

Subject **COMMUNITY STORE – ALLOCATION 2013**

Description: This document describes Council's policy on the annual allocation for Community Store.

Objective: To ensure a consistent method is used each year to allocate Community Store use to various organisations requesting a date.

PART 1 - POLICY

1. Council will rent and maintain the premises at 60 Bridge Street for the purposes of providing a kiosk front store rent free for Community Groups to raise funds for their activities, in place of council making donations on an ad hoc basis.
2. Applications shall be called in October for the allocation of the use of the Community Store.
3. The application will only be received on a standard application form supplied by Council.
4. Allocations will be made in November for the whole of the following year.
5. Community Store use will only be allocated to charities, non-profit organisations and non-profit sporting clubs.
6. Uralla Council area-based groups are to be given first preference. Out of Council area groups are to be given last preference. Council may require any group to justify its Uralla Shire Council area base.
7. Only one date will be allocated to the umbrella organisation. Other groups will be allocated after all local parent organisations are listed.
8. If a parent organisation is on the waiting list, it will be automatically included in the next year's allocation.
9. Late applications and applications for additional weeks will be considered after grouped umbrella organisations and ungrouping of umbrella organisations.
10. If an allocated date is not used without two weeks prior notification to Council the group will not be allocated a date in the next year.
11. No sub-letting of dates is permissible. If a date is not used in full or part, Council may allocate it to a group from its waiting list.
12. Evidence of Public Insurance coverage of \$10 million to be provided.

PART 2 - EXEMPTIONS

Nil

PART 3 - CRITERIA

1. To provide for the fair and orderly allocation of the utilisation of the Community Store.
2. To screen applications to ensure Council area based organisations receive preference.
3. To receive standard application forms.
4. To determine which category of organisation may be approved.
5. To establish an orderly waiting list.
6. To establish procedures to handle late and additional week requests.

PART 4 - OTHER MATTERS

Nil

Review: This policy is to be reviewed as necessary or every four (4) years in accordance with Section 165, Local Government Act, 1993.

**Resolution No: 265/97; Reviewed September 03; March 05: 94/05;
October 06: 387/06; August 08: 279/08; Revised September 2009: 419/09;
Revised June 2011: 207/11; Revised August 2013: 249/13**