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

**Date:** Monday, 10 August 2020  
**Time:** 5.00pm  
**Meeting Room:** Ōrākei Marae  
**Venue:** 59b Kitemoana Street  
Orakei  
Auckland

Ngāti Whātua Ōrākei Reserves Board  
**OPEN AGENDA**

**MEMBERSHIP**

<table>
<thead>
<tr>
<th>Chairperson</th>
<th>Marama Royal</th>
</tr>
</thead>
<tbody>
<tr>
<td>Deputy Chairperson</td>
<td>Cr Desley Simpson, JP</td>
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<tr>
<td>Members</td>
<td>Member Renata Blair</td>
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<td>Cr Linda Cooper, JP</td>
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<td>Member Wyllis Maihi</td>
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<td>Member Scott Milne</td>
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</tbody>
</table>

(Quorum 3 members)

Maea Petherick  
Kaitohutohu Mana Whakahaere Matua /  
Senior Governance Advisor

4 August 2020

Contact Telephone: (09) 890 8136  
Email maea.petherick@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.
<table>
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<tr>
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<td>MAORI &amp; PACIFIC TRADE FORUM</td>
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<td>Royal, Marama Jacquil</td>
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<td>Chair</td>
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<td>SKY CITY COMMUNITY TRUST BOARD</td>
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</table>

All Councillor and Local Board Member declarations of interest are available on the Auckland Council website: [https://www.aucklandcouncil.govt.nz/about-auckland-council/how-auckland-council-works/elected-members-remuneration-declarations-interest/Pages/elected-members-declarations-interest.aspx](https://www.aucklandcouncil.govt.nz/about-auckland-council/how-auckland-council-works/elected-members-remuneration-declarations-interest/Pages/elected-members-declarations-interest.aspx)
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<td>Extraordinary Business</td>
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<td>Minutes of the Ngāti Whātua Ōrākei Reserves Board meeting, 22 June 2020</td>
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<td>6</td>
<td>Operations Report</td>
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<td>Project Reports</td>
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<td>8</td>
<td>Financial update as at 30 June 2020</td>
</tr>
</tbody>
</table>

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, 22 June 2020, 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."
Minutes of the Ngāti Whātua Ōrākei Reserves Board meeting, 22 June 2020

File No.: CP2020/10561

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 Monday, 22 June 2020 – Attachment A.

Ngā tūtohunga
Recommendation/s
That the Ngāti Whātua Ōrākei Reserves Board:

a) note the minutes of the Ngāti Whātua Ōrākei Reserves Board meeting held on

Ngā tāpirihanga
Attachments

<table>
<thead>
<tr>
<th>No.</th>
<th>Title</th>
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<tr>
<td>A1</td>
<td>Minutes of the Ngāti Whātua Ōrākei Reserves Board meeting, 22 June 2020</td>
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Ngā kaihaina
Signatories

<table>
<thead>
<tr>
<th>Author</th>
<th>Jamie Sinclair – Chief Executive Ngāti Whātua Trust Nicholas Turoa – Kaiwhakahaere Te Waka Tai-ranga-whenua, Auckland Council</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>Maea Petherick - Kaitohutohu Mana Whakahaere Matua / Senior Governance Advisor</td>
</tr>
</tbody>
</table>
Minutes of the meeting of the Ngāti Whātua Ōrākei Reserves Board held on the Ōrākei Marae, 59b Kitemoana Street, Ōrākei, Auckland on Monday, 22 June 2020 at 6.11pm.

PRESENT
Chairperson
Marama Royal
Deputy Chairperson
Cr Desley Simpson, JP
Member
Renata Blair
Cr Linda Cooper, JP
Scott Milne
From 6.16pm, Item 4

ABSENT
Member
Wyllis Maihi

IN ATTENDANCE
Jamie Sinclair
Chief Executive Officer, Ngāti Whātua Trust
Tom Irvine
Chief Operating Officer
Nicholas Turoa
Kaiwhakahaere Te Waka Tai-ranga-whenua
Shelby Young
Commercial Manager
Munen Prakesh
Lead Financial Advisor
Andrew Gray
Governance Advisor
1 Apologies

Resolution number NGA/2020/22
MOVED by Chairperson M Royal, seconded by Member S Mlinie:
That the Ngāti Whātua Ōrākei Reserves Board:
a) accept the apology from Member W Maia for absence.

CARRIED

2 Declaration of Interest

There were no declarations of interest.

2.1 Ngati Whatua Orakei Reserves Board Registers of Interests

Resolution number NGA/2020/23
MOVED by Cr L Cooper, seconded by Chairperson M Royal:
That the Ngāti Whātua Ōrākei Reserves Board:
a) note the Ngāti Whātua Ōrākei Reserves Board Register of Interests (Attachment A of the agenda report).

CARRIED

3 Confirmation of Minutes

Resolution number NGA/2020/24
MOVED by Cr L Cooper, seconded by Chairperson M Royal:
That the Ngāti Whātua Ōrākei Reserves Board:
a) confirm the ordinary minutes of its meeting, held on Monday, 20 April 2020, including the confidential section, as a true and correct record.

CARRIED
4 Extraordinary Business

Member R Blair joined the meeting at 6.16pm.

