



## **AUSTRALIAN DENTAL ASSOCIATION VICTORIAN BRANCH**

### **BY-LAW 6**

#### **COMPOSITION AND OBJECTS OF STANDING COMMITTEES**

#### **1. INTERPRETATION**

Unless inconsistent with the context or subject matter

- (1) "Member", for the purposes of this By-Law, means any Member or former Member of the Branch or the estate or personal representative(s) of any such Member or former Member;
- (2) "Panel Law Firm" means those law firms that are engaged by the Insurer for the Indemnity Scheme
- (3) Words and expressions defined in Rules of the Branch shall be given the same meaning in this By-Law.

#### **GOVERNANCE**

#### **2. CONSTITUTION AND POLICY COMMITTEE (CPC)**

##### (1) Composition

The Constitution and Policy Committee shall consist of four to five Members of the Branch, at least two of whom shall be members of the Branch Council; one of the Councillors shall be the Chair.

##### (2) Objects

The Constitution Committee objects shall be

- (a) to advise the Branch Council on matters related to the Branch Rules, By-Laws and Branch Policy Statements;
- (b) to advise the Branch Council on matters referred to the Committee by Chief Executive Officer and the Branch Council, and
- (c) to update the
  - (i) Constitution History
  - (ii) By-Laws Contents
  - (iii) Branch Policy Statements Index, and
  - (iv) Powers and Delegations Register.

### **3. DISPUTES AND ETHICS COMMITTEE (DEC)**

#### **(1) Composition**

- (a) The Disputes and Ethics Committee shall consist of five to seven Members of the Branch, and shall include at least two members of the Branch Council.
- (b) The Chair and the Vice-Chair shall be members of the Branch Council.
- (c) Members appointed to the Disputes and Ethics Committee may not concurrently be members of the Defence Committee.
- (d) The President of the Branch shall not be a member of the Disputes and Ethics Committee.

#### **(2) Objects**

The Disputes and Ethics Committee objects shall be

- (a) to conduct investigations into disputes and ethical complaints in accordance with Rules 92 and 93 and By-Laws 2 and 3;
- (b) to make recommendations to the Branch Council regarding the implementation of By-Laws 2 and 3; and
- (c) to deal with any matters which are referred to the Disputes and Ethics Committee by the Branch Council.

### **4. FINANCE, RISK AND AUDIT COMMITTEE (FRAC)**

#### **(1) Composition**

- (a) The Finance, Risk and Audit Committee shall comprise six to eight members being:
  - (i) at least three Branch Councillors;
  - (ii) at least one Branch Member who is not a Branch Councillor; and
  - (iii) any other persons as determined by the Branch Council.
- (b) The Chair and the Vice-Chair shall be members of the Branch Council.
- (c) The President of the Branch shall not be a member of the Finance, Risk and Audit Committee.

#### **(2) Objects**

The Finance, Risk and Audit Committee objects shall be

- (a) assist the Branch Council in discharging its responsibilities for financial reporting, maintaining a system of internal controls including risk management;

- (b) ensure the Branch complies with its financial reporting and related obligations under the Act;
  - (c) be responsible for conducting confidential directors' audits;
  - (d) meet at least quarterly; and
  - (e) deal with any matters which are referred to it by the Branch Council.
- (3) Chair's Role
- (a) co-authorise payments made by the Branch Council.

### **ADVISORY**

#### **5. BENEVOLENT FUND ADVISORY COMMITTEE (BFAC)**

(1) Composition

- (a) The Benevolent Fund Advisory Committee shall consist of five members of the Branch, including the Immediate Past President

(2) Objects

The Benevolent Fund Advisory Committee objects shall be

(a) render financial assistance and advice, in cases of hardship, to any Member or former Member of the Branch and to the dependents of any Member, former Member or deceased Member of the Branch.

- (a) investigate all cases and matters in which assistance is sought from the Benevolent Fund or which are referred to the Committee by the Branch Council or otherwise and shall have the power to grant or refuse monetary or other assistance to any applicant;
- (b) inform the Branch Council about any other matters relevant to the Benevolent Fund as the Committee from time to time deems necessary.

(3) Administration of the Benevolent Fund

- (a) The Advisory Committee shall meet as needed, and meetings shall be convened when summoned by the Chair or by any two members of the Committee;
- (b) At the time that the annual subscription notices are rendered to Members, the Advisory Committee may recommend an appeal to Members for contributions to the Benevolent Fund and, with the approval of the Branch Council, may make appeals to Members at other times or take other measures to increase the assets of the Fund;
- (c) Contributions to the Fund shall be voluntary and may be made at any time;

- (d) The Chief Executive Officer shall cause proper financial records to be kept;
- (e) The Advisory Committee shall report to the Branch Council at least annually, and the CEO shall also provide reports on the Fund's administration and finances.

