

Wellington Regional Public Transport Plan 2010

Terms of Reference

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 2010 to 2019 but is required to be reviewed by 2013.

2. Background

The PTMA came into force on 1 January 2009 and includes requirements for preparing RPTPs 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.

The Government has indicated it intends to change the PTMA and GW has delayed developing a RPTP pending this change. It is now one year since the PTMA came into force and while legislative change is still on the agenda a number of other pressures, including the review of the RLTS and procurement requirements, have led to the need to commence the preparation of a new RPTP under the existing PTMA (but with a mind to what the changes might be).

3. Project approach

The RPTP will be developed in parallel to the RLTS renewal process. The RPTP will primarily be an "update and realignment" of the existing Regional Passenger Transport Plan. It will include a stock-take of Greater Wellington's existing public transport policies including the existing 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 focus on delivering an integrated public transport network that gives effect to the RLTS. The integrated public transport network will describe a strategic direction for public transport and the RPTP will include objectives, policies and methods to deliver this strategic direction. The RPTP will also give effect to Greater Wellington's 10-Year Plan (LTCCP) and is intended to deliver value for money.

The RPTP will also consider appropriate further guidance for contracted public transport services and will include consideration of methods made available by the PTMA for managing commercial public transport services.

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).
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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 Indicative document structure

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 PTMA now provides for a relatively simple process for minor Plan changes, and thus it is intended that the RPTP will be a single document. It will consist of two parts as set out below but will evolve during the project as legislative and other requirements (e.g. specification of services) become better understood.

The proposed document structure is shown in Figure 1. The scope of each of these parts is set out in further detail below.

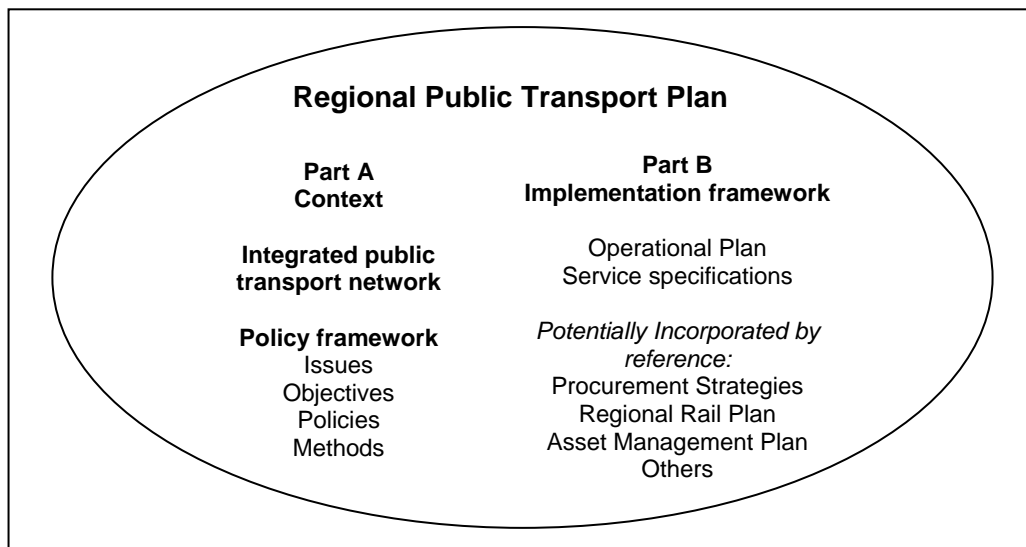


Figure 1: Indicative RPTP document structure

3.2.1 Part A: Policy framework

Part A will generally be an “updated and realigned” policy framework based on current provisions in the Regional Passenger Transport Plan, Bus and Ferry Procurement Strategy, and Regional Rail Plan.

Part A will include methods (e.g. any controls) and other matters as required by the PTMA. Part A will also include guidelines for the development of an integrated public transport network.

3.2.2 Part B: Implementation framework

Part B will provide an implementation framework generally based on the current Operational Plan².

The Bus and Ferry Procurement Strategy (and any other procurement strategies), Regional Rail Plan and Public Transport Asset Management Plan will form part of the implementation framework and are likely to be incorporated by reference as appropriate.

4. Project governance

The RPTP project governance structure is set out in Figure 2.

² Some aspects of the Operational Plan will also likely be included in Part A.

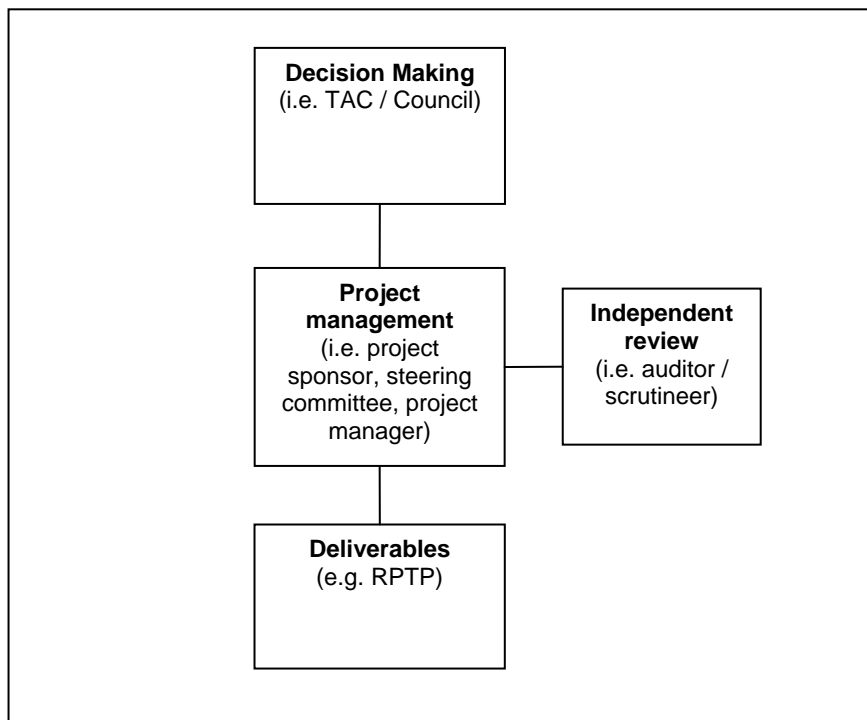


Figure 2: Project governance structure

4.1 Decision making

The RPTP must be adopted by the full Council but its preparation is delegated to the Transport and Access Committee (TAC). The TAC will be the primary decision making group with decisions escalated to Council as necessary.

