



JUMBUNNA COMMUNITY PRESCHOOL AND EARLY INTERVENTION CENTRE INC.

St 6i	INTERNAL REPORTING
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Applies to:
Specific responsibility:

Version:
Date approved: 5 Aug 2014

Policy context: This policy relates to	
Standards or other external requirements	NDIS Practice Standards
Legislation or other requirements	Disability Services Act
Contractual obligations	National Disability Insurance Agency

POLICY STATEMENT

Jumbunna maintains internal accountability and monitoring of progress and achievements by regular reporting:

- From staff to program managers
- From the General Manager to the Management Committee
- From Sub-committees to the Management Committee

PROCEDURES

Staff reporting to line managers

Staff report to program manager through a variety of means such as verbal, staff meeting notes, staff reflections and WHS books.

General Manager reporting to the Management Committee

The General Manager reports to the Committee through a variety of means, formal and informal such as termly meetings, verbal, and emails.

Sub-committee reporting to the Management Committee

The General Manager reports to the Committee through a variety of means, formal and informal such as termly meetings, verbal, and emails.

DOCUMENTATION

Documents related to this policy	
Related policies	
Forms, record keeping or other organisational documents	

Policy Name:	Internal Reporting	Policy Number:	
Date Approved:	24 August 2023	Approved By:	Board of Management
Date Issued:	31 August 2023	Review Date:	30 June 2025
Version 1.5	This version of the policy was approved 24 August 2023 and replaces the version approved 28 July 2022.		

