



# Corporate Governance Statement

March 2017

# CORPORATE GOVERNANCE STATEMENT

## Introduction

Living My Way Limited (“Living My Way” or the “Company”) empowers people with disability to live life as they choose by providing payroll, administration, and compliance services to employ their own support workers.

Formerly known as Allowance Inc, Living My Way was established in 1992 by a group of people with severe physical disabilities who were the first in Australia to receive self-managed funding. The Company has unique long-term experience in assisting its clients to directly employ their own support workers, with the business model being a precursor to the National Disability Insurance Scheme.

Living My Way works with clients to identify their needs, and then assists, when required, to hire, train, supervise, and run their own rosters to employ support workers.

## Legislation and Policy Environment

Living My Way is a not-for-profit public company limited by guarantee and its activities are regulated by various pieces of government legislation and policy, which include:

- Commonwealth Corporations Act 2001
- Australian Charities and Not-for-Profit Commission Act 2012
- National Disability Insurance Scheme Act 2013
- National Disability Insurance Scheme Policy and Procedures
- Department of Ageing, Disability & Home Care Guidelines
- the Social Community Home Care and Disability Services Industry Award
- Living My Way Constitution (as required by the Corporations Act 2001).

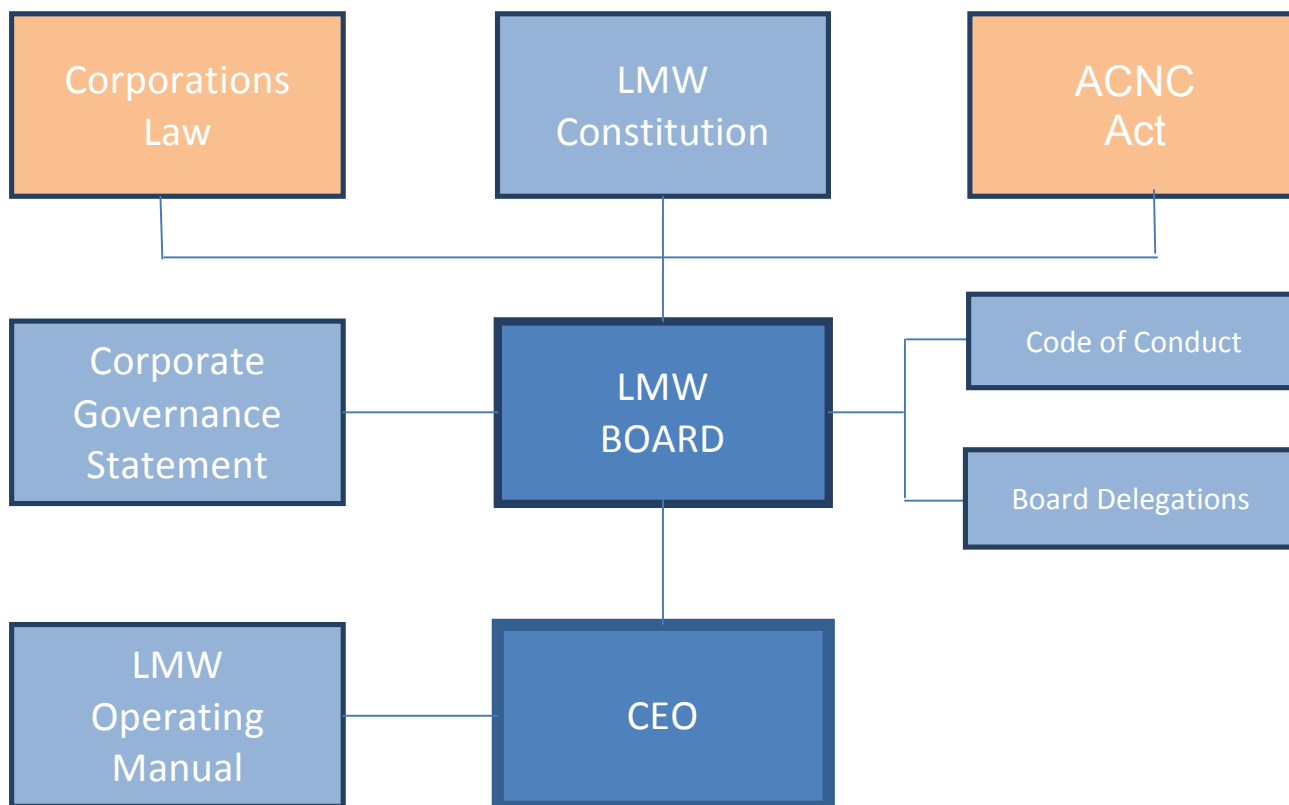
Living My Way complies with these legislative and policy requirements administered by the Australian Securities and Investment Commission, the Australian Charities and No-for-Profit Commission, National Disability Insurance Agency, the NSW Department of Ageing, Disability and Home Care and all other relevant agencies.

## Governance Principles

The Board of Living My Way Limited ensures the business is governed robustly by having a range of system, processes, and instruments in place to make effective decisions in relation to the performance of the Company, and the risks relating to achieving performance goals. In addition to the Constitution, key decision-making instruments include:

- Three Year Strategic Plan
- Annual Corporate Scorecard
- Risk Matrix
- Board Policies and Procedures
- Operational Policy and Procedures Manual

The nexus between the external operating environment and the Living My Way strategy and policy environment is illustrated in the diagram on page 3.



The key governance individuals and groups within LMW are:

- **The Board** that leads the development of business strategy and monitors annual business plans, financial sustainability, budgets, and risk, as well as the progress of the Chief Executive Officer against the agreed strategic objectives.
- **The Chief Executive Officer** who is responsible for implementing the business strategy, the ongoing operation of the organisation, facilitating the development of a disability services portfolio, advocacy, marketing, and the critical funding required for implementing the business strategy.

### Strategy and Policy Environment

#### *Our Vision*

We empower people with disability to live life as they choose by providing administration and compliance services to employ their own support workers.

#### *Our values*

1. **Integrity**            We conduct ourselves with the utmost integrity at all times
2. **Capability**           We are independent and capable
3. **Empowerment**        We are empowered to be confident and make responsible decisions
4. **Reliability**           Others can rely on us to be committed and do the right thing
5. **Flexibility**            We understand that changes occur, and do our best to adapt

### *Our Strategic Goals*

1. Prioritise the delivery of quality and person centred services to our participants
2. Support our staff to adequately resource our business
3. Streamline our systems and processes to create efficiencies in the business
4. Grow our business to maintain our market share
5. Engage our participants, staff, and other key stakeholders through clear communication
6. Govern our business robustly and responsibly to maximise the best value for our participants and ensure ongoing financial sustainability.

Board policies and procedures include:

- Corporate Governance Statement
- Board Charter
- Finance, Risk and Audit Standing Committee Charter
- Nominations and Remuneration Standing Committee Charter
- Transition Committee Charter
- Board Code of Conduct
- Board Delegations
- Deed of Indemnity, Insurance and Access
- A Directors Letter of Appointment

A comprehensive Operational Policy Manual outlines compliance requirements and provides guidance in relation to:

- Clients
- Service design and delivery
- Employees and contractors
- Program governance