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# Whitireia Park Board

Friday 1 March 2024, 9.30am

Titahi Golf Club, Gloaming Hill, Titahi Bay, Porirua

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## Members

Quentin Duthie

Chris Kirk-Burnnand

Hikitia Ropata

Jenny Ngarimu

Caleb Ware

Sharli-Jo Solomon

# Whitireia Park Board

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Friday 1 March 2024, 9.30am

Titahi Golf Club, Gloaming Hill, Titahi Bay, Porirua

## Public Business

No.	Item	Report	Page
1.	Apologies		
2.	Conflict of interest declarations		
3.	Public participation		
4.	Confirmation of the Public minutes of the Whitireia Park Board meeting of 1 December 2023		3
5.	Whitireia Park Board Accounts		5
6.	Whitireia Park Restoration Group update		8
7.	Rūnanga Operational Summary		12
8.	Whitireia Park Board Operations Report		13





**Please note that the full minutes remain unconfirmed until the Board Meeting on 1 March 2024**

SUBJECT            **Whitireia Park Board Minutes 1 December 2023**

WHEN              Friday 1 December 2023, at 9.34am

WHERE             Titahi Golf Club, Gloaming Hill, Titahi Bay, Porirua

**Present**

Jenny Ngarimu	Chris Kirk-Burnnand
Caleb Ware	Quentin Duthie
Hikitia Ropata	

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

**5 Whakawhanaungatanga**

New people to the meeting introduced themselves.

**1 Apologies**

*Moved: Ropata / Duthie*

*That the Board accepts the apologies for absence from Sharli-Jo Solomon.*

**2 Conflict of interest declarations**

There were no declarations of conflict of interest.

**3 Public participation**

Robyn Smith informed the board of a trench forming on one of the roads leading into the park while it is waiting to be resealed.

**4 Confirmation of the minutes of 27 October 2023**

*Moved: Duthie / Ware*

*That the Board confirms the minutes of the meeting of 27 October 2023.*

The motion was **CARRIED**.

**6 Whitireia Park Restoration Group update**

Robyn Smith spoke to the report.

*Moved: Duthie / Ware*

*That the Board:*

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

The motion was **CARRIED**.

## **7 Work Programme update**

Jordan Clear, Mobile Ranger Western, Greater Wellington spoke to the report.

The Board discussed the need to review the agreements between Greater Wellington and Ngāti Toa, in order for the transfer of responsibilities to Ngāti Toa to take place to the extent that Ngāti Toa desires.

*Moved: Duthie / Kirk-Burnnand*

*That the Board:*

1. *Receives the report.*
2. *Approves the content.*
3. *Notes that two Greater Wellington staff have executive approval to receive endorsement from the Board to have a warrant issued.*
4. *Notes the Chair, with agreement from the Board, may also issue warrants to Ngāti Toa staff supported by Ngāti Toa management*
5. *Agrees for a warrant to Jordan Clear, Western Mobile Ranger and Jeremy Paterson, Western Parks Team Leader be issued in order to:*
  - a. *Enforce park bylaws, and*
  - b. *To act on behalf of the Board when undertaking maintenance programmes, and*
  - c. *To exercise the powers conferred by section 93 of the Reserves Act 1977*
6. *Notes the issue of these warrants will be finalised in writing by the Board Chair.*

The motion was **CARRIED**.

**Noted:** The Board requested a report to a future meeting on the transition plan for the next two years.

The Board Chair invited Quentin Duthie to close the meeting with a karakia whakamutunga.

The meeting closed at 10.30am.

Jenny Ngarimu

Chair, Whitireia Park Board

Date:



SUBJECT: Report for Whitireia Park Board meeting

AUTHOR: Zoe Chen, Senior Business Accountant

DATE OF MEETING: 1 March 2024

SUBJECT: **Whitireia Park Board Accounts**

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## 1. Purpose

To present to the Whitireia Park Board (the Board) the management accounts for the period 1 July 2023 to 31 January 2024.

## 2. Income

Income has been received from 1 July 2023 to 31 January 2024:

- \$4,743.75 from Titahi Bay Golf Club for lease of the land
- \$873.95 Gross Interest received on the current bank balance of \$76,259.06.

## 3. Costs

Total costs for the 7 months from 1 July 2023 to 31 January 2024 were:

- \$412.5 for the GST payment for the period ended July 2023.

## 4. Bank Account

The BNZ Bank account balance as at 31 January 2024 was \$76,259.06.

