



## CHAPTER 8

### EVENTS AND ACTIVITIES

#### Essentials:

- For all events and activities, your club will need to complete a **Club Event Approval Form** and submit it to both UNSA (at [unsa-clubs@newcastle.edu.au](mailto:unsa-clubs@newcastle.edu.au)) and the University's COVID-19 Health and Safety team (at [clubs.covid@newcastle.edu.au](mailto:clubs.covid@newcastle.edu.au)) for approval with at least three weeks' notice.
- Clubs (with the exception of political clubs; *See Chapter 1*) may apply for up to \$2,000 in SSAF funding for their events and activities each year, subject to approval by UNSA.
- SSAF funding can only be used to benefit current University of Newcastle students.
- If you are preparing food yourself (rather than employing a caterer) you'll need to fill out a Food Safety Plan.
- You need to be currently affiliated with UNSA in order to run events- this is to ensure the club has insurance and that club executives aren't held personally liable as a result of injury or accidents caused by club activity.

#### a. How to run a club event

Meetings, communications and governance are all critical for the operation of a club, but events and activities are the true goal you're working towards. You're a group of students with a common interest, after all! You want to get together and do the things that you enjoy. And we want to help you!

Once you've come up with an event you want to run, the first thing to do is fill out a Club Event Approval Form and submit it to us at [unsa-clubs@newcastle.edu.au](mailto:unsa-clubs@newcastle.edu.au). You'll need to include the following:

- **Details of the event (page 1).** These include the date/time, location, expected number of attendees, and an overview of what you'll be doing. These will all help us determine logistics (how you can book the room you want, for example), potential risks, and the amount of funding you may be eligible for (if you are seeking SSAF funding for the event).

If you are seeking approval to run a series of events that are identical (a weekly group catchup with snacks, for example), you can seek approval for these in a single form. If the parameters are the same, approval for one is approval for all.



- **Funding request details (page 2).** Again, if applicable. You don't have to apply for funding for every event you run, but you do still need to submit a Club Event Approval Form – so if you're not seeking funding, just skip this page.

If you *are* seeking funding, there's space to provide a list of expenses – food, beverages, equipment, venue hire, etc. – and how much you're requesting for each of these. Think about how many students you're expecting to attend: \$7-10 per head is a good ballpark figure for nibbles and snacks, and \$13-15 per head is reasonable for a sit-down meal.

We're also more likely to approve your funding request if you've approached multiple vendors for each expense and received multiple quotes. SSAF funds are paid by all students at the University, and we have a duty to ensure they're spent wisely and with consideration. As SSAF funding can only be used to benefit current UON students, UNSA may choose to approve a portion of your requested funding, rather than the full amount (based on the proportion of attendees who are current students).

- **A risk assessment (page 3).** For any club event you run, a risk assessment is critical. The form includes a set of steps on pages 5 and 6 that will help you identify any potential hazards in running your event, the level of risk they present, and how to mitigate/avoid them. Fill out the table with these; you do not need to include COVID-19 safety considerations, as these are outlined specifically on the following page.
- **A COVID-19 risk assessment (page 4).** While it appears that COVID-19 safety restrictions in NSW are gradually easing, the University of Newcastle still follows a number of essential health and safety regulations that all club events must adhere to. On this page, check the box beside each safety requirement that you have fulfilled (or will fulfil in advance of the event). Include any relevant notes.

Depending on your event, you may also be required to complete the following:

- **A Food Safety Plan.** If you are preparing food yourself (rather than employing a caterer), please fill out a Food Safety Plan and submit this with your application for approval. This plan will ensure that there are no additional risks to your event due to food handling.
- **COVID food course.** While it is no longer mandatory to do this course, we recommend to appoint one or two people to serve food. Those serving food can either do a [COVID Food Course](#) or read through the following two links:

<https://www.foodauthority.nsw.gov.au/consumer/keeping-food-safe/charities-groups-and-volunteers>

and

[https://www.foodauthority.nsw.gov.au/sites/default/files/\\_Documents/retailfactsheets/health\\_hygiene\\_of\\_food\\_handlers.pdf](https://www.foodauthority.nsw.gov.au/sites/default/files/_Documents/retailfactsheets/health_hygiene_of_food_handlers.pdf)



- **Left over SSAF Funding.** If you have any SSAF funding left over from the event, please hold a meeting where the club can determine how to put this money to good use. Send through your proposal to UNSA. It is at UNSA's discretion whether the SSAF money stays in your accounts or is to be transferred back to UNSA.

