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 Budgetr9(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 - Contents81 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) LGAs34 LGA – Plan Contents200 LGA – LTFP Contents201LGA - Budget Contents109(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 Allowancess109 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 Lands237 LGA – Declare General Ratess238 LGA – Declare Special Ratess239 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 Contents203 LGA – Budget Adoption Dater8 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 Contents35(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 Budgetr9(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 Obligationsr107 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 Obligationsr108 Regulations – Prescribed Form for Annual Return of Interest for MembersSchedule 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 Dater15 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](LG.Grants%40nt.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 Availabilitys291 LGA – Annual Report Content s70(2) LGA – Annual Report to Include a Report on LG Subsidiaryr12 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 Landr111 Regulations – Submission Content |