## 5. Recommendation

*That the Board:*

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

Report prepared by:

**Zoe Chen**  
Senior Business Accountant

Report approved by:

**Jack Mace**  
Director, Delivery

**Whitireia Park Board**  
**Statement Comprehensive Revenue and Expense**  
**for the period 1 July 2023 to 31 January 2024**

	2022/23 Full Year	2023/24 YTD	GW Entries 2022/23 Full Year	GW Entries 2023/24 YTD
<b>Income</b>	<b>\$</b>	<b>\$</b>	<b>\$</b>	<b>\$</b>
Water Rates	-	-	3,221	-
Park Concessions	-	-	-	-
Park Camping	-	-	-	-
Lease	5,500	4,125	-	-
Interest	504	874	-	-
GWRC	-	-	168,116	58,162
<b>Total Income</b>	<b>6,004</b>	<b>4,999</b>	<b>171,337</b>	<b>58,162</b>
<b>Less Expenditure</b>	<b>\$</b>	<b>\$</b>	<b>\$</b>	<b>\$</b>
Water rates expense	-	-	4,100	1,417
Sundry	40	-	-	-
Depreciation Expense	1,676	977	-	-
Project Materials	-	-	210	22
Staff Training	-	-	-	-
Chemicals	-	-	-	-
Printing	-	-	1,137	839
Stationery	-	-	-	-
Photocopying	-	-	-	-
Postage & Couriers	-	-	119	-
Councillors' Fees	-	-	-	-
Property Rates	-	-	6,207	5,102
Security	-	-	2,100	8,700
Cleaning & Toiletrie	-	-	8,938	5,506
Refreshments Staff	-	-	-	-
Meeting - Non Council	-	-	-	-
Repairs & Maintenance	-	-	36,859	-
Loose Tools & Minor Equipment	-	-	1,587	-
Leased Plant & Equipment	-	-	-	-
Venue Hire	-	-	-	-
Equipment Hire	-	-	-	-
Advertising	-	-	867	288
Permits & Licence Fee	-	-	-	-
Settlement-Materials & Supplies	-	-	-	-
Contractors - Labour	-	-	8,635	-
Contractors - Machin	-	-	18,418	2,550
Contractors - Constr	-	-	-	9,091
Contractors - Facili	-	-	-	-
GWRC Vehicle Costs	-	-	-	-
GWRC Staff Time	-	-	82,160	24,648
<b>Total Expenditure</b>	<b>1,716</b>	<b>977</b>	<b>171,337</b>	<b>58,162</b>
<b>Net Surplus / (Deficit)</b>	<b>4,288</b>	<b>4,022</b>	<b>-</b>	<b>-</b>

**Whitireia Park Board**  
**Balance Sheet as at 31 January 2024**

	30 June 2023	2023/24 YTD
<b>FUNDS AND RESERVES</b>		
Accumulated Funds	72,916	77,244
Net Surplus (Deficit)	4,329	4,022
<b>TOTAL FUNDS AND RESERVES</b>	<b>77,244</b>	<b>81,266</b>
Represented By:		
<b>CURRENT ASSETS</b>		
Current Account	71,054	76,259
Sundry Debtors	82	82
GST Receivable	-	-
<b>Total Current Assets</b>	<b>71,136</b>	<b>76,341</b>
Fixed Assets	285,806	285,806
Accumulated Depreciation	(279,856)	(280,833)
<b>Total Fixed Assets</b>	<b>5,950</b>	<b>4,973</b>
<b>Total Assets</b>	<b>77,086</b>	<b>81,314</b>
<b>CURRENT LIABILITES</b>		
GST Payable	(198)	8
Sundry Creditors	40	40
<b>Total Current Liabilites</b>	<b>(158)</b>	<b>48</b>
<b>Total Liabilites</b>	<b>(158)</b>	<b>48</b>
<b>NET ASSETS</b>	<b>77,244</b>	<b>81,266</b>



SUBJECT: Whitireia Park Restoration Group update – February 2024

AUTHOR: Lisa Casasanto, Niki Edwards, Chris Gibbons, Rob Hughes, Angus Hulme-Moir, Robyn Smith, Edmund Stephen-Smith, Robert Stratford

DATE OF MEETING: 1 March 2024

SUBJECT: **Whitireia Park Restoration Group update – February 2024**

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## **1. Purpose**

To advise the Whitireia Park Board on the activities of the Whitireia Park Restoration Group.

## **2. Planting 2024**

The Whitireia Park Restoration Group were very happy to receive additional funding from the Te Awarua o Porirua Community Environment Fund to purchase additional plants for the next three years and some replacement tools.

