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**Hawke's Bay Regional Council
Proposal for Hawke's Bay Regional Pest Management
Plan**

pursuant to the Biosecurity Act 1993

**HEARING PLAN
on preparation for hearing of submissions**

NOTICE OF HEARING

1. Notice is given that a hearing by the Council has been set to consider the Proposed Hawke's Bay Regional Pest Management Plan and submissions received.
2. The dates and venues for the hearing of submissions are set out below. Sitting times for the hearing are 9:30am – 4:30pm.

WEEK 1

Date: 5 July 2018
Location: Napier
Venue: Hawke's Bay Regional Council, 159 Dalton Street, Napier

Date: 6 July 2018
Location: Napier
Venue: Hawke's Bay Regional Council, 159 Dalton Street, Napier

WEEK 2

Date: 9 July 2018
Location: Napier
Venue: Hawke's Bay Regional Council, 159 Dalton Street, Napier

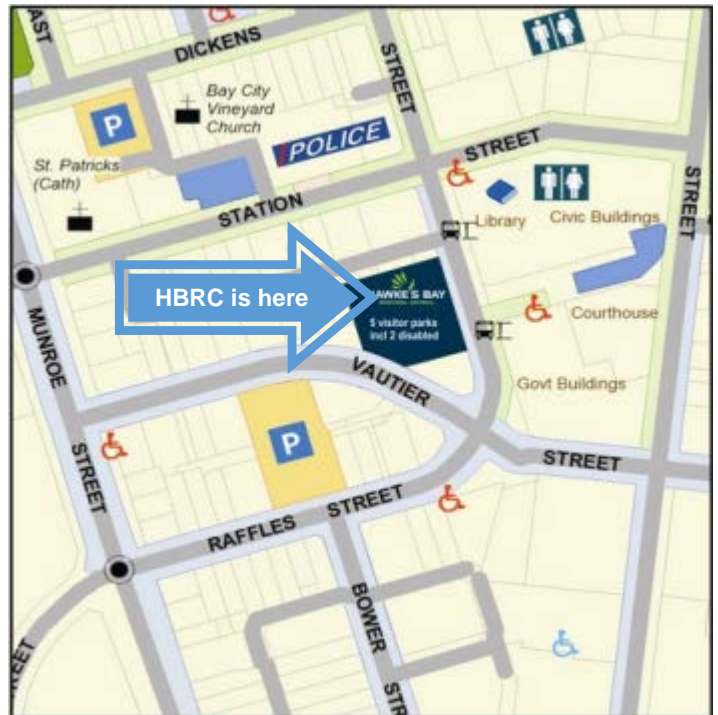
Date: 10 July 2018 (**reserved**)
Location: Napier
Venue: Hawke's Bay Regional Council, 159 Dalton Street, Napier

HEARING PANEL MEMBERS

- a. Mr John Simmons (Chair)
- b. Mr Apiata Tapine
- c. Councillor Paul Bailey
- d. Councillor Tom Belford

LOCATION

3. Hawke's Bay Regional Council is situated on the corner of Vautier and Dalton Streets, inner-city Napier (159 Dalton Street).
4. There are 3 visitor parking spaces on-site plus 2 disabled parking spaces. Access to on-site parking spaces is via Vautier Street. There is free parking (120min limit) on Vautier Street and metered parking on Dalton Street. A 'Pay n Display' car park is located between Vautier and Raffles streets.
5. The hearing will be held in the Council Chambers (ground floor).



CONFIRMATION OF WISH TO BE HEARD

6. Submitters will be allocated 15 minutes to speak to their submission and/or call evidence. If submitters require more time, they are required to advise the Hearing Officer when they confirm their wish to be heard and give reasons for the additional time required (in accordance with paragraph 19 of this Minute).
7. Any additional time allocations will be set in light of the content of each submitter's submission, evidence (if any) and the time estimate and reasons provided by the submitter.
8. Submitters who wish to be heard at the public hearing must confirm their intention and availability no later than **8 June 2018**, and advise:
 - a. What date they would prefer;
 - b. Whether they require more than 15 minutes to speak to their submission and/or call evidence, and if so, an estimate of time and reasons for the additional time requested;
 - c. Whether they have any special needs (e.g. projector and screen);
 - d. Whether they intend to call expert evidence.

