Terms of Reference for the Annual Plan 2016/17 Hearing Committee

1.   Membership

The membership of the Annual Plan 2016/17 Hearing Committee comprises Crs Aitken, Brash, Bruce, Donaldson, Greig, Kedgley, Laban, Laidlaw, Lamason, McPhee, Swain, Wilde and Wilson.

Councillor Donaldson is Chairperson of the Committee.

The quorum is seven members.

2.   Meeting procedures

The Greater 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.

The hearing 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 hearing and deliberations in order to participate in the decision-making of the Committee.

3.   Powers

The Committee has the power to:

- consider the submissions and other feedback on the:

    - Shape Your Region consultation document for the Annual Plan 2016/17
    - Supporting Information to Shape Your Region

- summarise the outcomes of the consultation process;
- seek clarification from Council officers on any technical matters; and
- prepare a report to Council, containing recommendations for the Annual Plan 2016/17 for consideration by the Council.

4.   Responsibilities

The Committee shall ensure that:

- the process for the consideration of submissions 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 decision-making process on the Annual Plan 2016/17.