



**I, Malcolm Alexander, Interim Chief Executive, hereby give notice that
an Te Rohe o Te Wairoa Reserves Board - Matangirau Meeting will be held on:**

Date: Tuesday, 20 May 2025
Time: 1:00 pm
Location: Council Chamber, Wairoa District Council,
Coronation Square, Wairoa

AGENDA

Te Rohe o Te Wairoa Reserves Board - Matangirau Meeting

20 May 2025

The agenda and associated papers are also available on our website: www.wairoadc.govt.nz

For further information please contact us 06 838 7309 or by email info@wairoadc.govt.nz

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- 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 - 29 October 2024

Special Meeting - 15 April 2025

**MINUTES OF WAIROA DISTRICT COUNCIL
TE ROHE O TE WAIROA RESERVES BOARD - MATANGIRAU MEETING
HELD AT THE COUNCIL CHAMBER, WAIROA DISTRICT COUNCIL, CORONATION SQUARE, WAIROA
ON TUESDAY, 29 OCTOBER 2024 AT 10:00 AM**

PRESENT: Cr Denise Eaglesome-Karekare, Ms Michelle McIlroy, Cr Roslyn Thomas, Cr Melissa Kaimoana, Mr Phillip Beattie

IN ATTENDANCE: **Kitea Tipuna** (Tumu Whakarae | Chief Executive), **Gary Borg** (Pouwhakarae – Pūtea/Tautāwhi Rangapū | Group Manager Finance and Corporate Support)(Zoom), **Michael Hardie** (Pouwhakarae – Hua Pūmau | Group Manager Assets and Infrastructure), **Te Aroha Cook** (Kaiarataki Whakaoranga | Recovery Manager), **Hinemoa Hubbard** (Kaiurungi Mana Ārahi | Governance Officer), **Nathan Heath** (Māori Relationship Manager Northern HB), **Nikki McArthur (Zoom)**, **Becky Shanahan** (HBRC), **Annabelle Beattie** (HBRC)

8 KARAKIA

The opening karakia was given by the Chief Executive, Kitea Tipuna.

9 APOLOGIES FOR ABSENCE

APOLOGY

COMMITTEE RESOLUTION 2024/43

Moved: Cr Denise Eaglesome-Karekare

Seconded: Cr Roslyn Thomas

That the apology received from Mr Ira Heyder be accepted and leave of absence granted.

CARRIED

10 DECLARATION OF CONFLICT OF INTEREST

To be declared as the agenda progresses.

11 CHAIRPERSON'S ANNOUNCEMENTS

Nil.

12 LATE ITEMS OF URGENT BUSINESS

LATE ITEM – RIVER RESERVES RESTORATION PROJECT UPDATE

COMMITTEE RESOLUTION 2024/44

Moved: Cr Melissa Kaimoana

Seconded: Mr Phillip Beattie

That the report *River Reserves Restoration Project Update* be received as a late item.

CARRIED

13 PUBLIC PARTICIPATION

Nil.

14 MINUTES OF THE PREVIOUS MEETING

COMMITTEE RESOLUTION 2024/45

Moved: Cr Denise Eaglesome-Karekare

Seconded: Cr Melissa Kaimoana

That the minutes of the Ordinary Meeting held on 3 September 2024 be confirmed with amendments to:

- Page 6: Correct 'openning karakia was gien' to 'opening karakia was given'
- Page 8: In the third bullet point, change 'ferry' to 'Ferry'.

CARRIED

15 GENERAL ITEMS

IMPACTS OF CYCLONE GABRIELLE ON COASTAL BIRD POPULATIONS IN HAWKE'S BAY

COMMITTEE RESOLUTION 2024/46

Moved: Ms Michelle McIlroy

Seconded: Cr Melissa Kaimoana

The Committee receive the report and that Te Rohe o Te Wairoa Reserves Board - Matangirau recommends that partner agencies including Wairoa District Council, Hawkes Bay Regional Council, Tātau Tātau, and Department of Conservation implement activities which supports the protection of our bird life on our coastal areas.

CARRIED

Nikki McArthur spoke at length to this report with findings and survey data, emphasising key conclusions:

- Extreme weather events significantly impact coastal bird populations, leading to declines at regional levels.
- Certain coastal bird species are highly vulnerable to extreme weather and climate change effects.
- Northern Hawkes Bay coastal bird populations suffered greater impacts than those in other

regional areas.

