



I, **Matthew Lawson, Tumu Whakarae | Chief Executive**, hereby give notice that
an **Te Rohe o Te Wairoa Reserves Board - Matangirau Meeting** will be held on:

Date: Tuesday, 26 May 2026
Time: 1:00 pm
Location: Council Chamber, Wairoa District Council, Coronation Square, Wairoa

AGENDA

Te Rohe o Te Wairoa Reserves Board - Matangirau Meeting

26 May 2026

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 - 18 February 2026

Ordinary Meeting - 12 May 2026

**MINUTES OF WAIROA DISTRICT COUNCIL
TE ROHE O TE WAIROA RESERVES BOARD - MATANGIRAU MEETING
HELD AT 170 CARROLL STREET, TĀTAU TĀTAU O TE WAIROA
ON WEDNESDAY, 18 FEBRUARY 2026 AT 1:00 PM**

PRESENT: His Worship the Mayor Craig Little, Cr Trevor Waikawa, Cr Sara Bird, Mr Phillip Beattie, Mr Irah Heyder

IN ATTENDANCE: **Matthew Lawson** (Tumu Whakarae | Chief Executive), **Sarah Owen** (Strategic Policy and Performance Manager), **Hinemoa Hubbard** (Kaiurungi Mana Ārahi | Governance Officer)

Tātau Tātau o Te Wairoa (TTOTW): **Pieri Munro** (Chair of TTOTW), **Lewis Ratapu** (Chief Executive, Trust), **Arna Galvan** (Taiao Manager), **Jackie Pirihi** (Online)

Hawkes Bay Regional Council (HBRC): **Nathan Heath** (Māori Relationships Manager) , **Rob Hogan** (Operations Manager in Asset Management team), **Chris Dolley** (Group Manager of Asset Management), **Te Wairama Munro** (Online)

1 KARAKIA

The opening karakia was given by Pieri Munro.

2 APOLOGIES FOR ABSENCE

Apologies were noted from Cr Cairns and Michelle Mcllroy.

3 DECLARATION OF CONFLICT OF INTEREST

Nil.

4 CHAIRPERSON'S ANNOUNCEMENTS

Nil.

5 LATE ITEMS OF URGENT BUSINESS

Nil.

6 PUBLIC PARTICIPATION

Nil.

7 ADMINISTRATION UPDATE

Discussion occurred regarding the administration arrangements, including:

- Tātau Tātau o Te Wairoa (TTOTW) confirming the interim incumbents on the Board as Phil Beattie, Irah Heyder and Michelle Mcllroy, who will remain until the recruitment

process is completed.

- TTOTW issuing Expression of Interest to the Kāhui for nominations from within their membership for appointment to the Board, closing 20 March.
- TTOTW establishing a Kāhui selection panel to consider nominations and make recommendations to the Trust for ratification, with appointments expected to be confirmed in early April following the March meeting of the Trust Board.
- Clarification that Wairoa District Council (WDC) will continue to provide administration support until the end of the current Board triennium, noting earlier confusion regarding alignment with the Council triennium.

8 GENERAL ITEMS

8.1 RIVER BAR MANAGEMENT - HBRC VERBAL UPDATE

COMMITTEE RESOLUTION 2026/55

Moved: Mr Irah Heyder

Seconded: His Worship the Mayor Craig Little

The Board receives the report.

CARRIED

Mr Dolley provided a background on river bar management, noting:

- Work had been undertaken with the Crown Manager to identify an appropriate management approach involving TTOTW, WDC, technical experts and mana whenua.
- A proposal had been developed to manage the coastal estuary should water levels rise, which has been maintained over the past 18 months.
- The river bar is formally inspected weekly with WDC and TTOTW invited to participate. Inspection reports are circulated to relevant WDC staff.
- An attempt was made to close the old mouth of the river bar following regional advice; however, this was unsuccessful due to the strength of the flow.
- The current methodology is operating effectively and will continue to be reviewed as required.
- The deployment of the Flood Resilience ARC system was acknowledged.
- The HBRC Māori Relationship Manager provides a communication point for the region.
- HBRC deploys staff during emergency management responses as required.

