

Date: Tuesday, 18 February 2025
Time: 5.00pm
Meeting Room: Leslie Comrie Board Room, Level 1
Venue: Franklin the Centre, 12 Massey Ave,
Pukekohe.

Pukekohe Cemetery Committee workshops

OPEN AGENDA

MEMBERSHIP

Chairperson
Deputy Chairperson
Members

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

Denise Gunn
Democracy Advisor

18 February 2025

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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

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 18 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:

Discussion Point 1	
Community Engagement – Stakeholder Engagement	
Presenter/s:	Carol McKenzie-Rex
Purpose:	Confirm next steps for engagement with key stakeholders
Governance role:	Engagement
Proposed Outcome/s:	Committee gives direction on next steps for engagement with Auckland Transport, Counties Energy, Auckland Council Māori and Heritage Teams and Library Services
Attachment/s:	Memo Committee direction for engagement with other key stakeholders
Discussion Point 2	
Whanau Engagement Hui – reflections on engagement hui to date and direction on upcoming hui	
Presenter/s:	Carol McKenzie-Rex
Purpose:	Reflect on whanau engagement hui to date and give direction on future hui
Governance role:	Engagement
Proposed Outcome/s:	Confirm arrangements for remaining online hui (two) and in person hui (one)
Attachment/s:	Draft Engagement Run Sheet; Pukekohe Cemetery Committee hui presentation
Discussion Point 3	
Next workshop date	
Presenter/s:	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	Memo - Committee direction for engagement with other key stakeholders	9
B	Pukekohe Cemetery Committee Memorial Engagement February 2025	15
C	Draft Engagement Hui run sheet	31

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.

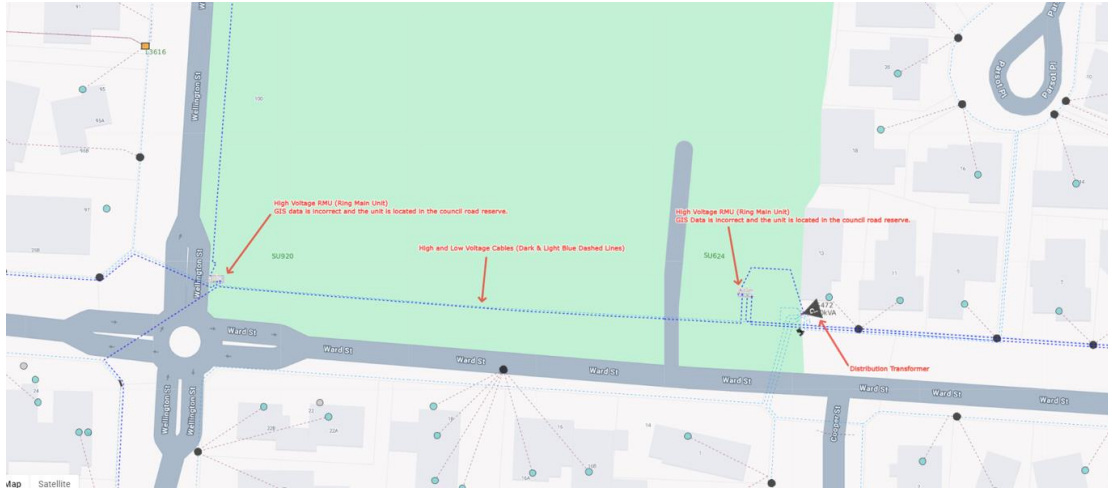
Recommendations and next steps

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.

Attachment 1

Follow-up information from Counties Energy

- A. Counties Energy drawings showing detail of their assets above and below ground. Note that the mapping is not precise. It looks as if the ring main unit (i.e. RMU transformer box) is within the cemetery boundary, whereas in reality it is within the road reserve.



- B. Counties Energy example of a transformer box that has been improved through fencing and planting:



- C. Counties Energy example of how transformer boxes can be improved through painting and murals.



Item 5

Attachment A

Attachment 2

Follow-up information from Auckland Transport

A. Funding for footpath and kerb & channel improvements

Auckland Transport staff have advised that footpath and kerb & channel improvements in the road corridor can be implemented through the Auckland Transport Community Initiated Programme, which is a budget available for low cost, low risk, local road improvements.

B. Implications for Ward Street with the Supporting Growth Programme.

The Auckland Transport Strategy and Planning team advises that Ward Street through the cemetery frontage is included in the Supporting Growth Programme and the Notice of Requirement (NOR6) has been confirmed.

