



**AFL Community Relief Fund  
Governance Committee**

**Terms of Reference - Draft**

## Background

On 9 January 2020, in response to the bushfires that were affecting many parts of Australia, AFL Chief Executive Officer, Gillon McLachlan, announced that the AFL, its 18 Clubs and AFL / AFLW players (through the AFL Players' Association (**AFLPA**)) would donate \$2.5 million to support communities impacted by the bushfires across Australia.

The \$2.5 million donation included \$900,000 from the 18 AFL Clubs, \$250,000 from the AFL and AFLW players contributed directly from the AFLPA's charity fund, AFL Players Care, and \$1.35 million from the AFL.

A donation of \$1 million immediately went towards relief efforts and emergency assistance on the ground through the Australian Red Cross Disaster Relief and Recovery fund.

The remaining \$1.5 million was put towards a community relief fund set up by the AFL to support the local communities in fire affected areas to repair and rebuild their local football clubs, including helping footballing families in these impacted areas (**Community Relief Fund**).

All money raised from the following additional activities will also go towards the Community Relief Fund:

- the AFL, with support from the 18 AFL Clubs and AFLPA, will host a double header at Marvel Stadium on Friday 28 February, opening with an AFLW Collingwood vs Melbourne match, followed by an AFL State of Origin match;
- AFLW clubs in conjunction with the AFL will host donation collection points at matches during the 2020 AFLW season; and
- additional initiatives being explored with AFL Clubs and the AFLPA.

## Terms of Reference

### 1. Establishment

The AFL Community Relief Fund Governance Committee (**Governance Committee**) is a committee established by the Australian Football League (ACN 004 155 211) (**AFL**) and will be governed by these Terms of Reference.

### 2. Purpose

The purpose of the Governance Committee is to:

- review, assess and provide objective, independent and timely decisions in relation to applications for funding from the AFL Community Relief Fund (**Applications**); and
- ensure that any guidelines, assessment criteria, policies and procedures endorsed by the AFL in respect of the AFL Community Relief Fund are applied consistently and equitably to all Applications.

### 3. Eligibility

Applications may be made by Australian Football community clubs, leagues, umpiring associations and Auskick centres in bushfire affected communities/postcodes as identified by the Australian Taxation Office (**Eligible Applicants**).

The Governance Committee may approve Applications made by Eligible Applicants in accordance with any guidelines, assessment criteria, policies and procedures that have been approved by the Governance Committee.

#### **4. Term**

This Terms of Reference is effective from the date this document is signed by the AFL and continues until terminated by AFL.

#### **5. Roles and Responsibilities**

5.1 The roles and responsibilities of the Governance Committee and each of its members include:

- 5.1.1 review and approve the Application form and process for making an Application;
- 5.1.2 review and approve guidelines for the Governance Committee and Application assessment criteria;
- 5.1.3 read all relevant Applications prior to the Governance Committee meeting at which the Applications will be considered;
- 5.1.4 actively participate in all Governance Committee meetings;
- 5.1.5 assess Applications against the Application assessment criteria as approved by the Governance Committee;
- 5.1.6 determine Applications (the Governance Committee may in its absolute discretion approve, reject, provide conditional approval or provide approval for a part of an Application or request additional information before making a determination on an Application);
- 5.1.7 consider and action if appropriate any feedback received from Australian Football stakeholders in bushfire affected communities;
- 5.1.8 propose amendments to any guidelines, Application assessment criteria and the Application form that have been approved by the Governance Committee as required from time to time;
- 5.1.9 ensure appropriate records of all approved Applications are maintained and that approved Applications are within the allocated AFL Community Relief Fund budget;
- 5.1.10 establish a process to review and report on initiatives funded under approved Applications; and
- 5.1.11 any other role or responsibility delegated to the Governance Committee by the AFL from time to time.

5.2 A small working group of AFL staff as determined by the AFL in consultation with the Governance Committee, including key state-based AFL staff, will be responsible for:

- 5.2.1 supporting bushfire affected Australian Football clubs and communities to submit Applications;
- 5.2.2 collating and presenting all Applications made to the Governance Committee; and
- 5.2.3 providing such other support as required by the Governance Committee.

