

Waiohiki Stakeholder Advisory Group

Meeting Minutes

Date: 5 August 2025

Time: 4:00 PM – 6:00 PM

Location: Waiohiki Marae

Meeting Chair: Adrienne Williams

Attendees: Caroline Gunn, Denis O'Reilly (Landowners), Andrew Dunning (Mana Whenua Rep), Isabelle Crawshaw (UNISON), Gareth Boyt (Mana Ahuriri), Allison Noble (Compliance – HBRC), Jacqui Davis, Lynn McCowan and Mell Anderson (Project Team - HBRC) and Cam Burton (Black Bridge Enviro Ltd)

Apologies: Christine Barnett (Heritage New Zealand Pouhere Taonga), Laurie O'Reilly and Jonathan Dick (Pou Taiao)

1.	Opening Karakia - Denis	Actions
2.	<p>Welcome and Apologies</p> <p>Adrienne opened the meeting and welcomed all attendees.</p> <p>Apologies were received from Christine Barnett, Laurie O'Reilly and Jonathan Dick.</p>	
3.	<p>Review of Previous Meeting Minutes</p> <p>Minutes of the 15 July 2025 meeting were circulated prior to the meeting.</p> <p>Moved: Caroline Gunn</p> <p>Seconded: Denis O'Reilly</p> <p>Resolved: That the minutes of the meeting held on 15 July 2025 be confirmed as a true and accurate record.</p>	
4.	<p>Project Managers Update</p> <ul style="list-style-type: none">Mell confirmed the preferred contractor as Pheonix Contracting. Final sign-off is expected in the next couple of days.The site will be handed over when the contract is signed for site establishment. Physical works are anticipated to commence around 18 August.	

5.	<p>CEMP Workshop – Cam Burton</p> <ul style="list-style-type: none"> • Cam explained that the purpose of this meeting was to review and walk through the site specific CEMP document and address any concerns. • Feedback from the group is to be captured in a separate document: <i>Waiohiki STAG CEMP Workshop Feedback</i> <p><u>General</u></p> <ul style="list-style-type: none"> • Page numbers to be updated and clearly referenced with sections ordered correctly. <p><u>Training and Education</u></p> <ul style="list-style-type: none"> • There will be a full-day induction on 14 August covering cultural and environmental spill management. • Training will include all staff from each contractor. • Ongoing training and site check-ins will be conducted throughout the project. <p><u>Project Overview and Cultural Context</u></p> <ul style="list-style-type: none"> • Denis noted that Waiohiki Community Trust and Waiohiki Arts Village were missing from the project documentation and needed to be added. • Denis questioned why Mana Ahuriri was listed. It was discussed that Ngāti Pārau should be placed first. • Denis raised the discovery of Hauhau and koiwi at the Ōmarunui site. It was noted that Gaylene had included this in another document <i>Archaeological Site Instruction Plan</i> and the appendix would be updated. <p><u>Environmental Considerations</u></p> <p><u>Spill Management</u></p> <ul style="list-style-type: none"> • Cam stated that the key risk were diesel spills, theft-related fuel loss, lubricant leaks and silt contamination (if it enters water). • Refuelling will be done first thing in the morning so that the machinery is near empty by evening. Refuelling zones must be marked at least 30m from any water body. • Hydraulic hose failure is a known issue - spill kits must be installed on all machinery. <p><u>Work Staging and Timing</u></p> <ul style="list-style-type: none"> • Cam advised that site establishment activities including portacoms, power supply, and sediment controls can occur before the start of physical works. • The site will have an escort system for visitors – no visitors will be allowed on their own. • Denis requested that local phone numbers be shared with contractors to support informal community engagement. • A Whānau Day is planned as part of the wider engagement strategy. 	

STAG Role and Document Change Process

- Cam explained that the document and the approach are site-specific.
- Any significant changes to the document must be referred back to STAG for review and endorsement.

Working Hours and Cultural Protocols

- It was raised that noise must be managed with sensitivity to cultural events. Denis suggested establishing a protocol for pausing work during tangihanga, including holding the pōwhiri indoors if needed.

Site Access and Security

- There will be no site access via Lennox Park. There is a known presence of rough sleepers in the area which the team should be aware of.

Dust Control

- Dust impacts need to be considered for the ten houses with solar panels in close proximity, as well as for neighbouring households.
- Concerns were raised about the current speed limit of 30km/h on site being too high.

Noise and Vibration Controls

- Waiohiki Arts Village to be added to the document on the list of sensitive receivers in proximity to the works.
- Caroline noted that at 96A there was a house truck.
- Concerns were also raised for residents of Victoria Lane.

Waste Management

- Cam confirmed that appropriate mitigation measures will in place to deal with adverse conditions such the removal of toilets and temporary structures during flood or severe weather warnings.

Health and Safety

- Clear and consistent messaging across all signage (e.g. QR codes) will be placed at the entry gates.
- STAG's role includes ensuring clear communication between the construction team, project manager, and the wider stakeholder group.

Accidental Discovery Procedures

- Gaylene Carter will serve as the lead archaeologist.
- Denis asked that local knowledge holders be asked to be involved.
- It was agreed that contact details for both Ngāti Pārau and Waiohiki representatives would be useful for the contractors to have.

Site Decommissioning

- Cam clarified that stockpile and borrow areas are considered the same for this project.

	<ul style="list-style-type: none"> Gareth asked if alternatives to hydroseeding could be explored for ground rehabilitation. <p><u>Cultural Values and Engagement</u></p> <ul style="list-style-type: none"> Gareth asked if there was still opportunity for design adjustments to incorporate hapū feedback particularly for planting and cultural monitoring. Mell confirmed that designs had been shared with the community and had already been influenced by hapū recommendations around plant types and cultural values. There is still opportunity for whānau to remain involved throughout the construction journey. 	
<p>6.</p>	<p>Summary and Next Steps</p> <ul style="list-style-type: none"> Feedback is due by the end of Thursday 7 August. The project team will compile all responses on Friday and circulate the document for review over the weekend. Final confirmation is requested by Monday 11 August, so it can be passed on to Cam Burton for discussion with the contractor. Once finalised Allison will approve the document as the consenting authority. 	
<p>7.</p>	<p>Next Meeting</p> <p>Meetings will take place on the 1st Tuesday of the month.</p> <p>The next meeting will be 2 September 2025.</p>	
<p>8.</p>	<p>Closing Karakia - Denis</p>	