



Waka Kotahi NZ Transport Agency Board Minutes	
Date & time	27 March 2020, 11.00am – 12.00pm
Location	Via Skype
Board members in attendance	Sir Brian Roche (Chair), David Smol, Catherine Taylor, Ken Rintoul, Cassandra Crowley, Patrick Reynolds, Victoria Carter
NZTA staff in attendance	Nicole Rosie (Chief Executive) Kane Patena (General Manager Regulatory Services) Greg Lazzaro (General Manager Safety, Health & Environment) Brett Gliddon (General Manager Transport Services) Robyn Elston (Senior Manager, System Design) Anna Moodie (Group General Counsel & Board Secretary)
External attendees	None
Apologies	None

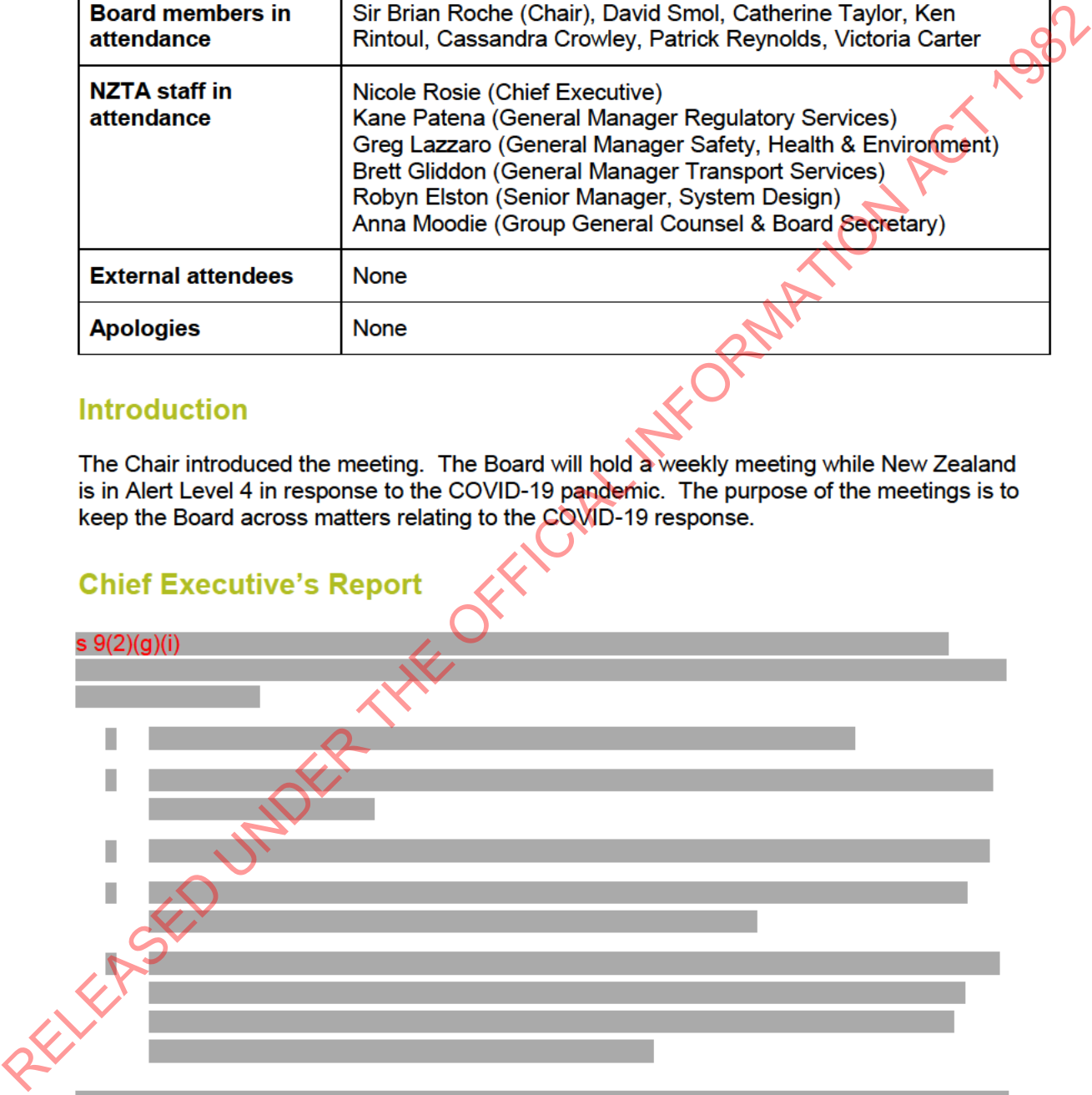
Introduction

The Chair introduced the meeting. The Board will hold a weekly meeting while New Zealand is in Alert Level 4 in response to the COVID-19 pandemic. The purpose of the meetings is to keep the Board across matters relating to the COVID-19 response.

Chief Executive's Report

s 9(2)(g)(i)

[Redacted text block containing multiple paragraphs of information, all obscured by grey bars.]



Resolutions	The Board noted the Chief Executive’s report including the COVID-19 update.
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Emergency Board Delegation

Register of Significant Decisions

The General Managers of Transport Services, Regulatory Services and Safety Health & Environment provided an overview of decisions made to date.

The General Manager Transport Services noted the challenges the industry was facing, and that Waka Kotahi was looking at what support might be available, s 9(2)(i) [redacted]. He also noted there was work underway to support the government’s broader economic stimulus work, of which Waka Kotahi was expected to play a significant role.

The General Manager Regulatory Services discussed the work underway with the Ministry of Transport to potentially extend WOFs, COFs and certain licences that were due to expire over the period of the lockdown. There could be a significant backlog of vehicles that require inspection after the lockdown is lifted.

The General Manager, Safety, Health & Environment provided an overview of some of the wellbeing work underway. This has included emphasising the availability of 24/7 counselling services. The Executive Leadership Team has come up with some guiding principles to manage engagement with staff.

Emergency Delegations

The Chair introduced the paper, noting there were a number of significant decisions that needed to be made promptly to support the government’s COVID response.

