

TE WHAKAMINENGA O KĀPITI

“He toa taki tini taku toa,

E hara i te toa taki tahi”

“My strength will only be achieved

Because of the efforts of us all.”

AGENDA

Te Whakaminenga o Kāpiti Tuesday, 23 March 2021

I hereby give notice that a Te Whakaminenga o Kāpiti meeting will be held on:

Date: Tuesday, 23 March 2021

Time: 9.30am

Location: Council Chamber
Ground Floor, 175 Rimu Road
Paraparaumu

Janice McDougall
Group Manager People and Partnerships

Kapiti Coast District Council

Notice is hereby given that a meeting of Te Whakaminenga o Kāpiti will be held in the Council Chamber, Ground Floor, 175 Rimu Road, Paraparaumu, on Tuesday 23 March 2021, 9.30am.

Te Whakaminenga o Kāpiti Members

Mr Rupene Waaka	Chair
Ms Kirsten Hapeta	Member
Ms Natalia Repia	Member
Mayor K Gurunathan	Member
Cr James Cootes	Member
Ms Naomi Solomon	Member

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- 1 KARAKIA
- 2 APOLOGIES
- 3 PUBLIC SPEAKING TIME
- 4 ADDITIONAL AGENDA ITEMS

5 CONFIRMATION OF MINUTES

5.1 CONFIRMATION OF MINUTES

Author: Samara Shaw, Executive Secretary to Group Manager People and Partnerships

Authoriser: Janice McDougall, Group Manager People and Partnerships

RECOMMENDATIONS

That the minutes of the Te Whakaminenga o Kapiti meeting on 9 February 2021 be accepted as a true and accurate record of the meeting.

APPENDICES

1. Te Whakaminenga o Kapiti minutes 9 February 2020 [↓](#)

**MINUTES OF KAPITI COAST DISTRICT COUNCIL
TE WHAKAMINENGA O KĀPITI
HELD AT THE COUNCIL CHAMBER, GROUND FLOOR, 175 RIMU ROAD, PARAPARAUMU
ON TUESDAY, 9 FEBRUARY 2021 AT 9.57AM**

PRESENT: Mr Rupene Waaka, Ms Natalia Repia, Mayor K Gurunathan

IN ATTENDANCE: Koro Don Te Maipi, Mr Wayne Maxwell, Mrs Janice McDougall, , Mrs Samara Shaw, Deputy Mayor Janet Holborow, Ms Ariana Reweti, Ms Deanna Rudd, Mr Kahu Ropata

APOLOGIES: Ms Kirsten Hapeta, Cr James Cootes and Ms Naomi Solomon

LEAVE OF ABSENCE: Nil

1 KARAKIA

The meeting commenced at 9.57am with a karakia by Koro Don Te Maipi.

2 APOLOGIES

APOLOGY

COMMITTEE RESOLUTION TWOK2021/1

Moved: Mayor K Gurunathan

Seconder: Ms Natalia Repia

That the apologies received from Cr James Cootes, Naomi Solomon and Kirsten Hapeta be accepted.

CARRIED

3 PUBLIC SPEAKING TIME

There were none.

4 ADDITIONAL AGENDA ITEMS

There were none.

The confirmation of minutes section was moved down the agenda after the updates at the request of the Chair.

5 UPDATES**6.1 WHAREMAKU - PROPOSED PARK**

Takiri Cotterill and Marco Zeeman presented Wharemauku 'House of Ferns' – A central heart and park for Paraparaumu and Kapiti to the Committee.

The proposed park incorporates Whale Song, a wharenuī/cultural centre and the Wharemauku stream Forest Nursery restoration project. The vision is focussed on Kapiti's cultural connections, being interwoven with rangi, wai, whenua, tipu and karaehe. Mr Zeeman spoke about understanding the past and building on the ever evolving story of Kāpiti's future, will be key factor in establishing a much more resilient, involved, connected, compassionate and creatively inspired Kāpiti community.

Mr Zeeman provided information on the goals/objectives of this vision, the Tikanga and kaupapa and also key features of the project.

Discussion took place regarding seeking support from Iwi and making sure that the Trust work with Koro Don to look at specific names for each whale.

The Chair thanked the group for their presentation and that Te Whakaminenga o Kāpiti would receive the information and note the content and that this would be discussed with Iwi.

6.2 MĀORI ECONOMIC DEVELOPMENT GRANTS PANEL 2020/2021 - CONFIRMATION OF MED GRANTS PANEL REPRESENTATIVES

Ms Deanna Rudd provided an update to the Committee on the confirmation of nominees for the Māori Economic Development Grant Panel.

