
Whitireia Park Board

Friday 30 August 2024, 9.30am

Titahi Golf Club, Gloaming Hill, Titahi Bay, Porirua

Members

Jenny Ngarimu (Chair)

Chris Kirk-Burnnand

Hikitia Ropata

Caleb Ware

Quentin Duthie

Sharli-Jo Solomon

Whitireia Park Board

Friday 30 August 2024, 9.30am

Titahi Golf Club, Gloaming Hill, Titahi Bay, Porirua

Public Business

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Please note these minutes remain unconfirmed until the Board meeting on 30 August 2024.

Minutes of the Whitireia Park Board meeting

WHEN: Friday 17 May 2024, at 9.30am
WHERE: Titahi Golf Cub, Gloaming Hill, Titahi Bay, Porirua

Members Present

Jenny Ngarimu (Chair)	Quentin Duthie
Chris Kirk-Burnnand	Sharli-Jo Solomon

Karakia timatanga

The Board Chair invited Quentin Duthie to open the meeting with a karakia timatanga.

1 Whakawhanaungatanga

People new to Whitireia Park Board meetings introduced themselves.

2 Apologies

Moved: Chris Kirk-Burnnand / Sharli-Jo Solomon

That the Board accepts the apology for absence from Hikitia Ropata and Caleb Ware.

The motion was **carried**.

3 Declarations of conflicts of interest

There were no declarations of conflicts of interest.

4 Public participation

There was no public participation.

5 Confirmation of the Public minutes of the Whitireia Park Board meeting on 1 March 2024.

Moved: Chris Kirk-Burnnand / Quentin Duthie

That the Board confirms the Public minutes of the Whitireia Park Board meeting of 1 March 2024

The motion was **carried**.

6 Whitireia Park Board Audit Representation and Engagement Letters from Auditor-General

Moved: Quentin Duthie / Sharli-Jo Solomon

That the Board:

- 1 *Receives the report.*
- 2 *Approves the content.*
- 3 *Agrees that the Board Chair and Board Member representative from Greater Wellington sign on Page 5 of the Representation Letter.*
- 4 *Agrees that the Board Chair sign on Page 4 of the Audit Engagement Letter.*

The motion was **carried**.

7 Whitireia Park Board Accounts

Moved: Chris Kirk-Burnnand / Quentin Duthie

That the Board:

- 1 *Receives the report.*
- 2 *Approves the content.*

The motion was **carried**.

8 Whitireia Park Board Financial Statement for FY 2022/23

Moved: Quentin Duthie / Sharli-Jo Solomon

That the Board:

- 1 *Receives the report.*
- 2 *Approves the content.*
- 3 *Agrees that the Board Chair and Board Member representative from Greater Wellington sign on Page 9.*

The motion was **carried**.

9 Whitireia Park Restoration Group report May 2024

Robyn Smith, Restoration Group, spoke to the report. The drought had meant no planting days, but it is now moist enough to start planning for dates. The Board will be informed of the planting days dates.

Onepoto Estuary was trashed while the Park was closed. There is a lot of do there this winter through to summer. There will be a focus on planting between the track and estuary to help protect the estuary, but people with dogs let the dogs off leash and the dogs leave the track and trample the seedlings. A sign is needed to educate Park users about the significance of the estuary wildlife and the importance of dogs remaining on leash.

Noted: The Board noted that four-wheel drive (4wd) vehicles have caused damage and requested that Greater Wellington staff look at solutions to minimise this damage, including the installation of a gate.

Noted: The Board noted that it had discussed the Onepoto Estuary situation and installation of signage at its previous meeting and requested Greater Wellington staff to progress this.

10 Te Rūnanga o Toa Rangatira Taiao Update May 2024

Ashleigh Sagar, Resource Management Advisor, Te Rūnanga o Toa Rangatira, spoke to the report and advised that the Park Management Plan will be provided at the next meeting and that there was no further update to provide.

11 Whitireia Park Board Operations Report May 2024

Jordan Clear, Mobile Ranger – Western, spoke to the report.

The annual parks satisfaction monitoring will take place over a two week period. This survey will include Whitireia Park. Once completed and results collated, the Board will receive a report on the results.

Volunteers carry out most of the pest control in the Park and they are very efficient and effective. An audit of the network was undertaken and identified that some traps had not been serviced in a while, due to a lack of access from the closure of the Park and limited access.

The fire affected weed control work. In collaboration with Te Rūnanga o Toa Rangatira Inc, Greater Wellington will undertake aerial control of weed spraying on the escarpment. This spraying needs specific weather conditions, and one day was completed the previous week.

Moved: Quentin Duthie / Chris Kirk-Burnnand

That the Board:

1 Receives the report.

The motion was **carried**.

Moved: Chris Kirk-Burnnand / Jenny Ngarimu

2 Approves the retrospective granting of an appropriate concession for the still photography event noted in section 2 above.

The motion was **carried**.

Quentin Duthie requested his vote against part two of the motion be recorded.

Noted: The Board requested that:

- Greater Wellington staff review the questions in the Parks Satisfaction Survey to include a question on the fire response and restrictions;
- the Satisfaction Survey be sent to Board members;
- all public communications about the Park be provided to the Park Restoration Group;
- the Board be informed of the planned planting days
- Greater Wellington and Te Rūnanga o Toa Rangatira Inc staff review the process for the granting of concessions, particularly those that require consideration between Board meetings, and to report back on this at the next meeting.

Karakia whakamutunga

The Board Chair invited Ashleigh Sagar to close the meeting with a karakia whakamutunga.

The public meeting closed at 10.36am.

J Ngarimu

Chair

Date:

Whitireia Park Board
30 August 2024



WHITIREIA PARK BOARD ACCOUNTS

Te take mō te pūrongo

Purpose

1. To present to the Whitireia Park Board (the Board) the management accounts for the period 1 July 2023 to 30 June 2024.

