

Governance Group Meeting  
MINUTES

Meeting Information

<b>Time:</b>	3.30 – 4.30 pm
<b>Date:</b>	Tuesday, 19 September 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 (Alliance Director) Kevin Lavery (WCC) David Chick (WCC) Peter Clark (NZTA) Emma Speight (NZTA) Harriet Shelton (GWRC) Willy Trolove (NZTA)

Minutes

Item	Description	Actions
1	<u>Apologies</u> Greg Campbell (GWRC) Luke Troy (GWRC)	
2	<u>Minutes of 31 August 2017 Governance Group meeting</u> Minutes from the previous meeting held on 31 August 2017 were accepted as a true and correct record. There were no matters arising	
3	<u>Alliance Director's Update</u> The Alliance Director's report was received. There were no matters discussed.	

<p>4</p>	<p><u>Scenarios for public engagement</u></p> <p>The report was discussed and the following points noted:</p> <ul style="list-style-type: none"> <li>• The strategic response needs to have a clearer explanation of timing and sequencing of strategic interventions (especially in relation to “medium and longer term”)</li> <li>• While there is a need to be clear and concise in scenario descriptions, they should not be too simplistic. Some stakeholders and members of the public will want to see background detail, and this should be made available in an open and transparent way, with the assumptions used specified.</li> <li>• The scenario descriptions should make specific reference to future mass transit (which could include light rail); and refer to demand and capacity triggers, and show how it would interact with other interventions. Supporting information should include detail on route and demand.</li> <li>• There will be a need to show what is meant by terms such as “grade separation”. Supporting illustrative material should be included as part of the scenario consultation material.</li> <li>• Include the ability for people to comment on the inclusion or removal of particular interventions from their preferred scenario as part of their feedback</li> </ul> <p>AGREED:</p> <ul style="list-style-type: none"> <li>a) That the four scenarios outlined in the report be taken forward to the public engagement phase</li> <li>b) That future mass transit be incorporated into scenarios PV, PVK and PVKT</li> </ul>	<p>BM</p> <p>BM</p>
<p>5</p>	<p><u>Public engagement approach</u></p> <p>The engagement plan paper was discussed and the following points noted:</p> <ul style="list-style-type: none"> <li>• It is important to recognise the different information needs of the different audiences: e.g. the public, for whom a high level description is suitable, and stakeholders and other interested parties who will want to see the detailed assumptions behind the scenarios and their assessment</li> <li>• Illustrations should be used where possible. In some cases, where the detail is not yet available, generic illustrations to show what is meant by a certain type of intervention should be considered.</li> <li>• The Group acknowledged that the timeframe to complete the analysis and prepare engagement material is tight, but reiterated the need to complete the engagement before Christmas. Depending on the feedback received, some follow up engagement in the new year may also be required.</li> <li>• In view of the tight timetable, the approval process for engagement material needs to be streamlined. The Governance Group will have an opportunity to overview the engagement material at its next meeting (which may need to be re-scheduled to accommodate this); but beyond that meeting, it will not be possible to include any further formal Governance Group approval process ahead of the commencement of engagement.</li> </ul> <p>AGREED:</p> <ul style="list-style-type: none"> <li>a) That the public engagement phase should run from 6 November to 8 December 2017 as proposed</li> </ul>	<p>WT</p>

	<ul style="list-style-type: none"> <li>b) That illustrative material be included as part of the consultation material where appropriate</li> <li>c) That supporting information be made available for those that require a greater level of detail than that provided to the public as a whole</li> <li>d) That officers advise whether a change in the date of the next Governance Group meeting is needed to enable better overview of the engagement material</li> </ul>	WT
6	<p><u>Other business</u></p> <p>There was no further business.</p>	