

## Agenda

### Resilient Westport Steering Group Meeting 7

**Date:** 8<sup>th</sup> December 2023

**Time:** 10 – 11:00am

**Via Zoom:** <https://us06web.zoom.us/j/89038419451?pwd=FK9RbfkFyD7Xyzpe81aZYbm5abTPq3.1>

**Members:** Mike Mendonça (Chair) Darryl Lew, CEO, WCRC  
Peter Haddock, Chair, WCRC Steve Gibling, CEO, BDC  
Brett Cummings, Deputy Chair WCRC Paul Barker, DIA  
Mayor Jamie Cleine, Mayor, BDC Simon Chambers, NEMA  
Francois Tumahai, Ngati Waewae

**In Attendance:** Monica Rogers, DIA Paul Zaanen, BDC  
Penny Bicknell

**Apologies:** Deputy Mayor Andrew Basher, BDC

No	Item		Lead	
1	Welcome		Chair	
2	Briefing and discussion with Maureen Pugh, MP for West Coast - Tasman	Discussion	Chair Mayor Cleine Chair Haddock	30m
3	Apologies		Chair	
4	Declarations of interest		Chair	
5	Minutes (attached)		Chair	
6	Briefing to Incoming Ministers update	Discussion	DIA	5m
7	Financial and resource management related to master planning	Discussion – document to be tabled	BDC	10m
8	Communications and engagement from this meeting	Discussion		10m
9	Agenda items for next meeting	Discussion	Chair	5m
10	Next meeting (proposed 2 Feb on line)		Chair	
11	Closure		Chair	

## Draft

### 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	Suzu 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. A draft media release will be tabled for consideration at the next Steering Group meeting.

#### **12. Next meeting**

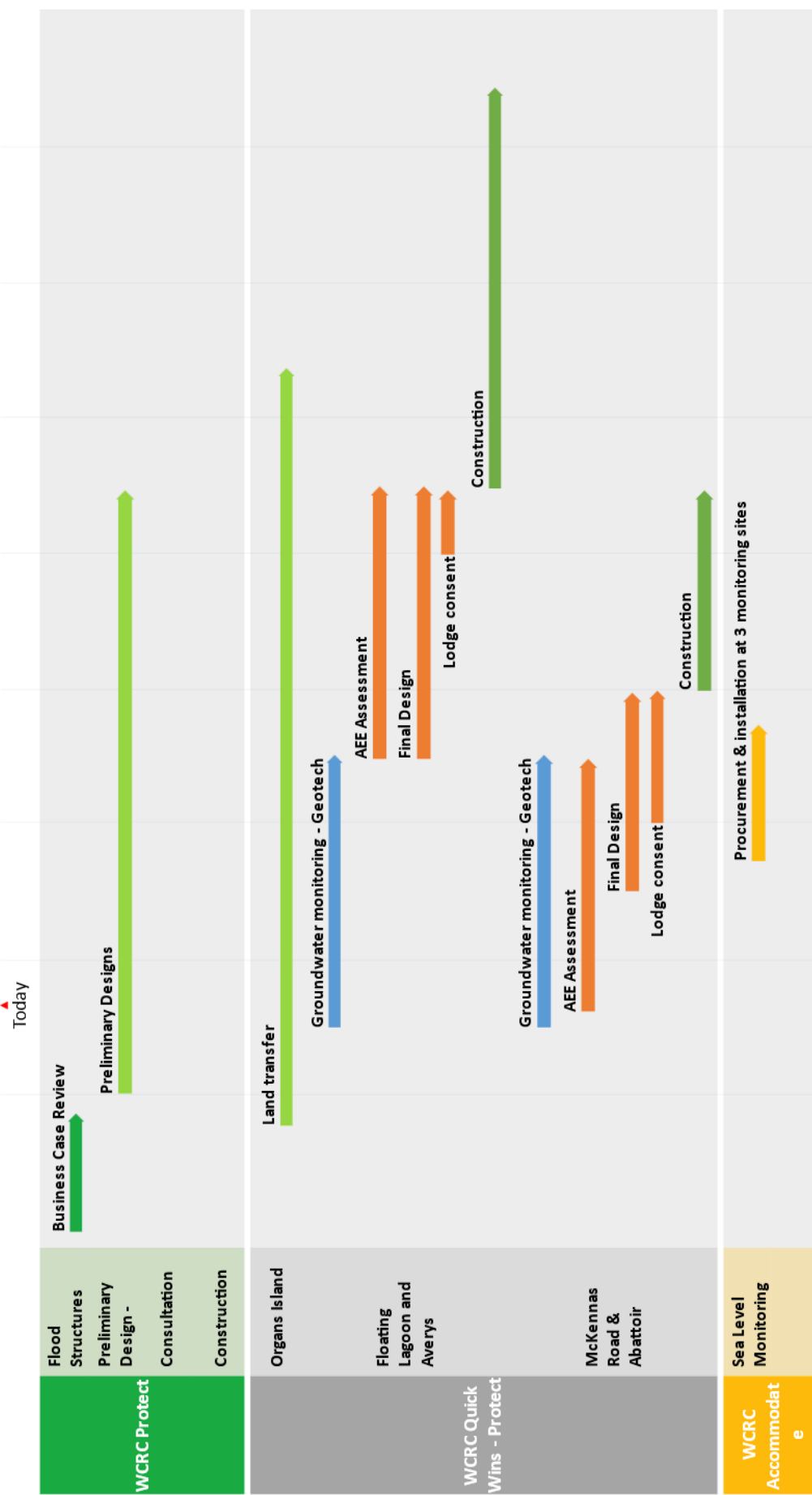
The Steering Group will next meet on Friday 8 December (online).

