

ORDINARY MEETING

OF

TAWA COMMUNITY BOARD

AGENDA

Time: 7:00pm
Date: Thursday, 8 December 2016
Venue: Linden Social Centre
10 Linden Avenue
Linden
Tawa
Wellington

MEMBERSHIP

Jill Day
Graeme Hansen
Richard Herbert (Chair)
Margaret Lucas (Deputy Chair)
Jack Marshall
Robyn Parkinson
Malcolm Sparrow

Have your say!

You can make a short presentation to the Community Board members at this meeting. Please let us know by noon the working day before the meeting. You can do this either by phoning 803-8334, emailing public.participation@wcc.govt.nz or writing to Democratic Services, Wellington City Council, PO Box 2199, Wellington, giving your name, phone number and the issue you would like to talk about.

TABLE OF CONTENTS
8 DECEMBER 2016

Business	Page No.
1. Meeting Conduct	5
1.1 Apologies	5
1.2 Conflict of Interest Declarations	5
1.3 Confirmation of Minutes	5
1.4 Public Participation	5
1.5 Items not on the Agenda	5
2. Oral Reports	5
2.1 Update on the Tawa War Memorial Project	5
2.2 Update from Vibrant Tawa	5
2.3 Tawa Volunteer Fire Brigade Update	5
2.4 Tawa Community Resilience Project	5
2.5 Tawa Primary School Awards	5
2.6 Tawa Community Board Discretionary Funding Update	5
2.7 Members' Reports	5

3. Reports	7
3.1 Parks, Sport and Recreation Updates	7
3.2 Quarterly Report August 2016 - October 2016: Mervyn Kemp Library and Tawa and Linden Community Centres	31
3.3 Tawa Borough Scholarship Citation	37
3.4 Appointment of Trustees to the Tawa Borough Scholarship Trust	41
3.5 Establishment of the Tawa Community Board Grants Subcommittee	45
3.6 2017 Schedule of Ordinary Meetings	51
3.7 Camp Elsdon Annual Report for 2015/2016 and appointment of the Tawa Community Board representative to Camp Elsdon	57
3.8 Resource Consent Applications and Approvals for 30 August 2016 to 20th November 2016.	75
3.9 Current and Upcoming Council Consultations Items	79
3.10 Forward Programme	81

1 Meeting Conduct

1.1 Apologies

The Chairperson invites notice from members of apologies, including apologies for lateness and early departure from the meeting, where leave of absence has not previously been granted.

1.2 Conflict of Interest Declarations

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.

1.3 Confirmation of Minutes

The minutes of the meeting held on 10 November 2016 will be put to the Tawa Community Board for confirmation.

1.4 Public Participation

A maximum of 60 minutes is set aside for public participation at the commencement of any meeting of the Council or committee that is open to the public. Under Standing Order 3.23.3 a written, oral or electronic application to address the meeting setting forth the subject, is required to be lodged with the Chief Executive by 12.00 noon of the working day prior to the meeting concerned, and subsequently approved by the Chairperson.

1.5 Items not on the Agenda

Any item not on the agenda may only be discussed if a motion to discuss the item is passed by a unanimous resolution of the meeting; and:

1. The item is a minor item relating to the general business of the local authority; and
2. The Chairperson 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 no resolution, decision or recommendation may be made in respect of that item except to refer that item to a subsequent meeting for further discussion; and
3. The Chairperson explains to the meeting why the item is not on the agenda and the reason why discussion of the item cannot be delayed.

2 Oral Reports

2.1 Update on the Tawa War Memorial Project

2.2 Update from Vibrant Tawa

2.3 Tawa Volunteer Fire Brigade Update

2.4 Tawa Community Resilience Project

2.5 Tawa Primary School Awards

2.6 Tawa Community Board Discretionary Funding Update

2.7 Members' Reports

3. Reports

PARKS, SPORT AND RECREATION UPDATES

Purpose

1. The purpose of this paper is to update the Tawa Community Board on a number of Parks, Sport and Recreation Projects including:
 - Briefing the Board on the draft Spicer Forest Landscape Development Plan prior to inviting stakeholder feedback;
 - Briefing the Board on the planned fully fencing of Taylor Park Dog Exercise Area;
 - Advising of the use of part of Arthur Carman Park for the Transmission Gully project

Summary

2. This paper covers three Parks, Sport & Recreation projects:
3. Stakeholder feedback on the Draft Spicer Landscape Development Plan will soon be sought, aiming to finalise this operational plan and begin implementation in 2017.
4. Taylor Park was identified as one of the dog exercise areas to fully fence. Council plans to implement this fencing project in the first half of 2017.
5. Arthur Carman Park will be partially used by NZTA for the Transmission Gully project.

Recommendation

That the Tawa Community Board:

1. Receive the information.

Background

6. **Spicer Forest Development Plan** is a detailed visual plan for the 10 year implementation of vegetation management and landscape development at Spicer Forest. It is consistent with the principles and proposals for Spicer Forest in 'Porirua's Outdoor Recreation Park' which was developed in consultation with the community and finalised in February this year. The Porirua Outdoor Recreation Park development plan covers a 550 hectare area which includes areas managed by Porirua City Council; Spicer Botanical Park, Te Rahui o Rangituhi (formerly known as Colonial Knob Parklands), areas managed by the Department of Conservation (DoC); Porirua Scenic Reserve and Colonial Knob Scenic Reserve, as well as Spicer Forest.
7. **Taylor Park Dog Exercise Area:** In the 2015 Long Term Plan a new project was created to deliver three fully fenced dog exercise areas to complement the existing one in Cog Park at Evans Bay. These areas make it possible to have dogs off their leash to run free and keep them and the public safe. Last year a fenced dog park was developed at Ian Galloway Park, and over the next two years the plan is to develop one in Tawa and one in the south of the City. Taylor Park, an existing dog exercise area has been identified as the most appropriate site to fully fence on the basis of its size and central location in Tawa.

8. **Transmission Gully, Arthur Carman Park use:** parts of Arthur Carman Park have been requested for use as part of the Transmission Gully roading project.

Discussion

9. The **Spicer Forest Development Plan** includes track development and vegetation management over the next 10 years based on existing funding levels. A draft of the development plan is attached.
10. In accordance with the Porirua Outdoor Recreation Park plan, the recreational focus of the development plan is on horse riding, biking and walking. In May, Council met with representatives from the Ohariu horse riding community to discuss horse riding needs and development options. This input was incorporated into the current draft landscape development plan.
11. Key points raised by the horse-riding community were: the need for a dedicated horse-only track at least 2 metres wide with other users catered for on separate tracks; loop tracks to allow for different ride durations and for different levels of experience; facilities at the entrance (Ohariu Valley Road) such as an appropriate gate, sizeable parking area, hitching posts, and ideally water supply and a toilet.
12. Developing specific horse riding trails in Spicer Forest is the primary focus, however mountain bike and walking access are also important, in particular the Te Araroa walkway, providing opportunities for local walkers, and mountain bike access as part of the overall Outer Green Belt connectivity and access to Te Rahui o Tangituhi. Facilities such as picnic tables and seating will be included, however toilets and water supply are beyond existing resources and are not a current priority.
13. In terms of the vegetation, the long term aim is to gradually return the pine forest to indigenous bush. However, because the pine forest has a range of values, vegetation management over the next 10 years varies from location to location within the reserve. For example, in some places the pine canopy is to be retained as a buffer between the landfill and Tawa, and in other areas additional forestry is proposed. Future commemorative tree planting is also proposed in some parts of the reserve. Commemorative trees can be planted to remember a departed loved one, celebrate a birth, anniversary or special event, honour someone or express appreciation. People purchase the tree and costs cover the tree, its planting, and helps with maintenance over its lifetime. Spicer Forest would replace Willowbank Park and 'Victory Gardens' in Mt Victoria (Wellington Town Belt) as the commemorative tree site.
14. Input on the Draft Plan will be sought from Port Nicholson Block Settlement Trust, Ngāti Toa Rangatira, the Ohariu horse riding community, adjoining land owners in the Ohariu Valley, Te Araroa Trust, and other relevant walking and biking groups. The Makara/Ohariu Community Board will also be briefed on the draft Plan. The aim in the New Year is to finalise the development plan and ensure it has been informed by key user groups of the park.
15. **Taylor Park fenced dog exercise area:** Taylor Park has been identified as the best existing dog exercise area to fully fence in the Tawa area. Fully fenced dog exercise areas should have a minimum area of 4000 sq metres surrounded by a 1.3 to 1.8 metre high fence. There needs to be at least one double-gated entry to keep dogs from escaping and to facilitate wheelchair access as well as another gate that provides access for maintenance equipment and emergencies. Fenced dog exercise areas also include rubbish bins, waste bags, and water for dogs. Arthur Carman Park was also considered as it is a good size. However, fully fencing this area is a lower priority in terms of its effectiveness as an existing dog exercise area as well as local park/kick-about space.

16. This work is planned for the first half of 2017. Final development plans will be subject to further engagement with stakeholders, including dog walkers, neighbours, Wellington North Badminton club and the Friends of Tawa Bush Reserves.
17. **Transmission Gully, Arthur Carman Park use:** The Transmission Gully NZTA roading project requires the use of the lower car park area at Arthur Carman Park for a period of three years. This was approved through their Resource Consent and Parks, Sport and Recreation Officers are now working through the land owner approval process. This will include terms of use to make sure any potential impact on the park and park users is kept to an absolute minimum, and mechanisms for ensuring that the site is left in good condition at the end of their period of use. In addition to this area, the Transmission Gully NZTA team have also requested a shorter period of use for the top area of grass off Tremewan Street. They propose another yard in that area while still maintaining public access through the park. We have requested further information on neighbourhood consultation and impact/reinstatement plans where we need to ensure disruption is kept to a minimum and the park is left in the same or better condition long term.

Options

18. N/A.

Next Actions

19. The Draft Spicer Forest Landscape Development Plan will be shared with key user groups and feedback invited on the Plan in the New Year. The aim is to finalise the plan in time to begin implementation in the 2017/18 year based on existing operational and capital funding.
20. The design plans for fully fencing Taylor Park will be drafted in the New Year and these will be shared with key stakeholders.
21. Land owner approval will be confirmed for the use of part of Arthur Carman Park by the Transmission Gully roading project, where minimal disruption and reinstatement/restoration of the park will be prioritised.

Attachments

Attachment 1. Spicer Forest Draft Implementation Plan

Page 11

Author	Amber Bill, Open Space and Spec Parks Manager
Authoriser	Paul Andrews, Manager Parks, Sport and Recreation Greg Orchard, Chief Operating Officer

SUPPORTING INFORMATION

Engagement and Consultation

Consultation will be undertaken with key stakeholders (refer to paragraphs 14,16 and 19 of the report.)

Treaty of Waitangi considerations

There are no Treaty of Waitangi considerations.

Financial implications

The Draft Spicer Forest Landscape Development Plan will be funded from existing capital and operational funding. Further funding requirements for any of the other items will be considered and included in the planning process for Council's 2017/2018 Annual Plan.

Policy and legislative implications

Any policy or legislative requirements have been considered and further consideration will be given to these should these be identified.

Risks / legal

Any risks or legal requirements have been considered and further consideration will be given to these should these be identified.

Climate Change impact and considerations

There are no climate change impacts and considerations

Communications Plan

Communications plans will be developed to ensure key stakeholders and the relevant communities are updated.

Health and Safety Impact considered

All health and safety impacts have been considered.



Spicer Forest

Vegetation Management, Recreation
and Landscape Development

Implementation Plan
2016 - 2026





Pine forest east of the airfield

Contents

Introduction	1
Summary	2
Current vegetation types	3
Current tracks	4
Vegetation management	5
Vegetation management areas	6
Planting list	7
Priority areas for weed control	9
Main weeds, locations, control, priority	10
Track plan	11
Signage, viewpoints, picnic areas, facilities to support track use	12
Commemorative planting	13
Implementation	14
References	17

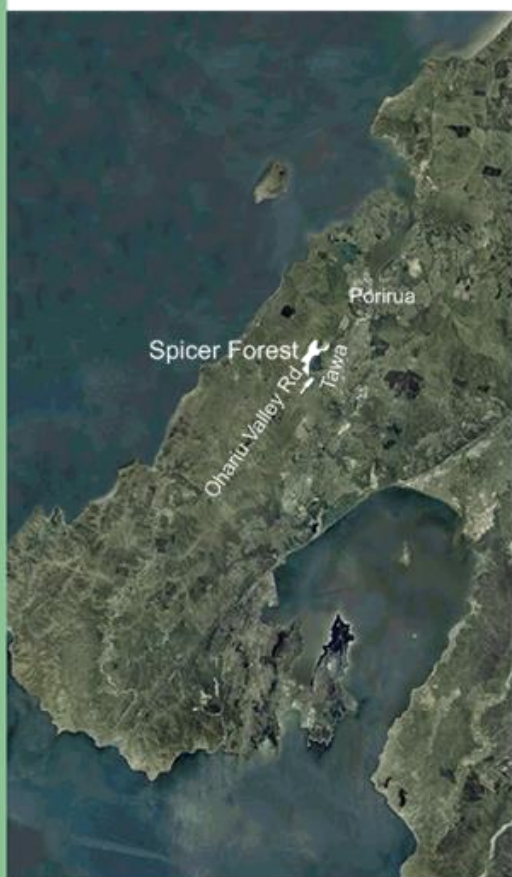


Figure 1- Location map



Top of Ohariu Valley Road, Ohariu Stream and Te Araroa Trail



Track through Spicer pine forest

Introduction

This plan for vegetation management, recreation and landscape development of the Spicer Forest is to help guide Council's management of Spicer Forest over the next 10 years (2016-2026).

Spicer Forest is a 73 hectare reserve between Rangituhi / Colonial Knob Scenic Reserve and Spicer Landfill to the north, the top of Ohariu Valley Road to the south, Tawa to the east and farmland to the west (see Location Map Figure 1). Ohariu Stream runs through the reserve, with Porirua Council owning land west of the stream and Wellington City Council owning the rest of the land. Te Araroa Trail runs along Ohariu Stream then climbs to the top of the valley where it ascends to Rangituhi / Colonial Knob Scenic Reserve and Te Rahui o Rangituhi.

What the plan covers

- Vegetation management
- Priority areas for weed control
- Tracks for walking, mountain biking and horse riding
- Locations for facilities that support recreation - low development areas with picnic sites, viewpoints, seats, signage, hitching posts, mounting blocks and parking
- Locations for commemorative planting.

The steep slopes west of Ohariu Stream are excluded from the plan. The pine forest in this area has been damaged by storms and is closed for recreational use. This area will naturally regenerate into indigenous cover over time. Fallen pines are left where they fall except where they interfere with Te Araroa Trail.

Background - the context

Spicer Pine Forest Management

The radiata pine plantation that covers much of the reserve was planted in 1986. It is due to be harvested in 2016 with the block of pine forest next to the airfield due to be harvested in 2021.

Harvesting and replanting for forestry in Spicer Forest is no longer a Council objective¹, and the emphasis is now on improving ecological linkages of indigenous vegetation and providing for recreation. An issue that makes harvesting less desirable today is the cost of replanting in indigenous vegetation after logging. The alternative of leaving the area to revert back through natural succession and regeneration will take many years to succeed. Wilding pine, gorse and blackberry are likely to dominate with associated fire risks and reduced landscape, amenity and recreation values, ecological values, soil and water quality.

These values were identified in a 2009 discussion document, along with future management options for the forest and the land.² The discussion document concluded that it is important to retain a diverse woody vegetation cover and identified three management options: clear felling the pine forest and managing the land back to either an indigenous or exotic vegetation cover, staged logging and gradually transitioning the land back to indigenous vegetation cover, or retaining the pine forest cover, managing it and developing the forest for recreation.³

¹ Wellington's Outer Green Belt Management Plan, page 77.

Landscape, amenity and recreation

The reserve at Spicer Forest is part of a wider recreation park, a joint venture between Wellington and Porirua City Councils. The park is made up of five reserve areas with trails and important ecological connections (see Figure 2).

The role of Spicer Forest in the wider recreation park:

- It is the park's southern most entrance. Walkers and mountain bikers can access the wider park from Ohariu Valley Road through the reserve at Spicer Forest
- The access road through the reserve connects to Spicer Botanical Park and wider walking and mountain bike trails via Spicer Link.
- Te Araroa national trail through the reserve connects to Te Rahui o Rangituhi and Rangituhi / Colonial Knob Scenic Reserve
- Spicer Forest is the only reserve in the wider park with trails for horses
- The pine cover in Spicer Forest provides a recreational experience not provided elsewhere in the wider recreation park.

