

Township Street Decorations

Council Policy Number	076
Date adopted	19 November 2019
Scheduled for review	November 2023



Purpose

To provide an equitable method by which to allocate funds to towns throughout the municipality, to support communities in celebrating events and festivities through the purchase, installation and removal of temporary street decorations.

Policy Statement

1. Budget Allocation

Campaspe Shire Council ('Council') will consider a total pool of Policy 76 funds in each financial year's budget. Where an allocation is made through the budget, it will be apportioned as follows:

1. Budget for the Installation and Removal of Decorations
 - 60% of the total budget shall be allocated to the installation and removal costs for decorations.
 - The installation and dismantling of the street decorations by an approved contractor will be arranged by Council up to the limit of the budget allocation.
 - The installation component of the budget will be limited to the installation of decorations only for, or coincidental to, the Christmas period.
 - Installation costs for decorations that do not coincide with the timing of Christmas will be met by the township's organising committee.
 - If unexpended funds are identified after the installation and removal contract cost is determined, then these residual funds can be added to the budget for purchase and repair of street decorations, as per Item 2 below.
2. Budget for purchase and repair of street decorations
 - A minimum of 40% of the total budget allocation shall be distributed across the townships as follows:

Echuca	12.7%
Kyabram	12.7%
Rochester	8.3%
Rushworth	8.3%
Tongala	8.3%
Lockington	6.2%
Gunbower	6.2%
Stanhope	6.2%
Girgarre	6.2%
Colbinabbin	6.2%
Toolleen	6.2%
Corop	6.2%
Nanneella	6.2%

- The allocation to townships will be restricted to:
 - i. purchase of street decorations;
 - ii. manufacture of street decorations; or
 - iii. refurbishment of street decorations.
- Where townships have elected to install decorations that incur utilities costs they are deducted from the township allocation before calculating the amount available for purchase or repair of decorations.

Any unexpended funds remaining at the end of financial year shall be directed to the Unallocated Cash Surplus.

The Responsible Officer for management of Policy 76 funds is the General Manager Economic & Community Development.

A Project Manager will be allocated annually to implement the installation and removal of Christmas decorations.

2. Festivities Street Decoration Plan

A Festivities Street Decoration Plan ('FSDP') will be developed for each township in consultation with the local community and organising committees and will identify a theme for that town's annual street decorations.

The FSDP will clearly document the decorations that will be purchased or maintained under this policy regardless of the time of year for which they will be erected. This ensures that an inventory of decorations can be maintained for planning and storage purposes.

The FSDP will clearly document any decorations that will be installed by a contractor to be engaged by Council for, or coincidental to, the Christmas period.

Decorations that are not purchased, repaired, stored, installed or removed at Council's cost are solely the responsibility of the community members or groups and are not required to be shown on the FSDP, unless ownership and responsibility is clearly shown.

FSDP are reviewed annually to assess the success of the implementation and the need for change or renewal of the chosen theme.

The FSDP will be implemented by Council in accordance with the approved theme. Under the plan, all decorations will be required to meet common standards to ensure adequate durability, consistent high quality suited to outdoor use, enable pooling of spare parts and accessories and heighten the ease of installation by the contractor.

Where the approved FSDP provides for funds to be allocated to festivity organising committees for the supply and/or installation of non-Christmas decorations; funding approval may be provided for that by the General Manager Economic & Community Development.

3. Purchasing

Purchasing of Christmas decorations as specified in each FSDP will be completed by Council, taking advantage of wholesale and quantity discounts as well as ensuring that quality standards are met and delivery made prior to November each year.

In the case of FSDPs that deal with non-Christmas decorations, funds will be allocated to the relevant organising committee for the purchase, manufacture or refurbishment of decorations and will have to be acquitted through Council. Any non-Christmas decorations purchased by organising committees will need to meet the standards approved by Council officers.

4. Installation Process

Following completion of Council's standard procurement processes, a contractor will be engaged by the responsible council project manager for the installation and dismantling of Christmas street decorations in accordance with the FSDP for each township.

To mitigate risk, decorations will only be erected on Council owned infrastructure. If a privately owned, high profile location is identified the organising committees can work directly with building owners to have the item erected.

5. Allocation

Refer to the current year Program Budget.

Exclusions

Nil

Human Rights

This policy has considered and complies with the Human Rights and Responsibilities contained in the Victorian Charter of *Human Rights and Responsibilities Act 2006*.

Definitions

Temporary street decorations May include flags, banners, bunting, festivities and events material, festive lighting and any promotional decorations that do not exist as part of a townships normal streetscape.

Related Legislation

Nil

Related Policies, Procedures and Strategies

Nil

Attachments

Nil

Review Period

Four years

Responsible Officer

Investment Attraction Manager

Administrative Updates

It is recognised that, from time to time, circumstances may change leading to the need for minor administrative changes to this document. Where an update does not materially alter the policy, such a change may be made administratively. Examples include a change to the name of a Council department, a change to the name of a Federal or State Government department, and a minor update to legislation which does not have a material impact. However, any change or update which materially alters this document must be by resolution of Council.

Approval History

Adopted	14 May 2002	Minute Book Reference No 6103 (item 11.1)
Revised	13 August 2002	Minute Book Reference No 6305 (item 12.1)
Revised	14 October 2003	Minute Book Reference No 7100 (item 12.1)
Revised	9 November 2004	Minute Book Reference No 8094 (item 12.3)
Revised	8 February 2005	Minute Book Reference No 8378 (item 10.11)
Revised	9 November 2006	Minute Book Reference No 10418 (item 9.2)
Revised	16 October 2007	Minute Book Reference No 11542 (item 9.1)
Revised	21 October 2008	Minute Book Reference No 12868 (item 9.5)
Revised	18 August 2009	Minute Book Reference No 14208 (item 9.1)
Revised	15 March 2011	Minute Book Reference No 17137 (item 9.1)
Revised	19 August 2014	Minute Book Reference No 878 (item 6.1)
Revised	19 July 2016	Minute Book Reference No 654 (item 6.2)
Revised	20 March 2018	Minute Book Reference No 486 (item 7.1)
Revised	19 November 2019	Minute Book Reference No 5138 (item 7.11)
Revised	22 February 2021	Administrative update to apply consistent reference to Campaspe Shire Council ('Council')

Chief Executive Officer:

Date: 24/2/2021