

*“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.”*

## Rātū 24 Whiringa-ā-nuku 2017

**Council Chambers, 175 Rimu Road, Paraparaumu  
10.00 am**

### **Committee Membership:**

Rupene Waaka (Ngā Hapū o Ōtaki) <b>(Chair)</b>	Vacant (Ngā Hapū o Ōtaki)
Chris Gerretzen (Te Āti Awa ki Whakarongotai – Charitable Trust)	Andre Baker (Te Āti Awa ki Whakarongotai – Charitable Trust)
Carol Reihana (Ngāti Toa Rangatira)	Hohepa Potini (Ngāti Toa Rangatira)
Leana Barriball (Ngāti Toa Rangatira)	
Mayor K Gurunathan (Kāpiti Coast District Council)	Cr James Cootes (Kāpiti Coast District Council)

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MINUTES	MEETING HELD ON	TIME
TE WHAKAMINENGA O KĀPITI	RATU 12 MAHURU 2017	10.05 AM

Minutes of a six-weekly meeting of Te Whakaminenga o Kāpiti on Tuesday 12 September 2017, commencing at 10.05 am in the Council Chambers, 175 Rimu Road, Paraparaumu.

#### MEMBERS

Mr	R	Waaka	Ngā Hapū o Ōtaki (Chair)
Mr	C	Gerretzen	Te Ātiawa ki Whakarongotai Charitable Trust
Ms	C	Reihana	Ngāti Toa Rangatira (Ngāti Haumia)
Mayor	K	Gurunathan	Koromatua
Cr	J	Cootes	Mema o te Kaunihera

#### IN ATTENDANCE

Mr	P	Dougherty	Tumuaki
Cr	A	Buswell	Mema o te Kaunihera
Ms	S	Stevenson	Kaihautū Rautaki
Ms	M	Hakaraia	Kaiwhakahaere Tairangawhenua
Ms	M	Whiterod	Te Āpiha Tairangawhenua
Mr	K	Black	Manger, Corporate Planning and Reporting
Ms	B	Griffin	Senior Policy Advisor
Ms	N	Williams	Manager, Research Policy and Planning
Mr	M	Cole	Manager, Water and Wastewater Asset
Ms	L	Belcher	Kaiwhakahaere Ratonga Manapori

#### APOLOGIES

Ms	L	Barriball	Ngāti Toa Rangatira
Mr	D	Te Maipi	Kaumātua
Mr	A	Baker	Te Ātiawa ki Whakarongotai Charitable Trust

The meeting opened with a karakia by Chris Gerretzen. The Chair welcomed everyone to the meeting.

Te Whakaminenga o Kāpiti 17/09/096

#### TUKU AROHA/APOLOGIES

It was acknowledged that Mahinarangi Hakaraia was acting as Kaiwhakahaere Tairangawhenua and was unable to fill the role as Ngā Hapū o Ōtaki representative.

#### MOVED (Reihana/Gerretzen)

**That Te Whakaminenga o Kāpiti accepts apologies from Andre Baker, Leana Barriball and Koro Don Te Maipi.**

#### CARRIED

Te Whakaminenga o Kāpiti 17/09/097

#### PUBLIC SPEAKING TIME

- Miria Pomare, Chair of Kāpiti Island Strategic Advisory Committee, spoke about a future Conservation Management Plan for Kāpiti Island. The process to begin the development of

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<b>TE WHAKAMINENGA O KĀPITI</b>	<b>RATU 12 MAHURU 2017</b>	<b>10.05 AM</b>

the plan will start in earnest in 2018 and will involve talking with the community, Council, Iwi and significant stakeholders. Key Focus areas will be:

- protecting the Flora and Fauna, and enhancing those species where possible
- improving accessibility to parts of the island which have cultural and spiritual significance
- an integrated approach to the management outcomes in terms of combining Mātauranga Māori and western science
- increased participation of the Kaitiaki of the island.

