

19 November 2012

Whitireia Park Board

Order Paper for the meeting to be held in the Puna Ora meeting room
26 Ngatittoa Street, Takapuwahia, Porirua on:

Friday, 23 November 2012 at 10.00am

Membership of Board

Jenny Brash
Nigel Wilson

Barbara Donaldson (Chair)

Manu Katene
Reina Solomon

Taku Parai
,

Whitireia Park Board

Order paper for the meeting to be held on Friday, 23 November 2012 at the Puna Ora meeting room, 26 Ngatitua Street, Takapuwahia, Porirua at 10.00am

Public Business

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5 **Whitireia Park Logo and official colour**

Moved

(Brash/ Parai)

That the Board:

1. *Receives the report.*
2. *Notes the contents of the report.*
3. *Approves logo option 1 as the Whitireia Park logo and “Ocean” as the official park colour.*

The motion was **CARRIED**.

6 **Work programme update**

Amanda Cox, Manager, Parks, GWRC, Nigel Corry, General Manager, Environment Management, GWRC and Simon Griffin, Mobile Ranger Western, GWRC, spoke to the report.

Moved

(Wilson/ Solomon)

That the Board:

1. *Receives the report.*
2. *Notes the contents of the report.*
3. *Endorses the shifting of \$4000 of funding from toilet cleaning to fencing projects.*

The motion was **CARRIED**.

Noted: Greater Wellington officers to liaise with Ngati Toa on a short term solution for tidying up the area around the pou.

7 **Accounts for the year ended 30 June 2012**

Nigel Corry, General Manager, Environment Management, GWRC, spoke to the report.

Moved

(Brash/ Parai)

That the Board:

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

3. *Requests officers to provide a report to the next Board meeting on possible options for spending up to 50% of the Board's balance on Park projects.*

The motion was **CARRIED**.

The Chair moved that an additional item be included on the agenda.

8 Smith Family involvement in Whitireia Park

Amanda Cox, Manager, Parks, GWRC, updated the Board on the proposed Letter of Agreement between the Board and the Office of Treaty Settlements which will acknowledge the Smith Family's contribution to the Park and provide a commitment by the Board to on-going recognition.

Taku Parai offered the closing karakia.

The Chair noted that the next meeting of the Board is on 23 November 2012.

The meeting closed at 11.01am.

B H Donaldson
(Chair)

Date:

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Subject: Report for Whitireia Park Board meeting 23 November 2012

Author: Sharon Lee, Parks Planner

Date: 25 October 2012

Subject: Management of Concessions

1. Purpose

To propose a regime for managing concessions at Whitireia Park.

2. Introduction

Over the last few months it has become apparent that greater clarity is needed on how concessions are managed for Whitireia Park. A concession is basically the permission to undertake an activity, which is given through some kind of written approval or agreement. Leases, licences and permits are all examples of concessions that may be given for an activity in a park.

This paper aims to give some background and outline the approvals required for various activities. The paper proposes how short-term, one off concessions should be managed, what fees might be appropriate and the limitation so on the Park Board's powers.

3. Whitireia Park Board appointment

The Whitireia Park Board is appointed to its role to manage and control Whitireia Park under Section 30 of the Reserves Act 1977. This appointment is recorded in the NZ Gazette notice, 1981 page 2330. Note that this is different from vesting land in the Park Board (through Section 26 of the Reserves Act 1977). Vesting confers more responsibility on an administrative body than management and control.

In September 2010, Greater Wellington (GW) agreed to the establishment of an interim joint management board (GW **Report 10.492**). This replaced the former Whitireia Park Board with a board comprising equal numbers of representatives nominated by Ngāti Toa Rangatira and GW. It is expected that following Treaty Settlement that this Park Board will have the same structure.

Previously, the Park Board was serviced by the Department of Conservation (DOC) which covered everything from on the ground management, to concessions, secretarial and

administrative support. In November 2011, the Park Board agreed to grant powers to GW officers to act as servants of the Board, through Section 53(1)(L) of the Reserves Act. Further, on 8 May 2012 a service agreement was approved and signed by the Park Board. GW provides operational, financial and administrative services including advice on concessions. It is important to note that the services that DOC previously provided were broader than what GW provides, by nature of the legislative responsibility held by the Department.

Land holdings at Whitireia Park

Currently, Whitireia Park comprises recreation reserve and Radio New Zealand land. It is anticipated through the Treaty Settlement with Ngāti Toa Rangatira and the Crown that the land holdings will change, and include two historic reserves within the Park.

There are two leases on the Park:

- Radio New Zealand land which is leased to the Crown
- The golf lease area on Radio New Zealand and recreation reserve land

There was previously a grazing licence which was terminated by the Department of Conservation.

4. What powers does the Park Board have?

Under section 107(B) of the Reserves Act the Park Board may, by resolution, agree to bylaws for the Park. The Park Board last amended the Whitireia Park Bylaws in 1997. The bylaws limit the behaviour of the public (as well as animals) to protect both the park and other visitors. The Bylaws have a bearing on the way that some activities are treated, through prohibition, limits or through granting specific approval.

A reserve management plan may be prepared by the administering body under section 41 of the Reserves Act. The current Whitireia Park Management Plan has been in place since 1978.

The Park Board also holds powers as prescribed by section 53 of the Reserves Act which sets out the particular powers of the Minister and the administering body in respect of Recreation Reserves (which is not the whole of the Park). In this respect the Park Board may determine:

- General land improvements (plant, farm, afforest)
- What public recreation activities are appropriate for the park
- Closure periods
- The granting of exclusive use of the reserve but for no more than 6 days consecutively (in this situation, the event organisers can charge admission)

- Erecting stands or structures necessary for the use of the reserve for outdoor recreation
- Areas for camping or parking, provide public facilities and amenities etc

Other Whitireia Park Board powers include:

- section 42, allows for the provision for cutting or destroying trees and bush on recreation reserve, where it is needed for the proper maintenance of the reserve
- sections 78-82, to administer the financial provisions
- section 93 – the enforcement of Bylaws by a ranger, constable, or employee of the Board

Some further clarification is also provided under the Conservation Act, Part 3 Section 170 (4) and (5). No concession is required for recreation activities or events that are not for gain or specific reward. This includes organisations that run events and charge a fee to cover costs but remain not for profit. However, under the 1997 Whitireia Park Board Bylaws, Section 17:

1. No person shall attend or take part in any organised activity including sports, games or picnic within the Reserve, unless the holding of the activity has been permitted in writing by the Board.
2. For the purposes of this Bylaw an organised activity is one that is attended by at least 25 persons.

The Whitireia Park Bylaws in effect, require permission from the Park Board for most organised activities over 25 people, which is a higher bar than under the Conservation Act.

5. Long-term leases

Under section 74, the Park Board may issue licences to occupy (for a period of less than 10 years in duration) for activities such as grazing, gardening and tree felling. This requires public notification and consideration of any objections. It is important to note that the reserve is not vested in the Park Board and, therefore, the Board does not have the ability to offer long term leases (under section 54 of the Act). This must be done by the Minister of Conservation. The golf club lease is one such example.

Long term leases must be applied for through the Minister of Conservation (under section 59A of the Act and Part IIIB of the Conservation Act 1987). Application for a lease would usually be forwarded through to the Department of Conservation who would liaise with the applicant and ensure material to be submitted was correct. The Department of Conservation would then seek the advice of the Park Board on relevant conditions etc. before an application was forwarded to the Minister for approval.

Once approved the lease would usually be administered by the Park Board with arrangements made for rental income to be received into the Board accounts.

6. Short term, one off (or intermittent) activities

Weddings, filming, school visits, sporting events and festivals, guided tours are all examples of short term, one off (or intermittent) activities that may occur at Whitireia Park. These types of activities may involve temporary structures and only run for a few days at most. They may be commercial or non-commercial. These types of activities can be approved by the Park Board and do not require the consideration or approval of the DOC.

The Park Board, acting within their powers, may grant exclusive use of a reserve, such as when a festival is held and the organisers want to limit entry or charge an entrance fee. If for some reason that event was of a size and nature that required exclusive use of the park for a long period of time (such as the filming of scenes from Lord of the Rings) then this would require approval of the Minister of Conservation as well as the Park Board (Section 59A of the Reserves Act).

For ease of administration the most effective solution would be that the Park Board delegates to a nominated member of the Park Board and an officer from GW, the authority to approve these types of events. This practice is followed for other park boards. GW staff would liaise with a potential concessionaire, assess the application under the Whitireia Management Plan and bylaws, before recommending to the Park Board member and a GW officer (for example, the Chair and the Parks Manager) whether the concession should be approved.

At a subsequent meeting, retrospective endorsement would be sought to activities listed on a schedule.

7. Charging for concessions

Currently, the Park Board does not have a policy around charging for activities/events on the Park. Our advice from DOC is that appropriate changes may be included as part of giving permission for an activity/event.

Greater Wellington Regional Council Parks and Forest Concessions Guidelines (last updated in 2008, **Attachment 1**) provide a basis for charging fees.

There are two basic fee types, application and activity fees. Application fees are to assist with the cost of administration for processing an application. Activity fees may be a per person charge or a per day charge. The activity fee revenue generated is for the benefit of the Park, for general maintenance or remedial work. GW's pricing is moderate and consistent with other agencies.

The Concession Guidelines also contain criteria for waiving fees, where activities are specifically for children, non-commercial low impact events or for low-budget filming.

GW runs an online application system where interested persons/groups can apply via the website and the concession/permit is processed by the events advisor in the Parks Department.

8. Recommended position for Whitireia Park Board

It is recommended then, that for the efficient management of events and activities at Whitireia Park that the Park Board agrees that short term, one off (or intermittent) activities are received and processed by GW. These concessions would be processed using Greater Wellington's Concession Guidelines, adapting for the specifics of the Whitireia Park situation. Where the Concession Guidelines refer to a management plan, the relevant plan will be the Whitireia Park Management Plan 1978 and also the relevant clauses of the Whitireia Park Board Bylaws 1997.

The Concession Guidelines were produced in 2008. An amendment is currently being developed for these guidelines, mainly around administrative charges for applications for leases and licences. This will include some minor amendments to make the concessions process more user friendly. It would be expected that the Park Board would also be consulted regarding these changes.

Where the activity is of a scale and nature that it is not covered by the Concession Guidelines, this would require the consideration of the full Park Board and in most cases DOC approval. For instance, grazing licences are not covered by the Concession Guidelines. The Park Board could consider and approve a grazing licence up to 10 years. Leases however, require approval from the Minister of Conservation. A lease would be processed by DOC (with guidance from the Park Board).

Under this regime it is recommended that administration fees (for processing concessions) are received by GW, but any activity fees are retained by the Park Board.

