

POLICY CONTENTS



SOUTHERN COMMUNITY
CARE DEVELOPMENT | INC

ORGANISATION MANAGEMENT		
1.1	<p>Statement of Purpose, Philosophy & Outcomes</p> <p>The affairs of SCCD are conducted according to a set of purposes, philosophy & projected outcomes, as established by the Constitution & the <i>SCCD Policy & Practice Manual</i>.</p>	<ul style="list-style-type: none"> • Purpose (Objectives) • Philosophy • Organisation Structure (Resource Allocation, Relationship with Sutherland Shire Community Care Network (SSCCN)) • Activities • Outcomes
1.2	<p>Management Committee</p> <p>The affairs of SCCD will be managed by an elected committee, as established by the Constitution & the <i>SCCD Policy & Practice Manual</i>.</p>	<ul style="list-style-type: none"> • Committee Membership • Committee Responsibilities (Legal, Policy and Planning, Financial, Staff, Premises and Equipment, Community Relations and Accountability) • Individual Committee Members' Responsibilities (Chairperson, Vice Chairperson, Secretary, Treasurer, All Members) • Public Officer • Relationship with Sutherland Shire Community Care Network (SSCCN) • Orientation for New Committee Members
1.3	<p>Code of Behaviour for the Management Committee</p> <p>The affairs of SCCD will be managed by an elected committee, who operate according to an agreed code of behaviour.</p>	<ul style="list-style-type: none"> • General • Monthly Management Committee Meetings (Time, Attendance, Agenda, Minutes, Quorum, Role of Staff) • Annual General Meeting (Agenda, Minutes, Actions Following the AGM)
1.4	<p>Planning & Review</p> <p>SCCD is committed to open & ongoing planning & review of its policy & practice to meet the changing needs of the service sector, clients & the organisation.</p>	<ul style="list-style-type: none"> • The Planning and Review Process (Ongoing Monitoring, Client Feedback, Staff Reports, Annual Report) • SCCD Planning Day (Preparations before the day, On the day, After planning day) • Links with Funding Body Processes (Funding Agreement, Integrated Monitoring Framework) • Processes for Review and Approval (Whole-of-Organisation Policies, Project-Specific Policies)
1.5	<p>Financial Management</p> <p>SCCD is committed to organised & transparent financial management processes to meet the requirements of relevant legislation, funding agreements & to manage risk.</p>	<ul style="list-style-type: none"> • Roles of Management Committee Staff & Contractors • SCCD Accounts (Bank Accounts) • SCCD Budget (Budget Development, Budget Review) • Day-to-Day Processes (Payments by SCCD, Payments to SCCD, Petty Cash) • Annual Reporting (Audit, Acquittals) • Insurance Policy (Staff Vehicles, Management Committee, Insurance Register)
1.6	<p>Ethics</p>	<ul style="list-style-type: none"> •

