

# **Attachment 1**

## **Island Bay Seawall: Project Plan**

**A project to develop a long-term solution for managing storm and wave hazards in Island Bay**

**Endorsed by**

**Councillor Iona Pannett (Environment Committee Chair)**

**Councillor David Lee (Southern Ward Councillor)**

**Councillor Paul Eagle (Southern Ward Councillor)**

# Project description

## **Problem/issue**

In June 2013, large waves and a heavy storm surge that were produced by a severe southerly storm knocked down and damaged a section of the Island Bay seawall immediately in front of Shorland Park. The damaged area of seawall is generally located where the beach is at its narrowest in front the seawall. A temporary coastal protection measure of boulders was put in place to militate against future storm damage and secure the road/footpath. Council officers were instructed to evaluate options for a long-term coastal protection solution for the area that also takes into consideration other factors such as traffic, amenity and linkages between Shorland Park and the beach.

## **Project Purpose**

The purpose of the project is to develop a recommended option for the Council for a long-term solution to manage hazards from storm surge and wave activity for the area of the Island Bay Esplanade between Brighton Street and the southern end of Shorland Park.

## **Draft options**

Following a preliminary engineering report and early community engagement, five general options were developed as a starting point for the project initiation and community engagement. These include:

1. Retain the seawall in its present alignment and re-build the damaged section to current building code specifications (Option 1 – status quo)
2. Initiate beach nourishment to provide a buffer where the beach is at its narrowest and where the wall is most vulnerable to large waves/storm surge (Option 2)
3. Relocate the wall and road further inland to the natural contour of the beach (Option 3)
4. Remove section of seawall, close a part of the road and restore some coastal dunes (Option 3a) - this option closes part of The Esplanade in front of Shorland Park
5. Remove section of seawall, close some local roads and establish some coastal dune systems linking the beach with Shorland Park – this option closes part of The Esplanade and the intersection of Reef Street and The Esplanade (Option 4)

It is important to note that these options may be amended, added to or deleted as we undertake community engagement and consultation and other project work. These options represent a starting point for the project.

## **Influencing factors**

Factors relating to cost, amenity, legislative requirements, community views, traffic flows, heritage, public safety, linkages between Shorland Park and the beach and long-term climate change will be considered when developing the recommended option.

## **Project Outputs**

Officers, working collaboratively with the community, will deliver the following outputs in order to achieve the project purpose:

- Delivery of a community engagement and consultation plan – we will develop an engagement and consultation plan with the community that will provide information to the public, gather feedback from the community and undertake consultation on options to understand the community's views. We intend to partner with the public on each aspect of the project, including the development of options and identification of the preferred solution.
- **Produce traffic impact studies** - we will produce information and analysis on the current status quo traffic flows and potential traffic lay-out, flows and plans for the other options. Plans should consider (1) safety of all transport modes used in the area (2) impacts on travel times and (3) potential noise/vibration impacts.
- **Engineering, design and cost estimate work for options** - we will undertake further engineering analysis and design work to give the different audiences an understanding of:
  - The potential look and lay-out of options.
  - The costs and some of the benefits of each option.
  - How each option manages the existing and anticipated coastal hazards in Island Bay.
- **Risk plan:** we will produce a risk management plan to manage risks that affect the project from being completed according to the quality expectations below.
- **Resource Management Act and legislative responsibilities:** we will summarise the Council's legislative requirements and relevant legislation to take into consideration for the project.
- **(FINAL OUTPUT) A paper and business case to the Environment Committee:** we will produce a paper for the Environment Committee that includes a final officer recommendation and business case for the preferred solution after extensive work with the community. All subsequent work and outputs of the project will feed into this final paper, which will deliver on the purpose of the project.

### **Quality expectations**

The solution identified *must* provide a long-term solution to managing hazards from storm surge and wave activity in Island Bay that meets Council's legislative requirements under the Resource Management Act 1991, Local Government Act 2002, Building Code and other relevant legislation.

The Council *must* deliver a collaborative model of engagement and consultation for the project.

The recommended option *must* provide a traffic plan to manage expected traffic impacts and flows. (note: if the recommended option is to maintain the status quo road lay-out then a functional traffic plan already exists)

The recommended option *should* have some analysis of other influencing factors including costs, amenity, public safety, climate change considerations and heritage.

\* The Environment Committee and the community may also identify further quality expectations for the project that will be added.

