

## Document Approval

Date	Amendment	Approved by
<b>17 November 2020</b>	NRC membership updated following resignation by Cr Bain.	As per council resolution 17 November 2020
<b>26 July 2021</b>	Updated for membership of Cr Archer. Transfer to Sharepoint document management system.	Governance Support Manager

## Terms of Reference

### Regional Transport Committee

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#### Membership

The Regional Transport Committee (the committee) comprises two (2) councillors (as Chairperson and Deputy Chairperson) plus a representative from each of the district councils and a representative from the New Zealand Transport Agency, as follows:

#### Northland Regional Council members

Chairperson: Cr Rick Stolwerk

Deputy Chairperson: Cr Terry Archer

#### TLA Members

Member representing the Far North District Council	Cr Ann Court
Member representing the Whāngārei District Council	Cr Greg Martin
Member representing the Kaipara District Council	Cr David Wills
Representative of the NZ Transport Agency	Steve Mutton, Director Regional Relationships (Upper North Island)

Any appointing authority may appoint an alternate (who shall have full voting rights) for the appointed member. These alternative members as follows:-

Northland Regional Council	Cr Terry Archer
Far North District Council	TBA
Whangārei District Council	Cr Phil Halse
Kaipara District Council	Cr Peter Wethey
New Zealand Transport Agency	Jacqui Hori-Hoult, Manager – System Management

#### Quorum

The quorum for meetings of the committee shall be three members, being half of the members (including vacancies).

#### Terms of membership

Should any member appointed to represent an outside organisation be absent without prior leave from two consecutive meetings of the committee, that person's appointment is automatically terminated.

Should a vacancy occur in the membership of the committee, the Committee Secretary (or person fulfilling that role) shall report this to the next meeting of the council and the nominating organisation will be invited to nominate a replacement.

Members of the committee representing outside organisations are expected to regularly report back to their nominating organisation on matters discussed at committee meetings.

### **Voting Rights**

At any meeting of the committee, the Chair, or any other person presiding at the meeting, has a deliberate vote, and in the case of an equality of votes, does not have a casting vote (and therefore the act or question is defeated and the status quo is preserved). This is a requirement of the Land Transport Management Act 2003 (the Act) and therefore takes precedence over council's standing orders.

### **Functions**

- 1) To prepare for approval by the Northland Regional Council:
  - (a) a Regional Land Transport Plan for the Northland region, or any variations to the plan or any reports on the plan prepared under the Act;
  - (b) a Regional Public Transport Plan, or any variations to the plan prepared under the Act; and
  - (c) to provide the regional council with any advice and assistance the regional council may request in relation to its transport responsibilities.
- 2) To adopt a policy that determines significance in respect of variations made to the Regional Land Transport Plan.
- 3) To regularly monitor and review progress towards the adoption and implementation of the Regional Land Transport Plan.
- 4) To approve procedures and requirements for implementing the council's public passenger transport service registration functions under the Act.
- 5) To advise the council on any significant legislative changes, programmes, plans or reports relating to the region's land transport system.
- 6) To liaise with Ministry of Transport, New Zealand Transport Agency, the Commissioner of Police, district councils, Northland's Road Safety Forum and other interests on land transport matters, and advise the council on appropriate new initiatives.
- 7) To regularly monitor and review progress towards the performance targets and outcomes relative to land transport contained in the current Long Term Plan and Annual Plan.

### **Delegated Authority – Power to Act**

- 1) Does not have the powers of council to act in the following instances as specified by Clause 32 (1) of Schedule 7 of the Local Government Act 2002:
  - a) make a rate;
  - b) make a bylaw;
  - c) borrow money, or purchase or dispose of assets, other than that in accordance with the current Long Term Plan or Annual Plan;
  - d) adopt a Long Term Plan, or Annual Plan, or Annual Report;
  - e) appoint a Chief Executive; or

- f) adopt policies required to be adopted and consulted on under this Act in association with a Long Term Plan or developed for the purpose of the Local Governance Statement.
- 2) Does have the ability to appoint subcommittees to deal with any matters of responsibility within the committee's Terms of Reference and areas of responsibility, and to make recommendations to the committee on such matters. (Any subcommittee shall not have power to act other than by a resolution of the committee with specific limitations where there is urgency or special circumstance.)
- 3) Does have the ability to make decisions in accordance with the Terms of Reference.

**Power to Act (for the information of council)**

- 1) To prepare an annual report on the Regional Land Transport Plan-
- 2) To co-ordinate regional road safety activities.
- 3) To monitor transport activities of the regional council, territorial authorities and New Zealand Transport Agency in order to report on progress of the Regional Land Transport Plan.

**Power to recommend to council**

- 1) To prepare and recommend the Regional Land Transport Plan and Regional Public Transport Plan. To consider and recommend transportation planning studies and associated outcomes.
- 2) To provide recommendations to relevant government agencies on transport priorities and the allocation of national regional transport funds.