The Board supported the emergency delegation to the Chair and Chief Executive, and agreed that:

- The delegation would remain in place until 27 April 2020, unless extended by the Board.
- The alternates for the Chair if he was unavailable would be Cassandra Crowley or Victoria Carter.

The Board also encouraged Management to use Board Committee Chairs as a sounding board where useful. The Board will also be consulted on significant decisions where time permits.

Resolutions	<ul style="list-style-type: none"> • For the period to 27 April 2020, the Board: delegates, to each of the Chief Executive and Board Chair (severally), the functions and powers: <ul style="list-style-type: none"> ○ reserved to the Board or a Board Committee under the General Instrument of Board Delegation dated 6 May 2016 (Delegations);
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	<ul style="list-style-type: none">○ delegated, or sub-delegated, to any person under or in accordance with the Delegations.● Appoints each of Cassandra Crowley and Victoria Carter (severally) to act as alternates for the Chair under the above delegation if the Chair is incapacitated, otherwise unable to act or the Chair so requests.● Ratifies the functions and powers exercised by each of the Chief Executive and Board Chair to date in respect of those matters:<ul style="list-style-type: none">○ reserved to the Board or a Board Committee under the Delegations; and○ delegated, or sub-delegated, to any person under or in accordance with the Delegations.
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The meeting concluded at 12.05pm.

Minutes approved by the Board Chair



Brian Roche 18/06/2020

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Waka Kotahi NZ Transport Agency Board Minutes	
Date & time	3 April 2020, 11.00am – 12.00pm
Location	Via Zoom
Board members in attendance	Sir Brian Roche (Chair), David Smol, Catherine Taylor, Ken Rintoul, Cassandra Crowley, Patrick Reynolds, Victoria Carter
NZTA staff in attendance	Nicole Rosie (Chief Executive) Nick Woodward (Acting General Manager Corporate Support) Carl Devlin (General Manager Light Rail) Brett Gliddon (General Manager Transport Services) Anna Moodie (Group General Counsel & Board Secretary)
External attendees	None
Apologies	None

1. Chief Executive’s Report

s 9(2)(g)(i)

[Redacted text block containing multiple paragraphs of information, all obscured by grey bars.]