### **Project tolerances**

Time - The project's final output (the Environment Committee Paper with recommendations) must be completed in time to be considered by the Council for the final adoption of the Long Term Plan (June 2015).

Cost – The costs to deliver the outputs will not exceed the existing budget earmarked for resilience and climate adaptation planning.

Risk – The Council will manage risks according to the risk management plan to determine whether and how the project continues.

Scope – See the section relating to project scope.

## **Background**

The huge swells generated by the severe southerly storm that lashed Wellington in June 2013 caused widespread damage along the south coast, including the collapse and damage to parts of the Island Bay seawall. There is now a large gap in the seawall, which has a temporary solution in place of large boulders to stop further damage to the road and surrounding wall from wave impact. This gap and the area of the damage is opposite Shorland Park. The collapse of the wall presented an opportunity to consider options on whether to reinstate the wall to current Building Code standards or develop alternative options to the current wall/road lay-out. Council officers were instructed by management in October of 2013 to evaluate alternative options to be compared against the current status quo road lay-out and coastal hazard protections of the area.

The Council started to do some internal thinking and held some officer workshops to identify whether alternatives options to fully reinstating the wall were possible. Officers from several business units including; District Plan, Transport Planning, Urban Design and the Treaty Relations team attended these workshops. The workshops concluded that alternative options were feasible.

### **History of similar projects**

This is not the first time that Council has considered options relating to managing coastal hazards in Island Bay. A coastal engineering consultant was commissioned in 1995 “to review coastal management options for Island Bay” and focused on the issue created by a straight seawall on a crescent-shaped beach. The report recommended that Council consider “the prospect of closing or realigning The Esplanade” where the beach is at its narrowest. The recommendations were not pursued by Council.

Between August 2004 and August 2005, Council initiated work to develop a framework for the long-term improvement of the area. Two options were developed following community consultation:

- one option focused primarily on improving the amenity of the area (including Shorland Park) and kept the status quo seawall and road lay-out
- the other option proposed realigning the seawall and The Esplanade to create a wider beach.

Following decisions made in 2006, Council implemented the road safety recommendations from this work however decided to pursue other park upgrade projects as priorities (e.g. Central Park) ahead of any work on Shorland Park.

### **We recognised the need to understand the Island Bay community's (the community's) views on the seawall early in the decision making process**

To gauge whether the community was interested in exploring alternative options to repairing the existing wall (the status quo) and to begin to understand the community's wishes regarding the seawall, officers had a stand at the February 2014 Island Bay Festival.

### **The Island Bay Festival stand provided an initial early opportunity for community engagement**

At the stand people were invited to provide comments on post notes about their appetite to explore alternative options to repairing the existing seawall. This was a simple measure to judge whether there was community interest/support for a project to explore options for the seawall should be progressed. Based on the high-level feedback from that early engagement, officers determined that there was enough interest in initiating a larger project to explore different options to respond to the issue of the storm damaged wall.

### **We also needed to further understand what options might be feasible**

Given that there appeared to be some interest to explore options for how the seawall should be addressed, we needed to further understand what options might be possible. Tonkin & Taylor Ltd. Environmental & Engineering Consultants (T&T) were commissioned by the Council to undertake a high level coastal process assessment and evaluation, and to identify the potential alternative options to repairing the existing wall.

### **We have been talking to people so the intent has been to be open and upfront**

To date consultation has included conversations with individuals, community groups and organisations including: The Island Bay Seawall Action Group, Southern Bays Heritage Society, Italian community, Ngati Toa, Port Nicholson Block Settlement Trust, Greater Wellington Regional Council, the New Zealand Coastal Society and the Dune Care Trust.

An Island Bay Seawall project page is available on the Council's website with provision for feedback, comment and suggestions from the community.

### **To date the Community has expressed different viewpoints**

Various views have been expressed on the various options including the status quo of rebuilding the seawall and keeping to the current road lay-out as well as the other high-level options identified in this project plan.

It is clear is that the Council and the community need to collaborate to ensure the project succeeds in its purpose. The Council has made the commitment to consult widely with the community and delivery a collaborative consultation model. This will ensure Councillors have the best information and they get an understanding of the diverse range of community views when they make decisions.

A group of local residents interested in this project have created the Island Bay Seawall Action Group. The Group has been involved in reviewing draft plans for this project and providing input and feedback. Officers will continue to work collaboratively with the Group throughout the project.