We are keen to help the recovery of the burned area of the park. With this in mind, we have offered to Ngāti Toa via Luke Barnsley and Greater Wellington via Kim Broad, to divert either all or some of our plants to the burned area for the next two to three years. This fire has set the burnt area back 14 years and will increase sedimentation of Onepoto stream and the estuary if not re-vegetated quickly.

We are also very concerned that the many weed species will use the burned area to spread further into the park and into our planted areas. Liquorice plant in particular will overtop young plants and there is a large number of them in the neighbouring area to the burned area. Being a daisy they are wind spread and will take full advantage of the disturbance caused by the fire.

Pampas, boneseed, gorse, Japanese honeysuckle and Climbing Asparagus and karo are other species which will take advantage of the fire. We urge Greater Wellington to invest in weed control in this area to prevent further weed spread into high value areas.



*Liquorice plant burnt, but not dead and ready to seed into the ash*

The group would also like to direct-seed some species into the area before weed species take over the area. On the drier parts, taupata and wharaiki and in the wetter areas, i.e., gullies that were burned, harakeke. Trial of direct seeding in sprayed grass has worked well down at Onehunga Bay wetland.

### **3. Pest animal control**

The trap lines continue to be serviced. We will provide an update on the trap catches in the next report.

### **4. Woody weeds**

All woody weeds in the bay (except gorse) we call Kororā Bay have been controlled. This has been a massive effort mainly by two members of the group, with occasional help from others.



**5. Leptinella nana**

The sites have had a hand weed and have been shaded for the summer.

**6. Administration and Promotion**

The Whitireia Park Restoration Group Facebook page membership has been steadily growing and now has 664 members up from 593 members at the same time last year. This is most likely due to interest in the fire.

**7. Volunteer Hours**

Quarter	Trapping	Seed collection	Weed control	Grant administration	Administration and Promotion
December 2023 to February 2024	Estimated 67	11	36	6	23

**8. Recommendation**

*That the Board:*

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

Report prepared by:

**Lisa Casasanto**

**Niki Edwards**

**Chris Gibbons**

**Rob Hughes**

**Angus Hulme-Moir**

**Robyn Smith**

**Edmund Stephen-Smith**

**Robert Stratford**

Whitireia Park Restoration Group Coordinators



SUBJECT: Report for Whitireia Park Board

AUTHOR: Luke Barnsley

DATE OF MEETING: 1 March 2024

SUBJECT: **Rūnanga Operational Summary**

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## 1. Purpose

To update the Board on work being done by Te Rūnanga o Toa Rangatira (TRoTR) operational team within the park in the last quarter.

## 2. Background

TRoTR has recently stood up an environmental operational team that has been contributing to the Whitireia work programme. The board has asked to hear regular updates on this work.

## 3. Heading

TRoTR staff will provide an oral update at the meeting on 1 March 2024.

## 4. Recommendation

*That the Board:*

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

Report prepared by:

**Name: Duncan Turvey**  
Kaiarahi, Te Tiaki Taiao

Report approved by:

**Name: Luke Barnsley**  
Kaiwhakahaere Te Tiaki Taiao



SUBJECT: Whitireia Park Board Operations report

AUTHOR: David Boone

DATE OF MEETING: 1 March 2024

SUBJECT: **Whitireia Park Board Operations report**

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## **1. Purpose**

To update the Board on operational management of the park and to confirm a Park Board determination to enable officers to temporarily close the park under high risk, critical circumstances.

## **2. Park Ranger update**

Greater Wellington officers have squared off drains adjacent to transmitter road (main access road) to stop vehicles from driving into the park. The potholes and road repairs at the entrance of the park have been resealed.

The trees around the perimeter of the toilets have been trimmed to stop vandals from climbing on the roof.

Te Rūnanga o Toa Rangatira (Te Rūnanga) have taken over the mowing contract and have begun the monthly mowing of the park's amenity areas.

Rangers have installed a fire threat sign at the Thornley street entrance. This will give park users a clear indication of current fire risks at the park. The park ranger will monitor the risk and change the risk status accordingly.

Dirt bikes continue to be a problem in the park and are increasing the fire risk. Local Police have been contacted; however, the police are not able to regularly patrol the park. They recommend that the public and rangers dial 111 immediately after witnessing illegal dirt bikes in the park. Officers are considering improved signage stating that '*dirt bikes are not allowed*' and '*see something, say something*' to encourage better user patrol and informing the Police.

On 31 January 2024, human remains were found on the eastern side of the park. Police were notified by a member of the public who had found the remains while looking for bird nests. The body was removed on 1 February 2024. Rangers worked alongside NZ police throughout

the investigation. It is generally understood that the remains had been in place for 10-15 years. No further information is available currently.

