

Cape to City and Poutiri Ao ō Tāne – Report for Project Management Team

This report provides current Workstream status information for the Project Management Team

Project Dashboard

Period Covered: 1st July to 31st 2015	Prepared by: Melissa Brignall-Theyer
Today's report date: 3rd July 2015	Sponsor: Lou Sanson

Traffic lights	Status	Trend	Tasks achieved	
Overall health		↑		<ul style="list-style-type: none"> LCR contract milestones completed except urban survey and chewcarding analysis Base line Rural survey on attitudes and barriers to participation completed will be sent out in August C2C website went live 3 schools are signed up for programme in C2C 11000 plants in the ground 1st AF Interim report completed and sent
Schedule		↑		
Budget		↑		
Risk		↔	Planned but not achieved	<ul style="list-style-type: none"> Analysis of chewcarding Stage 2 meeting for wireless now scheduled in October
Resources		↔		
Other Issues		None		
This period	Raised	Closed	Planned Next period	<ul style="list-style-type: none"> Meeting Landowners seeking permission to monitor biodiversity on their land Maori Engagement Strategy to complete C2C CAG members will be appointed Base line Rural survey will be sent out in August Social science update meeting Research workstream meeting 3 month Contract for Communications work will start
Risks	Yes			
Issues	no			
Changes	Yes			

Monthly project commentary by workstream (Highlighted parts need project team attention)

Research and monitoring

- Rural Survey has been completed and will be sent out in August
- Urban Survey will be developed ready for rollout by September
- LCR contract deliverables completed except urban Survey and Chew carding
- Research papers - 2 Published, 3 Submitted, 4 in Preparation, 4 conference papers, 3 newsletter articles
- Maggie Nicholls (PhD) report on g) and Sigma for cats will be out in August.
- Becky Niemiec (PhD) will be conducting interviews with landowners in August, as part of Rural survey
- Jill Ozarski (DOC/US fullbright fellow) completed her report on Poutiri Ao o Tane
- Had 4 Massey Intern International students Mid June to Mid July working on Habitat and Restoration workstream, Plus two working for DOC and partly on Poutiri Ao o Tane and TMAM projects.
- Toxo plan for field sampling has been completed
- AF Milestone - Research for Occupancy assessment of key indicator species is designed. Needs discussion at Research meeting on 11th Aug, as it is unclear who is doing this and what is expected

Community Engagement and Education

- A draft Maori engagement strategy will be presented at the next project meeting 12th Aug
- Database of potential funders (from Fundview) that the project is eligible for has been developed
- Ruud Kleipaste has been sent an agreement letter to formalise his partnership with the project as ambassador
- There was a 2 page spread on C2C in HB Today 4th July
- Cape to City website went public on 4th July www.capetocity.co.nz
- Data gathered on Volunteer management systems for Poutiri Ao o Tane and Cape Sanctuary are being analysed
- Three month contract is being developed for a Comms and community engagement role for starting in late August
- A report has been completed on the results of the recent Building Trustworthy Biodiversity measures focus group discussions

Education:

- Waimarama, Te Mata and Haumoana schools are currently engaged in programmes.
- An EIT student teach workshop is being organised for September
- A professional development teacher workshop is scheduled for October
- A Bioblitz is scheduled for Te Mata school in November

- 2 schools have completed the Bush education programme and one is doing the Marine programme under Poutiri Ao o Tane

Biodiversity/Species

- Only 4 pateke remaining at Lake Opuahi. The others are missing or dead. We will analyse data on habitat use in late September for our future pest control regime.
- Analysis of bat monitoring methods done, awaiting expert technical advice on preferred method of monitoring.
- Meeting C2C Landowners in August to seek permission to do biodiversity monitoring on their land.
- Work on the tomtit and robin translocation proposals is well underway. The translocation proposals will be finished soon and hopefully approved by Doc by December this year. This is a 2016 milestone which had been brought forward.

