



Board

General Manager  
(Brad Currie)

Operations Manager  
(Karyn Perrett)

Chief Financial Officer  
(Colin Barthel)

Safety and  
Training Officer

Food Safety  
Supervisor

Marketing Officer

5 X Care Coordinators

2 X Social Support

Rosters

3 X Finance Team

30 X Community Support  
Workers

2.8 X Kitchen Staff

1.5 X Home  
Maintenance



**Board**

The governance section, to Authorise Company Direction, and ensure service delivery as per Service Contracts

**CIC**

The continuous Improvement Committee is the Vehicle to Monitor the following:

- Company Services
- Continuous Improvement Registers
- Compliance issues
- Company's Governance Register

**Senior Management**

Manages the Compliance of the Organisation acts on the day to day Policy and Procedure and functions

**Division Supervisors**

The Division Supervisors will ensure the direction provided by the CIC & Senior Management by Staff are carried out as per the Policy and Procedures

**Staff**

The Staff are to carry out the services to consumers in a professional manner as Directed by Division Supervisors and the Policy & Procedures

This Model is a 2 way motion, suggestion are fed Up and down, adjustments are made via consultation and feedback collectively.



Board	
Positions Involved	Board members General Manager
Functions	<ul style="list-style-type: none"><li>•Approvals</li><li>•Review and Collation for GM</li><li>•Review of Systems</li><li>•Policies and Procedures Reviews</li><li>•Monthly reports to Board</li><li>•Continuous Improvement Calendar</li><li>•Data Analysis</li></ul>
Meeting Frequency	Bi Monthly

General Manager	
Functions	<ul style="list-style-type: none"><li>• The Boards representative</li><li>• Monthly reports to Board</li></ul>



CIC	
Positions Involved	General Manager Operational Manager Chief Finance Officer Jymbi Coordinator WHS&T
Functions	<ul style="list-style-type: none"><li>•Review and Collation for GM</li><li>•Review of Systems</li><li>•Policies and Procedures Reviews</li><li>•Monthly reports to Board</li><li>•Continuous Improvement Calendar</li><li>•Governance calendar</li><li>•Compliments , Complaints and Feedback</li><li>•Data Analysis</li><li>•(this List is not exhaustive)</li></ul>
Meeting Frequency	Monthly





## Senior Management Committee

Positions Involved	General Manager Operational Manager Chief Finance Officer Jymbi Coordinator
Functions	<ul style="list-style-type: none"><li>•Review and Collation for GM</li><li>•Review of Systems</li><li>•Policies and Procedures Reviews</li><li>•Monthly reports to Board</li><li>•Continuous Improvement Calendar</li><li>•Governance Calendar</li><li>•Data Analysis</li></ul>
Meeting Frequency	Weekly



Position	Responsibility
Board (Corporate Responsibility)	Board •Approval of reports to Departments
GM (Boards Representative)	GM •Collation of Reports from Divisions for Board Approval •Board Minutes •Company Directives
OM	CIC •Review and Collation for GM •Review of Systems •Policies and Procedures Reviews •Monthly reports to Board •Continuous Improvement Calendar •Data Analysis
CFO	Senior Management •Management of Programs to the public •Actions directed By GM & CIC
WHS	Divisions Team Leader •Directions from Senior Management •Delivery of services
Division Supervisors	Staff •Delivery of services •Directions from Division Team Leader & Senior Management
Staff	



Position	Reporting flow Documents & Functions
Board (Corporate Responsibility)	Board •Approval of reports to Departments
GM (Boards Representative)	GM •Collation of Reports from Divisions for Board Approval
OM	CIC •Policy and Procedure Management •Governance Calendar
CFO	Senior Management • Day to Day Service provision management •Provision of Data for CIC
WHS	Divisions Team Leader •
Team Leaders	Staff •Collection of data and service delivery •Data Input
Staff	