

**Date:** Tuesday, 4 February 2025  
**Time:** 5.00pm  
**Meeting Room:** Leslie Comrie Board Room  
**Venue:** Level 1 Franklin the Centre,  
12 Massey Ave  
Pukekohe

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## Pukekohe Cemetery Committee workshops

### OPEN AGENDA

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#### MEMBERSHIP

<b>Chairperson</b>	Makere Rikka Heke	
<b>Deputy Chairperson</b>	Harley Wade	
<b>Members</b>	Janie Astle	
	Pyllis Bhana	
	Alan Cole	Alternate
	Angela Fulljames	
	Tearepa Kahi	
	Sonny Parata	
	Pare Rauwhero	
	Logan Soole	
	Tearepa Kahi	

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

**30 January 2025**

Contact Telephone: 021 981 028  
Email: [denise.gunn@aucklandcouncil.govt.nz](mailto:denise.gunn@aucklandcouncil.govt.nz)  
Website: [www.aucklandcouncil.govt.nz](http://www.aucklandcouncil.govt.nz)

<b>1</b>	<b>Ngā Tamōtanga   Apologies</b>	<b>3</b>
<b>2</b>	<b>Te Whakapuaki i te Whai Pānga   Declaration of Interest</b>	<b>3</b>
<b>3</b>	<b>Committee Workshop</b>	<b>7</b>

## 1 Ngā Tamōtanga | Apologies

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

## 2 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.

## 3 Pukekohe Cemetery Committee workshop

File No.: CP2025/00518

Note 1: This workshop has been called by the chairperson in consultation with the staff.

Note 2: No working party/workshop may reach any decision or adopt any resolution unless specifically delegated to do so.

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

1. To present the Pukekohe Cemetery Committee workshop agenda for 4 February 2025.

### Whakarāpopototanga matua Executive summary

2. 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.
3. 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.
4. 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.
5. 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.
6. Most workshops are open to the public to attend as observers in person or online.
7. Some sessions may not be open to the public. The staff / chairperson and deputy chairperson decide which sessions are open to the public, depending on the sensitivity of the information being discussed. If a session is not open, a reason will be provided below.

8. The following will be covered in the workshop:

<b>Discussion Point 1a</b>	
<b>Updated project plan and budget summary</b>	
Presenter/s:	Mat Glanfield
Purpose:	Update on the project budget, and the project plan
Governance role:	Oversight and monitoring
Proposed Outcome/s:	Committee are updated on the budget and plan
Attachment/s:	Pukekohe Cemetery Project Gant Pukekohe Cemetery Project Committee Budget Report
<b>Discussion Point 1b</b>	
<b>Seeking direction: Design Advisor role</b>	
Presenter/s:	Mat Glanfield
Purpose:	Raise with the committee the identified need for a design advisor role
Governance role:	Setting direction/priorities/budget
Proposed Outcome/s:	Committee are updated on Design Advisor role
Attachment/s:	Memo Pukekohe Cemetery Project Design Advisor Role Final
<b>Discussion Point 1c</b>	
<b>Seeking direction: Funding structure</b>	
Presenter/s:	Mat Glanfield
Purpose:	Discuss opportunity to enhance the funding structure of this kaupapa to simplify procurement activities.
Governance role:	Setting direction/priorities/budget
Proposed Outcome/s:	Committee are updated on operational aspects of funding
Attachment/s:	Pukekohe Cemetery Project Funding Structure
<b>Discussion Point 2a</b>	
<b>Whaanau engagement hui</b>	
Presenter/s:	Carol McKenzie-Rex
Purpose:	Update on plan for, and promotion of whanau engagement hui, and role of committee role at whanau engagement hui
Governance role:	Engagement
Proposed Outcome/s:	Committee is aware of upcoming whanau engagement events and their role, and is encouraged to promote these hui; direction on the extent of feedback sought through engagement hui
Attachment/s:	Memo seeking Committee support to promote whanau engagement Memo seeking direction on engagement and Committee roles

