



BOB HAWKE COLLEGE

Risk Sub-Committee

Terms of Reference

1. Purpose

The Bob Hawke College Risk Sub-Committee (**Risk 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 identification and management of risks to support the achievement of the Board's objectives.

2. Authority

The Risk S/C is a sub-committee of the Board from which it derives its authority and to which it regularly reports. The Risk 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

The Board will appoint approximately four Board members to the Risk S/C including a mix of parent, staff, community members, one of whom will be appointed Chair.

The members of the Risk S/C are appointed until:

- A person is no longer a member of the Board;
- The person resigns from membership of the Risk S/C; or
- The Board resolves to replace a member of the Risk S/C.

Subject to the approval of the Board, members may be co-opted onto the Risk S/C as the need arises to help fulfil the duties and obligations of the Risk S/C.

4. Objectives

The Objectives of the Risk S/C include:

- a) Provide general Board risk oversight.
- b) Identify and assess risks faced by the Board in discharging its functions and make recommendations to the Board on mitigation steps.
- c) Provide focussed attention on issues referred to the Risk S/C by the Board and make recommendations to the Board.
- d) Ensure the communication of significant risk events is timely and meets the needs of all stakeholders.

5. Scope

The Risk S/C reports to the Board on risk and will assist the Board to identify emerging risks, understand, and/or communicate those risks in order to:

- Support Bob Hawke College to meet Business Plan targets and milestones
- Maintain the health, safety and welfare of students, teachers, visitors or others
- Manage impact on the surrounding community and the environment
- Promote and maintain the College's reputational capital
- Mitigate specific Board risks:
 - Recruit and sustain effective parent and community membership of the Board to fulfil obligations
 - Act within the regulatory framework provided by Department of Education (DoE)
 - Identify and manage conflicts of interest
 - Inform succession planning

6. Responsibility of sub-committee Members

Members of the Risk S/C are expected to:

- Abide by the Board Code of Conduct
- Disclose interests which may present a conflict of interest
- Act in the best interest of Bob Hawke College
- Apply good analytical skills, objectivity and good judgment
- Express opinions constructively and openly, raise issues that relate to the Risk S/C's responsibilities and pursue independent lines of enquiry
- Contribute the time required to review papers provided
- Be conversant with risk management principles; and
- Be readily accessible via phone and email.

It is not the Risk S/C's responsibility to:

- Identify or assess operational risks
- Review compliance with regulatory and/or legal obligations, apart from those listed in the Board's Terms of Reference
- Review or manage insurance risk
- Review or manage risks that are normally the responsibility of the Department of Education

7. Meetings

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

8. 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.

9. Secretariat function

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

10. Reporting

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

11. Term

The Risk S/C will continue to function until such time as the Bob Hawke College Board determines it is no longer required.

12. Annual Review

The Risk S/C will review its performance on an annual basis, under the guidance of the Board, and includes review of the Terms of Reference and its composition to ensure it remains consistent with the Board's terms of reference. The Risk S/C will review the risk assessment framework and management of those risks annually.