Resolutions	The Board noted the Chief Executive’s report .
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2. COVID-19 Response Update

The General Manager Light Rail and Rapid Transit is acting as Incident Controller. He introduced the paper noting in particular:

- That the number of issues being raised by staff has decreased, but Management is expecting frustrations with working from home over coming weeks may increase.
- Waka Kotahi has provided 30 call centre staff to support the Ministry of Health with contact tracing, which they will be doing from home. This number may increase.
- Payroll was run successfully, and end of year tax processes are being closed out.
- s 9(2)(i) [REDACTED] is also continuing on graduate recruitment.
- A number of NZUP projects have gone out for tender, which will support ongoing work for contractors.

The Acting General Manager, Corporate Support provided an update on the financial impact of COVID-19. He noted that there were a number of potential scenarios for modelling purposes, but one has been selected as the baseline scenario. The scenario selected sees New Zealand coming in and out of lockdown. Given the uncertainty around likely scenarios, for budget purposes, Management is using the FY20 budget as a baseline

In relation to a potential backlog of regulatory work (such as warrant of fitness assessments) coming out of lockdown, Management confirmed that work was underway to understand how this transition might work. A recommendation to Cabinet on extending expired licences allows flexibility for this transition.

In relation to the fact that many public transport options are being underutilised, Management confirmed s 9(2)(g)(i) [REDACTED] as well as ensuring that essential workers could travel. Work is underway to understand how the lighter traffic on the network might be used to speed up road upgrade works.

Resolutions	The Board noted the COVID-19 Response Update paper .
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3. Register of Significant Decisions

The General Manager Transport Services noted that Advanced Entitlement Payment to contractors was made s 9(2)(i) [REDACTED]. The intention is that it will allow workforce to be maintained for the four week period. The decision has been well received. A strategy is currently being developed for how the contractual claims will be managed.

Resolutions	The Board noted updates to the Register of Significant Decisions.
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4. Minutes for Approval

Resolutions	The Board confirmed the draft minutes of the 27 March 2020 meeting as a true and accurate record of that meeting.
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The Board agreed that the next meeting would be held after Easter.

The meeting concluded at 12.00pm.

Minutes approved by the Board Chair

A handwritten signature in blue ink that reads 'Brian Roche'.

Brian Roche 18/06/2020

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Waka Kotahi NZ Transport Agency Board Minutes	
Date & time	15 April 2020, 11.00am – 12.00pm
Location	Via Zoom
Board members in attendance	Sir Brian Roche (Chair), David Smol, Catherine Taylor, Ken Rintoul, Cassandra Crowley, Patrick Reynolds, Victoria Carter
NZTA staff in attendance	Nicole Rosie (Chief Executive) Matthew Walker (General Manager, Corporate Support) Carl Devlin (General Manager Light Rail) Brett Gliddon (General Manager Transport Services) Robyn Fisher (Director, Office of the Chief Executive) Anna Moodie (Group General Counsel & Board Secretary)
External attendees	None
Apologies	None

