

Agenda

Resilient Westport Steering Group Meeting #11

Date: 31st May 2024

Time: 10am – 12 noon

Venue: Buller District Council Chambers

Via Zoom: <https://bullerdc-govt-nz.zoom.us/j/85275450071?pwd=V3EyekY2WFA2SVZpRU4rOHFXcmFOQT09>

Meeting ID: 852 7545 0071 Passcode: 141656

Members:

Mike Mendonça, Chair	Darryl Lew, CEO, WCRC
Brett Cummings, D/Chair WCRC	Simon Pickford, CEO, BDC
Mayor Jamie Cleine, Mayor, BDC	Paul Barker, DIA
Francois Tumahai, Ngāti Waewae	Kathrine Biggs, NEMA
Peter Haddock, Chair, WCRC	Andrew Basher, D/Mayor BDC
Simon Chambers, NEMA	

In Attendance:

Frédérique Bertrand, DIA	Penny Bicknell (PM)
Peter Blackwood, WCRC	Amanda South (Comms)
Paul Zaanen, BDC	Mike Duff, BDC
Nathan Riley, BDC	Dr Celine Cattoen-Gilbert (NIWA)
Tom Hopkins, WCRC	

No	Item		Lead	
1	Welcome		Chair	10m
2	Apologies		Chair	
3	Declarations of interest		Chair	
4	Minutes (attached) and review of actions		Chair	
5	Status report (attached)	Report	Penny Bicknell	5m
6	Programme risk register (attached) <ul style="list-style-type: none"> Revisions from last meeting Mitigations discussion 	Discussion	Penny Bicknell	10m
7	Update: DIA <ul style="list-style-type: none"> Ministers' letter to Councils and Ngāti Waewae Financial and milestone reporting Other Government reforms with relevance to Resilient Westport 	Letter Verbal update	Paul Barker	10m
8	Insights from North Island Severe Weather Events property level adaptation funding	Report	Kathrine Biggs Simon Chambers Paul Barker	10m
9	Project Change Notice (PCN) Requests Process	Report	Penny Bicknell	5m
10	<ul style="list-style-type: none"> Progress update on resolution of 18 technical issues in Tonkin & Taylor Report Carter's Beach – Requirement for PCN 	Report Discussion	Peter Blackwood	10m
11	NIWA presentation on flood forecasting model and Flood warning wave buoy	Presentation	Peter Blackwood, NIWA	30m
12	Update on Master planning, debrief from engagement sessions	Report and Verbal update	Nathan Riley, Paul Zaanen	5m
13	Comms & engagement update	Report	Penny Bicknell /Amanda South	5m
14	Emergency Management update report	Report	FYI	

	Agenda items for next meeting		Chair	
	Next meeting (26 July 10am – noon, BDC)		Chair	
	Close		Chair	

Resilient Westport Steering Group Minutes

Friday, 22 March 2024 1-3pm (at Environment Canterbury offices, and via Zoom)

Present:

Mike Mendonça, Chair

Peter Haddock, Chair WCRC (on line)

Steve Gibling CEO BDC (on line)

Paul Barker, DIA

Shanti Morgan, Acting CEO WCRC (on line)

Mayor Jamie Cleine, Mayor BDC

Katherine Biggs, NEMA (on line)

In attendance:

Daniel Bellam, DIA

Paul Zaanan, BDC

Amanda South, Communications Advisor

Nathan Riley, BDC (on line)

Penny Bicknell, Programme Manager/Secretariat

Peter Blackwood, WCRC

Mike Duff, BDC (on line)

1. Welcome and introduction

The Chair welcomed Steering Group members.

2. Apologies

Apologies were accepted from Darryl Lew, CEO WCRC, Brett Cummings, Deputy Chair WCRC, Francois Tumahai, Ngāti Waewae, Simon Chambers, NEMA and Andrew Basher, Deputy Mayor BDC.

3. Declarations of interest

Mayor Jamie Cleine reminded Steering Group members that he had submitted a declaration of interest regarding one of the Isthmus consultants.

4. Confirmation of minutes

The minutes of previous meetings (2 February 2024 and 13 February 2024) were confirmed.

5. Review of actions

The Steering Group noted progress with actions on the register.

6. Status report

The Secretariat gave an update on the programme status. The Secretariat is working with DIA to modify and complete the financial reporting dashboard.

7. Programme risk register

The Secretariat gave an update on the programme risk register, highlighting the following four risks and the mitigations to the Steering Group:

Risk ID	Description	Residual Risk	Comments at meeting
6	If Ministerial decisions are delayed, the programme progress may slip	high	No change to residual risk
13	local teams are not aligned and lack coordination in working together across the programme, this could cause delays and unnecessary expense	low	Retain as low risk, but need more coordination, particularly on stormwater and construction

14	Legislative changes and Government/Ministerial changes could slow down the programme	medium	Retain as medium risk. Limited ability to control, advocate where possible. Possible fast track mitigation
15	Continued building development in flood prone areas prior to any legislative changes will continue to put new homeowners in the community at risk	extreme	Expand how this is mitigated, hazard map information in LIMs, finished floor level heights, insurance availability. Residual risk changes to high.

8. Update DIA

DIA gave an update on the advice that will be sent to Ministers in the week of 25 March. The advice will request a drawdown of the remaining \$19.9m into Vote Internal Affairs. DIA clarified that when approval is given to draw down funding to Vote Internal Affairs, the Resilient Westport Steering Group will need to endorse payment of funds to deliver parts of the Resilient Westport package as set out in funding agreements with both councils.

DIA is talking to WCRC about phasing the allocation of funds across 2024/25 and 2025/26 financial years in accordance with the construction timeframes. The current understanding is Resilient Westport will require slightly more of the funding in 2025/26.

DIA communicated the expectation that contingency funds were set aside primarily to help manage risks of construction cost overruns.

9. Upgraded Westport stormwater system to integrate with ringbank

BDC gave an overview of the stormwater concept study they will fund and complete within 2-3 months to provide a concept plan for an integrated storm water and flood protection system. DIA asked for consideration of a range of design options, including an option that would fall within BDC's available budget.

The Steering Group **noted** that BDC will:

- Proceed with a concept study relating to stormwater pump out solution as part of integrated flood protection scheme following release of the request for proposal.
- Develop a procurement plan with a view to enter negotiations with Worley Ltd to complete the concept study.
- Confirm the project will be delivered as an integrated scheme and not separate packages of work.

10. Steering Group approval of a one-year Comms and Engagement plan

The secretariat spoke to their paper *Resilient Westport – Budget Reallocation for Resilient Westport Communications and Engagement Implementation Plan*.

The Steering Group:

- a. **Approved** the implementation of the Communications and Engagement plan, specifically:
 - That the Communications and Engagement Strategy and Plan is adopted, with the Programme Manager to oversee the implementation, reporting to BDC.
 - Noting that BDC will hire an Engagement Advisor and a Communications Advisor (both for a minimum of 15 hours a week). Subject to future funding approvals, it is envisaged these positions will be for two years (across 3 financial years).
 - Noting that the partner agencies will sign a Media Protocol agreement to cement the collective work arrangement underpinning the Communications and Engagement implementation plan.
 - That a Resilient Westport logo be developed to assist in recognisability for Westport audiences, indicate alignment of projects, and to encourage ownership by those involved in the work at approximately \$1.5k (which is included in the budget).
 - Noting that the new West Coast Regional Council Westport-based office shopfront will be utilised as the Resilient Westport community engagement hub. It will be an information and engagement space, and base for the Project Engagement Advisor.
- b. **Noted** that a communications advisor has been engaged in the short term from the secretariat funding budget.
- c. **Approved** the reallocation of \$217k from the \$300k set aside for the independent review of the Business Case and Tonkin & Taylor Report to the Communications and Engagement implementation budget, in order to commence the first twelve months of this programme of work from 2 April 2024 and,
- d. **Approved** further analysis to be carried out on the \$1.5m Organs Island appropriation and the \$1m contingency fund with a view to a further reallocation of \$250k to cover the shortfall for further work after the first 12 months.

11. Reallocation of funding and options for Master Planning

BDC spoke to their report *Resilient Westport – Budget Reallocations for Master Planning Programme*.

The Steering Group **approved** option two. This option allocated \$725k to progress master planning, including the reallocation of \$250k from Feasibility Study to Master Planning and transition directly to Stage 2 without ongoing funding for the Programme Manager. It was accepted that this would place more onus on the Project Manager and would require greater direction from the BDC Group Manager Regulatory Services.

12. Secretariat funding

BDC highlighted that the Steering Group budget for the Secretariat funding is very light for year two. The councils see a need for a full-time programme manager. The councils will bring a report to a future Steering Group meeting that presents further detail and options for scoping and funding the secretariat function.

13. Other Matters

A brief discussion identified the need for criteria to be developed for the application of the Adaptation Relief fund – especially with regard to those properties outside the scheme on both sides of the Buller and Orawaiti Rivers.

14. Next meeting

The Steering Group will next meet on 24 May 10am-noon in Westport.

The meeting closed at 2:40pm

Actions

	Who	Action	Status
1	DIA + WCRC	DIA and WCRC to discuss the purpose of the \$1.5 million of funding for Organs Island and arrangement going forward with full costings required for afforestation work.	To be agenda item for future meeting in second half of 2024.
2	NEMA	To share advice on how East Coast property level adaptation funding could inform design of Resilient Westport adaptation fund.	NEMA to be requested to provide advice at May meeting.
3	BDC + WCRC	Councils to present paper outlining the work required from the Resilient Westport secretariat, options for delivering this, and recommendations.	To be agenda item for May meeting.
4	Secretariat	Book two-monthly Resilient Westport Steering Group meetings. To be held in Westport once the new building is open for business.	In progress.
5	Secretariat	Identify potential funding sources to cover year two of the communications and engagement budget.	In progress.
6	Secretariat + DIA	Complete financial and project dashboard so it can be submitted at upcoming Steering Group meetings	In progress.

Resilient Westport Steering Group

Title:	Programme Status Report
Date:	31 May 2024
Principal Author:	Penny Bicknell, Programme Manager
Authorised by:	Mike Mendonça
Attachment:	Status Report

Purpose

To provide the Steering Group with high level timeline of the overall programme of work.

Background

The Resilient Westport Steering Group is responsible for requesting reports and information to ensure the Steering Group has adequate visibility to make decisions, monitor performance and provide direction. A high-level programme status report has been developed for this purpose.

DIA is working on some amendments to the dashboard report tabled previously for incorporation into the Status reporting.

