Trelissick Park Group: Minutes for the 211th Meeting held at Ōtari-Wilton's Bush Visitor Centre 9:30am Thursday 2 July 2026

Meeting opened at 9:30am by Chair Anne Tuffin

Apologies: Catherine van Hale.
Present: Anne Tuffin (Chair), Mike Oates, Angus Napier, Peter Reimann, Jacinda Mohi (He Kaha Tuatinitini Taiao), Ian Duncan, Jonathan Anderson, Thomas Mayo (WCC Park Ranger), Dr Nate Rigler (Kia Mouriora Te Kaiwharawhara), Karen Martyn (Minute Secretary), Ian Shearer.

PART 1

1. **WCC** – *Adam Groenewegen*
   The most effective way for incidents involving dogs or dog owners to be logged is through Wellington City Council's Contact Centre (24/7):
   Phone: 04 499 4444 Online: via the "Report a Problem" form on the Council website.
   These reports are recorded and passed directly to the Animal Management team, who are responsible for investigating dog-related complaints and enforcing the Dog Control Bylaw. Where sufficient information is available (e.g. description of the dog/owner, time, location), this can support follow-up action and, where appropriate, enforcement.

   When volunteers don't have access to a phone while working, record key details (time, location, description of incident/dog/owner) at the time, and then report it as soon as practicable afterwards.

2. **Kia Mouriora te Kaiwharawhara | Sanctuary to Sea -** *Dr. Nate Rigler*
   - Nate reported on the replacement organisation for Wellington Water, Tiaki Wai, and how it is linking employees' KPIs to organisational performance.
   - He will speak to Zealandia about offering video or app projects for overseas students.
   - An Open Day is planned for 17 October 2026 Saturday at Trelissick Park Magazines [*Rain date 14 Nov*] requesting TPG volunteers to do small group park tours.
   - Opportunities to increase business engagement in restoration work.
   - Nate asked the TPG to refer businesses in and around the Kaiwharawhara catchment to him to gain more on-site engagement at businesses' workplaces.

3. **WCC Park Ranger** – *Tom Mayo*
   Tom provided information and updates:
   - 12-15 October NZ Plant Conservation Network https://www.nzpcn.org.nz
   - 1-4 December, freshwater conference, NZ Fresh Water Science Society
   - There is now a Karori Newspaper for us to use for community comms.
   - Total of 82,000 hours trapping, weeding, planting, monitoring by 1,000 Volunteers across Wellington reserves, probably a conservative figure!
   - Dogs. Kate Baoumgren (WCC) is speaking to commercial licensed dog walkers. WCC animal control officers to increase their presence in the park, monitoring dogs to prevent damage.

   Discussion:
   - TPG is logging issues – send information about dog incidents to trelissickgroup@gmail.com
   - There may be trail cameras in Trelissick. Tom with enquire with WCC Urban Ecology whether there are trail cameras in the park which could show uncontrolled dogs in the park.
   - Remember to Report A Problem www.services.wellington.govt.nz/report (link to a form to report a problem) and cc to trelissickgroup@gmail.com
   - **We agreed** to set up a subcommittee to strategise. (*Mike Oates, Anne Tuffin, Ian Duncan*).

3. **He Kaha Tuatinitini Taiao** - *Jacinda Mohi*

Jacinda described the purpose of He Kaha Tuatinitini and her team's role in weed control in the catchment. He Kaha Tuatinitini are experimenting with Old Man's Beard prunings to make floating baskets for plants in water. Also, they are considering using hens in movable cages to eat tradescantia or taking the trad to the hens in situ.

4. **Ōtari-Wilton Centennial Year Celebration19 September 2026 – Walks and Talks programme**
   Anne noted this significant year for Ōtari. See *https://www.owbt.nz/visiting/centenary-events/*

   10:07am Tom departed the meeting.