4.1 Extraordinary Business – 2020/21 Budget Review

Resolution number NGA/2020/25

MOVED by Chairperson M Royal, seconded by Member S Milne:

That the Ngāti Whātua Ōrākei Reserves Board:

a) consider an extraordinary item “2020/21 Budget Review” at Item 13 – Consideration of Extraordinary Items of this agenda, noting:

   i) the reason the matter was not on the agenda was to enable Ngāti Whātua Ōrākei Reserves Board to carry out, without prejudice or disadvantage, commercial activities, and

   ii) the reason why this matter cannot be delayed until a subsequent meeting is to meet emergency budget timeframe.

CARRIED

4.2 Extraordinary Business – Appointment of Auditor

Resolution number NGA/2020/26

MOVED by Chairperson M Royal, seconded by Member S Milne:

That the Ngāti Whātua Ōrākei Reserves Board:

a) consider a confidential extraordinary item “Appointment of Auditor” at Item 13 – Consideration of Extraordinary Items of this agenda, noting:

   i) the reason the matter was not on the agenda was to enable Ngāti Whātua Ōrākei Reserves Board to carry out, without prejudice or disadvantage, commercial activities, and

   ii) the reason why this matter cannot be delayed until a subsequent meeting is that the board is required to keep full and accurate record of all money received and paid by it at the close of each financial year.

CARRIED

5 Minutes of the Ngāti Whātua Ōrākei Reserves Board meeting 20 April 2020

The minutes were confirmed at Item 3 – Confirmation of Minutes

6 Ngāti Whātua Ōrākei Reserves Board Registers of Interests

The register of interests was dealt with at Item 2.1 - Ngāti Whātua Ōrākei Reserves Board Registers of Interests
7 Operations Report
Resolution number NGA/2020/27
MOVED by Cr L Cooper, seconded by Deputy D Simpson:
That the Ngāti Whātua Ōrākei Reserves Board:
a) note the operational updates as detailed in this report.
CARRIED

8 Pourewa Nursery Complex
Resolution number NGA/2020/28
MOVED by Cr L Cooper, seconded by Member R Blair:
That the Ngāti Whātua Ōrākei Reserves Board:
a) note the Pourewa Nursery Complex.
CARRIED

9 Combined Reserve Management Plan
Resolution number NGA/2020/29
MOVED by Cr L Cooper, seconded by Member R Blair:
That the Ngāti Whātua Ōrākei Reserves Board:
a) note the Combined Reserve Management Plan report.
CARRIED

10 Urupa Project Update
Resolution number NGA/2020/30
MOVED by Cr L Cooper, seconded by Member R Blair:
That the Ngāti Whātua Ōrākei Reserves Board:
a) note the Urupa Project Update report.
CARRIED

11 Whenua Rangatiri WIFI Project
Resolution number NGA/2020/31
MOVED by IMSB Member R Blair, seconded by Member S Miline:
That the Ngāti Whātua Ōrākei Reserves Board:
a) approve the proposal and CAPEX spend of $28,438.28 and monthly OPEX of $513.00 as detailed in the attachments.
CARRIED
12 Financial update as at 31 May 2020

Resolution number NGA/2020/32

MOVED by Deputy D Simpson, seconded by Member S Milne:

That the Ngāti Whātua Ōrākei Reserves Board:

a) receive the financial report as at 31 May 2020.

CARRIED

13 Consideration of Extraordinary Items

13.1 2020/2021 Budget Review

The report had been circulated to members prior to the meeting. A copy has been placed on the official minutes and is available on the Auckland Council website as a minutes attachment.

Resolution number NGA/2020/33

MOVED by Chairperson M Royal, seconded by Deputy D Simpson:

That the Ngāti Whātua Ōrākei Reserves Board:

a) approve the deferral of $523k (31%) of capital expenditure from 2020/21 budget to 2021/22 financial year

b) approve the deferral of $287k (15%) of operating expenditure from 2020/21 budget to 2021/22 financial year.

c) approve initial OPEX funding payment of $175k on 1 July 2020.

CARRIED

Attachments

13.2 Appointment of Auditor

The report had been circulated to members prior to the meeting. A copy has been placed on the official minutes and is available on the Auckland Council website as a minutes attachment.

Resolution number NGA/2020/34

MOVED by Chairperson M Royal, seconded by Deputy D Simpson:

That the Ngāti Whātua Ōrākei Reserves Board:

a) approve the appointment of Moore Markhams as the auditor for 2019/20, 2020/21 and 2021/22 financial years

b) delegate authority to the Chair to communicate the auditor appointment on behalf of the reserves board.

CARRIED

Attachments
A 22 June 2020, Ngāti Whātua Ōrākei Reserves Board: Item 13.2 - Appointment of Auditor
7.37pm

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 update the Ngāti Whātua Ōrākei Reserves Board (reserves board) on the operational work carried by Whai Maia at Whenua Rangatira and Pourewa.

