

# GL30 - Community Group and Sporting Club Communication Policy



December 2018

*This policy was adopted by Council to set governing principles in place that align the strategic direction of the organisation with Goal 5: Effective Leadership and Governance of the Community Strategic Plan 2036.*

## Objectives

To provide guidance for the appropriate and efficient handling of requests initiated by volunteer managed and run community groups and sporting clubs. This policy does not apply to organisations that employ staff to manage or run the organisation.

Definitions	
<b>Community organisation</b>	A group of people that come together to pursue a common cause or interest for the benefit of the community and may include an Association, Centre, Club, Committee, Group, Incorporated Body or Society. These organisations may or may not employ staff.
<b>Volunteer managed community groups and sporting clubs</b>	Community groups and sporting clubs that are managed and run solely by volunteers and do not employ staff. Examples include: <ul style="list-style-type: none"> <li>• Hall Management Committees facilitating the use and operation of Shire facilities</li> <li>• Sporting groups with lease arrangements with the Shire</li> <li>• Sporting groups using Shire facilities</li> <li>• Augusta Historical Management Committee*</li> <li>• Margaret River and Districts Historical Society*</li> </ul> *Contributions towards a Curator stipend via Council Contribution is not considered as the employment of staff.
<b>Charitable organisation</b>	Is a not-for-profit organisation that has a charitable purpose for the sole benefit of the public (for example, religious groups, aged care homes, homeless shelters, disability services, animal welfare societies and artistic or cultural groups). These organisations may or may not employ staff.
<b>Not-for-profit organisation</b>	An organisation that is not operating for the profit or gain of its individual members, whether these gains would have been direct or indirect whilst in operation. These organisations may or may not employ staff.
<b>Shire facility</b>	All buildings, reserves, facilities and grounds across the Shire that the Shire has responsibility for that are available for hire or use.

## Policy

The following protocols will be adhered to in respect to liaising with volunteer managed and run community groups and sporting clubs to ensure transparent communication.

- The President of community groups and sporting clubs is appointed as the sole liaison for all dealings with the Shire
- The President may authorise an alternative representative in writing to deal with the Shire in their stead on a case by case basis
- The correct procedure for all requests for information and assistance must be followed
- As the nominated representative, the President shall relay information between their respective committees and the Shire.

## Application

Responsibility for the implementation of this policy rests with the Chief Executive Officer. The policy is to be reviewed every three years.

Document and version control table		
<b>Strategic outcome</b>	Effective Leadership and Governance	
<b>Responsible Directorate</b>	CEO	
<b>Authority of original issue</b>	Council	
<b>Date of original issue</b>		
<b>Contact officer</b>		
<b>Date of next review</b>	Xxxxx 2021	
<b>Document No.</b>		
Version	Date issued	Brief description
1.0	xxxxx	Initial issue
1.1		
2.0		