Discussion included:

- Clarification regarding key personnel HBRC works with in relation to river bar management.
- Concerns regarding the need for local decision making, with advice that the Incident

Controller for Wairoa holds delegated authority to approve operational decisions when communications are unavailable. Further concern was expressed that this approach was reactive rather than proactive.

- The need to review escalation processes to support timely operational decisions.

Mr Hogan provided detail on design considerations relating to river bar management.

Discussion included:

- The potential for the old river mouth to naturally close itself, noting possible cost and time benefits.
- Alternative local contractors should Pryde be unavailable. It was noted that Damian Whyte would be engaged.
- Concerns regarding the proposed location of the groyne structure.
- The potential use of satellite imagery to assist with monitoring. Mr Dolley advised this has previously been explored, and that two cameras are now also in use.
- A request to investigate installing a monitoring camera on the Wairoa Bridge.

Mr Dolley advised:

- The Crown Manager is funding the design and peer review of a groyne structure intended to maintain the river mouth on one side and reduce deterioration of the river mouth condition.
- HBRC has allocated \$100,000 this financial year toward consenting and investigative work for the project, with further funding proposed next financial year.
- HBRC is working with central government on river sector project funding. It was noted the Wairoa project is HBRC's top priority, with the current funding model being 60% Crown funded and 40% locally funded. Challenges remain regarding funding the local contribution, including signals from local government around rates capping.

Ms Munro noted that there had been limited opportunity for a briefing on cultural monitoring, including roles and areas of responsibility, and that further discussion was required to avoid overlap.

Mr Lawson advised that cultural monitoring provisions exist within the wastewater consent process and may provide opportunities to streamline monitoring requirements.

It was noted that updates from HBRC be included as a standing agenda item.

8.2 TERMS OF REFERENCE DRAFT - TTOTW

COMMITTEE RESOLUTION 2026/56

Moved: Mr Trevor Waikawa

Seconded: Mr Phillip Beattie

That the draft Terms of Reference for the Matangirau Reserves Board be approved subject to feedback received.

CARRIED

A draft Terms of Reference was considered.

Discussion included:

- Possible inclusion of an ex-officio provision.
- The continuation of current incumbents.
- Advice that legal opinion had been sought regarding Matangirau Reserve Board responsibilities in relation to flood mitigation, and that this be shared at a future meeting.

It was agreed that feedback on the draft Terms of Reference be provided within one week.

8.3 RESERVES MANAGEMENT PLAN - TTOTW

COMMITTEE RESOLUTION 2026/57

Moved: Mr Trevor Waikawa

Seconded: Mr Phillip Beattie

That the Matangirau Reserves Board:

1. Note the feedback received, including the preference to prioritise native species over exotic species.
2. Approves the Project Plan, with support from Tātau Tātau o Te Wairoa Board representatives present, to progress toward formal presentation to the full Board.
3. Approves the following contractors to undertake the work:
 - a. Steve Sawyer for the development of the Strategic Management Plan and Business Case.
 - b. Graeme Atkins as expert advisor to provide review of the Plan.
4. Request the Chief Executive of Wairoa District Council and the Chief Executive of Tātau Tātau o Te Wairoa Trust work with relevant technical staff to establish a project team to oversee delivery.

CARRIED

The TTOTW Chief Executive introduced the item.

The Taiao Manager noted:

- The management plan would focus on restoration, enhancement, and ongoing protection of the area, aligned with cultural, social, recreational, and ecological values.
- Preferred contractors had been identified.
- Department of Conservation (DOC) had confirmed it would provide expert advice.

Discussion included:

- Funding options through DOC, noting a funding deadline of 30 June and advice that funding may need to be repurposed if no decision was made.
- The importance of prioritising native species planting within the river environment.
- The potential establishment of a nursery to support native planting, with interest expressed by Eastern Institute of Technology (EIT).
- The establishment of a project team to oversee delivery, including discussion regarding opportunities for WDC involvement and contribution to the project.

