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ITEM 1 - APPLICATIONS FOR LEAVE OF ABSENCE

REPORT IN BRIEF

Reason For Report	To allow tendering of apologies for councillors not present.
Policy Implications	Nil
Budget Implications	Nil
IPR Linkage	1.2.2.1a - Facilitate Council and standing committee meeting processes.
Annexures	Nil
File Number	\\OFFICIAL RECORDS LIBRARY\\GOVERNANCE\\COUNCIL MEETINGS\\COUNCIL - COUNCILLORS LEAVE OF ABSENCE - 1849556

RECOMMENDATION

THAT any apologies tendered be accepted and the necessary leave of absence be granted.

GENERAL MANAGER'S REPORT

A call for apologies is to be made.

ITEM 2 - DECLARATIONS OF INTEREST

REPORT IN BRIEF

Reason For Report	To allow an opportunity for councillors to declare an interest in any items to be determined at this meeting.
Policy Implications	Nil
Budget Implications	Nil
IPR Linkage	1.2.2.1a - Facilitate Council and standing committee meeting processes.
Annexures	Nil
File Number	\\OFFICIAL RECORDS LIBRARY\\GOVERNANCE\\COUNCILLORS - 2024-2028\\COUNCIL - COUNCILLOR DECLARATION OF INTEREST - 2025 - 1849558

RECOMMENDATION

THAT the Declarations of Interest be noted.

GENERAL MANAGER'S REPORT

A call for Declarations of Interest.

ITEM 3 - DECLARATIONS OF POLITICAL DONATION

REPORT IN BRIEF

Reason For Report	To allow for an opportunity for Councillors to declare any Political Donation received.
Policy Implications	Nil
Budget Implications	Nil
IPR Linkage	1.2.2.1a - Facilitate Council and standing committee meeting processes.
Annexures	Nil
File Number	\OFFICIAL RECORDS LIBRARY\GOVERNANCE\COUNCIL MEETINGS\COUNCIL - COUNCILLORS DECLARATION OF POLITICAL DONATIONS - 1849562

RECOMMENDATION

THAT any political donations be noted.

GENERAL MANAGER'S REPORT

A call for declarations of any political donations.

ITEM 4 - EVENT ASSISTANCE AND SPONSORSHIP FUNDING

REPORT IN BRIEF

Reason For Report	For determination.
Policy Implications	Nil
Budget Implications	Nil
IPR Linkage	4.1.3.2b - Support local events, culture, and festivals and promote local villages - including through the provision of sponsorship opportunities and seeking grant funding.
Annexures	1. Project Brief EAP Sponsorship Changes <u>↓</u> 2. FINAL 2025 Event Funding Program <u>↓</u>
File Number	\OFFICIAL RECORDS LIBRARY\GRANTS AND SUBSIDIES\PROGRAMS\EVENTS ASSISTANCE PROGRAM 2024 - 2025 - 1850918

RECOMMENDATION

THAT the information in the report be noted for discussion.

LEADER - COMMUNITY AND ECONOMY'S REPORT

This report provides Cabonne Community and Economy Committee with details of a proposed restructure of council's Event Assistance Program, and Sponsorship Program. The proposed changes are designed to deliver stronger community and economic outcomes by ensuring public funds are invested in events that generate clear, measurable benefits.

By simplifying the funding structure, introducing tiered support, based on event scale and impact, and requiring strategic use of sponsorship funds, the new program prioritises events that attract visitors, increase local spending, foster community pride, and activate public spaces.

These changes also improve fairness and accessibility for smaller community groups while encouraging growth and innovation in established events. With clearer assessment criteria, a structured approval timeline, and stronger accountability measures, the program will support better decision-making, enhance regional collaboration, and ultimately build a more vibrant, inclusive and economically resilient events calendar.

A three-tiered funding structure supports events at different stages of development, to provide accessible, transparent, and strategic support for event organisers, while ensuring alignment with council's broader objectives around tourism, placemaking, economic resilience, and community wellbeing.

The tiers are:

1. Council Costs Support
2. Event Support
3. Event Sponsorship (as a separate application and budget)

The attached proposal outlines objectives, funding streams and criteria in further detail. A presentation on the proposal will be made to councilors at the workshop.

ITEM 5 - COMMUNITY AND ECONOMY UPDATE

REPORT IN BRIEF

Reason For Report	For determination.
Policy Implications	Nil
Budget Implications	Nil
IPR Linkage	4.1.3.2b - Support local events, culture, and festivals and promote local villages - including through the

	provision of sponsorship opportunities and seeking grant funding.
Annexures	Nil
File Number	\OFFICIAL RECORDS LIBRARY\ECONOMIC DEVELOPMENT\REPORTING\COUNCIL REPORTS - 1850790

RECOMMENDATION

THAT the information in the report be noted.

LEADER - COMMUNITY AND ECONOMY'S REPORT

This report provides the Cabonne Community and Economy Committee with an update on key community development activities and tourism events undertaken from April to June 2025.

The reporting period saw a range of successful initiatives that enhanced community engagement, promoted regional tourism, and supported local economic growth. This report outlines the outcomes of council-supported events, communication partnerships, and infrastructure improvements across the region.

Communications and Marketing Update

Cabonne Council Facebook Report										
Date	Followers			Engagement				Content		
Month	Start	Finish	Total	Profile Visits	Reach	Engagement	Engagement Rate	Top Post	Stats	
April	6689	6720	31	3300	25000	769	3.076	Tree Removal Notice Escort Way	12,2K reach, 38 comments, 6 shares, 38 interactions	
May	6720	6730	10	2300	15100	455	3.013245033	Gaskill Street Pedestrian Safety Upgrade	8,789 views, 3,028 reach, 6 interactions	
Totals			41	5600	40100	1224	3.044622517			

Discover Cabonne Facebook Report										
Date	Followers			Engagement				Content		
Month	Start	Finish	Total	Profile Visits	Reach	Engagement	Engagement Rate	Top Post	Stats	
April	1153	1188	35	364	7500	421	5.613333333	Up Up & Away Canowindra	7,043 views, 3,076 reach, 25 interactions	
May	1188	1190	2	197	3600	239	6.638888889	What a magical night at the Cabonne Community Glow	4,709 views, 498 reach, 35 interactions	
Totals			37	561	11100	660	12.25222222			

Discover Cabonne Instagram Report										
Date	Followers			Engagement				Content		
Month	Start	Finish	Total	Reach	Engagement	Impressions	Profile Visits	Top Post	Stats	
April	1565	1579	14	786	64	3,100	66	Edellen Flowers reeal	565 views, 365 reach, 33 interactions	
May	1579	1598	19	463	21	2,650	36	Do you own a business in Cabonne?	167 views, 142 reach, 6 interactions	
Totals			33	1249	85	5750	102			

GENERAL MANAGER'S REPORT ON MATTERS FOR DETERMINATION SUBMITTED TO THE COMMUNITY, ECONOMY AND CULTURE COMMITTEE TO BE HELD ON TUESDAY 10 JUNE, 2025

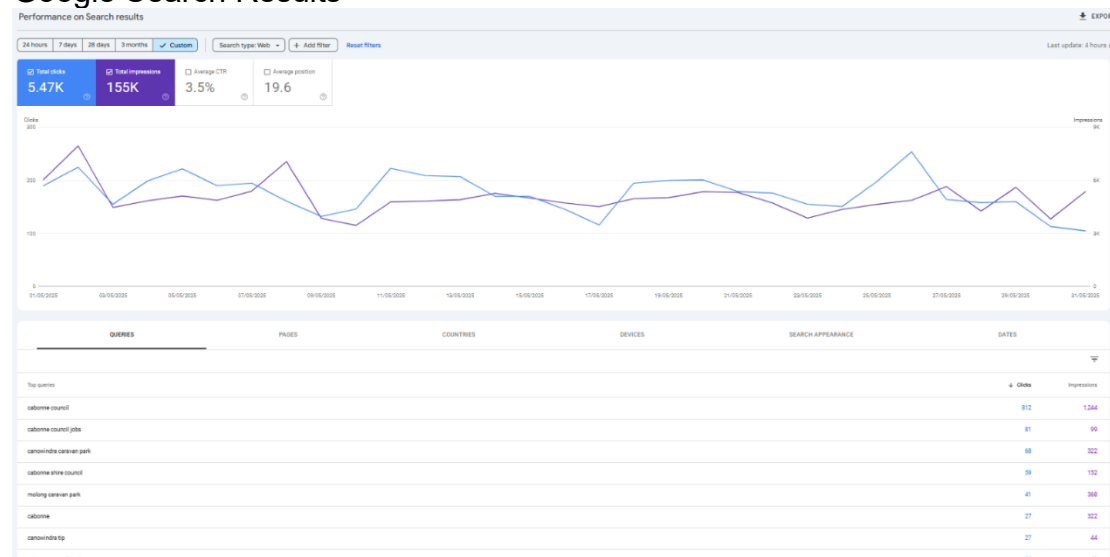
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Cabonne Council LinkedIn Report								
Date	Followers			Engagement			Content	
Month	Start	Finish	Total	Page views	Impressions	Engagement Rate	Top Post	Stats
April	1163	1188	25	146	2,444	5.8	Cabonne Catchup May	78 impressions, 254 views, 5.13% CTR
May	1188	1207	19	108	1,166	4.4	Come & Join The Team	186 impressions, 114 reach, 7.5% CTR
Totals			44	254	3610	5.1		

MONTHLY E-NEWSLETTER						
Month	Opens	Clicked	Unsubscribed	Unopened	Top Link Clicks	Total subscribers
April	74.74%	76.25%		24.46%		507
May	77.12%	76.98%		22.09%		507

QUARTERLY E-NEWSLETTER						
Month	Opens	Clicks	Unsubscribed	Unopened	Top Link Clicks	Total Subscribers
December	64.10%	30.67%	0	34.19%	Julia Cameron Award	117
March	56.69%	43.06%	0	40.94%	Cabonne Aquisitive Art Prize	127

Google Search Results



Grants Update

The Community and Economy team is pleased to announce the successful completion of our final project under the Federal Government's Building Better Regions Fund (BBRF). This achievement represents a significant milestone for the community, marking the conclusion of a multi-year program that has delivered meaningful and lasting improvements across the Cabonne region. We are proud of the outcomes achieved through this initiative and the positive impact it will continue to have on our residents and local economy.

