

POLICY NO CB10

Break O'Day Council – Events Policy

DEPARTMENT	Community Services
RESPONSIBLE OFFICER:	Community Services Manager
LINK TO STRATEGIC PLAN:	Build community capacity by creating opportunities for involvement or enjoyment that enable people to share their skills and knowledge.
STATUTORY AUTHORITY:	Local Government Act 1993
OBJECTIVE:	The objective of this Events Policy is to provide a consistent, transparent, and strategic framework for the planning, support, management, and evaluation of events within the Break O'Day municipality. It aims to encourage a diverse and vibrant calendar of events that delivers social, cultural, economic, and environmental benefits to the community while ensuring public safety, compliance with regulations, and the responsible use of Council resources and infrastructure.
POLICY INFORMATION:	Adopted 15 December 2025 – Minute No 12/25.15.4.653

POLICY

1. Introduction:

Break O'Day Council recognises the important role that events play in enhancing community life, supporting local economies, and promoting regional identity. This policy outlines Council's approach to the support, management, and evaluation of events, ensuring consistent, transparent, and strategic decision-making.

Council is committed to supporting events that:

- Contribute to a vibrant and inclusive community.
- Offer economic, cultural, and social benefits.
- Encourage innovation, local participation, and community pride.

Priority will be given to events that clearly demonstrate community benefit, but Council also acknowledges the role that private and commercially organised events can play in generating wider benefits for residents and visitors.

2. Scope

This policy applies to any organised public event held on public or private land that impacts Council infrastructure, assets, or the general public.

It includes:

- Community events;
- Commercial or privately-run events with demonstrable community benefit. and
- Council-run events

Note: This policy does not cover purely private functions (e.g. weddings, parties) that do not affect public infrastructure or community access.

3. Policy Objectives and Principles

Council aims to:

- Promote a diverse range of events year-round and across all parts of the Break O'Day municipality
- Support events that enhance the local lifestyle and attract visitation
- Encourage the use of local suppliers, artists, and products
- Foster community participation and inclusion
- Ensure events are safe, sustainable, and well-managed

Council's role may include being a **supporter, partner, funder, provider, or promoter** of events.

4. Event Support and Funding

Council provides both financial and in-kind (non-monetary) support based on event type and strategic value.

Funding Categories

Category	Funding Range	Support Features
Major Events	\$10,000– \$20,000	3-year funding agreement; scalable support; up to \$10,000 in in-kind support
Regional Events	\$5,000– \$10,000	3-year funding agreement; scalable support; up to \$5,000 in in-kind support
Local Events	Up to \$2,000	Community grants; one-off support; up to \$3,500 in-kind support (annual approval)

Major Event

An event that attracts significant local, regional, or interstate attendance and delivers measurable economic, cultural, and tourism benefits to the Break O'Day municipality. Major events typically require complex planning and infrastructure support and may be eligible for up to \$20,000 in Council funding and/or in-kind assistance over a three-year period. These events may include large-scale festivals, sporting competitions, or cultural showcases with wide-reaching promotional impact.

Regional Event

An event that primarily attracts attendees from within the region and surrounding areas and contributes to the local economy and community cohesion. Regional events are generally medium-scale, have potential for growth, and may be eligible for up to \$10,000 in Council funding and/or in-kind assistance under a three-year support agreement. Examples include regional food and wine event and arts festivals.

Commercial and Private run Events

While Council prioritises community-run events, it also recognises that events initiated by private individuals or businesses can generate significant public value.

- Commercial or privately-led events may be eligible for in-kind support or sponsorship funds from Break O'Day Council where they clearly deliver community benefits (e.g. tourism, cultural enrichment, showcasing the region); and
- Council may apply venue hire fees to ensure fair use of public assets.

Special Considerations for Commercial Run Events

- External Partnerships - Where external organisations deliver cultural, artistic, or tourism-based events in partnership with Council or local groups, Council may provide tailored support where there is clear local benefit.
- Use of Public Assets - Applications for use of Council-owned facilities or property may attract a fee to ensure equitable access and recovery of costs.

Applicants must submit an event or business plan for assessment by the Community Services Department. If the event has not previously been endorsed by Council, a recommendation will be made for Council's consideration on whether to provide support.

In-kind support may include:

- Waste management (bins, collection)
- Event planning and permit advice
- Marketing and promotions
- Equipment loans (e.g. signage, traffic control)
- Traffic management assistance

- Fee waiver of Council infrastructure

All supported events must acknowledge Break O'Day Council in marketing materials.

5. Community-Run Events

Community-run events are events that are planned, delivered, and managed by not-for-profit organisations, community groups, or volunteers with the primary aim of fostering social connection, cultural expression, and community pride. These events are non-commercial in nature and are typically accessible to the wider public either free of charge or at minimal cost.

Purpose and Value

Community-run events are a cornerstone of local life in the Break O'Day municipality. They strengthen community bonds, encourage volunteerism, celebrate local identity, and offer opportunities for skills-sharing and civic engagement. These events are vital in building social capital and resilience, especially in regional areas.

