

Waka Kotahi: 2021 - IAG MEETING

Meeting Name:	Waka Kotahi Industry Advisory Group Meeting		
Date of Meeting:	10 th November 2021	Time:	8:45am-12:45pm
Meeting Chair:	Pete Connors (Waka Kotahi)	Location:	Via TEAMS
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 – apologies
Nick Rodger	Downer	Nick.Rodger@downer.co.nz
Bevan Sandison	FH	Bevan.Sandison@fultonhogan.com apologies
Adam Humphries	FH	Adam.humphries@fultonhogan.com
Gary Porteous	WSP	gary.porteous@wsp.com
Sean O’Neill	Higgins	S.ONeill@higgins.co.nz – apologies
Chris Kerr	HEB	chris.kerr@heb.co.nz
Peter Silcock	Civil Contractors	peter@civilcontractors.co.nz apologies
Stacy Goldsworthy	Civil Contractors	stacy@civilcontractors.co.nz
Robert Tutty	Beca	Robert.tutty@beca.com
Nick Jones	Ventia	Nick.Jones@ventia.com
Stuart MacLeod	Southroads	stuart.macleod@southroads.co.nz
Simon Bird	GHD	Simon.Bird@ghd.com
Craig Pitchford	Aecom	Craig.pitchford@aecom.com –apology
Gavin O’Connor	Stantec	Gavin.Oconnor@stantec.com - apology
Martin Gribble	Stantec	martin.gribble@stantec.com - apology
Jack Hansby	Waka Kotahi	Jack.hansby@nzta.govt.nz
Margarita Gonzalez-Borrero	Waka Kotahi	Margarita.Gonzalez-Borrero@nzta.govt.nz
Jaco De Vries	Waka Kotahi	Jaco.devries@nzta.govt.nz - apologies
Peter Connors (chair)	Waka Kotahi	Peter.connors@nzta.govt.nz
Wayne Oldfield	Waka Kotahi	Wayne.oldfield@nzta.govt.nz - apologies
Mike Manion	Waka Kotahi	Mike.manion@nzta.govt.nz
Rob Campbell	Waka Kotahi	rob.campbell@nzta.govt.nz - apologies
Rachael Davidson	Waka Kotahi	Rachael.davidson@nzta.govt.nz

MEETING AGENDA

TOPIC	LEAD/TIME
Item 1 - Welcome & Safety Moment	8.00 – 8.10am Pete Connors
Item 2 – Waka Kotahi Updates 2.1 Programme Delivery – Update on the delivery of SH Maintenance activities 2.2 KRA Performance Framework updates 2.3 2020/21 KRA Results 2.4 21-23 Annual Plan 2.5 Covid-19 update/ COVID response plans & new traffic light system – what approach is being taken nationally to prepare for the transition and what will ‘red’ mean for our maintenance operations? 2.6 Risk transfer 2.7 MMP V4 – Jack to update Adam	8:10am – 9:20am Margarita Margarita Margarita Margarita Pete/Adam H Jack Jack
TEA BREAK (10 mins)	9:20am-9:30am
Item 3 – TTM review/COPTTM update/TTM Variation costs	9:30am-11am Danny Woods, James Hughes and John Baillie
Item 4 – Waka Kotahi Updates continued 4.1 Quality Assurance update	11am Ross I’Anson (11am-11:15am)
TEA BREAK (10 mins)	11:15am-11:25am
Item 4 – Waka Kotahi Updates continued 4.2 Gisborne Sprint Overview 4.3 Purpose of the IAG – follow up discussion from the last meeting 4.4 Catalogue Designs – Feedback has been submitted, what is the next step? 4.5 SMO18 – when will some direction be issued? 4.6 SHDOM – who is the owner and how are updates managed to reflect ad-hoc email updates from Waka Kotahi?	11:25am-12:30pm Mike Manion Adam Humphries Jack Margarita/Adam H Adam H
Item 5 General Business 5.1 Update from ILM-M Focus Groups by group leads 5.2 <i>Please note that the MCGG Annual Workshop has been moved to 2022</i> 5.3 Minor safety/customer items – MCM discretionary funding – what is the status of this?	ILM-M leads Adam H
Item 6 Review previous actions	12:30pm-12:45pm

Date of next meeting: Thursday 3rd March 2022
Location: Waka Kotahi Chews Lane Boardroom

Future Meeting dates for 2022:

- 11 May 2022, 10 August 2022 and 9 November 2022

NOVEMBER 2021 MEETING MINUTES

1. Welcome and Safety moment

Welcome everyone, whilst not ideal to be meeting via TEAMS it is important that we still catch up as there is a lot going on.

Extend our sympathy to those that are in Auckland, Northland and Waikato during these tough and trying times.

Want to acknowledge Industry during these Covid times. Both in our business and in Infrastructure delivery we seemed to have got through pretty well with the protocols in place. The efforts that the supply chain has made in this regard has worked. Hats off you all of you, particularly those in the Covid hot spots where Covid could have easily transferred onto our worksites.

