



Gippsland Sports and Entertainment Park Project Reference Group

Terms of Reference

2026 Commonwealth Games

05 June 2023



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1. Establishment of the Project Reference Group

- 1.1. The Gippsland Sports and Entertainment Park Project Reference Group (hereinafter referred to as “the PRG”) for the 2026 Commonwealth Games, is a formally appointed Advisory PRG of Latrobe City Council (LCC) established for the purposes of providing advice to Council.
- 1.2. The membership of this PRG and these Terms of Reference will be adopted by resolution of Latrobe City Council at a Council Meeting.

2. Objectives

- 2.1. The PRG’s role is to report to the Council and provide appropriate advice, information and feedback on matters relevant to this Terms of Reference in order to facilitate decision making by the Council in relation to the discharge of its responsibilities.
- 2.2. The PRG is an advisory group only and has no delegated decision-making authority.
- 2.3. The PRG is established to:
 - 2.3.1. Provide an interface between Council, the Project Steering Committee (PSC) and the wider community.
 - 2.3.2. Provide specific feedback to the Project Steering Committee about elements of the project where members of the Gippsland Sports and Entertainment Park PRG have specialist expertise.
 - 2.3.3. Provide advice to Council on issues relating to the redevelopment of the Gippsland Sports and Entertainment Park for the 2026 Commonwealth Games.
 - 2.3.4. Provide feedback and support for community engagement strategies with the wider community and stakeholders.
 - 2.3.5. Act as advocates for the project with the wider community.
- 2.4. The PRG will carry out the following functions in order to achieve the objectives:
 - 2.4.1. Review progress of the redevelopment of the Gippsland Sports and Entertainment Park for the 2026 Commonwealth Games, and provide information to Council, stakeholders and the wider community.
 - 2.4.1.1. Schedule meetings as required to receive updates on the redevelopment of the Gippsland Sports and Entertainment Park for the 2026 Commonwealth Games.
 - 2.4.1.2. Contribute to the development of media and communication strategies.

- 2.4.1.3. Assist with the appointment of co-opted members, as deemed appropriate by the PRG, to contribute at particular stages of the project.
- 2.4.1.4. Provide advice as part of a policy, strategy (or other relevant document) review or development processes as required from time to time.
- 2.4.1.5. Perform other activities related to this Terms of Reference as requested by the Council.

3. Membership

Composition of the PRG

- 3.1. The PRG will comprise of 15 members plus LCC officers, being:
 - 3.1.1. Up to two x Councillors, one whom shall be nominated as Chair
 - 3.1.2. One representative of the Gunaikurnai Land and Waters Aboriginal Corporation (GLaWAC) where GLaWAC chooses to nominate a representative
 - 3.1.3. One x Falcons 2000 Soccer Club nominated representative
 - 3.1.4. One x Gippsland United Football Club nominated representative
 - 3.1.5. One x Football Victoria Referees nominated representative
 - 3.1.6. One x Latrobe Valley Soccer League nominated representative
 - 3.1.7. One x Football Victoria nominated representative
 - 3.1.8. One x Football Australia nominated representative
 - 3.1.9. One x Rugby Victoria nominated representative
 - 3.1.10. One x Rugby Australia nominated representative
 - 3.1.11. One x Sport and Recreation Victoria nominated representative
 - 3.1.12. LCC officers
 - 3.1.12.1. One x LCC Project Owner (including PRG secretariat)
 - 3.1.12.2. One x Project Director
 - 3.1.12.3. One x Senior Project Manager
 - 3.1.12.4. LCC officers as required (Ex Officio)

Length of appointment

- 3.2. The PRG shall be in place for a period determined by Item 5.1, and the appointment of members shall be for term as deemed appropriate by Council.
- 3.3. Prior to the expiration of each term, there will be a call for nominations for the next term. Current PRG members are able to re-nominate.

Selection of members and filling of vacancies

- 3.4. Latrobe City Council shall determine the original membership of a PRG based on nominations received from the nominated organisations listed in Item 3.1.
- 3.5. The PRG may fill any vacancies that occur within the determined year period of appointment, subject to the approval of the Executive Manager Commonwealth Games and endorsement of Council. Where a vacancy is filled in this way, the appointment shall be limited to the remainder of the period of the original appointment.

