

GOVERNANCE POLICY

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Drafted by	Merryn Farnsworth	Approved by Manager	08.04.2021
Responsible person	Merryn Farnsworth	Scheduled review date	08.04.2022

POLICY STATEMENT

This policy exists to ensure that each Participant support provided by Life Independence is overseen by a strong governance and operational system that is relevant to the type of supports supplied and proportionate to the scope and size of Life Independence. Owners Merryn Farnsworth & Eric Mol ultimately take responsibility for the governance of Life Independence. Governance also refers to the manner in which Life Independence works with other services and stakeholders to ensure overall effectiveness of the service provided.

SCOPE OF POLICY

This policy applies to all Life Independence staff or any person acting in a capacity whereby they are taken to be representing Life Independence and its interests. Failure to comply with this policy could result in disciplinary action.

POLICY PRINCIPLES

- Opportunities will be provided by Life Independence governing body to enable its Participants to contribute to the governance and provide input into the development of policies and procedures that support the Participants rights
- Life Independence has a defined structure to meet the governing body's financial, legislative, regulatory and contractual responsibilities
- Life Independence has a clear structure to monitor and respond to matters associated with delivering supports to Participants.
- Minimum skills and knowledge required of the governing body to perform their duties are identified and where required additional training will be undertaken to fill any gaps

- All legislative requirements, organizational risks and operating requirements relating to the NDIS Quality & Safeguards Commission as well as Participant and Worker needs will be considered during business planning.
- The performance of management and responses to individual issues will be monitored by the governing body working towards its continuous improvement in management practices.
- Life Independence will be managed by suitably qualified/experienced persons and responsibilities, authority and accountability for the provision of supports will be clearly defined.
- Should an absence of a usual position holder occur a documented system exists to delegate responsibility and authority to another suitable person/s
- Any conflict of interest, perceived or actual, will be managed and documented through organizational policies

PROCEDURES

- Participants can contribute to the governance of the organization and provide input into the development of policies and processes relevant to their supports and protection of Participant rights via access to client feedback section of the service website.
- Life Independence Continuous Improvement Plan will be used to identify areas for improvement in addition to quarterly client reviews.
- Regular internal and external audits will ensure financial, legislative, regulatory and contractual responsibilities are met.
- Training registers are to be used to monitor ongoing training requirements – these requirements could include but are not limited to the mandatory NDIS Orientation Module, applicable modules required to perform specific tasks such as medication handling or maintaining current First Aid & CPR requirements
- Gap analysis will be used as part of the Continuous Improvement plan
- Risk analysis register will be in place to monitor potential risks as identified by management or workers
- Training and risk analysis registers will monitor the governing body and management practices including responses to individual issues



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- NDIS record of registration will ensure consistency and quality standards are met which are in accordance with all legislative requirements.
- Management will require a minimum of 5 years applicable managerial experience and/or minimum of Cert IV in Disability or other applicable Community Services qualification
- Authority to another suitable person within Life Independence can be given in the event of both owners being absent if they meet the above criteria. Life Independence will ensure a suitable person is available to fulfil this role should it be required and this will be documented and communicated to applicable participants if required. The possibility of such events will be communicated as part of the intake process.
- All conflicts of interest will be dealt with in accordance with the Conflict of Interest Policy, use of a Conflict of Interest Register and the Continuous Improvement Register.
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The responsibilities of the owners of Life Independence that cannot be delegated to any other person or body include:

- Compliance monitoring – ensuring compliance with the objects, purpose and values of the organisation, and with its constitution
- Organizational governance – setting or approving policies, plans and budgets to achieve those objectives, and monitoring performance against them
- Strategic planning – reviewing and approving strategic direction and initiatives
- Regulatory monitoring – ensuring that the organisation complies with all relevant laws, regulations and regulatory requirements
- Financial monitoring – reviewing the organisation’s budget, monitoring management and financial performance to ensure the solvency, financial strength and good performance of the organisation
- Financial reporting – considering and approving annual financial statements and required reports to government
- Risk management – reviewing and monitoring the effectiveness of risk management and compliance in the organisation; agreeing or ratifying all



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policies and decisions on matters which might create significant risk to the organisation, financial or otherwise

- Social responsibility – considering the social, ethical and environmental impact of all activities and operations and ensuring that these are acceptable

GUIDING LEGISLATION:

The National Disability Insurance Scheme Act, 2013