## **Why is the Council undertaking this project?**

**We need to act to ensure the community is protected from storms now and in the future.**

Sea levels are expected to rise and, major wave events and storm surges are expected to increase in frequency, force and duration. We need to do put in place a long-term solution to adequately protect the community and infrastructure in the study area.

**The Council is legislatively required to act**

The Resource Management Act; NZ Coastal Policy Statement; Regional Policy Statement and Local Government Act direct the Council in making decisions to consider past and future generations, and to progress options that provide long-term solutions. These documents also provide guidance for dealing with climate change and natural hazards. This legislation and these policies will direct any approach taken to considering options.

**The beach is getting narrower**

Climate science indicates that there is a high likelihood that the narrowest section of Island Bay beach in front of the wall will be submerged at high tide due to predicted sea level rise within 40-50 years.

**An opportunity exists to explore alternatives to the status quo**

We are presented with an opportunity to scope and investigate alternative options to the seawall and road in its current location, which include realigning The Esplanade and seawall to follow the contour of the beach as well as closing the The Esplanade and removing part of the seawall.

**We need to incorporate the community's views**

Any proposed solution needs to accommodate community views and provide for a sustainable long term solution that considers wide-ranging social and environmental values (i.e. a solution that preserves the natural coastal character, the processes that create that character, the amenity enjoyed by the community, and public access). The solution would also need to accommodate the cycles and trends of natural shoreline movements and sea level rise.

## **Desired benefits**

The following benefits are sought from the successful implementation of this project. None of the benefits will be achieved until the recommendation from this project is implemented:

**Improved resilience** for the Island Bay community from whatever option is chosen and investment made by the Council.

**Amenity** values are maintained and preferably enhanced for the area.

**Safe and efficient transport** - the transport solution identified ensures safety is a key consideration and achieves efficient and safe transport movements for all modes. The solution will also have consideration to noise and vibration impacts for residents.

### **The Community trusts and supports the decision making process**

The decision making process is inclusive and transparent. The Community provides feedback that the Council delivered a quality project and consultation and engagement plan.

### **Ratepayer funds are spent wisely**

The Council will use funding efficiently and effectively and the project achieves as many of the Council's priorities as possible. Priorities include: transport and pedestrian safety, storm and sea level rise resilience, heritage protection and economic development (i.e. attracting people to come and enjoy what Island Bay has to offer).

## **Principles**

The following principles will guide the Council officers' approach to delivering this project:

- **The community has ample opportunity to be involved in the decision making process.**
- An engagement plan will be delivered to ensure that the Island Bay and wider city communities can be involved in the decision making process by providing feedback on options identified. Any options developed will also be subject to formal engagement and consultation before recommendations are made by officers to Council committees.  
The Island Bay Seawall Action Group's engagement principles are included in appendix 1.
- **The Council considers a wide range of options**  
Councillors will work in the community on the consultation process and will be provided with comprehensive information to ensure that: (1) the views of the community are taken into consideration and (2) decisions are not taken hastily and that any potential opportunities are not missed.
- **Decisions are made in a timely manner**  
The Council and the community will ensure that this project will be progressed in a timely manner so that informed decisions can be taken and work can commence.
- **Decisions are evidenced-based and made in timely manner (to feed into the Long Term Plan)**  
Deep community engagement will form the options and which is the preferred option. Officers will make recommendations on the options to Environment Committee. Final decisions, depending on funding, will be made by Councillors. Decisions should be evidence-based.
- **Consultation and engagement documents must be clear as to their purpose and object.** They must be written in plain English and provide accurate information that is clear, impartial, correct, consistent and sufficient for the reader to make informed decisions.
- **Consultation requires opportunity and adequate time for those consulted with to provide their views.** Submitters should not be placed under unreasonable time pressure and adequate time needs to be provided for consultation questions to be answered.



# Project Scope

Tables 1 and 2 outline the activities within and out of the scope of the project.

