

NZTA: November 2019 - IAG MEETING

Meeting Name:	NZTA Industry Advisory Group Meeting		
Date of Meeting:	7 November 2019	Time:	9.00am – 3.00pm
Meeting Facilitator:	Pete Connors	Location:	Fusion Meetings & Events Centre, Conference Room #3 Farmers Lane, Lambton Quay (or L4, 85 The Terrace), Wellington CBD
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
Chris Edsall	Downer	Chris.edsall@downer.co.nz
Bevan Sandison (apologies)	FH	Bevan.Sandison@fultonhogan.com
Adam Humphries	FH	Adam.humphries@fultonhogan.com
Mathew Anderson	Broad-spectrum	Mathew.anderson@broadspectrum.com
Gary Porteous	Opus	Gary.Porteous@wsp-opus.co.nz
Mike Manion	Higgins	M.Manion@higgins.co.nz
Nicky Smith	HEB	Nicky.Smith@HEB.co.nz
Lee Hautler	HEB	Lee.Hautler@heb.co.nz
Peter Silcock (apologies)	Civil Contractors	peter@civilcontractors.co.nz
Stacy Goldsworthy	Civil Contractors	stacy@civilcontractors.co.nz
Grant Isaacs	SouthRoads	grant.isaacs@southroads.co.nz
Mike Tapper	Beca	Michael.tapper@beca.com
Simon Bird	GHD	Simon.Bird@ghd.com
Jack Hansby	NZTA	Jack.hansby@nzta.govt.nz
Liane Powell (apologies)	NZTA	Liane.Powell@nzta.govt.nz
Steve Rusbatch	NZTA	Steve.Rusbatch@nzta.govt.nz
Peter Connors (chair)	NZTA	Peter.connors@nzta.govt.nz
Marie Nicholson	NZTA	Marie.nicholson@nzta.govt.nz
Wayne Oldfield	NZTA	Wayne.oldfield@nzta.govt.nz
Rob Campbell	NZTA	rob.campbell@nzta.govt.nz
Margarita Gonzalez-Borrero	NZTA	Margarita.gonzalez-borrero@nzta.govt.nz

MEETING AGENDA

Topic	Lead / Time
Item 1 - Welcome & Safety Moment	9.00 – 9.10am Pete Connors
Item 2 – NZTA Updates	9.10am – 9.45am Pete Connors
Item 3 - Industry Matters: 3.1 COPTTM training and competency model 3.1.1 Benefits to business 3.1.2 Costs to business 3.2 Implementation of KRA Guidelines V5 3.2.1 Will this be implemented on current NOCs? 3.2.2 When? 3.2.3 Implications? 3.3 TTM for Mobile Activities (Chris Edsall to lead) 3.3.1 Productivity 3.3.2 Payment Approach 3.3.3 OPM assessments 3.3.4 Overall consistency across NOCs	9.45 – 11am Simon Bird / Chris Edsall
Morning tea break	11 – 11.15am
Item 4 – Technical Advice Team 4.1 End of Contract Renewal Reward 4.2 Pavement Design 4.3 National RAPT report 4.4 Litter Management Bitumen Price Adjustment (Stacy)	11.15 – 12.30pm Jack Hansby
LUNCH	12.30 – 1pm
Item 5 – Fish Passage	1 – 1.45pm Megan Kennedy (Skype) & Ian Cox
Item 6 – Health & Safety presentation	1.45 – 2.30pm Tim Barry
Item 7 – Any further items to be covered (if not covered previously) <ul style="list-style-type: none"> Benchmarking of the NOC's – a view of consistency (Gary Porteous) Follow up on previous meeting action points 	2.30 - 3pm

Meeting dates for 2020:

- February 19 – WSP Opus Boardroom, Level 9, Majestic Centre, Wellington
- May 13 – NZTA boardroom, Level 5, Majestic Centre, Wellington
- August 12 – NZTA boardroom, Level 5, Majestic Centre, Wellington
- November 11 – NZTA boardroom, Level 5, Majestic Centre, Wellington

NOVEMBER 2019 MEETING MINUTES

1. **Safety moment** - Mike M discussed the workplace fatality - person cleaning in wash-bay where a truck ramp fell down and broke victim's neck.

