



Break O'Day Employment Connect / Dorset Employment Connect

MANAGEMENT COMMITTEE TERMS OF REFERENCE (April 2026)

1. Background

- a) The Tasmanian Government is supporting a Network of Jobs Hubs in regional areas across the State.
- b) Jobs Hubs give more Tasmanians the opportunity to live and work in the place they call home.
- c) They bring local industry and local workers together, and work with job seekers to address barriers to work, such as access to employment related skills and transport.
- d) Regional Jobs Hubs will be supported by Jobs Tasmania in the Department of State Growth, to deliver common overhead supports, workforce analysis and data mapping.
- e) Break O'Day Employment Connect (BODEC) was a sub-committee of the Fingal Valley Neighbourhood House Inc. (FVNH) until 31 March 2026 at which time it became part of East Tas Education and Employment Ltd.
- f) East Tas Education and Employment Ltd (ETEE), a Company Limited by Guarantee was formed in 2025 with ACNC charitable status to facilitate education and employment outcomes in Eastern Tasmania.
- g) As a Company Limited by Guarantee, ETEE has a Constitution which establishes the rules by which it operates which comply with the Corporations Act 2001.
- h) BODEC / DEC is now a Committee of ETEE established pursuant to Rule 26 of the ETEE Constitution.
- i) A Memorandum of Understanding has been established between East Tas Education and Employment Ltd, Break O'Day Employment Connect (BODEC) / Dorset Employment Connect (DEC) and CUC Eastern Tasmania to establish clear governance and operational arrangements for the integration of BODEC /DEC and the ongoing operation of the RUSH Project (under the operational control of CUC Eastern Tasmania) under the ultimate legal and administrative oversight of ETEE.

2. Objectives

The Constitution of ETEE states:

- a) *The Object of the Company is to pursue the charitable purpose of advancing education.*
- b) *The Company may pursue and promote its Object by, including but not limited to:*
 - i. *facilitating, delivering, promoting and providing access to university and higher education, including by:*
 - A. *serving as the primary point of contact for the delivery of university education and higher education in the Region;*

- B. *facilitating and promoting education and career pathways between schools, vocational education and training providers, universities, higher education providers and industry;*
- C. *coordinating and supporting research and partnerships, especially those which assist in sustainable development of the Region; and*
- D. *promoting and assisting lifelong learning and raising community aspirations, particularly in the Region;*
- ii. *facilitating, delivering, promoting and providing access to services for individuals experiencing disadvantage and requiring support to secure employment, including by:*
 - A. *providing career development and employment support services, such as job placement assistance; and*
 - B. *facilitating training programs, workshops and mentoring initiatives that enhance job readiness, skill development and career progression for job seekers, particularly those facing barriers to employment;*
- iii. *acting as trustee and performing and discharging the duties and functions incidental thereto where this is incidental or conducive to the attainment of the Object; and*
- iv. *doing other things as are incidental or conducive to the attainment of the Object.*

Break O'Day Employment Connect / Dorset Employment Connect, will work to support the following objectives for the Break O'Day, Dorset and Bicheno/Coles Bay region:

- i. Increase employment
- ii. Increase workforce participation
- iii. Increase engagement with formal education and training
- iv. Address barriers to employment experienced by jobseekers and employers

3. Roles and Responsibilities of the ETEE Board and BODEC/DEC Management Committee –

The ETEE Board will be responsible for:

- a) establishing the strategic direction of ETEE;
- b) ensuring strategic alignment of CUC Eastern Tasmania and BODEC/DEC with the objectives of ETEE;
- c) oversight of corporate governance for ETEE, CUC Eastern Tasmania and BODEC/DEC;
- d) monitoring and ensuring compliance with the *Corporations Act 2001* and ACNC requirements.
- e) approval of budgets, policies, and risk management frameworks for CUC Eastern Tasmania and BODEC/DEC;
- f) approval of grant funding applications, ensuring compliance with grant conditions and reporting requirements.

The BODEC/DEC Management Committee will be responsible for:

- a) operational strategy including preparation of an annual operational plan.
- b) development of budgets for consideration and approval by the ETEE Board.
- c) delivery of program objectives in accordance with grant funding conditions.

