

POLICY:-	
Policy Title:	Fund Raising Activities and Street Stall Policy
File Reference:	F10/618-04
Date Policy was adopted by Council initially:	26 October 2006
Resolution Number:	315/06
Other Review Dates:	20 November 2008, 20 October 2011, 17 July 2014 and 20 April 2017
Resolution Number:	366/08, 400/11, 214/14 and 105/17
Current Policy adopted by Council:	21 September 2020
Resolution Number:	164/20
Next Policy Review Date:	2023

PROCEDURES/GUIDELINES:-	
Date procedure/guideline was developed:	
Procedure/guideline reference number:	

RESPONSIBILITY:-	
Draft Policy developed by:	Director of Finance and Administration
Committee/s (if any) consulted in the development of this Policy:	N/A
Responsibility for implementation:	Director of Finance and Administration
Responsibility for review of Policy:	Director of Finance and Administration

OBJECTIVES

1. To provide guidelines for the monitoring and control of the use of street stalls, raffle ticket sales, door knock appeals or other activities conducted by community organisations and/or other persons for fund raising activities.
2. To monitor and manage activities in public places, such as public footpaths, under the control and/or management of Council (excluding public reserves / community land areas).
3. To ensure that fund raising activities do not adversely impact on residents or business operators, whilst at the same time providing an opportunity for fundraising for community organisations.

NO POLICY EXEMPTIONS DURING COVID-19 WITHOUT CONSENT FROM COUNCIL

1. This policy only applies to public places under the control and/or management of Council and does not apply to public reserves / community land areas which are subject to separate arrangements or Plans of Management and/or approvals by Council.
2. Fundraising activity coordinated by non-profit organisations established externally outside the Upper Lachlan Shire Council are not exempt from procedures in this policy. These non-profit organisations may have days allocated for street stalls that shall not conflict with bookings made by local Upper Lachlan Shire Council based organisations at the direction of Council's General Manager.

Examples include; Canteen Children's Foundation, Cancer Council of NSW, and Heart Foundation. However, these non-profit organisations must have public liability insurance of at minimum twenty million dollars (\$20,000,000) and a certified copy of the policy must be provided to Council**

3. There are no exemptions from the requirements to obtain Council approval for fund raising activities in public places within the Council area due to COVID-19.

PROCEDURES RELATING TO APPROVALS

1. Street stalls or other fund raising activities held on the footpaths within the central business district of Crookwell, Gunning, Taralga and other villages within Council's LGA require the approval of Council.
2. The following arrangements apply to fundraising activities:-
 - a. In Crookwell, fund raising activities shall be conducted from the facility located in the Amenities Building, Goulburn Street.

In addition, fund raising activities may be conducted by an approved organisation may also have a small table and chair located on the footpath adjacent to the Crookwell Newsagency and the IGA Supermarket subject to the following:-

- (i) The table location is only to be used for the selling of tickets;
- (ii) No product/items to be displayed at that location (including adjacent road way); and
- (iii) The table and chair shall be positioned so as not to obstruct use of the footpath, lines of sight, doorways and the like.
- (iv) Approval is granted by the Council.

In Crookwell, Gunning, Taralga and the other villages fund raising activities shall be conducted from sites only by prior approval from the General Manager.

Note: the display of items / products associated with fundraising is subject to the liability of the approved organisation. In that respect the organisation must ensure compliance with other legislation (e.g. traffic regulations, health, work health and safety, etc).

- b. The fundraising activity must be conducted by non-profit organisations, which are represented by a Committee established in the Upper Lachlan Shire Council or broader/larger not for profit organisation such as the ones provided in the previous page of this policy.**
- c. The fundraising activity must clearly indicate the organisation they represent.
- d. Allocation of dates will be made by Council following the calling of applications in September / October each year. Applications are to be made on Council's prescribed form.
- e. Applications received other than through the annual process will be allocated vacant dates (if available).
- f. All applications must include a copy of the organisation/committee COVID-19 safety plan (note this is a requirement of NSW Health)
- g. All applications must be approved by Council's General Manager prior to fundraising activities taking place.
- h. Only one (1) allocation will be made per day, except in the two (2) weeks prior to Christmas each year when multiple bookings will be permitted. In this case between the dates of 10 December to 24 December, first bookings with the Council will get preference to the amenities block or outside IGA and Newsagency. Second booking will be able to share with IGA and Newsagency, (two (2) tables on either side of entry, dependant on the COVID-19 situation at the time).

