



Service Standard 1.1.16

Fundraising Activities

(Provision of Goods and Services)

Date of Issue 30 April 2007

Version Number 1.2

1. Purpose

- 1.1 Members of the Service engage in a range of fund raising activities in order to assist rural fire brigades and groups of rural fire brigades to acquire additional equipment and facilities, to assist in the payment of running costs and to otherwise enhance the service they provide to the community.
- 1.2 This Service Standard applies to services that may be provided to a third party in the context of brigade fund raising activities. It does not apply to agreements for the provision of services by the Service in any other circumstances.

2. Policy

- 2.1 All fundraising activities must be conducted in accordance with any relevant Service Standard.
- 2.2 All proposals for fundraising activities must be submitted for approval to the manager, in accordance with the SOPs forming part of this Service Standard, prior to the activity being undertaken.
- 2.3 A member of the Service may not, under any circumstances, accept or receive any personal remuneration or reward for, or in relation to, any service they provide as a volunteer member of the Service or which are provided by a brigade.
- 2.4 Any payment which is offered or made in relation to any service that is provided by volunteer members of the Service must be paid to:
- (a) the account of a rural fire brigade; or
 - (b) an account maintained at a district/team/zone level by or on behalf of the a brigade or group of brigades.
- 2.5 A receipt must be provided to the person or entity which makes any payment.

3. Links

- SOP 1.1.16-1 Guidelines for Fundraising Activities, including the following forms:
 - 1.1.16-2 Fundraising Activity Form
 - 1.1.16-3 Request for Certificate of Currency
- Service Standard 1.1.7 Code of Conduct and Ethics

4. Amendments

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| ▪ Clauses 1.1, 3.1, 3.2 | 31 May 2005 |
| ▪ SOP 1.1.16 - 1 – Guidelines for Fundraising Activities | 31 May 2005 |
| ▪ Remove previous clause 1 (Who it applies to) | 30 April 2007 |
| ▪ SOP 1.1.16 – 1 – Clause 4 wording added for clarification | 30 April 2007 |
| ▪ SOP 1.1.16 – 3 – Request for Certificate of Currency form | 30 April 2007 |

5. Document Owner

The owner of this Service Standard is the Executive Director Operations and Regional Management.



SOP 1.1.16-1

Guidelines for Fundraising Activities

This document forms part of Service Standard 1.1.16 Fundraising Activities (Provision of Goods and Services)

1. From time to time fund raising activities will involve members of the Service providing goods or services to a third party in circumstances where that third party offers or agrees to make a payment to a rural fire brigade or group of rural fire brigades ("**a brigade**") in relation to that service.
2. This may occur in a range of different circumstances including the following:
 - (a) "sausage sizzles", "guessing competition" or similar activities;
 - (b) a member of the public may offer to make a payment to a brigade in recognition of its assistance in undertaking hazard reduction work which is outside the zone or district's formal hazard reduction program;
 - (c) a brigade may offer to provide assistance or services to an individual, another community organization, a government agency or a commercial entity in exchange for an agreed fee to be paid to the brigade;
 - (d) a government department or commercial entity may enter into an agreement with the Service at a District/Zone/Team level to provide a specific service for a fee and a brigade may agree to assist in providing that service. Examples of such activities include assistance in film production, providing fire protection to maintenance crews undertaking grinding work on railway lines or assistance in relation to hazard reduction work on private or managed land or assistance in the provision of training.

Service Standard 1.1.16 Fundraising Activities (Provision of Goods and Services) prescribes the circumstances in which members of the Service may enter into such arrangements and the basis upon which any such payment may be received.

3. **Before a brigade (including a member of a brigade) participates in a fundraising activity** which involves the provision of goods or services to a third party, the manager of the Rural Fire District in which the brigade is located must ensure that:
 - (a) a Fund Raising Activity form (SOP 1.1.16- 2) has been completed and delivered to the manager;

NB: where appropriate, the Fund Raising Activity form must also been signed by or on behalf of the person or entity to whom any service is being provided; and

- (b) the manager has approved the brigade's participation in the fundraising activity.

4. **Certificate of Currency**

From time to time, some activities will require a **Certificate of Currency**. The purpose of these Certificates is to provide landowners/organisations with proof that the RFS is covered for public liability.

NOTE: A Certificate of Currency is NOT required unless the landowner/organisation at which the event is being held, requests one.

- (a) The manager must undertake appropriate risk assessment of the activity prior to sanctioning the activity.
- (b) A Certificate of Currency is a certificate issued by the Service's insurer to confirm that we have public liability coverage for the activity that is being proposed.

An example of where a Certificate of Currency may be requested is when a brigade may be undertaking a fundraising activity in a shopping centre mall and the managing agents of that shopping centre may request that the brigade prove they have public liability coverage.

If you are unsure whether you need to obtain a Certificate of Currency, please contact your manager for clarification.

- (c) Application can then be made by the manager to Staff Services for the Certificate of Currency. (SOP 1.1.16-3).



SOP 1.1.16-2 Fundraising Activity Form

This document forms part of Service Standard 1.1.16 Fundraising Activities (Provision of Goods and Services)

- **Brigade Name**

<ul style="list-style-type: none">▪ Proposed Activity▪ Location of proposed activity	
<ul style="list-style-type: none">▪ The name and address of person/entity to whom the services will be provided NAME: ADDRESS:	
<ul style="list-style-type: none">▪ Date or dates upon which the activity will occur / /▪ Description of services to be provided by the brigade/nature of other fundraising activity	<ul style="list-style-type: none">▪ Amount to be received by brigade (where appropriate) \$.....

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- **Signature of Brigade Captain/Deputy Captain**
 - **Signature of person/entity to whom services are to be provided (where appropriate)**
 - **Signature of District/Team/Zone Manager**

This form should be completed in conjunction with Service standard 1.1.16 Fundraising Activities (Provision of Goods and Services)



1.1.16-3 Request for Certificate of Currency

This document forms part of Service Standard 1.1.16 Fundraising Activities (Provision of Goods and Services)

NOTE: a Certificate of Currency should only be requested from Staff Services when a brigade has been asked to produce one for the activity in question.

Name of District/Zone/Team	
Name of Brigade	
Date of Proposed Activity	
Venue for Proposed Activity (please provide full address)	
Full Details of Proposed Activity	

I
Name of Manager Approving Activity

of
Location of Manager Approving Activity

Do hereby certify that I have approved of the above activity as a genuine RFS Fundraising or Community Education Activity.

I certify that I have done an appropriate risk assessment in relation to the proposed activity, and am satisfied that this is a bona-fide RFS activity pursuant to the Rural Fires Act 1997.

Signature of Manager

Date