See link here for more information for NOR 6 [Pukekohe : Pukekohe South-West Upgrade \(NoR 6\) Auckland Transport](#)

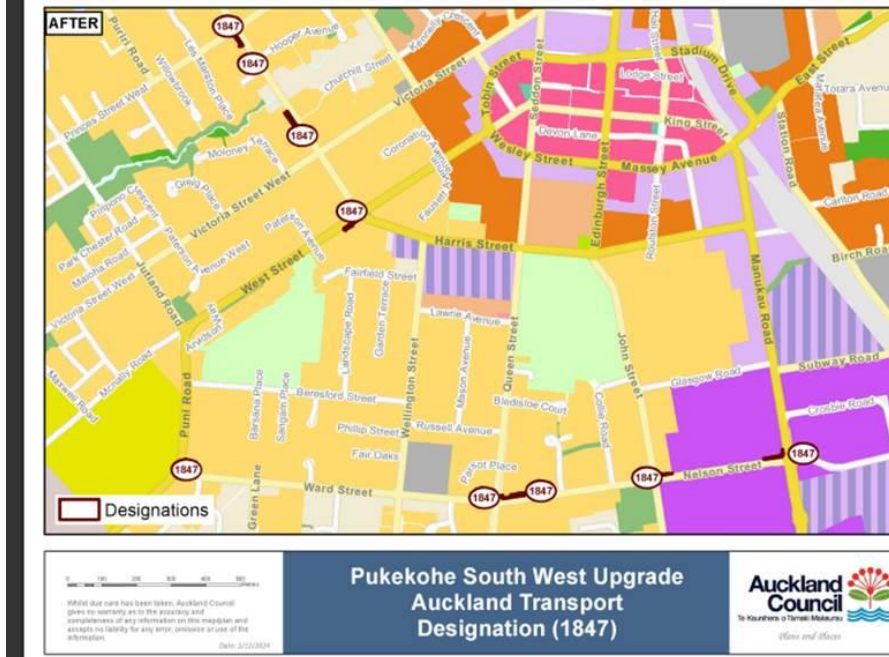
The designation was based on a high-level design as per below, which could be subject to changes. Based on the current available information, Ward Street at the cemetery frontage will maintain one lane in each direction. Proposed works are mainly active mode improvements such as footpath provision and widening, with kerb and channel relocated accordingly. These works are expected to be accommodated within the existing road reserve at the cemetery frontage, with designation required at Ward Street / Queen Street roundabout (Designation 1847).

These future works are long term works with a lapse date of 20 years to support the anticipated growth in Pukekohe over the next 30 years. Any minor interim works that address the more urgent concerns, such as the short kerb and channel and footpath extension discussed, are expected to have minor impact on the future works. However, efforts should be made to ensure the interim works are as future-proof as possible.

