

Q208

INCORPORATION COMPLIANCE REQUIREMENTS POLICY

Policy Statement

Enhanced Lifestyles (EL) and Lifestyle Assistance & Accommodation Service (LAAS) are incorporated as Associations.

As such, EL & LAAS are subject to the South Australian Associations Incorporation Act 1985.

The Australian Business Number (ABN) for EL: 97 693 974 414.

The Australia Business Number (ABN) for LAAS: 89 938 070 173

Its rules are contained in the Enhanced Lifestyles Incorporation Constitution 2012 and the Lifestyle Assistance and Accommodation Service Incorporation Constitution which detail:

- the objects and purpose of the Association
- its powers
- membership
- the Board
- proceedings at Board meetings
- disqualification of board members
- general meetings
- voting
- financial year
- scope of financial powers
- rules
- common seal
- office bearers
- winding up

Enhanced Lifestyles and Lifestyle Assistance and Accommodation Service is committed to meeting all ACNC requirements in a timely and efficient manner.

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This document complies with NDIS 2018, Standard 2.1 Governance and Operational Management and ACIS 2013, section 2.1 Governance and Operational Management.

This document is readily available to all Customers/Clients and employees of Enhanced Lifestyles including The Boards.

Requirements

Compliance with ACNC requirements

- The Chief Executive Officer is responsible for coordinating compliance with ACNC requirements and may delegate tasks to other staff members as necessary.
- The Chief Executive Officer must ensure the following:
 - advising ACNC within 28 days of any change to:
 - Enhanced Lifestyles and LAAS Office Bearers (appointments and resignations or retirements)
 - the address of an Office Bearer
 - the Constitution
 - the Association registered office or principal place of business
 - lodging annual returns by the due date
 - maintaining the register of members.
- The Company Secretary is responsible for signing formal correspondence with ACNC and may delegate signing duties to Chief Executive Officer.
- Copies of the Constitution are to be held in the office and made available to all members and staff of the Association.

Use of the Common Seal

The Secretary must ensure that the Common Seal are kept in secure locations and protected from unauthorised use.

For the purpose of making online lodgements of organisational details, the following people are authorised to have access to the Common Seal:

- Secretary
- Where delated by the Board or the Chief Executive Officer

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The Company Seal may only be used with the approval of the Board. Any document to which the Seal is affixed must be signed by a Board member and countersigned by the Secretary, a second Board member, or by a person appointed by the Board for the purpose.

Documentation

Documents related to this policy	
Related policies	Q207 - Governance Q272c – Meeting Schedule
Forms, record keeping or other organisational documents	Enhanced Lifestyles Incorporated Constitution 2012 Lifestyle Assistance and Accommodation Service Constitution