



**Macedon
Ranges**
Shire Council

ANZAC Day Commemorative Services Support Fund 2026

Guidelines



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Overview

Macedon Ranges Shire Council is proud to support ANZAC Day Commemorative Services through the ANZAC Day Commemorative Services Support Fund.

ANZAC Day Commemorative Services are significant for local communities as they honour and remember the sacrifices made by Australian and New Zealand service members during times of war.

The support fund is available to community groups that have historically organised ANZAC Day Commemorative Services and require assistance with traffic management costs to ensure safe event delivery.

1.1 Program objectives

The objectives of the ANZAC Day Commemorative Services Support Fund align with the priorities of the 2021-2031 Council Plan specifically:

- Connecting communities; and
- Healthy environment, healthy people.

Preference will be given to applicants delivering an ANZAC Day Commemorative Service who:

- Can demonstrate the services established legacy in the community.
- Provide quotes for professional accredited traffic management controls.
- Foster community development and contribute to health and wellbeing.
- Demonstrate a plan to deliver a service that is accessible and inclusive for participants.
- Demonstrate plans to minimise impact on the environment and surrounding community.
- Lack alternative income streams that could be directed toward supporting the service's delivery.

1.2 Timeline

Applications open	April 2025
Applications close	May2025
Applications assessed by panel	June 2025
Recommendations to Council	August 2025
Grant recipients announced	August 2025
Event takes place	25 April 2026
Grants acquitted	Within 8 weeks of the ceremony

Eligibility

2.1 Eligible applicants

ANZAC Day Commemorative Services within the Macedon Ranges Shire that are required to implement traffic management controls to ensure a safe and compliant event are eligible for funding.

Applications will generally be considered from:

- Community organisations that deliver an established ANZAC Day Commemorative Service.
- Not for profit organisations that:
 - Are an incorporated body, cooperative or association.
 - Have an Australian Business Number (ABN) or can provide written advice from the Australian Taxation Office that no withholding tax is required from the grant payment.

Please note: If your group is not incorporated, you can still apply if you have an auspicing body.

2.2 What will be funded

- Accredited traffic management services required to deliver a safe and compliant ANZAC Day Commemorative Service; or
- Traffic management controls that help ensure the safety of participants, such as shuttles, buses, and way-finding signage.
- ANZAC Day Commemorative Services that are held on 25 April 2026.

2.3 What won't be funded

The following list provides advice on what will not be funded through the program.

- ANZAC Day Commemorative Services that have no established history of being held.
- ANZAC Day Commemorative Services staged outside of Macedon Ranges Shire.
- ANZAC Day Commemorative Services that are not broadly accessible to the local community.
- ANZAC Day Commemorative Services on private land that have not determined potential restrictions and permit requirements with Council's Planning Department.
- Applications that do not include a formal quote for traffic management controls.
- Applications that are not received by the application closure date.
- Applicants that have failed to acquit previous funding agreements.
- Applications that are incomplete or fail to meet criteria.
- Capital expenditure (the purchase of land, buildings, vehicles or building on privately owned land).
- Rental or lease of office space (event venue costs may be considered at the discretion of Macedon Ranges Shire Council).
- ANZAC Day Commemorative Services that are not held on 25 April 2026.
- Applications which are contrary to any other endorsed Council policies, strategies, plans, guidelines.

Macedon Ranges Shire Council reserves the right to exercise judgment on the appropriateness of funding eligibility criteria concerning contentious, topical, or contemporary issues or where the event may be perceived to conflict with Council objectives, plans, or the wider well-being of its residents.

Council support

3.1 Funding support

Applicants can apply for up to \$5,000 to cover accredited traffic management services *or* traffic management controls, such as shuttle buses and way-finding signage, that help ensure the safety of participants.

3.3 In-kind support

In-kind support is available to all eligible applicants. In-kind support allows for community groups to gain access to the following services that would normally come at a cost.

- Waiver of activity on a road permit fee.
- Assistance with the development of an event plan (this could include assistance with the development of a risk management plan or event management plan).
- Bin hire (maximum three recycling stations which include):
 - general waste,
 - recycling,
 - glass, and
 - FOGO.
- Additional cleaning of public toilets.

Where in-kind support is sought, an ANZAC Day Commemorative Services Support Fund application must be submitted. Requests for retrospective in-kind support will not be considered.