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.**

2023

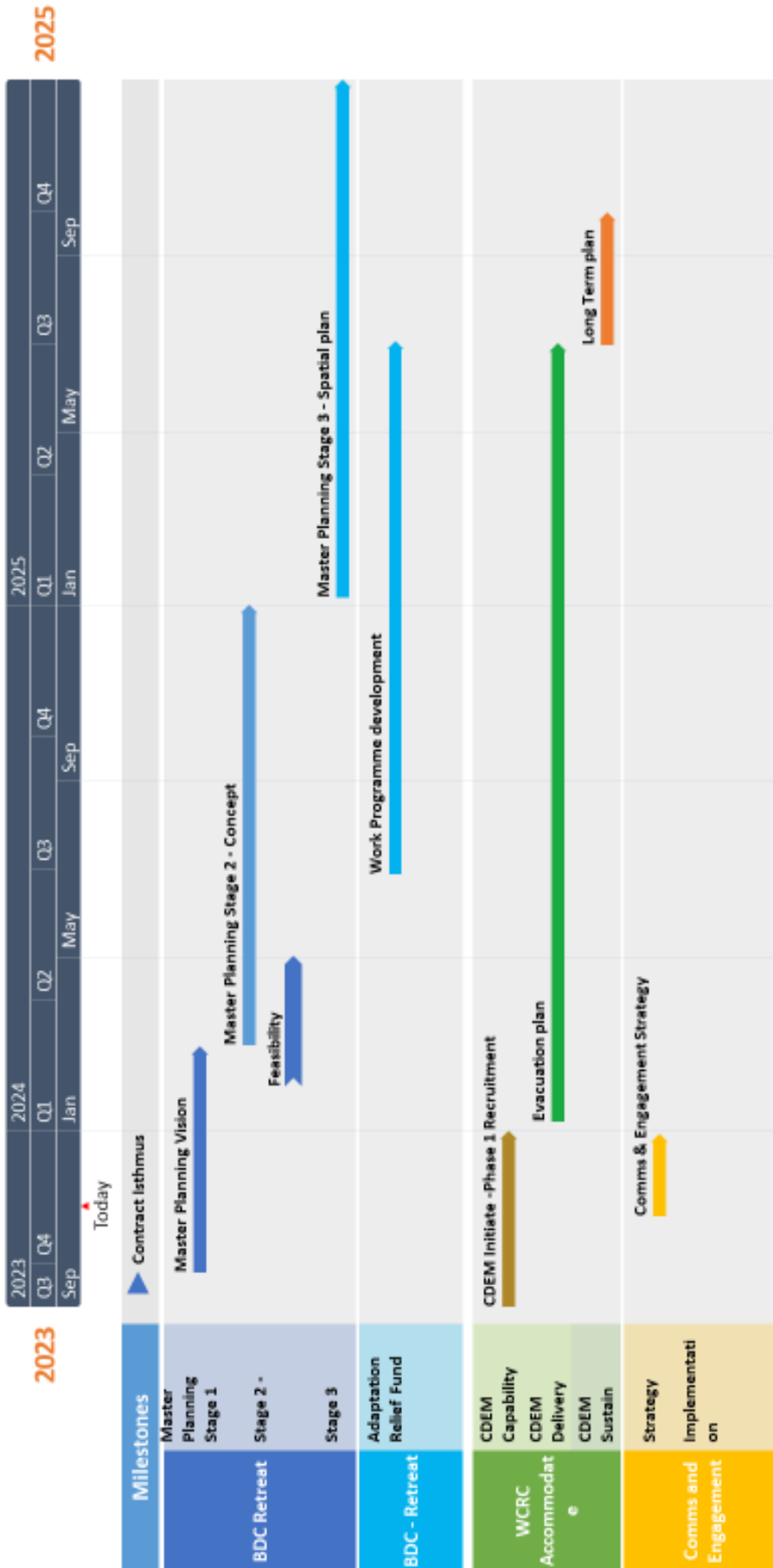
2025



WCRC Protect

WCRC Quick Wins - Protect

WCRC Accommodate



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	Progress Update Log	Next Review Date
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		
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		
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		
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 could be exacerbated if 3w reforms do not proceed as currently legislated	Benefits	21 Sep 2023	BDC WCRC	Unlikely	Major	High (10)	Integrated planning between WCRC and BDC BDC sufficiently resourced for Sw	Unlikely	Moderate	Medium (6)	Councils	TBC		
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		
Rw006	Delay in Government decisions	If Ministerial decisions are delayed, the programme progress may slip	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		
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		
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		
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		
Rw010	Construction timeline v. funding	The Govt draw down 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		
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		
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		
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	Likely	Moderate	Medium (7)	Good communication between the teams to understand how the projects inter-relate and how the teams can collaborate to ensure the best outcomes	Unlikely	Minor	Low (2)	BDC/WCRC	TBC		
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)	Setting up the x-agency steering group will assist in understanding and mitigating any changes	Unlikely	Moderate	Medium (6)	BDC/WCRC	TBC		
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	Likely	Severe	Extreme (14)	BDC/WCRC	TBC		