OPERATION OF SUBCOMMITTEES

POLICY NUMBER: NDIS GOV 4

INTENT

The purpose of this policy is to set out the requirements of Subcommittees when it is considered to be appropriate for specific business of the Management Committee to be delegated.

DEFINITION

*A **Subcommittee** is a committee appointed by a governing committee to address a specific issue.*

POLICY STATEMENTS

- The Management Committee endorses the use of Subcommittees to support the Management Committee in meeting their obligations and commitments.
- The Management Committee will authorise the establishment of any Subcommittee and delegate responsibility for specific activities.
- The Management Committee may appoint a Subcommittee which may include members of the Association considered appropriate by the Committee to help with the conduct of the Associations operations.
- All Subcommittees will operate within the Terms of Reference of Subcommittees which is an Appendix to this policy.
- Subcommittees may be either long term or short term as determined by the Management Committee.

PROCEDURES

Appointment to a Subcommittee

- At the Management Committee meeting following the Annual General Meeting, the members of Subcommittees will be appointed.
- The majority of appointments to Subcommittees will be members of the Management Committee and may include a staff member and one or more members of the Association as appropriate.

Appointment of Non-Management Committee Members

- Suitably qualified people who are not members of the Management Committee may be appointed to a Subcommittee.
- If a member appointed to Subcommittee is not a member of the Management Committee, the appointed member must be a member of the Association.
- A member of the Subcommittee who is not a member of the Management Committee is not entitled to vote at a Management Committee meeting.
- As soon as possible after appointment to a Subcommittee, a member of a Subcommittee who is not a member of the Management Committee must attend an Induction with an Executive member of the Management Committee.
- The Induction will include information about Real Living Options Association Inc Service Principles, Governance policies, Terms of Reference of Subcommittees as well as any information relevant to the role of the person in a Subcommittee.
- The Subcommittee member must sign the relevant Code of Conduct and Confidentiality Agreement and provide contact details for the records of the Association.

Meetings of Subcommittees

- A Subcommittee may elect a chairperson for its meetings.
- If a Chairperson is not elected, or if the Chairperson is not present within 10 minutes after the time fixed for a meeting, the members present may choose 1 of their number to be chairperson of the meeting.
- A Subcommittee may meet and adjourn as it considers appropriate.
- A question arising at a Subcommittee meeting is to be decided by a majority vote of the members present at the meeting and, if the votes are equal, the question is decided in the negative.
- All meetings of a Subcommittee will be recorded. Each Subcommittee will appoint a note taker.
- All decisions/recommendations and business of the Subcommittees must be tabled at the next meeting and ratified by the full Management Committee which ensures all decisions are legal and recorded in the Minutes of the Association.
- In instances where a Subcommittee is delegated responsibility to act e.g. Appointment of Staff, the decisions of the Subcommittee will be tabled at the next full Management Committee meeting.

Role of the General Manager

The General Manager is the staff member who will be responsible for and approve any negotiations with external agencies and/or media.

DELEGATIONS

The Management Committee

- Appoint members to Subcommittees.
- Ensure that Subcommittees are run correctly, and all business is reported to the Management Committee at the next monthly meeting for ratification.

President

- Undertake and/or approve negotiations with external agencies.

General Manager

- Be available to be appointed as a member of Subcommittees.
- Undertake and/or approve negotiations with external agencies.

RELATED DOCUMENTATION

Management Committee Minutes.
Governance of Policy and Procedures.
Terms of Reference for Subcommittees (Appendix 1 attached).

REFERENCES

Constitution of Real Living Options Association Inc.
Association Incorporation Act 1981.
NDIS Practice Standards and Quality Indicators.

AMENDMENTS/REVIEWS

Amended 13/09/2012.
Amended 02/10/2014.
Amended 28/06/2018.
Amended 30/08/2018.

Amended 25/06/2020.

Amended 01/06/2023.

