

Council XXXXX
Annual Business Plan & Budget Timetable

Area	Task	Indicative Due Date	STATUS	Responsible Officer	Comment	Date Completed
Service Charges	Undertake a costing review of Service Charges in preparation for new budget	November	Completed			
Budget	Prepare budget timeline	November	Completed			
Budget	Develop Budget Submission Templates - distribute to staff and Elected Members	November	Completed			
Budget	Develop Budget Submission Spreadsheet, bring forward any prior year submissions if applicable	November	Completed			
Council Briefing	Discuss budget parameters (as per adopted LTFP) and timeframe	November	Completed			
Budget	Budget Submissions due date. Collate into spreadsheet. Management team to review, prioritise and add estimated costs	December	In Progress			
Plant Hire	Review plant hire rates and determine if an increase is required for the upcoming financial year	December	In Progress			
Fees & Charges	Review Fees & Charges Register	December	In Progress			
Budget	Prepare draft departmental budgets / budgeted financial statements / LTFP spreadsheets	December	In Progress			
Council Briefing	Discuss Budget Submissions	January	Not commenced			
Budget	Input draft budgets. Indexation to be based on adopted LTFP, or update if required	January	Not commenced			
Budget	Review and input depreciation budgets	January	Not commenced			
Budget	Review and input regular contract budgets (eg, Cleaning, Security, IT)	January	Not commenced			
Budget	Review and input insurance budgets	January	Not commenced			
Budget	Review and input grant revenue budgets (including FA Grants, Roads to Recovery, LRCIP)	January	Not commenced			
Budget	Review and input service charges budgets based on costing review completed	January	Not commenced			
Budget	Review and input rate revenue budget based on LTFP, or update if required	January	Not commenced			
Budget	Review and input Asset Management Plan maintenance and capital budgets	January	Not commenced			
Budget	Review and input any internal Council charges budgets	January	Not commenced			
Budget	Review unspent grant funds and determine if expenditure budget required for new financial year	January	Not commenced			
Budget	Prepare new wages budget spreadsheet (including Super, Income Protection insurance if applicable from EB, and Workers Comp insurance). Determine any capitalisation of wages	January	Not commenced			
Budget	Prepare Loan Schedule (Payable & Receivable) and input budgets for Finance Costs, Interest Revenue, Principal paid or received	January	Not commenced			
Rebates	Prepare rebates spreadsheet (ie, assessment, address, application status, rebate amount)	January	Not commenced			
Rebates	Review rebates policy and due dates	January	Not commenced			
Rebates	Review / update rebate application form. Place copy of form on website	January	Not commenced			
Rebates	Distribute application forms (letter mail merge from spreadsheet data, or via email)	January	Not commenced			
Legislative Requirement	Determination of Rebates as per Division 5 - Local Government Act 1999	January	Not commenced			
Rates	Undertake assessment/audit of contiguity or single farm enterprise	January	Not commenced			
Legislative Requirement	Determination of Contiguous Land as per Section 149 - Local Government Act 1999	January	Not commenced			
Rates	Discuss new developments with Building/Planning department. Advise Land Services to include in council visits so Capital Values can be reviewed	January	Not commenced			
Service Charges	CWMS Service Charge Property Units reviewed - forms distributed to non residential properties to calculate property units	January	Not commenced			
Council Briefing	Discuss Rating parameters/policy - confirm minimum rate/fixed charge, differential rate % Discuss Rebate parameters/policy - discretionary rebates, capping %	February	Not commenced			
Budget	Managers / Directors to review draft budget, wages and capital works, and provide final budget amounts	February	Not commenced			
Rebates	Applications due and assessment to be completed. Follow-up any outstanding applications or missing documentation	February	Not commenced			
Rates	Test Rates EOFY process in software test environment. Run exception reports to identify any issues	February	Not commenced			
Council Briefing	Discuss budget progress, identify any material cost pressures, review proposed capital works	February	Not commenced			
Rates	Ensure all rates supplementary adjustments have been processed (ie, change in ownership, land use etc)	February	Not commenced			
Rates	First weekly VG Data Files received. Load into software test environment and prepare first rate model Reconcile software capital values to VG report	March	Not commenced			
Rates	Prepare rate modelling spreadsheets	March	Not commenced			
Rates	Review Non Rateable property listing	March	Not commenced			
Legislative Requirement	Determination of Non Rateable status as per Section 147 of Local Government Act 1999	March	Not commenced			
Budget	Draft budgets due back from Managers / Directors	March	Not commenced			
Budget	Update any wage budgets in draft budget spreadsheet. Reconcile all budgets on wages codes to the wages spreadsheet. Ensure capital wages are allocated to capital codes	March	Not commenced			
Budget	Review draft budget for large increases / decreases / missing budgets.	March	Not commenced			
Budget	Meet with Managers / Directors for final review of draft budget	March	Not commenced			
Rebates	Send acknowledgement of receipt letters	March	Not commenced			

