

Strathbogie Shire Council

EVENT MANAGEMENT FRAMEWORK

June 2023

Event Management Framework

Document ID:	855105
Effective Date:	
Last Review:	New
Current Review:	June 2023
Approved by CEO:	
Next Scheduled Review Date:	June 2024
Responsible Officer:	Manager Community and Culture

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Julie Salomon
Chief Executive Officer

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Date

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1. PURPOSE

The Event Management Framework applies to all Council staff responsible for the approval of any Community event or the delivery of a Council run event.

The framework considers the nature and size of different events to determine the complexity of the required documentation and reporting requirements.

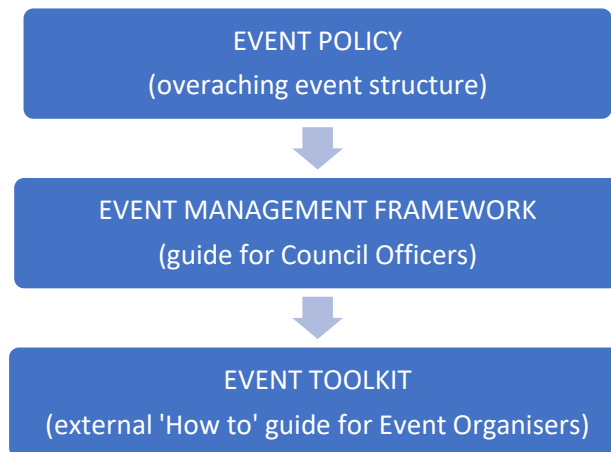
This framework incorporates formal policies, procedures, and relevant checklists to govern the initiation, planning, execution, and closure of events. This framework also applies the Strathbogie Shire's Waste-Wise Events Guide, ensuring that all events consider and prioritise environmentally friendly end and sustainable materials and products.

Implementation of a comprehensive framework for events management reduces a wide range of potential risks to Council that can result from poorly managed events, including a risk to health and safety, delays in receiving appropriate paperwork, lack of communication with community, managing stakeholder expectations, and poor record keeping.

The framework is designed to provide consistency in processes and procedures to improve event planning, delivery, and debriefing for events, resulting in successful and enjoyable events for the community. It will assist Council event officers to provide timely guidance, feedback and approvals for event permits, and supports the implementation of the Event Policy.

Our Event Management process is supported by the following Governance Structure:

Table 1: Event Management Governance Structure



The purpose of the Events Policy is to provide the community and Council officers with clarity and an understanding of Council's objective and approach with regard to the delivery and support of events. The Event Toolkit provides a practical 'how to guide' for event organisers to step through the application process and other considerations when applying for an event permit.

2. EVENT MANAGEMENT OVERVIEW

2.1 Principles

Key principles of effective event management are:

1. Event decisions are integrated with organisational strategic planning.
2. Event planning decisions are based on an understanding of the Risk Management of the event process.
3. An effective internal control structure is established to manage both event approvals of external events and the delivery of Council (Civic) Events.

This Event Management Framework applies these principles by providing guidance for officers and community event organisers about matters that need to be considered when managing an event, including policies, procedures, templates, and relevant checklists, in order to facilitate:

- effective and consistent event management across the organisation and community
- appropriate event management governance
- effective change, communication, and risk management
- improvement to Council's event methodology using post implementation reviews

At all times, event approval will be in accordance with statutory requirements and any existing council policies, procedures, or guidelines.

2.2 Document templates to be used

The following templates are located on the InfoWise information management system. They are required to be used as part of the event approval and review process, in accordance with the event approval process as outlined in section 2.4.

Links to all the relevant documents required as listed below can be found in Section 10.

Events

1. Event Application Form
2. Weddings and Family Gatherings in the Parks
3. Risk Assessment
4. Tourism/Event Signage Application
5. Social Media Application
6. Request for Supply of Bins

Hire Forms

7. Euroa Community Cinema Hire Form
8. Nagambie Regatta Centre Hire Form
9. Community Facilities Hire Form
10. Event Equipment Hire Form

Permits

11. Events on Waterways and Exclusion Zones (MSV)
12. Total Fire Ban Permit (CFA)
13. Cycling Events Permit (VicRoads)
14. Occupancy Permit (POPE)
15. Siting Permit for Prescribed Structures
16. Filming and Photography
17. Victorian Screen Industry Code of Conduct

18. MOA Requirements
19. MOA Application Form

‘How To’ Guides

20. Event Framework (this document)
21. Event Planning Toolkit
22. Sustainable Events – Waste Wise Events Guide
23. Register on Streatrader (Food Stalls)
24. First Aid at Events

Internal Documents

25. Event Approval Letter Template
26. Filming Permit Approval Letter Template
27. Wedding and Gatherings Approval Letter Template
28. Event Application Progress Spreadsheet
29. Tourism Signage Tracking Spreadsheet
30. Event Code Naming Convention Form
31. Councillor Invitation and Request Form
32. Event Approval Checklist Template
33. Internal/Civic Event Approval Checklist Template
34. How to process and Event Application (EventManage Guide)
35. Event Debrief Template
36. Stakeholder Contact List
37. Taungurung Land and Waters Council – Advisory Notice

The Events Team will also support any requests for or adaptations to templates in consideration of best practice.

