

Parks and Forests By- Laws Review Process – Proposed Timetable

| Phase | | Who | How | Purpose | Outcomes |
|-------------------------|--|---|--|--|--|
| 1 April-June | Scoping | By-laws working group | File search and analysis of current by-laws. | Broad understanding of current by-laws and key areas for change | Assessment of current by-laws, gap analysis, rough process for implementing |
| | Initial contact | Ranger Staff, Managers, HO staff, Biosecurity, Environment, Secretariat | Ranger meetings, other meetings as required | Understand parties' needs/requirements | Inform parties of upcoming process, determine needs, requirements and points of view |
| | | ARC, WCC, Porirua, Hutt City, KCDC, UHCC, Iwi, possibly Fish and Game | Establish key contacts and issues. | Parties aware of process, P&F aware of viewpoints | Inform parties of upcoming process, determine needs, requirements and points of view |
| 2 June-September | Initiation of formal by-law review process | LCC | Paper to committee – 20 June 2007 | Brief councillors on review process and information | Present to LCC |
| | Feedback period | All interested parties | Meetings with key parties. | A range of comments, issues, viewpoints to be addressed in by-laws | Scope range of issues/suggestions that require consideration |
| | Analysis of feedback and development of options | Secretariat, P&F officers | Options Ranger and HO staff and legal opinion if required | Ensure best options put forward in draft by-laws | By-laws developed that will meet needs of all parties |
| | Drafting by-laws | Secretariat, P&F officers | Include comments and direction from above steps | Draft by-laws for comment and consultation | Draft by-laws prepared |
| | Finalise draft by-laws (SOPI) | LCC | LCC meeting – 19 September 2007 | Draft approved for public consultation. | Make changes required to draft by-laws. Obtain approval to release draft by-laws. |
| 3 September-February | Start Special Consultative Process | All | Public notices and contact with stakeholders to seek comments on proposed by-laws 1 st public notice: 22 September 2007 2 nd public notice: 6 October 2007 | Summary of submissions, ensure that new by-laws meet requirements | Meet requirements of LGA and ensure by-laws meet the regional community's needs |
| | Establishment of subcommittee & hearing of Submissions | LCC | Submitters to present to hearing committee early December 2007 | Consideration of submissions | Feedback from community considered by council |
| | Submissions analysis and recommendations | P&F | Feedback from submissions incorporated into bylaws review | Ensure appropriate consultation undertaken | By-laws relevant to regional community |
| | By-laws approved | LCC | LCC meeting – February 2008 | By-laws finalised | Final approved for release by LCC |
| 4 April 2008 | By-laws implemented | All | All stakeholders clear of new by-laws | Ensure by-laws are understood and implemented appropriately | Clear, effective and appropriate by-laws – LGA deadline 1 July 2008 |