

MT HELENA AQUATIC CENTRE REPRESENTATIVES GROUP

TERMS OF REFERENCE

1. NAME

The name of the group is the Mt Helena Aquatic Centre Representatives Group.

2. DEFINITIONS

“Group” means the Shire of Mundaring Mt Helena Aquatic Centre Representatives Group.

“Shire” means the Shire of Mundaring

3. PURPOSE

- 3.1 To provide advice to the Shire on the management of the Mt Helena Aquatic Centre.
- 3.2 To provide a venue for discussion between the Eastern Hills Senior High School and the Shire with regard to the management of these facilities.
- 3.3 To ensure the views of the community are reflected in the operation and management of the facility.

4. MEMBERSHIP

The membership shall ideally consist of the following persons: –

- Department of Education staff member/s representing Eastern Hills Senior High School
- Officer/s from Shire of Mundaring
- Community representative/s
- 1 Shire of Mundaring Councillor”.

5. MANAGEMENT OF BUSINESS

The Group shall elect its own Chair and determine its own procedures.

The Group shall meet bi-annually, or more frequently as required.

The Group may invite other persons to attend any meeting but such persons shall not be entitled to vote on any decision arising out of that meeting.

The Shire will provide administrative and executive support to facilitate the effective functioning of the Group.

A record of proceedings shall be prepared for each meeting and distributed to all group members within 10 working days after each meeting. The document shall be filed in the Shire's record management system.

6. AMENDMENTS

The Group may amend these Terms of Reference from time to time.