

**Te Whakaahua**

**Kua w**

**i**

**To enable kaumātua and whānau with health and disability impairments to actively engage at marae and remain effective contributors to their marae.**



# Contents

<b>Project information</b>	<b>3</b>
Te Kauri Marae	5
Tikanga	6
Whakatūwheratanga – Introduction	7
Whakamuri – Background	8
Logo explanation	8
Definition of terms essential to disability access	9
Accessibility examples	10-11
Marae development process	12-13

<b>Checklists</b>	<b>15</b>
Checklist introduction	17
• Turanga waka – Carpark	18
• Paepae – Seating	19
• Whare nui – Meeting house	20
• Whare kai – Eating house	21
• Ngā whare paku me ngā whare kaukau – Toilets and bathrooms	22
• General access	23

<b>Support information</b>	<b>25</b>
Te Roopu Tiaki Hunga Haua – Providers	27
Links and references	29
Funding links	29
Appendices	30







## Manaaki ki te Tāngata – Caring for people

The vision to include facilities for our disabled whānau was the inspiration of the Te Kauri Building Team.

In general, most marae overlook the needs of people who have a disability or impairment.

When you arrive at Te Kauri Marae, we provide a disabled park for you by the main gate, concrete paving to the tūpuna whare (meeting house), easy access ramps, a spacious restroom, wide corridors to the whare kai (dining room), a balcony with shade to provide a magic view of Lake Waahi and time out to watch the sunset in the west.

Māku anō e hāngai tōku nei whare  
Ko ngā poupu o roto he māhoe, he patate  
Ko te tāhūhū he hīnau

This whakataukī takes into consideration:

- Waikato iwi commitment to rangatiratanga
- Whawhākia hapuu role as kaitiaki of the Kīngitanga
- Te Kauri Marae commitment to people as our major resource to create a safe, friendly and enjoyable environment for our guests and ourselves.

## Te Kauri Marae



Back row: Thomas Noda, Dave Thompson, Donna Berryman, Luke Bredenbeck.  
Front row: Kwanyke Bishop, Carl Berryman, Keritoke Noda.



## Tikanga

E ngā iwi, e ngā hapū o tēnā o tēnā o ngā marae o te motu. Tēnā koutou ngā kaitiaki e manaaki nei i ngā āhuatanga katoa ki runga marae. Ka huri ngā mihi ki te Kīngi ā Tūheitia ā, tae atu ki te kāhui ariki whānui tonu. Ki ngā mate kua tangihia, moe mai.

Ko te rōpu Te Whakaaheitanga Marae tēnei e takoto ana te tāonga, rauemi rānei hei āwhina i ngā ahi kā, e tautoko ana i ngā tāngata hauā atu ki ngā kaumatua kua eke mai ki runga marae. Pū hāngai ana te rauemi nei kī a māmā te nohonga, nekenga ki runga marae i tona hauātanga. Ko te tūmanako kia hono ai ngā whakāro-a-ruri ki rō i ngā māhere a marae a kaunihera rānei.

Nō reira kāi te mihi

To the iwi and hapu throughout the country, you the guardians of our marae we acknowledge you. We mihi to our King and to the wider kāhui ariki, and to those that have gone to heaven.

We are a group called Te Whakaaheitanga Marae presenting a resource that we believe will support our tangata hauā and kaumātua that come to marae. The resource is pitched at supporting tangata hauā through marae incorporating features onto their marae that would improve their stay due to their disabilities. Therefore the intention is to include the specifics from the resource into marae development planning and building project planning.

Nō reira kāi te mihi

# Whakatūwheratanga Introduction

The Marae Accessibility Project is a collaborative approach to addressing the social and participatory needs of kaumātua and whānau with disabilities or impairments whilst on the marae.

We aim to do this by developing a toolkit to assist ngā marae to become more accessible by those living with a disability or impairment.

Improving access to the marae for this priority group is essential to ongoing health and wellbeing outcomes for iwi, hapū and whānau with disabilities or impairments.

The marae setting is an integral repository for Māori language, history and traditions. Customs and protocols are regularly performed and used to ensure Māori way of life is maintained and sustained on the marae.

The Marae Accessibility Project was created out of the need to ensure kaumātua and whānau in general, with health and disability impairments can continue to actively engage at marae and remain effective contributors at all forms of Māori hui held there.

Disability is the process which happens when one group of people create barriers by designing a world only for their way of living, taking no account of the impairments other people have (New Zealand Disability Strategy).

The founding documents that will support this project are:

- Treaty of Waitangi
- New Zealand Disability Strategy
- To Have an Ordinary Life
- He Korowai Oranga
- Whakataataki II

People with disabilities or impairments are a diverse group. The New Zealand Disability Strategy notes: “Disability is not something individuals have. What individuals have are impairments. They may be physical, sensory, neurological, psychiatric, intellectual or other impairments.

“Many people living with impairments face major discrimination in many areas of their lives. The resulting barriers often leave them isolated and segregated, preventing them from using their skills and talents to benefit their communities”.

Disability is an important health issue for a significant sector of the New Zealand population. One in five people of Māori ethnicity report having a disability resulting in some functional and / or role limitation.

The impact of a disability extends well beyond the individual to their whānau / family and all those they come into contact with.

# Whakamuri Background

Te Roopu Tīaki Hunga Hauā Māori Disability Network Group was established in 2005 to strengthen the collective capacity of service providers to achieve the best outcomes for whānau with disabilities and impairments.

This roopu is made up of kaimahi representing 23 organisations from Maniapoto, Waikato, Hauraki and Raukawa regions; however not exclusively.

One such initiative which provided the vision for the Marae Accessibility Project was to support the elimination of barriers at marae so that whānau become fully functional participants of marae hui as opposed to mere observers.

Te Roopu Tiaki Hunga Hauaa acknowledge the real obstacle to full participation on marae by whānau with impairments is not the impairment itself but rather the physical, environmental, and social barriers created by poorly informed attitudes.

As the Māori population increases in age, disease or illness will be the most common cause of disability.

There is therefore an opportunity for marae to increase responsibility for its physical environment where possible, and to embrace the true kaupapa of marae which is to “manaaki tangata ahakoa nō hea ahakoa ko wai - take care of people regardless of who they are and where they are from”.

## Logo explanation

**“What ever the obstacle, together we can find a clear path forward.”**

The larger part of the logo symbolises an obstacle or mountain with the koru in the middle depicting clear pathways and eliminating barriers.



The logo icon was drawn by Ora Kihi and then designed and formatted by Tamara Miles.

