



Report 08.149
Date 17 March 2008
File TD/02/02/03

Committee Transport & Access Committee
Author Adam Lawrence Public Transport Planner

Operational Plan delegation

1. Purpose

The purpose of this report is to agree delegations for approving updates to the Regional Passenger Transport Operational Plan.

2. Significance of the decision

The matters for decision in this report **do not** trigger the significance policy of the Council or otherwise trigger section 76(3)(b) of the Local Government Act 2002.

3. Background

The Regional Passenger Transport Operational Plan (Operational Plan) is a non-statutory document providing detailed guidelines, methods and targets for implementing the Regional Passenger Transport Plan.

The Operational Plan contains details which were previously contained in the Draft Passenger Transport Plan (Nov 2006) but removed to enable the Regional Passenger Transport Plan (Aug 2007) to focus on providing a robust policy framework that is responsive to changes in community needs and operating conditions.

As the Operational Plan contained material that would previously have been approved by Council as part of the Regional Passenger Transport Plan the Committee passed a resolution requiring that all changes to the Operational Plan be adopted by Council before coming into effect (**Report 07.459**). The Committee also agreed a procedure for updating the Operational Plan and requested a delegation from Council to approve amendments to the Operational Plan themselves (**Report 07.460**). These procedures were to be reviewed after one year but with quarterly updates.

The role of the Committee in approving the Operational Plan is primarily to ensure the Operational Plan continues to adhere to and deliver on the vision, objectives and policies of the Regional Passenger Transport Plan.

The Operational Plan was last updated in November 2007 with significant updates to its structure and fares, marketing and network planning sections (Reports 07.735 and 07.736). At that meeting the Committee asked that officers review the delegations for updating the Operational Plan, suggesting that at least some of the changes could be approved at an officer level.

4. Comment

The Operational Plan contains important guidelines, methods and targets, including standards and guidelines intended to guide Committee decisions. It is appropriate therefore that the Committee retain an oversight of the Operational Plan.

The Operational Plan also includes guidelines, methods and targets that implement Council decisions and policy. This material need not be approved by the Committee as it simply reflects current Council decisions and policy.

The Operational Plan also provides detailed background information on the passenger transport network including information on supply and demand, details on the ticketing system and how marketing and information is being applied. Again, the Committee need not be involved in approving this material as it is factual in nature.

And the Committee need not be involved in formally approving changes to the formatting and structure of the Operational Plan.

It is therefore suggested that the Committee should:

1. Retain an oversight of the Operational Plan, and review the Operational Plan in its entirety at least once a year.
2. Approve any changes that, in the opinion of the Chief Executive, could or are intended to materially affect the Committee's decision-making.
3. Endorse, for Council approval, a delegation to the Chief Executive authority to incorporate in the Operational Plan previous Council decisions and current policy, provided that such changes continue to accurately reflect, and will not result in any material change, to Council decisions or policies.
4. Endorse, for Council approval, a delegation to the Chief Executive authority to make formatting and structural changes to the Operational Plan.

The Chief Executive may choose to delegate all or some of these powers to the Divisional Manager, Public Transport.

5. Communication

No communications are required.

6. Recommendations

That the Committee:

1. **Receives** the report.
2. **Notes** the content of the report.
3. **Requests** that Council add to the delegations of the Transport and Access Committee the ability to adopt amendments to the Regional Passenger Transport Operational Plan.
4. **Agrees** that the Committee retain an oversight of the Regional Passenger Transport Operational Plan so as to ensure it adheres to the vision, objectives and policies of the Regional Passenger Transport Plan.
5. **Agrees** that the Committee will review the Regional Passenger Transport Operational Plan in its entirety at least once a year.
6. **Agrees** that the Committee must approve any changes to the Regional Passenger Transport Operational Plan that, in the opinion of the Chief Executive, could or are intended to materially affect the Committee's decision-making.
7. **Requests** that Council delegates to the Chief Executive authority to incorporate in the Regional Transport Operational Plan previous Council decisions and current policy, provided that such changes continue to accurately reflect and will not result in any material change to any Council decision or policy.
9. **Requests** that Council delegates to the Chief Executive authority to make formatting and structural changes to the Regional Passenger Transport Operational Plan provided these changes will not result in any material change to any Council decision or policy.

Report prepared by:

Report approved by:

Report approved by:

Adam Lawrence
Public Transport Planner

Brian Baxter
Manager, Design and
Development

Wayne Hastie
Divisional Manager, Public
Transport