

# AGENDA

## Junior Sports Assistance Fund Committee AGM

Wednesday 4 December 2024



**I hereby give notice that a Junior Sports Assistance Fund Committee Annual General Meeting will be held on:**

**Time:** 5:30 pm  
**Date:** Wednesday 4 December 2024  
**Location:** Conference Room – Level 1, Civic Centre  
10 Watson Terrace, Mount Gambier



Sarah Philpott  
**CHIEF EXECUTIVE OFFICER**  
29/11/2024



## **Order of Business**

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**1 ACKNOWLEDGEMENT OF COUNTRY**

**WE ACKNOWLEDGE THE BOANDIK PEOPLES AS THE TRADITIONAL CUSTODIANS OF THE LAND WHERE WE MEET TODAY. WE RESPECT THEIR SPIRITUAL RELATIONSHIP WITH THE LAND AND RECOGNISE THE DEEP FEELINGS OF ATTACHMENT OUR FIRST NATIONS PEOPLES HAVE WITH THE LAND.**

**2 APOLOGIES**

That the apology from Andrew Matheson be received.

**3 CONFIRMATION OF MINUTES**

**3.1 CONFIRMATION OF MINUTES**

**RECOMMENDATION**

That the minutes of the Junior Sports Assistance Fund Annual General Meeting held on 8 November 2023 be confirmed as an accurate record of the proceedings of the meeting.

**4 QUESTIONS WITHOUT NOTICE**

**5 REPORTS**

**5.1 STATEMENT OF REVENUE AND EXPENDITURE - YEAR ENDED 30/06/2024**

Author: Melissa Telford, Councillor Support Officer

Authoriser: Jane Fetherstonhaugh, General Manager Corporate and Regulatory Services

**RECOMMENDATION**

1. That Council report titled 'Statement of Revenue and Expenditure - Year Ended 30/06/2024' as presented on Wednesday 4 December 2024 be noted.
2. The Statement of Income and Expenditure for period ended 30 June 2024 detailing payments to and from the Fund, with a 30 June 2024 cash balance of \$135,187.76 be received.

**PURPOSE**

The purpose of this report is to provide the Audited Statement of Income and Expenditure of the Junior Sports Assistance Fund for financial year 2023/2024.

**TERMS OF REFERENCE**

The Council shall ensure that adequate and proper accounting records are maintained in respect of the Fund and which shall be audited on an annual basis by the Auditor for the time being of the Council.

**RELEVANT LEGISLATION**

N/A

### **BACKGROUND / OPTIONS**

The statement of income and expenditure of the Junior Sports Assistance Fund for the period 1 July 2023 to 30 June 2024 is reported for information.

The report provides the Junior Sports Assistance Fund audited statement of income and expenditure for financial year 2023/2024, detailing payments to and from the Fund as at 30 June 2024.

### **CONCLUSION**

The financial position of the Junior Sports Assistance Fund as at 30 June 2024 is sound. The balance of the Fund as at 30 June 2024 is \$135,187.76.

### **ATTACHMENTS**

1. Junior Sports Assistance Fund - Audited Financial Statement 2023/2024 [5.1.1 - 4 pages]

**CITY OF MOUNT GAMBIER JUNIOR SPORTS ASSISTANCE FUND**

**STATEMENT OF REVENUE AND EXPENDITURE  
 As at 30 June 2024**

**REVENUE**

<b>Task 984</b>	<b>Member Contributions</b>			\$	-
<b>Task 985</b>	<b>Council Contributions</b>			\$	<b>16,000.00</b>
	City of Mount Gambier	\$	12,000.00		
	District Council of Grant	\$	4,000.00		
<b>Task 1160</b>	<b>Donations Income - General</b>			\$	<b>1,500.00</b>
	Commercial Club	\$	1,500.00		
<b>Task 1161</b>	<b>Donations Income - Coaching Clinics</b>			\$	-
<b>Task 1162</b>	<b>Donations Income Exceptional Juniors</b>			\$	<b>1,500.00</b>
	Commercial Club	\$	1,500.00		
<b>Task 1163</b>	<b>Donations Income - Disadvantaged Junior</b>			\$	<b>3,000.00</b>
	Rotary Club of Mt Gambier Lakes	\$	3,000.00		
<b>Task 1165</b>	<b>Interest - Income</b>			\$	<b>1,393.38</b>
<b>TOTAL REVENUE</b>				<b>\$</b>	<b>23,393.38</b>

**LESS EXPENDITURE**

<b>TASK 986</b>	<b>Payment to Sportsperson</b>			\$	<b>13,300.00</b>
	Basketball Mount Gambier Inc	\$	3,000.00		
	Holly Allison	\$	300.00		
	Lakes Junior Tennis	\$	400.00		
	Limestone Coast Football Association	\$	4,250.00		
	Lower South East Hockey Assoc	\$	1,950.00		
	Mount Gambier & District Baseball League	\$	600.00		
	Mount Gambier Cycling Club	\$	1,500.00		
	Mount Gambier Disc Golf	\$	400.00		
	Mount Gambier Touch Football Association	\$	350.00		
	South Gambier Football Club Inc	\$	250.00		
	The Mount Gambier Golf Club Inc	\$	300.00		
<b>TASK 987</b>	<b>Payment to Coaching Clinic</b>			\$	-
<b>TASK 988</b>	<b>Payment to Exceptional Junior</b>			\$	-
<b>TASK 989</b>	<b>Payment to Financially Disadvantaged Junior</b>			\$	<b>3,300.00</b>
	Basketball Mount Gambier Inc	\$	600.00		
	Blue Lake Y Swimming Club	\$	600.00		
	Limestone Coast Football Association	\$	300.00		
	Mount Gambier & District Pony Club	\$	300.00		
	Mount Gambier Cycling Club	\$	300.00		
	Mount Gambier Netball Association	\$	600.00		
	Mount Gambier Swimming Club Inc	\$	600.00		
<b>TOTAL EXPENDITURE</b>				<b>\$</b>	<b>16,600.00</b>
<b>SURPLUS (DEFICIT)</b>				<b>\$</b>	<b>6,793.38</b>

**CITY OF MOUNT GAMBIER JUNIOR SPORTS ASSISTANCE FUND**

**STATEMENT OF NET ASSETS**

As at 30 June 2024

**This is represented by:**

Net Assets as at 30 June 2023	\$ 128,394.38
Add Surplus/Defecit year ending 30 June 2024	\$ 6,793.38
	<b>\$ 135,187.76</b>

**City of Mount Gambier Reserve Account**

8900.9950.9970 Junior Sports Assistance Fund Reserve	\$ 135,187.76
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<b>TOTAL ASSETS</b>	<b>\$ 135,187.76</b>
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**NOTE 1: STATEMENT OF ACCOUNTING POLICIES**

The financial statements are a special purpose financial report prepared for use by members of the Association. The committee have determined that the Association is not a reporting entity and therefore there is no requirement to apply Australian Accounting Standards, Australian Accounting Interpretations and other authoritative pronouncements of the Australian Accounting Standards Board in the preparation and presentation of these financial statements.

The financial statements have been prepared from historical cost records and do not take into account changing money values or, except where stated, current valuations of non-current assets. The cash basis of accounting has been adopted. The financial statements have been prepared on the going concern basis, and the concept of materiality has been applied. No accounting standards, accounting interpretations or other authoritative pronouncements have been applied.

