



# Information on Hapū/Iwi Management Plans

He kōrero whakamōhio mō ngā Mahere  
Rautaki ā-Hapū ā-Iwi hoki



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# 1

## What is a Hapū/Iwi Management Plan?

He aha tēnei mea te Mahere Rautaki ā-Hapū ā-Iwi?

A hapū/iwi management plan (HIMP) is a term commonly applied to a resource management plan prepared by an iwi, iwi authority, hapū authority or rūnanga.

Plans are generally prepared as an expression of rangatiratanga to help hapū/iwi exercise their kaitiaki roles and responsibilities. Plans are a written statement identifying important issues regarding the use of natural and physical resources in their area. More recently, hapū/iwi are also identifying cultural, economic and social development goals as part of their planning which local authorities maybe able to assist with.

Hapū/iwi management plans recognised by an iwi authority provide a mechanism in which Tangata Whenua interests can be considered in council decision-making. There are specific legislative requirements which place a duty on council staff to take into account these plans. In practice local authorities must balance a number of competing interests including hapū/iwi plans.

# 2

## What are Councils statutory obligations for Hapū/Iwi Management Plans?

He aha ngā ture ā-Kaunihera mō ngā Mahere Rautaki ā-Hapū ā-Iwi hoki?

The Resource Management Act 1991 (RMA) describes a HIMP as "...a relevant planning document recognised by an iwi authority and lodged with the council". Section 2 of the RMA defines an iwi authority as "the authority which represents an iwi and which is recognized by that iwi as having authority to do so".

The RMA is silent on how Plans are developed, and they therefore assume a variety of shapes and forms.

The RMA establishes three criteria for HIMP's to be taken into account when making plans under the RMA; they must be:

- Recognised by an iwi authority.
- Relevant to the resource management issues of the region/ district.
- Lodged with the relevant council(s).

The Resource Management Act 1991 contains a number of references to planning documents:

*Section 35A(1)(b) '...a local authority must keep and maintain for each iwi and hapu within its region or district a record of the planning documents that are recognised by each iwi authority and lodged with the local authority...'*

*Section 74(2A)...'A territorial authority when preparing or changing a district plan, must take into account any relevant planning document recognized by an iwi authority and lodged with the territorial authority, to the extent that its content has a bearing on the resource management issues of the district.'*

While the Local Government Act 2002 (LGA) does not have specific provisions regarding hapū/iwi plans, it does require that local authorities establish and maintain processes to provide opportunities for Māori to contribute to the decision-making processes of the local authority, and to consider ways in which it may foster the development of Māori capacity to contribute to the decision-making processes.

The LGA provides for local authorities to play a broad role in promoting the wellbeing of their communities. In keeping with a more holistic approach, hapū/iwi may wish to consider their broader economic, social and cultural development aspirations and how local authorities can assist in achieving these aspirations.

# 3

## **How does Council assist in the preparation of Hapū/Iwi Management Plans?**

Me pēhea te Kaunihera e tauawhi whakarite ai ngā Mahere Rautaki ā-Hapū ā-Iwi hoki?

The preparation of HIMP's are the responsibility of hapū and iwi. However, Council can play a role in assisting in Plan development to ensure Plans are effective and successful in achieving the outcomes sought by hapū and iwi.

# 4

## What would be helpful to Council in preparing Hapū/Iwi Management Plans?

He aha ngā tauawhi ki te Kaunihera hei whakarite Mahere Rautaki ā-Hapū ā-Iwi hoki?

HIMP's are a way of identifying key areas of interest to hapū and iwi. However, there are some fundamental components of a Plan that would be useful and helpful from a Council perspective:

- a) A map identifying hapū/iwi boundaries, or areas of cultural interest (ahi kaa, mana whenua).
- b) A map identifying sites of significance where the hapū/iwi have agreed to their release. A partial release of information by iwi or hapū may be sufficient and silent files (confidential files) are an option for recording sites of significance on Council databases if the hapū/iwi do not have a GIS system available.
- c) Areas of interest in the Plan should be supported by written historical evidence.
- d) Recognition from the relevant iwi or hapū authority – supporting letter from Chairman or Trustees.
- e) Clear statements on consultation and engagement processes with the hapū/iwi. It is noted that the HIMP is not a default mechanism for consultation and is a starting point for discussions.
- f) Cultural monitoring protocols where agreeable by hapū or iwi for release.
- g) Clear statements of issues, concerns, or problems within the hapū or iwi rohe, or area of cultural interest.

