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| The City OfGreater Geelong |
| Community Advisory Panel - NOrth Bellarine Aquatic CENTRE (Stage 2) |
| Terms of ReferenceVersion: 1

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| Approved by | **Chief Executive Officer** |
| Review Date | Click here to enter a date. |
| Responsible Officer | Robyn Stevens, Director Community Life |
| Authorising Officer | Kaarina Phyland, Acting Chief Executive Officer |

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# Introduction

## Purpose

The Committeeis established for the purpose of:

1. Consultation and input into potential design options for the North Bellarine Aquatic Centre (Stage 2), an indoor aquatic and leisure centre that is complementary to the outdoor pool at the Drysdale Sporting Precinct.

## Authority

1. The Community Advisory Panel (CAP):
	1. Will be consulted on the development of design options for Stage 2.
	2. Will provide advice and insights to the City to inform the development of a business case.
	3. Does not have delegated authority and is not a decision-making committee.

## Objectives and functions

1. The functions of the CAP are:
	1. To provide direct feedback via ongoing dialogue with the City on ideas and views into the development of potential options.
	2. To consider information provided by the City to inform the design process.
	3. To provide feedback on draft designs or plans.
2. The objectives and functions of the CAP must be in accordance with Council’s resolution 27 April 2021:

*To ‘proceed with the detailed design and construction of the 50 metre outdoor pool, while also identifying potential avenues of funding to advocate for a future Stage 2 to complement the outdoor pool with an indoor aquatic centre that includes warm water pool, aqua play, hydrotherapy and associated facilities to service the needs of the North Bellarine community’*

1. To gauge the support or otherwise for any particular options.
2. The CAP will operate in accordance with the Council’s [*Community Engagement Policy*](https://www.geelongaustralia.com.au/governance/documents/item/654812cd.aspx)*.*

# Definitions

**Act**

The *Local Government Act 2020*.

**CEO**

The Chief Executive Officer of the City appointed by Council.

**City**

The administration of the Greater Geelong City Council, led by the Chief Executive Officer.

**Council**

The Greater Geelong City Council.

**Councillor**

Elected officials representing the City of Greater Geelong, including the Mayor.

**Council officer**

All staff of the City, including all contractors and volunteers engaged by the City, and the Executive Leadership Team.

**Conflict of interest**

Has the same meaning as defined in the Act.

**Delegated Authority**

Where Council has given its powers to act on behalf of Council. This can be to members of staff or to Delegated Committee’s under the Act.

**ELT**

Executive Leadership Team consisting of the Directors of the City who all report to the Chief Executive Officer.

Stage 2 - North Bellarine Aquatic Centre Stage 2 - an indoor aquatic and leisure centre that is complementary to the outdoor pool at the Drysdale Sporting Precinct.

# Terms of Reference

## Committee term

### Term starts

1. The committee’s term starts in October 2022.

### Term ends

1. The committee’s term will be finalised on adoption of the final design of Stage 2.

## Membership

### Make-up of the committee

1. The CAP will be comprised of up to 12 members that represent the following areas of interest within the community:
	1. Local Schools.
	2. Aquatic Clubs / Users.
	3. North Bellarine Advocacy Group (NBAG).
	4. Specific Users (ie: CALD and Disability Groups).
	5. Additional expertise in aquatic design.

### Features of effective members

1. The features of an effective member include:
	1. Shows good judgement and balance in consideration of issues.
	2. Understands the role of the committee and the expectations of the governing body or person.
	3. Takes the time to understand changes that affect the objectives and functions of the committee and any associated risks.
	4. Brings knowledge and expertise to bear in committee deliberations.
	5. Displays a constructive and positive attitude in dealings with other members and meeting visitors.
	6. Is a good communicator, builds effective networks and relationships while maintaining necessary confidences.
	7. Devotes sufficient time to committee business.
	8. Displays independence of mind on committee deliberations and asks the ‘hard’ questions when necessary.

