I hereby give notice that an ordinary meeting of the Ngāti Whātua Ōrākei Reserves Board will be held on:

**Date:** Monday, 20 August 2018  
**Time:** 7:00pm  
**Meeting Room:** Council Chambers  
**Venue:** Auckland Town Hall  
301-305 Queen Street  
Auckland

Ngāti Whātua Ōrākei Reserves Board  
OPEN AGENDA

**MEMBERSHIP**

**Chairperson**  
Ms Marama Royal

**Deputy Chairperson**  
Cr Desley Simpson, JP  
Mr Renata Blair

**Members**  
Cr Linda Cooper, JP  
Mr Wyllis Maihi  
Mr Kit Parkinson

(Quorum 3 members)

Mike Giddey  
Governance Advisor

15 August 2018

Contact Telephone: (09) 890 8143  
Email mike.giddey@aucklandcouncil.govt.nz  
Website: www.aucklandcouncil.govt.nz

**Note:** The reports contained within this agenda are for consideration and should not be construed as Council policy unless and until adopted. Should Members require further information relating to any reports, please contact the relevant manager, Chairperson or Deputy Chairperson.
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**Whakawātea**
1 **Apologies**

At the close of the agenda no apologies had been received.

2 **Declaration of Interest**

Members are reminded of the need to be vigilant to stand aside from decision making when a conflict arises between their role as a member and any private or other external interest they might have.

3 **Confirmation of Minutes**

That the Ngāti Whātua Ōrākei Reserves Board:

a) confirm the ordinary minutes of its meeting, held on Monday, 11 June 2018, as a true and correct record.

4 **Extraordinary Business**

Section 46A(7) of the Local Government Official Information and Meetings Act 1987 (as amended) states:

"An item that is not on the agenda for a meeting may be dealt with at that meeting if-

(a) The local authority by resolution so decides; and

(b) The presiding member explains at the meeting, at a time when it is open to the public,-

(i) The reason why the item is not on the agenda; and

(ii) The reason why the discussion of the item cannot be delayed until a subsequent meeting."

Section 46A(7A) of the Local Government Official Information and Meetings Act 1987 (as amended) states:

"Where an item is not on the agenda for a meeting,-

(a) That item may be discussed at that meeting if-

(i) That item is a minor matter relating to the general business of the local authority; and

(ii) the presiding member explains at the beginning of the meeting, at a time when it is open to the public, that the item will be discussed at the meeting; but

(b) no resolution, decision or recommendation may be made in respect of that item except to refer that item to a subsequent meeting of the local authority for further discussion."
Te take mō te pūrongo / Purpose of the report
1. As per the Board's request, attaching a copy of the minutes of the Ngāti Whātua Ōrākei Reserves Board meeting, held on 11 June 2018.

Ngā tūtohunga / Recommendation/s
That the Ngāti Whātua Ōrākei Reserves Board:
   a) note the minutes of the Ngāti Whātua Ōrākei Reserves Board meeting on 11 June 2018.

Ngā tāpirihanga / Attachments

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<td>A1</td>
<td>Minutes of the Ngāti Whātua Ōrākei Reserves Board meeting on 11 June 2018</td>
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Ngā kaihaina / Signatories

<table>
<thead>
<tr>
<th>Author</th>
<th>Mike Giddey - Governance Advisor</th>
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<tr>
<td>Authoriser</td>
<td>Jane Aickin - Paeurungi Te Waka Tai-ranga-whenua</td>
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Ngāti Whātua Ōrākei Reserves Board

OPEN MINUTES

Minutes of a meeting of the Ngāti Whātua Ōrākei Reserves Board held at Whare Ora, 230 Kupe Street, Ōrākei, Auckland on Monday, 11 June 2018 at 5:17pm.

PRESENT

Chairperson
Ms Sharon Hawke

Deputy Chairperson
Cr Desley Simpson, JP

Members
Mr Renata Blair
Cr Linda Cooper, JP
Mr Grant Hawke
Mr Kit Parkinson

Until 5.25pm, Item 5
Chaired from Item 5

ABSENT

Mr Grant Hawke

ALSO PRESENT

Ms Marama Royal
Mr Wyllis Maihi
Chair, Ngāti Whātua Ōrākei Trust
Member, Ngāti Whātua Ōrākei Trust

IN ATTENDANCE

Jane Aickin
Rangimarie Hunia
Kim Bellingham
Andrew Brown
Maea Petherick
Paeurungi Te Waku Tai-ranga-whenua, Auckland Council
Chief Executive Officer, Whai Maia Ltd
Senior Solicitor, Auckland Council
Planning Manager, Whai Maia Ltd
Senior Governance Advisor, Auckland Council

Whakatau – mihi/karakia

The meeting opened with a mihi and karakia.
1 Apologies

Resolution number NGA/2018/11
MOVED by Mr R Blair, seconded by Mr K Parkinson:
That the Ngāti Whātua Ōrākei Reserves Board:
a) accept the apology from Member Grant Hawke for absence.

CARRIED

2 Declaration of Interest

There were no declarations of interest.

3 Confirmation of Minutes

Resolution number NGA/2018/12
MOVED by Deputy Chairperson D Simpson, seconded by Mr R Blair:
That the Ngāti Whātua Ōrākei Reserves Board:
a) confirm the ordinary minutes of its meeting, held on Monday, 12 February 2018, as a true and correct record.

CARRIED

4 Extraordinary Business

4.1 Extraordinary Business - Resignation and appointment to Ngati Whatua Orakei Reserves Board

Resolution number NGA/2018/13
MOVED by Deputy Chairperson D Simpson, seconded by Mr R Blair:
That the Ngāti Whātua Ōrākei Reserves Board:
a) agree to consider the following item as extraordinary:
   i) resignation and appointment to Ngāti Whātua Ōrākei Reserves Board under Item 7 of the agenda
   b) note that the reason the matter was not on the agenda is that the appointments cannot be delayed until the next scheduled August meeting of the Ngāti Whātua Ōrākei Reserves Board.

CARRIED

The chairperson accorded precedence to Item 7: Consideration of Extraordinary Business – Resignation and appointment to Ngāti Whātua Ōrākei Reserves Board.

7 Extraordinary Business - Resignation and appointment to Ngati Whatua Orakei Reserves Board

Chairperson Sharon Hawke tabled her letter of resignation from the Ngāti Whātua Ōrākei Reserves Board and thanked members of the board and staff for their support over the past seven years.

A letter from the Ngāti Whātua Ōrākei Trust appointing Marama Royal, as Chairperson, and Wyllis Maihi as a member to the Ngāti Whātua Ōrākei Reserves Board, was also tabled.

A copy of these letters have been placed on the official copy of the minutes and is available on the Auckland Council website as minutes attachments.
Resolution number NGA/2018/14
MOVED by Deputy Chairperson D Simpson, seconded by Mr R Blair:

That the Ngāti Whātua Ōrākei Reserves Board:

a) receive the letter of resignation from Sharon Hawke. The Board thanked and acknowledged Sharon’s hard work and commitment on the Ngāti Whātua Ōrākei Reserves Board

b) receive the letter appointing the new chairperson, Marama Royal and new member Wyllis Maihi replacing member Grant Hawke.

CARRIED

Attachments

A 11 June 2018 Ngāti Whātua Ōrākei Reserves Board Item 7: Consideration of Extraordinary Business - resignation letter

B 11 June 2018 Ngāti Whātua Ōrākei Reserves Board Item 7: Consideration of Extraordinary Business - appointment letter

Chairperson S Hawke left the meeting at 5.25pm and Deputy Chairperson D Simpson assumed the chair.

5  Burial ground

Resolution number NGA/2018/15
MOVED by Deputy Chairperson D Simpson, seconded by Mr K Parkinson:

That the Ngāti Whātua Ōrākei Reserves Board:

a) agree to defer this item to the August meeting of the Ngāti Whātua Ōrākei Reserves Board.

CARRIED

6  Quarterly report and general update

Note: changes to the original resolution were incorporated with the agreement of the meeting.

Jane Aickin provided a verbal update on the Atkin Avenue restoration project scheduled to commence on 15 October 2018 until 8 December 2018. An email summarising the verbal update was circulated after the meeting. A copy has been placed on the official copy of the minutes and is available on the Auckland Council website as minutes attachment.

Resolution number NGA/2018/16
MOVED by Mr R Blair, seconded by Cr L Cooper:

That the Ngāti Whātua Ōrākei Reserves Board:

a) approve the payment of $35,000 for the Bastion Point 40th anniversary celebrations

b) agree to install the Kohimarama Pou (Pou Marking) on or before December 2018, subject to site approval.

CARRIED

Attachments

A 11 June 2018 Ngāti Whātua Ōrākei Reserves Board Item 6: Quarterly report and general update - Atkin Ave email update
6.21 pm  The Chairperson thanked Members for their attendance and attention to business and declared the meeting closed.

CONFIRMED AS A TRUE AND CORRECT RECORD AT A MEETING OF THE NGĀTI WHĀTUＡ ŌRĀKEI RESERVES BOARD HELD ON

DATE: ..............................................................

