# Marae Toolkit – Draft Content

## Section 1 – People

*This section will provide Marae with information and assistance around matters relating to the people and relationships that are important in assisting Marae with their day-to-day operation and looking to their future development. It includes information on upskilling the Marae committee themselves to ensure the committee is functioning and effective, it also includes information about key contacts within the relevant organisations that can assist in the Marae space.*

## Your Marae Trust

### Establishing the Trust

Each Marae has trustees, elected by the people who belong to that Marae. The number of trustees is decided by the people, but their role is governed by the Te Ture Whenua Maori Act 1993, and the Maori Reservations Act 1994.

These Acts set out:

* How long the trustees are appointed for (their term)
* How a trustee stops being a trustee
* the responsibilities of the trustees, and how they must carry out their duties.

### Appointing Trustees

#### Who can be a trustee?

Anyone can be nominated to be a trustee. They need to be approved by the Maori Land Court. The Court needs to be satisfied they are a “worthy appointee”. The court is unlikely to appoint someone who is:

* bankrupt
* imprisoned
* convicted of a crime involving dishonesty
* under mental disability
* a minor
* known to the Court to have been guilty of misconduct with another trust
* involved in a business that is in liquidation or no longer in business.

#### How are Trustees appointed?

The Marae beneficiaries elect their trustees. This is done through a meeting of the Marae beneficiaries (or existing Trust if one is in place), where elections are held. The results need to be recorded in the meeting minutes. These minutes, along with the required form are then sent to the Maori Land Court for approval.

A copy of the consent form for the Maori Land Court to approve trustees is attached at the end of this section.

### Trustees’ Responsibilities

Marae Trustees have a lot of responsibility. They are responsible for all Marae matters, including:

* be the kaitiaki of the Marae and all its facilities
* uphold the kawa and tikanga of the marae
* perform their duties responsibly, and respect the rights of other trustees and beneficiaries
* comply with the policies set out in the Marae Charter

For more on the Trustee’s responsibilities, see the example of the Trust charter.

### Trustees’ Roles

A Trust can decide through its Charter how many elected trustees it will have. It should always have a Chairperson, Secretary and Treasurer.

*Note that if the Trust has a Marae Committee, they will be responsible for these duties for the day-to-day running of the Marae.*

The Chairperson

The Chairperson’s duties are to:

* organise meetings
* ensure the meeting process is followed
* ensure that everyone is gets a fair hearing
* may use their casting vote to decide on a course of action

The Secretary

The Secretary’s duties are to:

* write and place public notices in the newspaper or on the marae website
* take the minutes of the meeting, and distribute them
* update the marae charter
* ensure than when new trustees are appointed or trustees are replaced / removed, the right process is followed (Maori Land Court process)

The Treasurer

The treasurer’s duties are to

* make sure proper accounts are kept
* keep signatories for trust bank accounts up to date and make sure their authorities are lodged with the bank
* Make sure financial reports are presented as trust meetings.

### The Trust Charter

If a Marae is a reservation under the Te Ture Whenua Act, then the trustees need to put in place a charter. This charter sets out the way the Marae trustees will operate. It can include:

* information about the Marae (name, description, iwi, hapu, or whanau who are beneficiaries)
* how marae trustees will be appointed, for how long, and when they might be removed as trustees
* how conflicts between beneficiaries and trustees will be managed,
* meeting procedures
* who will carry out the day to day running of the Marae (usually a Marae committee)

*An example of a Charter is included at the end of this section.*

Marae Trustees can use this example to draw up their own charter, or to alter their existing charter.

### Removing Trustees

A trustee can be removed if

* the trustee has failed to carry out their duties
* because they are not competent, or due to a long absence they are incapable of carrying out their duties.

A copy of the application form for the Maori Land Court to remove trustees is attached at the end of this section.

