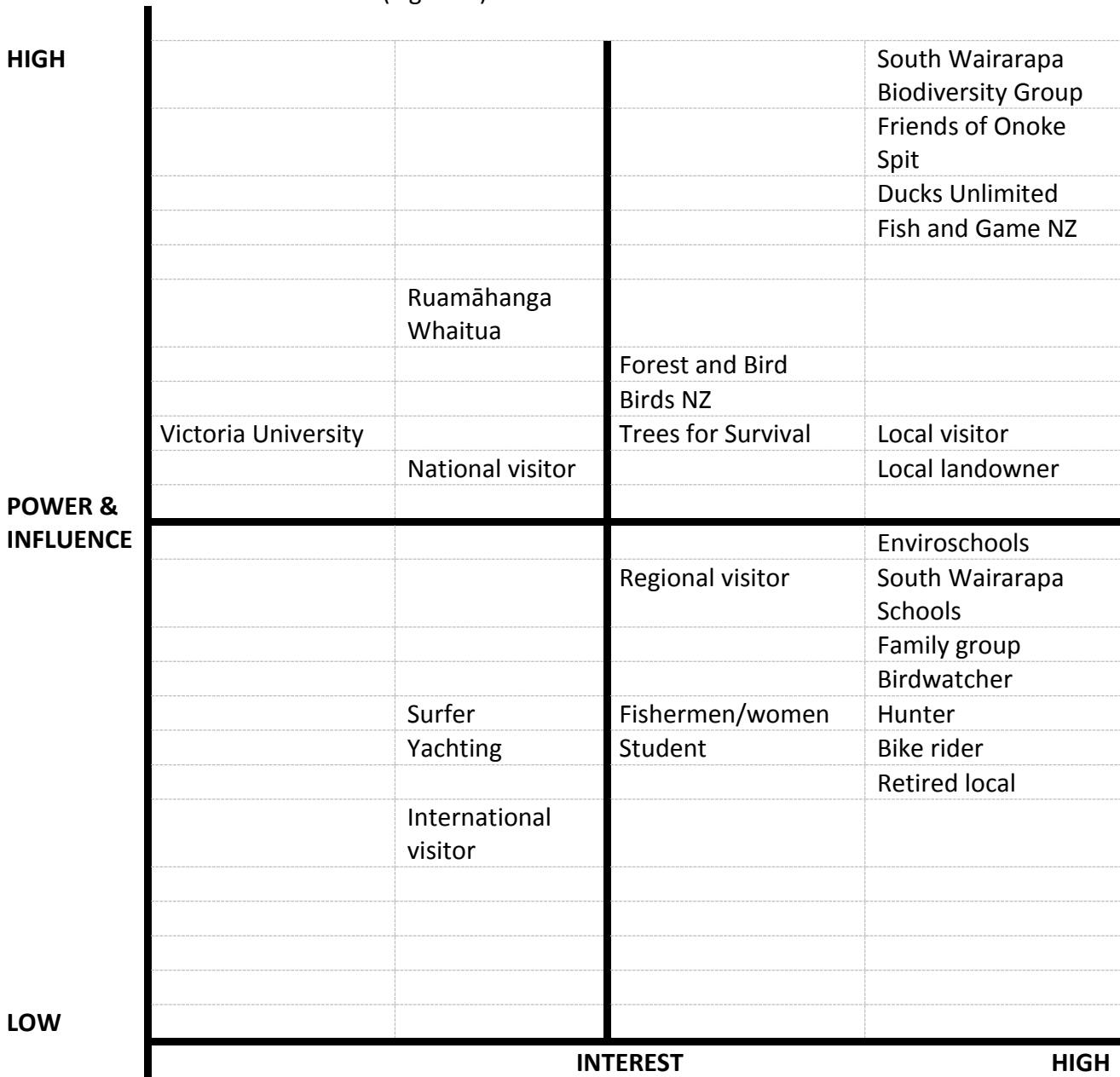
### Concurrent engagement and consultation projects

Previous or ongoing engagement relevant to Wairarapa Moana includes:

- GWRC Wetland, Riparian and Farm Environment Plan programmes
- GWRC science monitoring and investigations
- Ruamahanga Whaitua – implementation within Freshwater Management Units of the Wairarapa Moana area
- Post Settlement Governance Entities – activities to transition from the current governance arrangement to the new Wairarapa Moana Statutory Board
- Application for Ramsar status
- Research projects being undertaken by university students and government agencies including NIWA and Ministry for the Environment
- Flood protection initiatives throughout the Wellington region

## Audience

An engagement survey was completed in 2017. A broad spectrum of people who interact with Wairarapa Moana were identified. Institutional knowledge was also used to map out different areas of interest (Figure 2).



[Stakeholder Map]

## Target audience

Our strategy focuses on audience groups with a high level of interest (engaged) and those who have influence in the community (champions) for the period of this strategy.

They include:

- South Wairarapa Biodiversity Group
- Friends of Onoke Split
- Local visitor
- Local landowner
- Ruamāhanga Whaitua
- Fish and Game NZ

## Communication and Engagement Objectives

### Communications and engagement mission statement

*Communications that connect people, places, history and our future with Wairarapa Moana.*

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**Increase the connectedness between Wairarapa Moana and its surrounding community**

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**Be clear in our communication and make it easy for people to understand**

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**Strengthen the relationship between the community and the Wairarapa Moana Governance Group**

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**Raise awareness of the importance of the Wairarapa Moana Wetlands area and ecosystems**

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## Key messages / Calls to action

Primary key messages:

- The Wairarapa Moana Wetlands project strongly supports and boosts our community
- The Wairarapa Moana Wetlands project exists to protect a rare ecosystem
- The Wetlands are of cultural and spiritual significance, and should be treasured and maintained
- A large variety of plants and animals live among the important ecosystems of the Wetlands

Secondary key messages:

- Join our community projects to maintain the beautiful environment of the Wairarapa Moana Wetlands, and protect it for future generations
- Come and explore the many walks available through the Wetlands, and view the varied wildlife of a protected and rare ecosystem
- The Wetlands play an important role in managing our water quality
- We'd love to hear what great work you've been doing to support our environment, so share your stories of community projects with us

## Roles and responsibilities

Implementation of communications will be managed on behalf of the Wairarapa Moana Wetlands Project partners by a communications project team, led by GWRC staff. This group will meet monthly to ensure communications and engagement for the project moves forwards.

### Wairarapa Moana Wetlands communications project team:

Sophie Gibson – GWRC communications and engagement  
 Micheline Evans – GWRC Biodiversity advocacy  
 Walt Dickson – external contractor, writer  
 Jim Flack – DOC ranger  
 Ra Smith – Ngāti Kahungunu ki Wairarapa

Project partners	Responsibilities
All	<ul style="list-style-type: none"> <li>- Can contribute and share news stories for publishing</li> <li>- Enable any relevant opportunities to work on concurrent projects they have a connection to</li> </ul>
Ngāti Kahungunu ki Wairarapa	<ul style="list-style-type: none"> <li>- Provide sound guidance on cultural and spiritual values of the Wetlands area to Ngāti Kahungunu ki Wairarapa</li> </ul>
Rangitāne o Wairarapa	<ul style="list-style-type: none"> <li>- Provide sound guidance on cultural and spiritual values of the Wetlands area to Rangitāne o Wairarapa</li> </ul>
Papawai Marae	<ul style="list-style-type: none"> <li>- Provide sound guidance on cultural and spiritual values of the Wetlands area to Papawai Marae</li> </ul>
Kohunui Marae	<ul style="list-style-type: none"> <li>- Provide sound guidance on cultural and spiritual values of the Wetlands area to Kohunui Marae</li> </ul>
Greater Wellington Regional Council (GWRC)	<ul style="list-style-type: none"> <li>- Update the Wairarapa Moana website</li> <li>- Provide a contact point between the project and our audience</li> <li>- Produce written material to promote the project and the work of the team behind it</li> <li>- Share collateral through GWRC channels</li> </ul>
South Wairarapa District Council (SWDC)	<ul style="list-style-type: none"> <li>- Connect with community leaders in the local area, including the SWDC Māori Standing Committee, on the subject of Wairarapa Moana Wetlands</li> <li>- Share collateral through SWDC channels</li> </ul>
Department of Conservation (DOC)	<ul style="list-style-type: none"> <li>- Provide sound advice and guidance from the perspective of a national conservation organisation</li> <li>- Commit a local representative to work on the communications project team</li> </ul>
Committees	
Wairarapa Moana Wetlands Management Team	<ul style="list-style-type: none"> <li>- Provide valuable feedback and guidance on the progress of activities and events</li> </ul>
Wairarapa Moana Governance Group	<ul style="list-style-type: none"> <li>- Sign-off on strategies and plans</li> </ul>

## Communications and engagement approach

In order to first raise awareness of the Wairarapa Moana Wetlands, and better inform our audience, the communications and engagement approach will be staged.

