



POLICY FOR THE EFFICIENT MANAGEMENT OF ASSETS AT TAKAMOA

1. Introduction

The purpose of this paper is to set the rules and conditions of use and maintenance for all assets at Takamoa. It is expected that these guidelines will avoid confusion about ownership and responsibility of the parties concerned, and thereby contribute to the long-term sustainability of the Takamoa assets.

2. Ownership

The land on which the premises is now located, was originally offered to Rev. Krause of the LMS by Makea Daniela in 1864 and after his death the gift was confirmed in 1869 by Makea Apera who succeeded Makea Daniela. When the land was investigated by the Land Titles Court in 1904 the land was awarded to the LMS and noted that Makea Takau who was the Makea at the time was recorded as present in the Court and would have supported the gift to the LMS. The Cook Islands Christian Church Act 1968-69 passed by parliament meant that all LMS lands (Takamoa, Tepuka, Ekalesias in the Cook Islands) were vested in the Church. Therefore, Takamoa – meaning the land and all assets thereon – belong to the CICC.

3. Management

The CICC Executive Council (EC), being the elected management body of the CICC with its headquarters based at Takamoa, is charged with the responsibility of overseeing the management of all assets belonging to the church. This includes; the main office (Mission House), students living quarters, lecture hall, President's residence, Principal's residence, Chapel, Women's Headquarters, guest's rooms, and all structures that will be constructed on the premises in the future. All developments and major renovations must be approved by the EC prior to work commencing. In considering project proposals, the EC will ensure that those works are in accordance with the Takamoa Master Development plan or any EC-approved deviation.

4. Properties

4.1 Mission House (Head Office)

Proper management and maintenance of the Mission House is the responsibility of the General Secretary and the office staff. They are to ensure the following:

- i. Cleanliness of both the inside and the immediate outside surroundings at all times. These include the office area, board room, lounge area, president's office, balcony, museum/gallery, library, store room, archive, toilets, printing area, and the ground floor conference room.
- ii. Security of the building and all assets inside (computers, kitchen appliances, furniture, stationery, etc.).
- iii. Organise for any required standard maintenance and/or repairs. Any major repairs (i.e. costing over \$10,000) must first be referred to the EC.
- iv. Coordinate the use of the conference room by the committee of ministers, church departments, and others who may request for its use.
- v. Proper use and maintenance of the 2 office vehicles; van and motor cycle

4.2 President's Residence

Proper management and maintenance of the president's residence is the responsibility of the President. He is to ensure the following:

- i. Cleanliness of both the inside and the immediate outside surroundings at all times.
- ii. Security of the building and all assets inside.
- iii. Collaborate with the CICC Property Administrator as regards any required maintenance and/or repairs. Any major repairs must first be referred to the EC.
- iv. Proper use and maintenance of the president's van.

4.3 Principal's Residence

Proper management and maintenance of the Principal's residence is the responsibility of the Principal. He is to ensure the following:

- i. Cleanliness of both the inside and the immediate outside surroundings at all times.
- ii. Security of the building and all assets inside.
- iii. Collaborate with the Property Administrator as regards any required maintenance and/or repairs. Any major repairs must first be referred to the EC.
- iv. Proper use and maintenance of the principal's pick-up truck.

4.4 Lecture Hall

Proper management and maintenance of the lecture hall is the responsibility of the Principal in collaboration with the Takamoā students. They are to ensure the following:

- i. Cleanliness of both the inside and the immediate outside surroundings at all times.
- ii. Security of the building and all assets inside.
- iii. Collaborate with the Property Administrator as regards any required maintenance and/or repairs. Any major repairs must first be referred to the EC.

4.5 Women's Centre

Proper management and maintenance of the Women's Centre is the responsibility of the Women's Executive. They are to ensure the following:

- i. Cleanliness of both the inside and the immediate outside surroundings at all times. If required, they may collaborate with the Takamoā students for this purpose.
- ii. Security of the building and all assets inside.
- iii. Necessary maintenance and/or repairs.

4.6 Chapel

Proper management and maintenance of the Chapel is the responsibility of the Principal in collaboration with the Takamoā students. They are to ensure the following:

- i. Cleanliness of both the inside and the immediate outside surroundings at all times.
- ii. Security of the building and all assets inside.
- iii. Collaborate with the Property Administrator as regards any required maintenance and/or repairs. Any major repairs must first be referred to the EC.

4.7 Ground

The Takamoa ground is the responsibility of the Takamoa students under the supervision of the Principal who will organise a duty roster with the students' leader. They are to ensure the following:

- i. Cleanliness of the ground area on the Takamoa premise. This includes the ground around all of the buildings, as well as the recreational/sports ground.
- ii. The area uphill of the Mission House, lecture hall and Chapel.
- iii. The piggery area.

4.8 Tools & Equipments for Ground Maintenance

The Principal, in collaboration with the students' leader, are responsible for all tools and equipments purchased by the church for the maintenance and upkeep of the Takamoa ground. These include; grass cutters, lawn mowers, water blast, and any tool/equipment that may be purchased for the above purpose in the future. If required, any required maintenance and repairs can be arranged through the head office.

