



COMMUNICATIONS COMMITTEE AGENDA

Wednesday 11 September 2019

1:45 P.M.

Council Chamber, Level 2 Philip Laing House,
144 Rattray St, Dunedin

Membership

Cr Michael Deaker	<i>(Chairperson)</i>
Cr Carmen Hope	<i>(Deputy Chairperson)</i>
Cr Graeme Bell	
Cr Doug Brown	
Cr Trevor Kempton	
Cr Michael Laws	
Cr Ella Lawton	
Cr Sam Neill	
Cr Andrew Noone	
Cr Gretchen Robertson	
Cr Bryan Scott	
Cr Stephen Woodhead	

Disclaimer

Please note that there is an embargo on agenda items until 48 hours prior to the meeting. Reports and recommendations contained in this agenda are not to be considered as Council policy until adopted.

For our future

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1. APOLOGIES

No apologies were received prior to publication of the agenda.

2. LEAVE OF ABSENCE

No leave of absence has been requested.

3. ATTENDANCE

4. CONFIRMATION OF AGENDA

Note: Any additions must be approved by resolution with an explanation as to why they cannot be delayed until a future meeting.

5. CONFLICT OF INTEREST

Members are reminded of the need to stand aside from decision-making when a conflict arises between their role as an elected representative and any private or other external interest they might have.

6. PUBLIC FORUM

No requests to speak during public forum were received prior to publication of the agenda.

7. CONFIRMATION OF MINUTES

7.1. Minutes of the 1 August 2019 Communications Committee Meeting

Recommendation

That the minutes of the meeting held on 1 August 2019 be received and confirmed as a true and accurate record.

Attachments

1. Communications minutes 20190801 [**7.1.1** - 4 pages]



Minutes of a meeting of the
Communications Committee held in the Council Chamber on
1 August 2019, commencing at 9:00 a.m.

Membership

Cr Michael Deaker	<i>(Chairperson)</i>
Cr Carmen Hope	<i>(Deputy Chairperson)</i>
Cr Graeme Bell	
Cr Doug Brown	
Cr Trevor Kempton	
Cr Michael Laws	
Cr Ella Lawton	
Cr Sam Neill	
Cr Andrew Noone	
Cr Gretchen Robertson	
Cr Bryan Scott	
Cr Stephen Woodhead	

Welcome

Cr Deaker welcomed Councillors, members of the public and staff to the meeting.

For our future

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1. APOLOGIES

Cr Laws notified he would be late for the meeting.

2. LEAVE OF ABSENCE

No leave of absence was requested.

3. ATTENDANCE

Sarah Gardner	<i>(Chief Executive)</i>
Nick Donnelly	<i>(General Manager Corporate Services and CFO)</i>
Gavin Palmer	<i>(General Manager Operations)</i>
Peter Winder	<i>(Acting General Manager Regulatory)</i>
Amanda Vercoe	<i>(Executive Advisor)</i>
Liz Spector	<i>(Committee Secretary)</i>
Lisa Gloag	<i>(Manager Communications and Engagement)</i>
Eleanor Ross	<i>(Manager Communications Channels)</i>

4. CONFIRMATION OF AGENDA

The agenda was confirmed as tabled.

5. CONFLICT OF INTEREST

No conflicts of interest were advised.

6. PUBLIC FORUM

No public forum was held.

7. PRESENTATIONS

No presentations were held.

8. CONFIRMATION OF MINUTES

8.1. Minutes of the 12 June 2019 Communications Committee

Resolution

That the minutes of the Communications Committee meeting held on 12 June 2019 be received and confirmed as a true and accurate record.

Moved: Cr Deaker

Seconded: Cr Hope

CARRIED

9. ACTIONS

Status report on the resolutions of the Communications Committee

SHE1840 GM Report	01/05/2019	Review website search function and indexing	COMPLETE – Council and committee agenda reports are now loaded onto the website individually (and as part of a full agenda), making searches for specific interest items more precise, whether navigating the ORC website or via internet search.
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10. MATTERS FOR COUNCIL DECISION

10.1. ECO Fund Review

Lisa Gloag, Manager Communications and Engagement, and Shayde Bain, Communications and Engagement Advisor, were present to speak to the report. There was a general discussion of the committee, after which Chair Michael Deaker requested that the staff recommendations be considered individually.

Resolution

That the Council:

- 1) **Approves a change from three funding rounds per year to two (1-20 March and 1-20 October), effective immediately.**

Moved: Cr Robertson
Seconded: Cr Scott
CARRIED

Resolution

That the Council:

- 1) **Due to the election timeframe and the new Council not meeting for the first time until after the October funding round, it is recommended that the appointment of the October Councillor decision panel be delegated to the Chief Executive.**

Moved: Cr Deaker
Seconded: Cr Hope
CARRIED

Resolution

That the Council:

- 1) **Approves to keep the current funding level of \$250,000 per year.**

Moved: Cr Noone
Seconded: Cr Scott
CARRIED

Resolution

That the Council:

- 1) **Approves the holding of annual functions for successful applicants and asks that consideration be given to conduct annual functions in various Otago locations.**

Moved: Cr Bell
Seconded: Cr Scott
CARRIED

Resolution

That the Council:

- 1) Approves the ECO Fund's purpose.
- 2) Approves amendments to terms and conditions.
- 3) Approves amendments to criteria.
- 4) Notes that a review of the ECO Fund Councillor decision panel terms of reference is needed.
- 5) Approves the yearly review of the ECO Fund.

Moved: Cr Brown

Seconded: Cr Noone

CARRIED

11. MATTERS FOR NOTING

11.1. General Manager's Report on Progress

Chairman Deaker reviewed the General Manager's Report on Progress as Ms Giddens was an apology. Also present to answer any questions were Lisa Gloag and Eleanor Ross. After a general discussion, Chairman Deaker asked for a motion.

Resolution

That the Council:

- 1) **Receives** this report.

Moved: Cr Hope

Seconded: Cr Neill

CARRIED

12. NOTICES OF MOTION

No Notices of Motion were advised.

13. CLOSURE

The meeting was declared closed at 09:24 am.

