

# Pōrangahau Stakeholder Advisory Group

## Meeting Minutes

Date: Monday 16 February 2026

Time: 2.00pm – 4.00pm

Location: Pōrangahau Hall

Meeting Chair: Tania Kerr

Attendees: Marama Kani, Selina Wakefield, Ngaira Walford, Angela Houkamau, Puti Matete, Roseanna Tahuparae, Kapuarangi & Tiare Matete, Carol Tipene, Ketepunga Kaylene Clarkson and Henare Kani (Landowners), Simon Moffatt (Compliance – HBRC), Jacqui Davis, Lowri Baker, Ellen Aitkens and Andrew Dunning (Project Team - HBRC)

Apologies: None

	Items	Actions
1.	<b>Opening Karakia</b>	
2.	<b>Welcome and Apologies</b>  Tania opened the meeting and welcomed all attendees and introductions took place.	
3.	<b>Overview of the Stakeholder Advisory Group (STAG)</b>  Purpose <ul style="list-style-type: none"> <li>The STAG was established under an Order in Council (OIC) as part of the legislative requirements following the flood event.</li> <li>Its purpose is to inform and advise the Regional Council about the management and monitoring of flood mitigation construction works.</li> <li>An Independent Commissioner reviews the project application to ensure compliance with the legislation and considers whether additional consent conditions may be necessary.</li> <li>The STAG group provides feedback and recommendations but holds no delegated decision-making authority</li> </ul> Membership <ul style="list-style-type: none"> <li>Defined by legislation owners and occupiers of the land adjoining plus others who have commented on the OIC application.</li> </ul> Process <ul style="list-style-type: none"> <li>The draft Terms of Reference (ToR) outlines communication and reporting processes. For example, community concerns such as dust,</li> </ul>	

	<b>Items</b>	<b>Actions</b>
	<p>noise, or traffic issues are reported to Jacqui and registered with Ellen as the contractor liaison for follow-up.</p> <ul style="list-style-type: none"> <li>It ensures the community has a direct line to report both positive and negative effects of the construction to their STAG representative who will raise them through Jacqui and/or at meetings.</li> </ul> <p>The Construction Environmental Management Plan (CEMP) will address environmental impacts and a CEMP workshop will be held next week to review the document and make recommendations to the contractor. The timelines are tight so feedback will need to be prompt.</p>	
<b>4.</b>	<p><b>Review of Draft Terms of Reference</b></p> <p><u>Discussion:</u></p> <ul style="list-style-type: none"> <li>To review the STAG membership as the South side comes online.</li> <li>To clarify – communication and construction signage. This will be addressed at the CEMP meeting.</li> <li>Concerns around the time of the meeting as most people work during the day. STAG to decide.</li> <li>It was discussed that being a landowner is not seen as a conflict of interest and this can be removed altogether. It was suggested to leave the conflict of interest in the terms of reference and ask each STAG member to declare which land parcel they are associated with.</li> </ul> <p><b>Action:</b> Conflict of interest register for HBRC to hold.</p>	
<b>5.</b>	<p><b>Confirmation of Group Representatives</b></p> <p>Angela Houkamau  Selina Wakefield  Carol Tipene (tentative)</p>	
<b>6.</b>	<p><b>Next Meeting</b></p> <p>The next meeting will be CEMP workshop.  Regular meetings will take place on the 2nd Tuesday of the month.</p>	
<b>8.</b>	<p><b>Closing Karakia</b></p>	