Driver Reviver Australia

Best Practice Guidelines to support Site Managers

These Best Practice Guidelines have been produced to support Driver Reviver Site Managers and their respective entities to activate their Driver Reviver sites. This is to provide advice and establish a level of compliance, approvals and risk management processes are consistent across the national program.

- **Public Liability Indemnity Insurance** – Site Managers (or via their service club / volunteer group) should ensure they maintain a public liability indemnity insurance policy appropriate to cover any claims that may arise from any activities undertaken by an organisation member, volunteer or member of the public in the course of the Program.

- **Landowner Consents, Permit(s) and approval to use asset/s** – Site Managers (or via their service club / volunteer group) should investigate the requirement or not, to have landowner consent or seek permit(s) ensuring approval from the relevant authority for the Driver Reviver activity. The relevant authority includes the Local Government/Council, Roadside Area Manager, State land agency, Private landowner or equivalent. Site Managers should seek written approval from the asset owner to use structures such as any building, shed, community hall or roadside shelter. This would only be required where the asset is not owned by the volunteer organisation or Driver Reviver Site Manager directly. Site Managers should liaise with asset owners for any maintenance, cleaning, waste management, recycling and repairs to the infrastructure as required. Site Managers should ensure written approval from the asset owner to use structures such as any: building, shed, community hall or roadside shelter. This would only be required where the asset is not owned by the volunteer organisation or Driver Reviver Site Manager directly. Site Managers should liaise with asset owners for any maintenance, repairs and/or cleaning to the infrastructure and associated waste management and recycling requirements as required.

- **Fundraising** – Site Managers should ensure that if they are going to conduct fundraising activities associated with their site, they must ensure they do so lawfully.

- **Registered volunteer organisation** – Volunteers activating Driver Reviver sites should belong to a registered charity, service club, incorporated association, progress association, organisation or government body (i.e. SES, Lions, Rotary, CWA, Church group etc.) to ensure appropriate registering and support for volunteers, and receipting of appropriate fundraising. It is noted and acceptable that some sites are supported by multiple volunteer groups / clubs / services, but one should ultimately be listed as the lead and assign a Driver Reviver Site Manager.

- **Brand and Sponsor Guidelines –** Site Managers and volunteers should contact manager@driverreviver.org.au or 0488 660 460 for guidance on any use of the Driver Reviver Australia logo and brand.

- **Safe Food Handling –** Whilst coffee, tea and packeted biscuits are generally safe, Site Managers with additional food offerings (such as BBQ, cakes or scones) should ensure they comply with the relevant food handling safety requirements for their jurisdiction.

- **Reporting Requirements –** Site Managers should ensure they report on number of people engaged with and activation times within two weeks of each campaign wrapping up. You can submit these online via the portal https://ses.snapforms.com.au/form/dailyreport. If you would like to fill out the form by hand, please contact us via email at orders@driverreviver.org.au and we can send you a copy of the form. You can send the hard copies via mail to Driver Reviver Australia, 168 Sturt Street, Southbank VIC 3116 or scan and send back via email.