

**ROTARY AUSTRALIA WORLD  
COMMUNITY SERVICE Ltd**

ABN 37 739 341 003

**Rotary Australia Overseas Aid Fund**

ABN 21 388 376 554



**PROJECT MANAGER  
INFORMATION  
MANUAL**

for

**Project Volunteer &  
Funding Projects**

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**Revised November 2013**

## PROJECT VOLUNTEERS

*ROTARY serves its community through five avenues of SERVICE*

- 1. CLUB SERVICE**
- 2. COMMUNITY SERVICE**
- 3. VOCATIONAL SERVICE**
- 4. INTERNATIONAL SERVICE**
- 5. YOUTH SERVICE.**

*Putting the fourth avenue (International Service) into motion was a concept evolved by P.D.G. Keith Hopper from the Rotary Club of Inverell N.S.W. in 1964.*

*Since then thousands of **Project Volunteers** have travelled to our neighbouring developing countries such as Indonesia, Malaysia, Papua New Guinea, The Solomon Islands, Fiji, Tonga, Vanuatu, Nepal, Cambodia, Thailand, Mongolia, Timor Leste, The Philippines, Western Samoa, Peru and Vietnam.*

*These volunteers have worked with local people and taught them basic skills whilst helping them build schools, hospitals, health clinics and other essential works.*

*Without assistance given by Volunteer Team members, many areas would not have the present day facilities required to alleviate problems associated with Health, Hunger and Humanity.*

*To participate in a **Project Volunteer Team** is a very rewarding experience. Many volunteers have given of their time and expertise on numerous occasions which, in itself, speaks highly of the value of these unique, practical activities sourced by Rotary throughout the Pacific and neighbouring countries.*

*Each year more than 500 volunteers travel to these developing countries to give assistance.*

*The **Project Volunteer** program is not restricted to members of Rotary and Rotaract Clubs. Partners and non-Rotarians are most welcome to participate. While Volunteers are required to fund their own costs of travel and living expenses, in some instances, Rotary Clubs or other organisations may provide some assistance. Volunteers must be able to cope with challenging working and living conditions whilst on site. A good sense of humour is a bonus. Most teams usually spend 2 weeks working at a site with the local people and then either return home directly or spend a few days sightseeing.*

*The Program provides an excellent opportunity to promote and foster International Understanding, Goodwill and Peace.*

*The Project Volunteer program is an activity of Rotary Australia World Community Service Ltd. (RAWCS Ltd.) a Non Government Aid Organisation registered with AusAID and the Australian Tax Office.*

*Combined with our other activities:*

- D.I.K. (Donations in Kind),*
- S.S.W.S.L. (Safe Sanitation and Water Saves Lives),*
- Project Funding*
- R.A.M. (Rotarians Against Malaria),*

*RAWCS Ltd. is one of the larger providers of overseas aid in Australia.*

*Please tell your friends about the program. They too, may be interested enough to...*

## **VOLUNTEER.**

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## **What is RAWCS Ltd.**

**RAWCS Ltd. is an Australian Rotary inspired World Community Service whose objectives are:**

### **1. Rotary Australia Overseas Aid Fund –**

- To promote educational and cultural facilities for under privileged peoples.
- To encourage and foster the advancement of international understanding, goodwill and peace.
- To endeavour by every means to break down prejudice and understanding now existing or growing among nations.
- To encourage fraternisation with people of other colour or race, thus providing better understanding and tolerance.
- To render practical world community service per medium of voluntary work and training teams engaged in selected worthwhile projects.

### **2. Rotary Australia Benevolent Society –**

To assist Rotary Clubs and Districts within Australia to respond to needs within their own communities, through projects that address one of the following criteria and arouse compassion in the local community:

- Poverty
- Suffering
- Misfortune
- Destitution
- Sickness
- Distress
- Disability
- Helplessness

## **Rotary Australia World Community Service Ltd - RAWCS Overseas Aid Fund Projects**

### **PROJECT MANAGER MANUAL**

Thank you for accepting the role and responsibilities of a Rotary Australia World Community Service **Project Manager**. Your willingness to share your expertise and experience in the development of better international relationships is greatly appreciated and undoubtedly beneficial to creating a more balanced and harmonious world community.

As Project Manager you will have responsibilities to both your RAWCS District Chairmen and Regional Project Co-ordinator's. Whereas the role in the past has been less prescriptive, today's **Project Manager** requires more formal approaches to leadership brought about by regulatory demands and safety concerns. You must ensure that your team leaders are briefed in their duty of care for their team and are now responsible for the oversight of Occupational Health and Safety, Risk Assessment, Child Protection, Anti Discrimination & Sexual Abuse as well as general accountability.

This Manual is offered as a guide upon which to base your planning and decision making as well as satisfying the requirements of Rotary Australia World Community Service Ltd.

