



**greater WELLINGTON**  
**REGIONAL COUNCIL**  
**Te Pane Matua Taiao**

If calling please ask for: Democratic Services

3 August 2018

## **Sustainable Transport Committee**

Order Paper for the meeting of the Sustainable Transport Committee to be held in the Council Chamber, Greater Wellington Regional Council, Level 2, 15 Walter Street, Te Aro, Wellington

**Wednesday, 8 August 2018 at 9.30am**

### **Membership**

Cr Donaldson (Chair)  
Cr Ponter (Deputy Chair)

Cr Blakeley  
Cr Gaylor  
Cr Laban  
Cr Lamason  
Cr Ogden  
Cr Swain

Cr Brash  
Cr Kedgley  
Cr Laidlaw  
Cr McKinnon  
Cr Staples

Marama Tuuta

***Recommendations in reports are not to be construed as Council policy until adopted by Council***

## Sustainable Transport Committee

**Order Paper for the meeting to be held on Wednesday, 8 August 2018 in the Council Chamber, Greater Wellington Regional Council, Level 2, 15 Walter Street, Te Aro, Wellington at 9.30am**

### Public Business

		<b>Page No</b>
1.	Apologies	
2.	Declarations of conflict of interest	
3.	Public participation	
4.	<a href="#">Confirmation of the minutes of 20 June 2018</a>	<b>Report 18.262</b> <b>3</b>
5.	<a href="#">Action items from previous Sustainable Transport Committee meetings</a>	<b>Report 18.283</b> <b>10</b>
6.	<a href="#">Wellington Regional Public Transport Plan review - further information</a>	<b>Report 18.308</b> <b>13</b>
7.	Public Transport Transformation Programme update	<b>Report 18.323</b> <b>(to come)</b>
8.	<a href="#">General Managers' report to the Sustainable Transport Committee meeting on 8 August 2018</a>	<b>Report 18.286</b> <b>18</b>
9.	<a href="#">Exclusion of the public</a>	<b>Report 18.325</b> <b>24</b>

### Public Excluded Business

10.	<a href="#">Confirmation of the Public Excluded minutes of 20 June 2018</a>	<b>Report PE18.263</b> <b>25</b>
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**Please note that these minutes remain unconfirmed until the Sustainable Transport Committee meeting on 8 August 2018**

**Report 18.262**

20/06/2018

File: CCAB-20-497

**Public minutes of the Sustainable Transport Committee meeting held on Wednesday, 20 June 2018, in the Council Chamber, Greater Wellington Regional Council, Level 2, 15 Walter Street, Te Aro, Wellington at 9:31am**

**Present**

Councillors Donaldson (Chair), Blakeley, Brash, Gaylor, Kedgley, Laban, Laidlaw (from 9:36am), Lamason, McKinnon, Ogden, Ponter, Staples, and Swain.

Marama Tuuta.

**Public Business**

The Chair opened the meeting with a mihi to welcome Marama Tuuta as a new member of the Committee.

**1 Apologies**

*Moved* (Cr Lamason/ Cr Blakeley)

*That the Committee accepts the apology for lateness from Councillor Laidlaw.*

The motion was **CARRIED**.

There were no apologies for absence.

**2 Declarations of conflict of interest**

There were no declarations of conflict of interest.

3 **Public Participation**

There was no public participation.

4 **Confirmation of the minutes of 9 May 2018**

*Moved* (Cr Blakeley/ Cr McKinnon)

*That the Committee confirms the public minutes of the meeting of 9 May 2018, Report 18.178.*

The motion was **CARRIED**.

5 **Action items from previous Sustainable Transport Committee meetings**

**Report 18.201** File ref: CCAB-20-488

*Moved* (Cr McKinnon/ Cr Brash)

*That the Committee:*

1. *Receives the report.*
2. *Notes the content of the report.*

The motion was **CARRIED**.

Cr Laidlaw arrived during discussion of item 5 at 9:36am.

6 **Metlink Advertising Policy**

Matthew Lear, Acting Manager, Bus and Ferry operations, spoke to the report.