Habitat Restoration

- Hohepa planting of 5500 plants all planted, additional 5500 plants planted by students from USA via Massey University. Planting all well done.
- Potential landowners for next 2016 planting identified. Will be meeting with lawyers to look at ESA process and alternatives.
- Milestone: 'Operational assessment of how public and private integration within CtC project is best achieved and impact monitored' is currently being looked at by DOC National office science and capability team – What is the story with this?

Pest Control

- Phase two chewcarding is completed
- LCR milestones in this workstream completed except chewcarding
- Chocolate lure now operational in SSRTs at BSMI. Awaiting results of next tracking tunnel run in late August
- Discussions continues with ZIP on a regular basis
- trapping network in maintenance mode continues, with additional specialist cat trapping for Pateke protection
- Wireless Stage 2 meeting planned for October with potential participants

Project integration

- The 1st AF Interim report was sent to AF
- C2C CAG members are being finalised and 1st meeting will be in September
- Need to have another discussion around Financial reporting

Health and Safety

Observation/insident	Comment	Owner	Date Reported	Proposed Actions
Some of Pateke carcasses were in areas unsafe to retrieve	Will not be retrieved	Dave Carlton	26/6/2015	Message given to team that staff safety is paramount
Robyn and Tamsin spider bites	Both Tamsin and Robyn have had bites while in dunes at C2C.	Robyn McCool	5/8/2015	Robyn will have robust health and safety plan and implement it when having school groups out there

Extra Money and In Kind

Money (\$)	In-kind (hours)	Comment on where money/help from and what it is for	Owner	Date Reported	Proposed Actions
		Volunteers for Pateke monitoring including Fish and Game	Dave Carlton	26/6/2015	Dave will send thankyou to Pete Macintosh at Fish and Game
	2 days	EIT student Volunteers for Living Legends planting at Maraetara	Barbara Curtis	31/07/2015	(Robyn to follow up with Barbara, as to who to thank)
		3 month contract for Comms role. Paid for by DOC (double check this is extra to original comittment)	Joyce-Anne	5/8/2015	

Lessons learned (New highlighted)

Observation	Learning	Reported by	Date Reported	Proposed Actions & Owners
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Communication system failure	Some important people were left off the invitation list to the C2C launch, so were only invited at the last minute. A clear need for a robust stakeholder database and better internal communication	Melissa Brignall-Theyer	4/24/2015	Create stakeholder database and get all team to make sure all contacts are on it. Finalise comms plan and make sure internal communication is implemented
Internal communication failure	The Education Invitation to C2C launch went out to all stakeholders. There should have been a separate invitation to people not in education. As it would have been confusing. This happened because of time limitations	Melissa Brignall-Theyer	4/24/2015	Always make sure at least two team members see documents to go out to public before it happens.
Grass too high	Grass at the site must be kept low in the take off areas as the birds are getting tangled when coming out of burrows at night.	Dave Carlton	11/5/2015	Make sure organised for 2016
Two trips needed	For the mottled petrel two trips must be planned for each season to ensure harvest quota can be reached.	Dave Carlton	11/5/2015	Make sure organised for 2016
Poutiri trapping not maintained	If situations arise where resources are stretched to deliver that needs to be communicated to the Project team as soon as identified	Dave Carlton	26/6/2015	If this arises again it will be communicated asap. In the mean time more intensive trapping to try and make up for lost time and outcomes, however this has a poor track record of success

Identified Risks update (Risks highlighted at end are new for July)

Risk ID	Risk Description	Likelihood	Impact	Total	Risk Response (mitigations)	Actions Taken	Owner	Trend	Status
R01	Insufficient pest control intensity to achieve desirable biodiversity outcomes	2	5	10	Management through adaptive practices		Grant	↓	Open

