



IN THE MATTER AND IN THE MATTER

of the Resource Management Act
1991

AND

IN THE MATTER

of Hearing of Submissions and
Further Submissions on the
Proposed Gore District Plan

Minute 5 of the Hearings Panel

HEARING PROCEDURES

16 April 2024

INTRODUCTION

The purpose of this Minute is to outline the procedures for the hearing of submissions and further submissions lodged to the Proposed District Plan. The Resource Management Act 1991 sets out the statutory requirements applying to hearings, and these inform some of the matters in this Minute. In addition, the Panel wishes to provide further guidance for those who wish to appear at the hearings.

All relevant information about the hearings, including Minutes of the Hearings Panel, formal notices, evidence and other presentations to the Hearings Panel, will be available on the Council's Proposed District Plan Hub at <https://lets.talk.goredc.govt.nz/hub-page/proposed-district-plan>.

The matters covered in this Minute are:

1. Membership and Role of the Hearings Panel
2. Hearing Times and Dates
3. Principles of the Hearings Process
4. Role of Staff and Consultants
5. Submitter Involvement at the Hearings
6. Hearing Format
7. Site Visits
8. What Happens After the Hearings

The following is also attached to this Minute:

- A. The Indicative Timetable for the various hearings to be held.
- B. A summary of timeframe requirements in relation to each hearing including the submission of evidence.

1. MEMBERSHIP AND ROLE THE HEARING PANEL

- 1.1 The Gore District Council has appointed the following certified Hearing Commissioners to consider and make decisions on the submissions to the Gore Proposed District Plan:
 - Cliff Bolger
 - Maria Bartlett
 - Keith Hovell
 - Glenys Dickson
- 1.2 Commissioner Hovell is the Chair of the Hearing Panel, responsible for the overall hearing process. Commissioner Bolger is a Hearing Commissioner with the Chair endorsement and will chair the hearings. Commissioner Hovell also holds the Chair endorsement and will chair hearings when Commissioner Bolger is not available for any reason.

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- 1.3 The Panel may determine it is appropriate to appoint additional Commissioners with particular expertise to assist in relation to one or more hearing topics. That will require the approval of, and appointment by, the Gore District Council.

- 1.4 The quorum for the Panel is two commissioners.

Managing Conflicts of Interest

- 1.5 Ensuring a fair and transparent hearing process means all Commissioners bring an independent and open mind to the role, free of any conflicts of interest that could result in bias and/or predetermination. Conflicts of interest may arise, for example, where a Commissioner:

- Has previously advocated or given evidence in support of a particular position of relevance to the finalisation of the provisions of the Proposed District Plan; or
- Has previously appeared as a witness or an advocate for a party who holds an interest and/or lodged a submission on the Proposed District Plan; or
- Has a private interest, including but not limited to a financial interest in a property, which could be affected, either positively or negatively, as a result of a decision made on a submission to the Proposed District Plan.

- 1.6 The allocation of Commissioners to different hearings has been designed to minimise known conflicts of interest.

- 1.7 A “Register of Interests” will be prepared by each Commissioner recording any previous links to submitters, involvement in issues being considered or other interests held by Hearings Panel members. The Register will be updated throughout the hearing process if potential conflicts come to light. The Register of Interests will be available on the Proposed District Plan Hub.

- 1.8 Any party to the hearing process is entitled to raise potential conflicts of interest. In that regard, in the submission from Yrless, a submitter to the Proposed District Plan, Rebecca Tayler has queried Commissioner Hovell being on the Hearing Panel given that he was previously engaged by the Council to assist with the District Plan process. Ostensibly that was in a managerial and technical capacity during the early stages of the preparing the Proposed District Plan and that by itself does not give rise to a conflict. However, having regard to matters set out in the Register of Interest and the submissions lodged, Commissioner Hovell will not participate in making decisions on various chapters of the Proposed District Plan.

