



Collector Information Sheet

Thank you for agreeing to collect much needed funds for Nature Foundation SA. As a collector for Nature Foundation SA, or one of our funds, you must collect funds according to the *Code of Practice Under section 12 (2)(b) of the Collections for Charitable Purposes Act 1939*. By agreeing to collect funds for Nature Foundation you are agreeing to abide by the Code of Practice.

1. Who is a Collector?

According to the Code of Practice a Collector means a person who (either personally or through the agency of another person)-

- a) collects, or attempts to collect, money or property wholly or partly for a charitable purpose; or
- b) charges, or attempts to charge, for admission to an entertainment in relation to which it is held out that the proceeds are to be devoted wholly or partly to a charitable purpose; or
- c) obtains, or attempts to obtain, money wholly or partly for a charitable purpose by the sale of a disc, badge, token, flower, ribbon or other device; or
- d) obtains, or attempts to obtain, a bequest, devise or other grant of money or property wholly or partly for a charitable purpose.

2. Nature Foundation SA Details

Nature Foundation SA Inc.

32 Holden Street, Hindmarsh SA 5007

PO Box 448, Torrensville Plaza SA 5031

Phone: 08 8340 2880 (Monday to Friday, 9am to 5pm)

www.naturefoundation.org.au

3. Identification requirements for collectors

All Collectors collecting money at a residential premises, non-residential premises, in a public space or at an event, must wear a badge in a manner that is always visible to the public and that includes the following details:

- a) Whether the collector is a volunteer or paid collector;
- b) The collector's name or, the *Authority to Collect* number as provided by Nature Foundation SA;
- c) The name of the licensed charity (Nature Foundation SA); and
- d) The telephone contact or website details of the charity (see above).

Collectors participating in unsolicited collections by telephone must disclose the following details:

- a) Whether the collector is a volunteer or paid collector;

- b) The collector's name or, the *Authority to Collect* number as provided by Nature Foundation SA;
- c) The name of the licensed charity (Nature Foundation SA).

4. Purpose for which the funds are being collected:

The funds are being collected for Nature Foundation SA. Collectors should notify potential donors that they are collecting funds for Nature Foundation SA. Further information can be found on your '*Authority to Collect*' notice.

5. Hours and location of collection activities

A person must only act as a Collector according to the policy as set out in the Code of Practice. This includes unsolicited collection at a residential premises (house to house), by telephone, in a public space, and at an event. Please make sure that you read and abide by the Code of Practice a copy of which is on the Nature Foundation SA website.

6. Receipts

Collectors must issue a receipt upon request by the donor for any donations of \$2 or greater. Receipts issued must include the following details:

- a) The date the receipt was issued;
- b) A unique receipt number;
- c) The amount of the donation received; and
- d) The charity's name (Nature Foundation SA).

7. Underage collection policy

Nature Foundation SA does NOT allow children under the age of 15 years to act as a collector.

8. Ongoing Collection Agreements

Ongoing Collection Agreements means an agreement between a donor and a charity for the regular payment of donations on an ongoing basis. Ongoing Collection Agreements can only be offered by Nature Foundation and not our collectors. If a potential donor would like to make an ongoing collection, please provide them with Nature Foundation's website details and ask them to contact Nature Foundation directly.

9. Collecting in Extreme Weather

It is the policy of Nature Foundation SA that all Collectors are not subject to heat stress as a result of working in hot weather. Collectors should make themselves aware of how to manage the risk of heat stress and exposure to UV radiation to take care of their own health. If Collectors are paid, they should also seek guidance on the work health and safety policies of their employer. Collectors have a responsibility to contribute to the management of risks and to take care of their own health and should:

- follow all reasonable instructions from their employer
- drink enough water to remain hydrated
- check their urine colour as a darker colour can be an indication of dehydration
- look after others in their team, recognise symptoms of heat related illness and know when to seek medical treatment



- take responsibility for the health of their skin by wearing a broad brimmed hat, sun protective clothing that cover both arms and legs, and close-fitting sunglasses, applying sunscreen and working in the shade where possible
- be role models and encourage co-workers to protect their skin and eyes from UV radiation
- raise any work health and safety concerns with your employer or Health Safety Representative.
- For more information visit the Safework SA website:
<https://www.safework.sa.gov.au/health-safety/hazards-risks/cold-heat-uv-exposure/heat-uv#>