
New Zealand Institute of Landscape Architects ('NZILA')

Health and Safety Procedure – NZILA Organised and/or Hosted Events (‘NZILA Event Procedure’)

1.) Purpose:

The NZILA Event Procedure provides guidance to all NZILA members, event organisers and NZILA employee(s) and/or contractors for all NZILA organised and/or hosted events.

It sets out the risk management procedures to be followed when organising and/or hosting an NZILA event.

It is noted that NZILA events are typically held at the venue of an independent host organisation, often on a sponsorship basis (**‘Event Sponsor’**). From time to time events are held in a venue hired by NZILA for a specific event (**‘Independently Hired or Public Venue’**).

If an event is hosted by an Event Sponsor then the Event Sponsor is the **‘Event Host’** and the NZILA is the **‘Event Organiser’**. If the event is held at an Independently Hired or Public Venue then the NZILA is both the Event Organiser and the Event Host. Either way, the NZILA will provide an **‘NZILA Event Coordinator’** at every event who will be the person responsible for coordinating the event.

This policy is to be read in conjunction with the corresponding policies of the Event Host and/or the Independently Hired or Public Venue. If this policy is inconsistent with the policies of the Event Host and/or the Independently Hired or Public Venue, the policy of the NZILA will prevail to the extent of the inconsistency.

2.) Events:

The events to which this procedure applies relate only to those events where the NZILA National Executive or Local Branch Committee is the Event Organiser and/or the Event Host. Such events may include:

- a. The NZILA Annual Conference.
- b. CPD events or Roadshows.
- c. Workshops.
- d. Presentations/Lectures.
- e. Quiz nights and other social functions held at independent hired venues.
- f. Christmas/seasonal functions.
- g. Breakfast, lunch or dinner speakers.
- h. Other social or educational events.

Such events may be attended by both NZILA members and non-members.

3.) Exclusions:

The procedure does not apply to:

- a. Informal gatherings of people who include or comprise NZILA members.

4.) Procedures:

The following must be completed or confirmed prior to each planned NZILA Event.

- a. A copy of the Health and Safety Procedure of the Event Sponsor and/or the Event Host and/or the Independently Hired or Public Venue (if available) must be obtained, considered and, if appropriate, its terms discussed prior to the event. A record of the review must be placed on the NZILA event file.

- b. A copy of this NZILA Event Procedure must be provided to the Event Host.
- c. The NZILA Event Coordinator must be reasonably satisfied that the event can occur in accordance with the NZILA Event Procedure and will obtain written confirmation from the Event Host (where applicable) that the event can occur in accordance with the relevant policies and procedures of the Event Host.
- d. Attendee numbers must be confirmed prior to the event and not exceed the venue maximum.

5.) General Requirements:

- a. **Serving of Alcohol:**
 - i. Non-alcoholic beverages must be readily available in reasonable quantities at all NZILA events where alcoholic beverages are served.
 - ii. A time for the cessation of the serving of alcohol must be defined for each NZILA event, which should be consistent with any relevant liquor licence. No alcohol shall be served after this time.
 - iii. No alcohol shall be provided to anyone who is underage, appears intoxicated or is behaving inappropriately.
 - iv. When booking an Independently Hired or Public Venue, the NZILA Event Co-coordinator must reaffirm the NZILA responsible service of alcohol obligations referred to above to the venue manager.
 - v. Alternative transport arrangements must be made available where considered necessary to enable any event attendee to get home without driving.
- b. **Catering:** Substantial food must be provided at all NZILA events where alcohol is served.
- c. **Venue Access, Egress and Emergency Evacuation:** At the commencement of the event, attendees must be made aware of the access and egress to the building and the emergency evacuation procedures including the emergency evacuation assembly point. The NZILA Coordinator will ensure that attendees are made aware of the access and egress and emergency evacuation procedures.
- d. **Emergencies:** At least one person must be legally able to drive and have access to a vehicle for the duration of the event in case of emergencies.
- e. **Venue Risk Assessments:** Where the event is hosted by an Event Sponsor the NZILA Event Coordinator will obtain written confirmation that an appropriate venue risk assessment has been carried out. Where the event is held at an Independently Hired or Public Venue the NZILA Event Coordinator will ensure that an appropriate venue risk assessment and pre-event walk through is carried out prior to the event commencing.
- f. **Start and Finish Times:** The NZILA Event Co-coordinator or Event Host must open and close the event.
- g. **Event Attendees:** All event attendees are responsible for ensuring that they do not place themselves or others at the event at risk from harm.
- h. **Sexual Harassment / Discrimination:** NZILA's Anti-Harassment and Discrimination Policy (attached) applies at all NZILA events.