Chairperson

Date

8. ACTIONS

1/8/2019	SHE1846 ECO Fund Review	A review of the ECO Fund councillor decision panel Terms of Reference is needed.	ASSIGNED
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9. MATTERS FOR NOTING

9.1. General Manager's Report on Progress

Prepared for: Communications Committee

Report No. SHE1847

Activity: Governance Report

Endorser: Sally Giddens, General Manager People, Culture & Communication

Date: 28 August 2019

PURPOSE

- [1] As per past practice, this report primarily covers operational detail on the communications aspect of projects. As we move towards a 'business partnering' workstyle within this working group, communications components will increasingly be situated in context within other committee reports where relevant.

RECOMMENDATION

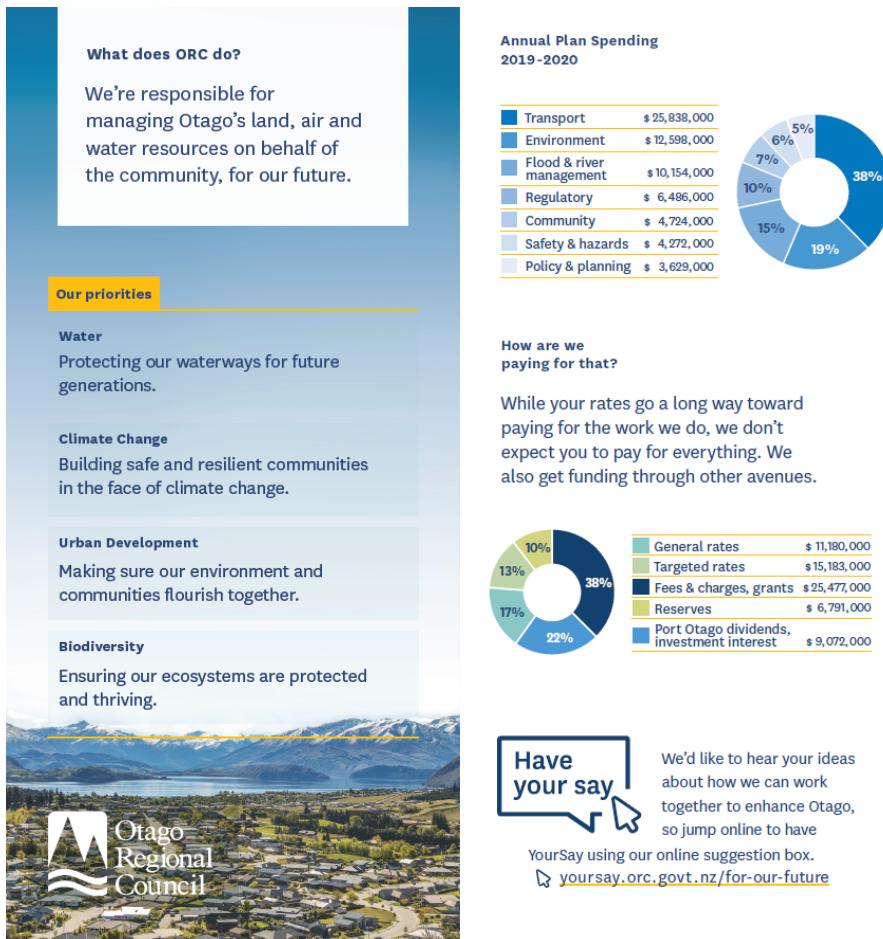
That the Council:

- 1) **Receives this report.**

COMMUNICATIONS AND ENGAGEMENT UPDATE (JULY / AUGUST 2019)

- [2] A corporate video has been launched as part of the Annual Plan process to help our community understand what we do on a wider scale. We will promote this through our channels and play at relevant events/presentations.
- [3] We launched a bus passenger competition with our partner Dunedin app My Little Local (MLL) to reward passengers for downloading the app and riding the bus. Three weeks of giveaways worth \$2,250 attracted 2,753 people who clicked on the Orbus competition banner in MLL, 8056 who visited the Orbus button, 1359 new app users, 91,000 page views on the MLL Facebook posts, approx. 200 new likers/followers on Orbus Dunedin Facebook, with overall 80,000 engagement on the Facebook page during the campaign. In addition, we created a very positive space on the Facebook page.
- [4] As we continue our focus on deemed permit expiry and potential consenting a letter has gone out to all Deemed Permit holders. It is to check we have their correct details, how they wish us to communicate with them going forward, and whether they intend to apply for a resource consent to replace their deemed permit. This will be followed up with further communication and information (including a brochure) based on their location.

- [5] Rates invoices arrived in mailboxes in late August 2019. Invoices were accompanied by a flyer outlining what ORC does. Reminders about rates and ways to pay are included on social media.



- [6] We have summarised the feedback from the May 2019 Arrow and Cardrona catchment consultations period into a news item and sent this out to all attendees to keep them updated about next steps. The summaries can be viewed here:

<https://www.orc.govt.nz/news-and-events/news-and-media-releases/2019/august/values-and-aspirations-for-arrow-and-cardrona>

- [7] The 'Burn Dry, Breathe Easy' air quality campaign continues, to encourage the Arrowtown community (and communications across Otago) to only burn dry wood. The engagement is also being used as an opportunity to promote ORC's Clean Heat Clean Air subsidy, as well as our partners' Cosy Homes Trust and EECA's resources. In July, ORC science and compliance sent letters to all Arrowtown Air Zone 1 residents advising them of upcoming random chimney checks in the area. Following these checks, 88 letters were sent to properties identified as having persistently smoky chimneys, with offers of assistance from ORC to help understand why this might be. Another round of letters is planned to be sent in September 2018 to properties identified as having non-compliant wood burners and to promote the Clean Heat Clean Air subsidy. We continue to work

with other ORC staff members from science and compliance, to ensure consistent messages from ORC.

