



**Board Meeting Minutes**

<b>Date &amp; time</b>	25 August 2017, 8:30am – 2:00pm
<b>Location</b>	NZ Transport Agency Boardroom, Level 2, 50 Victoria Street, Wellington
<b>Board Membership</b>	Dame Fran Wilde (Acting Chair and in person in Wellington), Chris Moller (by phone), Adrienne Young-Cooper, Nick Rogers, Chris Ellis, Leo Lonergan, Mark Darrow and Vanessa van Uden
<b>Apologies</b>	None
<b>NZTA staff in attendance</b>	<p>Fergus Gammie (Chief Executive)</p> <p>Raewyn Bleakley (General Manager Governance, Stakeholders &amp; Communications and Board Secretary), Howard Cattermole (General Manager Investment and Finance), Jenny Chetwynd (General Manager Strategy, Policy &amp; Planning), Peter Clark (Director Regional Relationships Upper North Island), Barbara Harrison (General Manager People), Tommy Parker (General Manager System Design &amp; Delivery), Harry Wilson (Director Safety &amp; Environment), Paul Laplanche (Senior Manager, Operational Policy, Planning and Performance), Gavin Armstrong (Principal Advisor), David Darwin (Manager, Operational Policy &amp; Standards) and Douglas Robertson (Manager, Treasury and Cash Flow).</p> <p>Jim Harland (Director Regional Relationships South Island) by telephone.</p>

# 1. Introduction and governance matters

## 1.1. Apologies and welcome

The Chair welcomed Board Members to the meeting.

## 1.2. Confirmation and overview of the agenda

The agenda was accepted as circulated.

## 1.3. Declarations of conflicts of interest of Board Members

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

Nick Rogers noted his standing interest in Tonkin and Taylor.

## 1.4. Declarations of conflicts of interest of Senior Leadership Team Members

The schedule of Senior Leadership Team Members' interests was noted as tabled.

## 1.5. Draft Minutes of the 7 July 2017 Board meeting and 24 July 2017 Special Board meeting

The minutes were confirmed as tabled.

<b>Resolution 1</b>	<p><i>The NZ Transport Agency Board <b>confirmed</b> the draft Minutes of the following meetings as true and accurate records of those meetings:</i></p> <ul style="list-style-type: none"><li><i>• 7 July 2017 Board meeting; and</i></li><li><i>• 24 July 2017 Special Board meeting.</i></li></ul>
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**1.6. Audit, Risk and Assurance (ARA) Board Committee Report: Draft Minutes of the 15 August 2017 Special ARA Board Committee meeting**

Board Members noted the draft minutes of the 15 August 2017 Special ARA Board Committee meeting and that they would be ratified at the next ARA Board Committee meeting on 10 November 2017.

**1.7. Remuneration and Human Resources (RHR) Board Committee Report: Draft Minutes of the 16 August 2017 RHR Board Committee meeting**

Board Members noted the draft minutes of the 16 August 2017 RHR Board Committee meeting and that they would be ratified at the next HRH Board Committee meeting.

**1.8. Health and Safety (H&S) Board Committee Report: Draft Minutes of 11 August 2017 H&S Board Committee meeting**

Board Members noted the draft minutes of the 11 August 2017 H&S Board Committee meeting would be ratified at the next H&S Board Committee meeting on 3 October 2017.

Chris Ellis provided an overview of the issues discussed at the Health and Safety Committee meeting on 11 August 2017.

Board Members discussed the progress of investigations into the recent fatalities. It was agreed that management report back to the Board regarding the approach to temporary traffic management (including advice about what may be done to engender compliance).

Adrienne Young-Cooper provided an update regarding her visit to Kaikoura to gain further insight into the earthquake response. Board Members discussed the scale and complexity of the project and inquired into steps taken by NCTIR to manage and mitigate risks associated with health and safety - and in particular, fatigue. In response, management noted the Health and Safety Board Committee had received a comprehensive briefing at its previous meeting.

<b>Requested Action</b>	A report back to the Health and Safety Board Committee regarding the use of temporary traffic management – with a particular focus on situations and consequences of unattended 30kmph restrictions. This is to include advice about what is/may be done to engender compliance and/or credibility of real hazards (especially when work is being undertaken at sites).
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### 1.9. Health and safety update

[Board paper 2017/08/1168](#)

Chris Ellis noted his interest in WorkSafe NZ as a Director.

