

Terms of Reference for the Draft Regional Cycling Plan Hearing Subcommittee

Adopted by the Regional Transport Committee on the 31 October 2008

1. Membership

The membership of the Regional Cycling Plan Hearing Subcommittee shall be made up of four members as follows:

- Mayor Wayne Guppy
- Councillor Peter Glensor
- Dr Stephen Palmer
- Michael Gross

Mayor Guppy is the chairperson of the Regional Cycling Plan Hearings Subcommittee.

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.

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:

- Hear oral submissions on the draft Regional Cycling Plan.
- Consider both the written and oral submissions on the draft Regional Cycling 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 Cycling Plan.

4. Responsibilities

The subcommittee 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 Cycling Plan consultation and decision making process.