Risk ID	Risk Description	Likelihood	Impact	Total	Risk Response (mitigations)	Actions Taken	Owner	Trend	Status
R02	Increase in Rabbits after predator control	3	3	9	Good communication backed up by research and monitoring.	HBRC and Landcare have published a scientifically credible review which demonstrates that rabbit numbers are driven by bottom up influences such as climate, disease and pasture growth rather than predator control.	Grant		Open
R03	Urban cat-killing backlash	3	3	9	Good communication backed up by research and monitoring.		Grant	↓	Open
R04	Lack of Landowner participation & cooperation in predator control programme	3	4	12		Preliminary discussions with landowners in the footprint have been positive and it is expected there will be a solid level of uptake	Campbell	↓	Open
R05	SSRT lure not effective enough at the operational frequency we require	3	3	9	Changing lure recipe over winter. If not successful, shown by tracking tunnel rates revert to bait stations		Dave	→	Open

Risk ID	Risk Description	Likelihood	Impact	Total	Risk Response (mitigations)	Actions Taken	Owner	Trend	Status
R06	Predator control at Poutiri not maintained at maintenance level	3	3	12	If not maintained a burst of more intensive trapping will be done		Rod	→	Open
R07	Insufficient area prepared for annual plantings	3	2	6	Preparation and planning to be undertaken	Annual planting programme of 215,000 trees to be planted over the next five years	Wendy	→	Open
R08	Weather disrupts plantings through flood or drought	3	4	12	Contingency plans made early in the event of a large weather disruption		Wendy		
R09	Weather disrupts plantings through river levels dropping and stock crossing river	3	3	9	Contingency plans made early in the event of a drought and talk to landowners early about risks and mitigations		Wendy		

Risk ID	Risk Description	Likelihood	Impact	Total	Risk Response (mitigations)	Actions Taken	Owner	Trend	Status
R10	Lack of Landowner participation & cooperation in planting along the Maraetotara River	3	3	9	Esplanade Strip Agreement signed by neighbours	The Maraetotara Tree Trust have developed an Esplanade Strip Agreement to be signed by affected landowners. Planting can only occur if both sides of the river is fenced off or if the river is deep enough that stock cant cross over.	Wendy	↑	Open
R11	Lack of Landowner participation & cooperation along the Maraetorara River	3	3	9	Phone call and letter from HBRC to repeat offenders	A process is being put in place at present	Wendy		Open
R12	Not delivering aftercare maintenance of plants	3	3	9	One release (spraying/hand-releasing) in about October and if required watering	Has this work been programmed?	Wendy		Open
R13	Not planting for species outcomes	3	3	9	Make sure plants will provide good habitat for native species		Wendy		Open
R14	Milestones are not met due to education scope creep	3	3	9	Use a Project Register to highlight the potential for scope		Robyn		Open

Risk ID	Risk Description	Likelihood	Impact	Total	Risk Response (mitigations)	Actions Taken	Owner	Trend	Status
					creep				
R15	Cape Sanctuary facilities not ready in time for education programme	3	4	12	Robyn McCool and Campbell Leckie working with Paul Dippie and Andy Lowe to make sure it is ready		Robyn		Open
R16	Reorganisation/restructuring of DOC/Council	5	2	10	Early communication within the team about possible scenarios		Campbell		Open
R17	Weather postpones petrel translocations until the following season	3	3	9			Dave		Open
R18	adequately sized funder population cannot be achieved due to limited numbers of source birds	3	3	9			Dave		Open

Risk ID	Risk Description	Likelihood	Impact	Total	Risk Response (mitigations)	Actions Taken	Owner	Trend	Status
R19	Established populations result in negative impacts on the community or industry. E.g. potential kaka impacts on horticultural production	3	3	9	Early communication with stakeholders around these risks		Campbell		Open
R20	The Aotearoa Foundation milestones for Community Engagement will not be met	3	4	12	A resourcing discussion on scope and delivery by the Governance Group is required. Increased momentum will be a substantial draw on current project management and team resources		Joyce-Anne		Open

