

Report 13.812
Date 3 September 2013
File N/03/18/21

Committee Hutt Valley Flood Management Subcommittee
Author Daya Atapattu, Team Leader, FMP Implementation

Hutt River: City Centre Upgrade Project Integrated Concept Design

1. Purpose

- To update the Subcommittee on progress made with the Hutt River: City Centre Upgrade Project;
- To seek Subcommittee approval of the Terms Of Reference for the Management Group and the Working Group responsible for preparing the Integrated Concept Design;
- To seek Subcommittee approval of the Consultation and Engagement Strategy for developing the Integrated Concept Design.

2. The decision-making process and significance

The matters requiring decision in this report have been considered by officers against the requirements of Part 6 of the Local Government Act 2002 (the Act).

2.1 Significance of the decision

Officers have considered the significance of the matter, taking into account the Council's significance policy and decision-making guidelines. Officers recommend that the matter be considered to have low significance.

The report seeks the Subcommittee endorsement of Terms of Reference of a Management Group and a Working Group to manage and implement the delivery of an Integrated Concept Design for the Hutt River between the Kennedy Good Bridge and Ewen Bridge and a consultation and engagement strategy.

3. Background

The scoping for the City Centre Upgrade Project was completed in June 2013. At the 11 June 2013 meeting, the Subcommittee considered the project scoping outcomes and endorsed the preparation of an Integrated Concept Design that combines components of other public projects in the river corridor with the proposed flood protection works.

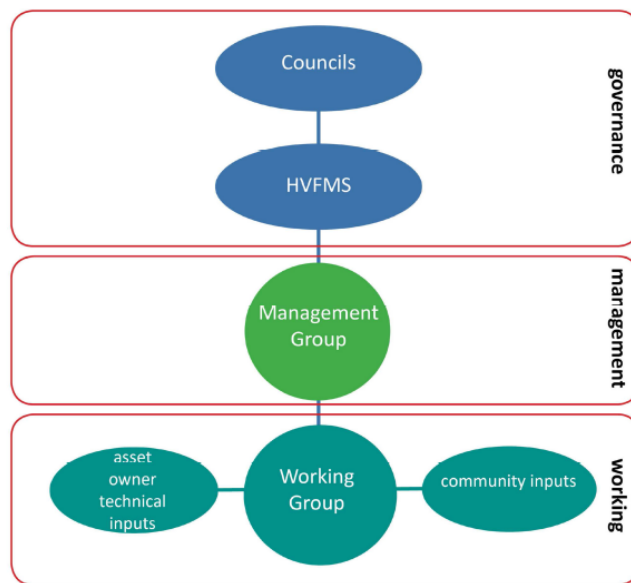
These other projects include Hutt City Council’s Making Places Project, NZTA’s Melling Intersection Project and other service and utility improvement projects.

4. Work Plan for completing the Integrated Concept Design

Officers are currently preparing a work plan for completing the Integrated Concept Design. The work plan prepared in consultation with the three key stakeholders (GWRC, HCC and NZTA) will include the proposed management structure, details of investigations necessary, a consultation strategy and a timeline.

4.1 Management Structure

The figure below describes the proposed management structure for preparing the Integrated Concept Design.



The Hutt Valley Flood Management Subcommittee (HVFMS) will continue to provide the governance role as it does for all actions deriving from the Hutt River Floodplain Management Plan (HRFMP). The HVFMS will provide oversight of the implementation of the project including the community engagement process. The HVFMS will make recommendations to GWRC, HCC and NZTA for consideration and adoption as appropriate.

A Management Group (MG), comprised of senior management from GWRC, HCC and NZTA, will be established to manage the process to prepare the integrated concept design. A Working Group, comprised of officers from GWRC, HCC and NZTA will carry out all project work, where necessary, with assistance from consultants.

Attachment 1 contains Terms of Reference for the Management Group and the Working Group. The role of the MG is to:

- Approve the work plans
- Provide budget and resources for completing the investigations

- Monitor project progress
- Provide guidance and advice and act as a sounding board for the Working Group
- Assist with any consultation as required.

The Working Group (WG) will undertake all project work on the basis of work plans approved by the MG, prepare reports to the MG and HVFMS, and carry out consultation as directed by the HVFMS and MG.

