

University Strategic Events Procedure

Section 1 - Purpose

(1) To establish the University's Strategic Events Support Model to ensure the appropriate management, approval, briefing, communication and delivery of Strategic Events in accordance with the [University Events Policy](#).

Scope

(2) This Procedure applies to all Strategic Events.

Section 2 - Policy

(3) Refer to the [University Events Policy](#).

Section 3 - Procedures

Responsibilities and Required Actions

(4) There is a [University Strategic Events Procedure Flowchart](#) available for this Procedure.

Section 4 - Guidelines

(5) Nil.

Section 5 - Definitions

(6) Definitions specific to this Procedure are contained in the [University Events Policy](#).

Status and Details

Status	Current
Effective Date	22nd February 2021
Review Date	1st February 2023
Approval Authority	Deputy Vice-Chancellor (Engagement)
Approval Date	5th June 2018
Expiry Date	Not Applicable
Responsible Executive	Eric Knight Deputy Vice-Chancellor (People and Operations)
Responsible Officer	Samantha Hassan Director, Events and Domestic Protocol
Enquiries Contact	Samantha Hassan Director, Events and Domestic Protocol