   10:13am Tea Break – Nate and Jacinda departed the meeting

   *10:33am Meeting resumed***.**

PART 2

5. **Finance**

Balances

Westpac account	$238.53
NCDRA accounts	$69,593.90

Resolved that: the following payments (Signage Project) **are approved**.

1	$2,280.00
2	$2,700.00
3	$2,100.00
4	$4,663.66

- ***Unanimous***

10:49am Ian Shearer joined the meeting

Ian Shearer is standing down as an authorised signatory and Ian Duncan is stepping up to be Treasurer and an authorised signatory, along with Anne Tuffin and Angus Napier.

Resolved that: $500 be moved from NCDRA on-call account to TPG Westpac account.

- Unanimous

Resolved that: all prior payments from the TPG Westpac account are approved. In future, two signatories will request payments by NCDRA. Anne will email Murray Pascoe (NCDRA Treasurer) a copy of Minutes showing TPG Meeting approval for payments made.

- Unanimous

6. **Matters Arising** from 12 March meeting

Actions	Status
Write to Zealandia TPG's appreciation for Dr Nate Rigler's time and reports – Anne Tuffin	Completed
Eva will draft and send to Anne Tuffin to post a) Article for the Gorge Gazette asking for volunteers, b) Notice for the TPG website asking for volunteers, and c) Post for the TPG Facebook page.	Unknown – Anne Tuffin will follow-up
Ask for replacement costs of items not replaced by Zealandia - Angus Napier	Completed

Write to WCC and Parks inquiring about what other groups are doing in this regard, perhaps a letter to Bradley Schroeder? Would Mitre 10 be an option though it is not close to the entrance as is preferred – Anne Tuffin	In progress
Formally invite Lee Rauhina-August to join the TPG Committee - Anne Tuffin	Declined invitations but offered to be available as needed
Check if 5-year plan and MOU have same content or if different and therefore requiring two separate documents – Anne Tuffin Noted that if a 5-year plan is required, Angus will assist with track maintenance sections.	In progress
Ask WCC regarding their commitment to inform TPG of the current status and planned completion of 5 Yr Plan – Anne Tuffin	In progress
Prepare a brief and proposal for this project including budget - Mike Oates. Ask WCC if they will pay for erecting the signs at their cost - Anne Tuffin	Completed Yes, WCC will pay for erecting signs
Draft briefing document for Hosting TPG Working Bees and Protocol Document – Angus Napier	Completed. Angus to circulate to WCC for their review.

7. Plant Order 2026

Angus reported a few unexpected plants received from WCC; about 450 plants remain to be planted.

8. Working Bees – *Angus Napier*

- 4 TPG working bees totalling 46 hours (2 cancelled and smaller attendances)
- 5 corporate and community group working bees totalling 91 hours (smaller attendances)
- 3 new Adopt-A-Spot sites: (possibly others, Anne T. now co-ordinates this)
    - Crofton Downs primary school
    - Ngaio Scouts
    - Entrance 3 - around the grassy bank
- Old Man's Beard removal at several sites in the lower gorge - 6 hrs
- Many climbing asparagus seedlings along the canopy line alongside Ngaio Gorge Road; Some hard to access on very steep slopes. Established plants to be removed between entrance 6 and the debris trap and around entrance 5.
- Track maintenance: Ngaio Scouts re-benched the steps from the Waikowhai St entrance. New steps at the bottom of the Hanover St track re-benched.
- For the full year to 30 June 2026, TPG working bees summed to 240 hours and corporate / community 418 hours.
- Liaising with IAG for a large group in August. Alsco wishes to return in late August or in September.
- More than 500 plants delivered by WCC; 200 to come in July. 150 plants received from F&B. Planting is under way.
- New windthrow gaps following the late January gales require infill planting. In particular, at the top of Ngaio Gorge beside the remnant track and a couple of sites streamside downstream of bridge 6.
- Working Bee Protocol and Briefing Documents (*see appendices*).