Whakarāpopototanga matua
Executive summary
2. The Operational Update covers the following:
   - Nursery & Ecology
   - Stakeholders & Visiting Groups
   - Biodiversity
   - Health & Safety
   - Kaitiaki Report

Ngā tūtohunga
Recommendation/s
That the Ngāti Whātua Ōrākei Reserves Board:
   a) note the operational updates as detailed in the agenda report
   b) confirm an official opening date for the Pourewa Nursery
   c) agree to the commencement of the revised Kaitiaki Services
   d) agree to the budgeted spend of $70,000 for the revised Kaitiaki Services for 2020/21
   e) request management prepare a service agreement to be signed by the Chair and Deputy Chair to enable payment for the revised service
   f) approve a variation to the Maintenance Contract to cover costs for the 2020/2021 Financial Year

Operational update
Nursery & Ecology
3. Nursery: Operational and planning to grow in excess of 300,00 plants. Approximately 3,000 cuttings have been taken at Pourewa. Visited several nurseries to align and develop our Biosecurity protocols. Planting started at the nursery entrance and planning a large planting day on 14 August.
4. Ecology: Writing the nursery manual for seed collecting and site biosecurity. Developing GIS templates for ecological mahi on the whenua. Looking to innovate using invasive privet to grow endemic mushrooms for food under a potential Research project with Manaaki Whenua.
5. Pest Animal Control: Eastern Songbird periodically doing checks on traps and we will work with them to incorporate for trap lines as native bush increases.
Stakeholders and visiting groups
6. In partnership with AUT several volunteers visited on site during this period.
7. We have several new relationships including: Predator Free Devonport, Inzone, Kainga Ora, and Conservation New Zealand.

Biodiversity
8. **Bio-diversity monitoring:** Currently setting up GIS systems for invasive plant species, restoration areas, and pre-existing native plants across Pourewa. Also looking into implementing quarterly tracking tunnels and additional pest trapping.
9. **Bird monitoring:** We will incorporate quarterly 5-minute bird counts to assess trends in bird species seasonally and over many years. Also pursuing getting Pourewa listed as a region for the Northwestern Wildlife Link.

Health and Safety
10. There have been zero lost time injuries to report. H&S awareness and reporting will be a focus with the adoption of the BWARE reporting software.
11. Pourewa cameras need to be reactivated on site for safety and security reasons.
12. Security and safety is paramount and we are vigilant around the locking of entrance gates, containers for equipment.
13. The three new full time kaimahi at Pourewa are First Aid certified.

Kaitiaki Report
14. During the COVID-19 lockdown period, the Ngāti Whātua Ōrākei Trust supported a Kaitiaki Service that provided security for our Marae and education for the local community on the Whenua Rangatira and in our community.
15. The service was professionally managed and helped provide comfort to whanau and the community at a time when there was heightened anxiety.
16. Given the success of the service, Ngāti Whātua Ōrākei have agreed to an on-going kaitiaki service that will incorporate Marae security as well as whenua kaitiaki services for both Whenua Rangatira and Okahu.
17. The objectives of this revised Kaitiaki Service are:
   - Information/education for visitors to MJS and Okahu
   - To act as visible and positive representatives of Ngati Whatua Orakei on the whenua
   - Protection of our whenua and Marae buildings
   - Community support (e.g. kaumatua check-ins)
   - Supplement Health and Safety measures in relation to kaimahi and manuhiri
18. The service will not act in any enforcement capacity. Any community/whanau issues will be dealt with using the escalation procedure and police will be called to address any concerns of illegal behaviour.
19. The operating model includes daily service provided at the Marae with 2 kaimahi on each 8-hour shift. Roving patrols over the whenua/Okahu during the day and also on the whenua during the weekends (7-hour shifts Saturday and Sunday for 2 kaimahi plus allowance for a supervisor). There will also be an overnight shift, based at the Marae, but also supporting the community.

20. The service will be offered every day of the year. We have established a pool of whanau who have agreements with the Trust to operate as kaimahi. The team will be managed by Neil Maihi and overseen by the Orakei Marae Manager in coordination with the Trust CEO. Each member of the kaitaki team has a schedule of training and accreditations underway.

21. The bulk of the service cost will be borne by the Ngāti Whātua Ōrākei Trust. The Ngāti Whātua Ōrākei Reserves Board has budgeted $70k for this service as it relates to the Kaitiaki Services for the whenua. This budget includes $20k for the cost of a support vehicle.

22. From the next Reserves Board meeting, a report will be provided for this new service, including community activity, engagement, health and safety, feedback and any needed improvements / upgrades to equipment or service levels. Service manager Neil Maihi will also be available to provide an in-person update as required.

23. It is recommended that the Reserves Board:
   a) agree to the commencement of the revised Kaitiaki Services for the Whenua Rangatira and Okahu;
   b) agree the budgeted spend for the revised Kaitiaki Service;
   c) request Management prepare a service agreement to be signed by the Chair and Deputy to enable payment for the revised service

**Maintenance Contract Variation**

24. On 22 June the Ngāti Whātua Ōrakei Reserves Board approved a maintenance budget of $950k as part of its Annual Operational Plan. This figure recognises an increase in cost for the operation at Pourewa and running the new nursery.

25. The contract value of $950k ensures the planned and scheduled work at Pourewa and Whenua Rangatira, as per the operations plan, can be carried out.

26. The contract expires in 2021 and a new agreement will be put in place based on the recently approved financial Memorandum of Understanding.

**Ngā tāpirihanga**

**Attachments**

There are no attachments for this report.

**Ngā kaihaina**

**Signatories**

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<thead>
<tr>
<th>Author</th>
<th>Tom Irvine – Technical Officer, Ngāti Whātua</th>
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<tbody>
<tr>
<td>Authorisers</td>
<td>Jamie Sinclair – Chief Executive Ngāti Whātua Trust</td>
</tr>
<tr>
<td></td>
<td>Nicholas Turoa - Kaiwhakahaere Te Waka Tai-ranga-whenua, Auckland Council</td>
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Project Reports

File No.: CP2020/10610

Te take mō te pūrongo
Purpose of the report

1. To update the Ngāti Whātua Ōrākei Reserves Board (Reserves Board) on the active projects underway in relation to the Pourewa Nursery, Combined Reserves Management Plan, Urupa and Whenua Rangatira Wifi.