Over the course of the program, the following project were successfully delivered:

- Activation of Molong Town Centre
- Activation of Canowindra Town Centre and River Precinct
- Eugowra Evacuation Centre/Multi-Purpose

- Eugowra Medical Centre
- New Amenities Building at the Molong Showground
- Power and Water Upgrades at Cudal Showground
- Lighting Upgrades at Canowindra Sports Oval
- Lighting Upgrades at Molong Sports Oval

The successful delivery of the BBRF project represents a major achievement for our communities.

Tourism, Events and Culture Update

Commbank IQ Visitation and Spend Data – April 2025

Business

Events

Visitor

Region Type

Spend Location

Start Date

End Date (Max 31 Day Range)

LGA

Cabonne

01-Apr-25

30-Apr-25

Overview

What are some of the key insights for Cabonne for all categories between 1 April 2025 and 30 April 2025?

Total spend in period

\$6.7M

within Cabonne for all categories between 1 April 2025 and 30 April 2025

Total day spend in period

\$5.9M

within Cabonne for all categories between 1 April 2025 and 30 April 2025

Total night spend in period

\$747K

within Cabonne for all categories between 1 April 2025 and 30 April 2025

Total Uplift From Last Year

↑ 5.1%

within Cabonne for all categories between 1 April 2025 and 30 April 2025

All insights are based on Comm Bank IQ's nationally representative retail customer transaction data between 1 April 2025 and 30 April 2025. Metrics are calculated based on electronic in-store card spend only. Online, cash, direct debit and BPAY spend is not included.

Category Summary

What are the key changes to category spend between 1 April 2025 and 30 April 2025 versus the last year (2 April 2024 - 1 May 2024) for the Cabonne location?

Category	Spend						Change vs 52 weeks prior			
	Day	Night	Visitor	Resident	Total	52 weeks prior	Total %	Total \$	Visitors %	Resident %
Total	\$5.9M	\$747K	\$3.2M	\$3.5M	\$6.7M	\$6.4M	↑ 5.1%	↑\$323K	↑ 2.6%	↑ 7.6%
Food Retailing*	\$2.1M	\$71K	\$743K	\$1.4M	\$2.1M	\$2.3M	↓ -6.9%	↓ \$199K	↓ -20.1%	↑ 2.0%
Supermarkets*			\$423K	\$1.1M	\$1.6M	\$1.5M	↑ 4.5%	↑\$67K	↑ 9.3%	↑ 13.6%
Groceries and Other Food Retailing**			\$287K	\$238K	\$525K	\$675K	↓ -22.2%	↓ \$150K	↓ -37.6%	↑ 10.3%
Tourism and Entertainment	\$1.2M	\$377K	\$1.1M	\$533K	\$1.6M	\$1.3M	↑ 19.6%	↑\$261K	↑ 29.2%	↑ 4.3%
Restaurants**	\$400K	\$151K	\$432K	\$119K	\$551K	\$220K	↑ 150.5%	↑\$331K	↑ 231.1%	↑ 24.7%
Pubs, Taverns and Bars**	\$283K	\$189K	\$175K	\$297K	\$472K	\$471K	↑ 0.2%	↑\$1K	↑ 14.6%	↓ -9.1%
Breweries and Wineries*					\$246K	\$283K	↓ -13.1%	↓ \$37K		

In April, Cabonne's total spending went up by 5.1% compared to last year, hitting \$6.7 million. Visitor spending jumped by 7.6%, growing faster than local spending—which really shows how important tourism is becoming for the local economy.

Online accommodation bookings skyrocketed by 320%, likely thanks to people coming to the region for the Balloon Challenge and the Easter break.

Most of the money was spent during the day—around \$5.9 million—but the evening economy held its own too, with \$747,000 spent at night. Spending on events by visitors (not locals) shot up by nearly 147%, proving just how much destination events can draw in people from outside the area.

Event-driven economic impacts include:

- Canowindra International Balloon Challenge (28 April – 3 May)
 - Likely a major driver of late-April visitor spend.
 - Boosted accommodation, dining, and attractions.
 - Balloon Glow on 3 May likely contributed to nighttime economy.
- Molong Village Markets (21 April)

- Supported local retail and food sectors.
- Attracted day-trippers and regional visitors, contributing to daytime spend.
- Easter Long Weekend (18–21 April)
 - Traditionally a high-travel period, likely boosted accommodation and food retail.
 - Visitor-centric spending patterns suggest strong holiday visitation.

Overview

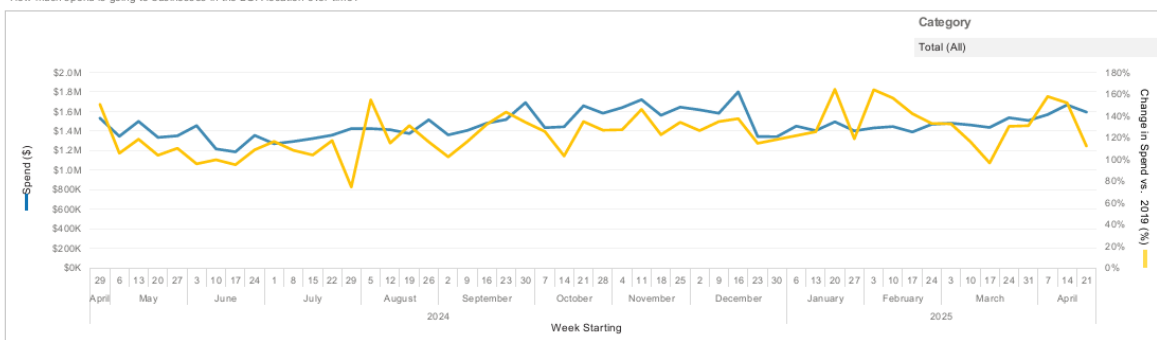
What are some of the key insights for the LGA location for April 2025?



All insights are based on CommBank IQ's nationally representative retail customer transaction data for April 2025. Metrics are calculated based on electronic in-store card spend only. Online, cash, BNPL, direct debit and BPAY spend are not included. Customer count is the distinct number of customer who have transacted in the category within the region.

Trends

How much spend is going to businesses in the LGA location over time?



Data is up to last complete Monday to Sunday week.

Most visitors to Cabonne came for short or overnight trips—whether from within NSW or interstate—showing that the region is a popular spot for quick getaways. The biggest groups of visitors came from nearby towns like Orange, Cowra, Dubbo, and Parkes, which shows how strong our regional tourism network really is.

Online accommodation bookings were down 30.6% compared to last year, but still 19.2% higher than in 2019. That suggests people are still booking online, but their habits are changing—maybe using different platforms or booking styles.

Some discretionary retail categories more than doubled in growth, and visitor spending in this area jumped by 140%—a clear sign that tourists are shopping while they're here. In contrast, supermarket spending dropped by 25%, likely due to tighter household budgets or because visitors are choosing to eat out instead.

Locals made up just over 20% of spending in the main categories, meaning visitors are still the biggest spenders in town.

Economic		Events		Visitor	
\$267M	+5.4%	17 April	+72.0%	Private Transport	44.1%
Total visitation spend	vs. last year	Highest spending day	vs. same day last year	Top category preference	penetration
502K	+7.6%	\$236M	+4.6%	65+	21.6%
Total visitation count	vs. last year	Total monthly day spend	vs. last year	Top age band	of visitors
Restaurants	+39.7%	\$32M	+7.3%	Retiree	21.6%
Highest spend growth category	vs. last year	Total monthly night spend	vs. last year	Top lifestyle	of visitors

Young families made up about 21.6% of visitors, showing there's strong demand for family-friendly things to do and places to stay. However, retirees (65 and over) were the biggest spenders both locally and across the country, making up over 21% of total spend.

Alice Clement Presentation – Canowindra

The Age of Fishes Museum, in partnership with the Association, hosted renowned evolutionary biologist and paleontologist Dr Alice Clement from Flinders University.

Her visit brought national attention to the region's fossil heritage. Approximately 70 attendees from across Australia gathered at Canowindra Services Club for Dr Clement's presentation on the Devonian Age.