The Committee discussed clause 4 (Criteria) of the Metlink Advertising Policy and requested that two amendments are made:

- The second bullet point to read “products and packaging that significantly harm the environment and conservation;”
- The fourth bullet point to read “political and religious advertising;”

**Report 18.200** File ref: CCAB-20-479

*Moved* (Cr Brash/ Cr Blakeley)

*That the Committee:*

1. *Receives the report.*
2. *Notes the content of the report.*
3. *Endorses the Metlink Advertising Policy contained in Attachment 1 to this report.*

4. *Notes that the Metlink Advertising Policy is a living document which will be subject to change.*
5. *Authorises the General Manager, Public Transport to make minor subsequent changes to the Metlink Advertising Policy.*

*Moved as an amendment*

*(Cr Ponter/ Cr Blakeley)*

*That recommendation 3 is amended to:*

3. *Endorses the Metlink Advertising Policy contained in Attachment 1 to this report subject to the following amendments:*
  - a. *The second bullet point to read “products and packaging that significantly harm the environment and conservation;”*
  - b. *The fourth bullet point to read “political and religious advertising;”.*

The amendment was **CARRIED**.

The substantive motion was put:

*That the Committee:*

1. *Receives the report.*
2. *Notes the content of the report.*
3. *Endorses the Metlink Advertising Policy contained in Attachment 1 to this report subject to the following amendments:*
  - a. *The second bullet point to read “products and packaging that significantly harm the environment and conservation;”*
  - b. *The fourth bullet point to read “political and religious advertising;”.*
4. *Notes that the Metlink Advertising Policy is a living document which will be subject to change.*
5. *Authorises the General Manager, Public Transport to make minor subsequent changes to the Metlink Advertising Policy.*

The motion was **CARRIED**.

## 7 **Metlink Wairarapa rolling stock independent investigation**

Angus Gabara, Manager, Rail Operations, spoke to the report.

**Report 18.147**

File ref: CCAB-20-471

*Moved*

*(Cr Staples/ Cr Laidlaw)*

*That the Committee:*

1. *Receives the report.*
2. *Notes the content of the report.*
3. *Notes that officers will provide this Committee with regular updates on the implementation of recommendations contained in the SNC-Lavalin investigation report.*

The motion was **CARRIED**.

**Noted:** The Committee requested that officers consider a leaflet drop to commuters travelling on the Wairarapa Line as part of the communication plan to update the public on the long term solutions to the issue.

## 8 **Wellington Regional Public Transport Plan review**

Paul Kos, Manager, Public Transport Planning, spoke to the report.

### **Report 18.236**

File ref: CCAB-20-486

*Moved*

*(Cr Donaldson/ Cr Blakeley)*

*That the Committee:*

1. *Receives the report.*
2. *Notes the content of the report.*
3. *Agrees to initiate the Review of the Regional Public Transport Plan in the 2018/19 financial year.*
4. *Requests officers to review the proposed timelines for the Review in accordance with this report.*
5. *Approves the process and deliverables for the Review in accordance with this report.*

*Moved as an amendment*

*(Cr Ponter/ Cr Kedgley)*

*That a new recommendation 6 be inserted:*

6. *Agrees that officers report, as part of the Public Transport Plan Review, on the potential cost, consequences, practicalities and sequencing issues for a potential Council policy that commits the Greater Wellington Regional Council to:*
  - a. *ensuring that from 1 July 2019, additional buses on the Metlink network will only be 100% electric buses;*
  - b. *replace 5% or 10% per annum of the total diesel fleet with 100% fully electric buses, starting in the 2019/2020 financial year;*
  - c. *make the No 2 Route a 100% electric bus route by 30 June 2021 or earlier; and*

- d. make the No 1 Route a 100% electric bus route by 30 June 2023 or earlier;*
- e. make a core route in the Hutt Valley and a core route in the Porirua area 100% electric bus routes as additional electric buses become available as a result of the above potential commitments.*

The amendment was **CARRIED**.

The substantive motion was put to the vote:

*That the Committee:*

- 1. Receives the report.*
- 2. Notes the content of the report.*
- 3. Agrees to initiate the Review of the Regional Public Transport Plan in the 2018/19 financial year.*
- 4. Requests officers to review the proposed timelines for review in accordance with this report.*
- 5. Approves the process and deliverables for review in accordance with this report.*
- 6. Agrees that officers report, as part of the Public Transport Plan Review on the potential cost, consequences, practicalities and sequencing issues for a potential Council policy that commits the Greater Wellington Regional Council to:*
  - a. ensuring that from 1 July 2019, additional buses on the Metlink network will only be 100% electric buses;*
  - b. replace 5% or 10% per annum of the total diesel fleet with 100% fully electric buses, starting in the 2019/2020 financial year;*
  - c. make the No 2 Route a 100% electric bus route by 30 June 2021 or earlier; and*
  - d. make the No 1 Route a 100% electric bus route by 30 June 2023 or earlier;*
  - e. make a core route in the Hutt Valley and a core route in the Porirua area 100% electric bus routes as additional electric buses become available as a result of the above potential commitments.*

The motion was **CARRIED**.

