

PC7 Hearing Guide

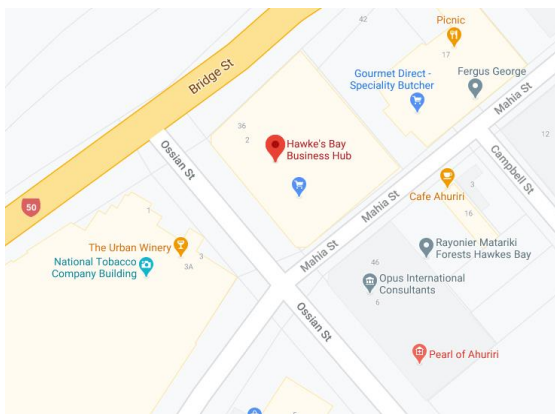
Welcome to the public hearing of submissions and evidence for Plan Change 7 to the Regional Resource Management Plan. This guide has been created to assist you with preparing for and participating in the hearing. Material covered in this guide includes:

1. Hearing Overview
2. Preparing for the Hearing
3. At the Hearing

1. Hearings Overview

LOCATION

Hearings will be held at the Hawke's Bay Business Hub which is located at 36 Bridge Street, on the corner of Bridge and Ossian Streets, Ahuriri.



There is free on street parking spaces along both Bridge and Ossian Streets, and paid parking that can be accessed via West Quay.

The hearing will be held in the conference room at the Hawke's Bay Business Hub where there will be public seating available at the back of the room. Public seating will be on a first in, first served basis.

THE PANEL

The independent hearing panel appointed to hear submissions and evidence on PC7 are:

- Commissioner Brent Cowie (Chair)
- Commissioner Roger Maaka
- Commissioner Christine Scott

ORDER OF PROCEEDINGS

The Council's Officers

The hearing will open with the Hawkes Bay Regional Council presenting its s42A Report and legal submissions. The hearing panel will have the opportunity to ask further questions of Council Officers.

Submitters

Following the presentation by Council Officers, submitters will have the opportunity to present submissions and evidence.

The hearing panel will have received and pre-read all submissions and evidence before the hearing. Submitters and witnesses will not need to read out what has already been submitted. Submitters may focus their presentations on key points from their material. The hearing panel will then have the opportunity to ask questions of submitters and their experts.

The Hearing Panel

Following the Council Officer's closing statement, the hearing will be adjourned, and the hearing panel will deliberate on all submissions, reports and evidence. The hearing panel will consider all material presented and prepare a report and will issue a final set of decisions on behalf the Council

2. Preparing for the Hearing

PRE-CIRCULATION OF SUBMISSIONS, EVIDENCE AND OTHER MATERIAL

All submissions and evidence received will have already been circulated to the Hearing Panel. In accordance with Minute 1, any other material to be tabled by, or on behalf of a submitter (e.g. legal submissions) must be emailed to the hearing administrator by 4pm on Friday the 27th of November.

3. At the Hearing

HEALTH AND SAFETY PRECAUTIONS

The hearing for PC7 will be open to the public and attendance is welcome. Health and safety protocols will be in place to manage risks associated with COVID- 19. If you plan to attend the hearing please familiarise yourself with the protocols below:

- Stay home if you are unwell and advise the hearing administrator
- (OWB@hbrc.govt.nz) as soon as possible.
- Attendees are requested to sign-in at the COVID-19 register (QR code sign-in is available);
- Hand sanitisers will be available for use entering and departing the proceedings;
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- Where possible appropriate physical distancing should be practiced;
- Use of face masks is optional and at the attendee's discretion.

These protocols will be reviewed and where necessary amended in response to changes in Alert Levels. Where changes are made to protocols submitters will be advised accordingly.

PRESENTING TO THE PANEL

Submitters will be called to present their case. Once a submitter has been called, they should proceed with any experts to the front table marked 'Submitter'.

When communicating with the hearing panel we recommend participants keep in mind the following:

- Ensure your cell-phone is turned off or switched to silent.
- Speak slowly and clearly
- Speak one at a time.

The hearing is open for any person to attend and observe proceedings, but only submitters (or their representatives) who have prior arrangement with the Hearing Administrator will be permitted to speak at the hearing.

Submitters who have not made prior arrangements and scheduled an appearance timeslot with the Hearing Administrator will not be permitted to speak at the hearing unless the Chairman exercises discretion and grants permission.

The Committee members may ask you questions about your presentation and you may answer if you are able to. However, you cannot ask questions of the Committee or the

staff present. Cross examination is not allowed.

During your presentation please make sure you;

- Stick to the facts in your statement and do not make points that are irrelevant or allegations.
- Ensure your presentation is consistent with your original written submissions, you cannot bring up any new issues, additional evidence or points not covered in your original written submissions.
- Do not use the hearing as a chance to argue issues or to get into a debate.
- Avoid repeating yourself or what others have said before you.
- Make your statement clear and easy to hear.
- Wherever possible, give cross-references to relevant parts in the Officers' s42A Report (eg: page numbers; paragraph numbers; or report headings/numbers etc
- Stick to your allocated timeslot.

The Committee understands that making presentations can be a difficult and daunting

experience for some people. The Chairman will ensure proceedings are generally as informal as they can be to reduce any 'nerves' and make presenting as easy as possible in the circumstances

EVIDENCE

All expert evidence will be taken as read and will not need to be read aloud at the hearing.

Lay submitters may read their evidence aloud at the hearing. If you intend to present written evidence (which is strongly recommended) it is important that you bring eight copies with you to provide to the Committee members and relevant staff before your presentation

The Officers' s42A Report which has been pre-circulated prior to the hearing commencing, will also be taken as read.

VIEWING THE PROCEEDINGS

Members of the public may attend and view the proceedings in-person. If Alert Levels change a restriction on the number of participants in the room may be put in place. If you are attending the proceedings in-person please remember to turn your cell-phone off and to limit background noise.

OTHER MATTERS

Please ensure you refer to the hearing timetable to determine your scheduled time and appearance, we recommend you arrive 10-15 minutes early in case of proceedings running ahead of time.