



Special Board Meeting Minutes	
Date & time	17 April 2014, 2.00 – 2.50pm
Location	By teleconference
Board membership	Chris Moller (Chair), Tony Lanigan, Jerry Rickman, Gill Cox, Adrienne Young-Cooper and Nick Rogers
Apologies	Patsy Reddy (Deputy Chair) and Alick Shaw
NZTA staff in attendance	<p>Geoff Dangerfield (Chief Executive)</p> <p>Allan Frost (GM Organisational Support), Ernst Zöllner (Regional Director, Auckland & Northland and Board Secretary), Lisa Rossiter (Acting GM Strategy, Communications and Performance)</p> <p>Brandon Mainwaring (National Manager, Trends & Performance) and Philip Berry (Acting Chief Financial Officer)</p>

1. Introduction and governance matters

1.1 Apologies

The apologies from Patsy Reddy and Alick Shaw were noted and accepted.

1.2 Conflicts of interest

The current declarations of conflicts of interest as set out on pages 5-14 of the Board papers were noted as submitted and no additional conflicts, interests or issues were raised at the meeting.

1.3 Confirmation and overview of the agenda

The agenda was accepted as circulated.

2. 2014-18 Statements of Intent and Performance Expectations

Geoff Dangerfield introduced the package of material with reference to legislative requirements, the intended audiences, timelines and previous Board decisions in relation to the 2014-18 Statement of Intent and Statement of Performance Expectations. Lisa Rossiter explained the order of the papers and the decisions the Board were asked to make.

2.1 Proposed non-financial performance expectations 2014-18

Board paper 14/04/0805

Brandon Mainwaring noted that the purpose of the item was to seek the Board's endorsement for the remaining tranche of non-financial performance expectations for the Transport Agency service delivery targets for the 2014-18 Statement of Intent (SOI) and Statement of Performance Expectations (SPE) following earlier Board discussion and adoption of other measures and targets at the Board's December and February Board meetings.

Resolution 1	<i>The NZ Transport Agency Board agrees to the following performance measures and targets:</i>
---------------------	---

Goal	Measure	2009 Baseline*	2012*	Desired Trend
Integrate one network for customers	% mode share – Public transport and active modes (Walking and Cycling)	Public transport – 4.8% Active modes – 8.4%	Public transport – 5.0% Active modes – 8.4%	Increasing

Output class	Measure	2013/14 Est.	2014/15 Target	2015/16 Target	2016/17 Target	2017/18 Target
Licensing & Regulatory Compliance	% customer satisfaction	67%	>73%	>75%	>80%	>80%

NZ Transport Agency Board meeting – Thursday 17 April 2014

Output class	Measure	2011/12 Actual	2012/13 Actual	2013/14 Est.	2014/15 Target	2015/16 Target	2016/17 Target	2017/18 Target
Licensing & Regulatory Compliance	Unit Transaction Costs	Not Applicable	Not Applicable	\$8.05	\$10.00-\$12.00	\$10.00-\$12.00	\$10.00-\$12.00	\$10.00-\$12.00
Road Tolling	Unit Transaction Costs	\$0.65	\$0.60	\$0.58	\$0.65-\$0.70	\$0.65-\$0.75	\$0.65-\$0.75	\$0.65-\$0.75
Motor Vehicle Registry	Unit Transaction Costs	\$5.60	\$5.50	\$5.64	\$5.50-\$5.80	\$5.50-\$5.70	\$5.50-\$5.70	\$5.50-\$5.70
Road User Charges	Unit Transaction Costs	\$5.80	\$6.08	\$5.55	5.80- 6.40	5.80- 6.30	5.80- 6.30	5.80- 6.30
Licensing & Regulatory Compliance	Number of products/services delivered	Not Applicable	Not Applicable	7.6m	6.1 - 6.5m	6.1 - 6.5m	6.1 - 6.5m	6.1 - 6.5m
Road Tolling	Number of products/services delivered	5.2m	6.1m	6.3m	6 - 6.5m	9.8 – 11m*	10 – 12m*	10 – 12m*
Motor Vehicle Registry	Number of products/services delivered	9.0m	9.2m	9.4m	9.1- 10m	9.1- 10m	9.1- 10m	9.1- 10m

