

South Australia

Public Corporations (Supported Community Accommodation Services) Regulations 2017

under the *Public Corporations Act 1993*

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Part 1—Preliminary

1—Short title

These regulations may be cited as the *Public Corporations (Supported Community Accommodation Services) Regulations 2017*.

2—Commencement

These regulations come into operation on the day on which they are made.

3—Interpretation

In these regulations, unless the contrary intention appears—

Act means the *Public Corporations Act 1993*;

board means the board of directors established as the governing body of the subsidiary under regulation 6;

director means a person appointed or holding office as a member of the board under Part 3;

Minister means the Minister for Disabilities;

subsidiary means *Supported Community Accommodation Services* established under regulation 5.

Part 2—Application of Act to Minister

4—Application of Act to Minister

The following provisions of the Act apply to the Minister:

- (a) Part 1 (Preliminary);
- (b) section 24 (Formation of subsidiary by regulation);
- (c) section 25 (Dissolution of subsidiary established by regulation);
- (d) Schedule (Provisions applicable to subsidiaries).

Part 3—Supported Community Accommodation Services

Division 1—Supported Community Accommodation Services established as subsidiary of Minister

5—Establishment of subsidiary (section 24 of Act)

- (1) *Supported Community Accommodation Services* is established as a subsidiary of the Minister.
- (2) The subsidiary—
 - (a) is a body corporate; and
 - (b) has perpetual succession and a common seal; and
 - (c) is capable of suing and being sued in its corporate name.

6—Establishment of board

- (1) A board of directors is established as the governing body of the subsidiary.
- (2) Anything done by the board in the administration of the subsidiary's affairs is binding on the subsidiary.

7—Composition of board

- (1) The board consists of not less than 5 members appointed by the Minister.
- (2) 1 director will be appointed by the Minister to chair meetings of the board.
- (3) The Minister may appoint a director to be the deputy of the director appointed to chair the board and the deputy may perform or exercise the functions and powers of that director in the director's absence.
- (4) On the office of a director becoming vacant, a person may be appointed in accordance with this regulation to the vacant office.
- (5) The Minister may appoint a suitable person to be deputy of a member of the board during any period of absence of the member (and any reference to a director in these regulations will be taken to include, unless the contrary intention appears, a reference to a deputy while acting as a member of the board).

8—Conditions of membership

- (1) A director will be appointed for a term, not exceeding 3 years, specified in the instrument of appointment and, at the expiration of a term of appointment, will be eligible for reappointment.
- (2) The office of a director becomes vacant if the director—
 - (a) dies; or
 - (b) completes a term of office and is not reappointed; or
 - (c) resigns by written notice to the Minister; or
 - (d) becomes bankrupt or applies to take the benefit of a law for the relief of insolvent debtors; or
 - (e) is convicted of an indictable offence; or
 - (f) is removed from office by the Minister by written notice.

9—Vacancies or defects in appointment of directors

An act of the board is not invalid by reason only of a vacancy in its membership or a defect in the appointment of a director.

10—Remuneration

A director is entitled to be paid from the funds of the subsidiary such remuneration, allowances and expenses as may be determined by the Minister.

11—Proceedings

- (1) A quorum of the board consists of one half the total number of its members (ignoring any fraction resulting from the division) plus 1.

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Part 3—Supported Community Accommodation Services

Division 1—Supported Community Accommodation Services established as subsidiary of Minister

- (2) The director appointed to chair the board will preside at meetings of the board at which the director is present.
- (3) If the director appointed to chair the board is absent from a meeting of the board, the following person will preside at the meeting:
 - (a) if another director has been appointed as that director's deputy and is present at the meeting—the deputy; or
 - (b) in any other case—a director chosen by the directors present at the meeting.
- (4) A decision carried by a majority of the votes cast by directors at a meeting is a decision of the board.
- (5) Each director present at a meeting of the board has 1 vote on a question arising for decision and, if the votes are equal, the director presiding at the meeting may exercise a casting vote.
- (6) A telephone or video conference between directors will, for the purposes of this regulation, be taken to be a meeting of the board at which the participating directors are present if—
 - (a) notice of the conference is given to all directors in the manner determined by the board for that purpose; and
 - (b) each participating director is capable of communicating with every other participating director during the conference.
- (7) A proposed resolution of the board becomes a valid decision of the board despite the fact that it is not voted on at a meeting of the board if—
 - (a) notice of the proposed resolution is given to all directors in accordance with procedures determined by the board; and
 - (b) a majority of the directors express their concurrence in the proposed resolution by letter, fax, email or other written communication setting out the terms of the resolution.
- (8) The board must cause accurate minutes to be kept of its proceedings.
- (9) The director presiding at a meeting of the board may allow other persons to attend (but not participate in) all or part of a meeting of the board.
- (10) A person authorised in writing by the Treasurer may attend (but not participate in) a meeting of the board and may have access to papers provided to directors for the purpose of the meeting.
- (11) If the board considers that a matter dealt with at a meeting attended by a representative of the Treasurer should be treated as confidential, the board may advise the Treasurer of that opinion giving the reason for the opinion and the Treasurer may, subject to subregulation (12), act on that advice as the Treasurer thinks fit.
- (12) If the Treasurer is satisfied on the basis of the board's advice under subregulation (11) that the subsidiary owes a duty of confidence in respect of a matter, the Treasurer must ensure the observance of that duty in respect of the matter, but this subregulation does not prevent a disclosure as required in the proper performance of ministerial functions or duties.
- (13) Subject to these regulations, the board may determine its own procedures.

