



**I, Steven May, Tumu Whakarae Chief Executive Officer, hereby give notice that  
a Māori Standing Committee Meeting will be held on:**

**Date: Wednesday, 5 February 2020**  
**Time: 12.30pm**  
**Location: Wairoa Airport, Airport Road, Wairoa**

# **AGENDA**

## **Māori Standing Committee Meeting**

**5 February 2020**

The agenda and associated papers are also available on our website: [www.wairoadc.govt.nz](http://www.wairoadc.govt.nz)

For further information please contact us 06 838 7309 or by email [info@wairoadc.govt.nz](mailto:info@wairoadc.govt.nz)



**Order Of Business**

<b>1</b>	<b>Karakia.....</b>	<b>5</b>
<b>2</b>	<b>Apologies for Absence .....</b>	<b>5</b>
<b>3</b>	<b>Declarations of Conflict of Interest .....</b>	<b>5</b>
<b>4</b>	<b>Chairperson’s Announcements .....</b>	<b>5</b>
<b>5</b>	<b>Late Items of Urgent Business.....</b>	<b>5</b>
<b>6</b>	<b>Public Participation .....</b>	<b>5</b>
<b>7</b>	<b>Minutes of the Previous Meeting.....</b>	<b>5</b>
<b>8</b>	<b>General Items.....</b>	<b>9</b>
8.1	Ta Te Pouahurea Maori Purongo .....	9



- 1 KARAKIA**
- 2 APOLOGIES FOR ABSENCE**
- 3 DECLARATIONS OF CONFLICT OF INTEREST**
- 4 CHAIRPERSON'S ANNOUNCEMENTS**
- 5 LATE ITEMS OF URGENT BUSINESS**
- 6 PUBLIC PARTICIPATION**

A maximum of 30 minutes has been set aside for members of the public to speak on any item on the agenda. Up to 5 minutes per person is allowed. As per Standing Order 15.1 requests to speak must be made to the Chief Executive Officer at least one clear day before the meeting; however this requirement may be waived by the Chairperson. Requests should also outline the matters that will be addressed by the speaker(s).

**7 MINUTES OF THE PREVIOUS MEETING**

Ordinary Meeting - 12 December 2019

**MINUTES OF WAIROA DISTRICT COUNCIL  
MĀORI STANDING COMMITTEE MEETING  
HELD AT THE COUNCIL CHAMBER, WAIROA DISTRICT COUNCIL, CORONATION SQUARE, WAIROA  
ON THURSDAY, 12 DECEMBER 2019 AT 12.30PM**

**PRESENT:** His Worship the Mayor Craig Little, Cr Jeremy Harker, Mr Kiwa Hammond (Chairperson), Mrs Here Nissen, Mr Paul Kelly, Mr Henare Mita, Ms Sharon Cooper, Ms Theresa Thornton, Mr Adrian Manuel, Ms Whaiora Maindonald, Mrs Fiona Wairau

**IN ATTENDANCE:** Steven May (Tumu Whakarae Chief Executive Officer), Duane Culshaw (Pouahurea Māori Māori Relationships Manager), Nathan Heath (HBRC Catchment Manager), Charlotte Knight (Kaiarataki Kaupapa Here / Mana Ārahi Policy & Governance Team Leader), Cr Kaimoana

**1 KARAKIA**

Given by Mr Hammond.

**2 APOLOGIES FOR ABSENCE**

None received.

**3 DECLARATION OF CONFLICT OF INTEREST**

None.

**4 CHAIRPERSON'S ANNOUNCEMENTS**

None.

**5 LATE ITEMS OF URGENT BUSINESS**

At 12:36 pm, Mrs Fiona Wairau returned to the meeting.

No items.

**6 PUBLIC PARTICIPATION**

None.

**7 MINUTES OF THE PREVIOUS MEETING**

**COMMITTEE RESOLUTION 2019/116**

Moved: Ms Whaiora Maindonald

Seconded: Ms Sharon Cooper

That the minutes of the Ordinary Meeting held on 19 November 2019 be confirmed.

**CARRIED**

Update regarding process for fly dumping.

At 12:55 pm Cr Kaimoana left the meeting.

Update on Patangata Bridge.

## **8 GENERAL ITEMS**

### **8.1 TA TE POUAHUREA MAORI PURONGO**

The committee discussed:

- Tuia 250 events on Sunday 15<sup>th</sup> and Tuesday 17<sup>th</sup> December
- Rāhiri koha

#### **COMMITTEE RESOLUTION 2019/117**

Moved: Mr Henare Mita

Seconded: Mrs Here Nissen

That the Māori Standing Committee resolve to provide a koha of \$200 (equivalent to a sitting fee) for Philicity Wilson in recognition of her support and assistance during the rāhiri on 31 October 2019.

**CARRIED**

HBRC update report

- Update regarding the high e. coli reading recently in Wairoa river – investigation in progress to determine the source

The Committee thanked Mr Heath for making time to attend the meetings and for the work that has been followed up from the table.

#### **COMMITTEE RESOLUTION 2019/118**

Moved: Mr Henare Mita

Seconded: Cr Jeremy Harker

That the Māori Standing Committee receives the HBRC update report.

**CARRIED**

At 1:42 pm, Cr Jeremy Harker left the meeting.

His Worship the Mayor gave an update on the workshop about the terms of reference of the Māori Standing Committee.

At 1:46 pm, Cr Jeremy Harker returned to the meeting.

The Committee discussed:

- Māori Standing Committee terms of reference workshop

At 1:50 pm, Ms Theresa Thornton left the meeting.

- Operational expenses going forward

At 1:53 pm, Ms Theresa Thornton returned to the meeting.

- Location and frequency of the meetings

### COMMITTEE RESOLUTION 2019/119

Moved: Mr Kiwa Hammond

Seconded: Mrs Here Nissen

That the Chairperson's report be received.

