

File No: WGN<no.> [ID number]  
<Date>

## Estimate of costs

### Notified application by <applicant>

This is an **estimate** of costs that may be incurred and is based on the assumption that there will be a pre-hearing meeting and a formal hearing. The amount of time that will be spent on the application and the need for a hearing will depend on whether submissions are received and the nature of such submissions. Therefore, the costs incurred will vary accordingly. For the purpose of this estimate, we have assumed that there will be fewer than 20 submitters. *<for limited notification specify no. of persons served notice>*

Staff time is charged out at \$100 per hour. Councillors' time is charged out at \$68 per hour (committee member) and \$85 per hour (committee chairperson). External consultants' (including commissioners') time is charged based on their individual rate, as previously discussed.

Photocopying and disbursement costs are not included. *<include an estimate of disbursements where able and particularly for large hearings>*

Note: Two GW officers are present during the hearing; however, the cost of only one will be passed on.

This estimate does not include GST.

#### Initial processing and assessment of application

Resource advisor	<no.> hours	\$ <amount>
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#### Advertising for publicly notified applications (excluding GST)

TMP Advertising		\$ <amount>
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#### Assessment of submissions, organisation of pre-hearing meeting

Resource advisor	<no.> hours	\$ <amount>
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**Attendance at pre-hearing meeting**

Resource advisor <no.> hours \$ <amount>

**Pre-hearing meeting follow up, including drafting of conditions and pre-hearing meeting report**

Resource advisor <no.> hours \$ <amount>

**Report to the Regulatory Committee/Hearing Committee**

Resource advisor <no.> hours \$ <amount>  
Peer review of report <no.> hours \$ <amount>

**Organisation of hearing**

<no.> hours \$ <amount>

*<note: includes contacting and organising submitters. This can be a substantial amount of time for large hearings i.e. in the order of 60 hours>*

**Attendance at hearing**

Resource advisor <no.> hours \$ <amount>  
1 x Councillor @ \$85 per hour (chairperson) <no.> hours \$ <amount>  
1 x Councillor @ \$68 per hour (panel member) <no.> hours \$ <amount>  
1 x Commissioner @ \$<amount> per hour <no.> hours \$ <amount>

*<note: include additional preparation time during the hearing, not just hearing time>*

**Assistance with writing of decision and notification of decision**

Resource advisor <no.> hours \$ <amount>  
1 x Councillor @ \$85 per hour <no.> hours \$ <amount>  
1 x Councillor @ \$68 per hour <no.> hours \$ <amount>  
1 x Commissioner @ \$<amount> per hour <no.> hours \$ <amount>

*<note: for independent commissioners include additional time for preparation during deliberations and for writing if applicable>*

**Commissioners Disbursements**

*<include a breakdown of estimated disbursements, where applicable>*

**Total (excluding GST)**

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\$ <amount>  
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