

Resilient Westport Steering Group Minutes

Friday, 31 May 2024 10:00am-12:30pm (meeting at Buller District Council chambers in Westport)

Present:

Mike Mendonça (Chair)
Mayor Jamie Cleine, Mayor BDC
Darryl Lew, CEO, WCRC
Paul Barker, DIA

Brett Cummings, D/Chair, WCRC
Simon Pickford CEO BDC
Katherine Biggs, NEMA
Simon Chambers, NEMA

In attendance:

Frédérique Bertrand, DIA
Paul Zaanan, BDC
Daniel Bellam, DIA
Peter Blackwood WCRC
Nathan Riley BDC
Cindy Fleming
Chantal Mills WCRC

Dr Celine Cattoen-Gilbert NIWA
Penny Bicknell (PM)
Amanda South (Comms)
Mike Duff BDC
Aaron Pendergrast, WCRC
Tom Hopkins, WCRC

1. Welcome and introduction

The Chair welcomed Steering Group members.

2. Apologies

Apologies were accepted from Peter Haddock, Chair WCRC, Francois Tumahai, Ngāti Waewae and Andrew Basher, D/Mayor BDC.

3. Declarations of interest

No declarations of interest were submitted.

4. Confirmation of minutes

The minutes of the 22 March meeting were confirmed.

5. Status report

The Secretariat gave an update on the programme status. BDC noted the stormwater concept study will be completed in mid-August 2024. Integrated programme milestone reporting can be provided before August.

6. Programme risk register

The Secretariat gave an update on the programme risk register, and led a discussion on the risk mitigations that were due for review. Residual risk ratings were adjusted in the following table.

Risk ID	Description	Residual Risk	Comments at meeting
RW001	If Steering Group members are unable to reach agreement on key decisions, public support is likely to erode	low	Change initial risk rating to low
RW002	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	high	Noted that enacting communications plan ought to reduce this risk in time.
RW003	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	medium	Retain as medium residual risk.
RW004	If the flood protection 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.	high or extreme	To be reviewed when stormwater report completed in August
RW005	The addition of new flood protection assets will have an operating cost that will put pressure on the community	high	Retain as high for both initial and residual
RW006	Legislative changes and Government/Ministerial changes could slow down the programme	low	Change initial rating from high to low
RW008	If master planning does not bring the community along, a large portion of the work programme is unlikely to proceed	High	Change initial rating from extreme to high
New risk	Risk of insufficient capability and capacity on the West Coast to deliver the Resilient Westport package.	low	New risk

7. Update DIA

DIA referred to the letter from the Minister of Finance and Minister of Local Government to both Councils and Ngati Waewae dated 18 April confirming the draw down of the remaining Budget appropriation from the Government's tagged contingency.

DIA reminded Steering Group members that they will need to endorse payment of funds for initiatives in the Resilient Westport package as set out in funding agreements with both councils, before payments can be made. Payment terms in the funding agreements also need to be satisfied.

DIA noted the financial reporting tool provided to councils will be a useful way to track invoices and support project reporting to the Steering Group and Ministers. DIA noted that milestone reporting will be important as the project progresses into construction of structural flood protection. DIA confirmed that funding for Organs Island is to secure the land transfer, with the remainder going into general contingency.

DIA reminded the Steering Group that the end of financial year is approaching. Councils should submit invoices to DIA for any initiatives that are funded in 2023/24 and are well justified. Funding is appropriated for specific financial years with the expectation that it will be incurred during this time. Transfer of funding between financial years sometimes can be considered if there is a clear reason for this but is subject to Ministerial approval.

DIA gave an overview of the Government reforms underway that have relevance for the Resilient Westport package including work on National Direction for natural hazard decision making, the North Island Severe Weather Inquiry, the review of Kainga Ora, Local Water Done Well and the development of a Climate Adaptation framework.

