

		Budget Foundation		Guiding Information for the Administration	Administration Recommendations		Feedback Mechanism			Draft Budget			
		What is needed to achieve the recommendations											
		Oct	Nov	Nov	Dec	Feb	Feb	March	March	March	April	May	May
Information to be prepared	Proposed Budget process & timetable <ul style="list-style-type: none"> Outcomes from internal consultation Elected Member feedback from previous years process Risk Assessment Table Project Management Commentary 	Long Term Financial Plan Asset Management Plan Corporate Business Plan adopted strategy deliverables, deferrals, audit actions and risk treatment Community Participation options & considerations Sponsorship Approach draft Workforce Plan	Long Term Financial Plan Place Plans Strategic Projects and Programs Strategic Assets Advisory Group listings Advocacy Goals	Long Term Financial Plan Collection of previous years and other LGA Budget communications for review <ul style="list-style-type: none"> Previews of options 	Strategic Asset Advisory Group Recommended Projects for coming year Long Term Financial Plan Place Plans Strategic Projects and Programs	Modelling Tool and supporting detail Draft fees and charges document New initiatives list and supporting detail Community Participation outcomes report presented (potential)	Completed modelling tools from Elected Member Elected Member presentations	Collated Elected Member modelling Information Proposed Workforce Plan with updates to deliver projects, programs and services with supporting detail	Confirmed grant funding opportunities and submission options Carry Forward Detail Reserve Strategy Identified loan detail	Full Budget Draft Service Area Summaries	Administrations Recommended differential Rates and categories	Draft Communications plan draft	Completed budget document Council report Budget presentation from Administration
Elected Member Engagement	Budget timetable Presentation & Consideration at Ordinary Council Meeting <ul style="list-style-type: none"> Information to be prepared for the schedule Elected Member Engagement schedule Intended outcomes 	Foundational Financial Information <ul style="list-style-type: none"> Baseline and projected position Rates Focus Financial Health Long Term Financial Plan overview Work Force Plan overview Asset Management Plan overview Community participation options presented Budget Training	Existing Strategic Projects & Initiatives Strategic Asset Advisory Group Forward Plan Budget Modelling Overview Participation framework “what do we want to know” Advocacy options	Informing Themes and Narratives Budget communications tools and approach Community Engagement Requirements	Presentation of Full schedule of Capital Works & Projects Options and recommendations for the Staging of multi-year projects	Modelling tool overview Budget Advocacy Presentation <ul style="list-style-type: none"> New Initiatives Service level options Fees and Charges Rating Categories Community Participation outcomes presented (potential)	Elected Member Presentations Modelling Tools	Feedback following Modelling presentations Workforce changes as a result of the budget process Operating Expenditure Income Reserve options Loan options	Identified carry forwards Recommended Reserves Transfers Recommended Loan options	Full Budget Draft Presentation Communications Plan draft to workshop	Differential Rates recommendations consideration at Ordinary Council Meeting	Budget Messaging and communications	Draft budget presentation & Consideration at Ordinary Council Meeting
Intended Outcomes	Endorsement of Budget Process	Understanding current financial position Understanding projected financial position Understanding risks Full Budget Process understanding Shared understanding of options for Community participation	Status of endorsed Projects and multi-year initiative Strategic Asset Advisory Group items ready for budget inclusion Feedback on and understanding of the modelling tool Council advocacy plans are considered and resourced /aligned to budget	Scene Setting for the budget to guide the Administration Willingness to test themes and narrative with community Feedback on communications tools and options	Administrations Ranking and recommendations regarding projects and programmes of a capital nature	Understanding of the modelling tool functions and inclusions Proposed Fees & Changes Discussion, understanding and informing detail for rating categories Utilise participatory feedback to assist decision making	Shared understanding of Elected Member priorities	Understanding of resource requirements to deliver projects and initiatives Understanding options for reserves and loans	Sharing amendments and additional information following Elected Member Modelling feedback Sharing potential carry forward items and anticipated values Guidance on reserve movements and loans	Ability to review draft budget and seek clarification and provide comments Informing detail for Key messages communications to create, draft copy	Council Endorsement to advertise differential rates values.	Identification of Key messages and communication methods .	Council Endorsement of Annual Budget Understanding of links between Corporate Business Plan and budget process