The following material accounting policies which are consistent with the previous period unless otherwise stated, have been adopted in the preparation of this financial statement.

- (a) Income Tax  
 The association is exempt from Income Tax.

Prepared by:



Kylie Harradine  
 FINANCIAL ACCOUNTING COORDINATOR  
 29/07/2024



Chartered  
Accountants

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**INDEPENDENT ASSURANCE REPORT  
TO THE MEMBERS OF THE CITY OF MOUNT GAMBIER JUNIOR SPORTS ASSISTANCE FUND  
SECTION 41 COMMITTEE**

**Opinion**

We have undertaken a reasonable assurance engagement on the City of Mount Gambier's (Council) compliance, in all material respects, with the City of Mount Gambier Junior Sports Assistance Fund Terms of Reference as evaluated against the accompanying Financial Report titled the City of Mount Gambier Junior Sports Assistance Fund, which comprises the Statement of Revenue and Expenditure for the financial year ended 30 June 2024, Note 1 comprising of a summary of significant accounting policies and the Certification of Financial Report.

In our opinion, Council has complied, in all material respects, with the Terms of Reference as evaluated against the accompanying Financial Report for the period of 1 July 2023 to 30 June 2024.

**Basis for Opinion**

We conducted our engagement in accordance with Standard on Assurance Engagements ASAE 3100 Compliance Engagements issued by the Auditing and Assurance Standards Board.

We believe that the evidence we have obtained is sufficient and appropriate to provide a basis for our opinion.

**The City of Mount Gambier's Responsibilities**

The City of Mount Gambier is responsible for:

- a) The compliance activity undertaken to meet the Junior Sports Assistance Fund Terms of Reference;
- b) Identification of risks that threaten the compliance activity identified above being met and controls which will mitigate those risks and monitor ongoing compliance.

**Our Independence and Quality Control**

We have complied with the independence and other relevant ethical requirements relating to assurance engagements and apply Auditing Standards ASQC 1 *Quality Control for Firms that Perform Audits and Reviews of Financial Reports and Other Financial Information, and Other Assurance Engagements* in undertaking this assurance engagement.

**Assurance Practitioner's Responsibilities**

Our Responsibility is to express an opinion on the Council's compliance, in all material respects, with the Junior Sports Assistance Fund Terms of Reference as evaluated against the accompanying Financial Report titled the City of Mount Gambier Junior Sports Assistance Fund for the financial year ended 30 June 2024. ASAE 3100 requires that we plan and perform our procedures to obtain reasonable assurance over the above.

An assurance engagement to report on the Council's compliance with the Terms of Reference involves our procedures for the examination, on a test basis, of evidence supporting the amounts disclosed in the Statement of Revenue and Expenditure. These procedures have been undertaken to form an opinion whether, in all material respects, the attached Statement of Revenue and Expenditure is presented fairly in accordance with the Terms of Reference

**Inherent Limitations**

Because of the inherent limitations of an assurance engagement, together with the internal control structure it is possible that fraud, error, or non-compliance with the compliance requirements may not be detected.

A reasonable assurance engagement for the period of 1 July 2023 to 30 June 2024 does not provide assurance on whether compliance with the Junior Sports Assistance Fund Terms of Reference will continue in the future.

**DEAN NEWBERY**



**Samantha Cretan**  
**DIRECTOR**

21 November 2024



## 5.2 MEMBER ORGANISATION CONTRIBUTIONS

Author: Melissa Telford, Councillor Support Officer  
Authoriser: Jane Fetherstonhaugh, General Manager Corporate and Regulatory Services

### RECOMMENDATION

1. That the Junior Sports Assistance Fund report titled 'Member Organisation Contributions' as presented on Wednesday 4 December 2024 be noted.
2. The Member Organisation contributions for the 2024/2025 financial year continue to be based on the funding formula as adopted at the Annual Meeting of Members held on 2nd August 2005 i.e. the annual Member Organization financial contributions be based on 30% of the previous five (5) year annual average of the financial support they have received from the Fund to the individual Member Organization.
3. The "previous five (5) year annual average" be interpreted and calculated on a rolling basis i.e. the previous five (5) year annual average include the then financial year just ended so that the Member Organisation contributions reflect the most current figures.
4. The minimum payment of \$400 and the maximum payment of \$800 apply for the 2024/2025 financial year.

### OR

1. That the Junior Sports Assistance Fund report titled 'Member Organisation Contributions' as presented on Wednesday 4 December 2024 be noted.
2. Member Organisations be advised that the Junior Sports Assistance Fund has the financial capacity to continue to assist its members and as such member contributions to the Junior Sports Assistance Fund for the 2024/2025 financial year be reduced by 50%.

### OR

1. That the Junior Sports Assistance Fund report titled 'Member Organisation Contributions' as presented on Wednesday 4 December 2024 be noted.
2. Members Organisations be advised that the Junior Sports Assistance Fund has the financial capacity to continue to assist its members and as such member contributions to the Junior Sports Assistance Fund for the 2024/2025 financial year be waived.

*(Committee to determine member organisation contributions for 2024/2025.)*

## PURPOSE

The purpose of this report is for the Committee to determine Member Organisation contributions to the Junior Sport Assistance Fund, taking into consideration the financial capacity of the Fund.

## TERMS OF REFERENCE

All participating and affiliated sporting organisations shall contribute annually to the Fund based on a formula determined by the Committee annually and adopted by the affiliated sporting organisations at the Annual Meeting to apply for the ensuring financial year.

The formula determined by the Committee shall be based on the principles of fairness, equity, accountability and be transparent.

## RELEVANT LEGISLATION

N/A

## BACKGROUND / OPTIONS

The Junior Sports Assistance Funds affiliated sporting organisations contribute annually to the Junior Sports Assistance Fund based on a formula determined by the Committee annually and adopted by the affiliated sporting organisations at the Annual Meeting to apply for the ensuing financial year.

### Member Organisation Contributions 2024/2024

The Secretary reported that the implications associated with the COVID-19 crisis significantly impacted our sporting community.

Due to the financial impact to our sporting community the Junior Sports Assistance Fund resolved to waive Member Contributions for the 2020/2021, 2021/2022, 2022/2023 and the 2023/2024 financial year.

The 2023/2024 year has seen a gradual increase in the number of applications for funding received for State and National events.

The Junior Sports Assistance Fund has the financial capacity to provide continued relief of financial obligations for the 2024/2025 year to its sporting community.

With this in mind, the Junior Sports Assistance Fund has three options for consideration.

### Option 1:

Member Contributions be reintroduced in line with its previous funding formula i.e. the annual Member Organisation financial contributions be based on 30% of the previous five (5) year annual average of the financial support they have received from the Fund to the individual Member Organisation.

For the 2024/2025 financial year it is suggested that the financial contributions by Member Organisations be retained at:

- (i) minimum of \$400
- (ii) maximum of \$800

*For the information of Members the last change to the financial contributions was made in 2014/2015 i.e.*

	<u>2013/2014</u>	<u>2014/2015</u>
<i>Minimum</i>	\$350	\$400
<i>Maximum</i>	\$800	\$800

### Option 2:

The Fund being in a very sound financial position offer a 50% reduction to member contributions for 2024/2025 calculated on the same funding formula providing member organisations the opportunity to continue to rebuild and lessen any financial burden.

