
Whitireia Park Board

Friday 24 February 2023, 9.30am

Titahi Golf Club, Gloaming Hill, Titahi Bay, Porirua

Members

Quentin Duthie

Chris Kirk-Burnnand

Hikitia Ropata

Jenny Ngarimu

Caleb Ware

Sharli-Jo Solomon

Whitireia Park Board

Friday 24 February 2023, 9.30am

Titahi Golf Club, Gloaming Hill, Titahi Bay, Porirua

Public Business

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Please note that the full minutes remain unconfirmed until the Board Meeting on 24 February 2023

SUBJECT **Whitireia Park Board Minutes 2 December 2022**

WHEN Friday 2 December 2022 at 9:33 am

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

Present

Jenny Ngarimu (Chair)

Chris Kirk-Burnnand

Caleb Ware

Hikitia Ropata

Quentin Duthie

Alex Smith commenced the meeting as Chairperson until such time as the Board elected its new Chairperson.

She welcomed everyone to the meeting and in response to her invitation, Caleb Ware opened the meeting with a karakia.

1 Apologies

Moved

(Caleb Ware / Hikitia Ropata)

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

The motion was **CARRIED**.

2 Conflict of interest declarations

There were no declarations of conflict of interest.

Moved

(Chris Kirk-Burnnand / Hikitia Ropata)

That the Board:

- 1. Adopts Voting system A to elect the Board's Chairperson**

2. **Agrees** that any voting round that requires a resolution by 'lot' to exclude any person/s will use the procedure where candidates' names (with the same number of votes) are placed in a container and the name of the person drawn out by an independent person is deemed the winner (i.e. elected or not excluded from the next round).

The motion was **CARRIED**.

Alex Smith called for nominations for Chairperson.

Moved (Chris Kirk-Burnnand / Caleb Ware)
That the Board elects Jenny Ngarimu as Chairperson.

The motion was **CARRIED**.

Jenny Ngarimu commenced chairing the meeting.

3 **Public participation**

There was no public participation.

4 **Application of the Local Authorities (Members' Interests) Act 1968**

Moved (Jenny Ngarimu / Caleb Ware)

That the Board:

1. **Receives** the report
2. **Notes** the content of this report.

The motion was **CARRIED**.

5 **Confirmation of the minutes of 26 August 2022**

Moved (Chris Kirk-Burnnand / Caleb Ware)

That the Board confirms the minutes of the meeting of 26 August 2022.

The motion was **CARRIED**.

7 Restoration Group Update

The Whitireia Park Board Restoration Group sent their apologies, and the report was taken as read.

The Board acknowledged the work of the restoration group and requested that the board formally acknowledge their contribution.

Moved

(Hikitia Ropata / Caleb Ware)

That the Board:

1. **Receives** the report.
2. **Requests** that a letter be sent to the Restoration Group, on behalf of the board Chair, acknowledging the work of the group and thanking them for their ongoing work.

The motion was **CARRIED**.

8 Work Programme Update

Gary Wheaton, Park Ranger spoke to the report.

Mr Wheaton recommended that the Board change the park opening time to 8am from the current 6am, consistent with all the other parks in the region. The Board requested data on how many people are visiting the park between 6am and 8am before making a decision to change the opening hours of the park

The toilets that are being put into the park have been reduced from four to three unisex toilets. Two of these will be wheelchair accessible, and big enough to be used as changing rooms. There is planned service access at the back, with solar batteries. A consultant will be brought in for the septic system.

The Board discussed accessibility at the park more broadly and requested that addressing accessibility needs be specifically incorporated into the Park Management Plan as part of its review.

Correspondence has been received from a resident complaining about the height of trees in the park. Officers have received advice on this matter and recommend that the Board does not allow the trees to be trimmed in order to not set a precedent. The Board agreed with this recommendation.

The person who has been illegally spraying and planting within the park has slowed down. The plants that have been planted are native, but some are hybrids and not native to the area. The restoration group has been spoken to, and the plants that are not eco sourced will be pulled out. The Board requested that resources be provided to help the restoration group with this work.

Stonehenge films have approached the park requesting to film in the park. However, this has since fallen through since it was decided that the park was too far to bring child actors too from the city.