Discussion Point 2b	
<b>Proposal for site visit</b>	
Presenter/s:	Carol McKenzie-Rex
Purpose:	Explain purpose of site visit with Auckland Transport and Counties Energy, and seek direction on dates
Governance role:	Engagement
Proposed Outcome/s:	Committee gives direction site visit, including dates
Attachment/s:	Memo Committee direction for engagement with other key stakeholders
Discussion Point 3	
<b>Communications</b>	
Presenter/s:	David Kemeys, Gina Waikeri
Purpose:	This is a standing agenda item, no papers provided.
Governance role:	Setting direction/priorities/budget
Proposed Outcome/s:	
Attachment/s:	No papers provided
Discussion Point 4	
<b>Documenting – creating archival footprint</b>	
Presenter/s:	Makere Rika-Heke, Teaepa Kahi
Purpose:	This is a standing agenda item, no papers provided.
Governance role:	Setting direction/priorities/budget
Proposed Outcome/s:	
Attachment/s:	No papers provided
Discussion Point 5	
<b>Next workshop date</b>	
Presenter:	Lucy Stallworthy/Orrin Kapua
Purpose:	Confirm next workshop date
Governance role:	Keeping informed
Proposed Outcome/s:	Committee are updated on the next workshop date
Attachment/s:	No papers provided

## Ngā tāpirihanga Attachments

No.	Title	Page
<a href="#">A</a>	Pukekohe Cemetery Project - Project Gant	7
<a href="#">B</a>	Pukekohe Cemetery Project - Committee Budget Report	9
<a href="#">C</a>	Memo Pukekohe Cemetery Project Design Advisor Role	11
<a href="#">D</a>	Pukekohe Cemetery Project Funding Structure	13

Item 3

No.	Title	Page
<a href="#">E</a>	Memo seeking committee support to promote whanau engagement	15
<a href="#">F</a>	Memo seeking direction on engagement and Committee roles	17
<a href="#">G</a>	Memo seeking direction for engagement with other key stakeholders	23

Phase 1: Planning & Reporting		Lead	Oct-24	Nov-24	Dec-24	Jan-25	Feb-25	Mar-25	Apr-25	May-25	Jun-25	Jul-25	Aug-25	Sep-25	Oct-25	Nov-25	Dec-25	Jan-26	Feb-26	Mar-26	Apr-26	May-26	Jun-26	Jul-26	Aug-26	Sep-26	Oct-26	
1	Set-up budget reporting.	Mathew	█																									
2	Identify partners & stakeholders.	Carol (with Committee)	█																									
3	Kōrero & agree engagement plan.	Carol (with Committee)	█	█																								
4	Site investigation (cultural research, site planning and regulatory requirements, (incl AT, Counties Power, Healthywaters)	Mathew & Carol (with Committee oversight)		█	█	█	█	█																				
5	Produce communications plan.	David (Carol and Committee oversight)			█																							
6	Engage with key partners; Auckland Council Heritage, Cemeteries, Regulatory, AT, Healthy Waters.	Mathew (with Committee oversight)			█	█	█																					
7	Identify and confirm Design Advisor role	Mathew (with Committee oversight)					█																					
8	Team reporting (operational).	Mathew (with Committee oversight)		█	█	█	█	█	█	█	█	█	█	█	█	█	█	█	█	█	█	█	█	█	█	█	█	█
9	Auckland Council reporting (LB, Ngā Mataarae)	Mathew + Ops Team		█		█		█		█		█		█		█		█		█		█		█		█		█
10	Business meetings.	Mathew + Ops Team		5th Nov					Receive engagement feedback										Concept design adoption (for...)									
Phase 2: Engagement & Co-Design		Lead	Oct-24	Nov-24	Dec-24	Jan-25	Feb-25	Mar-25	Apr-25	May-25	Jun-25	Jul-25	Aug-25	Sep-25	Oct-25	Nov-25	Dec-25	Jan-26	Feb-26	Mar-26	Apr-26	May-26	Jun-26	Jul-26	Aug-26	Sep-26	Oct-26	
11	Prepare initial engagement material (share previous engagement/knowledge)	Carol (with Committee)			█																							
12	Undertake engagement (whanau - local and remote).	Carol + Ops Team (with Committee oversight)			█	█	█																					
13	Undertake engagement (mana whenua).	Carol + Ops Team (with Committee oversight)				█	█	█																				
14	Undertake engagement (non-Māori whanau / community).	Carol + Ops Team (with Committee oversight)					█	█																				
15	Undertake engagement (other partners and stakeholders).	Carol + Ops Team (with Committee oversight)					█	█																				
16	Collate engagement feedback, produce report.	Carol + Ops Team (with Committee oversight)				█	█		★																			
17	Develop design brief.	Artist, Design lead (with Committee oversight)								█	█																	
18	Select artist/design partner (tender, Eol).	Kōmiti, with Design lead								█	█																	
19	Produce, review and refine concept design(s). Incl regulatory/technical requirements.	Design lead + Ops Team (with Committee oversight)									█	█	█															
20	Undertake design engagement (whanau - local and remote).	Design lead + Ops Team (with Committee oversight)												█	█													
21	Undertake design engagement (mana whenua).	Design lead + Ops Team (with Committee oversight)												█	█													
22	Undertake design engagement (non-Māori whanau, community).	Design lead + Ops Team (with Committee oversight)												█	█													
23	Undertake design engagement (other stakeholders).	Design lead + Ops Team (with Committee oversight)												█	█													
24	Collate design engagement feedback, produce report.	Design lead + Ops Team (with Committee oversight)														█	█											
25	Refine and agree concept design.	Artist, Design lead (with Committee oversight)														█	█	█	█	█	█	█	█	█	█	█	█	█
26	Ongoing engagement.	David + Ops Team (with Committee oversight)							█	█	█	█	█	█	█	█	█	█	█	█	█	█	█	█	█	█	█	█
Phase 3: Permitting & Approval		Lead	Oct-24	Nov-24	Dec-24	Jan-25	Feb-25	Mar-25	Apr-25	May-25	Jun-25	Jul-25	Aug-25	Sep-25	Oct-25	Nov-25	Dec-25	Jan-26	Feb-26	Mar-26	Apr-26	May-26	Jun-26	Jul-26	Aug-26	Sep-26	Oct-26	
27	Confirm technical assessments required.	Mathew.							█																			
28	Technical assessments; e.g. Archaeological, Geotechnical, Engineering, Storm Water, Contamination.	Mathew with technical specialists..										█	█	█	█	█	█	█	█	█	█	█	█	█	█	█	█	█
29	Prepare consent application.	Planner.																	█	█	█	█	█	█	█	█	█	█
30	Lodge consent.	Planner.																			█	█	█	█	█	█	█	█
31	Address consenting queries/section 92s.	Mathew + Ops Team (with Committee oversight)																			█	█	█	█	█	█	█	█
32	Consent granted.	Regulatory Team.																						█	█	█	█	█
Phase 4: Detailed Design & Tender		Lead	Oct-24	Nov-24	Dec-24	Jan-25	Feb-25	Mar-25	Apr-25	May-25	Jun-25	Jul-25	Aug-25	Sep-25	Oct-25	Nov-25	Dec-25	Jan-26	Feb-26	Mar-26	Apr-26	May-26	Jun-26	Jul-26	Aug-26	Sep-26	Oct-26	
33	Develop and finalise detailed design.	Designer + Artist + Engineers.																			█	█	█	█	█	█	█	█

