EVENT / OUTREACH APPROVAL REQUEST | PROCEDURE

1 PURPOSE
To ensure strategic and transparent use of Faculty of Science and Engineering resources to support events and outreach activities at Department, School and Faculty level.

Policy Hierarchy
University Events Policy, Procedure and Schedule
University COVIDSafe Plan
VIP Protocol
Privacy Policy
Entertainment Policy and Schedule
Fringe Benefits Tax Policy
Delegation of Authority Policy
Gifts and Benefits Policy
Purchasing Policy and Procedure
Filming on Campus Policy

Other Resources
Events and domestic protocol website
MQ Coronavirus FAQs > Information for Staff > Events

Associated Documents
FSE Events Outreach Approval Request Template 2022

2 SCOPE
This Procedure applies to all events and outreach activities hosted by the Faculty of Science and Engineering. It does not include events or outreach activities hosted on behalf of the Faculty by other entities within MQ such as Future Students, Group Marketing, Macquarie International, Campus Life, LEAP Widening Participation, Walanga Muru, PACE, etc.

3 DEFINITIONS
Commonly defined terms are located in the University Glossary. The following definitions apply for the purpose of this Procedure.

Community Members
For the purpose of this Procedure, Community Members include but are not limited to alumni, donors, prospective students and their parents.

Department
For the purpose of this Procedure, Department includes any of the discipline Departments or Schools within the Faculty of Science and Engineering, including AAO-MQ.

Event
For the purpose of this Procedure, an Event includes any meeting, conference, seminar, public lecture, colloquium, workshop, catered meal (breakfast, lunch or dinner), awards presentation, camp for current students, work experience program, delegation, campus or facility tour, primary/high school visit, or celebration. Other Events of a type not specifically named here may also fall within the scope of this procedure and should be treated as such.
Faculty and MQ Resources
For the purpose of this Procedure, Faculty and MQ Resources include Faculty administration team, Department/School administration team or Technical Team support, MQ Events support, security, cleaning, AV services, marketing email communications (EDMs), marketing collateral, BEIMS requests, catering.

Faculty Office
For the purpose of this Procedure, Faculty Office includes the various central administration offices within the Faculty of Science and Engineering e.g. Finance office, Student Centre, Technical Operations, Maquarie Analytical and Fabrication Facility (MAFF) etc.

Outreach
For the purpose of this Procedure, an outreach activity includes any activity that may be covered under Event above where members of the community may attend, as well as social media campaigns, regular newsletters (internal and external), reports for external audiences (such as a Department Annual Report), provision of resources to external bodies (such as organising room bookings on weekends to facilitate HSC syllabus reviews), etc.

4 PROCEDURE
FSE Staff are not authorised to agree to host any event or outreach activity that is covered by this Procedure prior to obtaining approval in accordance with the following:

4.1 Event type
An Event may be categorised as more than one of the following types. Where that it true, all requirements listed for the relevant types must be observed.

4.1.1 Exempted Events
For the purpose of this Procedure, any Event that is a regular departmental or Faculty Office staff meeting or is a regular departmental seminar is exempted from the requirement for Faculty approval. The following requirements apply:

- Exempted Events should be approved by the relevant Department or Office before proceeding. Refer to section 4.3 below.
- Community Members are not permitted to attend an Exempted Event.
- Exempted Events must be conducted in accordance with the University COVIDSafe Plan.

4.1.2 Non-Exempted Events
Any Event that does not align with the exemption detailed at 4.1.1 must be submitted to Faculty for approval. Refer to section 4.4 below.

4.1.3 Teaching and Research Events
For the purpose of this Procedure, Teaching and Research Events are those activities relevant to undergraduate, postgraduate and higher degree research teaching, and/or to research activities of MQ research centres and groups, or MQ nodes of ARC or CRC research centres. The following requirements apply to both Exempted and Non-Exempted Events:

- Staff, students and volunteers can attend if necessary for the normal business of the University.
- External attendees from organisations with their own COVIDSafe Plan for events, meetings, etc (for example, from another university or hospital, a government department, or business), can attend if necessary for the normal business of the University.
- Teaching and Research Events must be conducted in accordance with the University COVIDSafe Plan.