He tūtohu

Recommendations

That the Board:

- 1 **Receives** the report.
- 2 **Notes** that:

Income has been received from 1 July 2023 to 30 June 2024:

- \$5,500 from Titahi Bay Golf Club for lease of the land
- \$1,933.71 Gross Interest

Total costs from 1 July 2023 to 30 June 2024 were:

- \$825 for the GST payment for the period ended June 2024.
- \$40 for the Bank Fee – Auditor Confirmation Report Fee

The BNZ Bank account balance as at 30 June 2024 was \$78,447.57.

Ngā āpitihanga

Attachments

Number	Title
1	Whitireia Park Board Financial Statements

Ngā kaiwaitohu

Signatories

Writer	Zoe Chen – Senior Business Accountant
Approvers	Jack Mace – Director, Delivery Environment Group Lian Butcher – Group Manager, Environment Group

Whitireia Park Board
Statement Comprehensive Revenue and Expense
for the period 1 July 2023 to 30 June 2024

	2022/23	2023/24	GW Entries	GW Entries
	Full Year	Full Year	2022/23	2023/24
	\$	\$	Full Year	Full Year
Income	\$	\$	\$	\$
Water Rates	-	-	3,221	7,309
Park Concessions	-	-	-	-
Park Camping	-	-	-	-
Lease	5,500	5,500	-	-
Interest	504	1,934	-	-
GWRC	-	-	168,116	209,043
Total Income	6,004	7,434	171,337	216,352
Less Expenditure	\$	\$	\$	\$
Water rates expense	-	-	4,100	7,849.96
Sundry	-	40	-	-
Depreciation Expense	1,676	1,676	-	-
Project Materials	-	-	210	40.28
Staff Training	-	-	-	-
Chemicals	-	-	-	-
Printing	-	-	1,137	712.17
Stationery	-	-	-	-
Photocopying	-	-	-	-
Postage & Couriers	-	-	119	426.79
Councillors' Fees	-	-	-	-
Property Rates	-	-	6,207	-
Security	-	-	2,100	8,778.20
Cleaning & Toiletrie	-	-	8,938	10,087.77
Refreshments Staff	-	-	-	-
Meeting - Non Council	-	-	-	-
Repairs & Maintenance	-	-	36,859	-
Loose Tools & Minor Equipment	-	-	1,587	-
Leased Plant & Equipment	-	-	-	-
Venue Hire	-	-	-	-
Equipment Hire	-	-	-	-
Advertising	-	-	867	518.40
Permits & Licence Fee	-	-	-	-
Settlement-Materials & Supplies	-	-	-	-
Contractors - Labour	-	-	8,635	61,375.00
Contractors - Machin	-	-	18,418	2,550.00
Contractors - Constr	-	-	-	25,420.97
Contractors - Facili	-	-	-	-
GWRC Vehicle Costs	-	-	-	-
GWRC Staff Time	-	-	82,160	98,592.00
Total Expenditure	1,676	1,716	171,337	216,352
Net Surplus / (Deficit)	4,328	5,718	-	-

Whitireia Park Board
Balance Sheet as at 30 June 2024

	30 June 2023	GW Entries 30 June 2024
FUNDS AND RESERVES		
Accumulated Funds	72,916	77,244
Net Surplus (Deficit)	4,329	5,718
TOTAL FUNDS AND RESERVES	77,244	82,962
Represented By:		
CURRENT ASSETS		
Current Account	71,054	78,448
Sundry Debtors	82	82
GST Receivable	-	-
Total Current Assets	71,136	78,530
Fixed Assets	285,806	285,806
Accumulated Depreciation	(279,856)	(281,531)
Total Fixed Assets	5,950	4,275
Total Assets	77,086	82,804
LESS CURRENT LIABILITES		
GST Payable	(198)	(198)
Sundry Creditors	40	40
Total Current Liabilities	(158)	(158)
Total Liabilities	(158)	(158)
NET ASSETS	77,244	82,962

Attachment 1 to Whitireia Park Board Accounts

**Whitireia Park Board
30 August 2024**



WHITIREIA PARK RESTORATION GROUP REPORT – MAY TO 31 JULY 2024

Planting days during winter 2024 (Chris Gibbons)

1. We finally had enough rain to allow us to schedule two public planting days in July 2024 and we had very good numbers of planters for both planting days.
2. The first planting site in the Onepoto stream catchment just above the golf course was gently sloping and was completed in 3.5 hours by 27 people. Plants were mostly mānuka and kānuka which, once they start to rub shoulders with each other in around five years, create really good dappled shade for broadleaf species to germinate under. With the forest remnant nearby birds will spread broadleaved species like kohekohe, titoki, porokaiwhiri, and whauwhaupaku. Although there was a cool wind, we were well protected by the hill behind and it was so warm some planters stripped off some of their layers of clothing



Image 1



Image 2

3. The second planting day 32 people planted 697 plants in the bay south of Kaihua Bay. This site is a good 15 minute walk from Onehunga Bay carpark. In this area between the coastal track and the shoreline, we planted māhaka/saltmarsh ribbonwood, toetoe upokotangata/giant umbrella sedge, harakeke/swamp flax, toetoe, ti kōuka/cabbage tree and mānuka.
4. In a few years this area will be additional habitat for mātātā/fernbird and will provide a vegetative barrier between the shallows of the bay and the coastal track.
5. An additional 1,500 plants, mainly mānuka and kānuka, provided by the funding received from Te Awarua-o-Porirua Community Environment Fund, are being planted by the Ngāti Toa Taiao team above existing plantings in the Onehunga bay valley.
6. Enrichment species such as tōtara and kahikatea plus some coastal rarities have also been added over the winter with a few more to go in.



Image 3



Image 4

7. The planting total for the 2024 planting season is 3,000. A considerable amount of effort is required to pick up and deliver plants to planting sites. Plants are picked up by Chris, with a borrowed trailer, from the Forest & Bird nursery in Wellington and from the Porirua City Council nursery. Thanks to Jordan Clear, our ranger, for helping deliver plants to the Taiao team.

