

 <p>Wingate Avenue Community Centre</p>	Title:	
	COMMUNITY INVOLVEMENT POLICY	
	Version: 1.1	Approved: Committee of Management May 2012
Administered: Manager	Next Review: February 2015	

Background/Purpose

Wingate Avenue Community Centre (WACC) is committed to fostering and supporting community involvement processes. The purpose of this policy is to set out the community involvement principles under which WACC will operate.

Policy

It is a policy of WACC to promote community ownership and community involvement in all aspects of its operation. WACC will endeavour to achieve this through the following guidelines, processes and procedures.

Broad guidelines

WACC will:

- Support community involvement through decision making processes
- Support community ownership of community development projects
- Provide community members with updated information regarding WACC's aims, objectives and activities
- Consult community members to ensure relevancy of activities.

Processes and Procedures

1. Decision making

The Committee of Management is elected for two yearly terms. Members of the Committee of Management consist of local residents, business representatives and community sector representatives.

The membership of WACC is to represent a broad cross section of the community across Moonee Valley.

The wider community is to be regularly informed of our aims, objectives and activities.

The decision making processes will be inclusive and open to scrutiny, using the following mechanisms:

- Decision making processes and community involvement is sought from a broad spectrum of our diverse community
- Community involvement opportunities are provided through working groups, project advisory committee's and voluntary opportunities.

2. Involvement

WACC will make linkages with disadvantaged groups:

- Community development initiatives will establish processes for community involvement through advisory committees, working groups and small employment opportunities for community members to work on projects
- Provide low cost and free programs to ensure disadvantaged groups have greater access to WACC
- Ensure community involvement by providing opportunities for input including public forums and workshops

- Establish, support, and network with local organisations, particularly organisations representing disadvantaged groups, to appropriately respond to communities needs.

3. Community Consultation

WACC will consult with the community on a broad range of issues that potentially affect them. In particular WACC will consult on the following matters:

- Strategic planning
- Program and activity evaluations
- Needs Assessment
- Education Review
- Changes in WACC's constitution

Matching of outcomes of community consultations with service provision will be achieved through:

- WACC will provide regular updates of outcomes to relevant service providers working in Ascot Vale and across Moonee Valley
- Planning the content of courses with the involvement of tutors
- Linking community needs with program development
- Addressing gaps in service delivery
- Development of self help groups
- Ongoing planning processes.

4. Accountability

WACC will keep the community informed of its aims, objectives and activities through:

- Annual report
- Program brochures
- Website
- Publicity in local press
- Distribution of specific program flyers.

Adopted by Committee of Management on (date): 21 May 2012

Signed by Chairperson: Kathy Andison