8.1 Management Plan changes in the future

The recommendations in this report can be implemented immediately and will provide a practical basis for operation over this next period.

It is noted however, that the future work programme signals the review of the Whitireia Park Board Management Plan and Bylaws. This paper has highlighted that there will be land tenure / reserve status changes as part of the Ngāti Toa Rangatira settlement with the Crown. It may be prudent then, to wait until the treaty negotiations are completed and any new reserves have been gazetted, before embarking on a management plan and bylaw review.

A future management plan may have more specific direction about concessions. The proposal in this report provides some certainty to concessionaires and the process for the administration of concessions in the interim.

9. Summary

The table below summarises the types of concessions and how it is recommended they will be treated.

Concession type	Authority to approve	Example	Administration
Long term leases (e.g. Section 59A or Section 73)	require approval of the Minister (Board would be involved)	This could be anything from the lease to the golf club through to the major filming	To be processed by the DOC (Hamilton concessions office). Admin fees are charged to the applicant by DOC. Rental is received by the Board.
Licences, up to 10 years (Section 74)	May be approved by the Board	This could be a grazing licence or other farming activity	To be received and processed by GW. Admin fees are charged to the applicant by GW. Rental is received by the Board.
Short term, one off (or intermittent) activities	Approval by a Board member and a GW officer (retrospective endorsement by full Board)	Weddings, filming, school visits, sporting events and festivals, guided tours. May involve temporary structures and only run for a few days at most. They may be commercial or non-commercial.	To be received and processed by GW. Admin fees are charged to the applicant by GW. Activity fees are received by the Board.

10. Communications

The proposed regime for managing concessions at Whitireia Park is a change from current practice and it would be prudent to inform past and potential event and activity organisers, Film Wellington and Porirua City Council.

11. Recommendation:

That the Whitireia Park Board:

1. ***Receives the report***
2. ***Notes the contents of the report***
3. ***Agrees that Greater Wellington receive and process concessions for short term, one off (or intermittent) activities at Whitireia Park***
4. ***Agrees the 2008 Greater Wellington concession guidelines and the fee schedule is used as the standard operating procedure for Greater Wellington in their administration of short term, one off (or intermittent) concessions***
5. ***Delegates responsibility to a nominated Park Board member and Greater Wellington officer, authority to approve short term, one off (or intermittent) activities***

6. *Notes that a schedule of activities will be provided to the Park Board at each meeting for their retrospective endorsement*
7. *Agrees that administration fees will be held by Greater Wellington and activity fees will be included in Park Board accounts*
8. *Agrees that communications are prepared and given to relevant parties regarding concessions management at Whitireia Park.*

Report prepared by:

Report approved by:

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Parks Planner

Luke Troy
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Report approved by:

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Attachment 1: Parks and Forests Concessions Guidelines 2008 [Doc#542607-V4]



greater WELLINGTON
REGIONAL COUNCIL

Greater Wellington Regional Council

Parks and Forests Concessions Guidelines 2008

FOR FURTHER INFORMATION

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Appendices

1	Concession and permit fee structure
2	Definitions



Map 1 - Greater Wellington Regional Council's Parks and Forests' lands [excludes Hutt River Trail]

NB: Please note that the current water collection areas, as annotated above on Map 1, are subject to water operation requirements and thereby public access is restricted.

1. Introduction to concessions

1.1 What is a concession?

A concession is an official authorisation for an individual or group to undertake an activity and/or event on land owned and/or managed by Greater Wellington Regional Council (GWRC).

A concession provides a:

- Legal right to carry out an activity/event on lands owned and/or managed by GWRC.
- Formal relationship between the concession holder and GWRC, ensuring that both parties are aware of their obligations.

Concessions include the following:

- Short-term activities/use in the Region's parks and forests, including all permits.
- Long-term activities/use in the Region's parks and forests, including all leases, licences and easements.

Leases

Provide exclusive rights to occupy buildings or a specified area of land. Leases are granted according to the relevant provisions of the *Reserves Act 1977*, *Local Government Act 2002* and/or *Wellington Regional Water Board Act 1972*. They require approval by GWRC or one of its Committees. Where an activity is not provided for in a park-specific management plan, the public will be notified by means of consultation. Where an activity is already provided for in such a plan, public notification will be at GWRC's discretion and may require resource consent or permits from other authorities.

Licences

Give the right to occupy or work in an area but not necessarily to the exclusion of the public or other licensees. Licences may allow temporary modifications to the land such as relocatable buildings, campsites or facilities and are granted according to the relevant provisions of the *Reserves Act 1977*, *Local Government Act 2002* and/or *Wellington Regional Water Board Act 1972*.

Permits/Consents

Provide a written authority for entry or to enable an activity or event to be undertaken in an area for a limited time period. Permits are required for all managed and restricted activities in each individual park or forest management plan. They may be low impact, medium impact or high impact. Criteria for assessing permits are included in these guidelines.

Easement

This gives a right of access over or through land and may allow for the installation of pipelines, cables or overhead wires or other utility services.

1.2 Why charge fees?

1.2.1 General

GWRC, as landowner and/or manager, has the right to charge entry fees into parks and forests under the *Local Government Act 1974*, *Local Government Act 2002* as provided for in the Parks and Forests bylaws, and the *Wellington Regional Water Board Act 1972*. Under the *Reserves Act 1977*, GWRC may prohibit or regulate the carrying out of any trade, business or occupation within the parks and forests of the Region provided the land has reserve status.

The use of a park or forest over and above casual use can result in greater environmental impacts because of an increased intensity of use and can also result in significant social impacts or cultural effects. Other factors, such as the time of year or exclusive use of an area, can also result in impacts on the park/forest and other users.

Access to GWRC's parks and forests is free for casual visitors. Any low impact/non-commercial activity/event with 30 participants or less is considered to be casual use of a park or forest, so no fees will be charged. Also, appropriately, fees shall be waived for schools and college students (or for those under 19).

Concessionaires are required to pay concession fees for the privilege of obtaining commercial or other benefits from public land.

Bond payments are required as a guarantee of concessionaire performance and as a cost recovery mechanism if the concessionaire fails to comply with the conditions as set out in the concession agreement.

This is whereby activity results in more than minor impacts to the park/forest, for example:

- Failure to clean up rubbish/paint/course markings.
- If keys are not returned/broken locks on gates.
- If the concessionaire fails to pay activity fees.

The bond monies are used to act as insurance and cover any additional costs that may have been incurred because of the activity taking place.

Charges set for commercial and non-commercial recreation by the Department of Conservation and Auckland Regional Council has been used as a benchmark. Commercially acceptable rates will apply to commercial use to avoid or minimise any ratepayer subsidy of private gain.

1.2.2 Commercial versus non-commercial events and activities

Upon application, an event or activity will be assessed to whether it is commercial or non-commercial. To ensure non-commercial activities remain non-commercial in nature, GWRC may require applicants to demonstrate evidence of this and to sign a disclaimer.

The definitions are as follows:

A commercial activity includes:

- An activity where the purpose is to operate a business and/or obtain profit or gain from its operations utilising GWRC's parks and forests.
- Conducting a trade, business or occupation on GWRC owned or managed land.
- Profit and private benefit involved.

A non-commercial activity:

- Includes an activity for where a private individual, club or any organisation will not generate profit or gain from the use of GWRC's parks and forests.
- Has greater than 30 participants (with the exemption of motorised recreation).
- Is subject to standards terms and conditions for use of parks/forests.

1.3 When is a concession required?

1.3.1 Short-term concessions

A concession will be required where:

- The use of GWRC land is used for more than just casual use, i.e. more than 30 people undertaking a particular activity.

Table 1 on page 5 outlines for each activity as to whether a permit or a streamlined/full concession is required. Examples of what concession is required for a variety of activities is as per below. As from the table, it is assessed that:

- Horse riding events with less than 30 horses or competitors will require a permit from the ranger or Upper Hutt depot.
- Non-commercial activities with less than 150 people will require a streamlined concession by a Park Ranger or Upper Hutt Depot.
- Commercial motorised recreation activities, horse riding events (>30) and all non-commercial activities greater than 150 people will require a full concession from Wellington head office because of the impacts of the activity on the park or forest.

1.3.2 Long-term concessions (leases, licences, easements)

For all activities/operations that involve ongoing use/activity of GWRC land, including grazing, occupation and other long-term land use, the public may be granted a lease, licence or easement. Long-term concessions are generally considered to be greater than two years.

1.4 Assessment of concession applications

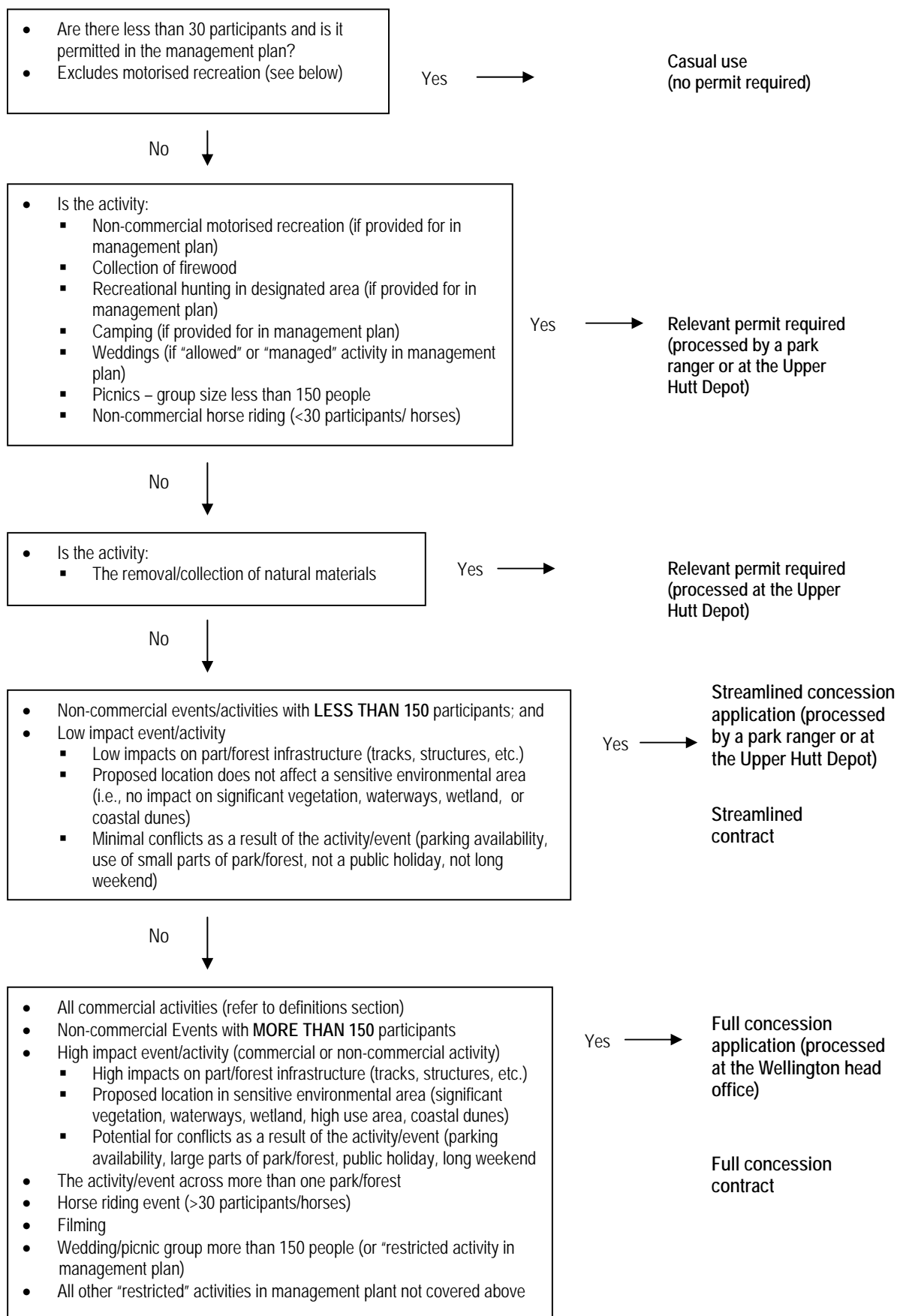
GWRC aims to have a process that is fair and equitable, for both new and renewed permit applications, based on good information and predetermined criteria, and implemented in a manner consistent with the purpose and objectives of the management plan for the park/forest and other relevant statutes.

