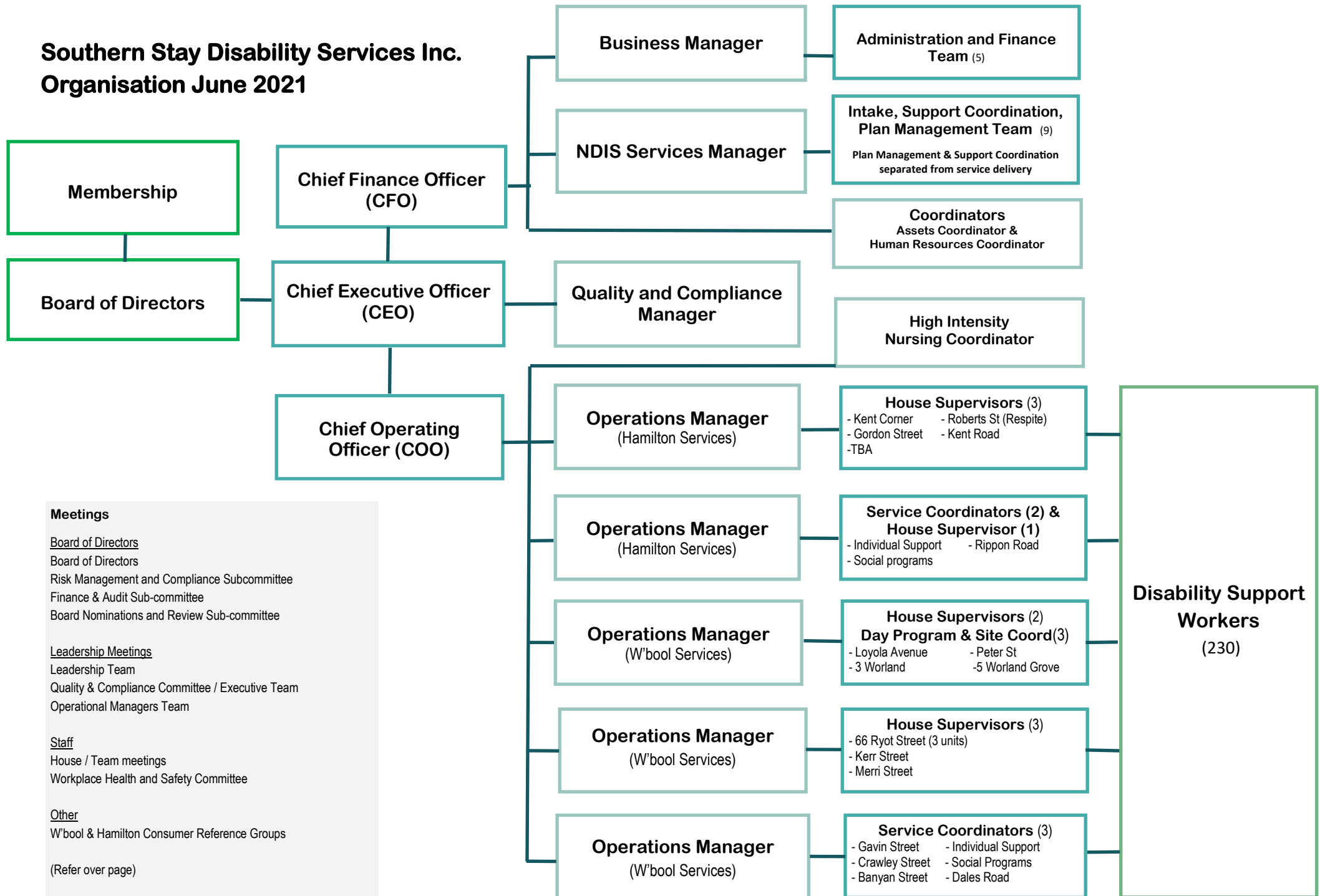


# Southern Stay Disability Services Inc.

## Organisation June 2021



### Meetings

#### Board of Directors

Board of Directors  
 Risk Management and Compliance Subcommittee  
 Finance & Audit Sub-committee  
 Board Nominations and Review Sub-committee

#### Leadership Meetings

Leadership Team  
 Quality & Compliance Committee / Executive Team  
 Operational Managers Team

