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|  GUILD EVENT MANAGEMENT POLICY |
| **Commencement Date:** | 1st July 2013 | **Review Date:**  | 1 Jul 2014 |
| **Division Responsible:** | Student & Corporate Services |
| **Approval Authority:** | Guild Council |
| **Contact:** | Events Office |  |
| **Tel:** | (08) 6488 2291 |  |
| **Fax:** | (08) 6488 1041 |  |
| **E-mail:** | events@guild.uwa.edu.au  |  |

1. AIM

The aim of this policy is to outline the event management and risk assessment requirements for all Guild and Guild-affiliated club or society events.

1. SCOPE

The policy:

* Provides a definition and criteria for the categorisation of events;
* Identifies the responsibilities of clubs and societies when running events;
* Identifies event documentation requirements;
* Outlines the process to gain approval to run and event;
* Identifies resources to assist in event planning; and
* Outlines a range of sanctions that may apply to individuals and clubs if breaches to this policy occur.
1. DEFINITIONS

**Event:** Any function or gathering being run by the Student Guild or a Guild-affiliated club or society on University premises (both on and off the Crawley campus) and/or at external venues.

**Event Registration Form**: A brief form, previously known as the Liquor Permit Form.

**Event Risk Assessment Plan:** Required for all medium and major events to enable the identification and mitigation of risks.

**Events have been split into the following classifications:**

1. Stalls
2. Minor
3. Medium
4. Major
5. Camps and events including an overnight stay
6. Events across multiple locations

**Stalls are activities such as:**

* Ticket Sales
* BBQ
* Bake Sales

**Minor Event:** A minor event has ANY of the following features:

* Has a minimal degree of risk and requires only basic planning.
* Is attended by less than 50 people
* No alcohol is available.

Examples include debates, lectures, discussion groups and film screenings.

**Medium Event:** A medium event has ANY of the following features:

* Alcohol is available, but in a licensed venue where the licensee is responsible for providing service (staff and security)
* Planned activity which may result in personal injury
* No underage guests if alcohol is served, present or available

Examples include events at licensed venues or sporting activities.

If the event requires a minimum level of planning to ensure that it is carried out safely and successfully an **Abridged Event Management Plan** is required to be completed.

**Major Event:** A major event has ANY of the following features:

* More than 150 people invited/attending
* Alcohol in a licensed venue not providing service staff or security, OR via an occasional liquor license on or off campus
* Has underage guests
* The event has previously been complained about or had other issues (e.g. health and safety concerns)

A major event requires detailed planning and a **Full Event Management Plan (FEMP)** to ensure that the event is carried out safely and successfully.

**Camp:** An event involving an overnight stay (Please refer to the **Processes and procedures for events including an overnight stay** at the back of this document)

A Full Event Management Plan for Camps **(FEMPC)** will be required if your event includes an overnight stay.

**Events across multiple locations:** An event such as a Pub Crawl that is planned to occur across multiple venues (Please refer to the **Processes and Procedures for events across multiple locations** at the back of this document)

A Full Event Management Plan for Pub Crawls **(FEMPP)** will be required if your event is across multiple venues

1. ROLES AND RESPONSIBILITIES

The Student Guild has a duty of care for the safety and health of students and visitors who attend Guild-related events on University premises (both on and off the Crawley campus) and at external venues. Responsibilities include:

* Ensuring that Student Leaders (club and society executive members) and Event Managers understand and implement this policy;
* Ensuring that records are created and maintained;
* Monitoring the management of breaches of this policy;
* Auditing the effective implementation of this policy; and
* Ensuring that adequate resources are allocated for the education, training, and other requirements of this policy.

The Guild Event Manager’s responsibilities include:

* Reviewing all event documentation and notifying the event manager in writing of the approval or non-approval of the event

Guild-affiliated club or society responsibilities include:

* Ensuring that their events comply with the requirements of this policy;
* Ensuring that Student Leaders are aware of and agree to abide by relevant University policies including where applicable: (i) The Charter of Student Rights and Responsibilities; (ii) The University Policy on Alcohol and Other Drugs; (iii) The Code of Ethics and Code of Conduct, and (iv) The Work Health and Safety Policy.
* Ensuring that Student Leaders attend appropriate training (i.e. Responsible Service of Alcohol, Managing Alcohol at Events, and Reducing the Risk of Sexual Assault); and
* Understanding the consequences of non-compliance with this policy for clubs and societies, and for club and society Executive Officers and individuals.