4.1.4 Academic Conference or Event
An Application to host an academic-led conference or event in partnership with an external organisation will be considered on a case by case basis. In the approval process there is consideration of a number of factors, including that the event must have a strategic objective aligned to one or more of the seven priorities in the Strategic Plan Our University: A Framing of Futures.

Note that under the University’s events protocol, all event management and costs of venue hire and facilities management are the responsibility of the Faculty/Office hosting the event.
4.1.5 Events Involving Community Members
For the purpose of this Procedure, Events which involve Community Members must abide by the conditions specified in the University COVIDSafe Plan regarding physical distancing. If these conditions cannot be observed, Community Members will not be permitted to attend. Events where Community Members are involved must be conducted in accordance with the University COVIDSafe Plan, NSW Public Health Orders and any relevant COVID-19 Safety Plan.

4.1.6 External Location Events
For the purpose of this Procedure, Events that are to be held outside of the Macquarie or Macquarie City Campuses must be held in accordance with the Public Health Order that applies to that organisation.

4.2 Event toolkit
For all Non-Exempted Events, the Event lead and/or organisers should review the Events Toolkit and additional resources available at the Events and domestic protocol website before proceeding to Faculty approval stage.

The Macquarie University Event Tier Categorisation and Events and Domestic Protocol (EDP) Service Delivery Model provides information on the level of support available. Note that it may be required that all facilities costs and charges (including cleaning, security, setup, IT support) are covered by the Department or Faculty budget.

It is recommended that the Event lead and/or organisers of Exempted Events review the Events Toolkit before proceeding to Department/Office approval stage.

Where relevant, the Faculty Work Health and Safety Representative (sonya.hendricks@mq.edu.au) can provide a risk assessment and further advice in respect of the Event.

4.3 Department/Office approval
Before proceeding with an Exempted Event or a series of Exempted Events, the Event lead should first seek approval from the relevant Department or Faculty Office. A plan including details of the event purpose, lead contact, anticipated schedule, anticipated number and nature of attendees and anticipated location should be provided to the Department Manager or Faculty Office Manager for consideration and sign-off. A plan may be presented that covers an annual series of Exempted Events e.g. weekly seminars hosted in-department by an MQ Research Centre.

Before proceeding with any Event that requires Faculty approval, the Event lead should discuss the Event with their Department or Faculty Office Manager with an aim to address all requirements as laid out under Faculty approval at section 4.4.

4.4 Faculty approval
An approval request for Events of the following types must be submitted to the Faculty for approval:
- Non-Exempted Events
- Events Involving Community Members
- External Location Events
- Outreach
- Any Event that may require Faculty/Department/School and MQ Resources

An approval request should be submitted as soon as possible to the Faculty Operational Support Services Manager (Meredith.hallgren@mq.edu.au) and should include the following documents for review:
- FSE Events_ Outreach Approval Request Template 2022
- Events Planning Template
- COVIDSafe Plan
- Vulnerable Workers Risk Assessment (if required)
- Any documentation as required from time to time by Macquarie University’s COVID-19 Taskforce

All submissions will be reviewed by the Executive Dean and Faculty General Manager to consider the alignment of the event to the Faculty and University strategies, and available MQ and Faculty Resource. Where relevant, input will be sought from the Faculty Recruitment Manager, Faculty Student Experience Manager, Deputy Dean/s, or Associate Dean/s. The applicant, Head of Department and Department
Manager/Faculty Office Manager will be notified of the outcome and next steps within 7 days of receipt of the full submission.

In addition to adhoc approval requests, a collation process, managed in the Departments and Faculty Offices by the Department Manager/Faculty Office Manager, will be held in October each year. Outcomes for submission made through the annual process will be provided prior to the December close-down.

4.5 MQ Events approval
Events approved by the Faculty will be referred to the MQ Events and Protocol Team for review. The applicant, Head of Department and Department Manager/Faculty Office Manager will be notified of the outcome and next steps when known.

5  NOTES

| 5.1  | Implementation Officer | General Manager, Faculty of Science and Engineering |
| 5.2  | Approval Authority     | Executive Dean, Faculty of Science and Engineering |
| 5.3  | Date of Commencement  | October 2020 |
| 5.4  | Date for Review       | September 2022 |
| 5.5  | Amendment History     | V1 2021 |