

**Westport Flood Recovery Steering Committee
Minutes
Thursday 3rd March 2022
10.30 am, via Zoom**

Present:

Chairperson Richard Kempthorne
Mayor Jamie Cleine, BDC
Sharon Mason, BDC CEO
Rachel Townrow, BDC Deputy CEO

Heather Mabin, WCRC Acting CEO
Sharon Roche, BDC Deputy Mayor
Paul Barker, DIA
Cr Brett Cummings WCRC

In Attendance:

Annikka Pugh - Minute Taker
Laura Harding
Pam Johnston, DIA

Mike Mendonça
Michael Henstock
Suzie Paisley, NEMA

Apologies:

Jenna Rogers, NEMA

François Tumahai, Ngati Waewae

1. Welcome and Introduction

The Chair welcomed attendees and outlined the protocols for conducting a meeting via Zoom.

2. Declaration of interest

There were no declarations of interest.

A register of declarations of interest will be collated and managed by the Programme Manager with the support of BDC.

3. Confirmation of previous minutes

The Steering Group noted that prior to confirmation of the minutes of the meeting of 17th February:

- Assessment is still underway regarding the claim to be presented to NEMA.
- With respect to community engagement, it is intended to utilise and support existing channels.
- That the level of detail in minutes of meetings needs to strike the balance between recording the essence of the meeting without unnecessarily recording detail of discussions.
- The minutes of the meeting of 17th February are to be brought back to the next meeting for confirmation.

4. Terms of Reference

The Steering Group Terms of Reference were adopted as amended. These will be made available on the BDC website.

5. Risk Register

The Steering Group endorsed the Risk Register framework as proposed.

The Steering Group amended the detailed risk and treatments as follows:

- R001 (*Steering Group unable to agree*) residual risk rating reduced from *Extreme* to *Medium*.
- R004 (*Withdrawal of insurers*) – to be clarified and owner changed to Programme Manager.
- R009 (*Misalignment of work programmes*) owner changed to Programme Manager.