- [8] As part of a wider piece of work around ‘look and feel’ – how we present ourselves visually online and in printed material – some minor tweaks have been proposed to the logo. The intention is to retain continuity with the current logo while addressing some elements that make it appear dated. To ensure that the proposed tweaks don’t change any elements of significance to iwi we will discuss with iwi before confirming. A large scale logo change-out is not intended; given the relative similarity of the current and proposed future logos, the approach will be to replace digital uses first, replacing printed logos only as new documents are produced.
- [9] Other business-as-usual work of communications planning and campaigns continues, with highlights from this reporting period including:
- Leith Flood Protection Scheme – media were invited to the Dundas St worksite to see the dangers first-hand. Video and articles followed demonstrating the dangers.
 - South Dunedin Community Network hui on water was held at Bathgate Park School on 12 August 2019. There was a collaborative presentation from ORC, DCC and GNS with valuable community group questions asked of each group.
 - We submitted a column to Central Otago News about proposed changes to some of the rural water quality rules (6A) in the Water Plan.
 - Seasonal communications on rabbits and wallabies is on-going, with adverts in the Otago Daily Times and local papers (images below). There is an open dialogue between ORC and ECan for communications following the signing of the wallabies MOU. A mail drop is planned in the coming weeks for properties along the Northern Otago boundary to remind landowners to keep a lookout for wallabies and report any sightings to ORC.



- [10] Otago Regional Council is presenting a 6-week course to the U3A Dunedin branch from 27 August 2019 until 1 October 2019. U3A is an international organisation whose aims are the education and stimulation of retired members of the community. We are presenting an overview of ORC across the six weeks, and topics include: Introduction to

ORC, Water, Climate Change, Urban Development, Biodiversity, Civil Defence and Harbourmaster.

- [11] Good Water in Otago website - we are developing a water-focused website, as a one-stop shop for water users, whether rural or urban, to easily understand their responsibilities and to navigate changes and complexities in freshwater management. The website, Good Water in Otago, will tie in with information and data housed on the ORC website to provide timely and comprehensive information for each Freshwater Management Unit, as well as highlighting good management practice.

UPCOMING COMMUNICATIONS AND ENGAGEMENT ACTIVITY (SEPTEMBER / OCTOBER 2019)

- [12] Summary of upcoming communications and engagement activity:
- We are working with other organisations to ensure consistent promotion across Otago and Southland for summer recreation (Can I swim here?) this upcoming season. A joint communications approach with Environment Southland is being developed as part of a wider inter-agency approach.
 - Filming for a video to promote the good work being done by a South Otago group to improve water quality thanks to funding they received from the ECO Fund, has been postponed until October 2019 due to weather and to avoid the calving season.
 - We have begun the values consultation for the Manuherekia catchment, which includes public sessions in the third week of September 2019, an online survey, and a brochure going out to all letterboxes in the region with a tear-off slip.
 - A communications plan has been developed for the 'omnibus' of Water Plan changes proposed, which has begun to be implemented with an initial media release and targeted meetings with stakeholders.
 - Consultation on the remediation options for Lake Hayes is underway and runs over a four-week period from 6 August 2019. The campaign focuses on educating the community on the pros and cons of each intervention option with the opportunity to provide feedback on public preference for Council consideration. At the time of writing the first drop-in session has been held, with positive feedback about the engagement. The final drop-in sessions will be held on 3 September 2019 with feedback closing that evening.
 - The Burn Dry Breathe Easy campaign will finish in September 2019 and an inter-agency hui will be held to reflect on what worked well and to begin planning for 2020.
 - We are planning communications and new collateral with the move of the Queenstown CBD bus stops from Camp Street to Stanley Street, at the same time providing new shelters, signage and a kiosk.
 - We are launching the Orbus Driver of the Month campaign in Dunedin in September 2019, rewarding and recognising great customer service across the two operators, as nominated by passengers.
 - We are promoting Orbus with free bus travel on 22 September 2019 for annual Car Free Day. In Dunedin, we are working with Dunedin City Council for the Car Free Day Octagon event with a stall, and a bus on site for bike mount demonstrations. In

Queenstown, we will publish a series of posts to encourage bus travel on Sunday 22 September 2019.

- The Communications and Engagement team is looking into the potential for ORC to develop a Youth Council. We will present a paper to Council at the first Committee round of the new triennium.

ECO FUND

- [13] Please see the attached reports for updates on projects that have received ECO Fund funding:

- Project Kereru
- Silt Fence Trial to Reduce Soil in Waterways
- Skink Friendly Garden – Weston
- Upper Clutha Water Trust
- Te Kakano Aotearoa Trust
- Water Quality Testing Kit
- Wild Dunedin Podcast

ENVIROSCHOOLS

- [14] ORC provides regional coordination of Enviroschools in Otago. Enviroschools fosters a generation who instinctively think and act sustainably by working collaboratively with schools and their communities.

Student Action	Activity	Outcomes
Examples of students taking sustainability action	<ul style="list-style-type: none">• Weston School (Waitaki) wrote to the supplier of sushi at their canteen asking them to switch to more sustainable packaging. https://www.odt.co.nz/regions/north-otago/pupils-dine-out-sustainable-packaging• Wakari Envirogroup is publishing waste free lunch tips in the school's newsletter. This week's tip was a result of a cost and weight comparison between buying mini chip packets or one large chip packet.	Reducing waste
	<ul style="list-style-type: none">• Mornington school students wanted to respond positively to the Christchurch shootings. They have designed and are installing a peace garden in their school.	Enhancing community and respecting diversity and other cultures
	<ul style="list-style-type: none">• Enviroschools worked with the Marine Studies centre to bring the AquaVan to Wanaka Schools• Makarora and Queenstown Primary students have been finding out about their local waterways and are learning to test water quality.	Water quality
	<ul style="list-style-type: none">• St Gerard's school is continuing their work tracking and trapping pests to help the skinks that live in their neighbourhood.• Maheno Kindergarten has been busy planting up their wetland area at the centre	Biodiversity

Teacher & student hui	Activity	Outcomes
Enviroschools runs hui for students and teacher	<ul style="list-style-type: none"> • 2 September 2019 - Energy hui for CDC students and teachers • 10 September 2019 - Climate change hui for QLDC and CODC students and teachers 	Increasing understanding of energy and climate and supporting students to take action
Inter-regional hui	Activity	Outcomes
Building inter-regional relationships	<ul style="list-style-type: none"> • 23/24 September 2019 - Inter-regional hui (Canterbury, Otago and Southland) for Enviroschools Regional Coordinators and Facilitators 	Upskilling Enviroschools teams and building interregional and interorganisational connections
Building Capacity	<ul style="list-style-type: none"> • Dunedin School Principals Meetings 	Raise profile and share how schools support sustainability.