Application

4.1 Application process

The application process consists of two parts:

1. Contact the <Insert details> Officer to determine eligibility to the program.

<Insert details>
<Insert email address>
T: (03) 5422 0333

2. Submission of an application.

4.2 Submission requirements

To be considered for funding, applicants must submit information on the service and address all assessment criteria.

- Details of the service, including description, date and location.
- Provide a description of how the funding will be used.
- Quotes for accredited traffic management services or traffic management controls.
- Annual Information Statement (AIS) detailing total income and expenditure.
- Attendance details.
- Plans to minimise the impact on the environment and surrounding community.
- Planning documentation demonstrating the organisation's ability to provide a successful and safe service for the community.

4.3 Assessment criteria

Historical Significance: Demonstrate an established history of conducting an ANZAC Day Commemorative Service within the community (new services without prior history of being held at the proposed location will not be eligible for funding).

Management: Demonstrated ability to deliver a successful and safe service within the timeframe.

To assess the applicant's level of event planning and consideration to deliver a successful event. (Please see section 14. Supporting Documentation.)

Accessible and inclusive: Demonstration of measures taken to provide an accessible and inclusive event.

Environmental sustainability: Demonstration of measures put in place to minimise environmental impact.

Financial sustainability: Demonstrate a need for financial support to deliver the event.

4.4 Assessment process

Eligible applications will be assessed against the criteria and supporting documentation provided. Applications that do not adequately address the criteria will not be considered.

The following process will be undertaken once the panel has completed the assessment.

1. The panel will provide assessment recommendations to Council.
2. Recommendations will be considered for adoption by Councillors at the Ordinary Council Meeting August 2025.
3. Adopted recommendations will be made publicly available on the Council website.

Successful applicants will receive a letter of offer advising that a grant has been offered; upon acceptance of the offer, a funding agreement will be provided.

4.5 Assessment matrix

The Assessment matrix provides advice on how applications are scored against the criteria:

1. Evaluate the project against the criteria and score.
2. Add all values for total score.

Scoring guide

- **Score between 30-45** Recommended for funding.
- **Score between 15-30** Possibly recommended for funding.
- **Score below 15** Not recommended for funding.

Scoring Matrix

Criteria	Scoring Values	EXAMPLE SERVICE
Delivery		Score
Historical Significance	<p>0 Limited evidence of historical significance (service is new and has not been held more than five times)</p> <p>3 Minimal evidence of historical significance (service has been held 5-10 times before)</p> <p>6 Reasonable evidence of historical significance (service been held consecutively for more than 15 years)</p> <p>9 Strong evidence of historical significance (service been held consecutively for more than 25 years)</p>	9
Management	<p>0 No considered planning undertaken.</p> <p>3 Limited planning undertaken.</p> <p>6 Draft event plans provided.</p> <p>9 Final event plans provided and demonstrated capacity to deliver event.</p>	8
Accessible & Inclusive	<p>0 No measures demonstrated to deliver accessible and inclusive event.</p> <p>3 Limited measures demonstrated to deliver accessible and inclusive event.</p> <p>6 High level planning demonstrating accessible and inclusive event delivery.</p> <p>9 Proactive / goes above ordinary expectations to deliver an accessible and inclusive event.</p>	6
Environment sustainability	<p>0 No demonstration of plans to reduce environmental impact and educate participants.</p> <p>3 Minimal demonstration of plans to reduce environmental impact and educate participants.</p> <p>6 Plans provided to reduce environmental impact and educate participants, which demonstrates how the event will achieve goals.</p> <p>9 Environmentally focused event with innovative plans around reducing impact and environmental education.</p>	6
Financial sustainability	<p>0-1 Strong financial position demonstrated; funding from Council is not essential to deliver the event.</p> <p>2-7 Financial position demonstrated; partial funding required from Council to deliver the event.</p> <p>8-9 No additional or minimal income streams; the event could not proceed without Council support.</p>	8
TOTAL SCORE		37

4.6 Agreements

Successful applicants will be required to enter into a funding agreement with Macedon Ranges Shire Council to receive their grant. The funding agreement will include:

- Funding obligations and conditions
- Acknowledgement conditions to recognise funding partners.
- Purpose for which the funding must be used.
- Reporting requirements that must be met by the funding recipient.
- Undertaking to ensure all relevant permits and approvals are received prior to the event

5. Conflict of Interest

All applicants will be required to declare any interests of which they are aware, which could reasonably raise an expectation of a conflict of interest or material interference with an application. These include financial or other interests that:

- Have been held
- Are currently held, or
- Will accrue.

