

Waka Kotahi: 2021 - IAG MEETING

Meeting Name:	Waka Kotahi Industry Advisory Group Meeting		
Date of Meeting:	3 rd March 2021	Time:	9am-3pm
Meeting Chair:	Pete Connors (Waka Kotahi)	Location:	Waka Kotahi Boardroom, Chews Lane Office
Meeting Objective:	The key objective of the Industry Advisory Group (IAG) is to optimise and improve sustainable system management within New Zealand.		

Attendees:

Name	Organisation	Email Address
Jonathon Doggett	Downer	Jonathon.doggett@downer.co.nz – in person
Chris Edsall	Downer	chris.edsall@downer.co.nz
Bevan Sandison	FH	Bevan.Sandison@fultonhogan.com
Adam Humphries	FH	Adam.humphries@fultonhogan.com – in person
Gary Porteous	WSP Opus	Gary.Porteous@wsp-opus.co.nz – in person
Sean O’Neill	Higgins	S.ONeill@higgins.co.nz – via TEAMS
Chris Kerr	HEB	chris.kerr@heb.co.nz – in person
Peter Silcock	Civil Contractors	peter@civilcontractors.co.nz
Stacy Goldsworthy	Civil Contractors	stacy@civilcontractors.co.nz – via TEAMS
Robert Tutty	Beca	Robert.tutty@beca.com – via TEAMS
Wendy Edwards	Ventia	Wendy.Edwards@broadpectrum.com - via TEAMS
Victor Hensley	Ventia	victor.hensley@ventia.com.au – via TEAMS
Dean Elder	Southroads	dean.elder@southroads.co.nz
Stuart MacLeod	Southroads	stuart.macleod@southroads.co.nz – via TEAMS
Simon Bird	GHD	Simon.Bird@ghd.com – in person
Jack Hansby	Waka Kotahi	Jack.hansby@nzta.govt.nz – in person
Margarita Gonzalez-Borrero	Waka Kotahi	Margarita.Gonzalez-Borrero@nzta.govt.nz – in person
Steve Rusbatch	Waka Kotahi	Steve.Rusbatch@nzta.govt.nz – via TEAMS
Peter Connors (chair)	Waka Kotahi	Peter.connors@nzta.govt.nz – in person
Wayne Oldfield	Waka Kotahi	Wayne.oldfield@nzta.govt.nz
Mike Manion	Waka Kotahi	Mike.manion@nzta.govt.nz – in person
Rob Campbell	Waka Kotahi	rob.campbell@nzta.govt.nz - in person
Rachael Davidson	Waka Kotahi	Rachael.davidson@nzta.govt.nz – in person

MEETING AGENDA

Topic	Lead / Time
Item 1 - Welcome & Safety Moment	9.00 – 9.10am Pete Connors
Item 2 – Waka Kotahi Updates 2.1 Call to Action update 2.2 Annual Plan process and timing 2.3 Update on the KRA version 5 process – lessons learnt from last round and expected consultations process for changes as we go into the next financial year 2.4 MCGG Annual Workshop 2.5 OAG Workstreams update	9.10am – 10am Pete C Margarita Margarita Rob C Rob C
Item 3 – Wellington SH Network – Delivery Model 3.1 Update on the Delivery model and the Procurement timeline 3.2 The Future view of Procurement. Are we seeing a shift to Alliancing?	10.00-10:30am Mark O, Steve R, Robert C and Richard Quinn (Resolve)
MORNING TEA	10:30am-10:45am
Item 4 - Industry Matters: 4.1 TTM Mobile operations 4.2 M10 2020 Specification * 4.3 Measure and Value * 4.4 Quality Assurance document * (this doc was sent out Friday 26 th Feb)	10.45am – 12:30pm Mike M (Stacy requested) Stacy G Mike M Mike M
LUNCH	12.30 – 1pm
Item 5 – Tactical Asset Investment 5.1 Update on Catalogue Designs	1:00pm-1:30pm Jack H (Adam requested)
Item 6 General Business 6.1 Update from ILM-M Focus Groups by group leads 6.2 FYI – Pavement Management Strategy update. There is a meeting internally on 8 th /9 th March to discuss alignment and direction. Once this direction has been formalised, this info will be forwarded onto IAG. 6.3 New version of CSVUE	1:30pm-2:30pm Simon B Virginia Comer 1:15pm
Item 7 Review previous actions	2:30pm-3:00pm

Date of next meeting: Wednesday 19th May 2021

Location: Waka Kotahi Chews Lane Boardroom

Future Meeting dates for 2021:

4th August 2021, 10th November 2021

MARCH 2021 MEETING MINUTES

1. Welcome and Safety moment

Busy time of year completing this year's programme. Surpluses have been looked at with Industry so we can utilise and release the money that is out there.

Worse-case scenario is that we do underspend and we haven't taken the opportunity, which is the risk that we are trying to manage. What is needed is certainty and accuracy in our forecasting.

If works are not going to be delivered declare surplus ASAP so it can be redistributed to shovel ready works that can be delivered. Under delivery for the end of the NLTP is going to look incredibly poor.

Everyone to take this back to their teams and hammer home the process that should be happening anyway, but if we don't get this right, we run a risk.

Safety

Mower incident - Teams are out there with a lot of traffic and moving between sites. Risk is in the work they do and on the sites that they work in from the time they leave their homes until the time they get home, there is varying amount of risks.

There was a pilot operation on new chip seal on SH5 east of Taupo. Truck came in at speed to the back of the queue which was being piloted. Just another example of working in an environment with people that don't understand traffic control and don't comply with the rules.

Risk and Assurance – Our stats are telling us that there have been 20 incidents in work sites involving workers and members of the public since January 2021.

