

Raffles, Door Knocks & Community Events Signboard Policy

Policy – CP039

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Civic Compliance Coordinator	Executive Leadership Team	Council	22 April 2020	2020/0080
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1. The purpose of this policy is

To establish clear procedures to facilitate street collections and doorknocks and the use of the Community Event Signboards.

2. Policy Statement

Mildura Rural City Council is committed to ensuring community and charitable organisations continue to provide valuable contribution to the enhancement of the community.

3. Principles

- Maintain consistency when considering applications for street collections and door knocks and the use of the Community Event Signboards.
- Ensure applications are processed in a fair, consistent and equitable manner.
- Ensure persons are not disadvantaged by other users.
- Sites are not overcrowded and pose potential hazard.
- Ensure no conflict of interest occurs.
- Ensure Council is indemnified against all actions, costs, claims, charges, penalties, demands whatsoever which may be brought or made or claimed against them arising out of in any way related to the granting of permits.

Raffles

All raffles are to be conducted in accordance with the Raffles and Bingo Permits Board guidelines.

- a) All applications must be in writing and be received one month prior to the commencement of the proposed raffle period.
- b) Only one raffle may be held in each month.
- c) The applicant is to liaise with the Mildura City Heart Manager regarding the site to be used in the Langtree Mall.
- d) Council's Civic Compliance Coordinator is authorised to approve applications in accordance with the preference criteria listed in the General Conditions.

- e) If more than one raffle application is received for the same month, the Manager Development Services will assess the need for a ballot and must consider the preference criteria listed in the General Conditions when conducting the ballot.

Community Event Signboards

The Community Event Signboards are located in the median strip of Deakin Avenue, Mildura opposite Plantation Street and Henderson Park, Seventh Street opposite Hugh King Drive, Merbein at the top of Pump Hill and near the library and in Red Cliffs opposite the old railway line and the Skate Park.

The conditions of use of the Community Event Signboards are as follows:

1. The onus shall be on each user to arrange the Board and its contents. The Board must be erected after 9am on the approval date given and removed prior to 9am on the last approval date.
2. The board must be professionally sign written and approved users are responsible for the cost of sign writing.
3. Bookings will be accepted on a first come first service basis, up to 12 months in advance. Where bookings exceed one week per year for any group, additional bookings may be cancelled by the Civic Compliance Coordinator up to three weeks prior to the event, in favour of a group which has not booked previously for the year.
4. The sign must be 1180 high x 2400 wide, the inscriptions on the signboard are to be kept at least 150mm high with a maximum of three lines to be shown on the sign, or as approved by Civic Compliance Coordinator.
5. Signs must not consist of illuminated material.
6. Any sign deemed unsatisfactory by Council may be altered or removed at the direction of the Civic Compliance Coordinator

If the conditions of use are not complied with and action has to be taken by Council Officers, a fee of one penalty unit may be charged against the offending group at the discretion of the Manager Development Services.

Door Knocks and Street Collections

Councils Community Local Law No 2 prohibits door knocks and street collections without written permission from Council, or cause or authorise another person to do so.

The Civic Compliance Coordinator is authorised to approve applications for permission to conduct door knocks and street collections subject to the General Conditions:

- All applications must be in writing from reputable organisations conducting well-known and popularly supported appeals and where the funds raised are used for charities.

An infringement of five penalty units may be issued to those collecting without a permit.

General Conditions

The use/display of community event notice boards must be approved by the Civic Compliance Coordinator

The criteria used when considering applications for raffles and use/ display on the community events notice boards is as follows:

- First preference to be given to organisations which are based in Mildura Rural City Council municipality.
- Second preference to be given to regional organisations or those from neighbouring municipalities which can demonstrate that the local community will benefit.
- Third preference to be given to state or national appeals which can demonstrate that the local community will benefit.

Appeals

Any disputes are to be reviewed by the General Manager Development in consultation with the Manager Development Services and Civic Compliance Coordinator.

4. Who is responsible for implementing this policy?

Managers / General Managers	Managers are responsible for ensuring staff are aware of this policy
Manager Development Services	Responsible for reviewing the policy Responsible for communicating the policy
SMT & ELT	Review the draft policy and recommend changes if appropriate
All Staff	Adhering to the policy and procedures (if applicable) as listed in this document

5. Definitions

Raffles	Includes Minor raffles (value under \$500) and Major raffles (value over \$500)
Penalty Unit	Penalty units determine the amount a person is fined when they commit an infringeable offence.
Door Knock Street Collection	Solicit money or collect any recyclable or waste materials, gifts of money or subscriptions from any road or footpath, or from house to house adjacent to any road.

6. Legislation and other references

6.1 Legislation

For further information related to this policy see:

- *Local Government Act 1989*
- *Road Safety Act 1986*
- *Community Local Law No 2*
- *Gambling Regulation Act 2003*
- *Monetary Units Act 2004*
- *Road Management Act 2004*

6.2 Documents

This Policy is implemented in conjunction with the following documents:

- National Competition Policy
- ProMapp procedures and Civic Compliance Officers Guidelines

7. Risk Assessment Reference

Risk Category	✓	Risk Category	✓
Asset Management		Financial Sustainability	
Committees		Human Resource Management	
Compliance – Legal & Regulatory	✓	Leadership & Organisational Culture	
Contract Management		Occupational Health & Safety	✓
Contract Tendering & Procurement	✓	Organisational Risk Management	✓
Corporate Governance	✓	Project Management	
Environmental Sustainability		Public Image and Reputation	✓