Safety Moment

- Simon Bird had the joy of attending an opening of a shared path/cycle trail. This safety moment is not so much about that, but Simon received a phone call just before the opening about a fatality on SH1, just South of Rakaia. In the course of getting people up to the incident, it became clear it was a pedestrian that was hit on an open road with 100km/h speed limit. It made Simon wonder, how come someone came to be walking along a road with perhaps inadequate facilities especially when he was about to head off to an opening of a shared path that Waka Kotahi had funded a large portion of. Those kinds of thoughts go through your mind and as it turned out it was a suicide. There are people under a lot of pressure in our society at the moment. So much pressure that some think that life is not worth living. In that sense, how do we help our own people to understand that. Some of the positives – In the ILM People group. One of the projects is that there is a future in Maintenance. How do we keep our people safe and secure during these trying time's. From a Health and Safety point of view, we need to keep an eye on our staff and our people. Not just asking "Are you ok?", it is looking for those indicators to be able to manage our staff. Certainly not anyone of us want to have our people feeling like they want to end their lives on our watch. Any fatal is a sobering experience and effects our staff.
- Stacy also raised an incident on a construction site recently where two people turned up on site and they tested positive for Covid. They were asymptomatic. There was a lot of discrimination/bullying that went on around that. Message to "Be Kind" needs to be reinforced.

Item 2 – Waka Kotahi Updates

2.1 Programme Delivery - Update on the delivery of SH Maintenance activities

Key message here is to let Industry know that Margarita and her team together with Pete and the Practice Area Team are working on a notice to be issued towards the end of this week. This will be to confirm the process for the release of the 5% funding for the contracts that there is confidence that they are going to deliver 100% of the programme. As part of this as well, Waka Kotahi are going to be encouraging contracts who don't believe they have the resources to deliver the entirety of the programme, that they put their hands up and let Waka Kotahi know which sites are not going to be delivered. Looking into the programme as it is at the moment there are a couple of areas that are red flags. In general terms, we have approximately 230 lane kms that have no programme dates. In the past that has been a really strong signal that they are unlikely to be delivered. In addition, there are two NOCs that haven't given any programme dates yet.

In addition to that, Waka Kotahi have seen a really strong start to the season, but there are other areas where there hasn't been any work programmed for October. This is a concern.

Waka Kotahi are asking the regions, through the System Managers to let Margarita and her team know so that they can work with you so that there is a realistic view of what is going to be the programme. This will be locked in in December and that is the programme that everyone is going to be measured for the KRA purpose as well.

- 20.21 programme
 - Clarification for the release of the 5% hold from the pavement and surfacing renewals due to come out end of this week / early next week
 - Clarification will ask teams to put the hands up to request the remainder 5% of the allocation when there is high confidence programme will be delivered
 - Clarification will ask team also to identify sites that will not be delivered to be removed from the programme – they need to be the lower priority sites

- Programmes will be locked in December – 15th of December. Please note base line will be set for all the tracker (i.e. including ATP and Drainage)

2.2 KRA Performance Framework updates

Not a lot to update at the moment.

A hybrid session was had with the KRA sub-group where a work plan was agreed for this year.

The four priorities that they are going to be focussing on are

1. Network Condition KPI
2. Review of the Environmental KPI
3. Innovation KPI
4. Review of the assessment of the contract plans

2.3 2020/21 KRA Results

The results have been endorsed. You should have all received NTCs.

If you haven't received this NTC, please have a chat with your locals' teams and MCMs because these have been confirmed.

There were no changes from Board endorsement to what the MCGG endorsed. They have now been published.

2.4 21-23 Annual Plan

- 22/23 and 23/24 annual plan
 - Process for 22/23 and 23/24 is a light touch of a review of the programmes and update when changes are required. Work required will be proportional to the quality of the submission in May
 - Additional funds have enabled the reinstatement of pavement and surfacing, structure and drainage renewals programmes and the partial reinstatement of other asset renewals programmes submitted in May
 - Pavement and surfacing renewals programme - looking to confirm programme by December - enable pre-reseal repairs and designs to start this season
 - Clarification will be issued in the next couple of weeks

