



## Unconfirmed

### MINUTES OF A MEETING OF THE REGIONAL TRANSPORT COMMITTEE

**Date:** Friday 11 December 2020  
**Time:** 10.00am  
**Venue:** Council Chamber  
Hawke's Bay Regional Council  
159 Dalton Street  
NAPIER

**Present:** Cr M Williams – Chair  
Mayor A Walker – CHBDC  
Mayor C Little – WDC  
Cr K Taylor – CHBDC  
Cr T Kerr – HDC  
Mr O Postings – NZTA

**Advisory members  
(non-voting):**

A Robin – HBRC Māori Committee  
C Daly – AA  
M Broderick – NZ Police  
A Palairet – Napier Port  
E Emmerson – Road Transport Association

**In Attendance:** C Edmonds – Manager Policy and Planning  
M-A Baker – Acting Transport Manager  
R Malley – NCC  
S McKinley – CHBDC  
M Hardie – WDC (*via zoom*)  
M Clews – HDC  
J Pannu – HDC  
J Lloyd – HDC  
P Martin – Senior Governance Advisor  
A Roets – Governance Administration Assistant

## 1. Welcome/Apologies/Notices

The Chair, Cr Martin Williams welcomed everyone to the last Transport Committee meeting of 2020 and Api Robin opened with a karakia.

### Resolution

RTC17/20 That the apologies for absence from Councillors Charles Lambert and Keith Price, Mayors Kirsten Wise and Sandra Hazlehurst, Emma Speight, Paul Michaelson and Paul Ashton be accepted.

**Martin/Kerr  
CARRIED**

Craig Daly was appointed as the Temporary Replacement for Paul Michaelson (Automobile Association) for the Regional Transport Committee meeting on 11 December 2020.

## 2. Conflict of Interest Declarations

There were no Conflict of Interest Declarations.

## 3. Confirmation of Minutes of the Regional Transport Committee meeting held on 11 September 2020

### RTC18/20 Resolution

Minutes of the Regional Transport Committee meeting held on Friday, 11 September 2020, a copy having been circulated prior to the meeting, were taken as read and confirmed as a true and correct record.

**Walker/Kerr  
CARRIED**

## 4. Follow-ups from Previous Regional Transport Committee Meetings

The follow-ups were taken as read.

### RTC19/20 Resolution

That the Regional Transport Committee receives and notes the "*Follow-ups from Previous Regional Transport Committee Meetings*".

**Walker/Kerr  
CARRIED**

## 5. Call for Minor Items Not on the Agenda

There were no minor items raised.

## 6. Draft Regional Land Transport Plan for Consultation

Mary-Anne Baker introduced the item, which was taken as read with further discussions highlighting:

- Workshops with Committee members, tangata whenua, stakeholders and the Technical Advisory Group were held through the Regional Land Transport Plan (RLTP) process, aimed at defining issues and setting the strategic direction of the next RLTP
- The committee now required to formally approve the methodology for prioritising the significant activities and confirm the priority order
- The Chair acknowledged the hard work of staff, TAG, Territorial Authorities (TAs) and other stakeholders for their input in the Regional Land Transport Plan
- Additional material such as updated tables (Section 9 of the RLTP), significant

- program activities and priorities for the Draft RLTP was tabled (attached)
- Amendments were made to the 10-year forecast by activity class and “costings” tables
  - Editorial oversight of amendments is required and committee members to submit any additional edits to Mary-Anne Baker
  - A hearing panel will hear submissions on the draft RLTP
  - Suggestion that Policy objectives need to be more ambitious in relation to multi modal infrastructure including walking and cycling networks
  - Taiwhenua raised concerns around driver licencing for rangitahi and elderly in Wairoa and advised of proposal to introduce Advanced Driving Course through Government funding
  - Concerns raised paying GoBus drivers the Living Wage, with discussions to be taken off-line for investigating options for progressing with Waka Kotahi
  - Comments and editorial corrections received today will be incorporated in the RLTP

Agreed amendments to the RLTP include:

- Page 39: Objective 2: “A resilient and *efficient* reliable network for journeys ...”
- Page 39: Reduction in DSIs: “DSIs are reduced by *at least* 40% by 2030”
- Objective 2: Add a further Policy to “advocate for greater national level investment in the rail network to provide greater resilience and efficiency”
- Objective 3, Policy 2: “~~Develop and expand~~ *Invest in multi-modal transport infrastructure including* safe inter-connected walking and cycling networks in urban areas that prioritise direct connections to key destinations”
- Objective 4: Policy 3: “Operate and improve roading networks to the level of service required for their agreed function(s), *including to provide equitable access for rural and marae community*”
- A meeting with the Communications team will be arranged to discuss the consultation and community engagement to be undertaken for the RLTP.