- 1.9 Commissioner Bolger, between 1998 and 2022, served as a Gore District Councillor. Commissioner Dickson is a sitting Councillor, having served from 2016 until the present. Both Commissioners were members of the Committee providing direction on the review of the Gore District Plan. That does not rule them out of considering and deciding the submissions lodged to the Proposed District Plan. The two roles are recognised by the Courts as different.

- 1.10 Commissioner Bartlett previously worked for Aukaha Limited (2019) and Te Ao Mārama Incorporated (2020 – 2023), consultancies that provide services to Hokonui Rūnanga and other Papatipu Rūnanga. However, at no time did Commissioner Bartlett provide advice to Hokonui Rūnanga regarding the Proposed District Plan.

2. HEARING TIMES AND DATES

- 2.1 All hearings will be held at the Council's Administration Office at 29 Bowler Avenue. This will facilitate recording and livestreaming of the hearings, while also enabling remote presentations by submitters who are unable to attend the hearing in person.
- 2.2 Generally, hearings will commence at 9:30 am and conclude at 5:00 pm each day, with a 45 minute lunch break at approximately 1:00pm. Breaks at mid-morning, mid-afternoon and potentially at other times, will be taken at the convenience of the Panel. On days when Council meetings are also set down, the hearings will conclude at approximately 3:30 pm.
- 2.3 To facilitate attendance by submitters who may be unavailable during the usual hearing times, consideration will be given on request to extending the hearing time to the early evening.

Indicative Hearing Programme

- 2.4 Appendix A provides the indicative hearing programme. Generally, hearings are programmed over a weekly period each month from June 2024 until March 2025. Several chapters of the Proposed District Plan will be heard in each weekly block. Changes may be required to the indicative programme, and these will be advised to submitters directly. An up-to-date programme will also be included on the Proposed District Plan Hub.
- 2.5 It will be noted that the hearing on the Ecosystems and Indigenous Biodiversity chapter is set down for February 2025. This recognises statements from the Government regarding intended law changes to the obligations associated with identification and protection of Significant Natural Areas. In response to those statements, the Hearings Panel has directed the Council's planning consultants to pause the work they have been doing on this issue to provide an opportunity to fully understand the details of the proposed change and the implications on the Proposed District Plan.

3. PRINCIPLES OF THE HEARING PROCESS

- 3.1 The Hearings Panel will seek to ensure that, to the greatest extent practicable, the most appropriate, fair, and efficient hearing process is established while complying with the requirements of the Resource Management Act 1991. To achieve that, the Hearings Panel will follow a process that:
 - Is appropriate and fair
The Hearings Panel will always act in a fair, impartial and transparent manner and ensure all parties are treated equally.
 - Avoids unnecessary formality
The Hearings Panel will be inclusive and acknowledge the broad range of interests of submitters. They will facilitate a process that provides all parties with the opportunity to hear others and be heard, whether they are presenting oral or written submissions and/or evidence.

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- Is efficient
The Hearings Panel will conduct an efficient process which minimises time and costs to all parties participating in the hearings. The Hearings Panel will provide submitters with an adequate opportunity to be heard, while at the same time, avoiding unnecessary repetition and presentation of irrelevant material.
- Recognises Tikanga Māori
The Hearings Panel will receive written or spoken evidence in Te Reo Māori, if requested to do so by a submitter who has given at least ten working days' notice to enable an interpreter to be available.
- Recognises New Zealand sign language
The Hearings Panel will receive evidence in sign language, if requested to do so by a submitter who has given at least ten working days' notice to enable an interpreter to be available.

