TUMUAKI

and

NGĀTI HAUĀ

and

THE TRUSTEES OF THE NGĀTI HAUĀ IWI TRUST

and

THE CROWN

DEED OF SETTLEMENT:
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2.8228 hectares, more or less, being lot 1 DPS 6105.
All Gazette notice H/90072.
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2.5 VESTING AND GIFT BACK
3 RELATIONSHIP AGREEMENT IN RELATION TO TE KAUWHANGANUI O MĀHUTA AND NGĀTI HAUĀ TAONGA
Relationship agreement between the Crown and Ngāti Hauā with respect to Te Kauwhanganui and Ngāti Hauā taonga

The Parties

1. The Parties to this relationship agreement are:
   
   1.1. Te Kauwhanganui Trustees;
   
   1.2. Ngāti Hauā Iwi Trust;
   
   1.3. The Department of Internal Affairs, Te Tari Taiwhenua; and
   
   1.4. The Museum of New Zealand, Te Papa Tongarewa ("Te Papa Tongarewa");

   together "the Parties".

   A summary of the role and functions of each of the Parties is provided in Annex A.

Context

2. On 1 February 2011, the National Library of New Zealand and Archives New Zealand were integrated into the Department of Internal Affairs.

3. On [x date], Ngāti Hauā and the Crown signed a Deed of Settlement (the Deed), settling the historical non-raupatu claims of Ngāti Hauā.

4. Under the Deed of Settlement the Crown and Ngāti Hauā agreed to enter into this relationship agreement to support the development and implementation of the Ngāti Hauā vision with respect to the protection, restoration, maintenance and promotion of Te Kauwhanganui, which is in the custody and administration of the Te Kauwhanganui Trustees. This relationship agreement builds on support provided by the Crown to date with respect to Te Kauwhanganui.

5. Crown parties hold taonga in their collections that Ngāti Hauā affiliate with and seek to connect with. The Te Kauwhanganui Trustees and Ngāti Hauā also wish to obtain Crown support for active and meaningful engagement in the care, management, use, development and revitalisation of, and access to, Ngāti Hauā taonga, as agreed in this Relationship agreement and the Work Plans.

Purpose

6. The purpose of this relationship agreement is to give greater definition to how the Parties intend to develop an enduring relationship and collaborate on matters related to:

   6.1. the protection, restoration, maintenance and promotion of Te Kauwhanganui (the building and the Te Kauwhanganui collection); and
   
   6.2. the care and management, use, development and revitalisation of Ngāti Hauā taonga generally.
7. The parties recognise the following matters, which will guide them in giving effect to the purpose of this relationship agreement and the development and/or implementation of the Te Kauwhanganui Work Plans outlined in paragraph 12:

7.1. Te Kauwhanganui o Mahuta at Rukumoana Marae is a taonga of great historical significance to Ngāti Hauā, other Iwi, the Crown and Aotearoa. The Te Kauwhanganui Building has a category one listing with the New Zealand Historic Places Trust, recognising its importance in the history of Aotearoa. The Te Kauwhanganui Collection provides the basis for understanding a unique Maori perspective of the Crown-Māori relationship in the nineteenth and early twentieth centuries; and

7.2. That Ngāti Hauā are the kaitiaki of Te Kauwhanganui and that Te Kauwhanganui will continue to be held in its entirety and looked after by Te Kauwhanganui Trustees in accordance with the tikanga and kawa of Ngāti Hauā and with the support of the Ngāti Hauā Iwi Trust.

8. The Parties will also have particular regard for the International Charter for the Conservation and Restoration of Monuments and Sites (ICOMOS) as part of the development and/or implementation of the Te Kauwhanganui workplans.

9. The Parties have entered into this relationship agreement in good faith and as equals and agree to act in good faith and work fairly, reasonably and honourably towards each other with respect to the commitments set out in this relationship agreement.

Ngāti Hauā Principles

10. The following principles of Ngāti Hauā and the Te Kauwhanganui Trustees will guide Te Kauwhanganui and Ngāti Hauā in giving effect to the purpose of this relationship agreement and the development and/or implementation of the Te Kauwhanganui Work Plans outlined in paragraph 12:

10.1. That Te Kauwhanganui is a taonga of great historical significance to Ngāti Hauā, other Iwi, the Crown and Aotearoa;

10.2. That Ngāti Hauā are the kaitiaki of Te Kauwhanganui and that Te Kauwhanganui will continue to be held in its entirety and looked after by Te Kauwhanganui Trustees in accordance with the tikanga and kawa of Ngāti Hauā and with the support of the Ngāti Hauā Iwi Trust;

10.3. That the cultural values, attributes and practices of rangatiratanga, manaakitanga, whanaungatanga and wairuatanga are reflected in all policies, programmes and activities associated with the conservation and management of Te Kauwhanganui by the Te Kauwhanganui Trustees;

10.4. That te tino rangatiratanga of Ngāti Hauā over their own cultural heritage is recognised and maintained.

Vision

11. The Ngāti Hauā vision for Te Kauwhanganui is that:
11.1. Te Kauwhanganui becomes a centre of indigenous learning, research and archive for iwi, hapū, whānau and other indigenous communities;

11.2. Te Kauwhanganui contributes to the understanding of the individual and collective histories of iwi, hapū, marae, whānau, Māori, and other indigenous peoples in relation to Te Tiriti o Waitangi/Treaty of Waitangi, national and international indigenous rights;

11.3. Te Kauwhanganui Building is restored and maintained;

11.4. Te Kauwhanganui Collection is housed in a fit for purpose and environmentally controlled facility necessary to ensure the ongoing survival of the Te Kauwhanganui Collection and kaupapa of Te Kauwhanganui and Tumuakitanga for present and future generations;

11.5. Ngāti Hauā are responsible kaitiaki for Te Kauwhanganui, fully trained and experienced in the ongoing care and protection of the Te Kauwhanganui Collection and that the role of Ngāti Hauā as kaitiaki is recognised by Ngāti Hauā members, other iwi, Aotearoa and other indigenous communities; and

11.6. That the mātauranga of Te Kauwhanganui and Ngāti Hauā is managed and/or accessed with the approval of the Te Kauwhanganui Trustees in consultation with Ngāti Hauā kaumātua and the Tumuaki.

**Te Kauwhanganui Work Plans**

12. Te Kauwhanganui Trustees are focused on completing two phases of work for Te Kauwhanganui.

12.1. the implementation of Work Plan One focusses on the protection, restoration and maintenance of the Te Kauwhanganui Building and the Te Kauwhanganui Collection; and

12.2. the development and implementation of Work Plan Two – a longer-term plan for the ongoing preservation, maintenance, restoration and promotion of Te Kauwhanganui and Ngāti Hauā taonga.

13. Within 12 months of the signing of this relationship agreement each of the Crown parties will, in discussion with the Te Kauwhanganui Trustees, confirm the support they will provide in respect of the Te Kauwhanganui Work Plans. In particular they will:

13.1. provide the detail of the agreed commitments;

13.2. set out a timetable and milestones for delivering on any agreed commitments;

13.3. confirm the responsibilities of the various Parties in meeting the agreed commitments;

13.4. identify a process for resolving any issues or disputes;

13.5. identify key contact persons for the Parties;

13.6. provide for mutually agreed outcomes; and
13.7. provide for the work plans and training programme to be reviewed at the annual meeting.

14. Final specific commitments for the work plans will be mutually agreed by the Te Kauwhanganui Trustees and each respective Crown party and will reflect the priorities, resources and the specific functions and duties of each of the Parties.

15. The New Zealand Historic Places Trust will be invited to participate in the discussions between the Te Kauwhanganui Trustees and the Crown parties to co-ordinate respective commitments to support the Te Kauwhanganui Work Plans. The New Zealand Historic Places Trust has written to the Te Kauwhanganui Trust outlining areas of assistance it can contribute to Ngāti Hauā’s vision for the protection, restoration and maintenance of the Te Kauwhanganui Building and the Te Kauwhanganui Collection. A copy of the letter is attached in Annex B.

Te Kauwhanganui Work Plan One – Protection and Restoration

16. Work Plan One involves completing the conservation recommendations outlined in the conservation and maintenance reports attached to this document as Annex C and Annex D:

16.1. Annex B - Maintenance Plan Te Kauwhanganui Manuscript Collection prepared by Vicki-Anne Heikell, Field conservator for Alexander Turnbull Library, National Library of New Zealand, Te Puna Matauranga o Aotearoa (February 2013); and

16.2. Annex C - Building Maintenance Plan prepared by Dean Whiting and Ellen Andersen, New Zealand Historic Place Trust, Pouhere Taonga (July 2012).

Crown parties commitments to Work Plan One

17. The Crown parties have agreed to provide assistance to the Te Kauwhanganui Trustees to implement Te Kauwhanganui Workplan One. This assistance builds on current work programme activities being undertaken by Crown parties with Te Kauwhanganui Trustees.

18. The Crown parties are able to provide the following commitments with respect to Work Plan One:

18.1. to provide conservation advice and training to the Te Kauwhanganui Trustee and Ngāti Hauā in:

   (a) implementing the Building Maintenance plan and associated work programme;

   (b) implementing the Te Kauwhanganui Manuscript Collection maintenance plan: including;

      (i) cataloguing the collection

      (ii) implementing a monitoring programme for the collection,

      (iii) training for the kaitiaki; and

   (c) taonga preservation;

   (d) collection management systems;

   (e) digitisation initiatives; and
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(f) training and professional development.

18.2. to work collaboratively with the Te Kauwhanganui Trustees and Ngāti Hauā, as far as reasonably practicable, to develop and maintain an inventory of Te Kauwhanganui and Ngāti Hauā taonga held in the collections of the Department of Internal Affairs (Archives and National Library functions) and Te Papa;

18.3. to work collaboratively with the Te Kauwhanganui Trustees and Ngāti Hauā by providing appropriate expertise on taonga care, management, and storage and appropriate and relevant information on taonga affiliated to Te Kauwhanganui and Ngāti Hauā.