21-24 NLTP folder: <https://infohub.nzta.govt.nz/otcs/cs.dll/open/4777937>

Name	Size	Modified
Change Requests	3 Items	26/08/2021 9:03 AM
Structures	3 Items	26/08/2021 9:03 AM
Supporting Information	3 Items	26/08/2021 9:03 AM
21/22 NPIs	26 Items	7/10/2021 9:02 AM
2021-04-29 - Region 3 Waikato Structures - 2021-2022 Final AP Submission.pdf	4 MB	30/04/2021 8:56 AM
AA. Non NMA managed costs schedule 21_22 - Central Waikato.docx	45 KB	23/04/2021 1:33 PM
Central Waikato 21-22 Rehab and TAC Approvals.xlsx	17 KB	14/10/2021 12:01 PM
Central Waikato 21-24 NLTP Allocation (REVISED Oct 21).xlsx	29 KB	18/10/2021 7:04 AM
Central Waikato 21-24 NLTP Allocation.xlsx	29 KB	30/07/2021 3:18 PM
Central Waikato 21-24 Target suggestions to support regional rationalisation V1.xlsx	30 KB	6/10/2021 4:46 PM
Central Waikato 3 Year Plan Template 21.24 27 August 2021 Post Allocation Prioritisation.xlsx	4 MB	27/08/2021 10:24 AM
Central Waikato 3 Year Plan Template 21.24_final_30 April 2021 Post Regional Rationalisation.xlsx	5 MB	14/05/2021 11:23 AM
CWNOG Network Support Statement 21_22_Final_v2.docx	330 KB	28/04/2021 4:18 PM
OctBase_CW_2021_211021.xlsx	440 KB	21/10/2021 4:07 PM
SeptBase_CW_2021_210709_for_Sandy_Kit_on_21_Jul_2021.xlsx	946 KB	19/10/2021 10:32 AM
SMD18 Three year Plan Instructions Addendum E revised allocations and guidance.pdf	179 KB	18/10/2021 7:04 AM
Superseded - Central Waikato 3 Year Plan Template 21.24.xlsx	4 MB	23/04/2021 10:39 AM
Superseded - CWNOG Network Support Statement 21_22_Final_v2.docx	333 KB	28/04/2021 4:18 PM

2.5 Covid-19 update/ COVID response plans & new traffic light system – what approach is being taken nationally to prepare for the transition and what will 'red' mean for our maintenance operations?

It looks like not much will change.

We are guided by what CHASNZ are producing. Guidance has not been provided as of yet.

Last week the group that have been developing the protocol (Stacy is on this group) got together and did a review on the current Alert Levels 1-4 controls and related them to the new traffic light system. That feedback is now with site safe. Looking at issuing something prior to the Govt implementing the traffic light system as we have found with the public health orders they do come out when the Govt change their stance, there is always a bit of scrambling to get alignment. With the surveillance testing, there is a trial on going at the moment at Fulton Hogan and Downer. All the results from that surveillance testing trial is being fed back through to MBIE and by the end of the month that trial will conclude.

The protocols of the new traffic light system will include that. It will also include bubbles, hygiene etc. Red is typically 2.5, Green is a 1 maybe a 1.5 and Orange was the hardest one to define. The stance that the working group has taken thus far is when we do go into an orange from a green setting, then a cautious approach should be taken so orange and red are quite similar.

End of the week a draft should be ready.

Currently most things we are doing in Maintenance is continuing in a 2.5 setting.

Important to continue to reinforce protocols. Waka Kotahi are carrying out Covid Audits to make sure we are adhering to the protocols set out.

Regarding vaccinations – Govt is looking at providing more guidance on that. There was some info put up on the [beehive.govt.nz](https://www.beehive.govt.nz) site. Looks like they might only be mandating around those close contact businesses. There have been some risk assessments done at Civil and it shows they don't really have that type of business. The construction accord has written to the Govt requesting compulsory/mandatory vaccinations for the construction sector.

2.6 Risk transfer – Jack Hansby

Peter McDonald and Andrew Crofts have been working tirelessly around working with individual contracts/individual suppliers

around the historical PCDAR. That's highlighted a number of areas where they are having conversations around risk transfer. The benefit of that is understanding better now what that really means in terms of both the risk to the supplier and risk to the agency. The spreadsheet was a draft in which people can use as a means to start having those conversations. It gave a bit of clarity to Waka Kotahi in terms where we believe risk should lie and of course for Industry as well. The spreadsheet was more a doc for guidance. Gary mentioned that this spreadsheet has been inconsistently used. Gary to speak with Jack offline about these NOCs and Waka Kotahi will have a chat with those local teams. The one source of truth is going to be Juno. The contract has always required that suppliers would've documented these in a risk register as part of your risk management plan. One thing Waka Kotahi have noticed looking back is when something is just documented as "risk transfer" we haven't articulated well exactly what risk/risks are being transferred.

2.7 MMP V4 – Jack to update Adam

Apologies to Fulton Hogan and Downers. Roger Bailey and Gordon have been somewhat unavailable over the last little while. There are meeting dates in diaries for the MMP review to be updated this month. Higgins is still outstanding so Jack will speak with Sean about this. Jack to get Roger to contact Stuart and he could possibly attend the Downer meeting.

Item 4 – Waka Kotahi Updates continued

4.2. Gisborne Sprint Overview

Document due to be released to market 13th January.
Looking at what can be changed with the Focus Group process.

Focus Group – Areas for improvement

Focus Group 1 – Risk Allocation and potential procurement for Professional services

- In the time that we have got it is unlikely that we will be making a change in the professional services space so that is basically BAU.
- Going through and doing a bit of the tidy up of the Risk allocation process. Looking at schedule 18

Focus Group 2 – Performance and Reporting

- Goal to simplify and get rid of some the wasted effort out of the NOC. Maybe a bridge to far for Gisborne but on the radar for the next round.

Focus Group 3 – Forward Works Programme

- Trying to get some efficiency in the design of pavement renewals.

Focus Group 4 – Pavement Maintenance

- Hopeful of moving Gisborne to a M&V basis for the pavement maintenance activities. We want to de risk it, Stop the arguments, stop the stuff about compliance/non-compliance etc.