5. General Rules

The Council, on behalf of the CICC, is the overall overseer of all assets at Takamoa. It has the power to do the following:

- i. Earmark the use of any asset (such as a building) for a particular purpose.
- ii. Assess any proposed major development or expenditure on the premises, and approve/decline as it sees fit.
- iii. Require the tenants of the buildings to undertake certain tasks, or refrain from undertaking certain tasks, if the EC deems necessary.
- iv. Require anyone who commits unauthorised expenditures in the name of the church on any asset at Takamoa, to reimburse those expenditures.
- v. Disposal of any asset worth over \$5,000 must first be referred to the EC.

Note: This policy was approved by the CICC Executive Council on Thursday 11 July 2013. It may be revised as the need arises.

TURE AKATERETERE NO TE AU APINGA I TAKAMOA

1. Akatomoanga

Te akakoroanga o teia pepa, koia oki ko te akatakaanga i te au ture akateretere e te akonoanga o te au apinga i Takamoa. Te irinakianga, me aruia teia au akatakatakaanga, ka iti mai te marama-kore no runga i te Atu o teia au apinga e pera te tuanga a te katoatoa. Me taka meitaki teia, ko te mea ka rauka mai koia oki ka roa te oraanga o teia au apinga te ka taangaangaia i Takamoa nei.

2. Atu

I te mataiti 1864 kua oronga a Makea Daniela i te enua i Takamoa ki te Orometua Krause o te akonoanga LMS, e i muri ake i to Makea takake anga, kua akapapua te reira orongaanga enua ki te LMS e Makea Apera i te mataiti 1869, koia oki tei mono atu ia Makea Daniela. I roto i te kimianga enua a te Akavaanga Enea i te mataiti 1904, kua orongaia te enua ki te LMS, tei roto oki i te akavaanga a Makea Takau – koia te Makea i te reira tuatau – e kare ana patoianga no te reira orongaanga. I raro ake i te ture tumu a te CICC 1968-69 tei pati ia e te paramani o te Kuki Airani, kua akatakaia e pouroa te au enua o te LMS (Takamoa, Tepuka, te au Ekalesia katoatoa i roto i te Kuki Airani), tei raro ake ratou i te CICC. Tera ireira te aiteanga, ko Takamoa, e pera te au apinga katoatoa i runga i teia enua, ko te CICC anake te Atu.

3. Akateretereanga

Ko te Kumiti Akaaere (Kumiti), e kopapa aia tei ikiia ei akateretere i te CICC e ko tona opati tei Takamoa. Kua oronga te uipaanga maata kiaia te akatere i te taangaanga angaia o te au apinga katoatoa a te CICC. Tei roto i teia tuanga nei te; opati maata, ngutuare o te anau apiianga, are apii, ngutuare o te Orometua Ngateitei, ngutuare o te Puapii Maata, Are Pure, ngutuare o te vainetini, ngutuare o te au manuiiri, e pera te au ngutuare te ka akatuia i te au ra ki mua. Ko te au angaanga mamaata katoatoa tei anoanoia kia raveia, na te Kumiti te reira e uriuri ma te tuku i te tika i mua ake ka raveia'i. I roto i te reira au akarakaraanga na te Kumiti, kia akara katoa aia i te parani maata tei akonoia no Takamoa, e tetai uatu au akatukeanga tana ka ariki.

4. Te Au Apinga

4.1 Opati Maata (Mission House)

Ko te taangaanga e te akono meitaki i teia ngutuare, e tuanga ia na te Tekeretere Maata e tona aronga angaanga. E angaanga ia na ratou i te rave i teia au tuanga i raro nei:

- i. Tama ia roto e pera ia vao i te ngutuare i te au atianga ravarai. Tei roto i konei te tuanga o te opati, nga pia uipaanga, ngai noonooanga, opati o te Orometua Ngateitei, ngai akarakaraanga, pia vairanga i te au apinga taito, pia puka, e pera te pia neneianga.
- ii. Tiaki meitaki i te ngutuare e te au apinga katoatoa i roto (computers, nooanga, kaingakai, puka, pepa, ngai kaikai, e te vai atura).
- iii. Akara i te au ngai tei anoanoia kia akameitakiia me kore maaniia. Te au angaanga tei runga ake te akapouanga i te \$10,000, kia tukuia te reira na mua ki te Kumiti.
- iv. Akanoo i te taangaanga angaia o te pia uipaanga i raro, e te au Orometua, mangamanga o te CICC e tetai uatu te ka pati mai.

- v. Taangaanga e te tiaki meitaki i te toroka e te patikara o te opati.

4.2 Ngutuare o te Orometua Ngateitei

Ko te tiaki e te taangaanga i te ngutuare o te Orometua Ngateitei, e tuanga ia na te Orometua Ngateitei. Ka rave aia i teia au tuanga i raro nei:

- i. Tama ia roto e ia vao i te ngutuare i te au atianga katoatoa.
- ii. Tiaki meitaki anga i te ngutuare e te au apinga katoatoa i roto.
- iii. Angaanga kapiti ki te Tangata Tiaki i te au Apinga a te CICC (Property Administrator) no runga i te au ngai tei anoanoia kia akameitakiia me kore maaniia. Te au angaanga ka pou maata te akapouanga, kia tukuia te reira ki te Kumiti na mua.
- iv. Taangaanga e te tiaki meitaki i te toroka o te Orometua Ngateitei.

