

# NZTA: 2020 - IAG MEETING MINUTES

<b>Meeting Name:</b>	NZTA Industry Advisory Group Meeting		
<b>Date of Meeting:</b>	13 <sup>th</sup> May 2020	<b>Time:</b>	Part 1 10am-12pm Part 2 1pm-3:30pm
<b>Meeting Facilitator:</b>	Pete Connors (NZTA)	<b>Location:</b>	Skype call
<b>Meeting Objective:</b>	The key objective of the Industry Advisory Group (IAG) is to optimise and improve sustainable system management within New Zealand.		

## Attendees:

Name	Organisation	Email Address
Jonathon Doggett	Downer	Jonathon.doggett@downer.co.nz
Chris Edsall (apologies)	Downer	chris.edsall@downer.co.nz
Bevan Sandison (apologies)	FH	Bevan.Sandison@fultonhogan.com
Adam Humphries	FH	Adam.humphries@fultonhogan.com
Mathew Anderson	Broad-spectrum	Mathew.anderson@broadpectrum.com
Gary Porteous	Opus	Gary.Porteous@wsp-opus.co.nz
Sean O'Neil	Higgins	S.Oneil@higgins.co.nz
Mike Manion	Higgins	M.Manion@higgins.co.nz
Nicky Smith	HEB	Nicky.Smith@HEB.co.nz
Lee Hautler (apologies)	HEB	Lee.Hautler@heb.co.nz
Peter Silcock (apologies)	Civil Contractors	peter@civilcontractors.co.nz
Stacy Goldsworthy	Civil Contractors	stacy@civilcontractors.co.nz
Mike Tapper (PM session only)	Beca	Michael.tapper@beca.com
Gavin Gribben	Beca	Gavin.gribben@beca.com
Dean Elder	Southroads	dean.elder@southroads.co.nz
Simon Bird	GHD	Simon.Bird@ghd.com
Jack Hansby	NZTA	Jack.hansby@nzta.govt.nz
Liane Powell	NZTA	Liane.Powell@nzta.govt.nz
Steve Rusbatch	NZTA	Steve.Rusbatch@nzta.govt.nz
Peter Connors (chair)	NZTA	Peter.connors@nzta.govt.nz
Wayne Oldfield	NZTA	Wayne.oldfield@nzta.govt.nz
Rob Campbell	NZTA	rob.campbell@nzta.govt.nz
Rachael Davidson	NZTA	Rachael.davidson@nzta.govt.nz

# MEETING AGENDA

Topic	Lead / Time
Item 1 - Welcome & Safety Moment	10.00 – 10.10am Pete Connors
<b>Item 2 – NZTA Updates</b> 2.1 COVID-19 2.2 Annual Plan Moderation 2.3 Board reset	10.10am – 10.45am Pete Connors
<b>Item 3 - Industry Matters:</b>  <b>TTM</b> 3.1 TTM Q&A session with Neil Greaves 3.2 COPTTM competency model – Progress and Industry Response (Simon Bird) 3.3 Front pilot on cyclic work on low volume narrow carriageway roads  <b>NOCs</b> 3.4 Waka Kotahi provide an update on the review/ changes to NOC following Taranaki (Adam H raised) 3.5 Waka Kotahi provide an update on procurement timeline for upcoming NOCs (status-quo or any changes due to COVID?) (Adam H raised)  3.6 Management of Fatigue during and after callout (paper included)	10.45 – 12pm  Neil Greaves Simon Bird  Pete Connors  Steve R and Jack H  Steve R  Mike Manion
<b>LUNCH</b>	<b>12.30 – 1pm</b>
<b>Item 4 – Technical Advice Team</b> 4.1 Catalogue Design Approach update	1 – 1.15pm Jack Hansby
<b>Item 5</b> <b>Update on KRA development (v5.02)</b> 5.1 Update from Marlborough Roads testing 5.2 Assume still 1 July as will align with COVID-19 lift for NZTA recovery plan  <b>Annual Plan</b> 5.3 Waka Kotahi provide an update on NLTP funding and where things sit nationally for 20/21 (Adam H raised) 5.4 Feedback & discussion – how the process went this year, ideas for improvements next year (Adam H raised)  <b>Performance Team</b> 5.5 Waka Kotahi provide an update on new draft OPM reporting Requirements (Performance team –Liane P) (Adam H raised)	1.15 – 2.15pm  Simon Bird Simon Bird  Pete C  Pete C  Liane P
<b>Item 6</b> Detour routes tool <a href="https://detours.myworksites.co.nz/">https://detours.myworksites.co.nz/</a>	2:15pm-2:35pm  Mark O'Connor
<b>Item 7 –</b> <b>Construction seasons change</b> 7.1 General discussion	2.35 – 3pm  Simon Bird raised