Focus Group 5 – Training

- Knowledge of the NOC is patchy on both sides, upskill people.

4.3 Purpose of the IAG – follow up discussion from the last meeting

Not much to update due to Covid.

We need to rationalise the number of groups across our business
Rachael, Mike and Peter C are working on streamlining these groups.

ILM was meant to be Governance level and the IAG was meant to be Operational level.

ILM-M has become too operational.

It was mentioned that IAG has huge value and is a critical part of the business.

Time commitment of our people is important.

The IAG could be utilised better. It could be the central portal for feeding comms through that are not always getting to the right sources.

Pete, Mike and Rachel to come back with a strawman TOR and what IAG will look like going forward and then we will seek Industry feedback.

4.4 Catalogue Designs – Feedback has been submitted, what is the next step?

Thanks for the feedback. Overall, there was general alignment that we need to improve the process. We acknowledge that in many parts Catalogues are a good thing going forward. It is critically important irrespective of applying Catalogues or not that we still need

to understand the failure mode for various sites.

We have made it quite clear in the document that failure mode analysis was still as critical part of implementing catalogue designs. Jack has been working closely with Peter Bailey. What they are recognising is that it aligns quite nicely to where some of the local authorities are going, specifying treatments opposed to free flow designs. But we need to be clear around our principle requirements. Jack has asked Peter to come up with a draft about how we can roll in the Catalogue Design philosophy into the Gisborne Sprint. Hope to have a draft of what that might look like within 3 weeks.

Key for Waka Kotahi is to go back to each of the networks and ensure that those catalogues are appropriate for that network. Waka Kotahi have an opportunity to improve the document around the area of rehabs. Rather than allowing sites to fail to destruction, there is a section in the catalogue design paper that talks about treating some of the soft spots within the rehab and the benefit of that approach is a) its takes away some of those significant customer issues, b) it enables a more lean approach to be applied on the site, and c) if we have some funding issues, we are able to maintain a site in a more serviceable condition rather than waiting for that site to be funded under the rehabilitation.

The other key area is, and we still have a lot of work to do is Drainage.

4.5 SMO18 – when will some direction be issued?

The clarification for 22-23 and 23-24 will be out in the next couple of weeks. This is not a revision, it’s just an appendix to confirm the light touch.

There is a plan to review the whole SMO18 in preparation to the development of the 24-27 NLTP. Our aim at the moment is for that review and the draft document to be ready towards the end of this financial year.

4.6 SHDOM – who is the owner and how are updates managed to reflect ad-hoc email updates from Waka Kotahi?

Industry raised the issue of SHDOM and lack of visibility of changes.

Waka Kotahi website clearly shows when the various documents have been updated

FYI see below, the updates that have been done are to the appendices 3 & 4, not the main document.

[State highway database operation manual \(SM050\) | Waka Kotahi NZ Transport Agency \(nzta.govt.nz\)](#)

Title	Effective date
State highway database operation manual [PDF, 1.5 MB]	April 2014
Appendix 1: Lookup codes [PDF, 139 KB]	August 2009
Appendix 2: Event codes [PDF, 32 KB]	May 2009
Appendix 3: Asset register [PDF, 1.6 MB]	June 2020
Appendix 4: Maintenance activity codes [PDF, 723 KB]	October 2020
Appendix 6: Inventory collection manual [PDF, 1 MB]	January 2014

And the most recent changes are highlighted in red on the document as shown below.

railing_width	Decimal (4,1)			to one decimal point)	
				Width of the railing (in metres to one decimal point)	
railing_make	Character (5)		T [C]	Railing manufacturer [C] Not applicable when railing is timber sight rail	Looks up on railing_make
shape	Character (1)		T	General shape of the railing	C - Curved, S - S Bend, T - Straight
railing_colour	Character (2)			Major colour of railing	Looks up on railing_colour
				Predominant material the railing is constructed	

Waka Kotahi agree there is an opportunity to improve comms and Margarita has asked Phil to link with Mike to ensure we coordinate how we notify the changes to M&O and Industry.

Once a year the SHDOM is updated.

Item 3 – TTM review/COPTTM update/TTM Variation costs – Danny Wood, James Hughes, Ryan Cooney

IAG meeting purpose

Waka Kotahi has two key roles

- Leader in land transport network
 - RCA with PCBU responsibilities in the state highway network
 - Purpose of presenting at IAG is to get attendees warmed up to the changes coming, start thinking about what implications –if any these changes might have for our RCA/Supplier relationship – and how do we ensure we make these changes with as little disruption and added cost as possible
 - Clearly message the changes to TTM guidance is not being done by WK to industry but something industry has asked for as current guidance is not meeting the requirements and people are still getting injured and killed. Deliverable from the RWS –GG industry and WK lead
 - We are keen to work with them and plan in doing this in two key ways
1. Keeping them involved as we write the new guidance – workshopping our ideas, deep dive with the governance group and other key industry stakeholders to test we have our thinking right, opportunity to give feedback on the draft guide
 2. Once the guide has been written work closely with the industry to embed the new ways of working and ween off the reliance of COPTTM generics plus and adjust audit programme to be more risk based
- There will also be a need to review how our contracts are written to optimise safety