## **b. Make sure you have approval from *Clubs.Covid!***

To ensure all club events on campus are COVID-safe, Student Central has established a point of contact, [clubs.covid@newcastle.edu.au](mailto:clubs.covid@newcastle.edu.au), for clubs to get specific health and safety approval from the Health Response team.

Once you have completed your Club Event Approval Form and submitted it to us, you must also submit it to [clubs.covid@newcastle.edu.au](mailto:clubs.covid@newcastle.edu.au) for approval. The Health Response team will let you know if there are COVID-related risks you have not considered, and what changes (if any) need to be made to your activities to make them safe.

***You must receive written approval of your event from both UNSA and Health Response before it can proceed.*** Without written approval, your event will not be covered by the University's liability insurance, which means that the club's executive will itself be liable if something goes wrong.

## **c. Booking a space on campus for an event**

Once your event has been approved by both UNSA and Clubs.Covid, the UNSA Clubs Support Officer will confirm your choice of venue (if it is a room/space on campus) and make a booking on your behalf. If your preferred room/space is unavailable, they will work with you to find a suitable alternative.

If you would particular furniture provided for your event as well (and arranged a certain way), you'll also need to illustrate these on a floor plan template (**see Templates**). Don't forget to specify any audio/visual equipment requirements you have as well.

## **d. Can we serve alcohol at club events?**

Potentially, yes. But it depends on a variety of factors.

First of all: UNSA cannot provide SSAF funding for alcohol. If you wish to serve alcohol at your event, you will have to fund it via alternative means.



If your proposed event will be held on campus, it is best to hold it in a licensed venue, such as Bar on the Hill or Local Connections. For all other on-campus locations, you'll need written permission from the University's Venues and Events team ([venuesandevents@newcastle.edu.au](mailto:venuesandevents@newcastle.edu.au)) as factors such as security and insurance will need to be considered.

For off-campus events – again, requirements will vary depending on the location. But in any case, you'll need to ensure that:

- All alcohol is served in accordance with RSA legislation.
- All alcohol is served and consumed in accordance with the University's **Alcohol and Other Drugs Policy**.
- All alcohol is advertised in accordance with the **ABAC Responsible Alcohol Marketing Code**.
- You do not advertise nor engage in excessive drinking (e.g. drinking games).
- You do not incentivise drinking (e.g. incredibly low prices, 'girls drink free', etc.)
- You do not encourage offensive behaviour.
- You do not encourage the consumption of higher-percentage alcohol.
- You do not appeal to minors (i.e. those under 18 years old).
- You do not suggest that alcohol will contribute to personal, sexual or business success.
- You also provide alcohol-free drinks and food to attendees.

### **e. No Roving Policy**

UNSA has a strict 'no roving' policy. If you would like to hand out flyers or talk to students about your club's activities, this is the purpose of a club stall, and you are welcome to seek approval to run a stall as you would any other student event (using our **Club Event Approval Form**).

When running a stall, however, it is not appropriate to approach students who have not first shown a visible interest – by lingering, approaching you, engaging you in conversation, and so on. Everyone on campus has a right to move through communal spaces without being accosted by a club or group. You're more than welcome to engage with students and promote your club; just wait for them to show an interest first.

You are also welcome to attract interest passively by using posters and colourful signage, so that students who see your stall are immediately aware of who you are and what you do. (Remember that UNSA has printing facilities you can use!)