



Auckland Transport

Safety Committee Charter

November 2022



1. PURPOSE

- 1.1 The Auckland Transport (AT) Board of Directors (the Board) has established a 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 will include safety on the transport network, safety in public transport services and safety in construction and other AT activities.
- 1.2 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.
- 1.3 The Committee has the ability to make recommendations on the above matters to the Board for subsequent approval.

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 three members one of whom will be the Board Chair.
- 3.2 The Board Chair will be an ex-officio member of the Committee.
- 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.

4. MEETINGS

- 4.1 The Committee will meet at least four times a year, with authority to convene additional meetings, as circumstances require.
- 4.2 Any two 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 All Board members are entitled and able to attend Committee meetings should they desire.
- 4.5 The following AT officers are expected to attend all Committee meetings:
- Chief Executive
 - Executive General Manager Safety
 - Governance Lead
- 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 Board Secretary 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 **Safety in operational delivery of AT Activities**

- Oversight of safety performance and safe systems at work in the transport network;
- Monitoring of Transport Safety improvement initiatives across the network;
- Oversight of safety performance and safe systems at work in AT physical works activities;
- 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.

5.2 **Health, Safety and Wellbeing**

Policy, Strategy and Planning



- Review and monitor AT's health, safety and wellbeing risk management framework and policies;
- Review AT's safety strategy for achieving health, safety and wellbeing objectives;
- Review effectiveness of joint-agency collaboration on transport safety initiatives;
- Approve targets for health, safety and wellbeing strategy monitoring.

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

SMS effectiveness

- Ensure AT develops, implements, audits and regularly reviews and updates an effective health and safety management system;
- Acquire personal knowledge and understanding of hazards, risks and controls;
- Ensure that a safety assurance programme is in place that supports continuous learning and improvement;
- Ensure AT implements procedures to consult, co-ordinate and monitor activities with other Persons Conducting Business or Undertaking that have overlapping responsibilities;
- Ensure AT implements procedures for selection of contractors and monitoring their activities;
- Ensure AT implements a worker engagement system that enables workers and their representatives to participate in decision-making, implementation and monitoring of the health and safety management system.

Monitoring

- Monitor health, safety and wellbeing culture using appropriate techniques;
- Monitor that AT has processes to ensure that plant and equipment is fit for purpose and well maintained, that workers are properly trained in use and procurement processes include health and safety requirements.

Review of Safety Systems

- Conduct a formal review of health, safety and wellbeing at AT 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, safety and wellbeing performance of AT, 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.

6 REPORTING TO THE BOARD

- 6.1 Minutes of each Committee meeting recording proposals approved, and recommendations will be provided to the following Committee 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
1.0	25 June 2021	Auckland Transport Board	
2.0	TBC	Auckland Transport Board	