

## REGISTRATION OF AGENCIES POLICY TT-10

### Version Control

Version	Date	Approved By	Description	Review Date
1.0	24 Nov 2022	Management Committee	Approved	Nov 2024

### Background

This policy outlines the criteria which Little Things for Tiny Tots ('the charity') adopts to register social services and community welfare organisations ('agencies') to distribute essential items ('goods') to individuals and families in need.

### Context

The charity distributes goods to families in need via agencies that are well placed to identify these families and to be responsive to the wide range of needs that the family may have.

The charity must ensure that each agency is approved and registered prior to materials being distributed via the agency.

### Definitions

Nil.

<b>Relevant Legislation</b>	Not applicable	
<b>Related Policies/Other Key Documents</b>	<ul style="list-style-type: none"> <li>● List of Agencies</li> <li>● New agency approval process and checklist</li> </ul>	

### Scope

This policy applies to all the charity's operational staff and volunteers who are responsible for approving and registering agencies.

### Policy

It is the charity's policy that:

- An agency may be approved and registered provided that the agency is:
  - a Government Organisation (eg. Department of Communities); or



- an Australian Charities and Not for Profit Commission (ACNC) registered charity; or
- an organisation registered with another relevant governing body (e.g. an incorporated association or an organisation with a charity licence issued by the Department of Mines, Industry, Industry Regulations and Safety); or
- a grassroots organisation that has a demonstrable legitimate service offering to families in need (e.g. strong online presence, strong community support).
- The agency must be able to collect or receive goods in line with the charity's operational requirements.
- The agency can only be approved and registered with the charity if it confirms that recipients of goods will not be required to provide monetary or non-monetary payment of any type to receive the goods.

If the agency does not meet the criteria above, endorsement from the Management Committee can be sought by providing the special circumstances under which the agency can be approved and registered.

While the charity undertakes due diligence in choosing the agencies with whom it works, the charity takes no responsibility for the decisions made by each agency in choosing the recipients for the materials, the amount distributed or the location or region to which it is sent.

The charity is also not responsible for the political, religious or other affiliations of each registered agency. Individuals and families that apply directly to registered agencies for the charity's goods are required to make their own choices regarding the suitability of engaging with the agencies with respect to their own personal views and circumstances.

### **Related Procedures**

Nil.