**CARRIED**

Written report received from:

- Rakaipaaka

Verbal reports given by:

- Wairoa Hōnengenge (request to Council to give free access to school age children if there are a number of high readings of e. coli over the summer)
- Waikaremoana (regional waka ama event went well)
- Matangirau (Reserves Board update)
- Mahia mai Tāwhiti (Freedom Camping ambassadors)
- Pāhauwera (Te Huki marae work being finished off, geese population high at Waihua)
- Ruakituri (Erepeti marae working on renovations still)

Closing karakia given by Mr Hammond

**The Meeting closed at 2.46pm.**

The minutes of this meeting were confirmed at the Māori Standing Committee Meeting held on [DATE & TIME].

.....

**CHAIRPERSON**



**8 GENERAL ITEMS**

8.1	TA	TE	POUAHUREA	MAORI	PURONGO
-----	----	----	-----------	-------	---------

**Author:** Duane Culshaw, Pouahurea Māori Māori Relationships Manager

**Authoriser:** Steven May, Tumu Whakarae Chief Executive Officer

**Appendices:**

1. Patangata Bridge Update - January 2020 [↓](#)
2. Food Safety - Handy Hints [↓](#)
3. Food Safety - Event Organisers [↓](#)
4. Food Safety Poster - Maori [↓](#)
5. Food Safety Poster - English [↓](#)
6. HBRC Update [↓](#)
7. Chairpersons Report - February 2020 [↓](#)
8. Rakaipaaka Takiwa Report - February 2020 [↓](#)

**1. PURPOSE**

- 1.1 This report provides information for the Māori Standing Committee on Council and community activities.

**RECOMMENDATION**

*The Pouahurea Māori Māori Relationships Manager RECOMMENDS that the Māori Standing Committee receives the report.*

**2. KUPU WHAKATAKI**

- 2.1 Kua tawhiti kē tō haerenga mai kia kore e haere tonu. He nui rawa āu mahi kia kore e mahi nui tonu (Nā Tā Himi Henare)
- 2.2 You have come too far not to go further. You've done too much not to do more (Sir James Henare)

**3. UPDATES (INFORMATIONAL)**

- 3.1 This is an update from the previous minutes (December 2019) of the Māori Standing Committee (MSC).
- 3.2 **Client Service Request** – a kindly reminder for MSC members to refer any repair requests or complaints to the Client Service Request form (Telephone complaint in or it is accessible via the Council website – From Home Page, click on the Envelope icon (top right of page), scroll down to **I want to...** click on **Get Something Fixed**. Fill out online form and click **Submit**).
- 3.3 **Standing Committees** – the Council is in the process of reviewing all committees. Draft Terms of References for all committees have been completed and presented to Council for their approval.
- 3.4 **Philicity Wilson** – on behalf of the MSC a grocery voucher was presented to Philicity Wilson in recognition of her support and assistance during the rāhiri on 31 October 2019.

- 3.5 **Tuia 250 Mahia Mai Tawhiti** – a resounding success and acknowledgement to the Mahia Māori Committee and the community of Mahia who hosted the official closing of Tuia 250 in December 2019. Both the Wairoa District Council and the Hawke’s Bay Regional Council played an integral part of this celebration by working closing with local iwi, Rongomaiwahine, from the very outset in 2017. Both Councils were part of the Working Committee and oversaw the Mahia event, which included the welcoming ceremony (15/12/19) of the waka hourua (double-hulled canoe) to Mahia and the official closing of Tuia 250 (17/12/19), which was presided by the Right Honourable Jacinda Ardern, Prime Minister of New Zealand.



#### 4. RESIGNATION (INFORMATIONAL)

- 4.1 We received the formal resignation of Whai-ora Maingdonald from the Māori Standing Committee and the Economic Development Committee, effective 6 January 2020. On behalf of the Council, we extend our gratitude and acknowledgement to her commitment and dedication to these committees. We wish Whai-ora all the very best for her future endeavours, as she dedicates her time to her beloved marae, Hinemihi and her whānau.
- 4.2 We also acknowledge the resignation (14/01/2020) of Charlotte Knight (Governance Advisor) who took up a new role with the Gisborne District Council. We also extend acknowledgements to Charlotte for her professionalism and direction she offer in her governance and policy role. Her contribution to Council was appreciated and will be missed. We wish her well in her new career journey. In the interim, Kitea Tipuna and Gay Waikawa will be responsible for any governance issues.

#### 5. PATANGATA BRIDGE UPDATE (INFORMATIONAL)

- 5.1 The Wairoa District Council recently attended the Whakakī Marae Annual General Meeting to present an update for the Patangata Bridge. In attendance was Nathan Heath of the Hawke’s Bay Regional Council.

- 5.2 A copy of our report is attached for your perusal.

## 6. FOOD CONTROL PLANS (INFORMATIONAL)

- 6.1 We have been asked by our Environmental Health Officers to remind the community at large their responsibilities when it comes to selling food for fundraising events.
- 6.2 From the New Zealand Food Safety website – *“Under the Food Act 2014, that came into effect on 1 March 2016, you can sell food to raise funds for a charity or for cultural and community events without registering under the Act – but only up to twenty (20) times in a calendar year. If you are selling food as a fundraiser twenty (20) or more times a year, you are defined as a business under the Act, and may need to adopt one of the food safety plans or programmes in the Act.*
- 6.3 We have attached a general information sheet for your perusal and ask that Māori Standing Committee representatives disseminate this information to whānau and marae to ensure that they are aware of the guidelines. If anyone needs any further information, please do not hesitate to communicate with our Environmental Health Officers.

## 7. FREEDOM CAMPERS AMBASSADORS UPDATE (INFORMATIONAL)

- 7.1 In 2019 the Council partnered with Rongomaiwahine Iwi Trust to implement a freedom camping ambassador initiative over the summer months. This was due to a successful application from the Ministry of Business Innovation and Employment (MBIE) under the Responsible Camping Initiatives (Tourism Facilities Development Grants).
- 7.2 We are receiving very positive feedback about the Ambassadors. At the time of writing this report, the Māori Relationships Manager has met with the Ambassadors to acknowledge their contribution and has asked if they can make a presentation to Council at the upcoming Council forum (10/03/2020). Our compliance team have also indicated that infringements notices have dramatically decreased due in part to the introduction of the Ambassadors, as well as the introduction of new signage.