Leptinella nana (Nationally Critical) (Robyn Smith)

8. The two *Leptinella nana* sites had a tough time over the summer with the park being closed and no access for watering. In future years, we should ensure there is provision to water this Nationally Critical species if the park is closed again. Both sites have been hand-weeded since and are actively growing again since the rain.



Image 5

Predator Control (Rob Hughes)

9. The weather has made trapping challenging lately as the bait is going mouldy and it has been hard to find a reasonable weather day to check the lines. However, our five trappers have put in 30 hours over the past quarter. In that time there has been 13 catches that have brought the year's total to 123.

Proposal (James Barnes and Predator Free Titahi Bay)

10. We support the proposal from Predator Free Titahi Bay requesting an addition DOC200 traps to strengthen the southwestern border of Whitireia Park. From our observations and discussions with Rob Hughes on site there is a gap in this area. Both Joel and I and other volunteers are happy to install, monitor and record results from these traps.
11. It has been observed that there is a weasel problem on the west coast and a rodent problem along the southern edge of the park boundary. Rob has also mentioned there is a hedgehog issue in the area as well. This would be a good opportunity for collaboration between Predator Free Titahi Bay, Iwi and the Whitireia Park Board to work holistically on restoration matters on our Peninsula. Please see a map below with proposed trap locations, marked with red crosses.



Image 6

New species record for Whitireia

12. Several plants of milk tree and seedlings have been found in the Radio New Zealand (RNZ) 'weed forest'. We are unable to determine which species they are at this stage as the two species Ewekuri/*Streblus banksii* and Tūrepo/*Streblus heterophyllus* can hybridise which can cause confusion. Both species are now relatively uncommon in Porirua but historically were an important component of coastal forest.
13. It would be good to see RNZ control weeds and restore this remnant of mixed native and pest species, some of which are spreading into the surrounding area.

Image 7: Ewekuri



Image 8: Tūrepo



Image 9: This photo shows the Streblus trunks surrounded by English ivy.



Volunteer hours

14.

Month	Trapping	Planting prep	Planting	Maintenance	Promotion Admin
1 May to 31 July	30	18	220	12	17

Ngā kaiwaitohu Signatories

Writers	Chris Gibbons, Rob Hughes, Angus Hulme-Moir, Lisa Casasanto, Robyn Smith, Niki Edwards, Edmund Stephen-Smith, Robert Stratford, Nick Hartley, Mike Jacobson – WPRG Coordinators
Approvers	Jack Mace – Director, Delivery Environment Group Lian Butcher – Group Manager, Environment Group

Whitireia Park Board
30 August 2024



MEETING SCHEDULE FOR 2025

Te take mō te pūrongo

Purpose

1. To advise the Whitireia Park Board (the Board) of the proposed Board meeting dates for the 2025 calendar year.

Te tāhū kōrero

Background

2. In preparing Council's meeting schedule for the following calendar, Greater Wellington staff also consider the Board's meeting schedule.
3. Every year the Board adopts a schedule of meetings for the following calendar year. This provides certainty to members for meetings and helps enable their attendance. It also provides staff with certainty in order to forward plan reporting to the Board.

Te tātaritanga

Analysis

4. Board meetings follow a standard practice of Fridays with a 9.30am start.
5. The proposed Board meeting dates for the 2025 are based on the meeting dates for 2024. The proposed meeting dates for 2025 are:
 - a 28 February
 - b 2 May
 - c 22 August
 - d 5 December
6. Titahi Golf Club has been consulted about the dates and has confirmed the club rooms are available on the above dates.
7. In case meetings need to be rescheduled or additional meetings added, it is proposed that the Board authorise the Head of Governance and Democracy, in consultation with the Board Chair, to amend the schedule when necessary.

Ngā hua ahumoni

Financial implications

8. There are no financial implications arising from this report.

Ngā tūāoma e whai ake nei

Next steps

9. Meeting invites will be sent to members once the schedule has been adopted. Meetings will also be advertised in accordance with the provisions in the Local Government Official Information and Meetings Act 1987.

He tūtohu

Recommendations

That the Board:

- 1 **Receives** the report.
- 2 **Notes** the content of the report.
- 3 **Adopts** the meeting schedule for 2025 as follows:
 - a 28 February
 - b 2 May
 - c 22 August
 - d 5 December
- 4 **Notes** that the meetings will be scheduled with a 9.30am start.
- 5 **Authorises** the Head of Governance and Democracy, Greater Wellington, in consultation with the Board Chair, to amend the schedule when necessary.

Ngā kaiwaitohu

Signatories

Writer	Lucas Stevenson – Kaitohutohu Ratonga Manapori Democratic Services Advisor
Approvers	Elizabeth Woolcott – Kaiwhakahaere Matua Ratonga Manapori Manager, Democratic Services Francis Ryan – Kaiwhakahaere Mana Urangi, Manapori Head of Governance and Democracy Luke Troy – Kaiwhakahaere Matua Rautaki Group Manager Strategy

Whitireia Park Board
30 August 2024



REPORT ON TE HAU O MATARIKI CEREMONY

Introduction

1. The Te Hau o Matariki ceremony took place on Whitireia Maunga, Porirua, on Friday 28 June 2024. The event was originally scheduled for Saturday 29 June 2024; however, it was brought forward due to an unfavorable weather forecast. Organised and run by Te Ohu Reo Manawataki o Ngāti Toa, the primary objective was to commemorate the Māori New Year through the Matariki ceremonial process known as 'Te Hautapu'. This ceremony, commonly referred to as whāngai i te hautapu or hautapu for short, means to feed the stars with a sacred offering.

Event Overview

2. Te Hau o Matariki, a Ngāti Toa reference to Matariki, was the theme for this year's Hautapu ceremony. To ensure health and safety, we limited the number of participants on the maunga this year. The ceremony featured traditional karakia and included an altar, which was used to cook traditional kai.