# Definitions of terms essential to disability access

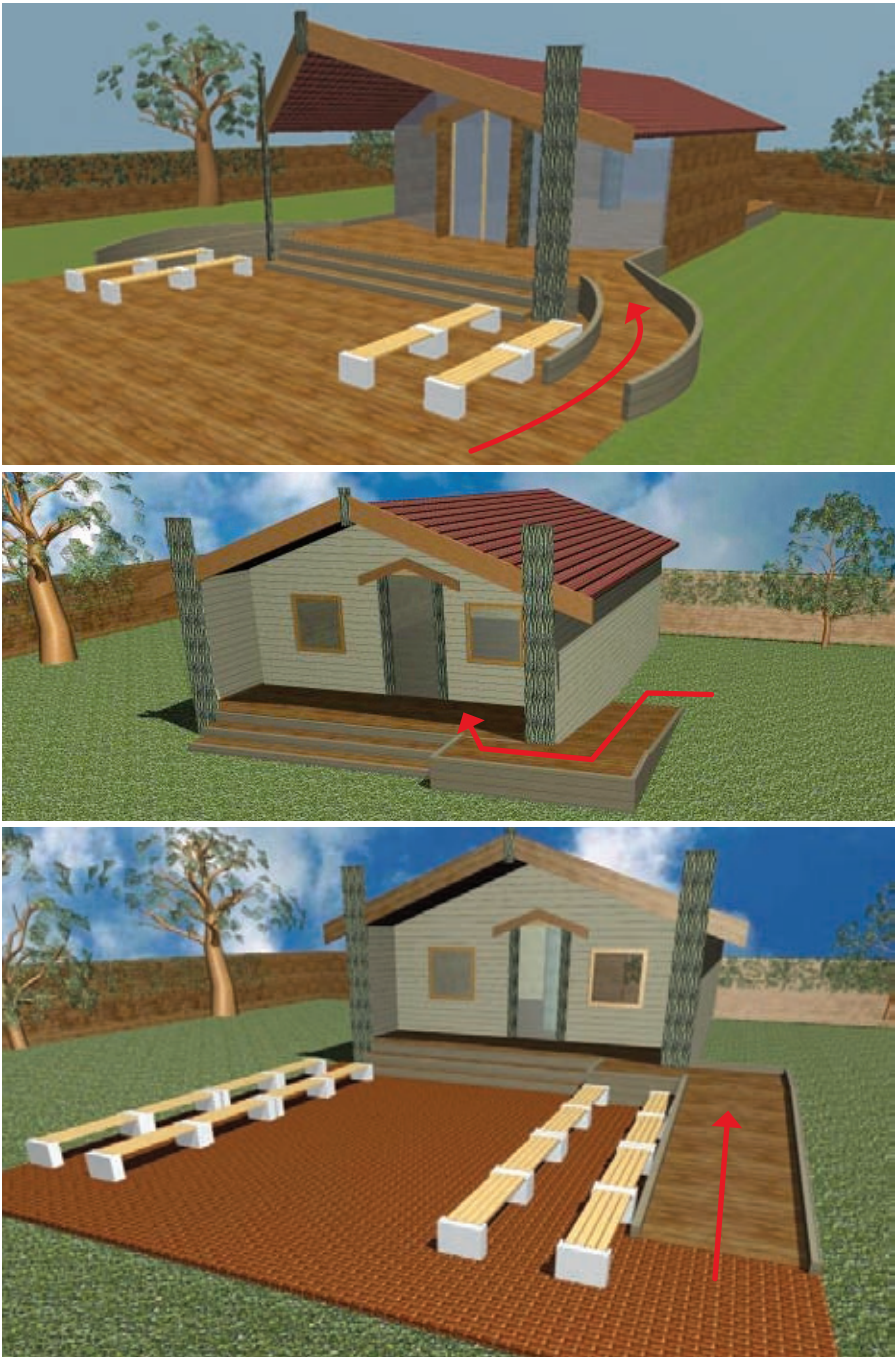
## Accessible route

Accessible route means a route that is practical for people with disabilities or impairments.

It should be a continuous route that can be negotiated unaided by a wheelchair user, walking device or by a person with a guide dog.

The route should extend from the street boundary and car parking area to those spaces within the building required to be accessible to enable people with disabilities or impairments to carry out normal activities and processes within the building (NZS 4121:2001-1.5.1 p.12.).

**Right:** Red arrows indicate accessible route in various marae layout concepts.



## International symbol for access

This symbol is required to indicate all facilities that are accessible including the accessible route.



Example of sign indicating accessible facilities and its direction.



# Accessibility examples

## Level pathways



## Wider doorways / hallways



Ramps / safety rails



# Marae development process

This process is for marae to consider as part of the planning and preparation when developing or redeveloping on the marae.

## Marae development project

**Marae governance:**  
Marae reservation and marae trustees are registered with the Māori Land Court.

Trustees are operational, have a strong administrative base and have provided written support for the Marae Development Project.

## Marae project manager and project team

**Project manager:**  
Motivated, passionate driver of the project who acts on behalf of the trustees and whānau. The main role of the project manager is to liaise with stakeholders, i.e. the funders, consultants and construction team.

**Project team:**  
Comprises trustee representation, treasurer and whānau members. The team will have mandate from the trustees and whānau to progress the project from beginning to end.

## Hui a iwi: what / how the project will accommodate your needs

The most important step in the planning process is to hui with the whanau and consider all dynamics of the marae, align everything you need with tikanga and kawa of the whānau, hapū, iwi and others who may utilise your marae.

Consider the needs of kaumātua and especially those with disabilities or impairment – incorporate their needs into the design of your facilities. This will help you to determine the size of the whare nui, whare kai, whare paku and car parks.

**Funding and the engagement of reputable and registered consultants**

The dominant funder is Lotteries Marae Heritage [www.dia.govt.nz](http://www.dia.govt.nz)

Organisations such as ASB, Trust Waikato and iwi authorities also contribute funding for projects.

Reputable and registered consultants are key to engaging consultants.

Get advice from marae who have completed their projects. This helps the tendering process and be mindful the cheapest tender is not always the best.

**Construction process and monthly reporting**

Building consent is approved and sufficient funds have been sourced to complete the project.

The project team will work with architects and a construction company to ensure construction is carried out correctly.

Project team will report back to the trustees and whānau.

