

Report 11.572
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Committee Economic Wellbeing Committee
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Wellington Fare Structure Review - Terms of Reference

1. Purpose

To seek approval of the terms of reference for the review of the Wellington Fare Structure.

2. The decision-making process and significance

The matter requiring decision in this report has been considered by officers against the requirements of Part 6 of the Local Government Act 2002.

2.1 Significance of the decision

Officers have considered the significance of the matter, taking into account the Council's significance policy and decision-making guidelines. Due to the procedural nature of this decision officers recommend that the matter be considered to have low significance.

Officers do not consider that a formal record outlining consideration of the decision-making process is required in this instance.

3. Background

Council has commenced a review of the Wellington fare structure. Draft terms of reference for the review were discussed by Councillors at a Council workshop on 13 October 2011.

Subsequent to that workshop, the draft terms of reference were distributed to transport operators and comment was invited. An operator forum to discuss the terms of reference was held on 31 October 2011.

4. Comment

Some minor changes have been made to the Terms of reference taking into account comments made by Councillors and operators. These changes include:

- (a) The reporting of stage b and c has been changed slightly. A progress report on stage b is now to be presented to Council workshop on 2 February 2012 (rather than a formal report to this Committee on that date). A formal report on stage b and c will be presented to the 15 March meeting of this Committee. This change has no impact on the overall timetable, and simply allows more time to complete stages b and c.
- (b) Adding disability groups to the list of organisations to consult
- (c) The addition of an internal reference group to the governance process
- (d) Some extra items have been added to Appendix A.

Revised terms of reference are at **Attachment 1**.

5. Reference Group

The terms of reference provide for two councillors to be part of the review Reference Group. The Committee is asked to nominate two representatives for the Reference Group.

The terms of reference also provide for two “user representatives” to be on the Reference Group. A process seeking nominations for these positions is currently under way, but won’t be completed in time for this meeting. To avoid delays, it is suggested that the Committee Chair be delegated the authority to appoint user representatives to the reference group from the list of nominations.

Terms of reference for the Reference Group have been drawn up. They are based on the provisions of the review terms of reference.

There has been some discussion about the composition of the Reference Group. It has been suggested that other organisations, such as unions, organisations that represent major users (such as tertiary institutions, schools, disability group, major employers, tourism agencies etc) should also be represented. However the reference group has been composed of representatives of users, providers and funders of the system, and needs to be kept to a manageable size. A “second tier” group comprising the above organisation may be convened for targeted consultation at appropriate stages, and all groups will have an opportunity to comment at the appropriate stages.

6. Next Steps

A consultant (Ian Wallis Associates) has been appointed as the lead consultant for the study, and has commenced work on stage b (see terms of reference for details of stage b).

An update of the work undertaken to the end of January 2012 will be provided to the Council workshop on 2 February 2012. A full report on stage b and c will be presented to the Committee meeting on 15 March, at which stage the Committee will be asked to select the options to take to public consultation.

A communications plan is also being developed. A draft communications plan is at **Attachment 2**.

7. Recommendations

That the Committee:

1. ***Receives*** the report.
2. ***Notes*** the content of the report.
3. ***Agrees*** to the terms of reference included as Attachment 1 to this report.
4. ***Agrees*** to appoint two Committee members to the reference group.
5. ***Agrees*** to delegate to the Committee Chair authority to appoint two user representatives to the reference group from the list of nominations.
6. ***Notes*** that an initial report on progress with stage b will be presented to the Committee workshop on 2 February 2012, and a final report on stages b and c will be presented to this Committee at its 15 March 2012 meeting.

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Attachment 1: Terms of Reference for the Fare Structure Review

Attachment 2: Draft communications plan