### Option 3:

The Fund being in a very sound financial position waive member contributions for 2024/2025 providing its member organisations continued financial relief.

### **CONCLUSION**

The Junior Sports Assistance Fund Committee consider and determine member contributions from the following options:

#### **Option 1:**

The Member Organisation contributions for the 2024/2025 financial year be retained at:

- (i) minimum of \$400
- (ii) maximum of \$800

#### **Option 2:**

Member Organisations be advised that the Junior Sports Assistance Fund has the financial capacity to continue to assist its members and as such member contributions to the Junior Sports Assistance Fund for the 2024/2025 financial year be reduced by 50%.

#### **Option 3:**

Members Organisations be advised that the Junior Sports Assistance Fund has the financial capacity to continue to assist its members and as such member contributions to the Junior Sports Assistance Fund for the 2024/2025 financial year be waived.

### **ATTACHMENTS**

Nil

### 5.3 PAYMENTS TO MEMBER ORGANISATIONS

Author: Melissa Telford, Councillor Support Officer  
Authoriser: Jane Fetherstonhaugh, General Manager Corporate and Regulatory Services

#### RECOMMENDATION

1. That Council report titled 'Payments to Member Organisations' as presented on Wednesday 4 December 2024 be noted.
2. To be determined at the meeting.

#### PURPOSE

This report provides Members with an opportunity to determine the formula used for payments made to Member Organisations for their nominees to ensure consistency and fairness.

#### TERMS OF REFERENCE

The distribution policy from the core component of the Fund will be as determined by the Committee and reviewed annually.

#### RELEVANT LEGISLATION

N/A

#### BACKGROUND / OPTIONS

The Junior Sports Assistance Fund was created for the express purpose of providing financial assistance to local junior sportspersons of Mount Gambier and District who have achieved as a minimum, selection in a formal State team and who compete at National sporting events (or equivalent) and who are a member of an Affiliated Sporting Organisation. Council joined with local sporting organisations to establish an ongoing pool of money for distribution to those juniors selected to represent the State or to represent Australia or equivalent.

The Fund assists those who have ability and have shown natural skills, commitment and advancement to, as a minimum, selection to a State team.

Council oversees the administrative procedures to receive, consider and process funding applications and then distribute funds to the relevant Member Organisations to assist their junior.

To ensure all applications are processed in a fair manner and to ensure juniors are receiving the same amount with respect to the money outlaid, the funding formula of 10% of the cost of the principal event is used to determine the contribution paid. There are minimal applications received that fall below \$200 or above \$500. The terms of reference allow the Committee the discretion to review and amend the distribution policy annually.

The current funding formula is as follows:

1. Allocations are calculated based on 10% of the total cost of the principle event and capped at \$200 minimum and \$500 maximum.
2. That in the event of extenuating circumstances the determination will be at the discretion of the Committee.

## **CONCLUSION**

The current funding formula is as follows:

1. Allocation are calculated based on 10% of the total cost of the principle event and capped at \$200 minimum and \$500 maximum.
2. That in the event of extenuating circumstances the determination will be at the discretion of the Committee.

Any changes to the funding formula to be determined at the meeting.

## **ATTACHMENTS**

Nil

#### **5.4 GENERAL DEVELOPMENTS OF THE FUND FROM 01/07/2023 TO 30/06/2024**

Author: Melissa Telford, Councillor Support Officer  
Authoriser: Jane Fetherstonhaugh, General Manager Corporate and Regulatory Services

#### **RECOMMENDATION**

1. That Council report titled 'General Developments of the Fund from 01/07/2023 to 30/06/2024' as presented on Wednesday 4 December 2024 be noted.

#### **PURPOSE**

The purpose of the report is to provide detail on applications received for financial assistance from Members of the Junior Sports Assistance Fund and payments made from the Fund for financial year 2023/2024 together with information relating to membership.

#### **TERMS OF REFERENCE**

A record of applications received for financial assistance, any reports associated with such applications and the determinations, associated with the applications, must be maintained by the Secretary.

#### **RELEVANT LEGISLATION**

N/A

#### **BACKGROUND / OPTIONS**

The report provides details on applications received for financial assistance from Members of the Junior Sports Assistance Fund, payments made from the Fund and general information in relation to Membership of the Fund for financial year 2023/2024 and is reported for information.

#### **General Developments since the previous Annual Meeting**

- (a) Seventeen (17) individual sporting organisations are formal Members of the Fund as at June 2024.
- (b) The Committee that manages the Fund comprises the following members as at 30 June 2024:  
  
Cr Josh Lynagh (Presiding Member)  
Cr Megan Dukalskis  
Mrs Jenny Burston  
Mrs Felicity Walker  
Ms Di Gould  
Mr Andrew Matheson  
Ms Jane Fetherstonhaugh (Secretary)  
and the Committee met formally on 8 November 2024 (AGM and General Meeting), 13 December 2024 and 12 June 2024.
- (c) The Committee's current policies are that the payments from the Fund for support to juniors in any one financial year should not exceed 30% of the value of the Fund calculated as at 1<sup>st</sup> day of July of that financial year and that \$5,000 be made available in any one financial year for specialised coaching clinics.



- (d) The Committee has appointed small specific sub-committees for its Members to consider all applications for financial assistance from the Fund and for the sub-committees to act on those applications in consultation with the Secretary.
- (e) The following applications for financial assistance to Juniors from the Fund had been approved and paid during the 2023/2024 year:

South Gambier Football/Netball Club	250
Lower South East Hockey Association Inc.	1,950
Basketball Mount Gambier	3,000
Mount Gambier Touch Association	350
Mount Gambier Golf Club	300
Limestone Coast Football Association	4,250
Lakes Junior Tennis	400
Mount Gambier Cycling Club	1,500
Mount Gambier & District Baseball League	600
Discretionary (Mount Gambier Disc Golf)	700
	<u>\$13,300</u>

- (f) Applications for Specialised Coaching Clinic funding fell outside of the 2023/2024 financial year.
- (g) The following applications for Disadvantaged Junior funding had been approved and/or paid during the 2023/2024 year:

Basketball Mount Gambier	600
Blue Lake Y Swimming Club	600
Limestone Coast Football Association	300
Mount Gambier and District Pony Club	300
Mount Gambier Cycling Club	300
Mount Gambier Swimming Club Inc	600
Mount Gambier Netball Association	600
	<u>\$3,300</u>

*The Disadvantaged Junior Funding Program has now been renamed the Youth Empowerment Sports Program which continues to be generously funded by the Rotary Club of Mount Gambier Lakes with the proceeds from the Blue Lake Fun Run.*

- (h) Commercial Club Exceptional Junior Award

Applications for the Commercial Club Exceptional Junior Awardee fell outside of the 2023/2024 financial year.

*History: The Commercial Club Inc. took on the naming rights to the Program in 2013 and has continued to provide a generous donation, increasing their donation in 2022/2023 from \$2,500 to \$3,000 to the Fund. \$1,500 of this donation supporting the Exceptional Junior Program. The donation of \$1,500 is awarded to a young person (or two) who has demonstrated exceptional commitment and skills to achieve excellence in their chosen sport.*

- (i) Of the total incomes of the Fund for the 2023/2024 financial year:

Council's contributions	16,000	69%
Member organisation contributions *	-	-
Bank Interests	1,390	5%
Donations	1,500	6%

Sponsorship	<u>4,500</u>	<u>20%</u>
	<u>\$23,390</u>	<u>100%</u>

\* 2023/2024 Member Contributions waived.

