

Letter of Intent between Auckland Council and South Titirangi Neighbourhood Network for activities in community parks

The following letter of intent sets the terms and understanding between Auckland Council and South Titirangi Neighbourhood Network (STNN).

Background

STNN was formed in 2015 to “take action to improve the wellbeing of people and nature in South Titirangi”. STNN is a network of neighbours and neighbourhood groups across the South Titirangi Peninsula working to a vision for a South Titirangi peninsula free of pest animals by 2022 and free of Waitakere’s worst pest plants by 2028 (Refer to the list in Appendix 1). Auckland Council supports this vision and has committed to working alongside and assisting STNN.

Common Ground

It is acknowledged that ecological pressures (pest plants and pest animals) and ecological benefits (native plants and wildlife) cross boundaries, and that public and private land in close proximity are dependent on each other for the ability to make sustainable improvements in native biodiversity and reduction of these pressures. As neighbours in the South Titirangi landscape it is therefore our joint interest to cooperate.

While STNN has an interest in the whole landscape of South Titirangi, Community Parks and Places (CPP) and Community Facilities (CF)’s mandate is the management of community parks. Other parts of Auckland Council can contribute to activities and outcomes on the remainder of the landscape, including private land and the regional park. The road reserves are managed by Auckland Transport through their Corridor Maintenance services. From 1 April 2019, maintenance budgets will move to Auckland Council to manage pest plants in accordance with the Regional Pest Management Plan within the road reserves (including paper roads) on behalf of Auckland Transport, who will continue to own the asset.

Accountabilities

STNN is of the community and as such is accountable for supporting the South Titirangi community to achieve their stated objectives. This includes:

- advocating for the community
- strategic planning and coordination throughout the community
- developing constructive relationships between neighbours and other parties
- communicating with and informing the community.

CPP is accountable for:

- managing volunteers in the parks, including supporting volunteers in the enhancement of the biodiversity
- health and safety within the parks
- reporting to the Local Board on the management of the parks including people using or contributing to the parks and threats to and enhancement of biodiversity

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- complying with council reserve management plans, policy, bylaws and other statutory obligations.

CF is accountable for:

- building, renewing and maintaining community assets including buildings, furniture and fit-out, structures, land, trees and vegetation
- maintain asset data for the parks which inform the allocation of resources and renewal decisions.

Note: As of July 2017, the Ecological Restoration Contracts in South Tairāngi include parts of Gill Esplanade, Tamariki Reserve, Alex Jenkins Memorial Reserve, Davies Bay Reserve, Herrings Cove, Opou Reserve, Takahe Reserve, Inaka Esplanade, South Tairāngi Recreation Reserve. These areas are subject to annual weed control work by the contractors.

CF will work with CPP to coordinate communications and working relationships with groups:

- recognising community group's investment of time and energy to areas and understanding the community based programmes currently underway
- avoiding duplication of effort and information
- improving communication with a two way sharing of information
- realising better outcomes through a coordinated approach

Each party will be aware of and support the other in meeting their accountabilities. Some actions related to these are referred to in clauses 3 and 4 below.

Purpose

This letter of intent acknowledges that Auckland Council and South Tairāngi Neighbourhood Network will work in partnership. While the overall aim is to improve biodiversity throughout the South Tairāngi peninsula, the intent of this relationship is to:

- cooperate over restoring and enhancing bio-diversity of community parks on the South Tairāngi peninsula
- support the building of capability and the empowerment of the community to play its part with regard to community parks
- coordinate efforts strategically to maximise our joint ability to achieve the ecological objectives.

This letter of intent provides a framework for responsibilities, activities and outcomes, with an agreed approach to working together.

Process and actions

General

1. CPP and CF will work collaboratively with STNN, other units of Auckland Council and Auckland Transport to support STNN's vision of "South Tairāngi peninsula free of pest animals by 2022 and free of Waitakere's worst pest plants by 2028".
2. CPP, CF and STNN together will develop a long term plan for ecological restoration of community parks.

Local Parks programme

3. Each year, CPP, CF and STNN will discuss the long term strategy/ plan for ecological restoration in community parks. All parties will work together to prepare an annual plan of activities and associated objectives. All parties will coordinate activities, share capabilities and limitations, help each other overcome barriers, and complete by November a final joint plan. This joint plan will result in provision of land owner approval. It will form an appendix to the MoU.

