

I hereby give notice that an ordinary meeting of the Pukekohe Cemetery Committee will be held on:

**Date:** Tuesday, 28 May 2024  
**Time:** 5:00 pm  
**Meeting Room:** Level 1, Franklin The Centre  
**Venue:** 12 Massey Avenue, Pukekohe

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## **Pukekohe Cemetery Committee**

### **OPEN AGENDA**

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#### **MEMBERSHIP**

##### **Members**

Member Makere Rikka Heke  
Member Harley Wade  
Member Tini Astle  
Member Pyllis Bhana  
Member Alan Cole  
Member Angela Fulljames  
Member Sonny Parata  
Member Pare Rauwhero  
Member Logan Soole

(Quorum 5 members)

**Denise Gunn**  
**Democracy Advisor**

**23 May 2024**

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## 1 Nau Mai | Welcome

The meeting will open with karakia and the Chair will welcome everyone present.

## 2 Ngā Tamōtanga | Apologies

At the close of the agenda no apologies had been received.

## 3 Te Whakapuaki i te Whai Pānga | Declaration of Interest

Members are reminded of the need to be vigilant to stand aside from decision making when a conflict arises between their role as a member and any private or other external interest they might have.

## 4 Te Whakaū i ngā Āmiki | Confirmation of Minutes

There were no minutes to confirm.

## 5 Ngā Pakihi Autaia | Extraordinary Business

Section 46A(7) of the Local Government Official Information and Meetings Act 1987 (as amended) states:

“An item that is not on the agenda for a meeting may be dealt with at that meeting if-

- (a) The local authority by resolution so decides; and
- (b) The presiding member explains at the meeting, at a time when it is open to the public,-
  - (i) The reason why the item is not on the agenda; and
  - (ii) The reason why the discussion of the item cannot be delayed until a subsequent meeting.”

Section 46A(7A) of the Local Government Official Information and Meetings Act 1987 (as amended) states:

“Where an item is not on the agenda for a meeting,-

- (a) That item may be discussed at that meeting if-
  - (i) That item is a minor matter relating to the general business of the local authority; and
  - (ii) the presiding member explains at the beginning of the meeting, at a time when it is open to the public, that the item will be discussed at the meeting; but
- (b) no resolution, decision or recommendation may be made in respect of that item except to refer that item to a subsequent meeting of the local authority for further discussion.”



## Appointment of Chairperson and Deputy Chairperson

File No.: CP2024/05058

Item 6

### Te take mō te pūrongo Purpose of the report

1. To appoint a Chairperson and Deputy Chairperson of the Pukekohe Cemetery Committee, and to acknowledge committee membership.

### Whakarāpopototanga matua Executive summary

2. The Pukekohe Cemetery Committee must appoint a Chairperson and Deputy Chairperson at its first formal meeting.
3. The Pukekohe Cemetery Committee Terms of Reference 2023 (TOR 2023) specifies:  
*The Committee will appoint the chairperson and the deputy chairperson at the first meeting. The term of the chairperson and the deputy chairperson will be for the duration of the project, or until a new chairperson and deputy chairperson is appointed by the Committee.*
4. As a committee of the Franklin Local Board, the Pukekohe Cemetery Committee should acknowledge all of its members, from both the Franklin Local Board and from the Pukekohe Māori community.
5. The TOR 2023 specifies membership of the committee should be as follows:
  - a) Pukekohe Māori Community – up to 7 representatives
  - b) Franklin Local Board – 2 representatives.
6. At its business meeting on 28<sup>th</sup> November 2023, the Franklin Local Board appointed Chairperson Angela Fulljames, and Logan Soole as members of the committee, and Deputy Chair Alan Cole as the alternative representative.
7. At a meeting of the Ngā Hau e Wha Marae Trust on 3rd December 2023, the trustees appointed following members of the committee:
  - Sonny Parata
  - Makere Rike-Heke
  - Janie Astle
  - Pare Rauwhero
  - Harley Wade
  - Phyllis Bhana
  - Tearepa Kahi.
7. At a hui of Māori community representatives from the Pukekohe Cemetery Committee on 17<sup>th</sup> May 2024, those present nominated and approved representatives for the chair and deputy chair roles as follows:
  - a) Makere Rike-Heke – Chairperson
  - b) Harley Wade – Deputy Chairperson.