<https://www.maorilandcourt.govt.nz/assets/Documents/Forms/MLC-Form-38-add-reduce-trustees.pdf>

For further information see the Maori Land Court website:

<https://maorilandcourt.govt.nz/your-maori-land/trusts-and-incorporations/trustees-duties/>

# Attachment: Example of Marae Trust Charter

**CHARTER**

**\_\_\_\_\_\_\_ MARAE**

**\_\_\_\_\_\_\_\_**

**Charter for Ngati \_\_\_\_\_\_ Marae Trustees**

1. Purpose:
   1. The purpose of this Charter is to set out the role, rules, responsibilities and relationships of the \_\_\_\_\_\_\_ Marae Trustees to the \_\_\_\_\_\_\_ Marae Committee and to the hapu and beneficiaries of the \_\_\_\_\_\_\_ Marae.
2. Iwi and Hapu Affiliations:
   1. The Iwi that \_\_\_\_\_\_\_ Marae affliates to is \_\_\_\_\_\_\_.
   2. The hapu identified by \_\_\_\_\_\_\_ is Ngati \_\_\_\_\_\_\_.
   3. Ngati \_\_\_\_\_\_\_ hapu will strictly adhere to the kawa of \_\_\_\_\_\_\_ Iwi and the tikanga pertaining to Ngati \_\_\_\_\_\_\_ which will be kept in the \_\_\_\_\_\_\_ Marae office and available for inspection if requested by any beneficiary.
3. Name:
   1. The organisation, premises and facilities shall be known as \_\_\_\_\_\_\_ Marae, hereinafter referred to as the Marae.
4. Legal Description and Location:
   1. The Marae is a Marae Reservation.

The Marae is located at \_\_\_\_\_\_\_ Road, \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

* 1. The legal description of the land is \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_.

The block name is \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

1. Management:
   1. There shall be a Board of Trustees of the Marae, hereinafter referred to as *The Board*.
   2. The Board shall comprise of nine duly elected members, so elected by the beneficiaries and such election to be noted in the records of the Maori Land Court.
   3. There shall be a Chairperson appointed by the Board members, who will serve for a period of up to three years.
   4. There shall be a Deputy Chairperson appointed by the Board members, who will serve for a period of up to three years.
   5. There shall be a Secretary appointed by the Board members, who will serve for a period of up to three years.
   6. All elected Board members shall serve for a period of up to three years, but may stand for re-election if so nominated by the beneficiaries
   7. The special place of kaumatua (elders) is acknowledged. They are always present to offer guidance to the Board.
2. Appointment of Trustees:
   1. All beneficiaries being of Ngati \_\_\_\_\_\_\_\_ are eligible for appointment as a Trustee unless they are one of the following persons:

* *An undischarged bankrupt.*
* *A person who is subject to a Compulsory Treatment under Part 11 of the Mental Health Act 1992.*
* *A person convicted of any offence punishable by imprisonment for a term of six months or more, unless that sentence has been served or otherwise suffered the penalty imposed.*
  1. Nominations for Trustees will be applied in the open forum situation and nominations in writing will be accepted in the absence of the nominee.
  2. All nominations must be seconded.
  3. Voting for election of nominees shall be by show of hands. Vacancies on the Board shall be filled by way of an election to be held at a Special General Meeting for this purpose.
  4. Elections of Trustee’s shall be held at Annual General Meeting or at such time and place that the Board may decide. If elections of Trustees are not at the Annual General Meeting, then there shall be public notice in the local paper giving a minimum of one month’s notice of the specially called meeting.
  5. At any Annual or Special General Meeting called there shall be a minimum quorum of 60% Trustees and 4 beneficiaries of the Marae present before voting is allowed.
  6. Beneficiaries of the Marae are able to vote at any Annual or Special General Meeting but cannot vote at Ordinary Board meetings, unless specifically agreed to by the Chairperson and Trustee present.

1. Trustees Responsibilities:
   1. The Board shall delegate its responsibilities for the efficient and effective day to day running of the Marae to the Marae Committee.
   2. The Trustees shall be responsible for maintaining the kawa and tikanga for the Marae. This may be by:

* Maintaining contact with the \_\_\_\_\_\_\_ Iwi and with other Iwi.
* Maintaining contact with other identified hapu.
* Maintaining the integrity of our kawa and tikanga according to our heritage and history.
* Supporting kaumatua in ensuring Manuhiri and Tangata Whenua are informed of our kawa and tikanga.
* Ensuring the protocols and principles operating on our Marae are consistent with kawa and titkanga.
* Ensuring the protocols and principles operating on our Marae are consistent with kawa and tikanga.
* Providing clear direction on the use of the Marae Atea and other whenua associated with our Marae for hui and tanghanga; and
* Supporting our whanau to maintain our Urupa.
  1. The Trustees shall also be responsible to inform the Marae Committee(s) of issues that are of concern to them, which the Marae Committee(s) should deal with, in consultation with the Trustees.
  2. The Trustees shall be represented on each Marae Committee or Marae sub-committee as an Advisory member of that Committee. Their primary role is to work with both the Trustees and the Marae Committee to ensure that all communication is open and honest.
  3. The Trustees will require that the Marae Committee, or other Committee operating on the Marae, inform the Board of:
* Any significant activity likely to affect the Marae i.e. alternations
* Any activity likely to have financial implications on hapu and beneficiaries of the Marae; and
* Any long-term (more than five years for example) affect on the Marae or its whenua.

1. Meetings:
   1. The \_\_\_\_\_\_\_ Marae Trustees (hereinafter referred to as the *Board*) shall meet regularly every quarter or at any other mutually agreed time, for the purpose of on-going management of the Marae.
   2. A quorum of 60% of the Board must be established before the meeting is opened, so that any decisions made at the regular meetings shall be binding.
   3. If a quorum is not established at the regular meeting, the meeting may proceed, but any decisions made shall not be bind until ratified by a majority of the Board.
   4. Annual General Meetings will be held within three months of the end of the financial year. The purpose of the Annual General Meetings is to:

* Elect new Trustees (if required).

And may also be to:

* Present an account of the achievements of the year.
* Project the Board’s objectives for the following year.
* Discuss any other business of the Marae as required by the meeting.
  1. Notification of the Annual General Meetings will be made through the local media one month (28 days) prior to the meeting.
  2. Special General Meetings may be called by the Board at any one time as deemed necessary, for which one months notice will be given, **OR**, at least all Trustees are notified as a matter of urgency where any emergency exists. A Special General Meeting must be called if the number of Trustees falls below 60% for whatever reason.
  3. If a Trustee fails to attend three consecutive regular meeting of the Board, and fails to submit their apologies to the Chair, Secretary or Deputy Chair, that member will be deemed to have resigned, unless the Board has granted special leave of absence.

1. Delegation of Authority:
   1. The Chairperson may, if necessary, delegate Chairmanship of the Board to the Deputy Chairperson or, if he/she is unavailable, to another Trustee.
   2. Beneficiaries, other than Trustees elected at the Annual General Meetings or other Special Meeting, may be co-opted onto the Board (hereinafter referred to as *Co-opted Members*) for specific projects or to provide specialist advice.
   3. Co-opted Members may only serve for one year at a time, but they may be reappointed at the convenience of the Board. Such appointments may be made at any time of the year.
   4. Co-opted Members are not eligible to vote at Board meetings.
   5. The Board may delegate to sub-committees, and individuals, as appropriate, authority to act on behalf of the Board from time to time with guidelines determined by the Board. Such delegations shall be subject to all regulations under the Act and this Charter.
2. Constitution for the Marae
   1. This Charter forms the Constitution for the Marae.
   2. Other rules and regulation may be set out as guidelines for the Marae, depending on their purpose and use. This may include rules for maintenance, health issues, fees payable for use of Marae facilities, etc.
   3. The Board or \_\_\_\_\_\_\_ Marae Committee must ratify any rules and regulations set up by the other body (whichever one is not the body setting up such rules or regulations – i.e. the \_\_\_\_\_\_\_ Marae Committee or Board), before the rules or regulations become operational.
3. Marae Development Plan:
   1. A Marae Development Plan may be prepared for the Marae, but it will remain a separate document from the Charter. It will be maintained and reviewed by the Marae Trustees and the Marae Committee. The Marae Development Plan does not need to be registered with the Maori Land Court or any other official body. The purpose of the Marae Development Plan shall be to enable the Marae to plan future development, based on the history of the Marae and the needs of the Marae and Hapu.
4. Marae Committees:
   1. There shall be a Management Committee of the marae, hereinafter referred to as *The Marae Committee* specifically formed for:

* On-going day to day running of the Marae.
  1. The Board in consultation with the marae committee may appoint sub-committees as necessary to oversee any aspect of the management of the Marae, particularly pertaining to kawa and tikanga issues. Such sub-committees may comprise Trustees

1. Signatures of \_\_\_\_\_\_\_\_\_\_\_\_\_Marae Trustees

Signed by \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Signed by \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Signed by \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Signed by \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Signed by \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Signed by \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Signed by \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Signed by \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Witnessed by name \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Witness signature \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Witness Occupation\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

All in the presence of:

Witness Signature

Witness Name

Witness Occupation

## Your Marae Committee

### Why have a Marae Committee?

The Marae Trust can set up a Marae Committee, to take care of the day-to-day running of the Marae.

The Marae committee then becomes the first point of contact for booking the Marae, and making arrangements for a hui.

A Marae committee will have their own terms of reference, and will keep their own bank accounts. It is not a requirement for the office bearer roles to be filled by a trustee, or even a beneficiary of the Marae. The Marae committee is accountable to the Marae Trust.

### Key Committee roles

Both the Trust and Marae Committee (if a separate committee is to be set up) need to appoint the following roles:

Chairperson (& deputy Chairperson)

The Chairperson ensures that regular hui are called and advertised, and the meetings are properly run.

Everyone who attends has the right to air their views, and generally an issue will be discussed until a consensus if reached. If this isn’t possible, a vote may be called. The Chairperson will facilitate discussions and ensure everyone is given a fair hearing. They should avoid introducing their own opinion. If a vote needs to be called, the Chair has the final ruling, and has a casting vote if votes are split.

Secretary

The secretarys’ job is vital. They need to:

* write and place the adverisements for meetings (either in the newspaper or on the marae website),
* keep the minutes of the meeting,
* keep the booking diary,
* receive and reply to correspondence,

They are responsible for keeping all the records of the Marae Committee.

Treasurer

The treasurer role is also very important. They are responsible for making sure the right records of all financial matters are kept for the Marae.

The treasurer needs to

* work with the committee to set the daily charges for hui and meetings.
* keep records of all money coming into the Marae.
* Keep records of all money going out of the marae
* Make sure all money going out is approved by the committee at meetings.
* Make sure the right signatories are in place and that any money going out is signed off correctly.
* Keep an annual set out accounts for the annual general meeting.
* Work with the Marae Committee’s auditors to make sure all financial records are correct and meet all requirements.

Other key roles

A committee may want to appoint other roles, to support their work

**Health and Safety Officer**

This person would be responsible for any health and safety duties of the Marae.

**Building compliance officer**

This person would be responsible for making sure the Marae’s Building Warrant of Fitness requirements are met (where the Marae has a Building Warrant of Fitness).

**Fundraising coordinator**

This person would be responsible for coordinating fundraising activities, including applying for funding grants. They would work closely with the secretary on this, to make sure the right documents are provided with any funding applications.

**Working bee coordinator**

This person would be responsible for organizing working bees at the marae, if required.

**Civil Defence Emergency Office**

This person would be responsible for the Marae Preparedness Plan, which would come into operation in a civil defence emergency. They would be the key contact between civil defence and the Marae in an emergency.

*Not all Marae have a Marae Preparedness Plan, but they can prepare one using the template attached in the next section.*

**Templates to support your Marae Committee**

Marae Preparedness Plan:

[file:///C:/Users/jmr/Downloads/Marae%20Emergency%20Preparedness%20Plan.pdf](file:///C:\Users\jmr\Downloads\Marae%20Emergency%20Preparedness%20Plan.pdf)

**Helpful hints for the Minute Taker**

## How to take minutes

The most important skill in taking minutes is listening carefully to what is said, and mentally sorting the wheat from the chaff as you take notes (that

is, recording only points of substance). You will have to do this mental sorting eventually, so try to train yourself to do it in the course of the meeting.

Use initials of speakers (as far as possible) to identify who made the point. While you won't normally use names in the minutes, you may occasionally wish to refer back to a speaker for clarification of a point made. It can also be useful if there's any dispute later over who said what.

