



Sacred Heart
College
GEELONG

Sacred Heart College Advisory Council

Planning and Facilities Sub-Committee

Terms of Reference

SCOPE

The Sacred Heart College Advisory Council (Council) has established the Planning and Facilities Sub-Committee (sub-committee) to support and advise the Advisory Council on issues relating to:

- Implementing and reviewing the College's Master Plan
- Essential Safety Measures, Compliance, and OHS as required
- Providing recommendations on major building works
- Monitoring projects to ensure both environmental (built environment) and financial sustainability
- Adjusting direction/planning of capital developments in response to disruption/change
- The provision of flexible and safe child safe spaces that promote wellbeing

RESPONSIBILITIES

The specific responsibilities of the sub-committee are to:

- Review and evaluate information provided by the Council and Principal
- Identify priority issues which fall within its TOR
- Review these TOR at the first meeting annually and update them as required
- Provide recommendations to the Council on appropriate and relevant matters
- Provide information to the Council on current developments and trends relating to Planning and Facilities matters
- Address any related matter(s) referred to it by the Council



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MEMBERSHIP

- At least one Member of the Council, who will be the Chair of the sub-committee (Chair), shall be a member of the sub-committee
- The sub-committee requires a minimum of three external members, each of whom should possess a high degree of knowledge, understanding and experience of Planning and Facilities matters
- At least two members of the College Leadership Team shall be members of the sub-committee
- sub-committee membership shall be reviewed every three (3) years
- A quorum must be achieved for a meeting to be valid. At least five (5) members of the sub-committee, one of which must be a member of the College Leadership Team, must be present to achieve a quorum
- Each new member of the sub-committee is required to acknowledge, by signature, these TOR as part of their induction

PROTOCOLS AND PROCEDURES

- Sub-committee members should have a sound knowledge and understanding, enhanced as necessary by appropriate training or access to expert advice, of the areas of the sub-committee's business
- On occasion, the Chair may declare that a matter be deemed confidential to the sub-committee
- Sub-committee members should value and respect diversity and differing views
- Resolutions developed by the sub-committee will occur with a consensus approach
- Sub-committee reports and submissions shall be presented to the Council by the Chair of the sub-committee
- Minutes of the sub-committee meetings should be included in papers for the following Council meeting

MEETING SCHEDULE

- Not less than four (4) meetings shall be held each year
- The sub-committee meeting agenda is to be set by the Chair of the sub-committee in consultation with the Principal and Leader of Business Operations
- Where possible, sub-committee meetings shall be held not less than two weeks prior to any meeting of the College Advisory Council to ensure adequate time for preparation of reports and recommendations to the Council

BUDGET

The Leader of Business Operations will present the forward budget, relating to capital, facilities and maintenance, for the current year at the first meeting annually, and an end of year summary at the final meeting each year.

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