## Ngā tūtohunga Recommendation/s

That the Pukekohe Cemetery Committee:

- a) appoint Makere Rika-Heke as Chairperson of the Pukekohe Cemetery Committee
- b) appoint as Harley Wade Deputy Chairperson of the Pukekohe Cemetery Committee
- c) acknowledge the membership of the Pukekohe Cemetery Committee as:

Member / alternate	Role
Makere Rika-Heke	Chairperson
Harley Wade	Deputy Chairperson
Janie Astle	Committee Member
Pare Rauwhero	Committee member
Sonny Parata	Committee member
Phyllis Bhana	Committee member
Tearepa Kahi	Committee member
Angela Fulljames	Franklin Local Board member
Logan Soole	Franklin Local Board member
Alan Cole	Franklin Local Board member (alternate)

## Horopaki Context

8. The Pukekohe Cemetery Committee was established by the Franklin Local Board as a committee of the Franklin Local Board pursuant to agreement with representatives from Nga Hau E Wha Marae.
9. The Franklin Local Board also agreed that the committee would not be dissolved at the end of each electoral term.
10. The resolution at the Franklin Local Board meeting of 28 November 2023 was as follows:
 

*That the Franklin Local Board (FR/2023/195):*

  - a) *approve the establishment of a committee, to be known as the Pukekohe Cemetery Committee to provide guidance for the memorial project in the Pukekohe Cemetery, including decision-making responsibility in relation to the allocation of Māori Outcomes funding for the project*
  - b) *agree that the committee will comprise two members from the Franklin Local Board, and seven representatives from the Pukekohe Māori Community*
  - c) *agree the draft Terms of Reference set out in Attachment A to this report*
  - d) *appoint the Franklin Local Board Chair, Angela Fulljames and Member Logan Soole and Deputy Chair Alan Cole (as alternative representative) to the committee as representatives of the Franklin Local Board*
  - e) *delegate to the Franklin Local Board Chair, Angela Fulljames, power to confirm appointments to the committee put forward by a resolution of Ngā Hau E Wha Marae Trust.*
11. The Pukekohe Cemetery Committee Terms of Reference provides for the committee to appoint the chairperson and the deputy chairperson at the first meeting of the committee.



## Tātaritanga me ngā tohutohu Analysis and advice

12. At its meeting of 28 November 2023 the Franklin Local Board appointed Angela Fulljames and Logan Soole to the committee, with Alan Cole as alternative representative (FR2023/195).
13. Representatives from the Pukekohe Māori community were confirmed by resolution of the Ngā Hau e Wha Marae Trust on 3rd December 2023.

## Tauākī whakaaweawe āhuarangi Climate impact statement

14. The Pukekohe Cemetery Committee will consider and address matters relating to climate impacts as this project progresses.

## Ngā whakaaweawe me ngā tirohanga a te rōpū Kaunihera Council group impacts and views

15. This report relates to the Pukekohe Cemetery Committee which has been established to deliver a memorial project in the Pukekohe Cemetery. Any impacts on the wider council group are likely to be minimal.

## Ngā whakaaweawe ā-rohe me ngā tirohanga a te poari ā-rohe Local impacts and local board views

16. The Pukekohe Cemetery Committee is a committee of the Franklin Local Board, which includes appointed members of the local board alongside representatives from the Māori community.

## Tauākī whakaaweawe Māori Māori impact statement

17. Representatives of the Pukekohe Māori community are members of the Pukekohe Cemetery Committee alongside local board members and bring their specialist skills, attributes, and knowledge to the work and decision-making of the committee.

## Ngā ritenga ā-pūtea Financial implications

18. There are no financial implications arising from this report.

## Ngā raru tūpono me ngā whakamaurutanga Risks and mitigations

19. There are no key risks linked to the decisions arising out of this report.

## Ngā koringa ā-muri Next steps

20. The Pukekohe Cemetery Committee appoints the Chairperson and Deputy Chairperson to carry out their roles for the committee for the duration of the project.

## Ngā tāpirihanga Attachments

There are no attachments for this report.