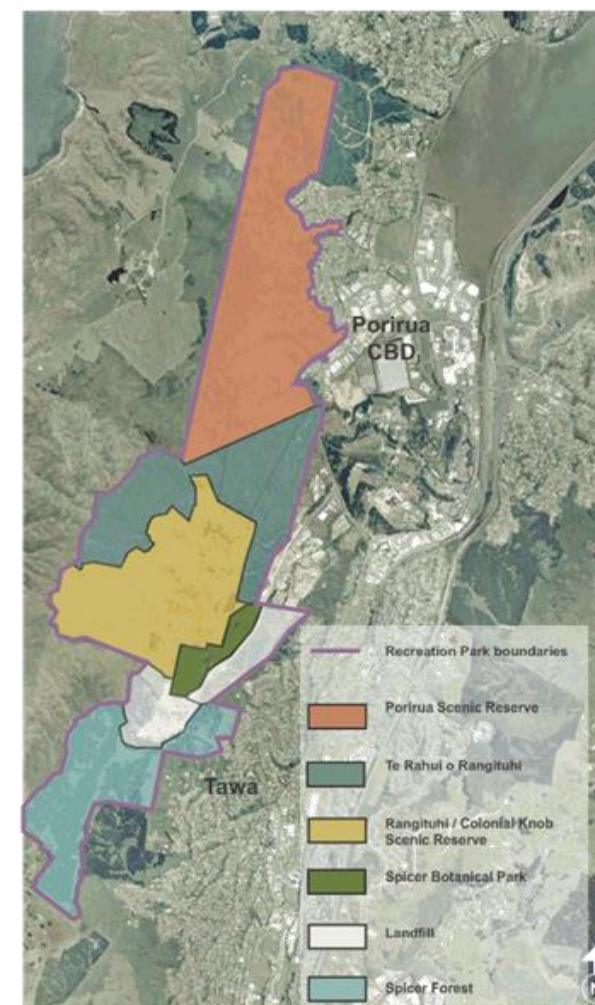


Figure 2- The reserve at Spicer Forest is the southern most entrance to a wider recreation park, a joint venture between Wellington and Porirua City Councils.

Summary

The following summarises vegetation management, recreation and landscape development of the reserve at Spicer Forest from 2016 to 2026:

Vegetation management (see pages 5-8)

The long term aim is to gradually return the pine forest to indigenous plant canopy. However, because the pine forest has a range of values in addition to its timber value (carbon sequestration, recreation, landscape, amenity, ecological, soil and water), vegetation management over the next 10 years varies from location to location within the reserve:

- 1. Increase the size of existing light wells:** Where there are existing light wells within the pine canopy and a diverse understorey of more than 1 metre, the size of light wells is gradually increased through natural processes supplemented by removal of pine trees at light well edges, controlling weeds that inhibit natural indigenous plant succession and in some locations supplementing the process by planting. In this way the pine forest cover will change to indigenous cover over time.
- 2. Retain and manage some of the pine canopy and develop tracks:** This will provide a variety of experiences from the enclosed pine forest through established and regenerating indigenous vegetation with open areas on ridge tops to the north and south of the reserve.
- 3. Retain the pine canopy on the eastern side of the landfill:** This is to keep a buffer between the landfill and Tawa over the next ten years.
- 4. Harvest the pine forest and replant using indigenous species:** This is in locations where the pine forest has good canopy closure, low levels of indigenous understorey and close to a road or track where logs can be transported without damaging existing areas of regenerating indigenous plants.
- 5. Weed removal and planting indigenous species:** Where the pine cover has been cleared, above battered slopes along the road through the reserve and along Ohariu Stream and in wetlands.
- 6. Preserve views:** Manage vegetation at viewpoints to preserve views. Any restoration planting at or below viewpoints will be lower growing species.

Weed control (see pages 9-10)

Weeds to control are those that inhibit natural regeneration of indigenous plant species. Priority areas for weed control are:

1. Where the pine cover has been cleared.
2. The reserve entrance where Ohariu Stream enters the reserve.
3. Open areas along the edges of the road through the reserve.
4. Along Te Araroa Trail and Ohariu Stream and wetlands.
5. Environmental weed pests such as old man's beard and gunnera.

Track development (see page 11)

Tracks are for walking, mountain biking and horse riding. The reserve is part of a wider walking and mountain biking track network, with the Outer Green Belt to the south and Porirua's Recreation Park to the north, where an extensive track network for walking and mountain biking is under development. Walking and mountain bike tracks in the reserve are designed to connect with this wider network.

Main features of tracks within the reserve are:

- Tracks for horse riding and mountain bikes are separated. Mountain bikers are slowed down before they reach the locations where tracks intersect. Planting taller species including commemorative planting between Spicer Forest Road and the horse track will reduce sight lines to the road from the horse track for safety.
- Walkers and dog walkers (dogs on lead only) share tracks with other track users
- Walkers and mountain bikes share Spicer Forest Road. It is expected that most mountain bikers will use tracks rather than the road.

Facilities supporting recreational use (see page 12)

- Picnic sites with picnic tables: The first is where Ohariu Stream enters the reserve and walking, mountain biking and horse riding trails and Te Araroa Trail converge. This is also a location for commemorative planting. The second is at the edge of the airfield which is currently accessed from 944 Ohariu Road. A future track link will attract more use to this area. A further picnic site where Te Araroa Trail, mountain biking and horse riding trails meet at the top of the landfill is an option when the landfill closes. Currently the adjacent landfill means that people are less likely to linger
- Hitching posts and mounting blocks at the beginning and midpoint along horse riding tracks
- Signage with information at reserve entrances and directional signage colour-coded to show track use at the beginning and ends of tracks and where different users meet
- Seats at some viewpoints and in picnic areas.

Commemorative tree planting (see page 13)

Commemorative trees are indigenous specimen trees honouring a particular person or for remembering an event or time. In this reserve, commemorative trees include kahikatea, rimu, Northern rata, totara, tawa, kohekohe, putaputaweta, miro and matai. Locations for commemorative trees are:

- At the reserve entrance where Ohariu Stream enters the reserve
- Along the western side of Te Araroa Trail



View north toward Rangitūhi/Colonial Knob in the distance

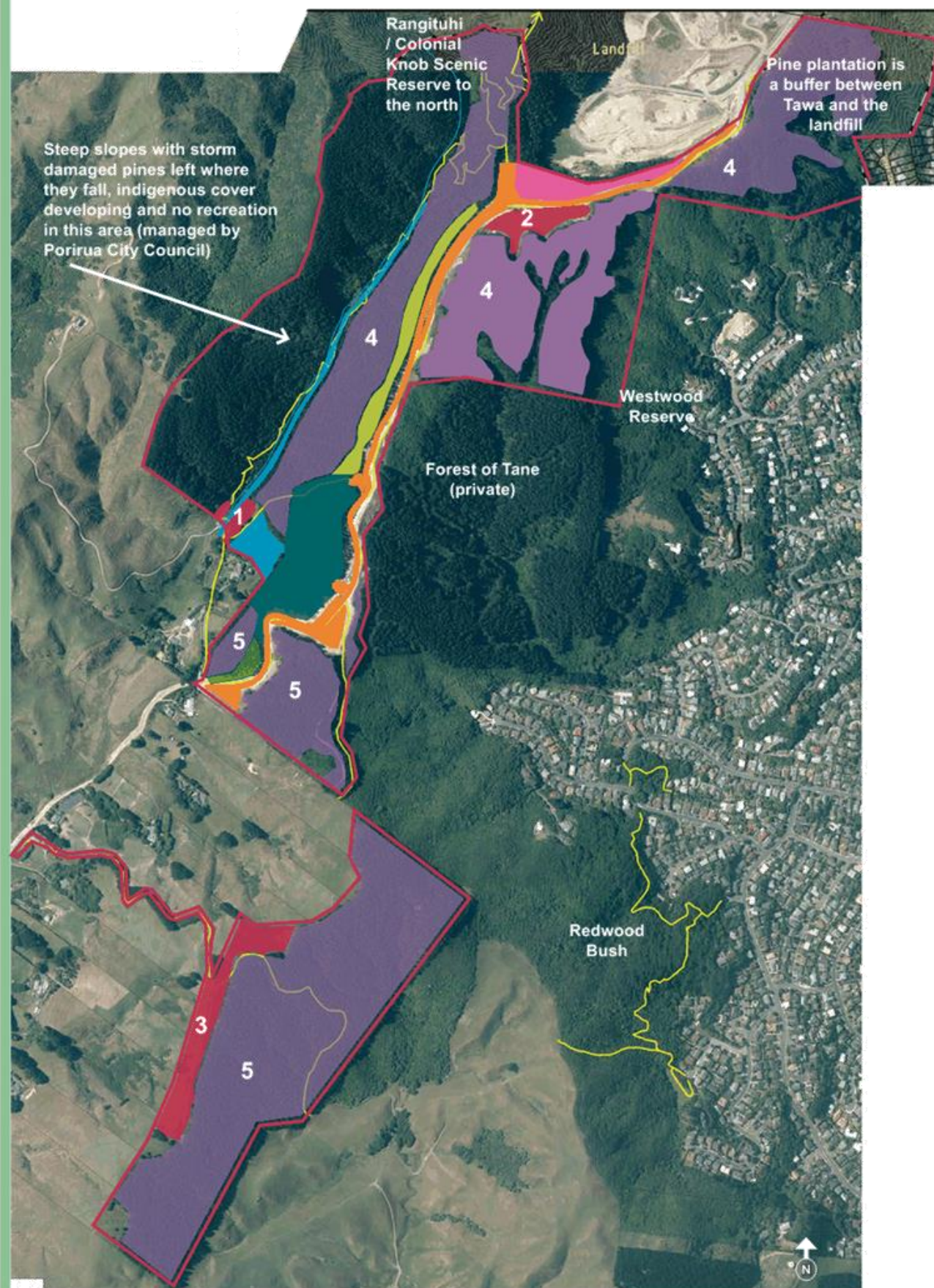


Figure 3 - Current vegetation types

Current vegetation types

- Reserve boundary.
- Stream/wetland areas with weeds including large patches of blackberry.
- Open areas with rank grass or pasture grasses:
 - 1 Sheltered open area with rank grass, *Macrocarpa*, *Pinus radiata*, Leyland cypress, Dawn redwoods, large patches of blackberry.
 - 2 Sheltered open area with rank grass with an uneven surface.
 - 3 Airstrip block - grazed to keep the ridgeline open.
- Pines have been removed and the consequent cover of wilding pines treated chemically. Emerging indigenous plant species and weed species. Weeds include gorse, Himalayan honeysuckle and blackberry.
- Open areas and battered slopes along the road through Spicer Forest. Battered slopes have been hydro seeded in grass. Wilding pines and weed species such as gorse and blackberry are starting to invade battered slopes and at the top of battered slopes.
- Area clear of pines planted in a variety of indigenous species in June 2016.
- Buffer planting at the landfill edge. Existing pines with Japanese cedar and native species planted by Porirua City Council in 2015/1016 will eventually fill gap in tree buffer at the top of the landfill.
- Naturally regenerating diverse indigenous species
- Pine forest with indigenous understorey varying from under 1 metre to over 3 metres and in species diversity. In places where fallen pines have created light wells there is a more diverse indigenous understorey than areas where the pine canopy is denser or where pine needles cover the ground. The pine forest with pockets of emerging indigenous vegetation creates variety for recreational users.
 - 4 Understorey up to 3m and a variety of indigenous plant species. In these areas, Wildlands Consultants (2013) predict that the understorey will likely be maintained, and may increase in height and species diversity. When pine trees fall, die or are removed creating light wells, the indigenous understorey is predicted to establish a canopy within five years. On lower slopes in sheltered places with light wells, canopy closure is predicted within one or two years. Indigenous species will seed out from these areas and attract birds which will also assist seed dispersal. In these areas the management approach is to change the vegetation cover over time.
 - 5 Understorey more sparse and generally less than 1m, less diverse indigenous plant species and in some places a dense pine needle mat. In these areas Wildlands (2013) predicts that if the canopy opens up due to tree fall or tree removal, it may take four to five years for initial species such as ground ferns, mahoe, kawakawa, and kanono to establish a canopy. Species diversity may increase after that. In areas that are close to an indigenous seed source, canopy gap closure is likely to be faster. In these areas, the approach is to harvest the pine forest and, where practicable, replant using indigenous species.



Pine forest with sparse understorey



Wilding pines where pines have been cleared



Planting at landfill edge

Absolutely Positively November 2016

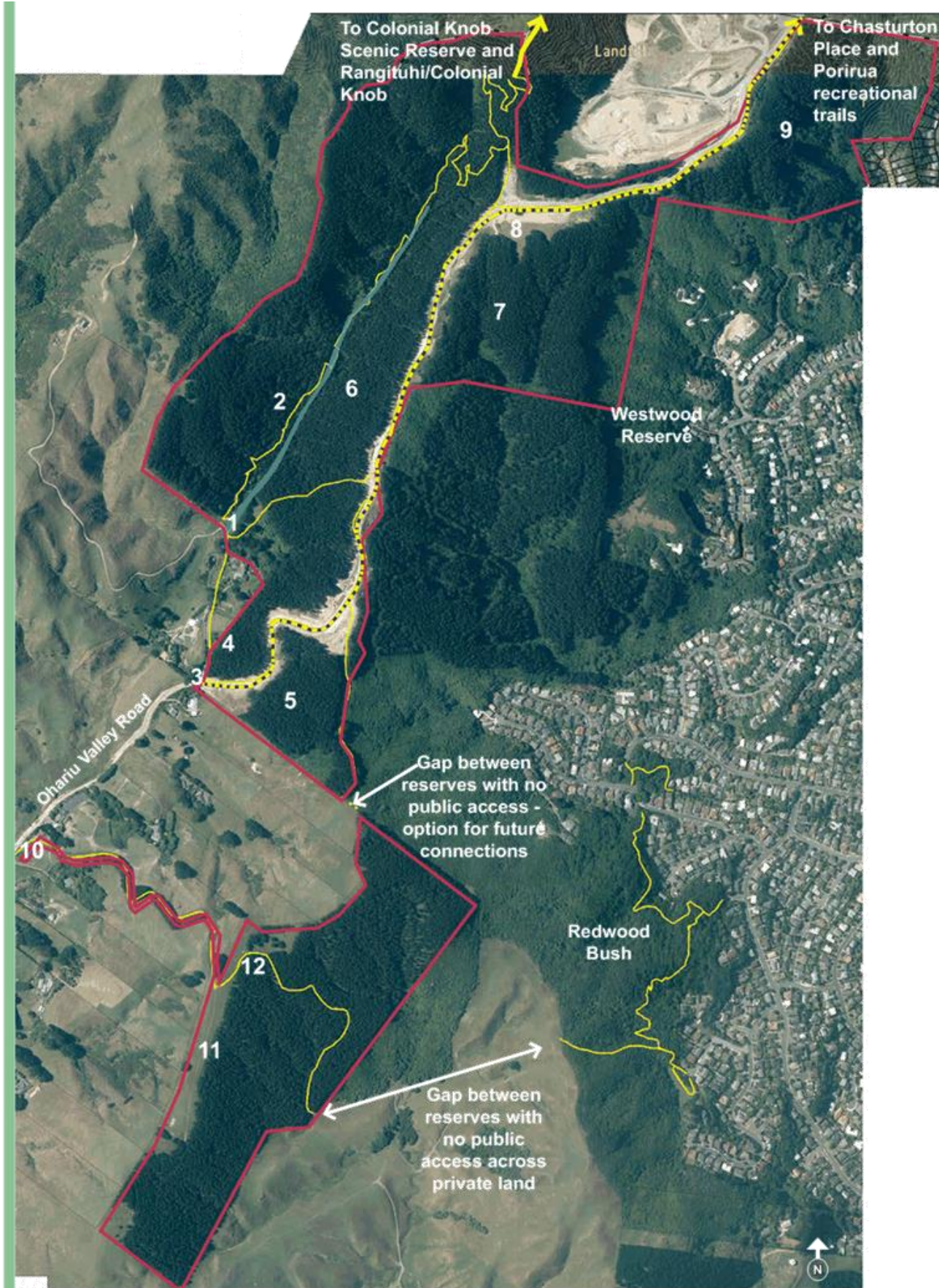


Figure 4 - The current situation

Current tracks

- Reserve boundary
- Existing tracks, including Te Araroa
- - - Road through Spicer Forest (built for Mill Creek Wind farm)

- 1 Current Te Araroa Trail entry/exit and where Ohariu Stream exits the reserve. Sheltered open grass area suitable as a picnic area.
- 2 Te Araroa Trail along Ohariu Stream shared by walkers and mountain bikers.
- 3 Reserve entrance, space for turning circle, vehicle and horse float parking, locked gates to Spicer Forest Road, mountain bike entry/exit, locked gate for horse riding access.
- 4 Stream and indigenous vegetation separate the reserve entrance from a small stand of pines on the reserve boundary.
- 5 Stand of pines with a clear understorey make this a suitable area for development of a horse riding trail separate from mountain bikers, and which would link with the ridgeline track to the south once access over private land has been negotiated.
- 6 Pine forest on land which becomes steeper at the top of the gully. An existing track connects to Spicer Forest Road. The sheltered and enclosed pine forest provides an experience that is different from other parts of the Outer Green Belt and Colonial Knob / Te Rangituhi.
- 7 Pine forest sloping down to private land to the east. An option for recreational connections is development of a track through the reserve to Westwood Reserve and Tawa.
- 8 Sheltered area with rank grass and an uneven surface. A pleasant site which could be developed into a picnic area in the future. Currently the adjacent landfill is likely to deter people from lingering.
- 9 Steep pine forested area with a track on the landfill side connecting to Chasturton Place and Spicer Botanical Park (the hub for a network of trails in the western hills of Porirua).
- 10 Entrance to reserves at 944 Ohariu Valley Road has no signage or information.
- 11 Airstrip and pine forest accessed by the Ohariu Valley horse riding community. They would like this area developed with loop tracks, canter track and cross country jumps, hitching post and mounting block. Use of this area would complement tracks in Spicer Forest when the two reserve areas are linked across private land.
- 12 Locked gate controls access through the pine forest and across private land to Tawa. Since the gate closure the track has become overgrown with blackberry. The gate also controls sheep and cattle that graze on the airstrip from accessing the forest.