Recommendations

It is recommended that the Resilient Westport Steering Group:

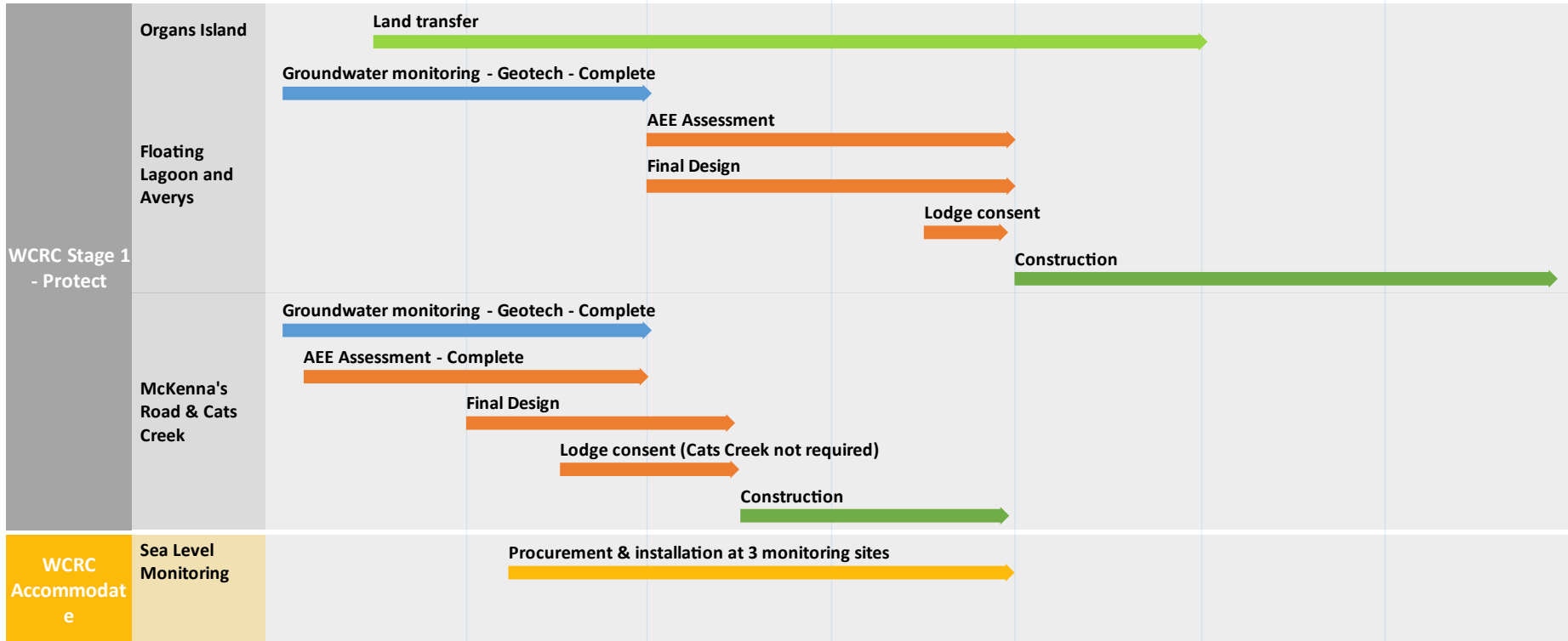
- **Notes** the updated status report attached.

2023

2023	2024								
Q4	Q1	Q2	Q3	Q4					
Nov	Jan	Mar	May	Jul	Sep	Nov			

2024

Today

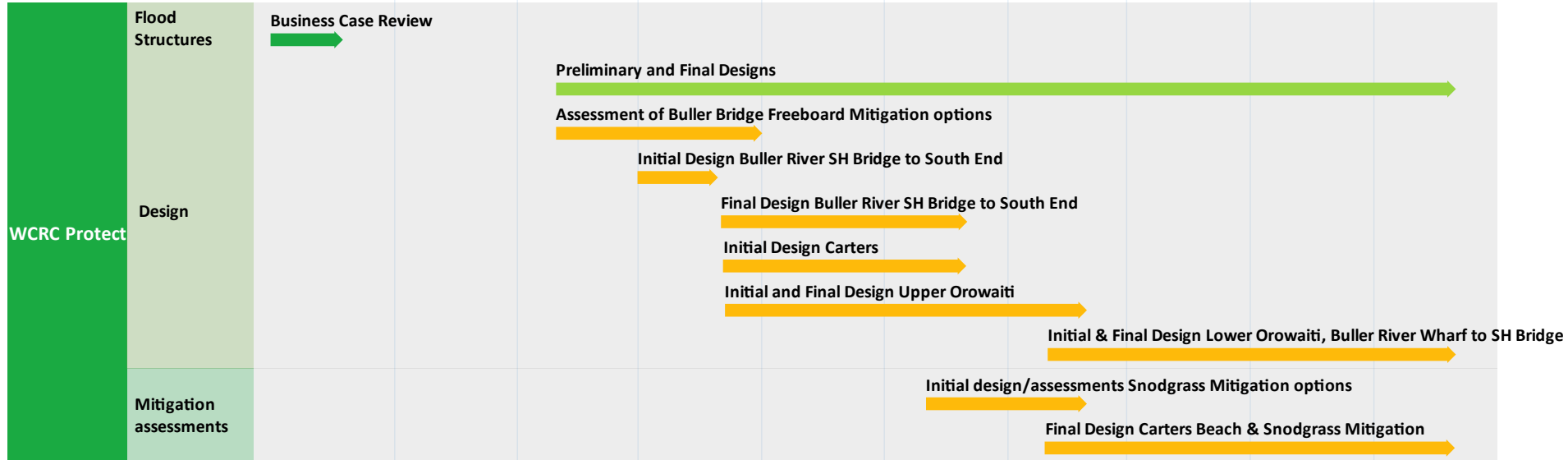


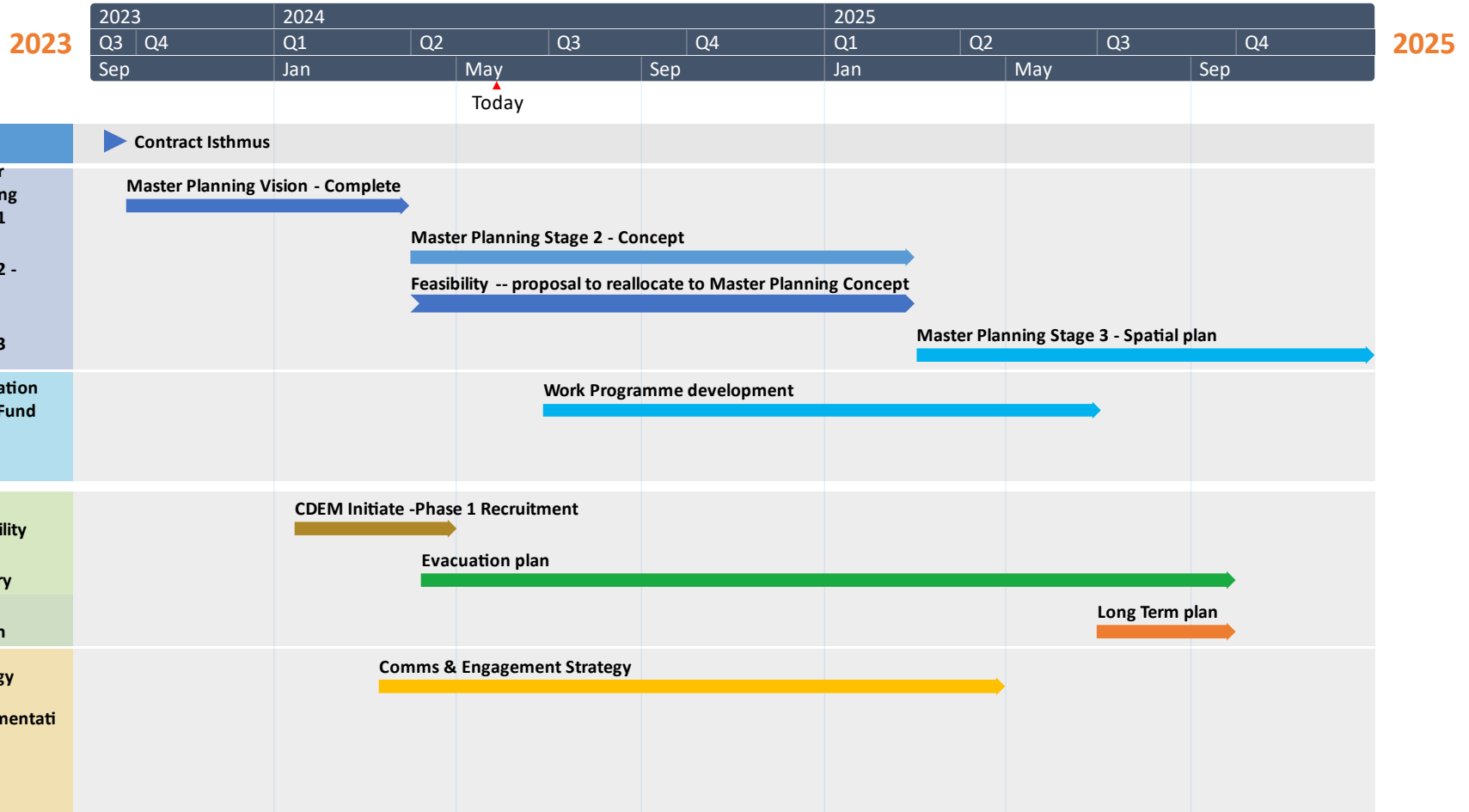
2023

2023				2024				2025				2026
Q3	Q4	Q1	Q2	Q3	Q4	Q1	Q2	Q3	Q4	Q1		
Aug	Nov	Feb	May	Aug	Nov	Feb	May	Aug	Nov			

2026

Today





Resilient Westport Steering Group

Title:	Programme Risk Register
Date:	31 May 2024
Principal Author:	Penny Bicknell, Programme Manager
Authorised by:	Mike Mendonça
Attachment:	Risk Register

Purpose

To provide the Steering Group with a summary of current programme risks and their mitigation and discuss whether the assessment and treatment of those highlighted needs to change.

Background

The Steering Group's terms of reference outline the Group's responsibility to ensure that risks and issues are identified, mitigated, managed and appropriately escalated. A risk is defined as *circumstances that could occur in the future and would have an adverse impact on components of the programme.*

The Steering Group is focussed on risks to the programme, rather than risks to projects. Project risks are the responsibility of sponsor Councils to manage. Through early identification of risks, action plans can be put in place to eliminate or significantly reduce the impact of a potential risk.

Since the Risk Register was approved in October 2023 it is prudent to review those risks that are related to changes to the programme and Government. The attached risk register from October has four risks revised from the last Steering Group meeting (Risk #'s 6,13,14 and 15).

Mitigation Action review dates have passed on many of the risks. These are highlighted in yellow for discussion.

