## Contents

<table>
<thead>
<tr>
<th>Part 1</th>
<th>Introduction</th>
<th>4</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>The process of identifying and complying with relevant fundraising laws</td>
<td>5</td>
</tr>
<tr>
<td></td>
<td>Terminology</td>
<td>6</td>
</tr>
<tr>
<td></td>
<td>‘Charity’ and ‘Not-for-profit’</td>
<td>8</td>
</tr>
<tr>
<td></td>
<td>‘Fundraiser’ and ‘fundraising’</td>
<td>8</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Part 2</th>
<th>What fundraising regulatory regimes are relevant to my fundraising activities?</th>
<th>9</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>Online and email fundraising: where does fundraising take place?</td>
<td>10</td>
</tr>
<tr>
<td></td>
<td>Table of fundraising regulatory regimes for each state and territory</td>
<td>11</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Part 3</th>
<th>Is the fundraising activity regulated in the relevant jurisdiction?</th>
<th>13</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>Table of types of fundraising activity regulation</td>
<td>14</td>
</tr>
<tr>
<td></td>
<td>Different meanings of ‘charitable purpose’ and ‘charity’</td>
<td>15</td>
</tr>
<tr>
<td></td>
<td>Table of regulated fundraising activities under different fundraising regimes</td>
<td>16</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Part 4</th>
<th>Who needs approval to conduct regulated fundraising activities?</th>
<th>20</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>Effect of registration with the ACNC</td>
<td>21</td>
</tr>
<tr>
<td></td>
<td>Table of approvals required under different fundraising regimes</td>
<td>22</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Part 5</th>
<th>Ongoing obligations while fundraising</th>
<th>26</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>General ongoing obligations</td>
<td>27</td>
</tr>
<tr>
<td></td>
<td>Other laws and standards, which may apply to fundraising activities include:</td>
<td>28</td>
</tr>
<tr>
<td></td>
<td>The Australian Consumer Law (ACL)</td>
<td>28</td>
</tr>
<tr>
<td></td>
<td>The Telecommunications (Telemarketing and Research Calls) Industry Standard</td>
<td>28</td>
</tr>
<tr>
<td></td>
<td>Privacy laws</td>
<td>28</td>
</tr>
</tbody>
</table>

© 2019 Justice Connect. This guide was last updated in full in June 2019 and is not legal advice; full disclaimer and copyright notice at www.nfplaw.org.au/disclaimer.
Local government requirements ................................................................. 28
Work, Health and Safety or Occupational Health and Safety (WHS or OHS) laws .... 28
Workplace laws .......................................................................................... 28
Child safety laws .......................................................................................... 29
Table of ongoing obligations under different fundraising regimes .................... 29

Part 6 33

Financial and reporting obligations ................................................................... 34
Table of financial and reporting obligations under different fundraising regimes .... 35
What can you do with funds raised? ................................................................. 36

Resources ....................................................................................................... 38
Part 1

Introduction
Introduction

This section:
► sets out what is covered by each part of this guide
► introduces the steps in the process of identifying and complying with relevant fundraising laws, and
► explains terminology used in this guide

Each Australian state and territory has its own distinct rules about fundraising. If you are planning to conduct fundraising activities, or are already doing so, you need to understand these laws and their requirements. You may need to comply with multiple jurisdictions’ fundraising laws (including obtaining multiple licences to fundraise).

Compliance with fundraising laws is important for many reasons.

Lawful and ethical fundraising helps to maintain public trust and confidence in the charity and not-for-profit sector, ensuring continued support of such organisations. But if your organisation fundraises unlawfully, legal penalties and reputational damage can follow.

This guide:
• is designed to help organisations that fundraise in multiple states and territories across Australia, or online, to navigate the different regimes, which can be tricky and time-consuming
• provides an overview of the different fundraising regimes across Australia (the specific fundraising laws that exist in each state and territory are set out in part 2), and
• provides step-by-step guidance to help you identify which of the regimes might apply to your specific fundraising activities, and provides summaries of the requirements under each regime.

Related Not-for-profit Law resources

This Guide is not a comprehensive overview of how to comply with fundraising laws in every state. There are more detailed Fundraising Guides for each state and territory available on Not-for-profit Law’s fundraising webpage, together with resources on a range of other laws that apply to your fundraising activities beyond the state-based fundraising regimes (summarised in part 4 of this guide).

© 2019 Justice Connect. This guide was last updated in full in June 2019 and is not legal advice; full disclaimer and copyright notice at www.ntplaw.org.au/disclaimer.
When planning a fundraising activity, you need to first identify which fundraising regimes are relevant to the activity. This is based on where the activity is located and who will be targeted.

You then need to:

- assess whether your planned type of fundraising activity is covered by the particular regimes, and
- identify what actions you need to take to make sure you comply with the relevant regimes

Related resources

For more information about other laws that may apply to your fundraising activities, in addition to those discussed in this guide, visit the following Not-for-profit Law webpages:

- raffles and minor gaming
- events
- communications and advertising
- insurance and risk
- the people involved
- deductible gift recipient endorsement
- privacy
- laws for charities

For more information about new not-for-profit funding approaches, such as impact investing, which are in most cases not regulated by fundraising laws, go to Not-for-profit Law’s seeking funding webpage.

The self-regulatory bodies – Fundraising Institute of Australia and Public Fundraising Regulatory Association – also provide codes and guidance on fundraising best-practice.

Note

The Australian Consumer Law sets out rules against misleading and deceptive conduct, and unconscionable conduct that apply to the conduct of fundraisers.

Local government requirements will also apply to certain fundraising activities (for example, for face-to-face collections), and additional permits or approvals from local government may be required. This guide does not cover these requirements in detail.

Note

The requirements outlined in this guide do not necessarily apply in the same way to ‘private fundraising’. Private fundraising includes asking friends or family to support a private activity, like studying overseas, or fundraising in the context of capital or equity raisings by for-profits for business purposes.
The main purpose of this guide is to help you make this assessment and provide tips on how to meet the different requirements of each of the relevant regimes. This step by step process is set out in the flow chart below.

**Step by step process**

**Part 2 – What fundraising regulatory regimes are relevant to my fundraising activities?**

**Part 3 – Is my fundraising activity regulated under the regimes identified in part 2?**

- Yes
- No

**Part 4 – Does my organisation need approval (such as a licence, permit, authority) to conduct the regulated fundraising activities in each jurisdiction identified in part 2?**

- Yes
- No

**Part 4 – Am I ready to apply for the relevant licences or seek approvals, and do I understand the time period in which they will remain valid?**

- Yes
- No

**Part 5 – What ongoing obligations apply to my planned fundraising activities under each relevant regulatory regime?**

**Part 6 – What record keeping and reporting requirements apply to my fundraising activities under each relevant regulatory regime?**

---

**This guide**

We provide a checklist at the end of each part of the guide that you can use to confirm that you have complied with the relevant fundraising regimes.
Terminology

‘Charity’ and ‘Not-for-profit’

Many people don’t realise that ‘charity’ and ‘not-for-profit’ mean different things.

A ‘not-for-profit’ organisation is restricted from distributing profits, which means any profit made must be used to further the aims of the organisation rather than for private gain.

Charities are a subset of not-for-profit organisations, however they must also meet some narrower requirements such as having ‘charitable purposes’ for the ‘public benefit’.

Both charities and not-for-profits regularly conduct fundraising. This difference is important because in some states and territories, fundraising for, or by, any not-for-profit (including charities) is regulated, but in others only fundraising by charities, or fundraising conducted for charitable purposes, is regulated.

It’s also important to note that the term ‘charity’, and the concept of ‘charitable purposes’, have slightly different definitions across the states, territories and at a federal level.

The word ‘charity’ is most commonly used to refer to organisations that are registered with the Australian Charities and Not-for-profits Commission (ACNC) (a federal body), under the definition in the Charities Act 2013 (Cth). However, when it comes to fundraising, it is the state and territory meanings of ‘charity’ and ‘charitable purposes’ that are relevant. This guide makes it clear which definition of charity is relevant at each point.

Note – charities registered with the ACNC

To obtain registration and remain registered with the ACNC, a charity must meet Governance Standards. Fundraising lawfully is an important part of meeting the Governance Standards.

