



Board Meeting Minutes	
Date & time	9 November 2018, 8:30am – 12:30pm
Location	NZ Transport Agency Boardroom, Level 2, 50 Victoria Street, Wellington
Board Membership	Michael Stiassny (Chair), Dame Fran Wilde (Deputy Chair), Nick Rogers, Adrienne Young-Cooper, Chris Ellis, Leo Lonergan, Mark Darrow and Vanessa van Uden
Apologies	None
NZTA staff in attendance	Fergus Gammie (Chief Executive) Raewyn Bleakley (General Manager Governance, Stakeholders & Communications and Board Secretary), Howard Cattermole (General Manager Investment and Finance), Jenny Chetwynd (General Manager Strategy, Policy & Planning), Brett Gliddon (General Manager System Design & Delivery), Barbara Harrison (General Manager People), Charles Ronaldson (General Manager Customer Design & Delivery), Giles Southwell (General Manager Corporate Services), Tim Barry (Senior Manager, Safety and Wellness), Lisa Rossiter (Senior Manager, Strategic Interventions), Chris Hunt (Senior Manager, Project Delivery), Gavin Armstrong (Manager, Organisational Performance), John Coulter (Senior Manager, Operational Policy, Planning & Performance), Richard Hancy (Mass Transit Lead and Acting Programme Director, Light Rail) and Anna Moodie (Senior Manager, Legal).

External attendees	Peter Mersi, Chief Executive, and Brynn Gandy, Deputy Chief Executive, Strategy and Investment, Ministry of Transport (for Agenda item 4.1 <i>Future of Heavy Rail in New Zealand</i>); and Steve Haszard, Michael Hodge and James Cairney, Meredith Connell (for Agenda item 6.8 <i>Regulatory Non-Compliance Project Update</i>)
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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 was accepted as circulated.

1.3 Declarations of conflicts of interests of Board Members

The schedule of Board Members' interests was noted as tabled.

Nick Rogers noted his standing interest in Tonkin and Taylor.

1.4 Declarations of conflicts of interests of Senior Leadership Team Members

The schedule of Senior Leadership Team Members' interests was noted as tabled.

1.5 Draft Minutes of the 5 October 2018 Board meeting

Resolution 1	<i>The NZ Transport Agency Board confirmed the draft minutes of the 5 October 2018 Board meeting as a true and accurate record of the meeting.</i>
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1.6 Audit, Risk and Assurance (ARA) Board Committee Report: 8 November 2018 ARA Board Committee meeting

Mark Darrow outlined the matters considered at the ARA Board Committee meeting on 8 November 2018. In particular, he noted the meeting covered the introduction of half year financial reporting; the steps to be taken with respect to the state highway valuation improvement programme (including liaison with KPMG and the Office of the Auditor-General); and the technology improvements undertaken by Corporate Services.

As a consequence of a paper provided to the ARA Board Committee specific to cyber security, a paper will be presented to the Board in December 2018 setting out the options and steps to be taken to accelerate the improvement of the NZ Transport Agency's maturity in terms of information technology – particularly, cyber security.

The ARA Board Committee had received a paper on regulatory assurance. It was observed that issues related to a backlog of motor vehicle certification reviews and adjudication files work were identified in 2017, but were not escalated to the Senior Leadership Team or ARA Board Committee. Some issues related to the transport service licensing area were reported to the ARA Board Committee in March 2018. Inconsistencies were identified in terms of approach and the scope of internal audits. Summaries of the audit reports and an overall rating of regulator process did not draw out sufficient detail for the ARA Board Committee to determine whether or not there was a risk of significant system failure.

The ARA Board Committee noted steps that would improve the audit function and limit the possibility of further non-compliance or failings being undetected. Management will now take steps to commence implementing the actions and will also ensure appropriate levels of assurance are built into the future state regulatory design work stream.

The Board also noted that the ARA Board Committee has discussed the process and outcomes connected to insurance renewals. It was agreed that a member of the Senior Leadership team should

be responsible for the relationship with the Transport Agency's insurance broker. Management is to give effect to this decision as quickly as possible and ensure the Transport Agency's insurance broker fulfils their role in attaining the best outcomes for the Transport Agency.