CHAIRPERSON: ..................................................
Te take mō te pūrongo / Purpose of the report
1. To present the Ngāti Whātua Ōrākei Reserves Board Financial Plan, 2018-29, for consideration and adoption.

Ngā tūtohunga / Recommendations
That the Ngāti Whātua Ōrākei Reserves Board:
a) adopt the Ngāti Whātua Ōrākei Reserves Board Financial Plan, 2018-2019, dated August 2018, as attached.

Tātaritanga me ngā tohutohu / Analysis and advice
2. In July 2017 the Ngāti Whātua Ōrākei Reserves Board (reserves board) commenced the process of reviewing the Ngāti Whātua Ōrākei Reserve Board Financial Plan 2015-25 in order to inform the Auckland Council’s Long Term Plan 2018-29 (LTP).
3. In June 2018 Auckland Council’s LTP was adopted providing a 10 year financial forecast and associated work programme. This included revised funding for the reserves board. The financial plan discussed over the course of 2017/18 has been revised to reflect the confirmed funding allocated in the LTP.
4. Since the plan was last discussed the following changes have been made, which reflect the Auckland Council’s LTP funding:
   - A reduction in funding for the access programme on the Whenua Rangatira. Auckland Council requested that alternative funding sources also be found to support this access programme.
   - The funding for tourism developments on the Whenua Rangatira was spread out. This acknowledged that any development was contingent on the Ngāti Whātua Ōrākei Trust’s strategy and approval.
   - The format of the plan has been changed with capital investment now grouped into three areas – Whenua Rangatira, Pourewa Creek Recreation Reserve and grant funding. This gives a better understanding of the scale of direct investment in each area and makes it clearer where funding is subject to additional funding being sought and associated funding agreements.

Ngā tāpirihanga / Attachments

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<tr>
<td>A8</td>
<td>DRAFT - Ngāti Whātua Ōrākei Reserves Board Financial Plan FY18-FY29, August 2018</td>
<td>17</td>
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Ngā kaihaina / Signatories

<table>
<thead>
<tr>
<th>Authors</th>
<th>Jane Aickin - Paeurungi Te Waka Tai-ranga-whenua Rangimarie Hunia – Chief Executive Officer, Ngāti Whātua Ōrākei Whai Maia Ltd</th>
</tr>
</thead>
<tbody>
<tr>
<td>Authorisers</td>
<td>Jane Aickin - Paeurungi Te Waka Tai-ranga-whenua Rangimarie Hunia – Chief Executive Officer, Ngāti Whātua Ōrākei Whai Maia Ltd</td>
</tr>
</tbody>
</table>
Item 6
Scope

1. This plan provides an overview of the projects anticipated through the Draft Pourewa Master Plan, Whenua Rangatira Reserve and Pourewa Creek Recreation Reserve Management Plans.

2. It provides a point in time view of the scope of work, estimate of priorities, cost of development and ongoing operations over the next ten years and is intended to be kept under constant review.

3. While the projects have been established through robust planning processes and are a priority for Ngāti Whātua Ōrākei and the Ngāti Whātua Ōrākei Reserves Board (reserves board) all projects are subject to wider community consultation (until such time as a management plan anticipating specific initiatives is adopted). Future whanau and community engagement may influence the scope of works. In addition, the Whenua Rangatira and Pourewa Creek Recreation Reserve Combined Master Plan is currently being developed and this will inform future changes to this financial plan.

Co-governance and co-management

4. The Orakei Act 1991 created New Zealand’s first co-governed public park – Whenua Rangatira. In 2012 Pourewa Creek Recreation Reserve was added to the existing co-governance arrangement via the Ngāti Whātua Ōrākei Act Claims Settlement Act 2012.

5. Over the course of this ten year financial period Ngāti Whātua Ōrākei (NWO) and Auckland Council (AC) will be embarking on their fourth decade of co-governance. The journey over the first three decades can be roughly categorised into three phases:
   a) Taking time to reunite with the Whenua Rangatira and getting to know each other
   b) Planning (creation of the Whenua Rangatira Management Plan)
   c) Restoration and Ngāti Whātua Ōrākei reclaiming a full kaitiaki role

6. The Ngāti Whātua Ōrākei Reserves Board Financial Plan 2018-28 (plan) has been developed through workshops at both a governance and management level. This plan only reflects the Auckland Council budget for the Whenua Rangatira and Pourewa Creek Recreation Reserve (Whenua and Pourewa). However there is a lot of investment in the Whenua and Pourewa by Ngāti Whātua Ōrākei staff and Auckland Council staff and it is the intent to start to capture this and reflect this in future plans.

7. The single biggest priority for Ngāti Whātua Ōrākei and the reserves board in the first three years of this plan is investment in tourism. This represents the fourth significant phase along the journey of co-governance. This proposed investment will deliver an outstanding destination for Aucklander’s and visitors in time for the America’s Cup
Revenue assumptions

8. There are two existing revenue streams from the Whenua and Pourewa that will continue for the 10 year life of the plan:
   - Events – fees for use of the Whenua Rangatira are set by the reserves board but levied by the Auckland Council events team and then transferred to the reserves board quarterly.
   - Vodafone – once the Ngāti Whātua Ōrākei Claims Settlement Act 2012 came into effect in February 2013 the reserves board inherited a commercial lease in the form of a Vodafone NZ cell tower.
   - Further income is projected in outer years for commercial revenue return from tourism. This is forecast to start and increase from 2022.

Operational funding assumptions

9. Governance, planning and communication
   - Reserves board secretariat – a half time technical support person has been funded by the reserves board for several years. This is forecast to continue for the life of the plan.
   - The cost of running the reserves board including insurance, audit fees, legal, koha and other incidental costs is provided for. Note: in addition to this Te Puni Kōkiri funds the board members payments, catering and venue fees. This is not reflected in this budget.
   - Management plan and feasibility funding – Following the completion of the master plan the two existing management plans will be reviewed and combined with a view to specifically contemplating and consulting with the public on specific developments and changes. This will prevent the need for individual notification of leases or developments and provide a transparent vehicle for public engagement.
   - Feasibility funding is included in 2022/23. This funding is forecast in the middle of the plan to help direct investment in the outer years.
   - Brand, identity and website – it is anticipated that in year one the board would develop a tohu or a brand to support the vision and the scale of activity as well as the increased presence of staff and experiences on Pourewa and the Whenua. Year two includes funding for the development of a basic but dedicated website to increase access to information, programmes and events. Ongoing funding allows for collection and use of images, videos, collateral, communications advice and support.

10. Ecology and maintenance
   - Ecological restoration via the ongoing chemical free programme is accelerated in this plan (particularly for Pourewa) with provision to obtain a pest free environment with a view to long term species reintroduction. The plan reflects 3-4 dedicated staff to run the pest free and ecological restoration programme as well as run some education initiatives.
   - Maintenance (including revegetation and green works) - Maintenance of the Whenua and Pourewa is predominantly carried out by Ōkahu Rakau (a business unit of Ngāti Whātua Ōrākei Whai Maia Ltd) with support from Ventia and Treescape for specialist works. It is anticipated costs of maintenance will increase commensurate with developments (provided for in consequential operating costs).
11. World class visitor experience and storytelling
   - Fibre – in line with the capital investment in fibre, operational budget provision is made for the cost of providing broadband to both Pourewa and the Whenua to ensure public access to free broadband.
   - Story telling - Assumes support for public programmes and events including interpretative walks and events. This does not include any specific programming that may occur in any future tourism developments.
   - Kaitiaki summer services - continuation of this successful programme with an increased budget to increase hours/brand/presence.
   - Research and monitoring - Seed funding is shown for an ongoing ecological and visitor monitoring programme noting that additional funding and support is anticipated from aligned research organisations and NWO.

Capital funding assumptions
12. Whenua Rangatira Developments
   - Brand and identity - upgrade/roll out of improved signage/brand at all entrances. Complemented by operational budget for (website, communications etc). $120,000 including design and consent is assumed in 2018-20 and a second phase of funding of $120,000 is assumed over 2025-27.
   - Mahuhu o te Rangi – house Mahuhu on the Whenua Rangatira in a purpose built whare waka. The budget assumption for this whole project is $310,000 with a particular focus on the whare waka and interpretation. This funding is intended to provide a publicly accessible home for this taonga. Specialised waka restoration (if agreed) is not provided for within this budget.
   - Improved access - it is anticipated a central spine/shared path (3 metre wide walking/cycling) will be designed and developed that runs between Ōkahu and Mission Bay and perpendicular to this up to the Mahuhu o te Rangi near the marae. This will be a connector and storytelling spine and help manage safe visitor flow. It is assumed capital contribution will also be sought from Auckland Transport. The location will be informed by the master plan. Planning, consent and delivery is expected over 2021-26.
   - Kaitiaki – capital funding is provided for small initiatives arising from the overall kaitiaki programme such as proving a mobile base to operate from and signage collateral. Staff currently working at Ōkahu Bay over the summer struggle to promote the values of the site including the rubbish free and smoke free policies and have requested a stronger presence.
   - Tourism and storytelling - assumes design and installation of basic story boards (or similar) and ongoing interpretation displays.
   - Waka culture – assumes development of an iconic new facility near the water at Ōkahu over the years 2026-28.
   - Fibre - a capital investment is needed which will require ongoing service costs to ensure high visitation areas have access to free broadband.
13. Pourewa Creek Developments
   - Brand and identity - upgrade/roll out of improved signage/brand at all entrances. Complemented by operational budget for (website, communications etc). $120,000 including design and consent is assumed in 2021-23.
   - Recreation facilities - provision is made for picnic tables, seating and wharepaku.
   - Access - improved vehicle access including an upgraded vehicle entrance and a path network. Funding is spread across the first seven years of the plan (2018-27).
   - Waka culture – assumes access to water at Pourewa in 2023/24.
   - Nursery - complete the relocation and upgrade of the plant growing facilities/nursery.
   - Fibre - a capital investment is needed which will require ongoing service costs to ensure high use areas have access to free broadband.

