ARCHAEOLOGICAL MANAGEMENT PLAN: OTAIHANGA RETIREMENT VILLAGE, KĀPITI COAST

Prepared for Summerset Villages (Paraparaumu) Ltd

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By

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INTRODUCTION

Purpose

Summerset Villages (Paraparaumu) Limited proposes to develop a retirement village on approximately 12.7 hectares of land at 65 and 73 Ratanui Road, Otaihanga, Kāpiti Coast. The proposal will include the construction of residential buildings, internal roads, parking areas, communal facilities, three waters infrastructure, landscaped open spaces, stormwater management areas, and associated earthworks.

An archaeological assessment of the effects of the project was prepared:

> E. Cameron. September 2026. Proposed Retirement Otaihanga Retirement Village, Kāpiti Coast: Archaeological Assessment. Clough & Associates report prepared for Summerset Villages (Paraparaumu) Ltd.

The assessment established that although no archaeological sites have been recorded in the project area, the proposed activity has the potential to affect unrecorded subsurface archaeological remains, particularly in the form of shell midden/ oven associated with Māori occupation and settlement.

This archaeological management plan outlines the procedures to be followed during archaeological monitoring of earthworks in the areas indicated in Figure 1 and procedures for recording any archaeological evidence before it is modified or destroyed. It also provides protocols for the exposure of archaeological remains including kōiwi tangata (human remains) or taonga (Māori artefacts).

Project Archaeologist

The 'Project Archaeologist' referred to in this plan is the archaeologist approved by Heritage NZ under section 45 of the HNZPTA.

Some of the archaeological work may be undertaken by other qualified archaeologists under the direction of the Project Archaeologist. The general term 'Archaeologist' is used to denote either the Project Archaeologist or a qualified archaeologist working under their direction.

Aims of Monitoring, Investigation and Recording

It is considered possible that unrecorded archaeological sites associated with Māori occupation and settlement will be encountered during the works. Any archaeological remains, particularly shell midden, could possibly provide material suitable for dating and also material that could provide information on past environments through specialist analysis.

It is important that this information is recovered prior to the removal of archaeological deposits and features to offset the loss of the sites.

Māori Cultural Values

Archaeological sites of Māori origin have cultural value to tangata whenua in addition to the archaeological values provided for in this plan.

Contact details for representatives of iwi that have an interest in the project area are provided in this document, as are protocols that must be adhered to if archaeological remains of Māori origin are exposed. In carrying out the requirements of the authority the archaeologists will be guided by the Iwi representatives in matters of tikanga.

Summerset Villages (Paraparaumu) Ltd or their designated representative should ensure that the iwi representatives are informed at least 48 hours before the start of the works requiring archaeological monitoring.

