

Integrated Planning and Reporting Timetable - 2022/23

Details	Type	Who	2020	2021						
			Dec	Jan	Feb	Mar	Apr	May	Jun	Jul
New FTE and Fleet New/Replacement Business Cases Released	Payroll		Wed, 1							
Christmas Day	Public Holiday		Sat, 25							
Boxing Day			Sun, 26							
Payroll Budget to be Loaded	Payroll		Fri, 31							
New Years Day Public Holiday	Public Holiday			Sat, 1						
Public Service Day	Public Holiday			Tue, 4						
SUBMISSION DATE: New FTE and Fleet and Plant Business Cases	Capital	Mgr/Directors		Fri, 14						
Release: Fleet Budget Worksheet	Operating	Mgr Waste and Fleet		Mon, 17						
Release: Parks, Building and Engineering Budget Worksheets.	Operating	Mgr Operations		Mon, 17						
Australia Day Public Holiday	Public Holiday			Wed, 26						
Load non-controllable operating costs into OneComm	Operating	Mgmt Acct		Mon, 31						
Operating Packs Released to Managers	Operating	Mgmt Acct			Tue, 1					
Fees and Charges Open to Managers	Fees & Charges	Mgmt Acct			Tue, 1					
EMG- New FTE Business Cases	Payroll	EMG			Thur, 3					
SUBMISSION DATE: Operating Packs - Managers	Operating	Mgrs			Mon, 14					
SUBMISSION DATE: Fleet Budgets	Operating	Mgmr Waste and Fleet			Mon, 14					
SUBMISSION DATE: Parks, Building and Engineering Budget	Operating	Mgmr Operations			Mon, 14					
EMG- CBP Direction Setting	CBP	EMG			Thur, 17					
SUBMISSION DATE: Operating Packs - Directors	Operating	Directors			Mon, 21					
SUBMISSION DATE: Fees and Charges Due	Fees & Charges	Mgrs/Directors			Mon, 21					
Finance to Review 1st Pass Budget and Generate 1st Cash Required	Operating	Mgmt Acct			Fri, 25					
Finance Meeting with Managers to discuss Operating Budget & make changes	Operating	Mgmt Acct/Mgrs/Directors			Mon, 28	Fri, 4				
Councillor Workshop - CBP Direction Setting	CBP	Dir Corp / Council				Wed, 2				
Labour Day Public Holiday	Public Holiday					Mon, 7				
EMG- Manager Operating Budget Presentations and Fee's and Charges	Operating	EMG/Mgmt Acct				Tue, 8- Fri, 11				
Release: Business Cases - Capital and Strategic Operating Projects	Capital/Non Recurrent	Mgmt Acct				Mon, 14				
SUBMISSION DATE: Business Cases - Capital and Strategic Operating Projects	Capital/Non Recurrent	Managers				Fri, 25				

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			Dec	Jan	Feb	Mar	Apr	May	Jun	Jul	
SUBMISSION DATE: Business Cases - Directors Review	Capital/Non Recurrent	EMG						Fri, 1			
Compile Capital Budget	Capital	Mgmt Acct/Mgr Finance						Fri, 1 - Fri, 8			
Finalise Interim Rates	Rates	Rev Acct						Mon, 11			
Commence Rates Modelling	Rates	Rev Acct						Wed, 13			
Easter Break	Public Holiday							Fri, 15- Mon, 18			
ANZAC Day Public Holiday	Public Holiday							Mon, 25			
Councillor Workshop - Rates, LTFP & Fees and Charges	Capital	Dir Corp / Council						Wed, 27			
Carryforward Estimates	Carryforwards	Mgmt Acct							Mon, 2- Fri, 13		
Agenda Due - Resolution to Advertise Rates & Fees and Charges	Rates	Rev Acct/Mgr Finance							Mon, 2		
EMG Workshop - CBP	All	EMG/Mgmt Acct/GCPA							Tue, 10		
Councillor Workshop - Operating	Operating	Dir Corp / Council							Wed, 11		
OCM - Resolution to Advertise Rates	Rates	Dir Corp / Council							Mon, 16		
Councillor Workshop - Capital & CBP	Capital	Dir Corp / Council							Wed, 25		
Advertise Rates (21 days before = 22 June)	Rates	Rev Acct							Fri, 27		
WA Day Public Holiday	Public Holiday									Mon, 6	
Closing Date for Rates Feedback	Rates	Rev Acct/Mgr Finance								Fri, 17	
Prepare Statutory Reports	Statutory	Mgmt Acct								Wed, 1 - Fri, 24	
Statutory Budgets, Fees and Charges, Capital and Carryforward + Agenda Item ready for EMG	Statutory	EMG/Mgmt Acct								Mon, 27	
Statutory Budgets, Fees and Charges, Capital and Carryforward + Agenda Item ready for Council	Statutory	Mgmt Acct/Mgr Finance									Mon, 4
Q&A - Pre SCM Budget Adoption											Wed, 6
Special Council Meeting - Adoption of Budget, CBP, LTFP	Statutory	Dir Corp / Council									Wed, 13
Move Draft to Active Budget and release to organisation	All	Mgmt Acct									Thur, 14