Road worker safety

- Everyone is responsible
- PCBU responsibilities
- Waka Kotahi's two roles
 - leader in the land transport system
 - responsibility as a PCBU
- Industry role



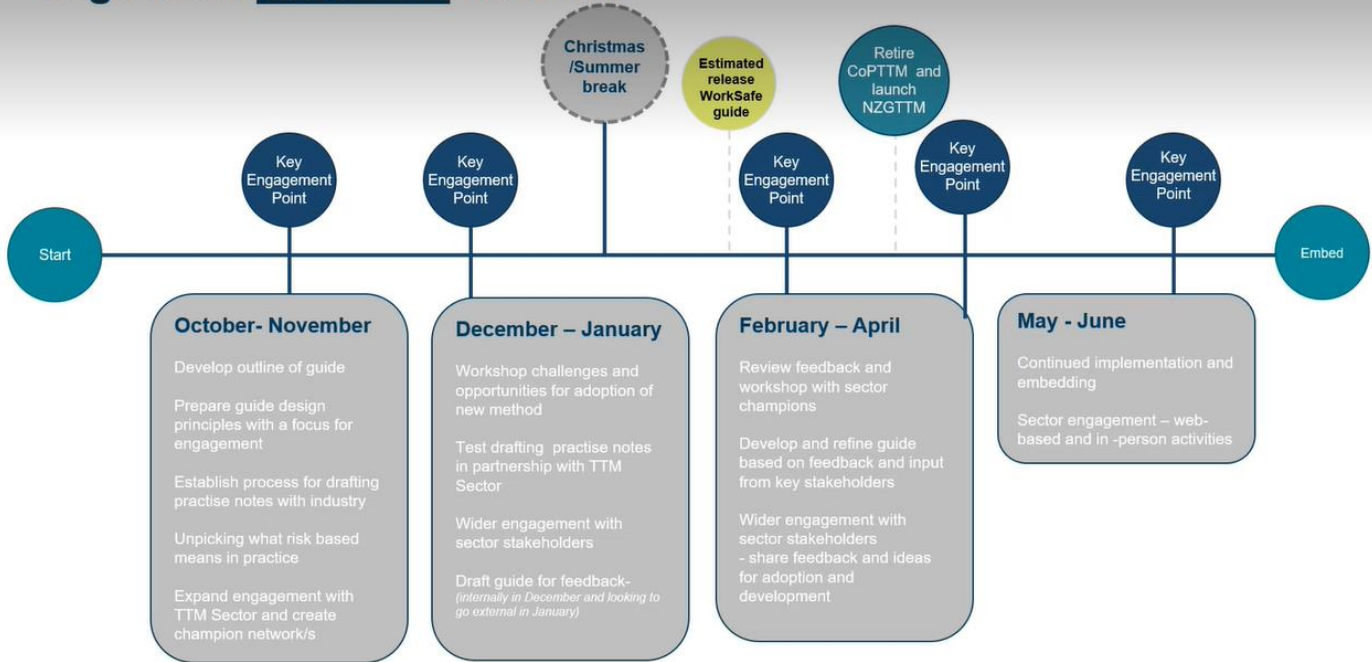
Update on the TTM review

Part of the Road Worker Safety Improvement Programme

NZ Guide to TTM

- ✓ Risk based
- ✓ More focused and simple
- ✓ Aligned with WorkSafe good practise guide and Austroads Guide to TTM

High level proposed timeline



Waka Kotahi will look after the green and the leaders of the activity will look after the blue.

Proposed NZGTTM structure

Three Ps + one

Policy	Procedures	Physics	Practice notes
Strategic Context –Why	Management of the TTM System – How	Toolbox – What	Activity Specific Practice – Detailed What
1% of our time 100% our goal	80% of planner's time 10% of field time	20% of planner's time 10% of field focused audience	80% of field focused audience
<ul style="list-style-type: none"> Legislation and National Strategy 	<ul style="list-style-type: none"> Risk Management Introduction Planning Process Peer Review Implementation, Maintenance & Uplift Monitoring and Review Emergencies Innovation Training - outstanding Practice Note Template – CCNZ leading 	<ul style="list-style-type: none"> Design <ul style="list-style-type: none"> Geometric design Traffic engineering Equipment <ul style="list-style-type: none"> Static Mobile Variable Personal Innovation Approved <p>Supports Hierarchy of Controls principals</p>	<p>Examples inter alia –</p> <ul style="list-style-type: none"> Installation, maintenance and removal Cycle races Inspection Line Marking Waste Collection Railway lines Construction Forestry Incident management <p>Refer Site Safe practical safety guides for concept</p>
All new	Based on AGTTM	Based on CoPTTM	All new

