

 <p>THAMES COROMANDEL DISTRICT COUNCIL</p> <p>COUNCIL COMMITTEE</p>	Authorising Body	Mayor/Council
	Status	Special Purpose Committee
	Title	District Plan Hearings Panel
	Approval Date	12 March 2014
	Administrative Support	District Plan Manager

Purpose

To consider and hear submissions received on the Proposed Thames-Coromandel District Plan (the Plan) and to make recommended decisions to the Council for adoption, including any amendments or changes to the Proposed Thames-Coromandel District Council Plan.

Responsibilities

The District Plan Hearings Panel (the Panel) shall have responsibility for:

1. Considering all submissions received on the Proposed Thames-Coromandel District Plan, including verbal presentations and written evidence from submitters wishing to be heard, and
2. Reporting to the Council whether the Plan provisions are retained or amended from the submissions received and the reasons why.

Delegations

In accordance with section 34 of the Resource Management Act 1991 (the 'RMA') the Panel has the following powers under the RMA:

1. The power to consider Resource Management Act section 42A recommendations on submissions as prepared by staff.
2. The power to conduct meetings for the purpose of considering all submissions, including submissions made in person, on the Plan.
3. The power to deliberate on the submissions received for the purpose of making recommended decisions (with reasons for those decisions) to the Council, including any amendments/changes.
4. The power to request further information from submitters, Council, external advisers or technical experts, in accordance with Sections 41 to 41C of the Resource Management Act.
5. The power to accept late submissions in accordance with sections 37 and 37A of the Resource Management Act.

Power to Delegate

The Panel can not delegate any of its responsibilities, duties or powers.

Membership

The Panel will comprise three commissioners, one of which shall be the Chairperson who is accredited as a Chairperson under the RMA.

The Chairperson of the Panel shall be chosen by the Mayor. The Council will appoint the other members of the Panel. For clarity, the Mayor is not a member of the Panel.

The Deputy Mayor will also be available to the Panel in an advisory capacity to provide background information to the Panel on policy directions taken in preparing the Proposed District Plan. For clarity, the Deputy Mayor is not a member of the Panel and does not participate in making recommendations on any of the submissions received.

Chairperson

The Chairperson is responsible for:

1. the efficient functioning of the Panel;
2. approving the agenda for Panel meetings as suggested by the District Plan Manager;
3. ensuring that all members of the Panel receive sufficient timely information to enable them to be effective Panel members; and
4. effective communication and liaison between the Panel and Council staff.

Quorum

The quorum at any meeting of the Panel shall be two members of the Panel.

Whenever the Panel meets, the RMA section 39B accreditation requirements must be satisfied.

Frequency of Meetings

The Panel shall meet up to three days per week until all submission presentations and all submissions have been considered, and recommended decisions, with reasons, including any amendments/changes to the Plan have been prepared for Council consideration.

Relationships with Other Parties

The Chief Executive is responsible for servicing and providing support to the Hearings Panel in the completion of its duties and responsibilities. The Chief Executive has appointed the District Plan Manager to provide these functions on his behalf.

The District Plan Manager or his/her delegate will act as professional advisor to the Panel and shall be invited to attend all meetings of the Panel.

Suitably qualified planners will support the Panel in writing final recommended decisions and in drafting the 'decisions version' of the Plan.

The Panel has the ability to request external advisers or experts to assist in particular technical or specific analysis and discussion, including matters relating to Maori.

Contacts with Media and Outside Agencies

The Panel Chairperson is the authorised spokesperson for the Panel in all matters where the Panel has authority.

The District Plan Manager will manage the formal communications between the Panel and submitters and will ensure that Panel members are copied all relevant and necessary information.

Conduct of Affairs

The Panel shall conduct its affairs in accordance with the *Resource Management Act 1991*.

Public Access and Reporting

Notification of meetings to the public and public access to meetings and information shall comply with the requirements of the Resource Management Act:

The minutes of all Panel hearings shall be recorded.

Remuneration

External members and advisors to the Panel will be reimbursed in accordance with their negotiated business rates, including disbursements.

Elected members will be reimbursed in accordance with the current Local Government Elected Members' Determination.

Funding and Budgets

Funding for the Panel will align with Council's Revenue and Financing Policy.

Remuneration and expenses for external members and advisors will be funded from the Landuse Planning activity budget.

Remuneration and expenses for elected members will be funded from the District Leadership activity budget.