Amended 14/05/2026.

Terms of Reference for Subcommittees

The Constitution of the Association states in relation to Subcommittees:
Clause 27

(1) The Management Committee may appoint a subcommittee consisting of members of the association considered appropriate by the committee to help with the conduct of the operation of the Association.
(2) The Management Committee may delegate any of its powers to a subcommittee consisting of such members of the association as the management committee thinks fit. Any subcommittee so formed shall in the exercise of the powers so delegated conform to any regulation that may be imposed on it by the Management Committee.
(3) A member of the subcommittee who is not a member of the Management Committee is not entitled to vote at a Management Committee meeting.
(4) A subcommittee may elect a chairperson of its meetings.
(5) If a chairperson is not elected, or if the chairperson is not present within 10 minutes after the time fixed for a meeting, the members present may choose 1 of their number to be chairperson of the meeting.
(6) A subcommittee may meet and adjourn as it considers appropriate.
(7) A question arising at a subcommittee meeting is to be decided by a majority vote of the members present at the meeting and, if the votes are equal, the question is decided in the negative.

The purpose of Subcommittees: The purpose of Subcommittees is to assist the Management Committee in undertaking a range of functions and to be a working group to undertake work on behalf of the Management Committee.

The Management Committee will decide on the number and activities of each Subcommittee. Each Subcommittee is to undertake work on behalf of the Management Committee as delegated.

The Management Committee may appoint members of the Management Committee and/or members of the Association as considered appropriate and suitably qualified to Subcommittees in line with the Terms of Reference of Subcommittees and the needs of the Association.

Term of Appointment: Subcommittees will generally be appointed at the Management Committee meeting following the Annual General Meeting for a one (1) year term.

Membership of Subcommittees: Each Subcommittee shall comprise up to 4 members of the Management Committee. The General Manager and or another staff member may be appointed as a member of a Subcommittee. The Subcommittee may have delegated authority to co-opt an additional suitably qualified person/s to the Subcommittee for a specific purpose.

All members appointed to a Subcommittee should be familiar with this Terms of Reference of Subcommittees.

The Management Committee may appoint a suitably qualified person who is not a member of the Management Committee to a Subcommittee. Clause 27 (2) of the Constitution applies, and the following requirements will be met:

The General Manager and Staff members may be appointed to Subcommittees in an advisory role as required.

- The Subcommittee member must sign the relevant Code of Conduct and provide contact details for the records of the Association.
- Should a Subcommittee member be required to stand down another member of the Management Committee can be appointed to fill the vacancy for that particular matter.
- Should the matter be of some urgency the two other members of the Subcommittee have authority to seek out the replacement. If the matter is not urgent a replacement will be appointed at the next Management Committee meeting.

Accountability: All members of Subcommittees are accountable to the Management Committee.

Subcommittees may make recommendations to the Management Committee but may not make management decisions on behalf of the Management Committee unless specifically delegated that authority and stated in the Subcommittee Terms of Reference.

Recommendations will be made at the next Management Committee meeting.

In undertaking the work of a Subcommittee, any negotiations with external agencies and /or organisations or media will be undertaken by the General Manager or the President.

Meetings: Meetings of each Subcommittee will be according to the Terms of the Subcommittee and/or as required by the Management Committee.

The following roles and responsibilities apply to members of a Subcommittee:

- To make recommendations to the Management Committee on the matter delegated to the Subcommittee.
- To appoint a member of the Subcommittee to chair the Subcommittee.
- To appoint a member of the Subcommittee to be a note taker of the meeting.
- The Chair/Delegate member of the Subcommittee is to ensure the Minutes and/or recommendations, whichever is appropriate, are taken to the next Management. Committee meeting to be ratified.
- To declare a conflict of interest and temporarily stand down from the Subcommittee if the matter before the Committee involves them in a compromising way, in accordance with policy GOV 18 Conflict of Interest.

