

East Gippsland Aquatic Strategy

Project Reference Group - Terms of Reference



East Gippsland Shire Council
Phone 5153 9500
Email feedback@egipps.vic.gov.au
Web eastgippsland.vic.gov.au

Project Reference Group

TERMS OF REFERENCE

Recreation Facilities and Services
Place and Community Directorate

Introduction

East Gippsland Shire Council (Council) owns and manages four aquatic facilities: the Bairnsdale Aquatic and Recreation Centre, Lakes Entrance Aquadome, Bairnsdale Outdoor Pool and Orbost Outdoor Pool. The facilities comprise a mix of recreational functions including indoor and outdoor swimming pools, fully equipped gymnasiums, group fitness areas, sports stadiums and childcare facilities.

Council is developing a new East Gippsland Aquatic Strategy that will shape how it manages, develops and plans for aquatic facilities across the shire.

The strategy will be developed to understand the current and future aquatic needs of East Gippsland residents. It will be developed in line with existing facility provision and condition, identify future demand for aquatic facilities and services, and investigate options for potential site redevelopments.

Purpose of the project reference group

The East Gippsland Aquatic Strategy Project Reference Group provides a formal platform for community and industry input to guide the development of the East Gippsland Aquatic Strategy.

The group will provide a representative viewpoint from key stakeholders, user groups of the facilities and the community from across the entire shire for the development of the strategy.

The group will be formed with a goal to:

- have broad community representation, from different places, cultural backgrounds and varied interests in aquatic and sporting facilities within the shire
- have key stakeholder and current user group representation
- have representation from industry bodies

This selected group will work together to get the best result for the East Gippsland community and will include four stakeholder and user group representatives, four positions for interested community members and 2 positions from Aquatic and Recreation industry bodies.

Goal of the project reference group

The group's goal is to work within the purpose of:

- Facilitating community and stakeholder involvement in identifying current and future demand for aquatic facilities in East Gippsland
- Providing feedback and insights to help inform Council's decision-making process for the future of aquatic facilities
- Ensuring community, user group, and stakeholder needs and perspectives are incorporated into the strategy
- Ensuring consideration is given to all of East Gippsland

The reference group will not determine:

- Recruitment of consultants to deliver the strategy
- Direction on project management
- Changes to Council operations
- Council officer direction
- Final recommendations to Council
- Budget priorities

- Changes to adopted scope of works

Members of the reference group will not be able to speak publicly on behalf of the project, the reference group, or on behalf of Council.

Members of the reference group must not publicly lobby or advocate for or against current or future facilities and projects during the strategy development and implementation, in line with conflict of interest provisions.

How we work together

The group is assembled on a voluntary basis. It is the intent to support and co-operate with all parties in the spirit of goodwill, working towards the common purpose. Representatives are expected to:

- Discuss community needs and aspirations for aquatic facilities to contribute representative viewpoints that will assist in the decision-making process
- Be an advocate for the East Gippsland Aquatic Strategy within the community
- Contribute positively to the group

Representatives are expected to always behave in a respectful manner towards other group members and Council staff. It will be at the Council Project Manager's discretion to remove members who are not actively and positively involved in the group or that are behaving disrespectfully.

Representatives agree to participate in scheduled meetings of the group and if you are unable to attend, advise the Council Project Manager. In addition, if a representative fails to attend group meetings as arranged on 3 occasions, the Council Project Manager may, at their discretion, remove the representative from the group and seek to appoint a new representative.

In the event a representative seeks to leave the group, the representative should send an email or letter to the Council Project Manager providing such notice.

Internal group communication

An external consultant will serve as the chair and lead all meetings. Minutes will also be taken by a delegated member of the consultancy. Meetings will be held when a specific goal is recognised, the goal/s will be notified, and the meetings run to meet that goal. Where possible and considered effective, information and questionnaire methods can be used instead of a meeting format.

Each member is requested to assist with the project by presenting at all meetings or responding to information provided at a good time.

The external consultant will issue brief status updates on the progress of the project monthly.

Conflict of interest

As a member of this group, it is your duty to act in public interest in the same way as a Council officer. Each of these roles has significant responsibilities and must be performed in the public interest and not in the interest of someone or something with whom you have a private association. To ensure public interest is always served, all relevant people are required to separate their private interests from their public duties. This may result in the need to step aside from the reference group if you are determined to have a conflict of interest.

Sensitive information

The reference group may have access to sensitive information regarding Council's aquatic facilities at an early stage. The purpose of the reference group is to provide objective information within the group to allow Council to make informed decisions. Early and unplanned release of certain information has the potential to produce significant concerns over concepts that may never come to fruition.

It is important that this group recognises the sensitive nature of information, the potential for unnecessary stress for community groups and the potential for damage to the reputation of Council if incomplete and pre-decision information is shared without full explanation.

It is therefore necessary for the group to maintain control of, and to restrict the sharing of information until it is officially released. Council will release information as soon as reasonably possible and will welcome public review and comment.

Privacy

Representatives acknowledge and respect the privacy of their fellow representatives and all parties they meet during the process. To that extent, representatives should not use the private information and contact details of fellow representatives unless they provide their consent, and the private information and details of representatives should not be disclosed to third parties.

External communication

Council will lead all media communications regarding this project.

External communication is desired to reflect the purpose of the group. To this effect, media releases from Council will, where possible, be circulated to the members of the reference group before the intended release. Council will set timelines for submitting feedback. All feedback will be reviewed, though not all suggestions may be incorporated. Council requests that representatives refrain from individual media posts or communication.

East Gippsland Aquatic Strategy Project Reference Group member details

The table below provides member details and must be signed by each group member to acknowledge the requirements of them as outlined in this document.

Deed of confidentiality

By signing below you agree that you have read, understood, and accept all terms and conditions outlined in the East Gippsland Aquatic Strategy Project Reference Group Terms of Reference, and agree to keep all information provided to you as confidential until informed otherwise by the Council Project Supervisor.

Affiliation	Name	Telephone	Email	Signature