14. Renewals
   - All assets (except those run under lease) are recorded by Auckland Council in its asset management system and renewal funding is forecast in this system. The reserves board is the administering body of assets and liable for their replacement. The funding shown in the attached is based on the current asset renewal forecast held by Auckland Council’s asset management system.

Grant funding

15. The assumption made in this plan is that there are two larger built investments where the reserves board via Auckland Council will make a contribution to Ngāti Whātua Ōrākei (NWO) who will lead the development. This assumes NWO will obtain the remaining investment funding. The two overarching investments are a tourism facility on the Whenua Rangatira and an ecological education centre on Pourewa. These will be leased to NWO from the reserves board and this lease will stipulate a financial return to the reserves board where there is a commercial element or profit forecast. NWO will run these facilities and take the bulk of the risk and the return.

16. Detailed design and business modelling for these developments has not yet been completed so forecast revenue to the reserves board is considered to be conservative at this point in time.

17. The grant funding is tagged in Auckland Council’s Long Term Plan 2018-29. As this is tagged as a grant the release of funds from Auckland Council will be contingent on a grant agreement and a number of conditions being met.
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Ngāti Whātua Ōrākei Reserves Board - audit update

File No.: CP2018/14947

Te take mō te pūrongo / Purpose of the report

1. To inform the Ngāti Whātua Ōrākei Reserves Board of; the timeline for the external audit of the 2017/18 annual performance statements, the correspondence with the external auditor RSM Hayes and approve the letter of engagement.

Ngā tūtohunga / Recommendation/s

That the Ngāti Whātua Ōrākei Reserves Board:

a) receive the RSM Hayes letter of engagement and letter of arrangement for the 2017/18 year and retrospectively delegate to the Chairperson approval to sign the letter of engagement for RSM Hayes on behalf of the board.

Horopaki / Context

2. In accordance with the Ngāti Whātua Ōrākei Claims Settlement 2012, Schedule 4 clause 5(3) the financial accounts for the Ngāti Whātua Ōrākei Reserves Board (board) must be audited by a chartered accountant each year.

3. At the November 2017 hui the board approved the re-appointment of RSM Hayes as the external Auditors.

4. The financial statements are the responsibility of the board. In this regard, the board are responsible for:
   - Ensuring the board keeps accounting records which at any time disclose with reasonable accuracy the financial position of the board
   - Establishing and maintaining an internal control structure
   - Preparing the financial statements which present fairly, in all material respects the board’s financial position and performance, represented by the results of its operations.
   - Ensuring the board complies with laws and regulations applicable to its activities, and safeguarding the assets of the board.
   - The audit does not relieve the board of these responsibilities

5. The purpose of the audit opinion is to provide the members of the board with reasonable audit assurance as to whether the performance reports are free of material misstatements and comply with generally accepted accounting practice (GAAP) in New Zealand.

6. The audit procedures include examination on a test basis of evidence supporting the amounts and other disclosures in the performance statements and evaluation of accounting policies and significant accounting estimates.

7. The audit includes the need to gain an understanding of the accounting system and the internal control structure to the extent necessary to consider their adequacy as a basis for the preparation of the performance statements.

8. Attachment A includes a letter of audit engagement which was signed on behalf of the Board by the previous Chairperson – Sharon Hawke. The letter of engagement was signed between meetings of the board in May 2018. It is now requested that retrospective approval by the board be given to delegate the signing of the letter of engagement to the Chairperson.
9. Key points to note from the letter of engagement:
   - RSM Hayes fee for the audit is the same as last year at $5500 plus GST and disbursements
   - Audit on draft financial statements will commence from 14th September 2018 with completion and presentation to the Board by November 2018.

10. Quarter 4 results have been reported in the quarterly report at the August 2018 hui. It is not envisaged that this result will change materially from what will be reported in the annual performance statements.

Audit management letter and findings report from 2016/17 year

11. At the conclusion of last year’s audit the auditors issued an Audit Findings report containing matters they consider appropriate to bring to the attention of the board.

12. RSM Hayes Audit Findings report indicated the following observations with recommendations that required follow up by the board:
   - Formal funding agreement with Auckland Council – recommends the board and council enter into a funding agreement to provide certainty over funding and delivery.
   - Formal fraud assessment – recommends that the board should ensure as a minimum that a fraud policy is developed that sets out the steps that should be taken in the event of a suspected fraud. A fraud risk assessment to be carried out. Any mitigating controls against fraud are developed and implemented.
   - Compliance – recommends that the board develop a process to ensure compliance with relevant legislation, identifying specific legislation that affects the board.

13. Now that the formal approval for funding has been approved by council through the long term plan process and the consequential final sign off of the board’s financial plan, management will work on detailing a draft funding agreement ready to workshop at the next meeting of the board.

14. A draft fraud policy is being developed and will be ready to be workshop in the near future.

15. Compliance review – Auckland Council has previously reviewed compliance. Council’s legal team will review this earlier work and council staff will work with the board technical officer and report this back to the board for review.

Ngā tāpirihanga / Attachments

<table>
<thead>
<tr>
<th>No.</th>
<th>Title</th>
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</tr>
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<tbody>
<tr>
<td>A</td>
<td>Letter of audit engagement</td>
<td>25</td>
</tr>
<tr>
<td>B</td>
<td>Arrangement letter</td>
<td>31</td>
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Ngā kaihaina / Signatories

<table>
<thead>
<tr>
<th>Author</th>
<th>Kym Jones – Lead Financial Advisor, Auckland Council</th>
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<tbody>
<tr>
<td>Authoriser</td>
<td>Jane Aickin - Paeurungi Te Waka Tai-ranga-whenua</td>
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</table>
22 February 2017

The Executive Members
Ngāti Whātua Ōrākei Reserves Board
Level 1
32 – 34 Mahuru Crescent
Auckland 1010

Dear Executive Members

Ngāti Whātua Ōrākei Reserves Board
Audit of your performance report

This letter outlines the terms of our engagement to ensure the extent of our respective responsibilities remains clearly understood.

Auditor’s Responsibilities

Our audit of your statement of financial performance, statement of financial position, statement of cash flows, statement of accounting policies and the notes to the performance report will be conducted in accordance with International Standards on Auditing (New Zealand). Our audit of the entity information and the statement of service performance will be in accordance with the International Standard on Assurance Engagements (New Zealand) 3000 (Revised) ISAE (NZII) 3000 (Revised). The objective of the audit is to express an opinion on whether your performance report as presented by the executive members, presents fairly, in all material respects, the entity information, service performance, financial position, financial performance and cash flows of your organisation.

Our report will be in the form recommended by the External Reporting Board’s Explanatory Guide Au99 Guidance on the Audit or Review of the Performance Report of Tier 3 Not-for-Profit Public Benefit Entities.

Executive Members’ Responsibilities

We understand you intend to prepare a performance report in accordance with generally accepted accounting practice in New Zealand, in your case applying the Tier 3 framework known as Public Benefit Entity Simple Format Reporting – Accrual (Not for profit) issued by the New Zealand Accounting Standards Board.

We direct your attention to the fact that the responsibility for the preparation of the performance report, including adequate disclosure, remains that of the governing body of your organisation. The executive members acknowledge their responsibilities in relation to the performance report include:

- The preparation and fair presentation of a performance report that comprises:
  - The entity information;
  - The statement of service performance; and
  - The statement of financial performance, statement of financial position, statement of cash flows, statement of accounting policies and the notes to the performance report;

  in accordance with Public Benefit Entity Simple Format Reporting – Accrual (Not for profit) issued by the New Zealand Accounting Standards Board;

- the selection and consistent application of appropriate accounting policies; and

- the security and controls over information on your organisation’s website, including electronic presentation of the performance report.

THE POWER OF BEING UNDERSTOOD

Audit, Tax, Consulting

RSM Hayes Audit are members of the RSM network and carry on RSM Hayes Audit as one legal entity. The term of the RSM network is an cooperation accounting and consulting firm based in parts of its own right. The RSM network and all its members are separate legal entities in many jurisdictions.
The executive members are responsible for the establishment and maintenance of accounting records and a system of internal control designed to provide reasonable assurance as to the integrity and reliability of financial and non-financial reporting. The governing body are also responsible for the design and implementation of internal control to prevent and detect error, fraud and non-compliance with laws and regulations.