The event followed a guided museum tour with 25 university students. Dr Clement documented her experience in a widely shared blog post: [Canowindra Capers – Dr Alice Clement](#)

Just 90 minutes from Wellington lies the township of [Canowindra, a site of exceptional preservation \(lagerstätte\) from the Late Devonian \(Famennian\) age](#). I've known about this site since I first started studying fossil fish, but had somehow never visited before now.

An ancient meandering river system is thought to have captured a mass of fish in a channel cutoff from the main river, which eventually dried up capturing thousands of fish in a shrinking drying billabong 363 million years ago. Evidence of the site was first recognised when a slab of rock was upended revealing curious marks underneath during the 1950s. A Canowindra local, and then the curator at the [Australian Museum in Sydney](#) could see these were unusual curious fossil fish from days gone by.

Later, Palaeontologist [Dr Alex Ritchie](#) of the Australian Museum, conducted an excavation in 1993, at that time he and his team collected approximately ~3000 fish specimens from a single layer within the Upper Devonian Mandagery Sandstone. Many of these specimens are now on display in the [FANTASTIC Age of Fishes Museum](#).



The site itself is **Late Devonian (Famennian)** in age, capturing a moment in time ~363 million years ago. More than ~3000 fossils have been unearthed from a single rock layer within the Upper Devonian Mandagery Sandstone.

July 2024
June 2024
February 2024
November 2023
September 2023
August 2023
July 2023
June 2023
May 2023
March 2023
February 2023
January 2023
December 2022
November 2022
October 2022
September 2022
August 2022

Molong Village Markets – Easter Weekend

Cabonne Council proudly sponsored the Easter Molong Village Markets, coordinated by the Molong Advancement Group (MAG).

Over 5,000 visitors attended the event, and more than 120 stalls showcased their local produce, crafts, and goods.

The event met with overwhelmingly positive feedback on social media. Media coverage included a televised segment by 7 News.



Canowindra International Balloon Challenge 2025

Council continued as a major sponsor of the Canowindra International Balloon Challenge held from 28 April – 3 May 2025. The Challenge featured satellite community events and signature events held each day, however not coinciding with school holidays dropped visitor numbers.



As part of that sponsorship, Cabonne Council held naming rights for the Cabonne Community Glow, which was officially opened by the Mayor, who commented on the thousands of visitors to Canowindra and surrounding villages the event attracted, and the event as a major driver of Cabonne's visitor economy and a wonderful contributor to local businesses. The event attracted 8,500 attendees and received glowing community feedback.

Tourism workshops

Council held Experience Development Workshops in partnership with Destination Central West NSW (DNCW). Sessions aimed to build capacity in tourism and visitor engagement and attendees discussed collaborative approaches towards enhancing visitor numbers and engagement – result in visitor spend.

The workshops also included designing and delivering visitor experiences, understanding visitor segmentation and tailoring offerings, identifying resources, tools, and funding support opportunities.

Participating businesses included:

- Brangayne Wines
- Dindima Wines
- Swinging Bridge
- Orange Mountain Estate Wines
- Stockman's Ridge
- Strawhouse Wines
- Small Acres Cyder



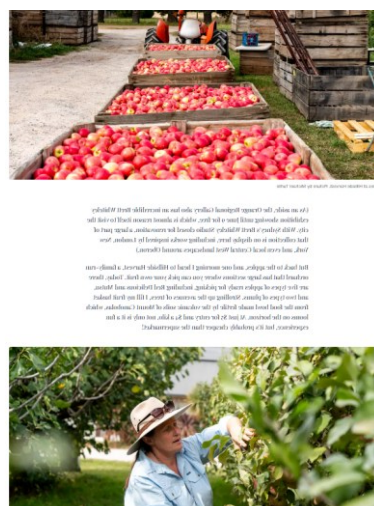
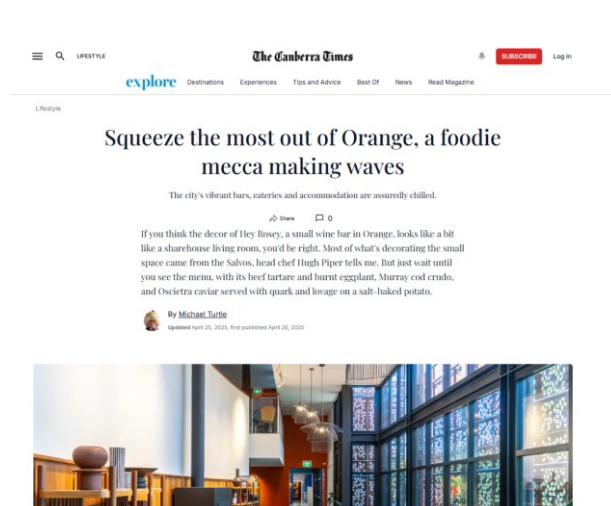
Community Engagement - Yeoval Tourism and Heritage Development

Cabonne Council continues to support the promotion of local history and visitor services in Yeoval. A new Tourist Information Hub has been launched in the entrance of the Yeoval Historical & Family Museum / O'Halloran's Cottage, marked with a prominent white 'i' flag.

In addition, on 1 May 2025, the Yeoval Museum invited council to attend a tour and regional heritage briefing with Museums & Galleries NSW Alice Norwood. The visit included a field trip to Baldry led by local landholder and historian Ted Hodges, who provided a compelling overview of the site's significance.

In the news

Orange Region featured in The Canberra Times - [Michael Turtle: Discover the culinary delights of Orange, NSW | The Canberra Times | Canberra, ACT:](#)



Orange was also featured as one of [“the best places to visit in Australia”](#) :



ITEM 6 - COMMUNITY SERVICES UPDATE

REPORT IN BRIEF

Reason For Report	To provide the committee with an update of community services activity.
Policy Implications	Nil
Budget Implications	Nil
IPR Linkage	4.2.1.1a - Sustain current funding and apply for additional opportunities to enhance service delivery across our service delivery area.
Annexures	Nil
File Number	\\OFFICIAL RECORDS LIBRARY\GOVERNANCE\COUNCIL MEETINGS\COMMITTEES - REPORTS OF 2025 - 1851439

RECOMMENDATION

THAT the information be noted.

DEPARTMENT LEADER - COMMUNITY SERVICES' REPORT

Canowindra Volunteer EXPO

The Canowindra Volunteer Expo was held Friday 23 May and brought together 33 local groups for a free event at the Canowindra Services Club Auditorium

10am to 4pm. The day was organised by Canowindra Creative Centre Inc, committee member Deb Rutter, with support from Cabonne Council and The Centre for Volunteering. Deb was instrumental in liaising with and following up locally with the numerous volunteer organisation in the community of which there are over 60.

From sport and arts to emergency services, Landcare, and social support, community and volunteer groups all play a powerful role in making Canowindra a strong, supportive, and vibrant place to live. The event was opened by Deputy Mayor Cllr Jamie Jones, with guest presenter Clint Bertenshaw, Director of Sector Development and Engagement at The Centre for Volunteering. Clint has decades of experience in community engagement and training, and brought valuable insight into how volunteering can empower individuals and build resilient, connected communities.

Feedback from all attendees was extremely positive, including the small number of visitors who came along on the day.

Council's contribution to the event was \$300 plus in house printing and the staff time required for planning and attending this worthwhile community event.

Commonwealth Home Support programme (CHSP)

Formal advise from the Department of Social Services has been received at the end of last week regarding the impending changes with Aged Care Act. This transition was due to commence on 1 July 2025 for council's CHSP services but has now been delayed until 1 November.

It has been confirmed that:

For the Commonwealth Home Support Program (CHSP) services:

- The two-year extension from 1 July 2025 to 30 June 2027 will continue with grant funding for providers. This means the grant agreement being sent is still applicable and providers should sign and return their grant agreement offer as soon as possible.
- The CHSP service list from 1 July 2025 has been re-mapped to a new service catalogue. The new service catalogue will still be implemented on 1 July 2025 in preparation to align with the Support at Home program and the Act when it commences.
- All CHSP clients must still be assessed as eligible to receive government-subsidised CHSP services from 1 July 2025.

Cabonne's CHSP services will continue to work toward meeting the transition requirements.

Youth Week 2025


This year's Youth Week event Canowindra CARP Muster will be held on Sunday 20 July 2025. The family and community friendly event is a partnership

with the Canowindra Connections Centre, Canowindra High School, OzFish and Mid Lachlan Landcare. Promotion for the event is underway.

Future donation requests

Two reports will be provided for the June council meeting regarding requests for fee waivers for use of the Cabonne Community Centre; the required information for this report was not available at the time of writing.

These requests are for the Molong Players 2025 season, and the Women's Health Weekend being planned for September.

