

SILC Tools, Resources and Financial Assistance

Tools and Resources

- Staff and Family Member Satisfaction Surveys
- Minutes of Board Meetings
- Minutes of Staff Meetings
- Resident Documentation Checklist
- Staff Review Template
- Staff Quality Assessments

SILC Documentation Tracking Register

- Staff Documentation Checklist
- Policies & Procedures Checklist
- Staff Training Register

WHS Documentation

- Risk Assessment
- Hazard Report
- Emergency Evacuation Plan
- Register of Workplace Injuries
- What to do if Injured at Work Poster
- Grievances Register
- Risk Management Register
- Worksite Action Plan

Financial Assistance

- Xero Set-up
- Wageloch Set-up
- Audited Financial Statements
- Budget
- Bank Statements
- Xero (or other accounting records)
- Tax Declaration Form
- BAS and IAS
- Activity Statement to ACNC
- Annual Report (if any)
- Sign On / Sign Off Book or Deputy or Wageloch for Employees
- Log Book for use of House Vehicles and Employee-Owned Vehicles
- Petty Cash Book
- Pocket Money Record Book (if relevant)