



**Western Districts Australian Football Commission
Limited Committee**

**Terms of Reference – Final
25 May 2020**

1. Establishment

The AFL Western District Committee (**Committee**) is a committee established by the Board of Western Districts Australian Football Commission Limited (ACN 160 417 523) (**AFL Western District**) and will be governed by these Terms of Reference.

2. Purpose

The purpose of the Committee is to work in partnership with AFL Western District to ensure that Australian football played in the AFL Western District region (**the region**) is played in accordance with the Laws of Australian Football and all applicable rules and regulations of AFL Western District.

AFL Western District was established to promote and sustainably grow the Australian football community in the region through higher participation at all levels and by providing leadership and support to the football and wider sporting communities.

3. Term

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

4. Roles and Responsibilities

The roles and responsibilities of the Committee include:

- 4.1 providing objective advice and recommendations to AFL Western District regarding:
 - 4.1.1 the Community Club Sustainability Program related decisions;
 - 4.1.2 changes or modifications to the AFL Western District structure;
 - 4.1.3 changes or modification to any policies, rules, regulations and by-laws that relate to the region;
 - 4.1.4 fixturing for the region's competitions;
 - 4.1.5 Umpiring retention and growth strategies and structures;
 - 4.1.6 AFL Western District club development opportunities; and
 - 4.1.7 growth opportunities for the region;
- 4.2 working collaboratively with AFL Western District to ensure any changes or modifications to the AFL Western District structure and any rules, regulations and by-laws that relate to the region are consistent with the spirit of the Laws of Australian Football;
- 4.3 where requested by AFL Western District, undertaking end of season reviews of AFL Western District operational and procedural matters and providing AFL Western District with a formal report based on these reviews;
- 4.4 A Behaviour Charter may be established by AFL Western District from time to time;
- 4.5 sharing knowledge and information with AFL Western District about the history of Australian Football in the region; and

4.6 any other role or responsibility delegated to the Committee by the AFL Western District Board in accordance with AFL Western District's constitution from time to time.

5. Consultation and Deliberation Process

5.1 The following process will be followed for any new or any amendments made to existing by-laws, rules or regulations that relate to the Western District;

5.1.1 the AFL Western District Football Operations Department will prepare and disseminate a first draft of the proposed document;

5.1.2 AFL Western District will consult with the Committee on the first draft of the proposed document;

5.1.3 if any substantive comments are received on the first draft, the AFL Western District Football Operations Department will prepare and disseminate a second draft of the proposed document;

5.1.4 the Committee may provide a final report on the proposed document to AFL Western District;

5.1.5 the AFL Western District Board will consider any report provided by the Committee; and

5.1.6 the AFL Western District Football Operations Department will release a final version of the proposed document.

5.2 Flow Diagram of the process described in item 5.1 is below:



5.3 Any recommendations made by the Committee will be recommendations only and will not bind AFL Western District.

6. Membership

6.1 The Committee will be made of the following persons who must be interested and willing to progress the roles and responsibilities of the Committee:

6.1.1 one (1) representative of each of the following region clubs/leagues/associations as appointed by each club/league/association and the representative appointed by each club/league/association must be a member of the club/league/association:

6.1.1.1 Greater South West Junior Football League Inc;

6.1.1.2 Hampden Football Netball League Inc;

6.1.1.3 Mininera & District Football League Inc;

- 6.1.1.4 South West District Football Netball League Advisory Board;
 - 6.1.1.5 South West District Football Umpires Association;
 - 6.1.1.6 Warrnambool & District Football Netball League Inc;
 - 6.1.1.7 Warrnambool & District Football Umpires Association Inc;
 - 6.1.1.8 Western District Umpires Association Inc;
 - 6.1.1.9 Western Victoria Female Football League Advisory Board,
- unless determined otherwise by AFL Western District Board;

6.1.2 such other persons as determined by AFL Western District from the regional community.

- 6.2 The Committee will consist of a minimum of five (5) and a maximum of twelve (12) members including the Chairperson.
- 6.3 The AFL Western District Commercial & Operations Manager will be appointed as Chairperson of the Committee.
- 6.4 AFL Western District will be responsible for appointing a Secretary to the Committee.

7. Appointment

- 7.1 A person nominated for appointment to the Committee will not be appointed to the Committee until the AFL Western District Board has approved the appointment.
- 7.2 Membership of the Committee is for a term not exceeding one (1) year. After this time, members are eligible for re-appointment by nominating for membership for an additional period not exceeding one (1) year.
- 7.3 In the initial 2020 formation year, appointments will be made for a term concluding on 31 October 2020. Future appointment terms will then be in accordance with 7.2.
- 7.4 A person may nominate for membership of the Committee a maximum of nine (9) times (irrespective of whether such nominations are consecutive).
- 7.5 If a member wishes to resign his or her appointment, they must provide AFL Western District with a written resignation. The resignation takes effect on the day it is received by the AFL Western District Commercial & Operations Manager, or if a later date is specified in the resignation letter, on that later date.
- 7.6 Members of the Committee are not entitled to sitting fees or travel costs for meetings.

8. Meetings

- 8.1 The Committee will be responsible for determining the timing and frequency of its meetings and will commit to meeting at least bi-monthly. The frequency of meetings is to be reviewed by the Committee and may be altered to suit the needs of AFL Western District.

- 8.2 Advice and recommendations will be made to AFL Western District by consensus between Committee members. If not possible, the Chairperson will make the final recommendation.
- 8.3 Committee meeting agendas (including any supporting documentation) and minutes will be provided by the Committee Secretary.

9. Evaluation and Review

- 9.1 AFL Western District will evaluate the performance of the Committee every two (2) years from the date of the establishment of the Committee.
- 9.2 In consultation with the Committee, AFL Western District will review these Terms of Reference every two (2) years from the date of establishment of the Committee.

10. Amendment, Modification or Variation

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

Executed by Western Districts Australian Football Commission Limited by its duly authorised representative in the presence of:



Signature of witness

[Sophie Williams](#)

Name of witness

[25th of June 2020](#)

Date



Signature of authorised representative

[Sam Graham](#)

Name of authorised representative