

## Tool A: 2009-19 LTCCP health check

The purpose of this health check is to aid your planning for the 2009/19 LTCCP, by providing an honest assessment of your readiness and where there are concerns, noting what needs to be done, by whom and when, to improve readiness.

**We suggest you run this health check now, and then again at the end of November 2007, and June 2008 as a check on progress. By June 2008 a well-prepared council would rank all items at least 3, preferably 4.**

Rank	Prognosis
1 Haven't thought about this yet.	Call the undertaker.
2 Started thinking but too early to say one way or the other.	Could be fatal if left too long.
3 Firming up thoughts / timetabling	There is some hope
4 Decisions made / fully prepared and timetabled / making progress.	On the road to good health.
5 Done	Time to enter a marathon!

Item	Rank your readiness 1 to 5	What do you need to do?	Who	When
<b>1. Project Initiation</b>				
Have you:				
a. debriefed with key staff the lessons learned from the 2006-16 LTCCP?				
b. read and reflected on material such as the OAG report, or material from your community on the usefulness of the LTCCP and so on?				
c. developed a checklist of material you will need to cover (including the legal compliance aspects)?				
d. identified likely risks the project could encounter and thought about how these could be managed?				
e. defined the roles and appointed a LTCCP project sponsor, project manager, project team?				

Item	Rank your readiness 1 to 5	What do you need to do?	Who	When
<b>2. Project Scope</b>				
Will you need to / do you propose to:				
a. review community outcomes with your community?				
b. review strategies and policies upon which the LTCCP will rely?				
c. review growth models, uncertainties or assumptions?				
d. change your definition of groups of activities or activities?				
e. divest or stop doing any activities?				
f. change the performance management framework for the LTCCP?				
g. change performance indicators, levels of service, measures and targets?				
h. review your asset management plans and their links to the LTCCP?				
i. introduce any CCO/CCTOs or change their objectives or performance measures?				
j. introduce major and/or controversial projects or policies?				
k. introduce new partnering/joint venturing arrangements?				
l. review your funding/financing policies?				
m. review the basis of your fees and charges?				
n. review your significance policy?				
o. change your accounting policies?				
<b>3. Community engagement</b>				
Will you need to / have you:				
a. identify the key projects, options or issues you want to engage on?				

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b. determined what are your key messages to your community, or parts of it?				
c. created a plan to engage with the community?				
d. establish a system to receive and analyse feedback from the community?				
e. seek early community feedback on anything?				
f. engage with your community on issues the community is expecting to be consulted on?				
g. change the processes your council has in place for engaging Maori?				
<b>4. Timeline</b> Do you have a timeline:				
a. for all inputs, for example. reviews and changes above?				
b. that matches with council, committee and community board meeting schedules?				
c. with two audit periods?				
d. for document production?				
e. for consultation and submission processing?				
f. for critical staff and council sign-offs?				
g. discussion with the auditors and the formal audit?				
<b>5. Resourcing issues</b> Have you:				
a. assurances of key personnel availability?				
b. reviewed existing IT systems to ensure they can deliver the information required for the LTCCP?				

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c. any planned IT system changes or upgrades upon which LTCCP information management will rely?				
d. put in place arrangements to communicate with and resource inputs required from activity managers?				
<b>6. Governance</b>				
a. Have you and/or elected members considered how they will input into the process?				
b. Have new councillors been inducted in LGA requirements?				
c. Do existing councillors need an LTCCP refresher?				
d. Have you set a timetable and process for councillor input?				
e. Have you set a timetable and process for input by community boards?				
f. Have you established the strategic direction/parameters in which the council wants the LTCCP to be prepared, for example priorities, limits on acceptable rates increases, and so on?				
<b>7. Culture</b> Have your:				
a. managers bought in to the LTCCP as the basis for doing things around here?				
b. councillors bought in to the LTCCP as the basis for doing things around here?				
c. performance plans and even remuneration models been updated to factor in LTCCP performance?				