



BOB HAWKE  
COLLEGE

## Community and Amenities Sub-Committee

### Terms of Reference

#### 1. Purpose

- (a) The Community and Amenities Sub-Committee (**CAS**) is a sub-committee of the Bob Hawke College Board (**Board**) and has been delegated the responsibility by the Board for advice and recommendations to it in respect of the following matters, to the extent relevant to the functions of the Board:
- (i) furthering engagement between the Board and the College with the community, including parents and carers, local area residents, education institutions, local business, industry and other organisations as well as government bodies and any other community groups or members (**Stakeholders & Community**), that may be beneficial to the College or maximise opportunities for the College's students and staff and their learning and growth, by:
    - (A) establishing, strengthening and leveraging positive connections and partnerships with Stakeholders & Community either generally or in respect of any specific matter through communication, outreach and any other engagement initiatives;
    - (B) promoting the College as a community asset and promoting its vision and values to Stakeholders & Community, to maintain and increase their support for, and involvement in, the College;
    - (C) collaborating with the College's Parents & Citizens Association; and
    - (D) any other appropriate means consistent with this the Board's Terms of Reference and the College's Business Plan;
  - (ii) access to, use, enjoyment and safety of the College's school buildings and facilities, pathways, playing fields, car park and playgrounds as well as amenities and the areas surrounding the College (**College Facilities and Amenities**) including:
    - (A) the completion and fit out of "phase 2" of the project for the construction of buildings and facilities for the College;
    - (B) any future maintenance, works and budget recommendations; and
    - (C) policy and other matters relating to use of the College Facilities and Amenities by Stakeholders & Community;
    - (D) encouraging participation of Stakeholders & Community as may be appropriate, in maintenance and improvement of College Facilities and Amenities; and

Bob Hawke College Community and  
Amenities Sub-committee (approved by  
the Bob Hawke College Board on 29  
March 2023)

(iii) the impact on the College and the College Facilities and Amenities of the project for redevelopment of Subiaco Oval, Kitchener Park, Mueller Park, the former Princess Margaret Hospital site and West Leederville train station (known as the “Subi East Redevelopment”),

(together the **Purpose**).

- (b) In discharging its Purpose, the CAS will take full account of the College’s priorities as set out in the College’s Business Plan and be guided by:
  - (i) the role of the College as a place for learning, connection, support and wellbeing that encourages our students to be responsible and engaged citizens and is valued by the Stakeholders & Community; and
  - (ii) the goal 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 adds value to the amenity of Subiaco and the surrounding area.
- (c) The CAS may consult with and obtain information from Stakeholders & Community as may be relevant and appropriate in discharging its Purpose, provided that the CAS and its members must:
  - (i) at all times safeguard the integrity and confidentiality of all information entrusted to each member as part of the work of the CAS; and
  - (ii) not make any unauthorised public statements in relation to the operations, views or decisions of the CAS, the Board or the College.

## **2. Authority**

- (a) The CAS is a sub-committee of the Board from which it derives its authority and to which it regularly reports.
- (b) The CAS has delegated authority from the Board in respect of the functions outlined in this Terms of Reference and as such, has the authority to inquire and obtain information relevant to these functions.

## **3. Composition**

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

#### **4. Objectives and Workplan**

The CAS will:

- (a) develop and submit to the Board, a description of its key objectives, including a “workplan” to guide the CAS 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 Board.

#### **5. Responsibility of Members of the Cas**

- (a) Members of the CAS are expected to:
  - (i) abide by the Board’s 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 the College;
  - (iv) apply good analytical skills, objectivity and good judgment;
  - (v) express opinions constructively and openly, raise issues that relate to the CAS’ 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 CAS has a personal interest, duty, responsibility to or relationship with another party that is in conflict with the interests of the College, that may influence the person when they are discharging their responsibilities as a member of the CAS, 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 as duties to other entities.

#### **6. Meetings**

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

#### **7. Quorum**

A quorum for all decisions shall consist of three members.

#### **8. Secretariat Function**

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

## **9. Reporting**

Reports and recommendations of each CAS meeting shall be presented to the next subsequent Board meeting.

## **10. Term**

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

## **11. Annual Review**

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