

COLAC OTWAY SHIRE COUNCIL
COMMUNITY ASSET COMMITTEES - ANNUAL REPORTING – CHECKLIST

Regular Reporting

Regular Reporting												
Regular CAC Meeting Minutes (attachment 2) • Adjust to suit CAC meeting schedule	Meeting 1			Meeting 2		Meeting 3		Meeting 4			AGM	
Asset Usage Report (attachment 5) • Adjust to suit CAC use frequency	Jan	Feb	Mar	April	May	June	July	Aug	Sept	Oct	Nov	Dec

28 February each year

Item	Completed (✓)
Fees and charges recommendation to CEO for the next financial year (attachment 9)	

30 September each year

Report/Item	Completed (✓)
1. annual report (attachment 7)	
2. asset improvement/ Maintenance Report (attachment 13)	
3. audited financial statements	
4. Asset Register Report (attachment 8)	

Reactive Reporting

Immediately or ASAP

- a) any incident or potential incident relating to child safety
- b) any 'near miss' or any incident causing injury to a CAC member, member of the public, volunteer or contractor
- c) Report and request any immediate or urgent maintenance issue

When necessary

- a) change to banking information form (Attachment 10)
- b) financial assistance request form (Attachment 11)
- c) new capital works or a maintenance request form (Attachment 12).
- d) asset improvement/maintenance report (Attachment 13)
- e) Unable to meet a delegated responsibility (Attachment 14)
- f) If requested by CEO, present an operating statement and statement of financial position
- g) Volunteer registration request (Attachment 15)