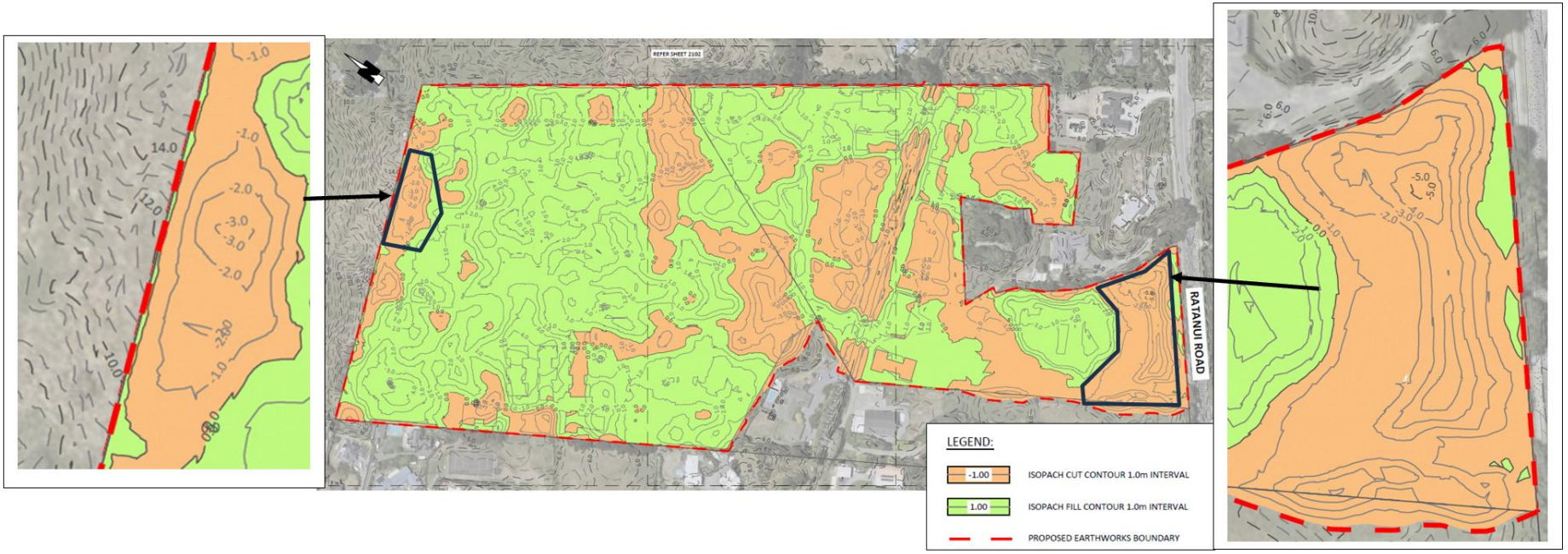


Figure 1. Project Area to be included under the Authority outlined by red-dashed line with areas to be monitored by an archaeologist during earthworks outlined in black (source: CKL)

SITE MANAGEMENT

Pre-Start Requirements

1. Prior to the start of earthworks, the Project Archaeologist will be called to meet the Contractor on site to brief them on the archaeological requirements.
2. The Archaeologist will ensure that the Contractor/Project Manager have a copy of the Authority and Archaeological Management Plan and will provide confirmation to Heritage NZ that they have been received and understood, either by providing copies of both documents signed by the relevant parties, or by obtaining email confirmation from them, copied to Heritage NZ.
3. The Project Archaeologist must be given at least 2 weeks' notice by the Contractor that works are about to begin.

Earthworks Phase

1. Monitoring of the earthworks required for the project in the black outlined areas shown on Figure 1 will be carried out by a qualified Archaeologist, to determine whether pre-1900 archaeological remains are present.
2. Monitoring will continue until the natural deposits have been reached (where excavations are continued to this depth), or until it becomes clear that the area has been modified to the point where no archaeology would be expected.
3. If in situ archaeological features or deposits are identified during monitoring, the Archaeologist will stop works in the immediate vicinity by notifying the Contractor.
4. Any in situ archaeological deposits or features exposed during monitoring, that cannot be avoided, will be investigated, recorded and sampled by the Archaeologist consistent with accepted archaeological practice and in accordance with the requirements of the Heritage NZ authority. Detailed notes of each feature and deposit will be made, photographs will be taken, and all subsurface features located will be detailed on the site plan. Stratigraphic drawings and photographs of features and deposits will be undertaken. Any artefacts will be retained for analysis and their positions marked on the site plan.
5. Additional Archaeologists will be brought to site as required to assist in the monitoring, and for the subsequent archaeological recording and sampling.
6. The Contractor will allow sufficient time and opportunity for the recording and sampling of any archaeological features or deposits encountered. The Archaeologist(s) will record the archaeological feature(s) or deposit(s) as quickly as possible so that earthworks may resume without undue delay.
7. If suspected archaeological deposits or features are identified at times or in areas where the Archaeologist is temporarily not present, the Contractor must stop works (within 20m) and follow the procedure set out below.
8. Heritage NZ will be advised by the Project Archaeologist if any significant archaeological features or deposits are exposed that were not anticipated. This will trigger the stand down procedure set out below.
9. If archaeological remains relating to Māori occupation are exposed, the Project Archaeologist will inform the appropriate Iwi representatives (if not present).

10. If human bone (kōiwi tangata) or taonga (Māori artefacts) are encountered, the protocols set out below will be followed.

Procedures if Archaeological Sites are Exposed when the Archaeologist is not Present

If the Archaeologist is temporarily not present and remains are exposed that are potentially archaeological features or deposits (as described to the Contractor at the pre-start meeting), the following procedure should be adopted:

1. The Contractor will ensure that earthworks shall cease in the immediate vicinity (within 20m) while the Archaeologist is called in to establish whether the remains are part of an archaeological site as defined under the HNZPTA.
2. If the Archaeologist confirms that it is an archaeological site, the area of the site will be defined by the Archaeologist and excluded from earthworks.
3. The archaeological site will be investigated and recorded by the Archaeologist in accordance with accepted archaeological practice and the conditions of the authority.
4. Heritage NZ will be advised by the Archaeologist if any significant archaeological features or deposits that were not anticipated are exposed.
5. If the archaeological site relates to Māori occupation the appropriate Iwi representatives will be informed by the Archaeologist (if not present) prior to investigation.
6. If human bone (kōiwi tangata) or taonga (Māori artefacts) are unearthed the protocols set out below will be followed.