To be eligible, community-run events must:

- Be managed by a not-for-profit/community-based organisation.
- Demonstrate clear and inclusive community benefit.
- Be held in a public space or accessible to the broader community.
- Reinvest any surplus into community activities.
- Align with Council's strategic objectives as outlined in the latest Council's Strategic Plan.

Council may provide:

- Grants (up to \$2,000).
- In-kind support (up to \$3,500 annually).
- Priority access to Council venues and infrastructure.

Expectations of Event Organisers

Community event organisers are expected to:

- Engage with Council early in the planning process;
- Ensure compliance with relevant permits, safety, and insurance requirements. ;
- Promote sustainability and inclusion in their event design and delivery;
- Provide post-event feedback or evaluation as required.

Examples of Community-Run Events

- Local fairs, markets, or celebrations run by progress associations;
- Cultural or heritage festivals organised by local groups;
- Community sports tournaments or fundraising events;
- Environmental awareness days led by volunteer groups.

6. Commercial Events on Private Property

Break O'Day Council does not provide financial or in-kind support for commercial events conducted on private property.

This policy reflects Council's responsibility to prioritise the use of public resources for events that deliver clear community benefit, enhance public spaces, and encourage inclusive participation. Commercial events held on private land are considered private ventures and are expected to be self-funded and managed independently of Council support.

7. Finance, Funding & Assessment Process

All applications for Council event support will be assessed in a transparent and consistent manner.

- **Application Timeframes:** Applications for financial or in-kind support must be submitted at least three (3) months prior to the proposed event date. For large-scale events requiring road closures or significant infrastructure, a minimum of six (6) months' notice is required.
- **Assessment Criteria:** Applications will be assessed against the following criteria:
 - Alignment with Council's Strategic Plan and community priorities
 - Demonstrated community benefit (social, cultural, economic, or environmental)
 - Capacity and experience of the organising group to deliver the event safely and successfully
 - Commitment to inclusivity, accessibility, and cultural respect
 - Evidence of sustainability measures and responsible use of Council resources
- **Decision-Making:** The Community Services Department will assess applications and make recommendations. Final approval for funding allocations rests with Council.
- **Reporting:** All grant recipients must provide a post-event acquittal, including financial statements, evidence of outcomes, and acknowledgement of Council's support. Council reserves the right to recover funds if the event does not proceed as agreed or funds are used inappropriately.

Financial Accountability: Event organisers must provide a clear budget with their application and include details of all income sources (sponsorship, ticketing, grants, fundraising). Post-event acquittals must demonstrate how Council funds were expended. Surplus funds should be reinvested into future community activities or returned to Council if appropriate.

8. Sustainability & Environment

Sustainability: Organisers are encouraged to minimise environmental impacts by:

- Reducing waste and single-use plastics
- Providing recycling and composting options
- Sourcing local suppliers and materials
- Minimising vehicle use and encouraging car-pooling or shuttle services

Environmental Protection: Events held on public land must include measures to protect natural assets, avoid damage to flora and fauna, and restore sites to their original condition. Additional conditions may be applied for events in sensitive areas.

9. Risk & Insurance

Council requires all events to be planned and delivered in a safe and compliant manner.

- Risk Management: Organisers must submit a Risk Management Plan and Emergency Management Plan addressing health and safety, crowd control, traffic, fire safety, and weather contingencies.
- Insurance: All event organisers must hold current Public Liability Insurance to a minimum value of \$20 million. Evidence of coverage must be provided before Council support is confirmed. Where paid staff are engaged, organisers must also provide evidence of appropriate Workers Compensation insurance.
- Compliance: Organisers are responsible for obtaining and maintaining all required permits, licences, and approvals (e.g. liquor, food, road closures, music copyright).
- Indemnity: Event organisers must indemnify Council against any claims, losses, or damages arising from the event.

10. Event Planning and Compliance

Council is committed to ensuring events are safe and well-organised, minimising negative impacts on residents and the environment.

Event organisers must:

- Comply with all regulatory and permit requirements
- Submit a **Risk Management Plan, Emergency Management Plan**, and proof of **Public Liability Insurance**
- Notify Council of any **road closures** at least **6 months in advance**
- Participate in key planning meetings with Council (typically 6 months, 6 weeks, and 6 days before the event)
- Complete a **post-event evaluation report** if receiving funding

11. Monitoring and Review

This Policy will be reviewed every three (3) years in line with the Council's Policy Framework or earlier in the event of major changes to legislation or related policies, procedures or if deemed necessary by the General Manager.

12. Equity & Inclusion

Break O'Day Council is committed to ensuring that supported events are welcoming, inclusive, and accessible for all members of the community.

Event organisers are expected to:

- **Accessibility:** Ensure venues are physically accessible for people with mobility needs and provide, where possible, additional accessibility measures such as Auslan interpretation, accessible toilets, and clear signage.
- **Affordability:** Design events to be free or low-cost where possible, or offer concession/discounted entry to ensure affordability for all community members.
- **Cultural Respect:** Acknowledge the Traditional Custodians of the land at all public events and incorporate culturally respectful practices where appropriate.
- **Inclusion:** Promote participation from diverse community groups, including young people, older residents, people with disability, multicultural communities, and LGBTQIA+ people.
- **Safe and Welcoming Spaces:** Provide an environment that is free from discrimination, harassment, or exclusion.