Meetings will be held as required at the request of the Management Committee and/or General Manager.

The purpose, membership and responsibilities of each Subcommittee as set out below.

FINANCE SUBCOMMITTEE

Purpose: The purpose of the Finance Sub-committee is to monitor and review the following:

- The effectiveness and efficiency of the Association's financial plans and budgets, financial systems, processes/procedures, internal controls, financial performance, financial viability and sustainability.
- The Policies, delegations and other instructions of the Association in relation to finance.
- Consider long term strategies for growth and sustainability in relation to the financial viability of the Association.

Membership: The Finance Subcommittee will consist of members of the Management Committee who have skills in finance and shall be comprised of the Treasurer, President,

General Manager, Finance Officer and any other person/s who has an interest and skills in finance.

Delegated Authority: The Finance Subcommittee is delegated authority to create, sub-divide, categorize, reallocate, rename, delete or otherwise deal with the structure, naming and/or use of accounts within the overall structure of the Management Committee approved Chart of Accounts and Management Committee approved accounting software system.

Meetings: Meetings of the Finance Subcommittee will be held quarterly following the end of the quarter e.g. July, October, January, April. However, the Finance Subcommittee may meet at the request of the General Manager and/or Management Committee and/or any member of the Finance Subcommittee.

Materials for Finance Subcommittee meetings will be provided in either hard copy or electronically prior to the meeting. An Agenda will be provided to the meeting.

The Finance Officer will record decisions and produce a "Finance Subcommittee Meeting Action Planner" which will be presented by the Treasurer at the next Management Committee meeting.

Role and Responsibilities: Consider and where appropriate make comments and/or recommendation to the Management Committee on the following:

- The impact of all accounting and finance changes.
- All changes to accounting and finance internal controls, hardware and software systems.
- Changes to the Chart of Accounts, financial reporting formats and layouts.
- Monitor and review the effectiveness and efficiency of the financial plans and budgets.
- Monitor and review the finances and expenditure of the Association and may, at the discretion of the General Manager include individual funding packages.
- Monitor systems, processes/procedures, internal controls, financial performance, financial viability and sustainability of the Association.
- Monitor purchase of equipment and assets.
- Make recommendations on applications for funding.
- Monitor transfers of money within the budget.
- Review and make recommendation on investments.

- Monitor the policies, delegations and other instructions in relation to finance.
- Consider long term strategies for growth and sustainability in relation to the financial viability of the Association.
- Review and make recommendations on any matter referred to the Finance Subcommittee by the Management Committee.
- Make reports and recommendations to the Management Committee on any matter concerning finance.
- Report all actions to the Management Committee to be ratified at the next monthly meeting following the Finance Subcommittee meeting.
- Maintain a Finance Subcommittee Action Planner of the discussions of each meeting and review at the next meeting.

Reporting: The Treasurer will report the recommendations from the Finance Subcommittee to the Management Committee meeting.

The Management Committee will consider the recommendations from the Finance Subcommittee and approve and ratify or reject these recommendations

RESOURCE SUBCOMMITTEE

Purpose: The purpose of the Resource Sub-committee is the following:

- To provide support to the General Manager in an advisory capacity on the day to day operations or issues relating to service delivery.
- To meet at the request of the Management Committee and/ or the General Manager on matters relating to the governance/management of the Service.

Membership: The Resource Subcommittee shall be comprised of people with experience relevant to the situation to be addressed. One Management Committee member and the General Manager will be appointed. Additional members with relevant skills and knowledge according to the issues will be co-opted to this Subcommittee or on the recommendation of the General Manager

Support may be face to face or by telephone depending on the circumstances. These issues may be operational and/or related to a Participant which may not be appropriate for a full discussion to be held at the Management Committee meeting.

Meetings: Meetings of the Resource Subcommittee will be held at the request of the General Manager as required and deemed necessary. Meetings may be held at a venue other than the offices of the Association.

