

Entered by Board Secretary

Approval of Committee Charters

For decision:

For noting:

Ngā tūtohunga / Recommendations

That the Auckland Transport Board (board):

- a) approve the charter for the Design and Delivery Committee (DDC).
- b) approve the charter for the Finance and Assurance Committee (FAC).
- c) approve the charter for the People and Culture Committee (PCC).

Te whakarāpopototanga matua / Executive summary

1. The charters for each of the board committees are attached for board approval.
2. Each committee charter has been discussed and reviewed by the chair and members of the relevant committee. Following revisions and amendments, each charter has been finalised and subsequently approved by each committee for submission to the board for final approval.

Ngā tuhinga ō mua / Previous deliberations

3. As DDC, FAC and PCC have only been recently established, no previous charters for these committees have been reviewed or approved by the board.

Te horopaki me te tīaroaro rautaki / Context and strategic alignment

4. The committee charters are key governance documents and provide the guiding foundation as to how Auckland Transport (AT) directors discharge their duties.
5. The charters outline the purpose, authority and key responsibilities for each committee.

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Ngā matapakinga me ngā tātaritanga / Discussion and analysis

6. Each committee charter has been developed in close collaboration with the relevant committee chair. Each charter follows a consistent format and includes commentary under the following headings:
- Purpose: the purpose of the entity concerned and why it exists.
 - Authority: the nature of the delegated authority that the entity holds.
 - Membership and tenure: the number of members of the entity and their tenure.
 - Meetings: the number of times the entity will meet per annum, the number of members present required to reach a quorum, which AT officers are expected to attend on a standing basis and governance and administrative arrangements.
 - Responsibilities: the key responsibilities held by the entity (what it will do).
 - Report to the board: minutes of all meetings will be made available to all board members.
 - Performance evaluation: each entity will assess its performance on an annual basis and report this to the board where appropriate.
 - Review of charter: each charter will be reviewed on an annual basis.

Ngā tūraru matua / Key risks and mitigations

Key risk	Mitigation
The charters inadequately reflect the purpose and responsibilities of the entities concerned.	Each charter has been prepared in consultation with the chair and members of each entity.
The charters will become outdated and not accurately reflect the purpose and responsibilities of the entities concerned.	Each charter is subject to annual review.

Ngā ritenga-ā-pūtea me ngā rauemi / Financial and resource impacts

7. N/A.

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Ngā whaiwhakaaro ō te taiao me te panonitanga o te āhuarangi / Environment and climate change considerations

8. N/A.

Ngā reo o mana whenua rātou ko ngā mema pooti, ko ngā roopu kei raro i te maru o te Kaunihera, ko ngā hāpori katoa / Voice of mana whenua, elected members, Council Controlled Organisations, customer and community

9. N/A.

Ngā whaiwhakaaro haumaruru me ngā whaiwhakaaro hauora / Health, safety and wellbeing considerations

10. The board is currently giving consideration to the establishment of a Safety Committee. Should the board elect to proceed with establishment of this committee, then elements of the board and other committee charters may need to be adjusted accordingly.

Ā muri ake nei / Next steps

11. Following board approval, each charter will be loaded to Boardvantage for access for directors as well as to the AT website for access by the general public.
12. An updated board charter is currently being prepared, with a first draft currently with the board chair for review. This will then be circulated to directors for comment with the intention of approval being sought for the charter at the April 2021 board meeting.

Ngā whakapiringa / Attachments

Attachment number	Description
1	DDC charter

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2	FAC charter
3	PCC charter

Te pou whenua tuhinga / Document ownership

Submitted by	Andrew Downie Governance Lead (Author)	
Recommended by	Andrew Downie Governance Lead (Tier 2 Manager)	
Approved for submission	Shane Ellison Chief Executive	