19. To give effect to the above commitments, the Crown parties have agreed to work with the Te Kauwhanganui Trustees to produce a detailed training programme for the Te Kauwhanganui Trustees.

20. Within 6 months of the signing of this relationship agreement, the parties will produce a training programme that will identify matters including:

20.1. The range of support and assistance to be provided by each Crown party;

20.2. The personnel who will provide the support and assistance on behalf of each Crown party, including the Field conservator from the Preservation Office of the National Library;

20.3. The time periods within which the support and assistance will be provided by each Crown party; and

20.4. The mutually agreed outputs and outcomes for the programme; and

20.5. The operational and reporting procedures relating to the training programme.

21. The Crown parties will use their reasonable endeavours to inform Ngāti Hauā of opportunities to access contestable funding in NZ and internationally. Where appropriate Crown parties will provide advice and support to Ngāti Hauā in making applications.

Crown parties commitments to Work Plan Two

22. Crown parties are willing to work with Ngāti Hauā in achieving the longer-term objectives of Ngāti Hauā with respect to Te Kauwhanganui and Ngāti Hauā taonga (whether held by Crown parties or by Ngāti Hauā) as described in paragraph 12.2 (Work Plan Two).

23. The range of support that the Crown parties are able to provide includes:

Connection with Taonga

23.1. To where possible facilitate and support Te Kauwhanganui Trustees and Ngāti Hauā to connect with, and access, Te Kauwhanganui and Ngāti Hauā taonga, including:

(a) relevant research and curatorial information relating to the taonga held in the collections of Archives, National Library and Te Papa Tongarewa and;


(b) brokering relationships with private/international organisations that hold Te Kauwhanganui taonga;

Collaborative Care and Management of Te Kauwhanganui and Ngāti Hauā taonga held by Crown parties:

23.2. to work collaboratively with the Te Kauwhanganui Trustees to research Te Kauwhanganui and Ngāti Hauā taonga generally;

23.3. to work with Te Kauwhanganui Trustees to develop metadata for Te Kauwhanganui Collection;

23.4. to develop mutually beneficial research projects that enhance the understanding of Te Kauwhanganui;

23.5. Crown parties to seek advice, where practicable, from Te Kauwhanganui Trustees and Ngāti Hauā on Te Kauwhanganui taonga including public dissemination of information concerning the Tumuakitanga and Te Kauwhanganui;

Sharing knowledge and expertise associated with the cultural heritage of Te Kauwhanganui

23.6. to share information relating to:

(a) ways in which the Te Kauwhanganui Trustees and Ngāti Hauā can encourage the use of Te Kauwhanganui in the community and education; and

(b) the history and cultural significance of Te Kauwhanganui where the Te Kauwhanganui Trustees consider it appropriate to share this information.

23.7. to work together on exhibition planning processes and related activities specific to Te Kauwhanganui and Ngāti Hauā; and

23.8. to seek advice from the Te Kauwhanganui Trustees regarding specific collection and research policies and processes as it relates to Te Kauwhanganui.

Work Plan Topics Specific to Crown parties

24. Potential topics for Te Kauwhanganui Work Plans may include, but are not limited to, the topics identified below.

Work Plan Topics Particular to the Department of Internal Affairs National Library of New Zealand functions

Collaborative Care and Management of Taonga:

24.1. to work with the Te Kauwhanganui Trustees and Ngāti Hauā to develop processes to record what material relating to Te Kauwhanganui and Ngāti Hauā is being accessed from the collections of the National Library;

24.2. to work with the Te Kauwhanganui Trustees and Ngāti Hauā, on facilitating the access of members of Ngāti Hauā to material relating to Te Kauwhanganui held in the collections, for example the provision of copies of material;
24.3. to work with the Te Kauwhanganui Trustees and Ngāti Hauā to assist in the development of protocols concerning the use of and access to material relating to Te Kauwhanganui and Ngāti Hauā;

24.4. to work with the Te Kauwhanganui Trustees and Ngāti Hauā to develop exhibition opportunities relating to Te Kauwhanganui; and

Sharing knowledge and expertise associated with Ngāti Hauā taonga:

24.5. to share relevant collection and curatorial information on known Te Kauwhanganui and Ngāti Hauā taonga held in New Zealand and overseas; and

24.6. to broker, with the approval of the Te Kauwhanganui Trustees and Ngāti Hauā, relationships with New Zealand and international libraries and heritage organisations.

Work Plan Topics Particular to the Department of Internal Affairs Archives New Zealand function

Collaborative Care and Management of Taonga:

24.7. to work with the Te Kauwhanganui Trustees and Ngāti Hauā to develop processes to record what material relating to Te Kauwhanganui is being accessed from the collections of Archives;

24.8. to work with the Te Kauwhanganui Trustees and Ngāti Hauā, in identifying processes that will facilitate the access of members of Ngāti Hauā and other iwi to material held in the collections relating to Te Kauwhanganui, for example the provision of copies of material;

24.9. to work with the Te Kauwhanganui Trustees and Ngāti Hauā to assist in the development of protocols concerning the use of and access to material relating to Ngāti Hauā taonga;

24.10. to develop a process whereby Te Kauwhanganui taonga is identified and Ngāti Hauā have the opportunity to acquire such taonga in accordance with process set out in section 25 of the Public Records Act 2005; and

24.11. to develop a process to provide information to Ngāti Hauā on the type of research being conducted when Te Kauwhanganui taonga is being accessed.

Monitoring delivery of service:

24.12. to develop processes to monitor the effectiveness of the relationship with and services to Te Kauwhanganui Trustees and Ngāti Hauā in achieving outputs and outcomes mutually agreed in Te Kauwhanganui work plans.

Analysis and reporting:

24.13. to receive and address a list of key questions prepared and prioritised by Te Kauwhanganui Trustees and Ngāti Hauā to ask regularly in written reports to the Te Kauwhanganui Trustees and Ngāti Hauā which will help Archives New Zealand achieve outcomes mutually agreed in the work plans.
Advice for public offices and local authorities on access to Te Kauwhanganui taonga:

24.14. to facilitate and support, where requested, the Te Kauwhanganui Trustees and Ngāti Hauā to liaise with public offices and local authorities on best practice in making access decisions for access to Te Kauwhanganui taonga held at public archives and local authority archives.

Work Plan Topics Particular to Te Papa Tongarewa

25. Te Papa Tongarewa will work with the Te Kauwhanganui Trustees and Ngāti Hauā in relation to the work plan topics set out in this section consistently with the principle of Mana Taonga which:

25.1. recognises the relationships between iwi, hapū and whānau with their taonga; and

25.2. seeks the input of communities for guidance on how their taonga should be managed, cared for, exhibited, or represented and gives all people who have taonga in Te Papa Tongarewa’s collections a special connection to the marae - Rongomaraaroa; and

25.3. shapes and informs many of the museum’s activities and provides guidance for staff in the research, care, and management of taonga.

Collaborative Care and Management of Taonga:

25.4. to maintain an inventory of Te Kauwhanganui and Ngāti Hauā taonga held at Te Papa Tongarewa;

25.5. to advise, inform and work with the Te Kauwhanganui Trustees and Ngāti Hauā where practicable on the development of processes to record what material relating to Te Kauwhanganui is being accessed from the collections of Te Papa Tongarewa;

25.6. to work with the Te Kauwhanganui Trustees and Ngāti Hauā, in identifying processes that will facilitate the access of members of Ngāti Hauā to material relating to Te Kauwhanganui, for example the provision of copies of material;

25.7. to work with the Te Kauwhanganui Trustees and Ngāti Hauā where practicable to develop protocols concerning the use of and access of others to material relating to Te Kauwhanganui taonga, for example advising and Te Kauwhanganui Trustees and Ngāti Hauā of any access restrictions to taonga required by donors and discussing when access to and/or use of taonga could be restricted;

25.8. to develop a process to provide information to Te Kauwhanganui Trustees and Ngāti Hauā, where practicable, on the type of research being conducted when Te Kauwhanganui taonga is being accessed;

25.9. to work with the Te Kauwhanganui Trustees and Ngāti Hauā to develop exhibition opportunities; and

Education and training initiatives:

25.10. to recognise the Te Kauwhanganui Trustees as an iwi authority in relation to Te Kauwhanganui issues and the Ngāti Hauā Iwi Trust as an iwi authority in relation to Ngāti Hauā taonga generally;
Deaccessioned taonga

25.11. to recognise the priority that the Te Kauwhanganui Trustees and Ngāti Hauā place on the acquisition of Te Kauwhanganui taonga that is deaccessioned by Te Papa Tongarewa, and consult with them and provide them with the opportunity to acquire such taonga. Te Papa Tongarewa shall retain such taonga until such time as the Te Kauwhanganui Trustees or Ngāti Hauā are in a position to acquire and receive the taonga themselves.

Sharing knowledge and expertise associated with Ngāti Hauā cultural heritage kaupapa:

25.12. to share knowledge and expertise associated with Te Kauwhanganui cultural heritage kaupapa, including the following:

(a) Legislation (e.g. the Protected Objects Act) museum policies and practices;
(b) Visitor Market Research & Evaluation methodology and data; and
(c) Ngāti Hauā taonga held in New Zealand and overseas;

25.13. to actively facilitate with Ngāti Hauā relationships with New Zealand and international museums, galleries and heritage organisations; and

25.14. to actively facilitate with Ngāti Hauā opportunities for access and reconnection of Ngāti Hauā to Ngāti Hauā taonga.