1.7 Investment and Operations (I&O) Board Committee Report: 8 November 2018 I&O Board Committee meeting

Nick Rogers provided an overview of the matters considered by the I&O Board Committee meeting on 8 November 2018. This included the review work programme connected to the investment decision making framework (that incorporates a review of the Economic Evaluation Manual); the current condition of the state highway network; and the performance measures to be put in place to ensure value in the continuation of the Road Efficiency Group.

With respect to the maintenance programme for the state highway network, it was agreed that the Transport Agency needs to communicate with stakeholders about the upcoming programme of works to give communities visibility.

A new dashboard, for which a sample format was supplied, was also discussed. It will include updates and progress reports on a variety of matters within the scope of the I&O Board Committee terms of reference, such as progress reports on National Land Transport Programme revenue and expenditure and significant capital projects; and updates on industry changes and supply chain issues that may impact on key projects.

1.8 Progress on actions requested at previous meetings

Progress on all actions arising was noted.

2. Health, Safety and Wellness matters

2.1 Health, Safety and Wellness Update

Board paper 2018/11/1293

Chris Ellis noted his interest in health and safety matters as a Director of WorkSafe NZ.

Charles Ronaldson spoke to the matters outlined in the update. Various points of focus included the work completed in respect of workplace fatigue management and psychological risk factors and how these are to be managed; the strong interest shown in becoming a Transport Agency health, safety and wellness representative (135 nominations for 88 elected positions); and the upcoming Health, Safety and Wellness (HSW) Leadership Programme for the Senior Leadership Team to enable and ensure the right kind of engagement going forward on HSW matters.

Recruitment of a new Programme Director, Workplace Health and Safety is underway via consultancy, Hobson Levy. A request for proposal in respect of the role was circulated and feedback received back from Board Members. Interviews are intended to be held this year.

Board Members noted that the critical risks outlined in the update were rather general and asked for more detail in future.

In terms of property and HSW issues, management is to provide a short report to the Board on these matters.

Barbara Harrison spoke to the work undertaken in respect of Code of Practice for Temporary Traffic Management. An independent review has been undertaken. The changes and improvements identified as a result of this review will fall within the new work programme developed following the independent governance review.

Board Members supported the site visit proposed in conjunction with the December 2018 Board meeting and made it clear that it should not be 'overly managed' to ensure Board Members

experience what typically happens on site. The site visit needs to provide useful insight and understanding to the Board of the operational perspective of work sites for which the Transport Agency is involved (and responsible for) around New Zealand.

It was noted that the Dashboard, though referred to as an attachment, was not uploaded to Diligent Boards with the update. A copy is to be circulated to Board Members.

The use of the term “Zero Harm” has been used for various types of reporting – as well as for the names of the relevant industry group and leaders’ forum. This is terminology associated with earlier health and safety legislation and policy. The terms used going forward need to reflect the shift in focus from monitoring and recording health and safety incidents to proactively identifying and managing risks. Management is to review the use of the term “Zero Harm”.

<p>Resolution 2</p>	<p><i>The NZ Transport Agency Board:</i></p> <ul style="list-style-type: none"> <i>a) Noted the latest health, safety and wellness update.</i> <i>b) Agrees that the Board could attend on the Northern Corridor Improvements Project for a health, safety and wellbeing site visit during its scheduled site visit time on 13 December 2018.</i>
<p>Requested Action(s)</p>	<ul style="list-style-type: none"> A. Circulate a copy of the Board Dashboard to Board Members. B. Review the use of the term “Zero Harm”, which is used in some of the documents produced in respect of Health, Safety and Wellness matters. C. Prepare a report regarding properties and issues connected to health, safety and wellness from management.

3. Chief Executive's Report

3.1 Chief Executive's Report

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

In light of the number of matters requiring the Board's attention per the meeting's agenda, it was decided that consideration of the development of the Board Health, Safety and Wellbeing Charter would be deferred to the Board's meeting on 14 December 2018.

With respect to finalising the Statement of Intent and amended Statement of Performance Expectations and taking note of the changes requested by Ministers, management is to look to refine the material to be integrated (as considered appropriate) and report back accordingly to the Board. The four areas of feedback were specific to the regulatory compliance work currently underway; the investment decision making framework and considerations taken into account; supporting and promoting multi modal options and the mode shift strategy; and supporting regional development.