Fundraising campaigns by a registered charity must also align with the charity’s organisational purpose. If a fundraising campaign indicates that a charity is conducting activities that don’t align with this purpose, its registration may be jeopardised.

‘Fundraiser’ and ‘fundraising’

Many individual people, groups of people, clubs, businesses, not-for-profits, charities and commercial fundraisers engage in fundraising activities in Australia. In this guide, we refer to anyone undertaking fundraising activities as ‘fundraisers’.

‘Fundraising’ is defined differently under the different regimes, however in general, it includes the following types of activities:

• requesting donations to help a person, cause or organisation (whether in person or online)
• selling merchandise where some or all of the profits will go towards helping a person, cause or organisation, or
• holding events to raise money for a person, cause or organisation
Part 2

What fundraising regulatory regimes are relevant to my fundraising activities?
What fundraising regulatory regimes are relevant to my fundraising activities?

This section:
► considers ‘where does fundraising take place?’ and
► sets out the fundraising regulatory regime and relevant regulator for each state and territory

With the exception of the Northern Territory, each state and territory in Australia has a fundraising regulatory regime.

Many of these regimes were set up years ago, when fundraising activities looked very different to how they do today. Fundraising has traditionally been conducted locally, for example through collection tins or events like trivia nights and balls. Modern fundraising takes many forms, and often crosses over jurisdictions (for example, online fundraising campaigns). Unfortunately, most fundraising regulatory regimes don’t contemplate modern fundraising methods, which creates some difficulty for fundraisers.

The table below sets out the fundraising regulatory regime and relevant regulator for each state and territory. Fundraisers need to work out the jurisdictions in which their fundraising is taking place, and then consider what they need to do to lawfully conduct their fundraising activities in those jurisdictions.

Tip
The assessment of where a fundraising activity is ‘taking place in’ can be difficult. ‘Taking place in’ can include:
• the place where an appeal is run (for example, the office where campaign letters are sent from)
• the place where people receive fundraising communications, and
• the place where people actually make their donation

If your fundraising activities are ‘taking place in’ multiple states, you will need to comply with multiple fundraising regimes, which might require obtaining a number of fundraising approvals (with varying conditions attached).

Online and email fundraising: where does fundraising take place?
Identifying the fundraising regime that applies and must be complied with for online and email fundraising activities can be difficult.

In general, fundraising regulation applies where:
• the solicitation of a donation (making an appeal)
• the making of a donation (whether by making a donation or purchasing a product or service as part of a fundraising campaign), or
• the receipt of a donation or funds from purchase of a fundraising product, has occurred in a state or territory
This means that if you run an online campaign that is promoted broadly online (for example, through Facebook, or emails to subscribers), the fundraisers involved need to comply with regimes in all the states and territories:
• where the soliciting occurs (for example, where the email is sent from)
• where the fundraising communications are received, (for example, where the people who open the email are)
• where the making of donations occurs (for example, where a person fills in an online donation form), and
• where the receipt of a donation occurs (for example, the fundraising headquarters)
This will often require compliance with regimes in multiple states and territories across Australia.
A strategy to manage this tricky issue is to:
• choose a limited number of states and territories for your campaign
• make it clear on your campaign materials which states and territories the campaign relates to, and
• require donors to confirm that they are in those states and territories before making a donation.
This way, you only need to comply with fundraising regulation in the states and territories listed in your campaign.

Example
In Tasmania, ‘soliciting’ means seeking a donation by a request made in person or by mail, fax, telephone, email, documents left on premises, through the internet or any appeals through the media (newspaper, radio or television). This means that if you send a fundraising email from your office in Sydney, to subscribers on your list based in Tasmania, you may be technically fundraising in Tasmania, as well as NSW.

Table of fundraising regulatory regimes for each state and territory

<table>
<thead>
<tr>
<th>State</th>
<th>Relevant laws</th>
<th>Regulator</th>
<th>Register</th>
</tr>
</thead>
<tbody>
<tr>
<td>New South Wales</td>
<td>Charitable Fundraising Act 1991 (NSW)</td>
<td>NSW Fair Trading</td>
<td>Publicly searchable register of licensed fundraising organisations in NSW</td>
</tr>
<tr>
<td></td>
<td>Charitable Fundraising Regulation 2015 (NSW)</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Victoria</td>
<td>Fundraising Act 1998 (Vic)</td>
<td>Consumer Affairs Victoria</td>
<td>Publicly searchable register of registered fundraisers in Victoria</td>
</tr>
<tr>
<td></td>
<td>Fundraising Regulations 2009 (Vic)</td>
<td></td>
<td></td>
</tr>
<tr>
<td>South Australia</td>
<td>Collections for Charitable Purposes Act 1939 (SA)</td>
<td>Consumer and Business Services</td>
<td>Publicly accessible full list of current, expired and revoked charity fundraising licenses</td>
</tr>
<tr>
<td>Queensland</td>
<td>Collections Act 1966 (QLD)</td>
<td>QLD Office of Fair Trading</td>
<td>Publicly searchable register of charities and associations</td>
</tr>
<tr>
<td></td>
<td>Collections Regulation 2008 (QLD)</td>
<td></td>
<td></td>
</tr>
<tr>
<td>State</td>
<td>Laws and Regulations</td>
<td>Regulatory Body/Source</td>
<td>Resources</td>
</tr>
<tr>
<td>------------------------------</td>
<td>----------------------------------------------------------------------------------------</td>
<td>---------------------------------------------------------------------------</td>
<td>---------------------------------------------------------------------------</td>
</tr>
<tr>
<td>Tasmania</td>
<td>Collections for Charities Act 2001 (Tas)</td>
<td>Office of Consumer Affairs and Fair Trading</td>
<td>Publicly accessible full list of approved fundraisers in Tasmania</td>
</tr>
<tr>
<td></td>
<td>Collections for Charities Regulations 2011 (Tas)</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Western Australia</td>
<td>Charitable Collections Act 1946 (WA)</td>
<td>Department of Mines, Industry Regulation and Safety WA, Consumer Protection Division</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Charitable Collections Regulations 1947 (WA)</td>
<td></td>
<td>Publicly accessible full list of licensed charities in WA</td>
</tr>
<tr>
<td></td>
<td>Street Collections Act 1946 (WA)</td>
<td></td>
<td>Roster of all organisations conducting street collections in Perth and the days they are collecting.</td>
</tr>
<tr>
<td></td>
<td>Street Collections Regulations 1999 (WA)</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Australian Capital Territory</td>
<td>Charitable Collections Act 2003 (ACT)</td>
<td>Access Canberra</td>
<td>Publicly searchable register of ACT Charitable Collections Licence holders</td>
</tr>
<tr>
<td></td>
<td>Charitable Collections Regulation 2003 (ACT)</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

**Part 2 checklist**

☐ Have we identified which jurisdictions’ fundraising laws could apply to my proposed fundraising activities?
Part 3

Is the fundraising activity regulated in the relevant jurisdiction?
Is the fundraising activity regulated in the relevant jurisdiction?

This section:
► sets out types of fundraising activity regulation
► considers different meanings of ‘charitable purpose’ and ‘charity’
► sets out the regulated fundraising activities under the different fundraising regimes

Each state and territory’s fundraising laws are different – they regulate different fundraisers and types of fundraising activities and impose varied licencing and reporting obligations on those activities.

Sometimes, the regimes specifically set out activities that are exempt from regulation, or that are only exempt from a certain requirement (such as needing an approval), even though those activities would otherwise meet the definitions of a fundraising activity. This means that the same fundraising activity may be regulated in one jurisdiction, but not regulated in another.

The table below provides a general overview of the regulation of fundraising activities across the states and territories. If your fundraising activities are regulated fundraising activities in any jurisdiction, you will need to consider the next parts of this guide, which covers required approvals and obligations.