8. Insights from North Island Severe Weather Events property level adaptation funding

NEMA gave an overview of the report on property level adaptation funding. NEMA noted the while the report will be helpful in highlighting potential fund design parameters, it does not explore the effectiveness of the funding. It was suggested that the Steering Group seek a follow up conversation with the Cyclone Recovery Unit to form an understanding of the effectiveness of the funding.

The Steering Group intend to define the objectives of the adaptation fund. The NIWA flood forecast presentation can be a source of information to inform the design of the adaptation fund. DIA communicated an expectation the fund had been appropriated in the Budget package to improve property level resilience, for example, raising property floor heights.

9. Project Change Notice (PCN) Requests Process

The Steering Group **adopted** the change notice process and **noted** the PCN raised by WCRC for \$216,000 reallocation of funds to communications and engagement.

10. Progress update on resolution of 18 technical issues in Tonkin & Taylor Report and Carters Beach

WCRC spoke to their paper *Resilient Westport – Progress Update on Resolution of 18 Technical Issues in Tonkin & Taylor Report*

The Steering Group requested access to any breach modelling that has been carried out. The Steering Group discussed the need to clearly communicate with the community about residual risk that exists even with flood protection has been built and how it can be managed across the PARA elements.

WCRC noted design work for flood protection alongside the Westport township will be completed in 2025. Flood protection options for Carters Beach will be considered at the same time in 2025.

11. NIWA presentation on flood forecasting model and Flood warning wave buoy

NIWA presented a flood forecasting model they have developed that can forecast flood water depth. The intention is to adjust the model to factor in proposed structural flood protection. WCRC will operate the flood forecast model to inform civil defence and emergency management. The Steering Group noted the potential benefit for Westport from this model and the enhanced early warning capability it provides.

12. Update on Master planning, debrief from engagement sessions

The Steering Group **noted** the change to the project manager's weekly hours from 40 to 32 hours per week during stage 2 master planning.

BDC reported that there was unanimous support from the people who attended two recent public workshops on master planning. BDC gave an overview of work Martin Jenkins are doing for Kainga Ora on understanding the drivers of Westport's property market. The Steering Group acknowledged the link with this work and BDC's work on master planning.

13. Communications and engagement update

The Steering Group:

- a) **noted** the communications and engagement update report;
- b) **approved** the design of the Resilient Westport logo for use in communications and engagement; and
- c) **noted** the communications protocol.

DIA asked to be informed ahead of key planned events and communications in instances where Ministers need to be informed. The communications protocol should be edited to include the sharing of key communications with DIA.

14. Emergency Management Update Report

The Steering Group noted the update on Emergency Management.

15. Secretariat – meeting cadence, roles, scope, options and funding for year two

BDC will meet with the DIA and WCRC to discuss options for the Secretariat and the Chair for year two.

Next meeting

The Steering Group will next meet on 26 July 10am-noon at Buller District Council in Westport.

The meeting closed at 12:30pm

Actions

Actions arising at this meeting in **bold**.

	Who	Action	Status
1	DIA + WCRC	DIA and WCRC to discuss the process for transfer of ownership of Organs Island and management arrangements going forward.	In progress
2	NEMA	To share advice on how East Coast property level adaptation funding could inform design of Resilient Westport adaptation fund.	Complete

3	BDC, + WCRC	Councils to present paper outlining the work required from the Resilient Westport secretariat, options for delivering this, and recommendations.	In progress
4	Secretariat	Book two-monthly Resilient Westport Steering Group meetings. To be held in Westport	
5		Identify funding options 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
7	Secretariat	Update status report gantt chart to align with the milestone and timeframes tables that WCRC has sent to DIA	
8	BDC & WCRC	Plan a workshop to define the objective for the \$2 million adaptation fund and management of residual risk from the flood protection scheme.	
9	Secretariat	Change risk review date for the risks reviewed at this meeting to six months from 31 May 2024	
10	WCRC	WCRC to circulate a report from Land River Sea on breach modelling at Westport to Steering Group members	