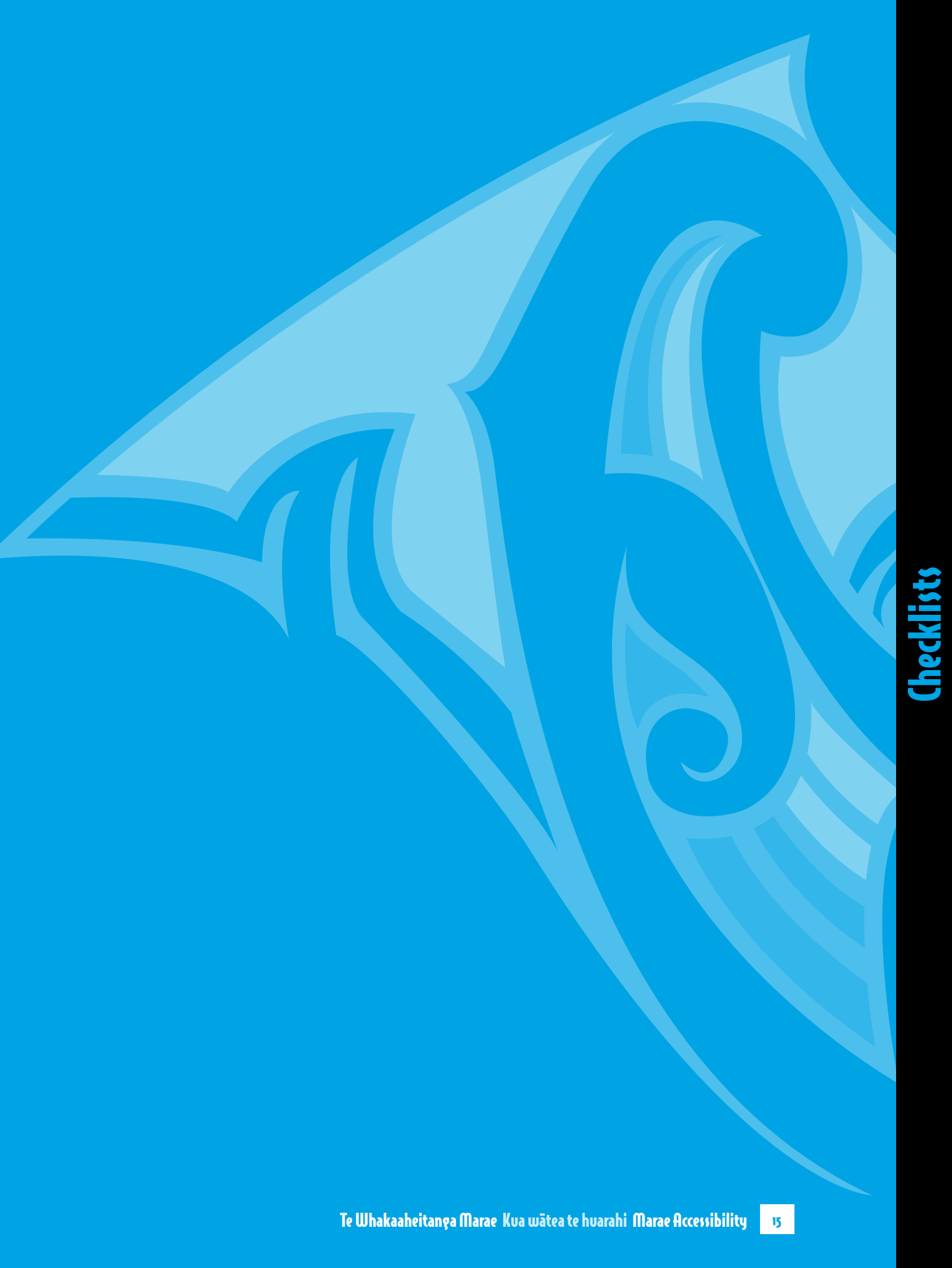
Reporting provides a safety net for all parties and allows whānau to be updated on progress and any issues can be tabled, discussed and worked out at monthly hui.

**Completion of the project and financial accountability**

Project team will continue to be involved until the three-month retention period is over to ensure defects (if any) are rectified and that all accounts are paid to the appropriate entity.

The funding organisations that have supported the project will require financial accountability reports – all recipients of funding must complete an accountability report to funders as this can also help with any future applications from the marae.





# Checklist introduction

These checklists are intended for use by whānau who have responsibility for guiding a project when building renovations or new buildings are planned.

It is intended that these checklists give an indication of what facilities are required under the Building Act for access by people who have a disability or impairment.

Checklist areas:

1. **Turanga waka** Car park
2. **Paepae** Seating
3. **Whare kai** Eating house
4. **Whare nui** Meeting house
5. **Ngā whare paku me whare kaukau** Toilets and bathroom
6. **General access**

When working through these checklists you should consider whether:


- a whānau member who lives with an impairment or disability, to lead or assist with the checklist assessment
- a minimum of 2-3 people to assist with the assessment
- a measuring tape is available to assist with measurements where required
- a camera is available, if you wish to photograph things to follow-up on for improvement;
- addressing the general access checklist at the same time as other checklist areas as there may be other useful considerations.

## Legislation versus best practice

Legislation often is based on a minimum requirement, where best practice is based on practical application.

Examples of legislation requirements are provided at the bottom of each checklist with an example of best practice for marae to consider.

# Turanga waka Carpark

	Yes	No	Comments
 Is there a designated (signed) area where disabled people can park or be dropped off?			
Is the car park surface: <ul style="list-style-type: none"><li>• stable?</li><li>• firm?</li><li>• slip resistant? (A flat surface under all environmental conditions)</li></ul>			
Are there designated accessible parking spaces?			
Is there an accessible route from the parking area to the waharoa, through to the paepae?			

Legislation	Best practice
Buildings and facilities where disabled or impaired people are likely to visit must have car parks on an accessible route.	Car parks should be as close as possible to the main entrance and should provide shelter from the weather.

# Paepae Seating

	Yes	No	Comments
Are disabled people able to participate in proceedings and be seated as part of the audience (NOT separately) as others do?			
Is the seating on the paepae sheltered?			
Are there places designated for wheelchairs in the seating area of the paepae?			
Is the seating on the paepae user-friendly for disabled people / kaumātua / kuia?			
Is there an area where a guide dog can be placed?			
Is there an accessible route from the paepae to the whare nui and whare kai?			

Legislation	Best practice
The law requires that disabled people are seated as other people are and that wheelchair space within fixed seating is a minimum of 1000mm wide x 1500mm long.	This measurement is a minimum allocation. Some wheelchairs are made larger therefore a more adequate space would be 1200mm wide x 1900mm long.
Legislation provides for seating of one disabled person allocated per 250 seats provided.	At least five per cent of the seating area should be reserved for disabled people. The reserved seating should be integrated so that disabled people are not segregated from their whānau and friends.
The accessible route is defined in the New Zealand Building Code as; “an access route usable by people with disabilities. It shall be a continuous route that can be negotiated unaided by a wheelchair user.”	An accessible route is a flat level path that can be negotiated by an unassisted user of a wheelchair or walking frame.

