

## **Partnership Policy**

### **1. Purpose**

The purpose of this policy is to outline the circumstances in which the Centre will consider and enter into partnerships.

### **2. Responsibilities**

It is the responsibility of the Centre's Board to ensure that this policy is implemented.

It is the responsibility of the Centre's Community Development Officer (CDO) to ensure that the procedures are implemented.

### **3. Principles**

By working innovatively together the Centre and its partner/s will achieve better outcomes and impacts for the community and for the partners than they could achieve by working alone.

Partnerships with the Centre for the development or provision of any facility, project, program or event will not entitle any partner to influence any decisions of the Centre.

The Centre will not enter into any arrangement with any corporation or organisation where the association with the prospective partner would jeopardise the financial, legal or moral integrity of the Centre or adversely impact upon its standing and reputation in the community.

### **4. Definitions**

A partnership is a co-operative arrangement or venture between two or more parties with a common goal who work together to provide opportunities and resources for mutual and community benefit.

### **5. Policy**

Partnerships will be considered for facilities, services programs and projects.

The Centre will only seek or establish partnership where:

- the public image, products or services of the relevant organisation are consistent with the Centre's Objectives and Vision Statement.

- participation does not generate pressure on the Centre, its employees, volunteers or users to purchase goods or services or to adopt any particular beliefs, attitudes or courses of action as may be promoted by the donor or sponsor.
- there is no requirement for employees or volunteers to promote a product, business or company on their person
- the funds, goods or services benefit Centre users and are socially and environmentally appropriate.

The Centre will not consider any partnership in association with the tobacco industry.

Every proposal for partnering will be considered on its merits and must fit with the Centre's own Objectives and Vision Statement.

The Centre will not use partnerships to gain favourable terms from any organisation.

The Centre will not enter into partnership with any business or organisation which is in legal or financial conflict or which connects the Centre with any political party or pressure group.

The Centre will not enter into any partnership that may be construed as offering or promoting services of a sexual or illegal nature.

The Centre will not enter into any partnership which may be construed as showing or encouraging any type of prejudice.

Partnership proposals must be put in writing. The Centre will expect that the other organisation:

- has a clear idea about what they are seeking from the Centre
- can demonstrate how the benefits and outcomes of the partnership are in line with the Centre's Objectives and Vision Statement
- can demonstrate their willingness to form a good, mutually beneficial partnering relationship with the Centre
- has the capacity to meet its promises
- will be aware that the Centre may have concerns about how the partnership may affect its own ongoing eligibility for tax concessions, grants, sponsorships or endorsements.

The other organisation will be invited to a meeting/s to discuss the proposal.

If an organisation is unsuccessful in request to form a partnership, it may appeal to the Board within 3 months. Following this appeal, the decision of the Board will be final. If the request is unsuccessful on the second occasion, a significantly revised request may be submitted after 3 months.

Once approved, the partnership will be formalised in a written Partnership Agreement which will set out:

- the objectives of the partnership
- when the agreement starts
- when the agreement will be reviewed or end
- the names of the individuals from both parties primarily responsible for maintaining the partnership, and to whom issues regarding the agreement are to be referred

- in what form and where notices are to be delivered to each party for the purposes of the agreement
- the obligations of each of the partners
- how both parties will be recognised in relation to the partnership
- a statement indicating the intention that both parties will use their best efforts to resolve any disputes
- a statement that the agreement will be terminated early if one party fails to fulfill its stated obligations and is not willing or able to remedy the situation
- the parties' obligations after the agreement comes to an end.

Additional clauses will be required to clarify the following points:

### **Making Decisions**

The Centre and any partners must both commit to shared decision making which means that both parties share information, using the agreed communication processes (to be developed for both operational and strategic communication), that both parties take steps to identify options, then build consensus about the preferred course of action, and that when agreement is reached it is recorded and acted on.

The partners must agree that an acceptable outcome of shared decision making, may from time to time, be to agree to disagree.

### **Working Together**

The Centre recognise that at different stages, depending on the issue or opportunity, it may be necessary or desirable for one partner to take a more active, exposed or public leadership role – but that they remain accountable to the other partner for their actions.

In order to develop the full potential of the partnership, it will be necessary that from time to time each partner:

- speaks out as a 'guardian' of the partnering relationship's objectives and stands up for its principles
- coaches the other (directly or indirectly) in good partnering behaviour
- challenges the other's perspective, actions and approach to difficult or contentious issues

### **Sharing Information**

The partners agree to share information in good faith, in full and on time so that both partners can make informed decisions about their joint work and about the partnering relationship.

They must also agree that although their intention is to be as efficient and accountable as possible, and that they are not concerned with making a profit, issues about what information (and in what format) can be shared with their respective organisations and shared publicly will require discussion and decision making on a case by case basis.

## Monitoring & Reporting

The Centre believes it is essential to achieve a balance between the need to convincingly demonstrate achievements of any partnership and the need to keep information gathering as simple and unobtrusive as possible.

Monitoring and reporting mechanisms need to be proportionate and not impose unreasonable burdens. The monitoring and reporting costs, tasks, indicators and sources of evidence will be developed or selected to provide the most useful conclusions.

The monitoring and reporting systems and structures will be developed jointly by the partners and are intended to assist understanding of outcomes and impacts (rather than being just about data collection) so that the information provided is both meaningful and useful and leads to effective decision making about planning, management and evaluation.

## 6. Procedures

Any organisation wanting to lodge a partnership proposal with the Board of Management must discuss their proposal with the CDO first.

Proposals will be circulated to Board members for their consideration but the Board will not make a decision on the proposal until it is satisfied that all risks have been considered.

If the proposal is approved, the Board will nominate at least one Board Member to work with the CDO and the applicant organisation to develop the Partnering Agreement.

## 7. References

- X

## 8. orms or Attachments

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- X

## 9. Approvals

	Policy	Procedure
Approving Authority	Board of Management	
Approval Date		
Next Review Due		