**Noted:** The Committee requested a report on the indicative scope of cost, a timeline, and implications for staff resources on the project in resolution 6, be provided to the Committee at its next meeting.

Cr Gaylor left the meeting during discussion of item 8 at 10:40am, and returned at 10.48am.

9 **General Managers' report to the Sustainable Transport Committee meeting on 20 June 2018**

**Report 18.211**

File ref: CCAB-20-481

*Moved*

*(Cr McKinnon/ Cr Lamason)*

*That the Committee:*

1. *Receives the report.*
2. *Notes the content of the report.*

The motion was **CARRIED**.

10 **Exclusion of the public**

**Report 18.252**

File ref: CCAB-20-492

*Moved*

*(Cr Laidlaw/ Cr Laban)*

*That the Committee:*

*Excludes the public from the following part of the proceedings of this meeting, namely, the procurement of ferry services under PTOM.*

*The general subject of each matter to be considered while the public is excluded, the reasons for passing this resolution in relation to each matter and the specific grounds under section 48(1) of the Local Government Official Information and Meetings Act 1987 (the Act) for the passing of this resolution are as follows:*

<b><i>General subject of each matter to be considered:</i></b>	<b><i>Reason for passing this resolution in relation to each matter</i></b>	<b><i>Ground under section 48(1) for the passing of this resolution</i></b>
<i>Procurement of ferry services under PTOM</i>	<i>Information contained in this report relates to future ferry service procurement and contracting in the Wellington Region. Release of this information would be likely to prejudice or disadvantage the ability of Greater Wellington Regional Council (GWRC) to carry on negotiations, and affect the probity of the ferry services procurement process. GWRC has not been able to identify a public interest favouring disclosure of this particular</i>	<i>That the public conduct of the whole or the relevant part of the proceedings of the meeting would be likely to result in the disclosure of information for which good reason for withholding would exist under section 7(2)(i) of the Act (i.e. to carry out negotiations without prejudice).</i>

*information in public proceedings of the meeting that would override the need to withhold the information.*

*This resolution is made in reliance on section 48(1) of the Local Government Official Information and Meetings Act 1987 and the particular interest or interests protected by section 6 or section 7 of that Act which would be prejudiced by the holding of the whole or the relevant part of the proceedings of the meeting in public are as specified above.*

The motion was **CARRIED**.

The public part of the meeting closed at 11:12am.

B Donaldson  
(Chair)

Date:



<b>Report</b>	<b>18.283</b>
Date	2 August 2018
File	CCAB-20-500
<b>Committee</b>	<b>Sustainable Transport Committee</b>
<b>Author</b>	<b>Wayne Hastie, General Manager, Public Transport, and Luke Troy, General Manager, Strategy</b>

## Action items from previous meetings

**Attachment 1** lists items raised at Sustainable Transport Committee meetings that require actions or follow-ups from officers. All action items include an outline of current status and a brief comment. Once the items have been completed and reported to the Committee, they will be removed from the list.

No decision is being sought in this report. This report is for the Committee's information only.