Keep careful track of any motions moved during the meeting, as you may be asked to remind members of them by reading them out.

If a member moves a motion, which is longer than you, can readily record, ask that he/she give it to you in writing to ensure that you get it right. If a motion is amended, keep careful track of the new motion.

It is useful to record motions in CAPITALS and perhaps to highlight them in colour, so that if you have to flick back several pages of notes you can quickly find them.

If you do not understand a point made, despite having listened carefully to it, ask through the Chair for clarification. Chances are that others will not have understood it either.

Your minutes should *"contain a summary or precis of events, in dot form wherever possible, rather than a detailed account of every contribution."*

## When to write your minutes up

You need to write the minutes while the meeting is still fresh in your mind and while your notes still make sense to you. Many people find that leaving the minutes until the next day clarifies the mind wonderfully - a bit like the quiet settling of the snow in those snowstorm shaker toys!

It's not advisable to leave the writing of the minutes much beyond the day after the meeting - experience tends to show that the longer you leave them after that the poorer your recall (and therefore your minutes) will be. If you really have to delay writing the minutes for good reason, make it a rule that you must have finished at least the first draft within five days of the meeting.

# A G E N D A

**Name:**

**Venue:**

**Date:**

**Commencing at**

1. Mihi
2. Karakia timatanga
3. Apologies Moved/Second
4. Previous Minutes Moved/Second
5. Matters arising from Minutes
6. Agenda items ...........
7. General business
8. Karakia whakakapi

**NB: All motions must have a mover and a seconder**

# Support for your Marae from other organisations

**Council**

Council has a small takawaenga unit that can provide some support to Marae committees.

The main role of this team is to provide connections to the right staff in Council that can assist Marae committees. This might be the resource consents team, building team or health and safety inspectors.

**Maori Land Court**

The Maori Land court has nine regional offices, and they can provide support for Marae Trusts. Depending on where your marae is located you may be in the Waikato – Maniapoto area (office is in Hamilton) or the Waiariki area (main office is in Rotorua).

Remember Marae Trusts are generally governed by the Marae Reservations Regulations 1994.

**Te Puni Kokiri.**

*Description to come*

# Section 2 - Operations

This section provides Marae with information and assistance around the operational matters important to the day to day functioning of Marae. This includes all the red tape issues that Marae are faced with in their daily function.

## Building Warrants of Fitness

Just like a warrant of fitness for a car, some buildings also need warrants of fitness. A building Warrant of fitness (BWof) is required if your Marae has certain safety systems in place. The BWoF lets people know that the safety systems in your Marae have been checked and they are operating as they should. People then know that the Marae is safe for the public to use.

Again just like a warrant of fitness for a car, a BWoF is issued for 12 months. So, every 12 months the Marae Committee needs to apply for a new BWoF for their Marae.

And, just as a car warrant of fitness is displayed on the car windscreen, a BWoF must be displayed in a prominent place in the Marae building.

**Do all Marae need a BWoF?**

Not all Marae need a BWoF. It is only needed if the Marae has certain safety systems in place. These systems are set out in the Building Act and are called “specified systems”.

Note that the requirement for a BWof also applies to a Wharekai, Wharepaku (if they are separate buildings) and to any other buildings such as Kohanga Reo or Hauora, but only if those buildings have specified systems in them.

**How do I know if our Marae has a specified system?**

There are 15 different types of specified systems in the Building Act – they are all things that are designed to keep people safe when they are using the Marae.

A full list is attached in Appendix A. Some examples are:

* Automatic systems to put out fires (eg. Sprinkler systems0
* Fire alarms
* Emergency lighting
* Smoke control systems
* Air conditioning units
* Large extractor fans over cooking areas

If your Marae has a specified system, it will be identified on a Compliance Schedule. It is this schedule that the Marae must use to get its BWoF.

**What is a compliance schedule?**

Just like the checklist that garages fill out when you get a warrant of fitness for a car, the compliance schedule for the Marae is like a checklist. It sets out everything that needs to be done to make sure the Marae’s specified systems are all working correctly. Once these checks are done and it’s confirmed all is working, then a BWoF can be issued.

In the Western Bay of Plenty, compliance schedules are put together by Council.