## RTC20/20 Resolutions

That the Regional Transport Committee:

1. Receives and considers the “Draft Regional Land Transport Plan for consultation” staff report.
- Williams/Postings**
2. Agrees that the decisions to be made under the criteria contained in Council’s adopted Significance and Engagement Policy, and that the Committee can exercise its discretion and make decisions on this issue without conferring directly with the community or persons likely to have an interest in the decision.
  3. Adopts the prioritisation methodology described following.
  4. Agrees with the prioritisation of significant activities in the draft Regional Land Transport Plan (section 11) as proposed.
  5. Approves the draft Regional Land Transport Plan as amended as agreed by the Committee on 11 December 2020 for consultation, following formatting and editorial review and with any minor changes required as the result of changes to Transport programmes by councils and the NZ Transport Agency and the completion of activity tables.
  6. Releases the draft Regional Land Transport Plan for consultation in January 2021 for a period of 4 weeks.
  7. Agrees that the Regional Transport Committee will form the hearing panel to hear submissions on the draft Regional Land Transport Plan in March 2021.

**Williams/Walker  
CARRIED**

## REGIONAL LAND TRANSPORT PLAN PRIORITISATION

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The Transport Special Interest Group (TSIG) in conjunction with Waka Kotahi NZ Transport Agency have been working on a consistent approach to the development and preparation of Regional Land Transport Plans (RLTP). This note specifically applies to the prioritisation approach to be used by Regional Transport Committees (RTC) to prioritise significant improvement projects included in the RLTP.

The RLTP is not just a list of activities and projects that seeks inclusion in the National Land Transport Plan by Waka Kotahi. The RLTP consists of two distinct sections that fulfil differing purposes. RLTPs provide the regional context, setting out the problems, and how the proposed investment would address them at a regional level.

The front section of the RLTP sets the strategic context for transport activities in the region with a 30-year horizon. The strategic section is linked to the Ministry of Transport Outcomes Framework. The RLTP provides the strategic framework for an Approved Organisation (AO) activity management plans (AMP) and the AMP provides the background detail that supports maintenance, renewals and improvement projects to be included in the RLTP.

The back section of the RLTP includes the programme of activities that AOs are proposing for funding from the National Land Transport Fund. The RLTP is prepared by the RTC who must set the regions priority for the significant improvement projects AOs have proposed.

Prioritisation allows the region to tell their unique story on the outcomes that really matter and how investment in projects included in the various improvement activities will contribute to the RLTP desired outcomes, their individual community outcomes and the direction provided by the Government Policy Statement on land transport.

This document proposes a prioritisation approach based on principles that regions are encouraged to adopt when developing their RLTP 2021-24. The TSIG/Waka Kotahi working group encourage regions and unitary authorities to use this proposed approach as it will allow Waka Kotahi to consider activities and projects in one region alongside activities and projects of similar priority in other regions. Currently, unique approaches taken by different regions to prioritise their activities and projects make it difficult to draw comparisons.

Projects and activities defined as having a 'high' regional priority may or may not also have high alignment with the GPS priorities. The priority given using the proposed methodology will provide a methodical way for Waka Kotahi to recognise regional importance when confirming projects for inclusion in the NLTP.

### Value Proposition

Using the prioritisation principles will give credibility to an activity or projects regional priorities in the RLTP. This will allow Waka Kotahi to recognise regional priorities when administering funding.

The regional priorities can also be used to support applications for investment for projects/packages from PGF and other Crown funding sources. RTCs may utilise the regional priorities to support advocacy for projects in their respective region.

### Prioritisation Approach

The prioritisation approach is recommended by the TSIG/Waka Kotahi working group for Improvement Activities of more than \$2 million. Projects to be prioritised must show strong alignment with the strategic 'front end' of the RLTP. Rather than recommend a detailed process the working group are recommending a principles-based approach that will allow regions a little more flexibility in their prioritisation process but still provide Waka Kotahi with confidence that a consistent approach has been taken across the sector.

