

The Inlet

Newsletter for Guardians of Pāuatahanui Inlet

The Inlet is a newsletter that brings together local and regional news affecting the Pāuatahanui Inlet and its

The Inlet comes out three times a year and current or back issues can be downloaded from our website.

environs.

The newsletter includes items of concern that affect the area as well as general interest topics for everyone.

Please contact us if you would like to contribute to **The Inlet.**

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APRIL 2021

FROM THE CHAIR

Harbour Scorecard

orirua City has produced an interesting 'scorecard' which is available on the PCC website. At the time of writing, this the scorecard is unfortunately hidden under 'Harbour Research and Publications'. It explains what healthy harbours and streams look like and sets out seven indicators of harbour health.



In summary, the health of the Inlet is variable: it still receives too much sediment, fine mud and other pollution but it sustains moderate quantities of the snails, worms and insects that are important to life in

the Inlet. Our recent cockle count showed that cockle numbers are in a reasonably healthy state. Fish life is in a good to excellent condition but the Inlet's recreational water quality is very poor and has been assigned the lowest grade available.

The most polluted parts of the Inlet are Ivey Bay and Browns Bay. Nutrients (nitrogen and phosphorus) and animal-based pollution from the rural parts of the Inlet are also a problem.

The article below sets out more detail on the contents and implications of the scorecard.

This is the first of what we hope will be a series and PCC says it plans to repeat the scorecard at 'regular intervals'. We support this but want it to be part of the Reviewed Harbour Strategy and Action Plan. So far no progress has been made on this critical management strategy and its review is well overdue.

Long Term Plans

ong Term Plans set out council priorities and related investment plans for the next 30 years. The Porirua City Council and Greater Wellington Regional Council's Long Term Plans are currently being finalised in the light of community consultation. GOPI made a submission on both plans jointly with the Porirua Harbour Trust.

The PCC Plan has the harbour as one of three community outcomes and the council plans to invest in water infrastructure and catchment restoration. We are partners in the catchment restoration programme (see the article on Inlet Restoration) and we strongly support this investment.

It turns out, however, that the water infrastructure investment is only half of

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From the Chair cont....

what was recommended by Wellington Water. Stormwater, drinking water and wastewater renewals and improvements are critical to the health of the Inlet. We want to know what is being left out of this long term investment.

Although the Council says it is 'proactively responding to climate change' its proposed climate change expenditure involves only analysing its greenhouse gas emissions. Although we support this, we think the big issue of adaptation is even more important than greenhouse gas emissions. So we want to know what the Council is going to do about this. As sea levels rise and number of storms and storm-surges increase, the Council is going to have to invest in enabling retreat from vulnerable coastal areas, (including parts of Pāuatahanui Village) and managing the costly effects on infrastructure. In the case of the Inlet, parts of both Grays Road and SH58 will eventually be flooded and some stormwater and water supplies will be compromised.

Greater Wellington Regional Council's Plan proposes removing grazing from its regional parks and restoring native habitat. We strongly support this proposal.

Nevertheless, we note that the Regional Council's Plan has no reference to implementing the recommendations of the Whaitua Implementation Programme. This programme provided vital standards and measures for freshwater health. These urgently need to be implemented. An important part of the Whaitua implementation is making changes to the Natural Resources Plan. Again we see no evidence of this happening.

Let's hope that ours and other submissions will result in the respective councils deciding to do more to invest in catchment and harbour health. \prec

Lindsay Gow

WE LOOK FOR A NEW SECRETARY

It is with deep disappointment that we have had to accept the retirement of Helen Reilly, secretary of six years, from our committee. Helen has been the engine room for recording discussions and decisions at our regular meetings, and the annual AGM, producing the minutes from those meetings. As well as this vital function, Helen has undertaken a number of other initiatives that have proven valuable to the community, covering history, education and, most recently, organising a batch purchase of the latest Gillian Candler book, *New Zealand Nature Heroes*, for distribution to local schools. Helen is stepping down at the next AGM and we will greatly miss her input and enthusiasm for the role.

This means of course that we need to find a new SECRETARY for the next year and would like to open the door to our members and their friends and relations.

If you would like to express interest in this position, but are concerned that it may be too demanding, we can assure you that this is not the case. It only requires good listening and writing skills and an involvement with our evening meetings once every 6 weeks between February and November. Help will be on hand from the beginning to ease you into the role.

