



# Toukley Neighbourhood Centre

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*TNC is the heartbeat of a connected, supported, empowered, inclusive and thriving community. We partner with the broader community to share what we can and provide a hand up to those in need, so they can Wallamba-bayn (come back) and join us in delivering our vision.*

## POLICY - FUNDRAISING AND RAFFLES

### 1 Policy Information

<b>Title:</b>	Fundraising and Raffles
<b>Effective Date:</b>	March 2025
<b>Policy Owner:</b>	Executive Officer
<b>Applies To:</b>	All Staff and Volunteers
<b>Next Review Date:</b>	March 2026

#### 1.1 Change Control

Effective Date	Author	Approver	Comments
26/03/2025	Donna Tudman	Board of Management	Initial Draft

#### 1.2

### 1.3 Contents

1	<i>Policy Information</i> .....	1
1.1	<i>Change Control</i>	1
1.2	1	
1.3	<i>Contents</i>	2
2	<i>Policy Overview</i> .....	3
2.1	<i>Purpose</i>	3
2.2	<i>Context</i>	3
2.3	<i>Overview</i>	3
2.4	<i>Definitions</i>	3
3	<i>Policy Principles</i> .....	4
	<i>Principle 1: Compliance and Integrity</i>	4
	<i>Principle 2: Transparency and Accountability</i>	4
	<i>Principle 3: Responsible Fundraising</i>	4
4	<i>Policy Guidelines</i> .....	5
4.1	<i>Legislative Compliance</i>	5
4.2	<i>Eligibility to Conduct Raffles</i>	5
4.3	<i>Authorisation and Applications</i>	5
4.4	<i>Prizes</i>	5
4.5	<i>Ticketing Requirements</i>	6
4.6	<i>Advertising and Promotion</i>	6
4.7	<i>Financial and Reporting Obligations</i>	6
4.8	<i>Contacts and Support</i>	6

## 2 Policy Overview

### 2.1 Purpose

This policy outlines the rules and procedures for conducting raffles and art unions at Toukley Neighbourhood Centre (TNC), ensuring full compliance with:

- Community Gaming Act 2018 (NSW)
- Community Gaming Regulation 2020 (NSW)
- Charitable Fundraising Act 1991 (NSW) – As at 20 August 2024.

### 2.2 Context

At Toukley Neighbourhood Centre (TNC), policies are developed in alignment with the [TNC Policy Framework](#).

TNC Policy documents are developed to:

- Assist TNC to meet the objects of the organisation and manage risk effectively
- Assist TNC staff and volunteers in performing their duties
- Outline how TNC will meet governance expectations
- Provide transparency and clarity to TNC staff and volunteers.

TNC is bound by the [Australian Charities and Not-for-profits Commission Act 2012 \(Cth\)](#) and regulated by the [ACNC](#).

### 2.3 Overview

This policy applies to all staff, volunteers, and authorised representatives of TNC involved in planning, conducting, or promoting raffles or art unions for fundraising purposes.

### 2.4 Definitions

Term	Explanation
ACNC	Australian Charities and Not-for-profits Commission
Art Union	A lottery with a prize pool of \$30,000 or more
BoM	Board of Management
EO	Executive Officer
Raffle	A lottery with a total prize pool under \$30,000
TNC	Toukley Neighbourhood Centre

### 3 Policy Principles

Policies always contain a set of principles that provide information relating to the rationale for the document. Staff and volunteers must consider and comply with these guiding principles when performing their duties.

#### **Principle 1: Compliance and Integrity**

TNC is committed to complying with all relevant legislation governing charitable gaming activities, including the Community Gaming Act 2018, Community Gaming Regulation 2020, and Charitable Fundraising Act 1991. All raffles and art unions must be conducted with transparency, fairness, and full legal compliance to protect public trust and organisational integrity.

#### **Principle 2: Transparency and Accountability**

All raffle and art union activities must be conducted in a transparent manner that allows donors, participants, and the broader community to understand how funds are raised, how prizes are awarded, and how proceeds are used. Accurate records, proper disclosures, and honest communication are essential to maintaining the confidence of the public and regulatory authorities.