- Some bird species appeared unaffected by Cyclone Gabrielle.

The report recommended:

- Conducting a follow-up survey in five years to assess population recovery.
- Integrating coastal ecosystem protections into regional climate adaptation and emergency response plans, including:
 1. Managed inputs and removal of woody debris,
 2. Landscape-level predator control to counteract weather-related losses,
 3. Strategic management of coastal defences and coastal retreat to allow for inland migration of ecosystems.

Ms McIlroy added concerns about the effectiveness and need for predator control efforts in regards to unleashed dogs at Whakamahia Lagoon and feral cats at Rangihoua.

The Chair inquired about Hawkes Bay Regional Council's (HBRC) commitment to implementing the recommendations from independent contractor Nikki McArthur, as HBRC had commissioned the report.

Becky Shanahan indicated that the recommendations would be included in the annual plan and subsequently incorporated into the Long-Term Plan (LTP) process. Nathan Heath noted the overlapping responsibilities with DOC managing species protection and HBRC overseeing habitat management; he emphasised the need for collaborative financial efforts to support the recovery of bird populations.

The Recovery Manager noted that fire is currently the primary threat to wetlands, noting two significant fire incidents at Whakamahia Lagoon attributed to human error or negligence. Causes included remnants of old fires and controlled burns that became unmanageable. She suggested considering the establishment of designated no-fire zones to aid in fire control and containment efforts.

L.1 RIVER RESERVES RESTORATION PROJECT UPDATE

COMMITTEE RESOLUTION 2024/47

Moved: Cr Denise Eaglesome-Karekare

Seconded: Cr Roslyn Thomas

The Committee receives the report.

CARRIED

The Group Manager of Assets & Infrastructure spoke briefly to this report, mentioning recent discussions with the Crown Manager. He expressed concerns about potential overlaps between their projects and flood protection work, which could lead to unnecessary expenditures.

The Chair questioned the rationale behind engaging Wairoa Taiwhenua for social procurement and asked whether it might be suitable to involve WYAT and/or Tātau Tātau, which currently offer a cadetship pathway in horticulture.

RANGIHAUA

COMMITTEE RESOLUTION 2024/48

Moved: Mr Phillip Beattie

Seconded: Cr Roslyn Thomas

The Te Rohe o Te Wairoa Reserves Board – Matangirau request that Hawkes Bay Regional Council/Crown Manager, Department of Conservation and Triparte partners undertake protection works for the following areas: Rangihaua, Whakamahia Lagoon, Alexandra Park, and Ngāmotu, and regularly report to this board on strategy and planning for these areas.

CARRIED

The Board noted:

- That Hawkes Bay Regional Council requested formal membership to this board during the previous term; however, this posed a challenge, as the boards structure was established within the Tātau Tātau settlement bill, which would require amendment to allow additional membership. It was concluded that this situation is intended to be addressed through the tripartite agreement.
- The importance of taking advantage of the current nature of the sandbar at Whakamahia beach.
- Rangihoua and Alexandra park both have outdated reserves management plans.

The Meeting closed at 11:25am with a closing karakia given by the Chief Executive, Kitea Tipuna.

The minutes of this meeting were confirmed at the Te Rohe o Te Wairoa Reserves Board - Matangirau Meeting held on 20 May 2025.

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CHAIRPERSON

**MINUTES OF WAIROA DISTRICT COUNCIL
TE ROHE O TE WAIROA RESERVES BOARD - MATANGIRAU SPECIAL MEETING
HELD AT THE COUNCIL CHAMBER, WAIROA DISTRICT COUNCIL, CORONATION SQUARE, WAIROA
ON TUESDAY, 15 APRIL 2025 AT 9:03 AM**

PRESENT: Cr Denise Eaglesome-Karekare, Cr Roslyn Thomas, Cr Melissa Kaimoana, Mr Phillip Beattie, Mr Irah Heyder

IN ATTENDANCE: **Malcolm Alexander** (Interim Chief Executive), **Gary Borg** (Pouwhakarae – Pūtea/Tautāwhi Rangapū | Group Manager Finance and Corporate Support), **Michael Hardie** (Pouwhakarae – Hua Pūmau | Group Manager Assets and Infrastructure), **Te Aroha Cook** (Kaiarataki Whakaoranga | Recovery Manager), **Hinemoa Hubbard** (Kaiurungi Mana Ārahi | Governance Officer), **Jamie Cox**, **Matt Tong** (DOC)

1 KARAKIA

The opening karakia was given by Mr Irah Heyder.

