

Governance Group Meeting  
MINUTES

Meeting Information

<b>Time:</b>	4.00 – 5.30 pm
<b>Date:</b>	Tuesday, 14 February 2017
<b>Location:</b>	Room 5.16, Majestic Centre, 100 Willis Street, Wellington
<b>Present:</b>	Raewyn Bleakley (NZTA) Fergus Gammie (NZTA) Mayor Justin Lester (WCC) Cr Chris Calvi-Freeman (WCC) Cr Chris Laidlaw (GWRC) Cr Barbara Donaldson (GWRC) Mayor Wayne Guppy (UHCC)
<b>In Attendance</b>	Barry Mein (Programme Director) Kevin Lavery (WCC) Luke Troy (GWRC) Anthony Wilson (WCC) Adam Nicholls (WCC) David Chick (WCC) Willy Trolove (LGWM) Neil Walker (NZTA) Harriet Shelton (GWRC)

Minutes

Item	Description	Actions
1	<u>Apologies</u> Greg Campbell (GWRC)	
2	<u>Minutes of 23 November 2016 Governance Group meeting</u> Minutes from last meeting held 29 August 2016 were accepted as a true and correct record. It was noted that two attachments had not been circulated with the minutes: these will be distributed.	Distribute attachments (Barry Mein)
3	<u>Programme Director's Update</u> Willy Trolove was introduced to the meeting as the new Engagement Lead. The Programme Director noted that the release of Progress Report had been well received, and Governance Group members noted the value of a data-based document which highlighted the complexity of the issues being addressed.	

	<p>Questions were raised in relation to the release of the on-line tool. The release has been delayed to better align with the next phases of public engagement, and is now expected to be released to the public in early March, ahead of the scenario workshops.</p> <p>It was agreed that the tool should be accompanied by a clear context-setting message, and that it is made clear that it is not intended as a feedback or voting mechanism. A link to the tool and the covering material will be pre-circulated to the Governance Group for comment prior to its public release.</p> <p><b>ACTION:</b></p> <p>Circulate the link to the online tool and draft context-setting message to Governance Group members for comment.</p>	<p>Willy Trolove</p>
<p>4</p>	<p><u>Performance Measures</u></p> <p>A proposed set of performance measures (<b>attached</b>) was tabled and discussed. Proposed measures have been identified for each of the assessment criteria, with a smaller number of “core” or headline measures.</p> <p>Feedback on the measures at the meeting included:</p> <ul style="list-style-type: none"> <li>• Include a better measure of accessibility by vehicle as a core measure under Objective 2</li> <li>• Freight accessibility measure needs to be highlighted</li> <li>• Important to highlight cost-effectiveness and affordability</li> </ul> <p><b>ACTIONS:</b></p> <p>Governance Group members to provide any additional feedback on measures to Programme Director (by 21 February)</p> <p>Final set of measures incorporating feedback to be reported to next Governance Group meeting on 10 March for approval.</p>	<p>ALL</p> <p>Barry Mein</p>
<p>5</p>	<p><u>Scenario Development</u></p> <p>The Governance Group received a presentation on progress towards developing a short list of scenarios. The presentation is <b>attached</b>.</p> <p>The following points were raised in discussion:</p> <ul style="list-style-type: none"> <li>• It is helpful to express the scenarios within the context of alternative strategic approaches</li> <li>• Having distinct differences between the scenarios can assist in showing the different types of impact</li> <li>• There is a need to be clear about the status of the scenarios when they are presented to the public (including the potential that the preferred scenario will not necessarily be one of the short-listed scenarios, but may contain elements from each of the short-listed scenarios.</li> <li>• It is important to present information on cost and affordability. While they will differ in composition, each of the short-listed scenarios should be a feasible package of interventions.</li> <li>• There is a need to be clear on what we want from the public engagement process.</li> </ul>	

	<p><b>ACTIONS:</b></p> <p>A refined set of scenarios will be presented to the 10 March Governance group meeting, ahead of the stakeholder workshops.</p> <p>The Governance Group agreed that the outcome of the background work referred to in the presentation (including TDM, constraints, resilience and technology) should be reported back to future Governance Group meetings.</p>	<p>Adam Nicholls</p> <p>Adam Nicholls</p>
<p>6</p>	<p><u>Approvals Plan</u></p> <p>The Governance Group discussed the proposed Approvals Plan, and noted the importance of ensuring that each of the partner agencies are kept informed of developments and given good opportunities to discuss issues ahead of being asked to make decisions. This should include workshops to allow councillors time to consider their response.</p> <p>It was noted that the approvals plan was based on the premise that decisions could be made without the need to refer issues back for further work. The Plan was approved, but it was agreed that if any concerns arise during the process, it would be appropriate to slow down and extend the timetable to achieve agreement.</p> <p><b>AGREED:</b> That the Approvals Plan be adopted.</p>	
<p>7</p>	<p><u>Bus Rapid Transit Options</u></p> <p>The Governance Group received a presentation on the work undertaken to assess options for bus rapid transit on the PT spine.</p> <p>The term “bus rapid transit” which has been used to date has caused some difficulty as it is perceived by some as suggesting a high-speed facility through the middle of the CBD. A name that better reflects the proposed approach will be identified.</p> <p>Governance Group members requested that further information be made available on costs, the relationship with park and ride, and the impact of implementation and physical works on inner city businesses.</p>	<p>Harriet Shelton</p> <p>Harriet Shelton</p>
<p>8</p>	<p><u>Other Business</u></p> <p>The Governance Group agreed that it was appropriate for alternate members to attend Group meetings</p> <p>The Governance Group agreed to retain the current Chair arrangements, noting that the role of the Chair is limited to facilitating Group meetings.</p>	