Table of types of fundraising activity regulation

<table>
<thead>
<tr>
<th>Activities always regulated / activities only sometimes regulated / activities sometimes excluded</th>
<th>Examples</th>
</tr>
</thead>
<tbody>
<tr>
<td>Fundraising activities that are <strong>always regulated</strong> regardless of the jurisdiction (excluding the Northern Territory where there is no fundraising regime)</td>
<td>• a charity running a fundraising appeal for itself or providing a mechanism for receipt of donations for itself (for example, an online form, or a collection box in a public place)</td>
</tr>
<tr>
<td>• a group running a fundraising campaign for a charitable purpose (note: some states have a broad definition of charitable purposes and other a more narrow definition) or for a particular charity (for example, a benefit ball where funds will be provided to a charity, or a campaign to raise funds for a person for charitable purposes, such as helping a person who can’t afford to pay their medical expenses)</td>
<td></td>
</tr>
<tr>
<td>Fundraising activities are <strong>only sometimes regulated</strong>, and whether they are regulated depends on the rules in each jurisdiction</td>
<td>• raising funds for a community, patriotic, philanthropic or animal welfare purpose</td>
</tr>
<tr>
<td>• a person raising funds for a charity, charitable purpose, or community purpose</td>
<td></td>
</tr>
<tr>
<td>• a not-for-profit (that is not a charity) raising funds for itself</td>
<td></td>
</tr>
<tr>
<td>• a person raising funds for a not-for-profit (that is not a charity)</td>
<td></td>
</tr>
</tbody>
</table>
Fundraising activities are sometimes excluded from regulation under some fundraising regimes, and whether they are regulated depends on the rules in each jurisdiction.

- third party commercial fundraisers raising funds on behalf of a charity, not-for-profit or other group that needs to comply with fundraising regimes
- raising funds for non-charitable or non-community purposes (for example, a person raises funds from friends and family to support their overseas study)
- asking for and receiving membership or joining fees of a club or group
- fundraising within an organisation between employees, or that is targeted to past and present members or their friends and relatives
- seeking bequests (for more information, see Not-for-profit law's fact sheet on gifts, wills, bequests and endowments)
- applying for grants of money, goods, services or benefits from a government body
- seeking, receiving or providing sponsorship or corporate partnership arrangements

**Related Not-for-profit resource**

A summary of regulated fundraising activities in each state and territory is set out in the table below.

For more information, there is a detailed fundraising guide for each state and territory available on Not-for-profit Law’s fundraising webpage.

**Different meanings of ‘charitable purpose’ and ‘charity’**

One common type of fundraising covered by fundraising laws is fundraising, or fundraising by or for a ‘charity’. The meaning of ‘charity’ and ‘charitable purposes’ differs between jurisdictions.

The table below refers to the common law (judge made law) definition of ‘charitable purpose’. This definition of ‘charitable purposes’ is based on the preamble to the 1601 Statute of Charitable Uses (Parliament of England). This is different to the modern definition of charitable purposes applied by the ACNC, contained in the Charities Act 2013 (Cth) (Charities Act).

Under the common law definition, there are four main categories of charitable purposes:

- relief of poverty, age or impotence
- advancement of education
- advancement of religion, and
- other purposes beneficial to the community that are within the spirit and intention of the Statute of Charitable Uses (a long list of ‘other purposes’ has developed over time through judge made law)

Many definitions of charitable purposes in the state and territory fundraising regimes use the common law definition as a starting point, and add further specific categories of purpose that are considered charitable.

For example:

- Tasmania and New South Wales define charitable purposes as inclusive of ‘philanthropic, benevolent or patriotic’ purposes
- Queensland adds a long list of extra purposes to the common law starting point
- South Australia and Western Australia don’t use the common law definition or the Charities Act, but instead have their own lists of charitable purposes.

South Australia and Queensland maintain their own registers of ‘charities’ which are separate to the register of charities maintained by the ACNC.
In South Australia, organisations that collect for charitable purposes are automatically licensed if they have registered with the ACNC and have notified South Australia's Consumer and Business Services. Becoming registered is one of the ways to fundraise lawfully in these states.

To be registered on the Queensland charity register, fundraising laws require the state regulator to assess whether your organisation's objectives are charitable based on the particular state-based definition of charity in the state's fundraising and whether your organisation meets other governance criteria regime.

**Table of regulated fundraising activities under different fundraising regimes**

<table>
<thead>
<tr>
<th>State or territory</th>
<th>Regulated fundraising activities</th>
</tr>
</thead>
</table>
| **New South Wales** | The NSW fundraising regime regulates ‘fundraising appeals’ for a purpose that is or includes a ‘charitable purpose’.  
‘Fundraising appeals’ means the soliciting or receiving by any person of any money, property or other benefit, if before or in the course of any such soliciting or receiving, the person represents:  
• that the purpose of that soliciting or receiving, or  
• that the purpose of an activity or enterprise of which that soliciting or receiving is a part, is or includes a charitable purpose  
‘Charitable purpose’ includes charitable purposes as defined under common law (see above), with the addition of any benevolent, philanthropic or patriotic purpose.  
**Examples of exempt fundraising activities**  
Requests for or receipt of money by educational facilities or services, child-minding services, goods or services supplied through a supported employment service for people with disabilities, nursing or medical services, or other care or welfare services.  
For more comprehensive details on fundraising appeals and exemptions, see our Guide to Fundraising in New South Wales. |
| **Victoria** | The VIC fundraising regime regulates ‘fundraising appeals’ which involves the soliciting or receiving of money or a benefit where the soliciting or receiving is ‘not solely for a profit or commercial purpose’.  
**Examples of exempt fundraising activities**  
• raising money for a patriotic fund (as defined in the Veterans Act 2005 (Vic))  
• memorial gifts  
• soliciting or receiving money from corporations, partnerships or trusts that are permitted to donate under their constitutive documents (for example, a trust deed or constitution).  
For more comprehensive details on fundraising appeals and exemptions, see our Guide to Fundraising in Victoria. |
| **South Australia** | SA's fundraising regime regulates ‘collectors’ where the collection (or attempt to collect) is wholly or partly for a ‘charitable purpose’.  
‘Collectors’ are those who:  
• obtain or attempt to obtain money or property (including by the sale of a disc, badge, token, flower, ribbon or other device)  
• obtain or attempt to obtain a bequest, devise or other grant of money or property, or  
• charge or attempt to charge for admission to entertainment, where it is held out that the proceeds are to be devoted, wholly or partly for a ‘charitable purpose’.  
‘Charitable purpose’ means: |
<table>
<thead>
<tr>
<th>State or territory</th>
<th>Regulated fundraising activities</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>• the provision of, or assistance or support to the provision of, health services (within the meaning of the Health Care Act 2008) or research in the field of health or such health services</td>
</tr>
<tr>
<td></td>
<td>• the affording of relief to diseased, disabled, sick, infirm, incurable, poor, destitute, helpless, or unemployed persons, or to the dependents of people in those categories</td>
</tr>
<tr>
<td></td>
<td>• the relief of distress due to war (whether caused by a war in SA or elsewhere)</td>
</tr>
<tr>
<td></td>
<td>• the affording of relief, assistance, or support to people who are or have been members of the armed forces of Australia or to their dependents, or</td>
</tr>
<tr>
<td></td>
<td>• the provision of welfare services for animals</td>
</tr>
<tr>
<td></td>
<td><strong>Examples of exempt fundraising activities</strong></td>
</tr>
<tr>
<td></td>
<td>• if the volunteer collector fundraises by collecting money or property from people known to them and, the money or property is given to the holder of a Licence</td>
</tr>
<tr>
<td></td>
<td>• if the volunteer collector fundraises by collecting money or property for the benefit of a particular person, or the dependants of that person, and the money or property is given to that person or those dependants</td>
</tr>
<tr>
<td>Queensland</td>
<td>For more comprehensive details on fundraising appeals and exemptions, see our <a href="#">Guide to Fundraising in South Australia</a>.</td>
</tr>
</tbody>
</table>

QLD’s fundraising regime regulates any ‘**appeal for support**’ for ‘**charitable**’ or ‘**community purposes**’.

‘**Appeal for support**’ means any invitation (expressed or implied, and whether made verbally, or by writing or conduct, or by any advertisement), to the public, which is designed to obtain money or articles for that purpose.

‘**Charitable purposes**’ means:

• a purpose which is exclusively charitable under the common law of QLD (see discussion of common law definition of charity above)

• the supplying of help, aid, relief, or support to, or the education or instruction (whether spiritual, mental, physical, technical, social, or otherwise) of, or the care, housing, or assistance otherwise of, any persons in distress

• the aiding in any manner howsoever, of any hospital or ambulance or nursing service in the state, whether established or proposed to be established

• any charity

• any purpose which the Minister determines to be a charitable purpose, and

• any purpose declared charitable under a regulation to be charitable for the purposes of the Act.

