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| To: Auckland Light Rail Advisory Group | MEMORANDUM |
| From: Amelia East, Project Director – Auckland Light Rail, Ministry of Transport | |
| Date: 16 January 2020 | |

Subject: Update on the CC2M Light Rail Project

1. This report provides an update on the CC2M Light Rail Project (the Project).
2. Following the agreed Terms of Reference for the Advisory Group, the report is focussed on providing an update on the Proposal Process. The report also provides information on the Advisory Group's contribution to the Evaluation Process, and timelines to achieve a recommended option for Auckland Light Rail.
3. The reports covers the following key items
 - General update
 - Advisory Group contribution to the Evaluation Process
 - Timeframes
 - Previous Minutes

General update

4. The membership of the Advisory Group has changed as we enter a new phase in the Project. NZTA and the Infrastructure Commission have withdrawn as they consider it is not appropriate for them to continue in the evaluation phase. Recently-formed Kainga Ora is now joining the Advisory Group.
5. The evaluation phase for Auckland Light Rail is progressing on schedule in preparation for the delivery of the Cabinet Paper. We are operating to a very tight timeframe and the assistance of Partner Agencies in achieving these deadlines is appreciated.
6. Since the last update to the Advisory Group, the five Subject Matter Evaluation Teams (SMETs) (Commercial and Financial / Technical / Service Delivery / Iwi and Stakeholder Engagement / Key Outcomes Narrative) have met and completed their evaluation reports. This process involved around 100 people from Partner Agencies as well as specialist consultants working as SMET members or experts advising the SMETs.
7. The SMET reports were made available to Overall Evaluation Team (OET) members from Monday 13 January. OET members are now reviewing these reports along with the Due Diligence reports. The Pricing Due Diligence report will be provided to OET once they have met and considered the other reports.
8. The OET meets from Wednesday 15 January and will prepare an overall evaluation report for the Secretary for Transport by Friday 24 January.

Advisory Group contribution to the Evaluation Process

9. The Advisory Group on 29 January will be asked (in line with the Terms of Reference) to assist the Secretary for Transport in finalising his advice to Ministers by discussing the matters that have come to light during the evaluation phase. This will include boarder policy considerations that the proposals raise, as well as policy issues specific to the proposals. This discussion will ensure all matters are fully considered and the comments by Partner Agencies are captured to inform the preparation of the Cabinet Paper.
10. To enable this discussion, on 27 January, an evaluation slide pack and the OET report will be uploaded to the Virtual Data Room (VDR) for review by Advisory Group members. AT, AC, Kainga Ora and KiwiRail representatives will be able to see the evaluation slide pack only which includes key information from the OET report, whereas all central agencies will be able to access both documents. The difference in access to information is due to the fact that representatives of organisations which report to a Board are conflicted if they are provided with restricted information they cannot share with their Board. Those affected parties have been made aware of this position.
11. The Agenda of the Advisory Group meeting will reflect the fact that some members do not have access to all the information. The slide pack will be discussed first with all members present. The second part of the meeting will be a discussion of the OET report at which time those members who do not have access to this report will leave.
12. Central agency members are asked not to raise issues relating to the OET report during the first part of the meeting while AT, AC, Kainga Ora and KiwiRail members are present so they are not conflicted.
13. We are asking for your expert input as the senior representative for your organisation, but noting that if you report to a Board you will not be expressing an endorsed view.
14. Access to the reports on the VDR is restricted and Advisory Group members will need to complete a declaration form to facilitate this access. The declaration form is attached to this memo and should be signed and returned by 22 January to ensure there is sufficient time to set up VDR access before it is needed on 27 January. Instructions on how to gain access to the VDR are also attached to this memo.
15. If Advisory Group members would like a hard copy of the documentation for review in addition to VDR access please advise us using [REDACTED] and complete the additional section in the declaration form regarding confidentiality. Due to the confidentiality around the information this offer is only being made to you as Advisory Group members and not to others within your organisations. We will hand deliver the materials to you on 27 January in Wellington or 28 January in Auckland and ask that you return them to us at the Advisory Group meeting on 29 January.
16. Note that nominated senior advisors will have access to the same information on the VDR so they can help Advisory Group members prepare for the meeting. These advisors will also attend partner agency meetings held on 27 January in Wellington and 28 January in Auckland where they can ask clarifying questions about the materials. We have asked them to brief Advisory Group members on these discussions to assist them in preparing for the Advisory Group meeting.

17. We apologise that those in Auckland may be affected by Monday 27 being Auckland Anniversary Day so have arranged meetings to keep that day clear.

Timeframes

18. Advisory Group members will be updated on the proposed Cabinet Paper process at the meeting. Broadly, the focus of the week commencing 27 January remains on Partner Agency consultation. This consultation will inform the development of the Cabinet Paper for submission in February.

Previous Minutes

19. The Minutes from the 15 November meeting of the Advisory Group are attached to this memo for your review.

Proactively released by
the Ministry of Transport