5. Consultation and Engagement Strategy

Attachment 2 contains the proposed Consultation and Engagement Strategy. The Working Group will be responsible for undertaking the consultation as directed by the HVFMS/MG. Outcomes from the consultation will be reported back to the HVFMS.

The objective of consultation is to engage early with the community and key stakeholders to involve them in the process of identifying project issues, options and evaluation of options. **Attachment 2** provides details.

The proposed consultation process will generally involve 3 rounds:

- Round 1: Initial contact to make the community and stakeholders aware of the project and background to it. Proposed for September/October 2013;
- Round 2: Consultation on concepts to select options for further refinement. Proposed for February/March 2014;
- Round 3: Consultation on the recommended options. Proposed for June 2014.

Further consultation may be carried out as directed by HVFMS/MG.

Attachment 2 provides a list of parties identified at this stage, including the Hutt Valley community, directly affected land owners, businesses, asset owners, Iwi and interest groups.

6. Investigations

The WG will be responsible for carrying out investigations on the basis of work plans approved by the MG. In summary, the investigation process will involve selecting preferred combination options for project components through a consultation process. The initial investigations will include:

1. Preparing 2 or 3 configuration options for combining the proposed stopbank works on the eastern side with the road and future buildings.
2. Investigating an option for providing an optimal river channel and corridor width from Melling to Ewen by realigning the western stopbank.
3. Investigating a new replacement bridge concept (in addition to M5A) for the Melling Bridge as part of the Melling Intersection Project.
4. Investigating options for improving the waterway capacity under the existing Melling Bridge combined with the Melling 'lite' and stopbank upgrade works.

5. Investigating conceptual options for widening SH2 from Melling to KGB with minimum impact on the river corridor.
6. Investigating river corridor enhancement options from KGB to Ewen including relocating the trunk sewer outside the river corridor, rationalising and upgrading stormwater and relocating utilities.
7. Develop options for enhancing the ecological habitat and cultural values of the river.
8. Develop options for enhancing the recreational opportunities within the reach.

The investigation option process will involve identifying conceptual options and selecting feasible combinations for further refinement through the consultation process. The refined options will be evaluated to determine the preferred options. Recommendations on the preferred options will be made to the Subcommittee following the third round of consultation.

The design team will include senior officers from GWRC, HCC and NZTA and consultants in the fields of hydraulic engineering, urban design, traffic and transport, financial planning and consultation.

7. Timeline

It is proposed to complete the option investigations, and recommend option combinations to HVFMS by June/July 2014. The recommended options will be presented to GWRC, HCC and NZTA as directed by HVFMS. A brief timeline is given below.

Appoint consultants and commence investigations	Sep/Oct 2013
Initial consultation (Round 1)	Sep/Oct 2013
Combination option development	Oct 2013 – Feb 2014
Report to HVFMS on combination options (workshop)	Feb 2014
Consultation to select options for further refinement (Round 2)	Feb/Mar 2014
Report to HVFMS on Round 2 consultation outcomes	Mar 2014
Refinement of selected options and option evaluation	Mar-May 2014
Report to HVFMS on the preferred options (Workshop)	May 2014
Consultation on the preferred options (Round 3)	June 2014
HVFMS recommends preferred options	June/July 2014
Presentations to GWRC, HCC and NZTA	July 2014

This timeline will be reviewed in November 2013 once the option development is commenced and the extent of works is identified.

8. Communication

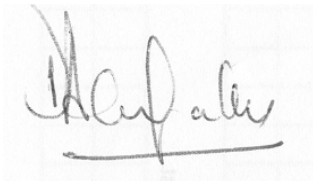
The project continues to receive wide publicity through the local press. Newsletters and web based information will be used to communicate with the wider community. Engagement methods outlined in the consultation and engagement strategy will be used to communicate with stakeholders.

9. Recommendations

That the Subcommittee:

1. **Receives** the report.
2. **Notes** the content of the report.
3. **Recommends** to Greater Wellington Regional Council, Hutt City Council and the New Zealand Transport Agency that they approve the establishment of the Management Group and the Working Group to manage the process for preparing the Integrated Concept Design for the Hutt River City Centre Project.
4. **Approves** the Terms of Reference for the Management Group and the Working Group, as contained in Attachment 1 of this report.
5. **Approves** the Consultation and Engagement Strategy for the development of the Integrated Concept Design.