## 8. APPOINTMENTS (INFORMATIONAL)

- 8.1 Rongomaiwahine Iwi Trust confirmed that they had appointed Moana Rongo as their new Chief Executive Officer. On behalf of the Wairoa District Council we extend our congratulations to Moana in his new position. We look forward to the continued relationship with have with the Trust.
- 8.2 Tātau Tātau also appointed Lewis Ratapu as their new General Manager. Our understanding is that there is a rāhiri for Lewis at Hinemihi Marae on Saturday, 15 February 2020 (timing to be confirmed).



## 9. KUPU WHAKAKAPI

- 9.1 Ko te tupu o mokopuna, tērā te tupu o Aotearoa (Nā Kahurangi Whina Cooper).
- 9.2 For how the children grow, so will be the shape of New Zealand (Dame Whina Cooper).

**10. CONCLUSION**

- 10.1 The Pouahurea Māori / Māori Relationships Manager recommends that the Māori Standing Committee receives the report.

**Signatories**

	
Author Duane Culshaw	Approved by Steven May



## WAIROA DISTRICT COUNCIL

### PATANGATA BRIDGE UPDATE

Whakakī Marae Annual General Meeting

Sunday, 19 January 2020

Prepared by Duane Culshaw (Pouahurea Māori / Māori Relationships Manager)

#### BACKGROUND

- On 15 August 2019, during a routine inspection, it was recommended by WSP (formerly WSP Opus) that Patangata Bridge be closed to vehicle access.
- This was due to deterioration in the condition of abutments.
- This caused serious concern for the safe passage of vehicles over the bridge.
- The bridge was previously restricted to 2.5 tonne axle maximum weight due to the condition and design of the timber deck.
- For health and safety issues, the bridge is currently restricted to pedestrian and ATV access only.



- The bridge is owned by the Wairoa District Council and is constructed on privately owned land.
- In 2018, maintenance improvements were completed to restore access to the same level of service available before recent issues occurred.
- Further degradation of the foundations of the structure have occurred and there is need for more substantial works.
- The local community have expressed concerns of significant disruption to access to urupā and the surrounding land, which has placed urgency on resolving the lack of access and selecting an optimum solution.
- In December 2019, a Patangata Bridge Business Case – Justification for Funding for Wairoa District Council (WDC), was completed by WSP (formerly WSP Opus). This report set out options for the WDC to consider.



**PROBLEMS AND BENEFITS*****Problems***

- Bridge was constructed in 1959 – records unable to determine what the initial intention of the structure was.
- It is located in a ‘harsh marine environment’ – approximately 1 kilometre from ocean.
- Locality has led to dilapidated condition of the piles and abutments.
- In 1997, timber piles were replaced with steel H-piles.
- Due to no regular maintenance programme, corrosion of the piles occurred by 2018.
- Repairs were undertaken as the ‘do minimum’ option to reopen the structure for local community use only.
- Continued overuse of the bridge led to further rapid deterioration of the timber abutments.
- If no maintenance is undertaken it will continue to deteriorate and may require removal from the site.
- The lack of vehicular access across the bridge prevents development of high value land for potential farming or cropping the land.
- Any capital cost for repair or replacement is currently not allocated in the current activity Management Plan, therefore, funds will need to be re-allocated from other activities.

***Benefits***

- Strengthening, upgrading or replacement of the bridge will protect public from hazards of a deteriorated structure.
- Ensure safe continued access to urupā and adjoining farm land.
- Provide economic opportunities.
- Greatest benefit will be to the local community, with safe provision for vehicular access across the bridge.
- The continued protection of the Whakakī Lagoon and lake environ for future generations.

**OPTIONS APPROACH AND DEVELOPMENT**

- The Business Case prepared by WSP considered various options and scenarios to consider the prolonged life of the existing structure.
- The following options were considered:-
- ‘Do Nothing’ – This would involve acceptance of the bridge in its current state with no action taken.
- ‘Do Minimum’ – The owner of the asset has a legal obligation to maintain the structure at a reasonable cost, currently minimum maintenance work was to restore to its current low level carrying capacity of 2.5 tonne axles.
- ‘Do Something’ – Consideration would be to replace the structure.
- The preferred option is to replace the structure, which could include a temporary structure (Bailey Bridge) or a permanent structure.
- As previously mentioned, no allocation of funds is currently available, therefore, a report has to be presented to Council for consideration of re-allocation of funds.
- Council Officers are currently preparing a report to be presented to Council, which will allow Councillors to make an informed decision about the future of Patangata Bridge.
- Timeline looking forward will be determined on what the Councillors resolution will be. If funding for a permanent structure is approved, construction time would be approximately 5 months. This does not include procurement and consultation.
- The business case and Council report will be presented to Council on 11 February 2020.
- Council is committed to continue communicating with the community on progress.







Handy hints for selling food at  
occasional events

Remember to:	
<input type="checkbox"/>	check that ingredients (including meat and seafood) have been sourced from a registered butcher, supermarket or abattoir (i.e. are not recreational catch or homekill)
<input type="checkbox"/>	check with your local council before your event to find out about any requirements they might have
<input type="checkbox"/>	organise to collect and prepare food as close to the event as possible
<input type="checkbox"/>	arrange to transport food safely to the event site
<input type="checkbox"/>	check helpers preparing and serving food are not ill
<input type="checkbox"/>	appoint a cash handler who won't touch the food
<input type="checkbox"/>	ensure people handling food know how to do things safely.
Have equipment available to:	
<input type="checkbox"/>	keep cold food cold
<input type="checkbox"/>	keep hot food hot
<input type="checkbox"/>	store food so it's kept clean and protected from contamination
<input type="checkbox"/>	allow for any utensils that could get dirty or soiled (e.g. dropped on the ground) during the event
<input type="checkbox"/>	serve customers with single-serve serviettes or plates
<input type="checkbox"/>	clean hands (and replace gloves if used) often during the event

For more information:

Contact your local council or check out [www.foodsafety.govt.nz](http://www.foodsafety.govt.nz)



New Zealand Food Safety  
PO Box 2526  
Wellington 6140  
NEW ZEALAND  
0800 00 83 33  
ISBN: 978-1-77665-882-4 (Online)  
ISBN: 978-1-77665-883-1 (Print)  
Reprinted July 2018

DISCLAIMER  
Every effort has been made to ensure the information in this guide is accurate. New Zealand Food Safety does not accept any responsibility or liability whatsoever for any error of fact, omission, interpretation or opinion that may be present, however it may have occurred.

