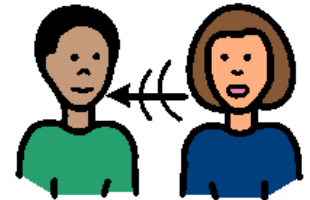


SUMMIT ADVISORY COMMITTEE CHARTER

What is the Charter

The Charter is an agreement that Summit Community Services Inc has with the people who use the service. This Charter is for the Summit Advisory Committee.



What the Summit Advisory Committee is for:

- To give people a chance to let us know what they think
- Look at the policies, papers and rules Summit makes and help us make changes if we need to

What it's about?

Summit wants to talk to people who use the service to work out how we do things, if we need to change anything. We want to make sure we do the right thing for the all the people we support.

There are some rules that tell us how we do the right thing for people who use our services, people with disabilities and people who live in the houses we have. They are:

1. The NDIS (Provider Registration and Practice Standards) Rules 2018; NDIS (Code of Conduct) Rules 2018 and the seven elements of the NDIS Code of Conduct that tells us how we need to treat the people we support.
2. The National Community Housing Standards (third edition May 2010) which sets out standards of good practice in service delivery in the community housing sector throughout Australia also tells us how we need to treat the people we support.

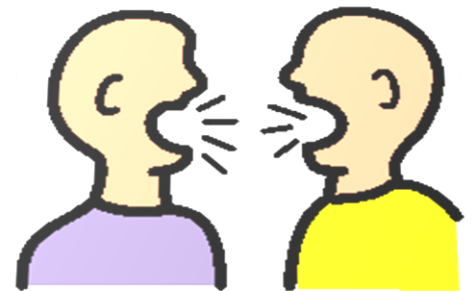
We have to make sure that everything we do for people is done properly and by the rules.

- We have to listen to what people say and make sure the support they get is what they need
- We have to give people the chance to make their own decisions
- We have to make changes to make sure we are doing the right thing for people
- We need to treat people with respect
- We need to make sure that people have their rights and respect people's choices

- We need to treat people fairly
- We have to give the best possible support to people
- We have to make sure that people who use Summit services are safe
- We have to have workers who are safe and haven't done anything that is against the law. We will check that workers are safe to help people
- We have to make sure that workers are trained to do their job and keep on doing training



- If we find out something has happened to a person that is against the law or not right, we will look at this to work out what happened and how we can fix it. We have to report it if someone has done something bad to a person we support.



- We need to make a report to the Government if someone has done something wrong to a person we support
- We will report to the NDIS Commission, the Registrar for Community Housing or Police if someone we support is being hurt, used, not looked after properly or being abused. Summit needs to make it safe as possible
- We will help people live in their communities
- We will work with the community to make sure people are getting what they need
- We will check how Summit is going to make sure we are doing everything right
- We will ask people what they think and try to make it better for people, we might not always make changes, but we try our hardest

We have the Stakeholder Committee to make sure that:

- Summit sticks to it's rules and does what it says it will do
- To let people have a say in how we do things – our rules
- To let people know information
- To give the Board ideas about how Summit can improve what we do
- The Board know about what people think about changes, rules and new ways of doing things
- People have a say in making plans for what Summit wants to do

How many people can be on the Committee

We can have up to 10 people on the Committee and these can be:

1. People who are supported by Summit
2. People who live in the community

3. Other services who help people
4. Family members
5. Advocates
6. People who work for Summit

What the Committee does:

1. Checks out policies and rules to see if they are working
2. Checks out new policies or rules and gives ideas if something needs to be written in or changed
3. Let the Board know if there are any problems with policies and rules
4. Let the Board know if they have any ideas
5. Help Summit to make improvements, looking at surveys
6. Help make plans to improve how Summit works

The only people who can say yes to changes or improvements for Summit are the Board. They will listen to what people say who are on the Advisory Committee and if they agree they will make changes.

About the meetings:

- They are on every 3 months, which is four times per year
- They have a person who is in charge of the meetings and this is called the Chairperson
- You can be on the committee as long as you want
- There has to be at least 5 people (or half the committee) at the meeting so that it can go ahead
- The Committee can invite other people to come to the meeting e.g. someone wants to talk to the meeting
- The Committee can ask a person who is on the Board to come to a meeting if everyone agrees they can
- Summit will tell people when the meetings are on
- The Committee can vote for new people to come on the Committee
- If people on the Committee want to make changes or have an idea, they send it to the Board to look at and make a decision.