Please let us know if you want to apply, or would like to know more before making the decision. You can call or email - Helen Reilly: 234 7430, Lindsay Gow: 235 5052, or pauainlet@gmail.com.

The election of a new secretary will take place at our AGM as noted on page 10, but Helen will tie up all loose ends from this year leaving a clear page for the new person to start on. ≺

PHOTOGRAPHIC COMPETITION UPDATE

This year's Photographic competition is well under way and we are hoping for a good turn-out as usual. Geoff Marshall has again taken on the task of judging but his previous commitments mean that the competition closing date, selection of the entrants' images and subsequent prize-giving will all take place later than usual. But that's good - it gives you more time to find that perfect shot.

These are the important dates to remember for this year's competition:

Competition Closing Date: Monday 10 May

Prize-giving Ceremony: Sunday 13 June

Display of winning images:

Porirua Library 13 - 28 June

Palmers Garden World 28 June - 12 July

Lighthouse Cinema 12 - 26 July

Whitby Shopping Mall 26 July - 2 August (may be extended)

Awards at this year's prize-giving ceremony will be presented by Christine Jacobson. Christine was a co-founder of GOPI and also part of the Pāuatahanui Inlet Advisory Group that resulted in the formation of PICT. She is a long standing member of the Kapiti Camera Club and has entered winning photographs into our competition on several previous occasions. She has a keen interest in bird photography and received her PSNZ honours in 2017.

Our Photographic Competition is arguably the most high profile activity that the Guardians conducts each year and always attracts huge interest and enthusiastic participation. It was unfortunate that last year's event had to be cancelled but we are now looking forward to viewing this year's images and meeting the many entrants at the prize-giving.

Good luck to you all. ≺

YOUTH PHOTOGRAPHIC WORKSHOP - cancelled

or the first time in its history the photographic workshop for under 18-year-olds didn't take place as planned. The reason for this was a lack of participants, in contrast to previous years when we had always seen a lot of interest.

This was a great pity as the weather on the day was ideal for photography and it would have offered the young budding artists some excellent views of the Inlet from the Wildlife Reserve where it was to take place.

We are not sure why the interest was so low this time as the event was well advertised on our website and promoted to all local schools as well as our membership.

We're sure we will run another workshop next year. ≺

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FEATURE ARTICLE

The climate is warming. Recent extreme global weather patterns and retreating glaciers are just two pieces of evidence that support this. If these trends continue as predicted, rising sea level will progressively result in the loss of coastal habitats and the inundation of low lying island communities. Every stretch of coastline will be affected including inland tidal estuaries and rivers.

This threat is what faces our Pāuatahanui Inlet and, in particular, the iconic Wildlife Reserve that is situated at its eastern end. The following article looks at the physical and environmental changes that are expected to overwhelm the Reserve, and possible ways to delay the worst of the effects on this vital saltmarsh environment, crucial to much of the life of the Inlet as a whole.

THE FUTURE OF PĀUATAHANUI WILDLIFE RESERVE

....in the face of rising sea levels

Present measurements of mean sea level indicate that, in our region of New Zealand, it is increasing annually at a rate of 3mm. If this trend continues, by the end of the century the overall rise could be around one-quarter of a metre. This assumes a constant rate of change without the introduction of climatic positive-feedback mechanisms that are likely to come into play. For example, the reduction in glacial and polar ice results in both sea level rise (from land-based glaciers) and increased heating due to higher absorption of solar radiation. The degree of this heating may be unpredictable but it will result in further loss of ice and an even higher rate of sea level rise.

Then there are the storm surges. As sea level rises these surges get an easier path inland and the resulting flooding increases exponentially, along with the destructive force of incoming wave action.

All low lying coastal areas are in for a shock as the rising tides begin to flood the land, and the shoreline around Pāuatahanui Inlet is no exception. For the Wildlife Reserve the rising sea level will eventually have dire consequences for the plant communities that have been developed by Forest and Bird volunteers for over 30 years, and subsequently the marine environment of the Inlet itself.

The following two illustrations, taken from a GWRC web page (<u>Sea Level Rise</u>), show the difference between a 0.2 metre rise and a much higher one of 1 metre, using the year 2100 as a basis for prediction. (Note that in these maps the dark orange colouration indicates the <u>minimum</u> likely amount of flooding.)