#### Staff

House / Team meetings  
 Workplace Health and Safety Committee

#### Other

W'bool & Hamilton Consumer Reference Groups

(Refer over page)

**Board of Directors**

The Board of Directors is made up eight voluntary members of the Association who meet monthly to 'steer & steward ' the agency. The Board has two broad roles being compliance and performance. This includes developing the strategic plan, operational plan, financial management, risk management, organisation structure, policy and procedures and quality framework. (Refer Board Charter)

Finance & Audit Committee

The Finance & Audit Committee is a sub-committee of the Board. Three Board representatives meet with the CFO and CEO 5-6 times per year. The sub-committee is responsible for financial audit, controls, analysis, reporting, budget, delegations, investment and insurance. (Refer Finance & Audit Committee Charter)

Risk and Compliance Committee

The Risk and Compliance Committee is a sub-committee of the Board. Four Board representatives meet with the Quality Manager and CEO quarterly. The sub-committee is responsible for the agency accreditation, risk management / forecasting and quality framework. (Refer Risk and Compliance Committee Charter)

Board Nomination and Review Committee

The Board Nomination and Review Committee is a sub-committee of the Board. Three Board members meet twice / year with the CEO. The sub-committee is responsible for the CEO recruitment and performance review, Board selection, Board assessment and professional development (Refer Board Nomination and Review Committee Charter)

**Consumer Reference Group**

The Consumer Reference Group consists of participants, parents and carer's who meet 3-4 times / year to provide support and feedback, to the Southern Stay Leadership Team on how to improve service delivery and community participation. Discussion may include complaints, compliments, consumer engagement, and feedback about communications, standard of services, facilities, programs etc

**Quality & Compliance Committee (Executive Team)**

The Quality & Compliance Committee is an operational committee consisting of the CEO, COO, CFO and Quality Manager. The Committee meets monthly. The role is to continually improve the quality of service provided, reduce risks and implement changes to operational matters for the betterment of participant outcomes. This may include audit preparation, reviewing policy and procedures, audit outcomes, incident reports, complaints / feedback, internal audits, data, risk register, and strategic plan (Refer Quality & Compliance Committee Charter)

Clinical Governance Committee

The Clinical Governance Committee is a sub-committee of the Quality and Compliance Committee. It consists of the CEO, COO, Quality Manager and clinical staff who meet quarterly to oversee key clinical compliance issues. The committee has a focus on the clinical governance framework, high intensity supports policy and procedures, infection control and medication administration. (Refer Clinical Governance Committee Charter)

**Workplace Health & Safety Committee**

The Work Health & Safety Committee is an operational committee of 16 staff representing all worksites. The committee was established to provide a consultative forum that can effectively address the health and safety matters arising at Southern Stay Disability Service . Discussion may include CAPA's , WHS audits, consultations, chemical register, risk assessment, training, policy and procedures. (Refer Workplace Health and Safety Committee Charter)

**Leadership Team**

The Southern Stay Leadership Team consists of all senior staff, program managers, coordinators and house supervisors across the agency. The team meet monthly to discuss strategic and operational plans, quality, safeguarding, compliance, leadership development, disability sector updates, finance, program updates (program issues, client / staff achievements, projects, advocacy, complaints & compliments, WHS issues )

**Operation Teams Meeting**

The Southern Stay Operations Managers meet monthly (or as required) with the COO . The key role of the Operation Managers meetings is to ensure that policy meets practice. This may includes implementing new compliance requirements, policy and procedures and program coordination.

**House / Team Meetings**

Each house at team at Southern Stay will have its own meeting usually monthly led by the team leader / house supervisor. Topics for discussion will include day to day operational matters including staffing, complaints, agency updates, WHS, safeguarding and participant updates e.g. health and wellbeing, goals, community engagement, positive behaviour support, incidents

**Resident Meetings**

Each house at Southern Stay has its own residents meeting supported by the House Supervisor. The resident meetings provide an opportunity for residents to discuss topics such as rights, responsibilities, complaints processes, and day to day operations (e.g. menu planning, chores). Residents are also updated on and agency or house changes. (Refer R03Fa Resident House Meeting Minutes)