Risk ID	Risk Description	Likelihood	Impact	Total	Risk Response (mitigations)	Actions Taken	Owner	Trend	Status
R21	Recognition of project and partners not met through communications	3	3	9	The project has a range of communications opportunities and risks. The wide range of activities happening across the workstreams needs to be managed to ensure that this opportunity is captured.		Joyce-Anne		Open
R22	Loss of key project team member	2	5	10	Ensure all project systems are easily accessed by the team. Make sure all team members are well versed and up to date in the project. Ensure team members are identified and trained to take over other roles if need be		Campbell		Open

Risk ID	Risk Description	Likelihood	Impact	Total	Risk Response (mitigations)	Actions Taken	Owner	Trend	Status
R23	If we do not engage Maori in a meaningful way we are at risk of them walking away from the project and this is unacceptable	2	3	6	Need to formalise engagement with Maori at a communication and participation level and make sure that engagement is genuine and is visible in all our communication		Joyce-Anne		Open
R24	Spider bites at dunes as part of Cape to City education are a risk	2	4	12	Robyn is developing and will implement a rigorous health and safety plan which will be signed off by Joyce-Anne.		Robyn		Open
R25	Loss of education Coordinator, as Robyn is the only one doing it	2	5	10	Succession planning		Robyn		Open
R26	Limited time and resources in Education workstream may lead to important data collection being missed	3	3	9	More forward planning and delegation and succession planning		Robyn		Open

Risk ID	Risk Description	Likelihood	Impact	Total	Risk Response (mitigations)	Actions Taken	Owner	Trend	Status
R27	Do not make the best use of Ruuds time in new agreement arrangement	3	3	9	Make sure time is well spent on high value activities		Joyce-Anne		Open

Identified opportunities to date (Highlighted are new for July)

Workstream	Date identified	Opportunity	Response	Owner
Community Engagement and Education	3-Mar-15	Community Conservation Partnerships Fund (\$26 million over 4 years)	Community groups to apply	Melissa Brignall-Theyer
Community Engagement and Education	3-Mar-15	Flow-on effects for RMA and conservation on private land	Look at permits and consents?	Alison Greenaway
Community Engagement and Education	30/04/2015	EIT keen to meet with C2C Education team and discuss options for working together on teacher training	Had a meeting at EIT on 9th June. Looking at partnership opportunities. This will be ongoing	Melissa Brignall-Theyer
Community Engagement and Education	30/04/2015	Te Kura Kaupapa Maori o te Wananga Whare Tapere o Takitimu Hastings long-term engagement – government funding to build new kura from Kohanga Reo →Primary→Secondary →Wananga level within the next two years on Havelock North site	Follow-up	Robyn McCool
Community Engagement and Education	30/04/2015	Zero Waste Coast Project – HB Environment Centre – keen to partner – would work in well with Waimarama School and others	Follow-up	Robyn McCool
Community Engagement and Education	30/04/2015	Havelock North Intermediate – meeting Wednesday, 1st April 9.30am, Drew Broadley, Robyn McCool discussing specifics of Cape to City partnering with them, starting with their Outdoor Classroom project.	meeting Wednesday, 1st April 9.30am, Drew Broadley, Robyn McCool	Robyn McCool

Workstream	Date identified	Opportunity	Response	Owner
Community Engagement and Education	30/04/2015	Fish Bike Company – keen to discuss Eco-Tourism links between Cape to City and opportunities for clients	Follow-up	Melissa Brignall-Theyer
Community Engagement and Education	30/04/2015	Fabriko – robotics in education – Further to a conversation between Coordinator and Simon Croft regarding technology in Cape to City education: DOC in Canterbury has been working with Fabriko to pilot a prototype kit in schools.	Follow-up	Robyn McCool
Community Engagement and Education	30/04/2015	Partnership proposal meeting Thursday 23rd April, 2.30-3.30pm - Cape to City has now partnered with DOC-developed Environmental Ed programmes, Marine, Freshwater and Bush Ed.	All in favour of partnership, so it is going ahead	Robyn McCool
Habitat Restoration	30/04/2015	Possible partnership with http://millionmetres.org.nz/ for Maraetotara River	HBRC scoping partnership with http://millionmetres.org.nz/	Campbell Leckie
Research and Monitoring	14/05/2015	Work with National Science challenge	Andrea Byrom working closely with Science Challenge	Campbell Leckie
Community Engagement and Education	4/06/2015	MSD still keen to invest in a foundation certificate in conservation, Maori youth focused, and other youth	JAR to follow up	Joyce-Anne
Community Engagement and Education	5/06/2015	Potential to work with local Ministry of education staff	Robyn has talked to the local office, but no opportunity to work together at this stage, but keep in mind for future	Robyn McCool

