

External Events Guidelines

Category	Finance
Policy Owner	Assistant Vice Chancellor - Finance and Infrastructure
Last review	July 2023
Next review	July 2028
Approved by	Vice Chancellor
Effective date	July 2023

Auckland University of Technology (AUT), Te Wānanga Aronui o Tamaki Makau Rau, confirms the right of its community to academic freedom as defined in the Education and Training Act 2020 (or later equivalent). Academic freedom is integral to AUT performing its role as a critic and conscience of society.

AUT also recognises the rights of all, to freedom of expression as a fundamental right in a civilised democracy. The AUT community has the rights to freedom of thought, conscience, religion, expression, association and peaceful assembly and through the exercise of those rights can contribute to positive social change through free expression of opinion on matters of public interest, even if controversial.

AUT Charter of Academic Freedom, affirms AUT's commitment to promoting these freedoms within the law, as well as specifying the responsibilities of those when exercising these freedoms.

These External Speaker Guidelines apply to all external speakers who have been invited to speak on campus or have requested an AUT owned venue to deliver an event and ensure external speakers and events act in accordance with AUT's Charter of Academic Freedom, Te Aronui - AUT's Te Tiriti Framework, AUT strategy, policy and/or other AUT charter(s) and the law.

AUT has the right to deny access to an organisation or to an external speaker and/or to withdraw approval, considering information that leads AUT to believe that the event may be high risk.

External Event Booking

1. Approval process for external bookings.
 - a. All requests for external bookings should be made through the online External Booking Request form and must include:
 - i. name of the event;
 - ii. name of the organisation;
 - iii. name(s) of the speaker(s);
 - iv. purpose of the event;
 - v. expected attendance;
 - vi. whether the event will be open to the public;
 - vii. whether media will be invited to the event;
 - viii. whether VIPS will be invited to the event;
 - ix. whether anyone requiring additional security will be invited to the event;

- x. date of the event and duration;
- xi. details of advertising/notification procedures if the event will be open to the public;
- xii. the level of any admission charges (if any), and the intention of any admission charges (free, fundraising, partial- or full-cost recovery, for profit).
- b. Approval of an external booking does not imply AUT endorsement of an event, the content of that event, or any views expressed in that event.
- c. AUT may require, as a condition of approval, that external hirers include on advertising or other materials associated with their event:
 - i. a disclaimer stating the independence of AUT from the event, and/or
 - ii. information about the organisation(s) supporting the event.
- d. University logos or branding may not be used by external hirers without permission.
- e. The Director Commercial Services will undertake a preliminary risk assessment. Events that are believed to be medium or high risk will be referred to a committee which will make a recommendation to the Vice Chancellor.
- f. Authority to approve external bookings resides with the Vice-Chancellor who may delegate this authority to designated staff for certain types of events.
- g. AUT reserves the right to decline any external booking request, and/or to withdraw approval, considering information that leads AUT to believe that the event may be medium or high risk.

Risk Assessment

The Director Commercial Services will undertake a risk assessment at the time the venue is requested.

Where the risk assessment indicates medium or high risk, the request will be referred to a committee comprised of all, or some of the following people according to the external event request:

- Head of the Vice Chancellor's Office
- Assistant Vice Chancellor - Corporate
- Director of Communications
- Director Commercial Services
- AUTSA Representative
- Representative of Academic Board
- A person nominated to represent Te Aronui

The Committee will consider the request to hold an external event and undertake a risk assessment.

The risk assessment will include answers to all the following questions 1-5:

1. Could the title, theme, opinions of the organiser or speaker contravene AUT's Charter of Academic Freedom, or Te Aronui - AUT's Te Tiriti Framework, or AUT strategy, or policy or other AUT charter(s), or the law.
2. Could the title, theme, opinions of the organiser or speaker encourage harassment, or intimidation, or verbal abuse, or violence toward others.
3. Could the title, theme, opinions of the organiser or speaker cause negative media coverage or negatively impact the reputation of AUT.
4. Has the organiser or speaker been prevented from speaking at AUT or another university or similar venue.
5. Is the event open to the public, or will it be broadcast or streamed, or available for download.

Risk Analysis

If the answer is “Yes” to one or more of questions 1-3 it is high risk and Committee will likely recommend the request for an external event be declined.

If the answer is “No” to questions 1- 3 and “Yes” to BOTH questions 4-5 it is medium risk and Committee may recommend the request be declined or impose additional conditions on the external event.

If the answer to all questions 1 - 4 is “No” it is low risk and the Director Commercial Services will likely recommend the request for an external event be approved.

If the Committee considers there to be a significant change in risks, either prior to or during an event, the decision approving the event may be revised and the event cancelled.

If during an event an external speaker contravened AUT’s Charter of Academic Freedom, or Te Aronui - AUT’s Te Tiriti Framework, or AUT strategy, or policy or other AUT charter(s), or the law, or if there was significant risk to persons or to AUT’s reputation, AUT may conduct a review, which may result in further action as appropriate.