To allow us to perform our audit you agree to provide us with all access to all information which you are aware is relevant to the preparation of your performance report. You will also provide us any other information and explanations that we may request from either management or yourselves as necessary for the performance of our duties as auditors. This will include unrestricted access to all records, including minutes of the governing body and management meetings, as well as other documentation and relevant personnel within your organisation.

Once we have issued our report we have no further direct responsibility in relation to the performance report for that reporting period. However, we expect that you will inform us of any material event occurring between the date of our report and that of the Annual General Meeting or publication of the performance report which may affect the performance report. If you intend to publish or reproduce the performance, including our audit report, in printed form or electronically you agree to provide us with a draft of the document, and to obtain our approval before the document is finalised and distributed. Such instances include the published Annual Report, Prospectus and the loading of the performance report onto a website. Where our audit report is reproduced in any medium, the complete performance report, including notes, must also be presented.

Management representations

As required by International Standards on Auditing (New Zealand) and ISAE (NZ) 3000 (Revised), we will make specific inquiries of the executive members and others about the representations embodied in the performance report and the effectiveness of internal control over performance reporting. We will also request a representation letter covering matters material to the performance report from key management personnel and the executive members.

This will include representations on the adoption of the going concern assumption in the preparation of the performance report, including the key considerations made by the governing body as to its applicability. The results of our audit tests, the responses to our inquiries and the written representations of the governing body and management, comprise the evidential matter upon which we intend to rely in forming our opinion on the performance report. Such representations will be requested as of the date of approval of the performance report.

Scope of the audit

An audit includes examining a sample of evidence relevant to the amounts and disclosures in the performance report. An audit also includes assessing the significant estimates and judgements made in the preparation of the performance report, and whether the accounting policies are appropriate to your organisation’s circumstances, consistently applied, and adequately disclosed.

This includes performing procedures to obtain evidence about and evaluating whether the statement of service performance’s reported outcomes and outputs, and quantification of the outputs to the extent practicable, are relevant, reliable, comparable and understandable.

We will examine the accounting and internal control systems to ensure that they are adequate as a basis for the preparation of the performance report and to establish whether the organisation has kept proper accounting records. However, our audit is not designed to identify all significant weaknesses your organisation’s systems, nor to express an opinion on the effectiveness of your organisations system of internal control.

Because of the test nature and other inherent limitations of an audit, together with the inherent limitations on the accuracy of any accounting or other systems, there is an unavoidable risk that even a significant error, fraud or irregularity may remain undiscovered. Accordingly, our examination should not be relied upon to disclose defalcations or other irregularities.

In addition to our report on the performance report, we will also report to you concerning any issues impacting on our independence as auditors, qualitative aspects of your financial reporting and any material weaknesses in the organisation’s system of accounting and internal control which come to our notice. We will also raise any expected modifications to our audit report on the performance report with you in advance.
Any accounting or other services that we may provide from time to time at your request are distinct from our function as auditors.

Limitations

We will exercise reasonable care and skill in the provision of our services set out in this letter. However, in the unlikely event of a dispute you have agreed with us that the aggregate liability (including, without limitation, legal fees) of RSM Hayes Audit, associated entities and personnel will in no circumstances exceed three times our fee or $50,000, whichever is the lower.

RSM Hayes Audit's aggregate liability will be limited to that proportion of the total damage for which it is responsible. The intention is that each party to this contract shall bear only that part of any loss or damage that is proportionate to the loss or damage directly caused by them. For the avoidance of doubt, in determining proportionality of loss or damage caused, account shall be taken of any loss or damage that is reasonably attributable to any third party. If we cannot agree on the proportion of loss or damage attributable to any third party, the matter shall be referred to arbitration in accordance with the Arbitration Act 1996.

This limitation of liability extends to both the engagement contained in this letter and any variation or addition to it, and to claims arising from breach of contract, negligence or in any other way. This provision shall survive the termination of this agreement for any reason.

Responsibility for other documents accompanying audited performance report

Professional standards require that we read any annual report and other documents that contain our audit opinion. The purpose of this procedure is to consider whether other information in the annual report, including the manner of its presentation, is materially inconsistent with information appearing in the performance report. We assume no obligation to perform procedures to verify such other information as part of our audit.

Third party use of our audit report

Our audit opinion is intended for the benefit of those to whom it is addressed. The audit will not be planned or conducted in contemplation of reliance by any third party or with respect to any specific transaction. Therefore, items of possible interest to a third party will not be specifically addressed and matters may exist that would be assessed differently by a third party, possibly in connection with the specific transaction.

Ownership of and access to audit file

The working papers and files for this engagement created by us during the course of the audit, including electronic documents and files, are the sole property of RSM Hayes Audit and constitute confidential information. Requests by third parties for access to our working papers, including those made by parties entitled by law to compel us to provide such access, will be discussed with you and your consent obtained before access is given, other than by operation of law.

As with all chartered accountancy firms, our audit and accounting practices are subject to review by the Practice Review Board of the New Zealand Institute of Chartered Accountants, as well as the Financial Markets Authority. We are required to produce any document or other material in our possession or power and cooperate in the review process. The work we perform for you may be selected by the examiners for their review. If so, they are obliged to keep all information confidential.

Performance of our services

This engagement is with the partnership of RSM Hayes Audit ("the partnership"). The partnership is responsible for and will issue the audit report in relation to your entity. The partnership will also invoice you for the work undertaken.
However, RSM Hayes Audit Limited ("company") provides the audit team who deliver the specialist audit services to the partnership. The partnership will engage the company to complete the audit services in relation to your entity. Notwithstanding this internal arrangement, the partnership remains responsible for the provision of audit services to you, including the audit report.

**National and international affiliations**

RSM Hayes Audit is a member of RSM New Zealand and the RSM International network. We operate as a member of these associations, but are a separate legal entity.

Other members of RSM, together with their respective directors and employees, are not agents of our firm. None of RSM New Zealand, RSM International or their respective member firms have the authority to enter into obligations on our behalf.

During our dealings with you we may introduce you to another member firm, and if so you will need to enter into your own contractual arrangements directly with that firm. We do not accept any liability in respect of any work they may undertake for you.

We have sole responsibility for work that we undertake in accordance with this engagement letter and you agree that you will not bring any proceedings or make any claim whatsoever against RSM New Zealand, RSM International or any other RSM member firms in relation to the work that we perform for you.

**Financial Advisers Act**

RSM Hayes Audit is not an Authorised Financial Adviser as defined in section 51 of the Financial Advisers Act 2008. Any advice provided is merely a service provided as an incidental part of a non-financial service.

We recommend that any investment decisions are referred to an Authorised Financial Adviser.

**Electronic communication**

To comply with the Unsolicited Electronic Messages Act 2007, we are required to obtain your permission to send you electronic messages including, but not limited to, information about our services and invitations to special client events that we regularly hold. Please complete the following to indicate whether you wish to opt in to our electronic mailing list:

- I authorise RSM Hayes Audit to send me electronic messages
- Please do not send me electronic messages

**Fees**

Our fees, which will be billed as work progresses, are based on the time required by the individuals assigned to the engagement plus disbursements. Individual hourly rates vary according to the degree of responsibility involved and the experience and skill required. The fee for the audit of your performance report for the year will be agreed with you annually and will be detailed in our audit arrangements letter. Our fee will be billed periodically as work progresses, and payment is due no later than 20 days from the invoice date. We reserve the right to charge interest on overdue amounts at a maximum rate of 15% per annum. We also reserve the right to on charge all collection costs applicable to the recovery of the account, should payment not be received.

Fees for future audits will be discussed with you and agreed before the work commences.

Our fee estimates, which will be contained in our annual arrangement letter, will be based on the following assumptions:

- Draft performance report (including entity and service performance information) will be prepared in a format based on your stated accounting policies and will be supported by competent and complete working papers detailing the make-up of the balances with reference to supporting source documentation;
- During the course of the audit we will achieve three trial balance amendments from the trial balance given to us at the commencement of the audit. Any further amendments may incur additional fees.
• We will be provided with an opportunity to assess the suitability of the outcomes and outputs to be reported ahead of audit fieldwork commencing. This is important as we anticipate conducting an integrated audit of both your financial and non-financial information in order to deliver the most effective use of audit time.

• We will receive full co-operation and all information required from your team within the time frames agreed; and

• We have been provided with all relevant information to make our fee estimate.

We want you to receive the maximum value for our professional services and to perceive that our fees are reasonable and fair. However, in seeking to provide you with such value, we find there are various matters that can cause us to perform work in excess of that contemplated by our fee estimate. The following explains the matters that arise most frequently:

• We generally form our fee estimates on the expectation that the accounting records are in good order so that our work can be completed based upon our normal testing and other procedures. However, should we find numerous errors, incomplete records, or disorganised bookkeeping methods, we will have to perform additional work to ensure that the necessary corrections have been made and are properly reflected in the performance report.

