

Attachment 1 - An indicative timeline for the first administrative plan change

Timeframes	Task / deliverable
March 2017	Complete assessments and update errors spreadsheet as new errors come through
April 2017	Process any new errors entered into the spreadsheet
	<i>Thursday 13 April</i> – Last day for new errors to be entered into the spreadsheet (from this date, all new errors will be recorded in a new spreadsheet)
	Complete the quality control process on all assessments
May 2017	Prepare and complete any clause 20A memo
May-June 2017	Begin preparation of plan change documentations (including any section 32 of the RMA reporting and consultation)
July 2017	Report to Planning Committee to notify the plan change / prepare for notification of plan change
August 2017	Notify the plan change / submission period open (20 working days)
September 2017	Review and summarise submissions into Summary of Decisions requested / Prepare for further submission notification / further submission period open (10 working days)
October-November 2017	Prepare for hearings / undertake hearings
December 2017	Prepare and notify decision / appeal period opens
January-February 2018	If there are no appeals, make plan change operative. If there are appeals, then proceed to follow the statutory processes for resolving appeals in the Environment Court