

## Terms of Reference

### NRC/WDC Whangārei Public Transport Working Party

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#### Membership

The NRC/WDC Whangārei Public Transport Working Party shall be comprised of three (3) Northland Regional council members and three (3) Whangārei District Council members as follows:

Chairperson:	Cr Bain
NRC members	Cr J Crow Cr R Stolwerk

WDC member 1	TBA
WDC member 2	TBA
WDC member 3	TBA

The number of members from WDC and NRC are to be the same.

Standing orders do not apply.

#### Quorum

The quorum for meetings of the working party shall be three (3). All members count towards a quorum.

#### Vision, mission and areas of focus (Long Term Plan 2018-2028)

Our Northland – together we thrive. Working together to create a healthy environment, strong economy and resilient communities.

The working party will contribute directly to the following areas of focus:

- Efficient and effective service delivery
- Safe and resilient communities
- A strong regional economy

#### Objectives

The objectives of the working party are to:

- To examine and discuss Whangārei public transport issues with the intention of increasing patronage across all modes of public transport; and advise and make recommendations to both Councils accordingly.

#### Responsibilities

- The working party is directly responsible and accountable to their respective councils for the exercise of its responsibilities. The Chairperson, supported by staff,

will provide a brief written report of working party activities to each council meeting.

- In carrying out its responsibilities, the working party must at all times recognise that primary responsibility for management of the councils rests with the Chief Executives.
- For reasons of efficiency and/or expediency, should the working party not be able to perform its functions, the councils will assume its role and responsibilities.

## **ROLE AND FUNCTIONS**

The council authorises the working party, within the scope of its Terms of Reference, role and responsibilities, to:

### **1. General**

- a) Subject to operating within approved budget allocation - obtain information it needs from the CEO and/or external party (subject to their legal obligation to protect information);
- b) Discuss any matters with the external auditor, or other external parties (subject) to confidentiality considerations);
- c) Request the attendance of any employee, subject to the Chief Executive's approval, at meetings of the working party or its working groups;
- d) In discussion with the CEO and subject to operating within approved budget allocation - obtain external legal or other professional advice, as considered necessary to meet its responsibilities, at the council's expense;
- e) Co-opt a person as a (non-voting) member of the working party to assist with special projects;
- f) Recommend to council that additional members be appointed to the working party should it consider wider representation would be of assistance in performing its functions;
- g) Undertake such other functions as may be delegated by council from time to time.

### **2. Whangārei Public Transport**

Issues to be considered include, but are not limited to;

- a) Bus route terminus location and infrastructure,
- b) Bus stops/shelters and signage,
- c) Potential new routes, services and trials,
- d) Park and ride options,
- e) Integration with city and district planning.

### **3. No Delegated Authority – Power to Act**

The working party has no delegated authority or power to act.