2 APOLOGIES FOR ABSENCE

APOLOGY

COMMITTEE RESOLUTION 2025/49

Moved: Cr Roslyn Thomas

Seconded: Cr Melissa Kaimoana

That the apology received from Ms Michelle McIlroy be accepted and leave of absence granted.

CARRIED

3 DECLARATION OF CONFLICT OF INTEREST

To be declared as the agenda progresses.

4 CHAIRPERSON'S ANNOUNCEMENTS

Nil.

5 LATE ITEMS OF URGENT BUSINESS

Nil.

6 PUBLIC PARTICIPATION

Nil.

7 MINUTES OF THE PREVIOUS MEETING

Nil.

8 GENERAL ITEMS**8.1 WAIROA YACHT CLUB RIVERBANK RESERVE CONTOURING PROPOSAL****COMMITTEE RESOLUTION 2025/50**

Moved: Cr Roslyn Thomas

Seconded: Mr Phillip Beattie

The Board receive the report and support the proposal to recontour the area around the Yacht Club building to pre-Gabrielle levels with the Silt & Debris Fund, with works to proceed April-May 2025, subject to stakeholder agreement.

CARRIED

Jamie Cox introduced the report, noting that he had been engaged by the Recovery Team in the role of project manager.

The Board confirmed there would be no cost to ratepayers, with funding available through the Recovery Silt and Debris fund. They also queried any nearby flood mitigation projects near the Yacht Club, concluding none are currently planned.

The Meeting closed with a closing karakia by Mr Irah Heyder at 9:39am.

The minutes of this meeting were confirmed at the Te Rohe o Te Wairoa Reserves Board - Matangirau Meeting held on 20 May 2025.

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CHAIRPERSON

16 GENERAL ITEMS

8.1 TĀTAU TĀTAU PROJECT MANAGER REPORT

Author: Hinemoa Hubbard, Kaiurungi Mana Arahi | Governance Officer

Authoriser: Juanita Savage, Chief of Operations

Appendices: 1. Reserves Strategic Management Plan [↓](#)

PURPOSE

- 1.1 Under the Iwi and Hapū of Te Rohe o Te Wairoa Claims Settlement Act 2018, Te Rohe o Te Wairoa Matangirau Reserves Board (MRB) is responsible for the strategic management of five reserves.
- 1.2 To manage these reserves, MRB will create a strategic management plan to ensure the sustainable management and development of the reserves under its care. This plan will balance the protection of natural resources with the provision of recreational opportunities for the community and consider climate change.

RECOMMENDATION

The Kaiurungi Mana Arahi | Governance Officer RECOMMENDS:

1. **Approval of the project plan:** That the Board reviews and approves the project management plan, subject to any minor edits or amendments.
2. **Consideration of Recommended Contractors:** That the Board considers and/or recommend preferred contractors to complete the two required deliverables.

CONFIRMATION OF STATUTORY COMPLIANCE

In accordance with section 76 of the Local Government Act 2002, this report is approved as:

- a. containing sufficient information about the options and their benefits and costs, bearing in mind the significance of the decisions; and,
- b. is based on adequate knowledge about, and adequate consideration of, the views and preferences of affected and interested parties bearing in mind the significance of the decision.

Title: Te Rohe o Te Wairoa Matangirau Reserves Board, Reserves Strategic Management Plan

Author: Tryphena Cracknell, Kaiārahi Āhuarangi, Project Manager

Date: 13 May 2025

Context: Under the Iwi and Hapū of Te Rohe o Te Wairoa Claims Settlement Act 2018, Te Rohe o Te Wairoa Matangirau Reserves Board (MRB) is responsible for the strategic management of five reserves.

Introduction: In order to manage these reserves, MRB will create a strategic management plan to ensure the sustainable management and development of the reserves under its care. This plan will balance the protection of natural resources with the provision of recreational opportunities for the community and consider climate change.

Project: There are two outcomes from this project: a strategic reserves management plan and a business case to apply for ongoing funding to implement the plan. Tātau Tātau o Te Wairoa holds funding from the Department of Conservation to support these two deliverables.

Work will include scoping the current status of the reserves, engaging with whānau, hapū, and marae, collating current and historic reserve maps, and considering the projected impacts of climate change. The approach will include wānanga, hui, technical data analysis.