Te Whakaminenga o Kāpiti 17/09/098

#### **ADDITIONAL AGENDA ITEMS**

There were no additional items.

Te Whakaminenga o Kāpiti 17/09/099

#### **CONFIRMATION OF MINUTES – 1 AUGUST 2017**

##### **MOVED (Cootes/Gerretzen)**

**That the minutes of the meeting of Te Whakaminenga o Kāpiti on 1 August 2017 are confirmed as a true and accurate record of that meeting.**

##### **CARRIED**

#### **Strategic Work Programme**

Te Whakaminenga o Kāpiti 17/09/100

#### **PRESENTATION : SERVICE DELIVERY REVIEWS**

Brandy Griffin delivered a presentation about Service Delivery Reviews and answered members questions. There was discussion about Coastal Management Activity. There was also discussion about rubbish and recycling collection and the solid waste review.

Te Whakaminenga o Kāpiti 17/09/101

#### **UPDATE : LONG TERM PLAN – KEVIN BLACK**

Kevin Black delivered a presentation and provided an update on the development of the Long Term Plan. Mahinarangi Hakaraia summarised the feedback that had been recieved so far from Iwi on the Long Term Plan and invited further engagement.

*Carol Reihana left the meeting at 11.07am and returned at 11.10 am.*

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Te Whakaminenga o Kāpiti 17/09/102

**FORMATION OF AN IWI MANAGEMENT PLAN WORKING GROUP (SP-17-308)**

Nicki Williams spoke to the report and answered members questions.

**MOVED (Gerretzen/Reihana)**

**That the Iwi Management Plan Working Party is established with a representative from each of the three iwi in line with the draft Terms of Reference attached as Appendix 1 to Report SP-17-308.**

**CARRIED**

It was noted that the Terms of Reference were in draft and may be amended.

Mahinarangi Baker was proposed as a representative by Te Ātiawa ki Whakarongotai Charitable Trust.

Te Whakaminenga o Kāpiti 17/09/103

**COLLECTIVE BIOSOLIDS STRATEGY – LOWER NORTH ISLAND – IWI ENGAGEMENT (IS-17-297)**

Martyn Cole spoke to the report and answered members questions. It was noted that there was a date error on Appendix 1 of the report in relation to Phase 1 of the Iwi Engagement Plan.

**MOVED (Waaka/Gerretzen)**

**That:**

- **Te Whakaminenga o Kāpiti approves the proposed engagement process to develop a Tāngata Whenua Framework for Biosolids Reuse through the Collective Biosolids Strategy Project.**
- **Te Whakaminenga o Kāpiti mandate a tri-Iwi working group to engage in the development of the Tāngata Whenua Framework for Biosolids Reuse Framework for Kāpiti.**
- **Te Whakaminenga o Kāpiti will confirm the appropriate representation from each Iwi for the tri-Iwi working group.**
- **Further consultation with Te Ātiawa ki Whakarongotai Charitable Trust is to be undertaken and feedback is to be provided at the next meeting of Te Whakaminenga o Kāpiti on 24 October 2017.**

**CARRIED**

It was noted that consultation with Ngāti Toa Rangatira and Ngā Hapū o Ōtaki would also take place if requested.

MINUTES	MEETING HELD ON	TIME
TE WHAKAMINENGA O KĀPITI	RATU 12 MAHURU 2017	10.05 AM

### Updates / Other Matters

Te Whakaminenga o Kāpiti 17/09/104

#### **MATTERS UNDER ACTION**

Members discussed the matters under action.

Te Whakaminenga o Kāpiti 17/09/105

#### **IWI UPDATES**

##### Ngāti Toa Rangatira

- There were no updates.

##### Ngā Hapū o Ōtaki

- There were no updates.

##### Te Ātiawa ki Whakarongotai Charitable Trust

- There were no updates.

