



HIGHVIEW COLLEGE BOARD COMMUNICATIONS POLICY

Person Responsible – Board Chair

(Reviewed annually)

Purpose

Highview College is committed to a continuous improvement in sound corporate governance practice. The communications policy of Highview College provides guidelines for communication between stakeholders, the Board, staff and contractors. Communication refers to exchange of information and direction through:

- Personal interactions (telephone, meetings, conferences)
- Electronic media (emails, social media, SMS)
- Written documentation (letters, reports, briefing papers)
- Project / contract management activities
- Industry consultative forum / group activity
- Government and stakeholder strategic direction, policies and programs

Board Directors

Board Directors are bound by the Corporations Act 2001 (Sec. 180 to 183) to maintain appropriate protocols in terms of acting in the best interest of the company. Relevant sections include, but are not limited to:

- Section 180 Care and diligence – civil obligation only
- Section 181 Good faith – civil obligations
- Section 182 Use of position – civil obligations
- Section 183 Use of information – civil obligations

Board Directors should inform the Board and the Principal of any significant external communication activity to facilitate a consistent and unified approach.

Board Directors also have an organisational advocacy and partner cultivation role and need to ensure that communication with partners, stakeholders and staff is appropriate to their role. Communication in any representative role needs to reflect that operational responsibility lies solely with the Principal.

Board Directors' communication is focused on direction, strategic planning, policy determination, organisation direction, and financial and governance, and is likely to be whole of Board business. Advocacy and partner communication is focused on the future directions of the organisation, on industry sector issues and needs, and on specific contracts.

Board Directors' communication is through the Highview College Principal via:

- Board meetings and papers

- Contract/project documentation & reports
- Board sub-committee meetings & papers
- Specific issue briefing papers
- Funding agreement performance
- The Chair & Company Secretary

Directors will communicate through the Chair of the Board, the full Board, Board sub-committees or the Company Secretary (for governance issues).

Principal

In accordance with the College constitution the Principal will be the channel of communication between the Board and the staff.

The Principal will communicate to the Board relevant information regarding policy, strategic directions, industry and workforce planning directions, and key organisational / operational matters, as well as issues deemed necessary by the Board to conduct its business as a Board.

The Principal will authorise communication from staff with industry, government agencies, other stakeholders and the media.

Staff, Contractors, Partners & Industry Representatives

Staff and contractors will communicate with the Board through the Principal.

Staff and contractors are bound by commercial confidentiality, employment contracts and organisational policies to maintain appropriate communication protocols and to act in the best interest of Highview College.

Employees and contractors are not authorised to discuss or communicate commercial-in-confidence or company matters to external parties without the knowledge and approval of the Principal.

Partner and industry representative communication is required to reflect that operational responsibility lies solely with the Principal.

Chair

- Communicate Board meetings and agendas in consultation with the Principal
- Conduct regular communication with the Principal and the Company Secretary
- Brief Directors on out-of-session issues as they may arise
- Communicate with partners and stakeholders in liaison with the Principal

Company Secretary

- Communicate governance issues to the Board

- Conduct communication with the Principal on governance matters
- Conduit for all correspondence received

Chairs of Board Sub-Committees

- Communicate committee recommendations, activity and resulting actions to the Board and Principal, as appropriate.

Sub-Committees

- Each committee will develop *Terms of Reference* to define the purpose, scope, structure and authority
- All communication between committee members, and with the Board, shall be confidential until such time as the Board decides otherwise
- Each committee shall maintain minutes of its deliberations and copies of documents it has used to prepare its recommendations. Committees shall prepare reports about progress to the Board on a regular basis
- Copies of all such documents shall be retained and filed by the College secretariat at the conclusion of its task
- Documents generated by committee members should be noted as being confidential. They should include the name of the person generating the document and the date of production
- All communication addressed to all Board members shall be disseminated through and by the College secretariat to ensure all such communication is filed appropriately

Chairs of Project Steering Committees

- Communicate project activity, progress, outcomes, issues and actions to the Principal

Note - The Principal may delegate communication authority for specific issues, projects or activities.

Developed by the Governance Committee - 26/2/18

Adopted by Board resolution - 14/3/18

Due for Review - March 2019