

Document approval

Date	Section amended	Approved By
25 November 2025	Re-established post 2025 elections	

Terms of Reference

NRC/WDC Whangārei Public Transport Working Party

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 A Macdonald

NRC members Cr J Carr

Cr J Crow

WDC member 1 Cr N Connop

WDC member 2 Cr B Flower

WDC member 3 Cr S Martin

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.