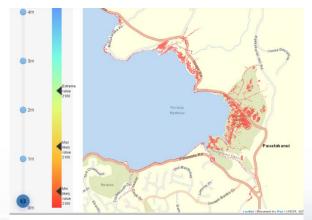


Fig 1: Showing degree of flooding with a 0.2m rise in sea level.

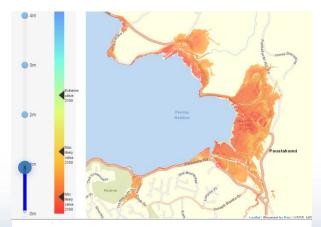


Fig 2: Showing degree of flooding with a 1.0m rise in sea level

Feature Article cont....

A draft Coastal Hazards Assessment, prepared for Porirua City Council in August 2019, assumed a sea level rise of 1 metre, so this scenario is being taken seriously. If, in future years, this does occur the effects on the Reserve will be serious, as the second diagram shows.

The development of the Reserve began in 1979 when the area was first identified as an ideal location for a wetland bird sanctuary. In those days it was a site of various community activities but its condition was poor, being covered in grasses and weeds with no native bush. Since 1983 fencing, tracks, ponds and hides have been built and a cottage erected as a centre for the activities of many Forest & Bird volunteers. The original area of land was expanded and most areas planted in coastal species typical of the original native habitat. The volunteers planted thousands of shrubs and trees as well as various wetland species, and more recently re-introduced the fernbird, which was once a common species found in this location.

Over the years there have been times when unusual storm events resulted in flooding, including a 2016 storm when the cottage was swamped by an overflowing Pāuatahanui Stream.

This happened with current sea levels in play, so what could even a small increase in sea level mean when high tides coincide with future storm events? In time, the risk to the physical infrastructure of the

Reserve would increase to the point where maintenance becomes all but impossible. With a one metre rise just about all of the current land area will submerged, or at least turned into swamp, so that, in essence, there will be no useable Reserve land at There is talk of raising the cottage, while an equipment shed has already been put on concrete blocks to avoid the loss important machinery when another major flood occurs. In the end, however, there will be little point in having these facilities, even if they are on higher ground.



The Pāuatahanui Roundabout 15 November 2016 (Jack Scott, NZ Drones Ltd)

That's the physical side of the equation. The other aspect is the ecology of the Reserve, in particular the saltmarsh and its influence on the Inlet as a whole. Saltmarsh is a habitat dependent upon mean sea levels. Any change, lower or higher, and the marsh will spread seaward or move back inland. Most saltmarsh's primary plant species are rushes (*Juncus sp.* in particular). These plants trap sediment, building up the soil level by preventing the material from being washed into the sea. They are amongst the most highly productive environments of all, creating copious quantities of salt-saturated stems that die off and become food for the many detritus feeders at the bottom of the marine food chain. These include worms, shrimps, crabs, snails, starfish, sea cucumbers and several species of fish including yellow-eyed mullet. It has been estimated that the saltmarshes of Pāuatahanui Reserve produce an average of 60% of the organic matter that support these organisms which, in turn, convert the energy into a form used by predatory animals. Pāuatahanui Reserve's key species is *Juncus krausii* (previously, *J. maritimus*), with the most productive area living in a narrow band of tide levels. More than four hours submergence and the plants stop growing, while less than two hours and the multitude of new stem growth will not die off. A gentle rise in sea level will slowly push this tidal range inland and the saltmarsh with it, keeping the balance as it moves. But this process cannot continue indefinitely because at some point in time the water level will reach higher ground

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Feature Article cont....

and the marsh will run out of room. Its overall range will then shrink until the remaining marsh will be submerged and cease to exist. At Pāuatahanui that will happen when median tide levels reach the properties on the seaward side of the village.

The consequences of this outcome will be a very significant reduction in nutrient sources and a major impact on the Inlet's ecological health. This will effect the detritus feeders and consequently all organisms higher up the food chain, including fish and birds. It will be a slow process, at least initially, but eventually it could have a devastating effect.

The human communities that surround the Inlet may not be able to halt these losses but with good foresight and management they could delay and reduce the impact.

Most of Pauatahanui Inlet's saltmarsh environment is associated with the Reserve where there is an estimated 30 hectares of sea rush, but there are other pockets of this plant around its shores. Areas such as the Horokiri estuary and Ration Creek are the largest examples, while other smaller sites are located in some bays that have not seen significant disturbance from human activity.