In assessing the proposed activity, we assess the level of impact of the proposed activity, the objectives and policies in the other parts of the management plan, and the specific guidelines as set out in this document. Each concession application is assessed for its compatibility with the objectives of the parks or forests as set out in the relevant management plan. Concession applications that are incompatible with these objectives may not be granted.

Some decisions on applications for concessions are made by GWRC staff, while others may require Council decisions or, in specific circumstances, be referred to the Minister of Conservation (for Scenic Reserves). Public and iwi comment may also be required for long-term concessions, e.g., leases and licences.

The public notification process involves the concession proposal being advertised and a period being specified in which written submissions can be sent to GWRC for consideration, and may involve a hearing from which the public has the right to attend to it.

Table 1 – Flow chart to determine whether a permit or a streamlined/full concession is required



Non-commercial events

		Number of participants	
		31-150	150+
Impact	LOW (minor effects)	Streamlined concession	Full concession
	HIGH (significant effects)	Full concession	Full concession

Commercial events

		Number of participants
		All
Impact	LOW (minor effects)	Full concession
	HIGH (significant effects)	Full concession

2. Policies

2.1 General

- Policy 1: To require all short-term concession applications to be received at least 15 working days prior to the event taking place.
- Policy 2: To set conditions for short-term concession contracts and long-term concession contracts as considered necessary for the protection of the parks and forests, and the protection and control of casual users and visitors.
- Policy 3: All applications for concessions may be approved in full or with conditions, or declined by GWRC.

Explanatory note

A minimum 15 working days ahead of any event is required to make sure that the activity/event does not clash with anything else in the particular park or forest. Urgent concession applications may be accepted but there will be a surcharge.

2.2 Applications for concession

2.2.1 Short-term concessions

- Policy 4: To consider applications for short-term commercial activities in GWRC parks and forests, subject to conditions and a fee specified in the concessions fee structure.
- Policy 5: To manage the impacts of short-term commercial activities within the GWRC parks and forests to maximise community benefit, whilst avoiding or minimising detrimental impacts.
- Policy 6: To ensure that short-term commercial activities are compatible with the park or forest's character and values, while managing potential conflict with other casual users of the GWRC parks and forests.
- Policy 7: To consider short-term non-commercial activities/events in the GWRC parks and forests, subject to the criteria in Table 1 as per the concessions fee structure.

2.2.2 Long-term concessions

- Policy 8: To consider applications for long-term activities in the GWRC parks and forests on a case-by-case basis, subject to the provisions of the *Reserves Act 1977*, the *Wellington Water Board Act 1972* and all other relevant legislation, GWRC policy, plans and strategies.
- Policy 9: To consult with iwi on all long-term concession applications in the GWRC parks and forests.

- Policy 10: To determine, in each particular circumstance, the terms and conditions upon which long-term concessions will be granted, and when appropriate, shall be subject to the provisions of the *Reserves Act 1977* and subject to further provisions as set out of the First Schedule to the Act (refer to appendix 3 for policy implementation from the *Regional Parks Network Management Plan*).
- Policy 11: The initial basic rate for long-term concessions (leases/licences) for where there are no applicable existing leases and licences by a registered valuer, will be assessed in light of the market of any equivalent leases and licences categories.
- Policy 12: Rental reviews for all long-term concessions shall take place every three years. The basis of rental reviews shall be assessed in accordance with market information. For where this is not available, rental reviews shall be assessed in accordance with the movement of the Consumer Price Index over a three year period. Easements are generally not subject to a review.

2.2.3 Facilities

- Policy 13: To impose a user fee on an individual or group where the privilege of access to any part of a park or forest, its facilities or buildings is granted to such an individual or group to the exclusion of the general public, including:
- Picnics
 - Camping
 - Ken Gray Education Centre facility
 - Stratton Street building facility

Explanatory note

It is considered appropriate to charge a fee for the privilege of exclusive use of an area within a park/forest. This is primarily by permit and is dealt with by the Ranger. In the case of forest users, a bond may be required for keys.

2.2.4 Filming/Photography

- Policy 14: To encourage and provide for commercial filming and photography concessions in the GWRC parks and forests in a manner that protects and preserves the character and values of the parks and forests. These commercial filming and photography concessions shall be subject to an assigned activity fee as per the concessions fee structure.
- Policy 15: To waive the application fee for low-budget films or for films undertaken by students for educational purposes at the discretion of the Manager, Parks.

Explanatory note

To waive the application fee for low budget films or for films undertaken by students is to provide consistency with the principles of the New Zealand Local Government Filming Protocol. The fee waiver would only apply to low-budget films where written evidence is provided to demonstrate that the film is of a low budget status.

2.2.5 Motorised recreation

Policy 16: To impose a user fee on all motorised recreational users of parks and forests, subject to an assigned activity fee as per the concessions fee structure.

Explanatory note

Motorised recreation is a high-impact activity. Therefore, it is considered appropriate to charge an activity fee.

2.3 Fees/Waivers

Policy 17: To waive fees for any non-commercial event associated with school or college aged children (<19 years of age).

Explanatory note

GWRC considers that it has a responsibility to encourage school aged children into the Region's parks and forests and to promote education in these areas. Fees will be waived for all school and college aged children undertaking activities that require a concession.

School and college groups should be able to use and enjoy the parks and forests of the Wellington Region for free and with the services of rangers in order to foster environmental and cultural/heritage awareness with younger generations and help GWRC achieve its environmental objectives.

2.4 Health and safety

Policy 18: To require a health and safety plan to be submitted with all concession applications for all events/filming and activities.

Explanatory note

The Health and Safety in Employment Act 1992 requires that all employers develop emergency procedures and that emergency procedures and plans are in place to help minimise loss and ensure the safety of staff, participants and volunteers.

Under the Occupiers' Liability Act 1962 GWRC must demonstrate a common duty of care to ensure that in all the circumstances that visitors/park users will be reasonably safe in using the premises for the purposes for which he is invited or permitted by the occupier to be there. Public safety is a key management issue with implications on both event and concession management.

The event organiser is responsible for ensuring that the health and safety plan is followed and that there is a compliance with the requirements of the Health and Safety in Employment Act 1992.

See Department of Conservation guidelines on safety plans - (<http://www.doc.govt.nz/upload/documents/about-doc/concessions-and-permits/concessions/concessionaire-safety-plans.pdf>)

2.5 Traffic management

Policy 19: To require an audited traffic management plan in accordance with Transit New Zealand's Code of Practice to be submitted with all concession applications when the event planned will:

- Close off a road to vehicular traffic.
- Disrupt vehicular traffic in any way (i.e., stopping or slowing traffic flow it for a period of time).
- Block a footpath to pedestrian traffic resulting in pedestrians needing to find an alternative route around the filming activity of the event.

Explanatory note

There is always a safety risk when conducting an activity on or near the road. To obtain a traffic management plan, or to find out if you would need one, you will need to contact an outside traffic management company (GWRC does not prepare traffic management plans).

2.6 Public liability

Policy 20: To require written confirmation from all short-term concession holders that they hold current public liability insurance policy cover.

2.7 Business plan requirements

Policy 21: To require a business plan to be submitted with concession applications for all long-term (two years plus) large-scale commercial events.

Explanatory note

Many events and concessions fail within the first year of operation. Of the many factors that might lead these businesses to fail are factors like poor planning.

A business plan should be a prerequisite for all large-scale commercial events. A well planned event or concession is not only likely to be more successful but should have fewer impacts.

2.8 Concession renewals

Policy 22: To provide existing short-term concession holders with the opportunity to renew their concession, subject to meet the following assessment criteria:

- (1) Applications to be received by GWRC no less than two months prior to the expiry of the current concession.
- (2) Scale, frequency, party size, location is the same or has less impact than what is permitted in the existing concession.
- (3) The activity will continue to comply with all relevant Council policies, bylaws and management plans.
- (4) The activity will not result in any more than minor environmental/social/cultural effects.
- (5) The concession has performed well during the duration of the concession and that there has been no complaints, damage, breaches of concession.
- (6) There are no outstanding financial balances with GWRC.

Policy 23: To assess the renewal of long-term activities/uses on a case by case basis subject to the provisions of the *Reserves Act 1977*, the *Wellington Regional Water Board Act 1972* and all other relevant legislation, Council policy, plans and strategies.

Policy 24: All long-term concession holders cannot assign or transfer a lease without the prior written consent in writing from GWRC.

2.9 Monitoring of concessions

Policy 25: To undertake an audit monitoring of concessions, subject to the following assessment criteria:

- The assessment of impacts on the parks and forests caused by any activity; and
- The implementation of further controls through conditions on concessions that are necessary to protect and preserve the values of the park/forest and/or manage conflict of other use; and
- Whether or not the activity/event is relevantly deemed appropriate in light of relevant Council policy and strategy.

Policy 26: To consider the performance of concession holders when assessing renewal applications for concessions, as outlined in Policy 22.

Policy 27: To monitor the performance of short-term concession holders through the use of:

- Concessionaire feedback forms
- Ranger post-event assessment forms

Policy 30: To monitor outstanding financial balances of concession holders on an ongoing basis.