### Recommendations

*That the Committee:*

1. *Receives the report.*
2. *Notes the content of the report.*

**Attachment 1:** Action items from previous meetings

## Attachment 1 to Report 18.283

## Action points from previous Sustainable Transport Committee meetings

Meeting date	Action point	Status and comment
5 December 2017	<p><b>Noted</b></p> <p><i>The Committee requested officers to provide a plan of proposed community education opportunities regarding the stormwater treatment and rain gardens installed at the Porirua Park and Ride.</i></p>	<p><b>Status:</b> <i>Awaiting action</i></p> <p><b>Comments:</b> Education opportunities will be explored when the rain gardens are installed.</p>
9 May 2018	<p><b>Resolution</b></p> <p><i>Requests officers work with NZ Transport Agency to identify opportunities for nationwide tailpipe testing of bus emissions.</i></p> <p><b>Noted</b></p> <p>Officers advised that they will need some time to report back because of immediate priorities with PTTP in the coming months.</p>	<p><b>Status:</b> <i>Awaiting action</i></p> <p><b>Comments:</b> Will be actioned when PTTP priorities have been completed.</p>
20 June 2018	<p><b>Resolved</b></p> <p><i>Notes that officers will provide this Committee with regular updates on the implementation of recommendations contained in the SNC-Lavalin investigation report.</i></p>	<p><b>Status:</b> <i>Recurring action – completed for this meeting cycle</i></p> <p><b>Comments:</b> See General Managers' Report</p>
20 June 2018	<p><b>Noted</b></p> <p><i>The Committee requested that officers consider a leaflet drop to commuters travelling on the Wairarapa Line as part of the communication plan to update the public on the long term solutions to the issue.</i></p>	<p><b>Status:</b> <i>Completed</i></p> <p><b>Comments:</b> See General Managers' Report</p>
20 June 2018	<p><b>Resolved</b></p> <p><i>Requests officers to review the proposed timelines for the [Wellington Regional Public Transport Plan] review</i></p>	<p><b>Status:</b> <i>Completed</i></p> <p><b>Comments:</b> See Report 18.308</p>
20 June 2018	<p><b>Resolved</b></p> <p><i>Agrees that officers report, as part of the Public Transport Plan Review on the potential cost, consequences, practicalities and sequencing issues for a potential Council policy that commits the Greater Wellington Regional Council to:</i></p> <p><i>a. ensuring that from 1 July 2019, additional buses on</i></p>	<p><b>Status:</b> <i>Completed</i></p> <p><b>Comments:</b> See Report 18.308</p>

**Attachment 1 to Report 18.283**

	<p><i>the Metlink network will only be 100% electric buses;</i></p> <ul style="list-style-type: none"> <li><i>b. replace 5% or 10% per annum of the total diesel fleet with 100% fully electric buses, starting in the 2019/2020 financial year;</i></li> <li><i>c. make the No 2 Route a 100% electric bus route by 30 June 2021 or earlier; and</i></li> <li><i>d. make the No 1 Route a 100% electric bus route by 30 June 2023 or earlier;</i></li> <li><i>e. make a core route in the Hutt Valley and a core route in the Porirua area 100% electric bus routes as additional electric buses become available as a result of the above potential commitments.</i></li> </ul> <p><b>Noted</b></p> <p><i>The Committee requested a report on the indicative scope of cost, a timeline, and implications for staff resources on the project in resolution 6, be provided to the Committee at its next meeting.</i></p>	
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**Report** 18.308  
**Date** 19 June 2018  
**File** CCAB-20-501

**Committee** Sustainable Transport  
**Author** Paul Kos, Manager, Public Transport Policy

## Wellington Regional Public Transport Plan review - further information

### 1. Purpose

To report to the Committee on the indicative scope of cost, a timeline, and implications for staff resources, to prepare a report on electric buses on the Metlink network, and to provide an updated schedule and timelines for the Wellington Regional Public Transport Plan (PT Plan) review.

### 2. Background

At its meeting on 20 June 2018, the Committee considered a report on Wellington Regional Public Transport Plan review (Report 18.236). The Committee made the following resolutions:

*That the Committee:*

1. *Receives the report.*
2. *Notes the content of the report.*
3. *Agrees to initiate the Review of the Regional Public Transport Plan in the 2018/19 financial year.*
4. *Requests officers to review the proposed timelines for review in accordance with this report.*
5. *Approves the process and deliverables for review in accordance with this report.*
6. *Agrees that officers report, as part of the Public Transport Plan Review on the potential cost, consequences, practicalities and sequencing issues for a potential Council policy that commits the Greater Wellington Regional Council to:*
  - a. *ensuring that from 1 July 2019, additional buses on the Metlink network will only be 100% electric buses;*

- b. replace 5% or 10% per annum of the total diesel fleet with 100% fully electric buses, starting in the 2019/2020 financial year;*
- c. make the No 2 Route a 100% electric bus route by 30 June 2021 or earlier; and*
- d. make the No 1 Route a 100% electric bus route by 30 June 2023 or earlier;*
- e. make a core route in the Hutt Valley and a core route in the Porirua area 100% electric bus routes as additional electric buses become available as a result of the above potential commitments.*

The Committee requested that officers prepare a report on the indicative scope of cost, a timeline, and implications for staff resources to prepare a report on electric buses on the Metlink network as outlined in resolution 6.

