



Report 13.1013
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Committee Wellington City Public Transport Spine Options
Hearing Subcommittee
Author Alexandra Jackson, Democratic Services Advisor

Process for hearing submissions

1. Purpose

To brief the Wellington City Public Transport Spine Options Hearing Subcommittee (the Subcommittee) on the process for considering submissions on the Wellington City Public Transport Spine Options.

2. Background

At its meeting on 18 September 2013 the Regional Transport Committee established this Subcommittee to consider and hear submissions and to make recommendations to the Regional Transport Committee on the Wellington City Public Transport Spine Options. A copy of the Subcommittee's Terms of Reference, which sets out its roles and responsibilities, is attached as **Attachment 1** to this report.

2.1 Public consultation

This meeting completes the public consultation phase on the Wellington City Public Transport Spine Options.

The Subcommittee must consider both the oral and written submissions it receives at this meeting, seek clarification from officials on any relevant matters, and make recommendations to the Regional Transport Committee on a preferred option.

2.2 Principles of consultation

Six principles of consultation are set out in the Local Government Act 2002. One of these principles is that views presented to a local authority should be accepted with an open mind, and should be given due consideration by the local authority, in making a decision.

It is consistent with best practice that members hearing submissions should be present for the duration of the hearing of the oral submissions.

3. Submissions received

Greater Wellington Regional Council has received 278 submissions on the Wellington City Public Transport Spine Options.

A copy of all the written submissions has been distributed to members of the Subcommittee (under separate cover).

4. Wellington Public Transport Spine Options submission process

The purpose of this meeting is to hear oral presentations in support of written submissions. At the time of writing this paper, 67 submitters have confirmed that they wish to be heard on the Wellington City Public Transport Spine Options.

Ten minutes has been allocated to each individual submitter. This allows approximately five minutes for the submitter to present their key points and five minutes for Subcommittee members to ask questions of clarification. Submitters who are presenting as an individual and on behalf of an organisation/group or other individual who cannot attend have been allocated an extra five minutes. Submitters were encouraged to get together and present jointly where their feedback/issues were similar, to allow time for a more detailed presentation.

The preliminary timetable for the hearing of oral submissions is as follows:

Tuesday 26 November 8.30am until 7.30pm

Monday 2 December 9.30am until 6.30pm

As some changes to the timetable may be required, a final timetable will be available at the start of the meeting.

4.1 Consideration of issues raised in submissions

The Subcommittee must consider all written submissions, regardless of whether or not an oral submission has been made.

The principles of consultation set out in section 82 of the Local Government Act 2002 apply to the submission process. It is important that Subcommittee members retain an open mind in the consideration of submissions.

Members should be present for the hearings and deliberations in order to participate in the decision-making of the Subcommittee. There will be an opportunity to discuss the issues raised in both written and oral submissions once all submissions have been heard.

4.2 Process after consideration of Submissions

The Subcommittee will need to prepare a report setting out its recommendations on the Wellington City Public Transport Spine Options for consideration by Wellington City Council and the New Zealand Transport Agency, before being presented to the Regional Transport Committee for decision in late February or early March 2014.

It is proposed that each submitter receives a written response outlining the deliberations and recommendations of the Subcommittee following the conclusion of the hearings process.

5. Communication

The Subcommittee meeting for hearing submissions has been advertised and all oral submitters contacted regarding the hearing date.

6. The decision-making process and significance

The matters requiring decision in this report have been considered by officers against the requirements of Part 6 of the Local Government Act 2002.

6.1 Significance of the decision

Officers have considered the significance of the matter, taking into account the Council's significance policy and decision-making guidelines. Due to the procedural nature of this decision officers recommend that adopting a process for the consideration of submissions be considered to have low significance.

Officers do not consider that a formal record outlining consideration of the decision-making process is required in this instance.

7. Recommendations

That the Subcommittee:

1. ***Receives** the report.*
2. ***Notes** the content of the report.*
3. ***Agrees** to consider all written and oral submissions in the manner set out in section 4 of this report.*

Report prepared by:

Alexandra Jackson

Democratic Services Advisor

Report approved by:

Francis Ryan

Manager, Democratic
Services

Terms of Reference for the Wellington City Public Transport Spine Options Hearing Sub- committee

Adopted September 2013

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1. Membership

The membership of the Wellington City Public Transport Spine Options Hearing Subcommittee comprises:

- The Chair of the Regional Transport Committee (GWRC)
- The Wellington City Council Mayor or elected member of Wellington City Council with lead transport responsibility
- The NZ Transport Agency Regional Director
- The Porirua City Council Mayor
- The Upper Hutt City Council Mayor

The Chair of the Regional Transport Committee is Chairperson of the Subcommittee.

The quorum is two members.

2. Meeting procedures

The Greater Wellington Regional Council Standing Orders apply.

All members have equal speaking rights and a deliberative vote. In addition, the Chairperson has a casting vote in the case of an equality of votes.

Hearings will be open to the public, except where there are grounds to exclude the public in terms of the Local Government Official Information and Meetings Act 1987.

Members must be present for the substantial part of the hearings and deliberations in order to participate in the decision-making of the Subcommittee.

3. Powers

The Subcommittee has the power to:

- consider both the written and oral submissions and the citizen panel surveys on the Wellington City Future Public Transport Spine Options;
- seek clarification from officials on any relevant matters; and
- make recommendations to the Regional Transport Committee on a preferred option taking account of consideration of public feedback.

4. Responsibilities

The Committee shall ensure that:

- the hearing and consideration process is carried out in a way that is effective and timely;
- submitters are provided with the best possible opportunity to be heard in support of their submission;
- subcommittee members receive submissions with an open mind and give due consideration to each submission; and
- the decision-making process is robust and transparent and the summary of the consultation process adequately, fairly and demonstrably reflects the submitters' comments.

5. Duration of Subcommittee

The Subcommittee is deemed to be dissolved at the end of the subject hearings process.