



Terms of Reference

Ray Harvey Sports Foundation Committee

Role

The purpose of the Foundation is to give financial assistance to promising young sports people, helping them with the necessary coaching and competitive experience that is required in their chosen sport outside the City of Goulburn.

Compliance

The Committee and members will be required to comply with applicable Council Policies and statutory requirements. These may include but not be limited to

- Code of Conduct
- Code of Meeting Practice
- Open meetings
- WH&S
- Risk Management
- Privacy
- GIPPA

Resources

The Council will appoint an Executive Officer to each Committee.

The Committee is to be serviced by Council and will be provided with a reasonable amount of assistance in accordance with the annual Operational Plan.

Other Responsibilities

Review the effectiveness and performance of the Committee on an annual basis.

Composition

The Mayor shall be an ex officio member of the Committee.

The Committee shall comprise of a nominated number of Councillors as determined by Council and at least 2 community representatives.

Margaret O'Neill OAM is an honorary life member of the Ray Harvey Sports Foundation Committee.

The Chairperson and Deputy Chairperson of the Committee shall be appointed in accordance to Council's Code of Meeting Practice.

The Executive Officer and other staff are not considered members of the committee for the purpose of a quorum and voting.

A senior member of Council's staff will attend all meetings of the Committee and other Council officers will attend at the discretion of the Executive/Director. These staff are not considered members of the committee for the purpose of quorum and voting.

Note: All Councillors will be provided with agendas for all meetings. Any Councillor not a member of the Committee or subcommittee has the right to attend any Committee meeting or subcommittee meeting (as an observer).

Appointment

Appointments to the Committee will expire with the conclusion of the current Council's term of office.

Removal of a Member

Council reserves the right to remove any Committee member at any time.

Meetings

The Committee will meet at least twice per year. The Council, General Manager or Committee Chair will have the power to call a special meeting at any time to discuss business of an urgent nature.

Reporting

The minutes of every meeting, including recommendations to the Council, will be completed in an approved format, distributed to members, and forwarded to the General Manager's Executive Assistant within three working days of the meeting being held.

Remuneration

No sitting fee will be paid to members of Committees or sub committees.

Insurance

Members of the Committee and sub committees are covered by the Council's insurance policies.

Issues

Two rounds for funding will be advertised annually (approximately September and March of each financial year) with approximately half the available funds being made available in each round.

Priority will be given to applications that clearly meet the selection criteria detailed in the funding principles.

Individuals and organisations are to submit a final report on the expenditure of funds outlining:

- How the funds have been spent
- How the individual or organisation has benefited

Unsuccessful eligible applicants for grants may reapply in a subsequent funding round.

Funding Principles

So that funding is allocated in the most equitable and effective way possible, the following criteria will apply:

1. Recognised sporting organisations/associations and individuals can received funding.
2. Recognised Sporting Organisations and individuals must agree with the general philosophy Ray Harvey Sports Foundation. That is, they must support equal opportunity for all Goulburn Mulwaree residents to access their group/organisation/service.
3. Applications must address the objective of the Foundation and comply with the Funding Principles.
4. Applications for funding must be for a specific purpose and funds will only be reallocated by Council resolution.
5. Priority will be given to:-
 - 5.1 Participation in recognised coaching schools or clinics.
 - 5.2 Participation in organised competitions or carnivals outside Goulburn Mulwaree for the purpose of gaining experience.
 - 5.3 Representatives of Australia in a recognised sport.

6. Grant funds **must** be expended **within 12 months** of receipt unless otherwise resolved by Council.

7. Where previous funding has been granted under this scheme, the applicant must have fully satisfied the conditions of previous Grants funding agreement to be considered for this round including providing a written report/acquittal on how the Ray Harvey Sports Foundation funds assisted in achieving their sporting outcomes.

8. Before applying for funding please refer to the table below to make sure you are eligible for funding under this scheme:

Eligible

- Applications from recognised sporting organisations/associations or individuals.
- Applications which meet the objective of the Foundation and organisations that comply with the Funding Principles
- Youth, male or female
- Target age group 12 years to 18 years at time of application
- Sporting organisations for the target age group
- Sporting competitions for the target age group
- Organisations/individuals delivering coaching to the target age group
- If the applicant has previously received funding from the Ray Harvey Sports Foundation, the applicant must have satisfied the funding requirements of the Ray Harvey Sports Foundation Terms of Reference, including a written report provided to Council.

Ineligible

- Organisations that are not recognised sporting organisations/associations
- Projects that cannot demonstrate a need or will not ensure access for all residents of Goulburn Mulwaree
- State and Federal Government Departments
- Funding requests for participation in past events other than those that have occurred during a changeover in sporting seasons and between funding rounds
- Requests benefiting groups/organisations or residents outside Goulburn Mulwaree
- Individuals outside the target age group
- Organisations for sport outside the target age group
- Sporting competitions outside the target age group
- Coaching outside the target age group

9. Grants awarded by Council are made on the assumption of honest and full disclosure of information. Evidence of any breach of this trust will make the grant null and void in which case any funds paid under the subject scheme must be returned to Council.

10. No funds will be granted for goods, services or works carried out or purchased in previous year. Grants are made directly to the Sporting Organisation or nominated individual therefore Council cannot pay the supplier directly for goods or services purchased with grant funds. To ensure accountability, all grant funds must go through the individual's / organisation's bank account.

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