



Collection for Charitable Purposes Act Disclosure by Collectors Information Sheet

Minda Incorporated is a registered charity in the state of South Australia.

A. Contact details

Minda Incorporated
12-16 King George Avenue Brighton SA 5048
Telephone: 08 8422 6200
Email: info@minda.asn.au
Website: www.mindainc.com.au

B. Collection Purpose

Funds raised help Minda to deliver the highest level of professional services and support to South Australians with disability, including accommodation, employment, day programs, respite, advice and advocacy.

C. Collection Hours

Unsolicited collection activities (where a relationship has not yet been formed with the donor) will only be performed by Minda during the following times:

Residential (door-to-door):

- Weekdays: 9am – 6pm
- Saturdays: 9am – 5pm
- Sundays and Public Holidays: 11am – 5pm
- No activity will be carried out on Good Friday, Easter Sunday or Christmas Day

Telephone:

- Weekdays: 9am – 8pm
- Saturdays: 9am – 5pm
- No activity will be carried out on Sunday or Public Holidays

Collection in a public space:

- Weekdays: 7am – 6pm
- Saturdays: 9am – 5pm
- Sundays and Public Holidays: 11am – 5pm
- No activity will be carried out on Good Friday, Easter Sunday or Christmas Day

Event

Collections can take place in a public space during the entire period of the event.

D. Receipts

Minda issues receipts for one-off donations valued at \$2 or more. Receipts are issued to donors with an ongoing collection agreement at the end of each financial year or following the cancellation of the ongoing collection agreement (whichever occurs first). Donors can request receipts at any time by contacting Minda on (08) 8422 6555.

E. Ongoing Collection Agreements

Minda provides donors who sign up to an ongoing collection agreement with a welcome letter which includes the following information:

- the amount of the regular donation
- the total annual cost
- the frequency of the agreed ongoing donation
- the date of the commencement of the agreement
- a statement ensuring that the donor has the right to terminate their agreement at any time and details on how to terminate

F. Health and Safety Policy

Minda is committed to achieving and maintaining a healthy and safe work environment and manages its Workplace Health and Safety and Injury Management responsibilities whilst ensuring conformance with legislation and regulations that are integrated within the organisation's strategic direction and business operations.

Minda also ensures, as far as reasonably practicable, that the risks associated with workers working in inclement, high heat or other extreme weather conditions are controlled in order to prevent injuries and other adverse health effects.

For more information, please contact Minda on (08) 8422 6555.

G. Underage Collection Policy

Authorised fundraisers aged 15 years or younger must be accompanied by their parent or guardian when collecting funds in a public forum on behalf of Minda.

For more information, please contact Minda on (08) 8422 6555.