- i. The site is to be cleaned and left in a tidy manner at the completion of the fund raising activities.
- j. On community activity/festival days (e.g. Crookwell Potato Festival and Taralga Rodeo) the use of the street stall will be at the discretion of the organisers of those days (subject to bookings and approval being made in accordance with the provisions of this Policy).
- k. Fund raising activities must not affect pedestrian traffic movement and public safety.
- l. Fund raising organisations except those exempt under the Charitable Fund Raising Act 1991, must hold an authority from the Chief Secretary's Department to conduct fund raising activities.
- m. Collectors for charitable collections shall wear appropriate identification indicating the organisation they represent and must make documentation available for inspection at any time.
- n. The approval for a door knock appeal; i.e. Salvation Army Red Shield Appeal, shall include a requirement that the applicant suitably advertise the appeal prior to the event in a manner that will inform residents of the reasons for the appeal.
- o. The collection of money from the occupants of motor vehicles within the Council area is strictly prohibited.
- p. No amplified speech or noise is to be used for fund raising activities.
- q. Food items displayed and sold under this Policy must comply with the Food Act 2003 and the Food Regulation 2010.
- r. Councils' General Manager is delegated the authority to issue approvals in respect of Fund Raising Activities.
- s. Enforcement of above procedures will be in accordance with Council's Enforcement Policy.
- t. All organisations must have appropriate public liability insurance of at minimum ten million dollars (\$10,000,000) and a certified copy of the policy must be provided to Council with the application.

RELATED LEGISLATION AND COUNCIL POLICY AND PROCEDURES

Reference should be made to the following legislation, guidelines and policy documents when reading this policy:-

- Local Government Act 1993 (as amended);
- Food Act 2003;
- Food Regulation 2010;
- Environmental Planning and Assessment Act 1979;
- Local Government (General) Regulations 2005;
- Anti Discrimination Act 1977;
- State Records Act 1998;
- Government Information (Public Access) Act 2009;
- Council's Community Strategic Plan;
- Council's Social and Community Plan;
- Council's Cultural Plan 2017-2020;
- Council's Complaints Policy;
- Council's Code of Conduct;
- Council's Service Delivery Policy; and
- Council's Enforcement Policy.

VARIATION

Council reserves the right to vary or revoke this policy and its terms and conditions.

UPPER LACHLAN SHIRE COUNCIL

44 Spring Street
CROOKWELL NSW 2583

123 Yass Street
GUNNING NSW 2581

STREET STALL / DOOR-KNOCK ACTIVITIES

APPLICATION FORM

In accordance with Upper Lachlan Shire Council's Fund Raising Activities and Street Stall Policy.

Please email council@upperlachlan.nsw.gov.au a copy of your application form including pages 1 - 5 of this document to agree you have read and accept the above. Please ensure the below is also provided.

- COVID-19 officer's details (full name, email and contact number)
- Insurances (public liability)
- Business / Committee COVID-19 safety plan

For assistance with COVID-19 Safety plans head to <https://www.nsw.gov.au/sites/default/files/2020-07/covid-19-safety-plan-non-food-markets.pdf>

NAME OF ORGANISATION: _____

Is it a non-profit organisation? YES / NO

Is it represented by a Committee established in the Upper Lachlan Shire Council? YES / NO

Does the organisation have public liability insurance with an indemnity limit of \$10 million as a minimum? YES / NO

A certified copy of the public liability insurance policy is attached to this application? YES / NO

(If the answer to all of the above is 'YES' proceed with the application)

NAME OF PERSON IN CHARGE OF ORGANISATION	
ORGANIZATION / COMMITTEE	
PO BOX OR ADDRESS OF ORGANISATION / COMMITTEE	
PHONE NUMBER	
EMAIL	
SITE LOCATION E.G IGA/AMENITIES BLOCK/GUNNING	
DATE OF EVENT	
TIME OF EVENT:	FROM _____ AM / PM TO _____ AM / PM
HOW MANY VOLUNTEERS ARE ATTENDING	
COVID-19 SAFETY OFFICER FULL NAME	
COVID-19 SAFETY OFFICER PHONE NUMBER	
COVID-19 SAFETY OFFICER EMAIL	
**NOTE TO UNDERSTAND THE ROLE OF A COVID OFFICER HEAD TO HTTPS://WWW.SAFEWORKAUSTRALIA.GOV.AU/OFFICER-DUTIES-COVID-19	

Full name

Signature

Date

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The provisions of Councils' Policy in regard to Fund-Raising Activities is acknowledged by the signature of the applicant.