Recommendations

It is recommended that the Resilient Westport Steering Group:

- **Notes** the Risk Register attached for discussion
- **Update** the Risk Register with recommendations from today's discussion

IDENTIFY						ASSESS			TREAT				ALLOCATE		REVIEW & MONITOR				
Risk ID	Risk Name	Risk (Event & Result) Description	Risk Type	Date Raised (dd/mm/yy)	Raised By	Likelihood (Initial)	Impact (Initial)	Initial Risk Rating	Mitigation Description	Likelihood (Residual)	Impact (Residual)	Residual Risk Rating	Mitigation Action Owner	Mitigation Action Due Date (dd/mm/yy)	Progress Update Log	Next Review Date (dd/mm/yy)	Trend	Status	Date Closed (dd/mm/yy)
RW001	Steering Group parties unable to agree	If Steering Group members are unable to reach agreement on key decisions, public support is likely to erode	Scope	24 Sep 2023	Steering Group Chair	Unlikely	Major	High (10)	Clear agreed terms of reference Principles of engagement agreed No surprises policy All media releases via Chair	Unlikely	Minor	Low (2)	RWSG Chair	30 Jun 2023			=	Open	
RW002	Public frustration at inaction	If the general public perceives that progress is too slow, people may take their own action and confidence in the Steering Group will be undermined	Schedule	24 Sep 2023	Steering Group Chair	Likely	Major	High (12)	Communications and engagement plan that ensures easily available and up to date science and evidence Public access to Steering Group reports and papers	Likely	Major	High (12)	All RWSG members	30 Jun 2023			=	Open	
RW003	Further flooding or other natural disaster	If there is another extreme weather event, or other natural hazard while the Steering Group is determining the way forward, there is likely to be substantial psycho-social impact and recrimination, with possible insurance withdrawal	Health & Safety	21 Sep 2023	BDC WCRC	Likely	Severe	Extreme (14)	Early warning and communication of risk Short term measures activated	Unlikely	Moderate	Medium (6)	Councils	30 Jun 2023			=	Open	
RW004	Integration of stormwater systems	If the flood bank is not integrated with the stormwater system, the integrity of the programme may become compromised. This is now exacerbated with the repeal of the previous Government's 3W reforms.	Benefits	21 Sep 2023	BDC WCRC	Likely	Major	High (12)	Integrated planning between WCRC and BDC BDC sufficiently resourced for SW	Unlikely	Moderate	Medium (6)	Councils	TBC			=	Open	
RW005	Operating costs of managing assets	The addition of new assets will have an operating cost that will put pressure on the community	Budget	21 Sep 2023	BDC WCRC	Likely	Major	High (12)	Advice to Councils and RWSG to be supported by analysis that indicates likely impact on rates	Likely	Major	High (12)	Councils	28 Sep 2023			=	Open	
RW006	Delay in Government decisions	Legislative changes and Government/Ministerial changes could slow down the programme	Schedule	24 Sep 2023	DIA	Likely	Major	High (12)	Drawdowns progressed as early as possible Early engagement with Ministers post election	Likely	Major	High (12)	DIA	14 Oct 2023			=	Open	
RW007	Masterplanning - delays	If masterplanning takes significantly longer than expected, dependent projects may drift resulting in inaction	Schedule	24 Sep 2023	Steering Group Chair	Unlikely	Major	High (10)	Project plan with clear milestones Significant community engagement	Unlikely	Major	High (10)	BDC	TBC			=	Open	
RW008	Masterplanning - community engagement	If masterplanning does not bring the community along, a large portion of the work programme is unlikely to proceed	Resource	04 Sep 2023	BDC	Likely	Severe	Extreme (14)	High level engagement strategy to be commissioned which will assist in understanding budget requirements for engagement	Likely	Severe	Extreme (14)	BDC	TBC			=	Open	
RW009	Increase in costs of flood bank structures	If the overall costs of the structures have increased from the costings in the Business Case, there may not be enough funds to deliver the scope	Budget	28 Sep 2023	WCRC	Likely	Major	High (12)	Preliminary designs will assist in understanding costs and mitigations	Likely	Major	High (12)	WCRC	TBC			=	Open	
RW010	Construction timeline v. funding	The Govt drawdown is currently set at 2 years, whereas the timeline for construction is estimated at 4 years	Budget	28 Sep 2023	DIA	Likely	Moderate	Medium (7)	DIA vote fiscal management will be required to ensure the funding allocation is available	Likely	Moderate	Medium (7)	DIA	TBC			=	Open	
RW011	Masterplanning - multi agency alignment	If alignment between agencies is not reached, additional funding may not be forthcoming and the scope may need to be reduced	Scope	28 Sep 2023	BDC	Likely	Major	High (12)	Work collaboratively with multi agencies to agree deliverables, scope and tools for funding	Likely	Major	High (12)	BDC	TBC			=	Open	
RW012	Shortage and loss of staff	If there is a shortage of skilled staff or Contractors or Councils lose staff, this could delay completion of elements of the programme	Resource	19 Oct 2023	BDC/WCRC working group	Likely	Major	High (12)	Good documentation of progress reporting and handover to new staff/contractors	Likely	Moderate	Medium (7)	BDC/WCRC	TBC			=	Open	
RW013	Alignment of local teams	If local teams are not aligned and lack coordination in working together across the programme, this could cause delays and unnecessary expense	Schedule	19 Oct 2023	BDC/WCRC working group	Unlikely	Moderate	Medium (6)	Good communication between the teams to understand how the projects inter-relate and how the teams can collaborate to ensure the best outcomes. Need more coordination, particularly on stormwater and construction	Unlikely	Minor	Low (2)	BDC/WCRC	TBC			=	Open	
RW014	Legislative changes and Govt/Ministerial changes	Legislative changes and Government/Ministerial changes could slow down the programme	Schedule	19 Oct 2023	BDC/WCRC working group	Likely	Moderate	Medium (7)	- Outside control, advocate where possible '-Possible fast track mitigation	Unlikely	Moderate	Medium (6)	BDC/WCRC	TBC			=	Open	
RW015	Building development in flood risk areas	Continued building development in flood prone areas prior to any legislative changes will continue to put new home owners in the community at risk	Regulation & Compliance	19 Oct 2023	BDC/WCRC working group	Likely	Severe	Extreme (14)	Councils are unable to prevent development under the current legislation. Mitigate where possible through hazard maps, information in LUMs, finished floor level heights, insurance availability.	Likely	Major	High (12)	BDC/WCRC	TBC			=	Open	

Hon Simeon Brown

Minister for Energy
Minister of Local Government
Minister of Transport
Minister for Auckland
Deputy Leader of the House



Peter Haddock
Chair, West Coast Regional Council
peter.haddock@wrc.govt.nz

Jamie Cleine
Mayor, Buller District Council
jamie.cleine@bdc.govt.nz

Francois Tumahai
Chief Executive, Ngāti Waewae Arahura
francois@ngatiwaewae.org.nz

Dear Peter, Jamie and Francois,

RE: Approval of drawdown of \$19.918m Resilient Westport funding to Vote: Internal Affairs

We are pleased to hear that initial construction work on the stop banks around Westport township will start this year. This will provide reassurance for the Westport community that this critical work is progressing.

We have approved a drawdown of the remaining \$19.918 million from the Westport Flood Resilience tagged operating contingency. The funding will be available from 1 July 2024 through to 30 June 2026.

You can access the funding, following endorsement from the Resilient Westport Steering Group, by invoicing the Department of Internal Affairs as set out in funding agreements which are in place with both councils.

As previously advised, the Crown contribution to the Resilient Westport package is capped at \$22.9 million and is available for the following elements of the package:

Element of package	Amount requested
Structural protection (flood banks and walls)	\$15.6 million
Adaptation Fund	\$2 million
Organ's Island	\$1.5 million (note that funding not required for land transfer will need to be transferred to the remaining contingency)
Remaining Contingency	\$0.818 million
Total	\$19.918 million

We understand that Buller District Council has commissioned work to identify the key elements of an integrated stormwater design, and that this work is expected to be completed in mid-2024. Completing the scoping of stormwater design options will provide a sound basis for work on identifying funding options.

We expect officials from the Department of Internal Affairs to continue in their role on the Resilient Westport Steering Group and to update the Minister of Local Government on the implementation of the Resilient Westport package as this work progresses.

Yours Sincerely,



Hon Nicola Willis
Minister of Finance

14 / 4 / 24



Hon Simeon Brown
Minister of Local Government

17 / 04 / 24

Resilient Westport Steering Group

Title: North Island Severe Weather Recovery Insights

Date: 31 May 2024

Principal Authors: Kathrine Biggs, NEMA
Simon Chambers, NEMA
Paul Barker, DIA

Authorised by:

Purpose

To provide Resilient Westport Steering Group with insights from the North Island Severe Weather events to assist the Resilient Westport team in planning the design of the Adaptation Relief Fund

Recommendations

It is recommended that the Resilient Westport Steering Group:

Notes the report presented by NEMA

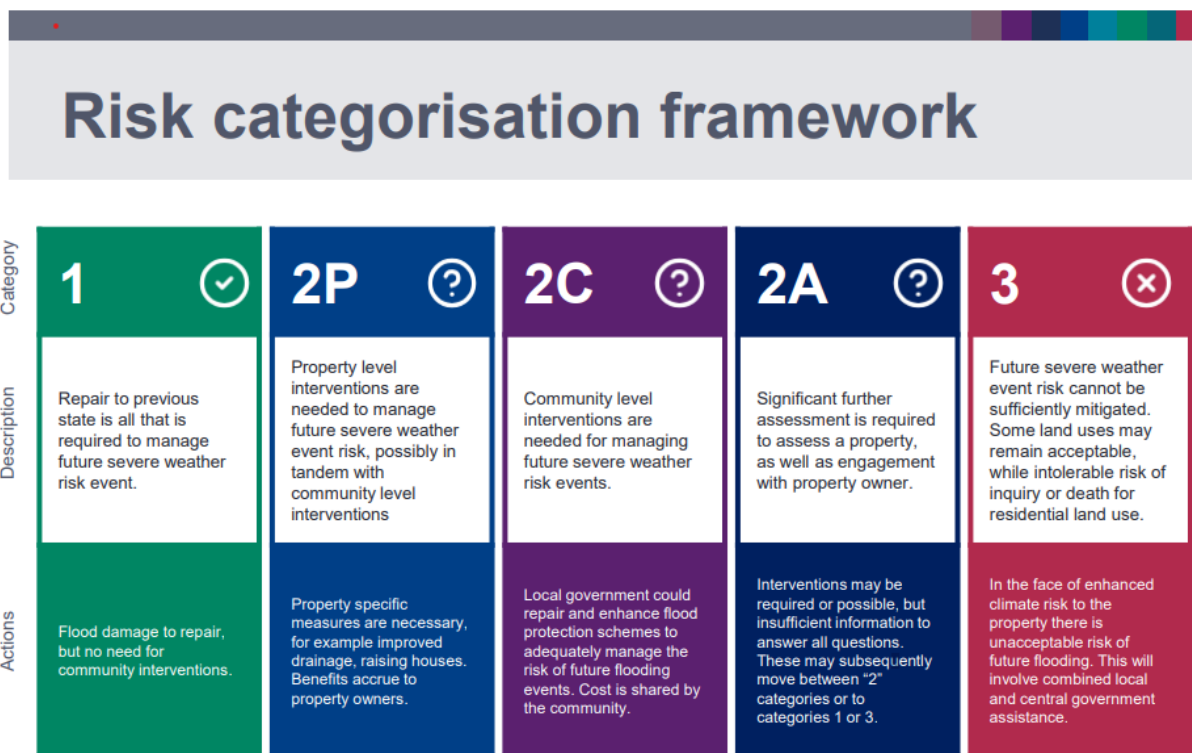
North Island Severe weather recovery Insights

Purpose:

This information note provides summary material on how councils impacted by Cyclone Gabrielle and Hale and the Auckland Anniversary flood events have supported their communities to increase resilience to flooding. This note is intended to provide context and possible insights into the design of an adaptation fund for Westport as part of the Resilient Westport initiatives. Property level interventions may be of particular interest in Auckland & Gisborne.