Table 1: Activities in scope (what we will do)

In Scope
<p><b>Develop an engagement plan with the community</b></p> <p>Appendix 1 outlines the Council’s engagement commitment.</p> <ul style="list-style-type: none"> <li>inform residents, businesses and key stakeholders</li> <li>invite the community to contribute to and collaborate on the Island Bay seawall project</li> <li>invite the community to participate in the design of options and feedback on the options.</li> </ul> <p>Note: We will take into account suggested communication tools from the Island Bay community for reaching the Island Bay community</p>
<p><b>The community will develop its own mechanisms by which it will engage with the Council</b></p> <ul style="list-style-type: none"> <li>provide input and feedback on the project plan and the engagement plan</li> <li>work with Council to identify and design options</li> <li>present to Council their views</li> </ul> <p>Council will work with the community. For purpose of this project the community includes The Seawall Action Group, other groups in the community, individuals, businesses and other people in Wellington with interest in Island Bay.</p> <p>Because of the diverse nature of community engagement the Council is taking a flexible view to how the community want to structure and engage on this issue.</p> <p>The Council has an Engagement Policy that is outlined further on in this project plan.</p>
<p><b>Identify and evaluate options including:</b></p> <ul style="list-style-type: none"> <li>Retain wall in present alignment to current building code specifications (Option 1)</li> <li>Beach nourishment to provide buffer (Option 2)</li> <li>Relocate wall and road further inland to natural beach platform (Option 3)</li> <li>Remove section of seawall, close a part of the road and restore some coastal dunes (Option 3a) - this option closes part of The Esplanade in front of Shorland Park</li> <li>Remove section of seawall, close some local roads and establish some coastal dune systems linking the beach with Shorland Park – this option closes part of The Esplanade and the intersection of Reef Street and The Esplanade (Option 4)</li> <li></li> </ul>
<p><b>Develop designs, risk analysis and cost/benefit estimates for each option</b></p> <p>Analysis will include but be limited to:</p> <ul style="list-style-type: none"> <li>Consultation and engagement results</li> <li>Cost, benefit and risks (whole-of-life costing)</li> <li>Public safety</li> <li>Council’s legislative responsibilities</li> <li>Changes to the road lay-out on traffic and regular users (i.e. businesses that regularly use that route)</li> <li>Sea level rise and storm surge implications</li> <li>Heritage issues</li> <li>Amenity and resilience</li> <li>Which option best protects the area in the short, medium and long-term</li> </ul>
<p><b>Presentation of options for consultation</b></p> <ul style="list-style-type: none"> <li>Summarise the findings, evidence and discussion around all options for formal consultation process using identified channels.</li> </ul>



<ul style="list-style-type: none"> <li>The summary of information will include information relating issues that may not be directly in-scope (e.g. feedback relating to the Shorland Park playground).</li> </ul>
<p><b>Paper presented for Council decision</b></p> <ul style="list-style-type: none"> <li>Based on all evidence and community input provided, officers will provide advice to Councillors on a preferred option that will be fed into the LTP.</li> <li>Advice will incorporate community views, issues, concerns and support.</li> </ul>
<p><b>Develop and implement a marketing and communications plan</b></p> <ul style="list-style-type: none"> <li>To inform residents, businesses and key stakeholders of decisions taken.</li> </ul>

Table 2: Activities outside the scope of this project (what will not be considered)

<b>Out of Scope</b>
Asset upgrades. This project does not include consideration of upgrading water and drainage to the park, or the upgrade of park furniture or the play area. The upgrade of any assets will be subject the Council's existing Assets Management Plans.
Implementation of the preferred option. Implementation will be governed by a separate project to be initiated once a preferred option has been agreed and implementation plan developed.

## Definition of time horizons (short, medium, long)

For the purposes of this project, the time horizons of short, medium and long-term have the following time horizons:

Short	less than 15 years
Medium	16-49 years
Long	50-100+ years

Note: The Building Act requires a design-life of at least 50 years. Government guidelines for cost-benefit analysis assess most of the benefits within the first 40 years. Many Council assets (e.g. bridges, walls, pipes) have functional asset lives of 80 years or more. The Government guidelines on climate change impacts are provided in terms of 50 and 100 year timeframes.

## Project Governance and stakeholders

### Council Committees and Councillors

Council oversight of this project will be provided by:

- Councillor Paul Eagle (Southern Ward Councillor)
- Councillor David Lee (Southern Ward Councillor)
- Councillor Iona Pannett (Environment Committee Chair).

The specific roles and responsibilities of Councillors and Council Committees are summarised in Table 3.

