

Events Classification Matrix

A	B	C	D
Internal (Council) Events	Special Events	Community Club, External and Commercial Events	Ceremonies
Criteria: <ul style="list-style-type: none"> Aligned with Strategic (Community) Plans Compliant with Council's Event Management Policy Clearly defined deliverables Within Budget Allocation 	Criteria: <ul style="list-style-type: none"> Aligned with Strategic (Community) Plan Compliant with Council's Event Management Policy Support the social fabric of Communities. 	Criteria: <ul style="list-style-type: none"> Organised by Progress Associations, Sporting Clubs, Church groups, Social Groups, other Associated bodies or Businesses Compliant with Council's Event Management Policy May be of a Commercial nature (i.e. ticketed events) 	Criteria: <ul style="list-style-type: none"> Any member of the public holding an 'officiated' ceremony on Council land or land under the care and control of Council. Broadly Council's Public Liability Insurance Cover applies
Process: <ul style="list-style-type: none"> Event Management Plan equivalent to Council's Major Event Permit requirements Inter-departmental support must be agreed and signed off between relevant Directors PRIOR to scheduling of the event Event / Venue calendars must kept updated Event 'Team' notified and kept updated Risk Assessment of the event to be completed in SkyTrust by the staff organising the event. 	Process: <ul style="list-style-type: none"> Event Application Form Permit (Major or Minor depending on event size) Community Grant Process may apply <p>Council does not provide:</p> <ul style="list-style-type: none"> Portable Toilets Tables & Chairs Hire of equipment from third parties 	Process: <ul style="list-style-type: none"> Event Application Form Permit (Major or Minor depending on event size) Community Grant Process may apply <p>Council does not provide:</p> <ul style="list-style-type: none"> Portable Toilets Tables & Chairs Hire of equipment from third parties Traffic Management services (road closures) 	Process: <ul style="list-style-type: none"> Venue Hire Booking/Application Process (includes Council land and land under the care and control of Council) <p>Council does not provide:</p> <ul style="list-style-type: none"> Portable Toilets Tables & Chairs Hire of equipment from third parties
MMC Provision / Responsibilities: <ul style="list-style-type: none"> 100% 	MMC Provision / Responsibilities: <ul style="list-style-type: none"> Administration: <ul style="list-style-type: none"> Road Closures – SAPOL, DIT, TGS & Adv. (I&FS) Food Handling and Health (DES) Regulatory Compliance (DES) Risk & Emergency Management (Corporate) Waste Management (I&FS) Tourism / Promotion (Corporate) Community Land / Leases (Governance) Logistical Support (I&FS Field Staff) Traffic Management / Road Closures (physical) (I&FS) Signage, Bunting, T-Tops, Star Dropper and Caps, Traffic Cones (I&FS) 	MMC Provision / Responsibilities: <ul style="list-style-type: none"> Administration: <ul style="list-style-type: none"> Food Handling and Health (DES) Regulatory Compliance (DES) Waste Management (I&FS) Community Land / Leases (Governance) <p>Event Organiser Responsibilities:</p> <ul style="list-style-type: none"> All logistics Traffic Management / Road Closures <p>MMC may provide the following at Council's discretion:</p> <ul style="list-style-type: none"> Logistical Support (I&FS Field Staff) Signage, Bunting, T-Tops, Star Dropper and Caps, Traffic Cones (I&FS) 	MMC Provision / Responsibilities: <ul style="list-style-type: none"> Administration: <ul style="list-style-type: none"> Venue Booking (Calendar) Confirmation of venue booking to applicant <p>Applicant Responsibilities:</p> <ul style="list-style-type: none"> All Terms and conditions to be adhered to as per the application form and approval letter.
Fees & Charges <ul style="list-style-type: none"> N/A 	Fees & Charges <ul style="list-style-type: none"> Waived 	Fees & Charges <ul style="list-style-type: none"> Road Closure Administration Fee Event Bins (Hired) Signage, Bunting, T-Tops, Star Dropper and Caps, Traffic Cones (Fee plus BOND) Full cost of Traffic Management / Road Closures (if arranged by MMC) 	Fees & Charges <ul style="list-style-type: none"> Signage, Bunting, T-Tops, Star Dropper and Caps, Traffic Cones (Fee plus BOND)
Examples: <ul style="list-style-type: none"> Mannum Fun Run & Walk NAIDOC Week Mannum Riverside Markets 	Examples: <ul style="list-style-type: none"> Christmas Pageants Australia Day Celebrations Anzac Day Services 	Examples: <ul style="list-style-type: none"> Swan Reach Classic Car & Motorbike Run to the Reach SA Truck & Ute Show Morgan Easter Bazaar & Auction Mannum Hot Rod Show Sounds By The River Palmer Hot Rod Street Party Vehicle Display and Club 'Get Togethers' Car Rally's Mannum Rowing Regatta Other On River Events 	Examples: <ul style="list-style-type: none"> Wedding / Renewal of Vows Memorial Service