

Terms of Reference for the Annual Plan 2013/14 Hearing Committee

May 2013

Contents

1.	Membership	3
2.	Meeting procedures	3
3.	Powers	3
4.	Responsibilities.....	3
5.	Duration of Committee	4

1. Membership

The membership of the Annual Plan 2013/14 Hearing Committee comprises Crs Aitken, Brash, Bruce, Donaldson, Glensor, Greig, Laidlaw, Lamason, McPhee, Ponter, 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.

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 and other consultation material on the:
 - Draft Annual Plan 2013/14
 - Proposed Resource Management Charging Policy
 - Proposed Parks Concession Guidelines
- 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 Draft Annual Plan 2013/14 and other matters which are the subject of concurrent consultation for consideration at the Council meeting on 12 June 2013.

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 decision-making process on the Annual Plan 2013/14 and other matters which are the subject of concurrent consultation.