26. Te Papa Tongarewa and the Te Kauwhanganui Trustees will also, as it relates to Te Kauwhanganui, work together on:

26.1. The application of International Charter (ICOMOS) standards;

26.2. Advice on cultural centre development;

26.3. Iwi Exhibition partnership; and

Ongoing Relationships

27. The Parties agree to meet annually at a date and a venue to be mutually agreed.

28. The inaugural hui of the Parties will be held within 3 months of the signing of this document.

29. The Parties will jointly take responsibility for confirming the annual hui and hui agenda.

Communication

30. The Parties commit to:

30.1. maintain effective communication with one another on any concerns and issues arising from this relationship agreement and its implementation;

30.2. as far as reasonably practicable, provide opportunities for meetings of relevant management and staff;
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30.3. as far as reasonably practicable, train relevant employees of the Parties to ensure that they are made aware of this relationship agreement and the practical tasks which flow from it;

30.4. as far as reasonably practicable, inform the New Zealand Historic Places Trust and other organisations with whom it works, central government agencies and stakeholders about this relationship agreement and future amendments; and

30.5. include a copy of the relationship agreement on the Crown parties’ websites.

Effect

31. The Parties acknowledge that this relationship agreement is not intended to constitute a contract between the Parties or to be enforceable at law. However, the Crown is committed to working with the Te Kauwhanganui Trustees and Ngāti Hauā in good faith in accordance with this relationship agreement in order to make a contribution to the achievement of the vision of Ngāti Hauā as outlined above.

32. Resourcing of activities under this relationship agreement will be within existing resource limits and align with the Crown parties priorities and the Government priorities of the day.

33. Ngāti Hauā acknowledge that all agreements and commitments from the Crown parties contained in this relationship agreement are subject to the legislative rights and obligations under which the respective Crown parties operate.

Changes to Policy and Legislation Affecting this Relationship Agreement

34. In addition to the specific commitments in this relationship agreement, the Crown parties will consult where practicable, with the Te Kauwhanganui Trustees and Ngāti Hauā on policy development or review which potentially affects Te Kauwhanganui and provide for opportunities for Ngāti Hauā to contribute to such developments.

35. If any of the Crown parties consults with the public or with Māori generally on policy development or any proposed legislative amendment to the statutes under which the Crown parties operate, and which impacts on the purpose of this relationship agreement, the Crown party shall:

35.1. notify the Te Kauwhanganui Trustees and Ngāti Hauā of the proposed policy development or proposed legislative amendment upon which consultation will be occurring;

35.2. provide the Te Kauwhanganui Trustees and Ngāti Hauā with sufficient information and time for participation in the decision-making process, including the preparation and making of informed submissions in relation to any of the matters that are subject to the consultation;

35.3. approach the consultation with an open mind and genuinely consider any views and/or concerns and/or submissions of the Te Kauwhanganui Trustees and Ngāti Hauā in relation to any of the matters that are subject to the consultation;

35.4. use best endeavours to meet when requested by either party to discuss options to resolve concerns; and
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35.5. advise the Te Kauwhanganui Trustees and Ngāti Hauā of the final outcome of any such consultation.

Dispute Resolution

36. In the event that the Parties cannot agree on the implementation of this relationship agreement, or agree revised terms following a five yearly review of the relationship agreement, then a meeting will be convened between representatives of the Tumuaki and the Ngāti Hauā Iwi Trust, the Chief Executive and then the Minister of Internal Affairs or, in the case of Te Papa Tongarewa, the Chairperson of the Board with any party giving at least one month’s notice of request for a meeting.

Review Provision

37. This relationship agreement will be reviewed by the Parties every five years or earlier where there is a change or a proposed change to the legislation or policy relevant to the Crown parties that have the potential to affect the matters covered by this relationship agreement. This review will take place at the annual hui of the Parties, to ensure that the commitments entered into in the relationship agreement remain relevant and continue to capture the purpose of the relationship agreement.

38. The Parties will negotiate any amendments to provisions at this time and may sign a new relationship agreement which will take effect upon signing.

Definitions

“Inventories” means list of information.

“Crown parties” The Department of Internal Affairs with a focus on the National Library and Archives New Zealand functions, and Te Papa Tongarewa are for the purposes of this Relationship agreement referred to as the “Crown parties”. A summary of the role and functions of each of the parties is provided in Annex A.

“Deaccessioned” the permanent removal of an item from the collections of Te Papa Tongarewa.

“National Library” includes the Alexander Turnbull Library.

“Taonga” Taonga includes but is not limited to artifacts, heirlooms, human remains, manuscripts, archives, records, information data (including multi-media formats such as sound, still and moving images).

Te Kauwhanganui means the Te Kauwhanganui Building and the Te Kauwhanganui Collection.

Te Kauwhanganui Trust means the Te Kauwhanganui Building and Monument Charitable Trust established by trust deed dated [xx] 2012 and signed by the initial Trustees Koro Tainui Wetere, Ngapare Hopa, Te Raukura of Te Rangimarie Roa and Barbara Ann Pareatai Moke. A summary of the role and function of the Trust is provided in Annex A.
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Te Kauwhanganui Building means the Te Kauwhanganui building located at Rukumoana marae Morrinsville-Walton Road, Morrinsville, the legal description for which is Te Au o Waikato 7E1, and for the purposes of this relationship agreement also includes the Te Kauwhanganui monument located at the marae.

Te Kauwhanganui Collection is defined by the Te Kauwhanganui Trust as a list of taonga which will be held by the Trustees and disclosed at their sole discretion. For the avoidance of doubt, taonga or Te Kauwhanganui Collection does not include any of Te Au o Waikato 7E1 land or urupa or any fixtures on the land.

Te Kauwhanganui Work Plans means Work Plan 1 and 2 as described in clauses 12 and 16.

Signatories

Anaru Thompson
Tumuaki
Date: [xxxx]

Mike Houlihan
Chief Executive
Museum of New Zealand
Date: [xxxxx]

[xxxx]
[xxxxx]

Chairperson
Kaihautū
Te Kauwhanganui Trust
Museum of New Zealand
Date: Te Papa Tongarewa

Date:
Initialled deed of settlement for presentation to Ngāti Hauā for ratification purposes

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[xxxxx]

Chief Executive

Department of Internal Affairs

Date:
Annex A

Summary of the Role and Functions of the Parties

**Te Kauwhanganui Trust**

1. Te Kauwhanganui Building and Monument Charitable Trust was established by trust deed dated [xx] 2012 and signed by the initial Trustees Koro Tainui Wetere, Ngapare Hopa, Te Raukura of Te Rangimarie Roa and Barbara Ann Pareatai Moke.

2. The primary object of the Trust is to manage and apply the Trust fund for the following charitable purposes:
   
   (a) Protecting the cultural and historical value of the Taonga (Te Kauwhanganui Collection) through education, conservation and preservation;
   
   (b) Ensuring Beneficiary responsibility as kaitiaki through education and guidance;
   
   (c) Protecting the integrity of the Taonga through education and guidance;
   
   (d) Protecting the integrity of the Kiingitanga through education and guidance;
   
   (e) Recognising the cultural responsibility of the Kaumaatua Taumata (Ngāti Hauā Kaumātua) to the wider iwi of Ngāti Hauā and the implications of mana Māori according to mana whenua obligations or manaakitanga and/or kaitiakitanga through education and guidance; and
   
   (f) Recognising the cultural responsibility of the Kaumatua Taumata to the wider iwi of Ngāti Hauā in regard to intellectual and commercial practices through education and guidance.

3. The Trust is committed to preserving, developing and maintaining the following values through education, community based events and encouraging participation of the Beneficiaries:

   (a) Aroha teetahi ki teetethi – respect and compassion in all dealings and communication with people involved within the kaupapa that relates to the Taonga;

   (b) Ihi – Wana – maintain hight standards of practice, transparency and operations in all dealings with the Trust.

   (c) Manaakitanga – nurture and foster relationships between marae, iwi, kaimahi, whanau, rangatahi and tamariki, mokopuna.

   (d) Ngaa Taonga Tuku Iho – whoatu ki ngaa uri whakatupuranga te tikanga me te kawa (tamariki, mokopuna, rangatahi).

   (e) Tikanga me ngaa kawa – uphold and ensure that tikanga and kawa is maintained and understood.

   (f) Te Mana Motuhake – protect and maintain the integrity of the Kauwhanganui, monument, urupaa, ngaa taonga, me ngaa kaupapa korero, me ngaa iwi – Kiingitanga, kootahitanga, kaiwhakawahi Kiingi.
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(g) Kaitiakitanga – Ko te mahi o Te Kauwhanganui hei tiaki te mauri, te wehi, te tapu me te mana Maaori motuhake o ngaa kaupapa maatauranga kei i ngaa taonga.

(h) Maatauranga – whakamoohia pai ki te kaupapa. That all people involved have a knowledge and understanding of kaupapa that relates to the Taonga.

(i) Humaarietanga – remain humble to what we are and who we are.

(j) Whakaeketanga – facilitate access to maatauranga that protects the integrity of the kaupapa that relates to the Taonga.

4. Te Kauwhanganui Building, Te Kauwhanganui Collection and Monument are located at Rukumoana marae and urupa, Morrinsville-Walton Road, Morrinsville. The legal description of the marae and urupa is Te Au o Waikato 7E1, which is administered by the trustees of Te Au o Waikato 7E1 Trust.

5. Te Kauwhanganui Collection is held by the Trustees and does not include any of Te Au o Waikato 7E1 land or urupa or any fixtures on the land.

Ngati Haua Iwi Trust

6. The Ngāti Hauā Iwi Trust was established by deed dated [xx] and is signed by the Initial Trustees, namely, Mokoro Gillett, Lance Rapana, Bob Penetito, Te Ao Marama Maaka, Te Ihingarangi Rakatau, Adam Whauwhau, Linda Raupita, Rangitonga Kaukau.