- (j) The following TOTAL payments have been made to Junior sportspersons from the Fund - 1<sup>st</sup> July 1988 to 30<sup>th</sup> June 2024 :

Mount Gambier and District Little Athletics	23,100
Mount Gambier Netball Association	2,150
Blue Lake Y Swimming Club	12,265
Basketball Mount Gambier	96,160
Mount Gambier Cycling & Triathlon Club	14,700
Mount Gambier & District Baseball League	87,920
Lakes Junior Tennis Association	3,200
North Gambier Football and Netball Clubs	3,950
Lower South East Hockey Association	92,475
South Gambier Football and Netball Clubs	7,150
Mount Gambier Golf Club	4,950
Mount Gambier & District Pony Club	2,600
Mount Gambier Touch Association	4,500
Mount Gambier & District Junior Cricket	7,950
South East Women's Football Association	13,525
Limestone Coast Football Assoc. (formerly Western Border Soccer Association)	13,850
Mount Gambier Swimming Club	800
West Gambier Netball Club	300
Discretionary	11,510
Blue Lake Sports Club *	1,500
Gambier Centrals Soccer Club *	1,150
Mount Gambier Pistol Club *	4,800
Blue Lake City Roller Skating Club *	11,550
Mount Gambier Ten Pin Bowling *	700
Mount Gambier Junior Motorcycle *	5,100
Blue Lake Gymnastic Club *	1,300
Shingokan Go Ju Ryu Karate *	15,720
West Gambier Football Junior Colts *	800
Mount Gambier Athletics Talent & Development *	8,350
Blue Lake BMX Club Inc. *	22,620
Australian Karate - Do Seishikan *	4,400
East Gambier Football and Netball Clubs *	1,500
Mount Gambier Show Jumping Association *	350
Mount Gambier Softball League *	33,450
	<u>\$516,345</u>

*\*No longer a Member*

- (k) The following TOTAL payments have been made to Member Organisations for specialised Coaching Clinics from the Fund - 1<sup>st</sup> July 1991 to 30<sup>th</sup> June 2024:

Mount Gambier Cycling & Triathlon Club	5,815
Basketball Mount Gambier	10,067

Lakes Junior Tennis Association	7,625
Mount Gambier Netball Association	4,900
Blue Lake Y Swimming Club	12,600
Mount Gambier & District Baseball League	6,750
Lower South East Hockey Association	3,050
Mount Gambier & District Pony Club	10,634
North Gambier Football and Netball Clubs	1,790
Mount Gambier & District Junior Cricket	600
Mount Gambier Little Athletics	2,100
Mount Gambier Golf Club	2,800
South East Women's Football Association	4,500
Limestone Coast Football Association	2,700
Mount Gambier Swimming Club	5,550
Mount Gambier Golf Club	2,000
Mount Gambier Ten Pin Bowling *	1,000
Mount Gambier District Korfball Club *	1,140
Mount Gambier Pistol Club *	1,200
Mount Gambier Junior Motorcycle *	862
Shingokan Go Ju Ryu Karate *	8,040
Blue Lake Gymnastic Club *	2,500
Mount Gambier Athletics Talent Squad *	1,000
Blue Lake City Roller Skating Club *	300
Mount Gambier Table Tennis Association *	3,850
Blue Lake BMX Club *	2,000
Mount Gambier Showjumping Club *	2,450
Mount Gambier Softball League *	<u>5,590</u>
	<u>\$113,413</u>

\* *No longer a Member*

- (l) The following TOTAL payments have been made to Member Organisations for Disadvantaged Junior from the Fund - 1<sup>st</sup> July, 2012 to 30<sup>th</sup> June, 2024:

Mount Gambier & District Baseball League	900
South East Women's Football Association	2,400
Mount Gambier Cycling and Triathlon Club	900
Basketball Mount Gambier	6,910
Mount Gambier Athletics Talent & Development Squad	300
Lower South East Hockey Association	400
Blue Lake Y Swim Club	1,700
Limestone Coast Football Association	4,290
Mount Gambier Softball League	300
Mount Gambier Netball Association	1,800
Mount Gambier Golf Club	300
Mount Gambier and District Pony Club	300
Special Olympics SA (Discretionary)	1,500
Mount Gambier Swimming Club Inc.	600
East Gambier Sportsmens Football Club	600
South Gambier Football Club	600
Discretionary	300
	<u>\$24,100</u>

### Non Resident Applications

The Secretary reported that a previous amendment to the operating guidelines now allows persons not resident of the area of the two local Councils (but who are Members of a Member Organisation of the Fund) to now apply for financial assistance, the Committee wished to be informed of the number of applications received on an annual basis.

The following applications were received and approved during the 2023/2024 financial year:

MEMBER ORGANISATION	NAME	ADDRESS	AMOUNT
Lower South East Hockey Association	Will Ellis	564 Apsley Natimuk Road, Apsley	\$500
Basketball Mount Gambier	William Wimshurst	24 Benton Street, Millicent	\$400
Lower South East Hockey Association	Harrison DeGaris	21 Church Street, Penola	\$500
Basketball Mount Gambier	William Wimshurst	24 Benton Street, Millicent	\$350

### Applications for Financial Assistance - Discretionary Assistance

The Annual Meeting of Members held on 27<sup>th</sup> July, 2004 resolved:

*“as a matter of Policy this Annual Meeting of Members hereby adopts and delegates the power to the Committee to make a discretionary donation to a local junior sportsperson when in the opinion of the Committee any such application deserves the Committee’s support based on special merit and circumstances and where the application is not able to be processed under the current procedures of the Fund.”*

During the 2023/2024 year the following discretionary applications were received:

NAME	Sport	AMOUNT
Holly Allison	Dance	\$300
Jessica Holman	Disc Golf	\$400

### Applications for Assistance Denied

The Secretary reported that during the 2023/2024 there were no applications for financial assistance denied.

### Resigned (Suspended) and new Member Organisations

- (a) During 2023/2024 no Member Organisations were suspended from the Fund for non-payment of their Member Contribution.
- (b) During 2023/2024 no Members Organisations withdrew from the Fund.
- (c) During 2023/2024 no new Members joined the Junior Sports Assistance Fund.

### Financial Position

With the number of applications for support to juniors, the Fund was more than able to cope with demand. The financial position is continually reviewed.

This 2023/2024 Annual Meeting of Members will again be required to reflect upon the reforms necessary to stabilise and sustain the financial position of the Fund to achieve our aspirations in the 2024/2025 year.

Suggested 2024/2025 reforms can be summarised as:

- Reductions or increase in individual financial support to junior sportspersons (if the Committee deems necessary).
- The Member Contributions will be determined via separate report.

### **Unpaid Membership 2023/2024**

All Member contributions were waived for 2023/2024.

### **Financial Support to Juniors not able to attend the National Event due to Illness /Injury**

From time to time it can occur that a junior who has received financial support from the Fund to attend a National event is not able to finally participate due to injury, illness.

Depending on the timing of the need to withdraw the family could have purchased equipment, special purpose clothing or paid other non-refundable costs.

In the past the Funds contribution to a junior who has been required to withdraw from a State Team has been refunded in full back to the Fund.

