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Report to Passenger Transport Committee
from Ted Maguire, Council Secretary and Dave Watson, Divisional Manager

Passenger Transport Committee: Terms of Reference

1. Purpose

For the Passenger Transport Committee to review its Terms of Reference.

2. Background

At the continuation of the first meeting on 8 November, Council adopted the outgoing Council's recommendations that its committee structure include an Passenger Transport Committee. The Council also resolved that Committees' Terms of Reference be referred to the new Standing Committees for consideration and recommendation to the Policy and Finance Committee, with that Committee in turn recommending consolidated Terms of Reference to the Council.

3. Comment

- (1) Each Standing Committee of the Council operates under specific Terms of Reference setting out its responsibilities. (**Attachment 1** covers those for the Passenger Transport Committee.) Also it is a function of every Standing Committee to advise and make recommendations to Council, via the Policy and Finance Committee, relating to the effective and efficient performance of the Committee's functions and responsibilities, including, periodic review of its Terms of Reference. As well as having their own specific Terms of Reference, all Standing Committees have a series of general responsibilities in common (**Attachment 2**).
- (2) Previously, WRC members of this Committee have also made up the "core" membership of the Regional Land Transport Committee. However, on 6 November, Council agreed a different basis for WRC representation and a separate Committee Chairperson for that Committee. With this separation, the Passenger Transport Committee's role is principally one of delivering the passenger transport provisions of the Regional Land Transport Strategy and

this should be reflected in the Committee's Terms of Reference. Two changes would seem to be warranted:

(a) Objective 8A which reads:

“To promote the establishment and maintenance of appropriate efficient, effective and sustainable passenger transport services with in the Wellington Region by the addition of “and which give effect to the provisions of the Regional and Transport Strategy”.

(b) In the “Specific Responsibilities of the Committee” to amend 8.1.2 as follows:

“Ensuring passenger transport planning work is consistent with the Regional Land Transport Strategy”.

(3) The question of additional membership of this Committee is dealt with separately in Report 01.850.

4. **Recommendations**

That the Committee:

(a) *Note the general responsibilities of Standing Committees.*

(b) *Recommend to the Policy and Finance Committee the confirmation of the Terms of Reference for the Passenger Transport Committee, with the amendments proposed in paper 2 (3) above.*

TED MAGUIRE
Council Secretary

DAVE WATSON
Divisional Manager

**Attachments: Terms of Reference for Passenger Transport Committee
 General Responsibilities of Standing Committees**

8. Passenger Transport Committee

Membership

- (1) No more than 7 Regional Councillors appointed by Council.
- (2) The Council Chairperson is a member *ex officio*.
- (3) An appointee from any single member constituencies, where there are likely to be matters regularly coming before the Committee which impact on that constituency, but the local Councillor is not a member of the Committee.
- (4) An appointee nominated by Wellington City Council who will have speaking rights but no voting rights.

Quorum: 3 Regional Councillors

Objectives of the Passenger Transport Committee

Objective 8A

To promote the establishment and maintenance of appropriate, **efficient**, effective and sustainable passenger transport services within the Wellington Region.

Specific Responsibilities of the Passenger Transport Committee Include

- 8.1.2 Ensuring passenger transport planning work is **co-ordinated** with overall transport planning policies and objectives.
- 8.1.3 Preparation of the Regional Passenger Transport Plan.
- 8.1.4 Developing an urban passenger transport policy framework within which the tendering of services can be managed so as to provide agreed levels of service and improve coordination of services that are **efficient** and economic.
- 8.1.5 Ensuring that Government subsidies and the costs of urban passenger transport services are allocated equitably across the Region to promote the economic use of all transport services and facilities, whether public or private.
- 8.1.6 Exploring the potential for innovation and the introduction of new or modified systems and techniques that improve the effectiveness of the passenger transport system.
- 8.1.7 Giving due regard to environmental values and pollution in passenger transport planning.

4. General Responsibilities

All Standing Committees Shall Have Common Responsibilities To

- 4.1 Advise and make recommendations to Council relating to the effective and efficient performance of the Committee's functions and responsibilities, including periodic review of the Committee Terms of Reference.
- 4.2 To recommend to the Policy and Finance Committee programmes, priorities and budgets identifying desired outcomes over a period of up to 10 years and the resources considered necessary for the effective and efficient performance of functions for which it is responsible.
- 4.3 Monitor progress on the implementation of those activities and projects contained in the current Business and Annual Plans which are the responsibility of the Committee.
- 4.4 Recommend to Council, through the Policy and Finance Committee, any changes in priorities and funding for activities and projects within the Committee's area of responsibility as and when considered necessary or appropriate.
- 4.5 Authorise expenditure for purposes set out in the Business and Annual Plans within the limits of the current approved budget and delegations authorised by Council, as set out in the Council's Delegations Manual and the current approved plans.
- 4.6 Evaluate and report on legislation relevant to the Committee's area of responsibility and make recommendations concerning Bylaws where appropriate.
- 4.7 Make recommendations to the Environment Committee on changes considered necessary or appropriate to the Wellington Regional Policy Statement or regional plans relevant to the Committee's functions and responsibilities.
- 4.8 Discuss and promote its activities with constituent councils and other public bodies, Government agencies, private sector organisations and the general public.
- 4.9 Set up and terminate subcommittees and working parties where appropriate with specific terms of reference to advise the Committee on matters relating to its area of responsibility.
- 4.10 Recommend for consideration by the Policy and Finance Committee, where appropriate, appointment of persons who are not regional councillors and who have a knowledge that would assist the work of the Committee.
- 4.11 Recommend to Council the establishment and termination of joint committees with other authorities to advise or act on matters which, in the Committee's view, require or would benefit from co-operation.
- 4.12 Nominate, for Council consideration, Committee members or other persons to serve as Council representatives on any body or organisation, the activities of which are relevant to the Committee's area of responsibility.
- 4.13 Actively promote and ensure compliance with relevant legislation. ,

- 4.14 Determine those matters delegated to it by Council in accordance with approved policies, management plans and Bylaws.
- 4.15 Consider such other matters, relevant to the Committee's responsibilities, as it may determine from time to time.