During the first six months the focus will be on reviewing the type of information we currently share and focusing on the audience experience. The first step will be to undertake a review and revamp of the [waitwetlands.org.nz](http://waitwetlands.org.nz) website.

The following six months will involve offering more opportunities to interact with the Wairarapa Moana Wetlands project and as a result, the environment. For example, sharing what happens each season and offering clear information on walks and activities.

The twelve months after this will be the opportunity to firm up the project and improve on the types of stories shared, and the interaction with community groups and organisations. It will also be a chance to broaden opportunities for engagement.

### **Tone of communications:**

Any and all communications will have an overarching tone of telling a story, and will be positive.

#### ***Targeted***

- Customer segmentation led based on their interest
- Clear 'brand' (image, tone, voice, web presence, etc)
- People know who to go to for queries

#### ***Embraced***

- Language that creates a feeling of belonging
- Describe settlement as part of the journey not an end point

#### ***Connected***

- A shared approach
- Communications reference the whole area
- Information is clear, simple, meaningful
- Share future goals for the wetlands with our audience

#### ***Strategic***

- The unique natural ecosystems are the strategic point of difference
- Connection with Whaitua, catchment committees, NRP, etc
- Communications and engagement are led by this strategy

#### ***Accessible***

- Information is easily accessible to all
- Use local community spaces to share stories
- Basic amenity improvements are made to enhance experiences
- Information pathways are clear

## Key channels

Engagement with our target audience will take place using the below list of agreed channels.

- Wairarapa Moana Wetlands website
- Print media advertisements
- Print media feature stories
- Mail-out
- Printed collateral
- Partner and community organisations
- Facebook, Twitter, Instagram, Neighbourly
- Website references and links to the Wairarapa Moana Wetlands website
- Social media shares
- Advertisement in partner media
- Shared content in newsletters

## Project milestones 2018-2020

Milestone	Start Date	End Date
Review Wairarapa Moana Wetlands website content and provide suggested updates	03/10/18	07/01/19
Contestable Fund awarded	01/10/18	31/10/18
Update Wairarapa Moana Wetlands website content and metadata	21/01/19	26/02/19
Feedback on Wairarapa Moana Wetlands visitor guide	04/03/19	30/04/19
Update Wairarapa Moana Wetlands visitor guide	14/05/19	09/07/19
Kākahi Monitoring Programme	December 2018	March 2019
Kākahi Monitoring Report	July/August 2019	July/August 2019
New loop tracks at Lake Domain promoted	TBC	TBC
Upgraded visitor facilities promoted	TBC	TBC

### Stage one, September 2018 – February 2019

Objective	Measure
Increased awareness of the benefits of Wairarapa Moana Wetlands to the community	<ul style="list-style-type: none"> <li>- Increased traffic to the Wairarapa Moana website (312 visitors to the website May-July 2018. To increase to 500 or more average in a three month period)</li> <li>- Positive feedback recorded on the new website – questions sent to community groups</li> <li>- Maintain average of 2 articles per month</li> </ul>
Increased awareness of kākahi monitoring event and report	<ul style="list-style-type: none"> <li>- Number of visitors to this page of the website recorded as equal to or above 150 in February/March 2019</li> </ul>
Increased awareness of contestable fund	<ul style="list-style-type: none"> <li>- Measure response rates to social media posts, target average of 10 likes or more</li> </ul>

### Stage two, February 2019 – September 2019

Objective	Measure
Improve channel of communications between Wairarapa Moana Wetlands project team and community groups	<ul style="list-style-type: none"> <li>- Conduct 3 interviews with members of the community</li> <li>- Two story submissions from community members</li> <li>- Publish stories on seasonal changes to the ecosystems and what these mean for visitors. Tie these in to food harvesting</li> <li>- Seek feedback on the new and improved visitor guide</li> <li>- Increased engagement with social media posts, target 10 likes or more</li> </ul>
Seek out opportunities for increased engagement with community	<ul style="list-style-type: none"> <li>- Run two polls with the community (an uptake of 30 people minimum for each)</li> </ul>
Promote upkeep and improvements to WaiM facilities	<ul style="list-style-type: none"> <li>- Successful promotional campaign for new tracks (DOC)</li> <li>- Minimum of three news stories around repair and maintenance of visitor facilities</li> </ul>

### Stage three, September 2019 – September 2020

Objective	Measure
Seek out new opportunities for events held at Wairarapa Moana Wetlands	<ul style="list-style-type: none"> <li>- Hold one new event at Wairarapa Moana Wetlands with attendance at or above 25 people</li> <li>- Two story submissions from community members</li> <li>- Publish stories on seasonal changes to the ecosystems and what these mean for visitors. Tie these in to food harvesting</li> <li>- Increased engagement with social media posts, target 15 likes or more</li> </ul>
Seek out opportunities for increased engagement with community	<ul style="list-style-type: none"> <li>- Implement actions based on feedback from previous polls with the community</li> </ul>





## Risk Assessment

A review of the potential risks involved in this strategy – legal, reputational, media, engagement, communications, structural etc. This includes actions to take to mitigate these risks.

**1. Risk:**

Community concerns around conflicting user priorities.

**Likelihood:** Medium

**Impact:** Low

**Mitigation:**

*Be clear in the way we engage with the community, and on how we will follow up engagement. Promote the fact that they can influence the changes taking place.*

---

**2. Risk:**

Not enough is being done to maintain and improve the wetlands.

**Likelihood:** Low

**Impact:** Medium

**Mitigation**

*Have a targeted approach to engagement and communicate that efforts are being made.*

---

**3. Risk:**

Joint partnership model leads to confusion of ownership from a customer point of view.

**Likelihood:** Medium

**Impact:** High

**Mitigation**

*Be clear on roles and responsibilities in the communication and engagement strategy. Stick to this approach throughout the campaign. Act as one under the banner of Wairarapa Moana Wetlands Project.*

---

**4. Risk:**

Resourcing can be challenging.

**Likelihood:** Medium

**Impact:** High

**Mitigation**

*Adhere to this strategy and the planning top-notes included within it. Create a content calendar to follow for day-to-day tasks. A communications project team will meet monthly to maintain progress.*

## References

Baches, M.B.E. (2016) <http://mallorybaches.com/discuss/2016/1/26/hierarchy-of-needs>

**Report to** Wairarapa Moana Governance Group  
**Report No.** 2018.362  
**Date** 6 September 2018  
**File** EXTRA-6-86  
**Author** Pauline Hill  
Kaitohutohu Matua,  
Senior Policy Advisor



## **Roles and responsibilities in developing a briefing to the incoming Wairarapa Moana Statutory Board**

### **1. Purpose**

To seek endorsement of the attached mini project specification which identifies the roles and responsibilities of the partner organisations and mana whenua representatives in developing a combined briefing for the incoming Wairarapa Moana Statutory Board (WMSB).

