

06/05/2025

FIRST MINUTE AND DIRECTIONS OF THE HEARINGS PANEL

1. INTRODUCTION

1. This minute sets out general procedural matters and directions in relation to the hearings of submissions on the Draft Regional Public Transport Plan ('RPTP') 2025-2035, prepared under the Land Transport Management Act 2003.
2. The purpose of these directions is to:
 - a. introduce the hearings panel ('the Panel');
 - b. outline how the hearings process will be managed to provide clarity and certainty for all participants; and
 - c. ensure the process is fair and efficient
3. Further directions may be issued by the hearings panel in the form of additional minutes, either prior to or during the hearings.
4. All relevant material relating to this process including schedules, submissions and reports will be publicly available on the Council's RPTP [website](#).

1.1 Background

5. At its meeting on March 5 2025, the draft RPTP was presented to the Public and Active Transport Committee ('PATC').
6. The committee resolved to:
 - a. recommend that the Otago Regional Council ('the Council') approve the draft RPTP to go out for public consultation; and
 - b. recommend that the Council approve the preferred composition of the hearing panel, comprising three Regional Councillors.
7. These recommendations were adopted by the Council at its meeting on 19 March 2025, including nominations for the Hearing Panel.

2. HEARINGS PROCESS

2.1 Panel Composition and delegation

8. The Hearing Panel are:

Cr Andrew Noone (Chair)
Cr Elliot Weir
Cr Kate Wilson
Cr Gary Kelliher (as a reserve)

9. Under schedule 7, clause 32(1) of the Local Government Act 2002 ('the Act'), the Council has delegated to the hearings panel all necessary powers, functions, and duties to hear submissions on the draft RPTP and make recommendations to the Council.

2.2 Procedure and process

10. The hearings of submissions on the draft RPTP will be conducted in person in the Council Chamber, Level 2, Philip Laing House, 144 Rattray Street in Dunedin on May 12, May 13 and May 14. There may also be by one session in the Mezzanine Room, Queenstown Events Centre, 33 Joe OConnell Drive on May 16.
11. Regarding the Dunedin hearings, we will first allocate speaking times for May 14, then May 13 and if necessary, May 12, noting that May 15 will be a non-hearings day.
12. The hearings will be conducted in an informal but orderly manner, in accordance with the principles of consultation set out in section 82 of the Act.
13. The hearings will generally proceed as follows:
 - a. Council officers will provide an overview of the draft RPTP at the commencement of the hearings;
 - b. Submitters who have indicated a wish to be heard will be invited to present their submissions;
 - c. The panel may ask questions to submitters to clarify matters raised
14. The Council officers report will be prepared to assist the Panel in its consideration of all submissions. It summarises the submissions received, provides relevant context, and sets out officers recommendations which may be used to inform the panels recommendations to the Council.
15. Submitters are encouraged to focus on key points of their submission rather than reading submissions verbatim. Presentation times are likely to be limited to 10 minutes, but should you need longer, please contact the hearings administrator to check availability for a longer time (hearingsadministrator@orc.govt.nz). Allocations will be confirmed when the hearing schedule is published.
16. Cross-examination will not be permitted and legal representation is not required.
17. The panel may adjourn and reconvene the hearing as necessary to complete its consideration of the matters before it.

2.3 Late submissions

18. The panel considered the late submissions received on the draft RPTP and resolved, through the Chair, to accept those submissions. The panel is satisfied that no party will be unjustly prejudiced by their inclusion, and that the submissions may assist in informing its consideration of the matters before it.

2.4 Pre-circulation of Information

19. Submitters who wish to provide supporting documents, presentations or additional material are encouraged to circulate these to the hearings administrator no later than *one working day* prior to the hearings.

2.5 Directions for submitters

20. Submitters who indicated they wished to be heard will be contacted directly by the hearing administrator to confirm attendance and participation preferences (in person or remote).

21. All submissions are considered by the Hearings Panel, irrespective of whether you speak to your submission.
22. Submitters who require assistance to participate in the hearings process, including those with physical, neurological or communication related needs, need to advise the hearings administrator. The Council is committed to ensuring the process is accessible to all and will make reasonable accommodations to support those submitters to present their views.
23. All correspondence can be directed to:

Hearings Administrator | Katelin Hazlett
Otago Regional Council
Email: hearingadministrator@orc.govt.nz
Phone: 034740827 | 0272821299

24. The final hearing schedule will be published on the Councils website (see para 4) and circulated to submitters who requested to be heard.

2.6 Site visits

25. The panel may undertake site visits to areas or facilities referenced in submissions. These will be unaccompanied unless otherwise directed.
26. No new information will be received during site visits, and no discussions will occur with the panel and submitters or the public.

3. CLOSING REMARKS

27. The panel greatly appreciates the time and effort of all submitters in engaging with the draft Regional Public Transport Plan process and look forward to hearing submitters views and feedback as part of its recommendations to the Council.

Signed

Cr Andrew Noone
Chair – Hearings Panel
Otago Regional Council