

**G-12**

## Establishment of Committees

### DOCUMENT CONTROL

Policy No: G-12	Approved by: Outback Communities Authority	Version: 2
Contact person: B. Honan	Date approved: 4 April 2012	Status: Current
Contact number: 8648 5972	Next review date: March 2013	Objective ID: A1346388

**REVISION RECORD**

<b>Date</b>	<b>Version</b>	<b>Revision description</b>
4 April 2012	2	Reviewed and approved policy.
10 March 2011	1	New policy developed and approved.
3 August 2010	1	OCA adopted existing OACDT policies, noting a review of all policies is required.

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## **1. ADOPTION**

This policy was adopted by the Outback Communities Authority (“the OCA”) on 4 April 2012.

## **2. TITLE**

Establishment of Committees.

## **3. POLICY STATEMENT**

The OCA recognises that in some instances there may be a requirement to establish committees to assist in the performance of its function.

## **4. PURPOSE**

The purpose of this policy is to provide guidance to the OCA members with respect to the establishment of committees that will assist the OCA in performing its functions as set out in the *Outback Communities (Administration and Management) Act 2009*.

## **5. SCOPE**

This policy applies to all serving OCA members throughout the duration of their term of office.

## **6. POLICY DETAILS**

### **6.1 Legislation**

The establishment of committees is set out in Section 11 of the *Outback Communities (Administration and Management) Act 2009*.

The OCA may establish committees to assist it in the performance of its functions.

### **6.2 Membership**

Membership of a committee may consist of existing OCA members, OCA staff, or other persons who are not members of the OCA, such as community representatives, or State agency employees.

The provisions of the *Public Sector (Honesty and Accountability) Act 1995* relating to the duties of advisory body members (section 11 to 14 inclusive) will apply to members of a committee.

### **6.3 Procedures**

Subject to the direction by the OCA, a committee may determine its own procedures and will report to the OCA on a regular basis as determined when establishing the committee.

The term of a committee will be determined by the OCA or determined by outcomes to be achieved.

## **7. OTHER RELEVANT DOCUMENTS**

The following documents are to be read in conjunction with this policy:

- OCA Member Code of Conduct Policy – G-01
- OCA Member Conflict of Interest – G-07.

## **8. AVAILABILITY OF THE POLICY**

Members of the public may inspect a copy of the policy, without charge, at the offices of the OCA during office hours, and may obtain a copy for a fee fixed by the OCA. The policy is also available from the OCA's website: [www.oca.sa.gov.au](http://www.oca.sa.gov.au).

## **9. REVIEW OF THE POLICY**

The OCA will review this policy on an annual basis to ensure that the principle of open governance is being applied in a proper manner.

The next scheduled review is due to occur in March 2013.

## **10. OCA CONTACT PERSON**

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