Context:

A risk categorisation framework was adopted by the Government from which funding assistance was developed. Such assistance from the Government took several forms including cost sharing arrangements for properties in different categories on the framework.



Comments

- Most arrangements involve cost sharing or co-investment between Councils and Government. Funding was also available from a Local Government Flood Coinvestment Fund which supported both regional and territorial district councils.
- Councils responded in different ways to the challenges in their districts.
- Property and land categorisation was an important process many councils engaged with prior to the delivery of assistance.
- Councils have different arrangements for consulting and engaging those with impacted properties; in Auckland categorisation is undertaken on an opt-in basis.
- Initiatives are in different stages of implementation across councils; for example, Gisborne District Council is in the process of tendering for house lifting.
- Crown Infrastructure Partners is contracted to the Cyclone Recovery Unit to administer the Crown Funding Agreements. This role includes providing advice and assistance in relation to risk mitigation and local roading projects; these larger projects require modified business cases.

- The following section provides links to the different council information and processes noting that policies from some Councils have yet to be finalised.

Land categorisation.

Useful links:

[Property categorisation and resolution in storm affected areas \(aucklandcouncil.govt.nz\)](https://aucklandcouncil.govt.nz) (Auckland)

[Category 3 buy-out offer and Category 2P mitigation affordability: explainer - OurAuckland \(aucklandcouncil.govt.nz\)](https://aucklandcouncil.govt.nz) (Auckland)

[Information regarding Land categorisation | Hastings District Council \(hastingsdc.govt.nz\)](https://hastingsdc.govt.nz) (Hawke's Bay)

[Future of severely affected land | Participate \(gdc.govt.nz\)](https://gdc.govt.nz) (Tairāwhiti)

The first link from **Auckland Council** mainly serves as a directory to information about land categorisation across the website, broken down by Categories, dispute process, and how to register online for a storm-affected property risk assessment. The second link is to a news post by Auckland Council that makes clear the difference between Category 2P and Category 3. **Hawke's Bay Regional Council** has compiled key documents that have been released to the public to help understanding of how the Government's categorisation framework has been applied. **Gisborne District Council** have, similarly to Auckland, explained how the provisional assessments of properties were undertaken, and directs homeowners to pages on the website relevant to the category of their property.

Category 3

Useful links:

[Category 3 property buy-out information between Auckland Council and the government](https://aucklandcouncil.govt.nz) (Auckland)

[Category 3 Voluntary Buy-out Programme | Hastings District Council \(hastingsdc.govt.nz\)](https://hastingsdc.govt.nz) (Hawke's Bay)

[FOSAL - Category 3 | Future of severely affected land | Participate \(gdc.govt.nz\)](https://gdc.govt.nz) (Tairāwhiti)

Councils have provided a range of information designed to support homeowners that find their property placed in Category 3. **Auckland Council** has included the key background on the co-funding agreement between the Crown and them. Also included is the step-by-step details of their categorisation process, support available for affected homeowners, the role of insurance pay-outs in the calculation of buy-out offers, and how homeowners can dispute their categorisation or valuation. A homeowners handbook was also produced by Auckland Council, linked on the same page, which explains the scheme for Category 3 homeowners in a digestible format. **Hawke's Bay Regional Council** have outlined the key steps required for the programme to continue, and a link to their Category 3 buy-out policy. **Gisborne District Council** have included a map of land categorisations across the district, as well as the number of affected properties, and a Frequently Asked Questions (FAQ) section that covers the buyout policy framework, insurance, and categorisation assessments.

Category 2P (Auckland Council)

Useful links:

[Category 2P decision information for property owners \(aucklandcouncil.govt.nz\)](https://aucklandcouncil.govt.nz)

As well as the prior explained from **Auckland Council**, the link above shows key information for Category 2P property owners: what constitutes a Category 2P property, the maximum support available and what funding will be approved for, roles and responsibilities, what grants do/don't cover, and further information for affected homeowners etc.

Other cyclone impacted regions

<https://www.beehive.govt.nz/release/continuing-support-community-flood-resilience> The most relevant property level funding (2P) that has been provided through this funding are initiatives in Tauranga, Thames-Coromandel, Waikato District and Masterton.

Resilient Westport Steering Group

Title: Resilient Westport – Project Change Notice Request Process

Date: 31 May 2024

Principal Author: Penny Bicknell, Programme Manager

Authorised by: Darryl Lew, CEO West Coast Regional Council

Purpose

To provide the Resilient Westport Project teams and the Resilient Westport Steering Group with a clearly documented process for raising and endorsing Project Change Notice (PCN) Requests across the Resilient Westport Programme.

Strategic Context

The Resilient Westport programme of work is a dynamic programme of work. As the programme progresses, projects may not align exactly with the business case completed in June 2022 and will need to be reprioritised as a result.

This paper recommends a process for reprioritisation of projects, through Councils and the Steering Group adopting a clear PCN process.

Recommendations

It is recommended that the Resilient Westport Steering Group:

- **Adopts** the Project Change Notice process set out in this paper and the template used for the recent WCRC PCN.
- **Notes** the PCN raised by WCRC to facilitate the reallocation of \$216.6k to the Communications and Engagement budget.

Background

In line with best practice Project Management, it is recommended that documentation via a project change notice assures full visibility of project changes.

Below, in figure one, is a recommended process for adoption.

Attached is a PCN that has been raised by WCRC project team as a result of the endorsement given by Steering Group in the last meeting for the surplus budget of \$216.6k to be reallocated to the Communications and Engagement budget. It is recommended that this template be adopted for all PCNs initiated by both Councils' project teams.

Recommended Process for adoption

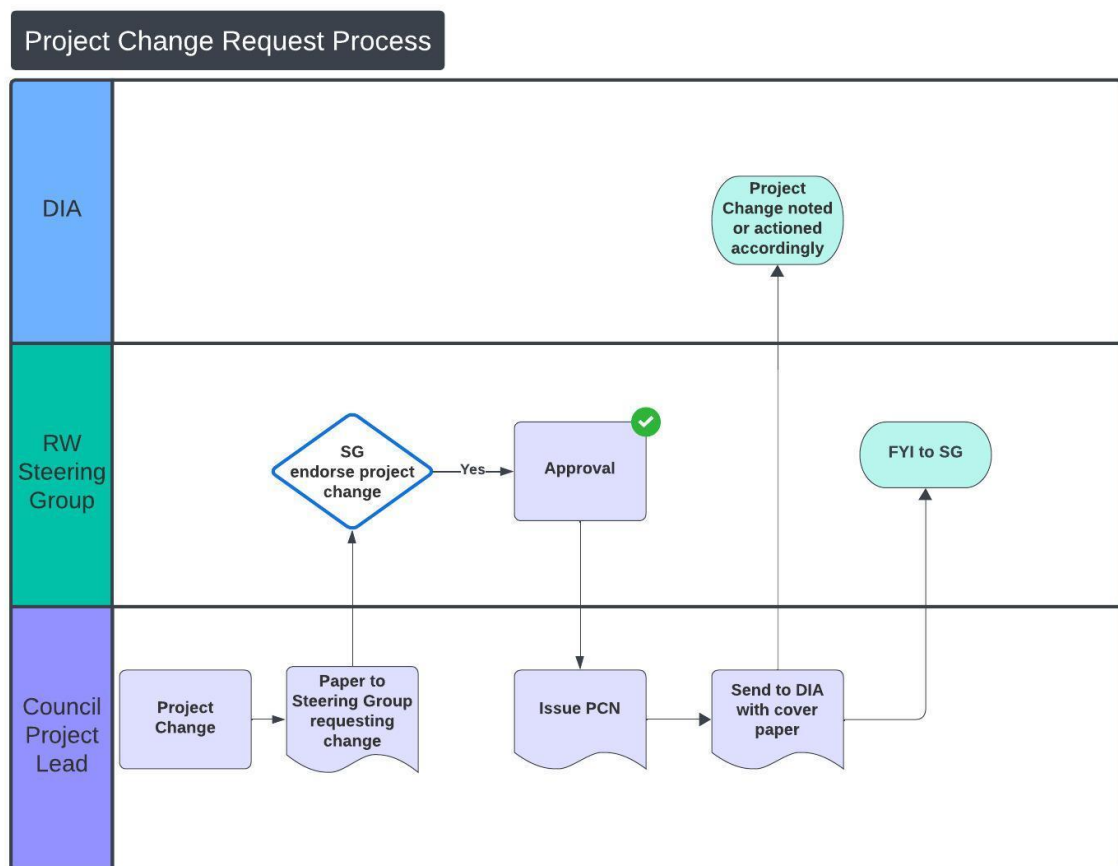


Figure one

Resilient Westport Steering Group

Title: Resilient Westport – Progress Update on Resolution of 18 Technical Issues in Tonkin & Taylor Report

Date: 31 May 2024

Principal Author: Peter Blackwood

Authorised by: Darryl Lew

Purpose

- To update the Steering Group on the resolution of the 18 technical issues raised in the Tonkin & Taylor Report on the Kawatiri Westport Flood Resilience Project.

Strategic Context

- These 18 technical issues are agreed by West Coast Regional Council as important to address and track throughout the design and construction phases of the project. Whilst they are very normal engineering issues, that would all of course be addressed by management in the scheme development, they are a helpful summary to provide to Government.
- Each of the 18 issues has been examined and shown to be addressed favourably in an ongoing process.

