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Committee       Western Corridor Implementation Plan Subcommittee  
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## Proposed Meeting Protocols for the Subcommittee

### 1. Purpose

To set down the parameters within which the Subcommittee will operate to achieve its stated objectives.

### 2. Background

The Subcommittee was established by the RLTC at its 12 March meeting. **Attachment 1** is the minute extract from that meeting showing the purpose of the Subcommittee, its membership and its chairperson. The Subcommittee now has to establish a meeting schedule, decide on how to go about its task and determine a target date for reporting back its recommendations to the full RLTC.

### 3. Proposed Protocols

#### 3.1 Voting

Members of the Subcommittee that are members or appointed deputy members of the RLTC have speaking and voting rights. Technical officers supporting an RLTC member have speaking rights.

#### 3.2 Quorum

The quorum shall be four voting members.

#### 3.3 Public comment on Subcommittee business

Statements on behalf of the Subcommittee shall be determined by the Subcommittee under the agenda item “Communications” during each meeting.

#### 3.4 Expiry

The Subcommittee shall cease by resolution of the RLTC.

#### **4. Meeting Programme**

It is proposed that the Subcommittee meet monthly. Members should come to the first meeting with suggestions on what day of the week or month would best suit them for these meetings. The first few meetings will involve a programme of information gathering, then the Subcommittee is expected to assess that information and finally report back to the RLTC. At this point a target of March 2004 for that report back is proposed.

#### **5. Communication**

As there is an agenda item "Communications" this report heading will not be used again in Subcommittee reports.

#### **6. Recommendations**

1. *That the Subcommittee adopt the following meeting protocols:*
  - (a) *Members of the full RLTC (and their deputies) have voting and speaking rights. Technical advisors have speaking rights only.*
  - (b) *The quorum is 4 voting members.*
  - (c) *Public statements on behalf of the Subcommittee will be agreed by the Subcommittee at the end of each meeting.*
2. *That the Subcommittee meet once a month with a target date for reporting back to the RLTC of March 2004.*

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#### **Attachments**

1. Minute extract from 12 March RLTC meeting