

Waimate District Council 2021-31 Long Term Plan Timetable

Completed	Activity	Responsibility	Status
2020	Stage 1 – LTP Content Development		
January	Set up LTP team and meeting frequency	Carolyn/Stuart	
January	Discuss Elected Member Involvement (set LTP workshops)	Carolyn/Stuart	
January	Include LTP Timetable in Community Services and Strategy Committee report 28 January	Carolyn	√
February	Send LTP timetable to Audit	Tina/Carolyn	
14 February	Revenue and Financing Policy Review commences. Managers to review their activities, eg funding streams Consideration of boundaries. Define the definition of a business	Tina/Melissa	
February	Managers Workshop 1: Review Activities and Groups of Activities Identify suggested changes to Levels of Service Discuss Revenue and Financing Policy Review & Finance to provide S101 Analysis for review	Carolyn/Group Managers	
24 February 3 March	LTP Council Workshop 1: Intro (with timetable), Discuss Councillor involvement in the LTP process Activities/Groups of Activities review, Levels of Service review Review Councils vision	Carolyn/Leo/Managers	
13 March	S101 Analysis Activity Review to be completed by Managers	Tina/Melissa/Group Managers	
March	Population Projections review begins	Leo/Carolyn	
23 March 31 March	Asset Management Policy adoption - Council	Dan/Leo	
23 March 31 March	LTP Council Workshop 2: Revenue and Financing Policy Review S101 Analysis	Tina/Melissa	
31 March	Councillors to commence LTP Future Waimate Project with (presentations 12 May workshop)	Mayor	
4 May 12 May	LTP Council Workshop 3: Revenue and Financing Policy Review S101 Analysis continued Councillor presentations – LTP Project Future Waimate - likes/dislikes	Tina/Melissa	
Early May	Financial Strategy and Infrastructure Strategy review commences – ready for Managers July workshop	Tina/Melissa/Dan	
Early May	Key Assumptions and Uncertainties include risk assessment commences – ready for Managers July workshop	Tina/Carolyn/Leo	
End May	Managers Workshop 2: Performance Measures and Targets Review Community Outcomes Well-beings	Carolyn/Group Managers	
June	Population Projections review completed	Leo/Carolyn	
2 June 9 June	LTP Council Workshop 4: Revenue and Financing Policy Review S101 Analysis continued. Community Outcomes, Well-beings, Performance Measures and Targets Review	Tina/Melissa	
15 June 23 June	LTP Council Workshop 5: Performance Measures and Targets Review cont. Review Key assumptions and uncertainties; AMPs 101	Carolyn/Managers	
1 July	NCS Budget Model set up (with Assumptions and Overhead allocations)	Tina	
1 July	Asset Revaluations commence	Dan	
July	Managers Workshop 3: Discuss Key Assumptions and Uncertainties including risk assessment Update on Financial and Infrastructure Strategy review	Leo/Carolyn Dan/Tina	

