

Attachment B: Process and timelines for local dog access review

A standard process has been established to assist the local boards in the review of local dog access rules. Staff have used this standard process for the local dog access reviews in 2013-2016.

The following table outlines the process, timeline and responsibilities for the Social Policy and Bylaws and local board teams:

Process Step	Description	Approximate timeframe		
Scoping, research and consultation <i>Purpose: To identify areas and collect information for local dog access review</i>	<ul style="list-style-type: none"> Report to local boards to confirm scope of review Workshops and meeting with representatives from Parks, Animal Management, Biodiversity, Biosecurity and other relevant stakeholders. Surveys with public Site visits by staff Meet with relevant local board portfolio holder. 	January – April 2017		
	<table border="1"> <thead> <tr> <th colspan="2">Responsibilities</th> </tr> </thead> <tbody> <tr> <td> Social Policy & Bylaws <ul style="list-style-type: none"> Draft scoping report for local board business meeting and attend Site visits Desktop research Facilitate workshops/meetings Set up meetings with internal staff (e.g. Parks) Coordinate online survey </td> <td> Local board staff <ul style="list-style-type: none"> Schedule workshops and meetings with local board Advise Social Policy & Bylaws staff of local board issues around dog access and process Identify public, external stakeholders and affected parties for local board area Advise Social Policy and Bylaws staff where required </td> </tr> </tbody> </table>		Responsibilities	
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Propose changes to dog access rules <i>Purpose: To consolidate information and develop proposed changes to local board dog access</i>	<ul style="list-style-type: none"> Local board workshop and business meeting to confirm Statement of Proposal for special consultative procedure Prepare Local Board Hearings Panel for hearings process. 	April – May/ June 2017		
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Process Step	Description	Approximate timeframe				
<p>Special Consultative Procedure</p> <p><i>Purpose: Formal public consultation on proposed dog access changes</i></p>	<ul style="list-style-type: none"> Public consultation on proposed changes to local board dog access rules as per Section 83 of Local Government Act 2002. <table border="1" data-bbox="435 349 1257 792"> <thead> <tr> <th colspan="2" data-bbox="435 349 1257 383">Responsibilities</th> </tr> </thead> <tbody> <tr> <td data-bbox="435 383 852 792"> <p>Social Policy & Bylaws</p> <ul style="list-style-type: none"> Public notification in New Zealand Herald and Our Auckland Notice to all dog owners (through dog licence reminder) Consultation documents Submission collation & analysis Hearings & deliberations reporting </td> <td data-bbox="852 383 1257 792"> <p>Local board staff</p> <ul style="list-style-type: none"> Advertisements, media and social media releases Any additional engagement activities required Advise Social Policy & Bylaws staff where required </td> </tr> </tbody> </table>	Responsibilities		<p>Social Policy & Bylaws</p> <ul style="list-style-type: none"> Public notification in New Zealand Herald and Our Auckland Notice to all dog owners (through dog licence reminder) Consultation documents Submission collation & analysis Hearings & deliberations reporting 	<p>Local board staff</p> <ul style="list-style-type: none"> Advertisements, media and social media releases Any additional engagement activities required Advise Social Policy & Bylaws staff where required 	<p>From June 2017</p>
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<p>Hearings and deliberations</p> <p><i>Purpose: To hear from submitters who wish to be heard. To deliberate on submissions and make recommendations on proposed changes</i></p>	<ul style="list-style-type: none"> Local Board Hearings Panel to hear, deliberate and make recommendations on proposed local board dog access rules Local Board Hearings Panel to report back to local board and confirm local board dog access rules <table border="1" data-bbox="435 945 1257 1196"> <thead> <tr> <th colspan="2" data-bbox="435 945 1257 978">Responsibilities</th> </tr> </thead> <tbody> <tr> <td data-bbox="435 978 852 1196"> <p>Social Policy & Bylaws</p> <ul style="list-style-type: none"> Attend and support local board hearings Provide officer advice at deliberations </td> <td data-bbox="852 978 1257 1196"> <p>Local board staff</p> <ul style="list-style-type: none"> Organise hearings and invite submitters who wish to be heard Organise venue for hearings </td> </tr> </tbody> </table>	Responsibilities		<p>Social Policy & Bylaws</p> <ul style="list-style-type: none"> Attend and support local board hearings Provide officer advice at deliberations 	<p>Local board staff</p> <ul style="list-style-type: none"> Organise hearings and invite submitters who wish to be heard Organise venue for hearings 	<p>August – September 2017</p>
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<p>Governing Body endorsement</p> <p><i>Purpose: Governing Body to endorse local board decision</i></p>	<ul style="list-style-type: none"> Governing Body to endorse local board's new local dog access rules. <table border="1" data-bbox="435 1294 1257 1487"> <thead> <tr> <th colspan="2" data-bbox="435 1294 1257 1328">Responsibilities</th> </tr> </thead> <tbody> <tr> <td data-bbox="435 1328 852 1487"> <p>Social Policy & Bylaws</p> <ul style="list-style-type: none"> Draft report for GB meeting and obtain approval Attend GB meeting </td> <td data-bbox="852 1328 1257 1487"> <p>Local board staff</p> <ul style="list-style-type: none"> Update local board elected members Advise Social Policy and Bylaws where appropriate </td> </tr> </tbody> </table>	Responsibilities		<p>Social Policy & Bylaws</p> <ul style="list-style-type: none"> Draft report for GB meeting and obtain approval Attend GB meeting 	<p>Local board staff</p> <ul style="list-style-type: none"> Update local board elected members Advise Social Policy and Bylaws where appropriate 	<p>November 2017</p>
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<p>Signage Implementation</p> <p><i>Purpose: Implementation of signage where dog access rules have changed</i></p>	<ul style="list-style-type: none"> Implementation of signage where dog access rules have changed. <table border="1" data-bbox="435 1581 1257 1883"> <thead> <tr> <th colspan="2" data-bbox="435 1581 1257 1615">Responsibilities</th> </tr> </thead> <tbody> <tr> <td data-bbox="435 1615 852 1883"> <p>IBRI</p> <ul style="list-style-type: none"> Funding and installation of basic signage where dog access rules have changed </td> <td data-bbox="852 1615 1257 1883"> <p>Local board staff</p> <ul style="list-style-type: none"> Funding of integrated signage or signage with maps Renewal of existing signage where dog access rules have not changed </td> </tr> </tbody> </table>	Responsibilities		<p>IBRI</p> <ul style="list-style-type: none"> Funding and installation of basic signage where dog access rules have changed 	<p>Local board staff</p> <ul style="list-style-type: none"> Funding of integrated signage or signage with maps Renewal of existing signage where dog access rules have not changed 	<p>November 2017 onwards (for new access rules)</p> <p>Where there is no change to access rules then current renewal programme timing</p>
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