

1. Purpose

To provide guidelines for the collection of funds for local “not for profit” organisations through Warrumbungle Shire offices.

2. Objectives

- To establish guidelines in respect to local charity collections within all Council buildings and facilities.
- To facilitate charitable collections within Warrumbungle Shire Council in a way that supports the organisation but also minimises disruption to council staff and their work.
- To allow delegation to council staff for quick response of charitable collections without delay, and eliminate liability for goods being sold for the charity.

3. Scope

The policy applies to all “not for profit” organisations wishing to raise funds for local distribution in Warrumbungle Shire using the Warrumbungle Shire offices:

- Council buildings - Coonabarabran and Coolah
- Visitor Information Centres - Coonabarabran and Coolah
- Yuluwirri Kids
- Warrumbungle Community Care buildings – Coonabarabran and Coolah
- Macquarie Regional Libraries within the Warrumbungle Shire – Coonabarabran, Coolah, Dunedoo, Binnaway, Baradine and Mendooran
- Castlereagh Family Day Care
- Connect 5 Children’s Services.

4. Legislation and Associated Documents

ASSOCIATED POLICIES	<ul style="list-style-type: none"> • <i>Warrumbungle Shire Council Code of Conduct</i> • <i>Warrumbungle Shire Council Code of Conduct Procedures</i>
ASSOCIATED LEGISLATION	<ul style="list-style-type: none"> • <i>Anti-Discrimination Act 1977</i>
ASSOCIATED DOCUMENTS	<ul style="list-style-type: none"> • N/A

5. Definitions

Term	Definition
WSC	refers to Warrumbungle Shire Council
Community Organisations/Groups	refers to volunteer-based community organisations
Not for Profit Groups	refers to local charities who raise funds for distribution – relinquishing any profit-making opportunities, such as all funds are distributed for the cause for which they are raised.

6. Policy Statement

Warrumbungle Shire Council will grant permission for the selling of goods to fundraise on the understanding that:

- Staff will not be selling the goods on behalf of the “not for profit” group.
- Neither Warrumbungle Shire Council or staff are held responsible for funds or merchandise (damaged or stolen).
- Funds must be collected by the coordinator of the organisation on a regular basis to ensure security.
- Funds raised which will be distributed locally will be given priority over charity organisations that send raised funds to a central account.
- The placement of the goods and posters promoting their purpose are accepted at the discretion of the staff member most impacted by the activity. Alternative suggestions may also be made about location and best practice.

7. Responsibilities

The Manager Economic Development and Tourism will hold responsibility over this policy.

8. Getting Help

The staff member/s who can assist with enquiries about the policy:

Position: Manager of Economic Development and Tourism

Department: Environment and Development Services

9. Version Control

DEPARTMENT	ENVIRONMENT AND DEVELOPMENT		
RESPONSIBILITY	MANAGER ECONOMIC DEVELOPMENT AND TOURISM		
VERSION CONTROL			
Policy Name	Id No and Version	Resolution	Date Adopted
Charitable Collection of Funds in Warrumbungle Shire Offices	1	288/1920	20/02/2020
Charitable Collection of Funds in Warrumbungle Shire Offices	2		
Next Review Date	By September 2025		