



Our Ref: **ED.05.3**

Your Ref:

Enquiries: **Peter Bracegirdle**

25 July 2017

Ms Kristina Dickman
Regional Manager
Kimberley Strategic Policy and Regional Services
Department of Local Government, Sport and Cultural Industries
Unit 2, 23 Coghlan Street
Broome WA 6725

Email krissie.dickman@dlgsc.wa.gov.au

Dear Krissie

Re: Club Development Officer – Expression of Interest

Due to the recent closure of the Kununurra Community Resource Centre, the Shire of Wyndham East Kimberley would like to formally express an interest in hosting the role of Club Development Officer in Kununurra.

The Shire acknowledges that the Club Development Officer plays an important role within the community. The role assists clubs in relation to governance issues, best practices, volunteer management, management and administration of KidSport funding and to help build greater club capacity and sustainability.

It is anticipated that this role will develop and implement strategies which are focused on capacity building so that sustainability is built into all components of the project and therefore its outcomes will continue past the life of the proposed funding agreement.

The employment of a Club Development Officer on the equivalent to a .6FTE will complement the current Shire's Recreation Team. The Shire's support of the Club Development Officer's role is by way of providing resources to operate as a separate entity within the Shire office. These resources will include a workstation, a separate telephone number, answering machine, personal computer, smart phone, the use of the Shire's pool vehicles as required, uniforms and associated administration costs.

We welcome the opportunity to discuss this matter further by contacting Peter Bracegirdle, Manager Community Services on (08) 9168 4100.

Yours sincerely

Carl Askew
Chief Executive Officer