Report prepared by:



Daya Atapattu
Team Leader, FMP
Implementation

Report approved by:



Graeme Campbell
Manager, Flood Protection

Report approved by:



Wayne O'Donnell
General Manager, Catchment
Management

Attachment 1: Terms of Reference for Management Group and Working Group

Attachment 2: Consultation and Engagement Strategy

Hutt River City Centre Upgrade Project - Integrated Concept Design Management Group Terms of Reference

Purpose

The Hutt River City Centre Upgrade Project (HRCCUP) Management Group (MG) exists to manage the delivery of an integrated concept plan for the Hutt River between the Kennedy Good Bridge and Ewen Bridge.

Objectives

Members of the MG shall work collaboratively, provide appropriate resources, and guide the Working Group (WG) to achieve the following objectives:

1. A managed process to produce an Integrated Concept Design that has considered the issues and opportunities set out in section 5 of the *City Centre Scoping Report, Hutt River Floodplain Management Plan (July 2013)* by the 30th June 2014;
2. A managed process to produce a cost plan for the integrated concept plan that identifies the construction and maintenance costs and advises the proportions of the costs that should be respectively met by the key stakeholders in the plan;
3. A managed process to produce an effective community and stakeholder engagement process as directed by the Hutt Valley Flood Management Subcommittee (HVFMS) to assist in the shaping of the Integrated Concept Design; and effective communication of the process and its outcomes;
4. Effective communications and responses regarding the project into constituent organisations (HCC, GWRC, NZTA) on progress, risks and programme as required;
5. A managed process to produce an economic case for the integration of the project components; and
6. The approval of the integrated concept design and economic case by the Hutt Valley Flood Management Subcommittee, HCC, GWRC and NZTA by, or about, 30th June 2014.

Membership

The following are members of the MG:

- Hutt City Council (nominally represented by Kim Kelly [General Manager, Strategic Services] and Bruce Sherlock [General Manager, City Infrastructure].
- Greater Wellington Regional Council (nominally represented by Wayne O'Donnell [General Manager, Catchment Management Group] and Graeme Campbell [Manager, Flood Protection]. GWRC will also provide administrative support to the MG.
- NZ Transport Agency (nominally represented by Mike Seabourne]

Other agencies may be invited to join the MG when expertise is required for a particular aspect of the Integrated Concept Design project.

Meetings

Face to face meetings will be held as required to satisfy the objectives above. The meetings will be at least quarterly with an expectation that in the first months, meetings may be more regular to establish momentum.

Any member who is unable to attend the meetings or participate in the MG can nominate a suitably qualified replacement or representative who can actively contribute to the group.

The quorum is three members, one from each entity, are represented at a meeting. Graeme Campbell, Manager, Flood Protection will facilitate the meetings.

Reporting

The Manager, Flood Protection will provide copies of the meeting notes to the MG and report to HVFMS at appropriate times. Members of the MG may independently report to organisations they represent. However, the decision making will be on the basis of recommendations made by the HVFMS.

Feedback

It is expected that each representative on the MG will provide the link between the group and the organisations they represent. This includes collating and providing feedback both ways. All feedback from members must be provided to the MG within the agreed timeframes. Should a member be unable to provide feedback in the required timeframe, the member can seek an extension from the MG. Where an extension has not been agreed, that member will be deemed to have agreed to the proposed content.

Resolution

Ideally, discussion, debate and conflicting views will be resolved within the MG. The facilitator will ensure that the differing opinions held by the various members are fully investigated and discussed. Where resolution cannot be found within the MG, the facilitator will escalate the matter to the HVFMS.

Costs

Costs for attending and contributing to the MG will be incurred by the member organisation. Costs associated with project outputs will be identified, discussed and where necessary recommendations for apportionment provided in accordance with the reporting and resolutions section. GWRC will provide the secretarial support.

Review

The HVFMS will confirm these Terms of Reference before they are endorsed by the respective Councils and NZTA. The Terms of Reference will be reviewed by the MG at the completion of the objectives unless circumstances dictate otherwise.

Hutt River City Centre Upgrade Project - Integrated Concept Design Working Group Terms of Reference

Purpose

The Hutt River City Centre Upgrade Project (HRCCUP) Working Group (WG) exists to produce an Integrated Concept Design for the Hutt River between the Kennedy Good Bridge and Ewen Bridge. The WG will implement a work plan approved by the Management Group (MG) to prepare the Integrated Concept Design.