Points to take away:

- There is a high level of hazard even with mundane tasks.
- Need to look at how information is disseminated.
- Imbedding information so people don't forget the incident or learnings

2. **NZTA Update** (Pete Connors – Chair)

- New NZTA CE appointed starting in Feb (Nicole Rosie) from Worksafe NZ
- New board appointed, significant papers being taken to the board - challenge for Transport Services but will settle over time
- NZTA has undergone an internal revitalisation – “System Design & Delivery” is now named “Transport Services” - Journey management has now moved to Transport Services and Procurement moved to corporate support

3. **Industry Matters**

- 3.1 **COPTTM training and competency model**

- 3.1.1 **Benefits to business**

General discussion around training - will it make the industry safer – general consensus was yes:

- anything is an improvement
- good for career pathway – needs backing of management
- can move from generalist to specialist role
- so important so profile should be high
- need a willingness to listen to TTM personnel – they need a voice
- need to improve public attitude to TTM

- 3.1.2 **Costs to business**

- Creates an additional 6-7 days training which adds up to tens of thousands of \$ but training competency is wanted by the industry – this is moving to best practice.
- Benefit = less time with injuries / fatalities
- Need to work together for a positive outcome
- Local councils cannot afford it - There is a requirement to do it but challenge for the smaller businesses
- Gone from limited training to massive amount training but this doesn't equate to competency
- agency is doing independent audits to ensure delivery of what has been promised

ACTION #1 Stacy - Tony Stellar comparing old vs new model

ACTION #2 Chris - work with CCNZ to try and pull together something

- 3.2 **Implementation of KRA Guidelines V5**

- lot of prior discussion about when to implement it. Concerns about pre-requisites, how would it work with current network tender pledges
- Risks from industry and best time to adopt
- Margarita - ideal to have everyone under same framework, want everyone to transition at same time. Process being developed internally.
- Marlborough going to start on new framework
- Perceived issues need to be ironed out. Moderation process doesn't given confidence around pre-requisites subjectivity.
- more empowerment with board but can only deal with facts delivered - some moderation may be required if not all facts are delivered - i.e. if facts are in dispute. Is information being presented correctly. Boards need to be informed of accurate facts
- Rob - several working groups may be proposed - capture all the issues and maybe working group to cover off things.

ACTION #3 Margarita - looking at modelling to create baseline. Work with Marlborough team to iron out issues
Need to come back to industry with timeline - Margarita to take back to Liane to get definite
timeframe of implementation

3.3 TTM for Mobile Activities

- Need to cover off costs of increased TTMs
- Pressure from sub-contractors & ATP is a big issue
- Need to get people involved that can make quick decisions
- Pete C - keen to get back to OPMs etc - Need industry-based approach to this
- Need everyone together to talk about methodology & need to include agency to get buy-in
- Need to resolve costs pre OPM relaxation and post when back to BAU with OPM's

ACTION #4 Pete - nominate couple of people to work with industry to work on this - ASAP

- Stacy - working with Neil for temporary guidelines now at version 8 - communicating risk assessment changes back to NZTA

ACTION #5 Chris to put industry paper together - coordinate with Pete to produce a paper for IAG
- This will determine uplift factor

3.4 TTM from audit perspective (Grant Tregidga)

- Background - Audit round 2 days per network - focussing on network - capturing information digitally
- After audit round - will be able to disseminate information to industry
- Pete - probably sits in systems workgroup - could be used as an industry tool
- Tool could be used for COPTTM competency
- Shows trend of compliant/non-compliant sites
- Grant - is after feedback on how it should be used, how it is available etc

DECISION: this should sit in Systems Workgroup

ACTION #6 Pete C - Get sponsor for Systems Workgroup

4.1 End of Contract Renewal Reward

- Forward works programme to be up to date before contract ends. Need to know how it changes over time
- need a line in the sand - need means to have criteria for reward at end of contract
- Not trying to get out of paying, but clear parameters required
- How do you measure deterioration of the network?
- Limited feedback on document received

ACTION #7 Everyone to read Jack's paper & provide feedback to Marie before early new year

4.2 Pavement design

- New analysis methods have uncovered variation in cost of pavement treatments (cost/lane km)
- Risks being transferred to agency - not clear on actual risks being transferred
- Idea - set up base treatments that would generally be used and only by exception use something else
- Jack - interested in testing concept with industry
- Pete - treatments need to be catalogued correctly so that next lot of contracts can be done. Need sensible rates with no gaming in pricing schedule
- Mike M - separate off urban vs rural - Pete > maybe have 2 options for urban and 3 for rural
- Chris - majority of cost is not dependent on pavement depth
- Mike T - concern over using a chart for pavement design.
- Pete - rutting concern with higher pavement depth
- Jack - catalogue approach might not be suitable for high volume roads. Consider use of the catalogue
- Margarita - expectation around AP development - should use catalogue design guide?

ACTION #8 everyone - feedback on Jack's document: AAA Pavement Design

ACTION #9 Jack - direction to each NOC to provide catalogue designs for their NOC

Jack will create matrix of catalogue designs to go out to the NOCs - NOC to decide what is suitable for their network and if further required, provide feedback

4.3 National RAPT report (annual plan feedback) – Document detailing agency view of network

- Comments brought together in one report – there is some emotive language used - different authors for each section
- Jack - RAPT costs business a lot and is important process. 1st one done in 3-4yrs - focus for system management and network going forward - apologies if upset some people
- One of key things is the exec summary - what is important to this business?
- Focus points for system management but should these be focus for industry as well?

