

Terms of Reference for the Annual Plan Hearings Committee

April 2008

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1. Membership

The membership of the Annual Plan Hearings Committee shall be made up of eight members of Council as set out below:

- Judith Aitken
- Paul Bruce
- Ian Buchanan
- Barbara Donaldson
- Chris Laidlaw
- Prue Lamason
- Fran Wilde
- Nigel Wilson.

Councillor [...] is Chairperson of the Committee.

The quorum is five members.

2. Meeting procedures

The 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 Committee.

3. Powers

The Committee has the power to:

- consider both the written and oral submissions on the Proposed 2008/09 Annual Plan and the proposed charge-out rate for processing and monitoring resource consents;
- summarise the outcomes of the consultation process;

- seek clarification from Council officers on any technical matters; and
- prepare a report to Council, containing recommendations on amendments to the Proposed 2008/09 Annual Plan and the proposed charge-out rate for processing and monitoring resource consents, for consideration at the Council meeting on 10 June 2008.

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;
- Committee 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 Committee

The Committee is deemed to be dissolved at the end of the Proposed 2008/09 Annual Plan and decision making process.