There had been eleven applications received for the Māori Economic Development Grant.

COMMITTEE RECOMMENDATION

Moved: Ms Natalia Repia

Seconder: Mayor K Gurunathan

That Te Whakaminenga o Kapiti confirms that the representatives for the Māori Economic Development Grant Panel are:

From Ngāti Toa Rangatira – Jenny Ngarimu

From Ngā Hapu o Ōtaki – Kim Tahiwī

From Āti Awa ki Whakarongotai – Russell Spratt

Economic Development Expert – Chris Claridge – CEO Potatoes NZ Inc

Council Representative – James Cootes

CARRIED

The following update was provided by Ms Rudd about Bi-lingual Towns and Cities in Aotearoa.

The aim of this kaupapa is to support relationship building between councils and mana whenua while encouraging them to work more closely together to develop a joint reorua plan for Ōtaki. DIA aims to pilot the programme from April this year and are looking to bring on, as part of the programme, tuākana centres with at least one new centre. Ōtaki has been identified as a potential tuākana centre.

To meet the funding round for this financial year Council and NHoŌ would need to commit to a joint reorua plan of what both parties to achieve together for our rohe by the end of February, as well as consideration for a mahere (plan) to show what joint objectives are, so that it can be discussed with Kaupare Consultancy what DIA can help NHoŌ achieve as part of a joint plan.

Kaupare Consultancy had sought mana whenua (in this case Ngā Hapū o Ōtaki) agreement to join the programme. NHoŌ have agreed in Principle, subject to funding clarification for the project. Kaupare Consultancy seek Council agreement to support a co-designed reo plan with mana whenua

If both Council and NHoŌ agree to join the programme, DIA would want Council to consider ideas on developing a co-designed reorua plan with mana whenua , including what both parties would want to achieve for the next three years and how the plan might look to achieve this. The iwi partnership team would be looking to assist Council to give consideration to this kaupapa.

COMMITTEE RESOLUTION TWOK2021/2

Moved: Ms Natalia Repia
 Seconder: Mayor K Gurnathan

That Te Whakaminenga o Kāpiti receives the update around Bi-lingual Towns and Cities in Aotearoa.

CARRIED

6.3 REPRESENTATION REVIEW

Janice McDougall provided an update on the Representation Review 2021. The main points included:

- key piece of work that Councils are required to deliver every six years;
- three democratic processes happening over the 2020/2021 years – Electoral System, Maori Ward and Representation review;
- all Councils have the option to reconsider the Maori ward decisions that were made in September;
- there are three considerations – identify communities of interest, establish effective representation and ensure fair representation;
- provided a timeline of the representation review;
- Community Engagement approach;
- how does the Committee think Iwi might like to be involved in this conversation and piece of work?

The Committee discussed how they would need to go back and talk with Iwi. There were also questions around how it would work.

Mrs McDougall said Council staff would come back to each Iwi directly on how much involvement they want in this project and also a timeline around this work and how it would look.

6 CONFIRMATION OF MINUTES**5.1 CONFIRMATION OF MINUTES****COMMITTEE RECOMMENDATION**

Moved: Ms Natalia Repia
Seconder: Mayor K Gurnathan

That the minutes of the Te Whakaminenga o Kāpiti meeting on 24 November 2020 be accepted as a true and accurate record of the meeting.

CARRIED

7 REPORTS

There were none.

8 MATTERS UNDER ACTION**8.1 TE WHAKAMINENGA O KAPITI MATTERS UNDER ACTION**

The Chair queried the Papakainga Housing toolkit section on the matters under action. He had been discussing this with the Iwi Partnerships Team as well as how can it could be made easier to develop affordable housing.

It was suggested that the District Plan Manager could attend the next meeting or organise an earlier meeting to discuss the District Plan and work programme.

9 IWI UPDATES

There were none.

10 TREATY SETTLEMENTS – OVERVIEW FROM EACH IWI

There were none.

11 COUNCIL UPDATE**Mahara Gallery Update**

Cr Holborrow provided an update and members agreed on the following resolution.

COMMITTEE RESOLUTION TWOK2021/3

Moved: Ms Natalia Repia
Seconder: Mayor K Gurnathan

That Te Whakaminenga o Kāpiti endorse Tracy Morgan being a representative on the Public Art Panel.

