



BUSH DINNERS POLICY

1. INTRODUCTION

Each tourist season from April to September, Council provides local not-for-profit groups (Group) the opportunity to raise funds for their cause by hosting Bush Dinners at the Julia Creek Caravan Park (Caravan Park). Bush Dinners have shown to be a successful tool for fundraising for the groups and have become a major draw card for the tourists.

Council strives to provide Bush Dinners from a dedicated Bush Kitchen (Kitchen) which is expected to be available to the Groups in 2020 to cater from. This Kitchen will support the Groups that cater with commercial cooking and washing facilities.

Bush Dinners have been conducted without a formal policy in place regarding expectations on topics such as certification, insurance, finance and cleaning. To ensure the continued success of the Bush Dinners and safe and responsible use of the new Bush Kitchen, Council have introduced this policy.

2. USE OF BUSH KITCHEN

The Bush Kitchen is the main facility to be used by any group that wants to raise funds by catering at the Caravan Park. Prior to using the Kitchen, groups or representatives will be familiarised by Council or Caravan Park staff on how to use the equipment safely and responsibly.

Council provides the Bush Kitchen on the premise that the Kitchen will be cleaned after use in such a way that it can be used by the next group without having to be cleaned.

A comprehensive list of materials shall be provided by Council on site. The groups shall ensure that all materials and equipment provided are cleaned and returned to their original place.

In the case of missing or damaged equipment, the Group shall inform Council as soon as possible to ensure adequate measures can be taken to either locate or replace the equipment.

3. FINANCES AND REQUIREMENTS

The objective of the Bush Dinners is to raise funds for the specific cause of each Group.

Council provide each group for each Monday catered with a \$100 donation to their fundraising activities. This financial assistance is provided to assist with the groups costs of catering the bush dinner, i.e. contribution towards cost of ingredients and relieve financial pressure on volunteers. Furthermore, Council strongly encourage groups to shop locally (where possible) when sourcing ingredients.

To assess appropriate use of the funds, Council accepts responsibility to ascertain that any Group meets the requirements prior to the event being held and that the proceedings from the donation and/or funds raised are collected by a Group that are able to provide financial statements and a public liability insurance certificate.

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Approved By: Council Resolution

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As part of their requests to cater on preferred date(s), any Group shall provide:

- A copy of a current Certificate of Currency for **Public Liability Insurance** that outlines coverage of - at least – twenty million dollars (\$20,000,000); and
- A current and valid ABN number of a local **incorporated** not-for-profit entity/body (as described in the Corporations Act 2001 (Cwth)) which is widely recognised in the McKinlay Shire; and
- A committed group of at least 4 (four) volunteers to ensure adequate, safe and responsible use of the Kitchen; and
- The Group attends the safe and responsible use induction prior to the event.

In the absence of one or more of these requirements, Council may decide to decline a Group's request to cater.

Council's donation shall be paid after receipt of a valid Tax Invoice sent by the Group to Council.

Council may request information from the groups relating to revenue raised from the initiative and how the funds were expended to ensure objectives of the initiative are being met.

The fee for the bush dinner is set by Council each year which is for the provision of a main meal and dessert.

4. TIME LINES

The schedule for the annual Bush Dinners will be made available in general in February of each year and groups may make reservations for one or more preferred dates in the calendar year. The reservations will be allocated on a fair basis. Groups are encouraged to put in for more than one date to ensure adequate coverage of the preferred dates. Council will communicate the draft planning to all groups and take on any feedback prior to the final planning.

If for any reason a Group is no longer able to cater on a specific date, Council is to be informed two weeks prior to that scheduled date. This will allow Council sufficient time to source an alternative group. A Group may also liaise directly with another Group to either swap dates or have a new Group come in provided that the requirements under section 3 have been met. The Group forfeiting their date is required to inform Council two weeks before the event about the change of Group.

5. MISCELLANEOUS

In instances where this policy is not clear or information is perceived to be missing, Groups are encouraged to Contact Council to seek clarification. For further information contact Council on community@mckinlay.qld.gov.au or 07 4746 7166.