	Healesville Community Renewable Energy Inc **Event01 – Event Design and Implementation**

Policy Id	Event01	Version	1.0
Policy Type	Event	Subject	Event Design and Implementation
Approved	June 2020	Scheduled review	June 2023

1   Introduction

Event organisation and community interaction are an important part of Healesville CoRE's operations. Two of Healesville CoRE values are to *provide leadership to inspire and empower community to implement renewable energy initiatives* and to *achieve community trust through integrity, authenticity, and professionalism*. It is important that Healesville CoRE has a standard practice for Event Design and Implementation so that the values of leadership, trust and professionalism are maintained.

2   Purpose

The purpose of the **Event Design and Implementation Policy** is to provide an easy to follow description and example of activities, information, checklists and templates that have been successfully used for managing Healesville CoRE events and that we require our volunteer event organisers to use for all Healesville CoRE community events.

3   Policy

Refer to the *Event Planning Guide* document. This was prepared by the Healesville CoRE Community Engagement Group. It is based on the successful delivery of Events and should be followed to maintain high standards and a good outcome for Healesville CoRE. The topics that are covered in the Event Planning Guide are:

- Event Planning Checklist (pre event, at event, post event)
- Selecting the Venue
- Liaison with speakers
- Promotions (media, schools, a promotion plan)
- Ticketing
- Posters (with a list of over 45 locations in Healesville CoRE community target area)
- Technical Planning
- Feedback & Evaluation
- Running Sheet
- Event Program
- Out-Of-Pocket Expenses (with reference to the Reimbursement Claim Form in Policy Finance06)
- Budget

The *Event Safety Checklist* must be completed whenever planning for a Healesville CoRE event. This Checklist has issues that should be considered as part of Healesville CoRE responsible organisational practice.

Healesville CoRE recognises that commitment to risk management contributes to responsible organisational practice and increasing community confidence and trust in Healesville CoRE as a community organisation. Consistent and systematic application of risk management processes play an important part in event planning to lead to responsible and safe organisation of events and functions. In managing more serious identified risks or hazards, or assessing seriousness of risks or hazards, Healesville CoRE Risk Management program must be followed. This is described in the *Risk Management Policy (Governance01)*.

Child Safety must be considered for all events because Healesville CoRE falls into the **Incidental Contact** category defined by the Yarra Ranges Council. The definition of this is:

> **Incidental contact:** The project or service is not directly related to children or young people, or direct contact or supervision of children is not intrinsic to the project/service. However, it is possible that some staff or volunteers may come into contact with children and young people who are supervised by parents or carers or are attending a community event on their own, and the organisation needs to assess any risks related to this. Your risk assessment will provide direction on where you need to take action, including identifying any roles where volunteers need a Working with Children Check.

This is described in the ***Healesville CoRE Child Safe Policy (Person01).*** It is important that all workers at an event are aware of the commitment by Healesville CoRE to creating a **child safe** organisation.

All volunteers and workers at an event must have a Working With Children Check card. Healesville CoRE Central Committee maintains a record of which members have a current Working With Children Check recognition.

The *Event Safety Checklist* has reference to **Child Safe Considerations.**

The event design documents referenced in this policy (*Event01 Event Planning Guide* and *Event01 Event Safety Checklist*) are held in the same electronic folder structure as this policy (see G_Suite folder 072 Governance Office Shared/10 Organisation Policies/05 Approved Policies/).

4   Related Documents

Event01 – Event Planning Guide
Event01 – Event Safety Checklist
Finance06 – Expense Reimbursement
Governance01 – Risk Management
Person01 – Child Safe Policy
Person01 – Child Safe Risk Management Plan