PURPOSE

1. The Resources Policy Committee advises the Commission and the Catholic Block Grant Authority on strategy, policy, accountability and oversight matters relating to the resourcing and financing of NSW Catholic School Authorities (Authorities) by:

   1.1. Developing strategies and policies on financing of Authorities, especially the redistribution of recurrent and capital funds from the Government and sharing of resources, consistent with the purpose and principles of Catholic education in Australia and conditions specified in the funding agreements;

   1.2. Developing accountability and oversight frameworks for the reporting to Government entities on the equity, effectiveness and efficiency of NSW Catholic schools and Authorities (the Government reports include those required by ACARA, ACNC, ABS, DEEWR and others);

   1.3. Analysing, modelling and reporting on the financial implications for Authorities and NSW Catholic schools due to changes and trends, especially regarding Government funding, public sector management reforms, public-sector better practice guidelines, the fiscal strategies of the Federal and State Governments, SCSEEC and DEC initiatives, changes in laws and regulations, and international and national financial performance reporting;

   1.4. Provide to the September Commission meeting an annual strategic analysis of social, political, economic, technological, environmental, legal and Church teaching developments that influence the finances of Authorities.

APPOINTMENT, COMPOSITION AND TENURE

2. The Commission is responsible for the appointment of Committee members.

3. The Committee shall consist of up to ten members, comprising Non Executive Commissioners, the Executive Director, a Senior CEC Secretariat Staff member and/or Other Persons.

4. The Commission will appoint a Commissioner as the Chairperson of the Committee.

5. The Committee may elect an Acting Chairperson, so the nominated member can act as Chairperson on an ad-hoc basis, if the Chairperson is unable to attend meetings or to carry out his/her responsibilities between meetings, such as clearance of Committee agendas, signing of correspondence, and so on.
6. All Committee members will have a commitment to the purpose and principles of Catholic school education, and an expert knowledge of one or more fields: finance, public policy, school facility management, government funding of schools, or education.

All Committee members will be provided induction training or shall have prior knowledge of CEC’s governance arrangements, its statutory requirements and its contractual obligations for recurrent and capital grant programs.

7. Committee members shall be appointed for an initial period of three years. The Commission may consider an extension or re-appointment after the initial term.

8. The term of appointment of a Commissioner to the Committee concludes upon his/her ceasing to be a Commissioner.

9. Committee members may resign at any time in writing to the Commission Chairman.

10. The Commission at any time and for any reason may withdraw the appointment of a member of the Committee. There is no right of appeal against a Commission decision under this clause.

11. Committee members must act only within the scope of the Committee’s specified functions and responsibilities.

12. Committee members must exercise their powers and perform their functions with due care, skill and diligence. They must also act in good faith in the best interests of CEC and for a proper purpose.

ROLES AND RESPONSIBILITIES

13. The Committee has only an advisory and review role, it has no executive powers or decision-making authority.

14. When considering funding of Targeted or General Recurrent Grant programs, the Committee will liaise and consult with the Education Policy Committee.

15. The members of the Committee are responsible for ensuring the efficient and effective operation of the Committee and taking appropriate steps to ensure they have the requisite knowledge and training to undertake their role, including attending induction training.

REPORTING

16. After the minutes of the meetings have been accepted as a correct account by the Committee members, the minutes shall be signed by the Committee Chairperson, and circulated promptly to the Committee members.

17. The Chairperson of the Committee may give a verbal update, as necessary, to the next Commission meeting and the approved Committee minutes will follow as an item for information for the Commission.
18. The Committee shall, at least once annually, provide a report to the Commission on its operation and activities during the year. This report shall occur at the February Commission meeting in respect of the previous calendar year and at other times as requested by the Commission.

19. The Committee shall report any other matters it deems of sufficient importance to the Commission, as required.

**ADMINISTRATIVE ARRANGEMENTS**

20. Meetings

20.1. The Committee will meet at least four times per annum. In addition, the Chairperson will be required to call a meeting of the Committee if requested to do so by the Commission or any two Committee members.

20.2. A forward meeting plan, including meeting dates and agenda items, will be agreed by the Committee each year. The forward meeting plan will cover all of the Committee’s responsibilities and be tabled at the February Commission meeting.

20.3. Commission approved meetings procedures shall apply to the Committee.

21. Attendance at Meetings

21.1. The Committee may invite Other Persons to attend meetings on an ad hoc basis to provide specialist advice.

21.2. The Commission may overturn such arrangements or appointments.

22. Working Parties

22.1. The Committee may establish working parties to carry out specialist background work for the Committee.

22.2. The Chairperson shall report such arrangements to the Commission as part of his/her regular updates on the work of the Committee.

22.3. The Commission may overturn such arrangements or appointments.

23. Secretariat

23.1. The Committee Secretary will be provided by CEC and will be responsible for keeping Committee minutes and for managing Committee administrative arrangements.

23.2. The Committee Secretary shall formulate the Committee meeting agenda, in conjunction with the Chairperson.

23.3. The Committee Secretary shall ensure that agenda material is circulated, at least one week before the meeting.
24. Conflict of Interest

24.1. Before appointment, proposed Committee Members must confirm to the Commission Chairman that they either do not have a conflict of interest in accepting the role or identify the conflict of interest to the Committee and propose a means of mitigating the risk.

24.2. Where members or observers at Committee meetings are deemed to have a real or perceived conflict of interest, they may be excused from Committee deliberations on the issue where a conflict of interest exists. This is a decision for the Chairperson and the situation will be minuted.

24.3. These arrangements also apply to co-opted Committee members and Working Party members.

25. Induction

26. The Committee Secretary shall ensure that new Committee members receive relevant information and briefings on their appointment to assist them to meet their Committee responsibilities.

27. Assessment Arrangements

27.1. The Chairperson of the Committee, in consultation with the Chairman of the Commission, will initiate a self-evaluation of the performance of the Committee at least once every two years.

28. Review of Mandate

28.1. The Committee shall review the continuing relevance of the Committee’s Terms of Reference on an annual basis or otherwise as required. Where changes are deemed necessary, they will be submitted to the Commission for approval.