## **WHAT CAN RAWCS OFFER TO A REGISTERED RAWCS PROJECT?**

RAWCS Ltd. coordinates all projects to avoid duplication of effort and to keep Rotary Clubs, Districts and partners in projects informed of the efforts of all.

The Regional Project Volunteer Coordinator notifies the current Rotary insurance company of the names of all volunteers and their dates of travel — date of leaving home and of returning home.

The Coordinator then issues the Team Leader with a copy of the Insurance Policy Summary and the emergency contact details of the insurance company.

In addition the Regional Project Volunteer Coordinator notifies the Department of Foreign Affairs and/or the Australian Embassy or High Commission in the country the team is travelling to, of all the volunteer details and travel dates.

They also notify their Regional executive, the District Governor's responsible for each volunteer in Australia and the District Governor responsible for the country where the volunteers will be working of all the volunteer details and travel dates.

## **WHO CAN APPLY?**

Rotary Clubs and Districts from Australia can apply TO REGISTER A PROJECT. The Club or District must be in good standing with Rotary International.

## **WHAT IS A RAWCS OVERSEAS AID PROJECT?**

A RAWCS Project is a humanitarian project in an international country, recognised for funding by the Department of Foreign Affairs, which will benefit the disadvantaged in that community. Where Rotary Clubs exist in the recipient country it is expected that the Rotary Clubs from two countries work collaboratively to implement the project.

## **WHAT ARE THE REQUIREMENTS OF A RAWCS PROJECT?**

RAWCS Projects must involve a Rotary club or district in Australia and where possible, a Rotary club or district in the project country.

Partners are expected to:

- Maintain communication for the life of the project
- Appoint Project Managers in the Australian and the international Club or District
- Ensure that all funds allocated to the project are spent on the project.
- Maintain clear and accurate accounting

All projects must have active Rotary participation and oversight by a Rotarian known as the **Project Manager**.

## **WHAT PROJECTS ARE ELIGIBLE TO BE REGISTERED AS A RAWCS PROJECT?**

RAWCS Projects are projects that meet a community humanitarian need. Many projects fall within this broad scope; however certain items/ activities are not eligible for approval. The chart below gives a general eligibility outline. If you are unsure of the eligibility of your project, please contact your RAWCS Regional Coordinator to discuss your project. The full criteria for registration are available on the last 4 pages of the Project Registration Form (PRF) available on the RAWCS Website.

## HOW TO APPLY FOR PROJECT REGISTRATION

A completed Rotary Australia Overseas Aid Project Registration Form (RAOAF PRF) must be submitted through the RAWCS District Chair, to the RAWCS Regional Project Coordinator, **together with a payment of \$50 Registration Fee**. The Registration Fee is to assist with the Regional costs of administration.

When the Regional Coordinator has checked to ensure the Project conforms with all requirements, the form will be forwarded to the National Coordinator for approval and registration.

Please note that it is essential to have the form signed by the appropriate signatories or have letters of endorsement from those people : Club Presidents & District Governors in both countries plus representatives of the recipient organisation and the Regional Project Coordinator.

A budget for the project, any detailed planning, building plans and specifications need to be attached to the PRF. Photographs can also be attached.

An incomplete form will not be processed.

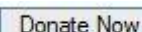
The Project Registration Form is available in both WORD and pdf formats from the RAWCS Ltd. Website: [www.rawcs.org.au](http://www.rawcs.org.au)

## PROJECT FUNDING

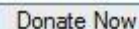
Clubs, Individuals and Corporations can make donations to any project listed on the National website.

There are two ways to make a donation to a particular project.

1. A number of projects accept on - line donations, these projects have a tag alongside their listing. Clicking on this tag allows you to donate by credit card, bank transfer or cheque.



The number of projects allowing such a donation is increasing. The facility can be provided by making application to the National Projects Coordinator.



2. Alternatively, should the project not allow online donations, contact the person listed against the project as a contact, to arrange a donation.

A Remittance Advice is available on the RAWCS Ltd. Website [www.rawcs.org.au](http://www.rawcs.org.au)

Donations MUST always include the registration number of the specific project.

A tax deductible receipt will be issued when the name of donor and address is supplied.

A Service Fee of 3% will be deducted from all donations to projects registered after 30<sup>th</sup> June 2012 operated by RAWCS National and Regional Treasurers. (Projects registered prior to 1<sup>st</sup> July 2012 will become subject to the 3% service fee on the 1<sup>st</sup> July 2015)

The Board has resolved that the following **exceptions** will apply to donations made directly to the RAOAF :

- a) Donations by Rotarians in relation to their activities.
- b) Donations from Rotary Clubs and Districts in support of registered RAWCS projects and activities.
- c) Donations deemed by the National Board to be strategic and where it is not in the best interest of RAWCS to deduct the full service fee.  
In accordance with this clause a smaller fee may be negotiated with donors and Government related entities offering grants for major projects.