Recommendations:

The Kaiārahi Āhuarangi RECOMMENDS:

1. **Approval of the project plan:** That the Board reviews and approves the project management plan, subject to any minor edits or amendments.
2. **Consideration of Recommended Contractors:** That the Board considers and/or recommend preferred contractors to complete the two required deliverables.

Project Plan

Project Details

Project Name	Te Rohe o Te Wairoa Matangirau Reserves Board Reserves Strategic Management Plan
Version	1
Date	18 March 2025
Document Storage Address	
Project Sponsor	Lewis Ratapu
Project Manager	Tryphena Cracknell

Authorisation

There can be no changes to this document without Project Sponsor sign-off of any amendments. The Tātau Tātau o Te Wairoa Trust project variation document must be used for this process.

Lewis Ratapu		
Project Sponsor	Signature	Date
Tryphena Cracknell		
Project Manager	Signature	Date

Project Rationale

The Iwi and Hapū of Te Rohe o Te Wairoa Claims Settlement Act 2018 provided for the establishment of a joint board known as Te Rohe o Te Wairoa Reserves Board – Matangirau (MRB). The Board is comprised of three members appointed by Tātau Tātau o Te Wairoa Trust and three members appointed by the Wairoa District Council. The Board are ready to establish a strategic management plan for the five reserves they jointly administer and manage.

These are:

- Ngamotu Lagoon Wildlife Management Reserve
- Whakamahi Lagoon Government Purpose (Wildlife Management) Reserve
- Rangī-houa/Pilot Hill Historic Reserve
- Local Purpose (Esplanade) Reserve A
- Local Purpose (Esplanade) Reserve B¹

Project Goal Statement

¹ [Iwi and Hapū of Te Rohe o Te Wairoa Claims Settlement Act 2018 No 28 \(as at 12 April 2022\), Public Act 61 Interpretation – New Zealand Legislation](#)

There are two aspects to this project. Firstly, to complete a strategic reserves management plan to establish an agreed approach by which the sites will be managed. This includes pathways for how the mauri of the reserves will be protected, maintained, and as appropriate for the purpose of each reserve, provide guidelines for any strategic development.

The plan will strike a balance between protecting natural resources and providing recreational opportunities for the community. The potential impacts of climate change should also be considered based on available data and projections. The process should be informed by robust technical advice and include site visits to assess the current state of the reserves, along with research, wānanga, hui and interviews,

Secondly, a Business Case needs to be developed in order to access ongoing funding to support the operational aspects of the plan.

Key goals:

- Develop a strategic management plan for the reserves
- Ensure alignment with our unique mātauranga and relevant legislative requirements
- Develop a business case that is able to be used for funding applications

Objectives

- 1) Scoping and understand the current status of reserves, including cultural, environmental and social considerations
- 2) Wānanga with whānau, hapū and marae as necessary to understand the mātauranga and connections
- 3) Include relevant mapping of the reserves
- 4) Consider potential and predicted climate change impacts on the reserves
- 5) Articulation of positions on key development possibilities including ecological, cultural and social

Key Deliverables

Item	Deliverable	Due Date
1.	A reserves management plan	30 June 2025
2.	Business case to be used for securing ongoing funding to support the operational aspects of the reserves management plan.	30 June 2025

Benefit Realisation

Mana Māori	Connection, visibility and agency. Able to utilise local mātauranga relating to decisions being made in these important reserves, acknowledging and realising our continued rangatiratanga of our Taiao.
Tāngata	Increased understanding of the significance of these reserves and long-term connection between them and tangata whenua, whānau, hapū and iwi.
Taiao	Sustainable and respectful environmental kaitiakitanga, retaining close ancestral connections with the taiao. Ensuring our mātauranga is utilised and underpins decision-making and development.
Te Pātaka	Knowledge and understanding of the wide scope of approaches available to be considered within a te ao Māori paradigm. Opportunity to apply a circular economy approach to address key taiao issues.
Any other including organisational	Providing engagement processes for whānau and hapū to express and enhance the use of cultural concepts in taiao management and decision-making for these reserves.