Protocols Relating to Kōiwi Tangata (Human Remains)

If bone material is identified that could potentially be human, the following protocol will be adopted:

1. Earthworks/investigation should cease within 20m while an Archaeologist establishes whether the bone is human.
2. If it is not clear whether the bone is human, work shall cease in the immediate vicinity until the University's reference collection and/or a specialist can be consulted and a definite identification made.
3. If bone is confirmed as human (kōiwi tangata), the Archaeologist will immediately contact Iwi representatives (if not present), Heritage NZ and the NZ Police.
4. The site will be secured in a way that protects the kōiwi as far as possible from further damage.
5. Consultation will be undertaken with all Iwi representatives as outlined in the authority, the Heritage NZ Regional Archaeologist and the authority holder to determine and advise the most appropriate course of action. No further action will be taken until responses have been received from all parties, and the kōiwi will not be removed until advised by Heritage NZ.
6. The Iwi representatives will advise on appropriate tikanga and be given the opportunity to conduct any cultural ceremonies that are appropriate.

7. If the Iwi representatives are in agreement and so request, the bones may be further analysed by a skilled bio-anthropological specialist prior to reburial, in line with the *Heritage NZ Guidelines Kōiwi Tangata Human Remains* (2014).
8. Activity in that place can recommence as soon the bones have been reinterred or removed, and authorisation has been obtained from Heritage NZ.

Protocols Relating to Taonga (Māori Artefacts)

Māori artefacts such as carvings, stone adzes, and greenstone objects are considered to be taonga (treasures). These are taonga tuturu within the meaning of the Protected Objects Act 1975. Taonga may be found in isolated contexts but are generally found within archaeological sites. If taonga are found the following protocols will be adopted:

1. The area containing the taonga will be secured in a way that protects the taonga as far as possible from further damage, consistent with conditions of the Authority.
2. The Archaeologist will then inform Heritage NZ and the Iwi representatives so that the appropriate actions (from cultural and archaeological perspectives) can be determined.
3. These actions will be carried out within the stand down period specified below, and work may resume at the end of this period or when advised by Heritage NZ or the Archaeologist.
4. The Archaeologist will notify the Ministry for Culture and Heritage of the find within 28 days as required under the Protected Objects Act 1975. This can be done by taking the taonga to a nearby public museum or by emailing the Ministry of Culture and Heritage.

The Ministry for Culture and Heritage, in consultation with the tangata whenua, will decide on custodianship of the taonga (which may be a museum or the iwi whose claim to the artefact has been confirmed by the Māori Land Court). If the taonga requires conservation treatment (stabilisation), this can be carried out through the Conservation Panel of Suppliers which consists of specialist conservators, heritage practitioners and representatives from the wider museum sector. This would be paid for by the Ministry. It would then be returned to the custodian or museum.

Post-Earthworks Phase

1. Any artefacts recovered and samples taken will be analysed and recorded by the appropriate specialists.
2. Any Māori artefacts will be notified to the Ministry for Culture and Heritage in accordance with the Protected Objects Act 1975.
3. The Project Archaeologist will provide a report to Heritage NZ within 20 days of the completion of archaeological work. This may be the final report if no or limited archaeological remains are found.
4. If more extensive remains requiring detailed analysis are found, the Project Archaeologist will complete a full monitoring report within 12 months of the end

of the archaeological work and will provide it to Heritage NZ and other parties identified in the Authority.

ARCHAEOLOGICAL TEAM AND OTHER CONTACTS

Archaeological Team

Ellen Cameron will direct the project as the Section 45 archaeologist. Fieldwork will be carried out by her or under her supervision.

The archaeological team will include some or all of the following:

Name	Role	Responsibility
Ellen Cameron	S45 Archaeologist	Manage project in field and prepare report
Kirstin Roth	Archaeologist	Monitoring, recording
Tom Clough-Macready	Archaeologist	Monitoring, recording

Other qualified archaeologists and/or specialists may be brought into the project if required. These may include specialists in particular categories of artefact or other remains.

Contact Details

Project Archaeologist	Ellen Cameron, [redacted] [redacted] or [redacted] (if S45 archaeologist unavailable)
Heritage NZ Regional Archaeologist	Kathryn Hurren: [redacted]
Iwi Representatives	Ātiawa ki Whakarongotai Charitable Trust Pene Kaonohi [redacted] Richard Evans [redacted] Liam McAuliffe [redacted] Lincoln Pearson [redacted]

STAND DOWN PERIODS

Depending on what is revealed by the earthworks, stand down periods may be required at various stages to allow for archaeological work to be carried out or for consultation with the appropriate parties.

Stand down will require earthworks to cease only in the immediate vicinity of the feature or find, and work may proceed in other areas. The following maximum stand down periods will apply, but earthworks may be resumed earlier if the required work has been completed.

Timeframes need to be flexible enough to ensure that archaeological works are completed as necessary to ensure that the conditions of the authority are met.

