



Auckland Transport

Design and Delivery Committee Charter

September 2020

Draft for discussion



1. PURPOSE

1.1. The Auckland Transport (AT) Board of Directors (the Board) has established a Design and Delivery Committee (the “Committee”) to monitor the performance of the transport system, provide oversight and direction to strategy and tactical planning of change and development of the system, approval of change and development within Delegated Financial Authorities (DFA) and monitoring of change programmes across the organisation, including benefit realisation.

1.2. Specifically, the Committee will:

- Assist the Board with a governance role in relation to the design of an integrated transport system.
- Review and recommend AT’s position on all regional and national transport system programmes and projects by Waka Kotahi New Zealand Transport Agency (or any other delivery agency) that affect Auckland’s integrated transport system.
- Review and monitor customer experience, service delivery, technology and change programmes and performance.
 - ; and
 - Implementation monitoring of change programmes.

2. AUTHORITY

2.1. The Committee has delegated authority from the Board in respect of the functions and powers set out in this Charter.

2.2. The Committee has authority to:

- Investigate any matter relevant to its purpose;
- Seek any information it requires from the Chief Executive (CE), executive and senior management, any other AT employees or external advisors;
- Obtain, at AT’s expense, such outside independent professional advice as it thinks fit to carry out its responsibilities.

3. MEMBERSHIP AND TENURE

3.1 The Committee will consist of four members one of whom will be the Board Chair;

3.2 The Board Chair will be an ex-officio member of the committee and may not be the Committee Chair;

3.3 The Board will appoint and remove the Chair of the Committee;

3.4 If the Committee Chair is unable to attend a meeting, the members present will elect one of themselves to chair the meeting.



- 3.5 The Board may remove and appoint members of the Committee at any time.
- 3.6 Unless otherwise determined by the Board, Committee members will be appointed for a period of up to three years which may be extended by the Board for an additional two years i.e. maximum five years.

4. MEETINGS

- 4.1 The Committee will meet at least eight times a year, with authority to convene additional meetings, as circumstances require.
- 4.2. Any three members of the Committee may form a quorum.
- 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. Directors who are not members of this Committee are entitled to receive copies of the papers and minutes of this Committee and attend any meeting without further invitations (unless they are precluded due to a conflict of interest). They will have no right to vote at these meetings.
- 4.5. The following AT officers (or their nominees) are expected to attend all Committee meetings:
- Chief Executive
 - Executive General Manager Planning and Investment
 - Executive General Manager Integrated Networks
- 4.6. Any AT officer or employee may attend a meeting at the invitation of the Committee Chair, and they may collectively or individually be requested to withdraw from meetings of the Committee if required to do so by the Chair of the Committee.
- 4.7. The Governance Specialist or their nominee will act as Secretary to the Committee and will attend all meetings.
- 4.8. 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;
- 4.9. 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. RESPONSIBILITIES

The Committee will carry out the following responsibilities:

5.1. Network Performance

- Monitor the performance of AT's transport network, customer experience, reputation, trust and confidence.

5.2. Strategy

Oversee and provide insights and guidance to the development of transport sector strategy policy

5.3. Project Design and Approvals

- In respect of proposed major capital projects, assist the Board in deciding whether to proceed with new major capital projects;
- Monitoring programme and project expenditure relative to budget

6. REPORT TO THE BOARD

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

6.2. Annually the Committee will prepare a report to the Board indicating how the Committee has discharged its responsibilities as set out in this Charter for the previous year and including a description of significant issues dealt with by the Committee.

6.3. The Committee will liaise with other Board committees as necessary.

7. PERFORMANCE EVALUATION

7.1. The Committee will evaluate its performance annually and report the outcomes of the evaluation process to the Board including recommendations for any opportunities for improvement.

8. REVIEW OF CHARTER

8.1. The Committee will review and assess the adequacy of this Charter annually and recommend revisions and improvements to the Board.

VERSION HISTORY

Version	Date	Approver	Amendments
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1.0	25 February 2021	Auckland Transport Board	

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