

RICHMOND VALLEY COUNCIL POLICY REGISTER

File No: R.190.00

Policy No: 1.3.6

POLICY:	MANAGEMENT OF COMMUNITY VOLUNTEERS (OTHER THAN COUNCIL VOLUNTEERS)
FUNCTION:	Corporate Administration
OBJECTIVE:	To ensure that community members and Council have mutually agreeable goals in regard to projects and project management and to ensure safe, achievable and effective community projects.
DIRECTORATE:	CORPORATE SERVICES

PREAMBLE:

From time to time members of the community wish to undertake projects that may not be linked to activities of Council.

This policy is intended to target those community members wishing to undertake community projects independent of Council or any of its associated committees, community facilities, sporting groups, community halls, libraries or Visitor Information Centre, but require permission to conduct projects on Council owned property or property to which Council may be trustee, or require some form of Council support in order to progress projects.

It is not intended to cover Rural Fire Service or SES Volunteers engaged in activities associated with this organisation.

Community members associated with activities of Council or any of its associated committees, community facilities, sporting groups, community halls, libraries or Visitor Information Centre may refer to Policy 1.3.4 – Management of Council Volunteers.

This policy may also be read in conjunction with the following Richmond Valley Council policies:

- Tourism Events Funding
- Events Support
- Occupational Health and Safety

AIMS:

- To obtain clarity when dealing with community members in regard to project management issues
- To ensure appropriate use of ratepayer funds
- To obtain information relating to a project in order to gauge level and type of support being sought from Council.

- To obtain adequate information in order for Council to make an informed decision as to level of community consultation required, prior to commencement of a project.
- To obtain adequate information in order for Council to make an informed decision as to whether a project is in the best interests of the community and fits with Council's Management Plan objectives.
- To gain agreement from stakeholders prior to commencement of a project.

POLICY:

The documents attached to this Policy form the basis of the processes to be followed.

ACTIONS REQUIRED:

- Prior to commencement of any project that may involve or impact on Council owned property or property to which Council is trustee, contact is required to be made with Council and a project proposal form (Attachment A) is to be complete (Parts A – F) and submitted to Council for comment.
- If a project is deemed as requiring further contact with or support from Council parts G and H of the Project Proposal are to be completed and submitted to Council for comment. A Memorandum of Understanding must be completed by those involved prior to a projects commencement.
- Part I of the Project Proposal form will be required to be completed within a [reasonable time] after the completion of the project.
NB: Whilst completion and lodgement of this form will be the responsibility of community members, Council staff may provide guidance in order for the form to be completed.
- If a project is deemed as requiring further contact with or support from Council an appropriate staff contact will be nominated by Council and stakeholders informed in writing of this decision.
- If a project is deemed as requiring further contact with or support from Council an appropriate community member will be nominated as a “Community Project Co-ordinator” by stakeholders and Council informed in writing of this decision.
- All verbal, electronic and written communications relating to the project are to be via nominated Council contact and “Community Project Co-ordinator”. An exception to this would be if Council was notified in writing that the Community Project Co-ordinator was no longer available and then the person nominate 2nd on the form would become the Community Project Co-ordinator for whatever length of time required.
- Details relating to the project and any contact with Council will be documented (documentation is to be placed on file), as well as being clearly communicated to those involved.
- Compliance with Council's practices and policies is to be considered and incorporated into any arrangements made in relation to the agreed project.

VARIATION:

Council reserves the right to review, vary and/revoke this policy from time to time.