CARRIED

Long Term Plan

Mrs McDougall provided a brief update on the Long Term Plan and commented that it was fantastic to have Iwi engagement throughout the planning stages.

Skills and wellbeing pilot programme gets PGF funding to help youth

Mrs McDougall updated the Committee about a two-year pilot programme with a strong focus on Ōtaki rangatahi aged between 15-24 had received \$995,000 from the He Poutama Rangatahi initiative, a fund managed by the Provincial Development Unit. The pilot programme would be based in Ōtaki and launched in February 2021, led by the Kāpiti Coast District Council in partnership with Work Ready Kāpiti, Te Puna Oranga o Ōtaki and Ministry of Social Development.

The Chair queried the governance structure for the pilot programme. Council staff would find out more information around the governance of this project.

12 CORRESPONDENCE

There were none.

13 FUTURE AGENDA REQUESTS

There were none.

14 CONFIRMATION OF PUBLIC EXCLUDED MINUTES

There were none.

Natalia Repia commented that it had been great working with Council through the Long Term process and that Ngati Toa are wanting to replicate it to work with other other Councils.

The meeting closed with a karakia from Koro Don Te Maipi.

Te Whakaminenga o Kāpiti closed at 11.46am.

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CHAIRPERSON

6 UPDATES

6.1 UPDATE ON TAKUTAI KAPITI: OUR COMMUNITY LED COASTAL ADAPTATION PROJECT - A CULTURAL VALUES ASSESSMENT

6.2 MĀORI ECONOMIC DEVELOPMENT GRANTS

6.3 MĀORI WARDS

6.4 BILINGUAL TOWNS AND CITIES AOTEAROA

6.5 MARAMATAKA

7 REPORTS

7.1 MARAE MAINTENANCE CONTRIBUTION FUND

Author: Deanna Rudd, Programme Advisor, Iwi Partnerships

Authoriser: Janice McDougall, Group Manager People and Partnerships

PURPOSE OF REPORT

The purpose of the report is to confirm a process for the distribution of the Marae Maintenance Contribution Fund for 2020/22021.

DELEGATION

- 1 Te Whakaminenga o Kāpiti may consider this matter under the Memorandum of Partnership, Clause 21 sub clause iv) which identifies the following principles; *that Council will have particular regard to the right of tangata whenua in the management and development of resources by recognising and providing for rangatiratanga.*

BACKGROUND

- 2 The Council has prioritised initiatives to build sustainable relationships with tangata whenua and to support opportunities for Māori Development. Council is committed to the maintenance and development of this ongoing relationship through iwi, hapū, whanau and marae and through Te Whakaminenga o Kāpiti.
- 3 The Council recognises the need for active engagement with and support of tāngata whenua interests and taonga tuku iho. The Memorandum of Partnership first signed in 1994 by the Council and representatives of the three iwi, recognised the special status of the tāngata whenua as separate and distinct from other interest groups.
- 4 In order to enhance marae within the district, Te Whakaminenga o Kāpiti requested the development of a Marae Support Policy. The purpose of this policy was to set out how Council will support marae within the Kāpiti Coast District associated with iwi and hapū with whom it has a relationship.
- 5 The Marae Support Policy was adopted in 2009. Marae are important sites for the practical expression of Mātauranga Māori. In addition they are repositories of taonga.
- 6 In support of the policy, council initially provided an annual amount set on a three yearly basis through the long term community plan process for use in the physical marae development processes. This amount is made available through the Marae Maintenance Contribution Fund.
- 7 The first year of funding was made available to assist marae committees in the development of 10-year asset management plans for marae buildings. In subsequent years funding was made available for specific marae development projects according to the agreed identified priorities under ART Confederation structures, formally reported to, then approved by Te Whakaminenga o Kāpiti.
- 8 In 2016, Te Whakaminenga o Kapiti confirmed a new way of managing the marae grant process and fund following a review of the grants process. The review recommended that the fund be allocated in full to one marae per financial year. The order of funding was confirmed as:

2016/17	Whakarongotai Marae
2017/18	Katihiku Marae
2018/19	Tainui Marae
2019/20	Raukawa Marae

- 9 In 2010, each marae had completed on their behalf, by Opus International Consultants Ltd (Opus) a maintenance report and a ten-year asset management plan. These plans have formed the basis for marae committee to prioritise maintenance requirements and make application to Council for these funds.
- 10 One of the recommendations made by Opus when they completed their report was for Council and marae trustees to consider two further activities related to marae development:
- a) Fire Safety Plan – a detailed investigation of the site and usage of the site to detail current fire safety measure and risks and most importantly to define measures to protect the building and taonga in the case of fire.
 - b) Conservation Plan- a Conservation Plan is a detailed investigation into the unique features of the marae buildings and collected items and provides a means to describe, catalogue and recommend ways for the care and storage of items.

