



**Waimate**  
District Council



28/09/2021

## **FRIENDS/VOLUNTARY ORGANISATIONS POLICY 323**

# CONTENTS

- POLICY OVERVIEW.....3**
- 1.0 PURPOSE .....3
- 2.0 SCOPE .....3
- 3.0 BACKGROUND .....3
- 4.0 DEFINITIONS .....3
  
- PROCEDURES.....3**
- 5.0 POLICY.....3
- 6.0 RESPONSIBILITIES .....4
- 7.0 DOCUMENT CONTROL.....5



## **POLICY OVERVIEW**

### **1.0 PURPOSE**

- 1.1 To outline the relationship between the Waimate District Council (WDC) and friends/voluntary organisations.

### **2.0 SCOPE**

- 2.1 WDC staff, and
- 2.2 Members of WDC-affiliated friends/voluntary organisations.

### **3.0 BACKGROUND**

- 3.1 Friends/voluntary organisations exist to support WDC-owned, or WDC-managed, activities and sites with fundraising, to provide support and feedback to professional staff, and to assist in promoting the use and appreciation of such facilities/sites/activities.

### **4.0 DEFINITIONS**

- 4.1 For the purpose of the present policy, the following terms are defined as below:
- a. Friends Organisations: A group of volunteers independent of the WDC with a particular interest in the facility or site(s) they support, who work alongside WDC staff to grow the use and appreciation of that facility or site, and may fundraise for some non-budgeted items.
  - b. Voluntary Organisations: A group of volunteers independent of the WDC with a particular interest in the facility or site(s) they support. They work to develop facilities and sites, and to grow the use and appreciation of those facilities or sites. Voluntary organisations are generally set up as incorporated society and have their own set of rules.

## **PROCEDURES**

### **5.0 POLICY**

- 5.1 All members of friends/voluntary organisations are volunteers. No wages, fees, or honorarium are paid to the volunteers. No staff entitlements are applicable to the volunteers.
- 5.2 There are no restrictions on new friends/voluntary organisations being formed after discussion with appropriate WDC staff.
- 5.3 Upon the formation of a new friends/voluntary organisation, the organisation is to inform

the WDC accordingly so an appropriate memorandum of understanding (MOU) between the new organisation and the WDC can be formulated.

- 5.4 The WDC will endeavour to supply appropriate equipment for friends/volunteers to undertake their work.
- 5.5 Friends/voluntary organisations should be familiar with, and adhere to, the WDC's Health & Safety policies and procedures.
- 5.6 Each Friends/voluntary organisation will nominate a key liaison person whose role is to keep the WDC management up to date with their plans.
- 5.7 While WDC staff will endeavour to accommodate requests (e.g. for resources, staff time, etc.) by friends/voluntary organisations, such requests will be addressed by mutual agreement on the basis of feasibility and availability.
- 5.8 Any decision(s) of the WDC management is final as such staff are responsible for the operation of the facility or site.

## **6.0 RESPONSIBILITIES**

- 6.1 All responsibilities, terms of reference, and processes and procedures relevant to the WDC's relationship with a given friends/voluntary organisation are to be outlined in relevant MOU between the WDC and the said organisation.

## 7.0 DOCUMENT CONTROL

Document owner:	Community & Strategy Group Manager
Effective:	28 September 2021
Previous review date(s):	28 August 2018
Next review date:	28 September 2024
Policy can only be amended by:	Resolution of Council
Council resolution number:	2021/129