

Pōrangahau Stakeholder Advisory Group

Meeting Minutes

Date: Tuesday 12 May 2026

Time: 11:00 AM – 11.47AM

Venue: Pōrangahau Hall

Chair: Tania Kerr

Attendees: Angela Houkamau and Selina Wakefield (Landowners), John Singer (Police), Henare Kani (Mana Whenua Representative), Simon Moffatt (Compliance – HBRC), Jacqui Davis, Lynn McCowan and Ellen Atkins (Project Team - HBRC)

Apologies: Marama Kani (Landowner)

Item	Discussion	Action
1.	Opening Karakia led by Henare	
2.	Welcome and Apologies Tania opened the meeting and welcomed all attendees	
3.	Review of Previous Meeting Minutes Minutes of the 13 March 2026 meeting were circulated prior to the meeting. <ul style="list-style-type: none"> Confirmed that actions from the previous minutes were sent to Cam to update the CEMP. Resolved: That the minutes of the meeting held on 13 March 2026 be confirmed as a true and accurate record.	
4.	Purpose of STAG <ul style="list-style-type: none"> Identify and address issues early before they escalate Ensure issues are recorded in the log and appropriately managed Provide a community voice 	
5.	Project Managers Update The Project Managers Update was circulated prior to the meeting and taken as read.	

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	<p><u>Discussion:</u></p> <ul style="list-style-type: none"> Enabling works are currently taking place as is vegetation clearance to allow stopbank and sheet piling works to proceed. Tree clearance has been completed. George Street fencing was discussed and will be further reviewed once sheet piling is complete. Ellen highlighted the recent weather events and discussed how she was coordinating with the flood modelling team to understand risks for construction including stream monitoring and alerts. It was explained that during times of heavy rainfall monitoring is undertaken multiple times a day. 	
6.	<p>Review of Information and Advice Log</p> <ul style="list-style-type: none"> All complaints have been closed - Jacqui will update the log to reflect this. The register is for both complaints and compliments. Complaints are responded to within a couple of hours, even if initially as a holding response. The register will remain open until all items are formally closed off. Galbraiths was acknowledged by both Angela and Henare for doing a great job, particularly for being obliging, keeping to agreed timeframes, and engaging directly with residents to resolve any issues. Jacqui is the main contact for complaints and compliments, via email project.engagement@hbrc.govt.nz and phone 027 282 1990. 	<i>Jacqui</i>
7.	<p>Conflict of interest register</p> <ul style="list-style-type: none"> An email form will be circulated for completion and the Council will maintain the register. A link to the online shared folder will be sent out via email: Porangahau STAG Group 	<i>Lynn</i>
8.	<p>Potential change to hours of work</p> <ul style="list-style-type: none"> Working hours for sheet piling were discussed, including the ability to work Saturdays and Sundays to complete the works as quickly as practicable. The CEMP would need to be reviewed to confirm approved working hours, with revised wording proposed to allow an additional period and to clearly set out daily working hours. STAG can make recommendations to the change which will be progressed through a formal process. Amendments are still provided with the 10 working day feedback timeframe that was provided for the CEMP should STAG wish to take them. Once the amendment is notified to all parties 	

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	<p>(HBRC and CHBC) then there is a 5 working day period before the amendment is applied.</p> <ul style="list-style-type: none"> • Information and amendments will be shared with STAG members as soon as possible to enable timely agreement. • It was noted that contractors are unable to fully predict how quickly the work will progress until it begins, including potential vibration impacts. • In accordance with the Construction Noise and Vibration Management Plan, affected properties have been identified, surveys have been completed, and ongoing monitoring will continue. • Jacqui will be in attendance on site once a week. 	
9.	<p>Next Meeting</p> <p>Meetings will take place on the 1st Tuesday of the month.</p> <p>The next meeting will be Tuesday 9 June 2026 at 11.00am.</p>	
10.	<p>Closing Karakia - led by Henare</p>	