

CSD - 04

Supporting Community Volunteers Policy

DOCUMENT CONTROL

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REVISION RECORD

Date	Version	Revision description
8 September 2011 August 2011 3 August 2010	1 Draft	Adopted. OCA developed new policy. OCA adopted existing OACDT policies, noting a review of all policies is required.

1. ADOPTION

This policy was adopted by the Outback Communities Authority (the "OCA") on 8 September 2011.

2. TITLE

Supporting Community Volunteers.

3. POLICY STATEMENT

The aim of the policy is to outline OCA's commitment to support community volunteers in the outback to ensure that they can effectively manage their community affairs.

The policy aims to support the training and employment opportunities within the remote regions of the State. Support and training may encompass topics such as governance, financial management and grants submission to allow communities to effectively manage their resources. This support and training will also assist associations' ability to source funding to enhance economic development, employment and training opportunities within the region.

In providing support and training OCA will also encourage access to alternative funding initiatives which focus on areas such as youth development, financial management support, information technology training, sports and recreation and community planning.

4. PURPOSE

The intent of this policy is to enable:

- improved training for community members to access employment opportunities;
- increased capabilities for community associations to access grants for community initiatives;
- improved governance throughout the outback and enhancing volunteers' skills in the areas of community planning and governance;
- better financial management and budgeting that will support creating economic development and employment opportunities, and social support;
- improved access to information technology as management and governance tools; and
- young people to be involved in community affairs.

5. SCOPE

This policy applies to all incorporated bodies that operate within the OCA's jurisdiction.

6. POLICY DETAILS

6.1 Training

The Outback Communities Authority will engage relevant trainers to provide either one to one or group training to community members and leaders in the region.

These training providers may include providers such as TAFE SA and Volunteering SA. The training will depend on the particular needs within that community and will be identified in consultation with the community association and community leaders and agencies that service the region such as the Regional Development Australia Far North (RDA FN) and Natural Resource Management.

Training delivery to the communities may include, but is not limited to:

- financial management and budgeting skills;
- financial management tools including the Excel spreadsheet developed by the Yunta Telecentre, Quickbooks, MYOB and Cashflow Management systems;
- community governance training;
- grants submission training;
- event management;
- human resource management;
- meeting procedures;
- community engagement;
- Occupational Health and Safety;
- community planning; and
- understanding and complying with constitutions.

6.2 Youth development

The OCA will support the Youth Advisory Committees that are based at Leigh Creek, Penong and Andamooka together with the other youth groups in Marree, Copley, Mintabie, Woomera, and Oodnadatta through training and provision of small grants for activities. Establishment of youth groups in other locations is encouraged.

6.3 Financial management

Training will be provided to community associations where assistance with managing finances is required, including budgeting, financial spreadsheet, payments and recording of transactions.

6.4 Information Technology

Information Technology training will be provided to volunteers through community libraries and Telecentres, in particular in areas such as the use of the internet, word processing and other programs.

6.5 Grant submission

Ongoing advice and training on grants available and how to apply for grants for projects will be available.

6.6 Sports and Recreation

Sporting clubs and community organisations will be supported in the management of sporting clubs, and small grants to assist with purchase of equipment.

6.7 Community Planning

Communities will be provided with assistance to complete a community plan, business plan and budget in order to fulfill their requirements under a CARM agreement.

6.8 Constitutions

Communities will be encouraged to continually maintain an accurate constitution relevant to the community needs, and support will be provided for training and advice as required.

7. RELEVANT POLICIES

This document is to be read in conjunction with the:

- OCA Strategic Management Plan 2011 – 2015.

8. AVAILABILITY OF THE POLICY

Members of the public may inspect a copy of the policy, without charge, at the offices of the OCA during office hours, and may obtain a copy for a fee fixed by the OCA. The policy is also available from the OCA's website: www.oca.sa.gov.au.

9. REVIEW OF THE POLICY

This policy and all OCA policies will be reviewed on an annual basis.

The next scheduled review is due to occur in August 2012.

10. OCA CONTACT PERSON

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