

Care Committee Charter

Terms of Reference

1. Purpose and Remit

The Care Committee's (CC) primary purpose is to ensure that Brightwater maintains a safe and quality environment for both our clients and staff, and that the Organisation's clinical governance and client feedback functions represent best practice, operate effectively, align with strategy and reflect the Brightwater Mission.

The Care Committee's remit includes, but is not limited to, oversight of the following:

- (a) Clinical governance;
- (b) Strategic and external environment;
- (c) Compliance;
- (d) The "Voice of the Client"; and
- (e) Research.

2. Scope

The scope of the Care Committee remit will include, but not be limited to matters of:

- (a) Clinical Governance
 - (i) Overseeing the outcomes of the Clinical Governance framework to ensure the Organisation and its practices meet robust standards of clinical governance consistent with best practice.
 - (ii) Oversee organisational indicators to ensure that the Organisation operates safe and quality services, including high-level clinical risk and clinical incident management.
- (b) Strategic and External Environment
 - (i) Overseeing the Organisation's scope of practice to ensure it meets the needs of the current client population and considers needs of future clients.
 - (ii) Reviewing practices to ensure the care needs across diverse groups are being recognised and responded to.
 - (iii) Providing recommendations to the Board on the Organisation's response to address high-level future government and industry trends.
- (c) Compliance
 - (i) Reviewing Aged Care Standards and Accreditation outcomes, and the National Disability Standards monitoring, and where possible, measuring and monitoring those outcomes against best practice and our peers.
 - (ii) Reviewing the results of the organisations internal audit program.
 - (iii) Overseeing that the Organisation's targets for supported (financially) residents.
- (d) The Voice of the Client
 - (i) Reviewing client feedback and organisational trends to ensure that the voice of the client, family and carer is both captured and responded to effectively. This may include (but is not limited to) consideration of complaints and

- compliments, opportunities for improvement, trends and client surveys, or other feedback mechanisms.
- (ii) Providing input on considerations around client engagement, with a view to constantly improving the client experience.
- (iii) Overseeing the balance between dignity of risk and choice for clients.
- (e) Research
 - (i) Review the effectiveness of research outcomes on changing practice in core business.
 - (ii) Maintain oversight of the research strategy.
- (f) Generally
 - (i) Reviewing and reporting on these matters to the Board, with recommendations as appropriate.
 - (ii) The Committee has the authority to access information and to consult with and interview Organisation personnel, and to consult independent professional advisers it considers appropriate to provide advice on matters within the scope of its remit.

The Care Committee may be requested by the Board to perform other related tasks.

3. Governance

The pro forma guidelines of governance structure and procedural workings for Committees in accordance with the Organisation's Governance Charter applies to the Committee subject to the following:

- (a) Membership of the Committee
 - (i) Members
 - Committee Chair – a Board member appointed by the Board
 - Other members:
 - (1) 2 other Board members appointed by the Board.
 - (2) 1 x community representative appointed by the Board who has a broad understanding of the sector and community priorities that are related to the Care Committee's remit.
 - (3) 1x client or consumer representative appointed by the Board who can represent and advocate for the client and families in matters related to the Care Committee's remit.
 - (4) CEO (ex officio).
 - (5) General Manager Residential (ex officio).
 - (6) General Manager Community (ex officio).
 - (7) General Manager Business Relationships and Business Development (ex officio).
 - (8) Any other person or member of the Organisation that the Committee considers appropriate or desirable to be appointed to the Committee (on such terms as the Committee deems fit).
 - (ii) Special requirements (if any)
 - Desirably Committee Members may have some experience in care and health related environments.

- Any of the Organisation's Service Managers or key specialist roles may be invited to Committee meetings from time to time as relevant.
- The following executive officers will generally be available to attend Committee meetings at the discretion of the Committee:
 - CEO
 - Secretary

(b) Other Special Provisions
N/A