4.3 Ngutuare o te Puapii Maata

Ko te tiaki e te taangaanga i te ngutuare o te Puapii Maata, e tuanga ia na te Puapii Maata. Ka rave aia i teia au tuanga i raro nei:

- i. Tama ia roto e ia vao i te ngutuare i te au atianga katoatoa.
- ii. Tiaki meitaki anga i te ngutuare e te au apinga katoatoa i roto.
- iii. Angaanga kapiti ki te Property Administrator no runga i te au ngai tei anoanoia kia akameitakiia me kore maaniia. Te au angaanga ka pou maata te akapouanga, kia tukuia te reira ki te Kumiti na mua.
- iv. Taangaanga e te tiaki meitaki i te toroka o te Puapii Maata.

4.4 Are Apii

Ko te tiaki e te taangaanga i te are apii, e tuanga ia na te Puapii Maata e te anau apiiana. Ka rave ratou i teia au tuanga i raro nei:

- i. Tama ia roto e ia vao i te are apii i te au atianga katoatoa.
- ii. Tiaki meitaki anga i te ngutuare e te au apinga katoatoa i roto.
- iii. Angaanga kapiti ki te Property Administrator no runga i te au ngai tei anoanoia kia akameitakiia me kore maaniia. Te au angaanga ka pou maata te akapouanga, kia tukuia te reira ki te Kumiti na mua.

4.5 Opati o te Vainetini

E angaanga ia na te aronga mou taoanga o te vainetini i te tiaki e te taangaanga meitaki i te opati o te vainetini. Teia tei anoanoia kia raveia:

- i. Tama ia vao e ia roto i te ngutuare. Me anoanoia, ka angaanga kapiti ratou ko te anau apiiana no teia akakoroanga.
- ii. Tiaki meitakianga i te ngutuare e pera te au apinga i roto.
- iii. Te au akameitakianga/akaouanga tei anoanoia.

4.6 Are Pure

Na te Puapii Maata e te anau apiiana e tiaki ma te akono meitaki i te Are Pure. E angaanga ia na ratou i te:

- i. Tama ia roto e vao i te Are Pure i te au atianga katoatoa.
- ii. Akono meitaki i te au apinga i roto i te Are Pure.

- iii. Angaanga kapiti ki te Tangata Tiaki i te au Apinga a te CICC (Property Administrator) no runga i te au mea tei anoanoia kia maaniia. Ko te au angaanga mamaata, kia tukuia te reira ki te Kumiti na mua.

4.7 Aua

Na te au apianga e tama i te aua Takamoa, i raro ake i te akatereanga a te Puapii Maata ko te ka riro i te akanoo i tetai porokaramu angaanga, raua ko te arataki o te apianga. Teia i raro nei te au tuanga angaanga:

- i. Tama i te aua Takamoa takapini i te au ngutuare e pera te ngai tarekareka.
- ii. Tama i te tapa maunga i muri mai i te are apii, opati maata e pera te Are Pure.
- iii. Tama i te ngai angaianga puaka.

4.8 Au Apinga Angaanga no te Aua

E tuanga ia na te Puapii Maata raua ko te arataki o te au apianga, i te tiaki ma te akono meitaki i te au apinga angaanga tei okoia e te CICC ei taangaanga anga na te apii. Tei roto i konei te au pakoti tita, matini pamu vai, e tetai uatu au apinga angaanga te ka okoia mai i te au tuatau ki mua. Me kua anoanoia, ka riro te opati i te tauturu i te au akapouanga no to ratou maaniangaia me kino.

5. Tetai atu au Akateretereanga

Ko te Kumiti akaaere, i raro ake i te tamaruanga a te CICC, te akaaere maata o te au apinga katoatoa i Takamoa. E mana tona i te rave i teia au mea i raro nei:

- i. Akataka i tetai uatu apinga (mei te are) no tetai akakoroanga.
- ii. Akara matariki i tetai uatu tamanakoanga akameitaki i te turanga o Takamoa te ka pou tetai akapouanga maata, ma te ariki/patoi atu i te reira i tei tau.
- iii. Akaue i te au tangata e taangaanga ra i te reira au apinga kia rave i tetai au tuanga tei anoanoia me kore auraka kia rave i te reira, me i roto i te akaraanga a te Kumiti e kua tau te reira au akaueanga kia orongaia.
- iv. Akaue i tetai uatu tangata tei taangaanga i te moni a te CICC ma te kore e tikaanga, kia tutaki i te reira moni tei akapou iatu.
- v. Me okoia tetai apinga tei runga ake tona moni i te \$5,000, ka anoanoia te tika a te Kumiti na mua.

Akamaramaanga: Kua arikiia teia ture akateretere e te Kumiti i te Paraparau ra 11 no Tiurai 2013. Me anoanoia, ka rauka tetai uatu tuanga i te tau.