A ‘**community purpose**’ means:

• a purpose that promotes the general welfare of the public (for example, constructing a building, maintaining a park, repairing a recreation facility)

• the objects of any association prescribed under regulations for the provision of the Act or where such objects are both charitable and community purposes

• a purpose declared to be a community purpose under the regulation for the purpose of the Act

• any purpose which the Minister determines to be a community purpose, and

• any purpose declared under a regulation to be a community purpose for the purposes of the Act

**Examples of exempt fundraising activities**

• appeals for support made solely for the purpose of advancement of religion by or on behalf of any recognised religious denomination
<table>
<thead>
<tr>
<th>State or territory</th>
<th>Regulated fundraising activities</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>appeals for support for a charitable or community purpose by or on behalf of any recognised religious denomination (except in relation to door-to-door or street collections) For more comprehensive details on fundraising appeals and exemptions, see our <a href="#">Guide to Fundraising in Queensland</a>.</td>
</tr>
<tr>
<td>Tasmania</td>
<td>Tasmania's fundraising regime regulates ‘soliciting’ for ‘charitable purposes’. It’s unclear whether the soliciting must be conducted solely for a charitable purpose or whether soliciting in part for a charitable purpose is regulated as it is in most other jurisdictions. ‘Soliciting’ means seeking a donation by a request made in person or by mail, fax, telephone, email, documents left on premises, through the internet or any appeals through the media (newspaper, radio or television). ‘Charitable purpose’ is defined as purposes charitable under the common law (as discussed above) as well as benevolent, philanthropic or patriotic purposes and purposes for the protection of the environment or the welfare of animals. <strong>Examples of exempt fundraising activities</strong> • soliciting using the sale of goods or services (for example, fundraising through sale of a commercial product) • an appeal within premises that are used by a club or religious organisation • soliciting by a religious organisation by an appeal to its adherents or any other person who has attended a religious service held by that organisation For more comprehensive details on fundraising appeals and exemptions, see our <a href="#">Guide to Fundraising in Tasmania</a>.</td>
</tr>
<tr>
<td>Western Australia</td>
<td>WA’s fundraising law regulates any person or organisation that intends to <strong>collect or attempt to collect</strong> money or goods (including by the sale of any disc, badge, token, flower or other device), conduct entertainment, a function or advertise (where it is held out that any part of the proceeds of the entertainment or function are to be devoted) wholly or partly for a ‘charitable purpose’. <strong>‘Charitable purpose’</strong> means a purpose for: • the relief of the sick, diseased, poor, destitute, helpless or unemployed • the relief of distress caused by war and the support of people who are members of the armed forces • support of hospitals, child health centres, schools, kindergartens • support of activities of a social or welfare character • animal welfare, conservation and environmental causes, and • any benevolent, philanthropic or patriotic purpose There are no specifically exempt fundraising activities under the WA fundraising laws. For more comprehensive details on fundraising appeals and exemptions, see our <a href="#">Guide to Fundraising in Western Australia</a>.</td>
</tr>
<tr>
<td>Australian Capital Territory</td>
<td>ACT’s fundraising regime regulates ‘collections’ wholly or partly for ‘charitable purposes’. ‘Collections’ means soliciting or receiving money or a benefit, and can be made using any method (for example, by internet or email), where it is represented that the purpose of the solicitation is charitable. A benefit includes property or any gain or reward. ‘Charitable purposes’ are not defined under the ACT fundraising legislation; however, the Director General has indicated the common law definition of charity applies (see above). <strong>Examples of exempt fundraising activities</strong> • collections within an organisation’s premises conducted for its own purposes</td>
</tr>
</tbody>
</table>
State or territory | Regulated fundraising activities
---|---
| • collections between people sharing a common employer or workplace for a purpose connected with one of those people or their relative or partner
| • soliciting or receiving money from an Australian government, local government or another public entity that represents the Australian government

For more comprehensive details on fundraising appeals and exemptions, see our Guide to Fundraising in Australian Capital Territory.

Part 3 checklist

☐ Are our fundraising activities regulated in any of the jurisdictions identified in part 3?
☐ Are our fundraising activities exempt from regulation in any of the jurisdictions identified in part 3?
Part 4

Who needs approval to conduct regulated fundraising activities?
Who needs approval to conduct regulated fundraising activities?

This section sets out:

► when you will need to seek approval
► the approvals required under different fundraising regimes

Unless their specific fundraising activity is exempt from regulation, an organisation requires approval to fundraise in each relevant jurisdiction.

Tip

Once your organisation has obtained approval, make a note of the length of the approval (this may differ by jurisdiction) and set reminders for renewals.

The exact form of approval required will depend on the jurisdiction, the type of fundraising activity, and whether the fundraiser is raising funds for their own organisation, or on behalf of another (either on a commercial basis, or as a volunteer fundraiser). In general, the relevant website of the regulator for each jurisdiction will provide a form for registration or licencing that can be filled out and returned by post or email.

The table below sets out the circumstances in which individual peoples or organisations will need to seek formal approval (for example, through a registration, authority, permit or licence).

Effect of registration with the ACNC

Note that an organisation can apply for registration with the ACNC through an online form. In some jurisdictions, such as South Australia and the Australian Capital Territory, this registration is sufficient for the organisation to engage in their fundraising activity.

Related Not-for-profit Law resources

For more information on how to apply for fundraising licenses or approval, and the steps involved, see our detailed fundraising guides for each state and territory.
Many charities engage third party or commercial fundraisers (fundraisers that are contractors to your organisation rather than employees who work for your organisation) to conduct regulated fundraising activities. The table below does not cover obligations in relation to engaging these third parties.

**Table of approvals required under different fundraising regimes**

<table>
<thead>
<tr>
<th>State or territory</th>
<th>Who needs approval?</th>
</tr>
</thead>
</table>
| **New South Wales** | An organisation intending to fundraise in NSW needs to:  
• obtain an authority to fundraise, or  
• enter into an arrangement with the holder of an authority to fundraise on that holder’s behalf  
The regime contemplates that an individual intending to fundraise in NSW needs to individually apply for an authority or obtain authority from a licence holder to fundraise on its behalf. In practice, individuals rarely obtain authorities themselves, and rather operate under an arrangement with the holder of an authority.  
An authority to fundraise may be granted for an indefinite period of time for an indefinite number of appeals. Notwithstanding, in practice, authorities are usually issued for a specific period, such as five years. The time period of an authority will be clear in the conditions of the authority issued by the regulator.  
**Exempt organisations and individuals**  
• an organisation or person that receives less than $15,000 in a financial year from fundraising (small fundraisers)  
• local councils  
• trusts with a local council as a trustee  
• universities  
• certain religious organisations (these organisations are exempt from the NSW fundraising laws in their entirety, so need not comply with the obligations set out in part 4 of this Guide).  
You can download a charitable fundraising application form from NSW Fair Trading’s website. |
| **Victoria** | An organisation or individual intending to conduct fundraising appeals in Victoria will need to register as a fundraiser. This process for individuals or directors also involves completing a criminal record and personal insolvency declaration.  
The registration period is for three years.  
If beneficiaries will receive less than 35% of proceeds of a fundraising appeal, the regulator must be satisfied that the proposed fundraising activity is in the public interest and that the applicant can ‘show cause’ as to why it should be registered (for example, the administration costs are high due to the nature and type or maturity of the appeal or the size of the appeal means that a significant benefit will ultimately flow to the beneficiaries) to grant registration.  
**Exempt organisations and individuals**  
• an organisation or person that receives less than $10,000 (gross or total amounts before deductions and tax) in a financial year from fundraising and only unpaid volunteers are used to conduct the fundraising |
<table>
<thead>
<tr>
<th>State or territory</th>
<th>Who needs approval?</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>religious organisations (recognised denominations)</td>
</tr>
<tr>
<td></td>
<td>registered trade unions and political parties</td>
</tr>
<tr>
<td></td>
<td>hospitals and certain other health organisations funded by the government (for example, state-funded residential care services)</td>
</tr>
<tr>
<td></td>
<td>licensed children’s services receiving funding for a kindergarten program from the Department of Education and Early Childhood Development</td>
</tr>
<tr>
<td></td>
<td>You can download an application for fundraiser registration or renewal from Consumer Affairs Victoria’s website.</td>
</tr>
</tbody>
</table>

**South Australia**

An organisation or individual intending to fundraise needs to obtain:

- a **Collections for Charitable Purposes Licence** (a ‘Section 6 Licence’)
- authority from a holder of a Licence to fundraise on behalf of the licence holder

Licences are granted for a period of **one year** (renewable six months after the financial year date ends).