Figure 5 - Areas with natural regeneration of indigenous plant cover in light wells within the pine forest and neighbouring areas with a seed source for indigenous plants

- Existing light wells where pines have fallen, died or been removed with an emerging or established canopy of indigenous species
- Areas outside the reserve with naturally regenerating indigenous plant species and seed source
- Gullies within the pine canopy with a 2-3m+ indigenous understorey

Vegetation management

While pines remain on the site, wilding pines will continue to be a problem and slow progress in replacing the pine forest with an indigenous plant canopy. However, removing all pines is not a solution unless they are immediately replaced and weeds controlled until an indigenous canopy forms. The issues that come from removing all pines are demonstrated in an area where pines have been mechanically removed. The result is a dense ground cover of pine seedlings, debris from pine removal limits access for recreation and the area is visually unattractive. Removing all pines may result in erosion and increased sediment in Ohariu Stream, fewer nesting and roosting places for birds that carry seeds and less shelter for indigenous plant seedlings. Removing all pines immediately also reduces the recreational experience. For all these reasons, felling all of the pine forest is not recommended over the duration of this plan.

In many of the gullies within the pine forest and in light wells where pine trees have fallen or failed, the indigenous understorey canopy ranges from less than 1 metre height to over 3 metres. Trees at the exposed edges of the pine forest and the edges of light wells are more likely to fail than trees within the forest canopy. Therefore, over time, the size of light wells will gradually increase and the indigenous understorey will increase in height, density and species diversity.

The approach is to accelerate this natural process in some locations by felling or chemically treating pine trees on the edges of light wells (see Figure 5 for approximate light well locations). In places with few light wells, the process can be started by felling or chemically treating the pine trees and creating canopy gaps. Fallen pines may be left where they fall as they shelter seedlings, except where they are a hazard to track users.

A number of conditions in the reserve are conducive to the development of an indigenous canopy to replace the pine forest over time:

- An existing seed bank under the pines, shelter under the trees for seedlings and light wells where trees have fallen.
- Neighbouring areas outside of the reserve have a cover of indigenous species (see Figure 5), including Colonial Knob Scenic Reserve to the north
- Presence of birds to disperse seeds from these neighbouring areas.

Weeds that inhibit natural succession and restoration will need to be monitored. In places where the understorey is sparse, less than 1 metre high or has less understorey diversity, the natural restoration process may be supplemented with additional planting. Additional enrichment planting of indigenous canopy and podocarp species will also accelerate the succession process.



Natural revegetation on pine forest edge



Light well with indigenous vegetation in pine forest



Understorey in pine forest east of Ohariu Stream



Logs blocking track after pine clearance

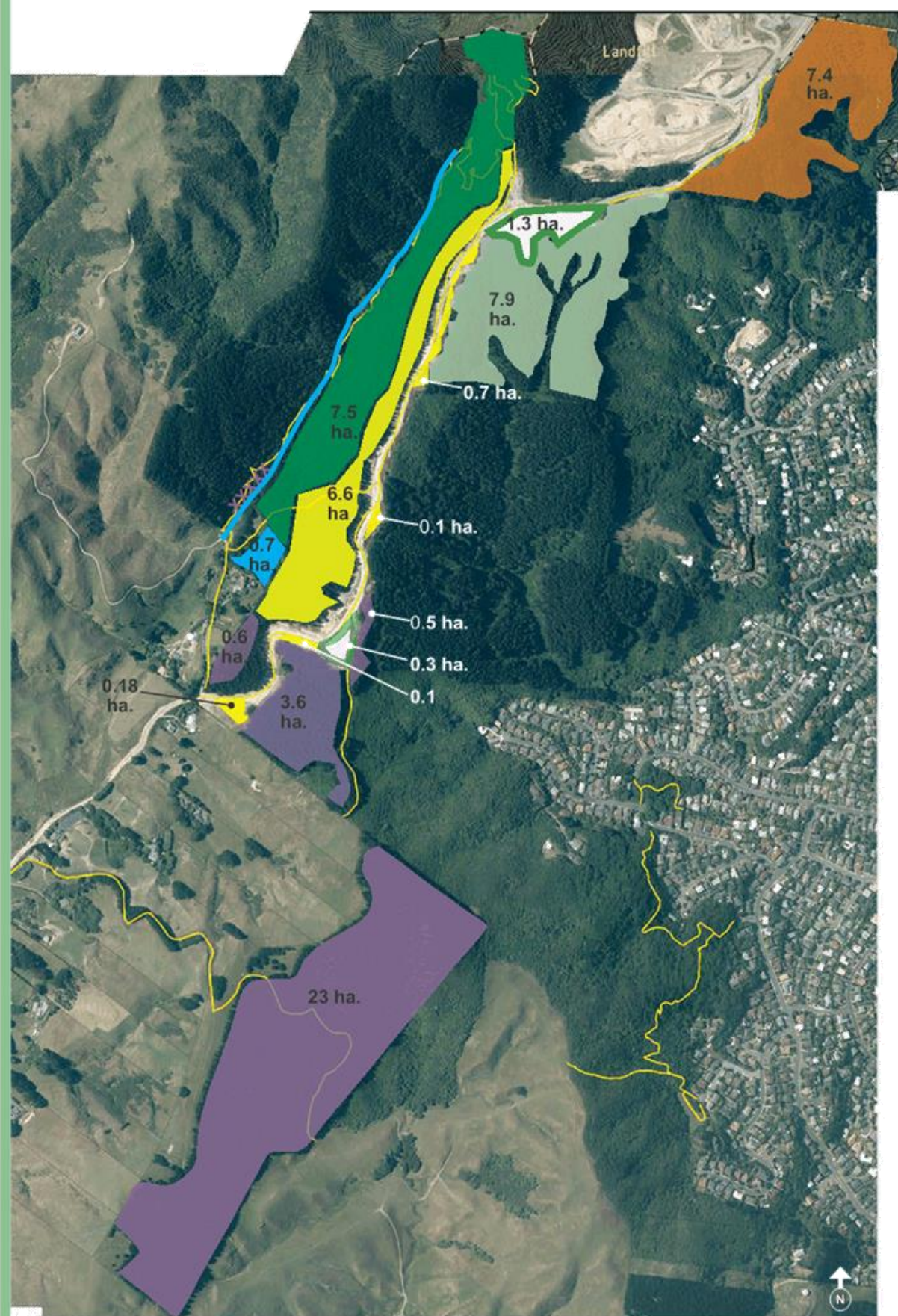


Figure 6 - Vegetation management areas (approximate area in hectares)

Vegetation management areas

- **Replace the pine canopy over time (7.9 hectares)**
 - Fell or chemically treat pine trees on the edges of the light wells. Remove weakened and fallen pine when they are near tracks for the safety of track users. Where access for recreation is unlikely within the next six years, pines can be left where they fall
 - Plant indigenous species where trees are removed to speed up the succession process
 - Where weeds are an issue, remove and plant gaps with ground cover and sub canopy species
 - In some sheltered locations plant indigenous canopy enrichment tree species. Neighbouring Rangituhi / Colonial Knob Scenic Reserve has stands of tawa and kohekohe and seedlings are already appearing naturally within the reserve. Podocarp species are not common within the scenic reserve which will mean a limited seed source and enrichment planting will increase diversity in the reserve and be a future seed source.

- **Retain and manage as open grass field (1.6 hectares)**

- **Retain and manage the pine canopy in the short to medium term (7.5 hectares)**

The aim is to give track users a variety of experiences as they pass through the sheltered and enclosed pine forest in contrast to the openness of Rangituhi / Colonial Knob and the ridgelines of the Outer Green Belt. Tracks through the forest will need to be monitored and assessed, especially after storms, and branches or trees removed. Where trees are removed from track edges for safety, gaps created should be replanted with indigenous species and wilding and juvenile pines removed. In this way the pine forest will gradually be replaced over time.

- **Retain and manage the pine canopy as a buffer between the landfill and Tawa (7.4 Hectares)**

On landfill closure (in approximately 2036) replace the pine canopy over time by felling or chemically treating pine trees on the edge of light wells to increase their size over time.

- **Harvest the pine forest and replant using indigenous species (27.7 hectares)**

Areas with a closed canopy, more sparse and low indigenous understorey. Pine needle ground cover inhibits establishment of an understorey. These areas are close to a road or track where logs can be transported and harvesting without damaging existing areas of regenerating indigenous plants, streams or wetlands.

Harvesting the pine plantation, planting in indigenous plants and managing regeneration of native species, will extend neighbouring regenerating areas and contribute to coherence and continuity of the pattern of indigenous plant cover.

The three areas next to the road running through the reserve could be harvested in conjunction with harvesting of the adjacent and private Forest of Tane.

- **Control wilding pines, plant indigenous species, once established plant indigenous enhancement species, monitor and remove weeds when they are threatening the establishment of indigenous species (7.68 hectares)**

Open areas, and along Spicer Forest Road above battered slopes to shade out weeds on battered slopes. Planting will also reduce the visual prominence of the road.

- **Remove and manage existing weeds, fill gaps by planting with indigenous riparian species to help prevent weed regrowth and weeds spreading down the catchment, on-going weed control, monitoring of weeds and planting to fill gaps (2.2 hectares)**

- X **Along Ohariu Stream and wetlands.**

Planting List

Botanical Name	Common Name	Category	Riparian/ Valley/Gully Planting	1 - 3 year Planting	Enhancement	Area to be planted (See Figure 6 for colour codes)
<i>Aristotelia serrata</i>	Wineberry	tree	✓	✓		■ ■ ■ ■ ■
<i>Austroderia fulvida</i> (formerly <i>Cortaderia fulvida</i>)	Toetoe	shrub	✓			■ ■ ■ ■ ■
<i>Beilschmiedia tawa</i>	Tawa	tree			✓	■ ■ ■ ■ ■
<i>Brachyglottis repanda</i>	Rangiora	shrub	✓	✓		■ ■ ■ ■ ■
<i>Carex secta</i>	Purei, Makura	sedge	✓			■ ■ ■ ■ ■
<i>Carex solandri</i>	Solander's Sedge	sedge	✓			■ ■ ■ ■ ■
<i>Carex uncinata</i>	hook grass	sedge		✓		■ ■ ■ ■ ■
<i>Carpodetus serratus</i>	Putaputaweta	tree			✓	■ ■ ■ ■ ■
<i>Coprosma grandifolia</i>	Kanano	shrub/small tree		✓		■ ■ ■ ■ ■
<i>Coprosma rhamnoides</i>	Mingimingi, red fruited karamu	shrub		✓		■ ■ ■ ■ ■
<i>Coprosma robusta</i>	Karamu	shrub		✓		■ ■ ■ ■ ■
<i>Coprosma rotundifolia</i>	Round-leaved Coprosma	shrub		✓		■ ■ ■ ■ ■
<i>Cordyline australis</i>	Ti kōuka, Cabbage tree	tree		✓		■ ■ ■ ■ ■
<i>Dacrycarpus dacrydioides</i>	Kahikatea	large tree			✓	■ ■ ■ ■ ■
<i>Dacrydium cupressinum</i>	Rimu	large tree			✓	■ ■ ■ ■ ■
<i>Dysoxylum spectabile</i>	Kohekohe	tree			✓	■ ■ ■ ■ ■
<i>Fuchsia excorticata</i>	Kotukutuku	tree	✓			■ ■ ■ ■ ■
<i>Geniostoma ligustrifolium</i> var. <i>ligustrifolium</i>	Hangehange	shrub/shade	✓	✓		■ ■ ■ ■ ■
<i>Griselinia littoralis</i>	Kapuka, broadleaf	tree		✓		■ ■ ■ ■ ■
<i>Hebe stricta</i>	Koromiko	shrub	✓	✓		■ ■ ■ ■ ■
<i>Hedycarya arborea</i>	Pigeonwood	tree	✓		✓	■ ■ ■ ■ ■
<i>Knightia excelsa</i>	Rewarewa	tree			✓	■ ■ ■ ■ ■
<i>Kunzea robusta</i>	Kanuka	tree		✓		■ ■ ■ ■ ■
<i>Leptospermum scoparium</i> var. <i>scoparium</i>	Manuka	tree		✓		■ ■ ■ ■ ■
<i>Lophomyrtus bullata</i>	Ramarama	bush		✓		■ ■ ■ ■ ■
<i>Melicytus ramiflorus</i>	Mahoe	tree	✓	✓		■ ■ ■ ■ ■
<i>Metrosideros robusta</i>	Northern rata	large tree			✓	■ ■ ■ ■ ■
<i>Muehlenbeckia australis</i>	Pohuehue	vine		✓		■ ■ ■ ■ ■
<i>Myrsine australis</i>	Red Matipo	tree	✓	✓		■ ■ ■ ■ ■
<i>Olearia solandri</i>	Coastal shrub daisy	shrub		✓		■ ■ ■ ■ ■
<i>Ozothamnus leptophyllus</i>	Tauhini	shrub		✓		■ ■ ■ ■ ■
<i>Pennantia corymbosa</i>	Kaikomako	tree		✓		■ ■ ■ ■ ■
<i>Phormium cookianum</i>	Harakeke/Flax	monocot		✓		■ ■ ■ ■ ■
<i>Piper excelsum</i> subsp. <i>excelsum</i>	Kawakawa	bush	✓	✓		■ ■ ■ ■ ■
<i>Pittosporum eugenioides</i>	Tarata	tree		✓		■ ■ ■ ■ ■
<i>Pittosporum tenuifolium</i>	Kōhūhū	tree		✓		■ ■ ■ ■ ■
<i>Podocarpus totara</i>	Totara	large tree			✓	■ ■ ■ ■ ■
<i>Prumnopitys ferruginea</i>	Miro	large tree			✓	■ ■ ■ ■ ■
<i>Prumnopitys taxifolia</i>	Matai	large tree			✓	■ ■ ■ ■ ■

Botanical Name	Common Name	Category	Riparian/ Valley/ Gully	Years 1-3 Planting	Enhancement	Area to be planted (See Figure 6 for colour codes)
<i>Pseudopanax arboreus</i>	Fivefinger	tree	✓	✓		
<i>Schefflera digitata</i>	Pate	tree	✓	✓		
<i>Solanum laciniatum</i>	Poroporo	shrub	✓	✓		
<i>Sophora microphylla</i>	Kowhai	tree		✓		

