

Wellington Regional Public Transport Plan 2011

Terms of Reference (revised)

19 January 2011

1. Purpose

The purpose of the project is to develop a Regional Public Transport Plan (RPTP) in accordance with the Public Transport Management Act 2008 (PTMA).

The RPTP will replace the current Regional Passenger Transport Plan adopted in August 2007. The RPTP will cover the period 2011 to 2020 but is required to be reviewed by 2014.

These terms of reference have been updated to incorporate changes in the external environment and to update the timetable. These terms of reference replace those adopted by the Transport and Access Committee on 9 February 2010.

2. Background

The PTMA came into force on 1 January 2009 and includes requirements for preparing a RPTP and managing the commercial registration of public transport services¹.

Greater Wellington's 10-Year Plan 2009-19 includes an objective to prepare a RPTP in 2009/10 and contains funding for development of the RPTP. This funding was carried forward to the 2010/11 financial year.

The government indicated in 2009 that it intended to change the PTMA and Greater Wellington initially delayed developing a RPTP pending this change. The development of a new RPTP commenced in early 2010 with a mind to what these changes might be. Greater Wellington is currently working with government, other councils and operators on the development of a new public transport operating model (PTOM) for the procurement of public transport services. The operating model has not yet been completed but the RPTP will incorporate the relevant aspects of the operating model

Greater Wellington has a statutory obligation to adopt a new RPTP by 31 December 2011. The Greater Wellington Annual Plan provides funding for the development of the RPTP to the end of June 2011.

3. Project approach

The RPTP is intended to deliver value for money by growing public transport patronage with less reliance on public subsidy, in line with existing government policy. The RPTP is also intended to give effect to the public

¹ Refer Transport and Access Committee Report 08.845 for an overview of the Public Transport Management Act 2008 (http://www.gw.govt.nz/assets/council-reports/Report_PDFs/2008_854_1_Report.pdf).

transport service components of the RLTS and the purpose of the PTMA, as required by legislation.

The RPTP will primarily be an “update and realignment” of the existing Regional Passenger Transport Plan. The RPTP will focus on delivering an integrated public transport network that gives effect to the RLTS. The RPTP will describe a strategic direction for public transport and include objectives, policies and methods to deliver this strategic direction. The RPTP will also include consideration of other relevant implementation plans and projects, such as the “Ngauranga to Airport Corridor Plan High Quality Public Transport Feasibility Study”.

The RPTP will include consideration of relevant elements of Greater Wellington’s existing public transport policies including the existing Long Term Plan (LTCCP), Passenger Transport Plan, Passenger Transport Operational Plan, Bus and Ferry Procurement Strategy, Regional Rail Plan and the Public Transport Asset Management Plan.

The RPTP will be developed in partnership with NZTA and transport operators. This means inviting a NZTA representative and transport operator representative to sit on the project steering committee (refer Project Governance section below). It also means providing opportunities for feedback/comments as the draft RPTP is being developed.

3.1 Matters to be included in the RPTP

The contents of regional public transport plans are set out in section 10 of the PTMA. Key aspects of section 10 for inclusion in the plan are:

- a) a description of the public transport services to be provided in the region and how these services will assist the transport disadvantaged
- b) a description of how the plan gives effect to the public transport service components of the regional land transport strategy
- c) public transport policies and how these will be implemented
- d) any controls or contracting requirements that are to be implemented
- e) notice periods for commercial services
- f) the policy the Council will apply in determining whether a proposed variation to the RPTP is significant
- g) any other matter that the Council thinks fit.

3.2 Other considerations

The current Regional Passenger Transport Plan is supported by an additional Operational Plan. The additional Operational Plan was considered necessary because of legal requirements regarding Plan changes. This meant operational

issues could be included in the Operational Plan and updated without following a lengthy legal process.

The Ministry of Transport and the NZTA are currently working on the development of a new public transport operating model (PTOM) for the procurement of public transport services. Greater Wellington is involved in this work and is expected to adopt this new model when finalised, which is expected shortly. The RPTP must be adopted by 31 December 2011 at the latest and therefore cannot wait for finalisation of the public transport operating model but the work to date in developing the model will be incorporated in the RPTP as appropriate. This includes adopting a partnership approach with transport operators, provide enabling policies for the model and influencing the way we describe services in the RPTP.

4. Project governance

The project governance will be as set out below. This is divided into decision making, project management, and deliverables.

The earlier terms of reference have been modified by removing provision for an independent review. The NZTA guidelines for preparing a RPTP and the feedback provided directly by NZTA will be sufficient to ensure Greater Wellington meets its necessary obligations.

4.1 Decision making

4.1.1 Greater Wellington Regional Council

The RPTP will be adopted by the Greater Wellington Regional Council.

4.1.2 Economic Wellbeing Committee (EWC)

Preparation of the RPTP has been delegated to the Economic Wellbeing Committee (EWC). The EWC will be the primary decision making group with decisions escalated to Council as necessary.

4.1.3 Hearings Subcommittee

The EWC will appoint a Hearings Subcommittee of at least three Councillors to hear public submissions on the draft RPTP. The Hearings Subcommittee will approve the final RPTP for recommendation to Council.

4.2 Project management

4.2.1 Project Sponsor

The Project Sponsor shall be responsible for the day to day decision making, including directing the Project Manager. The Project Sponsor is Wayne Hastie, General Manager, Public Transport Group.