Examples of financial or other interests include being a principal or key employee of a material professional adviser supplying services and/or having interests in contracts, trusts, or other business arrangements.

Conflicts of interest can be actual, potential, or perceived, and should be declared to ensure any risks are managed. Detailed guidance can be found on the Victorian Public Sector Commission website in its Conflict of Interest Policy Framework – www.vpsc.vic.gov.au and in its eLearning guide on Conflicts of Interest.

6. Acquittal

Successful applicants will be required to complete a funding acquittal. Council will provide this template with the funding agreement.

7. Funding

Advance payments will be made in stages as long as:

- The funding agreement has been signed by both parties.
- Grant recipients provide reports as required or otherwise demonstrate that the event is progressing as expected.
- Other terms and conditions of funding continue to be met.
- A valid tax invoice is received by Macedon Ranges Shire Council.

8. Privacy

Any personal information about applicants or a third party in an application will be collected by Macedon Ranges Shire Council. This information may be provided to Victorian Government bodies for the purpose of assessing your application. If you intend to include personal information about third parties in your application, please ensure they are aware of the contents of the privacy statement. Any personal information about you or a third party in your correspondence will be collected, held, managed, used, disclosed or transferred in accordance with the provisions of the Privacy and Data Protection Act 2014 and other applicable laws.

Macedon Ranges Shire Council is committed to protecting the privacy of personal information. You can find Macedon Ranges Shire Council Privacy Policy online at www.mrsc.vic.gov.au. Enquiries about access to information about you held by Macedon Ranges Shire Council should be directed to the Customer Service department of Macedon Ranges Shire Council.

9. Code of Conduct for Child Safe Standards

If your event provides services or facilities specifically for children, you will be required to meet Child Safe Standards.

The standards require organisations to have a code of conduct that establishes clear expectations for appropriate behaviour with children.

For information about the Child Safe Standards contact the [Department of Families, Fairness and Housing](#).

10. Important Information

Applicants must not assume they will be successful or enter commitments based on that assumption before receiving formal notification of the outcome of their funding application.

Applicants should not assume that initial success guarantees future success. All applicants are encouraged to plan for contingencies and consider other funding sources and options should their application be unsuccessful.

11. Links

Grant skills and resources webinars

<https://www.mrsc.vic.gov.au/About-Council/Find-A-Grant/Grants-Skills>

Event planning resources and webinars

<https://www.mrsc.vic.gov.au/See-Do/Events/Running-An-Event/Event-planning-resources-and-webinars>

Victorian Government guidelines for making your documents, events and communications with disability groups as accessible as possible

<https://www.vic.gov.au/accessibility-guidelines-government-communications>

Planning Safe and inclusive events

<https://www.melbourne.vic.gov.au/sitecollectiondocuments/planning-safe-and-inclusive-events.pdf>

Zero Waste Event Guide

https://resources.reduce-recycle.com.au/bswwrrg/wp-content/uploads/2021/05/06001919/20633_BSWWRRG_ZeroWaste_Guide9-FINAL.pdf

12. Contact Information

<Insert details>

<Insert email address>

T: (03) 5422 0333

13. Council contacts for Events & Festivals

Macedon Ranges Shire Council officers can assist event and festival organisers with a range of services all year round. Fees may apply to some aspects of support.

All officers can be contacted by calling 5422 0333.

COUNCIL DEPARTMENT AND CONTACT	ASSISTANCE AVAILABLE
Community & Economic Development Arts & Events Events and Filming Officer	<ul style="list-style-type: none"> Event Notification Process Events & Festivals Grant Program Liaising with Daylesford Macedon Ranges Tourism regarding promotional opportunities Event Planning Filming
Tourism and Marketing Officer	<ul style="list-style-type: none"> Promoting tourism focussed events or festivals on the official tourism website and facebook page for the Macedon Ranges www.visitmacedonranges.com Promote event or festival at the Macedon Ranges Visitor Information Centres ie: in the monthly events calendar and on the events board
Cultural Development Officer	<ul style="list-style-type: none"> Audio visual and technical equipment hire or advice (small not for profit events and festivals only) Potential for inclusion in a monthly poster run to promote community events and festivals
Arts and culture venue hire Technical Supervisor	<ul style="list-style-type: none"> Book a Council hall (not parks, reserves and gardens)
Hanging Rock Hanging Rock Senior Ranger	<ul style="list-style-type: none"> Hanging Rock event enquiries and liaison
Open space and recreation Recreation and Liaison Officer	<ul style="list-style-type: none"> Book a Council managed park, reserve, garden and/or sports ovals.
Building Municipal Building Surveyor	<ul style="list-style-type: none"> Permits or advice for Temporary structures such as seating stands, marquees and stages. An Occupancy Permit for a Place of Public Entertainment (also known as a POPE)
Planning Planning & Building Liaison Officer	<ul style="list-style-type: none"> Place of Assembly Permits (may apply to events and festivals on private land) Information on Liquor Licence applications
Engineering and Resource Recovery Traffic and Road Safety Officer	<ul style="list-style-type: none"> Activity on a Road Permit Assess Traffic Management Plans to ensure they comply with legislation

