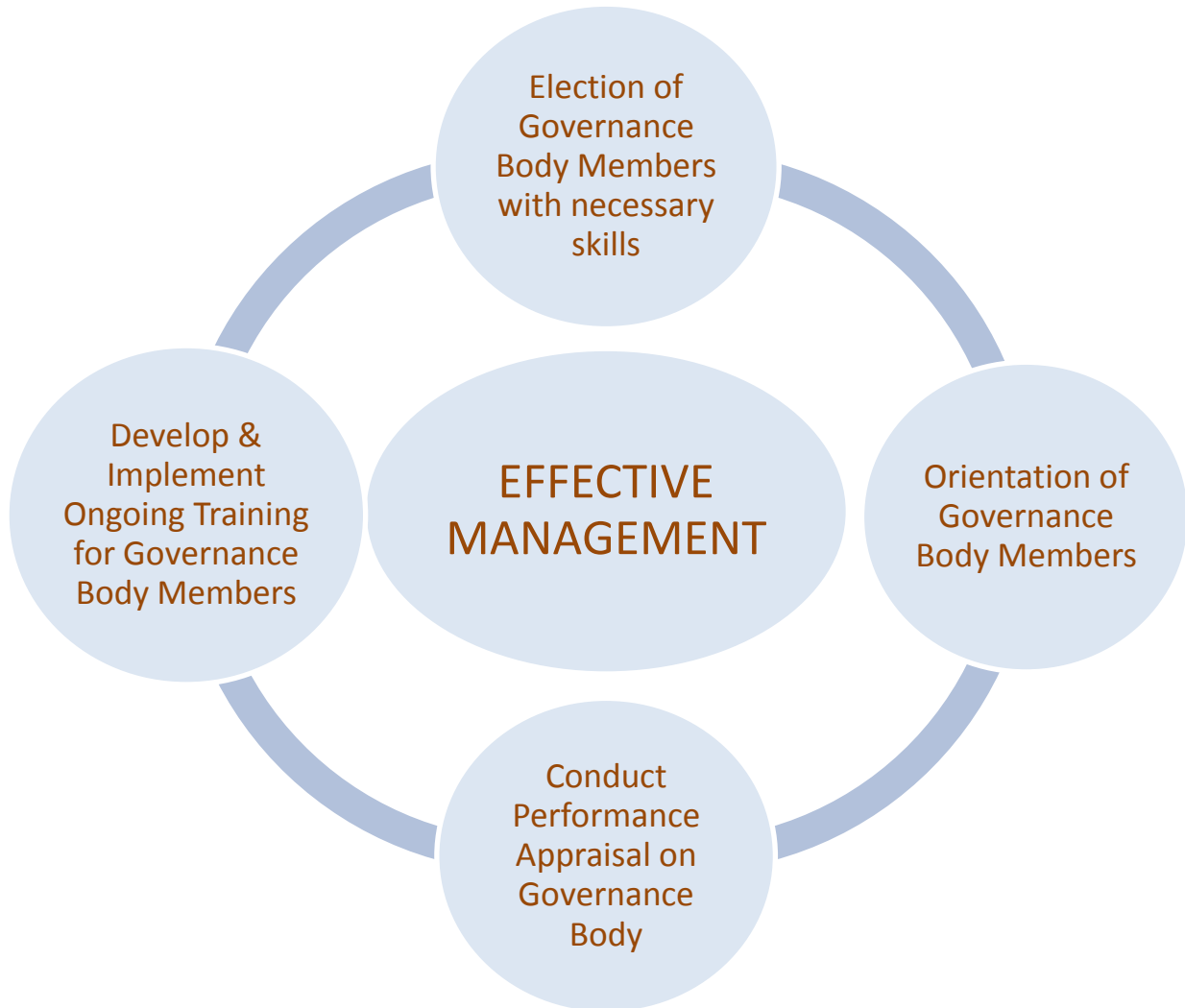


Policy Statement

HKCT will manage its services effectively and efficiently to ensure a service that has sustainability, meeting Service User needs and continuous improvement at the centre of all its activities.

Policy



HKCT is managed by the Governance Body according to the Constitution of the Organisation.

The Governance Body will govern lawfully with an emphasis on:

- outward vision rather than an internal preoccupation;
- encouragement of diversity in viewpoints and collective decision making;
- strategic leadership;
- clear distinction of Governance Body and Manager roles; and
- pro-activity rather than reactivity.

The Governance Body has the following responsibilities:

**Hornsby Ku-ring-gai Community Transport
Section 1 Organisational Management
Policy 1.02 Management of Service**

- To operate the Service ensuring all constitutional and legal obligations are met;
- To ensure quality services to Service Users;
- To have a fair and transparent recruitment process and to provide support and development opportunities for Team Members;
- To financially manage the organisation to ensure sustainability and growth; and
- To recognise the Traditional Owners of the land in which the Service operates.

Related Procedures

- [PRO 1.02-1](#) Responsibility and Role of Governance Body
- [PRO 1.02-2](#) Role of the General Manager
- [PRO 1.02-3](#) Delegation of Authority
- [PRO 1.02-4](#) Conflict of Interest
- [PRO 1.02-5](#) Meetings
- [PRO 1.02-6](#) Governance Body Orientation and Training
- [PRO 1.02-7](#) Insurance
- [PRO 1.03-1](#) Continuous Improvement
- [PRO 1.05-1](#) Financial Management
- All Procedures in Section 2 Team Management
- All Procedures in Section 4 Work Health and Safety

Relevant Standard

Community Care Common Standards

1. Effective Management

Disability Service Standards

8. Service Management

Policy History

No: 1.02	Management of Service		Date Approved		
Date Policy due to be reviewed	Date Policy Reviewed:	Amendments	Positions informed/trained regarding amendments	Method	Date
1/6/15					