Te Whakaminenga o Kāpiti 17/09/106

#### **TREATY SETTLEMENTS – OVERVIEW FROM EACH IWI**

- There were no further updates.

Te Whakaminenga o Kāpiti 17/09/107

#### **COUNCIL UPDATE**

Maia Whiterod spoke to a presentation on

- Akina te Reo.

The Chief Executive provided an update including:

- Marine and Coastal Areas Act
- Tax Payers Union Rate Payers Report

Te Whakaminenga o Kāpiti 17/09/108

#### **CORRESPONDENCE**

There was none.

Te Whakaminenga o Kāpiti 17/09/109

#### **OTHER BUSINESS**

There was none.

MINUTES	MEETING HELD ON	TIME
TE WHAKAMINENGA O KĀPITI	RATU 12 MAHURU 2017	10.05 AM

*The meeting was closed at 12.42 pm after a karakia by Chris Gerretzen.*

.....  
Chair

.....  
Date

**Chairperson and Committee Members**  
TE WHAKAMINENGA O KĀPITI

24 OCTOBER 2017

Meeting Status: **Public**

Purpose of Report: For Decision

**CITIZENSHIP CEREMONIES ON MARAE - 2018****PURPOSE OF REPORT**

- 1 This report seeks from Te Whakaminenga o Kāpiti, the confirmation of dates and venue for Citizenship Ceremonies to be held on marae within the Kāpiti rohe.

**DELEGATION**

- 2 Te Whakaminenga o Kāpiti may consider this matter under the Memorandum of Partnership.

**BACKGROUND**

- 3 The citizenship process is co-ordinated by the Department of Internal Affairs (DIA) and the Kāpiti Coast District Council hosts the official ceremony, where people undertake the “swearing in” process, in which, the Mayor presents them with their official Citizenship Certificate. Citizenship Ceremonies are held several times throughout the year.
- 4 In 2008, under the Memorandum of Partnership, Council and Iwi held the inaugural citizenship ceremony on a local marae for the first time at Raukawa Marae in Ōtaki.
- 5 Since 2008, this has been a regular annual partnership event that is held at a local marae in late November each year and the ceremony has been shared between Raukawa Marae and Whakarongotai Marae.
- 6 The last marae to host was Whakarongotai Marae on 29<sup>th</sup> March 2017, previous to that, Raukawa Marae hosted on 16 November 2016.
- 7 With adhering to tikanga and kawa in mind, citizenship ceremonies (which take place in the evening) are held on marae during the months of daylight savings.

**ISSUES AND OPTIONS****Issues**

- 8 In 2018, Council will be hosting eight ceremonies, on behalf of the DIA. Four of these dates provide opportunity for hosting by marae within the Kāpiti rohe, given the aforementioned consideration of daylight savings.

- 9 The Personal Assistant to the Mayor is responsible for undertaking the duties required by the DIA and works closely with the Iwi Relationships Team to ensure Marae tikanga and kawa is supported and adhered to.
- 10 The full calendar of Citizenship Ceremonies for 2018 is:
- 31st January
  - 14th March
  - 2nd May
  - 13th June
  - 25th July
  - 5th September
  - 17th October
  - 28th November
- Please note these are all Wednesdays*
- 11 It should be noted that consideration must be given to the possibility of having to change venue at relatively short notice, for situations beyond our control, such as tangi, however this can be mitigated by reciprocal arrangements with the hosting marae and iwi partners, should an issue arise.
- 12 Further details, including times, catering etc will be discussed with the host iwi and the Iwi Relationships Project Officer upon confirmation of dates.

## Options

- 13 Optional dates for Citizenship Ceremonies, hosted on marae are as follows:
- Wednesday 31<sup>st</sup> January 2018
  - Wednesday 14<sup>th</sup> March 2018
  - Wednesday 17<sup>th</sup> October 2018
  - Wednesday 28<sup>th</sup> November 2018

## CONSIDERATIONS

### Policy considerations

- 14 There is no Council specific policy consideration. The citizenship process is determined by DIA. Kāpiti Coast District Council, as hosts, is responsible for ensuring that this is conducted in accordance with DIA protocols

### Legal considerations

- 15 There are no legal considerations.

