



G R E A T E R
VICTORIA
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COMMONWEALTH GAMES
THE PEOPLE'S GAMES

GREATER VICTORIA
COMMONWEALTH GAMES BID
TERMS OF REFERENCE

2030 COMMONWEALTH GAMES GREATER VICTORIA BID TASKFORCE TERMS OF REFERENCE

1. Aim:

The aim of the 2030 Commonwealth Games Greater Victoria Bid Taskforce is to identify and work through the formal bidding process for Regional Victoria (Australia), led by Greater Shepparton, to be formally considered as the host location for the 2030 Commonwealth Games.

As a cross functional team, the group aims to:

- Investigate and assess the possibility of Greater Victoria (Australia) in representing Oceania in the bid to host the 2030 Commonwealth Games.
- Develop a highly competitive, robust, unique approach to secure Government and private funds and that would set up a formal bid for Greater Victoria (Australia) as the host of the 2030 Commonwealth Games.
- Undertake due diligence in exploring the legitimacy of a Greater Victoria (Australia) bid.

2. Purpose

The purpose of the 2030 Commonwealth Games Greater Victoria Bid Taskforce includes:

- Gain a full understanding of the Commonwealth Games host bidding process.
- Determine if there is alignment of vision, values and objectives of the Commonwealth Games and that of a Greater Victoria (Australia) bid.
- Identify potential economic, social and cultural benefits of a Greater Victoria bid.
- Identify and address any potential challenges and risks in making a bid and/or hosting the Commonwealth Games.
- Work in collaboration with Commonwealth Games Association nationally and the Victoria Division to ensure the success and strength of any potential bid.
- Lobby the Federal and State Governments and commercial entities to secure in-principle and financial support for the bid.
- Drive and maintain the momentum of the bid throughout the process.
- Provision of a preliminary report that explores the logistics of hosting the Commonwealth Games regionally. Areas to be addressed by the report may include:
 1. Vision and aspirational alignment
 2. Concept/Model
 3. Legacy/Point of difference
 4. Public Authority Support
 5. Sports and venues
 6. Accommodation
 7. Transport
 8. Safety and security

3. Membership

Membership of the 2030 Commonwealth Games Greater Victoria Bid Taskforce includes:

Adem Karafili (Chair)	Light Warrior Group
Nick Holland (Deputy Chair)	General Counsel - Athletics Australia
Cr Dinny Adem	Mayor - Greater Shepparton City Council
Mitch Catlin	Managing Director – Catchy MMM
Peter Crinis	Chief Operating Officer - Crown Hotels, Retail, Food & Beverage Visit Victoria Board Member
Lauren Jackson AO	Former professional basketballer
The Hon Jeanette Powell	Former Member for Shepparton District and Victorian Nationals MP, Former Victorian Minister for Local Government and Former Minister for Aboriginal Affairs
Heloise Pratt AM	Executive Chairman - Pratt Foundation
Andrew Ryan	Managing Director - Mitchelton Wines
Radek Sali	Chairman - Light Warrior Group
Leon Spellson	Managing Director - Executive Sports & Entertainment (ESE)
John Steffensen	Athletics Australia Board Member & former Olympic & Commonwealth Games medallist
Margaret Zita	Commercial Stakeholder Specialist – Qantas Airways Limited

Other relevant stakeholders will be asked to attend on a rotational or invitational basis as required. Secretariat services will also be provided by Greater Shepparton City Council. The secretariat will be a non-voting member of the group.

4. Meetings

- The 2030 Commonwealth Games Greater Victoria Bid Taskforce meetings will be held every three weeks in preparing the feasibility report which will be due within three months of the first meeting. These meetings can take place at an agreed location led by the Chair. The first and final meetings are to be held in Shepparton.
- The Commonwealth Games Greater Victoria Bid Taskforce will schedule, as required, additional special purpose planning and development sessions.
- Meeting agenda shall be distributed to members of the Taskforce no later than five (5) working days before a scheduled meeting.
- The minutes of the Commonwealth Games Greater Victoria Bid Taskforce will be communicated via email no later than five (5) business days following the meeting. This is the responsibility of the Deputy Chair.
- The Commonwealth Games Greater Victoria Bid Taskforce may continue to act despite vacancies in its membership or non-attendance at meetings provided a quorum of 50% of voting members is present.
- Each member of the Commonwealth Games Greater Victoria Bid Taskforce in attendance has one vote and matters before the Committee will be decided by a majority of votes.

5. Process

5.1 Chairperson

The Chairperson is Mr Adem Karafili or nominated delegate. His responsibilities include:

- Guiding the meeting according to the agenda and time available.
- Ensuring all discussion items end with a decision, action or definite outcome.
- Review and approve the draft minutes before distribution.
- Ensure actions are allocated and followed up.

5.2 Records of Meetings

- The agenda to be distributed five (five) days before the meeting.
- Minutes to be distributed to all members five (5) working days after the meeting.
- The minutes shall be checked by the chairperson/convenor and accepted by Taskforce members as a true and accurate record at the commencement of the next meeting.

5.3 Accountabilities

- The Commonwealth Games Regional Victoria Bid Taskforce reports to Adem Karafili who is accountable to the Mayor of Greater Shepparton City Council and fellow councillors
- Standing committees, working parties and communities of practice which may be established report to Taskforce.
- The meeting may invite guests to attend meetings as speakers or presenters.
- The meeting will oversee the Taskforce priorities.

5.4 Roles and Responsibilities

- The Commonwealth Games Greater Victoria Bid Taskforce will identify priorities and projects for its consideration.
- The Commonwealth Games Greater Victoria Bid Taskforce will develop and monitor its own progress through the use of key performance indicators related to its responsibilities and priorities.
- The Commonwealth Games Greater Victoria Bid Taskforce will determine the chairs, convenors and membership of any sub-committees and project teams.
- The Commonwealth Games Greater Victoria Bid Taskforce will determine key performance indicators for its sub-committees and project teams.
- The chairs and convenors of any sub-committee and project teams will provide a written report of their activities and recommendations to meetings Commonwealth Games Greater Victoria Bid Taskforce.
- Nominated members of the Taskforce maybe required to meet with key stakeholders and participate in media events and activities.
- The Commonwealth Games Greater Victoria Bid Taskforce will be responsible for producing a report which will be presented to The Victorian Premier, The Minister for Sport, Australian Commonwealth Games Association and Greater Shepparton City Council. The report will be shared with participating host locations.

6. Timelines

TBC

7. Review

The Terms of Reference shall be reviewed within a month from the date of approval. Terms of Reference may be altered to meet the current needs of the Taskforce.



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