Workstream	Date identified	Opportunity	Response	Owner
Community Engagement and Education	3/07/2015	Dean Roughton, HBRC raised an opportunity with a teacher at HNI, for making weta houses, trap boxes etc to install in their Tremendous planting area. Teacher is keen to take this up. This is also an opportunity in which Te Mata and Waimarama Schools would like to participate. Coordinator working with Dean and schools on scope for this.	Dean and Robyn are working together on this	Robyn McCool
Community Engagement and Education	3/07/2015	National Geographic Kids' Magazine –Send Cape to City-related content to this magazine? As Ruud says, this could be one of our “low-hanging fruit” opportunities.	Robyn to scope	Robyn McCool
Community Engagement and Education	3/07/2015	Database of Resources – look at linking C2C and related resources with a national database (an existing one which may be suitable is: http://nzase.org.nz/ NZ Association of Science Educators, see Primary Science Educators – links section: http://nzapse.nzase.org.nz/links/)	Robyn to scope	Robyn McCool
Community Engagement and Education	5/08/2015	DOC to fund a three month contractor to assist in the development of the Community engagement and communications strategies	JAR working with Sarah own on JD and contract	Joyce-Anne
Community Engagement and Education	5/08/2015	Meeting with Craig Foss – good meeting covering Cape to City Big Picture, Craig's potential involvement. Craig keen to be part of wireless trial. Offered to use his database of over 3,000 to send information out about Cape to City project.	Campbell to follow up	Campbell

Workstream	Date identified	Opportunity	Response	Owner
Habitat Restoration	5/08/2015	Meeting with Trees for Bees. Talked about how Trees for Bees could be integrated into planting over the next 4 years	Campbell to follow up	Campbell
Community Engagement and Education	5/08/2015	Talking to Karamu High school teacher about including High schools in education programme. Eg mentoring and NCEA unit standards	Robyn looking into high school students helping with bioblitz. Andrea from Karamu thinking about ways of fitting in education programme into High school curriculum	Robyn McCool
Community Engagement and Education	5/08/2015	C2C as part of EIT teaching curriculum	EIT and education Coordinator in talks about making c2c part of 2nd year teacher training curriculum	Robyn McCool

Decisions made or Required

(Document decisions required by Project Management Team (include change requests))

Project scope creep beyond the Aotearoa foundation deliverables

- Risk:** The Aotearoa Foundation milestones for Community Engagement will not be met

Mitigation (response): A resourcing discussion on scope and delivery by the Governance Group is required as a range of current engagement activities are delivering to the wider national and regional engagement picture, and the uptake of the project vision (including the ability to upscale the project at a regional/national level). This work is likely to increase as the project gains momentum and will be a substantial draw on current project management and team resources.

Recommendation: The project team is reviewing a paper which outlines this risk and provides recommendations for the Governance group to consider. This paper will be sent to the Governance group in the next couple of weeks for consideration.
- Risk/opportunity:** The project has a range of communications opportunities and risks. It is important to ensure that the project partners get appropriate national and regional recognition for their investment and effort in the project. The wide range of activities happening across the workstreams needs to be managed to ensure that this opportunity is captured.

Recommendation: The project team is reviewing a paper which outlines this risk/opportunity and provides recommendations for the Governance group to consider. This paper will be sent to the Governance group in the next couple of weeks for consideration.