

LOCAL BOARD ENGAGEMENT PLAN

CONTEXT

This Local Board Engagement Plan (the 'Plan') sets out Auckland Transport's intentions in regard to how its relationships with the 21 Local Boards within the Auckland Region will be conducted.

OBJECTIVES

As a Council-Controlled Organisation, Auckland Transport's principal objectives are to¹:

- achieve the objectives of its shareholders, both commercial and non-commercial, as specified in the annual Statement of Intent; and
- be a good employer; and
- exhibit a sense of social and environmental responsibility by having regard to the interests of the community in which it operates and by endeavouring to accommodate or encourage these when able to do so; and
- conduct its affairs in accordance with sound business practice.

ROLES AND RESPONSIBILITIES

The functions of Auckland Transport are to:

- Prepare the Regional Land Transport Programme for Auckland in accordance with the Land Transport Management Act 2003;
- Manage and control the Auckland Transport system by
 - Performing its statutory functions and exercise its statutory powers as if it were a local authority or other statutory body;
 - Acting as a Requiring Authority under Section 167 of the Resource Management Act;
- Carry out research and provide education and training in relation to land transport in Auckland;
- Undertake any other transport functions that Auckland Council lawfully directs it to exercise or delegates to it, or that a Local Board may lawfully delegate to it, or any other functions that may be identified in the annual Statement of Intent, or any other functions given to it under legislation.

Local Boards are responsible for:

- The development, consultation and adoption of a Local Board Plan, identifying its communities' aspirations, preferences and priorities for the next three years;
- The development, negotiation and agreement of a Local Board Agreement, that provides the Local Board with its budget and sets out agreed levels of service for the forthcoming financial year;
- Providing effective local representation in its Local Board area;
- Advocacy to feed its communities' views into the development of Auckland-wide strategies, policies, plans and projects;

¹ Derived from Section 59(1) of the Local Government Act, 2002

- All non-regulatory activities within its Local Board area, unless a regional approach would better promote the well-being of Aucklanders.

STATEMENT OF INTENT

Auckland Transport has agreed a Statement of Intent which states the activities and intentions of the organisation for the 2011-12 to 2014-15 years, and the objectives to which those activities will contribute.

PRINCIPLES FOR AUCKLAND TRANSPORT WORKING WITH LOCAL BOARDS

- Auckland Transport will work together with the Local Boards to establish and maintain a relationship based on goodwill, collaborative partnership and mutual recognition of and respect for each other's roles and responsibilities;
- Auckland Transport will communicate with and regularly share information with the Local Boards through agreed communication channels, and share information on a "no surprises" basis;
- Auckland Transport will maintain a public profile that is supportive of the Local Boards, and which will recognise and share their successes;
- Auckland Transport will act early and collaboratively when issues arise with the Local Boards, and endeavour to resolve issues so that conflict does not subsequently arise;
- Auckland Transport seeks to act in ways which are timely and highly responsive to Local Boards' needs, while maintaining an approach that is both time and resource-efficient;
- Auckland Transport will consult the Local Boards on matters which will impact on their area of jurisdiction, seeking to involve Local Boards at an early stage of any project, and consulting in a way which is transparent and inclusive of all Local Board Members who wish to be involved.

ELECTED MEMBER LIAISON

Auckland Transport will support the Local Boards' decision making and involvement through the Elected Member Liaison Unit, and in particular, by providing an Elected Member Liaison to each Local Board. The functions of the Elected Member Liaison are to:

- Act as key relationship managers between that Local Board and Auckland Transport;
- Be the first point of contact for Local Board Members on all transport matters and issues;
- Report transport matters to the Local Board on Auckland Transport's behalf;
- Maintain registers of activities and issues raised by the Local Board or a Local Board Member, and keep the Local Board or Member informed on progress.

NATURE OF ENGAGEMENT WITH LOCAL BOARDS

The Elected Member Liaison Unit facilitates all interactions between Auckland Transport and the Local Boards. Auckland Transport staff will engage with Local Boards in the following ways:

- Formal attendance at monthly public meetings of the Local Boards as appropriate;

- Attendance and participation in discussions at workshop meetings of the Local Boards, as appropriate;
- Provision of written materials to support formal and informal discussions in public and workshop meetings of the Local Boards, as required;
- Briefings of Local Board Chairs and/or Transport Portfolio leaders on issues relevant to the Local Board's interests, as appropriate;
- Formal and informal consultation on transport initiatives proposed by Auckland Transport, according to the mechanisms for consultation agreed between each Local Board and Auckland Transport;
- Site meetings involving interested parties, including Local Board Members and representatives of community and business groups as appropriate, as appropriate to seek better understanding and clarity on issues which warrant wider direct involvement;
- Other kinds of engagement as may be warranted by the circumstances.

REGULAR REPORTING

Auckland Transport will report regularly to the Local Boards, including, but not limited to, the following types of engagement:

- The Elected Member Liaison will prepare a monthly report to the Local Boards which will address significant developments in Auckland Transport, especially those lying within the Local Board's area, and a tabular listing of all queries and complaints which remain "open" at the time of the meeting;
- Where significant projects are undertaken or are proposed to be undertaken within a Local Board's area, Auckland Transport will provide regular updates on progress;
- Auckland Transport will prepare a Quarterly Report for each Local Board, which will cover all the projects undertaken regionally and within the specific Local Board area in the previous three months, and all projects undertaken regionally and within the specific Local Board area foreshadowed to be undertaken within the next three months;
- Auckland Transport will circulate its annual budget to each Local Board when it has been given final approval by the Auckland Transport Board;
- Elected Member Liaison staff will brief Local Board Chairs and/or Transport Portfolio Leads on an *ad hoc* basis on any other matters that require the attention of the Local Board between the Board's meetings.

SIGNIFICANT PROJECTS

Significant projects under way at the time of the preparation of this Plan, or which are anticipated to be commenced prior to the development of the next annual version of this Plan, are listed in the attached Schedule.

REVIEW

This Plan will be reviewed on an annual basis following the conclusion of the annual budget-setting process.

SCHEDULE

[There will be a schedule attached to each Board's Local Board Engagement Plan which will identify significant projects under way or significantly impacting on that Board's area at the time of the preparation of this Plan, or which are anticipated to be commenced prior to the development of the next annual version of this Plan. Any regional projects that may indirectly impact on the Board area will also be identified in the Schedule.]