Regulations relating to orientation:

* That the Guild and University affiliated organisations do not accept sponsorship from alcohol industries for orientation events
* The licensed clubs and hotels not be invited to participate in the Guild O-Day Festival or any other orientation event
* That the current ban on high risk camps set in place by the Vice‐Chancellor is continued; and
* That the Guild works in partnership with the University to set in place processes that ensure student focussed, inclusive, well planned, safely conducted orientation events compliant with university policies and the law.

Guild orientation events must demonstrate;

1. objectives and planned activities that are consistent with the objectives of the UWA Orientation Statement of Intent (see discussion above);
2. complete Event and Risk Management Plans that are compliant with relevant University policies and the law;
3. compulsory, comprehensive training for all directors and leaders of Guild and affiliated club and society organised orientation events;
4. appropriate job description and selection processes for Guild and affiliated club and society orientation camp directors and other leaders;
5. formal evaluation and a process for continual improvement; and,
6. external auditing of events for compliance with the Event Management and Risk Management Plans.
7. DOCUMENTATION

A number of Event Management and Risk Assessment templates have been developed for use by students who organise Guild or Guild affiliated club/ society events.

* Event Management Plan (Abridged/Medium);
* Full Event Management Plan (Full/Major);
* Full Event Management Plan Camps (Camps)
* Full Event Management Plan Pub Crawls (Pub Crawls)
* Event Registration Form; and
* Risk Assessment Plan – for all Medium and Major Events, Camps and Pub Crawls to assist in the identification of hazards and their risks.

Templates and guidelines for all forms can be found at: <http://www.guild.uwa.edu.au/welcome/events>

1. EVENT APPROVAL PROCESS

Step 1: Determine whether the event meets the Minor, Medium or Major Event definition.

Step 2: Prepare and submit the required event and risk assessment documentation. Event organisers should note that the promotional material for their event must be submitted as part of the event management documentation.

**Timeline**

* Stalls: At least 1 week prior to event date if food is to be served/provided.
* Minor Events: ***At least two weeks in advance of the event date***, complete and submit to the Guild Events Manager an Event Registration Form. Once approved, the event organiser can register their event on the Online Events Calendar and advertise the event. Event advertising and ticket sales **MUST NOT** commence before approval has been granted.
	+ Medium Event: ***At least four weeks in advance of the event date***, complete and submit a Risk Assessment Plan and an Abridged Event Management Plan. Once approved the event organiser can register their event on the Online Events Calendar. Promotion and ticket sales can then commence. Event advertising and ticket sales **MUST NOT** commence before approval has been granted.
* Major Event: ***At least seven weeks in advance of the event date,*** complete and submit a Risk Assessment Plan and a Full Event Management Plan

Once approved the event organiser can register their event on the Online Events Calendar. Promotion and ticket sales can then commence. Event advertising and ticket sales **MUST NOT** commence before approval has been granted.

* + Camps: see processes and procedures for Camps below
	+ Events across multiple locations: see processes and procedures for events across multiple locations i.e. pub crawls below

Step 3: The Guild Events Office will confirm receipt within three business days.

Step 4: Event documentation and risk assessment plans are reviewed by the Guild Events Manager and, where appropriate, by UWA Security and UWA Risk Management staff. If additional information is required to enable the review, the event manager will be contacted.

Step 5: For Minor and Medium events, the Guild Events Manager will notify the event manager in writing of the approval, or non-approval, of the event within five business days of receipt of documents.

For Major events, the Guild Events Manager will review and submit documents to UWA Security within five business days of receipt. Event organisers may be required to attend an interview with Guild staff to discuss the proposed event before documents will be forwarded.

For the approval process for events including an overnight stay – please refer to **Event Management Policy for Camps** at the back of this document.

**Note**: Guidelines on using the Online Events Calendar can be found via the Guild homepage at <http://www.guild.uwa.edu.au/__data/page/7706/G-News_UWA_Events_System_Guide.pdf> .