CUSTOMER EXPERIENCE STRATEGY - UPDATE

- [15] An overview of the Customer Service Strategy work will be presented to Council at the Committee meeting on 11 September 2019.

Attachments

1. ORC logo update for Committee [9.1.1 - 1 page]
2. ECO Fund Reports on Progress - August 2019 [9.1.2 - 27 pages]

Current logo



Proposed update



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1. Project Kereru	1
2. Silt Fence Trial to Reduce Soil in Waterways	5
3. Skink Friendly Garden – Weston.....	10
4. Upper Clutha Water Trust.....	11
5. Te Kakano Aotearoa Trust.....	12
6. Water Quality Testing Kit	19
7. Wild Dunedin Podcast	22



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ECO Fund reporting form

Please complete and return to:

Otago Regional Council, Private Bag 1954, Dunedin 9054, Attention: Sian Sutton

We love to see photos of your work! If you have any you would like to share please email them to us at ecofund@orc.govt.nz

Our Reference: A1139711

Project name:	Project Kereru
Applicant name:	Nik Hurring
Grant amount:	\$1592.75
Project start date:	January 2019 (all traps in place March 2019)
Project finish date:	On going.

Conditions

How did you acknowledge the funding received from ORC?

E.g. mentioning ORC's ECO Fund in a newsletter or advertising, using the ECO Fund and ORC logo etc

Posted on my private and public Facebook Pages – Project Kereru.

Financial Summary

As detailed in your application to Otago Regional Council (ORC), the budgeted total cost of the project was \$[ProjectAmount].

Please complete the following expenditure table, and outline if you spent more or less on your project than originally budgeted in your application to the ECO Fund.

Please attach supporting receipts/invoices.

Description of expense <i>Please list each item, the budgeted cost and the actual cost (not including volunteer/in kind contributions)</i>	Budgeted \$ (GST exclusive)	Actual \$ (GST exclusive)
3 Goodnature Stoat and Rat Traps with counter	507.45	493.05
2 Goodnature Rat Traps with Counter	338.30	346.09
Lure pouches	19.55	26.08
Materials to build Doc 200 boxes	139.45	130.01
Further wood had to be purchased as quote was		
Incorrectly worked out (no receipt)		53.05
CMI springs – Trapinators and Doc 200s	588.00	616.50
A further 4 trapinators were purchased Feb 19		134.40
Total:	1592.75	1799.18

If you spent more than had originally been budgeted, please list additional sources of income and the amount received from each source.

Income source	\$ Amount
Otago Regional Council	1592.75
Project Kereru - fundraised	206.43
Total:	1799.18

Outcomes summary

Please use this space to provide a summary of the outcomes of your project. This could include the benefits, any learnings, whether the project was successful in achieving the desired outcomes, why/why not, future plan etc.

The trapping has started off with some great results. To date we have trapped:

1 feral kitten in Trapinator Possum trap
23 possums
24 rats
14 Hedgehogs
3 stoats
63 mice

There has also been a large number of strikes on the Goodnature A24 traps where the kills have been scavenged and therefore undetermined species.

Biggest rat to date was 38 cm from tip to tail.

Further purchases have been made recently (although not added to the total) in the form of some tracking tunnels and cards – to determine where the best place was to put traps to target the number of rats around the place. With the challenging site and large number of food sources, working out the best place for traps is an ongoing and steep learning curve but we are very pleased with results to date!

Future plan to continue as we have been doing. Currently checking full trapline on twice weekly basis, and close possum traps daily.

Please ensure you sign this form before sending it back to Otago Regional Council.

We look forward to sharing the results of your project.

Thank you for reporting back!

Signed:NJH..... Name: ...Nik Hurring.....

Position: Rehabilitator Project Kereru..... Date: July 19





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ECO Fund reporting form

Please complete and return to:

Otago Regional Council, Private Bag 1954, Dunedin 9054, Attention: Lisa Gloag

We love to see photos of your work! If you have any you would like to share please email them to us at ecofund@orc.govt.nz

Our Reference: A1139711

Project name:	Silt Fence Trial to Reduce Soil in Waterways
Applicant name:	Sandra Campbell
Grant amount:	\$2500
Project start date:	15/02/2019
Project finish date:	15/02/2020

How did you acknowledge the funding received from ORC?

E.g. mentioning ORC's ECO Fund in a newsletter or advertising, using the ECO Fund and ORC logo etc

Eco funds has been mentioned in our groups newsletter, an article in the Clutha Leader and there is plan underway to help the ORC with some Eco Funding visual material.

Financial Summary

As detailed in your application to Otago Regional Council (ORC), the budgeted total cost of the project was \$[ProjectAmount].

Please complete the following expenditure table, and outline if you spent more or less on your project than originally budgeted in your application to the ECO Fund.

Please attach supporting receipts/invoices.

Description of expense <i>Please list each item, the budgeted cost and the actual cost (not including volunteer/in kind contributions)</i>	Budgeted \$ (GST exclusive)	Actual \$ (GST exclusive)
20 silt fences, associated number of clips.	2500	2500
Total:		2500

If you spent more than had originally been budgeted, please list additional sources of income and the amount received from each source.

Income source	\$ Amount
Otago Regional Council	2500
Total:	

Outcomes summary

Please use this space to provide a summary of the outcomes of your project. This could include the benefits, any learnings, whether the project was successful in achieving the desired outcomes, why/why not, future plan etc.

Silt fences have all been distributed to farmers in our catchment group.

Some photos have been received of installed fences. However, some are waiting until this Octobers cultivated land so they get a longer period of effectiveness near bear soil.

There has been a lot of talk around the community about the silt fence. Best ways to install, where how ect.