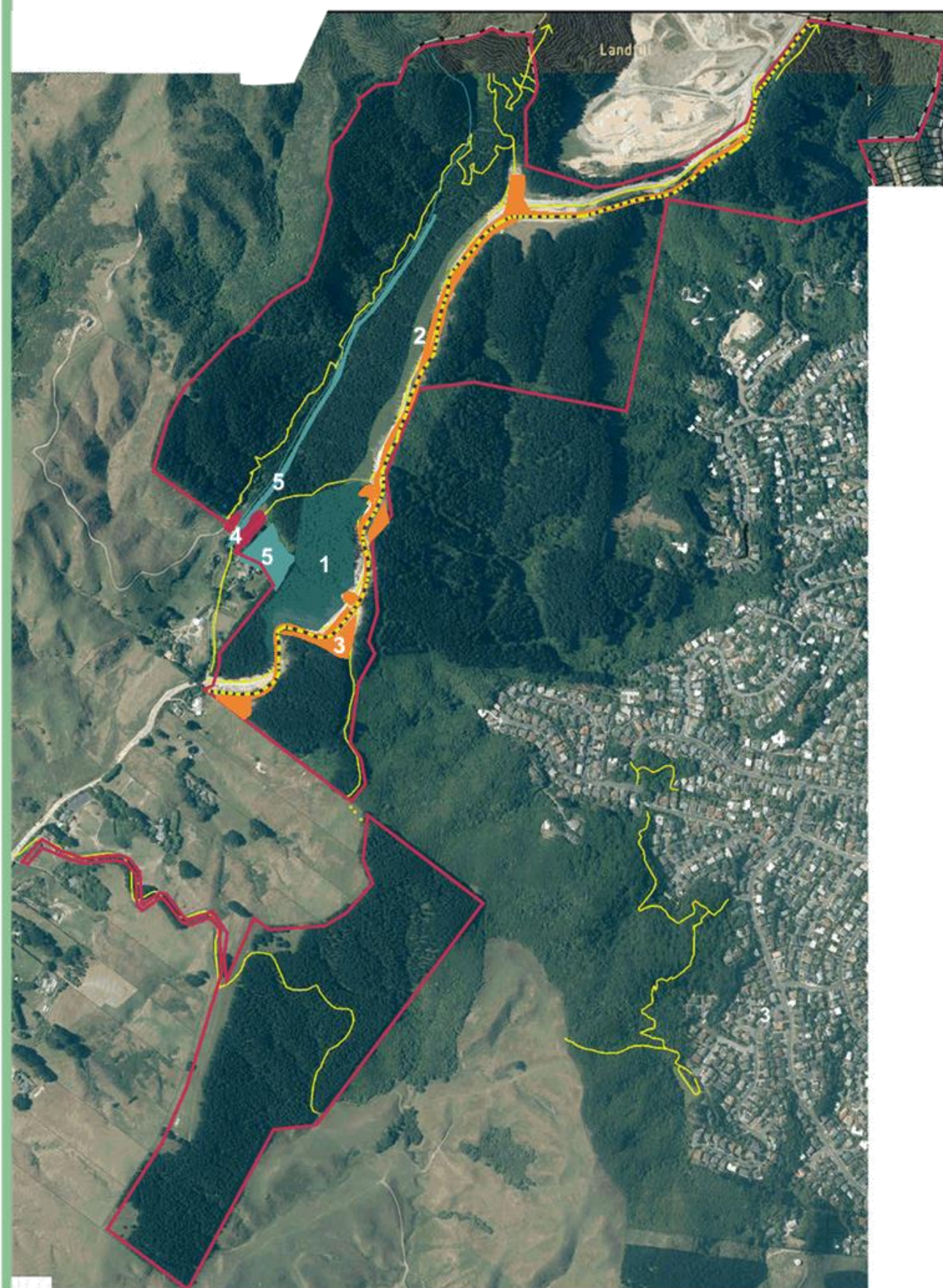


Figure 7 - Locations of weed priority areas

Priority areas for weed control

- 1** Where the pine cover has been cleared
Key weeds - wilding pines, gorse, blackberry, Himalayan honeysuckle
- 2** In area planted after pine tree removal (2016 June planting)
- 3** Along the edge of Spicer Forest Road on batter slopes and above the batter slopes
Key weeds - wilding pines, gorse, blackberry, Himalayan honeysuckle.
- 4** At the reserve entrance at the top of Ohariu Valley Road
Key weeds - gorse, blackberry, Himalayan honeysuckle.
- 5** Ohariu Stream and wetlands
Key weeds - wilding pines, gorse, blackberry, Himalayan honeysuckle.



Weeds above battered slope along road



Wilding pines



Leycesteria formosa at pine forest edge



Plectranthus ciliatus at pine forest edge



Blackberry colonising open space



Blackberry where Te Araroa Trail crosses Ohariu Stream

LIST OF MAIN WEEDS, LOCATIONS, CONTROL, PRIORITY

Botanical Name	Common Name	Locations	Control	Priority for control (From 1-3 with 1 the highest priority)
<i>Apium nodiflorum</i>	Water celery	Along stream/wet areas	Controlled manually by hand pulling or chemically by spraying. Regrowth sprayed and the area planted with species that create shade. Needs constant work to eradicate.	3
<i>Clematis vitalba</i>	Old man's beard	Identify and monitor	Controlled chemically by slashing thick stems at 1 m and at ground level and treat stumps. Leave dead material hanging above ground. Check 6 monthly for regrowth and spot spray seedlings. Plant as soon as practical NB Generally, control is needed for the first two years before planting as spot spraying can be difficult around planted sites.	1
<i>Commiphora opobalsamum</i>	Balm of Gilead	Along stream/wet areas	Controlled manually by digging out or chemically by spraying and the area planted with species that will create shade.	3
<i>Erythranthe guttata</i>	Monkey musk	Along stream/wet areas	Controlled manually by hand pulling or chemically by spraying. Regrowth sprayed and the area planted with species that will create shade. Needs constant work to eradicate.	3
<i>Gunnera tinctoria</i>	Chilean rhubarb	Along stream on the west bank	Spray and remove.	1
<i>Leycesteria formosa</i>	Himalayan honeysuckle	Along Ohariu Stream and throughout the site especially along tracks	Removed by digging out and left to rot down or cut down and the stump painted, or sprayed in spring/summer. Replant sites to prevent recovery and check for re sprouting.	2
<i>Pinus radiata</i>	seedling (wilding) pines	Over whole site, but especially where pines have been cleared, along the edges of Spicer Forest Road and in light wells	<p>Areas of low infestation:</p> <p>Hand-weeding - Small wilding pines pulled or eased out of the ground. Avoid leaving bare soil as will encourage further pine seeds to germinate.</p> <p>Suitable for volunteer labour</p> <p>Areas with medium-size seedlings and still in the 'soft-bark' phase of growth:</p> <p>Chemical control - Ground-based Basel Bark application of Grazon in petroleum-based oil or diesel. Effective year-round. Labour intensive because every stem needs to be treated.</p> <p>Areas where safety or aesthetics of dead standing trees is an issue. For trees up to stem diameter of 30cm:</p> <p>Cut stump method with ground-based basal bark treatment - Stems cut off close to ground level. A basal bark herbicide mix applied to cut stump surface and remaining bark. Can be done at any time of the year.</p>	1
<i>Plectranthus ciliatus</i>	African spur flower, purple-leaved plectranthus	At the edge of the pine forest and where the pine cover has been disturbed	Pull up, dispose of, burn or bury, chemical control (all year round) - glyphosate, metsulfuron-methyl or triclopyr. Cover with a weed mat and leave for 3-6 months. Follow up within 3-6 months and replant bare sites.	2
<i>Phytolacca octandra</i>	Inkweed	At the edge of the pine forest and where the pine cover has been disturbed	Control within areas of new plantings for the first 2 years as the weed competes with plants. Cut (stump treat if needed) using metsulfuron-methyl.	3
<i>Rubus fruticosus</i>	Blackberry	Large clumps along Ohariu Stream, on east side of Te Araroa Trail where it joins Ohariu Valley Road and above battered slopes along the road through the reserve. Single or smaller groups on track edges and in light wells where pines have fallen or been cleared	Will eventually be shaded out. Where control is necessary spray in summer, cut and respray growth (usually a two-year process for large patches). Once a good level of control has been achieved plant densely (generally 4 months after spraying). Weedbusters suggest digging out small patches or scraping the stem or cut stumps and painting with glyphosate.	2
<i>Selaginella kraussiana</i>	African clubmoss	Along stream/wet areas	Wildlands report suggests may not be possible to control and will continue to spread down the stream and on footwear. In small areas it can be pulled out. In larger areas Weedbusters suggests spraying glyphosate with metsulfuron-methyl and penetrant. To stop it returning it should be kept clear from track, especially at tracks ends so it is not moved further into the reserve. Cleared sites should be identified and checked 3-monthly for re-growth as a follow up, possibly 4 times.	3
<i>Ulex europaeus</i>	Gorse	Single or in small groups on track edges and in light wells where pines have fallen or cleared and along the road through the reserve	Indigenous species will usually overtop gorse but control can be sped up by selective slashing, stump swabbing and planting in indigenous species.	3

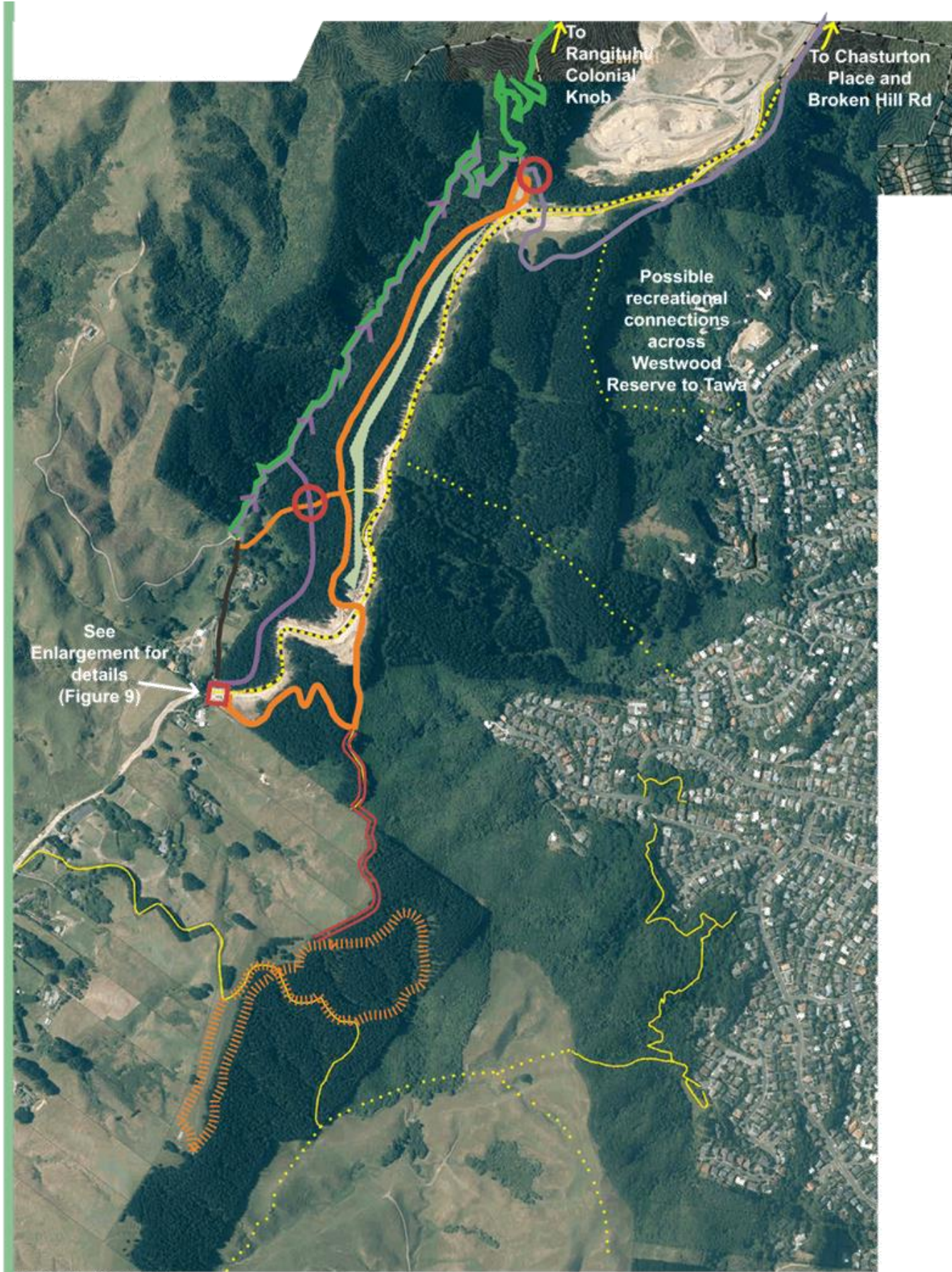


Figure 8 - Track plan

TRACK PLAN

- Te Araroa Trail
- Uphill mountain biking only along a section of Te Araroa Trail
- Road (unformed legal road) shared by walkers, cyclists and horses
- New horse-riding/walking tracks mainly 2 m wide.
- - - - - 944 Ohariu Block horse-riding/walking tracks. Canter track and horse cross country route are optional (to be established with horse riding community)
- Mountain biking and walking
- - - - - Walking and mountain biking along existing road
- = = = = = Future connections (walking, horse riding, mountain biking)
- Location where mountain biking and horse riding tracks meet. The intersection must have very good sight lines, designed to slow bikes, with information on track use.
- / Plant taller trees on the Eastern side of the horse riding track where it runs parallel to the road as a visual buffer to the road through the reserve (fast mountain bikes using the road can startle horses)
- Existing tracks
- - - - - Proposed tracks (as per Sector 1, Open Space Access Plan 2016)

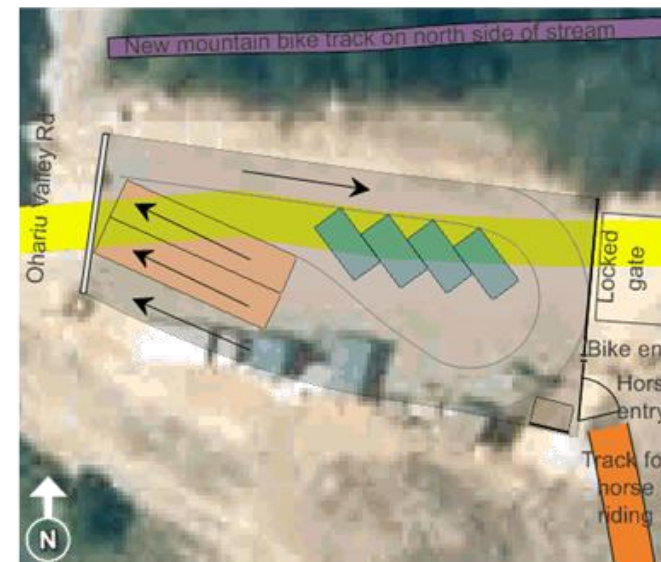


Figure 9 - Vehicle and horse float parking and turning circle

- Parking for horse floats
- Parking for vehicles
- Hitching post and mounting block
- Road through Spicer Forest



View to Porirua Harbour








Reserve entrance, parking and gates



Existing trail

Absolutely Positively November 2016

Signage, viewpoints, picnic areas, facilities to support track use

-  Hitching posts, mounting block
-  Viewpoints - Keep these views open with low planting only
-  Sheltered areas for resting and picnicking
-  Seats or picnic tables
-  Signs - directional and information. A system of colour-coded signs identifying use at both ends of tracks and where tracks intersect