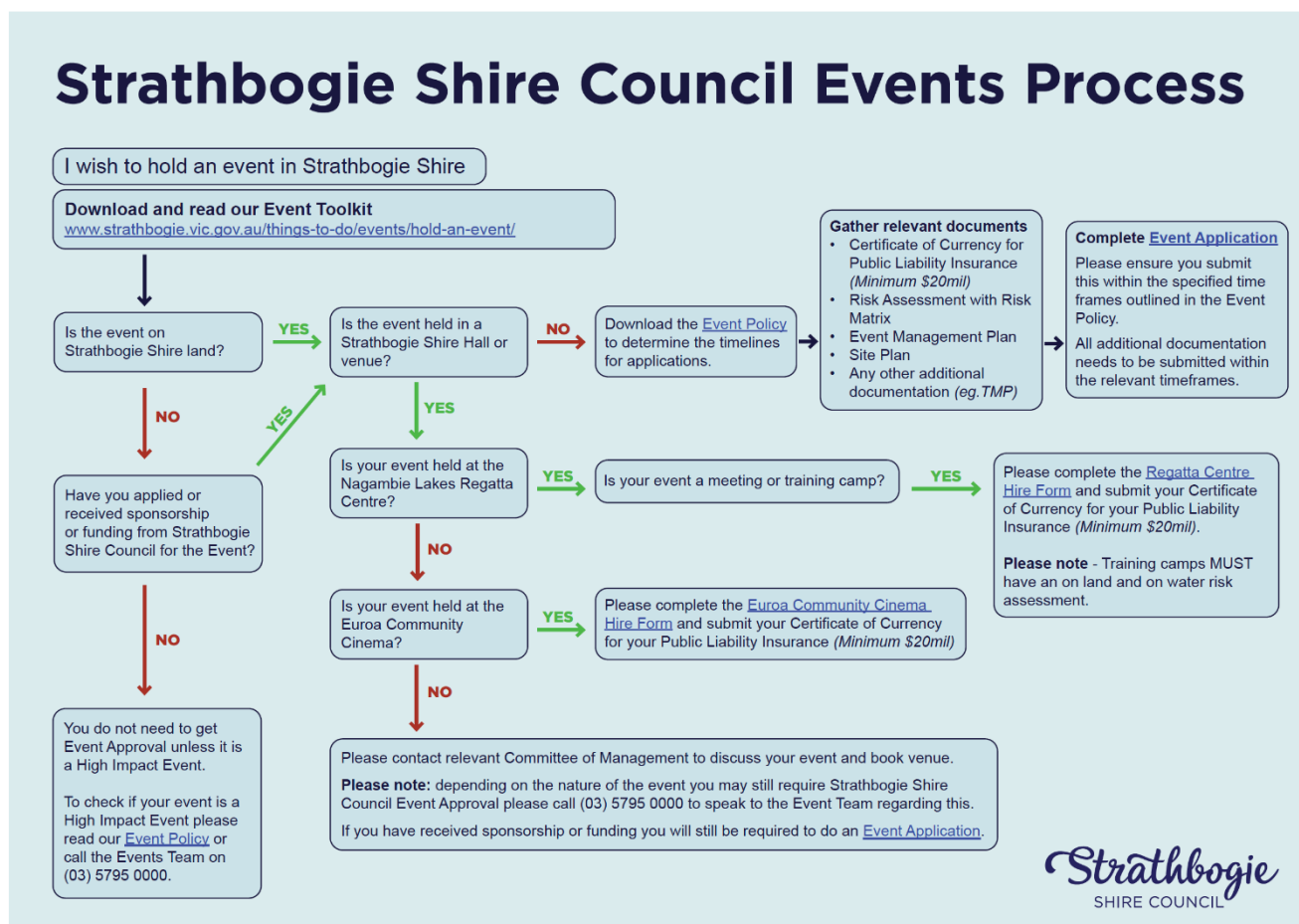
2.3 Event Management Checklist

The Event Management Checklist (Appendix 1) includes reminders of the process that must be followed for all events that require Council approval in accordance with this framework. This checklist will be used to support the events team's review of event compliance with regards to the Event Management Framework.

2.4 Event Approval Process

Council is committed to ensuring that all events held on Council owned or Council managed land or waterways are safe, accessible, well planned and address all potential impacts.

Table 2: Events Process Diagram



Events are classified using three different categories: High, Medium and Low Impact Events. Table 3 defines each type of event.

Table 3: Classification of Events

Application Process	Types Of Events	Total Processing Time	Approvals
High Impact Event	Estimated 1501+ attendees. Events including but not limited to: <ul style="list-style-type: none"> • 'On water' Events (i.e. Head of the River) • Music Festivals (i.e. Euroa Music Festival) • Significant Events (i.e. Show and Shine, NYE Fireworks) • Large 'on road' Events (i.e. Ride the Ranges) 	Minimum six (6) months	Director Community and Planning Manager Community and Culture
Medium Impact Event	Estimated 101-1500 attendees. Events including but not limited to: <ul style="list-style-type: none"> • 'on water' Events (i.e. Rowing/Dragon Boat Regatta's) 	Minimum three (3) months	Director Community and Planning

	<ul style="list-style-type: none"> • 'on road' Events (i.e. Cycling events) • 'on land' Events (i.e. Longwood Beer, Wine & Cider Festival) 		Manager Community and Culture
	Markets Including but not limited to: <ul style="list-style-type: none"> • Monthly markets • Community markets 	Minimum three (3) months	Manager Community and Culture Visitor Economy and Events Co-ordinator
Low impact Event	Estimated 1-100 attendees Events including but not limited to: <ul style="list-style-type: none"> • Small community events • Weddings • Celebration in Park 	Minimum one (1) month	Visitor Economy and Events Co-ordinator
Civic Events	Including but not limited to: <ul style="list-style-type: none"> • Youth events • Official openings • Seniors Festival • Volunteer Week 	Minimum 1 - 3 months (dependant on scale of event)	Director Community and Planning Manager Community and Culture

The relevant council officers involved in the event approval process are listed in Table 4.

Table 4: Officer Approval Process

ACTION	POSITION
Event Application Documentation reviewed by:	<ul style="list-style-type: none"> • Events and Business Relationship Support Officer • Visitor Economy and Events Co-ordinator • Relevant Internal/External Stakeholders as required
Public Liability Insurance reviewed by:	<ul style="list-style-type: none"> • Events and Business Relationship Support Officer • Visitor Economy and Events Co-ordinator
Risk Assessments reviewed by: (<i>High Impact Events may require a professional Risk Assessment to be submitted</i>)	<ul style="list-style-type: none"> • Events and Business Relationship Support Officer • Visitor Economy and Events Co-ordinator
Risk Assessments approved by:	<ul style="list-style-type: none"> • Manager Community and Culture (assistance provided by Risk Officer if required)
Taungurung Land and Waters Council – Advisory Notice	<ul style="list-style-type: none"> • Sent to Taungurung Land and Waters Council by Council Officer
Event Approval given by: (<i>dependant on size of event - see Table 3 below</i>)	<ul style="list-style-type: none"> • Visitor Economy and Events Co-ordinator • Manager Community and Culture • Director Community and Planning

3. EVENT INITIATION

3.1 Purpose

Events can be undertaken by community groups, external organisations, members of the public or by Council. When an event is to be held on Council Land or a Council managed waterway it is essential that the event organisers provide relevant documents to the Events Team to ensure safety for all stakeholders and to identify that potential risks have been mitigated to ensure that no undue risk is projected onto Strathbogie Shire Council or the Event Organisers

The initiation activities are the responsibility of the relevant event organiser, dependant on the type of event. Event initiation involves identifying potential risks and outlining how the risk will be mitigated.

3.2 Event Management Plan

The Events Team is responsible for ensuring that the objectives of Strathbogie Shire Council are being met by event organisers. This involves managing the relationships that exist between Strathbogie Shire Council, the event organiser, stakeholders, public authorities and any other relevant third party.

The Events Team have the responsibility of approving a range of events and activities within the Shire under a variety of criteria and are able to suggest ways to deliver a safe and successful event that maintains access for everyone, as well as providing advice on logistics and operations.

The list below outlines the various events and activities that the Events Team issues approvals for the following events held on Council land:

- Public events (festivals, community events)
- On water events and activities
- On road events
- Markets
- Civic/Internal events
- Weddings and Family Celebrations
- Filming and photography
- Personal training (outdoors)

Please note: events and activities are classified as low, medium and high impact determined by a range of factors.

There are different requirements and online application forms for each of the activities, which are detailed in section 2.4.


There are also a range of other permits that the Strathbogie Shire Council may require. The Events Team may support Event Organisers to obtain these. For more information on these other types of permits please refer to section 4.3.