Recommendations

It is recommended that the Resilient Westport Steering Group:

- **Approves this report.**

Background

- Te Uru Kahika, representing the Regional Councils and Unitary Authorities of New Zealand assisted the Buller Resilience Steering Group (the Steering Group) with the process for the release of Crown funding to improve Westport's flood resilience. They appointed a Technical Advisory Group (TAG) to independently report on the Kawatiri Westport Flood Resilience Project.
- In summary, Te Uru Kahika advised that they were confident that the Concept Design for the structural solutions described in the Business Case is sound and that the identified issues can be addressed through the refinement of the design in the Preliminary Design, consent and tender phase. To achieve this they proposed, amongst other things, the development of a Risk Register that can be used to ensure all matters are addressed and that a staged approach to implementation should now proceed at pace. This incorporated 18 Technical Issues. These are addressed in the Appendix to this report (see below)

Item	APPENDIX Description	Discussion	Resolution	Current Situation	Status
1	<p>The BBC is clear that it is not possible to eliminate flood risk and that the proposed Protect measures present residual risk. However, there is currently insufficient information in the BBC and supporting documents to enable the community and other stakeholders to understand the nature and scale of consequences and impacts associated with that residual risk. This information is necessary to understand the measures that may be required to manage and mitigate those risks, and in turn, to set appropriate expectations about the time the protections measures could or should “buy”.</p>	<p>Important to communicate residual risk. This has been done in many reports and presentations to the community to date. Risk graphing by G Williams also noted. NIWA risk-scape in BBC report showed extent of damage under various scenarios. Additional breach modelling runs provided before and described at this meeting. Important to determine which bank sections have the greater consequences of failure.</p>	<p>Additional breach modelling and analysis and communication to be provided to stakeholders (decision makers and community) at the conclusion of the Preliminary Design phase.</p>	<p>The breach scenarios completed by Matt Gardner of Land River Sea in the 11 December 2023 Memorandum showed that Flood depth difference maps demonstrate that, even under future climate RCP6.0 scenarios, there is a significant reduction in flood risk as a result of the banks being in place and that flood extents, depths and peak speeds will all be reduced overall as a result of the scheme. Flood damages and risk to life are therefore also expected be significantly reduced in the majority of breach scenarios investigated except for scenario 1, which is located immediately upstream of the Buller Bridge. Given the consequence of failure in this location, it is recommended that consideration is given to providing a higher standard of design for this section of stopbank. The breach scenarios subsequently completed under RCP6 climate</p>	<p>Breach scenarios with climate change have all been completed.</p> <p>It is recommended that for the section of stopbank located immediately upstream of the Buller Bridge, consideration is given to providing a higher standard of design for this section of stopbank.</p>

Item	Description	Discussion	Resolution	Current Situation	Status
				change, show the same conclusions.	
2	<p>Conceptually, the main component of the Protect proposal, a ring bund around urban Westport, functions as “bathtub”. For smaller (more frequent) flood events it should provide protection by keeping the water out if properly designed and constructed. However, failure of the wall during a large flood event would result in the town being rapidly inundated with water. This exacerbates the residual risk to life and property for the larger events above the “do nothing” scenario. There is not a precedent for this type of design in NZ.</p>	<p>Extensive NZ precedent for ring banking described. Breach modelling undertaken has helped to articulate the actual scale of the risk being less than what might be expected.</p> <p>The importance of emergency response planning and preparation. That ERP will consider various breach scenarios and be designed to mitigate this risk. The need to consider consequences of failure of different sections of stopbank/wall and use more conservative design approaches where consequences are greater - an important component of mitigating this risk.</p> <p>The residual risk of further development / intensification needs to be managed. Reference to importance of government's Natural and Built Environment Act 2023 being a key element. Similarly, stormwater upgrades need to be funded and undertaken</p>	<p>During Preliminary Design phase: Undertaking and communicating to stakeholders breach modelling and residual risks as above. ERP to consider various breach scenarios and be designed to mitigate this risk. More conservative design approaches to be considered where consequences are greater. Explore risk balancing options under PARA framework. Address and seek commitment to BDC stormwater upgrades and intensification management methods.</p>	<p>The McKenna and Cats Creek are the planned construction works in 2023/24. Neither these nor the Avery or Floating Lagoon Stopbanks create a residual risk greater than the status quo. The only case where residual risk is exacerbated is from a failure of the Buller River stopbank upstream of the Buller Bridge (called “Breach 1” in Land River Sea Consulting Memorandum dated 11 December 2023).</p> <p>Whilst there is no “bathtub” risk of any significance, as for <u>all</u> flood protection schemes the residual risks need to be recognised. These could come from overdesign floods (larger than 1% AEP) and/or stopbank breaches (despite the best geotechnical investigations). The breach modelling (refer point 3 below) identifies locations unwise for future development. Buller District Council are to commission a report on residual flood risk</p>	<p>Planned for July to September 2024 design and consenting. Plus, BDC residual flood risk mitigation report.</p>

Item	Description	Discussion	Resolution	Current Situation	Status
		at same time to ensure proper functioning of the flood protection system.		mitigation in order to identify safe building practices. Prior to this WCRC will forward to BDC 1% AEP spreadsheets and GIS layers.	
3	No breach modelling analysis has been completed to demonstrate the consequences of failure.	As per Item 2 above. Additional breach modelling information was provided by Land River Sea (M Gardner) prior to TAG meeting.	During Preliminary Design phase as per Item 2 above.	Breach modelling completed for 1% AEP with and without climate change. Shows flows will follow roads and some low points. No risk to life.	Completed.
4	Bathymetry changes because of existing geomorphological processes and accelerated by climate change, are not accounted for in the LRS model and these changes would likely raise water levels in the Buller and Orowaiti during floods.	Previous investigations have looked at changing riverbed levels in the Buller River and Orowaiti Rivers. Need to consider longer-term trends vs short-term changes. Discussed option to make provision for maintenance dredging. G Williams noted that this had been investigated and shown to make no difference to flood levels. M Gardner noted that in detailed design sensitivity testing on bed levels would be undertaken to help set freeboard. Bed level monitoring is a key element - needs to be ongoing. Ongoing northward migration of Orowaiti River mouth and sea level rise means long term trend will be continued aggradation of	Consider the implications of these various items again in Preliminary Design phase. Include further consideration of the practicalities, risks and benefits of trying to design the protection element of the PARA framework for climate change when the other elements of PARA are focussed on retreating.	A detailed design memorandum entitled "Buller River Mean Bed Level Analysis" dated 2 November 2023 advises: "A mean bed level analysis has been conducted on the full set of cross section survey carried out between 1999 and 2021. The following conclusions can be drawn from the analysis: <ul style="list-style-type: none"> • Results show that the bed of the Buller River is relatively stable overall, with only minor changes in bed level showing at most surveyed cross section locations. • The mouth of the river has degraded significantly following 	On track. Monitor at five-yearly intervals or following a 5% AEP flood or great.

Item	Description	Discussion	Resolution	Current Situation	Status
		<p>the Orowaiti riverbed. This will also lead to a trend of increasing groundwater levels, and reductions in performance of stormwater drainage systems. Consensus that it does not make sense to design the scheme for RCP 6.5 river flows and sea levels.</p>		<p>the 2021 flood event as is expected from such a high flow event.</p> <ul style="list-style-type: none"> • The majority of the cross sections are showing a degradational trend over a period of 23 years and where aggradation is present, the cross section appears to have widened, giving the river more cross-sectional area and hence compensating for the loss of channel capacity.” 	
5	<p>The Protect scheme will increase peak flood levels at the Buller Bridge by 600 mm, reducing the free board beneath the bridge to less than 200 mm, significantly increasing the risk of a bridge blockage and overtopping of the Westport flood defences upstream of the Buller Bridge. This would have significant implications for evacuation planning as the bridge is the only</p>	<p>Effects vary with increasing design flows and whether airport (not Carters Beach) protection in place or not. Westport floodwalls are the key driver of freeboard loss. But Westport flood protection is also the key driver for works. Various possible mechanisms available to reduce risk at bridge crossings, including modification of available waterway area. Overflow is likely to occur toward lower area south of the bridge no matter what. Bed load management will not assist – details were included in BBC.</p>	<p>Consider further at Preliminary Design phase. Including review of bridge modelling and debris risk mitigation options.</p>	<p>WSP Consultants have been commissioned to assess whether there are viable and warrantable options for mitigating flood levels at the Buller SH67 Bridge. Their report is being completed in conjunction with modelling produced by LandRiverSea and is due for completion around 30 June 2024.</p>	<p>On track. Awaiting outcome of WSP Report.</p>

Item	Description	Discussion	Resolution	Current Situation	Status
	route out of town for a large flood event (based on the assumption that for an event that would block the Buller Bridge the Orowaiti Bridge is also likely to be blocked / damaged).	Bridge modelling should be reviewed to ensure it is not over-conservative. Modelling should also explore effectiveness of mitigation options. Consideration should be given to modelling improved waterway scenarios for Orowaiti River bridge to help inform Waka Kotahi medium to longer term bridge replacement options.			
6	Design standards for an encirclement option need to be much higher than what is presented in the BBC, as the consequences of failure are much higher than for non-encirclement options (namely, increased potential for loss of life in the case of failure of the wall during a large flood event).	Similar to items 1 and 2. Agreed that encirclement option only provides a defined level of resilience against flood risks – this needs to be communicated to the community. It does not imply a need to build higher walls. Intensification of floodplain and emergency preparedness need to be actively managed. Further communication required to community about role of embankment as a community “flood risk mitigation” rather than as a “protection tool”.	During Preliminary Design : Explore rebalancing of upstream downstream design standard and/or other mitigation measures, including mandated intensification control and emergency preparedness. Consideration of more conservative design approach for high consequence sections to minimise failure to be included in preliminary and detailed design as an important risk mitigation tool.	Obviously upstream design standard and floodwalls through town adjacent to the Buller River need to be of the highest order, the 1% AEP RCP6 plus 600mm freeboard. Furthermore, very detailed geotechnical design especially at locations crossing previous river paths. This geotechnical advice is well in train reaching final design stage for McKenna’s and Averys. Floating Lagoon to follow in parallel with the Buller River stopbank upstream of the Buller River Bridge. Breach modelling shows the issue raised about the	On track. Appropriate depth of geotechnical investigations progressing.