7. The purposes for which the Trust is established are to receive, manage, administer and apply the Trust’s Assets on behalf of and for the benefit of the present and future Members of Ngāti Hauā in accordance with the Trust Deed including, without limitation:

(a) to uphold the historical role of the Tumuaki of the Kīngitanga;

(b) the promotion amongst Ngāti Hauā of the educational, spiritual, economic, social and cultural advancement or well-being of Ngāti Hauā;

(c) the maintenance and establishment of places of cultural or spiritual significance to Ngāti Hauā;

(d) the promotion amongst Ngāti Hauā of health and well-being generally, including of the aged or those suffering from mental or physical sickness or disability;

(e) a transfer or resettlement of Trust Assets in accordance with pages [xxx] of the Ratification Booklet and in accordance with the ratified Ratification Process resolutions specifically supporting the transfer or resettlement of Settlement redress to the Company, Recognised Recipients or certain persons, entities or trusts; and

(f) any other purpose that is considered by the Trustees from time to time to be beneficial to Ngāti Hauā.

Department of Internal Affairs (Te Tari Taiwhenua)
8. The Department of Internal Affairs (the Department) serves and connects people, communities and government to build a safe, prosperous and respected nation. The Department is responsible to six Ministers administering nine Votes across nine portfolios.

9. The Department’s portfolios are Internal Affairs (including the Government Chief Information Office), Ministerial Services, Ethnic Affairs, Civil Defence, Racing, Local Government, the Community and Voluntary sector (including the Office for the Community and Voluntary Sector), National Library and Archives New Zealand.

10. The Minister of Internal Affairs oversees the Government’s ownership interests in the Department which encompass its strategy, capability, integrity and financial performance.

11. The Department:
   (a) provides direct services to people, communities and government;
   (b) provides policy advice to government;
   (c) regulates peoples activity, encourages compliance and enforces the law; and
   (d) monitors performance.

Department of Internal Affairs National Library of New Zealand (Te Puna Mātauranga o Aotearoa) functions

12. On 1 February 2011, the National Library of New Zealand was integrated into the Department of Internal Affairs.

13. The National Library of New Zealand is set up under the National Library of New Zealand (Te Puna Mātauranga o Aotearoa) Act 2003. Under section 7 of the Act, the purpose of the National Library is to enrich the cultural and economic life of New Zealand and its interchanges with other nations by, as appropriate:

   (a) collecting, preserving, and protecting documents, particularly those relating to New Zealand, and making them accessible for all the people of New Zealand, in a manner consistent with their status as documentary heritage and taonga; and

   (b) supplementing and furthering the work of other libraries in New Zealand; and

   (c) working collaboratively with other institutions having similar purposes, including those forming part of the international library community.

14. The Alexander Turnbull Library forms part of the National Library. Under section 12 of the Act, the purposes of the Alexander Turnbull Library are:

   (a) to preserve, protect, develop, and make accessible for all the people of New Zealand the collections of that library in perpetuity and in a manner consistent with their status as documentary heritage and taonga; and

   (b) to develop the research collections and the services of the Alexander Turnbull Library, particularly in the fields of New Zealand and Pacific studies and rare books; and

   (c) to develop and maintain a comprehensive collection of documents relating to New Zealand and the people of New Zealand.
ATTACHMENTS

3: RELATIONSHIP AGREEMENT

Department of Internal Affairs Archives New Zealand (Te Rua Mahara o te Kāwanatanga) functions

15. On 1 February 2011, Archives New Zealand was integrated into the Department of Internal Affairs.

16. The Public Records Act 2005 sets out the functions of the Chief Archivist and the role of the archives repository, Archives New Zealand.

17. The Chief Archivist has a leadership role in advising on and monitoring the information management practices of public sector agencies. This includes developing standards for information creation and maintenance, and providing advice and training for those implementing these standards. In due course public records of long-term value become public archives under the control of the Chief Archivist. Among the public archives there are records that are considered taonga of Ngāti Hauā. The Chief Archivist is also responsible for ensuring the preservation of public archives, and facilitating public access to and use of public archives.

18. The Chief Archivist has a responsibility to provide leadership and support for archival activities across New Zealand including the safekeeping of private, iwi, hapū and community records. Archives New Zealand endeavours to improve access by Māori and other communities to records of significance to them. Maintaining a presence and working with iwi, hapū and the wider community, ensures the Chief Archivist is able to consult effectively with Māori on recordkeeping and archive issues.

19. Records of long-term value are transferred to the public archive on the authority of the Chief Archivist who has the statutory responsibility to determine whether to keep or dispose of public records.

20. The majority of the public archives are held in Archives New Zealand’s repositories in Auckland, Wellington, Christchurch and Dunedin. Some public Archives are held by approved repositories.

21. Access to the public archive is promoted through a variety of technological formats and by way of customer assistance and support in each of Archives New Zealand’s four reading rooms across the country, a remote enquiries service, and an increasing online digital presence.

The Museum of New Zealand Te Papa Tongarewa (Te Papa)

22. The Museum of New Zealand Te Papa Tongarewa, also known as Te Papa, was established by statute in 1992, replacing the former National Museum and National Art Gallery. Its purpose, as stated in the Act, is to "provide a forum in which the nation may present, explore, and preserve both the heritage of its cultures and knowledge of the natural environment in order to better understand the past, enrich the present and meet the challenges of the future".

23. The Museum of New Zealand Te Papa Tongarewa Act defines Te Papa’s functions as to:
   (a) collect works of art and items relating to history and the natural environment
(b) be an accessible national depository for collections of art and items relating to history and the natural environment

(c) develop, conserve and house securely the collections of art and items relating to history and the natural environment

(d) exhibit, or make available for exhibition by other public art galleries, museums, and allied organisations, such material from its collections as the Board determines

(e) conduct research into matters relating to the collections or associated areas of interest and to assist others in such research

(f) provide an education service in connection with its collections

(g) disseminate information relating to its collections, and to any other matters relating to the Museum and its functions

(h) co-operate with and assist other New Zealand museums in establishing a national service, and in providing appropriate support to other institutions and organisations holding objects or collections of national importance

(i) co-operate with other institutions and organisations having objectives similar to those of Te Papa

(j) make best use of the collections in the national interest

(k) design, construct and commission any building or structure required by the Museum.

24. In performing its functions Te Papa must:

(a) have regard to the ethnic and cultural diversity of the people of New Zealand, and the contributions they have made and continue to make to New Zealand’s cultural life and the fabric of New Zealand society

(b) endeavour to ensure both that the Museum expresses and recognises the mana and significance of Māori, European and other major traditions and cultural heritages and that the Museum provides the means for every such culture to contribute effectively to the Museum as a statement of New Zealand’s identity

(c) endeavour to ensure that the Museum is a source of pride for all New Zealanders.

Core Values

25. Te Papa is guided by the following core values:

(a) Kaitiakitanga as guardian of the nations collections;

(b) Manaakitanga in caring for our communities;

(c) Mātauranga through seeking and sharing knowledge and learning;

(d) Whanaungatanga in caring for each other; and
3: RELATIONSHIP AGREEMENT

(e) Hiranga in aspiring to excellence.

Strategic Direction
26. Te Papa's vision for the future is e huri ngākau ana - changing hearts, e huri whakaaro ana - changing minds, and e huri oranga ana - changing lives. The Museum's role is to act as a forum for change in Aotearoa New Zealand. It is to help people form ideas about the world, through experiencing and sharing different perspectives, so that they can take action from an informed position.

27. At the heart of Te Papa's vision and long-term strategy are the philosophies of, Mana Taonga, Museology and Learning.

Mana Taonga
28. Mana Taonga encapsulates the relationship between people, taonga and narratives. It enables Te Papa to design and disseminate models of collaboration and co-creation that shares authority and control with iwi, whilst recognizing, embracing and representing the changing demographics of Aotearoa New Zealand.

Museology
29. Te Papa works in collaboration with communities and individuals to deliver experiences that are current, fast moving, impactful, meaningful and relevant nationally and globally.

Learning
30. Te Papa encourages experimentation that allows us to try new ideas and generate new knowledge, upon which we reflect and adapt our beliefs and actions, change behaviours and enhance our performance.

31. The aim is that all experiences in Te Papa engage and inspire people, and help them to learn how they can have a positive impact on Aotearoa New Zealand and the world.

32. In developing the vision and long-term strategy, Te Papa recognises that it is operating in a dynamic and diverse country. All Te Papa's activities are informed by an awareness of the value and significance of Tangata Whenua and all other peoples who have made Aotearoa New Zealand home.

33. The strategic priorities outlined below present the greatest opportunity for effecting change. They also identify how Te Papa itself will develop and change in order to achieve its vision.
## Strategic priorities

<table>
<thead>
<tr>
<th>Perspectives</th>
<th>Impact on the nation – strategic priorities</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>To reflect New Zealand’s identities, past, present, and future, both nationally and internationally, Te Papa will prioritise the following.</strong></td>
<td><strong>Accessing all areas</strong>&lt;br&gt;Te Papa will share its collections, skills and knowledge with the diverse communities across Aotearoa New Zealand and overseas.</td>
</tr>
<tr>
<td><strong>To preserve taonga (treasures), and nurture exploration, curiosity and debate, Te Papa will prioritise the following.</strong></td>
<td><strong>Saving the planet</strong>&lt;br&gt;Te Papa will engage and excite by conducting leading edge research and by communicating and modelling environmentally responsible practices that are smart, accessible, and inspiring.</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Perspectives</th>
<th>Developing Te Papa – strategic priorities</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>To invest, learn and empower, Te Papa will prioritise the following.</strong></td>
<td><strong>Going digital</strong>&lt;br&gt;Te Papa will use communication technologies to achieve its strategic priorities.</td>
</tr>
<tr>
<td><strong>To be a successful business, Te Papa will prioritise the following.</strong></td>
<td><strong>Getting down to business</strong>&lt;br&gt;Te Papa will be commercially successful, entrepreneurial by nature, and disciplined with its business processes.</td>
</tr>
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</table>
Maintenance Plan
Te Kauwhanganui Manuscript Collection

Reviewed 2012 ☑ Tiri Van Wilsem Vos / Vicki-Anne Heikell

Reviewed 2013 ❑ .....................................................