Trigger	Stand Down Period	Requirements	Release
Archaeological feature, deposit or artefacts	Up to 1 day within each area where remains are found, but work may continue in areas where no remains are identified	Sufficient time must be allowed for the Archaeologist to investigate and record the remains.	Work resumes when the Archaeologist advises the Contractor that work is completed
Significant archaeological feature, deposit or artefacts[1]	Up to 3 days for a response from Heritage NZ, and up to 3 days for any detailed investigation required	The likely requirement is a mitigation investigation and/or recording by standard archaeological techniques, but this will be advised by Heritage NZ.	Work resumes when the Archaeologist advises the Contractor that work is completed
Human bone found	As agreed between the project manager, Heritage NZ and Iwi	Heritage NZ and NZ Police to be satisfied that kōiwi identification is correct. Iwi representative(s) to organise reinterment or removal of bones from site and appropriate cultural ceremonies.	Work resumes following reinterment or removal of bones from site and when authorisation from Heritage NZ has been received.
Taonga, or archaeological remains of Māori origin found that were not anticipated	Up to 3 days	Heritage NZ and Iwi representative(s) to be consulted on appropriate action. Archaeological recording as required	Work resumes when the Archaeologist or Heritage NZ advises the Contractor that work is completed

[1] i.e. with the potential to provide significant information through detailed investigation

APPLICANT'S AND CONTRACTOR'S RESPONSIBILITIES

Authority Holder's Responsibilities

Summerset Villages (Paraparaumu) Limited or their designated representative has the following responsibilities:

1. To advise Heritage NZ of the start and finish dates of any required archaeological work.
2. To ensure that sufficient time is provided to carry out any archaeological investigations required.
3. To provide sufficient site security to ensure that archaeological material on site is protected from unlawful excavation or removal.
4. To ensure that a copy of the archaeological Authority is kept on site and its contents are made known to all contractors and subcontractors.
5. To ensure that a copy of this Archaeological Management Plan is kept on site and its contents are made known to all contractors and subcontractors.
6. To ensure that the conditions and protocols outlined in the Authority and this document are observed by Contractors and subcontractors.
7. To provide a safe environment for the archaeologists to carry out their work.

Contractor's Responsibilities

The Contractor's responsibilities are as follows:

1. To meet the Project Archaeologist on site prior to the start of works for a briefing on the archaeological requirements.
2. To provide the Project Archaeologist with 2 weeks' notification that project earthworks are about to begin, and to ensure that an Archaeologist is present when earthworks begin in the areas requiring monitoring shown in Figure 1.
3. To comply with the protocols above if archaeological sites, kōiwi or taonga (pp.5-6) are exposed.
4. To allow the Archaeologists sufficient time to investigate and record any archaeological remains before resuming works in the immediate vicinity.
5. To ensure a safe working environment for the Archaeologists.

DISPUTE RESOLUTION

Disputes fall into a number of categories but are usually the result of poor communication between the developer, subcontractors, Iwi representatives and the project archaeologists. Most can be avoided if sufficient detail of the archaeological issues and responsibilities is outlined in the tender document or work management documentation.

Common examples of a dispute are: that the subcontractors consider that the archaeologists are causing unacceptable delays, or that the archaeologists feel they have insufficient time to fulfil the obligations of the authority. In the event of a dispute relating to the Authority investigation the following procedure for resolution should be followed:

1. If the dispute relates to archaeological issues, a meeting between the Authority holder (or designated representative), Contractor or subcontractor and Archaeologists should be convened as soon as possible to attempt to resolve the dispute.
2. If the dispute relates to cultural issues, a meeting between the Authority holder (or designated representative), Contractor or subcontractor, Iwi representatives, and Archaeologists should be convened as soon as possible to attempt to resolve the dispute.
3. If the dispute cannot be resolved a further meeting of all parties with representatives of Heritage NZ will be arranged within 1 working day to resolve the dispute. Heritage NZ has ultimate responsibility for resolving issues relating to the conditions of the Authorities it issues.

Taonga tūturu (Māori artefacts) recovered from archaeological investigations are often deposited in local or national museums following archaeological analysis, and with the agreement of iwi. On other occasions iwi may prefer to retain ownership of artefacts and disputes can arise between different iwi with an interest in the area. Any disputes relating to the long-term ownership and custody of taonga tūturu should be dealt with through the statutory processes of the Protected Objects Act 1975. The provisions of the Act require that all taonga tūturu are notified to the Ministry for Culture and Heritage within 28 days of the completion of archaeological fieldwork. Under s.11 and s.12 of the Act the Ministry for Culture and Heritage must notify all parties that have an interest in the taonga, and if competing claims for ownership are made and cannot be resolved the matter may be referred to the Māori Land Court for resolution.