

Document Information and Revision History			
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Approved By		Manager and Management Board	
Distribution List		Community Connection Staff, Board Members, Individuals and their Families or nominees by email and/or mail	
Review Frequency		Every 3 years; or when triggered by an event or finding(s) that identify improvement and/or changes of legislation necessitate an amendment	
Document location		Governance	
Last Reviewed	Date to be Reviewed	Review Team	Nature of amendment
June 2014	June 2017	Management Team	
July 2016	June 2017	Rhonda	Format Change
July 2017	July 2020	Management Team	Scheduled review – updated changes to reflect NDIS legislation

1. REFERENCES

National Standards for Disability Services (also compliant with HSQF)

5. Service Access: The service manages access, commencement and leaving a service in a transparent, fair, equal and responsive way.

6. Service Management: The service has effective and accountable service management and leadership to maximise outcomes for individuals.

2. COMMUNITY CONNECTION INCORPORATED'S POSITION

Community Connection will ensure that the service is governed and managed in accordance with the Constitution and Community Connection's values and principles, and that it meets all contractual and legislative obligations.

3. GOVERNANCE

The Community Connection Board will regularly review the Constitution, Values and Principles of Service, Code of Conduct, Strategic Plan, Association's Mission and Objectives to ensure that they are compliant with relevant legislative, financial, administrative and service delivery requirements.

The Board will monitor, and plan for, the changing needs of the service, determine whether to apply for various funding, keep records of Board Meetings and hold and keep records of Annual General Meetings. The Board will be engaged in all strategic conversations and planning.

4. FINANCIAL MANAGEMENT

The Board will ensure that the Association is solvent, that all monies owed are paid as they fall due and that accurate and up to date financial records are maintained.

5. HUMAN RESOURCES

The Board will oversee a human resource management system that complies with relevant industrial relations and workplace health and safety legislation, and all relevant awards.

6. INFORMATION MANAGEMENT

The Board will oversee an information management system for documents and records in both electronic and hard copy form (moving toward a paperless system) in a manner that meets legislative and Australian Standards requirements.

7. MONITORING, REVIEW AND ASSESSMENT

The Board will monitor compliance with service outcomes defined by all relevant legislation.

8. CONTINUOUS IMPROVEMENT

The Board will oversee a continuous improvement system to ensure effective service performance.