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# Pukekohe Cemetery Committee workshop

## OPEN NOTES

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Notes of the Pukekohe Cemetery Committee workshop held in the Leslie Comrie Board Room, Level 1 Franklin the Centre, 12 Massey Ave, Pukekohe on Tuesday, 4 February 2025 at 5.00pm.

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### TE HUNGA KUA TAE MAI | PRESENT

<b>Chairperson</b>	Member Makere Rikka Heke
<b>Members</b>	Member Phyllis Bhana
	Member Alan Cole
	Member Logan Soole

### TE HUNGA KĀORE I TAE MAI | ABSENT

<b>Deputy Chairperson</b>	Member Harley Wade
	Member Janie Astle
	Member Angela Fulljames
	Member Tearepa Kahi
	Member Sonny Parata
	Member Pare Rauwhero

### HE HUNGA ATU ANŌ I TAE MAI | IN ATTENDANCE

David Kemeys

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The meeting opened with karakia from Logan Soole and a mihi from Makere Hika-Reke (Chair)

## 1 Ngā Tamōtanga | Apologies

That the Pukekohe Cemetery Committee workshops:

- a) whakaae / accept the apology from Angela Fulljames for absence on council business.

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

There were no declarations of interest.

## 3 Pukekohe Cemetery Committee workshop

### Discussion Point 1a

#### Updated project plan and budget summary

Presenter: Mat Glanfield

Purpose: Update on the project budget, and the project plan

Governance role: Oversight and monitoring

Summary of Discussions:

- Site investigation scheduled for 24<sup>th</sup> Feb
- Website is in planning and development stage
- Design Advisor role would be spread over Phase 2, 3 and 4 up to a maximum of \$25K

### Discussion Point 1b

#### Seeking direction: Design Advisor role

Presenter: Mat Glanfield

Purpose: Raise with the committee the identified need for a design advisor role

Governance role: Setting direction/priorities/budget

Summary of Discussions:

- Discussion around the purpose of the role.
- Committee gave direction to proceed with Design Advisor role, noting the budget allocation of up to \$25,000.

### Discussion Point 1c

#### Seeking direction: Funding structure

Presenter: Mat Glanfield

Purpose: Discuss opportunity to enhance the funding structure of this kaupapa to simplify procurement activities.

Governance role: Setting direction/priorities/budget

Summary of Discussions:

- Discussion about why this is necessary – to enable local and flexible procurement for small and local suppliers; council's procurement system is complex and challenging for small suppliers. Project would be forced to use suppliers outside Pukekohe, and/or delays with procurement/payment of suppliers if only able to use approved council vendors.
- Committee gave direction to transfer \$50,550 to Ngā Hau E Wha Marae to enable flexible procurement.
- The committee to receive monthly reporting from Ngā Hau e Wha Marae.

### Discussion Point 2a

#### Whaanau engagement hui

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

Summary of Discussions:

A Promoting whanau engagement hui

- Suggestions for ways hui could be promoted:
  - Waikato Heritage Forum
  - Local and tribal forums
  - Whanau Facebook pages
  - Embassies and consultants (Note Waikumete Cemetery experience)
  - Need to ensure diverse communities involved
- Discussion around sensitivities of publishing names of people buried in the cemetery – sensitivities around this. Committee will need to provide direction in this in near future. To inform the information on the website.
- Suggestion to engage with Robert Bartholomew to gain access to the records he has, noting he has access to records that others don't have access to.
- Discussion around information on names varies across sources. There is a need for more research. Suggestion this is something Auckland Council Heritage/Libraries teams could support with.
- Discussion around how to help whanau find out if they have relatives buried in the cemetery. Needs a personal touch, will be a lot of work for people doing the responding. Suggestion to use similar methods iwi use for whakapapa registration.
- Discussion around involvement of rangatahi, need to make sure they are involved given their ongoing involvement in murals etc, suggestion to connect with Catherine Tamihere as link to rangatahi. Carol reiterated expectation is for rangatahi to attend existing engagement hui with their whanau.

### Discussion Point 2b

#### Proposal for site visit – Committee roles at whanau engagement hui

Presenter: Carol McKenzie-Rex

Purpose: Explain purpose of site visit with Auckland Transport and Counties Energy, and seek direction on dates

Governance role: Engagement

Summary of Discussions:

B Committee roles at whanau engagement hui:

- **Makere** to liaise with committee members to confirm roles for whanau engagement hui on Saturday 8<sup>th</sup> February
- **Carol** will organise a 'run through' on Friday 7<sup>th</sup> February.
- Importance of consistency across hui – Carol will draft key bullet points for committee members for each phase of the hui
- Discussion around what to ask whanau – agree that flexible approach is needed to respond to what happens at the hui – some questions that could be asked are:
  - What do you want to see (ie memorial style??)
  - Should we release the names?
- Discussion around running hui:
- Use simple language at hui
- Summarise themes at the end of the hui
- Have an attendance sheet

C Stakeholder engagement:

Due to time constraints, this item was deferred

### Discussion Point 3

#### Communications

Presenter/s: David Kemeys, Gina

Purpose: This is a standing agenda item, no papers provided.

Governance role: Setting direction/priorities/budget

Summary of Discussions:

- David Kemeys is staying on voluntary basis.
- New Local Communications Advisor for Franklin Local Board is Gina Waikeri
- David is working on FAQs for the website
- Use of whanau hapori as correct terminology – whanau and community.

### Discussion Point 4

#### Documenting – creating archival footprint

Presenter/s: Makere Rika-Heke, Teaepa Kahi

Purpose: This is a standing agenda item, no papers provided.

Governance role: Setting direction/priorities/budget

Summary of Discussions:

- There was no specific discussion on this item.

It was noted in earlier discussion that additional budget would be required for Auckland Council Heritage/Libraries to do oral histories work – to be discussed as part of Item 2C above (deferred).

### Discussion Point 5

#### Next workshop date

Presenter: Lucy Stallworthy/Orrin Kapua

Purpose: Confirm next workshop date

Governance role: Keeping informed

Summary of Discussions:

Committee agreed to an additional workshop on Tuesday 18<sup>th</sup> February, online only, to discuss:

- deferred item 2C
- check in our engagement hui – reflect on two whanau engagement hui that will have happened by this date

Next scheduled workshop is Tuesday 4<sup>th</sup> March.

The workshop closed with karakia by Whaea Phyllis at 7.01 pm