

Terms of Reference for the Buller Recovery Steering Group

Background

On 23 August 2021 the Government agreed to provide additional assistance of \$8 million in 2021/22 to enable the Buller District Council to meet its immediate operating shortfalls and start a recovery programme of works following the July 2021 flooding event. It was noted that the National Emergency Management Agency (NEMA) and the Department of Internal Affairs (DIA) would develop a governance structure in consultation with local government to oversee and monitor the Buller District Council's (BDC) use of available funding, inform regular reporting to the Minister of Finance, Minister of Local Government and Minister for Emergency Management and seek draw down of funds in monthly instalments.

A Steering Group was established in September 2021 comprising BDC, the West Coast Regional Council, iwi, DIA and NEMA chaired by an independent Chairperson. The Steering Group has overseen the allocation of most of the \$8 million appropriation to support the BDC's flood recovery activities. A Funding Agreement has been established between the BDC, DIA and NEMA which provides the specific arrangements for payment of Crown funding to support the BDC's recovery efforts.

Given the progress achieved with the immediate response and recovery led by the BDC, a review of the focus and operation of the Steering Group was undertaken at the end of 2021 to consider:

- The increasing shift of focus from flood response and immediate recovery to longer term flood resilience for the Buller district;
- The need to review representation from the West Coast Regional Council given the increased focus on flood protection measures as part of the longer-term flood resilience work; and
- The need to continue the role of the Steering Group to provide assurance to Ministers for the remaining allocation of the \$8 million appropriation as well as to provide advice on further funding assistance that may be needed.

Accordingly, the Buller Recovery Steering Group's focus and membership have been amended and supersede previous terms of reference.

Purpose and Term

The Purpose of the Steering Group is to:

- provide effective guidance and oversight of the financial assistance appropriated by Cabinet in August 2021 to support the Buller Recovery including related matters set out in the Funding Agreement between BDC and DIA and NEMA;
- identify and recommend longer term flood recovery priorities for the Buller District including options to increase resilience to future flood events;
- provide advice to the Crown¹ and elected Council's members on future funding that may be sought from the Government to support the Buller flood recovery and increase resilience to future flood events.

The Group will continue to meet until 30 June 2022 when its role and purpose will be reviewed.

¹ Noting that NEMA and DIA officials will absent themselves from decisions for funding requests to the Crown

Membership and Chair

Membership of the Steering Group will include:

- The Chief Executive and Deputy Chief Executive of the Buller District Council
 - The Mayor and Deputy Mayor of the Buller District Council
 - The Chief Executive and a designated member of the Executive of the West Coast Regional Council
 - Two elected representatives from the West Coast Regional Council
 - A representative of iwi
 - A representative of the Department of Internal Affairs (DIA)
 - A representative of the National Emergency Management Agency (NEMA)
 - An independent Chair
- Each organisation shall nominate a specified alternate to the permanent appointee being a person who is mandated to speak on their behalf.
 - A quorum for a Steering Group meeting shall be five members (or their alternates).
 - The Chair will be nominated by the Government representatives in consultation with the Steering Group. This position will be funded by the Department of Internal Affairs.
 - The Steering Group may invite other organisations or individuals to attend meetings as appropriate.

Role of the Steering Group

The Steering Group will:

- Provide oversight and guidance of work streams needed to give effect to the funding appropriated by Cabinet.
- Approve (or agree on) the work programme priorities and key milestones noting that a work programme and work streams will be developed alongside these terms of reference.
- Provide advice on key components of the workstreams including where financial assistance is sought from central government.
- Provide recommendations to the Chief Executives of the Buller District Council and the West Coast Regional Council in respect of findings and conclusions arising from the work programme noting authority rests with the Chief Executive and ultimately the Council.
- Support work stream leaders.
- Provide assurance over the progress of the work programme to the Mayor/Chair and Councils, iwi and, through Government department representatives, to the Minister(s).
- Monitor performance and report progress to the Council (via the Chief Executives), Iwi and the Crown (via Government Department representatives) on:
 - Risks and issues
 - Progress against budget
 - Progress against time lines
 - Performance against quality standards
 - Cashflow.

- Initiate and manage any independent audits or reviews requested.
- Assess and support the effective working relationship with key parties with interests in the work streams, including iwi and local stakeholders.

Steering Group Undertakings

Members of the Steering Group undertake to:

- work in a collaborative 'no surprises' way, and strive for consensus on desired outcomes for and projects to achieve them and related matters in order to achieve a 'best for recovery/work stream' outcome;
- create a high trust environment based on respect for each other and the agencies represented;
- support the respective organisations to achieve the best outcomes for the people of the Buller District affected by the July 2021 flood event; and
- ensure that public information and communications enable consistent and timely information on progress and agency roles and responsibilities. The Chair is responsible for all media releases.

Steering Group Administration

- The agendas for the Steering Group will be approved by the Chair, in consultation with the Chief Executives of the Buller District Council and the West Coast Regional Council.
- The Steering Group will collectively determine the meeting frequency, although the Chair may schedule additional meetings of the Steering Group, if required.
- A Secretariat will support the Steering Group by preparing papers and supporting analysis/documentation.

Approved by Steering Group 3rd March 2022