

POLICY NAME: FUNDRAISING FOR COMMUNITY GROUPS
CENTRAL BUSINESS DISTRICTS

POLICY REF: F02

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OBJECTIVE

This policy has been developed to provide guidance 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.

POLICY

- **Fundraising Applications** - Can be obtained from Council's Customer Service Centre or website 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 NSW Department of Fair Trading on 13 32 20 or fairtrading.nsw.gov.au and follow the charities link.
- **Not-for-Profit Certificate** - Can be obtained by contacting the Australian Taxation Office, 13 28 61 or go to their website ato.gov.au and follow the Not-for-Profit link.

- The activity must be carried out within the allocated areas (see locality maps in Fundraising Guidelines), without the use of amplification, A-Frame signs or marquees.
- Permission is also required from the proprietor of the shop marked in the locality maps.
- Only one fundraising stall will be permitted, per site, on any given day.
- Approval will only be granted to locally based bona fide not-for-profit community groups and charity organisations.
- 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 for example a 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 such as balloons and banners, which 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 (see locality map in Fundraising Guidelines).
- 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), OR foods that are thoroughly cooked and served for immediate consumption (sausage sizzles and the like). Pre-wrapped foods sold at a charitable fundraiser event are not required to be labelled however details of all ingredients and food additives in the foods are required to be kept at the stall. This is particularly important for the identification of potentially allergenic ingredients.

The NSW Food Authority website contains fact sheets on food safety and food hygiene requirements, labelling and food allergens at foodauthority.nsw.gov.au/foodsafetyandyou/keeping-food-safe/charities-groups-and-volunteers. If you have any further questions please contact Council's Environmental Health Officers on 6686 1210 during office hours.

Ballina Stallholders:

Stallholder to arrange own table, and locate outside **131 River Street (Greater Building Society)**. See Locality Map above:

Stallholder using Lions Club Caravan (contact Ballina Lions Club for further information) should locate in front of **109 River Street (Wallace & Co)**. 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.

Lennox Head Stallholders

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.

Alstonville Stallholders

Stallholder to arrange own table, and locate outside 79-83 Main Street on the southern side of Main Street.

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.
- to prevent campaigning from political parties.

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.

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

REVIEW

This policy is to be reviewed every four years.