

Otaki Public Transport Service Review

Draft Terms of Reference (4 March 2011)

Introduction

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

Background

Greater Wellington has an ongoing programme for public transport service 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).

The last review of the Otaki bus service was undertaken in 2005 with service changes implemented from 30 January 2006. These changes included the Wednesday and Friday only shopper trips (trialled from May 2005) being extended to operate on all week days, the introduction of trips at school start and end times, and the Saturday service increased from two to four return trips. A wheel chair accessible bus was also introduced on the route at this time.

The extension of regular commuter train services from Paraparaumu to Waikanae Station, commencing 20 February 2011, has resulted in the Otaki bus route being modified to connect with trains from Waikanae Station rather than Paraparaumu, with the resulting resource saving being reallocated to improve peak commuter services to Otaki, including the addition of an AM connection to the Capital Connection train to Wellington.

In response to feedback from Kapiti District Council (KCDC) regarding these recent service changes Greater Wellington has undertaken to carry out a review of the service in partnership with KCDC consulting widely with residents and stakeholders.

Objectives

The primary objectives of the review is to work in partnership with KCDC to ensure an Otaki bus service is provided that best meets the transport needs of Otaki residents, in a cost effective manner that local ratepayers are willing to support.

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 – Greater Wellington will work in partnership with Kapiti Coast District Council and the Otaki Community Board throughout the review process. Stakeholders and the community will be engaged with to help identify issues and test options.

Scope

The review encompasses the communities of Otaki, Peka Peka and Te Horo served by the route 290 Otaki bus route.

The review will take account of all public transport services available in the study area including bus, rail and coach services. The review will take consideration of transport issues such as access to destinations north of Otaki and south of Waikanae where these are identified through the stakeholder and community consultation process.

The review will concentrate on operational improvements to the existing route 290 Otaki bus service and will, given current funding constraints, look to achieve these within existing public transport budgets.

Where options requested by the community and key stakeholders are not able to be accommodated within existing public transport expenditure Greater Wellington will provide costings that allow the community and KCDC to consider the potential rating impact of implementing any such options.

This review will include consideration of bus routing, departure times, capacity issues, access to local services and train connections.

The review is being undertaken on the basis that:

- Buses will continue to provide the principal service to Otaki.

The review will not consider:

- Extension of suburban train services beyond Waikanae
- 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 *Western 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 project 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 Kapiti Coast District Council and the Otaki Community Board, project planning and initial discussions with public transport operators. Patronage data will also be collected and analysed.

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: Consultation with individuals via the delivery of a consultation document to all households within the study area. This will inform households about the review and its timelines, and give them with the opportunity to provide feedback on issues and ideas for improvement.
- Consultation with key stakeholders:
 - Kapiti Coast District Council
 - Otaki Community Board
 - Public transport operators
 - Iwi
 - Residents' and progressive associations
 - Grey Power
 - Disability groups
 - High schools
 - Major organisations with a likely public transport interest including Capital and Coast District Health Board and Whitiriria Polytechnic
 - Public Transport Advocates
 - Any other significant groups Kapiti Coast District Council considers should be consulted as a key stakeholder
- Market research: Passenger surveys may be carried out if required.

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 Kapiti Coast District Council, The Otaki Community Board and the bus operator.

4. Final Consultation:

The community will be presented with options for suggested changes to the Otaki bus service. 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 testing of the option(s) with households by geographical area. 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.

Kapiti Coast District Council and the public transport operator 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 GW Economic Wellbeing Committee	17 March 2011
	Kapiti Coast District Council, Otaki Community Board and operator consulted on draft Terms of Reference	March – April 2011
	Data gathering and analysis	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. Kapiti Coast District Council and the public transport operator 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 Kapiti Coast District Council, Otaki Community Board and the bus operator, 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 GW 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.