

Timeline for Preparation of NIRC Operational Plan and Budget 2021-2022

Timelines	Key Activity	Responsible
Wednesday, 31 March – Tuesday, 27 April 2021	Managers prepare their components of the Operational Plan 2021-2022 and submit to Governance	Managers
Wednesday 7 April 2021	Managers to complete first draft of 2021/22 Budget	Managers
Thursday 8 April 2021 – Monday 19 April 2021	Finance to meet with Managers & consolidate budget for presentation to GM & Managers	Finance
Tuesday 20 April 2021 – Tuesday 27 April 2021	GM/Manager meetings to finalise budget	GM & Managers
Wednesday 28 April – Wednesday, 5 May 2021	Governance prepare consolidated draft document	Governance
Thursday, 6 May – Friday, 7 May 2021	GM undertakes review and provides feedback on draft document	GM
Monday, 10 May - Friday, 14 May 2021	Finalise Final Draft Operational Plan 2021-2022	GM Managers Governance
Wednesday, 19 May 2021	Council briefing	GM & Managers
Wednesday, 26 May 2021	Extraordinary Council Meeting to adopt Final Draft Operational Plan 2021-2022	GM & Managers
Wednesday, 26 May – Tuesday, 22 June 2021	Community Consultation (28 days)	
Wednesday, 23 June – Thursday, 24 June 2021	Final review of community feedback GM final review	GM Managers Governance
Friday, 25 June 2021	Council Briefing	GM & Managers
Wednesday, 30 June 2021	Extraordinary Council Meeting to adopt Operational Plan 2021-2022	GM & Managers

Alistair Innes-Walker

From: Alistair Innes-Walker
Sent: Thursday, 25 February 2021 3:10 PM
To: Andrew Roach; Bruce Taylor; Howard Martin; Philip Reid; Leanne Webb
Cc: Meliame Plant; Roger Nielsen; Valerie Urbain; Margaret Hoekstra
Subject: Finance Update
Attachments: Org Structure COA as at 05112020.pdf

Hi all

I was hoping by the time you got this I would be sitting in the departure lounge...thanks to **** COVID I get to spend some more time on the rock...

A couple of things to update you on;

1. The proposed Budget timetable is -

Timelines	Milestone	Comments
5 March	Budget templates, will be distributed to the Management Team, who can then circulate to their respective team leaders	Templates will be excel spreadsheets prepopulated with the Q2 forecasts. Separate spreadsheets will be provided for operational and capital expenditure. A separate spreadsheet will be provided for labour and budget managers will be asked to confirm proposed FTE positions for each section. Labour costs will be calculated by finance. Access to the online fees & charges software will also be provided so budget holders can make amendments (if required) to 2021/22 fees.
w/c 22 March	Finance meetings with Managers & budget holders (dates/times tba)	Meetings will be organised with Managers and individual budget managers to review cost centre budgets, capital requests, & proposed staffing numbers and to answer any questions
26 March	First cut of cost centre budgets to be submitted by cob	
7 April	Consolidation of budget submissions	Finance to have consolidated initial budget submissions & distribute to the Executive Management Team (EMT) for discussion
13 April	EMT meets to finalise 2021/22 budget	EMT to meet and propose amendments &/or finalise budget prior to submission to Council
28 April	Council briefing	Proposed 2021/22 Budget presented at Council briefing
5 May	Council meeting	Resolution to put budget out for public comment
?? June	June Council meeting	Budget passed
By 30 June	Budget loaded into Civica	

Valerie and Roger will be managing the process in my absence. I will be back for the meeting w/c 22 March. The proposed Budget timetable may need to be adjusted to correlate with the preparation of the Operational plan

2. An updated org by cost centre is attached. If there are any changes required please let Roger know. This needs to be correct to ensure templates are distributed correctly.

3. Bruce will be authorising all timesheets and purchase orders for the Corporate & Finance/HR team as well as commbiz payment authorisations. Valerie can also authorise commbiz payments, and Kelly Quintal is a back up, or I can do it remotely if required
4. Finance staff
 - a. Max Dowling commences f/time 1 March
 - b. Naomi Christian commenced f/time 4 March & she is away from the 26/3 to 12/4
 - c. Valerie will be on Island from 1 March to 12 March and then back 29 March
 - d. Roger is on Island until 26 March returning 12 April for 7 more weeks.
5. 2019/20 Financial Statements are now with the External Auditors for final review. A letter confirming C'wealth support is being prepared to address going concern issue. Valerie will follow up any outstanding audit issues that may arise

See you soon

Alistair