## 6. Membership

- 6.1 The initial members of the Governance Committee will be the following persons from across the AFL industry, representing states and territories that have been impacted by the bushfires, as well as people with legal, infrastructure, AFL club and community football experience:
- Hon. Lindsay Tanner, Essendon Football Club President (**Chair**)
  - Simone Wilkie AO, AFL Commissioner
  - Andrew Dillon, AFL General Counsel
  - Tom Harley, Sydney Swans Football Club CEO
  - Paul Vandenberg, Director Aboriginal Programs, Port Adelaide Football Club
  - Phil Davis, AFLPA Vice President, GWS Football Club player
  - Meg Downie, AFLPA Board member, Melbourne Football Club AFLW Player
- 6.2 The Governance Committee will consist of a minimum of five (5) and a maximum of nine (9) members including the Chair.
- 6.3 The AFL will be responsible for appointing a secretary to the Governance Committee.
- 6.4 Membership of the Governance Committee is for a term of 12 months or so long as funding remains for distribution from the Community Relief Fund (whichever is the greater) unless a member resigns or is removed in accordance with these Terms of Reference at an earlier date.
- 6.5 If a member wishes to resign his or her appointment, they must provide the AFL with a written resignation. The resignation takes effect on the day it is received by the AFL Chief Executive Officer, or if a later date is specified in the resignation letter, on that later date.
- 6.6 A member may be removed by the AFL from the Governance Committee if that member engages in conduct which the AFL considers does, or is likely to, bring the AFL, an AFL Club, the AFLPA or the AFL Community Relief Fund into disrepute.
- 6.7 Should a Governance Committee position become vacant, the AFL Chief Executive Officer, in consultation with the Governance Committee Chair, will appoint a replacement taking into consideration those items outlined in item 6.8 of these Terms of Reference.
- 6.8 When appointing a Governance Committee member, the AFL shall seek to:
- 6.8.1 achieve a mix of skills and expertise relevant to the purpose, roles and responsibilities of the Governance Committee; and
  - 6.8.2 ensure a broad representation from states and territories impacted by the bushfires.
- 6.9 Members of the Governance Committee are not entitled to sitting fees or travel costs to attend Governance Committee meetings.

## 7. Meetings

- 7.1 The Governance Committee Chair will be responsible for determining the location, timing and frequency of its meetings and will commit to meeting at least 4 times per year. The Governance Committee Chair will take into consideration any feedback from bushfire affected communities

and the number of Applications that have been referred to the Governance Committee for decision when determining the location, timing and frequency of its meetings.

- 7.2 At least one half of the Governance Committee members must be present for a meeting of the Governance Committee to proceed. A member may be present by audio-visual or telecommunication means.
- 7.3 If a Governance Committee member believes they have a conflict of interest pertaining to an Application or any other matter before the Governance Committee, then that member must disclose their interest to the Governance Committee. If determined by the Governance Committee Chair, that member must not partake in any discussion or decision on the Application or other matter. The disclosure will be recorded in the minutes of the meeting.
- 7.4 All material provided to Governance Committee members for discussion and consideration is confidential and must be treated as confidential by Governance Committee members. No material is to be discussed or distributed to any persons outside of the Governance Committee, without the express permission of the Governance Committee Chair.
- 7.5 All decisions of the Governance Committee (including allocation of funding) will be made by the approval of at least two-thirds of the Governance Committee members present at a meeting of the Governance Committee and entitled to partake in the decision.
- 7.6 The Governance Committee secretary will not have any entitlement to partake in any decision making on any matter before the Governance Committee.
- 7.7 Governance Committee meeting agendas (including any supporting documentation) and minutes will be provided to all members of the Governance Committee by the Governance Committee secretary and to AFLPA through its Chief Executive Officer.
- 7.8 Internal or external persons may be invited to attend the meetings (at the request of the Chair on behalf of the Governance Committee) to provide advice and assistance where necessary.

## **8. Evaluation and Review**

- 8.1 The AFL will evaluate the performance of the Governance Committee annually from the date of the establishment of the Governance Committee.
- 8.2 An external auditor will be appointed by the AFL to oversee the Governance Committee processes and provide audited financial reports on the fund distribution from the Community Relief Fund.
- 8.3 In consultation with the Governance Committee, the AFL will review these Terms of Reference annually from the date of establishment of the Governance Committee.

## **9. Amendment, Modification or Variation**

These Terms of Reference may be amended, varied or modified at any time in writing by the AFL after consultation with the Governance Committee.

Executed by the AFL by its duly authorised representative in the presence of:

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Signature of witness

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Signature of authorised representative

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Name of witness

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Name of authorised representative

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Date