

## QUALITY CARE ADVISORY BODY CHARTER

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### 1. Constitution

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1.1 The Quality Care Advisory Body (**QCAB**) for the Australian Registered Provider Board (**ARPB**) of Summerset Care (Australia) Pty Limited (**Summerset**) shall be an advisory body reporting to the ARPB through the Clinical Governance Committee (**CGC**), established to support the delivery of quality and safe funded aged care services. The QCAB contributes to meeting provider governance requirements of the Aged Care Act 2024 and the Aged Care Rules 2025.

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### 2. Objectives

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- 2.1 The objectives of the QCAB are to:
- 2.1.1 support the ARPB in considering quality of care issues and ensure that the ARPB receives feedback about the quality of aged care provided to care recipients
  - 2.1.2 assist the ARPB in identifying and acting on opportunities for improvement relating to the provision of funded aged care services and compliance with the Aged Care Quality Standards; and
  - 2.1.3 allow the ARPB to draw on further aged care related clinical expertise to support decision-making, problem solving, and continuous improvement in the delivery of aged care.
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### 3. Membership

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- 3.1 Members of the QCAB (including the position of Chair) will be appointed and removed at the discretion of the ARPB, which must ensure that membership complies with Aged Care Act 2024.
- 3.2 ARPB members may not be appointed as members of the QCAB.
- 3.3 Membership at a minimum must include:
- 3.3.1 a member who is also a Responsible Person within the meaning of the Act with appropriate experience providing aged care, for example the GM Clinical Services;
  - 3.3.2 the Regional Clinical Quality Manager (RCQM);
  - 3.3.3 a staff member directly involved in the delivery of aged care or the delivery of clinical care; and
  - 3.3.4 a member who represents the interests of older people receiving aged care funded services (for example, an older person, Consumer Advisory Body representative (if established) or supporter in care)
- 3.4 The QCAB must maintain records of membership, including the date each member commenced and ceased, and information on how the composition of the QCAB meets membership requirements.
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## 4. Responsibilities

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- 4.1 The QCAB is responsible for collecting information about, and monitoring, the quality of the aged care that Summerset provides, as necessary to fulfil the objectives and responsibilities of the QCAB, and, through the CGC, for:
    - 4.1.1 at least once every 4 months, providing the ARPB with a written report about the quality of the aged care that Summerset provides to care recipients
    - 4.1.2 at any time, on its own initiative or on request from the ARPB, providing feedback to the ARPB on the quality of the aged care that Summerset provides to care recipients; and
    - 4.1.3 making recommendations to the ARPB as necessary to fulfil the objectives and responsibilities of the QCAB.
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## 5. Authorities

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- 5.1 Summerset will, on request, provide the QCAB with any information about the quality of care delivered by Summerset, together with any other information reasonably requested by the QCAB to assist it in fulfilling its objectives and responsibilities.
  - 5.2 The APRB must actively consider the QCAB's reports and feedback when making decisions about the quality of care. However, for the avoidance of doubt, feedback and recommendations of the QCAB are not binding on the ARPB or Summerset. The QCAB can only make recommendations to the ARPB.
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## 6. Conduct of Business

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- 6.1 The QCAB may fulfil its objectives and responsibilities, and make decisions, by any of the following means:
    - 6.1.1 meetings held in accordance with paragraph 7 below; or
    - 6.1.2 a written resolution or record of an agreed decision, that is signed or assented to by all members.
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## 7. Meetings

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- 7.1 Meetings of the QCAB may be called by the Chair of the QCAB at any time to consider any matter falling within this Charter. Meetings may be held in person or by audio visual means. Where practicable, the agenda and papers will be circulated to members 5 business days prior to the meeting.
  - 7.2 The QCAB may invite any persons to attend meetings of the QCAB. Invitees have no voting status and will only participate in the business of the meeting if invited to do so by the Chair.
  - 7.3 The quorum for a meeting is a majority of the members of the QCAB.
  - 7.4 The QCAB will reach decisions at a meeting by a simple majority of those voting on the issue in question. If the number of votes for and against a certain proposal are equal, the Chair will have a casting vote.
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## 8. Reporting Procedures & Record Keeping

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- 8.1 The proceedings of all meetings will be minuted. Minutes are to be tabled at the next QCAB meeting.
  - 8.2 The Chair will report the QCAB's recommendations and findings to the Clinical Governance Committee of Summerset Group Holdings Ltd (SGHL) and the ARPB promptly following the relevant meeting or decision.
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- 8.3 The ARPB in turn will also communicate meeting outcomes and issues of relevance to the SGHL Board.
- 8.4 The minutes of all QCAB meetings will be made available to all members of the SGHL Board, the ARPB, the Chief Executive Officer, the Chief Operating Officer, the General Manager Clinical Services and to such other persons as the ARPB directs.
- 8.5 The QCAB will retain copies of meeting agendas and minutes, resolutions and decisions made by the QCAB, written reports from the QCAB, and any other documents or records relevant to the satisfaction of the QCAB's objectives and responsibilities under this Charter.

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## 9. Member's Obligations

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- 9.1 Each member is to keep confidential all information and matters brought before, or dealt with by, the QCAB.
- 9.2 Members will comply with all Summerset policies, including the Code of Conduct which requires members to avoid and declare potential conflicts of interest.