What might reduce the likely severe effects on the Inlet's marine habitat in particular is the adjoining area of saltmarsh that extends up the Ration Creek valley. With a rising sea level this could continue inland for some distance and allow a significant area of saltmarsh to survive as the waters creep further inland. However, herein lies a problem—a physical barrier that exists to the free movement of tidal cycles—Grays Road. Currently this rural road cuts through the Reserve with just a small culvert allowing Ration Creek to end its journey at the Inlet. While tidal water can move upstream this way, the restricted flow reduces the daily movement of salt water into and out of the marsh. In the immediate future it is difficult to envision how, as sea level rises and the marsh south of this road declines, the north side will be able to expand and replace the current productive area. If we reach a rise of around 400mm, however, high tides will likely submerge the road, inundating the marshland, and eventually creating an increased tidal influence for this area. The Ration Creek saltmarsh may, under these conditions, partially replace the Reserve's saltmarsh in the years to come.

It is interesting to look at various scenarios surrounding the management of the projected effects of sea level rise. First, if nothing is done, there could still be some expansion of saltmarsh in other areas of the Inlet to offset the decline of the Reserve. Alternatively, if action is taken to counter sea level rise then one option would be to raise the level of Grays Road. Currently much of the road already becomes flooded at very high tides and this is only going to get worse. Raising the road would counteract this but it would be an expensive option and would not significantly change the future of the Ration Creek saltmarsh. The second possibility is the widening of the bridge span over Ration Creek to allow more movement of tidal flows into and out of the associated marshland, carrying detritus with it. A third solution would be to close Grays Road west of Ration Creek and then lower or remove the current causeway altogether. The implications of this would be an immediate effect on property owners bordering the Ration Creek marsh, something that may eventually happen anyway, given time. Very high tides currently inundate the marsh and again this will become more common as sea level rise progresses. Closing the road would also require an alternative road through to Paekakariki Hill Road if this route was considered important enough to retain into the future—another expensive proposition.

In the end however, if sea level rise continues into the next century, it will result in flooding of all the lowland valleys and marshes so that much of the saltmarsh, so vital to the Inlet as a whole, will be submerged and erased, changing the whole aquatic environment and the nature of the Inlet that we value for its beauty, ecology and recreational benefits. \prec

HARBOUR SCORECARD

s mentioned in the Chair's column, Porirua City has produced an interesting 'scorecard' which is available on the PCC website under <u>Harbour Research and Publications</u>. This supersedes the *Harbour Scorecard* that was last published a couple of years ago. It explains what healthy harbours and streams look like and sets out seven useful indicators of harbour health.

This is the first issue of what we at GOPI hope will be a ongoing series and PCC says it plans to repeat it at 'regular intervals'. The scorecard uses the Whaitua Report catchment divisions and thus bundles various catchments together. In relation to the Inlet it says:

This is the northern arm of the harbour, and is the receiving environment for streams flowing from the north, east and south. These stream catchments are a mix of rural and urban land uses so the Inlet is affected by both urban-sourced contaminants and sediment and nutrients from rural land.

It also says that

the biggest pressures on the health of the harbour are sediment, contaminants and the modification of streams and the harbour.

The scorecard provides five categories where A is EXCELLENT, B is GOOD, C is FAIR, D is POOR and E is VERY POOR. Of the main contributing catchments, the scorecard indicates that the catchments of Kakaho, Motukaraka, Horokiri and Ration Creek provide more sediment and undesirable nutrients than comparable urban areas, coupled with pathogens (disease causing organisms) from animal sources. Periphytons (the algae that are the primary food producers in streams) are given a C (FAIR) grade along with the heavy metal pollutants that adversely affect aquatic life. However, fish life is looking much better at a GOOD to EXCELLENT grade and macroinvertebrates (the snails, worms and insects that feed on algae and provide food for the streams and the Inlet) are FAIR to GOOD. The bad news is that recreational water quality is VERY POOR at an E grade.

The status of the Pāuatahanui Stream and Duck Creek catchments is similar to the northern catchments except for an EXCELLENT score for heavy metal pollutants (very low or no evidence of these) and a GOOD score for fish life. Again, recreational water quality is VERY POOR.

The Brown's Bay and Ivey Bay catchments are the worst in the Inlet and suffer from high levels of heavy metal pollutants with generally FAIR scores for macroinvertebrates, periphytons and fish life. Recreational water quality is, not surprisingly, VERY POOR.