Table 5: Event Phases



3.3 Communication and the Customer Service Charter

Table 6: Customer Service Charter – Response Times

 <h2>Response Times</h2> <p>There are a number of ways you can contact Council to make an enquiry, request a service or provide feedback.</p>	
Method of Contact	Our Promised Response Timeframe
Email Online forms Social media	<p>Acknowledgement within 2 working days</p> <p>A response within 7 working days or as otherwise specified in our service commitments on pages 5-9 of this charter.</p> <p>If a full response is not possible initially, then you will receive an acknowledgement which will indicate a timeframe in which you can expect a reply and the name of the officer handling your request.</p>
Phone or in person	<p>We aim to resolve your enquiry promptly without unnecessary referrals or transfers.</p> <p>If we are unable to resolve your enquiry at the time we will provide you with the name of the person the enquiry will be referred to.</p> <p>Phone calls will be returned at the first opportunity. However if information is not readily available, verbal enquiries will receive an acknowledgement phone call with in 24 hours and a more detailed response within 7 working days.</p> <p>If you have an enquiry about a complex issue like planning or building you may wish to make an appointment. This way we can ensure a specialist officer is available to discuss your issue.</p>
Written requests	<p>We aim to respond to you within 10 working days</p> <p>If a full response is not possible, then you will receive an acknowledgment which will indicate a timeframe in which you can expect a reply and the name of the officer handling your request.</p> <p>All correspondence will be prompt, courteous and written in plain language.</p>

We strive to better understand our customers' needs and preferences through listening, discussion, consultation and feedback. We want to ensure our customers have a good experience when dealing with Council.

Adherence to the 'Response Times' as listed in the Customer Service Charter is required for all forms of community and stakeholder correspondence. See Table 6 for the outline of our promised response timeframe.

4. EVENT PLANNING

4.1 Purpose of an Event Management Plan

To stage an event or activity in a public space managed by the Strathbogie Shire Council, organisers must have an approved Event Management Plan and receive Event Approval documentation from the Events Team. The Event Management Toolkit is designed to assist organisers in developing their Event Management Plan whilst informing them of their responsibilities and other statutory obligations/permits that may be required. This ensures public safety, sustainable management and amenity in Strathbogie Shire's public spaces, parks and gardens.

An event approval ensures that the event activity is conducted in accordance with the Strathbogie Shire Council's Community Local Law No. 2 (2020), Section 15 and the Crown Land (*Reserves*) Act 1978 and any other relevant state legislation. It also ensures that any disruption to stakeholders is minimal and that any parties who have the potential be impacted are notified, and that the event is conducted in a safe and compliant manner.

Depending on the size and requirements of the event as outlined in section 2.4 Table 3, the Events Team need sufficient notice to process an application. Leaving an event approval application to the last minute can lead to issues regarding getting all of the appropriate paperwork finalised and approved with the relevant stakeholders.

The Strathbogie Shire Council reserves the right to decline an application if submitted with insufficient notice. Please refer to the table in section 2.4 for timelines.

Should an event approval be required to stage an event, the event application will be assessed against the objectives and key considerations of the Event Policy to ensure that the event aligns with these Council endorsed requirements.

The event approval requirements will depend on the needs of the site, size and scale of an event. Strathbogie Shire Council may withdraw an application at any stage if the applicant is unable to satisfy the requirements of the event application process.

4.2 Developing an Event Management Plan

An event organiser is responsible for compiling an Event Management Plan and submitting a draft at the beginning of the application process. The size, scope and complexity of an event will determine what elements to include in this plan. This section outlines the compulsory requirements, as well as other areas that may need addressing.

NOTE: Required documents and/or templates can be found in Section 11.

4.2.1 Contact List

A contact list is necessary and should include all the key contacts for the event, including but not limited to staff, volunteers, contractors, stakeholders, and public authorities (if applicable). It is also essential to add in any emergency contact details, including but not limited to 000

4.2.2 Event details overview

The event details overview section of an event plan should provide a high-level summary to give the Events Team a broader understanding of the event.

Information in this part of the plan should include:

- event name
- event location/s
- a description of the event
- the main purpose of the event
- nature of attendance (public or private event)
- event times and dates (including bump-in and bump-out)
- an overview of the event's key entertainment and activities
- target audience
- how the event is being promoted, and
- estimated attendance.

4.2.3 Event Running Sheet

A running sheet sets the timing and sequence of an event so that the Event Organiser, the Event Team, and other key stakeholders know what is happening and when. A good running sheet includes a detailed timeline of the event production schedule including bump-in/bump-out, event timings, locations, and program details.

4.2.4 Public Liability Insurance

Event organisers must make sure they have a public liability insurance policy underwritten by an insurance broker/company authorised to conduct insurance business in Australia. A Certificate of Currency must be provided showing that the proposed event is fully covered for a minimum of \$20 million. Event organisers must also provide copies of current certificates of currency from sub-contractors providing event services (e.g. performers, marquee hire, fireworks).

4.2.5 Risk Management

Every event application must have a Risk Assessment in line with the Risk Assessment Guidelines unless the Corporate Risk Officer states otherwise. All Risk Assessments will be approved by the Manager Community and Culture in consultation with the Corporate Risk Officer as required. An event approval cannot be granted unless the Risk Assessment has been approved. When the Event Approval letter is granted, it will state the following:

'Risk Assessment

The requirements in relation to Risk have been addressed, provided this risk management plan is implemented and followed on the day. Only activities outlined within the risk assessment are within scope of this event

Ensure your Risk Assessment addresses all potential risks such as, but not limited to; traffic management, child safety, crowd control, security, food safety, COVIDsafe guidelines etc. It is your responsibility to address all risks associated with the event.'

Table 7: The Risk Management Process Model (AS/NZ 31000)



4.2.6 Site Plan

The site plan should identify the location of all aspects of the event including the event itself, equipment, activities, permanent and temporary infrastructure, crowd control infrastructure, power/generators, amenities, parking, pedestrian and vehicle access routes, water, seating, emergency access/egress, licensed areas, food outlets and merchandise stalls.

4.2.7 Site Meeting

Strathbogie Shire Council officers may hold the right to request a site meeting with relevant stakeholders at any stage of Event Application to ensure that appropriate Planning and Building requirements are addressed and all appropriate permits are sought.

4.2.8 Emergency Management

An Emergency Management Plan (EMP) should be prepared by the Event Organiser and approved by the Events Team. The EMP should be prepared in conjunction with the Risk Assessment and is a formal, written plan that identifies potential emergency conditions at the event site and prescribes the procedures to be followed to minimise risk and prevent loss of life and property, as well as who is responsible for enacting identified controls and when it will be implemented.

The event organisers are responsible for preparing for all possible emergencies and for keeping the appropriate people/groups informed. In the event of an emergency and where the presence of emergency services is needed, the event organisers must immediately transfer management of the event to the emergency services present, and follow all instructions given, until advised otherwise.

Refer to the Victorian Guidelines for Planning Safe Public Events for a full description of guidelines.

Table 8: Examples of an Emergency Situation

EXAMPLES OF AN EMERGENCY SITUATION	
1. Crowd crush.	7. Loss of key supplier or customer.
2. Fire.	8. Explosion.
3. Flood or flash flood.	9. Biological agent release (bioterrorism).
4. Severe weather.	10. Communications failure.
5. Earthquake.	11. Escalated fire danger ratings
6. Civil disturbance.	12. Mass overdose

4.2.9 Waste Management

Waste is a big part of any event and typically comes from construction activity, promotional materials, and food and drinks. Under Strathbogie Shire's Waste Wise Event Guidelines, event organisers are encouraged to minimise and avoid the waste they create by thinking about what they buy and where it will go.

A waste wise event is any event where the organiser/s have identified what kinds of waste there will be and how much waste the event will generate, as well as creating a plan to avoid, minimise, collect and remove that waste. A waste wise management plan will identify the kinds of waste expected, and amount of waste the event will generate.