7.2 Is this an opportunity to change the way we deliver our renewals? 7.3 The end to the Christmas shutdown period?	Simon Bird raised Simon Bird raised
<b>Item 8</b> <b>NOC development to meet Wellington network needs</b>	3pm-3:15pm Steve R
<b>Item 9 Review previous actions</b>	3:15pm-3:30pm

**Date of next meeting:** August 12  
**Location:** NZTA Majestic Large Boardroom, Wellington

**Future Meeting dates for 2020:**

- November 11 (TBC)

## MAY 2020 MEETING MINUTES

### 1. Safety moments

Dean Elder – In the first 6 hours of return to work, Southroads had 2 medical treatment injuries. One was a guy who got out of his truck cab and had his door open and walked into it and split his ear open. Second one was that somebody went to lift something that was too heavy after sitting at home for an extended period of time and put his back out. Extended time at home has brought its own risks when retuning to work

Pete – Discussed the mental wellbeing of staff, particularly those working from home

Steve R - Driving back from the supermarket Steve had a mind fade what the right turn rule was. Obviously, the rule changed a few years ago, but it's that in grain memory that you haven't done something for a while.

Rob C - Good opportunity to discuss what we are seeing in the audits for compliance in COVID-19 with the plans. In general, they have been really good. It's a positive story. Every NOC we are looking at least 3 audits per week. The plans are working well. Applaud for everyone that has been involved in that. Biggest observation is that is really hard to keep it going. People tend to slip into old habits. Observation on a number of sites is that they start off really well, but during the course of the day the distancing gets worse and worse and they get closer and closer. Hard to change the habits of a lifetime.

Nicky Explained their safe starts with the work crews. Most have worked through Level 4 and Level 3 and they are pretty comfortable with each other. There is a degree of complacency that distancing is difficult. The other thing to be mindful of is to continue to discuss traffic risks and hazards other than COVID-19. Start conversations with risk assessments and then complying with the work.

### Item 2 – NZTA Updates

#### 2.1 COVID-19 update.

Pete thanked the industry for their response during the COVID-19 Alert Levels and their agility in responding to the network needs and keeping their people safe.

There has been a relaxation in the CHASNZ requirements. Makes it easier to work now. Getting the Health and Safety plans updated by Monday 18<sup>th</sup> May 2020

Stacy sent through the toolbox talk for the differences between Level 3 and Level 2. Please refer to the PDF sent through with these minutes.

#### 2.2 Annual Plan Moderation

The Annual Plans have been submitted. Moderation has been difficult. The budget is under duress with increased costs associated with Emergency Works, TTM and renewal treatments.

General discussion on the Annual Plan process including moderation and the engagement with the Agency and suppliers during preparation and delivery.

## **2.3 Board Reset**

Pete – Close to finalising scope and purpose of Board reset. Hope to have more information in the coming weeks. Industry has been involved in the process.

### **Item 3 - Industry Matters**

#### **TTM**

##### **3.1 TTM Q&A session with Neil Greaves**

Principle COPTTM Advisor for NZTA

In September last year an Audit programme was put together by the Agency to determine the level of compliance. Please see attached to the minutes the PDF for the TTM Summer Audit programme.

The agency is going into a COPTMM review. Neil has been working on the review for a period of time, however it is not the time to go out stakeholders until we understand how the Code of Practice can assist.

There is also the training competency model that has been developed over the past 4-5 years.

There were 107 audits in November, 94 audits in December, 98 audits in February and 101 audits in March.

#### **Results for March**

101 worksite audits were undertaken in March

- 37 sites had a site condition rating of Acceptable
- 63 sites had completed paperwork for the work site
- 42 Site audits had “High Standard” or “Acceptable” result
- 1 site had no approved TMP and 9 sites the auditor could not review a TMP as it was not available on site
- 12 sites the TMP was not applicable for the work being undertaken
- 9 sites had no On-site records (mandatory site review documentation)
- 20 sites had TTM in place that was not in accordance with the approved TMP
- 18 sites had TSLs in place that were not appropriate for the site or would not be enforceable
- 12 sites could not demonstrate in their paperwork why they had chosen the TSL in place

#### **Key areas for improvement**

##### **Static closures - Signs**

In total:

- 151 signs were missing and 47 installed in the wrong place
- 72 signs were not visible or had fallen over
- 119 signs installed were either wrong signs or unapproved

##### **Static closures – Delineation**

In total:

- 102 sites had missing or ineffective delineation
- 112 delineators were of an unacceptable standard or unapproved

3 sites had missing, or inadequate Site Access where required.

