

Street Stalls and Raffles

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1. Purpose

Council's Street Stalls and Raffles program provides community groups with the opportunity to raise funds by setting up stalls on the footpath in the central business districts of Corryong and Tallangatta to sell goods (typically home-baked food items) and/or raffles.

This policy outlines information to guide and assist Council staff and community organisations in relation to this program. Objectives include:

- Ensuring that all community not-for-profit groups have an equal opportunity to fundraise for their organisation through the program;
- Minimising the risk to public health by ensuring groups implement a food-safety program for food-stuffs sold through street stalls (if required);
- Advising groups regarding their obligations under the *Gambling Regulation Act 2003* and the *Gambling Regulations 2015*;
- Minimise potential risk to the public, Council and community groups.

2. Scope

This policy applies to street stalls and raffles held in the central business districts of Corryong and Tallangatta. Other activities such as door knock appeals, fundraising concerts and markets are outside of the scope of this policy and should be referred directly to Council's Local Laws area regarding an appropriate permit.

3. Policy Details

3.1 Participation

Council recognises that community not for profit groups, ranging from local football/netball clubs, to playgroups, hall committees and many others, need every opportunity to raise funds. Street stalls selling items such as home baked goods, or raffle stalls, are avenues that groups can use to raise funds. This policy is designed to encourage groups to take advantage of this program responsibly. Groups may be wholly based within the Shire or they may have significant interests in the Shire (eg. groups based in Khancoban, Tooma or Jingellic which support Towong Shire communities).

It is Council's desire that the program is predominantly used by locally based organisations which use funds raised within our local community. Applications from state or national not-for-profit groups (eg

Cancer Council, Leprosy Mission etc) will be accommodated wherever possible, however, when scheduling stalls and raffles, preference will be given to local organisations.

3.2 Scheduling

Council will invite applications under the Street Stalls and Raffles program in October each year and allocate dates in December based on applications received. Initially there will be a limit of two raffle applications per organisation with the option to apply for 1 further raffle in the New Year if dates are available.

Council staff will develop a schedule for the following year making every attempt to allocate each organisation with their preferred dates. Consideration will be given to organisations that wish to hold stalls on specific dates to align with special events, such as Daffodil Day and Legacy Day.

Only one street stall or one raffle will be approved in a township's main street at any one time. Preference will be given to the organisation requesting a street stall.

Applications may be made outside of the October application period however preference will be given to applications received during this period.

3.3 Permitted Days and Locations

The below details the preferred days and locations for street stalls and raffles. Applications may be considered for street stalls and raffles that do not meet these conditions. Street stalls and raffles must be set up in a way that minimises disturbance to pedestrians and does not impede access to any shop. The name of the organisation must be prominently displayed on the street stall or raffle.

Corryong

Organisations can apply to hold a street stall (with the option to hold a raffle in conjunction with the stall) any day of the week. Raffles are typically held over a three day period – Monday through to Wednesday or Thursday through to Saturday.

Stalls and raffles can be set up in Hanson Street (after liaising with adjacent businesses).

Tallangatta

Street stalls are generally held on Fridays. Stalls can be set up outside of Crisp's Newsagency, who can also supply a trestle table.

Raffles can be held on demand either in conjunction with a street stall outside of the Newsagency or at a small stall outside of Ciccone's IGA.

3.4 Food Safety

To manage Council's responsibilities under the *Food Act 1984* as well as to ensure that our community is protected, an online system known as "Streatrader" has been developed to ensure all food traders register their temporary/mobile food premises under the statewide single registration system. Once registered, a Statement of Trade (SOT) must be lodged with Council prior to trading. An SOT can be lodged at the same time as registration of a temporary or mobile food premises on advice of the planned trading dates. **Trade cannot be undertaken until a premises has been registered/notified.**

Traders can go back into Streatrader at any time to lodge new SOT's as new trading activities are planned.

This requirement is not intended to burden groups rather, the process will assist groups to produce and sell quality food products which are safe.

Further information on temporary food premises can be found on Council's website or by contacting Council's Environmental Health Officer. For assistance with Streatrader, please contact Business Victoria 1300 085 767 or email streatrader@health.vic.gov.au.

3.5 Raffles and Gambling Regulations

All community or charitable organisations that apply to conduct a raffle must be declared under the *Gambling Regulation Act 2003* as a community or charitable organisation and provide Council with their Victorian Commission for Gambling and Liquor Regulation (VCGLR) declaration number. Organisations may not 'borrow' another organisation's gambling declaration number to conduct a raffle. VCGLR penalties may apply. The number remains valid for 10 years and must be kept current.

Prior to approving any raffle applications, Council will refer to the current list of declared organisations on the VCGLR website to ensure validity is current. An additional VCGLR permit may be required for raffles with a prize pool over \$5,000.

Raffles must be conducted in accordance with requirements set by the VCGLR as outlined on their website.

3.6 Public Liability Insurance

To protect the interests of the organisation, the public and Council, all groups that apply to Council to conduct a street stall or raffle must have Public Liability Insurance to the value of \$20 million.

3.7 Required Documentation

Community organisations applying to Council to conduct a street stall or raffle must supply the following:

- Permit Application form
- VCGLR declaration number if conducting a raffle
- Public Liability Insurance Certificate of Currency (\$20 million)
- Temporary Food Premises Permit Application if selling food stuffs (via Streatrader website at <https://streatrader.health.vic.gov.au>).

3.8 Enforcement

An Authorised Officer of Council may conduct checks to ensure that activities have been granted permission and comply with the requirements set in this policy.

Council's Environmental Health Officer may conduct checks to ensure that organisations have received their temporary food premises permit and are compliant with their food safety program.

The Victorian Commission for Gambling and Liquor Regulation is responsible for enforcing legislation relating to raffles.

3.9 Discretionary Powers

Council reserves the right to request further information from an organisation to facilitate the application process. Council also reserves the right to refuse an application if the organisation does not comply with any aspect of this policy.

4. Deployment

The Director Corporate and Organisational Development is responsible for the implementation of this policy. The Local Laws Officer assesses and issues permit requests and may conduct inspections.

5. Human Rights Charter Compatibility

This policy has been assessed as being compatible with the *Charter of Human Rights and Responsibilities Act 2006 [Vic]*.

6. Supporting Documents

This policy is to be read in conjunction with the Towong Planning Scheme and Council's Local Laws, the *Food Act 1984* and the *Gambling Regulation Act 2003*.

7. Results

The deployment of this policy together with the results achieved will be reviewed at least annually.



Authorised by:

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Chief Executive Officer