

Distribution	Public Hospitals
Subject	Public Hospital By-laws
Purpose	To advise Public Hospitals of the requirements of by-laws and arrangements for their approval.

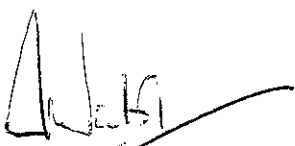
Responsibility for drafting by-laws rests with Public Hospitals. Hospitals are advised that model by-laws will not be issued by the Department of Health and Community Services.

Hospitals should ensure that the following matters are provided for in the by-laws and are consistent with legislation.

1. A statement of the name and objects of the Hospital.
2. Appointment and procedures of the Board of Management.
3. The custody and use of the seal.
4. The convening of meetings of the Board of Management, annual general meetings and extraordinary meetings.
5. The management of quality assurance.
6. Accountability for financial management.
7. The appropriate disposal of assets upon amalgamation, transfer of business, winding up or dissolution of the Public Hospital.

The *Health Services Act 1988* requires that Public Hospitals comply with directions of the Secretary, Department of Health and Community Services, or his or her delegate; that by-laws must be approved by the Secretary; and that by-laws must be amended upon direction by the Secretary.

Public Hospitals are reminded that new or amended by-laws must be submitted to the Regional Director for approval.


DR MICHAEL WALSH
Director
Acute Health Services