

I hereby give notice of an ordinary meeting of the

Meeting:	Harding Park and Pou Tu Te Rangī Joint Management Committee
Date:	Tuesday 21 November 2017
Time:	2.00 pm
Venue:	Lighthouse Function Centre, Dargaville Museum

Open Agenda

Membership

Chair: To be confirmed

Members: Messrs Hal Harding, Willie Wright, Matiu Wati, Rex Nathan
Councillors Victoria Del La Varis-Woodcock and Karen Joyce-Paki

Staff and Associates:

Parks and Community Manager, Parks Officer, Administration Assistant (Minute-taker)

Linda Osborne
Administration Manager

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**Meeting of the Harding Park and Pou Tu Te Rangi Joint Management Committee
Tuesday 21 November 2017**

1 Opening

1.1 Karakia

1.2 Confirmation of Chair

To be confirmed pending confirmation from Minister of Conservation (refer to item 3.1).

1.3 Present

1.4 Apologies

1.5 Confirmation of Agenda

The Committee to confirm the Agenda.

1.6 Conflict of Interest Declaration

Committee Members are reminded of the need to be vigilant to stand aside from decision making when a conflict arises between their role as a Committee Member/Commissioner and any private or other external interest they might have. It is also considered best practice for those members to the Executive Team attending the meeting to also signal any conflicts that they may have with an item before the Committee.

1.7 Deputations and Presentations

2 Information

2.1 Appointment of Chair correspondence

Democratic Services Manager 2114.03.09

Recommended

That the Harding Park and Pou Tu Te Rangi Joint Management Committee receives the following correspondence in regard to appointment of chair to the Harding Park and Pou Tu Te Rangi Joint Management Committee:

- a) *Letter from Kaipara District Council to Minister of Conservation dated 21 September 2017; and*
- b) *Letter from Minister of Conservation to Kaipara District Council dated 25 September 2017.*

21 September 2017

Hon Maggie Barry
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 Parliament Buildings
Wellington 6160

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 Dargaville 0340, Northland,
 New Zealand
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Dear Hon Maggie Barry

Appointment of Chair to the Harding Park and Pou Tu Te Rangi Joint Management Committee

Section 33(5) of the Te Uri o Hau Settlement Act 2002 requires that:

- '(5) Despite subsection (3), the Minister of Conservation must –*
- (a) appoint a joint administering body for Pou Tu o Te Rangi comprising 3 persons nominated by Te Uri o Hau governance entity and 3 persons nominated by the Kaipara District Council; and*
 - (b) appoint one of the 3 persons appointed by Te Uri o Hau governance entity as chairperson of the joint administering body and with a casting vote.'*

This 'Pou Tu o Te Rangi Joint Management Committee' was established by the Minister of Conservation on 03 July 2006 comprising three members nominated by Council and three nominated by Te Uri o Hau.

At its 20 September 2017 meeting, the Harding Park and Pou Tu Te Rangi Joint Management Committee was asked to select a Chairman. Rex Nathan and Willie Wright were nominated by Hal Harding and seconded by Karen Joyce-Paki.

The Harding Park and Pou Tu Te Rangi Joint Management Committee then resolved that:

'...the Harding Park and Pou Tu Te Rangi Joint Management Committee be co-chaired in tandem by Messrs Rex Nathan and Willie Wright.'

A copyⁱ of the full minutes is included with this letter for your reference.

In light of the above, it is requested that the Minister of Conservation formally appoint Rex Nathan and Willie Wright to be the Co-Chairs of the Harding Park and Pou Tu Te Rangi Joint Management Committee and with casting votes. Rex Nathan and Willie Wright are two of the three persons

appointed by Te Uri o Hau governance entity to be a member of the Pou Tu Te Rangi Joint Management Committee.

Yours faithfully



Sean Mahoney
Democratic Services Manager

cc. Te Uri o Hau Settlement Trust
PO Box 657
Whangarei 0140

ⁱ Copy of the unconfirmed minutes of the Harding Park and Pou Tu Te Rangi Joint Management Committee meeting, held 20 September 2017.



Office of Honourable Maggie Barry ONZM

MP for North Shore

Minister for Arts, Culture and Heritage

Minister of Conservation

Minister for Seniors

Kaipara District Council

27 SEP 2017

RECEIVED

25 September 2017

Mr S Mahoney
Democratic Services Manager
Kaipara District Council
Private Bag 1001
Dargaville 0340

Dear Mr Mahoney,

Thank you for your letter of 21 September 2017 to Hon Maggie Barry, Minister of Conservation, regarding 'Appointment of Chair to the Harding Park and Pou Tu Te Rangī Joint Management Committee'.

Your correspondence has been noted and is with the Minister for her consideration.