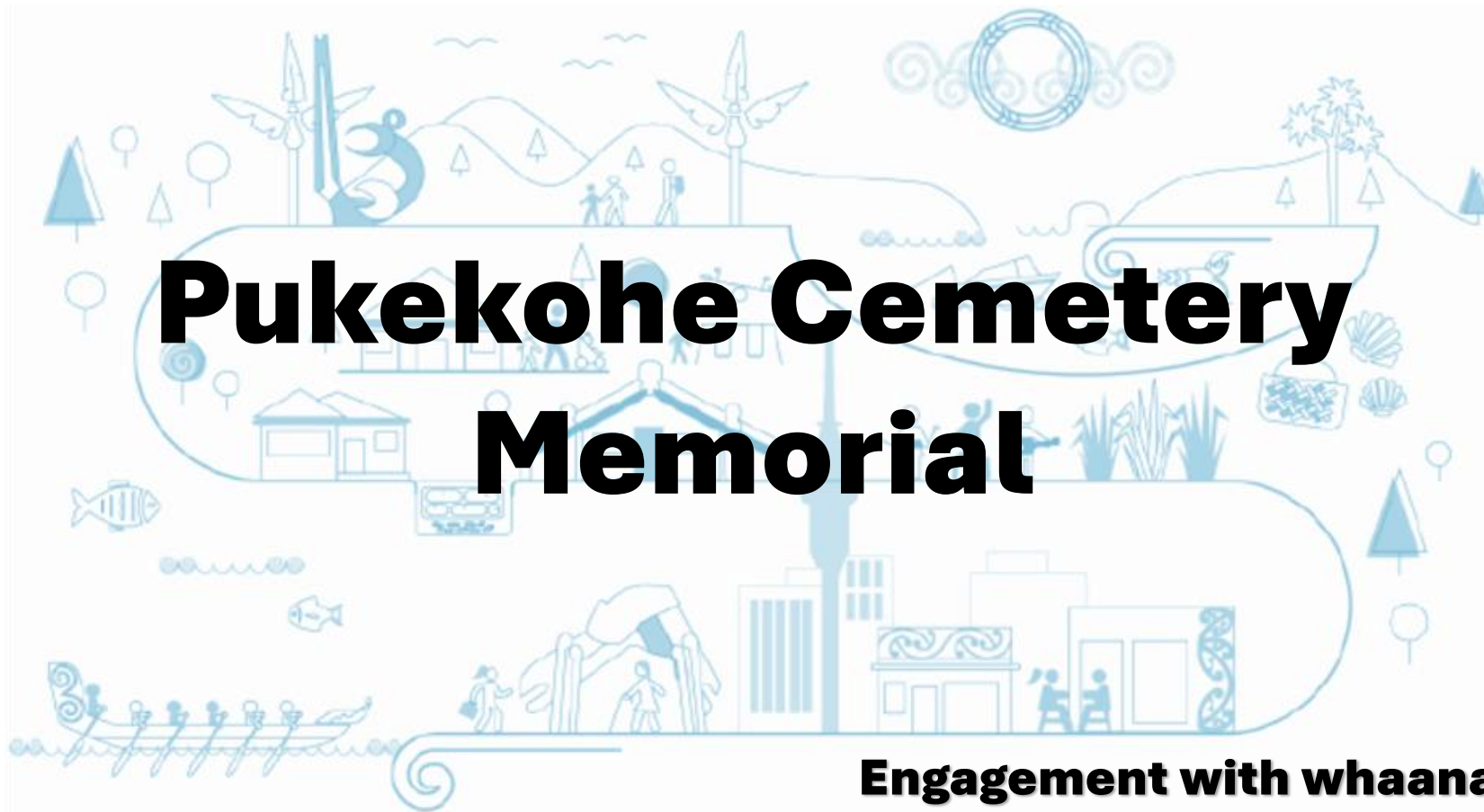


Item 5

Attachment A



C.

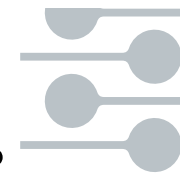


**Engagement with whaanau
February 2025**



Purpose of hui today:

**Hearing from whaanau on
a memorial**



Pukekohe Cemetery Memorial Committee:



- Makere Rika-Heke, Chair
- Harley Wade, Deputy, Chair
- Tini Astle
- Phyllis Bhana
- Tearepa Kahi
- Sonny Parata
- Pare Rauwhero
- Angela Fulljames (Franklin Local Board Chair)
- Logan Soole (Franklin Local Board)
- Alan Cole (Franklin Local Board Deputy Chair & Alternate)

Support to the committee provided by a working group:

- Raemon Matene
- Denise Proctor
- Mat Glanfield (Project Manager)
- Carol McKenzie-Rex
- David Kemeys