Barbara Harrison provided Board Members with an overview of the Transport Agency's health and safety performance to 28 July 2017. She announced Tim Barry had been appointed to the role of Senior Manager Safety and Wellness.

Barbara Harrison reported that there is now 100% reporting and noted the ongoing work that is occurring with the Transport Agency's suppliers to ensure best practice.

<b>Resolution 2</b>	<i>The NZ Transport Agency Board <b>notes</b> the latest health and safety performance described in the Zero Harm dashboard.</i>
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### 1.10. Progress on actions requested at previous meetings

Progress on all the actions arising was noted.

## 2. Chief Executive's Report

### 2.1. Chief Executive's Report

Fergus Gammie provided Board Members with an overview of the current issues facing the Transport Agency.

<b>Resolution 3</b>	<i>The NZ Transport Agency Board received the Chief Executive's Report.</i>
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## 3. Confirming service and financial performance targets

### 3.1. New Zealand Transport Agency Annual Report – Summary of unaudited performance for goal and priority milestones and financial information for the year ended 30 June 2017

[Board paper 2017/08/1169](#)

Gavin Armstrong provided an overview of the unaudited performance results for the goal and priority milestones for the year ended 30 June 2017, and next steps in the process through to the presentation of the NZ Transport Agency's Annual Report 2016/17 to the Minister of Transport.

Board Members noted a predominantly positive performance and the key areas of strength in the delivery of identifying opportunities for innovation, increasing collaboration, smart road maintenance, maximising returns, smart choices and safer journeys.

Board Members also noted the areas of non-achievement. They discussed the impact of weather and the natural disasters in Kaikoura and the Manawatu Gorge on the outcomes for the year.

There was discussion of the greater reliance on, and integration of, technology in vehicles, and whether the service industry is capable of delivering Warrants of Fitness to ensure that vehicles continue to meet required safety standards and whether the testing system is also meeting this need.

<p><b>Resolution 4</b></p>	<p><i>The NZ Transport Agency Board:</i></p> <p>a) <b><i>Receives and accepts</i></b> the summary of unaudited performance for goal and priority milestones and unaudited financial information for the NZ Transport Agency Annual Report for the year ended 30 June 2017</p> <p>b) <b><i>Agrees</i></b> to the release of this paper to the Ministry of Transport for the purpose of Crown Monitoring.</p>
<p><b>Requested Action</b></p>	<p>Management is to provide information and assurance that the service industry is capable of delivering Warrants of Fitness to ensure that vehicles continue to meet required safety standards.</p>

### 3.2. Draft Financial Performance for 2016/17 financial year

[Board paper 2017/08/1170](#)

Paul Laplanche outlined the financial results for the 2016/17 year.

Board Members noted that the final results were consistent with the forecasts and quarterly reporting for the year.

Board Members also noted that over the next three years the reviews of rail licensing, motor vehicle licensing and driver licensing and testing are planned for the Transport Agency.

<b>Resolution 5</b>	<p><i>The NZ Transport Agency Board:</i></p> <ul style="list-style-type: none"><li>a) <b>Approves</b> the accounting treatment of:<ul style="list-style-type: none"><li>i. \$4.6 million state highway write off for the Kaikoura earthquake abandoned roads</li><li>ii. \$23.7 million state highway impairment (through revaluation reserve) for the Kaikoura earthquake affected roads, structure and bridges.</li></ul></li><li>b) <b>Approves</b> the carry forward to 2017/18 of:<ul style="list-style-type: none"><li>i. corporate capital expenditure funding of \$4.7 million</li><li>ii. transformation funding of \$0.9 million.</li></ul></li><li>c) <b>Agrees</b> to the release of this paper to the Ministry of Transport for the purpose of Crown Monitoring.</li></ul>
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## **4. Significant planning, investment and operational matters**

### **4.1. Funding Approval: Capacity for Auckland Metro Trains**

**Board paper 2017/08/1171**

Fergus Gammie outlined the public transport capacity gap that will emerge from 2019 and be exacerbated by the demands of APEC and the America's Cup in 2021 – as well as the need to place orders for new trains now to allow for the two year build time.

The Board noted the recent announcements made by political parties which have the potential to bring forward electrification and the significant impacts this has on the Independently Powered Electric Multiple Unit business case.

The Board also noted the recommendations had been crafted to suit the complicated circumstances and urgency for placing an order - including a three month due diligence clause to confirm the timetable for the Pukekohe Electrification and other Transport Agency processes.