Staff from UWA and/or UWA’s Student Guild may call into your event to perform an audit against documents submitted

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1. **RESOURCES TO ASSIST IN EVENT PLANNING**

It can be difficult to categorise every possible kind of event. If you are not sure what category your event falls into you can use the information via the following link to guide you:

<http://www.guild.uwa.edu.au/welcome/events>

If you refer to the How to guide, event approval – Understanding classifications will provide additional information and checklists will tell you the mandatory and recommended requirements for your event.

If you need event ideas or guidance on running your event contact the Guild Events Office (see below) as soon as possible to determine exactly what documentation you need to provide.

Some events require 7 weeks’ notice and scheduling of event dates must allow enough time for the event management approval processes to be completed.

The Guild Events Office

Guild Hall

1st Floor, East Wing Guild Village

M300, 35 Stirling Hwy, Crawley WA 6009

(08) 6488 2291

(08) 6488 1041

events@guild.uwa.edu.au

Events that are run without approval or that are not run in accordance with the approved event management plan are not covered by the UWA Student Guild’s public liability insurance and sanctions will apply (see below).

The **Event Management Toolkit** has been developed to ensure that safe and enjoyable events are conducted. The toolkit brings together important strands of work being undertaken by various departments and groups within The University of Western Australia to promote health and safety, and minimise alcohol-related harm to students, staff, visitors and the wider community. <http://www.student.uwa.edu.au/life/health/fit/tap/toolkit>

The below resources are available to ensure you are aware of and adhere to the legislation and regulations defined.

* The Charter of Student Rights and Responsibilities: <http://www.student.uwa.edu.au/life/charter>
* The University Policy on Alcohol and Other Drugs:

<http://www.governance.uwa.edu.au/procedures/policies/policies-and-procedures?method=document&id=UP09%2F5>

* The Code of Ethics and Code of Conduct: <http://www.hr.uwa.edu.au/policies/policies/conduct/code/ethics>
* The Work Health and Safety Policy: <http://www.safety.uwa.edu.au/management/about/osh-policy>
* The Liquor Control Act 1988: <http://www.rgl.wa.gov.au/Default.aspx?NodeId=145>
* The Sex Discrimination Act 1984: <http://www.comlaw.gov.au/Details/C2013C00532>

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1. **SANCTIONS**

Any and all breaches of this policy will be investigated and recorded with the management and assessment of consequences considered on a case by case basis. The following outlines a possible course of action:

1. The Guild Events Manager will counsel the Club or Society Executive discussing the following:
	1. The Guild Event Management Policy and the obligations in places on the individual and the Club or Society;
	2. The Club or Society’s responsibility to demonstrate that the issue will not be repeated;
	3. Possible consequences of future breaches;
	4. The requirement for club executive members to attend Event Management Training;
	5. Documentation and record keeping of breaches.
2. The Club or Society will be issued with a written warning.

Any subsequent breach to this policy may be referred to the UWA Student Guild Discipline Committee to determine the sanctions that apply. These may include:

* Suspension of club privileges, such as promotion on the UWA Student Guild Facebook page, display of posters on campus and selling tickets on the Oak Lawn;
* Being barred from booking University and Student Guild venues;
* Penalties to the club’s Semester Grant funding;
* Suspension of club activities;
* Withdrawal of Student Guild funding;
* Disaffiliation.

A serious or repeated breach of this policy may result in matters being referred to the UWA Registrar for investigation under the [Regulations for Student Conduct and Discipline](http://calendar.publishing.uwa.edu.au/latest/partd/studentconduct?childfx=on). These regulations allow for cancellation of student rights and privileges up to and including expulsion from the University.

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|  Processes and procedures for Camps |
| **Commencement Date:** | 15th November 2013 | **Review Date:**  | 1 April 2014 |
| **Division Responsible:** | Student & Corporate Services |
| **Approval Authority:** | Director of Student and Corporate Services and Guild President |
| **Contact:** | Events Office |  |
| **Tel:** | (08) 6488 2291 |  |
| **Fax:** | (08) 6488 1041 |  |
| **E-mail:** | events@guild.uwa.edu.au  |  |

1. AIM

The aim of this document is to outline the event management and risk assessment requirements for all Guild and Guild-affiliated club or society events involving an overnight stay. This document provides additional direction regarding the roles and responsibility for event organisers regarding camps and is an addition to the event management policy.

