
Events Management Policy

1. Purpose

- 1.1 The purpose of this policy is to ensure that events held follow legislative and regulatory requirements and that associated health and safety risks are effectively managed and mitigated.
- 1.2 For the purposes of this policy:
 - 1.2.1 **Gathering** means a meeting of Party members where official Party business will be conducted. Examples of this is are: a branch meeting or LEC meeting; a door knocking or phone calling drive; or staff work meetings or gatherings.
 - 1.2.2 **Event** means a one-off event organised on behalf of the Party which is open to Party members and/or the public. This includes social events and official Party events such as conferences.
 - 1.2.3 **Residential event** means any event that lasts more than one day (i.e. overnight) and where the attendees sleep at the event venue (as opposed to staying separately in a motel or with friends).
- 1.3 This policy does not apply to informal gatherings merely by the fact that Labour Party members are present. The test is whether Party business is being conducted or the gathering or event is being held under the auspices of the Party or in the name of the Party.

2. Event management

- 2.1 An event management plan must be submitted for any annual conferences and congresses, special general meetings, regional conferences, Young Labour events and residential events. The organiser of any other events, and any particularly large gathering, is also encouraged to submit an event management plan using the appropriate form, but is not required to do so.
 - 2.1.1 The form must include a specific process and checklist that generates a risk analysis for the event and identifies how to manage those risks.
 - 2.1.2 Completing a plan helps to ensure that an event organiser is aware of all the relevant health and safety considerations and has taken proper steps to minimise, mitigate or eliminate those risks.
 - 2.1.3 Submitting a plan will ensure that the Party is aware of significant events and has all the relevant details required.
- 2.2 The President or General Secretary must approve the event management plan for any residential event and any Young Labour event in advance of the event being advertised for registration.
- 2.3 If alcohol is present at any gathering or event, the rules contained in the Alcohol Policy must be adhered to in addition to the rules in this policy.
- 2.4 There must be a person in charge at all events who is responsible for ensuring adherence to this and other relevant policies, such as the Code of Conduct, Bullying and Harassment Policy, Sexual Harassment Prevention Policy, and Alcohol Policy.
- 2.5 For all overnight events (i.e. not just residential events), a consent form must be completed by a parent or legal guardian of any person under 18 years of age, and the requirement to do so must form part of the event management plan. The event registration process must provide appropriate information that identifies risks to parents and guardians before they consent.

New Zealand Labour Party

Head Office

2.6 A suitable number of Labour Party representatives must attend all residential events and all large Young Labour events and be available throughout to ensure the event complies with the Party's policies.

3. Breaches and reporting

3.1 If an incident occurs at a gathering or event at which alcohol is present, the person in charge must notify the General Secretary as soon as possible through the appropriate form.

3.2 If any policy governing member conduct is breached, the person in charge must notify the General Secretary as soon as possible through the appropriate form.

3.3 A breach of this policy is a breach of the Code of Conduct and may lead to disciplinary action, such as organisations no longer being able to hold gatherings or events with alcohol present.

4. Discretion of the President and General Secretary

4.1 The President or General Secretary in their absolute discretion may prohibit or cancel any gathering or event where:

4.1.1 They believe the safety or security of any person is at risk or compromised; or

4.1.2 They believe the safety or security of Labour Party property is compromised; or

4.1.3 They believe the gathering or event will unduly harm the Labour Party's reputation; or

4.1.4 They believe this policy has not been or will not be complied with.

4.2 This discretion may be delegated to any another person by the President or General Secretary.

Dates:

Creation: November 2018

Approval: April 2019

In Effect: June 2019

Review: