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AGENDA ITEM 16.2 | BOARD DECISION PAPER

To:	The Auckland Transport Board
From:	Catherine Foster, Board Secretary Lead
Reviewed:	Andrew Downie, Head of Governance Dean Kimpton, Chief Executive
Date:	19 August 2025
Title:	Transport Safety Committee Charter Review

Aronga / Purpose

1. To update the Transport Safety Committee (committee) Charter (charter) and expansion of section 6.1 to reflect committee oversight of safety risks across all public transport and active modes.

Ngā tūtohunga / Recommendations

That the Auckland Transport Board (board):

- a. approves the Transport Safety Committee Charter noting expansion of section 6.1 to reflect committee oversight of safety risks across all public transport and active modes and a definition of shared mobility.

Te horopaki / Background

2. The board has established the committee to assist the board in discharging its responsibility to exercise due care, diligence and skill in relation to oversight of all matters related to safety across the transport network.
3. After board and committee discussion, it is recommended the charter is updated to better clarify that this committee will focus on identifying, monitoring, and mitigating safety risks in public transport services, including bus, ferry, and train operations. This is to reinforce that the scope of the committee's responsibilities is broader than those solely related to safety on the road network.

Me mōhio koe / What you need to know

4. The charter outlines the key responsibilities of the committee under sections 6.1 and 6.2, including:

Safety in operational delivery of Auckland Transport (AT) Activities

5. Oversight of safety performance and safe systems at work across the transport network:
 - Monitoring of Transport Safety improvement initiatives across the network.
 - Oversight of safety performance and safe systems at work in the delivery of AT services including:
 - Public transport (bus, train, ferry).
 - Shared mobility (car share, ride share, E-Scooter and bicycle hire).
 - Parking and enforcement.
 - Special event management.
 - Third party activities in the road space.
 - Harbourmaster activities.
6. Ensure 'safety by design' principles are incorporated across the AT network.
7. Review the effectiveness of joint-agency collaboration on transport safety initiatives.
8. Section 6.1 of the charter has now been updated to note a key responsibility related to identification, prioritisation and mitigation of safety risks and mitigants across public transport modes (bus, train, ferry) and active modes (cycling, walking) including systemic issues, recurring incidents and emerging threats.

Review of Safety Systems

9. Conduct a formal review of safety across the network on a periodic basis to ensure the effectiveness of the safety management system.
10. Receive timely reviews of serious safety related incidents and consider appropriate actions to minimise the risk of recurrence. Consider if external review is required to provide independence.





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11. Review the safety performance of the network including review of audits (internal and external), system reviews, performance results, significant incidents and investigations, the impact of organisational changes and benchmark data.
12. Verify the provision and use of resources and processes by reviewing reports on the health and safety management system, including reviews and audits of the systems and control plans.
13. The marked-up committee charter is provided as Attachment 1.


Ā muri ake nei / Next steps

14. Assuming board approval, the updated committee charter will be published in the resource centre and on the AT website.

Te whakapiringa / Attachment

Attachment #	Description
1	Transport Safety Committee Charter August 2025 – marked up

Te pou whenua tuhinga / Document ownership

Submitted by	Recommended by	Approved for submission
Catherine Foster Board Secretary Lead	Andrew Downie Head of Governance	Dean Kimpton Chief Executive
		



Auckland Transport



Transport Safety Committee Charter

July 2025

Last Update: February 2025

Next Update July 2026

~~February 2025~~

~~Last Update: June 2024~~

~~Next Update: February 2026~~

Approved 25 February 2025



Table of Contents

1. DOCUMENT MANAGEMENT AND CONTROL.....	3
2. PURPOSE.....	3
3. AUTHORITY.....	4
4. MEMBERSHIP AND TENURE.....	4
5. MEETINGS.....	4
6. RESPONSIBILITIES.....	5
7. REPORTING TO THE BOARD.....	6
8. PERFORMANCE EVALUATION.....	7
9. REVIEW OF CHARTER.....	7