34	Produce technical drawing set and engineering specifications.	Engineers.																												
35	Prepare tender document.	Mathew + Ops Team (with Committee oversight)																												
36	Complete tendering process.	Mathew + Ops Team (with Committee oversight)																												





**Pukekohe Cemetery Project- Budget Estimate**  
*29th January 2025*

	Description	Budget Estimate	Forecast Cost	Actual Cost	Difference
<b>Phase 1</b>	<b>Planning &amp; Reporting</b>				
	Project management, business reports, operational reporting, contract management.	\$ 35,500.00			
		\$ 35,500.00	\$ 13,000.00	\$ 13,144.00	\$ 144.00
<b>Phase 2</b>	<b>Engagement &amp; Co-Design</b>				
	Engagement management and facilitation. Reporting and documentation.	\$ 52,500.00			
	Workshops, catering, media and communications materials.	\$ 10,500.00			
	Artist and designer.	\$ 10,000.00			
		\$ 73,000.00	\$ 9,750.00	\$ 9,750.00	\$ -
<b>Phase 3</b>	<b>Permitting &amp; Approval</b>				
	Technical assessments (Archaeologist, Engineer, Storm Water Specialist, Site Surveys, Cultural Values Assessment ).	\$ 42,150.00			
	Consent preparation & lodgement. Auckland Council consent fees.	\$ 14,300.00			
		\$ 56,450.00	\$ -	\$ -	\$ -
<b>Phase 4</b>	<b>Detailed Design &amp; Tender</b>				
	Detailed design with technical input. Cost estimate. Tender process.	\$ 34,000.00			
		\$ 34,000.00	\$ -	\$ -	\$ -
<b>Phase 5</b>	<b>Construction</b>				
	Physical works.	TBC	TBC	TBC	\$ -
	<b>Totals</b>	<b>\$ 198,950.00</b>		<b>\$ 22,894.00</b>	<b>\$ 144.00</b>



## Pukekohe Cemetery Project – Memo

Date:	29 <sup>th</sup> January 2025.
To:	Pukekohe Cemetery Committee.
Subject:	<b>Design Advisor Function.</b>
Author:	Mathew Glanfield.
Attachments:	None.

