

HUTT RIVER FLOODPLAIN MANAGEMENT ADVISORY COMMITTEE

TERMS OF REFERENCE : *August 2001*

1. Name of Committee

The Committee is known as the 'Hutt River Advisory Committee' (HRAC).

2. Status of Committee and Terms of Reference

The Committee is a subcommittee of the Landcare Committee of the Wellington Regional Council (the Council) as established by the Landcare Committee on 16 June 1998 and endorsed by the Hutt River Floodplain Management Advisory Committee at its first meeting on 21 September 1998.

The Advisory Committee operated under a previous Terms of Reference while the Hutt River Floodplain Management Plan (the Plan), including the Environmental Strategy, was being prepared (September 1998 to August 2001). These August 2001 Terms of Reference guide the ongoing role of the Advisory Committee during Plan implementation.

3. Goals

To ensure that advice is given and recommendations are made to the Landcare Committee regarding Plan implementation. The outcomes must adequately, fairly and demonstrably reflect the community's values and their need to mitigate the effects of flooding in a sustainable way, both for now and for the future.

4. Objectives

(1) To oversee Plan implementation in a way which:

- recognises the need of the community to mitigate the effects of flooding to an acceptable level of risk and in a sustainable way
- recognises that flood risk cannot be completely eliminated and that provisions must be implemented to handle residual risk
- recognises that methods chosen to mitigate the effects of flooding must be affordable
- balances the priorities of Council in funding flood mitigation methods with the aspirations and contribution of the local community for implementation of the methods

- ensures that methods adopted to mitigate the effects of flooding consider and integrate with the Hutt River and its environment, recognising its unique nature and the role it plays in the life of the communities.
- (2) To oversee the public involvement process for Plan implementation within a framework recommended by this Committee with maintains:
- the information base held by the community and ensures that it is made available to decision makers when appropriate.
 - community awareness of Plan implementation.
 - public confidence in the process of Plan implementation.
 - a network of contacts and mechanisms which can be used to provide community input required for Plan implementation and to obtain that input when appropriate.
- (3) To provide input as required to the Council's Long-term Financial Strategy Planning process.

5. Reporting

- (1) The Committee reports to the Landcare Committee.
- (2) The project manager(s) report to the Committee.
- (3) The Committee will report on every meeting.
- (4) The Committee will be serviced by the Manager Flood Protection (Strategy and Assets) with the support of the Council Secretariat.

6. Delegation

Any delegated authority will be assigned where appropriate through the respective Councils.

7. Membership

1 Independent Chairperson	(Appointed by Wellington Regional Council)
3 Wellington Regional Council Elected Representatives	(Appointed by Wellington Regional Council)
3 Hutt City Council Elected Representatives	(Appointed by Wellington Regional Council on nomination by the Hutt City Council).
3 Upper Hutt City Council Elected Representatives	(Appointed by Wellington Regional Council on nomination by Upper Hutt City Council)

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| 1 Representative of Wellington Tenth Trust | (Appointed by Wellington Regional Council on nomination by Wellington Tenth Trust) |
| 1 Representative of Te Runanganui o Taranaki Whanui ki te Upoko o te Ika a Maui | (Appointed by Wellington Regional Council on nomination by Te Runanganui o Taranaki Whanui ki te Upoko o te Ika a Maui) |

- (1) All members have equal speaking and voting rights (one per member).
- (2) Deputies may attend in place of a member.
- (3) A quorum at any meeting will be six members.
- (4) Membership will be reviewed and confirmed following each Local Body Election.

8. Meetings

- (1) The Committee will meet from time to time as agreed by the Chairperson in consultation with the Manager Flood Protection (Strategy and Assets), and the Project Manager(s).
- (2) The venue for the meetings will be agreed by the committee.
- (3) Meetings will be publicly notified and open to the public except where there are grounds to exclude the public in terms of the Local Government Official Information and Meetings Act.

9. Standing Orders

- (1) The Wellington Regional Council Standing Orders apply.

10. Remuneration

- (1) Expenses of elected members will be met by the council they represent.
- (2) Committee members who are not being otherwise remunerated may claim Wellington Regional Council daily meeting attendance allowances and expenses.

11. Life of Committee

The need for the Committee will be reviewed annually as part of the Wellington Regional Council Annual Planning Process. The Committee may be resolution recommend its dissolution to the Landcare Committee.

12. **Liaison Group**

A Liaison Group will be appointed. It will comprise the Project Manager, the Manager Flood Protection (Strategy and Assets), and nominated representatives of the Wellington Regional Council, the Hutt and Upper Hutt City Councils, and such other persons who will provide technical or other knowledge to the Committee.