- d) Donations and arrangements that have been entered into prior to the commencement of this policy where a lower fee has been agreed between the RAWCS representative and the donors.
- e) All projects registered before 30th June 2012 will be exempt until 1st July 2015. This includes projects with name changes.
- f) Non-taxable donations for personal and direct expenses by members of Project Volunteer Teams.

## **MANAGEMENT OF A RAWCS PROJECT**

1. The Board of the Rotary Club (or Rotary District) that has registered a RAWCS Project shall be responsible for oversight and operation of each RAWCS Project sponsored by the Club.
2. In order for the Board of the sponsor Rotary Club to perform its duties properly, copies of all correspondence (both paper-based and electronic), originating with RAWCS Ltd and / or Regional and District Committees and pertaining to each sponsored RAWCS Project, shall be forwarded concurrently to the Secretary of the Sponsor Club.
3. The Board of each Sponsor Rotary Club (or Rotary District) must appoint a Project Manager and two others to form a committee who are required to act in accordance with the Constitution and ByLaws / Rules of the Club (or District) and the decisions and guidelines of the Board, in all matters relating to the Project, including planning, execution, reporting and financial management.
4. The Board of each sponsor Rotary Club may appoint or replace, at any time and for any or no reason, the Project Manager of any RAWCS Project, as long as they immediately notify the details of the new project manager to the RAWCS National Coordinator, RAWCS Regional Coordinator, their District Governor and their RAWCS District Chair.
5. In the event that a Project Manager ceases to be a Member of a Sponsor Rotary Club (or District), the Board must appoint another Member of the Club (or District) to the position of Project Manager. Until such appointment, the Club's President shall act as Project Manager.
6. Copies of all inwards and outwards correspondence, including electronic communication such as faxes and emails and the attachments thereto, relating to each Project, must be held by the Club in a manner which complies with the Constitution and By-Laws / Rules of that Club and the directions of the Board. This correspondence must be made available for inspection in compliance with the Constitution and ByLaws / Rules of the Club and with the relevant Government legislation, for example, the State Act under which a Rotary Club is Incorporated.

## **THE PROJECT MANAGER**

The Project Manager is responsible to the Board of the Sponsor Rotary Club (District) and is required to ensure that the funding raised is applied to the project and for reporting on the progress to the Club Board and to RAWCS Ltd. for the life of the project.

The Project Manager's name will appear on the lists of projects requiring both volunteers and funding that is published on our website, [www.rawcs.org.au](http://www.rawcs.org.au)

Where a project involves an organisation or Government Department the endorsement of that organisation or department is required.

All projects require an itemised budget with an indication of who is responsible for funding and the total amount that is required to complete the project.

Active participation of the Project Manager is not limited to, but can include:

- Managing project funds
- Visiting the project site to survey the project or work as a project volunteer
- International and Australian host partners sharing information via correspondence
- Purchasing, shipping or distributing items to the project
- Publicising the project to local media and the district

## **WHAT ARE THE REPORTING REQUIREMENTS?**

Reports are required from Project Managers at least every 6 months for the life of the project. A final report is due within 2 months of the completion of the project. These reports are to be sent to the National Coordinator with copies to your respective Regional Coordinator.

All volunteer team leaders are required to submit within 2 weeks of return from their trip, their **Team Report, Volunteer Time Sheet**, copies of photos taken while on site and any **claims for reimbursement of expenses**. Where building is involved a **builders report** is required to be submitted with the team leaders report.

All reports are to be sent to the Project Manager, who will forward them to the RAWCS Regional Project Coordinator.

When the project is completed, the **Project Inspection Checklist & Finalisation** should be completed, for submission to the National Project Coordinator, so the project can be removed from the list of active projects.

Copies of these and the Project Manager's Annual Report Form are available on the RAWCS Website: [www.rawcs.org.au](http://www.rawcs.org.au)

## **MANAGING FUNDING PROJECTS**

If not advised prior to the approval of the project, the Project Manager needs to provide the following information –

- 1) Details of the Overseas Bank Account to which funds will be transferred, including –
  - a. Name of Bank where the account is held
  - b. Full name of account
  - c. Branch number
  - d. Account number
  - e. SWIFTCODE of Bank
- 2) Update, as necessary, any details which will assist in the maintenance of the project, in an efficient and transparent manner, acceptable to both RAWCS Ltd and the beneficiary of the funds raised.

## **MANAGING VOLUNTEER TEAMS**

### **RAWCS VOLUNTEER APPLICATION & REPORT FORMS**

- 1) At least 1 month before the team departs, all orders for RAWCS shirts and badges must be placed with the Regional Project Volunteer Coordinator.
- 2) Volunteers must fill out all parts of the Project Volunteer Application and return it to the TEAM Leader, at least 18 days before departure –  
Volunteer Application Form (VAP)



Part 1 (pages 1 and 2) – Volunteer Proposal – to be signed by the Volunteer and the President of the Sponsor Club

Part 2 – Volunteer Agreement – to be signed by the Volunteer and Project Manager or Team Leader

Part 3 – Volunteer Release and Waiver of Liability – to be signed by the Volunteer and a witness

Part 4 – Medical Certificate – to be signed by the Volunteer and a Doctor.