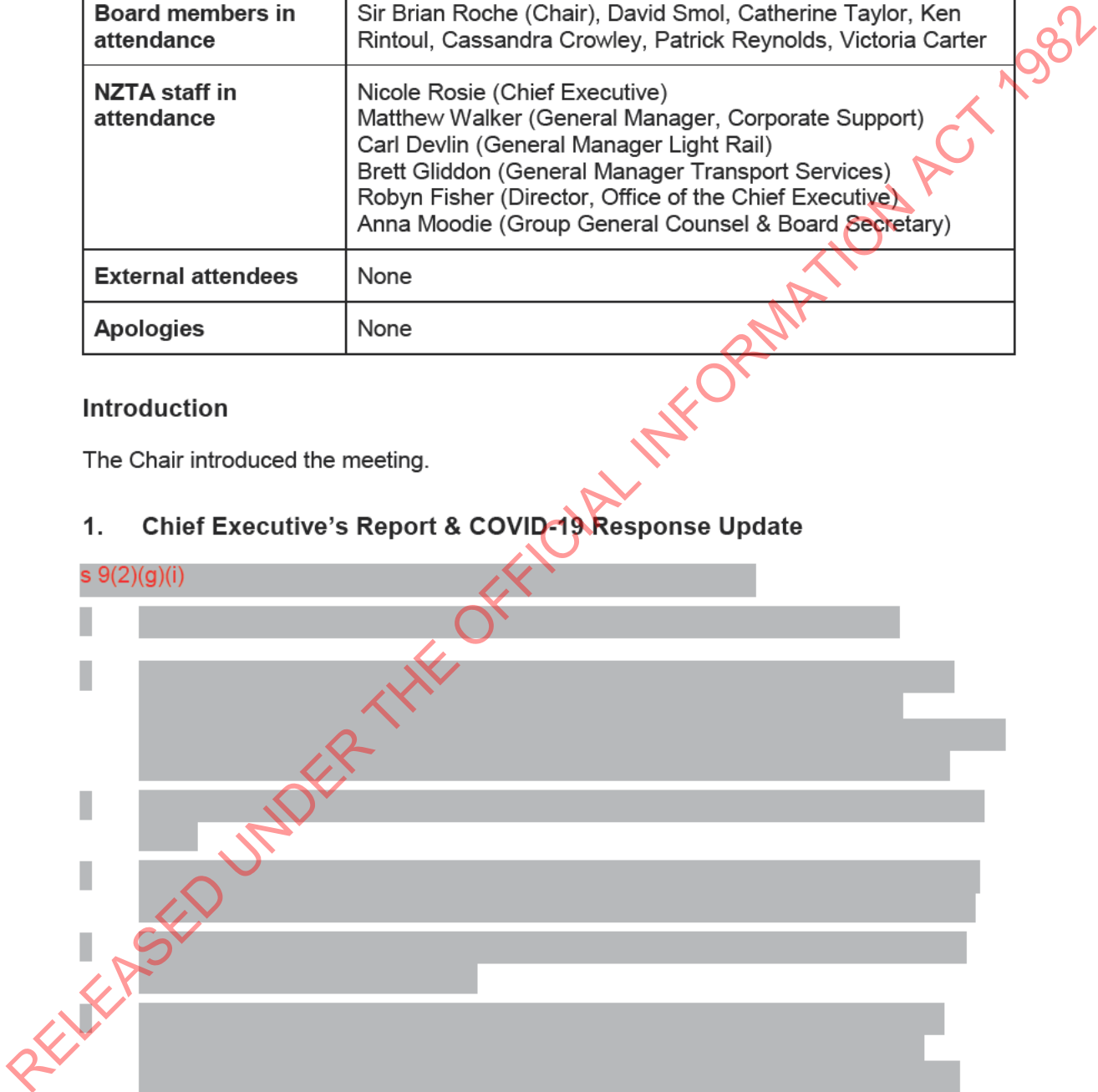
Introduction

The Chair introduced the meeting.

1. Chief Executive’s Report & COVID-19 Response Update

s 9(2)(g)(i)

[Redacted content]



Resolutions	The Board noted the Chief Executive’s report .
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2. Government Policy Statement Update

The Chief Executive introduced the paper titled “Proposed review of the land transport investment strategy for 2021-24”. s 9(2)(g)(i)

[Redacted]

s 9(2)(g)(i)

In terms of managing the expectations of approved organisations, the Board recognised the need for increased certainty, but that absolute certainty would be difficult to achieve. In the interim, the Board asked management to communicate that the approach agreed pre-COVID-19 would continue, that construction projects underway would restart as soon as possible, and that there may be some additional work via the economic stimulus package.

Resolutions	<p>The Board:</p> <ul style="list-style-type: none"> • Noted that Management is proposing to work with the Ministry of Transport to develop a revised investment strategy for 2012-24 that reflects the impacts of COVID-19 and economic recovery needs on wider government outcomes, across all land transport investment programmes and revenue streams – including Crown funding, the NLTF and local share • s 9(2)(g)(i) • Agreed to delay release of the draft Transport Agency Investment Proposal by two months – to September 2020 • Noted that we have received from the Ministry of Transport a draft document outlining ‘proposed principles and criteria for transport’s role in economic recovery’ and are establishing the relationship between these and the draft GPS 2021.
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3. National Ticketing Solution – Request for Proposals

The Director of the Office of the Chief Executive introduced the paper. While the Board had considered the National Ticketing Solution proposal at the March Board meeting, Management wanted to reconfirm the approach with the Board given the impact of COVID-19 and the scale of the investment.