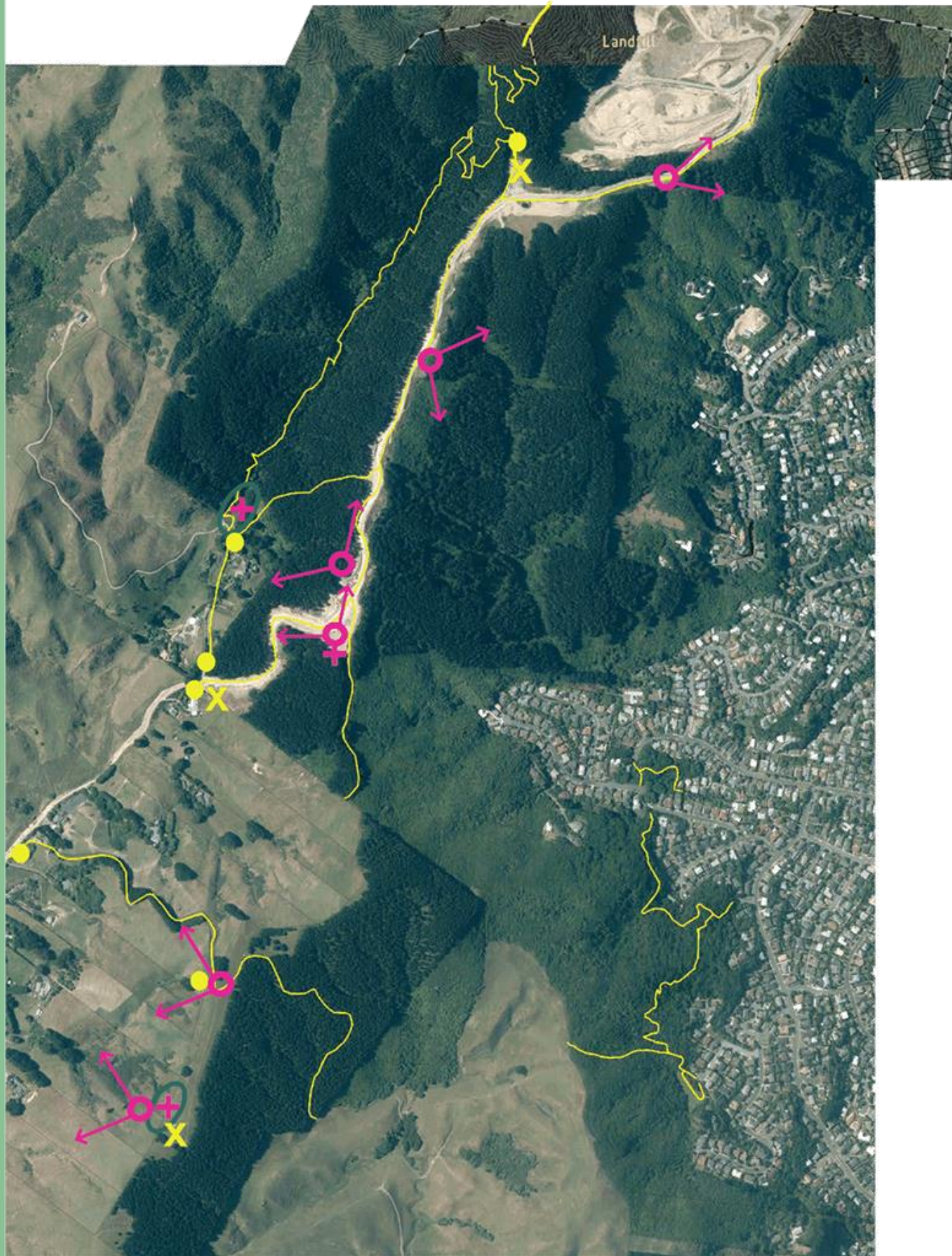


Figure 10 - Recreation and landscape development



View to Porirua Harbour



Bike and horse entrance and locked gate



Existing trail

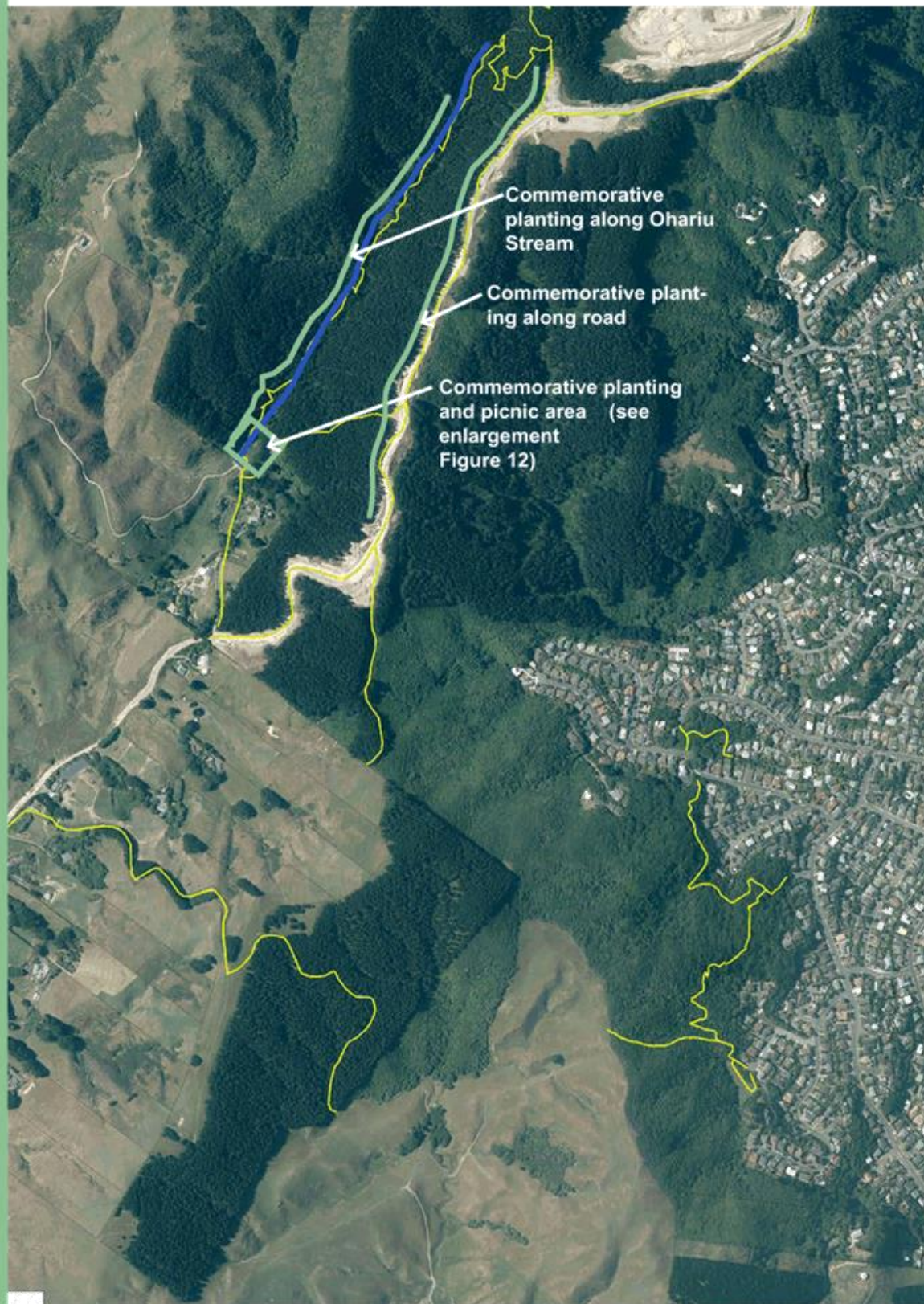
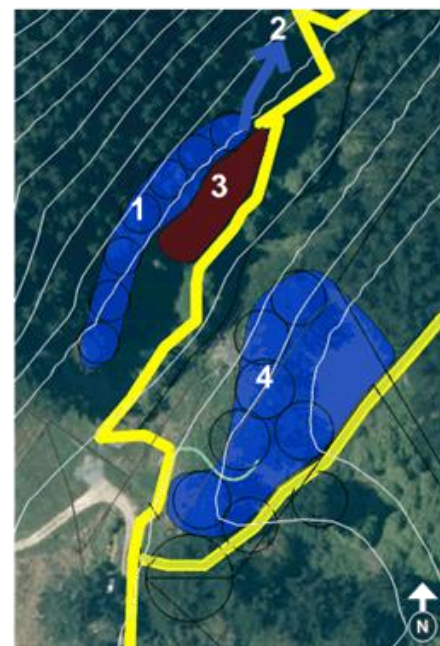


Figure 11 - Locations for commemorative planting

Commemorative planting and picnic area



- 1 Pines to remove and replace with commemorative trees
- 2 Continue commemorative planting along western side of Te Araroa Trail
- 3 Existing Dawn redwood trees retained
- 4 Remove Macrocarpa and pine and replace with commemorative trees, remove blackberry and add picnic table/seats

- Te Araroa Trail (uphill mountain biking)
- Mountain biking track
- New connecting path
- Existing entry and track for horse riding/walking

Figure 12 - Detail of commemorative planting/picnic area

- Remove Macrocarpa, pines and blackberry from the elevated grass area to the east of Ohariu Stream and replace with commemorative trees. This area is to be developed as a picnic area with picnic table/seating and a path that links to Te Araroa Trail. The picnic area separates the new mountain bike track and the horse riding track. The mountain bike track exits onto Te Araroa Trail and the track for horse riding enters/exists onto Ohariu Valley Road through the existing gate
- Remove pine trees edging the open grass area west of the stream and replace with commemorative trees
- Plant commemorative trees along the western side of Te Araroa Trail starting north of the existing Dawn redwoods.

Commemorative tree planting list

Botanical Name	Common Name
<i>Dacrycarpus dacrydioides</i>	Kahikatea
<i>Dacrydium cupressinum</i>	Rimu
<i>Metrosideros robusta</i>	Northern rata
<i>Podocarpus totara</i>	Totara
<i>Beilschmiedia tawa</i>	Tawa
<i>Dysoxylum spectabile</i>	Kohekohe
<i>Carpodetus serratus</i>	Putaputaweta
<i>Prumnopitys ferruginea</i>	Miro
<i>Prumnopitys taxifolia</i>	Matai



Existing Dawn redwoods



Elevated area to develop for commemorative planting and picnicking

Implementation

Priority (From 1-5 with 1 the highest priority)	Activity	Page	Rational	Year	WCC Parks Team
1	Track layout and construction: Develop new horse riding track within Spicer Forest (note that timing of zig zag link from car park will depend on forestry and that first priority will be the new track below the existing road). Develop new shared use (bike and walking) track linking car park with Te Araroa Trail	11 11	Track development to bring users into the reserve and connect with the wider track network (trails in Rangituhi / Colonial Knob and tracks starting in Spicer Forest Botanical Park). Development of a looped walking and mountain bike trail uphill along Te Araroa Trail and along the existing road through the reserve, and a connector to Rangituhi/Colonial Knob trail via the ridgeline above Chasturton Place, Spicer Botanical Park and Te Rahui o Rangituhi.	2017/18 2018/19 (following forestry)	Assets Assets
1	Assess trees near tracks and fell as necessary. Leave fallen trees in place unless they interfere with track use. Monitor gaps for weeds (including pine seedlings), remove and replace with indigenous species as necessary.	11	Safety of track users in areas where the pine forest is managed for recreation. Trees left where they fall provide shelter for natural regeneration of indigenous plants. Weeds may inhibit natural regeneration of indigenous plants which will replace pine canopy over time. Existing indigenous understorey should colonise gaps. If not, planting will reduce weeds re-establishing.	2016 ongoing 2016 ongoing	Tree team
1	Monitor weeds and plant gaps as necessary in 2016 June planting site.	6-8	Support establishment of indigenous plant cover as soon as possible to reduce weeds.	2016 ongoing	Urban ecology
1	Signage - reserve, directional, information, use.	12	Support reserve and track use and clearly indicate where mountain biking and horse riding are separated for safety and for enjoyable recreational experiences.	2017/2018	Assets
1	Hitching posts, mounting blocks.	12	Facilities to enhance enjoyment and support use by the horse-riding community	2018/2019	Assets
1	Forestry: harvest 4.2 Ha of pine forest within Spicer Forest with access for log transportation without damaging existing areas of regenerating indigenous plants, streams or wetlands (see Figure 6 for areas). Replant using indigenous species.	6 7-9	Receive income from pine harvesting and use for replanting.	2017/18	Tree team
2	Parking/turning circle at exit Spicer Forest Road.	11	Organise parking and improve access.	2018/2019	Assets
2	Track layout and construction: Develop shared use (walking and biking) track to Chasturdon Place and Broken Hill Road	11	Track development to bring users into the reserve and connect with the wider track network (trails in Rangituhi / Colonial Knob and tracks starting in Spicer Forest Botanical Park).	2019/2020	Assets

Priority (From 1-5 with 1 the highest priority)	Activity	Page	Rational	Year	WCC Parks Team
2	Control wilding pines, plant indigenous plant species in open areas along Spicer Forest Road and above batter.	6-8	Establish an indigenous plant canopy to reduce impacts of wilding pines.	2016 ongoing	Ops
2	Plant taller species between Spicer Forest Road and the horse trail.	11	Reduce sight lines to the road from horse trail for safety.	2016 ongoing	Urban ecology
2	Begin commemorative tree planting to west of road	13	Beautification and continuation of commemorative tree planting programme	2018 ongoing	
3	Remove blackberry from entrance to the reserve and Te Araroa Trail where the trail leaves Ohariu Valley Road.	6,10	Weed control, improve amenity at entrance.	2017 ongoing	Ops
	Plant indigenous riparian species to help prevent blackberry recolonising.	7-9			Urban ecology
3	Remove pines/macropcarpa/blackberry from commemorative tree planting/picnicking area.	6	Reduce weeds spreading.	2018/2019	Assets & Ops
	Begin commemorative tree planting.	13	Improve amenity.		
	Add picnic tables/seats.	12	Facilities to attract and complement trail use.		
3	Develop canter track and cross country jumps in the airfield and adjacent pine forest in collaboration with the Ohariu Valley horse-riding community.	11	Extend local facilities for horse riding. This is subject to obtaining a link across private land and forestry.	tbc	
4	Weed control and riparian indigenous planting along Ohariu Stream.	9 7-8	Help prevent weeds spreading down the catchment.	2018 ongoing	Urban ecology
4	Commemorative tree planting on western side of Te Araroa Trail.	8/13		2019 ongoing	
4	Weed control in wetland east of commemorative tree/picnic area.	9,10	Wetland restoration and weed control.	2018 ongoing	Urban ecology
4	Fell or chemically treat pine trees on the edge of existing light wells in pine canopy where there is an existing diverse indigenous understorey of more than 1 metre and near seed sources (for locations see Figure 6).	6	Replace pine forest over time without the need for extensive planting	2019 ongoing	Tree team

Priority (From 1-5 with 1 the highest priority)	Activity	Page	Rational	Year	WCC Parks Team
4	Plant gaps in indigenous plant species.	7-9	Increase diversity of tree species by enhancement planting if canopy tree species are not establishing naturally.	2019 ongoing	Urban ecology
	Monitor for canopy tree species and plant if they are not occurring naturally.	7-9			
5	Harvest 944 Ohariu Valley Road pine forest with access for log transportation without damaging existing areas of regenerating indigenous plants, streams or wetlands (see Figure 6 for areas).	6	Receive income from pine harvesting and use for replanting.	2024/2026	Tree team
	Replant using indigenous species.	7-9		2024 ongoing	Urban ecology

References

- Department of Conservation, 'Brief Explanation the Wilding Conifer Herbicide Control System', 2014.
- Department of Conservation, 'Woody weed control using bark application method', 23/05/2014. http://www.wildingconifers.org.nz/images/wilding/articles/Woody_weed_control_using_bark_application_methods_Guideline.pdf
- Greater Wellington Regional Council, *Wellington Regional Native Plant Guide*, Revised 2010
- Porirua City Council, Wellington City Council, *Porirua's Outdoor Recreation Park - Outdoor recreation in the western hills of Porirua and Tawa, February 2016*.
- Weedbusters, Weed identification sheet, weedbusters.org.nz.
- Wellington City Council, *Wellington's Outer Green Belt Management Plan, May 2004*.
- Wellington City Council, *Spicer Forest Joint Venture Forest Management Options - Discussion Document*, April 2009.
- Wellington City Council, Commemorative Policy, February 2006 sourced at <http://wellington.govt.nz/~media/your-council/plans-policies-and-by-laws/plans-and-policies/a-to-z/commemorative/files/commemorative.pdf?la=en>
- Wildlands Consultants, Contract Report No. 3315. *Natural indigenous regeneration and pine forest management at Spicer Forest, Porirua*, December 2013.

QUARTERLY REPORT AUGUST 2016 - OCTOBER 2016: MERVYN KEMP LIBRARY AND TAWA AND LINDEN COMMUNITY CENTRES

Purpose

1. To provide the Tawa Community Board with an update on the activities of the Mervyn Kemp Library, Tawa Community Centre and Linden Social Centre.

Summary

2. This report provides the Tawa Community Board with information relating to the activities of the Mervyn Kemp Library, Tawa Community Centre and Linden Social Centre over the period August to October 2016.