# Whare nui Meeting house

	Yes	No	Comments
Is the entrance into the building accessible?			
Are there facilities to enable disabled people to be seated, speak and hear as others do?			
Do you have access to bedding that can be raised and lowered?			
Are emergency exits accessible for users of wheelchair and walking frame users?			



Legislation	Best practice
Legislation requires that there be a means of escape from fire or other emergencies for disabled people.	All entrances to the whare nui should serve as emergency exits for disabled people.
Step ramps should be a maximum height of 20mm.	Good building design can eliminate step ramps altogether.
Doorway width should be a minimum of 760mm clear opening width.	But for a public facility such as a marae where large numbers of people gather, 910mm clear opening width would be a good minimum measurement.

# Whare kai Eating house

	Yes	No	Comments
Are aisles wide enough to accommodate wheelchairs?			
Are any hazards clearly marked? I.e. Glass doors.			
Are all spaces in the whare kai wheelchair accessible?			
Is the dining seating inclusive of wheelchair and walking frame users so that they may sit with their whānau?			
Is there a space for whānau in wheelchairs to support in the preparation of kai and other tasks in the kitchen?			

Legislation	Best practice
Legislation says that disabled people must be able to use the facilities for the purposes from which they were provided. New Zealand Standard 4141:2001 recommends a clear space from the underside of the table and kitchen bench to the floor of 675mm and 540mm depth.	The underside of the dining tables should be a minimum of 750mm clear space from the floor to allow wheelchair users to fit their legs under the table. There also needs to be a minimum of 750mm between the floor and the underside of the kitchen bench.
Legislation requires there be a means of escape from fire or other emergencies for disabled people.	All entrances to the whare nui should serve as emergency exits for disabled people.
Step ramps should be a maximum height of 20mm	Good building design can eliminate step ramps altogether.
Doorway width should be a minimum of 760mm clear opening width.	But for a public facility such as a marae where large numbers of people gather, 910mm clear opening width would be a good minimum measurement.
Door handles must be able to be used by disabled people. Therefore they should be at a height between 900mm and 1200mm from the floor.	Door handles should be of a lever type and be set at one meter from the ground.

# Ngā whare paku me ngā whare kaukau

## Toilets and bathrooms

	Yes	No	Comments
Is there a clear space on the open side of the toilet bowl for a wheelchair to enable a user to transfer to the toilet seat?			
Are the disabled toilet doors able to be opened from the outside if needed in an emergency?			
Can controls be operated with one hand?			
Are facilities inside the toilet compartment able to be used by a wheelchair user?			
Are there hand rails in the toilet and shower?			
Is there a shower seat?			



Legislation	Best practice
A minimum allowable compartment size for a toilet only is 1600mm x 1900mm.	A toilet compartment size is easier to use if 2000mm square.
The shower toilet combo compartment size minimum allowed is 1900mm x 2100mm.	A toilet / shower combo compartment has less maintenance costs and is easier to use if 2500mm.

Stairs and ramps

	Yes	No	Comments
Do stairs and ramps have handrails?			
Are stairs slip resistant?			
Does the gradient of your ramp allow wheelchair users and elderly easy access?			

Legislation	Best practice
Ramp gradients are required to be a maximum gradient of 1:12.	Ramp gradients of 1:16 or less are safer and much easier for disabled people to use.

Footpaths, doorways and exits

	Yes	No	Comments
Are your footpaths wide enough to accommodate two wheelchairs to pass without one being required to leave the path?			
Are all doorways at least 760mm minimum 'clear open width' with a clear level space immediately before of 1200mm square?			
Are emergency exits accessible and clearly signed?			

Legislation	Best practice
Footpaths are required to be a minimum of 1200mm wide.	If pathways are three meters wide, two wheelchairs can pass without one having to leave the path.
The maximum riser height allowed on a stair is 180mm and the minimum length is 310mm.	Stairs are much easier to use if the riser height is 100mm and the going length is 350mm or more.

Controls

	Yes	No	Comments
Are all controls able to be used by a wheelchair user?			

Legislation	Best practice
Controls on facilities are required to be set between 900mm and 1200mm from the floor.	Controls set at 1000mm from the floor are easy to use by everyone.

## Hearing disabilities

	Yes	No	Comments
Have you thought about using a sound amplification system for hearing impaired whānau?			

Legislation	Best practice
Hearing loops are required at meeting rooms and theatres where the audience is likely to be 250 people or more.	Hearing loops allow people with hearing aids to hear and cut out external noise when sound amplification equipment is used. Hearing impaired people benefit when hearing loops are employed in any meeting rooms where more than 25 people gather.

## Sight disabilities

	Yes	No	Comments
Are vision-impaired and blind whānau able to walk safely around and through the marae unassisted?			
Are hazards such as steps clearly identifiable from their surroundings?			

Legislation	Best practice
Tactile indicators or colour contrasting signs are required to indicate pathways and the location of facilities.	All steps, changes in direction and level should have both tactile indicators and vivid contrasting colours to ensure the safety of the vision impaired.

## Awareness training

	Yes	No	Comments
Has the marae had training around disability awareness?			



# Te Roopu Tiaki Hunga Hava Providers

<b>CCS Disability Action</b> 17 Claudelands Road PO Box 272, Waikato Mail Centre Hamilton 3240  Ph: (07) 853 9761 Fax: (07) 853 9765 Email: <a href="mailto:waikato@ccsdisabilityaction.org.nz">waikato@ccsdisabilityaction.org.nz</a> <a href="http://www.ccsdisabilityaction.org.nz">www.ccsdisabilityaction.org.nz</a>	<b>Community Living Trust</b> 180 Collingwood Street PO Box 292 Hamilton 3240  Ph: (07) 834 3700 Fax: (07) 834 3701 Email: <a href="mailto:enquiries@clt.org.nz">enquiries@clt.org.nz</a>
<b>Deaf Aotearoa NZ</b> (Waikato Branch) 292 Cambridge Road, Riverlea PO Box 24 023 Hamilton 3253, New Zealand  TEXT : 021 540 193 Ph: (07) 856 2064 Fax: (07) 856 2047 <a href="http://www.deaf.org.nz">www.deaf.org.nz</a>	<b>Disability Support Link</b> 76 Rostrevor Street Hamilton Ph: (07) 839 1441 Fax: (07) 839 1225
<b>Gracelands Group Of Services</b> Ph: (07) 871 6410 <a href="http://www.gracelands.org.nz">www.gracelands.org.nz</a>	<b>Hauraki Māori Trust Board</b> 41 Belmont Road P.O.Box 33 Paeroa 3640  Free ph: 0508 468 288 <a href="http://www.hauraki.iwi.nz">www.hauraki.iwi.nz</a>
<b>Head Injury Society (Waikato) Inc.</b> Māori Services Field Officer Ph: (07) 839 1191 Mob: 021 470 889 Fax: (07) 839 5648 Email: <a href="mailto:whisfieldofficer@gmail.com">whisfieldofficer@gmail.com</a> <a href="http://www.whis.nzl.org">www.whis.nzl.org</a>	<b>Interactionz / Tari Whakawhitinga</b> Community Connector Mob: 027 451 4145 Email: <a href="mailto:tinihua@interactionz.org.nz">tinihua@interactionz.org.nz</a> <a href="http://www.interactionz.org.nz">www.interactionz.org.nz</a>