Food safety tips for selling food at  
occasional events



New Zealand Government



### Goal

To safely prepare, transport, display and sell food at occasional events (such as school galas, food fairs, festivals etc).

- Some foods (especially those that contain poultry, meat, fish, seafood and dairy products) can contain harmful microbes and, if they're not cooked thoroughly, can make people ill.
- Food held in the 'temperature danger zone' (5°C to 60°C) for even a short time can encourage the growth of harmful microbes.
- Dirty hands, the environment, other food, utensils and equipment can contaminate food.

## Here's how it's done

### Personal hygiene

Safe food starts with healthy and clean food handlers.

- People who have cold or flu symptoms or have had sickness or diarrhoea within 48 hours of the event, or anyone with sores/lesions on their hands, neck or head should not help with food for the event.
- Always wash and dry your hands thoroughly before touching food, especially after going to the toilet, handling rubbish or touching pets etc. Hand wipes are useful for cleaning hands if soap, water and towels are not available.
- Disposable gloves don't stay clean so if you are using them change them between activities, e.g. after handling raw food and before handling cooked food.

### Transporting and storing food

To prevent the spread and growth of harmful microbes keep food covered and keep cold food cold and hot food hot (i.e. out of the temperature danger zone).

- Keep raw and uncooked foods separate from cooked or ready-to-eat foods.
- Cover or wrap food and store it in clean, closed containers during transportation.
- Transport cold foods containing meat, dairy products or seafood in a chilly bin with ice packs. When you get to your destination, store them at or below 5°C in a fridge or cold chilly bin until use.
- Make sure that the part of the vehicle where the food is carried is clean and free from things such as chemicals or equipment that could contaminate the food.

### Sourcing food

Make sure your meat and seafood are sourced from a registered butcher, supermarket or abattoir.

It is illegal to sell:

- home killed meat or meat products containing homekill;
- recreationally caught meat or meat products (such as venison or boar taken from the wild);
- recreationally caught seafood.

### Preparing food

Preparing food hygienically will help stop the growth and spread of harmful microbes.

- Buy fresh food and prepare it as close to the time of your event as possible. It is illegal to sell food that has been caught for recreation or home-killed.
- Wash hands thoroughly after touching raw foods and before touching other food.
- Thoroughly clean equipment and surfaces before preparing food and between activities.
- Use separate utensils (e.g. knives), when preparing raw and cooked foods.
- Keep food wrapped or in clean, sealed containers when it's not being prepared or cooked.

### Cook food thoroughly

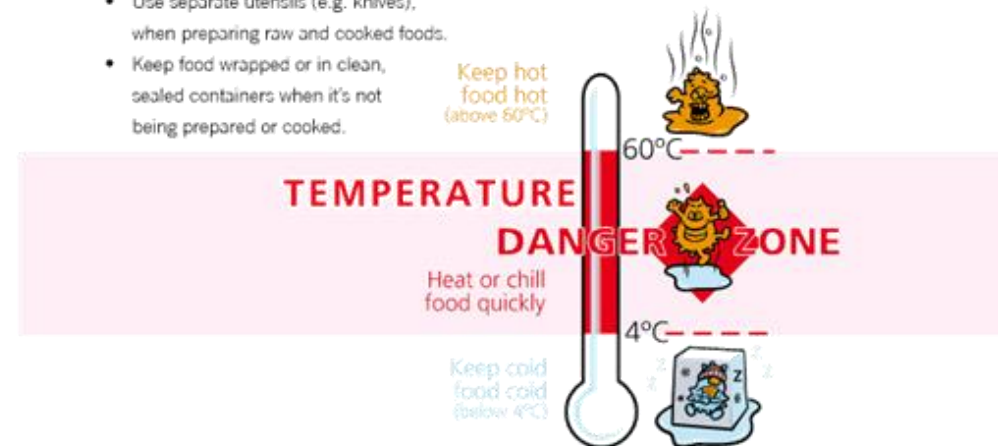
Proper cooking kills harmful microbes that can be present in foods containing poultry, meat, fish, shellfish and dairy products.

- Cook foods so that the centre of the thickest part is "done" – processed meat such as mince patties and sausages should not be pink in the middle and any juices should run clear. Use a meat thermometer to ensure poultry meat is cooked to at least 75°C.

### Cooling and reheating food

To prevent the growth of harmful microbes, cool hot foods quickly and thoroughly reheat foods all the way through.

- Put cooling food into the fridge within two hours.
- Speed up cooling by dividing food into smaller portions.
- Reheat food until it's steaming hot all the way through.
- Keep hot food hot (above 60°C) until it is served.



### Displaying food

Keep hot food hot and cold food cold (i.e. out of the temperature danger zone). Cover food and use separate equipment for different food to prevent the growth and spread of harmful microbes.

- Cover displayed and stored food and keep it off the ground and away from animals, flies and insects.
- Serve customers using clean tongs or equipment, rather than letting them handle your food.
- Use different utensils (e.g. tongs) when handling raw foods and cooked or ready-to-eat foods.
- Thoroughly clean dishes before refilling them with food for display.
- Make sure the person handling the money doesn't touch any food.
- At the end of the day throw away any food on display that hasn't been sold.

### Know your ingredients and labels

Customers who have a food allergy need to know whether a particular ingredient is in your food. There are requirements for providing information which will depend on whether food is being sold for fundraising or personal profit.

- Know what is in your food, or what it may have come into contact with, especially

the most common allergens – nuts, gluten, shellfish, fish, eggs, dairy, sesame seeds, added sulphites, and bee products.

