

**POLICY NAME:** (REVIEW October Meeting)  
FUNDRAISING FOR COMMUNITY GROUPS  
CENTRAL BUSINESS DISTRICTS

**POLICY REF:** F02

**MEETING ADOPTED:** 23 September 2010  
Resolution No. 230910/24

**POLICY HISTORY:** 271005/038; 111203/037



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### OBJECTIVE

This policy has been developed to provide a workable system for Ballina Shire based community groups to hold street stalls for fundraising activities in the central business districts of Ballina, Alstonville and Lennox Head that is acceptable to fundraising committees, local businesses, the public and Council.

### BACKGROUND

Council also has an obligation to the public to control activities held in public places or areas under the control or management of Council.

Council also recognises the need for community charities/groups to raise funds from the general public to support their activities. However, fundraising activities in the central business districts of Ballina, Alstonville and Lennox Head need to be regulated:

- to allow all locally based community charities or groups to fundraise.
- to prevent any individual community charity or group from monopolising fundraising in the business areas.
- to prevent undue inconvenience or annoyance to the public that may arise from an excess of fundraising activities on any particular day.
- to ensure that the community groups' and Council's insurance obligations are met.

### DEFINITIONS

**Applicant:** means a person or organisation applying for approval to hold a street stall

**Application:** means an application made under this policy

**Authorised Officer:** means an officer of Ballina Shire Council authorised in the administration and/or enforcement of this policy

**Council:** means Ballina Shire Council

**Authority to Fundraise** a licence to fundraise issued by the Department of Gaming and Racing

**Not-for-profit Certificate** Certification issued by the Australian Taxation Office that a group is a not-for-profit organisation

### SCOPE OF POLICY

This policy outlines the approval process and Council requirements for fundraising in the central business districts in the Ballina Shire.

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This policy **only** applies to Ballina Shire based community groups undertaking fundraising activities.

### RELATED DOCUMENTATION

- Fundraising Application Form
- Fundraising Guidelines
- Authority to Fundraise - Department of Gaming and Racing
- Not-for-profit guidelines - Australian Taxation Office

### POLICY

- **Fundraising Applications** - Can be obtained from Council's Customer Service Centre or website [www.ballina.nsw.gov.au](http://www.ballina.nsw.gov.au). Applications for a fundraising activity must be made on Council's pre-printed application form and received by Council at least 14 days before the fundraising.
- **Public Liability Insurance** - Prior to the application being approved Council must be in receipt of the organisation's public liability certificate of currency to a minimum coverage level as recommended by Council's insurance brokers. Council accepts no responsibility for any accident or injury arising from any street stall as its only involvement is granting permission for the stall to be held.
- **Authority to Fundraise** - Can be obtained by contacting the Department of Gaming and Racing on 02 9950 300 or [www.olgr.nsw.gov.au](http://www.olgr.nsw.gov.au) and follow the charities link.
- **Not-for-Profit Certificate** - Can be obtained by contacting the Australian Taxation Office, Ph 13 28 61 or go to their website [www.ato.gov.au](http://www.ato.gov.au) and follow the Not-for-Profit link.
- Only one fundraising stall will be permitted, per site, on any given day.
- Approval will only be granted to locally based bona fide non-profit not-for-profit community groups and charity organisations.
- ~~The designated area for fundraising in River Street is outside 141 River Street at the Wigmore Arcade and 131 River Street.~~
- The length of the stall is not to exceed 2.5 metres, and must not unduly hamper pedestrian traffic.
- The name of the organisation must be clearly exhibited on the stall for the information of the general public eg: banner or poster. If volunteers are moving around with merchandise identification badges with the organisation's name must be worn. Freestanding signs are not permitted.
- Stallholders are not permitted to use decorations eg: balloons and banners, that encroach the pedestrian path or distract vehicular traffic.
- The street stall must not result in the loss of any carparking unless utilising the Lions Club caravan.

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- Stallholders are not permitted to spruik (i.e. verbally coerce a member of the public).
- The area should be left in a clean and tidy manner at the conclusion of the event.
- Food stalls are to sell only pre-wrapped low risk foods (jams, cakes etc) that are adequately labelled, OR foods that are thoroughly cooked and served for immediate consumption (sausage sizzles and the like).

~~The following website contains important food safety advice for charitable and not-for-profit groups. Look for the Food Safety Fact Sheets ("Food Safety and Hygiene Guidelines for Charity and Community Groups") at [www.foodstandards.gov](http://www.foodstandards.gov). If you have any further questions please contact Council's Environmental Health Officer on 6686 4444 during office hours.~~

The NSW Food Authority website contains fact sheets for charitable and not-for-profit groups and for general food safety and food hygiene requirements at [NSW Food Authority Retail Resources](#). If you have any further questions please contact Council's Environmental Health Officer on 6686 1210 during office hours.

<b>Ballina Stallholders</b>	<p><del>Stallholders using a table are to place it on the footpath. Alternatively, the Lions Club Caravan may be available for hire (contact Ballina Lions Club for further information). The caravan, if utilised, should be positioned near 131 River Street. A large table is not permitted in combination with the caravan, however a small card-style table against the van is acceptable for the purposes of a display or raffle ticket selling.</del></p> <p>Stallholder to arrange own table, and locate outside 141 River Street at the Wigmore Arcade.</p> <p>Stallholder using Lions Club Caravan (contact Ballina Lions Club for further information) should locate near 131 River Street. A large table is not permitted in combination with the caravan, however a small card-style table against the van is acceptable for the purposes of a display or raffle ticket selling.</p>
<b>Lennox Head Stallholders</b>	Stallholder to arrange own table, and locate outside on the western side of 72 Ballina Street, or adjacent to Ross Park on the eastern side Ballina Street.
<b>Alstonville Stallholders</b>	Stallholder to arrange own table, and locate outside 79-83 Main Street on the southern side of Main Street.

**Fundraising committees must ensure that they abide by these Conditions. Council will patrol fundraising stalls on a regular basis and if a fundraising committee is found to be in breach of this Policy then they may be precluded from holding a fundraising stall for a period of 12 months**

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### **REVIEW**

This policy is to be reviewed every four years.