

MINUTES OF THE NZ TRANSPORT AGENCY BOARD MEETING
HELD ON THURSDAY 23 SEPTEMBER 2010 AT 8.30AM

Highland Room, Ground Floor, Scenic Hotel, 123 Princes Street, Dunedin

Approved by the Chair	_____
Date	____/____/____

PRESENT:

Chris Moller
Christine Caughey
Alick Shaw

Garry Moore
Jerry Rickman
Bryan Jackson

APOLOGY:

Tony Lanigan

IN ATTENDANCE:

Geoff Dangerfield
Bob Alkema
Bruce Richards (Items 9-16)
Mark Yaxley (Items 9, 11-16)
John Oldroyd (Items 11 & 12)

Ernst Zöllner
Andy Knackstedt
Ian Gordon (Items 9, 11-16)
Greg Allnutt (Items 9, 11-16)
Craig Soutar (Items 11 & 12)

INVITEES:

None

The meeting started on time at 9.30am and concluded at 3.30pm. The meeting adjourned from 11.30am to 1.30pm for a meeting with local government representatives from Queenstown Lakes, Gore, Southland, Central Otago Districts, Dunedin City and Otago Regional Councils. During the meeting Gore District Council provided an update on the coal mining and processing plans in Southland, and Mayor Clive Geddes gave a presentation on future planning and management challenges for the Queenstown Lakes District.

i. **Apologies**

Tony Lanigan made his apologies for the meeting due to being unwell.

ii **Confirmation of agenda**

The agenda was confirmed. The Chair amended the order in which the agenda was considered to fit around the availability of staff travelling to Dunedin.

iii. **Conflicts of Interest**

The updated Schedule of Board Member Interests was tabled and noted. Bryan Jackson notified the meeting of two additions to his Schedule of Interests, namely that he is a Director and Shareholder of Beveridge Locksmiths Ltd and a minor Shareholder in Pike River Coal Ltd.

In relation to the agenda, members drew attention to the following interests:

- In relation to Items 11 and 12, Bryan Jackson noted that he is the Chair of Vehicle Testing Group Ltd.*
- In relation to Item 13, Chris Moller noted that he is the Chair of NZ Cricket and a member of the Westpac Stadium Board, both of which have an interest in the Basin Reserve.*

1 Confirmation of the 27 August 2010 Board meeting minutes

Resolved:

That the NZ Transport Agency Board **confirms** the minutes from the 27 August 2010 NZ Transport Agency Board meeting *as amended*.

Amendment agreed by the meeting:

- *that the minutes be amended in relation to Item 10 to clarify that Chris Moller did not present the draft Investment & Operations minutes from the meeting held on 18 August.*

Bryan Jackson / Alick Shaw

2 Chief Executive's Report for September 2010

Board paper 10/09/0414

Resolved:

That the NZ Transport Agency Board:

- a. **receives** the Chief Executive's Report for September 2010; and
- b. **retains** Board paper 10/09/0414 in Committee indefinitely in accordance with the Official Information Act, Section 9 (2 (g) (i)) to maintain the effective conduct of public affairs through the free and frank expression of opinions by or between Board members and staff of the NZ Transport Agency.

The Board furthermore

- *Expressed its appreciation of the efforts of all staff who played a role in the significant milestones that have been achieved with the SH1 Newmarket Connection Viaduct Replacement Project, and in particular with the successful closure and re-opening of part of the Viaduct on the weekend of 4 and 5 September 2010.*
- *Expressed its appreciation for the energy, commitment and integrated transport thinking displayed by the Dunedin NZTA team, many of whom attended the Board-staff get together on 22 September.*

Chris Moller / Garry Moore

[Note that Resolution b. differs from what is set out in the Board paper].

Stewardship

3 **Approval of the 2009/2010 NLTF Annual Report**

Board paper 10/09/0420

Resolved:

That the NZ Transport Agency Board:

- a. **adopts** the NLTF annual report *as amended* for the period ended 30 June 2010;
- b. **delegates** final sign off of both reports to the Board Chair and Deputy Chair once the above notes have been resolved and audit clearance provided; and
- c. **agrees** to take Board paper 10/09/0420 out of Committee when the NLTF annual report for the year ended 30 June 2010 is presented to the House of Representatives in terms of section 150 of the *Crown Entities Act 2004*.

Amendment agreed by the meeting:

- *that further examples to NZTA actions in relation to 'Contribution to public health outcomes' be added to p22 of the NLTF Annual Report.*

Garry Moore / Bryan Jackson

[Note that the original Resolution b. contained in the Board paper was not adopted as it is not required].

4 **Code of Conduct for Board members**

Board paper 10/09/0421

Resolved:

That the NZ Transport Agency Board:

- a. **notes** that the Code of Conduct for Board members has been revised to reflect best practice and provide more examples of when a conflict of interest may arise;
- b. *agrees that Board members will take a broad and precautionary approach to the registration and declaration of interests;*
- c. *agrees that Board members who are elected to Local Authority councils, District Health Board or similar organisations will discuss their ongoing Board membership with the Chair, with each situation to be considered on a case by case basis in relation to conflict of interest with the work of the Board; and*
- d. *approves the Code of Conduct for Board members as amended by recommendations b. and c.*

Bryan Jackson / Christine Caughey

[Note that Resolutions b. and c. were added at the meeting, and c. has been amended].