<p><b>Resolution 6</b></p>	<p><i>The NZ Transport Agency Board:</i></p> <ul style="list-style-type: none"> <li>a) <b>Endorses</b> Option A as the preferred option of Auckland Transport’s Detailed Business Case: Auckland Metro Train Capacity (July 2017), which entails the procurement of 15 Electric Multiple Units (EMU; each comprising of three-car sets) metro trains to ensure sufficient capacity will be available by 2019 to meet rapidly increasing demand.</li> <li>b) <b>Approves</b> the inclusion of the Auckland Metro Train Capacity project in the 2015-18 National Land Transport Programme (NLTP), subject to Auckland Transport including the project in its Regional Land Transport Programme (together with local share funding).</li> <li>c) <b>Approves</b> procurement by Auckland Transport of \$133 million (NLTP share \$67.8 million and Auckland Transport share \$65.2 million), for the procurement of 15, three-car Electric Multiple Units for the Auckland Metro Train Capacity project, subject to the Transport Agency’s Chief Executive (CE) being satisfied with all aspects of the project including completing the internal quality assurance processes and other due diligence and subject to the due diligence process being signed off by the CE within three months of the approval date or returned to the Board.</li> <li>d) <b>Notes</b> that Option B (Independently Powered Electric Multiple Units (IPEMUs)) was preferred in Auckland Transport’s Detailed Business Case: Auckland Metro Train Capacity (July 2017), based on the Auckland Transport</li> </ul>
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	<p><i>Alignment Project's end of first decade timing of Pukekohe Electrification (PE), until recent announcements potentially bringing the timing of PE forward and impacting Auckland Transport's preferred option.</i></p> <p>e) <b>Notes</b> <i>KiwiRail has committed to confirming timing and costs of Pukekohe Electrification (PE) within three months, for a decision to be progressed - as part of the due diligence conditions connected to funding approval to Auckland Transport of \$133 million for the procurement of 15, three-car Electric Multiple Units for the Auckland Metro Train Capacity project.</i></p> <p>f) <b>Agrees</b> <i>if the Pukekohe Electrification (PE) timetable (when established by the KiwiRail PE business case) means either more Electric Multiple Units are required or the original Independently Powered Electric Multiple Units proposal applies, Auckland Transport's Auckland Transport's Detailed Business Case: Auckland Metro Train Capacity (July 2017) will need to be amended and the Transport Agency Board's approval will be sought in accordance with the Transport Agency's significance policy, and due to the additional cost implications.</i></p> <p>g) <b>Notes</b> <i>Auckland Transport has advised an Electric Multiple Units fleet order will be placed immediately in accordance with Option A of its Detailed Business Case: Auckland Metro Train Capacity (July 2017), which could be amended within three months, subject to the outcomes of the KiwiRail Pukekohe Electrification (PE) business case.</i></p> <p>h) <b>Notes</b>, <i>subject to funding approval, an interim payment will be made by Auckland Transport of up to \$25 million (NLTP share \$12.75 million)(total cost - deposit, design and procurement fees) in August/September 2017.</i></p> <p>i) <b>Supports</b> <i>Auckland Transport's sole sourcing/direct appointment</i></p>
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	<p><i>procurement supplier selection method that will involve the appointment of existing train supplier Construcciones Auxiliar de Ferrocarriles (CAF) supplying the 15, three-car Electric Multiple Units.</i></p>
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#### 4.2. Christchurch Network Investment Story – Programme Business Cases for Christchurch City Council Transport System and SH 73/76 West Melton to Lyttelton Tunnel

[Board paper 2017/08/1172](#)

Tommy Parker introduced the paper noting it was the last of the nationally strategic Programme Business Cases to be presented to the Board.

Jim Harland spoke about the impact of the earthquake on land use in Christchurch and the settlement pattern review underway – in conjunction with Councils.

Board Members discussed the importance of land use planning and of all parties working together to make sure land use planning enabled an efficient transport network. Management noted that consideration of these types of issues is involved in the development of the Transport Agency’s Long Term Strategic View.

Board Members raised a question about the process used to determine whether business cases represented value for money.