Another incident was on the West Coast. There was a lane closure, and a driver suffered a suspected medical event and went through signs and cones and crashed into a roller. A worker was injured in this incident and the driver died at the scene. The site was compliant with COPTTM. This is now under Police investigation.

The biggest effect the safe speed programme will have is its one step change to make it better for road workers out there. Changes are needed to make this Industry attractive to work in.

2. Waka Kotahi Updates

2.1 Call to Action update

This project has been initiated by Brett Gliddon to respond to increasing customer concerns about the condition of the highway network. We have set up a team to manage this so that we can start turning things around. This team will look at immediate improvements that can be made as well as understanding the causes of the current situation so that longer term corrective action can be applied.

The workstreams that have being identified to address this issue and the assigned leads are:

- Network Awareness – Mike Manion/Peter Connors
- Programme Delivery – Rob Campbell
- Performance – Barry O'Shea
- Contract Review – Mike Manion
- 21/24 Funding & Programme Development – Margarita Gonzalez-Borrero

Network Condition key messages

- **Acknowledge there is an issue**
 - Together we look after approximately 11,000km of strategic highway network across the country which fulfil an important function in moving people and goods to support our economy. Much of the state highway network is in a good condition but there are some areas which are more urgently in need of maintenance improvements.
 - Our customers are on the road every day and they notice when work has not been delivered to a safe and quality standard. We have an obligation to invest wisely to ensure that our roads are safe to use.
 - We are concerned with some of the quality or work that we are seeing in the delivery space for both lump sum and renewals work and we want to re-set things so that there is a higher awareness that the current delivery outcome is not always meeting our requirements, nor customer level of satisfaction.
- **Some things work and others don't**
 - To ensure we deliver the best results for our customers, it's important that we identify what is working well across maintenance and operations but also understand where there may be areas which can be improved, immediately and longer term.
- **Our plan**
 - To understand where there are issues on the quality of the state highway network, we'll be undertaking a full network condition assessment over the coming weeks so you will see us out and about on the road more to help identify improvement opportunities where we can achieve some 'quick wins'. It is intended that this work will then be scheduled within the current maintenance programme so it can be completed as soon as possible. This assessment may also identify longer term improvement work which will benefit our customers.
- **Working together with you**
 - We maintain the state highway network across a wide variety of locations with their own challenges and complexities. Your expertise is vital to the successful operation of our customers' day to day travel and we remain committed to working together to ensure their experience is a positive one.

Need to be collaborative. Waka Kotahi expect performance of the contract to be delivered. We are data rich and need to use it properly. Are we measuring the right things in each contract? etc

Customer level of service vs Engineer level of service was raised and needs to be looked at.

NM will be released from sitting at their desks to get out on the network and doing the assessment.

Industry raised that if NZ went back into Level 4 Lockdown that they must still be able to work. (Waka Kotahi is subject to Govt direction in this space).

Stacy mentioned a discussion that CCNZ have been having with MBIE and MOH regarding Maintenance space working in Level 4. A discussion paper has been sent to Construction accord. There is also a discussion happening around a vaccination programme for Construction being put at the front of the queue.

Waka Kotahi have provided figures for vaccines to MOH.

“Call to Action” is being resourced internally.

Cross boundary assessments by NMs was discussed in the longer term to create consistency.

One key thing is programme visibility. For a lot of these Maintenance activities, we don't programme these. Resources get shifted elsewhere and the programme never gets delivered. If we didn't know that it was on the programme in the first place, then we don't know if it's going to be fixed. Having a programme and how you are going to resource the programme is important.

Consistency of framework and between networks will be key.

We don't want to beat up our workforce on this or de motivate them. The exercise is about doing the right thing and what are the impediments in our systems and work practices that prevent this happening. We have to be mindful of the message and the impact this could have on teams (Intentions/perceptions vs reality). Comms support will be used to make sure the messaging is fit for purpose.

2.3 Update on KRA version 5 process – lessons learnt from last round and expected consultation process for changes as we go into the next financial year.

The first period has gone through. Challenges around embedding the process.

A positive is that there are a lot of questions going into the Performance inbox which we have provided answers to. Margarita is keen to keep the dialogue going.

KRA subgroup has met and they have already started to think about what changes are needed in the next framework.

There was some strong feedback on “Contract Plans”. The framework will provide an update on how to process these contract plans.

Strong feedback around accessing the data quality. This is for the CMTs to determine what is right.

Biggest grief for Industry was the timing (uncertain of what the timing was/or they didn't have enough time/delivery within a certain time). As always, the first time you run a new process, it is a learning curve.

Industry asked when version 6 draft will be available, will this be between now and June? Margarita advised that the KRA subgroup are working on this, would like the first draft out in March.

2.4 MCGG (Maintenance Contract Governance Group) Annual workshop

In the Board reset there was a lot of discussion around the MCGG Annual Workshop.

The Annual Workshop will take place on 14th September 2021.

Attendee's for this workshop should be – MCGG members, the Board chairs (agency or otherwise), 1 person from each group from IAG if not represented as a Board chair.

ACTION #1 -IAG members to send nominations to Rachael so we can send out an invite.

We need make sure that the person nominated is a long-term rep.

Any agenda items you want to cover, please send them to Rachael.

Things Rob still needs to work on,

- a) Right people
- b) Agenda needs to be shaped up
- c) Duration

3.1 Wellington SH Network – Delivery Model

Richard Quinn (Resolve) is the Project Manager

Rob Coyle (Waka Kotahi) is the Procurement expert who will lead the procurement plan development and get that across the line. Mark Owen (Waka Kotahi) is the Business owner. Waka Kotahi led alliance, there will be strong representative from Mark's team. Tasked with all the internal components and making sure the transition goes smoothly.