Reporting: Due to the nature of the work of the Resource Subcommittee, the report to the Management Committee may be of a general nature. If the Resource Subcommittee is undertaking work relevant to the governance or management of the Association, a full report and/or recommendation must be provided to the Management Committee.

POLICY SUBCOMMITTEE

Purpose: The purpose of the Policy Sub Committee is to:

- Ensure the Management Committee has policies and procedures in place to guide the operation of the Service in a legal and ethical manner.
- To review policy/s and provide input for improvement .
- Identify that additional Policy/s may be developed in accordance with the requirements of new or changed legislation or industrial awards and will report to the Management Committee and a nominated person will be appointed to draft the policy. The need for additional Policy will generally be identified by the General Manager.
- Review Policy/s in accordance with review dates recorded in the Policy Register, unless there are specific circumstances whereby a Policy/s needs to be reviewed prior to the review date.
- Provide assistance to the General Manager as appropriate in relation to policy development.

Membership: Membership of the Policy Subcommittee will be comprised of the General Manager and 3 or more Members of the Management Committee who have an interest and understanding relating to policy. The President may wish to be included on this Subcommittee.

Meetings: Meetings of the Policy Subcommittee will be held as required by the Management Committee or at the request of the General Manager. Dates for meetings will generally be set at or following a Management Committee meeting.

Reporting: The Subcommittee will request the General Manager to ensure that hard or electronic copies of the reviewed Policy/s are provided to all members of the Management Committee to peruse prior to the next meeting of the Management Committee for approval and ratification or rejection at the Management Committee meeting.

MARKETING SUBCOMMITTEE

Purpose: The purpose of the Marketing Subcommittee is the following:

- To undertake training as appropriate to increase the knowledge and understanding of marketing.
- To meet to collectively consider the options available to raise the profile of the Association in the local area.
- Research and provide information and make recommendations to the Management Committee relating to marketing and or fundraising.

Membership: Membership of the Marketing Subcommittee will be comprised up to 3 Members of the Management Committee who have experience, knowledge and concern regarding marketing and fundraising. The Subcommittee will also include the General Manager. In addition, a suitably qualified person who is not a member of the Management Committee may be recruited by the Management Committee to this Subcommittee.

Role and Responsibilities:

- Undertake training relating to marketing where appropriate.
- Research opportunities for Marketing and/or fundraising.
- Develop a Marketing Plan of action to be presented to the Management Committee for discussion and decisions which should be reviewed annually.
- Provide advice to the Management Committee of opportunities which can assist in promoting the Association and its service delivery.

Meetings: Meetings will be held as directed or required by the Management Committee and/or General Manager or a member of the Marketing Subcommittee.

Reporting: A member of the Marketing Subcommittee will report and make recommendations to the Management Committee at the Management Committee meeting following the Subcommittee meeting.

STRATEGIC PLANNING SUBCOMMITTEE

The purpose of the Strategic Planning Subcommittee may be, but not limited to, any one or more of the following:

- Identify and plan in line with the Strategic Plan some strategies which may lead to specific areas of development to meet unmet need within the Association.
- Undertake as appropriate and to identify as directed by the Management Committee areas of strategic growth and development within the Association.
- Research and provide information and make recommendations to the Management Committee relating to initiatives which may be undertaken.
- Identify funding opportunities relative to the development of the Service.
- Consider the options available to raise the profile of the Association in the local area.

Membership: Membership of the Strategic Planning Subcommittee will be comprised of Members of the Management Committee who have interest, experience and/or knowledge and concern regarding strategic and business planning. The General Manager will be an integral member of the Subcommittee. The Management Committee may approve the recruitment of suitably qualified members to assist in this Subcommittee.

Role and Responsibilities:

- Research opportunities for development within the Service and/or the community activities.
- Research opportunities for additional funding.
- Develop a plan of action to be presented to the Management Committee regarding work being carried out and outcomes expected.
- Provide advice to the Management Committee, of opportunities which can assist in developing service delivery and promoting the Association and its operation.