**How does Council create a compliance schedule?**

Council will receive information (either from the Marae committee, or the committee’s project manager if building work is being done) setting out what the specified systems in the Marae are.

The Council uses this information to put together the compliance schedule. This is usually done when a Code of Compliance Certificate is issued for the building, which is usually on the completion of building work.

Sometimes a Marae may have older specified systems that have been in operation for many years (the most likely is fire alarm systems). These systems may also be specified systems under the Building Act. If these systems are in place, the Marae will need a BWoF, and will need to have a compliance schedule.

The compliance schedule sets out what checks are required on each specified system, to make sure they are operating correctly.

Once a compliance schedule is completed, Council will keep a copy on file, and give a copy to the Marae committee.

**How is the compliance schedule used to issue a BWoF?**

Once a Marae committee has a compliance schedule, it needs to make sure the checks that are on that schedule are completed. Remember the compliance schedule is like a checklist – it is used to make sure the systems in the Marae are operating correctly, so that a BWoF can be issued.

There are two things that are required :

1. **Keeping records** of the checks that are done by the Marae committee (as the building owner).
2. Getting checks completed by an **independent qualified person (an IQP),** where the compliance schedule requires that.

The Marae committee’s records are checked by the IQP. The IQP will also complete their own checks (as required by the compliance schedule).

Once all the checks are done and everything is in order, the Marae Committee needs to send these to Council, (on a prescribed form), along with a BWoF form.

Council then reviews all the information, and issues the BWoF.

**Here’s an example:**

A Marae has three specified systems:

1. Automatic systems for fire suppression
2. Emergency lighting systems
3. Plus: - final exits, fire separations, signs for communicating information intended to facilitate evacuation.

Council has been sent information about these specified systems (as part of a building consent application). Council uses this information to create a compliance schedule for the Marae.

The Marae’s compliance schedule lists the specified systems, and the inspections and maintenance work that is required on them.

Here’s what the compliance schedule says for Automatic systems for fire suppression:

***SS1 Automatic systems for fire suppression***

*System Description:*

* *Type 7 – automatic fire sprinkler system with smoke detection and manual call points – BC77108 - Location: Tupuna Whare and Ablution Block – in all occupied spaces within the building.*
* *Interfaced with:*
* *SS2 Automatic or manual emergency warning systems for fire or other dangers*

***Performance Standard***

*In accordance with NZS 4541:2007*

***Inspections***

*Automatic systems for fire suppression require monthly, quarterly, yearly, biannually and four yearly inspections and testing to ensure the systems will operate as required by the performance standard in the event of a fire.*

***The interface with specified systems requires monthly inspections.***

***Maintenance***

*In accordance with NZS 4541:2007*

*Planned preventative maintenance and responsive maintenance should be carried out in accordance with nominated performance and inspection standard or document to avoid breaking down or malfunction; to ensure the system will operate as required in the event of a fire.*

*Responsive maintenance should be carried out when the system or a component of the system has failed resulting in the performance standard not being satisfied. This may be identified during inspection, testing, planned preventative maintenance or reported by building user.*

***Persons Responsible***

*All inspections shall be undertaken by an IQP (Independent Qualified Person).*

So, the schedule says this particular system requires monthly, quarterly, yearly, biannually and four yearly inspections and testing.

For these checks, the Marae needs to employ an Independent Qualified Person (IQP).

The IQP comes to the Marae and tests the sprinkler system as required. The IQP will leave a record of the test and what maintenance (if any) is required to keep the system working.

At the end of 12 months, the IQP will complete a form to say that all approved checks have been done. This is called a Form 12A.

*Note in this example we have only referred to one of the specified systems on the compliance schedule. It’s likely the Marae will have more than one system. The checks for each system will be different depending on what the system is. This is all set out in the compliance schedule, for each system.*

**Owner inspections and records**

Sometimes, a compliance schedule will include requirements for owner inspections (for Marae, the owner is the Marae Committee). A BWoF cannot be issued if the required owner inspections are not completed and recorded. This is the most common reason an IQP gives to Council – “there were no records of the inspections by the Marae Committee so I cannot issue a Form 12A and BWOF”.