Whakarāpopototanga matua
Executive summary

2. Refer to Project Reports: Pourewa Nursery (Attachment A), Combined Reserves Management Plan (Attachment B), Urupa (Attachment C) and Whenua Rangatira Wifi (Attachment D) for update.

Ngā tūtohunga
Recommendation/s

That the Ngāti Whātua Ōrākei Reserves Board:

a) note the project update reports:
   i) Pourewa Nursery
   ii) Combined Reserves Management Plan
   iii) Urupa
   iv) Whenua Rangatira Wifi

Ngā tāpirihanga
Attachments

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<td>23</td>
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<td>B</td>
<td>Combined Management Plan</td>
<td>31</td>
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<td>C</td>
<td>Urupa Project Update</td>
<td>35</td>
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<td>D</td>
<td>Whenua Rangatira Wifi Project</td>
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Ngā kaihaina
Signatories

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<th>Signatures</th>
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<tbody>
<tr>
<td>Andrew Taylor – Project Manager, Ngāti Whātua</td>
<td>Jamie Sinclair – Chief Executive Ngāti Whātua Trust</td>
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<tr>
<td>Kirsty Hill – Project Manager, Ngāti Whātua</td>
<td>Nicholas Turoa - Kaiwhakahaere Te Waka Tai-ranga-whenua, Auckland Council</td>
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<tr>
<td>Tom Irvine - Technical Officer, Ngāti Whātua</td>
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Pourewa Nursery Complex

PROJECT STATUS REPORT

31 July 2020
1.1 Highlights and Progress

- All construction work is complete.
- All Building Consent final inspections have passed.
- Nursery is operational and in use.
- Project completed on programme.

1.1.1 Objectives/Deliverables Achieved

- Project completed on budget and on programme
- Approved Budget May 2019: $2,100,000
- Actual cost at completion: $2,102,341
- Within the final costs we have delivered additional items not included in initial budget and scope, providing added value to the outcome:
  - All stormwater captured on site and retained for irrigation
  - All topsoil retained on site and used to create a level area for the future development of the māra kai

1.1.2 Objectives/Deliverables Not Achieved

- N/A

1.1.3 Plan Schedule for Next 2 Months

- Project completion celebration and official opening event being planned for September 2020.

1.1.4 Plan Changes

- N/A
1.2 Performance

1.2.1 Overall

1.2.2 Specific Indicators

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<td>Resources</td>
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<td></td>
</tr>
<tr>
<td>Issues</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Risk</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Changes</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

1.3 Issues and Risks

<table>
<thead>
<tr>
<th>Number</th>
<th>Date Raised</th>
<th>Issue or Risk Item</th>
<th>Owner</th>
<th>Due date</th>
<th>Completed</th>
<th>Status</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>30/5/2019</td>
<td>Budget spend of $220k by 30 June 2019 may not be achieved due to delays accessing the old Pony Club Rooms</td>
<td>TI</td>
<td>June 2019</td>
<td>June 2019</td>
<td>Closed</td>
</tr>
<tr>
<td>2</td>
<td>1/12/2019</td>
<td>Ecopod building consent delays</td>
<td>TI</td>
<td>Feb 2020</td>
<td>March 2020</td>
<td>Closed</td>
</tr>
<tr>
<td>3</td>
<td>April 2020</td>
<td>Delays in completion due to Covid-19 situation</td>
<td>TI</td>
<td>June 2020</td>
<td>June 2020</td>
<td>Closed</td>
</tr>
</tbody>
</table>

1.4 Cost and Revenue

<table>
<thead>
<tr>
<th>Planned to Date</th>
<th>Actual to Date</th>
<th>Actual at Completion</th>
</tr>
</thead>
<tbody>
<tr>
<td>Cost $2,100,000</td>
<td>$2,102,341</td>
<td>$2,102,341</td>
</tr>
</tbody>
</table>
1.5 Project Milestones

- Whilst Covid-19 caused delays to the construction of the propagation house and EcoPod offices, works are now once again progressing well and we anticipate the delays will not impact our ability to complete all works and be operational by end June.

<table>
<thead>
<tr>
<th>Milestone</th>
<th>Completion Date</th>
</tr>
</thead>
<tbody>
<tr>
<td>Agree scope and receive instruction to commence from Ngāti Whātua Ōrākei.</td>
<td>End April 2019 - complete</td>
</tr>
<tr>
<td>Appoint Design Team, ready to commence developed and detailed design</td>
<td>End May 2019 – complete</td>
</tr>
<tr>
<td>Complete Developed Design including investigation of opportunities to retain all stormwater on site; review and confirm cost estimates.</td>
<td>End July 2019 - complete</td>
</tr>
<tr>
<td>Complete detailed design for Building Consents and Construction.</td>
<td>End August 2019 - complete</td>
</tr>
<tr>
<td>Complete Pricing / procurement process - all packages</td>
<td>Early October 2019 – complete</td>
</tr>
<tr>
<td>Commence Construction (utilise summer earthworks season)</td>
<td>Early October 2019 – complete</td>
</tr>
<tr>
<td>Complete civil engineering / earthworks / groundworks</td>
<td>Christmas 2019 - complete</td>
</tr>
<tr>
<td>Complete Buildings: (Crop toppers, EcoPod offices, containers, etc.)</td>
<td>End June 2020 - complete</td>
</tr>
<tr>
<td>Facility Operational</td>
<td>End June 2020 - complete</td>
</tr>
</tbody>
</table>

