



Board Meeting Minutes	
Date & time	10 February 2017, 10.00 – 11.30am
Location	By teleconference
Board Membership	Chris Moller (Chair), Dame Fran Wilde (Deputy Chair), Adrienne Young–Cooper, Gill Cox, Nick Rogers, Mark Oldfield, Leo Lonergan and Chris Ellis
Apologies	Fergus Gammie
NZTA staff in attendance	Jenny Chetwynd (Acting Chief Executive and Group Manager, Strategy and Performance), Robert Brodnax (Acting Group Manager Planning & Investment), Tommy Parker (Group Manager Highways and Network Operations), Allan Frost (Group Manager Organisational Support), Barbara Harrison (Group Manager People and Capability), Celia Patrick (Group Manager Access and Use), Ernst Zollner (Regional Director Auckland), Harry Wilson (Road Safety Lead), Brandon Mainwaring (National Manager Accountability and Performance), Paul Laplanche (Chief Financial Officer), and Clare Sinnott (National Manager Governance and Sector Outcomes)

1. Introduction and governance matters

1.1 Welcome

The Chair welcomed Board Members to the meeting.

Members congratulated Fran Wilde on being made a Dame Companion of the New Zealand Order of Merit for services to the State and the community.

1.2 Apologies

Fergus Gammie's apology was noted.

1.3 Confirmation and overview of the agenda

The agenda items were accepted as circulated.

1.4 Declarations of conflict of interest

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

1.5 Report back from 9 February 2017 Special ARA Committee meeting

Gill Cox provided an overview of the issues discussed at the Special Audit, Risk and Assurance Committee meeting during the discussion on Board paper 17/02/1104.

2. Assessing progress against our strategy and plans

2.1 Quarterly Report for the period ending 31 December 2016 (Quarter 2)

Board paper 17/02/1104

Brandon Mainwaring took Members through the key points in the paper.

Members noted that the Transport Agency is not seeing anything at this stage that indicates that the National Land Transport Programme indicators will not be met. They noted, with approval, that the report contains information on expected end of year results (as well as actual half year results). The Board Chair commended staff on the continuing improvement in quarterly reporting.

Gill Cox summarised the outcomes of the 9 February 2017 Audit Risk and Assurance Committee meeting and advised that the Committee is considering the appropriate nature and level of assurance to be provided to support the half year and full year results (for both financial and non-financial results).

Paul Laplanche outlined the key issues relating to the Transport Agency's financial performance.

Members noted the work being done by the Zero Harm ad hoc Board Committee and management to improve the reporting on deaths and injuries to contractors (including subcontractors) working on Transport Agency sites.

Members noted the change in the rockfall risk from previous quarterly reports and that this is the result of a Transport Agency review of how it addresses rockfall risk and subsequent adoption of international best practice.

Members discussed whether to formally change the statement of performance expectation milestones for the Otaki to Levin (Wellington Northern Corridor) and Melling to Petone urban cycleway projects and decided to instead retain the current milestones and provide commentary on why they will be not achieved.

The Board noted that a very significant change to the Transport Agency's operating environment is likely to be required for it to initiate the process to formally change a milestone in a finalised statement of performance expectations.

Resolution 1	<i>The NZ Transport Agency Board received the quarterly results and assurance report for the period ended 31 December 2016 (Quarter 2).</i>
Requested action	<i>Nick Rogers is to be provided with a copy of the findings from the Transport Agency’s rockfall risk review.</i>

3. Other updates and general business

3.1 Agenda for 15 February 2017 Special Board meeting

Jenny Chetwynd presented the agenda for the upcoming Special Board meeting.

Resolution 2	<i>The NZ Transport Agency Board noted the agenda for 15 February 2017 Special Board meeting.</i>
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3.2 General business

Members discussed the need for close co-operation with the Ministry of Transport in relation to strategic matters, and the synergies between the Minister’s transport and economic development portfolios.

The meeting ended at 11.30am

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