Reviewed 2014 ❑ .....................................................

Reviewed 2015 ❑ .....................................................

Reviewed 2016 ❑ .....................................................

Reviewed 2017 ❑ .....................................................

Prepared by Vicki-Anne Heikell

National Preservation Office  Te Tari Tohu Taonga
Initialled deed of settlement for presentation to Ngāti Hauā for ratification purposes

ATTACHMENTS

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Maintenance Plan - Te Kauwhanganui Manuscript Collection 2012-2017

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## CONTACTS LIST

<table>
<thead>
<tr>
<th>Contact</th>
<th>Address</th>
<th>Phone</th>
<th>Email</th>
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<tbody>
<tr>
<td><strong>Trustees</strong></td>
<td></td>
<td></td>
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<tr>
<td>Barb Moke</td>
<td>Trustee</td>
<td>027 2784113</td>
<td><a href="mailto:mokeb@tpk.govt.nz">mokeb@tpk.govt.nz</a></td>
</tr>
<tr>
<td>Anaru Thompson</td>
<td></td>
<td></td>
<td><a href="mailto:anaruhine@xtra.co.nz">anaruhine@xtra.co.nz</a></td>
</tr>
<tr>
<td>Hinureina Mangan</td>
<td>Trustee</td>
<td>021 0498496</td>
<td><a href="mailto:Hinureina.mangan@twor-otaki.ac.nz">Hinureina.mangan@twor-otaki.ac.nz</a></td>
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<tr>
<td><strong>Kaumatua</strong></td>
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<td><strong>Kaitiaki/Kaimahi</strong></td>
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<tr>
<td>Tiri Van Wilsem</td>
<td>39a Young Street, Morrinsville</td>
<td></td>
<td><a href="mailto:tuatkauhanganui@gmail.com">tuatkauhanganui@gmail.com</a></td>
</tr>
<tr>
<td><strong>Kay Patena</strong></td>
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<td><strong>Fire and Alarm</strong></td>
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<td>Select Alarms</td>
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<tr>
<td>Spot-On</td>
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<tr>
<td>Brian Watters</td>
<td>Morrinsville Volunteer Fire</td>
<td>07 889 6800</td>
<td></td>
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<tr>
<td>Robert Barlow</td>
<td>Brigade 91 Anderson St Morrinsville</td>
<td></td>
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<tr>
<td><strong>Lana Ngawhika</strong></td>
<td>Pou Takawaenga Māori, NZ Fire</td>
<td>07 349 4765</td>
<td><a href="http://www.fire.org.nz/Fire-Safety/Fire-Safety-Advice/Pages/Marae-fire-safety.aspx">www.fire.org.nz/Fire-Safety/Fire-Safety-Advice/Pages/Marae-fire-safety.aspx</a></td>
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<td>Service – Bay Waikato/Eastern</td>
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<td><strong>Tradespeople</strong></td>
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<td>Electrician</td>
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<td>Builder</td>
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<td><strong>Conservation</strong></td>
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<tr>
<td>Conservation</td>
<td>P.O. Box 8839, Havelock North</td>
<td>06 211 3991</td>
<td><a href="http://www.conservationsupplies.co.nz">www.conservationsupplies.co.nz</a></td>
</tr>
<tr>
<td></td>
<td>4157</td>
<td>fax 06 877 8279</td>
<td><a href="mailto:info@conservationsupplies.co.nz">info@conservationsupplies.co.nz</a></td>
</tr>
<tr>
<td>Port Nicholson Packaging</td>
<td>PO Box 38-133 Wellington Mail Centre</td>
<td>04 568-5018</td>
<td><a href="http://www.pnp.co.nz/">http://www.pnp.co.nz/</a> <a href="mailto:sales@pnp.co.nz">sales@pnp.co.nz</a></td>
</tr>
<tr>
<td><strong>Joy Culy</strong></td>
<td>PO Box 16133, Wellington 6242</td>
<td>04 970 0228</td>
<td><a href="http://www.triptychconservation.co.nz/">www.triptychconservation.co.nz/</a> <a href="mailto:info@triptychconservation.co.nz">info@triptychconservation.co.nz</a></td>
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<tr>
<td>Dean Whiting</td>
<td>NZ Historic Places Trust</td>
<td>027 2442120</td>
<td><a href="mailto:dwhiting@historic.org.nz">dwhiting@historic.org.nz</a></td>
</tr>
<tr>
<td>Vicki-Anne Heikell</td>
<td>PO Box 12349,</td>
<td>021 2679911</td>
<td><a href="mailto:vicki-anne.heikell@dia.govt.nz">vicki-anne.heikell@dia.govt.nz</a></td>
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</table>
Contact list updated

2012: Vicki-Anne Heikell  
Date: July 11-12, 2012

2013: ................................................................. Date: ..............................................

2014: ................................................................. Date: ..............................................

2015: ................................................................. Date: ..............................................

2016: ................................................................. Date: ..............................................

2017: ................................................................. Date: ..............................................
Executive Summary

This Maintenance Plan has been prepared for the Trustees of Te Kauwhanganui to assist in the preservation of the manuscript collection.

This Maintenance Plan should be read in conjunction with the: Cyclical Maintenance Plan – Te Kauwhanganui Building, Rukumoana, prepared by Dean Whiting, Māori New Zealand Historic Places Trust/Pouhere Taonga.

The Maintenance Plan builds on previous reports:
- Te Kauwhanganui Conservation Plan 2006-2011, Tharron Bloomfield, National Preservation Office

The Maintenance Plan includes:
- Five recommendations for preservation of the manuscript collection
- Templates to assist in identifying issues putting the collections and building at risk
- Regular schedule of activities including phased improvements in the storage of the manuscript collections

Condition of the Manuscript Collection

The manuscript collection is considered in stable condition. All manuscripts are stored in secure cabinets in two rooms. Access to and handling of the manuscripts is restricted and an inventory of the collection has identified priority manuscripts in fragile condition.

Five recommendations have been identified to improve the long-term preservation of the collections.

Recommendations for the Manuscript Collection:
1. Cataloguing of the collection
2. Implementing a monitoring programme for the collection
3. Phased conservation rehousing of the collection
4. Training for the Kaitiaki
5. Formal endorsement of the Maintenance Plan
Preservation Recommendations for Ngā Taonga Tuhinga

The manuscript collection is in stable condition with damages typical of collections of similar age and use. These include: corner and edge wear and loss to edges of the paper, tears, creases and fold-lines, fading of some of the inks. Some rust staining and foxing/mould staining is present on some of the papers.

According to a previous report the manuscript collection comprises over 20,000 individual pages and approximately 80% require conservation treatment. However a preservation approach of routine maintenance and monitoring, addressing the storage and minimising the handling will reduce the need for individual item conservation treatment.

Preservation improvements already undertaken by the Te Kauwhanganui include:

- Manuscripts removed from metal trunks where they were previously housed. The metal trunks have been retained.
- All boxed manuscripts have been placed in purpose-built MDF wood veneer laminate in two rooms: in the Whakairo Room also known as the King’s Waiting Room; and the Record Room. The shelving was installed circa 2005. The shelving appears to be unsealed.
- Majority of manuscripts have been interleaved with acid-free tissue and where possible unfolded to be flat in boxes
- Manuscripts have been placed in boxes and or folders. While these are not archival boxes they provide some protection and buffering from the external environment
- An inventory of all the manuscripts have been catalogued with a unique number and information on date of the item and condition
- Arrangement and Description training for Kaitiaki, Tiri Van Wilsem Vos and Kay Patena.

The recommendations below will improve the long-term preservation of the collection.

**Recommendation 1: Cataloguing of the collection**

1. Photocopy or scan the current inventory and store at an off-site location
2. Transfer information from the inventory to an Excel spreadsheet
3. Developing and enhancing the inventory record to an Excel spreadsheet
4. Identify conservation condition priorities as part of enhanced catalogue record

**Recommendation 2: Implementing a monitoring programme for the collection**

1. Training, testing and implementing the monitoring of the maintenance plan
2. Implement the six weekly, quarterly and annual cleaning plan and retain monitoring forms for planning purposes

**Recommendation 3: Phased conservation rehousing of the collection**

1. Undertake phased rehousing of the collection to conservation quality folders and boxes
2. Modifying the shelving for to accommodate conservation quality boxes

---

1 P9 Te Kauwhanganui Conservation Plan 2006-2011

2 Te Kauwhanganui Maintenance Plan v.1 2011
Recommendation 4: Training for the Kaitiaki
   1. NPO to carry out three workshops with Kaitiaki over an 18-month period in Monitoring, Phased Rehousing and Disaster Preparedness Planning
   2. Undertake Disaster Preparedness Planning

Recommendation 5: Formal endorsement of the Maintenance Plan
   1. That The Trustees of Te Kauwhanganui formally endorse the Maintenance Plan(s)
Implementing the Plan: Mahinga Tumu

**Recommendation 1: Cataloguing of the collection**

1. Photocopy or scan the current inventory and store at an off-site location
2. Transfer information from the inventory to an Excel spreadsheet
3. Develop and enhance the inventory record to an Excel spreadsheet
4. Identify conservation condition priorities as part of enhanced record

**Why Catalogue the Collection?**

The current inventory is a working tool of the kaitiaki. It is critical to the preservation of nga taonga tuhinga because:

- It provides a record of the current location and condition of every manuscript in the collection
- It minimises unnecessary handling of the collection
- It provides information that will help in long-term preservation planning; for example, rehousing priorities, conservation treatment priorities.

Currently the inventory is in handwritten hardback exercise books and stored on-location in the Te Kauhanganui building. It is important an additional copy is kept off-site to ensure that in the event of an incident in or around the building that information about the collection of manuscripts can be quickly accessed.

