

**People with Disabilities**

**Western Australia Inc.**

# Policy manual

Part 2 : Governance

Status:Current

|  |  |
| --- | --- |
| Endorsed By: | Committee of Management President: Lisa Burnette |
| Year Endorsed: | 2018 |
| Next Review: | 2020 |
| Associated Documents: | Disability Service Standards (DSS) National Standards for Disability Services(NSDS) |

People with disabilities (WA) has the right to review and, if necessary, change the contents of this Policy Manual.

# Contents

[**Policy manual 0**](#_Toc518282479)

[**Contents 1**](#_Toc518282480)

[**Governance 2**](#_Toc518282481)

**[Governance Policy and Procedure 3](#_Toc518282482)**

**[Risk Management Policy and Procedure 6](#_Toc518282483)**

[**Remunerated Contracts with People with disabilities (WA) Committee of Management Policy 8**](#_Toc518282484)

[**Continuous Improvement Policy 10**](#_Toc518282485)

[**Expenditure Delegations Policy and Procedure 12**](#_Toc518282486)

[**Public Relations and Media Policy 14**](#_Toc518282487)

[**Register of policies and procedures 16**](#_Toc518282488)

# Governance

This section includes:

Governance Policy

Risk Management

Continuous Improvement

Expenditure Delegations

Public Relations and Media

**Governance Policy and Procedure**

**1) Policy Title**

Governance Policy

**2) Policy Statement**

**Purpose:**

To establish policies and procedures that ensures a strong governance focus for people with disability WA.

**Aims:**

* To provide systems and processes that ensures the overall direction, effectiveness, supervision and accountability of People with disabilities (WA).
* To ensure continued improvement of governance standards.
* To ensure the provision of succession planning is in place.

**3) Scope**

This policy is intended for the Committee of Management.

**4) Related Documents**

* Policy template
* Continuous Improvement Policy
* Grievance policy and procedure
* Quality Management policy
* Committee of Management Induction Package

**5) Procedures**

1. The Committee of Management will formulate, review and approve the People with disabilities (WA)’s strategic objectives and business plan in conjunction with the Executive Director.
2. The Committee of Management in conjunction with People with disabilities (WA) staff and volunteers will effectively communicate their vision, mission and values to relevant stakeholders.
3. Members of the Committee of Management will consult with the Members of People with disabilities (WA) and the wider disability sector.
4. The Committee of Management will determine People with disabilities (WA)’s policies, in conjunction with the Members of the organisation.
5. The Committee of Management will actively engage in and promote collaborative working relationships with other providers in determining People with disabilities (WA)’s policies and procedures
6. The Committee of Management will recruit and select the Executive Director; then support and supervise, assess performance and determine remuneration
7. The Committee of Management will formulate, review and approve the annual budget in conjunction with the Executive Director.
8. The Committee of Management will ensure that systems are in place to monitor and control adequacy of resources and risk.
9. The Committee of Management will ensure appropriate cultural competence training is provided to committee management and People with disabilities (WA) staff specific to Aboriginal and Torres Strait Islander people
10. People With Disabilities (WA) Inc. will ensure an environment and support which will allow Committee of Management members to undertake their governance responsibilities.

**6) Succession Planning**

1. The President and Committee of Management members must be elected to membership of the Committee at an annual general meeting or appointed under sub-rule (8) as stated in the Rules of Association.
2. The term of office of a Committee member is two years. A Committee member may serve for up to three consecutive terms if re-elected.
3. At the end of the third term, the President must relinquish their role as President and leave the committee of management for a minimum of one year. They can then be nominated for re-election to the Committee at the next Annual General Meeting.
4. Once the President has reached the end of the third term or at the end of the term they resign as President if it is before three terms, they can be invited to attend future Committee of Management meetings for a further year as the immediate past President. This is non-voting role. This role is to ensure a smooth transition in all committee of Management business.

# Risk Management Policy and Procedure

**1) Policy Title**

Risk Management Policy

**2) Policy Statement**

**Purpose:**

To establish policies and procedures that ensure that People with disabilities WA can identify and manage risk to the organisation and the people it supports.

**Aims:**

* To provide People with disabilities (WA) with a structure and process to identify risk.
* To provide procedures and processes to manage risk.
* To maintain procedures and processes to ensure People with disabilities (WA) can monitor risk to the organisation and the people it supports.

**3) Scope**

This policy is intended for the Committee of Management and the Executive Director.

