

## 2011-2012 ANNUAL PLAN PROCESS TIMETABLE

Step	Date	Task	Comments	By
<b>OCTOBER</b>				
1	Mon 17th	2011/12 Annual Plan timetable confirmed by Managers	Managers Meeting	Managers
2	Mon 18th	Finance to circulate departmental budgets (line by line O&M budgets, Capex budgets, Fees & Charges, etc) and staff schedules based on 2011/12 figures in Ten Year Plan, so Departmental Managers can update the information by 16 Nov	Finance to liaise with Departmental Managers. Managers to work with staff to update model information.	Finance
3	Tue 26th	Updated staff establishment schedules provided by Departmental Managers to Finance for incorporation in 2011/12 Annual Plan model	Need to discuss these at Managers meeting, but 25 is Labour Day, so may need to set up a meeting on 27th?	Managers / Finance
<b>NOVEMBER</b>				
4	Mon 8th	Email sent to stakeholders as pre-consultation for the Proposed 2011/12 Annual Plan. Information due back by 30 November 2011.	Key Stakeholder groups include: Community Boards & Community Associations Federated Farmers Chamber of Commerce Grey Power Motueka & Nelson Youth Council Iwi representatives	Strategic Development
5	Mon 15th	Managers provide departmental budgets (line by line O&M budgets, Capex budgets, Fees & Charges, etc) to Finance to enable the 2011/12 Annual Plan model to be updated	Managers to discuss their proposed budgets at the Managers meeting on 15 Nov, including identifying any changes from the Ten Year Plan and reasons for the changes	Managers
6	Mon 15th - 26th	Finance to update departmental budgets in the 2011/12 Annual Plan model by 26th and deliver to managers for consideration at Managers meeting on 29th, along with information on the rating impact and debt.		Finance
7	Mon 29th	Managers to review draft budgets, projects, rating impact and debt levels.	Managers meeting on 29th Nov	Managers
8	Mon 29th	Managers advise Strategic Development what is required for text in key issues section at front of Annual Plan (changes to projects/programmes, timelines, highlights and changes to key policies).	Managers meeting on 29th Nov	Managers / Strategic
<b>DECEMBER</b>				
9	Mon 6th	Finance to provide and present revised draft departmental budgets, including new/deleted projects, and rates impacts at the managers meeting (as a result of changes from managers meeting on 29th Nov). Managers to start preparing presentations for Council workshop.	Managers meeting on 6th Dec Departmental managers and PAs to prepare presentations by Fri 10th	Finance/Managers Managers/PAs
10	Wed 8th	Managers to sign off revised budgets and return to Finance.		Managers/Finance
11	Fri 10th	Managers to have presentations to Council workshop finalised and given to Strategic Development		Managers/Strategic
12	Mon 13th	Council workshop to discuss potential changes from Year 3 of Ten Year Plan, departmental budgets, new/deleted projects, rates impacts & Strategic Development to provide info to the workshop on the issue issues/changes that will be included in the front of the AP. Consideration of community pre-consultation.	Council input to the Proposed 2011/12 Annual Plan - Full day workshop	Councillors / Managers / Strategic
13	Fri 17th	Strategic Development provides text for changes to projects/programmes, (including highlights) and changes to key policies to Managers for review		Strategic Development

14	Tue 14th-Fri 17th	Manager and Finance review changes to projects/programmes and changes to key policies		Managers / Finance
15	Mon 13th - Thur 23th	Strategic Development to write text for Annual Plan, Summary Document and any changes to policies		Strategic Development
<b>JANUARY 2011</b>				
16	Mon 10th	Most staff are back at work		Finance / Strategic
	Thur 20th	Council workshop (after Full Council meeting) to go through budgets, Schedule of Charges and key sections of the Annual Plan document, including changes from 2010/2011 document wording.		Councillors/Managers/Strategic
17	21-26 Jan	Proposed 2011/12 Annual Plan document and Summary document drafted and financial information incorporated. Funding Impact Statement, Schedule of Charges and any other policies are prepared. Copy of document given to DryCrust at this stage to start formatting.		Finance / Strategic / DryCrust
	27 Jan - 1 Feb	Dry Crust to format document		Dry Crust
<b>FEBRUARY</b>				
18	Wed 2nd	Proposed 2011/12 Annual Plan document and Summary document draft to be printed/photocopied for distribution to Councillors.		Strategic / DryCrust
19	Wed 9th	Council workshop to review the proposed Draft 2011/12 Annual Plan document, Summary document, budget and FIS, Fees & Charges policies.		Councillors & Managers
20	Wed 9th-Wed 16th	Managers make any amendments required following workshop		Managers
	Thur 24th Feb	Council meeting (possibly after another committee meeting) to adopt some rates (Business, UAGC, Tourism, Comm Bd) & Fees and Charges Schedule.		Councillors & Managers
21	Thurs 17th - Fri 25th	Finance make final budget changes following managers changes resulting from workshop on 9th		Finance
22	Thurs 17th - Fri 25th	Strategic development makes any amendments to the Draft Annual Plan document and Summary document, and work with DryCrust to amend document. Add in public consultation section "that a confirmation letter will be sent on receipt of all submissions".		Strategic Development / Finance / DryCrust
24	Mon 28th	Managers sign off final budgets and wording in the Draft Annual Plan document and summary document		Strategic / Finance / Managers
<b>MARCH</b>				