### Memo Purpose

- a. The purpose of this memo is to raise with the kōmiti the identified need for a design advisor function within the kaupapa.

### Background

- b. The key parts of this kaupapa are - engagement, design and construction of a memorial.
- c. While each of these parts, on its own, has a defined scope and deliverables, the linking of each part to create one is a challenge and opportunity.
- d. The most challenging of these links is between engagement and design.
- e. This topic was included in the 3<sup>rd</sup> December kōmiti agenda but time constraints meant it was deferred.

### Design Advisor Role

- a. It is important the kōmiti retain control and are leading this kaupapa.
- b. A Design Advisor function follows this lead.
- c. The main function is to assist the kōmiti to come up with a design brief, and design, that results in a monument that is meaningful and memorable – and links effortlessly back to the stories that are shared by whanau.
- d. This requires a set of skills that include concept design development and spatial design knowledge.
- e. The function links these disciplines to acknowledgement the story (and the stories within the story) by using space and designed elements to evoke feeling and memory.
- f. The function will also use technical knowledge to support and work with the kōmiti nominated artist(s) to achieve durable and cost-effective outcomes.
- g. This function is usually involved in these parts of the kaupapa;
  - **Engagement.** With considerable experience in engagement this function would need to contribute into the engagement process.
  - **Site Analysis.** Reviewing site related cultural information to inform the design brief.
  - **Developing artist design brief.** Working with the kōmiti to producing a briefing document that provides the artist with the level and type of guidance they need to support their creative journey.
  - **Concept Design.** Advise the co-design process led by the artist and kōmiti. An iterative process where narrative and form development evolves, supported by technical input relating to materiality, scale and constructability. The most important part of this phase and advisory function is the continuing return to the story.
  - **Detailed Design and Construction.** This function includes building 3D visualisation renderings to support the design process and consenting.

### Approach

- h. The Project Manager has undertaken some initial research and conversations with industry specialists. This has helped to clarify this function.
- i. Based on item 'g' within this memo, a cost estimate for this function would be approx 25,000.
- j. If the kōmiti agrees this function is required the working group can, together with the kōmiti, source proposals to evaluate.

### Recommendations

- k. As outlined on the role section of this memo, we recommend a suitable resource be identified and engaged to fill this role.

### Next Steps

- l. Option 1: Do Nothing
  - a. Progress the Kaupapa within this role.
- m. Option 2: Identify possible partners
  - a. Identify possible partners and table with the kōmiti.
  - b. Source proposals and evaluate.

## Pukekohe Cemetery Project – Memo

Date:	29 <sup>th</sup> January 2025.
To:	Pukekohe Cemetery Kōmiti.
<b>Subject:</b>	<b>Funding Structure Enhancement.</b>
Author:	Mathew Glanfield.
Attachments:	None.

### Memo Purpose

- a. The purpose of this memo is to introduce and discuss with the Kōmiti an opportunity to enhance the funding structure of this kaupapa to simplify procurement activities.

### Background

- b. The current funding structure has Auckland Council holding all funds.
- c. To enable Auckland Council to pay suppliers each supplier must have a current/valid Auckland Council Vendor ID, and be registered in the council system.
- d. Standard process – a supplier creates an invoice addressed to Auckland Council. This is receipted (received) by the accounts team and approved by The Māori Outcomes Steering Group lead (Jade-Lee), then paid on the 20<sup>th</sup> of the following month.
- e. The process to register a new supplier with Auckland Council can take 4 weeks, or longer, and includes a set of requirements defined by Auckland Council IT team. These requirements can create delays.

### Purpose/Context

- f. While some partner suppliers have Auckland Council certification, we expect there will be suppliers that do not e.g. local catering businesses, artist(s), facilities providers or other specialists.
- g. We are currently going through the Auckland Council vendor certification process with Maia Consulting Ltd, as a test, to better understand the complexities and timeframes involved.
- h. Procurement delays will impact our timelines and this complexity may influence the supplier partners the Kōmiti can select.
- i. We want to ensure the Kōmiti are empowered to select the most suitable partner suppliers without restriction.