Appendix 1

Concession and Permit fee structure

Concession and permit fee structure

Activity	Fees (all inclusive of GST)
<p>Concessions application fees</p> <p>Commercial new applications</p> <p>Non-commercial and over 150 participants (refer to definitions section)</p> <p>NB: To ensure that these non-commercial activities remain non-commercial, GWRC will require them to demonstrate evidence of this and to sign a written disclaimer.</p> <p>Renewal applications</p> <p>Urgent applications</p> <p>Applications for activities or events that is shared with other multiple ownership of public lands (e.g., Department of Conservation land or Wellington City Council land).</p> <p>For any non-commercial events/activities exclusively associated with school or college aged children (<19 years).</p> <p>Film activities undertaken by students for educational purposes</p> <p>Film activities of a low budget</p> <p>NB: To ensure that a film is of a low budget status, GWRC will require them to demonstrate evidence of this (to include a budget plan) and to sign a written disclaimer.</p>	<p>\$175 non-refundable application fee for new applications.</p> <p>\$50 non-refundable application fee for new applications.</p> <p>\$50 non-refundable application fee for renewal applications.</p> <p>\$250 for urgent applications (received less than 15 working days before event/activity take place)</p> <p>At a pro rata fee rate according to the land use of other public lands (i.e. Rimutaka Rail Trail)</p> <p>Fee waiver (Nil)</p> <p>Fee waiver (Nil)</p> <p>Fee waiver (Nil)</p>
<p>Bonds</p> <p>Non-commercial activities/events (greater than 30 participants)</p> <p>All commercial activities/events</p>	<p>At discretion of Ranger, dependent on level of impact and displacement to other users</p> <p>Minimum \$200 and up to \$2,000, dependent on level of impact and displacement to other users</p>
<p>Ranger assistance costs [above normal duties] - at the discretion of the Ranger</p>	<p>\$50/hour for Ranger time</p> <p>\$80/hour for Ranger and vehicle</p>
<p>Commercial activities (to include running, orienteering, mountain-biking, guided tours etc)</p>	<p>\$5 per participant – full day (<4 hours duration)</p> <p>\$2.50 per participant – half day (>4 hours duration)</p>
<p>Non-commercial activities/tours over 150 participants</p>	<p>\$5 per participant – full day (<4 hours duration)</p> <p>\$2.50 per participant – half day (>4 hours duration)</p>
<p>Festivals/Events</p>	<p>10 percent of gross receipts of the festival/event and any associated mobile traders or;</p> <p>\$2 per person charge (for whichever is appropriate) to the event or festival.</p>
<p>Commercial passenger vehicle conveyance</p>	<p>\$2 per person</p>
<p>Horse riding – events and trekking (greater than 30 horses and people)</p>	<p>Events \$5 per person</p> <p>Rally/practice \$3 per person</p>
<p>Motorbike and trail bike permit (Commercial)</p>	<p>\$15/bike full day</p> <p>\$10/bike half day</p>
<p>Motorbike and trail bike permit (Non-commercial)</p>	<p>\$20 for a 12 month permit.</p>
<p>4WDs/Motorised vehicles</p> <p>All commercial events</p> <p>Non-commercial club events</p>	<p>\$40/vehicle full day</p> <p>\$25/vehicle half day</p> <p>\$15/vehicle full day</p>
<p>Picnic areas or space reservations for groups</p>	<p>\$20 per group minimum, up to 20 people</p> <p>\$1 per person for groups >20</p> <p>\$500 weekend flat rate (Fri-Sun) for marquees</p> <p>NB: No booking fee but you must reserve a space with the Ranger</p>

Activity	Fees (all inclusive of GST)
Weddings (All categories) Ceremony only Ceremony and function	\$200 \$500 (plus bond at discretion of Ranger)
Filming/Photography Advertising commercials Television other than news/current affairs Conservation/educational/recreation promotion News/current affairs Commercial still photography Feature Films Full Day Half Day 2 hours Greater than 10 days Low budget films/low budget commercial still photography NB: To ensure that a film is of a low budget status, GWRC will require them to demonstrate evidence of this (to include a budget plan) and to sign a written disclaimer. Films undertaken by students for educational purposes Preparation and cleanup costs	\$400/day \$400/day \$400/day However, nil if for non-commercial purposes (must demonstrate written evidence if non-commercial) Nil \$300/day \$400/day \$250 for half day \$200 for 2 hours Rates to be negotiated at discretion of Manager, Parks according to its impacts. Activity fee waiver at discretion of Manager, Parks on a case by case basis Activity fee waiver at discretion of Manager, Parks Negotiated, depending on size and nature of filming. All actual costs are to be met by the concessionaire.
Schools	School groups have free access with ranger time for first 2 hours and then Ranger time at \$30/hour after that. Vehicle costs (if needed) to apply after first 2 hours. For school/college related events refer to fee waiver activities.
Special Interest Groups , e.g., Forest and Bird, historic societies, conservation groups, botany clubs, universities (this does not apply to formal research programmes, e.g., scientific and archaeological research)	Free access. First 2 hours free with Ranger. \$50/hour Ranger time after first 2 hours. Vehicle costs may apply.
Park facilities Ken Gray Education Centre Stratton Street barn	\$50 booking fee Bond may be required
Mobile traders , e.g., coffee cart, hot dog stand, bike shop stand, etc.	A one-off will have a minimum per session charge of \$10. Casual, or occupation less than a 12 month period according to the operational period, is to be negotiated at discretion of Manager, Parks. For a 12 month period or more – A minimum of \$100, which is to be negotiated at discretion of Manager, Parks.
High impact collecting and research permit	\$100 deposit
Beehives	Fees to be negotiated at discretion of Manager, Parks.
Camping permit	\$5/adult/night \$2/child/night under 16 years of age (if unsupervised, particularly 14-16 years old, adult rates apply)
Firewood permit	\$25 (per weekend)
Hunting permit	Nil

Activity	Fees (all inclusive of GST)
Independent groups	Free access \$50/hour Ranger interpretation (if requested)

Appendix 2

Definitions

Definitions

Casual use	<ul style="list-style-type: none">• All non-commercial activities/uses with less than 30 participants resulting in low impacts
Commercial activity	<ul style="list-style-type: none">• Conducting a trade, business or occupation on GWRC owned or managed land• Profit and private benefit involved• Is an activity where the purpose is to operate a business and/or obtain profit or gain from its operations utilising the GWRC parks and forests
Easement	<ul style="list-style-type: none">• This gives a right of access over or through land and may allow for the installation of pipelines, cables/overhead wires or utility services
High impact activity	<ul style="list-style-type: none">• Activities considered resulting in more than minor environmental/social effects• In considering whether an activity is “high impact”, the following factors will be taken into account:<ul style="list-style-type: none">▪ Size of group▪ Location▪ Duration▪ Time of day▪ Season or time of year▪ Infrastructure conditions▪ Environmental conditions▪ Sensitive of the site▪ Level of public interest▪ Regional signification of proposed activity/event, e.g. golf courses, major sporting events, shooting ranges
Lease	<ul style="list-style-type: none">• This provides exclusive rights to occupy buildings or a specified area of land. Leases are granted according to the relevant provisions of the <i>Reserves Act 1977</i> and/or <i>Wellington Regional Water Board Act 1972</i>.
Licence	<ul style="list-style-type: none">• This gives the right to occupy or work in an area but not necessarily to the exclusion of the public or other licensees. Licences may allow temporary modifications to the land, such as relocatable buildings, campsites or facilities. Licences are granted according to the relevant provisions of the <i>Reserves Act 1977</i> and/or <i>Wellington Regional Water Board Act 1972</i>.
Low impact activity	<ul style="list-style-type: none">• Activities considered resulting in little or no significant environmental/ social impacts
Permits	<ul style="list-style-type: none">• A written authority for entry or to enable an activity or event to be undertaken in an area for a limited period.• In the GWRC forest areas, such as Akatarawa or Pakuratahi Forests, public access is restricted. The areas are operational, and health and safety matters need to be addressed.
Non-commercial activity	<p>Includes:</p> <ul style="list-style-type: none">• An activity for where a private individual, club or any organisation will not profit or gain from the use of GWRC's parks and forests• Has greater than 30 participants (with the exemption of motorised recreation)• Subject to standard terms and conditions for use of parks/forests

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Subject: Report for Whitireia Park Board meeting 23 November 2012

Author: Mike Ulrich, Biodiversity Coordinator

Date: 25 October 2012

Subject: Biodiversity Area Plan for High Value Biodiversity areas of Whitireia Park

1. Purpose

This report provides the Whitireia Park Board with update on progress in preparing a biodiversity area plan for Whitireia Park, and invites the Board to comment on key issues, threats and opportunities to manage biodiversity on the park.

2. Background

One of the goals in Greater Wellington Regional Council's Biodiversity Strategy is to protect high value biodiversity areas in the Wellington region. To achieve this goal a biodiversity area management programme is being developed. With the approval and involvement of landowners of high value biodiversity areas operational plans will be developed to establish a programme to actively manage biodiversity through such measures as fencing, pest control and revegetation.

Greater Wellington Biodiversity Department has started the first stages of developing a Biodiversity Area Plan (BAP) for areas of Whitireia Park identified as having high biodiversity values. The BAP will describe the biodiversity values contained within these areas, the threats to those values and the actions required to manage these threats. The management actions are likely to include pest plant control, pest animal control, stock exclusion and revegetation. The BAP will cover a ten year period.

The objectives of the BAP and management actions will need to be consistent with the Whitireia Park Management Plan.

The first stage of the Plan which is underway includes collating information, discussing desired objectives of the Plan with Ngati Toa and Greater Wellington Parks Department, and identifying key management requirements. A draft of the Plan will then be prepared for further discussion with the management partners and comment from major stakeholders. It is anticipated that a draft Plan will be available for approval by the park Board at their next meeting in February 2013.

3. Whitireia Biodiversity Area Plan

3.1 Scope of the BAP & Relationship with other Programmes

The Whitireia Biodiversity Management Area includes all of the high value biodiversity areas identified on the park including the coastal escarpments, dunelands and Porirua Harbour edge within the park boundary, and the Onepoto estuary and stream (Figure 1).

There are other areas of lower biodiversity value on the park, which have been recognized as areas to retire from grazing and facilitate native regeneration in the Whitireia Park Sustainable land Use Plan (SLUP).

Whitireia Park also falls within the boundaries of the Porirua Catchment project where the objective is to restore the ecological values and water quality of the regionally significant Porirua Harbour (including the Onepoto Arm and Pauatahanui Inlet), principally through reduction of sediment input from the catchment.