Included in the plan is a calculation of how many and the locations where waste bins are required, waste education information, and clean-up practices that aim to reduce the amount of waste being sent to landfill. The waste wise management plan can be as complex or simple as required but should reflect the complexity of the event. If the event is ongoing or regular it should be flexible to change over time.

Please note that as of 1 February 2023 single use plastics are banned in Victoria. Items banned include are:

- Single-use plastic drinking straws
- Single-use plastic drink stirrers
- Single-use plastic cutlery
- Single-use plastic plates
- Single-use plastic cotton buds
- Food-ware and cups made from expanded polystyrene (EPS)

More information on this program is available online at <http://www.vic.gov.au/plastics>

4.2.10 First Aid

For most medium and high impact events first aid services will need to be provided. This can be a qualified individual who is currently working in the industry or via a professional first aid service provided such as St Johns Ambulance. To find out more information and for lists of licenced providers go to <https://www.health.vic.go.au>

4.2.11 Communications/Advertising

Strathbogie Shire Council reserve the right to choose if external events will be advertised through the Strathbogie Shire Council media channels. A Social Media application can be found on the Event Application online form.

Strathbogie Shire Council reserve the right to choose which information they will share, and will not share information that may be offensive, illegal, controversial or jeopardises the reputation of Strathbogie Shire Council.

4.2.12 Advertising of road closures and other impacts

If the event involves a major road closure/s or impacts the public transport network, a communications plan detailing how these impacts are to be advertised will be required to be submitted to Strathbogie Shire Council.

The advertisement must include the following:

- name
- date
- location of the event
- road closure locations
- opening and closing times
- impact on public transport routes, such as buses
- a contact number and website for further enquiries

A copy of the communications plan must be sent to the Events Team for review prior to the advertising commencing. Printed press advertising drafts must be provided to the Events Team at least 14 days prior to the date of publication for approval.

4.2.13 Stakeholder Notification Plan

To minimise any impact on surrounding stakeholders, communication is required to be distributed to those who may be affected. Large events, events where fireworks will be discharged, or road will be closed will require notification to all affected residents and businesses.

A formal letter may be required to be sent to all stakeholders within the event precinct. It is the event organisers responsibility to make sure that adequate stakeholder notification is completed.

The letter must include the following details:

- the name, date, and location of the event
- the purpose of the event
- the expected number of participants
- activities being conducted as part of the event
- timing of the event (including bump-in and bump-out times)
- what the likely disruptions to residents and businesses will be with respect to noise, transport, and road closures
- a contact number for further information or queries

The first letter must be written as a 'proposal' and a draft submitted to the Event Team for approval before distribution. A follow up notification letter may also need to be sent one week prior to the event. Depending on the nature of the event or location, stakeholder sign off may also be required.

4.2.14 Event Signage

The Strathbogie Shire Council's 'Tourism Event Signage Application' needs to be completed for installation of tourism signage on town entry signs within Strathbogie Shire.

Please keep in mind the following:

- that this needs to be submitted at least 6 weeks prior to the event.

- A separate application form must be completed for each event requesting signage.
- The applicant will be notified if their application is successful within 21 days.
- Signs should be made of corflute and measure:
 - 2400 x 600mm or
 - 1800 x 600mm for the Nagambie frames (as these are different)

Councils local manufacturer of signage is:

Euroa Printers
45 Railway Street, Euroa
Phone: (03) 5795 1655

4.3 Permits, Hire Facilities, Fees and Charges

The following activities or facility hire will trigger the requirement of either an external permit (requiring to be issued by an external authority or stakeholder) and/or associated fees and charges to be paid either to Council or an external authority or stakeholder.

4.3.1 Community Halls and Facilities

Community Halls and Facilities that are a Council asset and maintained by a Committee of Management are able to be hired out to the public at the discretion of the delegated Committee of Management. Event Organisers must seek approval in writing from the relevant Committee of Management to hold an event on the premises (and agree to the payment of the associated hire fees required) prior to commencing the event application process with Council. Please note events that are not part of the usual business at Community Halls and Facilities will require an Event Approval.

4.3.2 Euroa Community Cinema

The Strathbogie Shire Council is responsible for the overall management of the Euroa Community Cinema. This facility is available to be hired out for functions, events and fundraisers at a cost. Organisers must complete the online Cinema Hire Form via the EventManage portal and this application will be assessed by Council.

When assessing the application, consideration will be given to date, time, regular screening times, availability of volunteers and the type of event. The projector is only to be used by trained Strathbogie Shire Council Projection Volunteers. Organisers can request the kiosk to be open for their event, however this will depend on volunteer availability.

Hire fees do apply for use of the Euroa Community Cinema and any fees in relation to screening of movies will be paid by the hirer.

4.3.3 Nagambie Lakes Regatta Centre

The Nagambie Lakes Regatta Centre is a Strathbogie Shire Council managed facility. The venue is available for conferences, meetings, sporting training camps, events large or small. The hire fees vary depending on which sections of the venue are to be utilised. To hire the Regatta Centre, please complete the Online form, available on Council's Website.

4.3.4 Hire of Council Equipment

Strathbogie Shire Council has a range of items available to event organisers for a hire fee. Strathbogie Shire Council own such as but not limited to the following: marquees, portable PA system, hand washing stations, hand sanitisation stations, portable water refill stations, umbrellas and room hire.

Event Organisers must complete the online form to request the items required. Items will then be approved based on availability and type of event. It is the responsibility of the Event Organiser to collect items from their storage location and to return the items within the required

time frame, and items must be returned in the same condition where they were borrowed. If Event Organisers fail to return items according to the hire conditions, they will be liable for the replacement cost of the items.

4.3.5 Filming and photography

Any professional filming (including drone filming) on Council owned land or property must be issued with a permit from the Events Team. Applicants must fill in an online application via the EventManage portal, and include details of the proposed site, what will be filmed, how it will be filmed, a Certificate of Currency of Public Liability Insurance with a minimum of \$20,000,000 coverage, a running sheet, CASA Licence where applicable and Risk Assessment.

Depending on the filming required, they may also need to supply a parking application, site plan, stakeholder communication plan (Public notification letter), Traffic & Pedestrian management plan(s) and compliance with the Victorian Screen Industry Code of Conduct.

4.3.6 Fireworks

For the discharge of fireworks, event organisers need to contract a licenced pyrotechnician who can arrange a permit from [WorkSafe Victoria](#). Evidence of the Pyrotechnics licence, site plan showing exclusion fall out zone and how this will be managed, certificate of currency from the Pyrotechnician as well as a risk assessment must then be provided by the event organiser to the Events Team. Thorough Resident notification to all surrounding residents and businesses by way of direct mail and advertisements in the local newspapers as well as via social media is essential.

4.3.7 Temporary Liquor License

If an event is planning on selling alcohol, it is the responsibility of the event organiser to apply for a Temporary Liquor License from the Victorian Commission for Gambling and Liquor Regulation (VCGLR). See here for the form to apply for a [temporary liquor licence](#). Time frame for this application is 2-3 months

4.3.8 Mobile Catering

If an event has any type of mobile catering set up (including food vans, trailers and marquees), the operator must be registered on Streatrader and provide the event organiser with their registered permit to trade. For more information on registration of a mobile food premise visit the [Streatrader](#) website.

4.3.9 Place of Public Entertainment (POPE)

There may be a need an occupancy permit for a place of public entertainment (POPE) and/or a siting approval for a prescribed temporary structure (PTS).