### Financial considerations

- 16 The Citizenship Ceremony budget is administered by the Personal Assistant to the Mayor.



## Tāngata whenua considerations

- 17 Marae based Citizenship Ceremonies cannot be held without the agreement of the hosting Iwi.
- 18 All protocols around entering the Marae and pōwhiri processes, tikanga and kawa is determined by the tāngata whenua of the hosting Marae.
- 19 Te Whakaminenga o Kāpiti is encouraged to consider a “plan b” in case of having to change marae at very short notice.

## **SIGNIFICANCE AND ENGAGEMENT**

### Significance policy

- 20 This matter has a low level of significance for Te Whakaminenga o Kāpiti under Council Significance and Engagement Policy.

### Engagement planning

- 21 An engagement plan is not needed to implement this decision.

### Publicity

- 22 Publicity will be managed via the Personal Assistant to the Mayor, as the co-ordinator and will also be reflected in the Te Whakaminenga o Kāpiti Iwi Newsletter.

## **RECOMMENDATIONS**

- 23 That Te Whakaminenga o Kāpiti receives this report.
- 24 That Te Whakaminenga o Kāpiti confirms date(s) for hosting Citizenship Ceremonies on a marae within the Kāpiti rohe.
- 25 That Te Whakaminenga o Kāpiti confirms which Marae is to host each Citizenship Ceremony.

<b>Report prepared by</b>	<b>Approved for submission</b>	<b>Approved for submission</b>
Mahinarangi Hakaraia	Mark de Haast	Sarah Stevenson
<b>Kaiwhakahaere Tairangawhenua Iwi Relationships Manager</b>	<b>Acting Group Manager Corporate Services</b>	<b>Group Manager Strategy and Planning</b>

**TE WHAKAMINENGA O KĀPITI  
MATTERS UNDER ACTION  
Rātū 24 Whiringa-ā-nuku 2017**

Item	Action	Person Responsible	Notes/Update	Timeframe
<b>Memorandum of Partnership</b>	02.08.17 To propose dates for the signing of the Memorandum of Partnership at Whakarongotai Marae.	Chris Gerretzen		Next meeting 24 October 2017
<b>Hastings District Council</b>	The Chair invited staff to provide a report out of the work of Hastings District Council to be brought to Te Whakaminenga o Kāpiti to inform a way forward and highlight lessons learned around housing.	Mahinarangi Hakaraia	Report to be prepared for next meeting.	Next meeting 24 October 2017
<b>Iwi Management Plan Working Party</b>	Representative from each of the three iwi to be proposed for the Iwi Management Plan Working Party.	Each Iwi	Mahinarangi Baker has already been proposed 912 Sept) as Te Ātiawa ki Whakarongotai Charitable Trust Representative.	Next meeting 24 October 2017
<b>Cycleways, Walkways and Bridleways Group</b>	TWOK resolved to appoint representatives to the Cycleways, Walkways and Bridleways Advisory Group at the next meeting.	Rupene Waaka	The Chair took the action to come back to the next meeting with the name of a proposed representative.	Next meeting 24 October 2017
<b>Citizenship Ceremony 2018</b>	The decision needs to be made which ceremony will be held on the marae, and confirmation of the marae. Two ceremonies that will meet the criteria for being held on the marae: <ul style="list-style-type: none"> <li>• Wednesday 31 January</li> <li>• Wednesday 14 March</li> </ul> We still have daylight saving on both these dates.	Rupene Waaka	Mahinarangi took the action, after this was raised by the Mayor's Executive Secretary, to speak with Rupene about this on 5 October.	Next meeting 24 October 2017