Note that as a result of changes to SA fundraising laws, both Section 7 Licences (which permitted charging an admission fee for entertainment, with proceeds going to a charitable purpose) and Section 6A Licences (for collection agents) no longer exist.

**Exempt organisations and individuals**

- The category of organisations requiring a licence is much narrower in SA than in many other jurisdictions. It is only fundraising for a charitable purpose that is regulated. It follows that fundraising for sports or community groups is not regulated.

You can download an application for a charitable purposes licence from the South Australian Business Licence and Information Service.

**Queensland**

An organisation intending to fundraise needs to:

- register as a charity through the Office of Fair Trading
- obtain an **authority from an organisation registered as a charity in QLD, to fundraise on behalf of the charity**, or
- obtain a sanction through the Office of Fair Trading for a particular appeal or for a community purpose

An individual intending to fundraise needs to obtain:

- a sanction for a particular appeal (note other individuals need to be included in the application), or
- authority from an organisation that can lawfully fundraise to raise funds on behalf of that organisation

Registration as a charity continues so long as the organisation is eligible to be registered as a charity under QLD fundraising law.

**Note** — where an organisation or person conducting an appeal is not a charity, but the purpose of the appeal is charitable or for a community purpose, then a **sanction** for that purpose can be applied for. Applying for a sanction may be beneficial where you do not plan to fundraise on an ongoing basis. A sanction will be for the duration of time approved by the regulator (applicants include the desired time frame in the initial application form, which can be a defined period of time, or indefinitely). For more information, see our Queensland Fundraising Guide.

**Exempt organisations**

- religious organisations (recognised denominations)
- hospital foundations
- parents and citizens associations

You can download an application for registration as a charity form from the Queensland Government website.
**State or territory** | **Who needs approval?**
--- | ---
**Tasmania** | An organisation will need to obtain approval to collect for a charity in Tasmania if it’s:
- incorporated outside Tasmania
- a company under the Corporations Act with a principal office located outside of Tasmania, or
- an unincorporated group or association in Tasmania
**Individuals** will also need an approval to fundraise, unless they are doing so on behalf of an organisation that has an approval (or is exempt from the requirement to gain an approval).

The duration of an approval to fundraise for an organisation or individual will vary and will be stipulated as a condition when granted.

**Exempt organisations**
- an incorporated association based in Tasmania
- a corporation whose principal office is located in Tasmania, or
- an appeal by an organisation to its membership (such as a cricket club or hobby group)

You can download an application for approval to collect charitable donations from the Consumer, Building and Occupational Services website.

**Western Australia** | An organisation intending to fundraise in WA will need to obtain:
- a Charitable Collections Licence through the Charitable Collections Advisory Committee, or
- authority to fundraise on behalf of a holder of an existing licence (the regulator is required under the fundraising laws to consider whether the charitable purpose would be more effectively or economically carried out by an existing licence holder).

An individual must obtain authority to fundraise from an organisation holding an existing licence. While the legislation allows for the granting of a licence to an individual or unincorporated body, licences are generally only granted to incorporated bodies.

From July 2020, licences will be continuous and will no longer have to be renewed every three years. Continuous licences will be issued on the condition that the licensed organisation meets its reporting obligations and complies with the licence requirements.

Any individual or organisation intending to conduct a street collection in the Perth metropolitan area (regardless of whether they hold a licence to fundraise) must have a separate street collections permit. The Street Collections (Regulation) Act 1940 only allows for 50 days to be allocated each year for street appeals, which means that generally only one appeal is allowed for each applicant per year.

Street collections must be held on a Friday, unless otherwise approved by the Minister for Commerce and Industrial Relations. Only three organisations can conduct street appeals on any one day. For more information on street collections see the Government of Western Australia’s webpage on street collections.

**Exempt organisations**
No specific organisations are exempt from the requirement to obtain a licence or authority.

You can download an application for a charitable collections licence form from the Western Australian Government’s website.

**Australian Capital Territory** | An organisation or individual intending to fundraise in the ACT will need to obtain:
- a Charitable Collection Licence, or
- authority to fundraise on behalf of the holder of an existing licence

A licence may be granted for a period of up to five years.

**Exempt organisations and individuals**
## Part 4 checklist

- Is a licence, authority, registration or approval generally required in any of the relevant jurisdictions for our regulated fundraising activities?
- Is our type of organisation exempt from the need to register, get a licence or get approval in any relevant jurisdictions?
- Have we downloaded the relevant jurisdiction guides from Not-for-profit Law's website to help with the application processes?
- Have we considered the local government requirements for the particular locations in which we intend to fundraise?
- Do we have enough lead time to apply for the relevant authorities and licences before we start fundraising?
- Have we noted the lengths of each licence or approval and set reminders for renewals if required?

### State or territory

<table>
<thead>
<tr>
<th>Who needs approval?</th>
</tr>
</thead>
</table>
| • organisations (or individuals) who collect less than $15,000 from ACT residents in a year, or  
• non-government aid organisations accredited with AusAID. |

You can download an application form for a new or amended charitable collection licence from the [ACT Government website](http://act.gov.au).
Part 5

Ongoing obligations while fundraising
Ongoing obligations while fundraising

This section covers:
► general ongoing obligations
► obligations under other laws and standards which may apply to fundraising activities
► state and territory specific ongoing obligations

Fundraisers who conduct regulated fundraising activities must meet certain obligations under fundraising laws.

We have set out the state and territory specific ongoing obligations in the table below.

However, fundraisers also have general ongoing obligations.

**General ongoing obligations**

In general, fundraisers should:

• make sure fundraising campaigns are truthful, make no misrepresentations, and comply with requirements for adding licence or registration numbers to advertising materials, packaging or communications
• make sure any money raised is given to the intended beneficiaries or used for the purpose for which it was obtained
• make sure high standards of governance and risk management are applied to any campaign, including considering whether people involved are suitably qualified and of proper character (you may want to consider screening volunteers and staff, see Not-for-profit Laws’ resources on background checks), and whether appropriate safety measures have been taken to protect people involved
• meet specific requirements for involving children in fundraising (see the table below), and ensure that there is appropriate risk management where children are involved
• make sure all people authorised to collect on your behalf are aware of obligations that apply to the fundraising activities
• provide people participating with an appropriate identification badge, including a unique identifying number (see the table below for further details on the information that is required on identification badges)
• maintain appropriate records of collectors and their identifying numbers
• properly account for funds received through fundraising activities, which may include issuing receipts (especially where donations are received in cash) and putting funds raised into a dedicated bank account
• ensure appropriate safeguards for managing cash donations, including around the collection, storage and emptying of collection tins, boxes and envelopes
• meet reporting requirements for funds raised
• conduct the fundraising activities in accordance with the conditions of the approvals, and
• comply with directions given by relevant fundraising regulators, if written notice is given
In addition to the obligations under fundraising regimes, fundraisers need to make sure that they comply with any other laws and standards, which may apply to their fundraising activities.

**Other laws and standards, which may apply to fundraising activities include:**

**The Australian Consumer Law (ACL)**

- The ACL prohibits misleading or deceptive conduct in ‘trade or commerce’. The ACL prevents fundraisers from making false or misleading representations in relation to the sale of goods and services as part of a fundraising campaign (for example, merchandise or event tickets).
- Generally, if you engage in fundraising activities that involve the supply of goods or services, are a for-profit professional fundraiser, or continually fundraise in an organised or repetitive way, then you will have obligations under the ACL.
- The ACL also imposes requirements in relation to unsolicited consumer agreements entered into as part of a fundraising campaign involving the sale of goods and services. ‘Unsolicited consumer agreements’ involve the supply of goods or services through things like door-to-door sales or telemarketing. Certain unsolicited consumer agreements rights may apply in these scenarios, such as consumers being allowed a cooling off period. Other criteria will also need to be met for these requirements to apply. In general, it’s important to make sure dealings with consumers are fair and respectful, and that their wishes are honoured (for more information, see Not-for-profit law’s Guide to Advertising in Australia).