Under the *Building Act 1993* (the 'Act') and Building Regulations 2018 (the 'Regulations'), Council has a responsibility to ensure the safety of the public at events where an occupancy permit for a POPE or a siting approval is required.

What is a place of public entertainment (POPE)?

A POPE is a building, place or space used for conducting **public entertainment*** which exceeds 500m² in an area that is enclosed or substantially enclosed (controlled space surrounded by fencing, structures or natural features), or to which admission can be gained by payment of money or other consideration, that a reasonable person would see as being an exclusive area.

In certain instances, *community based organisations* using outdoor recreational spaces with an area greater than 500m² are exempt from requiring an occupancy permit for a POPE if the number of persons does not exceed 5000 and certain criteria is met. This exemption is not applicable if any temporary structures are to be provided for such an event. Please refer to

Regulation 206 of the Regulations for circumstances that relate to exemptions for community based organisations.

* **public entertainment** is defined in the Act as:

“an entertainment or meeting to which admission may ordinarily be gained by members of the public”.

A person must not conduct public entertainment or occupy a place of public entertainment unless an occupancy permit has been issued which permits its use for the entertainment. Failure to comply with this requirement is a breach pursuant to Section 49 of the Act. Fees for the permit and siting approval apply.

4.3.10 Road Closures/Traffic Management Plan

For events that will affect road traffic and pedestrian flow, a Traffic Management Plan will need to be created. The event organiser will need to engage a qualified traffic management company to draw up the plan.

Plans that affect VicRoads will require a Memorandum of Authorisation (MOA) to be submitted to Regional Roads for approval. Road Closures on Council controlled roads will require approval from the Strathbogie Shire Council Asset Department. Events that have road closures are considered High Risk Events therefore, if a road closure is required at an event, a Traffic Management Plan must be provided by the event organiser with their completed Event Application a minimum six (6) month prior to the event.

Notification of road closures need to be placed in the relevant newspapers giving prior notice for this event. The advertisement will need to be placed 7 - 14 days prior to the event.

Please refer to section 4.2.11 for advertising requirements.

4.3.11 Siting Approval for Temporary Structures

What is a siting approval for a prescribed temporary structure (PTS) and when is it required?

A siting approval is required for a prescribed temporary structure where public entertainment is to be conducted, prior to the installation and use of the structure. Prescribed temporary structures require an occupancy permit to be issued by the Victoria Building Authority and a copy of the occupancy permit must be submitted when applying for a siting approval to Council. A prescribed temporary structure includes the following:

- tents, marquees or booths with a floor area greater than 100m²
- seating stands for more than 20 persons
- stages or platforms (including sky borders and stage wings) exceeding 150m² in floor area
- prefabricated buildings with an area exceeding 100m² and that are not placed directly on the ground surface.

Please note: A prescribed temporary structure as referred to above is not a prescribed temporary structure when forming part of another building. In that instance a building permit and an occupancy permit may be required. Fees apply.

4.3.12 Total Fire Ban

For total fire ban exemptions for the use of an open fire or flame (including gas barbeque) or fireworks at events when a total fire ban has been declared, event organisers will need to apply for a permit from the [CFA permits](#) website. These approvals must then be provided by the event organiser to the Events Team for inclusion as conditions in their Event Approval Letter.

4.3.13 Waterways Closures

All events on water, including training camps require a current certificate of currency for the group's public liability and an on-water risk assessment to be lodged with Council, who is the waterways manager for Lake Nagambie and the Goulburn River between Hughes Creek and the Goulburn Weir. This is a requirement under the Marine Act 2010.

An on-water event may also require the closure (Exclusion Zone) of a section of the water, to ensure the safe conduct of the event. Please refer to the 'Application for Boating Activity' document to assist with the requirements of enacting a waterways closure.

4.3.14 Weddings or Family Celebrations in the Parks

For requests to hold Wedding Ceremonies (not receptions) or family celebrations on public land, the 'Weddings and family celebrations in parks form' is required to be completed online. Public liability insurance cover for applicants can be arranged at the cost of \$110 (incl GST) if required.

4.4 Council Support For Events

An annual program of events within the municipality adds significantly to the social health of the community, assists to raise awareness of the destination to identified markets, provides yield and yield dispersal to a broad range of local businesses and directly assists to increase the average length of stay of visitors.

Opportunities to attract or develop an event to a level of regional and state significance could be supported by Strathbogie Shire Council relevant to available resources. In partnership with community groups and event organisers, Strathbogie Shire Council is committed to ensuring that our municipality continues to develop as a thriving destination and Council aims to provide appropriate support for groups undertaking the development and delivery of events where possible. More information on funding available to support Community events can be found on Council's website.

4.5 Approval of Event

The success of most events is highly dependent on making sure that event paperwork addresses all potential risks. Monitoring of all documentation is completed through the online EventManage system, where the event notification is first enacted.

The Events Team review the event application and the documents supplied via the EventManage online portal. When the Events Team confirm that the documents supplied by the Event Organiser meet the required criteria they are then forwarded on to the appropriate departments (*see list of Internal Stakeholders in Section 11*) for review through EventManage.

If the Events Team is not satisfied with the submitted event documentation, communication through EventManage is done to advise the applicant about what additional information and documentation may be required.

When a comment is sent through EventManage to the Event Organiser, the applicant has one (1) week to amend the documentation as per the instructions in the comments. If no amendment has occurred, the EventManage system will automatically send weekly reminders of amendments needed until they are amended. Once the amendment is made, the Event Team will receive a notification to review. This process will continue until all of the completed information required for an event approval has been received.

Once the steps set out in the Event Approval Checklist have been completed, Council will review all documentation and if approved, an Event Approval Letter will be issued, stating the conditions of the event approval. It is the responsibility of the Event Organiser to agree and

adhere to these conditions. Non-adherence of the conditions specified in the Event Approval Letter may affect future event applications.

The table below shows a list of stakeholders who will potentially need to be consulted (dependant on the requirements of the event) as part of the event approval process:

Table 9: Stakeholder List

Internal Departments	Role/Approval Requirements
Asset Planning	Traffic management plans, road closures
Building	Siting approvals, POPE requirements
Communications and Engagement	Communications and engagement, marketing, publicity
Community Services	Community Liaison
Compliance	Local Laws permits, enforcement and compliance
Corporate Risk	Assistance with risk assessments
Emergency Management	Emergency management
Environmental Health	Mobile Catering (Streatrader enforcement)
Operations	Trees, gardens and open spaces management
Planning	Town Planning Permits, Liquor Licencing
Waste Management	Waste management and education
Youth Services	Youth programs, event assistance
External Departments	Role/Approval Requirements
Police	Liquor Licencing, Law enforcement, Information
Maritime Safety Victoria	Waterways Closures, Zoning Changes
Regional Roads Victoria (VicRoads)	Road closure approval, installation of VMS's, zoning changes
GMW	Information and advice
Emergency Services	Information and assessment of their presence at events
Parks Victoria	Information
Taungurung Land and Waters Council	Traditional ceremony requirements, approval of land use, general information
Telstra	Information, request for additional services

Please refer to the Stakeholder Contact List for the most up to date version of relevant contacts

5. EVENT EXECUTION

The execution phase of event management involves monitoring and controlling the activities needed to deliver the event, and the delivery of each event to the satisfaction of stakeholders. All actions in the execution phase are the responsibility of the designated person on either the

Event Approval Letter or the officer specified (for Internal/Civic Events) for the event and as signed off the Internal/Civic Event Approval Form.