9. Website – *Catherine van Hale*

Thanks to…

- Peter for creating an updated map showing the park boundaries, which is now on the Maps page of the website
- Peter and Angus for help to bring the Plants page up to date

- Thanks also to people for the working bee photos. Catherine van Hale added a few recent ones to the Photos page. Landscape format, action shots are preferred, where you can.

***Action*:** AT to write article for GG about issues with dog damage.

***Action*:** Archiving photos for TPG website and records for website and/or National Library Supplied by P. Reimann on a USB - see email 18 April to Anne T and Catherine. Post meeting: Anne Tuffin will continue her review, then send the USB to Catherine for the website and National Library.

10. Gorge Gazette – *Peter Reimann*

- Next edition planned for September 2026.
- Another rongoā article by Hoana and Mererangi Kaa is coming.
- Richard Grasse will provide an adopt-a-spot item.
- Need to cover the dog problems to bolster our advocacy, preferably with photos and accounts of transgressions - to be written by Anne T

11. Access via locked gate on the new KiwiRail bridge

***Action*:** Write to WCC re TPG access; if no response, write to the Minister – *Anne Tuffin*

12. Volunteer Mid-winter lunch

When? Wednesday 8 July starting around 11:00am
Where? Ian and Florence Duncan's home at 11 Everest St, Khandallah
What? Bring a plate to share. BYO drink. Tea/coffee provided
RSVP by Tuesday 7 July to trelissickgroup@gmail.com

13. Crofton Downs Primary School regeneration project – *Anne Tuffin*

The school has adopted Korimako Stream between bridges 2 and 3. Tom Mayo has agreed to fence the area. Tamariki will post signs and prepare the area for planting in 2027 planting season.

14. Transpower Tree maintenance Work – *Jonathan Anderson*

Transpower's contracted arborist met with TPG's Jonathan Anderson and agreed on which trees to cut/trim (*story in the Gazette*).

15. Interpretive Signage Project – *Mike Oates*

Mike shared drafts of the three signs on screen. He outlined next steps for the project. Following endorsement by the Meeting, the signs will be reviewed by the project team and then will be professionally edited before final approval by WCC. He reported that the project team is very pleased with progress and the work done in partnership with Taranaki Whānui.

The project is currently within the approved budget. Current balance = $29,520.00

Discussion:
Sign lifetime is 10 years for depreciation cost planning.
Ideally, these signs will be installed before the October Open Day.

Actions:

a) Determine and report who holds digital file and intellectual property for sign replacement
b) If graffiti damage, how to remedy?
c) Consider an easily removable (changeable) plaque to be posted on posts and bridges with QR/bar code to take visitors to signage explanations and/or audio
d) Consider adding English meaning after Māori words for international and other visitors.
e) Pollution into storm water should be discouraged by making it clear that the storm water dumps into TP streams.

Resolved that: Design and content is approved subject to consideration of points raised in the meeting

- Unanimous

***Action*:** Final signs will be reproduced on TPG website

Thanks to Mike Oates for managing this complicated project

16. Park Signage

Angus proposed that every entrance to the park has a sign stating: “community restoration project: www.trelissickpark.org.nz”

Next meeting: 9.30am Thursday **5 November** 2026 at Ōtari-Wilton’s Bush Visitor Centre