4. ROLE OF COUNCIL STAFF AND CONSULTANTS

Administration

- 4.1 The Hearings Administrator, Lindsey Crazy Wolf, is the 'point of contact' for submitters and the public (including the media) regarding the hearings. She can be contacted by email at lcrazywolf@goredc.govt.nz or by telephone on (03) 209 0330.
- 4.2 Outside the hearings, all communications with the Hearings Panel from submitters, their expert witnesses must be directed through the Hearings Administrator.
- 4.3 The Hearings Administrator will oversee the various administrative tasks needed to ensure an efficient hearing process, including:
 - (a) Issuing schedules and hearing notifications
 - (b) Making hearing arrangements
 - (c) Arranging the schedule for submitters to appear at the hearing
 - (d) Circulating Hearings Panel Minutes and other directions
 - (e) Circulating evidence and reports for each hearing
 - (f) Handling submitter enquiries
 - (g) Managing public inquiries to the Hearings Panel
 - (h) Generally assisting the Hearings Panel with logistical matters as required
- 4.4 The Hearings Administrator is also responsible for managing the Proposed District Plan Hub to ensure that all necessary information to support an efficient hearing process is available to all participants.

Advice to the Panel

- 4.5 Section 42A of the Resource Management Act provides for the preparation of reports summarising and evaluating submissions relevant to a hearing topic and

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making recommendations on potential amendments to the Proposed District Plan in response to submissions.

- 4.6 Section 42A reports will be prepared either by Council staff or external planning consultants, supported, where appropriate, by expert evidence. Where a particular hearing involves submissions on multiple chapters of the Proposed District Plan, a number of section 42A reports may be prepared and released prior to the relevant hearing.
- 4.7 The purpose of a section 42A report is to assist both submitters and the Hearings Panel prepare for the hearing to which it relates. Among other things, each section 42A report will contain a schedule of the primary submission points it addresses and the author's recommendation in relation to each submission point, either singularly or grouped.
- 4.8 The section 42A reports, together with any supporting expert evidence, constitute part of the body of evidence to be considered by the Hearings Panel, alongside the submissions lodged and the presentations and evidence of submitters.
- 4.9 The recommendations within the section 42A reports are not binding on the Hearings Panel and carry no greater weight than any other evidence provided by or on behalf of any submitter.
- 4.10 Section 42A reports and any supporting expert evidence will be uploaded to the Proposed District Plan Hub a minimum of 20 working days prior to the hearing to which they relate.
- 4.11 Once section 42A reports are available online, the Hearings Administrator will email submitters who indicated they wished to be heard on the relevant topic, providing an electronic (PDF) copy of the relevant section 42A report(s). Hard copies of the section 42A reports will also be available from the Hearings Administrator on request.
- 4.12 If the Panel wishes to obtain any further advice from Council staff or its consultants regarding the submissions lodged, or the evidence presented at the hearing, that will be done either in public at the hearing, or by a Minute released to all relevant submitters. If the Hearings Panel considers it necessary to preserve natural justice, relevant submitters will be invited to provide feedback on any such further advice obtained.
- 4.13 No Council staff or external planning consultants, except for the Hearings Administrator for the purpose of recording decisions, will be present when the Panel is making decisions on the submissions lodged.

5. SUBMITTER INVOLVEMENT IN THE HEARINGS

- 5.1 All submitters who have lodged a submission or further submission are entitled to appear at the hearing where that submission is being considered. Presentations and evidence given is restricted to the matters contained in that person's submission or further submission.
- 5.2 When the formal notice of hearing is sent out, submitters will be invited to contact the Hearings Administrator if they wish to make a presentation to the Hearings

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Panel. A deadline for providing such advice will be given, generally two weeks before the hearing is due to start. Details will be required of the length of time the submitter requires to make their presentation and the names of any other persons who will be part of that presentation.

- 5.3 If a submitter wishes to use power-point as part of their presentation to the Hearings Panel, they must provide that in an electronic format to the Hearings Administrator at least two working days prior to the commencement of the hearing. This is to ensure compatibility with the electronic system at the hearing venue.
- 5.4 If submitters are unable to attend a hearing in person and wish to connect to the hearing remotely, that will require the prior approval of the Hearing Panel and at least two days' notice to the Hearings Administrator prior the commencement of the hearing.
- 5.5 If submitters have a preference for the day or time they wish to be heard, the Hearings Administrator will endeavour to accommodate that on a first come, first served basis. For short presentations, submitters will be grouped together into a one hour time slot (for example) to ensure continuity of the hearings.
- 5.6 The Hearings Administrator will compile and upload the Hearings Schedule on the Proposed District Plan Hub with indicative times for each submitter's appearance. Submitters are encouraged to be present at the hearings 15 minutes prior to their allocated time.