Project Brief	Prepared By:		Penny		 CABONNE COUNCIL
	Version:		1		
	Date Prepared:				
	Doc ID:				
Project Name:	Event Funding and Event Sponsorship				
Proposed Delivery Year:	2025/2026	Proposed Budget:	EAP: \$40,360 and Sponsorship: \$56,994 (plus on-costs)	Funding Source:	Council donations (already budgeted)
Project Location:	LGA Wide				
Project Description:	<p>Cabonne Council's Event Funding Program is a strategic initiative designed to support, grow, and sustain community and tourism-focused events within the Cabonne Local Government Area (LGA).</p> <p>Recognising the powerful role events play in stimulating the local economy, enhancing social cohesion, and promoting regional identity, the program offers targeted financial and in-kind support to eligible organisations.</p> <p>This program seeks to foster a vibrant calendar of events which reflect Cabonne's unique character, increase visitation, and strengthen the local community's sense of pride and engagement. It is open to not-for-profits, incorporated associations, and registered businesses who deliver events that are open to the public and contribute positively to the cultural, economic, and social life of the region.</p> <p>With a tiered funding structure that supports events at different stages of development, this program aims to provide accessible, transparent, and strategic support for event organisers, while ensuring alignment with Council's broader objectives around tourism, placemaking, economic resilience, and community wellbeing.</p> <p>The tiers are:</p> <ul style="list-style-type: none"> - Council Costs Support - Event Support - Event Sponsorship (as a separate application and budget) <p>Please see attached proposal outlining objectives, funding streams and criteria in further detail.</p>				
Project Scope & Deliverables:	<p>The Cabonne Council Event Funding Program is underpinned by the following strategic objectives:</p> <ul style="list-style-type: none"> • Stimulate local economic activity - Support events that generate increased visitation, overnight stays, and drive spend 				

	<p>across businesses, particularly in hospitality, retail, and accommodation.</p> <ul style="list-style-type: none"> • Enhance Cabonne's regional profile - Promote Cabonne as a culturally rich destination through events which align with regional tourism strategies and build long-term brand recognition. • Foster community participation and wellbeing - Encourage inclusive, accessible, and diverse community events that build social cohesion, volunteerism, and civic pride across all towns and villages in the LGA. • Support local creativity and culture - Provide opportunities for local creatives, artists, and performers to showcase their work, enriching the cultural life of the region and supporting the local creative economy. • Encourage event sustainability and capacity building - Assist emerging and established event organisers in developing viable, well-managed events through funding, and in-kind support, helping them build resilience and sustainability to continue. • Activate public spaces and heritage assets - Encourage the use of local halls, parks, main streets, and heritage sites as vibrant event venues, contributing to placemaking and the revitalisation of rural towns.
Success Criteria <i>(Project Outcomes)</i>	<ul style="list-style-type: none"> • Ensure funding applications are only considered when all requisite licences, permits, and approvals have been obtained or are in the process of being obtained. • Increase in variation, number and quality of applications – spreading funding across all 11 towns and villages in the LGA • Improved WHS compliance rates through eligibility criteria, resource support and accountability measures. • Website form completion rates and feedback, including ensuring documentation is properly registered and readily accessible in Council's record system. • Establish clear application timelines, streamlined assessment criteria and consistent communication. • Positive community organiser satisfaction through clear guidelines, support, timely communication and transparent decision making.
IP&R Link:	CSP: 3.8, 4.3, 4.4 DP: 4.1.1.3, 4.1.3.2, 4.2.1.3a
Strategic Link:	<p>This program supports the Cabonne Community Strategic Plan by:</p> <ul style="list-style-type: none"> • Enhancing community wellbeing: Events bring people together, build local pride, and create inclusive opportunities for residents to

	<p>engage in cultural and recreational activities, contributing to a strong and connected community.</p> <ul style="list-style-type: none"> • Stimulating the local economy: By encouraging events that increase visitation and local spend, the program contributes to business vitality, job creation, and the broader regional economy. • Celebrating local identity and placemaking: Events are a great way to celebrate what makes Cabonne special - heritage, arts, landscapes, and local stories - while bringing public spaces to life and adding to the region's vibrant culture. • Fostering resilience and sustainability: By backing both new and established events, the program helps grow local leadership, sparks fresh ideas, and supports long-term success and growth for events in the region. • Promoting Cabonne as a destination of choice: Tourism-focused events align with Council's economic development goals and marketing strategies, strengthening the LGA's profile as a vibrant and welcoming destination for visitors.
Masterplan Link:	Not directly linked to projects with masterplan, but supporting general outcomes of the plans in ensuring ongoing liveable and vibrant Cabonne communities.

Budget Submission			
Expenditure		Funding	
Wages	\$0.00	Event Assistance	\$40,360 (plus \$6,054 on cost)
Plant	\$0.00	Sponsorship	\$56,994 (plus \$7,896 on cost)
Service Contracts			\$0.00
Wages On Cost (55%)	\$0.00		\$0.00
On Cost (15%)	\$0.00		\$13,950
Total	\$0.00	Total	\$111,304
Comments			

**Should the project be subject to grant funding, please review the guidelines to confirm the allowance of "on-cost" for the administration of the project.*

Project Particulars		
Responsible (R)	Does the work to complete the task.	RACI Identification
Accountable (A)	Delegates work and is the last one to review the task or deliverable before it's deemed complete.	
Consulted (C)	Provides input based on either how it will impact their future project work or their domain of expertise on the deliverable itself.	
Informed (I)	Needs to be kept in the loop on the project progress, rather than roped into the details of every deliverable.	
Project Sponsor:	Brad Byrnes	A, C, I
Project Leader:	Rebecca Johnson	R, A, C
Project Team:	Penny Watts	R, A

Internal Stakeholders:	Finance team, Governance team	I
External Stakeholders	Community, progress associations	I

Expected Milestones		
Stage	Start	Finish
Initiation – (<Insert No. of Days)	Guidelines presented to Council Workshop before being presented to the Community, Economy and Culture Committee for endorsement in June.	
Planning – (<Insert No. of Days)	Guidelines and timeframes for applications presented to Council for endorsement in July.	
Delivery – (<Insert No. of Days)	Announce changes to public – media release, online changes. Applications open in August for review and assessment at September CEC and Council meetings	
Close – (<Insert No. of Days)		
Comments		

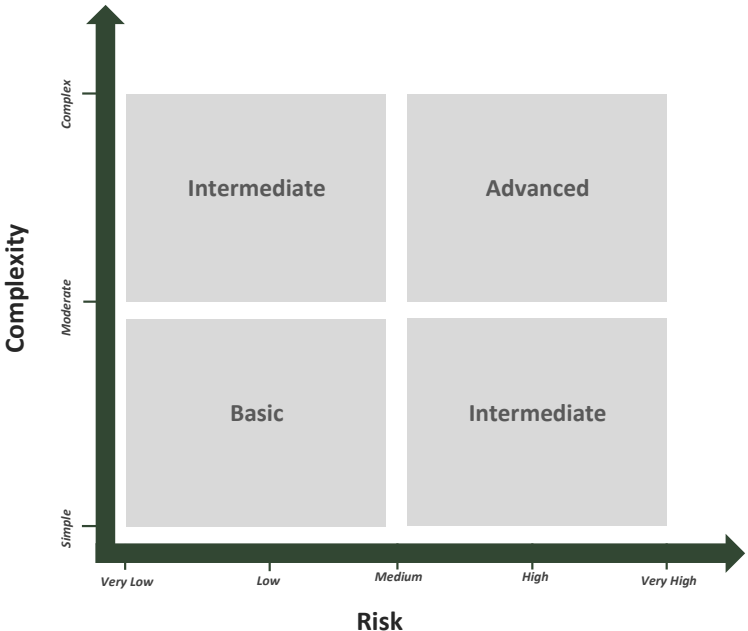
Risk Management				
Constraints - a limitation or restriction to the project.	Council's funding capacity is finite. There is a limited budget for event funding and sponsorship, which means not all eligible or worthwhile events could receive support. This constraint requires clear prioritisation, transparent assessment, and disciplined program management to avoid oversubscription or perceptions of unfairness.			
Assumptions - a thing that is accepted as true or as certain to happen, without proof.	It is assumed that funded events will deliver measurable public benefit specifically through increased visitation, economic activity, and community engagement. The program is built on the belief that applicants will use funds responsibly, follow through on their commitments, and accurately report outcomes.			
Risk	Inherent Risk	Mitigation Strategy	Residual Risk	Within Tolerance

Council may be perceived as favouring certain groups mor towns, funding low-impact or exclusive events, or inconsistently applying guidelines.	M	While Councillors would make final decision on approvals, applications to be assessed by the Tourism, Events and Culture Co-ordinator, and Department Leader, with recommendations made to the Community, Economy and Culture Committee for endorsement prior to final Council approval. This revised program would ensure Council's Conflict of Interest policy is administered, and publish clear eligibility criteria, funding caps and decision timelines.	L	Y
Recipients using funding for ineligible purposes or fail to deliver outcomes or not acquit funding properly	M	Require an event budget and marketing plan at application. Enforce the 50% matching contribution, use standard acquittal templates, link payment to acquittal approval (except in advance cases).	L	Y
Council may face legal or reputational consequences if funded events lack proper insurance or breach WHS obligations	M	Public liability \$20M mandatory for all applicants, require submission of all relevant permits and risk assessments. Include pre-event checklists and risk/WHS support.	L	YY
Program oversubscribed, poorly scoped applications or internal capacity restraints	M	Limit full assessments to four times a year. Utilise standard templates establish regular event working group to manage internal tasks and approvals.	L	Y
Funding repetitive, low-growth events which	M	Conduct biennial review of the program's	L	Y

don't align with Council's broader goals.		effectiveness against Council's strategic objectives. <i>Include a clause limiting funding to a maximum of X years (pending approval).</i>		
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** This section of the project brief should be prepared referencing Cabonne's [Risk Appetite Statement](#) & [A3 Risk Assessment Chart & Matrix](#). Risk should focus on high level enterprise and/or organisational impact. Project specific risks are to be addressed in detail at Phase 2 – Project Planning and beyond.*

