

Auckland Transport

Regional Transport Committee

Charter

September 2020

1. PURPOSE

1.1. The purpose of the Regional Transport Committee (“the Committee”) is to fulfill the functions and responsibilities of a regional transport committee under the Land Transport Management Act 2003 (the Act) with respect to the Auckland region, and any other functions or responsibilities attributed by law to the regional transport committee in Auckland.

2. RESPONSIBILITIES

The responsibilities of the Committee include:

2.1. Review and approve the draft Regional Land Transport Plan for Auckland (“Auckland RLTP”), or any variation to the Auckland RLTP;

2.2. Assist Auckland Transport and Auckland Council to jointly prepare the Auckland RLTP, the draft of which Auckland Council will endorse before going to Auckland Transport’s board for approval;

2.3. Provide Auckland Transport with any advice and assistance the organisation may request in relation to its transport responsibilities.

2.4. Adopt a policy that determines significance in respect of:

- Variations made to the Auckland RLTP;
- The activities that are included in the Auckland RLTP;

2.5. Carry out consultation on the draft Auckland RLTP or variation in accordance with the requirements set out in the Act;

2.6. Consider and approve submissions to external organisations for matters pertaining directly to the Committee’s purpose.

2.7. Provide Auckland Transport with input and advice on Auckland Council’s proposals to establish or replace a Regional Fuel Tax scheme for the region, or a part of the region, if Auckland Council, considers that there are 1 or more capital projects that:

- would benefit the region or the part of it to which the proposal relates; and
- are included in the relevant Auckland RLTP (including a draft plan); and
- cannot reasonably be fully funded from sources other than a regional fuel tax within the time frame desired by the council.

3. MEMBERSHIP

3.1. The members of the Committee will be:

- all the directors of the board of Auckland Transport; and
- a representative from KiwiRail.;

3.2. The Chair of the Auckland Transport Board of Directors will be the chair of the committee.

4. MEETINGS

4.1. The Committee will meet as necessary to:

- Prepare the Auckland RLTP at least every 6 financial years; and
- to complete a review of the Auckland RLTP during the 6-month period immediately before the expiry of the third year of the plan; and
- to fulfil any other functions attributed by law to the regional transport committee in Auckland.

4.2. A quorum of the committee will be the majority of members;

4.3. All Committee members are expected to attend each meeting in person, although in special circumstances, members can attend through electronic means.

4.4. All members of the Committee (except the KiwiRail representative) have the right to vote on any matter before the Committee.

4.5. Advisors to the Committee have full speaking rights, but no voting entitlement on any matter.

4.6. The following AT officers (or their nominees) are expected to attend all Committee meetings:

- Chief Executive
- Executive General Manager Planning and Investment

4.7. Local Government Official Information and Meetings Act 1987 (LGOIMA) part 7 meeting requirements will apply to all Committee meetings.

4.8. The Governance Specialist or their nominee will act as Secretary to the Committee and will attend all meetings.

4.9. An agenda and supporting documentation for each meeting will be prepared and circulated to all members of the Committee and attendees at least five working days before each meeting;

4.10. The Secretary will record the proceedings and decisions of the Committee meetings and the minutes will be circulated to all members and attendees, as appropriate, considering any conflicts of interest that may exist.

5. REPORTING

5.1. Minutes of each Committee meeting recording proposals approved, and recommendations will be provided to the following Committee meeting.

6. REVIEW OF CHARTER

6.1. The Committee will review and assess the adequacy of this Charter periodically and make revisions and improvements as necessary.