Appendices, Links and Attachments

A. Correspondence with External Parties

Topic	From
Volunteering	Volunteer Wellington; Sustainable Business Network (numerous)
Corporate volunteers	Kiwibank; FMG; EPA; ANZ; Colliers
Adopt-a-Spot - updates, newbies, resignations	Marg & Nick McLachlan/Wood; Tayla Laird; Kirsty Ferguson (CDPS); Bianca Arlar; James Mowat; Max Clayton; Warrick Fowlie
Wadestown Fair feedback	Madeleine
Ōtari-Wilton's Bush Trust, AGM	Maggie Bayfield (Sec)
Change of contact details	Conservation Volunteers; SBN
Te Kura o Korimako (Crofton Downs Primary School) – Education in park	Kirsty Ferguson
Wadestown Fair	Wadestown Fair committee
Te Hongona, hikoi in TP	Lynn Cadenhead
TPG funds, invoice payments	Murray Pascoe, NCDRA
128 Trelissick Cres development	Nicholas Toepfer (WCC Planning); WCC Parks & Reserves); Bradley Schroder
Plant order	Berhampore Nursery
Donation of leather gloves	Paul Fraser, Mitre10 Crofton Downs
Te Rā o Te Kaiwharawhara Planning Session	Nate Rigler
Kia Mouriora Te Waiwharawhara | Sanctuary to Sea, numerous	Nate Rigler
TP/WCC 5 Yr Plan	Tom Mayo
WCC Fixit reports - pollution, damage, dog behaviour etc.	Numerous WCC depts
Tree trimming work around Transpower pylon	Jonathan Anderson & Alan Davoine
Trad biocontrol	Nigel Charman (OMBFW); Rachel & Sarah Tallon (Friends of Waiwhetu Stream); Illona Keenan (WCC); Jim Mitford-Taylor (GWRC)
Thefts in Park	Tom Mayo
Invitation to join the TPG committee	Lee Rauhina-August
Master's Research Monitoring Kākā Brodifacoum interactions	Ryan Jaggers
TP management issues, general	Tom Mayo
Updating Predator Free Wellington, TPG details on their website	David Klein
Tunnel under oil tanks, history	Nate Rigler; Marilyn Hester; Peter Reimann
Removal of mature rewarewa on road reserve beside 128 Trelissick Cres	Adam Groenewegen; Bradley Shroeder
Action needed to control damage, bird deaths from off-leash dogs	Bradley Shroeder

B. Newsletters & Updates received

- Volunteer Wellington (Monthly)

- Ōtari Trust (Mar26; Jun26)
- Your community Connector, Volunteer Wellington (Monthly)
- Mountains To Sea Wellington, Community News (Mar26; Jun26)
- Tiaki Wai (Mar26;)
- Predator Free Wellington, (Monthly)
- Let's Talk Newsletter, WCC (Weekly)
- Friends of Tawa Bush Reserves Inc. (Apr26)
- Te Wā o te Taiao, GWRC ()
- Conservation Volunteers (May26)
- Te Hononga (Apr26; Jun26)
- Tawatawa SEA (May26)
- National Library deposits (x2)
- Resource/Building Consent applications – WCC & GWRC (Weekly)

C. Submissions & Advocacy

- Submission: Tiaki Wai Water Services Strategy (18 Apr 2026)
- E-Letter to Danielle Shanahan advocating for the importance of Kia Mouriora te Kaiwharawhara project and project lead.
- Nomination sent for a Wellington Airport Community Award for Ōtari-Wilton's Bush Trust (May26)
- E-Letter to Tiaki Wai advocating for improvements to stormwater and wastewater infrastructure in the park. (June 2026)
- Hosted Tamatha Paul, Green MP, to show her the work the TPG volunteers have done over the decades. Asked her office to provide background information on Scenic Reserves, obligations and responsibilities.

D. Community

- Wadestown Fair, 21 Mar 2026
- Ngaio Scouts talk, 7 May 2026
- Te Hononga Hikoi, 26 Apr 2026

E. TPG 2025-2026 Volunteer hours

<u>In Park:</u> Weeding, planting, predator control, track maintenance		1,381 hours
<u>Out of Park:</u> Admin, advocacy, planning, meetings etc		<u>726 hours</u>
	Total:	**<u>2,108 hours</u>**

F. Working Bee Protocol – Corporate and Community

<u>Contents</u>

1. Advance preparation
2. On the day
3. Weeding
4. Planting
5. Track maintenance
6. Injury / Incident / Emergency
7. Post event

<u>Advance preparation</u>

- Ascertain date, time, location, meeting point, tasks, tools, PPE, weed & rubbish bags, tradescantia heaps.
- Obtain name of organisation and name and contact details of their on-the-day leader.
- Arrange tools, PPE, weed & rubbish bags, first aid kit.
- Arrange morning or afternoon tea.
- Have photos of main target weeds on phone to show volunteers.
- If more than one TPG host, discuss tasks and roles with each host.
- If planting, obtain detailed planting plan for the day and check arrangements for plants at site.
- In the event of bad weather, send postponement email and text to volunteers' contact person no later than 5pm on the day before the working bee.

