Notice of Meeting:
I hereby give notice that an ordinary Meeting of the Regional Public Transport Plan Development Subcommittee will be held on:

Date: 12 June 2017
Time: 1:00pm
Meeting Room: Council Chamber
Venue: Waikato Regional Council, 401 Grey Street, Hamilton East

VRJ Payne
Chief Executive Officer

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Regional Public Transport Plan Development Subcommittee

**Agenda**

**Chairman**
Cr Russ Rimmington

**Deputy Chair**
Cr Hugh Vercoe

**Members**

**Waikato Regional Council**
Cr Russ Rimmington
Cr Hugh Vercoe

**Hamilton City Council**
Cr Dave Macpherson
Cr Leo Tooman
Cr Geoff Taylor (alt)

(Regional Transport Committee Members)
Cr Grahame Webber – Waipa District Council
Cr Toby Adams – Hauraki District Council
Cr Dynes Fulton – Waikato District Council

**NZ Transport Agency**
Andrew McKillop

**Quorum**
Three (3)

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Alex Williams
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Website: www.waikatoregion.govt.nz
OBJECTIVE:

Prepare and recommend to the Waikato Regional Council for public consultation a draft 2018-2028 Regional Public Transport Plan that has been prepared in accordance with and complies with the requirements of the LTMA 2003 and any other relevant national guidelines.

SCOPE OF ACTIVITY:

1. Develop the draft 2018-2028 Regional Public Transport Plan and recommend it to Council (via the Strategy and Policy Committee) for public consultation.

2. Ensure all policy developed in the Regional Public Transport Plan is consistent with the Regional Land Transport Plan.

POWER TO ACT:

To prepare the draft 2018-2028 Regional Public Transport Plan.

POWER TO RECOMMEND:

To recommend the draft 2018-2028 Regional Public Transport Plan to Council via the Strategy and Policy Committee for public consultation.
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This report updates the Committee on the review of the Waikato Regional Public Transport Plan 2018-28 and key projects sitting within the review, specifically:
- Fare review project
- North Waikato public transport options
- Stakeholder involvement in the RPTP review.

Doc #10576256
Report to Regional Public Transport Plan Development Subcommittee June 2017 – To be received

File No: 21 20 83A
Date: 24 May 2017
To: Chief Executive Officer
From: Chief Financial Officer
Subject: Regional Public Transport Plan Review 2018
Section: A (Committee has delegated authority to make decision)

Purpose
To update the Regional Public Transport Plan (RPTP) Development Subcommittee on the review of the Waikato Regional Public Transport Plan 2018-28 and key projects sitting within the review, specifically:
- Fare review project
- North Waikato public transport options
- Stakeholder involvement in the RPTP review.

Recommendation:
That the Regional Public Transport Plan Development Committee:
1. Receives the report Regional Public Transport Plan Review 2018 (Doc # 10493779 dated 24 May 2017) for information
2. Endorses the proposed approach to developing a regional fare structure review and providing for engagement with partner organisations.

Background
Public transport is a key component of the regional land transport system and Waikato Regional Council (WRC) has a statutory responsibility for the planning and management of the public transport network in the region. The Waikato Regional Public Transport Plan (RPTP), prepared by Waikato Regional Council, is a strategic document that sets policies for public transport in the region, and contains details of the public transport network and development plans over the next ten years.

Since the adoption of the current RPTP in 2015, many significant changes in the planning and operating environment for transport are likely to require the RPTP to be updated to ensure the plan aligns with the latest regional and national policy directives.

In addition, the Regional Council is required under the LTMA to review its RPTP after the public transport components of the Regional Land Transport Plan (RLTP) are varied (s126 (1)). The operative 2015-45 RLTP is currently being reviewed, following the NZTA Business Case Approach (BCA). The BCA and the investment logic mapping produced form the basis for the Regional Transport Committee to test and re-shape the current regional transport objectives and policy framework, which will have an influence on the policies and services identified in the RPTP.
1 PT Plan review update and approach

Waikato Regional Council has commenced the development of the new RPTP, with an aim to adopt a new plan before 30 October 2018. The new plan will guide the planning and development of the regional public transport system over the next 10 years (2018-2028).