It is important that the Marae Committee or their rep complete the inspections required of them by the compliance schedule, and make a record – who did them and when (name and date). The record also needs to include if anything requires repairing and when it was fixed. At the end of 12 months, the IQP will use the marae committee’s records, along with their inspection records, to complete a Form 12A.

Here’s an example from a compliance schedule which requires owner inspections for a marae:

**SS15/2 Final exits**

System Description:

* + - Exit door from the building to the street
    - Exit door/gate at the base of an external stair/ramp
    - Exit gate between an enclosed yard of a building and the street
    - A door between two buildings where either building is a safe place for the adjacent building

**Performance Standard**

In accordance with the New Zealand Building Code Compliance Documents Protection from Fire.

**Inspection**

Final exits require regular inspection to ensure occupants are not prevented from leaving the building in the event of an emergency.

Daily inspection, when the building is in use for crowd occupancies (CS, CL, CO, CM) or other building where building works is occurring that may affect an automatic door on escape route.

Monthly and annual inspection for all occupancies.

Daily and monthly inspections must be carried out to ensure the doors are not locked, barred and blocked and that door-locking devices:

i) Are clearly visible

ii) Are easily operated without a key or other security device.

iii) Do not prevent or override the direct operation of panic bolts fitted to any door.

**Maintenance**

Responsive maintenance must be carried out to ensure occupants are not prevented from leaving the building in the event of an emergency.

In particular, the final exits must be maintained to ensure they are:

i) Clearly identified

ii) Free of obstructions

iii) Unlocked

iv) Easily-used.

**Persons Responsible**

Daily and monthly inspections shall be undertaken by the owner

Annual inspections shall be undertaken by an IQP (Independent Qualified Person).

**So, who issues the BWoF?**

Here’s where things get a little tricky (and different from a car warrant of fitness!). It is the *Building Owner’s* responsibility to issue the BWoF for their building, and to send that to Council.

So for Marae, it is the Marae committee who issues with BWoF.

In practice, the best way for this to happen is for your IQP to be an ‘authorised agent’, who can sign the BWoF on the committee’s behalf. The IQP will then provide the BWoF to be displayed in the Marae, and will send a copy to Council along with all the required Form 12A’s which prove that all the required checks have been done and the systems are operating correctly.

**How to hire an IQP, and what is their role?**

You will see that the compliance schedule requires an Independent Qualified Person (IQP) to complete inspections on the Marae’s specified systems.

An IQP is a person who is accepted by the Council as having the right qualifications to undertake inspections and maintenance on specified systems.

Western Bay of Plenty District Council is part of a group of councils that have approved Hamilton City Council to register IQPs on Council’s behalf. This means the database of all IQPs available for hire is available on Hamilton City Council’s website.

Meeting the requirements of a compliance schedule gets more complicated the more specified systems the Marae has.

It is a good idea to hire an IQP that can complete all the checks required by the compliance schedule. Sometimes this isn’t possible, but there are companies that will have more than one IQP, and IQPs within the same company will be able to complete the checks required.

Some IQPs will provide the Marae Committee with templates for keeping records of the checks the Marae committee reps complete. They will complete all the forms required to demonstrate that all inspections have been completed (the Form 12As). They can also be an ‘authorised agent’ for the Marae committee. This means they can prepare and sign the BWoF on behalf of the committee.

However all of this will come with a cost.

A Marae committee can choose to sign the BWoF themselves and send it to Council. The toolkit includes the basic templates to be filled out. All the Form 12As (the forms that show all checks have been done) need to be sent to Council along with the BWoF.

It’s important to remember that the Form 12As need to be completed and signed by the IQP, whether they are completing and signing the BWoF or not.

**How will you know when your BWoF is due for renewal?**

The Council usually send a reminder and an invoice for the BWoF to be renewed a month before it is due. The Council checks the paper work to make sure that the IQP has remained registered with Hamilton City Council and that all the paperwork is correct as required in the compliance schedule and that no forms are missing. Council will update their data base if everything is correct.

**Further Information**

If you would like to discuss your compliance schedule, BWoF, or find out whether your marae has a compliance schedule, you can contact Council’s building warrant of fitness officers (Sandy and Pam).