<u>On the day</u>

- Ensure all TPG hosts, tools, PPE, weed & rubbish bags, refreshments, will be at the meeting point 15 minutes before start time.

- Welcome attendees as they arrive and identify their leader.
- When all present, and no later than start time, count and note the number of volunteers and TPG hosts. If less than expected, enquire of their leader.
- Give working bee briefing.
- Walk to work site.
- Assign tasks to volunteers and issue tools, PPE, weed and rubbish bags.
- Count and record tools and PPE issued. Remind volunteers to return the items to you when finished with them or at the end of the session.
- Specify which bag is for rubbish [make a sign?]
- Guide volunteers / demonstrate tasks.
- **NB:** TPG hosts must stay with their volunteers for health & safety purposes and to guide and support them.
- If it's necessary for a TPG host to leave their volunteers, they must appoint a temporary leader until they return.
- Take before and after photos. including of volunteers working and a work site group photo at finish.

<u>Weeding</u>

- Show the volunteers which weeds are to be removed. Tell them why they are weedy.
- Ensure that no natives are removed. If they are in doubt, to ask or leave.
- Take before and after photos.
- All tradescantia weeded to go to tarp covered heaps. And only tradescantia.
- If weeding tradescantia, uncover nearest heap. If dog poo bags within, photograph and place in rubbish bag.
- Climbing asparagus: roots to be placed in a rubbish bag. Remainder of the plant drop as mulch.
- Montbretia: corms and seed pods to be placed in a rubbish bag. Remainder of the plant drop as mulch.
- Blackberry: Ideally grub out. Alternatively, cut stump 30mm above ground and TPG leader paste with herbicide. Blackberry to be hung from trees. Herbicides are only to be handled and applied by trained TPG personnel.
- Old Man's Beard: If seen, note location, photograph, and report post event.
- Japanese Honeysuckle: If seen, note location, photograph, and report post event.

<u>Planting</u>

- Plants should be well watered before planting. Dunk in the stream before planting as necessary.
- Plants should be at least 30cms high.
- Demonstrate planting:
    - ensure a clear 300mm circle,
    - dig hole = twice the size of the grow bag,
    - remove plant from grow bag/pot –
        - ease all around the container;
        - turn the plant in the pot/bag upside down (stem pointing vertically downwards), with fingers of one hand either side of the stem (to hold the potting mix, which might be loose)
    - tease out roots if root bound,
    - promptly place plant in centre of hole, fill and compact such that the top of the plant's bowl of soil is flush with ground level, gently pull the plant stem at ground level to show that it does not rise, i.e. that it is firmly in the ground.
    - Maintain appropriate spacing between plants in accordance with best practice.
- Bags and pots can be re-used; try to remove plants without breaking the bags/pots.
- Ask volunteers to place all empty bags and pots in a designated container.
- Supervise volunteers closely to ensure that plants are properly planted; re-plant as necessary.
- If planting amongst existing vegetation, ensure a 300mm circle is completely cleared of weeds and after planting, insert a stake to ensure the location is visible for follow-up weeding and tending.
- If ground is dry, mention in post event report for follow-up watering.
- Gather any plants not planted and take to a nearby stash or alternate pre-arranged location post event.

<u>Track maintenance</u>

- Demonstrate tasks.
- Supervise closely until volunteers show competence.
- Check end result is OK.

