



GUILD EVENT MANAGEMENT POLICY

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GUILD EVENT MANAGEMENT POLICY
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1. AIM

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

2. 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 an 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.

3. DEFINITIONS

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

Events have been split into the following classifications:

1. Stalls
2. Minor
3. Medium in a Licensed Venue
4. Medium with a Planned Activity
5. Major
6. Camps and events including an overnight stay
7. Events across multiple locations (i.e. Pub Crawls)

Stalls

Stalls are activities such as:

- Ticket Sales
- BBQ
- Bake Sales

Stall EMP's should be submitted at least **1 week** prior to the Event.

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.

Minor EMP's should be submitted at least **2 weeks** prior to the Event.

Medium Event in a Licensed Venue

A medium event in a licensed venue 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)
- More than 50 people but less than 500 people invited
- No underage guests

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

Medium EMP's should be submitted at least **4 weeks** prior to the Event.

Medium Event with a Planned Activity

A Medium Event with a planned activity has ANY of the following features:

- More than 50 people but less than 500 people
- No alcohol available
- Includes a basic activity
- Includes a physical activity

Examples include: Movie screening, sports games.

If the Event includes a physical activity, a Risk Assessment must be completed.

Medium EMP's should be submitted at least **4 weeks** prior to the Event.

Major Event

A Major Event has ANY of the following features:

- More than 500 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 Major Event Management Plan and a Risk Assessment to ensure that the event is carried out safely and successfully.

Major EMP's should be submitted at least **7 weeks** prior to the Event.

Camp

An event involving an overnight stay A Camp Event Management Plan will be required if your event includes an overnight stay. Refer to the Processes and Procedures for Camps on page [..].

Events across multiple locations

An event such as a Pub Crawl that is planned to occur across multiple venues. A Pub Crawl Event Management Plan is required for this type of event. Refer to the Processes and Procedures for events across multiple locations on page [..] of this document.

Event Management Plan (EMP): the application required to be completed and submitted to UWA Student Guild Events to ensure that the event is managed correctly. EMP's are found on the UWA Student Guild events website, accessed via [MyGuild](#).

UWA Liquor Permit: Required to be submitted to UWA Security whenever an event is on campus with an Occasional Liquor License and/or liquor is served. This does not apply to events in The Tavern.



This form must be submitted to the Security Office (Phone 6488 1205. Fax 6488 1144) at least 7 Days Prior to an Event/Function. Events/Functions requiring an occasional Liquor Licence must be lodged at the Security Office at least 21 days prior to the event.

Risk Assessment: Required for all Major Events, Camps, Pub Crawls and certain Medium Events with a planned activity when deemed necessary by the Event Manager.

Event Debrief: May be requested at the discretion of the Event Manager and can be conducted both informally and formally with affiliated clubs regardless of category as to not exclude any event.

City of Perth Form 1: [Application To Construct, Extend Or Alter A Public Building](#). This must be submitted to the City of Perth with your Event Notification at least 14 days prior to your event. Event Notification includes your completed EMP, Risk Assessment and site plan. The form states the premises of your event, for example, if you are building something on Oak Lawn, and that you have approval from the owner/managers of the land.

City of Perth Form 2: [Application for Certificate of Approval](#). This form is completed by the Event Organiser and will be collected by City of Perth Health Officials on the day of the event. Subject to a satisfactory inspection of your event, a Certificate of Approval that states the maximum accommodation for your event, will be issued.

City of Perth Food Permit: [Application for Special Events Permit Food Vehicles & Temporary Food outlets](#). All Food Vendors are required to have a City of Perth Special Events Food Permit to trade at UWA. This must be filled out and submitted by the Food Vendor. UWA Student Guild has a blanket food permit that covers barbeques and bake sales for Guild Affiliated clubs and societies.

City of Perth Form 5: [Certification of Electrical Compliance](#). This must be signed off by a certified Electrician who has checked all the electrical cables at your event. This is to ensure all cables are tagged and tested and that everything is cabled correctly. This must be completed on the day of your event, once everything has been completed, and handed directly to the City of Perth Health Official.

[Certification of Temporary Structures](#) : Required for all structures with an area of 20m² or larger and must be completed post installation, by a competent person, generally the person who managed the installation or construction of the structure. This must be submitted to the City of Perth Health Official on the day of your event.

