



Pre hearing meetings

Pre-hearing meetings are informal meetings which the Council is holding before the official hearing of submissions on a notified 'proposed plan'. They aim to clarify, mediate or resolve any issues raised.

What is the purpose of a pre-hearing meeting?

Pre-hearing meetings are being held in order to:

- Allow either the Council or submitters to clarify issues
- Mediate between parties
- Facilitate the resolution of disputed matters

What can a pre-hearing meeting achieve?

Pre-hearing meetings can be useful to help:

- Resolve issues of dispute – therefore avoiding the need for a hearing
- Clarify issues in dispute – possibly reducing the length of hearings
- Provide an informal opportunity to share your concerns and discuss outcomes – this is not possible at the formal hearing stage

Who attends a pre-hearing meeting?

A number of parties normally attend a pre-hearing meeting including:

- A facilitator, appointed by the Council, who is independent and unbiased
- Submitters with similar concerns
- Council staff and advisors

Who cannot attend a pre-hearing meeting

- People who will appear on the decision- making panel at the formal hearings
- People who didn't make submissions
- Media

Preparing for a pre-hearing meeting

Before the meeting you should

- Establish if there are any gaps in the information that you currently have, or whether you need more information to understand what you have submitted against. If you need more information please contact the Council promptly.
- Ensure you are clear about your concerns. Think through how the proposal might affect you. Be prepared to discuss these concerns at the meeting and what agreements or compromises you might like to reach.
- If you have submitted as part of a group, ensure that there is a group spokesperson who can make decisions on the group's behalf.



What is the process of a pre-hearing meeting?

The independent facilitator, who will mediate the discussion, will run the meeting. Generally there will be an agenda outlining the issues raised through the submission process. The facilitator will then give the opportunity for everyone, both submitters and Council representatives, to have a say.

Notes will be taken at the meeting recording any resolutions or decisions that have been reached between some or all of the parties.

What happens after a pre-hearing meeting?

After the pre-hearing meeting the facilitator will prepare a report identifying matters which were agreed upon between the Council and submitters during the meeting. This report will then be circulated to the people who attended the meeting and will also be presented to the decision makers at the formal hearing.

Frequently Asked Questions:

What happens if I choose not to attend the meeting?

It is your choice to attend a pre-hearing meeting. If you do not attend, your submission will still stand and you will still be able to attend any formal hearing if you choose to. However, remember this is the only informal opportunity to share your concerns and discuss outcomes (this is not possible at the formal hearing stage).

Will I be pressured to withdraw or change my submission?

No. You and your concerns will be treated with respect, and the neutral facilitator will ensure you are able to take part without feeling pressured.

Further information?

If you require any further information about anything outlined above or any other matter regarding the Proposed One Plan do not hesitate to contact us on 0508 800 800.