Planning and Collaboration

3. The successful execution of the ceremony was made possible through the collaboration of various departments (ohu) within the rūnanga. The key departments involved included:
 - a Te Ohu Reo Manawataki o Ngāti Toa (Te Ohu Reo)
 - b Ahurea Taiao
 - c Te Hokowhitu Toopu (THT)
4. These departments met weekly online in the weeks leading up to the Hautapu ceremony to finalise the logistics and plans required for the event.

Pre-Ceremony Activities

5. Te Hokowhitu Toopu stayed overnight on Whitireia Maunga, ensuring that the preparations were on track and to monitor the hangi, and umu kohukohu.
6. The Umu Kohukohu was prepared from 2am onwards, in anticipation of the dawn Hautapu ceremony.

Hatapu Ceremony

7. The Hautapu ceremony commenced at dawn at 6:30am, on Friday morning.

8. The ceremony was conducted at the top of the hill led by Pou Tikanga Reo, Kahu Ropata and Te Hokowhitu Toopu. Luke Barnsley, a member of Te Hokowhitu Toopu, oversaw the on-site arrangements.
9. The ceremony was attended by approximately 30 people, including members of the Whitireia Park Board and members of Ngāti Toa.

Health and Safety

Fire Department Notification:

10. The fire department was informed of the date change. Although they were unavailable to be on-site, they remained on-call for emergencies.

Safety Precautions:

11. Extra water, fire extinguishers, and first aid supplies were available. A comprehensive Health and Safety plan was implemented to ensure the well-being of all participants.

Live-Streaming and Documentation

Live-Streaming:

12. Te Ohu Reo arranged for a videographer to live-stream the Hautapu ceremony. Over 200 viewers participated in the event remotely, demonstrating the ceremony's reach and significance.

Logistical Support:

13. Caravans and trucks from the Ohu Reo and Te Hokowhitu Toopu members were stationed on-site overnight to support the ceremony's logistical needs.

Post-Ceremony Activities

14. The ceremony concluded as planned, with all attendees and staff off-site by 9:30am after a thorough clean-up. A coordinated effort ensured the site was returned to its original state, respecting the natural environment and upholding the values of kaitiakitanga.

Suggestions for future Hautapu Ceremonies

Timely Proposal Submission:

15. Ensure the proposal for the Matariki ceremony is presented to the Whitireia Park Board at least two months prior to the event for approval.

Optimal Timing:

16. Schedule the Matariki ceremony for the weekend before the public holiday. This allows for better attendance, as many people take leave during the public holiday, and the week can be busy with community events.

Infrastructure Improvement:

17. Enhance the infrastructure at the top of the maunga to include a permanent site for hosting the Hautapu ceremony.

Conclusion

18. The Te Hau o Matariki ceremony was a resounding success, fulfilling its purpose of hosting a Matariki Hautapu and celebrating the beginning of the Māori New Year. The collaborative efforts of the various departments and the planning ensured that the event ran smoothly and safely. The engagement of the Ngāti Toa iwi members and members of the Porirua community, both in-person and online, highlights the cultural significance and widespread impact of this important kaupapa.

Ngā kaiwaitohu

Signatories

Writer	Jenny Ngarimu – Board Chair, Whitireia Park Board
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Whitireia Park Board
30 August 2024



WHITIREIA PARK BOARD OPERATIONS REPORT – AUGUST 2024

Te take mō te pūrongo

Purpose

1. To update the Board on:
 - a operational management of the park; and
 - b the Board’s instructions to staff to manage requests for Park permissions that are received in between scheduled public Park Board meetings.

Park Ranger Update

Kaitawa point gate options

2. Rangers have investigated options to restrict vehicle access to Kaitawa point in Onehunga Bay as these vehicles have been damaging the surrounding environment. Greater Wellington has engaged a contractor to provide quotes for three different options. Options range in price and effectiveness of preventing environmental damage and illegal rubbish dumping whilst providing safety for park users.
3. Park Rangers are interested in discussing these options at the Board meeting and ascertaining a preferred option with Board member feedback taken into consideration. Maps of three bollard and gate options are provided in [Attachment 3](#).

Tree felling

4. Rangers have engaged a contractor to remove a large macrocarpa neighbouring the Park which is a fire risk. Other high-risk trees in the park are planned for removal this financial year.

Fire risk management

5. Rangers have engaged a fire risk specialist to complete a fire risk assessment for the Park. This information will form an action plan for improving fire threat management including recognition of existing activities to maintain or enhance and identifying what else can be done to protect the public and the park from fire.
6. Rangers aim to share more information regarding fire threat management improvements with the Board at the 1 November 2024 Board meeting.

Inland track slip update

7. Rangers are working with Porirua City Council (PCC) to prepare any necessary consent requirements for track maintenance work.

Planting support

8. Rangers have assisted Ngāti Toa Kaimahi teams and the Whitireia Restoration Group, transporting 3,000 native plants into the Onehunga saddle.

Automatic Gate

9. The automatic gate at Whitireia Park was damaged resulting from a vehicle accident. The gate was out of service for a month in June/July 2024 while new parts were sourced.