* Target range increase

Road User Charges	Number of products/services delivered	2.6m	2.4m	2.5m	2.5- 2.7m	2.5- 2.7m	2.5- 2.7m	2.5- 2.7m
Fuel Excise Duty	Number of products/services delivered	Not applicable	29,114	30k	29-33k*	29-33k*	29-33k*	29-33k*

2.2 Proposed Statement of Forecast Financial Performance 2014-17

Board paper 14/04/0808

Allan Frost introduced the paper and highlighted several aspects that were discussed by the Board’s Audit Risk and Assurance Committee when it held a review of the core elements of the proposed Statement of Financial Performance for 2014-17. Audit Risk and Assurance Board Committee members Jerry Rickman and Gill Cox confirmed that all the questions and queries that were raised at the meeting on 16 April were resolved to their satisfaction.

Resolution 2	<p><i>The NZ Transport Agency Board:</i></p> <p><i>a. receives the draft of the core elements of the Statement of the Forecast Financial Performance for the Statement of Performance Expectations 2014-17; and</i></p> <p><i>b. authorises the Board Chair and Deputy Chair to approve the Prospective Financial Statements for the 2014-17 Statement of Performance Expectations following any feedback from the Minister of Transport.</i></p>
---------------------	---

* Target range increase.

2.3 Operating and capital budgets for 2014-17

Board paper 14/04/0809

Allan Frost again introduced the Transport Agency's proposed budgets for the 2014-17 which form the basis for the Statement of Performance Expectations. Jerry Rickman and Gill Cox again expressed their satisfaction with what was proposed. Board members had questions regarding value for money savings targets and projected deficits on memorandum accounts.

Resolution 3	<i>The NZ Transport Agency Board approves the proposed NZ Transport Agency operating and capital expenditure budgets for 2014-17.</i>
---------------------	--

2.4 Compliance and assurance on the proposed Statements of Intent and Performance Expectation for 2014-18

Board paper 14/04/0806

Lisa Rossiter repeated to the Board Management's assurance that the 2014-18 Statement of Intent (SOI) and Statement of Performance Expectations (SPE) comply with legislative requirements and give effect to matters in the Minister of Transport's Letter of Expectations for 2014-15.

Resolution 4	<i>The NZ Transport Agency Board receives the assurance that the draft 2014-18 Statement of Intent (SOI) and Statement of Performance Expectations (SPE) meet all legislative and compliance standards and give effect to the key priorities for the government as identified in the 2014-15 Letter of Expectations.</i>
---------------------	---

2.5 Draft Statement of Intent and Service Performance Expectations 2014-18

Board paper 14/04/0807

To present the draft Statement of Intent 2014-18 and draft Statement of Performance Expectations 2014-18 for approval.

<p>Resolution 5</p>	<p><i>The NZ Transport Agency Board:</i></p> <ul style="list-style-type: none"> <i>a. adopts the draft Statement of Intent for 2014-18;</i> <i>b. adopts the draft Statement of Performance Expectations for 2014-18; and</i> <i>c. delegates authority to the Board Chair and Deputy Chair to approve changes resulting from Minister and auditor (KPMG) feedback on the Statement of Intent and Statement of Performance Expectations, sign the statement of responsibility, and approve publication on the website post Budget Day.</i>
<p>Requested action</p>	<p><i>That an annotated version of the draft Statements of Intent and Performance Expectations document be made available to Board members as soon as possible, highlighting changes from the 2013-16 Statement of Intent document.</i></p>
<p>Requested action</p>	<p><i>That the Board receives an update on the idea of creating a transport research hub at its July meeting.</i></p>

3. Other updates and general business

Geoff Dangerfield provided a quick progress update on the Puhoi to Warkworth resource consent hearing.

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