Any feedback or queries please send through to CoPTTM.Consult@nzta.govt.nz

Considerations of potential impacts

- Need to have a way of supporting a consistent understanding of risk and safety
- Need to ensure that our people are taking the right precautions for their work
 - On-road inspections
 - Working near live traffic
- Contract implications - need to know what we are buying in our tenders
- Reviewing and approving TMPs might be more subjective
- Impacts on TMCs
- TTM Audits and inspections – how do we ensure we all know what good looks like
- Customer impacts – delays and road closures

How we would like to work with you

While we are writing the new guide

1. workshopping our ideas,
2. deep dive with the governance group and other key industry stakeholders to test we have our thinking right,
3. opportunity to give feedback on the draft guide
4. some teams might pilot and test the new guide

Work closely with the industry to embed the new ways of working

1. roadshow and workshop good risk management (might do some training in partnership with organisations)
2. adjust audit programme to be more risk based rather than compliance
3. facilitate more sharing and case studies through the Governance Group; our research project; and other forums

Practice notes

CCNZ have drafted up some guidance. Its CCNZ/contractor focussed. CCNZ had a discussion last week about how they get consistency in practice notes. If there are different organisations developing them and we have different skill sets involved, then the Practice notes might not be fit for purpose. We don't want proliferation of practice notes because that will just create more confusion out there.

Waka Kotahi are happy to monitor this and work together on any conflicting practice notes.

The key thing in CCNZs submission to work safe around the roles and responsibilities. There is the PCBU with the primary duty of care and how that works with their guidance was a key thing to land. Waka Kotahi have provided feedback to work safe on their guidance and how that lands are going to be pretty key. Who manages the risk? Who makes those critical decisions?

Just on risk. In the TTM space, we are probably not on the maturity scale. We are probably at the start. There is a fair bit that needs to happen on how we train and how we deliver. TMPs is probably a good start point. We don't train on risk assessment as part of that whole process. We don't have any real training material that provides guidance on what that looks like in the TTM space.

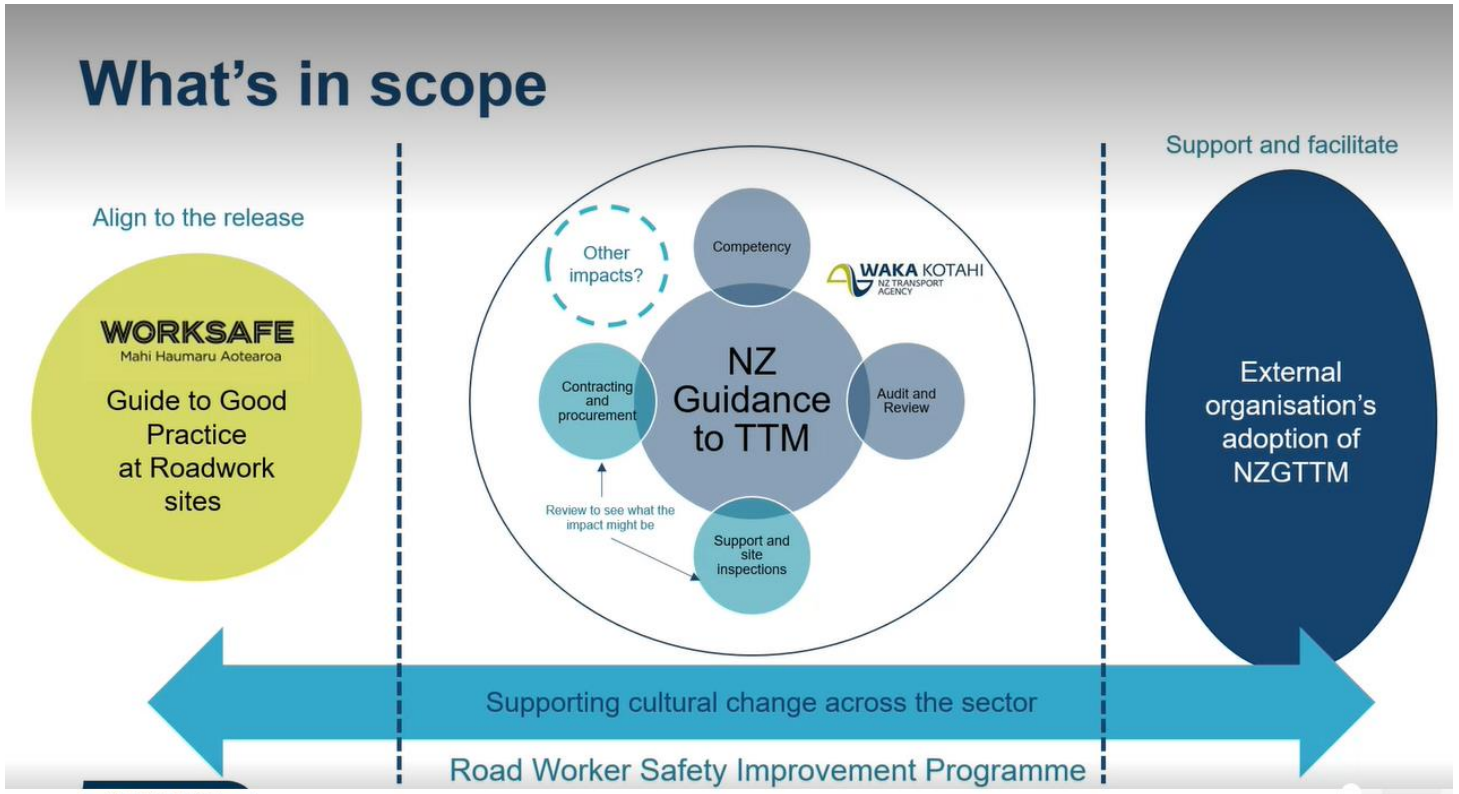
Another key stakeholder group is the Road Controlling Authorities. They have formed a group called Road Corridor Collective

(RCC). They are working together to get all the councils together as a single voice.