Co-option of members

- 3.6. With the approval of the Chair, the PRG may invite other individuals to participate in the proceedings of the PRG on a regular or an occasional basis and including in the proceedings of any sub-committees formed.

Attendance at meetings

- 3.7. All PRG members are expected to attend each meeting.
- 3.8. A member who misses two consecutive meetings without a formal apology may at the discretion of Latrobe City Council have their term of office revoked.
- 3.9. A member who is unable to attend the majority of meetings during the year may at the discretion of Latrobe City Council have their term of office revoked.

Resignations

- 3.10. All resignations from members of the PRG are to be submitted in writing to the Executive Manager Commonwealth Games, Latrobe City Council, PO Box 264, Morwell VIC 3840.

4. Proceedings

Chair

- 4.1. The nominated Councillor shall Chair the meetings.
- 4.2. If the Councillor delegate is unavailable he/she shall delegate to the other nominated Councillor to chair the meeting.
- 4.3. If neither Councillor is available, the Chair may nominate a replacement from the current membership of the PRG to chair the meeting.

Meeting schedule

- 4.4. The PRG will determine its meeting schedule and times for each of the meetings. The duration of each PRG meeting should generally not exceed two hours.

- 4.5. Meetings of the PRG will be held monthly initially or as may be deemed necessary by Latrobe City Council or the PRG to fulfil the objectives of the PRG. Special meetings may be held on an as-needs basis.

Meeting procedures

- 4.6. Meetings will follow standard meeting procedures as established in any guidance material and outlined in these terms of reference for the PRG provided (see appendix one for the agenda template).
- 4.7. Members are expected to comply with the confidential information provisions contained in the *Local Government Act 2020* and must treat information they receive as confidential unless otherwise advised. Members must not use confidential information other than for the purpose of performing their function as a member of the Committee.
- 4.8. If a member has a general or material conflict of interest as defined in the *Local Government Act 2020* regarding an item to be considered or discussed by the Committee, the member must disclose this to the Chair if they are attending the meeting.
 - 4.8.1 Once a declaration of either general or material conflict of interest has been made, the member must leave the room and remain outside until the conclusion of the relevant discussion. The time of leaving the meeting room and the time of their return must be recorded in the minutes or notes of the meeting.
- 4.9. All recommendations, proposals and advice must be directed through the Chair.

Quorum

- 4.10. A majority of the members constitutes a quorum.
- 4.11. If at any PRG meeting a quorum is not present within 30 minutes after the time appointed for the meeting, the meeting shall be deemed adjourned.

Voting

- 4.12. There will be no official voting process, although all members shall have equal voting rights. Majority and minority opinions will be reflected in PRG minutes.

Minutes of the Meeting

- 4.13. A Latrobe City Officer or authorised agent shall take the minutes of each PRG meeting.
- 4.14. The minutes shall be in a standard format including a record of those present, apologies for absence, adoption of previous minutes and a list of adopted actions and

resolutions of the PRG (see appendix two for the minutes template).

- 4.15. The minutes shall be stored in the Latrobe City Council corporate filing system (currently CiAnywhere electronic document and records management system).
- 4.16. The agenda shall be distributed at least 48 hours in advance of the meeting to all PRG members, including alternative representatives.
- 4.17. A copy of the minutes shall be distributed to all PRG members (including alternative representatives) within 10 working days of the meeting.

Reports to Council

- 4.18. With the approval of the Chair, a report to Council may be tabled on the PRG's progress towards the objectives included in this Terms of Reference.
- 4.19. Reports to Council should reflect a consensus of view. Where consensus cannot be reached, the report should clearly outline any differing points of view.
- 4.20. Reports to Council will be co-ordinated through the Executive Manager Commonwealth Games.