- When you're selling food at a fundraising event, you need to be able to tell a customer, if asked, what ingredients are in the food you're selling. You can find this out from packaging labels or from the person who supplied the food.
- If the food you're selling isn't for fundraising purposes and is packaged, you need to label it with appropriate information about the contents. If it is not packaged you need to be able to tell a customer, if asked, what ingredients are in the food you are selling, or you can display the information near the food.
- Whenever you sell food you also need to inform customers if the food needs to be stored or used in a particular way to keep it safe to eat.

There is a guide to labelling food at [www.foodsafety.govt.nz](http://www.foodsafety.govt.nz).

### Your local council

An Environmental Health Officer at your local council will be able to provide advice on any food safety laws that might apply to you when you're selling food, along with any other conditions for holding the event.





Ministry for Primary Industries  
Manatū Ahu Matua



# Food safety tips for **event organisers**



*Growing and Protecting New Zealand*

# clean cook chill

## Goal

To organise an event (e.g. food fair, show or festival) where people may legally and safely sell food.

- All people selling food are subject to food safety laws.
- Organisers are responsible for making sure food sellers have access to the facilities they need to prepare safe food.

## Here's how it's done

### Work with your local council

When you begin planning your event, contact an Environmental Health Officer (EHO) at your local council who can advise on:

- food safety legislation and any applicable local bylaws;
- what equipment or facilities will be needed at the event site to sell safe food;
- whether the people wanting to sell food can do so and what they'll need to do to sell food at the event;
- any other requirements such as building consents, liquor licensing, noise and traffic management that apply to the event site.

### Selling food – what the law says

- Food businesses or premises (including mobile vans) must be registered to sell food and display a current copy of their registration certificate.
- Some food operations can be exempt from registration. As event organiser, you need to ensure that each food operator is appropriately registered or exempt – contact your council EHO for advice.
- Food operators must have the right equipment to be able to sell their food safely. As event organiser, you must ensure that your site has the proper facilities to allow food operators to use their equipment and to operate hygienically.
- It is illegal to sell food that has been caught for recreation or home-killed.



## Selling food – what's needed

The event venue, types of food for sale and how it will be sold determines what will be needed at the site. As the event organiser, consider:

- how to position the food stalls so that food safety isn't affected by other site activities, e.g. animals;
- ease of access to toilets and hand washing facilities for food handlers;
- a system for replenishing soap/water/towels at those facilities;
- refrigeration for bulk storage of food stocks (if required);
- power and water for stalls and mobile food vans;
- rubbish bins and an emptying service;
- a hygienic way for getting rid of waste water;
- a person responsible for cleaning and maintaining facilities throughout the event;
- having the facilities ready early enough so food operators can set up in time for the start of the event.

## Keep people informed

Organising food at an event is easier when the local council knows what will be happening and food operators know what is expected of them. As the event organiser, you will need to provide information and keep everyone well informed.



## Handy hints for organisers of food stalls at an event

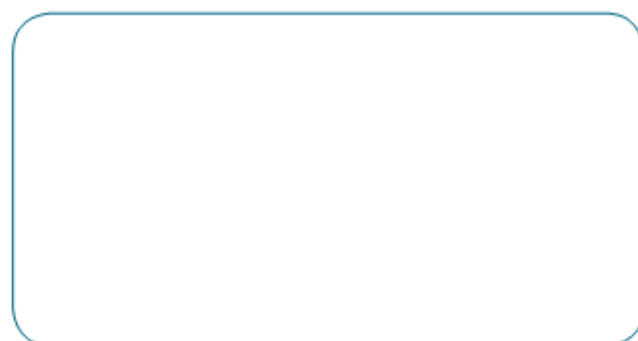
### Remember to:

- ☐ check with your local council before your event takes place to find out about any requirements they have
- ☐ identify who will be providing food and what food will be sold
- ☐ provide food operators with all relevant information
- ☐ decide where food stalls will be positioned
- ☐ identify what facilities, and how many of each will be needed at the event e.g.:
 

<input type="checkbox"/> toilets	<input type="checkbox"/> power supply
<input type="checkbox"/> wash basins with water, soap and towels	<input type="checkbox"/> rubbish bins
<input type="checkbox"/> water supply	<input type="checkbox"/> waste water disposal
- ☐ decide where facilities will be positioned – are they close to where they will be needed by food operators?
- ☐ identify who will be responsible for maintaining facilities and removing rubbish during the event, and when this will be done
- ☐ identify how and where food sellers can store food on-site
- ☐ identify parking or site access issues that might affect food sellers

## For more information:

Contact your local council or check out [www.mpi.govt.nz/food-safety](http://www.mpi.govt.nz/food-safety)



Ministry for Primary Industries

PO Box 2526

Wellington 6140

NEW ZEALAND

0800 00 83 33

ISBN: 978-0-478-41421-9 (Online)

ISBN: 978-0-478-42061-6 (Print)

Revised October 2017

### DISCLAIMER

Every effort has been made to ensure the information in this guide is accurate. MPI does not accept any responsibility or liability whatsoever for any error of fact, omission, interpretation or opinion that may be present, however it may have occurred.

**New Zealand Government**



# Whakamaru Kai



Horoia ou ringa



Whakangūngūtia o kaimahi



Kaua e whāwhā i te kai  
mēnā kei te mau iui koe



Wehewehetia



Whakawāteahia ngā para rāpihi



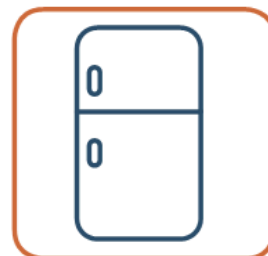
Horoia



Tunua



Taupokihia



Whakamātaohia



**New Zealand Food Safety**

Ministry for Primary Industries

Manatū Ahu Matua



## Horoia

### He aha ai?

Ma te horoi i ngā mea katoa, ka pā ki te kai, e aukati te urutā o ngā ngārara moroi.

### Me pēhea?

Āta horoia ōu ringa, ka whakamaroke i mua i to whāwhātanga i te kai. Horoia ngā taputapu me ngā papa mahi. Horoia ngā hua rākau me ngā hua whenua i mua i te kainga.



