



# CHARITABLE COLLECTIONS ON COUNCIL CONTROLLED LANDS POLICY

Adopted: 27 July 2016

TRIM: 103019.2016



## CHARITABLE COLLECTIONS ON COUNCIL CONTROLLED LANDS POLICY

### 1. LEGISLATIVE REQUIREMENTS

*Charitable Fundraising Act 1991*

*Local Government Act 1993*

### 2. PURPOSE/ OBJECTIVES

2.1 This policy seeks to:

- a) Regulate, in accordance with guidelines published by the NSW Office of Liquor, Gaming and Racing (OLGR), the activities of those persons collecting on behalf of a registered charitable organisation on Council controlled lands within the Liverpool local government area;
- b) To facilitate charitable collections and promotions in the Liverpool LGA on public property in a way that supports organisations but at the same time minimises disruption to residents and businesses.
- c) To provide reasonable access to public property under the control of Council for the purpose of charitable collections.

### 3. DEFINITIONS

**Applicant:** an organisation applying to carry out charitable fundraising in a public place within the Liverpool local government area

**Charitable Collection:** the soliciting or receiving of any money, property or other benefit from the public constitutes where a representation is made (even if implied) that the appeal is for a charitable purpose or for the support of an organisation having a charitable object

**Council:** Liverpool City Council

**LGA:** Local government area

### 4. POLICY STATEMENT

4.1 Collection activities can only be undertaken within locations managed by Council after an applicant completes the required application form and obtains a permit.

4.2 Collections must only take place in the location and at the times specified in a permit issued by Council. Roaming collectors are not permitted outside an approved location.

4.3 Persons making the collection must not impede the flow of pedestrians. Pedestrian access must be maintained at all times.

4.4 Persons making the collection must not harass pedestrians or businesses with repeated requests for donations.

## CHARITABLE COLLECTIONS ON COUNCIL CONTROLLED LANDS POLICY

4.5 Collections are limited to three days per week for each charity group. The maximum number of collectors per charity group is not to exceed four persons, unless authorised by Council for special occasions.

**Note:** Annual major fundraising activities by major charities are exempt from this provision but are subject to lodgement of applications to Council.

4.6 A card table 1m x 1m may be permitted at some locations. Details of the table must be supplied in the application. No props, equipment, stages, backdrops, stalls or marquees are to be used.

4.7 The use of "A" frame signs, banners, microphones, loudspeakers, recorded music or any other form amplified sound is prohibited.

4.8 All charities must provide a copy of their certificate of currency (public Liability Insurance) with their permit application and ensure that it includes the:

- a) Name of the insured;
- b) Duration of cover;
- c) Amount insured (minimum \$20 million);
- d) Name and details of the insurer;
- e) Policy number.

The applicant's name must correspond with the name of the insured.

4.9 This policy does not allow the distribution of leaflets, promotional samples (including food), the selling of raffle tickets or lucky number competitions.

### 5. Responsibility/ accountability

5.1 Liverpool Service Alliance (Customer Services) is responsible for processing applications for charitable fundraising.

5.2 Council's Community Standards Unit is responsible for monitoring compliance in relation to this policy.

5.3 Council reserves the right to cancel a permit if an applicant fails to adhere to the permit conditions or its representatives cause a nuisance, actively offensively or endanger public safety.

5.4 Council will only approve permits for registered charities.

5.5 Only one charitable organisation is permitted in any shopping centre within the Liverpool LGA at any one time.

5.6 Charitable organisation representative(s) undertaking fundraising activities must:

- a) Carry a valid permit at all times;
- b) Clearly display registered charity organisation identification at all times;

## **CHARITABLE COLLECTIONS ON COUNCIL CONTROLLED LANDS POLICY**

- c) Obey any reasonable instructions issued by a member of the NSW Police or an authorised Council officer;
- d) Be responsible for any damage caused to the public place as a result of their fundraising activities and reimburse Council for the reasonable cost of any necessary repairs.

**CHARITABLE COLLECTIONS ON COUNCIL CONTROLLED LANDS POLICY**

**AUTHORISED BY**

Council (Chief Executive Officer)

**EFFECTIVE FROM**

27 July 2016

**DEPARTMENT RESPONSIBLE**

Planning and Growth (Community Standards)

**REVIEW DATE**

27 July 2018

**VERSIONS**

<b>Version</b>	<b>Amended by</b>	<b>Changes made</b>	<b>Date</b>	<b>TRIM Number</b>
1.	Adopted by Council	Not applicable	27 July 2016	103019.2016

**THIS POLICY HAS BEEN DEVELOPED IN CONSULTATION WITH**

Corporate Services (Governance and Legal Services)  
Economic Development

**ATTACHMENTS**

Charitable Fundraising Permit

**REFERENCES**

Ashfield Council: Charitable Collections Policy

Burwood Council: Promotions and Charitable Collections within the Burwood Local Government Area Policy

North Sydney Council: Charitable Collections Policy