



Australia Day Celebration

Expression of Interest Information Package

Expressions of Interest are invited from enthusiastic community focused groups to host Bundaberg Regional Council's Official Australia Day Celebrations in their local area.

Australia Day Celebrations will provide the host group with a unique opportunity to showcase their local community to a diverse range of residents and visitors.

This activity would be subsidised by Council through financial and limited in-kind assistance with Council's Event Staff liaising with the organising committee to assist with event planning and implementation.

The attached information and application form has been prepared to help interested community focused groups who may wish to apply.

Additional information can be obtained by contacting the Events team on **1300 883 699** or events.admin@bundaberg.qld.gov.au

Applications

Applications are to be received by 4.45 pm on Friday 18 September 2020 to

Events Unit

Bundaberg Regional Council
PO Box 3130
Bundaberg QLD 4670

**(Please note that this Expression of Interest relates to the hosting of Bundaberg Regional Council's Official Australia Day celebration only. All other community events and/or funding is separate and will continue as appropriate).*

Bundaberg Regional Council is collecting this information in order to comply with its responsibilities and obligations as a Local Government. The information will only be used by Council Officers or Agencies which may have a legitimate need for the information to process applications or the like. Your information will not be given to any other person or Agency until you have given us permission, or we are required to by law.

Bundaberg Regional Council will support one local community/service group to host its official Australia Day celebrations on **26 January 2021**. This process is designed to support community focused groups that have the passion and drive to plan, organise, and implement an affordable day event, in partnership with Bundaberg Regional Council.

Applicants are encouraged to develop innovative and imaginative celebratory activities around the general Australia Day concept and supporting local producers, stallholders & entertainers.

Please take the time to read and consider all information provided in this information package before submitting your application.

Conditions of application

Funding & in-kind assistance

- Council will contribute a cash contribution of up to \$9,000 towards the delivery of this event. Any funding not spent will be required to be returned to Council;
- The host organisation will be required to acquit funds upon completion of the event;
- These funds must cover activities to be provided free of charge (or by donation) to the general public;
- The event must be of a professional standard;
- The event must provide shaded areas & seating areas for attendees;
- The host organisation may seek additional sponsorship from commercial entities etc subject to Council's approval;
- The host organisation will be required to provide a budget, including a breakdown of all costs associated with delivering the proposed event;
- Council is able to provide the loan on the day of the following equipment:-
 - General waste & recycle bins; and
 - Other approved equipment as required
- The host organisation will be required to arrange and pay for any additional equipment required for the event.

Note: Council may apply for additional funding through the Queensland Governments Great Australian Bites funding program. If successful, Council will provide additional funding to support eligible initiatives to be organised by the successful applicant. These initiatives will be focused around local produce, local food businesses & local musical entertainment. It is anticipated that the outcome of any funding application will be known by November 2020.

Location

- The activity must be held within the boundaries of Bundaberg Regional Council;
- It must be held in a location which meets all Workplace Health and Safety considerations (i.e. suitable size, access for the disabled, emergency services, adequate availability for parking etc);
- Able to cater for an attendance of 3000+.

Characteristics of the event

- An official welcome must be held during the event and must include a welcome by the Bundaberg Regional Council Mayor or a representative;
- A Welcome to Country or recognition statement must form part of your official welcome ceremony;
- Pop up stalls from local food businesses (preferably with affordable tasting plates) including local produce;
- Reasonably priced food & drink;
- A stage program showcasing live local musical talent;
- The event can be held at any time of the day but must cease by 7.00pm;
- Entry must be free and open to all residents;
- It is suggested that you include ideas and approaches that will create memorable activities that attract a diverse audience;
- The provision of free activities is required. The host organisation may ask for a gold coin donation in lieu of payment, which may be kept by the organisation to offset additional event expenses or be given to a nominated charity;
- The inclusion and participation of other groups by way of entertainment, demonstrations etc is desirable.

