



JUMBUNNA COMMUNITY PRESCHOOL AND EARLY INTERVENTION CENTRE INC.

St 6p

COMMITTEES, SUB COMMITTEES AND ADVISORY BODIES

Applies to: Board/Management Committee members

Specific responsibility: Board/Management Committee

Version: 1

Date approved: 9 Sept 2014

Policy context: This policy relates to

Standards or other external requirements	NDIS Practice Standards
Legislation or other requirements	Disability Services Act
Contractual obligations	National Disability Insurance Agency

POLICY STATEMENT

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

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

- Providing management and scrutiny of specific areas of the organisation's business through delegated authority from the Management Committee. Such committees will be established as formal Sub-Committees of the Management Committee.
- 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 Management Committee. In particular, this will be in relation to risk management, contractual and legal obligations, industrial issues, employer responsibilities and financial management.
- Reporting to the Management Committee on compliance issues. To ensure that the Board/Management Committee 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.

PROCEDURES

Establishment of committees

The Management Committee delegate the establishment of Sub-committee to the General Manager.

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 made aware of the Conflict of Interest, Code of Ethics and Conduct, Privacy Policy and Confidentiality Policy.

Board/Management Committee Sub-committees

The Board/Management Committee will have the following Sub-committees:

- The Individual Sub-Committees may not:
 - Make decisions on any other matter
 - Make decisions that are binding on the Management Committee
 - Direct or delegate tasks to any staff unless General Manager has specifically agreed to such delegations

Discontinuation and dismissal of committees

Committees may only be discontinued or dismissed by formal resolution of the Management Committee.

Ad hoc committees shall be dismissed once they have completed their work and reported to the Management Committee.

DOCUMENTATION

Documents related to this policy	
Related policies	Conflict of Interest, Code of Ethics and Conduct, Privacy Policy Confidentiality Policy
Forms, record keeping or other organisational documents	

Policy Name:	Committees, Sub Committees & Advisory Bodies	Policy Number:	
Date Approved:	24 August 2023	Approved By:	Board of Management
Date Issued:	31 August 2023	Review Date:	30 June 2025
Version 1.5	This version of the policy was approved 24 August 2023 and replaces the version approved 28 July 2022.		