MT HELENA AQUATIC CENTRE REPRESENTATIVES MEETING

This Charter is to be read in conjunction with:

- the "Committees, Advisory Groups, Representative Meetings and Working Groups Policy"; and
- the "Licence Agreement for the Shared Use of Mount Helena Aquatic Centre at Eastern Hills Senior High School Mt Helena Aquatic Centre".

1. Establishment

The Mt Helena Aquatic Centre Representatives Meeting (the group) is established by the Licence Agreement for the Shared Use of Mount Helena Aquatic Centre at Eastern Hills Senior High School Mt Helena Aquatic Centre (C8.09.19).

The group may also be referred to as the Mt Helena Aquatic Centre Representatives Group (as included in the Licence Agreement).

2. Purpose

The purpose of the group is to:

a. Provide advice to Council on the management of the Mt Helena Aquatic Centre.

b. Provide a venue for discussion between the Eastern Hills Senior High School and the Shire with regard to the management of Mt Helena Aquatic Centre.

c. Ensure the views of the community are reflected in the operation and management of the Mt Helena Aquatic Centre.

3. Membership

The group shall consist of the following members:

a. Two council members

b. External members (include but not limited to):

   i. Department of Education staff member/s representing Eastern Hills Senior High School

   ii. Community Representatives from Mt Helena Swimming Club

   iii. Community Representatives from Mt Helena Residents and Ratepayers Association

c. Up to two employees

If authorised by the group, council members attending as observers may participate in the meeting (but are not able to vote).

The group may invite, through the CEO, other Shire employees to attend meetings and provide pertinent information where necessary but such persons shall not be entitled to vote on any item arising out of that meeting.

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A member absent for three consecutive meetings without leave shall forfeit their membership.

The Manager Recreation Services is to provide administrative support to the group.

4. Appointment

Council members are appointed to the group by Council for a term to expire on the date of the subsequent ordinary local government elections.

If for any reason, the council member is unable to hold office for the full period of their appointment, Council shall fill that vacancy. The council member appointed shall hold office for the balance of the term of the member originally elected.

4.1. Council Members

Council members are appointed in keeping with the principles of section 5.10 of the *Local Government Act 1995* (the Act).

4.2. Presiding Member

The presiding member and deputy presiding member are to be appointed by the group at its first meeting.

5. Roles and Responsibilities

Each member is expected to conduct themselves in keeping with the provisions with the Act, *Meeting Procedures Local Law 2015* and the Code of Conduct to have open and honest discussions and to treat each member and employees with due courtesy and respect.

Council members and employees are to disclose financial, proximity and impartiality interests in accordance with the Act. External members are to be aware that any conflict of interest needs to be recognised to ensure that probity is maintained at all times.

Each member is responsible for attending meetings, reviewing relevant material to enable informed discussion and making timely decisions/actions to progress the objectives of the group.

In addition to the above, the specific roles for each membership type are as follows:

- Council members are responsible for ensuring that the group adheres to the direction set by Council, contributing from a Shire-wide perspective and ensures that delivery of the groups purpose.
- External members are responsible for contributing to the delivery of the groups objectives within the scope of their skills, knowledge and capabilities.
- The presiding member is responsible for ensuring all members have an opportunity to participate in discussions in an open and encouraging manner and ensuring the timely consideration of items. Where the

presiding member is unable or unwilling to chair the meeting, the senior employee tasked with supporting the group will chair the meeting (but does not have voting rights).

- Employees are responsible for conducting necessary research as required by the group, providing professional advice, and for administering its meetings.

The group does not have executive powers or authority to implement actions in areas over which the CEO has legislative responsibility and does not have any delegated financial responsibility.

Recommendations from the group are advisory only and shall not be binding on Council.

6. Meetings

Meetings shall be held generally in keeping with the provisions of the Act, the *Local Government (Administration) Regulations 1996* and the *Meeting Procedures Local Law 2015*. Due consideration is to be given to the "Committees, Advisory Groups, Representative Meetings and Working Groups Policy". The group shall determine its own procedures.

Ordinary meetings will be held biannually or more frequently as required.

Special meetings may be held:

a. if called for by either the presiding member or at least two members in a notice to the CEO setting out the date and purpose of the proposed meeting; or

b. if so decided by the group; or

c. if called for by Council.

Meetings are not open to the public.

Decisions are to be made by consensus (i.e. members are satisfied with the decision even though it may not be their first choice). If not possible, the presiding member can make the final decision.

If a member is unable to attend a meeting, they must advise the presiding member as soon as reasonably practicable.

7. Recording and Reporting

The Record of Proceedings shall record:

- details of any disclosure of interest and the extent of such interest.
- times any member has departed and/or re-enters the meeting.
- consensus agreement on actions.

The Record of Proceedings will not reflect verbatim discussion on issues or matters discussed prior to consensus agreement being reached. At the end of each meeting, the presiding member will read out the agreed actions and any points of agreement to the meeting to ensure they are accurately reflected to the consensus view.

Where advice is received from a group which may inform decisions made by Council and has been included as consensus agreement in the Record of Proceedings, this advice may be included in an officer report for formal consideration by Council. Agreed actions will be assessed for financial or resourcing implications prior to being actioned.

8. Changes to Charter

This Charter is to be reviewed prior to each ordinary local government election.

This Charter may be amended by the group when required with Council to endorse any changes.

9. Term

This Charter is effective upon endorsement by with Council and continues until the termination of the Licence Agreement for the Shared Use of Mount Helena Aquatic Centre at Eastern Hills Senior High School Mt Helena Aquatic Centre.

Document Control

Item	Date	Reviewed by
Group established (in current format)	October 2023	C16.10.23
Reviewed	October 2023	SC10.10.23
Reviewed	September 2025	C-5-9-2025