Project Complexity

						
Complexity Rating	Basic	A (1 Point)	Intermediate	B (2 points)	Advanced	C (3 points)
\$ Value	<\$100,000		\$100,000 to \$1,000,000	2	>\$1,000,000	
Technical expertise	Within staff expertise	1	Some external support required		External technical expertise required	
Procurement – Cabonne's Procurement Policy	Limited documentation with delegations (Category A-D – Procurement Policy chat)	1	Open market detailed documentation (Category E)		Procurement Plan (Category F)	
Organisational Impact	Delivered with a business unit	1	Involves staff from across the organisation – stakeholder engagement (outside of Business-as-usual operations)		Involves staff from across the organisation - Stakeholder deliverables (outside of Business as-usual operations)	
Public Interest	Inform - through normal communications	1	Consult - inform and normal consultation with the community		Engage - extensive community consultation	
	Total		Total		Total	
Add the totals from columns A, B and C to ascertain the project complexity rating						= 6

Project Complexity (tick one, based on the total score in above column)	Simple (5 – 7)		Moderate (8 – 10)		Complex (11– 15)	
	X					
Risk Level Rating (tick one, based on the average mitigation rating)	Very Low	Low	Medium	High	Very High	
		X				
Project Category (tick one, based on the matrix table shown above.)	Basic		Intermediate		Advance	
	X					

Approval		
Project Leader	Date	Signature
Project Sponsor	Date	Signature

Project Control Group Review				
Complexity/ Interest		Reporting		
Documentation - (as identified in the PMF – Requirement Chart)				
Grant Brief Required - (if grant funded. Tick one)		Yes		No



Proposal for changes to Event Support Funding 2025-2026

Executive Summary

Cabonne Council's Event Funding Program is a regionally inclusive initiative designed to support, strengthen, and grow public events that deliver meaningful economic, social, and cultural benefits across primarily Cabonne, but can include events which benefit neighbouring Local Government Areas (LGA) including Blayney, Orange and Cowra.

Recognising the vital role events play in stimulating local economies, celebrating community identity, and enhancing regional visitation, the program offers structured financial sponsorship and in-kind assistance to eligible organisations. Support is available for both emerging and established events through a three-tiered funding model aligned with the scale, impact, and strategic value of each initiative. The tiers are:

- Council Support Costs
- Event Support
- Sponsorship (separate application and funding source)

The program is open to not-for-profits, incorporated associations, and registered businesses delivering public-facing events that enrich the region's vibrancy and inclusiveness. It encourages innovation, fosters community pride, and drives tourism outcomes by helping organisers enhance the visitor experience, grow audience reach, and activate public spaces.

With transparent guidelines, clear assessment criteria, and a commitment to regional collaboration, the Event Funding Program reflects Council's broader goals of strengthening local placemaking, building economic resilience, and nurturing a dynamic, connected, and culturally rich region.

Program Objectives

The Cabonne Council Event Funding Program is underpinned by the following strategic objectives:

Drive regional economic, social and cultural benefits

Support events that deliver broad, measurable outcomes for communities across the Cabonne LGA (also benefiting Blayney and Orange) enhancing local business activity, enriching cultural life, and building community pride.

Boost visitation and tourism impact

Encourage events that attract visitors to the region, extend length of stay, and deepen the visitor experience—strengthening the area's reputation as a tourism destination.

Foster inclusive and community-led events

Empower local communities to deliver accessible and inclusive events that reflect local

identity, encourage participation, and strengthen social connections across all villages and towns within Cabonne.

Support event growth and sustainability

Provide targeted support to both emerging and established events, helping organisers scale their activities, diversify income streams, and build long-term viability through planning, marketing and infrastructure.

Promote strategic partnerships and regional collaboration

Encourage collaboration between event organisers, businesses, community groups, and Cabonne Council to deliver high-impact events that create shared value and strengthen regional networks.

Activate public spaces and cultural assets

Encourage the creative use of public venues, streetscapes, and heritage sites as event spaces—enhancing placemaking and contributing to the vibrancy and revitalisation of the region.

Funding Streams

To support events of varying scale and development, the Event Funding Program offers the following funding streams:

COUNCIL COST SUPPORT		
	Purpose	Assists with offsetting council-imposed fees and charges (e.g., venue hire, waste, traffic management).
	Maximum Funding	Up to \$3,000
	Funded From	Event Assistance Program (EAP) Budget
	Eligible Expenses Include	Council facility hire (halls, sportsgrounds, reserves) Council development application or permit fees Council-managed waste disposal services Council traffic control or traffic plan reviews Community art installations (e.g., Art Wall support)

		<p>Event planning advice and regulatory assistance</p> <p>Promotion via Council's media channels</p>
EVENT SUPPORT		
	Purpose	Supports community-based and community-focused events that enhance cultural and social life within the LGA. Targeted at new, small, or growing events that demonstrate development potential.
	Maximum Funding	Up to \$5,000
	Funded From	EAP Budget
	Eligibility Requirements	<p>Delivered by or for local communities within the Cabonne region, but may also cross into neighbouring LGAs including Orange or Blayney,</p> <p>Demonstrated ability to foster engagement, inclusion, or local cultural expression</p> <p>Basic marketing plan provided to support attendance and visibility</p>
EVENT SPONSORSHIP (as a separate application and funding source)		
	Purpose	Provides high-level sponsorship to established events that deliver broad economic, social, and cultural benefits to the Cabonne LGA and its regional partners.
	Maximum Funding	\$5,000 to \$20,000
	Funded From	Sponsorship Budget
	Eligibility Requirements	<p>Events must be established and recurring with a demonstrated track record of success</p> <p>Events must take place within the Cabonne, LGA, but can cross into neighbouring regions including Orange, Blayney or Cowra.</p>

		<p>Applicants must clearly demonstrate that the sponsorship funds will be directly invested in enhancing the visitation impact of the event — such as increasing visitor numbers, length of stay, or breadth and quality of the visitor experience</p> <p>Events must deliver broad regional benefit across economic, social, and cultural scopes.</p> <p>Applications must include a strategic marketing plan that outlines:</p> <ul style="list-style-type: none"> Target audiences Promotional channels and timelines Regional marketing reach beyond the immediate local area Partnership and media strategies
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Eligibility Criteria

To ensure fairness, transparency, and strategic alignment, the following eligibility criteria apply to the Event Funding Program.

Who Can Apply

- Not-for-profit organisations
- Incorporated associations
- Registered businesses
- Applicants whose event is primarily delivered within the Cabonne LGA, however the event may take place outside of the LGA in neighbouring areas including Orange and Blayney (subject to approval).
- Organisations demonstrating strong partnerships or leveraging other funding may be more competitive

Ineligible applicants or events

- Individuals (not affiliated with an eligible entity)

- Organisations with unacquitted prior Cabonne grants or sponsorship
- Proposals focused on business development (e.g., websites, consultancy, brochures)
- Events that are part of regular business operations (e.g., school fetes, annual agricultural shows, prizegiving days, unless proposing a separate public-facing event)
- Events run by political parties or lobby groups
- Private or exclusive functions (e.g., weddings, debutante balls)
- Events that have already commenced or been delivered

Conditions of Funding

- All events must:
 - Be open to the public.
 - Provide Public Liability Insurance of at least \$20 million.
 - Supply evidence of permits, licenses, and any required approvals (approved or in the process of being approved).
- Applicants must contribute at least 50% of total event cost. Volunteer labour may be counted as in-kind contribution.
- Grants are paid in one instalment — 100% upon receipt and approval of the post-event acquittal report. Applicants seeking advance payment must indicate this during the application stage and provide a plan demonstrating how funds will be secured and used responsibly.
- Funding must be used only for approved items. Council must be notified immediately in writing if any event detail changes significantly or a revised use of funds is required. If the purpose of funding changes, written approval from Council must be obtained before reallocating funds.
- Funded events must include the current Cabonne Council logo on all public-facing materials and provide Council with a presence at the event (e.g., through complimentary tickets, speaking opportunities, or signage).
- Council reserves the right to withhold or recover funds where acquittal is not completed, or the event fails to meet agreed conditions.

Permitted expenditure includes (but not limited to):

- Venue hire and Council fees
- Marketing and promotional activities

- Equipment or infrastructure hire
- Artist or facilitator fees
- Traffic and safety services

Non-permitted expenditure includes:

- Retrospective costs (for events already held)
- Gifts, alcohol, or prizes
- Core business or ongoing staff wages
- Capital works or fixed and permanent asset purchases
- Costs not directly related to event delivery

Assessment and Approval

Applications will be assessed four times a year (see program timeline).

Cut-off for assessment is two weeks before each Committee meeting.

Council reserves the right to:

- Offer less than the amount requested.
- Decline funding based on strategic priorities or fund availability.
- Recover funds if conditions are breached or acquittal is not submitted.

Program Timeline

To ensure effective planning and timely support, the Event Funding Program operates on a rolling cycle with regular assessment points aligned with Council's meeting schedule.

