



Policy Owner: Director Corporate Services

Direction: 5. Our Civic Leadership

1. STATEMENT OF INTENT

- 1.1 The intent of this Policy is to regulate, through adherence to the 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 within the North Sydney local government area.
- 1.2 Specifically, it is intended that this Policy will ensure that legitimate charitable organisations are able to collect in the local government area without competing with other collectors and without impeding the flow of pedestrians.
- 1.3 The number of charitable organisations able to collect is limited to a maximum of two groups on any one day, in each of the following business districts:
 - North Sydney
 - Crows Nest
 - Neutral Bay
 - St Leonards
 - Cammeray
 - Milsons Point Railway Station
 - Kirribilli

2. ELIGIBILITY

- 2.1 This Policy applies to organisations holding an “Authority to Fundraise” from the OLGR.
- 2.2 The applicant must provide a copy of their Certificate of Currency (Public Liability Insurance).

3. DEFINITIONS

- 3.1 Applicant - is an organisation applying to carry out Charitable Collections within the North Sydney local government area.
- 3.2 Charitable Collections - is the soliciting or receiving of any money, property or other benefit from the public constitutes a fundraising appeal if a representation is made (this may be implied) that the appeal is for a charitable purpose or for the support of an organisation having a charitable object.

4. PROVISIONS

- 4.1 Collection activities can only be undertaken after completing the required application form and obtaining a permit.
- 4.2 Collection shall only be conducted in the area and at the times specified in the approval. Permits are only valid for the area stated in the approval - roaming the streets is not permitted.
- 4.3 If the collection includes access to private property, the owner's consent must be obtained prior to the collection.
- 4.4 Persons making the collection must not impede the flow of pedestrians - pedestrian access must be maintained at all times.
- 4.5 Persons making the collection must not harass pedestrians with repeated request for donations.
- 4.6 Collections are limited to three days per week for each charity group. Maximum number of collectors per charity group not to exceed six, unless authorised by Council for special occasions.

Note: Annual major fundraising activities by Legacy, Salvation Army, Cancer Council and Red Cross and other major charities are exempt from this provision but are subject to lodgement of applications.

- 4.7 A card table 1m x 1m is 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. Amplification is prohibited.
- 4.8 All Charities must provide details of their Certificate of Currency (Public Liability Insurance) with each application and ensure the following information is include:
 - 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; and
 - f) North Sydney Council as an "Interested Party".

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

- 4.9 The 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 Council's Customer Service Department (Bookings Section) is responsible for processing applications for Charitable Collections.
- 5.2 Council's Ranger and Parking Services Department is responsible for monitoring compliance.

6. RELATED POLICIES/DOCUMENTS/LEGISLATION

The Policy should be read in conjunction with the following Council policies and documents:

- Fees and Charges Schedule

The Policy should be read in conjunction with the following documents/legislation:

- Local Government Act 1993
- Charitable Fundraising Act 1991

Version	Date Approved	Approved by	Resolution No.	Review Date
1	16 February 2009	Council	61	2012/13
2	18 February 2013	Council	61	2016/17
3	25 June 2018	Council	214	2020/21