

Resilient Westport Steering Group Minutes

Friday, 17 November 2023 10.00am – 12.00am

Present:

Mike Mendonça (Chair)	Darryl Lew, CEO WCRC
Peter Haddock, Chair WCRC	Steve Gibling CEO BDC
Brett Cummings, Deputy Chair WCRC	Paul Barker, DIA
Jamie Cleine, Mayor BDC	Suzy Paisley, NEMA (for Simon Chambers)

In attendance:

Monica Rogers, DIA	Penny Bicknell
Peter Blackwood, WCRC	Paul Zaanen, BDC
Shanti Morgan, WCRC	

1. Welcome and introduction

The Chair welcomed Steering Group members.

2. Apologies

Apologies were accepted from Francois Tumahai, Ngāti Waewae, and Andrew Basher Deputy Mayor BDC.

3. Declarations of interest

Mayor Jamie Cleine declared a potential interest with Davis Ogilvie & Partners Ltd.

4. Confirmation of minutes

The minutes for the previous meeting (28 September 2023) were confirmed.

5. Status report

The Steering Group **noted** the updated status report (attached).

6. Programme risk register

The Steering Group **noted** the updated risk register (attached).

7. Update: DIA

DIA provided an update on anticipated post-election processes, and the steps and timeline likely to occur once a Government is formed. This includes briefings in incoming Ministers.

The Steering Group **noted** the timeline for next steps for government formation, briefing new Ministers and the process needed to drawdown remaining Budget funding in the tagged contingency.

8. Strategic communications

The Steering Group:

- **noted** the update report;
- **noted** the need for further strategic communications and coordination and agreed to revisit this at the next meeting once the newly engaged contractor is in place.

9. Update: WCRC

WCRC staff provided updates on the flowing projects:

- Organs Island

- Quick wins (renamed 'stage one')
- Flood scheme programme and cashflow
- West Coast Emergency Management – Westport Enhancements

The Steering Group **noted** the update reports.

10. Local adaptation planning update:

Terms of reference for local adaptation working group. The Steering Group discussed the relationship between the Working Group and the Steering Group, and noted that there needs to be clarity around the respective roles and responsibilities.

The Steering Group **endorsed** the report noting that clear terms of reference for the groups involved will need to be developed and considered by the Steering Group.

Master planning update. BDC provided an update on procurement for masterplanning, and outlined the next steps.

The Steering Group:

- **noted** that consultancy Isthmus has successfully tendered to undertake this work and that site visits are underway with two more scheduled before Christmas;
- **endorsed** the expenditure of \$25,000, previously allocated for stage 2, being used for stage 1. This will allow for identification of major issues or risks early in the design process.

11. Communications and engagement from this meeting

The Steering Group **noted** that BDC intends to proactively release the Isthmus masterplanning documents.

12. Next meeting

The Steering Group will next meet on Friday 8 December (online).

The Steering Group agreed to invite the Member of Parliament for West Coast – Tasman Maureen Pugh to attend part of the next meeting to introduce her to the work program.

13. The meeting closed at 12.05pm.