Sensitive Information

- 5.7 The Hearings Panel has the power to direct that information presented by a submitter is kept confidential in some circumstances, as provided for by section 42 of the Resource Management Act. The duration of such orders depends on the reasons for them being made. In cases of commercial sensitivity, confidentiality protections elapse at the conclusion of the hearings. The Hearings Panel has a broader jurisdiction where serious offence to tikanga Māori or the location of wāhi tapu is involved.
- 5.8 When presentations referring to sensitive information are being made at a hearing, the Hearings Panel, may if it deems it appropriate, exclude the public during that presentation.
- 5.9 If a submitter wishes the Hearings Panel to make an order relating to sensitive information, a written request with reasons must be made to the Hearings Administrator at least five working days prior to the commencement of the hearing.

When a Submitter is Unable to Attend

- 5.10 Where a submitter or their representative is unable to attend the hearing for a particular topic, they may choose to table written material in support of their submission. Such written material must be provided to the Hearings Administrator prior to the commencement of the hearing concerned.

Presentations by People Who Are Not Experts

- 5.11 Submitters may appear either in person or through their authorised representative who may be a friend, family member or a qualified professional such as a lawyer or planner.

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- 5.12 The Hearings Panel will have read the submissions lodged prior to the hearing. Submitters may however wish to add further to their submission and respond to matters contained in the section 42A report circulated prior to the hearing. It is preferred that this be in writing and be read at the hearing. If producing a typed version is a problem, a readable handwritten statement is fine.
- 5.13 If the additional material to be presented is more than three A4 pages it should be submitted to the Hearing Administrator two working days before the hearing. This will enable copies to be circulated to the Hearings Panel. If it is not submitted before the hearing then it will be necessary to bring eight copies on the day of the hearing.
- 5.14 If a submitter plans to speak verbally to their submission, that is fine, but only if their verbal presentation is less than the equivalent of three A4 pages read aloud (about 10 minutes). Otherwise, there is a risk that the Hearings Panel members will be too busy taking notes to take in what the submitter is saying – which is not helpful either to the Panel or the submitter.
- 5.15 If the submitter is relying on a professional or expert to represent them, or to supplement the submitters presentation, then that person should refer to the requirements for experts described below.

Presentations by Experts

- 5.16 An expert is a person equipped by training and experience to provide expert opinion on issues relevant to a hearing. While most experts will have academic qualifications, that is not a prerequisite. Kaumātua do not need a university degree to be expert on the cultural values of their iwi or hapū. Likewise, many people have acquired significant expertise 'learning on the job'. The key thing is for an expert witness to demonstrate to the Hearings Panel they have the expertise to advance the opinions they provide, and the ability to act independently of the submitter who calls them to give evidence.
- 5.17 The extent to which a submitter's case would be assisted by expert evidence will depend on the nature of the relief a submitter seeks. However, submitters should note that if they seek substantive changes to the notified plan provisions, their presentation needs to be accompanied by material which enables the Hearings Panel to undertake an evaluation of their relief sought under section 32AA of the Resource Management Act.
- 5.18 The deadline for pre-circulation of submitter expert evidence is ten working days prior to the commencement of the hearing. The Hearings Panel expects that all expert evidence will be in the form of a single searchable PDF document, with numbered paragraphs, and page numbered for ease of reference.
- 5.19 Expert witnesses must confirm their agreement to abide by the Code of Conduct for Expert Witnesses applying in the Environment Court, in the same manner as they would if appearing in the Environment Court.
- 5.20 Expert evidence for submitters should be directed at the relevant section 42A report, identifying points of agreement and disagreement with precise cross referencing to the section 42A report, including in the case of planning witnesses, a marked-up version of the Plan provisions showing changes recommended from the section 42A report version. If the expert considers the section 42A report has not addressed a particular point, that should be dealt with separately.

