

18 June 2019

Nicholas Lee  
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NZT-3985

Dear Nicholas

Thank you for your email of 27 May 2019 asking about the process for approving the NZ Transport Agency Board minutes. There are a number of steps that are taken before these minutes are finalised and published on the Transport Agency website. I will provide some detail on the process below.

Following a Board meeting, the draft minutes are prepared and provided to the Board Chair for initial review. Subject to any comments and/or changes requested, the draft Minutes are then circulated to the other Board Members for their review.

The draft minutes then form part of the documents presented to the next standard Board meeting to be confirmed, ratified and approved as a true and correct record by the Board. This is, however, subject to any comments and/or changes that have been requested by other Board members being addressed.

Once the minutes are endorsed by the Board, they need to be reviewed by the Transport Agency legal team. The Board Secretariat then prepares a draft version of the minutes, marking any information that needs to be redacted. These redactions are then reviewed by the Board Secretary and, if in order, they are published on the Transport Agency's website.

The 18 March 2019 Board minutes are expected to be published within the next week, however at this stage we cannot provide a firm date for this. Once published, the minutes can be found on the Transport Agency website at the following link: [www.nzta.govt.nz/about-us/about-the-nz-transport-agency/our-board/board-meeting-minutes/](http://www.nzta.govt.nz/about-us/about-the-nz-transport-agency/our-board/board-meeting-minutes/).

Thank you for taking the time to write, if you require any further information, please contact [official.correspondence@nzta.govt.nz](mailto:official.correspondence@nzta.govt.nz).

Yours sincerely



**Leisa Coley**  
Manager, Ministerial Services