



Special Board Meeting Minutes	
Date & time	17 April 2015, 2.00 – 3.00pm
Location	Chews Lane, Wellington and by teleconference
Board membership	Chris Moller (Chair), Dame Patsy Reddy, Jerry Rickman, Gill Cox, Tony Lanigan, Adrienne Young-Cooper, Nick Rogers and Mark Oldfield
Apologies	None
NZTA staff in attendance	<p>Geoff Dangerfield (Chief Executive)</p> <p>Jenny Chetwynd (GM Strategy, Communications and Performance and Board Secretary), Allan Frost (GM Organisation Support), Raewyn Bleakley (Regional Director, Central Region)</p> <p>Brandon Mainwaring (National Manager, Trends & Performance)</p> <p>Paul Laplanche (Chief Financial Officer)</p>

1. Introduction and governance matters

1.1 Apologies

All Board members attended the meeting by teleconference.

1.2 Confirmation and overview of the agenda

The agenda was accepted as circulated.

1.3 Declarations of conflicts of interest

No additional conflicts of interest were identified by Board members.

2. Statement of Intent 2015–19 and Statement of Performance Expectations 2015/16

2.1 Compliance and Assurance – Statement of Intent and Statement of Performance Expectations

Board paper 15/04/0917

Geoff Dangerfield summarised the purpose of the Statement of Intent (Sol) and the Statement of Performance Expectations (SPE).

He outlined the processes followed in developing these documents, including Board members prior discussions on the content of the Sol, and the key elements of the assurance Board members were receiving. He noted that our Sol now covers four years of financial forecasts, will be reviewed again within a three year period, and that that this extended time period is new and different to previous years where the Sol had been reviewed on an annual basis. He also noted that the SPE remains an annual document.

Following the Special ARA meeting held on 13 April, Jerry Rickman outlined the views of the Audit, Risk and Assurance Committee on the documents. He noted the Committee’s confidence in the process of development that had been followed, and that it allowed sufficient opportunity for challenge and debate. He noted the Committee’s comfort that the documents give effect to the Government’s key expectations and met the Government’s legislative and technical standard requirements. He also outlined the work of the Committee in understanding KMPG’s audit process.

He noted the Committee’s comfort with the nature of the stretch targets in the Sol for the Agency, especially given the four year duration and observed that the most substantive change to the SPE measures flows from the new GPS reporting requirements. He expressed the Committee’s satisfaction with the financial projections and with the condition of the memorandum accounts.

Board members discussed and received assurance as to the comprehensiveness of the processes followed, and that the content aligned to the Government’s policy expectations and requirements.

Resolution 1	<i>The NZ Transport Agency Board received assurance that the draft 2014-2018 Statement of Intent (Sol) and Statement of Performance Expectations (SPE) meet all legislative requirements and technical standard requirements and give effect to the key Government policy expectations.</i>
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2.2 Draft Statement of Intent 2015–19 and Statement of Performance Expectations 2015/16

Board paper 15/04/0915

Geoff Dangerfield provided an overview of the key elements of the content of the Sol and SPE, and drew Board members attention to the residual outstanding matters that will be resolved prior to the draft documents being sent to the Minister of Transport.

Board members canvassed the nature of the content in both documents, noting their prior conversations and their comfort with the stretch targets contained in the Sol.

Resolution 2	<p><i>The NZ Transport Agency Board:</i></p> <ul style="list-style-type: none"><i>a. adopted the draft Statement of Intent 2015-19;</i><i>b. adopted the draft Statement of Performance Expectations 2015-19; and</i><i>c. delegated authority to the Board Chair and Deputy Chair to approve changes resulting from the outstanding matters (as set out in this paper), approve updates to financial forecasts, confirm change requests from the Minister’s feedback, to sign the statement of responsibility, and approve publication on the website in late June.</i>
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3. Other updates and general business

3.1 Petone to Grenada (P2G) project development update

Board paper 15/04/0916

Raewyn Bleakley provided Board members with an update on the Petone to Grenada (P2G) Link Road Project, particularly the progress on assessing and refining options for north of Tawa to address forecast congestion in 2031.

Board members canvassed issues associated with keeping the public and stakeholders informed. They noted the need to take further action to help the public understand the nature of the problem

and the opportunities that this project will address, the processes and time frames for responding, and the respective roles of all the agencies involved. Board members also noted their need for a discussion on the merits of the various options for north of Tawa to develop an Agency position.

Resolution 3	<i>The NZ Transport Agency Board noted the project development process and recent communication with the Greater Wellington Regional Transport Committee.</i>
Requested action	<p>That opportunities for keeping the public informed about the project are explored and actioned.</p> <p>That a further update is provided to the Board at its meeting on 8 May setting out the project process, time frames, and the Board’s decision points.</p>

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