Waka Kotahi has now confirmed its intention that an Alliance delivery model be used on the maintenance and operation of the Wellington State Highway network.

The scope and details of this new Alliance, and the corresponding procurement process, is currently being confirmed by Waka Kotahi. Waka Kotahi is seeking to ensure the associated procurement process encourages wide industry participation, and a level playing field for the market.

Inviting Industry feedback on the issues that we see as key to the development of our procurement process, as noted below:

- 1) **Consortia** – what is your view on the best approach to procuring, in terms of the extent of primary contractor involvement required (dual or single contractor), and how Contractor and Consultant consortia should be formed?
- 2) **Supplier Selection Method** – what preferences do you have to the selection of suppliers through quality-based selection or other mechanisms?
- 3) **Shortlisting** – what views do you have on the optimal shortlisting process?
- 4) **Target Outturn Cost and Tenure** – Waka Kotahi is proposing an Alliance which works within an annual budget amount for the first two-year development phase, followed by two 3-year TOC cycles. What views do you have on the commercial structuring of the Alliance in this respect?
- 5) **Procurement Programme** – The targeted timeframes are:
 - o Registration of Interest (shortlist), 4 weeks starting end-May 2021.
 - o Request for Proposals, 8-10 weeks starting early August 2021.
 - o Preferred Alliance Non-Owner Participants confirmed, latest mid-December 2021.
 - o Alliance commencement on network – 1 July 2022.

Can you see any issues or impediments to procurement based on the above programme?

- 6) **Other** – what other parameters do you consider highly important as Waka Kotahi finalises its plans for this new Alliance in Wellington?

We need to be adaptive in the next 9 years with the ever-changing technology, climate change and our footprint. Looking at 9 years (3+3+3).

Communications Waka Kotahi person is Felicity Glynn.

We are keen to have regular comms going out to keep everyone updated.

Geographic footprint – SH57, SH1 (South of Levin), Greater Wellington regional boundary South of Mt Bruce SH2.

Structures contracts still being looked at. Currently it covers Wellington and Top of the South.

ACTION #2 Jack H to send Richard, Rob, Steve and Mark the Victoria Governance Alliance paper and provide a contact that can talk about best practices across Australia.

2.5 OAG workstreams update

Workstream leads are all in place. Got existing frameworks in place through KRA, ILM-M collaboration etc.

First reporting period is the end of the quarter. The work being done by the workstreams aligns with the Call the Action work; Rob is looking at this.

MCGG are tasked with monitoring the progress and how these workstreams are tracking.

1. OAG Recommendation #1 Monitor and report on the outcomes and benefits achieved from the Network Outcomes Contracts to help it ensure that the contracts are effectively and efficiently supporting the Agency in achieving safe, resilient, and reliable state highways – Margarita
2. OAG Recommendation #2 Identify, mitigate, monitor, and report on the strategic risks from maintaining the state highway network to reduce the likelihood of those risks affecting the safety, reliability, and resilience of state highways – Jack H
3. OAG Recommendation #3 Review the roles and delegations of the parties involved in the Network Outcomes Contracts to ensure that they are clear and support collaborative processes between the Agency and suppliers – Mike M
4. OAG Recommendation #4 Measure, assess, and report its own performance in supporting the Network Outcomes Contracts, as intended, so it can identify opportunities to improve and be held to account for its own performance - Margarita

4.2 M10 2020 specification

Hello All,
I trust that the new year sees you fit and well.

As per the actions from the meeting, CCNZ are to respond with the additional costs associated with the introduction of the new M/10. The most significant cost increase is the increase in minimum thickness, table below indicating the difference. For all mixes this represents an increase of between 10 – 16% in mix volume. This is assuming that all mix is currently placed at minimum thickness. Where mix is placed at the M/10 2020 specified thickness or greater the additional cost is nil.

Minimum thickness – change between 2014 and 2020				
	AC10	AC14	AC20	AC28
2014	35	50	70	95
2020	40	55	80	110

The second significant area of cost increase is the requirement to test and report air voids for every 600 tonne. Indicative cost per test is between \$550 and \$750 per test so adding between \$0.90 and \$1.25 per tonne.

There is a minimum one off additional cost of revalidation of the mix to meet the requirements of the new spec of approximately \$1500. However, if a mix re-design is required then the one off cost may be between \$10-\$12k with additional \$10k (?) for performance testing. If Waka Kotahi wish to implement the 2020 M/10 spec then it would require each NOC to agree with them on the one off costs based on what they would accept in terms of the current mix design.

There is also the need to discuss M/27 SMA, increase in minimum thickness for the 10mm and 14mm mixes are same. Expected that the other costs would be similar.

Would be good to validate the numbers I have included prior to passing onto WK, you could pass by your operational/technical SME's

Regards,

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An example would be in ASM decided to go with 2020 and AT wanted to stay on 2014, then the asphalt plants providing those two contracts would need to run both systems. There are different requirements around the re validation for both.

The specification was changed for a better outcome.

Old contracts fall under the old spec and the change was only agreed for new contracts.

Cost implications for not shifting - \$10-12k per mix/per plant.

Extra cost associated with this change needs to be included in the new work that you bid for.

ACTION #3 – Mike M to check internally Waka Kotahi position and provide clarity and expectation on new spec to Industry. Old contracts vs new contracts.

2.2 Annual Plan process and timing

Moderation was last week of February 2021 for SH maintenance activity. Outcome from the independent review is that they align with the bid except around delivery. Our bid is \$2.89 billion. In the current \$2.2 billion which is the current NLTP funding, we have only ever been able to deliver 93% of the programme. Question is, can we deliver the programme on the higher bid?