#### *Concession application*

A member of the public has requested to hold a small wedding at the park on 19 April 2024. The ceremony would be an hour long with 10 attendees. They plan to have the wedding on the grass field adjacent to the Onehunga Bay carpark. Greater Wellington and Te Rūnanga are supportive and a recommendation in this report seeks Board approval of this concession.

### **3. Biodiversity management in the Key Native Ecosystem**

#### *Updating the Key Native Ecosystem Operational Plan*

Work is progressing on updating the Key Native Ecosystem Operational Plan for Whitireia Coast. Greater Wellington and Te Rūnanga officers are working collaboratively on this and hope to have it completed by the end of June 2024. The new operational plan will cover the next five years.

#### *Work programme*

Pest animal control across the park is ongoing. A volunteer group that carries out the pest control has continued to operate the network of traps and bait stations and we are grateful for the effort that they put into this work.

The closure of the park following the fire delayed a scheduled quarterly night-time survey for pest animals.

We are making good progress on the year's weed control programme with about half the control work completed. Major work ahead includes follow-up control of several Japanese honeysuckle sites, a survey of the extent of climbing asparagus and helicopter spraying of weeds on the coastal escarpment and in Te Onepoto valley.

Weed control in this year's community planting sites has been completed and we plan to undertake grass spot spraying in March to complete preparations for planting in winter. We are working with the restoration group to alter one of the planting sites as a portion of it was affected by the fire.

### **4. Fire management**

#### **4.1 Current fire risk management**

##### *Fire risk assessment and risk controls*

Officers have sought advice from a fire risk specialist who has provided activity controls with location/vegetation specific trigger points.

These are implemented as follows:

- The controls look at the predominant vegetation type (for example Grass, scrub, slash), then consider the risk of a fire starting and being able to be controlled under specific weather conditions.
- They then consider the risk of sparks being caused by the activity (for example motorised recreation has a lower threshold than walking).
- They also take into consideration visitor safety (how likely it is the user can get out safely should a fire start).
- Officers have been trained in the NZ fire weather system and will be using this training, along with the specialist's advice, to identify when site conditions reach trigger points, and we need to stop certain activities within our parks that increase fire risk.
- In very high, or extreme fire conditions Parks may close access to certain tracks or whole parks.

#### *Fire risk communications*

Information is available on the public Greater Wellington website at: <https://www.gw.govt.nz/parks/wildfires-in-regional-parks/>

Greater Wellington has pre-prepared media releases so that we can move quickly when trigger points are reached and require swift action.

Our comms plan, for if/when we enact any activity restrictions or park closures due to fire risk, includes stages in which senior leadership, the Executive Leadership Team and Councillors will be informed particularly as we approach the need for closures.

#### *January fire event*

The January fire burnt 17 hectares of scrub and regenerating native vegetation. The fire started at 11:00pm on 12 January 2024.

A crisis team of Greater Wellington and Te Rūnanga officers and Councillor Hikita Ropata was quickly stood up to ensure that there was good information flow between all affected parties included Fire and Emergency New Zealand (FENZ). On 12 January at 1:00pm Te Rūnanga Kaimahi team took over the operational side of the fire. Greater Wellington would like to formally thank Te Rūnanga for their mahi.

A few learnings were taken away from the operational response including:

- Development of fire breaks throughout the park proved valuable as the wider, maintained fire break along the top ridge stopped the fire from spreading into the next valley.

- Enabling all rangers to have warranted ability to enforce bylaws on the park.
- Utilising communication technology including Teams chat for internal communication and hand-held radios for communication on site.

#### *Park closure due to current risk*

Greater Wellington officers have been monitoring the fire risk at Whitireia, at the time of writing the report the fire risk is VERY HIGH (orange) and restrictions have been put in place to mitigate the risk.

Restrictions currently in place, as of 16 February 2024, include closing the park to vehicles and all visitors from 1:00pm-9:00pm as this is the time where the fire risk is highest.

Greater Wellington officers will rely on the technical analysis of fire risk undertaken by trained officers to determine next steps and further access restrictions. Without a significant amount of rain in the coming weeks it is likely that restriction will include a full closure of the park.

Since partially closing the park, staff have responded to a number of gate malfunctions with the automatic timer opening the gate and staff have had to ask park visitors to leave.

Provided that the recommendation in this report is approved, that the Board enable part- or full-park temporary closure decisions to be made by Greater Wellington Team Leader, Western Parks, in collaboration with Te Rūnanga o Toa Rangatira – the partial closure of the Park as of 16 February 2024 will be approved by the Board retrospectively, and future park closures will not require Board approval. See section 5 for below.