Yours sincerely

Leonie Setter
Ministerial Secretary

3 Confirmation of Minutes

3.1 Harding Park and Pou Tu Te Rangi Joint Management Committee minutes: 20 September 2017

Democratic Services Manager 1607.11

Recommended

That the minutes of the Harding Park and Pou Tu Te Rangi Joint Management Committee held 20 September 2017 be confirmed as a true and correct record.

Meeting	Harding Park and Pou Tu Te Rangi Joint Management Committee
Date	Wednesday 20 September 2017
Time	The meeting commenced at 12.32 pm The meeting concluded at 1.33 pm
Venue	Lighthouse Function Centre, Dargaville Museum
Status	Unconfirmed

Minutes

Membership

Chair: To be confirmed

Members: Messrs Hal Harding, Willie Wright, Matiu Wati and Rex Nathan
Councillors Victoria Del la Varis-Woodcock and Karen Joyce-Paki

Staff and Associates:

Acting Parks and Community Manager, Parks Officer, Administration Assistant (Minute-taker)

Sean Mahoney
Democratic Services Manager
smahoney@kaipara.govt.nz

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Unconfirmed

**Meeting of the Harding Park and Pou Tu Te Rangi Joint Management Committee
Wednesday 20 September 2017**

1 Opening
1.1 Karakia

Mister Rex Nathan opened the meeting with a karakia.

1.2 Confirmation of Chair

Moved Harding/Joyce-Paki

That the Harding Park and Pou Tu Te Rangi Joint Management Committee be co-chaired in tandem by Messrs Rex Nathan and Willie Wright.

Carried

[NB: This is subject to confirmation from Minister of Conservation as per legislative requirements.]

1.3 Present

Messrs Hal Harding, Willie Wright, Matiu Wati and Rex Nathan
Councillors Victoria Del la Varis-Woodcock and Karen Joyce-Paki

Attendance

Name	Designation	Item(s)
Darlene Lang	Acting Parks and Community Manager	All
Mike Collins	Parks Officer	All
Lisa Hong	Administration Assistant	All (Minute-taker)

Adjournments

Nil

Absences

Nil

1.4 Apologies

Nil

1.5 Confirmation of Agenda

The Committee confirmed the agenda with the following additions to the operations section (section 3):

- Mister Noel Hilliam's letter dated 30 June 2017 (item 3.2);
- 2017/2018 Works Programme (item 3.3); and
- Notification of Dargaville Museum Committee's meeting to decide on te reo Māori name of the Northern Wairor Maritime Museum (item 3.4).

1.6 Conflict of Interest Declaration

Nil

1.7 Deputations and Presentations

Nil

2 Confirmation of Minutes

2.1 Harding Park and Pou Tu Te Rangi Joint Management Committee minutes 29 June 2017

Democratic Services Manager 1607.11

Moved Wright/Del la Varis-Woodcock

That the minutes of the Harding Park and Pou Tu Te Rangi Joint Management Committee held 29 June 2017 be confirmed as a true and correct record.

Carried

3 Operational

3.1 Operations Update: July/September 2017

Acting Parks and Community Manager 4702.06

Moved Joyce-Paki/Harding

That the Harding Park and Pou Tu Te Rangi Joint Management Committee receives the Parks and Community Manager's report 'Operations Update: July/September 2017' dated 08 September 2017 and the information contained therein.

Carried

3.2 Letter received from Mister Noel Hilliam, dated 30 June 2017 (tabled at the meeting)

That the item lie on the table and further information be presented at the Committee's next meeting on 21 November 2017.

3.3 2017/2018 Works Programme

Moved Wright/Joyce-Paki

That the Harding Park and Pou Tu Te Rangi Joint Management Committee:

- 1 *Ratifies the 2017/2018 Works Programme as below subject to amendments:*

Activity	Amount
<i>Signage</i>	<i>\$32,000</i>
<i>Bollards</i>	<i>\$5,000</i>
<i>Traffic</i>	<i>\$14,000</i>
<i>Pa Hui</i>	<i>\$2,000</i>
<i>Furniture</i>	<i>\$5,000</i>
<i>Landscape Design</i>	<i>\$10,000</i>
<i>Plants</i>	<i>\$5,000</i>
<i>Volunteers/Events</i>	<i>\$5,000</i>
<i>Shade Sails</i>	<i>\$5,000</i>
<i>Vegetation Removal</i>	<i>\$10,000</i>
<i>Implementation of Landscape Design</i>	<i>\$7,000</i>
Total	\$100,000

; and

- 2 *Delegates the Acting Parks and Community Manager to produce and circulate a more detailed breakdown of the 2017/2018 Works Programme to the members of the Committee.*

Carried

3.4 Notification of Dargaville Museum Committee's meeting to decide on te reo Māori name of the Northern Wairor Maritime Museum

Mister Rex Nathan informed the Committee of the Dargaville Museum Committee's upcoming meeting to allocate a te reo Māori name for the Northern Wairoa Maritime Museum (also known as the Dargaville Museum) to be held at 10.30 am on Monday 25 September 2017.