## Tunua

### He aha ai?

Ma te whakawera i te mīti me te heihei ki ngā pāmahana teitei hei āwhina ki te whakamate i ngā ngārara moroi.

### Me pēhea?

Āta tunua ngā mīti me ngā heihei kia maoa. Ka whakawera i te kai, tirohia kua wera maoa te katoa o te kai.



## Taupokihia

### He aha ai?

Ma te taupoki i te kai e aukati te urutā o ngā ngārara moroi.

### Me pēhea?

Waiho ngā mīti me ngā heihei i roto i ngā ipu mau kati. Wehea ēnei mai i ngā kai maoa me ngā kai kua-reri-noa-hei-kai. Taupokihia te katoa o ngā ipupara hei haukotu atu i ngā kīrearea.



## Whakamātaohia

### He aha ai?

Ma te whakamātao i ngā kai i te 5°C, i raro iho rānei, e aukati te tipu o ngā ngārara moroi.

### Me pēhea?

Raua ngā kai ki roto i te pouaka whakamātao i muri tonu i te tunutanga.



## Wehewehe

### He aha ai?

Wehea ngā kai mata me ngā kai maoa hei aukati i te whakawhiti o ngā ngārara moroi.

### Me pēhea?

Me rerekē ngā taputapu mo te taka me te whakaputu i ngā kai mata me ngā kai kua-reri-noa-hei-kai. Me horoi ngā mea katoa i muri i te pātanga ki ngā heihei me ngā mīti mata.



**New Zealand Food Safety**  
Ministry for Primary Industries  
Manatū Ahu Matua

Kei te rapu kōrero atu anō koe? Whakapā atu ki a [New Zealand Food Safety](https://www.food.govt.nz)  
Wāea: 0800 00 83 33, Īmera: [foodactinfo@mpi.govt.nz](mailto:foodactinfo@mpi.govt.nz),  
Whakapā atu rānei ki to Kaunihera-ā-Rohe



# Whakamaru Kai

## Be Food Safe



Wash your hands



Train your staff



Don't handle food if sick



Keep separate



Throw out rubbish



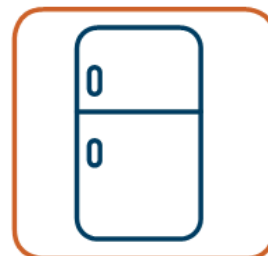
Clean



Cook



Cover



Chill



**New Zealand Food Safety**

Ministry for Primary Industries

Manatū Ahu Matua



### Horoia Clean

#### Why

Washing everything that touches food prevents bugs spreading.

#### How

Thoroughly wash and dry your hands before touching food. Clean equipment and surfaces. Rinse fresh fruit and veg before eating.



### Tunua Cook

#### Why

Heating meat and poultry at high temperatures helps kill bugs.

#### How

Cook meat and poultry thoroughly. When re-heating food, make sure it is piping hot all the way through.



### Taupokihia Cover

#### Why

Covering food prevents bugs spreading.

#### How

Keep raw meat and poultry in clean sealed containers. Separate them from cooked and ready-to-eat foods. Cover all rubbish bins to control pests.



### Whakamātaohia Chill

#### Why

Chilling food at or below 5°C prevents bugs growing.

#### How

Refrigerate food as soon as possible after cooking.



### Wehewehe Separate

#### Why

Separate raw and cooked food to prevent transferring bugs.

#### How

Use separate equipment to prepare and store raw and ready-to eat foods. Always wash anything after it has touched raw poultry and meat.



**New Zealand Food Safety**  
Ministry for Primary Industries  
Manatū Ahu Matua

Looking for more info? Contact [New Zealand Food Safety](https://www.foodsafety.govt.nz) on 0800 00 83 33, or [foodactinfo@mpi.govt.nz](mailto:foodactinfo@mpi.govt.nz), visit [foodsafety.govt.nz](https://www.foodsafety.govt.nz), or contact your local Council.



**Māori Standing Committee Meeting – 5 February 2020**  
**Hawke's Bay Regional Council Update**  
**Nathan Heath – Catchment Manager (Northern Hawke's Bay)**

1. Significant HBRC input was provided to support the Tuia 250 celebrations at Mahia between the 14-17 December. The arrival of the Waka Hourua to Mahia Beach was an amazing spectacle and the manaakitanga shown by the Mahia-mai-tawhiti marae to the manuhiri was equally impressive.
2. A reminder to the MSC that submissions for Proposed Plan Change 7 – Outstanding Water Bodies close at 5pm on Friday, 28 February 2020. The proposed plan can be found via this webpage <https://www.hbrc.govt.nz/hawkes-bay/projects/outstanding-water-bodies/>
3. It is with sadness that I must farewell my colleague Joella Brown (Māori Engagement Coordinator), who will soon be leaving HBRC to take up a role as a Senior Policy Analyst for Heretaunga Tamatea Settlement Trust. Melanie Taiaroa our new Senior Māori Partnerships Advisor will commence work for HBRC in the coming week. Joella and Melanie will be in Wairoa on Thursday, 30 January to meet with HBRC and WDC staff.
4. We have now officially filled the 2 Wairoa field staff positions with Honey-Lee Blakely & Kaleb McCollum commencing work with us on the 13 January. The HBRC position for the Hangaroa and Mangapoike Catchments is currently being re-advertised. We have been given approval to employ a fixed term student and part time staff member to also support the work out of the Wairoa Office. We will be re-locating to the Wairoa Airport from Mid-February for 3-4 months as the Wairoa office is being refurbished to make room for the additional staff. I will also be shifting into a new role with HBRC in the coming few weeks and will keep the MSC updated as the details are finalised.
5. Work continues in the development of options for access along the Nuhaka River Road. A hui was held between WDC, HBRC and Ngāti Rakaipaaka on the Thursday, 23 January to discuss the options being proposed and to seek guidance from mana whenua about the proposal. A business case is being developed by WDC with support from HBRC.
6. I attended the Whakakī Marae AGM on Sunday, 19 January alongside WDC to be available for any discussions regarding the Pātangata Bridge, Freshwater Improvement Fund Project and the Cultural Impact Assessments recently completed on behalf of the Marae.
7. A hui has been proposed between HBRC field staff and Ngāti Pāhauwera to induct new staff into the tikanga of working on the Mōhaka River and any gravel extraction activity. It is also planned to extend this korero to include a greater awareness and understanding of Ngāti Pāhauwera history and context.