Item	Description	Discussion	Resolution	Current Situation	Status
				encirclement option is overstated.	
7	No geotechnical investigations have been undertaken, which is a significant gap when trying to understand the feasibility and cost of the proposed designs. This is acknowledged in the BBC.	Some earlier boreholes were drilled for the concrete walls near the Buller River side of Westport. Recent Geotech investigation work for the initial projects has/is being undertaken by Davis Ogilvie to guidelines provided by Gary Williams.	Undertake additional necessary work in Preliminary Design.	Copious initial geotechnical reports completed and final reports well underway. Eight additional boreholes drilled and the material properties and groundwater levels being fed into the detailed geotechnical design.	Detailed geotechnical design on track.
8	There is a mismatch between the heights for the stopbanks / floodwalls used in the LRS modelling and what is presented in the BBC. This has implications for design assumptions and cost calculations.	Misinterpretation clarified (due to limited information provided to reviewers). Mismatch was a consequence of the Steering Group overriding the recommendation of technical group. However, all designs, quantities and costings in business case updated to reflect change, so no error or additional cost risk. Higher walls bring stability, constructability and consent-ability challenges. Raises issue of what are the standards being adopted for the scheme. Climate change allowed for everywhere,	During Preliminary Design: Review constructability and consent-ability and flood risk mitigation methodology, particularly in the Orowaiti Lagoon area. Consider reversion to the originally recommended standard at Orowaiti to rebalance risk.	Council approved midway scenario for Averys at Orowaiti Lagoon. Being 1% AEP including 600mm freeboard and 200mm allowance for roughly 30 years climate change. Will consider balance of Orowaiti area later in 2024.	Issue resolved by reviewers of T & T report. To consider design global warming standard for rest of Orowaiti Lagoon later in 2024.

Item	Description	Discussion	Resolution	Current Situation	Status
		but this doesn't mean same level or type of protection is required.			
9	Very limited information is provided about the design, and concept sketches only have been provided for the embankments and timber floodwalls.	Focus was on providing sufficient design detail to support a reasonable cost estimate. More detail appropriate in next phase.	Provide additional detail in Preliminary Design . Also review and update cost estimates after Preliminary Design.	Detailed design information provided in preliminary design plans and civil engineering reports. Lower Orowaiti will have “planter-box” stopbanks in constricted area near housing. These are very stable structures and aesthetically pleasing. Lower Buller (downstream of SH67 bridge) will require very detailed analyses of floodwalls. This area is programmed for design March to December 2025.	On track. Ongoing.
10	No design details or conceptual sketches are provided for the concrete sections of the wall.	As above, focus was on providing sufficient design detail to support a reasonable cost estimate. It is noted though that Davis Ogilvie provided cost information on the timber walls. Costs for the concrete walls was provided by	Provide additional detail in Preliminary Design .	Refer point 9.	On track. Ongoing.

Item	Description	Discussion	Resolution	Current Situation	Status
		WCRC (from earlier such works). More detail appropriate in next phase.			
11	Timber floodwalls have not been used for rivers the size of the Buller or Orowaiti rivers.	Reviewers accepted that statement is not correct. Timber floodwalls are not proposed for the Buller River part of the system. They have been used in similar situations in NZ. It was noted that gravel stopbanks would be used in preference to walls everywhere this was possible (likely more than shown) due to their lower cost and greater resilience.	Further review, particularly of height and linear extent to be undertaken in Preliminary Design .	Statement was incorrect. Focus has been on segment-by-segment preliminary design, final design and construction. Refer point 9.	On track. Ongoing.
12	Seepage path length beneath the proposed walls and embankments is substantially less than industry guidelines such as the Bay of Plenty Regional Council guidelines for stopbank design.	Agreed that seepage analysis / path part of next stage.	Explore in more detail at Preliminary Design following geotechnical investigations.	Being explored by detailed Geotechnical Analyses following detailed testing of ground. The flood hydrographs for the 1% AEP with climate change will be tested.	Ongoing.
13	Construction assumptions result in an under estimation of costs.	Some misunderstanding resulting from changes in wall height. Construction methodology changes resulting from increased wall height were allowed for in the	Project costs to be reviewed as project evolves and scope and staging adjusted as	Awaiting rates from first construction works for Cats Creek/Abattoir Drain and McKenna stopbanks.	On track. Ongoing.

Item	Description	Discussion	Resolution	Current Situation	Status
		<p>costing. Costs have been calculated using up to date (2021) unit-rates with suitable rate and quantity margins at each step. There is little that can be done about short-term fluctuations in construction costs. Any changes not able to be accommodated in the allowed contingencies will need to be absorbed by council and/or offset by value engineering / scheme design modifications and/or staging. Some staging and phasing has been looked at previously.</p>	<p>necessary. Next review at Preliminary Design.</p>	<p>Significant contingency in current revised total estimate of \$23.97 million, funded:</p> <p>Government \$15.6 million</p> <p>WCRC \$8.37 million</p>	
14	<p>Changes in groundwater levels overtime have not been accounted for. This is acknowledged in the BBC, but still needs to be addressed.</p>	<p>Noted. Areas affected need to be managed by other means as sea level rise is realised. Also noted that Aqualinc have been commissioned to do a ground water model for BDC. This may be useful for an assessment of climate change impacts on ground water levels. Long-term sea-level rise will affect ground water levels. Pumping investments should recognise this – and be committed to early on.</p>	<p>Consider additional information and alternative risk management measures in Preliminary Design.</p>	<p>Bore holes are identifying groundwater levels. A further more detailed Aqualinc study commissioned between Councils. BDC carrying out detailed stormwater studies and assessing pumping requirements.</p> <p>It is likely that some areas will become vulnerable to high groundwater levels. Adaptation to these would be necessary. Note decision to only include 30 years climate change provision in</p>	<p>On track. Ongoing.</p>

Item	Description	Discussion	Resolution	Current Situation	Status
				Averys stopbank, enough time to consider adaptive mechanisms.	
15	The Protect proposals are not resilient to seismic events and the proposal is not “multi-hazard resilient” .	No “affordable” structure is possible if AF8 earthquake occurs. Noted that if liquefaction occurs that damages flood protection structures it is likely that houses will be similarly adversely affected and there may be nothing to provide protection to. If liquefaction drops ground level, then a wider flooding problem may also then exist. There is no point in having over-designed banks. It was noted that an ability to respond rapidly to a seismic event was key to managing the risk from the next flood. Having a maintenance fund and reserves that can be called upon to commence work rapidly means that risks from awaiting insurance pay-out is greatly mitigated. Results of Geotech investigations will assist assessments.	Issues and solutions to be explored further in Preliminary Design .	Again no “affordable” options for stopbanks. Wider issues as identified by reviewers of T & T report. To be further considered. An ability to respond rapidly to a seismic event was key to managing the risk	To be considered
16	Timber floodwalls will not be readily adaptable and	Timber walls are as repairable / adaptable as any other construction method – and in some instances may lend	Consider further in Preliminary Design .	Issue incorrect.	Complete.

Item	Description	Discussion	Resolution	Current Situation	Status
	<p>repairable as suggested in the BBC.</p>	<p>themselves to adaptation more than other structural options. Noted that timber and concrete walls have similar issues.</p>			
17	<p>The assessment of low consenting risk for most of the works depends on assumptions that need to be tested and confirmed. The assessment does advise that further investigation will be needed to determine consent needs (and consent-ability) in areas near the coast and where works in the riverbed/wetland areas are proposed.</p>	<p>Good advice was provided to the technical group about “consent-ability”, but this will not be proven until final design and the proposition is fully tested via public processes. Wall height at Orowaiti Lagoon could be a consenting risk. Landowner agreements are key. No government funding of Carters Beach protection could be a consenting risk for Westport flood protection, as has an impact on Carters Beach. Wall behind Carters Beach could present a Tsunami risk. These issues need to be explored and resolved.</p>	<p>Progress resolution during Preliminary Design and Consenting phases</p>	<p>Landowner agreements have been difficult to date.</p> <p>Agree with reviewers of T & T report “No government funding of Carters Beach protection could be a consenting risk for Westport flood protection, as has an impact on Carters Beach. Wall behind Carters Beach could present a Tsunami risk. These issues need to be explored and resolved.”</p> <p>Advised DIA that Carters Beach was incorrectly deleted from proposal and that WCRC want this reconsidered.</p>	<p>In progress. Ongoing.</p>
18	<p>The seven “protect” options considered prior to the selection of the current proposal presented in the BBC are different iterations of the same conceptual design (full encirclement of</p>	<p>Not all options presented in Business Case. Previous options included cut to sea, partial options, river management options, just right bank (doesn't fix coastal flooding), Snodgrass options (cuts, causeways, buy-outs), etc. These are described in</p>	<p>Consider further in Preliminary Design and Consenting phases</p>	<p>Options for partial/targeted protection for Carters Beach to be considered in March – December 2025, with construction if approved 2026/27.</p>	<p>To be considered.</p>

Item	Description	Discussion	Resolution	Current Situation	Status
	Westport). The proposal has not considered a wider spectrum of protect options (such as partial / targeted protection).	the appendix to the BBC report. Likely need to pull-forward this previous work on alternatives to support consenting. There would be value in preparing a long list to short list of options.		Options for partial/targeted do not appear appropriate elsewhere. Adaptation fund would be considered for Snodgrass and other houses outside scheme works.	

NIWA Presentation on flood forecasting model and flood warning wave buoy

Dr Celine Cattoen-Gilbert, Hydrological Forecasting Scientist

Copy of presentation to be provided after the meeting

Resilient Westport Steering Group

Title:	Resilient Westport – Master Planning, Stage Two
Date:	31 May 2024
Principal Author:	Nathan Riley - Group Manager Regulatory Services, Buller District Council
Reviewed by:	Penny Bicknell – Programme Manager, Recovery
Authorised by:	Simon Pickford – Chief Executive Officer, Buller District Council

Purpose

To inform Resilient Westport Steering Group of proposed change to weekly resource contribution Paul Zaanen, Project Manager Master Planning, Stage Two.

It was previously noted at the previous meeting that Paul’s contribution would be 40 hours per week.

It is proposed that Paul will contribute 32 hours per week for 12 months (1 April, 2024 to 31 March, 2025).

Strategic Context

Paul Zaanen of Joseph & Associates Ltd (consultant to BDC) functioned successfully in this role as technical specialist for Stage One of the Master Plan process.

It is considered that Paul Zaanen possesses a strong knowledge with respect to the Master Planning project to date; and has forged valuable relationships with a range of stakeholders, to the betterment of the project.

The proposed weekly contribution of 32 hours is considered adequate to respond to the needs the project, with additional support provided to Paul and the project team by Nathan Riley, Group Manager Regulatory Services, Buller District Council, as required.

Recommendations

It is recommended that the Resilient Westport Steering Group:

- **Approves** the change to the Project Manager’s weekly hours to 32 hours per week for Stage Two - Master Planning.