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- 5.21 The Hearings Panel will have read the pre-circulated expert evidence prior to the hearing, and it will be taken as read. At the hearing, experts may, if they wish, read a summary of their evidence, not exceeding three A4 pages. If this summary is not submitted two working days prior to the hearing commencing, eight copies shall be provided on the day of the hearing for the sole use of the Hearings Panel, Council staff and consultants.

Expert Conferencing

- 5.22 Expert conferencing is a meeting on a particular issue, between the expert witnesses being called by submitters. Its purpose is to identify matters on which the experts agree and matters in dispute and the reasons for the disagreement.
- 5.23 While expert conferencing is most likely to be considered following the submission of the expert evidence, the Hearings Panel may on complex issues direct expert conferencing take place prior to expert evidence being prepared or during the hearing itself. The Hearings Panel will identify the issues on which conferencing is required and which experts are required to attend.
- 5.24 The Hearings Panel expects that, consistent with the agreement of experts to comply with the Environment Court Code of Conduct, experts will undertake conferencing in the same manner as they would in the Environment Court.

Legal Submissions

- 5.25 All legal submissions are to be written and if longer than three A4 pages in length are to be lodged with the Hearings Administrator not less than two working days before the commencement of the relevant hearing. Legal submissions of three A4 pages or less may be presented on the day of the hearing, with eight copies provided.
- 5.26 If legal submissions refer to caselaw, counsel should either insert an electronic link to the cases or provide electronic copies separately. Hard copies of cases will not generally be required unless otherwise advised.

6. HEARING FORMAT

- 6.1 The Hearing Chair oversees the progress of the hearing, making directions as required to ensure the orderly conduct of the hearing. Each hearing will generally follow the following format, although the Hearing Chair may vary this if they consider it desirable:
- (a) The Chair will introduce the Hearing Panel, cover any preliminary issues, and invite any party wishing to raise procedural issues to do so.
 - (b) The section 42A report authors officers will introduce their reports, followed by any supporting expert witness. This introduction shall be written and no longer than three A4 pages in length. Sufficient copies are to be provided for all attendees at the hearing.
 - (c) The Hearings Panel may ask questions of the section 42A authors and any supporting expert witnesses.

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- (d) Submitters will be heard in the order set out in the Hearing Schedule. The Hearings Panel members may have questions of the submitters. These will generally be asked at the conclusion of the submitter's presentation.
 - (e) If submitters suggest changes to those recommended in the section 42A report, the Hearings Panel may, if it considers it appropriate, provide an opportunity for the section 42A report author to comment while the submitter is present and give the submitter a right of reply.
 - (f) At the conclusion of all presentations, the Hearing Chair will enquire of the section 42A author whether they wish to amend any recommendations in their report. That advice will generally be given orally while submitters are present followed by the Chair adjourning the hearing.
- 6.2 In some instances, the author of the section 42A Report may be granted additional time to consider and prepare a written response. Where this occurs, the response will be provided to submitters. Generally, submitters will not have the opportunity to comment further on any changes recommended. However, if the Panel considers new material is included in the advice given by the section 42A author, or it seeks clarification of any further matter, then an opportunity for further feedback will be given to the relevant submitters, either in writing or in person at a reconvened hearing.
- 6.3 No cross-examination of the authors of the section 42A reports, supporting expert witnesses or other parties is allowed. If submitters seek clarification or have questions relating to matters included in the section 42A report then this should be raised when they make their presentation.
- 6.4 The hearings are public, will be live-streamed, and recorded. The recordings will be available online for public viewing.