Table 3: Committee and Councillor's roles and responsibilities

Who	Role
Environment Committee <sup>1</sup>	This Committee approves which option will be progressed to address the Island Bay Seawall subject to funding.
Chair of the Environment Committee	Agrees the Committee programme agenda and timing of reports to the Committee on the Island Bay Seawall and takes a lead role in ensuring the consultation process is robust
Governance, Finance and Planning Committee	Votes on officer recommendations that have financial implications. This Committee will be asked to approve funding for any option that is approved by the Environment Committee.
Ward Councillors	Ward Councillors have the responsibility for providing advice and input into the process and to keep officers informed of feedback that is made directly to them on any issue as representatives of the local community.

### Council Officers

The Council's Executive Leadership Team (ELT) is responsible for recommending the approval of the projects outputs to the Environment and Governance, Finance and Planning Committees based on the Project Board's (Sponsors) advice. A Project Board and Project Steering Group will provide strategic level direction for the Project Manager. Table 4 summarises the governance structure, and the roles and responsibilities of Council officers.

Table 4: Roles and responsibilities of Council officers

Who	Role
Executive Leadership Team	Recommend the approval of the projects outputs to the Environment and Governance, Finance and Planning Committees based on the Project Board's (Sponsors) advice.
Project Board (Sponsors)	The Project Board of sponsors have overall responsibility for ensuring the project meets the objective and delivers on the benefits sought.
Project Steering Group	The Steering Group will be responsible to the Project Board for ensuring that the project is delivered. The Steering Group will also provide expert advice to the Project Manager.
Project owner	The Project owner is responsible for provision of advice to and oversight of Project Manager and Project Advisors. The owners is responsible will report to the Steering Group.

<sup>1</sup> The Island Bay seawall has heritage status under the Council's District Plan. The Council has the follow legislative processes under the Resource Management Act 1991 relating to

Who	Role
Project manager	<p>The Project Manager is responsible for planning, implementing and closing the project to accomplish the stated project objectives.</p> <p>This includes identification of project objectives, building the project requirements, overseeing the different work streams and managing the constraints and risks.</p>
Project Advisors	<p>Project advisors will provide expert advice and direction to the Project Manager. Project advisors will also draft reports to Council committees. Reports will: summarise the process and evidence, outline the consultation and engagement undertaken, and identify options and make recommendations to Committees.</p>
Engagement and consultation officer	<p>Is responsible for working with the community and identified groups to discuss progress on the project. This officer is also responsible for convening working sessions on design and options discussions and for making sure outcomes of meetings and discussions are summarised, circulated and agreed by participants</p>
Technical experts	<p>Technical advice on options will be required. This will include but is not limited to traffic, transport, safety, geomorphology, engineering, design, valuation and economic assessment.</p>
Communication and marketing	<p>Responsible for ensuring our general communication information and updates on progress is clear, up to date and easy to read. They will be responsible for ensuring communication channels are effective and that the Council responds to any concerns that the community is not being reached.</p>
Consultant advice	<p>Council officers may, where appropriate, engage consultants to provide expert input. In particular where an independent expert view would add value, credibility or validation of the process and methodology</p>
Independent facilitators	<p>Council officers will, where appropriate, engage independent facilitation. In particular, facilitation could add value to community and council officer discussions around options and recommendations.</p>

## External stakeholders

The Island Bay community are the principle external stakeholders of the project. All members of the community will be encouraged and have an opportunity to provide input and feed-back on the process and options identified.

Other stakeholders include mana whenua and interested parties in the wider Wellington community such as environmental groups and heritage interests, professional groups and the general public who visit Island Bay for recreational and business opportunities.

Table 5: Island Bay Seawall Acton Group

Who	Role
Island Bay Seawall Action Group	<p>A group of engaged local residents from Island Bay has formed to work collaboratively with Council on this project.</p> <p>The group has no formal mandate from the community. However, the Council intends to work collaboratively with this group given their enthusiasm, broad skill-set and engagement in the project.</p> <p>The group's roles are to:</p> <ul style="list-style-type: none"><li>• Work collaboratively with Council to develop planning and engagement documents</li><li>• Work collaboratively with Council to advise on the implementation of the consultation and engagement plan</li><li>• Raise any issues, risks or considerations during the project that they become aware of within the Island Bay community.</li></ul>

## Reporting

The Project manager will provide a progress report to the Project Board, Steering Group and Project owners on a monthly basis. The report will also outline any issues or concerns raised. The report will be posted on the project webpage and circulated to the interested parties.