• To minimise your costs, we plan the means by which your personnel can facilitate the audit (e.g. what schedules they will prepare, how to prepare them, the supporting documents that need to be provided, etc). We also discuss matters such as availability of your key personnel, deadlines and working conditions. Indeed, the information concerning these matters that you furnish to us is a key element in our fee estimate. Therefore, if your personnel are unable, for whatever reasons, to provide these materials on a timely basis, it may substantially increase the work we must do to complete the engagement within the established deadlines. Further, in some circumstances, this may require a staff withdrawal, as discussed in the following paragraph.

• A staff withdrawal consists of removing one or all of our staff because the condition of the records, or the inability of personnel to provide agreed upon materials within the established timetable makes it impractical for us to perform our work in a timely, efficient manner, as established in our proposed timetable. Sometimes, a complete staff withdrawal is necessary to permit an orderly audit approach. A staff withdrawal is not necessarily an adverse reflection on personnel. However, it often involves additional time and costs, as we must reschedule our personnel, incurring additional start-up costs, etc.

• Even though we communicate frequently with clients and plan our engagement with management and their staff, unforeseen events can occur. Examples include: accounting problems, litigation, changes in the business or business environment, contractual or other difficulties with suppliers or customers, etc. When those circumstances occur, additional time is needed to complete our engagement in accordance with professional standards.

Again, we emphasise that we strive to give you optimum value for our professional services. Fee estimates are provided based upon the facts and circumstances that you describe to us. However, unlike the sale of products, the performance of professional services is affected by many variables, such as the above, which may cause fee estimates to change.

Improving our services

RSM Hayes Audit is committed to achieving and maintaining the highest quality of service. If at any time you wish to discuss with us how our services to you may be improved, or if you are in any way dissatisfied with the service you are receiving, please contact Audit Partner, Elaine Yong or Craig Fisher, the Chairman of RSM New Zealand. We undertake to look into any complaint carefully and promptly.
Conclusion
This letter supersedes any previous engagement letter. Once agreed, this letter will remain effective from the date of signature until it is replaced. You or we may vary or terminate this arrangement at any time without penalty. Notice of variation or termination must be given in writing.

We look forward to a constructive relationship with your team and we trust that they will make available to us all records, documentation and other information requested in connection with our audit.

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

If you would like to discuss any aspect of this letter please contact, Elaine Yong or Mwauluka Mubano on (09) 367 1656.

Yours faithfully

RSM

Client Acknowledgement
We agree that this letter properly describes the terms of engagement for the audit of our performance report.

Signed
Ngāti Whātua Ōrākei Reserves Board

Executive Member
Dated

Page 6
22 February 2018

The Executive Members
Ngāti Whātua Ōrākei Reserves Board
Level 1
32 – 34 Mahuı̇ Crescent
Auckland 1010

Dear Executive Members

Ngāti Whātua Ōrākei Reserves Board
Audit of your performance report
For the year ending 30 June 2018

This arrangement letter confirms our email with Dan Keys arranging the audit visit to commence on 17 September 2018. The audit field work will be led by Julian Rao. The senior manager overseeing this audit will be Mwaluka Mubano. It would be helpful if your key management and accounts team could be available to assist to ensure an efficient audit.

Attached for your approval is our formal engagement letter which outlines the detailed terms of our engagement.

Areas of Significant Audit Focus

We believe it is best practice to communicate with you as the governing body regarding matters which form an important part of our audit process.

While our audit necessarily involves evaluating your overall performance report and underlying financial controls, the following are areas we have assessed as areas of higher potential risk which require additional audit focus in relation to your organisation. Accordingly, we believe that they are important areas that should be of interest to you in your governance capacity. This year we believe the more significant risk areas are as follows:

- Completeness and occurrence of revenue from Auckland Council
- Completeness and classification of related party transactions, including any tax implications.

In addition to the above, our audit will seek to ensure that your entity’s performance report is in compliance with Public Benefit Entity Simple Format Reporting – Accrual (Not-For-Profit) (“PBE SPR-A (NFP)”) issued by the New Zealand Accounting Standards Board.

If there are other areas of concern to you that believe may require some audit focus, we would appreciate you advising us as soon as possible.

Reporting Timeline

To ensure everyone involved in the reporting process is clear as to their responsibilities, a reporting timeline is included in Appendix A. If you have any concerns with the proposed timeline, please contact us as soon as possible.
Should you at any stage believe that you will be not ready for audit work to commence as per the timeframe outlined above, please contact us immediately, so that we can coordinate alternative audit timings.

**Fees**

In accordance with the terms of our engagement, our fees are based on the time required by the individuals assigned to the engagement plus disbursements. Individual hourly rates vary according to the degree of responsibility involved and the experience and skill required. The fee for the audit of your performance report for the year ending 30 June 2018 is based on time and costs incurred. This has been agreed at $5,500 plus GST and disbursements. Our fee will be billed periodically as work progresses. This estimate is subject to the general assumptions included in the terms of our engagement.

Unless we are advised to the contrary, we assume the above fee arrangements are mutually agreeable. Fees for future audits will be discussed with you and agreed before the work commences.

**Conclusion**

We look forward to continuing our constructive relationship with your team and we trust that they will make available to us all records, documentation and other information requested in connection with our audit.

If you would like to discuss any aspect of this letter please contact me, or Mwauluka Mubano, on 09 367 1656.

Yours sincerely,

Elaine Yong
Audit Partner
Appendix A: Proposed timetable

Trial balance finalised: 14 September 2018
Draft performance report prepared 14 September 2018

Final on-site audit visit commences: 17 September 2018
- Balance sheet verification work
- Quality control review of performance report.

Completion matters and exit meeting (if required): November 2018
Our recommendations will be discussed and confirmed with management, including:
- Any financial or audit matters
- Performance report disclosures
- Management letter suggestions for improvement

Executive Members sign: November 2018
Sign off: November 2018
Quarterly report and general update

File No.: CP2018/14694

Te take mō te pūrongo / Purpose of the report

1. To update the Ngāti Whātua Ōrākei Reserves Board (reserves board) on the operational and capital work programmes for the Whenua Rangatira and Pourewa Creek Recreation Reserve.

Ngā tūtohunga / Recommendation/s

That the Ngāti Whātua Ōrākei Reserves Board:

a) authorise capital expenditure of up to $60,000 on programme management and design of access improvements for Pourewa Creek Recreation Reserve in line with the draft master plan noting that the detailed design will be reported back to the board for approval prior to lodging resource consent.

b) authorise annual operational expenditure of up to $120,000 to enable additional base line services to be included in the Ōkahu Rakau contract for maintenance of the whole of Pourewa Creek Recreation Reserve.

c) authorise operational expenditure of up to $58,240, for the Kaitiaki Service, which is in line with the budget, to allow additional working hours and area of coverage.

d) authorise capital expenditure of up to $20,000 to provide a base for the Kaitiaki Service, which is in line with the budget, for use over the summer months.

e) consider an application for landowner consent to allow stormwater discharge to the Pourewa Creek Recreation Reserve from land at 37 Awarua Crescent.

Financial summary

2. An overview of the operational and capital expenditure for the financial year July 2017 – June 2018 is included below.

3. Revenue - is made up of three streams on income, the set license fee for the Vodafone tower of $14,300 per annum, rental income from the St Heliers Pony Club $12,469 and income from event fees of $2100. Event income was 80% of budget at $2,100 this year and this is lower than the event income earned in the past two years of between $5000 and $6000 per annum.

4. Operational expenditure - overall operating expenditure was under budget by $37,080 with savings in the response maintenance and utilities budget of $43,229 and an over spend in other expenditure of $6148. The over spend was mainly due to the yearly external audit fee of $5500 and printing expenses of $1800 not being included in the original LTP budget. From 2018 year adequate operational expenditure has been allowed for in the Boards financial plan.

5. Project expenditure - the project expenditure budget of $110,000 was fully spent and was made up of grants for the development of the master plan $50,000, contributions to the funding of the story telling (mauri tent and the Bastion Point anniversary celebrations) $40,000 and kaitiaki summer services of $20,000.

6. Net operating expenditure - for the end of the financial year was $624,883 compared to a budget of $661,426 with an overall underspend for the year of $36,543. This underspend will be carried forward into the 2018/19 year’s operational budget.
7. Capital expenditure - $20,510 was spent on capital works. This was mainly for the completion of the BBQ and seating at Okahu bay. A number of the projects including the nursery and water quality initiatives were not able to be progressed this financial year and therefore the original budget of $202,597 was underspent by $182,087. The projects funding will be carried forward into the 2018/19 capital expenditure budget.

