



# maitland

city council

## **POLICY**

### **COMMUNITY STALLS**

### **AT FLAGSHIP EVENTS**

## **1. POLICY OBJECTIVES**

The objectives of this policy are to:

- Ensure council organised flagship events have a minimum requirement to offer a percentage of event stall sites to community groups, service clubs or charities free of charge.
- Establish clear criteria for community groups, service clubs or charities to receive event sites free of charge.
- Establish a clear position on the suitability of political, religious and other advocacy groups to exhibit at council organised flagship events.
- Establish clear guidelines for council officers when assessing applications from political, religious and other advocacy groups.
- Ensure council organised events and activities maintain their integrity, whereby stalls and exhibitors enhance the customer experience of the event.

## **2. POLICY SCOPE**

This policy applies to all council organised flagship events.

## **3. POLICY STATEMENT**

Every year Council departments organise and manage a range of events throughout the city.

The development of this policy will ensure a consistent and formal council wide approach to dealing with applications on behalf of community groups, service clubs, charities and religious, political and advocacy groups wishing to attend such events.

### **1. WHAT IS A COMMUNITY STALL**

A community stall shall be defined as being a site that is available at the listed price to an organisation that meets at least one of the following criteria:

#### **Service Club**

A registered not for profit service club where funds raised are invested/donated back into the community or to a charity i.e. Lions, Rotary, Apex, RSL.

#### **Community Group**

A registered not for profit group whose purpose is to raise awareness or funds for community or group projects i.e. neighbourhood group, historical society.

Religious groups/churches may be included in this category, provided the stall is used to fundraise only and is not used to promote or spruik a particular religious persuasion or agenda.

#### **Charity**

A New South Wales registered charity that holds a current license to fundraise.

### **2. WHAT IS NOT A COMMUNITY STALL**

The following organisations **will not** be eligible to receive community stall status:

- Religious groups or churches intending to promote or spruik a particular religious persuasion or agenda.
- Political parties or advocacy groups intending to promote a particular political party, candidate or agenda.

### 3. COMMUNITY STALLS AT EVENTS

3.1 Council will ensure at least 5% of available stalls at all festivals are offered as community stalls.

This policy will be published in the information form for each festival and made available through the website of each event.

3.2 Community stalls must adhere to all event terms and conditions including but not limited to health regulations, WHS regulations and public liability insurance requirements applicable to all stalls.

3.3 When more than the equivalent of 5% of the community stall sites have been applied for council will use the following criteria to determine which stalls to accept:

**Location** – preference may be given to organisations based within the Maitland Local Government Area. If sites are still available preference may then be given to organisations based in the Hunter Region.

**Rotation** – preference may be given to organisations that have not previously been given the opportunity to participate.

**Date of application** – preference may be given to applications received first.

**Suitability to event** – preference may be given to organisations whose products link most closely with the theme of the particular event.

3.4 If sites above the minimum 5% for community stalls are available these may also be offered as community stalls at the discretion of council staff.

3.5 Final stall acceptance will be at the discretion of council, sites will be allocated to achieve the best layout for each festival.

### 4. USING VOLUNTEERS TO OFFSET STALL FEES

4.1 Council will give accepted community stalls the option to offset their site fees in exchange for the group providing volunteers to assist with the running of the festival.

4.2 The number of volunteers needed to offset the site fees is set out in the Table 1:

**TABLE 1 :**

General/produce stall size	Volunteers required
3m x 3m	2 per day
6m x 3m	4 per day
>6m	6 per day
Food stall size	Volunteers required
3m x 3m	4 per day
6m x 3m	6 per day
>6m	8 per day

- 4.3 For the purpose of offsetting site fees, a volunteer 'day' shall be deemed as a minimum of six hours.
- 4.4 Community stalls shall be permitted to spread the hours to be covered by more than the minimum amount of volunteers required. i.e. three volunteers working four hours each can be used instead of two volunteers working six hours each.
- 4.5 Provision of volunteers shall offset the cost of the stall site only. The cost of additional services such as power, water and cleaning deposits (where applicable) will be charged to the community group.
- 4.6 Where applicable, the fees for food registration and/or inspection by Maitland City Council will not be offset by the provision of volunteers, these will be charged to the community group.
- 4.7 No provision for part payment shall be offered to community stalls who cannot supply the required amount of volunteers for a free stall.
- 4.8 The offer to offset stall fees is only applicable to the community stalls as defined above and is not available to any commercial organisations.

## **5. POLITICAL, RELIGIOUS AND ADVOCACY PARTIES/GROUPS**

- 5.1 All political, religious and advocacy parties/groups or agencies and organisations acting on their behalf whose intent is to raise awareness or spruik the party/group/candidate shall not be accepted to attend any council events.
- 5.2 All political, religious and advocacy parties/groups or agencies and organisations acting on their behalf whose intent is to fundraise by means of selling products not connected to the party/group and whereby promotion of the party/group does not occur may be permitted to attend. An example of this would be a church group selling water or soft drinks as the sole purpose of the stall/exhibit.

## 4. POLICY ADMINISTRATION

Business Group:	Planning Environment and Lifestyle
Responsible Officer:	Coordinator Events
Council Reference:	Ordinary Council Meeting – 10 September 2013 – Item 10.5
Policy Review Date:	Three (3) years from date of adoption
File Number:	139/50
Relevant Legislation	Local Government Act 1993 Local Government Regulation 2005
Related Policies / Procedures / Protocols	Maitland City Council Code of Conduct WHS Policy

## 5. POLICY HISTORY

Version	Date Approved	Description of Changes
1.0	10 September 2013	New policy adopted