Project Scope

Scope Inclusions: This project will include	Scope Exclusions: This project will not include
Wānanga and hui to ensure mātauranga underpins the plan, enhances connections with the reserve sites.	Sharing confidential or sensitive information unless permitted by the knowledge holders.
Technical data, collation and analysis, utilising DOC technical team members	
Robust communications with MRB	
Comms with internal and external stakeholders, including comms with wider community, DOC, HBRC, WDC	
Site-mapping, with an assessment of current and predicted impacts	Sharing confidential or sensitive information unless permitted by the knowledge holders.
Consideration of how climate change could affect these reserves	

Project Schedule

Work Breakdown Structure. See Planner for detailed and specific tasks

Tasks	Who	March	April	May	June	July	August	September
Project Initiation & Design								
Engage Project Manager	CEO							
Engage Contractor/s								
Project Planning								
Project plan drafted								
Project plan agreed by Taiao Manager and signed off by CEO as sponsor		30						
Project Execution								
Planner Board developed		30						
Comms plan drafted								
Status Reporting - Sponsor, SRO (fortnightly)			1	16	1	16	1	16
Status Reporting – Project Team (note, Taiao Manager)			1	16	1	16	1	16

Tasks	Who	March		April		May		June		July		August		September	
Project Delivered – goals and objectives met														30	
Project Closure															
Analysis against scope, time, budget, quality														30	
Project Evaluation Closure Report written & with Sponsor (including action plan for handover to operations/MRB Board)														30	
Sign off from Sponsor of project closure														30	

Project Assumptions

The assumptions for this project are:

- An appropriate contractor will be available within the time-frame
- Key technical experts will be available to support the project within the time-frame

Project Interdependencies

No project interdependency with other Taiao work, although there is a connection with the river bar management work and adjacent reserves managed by MRB.

Quality Management

All process deliverables are well planned, managed, communicated and executed within our cultural paradigms, with a high standard of clarity for all parties.

Project deliverables delivered to a high standard for handover to operations and MRB Board

Quality Standards

Project deliverables will be consistent with the following quality standards:

- The project product is co-designed with project sponsor and Taiao Manager
- Governance and stakeholders are regularly updated
- Services are consistent with, and deliver on, Tātau Tātau o Te Wairoa pou objectives
- Compliance with TToTW policies and procedures maintained

All process deliverables will be consistent with TToTW project management methodology.

Quality Measures

All project deliverables will undergo the following quality control and acceptance procedures:

- The project product must be endorsed by project governance and stakeholder working groups
- Compliance with TToTW policies and procedures

All process deliverables will undergo the following quality control and acceptance procedures:

- The Project Plan must be signed-off by the project sponsor
- Project Status Reports must be submitted as per the reporting schedule and be accepted by the project sponsor
- The Project Completion Evaluation Report must be signed-off by the project sponsor

Resource Profile

Resources to do the project	Itemised Description	Planned Cost	Budget Source
Project Governance	Human Resources to oversee programme direction/delivery	Estimate approx 8 hrs Sponsor will need to carry out sponsor role and participate in project meetings over project lifecycle	Relevant TToTW staffing budgets
Project Management	Human Resources to manage project work	Estimate approx 8 hours each week over 4 months for Project Manager to manage the project.	Relevant TToTW staffing budgets
Other resources	Technical advice as required during plan development		Contra support from DOC

Communications Plan – See Appendix 2 for more detail

Communication Objectives

The key communication objectives for this project are:

- Promote and gain support for the project
- Provide accurate and timely information about the project especially within the MRB
- Keep project audiences abreast of project progress and outcomes.

Key Messages

- TToTW are supporting the MRB, using DOC funding, to develop a management plan for the reserves the MRB manage.

