

Highway Collections

All Highway Collections must be conducted in accordance with the Road Safety (Road Rules) Regulations 1999 and any permit conditions set out by other appropriate authorities.

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

1. Visit www.consumer.vic.gov.au to check your club's current fundraiser registration status and any applicable exemptions.
2. If required, apply for fundraiser registration, following the instructions on the Consumer Affairs website.
3. Contact the local council responsible for the proposed intersection/road collection point for a permit/approval.
4. Visit www.police.vic.gov.au and submit a 'Highway Collection Application Form' (Our Services > Road Safety Applications > Permit to collect on a public road). This form must be submitted between one and six months prior to the event date.

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

- Read and follow the conditions listed on Victoria Police's Highway Collection Application Form, some of which are listed below:
 - Call for volunteers 16 years of age and older who wish to contribute (compulsory rosters cannot be issued)
 - Appoint collection supervisors to uphold Highway Collection Permit conditions (these conditions must be communicated to each supervisor prior to the collection), have a copy of the relevant permit in their possession and be present at the collection site at all times during the collection
 - 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, the collection permit number and whether the collector is paid collector or volunteer
 - Ensure all collectors are supplied with highly visible clothing, hats, sunscreen and refreshments
 - 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 under 18 years of age

- Read and follow the Road Safety (Traffic Management) Regulations 2009 available at www.police.vic.gov.au (Our Services > Road Safety Applications > Highway collections and events legislation)
- Request Highway Collection containers and signage from LSV by submitting the form at the following website <https://lifesavingvictoria.wufoo.com/forms/highway-collection-equipment-request-copy/> (Please note: The equipment hire is subject to availability at the time of request and Life Saving Victoria requires a minimum of 48 hours' notice prior to collection in order to process the request)

How many collections can our club conduct?

- 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 (e.g. a permit issued for a collection from 23 May to 29 May shall be counted as 7 highway collections).
- Each organisation shall be limited to a maximum of 3 state-wide highway collections per calendar year. A state-wide 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 state-wide collections, no organisation shall be permitted to collect at more than 10 intersections on one collection day.

Are we covered by LSV's public liability insurance?

Clubs are covered by LSV's public liability insurance subject to the following conditions being adhered to:

- Clubs must comply with rules and regulations as set out by Victoria Police, Consumer Affairs Victoria 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.

Further information

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

