

Information sheet

Collecting on a Public Road



City Compliance

PO Box 70, Sunshine, 2020
Keilor Office
704B Old Calder Highway
Keilor Victoria 3036
T 9249 4000
F 9249 4351
W brimbank.vic.gov.au

General Local Law 2008

The following guidelines are considered in determining conditions and granting approval for the applicant to seek approval for a highway collection from the Victorian Police Road Safety & Awareness Unit.

1. Guideline objectives

- a. To place the highest priority on the amenity of the Municipality by:
 - i. Regulating the number and location of sites within the Municipality that may be used for collections
 - ii. Ensuring the visual amenity of any approved location is not adversely affected by the collection activity
 - iii. Ensuring public safety is not affected by the collection activities
 - iv. Ensuring that residents and other persons who wish to make a donation to a registered charitable organisation are able to do so and for that purpose and clearly know who they are donating to
- b. Provide a clear indication to registered charitable organisations collecting under what circumstances Council would consider the issuing of a permit

2. Application procedure

- a. Applications shall be made on the application form associated with this document and all details on the form must be completed
- b. The Council will inspect the site to assess the application
- c. The application shall then be assessed in accordance with the criteria detailed in these guidelines
- d. A permit must be obtained from the Road Safety Awareness & Information Unit, Victoria Police Centre, 637 Flinders Street, Melbourne. (An application form is attached)



Permit application

Roadside Collections

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In accordance with Regulation 406 of the Road Safety (Road Rules) Regulations 1999, Council permission is sought to collection on a public road.

Applicant details

Full name of applicant: _____

Address: _____

Suburb: _____ Postcode: _____

Telephone: _____ Email: _____

make application is made to carry out a roadside collection for.

Name of registered charitable organisation: _____

Address: _____

Suburb: _____ Postcode: _____

On (please specify dates):

At (please show area collection is being undertaken):

Approval must also be obtained from the Victoria Police Road Safety Awareness & Information Unit and an application form for that organisation is attached

Signature of applicant: _____ Date: _____

Privacy Collection Statement

Personal information collected on this form is to assist Council staff to process and assess an application for roadside collections as required by General Local Law 2008, and will be used solely for that purpose. Personal information will not be disclosed to any other person unless required by law. You may apply for access and/or amendment to your personal information by contacting Council's City Compliance Department.

APPLICATION FOR A HIGHWAY COLLECTION UNDER REGULATION 406 OF THE ROAD SAFETY (ROAD RULES) REGULATIONS 1999

Post To: Road Safety Awareness & Information Unit
PO Box 415, Melbourne 3005

Phone: 9247 5779
Fax: 9247-5776

I, _____ of _____
(Full Name) (Address)

Suburb _____ Post Code _____ Phone:(B) _____ (A/H) _____

being the representative of _____
(Name of Organisation to make Collection)

a registered fundraiser under the Fundraising Appeals Act 1998 ('the Act') or
 exempt from registration under section 16 of the Act or
 exempt from registration by Ministerial Order under section 16A of the Act (please select)
 do hereby make application to collect contributions for

(Organisation or purpose that is intended to be benefited by contributions collected by the highway collection)

I request permission to be granted under the Road Safety (Road Rules) Regulations 1999 for a collection on the following date at the following intersections: (Only one date per form)

No	Intersection & Suburb	Municipality	Date	Times (eg 9am-5pm)	Melways Ref
1					
2					
3					
4					
5					
6					
7					
8					
9					
10					

* NB: Approximate number of people involved in the collection _____

In making this application, I agree to ensure all collectors will comply with the requirements of the Road Safety (Road Rules) Regulations 1999, and all conditions of the highway collection permit. I hereby declare that the details included in this application are true and correct and I make them in the belief that a person making a false declaration in the circumstances is liable to the penalties of perjury.

Signature of applicant: _____ Date: _____
(Print Name) ()

Position held: _____

Declared at: _____ in the State of Victoria

Before me: _____
(Print Name) ()

Address: _____ Title: _____

Declaration must be signed in the presence of a person described under the Evidence Act 1958, who may witness statutory declarations

THIS APPLICATION WILL NOT BE PROCESSED UNLESS ALL SECTIONS ARE COMPLETED. IT IS A LEGISLATIVE REQUIREMENT THAT THE APPLICATION MUST REACH THE ROAD SAFETY AWARENESS & INFORMATION UNIT AT LEAST ONE MONTH BUT NO MORE THAN SIX MONTHS PRIOR TO THE DATE ON WHICH THE COLLECTION IS INTENDED TO BE HELD. COUNCIL APPROVAL MUST BE ATTACHED PRIOR TO SUBMISSION.