<p><b>Resolution 7</b></p>	<p><i>The NZ Transport Agency Board:</i></p> <p>a) <b>Supports</b> the following programme business cases:</p> <ul style="list-style-type: none"> <li>i. <i>Christchurch City Council Transport System Programme Business Case - \$75-520 million</i></li> <li>ii. <i>SH 73/76 West Melton to Lyttelton Tunnel Programme Business Case -</i></li> </ul>
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	<p style="text-align: center;"><i>\$200-335 million</i></p> <p><i>b) <b>Notes</b> that ‘support’ indicates a commitment to develop the programmes to a stage where they can be implemented, but does not commit the NZ Transport Agency to fund that implementation</i></p> <p><i>c) <b>Approves</b> the allocation for the gross cost of \$1.94 million funding for the priority detailed business cases from the National Land Transport Fund 2017/18:</i></p> <ul style="list-style-type: none"> <li><i>i. NZ Transport Agency Brougham Street corridor improvements - \$1,000,000</i></li> <li><i>ii. Christchurch City Council Cluster 4 Improvements (Moorhouse Avenue and Surrounds) - \$420,000</i></li> <li><i>iii. Christchurch City Council Cluster 6 Improvements (Whiteleigh Avenue &amp; Lincoln Road) - \$400,000</i></li> <li><i>iv. Christchurch City Council Travel Demand Management - \$120,000</i></li> </ul> <p><i>d) <b>Delegates</b> to the NZ Transport Agency Chief Executive the ability to approve funding of subsequent activities that give effect to the programme through the normal NZ Transport Agency approvals processes.</i></p>
<p><b>Requested Action</b></p>	<p>Advice regarding how the Transport Agency will incorporate land use planning into its processes generally and specifically into the Christchurch Network Investment Story and associated (Programme) Business Cases and assessments.</p> <p>Information outlining how the Transport Agency identifies and ensures funding spent on business cases represents value for money.</p>

#### 4.3. State Highway 1: Cambridge to Piarere project – Preferred option and pre- implementation funding

Board paper 2017/08/1173

Tommy Parker spoke to the paper noting it sought support for the preferred option E2 and funding approvals for property purchase and pre-implementation works. He noted that 21 options had been developed; with six options subjected to more detailed consideration, before option E2 was preferred.

Board members enquired as to whether an option had been considered that retains the existing route for southbound traffic, but creates a new alignment for northbound traffic.

It was agreed management would provide a written response to the question raised and circulate it by email to enable the Board to further consider the recommendations.

<b>Requested Action</b>	Management to circulate by email a written response to the Board question whether an option had been considered that retains the existing route for southbound traffic, but creates a new alignment for northbound traffic with the aim of supplying further information to enable the Board to further consider the recommendations proposed.
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#### 4.4. Queenstown Integrated Transport Programme Business Case

Board paper 2017/08/1174

Tommy Parker spoke to the paper noting the need to respond to the unprecedented and sustained population and tourist growth in a way that provides a customer focused and reliable transport system.

Board Members noted the programme business case recommends a staged suite of interventions designed to improve the performance of Queenstown’s transport system for all methods of travel by providing customer focused travel choices, while being cognisant of the need to improve the liveability of Queenstown for residents and ensure a positive experience for visitors.

Board members discussed the importance of an effective governance structure and appropriate communications in achieving the outcomes sought.

<b>Resolution 8</b>	<p><i>The NZ Transport Agency Board:</i></p> <p>a) <b>Supports</b> the Queenstown Integrated Transport Programme Business Case for the short to medium term activities outlined, noting that:</p> <ul style="list-style-type: none"><li>i. activities will be planned, coordinated and delivered as a single programme in partnership with Queenstown Lakes District Council and Otago Regional Council;</li><li>ii. activities with the strongest interdependencies have been grouped together, and distinguished from those activities that can be led by one agency;</li><li>iii. four Detailed Business Cases have been identified as requiring progression in 2017/18, subject to funding approval (including local share) and variations of the 2015-18 National Land Transport Programme and the Regional Land Transport Plan (as necessary):<ul style="list-style-type: none"><li>• State Highway 6A Corridor Improvements - \$1.0 million</li><li>• Queenstown Town Centre Improvements - detailed business case estimated to cost \$1.5 million</li><li>• Wakatipu Active Travel Network - detailed business case estimated to cost \$800,000.</li></ul></li></ul>
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	<ul style="list-style-type: none"> <li>• <i>Water Taxi (Small Ferry service) - \$150,000 (NZ Transport Agency share \$77,000; Otago Regional Council Share \$73,000); and</i></li> <li>iv. <i>a level of uncertainty remains, subject to further assessment, regarding the need for a mass rapid transit solution in the long term.</i></li> </ul> <p>b) <b>Approves</b> <i>funding to develop two Detailed Business Cases in 2017/18 at a total estimated cost of \$1.15 million (NZ Transport Agency share \$1.08 million) for:</i></p> <ul style="list-style-type: none"> <li>i. <i>State Highway 6A Corridor Improvements - \$1.0 million; and</i></li> <li>ii. <i>Water Taxi (Small Ferry service) - \$150,000 (NZ Transport Agency share \$77,000; Otago Regional Council Share \$73,000).</i></li> </ul> <p>c) <b>Agrees</b> <i>to vary the 2015-18 National Land Transport Programme by adding the Otago Regional Council’s Water Taxi (Small Ferry service) project.</i></p> <p>d) <b>Delegates</b> <i>to the Chief Executive approval of funding for two additional detailed business cases (planned for 2017/18), once local share, scope and any Regional Land Transport Plan variations have been confirmed:</i></p> <ul style="list-style-type: none"> <li>i. <i>Queenstown Town Centre Improvements – detailed business case estimated to cost \$1.5 million</i></li> <li>ii. <i>Wakatipu Active Travel Network – detailed business case estimated to cost \$800,000.</i></li> </ul>
<p><b>Requested Action</b></p>	<p>Ensure that the Transport Agency considers and positions itself effectively in terms of governance arrangements.</p>

