

Q216

INTERNAL REPORTING POLICY

Policy Statement

Enhanced Lifestyles (EL) and Lifestyle Assistance and Accommodation Service (LAAS) maintains internal accountability and monitoring of progress and achievements by regular reporting:

- From staff to line managers
- Managers to the Chief Executive Officer
- From the Chief Executive Officer to the Board
- From Sub-committees to the Board
- From the external accountant to the Chief Executive Officer
- From the external accountant to The Boards
- External auditor to the Chief Executive Officer and Board
- External accreditation bodies to Chief Executive Officer

Organisation reporting templates exist to facilitate the management of this process

Enhanced Lifestyles maintains internal accountability and monitoring of progress and achievements by regular reporting and team meetings/briefing sessions:

Scheduled and team meetings/briefing sessions

- Management meetings – fortnightly
- Operations team meetings - monthly
- Annual team planning day
- Monthly board meetings
- Monthly individual team meetings
- Quarterly regional catch-ups with Lifestyle Attendants

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 and Lifestyle Assistance and Accommodation Service including The Boards.

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Policy context: This policy relates to	
Legislation or other requirements	Associations Incorporation Act (SA) 1985 Act Enhanced Lifestyles Constitution

Standard Agendas

Board and management meeting agendas will include the following item to accommodate the monitoring of the organisation's compliance with NDIS 2018 and ACIS 2013:

- 1 Customer/Client Rights and Responsibilities
- 2 Organisational Management
- 3 Service Provision
- 4 Work Environment

This agenda item will also be included in the risk management and continuous improvement sub-committee agendas.

Documentation

Documents related to this policy	
Related policies	Q212 – Organisation Structure: Responsibilities and Accountabilities
Forms, record keeping or other organisational documents	Reporting Templates