



## HEALTH SERVICES ACT 1997

### HEALTH EDUCATION AND TRAINING INSTITUTE BY-LAWS

#### Part 1 – Preliminary

##### **1. Name of the By-laws**

These By-laws may be cited as the Health Education and Training Institute By-laws.

##### **2. Definitions**

Expressions used in these By-laws are defined in the Dictionary at the end of the By-laws.

##### **3. Making and Amendment of By-laws**

The Chief Executive may make, amend or repeal the Corporation's By-laws in accordance with the Act.

##### **4. Availability of By-laws**

- (1) The Chief Executive is to ensure that a current version of the By-laws, that incorporate all changes, is accessible to staff and the public.
- (2) The Chief Executive is to ensure amendments approved by the Secretary are promptly incorporated into the By-laws.

#### Part 2 - The seal

##### **5. The seal**

- (1) The seal of the Corporation is to be affixed only to documents on behalf of the Corporation when the Chief Executive signs such documents and the signature and sealing of the document are formally witnessed.
- (2) The Chief Executive is to ensure
  - (a) the safe custody of the seal of the Corporation;
  - (b) a Register is maintained, listing documents of the Corporation to which the seal is affixed.

#### Part 3 – Conduct of meetings of Committees or sub-Committees established by the By-laws

##### **6. Application of this Part**

The procedures set out in this Part 3 apply to any meeting, including a special meeting, of any Committee or sub-Committee provided for under these By-laws, and on this basis in this Part:

- (a) "Committee" means any such Committee or sub-Committee;
- (b) "participate" includes, in relation to a member, the right to vote.



## 7. Attendance

Any person may be invited to attend a meeting of a Committee.

## 8. Attendance from a remote location

- (1) A Committee may approve a member or invitee participating from a location other than the place where the meeting is being held.
- (2) Participation from another location may be by telephone, video or other electronic medium as is appropriate to the circumstances or the business being transacted.
- (3) A member participating from a remote location shall be regarded as being present at the meeting for the purposes of the calculation of a quorum, voting or any other similar matter required under these by-laws.
- (4) A Committee may determine a protocol or procedure for remote participation of members or other persons in its meetings.

## 9. Quorum

The quorum for any meeting is a majority of the appointed number of the members.

## 10. Voting

- (1) Only members of a Committee may vote at a meeting.
- (2) A decision supported by a majority of the votes cast at a meeting at which a quorum is present is to be the decision of the Committee.

## 11. Minutes

The member presiding at a meeting of a Committee is to ensure that minutes are kept of all meetings of the Committee.

## Part 4 – Committees of the Corporation

### 12. Establishment of Committees generally

- (1) The Corporation is to establish the following committees:
  - (a) Audit and Risk Management; and
  - (b) Finance and Performance.
- (2) The Corporation may establish such other committees as it determines appropriate to provide advice or other assistance to enable the Corporation to perform its functions under the Act.

### 13. Audit and Risk Management Committee

- (1) The Audit and Risk Committee is to comprise at least three, and no more than five, members.
- (2) Members of the Committee are to be independent of the Corporation and appointed in accordance with relevant NSW Government and NSW Health Policy Directives, as amended from time to time.



- (3) The Chairperson of the Audit and Risk Committee may not to be the chairperson of the Finance and Performance Committee (or other similar committee).
- (4) In the event of inconsistency between this clause 13 and Part 4, this clause applies to the extent of the inconsistency.

#### **14. Committee chairpersons and secretaries of Corporation Committees**

The Chief Executive is to appoint:

- (a) a chairperson of each Committee established under Part 4; and
- (b) a person to act as the secretary of each committee. The same person may act as secretary for more than one Committee.

#### **15. Functions of Committees**

A Committee is to provide advice or other assistance on issues as requested by the Chief Executive.

#### **16. Committee membership**

- (1) The Chief Executive may appoint such Committee members as they think fit.
- (2) The Chief Executive is to appoint at least one representative of the executive staff of the Corporation to each Committee.
- (3) The Chief Executive may remove any committee member as they think fit, subject to any corporate governance policy issued by the Ministry from time to time.

#### **17. Term of office**

Any person nominated to a Committee holds office for such period as the Chief Executive may determine, subject to any corporate governance policy issued by the Ministry from time to time.

#### **18. Meetings**

A Committee is to meet as specified by the Chief Executive, subject to any corporate governance policy issued by the Ministry from time to time.

#### **19. Notice of meetings and special meetings**

- (1) The chairperson of a Committee, or a person authorised by the chairperson to do so, is to give written notice of a meeting to each Committee member at least 7 days prior to the meeting.
- (2) When the chairperson of a Committee considers that a matter is of such urgency that a special meeting of a Committee should be held within a period of not less than 48 hours of such a request, the chairperson may request the Chief Executive to give written approval to the conduct of such a special meeting. The written approval of the Chief Executive may determine, subject to this clause and the Regulation, the business and conduct of such a special meeting.
- (3) A special meeting shall be held, if approved, not later than seven days after receipt by the Chief Executive of such a request.



- (4) The chairperson of a Committee is to ensure that at least 24 hours' notice is given of a special meeting to each member and each person invited to attend the meeting.
- (5) Notice of a special meeting is to specify the business to be considered at that meeting.
- (6) Only business specified in the notice of a special meeting is to be considered at the special meeting.
- (7) Each provision of this clause shall be subject to any corporate governance policy issued by the Ministry from time to time.

## **Part 5 – Rules**

### **20. Rules**

The Chief Executive may make rules for the proper functioning of the Corporation. These rules should not be inconsistent with the Act, the associated Regulation and these By-laws.

### **DICTIONARY**

**Act** means the *Health Services Act 1997*.

**Chief Executive** means the chief executive of the Statutory Health Corporation.

**Corporation** means the Health Education and Training Institute.

**Ministry** means the NSW Ministry of Health.

**Notice** in respect of giving notice to a meeting includes a notice communicated by electronic means including email and electronic messaging.

**executive staff** means the persons appointed by the Corporation to its management structure and any persons appointed to act for the time being in those positions.

**Regulations** means the regulations made under the Act.

**Adjunct Professor Annette Solman**  
Chief Executive  
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