The Board asked how charging works when someone has requested to film in the park. Greater Wellington charges a fee, and Sharli-Jo as liaison for the project would also be able to invoice the production company for professional services. Greater Wellington charges \$400 a day for set up and \$800 a day as a filming fee. Any filming that is undertaken that is commercial in nature gets charged a fee depending on scale and potential impacts, but for any other non-commercial filming applicants can apply for a fee waiver. The Board asked how the money being charged goes back into the park, and how it flows into the restoration groups. The Board also requested that the fact the park is a significant site should be added into the cost and has asked this be considered with the reviewed Park Management Plan.

There will be a small reprint of 500 brochures. The Board requested that the next time these brochures are reviewed and updated in consultation with iwi to provide cohesion to the messaging about the park.

A request was received from Porirua City Council to install a selfie post in the park. The Board discussed the appropriateness of the location that is chosen for this as well as maintenance, and installation responsibilities. It was decided to decline this particular request. The Board suggested that a process for dealing with requests be incorporated into the reviewed Management Plan.

A few significant encroachments have been identified. GW Parks is currently working through an encroachment's guideline and process for the whole Parks Network. The Board has supported notifying owners of these encroachments and then looking into it further before decided what will be done. Letters will come from the Park Board and will be drafted in conjunction with Ngāti Toa.

Moved

(Hikitia Ropata / Chris Kirk-Burnnand)

That the Board:

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

The motion was **CARRIED.**

9 **Audited Financial Statements for the Year ended 30 June 2021**

The Board requested further information from officers regarding the budget figures in the Parks Management Plan, and a more general explanation regarding the accounts and financial status of the park, particularly for the benefit of new Board members. The finance team will clarify this, and the information received from them will be sent to all board members.

As identified in the Audit report, a conversation regarding the lease agreement with the golf club is needed. While the Board has oversight in regard to the management of the park, the Department of Conservation has ownership, so a discussion and decision needs to happen in consultation with all parties. The Board requested that officers draft a letter for the Board to consider opening up discussions with the Minister of Conservation and advance these matters.

The Board discussed facilitating conversations between the Anglican church and Ngāti Toa, and Ngāti Toa receiving a formal apology from the church. It was decided that the chair will open up discussions in line with this.

Moved (Caleb Ware / Hikitia Ropata)

That the Board:

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

The motion was **CARRIED**.

10 **Board Meeting Dates 2023**

The report was taken as read.

Moved (Hikitia Ropata / Caleb Ware)

That the Board:

- 1 **Receives** the report.
- 2 **Resolves** its meeting schedule for 2022 as outlined in Section 2 of this report.

The motion was **CARRIED**.

11 **General Business**

The Board discussed the Park Management Plan. The last two Board meeting reports will be circulated to new members, as this has been discussed in previous meetings.

In response to Jenny Ngarimu's invitation, Caleb Ware closed the meeting with a karakia.

The meeting closed at 10:56 am.

Jenny Ngarimu
Chair, Whitireia Park Board
Date:



SUBJECT: Report for Whitireia Park Board meeting
AUTHOR: Zoe Chen, Senior Business Accountant
DATE OF MEETING: 24 February 2023
SUBJECT: **Whitireia Park Board Accounts**

1. Purpose

To present to the Whitireia Park Board (the Board) the management accounts for the period 1 July 2022 to 31 January 2023.

2. Income

Income has been received from 1 July 2022 to 31 January 2023 which consists of \$4,743.75 from Titahi Bay Golf Club for lease of the land and \$60.24 Gross Interest received on the current bank balance of \$69,441.19.

3. Costs

Total costs for the 7 months from 1 July 2022 to 31 January 2023 were \$412.5 for the GST payment for the period ended 31 July 2022.

4. Bank Account

The BNZ Bank account balance as at 31 January 2023 was \$69,441.19.