## Critical Success Factors

This Project will be considered a success if the following criteria are met:

- The Island Bay Community:
  - is involved, is informed and engaged in the project using a collaborative engagement model
  - representatives drive and actively engage with Council on the options
- Any recommendations are fully informed by all relevant matters including:
  - feedback from the community
  - any heritage and resilience implications
  - costs and benefits
  - legislative factors
- Funding decisions are made within the timeframes required to meet the Long Term Plan deadlines.
- The Council meets its internal Health and Safety Policy when implementing the project.

## Assumptions

The following key assumptions have been identified:

- The Island Bay community currently have diverse views on whether to rebuild under a status quo solution or to look at alternative road and design lay-outs
- Residents, businesses and stakeholders will be motivated to contribute to the project and that all parties will be willing to enter open minded discussions on options
- Multiple options to address the seawall damage are possible
- Funding will be made available to implement the preferred option
- Officers can complete all the key outputs in time for Long Term Plan consideration.

## Constraints

This project may be constrained by the following factors:

- Heritage status of the existing wall may constrain the options available.
- Funding decisions will need to be incorporated into the Long Term Plan (LTP) process; decisions will need to be made to meet the LTP timeframes.
- Community input and feedback will need to be provided throughout the project, however, some deadlines for community input will need to be agreed and met for the project to be delivered on time.

## Risks and mitigation

The following risks to the project have been identified. The Council will produce a risk management plan to further identify, assess and control risks and uncertainty and improve the ability of the project to succeed. This will include the establishment of a risk register. The plan will be developed using the following five step model:

1. Identify
2. Assess (estimate and evaluate)
3. Plan
4. Implement
5. Communicate

Risks identified at this stage:

- A storm further damages the wall before decisions are taken and implemented. This may result in additional work to determine the preferred solution to address damage.
- Only specific community groups either strongly opposed or pro-change will provide input and feedback on the proposed option. This may result non-representative community views being provided to the Council.
- Inability of community to provide input and feedback on options within the timeframes required to deliver the project
- Inability to deliver on diverse community expectations.
- Project cannot be delivered within existing budgets and time lines.
- Funding for the preferred option is not approved as part of the LTP process.
- The preferred solution does not meet legislative requirements.
- Community engagement is not handled well causing disruptions to the project.
- Parts of the community disrupt the project because they do not agree with what has been decided with the project.
- Incorrect information is disseminated (either by Council, stakeholders or by the community), which disrupts the project and causes delays.

## Project Budget and Funding

This project will be delivered within existing resources

Any additional funding required (over and above what is already budgeted for) as a result of this project would need to be sought during the Draft Long Term Plan process.

## Communications and Media

The Council's contact with the media is guided by media policy, which is based on some key points:

- Only designated spokespeople may speak to the media or make public comment. If you are not a designated spokesperson you must refer any media calls to the Project Manager
- If you are a designated spokesperson, you may comment only on issues or activities relating directly to your area of responsibility. If you are asked for comment on issues outside of your responsibility you should refer the request to Project Manager.
- All media contact should be reported to the External Communications team who keep a log of media contact and can ensure the timing and organisational implications of each issue are taken into account and the appropriate response worked out for each situation.
- Under no circumstances should staff give your personal opinion to the media, or to any other group or organisation seeking information on Council policy.



# Project Schedule (Milestones, Tasks, timeframes and responsibilities)

Table 7 outlines the key tasks and milestone to deliver this project. Milestones are