##### **Mobile closures (5 closures audited)**

- 3 sites where Unacceptable the other 2 were Needs Improvement
  - The reason for these results was missing Shadow vehicle or TMA vehicle where required
  - Tail pilot missing when required
  - AWVMS or Arrow board were non-compliant

##### **Pedestrian and Cyclist affected by works**

- 3 sites had inadequate provisions for Pedestrians
- 1 site had inadequate provisions for Pedestrians in 9 separate locations

NOTE: There have been both pedestrian and cyclist fatalities at roadwork sites during the past 12 months

### **Miscellaneous items**

- 7 occasions had people working in the live lane
- 26 sites the safety zones had been compromised
- 3 people wearing a high visibility garment that was not acceptable
- 314 items of TTM equipment were marginal condition and should have been replaced.
- 38 occasions of unsafe or redundant TTM equipment left on site
- 3 sites had either missing or an ineffective Manual Traffic Controller
- 5 sites had unsafe or illegally parked equipment
- 4 sites had temporary safety barriers installed that were non-compliant or design documentation was not available and could not be checked

### **Moving forward together**

#### **Review of Network Management practices and delivery of expected outcomes to the regions:**

- “Back to Basics” presentation to inform and remind us all of our roles and responsibilities in the delivery of TTM
- This presentation is to be piloted in Wellington region via webinar

#### **Administration of the Rules:**

- Flowchart to confirm Industry understanding of the approvals process for new safety devices and new sign applications is now available and to be communicated via usual channels
- Submissions for changes to the CoPTTM and the application of TTM are welcomed, being reviewed and being implemented where appropriate
- NZTA are working with representative groups to better understand the needs and challenges of service delivery in differing road environments

Once the lockdown is over we want to have more targeted auditing.

We are not doing a bad job in the application of TTM, it's the planning and admin of TTM that we need to address.

### **Questions/Verbatim**

Adam H - Just a comment around the audit process. Last couple of months we have some really good engagement with the auditors and our teams have really appreciated that. They have been doing quite a black and white audit and picking up quite a few things that could be seen as niggly but they have had some good discussions with our teams on site and also the TMCs back in the office.

Adam H – One of the things that have been raised through that is, you have talked about the application of generics and that site check not being done, but one of the auditors has been talking about the need for more generics that are more activity specific. Just wondering what your message from a National level is around that?

Neil – My personal view on generic TMPs. I felt that when they were introduced that I could see and understand the reasoning why they were introduced but I did see that we were going to have some issues on how they were going to be used. In relation to specific work activity type's in relation to TTM plans is fine, and that is sort of the basis for a generic TMP. But it's the application in all the different types of road environment where they come unstuck. Example layouts and example drawings. Straight line drawing to show a layout which is going to be used in a generic TMP on the road. It does not represent the road environment that these work activities are going to be carried out in, in most cases. What we are doing is that we are asking the SDMS to design the TMP standing on the side of a road, under pressure, to deliver a service. I am not saying the generic TMPs don't have a place, because I believe they do. My feeling is, if we understood our networks better then I think we would be able to plan better moving forward with the type of TMP that is being handed out to a cyclic crew.

Adam – I think it is quite a relevant point. Lots of complexities. It is in my mind one of the things we need to empower our SMDS onsite to make the right calls. Agree it's something we need to improve on.

Neil – Its definitely an area we need to investigate further.

Adam – Just a question on the Audit programme. Obviously Covid-19 has thrown a spanner in the works. What is your plan with continued programme of audits?

Neil – I have provided the summer season report for Wayne. That includes the breakdown of what we have seen and my recommendations. The audit programme will continue. We would be looking at doing a more targeted programme. My recommendation is that continues to the end of summer season next year. I have also asked the we include all of the NOC audits into that dashboard.

### **3.2 COPTTM competency model – Progress and Industry Response (Simon Bird)**

#### **Quick update on the roll out programme Verbatim**

Neil – Before COVID-19 hit us, we were close to rolling out new traffic controller workshop to be released to the trainers. Last update was that the intent will be for it to be released as soon as possible after lockdown. The issue is that we have to get all the trainers into Hubs to be able to go through all the material/content and the expectations. At this stage we are aiming August/September, then the SDMS package very soon after if all goes well.

