

# Terms of Reference for the Draft Regional Freight Plan Hearing Sub-committee

**Adopted by the Regional Transport Committee on the 29 March 2011**

## **1. Membership**

The membership of the Regional Freight Plan Hearing Sub-committee shall be made up of four members to be determined at the 29 March 2011 Regional Transport Committee meeting.

The chairperson of the Regional Freight Plan Hearings Sub-committee will also be chosen at the same meeting.

The quorum is two members.

## **2. Meeting procedures**

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.

The Wellington Regional Council Standing Orders apply, with the exception that the casting vote provision of Standing Order 30.2 does not apply.

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

## **3. Powers**

The sub-committee has the power to:

- Hear oral submissions on the draft Regional Freight Plan.
- Consider both the written and oral submissions on the draft Regional Freight Plan.
- Summarise the outcomes of the consultation process.
- Seek clarification from Council officers on any technical matters.
- Prepare a report to the RTC with recommendations regarding amendments to the draft Regional Freight Plan.

## **4. Responsibilities**

The sub-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.
- 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 Regional Freight Plan consultation and decision making process.