**The Telecommunications (Telemarketing and Research Calls) Industry Standard**

- The Telecommunications (Telemarketing and Research Calls) Industry Standard, published by the Australian Communications and Media Authority, sets out rules relating to fundraising telemarketing. This includes information to be provided in calls, the timing of calls, caller identification and the termination of calls.
- You can see the full Standard on the Australian Communications and Media Authority’s website.

**Privacy laws**

- Privacy laws (state and federal), set out requirements relevant to the collection, use and disclosure of ‘personal information’ in connection with fundraising activities. For more information, see Not-for-profit Law’s Privacy Guides and Privacy Compliance Manual.

**Local government requirements**

- Local government requirements can relate to when and where you fundraise. Many local governments require fundraisers to apply for permits to door-knock or undertake face-to-face fundraising.
- Fundraisers should contact all relevant local councils to make sure they have the necessary permits in place and understand extra requirements that may apply.

**Work, Health and Safety or Occupational Health and Safety (WHS or OHS) laws**

WHS or OHS laws set out obligations around protecting the health, safety and welfare of employees and other persons who are at, or come into contact with, a ‘workplace’. For more information, see Not-for-profit law’s WHS and OHS Guides.

**Workplace laws**

Workplace laws cover national employment standards and other worker entitlements, set out under the *Fair Work Act 2009* (Cth) and *Independent Contractors Act 2009* (Cth). Child employment and child safety laws in each jurisdiction must also be observed.
Child safety laws

Child safety laws are set out under state and territory based Working With Children Check, child employment, child safety and mandatory reporting schemes.

There are also a range of self-regulatory codes that fundraisers can sign up to that provide further requirements, as well as guidance on conducting fundraising activities properly. For more information on self-regulation, see Not-for-profit Law’s fundraising webpage.

Note

Organisations often engage third party commercial fundraisers to raise funds on their behalf.

While this guide doesn’t cover third party fundraisers, the ACNC has published a guide, ‘Working with fundraising agencies’, to help charities identify and manage key issues associated with these arrangements. The guide is a useful resource for any not-for-profit organisation engaging third parties to assist with their fundraising.

Table of ongoing obligations under different fundraising regimes

Caution

The information in this table is not exhaustive, and serves as a guide only.

Fundraisers should look at detailed information in Not-for-profit Law’s fundraising guides for each state and territory.

<table>
<thead>
<tr>
<th>State or territory</th>
<th>Ongoing obligations while fundraising</th>
</tr>
</thead>
<tbody>
<tr>
<td>New South Wales</td>
<td>Specific obligations exist in relation to:</td>
</tr>
<tr>
<td></td>
<td>• direct marketing such as by phone, email, internet or mail, requires that certain information be provided on request</td>
</tr>
<tr>
<td></td>
<td>• supplying goods and services</td>
</tr>
<tr>
<td></td>
<td>• face-to-face appeals (collectors must wear consecutively numbered identification badges with their name, the name and phone number of the authorised fundraiser, include the words ‘paid collector’ if applicable, and the issue and expiry date for the appeal)</td>
</tr>
<tr>
<td></td>
<td>• children participating in fundraising appeals (the minimum age is eight years for volunteering, 13 years for paid work, and 14 years and nine months for door-to-door appeals)</td>
</tr>
<tr>
<td></td>
<td>• using collection boxes, bins or bags (they must be securely constructed, sealed, consecutively numbered and labelled with the name of the authorised fundraiser, and the authorised fundraiser must ensure the use and emptying is properly supervised and controlled)</td>
</tr>
<tr>
<td></td>
<td>• advertisements, notices and information (certain details must be included on communication about fundraising and products being sold, such as the authority number and address of the fundraiser – these details are usually included as conditions attached to a fundraising authority)</td>
</tr>
<tr>
<td></td>
<td>• soliciting from motor vehicles (a fundraising appeal must not be conducted by soliciting from people in motor vehicles)</td>
</tr>
</tbody>
</table>
### Ongoing obligations while fundraising

- when seeking donations of money only (rather than fundraising through a sale of goods and services) you must take all reasonable steps to ensure that total expenses are not more than 50% of the gross proceeds.

#### Victoria

Specific obligations exist in relation to:
- face-to-face collections (collectors in public places must wear clearly visible identification badges with their name, name of the organisation or person conducting the appeal, sequential identification numbers where soliciting from motor vehicles and must state whether they are paid or a volunteer)
- using collection tins or other receptacles (they must be secure, sealed, clearly labelled and consecutively numbered, and the authorised fundraiser must ensure the use and emptying is properly supervised and controlled)

If, once registered, it’s estimated that less than 50% of fundraising proceeds will be distributed to beneficiaries, a public disclosure condition may apply to fundraising activities. The registered fundraiser must tell prospective donors, either in person or in writing and clearly label all products offered for sale with the same message (for example, ‘the fundraiser estimates that 40% of funds donated to the fundraiser will be distributed to beneficiaries’).

#### South Australia

All individuals and organisations (including charities registered with the ACNC that are deemed to hold a Licence) must comply with the Charities Code of Practice when collecting for charitable purposes in SA.

Specific obligations exist in relation to:
- face-to-face collections (collectors must wear clearly visible identification badges with their name or a unique identifier, the name of the authorised fundraiser and collector where applicable, the telephone number or website of the authorised charity and must state whether the collector is paid or a volunteer. Collections must only take place between 9am and 6pm on weekdays, 9am and 5pm on Saturdays, 11am and 5pm on Sundays and public holidays)
- telephone collections (collectors must state their name, or unique identifier, the name of the authorised fundraiser and collection agent where applicable and whether they are paid or a volunteer, the collection must not take place on Sundays or public holidays, before 9am or after 8pm on weekdays or before 9am and after 5pm on Saturdays
- using attended collection boxes (must be marked, in a reasonably prominent position, with the name and contact details of the authorised fundraiser)
- using unattended collection boxes (must be marked in a reasonably prominent position with the phone number and address of authorised fundraiser and if a return has been submitted, the website where the income and expenditure statement for the can be viewed)
- conducting entertainment, selling or attempting to sell tickets for entertainment or advertising entertainment (tickets must contain licensee information and disclosure of amounts paid to entertainers, on request)
- promoting collection activities by authorised fundraisers or collection agents (websites must display promotional material, internet advertising must include the authorised fundraiser’s or collection agent’s name and contact details and the purpose for which the funds are being collected, radio and television advertising must include the authorised fundraiser’s or collection agent’s name and contact details and the purpose for which the funds are being collected)