It is proposed that the scope of the Whitireia BAP include management objectives and actions for all areas identified as being of high biodiversity value on the park. Further it is proposed that recommendations be made on the management of adjacent areas and issues that impact on biodiversity within the high value area.

3.2 Biodiversity values

There are three principal reasons why parts of the Whitireia Park have been identified as being of high biodiversity value:

- **It is a key native ecosystem.** The Whitireia coastal escarpments have been identified as a significant ecosystem type. The Onepoto estuary is one of very few estuaries in the region. All wetlands are now classed as significant in the recent RPS. The northern dunes are the largest dune system found in Porirua City. All dunelands are now classed as significant under the recent RPS.
- **It is habitat of threatened species.** The coastal escarpment is home to several nationally and regionally threatened plant species such as *Leptinella nana*, *Melictus crassifolius*, *Hebe elliptica*, *Carex obture*.

There is the potential to establish burrowing seabird habitat, and improve the shoreline for threatened coastal birds such as New Zealand dotterel.

- **It is an ecological connection.** Whitireia Coast is an important ecological linkage, providing a stepping stone for birds between Zealandia (Karori Sanctuary) and Kapiti as well as being first port of call for birds from Mana Island. It has the potential to be an important link to a critical source site that is earmarked for the Porirua Scenic Reserve/ Colonial Knob/ Pikarere/ Titahi Bay Coast landscapes.

- **The area is also of cultural significance** - Kupe's stone and kumara terraces have been identified within the Biodiversity Management Area.

3.3 Threats to biodiversity

The biodiversity at Whitireia Park has been severely degraded and requires active management to restore biodiversity to its former condition. The causes of degradation have been stock grazing, pest plant and animal invasions, and fire. Uncontrolled dogs are a risk to native birds, especially coastal birds. Motorised vehicles especially motorbikes accessing the dunes and harbour edge destroy coastal vegetation, and disturb birds.

Stock grazing is currently removed from the park, and a proposal to resume grazing as a fire management tool will not include grazing in areas of high biodiversity value.

Fire continues to be a risk to biodiversity but an active fire prevention programme by parks staff, as well as facilitation of native regeneration in areas formerly covered in gorse will reduce the fire risk.

Plant and animal pests are an ongoing threat to biodiversity on the park, and will require commitment of ongoing resources to fund their removal or control to low population densities. The suite of pest animals to control and level of control will depend on what objectives are set to restore fauna and plants formerly present on the park.

Control of dogs and prohibition of vehicles in coastal areas within the park will also be required.

3.4 Opportunities to protect and restore biodiversity

Table 1 below outlines projects that will protect and improve biodiversity values within Whitireia Park. The overall focus is on reducing the threat to biodiversity and facilitating regeneration of native vegetation.

Figure 1



Whittireia Biodiversity Management Area

Table 1: Proposed Management Actions to protect biodiversity in the Whitiireia Biodiversity Management Area

Issues	Activities	Output objectives	Outcome Objectives
1. Community Engagement and Communication	Stakeholder consultation & information sharing	Consultation with stakeholders on the development and implementation of the biodiversity management programme on the park	Growing participation by stakeholders and the community in management of biodiversity at Whitiireia Park
	Community engagement	Opportunities for the community to manage biodiversity on-site provided	
	Biodiversity information	Interpretation and instruction signs installed	
Information on biodiversity values and management and Whitiireia provided on websites (Nature Space, GWRC, PCC)			
2. Iwi Partnership- Participation	To add	To add	To add
3. Re-establishment of native vegetation cover	Pest plant control	Pest plants controlled to levels that minimise impact on native vegetation persistence and establishment	Increase in native vegetation cover within the BMA by 50% by 2022
	Stock exclusion	Stock excluded or fences built	No damage or loss of cover to native vegetation from stock as from 2012
	Pest animal control	Browsing pest animals (possums and rabbits) controlled to levels that minimise impact on native vegetation persistence and establishment	Palatable native plant species have increased in abundance and distribution by 2022

Issues	Activities	Output objectives	Outcome Objectives
	Revegetation	Planting of native pioneer plant species at sites within the BMA currently with little native cover	Native species canopy closure achieved in the planting areas by 2022
		Planting of native plant species to provide seed sources for future canopy cover	Increase in the diversity of native canopy plant species by 2022
	Motorised vehicle exclusion	Unauthorised vehicles have been excluded from just before the rocky platform at "The Narrow" on the road west of Onehunga Bay. Unauthorised vehicles are unable to drive in high value areas within the park.	No damage or loss of cover of native vegetation from motorised vehicles as from 2013
		Fire risk minimised through appropriate park management	Low fire risk native vegetation cover established on the park in all high fire risk areas by 2022
4. Protection of native fauna populations	Pest animal control	Predatory pest animals (possums, mustelids, rodents, feral cats, hedgehogs) controlled to levels that support healthy native fauna populations	Increase in diversity and population size of native lizard and bird species.
	Motorised vehicle exclusion	Unauthorised vehicles have been excluded from just before the rocky platform at "The Narrow" on the road west of Onehunga Bay. Unauthorised vehicles are unable to drive in high value areas within the park.	No disturbance of native fauna from motorised vehicles as from 2013
		Dogs excluded or under control (on leash) in coastal areas (including harbour edge)	No disturbance of native fauna especially birds from dogs as from 2014
5. Threatened plant recovery & native plant	Intensive habitat management at threatened plant sites	Remove competition from weeds around threatened plants currently present in the area	Threatened species freely seeding into new sites to establish self-

Issues	Activities	Output objectives	Outcome Objectives	
species re-establishment			sustaining populations by 2022	
	Re-introduction of flora	Re-introduction of native plants formerly present in the area (includes threatened species)	Restore ecosystem function by establishing self-sustaining populations of native plant species formerly present in the area by 2022	
6. Native fauna recovery & re-establishment	Pest animal control	Integrated pest animal control to zero population density or low levels of population density where re-introduction of fauna is proposed	Increased in diversity and abundance of native birds and lizards in the area by 2022	
	Intensive habitat management	Creation of breeding habitat - native vegetation cover and artificial burrow establishment	Establishment of a self-supporting population of speargrass weevil achieved by 2022	
	Re-introduction of fauna	Transfer, release and intensive management of seabird-coastal birds		Initial establishment of breeding colonies of shearwater spp. and little blue penguin achieved by 2022
		Bird attraction systems (sound, visual) established		Threatened coastal birds including NZ shore plover and NI dotterel regularly using the area for feeding and roosting by 2022
7. Monitoring		Management of any existing native lizard populations, and transfer and release of lizard species formerly present in the area	Establishment of self-supporting populations of lizard fauna achieved by 2022	
	Pest populations	Distribution and abundance of pest animal and plant populations monitored		
	Native fauna population changes	Distribution and abundance of native fauna species populations monitored		
	Native vegetation changes	Extent, composition and structure of native		

Issues	Activities	Output objectives	Outcome Objectives
		vegetation monitored	
	Threatened species populations	Population health and re-establishment of threatened species populations monitored	
8. Research & Investigation	Cost effective establishment of native vegetation	Research completed to identify best practise methods of establishment of vegetation in different ecosystems within the high value areas	
	Establishment of threatened species	Research completed to identify and timetable opportunities for the re-introduction of threatened flora and fauna within the high value areas	

4. Recommendation

That the Board:

1. ***Receives the report, and***
2. ***Notes the contents of the report.***

Report prepared by:

Report reviewed by:

Mike Ulrich
Biodiversity Advisor
Greater Wellington Regional Council

Tim Porteous
Manager Biodiversity Department

Report reviewed by:

Report approved by:



Amanda Cox
Manager parks Department
Greater Wellington Regional Council

Nigel Corry
Group Manager Environment
Greater Wellington Regional Council

6



Subject: Report for Whitireia Park Board meeting 23 November 2012

Author: Andy Nelson, Team Leader, Marketing and Design

Date: 29 October 2012

Subject: Whitireia Park logo guide

1. Purpose

To seek approval from the Whitireia Park Board to sign off the Whitireia Park Logo Guide (Attachment 1) in order that we can use the logo in future signs and brochures.

2. Background

At the last meeting of the Whitireia Park Board, the new logo was approved by the Board. The next step was to develop a set of guidelines to follow for the use of the logo.

A Whitireia logo guide is needed to ensure that the park logo will be clearly and consistently represented on both Whitireia Park proprietary material, and material produced by other organisations which may relate to Whitireia Park.

3. Next steps

Once the logo guide has been approved I will prepare a plan for Whitireia Park signage.

4. Recommendation

That the Board:

1. ***Receives the report.***
2. ***Notes the contents of the report.***
3. ***Approves the Whitireia Park logo guide.***

Report prepared by:

Report approved by:

Andy Nelson
Team Leader, Parks department
Greater Wellington Regional Council



Amanda Cox
Manager, Parks
Greater Wellington Regional Council

Report approved by:

Nigel Corry
General Manager, Environment Management Group
Greater Wellington Regional Council

Attachment 1: Whitireia Park logo guide

Whitireia Park Logo Guide

Minimum space around logo

- Minimum white space around the logo is the “a” space



Coloured backgrounds

- Do not put logo on photos or other backgrounds
- The logo should only be placed on the following three backgrounds:

White



Pantone 3155C 10%



Pantone 383C 20%



Logo don'ts

- Don't change colours
- Don't move “Whitireia Park” text in logo
- Don't change the graphic
- Don't distort proportions
- Don't add extra text to logo

Minimum size

Minimum printed size of the logo – 1.5cm height

Whitireia Park proprietary material co-branding

- Maximum of three logos to be used on any Whitireia Park sign or cover of a publication. The logos that should be used are Whitireia Park, Greater Wellington Regional Council and Ngāti Toa Rangatira.
- If more than the above three parties are involved Whitireia Park, Greater Wellington Regional Council and Ngāti Toa Rangatira logos are used and the others are listed by name only.
- However, inside a publication you can have as many logos as you want

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Subject: Report for Whitireia Park Board meeting 23 November 2012
Author: Wayne Boness, Principal Ranger, Kim Broad, Biodiversity Advisor
Date: 1 November 2012

Subject: Work programme update

1. Purpose

To update the Park Board regarding the implementation of the annual work programme at Whitireia Park, and progress on the action points from the last meeting.

2. Background

A programme of work for the 2012-13 financial year was approved by the Board at its meeting on 18 May 2012.

3. Comment

3.1 Annual Work Programme

3.1.1 Biodiversity

Biodiversity Area Plan

Progress in developing the Whitireia biodiversity area plan is covered in a separate report to the Board's November 2012 meeting.

Fauna and Flora - Penguin nesting boxes

Although blue penguins are often observed off the coast of Whitireia Park, no sign of them nesting in the park has been found so far. In an effort to help blue penguins colonising the area, Aotea College students have assisted with building 10 penguin nesting boxes to DoC's recommended design.