Background

- Paul Zaanen of Joseph & Associates Ltd (consultant to BDC) functioned successfully in this role as technical specialist for Stage One of the Master Plan process;
- For Stage One, Joseph & Associates Ltd offered an hourly rate \$125 per hour + disbursements, with Paul contributing 40 hours per week to the project.
- Going forward, a change to Paul Zaanen’s hourly rate and weekly hours is proposed by Joseph and Associates Ltd for Stage Two:

- An hourly rate of \$140 to account for CPI adjustment;
 - A contribution of Paul Zaanen's time of 32 hours per week for 12 months (1 April, 2024 to 31 March, 2025) is proposed.
- There is adequate budget (\$250,000) to undertake this work, with the above proposal equating to [REDACTED], with [REDACTED] of the budget remaining.

Resilient Westport Steering Group

Title: Resilient Westport – Communications and Engagement update

Date: 31 May 2024

Principal Authors: Amanda South, Senior Communications Advisor
Stephanie Newburry, Senior Engagement Advisor

Authorised by: Penny Bicknell, Resilient Westport Programme Manager

Purpose

To provide the Resilient Westport Steering Group with an update on Communications and Engagement activities

Strategic Context

A Senior Communications Advisor and Senior Engagement Advisor commenced work in April 2024 to implement the approved Communications and Engagement Implementation Plan.

- The Communications team will complete a bimonthly report for the Steering Group with an update on all activities.
- The Implementation Plan requested the development of Communications Protocols. The protocols are attached to this report for approval and adoption by the Steering Group.
- At the last Steering Group meeting, it was agreed that a logo would be developed for Resilient Westport. The logo has been developed and is included in this report for approval.

Recommendations

It is recommended that the Resilient Westport Steering Group:

- **Notes** the Communications and Engagement update report
- **Approves** the design of the Resilient Westport Logo for use in Communications and Engagement
- **Approves** the Communications Protocol

1. Resilient Westport Logo

The Resilient Westport Logo has been developed for use in Communications and Engagement.

It is recommended that the Steering Group approve the logo.

Logo Concept: **Resilient Horizons**

This concept focuses on incorporating WCRC and BDC logo design elements into the Resilient Westport logo. Including these elements will highlight the partnership between both Councils.

The mountain (or arrow) symbolises strength, stability, and endurance. It represents the natural landscape and the physical resilience of the community. As an arrow, the mountain can also signify direction and upward progress.

The squiggle represents fluidity, adaptability, and life.

Blue is often associated with stability, reliability, trust and professionalism. This palette is also a link to both the WCRC and BDC branding.



Horizontal logo



2. Resilient Westport - Communications protocol

This protocol guides the process for responding to media and community enquiries for information on the Resilient Westport programme, as well as proactive communications in relation to the programme.

It covers the Resilient Westport Steering Group and any teams working on Resilient Westport projects from Buller District Council and West Coast Regional Council. The protocol provides a pathway for dealing with an enquiry from the media or community member, proactive communications, and the obligations of each party involved and its staff.

The goal of this protocol is to

- Ensure that all parties know what the others are doing in terms of information being supplied to the media and therefore the Buller community.
- Streamline response times as much as possible by providing tight, rounded, accurate information for final sign off.
- Ensure the accurate recording of responses.
- Educate local media on where to send their enquiries to (who does what).
- Prevent overlapping or conflicting media messages and/or events and consultations.
- Speed up website and social media updates by removing them from the sign off process unless the content is identified as new or high risk.

Obligations of the parties

- Any of the organisations involved in the Resilient Westport programme agree to a 'no surprises' approach.
- If an enquiry relates to Resilient Westport, the Resilient Westport comms and engagement team (media@resilientwestport.co.nz) should be alerted as soon as possible and involved in the response, prior to it being sent out.
- Resilient Westport will notify other comms teams of a direct enquiry.
- Other matters such as upcoming events, media releases, consultations or other forms of engagement or information that might cross over with Resilient Westport should be signalled to Resilient Westport. The Engagement Calendar is available to view for those with access to SharePoint. This is an internal facing document and not for publication.
- If staff or elected members receive an enquiry related to Resilient Westport, they should refer it to the Resilient Westport comms and engagement team or their council's media team. They should not respond to media without first alerting comms as per standard practice within their organisations.
- It is important that all stakeholders understand that communications teams need to be kept fully informed of all issues or announcements so that they can respond accordingly. It is not possible for communications to front foot issues if they are not made aware of them.
- Where a councillor or staff member makes a public statement that is not consistent with Resilient Westport key messaging or a Steering Group position, the council involved should inform Resilient Westport comms and engagement as soon as possible.

Media enquiries - responsibility for actions

Role	Responsibility
Communications staff	<ul style="list-style-type: none"> - Actively monitor incoming requests to email addresses: media@resilientwestport.co.nz and info@resilientwestport.co.nz - Acknowledge receipt of the request and establish key deadlines. - Ensure the relevant 'subject matter expert/s' (SME) provide any additional information. - Inform BAU comm's teams (WCRC, West Coast Emergency Management and BDC). - Prepare the draft media enquiry (ME) response with SME. - Send out draft ME for review and sign-off* or delegate to SME. - Respond to the journalist with the signed off ME response (cc'd to all other comms teams). - Media log is updated, and enquiry is closed.
Subject matter expert (SME)	<ul style="list-style-type: none"> - Responds to the request for information and any additional relevant information. - Discusses the ME with their manager and if necessary, gain approval to ensure an ME is delivered within the agreed timeframe.
Approver	<ul style="list-style-type: none"> - Ensures the content is factual and correct, and the response fits well with strategic direction and any previously communicated information.

Sign off and approvals for media enquiries

- The response is prepared by comms and the SME. It is signed off by the SME and their direct manager as appropriate.
- The appropriate GM of the council that the response relates to signs it off. The GM decides if it needs to be approved by the CE.
- The approved version will be shared with the CEs of BDC and WCRC, the Resilient Westport stakeholder group, Mayor Jamie Cleine and Chair Peter Haddock and BAU comms teams as an FYI, prior to distribution.
- The response is distributed through appropriate channels by the Resilient Westport comms and engagement team.
- If it forms part of a LGOIMA or large complex and varied enquiry, the response is provided to the relevant Council to distribute.

Proactive communications

Proactive communications include media releases, editorials, letters to the editor, consultations, or other forms of communication/engagement.

As with media enquiries, proactive communications that relate to or overlap with Resilient Westport work should be signalled in advance to the Resilient Westport comms and engagement team.

The Resilient Westport comms and engagement team should be involved in the communication prior to it being sent out. Ideally, all proactive communications are generated by Resilient Westport directly.

Resilient Westport proactive communications sign-off process

- The work is prepared by comms and the SME. It is signed off by the SME and their direct manager as appropriate.

- The appropriate GM of the council the response relates to signs off. The GM decides if it needs to be approved by the CE.
- The approved version will be shared with the CEs of BDC and WCRC, the Resilient Westport stakeholder group, Mayor Jamie Cleine and Chair Peter Haddock and BAU comms teams as an FYI, prior to distribution.
- The proactive communication is distributed through appropriate channels by the Resilient Westport comms and engagement team.
- For all major joint announcements, sign off will be gained from Mayor Jamie Cleine, Chair Peter Haddock, Darryl Lew (WCRC CEO) and Simon Pickford (BDC CEO).

Protocol for proactive comms collateral and social media

Social media no sign off is required where the content has been previously approved or is public information. New content may require approval as above, depending on the content (does not apply to notices of community meetings/events etc).

Facebook comments will be responded to where possible using key messages or approved content and using links to direct readers back to the RW webpage or other links to source information. Difficult/technical comments or questions might be treated as a media enquiry and will go through the full response process. The comms and engagement team and Programme Manager to decide.

Abusive or offensive participants will have their messages hidden and will be blocked if they persist. This includes foul language, personal insults, threats and flagrantly false or misleading information/opinions.

Social media will be monitored by the Resilient Westport comms and engagement team.

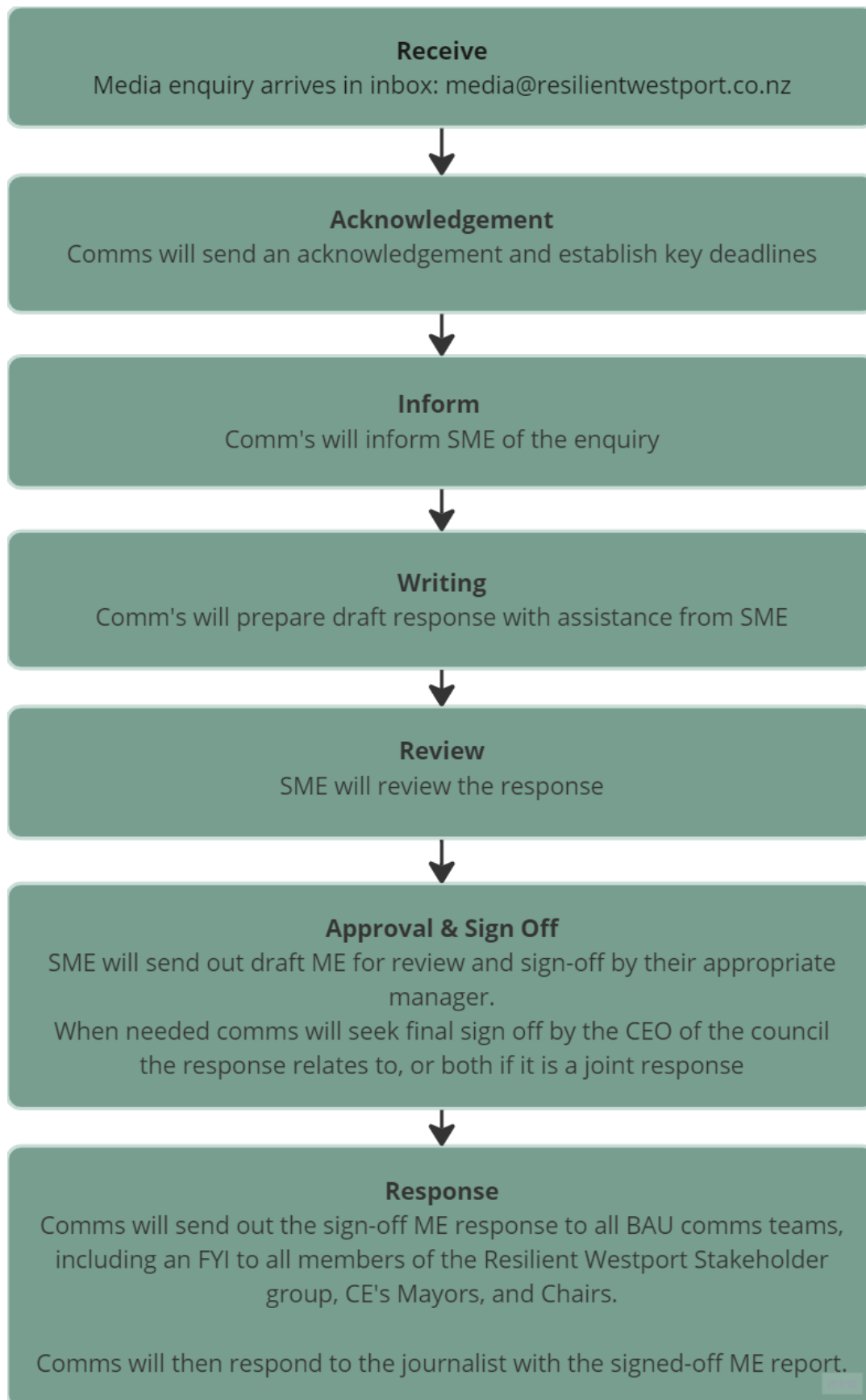
Website establishment content, signage, fact sheets, newspaper advertising and editorials will go through the full sign off process prior to publication but content can then be repurposed for further comms without sign off. Ongoing website material is likely to be approved content or public information and will not require sign off.