Ngā mihi

A handwritten signature in black ink, appearing to be "Nathan Heath", written over a horizontal line.

**Wairoa District Council Māori Standing Committee**  
**Chairman's Report**  
 Kiwa Hammond  
 Wednesday, 5 February 2020

*Tau atu rā te tau. Tau mai rā te tau. He tau anō te tau. He tau hou te tau. Ka tau hā! Ka tau hā! Heoi, tau atu rā e ngā mate o Kohitātea, o te raumati. E te pou tikanga o te hāhi o Te Wairua Tapu, Wiremu, ko te pou mua o tō whakapono, ko te pou roto o tō whānau whānui, ko te pou tuarongo o te whare i tīrahatia ki te tuarongo o tō tāua whare, ko Te Poho o Hinepehinga. I tukuna koe ki te kōpū o te whenua, ki te rua kōiwi o Ruataniwha takoto tahi ai kōrua ko tō makau nā Hauiti. Tau atu rā, tau atu rā. Koutou katoa e ngā māhuri, e ngā tōtara kua hinga atu, kua hinga mai, haere hoki wairua atu ki kō atu i te kitenga kanohi, heoi, ka mau tonu ki te whatu manawa o te hunga kua mahue mai i a koutou. Tēnā koutou, tēnā koutou, hoki mai anō te hunga ora ki te whaiao, ki te ao mārama, tēnā tātau katoa.*

It is my pleasure to present this Chairman's report for the beginning of 2020 with reference to January and through into early February (up to and including this Māori Standing Committee meeting, Wednesday 5 February 2020).

Over the period that this report covers, in my role as MSC Chairman I was not required to attend any WDC related meetings or events due primarily to the summer break and Xmas/New Year holiday period.

Unfortunately, I will not be available to attend the first full Ordinary Meeting of Council on Tuesday 11 February, but I am very confident that the MSC will be well represented at that meeting by our assigned MSC members.

#### **TUIA Ki Te Mahia 2019**

A belated congratulations to the organisers, volunteers, marae, supporters, and contributors to the final TUIA event hosted at Mahia in December 2019. It was a truly awe-inspiring sight to have five traditional style Polynesian waka hourua sail into Te Whanga o Ruawharo and then land one after the other on the sandy beach next to Mokotahi. It was a likely a sight that had not been witnessed for many hundreds of years. Despite many hurdles and challenges, it seemed successful overall and by several accounts it has encouraged the community to think about future events and similar kaupapa.

His Worship the Mayor and fellow Councillors attended various events during the wider Tuia Mai Tawhiti Waka Festival culminating with accompanying the Prime Minister Jacinda Adern, and the Right Honourable Kelvin Davis, and other government officials onto Tuahuru Marae for the closing of the festival. This event was also attended by the British High Commissioner, Laura Clarke.

#### **Provincial Growth Fund Announcements**

By the time this MSC meeting is convened members would have already made aware that several projects and initiatives here in Te Wairoa will be receiving significant investment from the Provincial Growth Fund. Overall these PGF announcements alone represent an investment of \$6.1 million into our district over the next few years to support the growth of our community through enterprise, employment, entrepreneurship and more. While there is still a great deal of work to be done to bring these initiatives to full fruition – it is just as important to celebrate the small and not so small wins that are a result of the energy, passion, commitment, and belief that we have in our community and district.

This year 2020 marks an ignition point for new beginnings and innovation based on a very strong sense of collective benefit that empowers – not dependency that comes from just collecting benefits that enslave. The PGF is not a handout and every initiative that the PGF invests in is because they presented solid business cases that are future focussed toward becoming self-sustaining and profitable in the next few years. An acknowledgment must be made to the Wairoa District Council who have proactively kept Te Wairoa in the line of vision of the Ministry of Business Innovation and Enterprise and on the radar of government at all levels of engagement. It was great to see so many members of our community who attended the event and responded positively to the announcements which was made by Fletcher Tabuteau (Ngāti Rangiwewehi), Under Secretary for Regional Development.

In addition to the \$6.2 million the government has invested into the reopening the Wairoa-Napier railway line, this contributes to the \$98 million overall that the PGF has invested into the greater Hawkes Bay region since the beginning of 2018. Locally this includes The Limery and other agricultural and primary industry focussed businesses.

**Charlotte Knight: Farewell and Best Wishes**

The 14th January 2020 marked the last day at WDC for Charlotte Knight, Kaiaarataki Kaupapa Here/Mana Ārahi – Policy and Governance Team Leader. Many MSC members, I included, have already expressed their thanks through emails to Charlotte. However, I thought it appropriate to formally acknowledge everything Charlotte has done to support the MSC over the past several years (back to when she was still Charlotte McGimpsey!). This includes the consistent advice and guidance that she provided MSC in regard to best practice governance, as well as solid policy advice and other support she gave for the drafting and development of significant documents such as during the review of the WDC Māori Policy, the creation and eventual adoption of the WDC Māori Language Policy, and various submissions to local and central government.

Charlotte will be a hard act to follow for anyone but hopefully her work will continue through whoever is next appointed to the role. In the meantime, we wish Charlotte all the best in her new role at the Gisborne District Council.

**Waitangi Day 2020**

Tomorrow marks 180 years since the signing of one of the most significant documents in the short modern history of Aotearoa New Zealand as a nation – Te Tiriti o Waitangi / Treaty of Waitangi. While communities around the country will be taking advantage of the moment by attending various events that build our nationhood it is also timely to reflect on previous 12 months locally, nationally, and internationally. Aotearoa-New Zealand thankfully still seems to be one of the few countries that has managed to keep its head clear and its heart committed to ensuring we do not fall victim to the populist movements that have dragged other democracies into a quagmire of inhumane acts.