Stakeholder Audiences

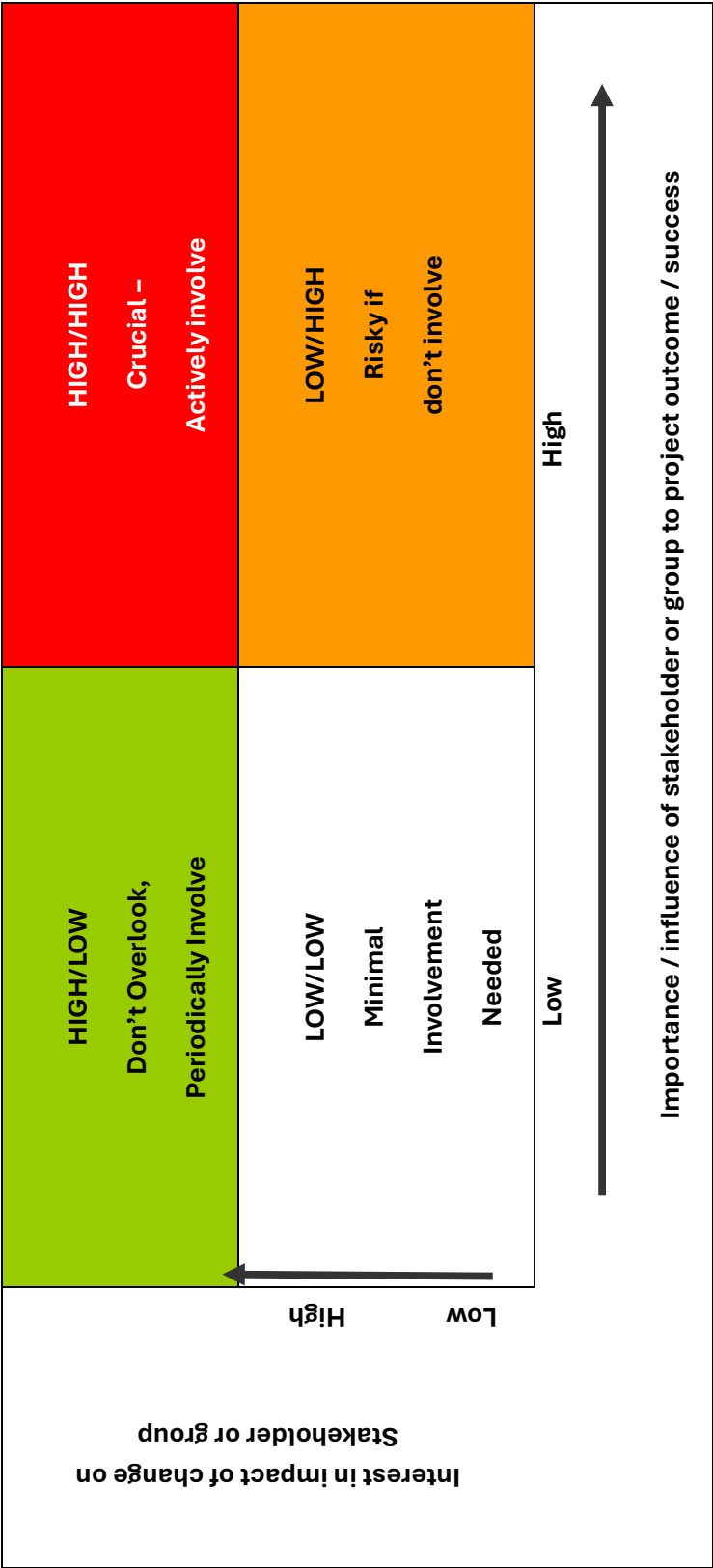
Stakeholders identified as: MRB, DOC, whānau, marae, hapū, kāhui, community groups, Wairoa District Council, HB Regional Council

Project Governance • TToTW Board	Project Sponsor • Lewis Ratapu
Project Guidance • Kaumatua Kaunihera • MRB	Taiao Manager • Arna Galvan
Project Manager • Tryphena	Project Team • Contractor
Partner/stakeholder organisations	• Whānau, marae, hapū, kāhui, Wairoa District Council, HB Regional Council, central government, community groups.

Communications Matrices

Matrix 1: Stakeholder power/influence over or impact on and interest in the project

Stakeholder Analysis



The Plan

Stakeholder Audience	Category	Interest Influence	Management Strategy	Information of interest to the stakeholder	Means by which the stakeholder will receive the information	Frequency with which the stakeholder receives the information	Person responsible for sending the information
	Red Orange Green White	Hi/Hi Low/Hi Hi/Low Low/Low	Develop Strong Buy-in Active Consultation Maintain Interest Keep Informed				
Project Sponsor Taiao Manager	Red	High/High	- Crucial - Actively involve - Develop Strong buy-in	Project and Evaluation co-design and monitoring	Email, in person	Fortnightly	PM
				Project Plan • Draft(s) • Final	Email	Fortnightly	PM
				Evaluation Plan • Draft • Final	Meetings Email		
					1:1 meetings	Fortnightly	