DECISION: soften tone of report, but everyone happy to have full report, timeliness important so any improvement needs can be implemented in the next Annual Plan run,

Annual Plan Process comments

- Don't want RAPAs, so need AP process to enable this
- Ways to have a work flow process to improve RAPA processing time
- Some changes are because they have been missed from AP
- Pete - better process should reflect stability of network (some are more stable than others), e.g. where have scope to change things take into account stability - more work required on this. Less scope for changes in a stable network

Bitumen price adjustment – Stacy

- HSFO high sulphur fuel oil being used now but need to move to “Dubai”
- Low sulphur fuel oil now required - PWC issued report, Dubai crude now proxy which will be adopted if stable
- Z energy who is main supplier of bitumen has decided to go with Argus
- NZTA chosen Dubai, Z chosen Argus and suppliers are disadvantaged by the change
- Recommend that PWC look at change from contract perspective
- Mike M – there is a 16% price difference between the 2 (Dubai vs Argus)
- Z supply 130K tonne (about 70%)
- Steve R - NZTA are monitoring and using Dubai
- Jack - how does new index compare to old? If Dubai index tracks similar to HSFO, how does this impact? Bernie Cuttance might be able to answer this?
- PWC chose Dubai because more closely aligned with old index.
 - Steve - Need to have 1 mode of communication - Stacy already communicating with Bernie Cuttance
 - Need awareness of this only

ACTION #10 Pete will contact Bernie to make sure he is aware of the issue with regards to IAG - take Stacy's recommendation that PWC be employed to quantify the gap

Litter

- Not currently working for agency at moment – have been multiple complaints including ministerials on the state of parts of our networks
- Especially national parks which should be pristine with NZ clean green image
- How do we effectively deal with litter - need a sensible, cost effective mechanism to deal with the problem?
- Mike M - closing road is not good use of tax payer money to pick up litter

- Plan/program work to deal with litter
- NOW problem not just future contracts
- There have been communities threatening to go and pick up the litter themselves which is definitely not a viable option (from a safety perspective)
- There are 2 separate issues: methodology & pricing
- Should be educating the public, i.e. don't throw out litter in the first place
- OPM non-compliance variation over the year is not a reliable measure due to leniency in the way the OPM is being recorded at the moment

ACTION #11 Jack, Dave Adams, Barry Stratton & Mike M to talk to Jack's brief and resolve way forward

Fish Passage

Megan Kennedy (fish passage advisory group) - by phone

- 54 different species, 73% threatened
- SHs major barrier to migration - specifically Culverts (up to 4m in height) /fords

Main focus required:

1. Don't build any new barriers
2. Remedial work on existing barriers
 - Maintaining existing structures so they don't become barriers
 - Which structures on network are barriers
 - At moment use RAMM and structures database
 - Large amt of work to figure out the barriers
 - Fish passage assessment tool should be used –
 - The Assessment tool is on the NIWA website
 - <https://fishpassage.niwa.co.nz/>
 - Agency priority: Need to be accountable for existing structures
 - Limitation: once identified, how do they get fixed long term?
 - Don't want to accept culverts from projects that have not had fish passage in place so not taking on a liability. All new ones need to be compliant and do necessary remedial work as we complete any maintenance on existing structures.
 - Stocktake (will have cost associated with it)
 - Training required to identify fish passage
 - Simon - AP process at moment - suggest include price for stocktake
 - New structures need to fit into guidelines so compliant, design needs to be bigger to accommodate fish passage

ACTION #12 Ian and Megan will sort details and inform System Management who will then instruct needs to NOC

Health & Safety - Tim Barry

- (Presentation emailed to everyone on 7/11/19)
- Main focus for NZTA is safety "safe transport system"
- New safety, health & environment group in NZTA to beef up safety aspect
- **Programme in place - if any thoughts or issues, contact Tim Barry or Stacy (CCNZ)**
- If any questions, queries then could be covered by a dashboard presentation to IAG
- Launch on Monday - website as a resource - govt.loomio.nz

Benchmarking of NOCs - Gary

- Visibility & sharing of information
- Looking at improvement, transparency, visibility - trends across all the NOCs
- What can NZTA share about industry as a whole?