Location of farmers who have them.

Micheal	A`Court	The Carol	The Peck Road	RD2	Clinton
Chris and Sandra	Campbell	Oakwood Hills 107	Blaikie Road		
John and Leanne	Cleghorn		Baverstock Road		
Peter and Tania	Dobbie	218 old lake road		Taumata	
Max Geddes	Max Geddes	81 Oakleigh Rd	RD3	Balclutha	
Alex and Kelly	Liggett	Alex Liggett	167 Waiwera Farm Road	RD3	
Trudy Liggett					
Phil and Ann Neame					
Ken Telford	27 Telford Rd	RD2	Clinton		
John and Janet	Whiteside	Waverlydowns Ltd	The Cap Road, 9273		
Craig and Anna	Whiteside	T A Whiteside and Co Ltd	232 Waiwera		
Eion Young					
Derek Brown					
Nathen Collie					

A couple of these farmers have given the x/s to other group members and im yet to track their details down. All fences have been distributed.

Plans in October to talk to all farmers, make sure their installed and pictures taken. October as everyone will be through calving and lambing.

The un-seen effect of these fences is farmer engagement, casual talk over the back fence about them and about why we are doing it. We have a couple of difficult farm owners however these have been installed but their managers. It's a point of conversation building awareness and conversation.



Please ensure you sign this form before sending it back to Otago Regional Council.

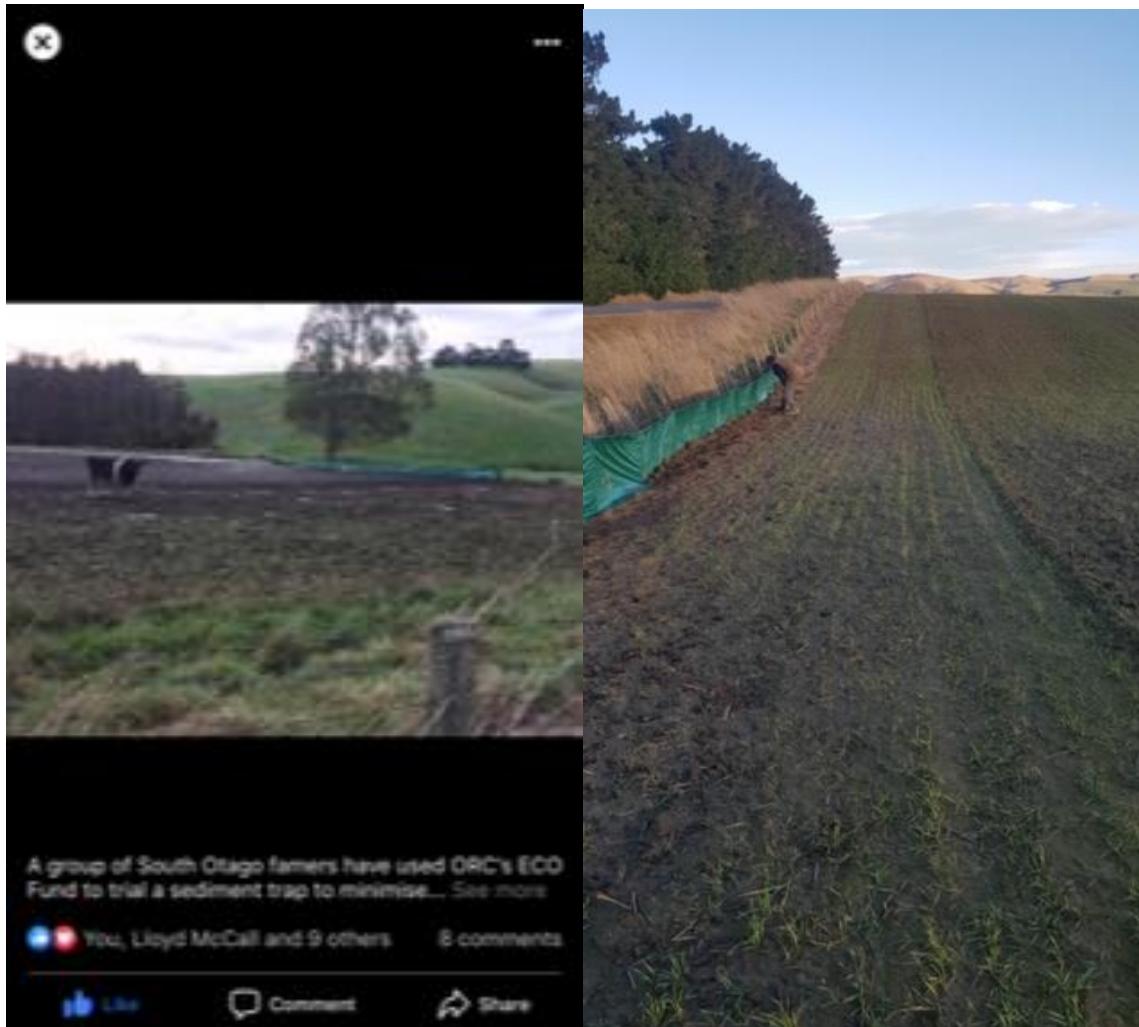
We look forward to sharing the results of your project.

Thank you for reporting back!

Signed: Sandra Campbell

Name:

Position: Admin Date:
22/8/19



Skink Friendly Garden

Hi Shayde,

Thanks for your email. I will give you an update, with plenty of photos, but as yet we haven't spent any of the funding! That is still to come. This is turning out to be a big project and the waiting for contractors takes time. The contractors have kindly given their time and use of equipment for free, but we have had to wait for a time that suited them. This project is going to take a few more months yet!

So far we have had all the flaxes removed (see photos), and had four local farmers and quarrymen deliver rocks to cover the areas that the flaxes were removed from. We are waiting on more rocks, and until the rocks are all in, we cannot start on the fence which is the big expense and where most of the funding will go. Then the planting will happen at the end. So you see this is on going.

I can't see that I can fill in the form until the fencing and planting is done - which realistically may take until September (we rely on our farmers' and fencers' goodwill and I don't like to pressure them).