## Ngā kaihaina Signatories

Author	Lucy Stallworthy - Senior Māori Outcomes and Engagement Advisor
Authoriser	Manoj Ragupathy - Local Area Manager

Item 6

## Pukekohe Cemetery Committee meeting schedule

File No.: CP2024/05064

Item 7

### Te take mō te pūrongo Purpose of the report

1. To approve a meeting schedule for the Pukekohe Cemetery Committee.

### Whakarāpopototanga matua Executive summary

2. The Terms of Reference for the committee state that the committee will agree upon a meeting schedule at its first meeting.
3. It is proposed that the committee meet at minimum six monthly with a proposed date for the next meeting being 5 November 2024.

### Ngā tūtohunga Recommendation/s

That the Pukekohe Cemetery Committee:

- a) agree to meet at minimum six monthly, with a proposed date for the next meeting being 5 November 2024.

### Horopaki Context

4. The Terms of Reference for the Pukekohe Cemetery Committee were adopted in November 2023.
5. The Terms of Reference for the committee state that the committee will agree upon a meeting schedule at its first meeting. The Terms of Reference also allow for the committee to meet on an as needed basis.

### Tātaritanga me ngā tohutohu Analysis and advice

6. This committee has been established to deliver a specific project - a memorial to the unmarked graves in the Pukekohe Cemetery.
7. The committee will meet at minimum on a six monthly basis to consider the following decision points:
  - a) to receive and consider community feedback to inform development of the concept design
  - b) to approve a draft concept design to go out to public consultation
  - c) to receive community feedback on the draft concept design
  - d) to approve the final concept design.

## **Tauākī whakaaweawe āhuarangi** **Climate impact statement**

8. The Pukekohe Cemetery Committee will consider and address matters relating to climate impacts as this project progresses.

## **Ngā whakaaweawe me ngā tirohanga a te rōpū Kaunihera** **Council group impacts and views**

9. This report relates to the Pukekohe Cemetery Committee which has been established to deliver a memorial project in the Pukekohe Cemetery. Any impacts on the wider council group are likely to be minimal.

## **Ngā whakaaweawe ā-rohe me ngā tirohanga a te poari ā-rohe** **Local impacts and local board views**

10. The Pukekohe Cemetery Committee is a committee of the Franklin Local Board, which includes appointed members of the local board alongside Māori community representatives.

## **Tauākī whakaaweawe Māori** **Māori impact statement**

11. Representatives of the Pukekohe Māori community are members of the Pukekohe Cemetery Committee alongside local board members and bring their specialist skills, attributes, and knowledge to the work and decision-making of the committee.

## **Ngā ritenga ā-pūtea**

12. There are no financial implications arising from this report.

## **Ngā raru tūpono me ngā whakamaurutanga** **Risks and mitigations**

13. There are no key risks linked to the decisions arising out of this report.

## **Ngā koringa ā-muri** **Next steps**

14. The committee will meet as per the meeting schedule.

## **Ngā tāpirihanga** **Attachments**

There are no attachments for this report.

## **Ngā kaihaina** **Signatories**

Author	Lucy Stallworthy - Senior Māori Outcomes and Engagement Advisor
Authoriser	Manoj Ragupathy - Local Area Manager

## Terms of Reference

File No.: CP2024/05748

### Te take mō te pūrongo Purpose of the report

1. To confirm the Terms of Reference for the Pukekohe Cemetery Committee.

### Whakarāpopototanga matua Executive summary

2. The Terms of Reference of the Pukekohe Cemetery Committee were adopted at the Franklin Local Board meeting on 28<sup>th</sup> November 2023.
3. Staff recommend the Pukekohe Cemetery Committee confirms the Terms of Reference.

### Ngā tūtohunga Recommendation/s

That the Pukekohe Cemetery Committee:

- a) confirm the Terms of Reference for the Pukekohe Cemetery Committee in Attachment A.

### Horopaki Context

4. Pukekohe Cemetery is not an active cemetery and is managed as a local park under the delegations of the Franklin Local Board.
5. Franklin Local Board wishes to support the Pukekohe Māori community to develop a memorial to the unmarked graves in the Pukekohe Cemetery and has determined, in consultation with representatives from Nga Hau e Wha Marae, that a committee of the Franklin Local Board is the preferred mechanism to help achieve this.
6. The Pukekohe Cemetery Committee was established by resolution of the Franklin Local Board on 28 November 2023.
7. The Terms of Reference were adopted as part of the establishment of the committee:

*Resolution number FR/2023/195*

*That the Franklin Local Board:*

- a) *approve the establishment of a committee, to be known as the Pukekohe Cemetery Committee to provide guidance for the memorial project in the Pukekohe Cemetery, including decision-making responsibility in relation to the allocation of Māori Outcomes funding for the project*
- b) *agree that the committee will comprise two members from the Franklin Local Board, and seven representatives from the Pukekohe Māori Community*
- c) *agree the draft Terms of Reference set out in Attachment A to this report*
- d) *appoint the Franklin Local Board Chair, Angela Fulljames and Member Logan Soole and Deputy Chair Alan Cole (as alternative representative) to the committee as representatives of the Franklin Local Board*

- e) *delegate to the Franklin Local Board Chair, Angela Fulljames, power to confirm appointments to the committee put forward by a resolution of Ngā Hau E Wha Marae Trust.*  
CARRIED

8. At its inaugural meeting, the Pukekohe Cemetery Committee should confirm the Terms of Reference of the committee.

## Tātaritanga me ngā tohutohu Analysis and advice

9. The Terms of Reference for the committee, in Attachment A, were developed through collaboration between the Franklin Local Board and representatives of Nga Hau E Wha Marae on behalf of the Pukekohe Māori community.
10. The Terms of Reference were formally adopted at the Franklin Local Board meeting on 28<sup>th</sup> November 2023 at the same time as Pukekohe Cemetery Committee was formally established.
11. The purpose of the committee is to provide governance and guidance for the memorial project in the Pukekohe Cemetery, including decision-making responsibility in relation to the allocation of Māori Outcomes funding for the project. Key responsibilities are detailed in the Terms of Reference.
12. The membership of the committee is proposed to comprise up to seven (7) representatives from the Pukekohe Māori Community, and two (2) representatives from the Franklin Local Board.
13. Representatives of the Pukekohe Māori community have been selected by Nga Hau E Wha Marae Trust through a process determined by the Trust in 2023.
14. The Pukekohe Cemetery Committee will adhere with the Standing Orders of the Franklin Local Board.

## Tauākī whakaaweawe āhuarangi Climate impact statement

15. This report relates to the activities of the Pukekohe Cemetery Committee which includes local board and Māori community members, who can consider and address matters relating to climate impacts as the project progresses.

## Ngā whakaaweawe me ngā tirohanga a te rōpū Kaunihera Council group impacts and views

16. This report relates to the activities of the Pukekohe Cemetery Committee which includes local board and Māori community representatives, and specifically relates to a project at the Pukekohe Cemetery. Any impacts on the wider council group are likely to be minimal.

## Ngā whakaaweawe ā-rohe me ngā tirohanga a te poari ā-rohe Local impacts and local board views

17. The Pukekohe Cemetery Committee is a committee of the Franklin Local Board which includes all members of that local board alongside representatives from the Māori community in Pukekohe.

## Tauākī whakaaweawe Māori Māori impact statement

18. Representatives of the Māori community in Pukekohe participate as members of the Pukekohe Cemetery Committee alongside local board members and bring their specialist

skills, attributes, and local knowledge to the decision-making of the Pukekohe Cemetery Committee.

19. Mana whenua iwi are aware of this project.

## Ngā ritenga ā-pūtea Financial implications

20. There are no additional financial implications arising out of this report, aside from the funding for the project that has already been confirmed.

## Ngā raru tūpono me ngā whakamaurutanga Risks and mitigations

21. There are no key risks linked to the decisions arising out of this report.

## Ngā koringa ā-muri Next steps

22. There are no next steps.

## Ngā tāpirihanga Attachments

No.	Title	Page
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## Ngā kaihaina Signatories

Author	Lucy Stallworthy - Senior Māori Outcomes and Engagement Advisor
Authoriser	Manoj Ragupathy - Local Area Manager





## Pukekohe Cemetery Committee Terms of Reference

### Background:

The publication in 2020 of *No Maori Allowed: New Zealand's forgotten history of racial segregation*, and the 'No Maori Allowed' documentary that followed in 2022, brought public attention to historical racial discrimination and segregation in Pukekohe in the period c1920 to the 1960s.

Auckland Council was approached by a number of kuia and kaumātua who were raised in Pukekohe from the 1940s to the 1960s and who wished to have this history addressed. Meetings were held to acknowledge concerns and identify matters that Auckland Council might help undertake in response.

One acute concern has been the lack of acknowledge of the approximately 200 Māori, many of whom are children, buried in unmarked graves in the Pukekohe Cemetery.