Possible suggestions were noted:

- Tunatahi; and
- Te Whare Taonga.

4 Closure

4.1 General Business

Moved Wright/Harding

That the Harding Park and Pou Tu Te Rangi Joint Management Committee expresses its gratitude to Council for its contributions, and asks Councillors Joyce-Paki and Del la Varis-Woodcock to communicate this sentiment at their next Council meeting on 26 September 2017.

Carried

Moved Joyce-Paki/Wright

That the Harding Park and Pou Tu Te Rangi Joint Management Committee delegates Council's Roading Engineers to investigate an alternative road option for when there are events on at the Lighthouse Function Centre, to be presented at the Committee's next meeting on 21 November 2017.

Carried

The Committee inspected the grounds after the meeting.

The meeting concluded at 1.33 pm.

Confirmed

Chair

**Kaipara District Council
Dargaville**

4 Operational

4.1 Operations Update: October-November 2017

Recommended

That the Harding Park Committee and Pou Tu Te Rangi Joint Management Committee:

- 1 Receives the Parks and Community Manager's report 'Operations Update: October/November 2017' dated 08 November 2017 and the information contained therein; and*
- 2 Believes it has complied with the decision-making provisions of the Local Government Act 2002 to the extent necessary in relation to this decision; and in accordance with the provision of s79 of the Act determines that it does not require further information prior to making a decision on this matter; and*
- 3 Approves the Parks and Community Manager's recommendation to reduce the number of Harding Park Committee and Pou Tu Te Rangi Joint Management Committee governance meetings to two per year as per the Terms of Reference (circulated as Attachment 1 to the above-mentioned report).*

File number: 4702.06 **Approved for agenda**
Report to: Pou Tu Te Rangi Harding Park Joint Management Committee
Meeting date: **21 November 2017**
Subject: **Operations Update: October-November 2017**
Date of report: 08 November 2017
From: Darlene Lang, Parks and Community Manager
Report purpose **Decision** **Information**
Assessment of significance **Significant** **Non-significant**

Summary

The Harding Park Committee has been established to work alongside the Pou Tu Te Rangi Joint Management Committee to implement the adopted 2002 Pou Tu Te Rangi and Harding Park Reserve Management Plan (RMP).

There is a \$100,000 capital works budget available in 2017/2018 to implement the Works Programme that was approved in September 2017.

The Traffic Report signage has been installed and the roadmarking has been completed.

The Roding Engineer has been asked to check the feasibility of a "Bypass".

I would also like to make a recommendation that we reduce the number of Harding Park Committee and Pou Tu Te Rangi Joint Management Committee meetings to two meetings per year as per the Terms of Reference (**Attachment 1**).

Recommendation

That the Harding Park Committee and Pou Tu Te Rangi Joint Management Committee:

- 1 *Receives the Parks and Community Manager's report 'Operations Update: October/November 2017' dated 08 November 2017 and the information contained therein; and*
- 2 *Believes it has complied with the decision-making provisions of the Local Government Act 2002 to the extent necessary in relation to this decision; and in accordance with the provision of s79 of the Act determines that it does not require further information prior to making a decision on this matter; and*
- 3 *Approves the Parks and Community Manager's recommendation to reduce the number of Harding Park Committee and Pou Tu Te Rangi Joint Management Committee governance meetings to two per year as per the Terms of Reference (circulated as Attachment 1 to the above-mentioned report).*

Reason for recommendation

This will keep the Committee up-to-date on progress and relevant information regarding the ongoing operations and implementation of the Pou Tu Te Rangi and Harding Park Reserve Management Plan.

Reason for the report

To report on the operations by providing an update for the October to November 2017 period and the 2017/2018 Works Programme.

Background

The Harding Park Committee and Pou Tu Te Rangi Joint Management Committee (the Committee) is charged with implementing the July 2012 Pou Tu Te Rangi and Harding Park Reserve Management Plan (RMP).

The adoption of the RMP signals the start of a new phase for this site and its wider surrounds. It is intended that any future development or land use decisions must recognise the RMP's shared vision/goals for Harding Park and Pou Tu Te Rangi Pa (Park and Pa site).

Operations update

Council has approved \$100,000 per annum capital works per annum and the Committee adopted the 2017/2018 Works Programme in September 2017.