5. Recommendation

That the Board:

- 1. Receives the report.*

Report prepared by:

Zoe Chen
Senior Business Accountant

Report approved by:

Jimmy Young
Manager, Parks

Whitireia Park Board
Statement Comprehensive Revenue and Expense
for the period 1 July 2022 to 31 January 2023

	2021/22 Full Year	2022/23 YTD	GW Entries 2021/22 Full Year	GW Entries 2022/23 YTD
	\$	\$	\$	\$
Income				
Water Rates	-	-	1,772	-
Park Concessions	-	-	261	-
Park Camping			-	-
Lease	5,500	4,125	-	-
Interest	31	60	-	-
GWRC	-	-	68,917	91,158
Total Income	5,531	4,185	70,949	91,158
Less Expenditure	\$	\$	\$	\$
Water rates expense	-	-	-	720.50
Sundry	40	40	-	-
Depreciation	1,676	977	-	-
Project Materials	-	-	13,962	62
Staff Training - 62505	425	-	-	-
Chemicals (General) - 63100	-	-	-	-
Printing	-	-	655	549
Photocopying - 63315	-	-	-	-
Postage & Couriers - 63325	-	-	-	-
Councillors' Fees - 63500	-	-	-	-
Rates	-	-	4,480	4,655
Security	-	-	-	1,400
Cleaning & Toiletrie - 63620	-	-	3,542	5,109
Refreshments Staff - 63625	-	-	61	-
Meeting - Non Council - 63628	-	-	-	-
Repairs & Maintenance	-	-	6,848	5,128
Repairs & Maint Equi - 63710	-	-	-	-
Repairs & Maint Plum - 63720	-	-	1,124	-
Repairs & Maint Pain - 63750	-	-	-	-
Loose Tools & Minor Equipment	-	-	-	894
Leased Plant & Equip - 63820	-	-	-	-
Venue Hire - 63821	-	-	-	-
Equipment Hire - 63822	-	-	-	-
Advertising	-	-	250	449
Permits & Licence Fe - 63860	-	-	-	-
Settlement-Materials & Supplies - 63999	-	-	-	-
Contract Labour	-	-	19,847	14,679
Contractors - Machin - 65010	-	-	-	-
Contractors - Constr - 65020	-	-	-	-
Contractors - Facili - 65030	-	-	-	-
Consultants - Extnl Audit Fees	-	-	-	-
GWRC Vehicle Costs	-	-	-	-
GWRC Staff Time	-	-	20,180	57,512
IC Wairarapa Biosec	-	-	-	-
Total Expenditure	2,141	1,017	70,949	91,158
Net Surplus / (Deficit)	3,391	3,168	-	-

Whitireia Park Board
Balance Sheet as at 31 January 2023

	30 June 2022	GW Entries 2022/23 YTD
FUNDS AND RESERVES		
Accumulated Funds	69,525	72,916
Net Surplus (Deficit)	3,391	3,168
TOTAL FUNDS AND RESERVES	72,916	76,083
Represented By:		
CURRENT ASSETS		
Current Account	65,050	69,441
Sundry Debtors	82	82
GST Receivable	-	-
Total Current Assets	65,132	69,524
Fixed Assets	285,806	285,806
Accumulated Depreciation	(278,180)	(279,157)
Total Fixed Assets	7,626	6,648
Total Assets	72,757	76,171
LESS CURRENT LIABILITES		
GST Payable	(198)	8
Sundry Creditors	40	80
Total Current Liabilities	(158)	88
Total Liabilities	(158)	88
NET ASSETS	72,915	76,083



SUBJECT: Report for Whitireia Park Board meeting

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

DATE OF MEETING: 24 February 2023

SUBJECT: **Whitireia Park Restoration Group update – February 2023**

1. Purpose

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

2. Pest animal control

The number of catches for the year to date is 152 catches. Carpet has been added under the traps on the coastal track to keep access open for pests. Several traps have also been relocated for easier servicing.

3. Grant for weed work and tools

The Whitireia Park Restoration Group were very happy to receive \$20,214 from the Te Awarua o Porirua Community Environment Fund to for weed work and to purchase tools. These have been used in site preparation in the catchment of Onepoto stream. \$3,814 was allocated to tools for weed control by the group, and the remaining \$16,400 will be used for weed control for sites spread over the next three years. This will allow for a significant area of gully and surrounding higher ground to be planted. It will also allow for natural regeneration to occur.



4. Plant Maintenance

We have made good use of the tools purchased and have had two working mornings using them so far. They have been used for weeding a low growing shrub species on top of the escarpment and for cutting out woody weeds near Kaitawa Point.