#### Queensland

Specific obligations exist in relation to:
- door-to-door and street collections (collectors must wear a armband or badge signed by the collector, must only take place on assigned days and between 9am and 5pm, a record of each collector must be kept and a written itinerary provided for each paid collector and lodged with the regulator 14 days before collections, collectors must not take part in a ‘hijack’ collection, or wear a mask or use a toy firearm while collecting.
<table>
<thead>
<tr>
<th>State or territory</th>
<th>Ongoing obligations while fundraising</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>Collectors must not unreasonably annoy or intimidate or stay in a residence or place of employment if asked to leave)</td>
</tr>
<tr>
<td></td>
<td>- collections boxes (they must be securely constructed, sealed, clearly labelled with an identification number and the name of the association conducting the appeal, the seal can only be broken and the contents counted by a person authorised by the association's governing body)</td>
</tr>
<tr>
<td></td>
<td>- unattended collection boxes left at place of residence or employment (they must be collected or emptied and counted at least once a month)</td>
</tr>
<tr>
<td></td>
<td>- envelope collections (the seal can only be broken and the contents counted by a person authorised by the association's governing body)</td>
</tr>
<tr>
<td></td>
<td>- selling devices door to door or through street collections where an authorised fundraiser has applied for an exclusive right to distribute a particular device (a register of devices must be kept. For door-to-door and street sales, a price tag must be on the devices)</td>
</tr>
<tr>
<td></td>
<td>- advertising (an advertisement about an appeal must state the name and address of the promoter of the appeal and the charity or association conducting the appeal and must be approved by the regulator before distributed)</td>
</tr>
<tr>
<td></td>
<td>- children participating in collections (a child under 15 must have written consent from a parent or guardian and be accompanied by an adult).</td>
</tr>
<tr>
<td>Tasmania</td>
<td>Specific obligations exist in relation to:</td>
</tr>
<tr>
<td></td>
<td>- street collections (collectors must wear an identity card showing their name, the name of the approved fundraiser and the location of its principal office and obtain the permission of the Tasmania Police to collect donations on a public street)</td>
</tr>
<tr>
<td></td>
<td>- door-knocking (collectors must wear an identity card with their name, the name of the approved fundraiser and the location of its principal office, and the purpose of the donation. They can collect on any day only between 9am and 8pm, between 1 November and 31 January, 9am and 7pm between 1 February and 30 April, 9am and 5pm 1 May and 31 August, and 9am and 7pm between 1 September and 31 October)</td>
</tr>
<tr>
<td></td>
<td>- telephone appeals (callers must only take place between 9am and 8pm. The caller must state their name, the name of the approved fundraiser and the location of its principal office)</td>
</tr>
<tr>
<td></td>
<td>- written, electronic media or advertisements (they must include a statement specifying the purpose for collecting donations, the name of the approved fundraiser, the location of its principal office and contact number)</td>
</tr>
<tr>
<td></td>
<td>- children taking part in collections (those aged under 12 must be under the immediate control of an adult; those aged between 12 to 15 must be under adult supervision)</td>
</tr>
<tr>
<td>Western Australia</td>
<td>Specific obligations exist in relation to:</td>
</tr>
<tr>
<td></td>
<td>- street collections (a separate street appeal permit is required, collections can only take place on an allocated Friday between 7am and 9pm unless otherwise approved, and collectors must wear numbered identification badges with their name, the name of the authorised fundraiser and the period of time the fundraiser has authority to collect)</td>
</tr>
<tr>
<td></td>
<td>- door-knocking (collectors must wear numbered identification badges with their name, the name of the authorised fundraiser and the period of time the fundraiser has authority to collect. They can collect from Monday to Saturday, between 9am and 6pm, but not on Sundays or public holidays, unless otherwise approved)</td>
</tr>
<tr>
<td></td>
<td>- telephone appeals (collectors must state their name and the name of the authorised fundraiser. They can only take place Monday to Saturday between 9am and 8pm; but not on Sundays or public holidays, unless otherwise approved)</td>
</tr>
<tr>
<td></td>
<td>- collection boxes (they must be secure, sealed, consecutively numbered, prominently display the name of authorised fundraiser, date of collection, must not be fixed to a pole or otherwise designed to be held beyond the reach of the collector. A register of boxes and their corresponding collector must be kept)</td>
</tr>
<tr>
<td>State or territory</td>
<td>Ongoing obligations while fundraising</td>
</tr>
<tr>
<td>--------------------</td>
<td>---------------------------------------</td>
</tr>
<tr>
<td></td>
<td>• children taking part in collections (those under the age of 16 are not allowed to collect unless otherwise approved). A licenced organisation or individual may choose to comply with a Voluntary Code of Practice for public fundraising, which sets out a set of principles and guidelines.</td>
</tr>
<tr>
<td>Australian Capital Territory</td>
<td>Specific obligations exist in relation to:</td>
</tr>
<tr>
<td></td>
<td>• street collections and door-knocking (collectors must wear an identification or a tag with their surname or unique number given to the collector by the authorised fundraiser, the fundraiser’s name or logo and contact number, the purpose of the collection and how and where the proceeds will be spent, and notification that the person is a ‘paid collector’ if applicable)</td>
</tr>
<tr>
<td></td>
<td>• telephone appeals (collectors must state the purpose of the collection, how and where the proceeds will be spent, the authorised fundraiser’s name and contact number, and notification that the person is a ‘paid collector’ if applicable)</td>
</tr>
<tr>
<td></td>
<td>• written and website collections (must state the purpose of the collection, how and where the proceeds of the collection will be spent, the fundraiser’s name and contact number, and notification that the person is a ‘paid collector’ if applicable)</td>
</tr>
<tr>
<td></td>
<td>• collection bins (they must show the authorised fundraiser’s name and contact number and the purpose of collection)</td>
</tr>
<tr>
<td></td>
<td>• children taking part in a collection – there are extensive requirements set out in the Regulations (for example, children cannot take part before 6am or sunrise, whichever is later, or after 7pm or sunset, whichever is earlier, unless with an adult, they can do no more than 3 hours a day, and require direct supervision (aged under 6) or adequate supervision (aged over 6))</td>
</tr>
</tbody>
</table>

**Part 5 checklist**

- Are we prepared and ready to comply with obligations under the relevant fundraising regimes in relation to our fundraising activities?
- Are we conducting any types of fundraising that have additional requirements, such as door-knocking, and do we understand those additional requirements?
- Have we considered other laws that apply to our fundraising activities, such as the Australian Consumer Law, and are or will we be complying with these laws as well?
Part 6
Financial and reporting obligations
Financial and reporting obligations

This section covers:
► general reporting requirements
► financial and reporting obligations under different fundraising regimes
► what can you do with funds raised?

The state and territory fundraising regimes have different reporting requirements.

Fundraising reporting is generally required in addition to any reporting to regulators of an organisation’s incorporation or, if registered as a charity, to the ACNC. Unfortunately, meeting the fundraising reporting obligations can be a significant burden, especially when fundraising is occurring across multiple jurisdictions.

The following guidance can help fundraisers comply with these reporting requirements. However, you will need to carefully look at the detailed requirements of each relevant regime.

In general you must:
• keep accurate records of fundraising, including keeping records of the campaign to which funds received relate to if your organisation is running multiple campaigns, and complying with relevant accounting standards for simplified auditing of the accounts
• keep funds raised separate and safeguarded from other personal or organisational funds
• make a calendar of jurisdiction-specific reporting dates for your fundraising activities, as they may be different in each jurisdiction. There are some regulators, such as, Consumer Affairs Victoria, which may be open to discussing the harmonisation of these reporting dates so as to require the preparation of a single set of fundraising reports
• check whether extra reporting requirements above and beyond general requirements set out in the fundraising regimes have been included in conditions attached to fundraising approvals, and
• remember that in some jurisdictions fundraisers need to notify regulators if certain things change, such as key contact people for fundraising, or the registered address of the fundraiser.

Note
The meaning of ‘audit’ and ‘auditor’ is different under each fundraising regime.

In general, auditors must be ‘independent’, which means that they cannot be involved with the organisation (for example, sit on the committee or board), and can’t have been involved in the preparation of the accounts and records that will be audited.
### Table of financial and reporting obligations under different fundraising regimes

<table>
<thead>
<tr>
<th>State or territory</th>
<th>Financial and reporting obligations</th>
</tr>
</thead>
</table>
| **New South Wales** | All funds raised by a fundraiser must be deposited immediately into a separate bank account that is exclusively for money received in the course of fundraising appeals immediately upon receipt.

Licence holders must submit annual financial accounts (reports), which include an income statement and balance sheet. If certain thresholds are met, additional requirements apply:

- if the gross income from any fundraising appeals is more than $100,000 in a financial year, information must accompany the income statement (accounting principles and methods adopted in the preparation of the statement), or
- if the gross income from any fundraising appeals is more than $250,000 in a financial year, audited financial reports must be prepared by an independent auditor and submitted to NSW Fair Trading. |
| **Victoria**        | All funds must be deposited into a separate bank account that is used exclusively for money received in the course of fundraising appeals, in either the name of the beneficiary of the funds or a bank account with a name that indicates it contains fundraising proceeds. Any registered fundraisers must submit an annual financial return in order to continue fundraising. The relevant form is emailed directly to the organisation each year. Details to be included in the annual return can be found in the blank annual fundraiser return on the regulator's Consumer Affairs Victoria's website. |
| **South Australia** | The holder of a Licence must keep proper records and submit a copy of audited accounts for the last financial year. Licence holders must also submit a ‘fundraising income and expenditure statement’, at the time stated on the Licence. This statement will be publicly available on the Consumer and Business Services website.

If your organisation is a registered charity with the ACNC, has been deemed to hold a Licence and has complied with its ACNC reporting requirements, it will not be required to comply with the above reporting requirements.