## **4.2 Post-fire park restoration**

Officers have engaged consultant advice from the author of a 2010 report following a significant fire in the park seeking to capture learnings from the previous restoration work post-fire. Following the recent fire, officers are developing plans for restoration of park vegetation and fire risk reduction actions – through species selection and planned fire breaks.

Officers will commission a follow up report looking at what went well and what could be improved after the 2024 fire. It is clear that spraying of gorse as well as removing higher flammability species should be a key focus of any follow up planting/restoration. We will also consider if there are any fire further fire breaks that need to be established.

Officers will initially look at controlling weeds across the burnt area, then work out a plan for restoration this winter.

## 5. Park management transition from Greater Wellington to Ngāti Toa

Work continues to progress park management handover from Greater Wellington to Te Rūnanga.

Currently, Greater Wellington services the Board under an Agency Agreement (**Attachment 1**) that came into effect in May 2012. The Agency Agreement sets out various roles of Greater Wellington as follows.

The First Schedule of the Agency Agreement identifies that Greater Wellington will provide administrative services including:

- Being the "public face" of the Board
- Arranging meetings in accordance with the requirements of LGOIMA
- Servicing Board meetings
- Processing official information requests made to the Board
- Maintaining the Board's records
- Providing advice to the Board on park governance and management matters
- Providing and maintaining a website for the Board

The Second Schedule identifies that the operational services to be provided and performed by Greater Wellington include:

- Preparation of an annual work plan for Board approval
- Implementing an annual work plan
- Developing a park plan for Board approval in accordance with the Reserves Act 1977
- Providing a ranger service

The Third schedule outlines financial services to be provided.

These services provided by Greater Wellington will remain in effect as transitioning progresses over future years.

For the time being, the focus of transitioning management activities to Te Rūnanga consists of operational aspects of park management. As Te Rūnanga capability and capacity builds it is envisaged that the Agency Agreement may be revised accordingly to reduce the services provided by Greater Wellington.

### *Annual work plan and Ranger Services*

Greater Wellington and Te Rūnanga have collectively identified various aspects of park management and considered Ngāti Toa capability and capacity to accept responsibilities where possible. Timeframes for transition vary as Te Rūnanga capability and capacity needs to grow. Te Rūnanga has identified their interests in Short (1-2 years), Medium (3-5 years) and long term (5-7 years) aspirations of taking over aspects of Park management as indicated in **Attachment 2**.

### *Management Plan services*

A report summarising progress on implementation of the Whitireia Park management plan was presented to the Park Board meeting on the 6 May 2022. This can be found here: <https://www.gw.govt.nz/assets/Documents/2022/05/Whitireia-Park-Board-6-May-2022-order-paper.pdf>

The Treaty and Strategic Relationships Team of Te Rūnanga subsequently presented a report on the 26 August 2022 which outlines key considerations in the revision of the management plan in future. This can be found here: <https://www.gw.govt.nz/assets/Documents/2022/08/Whitireia-Park-Board-26-August-2022-order-paper.pdf>

Relevant actions from both the 6 May, and 26 August 2022 reports will be resurfaced and made visible in the 2024/25 park operations planning.

## **6. Authority to temporarily prohibit public access**

The Reserves Act permits the temporary closure of areas of the park in certain circumstances. The Whitireia Park Management Plan 2016 and Park Bylaws 2016 (<https://www.gw.govt.nz/assets/Documents/2022/05/Whitireia-Park-Management-Plan-2016.pdf>) provide guidance about public access.

The Bylaws, 4(1), page 57, identify that ‘the Reserve must be open to the public except when it is closed in accordance with:

- A. the Reserves Act, or
- B. a determination of the Whitireia Park Board.

For the Park Board to make a determination to close the park the Board must meet in accordance with the meeting requirements of the Local Government Official Information and Meetings Act 1987 (LGOIMA).

The decision to temporarily close Whitireia Park in February 2024 due to emergency response to fire was made informally, and not in accordance with the requirements of

LGOIMA for a formal Park Board meeting.<sup>1</sup> Officers proposed that the Board formalises its decision to close the Park on 12 January 2024, and resolves a process that would enable the full or partial closure of the Park when certain conditions set by way of a Board determination are met (refer to recommendation 4 below).

The meeting requirements of the LGOIMA, which apply to the Board, require that:

- Board meetings are held with a quorum of members physically present.
- there is no provision enabling members to participate in Board meetings remotely<sup>2</sup>.
- Meeting notification requirements that must be observed, subject to provisions enabling Extraordinary and emergency meetings of the Board.