ACTION #13 What things do you want national visibility on? Everyone to provide feedback on what they would like to see

ACTIONS:

	<i>Action</i>	<i>Owner</i>	<i>Action raised</i>	<i>Due Date</i>	<i>Status</i>
1	3.2 Implementation of KRA Guidelines V5 Stacy – contact Tony Stellar re comparing old vs new model	Stacy	Nov 2019		
2	3.2 Implementation of KRA Guidelines V5 Chris - work with CCNZ to try and pull together something	Chris	Nov 2019		
3	3.2 Implementation of KRA Guidelines V5 Margarita - looking at modelling to create baseline. Work with Marlborough team to iron out issues Need to come back to industry with timeline Margarita to take back to Liane to get definite timeframe of implementation	Margarita / Liane	Nov 2019		
4	3.3 TTM Pete - nominate couple of people to work with industry to work on this - ASAP	Pete C	Nov 2019	ASAP	
5	3.3 TTM Chris to put industry paper together - Chris - lead for IAG - coordinate with Pete to produce a paper for IAG	Chris E / Peter	Nov 2019		
6	3.4 TTM Audit decision - this should sit in Systems Workgroup Pete - Get sponsor for Systems Workgroup	Pete C	Nov 2019		
7	4.1 End of Contract Renewal Reward & Pavement Design documents > everyone to read Jack's papers & provide feedback to Marie before early new year	Everyone	Nov 2019	Jan 2020	
8	4.2 Pavement Design direction to each NOC to provide catalogue designs for their NOC	Jack	Nov 2019		
9	4.2 Pavement Design Jack will create matrix of catalogue designs to go out to the NOCs - NOC to decide what is suitable for their network and if further required, provide feedback	Jack	Nov 2019		
10	Bitumen Price Adjustment Pete will contact Bernie to make sure he is aware of the issue with regards to IAG - take Stacy's recommendation that PWC be employed to quantify the gap	Pete C	Nov 2019		
11	Litter Jack, Dave Adams, Barry Stratton & Mike M to talk to Jack's brief and resolve way forward - by mid Dec	Jack / Mike M	Nov 2019	Mid Dec 2019	

12	Fish Ladder Ian and Megan will sort details and inform industry	Ian Cox / Megan Kennedy	Nov 2019		
13	Benchmarking of NOCs What things do you want national visibility on? Everyone to provide feedback on what they would like to see	Everyone	Nov 2019		
PREVIOUS ACTION POINTS STILL ONGOING:					
14	Post Marlborough NOC changes: Discuss with Tara MacMillan the feedback to assist in generic improvements <ul style="list-style-type: none"> Reset with industry - feedback required - After Taranaki - understand changes so this to be delayed for 1yr 	Jack	July 2019, updated Nov 2019	2020	ongoing
15	Reasons for change – Annual Plans - to be provided to IAG for feedback so it can be more accurate <ul style="list-style-type: none"> list the potential RAPA cause options to be included in the RAPA forms to get more visibility on the reasons for change. <p>Below are the proposed options based on the feedback received from AI for AIG feedback RAPA Cause options</p> <ul style="list-style-type: none"> Carry over undelivered from prior year New treatment Not required or deferred due to improvement project Defer due to Lack of resources or time to deliver PL ADJ due to Change Treatment PL ADJ due to change in extent PL ADJ due to design changes. ADMIN correction OTHER Anything else abnormal (Explanation needed) 	Margarita Gonzalez-Borrero Margarita to send update out to attendees	July 2019, updated Nov 2019	Dec 2019	ongoing
16	Wayne to provide appropriate graphs - (national forecast and actual graphs \$\$ renewals) To do with shortfall in investment? What forecast and what cost Email out - this information should be going to board (i.e. board level)	Margarita / Pete	July 2019, updated Nov 2019		ongoing
17	Liane to provide a national view to members Margarita - Achievement tracker - 10% bigger this year, haven't done as much this year	Liane / Margarita	July 2019, updated Nov 2019		Completed

	<p>Realize there has been a weather factor</p> <ul style="list-style-type: none"> Propose - get programme prioritized with agreement from system management and asset integrators. > Prioritize - High, med, low priority sites Problems with this method but programme may not be achieved Need transparency around how it will be dealt with 				
18	<p>Work on what is required with the 1:1 meetings (8.3 1:1 Supplier meetings - would these be superseded by ILM-M? Could there still be opportunity to discuss/provide feedback – e.g. delivery every 6 months? Propose a meeting including one rep from ILM-C and ILM-M both attend 1:1 mtg)</p> <p>November Update: meetings to discuss performance outside this forum to get honest feedback Last ones were in March last year - there is an existing arrangement now Previously it was done at a high level - including tier 3 manager Pete to talk to Bevan Sandison and include Janine Emerson (procurement ILM)</p>	Pete Connors	July 2019, updated Nov 2019		ongoing
19	<p>Long rehabs - dig out old emails & Chris to send through information previously sent. Jack - review data Chris - send feedback again Marie - look for summary doc</p>	Jack / Chris / Marie	April 2019	Dec 2019	ongoing