1.6 Cashflow as at 31 July 2020

![Graph showing cashflow]
1.7 Project Layout

1.8 Recent site images
Item 7

Attachment A
Attachment A

END OF DOCUMENT
Combined Reserve Management Plan

PROJECT STATUS REPORT

3 Aug 2020
1.1 Highlights and Progress
- The Board has resolved to complete the combined reserve management plan for Whenua Rangatira and Pourewa Creek Recreation Reserve by December 2020. At the February hui management provided a timeframe that sought Board approval of the final plan in October 2020. Due to COVID-19 these timeframes were reviewed and an extension of the project requested to June 2021.
- The team has been working through the Ōrākei Visual Framework to develop a set of priorities to inform the development of the plan. A strawman of the report will be developed for discussion and the team will continue to work on Consultation and Engagement framework.
- In the April 2020 report, management reported that the notice of intention was published in the New Zealand Hearld on 23 March 2020. The notice invited members of the public to “submit written suggestions on matters to consider in the plan” in accordance with section 41 of the Reserves Act 1977. People were invited to email nworb@aklc.govt.nz with any ideas by 17 April 2020. No submissions were received.
- Management will now progress the next steps for making the draft management plan available for public consultation.

1.2 Objectives/Deliverables Achieved
- Notice of intention process completed.

Objectives/Deliverables Not Achieved
- Stakeholder engagement to inform the draft Reserve Management Plan
- Preparation of the draft Reserve Management Plan based on stakeholder engagement and Board priorities
- Board approval of Communication and Stakeholder Engagement Plan
- Board approval of Hearings Panel Composition

1.3 Plan Schedule for Next 2 Months
- Notice of intention
- Stakeholder engagement to inform the draft Reserve Management Plan
- Preparation of the draft Reserve Management Plan based on stakeholder engagement and Board priorities
- Board approval of Communication and Stakeholder Engagement Plan
- Board approval of Hearings Panel Composition
1.4 Plan Changes

- Not applicable

1.5 Performance

1.5.1 Overall

1.5.2 Specific Indicators

<table>
<thead>
<tr>
<th>Project Indicator</th>
<th>Current Status</th>
<th>Previous Status</th>
</tr>
</thead>
<tbody>
<tr>
<td>Schedule</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Financial</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Resources</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Issues</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Risk</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Changes</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

1.6 Issues and Risks

<table>
<thead>
<tr>
<th>Number</th>
<th>Date Raised</th>
<th>Issue or Risk Item</th>
<th>Owner</th>
<th>Due date</th>
<th>Completed</th>
</tr>
</thead>
<tbody>
<tr>
<td>R01</td>
<td>Aug-19</td>
<td>Whakau and Key Stakeholders may not have been involved in the development of the Orakei Visual Framework and not see the connection to the Management Plan. This may cause increased tension if not communicated well. The content presented by the project team must highlight the journey to date, including key decisions and impact on the Management Plan. <strong>Mitigation:</strong> A comprehensive communication plan must be developed to ensure that key and relevant information is communicated.</td>
<td>Tom I / Comms</td>
<td>May-20</td>
<td></td>
</tr>
<tr>
<td>R01</td>
<td>Aug-19</td>
<td>Negative perceptions and feedback may disrupt future ability to progress the Management Plan. <strong>Mitigation:</strong> Communication plan as above.</td>
<td>Tom I / Comms</td>
<td>May-20</td>
<td></td>
</tr>
<tr>
<td>R02</td>
<td>Apr-20</td>
<td>The impact of the COVID-19 lockdown will cause delays to the delivery of the Plan by December 2020. Key stakeholder engagement and formal notification will need to be delayed enabling a genuine opportunity for public to submit on the draft reserve management plan</td>
<td>Tom /Comms</td>
<td>May-20</td>
<td></td>
</tr>
</tbody>
</table>
### Mitigation
Revise timeframes and reconsider online methods of stakeholder engagement to support the development of the draft reserve management plan

<table>
<thead>
<tr>
<th>R02</th>
<th>Aug-20</th>
<th>Communication between Council and Whai Maia staff for roles and responsibilities are unclear and the public notification process is incomplete</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td><strong>Mitigation</strong></td>
</tr>
<tr>
<td></td>
<td></td>
<td>Confirm roles and responsibilities</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Tom/Nick</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Sep-20</td>
</tr>
</tbody>
</table>

### 1.7 Cost and Revenue

<table>
<thead>
<tr>
<th>Planned to Date</th>
<th>Actual to Date</th>
<th>Estimate at Completion</th>
</tr>
</thead>
<tbody>
<tr>
<td>$28,750</td>
<td>$12,668.23</td>
<td>$115,000 split over 2 financial years to 30 June 2021</td>
</tr>
</tbody>
</table>

END OF DOCUMENT
Urupa

PROJECT STATUS REPORT

10 August 2020
PROJECT NAME: Urupa
PROJECT MANAGER: Monique Pihema (Ngāti Whatu Ōrākei)
TOTAL BUDGET: $50k
TO DATE COST: $7k
AS AT DATE: July 2020
Prepared by: Jamie Sinclair
Authorised by:
Date:

