



Terms of Reference

Regional Aquatic and Leisure Centre Community Reference Group

(updated 3 June 2022 to include Reference Group Members)

1. Preamble

The Council may establish a community reference group by resolution of Council to assist it in its aims and objectives. The Council wishes to provide a formalised pathway for the Council via the project team to engage with members of the community regarding the Aquatic and Leisure Centre strategic project.

2. Purpose of the Community Reference Group

The *Community Reference Group – Regional Aquatic and Leisure Centre* is established for the purpose of assisting the Council in the following:

- To provide advice on communication channels to the Mount Barker District Council community regarding the project
- Engagement with key stakeholders in the community who have a close association with the project and the broader community
- To hear from community members regarding the use and functionality of the end outcome of the project
- To assist the Council to develop targeted community engagement activities and project communications to assist in the broader community understanding of the project
- To assist the Council in ensuring that factual and accurate information is provided to the community in a timely manner.

3. Delegations

The Community Reference Group has no formal delegations of authority, it is an advisory group to the Council's Project Reference Group.

4. Membership of the Community Reference Group

The membership of this Community Reference Group comprises eight (8) members in total. The membership of the Group is comprised of:

- Chairperson being the Project Sponsor
- The Mayor (deputy Mayor to act as proxy)
- three user group stakeholder representatives from Clubs or groups that are likely to be based at the new aquatic and leisure facility
- three community representatives who are Mount Barker District Council ratepayers

The user group stakeholders will be formal office bearers or nominees from their representative groups who are identified as potential end user groups of the new facility. The nominated representatives will have relevant knowledge and experience relating to the user groups of aquatic facilities, their management and operation.

The community representatives will be nominated selected by the Council's CEO and are identified as key community contacts who have extensive networks amongst the broader Mount Barker District Council community.

The Project Lead (Council's internal staff member) will be the Responsible Officer to the group and will attend each meeting.

The Project Lead will ensure that there are sufficient administrative resources to support the taking of notes and distribution of those notes for each meeting.

The notes of each meeting will be published within the project page on Council's website within 10 business days of each meeting.

The Community Reference Group will meet at least quarterly during the life of the project and more frequently when required as determined by the Chair.

All members (except the Elected Members) will hold office for the term of the project. Elected members will hold office for the duration of their current elected term.

5. Process for calling for and nominating community representatives.

The Council's CEO (after consultation with the Mayor) will call for nominations for election of persons from groups that are identified as having a close association with the project outcomes. Council's elected members will be asked to provide input on the list of proposed groups for which nominations will be sought.

Nominees will be required to provide a one-page overview of their relevant experience and knowledge and formal endorsement from the nominated user group.

The Council's CEO will advertise via an Expression of Interest process to the broader community for the three community representative positions. Applicants will be asked to provide a one-page overview of their relevant interest in the project and a statement regarding their broader networks that may be relevant for communication of the broader community outcomes.

The Council's CEO will then determine the composition of the Community Reference Group and the filling of the respective positions in accordance with these Terms of Reference and a set of pre-determined criteria.

6. Performance of the Community Reference Group

Members must notify the Chairperson or Responsible Officer as advised on the Notice of Meeting of non-attendance of a meeting.

Absence without leave of the Reference Group or Council from three or more consecutive meetings may result in removal from the Reference Group and a replacement called from the original applicants for the Group.

Outcomes of the Group will be noted and made by consensus of all members present.

Meetings will commence with a minimum of four (4) members which must include the Chair (or the Responsible Officer in their absence), and four of the combined possible attendees from the community and stakeholder representatives in attendance.

Meetings will be held at a time, date and venue as determined by the Chair taking into account the availability of participants.

The Chair or the Group may invite additional persons to be in attendance at meetings when deemed necessary for the furtherance of the groups purpose.

The group's meeting will be attended by other members of the Project Reference Group and external resources as and when required as determined by the Chair or Project Lead.

Council Members will be made aware of the date and time of meetings and may view proceedings, however will not take part in the deliberations of the Group.

The Council's CEO can determine when the Group has finalised its objectives or if the group is not operating in accordance with these Terms of Reference and/or not meeting the objective of adding value to the consultation and engagement aims for the project.

Membership of the Community Reference Group – Aquatic and Leisure Centre

Independent members	Council
	Mayor (Council EM rep)
	Chair – Alison Hancock
Aaron Newman	
Patricia Wheeler	
Naomi Pugsley	
Jake Culkin	
Douglas McCarty	
Aileen Van Wijk	
	Project Lead – Luke Gray (Deputy Chairperson) – <i>non voting member</i>

7. Chairperson

The role of the Chairperson is to:

- Oversee the orderly conduct of the meeting
- Ensure that the conduct of the meeting is fair and contributes to open, transparent and an informed consensus
- actions should encourage appropriate participation by all members in the conduct of the meeting
- procedures should reflect levels of formality appropriate to the nature and scope of responsibilities exercised at the meeting
- procedures should be sufficiently certain to give the community and decision-makers confidence in the deliberations undertaken at the meeting
- ensure that the meeting participation by all members is respectful and inclusive.

The Chairperson is not excluded from the discussion of the group.

If the Chairperson is absent from a meeting, the Project Leader will act as interim Chairperson for the purposes of conducting the meeting.

8. Responsibilities and role of Community Reference Group members

Individual Community Reference Group members will have the following responsibilities:

- a. Understand the goals, objectives and desired outcomes of the project
- b. Understand and represent the interest of project stakeholders
- c. Take a genuine interest in the project's outcomes and overall success
- d. Assist in the development of community engagement activities and community information activities regarding the project
- e. Provide insights to the Community Reference Group on the information and engagement needs of the community as they relate to the project
- f. Act on opportunities to communicate positively about the project
- g. Actively participate in meetings through attendance, discussion and review of notes, papers and Community Reference Group documents
- h. Support open discussion and debate, and encourage fellow group members to voice their insights
- i. Oversight of project outputs in relation to community information, updates, feedback and engagement mechanisms
- j. To keep confidential any information which the Chair or the Project Lead advises is confidential information.

9. Access and meetings

A minimum of five (5) clear days' notice of the meeting, accompanied by the agenda will be given to members of the Community Reference Group and published on the Council's website.

The notes from each meeting will form part of the milestone reporting to Council by the Project Lead and published in the Aquatic and Leisure Centre Project Page on the Council's website.