There is a Research programme that has gone out on GETS for a professional body to provide a voice and to help run trials and tests around the effectiveness of different controls that we have in our toolbox. How well does a TSL work in actually influencing people's choices around speed choice or is there a better way of doing?

The first piece that is going out is a survey around perception and attitude of workers and the public

Speed through worksites. There is a speed camera trial. CCNZ and Industry support this. This Waka Kotahi lead and Duayne Clokes team are leading this. The working group had their first meeting last week. It was a discussion with Police around utilising the cameras, costings and finding the work sites that will work.



CCNZ as a traffic committee, its been proposed and generally accepted. The way that it set up needs to change. There will be a leadership group and then 3 sub committees that sit under that.

Safe work environments

1. Systems and Processes
2. Training and Competency
3. Fit for purpose equipment

Stacy is hoping to get these comms out through CCNZ channels this week.

There is a draft Terms of Reference for those groups

They will look at expressions of interest of those that want to be involved.

Just to summarise the COPTTM/TTM session

- There are some genuine concerns raised about the maturity of our business as we transition
- The specialist areas need to be kept close
- Procurement is going to be huge in this space
- Local Govt
- Behavioural change with the travelling public. They need to start taking some responsibility
- There is a whole lot that needs to be done. It is critical for the people out there (the STMS), need to be far higher valued in the supply chain
- Number of worksites that contribute to road accidents. This is another area of concern.

Item 4 – Waka Kotahi Updates continued

4.1 Quality Assurance update

Looking to set up a team of Pavement and Road Maintenance advisors to ensure we have an increase in Quality assurance and a bit of a Waka Kotahi focus on the activities and the quality activities (mainly renewals and maintenance).

One per region. Will start before Xmas and we will introduce them to the local teams and they will work closely with the local teams to find out where they need to be concentrating their efforts, where they need to be working with both the supplier and

Waka Kotahi to deliver the quality that we require. Hoping that this will reduce re-work.

Ross to catch up with Stacy and Colin McKay in terms of the State Highway Pavements review steering group and the paper they are working on about quality.

Locations of these Quality people

Auckland/Northland – based in Northland. Advertising for this position

Waikato/BOP – based in BOP and will start in the New Year

Taranaki/Manawatu/Hawkes Bay/Gisborne – based in Manawatu. A person has accepted the role.

Wellington/Top of the South – based in Wellington and a person is starting on 23rd November 2021.

Rest of the South – still looking to fill this position

During the summer season these quality people will be out on the road 95% of the time.

We want to improve customer offering and lift our game for efficiency of supply chain in terms of re-works.

Item 5 General Business

5.1 Update from ILM-M Focus Groups by group leads



Collaboration Focus Group

- Sponsor – David Simpson

- **Project Mahi Tahī**
 - 18 Workshops completed
 - 166 Attendees
 - 16 Follow ups Completed
- *Challenges & opportunities*
 - Collaboration brought to front of mind
 - Take to wider audience
 - High turnover of roles
- *Where to Next*
 - Inductions for new team members
 - Focus on NOCs with greatest room for improvement
 - Introduce to wider audience including WK internal teams
 - Targeted posters/key messages to cycle through
 - Work on trust & mutual respect
 - Identify measurables



Innovation Focus Group

- Sponsor – Wayne Oldfield

- **Innovation Portal** – WK Innovation website
 - WK site to undergo a refresh
 - Discussions in progress to load information onto existing site in the interim
- **Innovation KPI framework**
 - Revisiting discussions with WK to get traction ahead of future changes
- **Contestable Innovation fund**
 - Confirmation of NLTP funding & work started on design of fund
 - Group keen to be actively involved & promote;
 - Weighting towards maintenance
 - Keeping application process simple
 - Industry working collectively together for bigger challenges

Team Lead	
	Innovation
Ventia	Graeme Anderson
Downer	Wayne Gunn
Stantec	Martin Gribble
WSP	Wayne Hatcher
HEB	Carol Ma
FH	Adam Humphries
Higgins	Mat Anderson
GHD	
Beca	
Sponsor	Wayne Oldfield
Waka Kotahi Group Member	Lee McKenzie