As reported at the last meeting, the review will follow the principles of the NZTA Business Case Approach to determine:

- Through the first Subcommittee workshop on 12 June:
  - What are the core PT problems that will need to be addressed in this RPTP
  - The consequence of not addressing these
  - What are expected benefits/outcomes that can be realised from addressing these

- Through a subsequent gap analysis workshop:
  - Whether the existing policy framework is still fit for purpose and/or any different policy intervention is required.

It is recognised that the current RPTP provides a good foundation for the new RPTP. Rather than rewrite every part of the Plan, the Project Team proposes to undertake a gap analysis of the existing RPTP policy framework, based on the key problems identified in the Subcommittee’s first workshop, to determine which policy elements remain the same, what policies might benefit from having options reconsidered, what new components are needed and what gets removed completely.

The outcomes of the Subcommittee’s first workshop will set the key focus areas for the review so that staff can identify policy and service gaps and how these can be addressed.

In determining the RPTP’s key priorities, the RPTP must be consistent with the Regional Land Transport Plan (RLTP). The RPTP will also take into account local transport strategies and projects (e.g. Access Hamilton and the Network Operating Framework) to ensure integrated planning for public transport services and infrastructure across the region. It will also take into account other strategic policy drivers related to public transport planning, implementation and investment at national and regional levels (e.g. NZTA Farebox Recovery Policy, and NZTA Procurement Manual).

Project timeframes

The broad approach for the review of the RPTP, following Business Case Approach principles, is illustrated below. More detail on the approach is included in the Appendix 1.

The proposed project timeframe and key phases are set out in the table and timeline below. Broadly, the development of the RPTP is scheduled to run in parallel with the review of the RLTP with expected
adoption of the draft plan by Waikato Regional Council by April 2018, and final Plan in September/October 2018.

<table>
<thead>
<tr>
<th>Review of the RPTP - Project Phase</th>
<th>Timing (indicative)</th>
<th>Subcommittee meeting date</th>
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<tr>
<td>1. Project establishment</td>
<td>Leading up to Apr 2017</td>
<td>28 April</td>
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<td>2. Problem definition and benefits/outcomes workshop (with stakeholders) - strategic case development – Phase 1</td>
<td>May-June 2017</td>
<td>12 June</td>
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<td>3. Gap analysis to identify network/service gaps - Phase 2a</td>
<td>June-July 2017</td>
<td>20 July</td>
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<td>4. Programme business case development (develop high level options and targeted stakeholder workshops ) – Phase 2b</td>
<td>Aug-Oct 2017</td>
<td>12 Sept</td>
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<td>5. Indicative business case development (detailed technical assessment of options) – Phase 3</td>
<td>Oct-Dec 2017</td>
<td>6 Nov</td>
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<td>6. Develop and confirm Draft PT Plan – Phase 4</td>
<td>Dec-Mar 2017</td>
<td>12 Feb</td>
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<td>7. Draft Plan notified for public consultation and submission period</td>
<td>April 2018</td>
<td>April TBC</td>
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<td>8. Public hearings and Deliberations</td>
<td>May-June 2018</td>
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<td>9. Finalising PT Plan and final Plan adoption</td>
<td>July-Aug 2018</td>
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More detail for the Subcommittee’s first workshop is included in the workshop pack.

## 2 Fare review

**Waikato regional fare structure review**

As previously reported to the Subcommittee, a review of the Waikato fare structure is currently underway. This is driven from Action 31 in the operative RPTP which states:

“The council will review the fare structures at least once every 6 years and carry out a comprehensive fare structure review in 2014/15. This will include consideration of the fare structure, concession fares and ticketing products ahead of implementation of a new electronic ticketing system.”

The purpose of the review is to ensure that the fare system contributes to the goal for public transport:

"A growing and affordable public transport system that contributes to the economic, social and environmental vitality of the region."