The Inlet's sedimentation rate (as at 2019) is 4mm/yr, and the Onepoto Arm is 3.6mm/yr - both well above the Harbour Strategy target level of less than 1mm/yr.

The PCC website includes the following issues affecting the Inlet:

Sediment is the most significant threat to the harbour's current and future health, particularly in Pāuatahanui Inlet;

Recurring algal growth throughout the harbour indicates nutrient enrichment;

High nutrient levels prevent seagrass from being restored;

Big opportunities exist to improve the quality of streams affected by sediment and contaminants;

The harbour still has the basis of a sound ecology that would benefit from reductions in sediment and contaminant inflows;

Reducing sediment run-off from rural erosion and urban development is key to protecting and improving long-term harbour health.

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Harbour scorecard cont....

So it's worth working to protect the Inlet, particularly from sediment, and to restore stream-side and wider catchment vegetation, and Inlet shore vegetation (See the article on GOPI's project on Inlet Restoration Project below).

Sadly, it seems the collective authorities for managing all this are not yet working together from a single and agreed plan, evens less the targets, with the monitoring and reporting that should be incorporated in such a plan. And there is as yet no sign of the much needed reviewed Harbour Strategy and Action Plan.

It is, therefore, more than time to put together local authority activities, Ngati Toa's aspirations and those of community groups such as GOPI and the Porirua Harbour Trust. As has been mentioned in the Chair's column, we need all these activities and ideas to feed into the much needed revised Harbour Strategy and Action Plan. It can then provide a single plan that will be used to coordinate, direct and measure all activities designed to improve harbour and catchment water quality and ecology.

INLET RESTORATION PROJECT

e are currently finalising the plan for this very significant project for which we have received a funding grant of nearly \$42,000 from the Department of Conservation.

We are working with Porirua City Council staff (Nigel Clarke and Rachel McClellan) who are responsible for the wider restoration project of stream-side and shore-side planting along all the streams in the Porirua catchments. The funding for the latter is signalled in Porirua City's Long Term Plan.

Ngāti Toa Rangatira also has both funding and commitment to work in the catchment and harbour restoration, and so we hope that both the wider PCC project, and our Inlet Restoration Project, will be aligned with Ngāti Toa's objectives and restoration activities. The GOPI project does not extend into the Forest and Bird Wildlife Reserve as all planting and weed control there is handled by the local Forest and Bird Reserve Management team.

The current Inlet Restoration Plan envisages planting this year (from May onwards) in the following areas:

Camborne Walkway:

- Planting of new areas of sea rush in suitable intertidal zones and supplementing existing patches;
- Restoration of coastal shrubs along the shoreline and control of introduced grasses and invasive weeds along the walkway.

Kakaho Estuary:

- Weed control within estuary margins and along the Te Ara Piko walkway;
- Infilling with planting where required, including the entire roadside margin of the estuary.

Motukaraka Point:

- Planting of new areas of sea rush in suitable intertidal areas, extending from in front of the existing car park and then right around the promontory, and planting to supplement existing patches;
- Weed control within estuarine vegetation plus maintenance and infilling of plantings done in 2019 and 2020;
- Weed control and planting of margins of the recreational reserve and estuarine vegetation.

Inlet Restoration Project cont....

Horokiri Estuary:

Weed control along the Horokiri stream and through a large section adjacent to the road;

- Infill planting where required;
- Weed control and planting alongside the road to the south east of the estuary.

Future planting is also planned for Browns Bay and Ivey Bay.

As part of the planting programme we will invite participation from GOPI members and others in the community. Community planting opportunities will be managed by PCC and we will ensure all members are aware of planting opportunities as soon as we know of them.

Weed control will be undertaken by accredited contractors as it requires knowledge and experience in weed management. Weed control will actively avoid interruptions to bird breeding and rearing areas. Manual weed control will be undertaken in areas that are inappropriate for chemical methods.

Some of the plantings, especially around Motukaraka Point, will be on intertidal and shoreline areas opposite properties (but only on public land). We will ensure all property owners have the opportunity to give us their views on the planting plans, and to be involved if they wish. There will be no planting within areas that currently allow direct access to the water.

Part of the restoration project involves pest control. Our funding grant provides for us to purchase a number of modern traps which will be distributed in appropriate areas along with the planting. These are designed principally to reduce the predation on birdlife. We expect birdlife to increase in the future as the restoration planting will provide an extension of suitable habitats.