<p><b>Te Kōhao Health</b>  Free ph: 0800 4 TEKHAO  Fax: (07) 856 5938.  Email: <a href="mailto:admin@tekohaohealth.co.nz">admin@tekohaohealth.co.nz</a>  <a href="http://www.tekohaohealth.co.nz">www.tekohaohealth.co.nz</a></p>	<p><b>Te Korowai Hauora O Hauraki</b>  Thames office  210 Richmond St, Thames  Ph: (07) 8685375  Fax: (07) 8685389  <a href="http://www.korowai.co.nz">www.korowai.co.nz</a></p> <p>We have five sites; Te Aroha, Paeroa, Thames, Coromandel and Whitianga.</p>
<p><b>The Western Community Centre</b>  Ph: (07) 847 4873  46 Hyde Ave, Hamilton  <a href="mailto:admin@wccham.org.nz">admin@wccham.org.nz</a>  <a href="http://www.westerncommunity.org.nz">www.westerncommunity.org.nz</a></p>	<p><b>Rauawaawa Kaumātua Charitable Trust</b>  Monday to Friday 9am to 5pm  50 Colombo St, Frankton, Hamilton  Ph: (07) 847 6980  Fax: (07) 847 6981</p>
<p><b>The Royal New Zealand Foundation of the Blind</b>  Aronga / Needs Assessor  Free ph: 0800 24 33 33  Ph: (07) 839 2266  Website: <a href="http://www.rnzfb.org.nz">www.rnzfb.org.nz</a></p>	<p><b>Ngāti Maniapoto Marae Pact Trust</b>  Maniapoto House  Cnr 51 Sheridan &amp; Taupiri Streets  Te Kuiti  Ph: (07) 878 0028</p> <p>Puketapu House  Miriamā Street  Taumarunui  Ph: (07) 895 9081</p>

## Links and references

### **Barrier Free New Zealand Trust**

[www.barrierfreenz.org.nz](http://www.barrierfreenz.org.nz)

### **Building Act 2004**

[www.legislation.govt.nz](http://www.legislation.govt.nz)

### **Buildings Regulations 1992**

[www.legislation.govt.nz](http://www.legislation.govt.nz)

### **CCS Disability Action**

[www.ccsdisabilityaction.org.nz](http://www.ccsdisabilityaction.org.nz)

### **Compliance document for New Zealand building code**

[www.dbh.govt.nz](http://www.dbh.govt.nz)

### **Department of Building and Housing Te Tari Kaupapa Whare**

[www.dbh.govt.nz](http://www.dbh.govt.nz)

### **New Zealand Standard 4121:2001 Design for Access and Mobility – Buildings and Associated Facilities**

## Funding links

### **Waikato-Tainui Te Kauhanganui Incorporated**

Tribal Development Unit

451 Old Taupiri Road, Hopuhopu

Private Bag 542, Ngaaruawaahia

0800 TAINUI

[www.tainui.co.nz](http://www.tainui.co.nz)

### **Hauraki Māori Trust Board**

Marae Development

P.O. Box 33

Paeroa

0508 468 288

[www.hauraki.iwi.nz](http://www.hauraki.iwi.nz)

### **Te Puni Kokiri**

[info@tpk.govt.nz](mailto:info@tpk.govt.nz)

[www.tpk.govt.nz](http://www.tpk.govt.nz)

### **Department of Internal Affairs**

Funding Advisor

0800 824 824

[www.dia.govt.nz](http://www.dia.govt.nz)

### **Trust Waikato**

Donations Advisor

0800 436 628

[www.trustwaikato.co.nz](http://www.trustwaikato.co.nz)

### **ASB Community Trust**

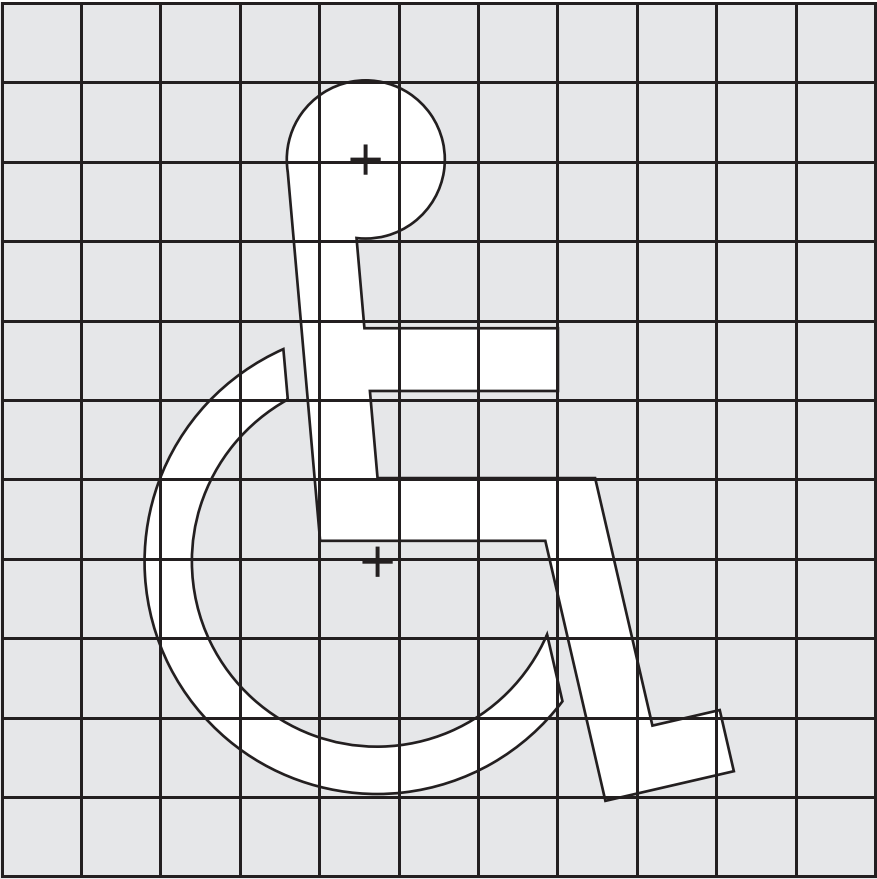
Grants Advisor

0800 272 828

[www.asbcommunitytrust.org.nz](http://www.asbcommunitytrust.org.nz)