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<td>Operational Expenditure:</td>
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<td>Total Net Operating expenditure</td>
<td>624,883</td>
<td>661,426</td>
<td>36,543</td>
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</table>

<table>
<thead>
<tr>
<th>Ngāti Whātua Ōrākei Reserves Board</th>
<th>Actual</th>
<th>Budget</th>
<th>Variance</th>
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<tbody>
<tr>
<td>Capital Expenditure summary</td>
<td>YTD</td>
<td>YTD</td>
<td>YTD</td>
</tr>
<tr>
<td>Jun-18</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>PROJECTS</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Water quality initiatives incl Atkin Ave</td>
<td>0</td>
<td>69,000</td>
<td>69,000</td>
</tr>
<tr>
<td>Nursery</td>
<td>0</td>
<td>245,000</td>
<td>245,000</td>
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<tr>
<td>Recreation facilities</td>
<td>18,789</td>
<td>40,929</td>
<td>22,140</td>
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<tr>
<td>Capital Renewals</td>
<td>1,721</td>
<td>25,834</td>
<td>24,113</td>
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<tr>
<td>Net Capital Expenditure</td>
<td>20,510</td>
<td>380,763</td>
<td>360,253</td>
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<tr>
<td>Net Operating Budget funded by Council</td>
<td></td>
<td>202,597</td>
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<tr>
<td>Shortfall in Budget to be funded by carry forwards put in the 18/19 year</td>
<td></td>
<td>178,166</td>
<td></td>
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</table>
Work programme overview

8. Below is an overview of forecast projects with an indication of their progress against agreed milestones. Further commentary on many of these is provided later in the report.

<table>
<thead>
<tr>
<th>Project</th>
<th>Next milestone/est completion date</th>
<th>Status</th>
</tr>
</thead>
<tbody>
<tr>
<td>Atkin Ave stream enhancement</td>
<td>Commence works October 2018</td>
<td></td>
</tr>
<tr>
<td>Bastion Point Celebrations</td>
<td>Complete May 2018</td>
<td></td>
</tr>
<tr>
<td>Concessions area review (mobile vendors)</td>
<td>Review complete Next stage: Design and build</td>
<td></td>
</tr>
<tr>
<td>Kaitiaki project (implementing Kaitiaki Strategy including summer host programme)</td>
<td>Review undertaken of 2017/18 summer season. Planning and improvements for next season underway (see separate report)</td>
<td></td>
</tr>
<tr>
<td>Nursery</td>
<td>June 2018: Submit RC application August 2018: commence works</td>
<td></td>
</tr>
<tr>
<td>Pou Marking – stage 1</td>
<td>December 2018</td>
<td></td>
</tr>
<tr>
<td>Recreation facilities Ōkahu</td>
<td>December 2018</td>
<td></td>
</tr>
<tr>
<td>Reserves Masterplan</td>
<td>September 2018: draft concept plans for Whenua Rangatira complete</td>
<td></td>
</tr>
<tr>
<td>Urupa</td>
<td>Location options now centred on papakainga (outside scope of Reserves Board)</td>
<td></td>
</tr>
<tr>
<td>Whakawaka</td>
<td>Location approved but detailed scoping put on hold subject to completion of master plan</td>
<td></td>
</tr>
</tbody>
</table>

Capital project update

Atkin Avenue naturalization works

9. This project, to open the channelled stream and more appropriately engineer the stream edges to manage erosion effects, has been several years in the planning. The primary hold up over the last few years has been funding and after that was secured in the last financial year the weather caused a stop work. Funding has been carried forward and the work is forecast to restart again in October 2018, weather permitting.

Bastion Point

10. Ngāti Whātua Ōrākei Reserves Board set aside $35,000 to fund Bastion Point Celebrations. A dawn ceremony was held on Takaparawhau on the morning of 25th May 2018, to celebrate 40 years of Bastion Point. The funding provided for:

- Communications collateral for the event
- Event Management (including security and traffic management)
- Marquees
- Sound System
- Kai
- Resources (including purchase of the Bastion Point flags)
- Refurbishment of the Joannie Hawke Memorial
Nursery
11. Completion of the resource consent application for the nursery installation has been delayed owing to complications in the detailed engineering design for ground stability and drainage.

12. This work is now substantially complete and the consent application should be submitted in August.

13. Anecdotal evidence suggests that Council are currently struggling to process resource consent applications within the statutory timeframes (20 working days) and that further delays in obtaining consent should be anticipated. It is probably safe, however, to assume that the consenting process should be complete by November.

Pou Marking - Stage I (Kohimaramara Pou)
14. The Ngāti Whātua Ōrākei Toi Manager has worked with a structural engineer to design a new concrete pedestal base similar to the original base design and aligned to the narrative. The artist has been informed of the process to replace the base.

15. A complete design package for the pedestal base and foundation has been produced by a principal structural engineer.

16. A concrete specialist will fabricate the new pedestal base from the design package supplied. This process will take approximately six weeks to make a bespoke mould, including a koru pattern that will then be cast as the new base.

17. Two options for a new site for the pou have been identified, which are in proximity to the Koi café. Neither site will require resource consent. The two locations are shown below:

18. Ngāti Whātua Ōrākei will contribute to the cost of replacement and installation of the new artwork. There will be no additional funding requirement.

19. The artwork should be installed by October, 2018 at the latest.

Recreation Facilities at Ōkahu Bay
20. At the time of writing it was proposed to commence work in September. This follows lengthy delays as project managers looked at options to employ a local whanau supplier to deliver the works. The contractor to be used was still being finalised at the time of writing this report although several quotes and options are available.
Pourewa Creek Recreation Reserve – access improvements

21. The master plan schematic for access to Pourewa Creek Recreation Reserve is shown in Attachment B. It is recommended initial development include development of the main vehicle access opposite Kupe St and pedestrian links to the Kepa/Ngapipi/Ōrākei Road intersection. Internal access may rely on unformed informal access in the first instance (this may also have the advantage of highlighting natural desire lines as people traverse the whenua).

22. There is a capital budget of $442,800 to commence the access improvements in 2018/19 in the new funding application supported through Auckland Council’s Long Term Plan. Having completed a draft master plan for Pourewa, that has been well received and aligns with the management plan, it is recommended that authorization to spend up to $60,000 on programme management and design be authorized and detailed design be reported back for approval prior to lodging resource consent.

Operational update

Kaitiaki Service

23. The Kaitiaki Service has been in effect for 6 seasons operating in the Ōkahu Bay area.

24. The hours of service in the last season were 0700 - 1400 every Saturday and Sunday from November to April.

25. The operational budget for the service last year was $20,000 per annum.

26. Over the years of operation, the profile of the service has grown significantly. Demand arises from wide range of activities including:

- Facilitation of events and activities
- Informal engagement with the public and tourists
- Management of trading activities
- Unauthorised gatherings
- Litter control
- Parking control

27. The existing service was established for Okahu Bay but in practice a significant demand arises also at Takaparawhau - in particular from visitor activity around the Michael Joseph Savage Memorial. This area is not included in the current service.

28. In addition to this, with the increasing pressure from the public there is a growing need for a more visible presence and an operational base for the staff service such as a pop-up tent or mobile caravan.

29. In light of the growing demands it is recommended that the Kaitiaki Service be extended to:

- include the full extent of the Whenua Rangatira;
- provide an operational base;
- allow for a year round presence of 0.5 FTE and a roster of 3 Kaitiaki during the peak weekend hours;
- The summer weekend hours should be extend to cover the entire daylight period, in order to address the influx of afternoon to early evening patrons.
30. Proposed revised hours of operation are shown below:

<table>
<thead>
<tr>
<th>Season</th>
<th>Hours</th>
<th>Number of Kaitiaki</th>
</tr>
</thead>
<tbody>
<tr>
<td>Summer: Labour weekend – end April</td>
<td>Weekends and bank holidays 8am-4pm</td>
<td>3</td>
</tr>
<tr>
<td></td>
<td>Weekends and bank holidays 6am-8am; 4pm-8pm</td>
<td>1</td>
</tr>
<tr>
<td>Off season</td>
<td>Weekends and bank holidays 8am-6pm</td>
<td>0.5 (FTE)</td>
</tr>
</tbody>
</table>

31. The Service also requires operational equipment such as PPE, training, IT, and communications aids (signage etc) and consumables (rubbish bags, gloves, sanitiser, rubbish sticks etc). This is not currently covered by the historical budget allocation.

32. The available operational budget for 2018/19, allocated through the new funding approved by Auckland Council, is $58,240. It is likely that this will be sufficient to address the additional working hours and area of coverage outlined above, in addition to the equipment. If funding is slightly short then the hours or consumables can be trimmed to fit the budget.

33. The available capital budget for 2018/19, allocated through the new funding approved by Auckland Council, is $20,000. Additional capital funding is available next year. This was capital funding was forecast on the assumption that the first year would allow for acquisition of a pop up tent, signage and basic furniture or similar. This would be trialled and reviewed for next year with the potential for a more permanent or substantial set up for subsequent years or development of a range of interpretation nodes to support visitor education.

**Reserves Master Plan**

34. Work is on track to complete a first draft of Concept Plans for the Whenua Rangatira by September 2018. The draft will be presented to the Boards for discussion (Ngāti Whātua Ōrākei Trust and Reserves Board) and socialized in the same manner as undertaken earlier this year for the Pourewa Plans.

35. The concepts embodied in the Master Plan (Pourewa and Whenua Rangatira) will be subject to wider public consultation (notification) in the process of transition to a new Reserves Management Plan (under Reserves Act 1976).

