

# Fundraising Policy

## Section 1 - Purpose

(1) This policy provides key principles for the management of donations and fundraising activities undertaken by the Catholic Diocese of Maitland-Newcastle (the Diocese) including its agencies.

## Section 2 - Scope

(2) This policy applies to all workers of the Diocese including its agencies. This policy also applies to parishes if decreed by the Bishop.

(3) This policy covers all fundraising activities that are intended to generate funds to support the mission of the Diocese or any other purpose stated in the registration for an agency. This may include supporting a group of people, cause or organisation.

(4) The Diocese may accept or reject donations from:

- a. individuals, companies and organisations;
- b. workplace giving;
- c. churches;
- d. parishioners;
- e. philanthropic trust and foundations;
- f. corporate foundations; and
- g. estates.

(5) This policy does not apply to the Catholic Diocese of Maitland-Newcastle clergy fund or funds collected in parishes as part of the first collection.

(6) Income received from government funding or government grants is not within the scope of this policy.

## Section 3 - Responsibilities

ROLE	RESPONSIBILITIES
Bishop, CEO	♦ Setting the tone at the top, demonstrate commitment to and compliance with this policy.
Directors, Heads of Agencies, Heads of Shared Services	♦ Setting the tone at Diocesan and agency level, demonstrate commitment to and compliance with this policy. ♦ Implementing this policy
Managers and Principals	♦ Ensuring that all workers at the workplace they manage are aware and familiar with this policy and that all activities at the workplace are compliant with this policy and any associated procedures and guidelines.
Workers and others	♦ Understanding and following this policy. ♦ Seek appropriate approvals and authorisation to undertake fundraising activities.

# Section 4 - Policy Principles

## Guiding Principles

(7) The Diocese will ensure fundraising activities are guided by the following principles:

- a. consistent with the purpose of the Diocese or any other purpose stated in the registration for an agency;
- b. compliance with relevant laws, regulations and codes of practice;
- c. truthful and honest communication about fundraising activities;
- d. refusal to accept donations or undertake fundraising activities that may be detrimental to the reputation of the Diocese;
- e. demonstrate themselves as good and faithful stewards of the resources given to them in good faith by all sectors of the community;
- f. maintaining a high standard of transparency, accountability and ethical practice in Fundraising initiatives consistent with the [Charitable Fundraising Act 1991 \(NSW\)](#) and [Charitable Fundraising Regulation 2021 \(NSW\)](#) and with fundraising legislation and regulations of other jurisdictions, where required.

## Refusal to accept a donation or undertake fundraising activities

(8) Where a worker, manager, school principal or Head of Agency forms the view that the donation or fundraising activity is not consistent with the guiding principles in clause (7), it must refuse to accept the donation or undertake the fundraising activity. The final decision rests with the relevant manager, school principal or Head of Agency with whom approval or endorsement is sought.

## Responsibilities of Authorised Workers

(9) Only authorised workers in the Diocese may:

- a. process donations;
- b. issue tax-deductible receipts or donor refunds, where appropriate;
- c. conduct events to obtain additional donors;
- d. record and access donor information; and
- e. organise or authorise fundraising events and other activities.

## Endorsement of Authorised Workers

(10) A worker is authorised if they obtained endorsement to hold a fundraising event.

(11) Where the fundraising event is likely to raise over \$10,000, endorsement must be obtained by the Head of Agency.

(12) Where the fundraising event is likely to raise less than \$10,000, endorsement must be obtained by the relevant manager or school principal.

(13) If the fundraising event raises more than \$10,000 notice must be given to the relevant Head of Agency.

(14) Endorsement to hold a fundraising event will only be granted where the fundraising event is consistent with the purpose of the Diocese, any other purpose stated in registration for an agency or a related purpose that has been approved by the Head of Agency, or manager or principal, and relevant information about the fundraising event has been provided.