### **2. Recommendations**

*That the Wairarapa Moana Governance Group:*

- 1. **Receives** the report.*
- 2. **Notes** the content of the report.*
- 3. **Agrees** to endorse the attached mini project brief for the preparation of a combined briefing for the incoming Wairarapa Moana Statutory Board.*

### **3. Background**

In December 2017, Councillors agreed the Wairarapa Moana Wetlands Project would be administered by the Wairarapa Moana Statutory Board once it is established under the NKKWTNaR settlement legislation.

The Wetlands project transitions to the incoming WMSB after the Ngāti Kahungunu ki Wairarapa Tamaki Nui a Rua (NKKWTNaR) settlement legislation is enacted.

In April 2018, the Wairarapa Moana Governance Group requested a briefing on the Wetlands Project for submission to the incoming WMSB.

In August 2018, the Chair Wairarapa Moana Governance Group agreed to extend the scope of the briefing to include an overview of key partner organisations' specific projects.

In August the Wairarapa Moana Management Team provided comments on the draft mini specification.

#### **4. Comment**

The Governance Group is invited to endorse the attached Project Specification for an extended, combined briefing that enables a conversation with the WMSB on:

- a) the detail associated with the Wairarapa Moana Wetlands project (Wetlands project) which includes the Fish and Game observer's role associated with the Management Team.
- b) mana whenua representatives' priorities for the project
- c) up to five key partner organisations' projects of relevance to the scope and interests of WMSB in the context of each agency's shared and separate obligations under the NKKWTNaR Treaty of Waitangi settlement legislation.

#### **d) Next steps**

The next steps include:

- a) by 28 January 2019, the partner organisations and mana whenua representatives have completed their shared and separate chapters for the combined briefing
- b) by 25 February 2019, (subject to the NKKWTNaR Deed of Settlement signing date), the Management Team has commented on the combined briefing
- c) by 16 March 2019, (subject to the NKKWTNaR Deed of Settlement signing date) Wairarapa Moana Governance Group signs off the final combined briefing.



greater WELLINGTON  
REGIONAL COUNCIL  
Te Pane Matua Taiao

**A mini project specification:**

## **Roles and responsibilities in developing a briefing to the incoming Wairarapa Moana Statutory Board**

## DOCUMENT REVIEW AND APPROVAL

### Approved by: Chair, Wairarapa Moana Governance Group

Role	Name	Sign-off Date
Chair	Councillor, Barbara Donaldson	

### Recommended by: Chair, Wairarapa Moana Management Team

Role	Name	Sign-off Date
Chair	Tim Porteous	

### Mana whenua representatives' chapter developed

Role	Name	Sign-off Date
NKKW	Ra Smith	
RoW	Russell Kawana	

### Agency chapters approved by agency project sponsors

Role	Name	Sign-off Date
GW General Managers	Wayne O'Donnell, Nigel Corry, Monica Fraser	
DoC General Managers	Reg Kemper, Kathy Houkamau	
SWDC General Manager	Mark Allingham	

### Agency project managers

Role	Name
GW project manager	Pauline Hill
DoC General Manager	Kathy Houkamau
SWDC General Manager	Mark Allingham

### Agency project team members

Group	Role
GW project team:	Pauline Hill, Micheline Evans and others on a case by case basis
DoC project team:	Jim Flack, Hayden Barrett, Briggs Pilkington
SWDC project team:	Mark Allingham

## 1. INTRODUCTION

Greater Wellington (GW), the Department of Conservation (DoC) and South Wairarapa District Council (SWDC) are partner organisations of the Wairarapa Moana Governance Group. The agencies and mana whenua representatives are developing a combined briefing for the incoming Wairarapa Moana Statutory Board (WMSB).

The combined briefing will enable a conversation on:

- the Wairarapa Moana Wetlands project (Wetlands project) which includes the Fish and Game observer's role associated with the Management Team. The Wetlands project transitions to the incoming WMSB after the Ngāti Kahungunu ki Wairarapa Tamaki Nui a Rua (NKKWTNaR) settlement legislation is enacted
- mana whenua representatives' priorities for the Wetlands project
- up to five key partner organisations' projects of relevance to the scope and interests of incoming WMSB in the context of each agency's shared and separate obligations under the NKKWTNaR Treaty of Waitangi settlement legislation.

### 1.1 Strategic alignment

In December 2017, Councillors agreed the Wairarapa Moana Wetlands Project would be administered by the Wairarapa Moana Statutory Board once it is established under the NKKWTNaR settlement legislation.

In April 2018, the Wairarapa Moana Governance Group requested a briefing on the Wetlands project for submission to the incoming WMSB.

In August 2018, the Chair Wairarapa Moana Governance Group agreed to extend the scope of the briefing to include an overview of up to five key agency partner specific projects.

### 1.2 Key messages

The partner organisations are committed to:

1. ensuring seamless transition of the Wetlands project and avoid loss of momentum
2. working with Ngāti Kahungunu and Rangitāne to achieve effective, mutually beneficial environmental outcomes
3. assisting Ngāti Kahungunu and Rangitāne achieve their Treaty of Waitangi aspirations in the post-settlement environment

### 1.3 What we are seeking to achieve

Development of a combined briefing for the incoming WMSB that involves collective and separate agency and mana whenua responsibilities in developing:

1. a detailed chapter on the Wetlands project
2. a mana whenua chapter
3. separate partner organisations' chapters that provide an overview of up to five key projects of relevance to the scope and interests of the incoming WMSB in the context of each agency's shared and separate obligations under the NKKWTNaR Treaty of Waitangi settlement legislation

### 1.4 Main benefits

The Wairarapa Moana Governance Group will meet its responsibilities in enabling a seamless transition of the Wetlands project and other relevant information to the incoming WMSB.

The incoming WMSB will be able to:

1. develop a detailed understanding of the Wetlands project vision, objectives, outcomes and funding
2. respond efficiently and effectively to the governance responsibilities of the Wetlands project to ensure continued delivery of the expected outcomes
3. understand the mana whenua priorities associated with the Wetlands project
4. understand an overview of up to five partner organisations' key projects in the context of the shared and separate Treaty of Waitangi obligations under the NKKWTNaR settlement legislation.

## 1.5 Delivery

Development of the combined briefing is expected to be completed by 31 May 2019 subject to signing of the NKKWTNaR Deed of Settlement. The initial delivery date has been revised due to the delayed Crown/NKKWTNaR signing processes which were expected to be completed 31 July 2018.

## 2. APPROACH

The briefing will provide useful information to the incoming WMSB to inform their basic understanding of the Wetlands project and other key projects.

### 2.1 Deliverables

The following table sets out the key deliverables that will be produced in each stage of the project:

Deliverables	By whom	By when
1. Agency sponsors, project managers and project teams are established	GW, DoC and SWDC	13 Aug 2018
2. Arrange a Statement of Work to develop a mana whenua chapter	GW Project Manager	13 Aug 2018
3. Draft mini project specification commented on by the Management Team	GW	13 Aug 2018
4. Final mini project specification signed off by Governance Group	GW Project Manager	6 Sep 2018
5. Draft Wetlands project chapter commented on by Management Team	GW, DoC and SWDC	14 Jan 2019
6. Draft mana whenua chapter is completed	GW Project Manager	28 Jan 2019



7. Separate agency project chapters (using the attached template as a guide) are signed off by agency sponsors and electronic copies sent to GW's project manager	GW, DoC and SWDC project teams and Agency Sponsors	28 Jan 2019
8. Draft combined briefing and recommendations are commented on by Management Team	GW Project Manager	25 Feb 2019 (subject to Deed of Settlement signing date)
9. Final combined briefing and recommendations signed off by the Governance Group	GW Project Manager	16 Mar 2019 (subject to Deed of Settlement signing date)
10. Final combined briefing edited and printed	GW Project Manager	13 May 2019 (subject to Deed of Settlement signing date)