*If a Volunteer is under 18 years of age the forms must also signed by a Parent or Guardian*

*Volunteers must conform with the policy of Rotary International and RAWCS on the protection of children and the laws of the state. Full details can be found in the RAWCS Manual – Youth Abuse and Harassment Prevention Policy.*

*When a project involves children under 18 years of age, a Volunteer is required to submit the Volunteer Information required by the state of residence – details are available from your Regional Coordinator.*

- 3) At least 14 days before the team departs, the Team Leader, after collecting each Project Application Form and ensuring that all details are complete and all pages are signed by the relevant people, forwards all forms to the Regional Project Volunteer Coordinator.
- 4) At least 14 days before the team departs, the Risk Management Assessment, should be completed and forwarded to the Regional Project Volunteer Coordinator.
- 5) Team Leader Report Forms and Time Sheets need to be sent to the District RAWCS Chairperson & Regional Volunteer Coordinator within 14 days of a team returning home.
- 6) Project Manager Annual Report Forms for all currently registered projects are required to be sent to the Regional Coordinator and National Volunteer Coordinator by 31<sup>st</sup> July each year. Failure to do so may mean that your project might cease to be registered as a RAWCS project.

These forms can all be downloaded from the RAWCS website: [www.rawcs.org.au](http://www.rawcs.org.au)

## **FUTURE TEAMS**

Where additional teams will be working on the same project, arrange a de-briefing for both Team Leaders and all Team Members to ensure the exchange of correct and up-to-date information on the status of the project, including information on accommodation and food, transport, requirements for materials and supplies and any other details that could assist in future planning.

## **NATIONAL POLICY ON TAX DEDUCTIBILITY OF DONATIONS BY PROJECT VOLUNTEERS**

In the past, RAWCS offered project volunteers an avenue to access tax deductibility for expenses that are incurred when **volunteering** on any RAWCS project.

Recently, the RAWCS Board conducted a review of donations made to the Overseas Aid Fund and is of the opinion, that, when an arrangement is made to incur expenses for the benefit of the donor, donations do not qualify for tax deductibility under the current taxation laws.

The Board is seeking further clarification, but in the meantime, has directed that, from 1 July 2012, RAWCS cease issuing tax deductible receipts for donations where the donor seeks to derive any form of benefit from the donation.

## **VOLUNTEER INSURANCE**

Volunteers are covered for travel insurance that may include recreation/holiday travel to a maximum of 90 days by Rotary Australia Group Accident & Travel Insurance Cover (currently ACE Insurance Limited - Policy number -04FX004340). This coverage is arranged by the Regional RAWCS Project Volunteer Coordinators.

All volunteers must give a reasonable time to the RAWCS Project compared to the recreation/holiday component of their travel before their Regional Project Volunteer Coordinator will approve the insurance coverage.

If the Regional Coordinator refuses insurance coverage or the volunteer is not satisfied with the coverage offered by RAWCS then the volunteer must purchase their own insurance policy and provide their RAWCS Regional Project Volunteer Coordinator with a copy of their policy before departure.

**The maximum coverage of 90 days must not be exceeded by any volunteer.**

Any RAWCS volunteer remaining overseas longer than 90 days must purchase their own insurance policy and provide their RAWCS Regional Project Volunteer Coordinator with a copy of their policy before departure.

## **DUTIES OF A TEAM LEADER**

1. To contact the members of the team prior to departure from Australia in order to ensure that each team member is aware of his/her task and confident of all accommodation, food and travel arrangements.
2. To discuss and collect orders for RAWCS shirts and badges from all members of the team and provide details, with payment, to the Regional Project Volunteer Coordinator, not less than one month before the team departs.
3. To provide blank forms (see below) and collect completed Volunteer documentation from all team members, then send these, together with details of accommodation that has been arranged (name, address and contact phone number) to the Regional Project Volunteer Coordinator not less than 14 days before the team departs.
4. To ensure that the team is as fully briefed as possible before departure. This will involve setting up a meeting at a time and place convenient to the majority of team members. The briefing should be conducted by the team leader.
5. To ensure that all team members, whether Rotarians or non Rotarians act in a manner to the credit of and in the interests of Rotary International whilst representing Rotary overseas. A Rotarian should be Team leader.
6. To be open to opportunities, both at home and abroad, to talk about, present, write and otherwise publicise RAWCS Project Volunteers and their objectives.
7. To act as a liaison for the team with recipient organisations whilst on the project.
8. To ensure that the needs of all team members are considered in the overall plan.
9. To ensure that the project proceeds at an orderly pace (in so far as you are able to control the situation) or decide if the project must be temporarily abandoned.
10. To advise the Project Manager and Regional Project Volunteer Coordinator as soon as possible of any major problems arising so that following teams can be warned of particular difficulties. Notifications of the likelihood of the need for additional teams other than those scheduled to complete the project are required also.

