Confirmed Public minutes of the Whitireia Park Board meeting on Friday 5 December 2025

Titahi Golf Club
Gloaming Hill, Titahi Bay, Porirua, at 9.37am

Members Present

Quentin Duthie
Claire Johnstone
Phil Rhodes
Sharli-Jo Solomon
Caleb Ware

Lucas Stevenson, Kaitohutohu Ratonga Manapori | Democratic Services Advisor, chaired the meeting until item 5 – Election of the Chair.

Caleb Ware presided at the meeting from item 6 - Confirmation of the Public minutes of the Whitireia Park Board meeting on 6 June 2025.

Karakia timatanga

Quentin Duthie opened the meeting with a karakia timatanga.

1 Whakawhanaungatanga

Everyone present introduced themselves.

2 Apologies

Moved: Quentin Duthie / Sharli-Jo Solomon

That the Board accepts the apology for absence from Jenny Ngarimu.

The motion was **carried**.

3 Declarations of conflicts of interest

There were no declarations of conflicts of interest.

4 Public participation

Leanne Parsons spoke on the need for expanded trails in the Park.

5 Election of the Chair

Moved: Phil Rhodes / Quentin Duthie

That the item of business being discussed does lie on the table, and not be further discussed at that meeting.

The motion was **carried**.

Caleb Ware presided at the meeting in the absence of a Chair.

6 Confirmation of the Public minutes of the Whitireia Park Board meeting on 6 June 2025

Moved: Caleb Ware / Quentin Duthie

That the Board confirms the Public minutes of the Whitireia Park Board meeting on 6 June 2025.

The motion was **carried**.

7 Confirmation of the Public minutes of the Whitireia Park Board meeting on 22 August 2025

Moved: Quentin Duthie / Caleb Ware

That the Board confirms the Public minutes of the Whitireia Park Board meeting on 22 August 2025.

The motion was **carried**.

8 Overview of the Whitireia Park Board

David Boone, Manager Ecosystems and Community, Greater Wellington, and Lucas Stevenson, Democratic Services Advisor, Greater Wellington, spoke to the report.

Moved: Phil Rhodes / Claire Johnstone

That the Board:

1 Receives the report.

2 Notes the content of the report.

The motion was **carried**.

Noted: The Board requested further information on the management responsibilities of the Board, including the relevant legislative framework of the Board's oversight of the park, asset ownership and health & safety obligations.

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

- *$1,375 from Titahi Bay Golf Club for lease of the land*
- *$469.2 Gross Interest*

b *Total costs from 1 July 2025 to 30 September 2025 were:*

- *$412.5 for the GST payment*

c *The BNZ Bank account balance as at 30 September 2025 was $87,546.06.*

The motion was **carried**.

12 Whitireia Park Board Operations Report – December 2025

David Boone, Manager Ecosystems and Community, Jordan Clear, Mobile Ranger Western, Kim Broad, Senior Advisor Environment Restoration, and Jeremy Paterson, Team Leader Western Parks, spoke to the report.

Moved: Sharli-Jo Solomon / Claire Johnstone

That the Board:

1 *Receives the report.*

2 *Notes the content of the report.*

3 *Approves the 2025/26 operational work plan and budget of $121,620.*

4 *Delegates the project management governance of the Onehunga Bay toilet replacement to Greater Wellington, through the Director Delivery.*

5 *Notes that the Board will be engaged and presented with decision recommendations for matters of significance relating to this project's completion.*

6 *Approves the permit application to collect Microlaena stipoides seed from within the Park.*

The motion was **carried**.

The Board noted that the Ngāti Toa Board will undertake more analysis of the options for siting the Onehunga Bay toilet replacement, and will advise its preference to the Board.

David Boone noted that forecast project cost of the toilet replacement would be refined after the identification of the preferred site, option A or B.

13 Whitireia Park Restoration Group Report [For Information]

Robyn Smith, Whitireia Park Restoration Group, spoke to the report.

Karakia whakamutunga

The Board Chair invited Kevin Shedlock, President, Titahi Golf Club, to close the meeting with a karakia whakamutunga.

Elizabeth Woolcott, Manager Democratic Services, Greater Wellington, spoke to the report.

Moved: Quentin Duthie / Sharli-Jo Solomon

That the Board:

1 *Receives the report.*

2 *Notes the content of the report.*

The motion was **carried**.

10 Adoption of the 2026 Meeting Schedule

Lucas Stevenson, Democratic Services Advisor, Greater Wellington, spoke to the report.

Moved: Claire Johnstone / Quentin Duthie

That the Board:

1 *Receives the report.*

2 *Notes the content of the report.*

3 *Adopts the meeting schedule for 2026 as follows:*

- a *6 March*
- b *29 May*
- c *14 August*
- d *6 November*

4 *Notes that the meetings will be scheduled with a 9.30am start.*

5 *Authorises the Head of Governance and Democracy, Greater Wellington, in consultation with the Board Chair, to amend the schedule when necessary.*

The motion was **carried**.

Noted: The Board asked officers to investigate alternative dates for the meeting in March 2026.

11 Whitireia Park Board Finance Report – Quarter One

Darryl Joyce, Manager Accounting Services, Greater Wellington, spoke to the report.

Moved: Claire Johnstone / Sharli-Jo Solomon

That the Board:

1 *Receives the report.*

2 *Notes that:*

- a *Income has been received from 1 July 2025 to 30 September 2025:*

The public meeting closed at 11.28am.

Chair

Date: 29 May 2026