

Category: Governance

### Preamble

*Club events and activities are the backbone of a vibrant campus life, and are supported and encouraged by the Guild. A club event is defined as any function or gathering being coordinated and delivered by a Guild-affiliated club or society.*

*Clubs are able to have events provided that the requirements in this policy are met.*

## 1 Events

### 1.1 Overview

With regard to events, clubs must:

- apply for and meet approval requirements as per the process outlined on the Guild website and in this policy (all events must be approved)
- not conduct prohibited events
- meet legal requirements (e.g. liquor and food licences)
- act to ensure the health, safety and wellbeing of all students.

### 1.2 Prohibited Events

The Guild does not and will not tolerate events that:

- Are discriminatory in nature (i.e. exclusionary, biased, or restrictive on the basis of race, disability, sex, gender identity, or age, except where this is exempted by legislation).
- Have unacceptable risks.
- Engage in “hazing” - any action taken or any situation created intentionally that causes embarrassment, harassment or ridicule and risks emotional and/or physical harm to members of a group or team, whether new or not, regardless of the person's willingness to participate.

In addition to the above, the following activities are also not permitted as they are either inappropriate, of an unacceptably high risk, and/or not covered by the Guild's insurance policy:

- Events where the primary purpose is, or could reasonably be construed to be, significant alcohol consumption (e.g. a pub crawl that promotes excess alcohol consumption).
- Any off-campus event where alcohol is to be consumed, but does not take place within licensed-premises that provide an appropriate level of venue security and/or crowd controllers.
- Events unrelated to the objects/purpose of the club, unless for a social purpose.
- Camps, retreats, holidays, getaways, and any event involving an overnight stay comprising two or more club members, unless reasonably necessary to achieve the club's objects/purpose.
- Participation in, or training for, professional sport.
- Aerial activities (excluding being carried as a passenger on a licensed commercial aircraft).

### 1.3 Approach

There are 4 types of event approvals:

### 1.3.1 *Simple*

Simple events are automatically approved once information has been supplied via the online application form. Clubs are responsible for providing the correct information and then complying with the requirements of the approval.

A simple event is one:

- That is not a prohibited event
- Where planned attendance is less than 100 people
- Where no alcohol being consumed (except in fully licensed premises)
- Where no activities, games or sports of a physical nature are taking place
- Where expenditure is less than \$500
- Where no amplified sound is occurring (i.e. expected noise levels of 82dB or higher)
- That doesn't involve travelling more than 1 hour from campus, or flights being taken
- That is less than 6 hours in duration and doesn't involve an overnight stay
- That doesn't involve hazardous chemicals, fire, pyrotechnics and/or fireworks
- That doesn't involve installation of amusement rides or similar structures
- That doesn't involve high profile and/or controversial speakers or guests (public figures, well-known entertainers, federal politicians, foreign dignitaries, etc.)
- That involves minimal food preparation (as defined in section 1.4)

Examples of simple events may include:

- A basic promotional stall held on the Guild promenade
- A club meeting
- A simple workshop or presentation

### 1.3.2 *Standard*

A standard event is one for which there is an existing Guild-approved guide (e.g. Beers on the Lawn). Approval is contingent on:

- The event conforming to the description and specifications outlined in the relevant guide
- There cannot be risks other than those covered in the guide
- The club agreeing to run the event in conformance with the guide and meet all requirements in the Guide

### 1.3.3 *Standing*

A standing approval is an approval that has been issued for an event, that can be used for repeat events of the same nature. Unlike a guide for a standard event, it is usually tailored to a specific club (e.g. Curtin Divers - Scuba Dive). Approval is contingent on:

- The event conforming to the description and specifications outlined in the standing approval
- There cannot be risks other than those covered in the standing approval
- The club agreeing to run the event in conformance with the standing approval and meet all requirements in the standing approval

### 1.3.4 *Custom*

If none of the above approvals applies, then a custom approval is required. A risk assessment must be completed and a risk mitigation plan developed (see section 5).

## 1.4 Minimal Food Preparation

Minimal Food Preparation means no food preparation, service, or handling other than:

- Food provided by a Curtin -approved caterer or food business;
- Food prepared, served, and consumed in a café or restaurant;
- “BYO” food item/s consumed only by the individual who has prepared or brought the item/s to the event (no “pot-luck” style sharing);
- Non-perishable, pre-packaged, and individually wrapped food items within their “best before” dates and purchased from a supermarket (e.g. muesli bars, single serve chip packets, etc.);
- On-campus club BBQs booked via the Guild that meet the requirements of the Guild’s annual BBQ food permit

### 1.5 Procedure for an Event

When a club would like to run any form of event, an online application form must be filled out, as found on the Guild website. Applications must be submitted prior to the event as per the table below. These times are minimum times and a club should submit earlier if an event is complex and/or has significant risks and/or lead times.

