



Special Board Meeting Minutes	
Date & time	20 April 2017, 9.30am – 10.05am
Location	By teleconference
Board Membership	Chris Moller (Chair), Dame Fran Wilde (Deputy Chair), Adrienne Young-Cooper and Gill Cox
Apologies	Leo Lonergan, Chris Ellis, Nick Rogers and Mark Oldfield
NZTA staff in attendance	Fergus Gammie, (Chief Executive), Jenny Chetwynd (Group Manager, Strategy and Performance and Board Secretary), Allan Frost (Group Manager Organisational Performance), Raewyn Bleakley (General Manager, Government, Stakeholders and Communications), Brandon Mainwaring (National Manager Performance and Accountability) and Paul Laplanche (Chief Financial Officer)

1. Introduction and governance matters

1.1 Apologies and welcome

The Chair welcomed Board Members to the meeting, noted the apologies from Leo Lonergan, Chris Ellis, Nick Rogers and Mark Oldfield, and confirmed that a quorum was present.

1.2 Confirmation and overview of the agenda

The agenda items were accepted as circulated.

1.3 Declarations of conflict of interest

No additional conflicts of interest were identified.

2. Setting sector and organisational direction

2.1 Statement of Intent 2017- 21 and Statement of Performance Expectations 2017/18; and 18 April 2017 ARA meeting report

[Board paper 2017/04/1129](#)

The Chief Executive summarised the process for the development of the content for the draft Statement of Intent 2017-21, and the draft Statement of Performance Expectations 2017/18. He noted the key changes to the documents made since Board members provided feedback at the NZTA Board meeting on the 31st March 2017, and the engagement with the Ministry of Transport during the process.

Gill Cox provided a summary of the matters discussed at the Audit Risk and Assurance Committee meeting on the 18th April 2017, noting the focus of the conversation was on the level of assurance provided to the Committee on how the content of the draft performance documents had been developed. He noted the Committee's resolution to accept management's assurances that the draft documents met legislative requirements, and where relevant, complied with generally accepted New

Zealand accounting practice, and the Committee’s recommendation to the Board that the documents are approved from this perspective.

Board members discussed the importance of effective communication of the the NZ Transport Agency’s strategic intent and performance both internally to staff, to the public and to external stakeholders, specifically with reference to how the targets have been expressed, given the targets are new, are expressed as desired trends rather than a specific target, and that the Statement of Performance Expectations is for 1 year only. Board Members agreed that additional commentary is required for these to be put into context, explained and understood, and noted the action point from the ARA Committee meeting that Board Members are to be provided with additional advice on a wider communication plan.

Board Members noted the next steps in providing the draft Statement of Intent 2017-21, and the draft Statement of Performance Expectations 2017/18 to the Minister of Transport for his comment, noting that material issues raised by the Minister will be referred back to the Board for its consideration.

Board members expressed their thanks to staff for the extensive work put into re-designing the NZ Transport Agency’s strategy and performance framework, which is now expressed in the draft Statement of Intent 2017-21, and the draft Statement of Performance Expectations 2017/18.

Resolution 1	<p><i>The NZ Transport Agency Board:</i></p> <ul style="list-style-type: none">• Approved the draft statement of intent 2017-21 and statement of performance expectations 2017/18 (including the NZ Transport Agency core operations budget and capital expenditure budget).• Delegated responsibility to the Chair and Deputy Chair of the NZTA Board to approve any subsequent amendments to the draft statement of intent 2017-21 and statement of performance expectations 2017/18.
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3. Other updates and general business

3.1 2015- 18 Road Policing Programme (year 3) – ratification of Board decision by circular Board paper

Board paper 2017/04/1130

Chris Moller noted the circular Board paper process and conversations with Board Members on the proposal to vary the 2015/18 (year 3) Road Policing Programme. Board Members noted their agreement to a cost scope adjustment of \$10 million to enable delivery of the specified road safety, economic growth and productivity outcomes, noted the conditions this was subject to, and that the Road Policing Programme is on the agenda for the 3 May NZTA Board meeting for further discussion.

Resolution 2	<p><i>The NZ Transport Agency Board ratified its unanimous decision by circular Board paper 2017/04/1128 for a variation to the 2015-18 Road Policing Programme (year 3), whereby it:</i></p> <ul style="list-style-type: none">➤ <i>Approved a cost scope adjustment of \$10 million for the 2015-18 Road Policing Programme to enable delivery of the specified road safety, economic growth and productivity outcomes, subject to:</i><ul style="list-style-type: none">• <i>NZ Police confirming that it will reverse its decision to redeploy 111 dedicated road policing staff</i>• <i>NZ Police agreeing to undertake a joint review with the Transport Agency of the Road Policing Programme content and mechanisms to ensure the programme is future fit and provides value for money.</i>➤ <i>Noted that the Terms of Reference for the review will be brought back to the Board for endorsement at its 9 June 2017 meeting.</i>
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3.2 Draft agenda for 3 May 2017 Board meeting

Jenny Chetwynd presented the draft agenda for the upcoming 3 May 2017 Board meeting.

Resolution 3	<i>The NZ Transport Agency Board noted the draft agenda for 3 May 2017 Board meeting.</i>
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3.3 General business

Chris Moller noted the expiry of Gill Cox and Mark Oldfield’s terms as NZTA Board members on 30 April 2017. He acknowledged, and expressed his thanks, on behalf of all the Board Members, to Gill Cox as a Board Member and Chair of the Audit Risk and Assurance Committee, and to Mark Oldfield as a Board Member, for their excellent service and significant contribution made to the NZTA Board during their tenures.

The meeting ended at 10.05am.

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