By the way, we had organisers from the Open valley Urban Ecosanctuary Project visit recently, and they are most impressed by our developing project! They gave us a hand with chew cards and setting up tracking tunnels.

I have attached photos. One shows kids standing by piles of stacked rock - this will be rock their dads have supplied and that they helped unload and stack.

Regards,
Jenny Kitchen
Weston School



Upper Clutha Lakes Trust



8 April 2019

Lisa Gloag, Manager Community Engagement
Otago Regional Council
Private Bag 1954,
Dunedin 9054

ECO Fund: Progress Report

Dear Lisa

In October 2018 the Wanaka Water Project confirmed the appointment of Landpro Limited as Project Lead for the Integrated Catchment Management Plan (ICMP). The ICMP is on target to be completed by December 2019, in accordance with the attached timeline.

Landpro is contracted at a fixed monthly fee of \$8,750 plus GST per month. The funding provided from the ECO Fund and the repurposed EEF funding will be applied to pay Landpro's contracted fee for the period 1 September through to 31 December 2019 (\$8,750 x 4 = \$35,000 total).

Landpro submits invoices monthly, together with a timesheet summarising the activities undertaken during the month. In our final report to ORC due 13 January 2020, we will provide a copy of Landpro's September, October, November and December 2019 invoices, together with the associated timesheets for these months.

Yours faithfully

A handwritten signature in black ink that reads "Mandy Bell".

Mandy Bell
Chair, Wanaka Water Project Governance Group
Upper Clutha Lakes Trust Board

Phone +64 274 98 96 98
email secretary@uppercluthalakestrust.org

Charities Services Registration CC53728
www.uppercluthalakestrust.org

11

ECO Fund reporting form

Please complete and return to:
 Otago Regional Council, Private Bag 1954, Dunedin 9054, Attention: Lisa Gloag

We love to see photos of your work! If you have any you would like to share please email them to us at ecofund@orc.govt.nz.

Our Reference: A1139709

Project name:	Te Kākano Aotearoa Trust
Applicant name:	Te Kākano Aotearoa Trust
Grant amount:	\$15,000
Project start date:	01/04/2019
Project finish date:	31/03/2019
Total number of volunteers:	Around 500, some of them are regulars and others are just passing through
Total volunteer hours:	1,488 hours from the 1 st of April to the 31 st of July 2019

Conditions

e.g. First year of funding to be awarded in three payments with the need to report before next payment is received.

How did you acknowledge the funding received from ORC?

E.g. mentioning ORC's ECO Fund in a newsletter or advertising, using the ECO Fund and ORC logo etc

After we received the letter of support, we acknowledged ORC's support in our [newsletter](#), on our website and at our AGM; the logos of ORC and ECO Fund are also on the home page of our [website](#).

Financial Summary

As detailed in your application to Otago Regional Council (ORC), the budgeted total cost of the project was \$96,000.

Please complete the following expenditure table, and outline if you spent more or less on your project than originally budgeted in your application to the ECO Fund.

Please attach supporting receipts/invoices.



Description of expense <i>Please list each item, the budgeted cost and the actual cost (not including volunteer/in kind contributions)</i>	Budgeted \$ (GST exclusive)	Actual \$
Trust Administrator cost	5,333.33	5,337.50
Nursery Manager cost (for running the nursery)	5,333.33	4,286.25
Total:	10,666.64	9,623.75

The claim of \$4,286.25 for the Nursery Manager is only his hours for running the nursery. He also incurred other costs for project activity that is outside the scope of this grant.

If you spent more than had originally been budgeted, please list additional sources of income and the amount received from each source.

Income source	\$ Amount
Otago Regional Council – Eco Fund	15,000.00
Total:	15,000.00

Please attach supporting receipts/invoices.

Outcomes summary

Please answer the following questions about your project. If you have developed a full report please attach this and ensure the questions below are answered throughout.

What you set out to achieve?

Please use as much space as needed

We had set up to:

- run more nursery sessions to increase the numbers of plants we successfully propagate
- hold more plant watering and maintenance sessions at our project sites to ensure the on-going success of our plants
- develop more resources for school visits to facilitate such visits more readily
- respond more effectively to the increasing number of businesses and groups approaching us, and thus increase our regular funding, and reduce the need for grants such as yours
- support Lake Wanaka Tourism's aim to promote Te Kākano through their own business network in the hospitality and tourism industry.

How did you do it?

Please use as much space as needed

We had set up to:	What we have achieved since 1 st April:
- run more nursery sessions to increase the numbers of plants we successfully propagate	We are only half-way though the year and we aim to run 2 sessions a week, all year round. Since 1 st April we have organised 32 nursery sessions, with some cancelled due to rain. This equates to 755 volunteer hours.
- hold more plant watering and maintenance sessions at our project sites to ensure the on-going success of our plants	These are not applicable during autumn and winter. Those sessions take place in summer and spring.
- develop more resources for school visits to facilitate such visits more readily	This work is ongoing with the Trust Administrator currently co-ordinating with others on this.
- respond more effectively to the increasing number of businesses and groups approaching us, and thus increase our regular funding, and reduce the need for grants such as yours	The Trust Administrator has co-ordinated approaches, meetings and generally supported Trustees in building important new relationships and maintaining existing ones.
- support Lake Wanaka Tourism's aim to promote Te Kākano through their own business network in the hospitality and tourism industry.	We are still working towards this goal. We have met multiple times with Tourism Wanaka, and also some tourist operators.



We have also organised 15 planting sessions and put 3,526 native plants in the ground thanks to our volunteers (who donated 733 hours for these planting sessions).

Due to the increase of inquiries from businesses and our goal to seek more support from the tourism industry, we have decided to review our brand. The rebranding work led to a new logo which reflects more clearly what we do and also carries us into the future. This new logo aligns with our long standing values and is more streamlined as we look ahead. We've had very positive feedback from our volunteers and supporters about this change, and we hope it will help gather more support in the future.

Our new logo:



One of our big projects this year is also to expand our nursery as we are running out of space. We have secured enough funding for the first stage of this project (which is the physical expansion of the nursery) and the works will start in September. Once the expansion is completed, we will be able to host more nursery sessions for schools and other groups.

