

GolfWA Values and Standards

Approval History

Version	Date	Approved By	Date Effective	Responsible
1.0	14/05/2013	GolfWA Board	Immediate	Chief Executive

Distribution

Audience	Access
GolfWA Employees and Representatives	GolfWA Intranet, GolfWA Policy & Procedures Manual

Required Reading

- All GolfWA Employees and Representatives

Revision Schedule

Date of Next Review: January 2015
 Reviewer/s: Chief Executive

Document History

Version	Date	Author	Description of Changes
1_0	April 2013	Russell O'Callaghan (P&AA)	Original
1.1	September 2020	Gary Thomas (Chief Executive)	References Golf Australia Member Protection Policy instead of GolfWA MPP as agreed by the Board in September 2019

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Introduction and Purpose

The objects of Golf Western Australia (GolfWA) are to grow the game of golf through equitable and inclusive practices that provide opportunities for participation at all levels in golf.

GolfWA Values and Standards applies to all GolfWA representatives who are defined as employees, board members, athletes, coaches or officials, who are required to act consistently with the values and standards set out below.

The GolfWA Values and Standards supports the Golf Australia Member Protection Policy, which GolfWA adheres to and was adapted from Australian Sports Commission "Code of Conduct" document TRIM ref. 2009/050556/D.

GolfWA Values

GolfWA as a state sporting association and amateur governing body, has the following values as an organisation:

- is not-for-profit, and will perform functions in an inclusive, professional, responsive and cost effective manner;
- is an organisation in which employment decisions are based on merit;
- provides a workplace that is free from discrimination and recognises and utilises the diversity of the Australian community;
- has the highest ethical standards;
- is openly accountable for its actions, within a framework of good corporate governance and compliance, with responsibility to its stakeholders including affiliated clubs and their members, Golf Australia, the R&A, sponsors and golfers in Western Australia;
- is responsive to stakeholders by providing frank, honest, comprehensive, accurate and timely advice while implementing policies and programs to the primary benefit of golf in Western Australia and on a secondary basis to the wider golfing community.
- delivers services fairly, effectively, and courteously to the Western Australian amateur golf community and is sensitive to the diversity of that community;
- aims to establish leadership of the highest quality;
- establishes workplace relations that value communication, consultation, co-operation and input from employees on matters that affect their workplace;
- provides a fair, flexible, safe and rewarding workplace;
- focuses on achieving results and managing performance;
- promotes equity in employment;
- provides a reasonable opportunity to all eligible members of the community to apply for GolfWA employment;
- provides a fair system of review of performance and decisions taken in respect of its employees.
- provides a child safe and friendly environment, with screening, monitoring and training procedures in place to ensure children are protected and valued.
- negotiates fairly and looks to maintain good relations with its suppliers.

GolfWA representatives are expected to display the following values in their internal and external working relationships :

- be responsive to other's needs
- consult and endeavour to reach common understandings;
- be open and transparent;
- listen and communicate openly;
- accept full responsibility for our decisions and actions;
- strive for excellence and maximize our performance;
- be cooperative and work as a team;
- be leaders in our field;
- value the well-being and diversity of our people through inclusiveness;
- treat each other with dignity and respect;
- apply our values to stakeholders and the public;
- value and protect children in our care.

GolfWA Board members have an additional duty to actively promote these values.

GolfWA Standards

As a GolfWA representative you have a responsibility to adhere to the following standards:

- 1) behave in a way that upholds the GolfWA Values at all times;
- 2) behave professionally, honestly and with integrity at all times;
- 3) behave in a way that upholds the good reputation of GolfWA at all times;
- 4) treat everyone with respect, courtesy, and without harassment;
- 5) act with care and diligence and perform work duties in a manner that is conducive to the health and safety of both yourself and others;
- 6) not engage in any forms of physical, verbal or emotional abuse of others;
- 7) in the course of your duties, not engage in physical contact with athletes or children except where absolutely necessary for the development, maintenance or recovery of an athlete's or child's skill, health or athletic ability;
- 8) implement official decisions and comply with any lawful and reasonable directions given to you by anyone who has authority to give the direction;
- 9) ensure information and documentation that you are provided with, work with or generate in the course of your duties, are kept confidential and at all times remain the property of the GolfWA;
- 10) not give or disclose, directly or indirectly, any information to others about GolfWA's business, unless required during the course of your duty or unless you have been expressly authorised to do so;
- 11) not provide false or misleading information to others in the course of your duties at the GolfWA;
- 12) not make improper use of your status, power or authority;
- 13) disclose and take appropriate steps to avoid any conflict of interest (real or apparent) with your employment or engagement by the GolfWA, including obtaining approval for any outside engagement;
- 14) use GolfWA resources and facilities in a correct and responsible manner and for official purposes only;
- 15) adhere to all applicable GolfWA policies and procedures, and remain aware of any updates as they are amended from time to time;
- 16) ensure you do not display or transmit, or cause to be displayed or transmitted, offensive and/or inappropriate material or messages in the workplace. This relates to any environment linked to the business and operations of GolfWA, and includes the internet, our website, the intranet site, emails, social media, internal bulletin boards, personal workstations or office areas; and
- 17) comply with applicable laws of Western Australia or other relevant jurisdictions.

Failure to do so may result in disciplinary action.

Links to Related Employment Policies

The Standards require employees and its representatives to adhere all applicable GolfWA policies and procedures as amended from time to time. This includes but is not limited to the following policies:

- Golf Australia Member Protection Policy
- GolfWA Child Safety Policy
- GolfWA Occupational Safety and Health Policy
- GolfWA Use of Social Media Policy
- GolfWA Privacy Policy
- GolfWA Gender Policy
- GolfWA Occupational Safety and Health Policy