4. In particular, CPP and CF have agreed to support STNN through:
 - having one main point of contact for communications on STNN and Auckland Council activities in community parks, being the Community Park Ranger
 - meeting with STNN to develop a joint annual plan, agreeing on weeding and planting plans within community parks, and discussing best ways for Auckland Council to support STNN activities. This joint plan will be completed by November each year (STNN November Hub meeting)
 - jointly developing any material required for upholding land owner approval according to the joint plan
 - assisting with knowledge and resources to carry out activities within identified community parks (e.g. weed and predator control, sourcing of eco-sourced native plants, restoration planting and monitoring), according to the agreed joint annual plan, as budget allows. Details of the resources (e.g. plant species) and timeframes for delivery will be communicated by the Community Park Ranger by February each year (STNN February Hub meeting)
 - ensuring STNN representatives have access to adequate training, resources and documentation to meet requirements under the Health and Safety at Work Act 2015 and Standard Operating Procedures for Kauri Dieback requirements for works in community parks
 - communicating the joint annual plan in community parks to Regional Parks and Auckland Transport, particularly where local parks identified in the annual plan are adjacent to regional parkland or road reserve
 - helping connect STNN with other Auckland Council staff (such as the Biosecurity, Biodiversity and Healthy Waters units) who can assist with pest control on private land, and provide training on pest and biodiversity monitoring activities
 - providing information, maps and other resources as appropriate to help STNN inform and report to the South Titirangi community and the Auckland Council on activities, progress and success.

4. STNN has agreed to keep Auckland Council informed of their activities on community parks through:

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- meeting with the Community Park Ranger to develop the joint annual plan including objectives, key annual tasks and timeframes for planting and pest plant and animal control for specific sites on community parks
 - working to planting and weeding advice given by the Community Park Ranger (e.g. ensuring eco-sourcing, taking steps to reduce spread of kauri dieback disease, location of planting)
 - ensuring STNN representatives are adequately trained and resourced, and comply with Auckland Council's Health and Safety requirements and Standard Operating Procedures for Kauri Dieback when undertaking activities in community parks. This includes :
 - o identifying and briefing volunteers on relevant hazards and steps to minimise and isolate risks
 - o completing site safety plans for the activities and providing this documentation to the Community Park Ranger
 - o ensuring that all volunteers adhere to the site safety plans
 - o notifying the Community Park Ranger of any unknowns, major hazards or near misses and incidents
 - ensuring STNN representatives are adequately trained and resourced, and comply with Auckland Council's Standard Operating Procedures for Kauri Dieback
 - recording and providing to the Community Park Ranger quarterly update on activities undertaken by STNN on community parks, including volunteer hours, photos, good news
 - consulting the Community Park Ranger prior to making applications for sponsorship or funding from external sources for activities on local parks. This shall be raised as a regular item at STNN hub meetings.

Parties and principles to this agreement

5. For the avoidance of any doubt, this Letter of Intent merely states the intentions of the parties and is not legally binding. Nothing in this Letter of Intent imposes any legally binding obligations or creates any liabilities on STNN members or Auckland Council or any of its officers, employees, contractors, agents and/or advisors.
6. This Letter of Intent does not create any relationship in law of agency, partnership, joint venture, trust or employment between the parties.
7. If a dispute arises between Auckland Council and STNN under this Letter of Intent, the parties will seek to resolve the matter of dispute in good faith. Where the matter cannot be resolved between the parties, either party may terminate this Letter of Intent on providing written notice to the other party.

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- 8. Either party may terminate this Letter of Intent on providing the other party with one month's written notice.

Auckland Council Representative:

Date:

Martin Van Jaarsveld
 Manager, Community Parks and Places

Agnes McCormack
 Head of Operational Management and Maintenance, Community Facilities

STNN Representatives:

Date:

Names: Vicki Sargisson – Okewa Rd Coordinator. Linda Kestle – Grendon Rd Coordinator
 South Titirangi Neighbourhood Network representatives

Signatures: _____

Signed on behalf of South Titirangi Neighbourhood Network

Letter of Intent between Auckland Council and South Tairangi Neighbourhood Network for activities in regional parks

The following letter of intent sets the terms and understanding between Auckland Council (AC) and South Tairangi Neighbourhood Network (STNN).