**Concessions area review (mobile vendors)**

36. In its February 2018 meeting the Reserves Board made the following resolution:

> That the Ngāti Whātua Ōrākei Reserves Board:

   c. delegate decision making responsibility to the Technical Officer of Ngāti Whātua Ōrākei Whai Maia Ltd for amending point 2 and the map of the concessionaire guidelines and determining a minor reconfiguration of the fence line, redesign of the fence style and other ancillary landscaping matters to accommodate concessionaires in the vicinity of the tourism kiosk

   d. request that the future fence design should continue to act as a barrier to vehicles while being visually unobtrusive and providing for easy/barrier free pedestrian access onto the Whenua Rangatira

   e. note that the nature of the concessionaire area and concessionaire activity is temporal and can be readily changed in the future as greater clarity on the development of tourism activity on the Whenua Rangatira is gained through the master planning process
37. In summary, the instruction is to amend the guidelines and map specifically to accommodate concessionaires in the vicinity of the tourism kiosk in a “visually recessive way” i.e. it is only the trading area which is to be reviewed – the rest of the concession guidelines (including number of trading concessions) remain unchanged. The trading area in Ōkahu Bay is not included in the review.

38. Options for locating near the kiosk are limited. Three potential areas were explored to the immediate north, northwest and south of the kiosk.

39. A review of these options was undertaken based on the following criteria:
   1. Visual impact
   2. Accessibility
   3. Relationship to existing coffee kiosk (the “Koi” cafe)

40. This review concluded:
   a. is closest to Kiosk, has good roadside accessibility and is visually recessive, but may not be big enough by itself
   b. is close to Kiosk and has good roadside accessibility, but is more visually intrusive. May be a partial solution is A is not big enough
   c. is the most visually recessive, but furthest from roadside and may attract visitors towards Takutai Moana Depot.

41. The preferred option is to allocate and develop areas to the north and northwest to accommodate a combined total of four traders. The preferred areas area shown below.

   Map 2: Preferred location for trading area

42. The next stage of the programme is to commission detailed design of the trading area. The design will include landscaping, surface treatment and fence works.

Liquor Ban

43. The application for a complete liquor ban in Ōkahu Bay was submitted in June. In July the Council processing officer replied to request more evidence to support the application - in particular more evidence that alcohol is being consumed outside the ours of the existing night time ban (the current bans is 10pm to 7am during daylight saving and 7pm to 7am outside daylight saving).

44. Work is underway with the Kaitiaki Service to collate additional evidence.
Events
45. The attached report (Appendix A) provides an overview of events booked in the last quarter and those events booked in the future.

Burial ground – update
46. Initial site investigations for the site selected for investigation (see June 11 Board papers) have indicated that the site is unsuitable.
47. Work is now underway to investigate options for location of the urupa on papakainga land. This is now outside the scope of the Reserves Board.

Pourewa – change in use
48. With expiry of its lease, the St Heliers Bay Pony Club has now vacated the Pourewa Creek Recreation Reserve, although work is ongoing to remove the buildings and other physical developments related to the Club activities.
49. A Whakawātea Whenua (blessing) of Pourewa was conducted by kaumatua of Ngāti Whātua Ōrākei on 3 August.
50. An increase in level of service/maintenance is now required at Pourewa Creek Recreation Reserve. The initial requirement is mowing of entrance ways, nursery and public access areas and weed control in the ecological restoration areas. It is recommended that authorization be given to negotiate a contract variation of up to $120,000 for these new base line services. This would provide for mowing 24 times per year and 12 weeks of a team of four people doing weed control as well as litter and some ancillary activity. There is sufficient additional operational budget to cover this as this change was anticipated in the budget change request.
51. In addition to this initial restoration work may proceed with minimal mobilisation needs at the Kepa Bush margin, where the master plan clearly identifies the ecological restoration priority and Kepa Bush itself provides the template. It is also proposed to undertake initial planting at the Kepa Road boundary, and an application for grant assistance has been submitted to the Ōrākei Local Board in this regard.
52. Staff will back on a more comprehensive restoration strategy for the site including an arboricultural assessment.

Ōkahu Rākau
53. Ōkahu Rakau have priced up the litter management at Okahu Bay is about to be varied into the contract which enables them to provide a more complete full facilities maintenance service. This work is provided for within the budgets and delegations.
54. Flooding was experienced down the Bastion Point steps (by artwork on Tamaki Drive) during extreme weather event
55. Searchlight emplacements have been cleared of vegetation

Pourewa – landowner permission request
56. An application has been received in relation to a property adjacent to the Pourewa Recreation Reserve. The application seeks consent to discharge stormwater run-off from a property at 37 Awarua Crescent to the reserve. The discharge request is a result of a proposal to intensify development of the property to accommodate a 7 unit apartment development.
57. The full application is presented in Attachment C.
58. The initial application was presented with direct discharge from the detention tank. In line with the Ngāti Whātua Ōrākei Iwi Management Plan (2018), the Technical Officer requested that the design be amended to include pre-treatment of storm-water prior to discharge. The applicant has complied with this request and the revised design includes a rain garden.
59. The Technical Officer considers that the revised design is technically sound.
60. The board is requested to consider this application.

**Health and Safety**
61. No incidents or near misses have been reported over the quarter.

**Attachments**

<table>
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<tr>
<th>No.</th>
<th>Title</th>
<th>Page</th>
</tr>
</thead>
<tbody>
<tr>
<td>A</td>
<td>Events</td>
<td>45</td>
</tr>
<tr>
<td>B</td>
<td>Pourewa - access and pathways concept</td>
<td>47</td>
</tr>
<tr>
<td>C</td>
<td>Landowner permission request</td>
<td>49</td>
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**Signatories**

**Authors**
Jane Aickin - Paeurungi Te Waka Tai-ranga-whenua
Andrew Brown - Planning Manager, Ngāti Whātua Ōrākei Whai Maia Ltd
Merania Kerehoma - Manager Okahu Rakau Nursery and Native Bush Care, Ngāti Whātua Ōrākei Whai Maia Ltd

**Authorisers**
Jane Aickin - Paeurungi Te Waka Tai-ranga-whenua
Rangimarie Hunia – Chief Executive Officer, Ngāti Whātua Ōrākei Whai Maia Ltd
### Permitted or Facilitated Events on behalf of Ngāti Whātua Ōrākei
1 February 2018 to 28 February 2019

This information is not a comprehensive calendar of all activity and is subject to change.

**Permitted** means the application has gone through the event facilitation process and a permit has been issued.

**Processing** means the application is currently processing through the event facilitation process towards permitting.

<table>
<thead>
<tr>
<th>Month</th>
<th>Name of event</th>
<th>Location</th>
<th>Start date</th>
<th>End date</th>
<th>Permit process</th>
<th>Fee</th>
<th>Event type</th>
</tr>
</thead>
<tbody>
<tr>
<td>February</td>
<td>Josephine &amp; Craig Wedding</td>
<td>Michael Joseph Savage Memorial</td>
<td>3 February 2018</td>
<td>3 February 2018</td>
<td>Permitted</td>
<td>$300</td>
<td>Independent</td>
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<tr>
<td></td>
<td>Waitangi Day 2018 N.W.O</td>
<td>Okahu Bay Reserve</td>
<td>6 February 2018</td>
<td>6 February 2018</td>
<td>Permitted</td>
<td>$0</td>
<td>Funded</td>
</tr>
<tr>
<td></td>
<td>Melanie and Pete Wedding</td>
<td>Michael Joseph Savage Memorial</td>
<td>24 February 2018</td>
<td>24 February 2018</td>
<td>Permitted</td>
<td>$300</td>
<td>Independent</td>
</tr>
<tr>
<td>March</td>
<td>Wedding of Brittany and Isaias</td>
<td>Michael Joseph Savage Memorial</td>
<td>24 March 2018</td>
<td>24 March 2018</td>
<td>Permitted</td>
<td>$300</td>
<td>Independent</td>
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<tr>
<td></td>
<td>Thomas &amp; Chantelle Wedding</td>
<td>Michael Joseph Savage Memorial</td>
<td>31 March 2018</td>
<td>31 March 2018</td>
<td>Permitted</td>
<td>$300</td>
<td>Independent</td>
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<tr>
<td>April</td>
<td>Kite Flying</td>
<td>Michael Joseph Savage Memorial</td>
<td>7 April 2018</td>
<td>7 April 2018</td>
<td>Permitted (cancelled)</td>
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<td>Independent</td>
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<tr>
<td>May</td>
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<tr>
<td>July</td>
<td>Manu Aute Kite Day - Ōrākei</td>
<td>Michael Joseph Savage Memorial</td>
<td>8 July 2018</td>
<td>7 April 2018</td>
<td>Permitted</td>
<td>$0</td>
<td>Funded</td>
</tr>
<tr>
<td>August</td>
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<tr>
<td>November</td>
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<td></td>
<td></td>
</tr>
<tr>
<td>December 2019</td>
<td>Desiree Lawrence Wedding</td>
<td>Michael Joseph Savage Memorial</td>
<td>22 December 2018</td>
<td>22 December 2018</td>
<td>Permitted</td>
<td>$300</td>
<td>Independent</td>
</tr>
<tr>
<td>January</td>
<td>Jeff &amp; Alex Get Hitched</td>
<td>Michael Joseph Savage Memorial</td>
<td>05 January 2019</td>
<td>05 January 2019</td>
<td>Processing</td>
<td>$300</td>
<td>Independent</td>
</tr>
<tr>
<td></td>
<td>Wedding Ceremony</td>
<td>Michael Joseph Savage Memorial</td>
<td>12 January 2019</td>
<td>12 January 2019</td>
<td>Processing</td>
<td>$300</td>
<td>Independent</td>
</tr>
<tr>
<td>February</td>
<td>Wedding of Alex &amp; Sherylee</td>
<td>Michael Joseph Savage Memorial</td>
<td>02 February 2019</td>
<td>02 February 2019</td>
<td>Processing</td>
<td>$300</td>
<td>Independent</td>
</tr>
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### Land Owner Approval - Application Form

