



Board Meeting Minutes	
Date & time	9 December 2016, 8.30am – 3.00 pm
Location	NZTA, 1 Queen Street, Auckland
Board Membership	Chris Moller (Chair), Fran Wilde (Deputy Chair), Adrienne Young-Cooper, Gill Cox, Nick Rogers, Mark Oldfield, Leo Lonergan and Chris Ellis
Apologies	None
NZTA staff in attendance	<p>Fergus Gammie (Chief Executive)</p> <p>Robert Brodnax (Acting Group Manager Planning & Investment), Tommy Parker (Group Manager Highways and Network Operations), Allan Frost (Group Manager Organisational Support) and Jenny Chetwynd (Group Manager, Strategy, Communications and Performance).</p> <p>Peter Casey (Regional Manager Auckland/Northland, National Manager Investment Development), Barbara Tebbs (National Manager Information, Monitoring and Public Transport), Brandon Mainwaring (National Manager Accountability and Performance), Lisa Rossiter (National Manager Strategy).</p>
Invited attendees	Dame Paula Rebstock (Deputy Chair, KiwiRail) and Peter Reidy (Chief Executive, KiwiRail). Barry Mein (Project Director, Let's Get Wellington Moving)

1. Introduction and governance matters

1.1 Apologies and welcome

The Chair welcomed Board Members to the meeting.

1.2 Confirmation and overview of the agenda

The agenda items were accepted as circulated.

1.3 Declarations of conflict of interest

Nick Rogers noted his standing interest in Tonkin and Taylor.

1.4 Draft minutes from the 4 November 2016 Board meeting

Resolution 1	<i>The draft minutes of the 4 November 2016 Board meeting are a true and accurate record of the meeting.</i>
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1.5 Progress on actions requested at previous meetings

Progress on all the actions was noted. Board Members discussed the outstanding action relating to receiving advice on the assumptions and planning undertaken for New Zealand's port and airport development and how this is being considered in the Transport Agency's Long Term Strategic View and requested that this be actioned as soon as possible.

2. Chief Executive's report & progress against plan

2.1 Chief Executive's report

Fergus Gammie provided Board Members with an overview of the current issues facing the Transport Agency.

Nick Rogers noted his interests in Tonkin and Taylor in respect of the discussion on the East West Link project.

Fergus Gammie drew Board Members' attention to the recommendations relating to the East West Link Project passed by the Auckland Council Planning Committee. Board Members noted the intended date for lodgement of the applications for environmental approvals with the Environmental Protection Authority and agreed not to defer this date but that consultation with interested parties will continue beyond that date. Members also noted that the notification date and length of submission period will be set by the Environmental Protection Authority.

Fergus Gammie advised Board Members of the decision made, under delegation by the Chair of the Transport Agency Board and the Chair of the Transport Agency Audit Risk and Assurance Committee, to wind up New Zealand Transport Ticketing Limited and the process that is underway to give effect to this decision.

Fergus Gammie also updated Board Members on discussions with the Transmission Gully Wellington Gateway Partnership.

Resolution 2	<i>The NZ Transport Agency Board received the Chief Executive's Report for December 2016.</i>
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3. Setting sector and organisational direction

3.1 Long term strategic view

Board paper 16/12/1090

Robert Brodnax summarised the intent of the long term strategic view and the proposal to engage with central and local government on its content, commencing in December 2016.

Board Members identified several areas where additional information would be required in order to ensure the document communicated a national transport opportunities and responses picture. Board Members also noted that this engagement with key stakeholders is critical and that generous timeframes for this engagement will be required as it will build greater alignment between stakeholders on the strategic context for investment in New Zealand's land transport system.

Resolution 3	<p><i>The NZ Transport Agency Board:</i></p> <ul style="list-style-type: none">• Noted the NZ Transport Agency's draft long term strategic view, and• Supported the intention to engage on this view with central and local government agencies, commencing in December 2016.
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3.2 Development of the 2018- 21 National Land Transport Programme and Investment Assessment Framework

Board paper 16/12/1091

Robert Brodnax provided an overview of the timeline for, and approach to, the development of the 2018-21 National Land Transport Programme.

Board Members noted that the approach to be taken differs from previous years in that it will be positioned within the context of the Transport Agency's long term strategic view, will involve

engagement in a dialogue with the sector and will take a customer perspective in the development of programmes and projects.

Board Members discussed the implications of the timeline for the development of the 2018-21 Government Policy Statement on Land Transport Funding on the development of the Transport Agency’s Investment Assessment Framework and requested that this investment framework be made available to the Board prior to its release.