12—Staff of subsidiary

- (1) The subsidiary may, with the Minister's approval, appoint staff to assist it in carrying out its responsibilities.
- (2) The subsidiary may—
 - (a) by arrangement with the appropriate authority, make use of the services, facilities or staff of a government department, agency or instrumentality; or
 - (b) with the approval of the Minister, make use of the services, facilities or staff of any other entity.

13—Disclosure

- (1) If the subsidiary discloses to the Minister or the Treasurer in pursuance of the Act or these regulations a matter in respect of which the subsidiary owes a duty of confidence, the subsidiary must give notice in writing of the disclosure to the person to whom the duty is owed.
- (2) A director of the subsidiary does not commit a breach of duty by reporting a matter relating to the affairs of the subsidiary to the Minister or the Treasurer.

Division 2—Functions and performance

14—Functions of subsidiary

- (1) The subsidiary's functions are limited to the following:
 - (a) providing supported independent living supports and other classes of supports (within the meaning of section 70 of the *National Disability Insurance Scheme Act 2013* of the Commonwealth) as a registered provider of supports (within the meaning of that provision);
 - (b) providing specialist disability services in conjunction with the Commonwealth Continuity of Support Programme;
 - (c) carrying out any other function conferred on the subsidiary by the Minister;
 - (d) doing anything necessary or expedient to be done for the purposes of a function referred to in a preceding paragraph.
- (2) The subsidiary must obtain the approval of the Minister before it makes a material change to its policy direction or budget.

15—Charter

- (1) The Minister and the Treasurer must prepare a charter for the subsidiary.
- (2) The charter must address—
 - (a) the nature and scope of the subsidiary's operations; and
 - (b) the subsidiary's obligations to report on its operations; and
 - (c) the form and contents of the subsidiary's accounts and financial statements; and
 - (d) any accounting, internal auditing or financial systems or practices to be established or observed by the subsidiary; and

- (e) the acquisition or disposal of capital or assets; and
- (f) the manner by which the operations of the subsidiary are intended to transition to a cost-recovery basis during and following the implementation of the National Disability Insurance Scheme in this State; and
- (g) the extent to which the principles of competitive neutrality¹ are to be applied to the significant business activities of the subsidiary and, to the extent relevant, the reasons for any non-application of those principles.

Note—

1 See Part 4 of the *Government Business Enterprises (Competition) Act 1996*.

- (3) The charter may deal with any other matter not specifically referred to in subregulation (2).
- (4) The charter must be reviewed by the Minister at the end of each financial year.
- (5) The Minister and the Treasurer may amend the charter at any time.
- (6) An amendment to the charter comes into force and is binding on the subsidiary on a day specified in the amendment (but without affecting any contractual obligations previously incurred by the subsidiary).
- (7) On an amendment to the charter coming into force, the Minister must, within 12 sitting days, have copies of the charter in its amended form laid before both Houses of Parliament.

16—Performance statement

- (1) The subsidiary will be subject to a performance statement prepared by the Minister that sets the various performance targets the subsidiary is to pursue in the coming financial year (or other period specified in the statement) and deals with such other matters as the Minister considers appropriate.
- (2) The Minister must, after consultation with the subsidiary and the Treasurer, review the performance statement when reviewing the subsidiary's charter.
- (3) The Minister may, after consultation with the subsidiary and the Treasurer, amend the performance statement at any time.

17—Subsidiary companies

- (1) The subsidiary must not, without the approval of the Treasurer—
 - (a) form a subsidiary company; or
 - (b) acquire, or enter into any arrangement under which it will at a future time or would on the happening of some contingency hold, relevant interests in shares in a company such that the company becomes a subsidiary of the subsidiary.
- (2) The Treasurer may, as a condition of approval under this regulation, or by direction, require the subsidiary to take steps to include in a subsidiary company's constitution such provisions as the Treasurer considers appropriate—
 - (a) imposing limitations on the nature or scope of the company's operations; or
 - (b) imposing other controls or practices,

consistent with those applicable to the subsidiary.

18—Indirect or joint operations by subsidiary

The subsidiary must not, without the approval of the Treasurer, establish a trust scheme or a partnership or other scheme or arrangement for sharing of profits or joint venture with another person or undertake any operations or transactions pursuant to such a scheme or arrangement.

19—Advisory and other committees

The subsidiary may establish committees to advise or assist it in the performance of any of its functions.