Impact of Up-treatments on the base recommended 21/24 NLTP program (3 years total) - BELOW

		Length (lane kms)	Base Cost (\$ m)	Overall cost (\$ m)
Base programme	Pavement rehabs	730	\$183	\$332
	Thin AC	932	\$243	\$246
	Chipseal	5632	\$186	\$182
	TOTAL	7293	\$612	\$759

Waka Kotahi need to give Industry certainty around what to resource for and stop chopping and changing the programme. Proper Risk allocation also needs to be built in.

There are still some actions to close out around Delivery, alignment and the hit analysis.

Next steps are that Investment and Finance need to take all the activity classes together and have a moderation based on the revenue that is projected vs what the needs are coming for different activities to determine to recommendation of the funding level to the Board. This will happen sometime in April 2021. Waka Kotahi won't find out the SH Maintenance budget until the end of April, hence why Waka Kotahi requested everyone to produce Annual Plans by 1st May 2021. In the interim, the work that you are doing with Jack's team is key. Waka Kotahi really need to have visibility of that work as soon as possible to give assurance on the \$2.89 billion bid.

Call to Action - Now thinking about what Waka Kotahi need to consider in AP Moderation, Want to bring work that has been happening into this workstream and review if there is anything we can take from the thinking in this space around network condition that may influence how future programming or funding is prioritised.

Industry raised the planning process is the challenge. It consumes resource.

ACTION #4 Waka Kotahi need to speak to supply chain around any increase in requirements for sealing chip etc

Waka Kotahi are looking out 9 years. In 2013 Waka Kotahi signalled that there was going to be an increase in quantities of renewals on the network in 2019/2020.

Efficiency and productivity have been issues in the past.

Key thing will be the 3-year programme and aligning it to better maximise the efficiency of resources we have

ACTION #5 Rob to add "Strategic view/long term view of resourcing to the MCGG Annual meeting in September.

There are some specialist activities that Waka Kotahi are expecting every supplier to undertake. Maybe part of the discussion is that while that is in your contract, are you able to deliver that? Maybe there is a need to provide packages of work to specialist areas.

Efficiency – one of the things that really frustrates Industry is the SCRIM program vs the Renewals program. They are not well integrated and really in efficient. Better planning is required.

SCRIM is meant to be reactive.

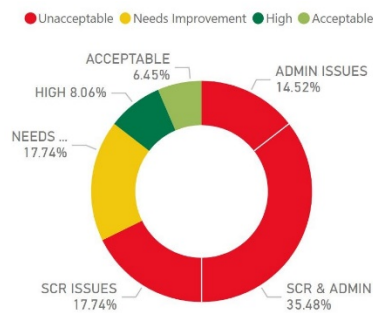
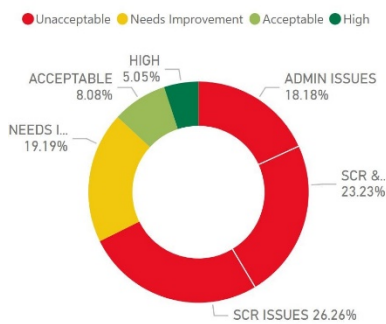
4.1 TTM mobile operations

2 years ago, 3 workers were killed in the Matata incident. We are here to get some changes. Waka Kotahi reacted to the incident and in April 2019 issued a notice.

National - November and December 2020 SCR Results

November – 99 audits

December -62 Audits



Concerns

1. Summer Audits have not been showing that there has been a step up in the protection of workers
2. Outputs – Waka Kotahi have been tracking outputs 21 months prior to the incident and 21 months post. There has been a drop off in Network activity. Level of service drops when outputs drop. Potholes are down 30%, Dig outs are down 50%, stab repairs down 28% and sign maintenance down 16%.

Point of comparison on spend in the networks.

People involved in working on TTM to try and get to a solution

- Stacy, Adam, Gary, Chris and Mike
- Critical Risk Group – eliminating the hazards
- Programming and Standards
- System Management
- Suppliers

