This Planner contains the due dates for council plans, reports and other prescribed information, as per the *Local Government Act 2019* (LGA), *Local Government (General) Regulations 2021* (Regulations), Ministerial Guidelines and General Instructions. This document is meant as a guide only. It is the responsibility of the Council to ensure it complies with its Local Government legislative and grant funding responsibilities.

| Timeframe | Activity | | Reference |
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| JANUARY | | | |
| Between 1 January and 30 April | Council is required to undertake its 2nd budget review.\*  \* A review of the budget may not always result in an amendment to the budget. | | s203(2) LGA – Amended Budget  r9(1)(b) Regulations – Minimum Number of Reviews |
| FEBUARY | | | |
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| MARCH | | | |
| By 31 March | Complete the NT Grants Commission (NTGC) Road Data Return (actual due date to be advised in writing). | | r16(1)(b) Regulations |
| APRIL | | | |
| By 30 April | Promptly after the Conditionally Rateable Land *Gazette* notice is made by the Minister the Council must published the notice on its website. | | S219(2) and (5) LGA – Conditional Rates Notice |
| MAY | | | |
| By 31 May | [Regional Councils]  Local Authority meeting agenda must include a review of the upcoming Council Regional Plan including Council’s budget, proposed projects and priorities. | | s34(1)(c) LGA - Content  s81 LGA - LA Advice  *Guideline 1: Local Authorities* clause 11.2 |
| JUNE | | | |
| By 3 June | Draft Municipal / Regional / Shire Plan including Annual Budget and Long-Term Financial Plan (LTFP) to be provided to the members of Council *at least 6 business days* before the meeting to approve a draft of the Plan before public consultation. | | s35(4) LGA  s34 LGA – Plan Content  s200 LGA – LTFP Content  s201LGA - Budget Content  s109(3) LGA - Council, Council Committee, Audit Committee or LA Budgeted Expenses and Benefits  r8 Regulations - Budget and LTFP Content |
| By 9 June | By Council resolution approve a draft Municipal / Regional / Shire Plan including Annual Budget and LTFP before public consultation. | | S38(3)(a) LGA – Before Adopting Plan |
| By 9 June | Make available to the public the draft Municipal / Regional / Shire Plan including Annual Budget and LTFP and invite submissions for *at least 21 days*. | | s35(3) LGA – Public Consultation Before Adopting Plan |
| By 9 June | If proposing a Special Rate, publish a notice on Council’s website and in a local newspaper inviting submissions for *at least 21 days*. | | s238(2) LGA – Before Declaring Special Rates |
| By 30 June | The CEO must, *at least once in a financial year*, report to Council on rates in arrears. | | r20 Regulations – Content of Report |
| By 30 June | Set Elected MemberAllowances\* by Council resolution  \* For 2023-24 to be determined by the Remuneration Tribunal. | | s106 LGA – Fix Member Allowances  s109 LGA - Member Expenses and Benefits  *Guideline 2A: Council Member Allowances* |
| By 30 June | [Regional Councils]  Update Local Authority Member Allowances\*  \* For 2023-24 to be determined by the Remuneration Tribunal. | | s109 LGA - Member Expenses and Benefits |
| By 30 June | The CEO is to ensure all rateable land is recorded in the Council’s assessment records and then the CEO is to provide a certification of the assessment records\* to Council prior to the adoption of the budget.  \* The CEO’s certification must be in writing and laid before Council. It is recommended the Council acknowledge receipt of the CEO’s certification in the Council minutes. | | r29 Regulations – Check and CEO Certify the Assessment Record is Up-To-Date |
| By 30 June | Declare Rates\* and Charges by Council resolution  \* Special Rates are to be declared by special resolution | | S220 LGA – Rate all Rateable and Conditionally Rateable Land  s237 LGA – Declare General Rates  s238 LGA – Declare Special Rates  s239 LGA – Imposing Charges |
| By 30 June | Adopt the Annual Budget and LTFP including all prescribed contents by Council resolution. | | s200 LGA – LTFP Content  s201 LGA - Budget Content  s203 LGA – Budget Adoption Date  r8 Regulations - Budget and LTFP Content |
| By 30 June\*  \* Adopt Plan between **1 March and 30 June** | Adopt the Municipal / Regional / Shire Plan including all prescribed content by Council resolution. | | s34 LGA – Plan Content  s35(1) LGA – Plan Adoption Date |
| JULY | | | |
| Between 1 July and 31 December | Council is required to undertake its 1st budget review.\*  \* A review of the budget may not always result in an amendment to the budget. | | s203(2) LGA - Amended Budget  r9(1)(a) Regulations – Minimum Number of Reviews |
| By 21 July\*  \* Date depends on when the Council declared its rates | After declaring rates the Council must *within 21 days* publish a notice of the rates on Council’s website and in a newspaper circulating in the Council’s area. | | s241 LGA – Public Notice Content |
| AUGUST | | | |
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| SEPTEMBER | | | |
| By 30 September | The Council’s CEO and senior staff must submit their Annual Return of Interests each year.\* \* Subject to provisions in s178 LGA | s178 LGA – Staff Annual Return of Interest Obligations r107 Regulations – Staff Annual Return of Interest Content | |
| By 30 September | A Council Member must submit an annual return to the Council’s CEO within 60 days of Member’s election and by no later than 30 September each year for the duration of the Council Member’s membership. | s110 LGA – Council Member Annual Return of Interest Obligations r108 Regulations – Prescribed Form for Annual Return of Interest for Members  Schedule 5 Regulations – Copy of Prescribed Form | |
| OCTOBER | | | |
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| NOVEMBER | | | |
| By 15 November | When the Annual Financial Statement has been prepared the CEO must certify the Statement and the Council must accept the Annual Financial Statement and the CEO’s certification by Council resolution.  \* The CEO’s certification must be in writing and laid before Council promptly after the annual financial statement has been audited. | | s290 LGA – Due Date  r15 Regulations – CEO Certification Content  *General Instruction 2: Annual Financial Statement* – Reporting Related Party Disclosures Including CEO Remuneration in the Council’s Annual Financial Statement |
| By 15 November | Council’s audited Annual Financial Statement is to be provided to the NTGC (<LG.Grants@nt.gov.au>) | | r16(1)(a) Regulations – Due Date for Copy to NTGC |
| By 15 November | Council’s Annual Report including the audited Annual Financial Statement is to be provided to the Minister for Local Government, then promptly published on Council’s website and a notice published in a newspaper circulating in Council’s area to inform where a copy can be obtained. | | s290 LGA – Due Date of Annual Report and Public Availability  s291 LGA – Annual Report Content  s70(2) LGA – Annual Report to Include a Report on LG Subsidiary  r12 Regulations – Annual Report to Include Budget Comparison Information  *Guideline 6: Annual Report* – Additional Reporting Requirements |
| DECEMBER | | | |
| By mid-December | Complete the NTGC Annual Return (actual due date to be advised in writing). | | r16(1)(b) Regulations |
| By 31 December | Council may make a submission to the Minister for Local Government before the immediate next financial yearon Conditionally Rateable Land. | | s219 LGA – Conditionally Rateable Land  r111 Regulations – Submission Content |