



<b>POLICY</b>	<b>PEOPLE, PARTNERSHIPS &amp; ENGAGEMENT POLICY</b>		
<b>POLICY STATEMENT</b>	<b>01 PS</b>	<b>EFFECTIVE DATE</b>	
<b>FUNCTION AREA</b>		<b>DOCUMENT REF</b>	<b>OP-HR...</b>
<b>RESPONSIBILITY</b>	<b>THE BOARD</b>	<b>REVISION NO.</b>	

### Purpose and Scope

This document is an outward facing policy and relates to external relationships. The purpose of this Policy and related Operating Procedures is to provide a framework for interaction between The Hut staff, stakeholders and external parties to foster and support a culture of effective consultation, engagement and communication.

Effective consultation and communication are vital for community engagement and strong partnerships that will enable and enhance our strategic planning, decision making and will ensure that The Hut meets its obligations and quality framework.

The Hut's key stakeholders are the people of the Adelaide Hills community in which The Hut operates. They are businesses, organisations, groups and individuals who may be directly involved with, or have a personal, professional or commercial interest in the community.

### Definition

Employees	Paid staff
Staff	Paid Staff and Volunteers including Board Members
Collaboration	A relationship between two or more individuals or groups that agree to work together and/or combine resources to achieve an agreed and common goal. This is generally a flexible agreement that may or may not be formally documented.
Partnership	A relationship between two or more individuals or groups that agree to work together and/or combine resources to achieve an agreed and common goal. This is generally documented as a formal arrangement.
Stakeholder	An individual, group or party who has an interest in The Hut and can affect, or be affected by, the achievement or non-achievement of The Hut's objectives, day to day operations or individual action.

## **Background**

The Hut is a community based organisation that values the benefit of working in collaboration with like minded organisations, businesses, groups and individuals in the community where it fits with our vision, mission and strategic plan and achieves strong community outcomes.

From its inception, The Hut has maintained a long history and strong commitment to the Adelaide Hills community through the sharing of community resources, supporting and engaging with others to achieve a common purpose that provides benefit to the community. It seeks and embraces engagement and contribution through both formal and informal processes, collaboration, partnerships and auspicing arrangements.

## **Policy Statement**

Collaboration & partnerships are critical to achieving The Hut's vision and mission and The Hut commits to supporting other community groups located within the Adelaide Hills where there is an identified need. A range of support and assistance measures can be extended to external community groups and stakeholders whose direction and values are aligned with The Huts, where there is anticipated or evidenced benefit to the Adelaide Hills community and providing The Hut has the internal capacity to assist. (Examples of areas of support that are likely to be of direct benefit to the community are not exhaustive but could include:

- In the event of an unincorporated body wanting to access funding that requires applicants to be incorporated and/or eligible for DGR status. An unincorporated organisation can access grants, however, under the auspices of an incorporated body.
- Where resourcing is tight for an unincorporated body, The Hut may agree to provide insurance cover, venue space or assistance with administration.)

Partnerships and collaborations that support and promote diversity and equality of access while meeting the requirement of alignment with The Hut's purpose will be strongly regarded. Outcomes will be documented, monitored and clearly communicated between all parties.

Consultation ensures that we remain current and that programs, services and strategy are relevant to the demographics and needs of community. The Hut is committed to engaging with stakeholders through the planning, delivery and evaluation stages of programs, services and strategic planning, inviting comment through active consultation.

The Hut will establish and develop strategic relationships with other organisations, funding bodies and community groups that support, complement and align with The Hut's vision, values, objectives, priorities and policies.

**Objectives**

The objective of this Policy Statement and associated procedures is to ensure that local needs are identified and met by consultation, communication and increased capacity building through access to support and available resources, where they would otherwise not be accessible.

**Responsibilities**


The Board and the Executive Officer are responsible for the oversight of the People, Partnerships and Consultation Policy as per the Delegations policy.

The Executive Officer and Community Development Manager will ensure that partnerships and collaborations are established within the parameters of this policy and are documented and monitored to ensure outcomes are being met.

Related Documents	Cultural Inclusion, Diversity & Equal Opportunity Procedures Complaints – Clients and Community Procedures Consultation and Engagement Procedures Managing Critical Clients Incidents Procedures Advocacy Procedures Petitions and Lobbying Procedures Support for Other Organisations Procedures Environmental Sustainability Procedures Service and Programs Users rights and responsibilities Data & Knowledge Management Information Sharing Guidelines Appendix
Legislation & References	

Signed on behalf of Hut Board by Hut Chair:

Name: Loraine F Scheide

Signed:  Date: 11/2/2021

Date Approved by Board: February 2021

Next Review Date: February 2024