- a **Escarpment plantings:** the escarpment plantings are very low growing due to salt winds. They are coming on well and are an important habitat and food source for native lizards and invertebrates as well as providing a seed source for natural regeneration. The grass growth this summer has been very dense due to regular rains. One morning session of weeding this area has been completed, and another is planned for April.



- b **Woody weeds:** A morning session on woody weeds, boneseed, Spanish heath, some gorse, and unwanted native species (*karo*) was very successful. Two more mornings are needed to finish the job. This work was very timely as the target species are starting to dominate the area and the escarpment is a high value biodiversity area. Native species are struggling to get enough light and cannot compete with these more vigorous species.



Target area for woody species



Cutting and stump pasting very large boneseed

5. **Kārearea protection**

After following up with Wellington Electricity many times since the pair of karearea were electrocuted in August 2021, Wellington Electricity have finished protecting live wires around poles to help prevent further electrocutions. Live jump wires which take power around corner posts are now insulated and all insulators have covers to protect the birds.



From this



To this

6. Administration/Promotion

The Whitireia Park Restoration Group Facebook page membership has been steadily growing and now has 593 members, up from 529 members at the same time last year.

Quarter	Trapping	Seed collection	Maintenance	Grant administration	Administration/Promotion
December 2022 - February 2023	48	11	32	12	23

7. Recommendation

That the Board:

1. **Receives the report.**

Report prepared by:

Chris Gibbons

Rob Hughes

Robert Stratford

Angus Hulme-Moir

Robyn Smith

Lisa Casasanto

Niki Edwards

Edmund Stephen-Smith

Whitireia Park Restoration Group Coordinators



SUBJECT: Report for Whitireia Park Board meeting
AUTHOR: Gary Wheaton, Whitireia Park Ranger; Kim Broad, Senior Biodiversity Advisor
DATE OF MEETING: 24 February 2023
SUBJECT: **Work programme update**

1. Purpose

To provide the Whitireia Park Board (the Board) with an update on the work programme at Whitireia Park.

2. Background

Programmes of work are continuing in line with the 2022/23 financial year budget allocations approved by the Board at its meeting on 25 August 2022.

3. Park Management

Considering the weather, visitor numbers have been strong. Behaviour has also been good with no incidents reported over the holidays except for a few cooking fires at Onehunga Bay.

Rubbish left at the park has increased after New Year's. A few bags of meat had been dumped which the Whitireia Park Ranger (the Ranger) disposed of.

The Park has sustained quite a bit of graffiti but a group that works with Porirua City Council called Waitangirua Action Group (WAG) has cleaned up a lot of this graffiti at no cost.

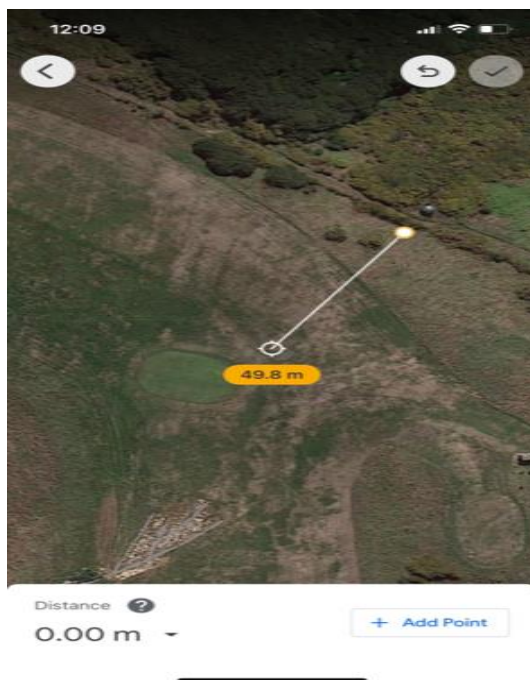
The maintenance crew has advised that the work to repair the inland track, which was damaged by recent weather events, will likely take place in April/May at this stage 2023. The rain related damage to the road at the Thornley Street entrance is still in the process of being fixed. The Ranger has started repairing potholes around the park in the interim, but this is a temporary measure.

A lady living on Morning View complained about the native trees impacting her view. An email was sent to her and to date we have not received a reply.

