

Title of Policy	Australia Day Events		
Responsible Department	Economic Development & Tourism	Document Register ID	250.2019.549.1
Policy Owner	Tourism Promotion and Event Coordinator	Review Date	15/08/2022
Date of Council Meeting	15/08/2019	Resolution Number	289/19
Legislation, Australian Standards, Code of Practice	<ul style="list-style-type: none"> • NSW Australia Day Council Guidelines, including but not limited to hosting an Australia Day event, flag flying protocols and Australia Day awards • Australian Citizenship Ceremonies Code (Department of Home Affairs) • Disability Inclusion Access Plan 		
Aim	To facilitate the coordination of eligible community groups to organise Australia Day events within the Snowy Monaro Region. Providing a clear outline of Council roles and responsibilities and community group requirements.		

1 Scope

This policy applies to Australia Day events held by community groups within the Snowy Monaro region and Council's duty in a supportive role.

2 Policy Objectives

To provide an overview of Council's role and responsibilities in supporting local community groups to organise Australia Day events.

To ensure efficient planning, support and interaction between community groups and Council, resulting in successful Australia Day events being run that meet community expectations, important protocol specifications and Council's civic leadership duties.

3 Council's Role & Responsibilities

To support community run Australia Day events being held in the Snowy Monaro region, Council will:

- Obtain expressions of interest from local community groups to organise Australia Day celebrations.
- Ensure community groups meet the minimum requirements of Public Liability insurance coverage for hosting the event.
- Act in an advisory role to assist with the development of Australia Day events across the region including:

- i) Dissemination of Australia Day procedures and guidelines as per the Australia Day Council of NSW website to community groups organising Australia Day events.
 - ii) The Australia Day awards process for each community group, which is to be carried out in line with Australia Day Council of NSW requirements.
 - iii) Forms, facility bookings (for Council property) and approval process required to host public events.
 - iv) Outlining best practice for inclusive event planning, including cultural considerations and accessibility.
- d) Publicise regional Australia Day celebrations via Council’s usual platforms for community event promotion.
 - e) Ensure interdepartmental coordination as required.

4 Budget

Council will provide an annual budget allocation in the Operational Plan to support approved community Australia Day celebrations.

A nominated amount is offered to towns and villages to hold local celebrations (of which there are generally eight regular event hosts) with the remaining funds split equally between three major regional events to be held at Bombala, Cooma and Jindabyne.

Funds are to be accessed through Council’s Governance department. All groups are responsible for their own budget in accordance with acquittal requirements outlined in the Donations & Sponsorships policy.

Documentation

List the name and document reference number of any other document referred to in this document, including any related policies and procedures

250.2019.501.1 Donations and Sponsorships Policy

Variation

Council reserves the right to review, vary or revoke this policy and should be reviewed periodically to ensure it is relevant and appropriate.