Simon – Will the network managements review be incorporated into the competency model or will it be a separate task?

Neil – We have started a review of the roles within the code of practice. (Traffic Manager coordinator role, the auditing role, the Corridors managers role and the TMP approvers role. In the training and competency model, they are all separate roles. As we operate now and as we look into the code of practice right now, if you take away the corridors managers role all the rest are an expectation of one role. We need to understand the volume of work, hence the review and the recommendations.

Simon – Stacy do you have any update from contracting perspective?

Stacy – We wrote to NZTA expressing some of our concerns. NZTA has acknowledged that. Next step is to have a meeting to discuss the process, timeline and critical path.

Gary P – One of the key things is the current training. Everyone is asking if their current training or warrant expires. What should they do? How will that be phased?

Neil – People still have to renew warrants. The two systems will have to be run side by side for a period of time. The recommendation has been that anyone that needs to renew a warrant, is to get onto a refresher course like we always have. In the future when the new system is up and running, there are practical assessments to get your warrant. If they are successful, then they get the new warrant. We have got to recognise prior experience.

Gary P – Neil you touched on more support for the TMC roles and potentially more capacity in this space. What about new people that want to come into this space? How are we attracting new talent?

Neil – Yes there is a requirement for practical assessment, so I am saying the theory training will not need to be re-done, but the practical assessment will need to happen because that is the basis of the new training model.

### **3.3 Front pilot on cyclic work on low volume narrow carriageway roads, Example only as how an EED gets approved Verbatim**

Pete – You might be shadowing a mowing vehicle on a low volume road, you are putting a hazard out there. The motorist has got to cross the road. If a supplier out there wants to do EED. How do you connect with COPTTM and the Industry to perhaps gets some changes made to the requirements?

Neil – The engagement should be through the local traffic management coordinator. We have a process to follow, so if there is something that doesn't fit, or will require a variation. That is what the engineering exception decision is for. When these are submitted, justification is required and also any safety improvements. In the last 6 months we have had 5-6 EEDs to review. Not one of them has met the requirements. It goes back to being able to write a good document. The process is in the TMP on how to do this.

Adam – Its probably come to our attention more since the risk base has come in. There is a big gap between low volume 1 and through to level 2. Like we discussed before, the road environments are very different. It is something as an Industry that we need to look at. What's practical etc? Just wandering with the COPTTM review coming up, whether this would be part of the scope?

Neil – At any time we encourage you to suggest change. We need to see evidence to support why that change should be made.

Pete – Review is coming. Industry to look at this.

### **NOCs**

#### **3.4 Waka Kotahi provide an update on the review/changes to NOC following Taranaki**

Jack - IAG provided feedback to Wayne. Thanks for the feedback. There is an opportunity to still provide feedback. Key areas that we have had feedback around is the Procurement process (as the process sits at the moment there is an opportunity to look at how its done). Is it still dollar driven? And whether the attributes are sufficiently weighted to allow a quality component. Bringing in some attributes around social procurement. There is an opportunity to improve the procurement process. There is question still sitting around the engineers estimate, given that we have had two contracts and whether or not the agency is still undervaluing the actual cost in terms. So, a piece of work to still do around the estimate. There is a bit of feedback around the Annual Planning process and asset management. There was

still a question around the role of the consultant in these contracts and whether or not NOC version really valued their input.

We are still open for feedback. The process for West Waikato is still proceeding. We are still of the opinion that we will take on board this feedback that you have raised and look to see where specifically within the contract we may be able to strengthen those areas where you have identified some concern.

### **3.5 Waka Kotahi provide an update on procurement timeline for upcoming NOCs (status-quo or any changes due to COVID?)**

West Waikato - We will look to advertise in July. No indication that we will delay this process.

### **3.6 Management of Fatigue during and after callout -Mike Manion**

Mike Manion presented a paper on a fatigue accident that resulted from a worker driving home from a worksite after a callout that had significantly extended his work hours.

There was general discussion about how those rostered on call outs are managed in terms of their working time and ability to respond to callouts in a fresh state of mind. There was also discussion on activities responded to as well as cyclic night crews where there is a regular need to respond, e.g.; winter maintenance in certain areas.

**ACTION #1 Health and Safety focus group to come up with some recommendations. Mike to talk to Karen Kiriona about this.**

Rob – This needs to be evidence based.

## **Part Two**

Mike Manion would like to introduce Sean O’Neil who will be his replacement on the IAG meeting.

