

## Street Stalls and Raffles

---

<b>Responsible officer:</b>	Director Community and Corporate Services
<b>Key Result Area:</b>	Organisational improvement
<b>Document type:</b>	Policy
<b>Reference:</b>	10/01/0004
<b>Approved by:</b>	Council
<b>Date approved:</b>	1 August 2017
<b>Date of next review:</b>	June 2018
<b>Print date:</b>	17 January 2018

### Scope

This policy outlines information to guide and assist Council staff and community organisations with their obligations under Council's Street Stalls and Raffles Program. This policy is to be read in conjunction with the Towong Planning Scheme and Council's Local Laws.

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.

Other fundraising activities take place throughout the Shire, such as door knock appeals and fundraising concerts/benefits. These types of activities are outside the scope of this policy.

### Objectives

The objectives of this policy are to:

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

## Approach

### 1. Encourage local community not-for-profit groups to take part in the program

Council recognises that community groups need every opportunity to raise funds. Stalls set up in CBD areas selling goods (home-baked goods are popular) or raffle tickets is one avenue that groups can use to raise funds. This policy is designed to encourage groups to take advantage of this program responsibly.

There are many not-for-profit community groups within the Shire ranging from local footy clubs and playgroups to hall and hospital auxiliary committees. 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 street stalls and raffles 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. Only one Street Stall or one raffle will be approved in Hansen Street Corryong, at any one time. Preference will be given to the organisation requesting a Street Stall.

Council will invite applications under the Street Stalls and Raffles program in October each year. 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. If further dates are available, organisations may apply at the beginning of each month for one block of dates in that particular month.

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.

### 2. Food-safety programs for stall holders

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 (Business and Community Groups) register their temporary/mobile food premises under the statewide single registration system. Once registered, you must lodge a SOT (Statement of Trade) at least five (5) days before trading with the Council in whose areas you are planning to trade. This can be done in Streatrader. You can lodge a SOT at the same time as you register or notify your temporary or mobile food premises if you know the dates you plan to trade. You should allow 21 days for the registration/notification to be processed. **\*\* You cannot trade until your premises has been registered/notified\*\*.** Streatrader automatically sends a copy of each SOT to your principal Council, to make sure it knows when and where trading is taking place.

You 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 the Towong Shire Council Website -> Environmental Health -> Health and Food Premises.
- Council's Environmental Health Officer may be contacted by organisations for assistance.
- Assistance with Streatrader, please contact Business Victoria 1300 085 767 or email [streatrader@health.vic.gov.au](mailto:streatrader@health.vic.gov.au)

### **3. Victorian Commission for Gambling and Liquor Regulation**

All community or charitable organisations that apply to conduct a raffle through Council's Street Stalls and Raffles program must be declared under the Gambling Regulation Act 2003 as a community or charitable organisation and provide Council with their VCGLR declaration number.

Organisations may not 'borrow' another organisation's gambling declaration number to conduct a raffle. VCGLR penalties may apply.

Due to a legislative change on 1st January 2012, declared community and charitable organisations **remain valid for 10 years** (unless suspended, revoked or renounced) instead of the ongoing term.

Raffles must be conducted in accordance with requirements set by the VCGLR, including the requirements detailed below:

\*\* Prior to approving any raffle applications, Council will refer to the current list of declared organisations provided on the VCGLR website to ensure validity is still current. Organisations also have access to this website. \*\*

<b>Prize Pool</b>	<b>\$500 or less</b>	<b>\$5,000 or less</b>
<b><i>Is the number of tickets available for sale limited?</i></b>	Yes, must be not less than twice and not more than six times the total value of the prizes	Yes, must be not less than twice and not more than six times the total value of the prizes
<b><i>Are we required to have printed tickets?</i></b>	No	Yes
<b><i>Do we need to collect ticket purchaser's details?</i></b>	No	Yes, ticket sellers should obtain enough information to be able to identify the winners
<b><i>How long can we sell tickets for?</i></b>	One day, or within an eight hour period	No longer than three months
<b><i>When does the draw have to occur?</i></b>	On the same day as the ticket sales, or within an eight hour period	On the date printed on the tickets, which must not be more than 14 days after the date of the proposed last ticket sales
<b><i>What method must we use to draw the raffle?</i></b>	The method of draw must allow each ticket a random and equal chance of winning	The method of draw must allow each ticket a random and equal chance of winning
<b><i>We cannot locate the winner, what should we do?</i></b>	If a winner does not come forward within a reasonable amount of time following the announcement of the winning number a redraw must occur	Contact the VCGLR Minor Gaming Unit
<b><i>What records must we keep and for how long must we keep them?</i></b>	Distribution of funds and distribution of prizes.  Three years	Distribution of funds, details of tickets printed and distribution of prizes.  Three years

For raffles with a prize pool of over \$5,000, a permit must also be obtained from the VCGLR.

#### **4. 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.

## Deployment

### 1. Days of operation and physical location of stalls

<p><b>Corryong</b></p>	<p><b>Street stalls</b> Organisations can apply to hold a street stall (with option to hold a raffle in conjunction with the Street Stall) any day of the week. Stalls can be set up in Hanson Street (after liaising with adjacent businesses) and organisations will need to supply their own equipment.</p> <p><b>Raffles</b> Raffles are typically held over a three day period – Monday through to Wednesday or Thursday through to Saturday. Raffles can be set up in Hanson Street (after liaising with adjacent businesses) and organisations will need to supply their own equipment.</p> <p>Approval will only be given for a Street Stall (with raffle) <u>or</u> a Raffle to be held on any given day.</p>
<p><b>Tallangatta</b></p>	<p><b>Street stalls</b> Street stalls are generally held on Fridays, although consideration will be given to other days if required. Stalls can be set up outside of Crisp's Newsagency, who can also supply a trestle table.</p> <p><b>Raffles</b> 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. Organisations will need to supply their own equipment.</p>

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.

### 2. Documentation required by Council

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

- Application form signed by a representative from the organisation
- Local Law No. 2 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 (Applications via Streatrader website at <https://streatrader.health.vic.gov.au>).
- Food Safety Program events template if selling food stuffs other than class 4

### **3. Application process**

Council will invite applications to conduct a street stall or raffle from October each year. Council will do this via public notices in the Corryong Courier and Tallangatta Herald. This will benefit organisations with their forward planning as well as help organisations who wish to take advantage of special dates and times to conduct their fundraising (eg. Mothers Day, Daffodil Day etc).

During December, Council will allocate street stall and raffle dates in accordance with the applications received.

If there are dates available, organisations may apply throughout the year to hold a street stall or raffle. The application process must be undertaken for each street stall or raffle requested.

\*\* Please note that the process can take up to two weeks to receive approval for streetstall/raffle applications. Organisations need to bear this in mind when completing their applications.

### **4. Enforcement**

An Authorised Officer of Council may conduct checks to ensure that activities on the street such as Street Stalls and Raffles 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.

### **5. 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.

## **Resources**

The following resources are committed by Council to assist with the implementation of this policy:

- Customer Service Officers coordinate the Street Stalls and Raffles program.
- Authorised Officers of Council (eg. Local Laws Officer, Environmental Health Officer) conduct inspections.

## **Results**

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