STATUTE

NAME	COMMUNITY AND WELLBEING ADVISORY BOARD
PRESIDER	The Bishop OR The Bishop has formally delegated his role as Presider, whenever he is not present, to an Ordinary ie. Vicar General.
NUMBER OF MEMBERS	Minimum of four (4) Maximum of seven (7) Plus the nominated Presider
EX-OFFICIO MEMBERS	A member of the Trustees may be appointed in accordance with the Diocesan Protocols. The Chief Operations Officer
STANDING INVITEES	Director CatholicCare Social Services Hunter-Manning Director Property Chief Financial Officer Director Catholic Community Fund
QUORUM	A quorum shall be: (a) The nominated presider or their delegate; (b) Plus at least 50% of the remaining members.
MINIMUM NUMBER OF MEETINGS PER YEAR	Four (4)
SENIOR STAFF ACCOUNTABLE	Director CatholicCare Social Services Hunter-Manning Director Property
SECRETARY	Julie Barnet, Manager Governance Frameworks and Systems companysecretary@mn.catholic.org.au

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Section 1 - Preamble

(1) In 2025, Bishop Kennedy reviewed the Diocesan governance structure, and the Diocesan Governance Framework was created with the Community and Wellbeing Advisory Board to assist the Bishop exercising his functions of Bishop, and the Trustees of the Roman Catholic Church for the Diocese of Maitland-Newcastle to support the Trustees and the Bishop discharge their duties.

Section 2 - Protocols

(2) The operations of this Council are to be governed by the Diocese Protocols for all Councils, Boards and their Committees.

Section 3 - Functions

(3) The Advisory Board is established to assist the Bishop and Trustees in providing oversight of CatholicCare Social Services Hunter-Manning (CatholicCare), Hunter Community Housing Limited (Hunter Community Housing) and other community and wellbeing initiatives of the Diocese.

(4) The Advisory Board's role is to assure the Bishop and the Trustees that CatholicCare, Hunter Community Housing and other community and wellbeing initiatives of the Diocese operate within the legal and regulatory framework they are subject to including adherence to the highest standards of legal and ethical conduct.

(5) The Advisory Board's responsibilities include, but are not limited to:

(6) **Mission alignment:** ensure alignment with the mission, values and teachings of the Catholic Church, the Diocesan Pastoral Plan and the strategic objectives of the Diocese;

(7) **Strategic oversight**: provide strategic advice and oversight for CatholicCare, Hunter Community Housing and other community and wellbeing initiatives of the Diocese;

(8) **Quality of Services:** monitor and enhance the quality of services relating to CatholicCare, Hunter Community Housing and other community and wellbeing initiatives of the Diocese;

(9) **Compliance:** ensure compliance with legal and regulatory environments including risk management of CatholicCare and Hunter Community Housing;

(10) **Performance management:** develop and implement performance management frameworks for key personnel;

(11) **Support the Bishop and Trustees:** in fulfilling their canonical and civil responsibilities;

(12) **Synodality:** promote synodal discernment and community engagement;

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(13) **Make recommendations:** to the Bishop and Trustees in relation to decisions about CatholicCare, Hunter Community Housing and other community and wellbeing initiatives that the Diocese could explore due to alignment to mission, values and teaching of the Catholic Church;

(14) **Report on performance:** of CatholicCare and Hunter Community Housing to the Bishop, Trustees and Senior Leadership of the Diocese;

(15) **Financial oversight:** review and recommend financial policies and budgets to ensure sustainable and effective use of resources; and

(16) **Policy review**: regularly review and approve key policies relating to CatholicCare and Hunter Community Housing within their delegation.

Section 4 - Legal Role

(17) The Board shall sit as the Board of Hunter Community Housing Limited, a Company Limited by Guarantee, and fulfil the role of the CatholicCare Social Services Advisory Board. The constitutions of both entities shall be incorporated as appendices to this Statute.

Section 5 - Standing Committees

(18) The Advisory Board shall establish the following standing Committees to support it under its works:

(19) Community Engagement Committee.

(20) Housing Strategy Committee.

(21) If at any time a standing committee is not established the Council shall bear the responsibility for the functions otherwise to be undertaken by the standing committee.

Section 6 - Notations

(22) If there is any inconsistency between the Protocols and this Statute the later applies to the extent of the inconsistency.

Section 7 - Document Review

(23) This Statute will be reviewed when there is a legislative change, organisational change, delegations change, technology change or at least every 3 years to ensure it continues to be current and effective.

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REVISION NO.	PREPARED/REVISED BY AND DATE	AMENDED SECTION(S)	AMENDMENT DESCRIPTION	APPROVED BY AND DATE

Section 8 - Glossary Terms and Definitions

All terms and definitions must be consistent with the *Glossary / Policy Library (catholic.org.au)*

TERM	DEFINITION

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