Fergus Gammie spoke to the supplementary paper on e-scooters. Board Members noted the trials underway and the various matters that need to be considered as a consequence. Discussion referenced some of the media coverage related to use of the e-scooters, such as the number of ACC claims made. The resolutions sought were supported. A letter is to be written to the Ministry of Transport expressing the Transport Agency's position on e-scooters, which includes banning road use and limiting speed to no more than 10 kmph on foot paths. Board Members also noted concerns about the definition of cycleways and the impact this may have on the network in future in light of the vast array of new types of mobility emerging.

In terms of the new independent infrastructure body, the Board acknowledged that representation on the advisory group is an appropriate level of involvement by the Transport Agency. It did not agree to

the provision by the Transport Agency of temporary resource to Treasury, in order to be part of the establishment phase.

Board Members noted the update regarding the Transmission Gully Network Optimisation Proposal. An error was noted within this update. Management was asked to rectify the error, by replacing with a corrected slide to ensure the material recorded as part of a Board document is accurate.

The proposed amendments to the Land Transport (Driver Licensing) Rule 1999 were noted

This section of the Minutes of the 9 November 2018 Board Meeting is withheld under section 9(2)(g)(i) of the Official Information Act 1982 (“OIA”), as there is a need to maintain the effective conduct of public affairs through the free and frank expression of opinions by or between or to members of an organisation or officers and employees of any Department or organisation in the course of their duty. The NZ Transport Agency has determined that the interests being maintained outweigh any public interest in making the information available.

Resolution 3

The NZ Transport Agency Board received the Chief Executive’s Report.

Resolution 4

The NZ Transport Agency Board:

a) Adopts the following position on low powered e-scooters (less than 300 watts):

i. E-scooters are part of a modern multi-modal transport system, providing mobility and health benefits for users and emissions reductions.

ii. The NZ Transport Agency’s primary objective is to ensure e-scooters are a safe part of the transport system and it is recommended that riders of e-scooters wear a helmet at all times.

	<p><i>iii. That the law governing low powered e-scooters be amended so that:</i></p> <p><i>A. e-scooters can be used:</i></p> <ul style="list-style-type: none"> <i>• on the road only if there is no footpath available and the speed environment on the road is low (that is, 30km/h or less); or</i> <i>• in a cycle lane only if there is no footpath available</i> <p><i>B. where there is no footpath available and e-scooters are used on a low speed road or in a cycle lane, the riders of the e-scooters must wear a helmet; and</i></p> <p><i>C. there is a maximum speed limit for e-scooters of 10km/h on footpaths and appropriate speed limits (to be determined) in other environments.</i></p> <p><i>b) Agrees to the delivery of a pro-active communications programme promptly highlighting the NZ Transport Agency position (as outlined above) and the current requirements for safe and considerate use of e-scooters.</i></p>
<p>Requested Action(s)</p>	<p>A letter is to be written to the Ministry of Transport expressing the NZ Transport Agency’s position on e-scooters, which includes banning road use and limiting speed at which e-scooters are used to no more than 10 kmph on foot paths.</p>

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4. Setting sector and organisational direction

4.1 Future of Heavy Rail in New Zealand – Proposals and Implications for NZ Transport Agency

Board paper 2018/11/1294

Peter Mersi and Bryn Gandy, both from the Ministry of Transport, joined the Board meeting to speak to their presentation providing an update on the Future of Rail work.

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Resolution 6

The NZ Transport Agency Board noted the update received on the Future of Rail review, which is a Ministry of Transport-led project.

5. Confirming service and financial performance targets

5.1 Quarterly Results and Assurance Report for the period ending 30 September 2018 (Quarter 1)

Board paper 2018/11/1295

Board Members noted the matters outlined in the paper.

In terms of the Quarterly Results and Assurance Report for Quarter 1, management were requested to add sections at the start of the report covering in sufficient detail the regulatory non-compliance project and the Health, Safety and Wellness Governance Review undertaken by CosmanParkes.

