



Service Accountability

Policy #: 1

Category: Governance

Previous Review Date: 20/5/2011

Last Reviewed: 28/05/2019

Next Review: 2021

Purpose & Scope:

To ensure SCYS Inc. is accountable and transparent in all areas including but not limited to service, financial, stakeholder, partnership, staff and all other obligations and relationships.

Policy:

The Service is primarily accountable to the Board of Management. The Board of Management is governed by their constitution. The Board meets bi-monthly and the CEO reports on all aspects of the service including but not limited to programs, evaluations, funding, training, partnerships, events and any other business pertaining to the service at this time.

The Board is responsible for the Strategic Plan which the service works towards. The Board reviews the strategic plan quarterly to ensure the service's performance is meeting objectives within the strategic plan.

Audits are performed by an Independent financial auditor.

Guiding Principles:

As a preferred provider for the Department of Communities – Child Protection and Family Support (CPFS), WA Primary Health Alliance (WAPHA) and the City of Swan (COS), the service is obligated to work in accordance with relevant contractual agreements.

The service employs a qualified bookkeeper who lodges all reports with the CEO and/or Board treasurer for tabling at Board meetings.

Audits are performed by an Independent financial auditor, Byfields as per Board of Management directives.

A Service review is undertaken by CPFS staff at the service bi-annually.

All service staff have credentials and clearance checks relevant to their position.

Performance appraisals are conducted by the CEO annually and supervision meetings are held every three weeks and on a need's basis. Supervision of the CEO is undertaken by a Board member.



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Training and professional development is encouraged at the request of management and/or employees where financially viable.

Salary levels are in accordance with the Social, Community, Home Care and Disability Services industry award 2010.

Staff documentation is available from the CEO.