Work began on the fare structure review with councillor workshops 2015 followed by technical analysis undertaken by a consultant to develop a suite of potential interventions. Following on from this work, a fare policy package has been developed in order to work with all partner councils to implement a revised structure.
The objective of the fare review is to ensure the system is:
- Simple for customers and simple to administer
- Reflective of the costs of running the service
- Affordable for funders and users
- Supports increased use of public transport.

It should be noted that the timing of this fare structure review will see implementation occur within the operative period of the current RPTP. Any revised fare policies to be implemented as a result of the fare structure review will inform fare policy contained in the revised RPTP.

An opportunity exists to combine a revised fare structure into the development of a new electronic ticketing system. This opportunity for integration is driving the need to undertake a fare structure review now, as opposed to including it as part of the 2018 – 2028 RPTP review. The intention is to implement a revised fare structure alongside the introduction of a new interim electronic ticketing system (which is being developed alongside a number of partner regional councils), with the expectation that a revised fare structure and the new ticketing system will become operative before June 2018. A high-level diagram outlining the relationships between the work streams is provided below:

To progress the fare structure review, Waikato Regional Council staff have been working with staff from partner councils individually to assess the proposed fare policy package and identify potential impacts of revised fare policies on their local communities. The second stage of consultation will require testing proposed fare policies with elected members of partner councils through workshop engagements to further test the impact of revised fare structure policies in order to get support for implementing a new fare structure.

Although the RPTP Development Subcommittee does not have decision-making authority with regards to the implementation of a revised fare structure, this report seeks to gain support and endorsement for proposed policy options to be discussed with partner councils to progress the fare structure review. This will help to ensure alignment with the development of the 2018 – 2028 RPTP and confirm the fare policies that will be included in the revised plan. A summary of the proposed fare policies that are proposed to be taken to partner councils for consideration include:
- The introduction of a zonal system for PT fares along routes (outside Hamilton) based on geographic distance
- Introducing a consistent 40% cash fare premium above Busit fares
- Introducing a consistent 30% discount for concession fares for all eligible groups
- Considering the introduction of time-restricted travel passes (daily or weekly)
• Revising the conditions of carriage for transfers
• Simplification of fare products, with the proposed removal of 60+ and return fare concessions

Initial assessment shows that the actual impacts for different communities within the region do vary, with some showing greater or lesser gains in patronage and revenue depending on specific fare changes. High level technical analysis of the introduction of revised fare policies shows that the overall impact on public transport across the region is broadly revenue neutral and passenger journeys are also close to neutral.

The outcomes of workshops conducted with partner councils will be reported back to the RPTP Development Subcommittee. Depending on the outcome from these workshops this information will be used to inform the development of, and transition to, the new interim electronic ticketing system.

**National Integrated Ticketing Review**

Alongside region-specific fare review and interim electronic ticketing work, Waikato Regional Council staff are working closely with other regional councils and the NZ Transport Agency to develop a long-term integrated ticketing solution to better meet changing and increasing customer expectations through the GRETS project. A shared solution with the future PT environment in mind will give all GRETS participants a significantly better value for money result. The objective is to create a solution that supports attractive, relevant, affordable public transport services, and it is anticipated that the national ticketing system will be developed and implemented over the next 4-5 years.

### 3 North Waikato PT Network Review – proposed service options

As reported at the last RPTP Development Subcommittee meeting, Waikato Regional Council, in partnership with Waikato District Council and the NZTA, is undertaking a network review in the North Waikato area. The aim of this project is to identify short-term public transport interventions that can be implemented within the next 2018-28 Long Term Plan. The project is closely linked to the wider North Waikato Integrated Growth Management Programme Business Case (NW PBC) and will help to inform the review of the RPTP in respect to future public transport provision in North Waikato.