## Principles to be applied

The base principles are;

- Road maintenance and renewal, Public transport existing services and road safety promotion are considered as “continuous programs. All continuous programs are eligible for NLTF funding within the relevant activity class. The allocation of NLTF funds to continuous programs will take account of cost-effective levels of investment to maintain an appropriate customer level of service when considering the distribution of available funds. These should be listed, and any inter-dependencies specified. These activities do not require prioritisation at a regional level.
- Low cost, low risk (LCLR) activities (those costing less the \$2m) are being assessed at the programme level. There should be a strong linkage between the AMP and RLTP that provides insight to the quality and value proposition of these programs. These should be listed, and any inter-dependencies specified. These do not require to be prioritised at a regional level.
- Activities being developed, in a Programme Business Case, Indicative Business Case or Detailed Business Case stage, may be prioritised to demonstrate their importance to the region but under normal circumstances would not be prioritised.
- Activities including business cases that are part of a package are prioritised as part of the package and not as an individual item.
- Activities with contracts signed and funding allocated from any source (e.g. property, pre-implementation and implementation), are considered as “committed”. These should be listed, and any inter-dependencies specified. These do not require to be prioritised on a regional level.

The above is a guide but is not intended to omit any activity or project from being in the priority list by the RTC. It will be each RTCs choice whether to include activities or projects that they deem are significant at a regional level. The inclusion of an activity in the priority list would also provide additional visibility along the process, provide RTC an opportunity to elevate its importance.

The principles are developed in alignment with Waka Kotahi’s guidance on developing regional land transport plans and should be updated as required.

## Statutory Context

According to the Land Transport Management Act (LTMA) 2003, a regional programme should include:

- Outline of funding sources, e.g.NLTF, local rate contributions, central government (PGF, NZUP etc.
- List of region’s ‘significant’ activities proposed for funding over the next 3 to 6 years in priority order
- List of inter-regionally ‘significant’ transport activities
- A 10-year financial forecast

Section 16 (3)(d) of the Land Transport Management Act 2003 (Act) requires significant activities to be ranked by priority. ‘Significant’ activities are not defined in the Act, and RTCs are responsible for defining ‘significant’ activities for prioritisation.

A suggested definition of ‘significant’ activities’ is provided in Table 1, and it could be adapted to reflect each region’s requirements as defined by the RLTP strategic ‘front end’.

Table 1: Suggested Definition of Significant Activities

| Significant Activities                            |  |  |
|---|--|--|
| Section 16 (3)(d)                                 | Significant activities - to be presented in order of priority  | All new improvement activities in the region where funding from the National Land Transport Fund is required within the first three years of the Regional Land Transport Plan other than:<br>Maintenance, operations and renewal programmes<br>Public transport programmes (existing services)<br>Low cost/low risk programmes<br>Road safety promotion programmes<br>Investment management activities, including transport planning and modelling<br>Business cases that are not part of a package  |
| Significant inter-regional activities             |  |  |
| Section 16 (2)(d)                                 | Activities that have inter-regional significance   | Any significant activity (see above): <ul style="list-style-type: none"> <li>• that has implications for connectivity with other regions; and /or</li> <li>• for which cooperation with other regions is required; or</li> <li>• any nationally significant activity identified in the Government Policy Statement on Land Transport</li> </ul> <p><i>Note:</i><br/>Regions should connect with their neighbours to identify activities or programmes that connect to and/or depend on each other to be successful. This can also inform the prioritisation process. For example, a region may wish to adjust the priority of an activity to the same level as that of a connecting activity in a neighbouring region to maximise them being considered in combination rather than separately.</p> |
| Significant expenditure funded from other sources |  |  |
| Section 16 (2)(c)                                 | Significant expenditure on land transport activities to be funded from sources other than the National Land Transport Fund | Any expenditure on individual transport activities, whether the activities are included in the Regional Land Transport Plan or not from:<br>Approved organisations (where there is no National Land Transport Fund share)<br>Crown appropriations<br>Other funds administered by the Crown   |

