

**Governance**  
**HACC Standards 3**  
**Review Date June 2011**

**Policy Number: G2**  
**Number of pages: 2**  
**Attachments: 1**

## **POLICY REGISTER**

### **Subject: Advisory Committees**

#### **Primary Responsibility:**

Board and Executive Officer

#### **Policy Statement**

WSCF recognises the value of the skills and experience of people outside the Board in the planning of project activities. It also recognises the need for clarity in relation to the roles and responsibilities of members of Advisory Committees.

#### **Procedure**

- The Board may from time to time appoint Advisory Committees to assist in the planning of project activities.
- The Board will provide each Advisory Committee with Terms of Reference detailing the authorities and powers delegated as well as the anticipated life span of the Committee.
- Advisory Committees will be chaired by a member of the Board or their nominee who will provide a link between the Committee and the Board.
- Advisory Committees will be comprised of interested individuals or agencies with expertise of relevance to the project. People or agencies wishing to participate in Advisory Committees will be required to become members or associate members of the Association.
- Representatives of funding bodies may be invited to participate in Advisory Committees on an observer basis.
- Advisory Committee may co-opt individuals with expertise to participate as non-voting members.

- All Advisory Committee members will be required to adhere to the Policies and Procedures of WSCF. The Executive Officer will ensure relevant WSCF Policies and Procedures are made available to Committee members.
- All Advisory Committee members will be provided with a copy of the Conflict of Interest Policy, Code of Practice Policy, and Privacy and Confidentiality Policy. Members will be asked to sign a Confidentiality Agreement.
- The Advisory Committee will provide regular reports to the Board on progress and any issues requiring Board discussion or decision.

**Adopted by the Board on: 02/06/2009**

### ***CROSS REFERENCE***

- Constitution
- O2 Statement of Purpose
- G1 Roles and Responsibilities of Board Members
- G3 Accountability to the Board
- PS5 Complaints Policy

# **TERMS OF REFERENCE**

## **\*\*\*\*\* ADVISORY COMMITTEE**

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- Western Sydney Community Forum is the legal entity responsible for the effective, efficient and appropriate management of services provided by the \*\*\*\*\* Project.
- The \*\*\* Advisory Committee shall be chaired by \*\*\*\*\* or their nominee.
- These Terms of Reference are effective from \*\*\*\* to \*\*\*\*\*. At the completion of this period the Terms of Reference will be reviewed by the Board of Western Sydney Community Forum.
- Advisory Committee members will be required to and become members of the Association.
- Representatives from Funding Bodies may only participate as observers on Advisory Committees as constitutionally they are not able to be members of the Association.
- The Board of Western Sydney Community Forum has delegated the following authorities and powers to the \*\*\* Advisory Committee:
  - Participation in the planning of activities undertaken by the \*\*\* Project.
  - Participation in Recruitment Panels for project staff. WSCF retains all employer obligations in relation to project staff.
  - Making recommendations to the Executive Officer or Board in relation to the future direction of projects, including proposals for seeking further funding.
  - Making recommendations to the Executive Officer or Board in relation to budget allocations.
  - Input into the review of Policies and Procedures of the Association particularly those that impact on the \*\*\*\*\* Project.
- The establishment and maintenance of relationships with funding bodies remains the responsibility of the Board of Western Sydney Community Forum or their delegated representative.
- Advisory Committees or individual members may seek to meet with the Executive Officer or members of the Board to discuss any issue of concern at any time.