

2024 Neighbourhood Houses Barwon

Committee of Management Annual Governance & Compliance Calendar



JANUARY



- Mid-year Budget Review and Adjustments 23/24.
- Adopt 2024 Operational Plan.

FEBRUARY



- Confirm 2024 Compliance Requirements.
- Review and revise the 23/24 Risk Management Plan.
- Identify 2024 Board Skills and Training Needs.
- Review Workplace Health and Safety (WHS).



JUNE



- Adopt 24/25 Strategy, Budget and Risk Management Plan.
- Review ICT Plan.
- Assess Board Performance.
- Review House culture and Human Resource Issues.
- Assess Coordinator 23/24 KPI's and Align to 24/25 Plans.

JULY



- Confirm 24/25 Compliance Requirements.
- Plan for staff and Board succession.

AUGUST



- Review Workplace Health and Safety (WHS).

SEPTEMBER



- Submit DFFH Service Agreement Compliance Certification, and ACFE BGS within 3 months of the financial period or 7 days after the AGM.
- Review House culture and Human Resource Issues.

OCTOBER



- Review 24/25 Budget Implementation.
- Review and revise the 23/24 Risk Management Plan.
- Finalise Audit report for AGM.
- Develop a 2025 Meeting Schedule and Calendar of Events.
- Renew NHBarwon membership.

NOVEMBER



- Conduct 23/24 Annual meeting by 30 November 2024, including annual report and Audit Report, and retain records for 7 years.
- Lodge the Audit Report with CAV within 1 month of the AGM and with the ACNC within 6 months of the AGM.
- Update office holder appointment and contact details with CAV within 14 days of the AGM and provide roles and responsibilities to Committee Members in writing.
- Update CAV and ACNC of Adopted Constitutional Changes at the AGM or general meetings
- Review Workplace Health and Safety (WHS).
- Review ICT Plan.
- Review business continuity/disaster plan.



DECEMBER



- Review 24/25 Strategy Implementation.
- Review House culture and Human Resource Issues.
- Committee Members Sign and Lodge an Annual Declaration to remain on the ASIC Register.
- Assess Coordinator KPI's progress 24/25.

EVERY MONTH

- Receive Monthly Operations, Project and Financial Performance Reports.
- Conduct Policy Reviews and Adopt Policies and Procedures to meet compliance.

MARCH



- Review House culture and Human Resource Issues.

APRIL



- Review 23/24 Strategy.

MAY



- Develop 24/25 Budget.
- Review Workplace Health and Safety (WHS).
- Renew VMIA Insurance.
- Renew NHVic membership.

