

Entered by Board Secretary

AGENDA ITEM 19.2 BOARD DECISION PAPER	
To:	The Board
From:	Andrew Downie, Head of Governance
Reviewed:	Andrew Downie, Head of Governance Dean Kimpton, Chief Executive
Date:	18 February 2025
Title:	Transport Safety Committee Performance Evaluation and Report to the Board

Aronga / Purpose

1. To seek approval for the Performance Evaluation Report for the Transport Safety Committee (committee).

Te tūhonga / Recommendation

That the Auckland Transport Board (board):

- a. Approves the Transport Safety Committee performance review.
- b. Approves the amended Transport Safety Committee Charter (charter) reflecting the transfer of responsibilities over “wellbeing” from the Transport Safety Committee to the People and Culture Committee.

Te horopaki / Background

2. Section 8.1 of the committee charter requires the committee to evaluate its performance annually and report the outcomes of the evaluation process to the Auckland Transport (AT) Board (board) including any opportunities for improvement.
3. Section 7.2 states the committee must, on an annual basis, prepare an annual report for the board detailing how the committee has discharged its

responsibilities as outlined in the charter over the past year, including a description of significant issues dealt with by the committee.

4. Section 6 outlines the committee’s responsibilities. These can be summarised, as follows:

Safety in operational delivery of AT activities

- a. Oversight of safety performance and safe systems at work across the transport network and in the delivery of AT services (including public transport, shared mobility, parking and enforcement, special event management, third-party activities in the road space, and Harbourmaster activities).
- b. Monitoring of Transport Safety improvement initiatives across the network.
- c. Ensure ‘safety by design’ principles are incorporated across the AT network.
- d. Review the effectiveness of joint-agency collaboration on transport safety initiatives.

Review of Safety Systems

- a. Conducting a formal review of health, safety and well-being across the network to ensure the effectiveness of the health and safety management system.
- b. Receiving timely reviews of serious health and safety-related incidents and consider appropriate actions to minimise the risk of recurrence. Consider if external review is required to provide guidance.
- c. Review the health, safety and wellbeing 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.
- d. Verify the provision and use of resources and processes by reviewing reports on the health and safety management system, including reviews and audits on the systems and control plans.

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Te hononga ki te “Statement of Intent 2024-2027”/ Alignment to Statement of Intent 2024–2027

5. Through the Statement of Intent, we are committed to delivering safety interventions throughout the transport network, delivering coordinated road safety education, supporting increased police enforcement, continuing to advocate for a review of safety-related fines and penalties and the accelerated expansion of automated enforcement.

Me mōhio koe / What you need to know

6. On 25 June 2024, the board approved:
 - a. Transferring the oversight of health, safety and wellbeing matters as they relate to Auckland Transport and its employees and other Persons Conducting Business or Undertaking (PCBUs) to the People and Culture Committee.
 - b. The disestablishment of the Safety Committee, and establishment of the Transport Safety Committee focussed on providing oversight of safety across the transport network.
7. The committee has met on four occasions over the past 12 months.
8. Committee lines of enquiry have focussed on transport safety performance including reports on Deaths and Serious Injury, fatal crash reporting, maintain safety related policies, safe speed performance, as well as continuing to advocate for co-delivery between agencies to delivery safety outcomes in road safety.
9. Significant items of committee activity aligned with the key responsibilities outlined in the charter over the last financial year include:
 - a. Reviewing and providing oversight of the Katoa Ka Ora Auckland Speed Management Plan (plan) to ensure alignment with the Land Speed Rule: Setting of Speed Limits 2024.

- b. Endorsement of board and management Key Performance Indicators (KPIs) for leadership safety walks.
 - c. Providing feedback on the Road Safety Deep Dive, which was presented to Auckland Council’s Transport, Resilience and Infrastructure Committee.
 - d. Providing oversight of the Road Safety Engineering Programme for 2024-2027.
 - e. Reporting on road safety initiatives such the New Zealand Police drink driving campaign and the Safety Camera Network Framework, as published by the New Zealand Transport Agency Waka Kotahi.
 - f. Overseeing implementation of improved reporting at each committee meeting focussed on safety performance and critical risks.
10. The committee reviewed its charter at the committee meeting of 4 February 2025 and recommended that “wellbeing” be removed from the committee’s responsibilities under section 6.2, as this is not part of the committee’s scope (being a focus of the People and Culture Committee).
 11. The proposed changes to the committee charter are marked-up and provided as Attachment 1.

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

12. There are no financial and resource impacts.

Ka whaiwhakaaro ki te Tiakanga Taiao / Climate change and sustainability considerations

13. There are no climate change or sustainability considerations associated with this topic.

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Ngā whakaaweawe atu anō / Other impacts

Relationship	Consulted Y/N	Views and Perspectives Received
Māori	Yes: <input type="checkbox"/> No: <input checked="" type="checkbox"/>	
Elected members	Yes: <input type="checkbox"/> No: <input checked="" type="checkbox"/>	
Council Controlled Organisations	Yes: <input type="checkbox"/> No: <input checked="" type="checkbox"/>	


Ā muri ake nei / Next steps

- On approval, the updated committee charter will take effect and be loaded to the resource centre in Diligent Boardbooks.

Ngā whakapiringa / Attachments

Attachment #	Description
1.	Transport Safety Committee Charter – marked-up

Te pou whenua tuhinga / Document ownership

Submitted by	Recommended by	Approved for submission
Elisha Jayme Board Secretary	Andrew Downie Head of Governance	Dean Kimpton Chief Executive
		



Auckland Transport

Transport Safety Committee Charter

~~June-February 2024~~2025

Last Update: ~~February-June 2023~~2024

Next Update: ~~June-February 2025~~2026



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1. DOCUMENT MANAGEMENT AND CONTROL

Document Reference	00-BAC-004		
Document Title	Auckland Transport Board Transport Safety Committee Charter		
Effective Date	June-February 2024 <u>2025</u>		
Document Owner	Auckland Transport Board		
Content Manager	Board Chair		
Review Cycle	Annually		
Next scheduled review	June-February 2025 <u>2026</u>		
Version History	Version	Approval Date	Key amendment
	1	25 June 2021	
	2	28 February 2023	<ul style="list-style-type: none">Sections 4 and 5 – please refer to approval report and minutes (February 2023 board meeting)
	3	June 2024	<ul style="list-style-type: none">Removal of elements of section 5.2 – accountabilities associated with oversight of wellbeing activities transferred to People and Culture Committee.
	<u>4</u>	<u>February 2025</u>	<ul style="list-style-type: none"><u>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</u>

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 and safety in public transport services.

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
 - Shared Mobility
 - 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 effectiveness of joint-agency collaboration on transport safety initiatives.

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 Review of Safety Systems

- Conduct a formal review of health, ~~and~~ safety ~~and wellbeing~~ across the 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 the risk of recurrence. Consider if external review is required to provide independence;
- Review the health, ~~and~~ safety ~~and wellbeing~~ 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.

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.