### Role and responsibilities of members

1. Members are expected to perform the following roles:
	1. Maintain knowledge of issues and matters related to the objectives and functions of the committee.
	2. Represent their community and maintain effective two-way communication between the community and the committee, as appropriate.
	3. Share information with other members.
	4. Maintain confidentiality of information designated confidential.
	5. Fully prepare for each meeting, read the documentation in advance, and make every reasonable effort to attend each meeting.
	6. Provide feedback or endorse minutes of each meeting.

### Nomination of members

1. Independent community members will be invited onto the committee by the CEO through an expression of interest process.
2. Independent experts and consultants required by the City will be invited to also contribute to the meetings and process of the Cap, but will not be members of the CAP.

### Appointment of members

1. The CEO has delegated authority to appoint members to the CAP that includes:
	1. City officers.
	2. Independent community stakeholders.
2. The City will seek expressions of interest from the community for interest in becoming a member of the CAP. The expression of interest process will be open for 14 days via the City’s website.

### Length of appointment of members

1. Members are appointed for the period of the project.
2. Members must continue to meet membership requirements to maintain their membership.
3. If a member no longer meets membership requirements, their membership will be revoked.
4. Where a member or their substitute does not attend three consecutive meetings without adequate cause, that person’s membership may be revoked.

### Filling casual vacancies

1. A new member will be appointed for the remainder of the term of a vacant position by the CEO.

## Chairperson

### Meetings will be chaired by the Manager, Social Planning and Investment or their delegate.

### Role and responsibility of the chairperson

1. The Chair will:
	1. Ensure the CAP functions within the terms of reference.
	2. Approve the agenda.
	3. Conduct meetings with the degree of formality appropriate.
	4. Facilitate the flow of information during meetings.
	5. Approve draft minutes after each meeting.

## Meetings

### Frequency of meetings

1. Meetings will be held monthly unless the progression of the project does not warrant a meeting. This decision will be made by the Chair.
2. Future meeting dates, times and broad tasks may be decided by the committee.

### Minimum meeting attendees

1. The minimum number of attendees at a meeting for that meeting to proceed is at least one more than half of the appointed members.
2. If after 30 minutes from the scheduled starting time of any meeting, the minimum number of attendees cannot be obtained those members present; or if there are no members present, an authorised officer, must adjourn the meeting.

### Conflicts of interest

1. If a member has a conflict of interest in relation to an agenda item this must be declared, and the member must declare this and be recorded in the minutes, the member should remove themselves from discussion of this item.

### Misuse of information

1. All information received by members in the course of their work as members is confidential and must not be shared with any party outside the City, without the express permission of the City.

##  Reporting

1. Accurate minutes will be kept of each meeting.
2. Full copies of the minutes, including attachments, will be provided to all members following each meeting.
3. Where a consensus of views or opinions is not achieved at significant milestones in the process, both majority and dissenting views will be documented and made public.

## Secretariat

1. The Social Panning and Investment Department of will provide secretariat services for the committee:

## Review

1. The terms of reference and the CAP will cease its function following adoption by Council of Stage 2 designs.

# Records

Records shall be retained for at least the periods shown below. *[Delete as necessary]*

Table 1: Record retention and disposal schedule

|  |  |  |  |
| --- | --- | --- | --- |
| Record | Retention / Disposal Authority | Retention Period | Location |
| Records relating to arranging and facilitating committee meetings.Records of general administrative nature relating to management of committee meetings, including the preparation and circulation of minutes, use of premises where the meetings take place and travel arrangements for attendees. | PROS 09/05 VAR 1Retention and Disposal Authority for Records of Local Government Functions | Temporary | Destroy after administrative use has concluded. |

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CUSTOMER SERVICE CENTRE

Wurriki Nyal

Wadawurrung Country

137 Mercer Street

Geelong VIC 3220

8:00am – 5:00pm

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