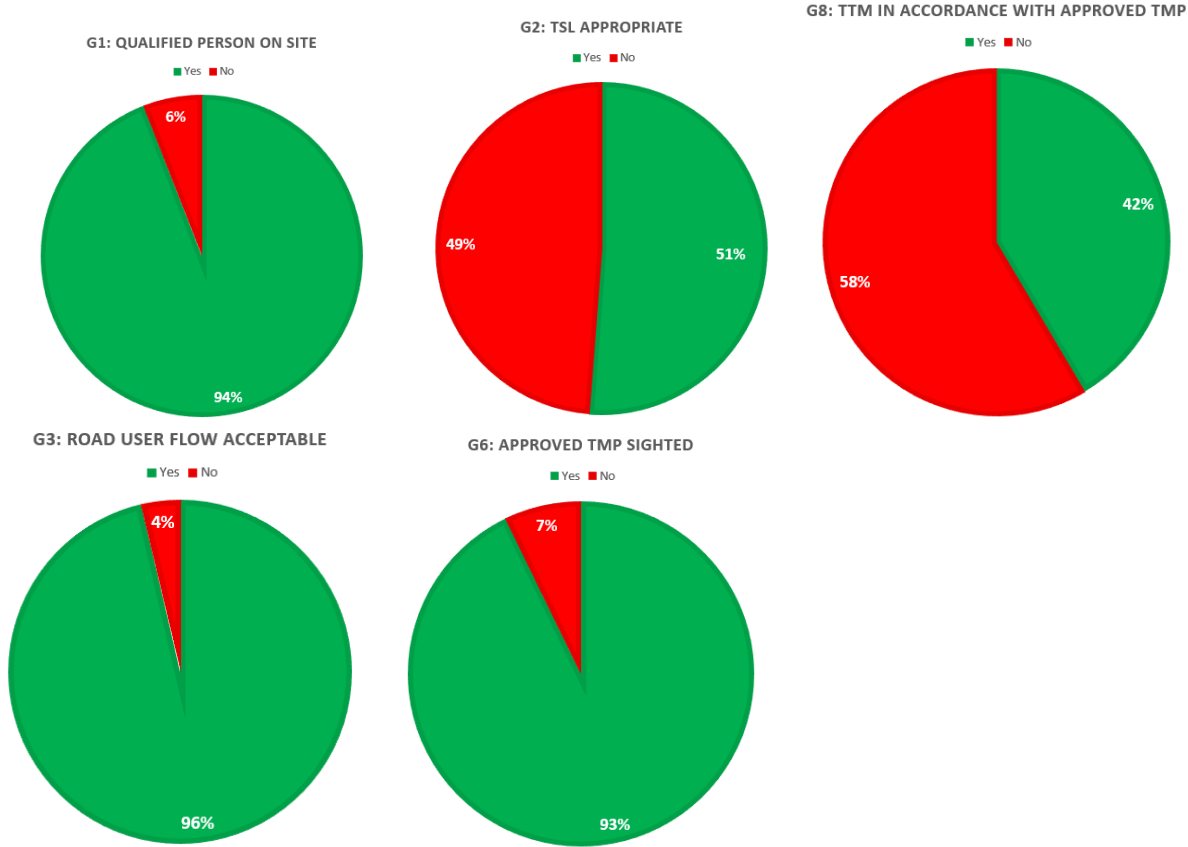
Direction/Solution

- We have to get on top of Risk management. Risk maps for each network
- Are we expecting too much of the TMC role?
- Physical works uplift that we should be supporting

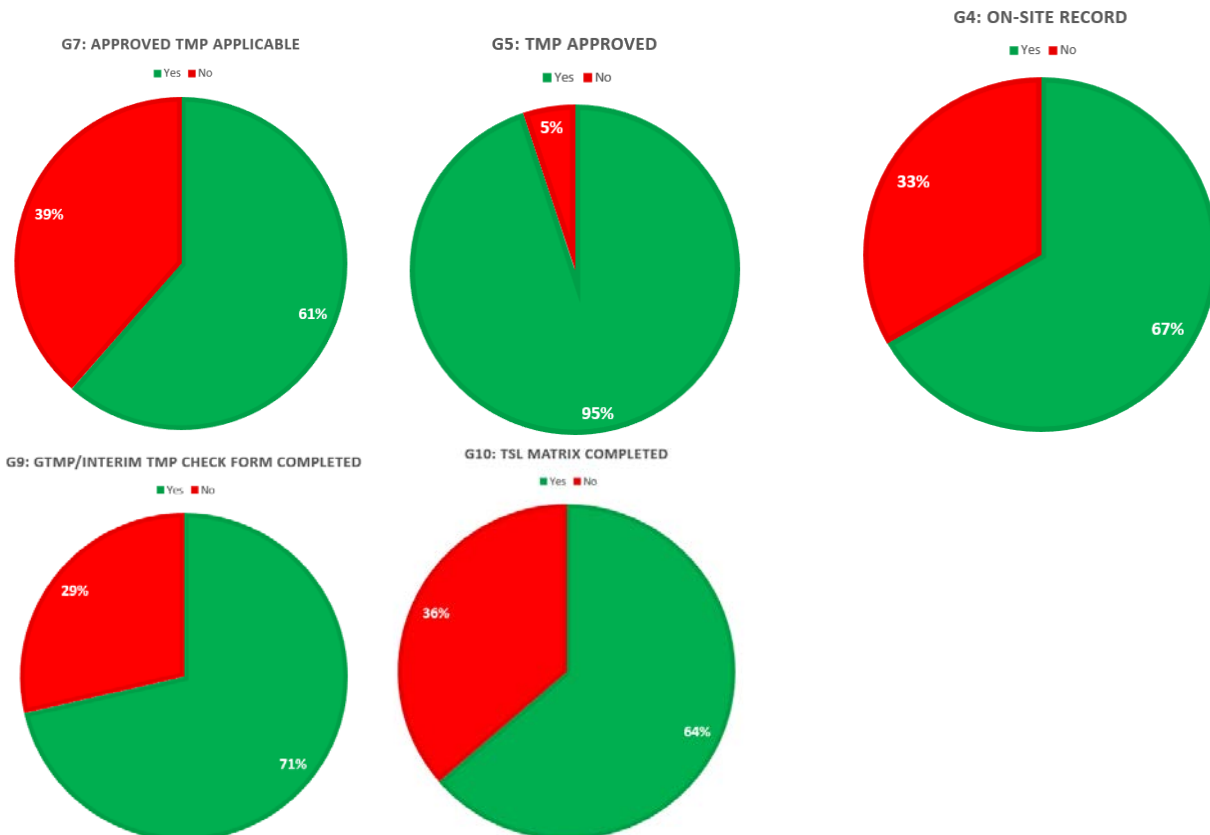
Advanced warning vehicles and standardising colours on the back of vehicles was discussed.

The notice is now an improvement notice.