- h) Clear statements on actions or methods required by Council or other agencies to address issues, concerns or problems.
- i) Clear statements on a monitoring and review programme of the HIMP's.
- j) HIMP's should also clearly identify who is responsible for the management and administration of the Plan and their contact details.
- k) Hapū/iwi aspirations for cultural, social and economic wellbeing, in addition to aspirations for the environment e.g. papakainga, re-establishment of marae and opportunities for economic development arising from Treaty Settlements.
- l) Applicants should consider Council's strategic priorities as identified within the Long Term Plan and the SmartGrowth Strategy, particularly the effect of these priorities on the hapū/iwi and their rohe, how this should be managed or mitigated, and the role that hapū/iwi wish to undertake.
- m) The Long Term Plan and SmartGrowth strategy can be found on Council's website, or be made available on request.  
[www.westernbay.govt.nz/Key-publications/](http://www.westernbay.govt.nz/Key-publications/)  
[www.smartgrowthbop.org.nz/](http://www.smartgrowthbop.org.nz/)

(Council can assist any iwi/hapū group to navigate these documents as required).

## 5

### **Staff assistance in developing hapū/iwi plans**

He awhina I te whanaketanga o ngā Mahere Rautaki ā-Hapū ā-Iwi hoki

During the preparation of Plans, the Takawaenga Māori team can assist where necessary and are able to provide feedback on any planning issues and/or assess any drafts of the document. They may also be able to arrange technical support for mapping, depending on staff availability and resources.

## 6

### **Funding for hapū/iwi management planning documents**

Ngā pūtea Mahere Rautaki ā-Hapū ā-Iwi

Council recognises the importance of hapū/iwi planning documents and has allocated funding to allow these plans to be developed,

reviewed or updated. All eligible applications will be carefully considered.

Applicaton opening and closing dates will be publically notified annually. The criteria for applications are as follows:

1. Only hapū and iwi with land interests in the Western Bay of Plenty District Council boundaries shall be eligible to apply.
2. Applications must be submitted in writing on the appropriate application form, and signed by a person duly authorised by the hapū and/or iwi.
3. The Resource Management Act 1991 section 74(2A) requires the proposed planning document to be recognised by the relevant iwi authority and be endorsed by a wide representation of the hapu/iwi (i.e. provide a copy of minutes of hui-a-hapū or iwi).
4. Funding will only be paid to an established entity such as a marae committee, hapū trust, iwi authority or consultant acting on behalf of a hapū/iwi.
5. A copy of the final plan will be lodged with Council and made available to the public (link to Plan may be placed on Council's website).
6. Priority will be given to the development of NEW plans and plans that have a broad focus on promoting the environmental, cultural, social and economic wellbeing of the community.
7. The recipients of hapū/iwi management plan funding are encouraged to progress the development of relationship protocols with Council in conjunction with the development of plans.

## 6A

### **Application details**

Ngā Āhuatanga Tono whakakī

Applications must be made in writing on the appropriate application form, and the following details should be included:

- Name and contact details of the hapū/iwi, and key contact

- people involved with the development of the plan (include a brief description of their skills and relevant experience).
- A clear description and map of the hapū/iwi rohe or boundaries (area of interest).
  - A clear description of the project including the purpose of the plan, proposed content, goals, objectives and desired outcomes.
  - Details of methods to assist with developing the plan (i.e. consultation hui, interviews, literature review, site visits, research, mapping etc).
  - Estimated costs (include explanation) for the project and the amount being sought from Council.
  - Proposed timeframes.
  - If the plan is to be developed in stages include a description of each stage including timeframes and costs.
  - Additional contributions to the development of the plan (include in this section any in-kind or financial support from other sources i.e. hapū/iwi, BOPRC).
  - Bank account details and a pre-printed deposit slip (note GST will only be paid if the organisation is GST registered).
  - Confirmation that the plan being developed is recognized by the relevant iwi authority and endorsed by a wide representation of the hapū/iwi.
  - Application must be signed and dated by a person who is duly authorized by the hapū/iwi (verification may be sought by Council).
  - Any other relevant information to assist with the application.
  - How you would like to work with WBOPDC in developing the plan.