Council officers 'on-site' involvement in event execution is generally only applicable to Internal/Civic Events.

5.1 Event Planning

Review relevant documentation for specific event - refer to Internal Event Checklist for the event. Liaise with on ground stakeholder to determine site set up. Develop running sheets, Order of Proceedings, Ministerial briefings and an Internal/Civic Event Management Plan to forward to relevant stakeholders for approval.

5.2 Site Inspection

Conduct site inspection to confirm that set up adheres to the approved risk and emergency plans.

5.3 Council Event Equipment

It is the responsibility of the hirer to pick up and drop off Council Event Equipment from either Euroa or Nagambie. Pack and set up all Council Equipment that is requested/required to ensure that everything is functioning correctly. At the completion of the event, pack away all Council equipment and assist where necessary with the bump out of the event, ensuring that all equipment is returned to where it was obtained from.

5.4 Event Execution

Ensure that an up to date Running Sheet, Event Management Plan and relevant notes is provided to key stakeholders the day prior to the event.

5.5 Risk Management

Formal identification, quantification and management of risk must occur at the strategic and operational level throughout the event management planning.

The risk analysis section of the Civic/Internal Event Management Plan project plan will indicate risk mitigation strategies.

5.6 Procurement

Procurement tasks must be carried out in accordance with Council's *Procurement Policy*, *Procurement Guidelines*, and *Instrument of Delegation*.

Any Goods, Services or Works required by Council for the execution of a Civic/Internal event shall be purchased through an approved purchase order, referencing the applicable terms and conditions.

5.7 Internal Communications

Liaise with the Communications and Engagement Team (see Stakeholder Contact List) to ensure that a Communications Plan is developed for the event and all relevant stakeholders are kept informed.

5.8 Managing stakeholders

Stakeholder management is key to event success and all civic/internal events must demonstrate that they have identified all stakeholders and have plans in place to ensure they

consult, inform and generally communicate in a manner that contributes to overall event success and requirements of Council.

6. EVENT DEBRIEF AND EVALUATION

Once an event has been completed it is a requirement for an Event Debrief to be completed. The Event Debrief recognises the Strengths, Weaknesses, Opportunities and Threats (SWOT analysis) of the event and how this will be improved upon for the next event.

The table below outlines the requirements of a debrief for the various types of events:

Table 10: Event Debrief Requirements

Event Classification	Debrief Requirements	Stakeholder Involvement
High Impact Event	Formal meeting with an agenda and minutes to discuss event outcomes, learnings/ opportunities for improvement and future date requirements. Debrief should take place no later than two (2) months post event.	<ul style="list-style-type: none"> • Director Community and Planning (<i>optional</i>) • Manager Community and Culture • Visitor Economy and Events Co-ordinator • Events and Business Relationship Support Officer • VicPol • Other relevant stakeholders/departments as required dependant on requirements of event
Medium Impact Event	Formal meeting with an agenda and minutes to discuss event outcomes, learnings/ opportunities for improvement and future date requirements. Debrief should take place no later than two (2) months post event.	<ul style="list-style-type: none"> • Manager Community and Culture • Visitor Economy and Events Co-ordinator • Events and Business Relationship Support Officer • VicPol • Other relevant stakeholders/departments as required dependant on requirements of event
Low Impact Event	Informal meeting or post event survey (dependant on complexity) to discuss event outcomes, learnings/ opportunities for improvement and likelihood of future events. Debrief should take place no later than one (1) month post event	<ul style="list-style-type: none"> • Visitor Economy and Events Co-ordinator • Events and Business Relationship Support Officer • Other relevant stakeholders as required dependant on requirements of event
Civic/Internal Events	Meeting with relevant stakeholders with an agenda and minutes to discuss event outcomes, learnings/ opportunities for improvement and future date requirements. Debrief should take place no later than two (2) weeks post event	<ul style="list-style-type: none"> • Manager Community and Culture (<i>optional</i>) • Visitor Economy and Events Co-ordinator • Events and Business Relationship Support Officer • Comms and Engagement Department • Relevant internal stakeholders/ departments as required (dependant on the event)

7. RECORD KEEPING

7.1 Information Records Management Policy

Complete and accurate records are an integral part of event management. This section sets the requirements that all event officers must follow to overcome inconsistencies in the level and type of records kept in both the hardcopy files and records management system.

7.2 Purpose

All records (both hardcopy or electronic) created or received during all phases of an event must be captured in Council's record keeping system. This will enable Council to:

- ensure that evidence of event activities can be easily located
- provide accountable, efficient, and effective event outcomes
- ensure consistency, continuity, and productivity in managing stakeholders
- support policy formulation and management decision making
- ensure compliance with legislative and regulatory requirements
- ensure an audit trail is maintained to support the Council where litigation may be involved.

7.3 Records

The records that must be retained (on the electronic records management system and/or hardcopy) for each event include (but are not limited to):

- all documents required in accordance with this framework from initiation to closure and evaluation, including copies of approved variation requests and approved event status reports
- documents developed as part of the event plan, such as Risk Assessment, TMP, POPE, Siting Approval, Waterways Closure, Public Liability Insurance, planning permits etc.
- relevant correspondence with event organisers (i.e. emails, meeting minutes)
- correspondence and media relating to the event
- Events will be saved with unique naming conventions <year><town><event acronym> e.g. 21EURSS

At the completion of the event, unnecessary working drafts of documents should be removed or deleted, and a set of final documents should be combined to create a complete file on the event.

7.4 Debtor Management

A monthly meeting occurs between the Events Team and Accounts Payable to review the list of outstanding debtors in relation to the Nagambie Regatta Centre and Euroa Community Cinema outstanding debtor payments. In this meeting a review of the monthly outstanding debtors list takes place to determine what action is required to follow up on outstanding payments. This meeting takes place on approximately the 15th day of each month.

7.5 Events Calendar

An events calendar will enable key information on events to be formally captured and used for reporting purposes. The calendar must be updated as required, to reflect event status following variations and reviews.

A calendar is maintained for all events that require approval by Council and will provide a full and comprehensive listing that can be used to generate reports about all of the events that are planned, currently in progress and/or that have been completed. It also allows management to assess potential sources and implication of risks caused by interdependencies between projects.

8. TRAINING AND SUPPORT

Training for this Event Management Framework will be provided to all staff required to manage events.