### **3. Indicative cost, staff resources and timing of report on transition to an electric bus fleet**

Officers have undertaken a preliminary assessment of the likely staff and cost implications of undertaking the work in resolution 6. Additional budget would be required to undertake this work.

While it is difficult to assess the true costs of the work without a scoping study, officers envisage the work will require specialist external resource (estimated at around \$60,000 plus GST) to cover the technical aspects associated with moving to an all-electric fleet and allocation to certain routes. Additional staff resources (possibly 0.25 to 0.50 FTE) will also be required to scope and manage the work stream, and to provide an analysis of the costs associated with fleet replacement, operational impacts and staging.

If requested, we could proceed with this work now, with a view to providing advice before December 2018. Such advice would, however, need to fit within the broader policy context for public transport, including our vision for the future of the Metlink fleet and the development of bus priority and rapid transit on core corridors.

Officers' preference therefore, would be to work with Committee members to clarify the scope of a policy on electric buses (and other strategic issues) via the planned workshops, before committing to a detailed work programme. If this approach is considered acceptable, officers would look to do some preliminary work on this issue to inform discussion at the first PT Plan review workshop on 5 September 2018.

### **4. Amended timeline for the review**

In accordance with the Committee recommendations, officers have reviewed the proposed timeline for the review. To ensure the PT Plan is adopted before the end of the current triennial, we propose to provide a draft PT Plan to

Council for approval to release for public consultation in late March 2019, and a finalised PT Plan for the Council to adopt in July 2019.

Officers propose to inform key stakeholders of the review and the key issues and focus areas for the review in mid-September 2018. Officers will meet with key stakeholders on request, in particular transport operators and local councils. We will meet regularly with the NZ Transport Agency throughout the process.

Officers will undertake more substantive engagement with key stakeholders over November and December 2018. The approach to this will be set out in the Consultation Plan and will likely include meetings or workshops with public transport operators and local councils/the Regional Transport Committee.

An amended schedule for the review, with phases, key tasks and timeframes is set out in the table below:

Phase	Tasks	Indicative Date
<b>Phase 1: Plan and Scope</b>	1.1 Officers prepare paper on proposed approach and scope of review.	Done
	1.2 STC approve approach and scope.	Done (20 June 2018)
	1.3 STC updated with revised timetable.	8 August 2018 (this paper)
	1.4 Officers prepare material for Councillor workshop (September) on key issues and focus areas for the review and a Consultation Plan.	August 2018
	1.5 Councillor workshop on key issues and focus areas and approach to consultation.	5 September 2018 (confirmed)
	1.6 Stakeholders informed of the review, and key issues and focus areas identified through the STC workshop.	Mid-September 2018
<b>Phase 2: Draft Policy framework</b>	2.1 Officers prepare a draft policy framework, including objectives and policies, and work on key focus areas.	August - October 2018
	2.2 Councillor workshop on policy framework	Early November 2018
	2.3 Officers update draft policy framework, based on Council feedback. Work on key focus areas continues as required.	Mid-November 2018
	2.4 Key stakeholder engagement on draft policy framework.	Mid-November to mid-December 2018

<b>Phase 3: Draft PT Plan and public consultation</b>	3.1 Officers prepare draft PT Plan, based on Council and stakeholder feedback.	November 2018 – to mid-February 2019
	3.2 Councillor workshop on draft PT Plan.	Late February 2019
	3.3 Officers update draft PT Plan, and prepare consultation material and Council report.	March 2019
	3.4 Council meeting to approve draft PT Plan for consultation.	Late March 2019
	3.5 Public consultation on draft PT Plan (4-6 weeks consultation).	Early April - mid-May 2019
<b>Phase 4: Adopt PT Plan</b>	4.1 Officers collate and summarise submissions for Hearings Committee.	May 2019
	4.2 Public hearings of submissions by Hearings Committee.	Early June 2019
	4.3 Hearings Committee to recommend changes to the draft PT Plan, based on consultation feedback.	Late June 2019
	4.4 Officers finalise draft PT Plan based on recommendations of Hearings Committee	July 2019
	4.5 Council to adopt PT Plan (comes into effect 20 day later).	July 2019

## 5. Consideration of climate change

The matters requiring decision in this report have been considered by officers in accordance with the process set out in the GWRC Climate Change Consideration Guide. Climate change and the implications of climate change from public transport initiatives and policies will be an important consideration in the review of the PT Plan.

