

Q213	COMMITTEES, SUB COMMITTEES and ADVISORY BODIES POLICY
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Policy Statement

This policy provides direction on the formation of The Boards committees, sub-committees or ad hoc committees and advisory bodies.

The Boards may from time to time appoint committees or advisory bodies to assist the work of The Boards or staff by:

- Providing management and scrutiny of specific areas of the organisation's business through delegated authority from The Boards. Such committees will be established as formal Sub-Committees of The Boards.
- Providing ongoing assistance with the planning or development of particular aspects of the organisation's work.
- Providing assistance in the planning and oversight of time limited projects or activities.
- Oversighting compliance with policies, procedures and legal requirements in a detailed way on behalf of The Boards. In particular, this will be in relation to risk management, contractual and legal obligations, industrial issues, employer responsibilities and financial management.
- Reporting to The Boards on compliance issues. To ensure that The Boards responds appropriately, any significant areas or issues will be listed separately on the meeting agenda.
- Providing advice on aspects of the organisation's work or strategic directions. Such committees will be established as advisory bodies.

This document complies with NDIS 2018, standard 2.1 Governance and Operational Management, and ACIS 2013, section 2.1 Governance and Operational Management. This document is readily available to all Customers/Clients and employees of Enhanced Lifestyles and Lifestyle Assistance and Accommodation Service including The Boards.

Policy context: This policy relates to	
Legislation or other requirements	Associations Incorporation Act (SA) 1985 Act

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Establishment of committees

The Boards will determine and approve the terms of reference of any committee that is established. The terms of reference for each committee will include:

- Purpose and role
- Nature of the committee (standing Board Sub-committee, ad hoc Board Committee, ad hoc Working Group or on-going Advisory Body)
- Life span or time frame of operation
- Membership and chairing
- Meeting frequency
- Decision making processes and inclusion of non-voting members
- Powers delegated by The Boards and limits to authority
- Policies and procedures
- Reporting requirements
- Time frame for review of terms of reference

All members of any committee will be required to adhere to the policies and procedures of the organisation.

All members of any committee will be provided with a copy of the Conflict of Interest, Code of Ethics and Conduct, Privacy Policy and Confidentiality Policy. Members will be required to sign an agreement to abide by these policies.

The Boards Sub-committees

The Boards will have the following standing committees – Risk, Finance.

Discontinuation and dismissal of committees

Committees may only be discontinued or dismissed by formal resolution of The Boards. Ad hoc committees shall be dismissed once they have completed their work and reported to The Boards.

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Documentation

Documents related to this policy	
Related policies	Q218a - Finance Terms of Reference Q218b - Risk Management Terms of Reference