Table 7: Project Schedule

Outputs/tasks	End date	Responsibility
<b>Finalise the engagement plan.</b> <ul style="list-style-type: none"> <li>Work with the community and other stakeholders on the words, intent and methods of the plan</li> <li>Invite the community to participate in the design of options and feedback on the options</li> <li>In line with principles outlined in appendix 1.</li> </ul>	22 August	Martin Rodgers Nicci Wood
<b>Develop and implement a marketing and communications plan</b> to implement the engagement plan	29 August	Celestina Sumbly
<b>Environment Committee meeting seeking approval to the Engagement Plan and Project Plan and governance structure.</b>	4 September	Nicci Wood
<b>Produce a risk plan</b>	7 September	IRO (TBC)
<b>Summary report on legislative factors</b>	Late September	Nigel Taptiklis (TBC)
<b>Further development of options through collaborative engagement with the community.</b> Conduct engagement projects to provide information, gather feedback and refine the following draft options.	Mid Sept- Mid Dec 2014	Martin Rodgers Nicci Wood
<b>Traffic studies and planning of re-worked options</b>	TBC	Steve Spence (TBC)
<b>Commission stage 2 of the design and engineering assessment</b> <ul style="list-style-type: none"> <li>Detailed design and engineering plans for the remaining options</li> <li>Produce more accurate costs and benefits</li> <li>An assessment of how the option manages coastal hazards in the short, medium and long-term</li> </ul>	TBC	Nicci Wood
<b>Conduct formal consultation on the options</b>	TBC	Nicci Wood Martin Rodgers
Officers to summarise the findings, evidence and discussion around options. The findings, evidence and discussion will be in collaboration with the community.	Early Nov 2014	Project Team
Draft paper outlining options for Environment Committee approval. The paper will outline the option of preference of the community involved in the development.  Officers will seek to do pre-consultation with the wider Island Bay community before coming to Committee. However it may not reflect all the views of the citywide community, which will need to be tested through formal consultation.	End Nov 2014	Project Team

<b>Environment Committee</b> - seeking direction around priority and whether it should be included in the draft LTP	Early Dec 2014	Project Team
<b>Governance, Finance and Planning Committee meeting will consider the Environment Committees recommendation against all other Council priorities.</b>	Dec 2014 – April 2015	Project Team

# Appendix 1: Public Commitment to Engagement

## 1. The Council’s Engagement Policy 2013

The Council’s Engagement Plan adopts the IEP2 process for engagement and decision making. The Council has committed to using the level of engagement which is appropriate to the given situation. The options are below:

<b>Inform</b>	<b>Consult</b>	<b>Involve</b>	<b>Collaborate</b>	<b>Empower</b>
Provide balanced and objective information to assist people to understand the issue	Obtain public feedback on analysis, options and/or decisions	Work directly with the public throughout the process to ensure that public concerns and aspirations are understood and considered	Partner with the public on each aspect of the decision, including the development of options and identification of the preferred solution	Public makes final decisions

Table 6 IAP2 spectrum

It is envisaged that options from Inform to Collaborate will be adopted depending on the audience and the level at which a community wishes to engage. This will further be defined as progress is made on implementing the Project Plan.

### Public commitment to how we will engage

Wellington City Council is committed to working towards effective engagement in partnership with Wellingtonians. This will help us deliver on our commitments to: ‘position Wellington as an affordable, internationally competitive city’ and ‘deliver what’s right’.

#### 1. Te Tiriti o Waitangi/Treaty of Waitangi

We will continue to engage with the Māori community and ensure their views are appropriately represented in our decision-making.

#### 2. Listen first and seek to understand

We will collect and reflect on what we hear from Wellingtonians before we develop and engage on any proposal.

#### 3. Engage early

We will engage when proposals are still at a high level and there is flexibility to address any issues raised.

#### 4. Seek diverse perspectives

We will seek and use the rich diversity of insights from Wellingtonians to enable good problem-solving, policy development and decision-making.

#### 5. Build commitment and contributions to advance Wellington City

We will engage in ways that give Wellingtonians opportunities to not only contribute their ideas and views, but also partner with us to advance the city

#### 6. Give and earn respect

We will give respect to everyone we engage with and work to earn the respect of the people who engage with us.

#### 7. Trust

We will work to build trust and credibility for engagement with Wellingtonians and act with integrity when we analyse and present the results.

#### 8. Transparency

We will provide all relevant information to help people understand a proposal and its implications, and be open and clear about the engagement at each stage of the process.

#### 9. Report back

We will give feedback to those we have engaged with and show how their contribution has influenced the decision.

#### 10. Monitor and evaluate

We will monitor and evaluate how we engage with the public.

## 2. The Island Bay Seawall Action Group Engagement Principles

The primary objective of consultation is to enable the parties involved to make informed decisions.

**Consultation and engagement must be treated with care and attention with genuine effort put into it.** Consultation and engagement must be based off the Council's Consultation and Engagement Plan

**Consultation and engagement documents must be clear as to their purpose and object.** They must be written in plain English and provide accurate information that is clear, impartial, correct, consistent and sufficient for the reader to make informed decisions.

**Consultation requires opportunity and adequate time for those consulted with to provide their views.** Submitters should not be placed under unreasonable time pressure and adequate time needs to be provided for consultation questions to be answered.