<p>Resolution 7</p>	<p><i>The NZ Transport Agency Board</i></p> <p>a) Received the NZ Transport Agency’s quarterly results and assurance report for the period ended 30 September 2018 (Quarter 1).</p> <p>b) Noted that the report reflects the financial and non-financial performance expectations in the NZ Transport Agency’s amended statement of performance for 2018/19, including new position statements (against which formal progress reporting will begin in Quarter 2).</p>
<p>Requested Action(s)</p>	<p>The Board requested that management add sections at the start of the NZ Transport Agency’s quarterly results and assurance report for the period ended 30 September 2018 covering in sufficient detail the regulatory non-compliance project and the Health, Safety and Wellness Governance Review undertaken by CosmanParkes.</p>

6. Significant planning, investment and operational matters

6.1 Auckland Light Rail: City Centre to Mangere – Business Case and Procurement Strategy

Board paper 2018/11/1296

Due to time constraints the Board had a brief high-level discussion of the decisions sought, that led to this item being deferred, leaving the proposed resolutions open.

An additional Board meeting to enable this matter to be dealt with was scheduled for Friday, 16 November 2018.

6.2 Quay Street Seawall Seismic Resilience Upgrade

Board paper 2018/11/1297

Board Members noted the nature and extent of improvements arising out of the project and its timing, as well as its alignment with Government strategy. Discussion canvassed the use of higher (targeted enhanced) funding assistance rates for larger approved organisations, particularly where the benefits to be realised are wider than just transport-related ones.

Resolution 8	<p><i>The NZ Transport Agency Board:</i></p> <ul style="list-style-type: none">a) Endorses Auckland Transport’s Quay Street Seawall Seismic Upgrade Resilience Business Case.b) Approves funding to Auckland Transport for the implementation of the Quay Street Seawall Seismic Upgrade, at a cost of \$84.88 million, (National Land Transport Fund share \$64,084,400 at a targeted enhanced funding assistance rate of 75.5%).
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6.3 Kaikoura Earthquake Recovery and Reinstatement – Approval to release Funding

Board paper 2018/11/1298

Brett Gliddon spoke to the paper and the revised funding arrangements to incorporate additional works that will ensure delivery of level of service and resilience objectives.

Board Members discussed the details specific to the contingencies outlined, the additional works and the objectives to be delivered.

Resolution 9	<i>The NZ Transport Agency Board endorses the recommendation from the Oversight Group for the South Island Transport Corridor reinstatement project to use the Government-held Recovery Works Upper Bound contingency of \$60 million to fund Tunnel 21 and Half Moon Bay resilience works.</i>
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6.4 Re-evaluation Findings: State Highway (SH) 2 Pokeno to Mangatarata, SH 1 Cambridge to Piarere, SH29 Piarere to Tauriko and SH2 Melling Interchange

Board paper 2018/11/1299

Brett Gliddon provided an overview of the paper.

Board Members discussed the refocused direction of the projects and the revised priorities, key messages and programmes of activities for the corridors and interchange, for which re-evaluation findings are being presented.

It was noted the remainder of the findings are to be presented at the 14 December 2018 Board meeting, along with a recommended programme for inclusion in the National Land Transport Programme 2018–2021.

As for the first set of re-evaluation announcements, Board Members noted care will be required to

ensure effective communications with key stakeholders; communities along, or connected to, affected corridors; and local media.

Resolution 10	<i>The NZ Transport Agency Board endorses the proposed revised approaches for:</i> <ul style="list-style-type: none"><i>a) State Highway (SH) 2 Pokeno to Mangatarata;</i><i>b) SH1 Cambridge to Piarere;</i><i>c) SH29 Piarere to Tauriko; and</i><i>d) SH2 Melling Interchange,</i> <i>noting that re-evaluation for these corridors is now complete.</i>
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6.5 Safe Networks Programme Case

Board paper 2018/11/1300

Brett Gliddon introduced the paper.

Board Members noted that the Safe Networks Programme is an important response to the Government's strategic focus on safety. It also focuses on two of the Transport Agency's Road Safety Priorities 2018–2021.

The maps, located in the Resource Centre in Diligent Boards, showing the 10% of the national road network with the highest potential for deaths and serious injuries reduction were useful – including the breakdown between those sections requiring speed management and engineering with those only requiring engineering.

