

# **Project Proposal**



**This Project Proposal is made  
and entered into in Badulla, Sri Lanka, on .....2014**

**Between**

***Lak Saviya Foundation Australia Incorporated (LSF)***

**No: 100, Bingara Crescent, Bella Vista  
NSW 2153, Australia**

**(Australian Incorporation: INC19879052/ABN 74230501620  
In 2002 and Sri Lanka Registration No: L – 106804 dated 6<sup>th</sup> January 2006)**

**On behalf of**

**LSF affiliated not-for-profit, non-government charity:**

***Volunteers to Assist Children with Disabilities***

***(VACD)***

**No: 26, Worthing Place, Cherrybrook  
NSW 2126 Australia**

**And**

***The Secretary to the Ministry of Health, Uva  
Province***

**Uva Province, Badulla, Sri Lanka**

1. A VACD Clinic was opened at the Bandarawela District Hospital, on Wednesday, 19<sup>th</sup> February 2014 of which details are outlined in the “existing/interim arrangements” document marked: **annexure – A**

2. Following the establishment of the VACD therapy and rehabilitation centre, the charity now seeks the assistance of the Ministry of Health for an allocation of a reasonable and sufficient area of land within the Bandarawela District Hospital grounds for the purpose of building a more modern, environmentally friendly and comprehensive centre in the near future that will be co-located with the District Hospital Bandarawela. Details of the type of facilities and services the centre is likely to provide are outlined in **annexure - B**

3. Given that this proposed project will come under the ultimate jurisdiction of the Ministry of Health, it is crucial that all Ministry, medical authorities and VACD personnel involved in the program respect and adhere to the guidelines, spirit and intentions of the Code of Conduct and Ethics enshrined under the VACD Charter (**see annexure - C**) in order to safeguard vulnerable children and the reputation of all personnel involved. The Ministry of Health, the medical authorities and VACD leadership must ensure that a clearly defined process is followed and a proper audit maintained in this respect.

4. The proposed building will be classified as crown property belonging to the Ministry of Health, where VACD will be given full autonomy to operate its programs in consultation with the medical authorities at the Diyatalawa Base Hospital and Bandarawela District Hospital while staying strictly within codes of practice and guidelines that govern the use and maintenance of crown property.

5. The proposed building will be designed, planned, built and facilitated to meet present and future needs of children with disabilities and also comply with strict local and international building codes that govern facilities, programs and buildings of this nature. The entire design and construction phase of the project will be fully funded by VACD.

6. VACD agrees to ensure proper and regular maintenance of the building fabric and associated exterior infrastructure, and its enclosed courtyards while the access roads, gardens and boundaries if any will be maintained by the Ministry of Health.

7. The Ministry of Health will bear regular costs of water and electricity usage at the building while providing proper security for the building at all hours, including public holidays.

8. The architectural drawings, plans etc. for the proposed building will be submitted to the medical authorities and the ministry for formal approval before any work on the project can commence.

9. The particular parcel of land that the Ministry of Health is considering to be allocated to VACD from within the Bandarawela District Hospital grounds should essentially allow for co-location with the Bandarawela District Hospital and have the following attributes and provisions:

- **Buildability.** A relatively flat site is important and should be economical to construct given that funds that will be raised for this program will be from public donations. It is also inherently easier for pedestrians to traverse, particularly children with physical disabilities, as it will not require as many graded ramps in its access ways.
- **Accessibility.** Both vehicular and pedestrian access will be essential for: initial construction access, day to day use, emergency services (fire, police, and ambulance). A well graded route will facilitate disabled pedestrians, who are expected to be the majority of the clients and their parents. The pedestrian route need not necessarily follow the road, where traversing the existing footpath network may be more direct.
- **Carpark.** Proximity to the existing Carpark may be an advantage but is not essential. Note however if it is not nearby the VACD facility will require its own Carpark construction and minibus housing.
- **Services.** The VACD facility is to be connected to hospital infrastructure: water supply, sewerage (or septic system), stormwater (if any), electrical supply and the regular ongoing costs and maintenance costs incurred for these services will be borne by the Ministry of Health. The cost of connection and installation of such utilities will form part of the building project.
- **Security.** The site needs to be included within the hospital fenced compound and hospital security staff should ensure the security of this part of the site.
- **Land survey.** As an initial input to the program, the Ministry of Health should provide any existing land survey reports for this part of the hospital site and work towards providing VACD a 'detail

survey' (as opposed to a boundary survey) showing contours, fences, buildings and land features. This will assist the VACD Engineer/Architect/Draftsman to prepare a draft plan for a building with the most up-to-date facilities that we envisage providing for children with disabilities at the new centre.

- **Prominence.** The site need not be immediately visible from the main entrance or main Carpark while signage can assist in directing users to the facility.
- **VACD signboard & Logo.** The Ministry of Health and the Bandarawela District Hospital authorities will grant VACD permission to display a signboard with the VACD logo in recognition and acknowledgement of the services the charity provides to the hospital and the community.

