



Representing Students

ASA.AC.NZ

Policy Title	Event Management Policy
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ASA Event Management Policy

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1. Purpose

The purpose of the policy is:

- To ensure that every ASA event is managed properly and has every opportunity to be a success to reflect well upon the name, public image, and profile of the Association
- To provide guidance in the planning, organising, and staging of ASA events
- To identify a person as the Event Coordinator for each event. This person is regarded as responsible for all aspects of an event, including planning, controlling, monitoring, health and safety, staff, budgeting and reporting
- To establish a defined and delegated ASA Event Calendar and ensure that documentation including contracts, role descriptions and associated policy supports this consistently

2. Organisational Scope

These are Event Management guidelines that should be followed by:

- ASA Staff
- ASA Executive
- ASA Volunteers

3. What is considered an Event

- An event may be a one-off, regular, or annual occasion.
- It may be staged on or off Campus.
- It excludes normal academic and staff only occasions e.g., lectures, tutorials, and field trips. While these occasions may be considered to be events in their own right, these are undertaken within a clearly established ongoing planning and management framework.

4. Event Categories

Events fall generally into the following categories:

- a. Awards
- b. Festivals, e.g., Orientations, themed weeks
- c. Ad-hoc engagement events
- d. Awareness events
- e. Celebrations
- f. Workshops
- g. Conferences
- h. Sports

5. Event Notification

Any party who intends to plan, organise and stage an "Event" must notify the Campus Culture Coordinator and the ASA General Manager.

6. Calendar of Events

- ASA will develop and review annually, a Calendar of Events that will list all Association events for the forthcoming year.
- The Calendar will be set and confirmed by 1 October in any annum.
- All Calendar events will be supported by budget.

- All Calendar events will have a person who will be responsible to act as event coordinator for each event.

7. Event Coordinator

- The “event coordinator” for an event identifies the person who has delegated responsibility for ensuring that all aspects of an event’s management are met.
- The event coordinator will be responsible for budgeting, planning, controlling, staffing, monitoring and reporting on each event for which they are responsible.
- That as part of the event planning a person is clearly identified who will act as a Second-in-Command to directly assist and, if necessary, take over the duties of the Event Coordinator in their absence (as outlined in each run sheet).
- There shall be an event coordinator for every Association event that is part of the Calendar of Events.

8. Event Approval by Massey University and/or External Agencies as required

If required, prior approval for particular aspects of the event must be obtained from the appropriate Massey University departments, i.e. Risk Management, Health and Safety, Security and Traffic, etc.

If required, prior approval from external agencies (e.g. Police, Environmental Control, North Shore City Council, Liquor Licensing District Licensing Agency, etc.) shall be attached to the Event Plan.

9. Event Management Plan

Full documentation is to be maintained by event organiser and an event plan will be created for each event. This will include documents such as:

- Runsheet – event schedule
- Equipment checklist
- Volunteer timetable
- RAMS form
- Site plan
- Contracts for external parties

10. Legal Compliance

Health and Safety in Employment Act 1992 requires ASA to take all practicable steps to identify hazards in the workplace. This ensures that people working or visiting the University premises or involved in an ASA Event are not harmed from any hazard in or arising in the workplace.

Accordingly, ASA has a duty of care to staff, contractors and visitors taking part in any event on our campus.

11. References

- Student Executive Code of Behaviour
- Financial Policy
- Organisational Policy
- Personnel Policy
- Volunteer Policy
- Health and Safety Policy
- Risk Management Policy
- Health and Safety in Employment Act 1992, and Amendments
- Injury Prevention, Rehabilitation Compensation Act 2001