The question is whether some or all of the Funds contribution to a junior (via a Member Organisation) can be retained by the family to cover some of the non-refundable costs incurred by the family.

The City of Mount Gambier Junior Sports Assistance Fund Committee at its meeting held on 31<sup>st</sup> July, 2013 resolved:

(a) *the report be received;*

(b) *“(i) as a matter of Policy, should it occur that within the twenty one (21) days prior to the actual event date, a junior sportsperson(s) is forced through injury or illness to withdraw from the principal event for which funds have been provided to the junior sportsperson(s) (via their Member Organisation) by the Fund, then the Secretary may negotiate with the family for the family to retain some of the donation provided by the Fund should the family prove that they have incurred and paid non-refundable costs;*

*(ii) in all other cases a full refund of the original donation should be returned to the fund by the recipient member organisation/family if a junior sportsperson(s) is not able to attend the principal event due to illness or injury.*

### **CONCLUSION**

This report provides an overview of the general developments of the Junior Sports Assistance Fund for the 2023/2024 meeting for noting.

### **ATTACHMENTS**

Nil

**5.5 COMMITTEE APPOINTMENTS**

Author: Melissa Telford, Councillor Support Officer  
 Authoriser: Jane Fetherstonhaugh, General Manager Corporate and Regulatory Services

**RECOMMENDATION**

1. That Council report titled ‘Committee Appointments’ as presented on Wednesday 4 December 2024 be noted.
2. The committee appointments to approve applications to the Junior Sports Fund Assistance Fund as referenced in Report titled ‘Committee Appointments’ be adopted.

**PURPOSE**

This report reflects the appointment of members of the Committee who are authorised to consider and approve applications for Junior Sports Fund assistance.

**TERMS OF REFERENCE**

The Committee has the discretion to appoint sub committees of its committee membership to receive any program applications for funding, evaluate and determine those applications for funding.

**RELEVANT LEGISLATION**

N/A

**BACKGROUND / OPTIONS**

The Junior Sports Assistance Fund appoints Committee Members to consider and approve applications for funding from Member Organisations. This report reflects the appointments proposed.

<b>SPORT</b>	<b>COMMITTEE MEMBERS EMPOWERED</b>
1. SWIMMING	Di Gould Felicity Walker
2. FOOTBALL	Andrew Matheson Jenny Burston
3. HOCKEY	Di Gould Andrew Matheson
4. BASKETBALL	Felicity Walker Jenny Burston
5. NETBALL – MGNA & WBFL Netball Clubs	Andrew Matheson Jenny Burston
6. BASEBALL	Di Gould Felicity Walker
7. TENNIS	Andrew Matheson Felicity Walker
8. PONY CLUB	Di Gould Jenny Burston
9. GOLF	Jenny Burston Felicity Walker
10. CRICKET	Jenny Burston Andrew Matheson



11. ATHLETICS	Di Gould Felicity Walker
12. TOUCH FOOTBALL	Andrew Matheson Felicity Walker
13. WOMEN'S FOOTBALL	Di Gould Jenny Burston
14. CYCLING & TRIATHLON	Andrew Matheson Felicity Walker
15. SOCCER	Di Gould Jenny Burston

**CONCLUSION**

The committee appointments referenced above to consider and approve applications to the Junior Sports Assistance Fund be presented for adoption.

**ATTACHMENTS**

Nil

## **5.6 REVIEW OF TERMS OF REFERENCE**

Author: Melissa Telford, Councillor Support Officer  
Authoriser: Jane Fetherstonhaugh, General Manager Corporate and Regulatory Services

### **RECOMMENDATION**

1. That Council report titled 'Review of Terms of Reference' as presented on Wednesday 4 December 2024 be noted.
2. That the proposed amended Junior Sports Assistance Fund Terms of Reference to be presented for adoption at the next meeting of Council be noted.

### **PURPOSE**

This report is presented to for the Junior Sports Assistance Fund Committee to review the proposed changes to the Terms of Reference for presentation and adoption of Council.

### **TERMS OF REFERENCE**

It will be lawful for the Council by resolution of the Council to revoke, vary or add to any of the provisions of these Terms or Reference and Rules at its own discretion.

### **RELEVANT LEGISLATION**

N/A

### **BACKGROUND / OPTIONS**

The Junior Sports Assistance Fund Terms of Reference proposed minor amendments have been made to enable the Fund to fulfill its objectives in their entirety and are presented for noting.

### **CONCLUSION**

This report recommends that the Junior Sports Assistance Fund Terms of Reference to be presented for adoption at the next meeting of Council be noted.

### **ATTACHMENTS**

1. Draft Terms of Reference - City of Mount Gambier Junior Sports Assistance Fund [5.6.1 - 13 pages]

## **CITY OF MOUNT GAMBIER**

### **JUNIOR SPORTS ASSISTANCE FUND**

A Committee of Council established  
pursuant to the provisions of Section 41  
of the Local Government Act, 1999

Terms of Reference and the Rules for the conduct of the business of the Committee were approved and adopted by the City of Mount Gambier at its meeting held on ~~19 March 2019~~.

**CITY OF MOUNT GAMBIER  
JUNIOR SPORTS ASSISTANCE FUND**

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## **TERMS OF REFERENCE AND RULES OF THE CITY OF MOUNT GAMBIER JUNIOR SPORTS ASSISTANCE FUND**

### **1.0 Name**

The name of the Committee be the CITY OF MOUNT GAMBIER JUNIOR SPORTS ASSISTANCE FUND (in these rules referred to as “the Committee”).

### **2.0 Interpretation**

For the purposes of these rules, unless inconsistent with the subject matter or context:

#### **2.1 Definition**

- 2.1.1 “Act” means the Local Government Act, 1999 and includes all Regulations and Schedules.
- 2.1.2 “Affiliated Sporting Organisation” means any sporting group which has agreed to financially contribute to the Fund in accordance with the rules and any terms and conditions of the Committee.
- 2.1.3 “Committee” means the City of Mount Gambier Junior Sports Assistance Fund.
- 2.1.4 “Auditor” means the Auditor as prescribed in the Local Government Act, 1999 and being the Auditor for the Council.
- 2.1.5 “Committee” means the Committee established pursuant to Rule 6.0.
- 2.1.6 “Committee Member” means the person appointed by Council to the Committee.
- 2.1.7 “Commencement Date” means the date on which the Committee is established and becomes operative pursuant to Rule 3.2.
- 2.1.8 “Core Contributions” means those financial contributions made by affiliated sporting organisation in accordance with Rule 15.0 and the City of Mount Gambier.
- 2.1.9 “Council” means the City of Mount Gambier.
- 2.1.10 “Presiding Member of the Committee” means the person appointed to that position by Council pursuant to Rule 6.0.
- 2.1.11 “Financial Year” means a twelve month period between and including 1<sup>st</sup> July and 30<sup>th</sup> June.
- 2.1.12 “Fund” mean the City of Mount Gambier Junior Sports Assistance Fund established by Council.
- 2.1.13 “Junior Sports Person” means a person who has not yet reached eighteen (18) years of age as at the 1<sup>st</sup> January in the year of the event date in respect of an application for assistance by an Affiliated Sporting Organisation under these Rules.