Stakeholder Audience	Category	Interest Influence	Management Strategy	Information of interest to the stakeholder	Means by which the stakeholder will receive the information	Frequency with which the stakeholder receives the information	Person responsible for sending the information
	Red	Hi/Hi	Develop Strong Buy-in	Progress Reports (incl. issues and risks)	Email	Fortnightly	
	Orange	Low/Hi	Active Consultation	• <i>Written</i> • <i>Verbal</i>			
	Green	Hi/Low	Maintain Interest	Evaluation Report Closure	Email and in person	Project end	PM
	White	Low/Low	Keep Informed	• <i>Draft(s)</i> • <i>Final</i>	Presentation	As per Evaluation Plan	
					Email	As required	
				Project Variation Requests	Email	As per Plan	PM
				Completion Evaluation Report	In person and status reports via email	Fortnightly	PM

Stakeholder Audience	Category	Interest Influence	Management Strategy	Information of interest to the stakeholder	Means by which the stakeholder will receive the information	Frequency with which the stakeholder receives the information	Person responsible for sending the information
	Red Orange Green White	Hi/Hi Low/Hi Hi/Low Low/Low	Develop Strong Buy-in Active Consultation Maintain Interest Keep Informed				
MRB	Red	High/High	- Crucial - Actively involve - Develop Strong Buy-in	As above	- Meetings and emails, wānanga	At meetings as booked in	Sponsor and PM
DOC	Red	High/High		- Progress and shared work.	- Mtgs	Mthly	PM and Sponsor depending on relationship management hierarchies.
Wairoa District Council, HB Regional Council	Green	High/Low		- High level progress updates and any overlap with reserves	- Mtgs	Mthly	PM and Sponsor depending on relationship management hierarchies.

Stakeholder Audience	Category	Interest Influence	Management Strategy	Information of interest to the stakeholder	Means by which the stakeholder will receive the information	Frequency with which the stakeholder receives the information	Person responsible for sending the information
	Red Orange Green White	Hi/Hi Low/Hi Hi/Low Low/Low	Develop Strong Buy-in Active Consultation Maintain Interest Keep Informed				
All other stakeholders: Whānau, marae, hapū, kāhui, community groups.	Green	High/Low	Key messages – briefly what is happening as the plan is written	Project deliverable(s) Project schedule Progress Reports (incl. Issues and Risks) Evaluation Reports			PM

Risk Management Plan

Likelihood of risk occurring	Impact severity		
	High: major or extensive impact	Medium: moderate impact	Low: insignificant
	9	8	4
	7	5	2
Low: unlikely/rare	6	3	1

Date ID	Risk #	Risk	Likelihood	Impact Severity Level	Risk Mitigation	Responsibility	Review date
13/03/25	1	Relationship issues within MRB	Medium	8	Adequate comms, agreement on steps, e.g. consultant to prepare plan.	PM	No date for review, relationship issue will be ongoing.

