

Minutes

Auckland Transport Board Meeting

Date: 31 July 2013
 Time: 11.00am
 Venue: Council Chambers, Level 2, Civic Building, 6 Henderson Valley Road, Henderson
 Status: Open Session

Present	In Attendance	Public
Lester Levy, Chair Geoff Dangerfield Christine Fletcher Mike Lee Paul Lockey Ian Parton Rabin Rabindran Mike Williams	David Warburton Stephen Smith Peter Clark Simon Harvey Claire Stewart Wally Thomas Greg Edmonds Roger Jones Prebashni Naidoo (Board Secretary)	John McCracken

The Chair welcomed all present.

Update by Chair
<p>The Chair provided an update to the media and public on the agenda items included in the closed session:</p> <ul style="list-style-type: none"> • In order to have as much transparency as possible, as soon as items discussed in the closed session no longer have a need for them to be held in confidence, these items will be released in the open. The General Manager, Communications and the Legal Counsel will work on progressing this and take responsibility to do this in as real time as is possible. • Presentation by Auckland Council on the Land and Infrastructure supply for Housing Accord, Special Housing Areas – AT working closely with Council on this process. Important the Board and the Executive team have a clear and deep understanding of the process in order to plan, develop and implement transport infrastructure. • Considered the 2013 Draft Annual Plan • Determined road stoppings and property disposals • Considered options for diesel rail rolling stock – this is early work in process with the imminent arrival of the EMUs and the modernisation programme. Will require further work and will be brought back to the Board for further consideration. • The Chair advised that for want of time the Board would need



Minutes

	<p>to resume the closed session (following the open session) to discuss the following items:</p> <ul style="list-style-type: none">▪ Rail operations safety management in relation to CRL – new territory for NZ underground rail▪ Update on East West Link▪ Rail contract performance	
	<p>Apologies</p> <p>An apology for lateness was received from Pip Dunphy.</p>	
	<p>Late Items for General Business</p> <p>There were no late items for General Business.</p>	
2.	<p>Interests Register – Declarations/Conflicts</p> <p>There were no declarations/conflicts of interest.</p>	
3.	<p>Approval of Minutes (Open)</p> <ul style="list-style-type: none">• <i>That the minutes of 25 June 2013 be adopted as a true and accurate record.</i> <p><i>(Christine Fletcher/Ian Parton)</i></p>	
4.	<p>Matters Arising not on the Agenda</p> <p>The Chair advised that the paper on the LGOIMA Process which was on the agenda in the closed session will now be considered in the open session, again as part of the move towards greater transparency.</p>	

Minutes

5.	<p>Action Points</p> <p>The action points were noted.</p>	
6.	<p>Financial Report</p> <p>The Manager Finance, Stephen Smith spoke to this report.</p> <ul style="list-style-type: none"> • It was noted that for the 2012/13 financial year AT operated within the funding envelope. • The main reason for being above budget: <ul style="list-style-type: none"> ▪ \$430.9m of unbudgeted vested assets income ▪ \$22.6m unrealised gain on interest rate swaps ▪ \$9.1m realised loss on close out costs ▪ \$39.4m additional funding from NZTA ▪ \$10.1m additional depreciation and amortisation than budgeted • It was noted that the capital spend compared to budget (and excluding vested assets) was below budget by \$81.2m. 	
7.	<p>Business Report – July 2013</p> <p>Chief Executive’s Report (David Warburton)</p> <ul style="list-style-type: none"> • The report was taken as read. • It was noted that from next month the format of the Business report will change to a much more activity based report across the operating divisions. <p>People & Services (Simon Harvey)</p> <ul style="list-style-type: none"> • The GM People and Services spoke to the report and noted that the collective employment agreement had been ratified by the PSA and he commended the PSA on the process. • At the previous Board meeting a question was raised on the employee assistance programme. AT utilises EAP Services Ltd, a large service provider across NZ. The utilisation by companies across companies in NZ is between 5-7%, whilst AT’s average is about 2.67%. • It was noted that the call centre delivered an 85.53% service level for the year, which was a very pleasing result for AT. • A question was raised regarding the availability of staff incentives to use public transport. The GM People and Services advised that this question had been raised and was under consideration. <p>Strategy and Planning (Peter Clark)</p> <ul style="list-style-type: none"> • The GM Strategy and Planning spoke to the report. • NZTA recently updated the economic evaluation manual which reduced the discount rate from 8 to 6% and also increased the evaluation period from 30 to 40 years for 	