Check out Hamilton City Council’s website for the database of IQPs that service the Western Bay of Plenty area.

**Checklist of the Process**

1. **Compliance Schedule.**Check if the Marae has a compliance schedule. You can do this by contacting Council’s building team. *Note : There are currently over 30 Marae in the District that have a compliance schedule for one or more specified systems in the Marae, Wharekai or other buildings.*
2. **Appoint key people**If the Marae has a compliance schedule, the committee should try to appoint one or two people whose job it is to ensure the checks required by the compliance schedule are being completed.
3. **Remember your due dates.**Mark in the diary or calendar for the Marae committee when the BWoF is due to be reissued each year.
4. **Hire an IQP**. The list of all IQPs can be found on Hamilton City Council’s website. Note that it’s the person that’s registered, not their company. It’s a good idea to hire an IQP that will give the Marae all the paperwork they need to complete their own checks (as required by the compliance schedule) as well as the inspections the IQP needs to do. And ask if they will complete and submit all the BWoF forms to Council for the BWoF to be issued. Some IQP’s will provide a book or folder specially made for your marae to record your owner checks in. The book or folder may be included in the price. Remember: This will all have a cost!
5. **Approve IQP costs.** Before your IQP starts any work, make sure the Marae Committee approves all the costs involved. Decide as a committee if you want an IQP to be an ‘authorised agent’ to sign the BWoF on the committee’s behalf. Record this decision as a resolution in hui minutes.
6. **Meet with the IQP** (this can be done when they are doing their inspections) and go through the records the Marae committee needs to keep, so the IQPs can do their job properly.
7. **Set up your system for keeping records of owner inspections.** Make sure you have a system in place to keep records of all the checks the Marae committee reps need to complete as part of the compliance schedule. This could be a simple form with a date and ‘check’ box, and signature space, to show the checks have been done as required. Remember – if the compliance schedule requires these checks, and they haven’t been done, the IQP will not be able to complete the Form 12A’s that are needed for a BWoF to be issued!
8. **Do your checks!** Have a practice with your IQP, make sure you know what needs to be done, and make sure you are clear on how to record your checks.
9. **Give your IQP up to date contact numbers.** Make sure your IQP has the right contact numbers and ability to access to Marae to do the inspections they need to do. This might mean giving them a key for access. Or at least make sure they have more than one contact number.
10. **Display your BWoF**. When the BWoF for the Marae is issued, it needs to be on public display. Make sure as a committee you know where it will be displayed, and have this space set aside.

## Rates

*Information to follow*

## Health and Safety

*Information to follow*

## Civil Defence Emergencies

# Section 3 - Place

This section provides information and assistance to Marae as it relates to the physical structure of the Marae and its surrounding environment. This includes the Marae buildings, the grounds and all the things associated with the Pā.

## Development Plans

*Description to follow*

## Funding

### Iwi and Hapu Management Plans

### Marae Sustainability Initiatives Fund

### Oranga Marae (Te Puni Kokiri and Department of Internal Affairs Joint Fund).

Purpose:

Programme of support, advice and investment for whanau and hapu, to develop their marae and achieve their goals. This may include building projects, and activities to revitalise cultural knowledge.

The goal of the Oranga Marae is to strengthen the ability of the marae to pass on their ancestral knowledge.

How to apply:

A marae first needs to approach the Oranga Marae team, who will appoint an advisor to work alongside the marae, to create a marae development plan.

Once the marae development plan is approved by whanau, hapu and trustees, the marae can ask for funding to carry out the actions set out in the plan.

Funding:

Funding through Oranga Marae is available for:

* Marae development planning
* Technical or feasibility study report for capital (building) workds
* Cultural revitalisation activities
* Capital (building) works (once identified and approved through a marae development plan).

### Environmental Enhancement

#### He Matapuna Akoranga a Hawea Vercoe Fund (BOPRC)

Purpose:

To support kura kaupapa maori, kohanga reo and bi-lingual schools with environmental projects.

The key target areas (as at 1st January 2019) are:

* Water quality and its habitats
* Action based projects which optimise the use of natural resources eg. water, energy)

How to apply:

Applications forms are available on the BOPRC website

#### Ecological Fund (WBOPDC)