Nana Tini Astle



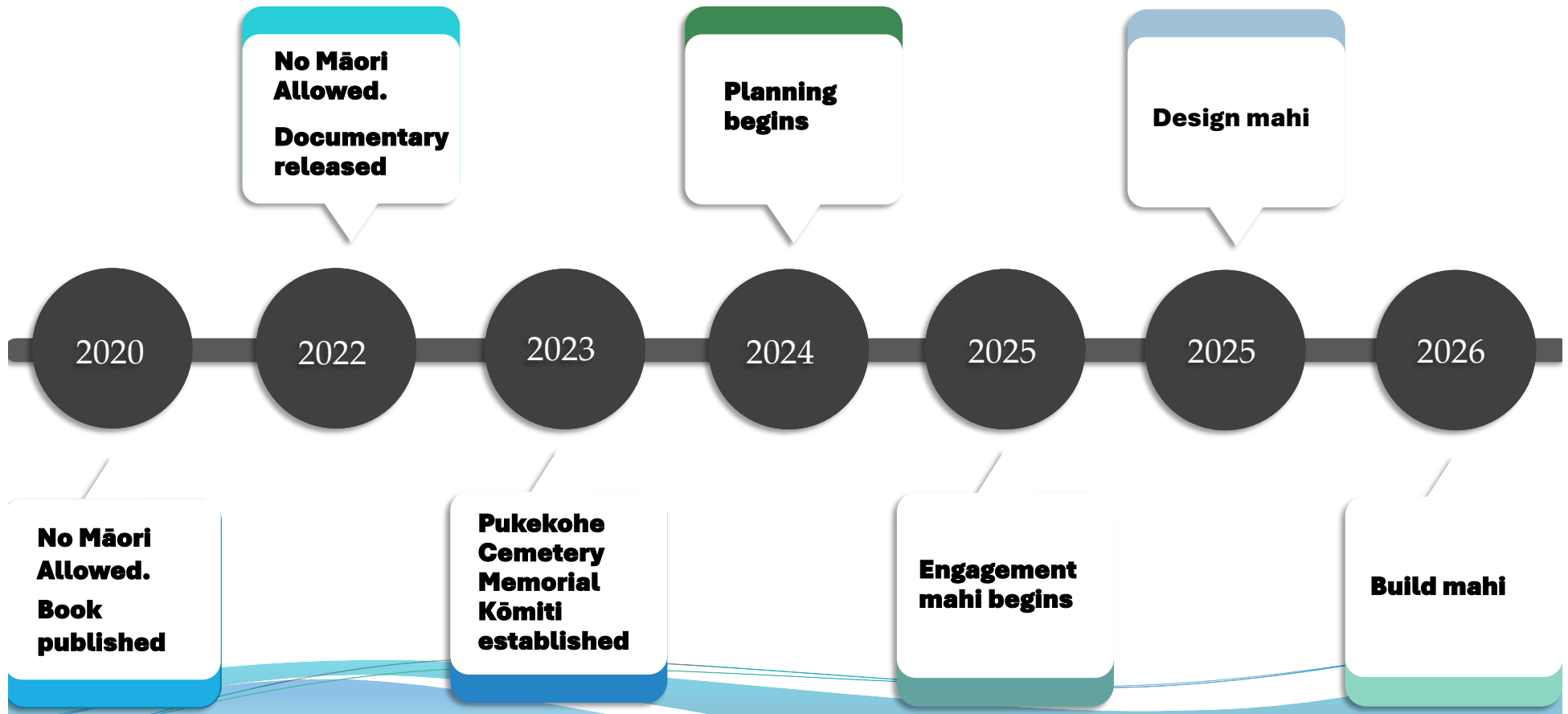
Whaea Phyllis Bhana



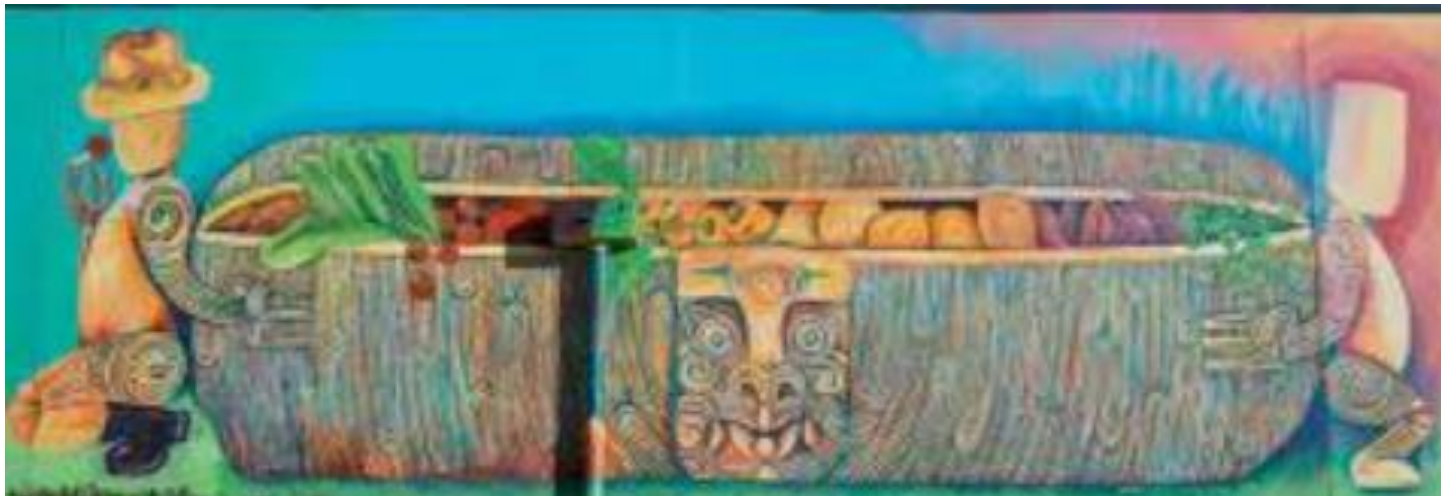