Objectives

Members of the WG shall work collaboratively and implement the work plan to achieve the following objectives:

1. An Integrated Concept Design that has considered the issues and opportunities set out in section 5 of the *City Centre Scoping Report, Hutt River Floodplain Management Plan (July 2013)* by the 30th June 2014;
2. A cost plan for the Integrated Concept Design that identifies the construction and maintenance costs and advises the proportions of the costs that should be respectively met by the key stakeholders in the design;
3. An effective community and stakeholder engagement process as directed by the Hutt Valley Flood Management Subcommittee (HVFMS) to assist in the shaping of the Integrated Concept Design, and effective communication of the process and its outcomes;
4. Effective communications and responses regarding the project within the respective organisations and to the MG as required;
5. The approval of the Integrated Concept Design and economic case by the Hutt Valley Flood Management Subcommittee, HCC, GWRC and NZTA by, or about, 30th June 2014.

Membership

The following are members of the WG:

- Hutt City Council (nominally represented by Paki Maaka (Urban Design), Ron Muir (Traffic and Transportation) and Gary Craig (Economic Development)).
- Greater Wellington Regional Council (nominally represented by Daya Atapattu Team Leader FMP Implementation, and a Project Engineer). GWRC will also provide administrative support to the WG.
- A representative from NZTA.
- Design consultants, preferably agreed by all three parties (to be confirmed).
- MG will appoint other members as required.

Other agencies may be invited to join the WG when expertise is required for a particular aspect of the Integrated Concept Design project.

Meetings

Face to face meetings will be held as required to satisfy the objectives above. The meetings are expected to be regular and related to a project programme. Any member who is unable to attend the meetings or participate in the WG can nominate a suitably qualified replacement or representative who can actively contribute to the group. Daya Atapattu will facilitate the meetings.

Reporting

The Team Leader FMP Implementation will provide copies of the meeting notes to the WG and report to the MG and HVFMS at appropriate times. Members of the WG may independently report to organisations they represent. However, the decision making will be on the basis of recommendations made by the HVFMS.

Feedback

It is expected that each representative on the WG will provide input and link with others as required in the group and the organisations they represent. This includes collating and providing feedback both ways. All feedback from members must be provided to the WG within the agreed timeframes. Should a member be unable to provide feedback in the required timeframe, the member can seek an extension from the WG. Where an extension has not been agreed, that member will be deemed to have agreed to the proposed content.

Resolution

Ideally, discussion, debate and conflicting views will be resolved within the WG. The facilitator will ensure that the differing opinions held by the various members are fully investigated and discussed. Where resolution cannot be found within the WG, the facilitator will escalate the matter to the MG.

Costs

Costs for attending and contributing to the WG will be incurred by the member organisation. Costs associated with project outputs will be identified, discussed and where necessary recommendations for apportionment provided in accordance with the reporting and resolutions section. GWRC will provide the secretarial support.

Review

The HVFMS will confirm these Terms of Reference before they are endorsed by the respective Councils and NZTA. The Terms of Reference will be reviewed by the MG and WG at the completion of the objectives unless circumstances dictate otherwise.

Hutt River City Centre Upgrade Project

Integrated Concept Design

Consultation and Engagement Strategy

Introduction

The Management Group (MG) comprising of representatives from NZ Transport Agency (NZTA), the Hutt City Council (HCC) and Greater Wellington Regional Council (GWRC) will be responsible for managing the delivery of an Integrated Concept Design by 30 June 2014.

Engagement with the local community will be an important part of the concept design process. The MG will be responsible for this being undertaken as directed by the Hutt Valley Flood Management Subcommittee (HVFMS) and for reporting back to the HVFMS. Much of the consultation interface and actions will be undertaken by the Working Group.

The City Centre section flood protection project will be of significant interest to a range of stakeholders, potentially affected parties, and the public generally. A number of existing relationships with key stakeholders exist which will need to be expanded to include the broader range of people and organisations with interests in the project and the form of the Integrated Concept Design.

This engagement strategy includes the following components:

- objectives of the engagement process,
- key messages,
- nature and timing of key actions,
- techniques used for engagement.