GENERAL DISCUSSION

His Worship the Mayor discussed the groyne project, noting the importance of advocating strongly to the Crown for funding support.

Mr Beattie reiterated concerns regarding the proposed location of the groyne structure.

Cr Waikawa encouraged participation in HBRC’s weekly river monitoring activities.

Reference was made by Pieri Munro to TTOTW submissions on local government matters.

The Meeting closed with a karakia at 2:28pm.

The minutes of this meeting were confirmed at the Te Rohe o Te Wairoa Reserves Board - Matangirau Meeting held on 26 May 2026.

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CHAIRPERSON

**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, 12 MAY 2026 AT 1PM**

Due to the absence of a quorum, the meeting scheduled for Tuesday 12 May 2026 did not proceed.

Matangirau Reserves Board – Action Sheet

<u>ACTION</u>	<u>MEETING THE ACTION WAS RAISED IN</u>	<u>OFFICER RESPONSIBLE</u>	<u>COMMENTS</u>	<u>STATUS</u>	<u>PUBLIC EXCLUDED</u>
Review escalation processes to support timely operational decisions	18/02/2026 (Item 8.1 – <i>River Bar Management – HBRC Verbal Update</i>)	Lewis Ratapu, Matthew Lawson, Rob Hogan	Mr Dolley noted that while a clear regional escalation process exists, the local decision-making process, accountability, and responsibilities should also be clarified where regional communications are unavailable (Comment made on 18/02/26)		No.
Share the legal opinion regarding Matangirau Reserve Board responsibilities in relation to flood mitigation at a future meeting	18/02/2026 (Item 8.2 – Terms of Reference Draft – TTOTW)	Lewis Ratapu			No.
Organise a workshop with Graeme Hansen and Lawrence Yule to provide an update on the Flood Mitigation Project	18/02/2026	Governance	They are on the agenda for the next meeting.	Completed	No.
Establish a project team with relevant technical staff to oversee delivery	18/02/2026 (Item 8.3 – Reserves Management Plan – TTOTW)	Matthew Lawson, Lewis Ratapu			No.

Note: “Public Excluded” indicates that the item originated from the public excluded section of the meeting.

8 GENERAL ITEMS

8.1 FLOOD MITIGATION PROJECT UPDATE

Author: Hinemoa Hubbard, Kaiurungi Mana Arahi | Governance Officer

Authoriser: Gary Borg, Group Manager - Finance and Corporate Support

Appendices: Nil

1. PURPOSE

- 1.1 Graeme Hansen and Lawrence Yule will provide the Board with a verbal update on the Flood Mitigation Project.

RECOMMENDATION

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

2. BACKGROUND

- 2.1 At the meeting held on 18 February 2026, the Board requested a workshop and update on the Flood project.
- 2.2 There was a preference for all Board appointments to be confirmed prior to the update. However, as appointments are yet to be confirmed, and noting the time between meetings, it is considered preferable to proceed with the update.

8.2 VERBAL HBRC REPORT

Author: Hinemoa Hubbard, Kaiurungi Mana Arahi | Governance Officer

Authoriser: Gary Borg, Group Manager - Finance and Corporate Support

Appendices: Nil

1. PURPOSE

- 1.1 This verbal report provides an update to the Board from Hawkes Bay Regional Council.

RECOMMENDATION

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

BACKGROUND

- 1.2 At the previous board meeting held on 18 February 2026, it was requested that updates from a Hawkes Bay Regional Council representative remain as a standing agenda item.

8.3 MATANGIRAU RESERVES BOARD MAP

Author: Hinemoa Hubbard, Kaiurungi Mana Arahi | Governance Officer

Authoriser: Gary Borg, Group Manager - Finance and Corporate Support

Appendices: 1. MRB Reserve Areas [↓](#)

1. PURPOSE

- 1.1 This report provides information for the Board on the location and extent of reserves administered by the Board. No decisions are required by the Board at this stage.
- 1.2 A map identifying the reserves under the administration of the Board is attached as appendix 1 for member information and reference.