10. By signing this Project Proposal, the Ministry of Health, the hospital administration, LSF and VACD declare their individual and collective commitment to pursue the construction and establishment of a modern VACD centre at the District Hospital Bandarawela and agree to adhere to a timetable that collectively commits us to first immediately identify and allocate a sufficient plot of land that is co-located in the Bandarawela District Hospital, survey and prepare and submit plans within three (3) months of signing this document, allow six (6) months from the date of the submission of design plans for approval of the building by the relevant authorities and allow eighteen (18) months for the time such approval has been granted for construction etc.

Signature:

Name: Felix Stephen  
Stephen

Project Sponsor

Signature:

Name: Yasmin

Project Sponsor

No: 26, Worthing Place, Cherrybrook,  
N.S.W. 2126, Australia  
Ph: +612 94845128 (Home)  
Ph: +61 401 364 156 (Mobile)  
Email: fstephen@bigpond.net.au (Home)  
Email: felixswstephen@gmail.com (General)

Date:

Date:

## **Annexure (A)**

### **Existing/Interim Arrangements**

1. In January 2014, VACD a not-for-profit and non-government charity, sought the assistance of the Ministry of Health for the allocation of an area in the Bandarawela District Hospital building to establish a centre that would provide therapy and rehabilitation services for children with disabilities in the Bandarawela area and eventually across the Uva province.

2. The Paediatricians, Physiotherapists, and other specialist medical staff including nurses from the Diyatalawa Base Hospital and Bandarawela District Hospital are to provide their voluntary services at the centre on a rostered basis.

3. Upon such an area being allocated to VACD, a centre that was refurbished at the sole expense of VACD was opened on Wednesday, 19<sup>th</sup> February with the aim to providing the following services:

- Health clinic services two times a week on a rostered basis for all children registered with VACD so that they would undergo regular medical examinations, their medical history and data updated and any health concerns attended to by medical staff.
- Physiotherapy being provided to those children requiring this service on one day of the week.
- Rehabilitation activities carried out on one day of the week
- Administrative tasks such as record keeping, database updating to be carried out on the remaining day of the week.

4. VACD aims to provide the centre with medical equipment, furnishing and other tools required for rehabilitation and vocational training programs and also undertakes to maintain the interior of this centre.

5. VACD aims to support and administer the activities of the centre in close and regular consultation with the Paediatric consultants, the medical authorities at the Diyatalawa Base Hospital and Bandarawela District Hospital and through its own leadership team.

6. In view of the fact that these activities are funded and sponsored by VACD, and considerable funds have been invested in modifying the premises, VACD seeks the permission of the Ministry of Health to display a sign with the name of the organisation and logo in acknowledgement of the services the charity provides to the community and as a means of identification of the centre for clients and visitors.

7. The Ministry of Health hereby grants VACD the use of the allocated premises as an interim solution, for the purpose of providing therapy and rehabilitation services to children with disabilities as outlined above, for as long as it is required, in the spirit of community service and goodwill and in keeping with the aims, objectives and core mission, vision and values of VACD

## **Annexure (B)**

### **Facilities and Services to be provided at the new proposed centre**

- Provide a wide range of therapeutic, vocational and life skills training programs for the children including computer, library, sewing, handicraft, cooking, developing skills in the arts such as drama, music and painting, rooms for meetings and health talks, sales outlet cum cafe for items produced by the mothers and children,
- Provide equipment and skills training for parents of the children so as to enable them generate additional income to ease their economic burdens.
- Invite and encourage overseas medical experts in the fields of Paediatrics, Disabilities and allied disciplines to provide voluntary services at this centre, in cooperation with the Paediatric Consultants at Diyatalawa and Bandarawela hospitals.
- Conduct training sessions and educational programs for medical staff, volunteers, parents, teachers etc
- Work closely with the Ministry of Health to extend the facilities provided at this centre across the entire Uva province and beyond, in keeping with core values, aims, aspirations and objectives of VACD.

## **Annexure (C)**

### **CODE OF CONDUCT FOR V.A.C.D. COMMITTEE MEMBERS AND VOLUNTEERS**

**This Code of Conduct has been framed with the intention of safeguarding the rights of the children with disabilities and providing them with a safe and secure environment whilst also enabling all VACD committee members and volunteers to carry out their duties in a safe, ethical and transparent manner so as to avoid any form of future litigation, loss of reputation or personal harm. The strict adherence to these guidelines will go a long way to secure and safeguard the reputation and public trust of VACD, its committee members and volunteers.**

1. All VACD committee members and volunteers, while in the process of communicating, interacting and engaging with the children, parents and carers must demonstrate a high degree of respect, understanding and appreciation for the unique value and human potential in each child, and for the circumstances, difficulties and challenges faced by family members and carers as they cope with these children.
2. All VACD committee members and volunteers must demonstrate the highest standards of honesty and personal integrity in all their dealings with each other or external parties, in order to inspire trust and confidence in each other, the public, in the children, their families, carers and the broader community.
3. All VACD committee members and volunteers must honour and respect the diversity in race, religion, political alliances, culture, language and all other differences among each other, the public, the children, families, carers and the broader community and not behave in a manner that is disrespectful, harmful or detrimental to VACD or to others.