1.1 Highlights and Progress
- Two further engagement hui with Taumata Kaumātua

1.2 Objectives/Deliverables Achieved
- Identification of potential sites
- Elimination of sites not suitable

1.3 Objectives/Deliverables Not Achieved
- Confirmed location of new urupa site

1.4 Plan Schedule for Next 2 Months
- Regulatory/ legal position and hurdles
- Infrastructure requirements associated
- Geotechnical testing at Pourewa
- Increase stakeholder engagement including dedicated whanau communications / e-panui
- Develop Ngāti Whātua Ōrākei whanau long term plan

1.5 Plan Changes
- Additional possible location option at Pourewa

1.6 Performance

1.6.1 Overall
### 1.6.2 Specific Indicators

<table>
<thead>
<tr>
<th>Project Indicator</th>
<th>Current Status</th>
<th>Previous Status</th>
</tr>
</thead>
<tbody>
<tr>
<td>Schedule</td>
<td>Green</td>
<td>N/A</td>
</tr>
<tr>
<td>Financial</td>
<td>Green</td>
<td>N/A</td>
</tr>
<tr>
<td>Resources</td>
<td>Green</td>
<td>N/A</td>
</tr>
<tr>
<td>Issue</td>
<td>Green</td>
<td>N/A</td>
</tr>
<tr>
<td>Risk</td>
<td>Yellow/green</td>
<td>N/A</td>
</tr>
<tr>
<td>Changes</td>
<td>Yellow/green</td>
<td>N/A</td>
</tr>
</tbody>
</table>

### 1.7 Issues and Risks

<table>
<thead>
<tr>
<th>Number</th>
<th>Date Raised</th>
<th>Issue or Risk Item</th>
<th>Owner</th>
<th>Due date</th>
<th>Completed</th>
</tr>
</thead>
<tbody>
<tr>
<td>R01</td>
<td>April-20</td>
<td>Stakeholder/community interest and potential opposition could slow down the project.</td>
<td>JS</td>
<td></td>
<td></td>
</tr>
<tr>
<td>R02</td>
<td>April-20</td>
<td>Regulatory / legal considerations associated with developing an Urupa on Reserve land.</td>
<td>JS</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

### 1.8 Cost and Revenue

<table>
<thead>
<tr>
<th>Planned to Date</th>
<th>Actual to Date</th>
<th>Estimate at Completion</th>
</tr>
</thead>
<tbody>
<tr>
<td>$20k</td>
<td>$7k</td>
<td>$50k</td>
</tr>
</tbody>
</table>
Whenua Rangatira Wifi Project

PROJECT STATUS REPORT

3 August 2020
1.1 Highlights and Progress

- This project will enable a WiFi mesh and also Security Cameras in the vicinity of Michael Joseph Savage Memorial.
- At the June 2020 NWORB hut the board approved the CAPEX spend and confirmed we needed Landowner approval from the Orakei Local Board.
- The Wifi will allow public benefit for internet access and will enable visitor access to information about the immediate location or broader Tamaki Makaurau. The addition of security cameras will enable us to monitor appropriate areas of the Whenua.
- The Wifi mesh can be modified or extended (line of site) to other areas of the Whenua Rangatira (subject to an available power source).

1.2 Objectives/Deliverables Achieved

- Pricing and scope confirmed and proven contractor ready to proceed
- Approval by the NWORB in June 2020

Objectives/Deliverables Not Achieved

- Project kick off has been delayed due to Landowner (Orakei Local Board) approval

1.3 Plan Schedule for Next 2 Months

- Receive Landowner approval
- Order equipment
- Confirm external inputs required, including power connections, access to poles

1.4 Plan Changes

- Not applicable
1.5 Performance

1.5.1 Overall

1.5.2 Specific Indicators

<table>
<thead>
<tr>
<th>Project Indicator</th>
<th>Current Status</th>
<th>Previous Status</th>
</tr>
</thead>
<tbody>
<tr>
<td>Schedule.</td>
<td>Green</td>
<td>N/A</td>
</tr>
<tr>
<td>Financial.</td>
<td>Green</td>
<td>N/A</td>
</tr>
<tr>
<td>Resources.</td>
<td>N/A</td>
<td>N/A</td>
</tr>
<tr>
<td>Issues.</td>
<td>N/A</td>
<td>N/A</td>
</tr>
<tr>
<td>Risk.</td>
<td>Orange Orange</td>
<td>N/A</td>
</tr>
<tr>
<td>Changes.</td>
<td>Green</td>
<td>N/A</td>
</tr>
</tbody>
</table>

1.6 Issues and Risks

<table>
<thead>
<tr>
<th>Number</th>
<th>Date Raised</th>
<th>Issue or Risk Item</th>
<th>Owner</th>
<th>Due date</th>
<th>Completed</th>
</tr>
</thead>
<tbody>
<tr>
<td>RO1</td>
<td>Aug-20</td>
<td>Landowner approval is not received. Scott Milne and Tom Irvine have met in July to review.</td>
<td>Tom I / Scott M</td>
<td>August 2020</td>
<td></td>
</tr>
</tbody>
</table>

1.7 Cost and Revenue

<table>
<thead>
<tr>
<th>Planned to Date</th>
<th>Actual to Date</th>
<th>Estimate at Completion</th>
</tr>
</thead>
<tbody>
<tr>
<td>$28,438 CAPEX</td>
<td>$NIL</td>
<td>$28,438 CAPEX,</td>
</tr>
<tr>
<td>$513 / month OPEX</td>
<td></td>
<td>$513 / month OPEX</td>
</tr>
</tbody>
</table>

1.8 Timelines

- Detailed design scope, quotation / BOM received (refer appendices) - June 2020
- NWORB Approval - June 2020
- Landowner Approval - Aug 2020
- Project kick off - Aug 2020
- Project completion - Nov 2020

END OF DOCUMENT
Te take mō te pūrongo

Purpose of the report

1. To provide Ngāti Whātua Ōrākei Reserves Board (reserves board) an update on financial performance for the year ended 30 June 2020.

