

# **Wairarapa Public Transport Service Review**

## **Draft Terms of Reference (4 March 2011)**

### **Introduction**

This document sets out the terms of reference for the Wairarapa Public Transport Review, to be conducted by Greater Wellington Regional Council during 2011.

### **Background**

Greater Wellington has an ongoing programme for area-wide reviews, in accordance with policies laid out in the *Regional Passenger Transport Plan*, which require that all scheduled passenger transport services be reviewed at least once every five years, to ensure that they continue to meet the needs of the community and reflect any changes such as shifts in demand (Policy 1.5).

Area-wide reviews provide an opportunity to maximise the effectiveness and efficiency of the passenger transport network by allowing consideration of the interaction between all public transport services within a larger geographical area.

The last comprehensive area-wide review of Wairarapa services was undertaken in 2004/05 with service changes implemented from July 2007.

Service improvements introduced as a result of this review included the introduction of wheelchair accessible buses, direct services to Masterton Hospital, more bus services and the introduction of Wairarapa Plus combined bus/train monthly tickets.

This review also coincided with the replacement of carriages used on the Wairarapa trains and related upgrades to Wairarapa train stations. 18 new carriages for use on the three scheduled trains were progressively introduced from May 2007. No changes were made to train timetables as a result of this review.

Submissions made to the Wairarapa Corridor Plan hearings in 2010 raised a number of requests for service enhancements which Greater Wellington undertook to consider these as part of a full review of Wairarapa Service to commence 2010/11.

### **Objectives**

The primary objectives of the review are to ensure the bus services introduced in 2007 are meeting user and wider community needs in a cost effective manner. The opportunity will also be taken to review Wairarapa train services and consider possible service alternatives where these can deliver an improved service in a cost effective manner.

Key principles for review include:

- An integrated approach – bus and train services will be considered together as an integrated network of services.

- Stakeholder and community engagement – operators and the community will be engaged to help identify issues and test options. Greater Wellington will work with local Wairarapa Territorial Authorities and operators to implement any resulting service changes.
- A strategic approach – the review will take account of relevant strategic planning documents for the Wairarapa.

## Scope

The review encompasses the urban areas of the principal Wairarapa towns of Masterton, Greytown, Carterton, Featherston and Martinborough. The review will look at both local travel within the Wairarapa and connections to/from Wellington City.

The review will consider all public transport services in the study area, both bus and rail.

It will concentrate on operational improvements to the existing network, and will look to achieve these within existing public transport expenditure.

This review will include consideration of train timetable and capacity issues, how services might be provided for sports and other events, improving bus and train connections, and issues around carriage of bikes on trains/buses. In addition, Greater Wellington will continue to look for opportunities to improve park and ride facilities at Wairarapa train stations.

The review is being undertaken on the basis that:

- Buses will continue to provide the principal connection between towns within the Wairarapa.
- Trains will continue to provide the principal connection between the Wairarapa and Wellington.

The review will not consider:

- Train services beyond Masterton
- Coach services between the Wairarapa and Palmerston North.
- Fares and fare zones. However, consideration will be given to simple ticketing improvements that might improve the integration of bus and train services in the study area.

The review has a medium term perspective. The resulting service changes will be implemented in conjunction with the introduction of the new long-term bus contracts that result from the recent Procurement Strategy. They will therefore have a twelve year focus – although there will be an opportunity to review services after eight years (and more regularly if required).

The review will take into account the current policies laid out by the *Regional Land Transport Strategy*, *Regional Passenger Transport Plan*, *Passenger Transport Operational Plan*, and the *Wairarapa Corridor Plan*, as they pertain to public transport services in the study area. Other initiatives to be considered include: Wellington Regional Rail Plan, real time information; integrated ticketing; urban development and growth plans; and operator bus fleet upgrades.

## Process

The review will be broken into six key stages: Preliminary, Initial Consultation, Initial Design, Final Consultation, Final Design and Implementation. A proposed timeframe is provided in the following section.

A description of the tasks associated with the key stages follows:

### 1. Preliminary Stage:

The Preliminary Stage will involve confirming a Terms of Reference with Masterton District Council, South Wairarapa District Council and Carterton District Council, project planning and initial discussions with public transport operators. Patronage data will also be collected and analysed, as well as submissions made on the Wairarapa Corridor plan.