Minutes

	<p>transport projects.</p> <ul style="list-style-type: none">• Puhoi to Wellsford – (Road of National Significance): will be going before the Environmental Protection Authority late August. AT is working closely with NZTA in terms of integrating the works to improve the hill road crossing.• Alternative funding: the Consensus Building Group took its final report to Council with 2 options and the Council resolved to pass on the next steps in decision making to the incoming Council.• Corridor Management Plans: starting to drive the capital programme.• Asset Management: accelerated programme to complete the condition assessments by 6 months, with assessments now to be completed towards the end of the year. <p>Finance (Stephen Smith)</p> <ul style="list-style-type: none">• The Manger Finance spoke to the report.• The major focus for the Finance team this month was the annual accounts and finalisation of the annual report. Verbal sign off from Audit NZ on the annual accounts has been received.• Insurance policies that expired on 30 June have been renewed. It was noted that there was a saving on the material damage of \$85 000.• Work is progressing on aligning the budget to the new structures in the CRL and CDD teams and reviewing the procurement strategy. <p>Operations (Greg Edmonds)</p> <ul style="list-style-type: none">• The GM Operations spoke to the report.• Electronic train protection equipment on track for delivery in December.• Completed Operations Group Emergency Simulation exercise with Civil Defence to assess AT Operations preparedness for a major incident.• Road Corridor Operations team spent significant time preparing for the Waterview tunnel boring machine to be moved, which was completed successfully.• Consultation on Public Transport bus network in the South – was continuing with positive feedback to date. Consultation closes on 2 August.• Commenced review of parking facilities and public transport facilities at Matatia on Waiheke.• AT Hop rollout on buses: proceeding according to plan, rolled out on Birkenhead Transport and Urban Express with North Star rollout expected in late August.• A point was made that there is a need to focus on which service lines were in breach of precision targets (reliability and punctuality) with a need to correct those breaches<ul style="list-style-type: none">▪ The GM Operations indicated that AT does measure performance by line, day, service and information	
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Minutes

	<p>was available.</p> <ul style="list-style-type: none">• Concern was expressed by Directors over the rollout of AT HOP cards on buses, in particular that customers are not penalised in this transition.<ul style="list-style-type: none">▪ The GM Operations advised that there was a balancing of fares across the system that will take place as part of the alignment and the integrated fares would be rolled out over the next two years as part of the bus network re-design. The AT HOP system was designed to have a small handful of fare structures, probably 5 to 10 maximum. To complicate the fare structure further will require a complete re-design of software.▪ It was noted that the original specifications were set by the ARTA Board and specifications were set on the basis of creating an integrated fare structure.▪ It was also noted that there were some products which would no longer be available to about 5% of the public, who would be disadvantaged with respect to fare price in the next couple of months. The remaining 95% would either be unaffected or would benefit. There is a problem with the disconnect between the 'technical transition' and the proposed strategic fare review.▪ Through the HOP Card roll process there was a 3 step process:<ul style="list-style-type: none">- Early bird offers around HOP card, discounts- Programme about how to use the HOP card and fare options, supported by direct marketing- Ongoing communications with customers▪ AT Ambassadors comprise around 120 staff helping with communication with passengers on site.• In response to a question which was raised about Park and Ride, the GM Strategy and Policy advised that there was a report expected at the September Board meeting. <p>General Manager Capital Development (Claire Stewart)</p> <ul style="list-style-type: none">• The General Manager Capital Development spoke the report.• Opening of depot on 5 July – the facility will be transferred from Downers(contractor) to Transdev (operator) and CAF (maintainer).• Capital Development results 5% underspent.• CRL Notice of Requirement is due to commence shortly.• A question was raised on additional controls in place to prevent tragic accidents<ul style="list-style-type: none">▪ A report was to be considered in the closed session regarding operational safety.▪ Guidelines of NRSS administered by Kiwirail and NZTA approves safety processes. There are also peer review and independent testing processes.▪ It was noted that management have been asked to engage with all contractors regarding safety controls.	
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Minutes