Whakarāpopototanga matua

Executive summary

2. For the financial year ended 30 June 2020, operational expenditure was under budget by about $474k mainly due to project works and repairs and maintenance.

3. Capex expenditure for the financial year was $523k below budget. About $1.9m was spent on the new Pourewa nursery complex this financial year and it is a great achievement that will benefit the community in future.

4. Any noted previously any underspend budget will be carried forward. This will be subject to the budget deferral, to assist Auckland Council due to COVID-19, as approved by the reserves board at the hui on 22 June.

Ngā tūtohunga

Recommendations

That the Ngāti Whātua Ōrākei Reserves Board:

a) receive the financial report for the year ended 30 June 2020, noting that the final numbers may be adjusted subject to annual audit

b) acknowledge the audit engagement letter from Moore Markhams, signed by the Chair on behalf of the reserves board (Attachment A of the agenda report).

Financial update

5. An overview of the operational and capital expenditure for the financial year is included in the table below.
6. The operational expenditure was behind budget. This is primarily due to the additional budget provision allocated to nursery for increased staff presence on Pourewa starting later than planned and the slight delay in progressing the management plan.
7. Great achievement for the financial year relating to capital works projects including the entrance way and nursery complex development at Pourewa Creek. This project involved many years of planning and it is really exciting to see it finally completed and how it will benefit the community going forward.

8. The underspend in capital budget is primarily driven due to delays in agreeing the scope of future works linked to later than expected adoption of the Ōrākei Visual Framework and no significant capital renewals during the year.

9. Any underspend budget will be carried forward. This will be subject to the budget deferral, to assist Auckland Council due to COVID-19, as approved by the reserves board at the hui on 22 June.

10. Note that the final numbers in the financial report may be adjusted subject to the annual audit of financial statements. Any adjustments will be reported back to the reserves board. The engagement letter for the annual audit from new auditors Moore Markhams is attached.
MOORE Markhams

15 July 2020

The Executive Members
Ngāti Whātua Ōrākei Reserves Board
Via Email: reuka.rao@aucklandcouncil.govt.nz

Dear Members

AUDIT ENGAGEMENT LETTER | YEAR ENDED 30 JUNE 2020

Introduction
Thank you for appointing Moore Markhams Auckland Audit as your auditors.

The purpose of this letter is to confirm the terms of our audit engagement. This is a requirement of the auditing standards and the Moore Markhams audit methodology.

The scope of our audit engagement
We are to audit the financial statements Ngāti Whātua Ōrākei Reserves Board for the year ended 30 June 2020, with the objective of forming and expressing an opinion on the financial statements.

The objectives of our audit are to obtain reasonable assurance about whether the financial statements as a whole are free from material misstatement, whether due to fraud or error, and to issue an auditor’s report that includes our opinion. Reasonable assurance is a high level of assurance, but is not a guarantee that an audit conducted in accordance with International Standards on Auditing (New Zealand) (ISAs (NZ)) will always detect a material misstatement when it exists. Misstatements can arise from fraud or error and are considered material if, individually or in the aggregate, they could reasonably be expected to influence the economic decisions of users taken on the basis of these financial statements.

Reporting
Our audit report will be attached to the financial statements and will be in the form prescribed by the International Standards on Auditing (NZ). The form and content of our report will be dependent on our audit findings.

We will issue our audit management report to you after the completion of our audit which details any audit findings or recommendations.

Auditor’s responsibilities for the audit of the financial statements
We will conduct our audit in accordance with International Standards on Auditing (New Zealand) (ISAs (NZ)). Those standards require that we comply with ethical requirements. As part of an audit in accordance with ISAs (NZ), we exercise professional judgement and maintain professional scepticism throughout the audit.

We also:

- Identify and assess the risks of material misstatement of the financial statements, whether due to fraud or error, design and perform audit procedures responsive to those risks, and obtain audit evidence that is sufficient and appropriate to provide a basis for our opinion. The risk of not detecting a material misstatement resulting from fraud is higher than for one resulting from error, as fraud may involve collusion, forgery, intentional omissions, misrepresentations, or the override of internal control.
Obtain an understanding of internal control relevant to the audit in order to design audit procedures that are appropriate in the circumstances, but not for the purpose of expressing an opinion on the effectiveness of the entity’s internal control. However, we will communicate to you in writing concerning any significant deficiencies in internal control relevant to the audit of the financial statements that we have identified during the audit.

Evaluate the appropriateness of accounting policies used and the reasonableness of accounting estimates and related disclosures made by management.

Conclude on the appropriateness of the use of the going concern basis of accounting by those charged with governance and, based on the audit evidence obtained, whether a material uncertainty exists related to events or conditions that may cast significant doubt on the Company’s ability to continue as a going concern. If we conclude that a material uncertainty exists, we are required to draw attention in our auditor’s report to the related disclosures in the financial statements or, if such disclosures are inadequate, to modify our opinion. Our conclusions are based on the audit evidence obtained up to the date of our auditor’s report. However, future events or conditions may cause Gectronics New Zealand Limited to cease to continue as a going concern.