It is recommended that the information in the exercise books be transferred to an Excel spreadsheet. The same columns can be used in the spreadsheet as in the exercise book and other can be added as required. For example, an Excel spreadsheet will allow the development of the record including notes on the condition of the items and photographic images.

The advantage of an Excel spreadsheet is that it is relatively easy to add to and most database systems are compatible with it so longer term this information should be able to be migrated to a database system.

The cataloguing of the collection will assist in medium to long term planning for storage of the manuscript collection by giving a more accurate description of the collection.

**Tasks for Kaitiaki**

- Photocopy or scan the handwritten inventory to be kept off-site
  - Completed: ........................................

- Transfer information from exercise books to an Excel spreadsheet
  - Started: **July 10, 2012**
  - Completed: ........................................

- Developing and enhancing the catalogue record to a Excel spreadsheet
  - Started: ........................................
  - Completed: ........................................
Initialled deed of settlement for presentation to Ngāti Hauā for ratification purposes

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- Identify conservation condition priorities as part of enhanced catalogue record and rehousing of the collection
  - Started: ...........................................
  - Completed: .................................

**Resources required for Kaitiaki to carry out tasks**

<table>
<thead>
<tr>
<th>Resource</th>
<th>Required</th>
</tr>
</thead>
<tbody>
<tr>
<td>Access to a photocopier/scanner</td>
<td>✔️</td>
</tr>
<tr>
<td>Access to a PC with software and email</td>
<td>✔️</td>
</tr>
<tr>
<td>Access to a printer and memory sticks</td>
<td>□️</td>
</tr>
<tr>
<td>Digital camera</td>
<td>□️</td>
</tr>
</tbody>
</table>

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18 October 2012 – meeting with Tiri and Anaru to work at The Trust Board/Hauora Offices with access to computer and photocopier to continuing the transfer of work to an excel spreadsheet
Scheduling the Work & Resources - Te Whakatakoto te Kaupapa

Recommendation 2: Implementing a monitoring programme for the collection

1. Training, testing and implementing the monitoring of the maintenance plan
2. Implement the six weekly, quarterly and annual cleaning plan and retain monitoring forms for planning purposes

Why implement a monitoring programme for the collection?

Implementing a monitoring programme helps the Trustees and Kaitiaki to build a picture of the ongoing needs of the collection. Becoming familiar with the collections by regular monitoring helps ensure that issues are identified early before they become potentially major issues. The monitoring programme identifies those resources that will be needed and can be planned for in advance.

Monitoring Forms

A key element of the Maintenance plan is the regular schedule of activity outlined in: six-weekly, quarterly (12 weekly), annual (12 monthly) monitoring and inspection. Part of the schedule of activities will be phased improvements in the storage of the collections.

The 2012 Maintenance plan includes draft templates and suggested schedule of activities. These will be reviewed, modified and refined following the first NPO workshop with the Kaitiaki. At that workshop the monitoring forms will be “tested” to see how it might work best.

The success of any Maintenance Plan is that schedule of activities is carried out.

Tasks for Kaitiaki

- Following training implement the six weekly, quarterly and annual cleaning plan
  - Started: July 2012

- Record and retain the monitoring forms in a central location
  - Location: …………………………………

- Compile the monitoring reports to provide a summary to coincide with a Trustees meeting
  - Started: …………………………………

- Compile an annual report for the Trustees to coincide with budget planning meeting to identify and schedule tasks and resourcing required
  - For example: phased rehousing – xx folders at xx cost, sealing MDF shelving
Pest control

As part of the monitoring programme consideration should be given to a commercial pest control company providing some pest monitoring/control.

The most successful pest control programmes are those that include routine schedule of monitoring and cleaning including a

- permethrin-based insecticide for the perimeter of the building to reduce insects attracted to the building
- rodent bait monitoring programme

Tasks for Kaitiaki

- Approach a pest control company and obtain information and quotes for insect control and rodent monitoring programmes
  - Started: ......................................
  - Completed: .................................

Resources required for Kaitiaki to carry out tasks

Immediate resources to “test” Monitoring forms and process in 2012

- Access to a photocopier/scanner
- Access to a PC with software and email
- Access to a printer and memory sticks
- HEPA filtered vacuum cleaner
- Microfibre cloths
- Rubbish bags
- Ringbinder, plastic file pockets, pencils
Recommendation 3: Phased conservation rehousing of the collection

1. Undertake phased rehousing of the collection to conservation quality folders and boxes
2. Modifying the shelving for to accommodate conservation quality boxes

Why phased conservation rehousing of the collection?

All the manuscripts have been stored in a box or folder in two of the rooms of the Te Kauhanganui building. These boxes and folders are providing some protection and buffering from the external environment. However the current boxes and folders are manufactured from wood-pulp which is inherently acidic. The acid content of the enclosures will contribute to the deterioration of the manuscript collection. These should be upgraded to conservation quality enclosures to enhance the long-term preservation of the manuscripts.

The shelving will require reconfiguration to accommodation the conservation quality boxes. The rehousing of the collection may allow more storage capacity. At the point of reconfiguration of the shelving the MDF shelving will require sealing with a water-based polyurethane.

It is recommended the rehousing of the collections be into:

- Document wallet folders
- London boxes
- Slot storage for framed works

Slot storage system. Partitions at least the height of ‘tallest’ work. Storage should include a base to ensure works not directly on the floor.

Detailed planning for rehousing and slot storage will be informed by the cataloguing process and monitoring tasks.

---

4 See Te Kauwhanganui Maintenance Plan v.1 2011 for more information
Recommendation 4: Training for the Kaitiaki

1. NPO to carry out three workshops with Kaitiaki over an 18-month period in Monitoring, Phased Rehousing and Disaster Preparedness Planning
2. Undertake Disaster Preparedness Planning with Kaitiaki

Why training for the Kaitiaki?

For the Maintenance Plan to succeed it is important that the Kaitiaki are supported with training to carry out the work. Their role is central to the long-term preservation of the manuscript collection.

The training will reinforce the elements of the Maintenance Plan and the roles and responsibilities of the Kaitiaki. Each workshop will be an opportunity to test, refine and develop the Maintenance plan so that it is a useful working tool for both the Kaitiaki and The Trustees of Te Kauwhanganui.

The NPO has proposed three workshops with Kaitiaki

NPO Workshop 1: May-June 2012
- Provide an overview of the Maintenance Plan with Kay and Tiri
- To ‘test’ the check-sheets and templates and refine
- To outline the requirements for the Disaster Preparedness Plan with information to be completed by Kay and Tiri before Workshop 2

NPO Workshop 2: December 2012-January 2013
- Six months following NPO Workshop 1 a follow-up to discuss the practical aspects of the Maintenance Plan
- Demonstrate conservation rehousing
- Training in condition reporting
- Assemble the Disaster Preparedness Plan completed by Kay and Tiri

NPO Workshop 3: May-June 2013
- Six months following Workshop 2 a debrief of the Maintenance schedule and plan
- Completion and review of the Disaster Preparedness and Salvage Manual – including Salvage Guidelines
- Possible disaster salvage exercise

Other training and professional development

Additional training by other providers would develop the expertise of the Kaitiaki. Below are two examples of types of training that might be useful and serve here as a guide for budgeting and resourcing purposes.

- Triptych Conservation training in Disaster Salvage Preparedness
  [http://www.triptychconservation.co.nz](http://www.triptychconservation.co.nz)
- Community Archives Training: Introductory and Intermediate Courses.

Professional Memberships

It is suggested that Kaitiaki are supported to become members of professional organisations that will provide support and networking opportunities, in particular

- Te Rōpū Whakahau: An organisation of Māori librarians and information specialists.
Making it happen - He pukumahi te mahi

Recommendation 5: Formal Endorsement of the Plan

2. That The Trustees of Te Kauwhanganui formally endorse the Maintenance Plans

Why formal endorsement of the Maintenance Plan?

To succeed the Maintenance Plan requires the formal endorsement of The Trustees. Endorsement assumes support of the Kaitiaki to undertake the work.

It requires The Trustees to formally delegate responsibilities to identified Kaitiaki to carry out the tasks and to provide a pūtea to do those tasks

Annual Review

To succeed the Maintenance Plan needs to reviewed and updated annually by the Kaitiaki and issues presented to the Trustees for discussion at the Annual General Meeting. The reporting should include an outline of the upcoming schedule of activities including pūtea and resources required.

Resources

Identifying and scheduling the activities to maintain the building and the collections will assist The Trustees to plan expenditure and seek external funding opportunities.

Regular Training

The Trustees support of Kaitiaki to have regular training builds capacity within Ngāti Haua. This is important in the long-term aspirations for the use and development of the collection and the building.

Other issues

There are other issues not in addressed in the Maintenance Plan that have an impact on the preservation of the manuscript collection and have been flagged here as requiring development:

- Policy issues set out in the earlier report Conservation Plan 2006-2011. The Kaitaiki and The Trustees could develop the policies as the Maintenance and Disaster Preparedness Plans are being implemented
- Longer term space requirements for collections that may be brought into the Te Kauwhanganui
Appendices I: Monitoring Forms

These will be trialled at the first workshop and refined

- Six Weekly Monitoring Form
- Quarterly Monitoring Form
- Annual Monitoring Form
SIX WEEKLY MONITORING FORM: Te Kauwhanganui Manuscripts

<table>
<thead>
<tr>
<th>Date</th>
<th>Time started</th>
<th>Time finished</th>
<th>Kaitiaki</th>
<th>Vacuum</th>
<th>Wipe down</th>
<th>Blinds closed</th>
<th>Electrical</th>
<th>Cabinet check</th>
<th>Box checked</th>
<th>Rubbish</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Check for:
- Dead insects
- Window ledge
- Top of cabinets

Check for:
- Sealed
- Removed
- Box No.
- Cabinet locked
- Insects
- Cord out
- Electrical
- Off position
- Windows locked
- Blinds closed

Records Room
- Skirting
- Top of cabinets
- Window ledge
- Check for:
  - Sealed
  - Removed

Whakairo Room
- Skirting
- Top of cabinets
- Window ledge
- Check for:
  - Sealed
  - Removed

Please wear cotton gloves when checking the manuscript collection.

