



# BOB HAWKE COLLEGE

## Best Practice Sub-Committee

### Terms of Reference

#### 1. Purpose

- (a) The Bob Hawke College Best Practice Sub-Committee (**Best Practice S/C**) is a standing sub-committee of the Bob Hawke College Board (**Board**) and is delegated the responsibility for investigations into, advice and recommendations to the Board on the following matters, to the extent relevant to the functions of the Board:
- (i) best practice governance of the Board; and
  - (ii) identification and management of risks to support the achievement of the Board's objectives; and
  - (iii) any other matters related to the effective governance of, and the promotion, implementation and review of best practices at, Bob Hawke College,
- (together the "**Purpose**").
- (b) In discharging the Purpose, the Best Practice S/C will endeavour to:
- (i) support Bob Hawke College to meet Business Plan targets and milestones;
  - (ii) maintain the health, safety and welfare of students, teachers, visitors or others;
  - (iii) manage impact on the surrounding community and the environment;
  - (iv) promote and maintain the College's reputational capital; and
  - (v) mitigate specific Board risks by:
    - (A) recruiting and sustaining effective parent and community membership of the Board to fulfil obligations;
    - (B) acting within the regulatory framework provided by Department of Education (DoE) and in accordance with applicable laws;
    - (C) Identifying and managing conflicts of interest; and
    - (D) Informing succession planning.
- (c) It is not the Best Practice S/C's responsibility to:
- (i) identify or assess operational risks;
  - (ii) review compliance with regulatory and/or legal obligations, apart from those listed in the Board's Terms of Reference;
  - (iii) review or manage insurance risk; and
  - (iv) review or manage risks that are normally the responsibility of the Department of Education

#### 2. Authority

- (a) The Best Practice S/C is a sub-committee of the Board from which it derives its authority and to which it regularly reports.
- (b) The Best Practice S/C has delegated authority from the Board in respect of the functions outlined in this Terms of Reference and as such, has the authority to investigate and to obtain information relevant to these functions and make recommendations to the Board.

### **3. Composition**

- (a) The Board will appoint Bob Hawke College Board members to the Best Practice S/C including a mix of Parent, Staff, Student and Community Board members, one of whom will be appointed Chair.
- (b) The members of the Best Practice S/C are appointed until:
  - (i) A person is no longer a member of the Board;
  - (ii) The person resigns from membership of the Best Practice S/C; or
  - (iii) The Board resolves to replace a member of the Best Practice S/C.
- (c) Subject to the approval of the Board, members may be co-opted onto the Best Practice S/C as the need arises to help fulfil the duties and obligations of the Best Practice S/C. For the avoidance of doubt Bob Hawke College students may be co-opted onto the Best Practice S/C.

### **4. Objectives**

The Objectives of the Best Practice S/C include:

- (a) development and review of policies to present as recommendations to the Board;
- (b) supporting the development reviewing plans or policies formulated by the Bob Hawke College staff and present plans or final policies as recommendations to the for endorsement or approval (as may be applicable);
- (c) reviewing and updating from time to time the Induction Pack and Information for Board members, the Board Code of Conduct and the College Dress Code;
- (d) undertaking the annual Board review / performance assessment;
- (e) providing general Board risk oversight;
- (f) identifying and assessing risks faced by the Board in discharging its functions and making recommendations to the Board on mitigation steps;
- (g) providing focussed attention on issues referred to the Risk S/C by the Board and making recommendations to the Board; and
- (h) ensuring the communication of significant risk events is timely and meets the needs of all stakeholders.

### **5. Responsibility of Sub-Committee Members**

Members of the Best Practice S/C are expected to:

- (a) abide by the Bob Hawke College Board Code of Conduct;
- (b) disclose interests which may present a conflict of interest;
- (c) act in the best interest of Bob Hawke College;
- (d) apply good analytical skills, objectivity and good judgment;
- (e) express opinions constructively and openly, raise issues that relate to the Best Practice S/C's responsibilities and pursue independent lines of enquiry;
- (f) contribute the time required to review the papers provided;
- (g) be readily accessible via phone and email;
- (h) safeguard the integrity and confidentiality of all information entrusted to each member as part of the work of the Best Practice S/C; and
- (i) not make any unauthorised public statements in relation to the operations, views or decisions of the Best Practice S/C, the Board or the College.

### **6. Meetings**

- (a) The Best Practice S/C will meet as required.
- (b) The scheduling of these meetings will be determined by the Chair of the Best Practice S/C and should align with Board meetings so issues arising can be considered in a timely manner.
- (c) Best Practice S/C meetings can be conducted face to face or by teleconference and can be called by any member of the Best Practice S/C or the Board Chair.

## **7. Quorum**

A quorum for all decisions shall consist of three members, and in the Chair's absence the members present will select a Chair for that particular meeting.

## **8. Secretariat function**

The Best Practice S/C Chair will appoint a member of the Best Practice S/C to record the meetings, decisions and recommendations and produce Minutes of the meetings.

## **9. Reporting**

Reports and recommendations of each Best Practice S/C meeting shall be presented to the next subsequent Board meeting.

## **10. Term**

The Best Practice S/C will continue to function until such time as the Board determines it is no longer required.

## **11. Annual Review**

An annual review by the Board will be conducted to ensure the Best Practice S/C is effective in the discharge of its Purpose and is meeting its Objectives.