



Report 07.460
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Committee Passenger Transport Committee
Author Adam Lawrence Public Transport Planner

Recommended procedure for updating the Regional Passenger Transport Operational Plan

1. Purpose

To recommend to the Committee a procedure for approving updates to the Regional Passenger Transport Operational Plan (“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 Operational Plan is a non-statutory document providing detailed guidelines, methods and targets for implementing the Regional Passenger Transport Plan. The Introduction section of the Operational Plan states:

“The Operational Plan is structured to reflect various work areas necessary to achieve the objectives and policies of the Passenger Transport Plan. Specific targets will be set for each these work areas where relevant. The Operational Plan will be built up over time to include current operational guidelines and standards as they are developed. Where these do not currently exist, the Operational Plan may include targets for their development or indicate that additional work is required.”

In accordance with the recommendations of **Report 07.459**, the Operational Plan must be approved by the Passenger Transport Committee to ensure it is consistent with, and gives effect to, the Regional Passenger Transport Plan. The Operational Plan is subject to amendment by resolution from time to time.

This report outlines a procedure for approving updates to the Operational Plan.

4. Discussion

A clear procedure for updates is important to ensure the Operational Plan remains consistent with the Passenger Transport Plan and continues to accurately reflect current operational practices.

Two main ways of updating the Operational Plan are suggested:

1. By including a resolution as part of a Committee paper on another topic. The resolution would approve updates to the Operational Plan that are a consequence of adopting the substantive resolutions of that paper. The specific wording changes to the Operational Plan would be included as an additional resolution.

This method is most suited to changes resulting from a paper on a specific topic. For example a report on ferry services may require the section in the Operational Plan on ferry contracts to be updated.

2. By preparing a Committee paper recommending one or more updates to the Operational Plan.

This method is most suited to structural changes to the Operational Plan and to document current practices or previous Council decisions.

It is anticipated that a number of updates to the Operational Plan will be made using the second method over the next few months. The first Operational Plan is in the course of further development so these updates will primarily focus on ensuring the Operational Plan accurately reflects current practice. It is anticipated that the Operational Plan will be substantially completed by early next year.

During this period and beyond all papers brought to the Committee will include a resolution in accordance with the first method above when appropriate.

The procedures for updating the Operational Plan may be reviewed after one year.

5. Communication

No communications are required.

6. Recommendations

That the Committee:

1. ***Receives the report.***
2. ***Notes the content of the report.***

3. ***Agrees** that amendments to the Passenger Transport Operational Plan are required to be approved by the Committee then adopted by Council before formally coming into operation.*
4. ***Agrees** that amendments to the Passenger Transport Operational Plan must be made either by:*
 - a) *including a resolution as part of a Committee paper on another topic; or*
 - b) *preparing a Committee paper recommending one or more updates to the Operational Plan.*
4. ***Notes** that these procedures for updating the Operational Plan may be reviewed after one year.*

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