Please put completed form in Log Book.

ISSUE:
Provide brief description of the issue, including location, date

<table>
<thead>
<tr>
<th>ACTION:</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>Removed insect Removed box from cabinet</td>
<td></td>
</tr>
<tr>
<td>Recorded dated</td>
<td></td>
</tr>
</tbody>
</table>

Note to Kaitiaki
Record changes in conditions by ticking the relevant section

IMPORTANT
If you have ticked "issue" remember to complete the log overleaf

Issue
If you identified "issue" please complete the following section describing the issue. Take a photograph if possible
Put completed form in Log Book

ISSUE:
Provide brief description of the issue, including location, date

<table>
<thead>
<tr>
<th>ACTION:</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>Removed insect Removed box from cabinet</td>
<td></td>
</tr>
<tr>
<td>Recorded dated</td>
<td></td>
</tr>
</tbody>
</table>

53
### QUARTERLY MONITORING FORM: Te Kauwhanganui Manuscripts

(For use by Kaitiaki)

<table>
<thead>
<tr>
<th>Date:</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>Time started-</td>
<td>finished</td>
</tr>
</tbody>
</table>

| Kaitiaki: |  |

<table>
<thead>
<tr>
<th>Cabinet</th>
<th>Cabinet clean</th>
<th>Box Rehousing</th>
<th>Collection photography</th>
<th>Electrical</th>
<th>Blinds closed</th>
<th>Rubbish</th>
</tr>
</thead>
<tbody>
<tr>
<td>Crate cabinet</td>
<td>Collection removed</td>
<td>Note Box No. below</td>
<td>Photographed collection</td>
<td>Check for:</td>
<td>Check for:</td>
<td>Sealed</td>
</tr>
<tr>
<td>1,2,3,4,5,6</td>
<td>Vacuumed</td>
<td>Updated inventory</td>
<td></td>
<td>Check for:</td>
<td></td>
<td>Windows locked</td>
</tr>
<tr>
<td>Manuscripts stored</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>Removed</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Records Room</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>1, 2, 3, 4, 5, 6</td>
<td></td>
</tr>
<tr>
<td>Box No.</td>
<td>Initials</td>
</tr>
<tr>
<td>Time</td>
<td>Initials</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Whakairo Room</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>1, 2, 3, 4, 5, 6</td>
<td></td>
</tr>
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</tr>
<tr>
<td>Time</td>
<td>Initials</td>
</tr>
</tbody>
</table>

**Note to Kaitiaki**

Record changes in conditions by ticking the relevant section.

**IMPORTANT**

If you have ticked “issue” remember to complete the log overleaf.

---

**Issue**

If you identified “issue” please complete the following section describing the issue. Take a photograph if possible

Put completed form in Log Book.

**ISSUE:**

Provide brief description of the issue, including location, date

<table>
<thead>
<tr>
<th>Example:</th>
<th>ACTION:</th>
</tr>
</thead>
<tbody>
<tr>
<td>Insect found in Cabinet 2</td>
<td>Recorded/dated. Removed insect. Removed box from cabinet</td>
</tr>
</tbody>
</table>

---

**Please wear cotton gloves when inspecting collection items**

Please put completed form in Log Book.

---
### Initialled deed of settlement for presentation to Ngāti Hauā for ratification purposes

**ATTACHMENTS**

**3: RELATIONSHIP AGREEMENT**

---

**ANNUAL MONITORING FORM: Te Kauwhanganui Manuscripts**

(For use by Kaitiaki)

<table>
<thead>
<tr>
<th>Date</th>
<th>Time started</th>
<th>Time finished</th>
<th>Kaitiaki</th>
</tr>
</thead>
<tbody>
<tr>
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**Note to Kaitiaki**

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</thead>
<tbody>
<tr>
<td>eg. Insect found in Cabinet 2</td>
</tr>
</tbody>
</table>

**ACTION:**

<table>
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<tr>
<th>Recorded/dated</th>
<th>Removed insect</th>
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<tr>
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**ATTACHMENTS**

**3: RELATIONSHIP AGREEMENT**

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**ANNUAL MONITORING FORM: Te Kauwhanganui Manuscripts**

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<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>
Appendix II: Equipment and Supplies

These are indicative costs only to help with budget planning. Obtaining quotes for more accurate costing is recommended.

Developing the Cleaning Toolkit for the Kaitiaki

<table>
<thead>
<tr>
<th>Cleaning</th>
<th>Quantity</th>
<th>Approximate Cost</th>
</tr>
</thead>
<tbody>
<tr>
<td>Latex gloves (box 100)</td>
<td>1 x box</td>
<td>30.00</td>
</tr>
<tr>
<td>Microfibre cloths</td>
<td></td>
<td>20.00</td>
</tr>
<tr>
<td>HEPA filtered Vacuum Cleaner</td>
<td>1</td>
<td>600.00</td>
</tr>
</tbody>
</table>

Collection checking and rehousing

<p>| | | |</p>
<table>
<thead>
<tr>
<th></th>
<th></th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>Cotton gloves (1 dozen)</td>
<td>1</td>
<td>25.00</td>
</tr>
<tr>
<td>Trolley (two tier)</td>
<td>1</td>
<td>500.00</td>
</tr>
<tr>
<td>Tweezers</td>
<td>2</td>
<td>60.00</td>
</tr>
<tr>
<td>Soft brushes (for cleaning)</td>
<td>2</td>
<td>60.00</td>
</tr>
<tr>
<td>Tool box for tools</td>
<td>1</td>
<td>30.00</td>
</tr>
<tr>
<td>Bone folders</td>
<td>2</td>
<td>25.00</td>
</tr>
<tr>
<td>Stanley knives</td>
<td>2</td>
<td>15.00</td>
</tr>
<tr>
<td>Steel ruler (500mm)</td>
<td>1</td>
<td>25.00</td>
</tr>
<tr>
<td>Steel ruler (300mm)</td>
<td>2</td>
<td>10.00</td>
</tr>
<tr>
<td>Cutting mat (A1 – 900 x 600)</td>
<td>1</td>
<td>40.00</td>
</tr>
<tr>
<td>Set squares</td>
<td>2</td>
<td>10.00</td>
</tr>
<tr>
<td>Magnifying glass</td>
<td>1</td>
<td>20.00</td>
</tr>
<tr>
<td>Pillows for resting bound volumes</td>
<td>2</td>
<td>110.00</td>
</tr>
<tr>
<td>2B pencils</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Conservation Materials

<p>| | | |</p>
<table>
<thead>
<tr>
<th></th>
<th></th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>Polyethylene bags (range of sizes in packs of 250)</td>
<td></td>
<td>25.00</td>
</tr>
<tr>
<td>Wallet folders (@ $2.00)</td>
<td>50</td>
<td>100.00</td>
</tr>
<tr>
<td>London Boxes (@16.00)</td>
<td>15</td>
<td>240.00</td>
</tr>
<tr>
<td>Flat cotton tape(10mm x 100M roll)</td>
<td>1</td>
<td>30.00</td>
</tr>
<tr>
<td>Datalogger (RH/Temp)</td>
<td>1</td>
<td>220.00</td>
</tr>
</tbody>
</table>

Disaster Preparedness

<p>| | | |</p>
<table>
<thead>
<tr>
<th></th>
<th></th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>DALEKS (small)</td>
<td>1</td>
<td>1300</td>
</tr>
</tbody>
</table>

**Trolleys** - at least a two tier trolley required to safely place and move collections from the cabinets. An example of the type of trolley from two different companies is listed below.

1. Office Products Online  [www.officeproductsonline.co.nz](http://www.officeproductsonline.co.nz)
   a. Shelf Trolley : OPTR LD118-2 (Standard)
   b. Shelf Trolley : OPTR LD128-2 (Large)

2. Rex Industrial Equipment  [http://rexproducts.co.nz](http://rexproducts.co.nz)
   a. Modular Kitset Table Trolley System (MTST1000A)

**HEPA-filtered** vacuum cleaner and HEPA filters – most stockists of Vacuum cleaners should be able to provide information on the range of HEPA filtered cleaners. An example of a mid-range HEPA-filtered vacuum cleaner.
ATTACHMENTS

3: RELATIONSHIP AGREEMENT

http://www.godfreys.co.nz/vacuum_cleaner_information.php?cat=4&is_subcat=0&id=162&page=1

USB Temperature/Humidity Datalogger with LCD: measures and logs the temperature and relative humidity and stores in an internal memory for later download to a PC

   a. USB Temperature/Humidity Datalogger CAT. NO. QP6014

2. The Metshop [www.themetshop.co.nz](http://www.themetshop.co.nz)
   a. KLIMA Temperature/Humidity Logger

Hardware Stores & Stationary Suppliers

1. Microfibre cloths
2. Latex gloves
3. Stanley Knives
4. Toolbox or Fishing Tackle box or similar
5. Cutting mats
6. Steel rulers: 300mm, 600mm or 1000mm
7. Magnifying glass
8. Crystal clear bags (Polyethylene only)

Conservation quality products

Conservation Supplies Ltd - [www.conservationsupplies.co.nz](http://www.conservationsupplies.co.nz)

1. Bone Folders
2. Conservation gloves
3. Flat Cotton tape
4. Tweezers
5. Boxes & folders

Triptych Conservation Ltd – [www.triptychconservation.co.nz](http://www.triptychconservation.co.nz)

1. DALEKS – supplies for disaster salvage
2. Pillows
3. Boxes and folders
4. Cotton tapes
5. Disaster Preparedness training

Port Nicholson Packaging – [www.pnp.co.nz](http://www.pnp.co.nz)

Port Nicholson has a programme to assist smaller institutions to access archival boxes and folders at a more acceptable cost. ProjectTAG – this system involves Port Nicholson Packaging notifying by email all members of ProjectTAG whenever a significant production of archival enclosures has been scheduled. The members of Project TAG are given the opportunity to "TAG" their requirements to a large order and enjoy the same pricing.