The Project Sponsor and Steering Committee shall be responsible for the day to day decision making and project management.

4.2 Project management

The Project Sponsor is Wayne Hastie, General Manager, Public Transport Group.

The Steering Committee shall consist of:

- the GW Public Transport Group managers;
- a representative of NZTA;
- a representative of the Strategy and Community Engagement Group

The Project Manager is Adam Lawrence, Public Transport Planner and will be responsible for the day to day running of the project as directed by the Steering Committee.

4.3 Independent review

A suitably experienced and qualified independent person will be appointed to review the RPTP process and the RPTP to ensure it is appropriate and complies with the legislation.

4.4 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

The project schedule is set out in Table 1. The process is designed to be completed prior to the October 2010 local body elections. The RPTP will be developed in parallel to, but slightly behind, the RLTS renewal process so that it can be adopted at the same time as or as soon as reasonably practicable after approval of the RLTS.

The project schedule includes specific review points prior to each project phase. At each of the review points the project risks and issues (refer section 8) will be reviewed and their impact on project scope, resources and timeframes assessed. The outcome of any review may be a variation to the scope (i.e. terms of reference), resources or timeframes.

Table 1: Project schedule for development of RPTP

Phase	Key actions	Date
Phase One: Project Scoping	TAC advised starting project	25 Nov 2009
	Prepare terms of reference	Dec/Jan 2010
	GW Transport and Access Committee approve terms of reference	9 Feb 2010
Review Point: review project risks and issues prior to progressing to next phase		
Phase Two: Stakeholder Consultation	Prepare discussion document	Feb/Mar 2010
	GW Transport and Access Committee approve discussion document for consultation	16 Mar 2010
	Stakeholder consultation on discussion document in accordance with section 20(1) of the PTMA	22 Mar – 16 Apr 2010
Review Point: review project risks and issues prior to progressing to next phase		
Phase Three: Draft RPTP and Public Consultation	Prepare draft Plan	Apr/May/Jun 2010
	GW Transport and Access Committee approve draft Plan for consultation	15 Jun 2010
	Full consultation in accordance	18 Jun – 22 Jul

	section 20(2) of the PTMA	2010
	Public hearings	Jul 2010
Review Point: review project risks and issues prior to progressing to next phase		
Phase Four: Adoption of RPTP	Prepare final Plan	Jul/Aug 2010
	GW Transport and Access Committee approve the Plan	Sep 2010
	GW adopts the Plan	28 Sep 2010

6. Consultation strategy

The PTMA requires consultation to be undertaken in two stages. The first stage must take place during preparation of the draft Plan 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 GW is required by section 20(1) of the PTMA to consult³. The discussion document will also be made available to other stakeholders and the public on GW's website 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.

³ 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

The draft RPTP will be prepared and made available on GW'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 \$50,000 has been allocated for this project during the 2009/10 financial year. Another \$10,000 is available in 2010/11. Budget estimates are set out below.

Phase	Description	Estimated cost
Phase One: Project Scoping	Preparation of terms of reference	-
Phase Two: Stakeholder Consultation	Administrative support, design and printing of discussion document, distribution to stakeholders and key locations, advertisements in newspapers, venue and meeting costs	\$17,000
Phase Three: Draft RPTP and Public Consultation	Design and printing of draft RPTP and summary document, distribution to stakeholders and key locations, advertisements in newspapers, venue and meeting costs	\$30,000
Phase Four: Adoption of RPTP	Design and printing of final RPTP and distribution to appropriate parties	\$7,000
Independent review	30 hours total (6hrs terms of reference, 16hrs draft RPTP, and 8hrs final RPTP)	\$6,000
	Total	\$60,000

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.

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.

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 Plan can be undertaken.

8.2 RLTS delays

The RPTP must be adopted at the same time as or as soon as is reasonably practical after approval of the RLTS. At the moment the RLTS timetable has it being adopted at the end of June 2009 which is prior to the RPTP but this timetable may slip.

This risk can be mitigated by constant monitoring of the RLTS development process and adjusting the RPTP timetable if necessary.

8.3 Project schedule slippage

The project schedule is designed to be completed prior to the local authority elections on 9 October 2010. This is a tight timetable, and recognises that it is desirable to have the RPTP completed by the current Council.

If the project schedule slips, an appropriate point to hand over to the new Council would be after a draft RTPT has been completed, but before submissions have been heard. This would allow the new Council to make final decisions.

The risk can be mitigated by close adherence to the timetable. Key milestones are the Committee meeting dates in March, June and September where the discussion document, draft RPTP, and final RPTP respectively are scheduled to be approved. Involving the Committee in decisions prior to that formal decision making time (thus allowing committee members concerns to be addressed in advance) will help ensure the project schedule is met.

8.4 Budget availability

While the majority of the available budget for this project has been provided for in the 2009/10 financial year, significant spending may fall in the following year particularly if the project is delayed.

This risk can be mitigated by constant monitoring of the budget and if necessary carrying forward any unspent budget into 2010/11.