11. To act as Risk Management Officer and to undertake a further Risk Management assessment on site, just in case there have been changes to the local situation since the initial planning. This will include Occupational Health and safety hazards thus ensuring that all reasonable precautions are taken to avoid accidents.
12. To ensure that at least one member of the team takes a digital camera and that the Regional Project Volunteer Coordinator receives digital images of the projects so that a pictorial record may be compiled of RAWCS projects.
13. To act as an arbitrator in the event of a dispute between team members.
14. In the event of the illness of a team member to ensure that adequate steps are taken to treat the illness. Where serious incapacity results, the team leader must inform the Regional Project Co-ordinator so that family members, District Governor, District Chair, Club President & District Insurance Officer can be notified and appropriate steps can be undertaken to repatriate the patient.
15. In the event that the team leader has any reason to leave the team earlier than anticipated, the Regional Project Coordinator must be informed of the details. In consultation with the Regional Project Coordinator and the remaining members of the team, one must be appointed as the new team leader.
16. To advise the Project Manager and Regional Project Volunteer Coordinator of any accident or occurrence of illness or Malaria in any team member.
17. To complete a written report and (where applicable) a Tool Kit Inventory in the prescribed manner and ensure that it is forwarded to the Regional Project Volunteer Coordinator within fourteen days of the return of teams to Australia.
18. To ensure all Volunteers complete Project Time Sheets and Claim Forms for Reimbursement of Expenses and submit them with the Team Leaders Report.
19. To accept other instructions, as may be from time to time, issued by the Project Manager Regional Project Co-ordinator.

### **References:**

- [www.smartraveller.gov.au](http://www.smartraveller.gov.au) For information on conditions within a country.
- [www.rawcs.org.au](http://www.rawcs.org.au) For information on Volunteers and Funding Projects and all forms

### **REFERENCE MATERIALS**

The following materials are available, for your information and assistance, on the RAWCS website [www.rawcs.org.au](http://www.rawcs.org.au) or from your Regional Project Volunteer Coordinator

**Project Volunteer Information Manual** : Revised November 2013. Outlines the preparations, duties, concerns and issues for people considering joining a Project Volunteer project

**Team Leaders Information Manual** : Revised November 2013. Offers advice and instruction to Team Leaders preparing teams for overseas work projects

**District Chairperson Information Manual** : Revised November 2013. Outlines the duties and responsibilities of the District Chairperson

**Regional Project Volunteer Coordinator Manual** : Revised November 2013. Outlines the duties and responsibilities of the Regional Project Volunteer Coordinator

**RAWCS Policy for the Prevention of Abuse and Harassment of Young and Vulnerable Persons** : May 2013. Outlines the policy of Rotary International and RAWCS.

# **Developing the Team**

## **Check List for Team Leaders**

### **Identifying the Team**

Develop Interest through Guest Speaker visits to clubs

- Determine what interest there is among members.
- Discuss possible projects referring to National List of Approved Projects with potential team members. Any preferences?
- Hand out RAWCS Newsletters
- Show the RAWCS Volunteer Manual
- Are certain times inappropriate for participation?
- What skills are available? Do they limit the type of project being proposed?
- Do club members know of interested, Non-Rotarians, apprentices, partners?

### **Determining the Project**

Background information on a proposed project is vital.

- Is it a new or continuing project?
- Check with Project Manager on the National List of Registered Projects for the status of the project and name of any previous team leader.
- Check maximum/minimum nos. as determined by accommodation/transport/food.
- What tools will be required and what are already available?
- Is power available...mains/generator. Can power tools be used?
- Are there restrictions on power usage ...shut down times?
- Does the worksite/village have restrictions on alcohol? Are beverages available locally?
- Will the team be training local apprentices?
- What quality of water is available...fresh, tank? Will water purification tablets be needed?
- What additional activities are there at the end of the project. Extra travel plans?

### **Planning the First Meeting**

A number of procedural items and policies need to be worked through and understood prior to the first meeting with the team.

- Understand requirements for Occupational Health and Safety
- Check the need for Child Protection documentation.
- Be aware of Risk Assessment Policy
- Get copies of the Rotary Insurance Policy
- Have basic information on malaria and vaccinations

Have available the following forms for team members to take away.

