

This Terms of Reference define the role of the Boddington Swimming Pool Future Options Reference Group (RG) and provide a framework for its establishment and operation. All members of the RG will be required to agree to these Terms of Reference.

1. Purpose

The purpose of the RG is to ensure the perspectives of facility stakeholders and regular users inform the preferred future option for the Boddington Swimming Pool.

Establishment of a formal RG supports Council's goal of working collaboratively to build a community informed and engaged in its future.

Specific objectives of the RG are to:

- Actively engage with facility stakeholders and regular users to draw out and bring to the RG ideas and feedback to inform the recommended option for Council's consideration.
- Work collaboratively and cooperatively as a member of the RG to achieve the best outcomes for the greatest proportion of the community.
- Obtain local input and knowledge for the development of the preferred option from a range of diverse perspectives.

The establishment of the RG will enable the community to be directly involved in the development of a preferred option. Feedback provided by the RG will assist Council in making decisions that respond to community concerns and aspirations and have the best overall outcomes for the community.

The RG does not have decision making powers. Decisions relating to the final development of the Boddington Swimming Pool are the responsibility of the Council.

2. Key Options

The RG is anticipated to have input into:

- The scope of the project (identifying short term and longer term needs)
- Identification of key issues and constraints
- End user feedback

3. Membership

Membership of the group will comprise:

- One (1) Councillor who has nominated to participate in the RG.
- One (1) representative from Boddington Swimming Club.
- One (1) representative from Contract Aquatic Services.
- Up to three (3) community members who are representative of the key community and stakeholder groups who have an interest, or are impacted by the project.

An Expression of Interest (EOI) process will be conducted to appoint community representatives. The EOI will be publically advertised, and key stakeholder groups will be informed to encourage a broad range of nominations through the EOI process.

Assessment of EOI applications will be managed by the Chief Executive Officer. Where possible, key stakeholders will be selected to achieve a cross-section of age, gender and interest in the Boddington Swimming Pool.

4. Chairperson

Meetings will be chaired by a Shire of Boddington representative.

5. Staff and Stakeholder Representation

Shire staff and other key stakeholders may attend the meetings of the RG as required, to provide updates or technical and professional advice.

6. Quorum

The quorum of this group shall be three and include at least one councillor, and two community representatives.

7. Meeting Schedule

At the inaugural meeting of the RG, the Group will determine the meeting schedule and other considerations as relevant.

Meetings will be held at the Shire of Boddington Administration Office – 39 Bannister Road Boddington.

8. Meeting Practices and Procedures

- Meetings will last a maximum duration of 2 hours
- Members will be provided with a meeting agenda and any background documentation two days prior to the meeting. To support informed participation in meetings and maximise use of scheduled meeting times, members are expected to consider background documentation provided prior to the meeting
- Minutes of the meeting will be distributed to all members within two (2) weeks of each meeting being held.
- If a member is unable to attend they must submit their apologies.
- Should a member of the working group miss two (2) consecutive meetings without submitting a prior apology, their membership of the RG will be subject to review.

9. Responsibilities of Members

All RG members are expected to:

- Act with honesty, good faith and integrity
- Abide by the Terms of Reference as set out in this document
- Actively participate in discussions
- Declare any actual or perceived conflicts of interest at the commencement of each meeting
- Represent the interests of their local community rather than individual interests or issues
- Maintain confidentiality of discussions within workshops
- Not use any information disclosed at workshops for personal purposes or gains for either themselves or others (including financial gains)
- Abide by the Council and Committee Members Code of Conduct as detailed at <https://www.boddington.wa.gov.au/council/our-council/code-of-conduct.aspx>
- Represent and communicate the views of the broader community they are representing.

Any material breach of the Responsibilities may result in immediate termination of membership on the RG.

10. Differing Views and Consensus

The aim of the RG is to represent a diversity of viewpoints. It is not a requirement, or anticipated, that consensus will always be reached among members on the topics discussed. Where members hold a range of perspectives on a topic, the differing viewpoints will be noted and taken into consideration.

11. Privacy

All RG members will be required to provide the Shire with contact details (email required) to allow for

distribution of workshop notes and communication before, between and after workshops.

All RG members are free to discuss the outcomes of the workshops with other people, however the specific views and opinions of other RG members are confidential and not to be shared outside the RG.