Whaea Pare Rauwhero



Timeline



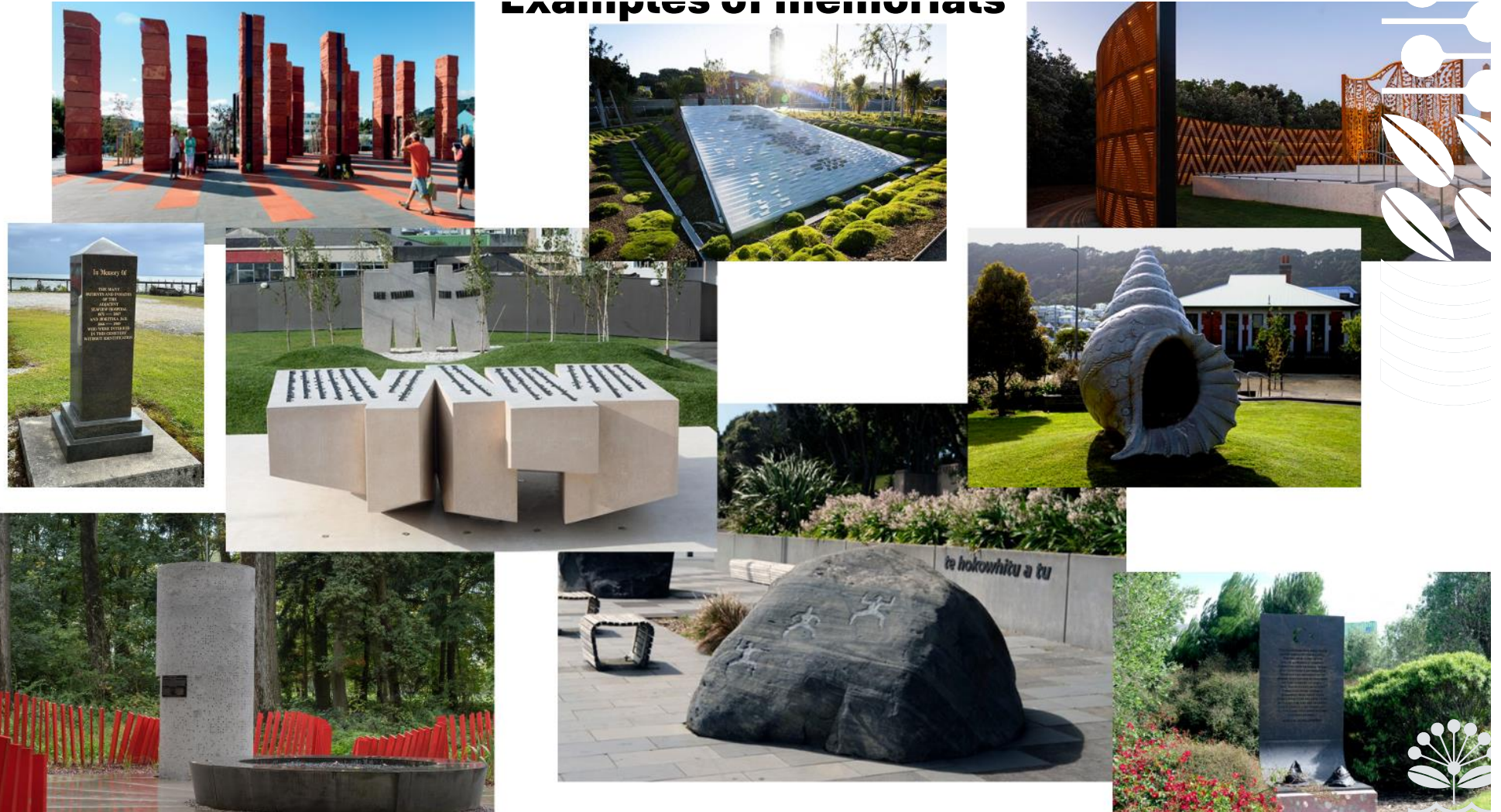
What we have heard so far:



Summary of prior engagement

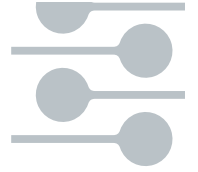


EXAMPLES OF MEMORIALS





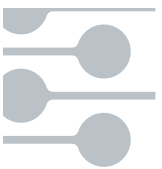
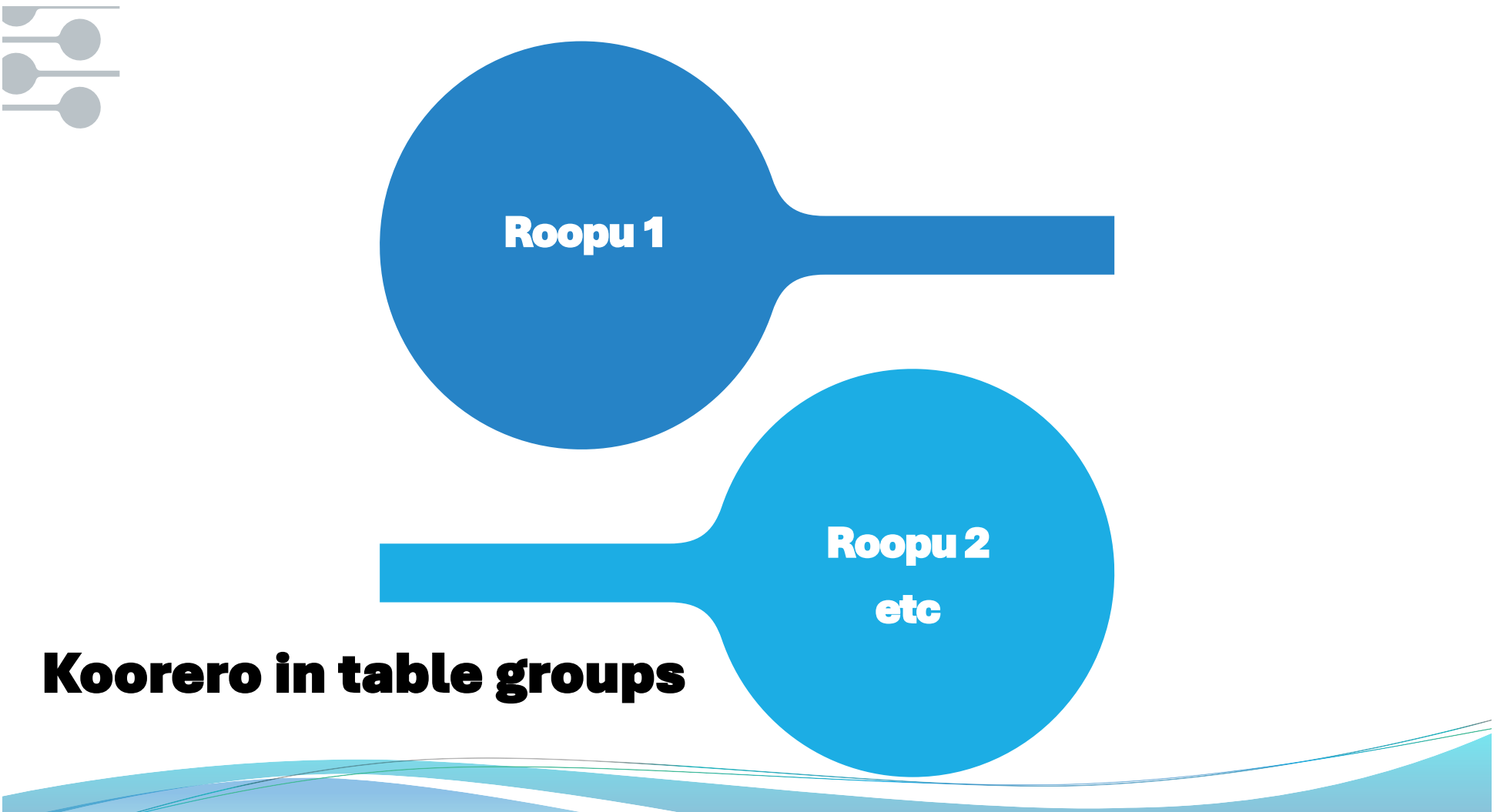




Pukekohe Cemetery Memorial:



**Share your
koorero and
whakaaro**



Memorial engagement hui for whaanau



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

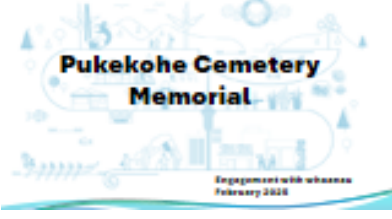
Saturday, 15 Feb, 10am-12noon, Ngaa Hau E Whaa Marae o Pukekohe