Evaluate the overall presentation, structure and content of the financial statements, including the disclosures, and whether the financial statements represent the underlying transactions and events in a manner that achieves fair presentation.

Because of the inherent limitations of an audit, together with the inherent limitations of internal control, there is an unavoidable risk that some material misstatements may not be detected, even though the audit is properly planned and performed in accordance with ISAs (NZ).

The responsibilities of the Members and identification of the applicable financial reporting framework

Our audit will be conducted on the basis that the Members acknowledge and understand that they have responsibility, on behalf of the entity:

a) For the preparation and fair presentation of the financial statements in accordance with Public Benefit Entity Simple Formal Reporting – Accrual (Not-For-Profit).

b) For such internal controls as they determine are necessary to enable the preparation of financial statements that are free from material misstatement, whether due to fraud or error, and

c) To provide us with:

i) Access to all information of which management and/or the Members are aware that is relevant to the preparation of the financial statements such as records, documentation and other matters

ii) Additional information that we may request from management and/or the Members for the purpose of the audit; and

iii) Unrestricted access to persons within the entity from whom we determine it necessary to obtain audit evidence.

d) To make available to us draft financial statements and any other accompanying information in time to allow us to complete the audit in accordance with the proposed timetable scheduled in the Audit Arrangements Letter

If other information (such as a chairperson’s report or treasurer’s report) is published together with the financial statements and audit report, it shall be consistent and factually correct with the financial statements and will be provided on a timely basis to the auditor.
We look forward to receiving the full co-operation of your team and we trust they will make available to us whatever records, documentation and other information are requested in connection with our audit.

Publication of audited financial statements by electronic or other means

We recognise that entities may wish to publish their financial statements and the auditor’s report on their website or distribute them by electronic or other means (such as email), or make reference to our firm in a document or statement that contains other information.

When information is presented electronically on a website, the security and controls over information on the website should be addressed by the entity to maintain the integrity of the data presented.

The examination of the controls over the electronic presentation of audited financial information on the entity’s website is beyond the scope of the audit of the financial statements. The responsibility for the electronic presentation of the financial statements on the entity’s website is that of those charged with governance.

You agree that you will notify us of any intended electronic publication of the financial statements and auditor’s report before it occurs.

Health and safety

Moore Markhams Auckland Audit takes seriously our responsibility to provide a safe working environment for our audit staff.

Under the Health and Safety at Work Act 2015 we need to ensure our audit staff are safe while they are working at your premises. We expect you to provide a work environment for our audit staff that is without risks to their health and safety. This includes providing adequate lighting and ventilation, suitable desks and chairs, and safety equipment, where required. We also expect you to provide them with all information or training necessary to protect them from any risks they may be exposed to at your premises. This includes advising them of emergency evacuation procedures and how to report any health and safety issues.

Letter of representation

At the end of the audit, we will request from the Members written confirmation concerning representations made to us in connection with the audit. This is a requirement of the auditing standards. We will provide you with appropriate wording for inclusion in the letter.

Fees

Our fees are based on the time required by the individuals assigned to the engagement plus out-of-pocket expenses. Individual hourly rates vary according to the degree of responsibility involved and the experience and skill required.

You will be billed at appropriate intervals during the course of the year. Our payment terms are 20th of the month following invoices, unless agreed otherwise (in advance). We reserve the right to charge interest on fees not paid within 30 days of the fee note date. Interim fees are payable in full before the audit report is signed and the tax return is made available for filing.

Based on the information provided, we estimate that our fee for the audit and preparation of the statutory financial statements for the year ended 30 June 2020 to be $4,500 exclusive of GST and disbursements. This fee will also apply for 2021 and 2022 assuming the entity remains reasonably the same.

Our fees and timetable are based on the following assumptions:

- Complete financial statements, including notes, will be available at the commencement of the audit
- Reconciliations will be able to support key balances in the statement of financial position, for example: bank, debtors, payables, GST
Supporting schedules and primary records are made readily available to us.

Key personnel will be available to answer queries during the audit.

Where you do not provide information in an accurate or complete manner in accordance with the agreed timetable or there is any other reason or indication that our fee will exceed the agreed amount, we will discuss the cause and potential additional cost.

**Limitation of Liability**

Moore Markhams Auckland Audit will perform the engagement with all reasonable care and skill and acknowledges that, notwithstanding the care and skill exercised, it may become liable to you for losses, damages or costs caused by its negligence or wilful default.

Such liability however shall be limited to the proportionate losses that we have caused or contributed to (taking account of any loss that is reasonably attributable to any third party) and limited in the aggregate to four times the fee paid for the particular service giving rise to the claim.

Such claim must be notified to us in writing no longer than two years after the date on which we completed the work on which the claim is based.

**Conclusion**

This audit letter of engagement will be effective for future years unless it is terminated, amended or superseded by either Moore Markhams Auckland Audit or the Members.

Please sign and return this letter to indicate that it is in accordance with your understanding of the arrangements for our audit of the financial statements including our respective responsibilities.

This letter should be included as inwards correspondence in the minutes of your Members meeting.

Kind regards
Moore Markhams Auckland Audit

Craig Hemphill
Partner

Acknowledged and agreed on behalf of Ngāti Whātua Ōrākei Reserves Board:

[Signature]
(Signed on behalf of the Members)

Marahua Royal, Chair
(Name and title)
15 July 2020
(Date)