



## Board Meeting Minutes

<b>Date &amp; time</b>	10 November 2017, 10:45am – 3:30pm
<b>Location</b>	NZ Transport Agency Boardroom, Level 2, 50 Victoria Street, Wellington
<b>Board Membership</b>	Chris Moller (Chair), Dame Fran Wilde (Deputy Chair), 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>	Fergus Gammie (Chief Executive) Raewyn Bleakley (General Manager Governance, Stakeholders & Communications and Board Secretary), Howard Cattermole (General Manager Investment & Finance), Jenny Chetwynd (General Manager Strategy, Policy & Planning), Barbara Harrison (General Manager People), Tommy Parker (General Manager System Design & Delivery), Giles Southwell (General Manager Corporate Services), Gavin Armstrong (Manager Organisational Performance) and Richard Hurn (Senior Advisor – Business and Operating Models).
<b>External attendees</b>	<b><i>At the commencement of the meeting, for an hour</i></b> Hon Phil Twyford, Minister of Transport; Peter Mersi, Secretary of the Ministry of Transport; and Barry Ebert, the Minister’s political advisor. Hon Julie Anne Genter, Associate Minister of Transport and Tony Frost (from

Hon Genter's office), via video conferencing link from NZ Transport Agency's premises in Auckland.

***During the course of the meeting, for an hour***

Paul Reynolds, Keith Turner and Helen Moody (Performance Improvement Framework (PIF) Review team members).

## **1. Introduction and governance matters**

### **1.1 Apologies and welcome**

The Chair welcomed Board Members and distinguished guests to the meeting.

### **1.2 Discussion with the Minister of Transport, Hon Phil Twyford and Associate Minister of Transport, Associate Minister of Transport, Hon Julie Anne Genter**

Following introductions, the Ministers outlined the new Government's priorities and focus for the transport sector.

Following discussion with the Board, the Ministers, the Secretary of the Ministry of Transport and the Ministers' Advisors left the meeting.

The Board broke for lunch at 12:00pm and resumed the Board meeting at 12:30pm.

### **1.3 Confirmation and overview of the agenda**

The agenda was accepted as circulated.

### **1.4 Declarations of interests of Board Members**

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

Nick Rogers noted his standing interest in Tonkin and Taylor.

Chris Moller noted his interest as Chair of the Meridian Energy Board and advised that he would leave the room for the Manawatu Gorge Closure and Alternative Route Investigation item in the Other Updates paper.

Mark Darrow noted that since the last update of the Interests Register, he had resigned as a Member of the National Party and as Chair of the Botany Electorate.

### **1.5 Declarations of interests of Senior Leadership Team Members**

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

### **1.6 Draft minutes of the 13 October 2017 Board meeting**

<b>Resolution 1</b>	<i>The NZ Transport Agency Board <b>confirmed</b> the draft minutes of the 13 October 2017 Board meeting as a true and accurate record of the meeting.</i>
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### **1.7 Audit, Risk and Assurance (ARA) Board Committee Report: 10 November 2017 ARA Board Committee meeting**

Mark Darrow provided an overview of the issues considered by the ARA Board Committee at the meeting held on 10 November 2017.

Board Members noted the discussion and endorsement of the updated Protected Disclosures Policy and the conversation regarding the establishment of the Procurement Centre of Excellence.

### **1.8 Investment and Operations (I&O) Board Committee Report: 10 November 2017 I&O Board Committee meeting**

Due to a change in timing of the I&O Board Committee meeting, a report on that meeting will be deferred to the 8 December 2017 Board meeting.

## 1.9 Remuneration and Human Resources (Rem & HR) Board Committee Report: 9 November 2017 Rem & HR Board Committee meeting

Adrienne Young-Cooper provided an overview of the issues considered by the Rem & HR Board Committee at its meeting on 9 November 2017.

Board Members noted the discussion on the progress of the development of a Workforce Strategy and that a paper would be presented to the Board on 1 March 2018.

## 1.10 Health and Safety update

[Board paper 2017/11/1193](#)

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

Barbara Harrison introduced the update noting that work had commenced on the remedial responses to the recommendations of the physical security review and provided an update regarding levels of contractor reporting.

Board Members discussed fatigue management, emphasising the need for vigilance in this area. It was noted that this issue affects many industries and that WorkSafe NZ had issued guidance specifically on this topic.

<b>Resolution 2</b>	<i>The NZ Transport Agency Board <b>notes</b> the health and safety performance update.</i>
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## 1.11 Progress on actions requested at previous meetings

Progress on all actions arising was noted.

## 2. Performance Improvement Framework Review Update

### 2.1 Performance Improvement Framework Review Update

The Board received a verbal update regarding progress on the NZ Transport Agency's Performance Improvement Framework (PIF) Review from the members of the PIF Review team.

Following the update and related discussion, the PIF Review team members left the meeting.

## 3. Chief Executive's Report

### 3.1 Chief Executive's Report

Amongst other things, Fergus Gammie provided Board Members with an overview of the recent Intelligent Transport Society World Congress 2017 in Montreal, at which he represented the Transport Agency. Board Members noted that the theme of the conference was Mobility as a Service (MaaS) and that the pilot projects in Queenstown and Auckland appeared to be world leading.

<b>Resolution 3</b>	<i>The NZ Transport Agency Board <b>received</b> the Chief Executive's Report.</i>
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## 4. Assessing progress against strategy and plans

### 4.1 Quarterly Results and Assurance Report for the period ending 30 September 2017 (Quarter 1)

[Board paper 2017/11/1194](#)

Jenny Chetwynd introduced the paper noting that this report was in a different format to previous Quarterly Reports and was the first to present results against the Transport Agency's new strategy.