Whitireia Park Management Plan objectives, policies and actions guide and direct public access and threat management activities. In relation to fire threat management, Objective five identifies: *Risks from fire and other human induced/influenced hazards to the park environment and visitors are reduced over time.*

Policy 26, identifies that the Park Board may:

*Temporarily restrict or close access to the park, or part thereof, where:*

*a. Wāhi tapu are discovered or rāhui has been instigated or is deemed appropriate*

***b. There is a danger to public and/or animal health and safety***

*c. Continued access will cause further environmental or cultural degradation or loss of amenity to a particular site or area*

*d. An event or activity has been granted the right to restrict public access as part of its approval conditions*

*e. Park operations require temporary closure including but not limited to park maintenance, pest control*

*f. Restricting access is an obligation under a specific Act, such as the Biosecurity Act, Forest Rural Fire Act or the Public Health Act*

*g. The closure can significantly improve amenity of the area and effectively manage inappropriate activities.*

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<sup>1</sup> Section 155(4) of the Ngai Toa Rangatira Claims Settlement Act provides that sections 31 and 32 of the Reserves Act do not apply to the Board - so only LGOIMA is applicable to its meetings: [Ngati Toa Rangatira Claims Settlement Act 2014 No 17 \(as at 01 July 2022\), Public Act 155 Procedure and meetings of joint board – New Zealand Legislation](#)

<sup>2</sup> This contrasts with the enabling provisions for remote participation by members of local authorities, contained in the Local Government Act 2001.

Policy 27 identifies that the Park Board must:

*Ensure that the public are adequately informed regarding closures, using signage or other media, including an explanation of reasons and the length of time an area will be closed.*

To give park management officers the agility to quickly enact part- or full-temporary closures of the park in circumstances where there is a danger to public and/or animal health and safety, it is proposed the Board extend the interpretation of “*a determination of the Whitireia Park Board*”, in line with Bylaw 4(1) noted above, to include circumstances when the Greater Wellington Team Leader, Western Parks, in collaboration with Te Rūnanga o Toa Rangatira officers have:

- completed a park-specific fire risk assessment consistent with current fire danger assessment procedures and have determined the Park’s fire risk category to be “Extreme”.

And/or

- have chosen to follow Fire and Emergency NZ guidance having identified a period of ‘Extreme’ category fire danger for a wider area including the park.

And/or

- considered necessary management response of a state of local, regional or national emergency, e.g. an active fire event, or a seismic event and a following need to assess critical assets.

## 7. Recommendations

*That the Board:*

1. **Receives** the report.
2. **Approves** to the granting of an appropriate concession for the wedding event noted in Section 1 above.
3. **Confirms** the informal decision to close the park made by Board members on 12 January 2024 as a formal decision of the Board.
4. **Agrees**, for the purposes of a full or partial closure of Whitireia Park, that the interpretation of “*a determination of the Whitireia Park Board*”, in line with Bylaw 4(1) shall include circumstances when the Greater Wellington Team Leader, Western Parks, in collaboration with Te Rūnanga o Toa Rangatira officers have:

- a. *completed a park-specific fire risk assessment consistent with current fire danger assessment procedures and have determined the Park's fire risk category to be "Extreme".*

*And/or*

- b. *chosen to follow Fire and Emergency NZ guidance having identified a period of 'Extreme' category fire danger for a wider area including the park.*

*And/or*

- c. *considered necessary management response of a state of local, regional or national emergency, e.g. an active fire event, or a seismic event and a following need to assess critical assets.*

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# Agency Agreement

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Whitireia Park Board

Greater Wellington Regional Council



*Date: 22/11/2013*

## **PARTIES**

**Whitireia Park Board**

**Greater Wellington Regional Council**

## **BACKGROUND**

On 3 November 2011 Greater Wellington Regional Council assumed interim responsibility for the provision of administrative services to the Whitireia Park Board (the Board). Previously these services were provided to the Board by the Department of Conservation.

This agreement sets out the services that Greater Wellington Regional Council will provide to the Board and the conditions on which the agreement is made.

**IT IS AGREED** as follows:

### **1. Appointment**

The Board hereby appoints, and Greater Wellington Regional Council hereby accepts appointment as the Board's agent to provide and perform the agreed services on the terms and conditions set out in this Agreement, on and with effect from 18 May 2012.