#### 4.5. Auckland Cycling 10 year Programme Business Case

[Board paper 2017/08/1175](#)

Board members noted a number of them live within the area discussed in this paper.

Tommy Parker introduced the paper noting it expands on the June Board paper by focusing specifically on priorities for cycling for Auckland.

Board Members questioned the level of integration of the Crown’s regeneration plans for Auckland in the development of the plan – as outlined in the paper.

Management noted that the plan would evolve over time and expand further into developing areas

<p><b>Resolution 9</b></p>	<p><i>The NZ Transport Agency Board:</i></p> <ul style="list-style-type: none"> <li>a) <b>Supports</b> the investment approach and priorities for the future development of the Auckland cycling network and complementary activities.</li> <li>b) <b>Notes</b> that effective delivery of the programme within ten years is estimated to cost \$635 million (net present value) through co-investment from the National Land Transport Fund, local investment and continued Crown funding for cycling.</li> </ul>
<p><b>Requested Action</b></p>	<p>Management to ensure a more strategic view of Auckland is considered and integrated when considering projects connected to the Auckland region - including in particular the Crown’s land use and regeneration plans.</p>

#### 4.6. National Land Transport Programme (NLTP) – Local Roads Activity Class Safety Investment

[Board paper 2017/08/1176](#)

Harry Wilson spoke to the paper indicating the aim was to have a discussion with Local Government about how to optimise investment for safety on the local transport network. He noted there was a tendency, at this level, for activity to be overly focused on improvements and maintenance rather than a more balanced approach including optimisation of safety. Harry Wilson noted that the Transport Agency intends drawing on what the Transport Agency has learned regarding safety in relation to State Highways and the safe system in working and liaising with Local Government.

The Board queried whether the One Network Road Classification system, KiwiRAP and level crossings would be included in this work. Management confirmed all of these were integral parts of the planned approach.

<b>Resolution 10</b>	<i>The NZ Transport Agency Board <b>endorses</b> the proposed collaborative approach with local government to increase the level of investment in local road safety projects funded through the local roading activity class for the 2018-21 National Land Transport Programme.</i>
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#### 4.7. National Land Transport Programme: State Highway Investment Proposal

[Board paper 2017/08/1177](#)

Jenny Chetwynd indicated this would be the first paper, during the next few months, focused on the National Land Transport Programme 2018 to 2021. The purpose of introducing the State Highway Investment Programme at this time is to seek endorsement to take an early iteration to Regional Transport Committees for development of Regional Land Transport Plans.



Board Members observed the State Highway Investment Programme has been built on the draft Government Policy Statement, Long Term Strategic View and the refreshed Transport Agency strategy.

<p><b>Resolution 11</b></p>	<p><i>The NZ Transport Agency Board:</i></p> <p>a) <b>Endorses</b> the draft State Highway Investment Proposal for submission to Regional Transport Committees for their consideration for inclusion in Regional Transport Plans.</p> <p>b) <b>Notes</b> that the draft proposal is at the top of the funding ranges for the state highway related activity classes and includes an \$18 billion improvements programme focused on achieving economic growth and productivity and road safety outcomes.</p>
<p><b>Requested Action</b></p>	<p>Provide further updates to the Board throughout the National Land Transport Programme development process.</p>

#### 4.8. Mt Messenger Bypass Project – Preferred option and approval in principle of implementation funding

[Board paper 2017/08/1178](#)

Tommy Parker provided the Board with the background to the recommendations - noting this project had been a Crown funded investigation, forming part of the Accelerated Regional Roding Package announced in 2014. Tommy noted that the Transport Agency had procured an Alliance in April 2017 to enable completion of investigations in a timely fashion.