Finalising the plan is nearly complete. Ngāti Toa has indicated its support for the proposals but we still need to get a final sign off from them as the entirety of Motukaraka Point is wāhi tapu and numerous archaeological sites are present in parts of the Camborne Walkway and Motukaraka Point. Other similar sites may be discovered as planting proceeds. For this reason planting in a number of areas above the high tide mark will need to be overseen by a Ngāti Toa cultural supervisor.

Porirua City aims to have the planting programme underway early in May, so stand by for further updates and information on this important project. ≺

Two of the most common plants to be included in the restoration project are *Juncus krausii* (sea rush) and *Plagianthus divaricatus* (saltmarsh ribbonwood).



Juncus krausii



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ON THE HORIZON



This year's AGM will be held on 9 June at the Anchor Church, James Cook Drive, Whitby.

The start time is 7:30pm.

As usual we encourage all our members to take just one evening out of your, undoubtedly busy, schedules to attend the AGM and be part of the work we do to protect the Inlet from exploitation and degradation. This annual meeting also gives new members, as well as established ones, the opportunity to offer even more of their time by joining our committee to contribute in an active way towards our aims and objectives throughout the year. Just put your hand up during the election of team members and say you would like to join in.

This year's AGM is important as we need a new SECRETARY and this position is open to anyone interested in having a go. We hope to find someone to elect during the evening.

The formal part of the meeting doesn't take long and is followed by a guest speaker to round out the evening. Our guest speakers always have something special to offer in the way of an educational talk which we hope will interest all who come along. It's a chance to learn more about current issues related to the Inlet and to ask questions that may have been hovering beneath the surface for some time.

Our guest speaker for this AGM is Warrick Lyon, Marine Biology Technician at NIWA, who is an expert on the rig shark. He will discuss his PhD research and findings on rig (lemon fish or spotted dogfish) in the Inlet. The Inlet provides an important breeding and nursery ground for this small shark species, the fish most often served up in fish and chips.

Hopefully this will be a great excuse to take that two-hour break from the normal routine of life.

Tea and coffee will be on hand at the end of the meeting to give everyone time to have a chat with members and guests.

PLEASE SIGN UP A FRIEND OR NEIGHBOUR

ign up a neighbour, friend, or another family member. Just explain to them that membership numbers really count in giving us a strong voice to argue for what we all value about the Inlet. Membership forms can be downloaded from our website http://www.gopi.org.nz/assets/membersForm/Membership-new.doc or copied from the one at the back of this newsletter. Better still, if you've received this newsletter by email, just forward it to others with a note encouraging them to join.

EMERGENCY NUMBERS FOR THE PĀUATAHANUI INLET

Pollution: Discharges of contaminants to air, land, storm-water drains, streams, rivers or sea and for after hours consent enquiries: Greater Wellington Regional Council – 0800 496 734 (24 hours)

Boating infringements: Greater Wellington Regional Council – 384 5708 (24 hours)

Illegal fishing activity: Ministry for Primary Industries – 0800 476 224 (24 hours)

Pāuatahanui Wildlife Reserve: Department of Conservation - 0800 362 468

Let us know what you have reported so we can keep an accurate record and follow up if necessary.

235 5052 (Chair, GOPI) or pauainlet@gmail.com.



Guardians of Pāuatahanui Inlet

www.gopi.org.nz pauainlet@gmail.com

Membership Form: new members

To join the Guardians of Pāuatahanui Inlet, you can pay your subscription either online or by post. IF YOU ARE PAYING ONLINE, PLEASE REMEMBER TO FILL IN THIS FORM WITH *ALL DETAILS*, AND EMAIL OR POST IT TO US.

Online payment

- 1. Pay your sub via e-banking into our Westpac account 03-1533-0009387-00. In the 'Particulars' or 'Reference' columns, **YOU MUST** write your surname **AND** initials **AND** the period of your sub (1-yr or 5-yr).
- 2. Then fill in this form and either email it to us at pauainlet@gmail.com or post it (see next column for our postal address)

Postal payment

- 1. Write a cheque made payable to 'Guardians of Pāuatahanui Inlet'.
- 2. Then fill in this form and send it, along with your cheque, to: Membership Secretary, Guardians of Pāuatahanui Inlet, Box 57034, Mana, Porirua 5247.

Please fill in your details for our records. If you are filling in this form electronically, click at the beginning of a dotted line and then type.

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