RECOMMENDATION

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

2. BACKGROUND

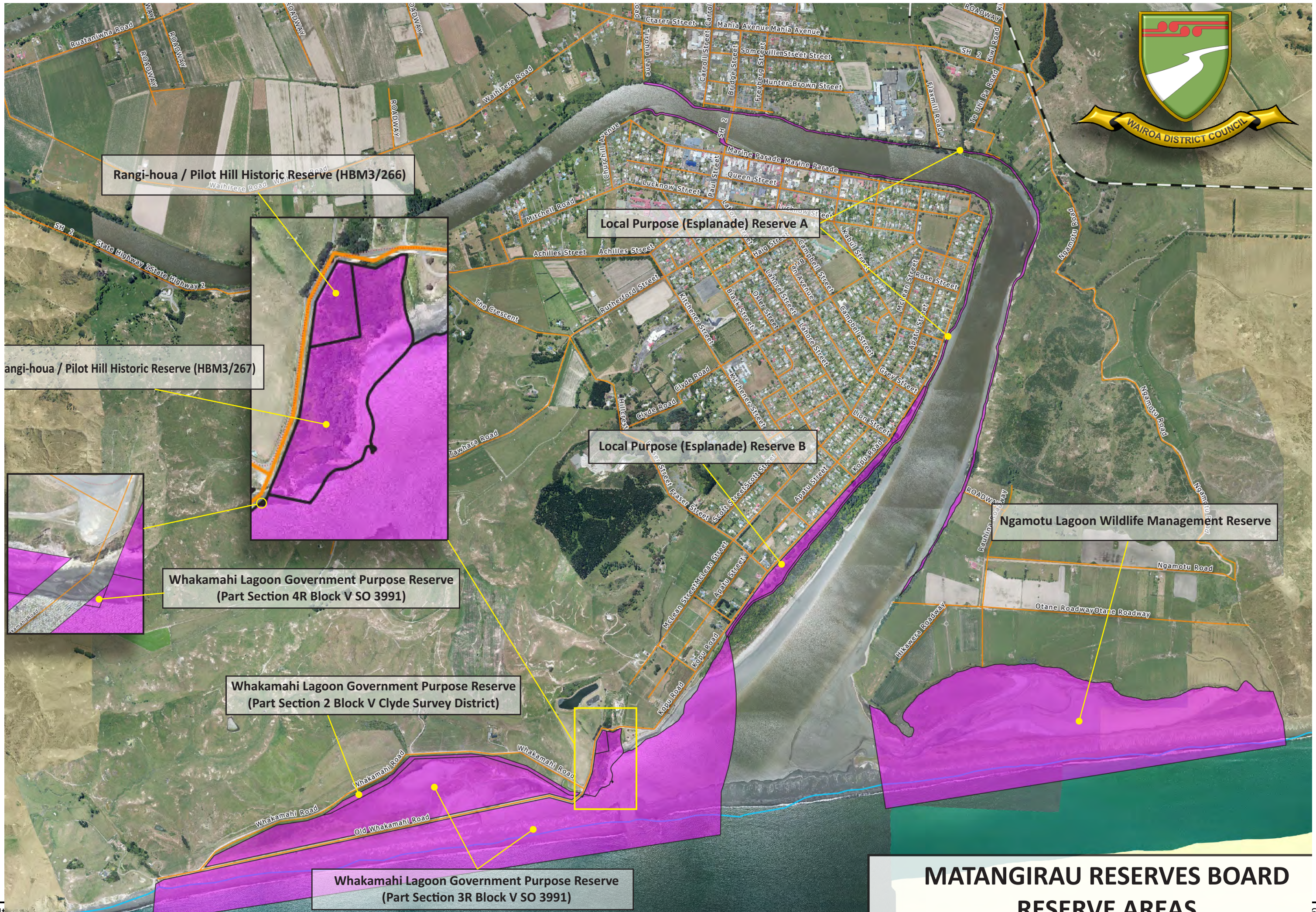
- 2.1 The Board is responsible for the governance and oversight of five reserves.
- 2.2 Members requested a map showing the location of the reserves administered by the Board.
- 2.3 Providing information on reserve locations supports the Board in understanding the geographical spread and management of the reserves.