#### Community Facilities –

**Project Details** - The following is to be completed for the assessment of the project

<table>
<thead>
<tr>
<th>Project No. (Office Use)</th>
<th>LOA1 0 _ _ _</th>
</tr>
</thead>
<tbody>
<tr>
<td>Project Name. (Office Use)</td>
<td></td>
</tr>
</tbody>
</table>

**Applicant Details:**

- **Name:** 0 C/O Civix Limited Caitlyn Tapp
- **Postal Address:** Level 1, 87 Albert St, Auckland Central
- **Contact:**
  - Mobile: 0274197013
  - Daytime Phone: (above)
- **Email:** caitlyn@civix.co.nz

Applicant is the (please circle one of the following)

- RC Applicant's Agent (Engineer)
- Project Manager, Resident, Occupier, Lessee, Prospective Purchaser, the Crown, Network Utility Operator

**Group Details if Applicable:**

- Club, Group or Business: 
- Club Office Position: 
- **Lease Number:** 
- **Expiry Date:** 
- **Lease Period:** 
- **Extension Period:** 

Are planned works within the leased area:

**This Application Is For**

- [ ] Installing a public utility facility or service over or on the park – Specify Type: Stormwater, Wastewater, Water, Power, Telco, Gas other
- [X] Installing a private utility facility or service over or on the park – Specify Type: Stormwater, Wastewater, Water, Power, Telco, Gas other
- [ ] Creating a new asset on the park
- [ ] Modifying an existing private / club / user group asset on the park
- [ ] Undertaking planting on a park
- [ ] Establishing a community garden on a park
- [ ] Requesting an easement, right of way on parkland
- [ ] Requesting a temporary access over parkland
- [ ] Other – please describe:
<table>
<thead>
<tr>
<th>Park / Site Name:</th>
<th>-</th>
</tr>
</thead>
<tbody>
<tr>
<td>Park Address:</td>
<td>105-111 Kepa Road, Orakei, Auckland 1071</td>
</tr>
<tr>
<td>Location on Park / Site:</td>
<td>North-western part of the site which shares boundary with 37 Awarua Crescent</td>
</tr>
<tr>
<td>Project Details:</td>
<td>Install private stormwater outfall and pipe connection to service the development at 37 Awarua Crescent.</td>
</tr>
<tr>
<td>Detailed Description of Project:</td>
<td>Install private stormwater outfall and pipe connection to service the development at 37 Awarua Crescent.</td>
</tr>
<tr>
<td>Are you providing plans/aerial maps/sketches/photos? If so, please list names of attachments:</td>
<td>1400 Site Servicing Plan</td>
</tr>
<tr>
<td>How will the project impact on park, users and other stakeholders:</td>
<td>Minimal impact due to the proposed location in the far north-western corner of the site. This part of the reserve is separated from the main recreational areas by dense planting, and is therefore unlikely to be accessed by park users. Impacts on other stakeholders including Ngāti Whātua Ōrākei and Auckland Council will be minimized by appropriately mitigating erosion from the proposed SW outfall.</td>
</tr>
<tr>
<td>Mitigation Works for Impact:</td>
<td>Standard conditions of consent relating to construction/installation will be complied with during the implementation of works.</td>
</tr>
<tr>
<td>Proposed Physical Works Start Date:</td>
<td>Dependent on EPA Processing and Approval</td>
</tr>
<tr>
<td>Proposed Physical Works Completion Date:</td>
<td>Dependent on EPA Processing and Approval</td>
</tr>
<tr>
<td>Alternative Options Researched:</td>
<td>Public network extension from the existing SW manhole in the berm opposite the development site.</td>
</tr>
<tr>
<td>Detailed Description of Other Alternative Options That Have Been Explored:</td>
<td>The site slopes away from the road and this topography is being retained for the development. Fall to the existing SW network cannot be achieved based on this and the proposed FFLS which are below the invert level of the manhole.</td>
</tr>
<tr>
<td>Reason Why Alternative Option Was Dismissed:</td>
<td>Due to the site's topography and the need to maintain the existing SW manhole.</td>
</tr>
<tr>
<td>Consent Details If Applicable:</td>
<td></td>
</tr>
<tr>
<td>Resource Consent No. and Details:</td>
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<tr>
<td>Building Consent No. and Details:</td>
<td></td>
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<tr>
<td>Other Details:</td>
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<tr>
<td>Applicant Signature:</td>
<td>23/07/2018</td>
</tr>
</tbody>
</table>

Please submit completed application form along with relevant plans via email to permissions@aucklandcouncil.govt.nz.
Attachment C

Item 8

RAINGARDEN PLAN
SCALE 1:50 (A3)

SECTION A
SCALE 1:50 (A3)

DEVICE DESIGN DETAILS

<table>
<thead>
<tr>
<th>ITEM</th>
<th>UNITS</th>
<th>RG1</th>
</tr>
</thead>
<tbody>
<tr>
<td>TOP LENGTH</td>
<td>m</td>
<td>4.0</td>
</tr>
<tr>
<td>TOP WIDTH</td>
<td>m</td>
<td>3.0</td>
</tr>
<tr>
<td>BASE LENGTH</td>
<td>m</td>
<td>2.7</td>
</tr>
<tr>
<td>BASE WIDTH</td>
<td>m</td>
<td>1.7</td>
</tr>
<tr>
<td>FREEBOARD</td>
<td>m</td>
<td>0.15</td>
</tr>
<tr>
<td>MEDIA DEPTH</td>
<td>m</td>
<td>0.45</td>
</tr>
<tr>
<td>TRANSITION LAYER DEPTH</td>
<td>m</td>
<td>0.05</td>
</tr>
<tr>
<td>DRAINAGE LAYER DEPTH</td>
<td>m</td>
<td>0.20</td>
</tr>
</tbody>
</table>

TREATMENT SURFACE AREA CHECK

<table>
<thead>
<tr>
<th>ITEM</th>
<th>UNITS</th>
<th>RG1</th>
</tr>
</thead>
<tbody>
<tr>
<td>MEDIA LAYER WIDTH</td>
<td>m</td>
<td>2.7</td>
</tr>
<tr>
<td>MEDIA LAYER LENGTH</td>
<td>m</td>
<td>3.7</td>
</tr>
<tr>
<td>MEDIA LAYER SURFACE AREA</td>
<td>m²</td>
<td>10.0</td>
</tr>
<tr>
<td>CATCHMENT IMPERVIOUS AREA</td>
<td>m³</td>
<td>488.5</td>
</tr>
<tr>
<td>TREATMENT SURFACE AREA MIN RATIO</td>
<td>%</td>
<td>2%</td>
</tr>
<tr>
<td>MINIMUM MEDIA SURFACE AREA</td>
<td>m³</td>
<td>9.8</td>
</tr>
</tbody>
</table>

% TREATMENT REQUIREMENTS MET

102%

EXFILTRATION RATE CHECK

<table>
<thead>
<tr>
<th>ITEM</th>
<th>UNITS</th>
<th>RG1</th>
</tr>
</thead>
<tbody>
<tr>
<td>BASE AREA</td>
<td>m²</td>
<td>4.5</td>
</tr>
<tr>
<td>SOIL INFILTRATION RATE (CLAY)</td>
<td>mm/hr</td>
<td>2.0</td>
</tr>
<tr>
<td>VOLUME LOSS OVER 72 HOURS</td>
<td>m³</td>
<td>1.7</td>
</tr>
<tr>
<td>CATCHMENT IMPERVIOUS AREA</td>
<td>m³</td>
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</tr>
<tr>
<td>SMAF RETENTION DEPTH</td>
<td>m</td>
<td>0.005</td>
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<tr>
<td>SMAF RETENTION VOLUME</td>
<td>m³</td>
<td>2.4</td>
</tr>
</tbody>
</table>

% EXFILTRATION REQUIREMENTS MET

71%

37 AWARUA CRESCENT, ORAKEI
RAINGARDEN DETAILS

FOR RESOURCE CONSENT
1640
A3
23/07/2018