Board Members noted the positive safety outcomes, along with the support expressed by the freight industry for the preferred option. This led to a discussion of the higher cost than first anticipated. Board Members confirmed with management that this project would have been considered in future years as part of the National Land Transport Programme and Crown funding was enabling acceleration of its delivery.

Board Members discussed the benefit cost ratio and queried what the benefit cost ratio was for the National Land Transport Fund component. Management advised the benefits of the National Land Transport Fund component of \$110 million were assessed to be \$114 million and confirmed this provided a benefit cost ratio of over 1 for the National Land Transport Fund contribution.

<p><b>Resolution 12</b></p>	<p><i>The NZ Transport Agency Board</i></p> <ul style="list-style-type: none"> <li>a) <b>Supports</b> Option E which has been identified as the preferred option through multi criteria assessments as part of the detailed business case for the Mt Messenger Bypass Project.</li> <li>b) <b>Delegates</b> to the NZ Transport Agency Chief Executive the approval of the detailed business case for the Mt Messenger Bypass project.</li> <li>c) <b>Approves</b> in principle the allocation of \$110 million of National Land Transport Programme funding for implementation, subject to approval of the detailed business case for the Mt Messenger Bypass project.</li> <li>d) <b>Notes</b> that \$90 million of Crown funding via the Accelerated Regional Roding Programme is already allocated to the Mt Messenger Bypass project.</li> <li>e) <b>Supports</b> lodging of consents and the notice of requirement for the Mt Messenger Bypass project, subject to approval of the detailed business case.</li> </ul>
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<b>Requested Action</b>	Information regarding how Crown funding is considered and assessed in determining the value of a project or programme (including benefit cost ratios).
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## 5. Other updates and general business

### 5.1. Other updates

Board paper 2017/08/1179

Fergus Gammie spoke to the upcoming Performance Improvement Framework Review item noting the independent review component commences in October and the self review is well underway and on track for completion at the end of September. Board Members discussed the process for selection of the strategic thinkers included in the Performance Improvement Framework Review methodology.

Jenny Chetwynd spoke to mid-term Investor Confidence Rating Assessment noting we received a positive outlook indicator result. Board Members noted the mid-term assessment has no effect on our previous rating but indicates a positive trajectory for the Transport Agency and likely to result in an improvement in the overall score at the next full assessment.

<b>Resolution 13</b>	<i>The NZ Transport Agency Board <b>received</b> the 25 August 2017 other updates.</i>
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### 5.2. Draft agendas for 19 September 2017 Special Audit, Risk and Assurance Board Committee meeting and 22 September 2017 Special Board meeting

<b>Resolution 14</b>	<i>The NZ Transport Agency Board <b>noted</b> the draft agendas for the 19 September 2017 Special Audit, Risk and Assurance Board Committee meeting and 22 September 2017 Special Board meeting.</i>
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### 5.3. Schedule of Board Correspondence and requests for Board papers

Board paper 2017/08/1180

Board Members noted the correspondence and requests for Board papers.

<b>Resolution 15</b>	<p><i>The NZ Transport Agency Board <b>received</b> the 25 August 2017 report on:</i></p> <ul style="list-style-type: none"> <li><i>a) Recent correspondence received, and sent, by the NZ Transport Agency Board Chair</i></li> <li><i>b) Transport Agency Board papers requested and released under the Official Information Act 1982</i></li> <li><i>c) Transport Agency Board papers and Board decisions requested and released to the Board of Inquiry for the East West Link Proposal.</i></li> </ul>
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### 5.4. General Business

Board Members discussed the context provided in Board papers. They expressed a desire for a more structured and consistent approach to be taken in the preparation of future Board papers to ensure the background of projects and other relevant factors are succinctly and clearly explained.

<b>Requested Action</b>	<p>Management to ensure a more structured and consistent approach to be taken in the preparation of future Board papers to ensure the background of projects and other relevant factors are succinctly and clearly explained.</p>
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## 6. Board Only Session

A Board only session was held.

The Board Meeting closed at 1.50 pm

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