# Appendix one

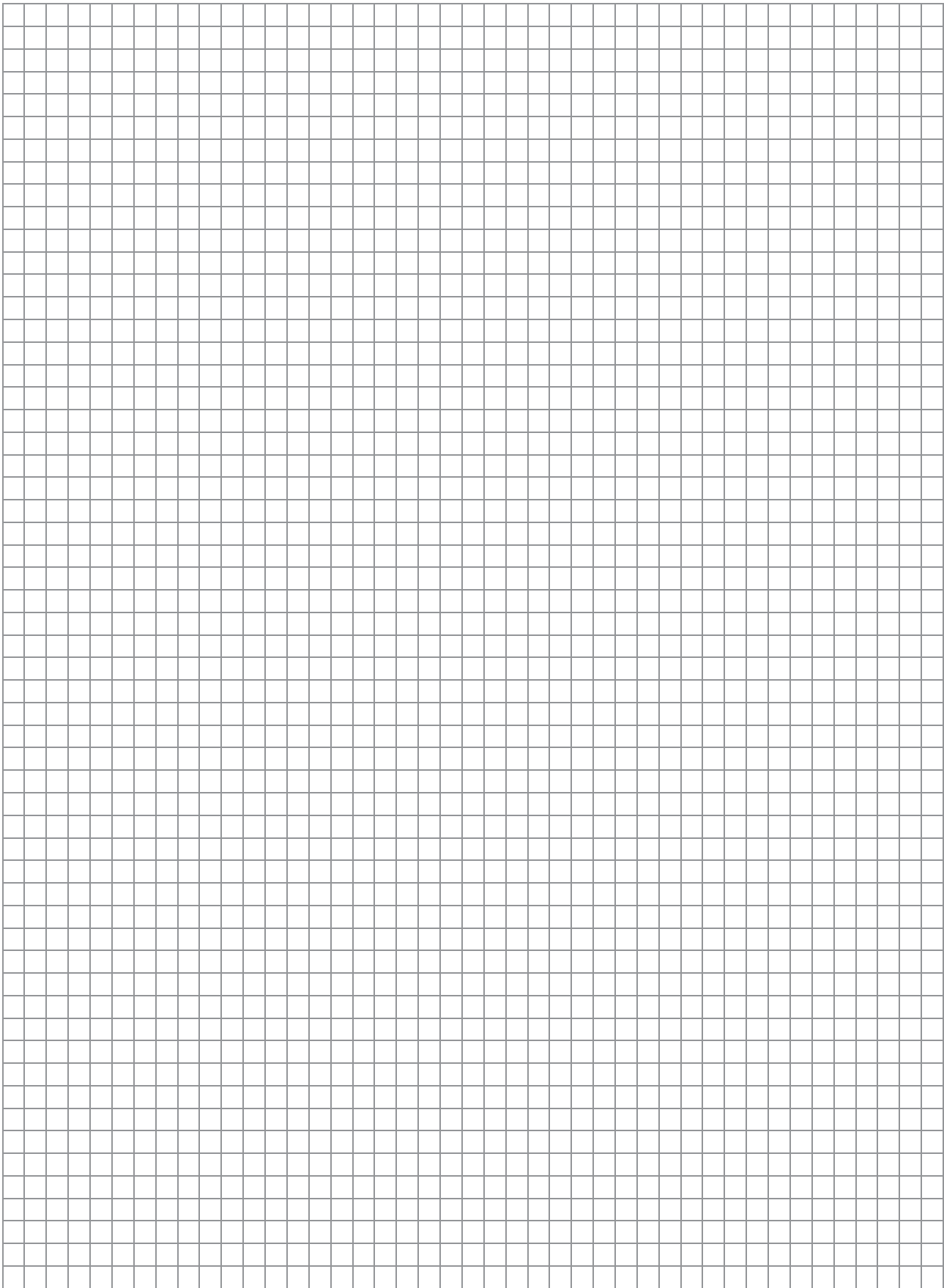
## International symbol for access



# Appendix two

## Marae layout (Pre-development)

This page can be utilised to draw what the marae, or a particular area on the marae might currently look like.