3. MAP OF RESERVES

- 3.1 Appendix 1 provides a map identifying the reserves currently administered by the Board.
- 3.2 The map is provided for information purposes only.



WAIROA DISTRICT COUNCIL



MATANGIRAU RESERVES BOARD
RESERVE AREAS

8.4 DRAFT TERMS OF REFERENCE

Author: Hinemoa Hubbard, Kaiurungi Mana Arahi | Governance Officer

Authoriser: Gary Borg, Group Manager - Finance and Corporate Support

Appendices: 1. Draft MRB TOR - Tracked Changes [↓](#)

1. PURPOSE

- 1.1 The purpose of this report is to seek approval of the updated draft Terms of Reference for the Matangirau Reserves Board following feedback received.

RECOMMENDATION

The Kaiurungi Mana Arahi | Governance Officer RECOMMENDS that the Matangirau Reserves Board:

1. Receive the report.
2. Receive and consider the feedback provided on the draft Terms of Reference.
3. Approve the Terms of Reference subject to any amendments agreed at the meeting.

2. BACKGROUND

- 2.1 A draft Terms of Reference was presented to the Board for consideration at the meeting held on 18 February 2026.
- 2.2 At that meeting, the Board resolved to approve the draft Terms of Reference subject to feedback received.
- 2.3 The Chief Executive of Wairoa District Council has since provided feedback, which has been incorporated into the tracked changes document attached as appendix 1.
- 2.4 The draft Terms of Reference and attached feedback are now presented back to the Board for consideration and approval.

3. OPTIONS

- 3.1 The options identified are:
 - a. Approve the Terms of Reference subject to any amendments agreed at the meeting.
 - b. Request further amendments and defer approval to a future meeting.
- 3.2 The preferred option is option a.

Terms of Reference – Matangirau Reserves Board

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1. Background and Authority

The Matangirau Reserves Board (the Board) is established to support the governance, kaitiakitanga, and management of reserves and lands associated with Matangirau, consistent with the post-settlement arrangements for the iwi and hapū of Te Rohe o Te Wairoa. The Board operates within the mandate and authority of **Tātau Tātau o Te Wairoa Trust** as the Post-Settlement Governance Entity (PSGE) and in alignment with the **Iwi and Hapū of Te Rohe o Te Wairoa Deed of Settlement** with the Crown and the Iwi and Hapū of Te Rohe o Te Wairoa Claims Settlement Act 2018.

These Terms of Reference are informed by the Trust Deed's purposes, objects, and governance principles, and by the Deed of Settlement's recognition of rangatiratanga, kaitiakitanga, and the cultural, spiritual, historic, and traditional associations of the iwi and hapū with their whenua and taonga.

Commented [ML1]: This probably repeats the para above

2. Purpose

The purpose of the Matangirau Reserves Board is to:

- Provide governance oversight and strategic direction for the care, protection, and use of Matangirau reserves and associated lands.
- Give effect to kaitiakitanga and mana whenua responsibilities of the iwi and hapū of Te Rohe o Te Wairoa.
- Support Tātau Tātau o Te Wairoa Trust to meet its obligations under the Trust Deed and Deed of Settlement in relation to reserve lands and related redress assets.
- Provide a structured co-governance forum between Tātau Tātau o Te Wairoa Trust and **Wairoa District Council** for matters relating to Matangirau reserves.
- Carry out the functions and exercise the powers delegated to it by the Iwi and Hapū of Te Rohe o Te Wairoa Claims Settlement Act 2018

3. Scope and Functions

Within its delegated authority from Tātau Tātau o Te Wairoa Trust, the Board will:

- Develop and recommend management objectives and policies for Matangirau reserves.
- Oversee plans that protect cultural, environmental, and heritage values, including wāhi tapu and other taonga tuku iho.