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2 August	Asset Revaluations to be completed ready for peer review by Beca	Dan	
12 August	Asset Revaluations peer review complete and sent to finance to include in Annual Report	Dan	
10 August 18 August	LTP Council Workshop 6: Revenue and Financing Policy (Draft complete for LTP inclusion), Rates Remission Policy (if changes necessary ie over 20 ha & Community Housing), Draft Forestry Silviculture Plan and Draft Property AMP	Tina/Melissa Dan	
31 August	Finance to prepare performance input screens for LTP budgets	Tina/Melissa	
	For budgeting consideration must be given to our AMPs, Forestry Silviculture Plan, Economic Development Strategy action items, Waste Minimisation Plan, District Plan, SC Places and Spaces Plan, Projects eg library & LG building, CDEM Group Plan.		
31 August 8 September	LTP Council Workshop 7: Liability Management Policy review; Financial Contributions Policy review; Investment Policy Draft Parks and Recreation AMP		
September	Manager Workshop 4: Financial and Infrastructure Strategies Overhead allocations reviewed	Tina/Dan/ Group Managers	
1 September	Fees and Charges 2021/22 review to start (complete for 24 November workshop)	Leo/Managers	
1 September	Write to hall committees requesting hall rates for 2021/22	Melissa	
22 September	LTP budgets draft (1) review complete with consideration to Financial Strategy	Managers	
5 October 13 October	LTP Council Workshop 8: Draft Roding Asset Management Plan intro and discussion; Financial Strategy; Infrastructure Strategy; draft discussion Draft AMPS – Water, Stormwater, Wastewater, Solid Waste	Leo/Rob/Dan/Tina/Carolyn	
October	Managers Workshop 5: Financial Strategy & Infrastructure Strategy – Final Review	Tina	
2 November	LTP budgets draft (2) – draft budgets to be completed	Tina/Managers	
2 November	Rural Water Scheme LTP budgets & meetings to be set for November	Dan	
November	Audit Self-Assessment due back to Audit 19 December	Tina/Carolyn	
16 November 24 November	LTP Council Workshop 9: Activity Statements review include service provision and significant negative effect identification; Draft Infrastructure Strategy and Financial Strategy	Carolyn/Managers	
16 November 24 November	Council Extraordinary Meeting: Key Assumptions and Uncertainties adoption Infrastructure Strategy and Financial Strategy approval Fees and Charges 2021/22 approved for inclusion in LTP Liability Management Policy; Financial Contributions Policy; Investment Policy;	Carolyn/Tina/Dan	
30 November 8 December	Council Meeting Financial and Infrastructure Strategies approved	Dan/Tina	
30 November 8 December	LTP Council Workshop 10: Draft Budgets - overall rates increases - capital projects - overhead allocations - rates limits adherence	Tina/Managers	
4 December	Manager answers to Self-Assessment Questionnaire Due	Tina/Carolyn	
19 December	Audit Self-Assessment Questionnaire Due	Tina/Carolyn	
December	Prepare Communications and Engagement Plan for LTP	Carolyn/Rachel	

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2021	Stage 2 – Engagement & Consultation		
15 January	Deadline for draft Consultation Document content – Activities and Financials	Managers/ Rachel	
18 -22 January	Audit of documents and draft supporting info for CD	Tina	
15 January 26 January	Council Workshop – Draft Consultation Document	Carolyn	
January/February	Councillor District Tour to view proposed major projects	Carolyn/Karalyn	
February	Maori Capacity section to review	Carolyn	
February	Collate Supporting Information to CD	Carolyn	
12 February	Consultation Document to Councillors	Carolyn	
9 February 16 February	Council Meeting – approve Draft CD for Audit NZ to review	Carolyn	
17 February -15 March	Audit NZ to audit CD and Supporting Info	Carolyn/Tina	
15 March	Audit NZ to provide opinion on CD for inclusion	Carolyn/Tina	
19 March 30 March	Council Meeting: Adopt CD and Supporting Info for release to public	Carolyn	
31 March - 7 April	Print CD – (Colour Print)	Carolyn/Rachel	
1 April	Upload CD to website	Rachel	
1 April	Submission period begins	Carolyn/Leo	
8 April	Distribute CD – Waimate Trader	Carolyn/Rachel	
1 April – 29 May	LTP Document Development	Rachel	
9 April – 30 April	Councillor public meetings (TBC)	Carolyn/Leo	
	Councillor open forum and verbal submissions taken (if requested)		
6 May	Submission period ends	Carolyn/Leo	
	Stage 3 – Hearings and Decisions		
7-10 May	Arrange submitter hearings	Leo	
14 May	Précis of submissions sent managers	Leo	
21 May	Manager reports on submissions due	Managers	
26 May	Copy of all submissions sent to Council	Leo	
25 May 31 May	Submission Hearings – Council	Carolyn	
1 June	Submission decisions – Council extra ordinary meeting	Carolyn	
2 June	Submission decisions proofed by managers and Mayor	Carolyn/Group Managers	
4 June	Mayor’s message media release	Rachel	
4 June	Letters with decisions sent to all submitters	Leo	
4 June	Uploaded decisions to website	Leo/Rachel	
4 June	Copies available at Council		
9 June	‘Decisions requiring action’ document sent to Leadership Team	Leo	
2 - 9 June	Final LTP document collated	Tina/Carolyn/ Leo	
8 -14 June	Audit NZ on site (TBC)	Tina/Carolyn	
15 June	Send audited LTP to Councillors	Leo	
14 June 22 June	Council Adopt LTP (and all necessary resolutions)	Carolyn/Tina	
24 June	Distribute LTP as per Act	Leo	
1 July	Debrief	Stuart	