Funding has been provided through Auckland Council's Māori Outcomes Fund for a memorial or equivalent to be built at the cemetery, with development of the memorial to led by the Pukekohe Māori community in collaboration with Auckland Council.

A sum of \$200,000 has been budgeted for engagement, design, engineering and consenting in the 2023-24 financial year (Stage 1), and \$500,000 has been earmarked for construction in the 2024-25 financial year (Stage 2). The exact budget for Stage 2 needs to be confirmed following an approved design.

On [28<sup>th</sup> November 2023] the Franklin Local Board resolved to establish a sub-committee to lead and oversee the memorial project, with representatives from the local board and the Pukekohe Māori community as represented through Ngā Hau E Wha Marae and mana whenua who wish to be involved. The sub-committee is called the Pukekohe Cemetery Committee.

### Purpose and responsibilities:

The purpose of the Pukekohe Cemetery Committee (the Committee) is to provide governance and guidance for the memorial project in the Pukekohe Cemetery, including decision-making responsibility in relation to the allocation of Māori Outcomes funding for the project.

Committee responsibilities include, but are not limited to:

- oversight of community engagement and communication
- commission and approving design for the memorial or equivalent (Stage 1), including decision-making on project budget
- approving and monitoring implementation of a project plan
- complete and approve a budget bid for Stage 2 as required
- undertake decision-making on the budget for Stage 2
- report to the Franklin Local Board and Māori Outcomes Fund as required.

### Powers:

All powers of the Franklin Local Board necessary to perform the Committee's responsibilities, except powers that the Franklin Local Board cannot lawfully delegate.

### **Meeting Frequency:**

The Committee will agree upon a meeting schedule at its first meeting.

### **Membership:**

The Membership of the Committee shall be as follows:

- (a) Pukekohe Māori Community: up to 7
- (b) Franklin Local Board: 2

Appointment of the Pukekohe Māori Community members will be by resolution of Ngā Hau E Wha Marae Trust. Appointment of Franklin Local Board members will be by resolution of the Franklin Local Board.

Members can be reappointed.

Resignation is by written notice to the relevant member party. As a matter of courtesy, each member party will then inform the Committee of discharges, resignations and reappointments.

### **Alternate members:**

If no Franklin Local Board representative can attend a meeting, an alternate member from the Franklin Local Board may attend the meeting on their behalf.

For the avoidance of doubt, Pukekohe Māori Community members cannot appoint an alternate member.

### **Chairperson and deputy chairperson:**

The Kōmiti will appoint the chairperson and the deputy chairperson at the first meeting. The term of the chairperson and deputy chairperson will be for the duration of the project, or until a new chairperson and the deputy chairperson is appointed by the Committee.

### **Discharge of Kōmiti:**

Unless the Franklin Local Board resolve otherwise, the Committee is deemed to be discharged and disestablished when the project is complete.

### **Kōmiti not discharged at triennial elections**

The Committee is not discharged at the triennial local government elections (if not already discharged due to the project being completed). However, on coming into office following an election, the council may choose to review its appointments to the Committee

### **Quorum:**

The quorum for a meeting of the Kōmiti is:

- (a) at least five representatives, with
- (b) at least one representative being from the Franklin Local Board

A minimum of five representatives needs to be present to make decisions.

Quorum includes attendance in person and by audio link or audiovisual link.

**Decision making:**

The Committee will aspire to make all decisions by consensus. If decisions are required to be put to the vote, the chair or other person presiding at the meeting has a deliberative vote and does not have a casting vote. Therefore, in the case of an equality of votes, the matter is defeated, and the status quo remains.

**Support and Attendance:**

The Committee is entitled to invite guests and experts to attend any meeting, and at the request of the Committee, to engage in discussion and assist the Committee in its consideration of matters on the agenda.

Every meeting of the Committee is open to the public, except as otherwise provided by Part 7 of the Local Government Official Information and Meetings Act 1987 (such as when information might prejudice the commercial position of a person who supplied or is supplying the information, or to protect information which is subject to an obligation of confidence).

Local Board Services will provide administrative assistance to the Committee.

**Standing Orders:**

The Committee will refer to and apply the standing orders of the Franklin Local Board for formal decision-making but can otherwise adopt whatever tikanga it thinks appropriate for meetings. In the event of any inconsistencies between the standing orders and these terms of reference, the terms of reference will prevail.