City of Mount Gambier Junior Sports Assistance Fund

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- 2.1.14 “Member Organisation” has the same meaning as “Affiliated Sporting Organisation”.
- 2.1.15 “Observers” means those persons attending any meeting of the Committee, but do not have a vote on any matter to be determined by the Committee.
- 2.1.16 “Secretary” means the person appointed by the Chief Executive Officer of Council to carry out those duties in accordance with the Rules of the Committee and any other discretion and direction associated with the administration of the Committee. The Secretary has no voting rights.
- 2.1.17 “Selected Junior Sports Person” means a person who has been selected on individual merits, to represent the State of South Australia or the Country of Australia or equivalent sporting achievement in an officially accredited/recognised national or international event.
- 2.1.18 “Singular” includes a reference to the “plural”.
- 2.1.19 “Special Coaching Clinics” means any coaching clinics whatsoever organised by an Affiliated Sporting Organisation which has received funds from the Committee for a clinic with such funds expended in accordance with Rule 18.
- 2.1.20 “Sponsorship Donation” means other monies contributed to the Fund from sources other than specific contributions from the affiliated sporting organisations and the Council(s) and for a specific purpose, initiative or program which the Fund agrees to implement for the benefit of its Member Organisations.
- 2.1.21 “State event”, “National event” and “International event”, means events that have been officially accredited or recognised as being “national or international events” and a statement to that effect is provided by that Sport’s State Administrator where applicable or available.

2.2 Defined Terms

Any words, phrases or terms used in these Rules which are defined in the Act shall have the same meaning as are given to them in the Act.

2.3 Local Government Act

These Rules shall be interpreted in every respect to be subject to the provisions of the Local Government Act then enforce.

2.4 Notices

All notices to be given to the Committee shall be addressed to:

The Secretary  
City of Mount Gambier Junior Sports Assistance Fund  
P O Box 56  
MOUNT GAMBIER SA 5290

and addressed to the usual and current business office or address of the Council, and the notice may, unless specified otherwise, and without prejudice to any other means of service, be deemed by ordinary post in which case the same shall be said to have been given two (2) clear business days after the same was posted.

### **3.0 Establishment**

- 3.1 "The Committee" is established under Section 41 of the Local Government Act, 1999.
- 3.2 "The Committee" will be established and become operative from the time a resolution of Council is passed and is established to co-ordinate and administer the City of Mount Gambier Junior Sports Assistance Fund.

### **4.0 Delegation**

~~The Council has delegated to the Committee the power to receive and expend revenue reasonably required to enable it to carry out the Objectives for which it is established.~~

The Council has delegated to the Committee the power to carry out the Objectives for which the Fund was established including the power to receive, expend and grant monies.

### **5.0 Objectives**

- 5.1 The Committee is created for the express purpose of providing financial assistance to local junior sportspersons of Mount Gambier and District who have achieved as a minimum, selection in a formal State team and who compete at National sporting events (or equivalent) and who are a member of an Affiliated Sporting Organisation.
- 5.2 The Council will join with local sporting organisations to establish an ongoing pool of money for distribution to those juniors selected to represent the State or to represent Australia or equivalent.
- 5.3 The Fund will assist those who already have ability and have shown natural skills, commitment and advancement to where at least State selection has been achieved.
- 5.4 To establish an income stream to the Fund that is reasonable, understandable and acceptable to the majority of Member Organisations.
- 5.5 To establish an expenditure strategy of the Fund which is reasonable, fair and accountable.
- 5.6 To develop an organisational and operational framework which is creative, effective and accountable.
- 5.7 To develop a strategy to attract extra income to the Fund from sources other than Member Organisations and Council contributions and for the purposes of expanding the range of support benefits that the Fund can provide to its Member Organisations.
- 5.8 To consider a strategy of funding the engagement of the best sporting coaches in Australia to undertake specialised coaching clinics for selected junior sportspersons, and other sportspersons of Member Organisations e.g. umpires of juniors, coaches of juniors etc.
- 5.9 To consider other strategies that seek external sponsorship of a general nature to the Fund, and/or for a specific purpose or a general initiative, all for the benefit of Member Organisations.

- 5.10 To develop and establish administrative procedures to receive, consider and process funding applications and then distribute any agreed funds to the relevant Member Organisations within a timeframe of 10 working days.

## **6.0 Membership of the Committee**

- 6.1 Membership of the Committee shall be:
- 6.1.1 an Elected Member for the time being of Council and appointed by Council who shall be the Presiding Member of the Committee
  - 6.1.2 a person nominated by the Council of the District Council of Grant, and
  - 6.1.3 up to four community persons appointed by Council.
- 6.2 The Council reserves the right from time to time to remove any appointee to the Committee and appoint another appointee in their stead. All appointees hold office at the pleasure of Council.
- 6.3 The Mayor of the City of Mount Gambier shall be ex officio a member of the Committee with voting rights.

## **7.0 Casual Vacancies and Replacement of Representatives**

The Council may replace any appointee on the Committee or fill any casual vacancy, by notifying the Committee the identity of the persons proposed to replace the former appointee or fill the casual vacancy.

## **8.0 No Proxy**

The appointment of a person as a proxy for any appointee on the Committee is not permissible.

## **9.0 Resignation of Representatives**

Any Committee appointee may resign from the Committee, but such resignation shall not be effective until the Secretary has received written notice to that effect.

## **10.0 Deputy Presiding Member**

- 10.1 The Committee shall elect a Deputy Presiding Member from among their number by a show of hands or by secret ballot at the first meeting of the Committee to be held after the commencement date for a term determined by the Committee.
- 10.2 In the absence of the Presiding Member, the Deputy Presiding Member shall preside at any meeting of the Committee.
- 10.3 If any meeting of the Committee duly convened under these Rules, the Presiding Member or the Deputy Presiding Member shall not be present, the Committee shall elect an Acting Presiding Member (for that meeting only) from their number present at the meeting and for the purposes of that meeting only, that Acting Presiding Member shall have all of the normal powers of the Presiding Member.

## **11.0 Quorum**

At all meetings of the Committee, three appointees present shall constitute a quorum.

## **12.0 Meetings of the Committee**

- 12.1 The Committee shall meet as and when determined by the Presiding Member, but must meet at least three times every financial year, plus the Annual Meeting of Member Organisations.
- 12.2 The Secretary shall give notice to each Committee Member at least five clear days prior to any meeting and notice to each Affiliated Sporting Organisation at least five clear days prior to any meeting.
- 12.3 The Secretary shall send a copy of the notice of a meeting of the Committee to each Affiliated Sporting Organisation.
- 12.4 The Secretary must, at the request of the Presiding Member or three other Committee Members, call a special meeting of the Committee.
- 12.5 All notices of meetings shall be issued under the hand of the Secretary of the Committee.
- 12.6 No business shall be transacted at any meeting of the Committee unless a quorum is present at the time when the meeting proceeds to business.
- 12.7 Each Committee Members including the Presiding Member present at any meeting of the Committee must vote on any matter requiring determination and all decisions shall be decided on a simple majority of votes cast.
- 12.8 Each appointee including the Presiding Member present at any meeting of the Committee shall have one deliberate vote only.

## **13.0 Procedure at Meetings**

The procedure to be observed in relation to the conduct of meetings of the Committee will be as determined by the Local Government (Proceedings at Meetings) Regulations.