Event Application – minimum time prior to event:

Items affecting required notice period	Simple	Standard or Standing	Custom
None of the items below apply	3 days	7 days	14 days
Guild needs to book rooms/facilities (rather than club).	N/A	14 days	21 days
Involves high profile and/or controversial speakers or guests	N/A	N/A	21 days
Camps, retreats etc with an overnight stay	N/A	N/A	28 days
Interstate travel or flights involved	N/A	N/A	28 days
Liquor licence required	N/A	8 weeks	8 weeks

Clubs will be notified by Club Staff of the outcome of their application. Once approved, the club will be provided authorisation and instructions to proceed with booking their venue.

To be eligible for free on-campus venue bookings, attendees at club events must be comprised of a minimum of 60% Curtin students. Events held in on campus venues must further comply with all booking terms and conditions specified by Curtin and/or the Guild, as applicable.

Clubs found to run an event of any sort without prior approval, whether on and off campus, will be subject to remedial action as per the Clubs Charter, Escalation Policy, and Guild Statute Book.

### 1.6 Risk Management

When clubs organise an activity, function or event, they are, as the event organiser, responsible for their members’ and guests’ health and wellbeing. This requires careful consideration to be given to any potential hazards or situations that may cause injury or harm (known as a Risk Assessment). Actions to eliminate or minimise risks are known as Risk Mitigations. Risk assessment and mitigations are required for all Custom approvals.

For Simple, Standard, and Standing Approvals the risk assessment and mitigations have already been developed.

Clubs must:

- Complete risk assessments when applying for Custom approvals (this is part of the online Event Application Form).
- Conduct events in accordance with risk assessments and mitigations approved by the Guild.
- Be vigilant for new risks (ie potential risks that were not considered in the approved risk assessments and mitigations but are now foreseeable) and actively manage and mitigate these new risks.

Clubs are not expected to eliminate every potential risk, however they are expected to adopt reasonable mitigations against risks that might result in injuries or damages that are reasonably foreseeable.

### 1.6.1 Custom Approvals

As part of completing an Event Application Form for a Custom approval, a Club Event Risk Assessment form will also need to be completed. Staff will review this form, and amend (where needed). The club must agree to apply the mitigations in the finalised form before approval is given.

Risks to consider include:

- Event cancellation
- Severe weather warning (i.e. strong winds, heavy rain) causing the event to be non-feasible in an outdoor location
- Financial loss
- Participants under 18
- Alcohol related
- Assault / threatening behaviour – including sexual assault and armed offender
- Psychosocial hazards (including racial abuse)
- Unauthorized persons at event cause disturbance/ gate crashers
- Crowding or inadequate crowd control.
- Patrons causing disturbance after the event waiting for transport
- Emergency evacuation as a result of fire, smoke or power outage
- Key Stakeholders unaware of emergency procedures
- Lighting or power failure
- Marquee or stage collapse
- Damage to Club, Guild or University Property inside the event site
- Inadequate/unsuitable toilet facilities
- Food poisoning / food permits
- Lawn games, inflatable activations, and amusements (both mechanical and non-mechanical)
- Manual handling injuries
- Slips, trips and abrasions
- Dehydration and fatigue
- Electrocutation, fire
- Prohibited items (weapons, glass, drugs, BYO alcohol)
- Persons sick, unwell or injured
- Drug overdose
- Persons hit by vehicle and/or moving equipment
- Persons exposed to excess noise levels
- Loss of personal, club, Guild or University assets

## 2 Related Documents

*Club Charter*

<b>Policy Manager</b>	Manager, Student Experience
<b>Contact</b>	Manager, Student Experience
<b>Approval Authority</b>	Executive Committee
<b>Review Date</b>	31 December 2026

### REVISION HISTORY

<b>Revision Ref. No.</b>	<b>Approved/ Amended/ Rescinded</b>	<b>Date</b>	<b>Committee/Board</b>	<b>Resolution Number</b>
New	Approved	19/03/2024	Executive Committee	EC#34/2024