



Government of **Western Australia**
Department of **Sport and Recreation**

**Professional Governance
Development Opportunities
2011**

GUIDELINES

Professional Governance Development Opportunities

Guidelines 2011

APPLICATIONS CLOSE: Friday 8th April 2011

Two of the key focus areas of the Department of Sport and Recreation's (DSR's) Strategic Directions (SD4) 2006–2010 are 'Organisational Development' and 'People Development'. The desired outcome for these two key focus areas is to create high-performing organisations that provide effective sport and recreation services and develop the abilities of sport and recreation personnel.

The Professional Governance Development Opportunities aims to develop the skills and expertise of board members working within the sport industry through:

- Improved leadership.
- Improved long-term performance of organisations.
- Improved capacity to lead and manage programs, resources and people.

Program information

Up to six opportunities, to a maximum of \$5000 each, are available for individuals to complete professional development in governance, focusing on the roles, responsibilities and skills required by **directors / board members** to achieve excellence in directorship and high-performing boards.

These opportunities are available to directors/board members from state sporting associations, recreation organisations and sport and recreation peak industry representative bodies that are funded by the Department of Sport and Recreation.

The applicant will need to provide detailed information about the type of professional development opportunity they are proposing to undertake, **such as, but not limited to:**

- A governance course, university course or workshop series that covers a range of topics in the area of governance. This opportunity must be delivered through a recognised and approved training organisation.

We strongly encourage you to attend the Professional Governance Development Opportunity information night on 9th March 2011 and to discuss your proposed development opportunity prior to submitting an application. To discuss please contact Aaron Morse – Project Officer – Industry Training and Development on (08) 9492 9758 or aaron.morse@dsr.wa.gov.au

Eligibility

Entry into the program is competitive so applicants must:

- (a) Be a permanent resident of Western Australia;
- (b) Be an appointed Director / Board Member of a **state sporting organisation, recreation organisation or a sport and recreation industry representative body** that is currently funded by DSR;
- (c) Have the written support of both their current employer and the state sporting association they are a Director / Board member of; and
- (d) Provide a clear description of the proposed professional development opportunity they wish to undertake.

Required information

To be eligible for consideration for funding, you must complete and sign the attached application form and include the required documentation.

Applications that do not address the eligibility criteria or do not provide **ALL** the required information will be deemed ineligible.

A letter showing support of your application by your current employer **and** the organisation you are a Director / Board Member of needs to be included. Please note that your professional development opportunity can be completed in a variety of different formats.

Please forward your original completed application form, including ALL the required supporting documentation, plus three additional copies to the following address by **4pm on Friday 8th April 2011.**

By mail:

Attention: Aaron Morse
Department of Sport and Recreation
Professional Governance Development Opportunities
PO Box 329
LEEDERVILLE WA 6903

By hand:

Attention: Aaron Morse
Department of Sport and Recreation
Professional Governance Development Opportunities
246 Vincent St
LEEDERVILLE WA 6007

Funding arrangements

The funding will be paid to the recipient's organisation on the understanding that those funds be allocated to the applicant to meet the identified professional development opportunity.

Failure to complete the agreed professional development opportunity (or part of) through the duration of the agreement will require the recipient state sport organisation to return the relevant funding to the Department of Sport and Recreation.

In circumstances where only partial expenditure has occurred recipients will be required to refund remaining funds to Department of Sport and Recreation.

Selection criteria

Please complete the Application form **plus** attach the following information:

- (a) A Curriculum Vitae.
- (b) A letter of support from your current employer and the sport and recreation organisation you are a Director of.
- (c) A detailed description of the professional development opportunity that you are proposing to undertake.

Assessment process

No interviews will be conducted. All applications will be considered on merit, based on the information provided. An assessment panel will assess each application. The functions of the assessment panel is to review all applications, applicant responses to the selection criteria and referee reports, and ensure the process is transparent, merit-based and fair and equitable for all applicants. The panel then provides recommendations to the Department of Sport and Recreation.

When the selection process is finalised, applicants will be notified in writing of the outcome of their application.

Additional requirements

Recipients' organisations will be required to enter into an agreement with the Department of Sport and Recreation, which identifies certain obligations relating to the professional governance development opportunity.

These include:

- (i) Successful completion of the nominated course/professional development opportunity within 12 months of signing the agreement.
- (ii) Availability to speak about their learning experiences at an event organised by the Department of Sport and Recreation.
- (iii) Meeting the acquittal process requirements.

Further information

To obtain further information about the Professional Governance Development Opportunities, please contact Aaron Morse on (08) 9492 9758 or aaron.morse@dsr.wa.gov.au.

Important dates

Applications close by **4pm on Friday 8th April 2011**.