7. SITE VISITS

- 7.1 Where it is desirable for the Panel to understand issues raised by submitters, or to determine matters such as a request to change the zoning of an area of land, the Panel may on its own accord, or at the request of submitters, undertake a site visit. Generally, site visits will be undertaken following the presentation of evidence at the hearing, although in some cases the Panel may decide a site visit is desirable prior to the hearing.
- 7.2 Where the Hearings Panel wishes to access private land, the Hearing Administrator will contact the relevant submitter to arrange a suitable time and ascertain whether there are any health and safety requirements.
- 7.3 It is important to note, site visits are not an opportunity for an informal discussion of issues on site. When on site, the Panel members will not discuss the merits of a submission with the submitter, but they may ask the submitter to point out features on the site that are the subject of submission.

8. WHAT HAPPENS AFTER THE HEARING

- 8.1 Deliberations of the Hearing Panel will be in private with the public excluded. The Hearing Administrator will be present to record conclusions reached by the Hearing Panel. All other persons, including other staff and consultants, are excluded from deliberations.
- 8.2 The Hearing Panel has been delegated responsibility for making decisions on the submissions lodged to the provisions of the Proposed District Plan, including submissions to designations of the Gore District Council shown on the Planning Maps. Decisions on all submissions lodged will be issued at the same time following the completion of all hearings. This is likely to be in the second quarter of 2025.
- 8.3 Where there are submissions on designations of authorities other than the Council, the Resource Management Act requires the Hearings Panel to issue a recommendation to the designating authority. Following consideration of the Hearings Panel recommendations, the designating authority issues a formal decision accepting, rejecting or modifying the recommendation of the Hearings Panel.
- 8.4 Submitters and further submitters, with regard to matters they have submitted on, have a right of appeal to the Environment Court on all decision issued. Details of the appeal process, time allowed and how to lodge an appeal will be advised when decisions are issued.

Any queries regarding this Minute should be directed to the Hearings Administrator, Lindsey Crazy Wolf who can be contacted by email at lcrazywolf@goredc.govt.nz or by telephone on (03) 209 0330.



Keith Hovell
Hearings Panel Chair

APPENDIX A Indicative Timetable for Hearings

The following is the timetable the Hearings Panel wishes to adopt for the hearing of submissions. While we will use best endeavours, changes to the proposed hearing dates may be necessary. The up-to-date timetable for hearings will be posted on the Proposed District Plan Hub.

District Plan Chapters	Hearing Panel	Tentative Hearing Date
Introduction and General provisions UFD – Urban Form and Development	CB KH GD MB CB KH GD MB	5 – 7 June 2024
NCZ – Neighbourhood Centres Zone LCZ – Local Centre Zone MUZ – Mixed Use Zone TCZ – Town Centre Zone AIRPZ – Airport Zone NOSZ – Natural Open Space Zone SARZ – Sports and Active Recreation Zone CCZ – Camp Columba Zone FDZ – Field Days Zone	CB KH GD CB KH GD CB KH GD CB KH GD CB KH GD CB KH GD CB KH GD CB KH GD CB KH GD	24 – 27 June 2024
MW – Mana Whenua	CB KH GD MB	22 July 2024
GRUZ – General Rural Zone RLZ – Rural Lifestyle Zone SETZ – Settlement Zone	CB KH GD CB KH GD CB KH GD	22 – 26 July 2024
MPZ – Māori Purpose Zone GIZ – General Industrial Zone LIZ – Light Industrial Zone	CB KH GD MB CB KH GD MB CB KH GD MB	19-21 August 2024
LLRZ – Large Lot Residential Zone GRZ – General Residential Zone MRZ – Medium Density Residential Zone	CB KH GD CB KH GD CB KH GD	21-23 August 2024
LIGHT – Light SIGN – Signs TEMP – Temporary Activities TRANS – Transport Designations	CB GD CB GD CB KH GD CB KH GD CB KH GD	16-20 September 2024
CL – Contaminated Land HAZS – Hazardous Substances NOISE – Noise PA – Public Access SUB – Subdivision general	CB KH GD CB KH GD CB KH GD CB KH GD CB KH GD	14-17 October 2024
EW – Earthworks ENRG – Energy INFR – Infrastructure ASW – Activities on the Surface of Water	CB GD MB CB GD MB CB GD MB CB GD MB	4-8 November 2024
HH – Historical Heritage TREE – Notable Trees SASM – Sites and Areas of Significance to Māori	CB KH GD MB CB KH GD MB CB KH GD MB	2-6 December 2024
NH – Natural Hazards ECO – Ecosystems and Indigenous Biodiversity NFL – Natural Features and Landscapes	CB KH GD MB CB KH GD MB CB KH GD MB	10-21 February 2025
Wrap up	CB KH GD MB	10-14 March 2025