5 **Board delegations**

Board paper 10/09/0422

Resolved:

That the NZ Transport Agency Board:

- a. **notes** that a revised Board delegation framework has been proposed to facilitate more efficient decision-making within the NZ Transport Agency;
- b. **approves** the revised Board delegations framework;
- c. **authorises** the Chair to execute a new Instrument of Board Delegations that reflects the agreed Board delegations framework; and
- d. *requests the Chief Executive to report quarterly on all major planning, investment and procurement decisions made under delegation from the Board.*

Jerry Rickman / Christine Caughey

[Note that Resolution b. differs from what is set out in the Board paper, and that d. was added at the meeting].

6 **Board attendance at NZTA events**

Board paper 10/09/0423

Resolved:

That the NZ Transport Agency Board **endorses** an agreed process for determining Board representation at events.

Alick Shaw / Jerry Rickman

7 **Financial report for August 2010**

Board paper 10/09/0424

Resolved:

That the NZ Transport Agency Board:

- a. **notes** the financial results for the two months to 31 August 2010;
- b. **notes** the comments from the Chief Financial Officer as to progress with a number of areas of financial management for the NZTA;
- c. **agrees** the capital asset programme for 2010/11 be \$14.4m; and
- d. **agrees** to keep Board paper 10/09/0424 in Committee to allow the Board to maintain free and frank discussion on key aspects of financial management that are being progressed.

Bryan Jackson / Christine Caughey

Planning

8 **Report back from the Planning Board committee**

Held on Wednesday 15 September 2010

Alick Shaw presented the draft minutes from the 15 September 2010 NZ Transport Agency Planning Board Committee meeting, followed by general discussion around spatial planning instruments and possible future opportunities and issues around integration and simplification.

Strategy and Policy

9 Financial assistance rates for earthquake repairs

Board paper 10/09/0425

Mark Yaxley (Regional Director Canterbury & West Coast) introduced the following Agenda item with a presentation to the Board on the planning and investment implications of the Canterbury earthquake, which was followed by a general discussion around the role of the NZTA in assisting Councils and communities and in the future land use and infrastructure planning of the region.

Resolved:

That the NZ Transport Agency Board:

- a. **agrees** that the Board Chairman will write to the approved organisations affected by the earthquake to outline the current funding policy for emergency works and offer NZTA's assistance for restoration over the coming months;
- b. **confirms** its delegation to the *Chief Executive* to approve any applications for emergency works funding from the approved organisations affected by the Canterbury Earthquake event of 4 September 2010; and
- c. **agrees** to hold Board paper 10/09/0425 in-committee indefinitely.

Bryan Jackson / Jerry Rickman

[Note that the original Resolution a. was deleted as superfluous and Resolution b. differs from what is set out in the Board paper].

10 **Road Policing Activity Class review**

Board paper 10/09/0419

The Board noted the progress of the Road Policing Programme review, and encouraged staff to proceed with the direction indicated in the report with an increased sense of urgency.

Resolved:

That the NZ Transport Agency Board **retains** Board paper 10/09/0419 in committee until the review of the Road Policing Activity Class is complete.

Christine Caughey / Garry Moore

11 **Information Services Strategic Plan**

Board paper 10/09/0426

Craig Soutar (Chief Information Officer) talked to an introductory presentation on the Information Services Strategic Plan which had been distributed to the Board. In its discussion the Board supported the strategic direction being taken and noted the progress being made. The Board expressed its appreciation for the quality of the presentation.

12 **Access and Use Transformation**

Board paper 10/09/0418

Ian Gordon (Group Manager, Access & Use) and John Oldroyd (Director, Access & Use Transformation) talked to an introductory presentation on the Access & Use transformation project which had been distributed to the Board. The Board noted the direction of the project and sought clarification on key project milestones, including the likely timing of strategic decisions that will need to be made by the Board.

Investment and Operations

13 Report back from the Investment & Operations Board committee

Held on Wednesday 15 September 2010

Bryan Jackson presented the draft minutes from the 15 September 2010 NZ Transport Agency Investment and Operations Board Committee meeting. There was no further discussion around the minutes.

14 New Zealand Transport Ticketing Limited (NZTTL) establishment update

Geoff Dangerfield gave a short verbal update on the establishment of NZTTL. Formal recommendations will be presented to the November meeting for consideration. The option of having NZTA Board representation on the NZTTL Board was briefly raised and it was agreed to re-examine this option at the November meeting.

General Business

15 Board and committee general business September

Board paper 10/09/0416

Resolved:

That the NZ Transport Agency Board:

- a. **receives** the updated Board meeting action list, as Attachment 1; and
- b. **delegates** the Chief Executive to enter into a contract with Baycorp (NZ) Ltd for the serving of Driver Licensing related documents for a period of up to five (5) years.

Bryan Jackson / Garry Moore

16 **Board and Committee Forward Work Programme**

Board paper 10/09/0415

Resolved:

That the NZ Transport Agency Board

- a. **receives** the updated Board and Committee Forward Work Programme;
- b. **agrees** to cancel the meeting that was scheduled to be held in Auckland on 24 and 25 November 2010; and
- c. *requests that the date for the 17 November 2010 Board Committee meetings in Hamilton be reconsidered.*

Chris Moller / Garry Moore

[Note that Resolution c. was added at the meeting].