The Board queried Auckland Transport’s commitment to the project, particularly given potential future financial challenges arising from COVID-19. Management noted that Auckland Transport had written to the Chief Executive confirming their support for the project, subject to certain requests. s 9(2)(g)(i)



s 9(2)(g)(i)

The Board asked that the Minister be advised of progress.

Resolutions	The Board: <ul style="list-style-type: none"> • Confirmed the Transport Agency issue a request for proposals on behalf of public transport authorities and negotiate with suppliers for the deliver of a National Ticketing Solution • Noted all public transport authorities support the continuation of this project despite the potential impact of Covid-19 • Noted that, subsequent to the last paper, Greater Wellington Regional Council has formally approved the arrangements contained in the February 2020 paper to the Board and Auckland Transport has approved in principle.
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Actions	Advise the Minister of progress on Project NEXT
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4. Inform Papers

4.1 Register of Significant Decisions

Resolutions	The Board noted updates to the Register of Significant Decisions.
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4.2 COVID-19 Financial Impacts – Draft Hypothetical Scenario Modelling

The Board discussed the hypothetical scenario modelling, noting the potentially significant financial gap, and that the modelling would be discussed further by the Risk & Assurance Committee.

s 9(2)(g)(i)

Resolutions	The Board noted the paper.
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The meeting concluded at 12.00pm.

Minutes approved by the Board Chair

Brian Roche 18/06/2020

Waka Kotahi NZ Transport Agency Board Minutes	
Date & time	15 May 2020, 10.30am – 12.00pm
Location	Via Zoom
Board members in attendance	Sir Brian Roche (Chair), David Smol, Catherine Taylor, Ken Rintoul, Cassandra Crowley, Patrick Reynolds, Victoria Carter
NZTA staff in attendance	Nicole Rosie (Chief Executive) Chris Lokum (General Manager People) Brett Gliddon (General Manager Transport Services) Matthew Walker (General Manager Corporate Services) Lucy Riddiford (General Counsel Light Rail) Simon Penlington (General Counsel Litigation) Andy Thackwray (Senior Manager Project Delivery) Barbara Tebbs (Senior Manager Transport System Policy) Howard Cattermole (Chief Financial Officer) Anna Moodie (Group General Counsel & Board Secretary)
External attendees	None
Apologies	None

Introduction

There were no apologies. The General Manager Transport Services, Senior Manager Transport System Policy and the General Manager People were present at the start of the meeting.

1. Extended Special Leave Provisions

The General Manager People introduced her paper, providing an overview of the special leave provisions that were in place during Alert Levels 3 and 4. s 9(2)(g)(i)

Under Alert Level 2 normal leave provisions will apply. Contact centre staff can resume working from two Waka Kotahi sites, with some able to work from home. While there are around 160 self-declared immune compromised staff, those in the contact centre would be able to work from home.

If New Zealand moves back to Alert Level 3 or 4, staff would be able to use sick leave if unwell, or the balance of the 20 days special leave if they were unable to work due to the lockdown. Once special leave was used-up, there would be a sliding scale for leave applied to people who were unable to work.

The Board inquired as to whether the State Services Commission had provided any guidance on leave. Their initial advice had been to implement special leave in Levels 3 and 4, and revert to normal in Level 2.



In terms of contact staff being able to work from home, while contact centre staff can respond to emails, they are unable to answer phone inquiries remotely, and work was underway to accelerate a technology solution to enable this.

s 9(2)(g)(i) [Redacted]
[Redacted]
[Redacted]

Resolutions	<p>The Board:</p> <ul style="list-style-type: none"> • Approved that as Waka Kotahi returns to Alert Level Two conditions, normal leave provisions will apply. • Approved that should we return to Alert Level Three or Four, Special Leave will be applied in the following ways: <ul style="list-style-type: none"> ○ s 9(2)(g)(i) [Redacted] [Redacted] [Redacted] [Redacted] ■ [Redacted] [Redacted] [Redacted] [Redacted] [Redacted] [Redacted] [Redacted] [Redacted] [Redacted] [Redacted] ○ where an employee is unable to work remotely the individual should return to work in the office where appropriate. s 9(2)(g)(i) [Redacted] [Redacted] [Redacted] ■ [Redacted] [Redacted] [Redacted] • Noted that certain scenarios will require additional consideration, which will be managed on a case-by-case basis by the relevant General Manager and People Partner.
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The General Manager People left the meeting.