Planning/implementing

- A committee must be established and will be responsible for all aspects of event delivery, with support from Council's Event staff. This Committee is required to meet as often as required to plan the event;
- The host organisation must be willing and able to set up all required equipment for the event;
- The host organisation must have the ability to develop and keep a budget on all event and associated costs;
- The host organisation must have the ability to develop and keep an Action Plan on all event preparations (template available from Events staff);

- The host organisation will be required to organise all activities for example: face painting/sand sculpture/rides/entertainment/stallholders etc;
- The host organisation will be required to decorate the proposed site as appropriate.

Insurance/WPHS

- The host organisation must have or obtain at least 20M Public Liability Cover (for the event);
- The host organisation must have the ability to develop a Risk Management Plan for the event;
- The host organisation must be able provide for the provision of First Aid for the event duration;
- The host organisation must provide necessary fire equipment (extinguishers/blankets);
- The host organisation must comply with Industry Framework for COVID Safe Events in Queensland. A copy of an approved COVID Safe Plan is required. (Find out more on hosting a COVID Safe Event) (Link <https://www.covid19.qld.gov.au/government-actions/covid-safe-businesses>)

Marketing

- Bundaberg Regional Council will manage and pay for all aspects of advertising/marketing. This will be limited to a social media campaign, radio advertising & print/digital flyers;
- Media releases or in person promotion will be held jointly with a Council and Community Group representative;
- Use of event branding must be approved by Council.

Assessment

- A committee will assess applications with notification provided no later than four weeks past application closing date
- Applications will be evaluated against the following criteria:
 1. **Conditions** – The application meets all of the conditions outlined in the Information Package, and have all necessary documentation attached;
 2. **Creativity** – An appropriate and memorable proposed event with an attractive and varied program of proposed activities;
 3. **Project Management** – Ability to manage, plan and implement all aspects of the event;
 4. **Community Involvement** – Demonstrated strong community engagement, enthusiasm and support.

- Organisations may be considered ineligible if previous Council funding/agreements have not been satisfactorily met;
- The decision of Council is final;
- In the result of no suitable applications being put forward. Council may at its discretion choose to run the event or alternatively offer it to another organisation to host.

Australia Day Celebration - Expression of interest

Application form

Please read the information package prior to completing this application form.

For enquiries or assistance with your application phone Council's Events Unit on 1300 883 699.

Details of your group/organisation	Organisation:	
	Address:	
	Postal address:	
	Telephone:	Fax:
Contact person for this application	Name:	
	Position:	
	Telephone:	Mobile:
	Email: <i>(preferred)</i>	
Event details	Event Name:	
	Venue/location:	
	Facilities description: <i>(Describe how it meets WPHS considerations)</i>	
	Event Times:	
Event objectives		

**Description of event program
and activities**

(Attach separate sheet if required)

List who will be involved

(Including any other organisations/groups)

Budget estimates

Please supply budget estimate details for this event (or attach separately)

Income			Expenditure <i>(continued)</i>			
Source	Total income GST inclusive	Total income less GST	Item	Total cost GST inclusive	Total cost less GST	
Total Projected Income						
Expenditure						
Item	Total cost GST inclusive	Total cost less GST				
			Total Projected Expenditure			

Please detail other sponsorship sought, or your organisation's contribution towards this project	Organisation's Name:	Yes	No	Pending	Amount \$

Provide brief and succinct points (or attach separately)

bundaberg.qld.gov.au

You MUST provide the following:

NOTE: Applications which do not provide the additional information as requested will not be assessed

- ☐ A copy of your organisation's minutes confirming the decision to submit an Australia Day Celebration Expression of Interest.
- ☐ A copy of your current Public Liability Insurance Certificate (or evidence of your ability to acquire insurance for the event)
- ☐ Completed Application Form

Certification

I hereby certify that I have been authorised to prepare and submit this application on behalf of the above mentioned group / organisation and the information contained herein is a true and correct record to the best of my knowledge.

On behalf of the above mentioned group / organisation, I agree to accept funding in accordance with the Australia Day Expression of Interest guidelines and conditions.

Signature _____

Date _____

Name _____

Position _____

Witness

Signature _____

Date _____

Name _____

Position _____