1. SCOPE

The processes and procedures for Camps cover the following classifications of event which include an overnight stay:

1. Inclusive camp for all ages with no alcohol present.
2. 18+ camp with alcohol and strict compliance with camps policy
3. Camps with alcohol and under-agers can only be held if we consult the University and determine that it will not result in a breach of our obligations under the Guild’s Service Level Agreement with the University
4. ROLES AND RESPONSIBILITIES

The Student Guild has a duty of care for the safety and health of students and visitors who attend Guild-related events including an overnight stay on University premises and at external venues including those in remote locations. Responsibilities include:

* Ensuring that Student Leaders (club and society executive members) and Event Managers understand and implement this policy;
* Ensuring that records are created and maintained;
* Monitoring the management of breaches of this policy;
* Auditing the effective implementation of this policy; and
* Ensuring that adequate resources are allocated for the education, training, and other requirements of this policy.

The Guild Event Manager’s responsibilities include:

* Reviewing all event documentation and notifying the event manager in writing of the approval or non-approval of the event

Guild-affiliated club or society responsibilities include:

* Ensuring that their events comply with the requirements of this policy and processes and procedures for Camps;
* Ensuring that Student Leaders are aware of and agree to abide by relevant University policies including where applicable: (i) The Charter of Student Rights and Responsibilities; (ii) The University Policy on Alcohol and Other Drugs; (iii) The Code of Ethics and Code of Conduct, and (iv) The Work Health and Safety Policy.
* Ensuring that Student Leaders attend appropriate training (i.e. Responsible Service of Alcohol, Managing Alcohol at Events, and Reducing the Risk of Sexual Assault); and
* Understanding the consequences of non-compliance with this policy for clubs and societies, and for club and society Executive Officers and individuals.

The roles and responsibilities for Events which include an overnight stay include additional duty of care and must adhere to all required rules and regulations to be approved.

For all camp classifications event organisers must:

* Have completed all event training modules provided by the Guild and the University. Please contact events@guild.uwa.edu.au
* Complete a **Full Event Management Plan for Camps**
* Complete a **Risk Management Plan**
* Ensure that all persons intending to attend a camp must on the **application form**, (template can be found under Camp planning resources via [www.guild.uwa.edu.au/events](http://www.guild.uwa.edu.au/events)) be requested to assess whether they are mentally and physically fit for the activities that will take place at the camp. If a participant has any pre-existing condition that may require management or treatment during the camp or that may impact on their ability to participate in all activities proposed, the participant must notify the event organiser.
* Ensure if a participant has any doubt about whether their health may affect their ability to participate safely in the camp they must seek medical advice. Written clearance from an appropriately qualified health practitioner and a plan for managing or treating the condition must be provided to the event organiser and first aider(s). Any and all information provided must be treated as confidential unless non-disclosure poses a health and safety risk to any participants.
* Ensure all persons intending to attend a camp have on their application form been requested to identify any food allergies.
* Have sufficient first aid kits and qualified first aiders on site for the number of attendees. The ratio of participants to qualified first aiders should be based on the assessment of the risk proposed by the specific circumstances using the following as a starting point
	+ a. Camps conducted at a low-risk location
		- one first-aider for 10 to 50 participants
		- two first aiders for 51 to 100 participants
		- an additional first aider for every additional 50 participants
	+ b. Camps that are classified as high-risk (including those that are conducted at a low-risk location)
		- one first aider for up to 25 participants
		- two first aiders for 26 to 50 participants
		- an additional first aider for every additional 50 participants
* Provide all camp participants with **written details** sufficiently in advance of the camp to enable them to be properly prepared.
* Ensure all accidents and incidents, necessitating the rendering of first aid or other emergency treatment including transportation to a medical facility must be formally recorded (template can be found under Camp planning resources via [www.guild.uwa.edu.au/events](http://www.guild.uwa.edu.au/events))by the first aider and Guild Event must be notified within 12 hours.
* All incidents requiring emergency response or police intervention must be formally recorded by the event organiser as soon as possible and preferably within 12 hours.