4.2.2 Steering Committee

The Steering Committee shall be responsible for ensuring the RPTP is prepared in accordance with these terms of reference, including but not limited to the project schedule, and legislation.

The Steering Committee shall consist of:

- Public Transport Group managers;
- Strategy and Community Engagement Group representative/s
- a NZTA representative;
- a transport operator representative

The transport operator representative will be a new addition to the existing Steering Committee. The Bus and Coach Association will be invited to identify a suitable industry representative to sit on the Steering Committee.

4.2.3 Project Manager

The Project Manager shall be responsible for preparing the RPTP and the day to day running of the project as directed by the Project Sponsor.

The Project Manager is Adam Lawrence, Senior Public Transport Planner.

4.3 Deliverables

Project deliverables, including terms of reference, discussion document, draft RPTP and final RPTP, will be delivered throughout the project in accordance with the project schedule below.

5. Project Schedule

Phase	Key actions	Date
Phase One: Project Scoping	EWC advised starting project	Completed
	Prepare project terms of reference	Completed
	GW Transport and Access Committee approve terms of reference	Completed
Review Point: review project risks and issues prior to progressing to next phase		Completed
Phase Two: Stakeholder Consultation	Prepare discussion document	Completed
	GW Transport and Access Committee approve discussion document for consultation	Completed

	Stakeholder consultation on discussion document in accordance with section 20(1) of the PTMA	Completed
Review Point: review project risks and issues prior to progressing to next phase		Completed
Phase Three: Draft RPTP and Public Consultation	EWC approve updated terms of reference	3 Feb 2011
	Prepare initial draft RPTP	3 – 25 Feb 2011
	Stakeholder consultation and Council workshop on initial draft RPTP	7 – 25 Mar 2011
	EWC approve draft RPTP for formal consultation	5 May 2011
	Full consultation in accordance section 20(2) of the PTMA	16 May – 10 Jun 2011
	Public hearings	20 – 24 Jun 2011
Phase Four: Adoption of RPTP	Prepare final RPTP	27 Jun – 15 Jun 2011
	Council adopts the RPTP	27 July

6. Consultation strategy

The PTMA requires consultation to be undertaken in two stages. The first stage must take place during preparation of the draft RPTP and is intended to provide stakeholders an opportunity to provide input early on in the project. The second stage takes place once the draft RPTP has been prepared.

The consultation requirements are met by stakeholder consultation in phase two of the project and public consultation in phase three of the project as set out below.

6.1 Stakeholder consultation (project phase two)

The primary purpose of this stakeholder consultation phase is to obtain feedback from stakeholders identified in section 20(1) of the PTMA on what should be included in the RPTP prior to preparing a draft RPTP.

A discussion document will be prepared to facilitate this stakeholder feedback. The discussion document will highlight areas where feedback is particularly sought.

The discussion document will be targeted at and distributed to those stakeholders Greater Wellington is required by section 20(1) of the PTMA to

consult². The discussion document will also be made available to other stakeholders and the public on Greater Wellington's website and at key locations around the region.

Several forums may be held to allow discussions to take place. These forums may include meetings with the RLTS Technical Working Group (consisting primarily of local authority representatives), public transport operators and other stakeholder groups as appropriate.

6.2 Public consultation (project phase three)

The primary purpose of this public consultation phase is to consult widely on the draft RPTP in accordance with the special consultative procedure as set out in the Local Government Act 2002.

The stakeholders will be provided an opportunity for input on the initial draft RPTP prior to full consultation under the special consultative procedure. The purpose of this consultation will be to consolidate the feedback already provided.

The draft RPTP will be prepared and made available on Greater Wellington's website and at key locations around the region. A summary of the draft RPTP will be prepared and distributed in accordance with section 20(2) of the PTMA. Advertisements will also be placed in the Dominion Post and all local newspapers providing information on how to obtain the draft RPTP and provide feedback.

Submissions will be sought and formal hearings undertaken.

7. Budget

A budget of \$51,125 is available in 2010/11. The budget is primarily for costs associated with consultation (i.e. printing and postage).

8. Risks and issues

There are a number of risks associated with this project. The risks are discussed below, along with ways to mitigate them. Additional risks arising throughout the project will be addressed by the Steering Committee.

Delays to the RLTS review were previously identified as a risk but the RLTS has now been adopted and therefore the risk has been removed.

8.1 Legislative change

The Minister of Transport has stated its intention to change the PTMA. While the broad intention of the change is known, the details are not. It seems likely that it will be at least a year before any new legislation is passed, and it is no longer possible to wait until that happens before preparing the RPTP.

² The parties required to be consulted by section 20(1) of the PTMA are the RTC, NZTA, public transport operators, Minister of Education, territorial authorities and NZ Railways Corporation

This risk can be mitigated by constant monitoring of announcements from the Minister (and Ministry) of Transport to ensure the RPTP is consistent with proposals. If the new legislation is such that the RPTP is no longer compliant then the scope of this project can be varied appropriately and at the very least an up-date of the current Regional Passenger Transport Plan can be undertaken.

8.2 Project schedule slippage

The project schedule is designed to be completed by the end of July 2011, but the statutory deadline for adopting an RPTP is 31 December 2011.

8.3 Budget availability

This risk can be mitigated by constant monitoring of the budget.