



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

Adopted: 27 July 2022

TRIM: 157421.2022

## 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 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 in Macquarie Street Mall Liverpool other locations in Liverpool LGA are subject to Events Approving Officer discretion. An applicant must complete the required 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 always maintained.
- 4.4 Persons making the collection must not harass pedestrians or businesses with repeated requests for donations.
- 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 lodgment 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 Community and Culture (Events Department) is responsible for processing applications for charitable fundraising.

5.2 Council's Community Standards Department 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 Macquarie Street Mall Liverpool at any one time.

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

- a) Always carry a valid permit.
- b) Clearly always display registered charity organisation identification.
- 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 because of their fundraising activities and reimburse Council for the reasonable cost of any necessary repairs.

### **AUTHORISED BY**

Acting Chief Executive Officer

### **EFFECTIVE FROM**

This date is the date the policy was approved by Councillors.

**DEPARTMENT RESPONSIBLE**

Community and Culture (Events Approval Officer and Strategic Events Lead)

**REVIEW DATE**

This date will be 4 years after the Councillors has endorsed it.

**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
2	Adopted by Council	Not applicable	27 July 2022	157421.2022

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

Corporate Services (Governance and Legal Services)

Community and Culture (Events Approval Officer and Strategic Events Lead)

**ATTACHMENTS**

Charitable fundraising application

**REFERENCES**

Inner West Council: Charitable Collections Policy