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# Marae and Hapū Committees Policy

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## 1. Purpose

- 1.1. The purpose of this policy is to acknowledge the identified Marae and Hapū Committees as advisory bodies to assist the Manawātū District Council in its responsibilities to their communities. They are an informal link between the Council and Marae and Hapū, through which an exchange of information, opinions, proposals, recommendations, and decisions can take place.
- 1.2. The following marae and hapū are acknowledged by Council as communities of interest:
  - Aorangi Marae
  - Kauwhata Marae
  - Parewahawaha Marae
  - Poupatatē Marae
  - Taumata-o-te-rā Marae
  - Te Hiiri Marae
  - Te Rangimārie Marae
  - Te Tikanga Marae
  - Ngāti Te Au

## 2. The role of a Marae and Hapū Committee

- 2.1. The role of a Marae and Hapū Committee is to work on behalf of, and for the benefit of their people and marae. In the context of this policy, their role is to work in partnership with Council to achieve outcomes that align with Council's Community Development activity. This activity is a key contributor to achieving Council's vision and outcomes within its Long-term Plan; in particular, building strong, resilient, and sustainable local communities while encouraging active participation in generating community-led opportunities and outcomes.
- 2.2. Marae and Hapū Committees are enablers for strengthening the interests and values of their people. They express self-determination by identifying issues their communities want to deal with and generate local solutions that will deliver economic, social, environmental, and cultural wellbeing for their respective communities.
- 2.3. Marae and Hapū Committees can submit to the Council's Annual Plans and Long-term Plans, to ensure that their communities' views are heard by elected members when making decisions, and to advocate for projects that further the wellbeing of their community.

## 3. How are Marae and Hapū Committees supported?

- 3.1. A Council elected member is appointed as a Liaison Councillor for each Marae or Hapū Committee. The Liaison Councillor's key role is to assist the Committee, advise on Council processes, and to provide updates on matters of interest at a local, regional, and national level.

- 3.2. Liaison Councillors are to meet with the Chair of their appointed Marae or Hapū Committee at least four times a year. They are there to listen to the community's concerns, to clarify the process of engagement with Council, and to give guidance as to where the Committee can seek help on specific issues. They are not the Committee's spokesperson.
- 3.3. A representative from each Marae or Hapū Committee is expected to attend the twice-yearly combined meeting of the Community Committee Forum.
- 3.4. Council's Community Services Team is the Committees' main point of contact and support from within Council, in respect to this policy.

#### **4. How are Marae and Hapū Committees appointed?**

- 4.1. A Marae is set on land recognised by the Māori Land Court, under Te Ture Whenua Māori Act 1993, as a Māori reservation. Each reservation has trustees that are appointed by the Māori Land Court and governed by the regulations of the Act. The trustees are legally responsible for the reservation, the marae and all activities on the marae.
- 4.2. The Trustees can establish committees for specific activities such as the day to day running of the marae. These committees are appointed by the marae community and ratified by the Trustees.
- 4.3. For the purposes of this policy, the Marae Committee is the Committee that the Trustees deem to be the most appropriate to work with Council.
- 4.4. Hapū Committees are appointed by their hapū members.

#### **5. Marae and Hapū Committee Project Fund**

- 5.1. The Marae and Hapū Committee Project Fund is an annual fund that is determined by the relevant Annual Plan or Long-term Plan process. The Marae and Hapū Committee Project Fund is available to each Committee to allow them to undertake small-scale, discrete projects that meet the criteria detailed in Clause 7.2 within their Marae or Hapū community. The Fund has an annual budget to be allocated evenly amongst the Marae and Hapū detailed in Clause 1.2.
- 5.2. Marae and Hapū Committees are to submit a work programme by 30 June; listing the projects in order of priority within the allocated budget. This will be considered in the first quarter of the financial year (i.e. July – September).
- 5.3. For the 2024 financial year, the deadline for submission of the work programme will be 15 November. These will be considered by the end of the second quarter (December 2024).
- 5.4. A Marae or Hapū Committee can repurpose their allocated funding towards another priority project during the year, subject to the written approval by the Community

Wellbeing Manager or Community Services Manager before committing any funding to this project.

- 5.5. Approved projects must be completed within the financial year of the approval date. Funds may be accumulated and carried over from one year to the next, on approval by the General Manager – Community.

## **6. Marae and Hapū Contestable Fund**

- 6.1. Council will provide an annual contestable fund, known as the Marae and Hapū Contestable Fund, for those Marae and Hapū listed in Clause 1.2. The Marae and Hapū Contestable Fund is an annual fund that is determined by the relevant Annual Plan or Long-term Plan process.
- 6.2. The Marae and Hapū Contestable Fund will fund small-scale capital projects that meet the criteria set out in Clause 7.2. Any application for funding associated with large-scale capital projects or an increase in levels of service should be forwarded through the Manawatū District Council Long-term Plan or Annual Plan process.
- 6.3. The Marae and Hapū Contestable Fund can be used as seed funding to allow Marae and Hapū to approach third party funders for large-scale capital projects identified in their plans.
- 6.4. Applications to the Marae and Hapū Contestable Fund need to be submitted by 30 June.
- 6.5. Applications will be considered in the first quarter of the financial year (i.e. July – September) by Te Kōtui Reo Taumata representatives, who have delegated authority to sign off on funding within budget. Where the total amount requested exceeds the budgeted amount, Te Kōtui Reo Taumata representatives will prioritise projects accordingly to fit within the allocated budget.
- 6.6. For the 2024 financial year, applications need to be submitted by 15 November, for consideration by the end of second quarter (December 2024).

## **7. Criteria**

- 7.1. Applications to the Marae and Hapū Project Fund, or the Marae and Hapū Contestable Fund, are only open to the marae and hapū listed under Clause 1.2.
- 7.2. Applications will need to demonstrate that the projects align with one or more of the following Community Development Strategy goals:
  - We are a welcoming community
  - Everyone has a sense of belonging and are proud of where they live
  - We value who we are and where we have come from
  - We have creative, cultural and recreational participation in our communities

- We work together to make our whānau and communities better
- Tangata whenua are visible
- We are kaitiaki of the natural environment
- We encourage and enable people to shape their future
- Our people share their skills and experience with others
- Community success is enabled by quality infrastructure, services and technology
- Our people and communities feel safe
- Our people have learning opportunities that enhance their life choices

7.3. Projects that are currently included in Council’s contracts or are an increase of levels of service are not eligible for these funds. Any application for funding associated with an increase in levels of service should be forwarded through the Manawatū District Council Long-term Plan or Annual Plan process.

7.4 Applications will not be accepted for funding associated with:

- Public services that are the responsibility of central government
- Legal expenses
- Medical expenses
- Reducing Debt servicing
- Retrospective funding of services or projects.

## 8. Disbursement of funds

8.1. Disbursement of funds for the Marae and Hapū Project Fund and the Marae and Hapū Contestable Fund may be completed as follows:

- Payment of the funds directly to the Committee. Upon project completion the Committee are to submit a project report and attach receipts for costs incurred; or
- Council will make payment on invoices received from the Committee after a purchase order has been raised and the purchase order must be on the invoice; or
- Council will reimburse payments made by the Committee upon receiving receipts.

8.2. Approved projects must be completed within the financial year of the date of approval.

8.3. Residual funding from either Fund may be accumulated and carried over from one year to the next, with the approval of the General Manager – Community.