



**Report**            **05.104**  
**Date**             3 March 2005  
**File**              N/03/21/01

**Committee**       **Landcare**  
**Author**           **Geoff Dick Manager, Flood Protection**

## **Waiwhetu Advisory Committee: Terms of Reference**

### **1. Purpose**

- To recommend that the Committee agree to the formation of the Waiwhetu Stream Advisory Committee to progress the Waiwhetu Stream Floodplain Management Study.
- The Waiwhetu Stream Advisory Committee would be a formal subcommittee of the Landcare Committee (but serviced by HCC), and would act as a joint advisory committee for both Greater Wellington and Hutt City Council

### **2. Significance of decision**

The matters in this report do not trigger the significance policy of the Council or otherwise trigger section 76(3)(b) of the Local Government Act 2002.

### **3. Background**

In March 2004 the Landcare Committee requested a scoping report be prepared on investigations required to look at options for reducing the flood impacts from the Waiwhetu Stream. This was following the February 2004 flood event, and a request from Hutt City Council that a committee of officers be asked to study ways in which the Waiwhetu Stream might be better contained in the future.

The Landcare Committee considered the scoping report (Report 04.599) at its meeting on 23 November 2004 and endorsed the proposed strategy including cost sharing arrangements. The resolutions from that meeting are provided as **Attachment 1**. The resolutions were subsequently approved by Council on 16 December 2004.

Briefly, the scoping report proposed:

- A joint GWRC/HCC floodplain management investigation, with GWRC as the lead agency. Flood reduction opportunities will be considered for the Waiwhetu Stream and associated drainage areas, principally the Awamutu Stream. The flood mitigation measures will need to be considered alongside, and where appropriate integrated with, the Waiwhetu Stream Action Plan environmental projects.
- That a key output from the floodplain management plan study will be a full description, including costs and priorities, of the adopted flood mitigation measures and strategies integrated with environmental, recreational and aquatic weed management measures.
- That it would take about two and a half years to complete the investigations and prepare the proposed Waiwhetu Stream Management Plan. A considerable amount of information gathering and planning needs to take place before that solutions can be developed.
- That the total cost of the study is estimated at \$495,000, with the cost proposed to be shared between the two authorities – 25% HCC and 75% GWRC. Additional funding will be required for the 2005/06 and 2006/07 financial years.
- A decision making process for the development of the plan. Both Councils need to agree outcomes hence the scoping report recommended a project steering group reporting to both the relevant HCC and GW standing committees. However Hutt City Council preferred a more formal option.

The key step now required to implement the scoping report is to finalise the governance structure for overseeing the project.

#### **4. Waiwhetu Stream Advisory Committee**

The Committee considered the following three options in November last year, (as set out in Report 04.599):

1. The proposal as contained in the scoping report in which a project steering group (comprising officers from both Councils) would be established and would report to the relevant HCC and GWRC Standing Committees. Each Council would also have reciprocal speaking rights at meetings where Waiwhetu Stream reports were to be considered.
2. A special purpose Waiwhetu Stream subcommittee serviced by Hutt City Council.
3. Altering the Hutt River Advisory Committee Terms of Reference to include consideration of the Waiwhetu Stream (for consistency the ToR would also need to add Hulls Creek/Pinehaven Stream in Upper Hutt where a flood hazard assessment is programmed to begin in 2006/07).

Option 2 - a special purpose Waiwhetu Stream subcommittee was the preferred option. Accordingly the Landcare Committee authorised officers to discuss the possibility of forming this joint advisory committee with Hutt City Council. These discussions are complete and the joint officer recommendation is that the Waiwhetu Stream Advisory Committee be set up with a draft Terms of Reference as set out in **Attachment 2**.

The Hutt City Council at its meeting on 8 March 2005 also considered the setting up of the Waiwhetu Stream Advisory Committee and resolved to proceed as per Option 2 above. The Hutt City resolutions are provided as **Attachment 3**.

## **5. Waiwhetu Stream Advisory Committee – Draft Terms of Reference and Committee Chair**

Officers from both Councils have jointly prepared draft terms of reference for the proposed Waiwhetu Stream Advisory Committee (WSAC) – **Attachment 2**. Key features of the draft terms of reference include:

- The WSAC is a subcommittee of the Landcare Committee, but serviced by Hutt City Council. Meetings will be held at the Hutt City Council offices.
- The purpose of the WSAC is to provide advice and make recommendations to both HCC and GWRC on the Waiwhetu Stream Management Study in a way that reflects the community's values and needs, and in a sustainable way.
- The WSAC will need to take into account environmental considerations, in particular the work of the Waiwhetu Stream Working Group.
- The proposed membership includes an independent Chairperson. Following discussions with the Hutt City Council (officers and elected members) Stuart Macaskill is the recommended Chairperson.
- The WSAC may co-opt further members with specific skills and experience as necessary. Officers will recommend that the WSAC consider appointing the Chair of the Waiwhetu Stream Working Group to the Committee to ensure the two parts of the investigation are appropriately coordinated and that the final plan fairly reflects both flooding and environmental objectives.
- The WSAC will cease to exist following completion of the Waiwhetu Stream Floodplain Management Study.

The proposal is that the attached draft terms of reference, once endorsed by the Landcare Committee, be considered by the WSAC at its first meeting. The WSAC then has the opportunity to recommend changes to the terms of reference to the Landcare Committee or that they be adopted as drafted.

## 6. Consultation

This proposal to set up the Waiwhetu Stream Advisory Committee has involved extensive consultation between the officers of the two Councils.

## 7. Publicity considerations

Once a joint committee has been confirmed a joint media release will be issued to inform the public of the proposed strategy for the Waiwhetu Stream.

## 8. Recommendations

*That the Committee:*

1. **agrees** to the formation of a joint Advisory Committee to progress the Waiwhetu Stream Floodplain Management Study, which would be a subcommittee of the GWRC's Landcare Committee;
2. **endorses** the proposed Terms of Reference for the Waiwhetu Stream Advisory Committee (Attachment 2) for consideration by the Advisory Committee at its first meeting;
3. **notes** the Waiwhetu Stream Advisory Committee will meet approximately quarterly and meeting dates are yet to be confirmed;
4. **agrees** that Stuart Macaskill be appointed as an independent chair to the Waiwhetu Stream Advisory Committee; and
5. **appoints** three elected members to the Waiwhetu Stream Advisory Committee.

Report prepared by:

Report approved by:

**Geoff Dick**

Manager, Flood Protection

**Rob Forlong**

Divisional Manager, Landcare

**Attachment 1** Landcare Committee resolutions from 23 November 2004 meeting in relation to the Waiwhetu Stream Floodplain Management Study

**Attachment 2:** Draft Terms of Reference for the Waiwhetu Stream Advisory Committee

**Attachment 3:** Hutt City Council resolutions from 8 March 2005 meeting