The mowing is up to date and the park is looking good. There was significantly less mowing to be completed than in previous years. All the firebreaks mowing has been completed and the Ranger is satisfied we have met our obligations for Fire Emergency New Zealand (FENZ).

The costal fence has been cut at the Onehunga Bay farm gate again. It will be replaced with a post and rail fence. The Ranger will recycle fencing materials from Queen Elizabeth Park to keep the cost of this down.

Over the summer period there were a couple of leaks on the main water pipe coming off the golf course and into our tank. We are looking at relaying this 50m section of pipe into conduit to help armour it against being run over by machinery on the course. This is going to cost around \$6k in total which will have to be taken out of the toilet replacement budget.



Connetics have finished their work on the poles and the Ranger is satisfied with how the surrounding area has been left.

We attempted to cut a track down from the top the harbour side, but the contractor got lost in the gorse so if we still want to pursue that idea, we will have another attempt next year.

On 12 February, Police seized six dirt bikes after a group of people were dangerously riding them around parks in Porirua. The Ranger recognised at least one of them that has been

inside Whitireia Park before. This shows the importance of the public calling police when they see them and giving accurate descriptions.

3.1 Toilet update

The procurement process has been started and a consultant is being employed to do the resource consent for the septic system. For ease of procurement, this purchase is being combined with an identical one for East Harbour Regional Park.

3.2 Change opening times

At the 2 December 2022 meeting, the Ranger was asked for further information regarding park user numbers between the hours of 0600 and 0800. The Upper Hutt Depot provided the following information:

From: 30 June 2021 – 1 July 2022 Time: 6am / 8am

- a Onepoto entrance: 3,467.77, or an average of 9.5 people per day
- b Thornley Street entrance: 3,417.56 or an average of 9.3 people per day

3.3 Events

The Porirua Grand Traverse is set to go ahead on Sunday 3 April 2023. This is the second year of their latest 5-year concession and as nothing has changed from previous years it is going to be business as usual.

The Snorkel events are planned for 18 February 2023 and 4 March 2023.

4. Concession applications

No applications have been received.

5. Lizard translocation proposal

We have received a request from ecological consultant RMA Ecology, on behalf of Lincolnshire Farm Limited, to release lizards into the park. RMA Ecology plan to salvage lizards from the area of a planned housing development in Grenada and would like permission from the board to release the salvaged lizards into the site of the previous lizard release in the park.

This request has been received recently and therefore an assessment on this proposal to assist the Board in its decision making has not been completed. However, RMA Ecology are seeking a decision as soon as possible to allow the project to commence this summer. Therefore, we are requesting the Board to consider the translocation proposal, along with a recommendations paper prepared by Greater Wellington and Ngāti Toa Runanga officers, in March, and make a decision at that time.

6. Biodiversity – Key Native Ecosystem site management

6.1 Pest animal control

Pest animal control across the park is ongoing with volunteers undertaking all the trap and bait station servicing work. We are grateful for the effort that the group of conscientious pest control volunteers put into this mahi.

A night-time search of the park for pests in January 2023 was undertaken. No possums, rabbits or hares were seen on the night, but three hedgehogs were removed, and three cats were observed. These searches are undertaken at three-monthly intervals.

6.2 Weed control

We are making good progress on the year's weed control programme with about half the control work completed. Major work ahead includes follow up control of several Japanese honeysuckle sites and helicopter spraying of weeds on the coastal escarpment and licorice plant in other areas.

6.3 Restoration planting

We plan to undertake grass spraying and weed control in March 2023 to prepare the site of this year's community planting being planned by the restoration group. The planting of this area, located towards the top of the valley behind Onehunga, will bolster previous plantings in the valley and widen the vegetated belt in the valley bringing more ecological connection between the two valley systems and the ngāhere block.

7. Recommendations

That the Board:

- 1. **Receives** the report.*
- 2. **Notes** the Board will receive an assessment and recommendations in March with regards to the request received by RMA Ecology Ltd to release lizards into the park and the Board will make a decision at this time.*

Report prepared by:

Gary Wheaton
Park Ranger

Kim Broad
Senior Biodiversity Advisor

Report approved by:

Jimmy Young
Principal Ranger

Al Cross
General Manager, Environment