	<p>General Manager – Communications (Wally Thomas)</p> <ul style="list-style-type: none"> The General Manager Communications spoke the report. Working with key stakeholders in relation to AMETI New network consultation: has received over 900 submissions in support of the proposed changes. There are a number of campaigns and promotions in the market including the sober driver campaign which has been very successful. There is also a direct mail campaign to attract new movers onto public transport. <p>General Manager IT and Business Systems (Roger Jones)</p> <ul style="list-style-type: none"> The report was taken as read. AT selected by Microsoft for innovative success. 	
	Item 12 was considered at this point.	
8.	<p>PT Monthly Patronage Report – June 2013</p> <ul style="list-style-type: none"> The paper was taken as read. It was noted that the average passenger day results was based on the normalised results. 	
9. 9.i)	<p>Items for Approval/Decision</p> <p>LGOIMA Process</p> <ul style="list-style-type: none"> The GM Communications introduced this item It was noted that AT received in the region of 250 requests annually and there had been an increase in requests, which were of a complex nature, requiring additional resources. An update report is to be provided to the Board in 6 months time. <p><u>Resolution</u></p> <p><i>That the Board:</i></p> <p>i) <i>Receives the report.</i></p> <p>ii) <i>Approves Auckland Transport’s LGOIMA management process; and</i></p> <p>iii) <i>Approves Auckland Transport’s policy on charging for the supply of LGOIMA material whereby:</i></p> <p>a) <i>the first five hours of time spent on fulfilling official information requests are free, and thereafter attract a charge, as set by the Chief Executive from time to time, for each additional half hour spent (requests about the same or similar subject matter and received simultaneously or in short succession from the same applicant may be treated as one request);</i></p> <p>b) <i>all other charges are fixed at an amount that recovers</i></p>	

Minutes

	<p><i>the actual costs and any out of pocket expenses involved in responding to requests;</i></p> <p>c) <i>payment of the whole or part of any charges shall be required in advance;</i></p> <p>d) <i>the Chief Executive may waive charges, in whole or in part or the requirement for payment in advance, at his discretion and in protecting the public interest in particular those LGOIMA raised by elected representatives and media.</i></p> <p><i>(Paul Lockey/Christine Fletcher)</i></p>	
10.i)	<p>Monthly Transport Indicators</p> <ul style="list-style-type: none"> The GM Strategy and Policy introduced this item and it was noted that the monthly transport indicators report will not replace the statistics report, but the two reports will run contemporaneously until such time as the Board determines both reports are not required. 	
10.ii)	<p>Harbour Edge Development (HED)</p> <ul style="list-style-type: none"> The report was taken as read. <p><i>That the Board:</i></p> <p>i) <i>Notes the update on the Harbour Edge Development programme of projects.</i></p> <p><i>(Christine Fletcher/Mike Williams)</i></p>	
11.	<p>General Business</p> <p>There were no items for General Business.</p>	
12.	<p>Presentation by John McCracken, Chair, Otara-Papatoetoe Local Board</p> <ul style="list-style-type: none"> John McCracken, Chair, Otara-Papatoetoe Local Board was in attendance and presented on the "Day and Night artwork for the Davies and Ronwood Ave car park. A copy of the presentation was circulated to the Board. The Chair thanked Mr McCracken for his presentation and advised that the Board will decide on this issue and will be in touch. 	
	<p>Closure and Date of next meeting</p> <ul style="list-style-type: none"> The meeting closed at 12.51pm Next Open Board meeting to be held on Wednesday, 21 August at 11.00am. 	