### 3. MONITORING AND REPORTING

Report	Purpose	Timing	Audience
Status Report	Sign off final documents Summary of the project status	Quarterly	Wairarapa Moana Governance Group
Status Report	Comments on draft documents Summary of the project status	Quarterly	Wairarapa Moana Management Team

#### 3.1 Issue and risk management

The success of this project is dependent on partner organisations managing the potential risks associated with:

1. understanding the scope of their roles and responsibilities in working collaboratively in developing the Wairarapa Moana Project and in delivering their own agency chapters
2. delivering their responsibilities to the required standards and within the required timeframes to avoid any slippages

## 4. ROLES AND RESPONSIBILITIES

<b>Wairarapa Moana Governance Group</b>	<b>Responsibilities</b>
Chair: Barbara Donaldson	Sign off Project Specification Sign off Combined briefing
<b>Wairarapa Moana Management Team</b>	<b>Responsibilities</b>
Chair: Tim Porteous	Comment on draft Project Specification Comment on draft Combined briefing
<b>Mana whenua representatives</b>	<b>Responsibilities</b>
Ra Smith, Russell Kawana, Horipo Rimene	Identify potential writers for GW to consider contracting to develop the mana whenua chapter Work with the GW contractor to develop the draft chapter Sign off the GW contractor's draft chapter
<b>Agency roles and names</b>	<b>Responsibilities</b>
GW Sponsors: Wayne O'Donnell, Nigel Corry, Monica Fraser	Sign off GW's Agency chapter
DoC Sponsors: Reg Kemper/Kathy Houkamau	Sign off DoC's Agency chapter
SWDC Sponsors: Mark Allingham	Sign off SWDC's Agency chapter
GW Project Manager: Pauline Hill	<ol style="list-style-type: none"> <li>1. Develop Project specification and distribute to DoC, and SWDC for comment</li> <li>2. Submit the Project Specification: <ol style="list-style-type: none"> <li>a. to the Wairarapa Moana Management Team for comment</li> <li>b. to the Wairarapa Moana Governance Group for sign off</li> </ol> </li> <li>3. Develop the combined briefing and submit to: <ol style="list-style-type: none"> <li>a. DoC, and SWDC for comment</li> <li>b. Wairarapa Moana Management Team for comment</li> <li>c. Wairarapa Moana Governance Group for sign off</li> </ol> </li> <li>4. Manage editing and printing of final approved combined briefing</li> </ol>
GW Project Manager: Pauline Hill, DoC Project Manager: Kathy Houkamau SWDC Project Manager: Mark Allingham	<ol style="list-style-type: none"> <li>5. Manage own agency's contribution to developing: <ol style="list-style-type: none"> <li>a. collaborative Wetlands project chapter</li> <li>b. each separate agency project chapter following respective internal peer review and sponsors' sign off processes</li> </ol> </li> </ol>

GW project team: Pauline Hill, Micheline Evans	6. Work with other agency teams to develop the Wetlands project chapter
DoC project team: Jim Flack, Hayden Barrett, Briggs Pilkington	7. Develop each separate agency project chapter
SWDC project team: Mark Allingham	

#### 4.1 Costs

GW is responsible for the costs of editing and printing the final approved briefing. The overall costs are yet to be confirmed but are expected to be:

1. primarily associated with staff time and will be delivered within existing baseline budgets
2. relatively modest overall as the number of printed documents will be small (eg 40 pages double sided bound @ 20cents colour print per page for 15 copies for the incoming WMSB and others).





**Report to** Wairarapa Moana Governance Group

**Date** 29 August 2018

**Prepared by** Kathy Houkamau

## **Lake Onoke Freshwater Improvement Fund Project**

### **1. Purpose**

To inform the Wairarapa Moana Governance Group of the Restoration Plan and Annual Work plan guiding the Onoke Saltmarsh restoration project part-funded by the Ministry for the Environment's Freshwater Improvement Fund.

### **2. Recommendations**

That the Wairarapa Moana Governance Group:

1. ***Receives the report.***
2. ***Notes the content of the report.***

### **3. Discussion**

The Onoke Saltmarsh project focuses on 18 hectares comprising the upper reaches of a former arm of Lake Onoke. Prior to human modification the area consisted of estuarine wetland and freshwater wetlands surrounded by patches of remnant lowland or coastal forest vegetation. Over the years the area has been drained and modified.

In 2017 the Ministry for the Environment Freshwater Improvement Fund (FIF) granted three years of funding totalling \$170,000 to restore the natural functioning of this area. This total cost of the project is calculated to be \$340,000 with the balance of the funds coming from the collaborative Wairarapa Moana Wetlands Project. This funding was detailed in the 3 – year work programmes covering the period 2018 – 2021 approved at the last meeting of the Governance Group.

An early milestone in the project was to commission a restoration plan to guide the project and then to convert this into an annual Implementation Plan. Both of these documents are appended to this report for your information.

Appendix Three (To be distributed)

Lake Onoke Freshwater Improvement Fund Project – Restoration Plan

Appendix Four

Annual Work Plan for Onoke Saltmarsh Restoration Project



# Kākahi Monitoring Report

Kākahi monitoring for the Wairarapa Moana Wetlands Project

August 2018



[www.waiwetlands.org.nz](http://www.waiwetlands.org.nz)

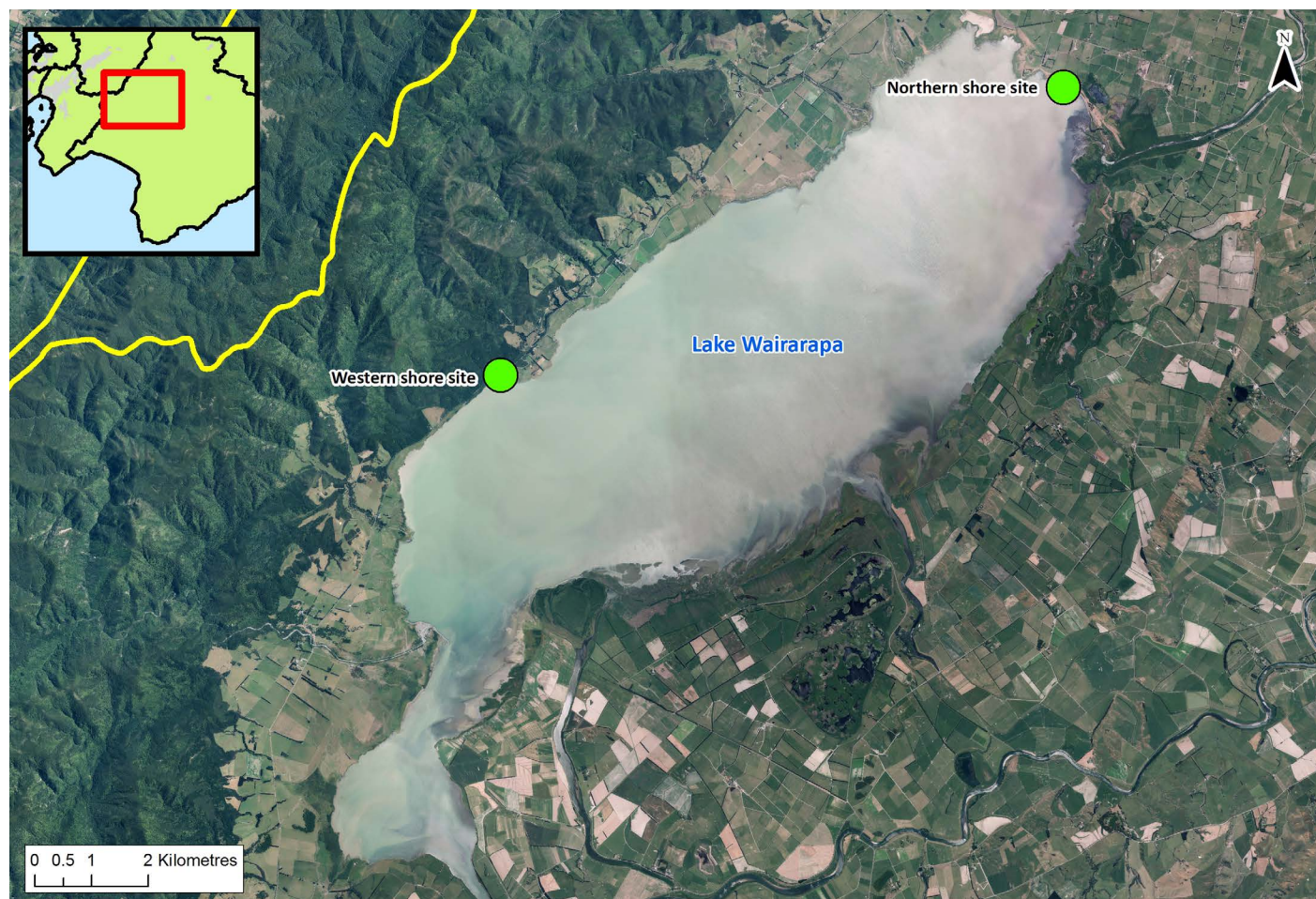


# Ngā mihi/greetings

Welcome to the fourth annual report for the Wairarapa Moana community kākahi monitoring programme.