In addition for Camps which fall into classification 1 or 3 event organisers must:

* Must have a current **Working With Children** qualifications, for every 20 attendees you must have an additional responsible individual who also has a **Working With Children** qualification. All first aiders must also have a **Working With Children** qualification.
* All persons under 18 intending to attend a camp must provide the event organiser with the written consent of a parent or guardian together with their contact details.
* The event manager must verify the consent and contact details of the parent or guardian of all persons under the age of 18 prior to them attending the camp.
1. EVENT APPROVAL PROCESS

**Step 1:** Prepare and submit the **Full Event Management Plan for Camps**

**Step 2:** Prepare and complete the required Risk assessment document.

**Step 3:** Prepare and submit a complete event itinerary and application forms in line with the regulations outlined above.

Event organisers should note that the promotional material for their event must be submitted as part of the event management documentation.

**Timeline**

* All documentation requested in steps 1,2 and 3 should be received **a*t least seven weeks in advance of the event date,***
* Event advertising (i.e. posters and social media promotion) and ticket sales **MUST NOT** commence before approval has been granted.

**Step 4:** The Guild Events Office will confirm receipt within three business days.

**Step 5:** All completed documentation is reviewed by the Guild Events Manager and, where appropriate, by UWA Security and UWA Risk Management staff. If additional information is required to enable the review, the event manager will be contacted.

**Step 6:** Event organisers will be required to attend an interview with Guild Staff at least 7 weeks before the event to discuss it in detail.

**Step 7:** All documentation is sent to the Guild President, Director of Student and Corporate Services and (where appropriate) the University

**Step 8:** The event organisers are advised in writing by the Guild Event Manager, or nominee, of the approval or non-approval of the event

**RESOURCES**

For information regarding resources available for refer to the Event Management Policy. In particular please ensure you are aware of and understand the following:

* The Event Management Toolkit: <http://www.student.uwa.edu.au/life/health/fit/tap/toolkit>
* The Charter of Student Rights and Responsibilities: <http://www.student.uwa.edu.au/life/charter>
* The University Policy on Alcohol and Other Drugs:

<http://www.governance.uwa.edu.au/procedures/policies/policies-and-procedures?method=document&id=UP09%2F5>

* The Code of Ethics and Code of Conduct: <http://www.hr.uwa.edu.au/policies/policies/conduct/code/ethics>
* The Work Health and Safety Policy: <http://www.safety.uwa.edu.au/management/about/osh-policy>
* The Liquor Control Act 1988: <http://www.rgl.wa.gov.au/Default.aspx?NodeId=145>
* The Sex Discrimination Act 1984: <http://www.comlaw.gov.au/Details/C2013C00532>

**SANCTIONS**

All sanctions documented in the Event Management Policy will apply to any breach of items outlined in the processes and procedures for events including an overnight stay.

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|  Processes and procedures for events across multiple locations i.e. PUB CRAWLS |
| **Commencement Date:** | 15th November 2013 | **Review Date:**  | 1 April 2014 |
| **Division Responsible:** | Student & Corporate Services |
| **Approval Authority:** | Director of Student and Corporate Services and Guild President |
| **Contact:** | Events Office |  |
| **Tel:** | (08) 6488 2291 |  |
| **Fax:** | (08) 6488 1041 |  |
| **E-mail:** | events@guild.uwa.edu.au  |  |

1. AIM

The aim of this document is to outline the event management and risk assessment requirements for all Guild and Guild-affiliated club or society events which happen across multiple locations (i.e. Pub Crawl). This document provides additional direction regarding the roles and responsibility for event organisers regarding pub crawls and is an addition to the event management policy.

1. SCOPE

The policy covers all events which happen across multiple locations.

1. ROLES AND RESPONSIBILITIES

The Student Guild has a duty of care for the safety and health of students and visitors who attend Guild-related events including an overnight stay on University premises and at external venues including those in remote locations. Responsibilities include:

* Ensuring that Student Leaders (club and society executive members) and Event Managers understand and implement this policy and the processes and procedures for events across multiple locations;
* Ensuring that records are created and maintained;
* Monitoring the management of breaches of this policy;
* Auditing the effective implementation of this policy; and
* Ensuring that adequate resources are allocated for the education, training, and other requirements of this policy.

