

2024/25 Annual Business Plan & Budget Timetable

Action	Responsibility	On or prior to	Complete
1. Council meeting to adopt Annual Business Plan & Budget timetable	CEO, Council	19/09/2023	
2. Rating Review – Workshop 1	DCS, RPO	23/10/2023	
3. Council meeting		24/10/2023	
4. Council information/ briefing session: a. Review Strategic Plan (Year 1 targets) b. Review previous years projects (fallen off) c. Project proposal forms distributed to Council Members and Staff	CEO, Council, FM	14/11/2023	
5. Rating Review – Workshop 2	DCS, RPO	17/11/2023	
6. Council meeting	Council	21/11/2023	
7. Project proposal forms to be returned	CEO	08/12/2023	
8. Leadership team to consider submissions	Leadership Team	18/12/2023	
9. Council meeting	Council	19/12/2023	
10. Commence drafting budget for 2024/25	Leadership Team	January 2024	
11. Council information/ briefing session to discuss ABP & budget and projects for 2024/25: a. Capital & Operating Project Proposals b. Capital & Operating Budget c. Key Planned Activities d. Long Term Financial Plan Assumptions e. Principals	CEO, Council, FM	09/01/2024	
12. Leadership team meeting to workshop proposed projects for 2024/25 (based on outcomes of Council information/ briefing session)	Leadership Team	16/01/2024	
13. Council meeting	Council	23/01/2024	
14. Council information/ briefing session to consider a. Annual Business Plan b. Project proposal updates (capital and operating) c. Budget update d. Rating e. Long Term Financial Plan Assumptions f. Financial Sustainability Ratios & Targets	Council	13/02/2024	
15. Council meeting	Council	20/02/2024	
16. Drafting of final budget & ABP to commence	CEO/FM	March 2024	
17. Council information/ briefing session to consider: a. Initial rate valuations and movements b. Rate modelling c. Budget update	CEO, Council, DCS, FM, RPO	12/03/2024	
18. Council information/ briefing session to present: a. Rate modelling options workshopped on 12 March	CEO, Council, DCS, RPO	19/03/2024	
19. Council meeting	Council	19/03/2024	
20. Council information/ briefing session to present: a. First draft budget (financial ratios & uniform presentation of finances, Long Term Financial Plan) b. Rating data c. Annual Business Plan	CEO, Council, FM	09/04/2024	
21. Council meeting	Council	23/04/2024	
22. ABP Advert to Naracoorte News	CEO/ESO	24/04/2024	
23. Audit & Risk Committee to review and comment on draft ABP & Budget	ARC	30/04/2024	
24. Public notice (re ABP consultation and public meeting)	CEO/ESO	01/05/2024	

25. Council information/ briefing session to consider Audit & Risk Committee comments a. Rating Policy b. Annual Business Plan c. Budget update	CEO, Council	07/05/2024	
26. Special Council Meeting to endorse draft ABP & Budget being released for community engagement	Council	14/05/2024	
27. Commencement of community engagement period	CEO/ESO	17/05/2024	
28. Advertisement notification of community consultation (to appear Naracoorte News on 24/04/2024) also Facebook, Newsletter, website notification.	CEO/ESO	17/05/2024	
29. Council meeting to adopt Fees & Charges schedule	Council/ Leadership Team	21/05/2024	
30. Community Information Session (includes 1 hour for public submissions on Draft ABP)	CEO/ESO	28/05/2024	
31. Community engagement period closes	ESO	07/06/2024	
32. Council information/ briefing session to consider: a. All written and verbal submissions b. Includes verification of accuracy of public submission data/ information	CEO, Council	11/06/2024	
33. Council meeting to formally consider public submissions	CEO, Council	18/06/2024	
34. Special Council Meeting for adoption of final ABP, Budget, Rates Declaration	CEO, Council	21/06/2024	
35. All submissions formally responded to	CEO	24-28 June	

Note: Additional special Council meetings, briefing sessions or Audit & Risk Committee (ARC) meetings may be required during the budget setting process.