## 6B

### Assessment of applications

Aromatawai o ngā Kaitono whakakī

The Takawaenga Māori Team will receive all applications and undertake an initial assessment to ensure completeness. Any further information required will be requested from the applicant.

Thereafter applications will be assessed by a Council panel against specific criteria:

- Whether the Plan takes a broad approach (environmental,



- cultural, social and economic) to hapū/iwi development.
- The capability of the Applicant, access to specialist resources and general preparedness of the hapū/iwi to undertake development of the plan.
  - What resources the hapū/iwi are contributing to the development of the plan, including alternative funding sources applied for, or granted.
  - Strategic benefit to Council in relation to the Long Term Plan and SmartGrowth Strategy.

An offer will be made to the successful applicants and a Short Form Agreement will be entered into, which will outline the terms and conditions, including details of any milestones and/or progress reports required.

In the event that the applicant or Council wishes to vary the agreed milestones or deadlines, the contract may be re-negotiated with the approval of both parties.



## Receiving funding

Ko te riro Pūtea

Funding will be paid in instalments as follows:

- a) The first installment will be a payment of 25% of the total amount allocated payable upon signing.
- b) The second installment of a further 25% will be paid upon the receipt of a tax invoice and the completion of agreed 'milestones'. The progress report/s will show these milestones.
- c) The final payment (50%) will be paid upon receipt of a tax invoice and the final planning document. In addition, the final installment will not be released until the document has been assessed for compliance with the terms and conditions of the agreed outcomes.
- d) All payments shall be made by direct bank credit to the bank account nominated by the applicant. GST will only be paid if the applicant produces a GST registration number.
- e) The above arrangements may be varied at the discretion of the Group Manager.

# 7

## Lodging the Hapū/Iwi planning document with Council

Te whakatakoto Mahere Rautaki ā-Hapū ā-Iwi

In order for Council staff to consider and take into account the contents of hapū/iwi Plans, they must be recognised by the relevant iwi authority and lodged with Council.

There are several options for formally lodging the final planning document:

- (a) Presentation of the Plan to Te Komiti Māori on a selected marae or in Council Chambers (for subsequent inclusion on the Council agenda);
- (b) Presentation of the Plan to full Council on a selected marae or in Council Chambers;
- (c) Another method as agreed by the applicant and Council.

# 8

## Acknowledgment and taking into account hapū/iwi plans

Hei whakamana I ngā whakaaro o ngā Mahere Rautaki ā-Hapū ā-Iwi hoki

Each completed plan will be presented to Council via one of the lodgement options identified above. Once lodged with Council the Plan will be distributed internally to Group Managers and relevant staff.

Council will engage with hapū/iwi through workshop/s to identify how Council will 'take into account' the Plan. The result of the workshop/s may include specific methods for giving effect to the Plan, such methods may include informing Council's work programmes, Annual Plans or Long Term Plan process, or requiring a plan change or the development of relationship protocols.

# 9

## Hapū/Iwi Management Plan Funding Process



This diagram outlines the process for applying for Hapū/Iwi Management Plan funding

## Other funding sources

Ko te whai Pūtea

Funding may also be available from the following sources:

- Bay of Regional Council
- Rotorua District Council
- Tauranga City Council
- Department of Conservation
- Te Puni Kōkiri
- Ministry for the Environment
- Ministry of Fisheries
- Lottery Grants
- Hapū and Iwi entities
- Trusts, Rūnanga, Incorporations
- Private Sector funding

**If you require further information  
or have any questions please contact  
the Takawaenga Māori team.**

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**Western Bay of Plenty  
District Council**