- Application forms
- Medical forms
- Passport applications
- Visa applications
- Child Protection forms

## **The First Meeting**

Being prepared will ensure an efficient and responsible basis for the weeks ahead

- Work through the RAWCS Volunteer Manual
- Discuss medical issues, health checks, vaccinations, malaria
- Outline ticketing procedures
- Discuss donations to Rotary Overseas Aid Fund
- Set time line for return of all form work
  - \* Application forms
  - \* Passports
  - \* Visa applications
  - \* Medical certificates
  - \* Additional insurance if required
  - \* Child protection checks
- Discuss possible additional financial costs
- Discuss options for extra time after the project concludes
- Team T shirts and caps. Sizes required.

## **Vital Information**

As Team Leader you will need to find out aspects of the project from the Host Rotary Club and/or the previous Team Leader

- What important cultural differences should be noted?
- Are gifts necessary for the welcome or departure of the team?
- What level of security is available for personal items eg. Passports, tickets?
- The availability of technical plans and specifications
- The need to take bed linen, towels, cutlery, crockery
- Catering aspects. Is food provided? Who does cooking?
- The best form of money....cash/travellers cheques/credit cards/debit cards
- Transport needs from airport to project and while on site.
- Availability and desirability of alcohol on site. Costs.
- Possible additional expenses for members while on site.

## **The Second Meeting**

This should be an opportunity to collect all completed forms ready to forward on to the Project Manager for forwarding to the Regional Project Coordinator

- Collect the following and check for completeness
  - \* Application forms
  - \* Cheques payable to Rotary Overseas Aid Fund
  - \* Passports for validity (more than 6 months before expiry)
  - \* Visa applications if RAWCS is to arrange Visas
  - \* Medical forms
  - \* Child protection forms
- Allocation of Team responsibilities
  - \* Provision and carriage of tools
  - \* Medicine and first aid responsibilities
  - \* Team photographer/video
  - \* Team gifts
- Check on T shirts, caps and club banners
- Advise team members to register on the DFAT website - [www.smartraveller.gov.au](http://www.smartraveller.gov.au)

## **Final Duties**

On returning home the following duties still remain

- Prepare the reports for RAWCS including photos (preferably via e-mail)
- Prepare a short report for any following team
- Where possible send letters of appreciation to hosts etc.
- Consider writing an article for publication in RDU
- Finalise any financial aspects of the trip
- List value of donations (tools etc
- Collate team Project Volunteer Time Sheets
- Be available to the next team leader for the project
- Where possible arrange club guest speaker visits for team members.

## **NOTES**

Rotary Australia World Community Service  
**PROJECT TEAM FINAL BRIEFING CHECKS**

DESTINATION..... TEAM# .....

PROJECT DETAILS.....

DEPARTURE..... DATE.....

RETURN..... DATE.....

TEAM MEMBERS: Leader .....

Members: .....

.....

.....

.....

.....

CHECK LIST: (Team should have the following)

Volunteer Information Manuals		Visas	
Insurance Forms		RAWCS Volunteer Shirt	
Project Information		Team Leaders Duties Sheet	
Air Tickets - Domestic		Team Leaders Report Form	
Air Tickets - International		Volunteer Name Badge	
Passports		Check Tickets carefully	
Confirm Flights 24 hours ahead		Departure Tax (inclusive) Australian	
Departure Tax - other		Time Sheets	

Additional Information

Team Travel Itinerary		Team Contact numbers	
Overseas Contact numbers		Other items as Required	
Airport Transfer Information		Transit Accommodation	
Excess Baggage - Australia		Excess baggage - Return	

Copy Travel Documents: Make two copies, carry one separate from the originals and leave one copy with your family or other nominated person.

Have all medical precautions been met as per your Doctor's advice? I.e.: Malaria Tablets, various injections (hepatitis, typhoid, tetanus etc.) Always take medication as per your Doctor's advice. DO NOT FORGET

Entry Requirements: Return tickets, current Passport & Visa (where applicable)

# **RISK MANAGEMENT**

It shall be a requirement for each team that the Team Leader be appointed the Risk Management Officer who shall undertake a further Risk Management assessment on site in case changes have occurred in the local situation since the Annual Survey. This will include Occupational Health and Safety hazards ensuring that all reasonable precautions are taken to avoid accidents.

All prospective volunteers must be made aware of the need to comply with all safety requirements. Failure to comply could mean any claim resulting from such negligence could be rejected and the individual volunteers made responsible for repercussions.

Team Leaders must ensure that details of any accidents incurred are submitted with their Team reports at the conclusion of the visit. All such records must be carefully stored.

## **Risk Management Analysis**

1. Describe the activity / project being undertaken.
2. Detail the people participating in the activity / project.
3. Does the activity involve non Rotarians, members of the public or other organisations / third parties? Identify them.
4. Have you been asked by another organization or person to indemnify them as a third party under the Rotary Insurance for this activity?
5. Have you required any other organization, group or person involved with the activity to provide "Public Liability Insurance"? Generally other organizations or groups should have their own Public Liability Insurance cover. (Discuss this with your District Insurance Officer before proceeding)
6. Have you obtained a written indemnity from any other organization, group or third party involved or associated with the activity. (discuss with the District Insurance Officer.)



