



### **Wesley College Melbourne Ethics, Governance and Compliance Committee Charter**

#### **Purpose**

Ensure a culture of law abiding, ethical conduct and regulatory compliance exists throughout the College, aligned with the College's core values, duty of care to students and staff and in line with College's broader community and social licence to operate as a school in the tradition of the Uniting Church in Australia

#### **Authority to Act**

Delegation of Council in accordance with the Constitution

#### **Composition**

- Council President, Principal, two (2) Councillors, FARM Committee Chair
- Co-opted members: No more than three (3) able to vote as required at the direction of Council
- Invitees: Business Director & CFO, Director of People & Culture

#### **Conduct of Meetings**

- At least quarterly (once a term) and 'as required'
- Chaired by Council President or alternative nominated Council Member
- Minutes of all proceedings of meetings are to be kept

#### **Key Responsibilities**

- Risk assessment and mitigation – ensuring
  - (a) assessment of the risks of non-compliance with applicable governance laws and regulations including OH&S and Child Safe Duty of Care, and of unethical conduct by employees, students and third parties engaged by the College;
  - (b) adoption of a compliance program, including a code of behaviour;
  - (c) conduct of training and communication of compliance requirements throughout the College; and
  - (d) hiring of staff only after completion of available background checks (eg. Police, WWC)
- The compliance program establishes protocols for employees, students (and parents) to report suspected misconduct or violation of College ethical standards, and to enable those seeking guidance to be assisted without fear of consequence
- Appropriate processes and procedures exist to ensure alleged breaches of misconduct or violation are fully, and fairly, investigated by the College Executive, and this Committee as required
- Review the results of investigations and ensure appropriate corrective action including discipline is applied, and that a 'lessons learned' review is undertaken to inform any required changes to policies and procedures
- Disclosures of violations are made to Council and relevant external parties, including Government, as required and on a timely basis
- Oversee the response to any enquiries (internal/external) regarding the existence /effectiveness of the College's governance and ethics framework
- Ensure the continually assessment of the College ethics and governance framework in terms of contemporary 'best practice'
- Sufficient resourcing and priority within the College exists to sustain and develop the ethical culture and compliance program to meet the values and ethos of the College



WESLEY COLLEGE

MELBOURNE AUSTRALIA - SINCE 1866

*A True Education*

**Committee  
Reporting**

- Minutes of Meetings, signed by the Chair, to be provided to the next Council meeting for endorsement

**FINAL March 2022**