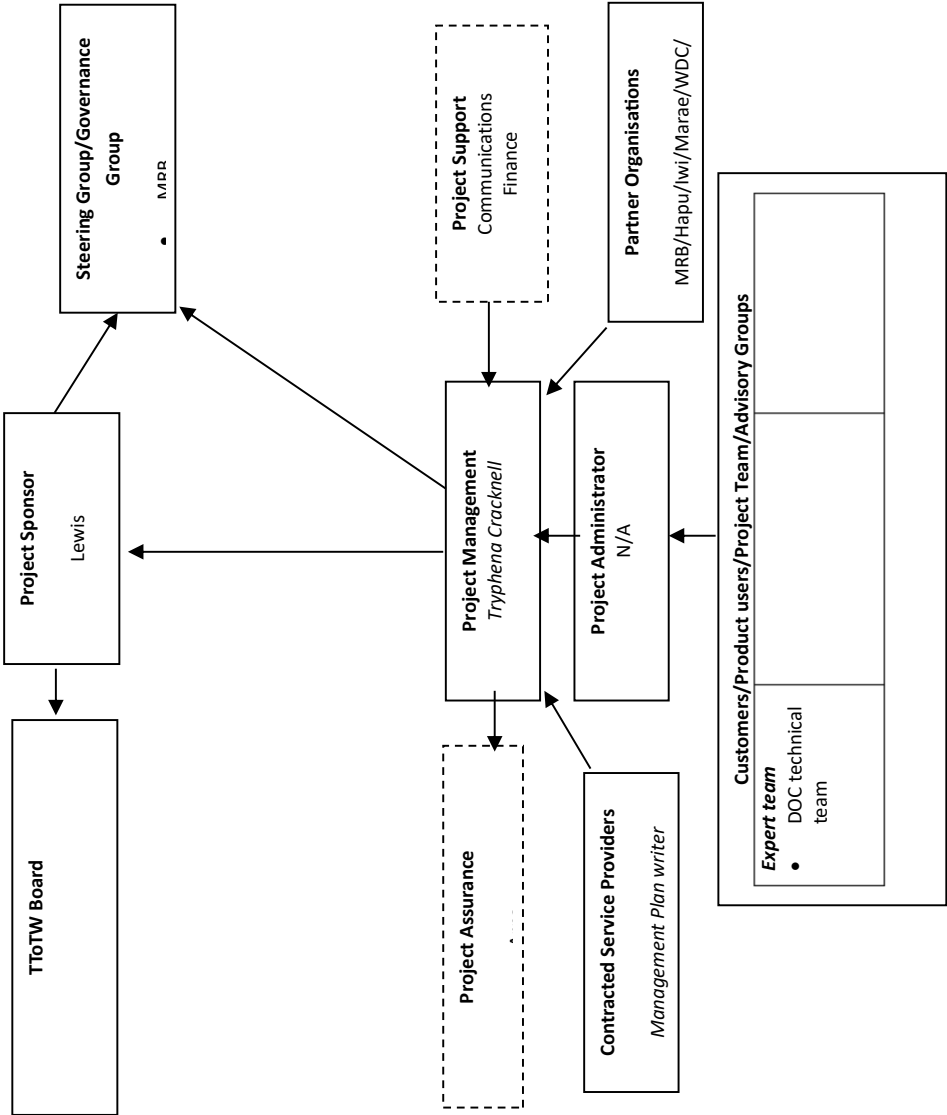
Date ID	Risk #	Risk	Likelihood	Impact Severity Level	Risk Mitigation	Responsibility	Review date
18/3/25	2	Communications within and to the MRD	Medium	9	Open and transparent comms, at each step, via email and in person at meetings.	PM	No date for review, relationship issue will be ongoing.

Monitoring and Reporting

The project manager will follow the project performance monitoring and reporting method, including:

- Project review – planned versus actual
- Regular monitoring meetings
- Project status reports to the Project Sponsor using the template – Governance - CEO Project Status Report
- Project Status reports to Taiao Manager using the template – Project Stakeholders Project Status Report

Project Management Group Structure Level 2



Appendix 1: Budget

Budget			
Item	Projected expenditure	Actual expenditure	Notes
Contractor – Management plan	6500		
Contractor – Business case for funding	6500		
Expert support and advice	0		Contra from DOC (tbc)
Administrative support	3500		
Travel	0		
Sundries	0		
Catering	600		
Koha	600		
Marae koha for hui	600		
Contingency	1700		
TOTALS	20000		

Appendix 2: Communications Plan

Communicate	Frequency	Medium	Owner	Stakeholders	Priority	Escalation
Project status Following status report + budget overview	Fortnightly	Status Report	Project Manager	CEO Taiao Manager MRB reps (Irah, Michelle and Phil) MR Board (Melissa, Chaans and Denise)	High	Taiao Manager CEO
Board	Monthly	Board reports	CEO	TToTW Board	High	Board
Hui dates	As required by contractor	Focussed	Contractor	Whānau, hapū, marae	Med	Project Manager
Interviews	As arranged by contractor	In person	Contractor	Whānau, hapū, marae	Med	Taiao Manager
Community and stakeholders	As necessary	Media release or social media	Project Manager	Whānau, hapū, marae, community, stakeholders	Low	Taiao Manager

8.2 VERBAL HBRC MĀORI RELATIONSHIP MANAGER REPORT

Author: Hinemoa Hubbard, Kaiurungi Mana Arahi | Governance Officer

Authoriser: Juanita Savage, Chief of Operations

Appendices: Nil

1. PURPOSE

- 1.1 This verbal report provides an update for the Board from the Hawke's Bay Regional Councils Māori Relationship Manager. No decisions are required by the Board at this stage.

RECOMMENDATION

The Kaiurungi Mana Arahi | Governance Officer RECOMMENDS that the Board receive the report

BACKGROUND

- 1.2 The Hawke's Bay Regional Councils Māori Relationships Manager, Nathan Heath, provides regular reporting to the Te Rohe o Te Wairoa Matangirau Reserves Board.