SCR Overview – On Site Implementation



SCR Overview – Documentation



Results for November / December

- 161 worksite audits were undertaken in November (99) / December (62)
 - 22 sites had a site condition rating of “High Standard” or “Acceptable” result (Nov - 13 / Dec - 9)
 - 32 sites had completed the On-Site Record for the work site (Nov – 17 / Dec – 15)
 - 20 sites had completed the GTMP Check Form for the work site (Nov – 11 / Dec – 9)
 - 14 sites had completed the TSL Decision Matrix for the work site (Nov – 7 / Dec – 7)

- **3 sites had no approved TMP** (Nov 2 / Dec – 1) and **4 sites the auditor could not review a TMP as it was not available on site** (Nov – 3 / Dec – 1)
- **22 sites the TMP was not applicable** for the work being undertaken (Nov – 13 / Dec – 9)
- **16 sites had no On-site records** (mandatory site review documentation) - (Nov – 11 / Dec – 5)
- **31 sites had TTM in place that was not in accordance with the approved TMP** (Nov – 20 / Dec – 11)
- **40 sites had TSLs in place that were not appropriate** or would not be enforceable (Nov – 22 / Dec – 18)
- 8 sites could not demonstrate in their paperwork why they had chosen the TSL in place (Nov – 7 / Dec – 1)

Critical Areas for Improvement

Areas of Concerns	Working Solutions
TMP Design	TTMP Workshop – focuses on planning of TTM for a worksite.
Internal Processes	Summer Audit Programme includes a review day per month relating to the administration of TTM.
TMP Implementation	Onsite education approach for STMS by the auditors including an understanding of the worksite risks.
NNC Process	Improvement Notice to replace NNC at worksites. Confirms corrective action plans are requested.
Audit Consistency	Use of the updated SCR form Nationally within current NOCs. Will include briefing on the required use of the updated form for all end users.

TMP planning course was discussed. 900 odd people completed this course and only 90 passed. CCNZ have looked into this and why there is such low pass rates. There are a number of issues there that need to be addressed. Stacy to share this information to the IAG group.

Stacy has raised this at the Waka Kotahi monthly steering group.

4.3 Measure and Value

Document has been sent out.

The Network Outcomes Contract is a combined Lump Sum and Measure and Value contract. Thus, while the Lump Sum elements are simple to administer, some effort is required to confirm that the contract is operating in that way it was intended to. Further, as we look to improve the operation of current and future contracts, we need to have visibility of the use of the measure and value items.

These needs were identified by the Principal in the Maintenance Specification which includes the requirement to report on the use of the Measure and Value items. This is shown in section 3.8:

3.8 Reporting

3.8.1 Monthly Report

The Principal shall agree with the Contractor the content of the monthly report. Annually the CMT shall review the report and revise its contents. The following points are to be considered as items to be contained in the report:

a) Contents Page

m) A Measure and Value Achievement status report (item k in the earlier contracts)

It is also noted that some activities, such as pavement renewals, variations and other activities are often presented as Lump Sum Packages. However, the value of these packages has been built up using the Schedule Rate items where an applicable item exists. For the purpose of this report, the use of those items also needs to be reported against their original scheduled rate so that the contract is accurately reporting on the status of the Measure and Value Achievement.

It is noted that across the country, some networks are providing full details of the M&V quantities expended to date,

whereas others are providing a lesser amount of information. In the interests of providing sufficient data we require the Measure and Value Status Report to be updated monthly in RAMM as well as within the monthly Payment Claim and to contain the following information:

- Item Number
- Description
- Units
- Rate
- Tender Quantity
- Quantity completed in the Current Month
- Quantity completed in the year to date
- Quantity completed in the Contract to date

It is expected that all contracts will be reporting in this manner by 31st March 2021. We appreciate your assistance in this.

4.4 Quality Assurance document

This Minimum Standard is prepared by Technical Services, Operational Planning, Policy and Performance, Waka Kotahi NZ Transport Agency.

The objective of this Minimum Standard is to set out performance requirements for Consultants and Contractors preparing Quality Management Plans for contracts.

The main changes that have been incorporated into this Minimum Standard include:

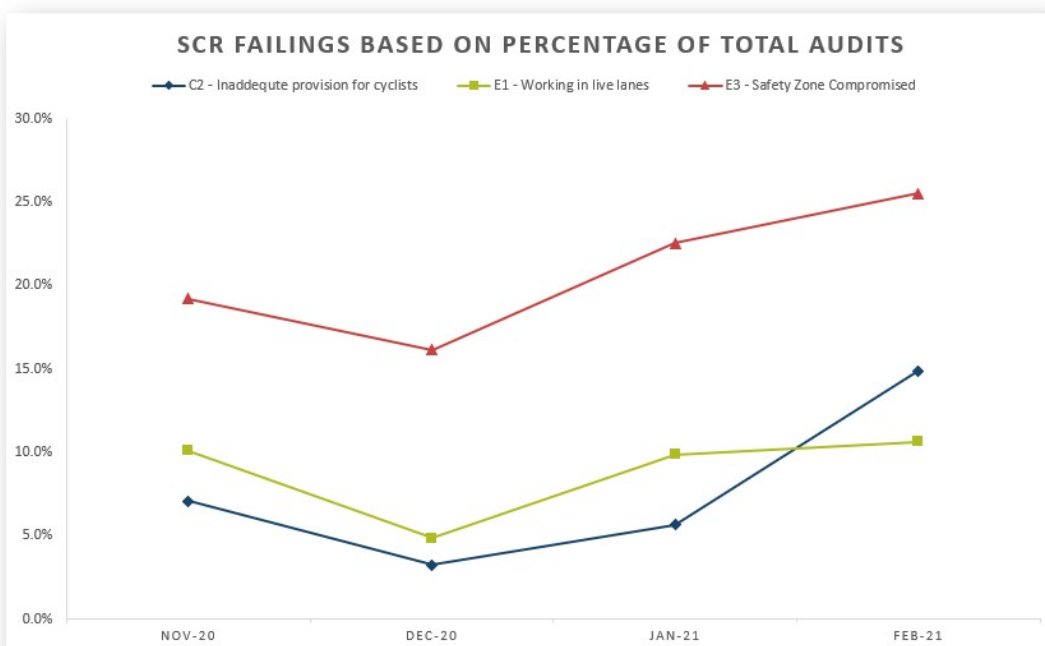
- Promoting better collaboration between the principal, consultant and contractor, and regular meeting are introduced to foster this.
- Requiring the structuring of work to enable better tracking of work lot progress, quality records and closure through a Work Breakdown Structure (WBS).
- Expectation of clearer definitions around roles for quality assurance, including targeted and risk-based construction monitoring.
- Timeliness and visibility of quality records.