# Appendix three

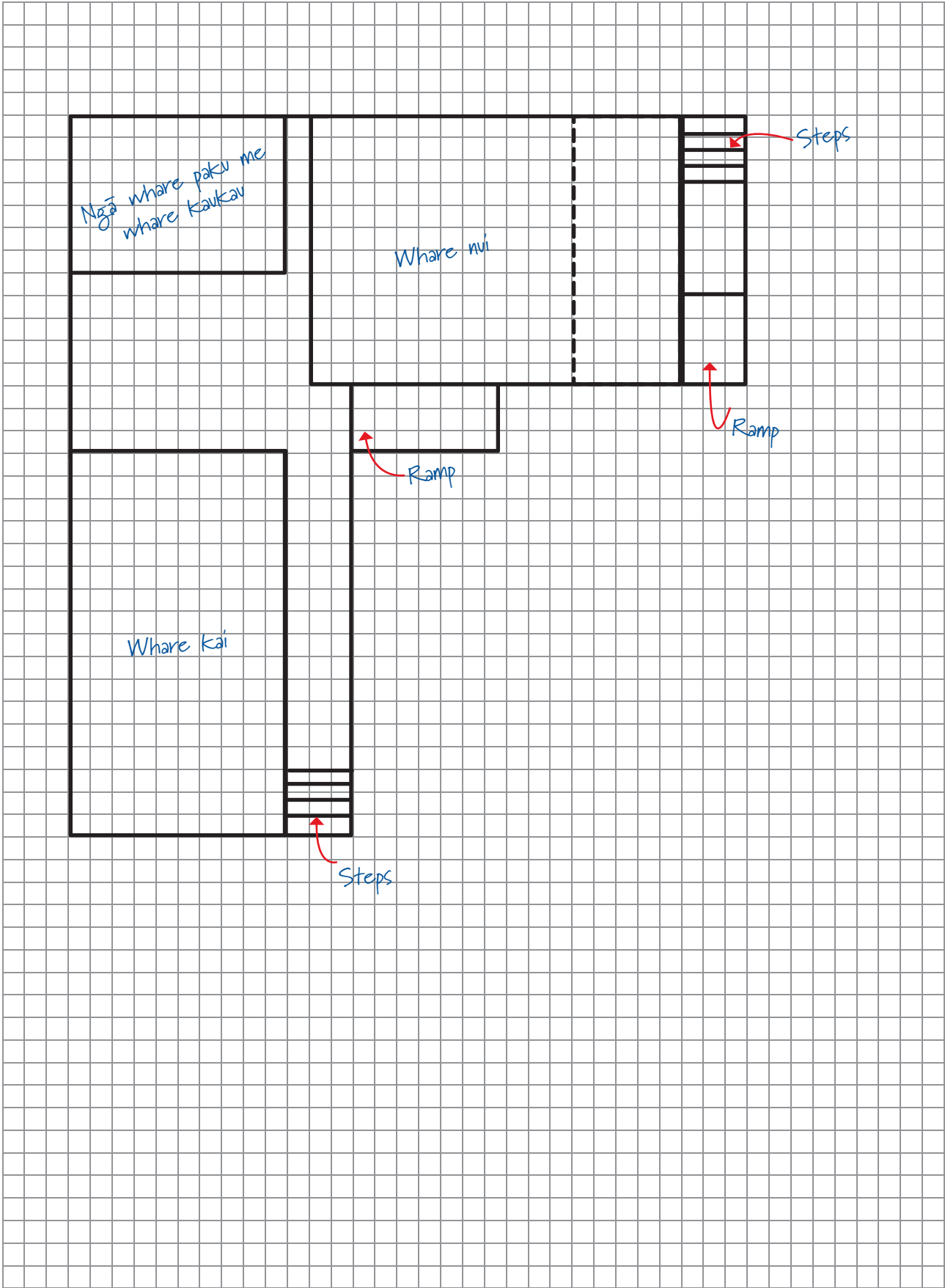
## Marae layout (Planning development)

This page can be utilised to draft potential or planned changes for the marae, or a particular area on the marae might currently look like.

A large grid of graph paper, consisting of 30 columns and 40 rows of small squares, intended for drafting a marae layout plan.

# Appendix four

## Example of utilised layout grid



# Appendix five

## Example of filled in checklist

### Paepae Seating

	Yes	No	Comments
Are disabled people able to participate in proceedings and be seated as part of the audience (NOT separately) as others do?		x	Key area for the marae to consider.
Is the seating on the paepae sheltered?	✓		
Are there places designated for wheelchairs in the seating area of the paepae?		x	No space other than in front of the bench seating.
Is the seating on the paepae user-friendly for disabled people / kaumātua / kuia?	✓		Bench seats slightly low on the right side of the paepae; may need considerations.
Is there an area where a guide dog can be placed?	✓		
Is there an accessible route from the paepae to the whare nui and whare kai?		x	Improvement needed as assistance is required to access the whare nui.


Legislation	Best practice
The law requires that disabled people are seated as other people are and that wheelchair space within fixed seating is a minimum of 1000mm wide x 1500mm long.	This measurement is a minimum allocation. Some wheelchairs are made larger therefore a more adequate space would be 1200mm wide x 1900mm long.
Legislation provides for seating of one disabled person allocated per 250 seats provided.	At least five per cent of the seating area should be reserved for disabled people. The reserved seating should be integrated so that disabled people are not segregated from their whānau and friends.
The accessible route is defined in the New Zealand Building Code as; “an access route usable by people with disabilities. It shall be a continuous route that can be negotiated unaided by a wheelchair user.”	An accessible route is a flat level path that can be negotiated by an unassisted user of a wheelchair or walking frame.

**Date:** 15 December 2010

**Completed by:** Tamati Richards (Trustee), Michelle Hotene (Stroke victim), Hone Tutama (Project Manager).

Extra checklists

Turanga waka Carpark

	Yes	No	Comments
<div> Is there a designated (signed) area where disabled people can park or be dropped off?</div>			
Is the car park surface: <ul style="list-style-type: none"><li>• stable?</li><li>• firm?</li><li>• slip resistant? (A flat surface under all environmental conditions)</li></ul>			
Are there designated accessible parking spaces?			
Is there an accessible route from the parking area to the waharoa, through to the paepae?			

Legislation	Best practice
Buildings and facilities where disabled or impaired people are likely to visit must have car parks on an accessible route.	Car parks should be as close as possible to the main entrance and should provide shelter from the weather.

## Paepae Seating

	Yes	No	Comments
Are disabled people able to participate in proceedings and be seated as part of the audience (NOT separately) as others do?			
Is the seating on the paepae sheltered?			
Are there places designated for wheelchairs in the seating area of the paepae?			
Is the seating on the paepae user-friendly for disabled people / kaumātua / kuia?			
Is there an area where a guide dog can be placed?			
Is there an accessible route from the paepae to the whare nui and whare kai?			

Legislation	Best practice
The law requires that disabled people are seated as other people are and that wheelchair space within fixed seating is a minimum of 1000mm wide x 1500mm long.	This measurement is a minimum allocation. Some wheelchairs are made larger therefore a more adequate space would be 1200mm wide x 1900mm long.
Legislation provides for seating of one disabled person allocated per 250 seats provided.	At least five per cent of the seating area should be reserved for disabled people. The reserved seating should be integrated so that disabled people are not segregated from their whānau and friends.
The accessible route is defined in the New Zealand Building Code as; “an access route usable by people with disabilities. It shall be a continuous route that can be negotiated unaided by a wheelchair user.”	An accessible route is a flat level path that can be negotiated by an unassisted user of a wheelchair or walking frame.

# Whare nui Meeting house

	Yes	No	Comments
Is the entrance into the building accessible?			
Are there facilities to enable disabled people to be seated, speak and hear as others do?			
Do you have access to bedding that can be raised and lowered?			
Are emergency exits accessible for users of wheelchair and walking frame users?			

Legislation	Best practice
Legislation requires that there be a means of escape from fire or other emergencies for disabled people.	All entrances to the whare nui should serve as emergency exits for disabled people.
Step ramps should be a maximum height of 20mm.	Good building design can eliminate step ramps altogether.
Doorway width should be a minimum of 760mm clear opening width.	But for a public facility such as a marae where large numbers of people gather, 910mm clear opening width would be a good minimum measurement.
Door handles must be able to be used by disabled people. Therefore they should be at a height between 900mm and 1200mm from the floor.	Door handles should be of a lever type and be set at one meter from the ground.