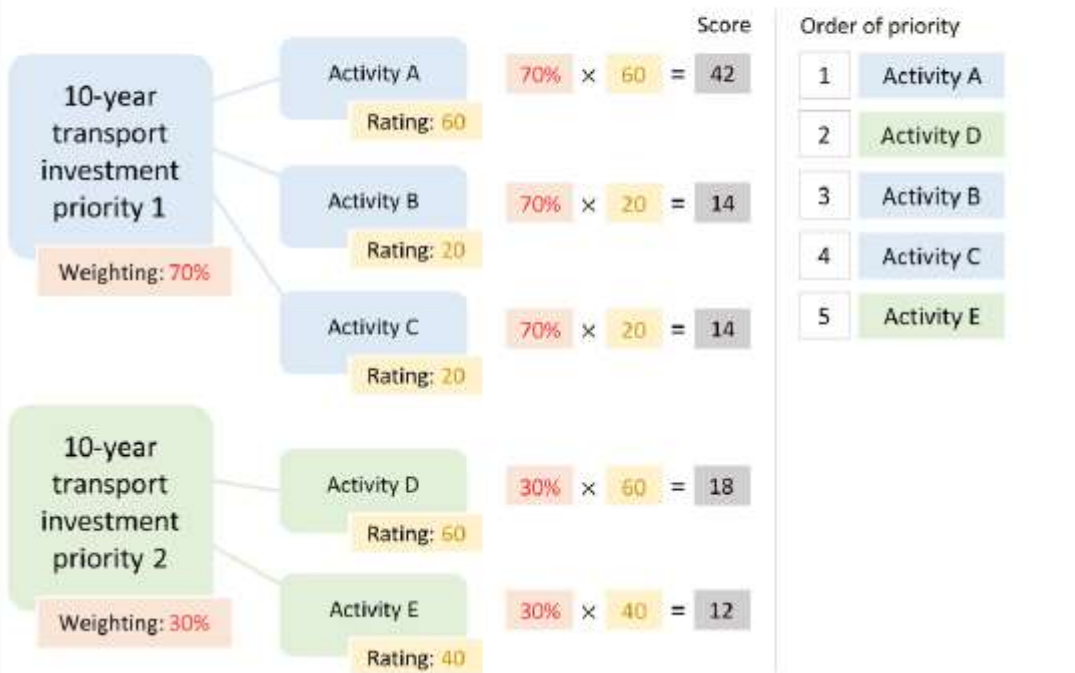
### Prioritisation Approach

- To link the strategic 'front end' with the 'Improvement Activities >\$2 million' requires AOs to align their projects with the 'most fitting' investment priority agreed by the RTC.
- In most Regions, there will not be many Improvement Activities >\$2 million included in the RLTP. (N.B. The low cost / low risk threshold has been increased to \$2 million per project)
- If more than one project aligns with an investment priority, the RTCs technical officers advisory group will need to achieve consensus on each project's contribution to the investment priority using their professional expertise.

### Example Scenario

In this scenario, there are only five activities that meet the definition of significant activity for the two investment priorities.

For the prioritisation, the TOG used their technical expertise and local knowledge to achieve an agreed contribution distribution of the two activities.



- The raw score for Activity A is 42, calculated as 60% of 70, i.e.  $0.6 \times 70 = 42$
- The raw score for Activity D is 18, calculated as 30% of 60, i.e.  $0.3 \times 60 = 18$
- On this basis, Activity A would be priority 1 in the RLTP and Activity D, priority 2. This reflects the technical position of the prioritisation approach and is a recommendation of the TOG.
- RTC may decide to elevate Activity D to priority 1, to promote its importance to the region, and the provision of a reason for such event is recommended.

## 7. Transport Manager's December 2020 Report

Mary-Anne Baker updated the Committee on a range of transport issues with discussions covering:

- Funding approved for three Driver Licencing training programmes, being GOT Drive, Connecting for Youth Employment Trust and Wairoa College with contracts having been prepared and delivery of the programmes to be completed by June 2021
- A number of emails received relating to the Ministry of Education and how they deliver on transport solutions for students, and potential for the Committee to consider advocating to both the Ministry of Transport and the Ministry of Education to consider a more integrated approach to the delivery of school bus and public transport services to better meet transport objectives for students and the public
- The Regional Cycling Governance Group (RCGG) considers preparation and implementation of the HB Regional Cycling Plan and recognises the need to ensure its goals, objectives and programmes are aligned to the RLTP, so the meeting agreed to the appointment of one of its number to the RTC as an advisory member
- New BEE card system went live in August 2020 with a new flat fare being introduced and now seeking support to continue with the fare structure pending the annual fare level review in relation to on-demand services
- Concerns raised around the school bus routes and rural communities being

excluded by Ministry of Education making policy decisions to shorten routes without consulting with Transport experts or the community and suggests that the Committee explores the potential for advocating to the Ministry of Education in HB in relation to Central Hawke's Bay routes.