## **14.0 Sub-Committees of the Committee**

- 14.1 The Committee has the discretion to appoint sub committees of its committee membership to receive any program applications for funding, evaluate and determine those applications for funding.
- 14.2 The Secretary shall advise the affiliated sporting organisation of the status of its applications on behalf of the juniors sportspersons immediately on the receipt of the sub-committees determination.
- 14.3 No conflict of interest shall arise if a Committee member of an affiliated sporting organisation is also a member of the Committee or the sub-committee considering an application for funds from that affiliated sporting organisation.

## **15.0 Establishment and Contributions to the Fund**

### **15.1 Establishment**

- 15.1.1 City of Mount Gambier Junior Sports Assistance Fund is hereby established.

City of Mount Gambier Junior Sports Assistance Fund

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- 15.1.2 The Fund shall consist of two separate accounting components, that is, “core contributions” and “sponsorship donations”.
- 15.1.3 The “core” component will receive monies from the affiliated sporting organisations, the City of Mount Gambier and any other funds by agreement between the Committee and the donor e.g. District Council of Grant.
- 15.1.4 The “Sponsorship Donations” components will receive monies from any interested source and will be expended in accordance with any specific agreement between the Committee and the Sponsor organisation.
- 15.1.5 The Secretary shall report to each meeting of the Committee the current status of each component of the Fund.

15.2 Council

- 15.2.1 Council shall provide a sum of money on an annual basis of an amount being at least equal to the annual contributions made to the Fund by all affiliated sporting organisations for that particular financial year (but excluding contributions made or achieved by way of sponsorship or donation).
- 15.2.2 The Contributions shall be paid by the Council(s) to the Fund no later than the 31<sup>st</sup> August in each year.

15.3 Affiliated Sporting Organisations

- 15.3.1 All participating and affiliated sporting organisations shall contribute annually to the Fund based on a formula determined by the Committee annually and adopted by the affiliated sporting organisations at the Annual Meeting to apply for the ensuing financial year.
- 15.3.2 The formula determined by the Committee shall be based on the principles of fairness, equity, accountability and be transparent.
- 15.3.4 Contributions from affiliated organisations will be paid to the Fund no later than the ~~31<sup>st</sup> December in each year~~ 60 days following the Annual General Meeting in each year.

15.4 Other Sporting Groups

Other sporting organisation wishing to join the Fund after the commencement date shall agree to the Rules in writing and shall pay a contribution or contributions that is solely determined by the Committee in respect of any “back payments” to ensure that the new sporting organisation contributes financially at a level or incurs a penalty that ensures equality with existing affiliated sporting organisations who are already members, and have paid contributions to the Fund over a longer period of time.

15.5 Sponsorship of Donations

- 15.5.1 The Committee shall be entitled to seek out and receive sponsorship, donations and/or assistance from any other sporting organisation, group, company or individual who may wish to contribute to the Fund on such terms and conditions agreed to by the Committee and the other party.

- 15.5.2 Any agreement of terms and conditions between the Committee and sporting organisation, groups, companies or individuals in relation to sponsorship, donations and/or assistance, shall not involve any expenditure whatsoever from the “core component” of the Fund.
- 15.5.3 Proceeds from sponsorships, donations, and/or assistance shall be paid directly into the Fund.

#### **16.0 Application for Financial Assistance from Affiliated Sporting Organisations**

- 16.1 The Committee may consider any application for assistance for a past event.
- 16.2 An application will not be received by the Committee unless it is in the form approved by the Committee.
- 16.3 The Committee will consider all applications received on the approved form(s) and each application will be considered independently on its merits.
- 16.4 An application approved by the Committee in one instance may not necessarily be approved in another. A junior sportsperson who has received assistance from the Fund will be eligible for further assistance.
- 16.5 No application for financial assistance from an affiliated sporting organisation, on behalf of a junior sportspersons, shall be submitted for an event that is to be held three months in advance of the date of the application.
- 16.6 An application for financial assistance can only be made by an affiliated sporting organisation on behalf of a junior sportsperson who is a member of the said affiliated sporting organisation.

#### **17.0 Distributions from the Fund**

- 17.1 Subject to Rule 15.4, a Member Organisation may join the Fund at any time on the understanding that the organisation, can not draw on the core component of the Fund for a period of time or under terms and conditions determined by the Committee.
- 17.2 Financial assistance approved by the Committee will be paid to the member organisation and not direct to the junior sportsperson, on the understanding the member organisation will distribute the approved funding to the junior sportsperson (or family) prior to them leaving for the approved event.
- 17.3 The Committee will have the discretion to distribute funds from the sponsorship/donations component of the Fund, for special coaching clinics at any time after the commencement date of the Committee.

#### **18.0 Amount of Money Available for Distribution**

- 18.1 The distribution policy from the core component of the Fund will be as determined by the Committee and reviewed annually.
- 18.2 The Committee will also have the discretion to allocate expenditure from the core component of the Fund for special coaching clinics.

18.3 The amount of funds allocated by the Committee for special coaching clinics from the sponsorship/donation component of the Fund will be at the complete discretion of the Committee.

18.4 The interest or surpluses arising from the transactions of the Fund shall be applied in accordance with the Funds objectives and shall not be distributed amongst the affiliated sporting organisations other than for the purpose for which the Fund was established.

#### **19.0 Return of Money Should Fund Dissolve**

19.1 In the event that the Fund is unable to operate or the Council decides to dissolve the Fund, then the Council shall determine the method and amount by which the money then remaining in the Fund shall be distributed or retained by Council.

19.2 The Council in making such a determination shall have regard to (but not bound by) the following:

- payments back to each of the affiliated sporting organisations in proportion to their total contributions to the Fund, together with the total interest amount accrued to the Fund irrespective of any payments that may have been made from the Fund;
- a payment to the Council (or Councils) in proportion to their total contribution to the Fund, less any charges or payments that may have been made from the Fund, or charged to the Fund, such payments shall be deducted from the Fund itself;
- a discretion in relation to any payment from the sponsorship/donation portion of the Fund.

19.3 In the event that the Fund is unable to operate or the Council decides to dissolve the Fund, then the Council is responsible for the liabilities of the Fund.

#### **20.0 Liability of Authority**

20.1 A liability incurred by the Fund or the Committee may be enforced against the Council.

20.2 No liability attaches to a Member of the Committee for an honest act or omission by that Member of the Committee in the performance or discharge, or purported performance or discharge, of the Member's or the Fund's functions or duties.

#### **21.0 Records of the Authority**

##### **21.1 Accounting**

21.1.1 The Council shall ensure that adequate and proper accounting records are maintained in respect of the Fund and which shall be audited on an annual basis by the Auditor for the time being of the Council.

21.1.2 A separate Fund reconciliation shall be prepared by Council as soon as practicable (but before the Annual General Meeting of the Authority) after the conclusion of any financial year a copy of the said reconciliation shall be forwarded to all affiliated sporting organisations which had made a contribution to the Fund during that particular financial year.