That resolve was demonstrated to the world in the wake of the Christchurch mosque shootings which reminds us to be vigilant against hate-based ideologies and to stand strong and resilient side by side. Te Tiriti o Waitangi remains the founding document of our nation and reminds us that the long-standing belief and commitment of the few toward the intent of the Tiriti o Waitangi is now being realised as a means for the country to mature and lead. Of course, this year, 2020, is election year and it always likely that politicisation some issues may cloud common sense and basic humanity. This is when it is important to keep ourselves honest and focussed on what is truly important and empowers communities – not become distracted by noise.

The honest question now for us as a community is, what are we doing locally to mature as a community? And I do not mean in terms of Māori and non-Māori relations. There are other conversations to be had and not easy conversations by any means. What are we doing to address what we have done to each and/or continue to do to each other? Iwi to iwi? Hapū to hapū? Whānau to whānau? Gang to gang? Politician to politician? And the list goes on...

This is not about apportioning blame or dragging up real and perceived wrongs of the past. Rather the challenge is to change. Nothing changes if nothing changes or if we ignore the obvious need to change. In recent years especially Te Wairoa has taken the lead in a number of areas – especially in local government – but this requires courage and commitment to challenge and change systems and not continue to allow someone else to dictate and apply systems that do not work for as a community. Likewise, it is about how we as a community choose to be – how we choose to treat one another with truth, honesty, and respect. Kia kaha tātau.

Nō reira, ka herea ake tēnei ki te kōrero e kīia ana ruia taitea kia tū ko taikākā anake. Kia ora tātau.

Nāku nei,

**Kiwa Hammond**

(Te Wairoa Hōpūpū Takiwā)

**Chairman, Māori Standing Committee**

**WAIROA DISTRICT COUNCIL**



**Kōmiti Māori mō Te Kaunihera o Te Wairoa**  
**Te Pūrongo-ā-Takiwā o Rakaipaaka**  
Te Papa Rererangi o Te Wairoa, Te Wairoa  
Henare Mita  
Wenerei, 5 Pepuere 2020

**Tuia 250**

Preceding and during Tuia 250 celebrations, I had the opportunity of working along-side whānau from Tuahuru Marae with their waiata and whaikōrero wānanga. Operating via Te Whare Wānanga o Awanuiarangi over a five-weekend period, this wānanga would serve several purposes. It would help raise funds toward a new roof for their whare tipuna, Hineterongo, as well as grow and strengthen their knowledge base for the impending Tuia 250 festivities and beyond. On completing our wānanga, we were required to satisfy a 100-hour course imperative. With the busy lives that we all lead, this was never going to be easy. Tuahuru whānau, however, found a way and on completion of the Tuia 250 closing ceremony, not only had they achieved the necessary 100 hours, they also played their part in the success of this historical event.

There are too many people to thank individually but special mention must be made to marae facilitators, Dawn Karangaroa and her niece, Grace Ormond, as well as senior tutor Liz Kereru. I also thank Umuariki Te Kani of Awanuiarangi, for his patience and advice throughout this period. Although he afforded us some flexibility, he remained firm on numerous guidelines we were required to meet. Thank you to Tuahuru and Rongomaiwahine whānau, who attended these wananga weekends. Your input, your shared experiences and broad knowledge base was invaluable. We are all much the wiser for your participation. Lastly, I wish to congratulate local Tuia 250 Working Committee: Paul Ratapu (Mahia Māori Committee), Ropata Ainsley (Ministry for Culture and Heritage), Duane Culshaw (Wairoa District Council) and Nathan Heath (Hawke's Bay Regional Council) for your immense contribution. Tuia 250 was an overwhelming success, one that you all, along with many others, should be hugely proud of.





#### Wairoa PGF Announcement

On Wednesday 22 January 2020, I attended an event where, Under-Secretary for Regional Economic Development, Fletcher Tabuteau (NZ First), announced a significant \$6.1m funding injection into our local economy. The funding earmarked for specific initiatives in the Tourism, Farming Cadetship and IT areas. It involves a major face-lift to Wairoa's Central Business District and is forecast to have a significant impact on Wairoa youth employment. The WDC had applied for central government funding well before our 2019 elections, this anticipated announcement a long time coming, but deeply satisfying. Notable audience attendees were members from HBRC, Tātau Tātau, Kahungunu Executive, Ngāti Pāhauwera Development Trust, former councillors and small business owners. This PGF grant has rightly engendered a genuine interest in our towns' future.

#### Nuhaka River Road Slip

On Thursday 23 January 2020, I attended a meeting between Rakaipaaka representatives, WDC and HBRC at Te Rehu Marae. We were there to discuss plans regarding the huge slip located along River Road, this meeting was specifically iwi focused. There representing WDC were Michael Hardie (Acting Asset Manager) and Duane (Pouahurea Māori), along with Nathan Heath (Area Manager Wairoa) for HBRC. Rakaipaaka were represented by me, Te Iwi o Rakaipaaka Trust (TIORT) members Pauline and Graeme Symes, and TIORT Transition Manager, Johnina Symes. The meeting was a positive one, everyone speaking in an open and frank manner, the full extent of this problem made clear by Nathan when he mentioned that not only was this the largest subsidence in Hawke's Bay, it was as far as he knew, the largest in New Zealand. There were a number of issues to discuss and work through, and Councils were informed that Rakaipaaka representation would also be made at the public submissions meeting on 10 March at Council chambers, and if need be beyond that as well.

**Mangaone Road**

Another matter that arose during this meeting was dust generated by traffic along Mangaone Road and how this detrimentally impacted Graeme and Johnina Symes' household. The WDC is aware of their plight and prior to the Christmas holiday period, lay a liquid substance outside their residence in the hope that not only would it reduce dust, it would allow them in the future to seal this portion of the road. Michael Hardie informed Johnina that they had used this successfully elsewhere, but unfortunately in their case, this substance had been washed away by rain. He reassured Johnina and Graeme that Council would get on to this matter at the earliest opportunity.

Nāku noa, nā

Henare Mita

**MSC – Rakaipaaka Takiwā**