## RTC21/20 Resolutions

That Regional Transport Committee

1. Receives and considers the "HBRC Transport Manager's December 2020 Report" staff report.
2. Agrees that the decisions to be made are not significant under the criteria contained in Council's adopted Significance and Engagement Policy, and that Council can exercise its discretion and make decisions on this issue without conferring directly with the community or persons likely to have an interest in the decision.
3. Recommends to the Regional Council and the New Zealand Transport Agency that the flat fare for public transport be continued until the annual fare level review or review of fares in relation to on-demand services.
4. Invites the Regional Cycling Governance Group to appoint a representative as an advisory member of the Committee.
5. Requests that the Transport Technical Advisory Group includes a member with appropriate cycling expertise.
6. Requests that the Drivers' Licencing Governance Group reports annually to the Regional Transport Committee.
7. Requests that the Chair of the Regional Transport Committee advocates to both the Ministry of Transport and the Ministry of Education to consider a more integrated approach to the delivery of school bus and public transport services that better enables wider transport objectives to be met for both students and the public.

**Kerr/Walker  
CARRIED**

## 8. Roadsafe Update

Linda Anderson gave updated the Committee on road safety statistics and a snapshot of road safety activities in the region with discussions covering:

- Currently preparing for the Christmas themed checkpoints across Hawke's Bay with the Impairment prevention team and fatigue stops through the holiday period
- Working to revise all Project Plans to reflect the guidelines and outcomes relating to Central Government's Road to Zero Strategy
- Planning for the Hawke's Bay youth Road Safety Expo to be held in May 2021
- The RoadSafe programme is reflected and measured in the RLTP
- The meeting agreed that the RoadSafe Governance Sub-committee will be re-constituted and requested the Transport TAG provide advice into the development the group's Terms of Reference, KPIs, meeting frequency, and development and implementation of the annual RoadSafe programme.

## RTC22/20 Resolutions

That Regional Transport Committee:

1. Receives and considers the "Roadsafe Update" staff report.
2. Requests that the Transport Technical Advisory Group (TAG) provides advice to enable the reconstitution of the RoadSafe Governance Group including the development the group's Terms of Reference, KPIs, membership composition, meeting frequency, and development and implementation of the annual



**9. Verbal Update on Napier Port and Port Related Activities Impacting Regional Transport**

Andrew Palareit gave an update on Napier Port's current activities with discussions covering:

- Acknowledges the Committee for its appreciation of freight demands in the region and support for the Port's operations
- Concerned about the lack of involvement and input from KiwiRail in Hawke's Bay land transport planning activities, including the draft RLTP
- Approximately 150,000 log truck and 160,000 container truck trips to and from the Port per annum, approximately 500-1000 per day Monday-Friday and Fertiliser and bark trucks average around 18,000 trips per annum
- 2 Mainline train trips, 2 Shunts from Kraft Heinz and 1 WPI Saturdays and Sundays, which is around 1-2 per day
- Forecast future demands include log truck volumes increasing by 20-30% over the next 3-5 years, container truck volumes increasing by 2-5% per annum and increased rail/road journeys to Manawatu/Whanganui and truck journeys on SH5 increasing by 10,000 trucks per annum over the next 1-2 years
- Acknowledge and agree on the need for more community consultation on the Whakatu inland port proposition, which was brought forward driven by Central Government funding timeline and the opportunity for economic stimulus post Covid-19
- The Committee suggested a 6-monthly update from Napier Port would be useful.

RTC23/20 **Resolution**

That the Regional Transport Committee receives and notes the "*Update on Napier Port and Port Related Activities Impacting Regional Transport*" report.

Williams/Postings  
CARRIED

**10. NZTA Central Region – Regional Relationships Director's December 2020 Report**

Oliver Postings provided an overview on NZTA projects and activities with discussions converging:

- Received initial submissions to the 2021-2024 National Land Transport Programme (NLTP), with significant demand for available funding across all activity classes, and moderation will start in Feb 2021
- Waka Kotahi Investment Proposal now available for proposed investment activities for the 2021-24 NLTP
- Consultation on the draft Investment Prioritisation Method (draft IPM) for the 2021-24 NLTP, which will replace the Investment Assessment Framework, has now closed, with the release expected by end of December 2020
- Currently working on a 30-year Plan for land transport needs with Version 1 expected to be released for engagement in July 2021
- Innovating Streets for People pilot fund of \$24m allocated to making streets more people-friendly by June 2021
- Accessible Street Consultation closed on 20 May 2020 and currently summarising the submissions received and undertaking a disability impact assessment, with the submissions report and impact assessment to inform recommendations to the incoming Minister and next steps for the Accessible Streets package
- The joint Asset Management Data Standards programme with the Road Efficiency

Group Version 2 was released on 30 October 2020 and implementation is due to be completed in July 2021

- NZTA is currently updating guidance on speed management and school safety to reflect Road to Zero
- Currently developing an Aotearoa Urban Street Guide which will support existing best practice design including updates on cycling networks, pedestrian planning and public transport design
- Currently launching a new regional road safety dashboard prototype which will enable understanding of how road transport systems are performing on road safety issues.

**RTC24/20 Resolution**

That the Regional Transport Committee receives and notes the “NZTA Central Region – Regional Relationships Director’s December 2020 Report”.

**Little/Williams  
CARRIED**

**11. December 2020 Public Transport Update**

The report was taken as read.

- Concerns were raised about the shortage of bus drivers as bus driver wages are too low at \$20 per hour. Living wage currently set as \$22.10 per hour and being investigated by Waka Kotahi.
- Urge the Minister of Transport to accelerate the investigation as more drivers are leaving the industry
- Expecting a letter from GoBus raising their concerns around bus driver shortages.
- Action: Discussions between the Chair (Cr Martin Williams), the Acting Transport Manager (Mary-Anne Baker) and NZTA (Oliver Postings) to meet and discuss options on before the next meeting.

**RTC25/20 Resolution**

That the Regional Transport Committee receives and notes the “December 2020 Public Transport Update” report.

**Kerr/Williams  
CARRIED**

**12. Deputation From Guy Wellwood on Behalf of the Federation of Rail Organisations of NZ**

Guy Wellwood delivered his deputation on rail transport with discussions traversing:

- strongly believes that there is not enough rail transport for Hawke’s Bay, and there should be more
- Earlier this year, Government passed an amendment to the Land Transport Management Act stating that rail has to be funded in the same way as major roading, through the National Land Transport Fund, signalling its intention to have a rail network on an equal footing with roading and an equal opportunity to apply for funding
- Kiwirail has the monopoly, is the track owner and rail operator and is required under the new legislation, to deliver a 3-year programme of development and maintenance of the rail network by June 2021 to Waka Kotahi for approval
- Would like to see passenger trains operating in Hawke’s Bay
- KiwiRail not interested or enthusiastic about a rail network on the East Coast and only focussed on the golden triangle (Auckland, Hamilton, Tauranga and Palmerston North)
- Believe that KiwiRail staff in Hawke’s Bay want to provide a better service to the public

- requesting that the committee incorporates “restoration of the railway line between Wairoa and Gisborne” in the Regional Land Transport Plan and works with Gisborne Council to revise the RLTP and collectively ask Waka Kotahi for \$30m to repair vital transport infrastructure.

RTC26/20 **Resolution**

That the Regional Transport Committee receives and notes the “Deputation from Guy Wellwood on behalf of the Federation of Rail Organisations of NZ”.

**Kerr/Williams  
CARRIED**

**13. Discussion of Minor Matters Not on the Agenda**

No Minor Matters raised for discussion.

Api Robin closed the meeting with a karakia.

**Closure:**

There being no further business the Chairman declared the meeting closed at 12.33pm on Friday, 11 December 2020.

Signed as a true and correct record.

**DATE:** .....

**CHAIRMAN:** .....