4. ROLES AND RESPONSIBILITIES

The UWA Student Guild has a duty of care for the safety and health of students and visitors who attend UWA Student Guild and Guild affiliated club and society 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 Organisers 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 Management team's responsibilities include:

- Reviewing all event documentation and notifying the Event Organiser 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:
 - The Charter of Student Rights and Responsibilities;
 - The University Policy on Alcohol and Other Drugs;
 - The Code of Ethics and Code of Conduct, and
 - The Work Health and Safety Policy.
- Ensuring that Student Leaders attend appropriate training (i.e. 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 UWA Student 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 ODay 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 UWA Student Guild works in partnership with the University to set in place processes that ensure student focused, 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](#)
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.

5. DOCUMENTATION

Event Management Plans and Risk Assessments for all classifications of events have been developed for use by Event Organisers. The Event Organiser can access the Event Management Plans on the Guild Events website via [MyGuild](#).

There are four main categories an Event Organiser has to choose from:

- Stall
- General Event
- Camp
- Pub Crawl

When choosing General Event, the Event Organiser will be asked a range of questions which will assist in ascertaining which of the following Event Management Plans need to be filled out.

- Minor
- Medium in a Licensed Venue
- Medium with a Planned Activity
- Major

Risk Assessment Plans have been developed for all Medium with a Planned Activity events, Major Events, Camps and Pub Crawls to assist in the identification of hazards and their risks. [These templates](#) are to be updated by the Event Organiser in accordance with the specific event's identified risks.

6. EVENT APPROVAL PROCESS

Step 1: Log onto [MyGuild](#) and navigate to MyEvents. Event Organisers must choose from Stall, General Event, Camp or Pub Crawl. When choosing General Event, Event Organisers will be prompted by a series of questions which will assist in filling out of the correct Event Management Plan.

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 Plan. These documents can be uploaded in the final stages of the online EMP.

Timeline of when to begin your Event Management Plan

- **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 Department through MyGuild. When the Event Organiser submits the event online it will automatically feature in the [Event Calendar](#). Following submission the event may be promoted, advertised and ticket sales may commence.
- **Medium Event:** At least four weeks in advance of the event date, complete and submit a Risk Assessment Plan and the relevant Event Management Plan. When the Event Organiser submits the event online it will automatically feature in the [Event Calendar](#). Following submission the event may be promoted, advertised and ticket sales may commence
- **Major Event:** At least seven weeks in advance of the event date, complete and submit a Risk Assessment Plan and a Major Event Management Plan through the online portal. When the Event Organiser submits the event online it will automatically feature in the [Event Calendar](#). Following submission your event may be promoted, advertised and ticket sales may commence. Event Organisers may also be requested to submit site plan detailing the event site.
- **Camps:** At least seven weeks in advance of the Camp, a Camp Event Management Plan must be submitted. When the Event Organiser submits the event online it will automatically feature in the [Event Calendar](#). Additional Information including a Risk Assessment, complete event itinerary and Camp Application Forms must be submitted with the initial Camp EMP. Event Organisers will meet with the Event Department, the Associate Director of Student Services and the Guild President for approval before promotion and ticket sales can commence.



- **Events across multiple locations:** At least 7 weeks prior to the event a Pub Crawl Event Management Plan must be submitted, along with a Risk Assessment. When the Event Organiser submits the event online it will automatically feature in the [Event Calendar](#).

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

Step 4: Event documentation and Risk Assessment Plans are reviewed by the Guild Event Management team and, where appropriate, by UWA Security and UWA Risk Management staff. If additional information is required to enable the review, the Event Organiser will be contacted.

Step 5: For Minor and Medium events, the Guild Event Management team will approve or not approve the event, within five business days of receipt of documents.

For Major events, the Guild Event Management team will review and may also submit documents to UWA Security within five business days of receipt. Event Organisers may be required to attend an interview with UWA Student 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.

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

7. 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, MyGuild will assist you by asking a series of questions. [MyGuild](#) will automatically categorise your event.

If you need event ideas or guidance on running your event you can read the documents on the Events Website [here](#), or contact the Guild Event Department (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.

Events 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 section 8).

The UWA Student Guild provides **Student Leadership Training** addressing the following topics

- Reducing the Risk of Sexual Assault presented by the Sexual Assault Resource Centre
- Mental Health Awareness presented by the UWA Health Promotion Unit
- Cultural Diversity presented by a representative of UWA's Equity & Diversity team
- Managing Alcohol at Events
- Event Management and Inclusivity
- Risk Management
- Camps



Student Leadership Training is run three times a year and registration is through the Guild website [here](#).

