Plan the whole year once, then stop being surprised by it.

Annual Building Calendar

General guidance, not a rulebook - every building's circumstances differ, so take what's useful and leave the rest.

How to use this calendar

Good building management isn't dramatic — it's rhythmic. The AGM comes every year. Insurance renews every year. Gutters fill with the same leaves every autumn. This planner turns those knowns into a calendar so the committee runs the year instead of the year running the committee.

1. **Anchor the fixed dates first:** financial year end, AGM month, insurance renewal, compliance certificate due dates.
2. **Work backwards from the AGM:** budget drafting, long-term fund review, call for motions and nominations all happen in the 2–3 months before it.
3. **Slot in seasonal maintenance:** gutters before storm season, pool gear before summer, heating checks before winter.
4. **Then share it:** a published calendar means residents hear 'fire testing is on the 14th' from the plan, not the alarm.

Prompts to place somewhere in your year

AGM + pre-AGM tasks (budget, motions, nominations, agenda) · insurance renewal & valuation check · fire safety inspections & certification · lift servicing · pool certification & pre-summer service · gutter cleaning & roof check · pest treatment · exterior window cleaning · garden big-tidy · pressure cleaning · smoke alarm checks · switchboard/electrical check · building walk-around inspection (committee, twice a year) · levy notices each period · welcome-pack refresh · thank-a-volunteer moment (seriously, schedule it).

The year, month by month

January

Task / event	Who arranges	By when	Done

February

Task / event	Who arranges	By when	Done

March

Task / event	Who arranges	By when	Done

April

Task / event	Who arranges	By when	Done

May

Task / event	Who arranges	By when	Done

June

Task / event	Who arranges	By when	Done

Task / event	Who arranges	By when	Done

July

Task / event	Who arranges	By when	Done

August

Task / event	Who arranges	By when	Done

September

Task / event	Who arranges	By when	Done

October

Task / event	Who arranges	By when	Done

November

Task / event	Who arranges	By when	Done

December

Task / event	Who arranges	By when	Done

Fixed anchors for our building

Anchor	Month / date
Scheme financial year ends	
AGM month	
Call for motions & nominations sent	
Budget drafted & reviewed	
Insurance renewal	
Fire safety certification due	
Pool safety certificate due (if applicable)	
Committee building walk-arounds	

In the Nalo?

In the Nalo, the calendar lives in NaloHub where every resident can see what's coming — testing days, working bees, the AGM — and the committee gets reminders instead of surprises.

Sources: NSW Fair Trading and the Strata Schemes Management Act 2015, Queensland Government (BCCM Act and modules), Consumer Affairs Victoria and the Owners Corporations Act 2006, Landgate WA - current as at August 2026. Always confirm against your own scheme's registered by-laws or rules, as some schemes have variations.