Sean O’Neil is the National Maintenance Manager at Higgins. He has spent time in Broadspectrum and with Downer also.

### **Item 4 – Technical Advice Team**

#### **4.1 Catalogue Design Approach update**

Jack – Apologised for lack of progress on this with COVID-19 coming along and the NLTP. The intent was that the rationale around why we put the Catalogue design paper out is still appropriate today. In particular what we have identified is as we have gone through the NLTP and the AP submissions that there’s still some questions around whether or not the treatments that are being proposed are really best value treatments. Yes, we can demonstrate how we got to that treatment, but I think what it comes down to is the level of risk. The point around the Catalogue Design is that the principles are still right. The intent is that it’s a tool to help support both the agency and the supply chain in assessing whether or not the treatment that they are proposing is appropriate for the site. It is also an opportunity to say that in some cases we do have to use more high cost treatments because we understand in terms of traffic volumes and future traffic volumes that the treatments, we have relied on in the past aren’t necessarily going to be appropriate to deliver the design life. We are looking to train internal staff on this tool.

We do expect that not everywhere that a catalogue is going to be appropriate, but it is still applicable.

As soon as we get back to a bit of BAU, Jack will be going through and updating the paper. One area that we have probably identified an area of concern is some form of testing for unbound granular overlay.

The other one will be to include a section around drainage.

### **Item 5**

#### **Update on KRA development (v5.02)**

##### **5.1 Update from Marlborough Roads testing verbatim**

Are we going to be implementing this new one? We said July 1<sup>st</sup> at the last meeting, Is Covid impacting on that?

Liane – When do you want to move to the new framework?

Simon – As a general comment, I think we all were happy to go for it following 1<sup>st</sup> July. Can you advise how those iterations have gone with the reporting? The appendixes 1 and 2 of 5.02. How it is going?

Liane – Yes, we are measuring. Only challenge of sharing it is that its bespoke to Marlborough. We are measuring the

data that goes in by the 7<sup>th</sup> working day. Its going really well.

Simon – Is everyone happy 1<sup>st</sup> July?

Adam – Working with Liane and Penny on reporting. Got the first monthly set of data on Friday. Its still early days. Marlborough has just been operating for just over a month now. Still some measures/KPIs that are not well defined. Still work to be done to adopt nationally for the next reporting period.

Liane – Really keen to get some feedback on sustainability.

Simon – Thanks for sharing the Marlborough docs Liane. Youve changed the performance metrics in the KRA space and its moved to more understanding the network. It is also helping our teams nationally understand that their performance is affecting our network. It ties in with Asset Mgmt. plans, AP and NLTP etc

Liane – We are hoping to automate it further down the track. Manual task at the moment. When do we want to start and move to it?

Pete – Industry need to decide. Agency will take your direction.

Adam – From Fulton Hogan perspective. We would like to see that gaps filled in. Let Marlborough and Taranaki test before we adopt. Don't think this is achievable by July

Mike – Waiting a year is a challenge. Let's get this working.

**ACTION #2 Industry to send through Environmental/sustainability info to Liane and Rachael by 22/05/2020**

**ACTION #3 Liane to take lead on the KRA sub group to try and get implementation. Rachael to book this meeting sometime after 27<sup>th</sup> May (Sub group will be Mike M, Jonathon, Sean, Adam, Matt A, Rob C).**

## **5.2 Assume still 1 July as will align with COVID-19 lift for NZTA recovery plan**

Pete – We are back to monthly OPMs on Level 2. We have an altered KRA framework until the end of June. Back to normal on 1<sup>st</sup> July 2020.

### **Annual Plan**

#### **5.3 Waka Kotahi provide an update on NLTP funding and where things sit nationally for 20/21**

We have done this earlier today and the update was sufficient.

#### **5.5 Feedback & discussion – how the process went this year, ideas for improvements next year**

We have done this earlier today and the update was sufficient.

Feedback from Industry

Mike – Is it possible to score plans?

Liane – Some didn't produce plans. Naming and shaming is not ideal.

Rob – I think there is an opportunity here. The SMs in the regions are much more aware of the quality of the plan. There is an opportunity here for those SMs to share what we have seen and what we have learnt. If any of the suppliers want to take up their plans with the SM, we are happy to give the feedback.

**ACTION #4 Rob to take this back to the System Managers with an expectation to share that knowledge of this moderation with each of their suppliers and what they have learnt. We have trialled a new Annual Plan process in certain areas. We need to have a bit of analysis around this also.**

### **Performance Team**

#### **5.6 Waka Kotahi provide an update on new draft OPM reporting Requirements (Performance team –Liane P)**

Liane – NOC 3 changes.