(15) Relevant information about a fundraising event may include:

- a. How it relates to the purpose of the Diocese, any other purpose stated in registration for an agency or a related purpose.
- b. The nature of the proposed activity.
- c. Financial and other impacts/obligations on workers and the community.
- d. Person/s responsible for keeping accurate financial records of funds collected.
- e. Details of the authorised worker seeking endorsement.
- f. Date and method money raised will be provided to the Diocese, agency, school or parish.
- g. A Risk assessment to identify hazards associated with the fundraising event and implement control measures that can be eliminated or minimise risks.

(16) In all circumstances relating to fundraising events or donations, the principal or manager of the agency, school or parish that receives the donation must ensure that funds are used for the disclosed purpose for which the funds were collected.

## **Responsibility of Workers**

(17) All workers who are responsible for receiving and processing donations shall:

- a. respect and value all who donate;
- b. ensure donation processes are secure and transparent;
- c. acknowledge donations in a prompt manner;
- d. provide excellent donor care; and
- e. respond to donor feedback and enquiries in a timely manner.

## **Fundraising - Consistent with the Purpose of the Diocese**

(18) An authorised worker must demonstrate that a fundraising activity is consistent with the purpose of the Diocese or any other purpose stated in registration for an agency.

(19) A fundraising activity may be consistent with the purpose of the Diocese or any other purpose stated in registration for an agency if it relates to:

- a. an existing service or program of a Diocesan agency, school or parish; or
- b. the core business of a Diocesan agency, school or parish; or
- c. a new approved service or program of a Diocesan agency, school or parish.

## **Fundraising - Consistent with Other Related Purposes**

(20) If an authorised worker is unable to demonstrate that a fundraising activity is consistent with the purpose of the Diocese or any other purpose stated in registration for an agency, it must be consistent with another related purpose such as:

- a. a Catholic organisation supporting the purpose and mission of the broader Catholic church; or
- b. an organisation with values that align with the Catholic church.

(21) It is acknowledged that fundraising activities that fall within this category should only be approved in limited circumstances. This ensures that fundraising for organisations or causes outside of the Diocese are limited to what is reasonable in the circumstances. It also ensures that some organisations or causes are not favoured over others.

(22) It is recommended that the relevant manager, school principal or Head of Agency consults with their manager before approving a fundraising activity within this category.

### **Donor Privacy and Confidentiality**

(23) The Diocese will take all reasonable steps to protect the privacy and security of personal information relating to donors.

(24) The Diocese will comply with the [Privacy Act 1988 \(Cth\)](#) and the [Australian Privacy Principles \(APPs\)](#) when it collects, holds, uses, discloses and corrects personal information.

(25) The Privacy Policy can be found here: [Privacy Policy](#).

### **Refunds and cancellations**

(26) The Diocese recognises that the existing donors may experience a change in personal circumstances which may require them to decrease or cease regular donations.

(27) The Diocese also recognises that errors by the donor, the Diocese or the financial institution involved in the donation transactions may occur from time to time.

(28) Requests to review or refund donations made in error will be reviewed on a case by case basis and refunds may be issued where errors have been made or where the circumstances warrant a refund to be made.

## **Section 5 - Consequences of Breaching this Policy**

(29) Any worker found to be in breach of this policy may be subject to disciplinary action, including where a serious breach occurs, dismissal.

## **Section 6 - Notations**

(30) If there is inconsistency between a policy document in existence before the commencement of this policy, and a policy document developed after the commencement of this policy, the latter applies to the extent of the inconsistency.

## **Section 7 - Document Review**

(31) This policy will be reviewed when there is a legislative change, organisational change, delegations change or at least every 3 years to ensure it continues to be current and effective.

## Status and Details

Status	Current
Effective Date	27th June 2024
Review Date	27th June 2027
Approval Authority	Chief Executive Officer
Approval Date	24th June 2024
Expiry Date	To Be Advised
Unit Head	Megan Grainger Head of Governance
Enquiries Contact	James Heath Senior Policy Advisor

## Glossary Terms and Definitions

**"Personal information"** - Information or an opinion (including information or an opinion forming part of a database), whether true or not, and whether recorded in a material form or not, about an individual whose identity is apparent, or can reasonably be ascertained, from the information or opinion. This includes sensitive information.

