

**Westport Flood Recovery Steering Group  
Draft Minutes  
Friday, 1<sup>st</sup> April 2022 10.30 am, via Zoom**

**Present:**

Chairperson Richard Kempthorne  
Mayor Jamie Cleine, BDC  
Sharon Mason, BDC CEO  
Rachel Townrow, BDC Deputy CEO  
Cr Brett Cummings WCRC

Heather Mabin, WCRC CEO  
Sharon Roche, BDC Deputy Mayor  
Cr Allan Birchfield, WCRC  
Paul Barker, DIA  
Jenna Rogers, NEMA

**In Attendance:**

Laura Harding  
Pam Johnston, DIA  
John Hutchings

Mike Mendonça  
Michael Henstock  
Suzie Paisley, NEMA

**Apologies:**

Francois Tumahai, Ngāti Waewae

**1. Welcome and Introduction**

The Chair welcomed attendees.

**2. Declaration of interest**

There were no declarations of interest.

The Steering Group noted that the Councils are in the process of providing Registers of Interest to the Programme manager.

**3. Confirmation of previous minutes**

The Steering Group approved the minutes of the meeting of 18<sup>th</sup> March 2022, with one minor amendment to correct an erroneous date.

**4. Risk Register**

The updated Risk Register was approved by the Steering Group, and it was noted that:

- R004 (Withdrawal of insurers) the programme has engaged with the Insurance Council and the wider sector as part of the assessment of options to be presented to the Government.
- R005 (Failure to acknowledge Government priorities) it was noted that connections have been made with the climate adaptation programme, which will have input into the Government proposal.
- R006 (Failure to make an urgent and compelling case) has a moderately elevated level of risk as the original business case writer is no longer available, DIA is in the process of engaging a replacement.

The Steering Group requested that a new risk be added to the Register prior to the next meeting around the risk of the Tranche 2 funding bid not being successful.

#### **5. Report back from the Westport Rating District Joint Committee (standing agenda item)**

There has not been a Joint Committee meeting since its inaugural meeting on 3rd March. The next meeting will occur on 11<sup>th</sup> April.

#### **6. Strategic Settings**

The Steering Group endorsed the proposed draft investment objectives, problems, benefits and critical success factors for the Long-term Buller District Flood Resilience project.

#### **7. Flood Recovery Action Programme**

The Steering Group endorsed the Flood Recovery Action Programme – February 2022 (dated 10 March 2022), subject to minor editorial amendments.

Steering Group members commended Rachel Townrow and her BDC team on the document submitted.

#### **8. Tranche 2 Funding Request**

The Steering Group endorsed the request for funding outlined in *Tranche 2 Funding Request – 30 March 2022*, for submission to NEMA and to Cabinet by Buller District Council.

The Government process to finalise the request for assistance for consideration by Cabinet was outlined by NEMA. Now that the key information has been compiled for NEMA the focus will need to turn to implementation after Cabinet consideration (and approval). The Steering Group again commended BDC officers and NEMA officials for the significant effort involved in producing the Tranche 2 request.

#### **9. Dashboard**

The Steering Group received:

- The recovery dashboard designed around five recovery dimensions.
- The Westport Flood Recovery Programme – Project Status Report.
- The March milestone report.

The Steering Group requested that future dashboards be synchronised with the narrative in the Flood Recovery Action Programme (Agenda Item 7).

The Steering Group noted that these reports had all originally been developed for different audiences, and requested that BDC review reporting to determine if a more efficient and accurate reporting regime might be feasible including a clearer focus on key outcomes.

#### **10. General business**

There was no general business.

#### **11. Communications from this meeting**

The Steering Group agreed that the Chair would release a short statement outlining key points from the meeting.

**No other matters were raised. The meeting closed at 12.10 pm**

Next meeting – Thursday 14th April at 10:30am