- d) preparation of reports relating to grant funding from Jobs Tasmania and other organisations providing funding to BODEC/DEC.
- e) monitoring program performance and reporting to ETEE Board.
- f) stakeholder engagement within their respective sectors.
- g) provide advice to Jobs Tasmania and other State and Australian Government agencies, on policies and programs aligned to the objectives.

The BODEC/DEC Management Committee is responsible for nominating three (3) members to act as Directors on the ETEE Board, one of whom shall be the Chairperson of the BODEC/DEC Management Committee unless that person declines the nomination.

4. Member Responsibilities - the Members will:

- a) Practice and adhere to the principles of Good Governance
- b) represent the views of the employers, job seekers, different population groups (ie. low SES, migrants, women, Aboriginal) community, business, and government services on barriers to employment, workforce participation, and education and training, and actions to address these.
- c) provide leadership to the community and act as an advocate for the work of the Management Committee and its objectives.
- d) reflect the Values of the organisation in their actions as part of the Management Committee
- e) reconcile differences in opinion and approach, and resolve disputes arising from them in a professional and respectful manner.
- f) use their skills, knowledge and networks to assist in achieving the Goals of the Strategic Plan which includes developing and implementing strategies and Key Actions consistent with the scope of the Management Committee's functions.
- g) Share information with the group and relevant stakeholders on activities that are related and of interest to the Role of the Management Committee.

5. Management Committee Composition-

- a) Will provide the required governance and leadership skills and experience to oversee and guide the activities of BODEC/DEC through a mix of individuals (to the largest extent possible) who can represent the views of:
 - i. local employers and industry.
 - ii. community sector service providers.
 - iii. different population cohorts in the regions eg. Aboriginal, migrant, youth.
 - iv. the different regions within the Management Committee's geographical coverage
 - v. the local education and training sector
- b) Roles will be recruited through an Expression of Interest process as determined by the ETEE Board and should have a broad demographic mix
- c) If a member fails to attend three (3) consecutive meetings without being granted Leave of Absence by the Management Committee their membership of the Management Committee will cease.

6. Management Committee Chair

- a. Chair will be appointed by the ETEE Board for a period of 3 years (maximum of 2 terms).
- b. Chair's role is to be impartial, ensure the views of all members are canvassed, and ensure meetings are conducted in good order.
- c. The Chair will act as the chief spokesperson for the Management Committee providing leadership within the region in relation to the Jobs Hub
- d. The Chair will be a Director of the ETEE Board unless that person has declined the nomination.
- e. The Chair will participate in Regional Jobs Hub Network Community of Practice established by Jobs Tasmania.

7. Management Committee Meetings

- a) The Management Committee will comprise seven (7) to nine (9) members.
- b) A quorum will be a majority of the Management Committee.
- c) If the Chair is not present at a meeting of the Management Committee, a member of the committee may be elected by the members present to preside over that meeting.
- d) The Chair will at all times endeavour to achieve agreement by consensus approach. If consensus cannot be reached, this will be documented in the minutes.
- e) The Management Committee shall meet at least bi-monthly but can conduct business out of session.
- f) Meetings will be conducted in accordance with the principles of sound meeting procedures which include notice of meetings; distribution of Agenda and papers; preparation of minutes; and confidentiality.

8. Disclosure of interests

- a) If a member of the Management Committee has a potential or perceived conflict of interest in a matter being considered, or about to be considered, by the Management Committee, the member must, as soon as practicable disclose the nature of the interest to the Management Committee.
- b) If the member is unsure of whether they have a potential or perceived conflict of interest, they should discuss this with the Chairperson to receive guidance.
- c) Pecuniary interest declarations will be included as the first agenda item at all meetings
- d) Disclosures must be recorded and monitored by the Secretariat.

9. Review and Assessment of the Management Committee

- a) All additions or amendments of the Terms of Reference are to be recommended by the BODEC/DEC Management Committee for consideration for approval by the ETEE Board.
- b) Terms of Reference will be reviewed at a minimum bi-annually.
- c) A bi-annual review of the performance of the Management Committee will be undertaken under the oversight of the ETEE Board