### Approach

- a. A Kaupapa budget of \$200,000 is allocated for planning & design.
- b. A review has been undertaken of the project budget to identify a sub-set of partner suppliers the team feel may not be Auckland Council certified. This mahi is estimate at approx \$50,550.
- c. With agreement from Nga Hau e Wha Mārae, Auckland Council is able to transfer this amount across to Nga Hau e Wha Mārae. Nga Hau e Wha Mārae can then manage these funds directly when needing to engage partner suppliers that are not Auckland Council registered.
- d. Auckland Council will request a monthly statement from Nga Hau e Wha Mārae, showing ins/outs.

### Recommendations

- e. Based on similar projects and issues associated with procurement the Project Manager recommends setting up this funding structure.

### Next Steps

Item 3

- f. Option 1 – Setup this structure.
  - Confirm acceptance of this approach back to Auckland Council.
  - Setup Auckland Council/ Nga Hau e Wha Mārae agreement.
- g. Option 2 – Do nothing.
  - Funding structure remains as-is.  
The Kōmiti will need to factor this limitation into the selection of partner suppliers.

Attachment D

## Memorandum

4 February 2025

**To:** Pukekohe Cemetery Committee

**Subject:** Seeking Committee support to promote forthcoming memorial engagement hui for whaanau

**From:** Engagement working group (Carol McKenzie-Rex, Raemon Matene, Denise Proctor, Mat Glanfield, David Kemeys)

## Purpose

1. To seek Committee support to promote memorial engagement hui for whaanau.

## Context

2. The engagement working group has been meeting fortnightly since 29 October 2024 and has scheduled, and is organising towards, memorial engagement hui for whaanau to be held in February.

## Memorial engagement hui for whaanau in February

3. These are memorial engagement hui details:
  - Saturday 8 February, 10am – 12noon, Franklin Room, Franklin The Centre. (Note the venue change, as this was previously scheduled to be held at Ngaa Hau E Whaa Marae o Pukekohe)
  - Saturday 15 February, 10am – 12noon, Ngaa Hau E Whaa Marae o Pukekohe
  - Saturday 22 February, 10am, Online/MS Teams
  - Wednesday 26 February, 6pm, Online/MS Teams
  - Thursday 27 February, 6 – 8pm, Franklin Room, Franklin The Centre

## Promotion of memorial engagement hui for whaanau

4. The following communication channels are being (or will be) used to promote whaanau engagement hui:
  - Pukekohe Cemetery Memorial website (in progress)
  - Pukekohe Cemetery Memorial Facebook page (in progress)
  - Paanui to iwi mana whenua (sent in mid-January)
  - Reaching out to Huakina Development Trust Marae Forum
  - Franklin Historical Society and New Zealand Society of Genealogists – Franklin Branch extending information to their members, contacts, and networks
  - Digital poster distribution (see Attachment 1)
5. It was also proposed to set up a stand on Waitangi Day at Ngaa Hau E Whaa Marae o Pukekohe to promote memorial engagement hui for whaanau. This is no longer happening.
6. The engagement group has been considering other ways to promote the forthcoming memorial engagement hui for whaanau and now asks that the Pukekohe Cemetery

Committee members discuss how they can reach out to whaanau through their extensive contacts and networks to promote these hui.

### Recommendations and next steps

7. Pukekohe Cemetery Committee members to have a discussion and identify ways that they can reach out to whaanau to let them know about forthcoming memorial engagement hui in February.

#### Attachment 1:



## PUKEKOHE CEMETERY COMMITTEE

### MEMORIAL FOR UNMARKED GRAVES

Your views on a memorial for the area's unmarked graves are sought, starting with whaanau of those resting there.

#### WHEN

**Saturday, 8 Feb, 10am-12noon**, Franklin Room - Franklin, The Centre

**Saturday, 15 Feb, 10am-12noon**, Ngaa Hau e Whaa Marae o Pukekohe

**Saturday, 22 Feb, 10am & Wednesday 26 Feb, 6pm**, Online – MS Teams, Email [Lynn.Birch@aucklandcouncil.govt.nz](mailto:Lynn.Birch@aucklandcouncil.govt.nz)

**Thursday, 27 February, 6-8pm**, Franklin Room - Franklin, The Centre.

*The Pukekohe Cemetery Committee is made up of Ngaa Hau e Whaa Marae o Pukekohe and Franklin Local Board representatives.*



## Memorandum

4 February 2024

**To:** Pukekohe Cemetery Committee

**Subject:** Seeking Committee direction on next steps for engagement with other key stakeholders

**From:** Engagement working group (Carol McKenzie-Rex, Raemon Matene, Denise Proctor, Mat Glanfield, David Kemeys)

## Purpose

1. To seek Committee direction on next steps for engagement with key stakeholders including:
  - Auckland Transport and Counties Energy
  - Auckland Council Heritage Unit and Library Services
  - New Zealand Society of Genealogists - Franklin Branch and Franklin Historical Society