A number of potential public transport options have been developed as part of the extensive consultation with key stakeholders and detailed technical assessment. The potential options for improving public transport connections in North Waikato include:

- **Bus service between Pokeno and Pukekohe** – this option will provide improved connections for Pokeno and Tuakau residents to Pukekohe, both in peak and off-peak times.
- **Bus service between Huntly and Pukekohe** – this option looks at extending the current Northern Connector service though to Pukekohe once a day in the off-peak, providing connectivity between Huntly, Rangiriri, Te Kauwhata, Mercer, Pokeno and Pukekohe.
- **Bus service between Te Kauwhata and Hamilton** – this option looks at extending the current Northern Connector service to Te Kauwhata for one return trip in the peak weekdays, providing access for Te Kauwhata residents to Huntly and Hamilton.
- **Bus service between Hamilton and Papakura** – a new bus route designed to provide fast and direct commuter access between Hamilton and Auckland
- **Bus service between Port Waikato and Pukekohe** – this looks at maintaining current levels of bus service between Port Waikato and Pukekohe (once a week) or replacing the scheduled bus service with a community based transport solution.

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1 GRETS is the Greater Wellington, Regional Consortium of Councils (including WRC), and Environment Canterbury Ticketing Solution working group.
- **North Waikato Community Transport Service** – this option will investigate the opportunity of using existing community transport services (e.g. heath shuttles provided by DHB or St. Johns) to provide improved transport connections, particularly in areas where public transport may not be a suitable/cost effective solution.

These broad options were considered and endorsed by Waikato District Council at a workshop on 24 May 2017. It was agreed at the workshop that the next step is to engage with key stakeholders, including local community boards and iwi, to test/refine the options.

It is expected that the potential options outlined in this report will be refined over the next two months through stakeholder engagement and detailed feasibility assessment, and a report on the preferred options will be provided to Waikato District Council, Waikato Regional Council and the RPTP Development Subcommittee in September.

### 4 Stakeholder involvement in the RPTP review

**First Subcommittee workshop**

At the first RPTP Development Subcommittee on 28 April, members requested a high level of involvement of other stakeholders in reviewing the RPTP. This involvement would ensure transport providers are aware of, and can contribute to, the review. Staff discussed options with the Chair of the Subcommittee as to how to involve stakeholders. It was agreed that rather than adding complexity to the process by making key stakeholders members of the Subcommittee, these stakeholders would be invited as participants to the 12 June problems and benefits workshop. In the business case process, greatest value is derived for the problems and benefits workshop when key parties are involved. This allows for consideration of the context from multiple perspectives, and enables a greater level of buy-in by stakeholders from an early stage.

Key stakeholders invited were the Chief Executives of:
- Ministry of Education
- Waikato District Health Board
- University of Waikato
- Waikato Institute of Technology

Representatives from Waikato DHB, the University and Wintec have so far confirmed they will participate in the workshop.

Following on from this workshop, it is proposed that these key stakeholders are invited back to participate in the 12 September options workshop.

**Other stakeholder involvement throughout plan development**

**Project Control Group**

This group will provide overall executive guidance on political/governance and strategic matters related to the development of the RPTP. Envisaged to meet approximately 2-3 times during plan development phase- around August and December 2017, the objective of this group is to identify any project issues or risks and take steps to mitigate these.

Membership of this group includes Project Sponsor Mike Garrett, Manager Integration and Infrastructure Annika Lane, Manager Transport Operations Andrew Wilson, Team Leader Transport and Infrastructure Bill McMaster, NZTA Planning and Investment Manager Andrew McKillop, Waikato District Council Executive Tim Harty, and Hamilton City, Waipa and Hauraki District Council executive representatives.
Technical working group
The objective of this group is to provide guidance on technical matters relating to the development of the RPTP. It is envisaged this group will meet monthly or as required during plan development phase, from November 2017 to February 2018. Membership reflects that of the Project Control Group but at staff technical level.

Consultation
The review will take a targeted consultation approach to support PT Plan development as guided by the RPTP Development Subcommittee and the groups above. A full Local Government Act (LGA) special consultative procedure is proposed for the draft PT Plan in 2018.

