

Community Advisory Group - Terms of Reference

1. Background

- Wellington City Council has received information on a number of possible options to upgrade Shelly Bay Road
- Council has considered these and, based on a number of criteria, reduced this to a shortlist of options for wider discussion
- One of the options will be the current minimum requirement for upgrade (1 – 1.5m shared cycle/footpath on the seaward side of the carriage way and road re-seal).
- Council is now planning to seek perspectives from the wider community and, as part of a comprehensive engagement plan (which will include a four week public engagement period), we are also seeking feedback and advice from key stakeholders through the formation of an advisory group
- Depending on the outcome of the engagement process (and project timing/costs), it may be that the minimum road upgrade is carried out in 2023, and any further enhancements are undertaken at a later date (and subject to the Council's funding processes).
- Up to **two** members from the groups listed below (under point 6) will be invited to attend two online workshops for discussion on the options with Mana Whenua and Council representatives.

2. Purpose of advisory group

- The purpose of the advisory group is to give key stakeholders an opportunity to view, ask questions and assess the roading options shortlist
- The options assessment will involve understanding issues such as roading constraints, engineering limitations, mana whenua values for the area, environmental impacts, user aspirations, and time/cost implications.
- High level topics and feedback from the workshops (as well as submissions through the public engagement period) will form part of a report to be presented to Council on 30 June 2022.

3. Timelines for this engagement are:

- Advisory group workshop dates (1pm – 3pm, Saturdays 19 March and 26 March 2022)
- Public engagement period (9am, Wednesday 20 April to 5pm, Tuesday 17 May 2022)
- Council consideration of options, feedback and recommendations (30 June 2022)

4. Advisory group objectives

- Members of the group will become familiar with each option based on information provided
- Members of the group will help identify issues and opportunities to guide the option selections for the Shelly Bay Road upgrade
- Members for the group will update their own organisations with progress and encourage submissions through the public engagement process

Note that for avoidance of doubt, input from the group may guide Council officers, but the advisory group does not have decision making powers.

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5. Membership selection

Representative groups have been selected based on:

- lived experience within the locality
- diversity of perspectives including cultural, recreation and environmental
- interest in the future development of the area
- ability to contribute to improving the outcomes of the communities they represent.

6. Advisory group members

The following organisations will be invited to participate in two online advisory group workshops:

- Port Nicholson Block Settlement Trust
- Shelly Bay Road residents
- Miramar Residents Association
- Enterprise Miramar
- Peninsula Parents
- The Wellington Company Ltd
- Department of Conservation
- Cycle Wellington
- Living Streets
- Places for Penguins (Forest & Bird)
- Nuku Ora (Sport Wellington)
- Great Harbour Way Trust.

7. Guidelines for participation

- Members will treat each other with respect and listen to alternate viewpoints without prejudice
- All participants will commit to a working relationship built on trust in, and respect for, the respective competencies of members and council representatives
- Members will be objective, and solutions focused
- Members will consider wider community impact in their discussions
- Members are encouraged to speak to other members of their groups/other residents and incorporate their viewpoints to help inform discussions
- Members will be given the contact information for a Council representative, and additional comments or ideas can be sent through at any point during the process
- All members are welcome to also submit feedback through the public engagement process

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8. Workshops

- There will be two online workshops:
 - Workshop One:
 - Setting the scene (Facilitator)
 - Rooding constraints and investigations (Tonkin + Taylor)
 - Options short list (Tonkin + Taylor)
 - Reading: we will email further information on the short list of options after Workshop One
 - Workshop Two:
 - Share your views – options feedback (Facilitator)
- Workshops will be held virtually due to current Covid-19 requirements
- Workshops will have an independent facilitator and will last for up to two hours
- Members will be given material to review at the conclusion of Workshop One
- Attendees will be gifted a \$40 supermarket voucher for each workshop they attend. They can also donate this gift for their time to a charity of their choice.

9. Availability of information

- Workshops will not be open to the public as they will be able to provide their feedback in the following public engagement process. This is to ensure there is equal representation of each community group; provide a space where members can express free and frank views and for them to receive information from technical experts
- A record of the key themes and outcomes of the workshops will be created and may be made publicly available
- High-level information will also be provided on relevant Council websites throughout the public engagement process.

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