Capital expenditure and asset replacement

10. Greater Wellington staff have searched relevant documents attempting to clarify whether the replacement of assets requiring capital expenditure is included in the Agency Agreement (in effect since 18 May 2012) which appointed Greater Wellington to manage the Park as an agent of the Board.
11. The May 2012 Agency Agreement sets out that Greater Wellington will provide agreed services on behalf of the Board, including the preparation and implementation of an annual work plan for Board approval. However the Agency Agreement is silent on the matter of asset replacement requiring capital expenditure.
12. Greater Wellington does not recognise any Whitireia Park assets as being owned by Greater Wellington. Greater Wellington's funding policy does not allow capital expenditure (capex) on assets not owned by Greater Wellington. In practice, this means that we are unable to access loan funding and spread the cost across multiple years.
13. Currently, there is a need to replace the toilet at Onehunga Bay involving about \$450,000 of capex.
14. Additional known capex needs include replacing a section of coastal track at the southeast side of the Park which has not yet been costed.
15. In order to proceed with any asset replacements using capex, staff would need to gain appropriate approvals to undertake works that do not align with funding policy. Greater Wellington staff are not in a position to request such an approval; however the Park Board could ask the question.
16. Greater Wellington staff recommend that the Board request confirmation from Greater Wellington that replacement of Park assets can be loan funded within Greater Wellington's capital work programme.
17. This confirmation should include:
 - a The status of asset ownership
 - b Whether assets created with Greater Wellington ratepayer funds to become the property of the Department of Conservation or Te Rūnanga o Toa Rangatira or remains the property of Greater Wellington

- c The significance of public use of Park assets, and the rationale for ratepayer funds to service asset replacement.

18. The 2024/25 work programme, including operational expenditure (opex) and capex (to be confirmed), is below:

Whitireia Park operational and capital budget 2024/25

Opex

Activity	Funding
Mowing	\$30,000
Toilet cleaning	\$10,000
Toilet supplies	\$2,000
Security	\$2,000
Ranger supplies	\$2,500
Annual fire break mowing	\$6,000
Camera battery upgrade	\$10,000
High risk tree removal	\$5,000
Road repairs	\$6,500
Installing squeeze barriers	\$5,000
Whitireia Park restoration group support	\$8,000
Key native ecosystems top up from Parks budget	\$5,000
Revegetating burnt areas	\$25,000
KNE – weed control in priority areas	\$22,750
KNE - predator trapping materials - supporting WPRP	\$3,440
KNE - surveillance for and control of pest animals	\$3,740

Capex (to be confirmed)

Activity	Funding
Toilet replacement planning	\$10,000
Toilet construction * prioritisation of capex across the Regional Parks network is ongoing and this item may be deferred to 2025/26.	\$450,000

Biodiversity management in the Key Native Ecosystem site

Pest animal control

19. Pest animal control is ongoing across the park. The group of pest control volunteers continue to operate the network of traps and bait stations, and we are grateful for the effort that they put into this mahi.
20. Staff carried out a night-time survey of the park for pest animals in August 2024. One rabbit was seen on the golf course but was not shot. No possums, hares or hedgehogs were observed. These night-time surveys are carried out quarterly and are aimed at keeping the park free of possums, hares and rabbits and reducing hedgehog numbers.

Weed control

21. Staff have completed an assessment of last year's weed control actions and found that good levels of control were achieved in all operational areas. Staff are now in the process of planning actions to be undertaken this year. These will be in line with our two main focuses of:
 - Protecting areas of highest biodiversity values – coastal escarpments, wetlands, and dunes,
 - Suppressing highly invasive species such as Spanish heath, Japanese honeysuckle, licorice plant and climbing asparagus.
22. Greater Wellington and Te Rūnanga o Toa Rangatira staff are working together on the planning and delivery of weed control work.
23. A survey undertaken last year for the weed species climbing asparagus found that it is spreading into the park from a known dense infestation at Te Onepoto. This species is very invasive and would have a major impact on regenerating native vegetation and the forest remnant if it is allowed to spread widely throughout the park. The dense infestation had been considered too costly to control in the past. Staff are very concerned about its spread and now consider it too much of a risk to the biodiversity of the Key Native Ecosystem (KNE) site and the rest of the park to leave uncontrolled.
24. Budget for the regional KNE programme is under pressure; however, staff will seek to reprioritise the necessary \$12,000 per annum for three years from 2024-25 and report back to the Board at the 1 November 2024 Board meeting outlining the planned works to control climbing asparagus.

Planting preparation

25. Staff are pleased to see that the community planting days lead by the restoration group went very well. We are grateful for the cooperation from the group in amending one of the planting sites which was affected by the fire and not planting the burnt area until we have formulated a plan to restore it.
26. Staff are working with the Restoration Group to plan preparation work for next winter's planting. This will include the second year of the project funded by the Porirua Community Environment Fund towards the top of Te Onepoto stream.

Updating the Key Native Ecosystem operational plan

27. Greater Wellington and Te Rūnanga o Toa Rangatira officers will be working together on the review of the KNE operational plan for the Whitireia Coast site, which outlines the work done to protect and restore this special ecosystem over a five-year period. This review was deferred from last year.

Lizard research proposal

28. Staff have received a request to undertake research on lizards at Whitireia Park. The request is from a PhD student at Victoria University. Staff are liaising with the PhD student. Student will either seek permission via email or student will present at next hui. Greater Wellington will provide the Board with an officer's recommendation and the Board may consider whether to grant necessary Park permissions for the research to be undertaken within the Park.

Park permissions

29. At the 17 May 2024 Park Board meeting, the Board requested that Greater Wellington and Te Rūnanga o Toa Rangatira Inc staff review the process for the granting of Park permissions and concessions, particularly those that require consideration between Board meetings, and to report back at the next meeting – 30 August 2024.
30. [Attachment 1](#) is a Park Board report prepared by Greater Wellington's in-house legal counsel in May 2019 – *Delegation of Board Powers to Park Rangers* - which clarified the procedures involved with the Board either delegating the ability to grant permissions or concessions, or for the Board to do so between formal Board meetings.
31. The advice of the 2019 report concluded that adhering to statutory requirements involves the Board considering and granting permissions and concessions only in formal, public meetings with a meeting quorum of Board members. In particular, The Board does not have legal ability to delegate decision making authority to the Park Ranger, or to the Board Chair regarding the granting of permissions or concessions during an interim period between scheduled public Board meetings.
32. In circumstances of time-critical and low significance permission requests, the Board's instructions to officers in 2019 was to follow the practice agreed by the Board which is described below:
 - a In the event of a time-bound request for a Park Permission decision, the Ranger shall email an interim-decision request to the Board's members;
 - b the Board Chair shall ensure consideration of Board members in making an interim-decision on the request and advise the Park Ranger accordingly;
 - c the Board's interim-decision is to be ratified at the next public meeting of the Board at which a quorum was achieved.
33. Note 6.3.1 of the 2019 report which says, "any grant of a Permission in this manner will need to be exercised rarely and with discretion."