COUNCIL DEPARTMENT AND CONTACT	ASSISTANCE AVAILABLE
Operations Administration Officer Facilities Services Officer	<ul style="list-style-type: none"> • For information on bins and rubbish requirements. • Hire of signage for the implementation of traffic management plans • Council maintained parks and gardens (mowing schedules, maintenance schedules) • Tree inspections for public parks and reserves • Requesting additional cleaning of public toilets
Legal and Corporate Governance Risk and Insurance Officer	<ul style="list-style-type: none"> • Advice on risk management • Public liability insurance
Communications Online Communications Officer	<ul style="list-style-type: none"> • Local promotion of community events and festivals
Regulatory Compliance Coordinator Health	<ul style="list-style-type: none"> • Food Traders permit, temporary or mobile food stall registration • Council's smoke free policy
Emergency Management Coordinator	<ul style="list-style-type: none"> • Advice on Emergency Management Plans • Advice on potential emergency related risks of events and festivals
Local Laws Coordinator	<ul style="list-style-type: none"> • Community signage (community events and festivals only) • Advice on ways to reduce impact of noise generated by the event and festival • Parking arrangements • Raffle Tickets • Firework

14. Supporting Documentation

To assess the applicant's ability to deliver a successful and safe event the panel will examine event documentation. Please see section **4.3 Criteria for Assessment** under 'Delivery'.

Below are some examples of documentation that can be provided to demonstrate ability to deliver the event.

Management

- Public Liability Insurance.
- Evidence of the status of approvals, permissions, notifications, permits etc
- Event Management Plan. (if you do not have one, you can use this [Event Management Plan template\(PDF, 800KB\)](#))
 - Event details.
 - Aims & outcomes.
 - Contacts.
 - Key tasks.
 - Production schedule/timelines/run sheets.
 - Consultation & notification plans.
 - Budget.
 - Venue & site plans.
 - Traffic, transport & parking plans.
 - Event program.
 - Permits, permissions, licence.

- Emergency Management Plan.(if you do not have one, you can use this [Emergency Management Plan template\(PDF, 225KB\)](#))
 - Emergency management structure & communication plan.
 - Evacuation procedure.
 - First aid medical plan.
 - Crowd control & security.
 - Weather monitoring & response.
 - Gas Safety Plan.
 - Event contingency or postponement plan.
 - Emergency contact lists.
- Risk Management Plan. (if you do not have one, you can use this [Risk Management Plan template\(PDF, 451KB\)](#))
 - Faulty electrical equipment (stalls, hall, food, vendors).
 - Slips, trips and falls.
 - Manual Handling.
 - Separation of pedestrians and vehicles
 - Unattended bags.
 - Lost children.
 - Loud music/noise.
 - Inclement weather.

Accessible and inclusive

- Accessible event checklist.
[Example - Disability Access Consultants Accessibility in Public Events and Concerts Checklist](#)
- Site plan demonstrating:
 - Ease of access and movement;
 - Sufficient bathroom facilities including access and gender neutral bathrooms; and signage.
- Code of conduct demonstrating that event will provide a safe harassment-free experience for everyone, regardless of gender and gender identity, age, sexual orientation, disability, physical appearance, body size, race, or religion.

Environment

- Waste Management – Recycle, Reduce and Re-use Strategy.
 - Minimise single use plastic (plastic bags, bottles, cups, plastic straws etc.)
 - Set up recycle and compost stations.
 - Set up wash stations
 - Promote your commitment to environmental sustainability.
 - Provide re-useable cutlery and crockery.
 - Choose biodegradable tableware and decorations.
 - Use digital media such as social media to promote event or festival.
- Green travel options
 - Encourage public transport, car-pooling and shuttle buses.