6.) Incident Reporting:

The NZILA will keep and maintain an up to date and accurate register for the purpose of recording details of any incidents arising in relation to matters covered by the NZILA Events Procedure.

NZILA SOCIAL EVENT PROCEDURE FORM

Type of Event _____

Time and Date _____

Start Time _____

Finish Time _____

NZILA Host (name of NZILA Event Organiser or Committee Member present for duration of event - National or Branch)

Venue Host (name of sponsor host or public venue duty manager present for the duration of the event)

Host Confirmation (where applicable, signature of Event Host confirming that the event can occur in accordance with the relevant policies and procedures of the Event Host and that an appropriate venue risk assessment has been carried out):

Venue Maximum (pax) _____ **Number Attending (pax)** _____

Alcohol Serving Times _____

Catering Serving Times _____

NZILA - ANTI-HARASSMENT AND DISCRIMINATION POLICY

The Human Rights Act 1993 and the Employment Relations Act 2000 prohibit harassment. Behaviour of this kind will also not be tolerated at NZILA meetings or events.

It is NZILA's policy to provide events and meeting environments that are free from tensions involving matters that do not relate to NZILA's business, that are safe, and where all members of the NZILA and related community are treated with respect. In particular, an atmosphere of tension created by ethnic, racial, sexual or religious remarks, unwelcome sexual advances, or requests for sexual favours, will not be tolerated. Harassment of NZILA members, non-member event or meeting attendees, employees, contractors, suppliers, or partners by NZILA members, employees or non-member attendees is a violation of NZILA policy.

Meaning of Harassment

Harassment covers a number of different types of behaviour and can be sexual, racial, verbal, physical and/or emotional. In general, the underlying nature of the term is that the behaviour is unwelcome by the recipient. It can be persistent and repeated, continuing after the person subject to it makes it clear that they want it to stop, or it can be a single incident if sufficiently serious.

Sexual Harassment

Sexual harassment occurs where there is verbal or physical behaviour of a sexual nature by one person towards another that is:

- unwanted, unwarranted, or offensive to the recipient; and
- of a serious nature, or is repeated to the extent that it has a detrimental effect on the recipient.

While it is not possible to provide an exhaustive list of conduct that can be described as sexual harassment, the following are examples of conduct which may constitute sexual harassment, regardless of intent:

- Sexual advances
- Requests for sexual favours
 - The exchange of sexual favours for actual or promised benefit or advancement (whether express or implied)
- Inappropriate references to male or female anatomy
- Written or verbal references to sexual conduct
- Comments regarding one's or any third parties' sexual activities or prowess
- Repeated requests for dates
- Leering, whistling, touching or inappropriate gestures
- Inquiries or comments about another's sex life
- Assault or coerced sexual activity
- Displaying sexually suggestive objects, pictures, cartoons
 - Telling sexual jokes

Racial Harassment

Racial harassment generally occurs when there is verbal or physical behaviour of a racial nature by one person towards another that is:

- unwanted, unwarranted, or offensive to, the recipient; and
- of a serious nature, or repeated to the extent that it has a detrimental effect on the recipient.

Responsibilities Relating to Harassment

All members and employees of NZILA have a responsibility to, and are strongly encouraged to, report any incidents of harassment which you experience or which you observe. Such reports should be made to the Chief Operating Officer (COO), the President, or any member of the National Committee Executive with whom you feel comfortable to communicate with.

All complaints of harassment will be promptly considered and addressed appropriately according to the applicable circumstances. As each complaint will differ the National Committee Executive will determine the most appropriate method of dealing with the complaint. The complaint may be formally investigated, or, if the conduct complained of is sufficiently serious, the Police may be contacted in addition to, or instead of, an internal investigation.

If an investigation is required, it will be undertaken confidentially by the National Executive Committee and would generally involve identifying the scope of the investigation, interviewing relevant persons to determine the facts and collecting material necessary to assist in reaching a conclusion.

Outcome:

If an allegation of harassment is upheld, the person(s) responsible may be subject to disciplinary consequences. The nature of such consequences will depend on whether the person(s) responsible are an NZILA employee, NZILA contractor, NZILA member or non-member of NZILA. For members, the upholding of an allegation of harassment may lead to their NZILA membership being immediately revoked. For NZILA employees, the upholding of an allegation of harassment may lead to disciplinary action up to and including summary dismissal. For an NZILA contractor, the upholding of an allegation of harassment may lead to the termination of their contract for services.

NZILA reserves the right to lodge a complaint with the relevant professional organisation against any NZILA member found, following investigation, to have harassed another at an NZILA meeting or event.