

**Governance Group Meeting  
MINUTES**

**Meeting Information**

<b>Time:</b>	4.30 – 5.30 pm
<b>Date:</b>	Wednesday, 15 March 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)
<b>In Attendance</b>	Barry Mein (Programme Director) Greg Campbell (GWRC) Peter Clark (NZTA) Cr Sarah Free (WCC) Anthony Wilson (WCC) Willy Trolove (LGWM)

**Minutes**

<b>Item</b>	<b>Description</b>	<b>Actions</b>
<b>1</b>	<u>Apologies</u> Mayor Wayne Guppy (UHCC) Kevin Lavery (WCC) David Chick (WCC)	
<b>2</b>	<u>Minutes of 14 February 2017 Governance Group meeting</u> Minutes from the previous meeting held on 14 February 2017 were accepted as a true and correct record.	
<b>3</b>	<u>Programme Director's Update</u> The Programme Director spoke to his report and the contents were noted. The process for proactive information and media releases was discussed and noted. The next meeting of the Governance Group is on 5 April, and dates for future meetings beyond that time will be scheduled. Members expressed a preference for late afternoon meetings. <b>ACTION:</b> Schedule future Governance Group meetings for late afternoons.	Barry Mein

4	<p><u>Performance Measures</u></p> <p>A revised set of performance measures was presented, taking account of feedback on the draft measures presented to the last meeting.</p> <p>AGREED:</p> <p>That the performance measures be approved.</p>	
5	<p><u>Scenario Development</u></p> <p>The Programme Director updated the Governance Group on scenario development, and the preparations for the upcoming stakeholder workshops.</p> <p>It has been necessary to postpone the first workshop, which had been scheduled for 20 March, so the three dates are now 29 and 30 March, and 5 April. It was agreed that the first two dates should be for the stakeholders, with the 5 April date used for the randomly selected participants.</p> <p>A number of groups have requested that more than one person be invited to attend, but it was agreed that all groups should be limited to one participant to allow for a broad coverage of interests. It was noted that a Prefab event is being planned for mid-April which will provide an opportunity for others to discuss the issues raised at the workshops.</p> <p>An Op-ed is being planned in advance of the workshops, which will help to place them in context (as one step in the process of developing scenarios).</p> <p>The approach to the workshops was discussed, and an outline of the material that will be presented for each of the focus areas (public transport, waterfront and state highway). The following points were raised in discussion:</p> <ul style="list-style-type: none"> <li>• travel demand management should also be included as a focus area</li> <li>• it will be important to include context setting information which explains why these focus areas have been chosen</li> <li>• the workshops will need to include sufficient time at the end to draw together the discussions on the individual focus areas, to ensure that the participants have considered the interdependencies of different interventions across the whole network</li> <li>• Consideration of the timescales for different levels of intervention should also be included</li> </ul> <p>ACTIONS:</p> <ol style="list-style-type: none"> <li>a) Schedule stakeholder workshops for 29 and 30 March, and the randomly selected group for 5 April</li> <li>b) Governance Group members to provide any additional feedback on the workshop approach and content by email (by 21 March)</li> <li>c) Incorporate the Governance Group feedback into the final design and materials for the workshops</li> <li>d) Pre-circulate workshop approach and materials, and Op-ed to the Governance Group in advance of the first workshop</li> </ol>	<p>Willy Trolove</p> <p>ALL</p> <p>Willy Trolove</p> <p>Barry Mein</p>

6	<p><u>Timetable and Key Milestones</u></p> <p>The Governance Group discussed the revised timeline, and noted the intention to complete the formal engagement process by mid-July; and to present a recommended scenario for approval in early October.</p> <p>Governance Group meetings will be scheduled to coincide with the key milestone points.</p> <p>ACTIONS:</p> <ul style="list-style-type: none"> <li>a) Schedule Governance Group meetings to coincide with key milestones in the timeline</li> <li>b) Share the timeline publicly</li> </ul>	<p>Barry Mein</p> <p>Willy Trolove</p>
7	<p><u>Other Business</u></p> <p>There was no additional business.</p>	