- Consider and guide operational and capital works plans affecting the reserves, including access, facilities, and maintenance.
- Engage with relevant Crown agencies, Wairoa District Council, and other partners where reserve lands are subject to protocols, partnership agreements, or overlay classifications under the Deed of Settlement.
- Provide advice and recommendations to the Trustees of Tātau Tātau o Te Wairoa Trust on reserve-related matters, including opportunities for restoration, education, community use, and any appropriate economic activity consistent with tikanga Māori and statutory requirements.

Commented [ML2]: I'm not sure that this is necessary as the scope and functions are bound by the the Iwi Hapū of Te Rohe o Te Wairoa Claims Settlement Act 2 and the Reserves Act and really repeated in the pass below.

4. Guiding Principles

The Board will be guided by the following principles, drawn from the Trust Deed and Deed of Settlement:

4.1 Rangatiratanga and Mana Motuhake

Upholding the authority, autonomy, and decision-making rights of the iwi and hapū of Te Rohe o Te Wairoa over their lands, resources, and future.

4.2 Kaitiakitanga

Acting as guardians and stewards of the natural and physical environment, recognising the intergenerational responsibility to protect and enhance whenua, wai, and taonga for present and future generations.

4.3 Whakapapa and Tikanga

Ensuring that governance and management decisions reflect whakapapa connections, tikanga Māori, mātauranga Māori, and the diverse interests of the iwi and hapū of Te Rohe o Te Wairoa.

4.4 Partnership

Maintaining constructive and enduring relationships between Tātau Tātau o Te Wairoa Trust, Wairoa District Council, the Crown, and other stakeholders, consistent with Te Tiriti o Waitangi and the settlement arrangements.

5. Membership and Composition

5.1 Board Composition

- The Board will comprise a **fixed total of six (6) members**.
- **Three (3) members** will be appointed by **Tātau Tātau o Te Wairoa Trust**.
- **Three (3) members** will be appointed or nominated by **Wairoa District Council**.

- Appointments are intended to ensure equal representation, shared decision-making, and effective co-governance.
- Each appointing party may also nominate one alternate (non-voting) member to attend meetings in the absence of an appointed member.

5.2 Tātau Tātau o Te Wairoa Trust Members

- Trust-appointed members are appointed in accordance with the Trust's powers to establish subsidiary boards or committees.
- Trust members will bring mana whenua knowledge, tikanga Māori expertise, and an understanding of settlement obligations and aspirations.

5.3 Wairoa District Council Members

- Council-appointed members will be appointed by Wairoa District Council.
- Council members will bring local authority expertise, including knowledge of statutory reserve management, local government processes, infrastructure, and community outcomes.
- Council members participate in good faith as partners in co-governance and will respect the cultural and settlement context within which the Board operates.

5.4 Terms of Appointment

- Board members are appointed for a **term of three (3) years**, unless otherwise agreed by the parties.
- Members are eligible for reappointment by their appointing party.
- Appointment, reappointment, and removal processes remain the responsibility of the appointing party.

6. Governance Terms, Chairing and Administration

6.1 Term Structure

- Governance terms of the Board are **triannual (three-year terms)**.
- Each term commences on 1 January of the first year and concludes on 31 December of the third year, unless otherwise agreed.

6.2 Rotation of Chair and Administration

- The role of **Chair** and responsibility for **administration and secretariat support** will **rotate between Tātau Tātau o Te Wairoa Trust and Wairoa District Council at the conclusion of each term**, in accordance with the Deed of Settlement and the Iwi and Hapū of Te Rohe o Te Wairoa Claims Settlement Act 2018.

