

Fundraising & Charity Collection

Guidelines



**CITY OF
PARRAMATTA**

Council supports the work and activities of local registered charities and registered not-for-profit organisations promoting their cause in the public domain where it does not disturb or detract from the community's daily life.



OVERVIEW



City of Parramatta seeks to promote a vibrant and activated street culture.

Council recognises that there is high demand for fundraising activities in the public domain. Faced with such demand however commuters, shoppers, residents and visitors - all people of good will - can find interruptions by those canvassing for funds potentially intrusive. Any activity held in the public domain must comply with Council's guiding principles to ensure it is consistent with the City's vision.

Council will endeavor to create certainty for both charities and the wider community. Permission to undertake a fundraising activity will depend on the specific details of the planned activity, its duration, frequency, and the location proposed.

PURPOSE OF THIS GUIDE

This Guide has been created to encourage and manage high quality street activity including charity collections that can complement existing community, retail and commercial activities, and balance the needs of local residents and the public.

It also seeks to maintain and enhance the character, heritage, ambience and safety of the public domain, enriching both the community and visitor experience.

OBJECTIVES

- Provide effective management of the public domain across Parramatta's CBD and in the surrounding local centres.
- Support the interests of charities and not-for-profit organisations based within and serving the needs of the Council area.
- Ensure fundraising and charity collection is well managed, in terms of frequency, duration and regularity and any nuisance impact on the community is reduced.

WHERE DOES THIS GUIDE APPLY?

This Guide applies to any public space across the Parramatta Local Government Area, including but not limited to public streets, footpaths, laneways, malls, squares, plazas and car parks.

This Guide does not apply to parks or reserves located across the Parramatta Local Government Area.

DEFINITIONS

'Fundraising' is the process of requesting cash donations, direct debit arrangements or pledges from individuals, groups, or businesses. It includes the selling of promotional items, toys, second hand or new goods, food, clothing etc. with the stated or declared intention of supporting a charity.

'Collector' is a person or team of persons seeking donations in the public domain, and may be a paid employee of a registered charity, a company representative on behalf of a charity, a private individual working under contract with the registered charity, or a volunteer.

HOW TO APPLY

- Visit cityofparramatta.nsw.gov.au/street-activity and see the User Guides, Application Forms, Terms and Conditions and other important information for an application form, a list of terms and conditions and other important information.
- Complete the fundraising and charity collection application form.
- The application form must be received at least three weeks prior to the proposed date.
- Allow two weeks for an assessment of application.
- Approvals and other correspondence will be issued via email. In the event of an unsuccessful application Council may, at its discretion, provide feedback to assist future submissions.



PERMIT AND FEES

Determined by the nature of the activity any permit issued will allow for a continuous three or six hour period and the use of the nominated location in the public domain.

Current fees for Fundraising and Charity can be found at cityofparramatta.nsw.gov.au/street-activity and follow the link to Fees and Charges.

Please note that these fees may be adjusted according to Council's Schedule of Fees and Charges.

INSURANCE

All fundraising and charity collection applications should provide evidence of current public liability insurance with a minimum cover of \$10,000,000.

City of Parramatta must be named as an additional third party insured under the policy for its respective rights and interests.

PRINCIPLES

Council's decision to approve a permit for this activity will be based on the following five guiding principles. Council will refer to these principles in the decision-making process to ensure each application conforms to the Policy and is assessed fairly, consistently and appropriately.

Appropriate location

- Council seeks fundraising and charity collection in an appropriate location in order to promote economic growth, cultural and social benefits while still appreciating the needs of local businesses, adjoining properties and other users of the public domain.
- The location should contribute positively to an area's sense of place and character.
- Fundraising and charity collection can be an extension of the area's current activities and services or may align with community events, cultural and sporting celebrations, and forthcoming plans for the area.

PRINCIPLES CONTINUED

Engaging and high quality

- Council supports original and creative fundraising and charity collection that encourages community participation, is innovative or distinct, adds to the life of the place and offers a connection to our rich cultural surroundings.
- The activity should aim to engage with the surrounding public domain and people.

Safety and accessibility

- Fundraising and charity collection should be delivered without compromising the safety of people or places.
- Fundraising and charity collection should ensure that responsible and appropriate measures are in place to minimise risk and danger.
- Fundraising and charity collection should be integrated into the public domain in a way that does not compromise existing uses, furniture, buildings, entrances, exits, disabled access and pedestrian safety.

Public amenity

- Fundraising and charity collection should be designed to create a safe atmosphere for the community and never compromise public amenity.
- Fundraising and charity collection should add to, rather than detract from or disrupt the community's use and engagement with the public domain.
- Fundraising and charity collection activities should be set up in a way that ensures unimpeded pedestrian access and that maintain a public domain that is attractive and friendly.

Management and operations

- Council will approve fundraising and charity collections that are well organised, and demonstrate good management practices such as timeliness, reliability and professionalism.
- Any proposed activity should consider operational matters such as but not limited to, safety, traffic, noise, waste and access before, during and after each activity.

TERMS & CONDITIONS



As a permit holder, your understanding of your responsibilities and the community's expectation is important.

Please ensure you have read and understood the terms and conditions. Please visit cityofparramatta.nsw.gov.au/street-activity and download the relevant Application Form for your activity, with the Terms and Conditions attached.

The Local Government Act gives Council the power to assign special terms and conditions to any permit issued for an activity in the public domain. These conditions will be specified in any written approval or permit granted by Council.

MORE INFORMATION

For more information about Fundraising and Charity Collection in the Parramatta LGA please visit cityofparramatta.nsw.gov.au or call 9806 5050.

CITY OF PARRAMATTA
STREET ACTIVITY POLICY

cityofparramatta.nsw.gov.au