

## TERMS OF REFERENCE

### Indoor Pool Project Working Group

#### 1 Purpose

The purpose of the Indoor Pool Working Group is to identify the optimal indoor pool specification for Collie and consider the financial impacts of an additional public swimming pool.

The working group is to conclude with the preparation of a report to Council outlining the findings of its evaluation, providing advice and recommendations for Council's consideration.

#### 2 Scope of Evaluation

The evaluation and concluding report is to address the following considerations:

##### *Pool Specification*

Identify the optimal specification for an additional pool, namely pool length, width, depth(s), temperature, functionality and facility.

##### *Capital Cost Expectations*

The Group is to review the reliability of current cost estimations, outlining the assumptions utilised for the preferred pool specification. A cost range should be identified for financial modelling purposes.

##### *Operational Revenue and Cost Expectations*

The Group is to review operational revenue and costs considerations, assumptions and forecast expectations for financial modelling purposes.

##### *Financial Modelling*

The Group is to consider financial models to fund capital and operational costs against the following objectives:

- Identify funding sources that meet capital renewal/operational costs while achieving affordable rate increases; and
- Achieve overall improvement to the Shire Financial Health Indicator (FHI).

### **3 Membership**

The Working Group will have membership as follows:

#### Members

- Shire of Collie Elected Members X 2 (Elected Member to Chair)
- Chief Executive Officer or delegate, Shire of Collie
- Collie Preston MLA Jodie Hanns or representative
- Collie Heated Indoor Pool Supporters (CHIPS) representative
- Collie Kids in Need representative
- Underwater Hockey representative
- Swimming Club representative
- Other community representative

#### Invited Attendees

- State Government representatives

The Chair may invite other parties as may be appropriate to assist the Group in meeting its purpose.

Behavioural standards set out in the *Shire of Collie Code of Conduct for Council Members, Committee Members and Candidates* dated March 2021 apply. The Council may revoke membership where expected standards of conduct are not met.

### **4 Authority**

The Working Group is not a Committee of Council and is not assigned delegated authority. The Group does not have authority to direct the Shire administration or commit Shire resources.

Meeting conduct is coordinated by the Chair, with agreement reached by consensus. Where agreement is not reached, the concluding report is expected to identify the diverging views of members.

Once the concluding report is completed, the report will be referred to a meeting of Council for consideration. The Council is not bound by any recommendations of the report, and may elect to seek further community input or other opinion before making further decisions.

No member of the Working Group is permitted to make public comment on behalf of the Group or the Shire. This does not preclude a member speaking on their own behalf, or on behalf of the group or organisation they may represent.

## **5 Resources and Assistance**

The work of the Group will be supported by the Shire administration as far as is reasonably practicable. This includes:

- Providing secretarial assistance (meeting arrangements, communication with members, preparing records of meetings).
- Providing detailed information and overview of work undertaken to date, and documentation available to inform the Group.
- Assist the drafting of a concluding report.

The Group may identify further tasks to be undertaken through contracted services. In these instances, approval of the grant provider (State Government) to expend funds under the terms of an existing grant is required for the expense to be incurred.

Collaboration with State Government agencies is anticipated, such as:

- Department of Local Government, Sport and Cultural Industries – drawing on the broad experience of the Department with cost assumptions and estimates.
- Department of Treasury – who may be able to assist with long-term financial modelling and financial health assessments.

## **6 Timing of Meetings**

The timing and arrangements for meetings are to be agreed by the Group.