

<b>POLICY:-</b>	
Policy Title:	<b>Fund Raising Activities and Street Stall Policy</b>
File Reference:	F10/618-09
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, 20 April 2017 and 21 September 2020
Resolution Number:	366/08, 400/11, 214/14, 105/17 and 164/20
Current Policy adopted by Council:	16 November 2023
Resolution Number:	222/23
Next Policy Review Date:	2026

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

<b>RESPONSIBILITY:-</b>	
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 WHILE PUBLIC HEALTH ORDERS ARE IN PLACE WITHOUT CONSENT FROM COUNCIL SCOPE**

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 included 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 Chief Executive Officer.

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 ten million dollars (\$10,000,000) and a certified copy of the policy must be provided to Council\*\*

## **APPLICATION PROCESS**

All applicants must follow the process below:

- a. Applications are to be made on Council's prescribed form, which is Annexure 1 to this Policy.
- b. Applications are to be submitted via email to Council@upperlachlan.nsw.gov.au and in person at Council's Spring Street, Crookwell office.
- c. Council will not reserve dates or make tentative bookings.

- d. Bookings will only be confirmed once the form is complete, signed and the insurance certificate of currency is provided to Council.
- e. Allocation of dates will be made by Council following the calling of applications in September / October each year.
- f. Applications received other than through the annual process will be allocated vacant dates (if available).
- g. Once an application has been approved Council will send the Applicant the booking confirmation letter in the form set out in Annexure 2.

## **CONDUCT OF FUNDRAISING ACTIVITIES**

- 1. All street stall activities must comply with Council's current Fund Raising Activities and Street Stall Policy.
- 2. 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.
- 3. The following arrangements apply to fundraising activities:-
  - a. In Crookwell, fund raising activities may be conducted from the facility located in the Amenities Building, Goulburn Street.

In addition, fund raising activities may be conducted by an approved organisation placing a small table and chair on the footpath adjacent to the Crookwell Newsagency and/ or 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);
- (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 of the proprietor (where relevant); and
- (v) Approval of Council.

In Crookwell, Gunning, Taralga and the other villages fund raising activities shall be conducted from additional sites with prior approval from the Chief Executive Officer.

*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. Only one (1) allocation will be made per day, except in the (2) weeks prior to Christmas each year when multiple bookings will be permitted. In this case between the dated 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.
- e. The site is to be cleaned and left in a tidy manner at the completion of the fund raising activities.
- f. On community activity/festival days 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).
- g. Fund raising activities must not affect pedestrian traffic movement and public safety.
- h. 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.
- i. Collectors for charitable collections shall wear appropriate identification indicating the organisation they represent and must make documentation available for inspection at any time.
- j. 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.
- k. The collection of money from the occupants of motor vehicles within the Council area is strictly prohibited.
- l. No amplified speech or noise is to be used for fund raising activities.
- m. Food items displayed and sold under this Policy must comply with the Food Act 2003 and the Food Regulation 2010.
- n. Councils' Chief Executive Officer is delegated the authority to issue approvals in respect of Fund Raising Activities.

- o. Enforcement of above procedures will be in accordance with Council's Enforcement Policy.
- p. All organisations must have appropriate public liability insurance of at minimum ten million dollars (\$10,000,000) and a copy of the Certificate of Currency 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 2015;
- Environmental Planning and Assessment Act 1979;
- Local Government (General) Regulation 2021;
- 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;
- Council's Complaints Policy and Procedure;
- Council's Code of Conduct;
- Council's Customer Service Charter.

## **VARIATION**

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

## **ANNEXURE 1 UPPER LACHLAN SHIRE COUNCIL OFFICE**

**44 Spring Street**  
CROOKWELL NSW 2583

**123 Yass Street**  
GUNNING NSW 2581

### **STREET STALL / FUNDRAISER / 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](mailto:council@upperlachlan.nsw.gov.au) a copy of your application form. Please ensure Certificates of Currency for \$10M public liability insurance is also submitted with your application.

**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

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

Has the Management of IGA confirmed agreement (if  
the booking is to be in front of the IGA) YES / NO

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

NAME OF PERSON IN CHARGE OF ORGANISATION	
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	

**BY SIGNING BELOW THE APPLICANT CONFIRMS IT HAS READ AND UNDERSTOOD THE PROVISIONS OF COUNCILS' FUND RAISING AND STREET STALLS POLICY AND AGREES TO BE BOUND BY THEM:**

**Full name**

**Signature**

**Date**

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ABN 81 011 241 552

## Upper Lachlan Shire Council

All correspondence addressed to the General Manager, PO Box 42, Gunning NSW 2581

**Crookwell Office:** 44 Spring Street, Crookwell NSW 2583

p: 02 4830 1000 | f: 02 4832 2066 | e: [council@upperlachlan.nsw.gov.au](mailto:council@upperlachlan.nsw.gov.au) | [www.upperlachlan.local-e.nsw.gov.au](http://www.upperlachlan.local-e.nsw.gov.au)

**Gunning Office:** 123 Yass Street, Gunning NSW 2581

p: 02 4845 4100 | f: 02 4845 1426 | e: [council@upperlachlan.nsw.gov.au](mailto:council@upperlachlan.nsw.gov.au)

**Taralga Office:** Taralga Community Service Centre, Orchard Street, Taralga NSW 2580

p: 02 4840 2099 | f: 4840 2296 | e: [taralgacsc@ceinternet.com.au](mailto:taralgacsc@ceinternet.com.au)

### ANNEXURE 2 TEMPLATE BOOKING CONFIRMATION LETTER

[Date]

[Name]

[Address]

[Email]

Dear [Name],

**Re: Street Stall Booking Confirmation for [name/ organisation]**

We are contacting you regarding your recent Street Stall Booking request.

I can confirm your bookings for the [dates] have been approved.

If your organisation is using the IGA for a stall, please send this confirmation to

[floyd@daviesinvest.com](mailto:floyd@daviesinvest.com)

[If your organisation is using the Amenities Block the access code is [XXX].

**^remove if booking is IGA]**

If you require any further information please contact Council on (02) 4830 1000 or

[council@upperlachlan.nsw.gov.au](mailto:council@upperlachlan.nsw.gov.au)

Kind Regards,

[Name]

Customer Service Officer