Rates	Weekly VG Data Files received. Load into software test environment and prepare rate models, review service charges, review rebates. Reconcile software capital values to VG report	April	Not commenced			
Rates	Prepare Statement of Expected Rate Revenue, for inclusion in the Business Plan	April	Not commenced			
Council Briefing	Discuss budget progress and results, and rate modelling results	April	Not commenced			
Council Meeting	Adopt Rebates	April	Not commenced			
Budget	Budget Review 3 due. Forecast for current year to be included in draft budget and used to calculate balance sheet items	April	Not commenced			
Budget	Finalise draft departmental budgets / budgeted financial statements / LTFP spreadsheets	April	Not commenced			
Budget	Prepare budget graphs / tables	April	Not commenced			
Business Plan	Prepare business plan document	April	Not commenced			
Legislative Requirement	Business plan document inclusions - Local Government Act 199 (Section 123) and Local Government (Financial Management) Regulations 2011 (Section 6)	April	Not commenced		Refer to .lgiQ template	
Service Charges	Prepare Service Charges modelling	April	Not commenced			
Rates	Weekly VG Data Files received. Load into software test environment and prepare rate models, review service charges, review rebates. Reconcile software capital values to VG report	May	Not commenced			
Council Briefing	Discuss budget progress and results, and rate modelling results	May	Not commenced			
Budget	Directors/CEO final review of draft budget and approval for ARC agenda	May	Not commenced			
Audit & Risk Committee Meeting	ARC to review draft budget and business plan, and LTFP	May	Not commenced			
Council Meeting	Council to adopt draft budget and business plan, and LTFP for consultation	May	Not commenced			
Consultation	Media Release and advertisement of consultation	June	Not commenced			
Consultation	Documents to be placed on website and copies in Customer Services	June	Not commenced			
Consultation	Consultation period commences for a 21 day period	June	Not commenced			
Consultation	Community Forum held	June	Not commenced			
Legislative Requirement	Consultation requirements - Local Government Act 1999 (Section 123 (4))	June	Not commenced			
Rates	Weekly VG Data Files received. Load into software test environment and prepare rate models, review service charges, review rebates. Reconcile software capital values to VG report	June	Not commenced			
Budget	Prepare Council reports - Budget Adoption / Declaration of Rates, LTFP, Rebates, Fees and Charges, Road Rental Seek legal verification	June	Not commenced			
Business Plan	Prepare summary for inclusion with Q1 rates notice	June	Not commenced			
Consultation	Consultation period ends. Compile written submissions and prepare council report	June	Not commenced			
Council Meeting	Receive report of written submissions. Hear verbal submissions registered. Meeting must be for at least 1 hour as per the Act	June	Not commenced			
Council Briefing	Discuss final changes to the budget	June	Not commenced			
Rates	Review Rate Notice Template	June	Not commenced			
Rates	EOFY process in software system - usually after hours on 30/6 or on first business day in July	June	Not commenced			
Rates	Final weekly VG Data Files received 30/6. Load into software test environment and prepare final rate model, review service charges, review rebates. Reconcile software capital values to VG report	July	Not commenced			
Legislative Requirement	The most recent valuations available to the council at the time that the council adopts its budget will govern the assessment of rates for the financial year - Local Government Act 1999 (Section 167)	July	Not commenced			
Budget	Prepare final budget / LTFP. Make any final adjustment to the budget amounts for rates/rebates/capping to match final rate model (no change overall)	July	Not commenced			
Business Plan	Prepare final business plan	July	Not commenced			
Rates	Prepare final Statement of Expected Rate Revenue	July	Not commenced			
Budget	Finalise Council reports - Budget Adoption / Declaration of Rates, LTFP, Rebates, Fees and Charges, Road Rental	July	Not commenced			
Legislative Requirement	An annual business plan and a budget must be adopted by a council after 31 May and before 15 August - Local Government Act 1999 (Section 123 (8))	July	Not commenced			
Council Meeting	Council to adopt final budget and business plan, and LTFP	July	Not commenced			
Budget	Prepare Gazette Notice. Seek Legal Verification	July	Not commenced			
AFTER COUNCIL ADOPTION:						
Rates	Finalise Gazette Notice and advertisement of declaration of rates	July	Not commenced			
Legislative Requirement	Council must publish in the Gazette and in a newspaper circulating in the area within 21 days after the date of the declaration - Local Government Act 1999 (Section 170)	July	Not commenced			
Rates	Ensure all rates updates are processed (ie change of ownership)	July	Not commenced			
Rates	In live software - load final VG file, update rating and service charge parameters, check rebates. Complete live rate generation. Compare to final test rate model. Reconcile software capital values to VG report	July	Not commenced			
Legislative Requirement	Update interest rate in software as per formula (or as advised by LGA) - Local Government Act 1999 (Section 181)	July	Not commenced			

Business Plan	Media Release. Adopted documents to be placed on the website	July	Not commenced			
Business Plan	Finalise summary for inclusion with Q1 rates notice. Provide to rate notice printing company	July	Not commenced			
Rates	Confirm dates of printing/posting of Rate Notices with contractor	July	Not commenced			
Rates	Rate notice extract to be provided to the printers. Spot check of notices undertaken to verify data	July	Not commenced			
Legislative Requirement	Quarterly Rate Notices must be sent at least 30 days but not more than 60 days before an instalment falls due - Local Government Act 1999 (Section 181)	July	Not commenced			
Fees & Charges	Advise Customer Services and Finance staff. Update receipting parameters in software	July	Not commenced			
Budget	Load adopted budget into software	July	Not commenced			
Budget	Provide spreadsheet of departmental budgets to Managers / Directors with account codes and budgets	July	Not commenced			
Rebates	Send letters of approved rebates	July	Not commenced			
Rebates	List of approved rebates to be placed on the website	July	Not commenced			
Rates	Prepare final auditor documents - Final rate model approval, Manual calculation of sample of assessments compared to software, Reconciliation of software Capital Values to VG report, Council resolution of rate declaration adoption and rebates, Gazette	July	Not commenced			