Resolution 4	<i>The NZ Transport Agency Board approved the timeline for development of the 2018-21 National Land Transport Programme including 30 April 2018 as the deadline for receipt of regional land transport plans and 30 June 2018 as the deadline for adoption of the National Land Transport Programme.</i>
Requested Action	<i>Board Members are to receive the Transport Agency’s draft Investment Assessment Framework at the next Board meeting, prior to the release of this framework for engagement with central and local government.</i>

4. Quality assurance of key organisational systems, policies and processes

4.1 Financial progress report for the period ending October 2016

Board paper 16/12/1097

Allan Frost summarised the key points in the financial progress report. Board Members noted that the National Land Transport Fund revenue year to date is 10% above budget due to the increased travel demand as a result of raised levels of economic activity. Board Members also noted the request made

to increase the upper level of the funding range for the Walking and Cycling National Land Transport Fund Activity Class to accommodate the Government’s Urban Cycleway Programme.

Resolution 6	<i>The NZ Transport Agency Board received the report on the financial performance of the NZ Transport Agency (including the National Land Transport Fund) for the four months ended 31 October 2016.</i>
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5. Significant planning, investment and operational matters

5.1 Kaikoura earthquake response and recovery

Board paper 16/12/1103

The Chair welcomed Dame Paula Rebstock (Deputy Chair, KiwiRail), and Peter Reidy (Chief Executive KiwiRail) to the meeting. Peter Reidy provided an overview of KiwiRail’s objectives and issues in the reinstatement of the rail corridor following the Kaikoura earthquake event on 14 November 2016. He noted particularly the importance of the reinstatement of the freight supply chain to KiwiRail’s customers and the impact on tourism.

Board Members discussed the need for effective collaboration and coordination between KiwiRail and the NZ Transport Agency on the reinstatement of the road and rail corridor. Members discussed the establishment of the Alliance between KiwiRail and the NZ Transport Agency noting it as the most effective way to bring multiple parties, resources and expertise together to focus on getting the right outcomes for New Zealand.

Board Members discussed the phased approach to the recovery programme and requested visibility of the detailed work scope and programme and revised cost estimates at the next Board meeting.

Board Members acknowledged and thanked the NZ Transport Agency staff and contractors for the work and effort put in to responding to the Kaikoura recovery efforts.

Resolution 7	<p><i>The NZ Transport Agency Board:</i></p> <ul style="list-style-type: none"> • Received the update on the response to the Kaikoura earthquake and approach to recovery; and • Endorsed the establishment of an Alliance to carry out the earthquake response and recovery.
Requested Action	<p><i>Board Members are to receive more detail on the work scope and programme and revised cost estimates at its next meeting in February 2017.</i></p>

5.2 Northern Corridor Improvements project update

[Board paper 16/12/1092](#)

Tommy Parker provided an update of progress made with the Northern Corridor Improvements project. Board Members discussed the nature of the competitive hybrid alliance model used for the project. Board Members also noted the intention to lodge the notice of requirement, alterations to the designations and resource consent applications for the main works package in December 2016.

Resolution 8	<p><i>The NZ Transport Agency Board received the December 2016 update on the Northern Corridor Improvements Project.</i></p>
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5.3 Let’s Get Wellington Moving – Problem Definition and Objectives

Board paper 16/12/1098

The Chair welcomed Barry Mein (Project Director, Let’s get Wellington Moving) to the Board meeting. Barry Mein provided an overview of the approach to planning, investing and developing the transport system within the Ngauranga to Wellington Airport Corridor, noting the intention to reach agreement on a preferred scenario by mid-2017 following public engagement on options.

Board Members discussed the importance of a successful outcome from the Let’s Get Wellington Moving programme. Members also discussed the extent to which the project objectives provided clear enough direction to each of the partner agencies as to what needs to be achieved recognising the economic and social context in which this project is being designed and delivered. Board Members noted that the proposed assessment criteria provided some additional clarity and requested that consideration be given to developing clear performance metrics for the assessment criteria.

Board Members requested visibility of the short list of intervention scenarios and their assessment against the project objectives and criteria prior to those scenarios being released for consultation with the community.

<p>Resolution 9</p>	<p><i>The NZ Transport Agency Board:</i></p> <ul style="list-style-type: none"> • Endorsed the proposed objectives and assessment criteria for the Let’s Get Wellington Moving programme; and • Requested that consideration be given to developing performance metrics for the assessment criteria.
<p>Requested Action</p>	<p><i>Board Members are to receive for consideration the short list of intervention scenarios and their assessment against the project objectives and criteria prior to</i></p>

those scenarios being released for consultation with the community.

5.4 Auckland Transport Alignment Project – Update on Implementation

Board paper 16/12/1099

Ernst Zöllner provided an update on the progress being made on the implementation of the Auckland Transport Alignment Project. Board Members discussed the key emerging and ongoing risks.

