



## **Terms of Reference**

### **Yarrowonga Multisports Stadium**

### **Fundraising Committee**

**August 2023 to August 2025**

**Adopted by Council on 26 July 2023**

#### 1. PURPOSE

The purpose of the Yarrowonga Multisports Stadium Fundraising Committee is to assist Moira Shire Council through the planning, implementation and coordination of all fundraising activities to contribute to the development of the Yarrowonga Multisports Stadium.

#### 2. DEFINITIONS

**CEO** means the Chief Executive Officers of Moira Shire Council

**Council** means Moira Shire Council

**Fundraising Committee** means the Council endorsed members of the Committee responsible for fundraising towards the development of the Yarrowonga Multisports Stadium

#### 3. OBJECTIVES

3.1 Develop a fundraising strategy for the Yarrowonga Multisports Stadium for approval by Council. The strategy should include:

- The identification of existing and potential donors and contributors and sponsors
- Schedule of fundraising events/ activities and resources required
- Detail of where funds raised will be held and how they will be distributed

3.2 Secure donations from businesses and individuals to contribute towards the development of the Yarrowonga Multisports Stadium.

#### 4. COMPOSITION AND PROCEEDINGS

4.1. The Fundraising Committee shall be made up of:

- i. No more than three Representatives from existing or potential user groups that have an interest in the development of the Yarrowonga Multisports Stadium
- ii. No more than three Community members who have an interest in the development of the Yarrowonga Multisports Stadium
- iii. One Moira Shire Council Officer who will act as liaison to the Committee

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- 4.2. Council through the CEO will invite participation in the Fundraising Committee through an Expression of Interest process, an internal selection panel will be used to identify suitable members in accordance with 4.1. Additional community representatives may be included by approval of the CEO.
- 4.3. Appointment to this Advisory Group will be by Council resolution.
- 4.4. Community representative nominees will be considered appointed and remain current based on their ability to contribute to the objectives of the Fundraising Committee outlined in Section 3.
- 4.5. On the resignation of, or in the case of a community representative being incapable of acting as a representative body, the CEO may appoint a replacement person.
- 4.6. All organisations and persons nominated to serve on the Fundraising Committee are subject to the initial and continued approval of the CEO. Revocation provisions are contained in section 10.

## 5. OPERATIONAL GUIDELINES

- 5.1. The CEO will support and encourage the Fundraising Committee representatives to:
  - a) Liaise with the Council representative on matters related to fundraising for the Yarrowonga Multisports Stadium;
  - b) Assist with providing resources and information when required to support fundraising activities
- 5.2. All funds raised shall be through the Australian Sports Foundation fundraising platform. Monthly distribution of these funds will be made to a separate account in the name of Yarrowonga Mulwala Basketball Association. These funds will be distributed to Council upon request of the CEO for the purposes of the Yarrowonga Multisports Stadium development.
- 5.3. The Committee will provide a financial report at each meeting and include detail of all funds held and distributed.

## 6. INDEMNITY

- 6.1. The Council will indemnify members of the Fundraising Committee against any action, liability, claim or demand on account of any matter or thing done by them on behalf of the Fundraising Committee when they are acting in accordance with the Terms of Reference in an honest and reasonable belief or under a mistake of law that the member was properly exercising any function or power of the Fundraising Committee.

## 7. CONFLICT OF INTEREST / CONFLICTING DUTY

- 7.1. The *Local Government Act 2020* is the primary source of guidance on conflict of interest.
- 7.2. If a member of the Fundraising Committee has a conflict of interest or conflicting duty in any matter in which the Fundraising Committee is concerned, the member must disclose the nature of that interest at the meeting at which the matter is discussed. The member must leave the room and remain outside until conclusion of discussion or any vote on the item.
- 7.3. A conflict of interest is considered to apply if a Fundraising Committee member:
- a) has a direct or indirect financial interest in the matter; or
  - b) is of the opinion that the nature of his or her interest in the matter is such that it may conflict with the proper performance of his or her public duties in respect of the matter.

## 8. MEETINGS

- 8.1. Meetings of the Fundraising Committee will be held at least bi-monthly.
- 8.2. Meeting dates and times to be set by the Fundraising Committee at a suitable venue with as much notice to all members as possible.
- 8.3. The Fundraising Committee will seek to operate on a consensus basis on any motions it considers. Should a vote be necessary:
- a) Each member of the Fundraising Committee who is entitled to vote is entitled to one vote;
  - b) Voting must be by show of hands; and
  - c) If there is an equality of votes, the motion is lost.

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8.4. The Fundraising Committee shall keep a record of each of its meetings and the Chairperson to ensure that the minutes of the meeting are submitted to the next meeting for confirmation.

8.5. The quorum of the Advisory Group shall be at least 50% of members. No business shall be transacted at any such meeting unless a quorum is present.

## 9. TERM OF APPOINTMENT

9.1. The term of Fundraising Committee members will commence on 1 August 2023 for a period of two (2) years until a resignation is submitted or unless otherwise terminated in writing by the CEO or Council at the completion of the Yarrowonga Multisports Stadium Project.

## 10. REVOCATION

10.1. The CEO may at its discretion revoke the membership of any representative or group.

10.2. The CEO has the power to terminate the services of the Fundraising Committee at any time.

## 11. COMMITTEE REPRESENTATION

11.1. It will be the responsibility of representatives to notify the CEO of the resignation of members from the Fundraising Committee.

## 12. CONFIDENTIALITY

12.1. On occasions the Committee may be required to deal with a matter that has been identified as confidential in nature. Committee members are required to deal with such matters in confidence and with discretion.

## 13. INTELLECTUAL PROPERTY

13.1. All intellectual property remains the property of the Council unless otherwise contracted to a third party.