Division 3—Financial and related matters

20—Internal audit

- (1) The subsidiary must establish and maintain effective internal auditing of its operations.
- (2) The subsidiary must, unless exempted by the Treasurer, establish an audit committee.
- (3) The audit committee must comprise—
 - (a) a member of the board of the subsidiary, or such members of the board as the board may from time to time determine; and
 - (b) such other person or persons as the board may from time to time appoint, but may not include the chief executive (if any) of the subsidiary.
- (4) The functions of the audit committee include—
 - (a) reviewing annual financial statements to ensure that they provide a true and fair view of the state of affairs of the subsidiary; and
 - (b) liaising with external auditors; and
 - (c) reviewing the adequacy of the accounting, internal auditing, reporting and other financial management systems and practices of the subsidiary on a regular basis.

21—Quarterly reports

The subsidiary must report to the Minister on the subsidiary's financial position on a quarterly basis.

22—Loans etc require approval

- (1) The subsidiary must not lend or advance to any person any money, securities or property without the prior written approval of the Treasurer.
- (2) The subsidiary must not undertake commercial borrowings without the prior written approval of the Treasurer.

23—Provision of information

- (1) The subsidiary must, at the request in writing of the Treasurer, furnish the Treasurer with such information or records in the possession or control of the subsidiary as the Treasurer may require in such manner and form as the Treasurer may require.
- (2) If a record in the possession or control of the subsidiary is furnished to the Treasurer under this regulation, the Treasurer may make, retain and deal with copies of the record as the Treasurer thinks fit.
- (3) If the board considers that information or a record furnished under this regulation contains matters that should be treated as confidential, the board may advise the Treasurer of that opinion giving the reason for the opinion and the Treasurer may, subject to subregulation (4), act on that advice as the Treasurer thinks fit.
- (4) If the Treasurer is satisfied on the basis of the board's advice under subregulation (3) that the subsidiary owes a duty of confidence in respect of a matter, the Treasurer must ensure the observance of that duty in respect of the matter, but this subregulation does not prevent a disclosure as required in the proper performance of ministerial functions or duties.
- (5) The subsidiary must notify the Minister if a request is made under this regulation.

24—Dividends

- (1) The subsidiary must, before the end of each financial year, after consultation with the Minister, recommend by writing to the Treasurer that the subsidiary pay a specified dividend, or not pay any dividend, for that financial year, as the subsidiary considers appropriate.
- (2) The Treasurer may, after consultation with the Minister, by notice in writing to the subsidiary—
 - (a) approve a recommendation of the subsidiary under subregulation (1); or
 - (b) determine that a dividend specified by the Treasurer be paid, or that no dividend be paid,as the Treasurer considers appropriate.
- (3) The subsidiary must, if so required by the Treasurer by notice in writing to the subsidiary at any time during a financial year, after consultation with the Minister, recommend by writing to the Treasurer that a specified interim dividend or specified interim dividends be paid by the subsidiary for that financial year, or that no such dividend or dividends be paid by the subsidiary as the subsidiary considers appropriate.
- (4) The Treasurer may, after consultation with the Minister, by notice in writing to the subsidiary—
 - (a) approve a recommendation of the subsidiary under subregulation (3); or
 - (b) determine that an interim dividend or interim dividends specified by the Treasurer be paid, or that no interim dividend be paid,as the Treasurer considers appropriate.

- (5) If the Treasurer approves a recommendation or determines under this regulation that a dividend or interim dividend or dividends be paid by the subsidiary, the dividend or interim dividend or dividends must be paid at the direction of the Treasurer, in the manner and at the time or times determined by the Treasurer, after consultation with the subsidiary and the Minister.
- (6) A recommendation under this regulation must be made by the board and may not be made by any person or committee pursuant to a delegation.

25—Common seal and execution of documents

- (1) The common seal of the subsidiary must not be affixed to a document except in pursuance of a decision of the board, and the affixing of the seal must be attested by the signatures of 2 directors.
- (2) The board may, by instrument under the common seal of the subsidiary, authorise a director, an employee of the subsidiary (whether nominated by name or by office or title) or any other person to execute documents on behalf of the subsidiary subject to limitations (if any) specified in the instrument of authority.
- (3) Without limiting subregulation (2), an authority may be given so as to authorise 2 or more persons to execute documents jointly on behalf of the subsidiary.
- (4) A document is duly executed by the subsidiary if—
 - (a) the common seal of the subsidiary is affixed to the document in accordance with this regulation; or
 - (b) the document is signed on behalf of the subsidiary by a person or persons in accordance with authority conferred under this regulation.

26—Annual report

- (1) The subsidiary must, within 3 months after the end of each financial year, deliver to the Minister a report on the operations of the subsidiary during that financial year.
- (2) The Minister must cause a copy of the report to be laid before both Houses of Parliament within 12 sitting days after receipt of the report.

Note—

As required by section 10AA(2) of the *Subordinate Legislation Act 1978*, the Minister has certified that, in the Minister's opinion, it is necessary or appropriate that these regulations come into operation as set out in these regulations.

Made by the Governor's Deputy

with the advice and consent of the Executive Council
on 21 November 2017

No 311 of 2017

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