Greater Wellington Regional Council's Community Engagement Toolbox (WGN_DOCS_#947850) has been used to formulate the overall engagement approach.

It is intended that HVFMS, GWRC, HCC and NZTA will formally endorse the Consultation and Engagement Strategy as the basis for the MG to manage the project in accordance with the objectives in its terms of reference. Before commencing each round of consultation, the MG will provide details of community engagement to the HVFMS and seek its endorsement to proceed with community engagement.

It is anticipated that the GWRC, HCC and NZTA communications resources will be engaged to assist with the communications planning for the project. This strategy is in respect of consultation (not communication) although the broad timing of the consultation process is described and the appropriate media liaison and other communications will need to be coordinated accordingly.

Engagement Objectives

A planned process of engagement with the community is to occur as part of the development of the Integrated Concept Design. Specific objectives of engagement are as follows:

- Engage early with the community and ensure all stakeholders and community are aware of the project and the background to it, and therefore minimise misinformation about the project.
- Engage with the constituent interests, including public, in determining an Integrated Concept Design that enables the optimum benefits for all those interests.
- Involve stakeholders in the identification of the project issues, identification and evaluation of the options, and drafting of the concept.
- Receive, record, consider and respond to feedback received from stakeholders and maintain a composite record of these exchanges for the purposes of the statutory planning process that will follow the concept design's adoption.
- Identify and manage the links between engagement and communication on other GWRC, HCC and NZTA projects, to avoid confusion and engagement fatigue.
- Maintain clarity and consistency of brand and visual material throughout the process so people become familiar with the project.

Key Messages

Initially the key messages to the community will be aimed at creating a platform of accurate information about the project. The platform provides certainty about process (timelines, key stages and the output sought at the end), who is leading the project and how interested parties can become involved. For example, the following structure can be used and will draw on the *City Centre Scoping Report -Hutt River Floodplain Management Plan (July 2013)* and can reuse much of the executive summary therein:

- What is the Project?
- Background to the Flood Protection Works: The HRFMP, the Making Places initiatives and the Melling Intersection upgrade
- Potential Issues and Opportunities
- The Process
- Avenues for participation
- Key contacts

Once parties are involved and preparation of the concept plan is underway, it is likely the key messages will be more specific to the content of the concept and set to coincide with key stages, such as the release of new information or documents for community input. As noted above, this messaging will require coordination with the appropriate communications team.

Timing

Engagement with stakeholders and the wider community is to start at the outset of the Integrated Concept Design process when the overall Project Plan has been adopted by the constituent groups and the MG has been established.

Immediately at the outset of the project engagement will include making contact with known directly affected landowners, holding a public meeting and identifying, then meeting interested parties and key stakeholders.

It is anticipated that from September 2013 to February 2014 design preparation will occur with options (or sub-options) for public consideration in early March 2014. Some interaction with specific parties will occur during this concept design process. Broad costs would be included to enable the community to provide feedback on this factor.

March 2014 will be a time for consultation on concept options and gathering feedback. With feedback completed by early April this will be used to guide refinement of options and preferred option decision making.

From April until early May 2014 the design will be developed and presented for further feedback in May. This second round will describe the proposed concept and communicate responses to first round consultation feedback. Appropriate changes will be made and the Integrated Concept Design and its accompanying documentation will be prepared by the end of June 2014.

This Integrated Concept Design and documentation will be provided to the MG and reported to the HVFMS, GWRC, HCC and NZTA for a decision as to next steps for the project to proceed. An outline of the timing of the consultation process is shown in Figure 2 below.

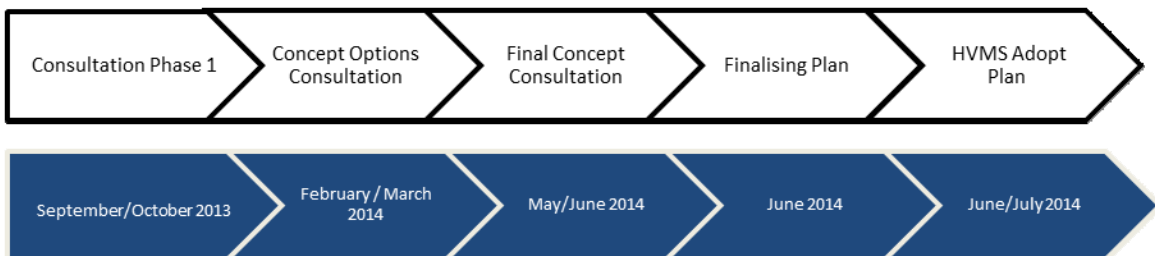


Figure 2: Project Timing

Initial Contact and Options (September 2013 – February/March 2014)

Initial contact will be made with the following parties, inform them of the project and process (key stages, timeline), articulate the issues and opportunities, actively seek opinions and ideas on various matters to be considered in the drafting of the Integrated Concept Design.

