



# Council Policy Manual

## WEST WIMMERA SHIRE COUNCIL

COUNCIL POLICY							
<b>SUPPORT TO COMMUNITY EVENTS POLICY</b>	<table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td style="padding: 2px;">Policy No:</td> <td style="padding: 2px;"></td> </tr> <tr> <td style="padding: 2px;">Adopted by Council:</td> <td style="padding: 2px;">17 April 2018</td> </tr> <tr> <td style="padding: 2px;">Next review date:</td> <td style="padding: 2px;">14 April 2020</td> </tr> </table>	Policy No:		Adopted by Council:	17 April 2018	Next review date:	14 April 2020
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Senior Manager:	Director Corporate and Community Services						
Responsible Officer:	Director Corporate and Community Services						
Functional Area:	Community Services						
Introduction & Background	West Wimmera Shire Council is committed to supporting local communities, including community run events.						
Purpose & Objectives	<ul style="list-style-type: none"> <li>To standardise Council's support to Community run events</li> <li>To standardise internal process to support the West Wimmera community in community events</li> <li>To provide clear communication to the community about expectations regarding Community run events</li> <li>To provide a single point of contact within the Council for community groups for event coordination</li> </ul>						
Definitions	<ul style="list-style-type: none"> <li>Community Group – a not for profit group with a goal of benefiting members of the West Wimmera community</li> <li>Community Event – an event run by a Community Group or members of the community where the benefits of the event, financial and social, are applied for the greater enjoyment and benefit of the community</li> </ul>						
<b>Policy Details</b>							
1.	<p><b>Scope</b></p> <p>This policy shall apply to:</p> <ul style="list-style-type: none"> <li>Community run events on community land or in Council owned land/buildings.</li> <li>Events open to members of the public</li> </ul> <p>This policy <b>does not</b> include:</p> <ul style="list-style-type: none"> <li>Private functions (i.e. weddings, funerals)</li> </ul> <p>Gathering of specific groups and not available to general public (i.e. class re-unions, club re-unions)</p>						



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2.	<p>Objectives</p> <ul style="list-style-type: none"> <li>• To standardise Council's support to community run events</li> </ul> <p>To offer a single point of contact to Community to run plan and run the events seamlessly</p>
3.	<p>Policy</p> <p>Council will provide support to community run events as per Annexure 1. Events are classified as follows:</p> <ul style="list-style-type: none"> <li>• Very small event – 0 to 50 people attending</li> <li>• Small event – 50 to 200 people attending</li> <li>• Large event 200 to 700 people attending</li> <li>• Major event 700+ people attending</li> </ul> <p>No support will be provided to events and facilities in which the events will be held that do not comply with any relevant state, federal and local legislations.</p>
4.	<p>Code of Practice</p> <p>See Annexure 1</p>

<b>Policy Adopted:</b>	Ordinary Meeting 14/04/15	Minute Book Page 30275	RecFind 15/001526
<b>Policy Reviewed:</b>	Ordinary Meeting 17/04/18	Minute Book Page 37893	RecFind 18/001491



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### Annexure 1

Type of Support offered by Council	Very Small event Up to 50 people	Small Event 50-200 people	Large event 200-700 people	Major event 700+ People
Advertising in Council Website , Facebook page	Yes	Yes	Yes	Yes
In-kind support for planning the event	Yes- minimal over phone	Yes- minimal over phone	Yes	Yes
Assistance in printing promotional material	Yes- Fee based Service	Yes- Fee based Service	Yes- Fee based Service	Yes- Fee based Service
Promotion of the event in the Council's customer service area	No	Yes	Yes	Yes
Preparation of Signs for the event	Organisers to organise	Organisers to organise	Organisers to organise	Organisers to organise
Assistance in obtaining food permit	Yes	Yes	Yes	Yes
Assistance in obtaining building permit	Yes	Yes	Yes	Yes
Public Liability insurance	Organisers to organise	Organisers to organise	Organisers to organise	Organisers to organise
One off grants availability	Yes- subject to grant conditions	Yes- subject to grant conditions	Yes- subject to grant conditions	Yes- subject to grant conditions
additional cleaning of Public toilet	No	No	Yes	Yes
Assistance in rubbish pick up	No	No	Yes- Subject to resources availability	Yes- Subject to resources availability
Concession on Council facility Hire	Discretion of CEO	Discretion of CEO	Nil	Nil
Support promotion for volunteers	No	No	Yes	Yes
Road closure assistance	Organisers to coordinate with Council to arrange applicable permits and signage.	Organisers to coordinate with Council to arrange applicable permits and signage.	Organisers to coordinate with Council to arrange applicable permits and signage.	Organisers to coordinate with Council to arrange applicable permits and signage.
Sponsorship on part of event	No	No	Yes- Subject to opportunity and Council's approval	Yes- Subject to opportunity and Council's approval
Notice Required prior to event	90 days	90 days	90 days	90 days
Single Council contact	Community Support Officer Amanda Munn <a href="mailto:amandamunn@westwimmera.vic.gov.au">amandamunn@westwimmera.vic.gov.au</a> Ph 03 5392 7709	Community Support Officer Amanda Munn <a href="mailto:amandamunn@westwimmera.vic.gov.au">amandamunn@westwimmera.vic.gov.au</a> Ph 03 5392 7709	Community Support Officer Amanda Munn <a href="mailto:amandamunn@westwimmera.vic.gov.au">amandamunn@westwimmera.vic.gov.au</a> Ph 03 5392 7709	Community Support Officer Amanda Munn <a href="mailto:amandamunn@westwimmera.vic.gov.au">amandamunn@westwimmera.vic.gov.au</a> Ph 03 5392 7709