#### **Principle 3: Responsible Fundraising**

TNC acknowledges its duty of care in ensuring that all fundraising activities are ethical, respectful, and socially responsible. This includes avoiding misleading promotions, protecting vulnerable individuals, ensuring ticket sales are conducted appropriately, and ensuring that a meaningful portion of proceeds directly supports the Centre's charitable objectives.

## 4 Policy Guidelines

### 4.1 Legislative Compliance

#### 4.1.1 Community Gaming Act & Regulation

- Governs how community gaming activities (raffles/art unions) are conducted in NSW.
- Establishes permit requirements, conduct rules, prize restrictions, ticketing standards, and reporting obligations.

#### 4.1.2 Charitable Fundraising Act 1991

TNC is a registered charity and must comply with this Act, which governs:

- Authorisation to conduct fundraising
- Use of funds
- Disclosure requirements
- Proper financial record-keeping
- Ethical conduct during fundraising activities

#### 4.1.3 Key requirements include:

- **Authority to Fundraise:** TNC must hold a current charitable fundraising authority issued by NSW Fair Trading.
- **Use of Funds:** All proceeds must be applied toward the charitable purpose stated in the fundraising materials.
- **Public Disclosure:** TNC must identify itself clearly as a charitable organisation and disclose how funds will be used.
- **Receipting and Record-Keeping:** All funds raised must be properly receipted and recorded.
- **Annual Returns:** TNC must report on fundraising activities through annual financial statements and disclosures to NSW Fair Trading.

### 4.2 Eligibility to Conduct Raffles

Only not-for-profit organisations like TNC may conduct raffles. Any third-party fundraiser must have written permission from TNC's management.

### 4.3 Authorisation and Applications

- Raffles: No NSW Fair Trading authority required if prize pool < \$30,000.
- Art Unions: Requires an authority from NSW Fair Trading. Application via email to: CElottery@customerservice.nsw.gov.au.
- TNC must also comply with its fundraising authority conditions under the Charitable Fundraising Act 1991.

### 4.4 Prizes

#### 4.4.1 Prohibited Prizes:

- Firearms, ammunition, weapons
- Tobacco or vaping products
- Cosmetic surgery
- Excessive alcohol (limits apply)

#### 4.4.2 Conditions:

- Real estate prizes must be maintained and insured.
- Cash prizes in art unions must not exceed \$30,000 per prize.
- Unclaimed prizes to be held for 3 months.

## 4.5 Ticketing Requirements

### 4.5.1 All tickets must display:

- Ticket price
- TNC name
- Description and value of prizes
- Draw date/time/location
- Authority number (for art unions)

### 4.5.2 Ticket Sales:

- Uniform pricing unless clearly stated in bundle deals.
- Sellers must return butts, unsold tickets, and funds before the draw.

## 4.6 Advertising and Promotion

All promotional material must:

- Clearly state key details (ticket price, draw date, prize)
- Include authority number (if required)
- Avoid misleading claims or implication of guaranteed returns
- Comply with the Charitable Fundraising Act by disclosing:
  - ◆ TNC's name
  - ◆ Charitable purpose
  - ◆ Fund use statement

### 4.6.1 Conducting the Draw

- Draws must be random and transparent.
- TNC must notify winners within 2 days.
- Prizes >\$10,000 must be published in a local newspaper within 7 days.
- Prizes may be redrawn after 3 months if unclaimed.

## 4.7 Financial and Reporting Obligations

### 4.7.1 Minimum fund allocations:

- Raffles: At least 40% of proceeds to TNC
- Art Unions: At least 30% of gross proceeds to TNC

### 4.7.2 Record Retention:

- Raffles (<\$10,000 prizes): 3 months
- Raffles (>\$10,000): 3 years
- Art Unions: As per NSW Fair Trading standards

### 4.7.3 Charitable Reporting:

- Maintain detailed records of income/expenditure
- Submit annual returns in line with the Charitable Fundraising Act 1991
- Make financial summaries available on request

## 4.8 Contacts and Support

- NSW Fair Trading – Community Gaming & Charitable Fundraising  
 Website: <https://www.fairtrading.nsw.gov.au>  
 Email: [CElottery@customerservice.nsw.gov.au](mailto:CElottery@customerservice.nsw.gov.au)  
 Phone: 13 32 20