



Glenelg Shire Council (Council)
Portland Foreshore Multipurpose Facility (Project)
Project Reference Group (PRG)
Terms of Reference (TOR)

PROJECT DESCRIPTION

Glenelg Shire Council has received funding from the Regional Infrastructure Fund towards the provision of a Multipurpose Facility as part of the revitalisation of Portland's foreshore.

The scope of the Portland Foreshore Multipurpose Facility (Project) was to deliver a new building as a multipurpose community and club facility on the Portland foreshore with space for events and functions, hospitality and retail facilities. The works included the removal of two (2) existing facilities being the Angling Club and Yacht Club buildings.

However, following discussions with the funding body and the landowner, Council resolved at its meeting of 17 December 2024 to proceed with the refurbishment of the two existing buildings.

At the 28 January Council meeting, Council moved the motion to establish a Project Reference Group (PRG) for the project with Councillor Stephens nominated as the chair, and Councillor McDonald as a participating member.

This Terms of Reference (TOR) has been developed in accordance with the resolution at the 28 January Council Meeting.

PURPOSE

The role and purpose of the PRG will be to assist in an advisory capacity on project planning, community and business engagement, project consultation and delivery.

The role of the PRG members shall be to provide this information and/ or advice as part of the PRG meetings.

MEMBERSHIP

The membership for the PRG is as follows:

- Two (2) Glenelg Shire Council Councillors with one being nominated as the Chair. Representatives to be determined by Councillor vote.
- Council Project Sponsor
- Council Strategic Project Manager
- One (1) additional Council senior executive/ management representative
- Two (2) members of the Portland Yacht Club. These representatives to be determined by the Portland Yacht Club.
- Two (2) members of the Portland Sport and Game Fishing Club. Representatives to be determined by the Portland Sport and Game Fishing Club.

- Three (3) Community members, to be determined through an EOI process completed by Council Officers. Members shall be selected based on their expertise, ability to contribute to the project's objectives, and representation of key stakeholder groups.

Members from the Councillors, Council Officers, the Portland Yacht Club and the Portland Sports and Game Fishing Club are able to nominate another member of their group if they are unable to attend.

A member may resign from the PRG in writing to the Chairperson. The process for replacement shall be the same as the original process for determining their appointment (e.g., the clubs to nominate a replacement, community members from those who submitted as part of the EOI process, Councillors via nomination).

The Chairperson of the PRG will be the Councillor appointed to chair the PRG, or another Councillor they have appointed as their delegate in advance of the meeting. In the absence of a Councillor, meetings will be chaired by a Council Officer.

Selection of the community members for the PRG shall be done as an Expression of Interest (EOI) provided to the community via Council's Website and in writing at Council's Customer Service Centres. Clear criteria shall be included as part of the EOI – including that community members who are members or affiliated with either of the clubs involved will not be able to apply. Also, anyone who is likely to have a financial conflict of interest from any of the work being done as part of the refurbishment of the existing Portland Foreshore buildings is not eligible to apply. Applications will be open to anyone residing in the Glenelg Shire.

DURATION

The Project Reference Group shall operate until the completion of the refurbishment works for the Project

MEETING SCHEDULE

The PRG will meet monthly in the Council Cliff Street offices at 71 Cliff Street, Portland. All meetings shall be minuted by a Council administration officer.

Meetings shall include a standard meeting agenda provided as part of an Outlook calendar invite by the Council administration officer.

SCOPE

Inclusions

The PRG will act in an advisory capacity only and is not authorised to make decisions or submissions on behalf of the Council.

Exclusions

The following information shall not be provided to the PRG:

- confidential information
- commercially sensitive information

- information on pricing, budgets or project spend

The PRG shall not replace or impact the management or operation of the project, including the ongoing meetings with stakeholders.

AUTHORITY

Nil.

Resources and Budget

The PRG will not be responsible for managing finances or making decisions on allocation of resources.

DISPUTE RESOLUTION PROCESS

Conduct

In performing the role of PRG member, a person must:

- Act honestly and respectfully
- Exercise reasonable care and diligence
- Not make improper use of their position for personal benefit
- Declare any conflicts of interest, and refrain from participating in discussions involving the matter
- Not make improper use of information acquired because of their position
- Keep all information received and discussed confidential

Disclosures

Conflicts of interest must be disclosed to the Chairperson. Where the Chairperson has a conflict of Interest, the senior Council officer must be advised.

ADMINISTRATION

Meetings shall be scheduled and minuted by a Council administrative support officer.

Reporting

Minutes are to be kept and registered in Council's document management system.

Review Date

The Terms of Reference may be reviewed in conjunction with membership appointments, or as required.

References

- Council Policy
- Councillor Code of Conduct
- Governance Rules
- Procurement Policy