Resolution 11	<p><i>The NZ Transport Agency Board:</i></p> <ul style="list-style-type: none">a) Endorses the Safe Networks Programme Case, which addresses the Safe Roads and Roadsides and Safe speed elements of the Road Safety Plan.b) Noted that the Safe Networks Programme presents a menu of activities that include state highway and local road improvements, and speed management reviews. It also includes a ‘standard safety intervention’ mechanism as a means for proven deaths and serious injuries-reducing treatments to be funded and implemented on a pre-approved basis (without further business case development).c) Notes that the estimated total cost of the Safe Networks Programme is \$1.85 billion, of which \$1.3 to 1.4 billion is affordable in the National Land Transport Programme 2018–2021.d) Notes that most of the local road activities included in the Safe Networks Programme will also be included in the Safety National Priority Programme, and will therefore be eligible for a targeted enhanced funding assistance rate.e) Notes that the Safe Networks Programme will be implemented in partnership with local government.
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6.6 Delegation to Territorial Authorities – Enforcement of Parking Restrictions on State Highways

Board paper 2018/11/1301

Board Members agreed to the course of action outlined regarding delegation to territorial authorities with respect to enforcement of parking restrictions on State Highways.

Resolution 12	<p><i>The NZ Transport Agency Board:</i></p> <ul style="list-style-type: none">a) <i>Endorses the proposed approach to delegation of stationary vehicle offences.</i>b) <i>Delegates, pursuant to section 62(1) and 63(1) of the Government Roading Powers Act 1989, the powers of control of parking and stationary vehicle offences on areas of the state highway.</i>c) <i>Authorises the NZ Transport Agency Board Chair with the power to sign the Instrument of Board Delegation pursuant to this resolution.</i>d) <i>Delegates to the NZ Transport Agency Chief Executive the power to sign Instruments of Delegation to individual territorial authorities who wish to accept the delegation where the Instrument is in substantially similar terms to the Template Instrument annexed to the Instrument of Delegation.</i>e) <i>Authorises Auckland Council to sub-delegate functions within the scope of the Template Instrument to Auckland Transport.</i>
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6.7 Approach to Auckland Transport Board Appointment

Board paper 2018/11/1302

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The decision to decline to nominate a non-voting member of the Auckland Transport Board would take effect immediately.

The way in which advice on matters relating to transport is requested and provided will need be considered to ensure an appropriate level of involvement is maintained by the Transport Agency.

<p>Resolution 13</p>	<p><i>The NZ Transport Agency Board</i></p> <p>This section of the Minutes of the 9 November 2018 Board meeting is withheld under section 9(2)(h) of the OIA as there is a need to maintain legal professional privilege. The Transport Agency has determined that the interests being maintained outweigh any public interest in making the information available.</p> <p><i>b) Declines to nominate a non-voting member of the Auckland Transport Board.</i></p> <p><i>c) Approves the proposal, by NZ Transport Agency management, to make an advisor available to the Auckland Transport Board on matters relating to transport.</i></p>
<p>Requested Action(s)</p>	<p>A letter is to be written to Auckland Transport outlining the NZ Transport Agency’s position going forward in respect of non-voting directorship on the Auckland Transport Board.</p>

6.8 Regulatory Non-Compliance Project Update

Board paper 2018/11/1303

Board Members noted the paper in respect of providing a progress report on this project, as well as outlining initial plans and timelines for aspects of the work programme.

Good progress has been made on that part of the project specific to the open compliance files.

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The Board acknowledged the matters and issues, and discussed the proposed messaging, contained in the *Communications Update Plan*. Board Members noted the importance of the wording in the proposed media release.

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Management's intention is to now consult and report back at the December 2018 Board meeting.

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The *Health and Safety Update* was introduced by Charles Ronaldson and James Cairney,

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A report back, including required next steps, is envisaged to the December 2018 Board meeting.

Resolution 14	<i>The NZ Transport Agency Board noted the update on the Regulatory Non-Compliance Project work programme, being led by Meredith Connell.</i>
Requested Action(s)	<p>This section of the Minutes of the 9 November 2018 Board meeting is withheld under section 9(2)(h) of the OIA as there is a need to maintain legal professional privilege. The Transport Agency has determined that the interests being maintained outweigh any public interest in making the information available.</p> <p>B. A letter is to be written to the Ministry of Transport giving notice that there may be a requirement to make urgent rule changes arising out of the work presently being undertaken in respect of the NZ Transport Agency’s regulatory function and advising the Transport Agency will be in touch once in a position to outline what is/may be required.</p>
Resolution 15	<i>The NZ Transport Agency Board noted the Communications Update Plan.</i>
Resolution 16	<p><i>The NZ Transport Agency Board:</i></p> <p>a) <i>Notes the NZ Transport Agency’s revised draft policy entitled Managing Integrity of Vehicle Certification Inspection and Inspection Organisations – Operational Policy, which will enable the Transport Agency to more</i></p>

