

EXPRESSION OF INTEREST (EOI)



Organisation: Tamatea Pōkai Whenua

Project Location: Flaxmere

Contract Type: Fixed-term, project-based

Application Deadline: Sunday 5 July 2026

Report Due Date: September 2026

Payment: To be negotiated with the successful applicant

About the Role

Tamatea Pōkai Whenua is seeking a skilled and experienced Cultural Report Writer to prepare a Cultural Impact Assessment in relation to the Maven Collective Portsmouth Rd Housing Development

Project Context

Maven Collective Limited is proposing a large-scale residential development on Portsmouth Road, on the north-western edge of Flaxmere adjacent to the Hawke's Bay Racecourse area. The proposal is expected to deliver approximately 450 new homes, along with a small neighbourhood shopping precinct. Access is proposed from Portsmouth Road, Chatham Road, and Diaz Drive, with planning and technical assessments currently underway. Mana whenua input is being sought to ensure cultural values, mātauranga Māori, and sites of significance are reflected in planning. A Cultural Impact Assessment will guide this process, identifying key cultural and environmental considerations.

Key Responsibilities

- Independently engage with all mana whenua and hapū who hold connections to the area
- Gather cultural insights and perspectives through hui, kōrero, and other appropriate methods
- Prepare a comprehensive Cultural Values Report that reflects te Ao Māori, tikanga, and any identified impacts
- Attend meetings or site visits as required (with support from TPW if needed)
- Ensure all work upholds the values and integrity of hapū engagement

Ideal Candidate Will Have

- Proven experience writing Cultural Values Reports, Cultural Impact Assessments, or similar
- Strong understanding of te Ao Māori and tikanga practices
- Ability to engage respectfully and effectively with hapū and whānau
- Knowledge of the area and existing relationships with mana whenua (preferred)
- Excellent written communication and research skills
- Ability to work independently and meet fixed deadlines

Cultural Report: Scope

- Identification of culturally significant areas, waahi tapu and features within or near to the site that should inform the design.
- The cultural context and narrative of the general area.
- Opportunities to weave in and promote the cultural narrative of the site and surrounding area & recommendations for any mitigation that may be required with future development of the site to protect cultural values.
- Any further recommendations that reflect the values and aspirations of our hapū and wider whānau.

Support and Deliverables

- A completed CIA report (digital and hard copy)
- Summary of engagement process with Marae representatives
- Map/spatial reference to support cultural site identification
- Recommendations for incorporation & consideration
- The successful applicant will be supported by Tamatea Pōkai Whenua where needed (e.g., introductions to hapū, contextual background). However, the engagement process will be led by the writer.

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Tamatea Pōkai Whenua is seeking expressions of interest from qualified and experienced cultural report writers to prepare a Cultural Impact Assessment for the Portsmouth Rd Housing Project

This report will help ensure that the cultural values, historical connections, and environmental concerns of mana whenua are appropriately reflected and respected in the planning and development process.

Please complete this application form and either send to taiao@tpw.iwi.nz or drop off to the TPW office at Level 1/117 Heretaunga Street, Hastings: **EOI closing date – Sunday July 5 2026**

Applicant Details: Full Name: Organisation (if applicable): Email: Phone:	
Relevant Experience: Please outline your experience writing Cultural Impact Assessments, Cultural Values Reports, or similar cultural or environmental reports. Include: • Report titles • Client or organisation • Year completed • Your role (e.g. lead author, sole author, contributor)	

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Engagement Experience: Please briefly describe your experience leading engagement for cultural reporting, including: • The types of engagement undertaken (e.g. hui, site visits, wānanga) • Your role in the engagement process • How tikanga informed your approach	
Understanding of Te Ao Māori and Tikanga: Please outline your experience working within te ao Māori frameworks and applying tikanga in written reports and engagement processes.	
Connection to the Area: Do you have whakapapa connections to, or established working knowledge of, the project area? ☐ Yes ☐ No If yes, please briefly explain:	
Availability & Timeframes Can you commit to completing the CIA by September 2026? ☐ Yes ☐ No If no, please explain:	

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Approach to Scope of Works

Please attach a brief scope of works (1–2 pages) outlining:

- Your proposed engagement approach
- Research and reporting methodology
- How you will meet the project timeframe
- Any assumptions or dependencies

Please attach the following to your application:

- Your CV
- Your Scope of works
- One recent CIA or Cultural Values Report where you were the lead or sole author. If the report was co-authored, please clearly describe your contribution.

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Cultural Impact Assessment (CIA) Scope of Works

Project:

Client: Tamatea Pōkai Whenua

Report Writer:

Date:

Integrated Scope, Timeline and Cost Table

Scope must include all costings, and disbursements such as catering and mileage, and kohā etc.

Stage	Task / Deliverable	Description of Work (including engagement)	Deliverable / Output	Start Date	End Date	Fee (excl. GST)
						TOTAL \$

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Assumptions and Notes

Please list any key assumptions, exclusions, or dependencies that underpin this scope, pricing, or timeline.

Confirmation

I confirm that this scope of works accurately reflects my proposed approach, timeframes, and costs for preparing the Cultural Impact Assessment.

Name:

Signature:

Date: