

MINISTERIAL BRIEFING NOTE

Subject	Let's Get Wellington Moving Partners Meeting, 30 May 2023
Date	26 May 2023
Briefing number	BRI-2757

Contact(s) for telephone discussion (if required)				
Name	Position	Direct line	Cell phone	1 st contact
Brett Gliddon	Group General Manager Transport Services		s 9(2)(a)	✓

Action taken by Office of the Minister

- ☐ Noted
- ☐ Seen by Minister
- ☐ Agreed
- ☐ Feedback provided
- ☐ Forwarded to
- ☐ Needs change [please specify]
- ☐ Withdrawn
- ☐ Overtaken by events

26 May 2023

Hon Michael Wood – Minister of Transport

LET'S GET WELLINGTON MOVING PARTNERS MEETING, 30 MAY 2023

Purpose

1. This briefing provides you with the agenda and papers for the Let's Get Wellington Moving (LGWM) funding partners meeting on 30 May 2023.
2. The meeting attendees are:
 - Greater Wellington Regional Council (Daran Ponter, Chair and Nigel Corry, Chief Executive)
 - Waka Kotahi NZ Transport Agency (Robyn Elston, National Manager System Design)
 - Wellington City Council (Mayor Tory Whanau and Barbara McKerrow, Chief Executive Officer)
 - LGWM (Dave Brash, Chair of the LGWM Partnership Board and Sarah Gardner, Programme Director).
3. Dave Brash will chair the meeting.

Agenda and papers

4. The agenda and papers are enclosed, which will also be circulated to Dave Brash and the councils' representatives.

A more structured approach to the meetings

5. Following the last meeting on 18 April 2023, your office requested a more structured approach to the meetings with:
 - a. a Chair
 - b. a call for agenda items from all partners (including you)
 - c. papers.
6. A meeting preparation timeline, standing topic agenda and paper template have been developed in response.
7. The following table sets out the meeting preparation timeline:

Working days before meeting date	Action	Person responsible
16	Call for agenda items	Waka Kotahi Partner Lead
14	Funding Partner Leads, Programme Director and Waka Kotahi Programme Sponsor agree the specific agenda items	Waka Kotahi Partner Lead

	under each agenda heading and the papers required	
10	Papers due to Waka Kotahi Max 2 pages, using a supplied template	Funding Partner Leads
9-6	Finalisation of the agenda and papers	LGWM Programme
9-6	Preparation and approval of meeting briefing for the Minister	Waka Kotahi Programme Sponsor
5	Agenda and papers provided to all attendees	LGWM Programme
5	Meeting briefing provided to your office	Waka Kotahi Programme Sponsor

8. The standing topic agenda and paper template are shown in the papers for 30 May 2023 meeting.

It is recommended that you:

1. **Note** the information and meeting papers.



Brett Gliddon

Group General Manager, Transport Services

Hon Michael Wood, Minister of Transport

Date: 2023