Inviting comments and feedback by Friday 12th March 2021.

It was agreed that this document could be shared wider with other groups for feedback.

Gary raised 4.2.3, 4.3.2 (vi) that this was significantly extra.

NOC V3 references Z1



Trend is going the wrong way. Working in LIVE lanes is very worrying.

6.1 ILM-M focus groups

ACTION #6 Going forward, all ILM-M focus group leads to give an update at each IAG meeting

Collaboration Focus Group

Sponsor – David Simpson

Current actions:

- Changed meeting cadence to 2 weekly to help build momentum
- Appointed collaborations trainer / coach
- Preparing newsletter including summary of survey results for release
- Preparing preliminary training plan
- Coordinating with the roll out of Contract Board / CMT re-set training
- Planning for first training to go to Hawkes Bay NOC early April

Innovation Focus Group

Sponsor – Wayne Oldfield

Define innovation & what good innovation looks like

-Innovation definition developed

-Case studies – in progress

Create a mechanism for industry to access innovation funding

-Awaiting wider Waka Kotahi initiative

Create a framework that encourages sharing of innovations

-NOC Innovation Award

Make recommendations on changes to NOC model

-Innovation KPI drafted – with Performance Team

People Focus Group

Sponsor – Craig West

Key Implementation of initiatives

- Little GEM awards
- CCNZ EPIC Campaign – Maintenance Focus
- Work life balance calendarization and Wellness training
- Using the Monthly newsletter to promote recognition and reward of good work done

Safety Focus Group

Sponsor – Bevan Sandison

Culture:

- Visible leadership – site visits
- Improving safety, engagement, quality
- Have industry safety measurables showing increase lead indicators correlate to improving lag indicators
- Suggested targets and roles as a start point.

Safety in Design (SiD):

- Leadership actively participating in SiD workshops, validating the process
- SiD priced as a specific item in contracts to make it a BAU outcome
- Applying the SiD approach early in the asset lifecycle to enhance the safety of a project - reduces rework, costs and programme slippage

Sustainability Focus Group

Sponsor – TBA

- Presentation on charging infrastructure to NZTA from Downer (EV / low carbon)
- ISCA NOC trials likely to start next FY, funding needed!
- Emerging issue noted around potable water
- Attempted to get some pest animal funding, didn't quite land in time (through PF2050)
- Lots of joining up needed / happening with wider govt / agency movement in this space

Systems Focus Group

Sponsor – Gavin O'Connor

Asset Data Management Standards

- Linked in with Contractor's Reference Group.
 - Martin Gribble and Stephen Martin are both members
- Alternative to RAMM

Annual Plan Process

- Spoken with Margarita Gonzalez-Borrero
- Margarita is keen to involve the group and hopes to have a better idea in the next week or two how that can be achieved

On the cusp of some major changes within Waka Kotahi and the Group is looking forward to getting involved

6.3 CSVUE -Virginia Comer

This update wasn't really a choice. The vendors decided that they were upgrading the system, Waka Kotahi have tried to make this as painless as possible.

There is quite a lot of functionality that could be useful going forward for the NOC contracts.

How do you get reports that in the system? Margarita, Raminder and Virginia to share the doc on this in the next couple of weeks.

There are more comms coming – Tips and tricks etc.

Encourage condition managers to get in and look around and have a look if they have access to everything they need to. If not send an email to consents inbox.

A highlight was that some contractors are embracing this new version.

Photos are able to be updated more easily.

Boards are becoming more conscious of non-compliance in the environmental space.

More flexibility will be given as time goes on. It will be quite restricted at the start.

All Abatement notices, Infringements notices and formal warnings from the council needs to be put into the system. You need to email and attach it in CSVUE.

5.1 Catalogue Designs

NOC CGG met on 11th February 2021 and have tasked Jack to go and a formally look at issuing an update. The change is that it will need to be network specific. Waka Kotahi have come up with a generic list of catalogue designs that worked for one particular network. What we have realised is that it is not going to work well for all networks. The intent is right, but some of the treatments were site specific and didn't work elsewhere. Think about the network that is relevant to you and develop those catalogue designs that would work on your network.

The intent is not to overwrite the NZ guide.

The PCDAR group have developed up a risk transfer table. Jack wants to adapt that table.

Renewal of contracts – get the right treatment that is right for the money. Accept that there is some shared risk. Some contingency should be built into the price of new contracts.

Lack of drainage and how it's not being used properly. How do we highlight drainage in there a year or two in advance of the treatment? How do we get that into the process? We are currently only delivering 15% of the programme.

The next NOC CGG meeting is 14th April 2021. Jack will take his updated paper to them to get this ratified and then this will be sent out formally internally and to Industry.