Guild-affiliated club or society responsibilities include:

* Ensuring that their events comply with the requirements of this policy;
* Ensuring that Student Leaders are aware of and agree to abide by relevant University policies including where applicable: (i) The Charter of Student Rights and Responsibilities; (ii) The University Policy on Alcohol and Other Drugs; (iii) The Code of Ethics and Code of Conduct, and (iv) The Work Health and Safety Policy.
* Ensuring that Student Leaders attend appropriate training (i.e. Responsible Service of Alcohol, Managing Alcohol at Events, and Reducing the Risk of Sexual Assault); and
* Understanding the consequences of non-compliance with this policy for clubs and societies, and for club and society Executive Officers and individuals.

The roles and responsibilities for Events which are across multiple locations include additional duty of care and must adhere to all required rules and regulations to be approved.

Event organisers must:

* Have completed all event training modules provided by the Guild and the University. Please contact events@guild.uwa.edu.au
* Complete a **Full Event Management Plan for Pub Crawls**
* Complete a **Risk Management Plan** which should also include details on how you will support RSA best practice during transfer and how to manage any attendees who get refused entry into one of the venues.
* Complete an **event itinerary**, including proposed venues and timings including end of event plan.
* Ensure you have a **register of attendees** and a responsible person who takes the register before leaving each venue.
* Have sufficient first aid kits and qualified first aiders appropriate for the number of attendees.
	+ - one first-aider for 10 to 50 participants
		- two first aiders for 51 to 100 participants
		- an additional first aider for every additional 50 participants
* Provide all attendees with written details sufficiently in advance of the pub crawl to enable them to be properly prepared, this should include but no be limited to:
	+ Details of locations visited
	+ Timeline of events
	+ Mode of transport
	+ First aiders
	+ Food available
	+ Sufficient details of the plan explaining what to do should they get separated from the group
* Ensure all accidents and incidents, necessitating the rendering of first aid or other emergency treatment including transportation to a medical facility must be formally recorded (template can be found under Camp planning resources via [www.guild.uwa.edu.au/events](http://www.guild.uwa.edu.au/events)) by the first aider and Guild Event must be notified within 12 hours.
* All incidents requiring emergency response or police intervention must be formally recorded by the event organiser as soon as possible and preferably within 12 hours.
1. EVENT APPROVAL PROCESS

**Step 1:** Prepare and submit the **Full Event Management Plan for Pub Crawls**

**Step 2:** Prepare and complete the required Risk Assessment document.

**Step 3:** Prepare and submit a complete event itinerary and application forms in line with the regulations outlined above.

Event organisers should note that the promotional material for their event must be submitted as part of the event management documentation.

**Timeline**

* All required documentation should be received **a*t least seven weeks in advance of the event date,***
* Event advertising (i.e. posters and social media promotion) and ticket sales **MUST NOT** commence before approval has been granted.

**Step 4:** The Guild Events Office will confirm receipt within three business days.

**Step 5:** All completed documentation is reviewed by the Guild Events Manager and, where appropriate, by UWA Security and UWA Risk Management staff. If additional information is required to enable the review, the event manager will be contacted.

**Step 6:** Event organisers will be required to attend an interview with Guild Staff at least 7 weeks before the event to discuss it in detail.

**Step 7:** All documentation is sent to the Guild President, Director of Student and Corporate Services and (where appropriate) the University

**RESOURCES**

For information regarding resources available for refer to the Event Management Policy. In particular please ensure you are aware of and understand the following:

* The Event Management Toolkit: <http://www.student.uwa.edu.au/life/health/fit/tap/toolkit>
* The Charter of Student Rights and Responsibilities: <http://www.student.uwa.edu.au/life/charter>
* The University Policy on Alcohol and Other Drugs:

<http://www.governance.uwa.edu.au/procedures/policies/policies-and-procedures?method=document&id=UP09%2F5>

* The Code of Ethics and Code of Conduct: <http://www.hr.uwa.edu.au/policies/policies/conduct/code/ethics>
* The Work Health and Safety Policy: <http://www.safety.uwa.edu.au/management/about/osh-policy>
* The Liquor Control Act 1988: <http://www.rgl.wa.gov.au/Default.aspx?NodeId=145>
* The Sex Discrimination Act 1984: <http://www.comlaw.gov.au/Details/C2013C00532>

**SANCTIONS**

All sanctions documented in the Event Management Policy will apply to any breach of items outlines in the processes and procedures for events across multiple locations.