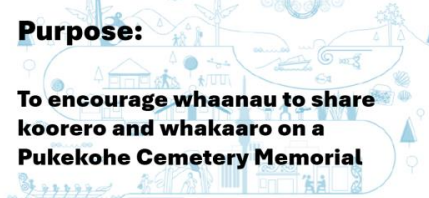


Saturday, 22 Feb, 10am & Wednesday 26 Feb, 6pm, Online – MS Teams, Email Lynn.Birch@aucklandcouncil.govt.nz

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


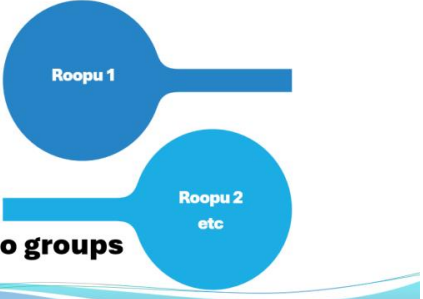
Karakia whakamutunga





DRAFT RUN SHEET Saturday 15 February 2025 10am Ngaa Hau E Whaa Marae	What?	Who will lead?	Notes
9am Team arrives for set up at NHEW Marae	Set up for the hui	Engagement working group	<ul style="list-style-type: none"> Set up tables, chairs, presentation and screen in wharenuui – ensure no backs are towards tūpuna Tables covered in paper, with pens for writing / drawing
9.40am Whaanau start to arrive	Greet and support whaanau. Let whaanau know where to go and what will be happening	All	<ul style="list-style-type: none"> Direct whaanau to seats out in front of wharenuui on marae ātea, under the shaded area
10am Mihi Whakataua	Mihi whakataua	Kaumatua Estimated time: 30 mins	<ul style="list-style-type: none"> Mihi whakataua Hariru Followed by kapuṭi in the wharekai
10.30am	Kapuṭi Light refreshments / kai and cuppa in wharekai	Kuia	<ul style="list-style-type: none"> Let people know when the workshop is ready to start in wharenuui
 10.45am	Settle into wharenuui. Open with karakia Let whaanau know how the workshop part of the hui will roll. Housekeeping Whakawhanaungatanga	Kaumatua Makere Estimated time: 20 mins	<ul style="list-style-type: none"> Karakia Housekeeping Whakawhanaungatanga Pukekohe Cemetery Committee has a presentation to share with you It talks to the kaupapa of the memorial and covers some of the key milestones At the end of the presentation we would like to have koorero in table groups Each table will have a facilitator who can help record There are some programmes for this workshop on your tables, with questions on the back

<p>Purpose:</p> <p>To encourage whaanau to share koorero and whakaaro on a Pukekohe Cemetery Memorial</p>  <p>slide 2</p> <p>11.05am</p>	<p>Introductory words about the purpose of the hui</p>	<p>Makere</p> <p>Estimated time: 5 mins</p>	<ul style="list-style-type: none"> • The purpose of our hui today is to hear from whaanau • We are wanting to hear your stories, your histories, your memories, your whakaaro, about our whaanau resting in the Pukekohe urupaa. • And also what your stories and memories may mean for how we honour and memorialise them.
<p>Pukekohe Cemetery Committee:</p>  <ul style="list-style-type: none"> • Makere Rika-Heke, Chair • Harley Wade, Deputy Chair • Tini Aatie • Phyllis Biana • Tearepa Kahurangi • Sonny Pasata • Pire Rauwhero • Angela Fuljames (Franklin Local Board Chair) • Logan Scobie (Franklin Local Board) • Alan Cole (Franklin Local Board Deputy Chair & Alternate) <p>Support to the committee provided by a working group:</p> <ul style="list-style-type: none"> • Raemona Matene • Denise Proctor • Mat Gleanfield (Project Manager) • Carol Mckenzie-Ree • David Kameyas <p>slide 3</p> <p>11.10 am</p>	<p>Names of people on Committee</p> <p>Names of people in the working group</p>	<p>Makere</p> <p>Estimated time: 2 mins</p>	<ul style="list-style-type: none"> • Here are the members of the Pukekohe Cemetery Committee • We also have a working group helping to support the mahi of the committee
<p>Background:</p>  <p>slide</p> <p>4, 5 6</p> <p>11.15am</p>	<p>Three video snips that give background to the kaupapa.</p>	<p>Makere intro</p> <p>Estimated time for introducing and playing videos:</p> <p>15mins</p> <p>(Carol will play the videos)</p>	<ul style="list-style-type: none"> • We are sharing 3 short videos • Some of this koorero may be confronting – not everyone’s experience, but it is the experience of our Kuia • These videos feature our Kuia who have been so instrumental in taking this kaupapa forward: <ol style="list-style-type: none"> 1. Nana Tini 2. Whaea Phyllis 3. Whaea Pare