## **6. CONTINUING PROFESSIONAL DEVELOPMENT COMMITTEE (CPDC)**

### (1) Composition

- (a) The Continuing Professional Development (CPD) Committee shall consist of nine to eleven members, two of whom shall be dentist members of the Recent Graduates and Students Committee.

### (2) Objects

The Continuing Professional Development Committee objects shall be

- (a) to advise on matters encouraging Members to participate regularly in continuing professional development activities, to assist their compliance with the CPD Registration Standard of the Dental Board of Australia;
- (b) to advise and assist the Branch in the provision of regular, high quality and relevant continuing professional development activities for the Members of the Branch and, as the Branch Council approves, for allied dental personnel and other bodies;
- (c) to maintain liaison with other continuing professional development organisations;
- (d) to monitor and report to the Branch Council on matters related to the Dental Board of Australia's CPD Registration Standard;
- (e) to inform the Branch Council about any other matters relevant to continuing professional development as the Committee from time to time deems necessary;
- (f) to deal with any other matters, which may be referred to the CPD Committee by the Branch Council;
- (g) to review and recommend books, journals, videos and other relevant information resources for Members of the Branch.

## **7. DEFENCE ADVISORY COMMITTEE (DAC)**

### (1) Composition

- (a) The Defence Advisory Committee shall consist of five to seven Members of the Branch.
- (b) Members appointed to the Defence Advisory Committee may not concurrently be members of the Disputes and Ethics Committee.

- (c) In addition to the appointed members, the Defence Advisory Committee may invite
  - (i) a representative of the Australian Dental Association Tasmanian Branch Incorporated, who shall attend those parts of meetings and receive minutes of cases relevant to that Branch;
  - (ii) representatives of the Indemnity Scheme Insurer to attend those parts of meetings and receive minutes of cases relevant to their organisation;
  - (iii) Panel Law Firm representatives are to attend those parts of meetings and receive minutes of cases relevant to the Indemnity Scheme they represent; and
  - (iv) experts in particular areas of dentistry, who would not receive minutes or know the identity of those involved in the cases on which their expertise is sought, to attend those parts of meetings relevant to their expertise.

## (2) Objects

The Defence Advisory Committee objects shall be

- (a) support and protect the rightful interests of Members of the Branch and Australian Dental Association Tasmanian Branch Incorporated in Indemnity matters;
- (b) provide clinical input and recommendations to Panel Law Firms and the Indemnity Scheme Insurer in the management of claims under the negotiated terms of the Indemnity Scheme;
- (c) inform the Branch Council about any other matters relevant to defence and professional indemnity as the Committee from time to time deems necessary; and
- (d) deal with any other matters, which are referred to the Defence Advisory Committee by the Branch Council.

## 8. HONOURS AND AWARDS COMMITTEE (HAC)

### (1) Composition

The Honours and Awards Committee shall consist of three to five Members of the Branch, the majority of whom shall be Past Presidents of the Branch.

### (2) Objects

The Honours and Awards Committee objects shall be

- (a) be responsible for making recommendations for Awards both internal and external to the Branch to persons considered to have made outstanding contributions to the Branch and/or the profession; and
- (b) prepare and maintain:

- (i) records of citations for Branch Awards;
  - (ii) a register of recipients of Branch Awards; and
  - (iii) a register of Branch Members who have received external Awards.
- (3) The Honours and Awards Committee shall only consider written submissions from those proposing the nominations. The Committee may confidentially consult others to provide information which may assist the Committee to fulfil its objects.
- (4) The Honours and Awards Committee shall keep complete minutes of its meetings. Such minutes will be restricted to the members of the Committee and shall be kept securely at the Branch Office.
- (5) The Chair of the Honours and Awards Committee, with respect to Branch Awards, shall be responsible, in conjunction with Branch staff, for the drafting of appropriate citations and will usually read them during the formal presentation.

## **9. ORAL HEALTH COMMITTEE (OHC)**

### **(1) Composition**

- (a) The Oral Health Committee shall consist of eight to ten Members of the Branch
- (b) In addition to the members of the Committee, nominees of each of Dental Health Services Victoria, Oral Health Association of Australia (or equivalent bodies) may, by invitation, participate as non-voting observers of the Oral Health Committee meetings.