Radio ads will be produced using approved material and therefore it will be at the discretion of the comms and engagement team (and manager) if they require sign off.

Key contacts – Communications and Engagement

Name	Organisation	Email	Phone
Amanda South (media)	Resilient Westport	media@resilientwestport.co.nz	027 284 2899 (personal) Or 027 201 5810 (media enquiries)
Steph Newburry (engagement)	Resilient Westport	info@resilientwestport.co.nz stephanie.newburry@bdc.govt.nz	022 6199 422 (business) 027 201 5810 (public engagement)
Nicola Woodward	BDC	comms.engagement@bdc.govt.nz Nicola.woodward@bdc.govt.nz	027 237 7132
Rachel Harris	WCRC	Rachel.harris@wrc.govt.nz	027 621 7713

Protocol flow chart



3. Communications and Engagement Report (April/May)

Project Overview

The communications and engagement project runs alongside all projects within the resilient Westport scope, with the following objectives and aims.

1. Objective one

To clearly map for the next 12 – 36 months the ways and means to engage effectively with the local community in Westport, so that

- 75% of all Westport residents have had at least three communication pieces about the projects over the three years;
- At least 75% of all public feedback indicates that people are aware of projects and their status;
- At least some people turn up in person to all engagements.
- When engagement is held, local knowledge and memory is acknowledged, and key points recorded.

2. Objective two

To align the different workstreams and set up systems to avoid duplication, make the most of opportunities to engage together and model partnership to the community.

3. Objective three

To support the WCRC in the establishment of their Buller shopfront, and as a trusted partner and leader in relevant workstream issues.

The project aims to

- Address community frustration, facilitate understanding and ownership of the work programmes and assist in gaining participation in workstreams.
- Ensure the community's voices are heard throughout the programme, and at key junctures where significant decisions are to be taken.
- Avoid potential misunderstandings, confusion, or offense that could damage relationships or credibility.
- That the communities trust in the ability of the partners to listen to them and act in their best interests.
- That the West Coast Regional Council's profile in Westport/Buller is lifted, with an understanding of their role.

Current Phase

The communications and engagement component of Resilient Westport is funded for a 12-month period starting 1st April 2024. This report aims to capture the work done in the first two months of this 12-month project.

Progress to Date

- Developed Communication Protocols – for approval
- Developed the Resilient Westport logo –for approval
- Purchased www.resilientwestport.co.nz url with emails of media@resilientwestport.co.nz for media enquiries and info@resilientwestport.co.nz for general enquiries
- Mobile phone number for general enquiries to be used on RW information boards/website etc.
- Developing website content – 80% draft complete. Sign off and implementation required.
- Developing an editorial programme update (double page spread) in Westport News
- Issued three media releases (two on Master Planning and one on flood walls) with follow-up Facebook (BDC)
- Supplied updated Master Planning content on the BDC website
- Contributed to the BDC Connect newsletter (programme update)
- Responded to six media enquiries (since March) and created media a log in SharePoint
- Created a communications calendar in SharePoint.
- Preparing more detailed website information on Flood Walls for WCRC website and eventually RW (Resilient Westport) website.
- Developed project key messages and distributed them to key stakeholders
- The Project stakeholder list was developed and will be an ongoing live document.
- Surveyed participants of Master Planning workshop to gauge the level of interest and repose to the content
- Assisted in the community engagement and preparation for Master Planning
- Welcomed the new WCRC Resilient Westport Emergency Management project lead and briefed her on the project.
- Established regular team meetings within the wider resilient Westport project and internal communications meetings.
- To date, no formal public engagement has occurred.
- The Resilient Westport office at 147 Palmerston Street is still undergoing renovations. It is largely a site office for staff working on the Resilient Westport programme, but the front area will be open at times for people to view and take away information on different projects. Opening times will be advertised for community engagement.

Challenges and Resolutions

Challenges encountered	Response	Constraints
Difficulties in public information and engagement without an established website or communication channel.		
The workload of the Communication and Engagement advisors is anticipated to increase as the first stage of contesting on the wall is undertaken.		
The availability of the WCRC comms department is limited, resulting in slow responses and/or media requests not being directed to RW.	Informed local media of the RW Comms and asked them to direct all inquiries to RW	

Risks and Mitigations

Current Risks: Identification of new and ongoing risks.	Mitigation Strategies Actions taken or planned to mitigate these risks.
Westport community may perceive the floodwall as the 'final' solution.	TBD
Confusion in the community as to which council is responsible for which aspect of flood protection.	TBD
Negative public perception of councils and the lack of investment in critical infrastructure	TBD
Governance of both councils not aligned in communications	TBD
Low update on engagement issues	TBD
Complexity and large volumes of information	TBD
Disbelief and mistrust in local government mistrust and lack of trust in the community	TBD
Community engagement is required for the whole community, not just those who are required to be consulted with	TBD

Master Planning Survey Responses

Master Planning Survey Responses:

In a follow-up survey email to participants, the workshop was given an 8.45 rating, with 100% of respondents indicating that they would attend similar workshops in the future.

Free text fields for two of the survey questions have many positive comments.

2. Can you tell us what you enjoyed about the experience, and/or what you suggest we could do better next time?

11 Responses

ID ↑	Name	Responses
1	anonymous	I enjoyed the gentle nature of the discussions and that the workshop was quite interactive and not just an information download.
2	anonymous	I would like to know more about the other attendees and how they were chosen.
3	anonymous	I valued that everyone respected other opinions and were positive/grateful to be included.
4	anonymous	Wonderful collaborative and positive experience. Everyone understood the challenges and opportunities for Westport and the wider Buller District. There was a lot of information to go through in a short period of time, maybe have more time but liked the overall pace.
5	anonymous	It was good to get people's take on what different parts of Westport mean to them, it seemed like it was an emotional approach which was really nice, as opposed to just being talked at.
6	anonymous	The passion of the team facilitating the workshop was wonderful to see, as was the prep that had gone into the planning. I really enjoyed working with a cross section of our the people in our community and seeing their passion for 'our place' also.
7	anonymous	Genuine engagement from leads who recorded the essence of our group discussion irrespective of the presenters guidelinespresenters
8	anonymous	the background work that went into the discussions; loved the geographical overlays. There was enough time so you could provide input, but not so much time you didn't focus your thoughts. The table facilitator did a great job in theming up our responses
9	anonymous	Base material good to get started with.
10	anonymous	Good environment and good mix of people. Information around current state of infrastructure would be useful (roads, water, port, airport)
11	anonymous	I enjoyed the mix of people and opinions, especially from members of multi generational families from the Buller. What I did note as being an absence were basic assumptions on the current situation re Westport. There appeared to be an assumption that we all believe Westport will ultimately be subjected to inundation from the Ocean.... which is true. To me there are infrastructure items in and around Westport that need to be retained no matter what ... such as a working port. as wel as retaining at least a local rail network that can service the area and link to the outside. It seemed the focus of discussion was on the Higher Ground (literally) and looking beyond Westport. Thee is also the O'conor Home ... which I believe to be a significant asset of Westport. There was no talk of catering to the elderly who relocate here, part of the reason for relocating is the fact that approx 40% of the nations retirees simply cannot afford flash retirement villages ... this is a fact that will become all the more stark over the coming decade.

Resilient Westport Steering Group

Title: Resilient Westport – Emergency Management Update Report

Date: 31 May 2024

Principal Author: Cindy Fleming, Acting Group Manager

Authorised by: Darryl Lew

Purpose

To provide Resilient Westport Steering Group with an update on the Resilient Westport Emergency Management programme

Strategic Context

Under the PARA framework, Accommodate, \$0.5m was provisioned in support for Civil Defence and Emergency Management capabilities for Resilient Westport.

The attached report outlines the three phases of the Resilient Westport Emergency Management programme.

Recommendations

It is recommended that the Resilient Westport Steering Group:

- **Notes** the update on Emergency Management

Background

The attached update was prepared for the West Coast Emergency Management Joint Committee meeting held on 8 May 2024

AGENDA ITEM SIX

Prepared for: West Coast Emergency Management Joint Committee
Prepared by: Claire Brown, Group Manager
Meeting Date: 8 May 2024
Subject: ‘Resilient Westport’ Programme Update

UPDATES

Phase one of three has commenced. Recruitment has completed with the first phase of the project now underway.

Phase One (three months) - Initiate

- Understand and establish links and mechanisms to remain strongly connected to the wider work programme.
- Detailed project planning to achieve the following:
 - enhanced evacuation arrangements
 - improved digital systems and tools for displaying and sharing data through GIS emergency response platform
 - how to strengthen coordinated planning across critical infrastructure agencies and emergency services, and
 - how to ensure community engagement and communications are addressed throughout
 - As a critical stakeholder understand and help implement support evacuation arrangements.
- Establish a clear and regular reporting mechanism through to the Steering Group.

Phase One: Initiate	Primary Activity: Project Planning	Estimated Cost \$40k
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Phase Two and Three

As a reminder the outline of phases two and three are below for your information.

Phase Two - Deliver

- Delivery of the project plan listed in phase one, with the aim to develop new and/or enhance existing evacuation arrangements that build in:
 - Digital systems and advanced warning tools
 - Critical infrastructure and other key stakeholder engagement/input
 - Community engagement, prioritising the role of our communities in the implementation.

Phase Three - Sustain

- Identify tools and mechanisms to maintain arrangements going forward and a potential best-practice template for other parts of the region.
- Develop Long Term Planning proposals, in addition to a review of central government funding options.

RECOMMENDATION

That the West Coast Emergency Management Joint Committee:

receive this report

Cindy Fleming

Group Manager (Acting)