CB = Cliff Bolger KH = Keith Hovell GD = Glenys Dickson MB = Maria Bartlett

APPENDIX B Summary of Relevant Timeframes

For each of the hearings, there are a number of procedural steps that must be followed and deadlines that are required to be met. These are described in general terms below. When the formal notice of hearing is notified, submitters will be advised of the precise dates for each step and action.

If a submitter is unable to meet the deadlines stated then a written request for an extension of time is to be made to the Hearings Administrator, in writing with reasons, as soon as practical. The Hearings Panel Chair will consider the request and, if necessary, issue a procedural directive.

Summary of Key Dates		
	Hearing Step	Timing / Deadline
1.	Formal notification of the hearing	30 working days prior to the commencement of the hearing
2.	Section 42A report and any supporting evidence released by the Council and posted on the Proposed District Plan Hub.	20 working days prior to the commencement of the hearing
3.	Submitters advise Hearing Administrator if they wish to be heard at the hearing, length of time required and names of persons presenting.	10 working days prior to the commencement of the hearing
4.	Submitters advise Hearing Administrator if they wish to use Te Reo or sign language in their presentation.	10 working days prior to the commencement of the hearing
5.	Expert evidence to be submitted to Hearing Administrator for distribution to the Hearings Panel and posting on the Proposed District Plan Hub.	No later than 1:00 pm 10 working days prior to the commencement of the hearing
6.	Order of hearing submitters and proposed timetable to be posted on the Proposed District Plan Hub by the Hearing Administrator.	5 working days prior to the commencement of the hearing
7.	Requests in relation to management of sensitive information be submitted to Hearing Administrator for consideration by the Hearings Panel.	5 working days prior to the commencement of the hearing
8.	Power-point presentations to be submitted in electronic form to Hearing Administrator	No later than 1:00 pm 2 working days prior to the commencement of the hearing
9.	Requests to make a remote presentation to the Hearings Panel to be submitted to Hearing Administrator.	No later than 1:00 pm 2 working days prior to the commencement of the hearing
10.	Written presentations by persons who are not experts, if available, to be submitted to Hearing Administrator for distribution to the Hearings Panel.	No later than 1:00 pm 2 working days prior to the commencement of the hearing

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Summary of Key Dates		
	Hearing Step	Timing / Deadline
11.	Summary of expert evidence no longer than 3 A4 pages, if available, to be submitted to Hearing Administrator for distribution to the Hearings Panel.	No later than 1:00 pm 2 working days prior to the commencement of the hearing
12.	Legal submissions greater than 3 A4 pages to be submitted to Hearing Administrator for distribution to the Hearings Panel.	No later than 1:00 pm 2 working days prior to the commencement of the hearing
13.	Tabled presentations and evidence from persons unable to attend the hearing to be submitted to Hearing Administrator for distribution to the Hearings Panel.	By the commencement of the hearing.
14.	If not submitted prior to the hearing, the submitter is to provide 8 copies of their presentation to the Hearings Panel.	At the time the submitter makes their presentation to the Hearings Panel.
15.	If not submitted prior to the hearing, 8 copies to be provided of the summary of the expert evidence.	At the time when the expert appears before the Hearings Panel.