



BOB HAWKE COLLEGE

Facilities and Amenity Sub-Committee

Terms of Reference

1. Purpose

- (a) The Bob Hawke College Facilities and Amenity Sub-Committee (**FAS**) is a sub-committee of the Bob Hawke College Board (**Board**) and is delegated the responsibility for investigations into, advice and recommendations to the Bob Hawke College Board on the following matters, to the extent relevant to the functions of the Bob Hawke College Board:
- i. “phase 2” of the project for the construction of buildings and facilities for Bob Hawke College (**Building Project**) including, without limitation:
 - A. gathering information about the specifications and scheduling of the Building Project;
 - B. high-level monitoring of the performance and progression of the Building Project in accordance to the applicable Building Project plans, specifications and schedules;
 - C. ascertaining the expectations of Bob Hawke College students, staff and College community as well as local area residents and the Wadjuk Working Group and any other relevant stakeholders (**BHC Stakeholders**) in respect of the implementation and outcomes of the Building Project;
 - D. considering risks and impacts of the Building Project on BHC Stakeholders, including in respect of continuing access to, use, enjoyment and safety of Bob Hawke College’s buildings and facilities, pathways, playing fields, car park and playgrounds as well as amenities and the areas surrounding the school (**College Facilities and Amenity**);
 - E. reporting on and advising the Bob Hawke College Board in respect of the matters in (A), (B), (C) and (D) including in relation to any proposed material changes to the Building Project plans, specifications and schedules; and
 - F. advising the Bob Hawke College Board in respect of managing BHC Stakeholders’ expectations, risks and impacts, including a strategy for engagement with BHC Stakeholders to promote the Building Project and communicate relevant information and developments related to the Building Project;
 - ii. general use, maintenance and improvement of the College Facilities and Amenity including:
 - A. policy and other matters relating to community use of the College Facilities and Amenity;
 - B. any future works and budget recommendations; and
 - C. encouraging participation of the College and broader community in maintenance and improvement of College Facilities and Amenity; and
 - iii. the impact on Bob Hawke College and the College Facilities and Amenity of any construction, development, change of use or planning requirements, including the project for redevelopment of Subiaco Oval, Kitchener Park, Mueller Park, the former Princess Margaret Hospital site and West Leederville train station (**Subi East Redevelopment**), (together the **Purpose**).

- (b) In discharging its Purpose, the FAS will take full account of the College's priorities as set out in the Bob Hawke College Business Plan and be guided by:
- (A) the goals of ensuring a safe, contemporary, sustainable, universally accessible and inclusive physical and social environment that provides for optimum functionality for users and the delivery of flexible learning approaches; and
 - (B) the role of Bob Hawke College as a place for learning, connection, support and wellbeing that is valued by the BHC Stakeholders and the broader community and adds value to the amenity of Subiaco and the surrounding area.
- (c) The FAS may consult with and obtain information from the architects and project managers of the Building Project, relevant staff of the Department of Education, City of Subiaco, relevant planning authorities and BHC Stakeholders in discharging its Purpose, provided that the FAS and its members must:
- (A) at all times safeguard the integrity and confidentiality of all information entrusted to each member as part of the work of the FAS; and
 - (B) not make any unauthorised public statements in relation to the Building Project or the organisation, operations, views or decisions of the FAS or the Bob Hawke College Board.

2. Authority

- (a) The FAS is a sub-committee of the Bob Hawke College Board from which it derives its authority and to which it regularly reports.
- (b) The FAS has delegated authority from the Bob Hawke College 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.

3. Composition

- (a) The Bob Hawke College Board will appoint approximately four Bob Hawke College Board members to FAS including, where possible, a mix of Parent, Staff and Community Board members, one of whom will be appointed Chairperson.
- (b) The members of the FAS are appointed until:
 - (i) a person is no longer a member of the Bob Hawke College Board;
 - (ii) the person resigns from membership of the FAS; or
 - (iii) the Bob Hawke College Board resolves to replace a member of the FAS.
- (c) Subject to the approval of the Bob Hawke College Board, members may be co-opted onto the FAS as the need arises to help fulfil the duties and obligations of the FAS.

4. Objectives and Workplan

The FAS will:

- (a) develop and submit to the Bob Hawke College Board, a description of its key objectives, including a "workplan" to guide the FAS and member performance in the achievement of its Purpose (**Objectives & Workplan**); and
- (b) review the Objectives & Workplan as may be required from time to time and submit the revised Objectives & Workplan to the Bob Hawke College Board.

5. Responsibility of members of the FAS

- (a) Members of the FAS are expected to:
 - (i) abide by the Bob Hawke College Board Code of Conduct;

- (ii) disclose any interest that may be a conflict of interest, as described in (b) below;
 - (iii) act in the best interest of Bob Hawke College;
 - (iv) apply good analytical skills, objectivity and good judgment;
 - (v) express opinions constructively and openly, raise issues that relate to the FAS' responsibilities and pursue independent lines of enquiry;
 - (vi) contribute the time required to review the papers provided; and
 - (vii) be readily accessible via phone and email.
- (b) If a Member of the FAS has a personal interest, duty, responsibility to or relationship with another party that is in conflict with the interests of Bob Hawke College, that may influence the person when they are discharging their responsibilities as a member of the FAS, this may be an actual, potential or perceived conflict of interest. Conflicts of interest may arise as a result of family and other personal relationships, financial interests or other interests such duties to other entities.

6. Meetings

- (a) The FAS will meet as required.
- (b) The scheduling of meetings of the FAS will be determined by the Chairperson of the FAS and should align with Bob Hawke College Board meetings so issues arising can be considered in a timely manner.
- (c) FAS meetings can be conducted face to face or by teleconference and can be called by any member of the FAS or the Bob Hawke College Board Chairperson.

7. Quorum

A quorum for all decisions shall consist of three members.

8. Secretariat Function

The FAS Chair will appoint a member of the FAS to record the meetings, decisions and recommendations and produce Minutes of the meetings.

9. Reporting

Reports and recommendations of each FAS meeting shall be presented to the next subsequent Bob Hawke College Board meeting.

10. Term

The FAS is a standing committee and will continue to function until such time as the Bob Hawke College Board determines it is no longer required.

11. Annual Review

An annual review by the Bob Hawke College Board will be conducted to ensure the FAS is effective in the discharge of its Purpose and having regard to the FAS' Objectives & Workplan.