We have now completed two surveys at each of two Lake Wairarapa sites. These were the northern shore site at Lake Domain Reserve in 2015 and 2017, and the western shore site at Wairarapa Lake Shore Scenic Reserve in 2016 and 2018 (Fig.1)<sup>1</sup>.

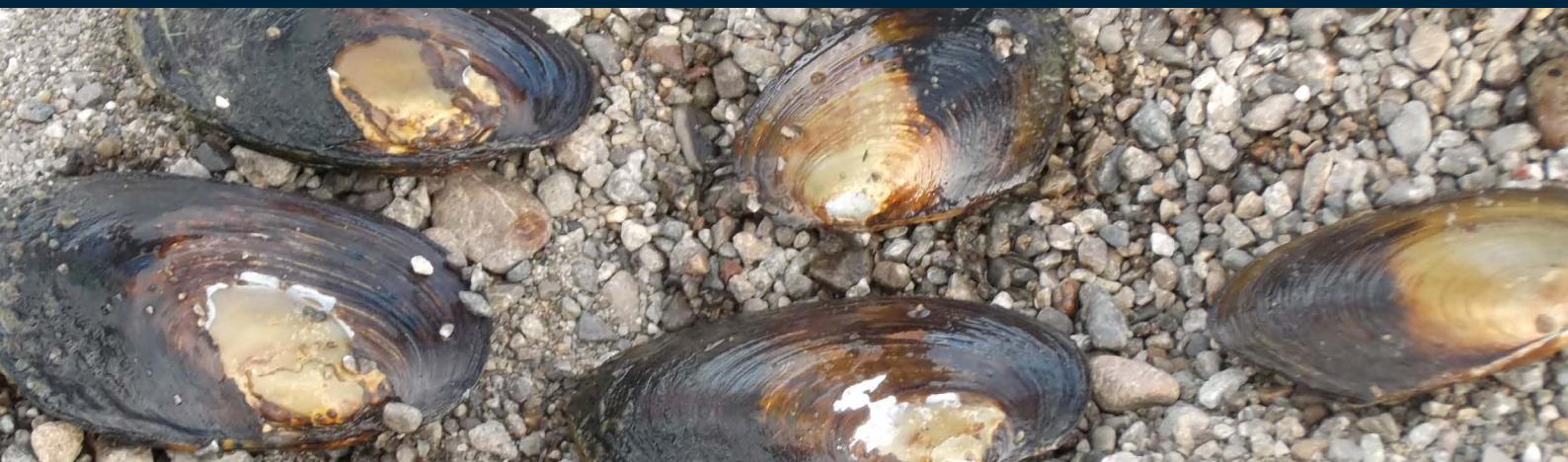
This kākahi/freshwater mussel monitoring programme was initiated to contribute to a wider programme of monitoring to inform the Wairarapa Moana Wetlands Project about the health of Lake Wairarapa.



**Figure 1.** Satellite image of Lake Wairarapa, showing the two sites used in the kākahi monitoring programme - the northern shore site (Lake Domain Reserve) and the western shore site (Wairarapa Lake Shore Scenic Reserve).

1. See [www.waiwetlands.org.nz](http://www.waiwetlands.org.nz) for previous monitoring reports.

**Kākahi** are filter feeding animals and help to improve water quality by reducing algae and sediment in the water. Lake Wairarapa has two of the three species that are known to live in New Zealand. Populations of kākahi are in decline throughout New Zealand, and throughout the world. In New Zealand this decline is linked to the deterioration of the water quality in lakes and rivers. So, the health of a kākahi population helps to gauge ecosystem health of a lake or wetland.





# Monitoring methods

This kākahi monitoring was carried out at Wairarapa Lake Shore Scenic Reserve on 10 February 2018 by a group of 40 community volunteers. A 500 m stretch of shoreline was sectioned off into 50 m intervals to create ten survey zones (Fig. 2). After recording measurements, the kākahi were returned to the zone in which they were collected.



Figure 2. Map of the Lake Wairarapa western shore kākahi monitoring area and the zones searched for the 2018 survey.





## Collecting the kākahi

Teams of 3-4 people were allocated a zone to survey, with at least two people collecting kākahi and the third working as a timekeeper and communicator. Each group of collectors waded, feeling through the substrate (of mud, sand and gravel) for kākahi with their feet and hands. In order to minimise disturbance, a maximum of 50 kākahi were collected from each zone.

## Measuring the kākahi population density

Kākahi were collected for 30 minutes or until 50 samples had been collected, whichever occurred first. This allowed us to standardise our results per unit time<sup>2</sup>. If 50 kākahi were collected by two people in less than 30 minutes, then we recorded the amount of time it took to collect them. For example, if it took 15 minutes to collect 50, then it was assumed that 200 would be collected in an hour. Dividing this by the number of team members gave us a density of 100 kākahi per person, per hour.

## Recording species type

Kākahi were identified by species, as being the 'common' kākahi (*Echyriddella menziesii*) or the 'Auckland' kākahi (*E. aucklandica*). This allows us to monitor the population of each species as well as the relative species abundance. For example, we can detect whether one species is outcompeting the other.

## Measuring shell length

Shell lengths were measured to the nearest millimetre using Vernier callipers. By measuring the shells, we are able to keep track of the size distribution of the population and detect whether sufficient juveniles are present to achieve ongoing population renewal.

---

2. Ecological data is commonly standardised per unit area in order to be compared to future data and/or data from other areas. Kākahi in Lake Wairarapa are too sparse and patchily distributed for quadrats (for example) to return useful data, and large areas would be needed in order to collect enough kākahi to draw valid conclusions. Because achieving complete coverage of large areas would necessitate spending long periods of time in cold water, this option presents a health and safety issue. For these reasons the use of time as a quantifying unit was considered the most suitable option (this method is also used elsewhere for kākahi surveying).

## Scoring shell erosion

Each kākahi collected was also scored according to the amount of erosion present on the shell. If no or very little erosion was present on the shell then it was scored as 'one'. If most of the top layer was eroded it was scored as 'four' (with intermediate scores of two and three). Recording shell erosion is a simple addition to the other parameters we collect and may provide information in the future regarding environmental changes such as wave action, substrate composition and water chemistry.

## The monitoring programme

The western shore site will continue to be surveyed using the same methods every two years, alternating with the northern lake shore site at Lake Domain Reserve. Our methods can accommodate and benefit from as many participants as possible – the more survey zones we complete each time, the better our data will be.



# 2018 monitoring results

## Kākahi abundance

A total of 500 kākahi were collected during the count (Table 1). Of these, all were 'common' kākahi, which is consistent with previous data collected at this site.

The fairly abundant kākahi population at this site made collection relatively rapid, with total collection time ranging from 3 to 13 minutes. Recorded abundances ranged from 58 per person per hour (in zone 5), to 500 per person per hour (in zone 10), with an average of  $215 \pm 39^3$  per person per hour.