### **2. Greater Wellington Regional Council's duties and responsibilities**

#### **2.1 Agreed services**

In its capacity as agent of the Board, Greater Wellington Regional Council shall:

- a. Provide and perform the agreed services set out in detail in Schedules 1, 2 and 3, as and when required in a timely and efficient fashion with appropriate skill and care;
- b. Provide such other services as may be agreed to be provided and performed for and on behalf of the Board from time to time;
- c. Keep separate records in relation to the agreed services provided and performed on behalf of the Board;
- d. Record any financial transactions forming part of the agreed services provided or performed on behalf of the Board in a general ledger of accounts and report to each meeting on the Board's financial position;
- e. Keep the Board informed of any substantive matters performed and/or arising under this agreement.

## **2.2 Provision of services by Greater Wellington Regional Council**

Greater Wellington Regional Council, as a local authority pursuant to the Local Government Act 2002, may employ any natural person or entity to effect any service required to be provided or performed by Greater Wellington Regional Council under this Agreement.

## **3. Payment of direct costs**

The costs of the following services provided and performed on behalf of the Board by Greater Wellington Regional Council shall be directly charged to the Board's bank account:

- Statutory public notification of meetings and other notifications required under the Reserves Act 1977, Local Government Official Information Act 1987 or any other statute
- Order paper printing and distribution
- Annual financial audit
- Any third party costs directly incurred by Greater Wellington Regional Council on behalf of the Board, with such costs reported to the Board at its next meeting.

All internal costs incurred by Greater Wellington Regional Council in delivering the administrative, operational and financial services specified in the schedules to this agreement will not be charged to the Board.

## **4. Termination**

The appointment of Greater Wellington Regional Council in relation to the Board may be terminated by either party by notice in writing.

## **5. Confidentiality**

Subject to the requirements of the Local Government Official Information and Meetings Act 1987, the Parties to this Agreement shall treat all information received pursuant to this Agreement as strictly private and confidential. If the Agreement is terminated by any of the Parties, each Party will return such information in its possession belonging to the other Party and neither Party will divulge any such information to any third party or use it in any way for that Party's own advantage unless and until:

- a. The information becomes public knowledge otherwise than by the owning Party's own disclosure; or
- b. Either Party is required by law to make the disclosure; or
- c. The owning Party, as appropriate, has consented in writing to the disclosure.

**6. Variations**

**6.1 Consent**

The Parties may, with the consent of both Parties to this Agreement, vary or amend the terms and conditions of this Agreement.

**6.2 Effective Date**

Any such variation or amendment shall be effective from the date on which a deed of amendment effecting such variation or amendment is executed by each of the Parties or on such other date as the Parties may agree.

**7. Governing law**

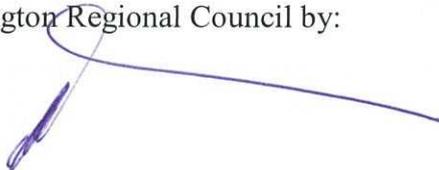
This Agreement shall be governed by, and construed in all respects in accordance with the laws of New Zealand.

**8. Former agreement**

This Agreement replaces the Agreement executed on 18 May 2012.

**EXECUTED** on the date first written above.

**Signed** for and on behalf of Greater Wellington Regional Council by:



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**Nigel Corry**  
General Manager, Environment  
Management

**Signed** for and on behalf of the  
Whitireia Park Board by:



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**Barbara Donaldson**  
Chairperson

## **FIRST SCHEDULE ADMINISTRATIVE SERVICES**

The administrative Services to be provided and performed by Greater Wellington Regional Council at the request of the Whitireia Park Board include:

### **Being the “public face” of the Board**

Greater Wellington Regional Council’s Manager Parks will act as the Board’s Office Manager, dealing with public enquiries on matters relating to the Board. Greater Wellington Regional Council will develop and maintain the Board’s contact details (phone, email, postal address, website).

### **Arranging meetings in accordance with the requirements of LGOIMA**

Greater Wellington Regional Council will publicly notify upcoming meetings of the Board in accordance with Section 46(1) and (2) of the Local Government Official Information and Meetings Act 1987 (LGOIMA). Order papers will be available from Greater Wellington Regional Council’s Wellington office, at the Porirua City Council office in Cobham Court and on the Board’s website (once developed).

### **Servicing Board meetings**

Greater Wellington Regional Council will provide support for the meetings of the Board. This includes taking the minutes of the meetings and providing advice on meeting procedures as set out in the Reserves Act 1977 and LGOIMA. Greater Wellington Regional Council is responsible for holding a Board minute book as a record of proceedings.

### **Processing official information requests made to the Board**

Should the Board receive any requests for official information, the Board’s Office Manager will be responsible for processing each request in accordance with the requirements of LGOIMA.

### **Maintaining the Board’s records**

The Board’s Office Manager will maintain the Board’s records. Board information will be kept separately from Greater Wellington Regional Council’s records.

