

Terms of Reference

Regional Transport Committee for Northland

Statutory Obligations

Membership is directed by Section 105 of the *Land Transport Management Act 2003* (LTMA). Representatives are appointed by the regional council on the nomination of Waka Kotahi NZ Transport Agency and each of the territorial authorities.

Membership

The Regional Transport Committee for Northland (RTC) comprises: -

- Two Northland Regional Council representatives (Chair and Deputy Chair);
Councillor Carr (Chair), Councillor Blackwell (Deputy Chair)
- One representative from the NZ Transport Agency Waka Kotahi;
- One district council representative from each of the:
 - Far North District Council.
Councillor Court (Primary), Councillor Baucke (Alternate)
 - Whangarei District Council
Councillor Flower (Primary), Councillor Christie (Alternate)
 - Kaipara District Council
Councillor Williams (Primary), Councillor Lambeth (Alternate).

Total membership for the Northland RTC equals six.

Objective

To undertake the functions as prescribed by the *Land Transport Management Act 2003* and subsequent amendments.

Meeting Schedule

The RTC will meet bi-monthly but may meet more regularly depending on the work to be undertaken or the issues to be addressed. Where possible, members will be advised, in advance, of the meeting schedule for the year.

Role and Functions

The role and functions of the RTC are as follows:

1. To undertake the statutory requirements of the *Land Transport Management Act 2003*.
2. To prepare the Regional Land Transport Plan (RLTP), to prepare any applications to vary the RLTP and to process any applications to vary the RLTP (*LTMA Section 106(1)(a)*) for approval by the Regional Council.
3. To prepare and adopt a policy that determines significance in respect of:
 - (a) any variations made to the RLTP.

- (b) activities included in the RLTP (*LTMA Section 106(2)*).
4. To provide any advice and assistance the regional council may request on its transport responsibilities generally (*LTMA Section 106(1)(b)*).
 5. To undertake monitoring to assess implementation of the RLTP including monitoring of the performance of activities (*LTMA Section 16(3)(f) and 16(6)(e)*).
 6. to consult on a draft RLTP for the region in accordance with the consultation principles specified in Section 18 and 18A of the *Land Transport Management Act 2003*.
 7. To complete a review of the RLTP during the six-month period immediately before the expiry of the third year of the Plan (*LTMA Section 18CA*).
 8. To advise the Northland Regional Council on any significant legislative changes, programmes, plans or reports relating to the region's transport system.
 9. To prepare and implement regional transportation planning studies, or pan-regional studies.
 10. To represent and advocate for transport interests of regional concern.
 11. To consider and submit on transport-related policies, plans and consultation documents issued by the Ministry of Transport, NZ Transport Agency Waka Kotahi, regional/district councils, and other relevant organisations as considered appropriate.
 12. To liaise with the Ministry of Transport, NZ Transport Agency Waka Kotahi, Commissioner of Police, regional/district councils, KiwiRail, the Department of Conservation and other interested parties on transport matters, and advise them on any appropriate new initiatives as considered appropriate.

Members' responsibilities for reporting back to the organisation they represent

Each member of the RTC is expected to report back to their own organisations following each RTC meeting or workshop on matters discussed at those Committee meetings, and with particular reference to the RLTP.

Terms of membership

Should any member appointed to represent the Northland Regional Council, Far North District Council, Whangarei District Council, Kaipara District Council or NZ Transport Agency Waka Kotahi 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 Northland Regional Council and the nominating organisation will be invited to nominate a replacement.

Quorum

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

Alternate Members

The purpose of encouraging each organisation to have alternates is to ensure that each of the organisations involved in the RTC (the Northland Regional Council, Far North District Council, Whangarei District Council, Kaipara District Council or NZ Transport Agency Waka Kotahi) is able to bring their organisation's view to the table and to report back the outcome to their organisation.

Each organisation (Northland Regional Council, Far North District Council, Whangarei District Council, Kaipara District Council or NZ Transport Agency Waka Kotahi) is therefore encouraged to have alternative representatives to act as a replacement should the appointed representative be absent from a meeting.

Alternates will count towards a quorum when representing their organisation in the absence of their appointed representative.

Voting Rights

In accordance with Section 105 (7) of the Act 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). As this is a requirement of the Land Transport Management Act 2003 (the Act) this takes precedence over council's standing orders.

Delegated Authority – Power to Act

1. The RTC has the authority to:
 - a. 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.
 - b. to make decisions in accordance with the Terms of Reference.
2. The RTC 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.