**Table 1.** Numbers of kākahi collected from the western shore monitoring site in 2018.

Survey zone	Number of kākahi found	Collection time (minutes)	Kākahi density (number of kākahi collected per person, per hour)
1	50	7	214
2	50	11	87
3	50	7	214
4	50	8	125
5	50	13	58
6	50	8	188
7	50	4	250
8	50	5	300
9	50	7	214
10	50	3	500
<b>Total: 500</b>			<b>Average: 215 ± 39</b>

## Population size distribution

The size of kākahi is related to their age, although the relationship between shell length and age varies with location and species. Further work is needed to quantify the particular relationship between shell length and age at this site. If we assume that similar sized kākahi at the same site are ageing at similar rates, we can track the rate of ageing by tracking size (in the absence of certainty).

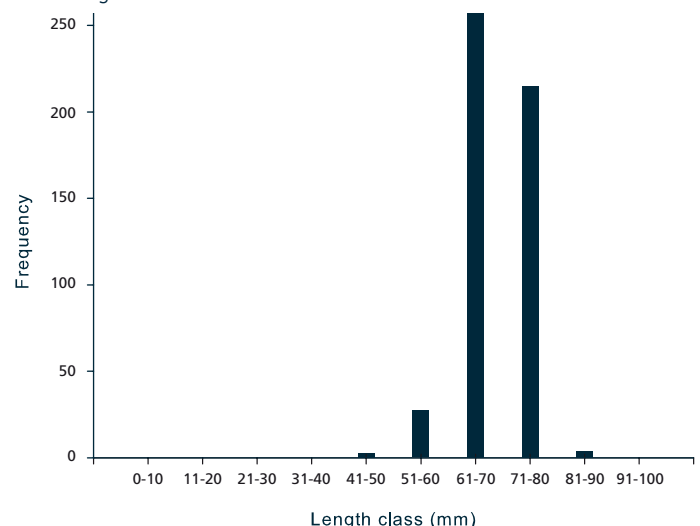
The size distribution of kākahi collected during this survey was strongly unimodal (ie, one maximum peak), with few small animals. Therefore, we can assume that the age distribution is similarly unimodal, with very few juveniles present.

Overall, a very small range of shell lengths was recorded, with most kākahi falling within a narrow range representing older adults (Table 2, Fig. 3). Shell length ranged from 40-72 mm, with an average of  $59.53 \pm 0.2$  mm. Ninety five percent of the kākahi found were between 60 and 70 mm, and no kākahi fitting the description of 'juvenile' (ie, < 38 mm<sup>4</sup>) were collected during the standardised count (although a 37 mm individual was found afterwards).

**Table 2.** Shell length of kākahi collected from the western shore monitoring site in 2018.

Size class (mm)	Number of kākahi
0-10	0
11-20	0
21-30	0
31-40	1
41-50	20
51-60	261
61-70	214
71-80	4
81-90	0
91-100	0
<b>Total:</b>	<b>500</b>

**Figure 3.** Length distributions of kākahi collected at the western shore monitoring site in 2018.



3. Mean  $\pm$  1 SE (standard error).

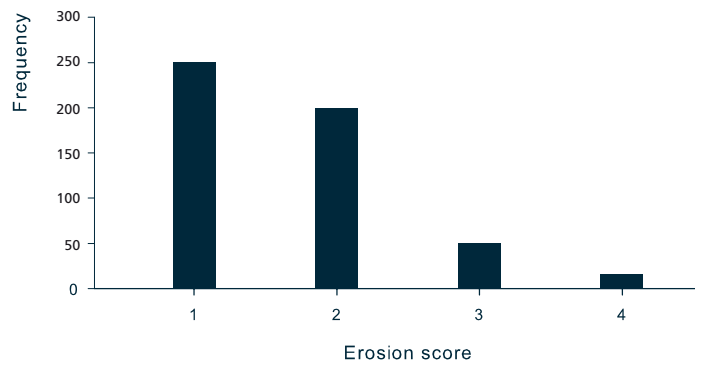
4. Shell length less than 38 mm (or less than approximately 5 years old) has been used in the past to represent juvenile kākahi, eg, James MR (1985).

*Distribution, biomass, and production of the fresh-water mussel, Hyridella-menziessi (Gray) in Lake Taupo, New Zealand. Freshwater Biology 15: 307–314.*

## Shell erosion

While a range of erosion conditions was recorded from the shells of kākahi collected, most showed only low levels of erosion (Fig. 4). Only five individuals (1%) received the highest erosion score of 4, and 49 (10%) scored 3, with all the rest (89%) scoring either 1 or 2 (lower erosion).

**Figure 4.** Erosion condition of kākahi collected at the western shore monitoring site in 2018.





# Comparison of 2016 and 2018 data

Seven zones were completed during the 2016 survey, however, increased volunteer recruitment in 2018 meant that ten zones were able to be surveyed this year.

## Kākahi abundance

Similar kākahi abundances were recorded during 2016 and 2018 (Table 3).

**Table 3.** Kākahi abundance at the western shore monitoring site for 2016 and 2018 surveys.

Survey zone	Kākahi density (number of kākahi collected per person, per hour)	
	2016	2018
1	88	214
2	167	87
3	240	214
4	300	125
5	100	58
6	214	188
7	250	250
8	-	300
9	-	214
10	-	500
	<b>Average: 194 ± 30</b>	<b>Average: 215 ± 39</b>

\* Only 7 zones were searched in 2016

## Shell erosion and shell length

No statistically significant difference in shell erosion was apparent between 2016 and 2018. The mean shell length was approximately 1 mm greater in 2018 and this difference was statistically significant (Table 4).

**Table 4.** Kākahi length and shell erosion at the western shore monitoring site for 2016 and 2018 surveys.

	2016	2018
Number collected	348	500
Mean length (mm)	58.64 ± 0.3	59.53 ± 0.2
Length range (mm)	39-72	40-72
Mean erosion (score 1-4)	1.72 ± 0.04	1.62 ± 0.03



# Conclusion

The western shore kākahi population is comprised primarily of adults displaying low levels of shell erosion. Despite the apparent abundance of individuals, no juveniles were found. The mean shell length recorded during the 2018 survey indicates that the population average age is increasing, ie, insufficient recruitment<sup>5</sup> is occurring to sustain the population.

However, given the natural variation inherent in population data, it is necessary for multiple years' worth of data to be collected before a clear trend can be definitively identified. The next monitoring event for this site will occur in 2020.

## **Kākahi are an important part of lake ecosystems.**

In shallow lakes such as Lake Wairarapa, kākahi play an important role in regulating the populations of algae in the water by consuming them via filter-feeding. Kākahi are in decline in Lake Wairarapa, as well as in most parts of NZ, and their absence could be contributing to high summer algae levels, including algal blooms in lakes and lagoons. Although we don't have much historical or long-term recent data to make precise comparisons regarding kākahi declines, oral and anecdotal histories describe large, dense beds in Lake Wairarapa, which we simply don't see anymore.

Declines in host fish numbers, which are needed to support the kākahi larval stage, are likely a contributing factor to kākahi declines. Native fish populations in Lake Wairarapa and the wider Ruamāhanga catchment have declined steeply in recent decades due to migratory barriers created by the drainage scheme, exotic fish introductions, and pollution caused primarily by land use intensification.

## **Acknowledgements**

Thanks very much to those involved in the kākahi monitoring and in the preparation of this report, in particular Amber McEwan (Riverscapes Freshwater Ecology Ltd) and the volunteer kākahi collectors.

This report has been prepared for the Wairarapa Moana Wetlands Project, a joint initiative by Greater Wellington Regional Council, Department of Conservation, South Wairarapa District Council, Kahungunu ki Wairarapa, Rangitane o Wairarapa and Papawai and Kohunui marae.