Recommendation

That the Tawa Community Board:

1. Receive the information

Background

3. Mervyn Kemp Library offers circulation, information, outreach, class visits, preschool storytimes, holiday programmes and Baby Rock & Rhyme sessions. Tawa Community Centre and Linden Social Centre provide community spaces for event and meeting bookings, as well as recreational drop-in space.

Discussion

Libraries and Community Spaces Team Leader

4. Chris Pigott has assumed the role of Libraries and Community Spaces Team Leader – North. Chris has previous library experience at The Blind Foundation, Auckland Libraries, Tauranga Libraries and abroad and he will be based at Mervyn Kemp and Johnsonville Libraries.

Earthquake Response

5. All libraries and community spaces were closed on Monday, 14 November 2016.
 - No significant damage occurred at Mervyn Kemp Library or Tawa Community Centre
 - Buildings were deemed 'Safe to Occupy' by engineers
 - Tawa Community Centre was activated as a working site to ensure Wellington City Council business continuity
 - Bookings for the Community Centre were affected. Groups were required to shift to alternative locations during the period of building occupation by council. Community centre staff assisted groups in locating alternative sites
 - Use of Tawa Community Centre was in accordance with the Wellington City Council Emergency Relocation Plan

Programmes and Events

6. Child and Youth

- a. **Baby Rock & Rhyme** – this is held every Friday morning at 9.30am and is aimed at babies aged 0-2 years. An average attendance of 35 people (babies, parents, caregivers)
- b. **Pre-school story time** – held every Monday morning at 10.30am and aimed at children aged 2-5 years. An average attendance of 50 people.
- c. **School visits** – St Francis Xavier primary school continue to visit the library weekly for a fun-filled 45 minutes.
- d. **Pre-school/kindy visits** – a number of pre-schools/kindergartens have visited the library in this quarter.
- e. **School holiday programme** – Space was the theme for the October school holiday programme, and 36 children visited to join in the fun.

7. Series @ Six – the series @ six events are held every Thursday evening during our late night.

- a. first Thursday, **Stories @ Six** - a community story-time session event
- b. second Thursday, **Knit @ Six** – a community run knitting/crochet session
- c. third Thursday, **Write @ Six** – a community run writing group/class
- d. fourth Thursday, **Search @ Six** – a community run genealogy class

8. These sessions are newly introduced, and attendance figures will be provided in future reports.

9. **Tea & Tales** the monthly book club is run on the first Tuesday of every month at 10.30am. An average attendance of 8 people at each session.

Statistics

10. The figures for the children's attendance represent Baby Rock & Rhyme, Pre-school story time, school visits and holiday programmes

	Issues	Visitors	New borrowers	Children's attendance
Quarterly figures:				
Aug 2015-Oct 2015	35,832	29,481	112	873
Aug 2016-Oct 2016	35,262	28,397	132	1,067
<i>Variation</i>	-1.5%	-3.7%	17.9%	22.2%

11. The pre-school story time sessions are held on Monday mornings at 10.30am for 30 minutes.

Community Centres

12. Information for both Community Centres is as follows:

- **August**
 - We had Arthritic Clinics in both centres
 - Tawa Historical Society AGM
 - Spring into Tawa committee meetings

- **September**
 - Tracey Odell using both the hall and Boardroom for her Dance exams. Regular users were informed that they were not able to use their space for that week-and were all pretty accommodating.
 - WCC Community Centre Advocates meeting
 - School holiday programmes (Zendoodle classes and paper flower making)
 - Northern Ward candidates meeting
 - Wellington Mayoral Forum here in September.
- **October**
 - More holiday programmes (felted and paper flower making)
 - Vibrant Tawa AGM
 - Greater Wellington Regional Council
 - Kiwi Community Assistance Book fair
 - WCC Library interviews
 - Tawa lions counting money for their fundraiser
 - WCC Business Continuity Management Meeting was held here in Tawa. We blocked out all the spaces at the centre and a selected team from council met to discuss plans of how to run the centre in an emergency. Both Brigid Brammer and I attended the meeting, with another meeting to follow. This will include the turning off of the generator to determine its capabilities with a full load.
 - Wellington Deaf Association Holiday programme – this was a big booking for us, and a pilot for them as well. First time they have ran a holiday programme, and they booked out a whole week. They were really happy with how it all went and will be coming back next year.

New bookings

13. We gained a new big group due to their current location being sold. This group is the Mana Embroidery Guild, and they have many regular bookings throughout the month. We are looking at putting in some new storage cabinets for their use.

Sunday enquiries

14. Tawa have had lots of enquiries for Sunday bookings. There have been a few groups that I know of that will have to leave their spot at the end of the year. I am in negotiations with some over finding them a space.
15. I have another craft group who is also having to move out of their location by the end of the year, and will be with us from next year. This is the Tawa Arts & Craft Society.

Police base

16. The Police base is no closer to being open, and not a lot of communication around if it will ever open. I do still get a fair amount of enquiries about the base, and with that, lost property, and general enquiries that they would normally cover.

Options

17. N/A.

Next Actions

18. The next quarterly report will be submitted to the Tawa Community Board in February 2017.

Attachments

Nil

Author	Chris Pigott, Team Leader Libraries and Community Spaces - North
Authoriser	Greg Orchard, Chief Operating Officer

SUPPORTING INFORMATION

Engagement and Consultation

N/A.

Treaty of Waitangi considerations

There are no Treaty of Waitangi considerations.

Financial implications

There are no financial implications associated with this report.

Policy and legislative implications

N/A.

Risks / legal

N/A,

Climate Change impact and considerations

N/A.

Communications Plan

N/A.

Health and Safety Impact considered

Due consideration will be given to any health and safety impacts.

TAWA BOROUGH SCHOLARSHIP CITATION

Purpose

1. To advise the Tawa Community Board of the recipient of the annual award granted by the trustees of the Tawa Borough Scholarship Trust.

Recommendations

That the Tawa Community Board:

1. Receive the information.
2. Note the report of the trustees of the Tawa Borough Scholarship Trust.

Background

2. The Tawa Borough Scholarship Trust Fund was established in 1989 to acknowledge and provide a grant to any student who has excelled in sporting or cultural fields.
3. The recipient is recommended by the Tawa College on an annual basis and the trustees are required to meet and approve the nomination made by the Tawa College.

Discussion

4. This year, the trustees, Malcolm Sparrow, Robert Tredger and Jack Marshall, met on 28 October 2016 to consider the nomination received from Tawa College.
5. The award was presented to Ruth Holness on 02 November 2016 at Tawa College's Prize Giving ceremony.
6. The report of the trustees for 2016 is attached for the Board's information.
7. The trustees granted an award of \$400 and arranged for payment.

Options

8. N/A.

Next Actions

9. N/A.

Attachments

Attachment 1. Trustees Report - 2016 Tawa Borough Scholarship Fund Citation

Page 39

Author	Helga Sheppard, Governance Advisor
Authoriser	Crispian Franklin, Governance Team Leader Kane Patena, Director Governance and Assurance

SUPPORTING INFORMATION

Engagement and Consultation

N/A.

Treaty of Waitangi considerations

N/A.

Financial implications

N/A

Policy and legislative implications

N/A

Risks / legal

N/A

Climate Change impact and considerations

N/A

Communications Plan

N/A

Health and Safety Impact considered

N/A.

Tawa Borough Scholarship Trust Report 2016.

Robert Tredger (Chair), Malcolm Sparrow, and Jack Marshall are the Tawa Community Board representatives appointed to the Tawa Borough Scholarship Trust. They are also the signatories to the Tawa Borough Scholarship Trust account held by Westpac Bank, Johnsonville.

The purpose of the Award, established in 1989 upon the demise of the Tawa Borough Council, is to acknowledge and provide a grant, in co-operation with the Tawa College, to 'a student (or students) who has (have) demonstrated all-around ability, with excellence firstly in sporting or cultural fields, and who in addition has (have) given worthwhile service to the College and/or Tawa Community'. This award is presented, by the Chair of the Tawa Community Board or his nominee, at the year-end Tawa College Academic Prize giving.

The student is recommended by the Tawa College, and was approved by the Trustees. On Friday 28th October, the Trustees considered the College's nomination for 2016, and approved a \$400 award amount.

Robert Tredger presented the Award on Wednesday 2 November at the Tawa College Prize giving. Justin Lester, Malcolm Sparrow and Jill Day, presented some of the awards. Richard Herbert was also present.

The following was advised to those present.

THE TAWA BOROUGH SCHOLARSHIP and THE MURRAY TROPHY

Awarded to a student who has demonstrated all-round ability with excellence

- **firstly in academic endeavour,**
- **and secondly in sporting or cultural fields, and**
- **who in addition has given worthwhile service to**
- **the College and/or Tawa Community**

Ruth has amply demonstrated her academic credentials. In terms of cultural accomplishments, she has been heavily involved in the life of the music department at Tawa College and has made the most of the opportunities presented to her. She has been a dedicated member of the Dawn Chorus since Year 9, Maiden Tawa since year 10 and barbershop quartets since Year 12. She was also a part of the inaugural Blue Notes choir (and the youngest member of that group) in 2013. Throughout her time, Ruth has always given her best effort - a level of enthusiasm, focus and determination that has made her a role model for other students even when she herself was a junior. She has also participated with equal passion in major productions.

Ruth also joined the Early Birds in Year 9 and last year became this student-run choir's co-director, allowing Ruth to serve others through her music making. In 2016 she was co-leader of Blue Notes, as recognition of her dedication and service. Most importantly, she is always willing to lend a hand before and after rehearsals - setting up chairs, putting away rubbish, helping move choir risers - without needing to be asked. She is always a team player, and over the hundreds of rehearsals she has attended over her time at college, no one has ever had to ask "where's Ruth?". The music department staff will be very sad to not see her smiling face and enthusiastic energy at rehearsals in the future, as she has been such an asset.

Congratulations to Ruth Holness, a deserving winner of the Tawa Borough Scholarship and Murray trophy.

Trustees

Robert Tredger, Malcolm Sparrow, Jack Marshall.

APPOINTMENT OF TRUSTEES TO THE TAWA BOROUGH SCHOLARSHIP TRUST

Purpose

1. To approve the appointment of two Tawa Community Board members to the Tawa Borough Scholarship Trust for the period ending 31 December 2019.

Recommendations

That the Tawa Community Board:

1. Receive the information.
2. Note that the Chair of the Tawa Community Board is automatically appointed as a member of the Tawa Borough Scholarship Trust in accordance with its Trust Deed.
3. Agree to nominate and appoint two trustees to the Tawa Borough Scholarship Trust in accordance with its Trust Deed.
4. Agree that the term of the appointment will commence on 01 January 2017 and end on 31 December 2017.

Background

2. The Tawa Borough Scholarship Trust was established in 1989 after the Tawa Borough Council was amalgamated with Wellington City Council. Prior to amalgamation, the Tawa Borough Council donated the sum of \$10,000 to establish a trust fund for the purposes of creating an annual award to recognise students of Tawa College who excelled in sporting and/or cultural endeavours. The establishment of the Trust recognises the close association between Tawa College and the Council.
3. The Trust Deed made provision for two trustees to be appointed by the Tawa Community Board, with the Chair of the Tawa Community Board automatically becoming a trustee.

Discussion

4. The two additional trustees are not required to be Tawa Community Board members and can be residents of the area served by the Tawa College.
5. The trustees are also responsible for managing the trust in accordance with the current legislation governing charitable trusts.

Options

6. N/A.

Next Actions

7. The Chair of the Tawa Community Board will make the necessary arrangements for the newly appointed trustees to be added as signatories on the Trust's bank account.

Item 3.4

Attachments

Nil

Author	Helga Sheppard, Governance Advisor
Authoriser	Crispian Franklin, Governance Team Leader Kane Patena, Director Governance and Assurance

SUPPORTING INFORMATION

Engagement and Consultation

Not applicable.

Treaty of Waitangi considerations

There are no Treaty of Waitangi considerations.

Financial implications

There are no financial implications arising as a result of this report.

Policy and legislative implications

The trustees are also responsible for managing the trust in accordance with the current legislation governing charitable trusts.

Risks / legal

There are no risks associated with the appointment of the trustees. The Chair will need to make the necessary arrangements with the bank so that the trustees can be added as signatories to the Trust's bank account. The trustees are also responsible for managing the trust in accordance with the current legislation governing charitable trusts.

Climate Change impact and considerations

There are no climate change impacts or considerations.

Communications Plan

Not applicable.

Health and Safety Impact considered

There are no health and safety impacts.

ESTABLISHMENT OF THE TAWA COMMUNITY BOARD GRANTS SUBCOMMITTEE

Purpose

1. The purpose of this report is to re-establish the Tawa Community Board Grants Subcommittee.

Recommendations

That the Tawa Community Board:

1. Receive the information.
2. Agree to re-establish the Tawa Community Board Grants Subcommittee for the 2016-2019 triennium and agree the terms of reference and delegations attached as Attachment 1 to this report.
3. Agree to nominate and appoint a total of five members of the Tawa Community Board to the Tawa Community Board Grants Subcommittee (four Tawa Community Board members and the Chair of the Tawa Community Board who is an ex-officio member) as outlined in the Terms of Reference (Attachment 1.)
4. Agree to nominate and appoint one member of the Tawa Community Board as Chair of the Tawa Community Board Grants Subcommittee.

Background

2. The Tawa Community Board Grants Subcommittee was established in June 1996 and has been in operation every triennium since its inception.
3. The Tawa Community Board Grants Subcommittee considers applications received for the Tawa Community Grants Fund and has delegated authority to decide on the distribution of these funds in accordance with the approved criteria for this fund. (See Attachment 2 for the Tawa Grants criteria.)
4. There is one round of funding for the Tawa Grants in the financial year with a total of \$15,000 available for allocation to various projects.
5. In the past, a total of five members of the Tawa Community Board were appointed to this subcommittee (four members plus the Chair of the Tawa Community Board.) The appointment of five members to the subcommittee allows for quorum to be maintained in decision making in the case where conflicts of interest may arise.

Discussion

6. The proposed terms of reference and delegations for the Tawa Community Grants Subcommittee are attached as Attachment 1 to this report.

Method of voting

7. The prescribed method of voting for the appointment of the members and Chair of the Tawa Grants Subcommittee will be done using "System A" as per Tawa Community Board's current standing orders (Standing order 2.6.1).

8. "System A" states that a person is elected or appointed to a role if he or she receives the votes of a majority of the members of the Tawa Community Board present and voting.
9. The voting process is as follows:
 - a) There is a first round of voting for all candidates; and
 - b) If no candidate is successful in that round, there is a second round of voting from which the candidate with the fewest votes in the first round is excluded; and
 - c) If no candidate is successful in the second round there is a third, and if necessary subsequent rounds of voting from which, each time, the candidate with the fewest votes in the previous round is excluded; and
 - d) In any round of voting, if 2 or more candidates tie for the lowest number of votes, the person excluded from the next round is resolved by lot.

Options

10. N/A.

Next Actions

11. N/A.

Attachments

- Attachment 1. Terms of Reference and Delegations - Tawa Community Board Grants Subcommittee Page 48
- Attachment 2. Tawa Community Grants Funding Criteria Page 49

Author	Helga Sheppard, Governance Advisor
Authoriser	Crispian Franklin, Governance Team Leader Anusha Guler, Manager Democratic Services

SUPPORTING INFORMATION

Engagement and Consultation

None required.

Treaty of Waitangi considerations

There are no Treaty of Waitangi considerations.

Financial implications

Not applicable.

Policy and legislative implications

This report meets the requirements of the Local Government Act 2002.

Risks / legal

This report meets the requirements of the Local Government Act 2002.

Climate Change impact and considerations

Not applicable.

Communications Plan

Not applicable.

Health and Safety Impact considered

There are no health and safety impacts associated with this report.

Tawa Community Board Grants Subcommittee Terms of Reference and Delegations

Voting Membership:

The Subcommittee has a total of **five** members (four members appointed from the Tawa Community Board plus the Chair of the Tawa Community Board who is an ex-officio member.) The Tawa Community Board will make the appointments to the Tawa Community Board Grants Subcommittee.

Quorum:

The quorum shall be not less than two members.

Chair:

The Chairperson of the Tawa Community Boards Grants Subcommittee will be elected by the Tawa Community Board.

Frequency of Meetings:

The Subcommittee will meet as required.

Sunset Clause:

The Subcommittee will discontinue at the conclusion of the 2016/2019 Triennium.

