



# Croquetwest



Department of  
Local Government, Sport  
and Cultural Industries



## **CROQUETWEST ANNUAL OPERATING PLAN 2023-2024**

## 1. PLANNING CONTEXT

The core plans in the Planning and Reporting Framework are the:

- **Strategic Plan** – states a long term (5+ years) vision, goals, outcomes and strategies, which drives the development of other Croquetwest informing strategies and plans.
- **Annual Operating Plan** – a rolling 1-year plan which identifies the services, activities, projects and their resourcing requirements to deliver on the strategies and outcomes of the Strategic Plan.
- **Annual Budget & Forecast** – the resources required to deliver the Annual Operating Plan on a quarterly basis.

## 2. STRATEGIC CONTEXT

### 2.1 Our Vision

**Expand a vibrant and successful sport of croquet in the community.**

### 2.2 Mission

- Operate as the State Governing Body of Croquet in WA.
- Demonstrate best practice governance and delivery of services to croquet clubs in WA.

- Administer and develop the sport of croquet and the capabilities of croquet players.
- Improve the image and increase participation in croquet for all ages and abilities.

### 2.3 Strategic Objectives

- **Governance** - Modern, effective, and pragmatic governance and delivery of services.
- **Image** - Enhance and improve the image and profile of croquet.
- **Participation** - Increase participation across all forms of croquet by players and clubs.
- **Development** - Improve capability of croquet players at all levels.
- **Funding** - All funding opportunities to support croquet community initiatives.

### 2.4 Roles and Responsibilities

Croquetwest has a wide range of responsibilities which can be summarised as:

- Providing leadership, governance and advocacy of croquet in Western Australia
- Meeting legislative and compliance requirements

The Croquetwest Management Committee play a very important role in the identification of club needs, determining objectives and priorities and the allocation of resources. The implementation of the Committee's policies and plans and the ongoing management and administration is the responsibility of the President and Committee members.

Committee's Role	The Committee will	Example
<b>Advocator</b>	Lobby or advocate on behalf of the Western Australian Croquet Clubs	State Schools Network
<b>Facilitator</b>	Help bring about change and beneficial outcomes	Coaching and Referee training
<b>Funder</b>	Allocate and manage funds for approved projects and services	Continue to provide funding support
<b>Leader</b>	Plan and provide direction through policy and practices	Develop and implement a governance package for new and existing clubs
<b>Promoter</b>	Actively support, encourage and publicise croquet programs and activities	Support clubs in the facilitation of sporting events
<b>Provider</b>	Ensure services are provided in accordance with its role	Oversight of sub committees and agreed service provision
<b>Regulator</b>	Undertake its legal responsibilities	Ensure Clubs are informed of the relevant Policies, Acts and associated legislation

### 3. ACTIONS LINKED TO STRATEGIC PLAN

The following tables provide details for actions, incorporating projects that the Management Committee will undertake over the next 7 months.

All actions in the Annual Operating Plan are linked to the Strategic Plan through the appropriate strategy.

Recurring operational activities are designated as ongoing actions which have a recurring annual budget. Projects have specific start and end dates. A Budget has been assigned to actions where it can be clearly identified, is significant and is directly attributable. Actions are full cost allocated. There are some actions where this is not the case, for example: *In consultation with the WA Croquet Clubs, lobby the National body for the provision of adequate services and programs.*

### 3.1 Service Profiles

The Management Committee resources both internal and external services to fulfil its various roles and responsibilities and to deliver on the strategies and outcomes in its Strategic Plan. The following section provides a brief description of the core services, the output of each, and their responsible Committee Member.

Croquetwest Committee				
Service	Responsibility	Description	Outputs	Performance Indicators
<b>Governance</b>	President and Secretary  Sub Committees & Management Committee to endorse.       Governance Committee	Provide leadership, governance support and corporate development for the Committee	<ul style="list-style-type: none"> <li>• Risk management</li> <li>• Club liaison</li> <li>• Members induction and training</li> <li>• Legislation</li> <li>• Election management</li> <li>• Committee agendas and minutes</li> <li>• Administration of insurance matters</li> <li>• Lobbying / advocacy with National and State croquet organisations</li> <li>• Liaison with local business and industry</li> <li>• Review By-laws</li> <li>• Strategic Planning</li> <li>• Corporate development</li> <li>• Review email Protocols, record keeping and document control</li> </ul>	<ul style="list-style-type: none"> <li>• 10 clubs managing their own Fortix.</li> <li>• Monthly Committee meetings</li> <li>• Signed monthly Minutes</li> <li>• Process established for liaison with all clubs</li> <li>• All clubs will be Fortix compliant by 30 June with more than 50% self sufficient</li> <li>• By Laws to be endorsed at November AGM</li> <li>• New Strategic Plan by 30 June 2024</li> <li>• Revised processes in place by 30 June 2024</li> </ul>