5. Assessment of Significance
Having regard to the decision making provisions in the LGA 2002 and Councils Significance Policy, a decision in accordance with the recommendations is not considered to have a high degree of significance.

6. Conclusion
The review of the RPTP is now underway, with recommendations to include key stakeholders in the business case approach as well as through targeted consultation. Key projects currently underway which will inform the review are the fares review, national ticketing, and North Waikato public transport options workstreams.

Annika Lane
Manager Integration

Mike Garrett
Chief Financial Officer

Andrew Wilson
Manager Public Transport Operations

Tracey May
Director Science and Strategy

Appendix 1 - Further detail on project approach.
Appendix 1: Further detail on RPTP Plan project approach

The project will be broken down into four key phases as follows:

**Phase 1: Strategic Case development (May – June 2017)**
- A facilitated workshop with the RPTP Development Subcommittee to confirm the ‘problems’ for public transport in Waikato, and to identify key objectives or outcomes sought for the next RPTP.
- The key transport challenges/issues identified in the current RPTP will form the starting point and these will be workshopped/modified into 3 or 4 key problem statements, taking into account of the ILM produced for the RLTP, new GPS, and/or other key drivers/issues that may have occurred since 2015.
- **Expected outputs:** A set of agreed problems and objectives for PT that align with the latest national and regional policy direction. Evidence will also be collated to support the problems identified, and a ‘strategic case’ (2-3 page summary of problems and evidence) will be produced and endorsed by the Subcommittee. Critical success factors will also need to be confirmed at this stage, including a clear vision (or goals) to guide the development of the new RPTP/

**Phase 2a: Gap analysis (June-July 2017)**
- A staff technical assessment (gap analysis) will be undertaken to test if the current RPTP is still valid/robust in addressing the problems and meeting the objectives identified by the Subcommittee.
- The gap analysis will also include consideration of the PT activities that being implemented or planned (e.g. MoE school buses, Fares review, NW/Taupo PT reviews), as well as any other projects/initiatives that have been identified through other planning processes (i.e. RLTP and/or other business case projects) that will contribute to the PT objectives.
- **Expected outputs:** A gap analysis report will be prepared that includes
  - a high level assessment of current RPTP on how effective is the plan in meeting the objectives or addressing the problems;
  - What are the policy/service gaps; and
  - How these gaps or areas will be addressed in the RPTP review
- Stakeholder engagement on the gap analysis findings and to agree on scope of the review and key focus areas. The gap analysis report along with the key focus areas for the review will be presented to the subcommittee for endorsement.

**Phase 2b: Programme business case (Aug-Oct 2017)**
- For each of the focus areas, workshops will be held with relevant stakeholders to flesh out the problems and to develop potential options/solutions.
- **Expected outputs:** options for the focus areas will be developed and presented to the Subcommittee for consideration. The subcommittee to agree on the options that will be taken forward for more detailed investigation.

**Phase 3: Indicative business case (Oct-Dec 2017)**
- Staff to undertake detailed technical work and to identify a ‘preferred PT programme’ for the RPTP. Further engagement with NZTA will be undertaken to check if the preferred programme is aligned with NZTA investment assessment framework.
- **Expected outputs:** A staff recommendation report on the preferred programme will be presented to the Subcommittee for endorsement and inclusion in the draft RPTP. Skeleton of draft RPTP document will also be prepared for Subcommittee sign-off.
Phase 4a: Draft Plan development (Dec 2017-April 2018)
- Develop a draft RPTP
- Set up the public consultation process
- **Expected outputs:** The RPTP Development Subcommittee to recommend the draft RPTP for WRC adoption for public consultation. Public consultation will run from March – April, and hearings will be held in May 2018.

Phase 4b: Final Plan development/adoption (May 2018-August 2018)
- Hearing and staff recommendation reports prepared
- Hearing Committee to deliberation on the submissions and to recommend changes to the final RPTP.
- Final RPTP to be adopted by Council in July/August 2018.