Background

STNN was formed in 2015, to “take action to improve the wellbeing of people and nature in South Tairangi”. STNN is a network of neighbours and neighbourhood groups across the South Tairangi Peninsula working to a vision for a weed and predator free Peninsula. Auckland Council (AC) supports this vision and has committed to working alongside and assisting STNN.

Purpose

This letter of intent acknowledges that AC Regional Parks and STNN will work in partnership, with the overall aim of maintaining and enhancing bio-diversity of the Regional Parks.

This letter of intent provides a framework for responsibilities, activities and outcomes, with an agreed approach to working together.

Process and actions – ecological restoration of the South Tairangi Peninsula (from South Tairangi Rd to Wood Bay)

1. AC Regional Parks and STNN together will develop a long term strategy for ecological restoration including predator control.
2. AC Regional Parks will continue to support the current predator control programme, assisting with knowledge, expertise and planning.
3. AC Regional Parks will work with STNN, Community Parks and Auckland Transport to realise STNN’s vision of “free of pest animals by 2022 and free of Waitakere’s worst pest plants by 2028”.

Process and actions – General

4. AC Regional Parks and STNN will meet at least annually to discuss strategy, planning and actions
5. STNN will ensure that it has a health and safety plan in place which is signed by each volunteer. STNN will ensure that all volunteers adhere to the plans. STNN will notify AC of any new hazards identified.

AC will support STNN to maintain good health and safety practices through the provision of a sample health and safety plan, notifying STNN of known hazards and supporting STNN with training in the operation of traps and bait stations.

6. AC Regional Parks has agreed (as minuted 2nd May 2017) to support STNN through
 - a) meeting annually to discuss best ways to assist STNN's Annual Calendar of working bees and workshops.
 - b) providing letters of support for STNN funding applications conditional on the applications being in accordance with the implementation of the Regional Parks Management Plan and the Regional Pest Management Plan.
 - c) providing ranger teams up to twice per year for weed control tasks in Regional Parks where STNN has engaged adjoining properties in similar work.
 - d) assisting with STNN plant and weed identification workshops up to 3 times a year with support from other council departments.
 - e) supporting STNN steps towards an "Atkinson Ark" initiative, assisting with linkages with AC Biodiversity expertise to ascertain strengths, risks and envisaged outcomes for this. (i.e, current species, endangered species, bird counts. etc) and help STNN to engage neighbourhood interest in Atkinson Park through provision of night walks and stream care workshops.
 - f) providing monitoring expertise for STNN animal pest control in Atkinson Park.
 - g) assisting where rubbish is a barrier to STNN restoration efforts in Regional Parks.
7. STNN is to inform AC Regional Parks of their activities;
 - h) providing an annual calendar and landscape wide map of current activities across South Tairāngi.
 - i) targeting key weed species for annual control campaigns.
 - j) promoting timeframes and key annual tasks, so that each party in the proposed 4 way agreement can coordinate with South Tairāngi neighbourhoods effectively.
 - k) Record and provide to Regional Parks quarterly the person hours spent by volunteers working within Regional Parks.

Parties and principles to this agreement

8. For the avoidance of any doubt, this Letter of Intent merely states the intentions of the parties and is not legally binding. Nothing in this Letter of Intent imposes any legally binding obligations or creates any liabilities on Auckland Council or any of its officers, employees, contractors, agents and/or advisors.
9. This Letter of Intent does not create any relationship in law of agency, partnership, joint venture, trust or employment between the parties.

10. If a dispute arises between Auckland Council and STNN under this Letter of Intent, the parties will seek to resolve the matter of dispute in good faith. Where the matter cannot be resolved between the parties, either party may terminate this Letter of Intent on providing written notice to the other party.

11. Either party may terminate this Letter of Intent on providing the other party with one month's written notice.

Auckland Council Representative:

Date:

Stephen Bell,
Principal Ranger, Regional Parks West

STNN Representatives:

Date:

Names: Vicki Sargisson – Okewa Rd Co-ordinator. Linda Kestle – Grendon Rd Co-ordinator
South Titirangi Neighbourhood Network representatives

Signatures: _____

Signed on behalf of South Titirangi Neighbourhood Network