Guidelines for issue for highway collection permits

Applications

1. Must be on correct form
2. All sections of the form must be completed by the applicant
3. The form must contain an original signature of the applicant and be declared before an approved person (eg. A Justice of the Peace; a solicitor; a member of the police force; a municipal councillor or a dentist)
4. Applications must reach this office in completed format not less than one month before the proposed date of collection, in accordance with the provisions of Regulation 406 (2) of the Road Safety (Road Rules) Regulations 1999
5. Applicants are advised to make themselves aware of the requirements of the **Fundraising Appeals Act 1998** administered by the Consumer and Business Affairs Victoria 452 Flinders Street, Melbourne. Certain persons or organisations conducting highway collections may need a fundraising appeal permit
6. Council approval must be attached to the application form, from each municipality where a collection will be held
7. Permits for collections shall be issued on a "first in best dressed" basis
8. Applications will not be accepted less than one (1) month nor more than six (6) months prior to the proposed date of collection

Number of collections

1. Each organisation shall be limited to a maximum of 20 highway collections per calendar year. Each day of collection shall be counted as one highway collection (eg a permit issued for a collection from 23 May to 29 May shall be counted as 7 highway collections)
2. Each organisation shall be limited to a maximum of 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
3. 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)
4. Other than statewide collections, no organisation shall be permitted to collect at more than 10 intersections on one collection day

Conditions which will be imposed when a highway collection permit is issued

1. Applicants MUST liaise with Local Government and ensure that any conditions imposed by them are also complied with
2. Highway collections are only to take place at the intersections nominated in the permit which are controlled by traffic control signals
3. No highway collection shall take place between sunset and sunrise
4. No highway collection shall take place at an intersection located in a speed zone greater than 70 kilometres per hour
5. No highway collection shall commence or continue during inclement weather or abnormal atmospheric conditions
6. Whilst the collection is in progress, signs shall be conspicuously displayed so as to face all traffic approaching the intersection. The sign shall be placed between 50 to 100 metres prior to the intersection and shall be:
 - i. not less than 100 centimetres wide and not less than 50 centimetres in height; and
 - ii. placed so that the bottom edge of the sign is at least 100 centimetres above the ground; and
 - iii. inscribed with the words "CAUTION HIGHWAY COLLECTORS AHEAD" in red letters on a white background; and
 - iv. the word "CAUTION" shall be in letters not less than 20 centimetres high and of proportionate width; and
 - v. the words "HIGHWAY COLLECTORS AHEAD" shall be in letters not less than 10 centimetres high and of proportionate width
7. Collectors shall only enter upon the carriageway:-
 - i. when a red traffic control signal is displayed facing vehicles from which they wish to solicit for contributions; and
 - ii. shall immediately leave the carriageway and remain on the reservation or footpath when that traffic control signal changes from red
8. Where the carriageway is divided into more than 4 lanes (including turn lanes), collectors shall not proceed onto the carriageway further than 2 lanes from the boundaries of the carriageway
9. All vehicles associated with the highway collectors shall be parked in accordance with the Road Rules – Victoria 1999
10. All collectors shall be dressed in highly visible clothing
11. The person named as the "applicant" in the highway collection permit shall nominate the "collection supervisors" who shall be present at the collection site at all times during the collection
12. Each collection site shall have at least one "collection supervisor" who shall have a copy of the relevant permit in their possession. This copy must be produced on demand from a member of the police force or a by-laws officer
13. "Collection Supervisors" are to be over 18 years of age and shall be responsible for:
 - i. informing all collectors at the collection site of the conditions of the highway collection permit; and
 - ii. supervising all collectors at the collection site
14. "Collection Supervisors" shall not supervise more than 3 collectors, less than 18 years of age
15. No collector shall be under 16 years of age
16. All highway collectors shall wear an "identification tag". The "identification tag" shall be displayed on the collector's upper body. This tag shall clearly display:
 - i. the name of the organisation/charity to which contributions will be forwarded

- ii. the collector's given name and family name
 - iii. the highway collection permit number; and
 - iv. whether the collector is a PAID COLLECTOR or a VOLUNTEER
17. All containers used for the collection of any donations must be sealed. Screw tops, buckets and similar containers are not permissible
18. No highway collection shall be conducted in any manner which may jeopardise the safety of any road user
19. A person taking part in a highway collection shall obey any reasonable instructions given by a member of the Police Force
20. Any breach of any of these conditions may result in:
- a. (the collection being halted
 - b. the offender being prosecuted
 - c. the revocation of other existing permits issued to the applicant and/or the organisation
 - d. refusal to grant further permits to the applicant and/or the organisation