



GOLF TASMANIA INC.

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MEMORANDUM

MEMO TO: All Clubs & Area Associations

MEMO FROM: Helen Langenberg - Chair

DATE: 31 July 2013

SUBJECT: **Golf Tasmania Governance and Structure Review Update #1**

The Golf Tasmania (GT) board has sought to clarify the involvement of and assistance to be provided by Golf Australia (GA) in the conduct of the GT Governance and Structure Review. In the interim the GT board has considered the attached draft process and also sought expressions of interest from three reputable organisations to carry out the review.

On his return from the British Open, GA Chief Executive Officer, Mr Stephen Pitt advised that GA will provide a level of financial support contingent on GA being involved in the process from the first stages. He has requested a preliminary meeting with the GT board to identify and define issues – this meeting will be held next **Friday 9 August 2013**. Further information will be provided to members following the meeting (by 16 August).

Some of the issues already identified by members include:

- Membership
- Role/responsibility and functions of clubs/districts/GA
- Board composition (size and election/appointment)
- Development pathways
- Delegates/Elective Council

Please provide any additional topics/issues you would like to have included in the review to **GT General Manager, Craig French by Thursday 8 August**.

As previously indicated, there will be a range of formal consultation methods used in the review ensuring as many of the golfing community as possible can provide input.

With the confirmed support of Golf Australia, the board and I are still confident that the indicative deadline as proposed as the AGM will be met, and amendments prepared for acceptance at next year's AGM.

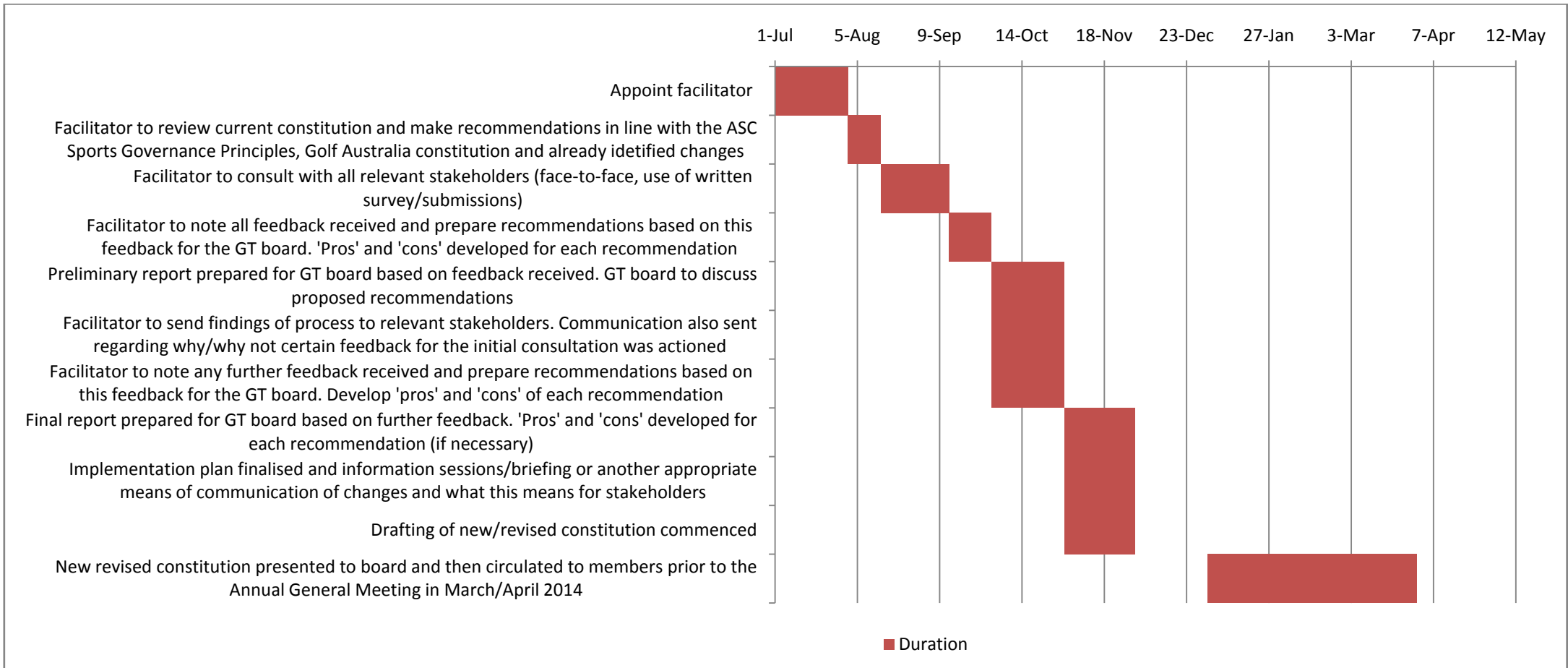
There will also be regular updates on progress throughout.

Regards
Helen Langenberg
Chair Golf Tasmania

The process

1. Appoint independent facilitator or facilitator(s) to lead the constitutional review. For example, Golf Tasmania (GT) lawyer, constitution review sub-committee or similar
2. Facilitator to review of the GT constitution with regard to the following:
 - Alignment with Golf Australia (GA) constitution. Note any differences.
 - Alignment with Australian Sport's Commission's (ASC) Sport Governance Principles (the Principles). Note any differences.
 - Constitutional items already identified for further consideration (as per GT Memorandum 22 May 2013)
3. Facilitator to consult with all relevant stakeholders (face-to-face, use of written survey/submissions)
4. Facilitator to note all feedback received and prepare recommendations based on this feedback for the GT board. 'Pros' and 'cons' developed for each recommendation (if necessary)
5. *October 2013*
Preliminary report prepared for GT board based on feedback received. GT board to discuss proposed recommendations
6. Facilitator to send findings of process to relevant stakeholders. Communication also sent regarding why/why not certain feedback for the initial consultation was actioned
7. Facilitator to note any further feedback received and prepare recommendations based on this feedback for the GT board. Develop 'pros' and 'cons' of each recommendation (if necessary)
8. *November 2013*
Final report prepared for GT board based on further feedback. 'Pros' and 'cons' developed for each recommendation.
9. Implementation plan finalised and information sessions/briefing or another appropriate means of communication of changes and what this means for stakeholders
10. Drafting of new/revised constitution commenced
11. *January 2014 and beyond*
New revised constitution presented to board and then circulated to members prior to the Annual General Meeting in March/April 2014

GT Constitutional Review – Gantt Chart



Considerations

Governance Policy and By-laws

1. A governance policy for GT is developed covering the following (at a minimum):
 - board meeting and voting procedures (if not contained in the constitution - currently is)
 - rules governing the formation, powers and procedures of elective council and sub committees (if not contained in the constitution - currently is)
 - conflict of interest (if not contained in the constitution - currently is)
 - board induction
 - succession planning
 - position descriptions for strategic and operational roles - board members and GT staff
 - code of conduct
 - performance evaluation - board members and GT staff
2. This policy to be consulted, discussed, amended and approved by the board in the 2015 AGM (work to be undertaken from April 2014 - March 2015). This policy is reviewed within two years of adoption
3. Other GT policies are prioritised, reviewed and/or created and streamlined under a governance register covering topics that may include, but are not limited to:
 - Annual subscription
 - Member Protection (adopt GA)
 - Anti-doping (adopt GA)
 - Communication (including Social Media)
 - Drugs in Sport (adopt GA)
 - Inclusion
 - Weather (adopt GA)
 - Team Selection
 - Risk Management