## POTENTIAL HAZARDS OR DANGERS

1.1 Health Issues	Possible Health Dangers	Rating 0-10	Hazpak Rating	
Based on Vaccination being administered prior to departure Assuming 2 x daily application of mosquito repellent Assuming common sense food hygiene or purchase is undertaken Assuming application of sunscreen applied and head cover work A supply of medical antidotes for most above ailments should be carried	• Malaria	2	4	
	• Dengi Fever	2	4	
	• Hep B C	2	4	
	• Food Poisoning	2	3	
	• Sunburn/Stroke	5	2	
	• TB (Avoid contact)	2	5	
	• Flu/Sinus problems	5	2	
1.2 Transport Issues	Transport Dangers	Danger on an incident		
	* It is not recommended to hire/drive in Provincial cities as traffic is chaotic and there are no clear road rules practiced	• Hire/Drive yourself	7	1
	* Dangerous if walking alone, always travel in numbers	• Accepting a lift from a stranger	8	1
	* Many vehicles travel at night without lights	• Hitch Hiking	9	1
	* Always walk in company	• Travelling on public transport	3	3
		• Hire a taxi or hire van	1	5
		• Walking along roadway day time	6	2
	• Walking in town at night	9	1	
	• Walking in town during day	5	8	
1.3 Personal Safety	Personal Safety Dangers	Rating		
1. Always keep accommodation room locked Best to keep private papers etc in a safe place	• Accommodation Security	4	2	
	• Private papers/money Passport etc	4	2	
Don't carry a handbag or wallet in hip pocket	• Possibility of having room robbed	4	3	
	• Possibility of having pocket picked	7	2	
2. Much less likely if in the company of friends Shop at major stores	• Possibility of being accosted and robbed	2	3	
	• Seek local advice	3	3	
3. Don't wear scanty clothing, don't go with anyone you don't know well Always comply with advice	• Sexual Assault	3	3	
	• Not abiding by rules or advice given by team leader of host	7	2	
Avoid travelling alone at night	• Travelling alone at night	8	1	
Do not wear jewellery in public places	• Wearing jewellery will attract robbers	6	2	
Vary routine travelling times Be aware of people observing your movements	• Possibility of being captured and held for ransom by insurgents	Less than 1	6	
* If hand tools are to be used, preparatory handling skills must be undertaken if unskilled in their use	• The use of Hand power tools, including eye and hand protection	10	1	

* Dangerous Products, liquids, etc. Training is required if handling dangerous products. If in doubt – seek advice	Dangerous Products  Don't use products you of which you have no knowledge.	10	1
<b>1.4 Rotary Incident/Accident Report (See Sheet)</b>			
Any Incident  (Complete Report Form)	Report Immediately to Team Leader  (Carry out Analysis)	10	1
Any Accident  (Complete Report Form)	Report Immediately to Team Leader  (Carry Out Analysis)	10	1
<b>1.5 Preparatory training, instruction and information</b>			
To be provided by the Team Leader	All volunteers must attend a training and instruction meeting	10	1
To be supervised by the Team Leader	All volunteers must fill in the Volunteer Application Form	10	1

## **Rotary Incident / Accident Report Form**

1. Provide full details of the Incident / Accident, including date, time and location.
2. Who was involved? (Provide name, address and contact details).
3. Were there any witnesses? (Provide name, address and contact details).
4. Arrange to take written statements from those involved and the witnesses either at the time or as soon after as possible. These statements are to be attached to this report.
5. Did any person involved require medical treatment at the scene, transportation by ambulance or hospitalisation? Provide details.
6. Has the Incident /Accident been reported to any outside authority? (Police, Government Dept.,
7. Local Government etc? Provide details

# **Rotary Hazard Identification, Analysis and Control.**

**(Use separate form for each hazard)**

1. Describe the potential hazard or danger.
  
2. Who could be affected by the hazard or danger?
  
3. How could they be affected?
  
4. Describe the potential seriousness of the result.
  
5. Has the potential hazard or danger occurred previously? If “yes” then detail when and how with consequent outcomes.
  
6. What is the likelihood of the potential hazard or danger occurring now or in the future?
  
7. What action / steps can be taken to :
  - a. remove or eliminate the hazard or danger
  - b. isolate the source of danger or hazard
  - c. reduce the likelihood of repetition
  - d. reduce the seriousness of the impact if it happens again.
  
8. If the hazard or danger cannot be removed or eliminated, will the steps being taken to reduce the likelihood of occurrence or the seriousness of the result, reduce the risk to an acceptable level?
  
9. If the risk has not been reduced to an acceptable level and the activity is to continue, it is essential that the District Insurance Officer be advised in order to obtain prior agreement from the Insurer. Failure to do so could invalidate the insurance cover for the activity.



