

Q212	ORGANISATIONAL STRUCTURE: RESPONSIBILITIES and ACCOUNTABILITIES POLICY
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Policy Statement

The organisational structure describes the governing and management bodies of Enhanced Lifestyles, the arrangement of staff positions and the accountability relationships.

Overview

Enhanced Lifestyles is incorporated as an association. Its ABN is 97 693 974 414. It is governed by an elected Board of 8 members.

Office bearer positions:

- Chairperson
- Vice Chairperson
- Treasurer
- Secretary

Sub-committees:

- Risk
- Finance

The day to day management of the organisation is delegated to the Chief Executive Officer.

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 and employees of Enhanced Lifestyles including The Board.

Policy context: This policy relates to	
Legislation or other requirements	Associations Incorporation Act (SA) 1985
Contractual obligations	Service Agreement

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Procedures

Responsibilities

Refer to Q214 – Senior Management Positions Policy

Reporting lines

Enhanced Lifestyles has a line management system.

The lines of reporting and supervision are:

- Managers to the Chief Executive Officer
- Chief Executive Officer to the Board
- Refer to the organisation chart to view lines of reporting and supervision for employees who report to managers.

The Chief Executive Officer reports to The Board.

The procedures and responsibilities that apply to the Chief Executive Officer are:

- Report on monthly performance against strategic and operational plans
- Reporting mechanisms - monthly supervisions with the Chair and Vice Chairperson, risk management and finance sub-committees, yearly evaluations and external assessment/auditing of the Chief Executive Officer's performance.

Documentation

Documents related to this policy	
Related policies	Q214 – Senior Management Positions
Forms, record keeping or other organisational documents	Organisation Chart Position Descriptions Sub-committee Terms of Reference