## 6. The decision-making process and significance

The subject matter of this report commences a decision-making process that will lead to the Council making a decision of high significance within the meaning of the Local Government Act 2002. The decision-making process is explicitly prescribed by section 125 of the Land Transport Management Act 2003 and must include consultation in accordance with the consultative principles specified in section 82 of the Local Government Act 2002, or the special consultative procedure in sections 83 and 87 of the Local Government Act.

## 7. Engagement

Engagement on this matter is not necessary.

## 8. Recommendations

*That the Committee:*

1. *Receives the report.*
2. *Notes the content of the report*

3. *Notes that after conducting a preliminary review of implications, officers consider that work required to develop a policy on electric buses (as set out in resolution 6 to report 18.236) will cost approximately \$60,000 plus GST in external consultancy fees, and require additional in-house resources to manage and undertake modelling and assessment.*
4. *Notes officers preference is to further clarify the scope of a policy on electric buses (and other strategic issues) via the planned workshops, before committing to a detailed work programme.*
5. *Approves the revised schedule and timeframes for the review as set out in section 4 of this report.*

Report approved by:

**Paul Kos**  
Manager, Public Transport  
Policy

Report approved by:

**Wayne Hastie**  
General Manager, Public Transport



**Report** 18.286  
**Date** 26 July 2018  
**File** CCAB-20-499

**Committee** Sustainable Transport  
**Author** Wayne Hastie, General Manager, Public Transport  
Luke Troy, General Manager, Strategy

## **General Managers' report to the Sustainable Transport Committee meeting on 8 August 2018**

### **1. Purpose**

To inform the Sustainable Transport Committee (the Committee) of Greater Wellington Regional Council (GWRC) activities relating to the Committee's areas of responsibilities.

This report provides information on key work programmes and linkages between transport projects, programmes and the strategic framework. It is complemented from time to time by other reports, such as quarterly and annual reports.

### **2. Key issues**

#### **2.1 Public Transport Transformation**

##### **2.1.1 Go live**

Sunday, 17 June 2018, and Sunday, 15 July 2018, saw the launch of the most significant changes to the Region's public transport in decades. A separate report on the performance of the network is on agenda for consideration at this meeting (Report 18.323).

### **3. Strategic Framework**

#### **3.1.1 RLTP adopted**

On 26 June 2018, Council adopted a variation to the Regional Land Transport Plan (RLTP) to reflect the updated programme of transport activities and the outcomes of the mid-term review. The updated RLTP has been submitted to the NZ Transport Agency, is available on the GWRC website, and copies have been sent to key stakeholders. This concludes the mid-term review of the RLTP.

It is anticipated that there will be a number of variations within the remaining three years of the RLTP, to reflect the outcomes of the Let's Get Wellington Moving process, and as councils respond to the signals in the new Government Policy Statement and targeted enhanced funding assistance rates.

### **3.1.2 Regional rail funding**

As part of the approval process for the National Land Transport Programme (NLTP), due to be announced in September, the NZ Transport Agency board will be considering reports on the two Wellington metro rail network business cases:

- *Network Track Infrastructure Catch-up Renewals* - to address life-expired track infrastructure on the Wairarapa Line and other critical track infrastructure on the network.
- *Unlocking Network Capacity and Improving Resilience* - to capitalise on the success of previous 'above rail' investments and upgrade the metro rail network to provide sufficient capacity to manage existing and future growth.

The draft NLTP also includes funding to continue operation of the Capital Connection.

## **4. Issues and projects**

### **4.1 National ticketing – Project NEXT**

Project NEXT procurement of a national ticketing solution has released the Registration of Interest to the market on schedule. The level of interest and registration has been high. The closing date for responses was extended by two weeks, until 24 August 2018, following requests from a number of potential respondents. Probity advisors and an auditor are actively involved, and great care is being taken with probity given the importance and nature of procurement. Preparations for release of the Financial Services tender are well advanced.

### **4.2 Revenue**

Officers are currently looking at managing revenue streams from ticketing and advertising, including trialling advertising on the rail network.

### **4.3 Conditions of Carriage policy – minor changes**

Minor changes were made to the Metlink Conditions of Carriage for the recent go-live on 15 July 2018.

An update was required following an operational change to the cash handling procedure on buses for large notes. The new procedure provides a way for customers to travel when change cannot be given (bus drivers to hold cash tendered, issue a 'discretionary ticket', and ask customers to check back with the driver when they get off the bus). The new procedure requires a minor

change to the current conditions to explain the procedure and remove the inference that '... we may not allow you to travel with us'.