<u>End of site work</u>

- Check all volunteers are present
- Collect all tools and PPE issued.
- Check tradescantia weed bags and rubbish bags are collected.
- Ensure tradescantia heaps are fully covered with polythene sheets and weighted.
- Check for any unplanted plants.
- Group photograph.
- Take all volunteers, tools, PPE, bags, plants to the meeting point.
- Farewell volunteers with thanks.
- Consolidate rubbish and leave at TPG rubbish site (near entrance 3, 19 Trelissick Cres.)

Injury / Incident / Emergency

- **NB:** ensure all actions and choices avoid putting anyone in danger.
- Before starting work:
    - Confirm mobile phone coverage.
    - Identify nearest vehicle access point.
    - Identify nearest street address for emergency services.
- Ensure the immediate environment is safe. If not, ensure that all are present and arrange for all who can to move to a safe location.
- Assess the seriousness of the injury and administer first aid. Call 111 if needed.
- Assess the seriousness of the incident and determine action required.
- If anyone is missing, consider whether it is safe to look for them. If not safe, call 111.
- As required, assist the injured party/parties to exit the park.
- Determine whether the incident warrants moving away from the site.
- Determine whether it is appropriate for the working bee to continue.
- When emergency services have been called, if safe to do so, send someone to meet them and guide them to site. Alternatively stay in phone contact with emergency services.
- When considered safe to do so, guide all persons to the meeting point or to the nearest exit from the park.
- Note details of the injury / incident / emergency for inclusion in post event report. What, when, where, why, who, actions taken.

Post event

- Take rubbish to TPG stash (entrance 3)
- Return tools, PPE, bags, plants
- By email, report to TPG's working bee co-ordinator:
    - number of attendees including TPG hosts,
    - start and finish times,
    - no. of plants planted,
    - sightings of target weeds not removed: Old Man's Beard, Japanese Honeysuckle, Climbing asparagus
    - outcome of the day; any issues; areas for improvement
    - detailed report of any injury / incident / emergency
- By email, send a selection of photos to TPG Web Co-orinator and TPG Facebook Manager, cc TPG working bee co-ordinator.

G. Working Bee Brief

Welcome
Introduction: TPG leaders

Overview:

- Project is to meet the statutory role of preserving and protecting this Scenic Reserve in perpetuity.
- TPG was formed in 1991 by Frances Lee. Much of the valley was gorse, blackberry and many other weeds. It was also awash with dumped rubbish.
- Restoration by removing invasive weeds, adding native plants to gaps to enhance the habitat and increase biodiversity; and to contribute to Wellington's Sanctuary to Sea project.

Today's task is to ….

Health & Safety:

- Everyone to go home safe and well with a feeling of a job well done
- There are a few hazards on site – please keep to the designated work areas
- Today's hazards – *to note in preparing for each event*

[steep slopes / loose scree / slippery surfaces / steep stream bank / twigs in eyes / blackberry / dog poo / broken glass / old rusty steel / rubbish / safe use of tools]

- A few bees and wasps – anyone allergic? Epipen?
- If anyone needs to leave early, please inform TPG leader

Tools: What we are using and how to use safely. Ask if they have a pre-existing medical condition that may be aggravated by today's activity; speak to 'leader'. Remind volunteers to keep track of tools and return them to base.

Safety clothing: gloves, sturdy footwear, long trousers, long sleeves; also water and food, hat, sunblock

Incident: advise 'leader' as soon as possible – in person

First Aid kit is in this bag. Ascertain whether any attendees are experienced in first aid.

Emergency, call 111 and follow their instructions; then inform 'leader' as soon as you can.

Earthquake or H&S incident: make your way carefully to [selected area for this working bee].

No toilet on site; public toilets at Ngaio Town Hall; Wadestown shops; Kaiwharawhara businesses.

Hot drink and biscuits at morning / afternoon tea; lunch break time; finish time.

Questions?

Note number of attendees.
Note tools and PPE issued.
Remember to take photos. for TPG web site and Facebook.