General Purpose:

The Tawa Community Board Grants Subcommittee considers applications received for the Tawa Community Grants Fund, and has delegated authority to decide on the distribution of such funds.

Terms of Reference:

Objective:

To adjudicate on the applications for the Tawa Community Grants Fund during the 2016/2019 triennium.

Outcome:

To achieve an equitable distribution of grants funding in line with the criteria and the characteristics and merits inherent in individual grant applications.

Responsibilities:

To ensure that decisions reached regarding grants funding are in line with the criteria, and to adjudicate on the individual grant applications in a fair and equitable manner.

Criteria for the Tawa Community Grants Funding

1. The applicant is based in Tawa and the project directly benefits residents in the Tawa Ward.
2. The applicant group must not have excess reserve funds.
3. The preference is for projects to be completed within 12 months.
4. There is a preference for new or expanded activities.
5. Grants will not be made for purposes that the Tawa Community Board considers to be subsidising subscriptions, rent or debt - except in exceptional circumstances.
6. Grants may be made for charitable, educational, welfare, community development, cultural, recreational, sporting, activity development, equipment or training programmes.
7. Preference will be given to grants that help develop economically or socially disadvantaged groups.
8. Applications for individuals representing New Zealand in a recognised sporting, cultural or other approved event may be considered.

2017 SCHEDULE OF ORDINARY MEETINGS

Purpose

1. To seek the Tawa Community Board's approval for a schedule of ordinary meetings for the period January to December 2017.

Recommendations

That the Tawa Community Board:

1. Receive the information.
2. Adopt the schedule of monthly meetings to be held on the second Thursday of every month for the period January to December 2017.
3. Agree to meet at 7pm in the Boardroom, Tawa Service Centre or an alternative approved venue should the Boardroom at the Tawa Service Centre not be available.

Background

2. Part 7 of the Local Government Official Information and Meetings Act 1987 and Clause 19 Schedule 7 of the Local Government Act 2002 requires a local authority to hold meetings at the times and places that it appoints. If the local authority adopts a schedule of meetings, the schedule may cover any future period that the local authority considers appropriate.
3. Meetings must be conducted in accordance with Part 7 of the Local Government Official Information and Meetings Act 1987.

Discussion

4. The proposed schedule for the Board has been prepared for 2017 (refer to Attachment 1.) The adoption of this schedule will allow for the planning of the Board's work programme and enable elected members to plan its commitments accordingly.
5. As the Council has no scheduled meetings each July, no meeting has been scheduled for the Tawa Community Board in July 2017 in accordance with past practice.
6. The careful scheduling of meetings should reduce the need for additional meetings. Should the need arise for an additional meeting; this may be scheduled in consultation with the Chief Executive and the Chair.
7. Meetings of the Tawa Community Board have been held in the Boardroom of the Tawa Community Centre over the past triennia. However, due to the earthquake on 14 November 2016, the Tawa Community Centre is being used by Council and there is a greater likelihood that more parts of the Tawa Community Centre will be used by Council in the foreseeable future.
8. As a result, it is proposed that the Linden Social Centre (10 Linden Avenue, Linden) is used as an alternative venue for Tawa Community Board meetings in the event that the Boardroom at 5 Cambridge Street, Tawa, is not available.

Options

9. Should the Tawa Community Board not wish to meet on the second Thursday of every month, the Board has the option to change the frequency of its meetings to a six weekly meeting cycle by resolution.

Next Actions

10. Once the Board has adopted its 2017 meeting schedule, the meetings will be publicly notified in accordance with legislation.

Attachments

- Attachment 1. 2017 Proposed schedule of meetings for the Tawa Community Board Page 55

Author	Helga Sheppard, Governance Advisor
Authoriser	Crispian Franklin, Governance Team Leader Kane Patena, Director Governance and Assurance

SUPPORTING INFORMATION

Engagement and Consultation

The Tawa Community Board's decision regarding the frequency of its meetings and the adoption of its meeting cycle is being sought.

Treaty of Waitangi considerations

There are no Treaty of Waitangi implications.

Financial implications

There are costs associated with advertising the Board meetings.

Policy and legislative implications

Part 7 of the Local Government Official Information and Meetings Act 1987 and Clause 19 Schedule 7 of the Local Government Act 2002 requires a local authority to hold meetings at the times and places that it appoints, and if the local authority adopts a schedule of meetings the schedule may cover any future period that the local authority considers appropriate.

Risks / legal

Meetings must be conducted in accordance with Part 7 of the Local Government Official Information and Meetings Act 1987.

Climate Change impact and considerations

There are no climate change impact considerations.

Communications Plan

Meetings will be advertised in accordance with Part 7 section 46 of the Local Government Official Information and Meetings Act 1987.

Health and Safety Impact considered

Any health and safety impacts will be considered.

2017 MEETING CALENDAR

2017	January	February	March	April	May	June	July	August	September	October	November	December
SAT				1			1					
SUN	1 New Year			2			2		1	1		
MON	2			3	1		3		2	2		
TUE	3			4	2		4	1	3	3		
WED	4	1	1	5	3		5	2	4	4	1	
THU	5	2	2	6	4	1	6	3	5	5	2	
FRI	6	3 Waitangi	3	7	5	2	7	4	6	6	3	1
SAT	7	4	4	8	6	3	8	5	7	7	4	2
SUN	8	5	5	9	7	4	9	6	8	8	5	3
MON	9	6	6	10	8	5 Queen Bday	10	7	9	9	6	4
TUE	10	7	7	11	9	6	11	8	10	10	7	5
WED	11	8	8	12	10	7	12	9	11	11	8	6
THU	12	9 TCB	9 TCB	13 TCB	11 TCB	8 TCB	13	10 TCB	12 TCB	12 TCB	9 TCB	7 TCB
FRI	13	10	10	14 Good Friday	12	9	14	11	13	13	10	8
SAT	14	11	11	15	13	10	15	12	14	14	11	9
SUN	15	12	12	16	14	11	16	13	15	15	12	10
MON	16	13	13	17 Easter	15	12	17	14	16	16	13	11
TUE	17	14	14	18	16	13	18	15	17	17	14	12
WED	18	15	15	19	17	14	19	16	18	18	15	13
THU	19	16	16	20	18	15	20	17	19	19	16	14
FRI	20	17	17	21	19	16	21	18	20	20	17	15
SAT	21	18	18	22	20	17	22	19	21	21	18	16
SUN	22	19	19	23	21	18	23	20	22	22	19	17
MON	23 Wellington Anniversary	20	20	24	22	19	24	21	23	23 Labour Day	20	18
TUE	24	21	21	25 ANZAC Day	23	20	25	22	24	24	21	19
WED	25	22	22	26	24	21	26	23	25	25	22	20
THU	26	23	23	27	25	22	27	24	26	26	23	21
FRI	27	24	24	28	26	23	28	23	27	27	24	22
SAT	28	25	25	29	27	24	29	24	28	28	25	23
SUN	29	26	26	30	28	25	30	25	29	29	26	24
MON	30	27	27		29	26	31	26	30	30	27	25 Xmas
TUE	31	28	28		30	27		27		31	28	26 Boxing Day
WED			29		31	28		28			29	27
THU			30			29		29			30	28
FRI			31			30		30				29
SAT								31				30
SUN												31

CAMP ELSDON ANNUAL REPORT FOR 2015/2016 AND APPOINTMENT OF THE TAWA COMMUNITY BOARD REPRESENTATIVE TO CAMP ELSDON

Purpose

1. To provide the Tawa Community Board members with an update of the activities of Camp Elsdon for the 2015/2016 financial year.
2. To appoint one member of the Tawa Community Board as a representative on the Camp Elsdon Board of Management.

Recommendations

That the Tawa Community Board:

1. Receive the information.
2. Agree to nominate and appoint one member of the Tawa Community Board as a representative on the Camp Elsdon Board of Management
3. Agree to nominate and appoint one member of the Tawa Community Board as an alternate representative on the Camp Elsdon Board of Management.

Background

3. Camp Elsdon provides low cost accommodation for youth in a bush environment close to the cities of Porirua and Wellington. It is organised through school, churches, sports and community groups. Tawa Community Board is one of the core members of Camp Elsdon.
4. In November 2015, the Tawa Community Board appointed Richard Herbert as its representative to the Camp Elsdon Board of Trustees for the remainder of the 2013-2016 triennium.

Discussion

5. A copy of the 28th Annual Report and Financial Statements of Camp Elsdon is attached to this report.
6. At its inaugural meeting held on 26 October 2016, Wellington City Council delegated to the Tawa Community Board the authority to appoint a Board member as a representative on the Camp Elsdon Board of Management.
7. At the start of each triennium, the Tawa Community Board needs to nominate and appoint its agreed representative.

Options

8. In the event that the Board's appointed representative is unable to attend any of the Camp Elsdon management meetings, it is proposed that the Board agree to nominate and appoint a member as an alternate so that the Tawa Community Board has representation at all times.

Next Actions

9. The Chair of the Tawa Community Board will advise the Camp Elsdon Board of Management of the relevant appointments following this meeting.

Attachments

Attachment 1. Camp Elsdon 28th Annual Report and Statement of Accounts Page 60

Author	Helga Sheppard, Governance Advisor
Authoriser	Crispian Franklin, Governance Team Leader Kane Patena, Director Governance and Assurance

SUPPORTING INFORMATION

Engagement and Consultation

Not applicable.

Treaty of Waitangi considerations

There are no Treaty of Waitangi considerations.

Financial implications

There are no financial implications as a result of these appointments.

Policy and legislative implications

Not applicable.

Risks / legal

The appointed representative and alternate representative to the Camp Elsdon Board of Management will need to be aware of their obligations under the Health and Safety at Work Act 2015.

Climate Change impact and considerations

There are no climate change impact and considerations.

Communications Plan

Not applicable.

Health and Safety Impact considered

The appointed representative and alternate representative to the Camp Elsdon Board of Management will need to be aware of his/her obligations under the Health and Safety at Work Act 2015.



28TH

ANNUAL

REPORT

2015 - 2016

A Registered Charitable Entity

CAMP ELSDON INC

Notice is hereby given that the 28th Annual General Meeting of Camp Elsdon Inc will be held at Camp Elsdon Inc on Thursday, 10th November 2016, at 5.00 pm.

Business

1. Apologies.
2. To receive the minutes of the 2015 Annual General Meeting.
3. Presentation of the Annual Report and the Annual Accounts for the year ended 30th June 2016.
4. Election of Board Members for 2016/2017.
5. Election of Auditor.
6. Notice of Motion:
 - (a) Annual Camp Membership Fee: \$20 (GST Incl)
Due by: 20 December 2016
7. General Business.

The regular monthly meeting of Camp Elsdon Inc Board of Management will be held at the conclusion of the AGM.

CAMP ELSDON INC
CHAIRMAN'S REPORT 2015/2016

It is with great gratification I can report that for the first time the camp gross income for the last financial year has exceeded \$447,000. This figure is \$100,000 more than our projected budget, and has given the camp a profit, also for the first time. Bookings for the next financial year so far are excellent, and we can look forward with optimism and a degree of confidence to 2016-2017 being another bumper year.

Over the year there have been many improvements and repairs made to the camp, including extensive concreting, fencing and the refurbishment of the cottage, to name just a few. However, the one that stands out for me is the construction of the campers' kitchen, which is now a significant asset. All this was achieved for \$39,000, within our allocated budget of \$40,000, which is very pleasing.

Our efficient, reliable and cheerful management team have worked hard to achieve all this, resulting in the best year ever for the camp, both financially and otherwise. Many thanks to them both, and to Richard and our Treasurer who are always there to help and advise.

Finally, I would like to thank all members of our Board for their time, assistance and support over the past year. Their contributions have been greatly appreciated.

Bob Moffitt

CHAIRMAN



11 October 2016
Camp Elson Inc
18 Raiha Street
Elsdon, Porirua

Annual Managers Report. 2015 – 2016

It gives me great pleasure to provide my first Annual Managers Report.

This report covers from my start date at September 2015 to July 2016.

During my first few weeks the true state of the camp became apparent, it seemed that everywhere I looked things were in dire need of repair or replacement. The first thing was to prioritise the jobs, many of which were urgent to continue the daily operation.

Another thing that was apparent was the enormous potential for the camps growth in both revenue and reputation, both of which had been adversely effected by poor management over recent years. I believe the board had all the right intentions but were not backed by an effective and honest site management team. So I fully understand why some may have been a little nervous when I started. By the end of the first ninety days my confidence in the Board and the board's confidence in me had been secured mainly through working closely with Bob, Joy and Tony, all who have a common goal to improve and grow the camp and regain the good reputation it once held amongst its many users.

Having no industry knowledge I believe has been a good thing as I have been able to apply the simplest of strategies to the daily running of the camp. This is to supply a safe and inviting environment to all our customers, especially the youth groups.

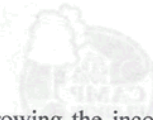
We are on the path to achieving this although we have a long way to go. Constantly improving what we have and adding where possible to both the facility and the service.

It is encouraging to hear the positive feedback from customers who have stayed before and compare the camp to previous experiences. Another surprising area of feedback comes from the casual campers and tourists, whether from previous visits or comparing us with others the feeling is that we offer exceptional value. Positive postings on social media is leading to top ratings amongst these groups.

We have made many improvements around the camp over the past year. A couple that I will highlight are the new camp kitchen and the top driveway area, these because of the significant impact that these have made to the reputation of the camp and the comfort of all who use them.

Our focus and priority has been to concentrate on all areas of Health and Safety around the camp, resulting in many new fences and paths etc. as a result compliance certificates have been gained without much work.

11 October 2016
Camp Elson Inc
18 Raina Street
Elsdon, Porirua



I must mention that all of this is possible because we are continually growing the income through increased turnover and sound decision making by all. Spending when we need to and saving where we can.

I need to acknowledge the good work that Chris Engel is doing as Assistant Manager. He has good work ethics and customer service skills. Chris has demonstrated the desire to make improvements throughout the camp and is constantly putting forward ideas. I am sure Chris will be good for the camp for many years and is a valued part of the team.

I am very happy with the current board structure and with the input and expertise they offer. My role as manager is made so much easier and rewarding with the support of a now functional board. I appreciate and am thankful of the guidance and support provided from all the members.

Richard Compton has been a valuable member of the team with all his knowledge of the camp and his willingness to help whenever needed. He is part of the reason it is all working so well and is to be congratulated for his loyalty to the camp.

We have lots planned for the coming year with more improvements and upgrading of the current facilities both inside and out, along with the implementation of the new procedures and policies regarding Health and safety.

We will continue to do what we do well and to do it more often.

