Ngauranga to Airport Governance Group
MINUTES

Meeting Information

Time:	5:30pm – 7:30pm
Date:	Tuesday 20 October 2015
Location:	NZTA Wellington Regional Office, Co-operative Building (PSIS House) 20 Ballance St – Boardroom 9.06
Present:	Dave Brash (NZTA) (Chair) Raewyn Bleakley (NZTA) Chris Laidlaw (GWRC) Paul Swain (GWRC) Andy Foster (WCC) Justin Lester (WCC)
In Attendance:	Greg Campbell (GWRC) Kevin Lavery (WCC) Jim Bentley (N2A Programme Director) *(via VC)* Deb Hume (GWRC)
Apologies:	Celia Wade-Brown (WCC) Fran Wilde (GWRC)
Reading:	-

Minutes

Item	Description	Actions
1	Minutes of previous meeting were accepted as a true record.	
2	Jim Bentley presented the current thinking on Programme structure, resourcing, timelines, approach and funding.	
3	The Governance Group endorsed the recommended Programme structure and resourcing, and endorsed the recommended timeline and approach, subject to the following:	
	i) Addition of an early phase of engagement focussed on the process to be followed and the scope of the Programme, including what is specifically included or excluded in our scenario planning, to begin in November. The Governance Group acknowledged that the scope for the Programme would consider a range of options for addressing congestion, including potential at-grade scenarios at the Basin Reserve and requested that the Steering Group / Programme Director advance the work on scope development to enable communication with public and other stakeholders in November.	Jim
	ii) Addition of a mechanism for interested parties to register their interest in individual engagement with the Programme.	Jim

	iii) Design of the following stages of community and other stakeholder engagement processes will be based on expert advice and proactive consultation, including seeking input to design of the process and seeking feedback on the initial design.	Jim
	The agreed Programme will be managed in 5 main phases: 1. Engagement with the community and other key stakeholders on establishing process and confirming scope, to begin in early November. 2. Jointly developing urban design and transport principles to guide assessment of scenarios which will be developed in Phase 2. 3. Jointly developing scenarios which will be assessed against criteria based on the agreed principles. 4. Assessment of scenarios to determine the preferred options for more detailed assessment and consent application. 5. Consultation on the assessment of scenarios and on the preferred options to be taken forward to further analysis before consent application.	
4	The Governance Group noted that the outputs from the Programme will include modelling and other decision support tool information to enable the cycleways design to be completed, a detailed business case for BRT and an indicative business case for addressing congestion.	
5	The Governance Group noted that completion of the five phases of work within the Programme would require extra budget to that approved for the detailed business case of BRT, but that the work-plan and budget was still being worked on. Funding requirements and detailed work-plans are under development and will be available for review by the Governance Group towards the end of November.	Jim Bentley
6	The Governance Group requested that the Steering Group / Programme Director present to the next Governance Group meeting: i) A budget and funding allocation recommendation. ii) Proposed scope for inclusion in the Programme. iii) Feedback on progress with the expert input required for engagement process design. iv) A more detailed work-plan across the workstreams.	Jim Bentley