

Public Transport Advisory Group Terms of Reference

(An advisory body to the Transport Committee)

1. Purpose

Advise (from a community perspective) to inform the business of Metlink and the Transport Committee (as required).

2. Expectations of the Public Transport Advisory Group

- 2.1 Each member should have the ability to provide a big picture view while also having an understanding of the Wellington public transport network and broader public transport issues.
- 2.2 Taken as a whole, the membership of the Advisory Group should provide:
 - a. Broad representation of perspectives and community needs
 - b. Governance experience
 - c. Geographic spread
 - d. Demographic diversity.
- 2.3 The Advisory Group will connect with other bodies or groups as required to enable it to provide advice on public transport design and delivery (e.g. accessibility groups).
- 2.4 When considering matters the Advisory Group will consider the connections between public transport and strategic issues of climate change, mode share shift, and reduced deaths and serious injuries on our roads.
- 2.5 Members of the Advisory Group will occasionally receive information that is confidential. This will generally be information that is either commercially sensitive or is personal to a particular individual or organisation. Members must not use or disclose confidential information for any purpose other than the purpose for which the information was supplied to the member.

3. Members

- 3.1 The Deputy Chair of the Transport Committee.
- 3.2 Up to 20 members to represent the following perspectives relating to public transport and active mode matters in the Wellington Region:
 - a. Peak users (rail and bus)
 - b. Off peak users (rail and bus)

c. Active mode users (walking, cycling and micro-mobility)

d. Transport equity

e. Rural

f. Disability accessibility

g. Transport dependent

h. Tertiary students

i. Youth

j. Senior citizens

k. Employers

l. Business / retail sector

m. Mana whenua, Māori.

3.3 More than one member may be appointed to represent a single perspective and one member may be appointed to represent more than one perspective.

3.4 Such other members appointed by Council, when the Advisory Group considers that it could function more effectively by having such appointed members.

4. Appointment

4.1 Members will be appointed by Council.

4.2 Appointments will be made taking into account the matters set out at sections 2.2 and 2.3 above.

5. Chair

Once all members are appointed, Council appoints the Chair from the Group's non-Councillor members.

6. Quorum

At least 50 percent of the members.

7. Alternate members

No alternates or proxies shall take the place of Advisory Group members.

8. Reporting and servicing

- 8.1 After each meeting, a written report of the business conducted at that meeting shall be provided to the Transport Committee.
- 8.2 The Chair of the Public Transport Advisory Group shall speak to that written summary report at the relevant Transport Committee meeting.
- 8.3 The Advisory Group is serviced by Metlink.

9. Remuneration

- 9.1 Advisory Group members (who are not otherwise being remunerated by Greater Wellington) may claim Greater Wellington's standard daily meeting attendance allowances and expenses for scheduled meetings of the Advisory Group.
- 9.2 In addition, member of the Advisory Group on the Transport Committee may claim Greater Wellington's standard daily meeting attendance allowances and expenses for scheduled meetings or workshops of the Transport Committee that the member is required to attend.

10. Meeting frequency, methods of holding meetings and life of Advisory Group

- 10.1 The Advisory Group shall meet quarterly, and as required.
- 10.2 Meetings may be held at locations throughout the Wellington Region and will be held either by:
 - a. A number of members who constitute a quorum being assembled together at the place, date and time appointed for the meeting
 - b. Means of audio, or audio and visual, communication by which a quorum of members participating can simultaneously hear each other throughout the meeting.
- 10.3 In the absence of a prior decision made by Council to continue the Advisory Group in the next triennium, the Advisory Group will dissolve at the end of the 2022—25 triennium.

11. Status of the Advisory Group

- 11.1 The Public Transport Advisory Group is an advisory body established by Council.
- 11.2 The Advisory Group is not a subordinate decision making body of Council and is not a committee under the Local Government Act 2002.