ISSUES AND OPTIONS

- 11 The asset management plans prepared in 2010 now require reviewing and updating to provide a basis for marae committee to prioritise maintenance requirements for the next three to ten years as well as to provide accountability for future funds allocation.
- 12 The order of funding confirmed by Te Whakaminenga o Kapiti in 2016 following a review of the grants process to allocate the fund in full to one marae per financial year, only prescribed the allocation of the grant until 2019/20.
- 13 Accountability for the funds is via the existence of current asset management plans as well as via general reporting to Te Whakaminenga o Kapiti and the formal annual plan and long term plan community process.
- 14 Funding for updating the Opus report has been included in year two of the long term plan, and will inform the review of this fund as part of the development of the 2024-44 Long Term Plan.
- 15 It is therefore recommended that from the current 2020/21 financial year a four-year cycle of grants in the same order of funding commences.

CONSIDERATIONS

Policy considerations

- 16 The Marae Support Policy, Section 4.1 Marae Physical Development and Maintenance, S4.1a prescribes that the Council will provide an annual sum set on a three yearly basis through the Long Term Council Community Plan process for use in physical marae development processes.

Legal considerations

- 17 Nil

Financial considerations

- 16 The 2020/21 budget for Marae Maintenance Contribution Fund is \$55960.00. \$15,000 of funding for updating the Opus report on marae maintenance has been included in year 2 of the 2021/22-2023/24 Long Term Plan Cycle – so the 22/23 financial year.

Tāngata whenua considerations

- 17 The three iwi of Te Āti Awa, Ngāti Raukawa and Ngāti Toa Rangatira in 1975 engaged in an experiment in iwi development known as 'Whakatupuranga Rua Mano – Generation 2000' which was founded on four guiding principles. One of those principles described our Marae as our principle home, which we are to maintain and respect. Strategic considerations
- 18 The principle of the marae being the principle home is articulated in principle one of the tangata whenua vision for the district within the Long Term Plan.

SIGNIFICANCE AND ENGAGEMENT

Significance policy

- 19 This matter has a low level of significance under Council's Significance and Engagement Policy.

Other Considerations

- 20 There are no other considerations.

RECOMMENDATIONS

- 21 That Te Whakaminenga o Kapiti approves the allocation of the 2020/21 – 2023/24 funds in the following order: 2020/21 Whakarongotai Marae; 2021/22 Katihiku Marae; 2022/23 Tainui Marae; 2023/24 Raukawa Marae
- 22 That Te Whakaminenga o Kapiti notes the fund will be reviewed during the development of the 2024-44 Long Term Plan.

APPENDICES

Nil

8 MATTERS UNDER ACTION

8.1 TE WHAKAMINENGA O KAPITI MATTERS UNDER ACTION

Author: Samara Shaw, Executive Secretary to Group Manager People and Partnerships

Authoriser: Janice McDougall, Group Manager People and Partnerships

RECOMMENDATIONS

- 1 The Te Whakaminenga o Kāpiti notes matters under action.

APPENDICES

1. Matters under action [↓](#)

TE WHAKAMINENGA O KĀPITI

23 Poutū-te-rangi 2021

Date Raised	Item	Action	Person Responsible	Notes/Update	Time frame
	Papakainga Housing Toolkit	Ms Foster committed to talking with Regulatory Manager Natasha Tod to discuss approach to the production of a tool kit for people who are keen to move forward with Papakainga Housing. Ms Hapeta will be the point of contact and lead the work on such a Papakainga Housing tool kit through the ART Forum.	Kirsten Hapeta	Mrs McDougall provided an update work is underway on an assessment of housing needs and opportunities and that the consultant, Clinton Fisher, was keen to meet with Iwi as part of this process.	
2019	Review of Te Whakaminenga o Kāpiti	Agreed at Te Whakaminenga o Kāpiti Meeting of 25 June that this could be added to the action register.			

- 9 IWI UPDATES
- 10 TREATY SETTLEMENTS – OVERVIEW FROM EACH IWI
- 11 COUNCIL UPDATE
- 12 CORRESPONDENCE
- 13 FUTURE AGENDA REQUESTS
- 14 CONFIRMATION OF PUBLIC EXCLUDED MINUTES

Nil