Commented [ML3]: The appointment process is directed by the Act. 3 members each to be appointed within 90 days of the triennial elections and hold office for 3 years (89 days after elections). Also has provisions about deemed continued membership in the event that appointments not made. To avoid duplication and potentially incompatible processes, I think we should refer to the process in the Act, as we have to do it that way.

- When one party holds the Chair, the other party will hold the Deputy Chair role.

6.3 Term Schedule Since Establishment

Term	Duration	Chair & Administration Responsibility
1st Term	2018–2020	Wairoa District Council
2nd Term	2021–2023	Tātau Tātau o Te Wairoa Trust
3rd Term	2024–2026	Wairoa District Council

- At the conclusion of the third term on **31 December 2026**, **Tātau Tātau o Te Wairoa Trust** will assume Chair and administration responsibilities for the next term commencing **1 January 2027**.

7. Roles and Responsibilities

7.1 Chair and Deputy Chair

- Provide leadership to the Board and ensure meetings are conducted effectively, in accordance with tikanga Māori and these Terms of Reference.
- Act as the primary liaison between the Board, Tātau Tātau o Te Wairoa Trust, and Wairoa District Council.

7.2 Administration and Secretariat

- The party holding administration responsibilities will provide meeting coordination, agenda preparation, minute-taking, and distribution of papers.

7.3 Board Members

All Board members will:

- Act in the best interests of the Matangirau reserves and the iwi and hapū of Te Rohe o Te Wairoa.
- Contribute constructively to decision-making and uphold the principles of partnership and mutual respect.
- Prepare for and actively participate in meetings.
- Declare and appropriately manage any conflicts of interest.

7.4 Role of Wairoa District Council on the Board

Through its appointed members, Wairoa District Council will:

- Provide advice on statutory obligations, local government policies, and reserve management requirements.
- Support alignment between Board decisions and Council planning, funding, and operational frameworks where relevant.
- Facilitate coordination between the Board and Council officers responsible for parks, reserves, infrastructure, and community services.

DRAFT

8. Meetings and Decision-Making

- The Board will meet **between four (4) and six (6) times per annum**.
- Additional meetings may be held by agreement of the Board.

8.1 Quorum

- A quorum is achieved when **at least four (4) members** are present, **including a minimum of two (2) members appointed by Tātau Tātau o Te Wairoa Trust and two (2) members appointed by Wairoa District Council**.
- No business may be transacted unless a quorum is present.

Commented [ML4]: This repeats what is in the Iwi e Hapū o Te Rohe o Te Wairoa Claims Settlement Act 2

8.2 Decision-Making and Voting

- The Board will endeavour to make all decisions **by consensus**, reflecting tikanga Māori and the principles of partnership and parity.
- **There is no casting vote.**
- Where consensus cannot be reached, the matter may be deferred for further consideration, information, or discussion, or referred back to the appointing parties for guidance.

Commented [ML5]: Again repeats Act

8.3 Statutory Compliance

- All decisions and actions of the Board are **subject to and must comply with all applicable legislation**, including but not limited to the **Reserves Act 1977** and the **Local Government Act 2002**.
- Nothing in these Terms of Reference limits or overrides the statutory functions, powers, or obligations of Wairoa District Council, or the rights, responsibilities, and authorities of Tātau Tātau o Te Wairoa Trust under the Deed of Settlement and settlement legislation.
- In the event of any inconsistency between these Terms of Reference and statutory requirements, the statutory requirements will prevail.

9. Reporting and Accountability

- The Board will report regularly to the Trustees of Tātau Tātau o Te Wairoa Trust and, where appropriate, to Wairoa District Council.
- Reporting will cover activities, decisions, recommendations, and progress against agreed objectives.

10. Review of Terms of Reference

These Terms of Reference will be reviewed periodically, or as jointly agreed by Tātau Tātau o Te Wairoa Trust and Wairoa District Council, to ensure continued alignment with the Trust Deed, the Deed of Settlement, and the aspirations of the iwi and hapū of Te Rohe o Te Wairoa.

DRAFT