Timeframes the outcomes were achieved in

Please use as much space as needed

We are still working on the goals we set out.

For example:

- We are working on 3 different projects with different schools, including a project with One Summit in November, and are also gathering resources and knowledge to create a guide to planting native plants relevant to the Upper Clutha area.
- We are planning a maintenance session with DoC during the Conservation Week (late September).

How did you measure the success of your outcome?

Please use as much space as needed

We keep statistics on all operations, such as the nursery, projects (sites, funding and plants), our volunteers, existing and potential stakeholders, etc.
These records give us hard data to show how we are doing.
For example: volunteers at planting sessions in 2018 were 25-30 on average, this year they are 40-55. This is a record for us, we've never had so many volunteers coming to our planting sessions!



Planting session at Bullock Creek in June

We have received more donations especially from individuals and businesses trying to offset their carbon footprint, and have also teamed up with some organisations like Protect Our Winters where a lot of their members came to help with the planting.



Planting with Protect Our Winters NZ along the Millennium Track in June

We also have soft data in the form of more enquiries, more followers on social media.

What are the ongoing benefits of this project?

Please use as much space as needed

Funding for our contractor salaries means that Te Kākano can continue to operate and grow.

It is not just our habitat that benefits - it is the individual and the community. We have entered a period where what we do is attracting people who are keen to contribute to their environment in a positive way. In doing so they are connecting with like-minded people, young and old, and this in turn builds positive social impacts for the community.



We have also achieved to plant more than 3,500 native plants in the Upper Clutha basin including some riparian plants, as part of the Wanaka Water project in which we are involved. Those plants are enhancing the local environment, increasing the biodiversity and improving the water quality.

Because we are receiving more interest from people and organisations, we feel that our vision to connect communities with their land is being fulfilled.

Our project is on going and we will keep working on our mission which is to *"lead and inspire native habitat restoration through delivering planting projects, supporting planting projects, maintaining a successful community based nursery, assisting communities through education, demonstration and hands-on participation."*



Please ensure you sign this form before sending it back to Otago Regional Council.

We look forward to sharing the results of your project.

Thank you for reporting back!

Signed:

A handwritten signature in black ink, appearing to read "Loran Verpillot".

..... Name: Loran Verpillot.....

Position: Trust Administrator Date: 16/08/2019



*Environment. Community. Otago.
Te Ao Turoa. Hapori. Ōtākou.*

ECO Fund reporting form

Please complete and return to:

Otago Regional Council, Private Bag 1954, Dunedin 9054, Attention: Lisa Gloag

We love to see photos of your work! If you have any you would like to share please email them to us at ecofund@orc.govt.nz

Our Reference: A1139711

Project name:	Water Quality Testing Kit
Applicant name:	Craig Simpson
Grant amount:	\$3361.00
Project start date:	01-02-2019
Project finish date:	31-12-2019

How did you acknowledge the funding received from ORC?

E.g. mentioning ORC's ECO Fund in a newsletter or advertising, using the ECO Fund and ORC logo etc

The nature of the use of the testing kit to date has meant that there hasn't been any written acknowledgement of the ECO Fund. Acknowledgement has been communicated verbally however, to anyone who has used, or has seen the water quality testing kit being used.



Financial Summary

As detailed in your application to Otago Regional Council (ORC), the budgeted total cost of the project was \$[ProjectAmount].

Please complete the following expenditure table, and outline if you spent more or less on your project than originally budgeted in your application to the ECO Fund.

Please attach supporting receipts/invoices.

Description of expense <i>Please list each item, the budgeted cost and the actual cost (not including volunteer/in kind contributions)</i>	Budgeted \$ (GST exclusive)	Actual \$ (GST exclusive)
Water quality testing kit	\$3361	\$3361
Total:	\$3361	\$3361

If you spent more than had originally been budgeted, please list additional sources of income and the amount received from each source.

Income source	\$ Amount
Otago Regional Council	\$3361
Total:	\$3361

Outcomes summary

Please use this space to provide a summary of the outcomes of your project. This could include the benefits, any learnings, whether the project was successful in achieving the desired outcomes, why/why not, future plan etc.

This water quality testing kit has allowed land owners to assess the nutrient levels in their local stream very close to the time the sample was taken. This has helped to inform landowners about the quality of the water and has encouraged a greater understanding of water quality.

The kit has been used to set baseline measurements for some sites, where restoration work is being undertaken with schools. It is hoped that by setting a baseline measure, we can retest in time to ascertain if there have been improvements.

Due to the nature of this project, the testing kit will be used for a long while to come, and the full benefits of this project will be realised over time. It is planned to continue to use the kit to work with landowners over time.

As the ECO Fund has allowed us to purchase the testing unit (DR900 Colorimeter), this will not need replacing, however the consumables needed for each individual measurement will be replaced in time and so the benefits of this ECO Fund will be felt well beyond the specified project length.

Please ensure you sign this form before sending it back to Otago Regional Council.

We look forward to sharing the results of your project.

Thank you for reporting back!

Signed: Name:

Position: Date:



ecofund

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Te Ao Turoa. Hapori. Ōtākou.*

ECO Fund reporting form

Please complete and return to:

Otago Regional Council, Private Bag 1954, Dunedin 9054, Attention: Lisa Gloag

We love to see photos of your work! If you have any you would like to share please email them to us at ecofund@orc.govt.nz

Our Reference: A1139711

Project name:	Wild Dunedin Podcast
Applicant name:	Dr. Claire Concannon, Jamie McAulay, Taylor Davies-Colley
Grant amount:	2,500
Project start date:	01/02/2019
Project finish date:	30/11/2019

How did you acknowledge the funding received from ORC?

