



# Toukley Neighbourhood Centre

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*TNC is the heartbeat of a connected, supported, empowered, inclusive and thriving community. We partner with the broader community to share what we can and provide a hand up to those in need, so they can Wallamba-bayn (come back) and join us in delivering our vision.*

## POLICY – EVENT MANAGEMENT

### Policy Information

|                          |                          |
|--------------------------|--------------------------|
| <b>Title:</b>            | Event Management         |
| <b>Effective Date:</b>   | 28 March 2025            |
| <b>Policy Owner:</b>     | Executive Officer        |
| <b>Applies To:</b>       | All staff and volunteers |
| <b>Next Review Date:</b> | 30 April 2026            |

### Change Control

| Effective Date | Author                        | Approver | Comments                                                                                                                        |
|----------------|-------------------------------|----------|---------------------------------------------------------------------------------------------------------------------------------|
| 14-Aug-2023    | Bronwyn Evans                 | BoM      | Initial document                                                                                                                |
| 28-Mar-2025    | Bronwyn Evans<br>Donna Tudman | BoM      | Align to new template<br>Remove measurement criteria<br>Provide clarity on the rationale for the policy in the overview section |



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## Policy Overview

### Purpose

This policy sets out Toukley Neighbourhood Centre's (TNC's) policy for planning and managing its events and those events it collaborates with other parties on.

### Context

At Toukley Neighbourhood Centre, policies are developed in alignment with the [TNC Policy Framework](#).

TNC Policy documents are developed to:

- Assist TNC to meet the objects of the organisation and manage risk effectively
- Assist TNC staff and volunteers in performing their duties
- Outline how TNC will meet governance expectations
- Provide transparency and clarity to TNC staff and volunteers.

TNC is bound by the [Australian Charities and Not-for-profits Commission Act 2012 \(Cth\)](#) and regulated by the [ACNC](#).

### Overview

Our Event Management Policy underscores the importance of delivering professional and meticulously managed events, with a strong emphasis on diligent risk management. To achieve this, all events must undergo thorough planning, comprehensive review, and formal approval processes. Clear and consistent communication regarding endorsed events is essential to ensure alignment among stakeholders and to maintain transparency with our audience. This approach not only upholds the quality and safety of our events but also fosters trust and engagement within our community.

### Definitions

| Term | Explanation                                         |
|------|-----------------------------------------------------|
| ACNC | Australian Charities and Not-for-profits Commission |
| BoM  | Board of Management                                 |
| TNC  | Toukley Neighbourhood Centre                        |

## Policy Principles

Policies always contain a set of principles that provide information relating to the rationale for the document. Staff and volunteers must consider and comply with these guiding principles when performing their duties.

### **Principle 1: Every event requires an event plan that is approved by the BoM**

The BoM has oversight of TNC events and is required to approve event plans. The event plan template is to be used to ensure that all relevant information is provided.

Event plans must be presented to the BoM for approval at least one month before the event to ensure that events are planned, and costs are accepted. For major events, the event plan must be presented at least two months before the event.

The Event Lead is responsible for preparing the event plan, under the supervision of the Executive Officer.

After the event, the event plan is updated with details of actual funding and costs, and a post-event review. This is then tabled at the next BoM meeting for reflection and incorporation of any learnings.

### **Principle 2: The BoM reviews the internal event calendar monthly**

An internal event calendar is maintained showing a rolling 12-month period.

A report format has been developed for this purpose. The report is updated for each BoM meeting.

### **Principle 3: Planned and approved events are published on the public calendar**

Once events are approved in principle (via the internal event calendar) and a date is assigned, these are listed in the public calendar published on the TNC website.