

Report 11.391  
Date 25 July 2011  
File E/11/15/13

Committee Regional Public Transport Plan Hearings  
Subcommittee  
Author Margaret Meek, Senior Democratic Services Advisor

## Process for considering submissions

### 1. Purpose

To brief the Subcommittee on the process for considering submissions on the Proposed Regional Public Transport Plan.

### 2. Significance of the decision

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

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.

### 3. Background

At its meeting on 15 June 2011 the Economic Wellbeing Committee established this Subcommittee to consider and hear submissions and to make recommendations to the Economic Wellbeing Committee on the Proposed Regional Public Transport Plan. A copy of the Subcommittee's terms of reference, which sets out its roles and responsibilities, is attached as **Attachment 1** to this report.

#### 3.1 Public Consultation

This meeting completes the public consultation phase on the Proposed Regional Public Transport Plan.

The Subcommittee must consider both the oral and written submissions it receives at this meeting, and must decide what, if any, changes it wishes to recommend to the Committee regarding the Proposed Regional Public Transport Plan.

### **3.2 Principles of consultation**

Six principles of consultation are set out in the Local Government Act 2002 (the Act). 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.

## **4. Submissions received**

Greater Wellington has received **106 submissions** on the Proposed Regional Public Transport Plan.

A copy of all the written submissions has been distributed to members of the Subcommittee (under separate cover). A summary of submissions is also provided in **Report 11.397**.

## **5. Proposed Regional Transport Plan submission process**

The purpose of this meeting is to hear oral presentations in support of written submissions and make decisions on changes to the Proposed Regional Public Transport Plan. 22 submitters have indicated they wish be heard in support of their submission on the Proposed Regional Public Transport Plan.

Ten minutes have been allocated to each 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. Local authorities and public transport operators have been allocated a total of up to twenty minutes in recognition of the wider community they represent and/or in depth knowledge of public transport.

The preliminary hearing schedule is set out in **Attachment 2**. As some changes to the schedule may be required a final schedule will be available at the start of the meeting.

### **5.1 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.

## 5.2 Process after consideration of submissions

The Subcommittee will need to prepare a report to the Economic Wellbeing Committee setting out its recommendations on the Proposed Regional Public Transport Plan.

It is anticipated that officers will prepare **Report 11.401** (to come) once all oral and written submissions have been considered. This will enable the Subcommittee to review changes before approving a final draft Regional Public Transport Plan 2011 to recommend to the Economic Wellbeing Committee.

A letter/email will be sent to all submitters identifying the final changes to the Proposed Regional Public Transport Plan once agreed by Council, including commentary around the reasons for these recommendations.

## 6. Communication

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

## 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 5 of this report.

Report prepared by:

Report approved by:

Margaret Meek  
Senior Democratic Services  
Advisor

Francis Ryan  
Manager, Democratic  
Services

**Attachment 1: Terms of reference**

**Attachment 2: Preliminary hearing schedule**