The boxes have been placed at the base of the coastal escarpment west of Onehunga Bay and will be monitored by members of the Whitireia Park Restoration Group. The locations of the boxes are indicated on the map below.

The project received lots of support from various sources:

- Timber for the boxes was donated for environmental purposes by Mainzeal
- The timber was cut to size ready for the students use by Chris Gibbons, a member of the Whitireia Park Restoration Group
- Penguin-expert Jenny Lynch from Forest & Bird, provided advice on where and how to place the boxes

While it may be too late for penguins to use them for this years breeding, some may find and start using the boxes in winter next year.

Map indicating the location of nest boxes for blue penguin in Whitireia Park



Pest animal control

Towards the ongoing control of possum incursions and to keep rat numbers at low levels a network of bait stations will be set up before the end of the year within the patches of bush and along the boundary of the Park. The toxin brodifacoum or pindone will be used in these bait stations on an ongoing basis.

In response to a report of a possum being observed on a private property close to the Park boundary in August this year, staff set several traps in the area and caught a large male possum. This incident demonstrates the importance of ongoing control required to keep the Park possum free.

The Whitireia Park Restoration Group is continuing to provide vigilant and successful predator trapping across the Park. During the last three months one stoat, two weasels and two rats have been cleared from the traps.

Environmental weed control

In line with the objective of returning the plant community of the coastal escarpment to a more original state, work will re-commence shortly on controlling a suite of environmental weed species on the coastal escarpment on the western side of the Park. The species that will be controlled include boneseed, boxthorn and brush wattle.

Although karo and Pohutukawas are New Zealand native species, wilding seedlings and saplings of these species will also be controlled. This is because they are not naturally native to this area and if allowed to thrive along the coastal escarpments, these aggressive colonisers would eventually displace the locally native plant community. None of the mature trees within the Park's amenity areas will be touched.

Revegetation

The "Burn" area is being assessed for gorse re-growth following on from two years of aerial spraying.

There was no seedling re-growth anywhere in the sprayed area. The spray operation and subsequent grass growth has been very successful at preventing any significant seedling regeneration. There is a portion (approx 5%) of mature gorse that is re-grown from the base. Occasional pampas plants are also present. There are also some native species such as mahoe and poroporo popping up here and there.

The best approach know to prevent re-establishment of gorse and other invasive weeds would be targeted ground control with a combination of 4wd and hose working down from ridges and possibly a knapsack or mist blower unit being used. This would allow targeted control and prevent re-establishing native species from being sprayed.

Eco-sourced small seedlings were unavailable this year to trail at Whitireia Park to assess more cost efficient planting methods. We will hold off at Whitireia until next year which will enable us to learn from various approaches used at Queen Elizabeth Park.

The 3000 plants planted within the "Burn" over winter are growing well and some releasing may be required depending on spring growth.

Aotea College students undertook plant releasing and dune fence maintenance work in October.

Discussions have been held with the Whitireia Park Restoration Group to establish planting sites and preparation for 2013 planting season.

3.1.2 General Park Management

Ranger Service

The Park Ranger continues to have a regular presence in the Park and continues to deal with incidents of vandalism, rubbish dumping and off road vehicle activity. The Park Ranger notes that these incidents have decreased markedly over the last 12 month period.

A Health and Safety audit has been undertaken on the ranger operation, which has led to an evacuation plan and fire extinguisher being added to the office within the Radio New Zealand compound.

A site specific hazard plan is being finalised for Whitireia Park which will allow staff to fully brief any contractors or groups undertaking activities on the Park.

A return is received on a monthly basis from the security company showing opening and closing times for the Thornley street gate. This allows the Ranger to follow up any issues directly with the security company around inconsistency of service. Since the implementation of this the large variations in opening and closing times have become less frequent.

A local Gloaming Hill resident has approached the Ranger with a proposal to have two beehives located on the Gloaming Hill firebreak. We have undertaken a site visit and inspection of the area and recommend that a trial is allowed as the placement is well away from public accessible sites; the adjoining neighbours have been consulted and have no issues. The person concerned is an amateur apiarist who is keen to pursue his hobby and is committed to maintaining the site to the standard required by Greater Wellington

Fire Protection/Management

Fire break maintenance has been undertaken with a remote controlled mulching machine in the Gloaming Hill area. Remaining areas requiring manual clearance with scrub bars will be completed towards the end of November.

Planning is underway to plant low flammability species over the 2013 planting season in the more inaccessible parts of the firebreak. This over time will establish a vegetative firebreak requiring less intensive maintenance.

Spraying of gorse regeneration is planned along the fence line to the Thornley street entrance is to be undertaken as a follow up to the mulching of the mature gorse undertaken over winter.

We continue to work closely with Porirua City Council to mitigate areas of risk around the boundaries of the Park.

Work is nearing completion on a multi agency response plan for Whitireia Park involving New Zealand Fire Service, New Zealand Police, Porirua City Council, Department of Conservation and Greater Wellington.

Once complete it will provide a workable document allowing a rapid coordinated response to be implemented by all of the agencies to an emergency within Whitireia Park. The development of the plan has considered the actions undertaken and lessons learnt from the last fire event.

Park assets

Track cut backs and spraying have been completed on park tracks and planning is underway on adding a metal surface to the middle section of the Inland track.

A plan for track direction signs is being finalised, these will be routed wooden signs painted in Whitireia Park colours.

Mowing along road edges and amenity sites continues and is more regular during the spring growth period. Public use of the shade areas along the coast has increased with the vegetation and fence removal and rubbish dumping in these areas is less frequent.

Porirua City Council contractors have commenced the cleaning of the toilet block on a regular basis, monitoring carried out to date is showing a high level of service. Any repair work notified by the contractor is arranged by the Park Ranger.

Discussions are underway with Porirua City Council regarding the installation of a gate at Onepoto Bay adjacent to the boat sheds with administrative/policy requirements currently being worked through. It is hoped to have the installation undertaken early in 2013.

Scoping of the road reseal project is underway to allow the tender specification to be prepared with tenders being called for in early December with work to be undertaken in February. Included in this work will be a lay by area and defined entrance to the toilet block.

Park Board Funds

We seek to use \$7000 of accumulated Park Board funds to undertake protection of the Pou area. This would involve bollard installation and site works to prevent vehicles accessing close to this site.

As part of the 2013/14 Park budget we are setting aside \$30,000 for development of a road and car park to compliment the work we would achieve with the Boards \$7000.

We would seek to consult with both the Board and Ngati Toa Rangatira in preparation of a concept design for this work.

4. Promotion

Once the report on user guidelines for the Whitireia Park logo has been approved by the Board, promotional material/signage will be set up to promote the park.

5. Community involvement

This has been covered by separate report to the Board from the Whitireia Park Restoration Group.

6. Recommendation

That the Board:

- 1. *Receives the report*
- 2. *Notes the contents of the report*
- 3. *Endorses the use of \$7000 of Park Board funds for Pou protection, and*
- 4. *Endorses permission being given to Geoff Hall, amateur apiarist for placement of two bee hives on the Gloaming Hill firebreak for a trial period to 30 April 2013*

Report prepared by:

Report prepared by:

Wayne Boness
Principal Ranger

Kim Broad
Biodiversity Advisor

Report approved by:

Report approved by:



Amanda Cox
Manager, Parks

Nigel Corry
General Manager, Environment Management Group

9



Subject: Report for Whitireia Park Board meeting 23 November 2012

Author: Sue Nelson, Manager, Environmental Support

Date: 7 November 2012

**Subject: Audit of Whitireia Park Board for the year ended
30 June 2012**

1. Purpose

To advise the Whitireia Park Board (the Board) of the results of the audit of Board accounts to the year ended 30 June 2012.

2. Background

As part of our Agency Agreement under Financial Services, Greater Wellington manages the Board's finances and arranges an annual audit. The Board's accounts were audited by Audit New Zealand and signed off by Councillor Barbara Donaldson, Chairperson of the Whitireia Park Board on 1 November 2012.

Attached are the relevant documents:

- Audit Arrangements Letter
- Independent Auditor's Report
- Financial Statements for the year ended 30 June 2012

3. Communication

No external communications are required as a result of this report.

4. Recommendation

That the Board:

- 1. **Receives** the report, and*
- 2. **Notes** the contents of the report.*

Report prepared by:

Report approved by:

Sue Nelson
Manager, Environment Support
Greater Wellington Regional Council

Nigel Corry
General Manager, Environment Management Group
Greater Wellington Regional Council

Attachments: Audit Arrangements Letter
Independent Auditor's Report
Financial Statements for the year ended 30 June 2012

29 October 2012

Barbara Donaldson
Chairperson
Whitireia Park Board
C/- Greater Wellington Regional Council
142 Wakefield Street
Wellington 6142

Level 8, St Paul's Square
45 Pipitea Street, Thorndon
PO Box 99, Wellington 6140

www.auditnz.govt.nz

Telephone: 04 496 3099

Fax: 04 496 3195

Dear Barbara

Audit Arrangements Letter: Audit of Whitireia Park Board for the year ended 30 June 2012

The purpose of this letter is to outline the audit arrangements in respect of Whitireia Park Board (the Board's) financial statements for the year ended 30 June 2012.

1 Audit scope and objectives

Audit New Zealand is the appointed auditor of Whitireia Park Board (the Board) under contract to the Office of the Controller and Auditor-General (OAG). The OAG is the statutory auditor in terms of section 15 of the Public Audit Act 2001 and section 88 of the Reserves Act 1977.

Audit New Zealand's responsibilities include a requirement to express an opinion on the financial statements based on the results of our audit. The audit scope includes a review of all the information and underlying systems, reported in the financial statements.

Our audit objectives are as follows:

- to report on the fair presentation of the financial statements;
- to provide assurance that legislation relevant to the preparation of the financial statements has been complied with;
- to report to management on significant matters arising from the audit including suggestions where systems may be improved; and
- to report to the Office of the Controller and Auditor-General in accordance with current policy guidelines.

2 Board and management input into planning and advice

We would appreciate advice from the Board on any matters known to it of which we should be aware of as your auditor or of specific significant business risks not covered in this letter.

3 Areas of audit emphasis

3.1 Statutory reporting deadline

For reporting purposes the Board is required to comply with certain provisions of the Crown Entities Act 2004 (the Act) as if it were a Crown entity. One of the applicable provisions is section 156 of the Act, which requires the Board to have audited financial statements completed within four months of its balance date.

We note that in 2011, due to the change in the composition of the Board with an almost complete change in membership, the Board did not meet this requirement by three days.

We would like to work with the Board to ensure that all statutory deadlines are met.

3.2 Issues raised in previous management reports

As part of our normal audit procedures, we will review the progress the Board has made in addressing issues raised in last year's management report.