34. 6.3.3 to 6.3.6 of the 2019 report recommended reasonable and pragmatic steps to enable Board interim-decisions to be made in between public meetings for time critical activities where the Permission request was 'business-as-usual' without a major effect on the Park or Park users.
35. In order to better assist the Board in decision making for any future interim permission requests for Allowed activities that require permission, officers have prepared the template contained in [Attachment 2](#). This template will ensure the advice from the 2019 report is followed and will provide better decision making transparency than has been in practice since 2019.
36. Note that information in the management plan relating to Restricted activity 'delegated authority' (page 53) is incorrect and superseded by the 2019 advice. This can be corrected when the management plan is reviewed.

He tūtohu

Recommendations

That the Board:

- 1 **Receives** the report.
- 2 **Notes** the content of the report.
- 3 **Requests** Greater Wellington staff confirm whether park asset replacement can be loan funded within Greater Wellington's capital work programme.
- 4 **Requests** Greater Wellington staff confirm:
 - a The status of asset ownership
 - b Whether assets created with Greater Wellington ratepayer funds to become the property of the Department of Conservation or Te Rūnanga o Toa Rangatira or remains the property of Greater Wellington
 - c The significance of public use of Park assets, and the rationale for ratepayer funds to service asset replacement.
- 5 **Approves** the 2024/25 operational and capital (to be confirmed) work plan.
- 6 **Approves** the procedures of considering Park permissions in between scheduled public Park Board meetings as follows:
 - a Ranger staff will provide relevant information using the template in [Attachment 2](#) to this report (necessary amendments may be made to [Attachment 2](#) template as necessary to provide the Board with appropriate information to consider the request and/or to ensure transparent decision making on public record)
 - b Only requests of "high urgency" (meaning, cannot be delayed until the next scheduled public Park Board meeting, and "low significance" (meaning that granting the permission request will result in no major effect on the Park or Park users) shall be considered by the Board in between scheduled public Board meetings.

Ngā āpitihanga

Attachments

Number	Title
1	Report for Whitireia Park Board Meeting, 10 May 2019 Delegation of Board Powers to Park Ranger
2	Template for Park Board Permission decision request, interim period between public meetings.
3	Kaitawa Point gate and bollard options, for discussion at 30 August meeting.

Ngā kaiwaitohu

Signatories

Writers	Jeremy Paterson – Team Leader, Western Park Kim Broad – Senior Advisor, Environmental Restoration David Boone – Manager, Ecosystems & Community
Approvers	Jack Mace – Director Delivery Lian Butcher – Group Manager Environment

Attachment 1 to Whitireia Park Board Operations Report



SUBJECT: Report for Whitireia Park Board Meeting

AUTHORS: Fiona Colquhoun, Parks Planner and Deborah Kessell-Haak, Senior Legal Advisor to Wellington Regional Council

DATE OF MEETING: 10 May 2019

SUBJECT: Delegation of Board Powers to Park Ranger

1. Purpose

To update the Board on further research on the issue of the Board's lack of authority to delegate its powers to administer and manage aspects of the Whitireia Park to Park Rangers.

2. Background

2.1 Advice on Delegation

2.1.1 At the meeting dated 7 December 2018 the Board requested advice from Officers of the Wellington Regional Council (**GWRC**) on whether it was able to delegate any of the powers granted to it under either the Ngati Toa Rangatira Claims Settlement Act 2014 (**NTRCS**) or the Reserves Act 1977 (the **Reserves Act**) to Park Rangers in relation to the management of Whitireia Park.

2.1.2 Officers of GWRC sought advice from in-house counsel. On the basis of that advice, it is GWRC's position that the Board does not have delegation powers expressly granted to it under either NTRCS or the Reserves Act. Without the authority to delegate, the strict position under NTRCS, the Reserves Act and the Local Government Official Information and Meetings Act 1987 (**LGOIMA**) is that all decisions relating to the management of the Park must be made solely by the Board at its public meeting.

2.1.3 As the Board only meets quarterly, the Board and the appointed Park Ranger expressed concern that that an inability to delegate authority to, in particular, grant permits, licences or concessions to engage in managed or restricted activities (**Permissions**) within the Park would hamper management of the Park. With such decisions only made quarterly, events or activities relying on a Permission are likely to have already occurred prior to the next meeting of the Board. The event or activity would either have to be conducted on contravention of Park rules, be delayed until after the Permission could be granted or cancelled.

2.2 Temporary Solution

2.2.1 After discussion with GWRC's Officers present at that meeting, the Board decided to adopt the following process on a temporary basis to ameliorate the above difficulties:

- (a) a request for a decision on a request for a Permission from the Park Ranger should be forwarded to the Board's members by email;

Attachment 1 to Whitireia Park Board Operations Report

- (b) the Board would discuss and make a decision on the request by way of email and advise the Park Ranger accordingly;
- (c) the Board’s decision would be ratified at the next public meeting of the Board at which a quorum was achieved.

2.3 Request for Additional Assistance

2.3.1 The Board then requested additional assistance from Officers of GWRC to confirm:

- (a) that the above approach was a suitable solution (if possible);
- (b) whether the Board could delegate the decision making power under this process to the Chairperson;
- (c) whether there was solution to the lack of authority to delegate the Board’s decision making powers that could be put in place for the long term.

