

### 1. Purpose

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

### 2. Definitions

- **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.

### 3. Objective of the Policy

- 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.

### 4. Policy 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.

### 5. Background

Many organisations which provide a range of services to the local community conduct fundraising appeals in the public domain in order to finance their various charitable activities. Warrumbungle Shire Council is supportive of such endeavours while seeking to ensure it will not affect council staff work, such as expectations to develop promotional displays.

### 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.

### 7. Responsibilities

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.

### 8. Associated Documents

Warrumbungle Shire Council Code of Conduct Policy  
Anti Discrimination Legislation

### 9. Getting Help

Manager of Economic Development and Tourism  
Director Environment and Development Services

### 10. Version Control

This policy is to be reviewed as necessary or every four (4) years in accordance with section 165 of the *Local Government Act 1993*.

Policy Name	Version	Resolution No	Date	For Review
Charitable Collection of Funds in Warrumbungle Shire Offices	1	288/1920	20 February 2020	2023