

## Welcoming Communities Accreditation – Planning Tool

### Stages 3 and 4 – Advanced and Excelling Welcoming Community

Activity	Responsibility	Suggested timeframes for planning	Due date	Date completed
The council makes an application to INZ.	Council	A council keeps INZ informed on the anticipated date for the application.		
The External Accreditation Assessment Panel (the Panel) is convened and the members are provided with the application.	WC team, INZ	Within two weeks of receiving an application.		
The application is reviewed by the Panel members, independently of each other.	Panel members	Within four weeks of receiving an application.		
The Panel discuss their findings and agree the areas of focus for the site visit.	Panel members	Within six weeks of receiving an application.		
The areas of focus for the site visit are communicated to the council and the date for the site visit is confirmed.	Lead assessor	Within six weeks of receiving an application.		
The plan for the site visit is completed, including a schedule (times, locations and activities).	Lead assessor WC coordinator	Within seven to ten weeks of receiving an application.		
The site visit is completed.	Lead assessor WC coordinator	Date mutually agreed by Panel and council.		
Following the site visit, the Panel members discuss and moderate their findings.	Panel members	Within one week of the site visit.		
The draft External Accreditation Assessment Report (the Report) is prepared by the lead assessor.	Lead assessor	Within three weeks of the site visit.		
The draft Report is peer reviewed by the other Panel member.	Assessor	Within four weeks of the site visit.		
The final Report is given to INZ.	Lead assessor	Within five weeks of the site visit.		
The final Report is approved by INZ and presented to the council.	WC team, INZ	Within seven weeks of the site visit.		