

## ***Aquatics Working Party***

### **Terms of Reference**

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#### **1. Values and Expectations**

Dubbo Regional Council (DRC) committees, working groups and panels are established to provide community and industry feedback to Council on a range of issues in an advisory capacity. Committees, working groups and panels are not decision making bodies.

DRC is committed to our values: Progressive, Sustainable, One Team, and Integrity. All DRC working party members are expected to act in accordance with our values and to work constructively together. These behaviours are expected of all committee members:

- Members will conduct themselves with respect to Council and each other
- Members will act as a two way conduit of information between Council, and the community/organisation they have been nominated to represent
- Members will confine their contributions to statement of facts
- Members will not insult or make personal reflection or impute improper motives to each other
- Members will not say or do anything that is inconsistent with maintaining order at meetings or is likely to bring the working party into contempt
- Members will allow other members to put their views without interruption

#### **2. Aim**

The aim of the Aquatics Working Party is to assist Council decision making in relation to aquatic leisure development projects.

#### **3. Purpose**

Provide advice on Aquatic Leisure Centre Developments

#### **4. Membership**

Members will serve on the Working Party for the duration of the Mayoral Term. Should a member be absent from three consecutive meetings of the Working Party (without formal apology or leave granted by the Working Party), that person will cease to be a member. Any position made vacant under these terms will not be filled until the next round of expressions of interest, in conjunction with the Mayoral Term.

Community representation will be determined by way of open nomination, with successful applicants being decided by a selection panel made up of the Councillor representative/s, the Chief Executive Officer and/or relevant Director, and a relevant staff member.

#### **5. Positions**

Membership will comprise of:

- Two Councillors
- Relevant Director
- Manager Aquatic Leisure Centres
- Up to five community representatives.

The Chair will be the Councillor representative.

The minute taker will be an Administration Officer of the relevant Directorate.

#### **6. Support and Administration**

Council's Governance and Internal Control (GIC) branch will be responsible for the following arrangements:

- Sending meeting invitations
- Booking meeting rooms
- Preparing agendas
- Distributing agendas
- Preparing dummy minutes
- Finalising and distributing minutes

Council's Aquatic Leisure Centres branch will be responsible for the following:

- Confirming meeting dates with GIC
- Confirming agenda items and preparing reports
- Taking minutes using the dummy minutes proforma created by GIC, and returning to GIC within three business days of the meeting
- All matters to do with nomination, selection and replacement of working party members

Working Party members will be responsible for the following:

- Responding to meeting invites; providing an apology in advance where necessary
- Reading agendas and accompanying reports ahead of any meeting
- Attending and contributing to meetings

## **7. Delegations and Reporting**

The Working Party will have no delegated authority from the Council to make decisions binding the Council.

Outcomes of the working party will inform reports, with recommendations, as required, to the Council under the Manager Aquatic Leisure Centres or relevant Director. Reports may include:

- Meeting minutes – to be submitted for notation to the Culture and Community Committee
- Specialist reports as requested by the Council

## **8. Meetings**

Meetings will occur quarterly or as required for consideration of matters brought by the CEO.

## **9. Outcomes**

The quorum is half plus one.

In the event that the group is unable to come to a cohesive understanding on any matter or discussion item, a vote will be taken and will be noted in the minutes.

## **10. Order of Business**

The order of business for each Working Party meeting will be:

1. Apologies
2. Conflicts of Interest
3. Confirmation of Minutes/Report of the Working party
4. Reports from Staff
5. Other items as required

## **11. Confidentiality and Communication**

Confidentiality is to be maintained by all members of the working party, pursuant to guidelines of the Local Government Act. Discussions will be treated as confidential until the minutes are finalised and distributed, or as agreed for release to the media.

The identity, including personal information (such as contact details) of working party members is not to be shared without the express permission of the member in question.

Prior to any public and/or media comment (including social media) on matters addressed by the working party, members will consult with the relevant Director.

Working party members will not speak publicly on behalf of the working party without the express direction of the relevant Director.

## **12. Code of Conduct**

Elected officials (Councillors) must abide by the Code of Conduct which can be found on [Council's website](#). Representatives of Council administered committees, working groups and advisory panels must also abide by Council's Code of Conduct.