Safety Focus Group

- Sponsor – Bevan Sandison
- **KRA's – New Measurables**
 - Connecting with Ryan Sutherland vis Michele Berry
 - Group providing feedback
 - Understanding issues & stumbling blocks
- **Research Programme - Risk Based Approach to TTM**
 - Robert Buckton presented to Group
 - Group keen to maintain involvement & provide feedback
- **Health & Safety in Design Improvements Working Group**
 - Group has representation on working group
 - Keen to assist with embedding as part of Industry culture
- **Offering On-site Experience**
 - WK staff offered & accepted opportunity from Capital Journey's



Sustainability Focus Group

- Sponsor – Dave Adams
- **EV Charging Stations**
- Group working with Rick Barber (WK)
 - OOS presented from WSP
 - Determination of EV charger locations on NZ State Highways
- **Pest Management**
- Group working with Carol Bannock (WK) to develop OOS via BECA
 - Undertake investigation
 - Prepare report with recommendation

Margarita and Penny to catch up with Stacy about sustainability and how they can connect with the Environmental subcommittee.



Systems Focus Group

- Sponsor – Gavin O'Connor

WK Data Management Plan Guide

- Feedback requested from group & response taken on board

Annual Plan Tool & Tracker

- Margarita Gonzalez-Borrero introduced group to WK Solution Architect
 - Group to be involved with;
 - Development of solutions paper
 - Testing of interface

AMDS Working Group

- Group has representation & is watching developments with interest

TTM Auditing Tool

- Conversations continuing



People Focus Group

- Sponsor – Craig West
- **CCNZ EPIC Campaign** – WK funded
 - People group to act as Steering group
 - Fraser May (CCNZ) now meeting regularly to update
 - Currently building relationships & establishing key contacts within organisations
 - Putting together resources & identifying gaps
 - Imagery
 - Career progression possibilities
 - Key activities other than pavement focussed

5.2 Please note that the MCGG Annual Workshop has been moved to 2022

5.3 Minor safety/customer items – MCM discretionary funding – what is the status of this?

Waka Kotahi were unsuccessful when applying for the discretionary funding this year.

Industry have asked if there was any avenue to get it back – it would be appreciated.

ACTIONS (from November 2021):

ACTIONS:

	<i>Action</i>	<i>Owner</i>	<i>Action raised</i>	<i>Due Date</i>	<i>Status</i>
1	Waka Kotahi ACTION #1 Pete to look into making the OIA reports to Industry to understand what is going on in terms of summary of complaints	Pete C	August 2021	March 2022	Open
2	Waka Kotahi ACTION #2 Jack has shared the Catalogue Design and the risk transfer spreadsheet with Industry. Industry to provide feedback on these documents.	Industry	August 2021	November 2021	CLOSED
3	Training and Competency ACTION #3 Mike and Stacy to chat offline how we move forward with training and competency so there is no crossover. Training is only one part of it, the assessment of practice is the other.	Mike/Stacy	August 2021	November 2021	CLOSED
4	Working groups at Waka Kotahi ACTION #4 Pete and Mike to workshop the current working groups such as ILM-M, IAG, NOC CGG, MCGG at the next IAG meeting	Mike/Pete	August 2021	March 2022	Open

5	General Business ACTION #5 Rachael to ask Karen to share her ILM pack with Pete and he can arrange for this to be included in Brett's update.	ILM-M Focus group leads	August 2021	November 2021	Open
6	General Business ACTION #6 Pete to send the Ministry for the Environmental doc with the IAG group to feed onto the Sustainability focus group	Pete C	August 2021	November 2021	CLOSED
PREVIOUS ACTION POINTS STILL ONGOING:					
1	MMP V4 ACTION#2 Jack H to follow up with his team and provide Adam with an answer asap. Rachael to add to the August agenda to ensure this has happened.	Jack/Rachael	May 2021	November 2021	CLOSED
2	Emulsions ACTION#3 Jack to work through Gisborne with Stacy once the TAN is released. Update – leave this on for CCNZ to come back to Waka Kotahi outlining the position	Jack/Stacy	May 2021	March 2021	Open
3	TTM interim notice Interim notice talked about providing an assessment to risk and looking at the cost implications. ACTION#5 Mike to follow this up and provide an update at the next meeting Leave on as it is WIP Direction from the principle from the NOCs to the NOCs	Mike	May 2021	November 2021	Open
4	Medium Side Barriers ACTION#7 Industry to let Rachael know the TTM costs/Additional cost to do medium and side barriers so that Jack can look at and try and get some consistency on how this is being applied. ACTION#8 An internal discussion between Mike, Jack and Pete needs to be had on Asset Growth	Industry/Mike/Jack and Pete	May 2021	November 2021	CLOSED
5	2.2 Annual Plan process and timing Ross and Rachael to add "Strategic view/long term view of resourcing to the MCGG Annual meeting at the end of the year	Rachael	March 2021	March 2022	Open
6	6.1 Line marking Update – An internal discussion has been had. There is now alignment between asset management, safety and M&O. Progressing the first draft of the lifecycle plan and now looking to implement this. Discussions with Industry will take place soon. Things are moving nicely in this space to enable us to start developing a forward works programme and an investment strategy for line marking going forward.	Jack/Claire	August 2020	March 2022	Open

