

# St Edmund's College



**EDMUND RICE EDUCATION  
AUSTRALIA**



**St Edmund's College, Ipswich**

**Building and Planning Sub-Committee**

## **TERMS OF REFERENCE**

### **Introduction**

The St Edmund's College Building and Planning Sub-Committee (The Committee) was established in 2017 to provide advisory support to the Principal and College Board on matters pertaining to building and planning.

It functions as a sub-committee of the College Board to ensure faithfulness to the Charter for Catholic Schools in the Edmund Rice tradition. Its advisory purpose is specific to building and planning with an aim to offer the best possible learning environment for the students attending and staff working at St Edmund's College, Ipswich.

As an extension of the College Board, The Committee is informed by The Design for EREA School Boards and is established in accordance with Section 4.2.

Link to The Design for EREA School Boards:

<http://www.erea.edu.au/docs/default-source/school-resources/the-design-for-erea-school-boards.pdf>

The Committee has been established for the particular purpose noted above and will continue to perform in this role only while the need remains. At such time as the College Board determines that it has fulfilled its role, The Committee will be disbanded. For this purpose the College Board will review the Committee's relevance to Board operations on an annual basis.

### **Responsibilities**

The Building and Planning Sub-Committee is to perform the following roles:

- Provide advice on major capital works and building projects;
- Provide advice on compliance with EREA policy on major capital works and building projects;
- Provide advice on compliance with Block Grant Applications and/or any Commonwealth or State funded grants for major capital works and building projects;
- Review any Block Grant Application to confirm compliance with all relevant Grant Guidelines
- Review the Capital works budget
- Review the Acquittal form for finalisation of use of Grant Funds for compliance with all relevant Grant Guidelines.
- Provide counsel on matters relating to State and Local Building and Planning Codes and which are relevant to any proposed College development.
- Endorse the College Master Plan;
- Recommend for implementation stages within the College Master Plan;
- Review proposed appointment of Consultants and/or Contractors to oversee College capital works and building projects; and
- Advise and support the Principal on any matter referred to it by the Principal that falls within The Committee's delegated responsibility.

## **Authority Limitations**

As an advisory body the Building and Planning Sub-Committee has no authority in the project management and/or day to day supervision of any building project conducted at the College.

Its primary role is to provide advice at the conceptual and planning stages of all major capital works and building projects with the purpose of ensuring that projects adhere to any compliance requirements and fulfil the intent of the College Master Plan and EREA policy

Once a building project is underway the Building and Planning Sub-Committee will be given progress updates and may, if required, provide further advice to help fulfil the specific projects aims.

The sub-committee is not to be involved in the operational issues of the project or the administration of the contract.

## **Membership**

Given the specific role of the sub-committee it is preferable that membership includes:

- at least two parents and/or friends of the College with particular skills, knowledge and expertise in building and planning;
- a member from the College Board who will take on the role of Chair;
- the College Business Manager as an ex officio member;
- the College Principal as an ex officio member;
- one other member of the College Leadership Team and
- a staff representative.

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2 Appointments to the Building and Planning Sub-committee are recommended by the College Board through the Board Chair and forwarded to the Principal for approval.

## **Meetings**

Meeting will occur at least four times each year at a time and date determined by the Chair in consultation with the Principal.

A quorum shall be a simple majority of all sub-committee members and must include the Principal.

Consensus is reached through adopting a shared wisdom approach.

The agenda and minutes from the previous meeting will be distributed to The Committee members, by the Chair, one week before each meeting.

Any additional papers will be distributed electronically the week before and or distributed as hard copies at the meeting.

## **Secretariat**

For consistency the recording of minutes for each meeting will be shared between the staff member representative and the member of the College Leadership Team.

These will be forwarded to the Principal's Assistant to be typed, formatted and checked by the Chair and Principal then distributed to the sub-committee members.