

# POLICY

## LAWS & ENFORCEMENT - Fundraising in the Main Streets of Towns

Date adopted by Council	14 December 2020
Minute number	H.12.4
Endorsed by	Senior Management Group
CM Ref	CD-208/20
Due for review	November 2024
Related documents	INT-34002/16
Responsible officer	Compliance Officer
Department/Section	Environmental & Community Services
Category	Regulatory Compliance
Community Strategic Plan goal	<b>Goal 4</b> Plan for a sustainable future
	<b>CS14</b> Provide efficient and effective advisory, assessment and regulatory services focused on being Customer 'friendly', responsive and environmentally responsible.



## Policy Statement

The Director may approve applications for fundraising in main streets of towns, on the following basis:

- The fundraising is undertaken by a local organisation, for the benefit of the local community.
- The fundraising organisation has made written application and provided relevant documents.
- Only one fundraising organisation may raise funds at any one time in each town.
- Fundraising by any organisation occurs on no more than ten (10) occasions in any one calendar year, with a maximum of three (3) consecutive dates. Each occasion may be for the maximum period of 7.30 am to 4.00 pm.
- Fundraising includes the sale of raffle tickets, tickets to cultural/arts events, "cake and jam stalls", and coin lines.

## Objective

To provide a Policy that is fair to:

- Community organisations that fundraise;
- Business houses in the main streets of towns in the shire; and
- Members of the community.

To provide guidelines and a procedure for fundraising organisations to obtain approval from Council to carry out activities including but not limited to:

- Conduct coin lines and "cake and jam stalls".
- Sell raffle and other tickets.
- Conduct wheelbarrow raffles.

## Scope

This policy applies to Council staff, community groups, charities and members of the public planning to undertake fundraising activities in the main streets of towns.

## Definitions

All terms used in this policy have the standard dictionary definition.

## Policy Details

The Fundraising Organisation Will:

- Submit an "Application to Fundraise in the Main Street" to the Director, at least seven (7) days prior to the event.
- In relation to the sale of raffle and other tickets to cultural/arts events, and similar:



- Each fundraising organisation is to provide its own table and chairs;
- Locate the tables and chairs on the footpath adjacent to the wall and not cause undue obstruction to pedestrians on the footpath or patrons entering premises; and
- Agree not to park any personal vehicles and/or trailers, caravan's other promotional vehicles associated with the fundraising in the main street in the vicinity of the fundraising activity.
- In relation to wheelbarrow raffles and similar, agree not to be stationary for any period of time at any one location.
- In relation to wheelbarrow raffles, coin lines and similar, ensure that no obstructions are caused to pedestrians on the footpath or restrict access into any premises in the main street.
- Clearly display the "Application to Fundraise in the Main Street", as approved by the General Manager, to members of the community.
- That any COVID-19 requirements be met at the time of the event. These requirements can be found on the NSW Health website [www.health.nsw.gov.au](http://www.health.nsw.gov.au)

### **Locations**

In Aberdeen and Merriwa, there are no specified locations.

In Murrurundi, fundraising activities will rotate around the following three locations:

- Between 59 – 63 Mayne St
- In front of 60 Mayne St
- In front of 57 Mayne St

In Scone, fundraising activities will rotate around the following three locations:

- Between 185 – 187 Kelly St
- In front of and at the southern end of 223 Kelly St
- In front of 211 Kelly St

## **Responsibilities**

### **Director**

The Director Environmental & Community Services will be responsible for the implementation of this policy and making recommendations to the General Manager to review and update the policy as necessary.

### **Manager**

The Manager Planning Building and Regulatory will ensure that staff and community groups adhere to the policy and will be responsible for investigating and responding to breaches of the policy as necessary.

### **All Staff**

All staff will adhere to this policy, in particular staff that are responsible for the assessment and approval of applications for fundraising in the main streets of towns.



## References and Related Legislation

- Application to Fundraise in the Main Street – Booking Form
- TRIM: INT-34002/16

## Version History

Version No.	Date	Reason for Review
1	November 2016	Policy INT-34002/16 replaces policy that of the same title dated 2/9/2013 (INT-8791/13)
2	November 2020	Policy Review