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

University Policies:

- [University policies on alcohol and other drugs](#)
- [University policy on smoking](#)
- [University charter of student rights and responsibilities](#)
- [University policy on prevention and resolution of bullying on campus](#)
- [University equal opportunity and affirmative action policy on campus](#)
- [UWA code of ethics and conduct](#)
- [University policy on work health and safety](#)

Event Management and the Law:

- [Liquor Control Act](#)
- [Equal Opportunity Act](#)
- [Working with Children Act](#)

The [Event Management Toolkit](#) has been developed by UWA 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.

UWA Student Guild Engagement Team

Event organisers have access to the Guild Engagement Team including the Business Support officer (Marketing) and Graphic Designer. For full details on what promotions are suitable for Guild affiliated clubs and/or societies events, please refer to the Publication and Promotions Policy.

8. 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 Event Manager will counsel the Club or Society Executive discussing the following:
 - a. The Guild Event Management Policy and the obligations in places on the individual and the Club or Society;
 - b. The Club or Society's responsibility to demonstrate that the issue will not be repeated;
 - c. Possible consequences of future breaches;
 - d. The requirement for club executive members to attend Event Management Training;
 - e. 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;



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- Being barred from booking University and Student Guild venues;
- Penalties to the club's Semester Grant funding;
- Suspension of club activities;
- Withdrawal of UWA 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. These regulations allow for cancellation of student rights and privileges up to and including expulsion from the University.



9. PROCESSES FOR CAMP APPROVALS

Commencement Date:	June 2018
Review:	June 2019
Division Responsible:	Student Services
Approval Authority:	Associate Director of Student Services and Guild President
Contact:	Events Department
Tel:	(08) 6488 2291
Fax:	(08) 6488 1041
Email:	events@guild.uwa.edu.au

a) 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.

b) 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 the Guild consults the University and determines that it will not result in a breach of our obligations under the Guild's Service Level Agreement with the University

c) ROLES AND RESPONSIBILITIES

The UWA 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 Organiser 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:
 - The Charter of Student Rights and Responsibilities;
 - The University Policy on Alcohol and Other Drugs;
 - The Code of Ethics and Code of Conduct,
 - 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.

There must be a minimum of two Event Organisers per camp. 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 Student Leadership Training modules provided by the UWA Student Guild and the University. Club Event Organisers can register for Training [here](#).
- Complete a Camp Event Management Plan
- Complete a Risk Management Plan
- Ensure that all persons intending to attend a Camp must, on the application form (template can be found under [Supporting Docs and Info](#)), be requested to assess whether they are mentally and physically fit for the activities that will take place at the Camp. If an attendee 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 attendee must notify the Event Organiser.
- Ensure whether an attendee 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
 - Camps conducted at a low-risk location
 - one first-aider for 1 to 50 participants
 - two first aiders for 51 to 100 participants
 - an additional first aider for every additional 50 participants
 - 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 attendees 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 [Supporting Docs and Info](#)) by the first aider and Guild Event Manager 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:

- Have 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 Organiser 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.

d). CAMP APPROVAL PROCESS

Step 1: Prepare and submit the Camp Event Management Plan, the required Risk Assessment, and a full Camp Itinerary no later than eight weeks before the event.

Additional documentation Event Organisers may include at this stage:

- Camp Attendee Application Forms
- Camp Attendee Code of Conduct
- Required leaders Working with Children Cards
- First Aid Certificates of designated first aiders
- Written confirmation of the venue
- Staff Roster for the entire duration of the camp
- Event organisers should note that the promotional material for their event must be submitted as part of the event management documentation.

Event advertising (i.e. posters and social media promotion) and ticket sales **MUST NOT** commence before approval has been granted.

Step 2: The Guild Events Department will confirm receipt within three business days.

Step 3: All completed documentation is reviewed by the Guild Event Manager and, where appropriate, by UWA Security and UWA Risk Management staff. If additional information is required to enable the review, the Event Organiser will be contacted.

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

Step 7: The Camp Event Management Plan, Risk Assessment and Event Itinerary are sent to the Guild President and Associate Director of Student Services and (where appropriate) the University for review. The Event Organisers must meet with the Guild President and the Associate Director of Student Services to discuss their



application. The Application must be approved by Guild President and Associate Director of Student Services. If additional information is required by the Event Organisers, steps 3-7 will be repeated.