Application Timeframes

- Applications accepted year-round
- Assessed by the Community, Economy and Culture Committee each quarter (proposed for March, June, September, and December)
- Cut-off for consideration: Minimum two weeks before each committee meeting
- Council endorsement follows at the next available monthly Council meeting

General Timeline Overview

Stage	Indicative Timing
Program Launch and Promotion	July annually (aligned with new financial year)
Applications Open	Ongoing – accepted year-round but only assessed four times a year

Application cut-off for assessment	One month prior to each bi-monthly Community, Economy and Culture Committee meeting
Assessment by Committee	Each quarter (planned for March, June, December, September)
Council Endorsement	Monthly (last Tuesday of each month)
Applicant notification	Within 2 weeks of Council decision
Funding Acceptance and Agreement	Within 2 weeks of notification
Event Delivery Window	Within the financial year (unless otherwise negotiated)
Grant Acquittal Due	Within 90 days of event completion

How to Apply

1. Please read the guidelines carefully to ensure that you are eligible for the funding.
2. To apply complete the online application form (there are separate Event Assistance Program and Sponsorship Program applications). You will receive a confirmation email upon application advising you of when your application will be presented to the Community and Economy Committee, before recommendations made to Cabonne Council for endorsement.

Council will determine the amount offered and if they wish to endorse the event, this will be assessed based on the recommendation given by the Community and Economy Department who have based their recommendation on the evidence and criteria that the applicant has provided. Please note that the amount from Council may not match the amount requested.

Ensure all relevant applications for permits, licences and other approvals have been sought. Evidence must be supplied to Council.
3. Within two weeks of the Council meeting, you will receive an email advising you of the outcome. If successful, you will receive a funding agreement and acceptance which is to be completed and signed by relevant, authorised parties and returned to Council within two weeks of notification.
4. After the completion of your event, an online acquittal is required to be submitted providing evidence of expenditure and feedback on the event. Acquittal reporting must be completed and returned within 90 days of the event completion. Acquittal reporting will require:
 - o A financial summary
 - o Receipts or evidence of expenditure
 - o Marketing samples and photos
 - o Evaluation of attendance and outcomes

5. You will be required to provide Council with an invoice for your approved funding to be processed and paid by Council's finance department. You may be required to complete a *Creditor/Supplier Application/Maintenance Form* if you are not already in Council's finance records.

Confidentiality Statement

Information provided in applications will be used solely for the purposes of assessment and funding administration. All documentation will be treated as confidential in line with the NSW Local Government Act 1993 and Government Information (Public Access) Act 2009.

Privacy Statement

Cabonne Council will collect and store the information you voluntarily provide to enable processing and assessment of Sponsorship. Any information provided will be stored on a database that will only be accessed by authorised personnel and is subject to privacy restrictions. Cabonne Council complied with the *Privacy and Personal Information Protection Act* 1998. Applicants must ensure that people whose personal details are supplied are aware that Cabonne Council is being supplied with this information and how this information will be used.

Rationale

The proposed changes to Council's Event Funding Program are designed to deliver stronger community and economic outcomes by ensuring public funds are invested in events that generate clear, measurable benefits.

By simplifying the funding structure, introducing tiered support based on event scale and impact, and requiring strategic use of sponsorship funds, the new program prioritises events that attract visitors, increase local spending, foster community pride, and activate public spaces.

These changes also improve fairness and accessibility for smaller community groups while encouraging growth and innovation in established events. With clearer assessment criteria, a structured approval timeline, and stronger accountability measures, the program will support better decision-making, enhance regional collaboration, and ultimately build a more vibrant, inclusive and economically resilient events calendar for Cabonne.

Original EAP/ Sponsorship →	New Strategy →	Outcome/Benefits
<ul style="list-style-type: none"> • Flagship Events – Up to \$5,000 (max 3-year support) • Core Events – Up to \$2,000 (visitation growth focus) • Developing Events – Up to \$500 per event • Sponsorship – no limit specified 	<ul style="list-style-type: none"> • Council Cost Assistance – Up to \$3,000 (covers council-imposed costs) • Event Support – Up to \$5,000 (for new or developing community events) • Event Sponsorship – \$5,000–\$20,000 (for established events with clear visitation impact, strategic marketing, and strong return on investment) 	<p>To improve user understanding, reduce confusion, and make the program more accessible to emerging groups and first-time applicants.</p> <p>Original tiers were not always well understood by applicants, leading to misuse or misaligned expectations. The revised model uses plain-English funding categories with defined purposes — distinguishing between logistical support, emerging events, and sponsorship for established events.</p>

		Each stream has clear eligibility and criteria, reducing confusion.
<p>Council funds up to 30% of event budget.</p> <p>Acquittal is mandatory for both.</p> <p>Events must acknowledge Council branding for both.</p>	<p>Requires 50% applicant contribution, including in-kind labour and volunteer time.</p> <p>Payments made only after acquittal, unless advance approval requested.</p> <p>Stronger expectations around risk notification, compliance, and event visibility obligations (e.g. logo, speaking opportunities, tickets).</p>	<p>To protect public funds, ensure compliance, and reduce Council's exposure to reputational or legal risk.</p> <p>Upfront grant payments carried risk if events were delayed, cancelled, or poorly acquitted.</p> <p>Grant payments only after acquittal approval, plus 50% co-investment, reduces reliance on Council funds and encouraging financial responsibility.</p>
Restricted support to events within Cabonne LGA only.	Expands eligibility to events held in Cabonne, but including neighbouring LGAs like Blayney, Cowra and Orange. This is subject to individual applications evidence of Cabonne LGA benefits must be provided.	Reflect Cabonne Council's increasing collaboration with neighbouring LGAs (Blayney and Orange) and recognises broader regional benefits and shared community/tourism impact.
Applications assessed by the Community, Economy and Culture Committee only when timing suited, some applications presented straight to Council. No clear publication of assessment timing.	Applications open year-round, but assessed quarterly (March, June, September, December) by the Community, Economy and Culture Committee before presented to Council.	Ensures all applications are reviewed by the Community, Economy and Culture Committee prior to being presented to Council, supporting fair, evidence-based decision-making.

	<p>Includes clear cut-off two weeks prior to committee dates.</p> <p>Defines full Council endorsement workflow and timeline.</p>	<p>This structured process aligns with good governance practices under the NSW Local Government Act 1993 by introducing a consistent quarterly assessment schedule and clear cut-off dates.</p>
Both versions require acquittal within 90 days.	<p>New adds more structure and clarity about performance metrics, expected marketing reach, and proof of community/council outcomes.</p>	
<p>Excludes events that are “part of the regular business of the applicant” (e.g., fetes, agricultural shows). Individuals and non-acquitted applicants are ineligible.</p>	<p>Aligns with prior exclusions but adds clarity by explicitly including registered businesses, encouraging partnerships, and noting that applications with other financial support sources are more competitive.</p>	<p>Past applications were inconsistent in quality, with limited justification for funding or unclear event outcomes. The new strategy requires applicants to include a marketing plan, event objectives, and visitation impact, especially for larger funding requests. This helps Council assess value for money and alignment with regional goals.</p>
<p>Focuses on generating visitation and skill development opportunities. Limited emphasis on strategic impact beyond visitation metrics.</p>	<p>Stronger articulation of regional economic, social, and cultural outcomes. Emphasises alignment with Council’s strategic goals including placemaking, inclusion, and collaboration.</p>	<p>Some groups applied for the same amount each year with minimal changes or growth in their event.</p> <p>The updated strategy requires demonstrated innovation or improvement from returning applicants, and limits top-tier</p>

		sponsorship to events with broad regional impact and a strategic use of funds (e.g. boosting visitation).
Limited reference to strategic documents or policy frameworks.	Explicitly aligns the program with Council's Integrated Planning and Reporting Framework, tourism strategy, and regional collaboration priorities.	<p>Ensures funding decisions support Council's long-term goals.</p> <p>Improves transparency, consistency, and accountability in assessments.</p> <p>Strengthens justification for funding by linking events to measurable community and economic outcomes.</p> <p>Encourages regional partnerships and shared strategic impact.</p>
Lists general aims including visitation increase, mutual partnerships, and access to funding.	Outlines six strategic objectives, clearly aligning with Council policy: economic benefit, tourism, inclusivity, sustainability, partnerships, and activation of public spaces.	To ensure Council funding delivers measurable outcomes, particularly in economic stimulation, tourism growth, and community cohesion.

Marketing plan

Cabonne Council will implement a strategic marketing and outreach campaign to ensure equitable access to the Event Funding Program and to encourage a diverse range of applicants from across the region.