### 2. Initial Consultation:

Initial Consultation will consist of two components: public consultation and consultation with key stakeholders. The findings of these will be used to guide the subsequent Initial Design stage. They will involve the following:

- Public consultation: The public will be invited to provide feedback via targeted advertising on trains and buses and in the local media.
- Consultation with key stakeholders:
  - Wairarapa Territorial Authorities
  - Public transport operators
  - Iwi
  - Residents' and progressive associations
  - High schools
  - Major organisations with a likely public transport interest including Wairarapa DHB and Wairarapa Polytechnic
  - Grey Power
  - Tourism agencies and employers associations
  - Any other groups identified by Wairarapa Territorial Authorities
- Market research: Some limited market research such as on bus surveys may also be carried out to identify user satisfaction and priorities for service enhancements.

### 3. Initial Design:

Initial Consultation feedback will be used to develop possible service improvement options. Input on the service improvement options to be developed for public consultation will be sought from a Reference Group that includes representatives of Wairarapa Territorial Authorities and the public transport operators.

### 4. Final Consultation:

The community will be presented with options for suggested changes to the Wairarapa bus and train services. The findings of this process will be used to guide the subsequent Final Design stage. It is expected that this stage will consist of:

- Public consultation: The public will be invited to provide feedback via targeted advertising on trains and buses and in the local media. This will follow a similar approach to the initial consultation stage.
- Consultation with key stakeholders

### 5. Final Design:

The final network will be identified and detailed network design work undertaken to produce working public transport timetables.

### 6. Implementation:

Implementation will be dependent on any additional funding required, and contractual changes related to the introduction of the Public Transport Operating Model. Implementation will be supported by a local information campaign. Services will be monitored closely following implementation, to ensure that they are running successfully, and any significant problems will be addressed as identified.

Wairarapa Territorial Authorities and public transport operators will be involved and consulted throughout the process.

## Timeframe

The following timeline is proposed for the review.

Stage	Key tasks	Indicative dates
Preliminary Stage	Draft Terms of Reference adopted by Economic Wellbeing Committee	17 March 2011
	Wairarapa Territorial Authorities consulted on draft Terms of Reference	March – April 2011
	Data gathering	March - April 2011

Initial Consultation	Public consultation	May - June 2011
	Consultation with key stakeholders	May – June 2011
	Market research/passenger survey	June – July 2011
Initial Design	Option design	July – August 2011
Final Consultation	Public consultation (if required)	September - October 2011
	Consultation with key stakeholders	September – October 2011
Final Design	Detailed service design	November 2011
Implementation	Detailed implementation planning	From January 2012
	Route and timetable changes	To be determined

## **Governance**

The review will be led by Greater Wellington. Wairarapa Territorial Authorities and the public transport operators will be involved and consulted throughout the process. Key milestones will be reported to the Greater Wellington Economic Wellbeing Committee.

### **Project management**

The Project Sponsor will be responsible for the overall decision making, including directing the Project Manager. The Project Sponsor is Wayne Hastie, General Manager, Public Transport Group.

The Project Manager will be responsible for the day to day running of the project as directed by the Project Sponsor. The Project Manager is Alex Campbell, Special Projects Officer.

### **Reference Group**

Greater Wellington will set up a reference group, which will include a representative of Wairarapa Territorial Authorities and the bus and train operators, to provide advice and guidance to the project manager and ensure that major stakeholders are informed of major developments. The Reference Group will meet on a regular basis, most likely on a bi-monthly frequency, and as required at major milestones.

### **Deliverables**

Deliverables will consist of public consultation material, reports to the Economic Wellbeing Committee, and final timetables as agreed with public transport operators.

The review will be considered to be complete once changes are implemented. Ongoing monitoring will continue beyond that point, but will not be considered to be part of the current review.

## **Budget**

The project will be funded through the existing service review budget. Most costs are associated with public consultation (brochures to households, posters and advertising in local media).

Subsequent service changes, including infrastructure costs, will be funded through existing public transport budgets.

Where proposals are unable to be funded through existing budgets implementation would be subject to the development of specific funding mechanisms, such as a targeted local rate, to fund such enhanced services. This would likely require further consultation as part of the LTCCP process.