3. CONTEXT

3.1 Current Powers of Park Ranger

3.1.1 The Park Ranger may already act, without delegated authority, to prevent any actual or attempted breach of the Reserves Act or any Park bylaw.¹

3.1.2 While this is not an exhaustive list, under this power the:

The Park Ranger may:	The Park Ranger may not:
Require anyone within the Park to put out fires where not permitted	Make the decision as to when, where or whether the fire is permitted
Remove livestock, horses and other animals where not permitted	Make the decision as to when, where and whether animals are permitted
Act to prevent damage to the Park and any water source, vegetation, site, building, signage etc. within the Park	Decide whether particular sites, environment or vegetation are protected
Prevent removal of any ‘thing’ from the Park including vegetation where not permitted	Decide whether and on what terms removal is permitted
Prevent any ‘thing’ being brought into the Park unless permitted.	Decide what, whether and on what terms such ‘things’ can be brought into the Park.
Prevent littering	
Prevent access by any vehicle (including aircraft, boats or cars) where not permitted and enforce speed limits	Decide whether access is permitted nor what speeds are allowed
Enforce closures	Decide to bring about a closure of the Park or any part of the Park
Prevent unwanted and unruly behaviour within the Park including use of weapons, drinking, excessive noise, interference with the enjoyment of the Park by others	

¹ Reserves Act 1977, section 93(1)

Attachment 1 to Whitireia Park Board Operations Report

The Park Ranger may:	The Park Ranger may not:
Prevent unauthorised meetings and gatherings and the erection of tents, stalls, or other structures	Decide whether the meeting or gathering is unauthorised or make a decision on whether or not any party is able to erect tents etc.
Occupy any part of the Park without permission	Make the decision as to whether the occupation is permitted and on what terms
Enforce any permission, lease, licence, permit or concession	Decide to grant any permission, lease, licence, permit or concession
Seize any animal or bird, any non-permitted item, or any item where the Ranger reasonably believes possession of that item within the Park boundary is an offence against the Reserves Act (e.g. weapons or possession of materials that cannot be removed from the Park etc)	Determine whether or not the item is in fact permitted or can be removed

3.2 Constraints and Permissions

- 3.2.1 The Whitireia Park Management Plan (the **Plan**) details the constraints on recreation and non-recreation activities within the Park. Each activity is identified as fitting one of four categories, namely allowed, managed, restricted and prohibited.
- 3.2.2 The activities likely to be affected by the lack of power to delegate decision making capabilities to the Park Ranger are the managed and restricted activities. The Plan defines these activities as follows:

Managed	Restricted
Reservation of specific areas for groups <u>over 30</u> people	No specific list. Covers all activities that are not allowed, managed or prohibited.
Conducting research	
Collection of natural materials for propagation	
Customary harvest	

- 3.2.3 Given the lack of delegation powers, the Board must reserve any decisions as to any Permissions for managed and restricted activities for itself and may not authorise any other party, including the Ranger, to make decisions in this regard on the Board's behalf. The Board may, however, make any such decision and then authorise the Park Ranger to enact that decision on its behalf.
- 3.2.4 However, it is acknowledged that this puts the Board and the Ranger in a difficult position in relation to, in particular, 'business as usual' management and time dependent activities.

3.3 Emergency

- 3.3.1 None of the above would, in GWRC's opinion, affect the ability of a Ranger to make decisions in the event of an emergency.

Attachment 1 to Whitireia Park Board Operations Report

4. Local Government Official Information and Meetings Act

4.1 Purpose

4.1.1 The purpose of LGOIMA is to promote the open and public transaction of business at meetings of local authorities in order to:

- (a) enable more effective participation by the public in the actions and decisions of local authorities; and
- (b) to promote the accountability of local authority members and officials, and thereby to enhance respect for the law and to promote good local government in New Zealand.²

4.1.2 Local authorities are deemed to include administering bodies, such as the Board, under the Reserves Act.³ Relevant to the present matter, therefore, all of the Board's meetings must be publically notified⁴ and open to the public⁵ unless one of the rare exceptions listed in sections 6 and 7 of LGOIMA apply.⁶

4.2 Open Governance

4.2.1 As can be seen from the above, LGOIMA holds the Board to a very high standard. Any derivation from the standard of open meetings and the open transaction of business needs, therefore, to be carefully undertaken.

5. Management Plan

5.1 Delegated Authority under Management Plan?

5.1.1 Officers of GWRC sought advice from in-house counsel to GWRC as to the effect of section 41 of the Reserves Act dealing with Management Plans. In particular, Officers sought advice on whether it was possible to authorise delegation of the Board's management powers to the Park Ranger by including that ability within the Management Plan. Approval of the Management Plan by the Minister of Conservation could then be considered approval of the Board's ability to delegate certain of its powers to the Park Ranger.

5.1.2 Officers were advised that section 41(12) of the Reserves Act precluded that approach as it states that:

No approval by the Minister for the purposes of [section 41] shall operate as an approval or a consent for any other purpose of this Act.

Based on that advice, it is GWRC's position that the power to delegate cannot be granted approval through the Management Plan.

² Local Government Official Information and Meetings Act 1987, section 4

³ Above no. 2, section 2

⁴ Above no. 2, section 46(1)

⁵ Above no. 2, section 47

⁶ Above no. 2, section 48 (being for example, prejudice to a trial or an investigation, public safety concerns, privacy, trade secrets, prejudice to commercial position)

Attachment 1 to Whitireia Park Board Operations Report**6. Solutions****6.1 Amendment of Relevant Acts?**

6.1.1 Given the above limitations, it is GWRC's position that the only way that the Board will be able to delegate authority to Park Rangers is to seek amendment of either the Reserves Act or NTRCS to provide for delegated authority. Realistically, however, that is unlikely to happen in the near future.

6.2 Subsequent Ratification

6.2.1 Overall, therefore, Officers of GWRC consider that the solution advised to the Board at the meeting dated 22 February 2019, being a discussion of and decision on, any requested Permissions by email followed by ratification of the decision at the next public meeting, is the Board's only option going forward.

6.3 Recommended Process

6.3.1 Given LGOIMA's clear requirement for 'open governance' and the consequentially high standards required of the Board under LGOIMA, Officers of GWRC have been advised that any grant of a Permission in this manner will need to be exercised rarely and with discretion.