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

Step 9: Before the event takes place the following documentation must be provided to the Guild Event Manager

- Camp Attendee Application Forms
- Camp Attendee Code of Conduct
- Required leaders Working with Children Cards
- First Aid Certificates of designated first aiders
- Written confirmation of the venue
- Evacuation Plans of the Venue
- Floor plan/Layout of the Venue
- Staff Roster for the entire duration of the camp
- Register of attendees and their completed application forms
- Correspondence to all attendees

Post Event: After the event the following should be given to the Guild Event Manager

- Any completed Incident Forms
- First Aid Log

e) 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:

University Policies:

- [University policies on alcohol and other drugs](#)
- [University policy on smoking](#)
- [University charter of student rights and responsibilities](#)
- [University policy on prevention and resolution of bullying on campus](#)
- [University equal opportunity and affirmative action policy on campus](#)
- [UWA code of ethics and conduct](#)
- [University policy on work health and safety](#)

Event Management and the Law:

- [Liquor Control Act](#)
- [Equal Opportunity Act](#)
- [Working with Children Act](#)

f) 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



10. PROCESSES FOR EVENTS ACROSS MULTIPLE LOCATIONS I.E. PUB CRAWLS

Commencement Date:	June 2018
Review:	June 2019
Division Responsible:	Student Services
Approval Authority:	Associate Director of Student services and Guild President
Contact:	Events Department
Tel:	(08) 6488 2291
Fax:	(08) 6488 1041
Email:	events@guild.uwa.edu.au

a) 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.

b) SCOPE

The policy covers all events which happen across multiple locations.

c) ROLES AND RESPONSIBILITIES

The UWA Student Guild has a duty of care for the safety and health of students and visitors who attend Guild-related events.

Responsibilities include:

- Ensuring that Student Leaders (club and society executive members) and Event Organisers 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 and processes and procedures for events across multiple locations;
- Ensuring that Student Leaders are aware of and agree to abide by relevant University policies including where applicable:
 - The Charter of Student Rights and Responsibilities;
 - The University Policy on Alcohol and Other Drugs;
 - The Code of Ethics and Code of Conduct,
 - 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.

There must be a minimum of two sober marshals per event. 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 Student Leadership Training modules provided by the Guild and the University. Event Organisers can register for Training [here](#).
- Complete a Pub Crawl Event Management Plan
- Complete a [Risk Management Plan](#) which should also include details on how you will support RSA best practice during transfers between venues, and how to manage any attendees who are 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 1 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 not 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 [Supporting Docs and Info](#) the first aider and Guild Event Manager 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.

d) **EVENT APPROVAL PROCESS**

Step 1: Prepare and submit the Pub Crawl Event Management Plan and the required Risk Assessment no later than seven weeks before the event.

Additional documentation to include with this application:

- Full event itinerary
- First Aid Certificates of staff
- Event Organisers should note that the promotional material for their event must be submitted as part of the event management documentation.



Event advertising (i.e. posters and social media promotion) and ticket sales MUST NOT commence before approval has been granted.

Step 2: The Guild Events Department will confirm receipt within three business days.

Step 3: All completed documentation is reviewed by the Guild Event Manager and, where appropriate, by UWA Security and UWA Risk Management staff. If additional information is required to enable the review, the Event Organiser will be contacted.

Step 4: Event Organisers will be required to attend an interview with UWA Student Guild Events staff at least 7 weeks before the event to discuss it in detail.

Step 5: The Event Organisers are advised in writing by the Guild Event Manager, or nominee, of the approval or non-approval of the event

Step 6: Before the Event takes place the following documentation must be provided to the Guild Event Manager

- Register of attendees
- Correspondence to all attendees

Post Event: After the event the following should be given to the Guild Event Manager

- Any completed Incident Forms
- First Aid Log

e) 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:

University Policies:

- [University policies on alcohol and other drugs](#)
- [University policy on smoking](#)
- [University charter of student rights and responsibilities](#)
- [University policy on prevention and resolution of bullying on campus](#)
- [University equal opportunity and affirmative action policy on campus](#)
- [UWA code of ethics and conduct](#)
- [University policy on work health and safety](#)

Event Management and the Law:

- [Liquor Control Act](#)
- [Equal Opportunity Act](#)
- [Working with Children Act](#)

f) 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.