

## 2024/25 Annual Business Plan & Budget Timetable

Action	Responsibility	On or prior to	Complete
1. Executive Team Meeting to set guiding principals to prepare draft budget	Executive Team	15/01/2024	
2. Council meeting to adopt Annual Business Plan & Budget timetable	CEO, Council	17/01/2024	
3. Executive Team Meeting to workshop the 4YRBP Projects and bring project proposals (both operating and capital) for 2024-25	Executive Team	22/01/2024	
4. Council information/ briefing session: <ul style="list-style-type: none"> <li>a. Review previous years projects (fallen off)</li> <li>b. Project proposal forms distributed to Staff</li> <li>c. Provide the current 4YRBP project spreadsheets with a column for admin comments and a blank comment for EM comments</li> </ul>	CEO, Council	24/01/2024	
5. Council meeting	Council	14/02/2024	
6. Commence drafting budget for 2024/25	Leadership Team	14/02/2024	
7. Council information/ briefing session to discuss ABP & budget and projects for 2024/25: <ul style="list-style-type: none"> <li>a. Capital &amp; Operating Project Proposals</li> <li>b. Long Term Financial Plan Assumptions</li> </ul>	CEO, Council	28/02/2024	
8. Council meeting	Council	13/3/2024	
9. Council information/ briefing session to consider: <ul style="list-style-type: none"> <li>a. Capital and operating project proposals</li> <li>b. Budget update first draft (LGIQ to present)</li> <li>c. Rating principals</li> </ul>	Council	20/03/2024	
10. Drafting of final budget & ABP to commence	CEO	21/03/2024	
11. Council information/ briefing session to present: <ul style="list-style-type: none"> <li>a. First draft budget (financial ratios &amp; uniform presentation of finances, Long Term Financial Plan)</li> <li>b. Rate modelling</li> <li>c. Annual Business Plan</li> </ul>	CEO, Council	27/03/2024	
12. Council meeting Adopt the Fees and Charges 2024/25	Council	10/04/2024	
13. ABP Advert to a newspaper circulating the area	CEO/EA	11/04/2024	
14. Audit & Risk Committee to review and comment on draft ABP & Budget	ARMC	17/04/2024	
15. Advertise the Public Session on facebook and newsletter	CEO/EA	19/04/2024	
16. Council information/ briefing session to consider Audit & Risk Committee comments <ul style="list-style-type: none"> <li>a. Rating Policy</li> <li>b. Annual Business Plan</li> <li>c. Budget update</li> </ul>	CEO, Council	24/04/2024	
17. Special Council Meeting to endorse draft ABP & Budget being released for community engagement	Council	8/05/2024	
18. Commencement of community engagement period	CEO/EA	10/05/2024	
19. Advertisement notification of community consultation and community info session (to appear in a newspaper circulating the area on 24/04/2024) also Facebook, Newsletter, website notification.	CEO/EA	14/05/2024	
20. Community Information Session (includes 1 hour for public submissions on Draft ABP)	CEO/EA	15/05/2024	
21. Zoom Meeting prior for non-resident ratepayers			
22. Community engagement period closes	EA	3/06/2024	

23. Council information/ briefing session to consider: a. All written and verbal submissions b. Includes verification of accuracy of public submission data/ information	CEO, Council	5/06/2024	
24. Council meeting to formally consider public submissions and adopt the final Annual Business Plan & Budget.	CEO, Council	12/06/2024	
25. All submissions formally responded to	CEO	30/06/2024	

Notes – this timetable is a guide only:

- Additional special Council meetings, briefing sessions or Audit & Risk Committee (ARMC) meetings may be required during the budget setting process
- Some sessions may not be needed, or dates may change
- Once agreed, Strategic Planning sessions will be added to this timetable