

Raffles, Door Knocks & Community Events Signboard Policy

Policy – CP039

Prepared	Reviewed	Approved	Date	Council Minute No.
Civic Compliance Coordinator	Executive Leadership Team	Council	June 2023	2023/0102
Trim File: 18/02/01			To be reviewed: April 2028	
Document Owner: Manager Development Services			Review Frequency: Five yearly	

1. The purpose of this policy is

To establish clear procedures to facilitate street collections and doorknocks and the use of Council's 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 Community Event Signboards.
- Ensure applications are processed in a fair, consistent and equitable manner.
- Ensure persons are not disadvantaged by other users.
- Ensure sites are not overcrowded and do not 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 on Council land are to be conducted in accordance with the Victorian Gambling and Casino Control Commission Regulations

- 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 at a time in an approved location.
- c) The applicant is to liaise with the Mildura City Heart Manager regarding the site to be used if planned in the Langtree Mall or broader City Heart precinct.

- d) Council's Civic Compliance Coordinator is authorised to approve applications on site availability and in accordance with the preference criteria listed in the General Conditions.

Community Event Signboards

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

1. The onus shall be on each user to arrange signboard design and production. Signboards must be erected after 9am on the approval date given and removed prior to 9am on the last approval date.
2. The signboards must be professionally designed and produced at the expense of the approved user.
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 1180mm high x 2400mm wide. Lettering on signs must be at least 150mm high with a maximum of three lines of text 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

Door Knocks and Street Collections

Council's 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 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 Signboards must be approved by the Civic Compliance Coordinator.

The criteria used when considering applications for raffles and use/display on the Community Events 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	Responsible for ensuring staff are aware of this policy
Manager Development Services	Responsible for reviewing this policy Responsible for communicating this 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	a means of raising money by selling numbered tickets, one or some of which are subsequently drawn at random, the holder or holders of such tickets winning a prize
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*
- *Local Government Act 2020*
- *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	✓