18 key things that Barry O'Shea has summarised.

### **Service Level Increases**

- New OPMs for: Motorcycle and bicycle customers; Pest Plant management; Enhanced response areas
- OPM for potholes changed. Less defects will be tolerated (4 per section down to 1 for National SH, 4 down to 2 for regional).
- Graffiti OPM is now for the entire network not just in urban areas. Less tolerance, gone from 40 defects to 3 defects tolerated. Also measured monthly not every 2 months

## Service Level reduction

- Introducing high profile litter areas which keep the old standard e.g. < 100 defects per 5km section.
- More defects tolerable under deformation, heaves and shoves.
- Tolerance for defects due to repair quality issues is less on NatHV and Nat SH.
- Annual Plan compliance and RAPT alignment not OPMs in NOC3
- Financial management not an OPM in NOC3

## Clarity

- CIPs replaces PIPs: Contract Intervention Period replaces Principle Intervention Periods which is the period in which the contractor must rectify a breach of OPM standard or rectify a situation which is undesirable. A CIP is not exclusive to audit sections and may be raised by third parties, the Principal or the Contractor
- OPM for surface bumps made clearer
- OPMs around flushing made clearer
- The defect description of flooding of lanes has changed to better link flooding to customer experiences. The contract standard is now <3 reported lane flooding incidents per month.

## Measurement

- Rutting to be measured annually by the HSD, no longer a need for a second visual inspection later in the year. The HSD data will be available in RAMM for the supplier's audit.
- The need to do a 100% audit of all barriers, end treatments and hand rails has been removed.
- Measuring drainage issues made simpler. Looking at single events of blocked systems rather than a percentage of the total number audited.
- Better clarity provided for raised pavement marker and edge marker posts. Now the defects are measured within the audit section rather than as a percentage of the entire network.

Adam to provide Liane some feedback on this.

Adam – Under NOC3 the suppliers need to provide defect info to the agency. RAMM contractor modifications were discussed

Pete – Are you taking the lead on the systems group?

Adam – No Martin Gribble is.

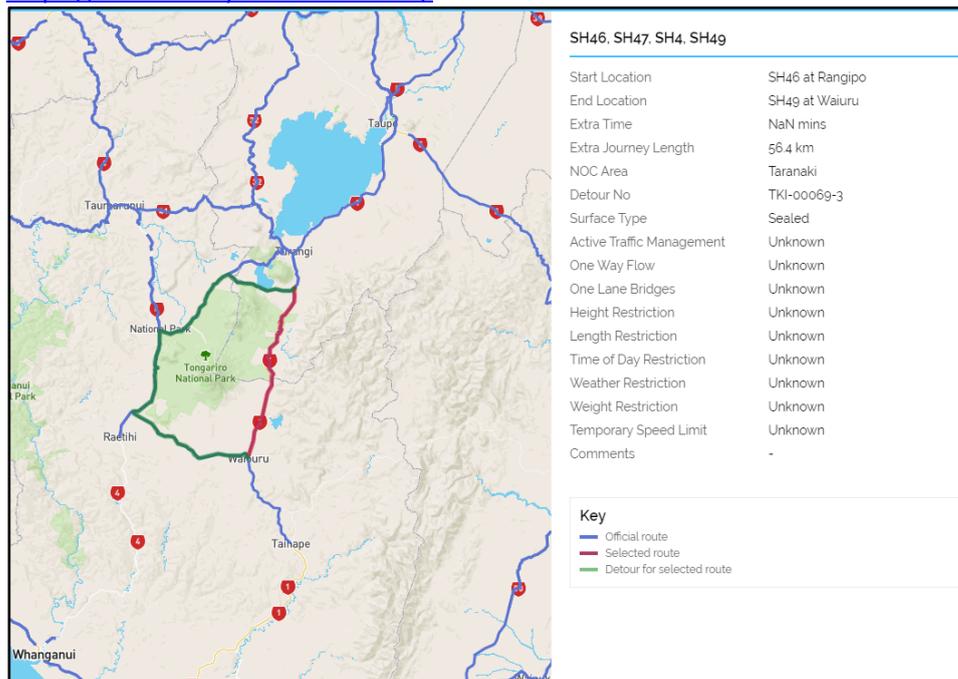
**ACTION #5 Barry and Martin in touch base with each other. Gary P to talk to Martin.**