<p style="text-align: center;">Timeline</p> <p>slide 7 11.30am</p>	<p>The recent milestones in this kaupapa</p>	<p>Makere</p> <p>Estimated time: 5 mins</p>	<ul style="list-style-type: none"> Summarise key milestones outlined on the slide
<p>What we have heard so far:</p> <p style="text-align: center;"><i>Summary of prior engagement</i></p> <p>Slide 8 11.35am</p>	<p>To summarise what the Pukekohe Cemetery Committee has heard through prior engagement</p>	<p>Ngaa Hau E Whaa reps – Māori community perspective</p> <p>Logan/Angela -brief context from council/local board perspective</p> <p>Estimated time: 5 mins</p>	<ul style="list-style-type: none"> Ngaa Hau E Whaa reps Franklin Local Board reps <p style="background-color: yellow;">Do we want to keep this slide?</p>
<p style="text-align: center;">Examples of memorials</p> <p>Slide 9 11.40am</p>	<p>To talk about examples of memorials across the motu – to show there are many options and to emphasise that the committee has no fixed view and wants to hear from whaanau.</p> <p>3 x slides</p>	<p>Makere</p> <p>Estimated time: 5 mins</p>	<ul style="list-style-type: none"> Memorials can be many things. They don't need to be like grand statues and monuments seen in the past. This slide shows a range of examples. Modern memorials can be designed to ensure different hapori ideas are considered A memorial should let us reflect and connect with those we are remembering A memorial can be simple or more complicated It can be beautiful art. It can celebrate te ao Māori. It can be of different materials, like wood, rock, or living trees or plants, or a reflection pool It could even be scholarships for rangatahi – honouring those who have passed.

			<ul style="list-style-type: none"> The Pukekohe Cemetery Committee hasn't made up its mind on what this memorial should be. The Committee wants to hear from whaanau and hapori.
<p>Pukekohe Cemetery Memorial:</p>  <p>Slide 10</p> <p>11.45am</p>	<p>We are wanting to hear from you</p>	<p>Makere</p> <p>Estimated time: 2 mins</p>	<p>Do you want to add another slide Makere?</p> <ul style="list-style-type: none"> We are wanting you to koorero in your table groups. Each group will have a facilitator who can also record some of the koorero If you are comfortable, we look forward to hearing from you
 <p>Break into groups</p> <p>Slide 11</p> <p>11.50am</p>	<p>How the table groups will work</p>	<p>Makere</p> <p>Estimated time: 45 mins for whaanau koorero.</p> <p>10 mins to go around each table and sum-up</p> <p>Summing up: At the end of the session, someone from each table asked to give a flavour of some of the koorero and</p>	<ul style="list-style-type: none"> We are not videoing or sound recording your stories and koorero today. If you would like to record your koorero about this kaupapa at a later time, please let us know as we would very much like to video or record you on a day and time that suits you. What we do ask for today is that we have permission to write down ideas and thoughts that you share with us. There will be valuable ideas that come from the stories you share. We would also like you to please write down or draw your whakaaro on the paper with the pens provided. These whakaaro will help guide us toward creating a memorial that values and respects your input We will also try and sum up some of what we have heard today at the end of our hui. We would now like to open up the floor to you whaanau so we can hear from you. <p>Key questions which are also on your tables:</p> <ol style="list-style-type: none"> What are your stories, your histories, your memories, your whakaaro, about our whaanau resting in the Pukekohe urupaa? When you go to the urupaa, how do you want to reflect and connect with those you are remembering?

		whakaaro that has been shared.	<p>3. <i>How are you feeling? (To ask nearer the end of the session)</i></p> <p>Other questions to ask if timing is right:</p> <ul style="list-style-type: none"> • <i>Would any of our whaanau like to record their koorero and whakaaro at a later date?</i> • <i>Do you have a view on sensitive information?</i>
 <p>Memorial engagement hui for whaanau</p> <p>slide 12</p> <p>12.50pm</p>	To let whaanau know what hui have happened and what hui are coming up	<p>Makere</p> <p>Estimated time: 5 mins</p>	<ul style="list-style-type: none"> • Outline hui dates on slide
 <p>Karakia whakamutunga</p> <p>slide 13</p> <p>1.00pm</p>	Closing the hui Karakia	<p>Kaumatua</p> <p>Estimated time: 10 mins</p>	Closing the hui Karakia
<p>1.15pm</p>	Pack up and clean up from hui	Engagement working group	