



THE ORDER OF AUSTRALIA ASSOCIATION LIMITED
G22 RAFFLE MANAGEMENT POLICY

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Author	Audit & Risk Committee
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Table of Revisions

No.	Date Approved	Comments	Next Review
1		Initial Document	December 2027

1 INTRODUCTION

1.1 Overview

Where the conduct of a raffle is considered to significantly support the Association's objectives, the relevant State/ Territory legislation for raffles should be consulted.

All States /Territories have legislation, however titled, which provide definitions on what constitutes a raffle and level of monetary value that requires a permit to be issued. Any raffle amount under that value is not considered a raffle and permits are not required.

1.2 Defining what is and what is not a Branch Raffle.

All Branches must determine from their relevant State/Territory department the definition of a raffle and the level of funding before a raffle is considered a raffle which requires a permit/registration. If a permit is not required, no action needs to be taken and the Branch raffle is considered a non-permit raffle.

1.3 Applicability

The policy is in two parts. Part 1 covers the procedure for non-permit required raffles and Part 2 cover the procedures for permit required raffles.

2 PART 1-NON-PERMIT RAFFLES

In the case of non-permit raffles funds Branches must ensure the funds are managed in accordance with the F1 Financial Management and Control Policy.

3 PART 2-PERMIT REQUIRED RAFFLES

In the case of permit required raffles the following procedures apply.

3.1 Purpose

The proceeds from a raffle are to be used solely to support the Associations Objectives, such as charitable, educational or community service initiatives. The intended use of these funds must be transparently communicated in all promotional materials.

3.2 National and Branch Agreement

Prior to conducting a permit required raffle, Branches must seek and obtain formal agreement from the Board. This agreement ensures that raffles align with the Association's overarching objectives and governance framework.

3.3 Clear and Acceptable Aim

Each raffle must have a clearly defined, acceptable aim that supports the lawful objectives of the Association, such as charitable, educational, or community service initiatives. The specific aim must be documented in a raffle proposal to be submitted for approval.

3.4 Legal Compliance

Branches and Regional Groups must adhere to their respective State or Territory's legislation regarding conducting a raffle.

No raffle can be conducted, even with Board approval, unless the necessary registration, declarations, permits, or equivalent requirements have first been obtained from the relevant local authorities.

3 Raffle Management

Branches must ensure raffles are conducted transparently and fairly, with clear rules, secure handling of proceeds, impartial drawing of winners, and timely prize distribution, in accordance with the law.

Branches must maintain detailed records of raffle activities, including financial transactions and prize distribution.

3.4 Recording Keeping

Maintain accurate records of all raffle activities for audit purposes and ensure they are available for review by the Branch Treasurer, National Treasurer, or relevant regulatory authorities.

3.5 Reporting

Submit reports on raffle outcomes, including the amount raised and its utilisation, to the Branch Treasurer and National Treasurer within a specified timeframe after the raffle's conclusion.

4 RELATED DOCUMENTS

FI Financial Management and Control Policy

Relevant State or Territory legislation.