Minor changes were also made to remove interim statements (previously in italics), to ensure our consumer law obligations are correctly stated, and to simplify and combine the security and privacy sections.

The revised conditions have been circulated to operators and are available on the Metlink website.

#### **4.4 Let's Get Wellington Moving**

Following completion of the short list option evaluation, a draft recommended programme of investment (RPI) was developed and presented to a joint Wellington City Council/GWRC workshop on 11 June 2018.

Further work was then completed to refine and assess the RPI. The Let's Get Wellington Moving Governance Group has been engaging closely with central government throughout this process.

The next steps will involve a joint Council workshop prior to completion of the final RPI and Council approval, followed by public release. Timing to align with central government processes will be confirmed shortly.

Work is ongoing to define the next phases of the programme including the shape of the proposed delivery structure and how this will be constituted.

#### **4.5 Sustainable Transport**

The national cycle skills education programme, Bike Ready, which has been developed by NZ Transport Agency and Accident Compensation Corporation held a national meeting for regions participating in cycle skills training in July 2018. GWRC's cycle skills programme, Pedal Ready, will transition to a new name at the end of September, followed by a Ministerial launch of the new programme in early October. Wellington Region and Tauranga City are the first regions to launch with the national programme. In the last financial year, 6000 individual adults and children were trained in the Wellington Region.

#### **4.6 Rail operations**

##### **4.6.1 Annual patronage**

Total annual patronage has risen 3.3% to 13.6 million customer journeys, while peak customer journeys have grown to nearly 9 million, an increase of 5.5%.

##### **4.6.2 Service level improvements**

The new rail timetable was implemented on 15 July 2018, introducing 44 more services each weekday and a 20 minute frequency (approximately) throughout the day between 7am and 7pm. The increases have been well received by the public and have performed well.

In addition to the new timetable, two new peak services on the Kapiti Line, one in the morning and one in the afternoon, were added in June 2018. There has been very strong peak patronage growth on the Kapiti Line, 6% in the last year,

which has been compounded by continuing roadworks on State Highway 1. The new services have been added at the busiest time in the peak and feedback has been universally positive. The changes have created some constraints on vehicle availability and train units lengths, and we expect this to be resolved in the next couple of weeks as a heavy maintenance programme progresses.

#### 4.6.3 Park and Ride Terms and Conditions

The implementation of the Metlink Park and Ride Terms and Conditions has proven to be very successful in improving parking behaviour. After only a couple of weeks of education (and minimal clamping or towing), a safer and more considerate parking environment now exists for all park and ride customers.

#### 4.6.4 Metlink Wairarapa rolling stock independent investigation

##### (a) Progress on action points

	<b>Recommendation</b>	<b>Action</b>
1	Transdev implement a Wairarapa Operators Forum to improve interface between Transdev, KiwiRail Mechanical and Transdev Maintenance	In Progress. Initial discussions have taken place between TDW and KR.  Joint forum arranged for mid-August.
2	Transdev & KR Train Control work together to improve incident/failure event response procedures	In Progress. Improved process for recovery of disabled carriage consists north of Upper Hutt has been developed between the parties and put in place informally.
3	KR Mechanical further develop FRACAS to determine the root cause of failures in machine components	Determining root cause of major component failures has been included as part of FRACAS - CLOSED
4	Transdev Maintenance to ensure Maintenance Checks approved, which differ from the contract. Transdev Maintenance to review daily check requirement.	In progress.  Maintenance documentation being reviewed and updated with better fleet performance the key objective.
5	Implement "250 Hr" generator check	
6	Develop an enhanced electrical earth leakage test procedure	
7	Transdev Maintenance to review FRACAS process, and review and prioritise any items currently in progress.	Jointly reviewed all items currently in FRACAS to prioritise as required - CLOSED  Also refer 8
8	Transdev Maintenance to review streamlined Engineering Change Process	In progress. FRACAS and associated processes including Engineering Change are being re-developed in consultation between TDW / GWRC.
9	Transdev Maintenance to review inventory levels, and adjust accordingly	Weekly reviews of stock levels now being carried out by Carriage Maintenance Manager and Inventory Manager - CLOSED