## Annual Operating Plan 2023-2024

Service	Responsibility	Description	Outputs	Performance Indicators
<b>Media, Marketing and Communications</b>	Media and Communications sub committee	Provide media and communications services for the organisation	<ul style="list-style-type: none"> <li>• Community engagement and communications</li> <li>• Promotion of Croquetwest</li> <li>• Social media coordination</li> <li>• Media releases</li> </ul>	<ul style="list-style-type: none"> <li>• Develop a professional set of marketing materials for all clubs to use.</li> </ul>
<b>Financial Management</b>	Treasurer and Finance sub-Committee	Provide financial management services for the Committee	<ul style="list-style-type: none"> <li>• Invoicing and collection of charges</li> <li>• Investment of funds</li> <li>• Payment of creditors</li> <li>• Purchasing management</li> <li>• Annual Budget</li> <li>• Asset register recording</li> <li>• Liaise with Auditors</li> <li>• Grants management</li> <li>• Statutory reports</li> <li>• Quarterly Financial Report</li> <li>• DLGSC Grant Acquittals</li> <li>• Preparation of Budget Monthly Financial Report</li> </ul>	<ul style="list-style-type: none"> <li>• Audit Report</li> <li>• Annual budget attached to endorsed operating plan.</li> <li>• Process for managing Assets.</li> <li>• All Grant applications to be endorsed by the Management Committee with oversight by the Treasurer.</li> <li>• Financial guidelines, procedures and processes in place by June 2024</li> </ul>
<b>Information Management</b>	IT member	Provide Information and Communications Technology services and systems for the Committee	<ul style="list-style-type: none"> <li>• Backup of critical applications and data</li> <li>• Applications maintenance and support</li> <li>• Telecommunications management</li> <li>• Information technology contract management</li> <li>• Review and documentation of filing system</li> <li>• Review of website</li> <li>• TryBooking Access</li> </ul>	<ul style="list-style-type: none"> <li>• Forms to be accessed online.</li> <li>• Accessible and manageable filing system</li> <li>• Factual content of Web Page updated by April 2024</li> </ul>

Service	Responsibility	Description	Outputs	Performance Indicators
<b>Club Services</b>	Management Committee members and Sub Committees	Provide quality internal and customer services for Croquet Clubs	<ul style="list-style-type: none"> <li>Administrative and Governance support for other Clubs</li> <li>Produce Annual Report and circulate to all clubs</li> </ul>	<ul style="list-style-type: none"> <li>Increase player growth by 2%</li> <li>Focus on supporting existing clubs.</li> <li>Annual Report 2023/24</li> </ul>
<b>Compliance</b>	President and Secretary	Provide compliance in accordance with requirements of the relevant legislation	<ul style="list-style-type: none"> <li>Manage insurance.</li> <li>Risk management</li> <li>Freedom of Information and Public Interest Disclosure</li> <li>Annual reports</li> </ul>	<ul style="list-style-type: none"> <li>All compliance requirements met</li> </ul>
<b>Club Development</b>	Management Committee and Sub Committees	Provide services to meet the needs of the various clubs	<ul style="list-style-type: none"> <li>Identify strategies to support failing clubs.</li> <li>Facilitate the development of AC.</li> <li>Increase numbers of accredited coaches for all codes of croquet.</li> <li>Increase the number of accredited referees.</li> <li>Increase number of coaching clinics at country areas and new clubs.</li> </ul>	<ul style="list-style-type: none"> <li>Ensure coaching services are available to all clubs</li> <li>Increase number of accredited coaches by 10%.</li> <li>Increase the number of accredited Referees by 5%</li> <li>3 new coaches accredited in country areas</li> </ul>
<b>Tournament Management</b>	Match Committee	Support Club events and initiatives	<ul style="list-style-type: none"> <li>Club liaison</li> <li>Grant funding management</li> <li>Coaching</li> </ul>	<ul style="list-style-type: none"> <li>Successfully implement the Match Committee's calendar to Sept 2024</li> </ul>
<b>Asset Management</b>	Management Committee	Manage the Committee's assets in accordance with asset management principles	<ul style="list-style-type: none"> <li>Review Asset register and develop a process for borrowing Assets.</li> </ul>	<ul style="list-style-type: none"> <li>Asset Management plan</li> </ul>

## 4. ACTION PLAN BUDGET SUMMARY

The table below summarises the indicative financial position for annual Operating Plan for 2023-2024

	2023/2024
<b>Operating Revenue</b>	\$
Operating Grants	
Fees and Charges	
Other	
<b>Total</b>	
<b>Operating Expenses</b>	
Materials & Contracts	
Depreciation	
Other	
<b>Total</b>	
<b>Non-Cash Items – Adjustments</b>	
<b>Capital Expenditure &amp; Revenue</b>	
Capital Expenditure	
Repayment of Loans	
New Loan Borrowings	
External Grant Funding	
Sale of Assets	
<b>Total</b>	
<b>Estimated Surplus/(Deficit)</b>	