Marketing Objectives

- Raise awareness of the changes to funding program

- Encourage participation from underrepresented and emerging event organisers (include all towns and villages)
- Promote transparency and accessibility in the application process
- Support the development of high-quality and varied events that reflect the diversity of the Cabonne community

Promotional Channels

- **Council website** - Dedicated funding page with guidelines, FAQ, application and acquittal links and downloads.
- **Social media** - Posts on Facebook, Instagram, and LinkedIn to announce major changes to funding, plus new with deadlines.
- **Newsletters** - Inclusion in Council's E-news, Catch Up and Collective newsletters.
- **Councillor Networks** - Engagement through Council representatives and town progress meetings. Provide briefing materials and talking points to Councillors and Council staff to share through local networks
- **Information Sessions**
 - Online or in-person sessions held biennially in key towns – through progress association meetings
 - Partner with local progress associations, and other community groups to distribute program details
 - Provide grant writing support or templates for small or volunteer-led groups
- **Collaboration and cross-promotion**
 - Encourage cross-promotion through funded events' own channels and networks
 - Encourage collaborative or joint event applications between multiple community groups

Appendix 1: Permit and Approval Lead Times

Event organisers are strongly advised to begin planning well in advance and adhere to the following minimum lead times for additional permits:

Permit Type	Description	Timeframe
Cabonne Council permits		
Development Application	Including temporary infrastructure	Four months prior to event start

Amusement Device application	Such as mechanical rides, inflatables (jumping castles)	Three months prior to event start
Landowners Consent	If the event is held on Council-owned or managed land	Three months prior to event start
Traffic Management	Traffic management and traffic control plan	Four months prior to event start
Activities under Section 68 of the Local Government Act 1993	Approval for temporary event camping	One month prior to event start
Activities under Section 138 of the Roads Act 1993	Approval for temporary structures such as scaffolding and fencing on roads reserves on paths	Three months prior to event start
Organisations outside Council		
Liquor Licence	Required for events where alcohol is to be sold or served at an event	Three months prior to event start date
NSW Police	Police notification of event	Four months prior to event start date
Emergency Services	Including fire brigade, Rural Fire Service and ambulance	Two months prior to event start date
SafeWork NSW	Including fireworks	Three months prior to event date
NSW National Parks and Wildlife Service	National Park permits for events and activities held in NSW national parks	Six months prior to event start date
Forestry Corporation	State Forest permit required for a range of events and activities in State Forests	One month prior to event start date
Local Aboriginal Land Council	Approval from the relevant Local Aboriginal Council for an activity to be held on their land	Two months prior to event start date
Crown Land	Short-term licence when you undertake short-term activity such as a music festival, sporting event or competition on Crown Land	Two months prior to event start date

Appendix 2: Application process

2.1 Event Assistance Application

2025 Event Assistance Program Application



Details of the Organisation

Name of organisation Required

Postal address

Contact person Required

Position in organisation

Phone number Required

Email address

If yes, please upload your plan/strategy here



Please attach all files to the end of this form before submitting it.

Event Details

Name of the event Required

Funding category applying for (Select 1 option) Required

- ☐ Council Support Costs
- ☐ Event Support

If applying for Council Support Costs, please provide details of assistance required (Select 1 to 5 options)

- ☐ Council facility hire
- ☐ Development application or permit fees
- ☐ Council-managed waste disposal services
- ☐ Community art installations (e.g. art wall support)
- ☐ Other

Other (please specify)

How would you describe your event? Please provide a brief overview, including its theme, purpose, and key features.

Where and when is the event to take place?

Details of the Proposal

Does your event require permits, licences or other required approvals? (Select 1 or more options)

This list is not comprehensive and other approvals may be required. It is the responsibility of the event organiser to obtain relevant approvals, however you may contact Council for assistance and guidance.

- ☐ Development Application
- ☐ Traffic management approvals
- ☐ Liquor licence
- ☐ Emergency services approval (fire, ambulance)
- ☐ Safework NSW (fireworks)
- ☐ Crown Land approval
- ☐ Other

Other (please specify)

Please upload evidence of approvals or permits including applications and/or consent documents.



Please attach all files to the end of this form before submitting it.

How will your event help raise the profile of Cabonne Council? Please describe how it will promote the region's identity, visibility, or reputation through marketing, partnerships, or public engagement.

What local business opportunities will your event create? Please describe how local suppliers, vendors, or service providers will be involved or benefit from the event.

How many people are expected to attend the event from within and outside the Cabonne region?

What benefits will be returned to the Cabonne community? Please outline the expected social, cultural, or economic outcomes for local residents, groups, or organisations.

Which other community groups are involved in your event? Please list any local organisations, clubs, or associations contributing to the planning or delivery.

Assistance Requested

You can add up to five (5) types of assistance details below. You do not have to fill them all out. Please ensure that you include your total assistance requested at the end.

Type of Assistance (1) RequiredDetails (1) RequiredValue of Assistance, exclusive of GST (Council to provide estimate for in-kind items) (1) Required

- No more than 2 decimal places

Type of Assistance (2)

Details (2)

Value of Assistance, exclusive of GST (Council to provide estimate for in-kind items) (2)

Type of Assistance (3)

Details (3)

Value of Assistance, exclusive of GST (Council to provide estimate for in-kind items) (3)

Type of Assistance (4)

Details (4)

Value of Assistance, exclusive of GST (Council to provide estimate for in-kind items) (4)

Type of Assistance (5)

Details (5)

Value of Assistance, exclusive of GST (Council to provide estimate for in-kind items) (5)

Total assistance requested Required

Will you require payment of EAP grant prior to event being delivered, or lodging the Acquittal Form? (Select 1 option)

Required

If you require payment prior to the event being delivered or prior to the event acquittal being lodged you must provide a plan demonstrating how the funds will be secured and used responsibly in line with your application.

- ☐ Yes
- ☐ No

If yes, please provide details on how the funds will be secured and managed responsibly. Include any financial controls, oversight, or accountability measures in place.



Please attach all files to the end of this form before submitting it.

Supporting Information

Please attach a detailed budget? Please include all income sources such as contributions, revenue from sales, and sponsorships or grants (both confirmed and pending), and expenditure. **Required**

This may include event costs such as venue hire, marketing and promotions, performer costs, equipment hire (staging, lighting), catering, staffing (first aid, security), permits and insurance. Please also include any income received from sponsorship or grants, ticket sales (if applicable), donations or merchandise sales.



Please attach all files to the end of this form before submitting it.

Please upload any quotes received for event costs (if applicable)



Please attach all files to the end of this form before submitting it.

Please upload a risk assessment for your event. **Required** You can find a downloadable risk assessment [here](#).



Please attach all files to the end of this form before submitting it.

Please upload your letter of support (1)



Please attach all files to the end of this form before submitting it.

Please upload your letter of support (2)



Please attach all files to the end of this form before submitting it.

Declaration

The declaration below must be agreed to by a person who has delegated authority to sign on behalf of the organisation e.g. President, Chairman, member of the board or authorised staff member. I declare the information provided in this application and attachments is, to the best of my knowledge, true and correct. I understand any omission or false statement may result in the rejection of the application or withholding of any funds already approved. I understand Cabonne Council may check any of our statements for the purpose of assessing this application, and I agree to provide any additional information requested. I understand this is an application only and may not necessarily result in funding approval. (Select 1 option) **Required**

☐ Yes

☐ No

Name **Required**

Position in Organisation **Required**

Signature **Required**

Date **Required**

D	D	M	M	Y	Y	Y	Y
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End of form

Don't forget to attach all files before submitting this form

2.2 Event Sponsorship Application

2025 Event Sponsorship Application



Details of the organisation

Name of organisation: Required

Postal address:

Contact person: Required

Position: Required

Phone number: Required

Email: Required

GST registered: (Select 1 option) Required

- ☐ Yes
☐ No

Please upload a copy of your current Certificate of Currency - \$20million Public Liability Required



Please attach all files to the end of this form before submitting it.

Does the organisation have an ABN? (Select 1 option)

- ☐ Yes
☐ No

If yes, please provide ABN

What is the aim or mission of your organisation? Please describe your core purpose and the community or outcomes you seek to support. Required

Does your organisation have a plan/strategy? Required

This should clearly define the purpose of your organisation, organisational structure including governance, operational teams and stakeholders. It should outline broad long-term goals which align with the mission, and key strategic initiatives such as workshops, events or campaigns. If available any performance metrics would also be valuable such as number of participants served, volunteer hours, fund raised etc.

Please upload a copy of your organisation's plan/strategy.



Please attach all files to the end of this form before submitting it.

Event Details

Name of event Required

Venue/ location of event Required

Date of event Required

Type of event (Select 1 option) Required

- ☐ One-off event
☐ Annual event

How would you describe your event? Please provide a brief overview, including its theme, purpose, and key features.

Required

What is your proposed event program and delivery plan? Please outline the key activities, schedule, and how the event will be delivered. Required

What is the purpose of your event? Please explain the reason for holding it and the outcomes you hope to achieve. Required

Is this a ticketed event (Select 1 option) Required

- ☐ Yes
- ☐ No

Link to ticket purchases (if available)

List all other sponsorship, partners and/or key stakeholders and their level of support - financial and in-kind. Required

Does your event require permits, licences or other required approvals? (Select 1 or more options)

This list is not comprehensive and other approvals may be required. It is the responsibility of the event organiser to obtain relevant approvals, however you may contact Council for assistance and guidance.

- ☐ Development Application
- ☐ Traffic management approvals (road closure, disruption)
- ☐ Liquor licence
- ☐ Emergency services approvals (fire, ambulance)
- ☐ Safework NSW (eg. fireworks)
- ☐ Crown Land approval
- ☐ Other

Other (please specify)

Upload evidence of approvals or permits including applications and/or consent documents.

Please attach all files to the end of this form before submitting it.