# Whare kai Eating house

	Yes	No	Comments
Are aisles wide enough to accommodate wheelchairs?			
Are any hazards clearly marked? I.e. Glass doors.			
Are all spaces in the whare kai wheelchair accessible?			
Is the dining seating inclusive of wheelchair and walking frame users so that they may sit with their whānau?			
Is there a space for whānau in wheelchairs to support in the preparation of kai and other tasks in the kitchen?			

Legislation	Best practice
Legislation says that disabled people must be able to use the facilities for the purposes from which they were provided. New Zealand Standard 4141:2001 recommends a clear space from the underside of the table and kitchen bench to the floor of 675mm and 540mm depth.	The underside of the dining tables should be a minimum of 750mm clear space from the floor to allow wheelchair users to fit their legs under the table. There also needs to be a minimum of 750mm between the floor and the underside of the kitchen bench.
Legislation requires there be a means of escape from fire or other emergencies for disabled people.	All entrances to the whare nui should serve as emergency exits for disabled people.
Step ramps should be a maximum height of 20mm	Good building design can eliminate step ramps altogether.
Doorway width should be a minimum of 760mm clear opening width.	But for a public facility such as a marae where large numbers of people gather, 910mm clear opening width would be a good minimum measurement.
Door handles must be able to be used by disabled people. Therefore they should be at a height between 900mm and 1200mm from the floor.	Door handles should be of a lever type and be set at one meter from the ground.

# Ngā whare paku me ngā whare kaukau

## Toilets and bathrooms

	Yes	No	Comments
Is there a clear space on the open side of the toilet bowl for a wheelchair to enable a user to transfer to the toilet seat?			
Are the disabled toilet doors able to be opened from the outside if needed in an emergency?			
Can controls be operated with one hand?			
Are facilities inside the toilet compartment able to be used by a wheelchair user?			
Are there hand rails in the toilet and shower?			
Is there a shower seat?			

Legislation	Best practice
A minimum allowable compartment size for a toilet only is 1600mm x 1900mm.	A toilet compartment size is easier to us if 2000mm square.
The shower toilet combo compartment size minimum allowed is 1900mm x 2100mm.	A toilet / shower combo compartment has less maintenance costs and is easier to use if 2500mm.
Toilet compartment doors are required to be a minimum of 760mm ‘clear opened width’.	Toilet compartment doors that have a minimum width of 910mm ‘clear opened width’ are much easier to use and have much less maintenance costs.

## General access

### Stairs and ramps

	Yes	No	Comments
Do stairs and ramps have handrails?			
Are stairs slip resistant?			
Does the gradient of your ramp allow wheelchair users and elderly easy access?			

Legislation	Best practice
Ramp gradients are required to be a maximum gradient of 1:12.	Ramp gradients of 1:16 or less are safer and much easier for disabled people to use.

### Footpaths, doorways and exits

	Yes	No	Comments
Are your footpaths wide enough to accommodate two wheelchairs to pass without one being required to leave the path?			
Are all doorways at least 760mm minimum 'clear open width' with a clear level space immediately before of 1200mm square?			
Are emergency exits accessible and clearly signed?			

Legislation	Best practice
Footpaths are required to be a minimum of 1200mm wide.	If pathways are three meters wide, two wheelchairs can pass without one having to leave the path.
The maximum riser height allowed on a stair is 180mm and the minimum length is 310mm.	Stairs are much easier to use if the riser height is 100mm and the going length is 350mm or more.

### Controls

	Yes	No	Comments
Are all controls able to be used by a wheelchair user?			

Legislation	Best practice
Controls on facilities are required to be set between 900mm and 1200mm from the floor.	Controls set at 1000mm from the floor are easy to use by everyone.

## Hearing disabilities

	Yes	No	Comments
Have you thought about using a sound amplification system for hearing impaired whānau?			

Legislation	Best practice
Hearing loops are required at meeting rooms and theatres where the audience is likely to be 250 people or more.	Hearing loops allow people with hearing aids to hear and cut out external noise when sound amplification equipment is used. Hearing impaired people benefit when hearing loops are employed in any meeting rooms where more than 25 people gather.

## Sight disabilities

	Yes	No	Comments
Are vision-impaired and blind whānau able to walk safely around and through the marae unassisted?			
Are hazards such as steps clearly identifiable from their surroundings?			

Legislation	Best practice
Tactile indicators or colour contrasting signs are required to indicate pathways and the location of facilities.	All steps, changes in direction and level should have both tactile indicators and vivid contrasting colours to ensure the safety of the vision impaired.

## Awareness training

	Yes	No	Comments
Has the marae had training around disability awareness?			



# Acknowledgements

**The Marae Accessibility Project working party would like to express appreciation to the many contributors who have helped in the development of this toolkit.**

Alisha Higgins (Head Injury Society)  
Amy Thomsen (Media and Communication, Waikato District Health Board)  
Aotea Maipi (Population Health, Waikato District Health Board)  
Bell Martin (CCS Disability Action Waikato)  
Eric Pene (Waikato Tainui)  
Ike Rakena (Head Injury Society)  
Isla Trapski (Viscom, Waikato District Health Board)  
Jaemie Whanga (Head Injury Society)  
Kerri Huaki (Population Health, Waikato District Health Board)  
Kevin Churchill (Barrier-free auditor, CCS Disability Action Waikato)  
Louise Were (Western Community Centre)  
Maraea Nikora (Population Health, Waikato District Health Board)  
Maurice Toon (independent designer)  
Ora Kihi (logo artist)  
Patricia Nathan (Hauraki Māori Trust Board)  
Sandy Pokaia (Community Waikato)  
Tamara Miles (Viscom, Waikato District Health Board)  
Tame Pokaia (Advisory)  
Te Kauri Trustees, committee, building team and whānau  
Te Ruka Kiwara (Life Unlimited)

Kevin Churchill offered valued expertise in the area of barrier-free auditing which has been invaluable and educational and is reflected throughout the toolkit.

Te Kauri Marae is considered to be a role model for other marae and we commend Te Kauri Marae for taking the initiative to improve accessibility for their whānau members and wider community.

As a fundamental part of developing the kit we wish to thank our funders / sponsors who have supported us to be able to produce this toolkit.

Disclaimer: Use of this document and any reliance on the information contained therein by any third party is at their own risk and Marae Accessibility Project assumes no responsibility whatsoever.

## Working party



## Sponsored by