2. Public Transport in Alert Level 2

The Senior Manager Transport System Policy introduced the paper noting that the approach to public transport in Alert Level 2 was being guided by Ministry of Health guidelines. The public transport network was yet to reach capacity, and was currently around 27% of normal volumes (which was double volumes during Alert Level 3). However, volume was expected to increase from Monday when schools returned.

Ministry of Health advice was still that it was not recommending face coverings on public transport. The Senior Manager Transport System Policy had developed advice, based on overseas research, that face coverings had benefits where physical distancing could not



s 9(2)(g)(i)

There were also some challenges with contact tracing on public transport, and work was underway to address those.

In terms of encouraging people to use alternative modes of transport, Waka Kotahi has provided media statements encouraging walking and cycling. Funding requests for innovating streets were also coming through.

In terms of the financial impact of the fare free public transport and low patronage, it was forecast to have a \$110m impact in the current financial year. If low patronage continues, there could be a \$200m funding gap to be resolved by Waka Kotahi and approved organisations. Work is underway to advise on how the longer-term funding gap should be allocated. The Board encouraged Management to think about reshaping how public transport was funded in future.

The Board inquired on who was leading communications on public transport and the potential for increased congestion on the road from people driving. This was being jointly led by Waka Kotahi and the Ministry of Transport, with connection into councils. s 9(2)(g)(i)

Resolutions	The Board noted the update on the impact of Alert Level 2 on public transport and the work underway to mitigate these impacts.
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The Senior Manager Transport System Policy left the meeting.

3. PPP Workshop

The General Manager Corporate Support, General Counsel Light Rail, the General Counsel Litigation, the Senior Manager Project Delivery and the Chief Financial Officer joined the meeting.

3.1 Impacts of Covid-19 on P2W PPP

The General Manager Transport Services introduced the paper, providing an overview of the governance approach to the COVID-related Puhoi to Warkworth (P2W) public private partnership (PPP) claims, including the support from external advisors s 9(2)(i)

In resolving the claims, the focus was on completing the projects in a timely way with the right quality and financial outcomes.

s 9(2)(h)

[Redacted content]



ss 9(2)(g)(i), 9(2)(i), and 9(2)(j)

[Redacted text block]

[Redacted text block]

[Redacted text block]

[Redacted text block]

[Redacted text block]

[Redacted text block]

[Redacted text block]

Resolutions	The Board noted: <ul style="list-style-type: none">• ss 9(2)(g)(i), 9(2)(i), 9(2)(j)• That Waka Kotahi is currently negotiating a mitigation plan and/or commercial settlement of COVID 19 claim with the counterparties and is assessing what options best achieve the Waka Kotahi financial and other objectives on the project.
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	<ul style="list-style-type: none">• ss 9(2)(g)(i), 9(2)(i), 9(2)(j) [Redacted]• That Management will revert to the Board for approvals.
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Actions	If the Board is asked to approve a settlement amount for a contractual claim under the PPP, include a matrix showing how the costs have been calculated to reach the settlement amount
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The Board Chair left the meeting. Cassandra Crowley assumed the Chair.

3.2 Impact of Covid-19 on Transmission Gully and Interim Decisions

The General Manager Transport Services introduced the paper, ss 9(2)(g)(i), 9(2)(i), 9(2)(j)

[Redacted]

- [Redacted]
- [Redacted]
- [Redacted]

[Redacted]

[Redacted]

[Redacted]

[Redacted]

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Resolutions	<p>The Board:</p> <ul style="list-style-type: none"> ss 9(2)(g)(i), 9(2)(i), 9(2)(j) <p>[Redacted content]</p>
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Actions	A one page note for the Board with speaking notes relating to the PPPs.
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4. General Business

There was no further business.

The meeting concluded at 12.00pm.

07/07/2020 8:53 PM

Minutes approved by Board member

Cassandra Crowley

¹ ss 9(2)(g)(i), 9(2)(i), 9(2)(j)

[Redacted content]