Project	Status	Budget	Actual
Signage	Work In Progress (WIP)	\$32,000	
Bollards – Traffic control outside Museum and others around the Park	WIP	\$5,000	
Traffic management report implementation	Completed	\$14,000	\$14,522
Pa Hui	To do	\$2,000	
Furniture	To do	\$5,000	
Landscape design/architect	Work In progress	\$10,000	
Plants	Ongoing	\$5,000	
Volunteers/events	To do	\$5,000	
Shade sails on verandah	To do	\$5,000	
Vegetation removal	Ongoing	\$10,000	
Implementation of landscape design	To do	\$7,000	
Total		\$100,000	\$14,522

General matters

The Traffic Report signage has been installed and the roadmarking has been completed.

The KDC Roding Engineer has been asked to check the feasibility of a "Bypass". This was discussed at the last meeting. It was thought that there could be a bypass road below the Museum for when there are functions at the Lighthouse Function Centre. The Roding Engineer will look at the options and give an estimate of costs to help the Committee make a decision around this.

Discussions have started with a Landscape Architect with regards to the look and feel of the park and what future buildings, etcetera, will look like.

The recommendation to reduce the number of Harding Park Committee and Pou Tu Te Rangi Joint Management Committee meetings to two meetings per year is to align with the Terms of Reference (**Attachment 1**).

Factors to consider

Community views

The RMP was developed using a public process and reflects the views of the community and other stakeholders at the time of its development. The Park and Pa site is popular with local and visitors to the area. The site, particularly the Museum, is considered to be amongst Dargaville's greatest attractions. Public interest in any decision relating to governance of this area is therefore high.

Policy implications

There are no policy implications as all recommendations are consistent with the RMP.

Financial implications

It is the Parks and Community Manager's responsibility to ensure all operations are conducted within budget. The financial budgets are set within the Long Term Plan and respective Annual Plan.

Legal/delegation implications

There are no delegation issues; the Harding Park Committee has delegated authority from Council to govern Harding Park in accordance with its Terms of Reference.

Assessment of significance

This is not a significant activity on Harding Park and as such is not considered to be significant in terms of Council's Significance and Engagement Policy.

Next step

Implement the approved 2017/2018 Works Programme and continue to maintain the developments undertaken to date.

Resend the appointments for the two Harding Park Committee and Pou Tu Te Rangi Joint Management Committee meetings next year.

Attachments

- [Terms Of Reference](#)

Harding Park Committee Terms of Reference

Reports to:	Full Council
Chair:	To be confirmed
Membership:	Robbie Sarich, Mathew Wati, Willie Wright, Hal Harding Councillors Victoria Del La Varis-Woodcock and Karen Joyce-Paki
Meeting frequency:	Twice yearly
Quorum:	Three

Purpose

To work alongside the Pou Tu Te Rangi Joint Management Committee to manage the Pou Tu Te Rangi, Harding Park and Old Mount Wesley Cemetery Reserve

Responsibilities

- Implementing the Reserve Management Plan;
Managing any financial resources of the Reserve;
- Managing and maintaining any licences to occupy in accordance with the Reserve Management Plan;
- Setting the Annual Works Programme;
Meeting as a Joint Committee with the Pou Tu Te Rangi Joint Management Committee

Delegations

- The Committee makes recommendations to the full Council for any policies or developments required;
Administering any bylaw or regulation associated with the Park.

Membership

The membership of the Harding Park Committee is the same as the members of the Pou Tu Te Rangi Joint Management Committee. The membership is three members nominated by Te Uri o Hau Settlement Trust and three appointed by Kaipara District Council, of which two must be Councillors

- The Chair of the Harding Park Committee will be the same as the Chair of the Pou Tu Te Rangi Joint Management Committee and must be one of the Te Uri o Hau appointees.
- Membership will be reviewed after each triennial election.

Communications

- The Committee Chair is the authorised spokesperson for the Committee in all matters where the Committee has a particular interest;
- Committee members, including the Chair, do not have delegated authority to speak to the media on behalf of Council on matters outside the Committee's interest;
- Council's Corporate Services department will manage and support formal communications between the Committee and Council, and for the Committee in the exercise of its business.

Conduct

The Committee shall conduct its affairs in accordance with the Local Government Act 2002, the Local Government Official Information and Meetings Act 1987, the Local Authorities (Members Interest) Act 1968 and Kaipara District Council's Standing Orders and Code of Conduct.

Remuneration

Elected members will be reimbursed in accordance with the determination set by the Remuneration Authority under section 255(5) and Clause 18 of Schedule 15 of the Local Government Act 2002 and Council's Current Elected Members Expenses Policy.

Funding and budgets

Funding for the Committee will align with the Council's Annual and Long Term Plans

Approved

5 Closure

**Kaipara District Council
Dargaville**