

Guidelines -

Highway Collections

All Highway Collections must be conducted in accordance with the *Road Safety (Road Rules) Regulations 1999* and permit regulations.

What does our Club need to do before conducting a highway collection?

1. Visit www.consumer.vic.gov.au to check your current fundraiser registration status and any applicable exemption.
2. If required download an 'Application for fundraiser registration' (Associations Clubs & Fundraising > Forms & Resources)
3. Complete the application form and submit to Consumer Affairs Victoria (processing can take up to twenty one (21) days)
4. Contact the local council responsible for the proposed intersection/road collection point for a permit/approval
5. Once you are a registered fundraiser visit www.police.vic.gov.au and download a 'Application for Highway Collection' (Our Services > Road safety applications > Permit to collect on a public road)
6. Complete the application form and submit to Road Safety Awareness & Information Unit (this form must be submitted one (1) month prior to the collection)

How many collections can our Club conduct?

- Each organisation shall be limited to a maximum of twenty (20) highway collections per calendar year. Each day of collection shall be counted as one (1) highway collection (e.g. a permit issued for a collection from 23 May to 29 May shall be counted as seven (7) highway collections)
- Each organisation shall be limited to a maximum of three (3) statewide highway collections per calendar year. A statewide collection shall be a true statewide collection and shall be to the exclusion of all other organisations
- An organisation may collect on consecutive days. Only one permit need be issued for a collection by the same organisation at the same intersection on consecutive days (a permit is intersection based)
- Other than statewide collections, no organisation shall be permitted to collect at more than ten (10) intersections on one collection day

Are we covered by LSV's Public Liability Insurance?

Following advice from our Insurance Brokers, LSV's Public Liability Insurers have agreed to cover Victorian Clubs conducting Highway Collections subject to Clubs ensuring the following conditions are adhered to:

- Clubs must comply with rules and regulations as set out by Victoria Police and other appropriate Authorities
- All persons participating must be current financial Club members
- All members participating must do so on a strictly volunteer basis, i.e. not rostered

Failure to comply with the above conditions will void the coverage.



Our Club is registered and has been granted approval. What do we do now?

- Call for volunteers 16 years of age and older who wish to contribute (compulsory rosters cannot be issued)
- The applicant must appoint collection supervisors to uphold Highway Collection Permit conditions (these conditions must be communicated to each supervisor prior to the collection)
- Request Highway Collection t-shirts and warning signage from LSV by submitting a Hire Agreement Form to Client Services (due to limited supplies this should be submitted two (2) weeks prior to the collection)
- Buy sealed containers for the collection. Screw tops, buckets and similar containers are not permissible
- Issue all highway collectors with an identification tag. The identification tag must display the name of the organisation to which contributions will be forwarded, the collector's given name, family name, permit number and whether the collector is a paid collector or a volunteer
- Ensure all collectors are supplied with highly visible clothing, hats, sunscreen and refreshments

Please note:

- Collection Supervisors are to be over 18 years of age and shall be responsible for:
 - informing all collectors at the collection site of the conditions of the highway collection permit; and
 - supervising all collectors at the collection site
- Collection Supervisors shall not supervise more than 3 collectors, less than 18 years of age

Further information

Please contact Lifesaving Operations on 03 9676 6930 or email lifesavingoperations@lifesavingvictoria.com.au