Other training will be made available to relevant staff, where required, on the processes required for effective event management. Where relevant, event officers should have skills and knowledge in the following areas:

- event initiation and planning processes
- event management
- time management
- risk assessment and mitigation
- safe manual handling practices
- indigenous customs/requirements relating to events

9. DEFINITIONS

Table 11: Definition Table

Term	Definition
ELT	Executive Leadership Team at Strathbogie Shire Council.
Event	Includes, but not limited to any organised activity or function that requires specific planning where people congregate for a unique purpose, in any permanent or temporary structure, open area or road area, that will contain a number of persons greater than that normally found in that area or location at one time. The purpose may include but is not limited to community, cultural and environmental gatherings; commercial activities; celebrations and some sporting events
Event - Low-Impact	<ul style="list-style-type: none"> • 1-100 estimated attendees • No caterers or food vendors • No temporary infrastructure • No amplification • No change to traffic conditions and parking • No impact to usual amenity of space
Event – Medium Impact (includes one or more of the following):	<ul style="list-style-type: none"> • 101-1500 estimated attendees (inclusive of staff, contractors, volunteers and artists) • Up to seven (7) caterers or food vendors • Moderate temporary infrastructure required, for example: <ul style="list-style-type: none"> • Single stage under 400mm high and under 50sqm • Single Public Address system • Less than six (6) marquees • Less than six (6) portable toilets • Low-mid noise impact • Moderate additional vehicle traffic to the event area • Moderate waterways closure • Some impact to amenity of space

	<ul style="list-style-type: none"> Event has successfully been delivered in Strathbogie Shire before and has no significant changes to the Event Plan
Event – High Impact (includes one or more of the following):	<ul style="list-style-type: none"> 1501+ estimated attendees (inclusive of staff, contractors, volunteers and artists) Eight (8+) caterers or food vendors Substantial temporary infrastructure required, for example: <ul style="list-style-type: none"> Multiple/large staging Public Address Systems Marquees Toilets Catering Moderate to high noise impact Substantial additional vehicle traffic to the event area Substantial waterways closures Substantial impact to the usual amenity of space Professional Risk Assessment may be required Event is new or has significant changes to the Event Plan Event has fireworks or any form of pyrotechnics
Event Approval	This allows for an event or market to operate on Council managed public space or waterway and outlines the conditions of this approval. It is only issued once all plans are approved and all requirements have been met.
Event Organiser	An event organiser is responsible for the overall management of the event and will be the key contact for the Events Team. The role and responsibilities of an event organiser include troubleshooting, logistical operations, delivery, and liaison. The event organiser must be contactable throughout the event planning, evaluation, and delivery process.
Events Team	Event Officers responsible for the guidance of community and the approval of events: Events and Business Relationship Support Officer: Tiffany Nicholas Visitor Economy and Events Co-ordinator: Libby Webster Manager Community and Culture: Rachael Frampton Director Community and Planning: Amanda Tingay
Internal Event Stakeholders	Officers across Council who have input into the event approval process. See 'Stakeholder Contact List' for full details
External Event Stakeholders	Individuals and groups who have input into and need to be keep informed of the event approval process: See 'Stakeholder Contact List' for full details
Maritime Safety Victoria (MSV)	Maritime Safety Victoria (MSV) is a division of the Safe Transport. MSV assists Waterways Managers (Strathbogie Shire) to ensure safety on Victorian Waterways including the Goulburn River and Lake Nagambie. MSV assess all applications for on water events that require a waterways closure.
Market	An event where a group of stalls convene for the purpose of selling goods. For the purposes of this policy markets can be one-off, or they can operate on a regular basis.
Memorandum on Authorisation (MOA)	The Memorandum of Authorisation (MOA) applies to the temporary use of Minor Traffic Control Devices (as per the authorised traffic management plans accompanying the MOA) as defined in the Road Safety (Traffic Management) Regulations 2009 on roads and road related areas (as defined in the Road Safety Rules 2009) for which Strathbogie Shire is the responsible road authority.
Places of Public Entertainment (POPE)	A POPE is a building, place or space used for conducting public entertainment* which exceeds 500m ² in an area that is enclosed or substantially enclosed (controlled space surrounded by fencing, structures

	<p>or natural features), or to which admission can be gained by payment of money or other consideration, that a reasonable person would see as being an exclusive area.</p> <p>In certain instances, <i>community based organisations</i> using outdoor recreational spaces with an area greater than 500m² are exempt from requiring an occupancy permit for a POPE if the number of persons does not exceed 5000 and certain criteria is met. This exemption is not applicable if any temporary structures are to be provided for such an event. Please refer to Regulation 206 of the Regulations for circumstances that relate to exemptions for community based organisations.</p> <p>* public entertainment is defined in the Act as: an entertainment or meeting to which admission may ordinarily be gained by members of the public.</p> <p>A person must not conduct public entertainment or occupy a place of public entertainment unless an occupancy permit has been issued which permits its use for the entertainment. Failure to comply with this requirement is a breach pursuant to Section 49 of the Act.</p>
Public Liability Insurance	<p>Public Liability insurance is designed to provide protection for a business or community group in the event an event attendee, supplier or member of the public are injured or sustain property damage as a result of your negligent business activities. The event organiser has a responsibility to provide a safe environment for the event attendees and third party property. Financial consequences of a claim can be considerable and public liability cover will provide funds to cover legal costs and any compensation costs from such a claim. A policy for \$20M is required for events on Council land.</p>
Risk Assessment	<p>A risk assessment is the combined effort of identifying and analysing potential events that may negatively impact individuals, assets and or the environment and making judgements on the tolerability of the risk on the basis of a risk analysis. Risks are identified and rated (via the risk matrix) then risk controls that are to be implemented are listed and the risk is then rerated to show how the control will minimize the risk.</p>
Siting Approval (for a temporary structure)	<p>A siting approval is required for a prescribed temporary structure where public entertainment is to be conducted, prior to the installation and use of the structure. Prescribed temporary structures require an occupancy permit to be issued by the Victoria Building Authority and a copy of the occupancy permit must be submitted when applying for a siting approval to Council. A prescribed temporary structure includes the following:</p> <ul style="list-style-type: none"> • tents, marquees or booths with a floor area greater than 100m² • seating stands for more than 20 persons • stages or platforms (including sky borders and stage wings) exceeding 150m² in floor area • prefabricated buildings with an area exceeding 100m² and that are not placed directly on the ground surface. <p>Please note: A prescribed temporary structure as referred to above is <u>not</u> a prescribed temporary structure when forming part of another building. In that instance a building permit and an occupancy permit may be required.</p>
Sponsorship (Cash and In-kind)	<p>A formal, reciprocal arrangement between groups or event organisers and Council, which the benefits for both parties are documented. It can cover both cash and in-kind considerations. The arrangement is clearly understood by both parties, with clear outcomes and timelines, and the</p>

	rights and responsibilities of both sides. These outcomes are deliverable and measurable and align with the goals and aspirations of Council Plan objectives
Traffic Management Plan (TMP)	A traffic management plan (TMP) covers temporary changes to traffic conditions, speed limits, road and footpath closures and traffic detours. Also implementation of Visual Messaging Boards (VMS). This requirement is in accordance with the <i>Road Management Act 2004</i> and <i>Roads Safety Act 1986</i> and Aust. Standard AS 1742.3 2009 Traffic control devices for works on roads. TMP must be prepared by a qualified person as required by the <i>Road Management Act 2004</i> and in accordance with Aust Standard AS 1742.3. The plan must be site specific and include the details of the proposal to place, erect, dismantle and / or undertake the changes to traffic conditions.
VMS Board	Variable Message Signs (VMS) can be used for traffic management, roadworks, advertising and events. VMS Boards can be used to display information, provide warnings and safely guide motorists on public roadways.

