

## SERPENTINE JARRAHDAL SHIRE AND TOWN OF KWINANA PARTNERSHIP AGREEMENT

**Name:** Serpentine Jarrahdale Shire and Town of Kwinana Partnership Agreement

**Purpose:** To establish a partnership arrangement between Serpentine Jarrahdale Shire and Town of Kwinana for the Club Development Officer Scheme to enable increased funding within the Serpentine Jarrahdale Shire and Town of Kwinana for the benefit of the Community.

**Stakeholders:** Department of Sport and Recreation, the Town of Kwinana, Serpentine Jarrahdale Shire, community members and clubs in both Serpentine Jarrahdale Shire and the Town of Kwinana.

**Terms and Conditions:**

- Funding has been secured through the Department of Sport and Recreation's Club Development Scheme, totalling \$150,000 over three years, to be paid to the Town of Kwinana to cover the wages of the Club Development Officer for three years from 1 July 2010 to 30 June 2013.
- The Town of Kwinana will contribute additional funds to make the position full time, at a Level 4, enabling the officer to work for the Town of Kwinana for an additional one day per fortnight.
- The Town of Kwinana will be responsible for the employment, associated human resource costs, and for housing of the Club Development Officer. The Serpentine Jarrahdale Shire will be invited to participate in creating the job description, short listing applications and sitting on the interview panel. The Town of Kwinana will manage the staff member, including formal Staff Development Reviews and any Human Resource issues, keeping the Serpentine Jarrahdale Shire informed of any issues at all times and allowing the opportunity for feedback and input.
- Both parties will devise a schedule of times, stating when the officer will devote time to Town of Kwinana Clubs and when they will devote time to Serpentine Jarrahdale Shire Clubs to ensure equality in the partnership.
- Subject to annual budget deliberations, both parties will provide program funds in the form of cash or in-kind contributions (for example hire of halls, use of workstation, catering for workshops).
- The Serpentine Jarrahdale Shire will provide the officer with a workstation and associated equipment for the time the officer spends at the Shire offices including access to a pool vehicle (or related mileage expenses) to enable the officer to attend any Shire related meetings. A venue to hold seminars and associated equipment where available will also be provided.
- A plan will be devised to enable efficient and effective communication both with internal staff and external clients at both Local Government venues.
- Copies of any reports required by the Department of Sport and Recreation or the Town of Kwinana relating to the Key Results Schedule will be presented to the Serpentine Jarrahdale Shire providing the opportunity for feedback and input.
- Training costs, times and needs for the Club Development Officer will be negotiated by both Councils as required.

  
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Neil Hartley  
TOWN OF KWINANA

DATE 31.08.10

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Joanne Abbiss  
SERPENTINE JARRAHDAL SHIRE

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