## 21.2 Administration

- 21.2.1 The Secretary shall present a reconciliation of the Fund to each meeting of the Committee.
- 21.2.1 The Secretary must cause minutes to be kept of the proceedings of the Committee.
- 21.2.3 The minutes of every meeting shall include:
- the names of all the representatives present and the time at which they entered or left the meeting;
  - the names of observers or visitors to any meeting;
  - every motion or amendment and the names of the mover and seconder; and
  - whether the motion or amendment is carried, lost or lapsed.
- 21.2.4 Minutes of the Committee shall be distributed to all Committee Members and Members of the Fund.
- ~~21.2.5 Copies of the minutes of the Committee may be distributed to all affiliated sporting organisations.~~
- 21.2.5 The Secretary shall maintain a record in which is detailed the following:
- name of an affiliated sporting organisation and contact details;
  - the amount or amounts of the financial contributions by the affiliated organisations;
  - the date on which the contributions were made; and
  - the names of sponsors or persons donating to the Fund and the date such monies were received.
- 21.2.6 A record of applications received for financial assistance, any reports associated with such applications and the determinations, associated with the applications, must be maintained by the Secretary.
- 21.2.7 The Fund must after the Annual General Meeting submit an annual report on the Fund's activities to the Council (which may be the minutes of that Annual General Meeting).

## 22.0 Penalties

- 22.1 Any affiliated sporting organisation failing to pay their annual contribution on or before ~~the 31<sup>st</sup> December~~ 60 days following the Annual General Meeting in any financial year, will cease to be an affiliated member, provided that the Committee may at any time at its discretion and on payment of the contribution in arrears and such re-entrance fee (if any) as it may decide to imposed, re-admit any such affiliated sporting organisation member to the Fund.



22.2 The Committee may remove any affiliated sporting organisation from the membership of the Fund, if that sporting organisation is in breach of these Rules, and that sporting organisation will surrender any benefits of the Fund whatsoever.

22.3 Before removing any affiliated sporting organisation for a breach of the Rules, the Committee must provide a reasonable opportunity to the said organisation, to put its case as to why it should not be removed from the Fund.

### **23.0 Amendments to these Terms of Reference**

It will be lawful for the Council by resolution of the Council to revoke, vary or add to any of the provisions of these Terms or Reference and Rules at its own discretion.

### **24.0 Interpretation of these Rules**

24.1 Should there be any dispute as to the definition and/or interpretation of these Terms of Reference and Rules, or any part thereof or any irregularities whatsoever, then the dispute shall be determined summarily by the Council and the decision of the Council shall be final and binding.

24.2 Any affiliated sporting organisation having any grievances as to the management, operation, interpretation or definition of the Terms of Reference and Rules, or the Fund, or wishing to make recommendations as to the general operation of the Fund, shall communicate in writing any such grievance to the Committee and to Council.

24.3 The Council shall determine the grievance or recommendation and advise the author and the Committee of its decision.

Ref. AF11/725  
MJT

**6 URGENT MOTIONS WITHOUT NOTICE**

**7 MEETING CLOSE**

**MINUTES OF CITY OF MOUNT GAMBIER  
JUNIOR SPORTS ASSISTANCE FUND ANNUAL GENERAL MEETING  
HELD AT THE LEVEL 1 CONFERENCE ROOM , CIVIC CENTRE, 10 WATSON TERRACE,  
MOUNT GAMBIER ON WEDNESDAY, 8 NOVEMBER 2023 AT 5:30 P.M.**

**PRESENT:** Cr Josh Lynagh (Presiding Member), Cr Megan Dukalskis, Mrs Jeanette Elliott, Ms Karen Cunningham, Ms Felicity Walker and Ms Jenny Burston

**GUESTS :** Di Gould, Andrew Matheson

**OFFICERS IN**

**ATTENDANCE:** Councillor Support Officer - Mrs M Telford

**1 ACKNOWLEDGEMENT OF COUNTRY**

**WE ACKNOWLEDGE THE BOANDIK PEOPLES AS THE TRADITIONAL CUSTODIANS OF THE LAND WHERE WE MEET TODAY. WE RESPECT THEIR SPIRITUAL RELATIONSHIP WITH THE LAND AND RECOGNISE THE DEEP FEELINGS OF ATTACHMENT OUR FIRST NATIONS PEOPLES HAVE WITH THE LAND.**

**2 APOLOGY(IES)**

Nil

**3 CONFIRMATION OF MINUTES**

**COMMITTEE RESOLUTION**

Moved: Cr Josh Lynagh  
Seconded: Karen Cunningham

That the minutes of the Junior Sports Assistance Fund meeting held on 22 October 2022 be confirmed as an accurate record of the proceedings of the meeting.

**CARRIED**

**4 QUESTIONS WITHOUT NOTICE**

Nil

**5 REPORTS**

**5.1 PAYMENTS TO MEMBER ORGANISATIONS**

**COMMITTEE RESOLUTION**

Moved: Cr Josh Lynagh  
Seconded: Felicity Walker

1. That Junior Sports Assistance Fund Report No. AR23/67414 titled 'Payments to Member Organisations ' as presented on 08 November 2023 be noted.
2. Allocations are calculated based on 10% of the total cost of the principle event and capped at \$200 minimum and \$500 maximum.



3. That in the event of extenuating circumstances the determination will be at the discretion of the Committee.

**CARRIED**

## **5.2 STATEMENT OF REVENUE AND EXPENDITURE - YEAR ENDED 30/06/2023**

### **COMMITTEE RESOLUTION**

Moved: Cr Josh Lynagh  
Seconded: Karen Cunningham

1. That Junior Sports Assistance Fund Report No. AR23/67416 titled 'Statement of Revenue and Expenditure - Year Ended 30/06/2023' as presented on 08 November 2023 be noted.
2. The Statement of Income and Expenditure for period ended 30 June, 2023 detailing payments to or payments from the Fund, with a 30 June 2023 cash balance of \$128,394.38 be received.

**CARRIED**

## **5.3 MEMBER ORGANISATION CONTRIBUTIONS**

### **COMMITTEE RESOLUTION**

Moved: Karen Cunningham  
Seconded: Cr Megan Dukalskis

1. That Junior Sports Assistance Fund Report No. AR23/67417 titled 'Member Organisation Contributions' as presented on 08 November 2023 be noted.
2. Members Organisations be advised that the Junior Sports Assistance Fund has the financial capacity to continue to assist members following the COVID-19 crisis and as such member contributions to the Junior Sports Assistance Fund for the 2023/2024 financial year be waived.

**CARRIED**

## **5.4 GENERAL DEVELOPMENTS OF THE FUND SINCE THE THIRTY SIXTH ANNUAL GENERAL MEETING**

### **COMMITTEE RESOLUTION**

Moved: Cr Josh Lynagh  
Seconded: Cr Megan Dukalskis

1. That Junior Sports Assistance Fund Report No. AR23/67419 titled 'General Developments of the Fund since the Thirty Sixth Annual General Meeting' as presented on 08 November 2023 be noted.

**CARRIED**



**5.5 COMMITTEE APPOINTMENTS**

**COMMITTEE RESOLUTION**

Moved: Cr Josh Lynagh  
Seconded: Jeanette Elliott

1. That Junior Sports Assistance Fund Report No. AR23/67420 titled 'Committee Appointments' as presented on 08 November 2023 be noted.
2. The committee appointments to approve applications to the Junior Sports Fund Assistance Fund as referenced in Report No. AR23/67420 titled 'Committee Appointments' be adopted.

**CARRIED**

**6 MEETING CLOSE**

The Meeting closed at 5.41 p.m.

The minutes of this meeting were confirmed at the Junior Sports Assistance Fund held on 8 November 2023.

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**PRESIDING MEMBER**