25	Mon 28th Feb - Wed 2nd	Draft Annual Plan finalised and checked through Councillor working group (3 members). Document goes to print for councillor and manager copies only on Wed 2nd. Agenda for Council meeting on 11th prepared.		Strategic / DryCrust
26	Fri 4th	Final Draft Annual Plan distributed to Councillors, along with the agenda for the 11th Council meeting.		Strategic / Corporate
27	Thur 10th	Council meeting (after E&P Committee meeting) to consider and adopt the Proposed 2011/12 Annual Plan and Summary Document (and any amendment[s] to Council's 2009-2019 Ten Year Plan). Adopt FIS and other policies as part of this.	Resolution to adopt Statement of Proposal (Annual Plan and Summary document) - NOTE - Any changes to Ten Year Plan will mean we need to get Audit NZ sign of and this timeline will need changing to incorporate time for Audit	Councillors / Strategic / Managers
28	Mon 14th	Proposed 2011/12 Annual Plan goes to print & CDs burnt, Newline Summary printed. Set up email address and test it works and auto reply works.		Strategic / DryCrust / IS

27	Friday 18th	Newsline Summary goes out on Friday 18th March		DryCrust
28	Tue 15th - Mon 21st	Prepare consultation materials (e.g., posters, powerpoint presentations, etc)		Strategic / DryCrust
29	Thurs 17th	Public notice to be finalised and distributed for Monday's paper. Articles in all community association newsletters/magazines.		Strategic / DryCrust
29	Mon 21st	<b>PUBLIC CONSULTATION PERIOD STARTS</b>		
30	Mon 21st Mar - Tue 26th April	Public Submissions	Proposed 2011/12 Annual Plan & Summary (including amendment(s) to the 2009-2019 Ten Year Plan) is made available for public submissions (this period also includes the consultation meetings)	Strategic
31	Tue 22nd Mar - Thurs 14 April	Consultation sessions and meetings - final dates to be confirmed during this period.	Community Boards & Associations, Iwi, Interest Groups, Public open days and meetings	Strategic / Councillors / Managers
	<b>APRIL</b>			
32	Thurs 14th April	Consultation sessions and meetings finish		Strategic
33	Mar - Tue 26 Apr	Submissions inputted into database & photocopy done		Strategic / Corporate
34	Tue 26th	<b>PUBLIC CONSULTATION PERIOD CLOSES</b>		
35	Fri 29th	Submissions sent to Councillors and Managers		Strategic / Corporate
	<b>MAY</b>			
36	Wed 4th	Letters sent to submitters advising hearing dates/times		Strategic / Corporate
37	Mon 2nd - Fri 20th	Managers prepare responses to submissions for consideration by Council		Managers
38	Thur 12th - Fri 20th	Submission hearings - final dates to be confirmed during this period		Councillors / Strategic / Corporate
39	Fri 20th	Departments to supply staff comments on submissions to Strategic.		All Departments / Strategic
40	Tue 24th & Wed 25th	Two day Council workshops to consider the verbal and written submissions and what changes to make to the Draft Annual Plan.		Councillors / Strategic / Corporate
	<b>JUNE</b>			
41	Thur 2nd	Agenda to go out for Council meeting on 9th June, including all recommended changes to the Annual Plan and appropriate resolutions to reflect discussion at workshop on 24 & 25 May.		Strategic / Managers
42	Thurs 9th	Council meeting to make decisions on changes to Annual Plan and which projects stay in or are deleted in final Annual Plan and to review wording changes to be incorporated in the Annual Plan.		Councillors / Managers / Finance / Corporate
43	Fri 10th - Tue 14th	Prepare final Annual Plan, including all changes from 8th June meeting, amend financial information and wording to reflect decisions on 9th June.		Strategic / Finance / Managers / Dry Crust
44	Mon 20th	Final plan goes to print for Councillors & managers copies only.		Strategic / DryCrust
45	Wed 22nd	Agenda and final plan go out to Councillors for meeting on 29 June		Strategic
46	Wed 29th	Council Adopts the Final 2011/12 Annual Plan (and any amendment(s) to Council's 2009-19 Ten Year Plan) and rates resolutions to strike the 2011/2012 rates.	Note - need to have any amendments to Ten Year Plan audited by Audit New Zealand and their Opinion on amendment(s) available at the meeting.	Councillors / Managers
	<b>JULY</b>			
47	Early July	Notification of Final 2011/12 Annual Plan (and any amendments to Council's 2009-19 Ten Year Plan) in public notice and press releases. Prepare July edition of Newsline outlining Council decisions included in final plan and changes from the Ten Year Plan and Draft Annual Plan.		Strategic / DryCrust

48	Mon 25th	Commence preparation of letters to submitters outlining Council's decision on their submission, and the reasons for those decisions		Strategic (with input from relevant managers where needed)
49	Mon 25th	Final 2011/12 Annual Plan (and any amendment(s) to Council's 2009-19 Ten Year Plan) to be put on website, final document to go to printer and CDs to be burnt.		Strategic / DryCrust
50	Fri 29th July	Final 2011/12 Annual Plan (and any amendment(s) to Council's 2009-19 Ten Year Plan distributed (as per the requirements of the Local Government Act 2002) to: (1) The Auditor General & Audit NZ (2) The Parliamentary Library (3) Libraries and Key Stakeholders (4) Secretary Dept of Internal Affairs, etc. Plan also made available to the public	Required by Section 93(10) of the Local Government Act 2002 i.e. Final plan to be publicly available 1 month after adoption	Strategic