**4) Related Documents**

* Policy template
* Expenditure Delegations Policy
* Risk Assessment guidelines
* Risk Assessment
* Injury Management and Workers Compensation policy
* Occupational Health and Safety policy
* Dress Code policy and procedure
* Drugs and Alcohol policy

**5) Procedures**

With respect to the risks associated with People with disabilities (WA) activities the Executive Director must be able to demonstrate the management of risk, which requires the identification, assessment, prioritisation and continual monitoring of risks that arise, and foster a risk aware culture.

Accordingly he or she shall not operate without:

1. Following a formal risk identification, assessment and management process.
2. Having a clearly defined organisation structure with approved delegation and authority limits.
3. Ensuring there are annual budgeting and monthly reporting systems.
4. Ensuring that all employees are actively managing risks within their area of responsibility.
5. Having in place a legally compliant occupational health and safety program.
6. Ensuring there is a comprehensive insurance program in place.
7. Ensuring there is appropriate WorkCover insurance in place.
8. Ensuring a formal performance management process is in place.

The Committee of Management will actively monitor and manage People with disabilities (WA)’s strategic risks and will provide guidance on managing operational risks.

Accordingly the Committee of Management will ensure:

1. There is a formal risk identification, assessment and management process in place.
2. There is an annual review of the appropriateness of policies and procedures.
3. Procedures are in place relating to capital expenditure and asset management.
4. There are adequate internal controls to allow monitoring compliance with internal policies and procedures.
5. Annual budgeting and quarterly financial reports are monitored, enabling progress against strategic and annual plans, variances to be identified, and trends to be evaluated.
6. A risk-aware culture is built, promoted and evaluated.
7. Establish an Audit and Risk Committee.

# Remunerated Contracts with People with disabilities (WA) Committee of Management Policy

1. **POLICY TITLE**

Remunerated Contracts with People with disability (WA) Committee of Management Policy

**2) POLICY STATEMENT**

**Purpose:**

To establish policies and procedures that ensures transparency of any remunerated contracts with members of People with disabilities (WA) Committee of Management (CoM).

**Aims:**

* To allow people with disabilities, including those on People with disabilities (WA)’s committee of Management to undertake paid contract work which utilizes their skill set.
* To introduce, influence and produce positive systemic change.
* To ensure transparency of contract engagement initiated by People with disability (WA).

**3) SCOPE**

This policy is intended for all Committee of Management members.

**4) RELATED DOCUMENTS**

* Policy template
* Register of Policies and Procedures
* Committee of Management Code of Conduct.
* Committee of Management Conflict of Interest.

**5) PROCEDURES**

1. Members of Committee of Management may apply and compete for remunerated work contracts with People with Disability WA. The following procedures must be adhered to in determining the award of contract.

* Members of the Committee of Management are not offered any advantages over any competitors with respect to being awarded or carrying out such work.
* Members of the Committee of Management must not utilize privileged information and do everything to contradict the perception of having utilized privileged information.
* Members of the Committee of Management will not exercise their Committee of Management function to the extent it relates to the conditions of the contract or the selection or supervision of such contract. In other words, they do not need to be disqualified in such cases, but neither may they be given the “inside track”.
* Members of the Committee of Management or their companies shall not utilize privileged People with disabilities (WA) information, and shall also be sensitive to the perception that they might be utilizing such information.
* The agreement of contract award should be considered and authorised at the appropriate Committee of Management meeting.
* Any such contracts and remuneration is declared in the Annual Report of People with disabilities (WA) in the year it is awarded.

**Continuous Improvement Policy**

**1) Policy Title**

Continuous Improvement Policy

**2) Policy Statement**

**Purpose:**

To establish policies and procedures that ensures that People with Disabilities (WA) Inc. have continuous improvement in governance, management, operational staff practices and service delivery.

**Aims:**

* To provide continued improvement of procedures and processes that will ensure high quality services that reflect the needs and interest of people with disability.
* To ensure that the people we support, the Committee of Management, People with disabilities (WA) members, employees and other stakeholders are adequately involved in the development and review of the services provided by People with disabilities (WA).
* To have in place procedures and processes that provide opportunity for self-improvement of people People with disabilities (WA) supports, including volunteers, Committee of Management and employees.

**3) Scope**

This policy is intended for all employees, volunteers and Committee of Management.