## Item 6

### Detour routes tool

#### What is the detour routes tool?

<https://detours.myworksites.co.nz/>



## Edit function:

myWorksites PLANNING MAP PROJECTS WORKSITES TMPS ORGANISATIONS DEPLOYMENTS Mark O'Connor NZTA

Shannon

STATE HWY 57

**Closure Detail**

Manawatu: MWT-00005

State Highway 57, Pretoria Road **DRAFT** Edit Publish

**Detours**

View instructions

Detour Name \*

Start Location \*

End Location \*

Extra Time \*

### What are the benefits?

- ❖ Single source of data available online to Waka Kotahi staff, suppliers, other RCAs and emergency services
- ❖ Information about detours is accurate and up to date
- ❖ Information about detours is consistent and comprehensive
- ❖ Simple process for maintaining the data – allows each region to maintain data directly into the Detour Routes tool
- ❖ No longer need to maintain annotated paper versions or request changes
- ❖ Background data can be downloaded and queried

### Plan for next few months:

- ❖ Complete data as much as possible
- ❖ Promote across Waka Kotahi and other stakeholders
- ❖ Include in new Network Outcome Contracts
- ❖ Establish review and continuous improvement
- ❖ Handover from Resilience Programme to System Management

### Questions

Mike – Good start. Detour route is also a TTM plan. Is there any intention to take the step to incorporate the data from TTM into the detour routes?

Mark – That has come up. It doesn't allow you to add in a TMP currently. Certainly, another step that could be added later.

Rob - Given that this is in my worksites tool, if we were to move to using my worksite for corridor management, could we make it LIVE?

Mark – That's exactly where I would see it going. Not currently in the pipeline though.

You can access this tool right now. No login required for basic access. Login is required for editing.

Nicky to sort a catch up with ASM and Mark O'Connor to run through this.

### Item 7 –

#### Construction seasons change

##### 7.1 General discussion

Simon – What might we be looking at in the future? This will be part of the contract's doc moving ahead. Construction seasons will vary from North to South. Drive different ways of delivery

Mike – Big risk is sealing. Emulsions having a longer season needs to be raised. It makes sense that if its warmer in the North, then they should be able to go and seal for longer. Could move resources around accordingly.

Dean – Is there a bit of flexibility in the completion date?

Jack – it would be worthy of looking at your own performance. How have those treatments worked at certain times of the year? We are proposing to mitigate some of the risks that you are exposed to and to ensure from an agency perspective we get the best outcome possible.

We are not overriding existing contracts, but we are trying to suggest that these are considerations that you might want

to think about and if you are pushing beyond those dates that are specified, you will want to put in appropriate measures to limit the risk.

These updated dates are for first coats and reseals.

Adam – What's the plan for that doc going forward? Will it be a TAN?

Jack – Rushed it through as we recognised an opportunity as a consequence of COVID-19. It's in the Response and Recovery Plan. The question around Emulsions is interesting. Depending on the Board decision, we may need to come back and look at that. Once that is signed off, we will look to roll out as a guidance note.

### **7.2 Is this an opportunity to change the way we deliver our renewals?**

Covered

### **7.3 The end to the Christmas shutdown period?**

Covered

## **Item 8**

### **Wellington Maintenance Contract NOC development**

Mark Owen is the lead on this.

Richard is from Resolve and looking at what model would be work best for the Wgtn maintenance as a whole.

The Wellington highway maintenance contract is coming up for re-tendering in 2021 – start date of the next contract is 1 October 2021. As we look at the wide range of activities and various contracts that exist (NOC, Bridge/Structures, ITS, TMS plus other peripheral maintenance related activities) we have considered the scope/scale and type of contract that will suit the Wellington network over the next decade.

We are asking our Industry suppliers as to how they would like us to engage in the early phases of this project, so that we hear your views on what suits the current, market, is fair and equitable and will deliver the best value, sustainable outcome for Wellington?

There is a range of options, from light-touch survey-monkey analysis, through to one-on-one interviews with each supplier organisation, and a range in between.

As we only have a couple of months to consider all ideas, we are asking you to provide some feedback on what supplier feedback we should include in our Procurement decisions?

Mike – What are the problems they are trying to resolve?

Steve – Given the complexity of Wgtn, they are looking at what could be done better.

Mike – More context is required?

Nicky – We need to understand the problem statement so we can provide feedback and insights

Steve – How do Industry want to be engaged?

Mike – I think we register our interest and then have a 2-3-hour interview. Validate later on. 3-hour session per supplier.

Jonathon – Support Mike. Workshop it would be good.