Resolution 10

*The NZ Transport Agency Board **received** the update on the progress being made on the implementation of the Auckland Transport Alignment Project.*

5.5 Auckland Transport Metro Rail Operator Contract Extension

Board paper 16/12/1100

Fergus Gammie provided an overview of the proposal to extend the Auckland Transport Metro Rail operator contract. Board Members noted the need for the extension of the current contract given its current expiry date of 30 June 2017, in order to allow time for procurement to be completed and that the extension represents the best value for money in the circumstances.

Resolution 11

The NZ Transport Agency Board:

- ***Approved** a variation from Rule 10.24 of the NZ Transport Agency’s Procurement manual to allow Auckland Transport to extend the current metro rail operating contract with Transdev Auckland by up to 4 years from its current termination date of 30 June 2017;*
- ***Agreed** that a working group comprising Auckland Transport, the Ministry of Transport, the Treasury and the Transport Agency be set up to consider the future model for operating Auckland’s metro rail services in the context of*

	<p><i>total government investment into Auckland metro rail operations and the City Rail Link; and</i></p> <ul style="list-style-type: none"> • <i>Delegated the approval of the terms of reference for that working group to the Transport Agency’s Chief Executive.</i>
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5.6 Funding assistance rates including Chatham Islands, special purpose roads and total mobility

Board paper 16/12/1101

This paper was deferred pending completion of the Requested Action below.

Requested Action	<p><i>Board Members are to receive additional information on the effect of the “end of transition” normal funding assistance rate for the Chatham Islands on the Island’s rating base. The additional information and recommendation is to be circulated to Board Members for a round robin decision.</i></p>
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6. Other updates and general business

6.2 Draft agendas for 10 February 2017 Special Board meeting, 2 March 2017 Board meeting and 3 March 2017 ARA Committee workshops

Jenny Chetwynd presented the draft agendas for the upcoming Board meetings.

Board Members noted the need for an additional meeting to be scheduled in February 2017 to discuss progress with the Kaikoura earthquake response and recovery.

Resolution 14	<p><i>The New Zealand Transport Agency noted the draft agendas for:</i></p> <ul style="list-style-type: none"> • <i>10 February 2017 Special Board meeting;</i>
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	<ul style="list-style-type: none"> • 2 March 2017 Board meeting; and • 3 March 2017 ARA Committee workshops.
Requested Action	<i>An additional Board meeting is to be scheduled for February 2017.</i>

6.3 Schedule of Board Correspondence and Official Information Act requests for Board papers

Board paper 16/12/1102

Resolution 15	<p><i>The NZ Transport Agency Board received the December 2016 report on:</i></p> <ul style="list-style-type: none"> • <i>Recent correspondence received by the NZ Transport Agency Board Chair; and</i> • <i>NZ Transport Agency Board papers released under the Official Information Act 1982.</i>
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6.4 General business

Board Members discussed the recent work of the Ad Hoc Board Committee on Zero Harm, noting the intention to provide more regular reporting to the Board on these matters and the wider work underway in the organisation to improve the Zero Harm practices and culture.

Board Members canvassed the metrics available to measure uptake and usage of cycleways around the county and requested more information be provided to them on this topic.

Chris Moller acknowledged and thanked the Transport Agency staff for their efforts in organising the stakeholder events and Auckland site visits the previous day.

Requested Action	<i>Board Members are to receive advice on the actions the NZ Transport Agency is taking to monitor uptake of cycleways around the country.</i>
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7. Setting organisational direction

7.1 Strategy Endorsement

Board paper 16/12/1094

Jenny Chetwynd provided an overview of the discussions the Board has had on the strategy refresh process since August 2016 and of the key components of the refreshed strategy comprising the Value Statement, three Strategic Responses and Focus Areas, including performance measures and key performance indicators.

Board Members discussed the refreshed strategy concluding that it sets an effective direction for the Transport Agency in the context of providing a national land transport system that is efficient, sustainable, unlocks opportunity and keeps New Zealand moving.

The Chair thanked Transport Agency staff for the effort put into refreshing the Transport Agency’s strategy.

Resolution 16	<p><i>The NZ Transport Agency Board endorsed the Transport Agency’s refreshed strategy comprising:</i></p> <ul style="list-style-type: none"> • <i>One Value Statement;</i> • <i>Three Strategic Responses; and</i> • <i>Eight Focus Areas, including performance measures and key performance indicators.</i>
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8. Board only session

A session was held for Board members only to discuss the 2016 Board Evaluation Questionnaire.

The meeting ended at 3.00pm.

Minutes approved by the Chair	<hr/>
Date	----/----/----