



Council Policy Manual

WEST WIMMERA SHIRE COUNCIL

COUNCIL POLICY	
SUPPORT TO COMMUNITY EVENTS POLICY	Policy No:
	Adopted by Council: 15 November 2023
	Next review date: November 2027
Senior Executive:	Director Corporate and Community Services
Responsible Officer:	Manager Community Development and Tourism
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"> To standardise Council's support to Community run events To standardise internal process to support the West Wimmera community in community events To provide clear communication to the community about expectations regarding Community run events To provide a single point of contact within the Council for community groups for event coordination
Definitions	<ul style="list-style-type: none"> Community Group – a not for profit group with a goal of benefiting members of the West Wimmera community 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
Response to the Overarching Governance Principles of the Local Government Act 2020	<p>Section 9 of the Local Government Act 2020 states that a Council must in the performance of its role give effect to the overarching governance principles.</p> <p>This policy is in response to the following overarching governance principle/s of the Local Government Act 2020:</p> <ul style="list-style-type: none"> (a) the community engagement principles (section 56). (b) the public transparency principles (section 58). (c) the service performance principles (section 106).



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Policy Details	
1.	<p>Scope</p> <p>This policy shall apply to:</p> <ul style="list-style-type: none"> • Community run events on community land or in Council owned land/buildings. • Events open to members of the public <p>This policy does not include:</p> <ul style="list-style-type: none"> • Private functions (i.e., weddings, funerals) • Gathering of specific groups and not available to the general public (i.e., class re-unions, club re-unions)
2.	<p>Objectives</p> <ul style="list-style-type: none"> • To standardise Council's support to community run events • To offer a single point of contact to Community to run plan and run the events seamlessly
3.	<p>Policy</p> <p>Council will supply support to community run events as per Annexure 1. Events are classified as follows:</p> <ul style="list-style-type: none"> • Very small event – 0 to 50 people attending • Small event – 50 to 200 people attending • Large event 200 to 700 people attending • Major event 700+ people attending <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>
5.	<p>Withdrawal or rejection of Support</p>



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Council may withdraw support or chose not to support an event in the following circumstances:

- Where the event does not align with the Council Plan or is at odds with any other Council Policy
- Where the event cannot obtain suitable insurance coverage
- Where the event involves any practice which may illegal
- Where the event involves any practice which may be seen to cause offence to any other party
- Where emergency incidents require Council resources to be allocated elsewhere
- Where two or more events are held at competing times Council may choose to prioritise support to the event where it decides the greatest need and/or community benefit is
- Where Council formally resolves not to supply support to any event.



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Policy Adopted:	Ordinary Meeting 14/04/15	Minute Book Page 30275	RecFind 15/001526
Policy Reviewed:	Ordinary Meeting 17/04/18	Minute Book Page 37893	RecFind 18/001491
	Ordinary Meeting 15/04/20	Minute Book Page.....	RecFind E20/000073
	Ordinary Meeting 15/11/23	Minute Book Page.....	SRV - Policies and Procedures



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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
Assistance in promotion of event via Council social media	Yes	Yes	Yes	Yes
Promotion of the event in the Council's customer service area and Council notice boards	Yes	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 grant 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 Council	Discretion of Council	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 WWSC Grants Policy	Yes- Subject to WWSC Grants Policy
Notice Required prior to event	30 days	60 days	90 days	90 days
Single Council contact	Community Support Officer Amanda Munn events@westwimmera.vic.gov.au Ph 13 99 72	Community Support Officer Amanda Munn events@westwimmera.vic.gov.au Ph 13 99 72	Community Support Officer Amanda Munn events@westwimmera.vic.gov.au Ph 13 99 72	Community Support Officer Amanda Munn events@westwimmera.vic.gov.au Ph 13 99 72