



# Fundraising Procedure

Effective: 16 November 2017

## 1. Guiding Principles

It is recognised that there may be times when groups or individuals undertake fundraising for specific purposes, such as to assist staff with social activities throughout the year, or to assist in fundraising on behalf of not-for-profit organisations such as schools, sporting groups, etc.

## 2. Procedure

Refer to the [Western Australian Public Sector Code of Ethics](#).

Refer to the [WA Health Code of Conduct](#).

Fundraising activities are to be conducted in a friendly manner that recognises the individual right of staff and / or the members of the public to decide for themselves whether or not to participate, donate, or make a purchase.

Fundraising must not interfere with the normal duties of staff, affect the care of patients / clients or operations of the hospital.

### 2.1 Minor Fundraising Activities – less than \$500

Approval for minor fundraising activities is to be given by the relevant operational Head of Department prior to activity being undertaken. For clinical areas, this is to be the Coordinators of Nursing. For non-clinical areas, this is the Business Manager.

All fundraising is for a finite period with an end date given when seeking approval.

**Fundraising must only be undertaken for a charitable need with 100% of money raised going towards the stated purpose.**

### 2.2 Where a Permit is Not Required)

As per the [WA Gaming and Wagering Commission Act 1987](#).

#### Scenario 1

- Tickets are sold to persons who work or reside on the same premises, or to members or guests of a member of a body of persons (i.e. a club)
- The price of every ticket is the same
- The sale of tickets and the declaration of prizes takes place within 8 days
- The maximum retail value of each prize does not exceed \$1000.

### Scenario 2

- The price of every ticket is the same
- The lottery is conducted on the same day and on the same premises where tickets are sold; and
- The total retail value of the prizes does not exceed \$2000.

### Scenario 3

The conduct of minor fund raising activities which constitute gaming, betting or a lottery, is lawful without a permit provided that the following conditions are met.

- The lottery is not conducted for private gain or for any commercial undertaking;
- The total retail value of the prizes does not exceed \$200; and
- The activity is being conducted as a means of raising funds for community, cultural, ethnic or charitable purposes.

#### The conduct of the following activities is permitted:

- Guessing competitions
- Number based games
- Raffles
- Chocolate wheels, *or*
- Any other minor fund raising activity, such as a mouse race.

No staff member may conduct a Standard Lottery (raffle) that requires a permit from the Department of Racing, Gaming and Liquor without the permission of the Operations Manager.

### 2.3 Fundraising on Behalf of Other Organisations

Contact the relevant Department Manager (as per [section 2.1](#)) to obtain permission.

All funds collected are the responsibility of the recognised collector(s) and is to be submitted directly to the sponsoring organisation by the collecting authority.

Offensive advertising or promotions must be avoided.

## 3. Definitions

<b>Fundraising</b>	Includes all solicitations for cash and goods, as well as funds raised through the sale of goods and services and the use of raffles etc.
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## 4. Roles And Responsibilities

### All Staff

All staff conducting fundraising within the Kalgoorlie Health Campus are required to work within the Western Australian Department of Health and WA Country Health Service (WACHS) policies and guidelines to ensure that WACHS is a safe, equitable and positive place to work.

## 5. Compliance

Failure to comply with this policy document may constitute a breach of the WA Health Code of Conduct (Code). The Code is part of the [Employment Policy Framework](#) issued pursuant to section 26 of the [Health Services Act 2016](#) (HSA) and is binding on all WACHS staff which for this purpose includes trainees, students, volunteers, researchers, contractors for service (including all visiting health professionals and agency staff) and persons delivering training or education within WACHS.

WACHS staff are reminded that compliance with all policies is mandatory.

## 6. Evaluation

Monitoring of compliance with this document will be carried out by Operations Manager every two years.

## 7. Legislation

[Gaming and Wagering Commission Act 1987](#)

## 8. References

Department of Racing, Gaming and Liquor [Standard Lotteries \(Raffles\)](#) brochure

## 9. Appendix

### Appendix 1 – [Application to Fundraise within the Kalgoorlie Health Campus](#)

**This document can be made available in alternative formats  
on request for a person with a disability**

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## Application to Fundraise within the Kalgoorlie Health Campus

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Applicant's Name: .....

Phone/Extension..... Department .....

Beneficiary of Fundraising: .....

Proposed Fundraising Activity: .....

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Anticipated Raise Amount: \$.....

Fundraising Commencement Date: .....

Fundraising Cease Date: .....

I, ....., acknowledge I have read the WACHS Kalgoorlie Health Campus Fundraising Procedure and will abide by it while conducting this fundraiser.

Applicant Signature: .....

Date: .....

Approver Signature: .....

Date: .....

Approver Name: .....