Richard – Mid May-Mid July will be looking to engage. Decision made by end of July/August.

**ACTION #6 Richard to invite all the main ILM representatives to offer the opportunity to discuss with a scope of the problem. Then Richard will arrange appointments.**

## ACTIONS (from May 2020 meeting):

### ACTIONS:

	<i>Action</i>	<i>Owner</i>	<i>Action raised</i>	<i>Due Date</i>	<i>Status</i>
1	<p><b>3.6 Management of Fatigue during and after callout -Mike Manion</b> Health and Safety focus group to come up with some recommendations. Mike to talk to Karen Kiriona about this.</p>	Mike M	May 2020	12 August 2020	
2	<p><b>Update on KRA development (v5.02)</b> <b>5.1 Update from Marlborough Roads testing</b> Industry to send through Environmental/sustainability info to Liane and Rachael by 22/05/2020</p>	Liane	May 2020	12 August 2020	
3	<p><b>Update on KRA development (v5.02)</b> <b>5.1 Update from Marlborough Roads testing</b> Liane to take lead on the KRA sub group to try and nail this. Rachael to book this meeting sometime after 27<sup>th</sup> May (Sub group will be Mike M, Jonathon, Sean, Adam, Matt A, Rob C).</p>	Liane	May 2020	12 August 2020	
4	<p><b>Annual Plan</b> <b>5.5 Feedback &amp; discussion – how the process went this year, ideas for improvements next year</b> Rob to take this back to the System Managers with an expectation to share that knowledge of this moderation with each of their suppliers and what they have learnt. We have trialled a new Annual Plan process in certain areas. We need to have a bit of analysis around this also.</p>	Rob C	May 2020	12 August 2020	
5	<p><b>Performance Team</b> <b>5.6 Waka Kotahi provide an update on new draft OPM reporting Requirements</b> Barry and Martin in touch base with each other. Gary P to talk to Martin.</p>	Barry O'Shea/Gary/Liane	May 2020	12 August 2020	
6	<p><b>Item 8</b> <b>Wellington Maintenance Contract NOC development</b> Richard to invite all the main ILM representatives to offer the opportunity to discuss with a scope of the problem. Then Richard will arrange appointments.</p>	Steve R/Richard Q FR	May 2020	12 August 2020	

PREVIOUS ACTION POINTS STILL ONGOING:					
1	<b>1. Safety – Line marking</b> Mike M to share learnings from East Waikato	Mike M/Sean O’Neil	Mar 2020	12 August 2020	
2	<b>4.3 Litter</b> Feedback to Jack in 3 sections a) Approach, b) How easy to identify hot spots and c) Price by Friday 20th March 2020.	Jack	Mar 2020	12 August 2020	
3	<b>3.2 NOC doc update – Version 3</b> Each supplier to provide high level feedback to Rachael. Then agency will get together in a workshop to prioritise and identify common themes. Jack and Pete to lead this. Once the agency has had a workshop then we will have a workshop with IAG.	Jack/Pete	Mar 2020	12 August 2020	
4	<b>3.3 Safety Projects</b> Rob and Liane to communicate to industry via a paper describing what the Agency is looking for and describing how we will release this money to Industry.	Rob/Liane	Mar 2020	12 August 2020	
5	<b>3.3 Safe Network Programme</b> Rachael to send invite to Mike Seabourne and Tim Crow to come to the next meeting.	Rachael	Mar 2020	12 August 2020	
6	<b>7. Zero harm to the environment</b> Everyone to email Liane with what key things you are measuring today then Liane to pick up with the sub group.	Liane	Mar 2020	12 August 2020	
7	<b>Fish Ladder</b> Ian and Megan will sort details and inform industry 5/3/20 Peter to chase Megan and Ian	Ian Cox / Megan Kennedy	Nov 2019	12 August 2020	
8	Work on what is required with the 1:1 meeting <b>(8.3 1:1 Supplier meetings</b> - would these be superseded by ILM-M? Could there still be opportunity to discuss/provide feedback – e.g. delivery every 6 months? Propose a meeting including one rep from ILM-C and ILM-M both attend 1:1 mtg)  November Update: meetings to discuss performance outside this forum to get honest feedback Last ones were in March last year - there is an existing arrangement now Previously it was done at a high level - including tier 3 manager Pete to talk to Bevan Sandison and include Janine Emerson (procurement ILM)	Pete Connors	July 2019, updated Nov 2019	12 August 2020	ongoing

May 2020 Leave as an action on Pete. Improvements to the NOC				
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