	<p><i>effectively manage conflicts of interest arising in the area of used vehicle entry verification.</i></p> <p><i>b) Agrees to the revised draft policy being released for consultation, with a view to a ‘final’ revised policy being presented for approval at the Board’s December 2018 meeting.</i></p>
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7. Other updates and general business

7.1 Other updates

Board paper 2018/11/1304

In terms of the update on matters specific to the Kaikoura Earthquake Recovery and Reinstatement, Brett Gliddon advised that since the writing of the update iwi have indicated they are prepared to meet. This will enable the Transport Agency to gain a better understanding of what may be driving the iwi concerns around the shared use path at Mangamaunu Bay and determine how any issues arising may be addressed.

The new advertising campaign focusing on vehicle safety for young drivers was noted.

Board Members expressed a strong interest in doing more about driver licensing and Maori and

would like to see actions and progress undertaken in this regard.

Resolution 19	<i>The NZ Transport Agency Board received the November 2018 other updates.</i>
Requested Action(s)	Management is to identify actions that can be taken with respect to driver licensing and Maori, with a view to ultimately improving road safety outcomes and improving social and economic wellbeing.

7.2 Draft agendas for 14 December 2018 Board meeting

Resolution 20	<i>The NZ Transport Agency Board noted the draft agenda for 14 December 2018 Board meeting.</i>
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7.3 Schedule of Board Correspondence and requests for Board paper

Board paper 2018/11/1305

Resolution 21	<p><i>The NZ Transport Agency Board received the November 2018 report on:</i></p> <ul style="list-style-type: none"> • <i>recent correspondence received, and sent, by the NZ Transport Agency Board Chair;</i> • <i>recent correspondence to which the Board Chair was copied in; and</i> • <i>Transport Agency Board documents requested and released under the Official Information Act 1982.</i>
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7.4 General business

The following items of general business were raised or discussed:

- Brett Gliddon provided an update concerning a bridge washed out, along with abutment(s), on State Highway 73 (Arthur's Pass). Crews are onsite assessing the damage. In light of the nature and extent of the damage, a temporary fix should be able to be put in place within two to three days.

8. Board only session

A Board only session was held.

9. Board meeting with Minister

Minister James Shaw, Acting Associate Minister of Transport and Minister for Climate Change, met with Board Members, accompanied by officials from the Ministry of Transport (Kirstie Hewlett and Robert Anderson) and his office (Henry Peach and Olivia Kitsen).

A wide range of matters were covered during this meeting. They included:

- an update on the zero carbon bill and associated time frames
- the emissions reduction target, related framing statement, emissions price capture and the use of the emissions trading scheme
- use of public transport, including bus lane access
- encouraging the uptake and use of electric vehicles

- putting in place a mechanism to get rid of 1 and 2 star vehicles and pushing the quality of fleet stock on New Zealand roads up
- improving the (re)charging network – noting the Transport Agency’s present facilitation and provision of information roles
- (interest expressed by the Minister in) the Transport Agency’s view if its role altered to be becoming a provider of state highway charging facilities and how this might work in terms of control, maintenance, distribution and payment
- road safety
- speed management
- light rail projects
- use of heavy rail and the future of rail work underway
- billion trees project

Requested Action(s)	<p>A. Management is to write a thank you letter to Minister Shaw for attending the Board meeting, which also mentions chargers and the intention to revert prior to Christmas 2018 with comments on charging through the State Highway network (including a plan to address any gaps).</p> <p>B. Management is to provide advice concerning cell phone coverage for all of the State Highway network at the next Board meeting.</p> <p>C. Management is to also engage with the Energy Efficiency Conservation Authority (EECA) to obtain an up to date map on locations of chargers throughout New Zealand and to identify any gaps – noting that the present electric vehicle infrastructure on the State Highway network covers 89% at 75 kilometre intervals.</p>
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	D. A (further) letter is written to the Minister(s) regarding the 1 and 2 star vehicle action, but adding the environmental junk aspect/scrappage issue.
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The Board Meeting closed at 3:30pm.

Minutes approved by the Chair	_____
Date	----/----/----