## Rotary Australia World Community Service Ltd

### Volunteer Time Sheet

**Project** .....

**Project No** .....

**Area** .....

**Country** .....

**Period of Involvement**                      /    /                      to                      /    /

Please estimate to the nearest day

Volunteer Name	Occupation (in home country)	Project Task eg: leader, labourer, technical or professional duty	Total Days Worked	Days Spent Training Locals	Comments
<b>Total Days</b>					

**Team Leaders Signature:** .....

**Team Member(Witness):** .....

Note: Team Leader Report is an example only. It is a fill out form found on the RAWCS website.

Team Leader Report is an example only. It is a fill out form found on the RAWCS website.



## Rotary Australia World Community Service Ltd. TEAM LEADER'S REPORT

### TEAM DETAILS

- a) Team No.
- b) Team Leader:  
Rotary Club(s) of
- c) Total number of volunteers on team
- d) Name of Building Supervisor:  
*(The Building Supervisor will be expected to make a separate report. That report should set out the practical aspects of the project and, if the project is an ongoing one, should contain all the information that would be necessary for subsequent teams to ensure most efficient continuation of the enterprise with a minimum of disruption. (Please attach to this report.)*
- e) Dates team left and returned home: From      /      /      to  
/      /
- f) Days worked on project

### PROJECT DETAILS

- a) Project Registration No:                      Project Registration Year:                      /
- b) Country of Project:
- c) Organisation or Authority for whom the project was carried out.  
Name:  
Contact Person:  
Email Address:
- d) Is project completed (Deleted one): **YES**                      **NO**
- e) Number of Nationals trained
- f) Number of hours each trainee received
- g) Total number of hours training trainees received

## **WORK ACHIEVED**

*(A brief statement, in non-technical, non-specific terms of what was accomplished by the team. It would be of benefit if at least, two photographs of the "before and after " type could be attached to this report as it is intended to use these reports as the basis of articles in Project Volunteer Regional Newsletters.)*

## **ACCOMMODATION DETAILS**

Place a "1" in the column which best describes the particular accommodation category provided for the team.

<b>Accommodation Category</b>	<b>Good</b>	<b>Satisfactory</b>	<b>* Inadequate</b>
1 Sleeping Arrangements			
2 Washing Facilities			
3 Food			
4 Insect Proofing			
5 Transit Accommodation			
6			
7			

\*Please add any accommodation categories if additional comments should be made.

\*If any of the above categories were considered to be "inadequate", detail the reasons for this assessment and suggest possible improvements which should be made before others are formed for this project.

Any additional comment:

## **TOOLS AND EQUIPMENT SUPPLIED ON SITE**

(If applicable, please comment on availability and appropriateness)

Comment:

## **MATERIALS SUPPLIED TO COMPLETE THE TASK**

(If applicable, please comment on availability and appropriateness)

Comment:

### **ADDITIONAL TOOLS, EQUIPMENT AND MATERIALS**

*(Please list any additional tools, equipment and materials donated to the project by the Rotary Club, sponsors, or team members. Please indicate the value of the items.)*

List:

Total Value of Additional Tools and Equipment Donated:

Total Value of Additional Materials Donated:

### **TRAVEL DETAILS**

- a) List any difficulties that may have been experienced in travel to or from tile site.
  - i. Air:
  - ii. Land
  - iii. Other
- b) Any recommendation as to how these difficulties could be minimised or eliminated for future Project Volunteers teams.

### **OCCUPATIONAL HEALTH AND SAFETY**

*(Please list any Occupational Health and Safety issues identified whilst on site and recommendation to ensure future volunteers work in a safe environment)*

Comment:

### **INCIDENT/ACCIDENT REPORT**

*(Please list any Incident or Accident that occurred during your time away)*

Comment:

### **FURTHER COMMENTS AND GENERAL SUMMARY**

*(Team Leaders should make any, comment or recommendation which would facilitate the involvement of subsequent teams and which would contribute to the enhancement of the image of Rotary in the areas where the Project Volunteer projects are located.)*

Comment:

Name of Person completing form:

Email Address:

Date:     /     /



# **LOOKING FOR ASSISTANCE?**

*There are many willing hands ready to assist in putting a successful team on the ground.*

*Contact them to use their expertise and as the need arises.*

*All should be located through your District Chair.*

**Regional Project Volunteers Coordinator**

**Regional Project Funding Coordinator**

**Regional RAWCS Chair**

**Regional RAWCS Treasurer**

**Past Team Leaders**

**National Projects Coordinator**

**Other Project Managers**

**All have specific roles and offer their services to overcome any concerns you may have.**

## **THE FOUR WAY TEST**

**Of the things we think, say and do**

- 1. Is it the TRUTH ?**
- 2. Is it FAIR to all concerned ?**
- 3. Will it build GOODWILL and BETTER FRIENDSHIP ?**
- 4. Will it be BENEFICIAL to all concerned ?**