Identified Parties

1. Directly affected landowners (e.g. landowners of residential properties for acquisition at Mills Street and commercial properties upstream of Melling Bridge, as well as owners of property immediately adjoining or adjacent to proposed stopbanks or other changes introduced by the wider project objectives from HCC and NZTA).
2. General Hutt Valley community (e.g. business, residents, community and social services).
3. Maori - Te Ataiawa, Port Nicholson Settlement Block Trust, Ngati Toa and other groups as guided by GWRC/HCC.
4. Hutt City Council (including all relevant departments such as urban design, infrastructure, community and events, economic development, resource consents, recreation and parks) and Making Places reference group.

5. Greater Wellington Regional Council (including all relevant departments such as flood protection, environmental science, resource consents, biodiversity, biosecurity, public transport).
6. Asset stakeholders (Transpower, NZTA, Kiwirail).
7. Service providers (Capacity, Wellington Electricity, Power Co).
8. Community interest groups (e.g. residents associations, recreational groups, Hutt River Trail Committee, schools).
9. National interest groups (e.g. Forest and Bird, Fish and Game NZ).
10. Government Departments (e.g. Department of Conservation).

Engagement Tools

The methods and tools to engage with different groups and communities may include the following:

- General letters to directly affected property owners to initiate a line of dialogue about the project, the process, information, to be followed up by individual meeting or collective property owners meeting;
- Individual or small group discussions/meetings;
- Focus groups for the groups of stakeholders e.g. local community interest groups, tangata whenua, asset stakeholders, service providers;
- Key informant meetings and forums;
- Public open days and exhibitions in local community providing an opportunity for information, process, questions and answers;
- Distribution of summary project newsletters/brochures to local area with updates at key milestones in the process, for example at the draft Plan stage;
- Online communication through GWRC and links from other agency websites - Availability of background information, meetings and technical reports on website (www.gwrc.govt.nz);
- Maintain an ongoing record of responses/feedback from all engagement tasks in a database form;
- Utilise other forums for engagement such as other GWRC/HCC/NZTA projects where there is cross over.

Refer to **Appendix 1** for a matrix showing a combination of methods to reach different stakeholders and interested groups for the Integrated Concept Design project.

Iwi Engagement

Engagement with Maori will build from earlier meetings (Port Nicholson Block Trust and Ngati Toa) held during the scoping report process for this project. Greater Wellington Regional Council and HCC iwi liaison advisers can direct the project to all relevant iwi groups, hapu and marae representatives for the opportunity to actively participate in the process.

Feedback and Plan Refinement Process (March 2014 – June/July 2014)

Options (options could be for specific areas) would be consulted on and feedback sought. First round consultation will have options and these will then be refined for a final presentation. The purpose of this feedback process is to gain an understanding of the interest in various options and their relative costs. The MG would consider the feedback, carry out further

investigations if required and guide any changes to the options with a view to define a preferred concept plan that can be documented and then presented for final comments.

Appendix 1:

Common methods of engagement have been selected and matched against the different stakeholder parties in Table 1. This Table is only indicative as different combinations may suit a particular situation better and judgements will need to be made closer to the time of engagement.

Table -1 Methods of Engagement and Key Stakeholders

Stakeholder Group/Target Audience	Letter and/or phone call	Focus Groups	Individual or small group discussions/ meetings	Key Informant	Public open days/public meetings	Regular Distribution of Information (on-line, newsletters)	feedback on the concept plans
1 Directly affected landowners	✓		✓		✓	✓	✓
2 Hutt Valley community					✓	✓	✓
3 Tangata Whenua	✓		✓	✓		✓	✓
4 Asset stakeholders	✓		✓	✓		✓	✓
5 Community interest groups	✓	✓			✓	✓	✓
6 National interest groups	✓					✓	✓