1. London boxes
2. Four flap wallet folders

**Recommendation:** Join the Project TAG email distribution list by emailing [Michael@pnp.co.nz](mailto:Michael@pnp.co.nz)

Packaging House – [www.packaginghouse.co.nz](http://www.packaginghouse.co.nz)

Polyethylene Bags sold as *Harveys Superseal reclosable bag(s)*
Appendix III: Six-weekly Electrical Safety Checklist

This has been adapted from the Electrical Safety Checklist available at [www.energysafety.govt.nz](http://www.energysafety.govt.nz)

**Sockets and switches**
- No broken plugs, sockets, light switches or light fittings
- Multi-boxes are working properly

**Cords**
- All electrical cords in good condition – no cracking or fraying, no internal wires exposed
- All electric cords clear of furniture
- All extension cords used for temporary purposes only
- All cords out of way so cannot be tripped over, damaged by furniture

**Lighting**
- Do you have correct bulbs in light fittings and lamps

**Portable Electric Heaters**
- All heaters at least one metre from things that can burn – “heater metre rule”
- Heater in good working order with no broken parts, funny noises or smells
- Have you recently maintained and cleaned the heater
- Is the heater unplugged when not in use

**Computers**
- PC or laptops are plugged into surge protector junction boxes
- All plugs removed from the wall socket when not in use

**Smoke alarms**
- Have the smoke alarms been tested
4 WAHAROA AERODROME LAND

South Auckland Land District – Matamata-Piako District

46.8476 hectares, more or less, being Section 72 Block XIII Wairere Survey District. All computer freehold register SA23C/1294.
4A COUNCIL’S WAHAROA AERODROME LAND

<table>
<thead>
<tr>
<th>South Auckland Land District-Matamata Piako District.</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Area marked ‘A’</strong></td>
</tr>
<tr>
<td>4.9589 hectares, more or less, being Matamata North E and Matamata North F. All computer freehold register SA10C/459.</td>
</tr>
<tr>
<td><strong>Area marked ‘B’</strong></td>
</tr>
<tr>
<td>1.3339 hectares, more or less, being Part Lot 1 DP 29064 and Part Section 71 Block XIII Wairere Survey District. All computer freehold register 20651.</td>
</tr>
</tbody>
</table>
Initialled deed of settlement for presentation to Ngāti Hauā for ratification purposes

ATTACHMENTS
5 SCHOOL HOUSE SITE DIAGRAM

Morrinsville College School House site

* Subject to survey.
* Nominal width of A is 3.5m
Initialled deed of settlement for presentation to Ngāti Hauā for ratification purposes

ATTACHMENTS

6 RFR LAND

<table>
<thead>
<tr>
<th>Address or other Description</th>
<th>Legal Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>Tatuanui School</td>
<td>1.5823 hectares, more or less, being Part Lot 4 DP 14236. All computer freehold register SA329/207.</td>
</tr>
<tr>
<td>Te Wharekura O Te Rau Aroha</td>
<td>0.1012 hectares, more or less, being Lot 1 DPS 3050. All computer freehold register SA1227/94.</td>
</tr>
<tr>
<td></td>
<td>1.6187 hectares, more or less, being Part Lot 11 DP 14295. All computer freehold register SA316/223.</td>
</tr>
<tr>
<td>Kereone School</td>
<td>1.6187 hectares, more or less, being Part Te Au O Waikato Maungatapu No 9B No 2 Section 2 (DP 21403). All computer freehold register SA475/294.</td>
</tr>
<tr>
<td>Walton School</td>
<td>0.7876 hectares, more or less, being Part Te Pae O Turawaru Block (DP 8523). All computer freehold register SA127/101.</td>
</tr>
<tr>
<td></td>
<td>0.5969 hectares, more or less, being Part Te Pae O Turawaru Block (DP 8523). All computer freehold register SA214/242.</td>
</tr>
<tr>
<td></td>
<td>0.8094 hectares, more or less, being Part Te Pae O Turawaru Block (DP 14538). All computer freehold register SA322/236.</td>
</tr>
<tr>
<td></td>
<td>0.1363 hectares, more or less, being Part Te Pae O Turawaru Block (Diagram on Transfer 250075). All computer freehold register SA631/71.</td>
</tr>
<tr>
<td>Kiwitahi School</td>
<td>0.8094 hectares, more or less, being Part Te Au O Waikato 2B No 2 (DP 8099). All computer freehold register SA208/152.</td>
</tr>
<tr>
<td></td>
<td>0.3622 hectares, more or less, being Part Lot 6 DP 25089. All computer freehold register SA1094/200.</td>
</tr>
<tr>
<td></td>
<td>0.3521 hectares, more or less, being Lot 1 DPS 267. All computer freehold register SA1003/283.</td>
</tr>
<tr>
<td>Te Kura o Waharoa</td>
<td>0.3541 hectares, more or less, being Sections 64 and 65 Block XIII Wairere Survey District. All computer freehold register SA445/280.</td>
</tr>
<tr>
<td></td>
<td>1.4168 hectares, more or less, being Sections 1, 2, 3, 4, 5, 6, 7, 8, 9, 10, 11, 12, 13 and 14 Block X Waharoa Township. All computer freehold register SA200/152.</td>
</tr>
<tr>
<td></td>
<td>0.8094 hectares, more or less, being Sections 2, 3, 4, 5, 9, 10, 11 and 12 Block VI Waharoa Township. All Gazette notice S89017.</td>
</tr>
<tr>
<td></td>
<td>0.2023 hectares, more or less, being Closed Road Block XIII Wairere Survey District adjoining Sections 9, 10, 11 and 12 Block VI Township of Waharoa and adjoining Section 65 Block XIII Wairere Survey District. All Gazette notice S194332.</td>
</tr>
</tbody>
</table>
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**ATTACHMENTS**

### 6: RFR LAND

<table>
<thead>
<tr>
<th>Location</th>
<th>Description</th>
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</tr>
</thead>
<tbody>
<tr>
<td><strong>Hinuera School</strong></td>
<td>0.6730 hectares, more or less, being Lots 3 and 6 DP 14651. All computer freehold register SA322/56.</td>
<td></td>
</tr>
<tr>
<td></td>
<td>0.8094 hectares, more or less, being Part Mangawhara No1A Block. All computer freehold register SA155/192.</td>
<td></td>
</tr>
<tr>
<td></td>
<td>0.4047 hectares, more or less, being Part Mangawhara No 1A Block. All computer freehold register SA140/139.</td>
<td></td>
</tr>
<tr>
<td><strong>David Street School, Morrinsville</strong></td>
<td>3.0113 hectares, more or less, being part Lot 5 DP 24498 and Lots 1, 2, 5 and 6 DPS 1161. All Proclamation S61335.</td>
<td></td>
</tr>
<tr>
<td></td>
<td>0.0683 hectares, more or less, being Section 8 Block VI Maungakawa Survey District. All Proclamation S117279.</td>
<td></td>
</tr>
<tr>
<td></td>
<td>0.1222 hectares, more or less, being Lot 1 DPS 3124. All Proclamation S82096.</td>
<td></td>
</tr>
<tr>
<td><strong>Morrinsville Intermediate</strong></td>
<td>4.3504 hectares, more or less, being part Lot 7 DP 7445. All Proclamation S226942.</td>
<td></td>
</tr>
<tr>
<td><strong>Morrinsville School</strong></td>
<td>2.4149 hectares, approximately, being Lots 20, 21, 22 and 23 DP 8452, Part Lot 19 DP 2465, Parts Lot 170 and Part Lot 169 DP 2461, Lots 18 and 19 DP 8452, Part Motumaoho 2 (DP12765). Balance Gazette notice H011748. Subject to surv</td>
<td>0.0223 hectares, approximately, being Closed Street situated in Block VI Maungakawa Survey District shown marked A on SO 47943. Part Gazette notice H052526. Subject to survey.</td>
</tr>
<tr>
<td><strong>LAND HOLDING AGENCY: New Zealand Police</strong></td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>Address or other Description</strong></td>
<td><strong>Legal Description</strong></td>
<td></td>
</tr>
<tr>
<td>Morrinsville Police Station</td>
<td>0.1424 hectares, more or less, being Section 1 SO 59450. All Gazette notice B165826.</td>
<td></td>
</tr>
<tr>
<td>38 Goodwin Avenue, Morrinsville</td>
<td>0.0852 hectares, more or less, being Lot 15 DPS 6516. All Proclamation S192462.</td>
<td></td>
</tr>
<tr>
<td>3 Morrice Avenue, Morrinsville</td>
<td>0.0792 hectares, more or less, being Lot 2 DPS 8368. All Gazette notice S326588.</td>
<td></td>
</tr>
<tr>
<td><strong>LAND HOLDING AGENCY: Waikato District Health Board</strong></td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>Address or other Description</strong></td>
<td><strong>Legal Description</strong></td>
<td></td>
</tr>
<tr>
<td>222 Studholme Street, Morrinsville</td>
<td>2.0234 hectares, more or less, being Lot 1 DPS 524. All computer freehold register SA1001/68.</td>
<td></td>
</tr>
</tbody>
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<tr>
<td>Te Tapui Scenic Reserve</td>
<td>1741 hectares, approximately, being Section 4 Block VIII Cambridge Survey District and Part Section 5 Block III Cambridge Survey District (subject to survey). Balance computer freehold register SA48C/398.</td>
</tr>
<tr>
<td></td>
<td>12.0877 hectares, more or less, being Lot 1 DPS 27810. All Transfer H296438.3.</td>
</tr>
</tbody>
</table>
7 DRAFT SETTLEMENT BILL