4 Personnel

The Audit New Zealand personnel involved in the management of the 2012 audit are:

Karen Young	Audit Director
Zirus Zuber	Audit Manager

5 Audit logistics

We have resources available to commence the audit from 15 October 2012. We will endeavour to complete the audit in a timely manner, provided that all necessary information is provided to us.

6 Audit fee

We estimate that the fee for the audit will be \$2,200 (GST exclusive).

7 Letter of Representation

We will require you to sign a letter of representation on behalf of the Board and send to us with the signed financial statements. This seeks confirmation that accounting policies have been applied, all statutory requirements have been met, all material transactions have been included and that in the Board's considered view the preparation of the financial statements on the basis of the going concern assumption is appropriate.

8 Reporting

As is our usual practice, as part of the completion of the year-end audit, we will provide a management report to the Board.

9 Agreement

Please sign and return the attached copy of this letter to indicate that it is in accordance with your understanding of the arrangements for this year's audit.

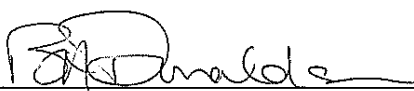
If there are any matters requiring further clarification, please contact Zirus Zuber on 0212440899 or me on 0212226164.

Yours sincerely



Karen Young
Director

I acknowledge that this letter is in accordance with my understanding of the arrangements of the audit engagement.

Signed  Date 1 / 11 / 12
Chairperson

Independent Auditor's Report

To the readers of the Whitireia Park Board's financial statements for the year ended 30 June 2012

The Auditor-General is the auditor of the Whitireia Park Board (the Board). The Auditor-General has appointed me, Karen Young, using the staff and resources of Audit New Zealand, to carry out the audit of the financial statements of the Whitireia Park Board on her behalf.

We have audited the financial statements of the Whitireia Park Board on pages 3 to 13 that comprise the statement of financial position as at 30 June 2012, the statement of comprehensive income, statement of changes in equity and statement of cash flows for the year ended on that date and the notes to the financial statements and other explanatory information.

Opinion

In our opinion the financial statements of the Whitireia Park Board on pages 3 to 10:

- comply with generally accepted accounting practice in New Zealand and
- fairly reflect the Whitireia Park Board's:
 - financial position as at 30 June 2012; and
 - financial performance and cash flows for the year ended on that date.

Our audit was completed on 31 October 2012. This is the date at which our opinion is expressed.

The basis of our opinion is explained below. In addition, we outline the responsibilities of the Board and our responsibilities, and we explain our independence.

Basis of opinion

We carried out our audit in accordance with the Auditor-General's Auditing Standards, which incorporate the International Standards on Auditing (New Zealand). Those standards require that we comply with ethical requirements and plan and carry out our audit to obtain reasonable assurance about whether the financial statements are free from material misstatement.

Material misstatements are differences or omissions of amounts and disclosures that would affect a reader's overall understanding of the financial statements. If we had found material misstatements that were not corrected, we would have referred to them in our opinion.

An audit involves carrying out procedures to obtain audit evidence about the amounts and disclosures in the financial statements. The procedures selected depend on our judgement, including our assessment of risks of material misstatement of the financial statements, whether due to fraud or error. In making those risk assessments, we consider internal control relevant to the Board's preparation of financial statements that fairly reflect the matters to which they relate. We consider internal control in order to design audit procedures that are appropriate

in the circumstances, but not for the purpose of expressing an opinion on the effectiveness of the Board's internal control.

An audit also involves evaluating:

- the appropriateness of accounting policies used and whether they have been consistently applied;
- the reasonableness of the significant accounting estimates and judgements made by the Board;
- the adequacy of all disclosures in the financial statements; and
- the overall presentation of the financial statements.

We did not examine every transaction, nor do we guarantee complete accuracy of the financial statements. We have obtained all the information and explanations we have required and we believe we have obtained sufficient and appropriate audit evidence to provide a basis for our audit opinion.

Responsibilities of the Board

The Board is responsible for preparing financial statements that:

- comply with generally accepted accounting practice in New Zealand; and
- fairly reflect the Whitiaria Park Board's financial position, financial performance and cash flows.

The Board is also responsible for such internal control as it determines is necessary to enable the preparation of financial statements that are free from material misstatement, whether due to fraud or error.

The Board's responsibilities arise from the Reserves Act 1977.

Responsibilities of the Auditor

We are responsible for expressing an independent opinion on the financial statements and reporting that opinion to you based on our audit.

Our responsibility arises from section 15 of the Public Audit Act 2001 and section 88 of the Reserves Act 1977.

Independence

When carrying out the audit, we followed the independence requirements of the Auditor-General, which incorporate the independence requirements of the New Zealand Institute of Chartered Accountants.

Other than the audit, we have no relationship with or interests in the Whitiaria Park Board.

Karen Young

Karen Young
Audit New Zealand
On behalf of the Auditor-General
Wellington, New Zealand

Whitireia Park Board

Financial Statements for the year ended 30 June 2012

Contents

1. Statement of Comprehensive Income
2. Statement of Changes in Equity
3. Statement of Financial Position
4. Statement of Cash Flows
5. Reconciliation of Net Surplus of Net Cash Flow from Operating Activities
6. Statement of Accounting Policies
7. Notes to the Financial Statements
8. Independent Auditor's Report

WHITIREIA PARK BOARD
Statement Comprehensive Income
For The Year Ended 30 June 2012

INCOME	2011	2012
Lease - Titahi Bay Golf Club	5,537	5,573
Water rates – Titahi Bay Golf Club	3,500	0*
Interest	21	22
Total income	9,058	5,595
<hr/>		
EXPENDITURE		
Audit fee	0	2,200
Maintenance/repairs/plumbing	570	0**
Sundry	35	121
Firebreaks	4,520	0**
Security services	3,184	0**
Depreciation	14,636	11,958
Water rates	5,984	0**
Total expenditure	28,929	14,279
Net deficit	(19,871)	(8,684)
Other comprehensive income	0	0
Total comprehensive expense	(19,871)	(8,684)

**In 2011/12, the Golf Club contributed \$2,573 towards water rates; this contribution went to Greater Wellington, who assumed responsibility for the payment of the total water rates invoice for the Whitireia Park Board (the Park Board).*

*** In 2011/12 Greater Wellington assumed responsibility for paying these costs for the Park Board. Refer to Note 1 for further information.*

The accompanying Statement of Accounting Policies and notes form part of the financial statements.

WHITIREIA PARK BOARD
Statement of Changes in Equity
For The Year Ended 30 June 2012

	2011	2012
Accumulated funds at the start of the year	75,063	55,192
<i>Comprehensive expense</i>		
Net deficit	(19,871)	(8,684)
Accumulated funds at the end of the year	55,192	46,508

The accompanying Statement of Accounting Policies and notes form part of the financial statements.

WHITIREIA PARK BOARD
Statement of Financial Position
As At 30 June 2012

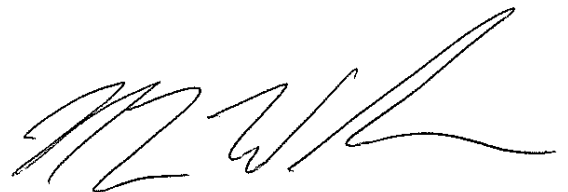
	Note	2011	2012
FUNDS AND RESERVES			
Accumulated funds		75,063	55,192
Net deficit		(19,871)	(8,684)
TOTAL FUNDS AND RESERVES		55,192	46,508
Represented by:			
CURRENT ASSETS			
Cash and cash equivalents		5,906	14,019
Debtors	2	3,603	0
Total current assets		9,509	14,019
Property, Plant and Equipment	6	46,647	34,689
Total Assets		56,156	48,708
CURRENT LIABILITIES			
Creditors and accruals	3	964	2,200
Total current liabilities		964	2,200
Total liabilities		964	2,200
NET ASSETS		55,192	46,508

The accompanying Statement of Accounting Policies and notes form part of the financial statements.



Chairperson

Board member



WHITIREIA PARK BOARD
Statement of Cash Flows
For the Year Ended 30 June 2012

	2011	2012
CASH FLOWS FROM OPERATING ACTIVITIES		
Cash provided from:		
Receipts from customers	6,384	9,176
Donation received	2,000	0
Interest received	29	22
GST (net)	1,003	0
	9,416	9,198
Cash was applied to:		
Payments to suppliers	15,025	1,085
Net cash flows from operating activities	(5,609)	8,113
CASHFLOWS FROM INVESTING ACTIVITIES		
Cash was applied to:		
Purchase of property, plant and equipment	0	0
Net cash flows from investing activities	0	0
Net increase/(decrease) in cash held	(5,609)	8,113
Add opening cash and deposits	11,515	5,906
Ending cash carried forward	5,906	14,019
Represented by:		
Cash and cash equivalents	5,906	14,019
Term deposit	0	0
	5,906	14,019

The GST (net) component of operating activities reflects the net GST paid and received with the Inland Revenue Department. The GST (net) component has been presented on a net basis, as the gross amounts do not provide meaningful information for financial statement purposes.

The accompanying Statement of Accounting Policies and notes form part of the financial statements.

Docdm 787723

WHITIREIA PARK BOARD
Reconciliation of net surplus to net cash flow from operating activities
For the Year Ended 30 June 2012

	2011	2012
Net deficit	(19,871)	(8,684)
Add/(less) non-cash items		
Depreciation	14,636	11,958
Total non-cash items	14,636	11,958
Working capital movements:		
(Increase)/decrease in debtors	(646)	3,603
Increase/(decrease) in creditors and accruals	(729)	1,236
(Increase)/decrease in GST receivable	1,001	0
Working capital movements - net	(374)	4,839
Net cash flow from operating activities	(5,609)	8,113

The accompanying Statement of Accounting Policies and notes form part of the financial statements.

WHITIREIA PARK BOARD
Statement of Accounting Policies
For The Year Ended 30 June 2012

Reporting Entity

Whitireia Park Board is a Reserve Board as defined by the Reserves Act 1977 and is domiciled in New Zealand. As such, the Whitireia Park Board's ultimate parent is the New Zealand Crown.

The Whitireia Park Board's primary objective is to provide public services to the New Zealand public, as opposed to that of making a financial return.

Accordingly, the Whitireia Park Board has designated itself as a public benefit entity for the purposes of New Zealand Equivalents to International Financial Reporting Standards (NZ IFRS).

The financial statements for the Whitireia Park Board are for the year ended 30 June 2012 were approved for release by the Board on 31 October 2012.

Basis of preparation

Statement of Compliance

The financial statements of the Whitireia Park Board have been prepared in accordance with the requirements of the Crown Entities Act 2004, which includes the requirement to comply with New Zealand generally accepted accounting practice (NZ GAAP).