Board Members commented favourably on the format of the report and noted the contents of the report.

<b>Resolution 4</b>	<p><i>The NZ Transport Agency Board:</i></p> <p>a) <b>Received</b> the quarterly results and assurance report for the period ended 30 September 2017; and</p> <p>b) <b>Agreed</b> to the release of a copy of the Board paper to the Ministry of Transport for the purpose of Crown Monitoring.</p>
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## **5. Significant planning, investment and operational matters**

### **5.1 Supporting Growth Programme**

#### **Board paper 2017/11/1195**

Tommy Parker introduced the paper noting the Programme Business Case had previously been considered and supported by the Board, which had enabled the commencement of work under the Programme Alliance Agreement. Board Members noted that the form of the Programme Alliance Agreement referred to in the resolution was a standard alliance contract and that the delegation would enable the first phase of work to be carried out up to \$40 million. It was also noted that approvals for subsequent work and funding would each be presented to the Board for separate consideration.

<b>Resolution 5</b>	<p><i>The NZ Transport Agency Board:</i></p> <p>a) <b>Received</b> the update on Auckland's Supporting Growth Programme, including progress on the establishment of the Transport Network for Growth Alliance</p>
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	<p><i>(which will deliver business cases and route protection for the future urban transport networks); and</i></p> <p><i>b) <b>Delegated</b> to the NZ Transport Agency Chief Executive the power to execute the Programme Alliance Agreement for the Transport Network for Growth Alliance.</i></p>
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## 6. Other updates and general business

### 6.1 Other updates

#### Board paper 2017/11/1196

Jenny Chetwynd gave an update on the Long Term Strategic View (the View), noting version one of the View provided a starting point to engage the transport sector on their views. It Board noted the comments received are being incorporated into version two of the View, as well as being used in the development of the National Land Transport Programme 2018–2021.

Tommy Parker provided a brief update to the Board outlining the key points on the Kaikoura State Highway 1 reopening scheduled for 15 December 2017.

Chris Moller noted his interest as Chair of the Meridian Energy Board and left the room for the duration of the update concerning the Manawatu Gorge closure and the associated alternative route investigation and passed the chairing of this discussion to Dame Fran Wilde.

Tommy Parker provided a brief update on the Manawatu Gorge Closure and Alternative Route Investigation noting the project team was working well and good level of consultation has taken place. Board Members noted the information regarding the continuing instability at the Manawatu Gorge slip site.

Chris Moller returned to the meeting and resumed the Chair.



Fergus Gammie spoke to the update regarding the Auckland Smarter Transport Pricing Project (Project), noting there are three phases to the Project.

This section of the Minutes of the 10 November 2017 Board meeting has been withheld under section 9(2)(g)(i) of the Official Information Act 1982, as there is a need to maintain the effective conduct of public affairs through the free and frank expression of opinions by or between or to Ministers of the Crown or members of an organisation or officers and employees of any department or organisation in the course of their duty. The NZ Transport Agency has determined that the interests being maintained outweigh any public interest in making the information available.

Jenny Chetwynd provided an overview regarding the development of a Future Transport Nationally Delivered Programme. The Board noted the proposed new programme will assist in integrating technology into New Zealand's land transport system, as there is currently no formal National Programme dedicated to technology and innovative transport solutions that is included in the funding of the National Land Transport Programme.

Giles Southwell spoke to the update on proposed technology directions, technology operating model and Statement of Performance Expectations (SPE) 7.2. The Board was advised that Transport Agency operates four quite different areas of technology (Corporate, Customer, Transport and Analytics) all underpinned by common information services. The proposed technology directions will enable better customer focus and ensure improved alignment of technology to services with appropriate levels of support and security. Board Members noted the important role of the ICT Governance Group to ensure technology decisions are made based on a Transport Agency wide system thinking approach.

Howard Cattermole outlined the key elements of how Crown funding is considered in determining project/programme value/benefit cost ratios. Board Members noted the information was very helpful, particularly in outlining the calculations that can be undertaken and determining how much Crown funding may be required to complete a project.

**Resolution 6**

*The NZ Transport Agency Board **received** the 10 November 2017 other updates.*

## 6.2 Draft agenda for 8 December 2017 Board meeting

<b>Resolution 7</b>	<i>The NZ Transport Agency Board <b>noted</b> the draft agenda for the 8 December 2017 Board meeting.</i>
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## 6.3 Schedule of Board Correspondence and requests for Board paper

Board paper 2017/11/1197

<b>Resolution 8</b>	<p><i>The NZ Transport Agency Board <b>received</b> the 10 November 2017 report on:</i></p> <ul style="list-style-type: none"><li><i>• Recent correspondence received, and sent, by the NZ Transport Agency Board Chair;</i></li><li><i>• Transport Agency Board papers requested and released under the Official Information Act 1982;</i></li><li><i>• Transport Agency Board papers and documents requested and released to:</i><ul style="list-style-type: none"><li><i>• the Performance Improvement Framework (PIF) Review team as part of the PIF Review; and</i></li><li><i>• the Ministry of Transport as part of the Ministry of Transport's performance assessment of the NZ Transport Agency.</i></li></ul></li></ul>
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## 6.4 General business

There was no general business.

## 7. Board only session

A Board only session was held.

The Board Meeting closed at 4.20 pm.

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