



8 March 2012

Office of the Mayor
First floor
Town Hall
111 Wakefield Street
Wellington 6011

Dear Celia

Draft Terms of Reference for Cobham Drive to Buckle Street SH1 Improvements

Thank you for meeting with us on 23 February 2012 to discuss the Wellington City Council's submission on the Cobham Drive to Buckle Street SH1 improvements.

I'm grateful that we had an opportunity to discuss some of the issues raised in your submission, the upcoming milestones for these improvements, and the nature of the decisions that NZTA needs to make particularly over the next 2-3 months on the Basin Reserve project. I'm also pleased that we could agree that a Councillor Advisory Group could be established to provide a mechanism for Councillors to provide input and advice to NZTA as we move through our decision-making processes on key design aspects for the SH1 improvements, and in particular for the Basin Reserve project.

I have enclosed a suggested terms of reference for a Councillor Advisory Group that provides the necessary guidance around the nature and extent of Council's input and advice. We would like the group's initial focus to be on the Basin Reserve project as its scheme assessment is due to be completed shortly.

At our meeting, we also agreed to an additional yet separate meeting for us to continue with our explanation of the costs and other issues surrounding the construction of an east-west tunnel around the Basin Reserve, and why we are not pursuing this option. I suggest we schedule this meeting for April or May.

I look forward to hearing the Council's response to the suggested terms of reference, and to schedule a time to meet with you on tunnel costs.

Yours sincerely

A handwritten signature in blue ink, appearing to be 'Jenny Chetwynd', with a long horizontal stroke extending to the right.

Jenny Chetwynd
Regional Director – Central

Cc: Garry Poole, Chief Executive, Wellington City Council
Cc: David Benham, Chief Executive, Greater Wellington Regional Council

NZTA SH1 *Cobham Drive to Buckle Street Projects* GWRC and WCC Councillor Advisory Group Terms of Reference

1 Context

The NZ Transport Agency (NZTA), Wellington City Council (WCC) and the Greater Wellington Regional Council (GWRC) are partners in the delivery of a range of integrated transport projects contained in the Ngauranga to Wellington Airport Corridor Plan.

The NZTA is progressing the agreed state highway elements in accordance with the Plan, and in particular the following projects:

- Basin Reserve Transport Improvements Project (*Basin Reserve project*), and
- *Mt Victoria Duplication Project*, including the widening of Ruahine Street and Wellington Road.

The NZTA is currently preparing a final scheme assessment report for the Basin Reserve project, which is programmed to be finalised in May or June 2012. It is currently planning to seek the necessary Resource Management Act (RMA) authorisations for this project in early 2013.

The NZTA is also preparing a scheme assessment report for Mt Victoria Tunnel Duplication project. It expects to finalise this report in late 2012, with a view to seeking the necessary RMA authorisations in mid to late 2013.

A Memorandum of Understanding (MoU) between the three parties is in place for the Basin Reserve project, which establishes the basis for how the three agencies are to work together. Among other matters, it defines each party's role, responsibilities and sets out collaboration and communication protocols for the project. This MoU will remain in place until the project is fully implemented.

The NZTA will move through the design and approval stages (both NZTA Board and RMA authorisations) for both projects over the next 18 to 24 months. GWRC and WCC advice and input into the NZTA's decision-making processes on the design of the projects is both important and desired if all parties are to achieve the best possible social, economic, environmental and cultural outcomes for the city and for the projects. The next two to three months are particularly important for the Basin Reserve project, as NZTA will be making decisions on fundamental aspects of its design.

The following Terms of Reference proposes a *Councillor Advisory Group* be established as a mechanism through which both GWRC and WCC councillors can provide advice and input into the NZTA's decision-making processes.

2 Membership

The Councillor Advisory Group shall consist of the following members:

- WCC Representatives (*number of representatives to be confirmed*)
- One GWRC Representative, and
- One NZTA Representative (Jenny Chetwynd, Central Region Director), Chair.

The Councillor Advisory Group will be supported and advised by NZTA staff and its consultants (led by Selwyn Blackmore), WCC officers (led by Stavros Michaels) and Greater Wellington Regional Council officers (*led by... to be confirmed*).

3 Overall Purpose of the Councillor Advisory Group

To provide information and advice to NZTA that will assist in its decision-making processes on project design prior to the finalisation of the scheme assessment and assessment of environmental effects (AEE) reports for each project.

Specific Objectives

3.1 March – June 2012

The focus of the group during this phase will be solely on the Basin Reserve project.

Specifically, it will:

- Receive updates on the timeline and progress
- Assist NZTA by providing information and advice on the key decisions that it needs to make to finalise the scheme assessment report prior to NZTA Board consideration. These decision points will be specified by NZTA in advance of the first workshop
- Provide feedback and funding advice on the works proposed to be undertaken on the existing SH1 that will become local road following completion of the project, and
- Provide advice to NZTA on appropriate community engagement activities that could be undertaken prior to lodgement of the RMA authorisations for the Basin Reserve project.

3.2 Beyond June 2012

The Councillor Advisory Group will:

- Review the process for its input into the decision-making processes for the development of the AEE report for the Basin Reserve project
- Review the process for its input into the decision-making processes for the scheme assessment and AEE reports for the Mt Victoria Tunnel Duplication project, and
- Provide advice to NZTA on appropriate community engagement activities that could be undertaken prior to lodgement of the RMA authorisations for the Mt Victoria Tunnel Duplication project (subject to the outcomes of the review set out in the above bullet point).

As the agency responsible for delivery of the projects (as they relate to SH1), NZTA reserves the right to make all final decisions on the matters discussed by the Councillor Advisory Group. All WCC and GWRC input will be on a without prejudice basis.

5 Operating Principles

Councillor Advisory Group members agree to:

- Work collaboratively and cooperatively on identified design issues in order to help finalise each respective scheme assessment report
- Share and receive information in good faith, and on a confidential basis where appropriate
- Keep their respective agencies informed of discussions and issues raised through the Councillor Advisory Group as appropriate, and
- Abide by the terms of the MoU.

6 Meetings

The NZTA Central Regional Director will chair the meetings, and NZTA staff will record and circulate actions agreed.

Councillor Advisory Group meetings will be scheduled by the NZTA as required, and will be scheduled for the period leading up to NZTA Board decisions on the scheme assessment for the Basin Reserve projects in May / June 2012. The requirement for further meetings relating to development of the AEE for the Basin Reserve project and the scheme assessment and AEE reports for the Mt Victoria Tunnel Duplication project will be reassessed at that time.