AOB

Change to Import Bitumen model was raised by Stacy. Industry are starting to work through what that looks like. In the Feb/March Z Energy list price, they have indicated that there will be a port differential/cost differential. That is for the ports of Nelson, Dunedin and Invercargill. The additional point to add is Marsden point – there will no longer be bitumen up there. Contractors that have priced on that will probably come to Waka Kotahi to have that discussion. Nelson and Dunedin are going to charge an additional \$40 per tonne and Invercargill is an additional \$80 per tonne. There will be no supply in Northland and the nearest is Tauranga. This will be raised through the individual contracts.

ACTIONS (from March 2021 meeting):

ACTIONS:

	Action	Owner	Action raised	Due Date	Status
1	2.4 MCGG (Maintenance Contract Governance Group) Annual workshop	ALL	March 2021	May 2021	Open

	IAG members to send nominations to Rachael so we can send out an invite.				
2	3.1 Wellington SH Network – Delivery Model Jack H to send Richard, Rob, Steve and Mark the Victoria Governance Alliance paper and provide a contact that can talk about best practices across Australia.	Jack	March 2021	May 2021	Open
3	4.2 M10 2020 specification Mike M to check internally Waka Kotahi position and provide clarity and expectation on new spec to Industry. Old contracts vs new contracts.	Mike M	March 2021	May 2021	Open
4	2.2 Annual Plan process and timing Waka Kotahi need to speak to supply chain around any increase in requirements for sealing chip etc	Pete	March 2021	May 2021	Open
5	2.2 Annual Plan process and timing Rob to add “Strategic view/long term view of resourcing to the MCGG Annual meeting in September.	Rob	March 2021	May 2021	Open
6	6.1 ILM-M focus groups Going forward, all ILM-M focus group leads to give an update at each IAG meeting	ILM-M Focus Group leads/Rachael	March 2021	May 2021	Open
7	Bitumen and Emulsions Industry want a bit more direction on this. Pete to provide this. Link to NZTA Board Minutes in regards Emulsion https://www.nzta.govt.nz/assets/board-meeting-minutes-2020/minutes-20200520.pdf	Pete	March 2021	May 2021	Open
PREVIOUS ACTION POINTS STILL ONGOING:					
1	3.1 Planning for moving to the MASH standard for truck mounted Attenuators Mike Manion to work with Barry Stratton on issuing a notice. Steve Rusbatch to confirm that the new MASH standard does apply for a notice for West Waikato. 03.03.21 Notice issued 10 th December 2020 that applies to Level 2 and Level 3 roads.	CLOSED			
2	3.2 Contract Record Keeping for Measure and Value and unscheduled work Mike to draft an NTC around requirements in the monthly reporting and send around the IAG for feedback before issuing to MCMs to distribute. Mike to also include best practice examples.	CLOSED			

	03.03.21 Talked about today and has been completed				
3	Bitumen supply - Marsden Point Margarita to share Bernie's email. Industry to provide Bernie Cuttance access to the adjuster for all the NOCs for the forecast around volumes. ASM and Milford Alliances will also need to provide access.	CLOSED			
4	Bitumen supply - Marsden Point Industry to send Margarita their projected Bitumen volumes for this season (month by month). Margarita will share this information with Callum (Lead advisor Infrastructure) for NOCs. If these quantities could be supplied per NOC, that would be appreciated.	CLOSED			
5	Moving to a lump sum arrangement for the additional TTM costs post the 2018 changes. Chris, Stacy, Adam, Gary and Mike are working through this and will update at the next meeting in May 2021	Chris/Stacy/Gary and Mike	November 2020	May 2021	
6	4.1 COPTTM update and T&C Model rollout The requirement for the completion of the Quality TMD (Designer/Planner) on the 31st December 2020 needs to be pushed out due to the changes that are underway in COPTTM. Pete to seek this extension with James Hughes. James Hughes to advise of the extension by a notice to the NOCs and Local Authorities. 03.03.21 The extension has been pushed out until the end of April 2021. Wayne Oldfield has raised this at the Traffic Management forum.	CLOSED			
7	4.2 Contract Boards Governance Training Rob to check with Michael Kwok what's in the document and making sure that we are not taking any empowerment away from the Engineers to the Contract and MCMs. 03.03.21 Underway and on going	CLOSED			
8	10.2 M10 and M27 Jack to get advice for Industry from Grant Bosma about the implementation plan.	CLOSED			
9	10.2 M10 and M27 Industry to feedback cost of the changes to Stacy. 03.03.21 This has been completed	CLOSED			
10	10.2 M10 and M27 Steve R to look at West Waikato and make sure this new specification is included. 03.03.21 This is included in West Waikato	CLOSED			

11	<p>4.5 Bitumen and Emulsions Adam Leslie and Janice Brass are leading this. More work is required, Jack to look at Board minutes about what that work is required and come back to the IAG. 03.03.21 Link to NZTA Board Minutes in regards Emulsion 20th May 2020</p> <p>https://www.nzta.govt.nz/assets/board-meeting-minutes-2020/minutes-20200520.pdf</p>	CLOSED			
12	<p>6.1 Line marking Mike has had a brief discussion with David Adams. Mike will get a team together (Sean O'Neil, Adam Humphries and someone from Downer) to look at problems associated with pavement marking within the contracts and how we develop decent strategies going forward and get this moving before Xmas. Mike M to share learnings from East Waikato</p> <p>03.03.21 Claire Dickinson to touch base with Industry to get a view of their data/findings.</p>	Jack/Claire	August 2020	May 2021	
13	<p>7 Safe Network Programme Tim Crow to look at smarter ways to get ATP renewals replaced back on the safe network programme site. How can we get this done nationally across all the networks after rehabs? RAMM needs to be up to date to start with. Margarita advised that this is getting thought about and a solution is being trialled to better capture data.</p>	CLOSED			