4. All VACD committee members and volunteers should disclose to the project steering committee any instances of errors, incompetence or inappropriate behaviour on the part of a VACD committee member or a volunteer, child or family member that may compromise the safety of another, lead to litigation or bring disrepute to VACD and its members and volunteers.
5. All VACD committee members and volunteers must actively encourage the participation of children and families, supporters and the public and broader community wherever appropriate in all organised VACD projects and programs.
6. All VACD committee members and volunteers must be responsible for safeguarding the confidentiality of all personal data in written, verbal and electronic communications (unless required by law)
7. All VACD committee members and volunteers must disclose any personal gifts over the value of Rs 1,000 received by them in the course of discharging their duties and this information should be recorded in a 'Register of Gifts' to be maintained by the Project Holder for periodic scrutiny and audit.
8. All VACD committee members and volunteers should not encourage, condone, facilitate or agree to any financial benefits from VACD funds being given to salaried state sector or private sector employees whose official responsibility is to support VACD programs, projects and activities in the normal discharge of their official duties. Any exceptions to this code of conduct must be approved by the project steering committee.
9. All VACD fundraising activities will be the sole responsibility of the Australian sponsors of this program. Any exceptions to this code of conduct must have the explicit prior approval of the Australian sponsors or officials from Lak Saviya the registered charity.
10. Soliciting other forms of help, donations, assistance and sponsorship for VACD programs and projects by any VACD committee member or volunteer must first have the explicit approval of the VACD steering committee. Such donations and assistance must be minuted and recorded by the project holder.
11. The VACD steering committee must endeavour to obtain written or verbal character references of all volunteers and maintain a confidential register of this information.

12. The VACD steering committee must obtain written consent from any person or persons prior to the publication of their photographs in any promotional or publicity material.
13. The VACD steering committee must ensure that apart from the teachers, no volunteers, advisory committee members or steering committee members should spend time alone with a child or take a child away from the others without the prior consent of the parent, carer or the VACD steering committee.
14. The VACD steering committee must ensure that 2 volunteers or 2 VACD members, either steering committee or advisory committee must, in unavoidable circumstances, accompany a child who needs to be taken away from the others, in the absence of a teacher, parent or guardian.
15. The VACD steering committee and volunteers must ensure that engaging in rough play and physical touching of the children is to be avoided; also doing things such as helping a child with clothing which the child could be reasonably expected to do him/herself must be monitored closely by responsible members of VACD.
16. The VACD steering committee and volunteers must refrain from giving drugs or inappropriate substances to the children in their care.
17. All VACD committee members and volunteers must at all times refrain from making inappropriate comments, even in fun about the children, their families or carers.
18. The VACD steering committee must maintain a register of all visits made by advisory committee, steering committee or volunteers to homes of children. Any visit to homes of the children must be done by 2 VACD members or volunteers. The information recorded in this register must include the names of the VACD persons making the visit, date and time of visit, name of person being visited, the purpose of the visit, the address and contact details of the person being visited, whether the visit had been arranged earlier, who were the family members and details of all other persons present at the home while the visit was made, the time the visit was concluded and the mode of transport used for

the visit and all key points discussed during this visit. This register must be examined and signed off by the project Holder.

19. All property of VACD including intellectual and promotional property belongs solely to the charity and should not to be abused or misused by any VACD advisory committee member, steering committee, or volunteers for their personal benefit or for the benefit of any of their friends, family members or associates.
20. Any VACD member or volunteer who leaves the charity voluntarily or involuntarily must agree not to act in a manner that brings VACD or its members or volunteers to disrepute and agree not to use intellectual or any other property belonging to VACD for the benefit of a similar or competing organisation up to and including a period of three years from the time of leaving.
21. Any VACD committee member or volunteer who does not attend three consecutive team meetings that have been called by the project advisory committee or the project steering committee and where such meetings have been called with sufficient notice, will deem to have left the charity voluntarily, other than for valid and pre-informed reasons, and will have to comply with clause 20, as detailed above.
22. All VACD members should be committed to ensuring the safety and best interests of any child accessing the services of the charity and engaging the VACD programs and also take suitable precautions to prevent the risk of abuse while adhering to prevailing “Child Protection Policies and Procedures” enforced by the ministry or national authorities.
23. VACD reserves the right to prosecute or discharge any committee member or volunteer who deliberately and/or knowingly violates the above code of conduct.