**4) Related Documents**

* Accreditation outcomes report
* QMF outcomes report
* Governance policy

**5) Procedures**

1. The Executive Director will ensure an annual internal audit of People With disabilities WA’s compliance with the Standards and any government funding agreements.
2. The Executive Director will analyse the internal audit outcomes and all/any non-compliances with Standards and government funding agreements and will devise a strategy and time frame to address these.
3. Employees and Committee of Management members will be given opportunity to undertake training to sustain and improve skill levels.
4. Monitoring of effective meeting methods will be undertaken by the Committee of Management. Having regular surveys and feedback mechanisms.
5. Procedures will be in place to ensure stakeholder feedback and demographic information is used to develop service delivery
6. A robust complaints procedure is in place and reviewed bi-annually.
7. Offer exit interviews to employees and volunteers.
8. Annual performance reviews of all employees.
9. Hold, at least annually, a forum to bring all People With disabilities WA’s stakeholders together to discuss improvement to the organisation.

**Expenditure Delegations Policy and Procedure**

**1) Policy Title**

Expenditure Delegations Policy

**2) Policy Statement**

**Purpose:**

This policy sets the authorities, delegations and limits for expenditure of People with disabilities (WA) funds, and supports the organisations commitment to accountability and effective financial controls.

**Aims:**

* To provide People with disabilities (WA) with a structure and accountability procedure for expenditure of People with disabilities (WA) funds.
* To provide clear delegations.
* To maintain procedures and processes to ensure People with disabilities (WA) can monitor risk to the organisation.

**3) Scope**

This policy is intended for all Committee of Management members and employees.

**4) Related Documents**

* Policy template
* Risk Management Policy
* Administration Induction Package

**5) Procedures**

1. When transacting, every attempt should be made to ensure People with disabilities (WA) is dealing with financially sound and reputable counterparties, to minimise the risks of loss and fraud.
2. Wherever practicable, tenders / bids should be sought from 3 potential providers in order to ensure good process and to obtain competitive pricing.
3. A copy of all approved budget expenditure items should be maintained in the People with disabilities (WA) office.
4. Expenditure information will be included in financial reports provided to meetings of the Committee of Management.
5. All payments must be authorised by the Executive Director or a delegated senior member of staff and checked by the Administration officer
6. Delegation of non-salary expenditure

* Up to $5,000: any two authorised signatories.
* Above $5,000: one authorised signatory of the Committee of Management and one other authorised signatory.
* Above $15,000: President and Treasurer or Executive Director.
* All non-budgeted expenditure, signature of President, verifying approval of full Committee of Management plus second authorised signatory.

1. Approval of payment of salaries is subject to a separate process. Payments are authorised at the end of a series of operational management checks, approvals and authorisations with external payroll services.

**Public Relations and Media Policy**

**1) Policy Title**

Public Relations and Media Policy

**2) Policy Statement**

**Purpose:**

To establish a set of policies and procedures which will give clear guidelines to members of the Committee of Management, employees and volunteers on the process for responding to PR or Media enquiries

**Aims:**

* To ensure that all PR or Media enquiries are dealt with in line with People with disabilities (WA)’s policy and procedures, thus ensuring correct information is provided where appropriate.
* To ensure that the media represents people with a disability, people we support, Committee of Management and employees in a positive manner.

**3) Scope**

This policy is intended for all employees, volunteers and Committee of Management.

**4) Related Documents**

* Photograph permission form
* Talent release form
* Privacy, dignity and Confidentiality Policy

**5) Procedures**

1. Interactions with all forms of media (printed, electronic or broadcast) for the release of information, interviews or public relations, on or about People with disabilities (WA) and its operations or people must first receive approval from the President
2. The President is the only spokesperson for the organisation although this may be delegated if appropriate.
3. All material being considered for release to the media must be approved by the President.
4. Permission must be sought from any person prior to any interviews or photographs taken. This is in the form of a talent release form.
5. Any media material is represented by people with disabilities and where appropriate family members including any paid or unpaid talent.
6. A press clipping electronic folder is kept.
7. Copies of all printed media are to be passed to the President and Committee of Management to ensure an accurate history is maintained.
8. Opportunities may be made available to Committee of Management, People with disabilities (WA) members, employees and people we support to undertake media and public relations training.
9. Provide the media with feedback when people with disability are represented in an inappropriate manner.

# Register of policies and procedures

|  |  |  |  |
| --- | --- | --- | --- |
| **Policy** | **Date Reviewed** | **Name, Position Signature** | **Next Review Date** |
| Governance Policy | March 2018 | Lisa Burnette, President | September 2020 |
| Risk Management Policy | March 2018 | Lisa Burnette, President | September 2020 |
| Remunerated Contracts with People with disability (WA) Committee of Management Policy | March 2018 | Lisa Burnette, President | September 2020 |
| Continuous Improvement | March 2018 | Lisa Burnette, President | September 2020 |
| Expenditure Delegations | March 2018 | Lisa Burnette, President | September 2020 |
| Public Relations And Media | March 2018 | Lisa Burnette, President | September 2020 |