### **Providing advice to the Board on park governance and management matters**

Greater Wellington Regional Council will provide advice to the Board relating to the Board’s governance responsibilities and park management, including Board bylaws, licences, concessions and leases.

### **Providing and maintaining a website for the Board**

Greater Wellington Regional Council will provide and maintain the Board’s website (either as part of Greater Wellington Regional Council’s website or separately).

## **SECOND SCHEDULE OPERATIONAL SERVICES**

The operational services to be provided and performed by Greater Wellington Regional Council at the request of the Whitireia Park Board include:

- Preparation of an annual work plan for Board approval
- Implementing an annual work plan
- Developing a park plan for Board approval in accordance with the Reserves Act 1977
- Providing a ranger service.

### **THIRD SCHEDULE FINANCIAL SERVICES**

The financial services to be provided and performed by Greater Wellington Regional Council at the request of the Whitireia Park Board include:

- Managing the Board's finances, arranging the annual audit and preparing the annual report
- Processing the Board's accounts payable and accounts receivable
- Collecting revenue related to park leases and licences
- Operating the Board's bank account
  - The Board shall appoint the signatories to the Board's bank account.
- Preparing financial reports.

Activity	Ngati Toa Luke/Ops	Toa maintenance team	Aimee/Mngmnt-Admin	short-term Ngati Toa	Medium-term Ngati Toa handover	Long-term Ngati Toa handover	GW retain responsibility for foreseeable future	Notes
<b>Park Management, Planning and Administration</b>								
Public Enquiries and OIAs	Y/S					x		Official information act shifting over
Compliance (bylaws, permits, )	Y				x			Do a paper for park board surrounding whos to be warrented action- Luke
Concession applications - process and assess the application	S		Y		x			seek approval from park board for concessions, NT need concessions portal
Property Management (fees, licences, leases, Fencing Act notices, etc)	S	Y				x		
Community groups (relationship)	Y					x		GW provides restoration group 3k,
Board Reporting	Y				x			NT to do board reporting
Whitireia Park Management Plan - Plan review	S		Y		x			Nt to create management plan??
<b>Park Operations and Maintenance</b>								
Asset Management Plan		Y				x		Ownership of assets?
Asset Inspection programme		Y				x		
Asset maintenance workflow management		Y				x		
Capital replacement programme (driven through asset management planning)							x	
Asset Revaluation	N	N	N				x	
GIS of assets							x	

Activity	Ngati Toa Luke/Ops	Toa maintenance team	Aimee/Mngmt-Admin	short-term Ngati Toa	Medium-term Ngati Toa handover	Long-term Ngati Toa handover	GW retain responsibility for foreseeable future	Notes
Septic tanks programme	N	N	N				x	with toilet block, who pays, who is responsible
Community Restoration		Y					x	
Re cloaking paptuanuku programme	Y?					x		need to remove, as not GW land
Fire management programme	Y				x			
Staff Health & safety planning reviewing	Y				x			
Public visitor health and Safety management (Temp signage, closures)		Y			x			
<b>Proactive maintenance programme:</b> - Park environs - Routine rubbish and dog poo empties - track maintenance, bridges, boardwalks, culverts - Fencing and gates - cleaning - roads and road culverts - mowing - spraying - signage - amenity areas - Park buildings cleaning, painting, upgrading specific components - Restocking consumables (toilet paper, handwash, brochures etc)	Y	Y					x	
<b>Reactive maintenance:</b> - Graffiti - removal of illegal dumping and vehicles - rubbish removal - facilities maintenance (e.g. clearing blocked toilets)	Y	S?					x	
Post natural event response							x	
Park Security	Y			Y				

Activity	Ngati Toa Luke/Ops	Toa maintenance team	Aimee/Mngmnt-Admin	short-term Ngati Toa	Medium-term Ngati Toa handover	Long-term Ngati Toa handover	GW retain responsibility for foreseeable future	Notes
Contract management and procurement	Y				Y			
Traffic management plans	Y					Y		
Pest animal Control	Y				Y			
Pest plant Control	Y				Y			
Consent Management - applications - monitoring, and compliance with conditions and permitted activities	Y		Y/S		Y			
Visitor/user counters - data collection and unit maintenance							X	

Meeting Mangement servicing of the board  
 accounting services  
*Boards Bank account sig's who manages that?*  
 park planning Management plan.

Assets, are they part of the asset management plan?? Total book values and depreciations  
 Current balance of park board account Zoe Chen??  
 Request a memo in writing on Nagti toa are interested in managing the park to goto the park board,  
 Could speak at the nex tboard meeting,  
 Luke are you speaking about your perspective?