**"Feedback"** - Opinions, comments, compliments and expressions of interest or concern, made directly or indirectly, explicitly, or implicitly, to or about the Diocese, the services offered by the Diocese or complaint handling where a response is not explicitly or implicitly expected or legally required.

**"Principal"** - The most senior member of the teaching staff of a school, with responsibility for the effective and efficient day-to-day operations of the school, including compliance with the Education Act 1990.

**"Agency"** - Diocesan agencies may also be referred to as directorates. Diocesan agencies are intra-diocesan organisational structures that have been established and developed in the life of the church, to undertake good works and services on behalf of the Diocese and have the capacity to bind the Diocese to its actions. For the most part, but not exclusively, diocesan agencies are led by executive directors. Examples of Diocesan agencies include: ♦ CatholicCare Social Services Hunter-Manning; ♦ Catholic Community Fund (including Catholic Development Fund Maitland-Newcastle (CDFMN)); ♦ Catholic Schools and the diocesan systemic schools; ♦ Hunter Community Housing; ♦ St Nicholas services including Early Education centres and Out of School Hours Care (OOSH) services; and ♦ Shared Services, which is inclusive of multiple specialist tertiary providers to diocesan parishes and agencies, that forms part of the Diocesan Curia.

**"Catholic Diocese of Maitland-Newcastle (the Diocese)"** - The Catholic Diocese of Maitland-Newcastle (the Diocese) is inclusive of all parishes and agencies, communities, ministries and works that are under the authority of the Bishop of Maitland-Newcastle. The Bishop takes his authority from Canon Law (Canons 375-402). The geographical coverage of the Diocese includes all or part of the Newcastle, Lake Macquarie, Maitland, Cessnock, Port Stephens, Singleton, Muswellbrook, Upper Hunter, Dungog and Mid-Coast local government areas, with almost 160,000 Catholics, 38 parishes and serviced by multiple diocesan ministries and agencies. The Diocese is not wholly geographic in nature. There are elements of the Catholic Church operating within the physical boundaries of the Diocese that do not fall under the authority of the Bishop and are not a part of the Diocese. Equally, particular diocesan ministries occur within external institutions (e.g. Prison Chaplaincy, Hospital Chaplaincy).

**"Manager"** - A manager is a worker with additional responsibilities including supervising workers and/or administering a service area. This includes, but is not limited to, managers, team leaders, directors, principals, assistant principals, supervisors, heads of services/agency, parish administrators and business managers.

**"Worker"** - A Worker is a person who carries out work in any capacity for an employer or 'Person Conducting a Business Undertaking'. This includes: ♦ employees; ♦ teachers; ♦ educators; ♦ contractors; ♦ apprentices; ♦ clergy; ♦ religious; ♦ student placements; ♦ trainees; and ♦ volunteers/unpaid . In the Catholic Diocese of Maitland-Newcastle, 'worker' includes those who carry out work in diocesan parishes, within diocesan agencies and as a part of the diocesan curia.

**"Risk assessment"** - The overall process of risk identification, risk analysis and evaluation.

**"Donation"** - A voluntary transfer of money property or other benefit where there is no material benefit or advantage to the donor. A tax-deductible receipt is issued for donations of \$2 and over where the agency, school or parish is endorsed as a Deductible Gift Recipient. In the Diocese, CatholicCare and Hunter Community Housing are Deductible Gift Recipients. All other agencies and schools are Public Benevolent Institutions. Only Deductible Gift Recipients may issue a tax receipt for donations of \$2 and over.

**"Donor"** - An individual or their legal representative (in the case of a deceased person's bequest) or other entity that makes a donation to a cause.

**"Fundraising"** - The act of seeking and obtaining donations on behalf of a cause.