6.3.2 Given the clear drive toward transparent and appropriate decision making under LGOIMA, it is GWRC's position that it is not appropriate for the Board to delegate its decision making power in relation to a request for a Permission outside the public meeting process to the Chairperson.

6.3.3 In addition, GWRC's considers that when the Board is granting Permissions outside of the usual public meeting process, the Board must conduct a risk assessment on each and every request looking at, for example:

- (a) whether or not the Permission is for a time critical activity that must be granted before the next public meeting; and
- (b) whether or not the Permission is for an activity that would be considered controversial, of particular significance to the community, requiring specialist advice (such as biodiversity or hazard management) or, conversely, 'business-as-usual' without major effect on the Park.

6.3.4 Where the Permission is for an activity that is not time critical, then regardless of the risk or lack of risk associated with the Permission the decision should be made at the next public meeting through the usual process. If the Permission is time critical, the Permission should still only be granted where the damage associated with not providing the Permission in time outweighs any other considerations. This leaves the case where the Permission is sought for a time critical activity that is 'business-as-usual' without a major effect on the Park or the community that uses the Park as the one area where the Board could reasonably act outside the public meeting process.

6.3.5 The Board should note that the above process is a guide only and not an exhaustive list. The Board should not fetter its ability to take anything it considers relevant into account simply because it is not listed above. The Park Ranger may, however, assist the Board in this process by ensuring that any potential issues they believe should be considered in relation to the Permission is detailed in writing when they make the request, including why it is appropriate that the Permission be granted outside the usual process. However, the decision, including what is and is not taken into account, must ultimately rest with the Board.

Attachment 1 to Whitireia Park Board Operations Report

- 6.3.6 The Board's deliberations and decisions on Permissions sought outside a public meeting should be honestly and carefully documented in writing noting that these decisions will likely be carefully scrutinised should any controversy or challenge arise. Any decision to either grant or not a Permission should then be discussed and ratified at the next public meeting. The background discussion and any decision should then be preserved in writing as a record in the usual manner (i.e. with the assistance of GWRC's Democratic Services division) so that it may be accessed by the public as required under LGOIMA.

7. Recommendations

That the Board:

1. ***Receives the report.***
2. ***Notes the contents.***
3. ***Adopts the process in relation to the grant of Permissions outside a public meeting of the Board as detailed in paragraph 6.3. until such time as an amendment to the Reserves Act 1977 or the Ngati Toa Rangatira Claims Settlement Act 2014 (if any) allows the Board to delegate its ability to grant such Permissions.***

Report prepared by:

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Report approved by:

Nicola Shorten
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Attachment 2 to Report Whitireia Park Board Operations Report

Whitireia Park Board

Permission decision request

Interim period between scheduled public Board Meetings



Date

Te take mō te pūrongo

Purpose

1. To provide the Board with the necessary information to consider a request for decision in consideration of a Park Permission being sought in the interim between scheduled public Board meetings.

Application

2. This process and template only applies to:
 - a permission requests involving Allowed activities which require a permit, and
 - b Managed activities for events less than 50 people (for example, weddings), as defined in the Whitireia Park Management Plan and Whitireia Park Bylaws 2016.
3. Applications for other Managed and Restricted activities must be made via Park Board meetings.

Background

4. The information provided in this form is based on advice in a 10 May 2019 report provided to the Park Board - Delegation of Board Powers to Park Ranger – which set out a rationale for procedures to be followed in considering to grant any Park permission outside of a scheduled public meeting.

Permission request

5. The information provided in this memo shall be jointly prepared by the Park Ranger and Te Rūnanga o Toa Rangatira representative.
6. Requestor Name
[Add details...](#)
7. Description of proposed activity

Attachment 2 to Report Whitireia Park Board Operations Report

General activity description

[Add details...](#)

Alignment with defined Allowed Activities

Consideration of interim Park permissions shall only be considered regarding Park restrictions on Allowed Activities, as defined in the Whitireia Park Management Plan and Whitireia Park Bylaws 2016.

[Add details...](#)

8. “High Significance” or “low urgency” Park permission request criteria checklist

If any item in 6a-6d below is ticked “**yes**”, then the permission request is considered to be “high significance” or “low urgency” and shall be considered at the next scheduled public Board meeting.

a Does the permission request involve any defined Managed or Restricted activity as defined in the Whitireia Park Management Plan and Whitireia Park Bylaws 2016?

Yes / No

b Does the permission request involve any factors that could reasonably be considered beyond ‘business-as-usual’ or potentially having more than a minor effect on the Park values or public access to the Park?

Yes / No

c Does the permission request involve any activity that would be considered controversial, of particular significance to the community, requiring specialist advice (such as biodiversity or hazard management)?

Yes / No

d Has it been determined that the Permission request is **not** a time critical activity that must be granted before the next public meeting in order to avoid potential damages to the Park or the community that uses the Park arising from not providing the Permission in time?

Yes / No

9. Provided the response to all above questions is “**no**”, the permission request will be provided to the Board for their consideration prior to the next scheduled public meeting.

Attachment 2 to Report Whitireia Park Board Operations Report

Board consideration

10. The details of the above request were provided to the Board via email on **date**.
11. The Board's advice to the Park Ranger and Te Rūnanga o Toa Rangatira representative is ***delete one of below***

In consideration of the information provided to the Board, the Board considers the interim permission request "***granted***" and the decision shall be ratified at the next scheduled public meeting on **date**.

Or

In consideration of the information provided to the Board, the Board considers the interim permission request "***undecided***" and the decision shall be considered at the next scheduled public meeting on **date**.

Attachment 3 to Whitireia Park Board Operations Report

Attachment 3 – Kaitawa Point gate and bollard options, for discussion at 30 August meeting.

Bollard option 1



Attachment 3 to Whitireia Park Board Operations Report

Bollard option 2



Attachment 3 to Whitireia Park Board Operations Report

Bollard option 3