5. Review of PRG and Duration of the PRG

- 5.1. The PRG will cease to exist by resolution of the Council, or once the objectives at item 2.3 have been demonstrated that they have been met, whichever occurs first.
- 5.2. A review of the PRG will take place at least once every three years at which time the Terms of Reference will also be reviewed.
- 5.3. A review will be conducted on a self-assessment basis (unless otherwise determined by Council) with appropriate input sought from the Council, the CEO, all PRG members, management and any other stakeholders, as determined by Council.
- 5.4. The review must consider:
 - 5.4.1. The PRG's achievements;
 - 5.4.2. Whether there is a demonstrated need for the PRG to continue; and
 - 5.4.3. Any other relevant matter.

6. Authority and Compliance Requirements

- 6.1. The PRG is a consultative group only and has no executive powers nor does it have any delegated decision making or financial authority.
- 6.2. Failure to comply with the provisions outlined in this Terms of Reference may result in termination of the Member's appointment.

Appendix 1: Agenda Template

AGENDA

[Project] Project Reference Group

Meeting Day, XX Month Year

Time Commencing: 00:00 am/pm

Expected Finish Time: 00:00 am/pm

Location: (include specific meeting room and address)

Chairperson: [Name]

AGENDA ITEMS

No.	Item	Responsible Officer
1.	Welcome & Introductions	
		Chair
2.	Acknowledgement of Country	
	<i>I'd like to begin by acknowledging the Traditional Owners of the land on which we meet today. I would also like to pay my respects to Elders past and present.</i>	Chair
3.	Apologies	
		All
4.	Declarations of Interest	
	<i>Members of the Committee are to declare any Conflicts of interest or any interests in matters listed on the agenda</i>	All
5.	Confirmation of Minutes	
	<i>Confirmation of the previous minutes of the meeting</i>	All
6.	Matters Arising from Previous Meetings	
	<i>Review of action progress from previous meetings</i>	All
7.	Reports / Items for Consideration	
	<i>Matters being presented for discussion in accordance with the Terms of Reference</i>	
	•	
8.	General Business	
	•	All

Appendix 2: Minutes Template

MINUTES

[Project] Project Reference Group

Meeting Day, XX Month Year

Time Commencing: 00:00 am/pm

Finish Time: 00:00 am/pm

Location: (include specific meeting room and address)

Chairperson: [Name]

MEETING ITEMS

No.	Item	Responsible Officer
1.	Present	
	<i>Chair to provide a Welcome to all</i> In attendance: [Names]	Chair
2.	Acknowledgement of Country	
	<i>Chair to provide an Acknowledgement of Country</i>	Chair
3.	Apologies	
		All
4.	Interest Disclosures	
	<i>Members of the Committee declare any Conflicts of interest or interests in matters discussed at the meeting.</i> The following members of the PRG declared a Conflict of Interest at the meeting and left the meeting whilst the matter was being discussed: [Name] Time left: 00:00 am/pm Time returned: 00:00 am/pm [Name] Time left: 00:00 am/pm Time returned: 00:00 am/pm	All
5.	Confirmation of Minutes	
	<i>That the minutes of the meeting held on [date] of the [name] PRG be confirmed</i> Moved: _____ Seconded: _____	Chair

MINUTES

No.	Item	Responsible Officer
6.	Matters arising from previous meeting	
	<p><i>List the item and action agreed as per agenda and assign any follow up actions and expected timeframes</i></p> <p>5. Item Heading 5.1 Sub-heading</p> <ul style="list-style-type: none"> • <p>Action(s):</p> <ul style="list-style-type: none"> • 	
6.	Items for Consideration	
	<p><i>List the item and action agreed as per agenda and assign any follow up actions and expected timeframes</i></p> <p>6. Item Heading 6.1 Sub-heading</p> <ul style="list-style-type: none"> • <p>Action(s):</p> <ul style="list-style-type: none"> • 	
7.	General Business	
	<p><i>List the item and action agreed and assign any follow up actions and expected timeframes</i></p> <p>7. Item Heading 7.1 Sub-heading</p> <ul style="list-style-type: none"> • <p>Action(s):</p> <ul style="list-style-type: none"> • 	
8.	Meeting Close:	Chair

PREVIOUS ACTION ITEMS

No.	Item	Owner	Due Date
1.			

Next Meeting – [Provide details of the next meeting date, time, and location]

