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## *PC7 and PC2 Hearing Guide*

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Welcome to the public hearing of submissions and evidence for Plan Change 7 to the Land and Water Regional Plan (PC7) and Plan Change 2 to the Waimakariri River Regional Plan (PC2).

This guide has been prepared 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

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# 1 *Hearing overview*

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### *The independent hearing panel*

The independent hearing panel appointed to hear submissions and evidence on PC7 and PC2 are:

- Commissioner Sheppard (Chair)
- Commissioner Van Voorthuysen
- Commissioner Solomon

With the exception of the Chair (Commissioner Sheppard), all members of the panel and all participants to proceedings will attend in-person.

Commissioner Sheppard will 'attend' the hearing remotely and communication between the Chair and hearing participants will occur using the Microsoft Teams (MS Teams) platform. Further information on communicating with the hearing panel is covered in Section 3 of this guide.

### *Order of proceedings*

#### *The Council's Officers*

The hearing will open with the Canterbury 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 that material. The hearing panel will then have the opportunity to ask questions of submitters and their experts.

#### *The Council's Officers*

After all submissions and evidence have been presented, the hearing will be adjourned to enable the Council's Officers to consider all material presented. The Council's Officers will then prepare a 'Reply Report' which contains the Officer's final recommendations. The Reply Report will be presented to the hearing panel on the final day of the hearing.

#### *The Hearing Panel*

Following the presentation of the 'Reply Report', 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 final set of recommendations for 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 8](#), any other material to be tabled by, or on behalf of a submitter (e.g. legal submissions) must be emailed to the hearing administrator at least 3 working days before the hearing participant's scheduled appearance.

**Please refer to the [Hearing Schedule](#) to determine the date and time for your scheduled appearance and ensure you submit any other material to the hearing administrator at least three working days before your appearance.**

## 3 At the Hearing

### Health and Safety Precautions

The hearing for PC7 and PC2 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 ([planhearings@ecan.govt.nz](mailto:planhearings@ecan.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 user entering and departing the proceedings;
- Where possible 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.**

**In addition the PC7 and PC2 hearing will be filmed and made available for public viewing. Further information on this is provided in the 'Viewing the proceedings' part of this guide.**

### Presenting to the Panel

This part of the guide has been developed to assist you with your presentation to the hearing panel.

Please ensure you refer to the hearing timetable to determine your scheduled time and appearance. Submitters have been allocated either a morning or afternoon session and we recommend you arrive early in case of proceedings running ahead of time.

Submitters will be called to present their case. Once a submitter has been called they should proceed with their experts to the front table marked 'Submitter'. Each table has a microphone that will be used to communicate with the hearing panel.

Commissioner Sheppard will 'join' the hearing using Microsoft Teams software application and his attendance will be broadcast onto television screens in the room.

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
- Be prepared for to minor delays in the audio-visual transmission (via MS team). If a delay or interruption occurs during a question from the Chair, politely request the Chair to repeat the question.

If total loss of the audio-visual transmission occurs the hearing panel will take a short adjournment for technicians to try and re-establish the connection.

## Viewing the proceedings

### *In-person*

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.

### *Online*

The PC7 and PC2 hearing will be filmed and made available to the public to view online. We anticipate having recordings available within 3 working days of the day's proceedings. To view please click on the YouTube link, or visit the PC7 and PC2 web-pages and access the link from those pages.

- [YouTube Link](#)
- [Proposed Plan Change 7 to the Canterbury Land and Water Regional Plan](#)
- [Proposed Plan Change 2 to the Waimakariri River Regional Plan](#)