5. The process by which new individuals are added to the population.



**If you'd like to get involved in future surveys please get in touch:**

[biodiversity@gw.govt.nz](mailto:biodiversity@gw.govt.nz)

[www.waiwetlands.org.nz](http://www.waiwetlands.org.nz)



**Freshwater Improvement Fund**

**Annual Work Plan for**

**Wairarapa Moana Wetlands Project (Onoke  
Saltmarsh Restoration)**

**Undertaken by**

**Department of Conservation (DOC), on behalf of the  
collaborative Wairarapa Moana Wetlands Project  
(WMWP)**

**2018/19**



## 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 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	Wairarapa Moana Wetlands Project (Onoke Saltmarsh Restoration: Pou aruhe)
Project purpose	<p>This project will hydrologically reconnect and ecologically restore a small, well vegetated catchment to Lake Onoke and the sea. It will enhance habitats for freshwater and estuarine threatened species, and will improve water quality and increase water quantity in the restoration site. Proposed interventions include earthworks, planting and weed control, re-directing the Remutaka Cycle Trail, and installation of interpretive signs to enable the local community to learn about the biodiversity and cultural values of the site.</p> <p>The restoration site sits at the bottom of the catchment and was once a significant area of saltmarsh. It once connected a network of freshwater streams to Lake Onoke. In the 1940s, the Catchment Board diverted the streams around the edge of the saltmarsh, surrounded it with stopbanks and drained it. The catchment above the saltmarsh/restoration site has a high proportion of native vegetation/low pressures.</p>
For how many years has this project been granted funding, and what year is the project currently in?	The project has been approved for 3 years and is in financial year 1.

## 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)	Briggs Pilkington. DOC	Ministry's main contact	Simon Ingram
Role in the organisation	Supervisor, Biodiversity		
Email address	bpilkington@doc.govt.nz	Email address	Simon.ingram@mfe.govt.nz
Phone	027 405 1047 <i>Mobile</i>	Phone	022 020 0239 <i>Mobile</i>
Postal address	PO Box 191, Masterton 5840	Postal address	P O Box 10362, Wellington 6143
Physical address	220 South Road, Masterton 5810	Physical address	Environment House, 23 Kate Sheppard Place, Thorndon, Wellington 6011

### 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.*

<b>Name</b>	<b>Organisation</b>	<b>Role in project</b>	<b>Phone</b>	<b>Email</b>
Briggs Pilkington	DOC	Project Manager	027 405 1047	bpilkington@doc.govt.nz
Helen Kettles	DOC	Estuarine expert	027 201 3512	hkettles@doc.govt.nz
Tony Silbery	DOC	Botanical expert	027 405 1063	tsilbery@doc.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.)*

1. Obtain resource consent from Greater Wellington Regional Council for the hydrological modifications, i.e. hydrological function will be restored from the catchment's headwater streams to Lake Onoke through earthworks to create breaks in stop banks.
2. Obtain building consent from South Wairarapa District Council for the construction of three bridges on stop banks.
3. Neither of the above consents have applications in progress at this stage.

## 1 Project key tasks/activities for this financial year (2018/19)

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 1 Project tasks/activities	Deliverables	YEAR 1 Estimated budget		
			FIF contribution	Contribution from external sources (including your organisation)	TOTAL Budget
By 1 <sup>st</sup> July 2019, hydrological function will be restored from the catchment's headwater streams to Lake Onoke.	1.1 Resource Consent application lodged with Greater Wellington Regional Council by 31 December 2018.	1.1.1 Copy of Resource Consent application lodged with Greater Wellington Regional Council  1.1.2 Copy of approved resource consent.	\$0.00	\$2,000.00	\$2,000.00
	1.2 Breaks are made in stop banks upstream and downstream of catchment (and other earthworks if required) by 28 February 2019.	1.2.1 Before and after photos of earthworks by 28 February 2019 and invoices for costs incurred completing this activity including equipment and materials.	\$5,000.00	\$5,000.00	\$10,000.00
By 30 <sup>th</sup> June 2021, 18 hectares of saltmarsh habitat will be restored with a minimum of 20% coverage of native vegetation	2.1 Identify locations for weed control and site preparation. 2.2 Initial site preparation / weed control is undertaken within the project area by 31 December 2018. 2.3 Continuation of site preparation/weed control is	1.2.2 Before and after photos showing results of the weed control and invoices for costs incurred completing this activity including equipment and materials.	\$5,500.00	\$5,500.00	\$11,000.00

	undertaken within the project area by 31 May 2019.	2.2.2 GPS tracks and waypoints showing the control area by 31 December 2018 and 31 May 2019, respectively.			
By 30 <sup>th</sup> June 2021, recreation opportunity for the area will be enhanced by installing interpretative signage and diverting the Rimutaka Cycle Trail directly past Lake Onoke and the restored saltmarsh.	3.1 Plans for the bridges for cycle bridges on the cycleway are finalised by 31 December 2018.	3.1.1 Copy of the plans for the bridges are finalised.	\$1,000.00	\$1,000.00	\$2,000.00
	3.2 Building consent application lodged with South Wairarapa District Council for building of three bridges 31 December 2018.	3.2.1 Copy of Building Consent application lodged with South Wairarapa District Council by.	\$1,000.00	\$1,000.00	\$2,000.00
		3.2.2 Copy of approved building consent.			
	3.3 Cycleway is installed (without the bridges at this stage) by 31 December 2018.	3.3.1 Before and after photos showing cycleway is installed (without the bridges at this stage) and invoices for costs incurred completing this activity including equipment and materials.	\$5,000.00	\$5,000.00	\$10,000.00
	3.4 Two of the three bridges have been built by 31 December 2018.	3.4.1 Before and after photos showing that two out of the three bridges have been built and invoices for costs incurred completing this activity including equipment and materials.	\$6,000.00	\$6,000.00	\$12,000.00
	3.5 Old fences are removed from project area by 31 May 2019.	3.5.1 Before and after photos showing removal of fences by 31 May 2019.	\$2,000.00	\$2,000.00	\$4,000.00
	3.6 Signs / interpretation are designed for the project by 31 March 2019. Work with iwi and other stakeholders during the design phase.	3.6.1 Copies of the finalised sign designs are available by 31 March 2019.	\$3,000.00	\$3,000.00	\$6,000.00
3.7 Signs / interpretation are printed and installed by 31 May 2019.	3.7.1 Before and after photos of sign installation site available by 31 May 2019, and invoices for costs incurred	\$3,000.00	\$3,000.00	\$6,000.00	

		completing this activity including time and materials.			
	3.8 Thirds (and final) bridge is built by 31 May 2019.	3.8.1 Before and after photos of new bridge available by 31 May 2019, and invoices for costs incurred completing this activity including time and materials.	\$3,000.00	\$3,000.00	\$6,000.00
	3.9 Cycleway directional signs (different to interpretation signs) are purchased and installed 31 May 2019.  <i>Work with Destination Wairarapa on this task.</i>	3.9.1 Before and after photos showing installed directional signs available by 31 May 2019 and invoices for costs incurred completing this activity including time and materials.	\$500.00	\$500.00	\$1,000.00
Other miscellaneous costs directly attributable to the delivery of the project.	4.1 All Project tasks have been delivered to standard and on time through the coordination of the Project Administrator by 30 June 2019 (estimated 428 hours at \$70 p/h. Approximately 10 hours per week for 46 weeks)  Tasks could include those listed here or other tasks such as reporting to MFE, DOC, and the WMWP Management Team, consultation with iwi, adjacent landowners, local community, invoicing, working with the person grazing the site to permanently remove stock, ensuring correct procurement procedure is being followed and drafting the work plan for 2019/20.	4.1.1 Evidence of the completion of all tasks has been collated and delivered on within the required timeframe, including the provision of the following Ministry reporting templates:  6 month/ end-of year reports, Payment request form, summary of expenses, budget tracking spreadsheet, evidence to support costs incurred, and corresponding tax invoice (up to 6 per financial year)	\$15,000.00	\$15,000.00	\$30,000.00