Meetings: Meetings will be held as required by the Management Committee and/or General Manager or a member of the Subcommittee.

Reporting: A member of the Subcommittee will report activities and opportunities and make recommendations to the Management Committee at the Management Committee meeting as appropriate or following the Subcommittee meeting.

SOCIAL SUBCOMMITTEE

Purpose: The purpose of the Social Subcommittee is to support the Management Committee by planning, coordinating, and promoting social activities and events that enhance engagement, inclusion, and community connection for participants, staff, and the broader Association. This may include, but is not limited to:

- Planning and coordinating social events and activities for participants and/or staff.
- Supporting opportunities for community inclusion and participation.
- Identifying activities that promote wellbeing, connection, and enjoyment.
- Assisting in the promotion of events and activities within the Association.
- Exploring opportunities to collaborate with community groups and organisations.

Membership: Membership of the Social Subcommittee will comprise: Members of the Management Committee with an interest in social engagement and community activities. The General Manager, or delegate, as an integral member of the Subcommittee. The Management Committee may approve the appointment of additional suitably qualified persons, including staff or community members, to assist the Subcommittee where appropriate.

Roles and Responsibilities: The Subcommittee is responsible for:

- Planning and organising social activities and events.
- Identifying opportunities to enhance participant and staff engagement.
- Considering accessibility and inclusion in all planned activities.
- Developing and presenting plans of activities to the Management Committee, including expected outcomes and any resource requirements.
- Providing advice and recommendations to the Management Committee in relation to social initiatives and engagement opportunities.

Meetings: Meetings will be held as required, at the request of the Management Committee, General Manager, or a member of the Subcommittee.

Reporting: The Subcommittee will report to the Management Committee. A nominated member will provide updates on activities, outcomes, and recommendations at Management Committee meetings as appropriate.

GRIEVANCE SUBCOMMITTEE

Purpose: The purpose of the Grievance Subcommittee is to support the Management Committee by ensuring that complaints, concerns, and grievances are managed in a fair, timely, and transparent manner, consistent with the Association's policies, procedures, and applicable legislation. The Subcommittee will operate in alignment with the NDIS Practice Standards, including requirements relating to complaints management and resolution. Members must declare any actual or perceived conflicts of interest, including any pecuniary (financial) interest, and remove themselves from related discussions. This may include, but is not limited to:

- Reviewing grievances and complaints escalated to the Management Committee.
- Ensuring procedural fairness and natural justice in the handling of grievances.
- Monitoring trends in complaints to identify opportunities for improvement.
- Providing recommendations to the Management Committee to improve systems, practices, and service delivery.
- Supporting a culture of open communication and continuous improvement.

Membership: Membership of the Grievance Subcommittee will comprise: Members of the Management Committee with appropriate skills, experience, or knowledge in governance, complaints handling, or human resources. The General Manager, or delegate, as an integral member of the Subcommittee, unless there is a conflict of interest. The Management Committee may approve the appointment of additional suitably qualified persons to assist the Subcommittee where required.

Roles and Responsibilities: The Subcommittee is responsible for:

- Reviewing grievances and complaints referred by the Management Committee.
- Ensuring grievances are managed in accordance with organisational policies and relevant legislative requirements.
- Maintaining confidentiality and respecting the privacy of all parties involved.
- Identifying any risks, systemic issues, or areas for improvement arising from grievances.
- Providing advice and recommendations to the Management Committee regarding outcomes and improvements.

Meetings: Meetings will be held as required, at the request of the Management Committee, General Manager (where appropriate), or a member of the Subcommittee.

Reporting: The Subcommittee will report to the Management Committee. A nominated member will provide updates on matters considered, outcomes, and recommendations, ensuring confidentiality is maintained at all times.