Approved 25 February 2025



1. DOCUMENT MANAGEMENT AND CONTROL

Document Reference	00-BAC-004		
Document Title	Auckland Transport Board Transport Safety Committee Charter		
Effective Date	February 2025		
Document Owner	Auckland Transport Board		
Content Manager	Board Chair		
Review Cycle	Annually		
Next scheduled review	February 2026		
Version History	Version	Approval Date	Key amendment
	1	25 June 2021	
	2	28 February 2023	• Sections 4 and 5 – please refer to approval report and minutes (February 2023 board meeting)
	3	June 2024	• Removal of elements of section 5.2 – accountabilities associated with oversight of wellbeing activities transferred to People and Culture Committee.
	4	February 2025	• Removal of elements of section 6.2 – accountabilities associated with oversight of wellbeing on the transport network, which are a focus of the People and Culture Committee.
	5	July 2025	• Expansion of section 6.1 to reflect committee oversight of safety risks across all public transport and active modes.

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2. PURPOSE

2.1 The Auckland Transport (AT) Board of Directors (Board) has established a Transport Safety Committee (the Committee) to assist the Board in discharging its responsibility to exercise due care, diligence and skill in relation to oversight of all matters related to safety. For clarity, this Committee will focus on safety across the transport network including identifying, monitoring and



mitigating safety risks and safety in public transport services, including bus, ferry, and train operations-

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2.2 The Committee acts in this capacity by providing leadership and monitoring, reviewing, endorsing and advising on the above matters as set out in this charter.

2.3 The Committee has the ability to make recommendations on the above matters to the Board for subsequent approval.

3. AUTHORITY

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

3.2 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.

4. MEMBERSHIP AND TENURE

4.1 The Committee will consist of a minimum of three to a maximum of four members, one of whom will be the Board Chair.

4.2 The Board Chair will be an ex-officio member of the Committee.

4.3 The Board will appoint and remove the Chair of the Committee.

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

4.5 The Board may remove and appoint members of the Committee at any time.

5. MEETINGS



5.1 The Committee will meet at least four times a year, with authority to convene additional meetings, as circumstances require.

5.2 Any three members of the Committee may form a quorum.

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

5.4 All Board members are entitled and able to attend Committee meetings should they desire.

5.5 The following AT officers are expected to attend all Committee meetings:

- Chief Executive
- Group Manager, Transport Safety
- Head of Governance
- Board Secretary

5.6 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.

5.7 The Board Secretary or their nominee will act as Secretary to the Committee and will attend all meetings.

5.8 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.

5.9 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.

6. RESPONSIBILITIES

The Committee will carry out the following responsibilities:

6.1 Safety in operational delivery of AT Activities

- Oversight of safety performance and safe systems at work across the transport network;
- Monitoring of Transport Safety improvement initiatives across the network;



- Oversight of safety performance and safe systems at work in the delivery of AT services including:
 - Public Transport ([train, bus, ferry](#))
 - Shared Mobility ([car share, ride share, E-scooter hire, bicycle hire](#))
 - Parking and Enforcement
 - Special event management
 - Third party activities in the road space
 - Harbourmaster activities
- Ensure 'safety by design' principles are incorporated across the AT [network](#).
- Review [the effectiveness of joint-agency collaboration on transport safety initiatives](#).
- [Identification, and prioritisation and mitigation of safety risks across public transport modes \(bus, train, ferry\) and active modes \(cycling, walking\) including systemic issues, recurring incidents, and emerging threats.](#)

To provide governance oversight of Safety across the network, the committee work programme will be inclusive of the following verification aspects related to:

6.2 6.2 Review of Safety Systems

- Conduct a formal review of [health and safety](#) across the [network on network on](#) a periodic basis to ensure the effectiveness of the [health and safety management system](#);
- Receive timely reviews of serious [health and safety](#) related incidents and consider appropriate actions to [minimise mitigate](#) the risk of recurrence. Consider if external review is required to provide independence;
- Review the [health and safety](#) performance of the network including review of audits (internal and external), system reviews, performance results, significant incidents and investigations, the impact of organisational changes and benchmark data;
- Verify the provision and use of resources and processes by reviewing reports on the health and safety management system, including reviews and audits of the systems and control plans.

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7. REPORTING TO THE BOARD

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



7.2 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.

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

8. PERFORMANCE EVALUATION

8.1 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.

9. REVIEW OF CHARTER

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