Dave Molnar

Manager
Camp Elson

THE SCHEDULE OF CORE MEMBERSHIP YEAR ENDED 30TH JUNE 2016

1. Porirua City Council (No representative)
2. Whitireia Community Polytechnic (Withdrew April 2016)
3. Tawa Community Board
4. Lions Club of Tawa

BOARD OF MANAGEMENT

Chairman:	Bob Moffitt	Contributing Member
Deputy Chairman:	Tony Tomlin	Contributing Member
Secretary:	Ray Lindsay	Tawa Lions Club Representative
	(Resigned April 2015)	
	Richard Herbert	Tawa Community Board Representative
Honorary Treasurer:	Joy Tau	Contributing Member
	David Darroch	Tawa Community Board Representative
	(Deceased September 2015)	
	Bruce Twidle	Contributing Member
	(Resigned January 2016)	
	Richard Compton	Contributing Member
	Ken Coad	Tawa Lions Representative

OTHER OFFICERS

Interim Manager:	Ray Lindsay	(Resigned April 2016)
Manager:	Dave Molnar	(From April 2016)
Assistant Managers:	Dave Molnar	(September 2015 - April 2016)
	Chris Engel	(From April 2016)
Honorary Auditor:	David Lowe	

FINANCIAL MEMBER

Grant Baker



ANNUAL
ACCOUNTS
2015 - 2016

A Registered Charitable Entity
CC22812

CAMP ELSDON INCORPORATED

STATEMENT OF FINANCIAL PERFORMANCE
For the Year Ended 30 June 2016

<u>2015</u>		<u>Notes</u>	<u>2016</u>
	<u>INCOME</u>		
74,597	Camp Deposits & Hire Fees		79,427
84,992	Casual Hire		114,771
129,565	Campervans & Carasites		250,604
4,204	Bank Interest		1,829
40	Camp Financial Membership Fees		40
212	Coca Cola Vending Commission		128
100	Donation	2	100
10	Mattress Hire		-
130	Linen Hire		-
<u>293,850</u>	TOTAL INCOME		<u>446,899</u>
	<u>EXPENDITURE</u>		
33,553	Cleaning		67,713
33,069	Electricity & Gas		38,673
65,608	General Administration		41,244
78,519	Wages		49,357
23,573	Insurance		19,773
3,680	Land Rent		3,680
10,446	Rates		14,600
38,812	Repairs & Maintenance		21,668
3,059	Phones		3,546
2,672	Postage & Stationery		2,084
5,905	Advertising & Publicity		6,799
608	Bank Charges		1,115
7,490	G S T Payments		22,359
60,700	Contract Settlements		-
11,404	Improvements		62,405
71,882	Depreciation	4	70,593
698	Loss on Disposal		3,409
<u>451,678</u>	TOTAL EXPENDITURE		<u>429,018</u>
<u>(\$157,828)</u>	EXCESS INCOME OVER EXPENDITURE		<u>\$17,881</u>



CAMP ELSDON INCORPORATED
STATEMENT OF FINANCIAL POSITION
As at 30 June 2016

<u>2015</u>		<u>Notes</u>	<u>2016</u>
<u>CURRENT ASSETS</u>			
100	Cash Float		100
67,756	Westpac Bank	3	77,393
53,833	Bank of New Zealand	3	152,451
-	Accounts Receivable		<u>2,307</u>
<u>121,689</u>			232,251
<u>FIXED ASSETS</u>			
851,279	Buildings	4	786,568
24,640	Furniture, Plant & Equipment	4	19,336
3,987	Plus Additions for year	4	<u>4,837</u>
<u>879,906</u>			810,741
<u><u>\$1,001,595</u></u>			<u><u>\$1,042,992</u></u>
<u>CURRENT LIABILITIES</u>			
2,200	Deposit Payments in advance		3,200
22,495	Accounts Payable		<u>45,011</u>
<u>24,695</u>			48,211
<u>ACCUMULATED FUNDS</u>			
48,985	Opening Balance		(108,843)
(157,828)	Plus Surplus for year		<u>17,881</u>
<u>(108,843)</u>	Sub-total		(90,962)
1,085,743	Plus increase resulting from		
976,900	Revaluation of Fixed Assets	4	<u>1,085,743</u>
<u>976,900</u>	Closing Balance		994,781
<u><u>\$1,001,595</u></u>			<u><u>\$1,042,992</u></u>



CAMP ELSDON INCORPORATED

STATEMENT OF CASH FLOWS
For the Year Ended 30 June 2016

<u>2015</u>		<u>2016</u>
	Cash Flows from Operating Activities	
	Cash was received from:	
289,646	Providing goods & services	461,532
4,204	Interest	1,829
<u>293,850</u>		<u>463,361</u>
	Cash was applied to:	
373,834	Payments to suppliers and wages	350,268
(79,984)	Net Cash Flows from Operating Activities	113,093
	Cash Flows from Investing and Financing Activities	
	Cash was applied to:	
5,264	Payments to buy plant and equipment	4,838
5,264	Net Cash Flows from Investing and Financing Activities	4,838
(85,245)	Net Increase/(Decrease) in Cash	108,255
206,834	Opening Cash	121,589
121,589	Closing Cassh	229,844
121,589	Represented by Bank Accounts	229,844



CAMP ELSDON INCORPORATED

NOTES TO THE FINANCIAL STATEMENTS
For the Year Ended 30 June 2016

1 STATEMENT OF ACCOUNTING POLICIES

Reporting Entity

Camp Elsdon Inc is a non-profit charitable organisation.
Camp Elsdon Inc is a reporting entity for purposes of the Financial Reporting Act 1993.
Camp Elsdon Inc is a registered Charitable Entity.

Basis of Preparation

Camp Elsdon Inc has elected to apply PBE SFR-A (NFPO Public Benefit Entity Simple Format Reporting - Accrual (Not-For-Profit) on the basis that it does not have public accountability and has total annual expenses of equal to or less than \$2,000,000.

All transactions in the Statement of Financial Performance are reported using the accrual basis accounting.

The Statement of Financial Performance is prepared under the assumption that the entity will continue to operate in the foreseeable future.

Specific Accounting Policies

The following specific accounting policies which materially affect the measurement of financial performance and the financial position have been applied.

PROPERTY, PLANT & EQUIPMENT

Buildings were revalued for insurance purposes at 30 June 1997, 30 June 2006 and again at 30 June 2011. The values were determined on the basis of replacement cost less depreciation and GST. Depreciation on buildings and contents has been deducted at the following rates:

Buildings and Improvements	4% CP (Value 30/06/11)
Furniture, Plant & Equipment	As per IRD 265

It is noted that most of the Camp's buildings were moved on site and have been substantially improved. They have an estimated life of 25 years.

TAXATION

The camp is exempt from income tax by Section 61(25) of the Income Tax Act 1976.

GST

The accounts have been prepared on a GST inclusive basis.

2 DONATION

Donations - Grant Baker \$100



CAMP ELSDON INCORPORATED

NOTES TO THE FINANCIAL STATEMENTS
For the Year Ended 30 June 2016

3 CURRENT BANK ACCOUNTS

	<u>2015</u>	<u>2016</u>
Bank of New Zealand	53,833	152,451
Westpac	27,108	10,252
Westpac Term Investment No 1 A/c	40,648	67,141
	<u>\$121,589</u>	<u>\$229,844</u>

4 PROPERTY, PLANT & EQUIPMENT
2016

	Cost/ Revaluation	Depreciation	Accumulated Depreciation	Book Value
Buildings	1,617,781	64,711	831,213	786,568
Office Equipment	6,382	555	4,718	1,664
Motor vehicle	3,018	196	1,709	1,309
Plant & Equipment	82,343	5,131	61,143	21,200
	<u>1,709,524</u>	<u>70,593</u>	<u>898,783</u>	<u>810,741</u>

2015

Buildings	1,617,781	64,711	766,502	851,279
Office Equipment	6,382	747	4,163	2,219
Motor vehicle	3,018	225	1,513	1,505
Plant & Equipment	91,224	6,199	56,012	24,903
	<u>1,718,405</u>	<u>71,882</u>	<u>828,190</u>	<u>879,906</u>



INDEPENDENT AUDITOR'S REPORT

To the Members of Camp Elsdon Incorporated

Qualified Opinion

I have audited the financial statements of Camp Elsdon Incorporated on pages 1 to 5, which comprise the statement of financial position as at 30 June 2016, and the statement of financial performance and statement of cash flows for the year then ended, and notes to the financial statements, including a summary of significant accounting policies.

In my opinion, except for the effects of the matter described in the Basis for Qualified Opinion paragraphs, the financial statements present fairly, in all material respects, the financial position of Camp Elsdon Incorporated as at 30 June 2016 and its financial performance and its cash flows for the year then ended in accordance with Public Benefit Entity Standards.

Basis for Qualified Opinion

As stated in the summary of significant accounting policies on page 4, the Buildings are recorded at the depreciated replacement cost valuation as assessed at 30 June 2011 for insurance purposes. This is a departure from Financial Reporting Standard 3: Accounting for Property Plant and Equipment which states that a valuation carried out for purposes other than financial reporting is not to be used as the basis for recording a revaluation unless the basis of valuation has been confirmed as appropriate. As written consent has not been obtained from the valuer that the valuation can be used for other purposes, I am unable to determine whether the valuation method is appropriate for financial reporting purposes.

In my opinion, in common with other organisations of a similar nature, control over the income from donations and coin operated facilities prior to its being recorded is limited and there are no practical audit procedures to determine the effect of this limited control.

I have conducted my audit in accordance with International Standards on Auditing (New Zealand) (ISAs (NZ)). My responsibilities under those standards are further described in the *Auditor's Responsibilities for the Audit of the Financial Statements* section of my report. I am independent of Camp Elsdon Incorporated in accordance with Professional and Ethical Standard 1 (Revised) *Code of Ethics for Assurance Practitioners* issued by the New Zealand Auditing and Assurance Standards Board, and I have fulfilled my other ethical responsibilities in accordance with these requirements. I believe that the audit evidence I have obtained is sufficient and appropriate to provide a basis for my opinion.

Other than my capacity as auditor I have no relationship with, or interests in, Camp Elsdon Incorporated.

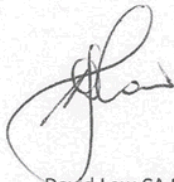
Board's Responsibility for the Financial Statements

The board are responsible on behalf of Camp Elsdon Incorporated for the preparation and fair presentation of the financial statements in accordance with Public Benefit Entity Standards, and for such internal control as the board determine is necessary to enable the preparation of financial statements that are free from material misstatement, whether due to fraud or error.

In preparing the financial statements, those charged with governance are responsible for assessing Camp Elsdon Incorporated's ability to continue as a going concern, disclosing, as applicable, matters related to going concern and using the going concern basis of accounting unless those charged with governance either intend to liquidate Camp Elsdon Incorporated or to cease operations, or have no realistic alternative but to do so.

Auditor's Responsibility

My objectives 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 my opinion. Reasonable assurance is a high level of assurance, but is not a guarantee that an audit conducted in accordance with 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 decisions of users taken on the basis of these financial statements.



David Low CA BCom
Chartered Accountant
66 Discovery Drive
Whitby
Porirua
06 October 2016

RESOURCE CONSENT APPLICATIONS AND APPROVALS FOR 30 AUGUST 2016 TO 20TH NOVEMBER 2016.

Purpose

1. In accordance with an agreement reached with the Tawa Community Board, the purpose of this report is to advise the Board of all resource consents lodged, along with decisions made by Officers acting under Delegated Authority, on Land Use and Subdivision resource consent applications.

Recommendation

That the Tawa Community Board:

1. Receive the information.

Background

2. This report advises the Community Board of resource consents lodged and decisions made during the period 30 August 2016 to 20 November 2016.

Discussion

3. For the period from 30 August 2016 to 20 November 2016, there were 20 applications lodged with the Council.

Service Request	Address	Applicant
368826	133 Jamaica Drive	Goh Realty Ltd
Land Use and Subdivision: 84 lot subdivision, residential dwellings and associated earthworks		
367366	121 Bing Lucas Drive	John and Mary Walsh
Land Use & Subdivision: Construction of two new dwellings and five lot subdivision		
367753	11 Surrey Street	NBC Projects Ltd
Land Use & Subdivision: Construction of 46 residential units and unit title subdivision		
368597	10 Huia Street	Wangxin Sheng
Subdivision: Two lot fee simple		
369133	Collins Avenue	CPB HEB Joint Venture
Land Use: Temporary storage and construction laydown area		
370559	32 The Drive	David John Bradshaw

Subdivision: Two lot fee simple		
370903	11 Rangatira Road	CPB HEB Joint Venture
Land Use: Establish and operate a clean fill site and creating an access track		
370911	10A Rewa Terrace	Reve Architecture Ltd
Land Use: Multi unit development		
371005	6 Bell Street	G I Brown
Subdivision: Two lot subdivision around existing dwelling		
371771	14 Mervyn Kemp Drive	Johnathan and Catherine Burrage
Land Use: new dwelling and associated earthworks		
372112	14 Sunrise Boulevard	Wasley Consultants
Land Use: Development of retirement apartment complex to existing Longview Home		
372344	6 Court Road	Peter Kerr
Land Use: New dwelling		
372569	18 Nathan Street	S Thomas
Land Use: Additions and alterations to existing dwelling		
372772	232 Main Road	Cardno Ltd
Land Use & Subdivision: New dwelling and unit title subdivision		
373292	15 Larsen Crescent	Deborah and Graeme Ross
Land Use: Demolish and replace garage		
372751	58c Raroa Terrace	Ministry of Education
Partial Removal of Designation		
372025	83 Woodburn Drive	Cidalia Ribeiro
Change of Conditions to SR 311715		
368519	25 Gladys Scott Place	Alan and Kathryn McGough
Change of Conditions to SR 302659		

371553	62 Beauchamp Street	Wigley and Roberts Ltd
Change of Conditions to SR 362506 relating to drainage		
371991	9 Matai Street	Kids Count Tawa
Change of Conditions to SR 313978		

4. For the period from 30 August 2016 to 20 November 2016, there were six applications approved under delegated authority.

Service Request	Address	Applicant
372025	83 Woodburn Drive	Cidalia Ribeiro
Change of Conditions to SR 311715		
368519	25 Gladys Scott Place	Alan and Kathryn McGough
Change of Conditions to SR 302659		
354441	529 Takapu Road	CPB HEB Joint Venture
Land Use: Construction of an aerial pipeline across the Cannons creek tributary		
364516	57 Ranui Terrace	AKJ Properties Ltd
Subdivision: Two lot fee simple subdivision around two existing dwellings		
367366	121 Bing Lucas Drive	John and Mary Walsh
Land Use & Subdivision: Construction of two new dwellings and five lot subdivision		
369133	Collins Avenue	CPB HEB Joint Venture
Land Use: Temporary storage and construction laydown area		

Attachments

Nil

Author	Judy Harte, Executive Support Officer
Authoriser	Bill Stevens, Resource Consents Team Leader David Chick, Chief City Planner

CURRENT AND UPCOMING COUNCIL CONSULTATIONS ITEMS

Purpose

1. To provide the Tawa Community Board with an update on the current items Council is seeking public feedback on and to advise the Board on upcoming items for consultations.

Recommendation

That the Tawa Community Board:

1. Receive the information

Discussion

2. The Council is currently seeking feedback on the draft Makara Peak Mountain Bike Park Master Plan.
3. The draft Makara Peak Mountain Bike Park Master Plan proposes a new trail model to give riders a greater choice of riding options and more opportunities to spend time at the park.
4. Subject to funding, the plan proposes to develop 16 kilometres of new track sections over the next ten years and upgrade 3.5 kilometres of existing tracks. This will enable the park to accommodate up to 1000 people per day.
5. The plan also proposes to develop more picnic and rest areas as well as shelters throughout the park.
6. Copies of the draft Makara Peak Mountain Bike Park Master Plan, summary document and other relevant information is available on Council's website:
<http://wellington.govt.nz/have-your-say/public-inputs/consultations/open/draft-makara-peak-mountain-bike-park-master-plan>

Options

7. Should the Board wish to make a submission on any of these consultations; the submission will need to be retrospectively ratified at the next Board meeting which is scheduled for 09 February 2017.

Attachments

Nil

Author	Helga Sheppard, Governance Advisor
Authoriser	Crispian Franklin, Governance Team Leader

SUPPORTING INFORMATION

Consultation and Engagement

All relevant supporting information and documentation relating to these items for consultation are available on Council's website and community input is being sought.

Treaty of Waitangi considerations

Any Treaty of Waitangi considerations will be taken into account.

Financial implications

Any financial implications will be considered.

Policy and legislative implications

Any policy and legislative implications will be considered.

Risks / legal

Any legal implications and risks will be taken into account.

Climate Change impact and considerations

Climate change impacts (if any) will be considered.

Communications Plan

Council's website details the next steps for each item that is being consulted on.

FORWARD PROGRAMME

Purpose

1. To provide the Tawa Community Board with a draft work programme for its amendment and approval.

Recommendations

That the Tawa Community Board:

1. Receive the information.
2. Amend the work programme if necessary.

Discussion

2. Below is the draft work programme for the Board's approval and amendment where necessary:

Thursday, 09 February 2017	
<ul style="list-style-type: none">• Standing Items:<ul style="list-style-type: none">○ Community Speaker (if any)○ Policing in Tawa○ Update from New Zealand Police○ Resource Consents○ Upcoming Areas of Consultation (if any)○ Tawa Community Board Discretionary Fund Update○ Reports back from Board Members○ Forward Programme○ Update on Tawa BID poll○ Update from Wellington Water on Tawa Flood Modelling○ Update from NZTA on Transmission Gully Motorway○ Activities report from Parks, Sports and Recreation	

Attachments

Nil

Author	Helga Sheppard, Governance Advisor
Authoriser	Crispian Franklin, Governance Team Leader

SUPPORTING INFORMATION

Consultation and Engagement

No consultation or engagement is required.

Treaty of Waitangi considerations

There are no Treaty of Waitangi considerations associated with this report.

Financial implications

There are no financial implications associated with this report.

Policy and legislative implications

There are no policy or legislative implications associated with this report.

Risks / legal

There are no risks or legal implications associated with this report.

Climate Change impact and considerations

N/A.

Communications Plan

N/A.