E.g. mentioning ORC's ECO Fund in a newsletter or advertising, using the ECO Fund and ORC logo etc

The ORC logo is on the Wild Dunedin Podcast webpage on the Wild Dunedin Festival of Nature: <https://hail.to/wild-dunedin/publication/4yoVShc/article/Km1D6IE>

The ORC Eco-Fund is mentioned on the Otago Access Radio webpage and the Otago Museum blog page: <https://oar.org.nz/event/wild-dunedin-podcast/>
<https://otagomuseum.nz/blog/wild-dunedin-podcast/>

The ORC Eco-Fund logo is on our facebook page:

<https://www.facebook.com/WildDunedinPodcast> and we have tagged the ORC in many posts. We also tagged the @OtagoRC on twitter when an episode from our first series was played on the RNZ podcast hour in April.

The Otago Regional Council Eco-Fund is also acknowledged by the presenters during the credits of each episode of the podcast.



Financial Summary

As detailed in your application to Otago Regional Council (ORC), we requested \$4749, we received \$2,500 (hence original budgeted and revised budget columns).

Please complete the following expenditure table, and outline if you spent more or less on your project than originally budgeted in your application to the ECO Fund.

Please attach supporting receipts/invoices.

Description of expense <i>Please list each item, the budgeted cost and the actual cost (not including volunteer/in kind contributions)</i>	Original Budgeted \$ (GST exclusive)	Revised budget \$ (GST exclusive)	Actual \$ (GST exclusive)
Zoom portable recorder (+shipping)	449	449	425.85 **
Shure Microphone	249	249	199
Microphone accessories	-	90.06	90.06
Headphones	189	189	179**
Travel expenses	2200	550	550 (actual 913.87 – diff will be paid by volunteer)**
Audio editing (done by Otago Access Radio)	800	400	80 (to date, invoice on completion, est to be ~150) 130.42
External hard drive to save edits (advised by OAR)			
Music creation and mixing	700	700	500 (to date, invoice on completion)
Sound cloud account for long term episode storage	162	162	#
OAR broadcasting costs	(342)	(433.04 - Paid by Festival)	126* (for extra episodes, invoice to come)
WD podcast direct Facebook advertising	-	-	40 (est. total of 100)
Total:	5091 Received: 2500	2,777.06	Spent to date: 1,715.48 Current expected spend to project end: 2650.33

*Extra broadcasting cost as we will produce more episodes this year than originally decided with the radio station!! ☺

**Headphones and portable recorder were loaned from radio station and borrowed from friends early on in project due to concerns over budgeting. However volunteers and interviewees have agreed to pay for some of their own expenses incurred so that funds can be used to purchase a portable recorder and headphones as budgeted. Expenses estimated on km travelled (1,156.8km) by 0.79km rate: <https://www.ird.govt.nz/topics/income-tax/day-to-day-expenses/vehicle-running-costs/kilometre-rates-for-business-use-of-vehicles-2018-2019-income-year> Fuel receipts will be submitted with final report.

#Otago Access Radio have agreed to continue to host the episodes until December 2021 so we have decided not to purchase Sound Cloud storage at the moment.



If you spent more than had originally been budgeted, please list additional sources of income and the amount received from each source.

Income source	\$ Amount
Otago Regional Council	2500
Prize money from last year	250
Wild Dunedin Festival committee (to cover OAR broadcasting costs)	(433.04 + in kind marketing)
In kind support from Otago Museum (laptops, software, staff time, marketing)	As per application
Total:	2750

Outcomes summary

Please use this space to provide a summary of the outcomes of your project. This could include the benefits, any learnings, whether the project was successful in achieving the desired outcomes, why/why not, future plan etc.

Outcomes:

- 5 Wild Dunedin Podcast Series 2 episodes have been produced and uploaded to the podcast channel (4 storytelling, one live episode), a further 2 are in production, along with possible bonus episodes, meaning we will exceed the target of 6 episodes.
- Because of reduced budgeting for travel and expenses some episodes were altered as to the original suggested topics so that they became more Dunedin based. (One episode recorded entirely in studio, one episode recorded at Wild Dunedin festival)
- As of July 2019 the listen/download numbers for this season (current 5 episodes) of the podcast are at 4,337 people.
- Feedback from listeners suggests they are learning new information and becoming aware of different conservation issues (such as role of cats in killing natives, problems with feeding wildlife). An upcoming survey will aim to collect evidence of this outcome.

What worked well:

- The collaboration with local Dunedin artist Molly Devine was extremely successful, with her original music bringing life to the episodes and receiving amazing feedback from listeners and critics.
- The continued collaboration with Otago Access Radio worked well, with each of the episodes being replayed in 3 different time slots across the week they first aired, and hosted on the OAR website.
- The Otago Museum marketing team advertised each episode on social media and created a blog page for the podcast.
- New styles of recording - live recording at the festival allowed for production of an episode and also collection of an audio record of a popular speaking event.
- The podcast rates well on Apple podcast (4.9/5) and has good reviews.
- Episode 1 from the Wild Dunedin Podcast first series was played on Radio NZ's Podcast hour in April, getting national air time.

What didn't work as well:

- Time pressure and work commitment on volunteers meant a gap in between episode releases - concerns over budgeting meant most editing was done free by volunteers which slowed the process.
- Because of budgeting concerns portable recording equipment was loaned from radio station and friends, but with one volunteer offering to pay most of his own travel expenses we will now be able to afford the Zoom H4n recorder which means we will be able to collect more audio in the next few months before project end in November.
- Reduced travel budget meant we scaled back our ambition to go around Otago.

Future:

- The final two episodes will be produced and uploaded to the podcast channel
- We would like greater interaction on the Facebook page so we can gauge people's response to the podcast (does it change people's perceptions/intentions/actions with regards Otago wildlife). To do this we will use paid Facebook advertising to recruit people to the page (hence inclusion in budget). A survey will then be sent to critics and listeners to ask for feedback.
- Plan for next year - Instead of weekly releases it is likely the format will change to fortnightly or monthly releases.



- Social media work to increase listens across the next few months. Communication with RNZ to ask about an episode play on 'Our Changing World'
- Submission to OAR and RNZ podcast awards.

Please ensure you sign this form before sending it back to Otago Regional Council.

We look forward to sharing the results of your project.

Thank you for reporting back!

Signed: Clare Concannon Name: Clare Concannon
Position: Project Lead Date: 07/08/19

10. CLOSURE