	4.2 Monitoring (photo points, fish surveys, vegetation monitoring and WETMAK monitoring) has been completed and report of results produced by 31 December 2018.	4.2.1 Copy of monitoring results report produced by 31 December 2018.	\$7,500.00	\$7,500.00	\$15,000.00
	4.3 Complete Ministry reporting templates	4.3.1 6 monthly report, Payment request form, summary of expenses, budget tracking spreadsheet, evidence to support costs incurred, and corresponding tax invoice (up to 6 per financial year)	\$0.00	\$0.00	\$0.00
	4.4 Updated Health and Safety Plan for the project.	4.4.1 Health and safety plan to be provided to the Ministry.	\$0.00	\$0.00	\$0.00
	4.5 Develop Annual Work Plan for 2019/20	4.5.1 2019/20 Annual Work Plan approved by the Ministry	\$0.00	\$0.00	\$0.00
	4.6 Final draft of detailed Project Plan to outline where breaks will be made in the stopbanks, how many trees to be planted, development of a detailed monitoring plan and detailed cycleway route produced by 30 June 2018.	4.6.1 Final version of Project Plan already delivered early 2018	\$0.00	\$13,000.00	\$13,000.00
<b>Total Estimated Budget for year 2018/19</b>			<b>\$57,500.00</b>	<b>\$72,500.00</b>	<b>\$130,000.00</b>

## 2 Funding Information for Year 1

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 (via the Wairarapa Moana Wetlands Project which is jointly funded by DOC and GWRC).	\$72,500.00	Confirmed
Maximum FIF contribution approved for the year	\$57,500.00	Confirmed
<b>Total cost of project for this financial year</b>	<b>\$130,000.00</b>	
<b>FIF % of total year 1 project costs</b>	<b>44%</b>	

## 3 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>
Wairarapa Moana Wetlands Project (Management Team)	DOC: Kathy Houkamau, 027 839 4626, <a href="mailto:khoukamau@doc.govt.nz">khoukamau@doc.govt.nz</a>	The Wairarapa Moana Wetlands Project is jointly funded by DOC and GWRC.
Includes representatives from: DOC, GWRC, Ngati Kahangunu, Rangitane and South Wairarapa District Council	GWRC: Tim Porteous (chair), 027 445 0983, <a href="mailto:tim.porteous@gw.govt.nz">tim.porteous@gw.govt.nz</a>  Ngati Kahangunu: Ra Smith, <a href="mailto:Ra@kahungunuwairarapa.iwi.nz">Ra@kahungunuwairarapa.iwi.nz</a>  Rangitane: Russell Kawana, <a href="mailto:Russell@rangitane.iwi.nz">Russell@rangitane.iwi.nz</a>  SWDC: Murray Buchanan, <a href="mailto:Murray.Buchanan@swdc.govt.nz">Murray.Buchanan@swdc.govt.nz</a>	The Management Team jointly make decisions on what operations should go ahead and what operations shouldn't (following recommendations from technical experts).  There are three workstreams within the project: ecological management, recreation and community engagement. DOC is responsible for delivering the work within two of these workstreams and GWRC is responsible for the delivery of the final workstream. The FIF project falls within the ecological management workstream, which falls to DOC to deliver.
Destination Wairarapa	David Hancock, 0272272118 <a href="mailto:David@wairarapanz.com">David@wairarapanz.com</a>	Destination Wairarapa are responsible for overseeing the Wairarapa section of the Rimutaka Cycleway. David will be involved in providing advice on the cycleway (and possibly also the



		interpretation/signage) component of the larger project.
Friends of Onoke Spit	Dougal MacKensie, 06 307 7749, <a href="mailto:info@terakaubirding.co.nz">info@terakaubirding.co.nz</a>	Friends of Onoke Spit have a significant interest in this project. They are interested in organising community and school planting days as part this project.

#### 4 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>
Riverscapes Freshwater Ecology Ltd. (Amber McEwan)	Deliver the year one monitoring so that we can track the changes that take place during the life of the project. Monitoring is likely to include: fish surveys, vegetation transects, WETMAK monitoring, soil carbon samples, and photopoint monitoring.	\$15,000.00	No
Dittmer Earthmoving (Tim Dittmer)	Earthworks, cycleway construction and removal of old fences.	\$24,000.00	No
Training Ventures Ltd (Phil Hall)	Weed spraying/site preparation	\$6000.00	No
DOC (Kate Zwartz)	Draft bridge designs.	\$2,000.00	A DOC engineer has been selected 1) To ensure that the bridges look the same as other structures in the area, 2) A DOC engineer is likely to be a cheaper option than an external engineer. 3) A DOC engineer is skilled in bridge design for these types of situations and will ensure that the bridge is fit for purpose and meets strict H&S standards.
Contractor still TBC	Design interpretation / signage.	\$6,000.00	Unknown at this stage
Contractor still TBC	Build three bridges.	\$18,000.00	TBC once builder appointed.

Contractor still TBC	Purchase and install cycleway directional signs.	\$1,000.00	Unknown at this stage
Contractor still TBC	Print interpretation / signs.	\$6,000.00	Unknown at this stage
Natural Solutions – Marine and Terrestrial Ecologists Ltd. (Meg Graeme)	Detailed Project Plan was delivered by February 2018 to outline where breaks will be made in the stopbank, how many trees to be planted, detailed monitoring plan and detailed cycleway route.	\$13,000.00	No

## 5 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>
Loss of key personnel responsible for the coordination or delivery of operations.	Medium	Could slow down or entirely stall the project.	Moderate	Clear line of accountability: Briggs Pilkington accountable. Briggs is responsible for employing Project Administrator to coordinate the day-to-day operations, reporting, invoicing etc. from 1 July 2018 until 30 June 2019.
Loss or reduction in funding (GWRC, DOC or FIF contributions)	Medium	Could slow down or entirely stall the project.	Moderate	Clear lines of communication between funding partners and the Project Manager to ensure any changes in funding are identified early. Small changes in funding should be able to be fairly easily mitigated by rearranging operations. A large decrease in budget could have a significant negative effect on the Project.
Opposition to the modification of the stopbanks or other aspects of the project (by adjacent landowners, community, iwi, regional or district council, others?)	Medium	Could slow the project down, particularly if more consultation is required.	Moderate	The key to managing this risk is adequate consultation in the planning stages of the project. Initial discussions with stakeholders have already happened. Once tentative plans are in place these plans will be

				distributed and discussed with all key stakeholders. If any issues or potential issues arise it's important to ensure these are dealt with early on.
The hydrological modifications mean that the road or land upstream floods more often than it has in the past.	Low	Could mean we have to change the methodology.	Moderate	This risk has been discussed with the specialist consultant (Natural Solutions Ltd) and they will address it in the technical planning phase of the project.
Norfolk Road Nursery can't supply the species or numbers of plants required for the restoration planting part of the project.	Low	Could have significant negative impacts on the final stages of the project.	Moderate	<p>This risk can be relatively easily managed with good communication between the Project Manager and Norfolk Road Nursery. Because the planting is scheduled to go ahead in the final stages of the project this will give the nursery enough time to grow the required plants if they understand what's required of them.</p> <p>It may be appropriate for the Project Manager to contract Norfolk Road Nursery to grow the plants. This would mean that the expectations (numbers, species, eco-sourcing requirements) are clearly spelled out for both parties.</p>

## 5 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.*

1. Potential opposition to the modification of the stop banks or other aspects of the project (by adjacent landowners, community, iwi, regional or district council, others?).

Management steps – continuation of consultation in all stages of the project with key stakeholders.

2. Specific example – DOC engineer for design of bridges

Management steps – justifications outlined in Work Programme to be discussed with stakeholders. If reasonable objections arise the project team may consider bridge design be reviewed by external engineer, (at non-budgeted expense).

## 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**

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**Position**

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**Signature**

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

	<b>Date</b>
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