Note that there may be exemptions from audit requirements for individuals who fundraise. It is best to speak to CBS to confirm what is required of individual fundraisers. |
| **Queensland**      | All funds collected must be deposited, as soon as practicable following receipt, into a separate bank account in the name of the registered charity or sanctioned association.

For registered charities and organisational holders of sanctions a financial report must be lodged with QLD Fair Trading within seven months of the end of the organisation’s financial year.

For sanctioned one-off appeals, an audited statement of receipts and payments in relation to the appeal and written confirmation from the beneficiary that they have received the donation, must be lodged with QLD Fair Trading within one month of the end of an appeal.

The audited reports must be completed by a person with appropriate qualifications. |

---

**Tip**

Where an obligation seems overly onerous, it’s worth speaking to the relevant regulators to ask whether the requirements can be waived in your circumstances. In particular, regulators may be open to a discussion with you if you have to meet conflicting requirements in different jurisdictions for the same campaign, or if your campaign is small and low-risk, and requirements seem overly onerous.
<table>
<thead>
<tr>
<th>State or territory</th>
<th>Financial and reporting obligations</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Tasmania</strong></td>
<td>There are no standard reporting requirements. However, the regulator (Consumer Affairs and Fair Trading) may compel an organisation to report in certain circumstances and may attach certain reporting conditions to an approval of a fundraiser. For example, the regulator has indicated that: • for organisations based outside of Tasmania, there are no annual reporting requirements, but the conditions attached to the fundraising approval may require that they provide details of all donations received • for unincorporated associations in Tasmania and individuals, the regulator will require a financial statement to be lodged annually detailing donations received</td>
</tr>
<tr>
<td><strong>Western Australia</strong></td>
<td>All funds must be deposited into a separate bank account that is used exclusively for money received in the course of fundraising appeals within seven days of receipt. All licensed organisations are required to submit annual financial returns to Consumer Protection within six months of the end of each financial year. From July 2020, small charities (annual revenue of less than $250,000) no longer have to provide an audited financial report. Medium-sized charities (annual revenue of at least $250,000 but less than $1 million) must provide a reviewed or audited financial report, and large charities (annual revenue of $1 million or more) must provide an audited financial report. If your organisation is a registered charity with the ACNC and has complied with its ACNC reporting requirements, from July 2020 it will not be required to comply with the above reporting requirements.</td>
</tr>
<tr>
<td><strong>Australian Capital Territory</strong></td>
<td>All funds must be deposited into a separate bank account that is used exclusively for money received in the course of fundraising appeals within five days of receipt. The account must be operated with the signature of 2 people. A licence holder must provide a financial report to the Director General in relation to all collections under the Licence as follows: • for a licence less than 12 months the report must be given within 120 days of Licence expiry date • for a licence for more than 12 months the report must be given within 120 days after the end of each 12-month period and within 120 days of the Licence expiry date The financial report provided to the Director General must be audited if the fundraising income within the relevant 12 month period exceeds $50,000.</td>
</tr>
</tbody>
</table>

**Part 6 checklist**

- Do we understand what kinds of reporting we need to provide to which regulators, and when we need to do so? Have we set up reminders around when reports are due?
- Have we set up systems and records management so that we will be able to report in the ways required?
- Do we need an auditor under any of the relevant jurisdictions?

**What can you do with funds raised?**

If you have successfully raised funds through fundraising activities, keep in mind the following restrictions on what you can do with those funds:

If you have said in your fundraising that you will put funds raised to a particular use or purpose, then you should follow through on this representation.
If you can’t do so (for example, the charity that you raised funds for no longer exists), you should contact the relevant regulators who will advise what to do with the funds. This will often be to provide the funds to charities or beneficiaries similar to those that you originally raised the funds for.

‘Non-distribution’ rules apply to charities and not-for-profits

This means that funds can’t be distributed outside of an organisation unless that distribution is in the furtherance of the purpose or mission of the organisation.

Funds raised through fundraising activities can be used to cover the expenses of running a fundraising campaign or the organisation itself. However, payments of unreasonably large amounts to third parties, like landlords or providers or fundraising services, may be characterised as contravening non-distribution rules. This is particularly the case where there is a relationship between those approving the payment and the recipient.

The payment of unreasonably large amounts to third parties may also amount to a breach of directors’ duties to exercise care, skill and diligence, and if they are known to the director, could also give rise to a conflict of interest.

Related resources

For more information on directors’ duties visit Not-for-profit Law’s governance webpage.

For further information on managing conflicts of interest, read the ACNC’s guide for charity board members.
Resources

Not-for-profit Law resources

The Not-for-profit Law website contains many fact sheets on different topics. The following topics contain further relevant information:

► **Fundraising**
  This page contains Not-for-profit Law’s detailed fundraising guides for each state and territory and further information on gifts, wills and bequests, raffles and minor gaming, and trade promotions

► **Fundraising Policy**
  Not-for-profit Law is part of a coalition of organisations advocating for reform and harmonisation of fundraising laws across Australia to reduce complexity for charities and not-for-profits. You can read more about the #fixfundraising campaign here.

► **Grant funding**
  The Grants and government funding page provides detail on another common source of funding for not-for-profits

► **New funding approaches**
  The New funding and financial models page offers information on new approaches to fundraising including social impact bonds and microfinancing.

► **Events**
  The Events page features useful resources on the legal issues to consider when holding an event.

► **Communications and advertising**
  The Communications and advertising page covers laws that apply to public and private communications including the Australian Consumer Law.

► **Insurance and risk**
  The Insurance and risk page features resources on insurance, background checks, negligence, and occupational health and safety.

► **The people involved**
  The people involved page offers important information on legal issues relating to clients, employees, recruitment, members and volunteers.

► **Deductible gift recipient endorsement**
  The DGR endorsement page explains the different categories for endorsements, the application process, and issues that arise in maintaining DGR endorsement

► **Privacy**
  This page explains why it is best practice to assume that all privacy laws will apply to your not-for-profit group.

► **Registering as a charity**
  The Charity page features an Introduction to Charities Law fact sheet.
Australian Charities and Not-for-profits Commission (ACNC)

► ACNC
► ACNC governance standards
  Charities registered with the ACNC must meet Governance Standards to be registered and remain registered.
► ACNC - Charities and fundraising

State and territory regulators

► NSW Fair Trading
► Consumer Affairs Victoria
► Consumer and Business Services South Australia
► Queensland Office of Fair Trading
► Tasmanian Office of Consumer Affairs and Fair Trading
► Western Australia Department of Mines, Industry Regulation and Safety, Consumer Protection Division
► Access Canberra

Fundraising registers and lists

You can search the following registers and lists for fundraising organisations in each state and territory.

► NSW register of organisations authorised to fundraise
► Victoria register of fundraisers
► South Australia list of current, expired and revoked charity licences
► Queensland register of authorised fundraisers
► Tasmania list of approved charities
► Western Australia list of licensed charities
► Western Australia street collections roster
► ACT public register search

Legislation

► The Australian Consumer Law (Schedule 2 to the Competition and Consumer Act 2010 (Cth))
► Corporations Act 2001 (Cth)
► Charities Act 2013 (Cth)
► Charitable Fundraising Act 1991 (NSW)
► Charitable Fundraising Regulation 2015 (NSW)
► Fundraising Act 1998 (Vic)
► Fundraising Regulations 2009 (Vic)
► Collections for Charitable Purposes Act 1939 (SA)
► Collections Act 1966 (QLD)
► Collections Regulation 2008 (QLD)
➤ *Collections for Charities Act 2001 (Tas)*
➤ *Collections for Charities Regulations 2011 (Tas)*
➤ *Charitable Collections Act 1946 (WA)*
➤ *Charitable Collections Regulations 1947 (WA)*
➤ *Street Collections (Regulation) Act 1940 (WA)*
➤ *Street Collections Regulations 1999 (WA)*
➤ *Charitable Collections Act 2003 (ACT)*
➤ *Charitable Collections Regulation 2003 (ACT)*

**Other related resources**

➤ The Telemarketing Standard
➤ ACFID code of conduct
➤ Fundraising Institute of Australia
➤ Public Fundraising Regulatory Association
➤ Australian Taxation Office – Gifts and Fundraising