PROVISION OF WRITTEN EVIDENCE

9. To allow for the Hearing Panel to read the evidence prior to the hearing, submitters who intend to call or give evidence are to provide a written statement of the evidence of each witness so that it is received by the Council by **21 June 2018**. Please note that this applies to all written evidence, including both expert and lay evidence. Due to the limited timeframes extensions to this date will not be granted.
10. It is noted that if lay persons wish to present evidence but do not wish to prepare a written statement of evidence, they may attend the hearing and make an oral presentation within the time allocation specified.
11. This timetable is established because the Hearing Panel considers that the scale and significance of the public hearing makes this direction appropriate. The statements of evidence will be posted on the website.

SERVICE ON THE COUNCIL

12. Any information or evidence required and any memorandum or application to the Hearing Panel, may be lodged:
 - a. In writing, addressed to Hawkes Bay Regional Council, Private Bag 6006, Napier 4142, marked for the attention of Mark Mitchell;
 - b. By delivery to Hawke's Bay Regional Council, 159 Dalton Street, Napier;
 - c. By email to pestplan@hbrc.govt.nz.

THE HEARING PROCEDURE

13. The hearing is open for any person to attend and observe proceedings, but only submitters (or their representatives) who have made prior arrangements with the Hearing Officer will be permitted to speak at the hearing. There will be public seating available at the back of the room. Public seating will be on a first in, first served basis.
14. The Hearing Panel will read submissions and evidence in advance, and take such materials as read, so time allocations can be set to allow submitters to provide an executive summary of their submission and/or provide evidence in response to new issues and/or provide rebuttal evidence.
15. Anyone who has not made a submission (or who is not presenting on behalf of a submitter) will not be permitted to speak at the hearing.
16. Submitters will not be permitted to cross-examine witnesses. The Hearing Panel may question submitters and witnesses.
17. Submitters who have not made prior arrangements and scheduled an appearance timeslot with the Hearing Officer will not be permitted to speak at the hearing unless the Chairman exercises discretion and grants permission.

18. Submitters giving presentations should arrive 15 minutes before their pre-arranged timeslot in case proceedings are running ahead of time.
19. The use of cellular phones is not permitted during the hearing.

PRESENTATIONS

20. Written submissions will be taken as read so submitters do not need to read those aloud at the hearing.
21. When it is your turn to present your submission, the Chairman will invite you to the speaker's table. The Panel members may ask you questions about your presentation and you may answer if you are able to. However, you cannot ask questions of the Panel or the staff present. Cross examination is not allowed.
22. Please stick to the facts in your statement and issues that concern you. Do not get sidetracked with points that are irrelevant or make allegations. Ensure your presentation is consistent with your original written submission.
23. You may expand on your submissions but you cannot bring up any new issues, additional evidence or points not covered in your original written submissions.
24. Do not use the hearing as a chance to argue issues or to get into a debate.
25. Avoid repeating yourself or what others have said before you.
26. Make your statement clear and easy to hear. You may illustrate your evidence using diagrams, research, reports, experts, lawyers etc.
27. Wherever possible, please give cross-references to relevant parts in the Staff Report (eg: page numbers; paragraph numbers; or report headings/numbers etc). This will assist the Panel to better understand your presentation in the context of the many other submissions received.
28. Please stick to your allocated timeslot. Avoid taking more time than allocated. If you run over time, the Chairman may instruct you to conclude your presentation so other presenters are not delayed or disadvantaged.

OTHER MATTERS

29. The Chairman, with or without conferring with fellow Panel members, may make further directions or requests during the course of the hearing.
30. The Panel 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 the 'fear-factor' and make presenting as easy as possible in the circumstances.

31. The "Staff Recommendations Report" is NOT binding on the Hearings Panel and have no special status. They are simply the opinion of Council officer(s) who have had the task of evaluating written submissions and further submissions received.

WEBSITE

32. All information relevant to the hearings will be made available on the Council's website:

<https://www.hbrc.govt.nz/services/pest-control/biosecurity/pest-management-plan-review/>

EVIDENCE RECORDING

33. An audio record of the hearing will be maintained and made available to submitters on the website.
34. Excerpts from the audio record may be transcribed, if appropriate, where the Panel requires it or receives an application and makes a direction for transcription.