10. TEMPLATES AND FORMS

EVENT MANAGEMENT			
Category		Form	Link to Form on Infowise/website
Events	1.	Event Application Form	Event Application Form
	2.	Weddings and Family Gatherings in Parks	Gatherings in the Park Form
	3.	Risk Assessment	https://magiq.edrms/docs/~D13415?Login=True
	4.	Tourism/Event Signage Application	Tourism/Event Signage Application Form
	5.	Social Media Application	Social Media Application Form (situated within Event Application Form)
	6.	Request for Supply and / or Emptying of Bins for Special Events	Supply of Bins Form
Hire Forms	7.	Euroa Cinema Hire	Euroa Cinema Hire Form
	8.	Nagambie Regatta Centre Hire	Regatta Centre Hire Form
	9.	Community Facilities Hire	Community Facility Hire Form
	10.	Loan of Shire Equipment	Equipment hire form
Permits	11.	Events on waterways and exclusion zones (MSV)	Boating activity and exclusion zones on waterways

	12.	Total Fire Ban Permit (CFA)	Total fire ban permit
	13.	Cycling Events Permit (VicRoads)	Cycling events permit
	14.	Occupancy Permit (POPE)	Occupancy permit application
	15.	Siting Permit for Prescribed Structures	Siting Approval for Prescribed Structures Application
	16.	Filming and Photography	Filming and photography permit application
	17.	Victorian Screen Industry Code of Conduct	Victorian Screen Industry Code of Conduct
	18.	MOA Requirements	Memorandum of Authorisation guide
	19.	MOA Application Form	Memorandum of Application Form
	21.	Event Planning Toolkit	Event Planning Toolkit
	22.	Sustainable Events - Waste Wise Events Guide	Waste Wise Events Policy
	23.	Register on Streatrader (Food Stalls)	Lodging a Statement of Trade on Streatrader
	24.	First Aid at Event	St Johns Ambulance services for events
Internal Council Documents	25.	Event Approval Letter Template	https://magiq.edrms/docs/~D740939?Login=True
	27.	Filming Permit Approval Letter Template	https://magiq.edrms/docs/~D574381?Login=True
	28.	Wedding and Gatherings Approval Letter Template	https://magiq.edrms/docs/~D740953?Login=True
	29.	Event Application Progress Spreadsheet	https://magiq.edrms/docs/~D675551?Login=True
	30.	Tourism Signage Tracking Spreadsheet	https://magiq.edrms/docs/~D614805?Login=True
	31.	Event Code Naming Convention Form	https://magiq.edrms/docs/~D622417?Login=True
	32.	Councillor Invitation and Request	https://magiq.edrms/docs/~D811494?Login=True
	33.	Event Approval Checklist Template	https://magiq.edrms/docs/~D740959?Login=True

34.	Internal/Civic Event Approval Checklist Template	https://magiq.edrms/docs/~D740959?Login=True
35.	How to process and Event Application (EventManage Guide)	'In development' – EventManage is currently getting changes. Once these are made a video and PDF with instructions will be created
36.	Event Debrief Agenda Template	https://magiq.edrms/docs/~D742772?Login=True
37.	Stakeholder Contact List	https://magiq.edrms/docs/~D742119?Login=True
38.	Taungurung Land and Waters Council – Advisory Notice	https://magiq.edrms/docs/Business%20Classification%20Scheme/Economic Growth/Events/Taungurung Event Notifications/20230427%20Taungurung%20advisory%20notice%20-%20template.msg?Login=True

11. RELATED POLICIES AND LEGISLATION

Legislations

- *Local Government Act 2020*
- *Food Act 1984*
- *Transport Integration Act 2010*
- *Planning and Environment Act 1987*
- *Liquor Control Reform Act 1998*
- *Building Act 1993, Building Regulations 2018*
- Australia's Strategy for Protecting Crowded Places from Terrorism
- Victorian Guidelines for Planning Safe Public Events – Edition 01

Other Council Related Documents

- Council Plan 2021–2025
- Events Toolkit
- Arts and Culture Strategy 2019-2023
- Sponsorship Program Guidelines 2022–2023
- Waste Wise Events Guide
- Community Local Laws No. 2 (2020)
- Strathbogie Shire Planning Scheme 2021
- Stakeholder Engagement Policy
- Related Parties and Interests Policy
- Staff Code of Conduct CEO Directive

ORGANISATIONAL POLICIES AND DOCUMENTS		
Category	Form	Link to Form on Infowise/website
Procurement And Finance	Cash Handling and Receipting	https://magiq.edrms/docs/~D595959?Login=True
	Creditor Payment	https://magiq.edrms/docs/~D325868?Login=True

	Purchasing Card Policy	https://magiq.edrms/docs/~D394722?Login=True https://magiq.edrms/docs/~D599287?Login=True
	Procurement Policy	https://magiq.edrms/docs/~D407023?Login=True
	Privacy and Data Protection Policy	https://magiq.edrms/docs/~D11581?Login=True
Governance	Fraud and Corruption Policy	https://magiq.edrms/docs/~D18891?Login=True
	Fraud and Corruption Prevention Strategy	https://magiq.edrms/docs/~D377870?Login=True
	Fraud and Corruption Prevention Procedures	https://magiq.edrms/docs/~D376064?Login=True
	Gifts, Benefits and Hospitality Policy	https://magiq.edrms/docs/~D608496?Login=True
	Governance Rules	https://magiq.edrms/docs/~D655229?Login=True
	Public Transparency Policy	https://magiq.edrms/docs/~D636592?Login=True
Communication Management	Communications and Engagement Policy	https://magiq.edrms/docs/~D578876?Login=True https://magiq.edrms/docs/~D624218?Login=True
	Records Management Policy	https://magiq.edrms/docs/~D24319?Login=True
	Social Media Policy	20230221-Social-Media-Policy-Adopted-Feb22.pdf (strathbogie.vic.gov.au)
	Customer Service Charter	Customer Service Charter
Risk Management	Risk Management Policy	https://magiq.edrms/docs/~D12147?Login=True
	Child Safety Policy	https://magiq.edrms/docs/~D433107?Login=True
Event Management	Events Policy	https://magiq.edrms/docs/~D729468?Login=True
	Arts and Culture Strategy 2019 – 2023 and Action Plan	Arts and Culture Strategy Action Plan
	Sponsorship Program Guidelines 2021 – 2022	Grants and Funding Strathbogie Shire
	Volunteer Management Guidelines	https://magiq.edrms/docs/Business%20Classification%20Scheme/Governance/Directives_Policies_Procedures/CEO%20Directives/Volunteers%20CEO%20Directive.pdf?Login=True
	Waste Wise Events Guidelines	https://magiq.edrms/docs/~D662906?Login=True
	Australia's Strategy for Protecting Crowded Places from Terrorism	Australia's Strategy for Protecting Crowded Places from Terrorism Australian National Security
	Victorian Guidelines for Planning Safe	Guidelines for Planning Safe Public Events

	Public Events – Edition 01	
	Community Flag Flying Policy and Procedure	https://magiq.edrms/docs/~D827815?Login=True

12. REVIEW

Council may review this framework at any time and at least annually from the date of adoption.

Minor amendments to the framework may be authorised by the CEO at any time where such changes do not alter the substance of the policy (e.g. a change to the name of a related document, or a change in legislation).

13. CHARTER OF HUMAN RIGHTS AND RESPONSIBILITIES ACT 2006 AND THE EQUAL OPPORTUNITY ACT 2010

The Council acknowledges the legal responsibility to comply with the *Charter of Human Rights and Responsibilities Act 2006* and the *Equal Opportunity Act 2010*. The *Charter of Human Rights and Responsibilities Act 2006* is designed to protect the fundamental rights and freedoms of citizens. The Charter gives legal protection to twenty fundamental human rights under four key values that include freedom, respect, equality and dignity.