

STATE EMERGENCY MANAGEMENT PROCEDURES MANUAL

SUBJECT: Management of Public Fundraising and Donations

PROCEDURE NO: OP - 19

TYPE:

Administration
Operational X

REFERENCES:

- Emergency Management Act 2005
- State Emergency Management Policy 4.4
- Charitable Collection's Act 1946
- Income Tax Assessment Act 1977
- Voluntary Code of Practice for Public Fund Raising

REVIEW DATE:: 30 June 2010

RESPONSIBILITY: Emergency Management Western Australia [EMWA]

BACKGROUND:

Emergencies often attract significant public sympathy for affected communities and/or individual victims leading to either unsolicited donations or requests for public fundraising. In 1961 the *Lord Mayor's Distress Relief Fund (LMDRF)* was established, in conjunction with the State Government, to provide relief of personal hardship and distress for Western Australians.

This perpetual fund is incorporated under the Charitable Collections Act and has Australian Taxation Office tax deductibility status. Funds are distributed in accordance with LMDRF policy and may be provided over and above relief payments available through defined State/Commonwealth government assistance schemes or insurance.

Applications for assistance to the LMDRF need to include all details of any other funding assistance provided to allow the Board of the Fund to consider the fair allocation of funds to claimants.

PROCEDURE:

The following procedures are to be adopted by all public authorities including where State Government level recovery coordination arrangements are activated under WESTPLAN – Recovery Coordination:

Individual Assistance

Any requests for relief aid over and above assistance available through defined State/Commonwealth government schemes should be referred to the LMDRF.

Public Fundraising Appeals

Any request to initiate a public fundraising appeal for victims of an emergency should be directed to the LMDRF.

If the LMDRF Board agrees to the request, the Board will liaise directly with the affected local government/s to establish the required guidelines. For further information regarding the *LMDRF* visit: <http://www.appealswa.org.au>

Donations of Services and Labour

Any donations of services or labour to assist with the recovery from an emergency should be administered by the affected local government/s or, if established, the local recovery committee/s. Where State Government level recovery coordination arrangements are activated under WESTPLAN – RECOVERY COORDINATION the Recovery Services Subcommittee may arrange the administration of donations of services and labour.

Donations of Goods

Donations of goods to assist victims to recover from an emergency may be arranged by non-government organisations. The distribution of the donated goods shall be undertaken by the organisations concerned.