Previous event data

When/ where was this event held last

Total number of attendees (local, intrastate, interstate) Required

Any post-event reflections, reports and/or changes

Proposed event data

Projected number of attendees (confirmed and estimated) Required

How will your event deliver broad regional benefits? Please describe its expected economic, social, and cultural impacts across the wider community. Required

How will your event positively engage local businesses and the Cabonne community? Please provide specific examples of partnerships, collaborations, or community involvement. Required

How will Cabonne's Sponsorship be recognised (please tick all relevant) (Select 3 to 7 options) Required

- ☐ Cabonne Council branding recognition on all promotional material (printed and digital)
- ☐ Signage at the event
- ☐ Acknowledgement of support through all media (radio, tv, paper, on day promotion etc)
- ☐ Data provide to Council (E.g- demographics, attendees etc)
- ☐ Images from the event for Council marketing use
- ☐ Provide feedback and fully completed Acquittal
- ☐ Naming rights of the event
- ☐ Other

Other please specify

Supporting commentary Required

Marketing plan

Please provide a detailed marketing and communication plan. What media coverage, broadcasting, print, social media, or other promotional activities are planned, and who are your target audiences?



Please attach all files to the end of this form before submitting it.

Sponsorship amount

Amount of sponsorship funding requested: Required

Please list all the items or activities the Sponsorship funds will be used for. How will the funding contribute to the success of your event or project? **Required**

What is the total estimated cost of your event?

Please attach a detailed budget? Please include all income sources such as contributions, revenue from sales, and sponsorships or grants (both confirmed and pending), and expenditure.



Please attach all files to the end of this form before submitting it.

What is the total value of your organisation's contribution to the event?

Please break down your contribution into cash contributions, in-kind support (donated goods or services), volunteer labour (include estimated hours and roles).

Can you confirm that your organisation will contribute at least 50% of the total event cost through cash, in-kind or volunteer support? (Select 1 option) **Required**

☐

Yes

☐

Other

If no, please explain.

Please upload your event risk assessment. **Required** You can find a downloadable risk assessment here



Please attach all files to the end of this form before submitting it.

Declaration

The declaration below must be agreed to by a person who has delegated authority to sign on behalf of the organisation e.g. President, Chairman, member of the Board of Management or authorised staff member. I declare the information provided in this application and attachments is, to the best of my knowledge, true and correct. I understand any omission or false statement may result in the rejection of the application or withholding of any funds already approved. I understand Cabonne Council may check any of our statements for the purpose of assessing this application, and I agree to provide any additional information requested. I understand this is an application only and may not necessarily result in funding approval. (Select 1 option) Required

☐ Yes☐ No**Name** Required**Position in Organisation** Required**Signature** Required**Date** Required

End of form

Don't forget to attach all files before submitting this form

Appendix 3: Reporting and Accountability

Cabonne Council is committed to ensuring that all funded events deliver the outcomes proposed in their applications and that public funds are managed responsibly. All successful applicants will be subject to standard reporting, acquittal, and recognition requirements.

3.1 Event Assistance/ Sponsorship Acquittal

Event Assistance Acquittal

Organisation Details

Name of organisation

Name of contact for this event/organisation

Position in organisation

Phone number

- Must be between 10000000 and 1000000000

Email address

Event details

Name of event

Date of delivery of event

D	D	M	M	Y	Y	Y	Y
---	---	---	---	---	---	---	---

Total approved funding provided by Cabonne Council RequiredWhat was the total event costs (including Cabonne Council grant)? Required

This must include at least 50% contribution from the applicant (can include volunteers and in-kind labour). Based on the NSW Centre for Volunteering's [Cost of Volunteering Calculator](#), volunteers are worth \$43.27 per hour. You can estimate average cost per hour by entering in 1 in the 'All Ages' field and selecting 'Per Year'. That is 'X' hours at \$43.27/hour.

If the event was cancelled, or if any deliverables from your approved application had changed please provide details.

Grant expenditure

Please list the details of all invoices related to this claim. Items claimed must be only those deemed eligible according to your original project description as listed in your Funding Agreement.

Invoice 1

Date of invoice

D	D	M	M	Y	Y	Y	Y
---	---	---	---	---	---	---	---

Tax Invoice number

Amount of payment (incl GST)	
GST component	
Provider of goods and services	
Goods and services provided	

Invoice 2									
Date of invoice	<table><tr><td>D</td><td>D</td><td>M</td><td>M</td><td>Y</td><td>Y</td><td>Y</td><td>Y</td></tr></table>	D	D	M	M	Y	Y	Y	Y
D	D	M	M	Y	Y	Y	Y		
Tax Invoice number									
Amount of payment (incl GST)									
GST component									

Provider of goods and services

Goods and services provided

Invoice 3

Date of invoice

D	D	M	M	Y	Y	Y	Y
---	---	---	---	---	---	---	---

Tax Invoice number

Amount of payment (incl GST)

GST component

Provider of goods and services

Goods and services provided

Invoice 4

Date of invoice	<table><tr><td>D</td><td>D</td><td>M</td><td>M</td><td>Y</td><td>Y</td><td>Y</td><td>Y</td></tr></table>	D	D	M	M	Y	Y	Y	Y
D	D	M	M	Y	Y	Y	Y		
Tax Invoice number	<input type="text"/>								
Amount of payment (incl GST)	<input type="text"/>								
GST component	<input type="text"/>								
Provider of goods and services	<input type="text"/>								
Goods and services provided	<input type="text"/>								

Invoice 5									
Date of invoice	<table><tr><td>D</td><td>D</td><td>M</td><td>M</td><td>Y</td><td>Y</td><td>Y</td><td>Y</td></tr></table>	D	D	M	M	Y	Y	Y	Y
D	D	M	M	Y	Y	Y	Y		
Tax Invoice number	<input type="text"/>								

Amount of payment (incl GST)	
GST component	
Provider of goods and services	
Goods and services provided	

Invoice 6									
Date of invoice	<table><tr><td>D</td><td>D</td><td>M</td><td>M</td><td>Y</td><td>Y</td><td>Y</td><td>Y</td></tr></table>	D	D	M	M	Y	Y	Y	Y
D	D	M	M	Y	Y	Y	Y		
Tax Invoice number									
Amount of payment (incl GST)									
GST component									

Provider of goods and services

Goods and services provided

Invoice 7

Date of invoice

D	D	M	M	Y	Y	Y	Y
---	---	---	---	---	---	---	---

Tax Invoice number

Amount of payment (incl GST)

GST component

Provider of goods and services

Goods and services provided

Invoice 8

Date of invoice								
<table><tr><td>D</td><td>D</td><td>M</td><td>M</td><td>Y</td><td>Y</td><td>Y</td><td>Y</td></tr></table>	D	D	M	M	Y	Y	Y	Y
D	D	M	M	Y	Y	Y	Y	

Tax Invoice number

Amount of payment (incl GST)

GST component

Provider of goods and services

Goods and services provided

| Invoice 9 | |

Date of invoice								
<table><tr><td>D</td><td>D</td><td>M</td><td>M</td><td>Y</td><td>Y</td><td>Y</td><td>Y</td></tr></table>	D	D	M	M	Y	Y	Y	Y
D	D	M	M	Y	Y	Y	Y	

Tax Invoice number


Amount of payment (incl GST)	
GST component	
Provider of goods and services	
Goods and services provided	

Invoice 10									
Date of invoice	<table><tr><td>D</td><td>D</td><td>M</td><td>M</td><td>Y</td><td>Y</td><td>Y</td><td>Y</td></tr></table>	D	D	M	M	Y	Y	Y	Y
D	D	M	M	Y	Y	Y	Y		
Tax Invoice number									
Amount of payment (incl GST)									
GST component									

Provider of goods and services

Goods and services provided

Upload copies of all receipts and invoices related to this claim.


 Please attach all files to the end of this form before submitting it.

Event Outcomes

Number of attendees (total) Required

Percentage of attendance of visitors from outside Cabonne LGA Required

Please provide any available data on event attendance. This may include ticket sales, headcounts, registration numbers, or estimates supported by evidence.

 Please attach all files to the end of this form before submitting it.

Outline key successes and challenges of the event. This can include lessons learned and recommendations.

Required

Example 1: Feedback said that signage and seating was not fully accessible for attendees with disabilities. Lesson: Accessibility needs must be integrated from the outset. Recommendation: Ensure accessibility needs are discussed at planning phase, or conduct a pre-event audit.

Example 2: Volunteer shortages impacting some event delivery. Lesson: Relying solely on volunteers can result in unanticipated absences. Recommendation: Introduce volunteer incentives such as certificates, gift vouchers.

Outline how approved funding delivered broad regional benefits across economic, social and cultural scopes.

Required

Example: The event drew visitors from nearby towns, boosting trade for stallholders, food vendors, and small businesses, many of whom reported increased sales and new customer connections. Socially, the event brought together residents of all ages, with over 30 community volunteers helping to set up, run activities, and welcome guests - fostering a strong sense of pride and cooperation. The program featured performances by local musicians and artists highlighting heritage and diversity.

Upload minimum of three high-resolution images **Required**



Please attach all files to the end of this form before submitting it.

How was Cabonne Council's sponsorship acknowledged or promoted? Please describe any signage, media mentions, branding, or public acknowledgements used during the event. **Required**

Upload any other documents - marketing materials, evidence of Council recognition, survey results or comments.



Please attach all files to the end of this form before submitting it.

Declaration

Signature of organisation representative Required

Date

D	D	M	M	Y	Y	Y	Y
---	---	---	---	---	---	---	---

End of form

Don't forget to attach all files before submitting this form

