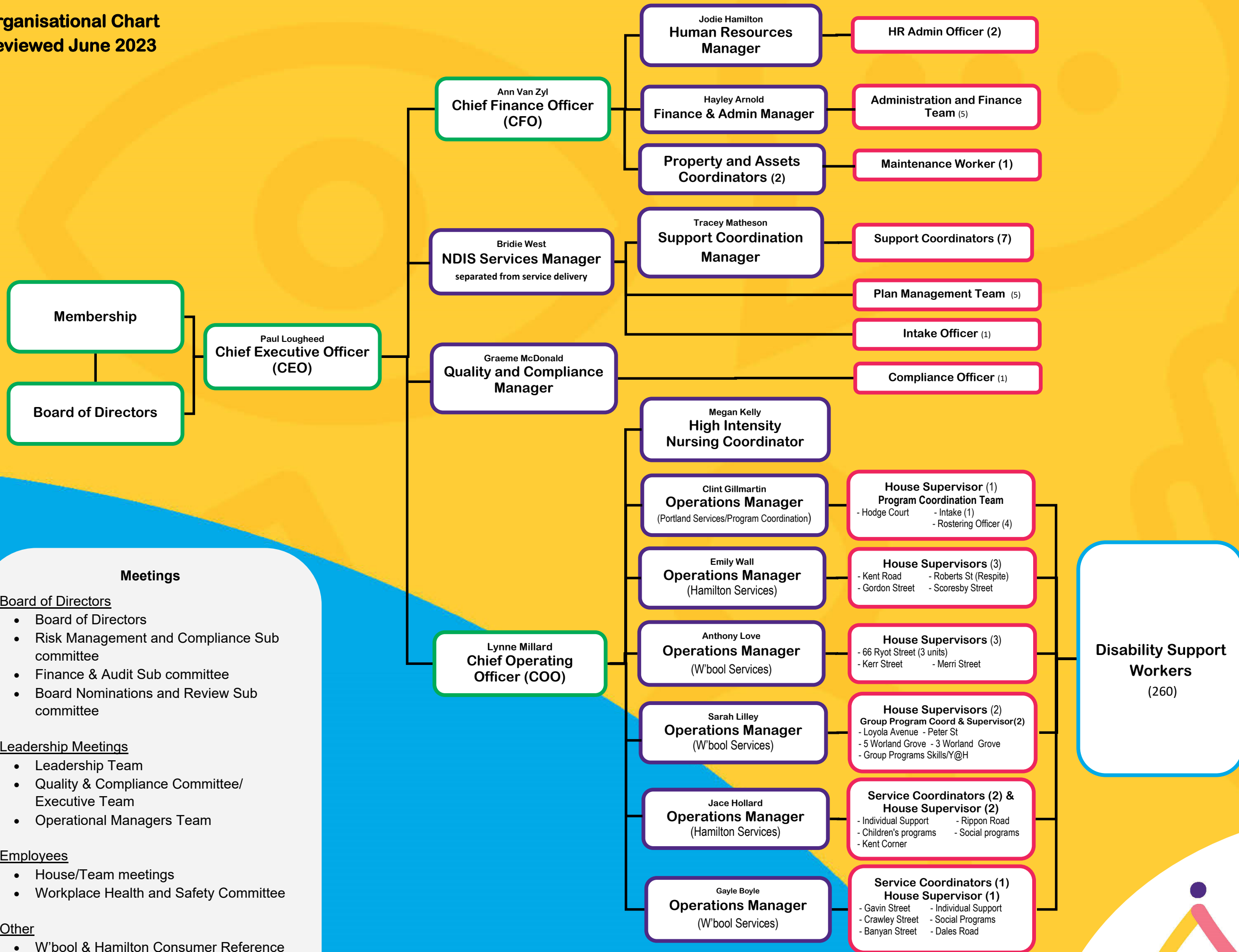


Organisational Chart
Reviewed June 2023



Meetings

Board of Directors

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

Leadership Meetings

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

Employees

- House/Team meetings
- Workplace Health and Safety Committee

Other

- W'bool & Hamilton Consumer Reference Group
(Refer over page)

Disability Support Workers
(260)

Board of Directors

The Board of Directors is made up of 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)

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 Workplace 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 Team 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 include implementing new compliance requirements, policy and procedures and program coordination.

Human Resource Coordination Meetings

Monthly meetings between HR Coordinator and Managers to assess DSW applications and identify workforce issues.

Employee Health & Wellbeing Meetings

Monthly meeting of the Health & Wellbeing Committee

Information, Comms & Technology Meetings

Quarterly meeting to review ICT requirements for the agency

HR & Marketing Meetings

Monthly meetings between CEO, CFO, COO and HR Manager to review HR and Marketing systems

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.