Annual Plan Review 2020-21

	Pre-Oct	2019 Oct	Nov	Dec	2020 Jan	Feb	Mar	Apr	May	Jun
	STEP 1: Seminars - purpose is to enable time for elected members to discuss and set direction on any changes from the LTP						STEP 2: Decision	STEP 3: Community Consultation 07 Apr-13 May		STEP 4: Decision
Elected Members *(Set direction and make decisions)*			Seminars Overview of process to develop annual plan Context to budget LTP Year 3 (cost drivers, state of special funds, limits as set out in Financial Strategy) Context of proposed budget changes including risk, what is currently unfunded and changes to project timing	Seminars Set direction on rates limit Consider prioritisation and trade-offs Consider funding sources Set direction on consultation matters *Revenue and financing policy review commences*		Seminars Set direction on consultation document and consultation approach	10 Mar Meeting Adopt consultation matters and draft budget 31 Mar Meeting Adopt consultation document and adopt supporting information for budget	Community Events Attendance as required	Community Events Attendance as required	08 Jun Meeting Consideration of public feedback and Council decision to develop the annual plan based on the decisions at this meeting 26 Jun Meeting Administrative process to adopt final annual plan based on the decisions that were made at 05 Jun meeting. No further changes are made
Officers *(Provide advice to Council and community to consider)*	Review • Review LTP Year 3 budget for 20/21 based on: – likelihood of a project being ready to deliver in 20/21 – emerging risks/ unfunded work – rates impact within rates limit • Identify significant and material changes from LTP Year 3	Run numbers against budget • Provide any further information or clarification to Elected Members			Finalise Budget • Finalise budget • Present budget and supporting documents for 10 Mar Council meeting	Engagement Plan • Present report on consultation matters • Draft consultation document • Prep for consultation period	After 10 Mar Meeting • Finalise consultation document • Finalise supporting documents including fees and charges, draft budget 20/21 • Projection of capital spend for remaining years of LTP • Major projects update	Consultation and Analysis • Run consultation with community • Collect and analyse public feedback (including identify key themes)	Analysis and Response • Draft report for Council including overview of public feedback, management response, any changes to budget • Run any proposed changes through budget	After 08 Jun Meeting • Finalise budget and annual plan document based on Councillors decisions at this meeting • Present final annual plan for Council to adopt After 26 Jun Meeting • Staff distribute annual plan after Council approval