

Authorisation Procedure

Shaping the Future of Gold Coast - A Volunteer Camp for Sustainable Urban Transformation

Purpose of Procedure

The purpose of this Project Authorisation Procedure is to establish a clear, standardized governance framework for the International Volunteer Architectonic Work Camp project and similar future initiatives. This procedure aims to:

1. Ensure proper oversight and accountability throughout all phases of the project lifecycle, from initiation to closing.
2. Define clear roles and responsibilities for key stakeholders, including the City Council, local non-profit organisation, and other partners.
3. Facilitate effective decision-making processes, particularly for project approvals, resource allocation, and change management.
4. Maintain alignment between the project objectives and the city's strategic urban development goals.
5. Ensure compliance with local regulations, budgetary constraints, and ethical standards.
6. Promote transparency and effective communication among all project stakeholders, including international volunteers, local community members, and partnering institutions.
7. Establish a framework for risk management and quality control throughout the project's duration.
8. Provide a structured approach to project evaluation and knowledge sharing for future initiatives.

By following this procedure, we aim to maximize the success of the International Volunteer Architectonic Work Camp project, ensuring it delivers value to the community while providing a rewarding experience for international volunteers and fostering sustainable urban development.

Step #	Description of Step	Who is Responsible	Next Step	Qualifying Remarks
INITIATING				
1	An idea for the International Volunteer Architectonic Work Camp project is developed by completing a Project Charter document.	Local Non-Profit Organisation's Executive Director	Go to step 2	The project idea could be conceived by the local non-profit organisation in collaboration with the city council or other

				stakeholders.
2	Project idea via the Project Charter is forwarded to the Project Sponsor (City Council's Director of Urban Development).	Local Non-Profit Organisation's Executive Director	Go to step 3	The sponsor considers the project selection criteria, including alignment with the city's urban development goals and potential community impact
3	Confirmation that the identified project meets the strategic direction and urban development plans of the city.	City Council's Director of Urban Development	If YES , go to step 4. If NO , advise the Local Non-Profit Organisation's Executive Director.	The project must align with the city's strategic plans for urban renewal and community engagement.
4	Selection of the project manager to lead the International Volunteer Architectonic Work Camp project.	City Council's Director of Urban Development in consultation with the Local Non-Profit Organisation	Go to step 5	The project manager should have experience in managing international volunteers and urban development projects.
5	Establishment of the project team, including representatives from key stakeholder groups.	Project Manager	Go to step 6	The team should include members from the city council, local non-profit organisation, architectural universities, and other relevant stakeholders.
6	Engagement of the International Volunteer Centre for volunteer recruitment.	Local Non-Profit Organisation's Executive Director	Go to step 7	Ensure alignment with project requirements and timeline.

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PLANNING				
7	Development of comprehensive project plans, including scope, schedule, budget, and risk management plans.	Project Manager	Go to step 8	Plans should consider both the work camp phase and the subsequent city implementation phase.
8	Review and approval of project plans.	City Council's Director of Urban Development	Go to step 9	Ensure plans align with city regulations and available resources.
9	Establishment of financial delegation limits for project expenditures.	City Council's Finance Department	Go to step 10	For expenditures <\$10,000: Project Manager \$10,000-\$50,000: Director of Urban Development >\$50,000: City Council approval required.
10	Approval of procurement delegation for resources.	City Council's Procurement Department	Go to step 11	For procurements <\$5,000: Project Manager \$5,000-\$25,000: Director of Urban Development >\$25,000: City Council approval required.
11	Approval of the annual theme and project site selection.	City Council's Director of Urban Development and Local Non-Profit	Go to step 12	Theme and site should align with city's urban development goals and be suitable for the work camp format.

		Organisation's Executive Director		
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EXECUTING (including MONITORING/CONTROLLING)				
12	Authorisation to commence the work camp phase of the project.	City Council's Director of Urban Development	Go to step 13	Ensure all necessary permits and resources are in place before commencement.
13	Verification of project deliverables against objectives during the work camp.	Project Manager and representative s from partnering architectural universities	Go to step 14	Daily progress checks and alignment with the annual theme should be conducted.
14	Preparation and presentation of status reports during the work camp.	Project Manager	Go to step 15	Daily briefings to stakeholders and weekly reports to the City Council's Director of Urban Development.
15	Evaluation of potential obstacles and implementation of necessary changes.	Project Manager in consultation with the City Council's Director of Urban Development	Go to step 16	Changes requiring additional resources or affecting project scope must be approved by the Director of Urban Development.
16	Review and approval of the final architectural design produced during the work camp.	Licensed architects from partnering universities and the City's Department of	Go to step 17	Design must comply with local building regulations and project objectives.

		Urbanism		
17	Authorisation to proceed with the city implementation phase.	City Council	Go to step 18	Approval should be based on the feasibility of the design and alignment with city budget and regulations.
18	Coordination with local school for volunteer accommodation arrangements.	Project Manager	Go to step 19	Ensure all necessary facilities and support are in place for the work camp.
19	Engagement of local businesses for volunteer support and activities.	Local Non-Profit Organisation's Team	Go to step 20	Coordinate donations, experiences, and leisure activities to enhance volunteer experience.
20	Authorisation of media coverage and community engagement activities during the work camp.	City PR Team and Local Non-Profit Organisation's Executive Director	Go to step 21	Ensure all communication aligns with project objectives and city guidelines.
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CLOSING				
21	Verification that the implemented project meets the approved design and city standards.	City's Department of Urbanism and Project Manager	Go to step 22	Any deviations from the approved design must be justified and documented.
22	Preparation of the final project report, including outcomes, lessons learned, and community impact.	Project Manager	Go to step 23	Input should be gathered from all key stakeholders, including volunteers and community members.

23	Review and authorisation of the final project report.	City Council's Director of Urban Development	Go to step 24	The report should comprehensively cover both the work camp and city implementation phases.
24	Final sign-off on the completed project.	City Council and Local Non-Profit Organisation's Executive Director	Go to step 25	Sign-off should only occur once all project objectives have been met and deliverables accepted.
25	Organisation of a public unveiling event for the completed project.	Project Manager and City PR Team	Go to step 26	The event should celebrate volunteer contributions and community impact.
26	Submission of the final report to the State Volunteering Hub and International Volunteer Centre.	Local Non-Profit Organisation's Executive Director	Procedure complete	The report should highlight the success of the international collaboration and community impact.

Authorisation of Procedure

Authorised by:	Neda Bodiroza
Position Title:	NPO Director
Date Authorised:	16.08.2024.