

Report No.	20-46
Decision Required	

AMENDMENT TO TERMS OF REFERENCE

1. PURPOSE

- 1.1. This item seeks Member's approval to amend the **Terms of Reference (TOR)** for the Environment Committee, Catchment Operations Committee and Passenger Transport Committee.

2. RECOMMENDATION

It is recommended that Council:

- a. receives the information contained in Report No. 20-46 and Annexes.
- b. approves the revised Terms of Reference for the Passenger Transport Committee, with changes taking effect from May 2020.
- c. acknowledges the role of the various Public Transport Advisory Groups in providing recommendations to the Passenger Transport Committee.
- d. approves the revised Terms of Reference for the Environment Committee and Catchment Operations Committee, with changes taking effect immediately.

3. FINANCIAL IMPACT

- 3.1. There is no financial impact as a result of this report.

4. COMMUNITY ENGAGEMENT

- 4.1. This is a public item and therefore Council may deem this sufficient to inform the public.

5. SIGNIFICANT BUSINESS RISK IMPACT

- 5.1. There is no significant business risk impact.

6. PASSENGER TRANSPORT COMMITTEE

- 6.1. The **Passenger Transport Committee (PTC)** is a committee of Council established to plan, implement, monitor and review the region's passenger transport services. The PTC is made up of five regional councillors (with at least one member being from the Palmerston North constituency and one from the Whanganui constituency) and advisory members representing the region's territorial authorities.
- 6.2. The advisory members are appointed formally to the PTC but attend on an 'as required' basis and do not have voting rights.
- 6.3. A key part of the Committee's work programme is to review the existing bus services. To support this, several advisory groups have been established which are made up of elected officials and officers from Horizons Regional Council, the relevant territorial authority and the New Zealand Transport Agency as well as interest/community groups by invitation where appropriate. These groups essentially serve as a working party which provide input into service reviews, improvements and securing the infrastructure required to support

services, in turn informing recommendations to the PTC. The role of the Advisory Groups is not currently recognised in the Committee's Terms of Reference.

- 6.4. The Land Transport Management Act 2003 provides the framework for contracting and funding of public transport services. Of particular relevance is Section 115 (1) which specifies that:
- (a) *Regional councils and public transport operators should work in partnership and collaborate with territorial authorities to deliver the regional public transport services and infrastructure necessary to meet the needs of passengers:*
- (b) *The provision of public transport services should be coordinated with the aim of achieving the levels of integration, reliability, frequency, and coverage necessary to encourage passenger growth:*
- 6.5. A collaborative approach to service delivery is essential in a model where one body has responsibility for service contracting, management and funding and another has responsibility for the local land use planning.
- 6.6. The importance of public transport as part of a multi-modal transport network has become more recognised by the territorial authorities, particularly in our urban areas. As a result, the territorial authorities have become more involved and active in the local advisory groups and the work of the PTC and there is a desire for greater recognition of their view to be taken account of in our service planning and implementation.
- 6.7. On this basis, changes to the PTC Terms of Reference have been requested. The revised ToR are attached at Annex A. The key changes proposed are:
1. Inclusion of representatives from each of the region's territorial authorities as full voting members on the PTC.
 2. Acknowledgement of the role of the Advisory Groups in reflecting local aspirations for provision of public transport services in recommendations to the Committee.
- 6.8. Should the changes to the ToR be approved, Horizons would formally advise each territorial authority of the changes to their representatives' status as a full voting member of the Committee. The changes would take effect from the next scheduled meeting of the PTC in May 2020.

7. ENVIRONMENT COMMITTEE and CATCHMENT OPERATIONS COMMITTEE

- 7.1. Both the Environment Committee and the Catchment Operations Committee currently sit bi-monthly. It is proposed that the ToR be amended for each Committee to sit four times a year.

8. SIGNIFICANCE

- 8.1. This is not a significant decision according to the Council's Policy on Significance and Engagement.

Ged Shirley

GROUP MANAGER REGIONAL SERVICES & INFORMATION

Craig Grant

GROUP MANAGER CORPORATE & GOVERNANCE

ANNEXES

- A Passenger Transport Committee Terms of Reference (April 2020)
- B Environment Committee Terms of Reference (April 2020)
- C Catchment Operations Committee Terms of Reference (April 2020)