### **(2) Objects**

The Oral Health Committee objects shall be

- (a) to disseminate to the public, and the dental profession, knowledge relating to the maintenance of oral health and the prevention of dental disease;
- (b) to make recommendations to the Branch Council on any measures which may in the opinion of the Oral Health Committee be calculated to improve the standard of public dental health;
- (c) to inform the Branch Council about any other matters relevant to oral health as the Committee from time to time deems necessary;
- (d) to maintain liaison with other oral health committees or groups; and
- (e) deal with any other matters which are referred to the Oral Health Committee by the Branch Council.

**10. PPF ADVISORY COMMITTEE (PPF PAC)****(1) Composition**

- (a) The PPF Advisory Committee (PPF PAC) shall consist of five to nine Members of the Branch, all of who are members of the historic Professional Provident Fund (in accordance with superannuation laws).
- (b) The ADAVB CEO will arrange all necessary secretariat support for the operation of the committee and its relationship with fund service providers.

**(2) Objects**

The PPF Advisory Committee objects shall be

- (a) represent the interests of the members of the historic Professional Provident Fund;
- (b) advise the Branch Council on all matters related to the operation of the historic Professional Provident Fund;
- (c) act on behalf of the Branch Council under a general delegation to undertake all necessary liaison with Fund Advisor, and all other service providers to the Fund, such delegation to involve the usual reporting to the Branch Council on an annual basis on action taken and issues requiring attention; and
- (e) review the performance of the Fund Advisor and Manager. Such matters will include fund performance, structure, operations, compliance and communications and marketing to members and prospective members, along with any other matters affecting operation of the Fund.

**11. PUBLIC DENTISTRY COMMITTEE (PDC)****(1) Composition**

The Public Dentistry Committee shall consist of six to eight Members of the Branch, the majority of whom shall be public sector practitioners.

**(2) Objects**

The Public Dentistry Committee objects shall be to advise the Branch Council on

- (a) public dental policy, programmes and needs;
- (b) public sector dentists participation in the ADA; and
- (c) public sector dentists working conditions and remuneration.

## **12. RECENT GRADUATES AND STUDENTS COMMITTEE (RGSC)**

### **(1) Composition**

The Recent Graduates and Students Committee shall consist of ten to twelve Members of the Branch, as follows;

- (a) a penultimate year and final year dental student, undertaking a primary qualification to enable registration as a dentist, from each course conducted in any university in Victoria;
- (b) at least one from each of the next three years post-graduation; and
- (c) a recent graduate registered with AHPRA who doesn't qualify under clauses (a) and (b) above.

### **(2) Objects**

The Recent Graduates and Students Committee objects shall be

- (a) to advise the Branch Council on recent graduate and student matters;
- (b) to encourage participation by recent graduates in Branch activities;
- (c) to advise on membership recruitment and retention matters for recent graduates;
- (d) to facilitate the integration of new graduates into the dental profession;
- (e) to assist recent graduates and students;
- (f) to facilitate contact between the Branch and undergraduates;
- (g) to liaise with the Association's Recent Graduates Advisory Panel;
- (h) to advise the Branch Council on matters referred to the Committee by the Branch Council from time to time.

## **13 REMUNERATION AND APPOINTMENTS COMMITTEE (RAC)**

### **(1) Composition**

The Remuneration and Appointments Committee shall consist of the Branch Office Bearers and two other members.

### **(2) Objects**

The Remuneration and Appointments Committee objects shall be to

- (a) recommend appointment of the Chief Executive Officer;



- (b) review Chief Executive Officer remuneration;
- (c) recommend appointment of Finance, Risk and Audit Committee members;
- (d) recommend Standing Committee appointments; and
- (e) fill Standing Committee casual vacancies;
- (f) in line with Branch Council term conduct a biennial review of External Representatives of the Branch.

#### **14. SPORTS AND SOCIAL COMMITTEE (SSC)**

##### **(1) Composition**

The Sports and Social Committee shall consist of six to nine Members of the Branch.

##### **(2) Object**

The Sports and Social Committee object is to conduct sporting and/or social events on behalf of the Branch Council for Members of the Branch.

#### **15. THIRD PARTY COMMITTEE (TPC)**

##### **(1) Composition**

The Third Party Committee shall consist of seven to ten Members of the Branch.

##### **(2) Objects**

The Third Party Committee objects shall be

- (a) monitoring Third Party organisations including Dental Health Services Victoria, the Transport Accident Commission and Victorian WorkCover Authority on matters of concern to the dental profession in the administration of relevant legislation and Third-Party participation in dental treatment;
- (b) advise the Branch Council on matters related to corporatisation of dental practice and associated industries;
- (c) advise the Branch Council on matters related to Third Party participation in dental treatment; and
- (d) advise the Branch Council on matters referred to the Committee by the Branch Council .

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