10	Resolve all uncertainties relating to carriage reliability improvements that should be undertaken as part of mid-life refurbishment scope (outside contract) vs general unplanned repairs or reliability improvement (within contract)	In Progress.  Some uncertainties have already been resolved
11	Review critical design limitations, and resolve as soon as possible	In Progress.  Discussion being undertaken between TDW / GWRC.
12	Improve carriage maintenance touch time	In Progress.  Joint project underway
13	Transdev to ensure TM & TXO training highlights the importance of blowing the Brake Pipe down to 0kPa during coupling and re-coupling to avoid skidding / wheel flats	In Progress.
14	KiwiRail Freight to consider need for additional LE training to reduce likelihood of wheel skids	Staff refresher undertaken - CLOSED
15	Transdev to review the operation manuals, to ensure pre-departure checks and fault finding information is appropriate for frontline staff (Station Fitters and Train Managers)	In Progress.

(b) **Communications plan**

We have communicated the outcomes of the investigation and made the report available to customers over our social media and Metlink channels. Feedback received has suggested that these communications have reached the vast majority of customers, especially given the number of Facebook followers closely matches the number of daily customers. Metlink staff also fronted a Meet the Managers session including walking the train asking for any questions or concerns.

The report received wide (and mostly positive) coverage in mainstream media, including in the Wairarapa. We also considered the amount of Metlink printed collateral currently in the marketplace related to the transformation project.

Given all of the above, we have yet to prepare and distribute a brochure specifically on the report at this stage. However, as the recommendations continue to be closed out, we will consider when it may be appropriate to provide a more fulsome and complete update in printed form.

**4.6.5 Investigation of measures to reduce overcrowding on Wairarapa Line**

The final trial for a 9-car service on the Wairarapa Line took place on 18 July 2018 and we are currently waiting the final locomotive drivers' report. Once approval is given, it is expected that the service will run within two

weeks. This will help deal with the capacity issues we are currently seeing on the 4.25pm service.

We have also looked at other options for improving the capacity issues on the Wairarapa Line, including reducing the number of stops and increasing the minimum fare so less Hutt Valley passengers catch the service. However, after listening to feedback from Wairarapa commuters we have decided to keep the stopping pattern as it is.

The minimum fare is currently the same as a fare to Maymorn, any increase in the minimum fare would mean that passengers are likely to just purchase a Maymorn ticket and disembark in the Hutt Valley.

Once the 9-car train is in service, we will monitor patronage and again liaise with the commuters. If the problem still persists, we will assess further options.

## **5. Responses to public participation**

**20 June 2018**

There was no public participation at the meeting.

## **6. The decision-making process and significance**

No decision is being sought in this report.

### **6.1 Engagement**

Engagement on this matter is not necessary.

## **7. Recommendations**

*That the Committee:*

1. *Receives the report.*
2. *Notes the content of the report.*
3. *Endorses the actions taken by officers for matters set out in this Report.*

Report approved by:

**Wayne Hastie**  
General Manager, Public  
Transport

Report approved by:

**Luke Troy**  
General Manager, Strategy

**Exclusion of the public****Report 18.325**

*That the Committee:*

*Excludes the public from the following part of the proceedings of this meeting, namely, the Confirmation of the Public excluded minutes of 20 June 2018*

*The general subject of each matter to be considered while the public is excluded, the reasons for passing this resolution in relation to each matter and the specific grounds under section 48(1) of the Local Government Official Information and Meetings Act 1987 (the Act) for the passing of this resolution are as follows:*

<b><i>General subject of each matter to be considered:</i></b>	<b><i>Reason for passing this resolution in relation to each matter</i></b>	<b><i>Ground under section 48(1) for the passing of this resolution</i></b>
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*Confirmation of the Public excluded minutes of 20 June 2018*

*The information in these minutes relates to future ferry service procurement and contracting in the Wellington Region. Release of this information would be likely to prejudice or disadvantage the ability of Greater Wellington Regional Council (GWRC) to carry on negotiations, and affect the probity of the ferry services procurement process. GWRC has not been able to identify a public interest favouring disclosure of this particular information in the public proceedings of the meeting that would override this prejudice.*

*That the public conduct of the whole or the relevant part of the proceedings of the meeting would be likely to result in the disclosure of information for which good reason for withholding would exist under section 7(2)(i) of the Act (i.e to carry out negotiations without prejudice).*

*This resolution is made in reliance on section 48(1) of the Local Government Official Information and Meetings Act 1987 and the particular interest or interests protected by section 6 or section 7 of that Act which would be prejudiced by the holding of the whole or the relevant part of the proceedings of the meeting in public are as specified above.*