

**Special Consultative Procedure: Takaka Fire Fighting Water Supply – Statement of Proposal**

| Step | Document/Meeting/Task   | Type  | Where  | Outputs   | LGA section                         | Comments  |
|------|---|---|--|---|-------------------------------------|---|
| 1    | Statement of Proposal (SoP)                                       | Engineering Services Committee agenda item. Full council agenda item  | TDC (Main Office)  | <ul style="list-style-type: none"> <li>SoP to be “accepted”</li> </ul>  | 83(1)(b)                            | Done  |
| 2    | Summary of Information (Sol)                                      | Summary of Information (a basis for general consultation)   | As widely as reasonable practicable (see comment)  | To cover: <ul style="list-style-type: none"> <li>major matters in the SoP</li> <li>indicate where SoP may be inspected</li> <li>state submission period</li> </ul>  | 83(1)(d)<br>89(c)                   | <ul style="list-style-type: none"> <li>Distribute to ratepayers impacted by the proposed Scheme</li> </ul>                  |
| 3    | SoP (also need a Summary of the Information contained in the SoP) | Finalised SoP   | TDC (Main Office)<br>TDC Service Centre (Takaka)<br>TDC website (pdf file) ?<br>TDC Public Libray (Takaka) |   | 83(1)(a)(ii)<br>83(1)(c)(i)<br>(ii) | <ul style="list-style-type: none"> <li>Ensure hard copies are available</li> <li>Attach a submission form format</li> </ul> |
| 4    | SoP advert  | Public Notice   | Nelson Mail?<br>Golden Bay newspaper<br>Newslite<br>TDC website ?  | <ul style="list-style-type: none"> <li>How people can obtain the Summary of Information (Sol)</li> <li>Where to inspect the FULL proposal</li> <li>Period of call for submissions</li> <li>Inform people about Public Meeting (Date) and Workshop (Date)</li> </ul> | 83 (1) (e)–<br>(k)<br>83(2)         |   |
| 5    | Receipt of submissions  | Letter to submitters  | -  | <ul style="list-style-type: none"> <li>Acknowledge submission</li> <li>Opportunity to be heard and how (ie. Public meeting (date ) Workshop (Date), Hearing (Date )</li> <li>Open to the public</li> </ul>  | 83(1)(h)–(k)                        |   |
| 6    | Afternoon/Evening Public Meeting                                  | Public meeting  | Golden Bay Community Centre<br><b>TBC</b>  |   | 83(1)(i)<br>82(1)(e)                | <ul style="list-style-type: none"> <li>Record notes</li> </ul>  |
| 7    | Afternoon/Evening Public Meeting Optional                         | Public meeting  | Golden Bay Community Centre<br><b>TBC</b>  |   | 83(1)(i)<br>82(1)(e)                | <ul style="list-style-type: none"> <li>Record notes</li> </ul>  |
| 8    | Submissions   | Written submissions   | TDC Richmond<br>TDC Service Centre (Takaka)  | Available for the public to view  | 83(1)(k)                            | <ul style="list-style-type: none"> <li>Summarise written submissions</li> </ul>   |
| 9    | Call for submissions close  | Written submissions   | -  | Ensure people who want to be heard know about the Hearing arrangements  | 83(1)(g)                            | <ul style="list-style-type: none"> <li>Complete acknowledgement of the receipt of all submissions (refer Step 5)</li> </ul> |
| 10   | Hearing of Submissions (1.00pm)                                   | Hearing   | Golden Bay Community Centre<br><b>TBC</b>  | Open to the public  | 83(1)(j)                            |   |
| 11   | Hearing Sub – Committee Report                                    | <ul style="list-style-type: none"> <li>Report on written and verbal submissions at Hearing</li> <li>Engineering Services Committee agenda item</li> </ul> | -  | Report on findings of the submissions and the Hearing   | 83(3)<br>82(1)(f)                   |   |
| 12   | Engineering Services Committee                                    | Report  | TDC (Main Office)  | Open to the public  | 83(1)(j)                            |   |
| 13   | Report and Decision   | Report  | -  | A report providing submitters with the relevant decisions and the reasons for those decisions   | 82(1)(f)                            |   |