The financial statements comply with NZ IFRS, and other applicable Financial Reporting Standards, as appropriate for public benefit entities.

Measurement base

The financial statements have been prepared on a historical cost basis.

Functional and presentation currency

The financial statements are presented in New Zealand dollars and all values are rounded to the nearest dollars (\$). The functional currency of the Whitireia Park Board is New Zealand dollars.

Significant Accounting Policies

Revenue

Revenue is measured at the fair value of consideration received or receivable.

Interest income is recognised using the effective interest method. Interest income on an impaired financial asset is recognised using the original effective interest rate.

Cash and cash equivalents

Cash and cash equivalents include cash on hand, deposits held at call with banks, other short-term, highly liquid investments, with original maturities of three months or less and bank overdrafts.

Debtors and other receivables

Debtors and other receivables are initially measured at fair value and subsequently measured at amortised cost using the effective interest method, less any provision for impairment.

Property, plant and equipment

Property, plant and equipment asset classes consist of land, buildings, road and car park, track, bollards, fencing, planting and the Gloaming Hill playground.

Property, plant and equipment are shown at cost, less any accumulated depreciation and impairment losses.

Additions

The cost of an item of property, plant and equipment is recognised as an asset only when it is probable that future economic benefits or service potential associated with the item will flow to the Whitireia Park Board and the cost of the item can be measured reliably.

Where an asset is acquired at no cost, or for a nominal cost, it is recognised at fair value when control over the asset is obtained.

Disposals

Gains and losses on disposals are determined by comparing the proceeds with the carrying amount of the asset. Gains and losses on disposals are included in the statement of financial performance.

Depreciation

Depreciation is provided on a straight-line basis on all property, plant and equipment other than land, at rates that will write off the cost of the assets to their estimated residual values over their useful lives. The useful lives and associated depreciation rates of major classes of assets have been estimated as follows:

Buildings	20 years	5%
Road and car park	20 years	5%
Track	20 years	5%
Retaining Wall	12 years	8.33%
Bollards	12 years	8.33%
Fencing	10 years	10%
Planting	Fully depreciated	
Gloaming Hill Playground	Fully depreciated	

Creditors and other payables

Creditors and other payables are initially measured at fair value and subsequently measured at amortised cost using the effective interest method.

Good and Service Tax (GST)

All items in the financial statements are presented exclusive of GST, except for receivables and payables, which are presented on a GST inclusive basis. Where GST is not recoverable as input tax then it is recognised as part of the related asset or expense.

The net amount of GST recoverable from, or payable to, the Inland Revenue Department (IRD) is included as part of receivables or payables in the statement of financial position.

**Notes to the Financial Statements
For The Year Ended 30 June 2012**

Note 1: Agency Agreement

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

There is an Agency Agreement (the Agreement) in place between Greater Wellington and the Park Board. The Agreement sets out the services that Greater Wellington will provide to the Board and the conditions on which the agreement is made. Those services include (but are not limited to):

- Providing a ranger service at Greater Wellington's cost.
- The preparation and implementation of an Annual Work Plan (the Plan). The implementation of the Plan requires Greater Wellington to cover any costs of the Plan. This operational expenditure in the 2011/12 financial year totalled to \$161,880.
- The provision of accounting and secretarial services.

The above expenses are not reflected in the Statement of Comprehensive Income as these costs are incurred by Greater Wellington and the Park Board has no expectation that they will have to reimburse Greater Wellington for this expenditure.

The Titahi Golf Club contributed \$2,573 towards the cost of the Park Board's water rates. This contribution went to Greater Wellington who assumed responsibility for the payment of the Park Board's water rates.

Note 2: Debtors

	2011	2012
Interest on cash and cash equivalents	0	0
Titahi Golf Club (water rates)	3,603	0
	3,603	3,603

Note 3: Creditors and accruals

	2011	2012
Water rates	964	0
Audit fee accrual	0	2,200
	964	2,200

**Note 4: Statement of Contingent Liabilities and assets
2012**

	2011	
	\$	\$
Nil	0	0

The accompanying Statement of Accounting Policies and notes form part of the financial statements.

		11	
Note 5:	Statement of Commitments	2011	2012
	Radio NZ (Non – cancellable operating lease)	\$	\$
	- > 5 years	0	0

The Whitireia Park Board and Radio NZ have signed a Peppercorn lease for Radio NZ land.

Capital commitments	0	0
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The accompanying Statement of Accounting Policies and notes form part of the financial statements.

Note 6: PROPERTY, PLANT AND EQUIPMENT

Cost	Land	Buildings	Road and Car Park	Track	Retaining Wall	Bollards	Fencing	Planting	Gloaming Hill Playground	TOTAL
Balance at 1 July 2010	1,904	15,514	142,252	33,511	6,955	41,930	36,962	6,133	645	285,806
Additions	0	0	0	0	0	0	0	0	0	0
Disposals	0	0	0	0	0	0	0	0	0	0
Balance at 30 June 2011	1,904	15,514	142,252	33,511	6,955	41,930	36,962	6,133	645	285,806
Balance at 1 July 2011	1,904	15,514	142,252	33,511	6,955	41,930	36,962	6,133	645	285,806
Additions	0	0	0	0	0	0	0	0	0	0
Disposals	0	0	0	0	0	0	0	0	0	0
Balance at 30 June 2012	1,904	15,514	142,252	33,511	6,955	41,930	36,962	6,133	645	285,806
Accumulated Depreciation										
Balance at 30 June 2011	0	15,514	139,738	9,356	5,123	32,535	30,115	6,133	645	239,159
Balance at 1 July 2011	0	15,514	139,738	9,356	5,123	32,535	30,115	6,133	645	239,159
Depreciation Expense	0	0	2,514	1,676	579	3,493	3,696	0	0	11,958
Eliminate on Disposal	0	0	0	0	0	0	0	0	0	0
Balance at 30 June 2012	0	15,514	142,252	11,032	5,702	36,028	33,811	6,133	645	251,117
Carry Amounts										
At 30 June 2011	1,904	0	2,514	24,155	1,832	9,395	6,847	0	0	46,647
At 30 June 2012	1,904	0	0	22,479	1,253	5,902	3,151	0	0	34,689

Note 7: Capital Management

The Whitireia Park Board's capital is its equity which is solely comprised of accumulated funds. Equity is represented by net assets.

The Whitireia Park Board is subject to the financial management and accountability provisions of the Crown Entities Act 2004, which impose restrictions in relation to borrowings, acquisition of securities, issuing guarantees and indemnities and the use of derivatives.

The Whitireia Park Board manages its equity as a by-product of prudently managing revenues, expenses, assets, liabilities, investments, and general financial dealings to ensure it effectively achieves its objectives and purpose, whilst remaining a going concern.

10

Whitireia Park Restoration Group

Subject: Report for Whitireia Park Board meeting 23 November 2012

Author: Chris Gibbons, Chair and Robyn Smith, Biodiversity Advisor, for the Whitireia Park Restoration Group

Date: 25 October 2012

Subject: Whitireia Park Restoration Group update November 2012

The group has acted on information from people who have told us that there is Little Blue Penguins often seen swimming just off shore from the Park. The group have started planting to create areas of low vegetation around the coastline, between the high tide mark and the coastal track, hopefully encouraging penguins to nest in the park. Studies show that Little Blue Penguins like to nest in boxes under vegetation so we talked to the Forest and Bird's "Places for Penguins" facilitator, got plans for building nesting boxes, and sourced donated timber from Mainzeal in Porirua.

Chris Gibbons cut up the donated timber into the correct sizes for students from Aotea College to assemble. The Community Projects team from the Biodiversity department of Greater Wellington supervised the students and arranged for the delivery of timber and also helped the students place the boxes in a sheltered bay. This project is truly a multi partnership project and shows what can be achieved with cooperation.

On the same day Simon, the Whitireia ranger, also supervised students to extend the fence at the dunes to the east of Onehunga Bay to make the fenced area bigger. More plants will be added next winter.

Our plantings this winter have been checked. The inland stream plantings are doing well and have put on growth. One species, wharangi, got frosted in one of the biggest frost we have seen locally for a few years. All other species are doing well. The group has decided, however, that the stream-side planting is too steep and difficult for most of the public who turn up and as we don't want to put them off coming, we will use the public days on easier sites. We suggest contractors are used to replant the remaining streamside margins.

The dune plantings are doing well. We had so many people at that planting day that it was difficult to supervise where plants were planted. There are a few that have been put in the wrong place but it is something we have to live with. Despite some very big storms combining with very high tides almost all the plants on the fore dune are surviving. Being an El Nino year that causes very strong winds which have been constantly blowing, more sand is being driven onto the north and west facing beaches. This is very good for the fore dune species as they need the nutrients in fresh sand. By trapping the sand they also build higher more resilient dunes.

The 100 metre strip of plants in the wet gully beside the circular track is also putting on growth but some were washed away during a very big rainstorm that occurred two days after planting. There are, however, still plenty of plants left.

Robyn Smith has done a 3 month check of survival of the Kiwi Conservation Club's trial planting of back dune species at Onehunga Bay. When planted, all groups of plants were measured by the children and GPSd and all information was entered on prepared spreadsheets. Almost all plants have survived and this is a real credit to the children and their caregivers. A few plants have completely disappeared (stolen). A careful spray around the plants is needed shortly to ensure they aren't covered by weeds. The children will come back next year to re-measure and determine which plants have grown the best.

Some of the sites for next year's plantings will need to be changed if grazing is re-introduced back into the park with inadequate fencing. The group had planned to plant a section of the wetland between the road and the golf club and to start on planting nodes of plants at the top of the western escarpment. Given the history of cattle pushing through fences in dry years, the group has had to reconsider the areas to plant. So much time, physical effort and money is spent to plant that we are not willing to take a chance with inadequate fences. Once the fencing issue is sorted, then we are happy to continue planting in the western side of the park.

Attached is a map highlighting the areas within the park that the Restoration Group have been working.



11



Subject: Report for Whitireia Park Board meeting 23 November 2012

Author: Amanda Cox, Manager, Parks department

Date: 15 October 2012

Subject: Meeting dates 2013

1. Purpose

To inform the committee of the meeting dates of the Whitireia Park Board for 2013.

2. Meeting dates

- Friday 15 February
- Friday 24 May
- Friday 23 August
- Friday 22 November

All meetings will commence at 10am and held in the Puna Ora meeting room, 16 Ngatitua Street, Takapuwahia, Porirua.

3. Recommendation

That the Board:

1. *Receives the report, and*
2. *Notes the contents of the report.*

Report prepared by:

Amanda Cox
Manager, Parks department

Report approved by:

Nigel Corry
General Manager, Environment Management Group