## Context

2. The engagement working group has been meeting fortnightly and has undertaken preliminary engagement with some key stakeholders on behalf of the Pukekohe Cemetery Committee:
  - (i) **Auckland Transport and Counties Energy** - to explore whether there can be improvements to the Ward Street road corridor adjacent to the urupaa, so that the site is as tidy and functional as possible, in keeping with proximity to unmarked graves and a future potential memorial for whaanau, marae, iwi, hapori/community remembrance.
  - (ii) **Auckland Council Heritage Unit and Library Services** – to explore what support may be available for compiling, preserving and presenting historic and cultural heritage associated with this kaupapa, including recording of oral histories.
  - (iii) **New Zealand Society of Genealogists - Franklin Branch and Franklin Historical Society** – to explore if these community organisations wish to be involved in this project, and if so, how they may be able to assist.

## Discussion

### Engagement with Auckland Transport and Counties Energy

3. A meeting was held with Auckland Transport and Counties Energy before Christmas to discuss site improvements adjacent to the Pukekohe Cemetery on Ward Street. These were high level discussions about:
  - Extending the kerb and channel (Auckland Transport)
  - Extending the footpath (Auckland Transport)
  - Relocation, screening, or painting murals on pad-mounted transformers (Counties Energy)
  - Investigating improved lighting at the site for a memorial (Counties Energy)
4. Counties Energy has followed up from our meeting, sharing some information about its assets and options for improvements to the pad mounted transformers in Attachment 1.
5. Auckland Transport (AT) has followed up from our meeting, sharing some information about how improvements can be funded. AT advises that kerb & channel and footpath extension will not have significant impact on future works relating to the Supporting Growth Programme. See Attachment 2.

6. Both Auckland Transport and Counties Energy have asked that the Committee provide some further direction:
  - Auckland Transport: where and how far to extend footpath, kerb and channel.
  - Counties Energy: identify preferred option – to remove, screen and/or paint transformer boxes.
7. It is recommended that the Pukekohe Cemetery Committee undertake a site visit together to view, discuss, and give direction on the location of extended footpath, kerb and channel, plus preferred option for transformer boxes.

#### Engagement with Auckland Council Heritage Unit and Library Services

8. Engagement group members recently met with staff from the Auckland Council Heritage Unit and Library Services to explore what support is available to compile historic and cultural heritage information associated with this kaupapa.
9. In summary:
  - The Cultural Heritage team (with responsibility for cemeteries) will be involved in the Resource Consenting process for a memorial. Therefore they are not able to actively support heritage reporting or survey related material. This team can, however, provide a peer-review function for technical reports supplied by consultants, such as ScanTec.
  - The Māori Heritage team can provide some staff time and expertise for research and writing in the development and compilation of a heritage resource for this kaupapa. Some guidance is sought from the Pukekohe Cemetery Committee on whether to progress this opportunity, how the Committee may wish to focus this expertise, and some direction on how this historic and cultural heritage resource might ultimately be stored and shared.
  - Library Services (Oral History Curator) can offer expertise to support oral history recording. This can include providing appropriate equipment and training, such as for someone from Ngāa Hau E Whāa Marae, to undertake interviewing, and there may be some resources available to ensure records are made and stored for longevity. Some guidance is sought from the Pukekohe Cemetery Committee on whether to progress this opportunity, how the Committee may like to store and share these records in future, plus indications of who might like to undertake interviewing, and noting that this work will likely require further budget allocation.

#### Engagement with New Zealand Society of Genealogists - Franklin Branch and Franklin Historical Society

10. A member from the engagement group and Pukekohe Cemetery Committee met with both these key stakeholder community organisations on 10 January 2025.
11. The purpose of the meetings was to seek support for the memorial project, and to explore how the societies might assist with their expertise and promoting whānau engagement opportunities through their extensive contacts and networks.
12. Both groups expressed willingness to assist the memorial project in this way.

#### Recommendations and next steps

13. Pukekohe Cemetery Committee members to:
  - Undertake a site visit together to the Pukekohe Cemetery to view, discuss and give direction on location of footpath, kerb and channel, plus preferred option for transformer boxes
  - Discuss and provide direction on compilation of historic and cultural heritage information associated with the Pukekohe Cemetery Memorial project.















