

RESWISE

SOCIAL

TOOLKIT



THE UNIVERSITY OF
NEWCASTLE
AUSTRALIA

**STUDENT
LIVING**

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EVENT MANAGEMENT GUIDE



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GETTING STARTED

All of the event management documents in this toolkit will help you plan, run and evaluate a successful event. The documents in this section are the core essentials you will need to ensure your event runs smoothly. Before you apply for your event you will need to read the following documents:

EVENT DEFINITIONS

What kind of event are you planning?

EVENT APPLICATION PROCESS

The process you will need to follow to have your event approved.

EVENT ROLES AND RESPONSIBILITIES

Who does what?

RISK CHECKLIST

How to look for, and reduce, risks to your guest's safety.

MANAGING EVENT GUESTS

How to anticipate and respond to incidents to ensure your guests have a great time.

EVENT MANAGEMENT CHECKLIST

All the things you need to think about to make your event successful in one handy checklist.

INCIDENT REPORTING

If your event has any incidents, you will need to fill out an [Incident Report Form](#).

EVENT DEFINITIONS

Each event is defined by its purpose and scale. Before filling in the event application, you will need to identify which type of event you will be hosting from the list below, as acceptable guest numbers, risk management strategies and Event Host responsibilities differ for each event.

ACTIVITY

An activity is a planned gathering of up to 50 people that is focused on an activity as opposed to a celebration. This includes picnics, excursions, workshops and competitions that are held either on or off campus.

FUNCTION

A function is a residence wide event that is planned, including sporting challenges, formals and celebrations. These events can be held either on or off campus and will be organised and hosted by Residential Leaders (RMs or Associations). These events will be attended by upwards of 50 people.

FUNDRAISERS

Fundraisers can span across any of these categories. Please tick if you are doing any fundraising during your event.

KEY CULTURAL CELEBRATIONS

Examples of Key Cultural Celebrations can include mid- winter festivals, Easter, Chinese New Year, Diwali etc.

FORMS AND RESOURCES

Event Application form: reslifeuons.wufoo.eu/forms/event-application-student-living-2018-zt7m2g11xp276g

Event Evaluation form: reslifeuons.wufoo.eu/forms/association-event-evaluation-2018

Incident Report form: reslifeuons.wufoo.eu/forms/uon-student-living-incident-report

Celebrate the Great submission: facilitiesmarketing.wufoo.eu/forms/uon-student-living-celebrate-the-great

NATIONAL DAY/WEEKS OF RECOGNITION

Examples of national day/weeks of recognition can include NAIDOC, Wear it Purple, Youth Week, and Movember.

OTHER

This can be anything that does not quite fit into the other categories and includes week long games such as SBF and Zombie week.

PARTY

A party is a planned gathering between 15 and 50 people. This includes birthdays, dinner parties and special occasions.

SPECIAL OCCASION

A special occasion is a planned event in the UON Student Living Precinct that celebrates an external occasion such as to view live sporting events in common rooms or other poignant moments.

EVENT APPLICATION PROCESS

The Student Living team have an Event Application Process that should be adhered to by Event Hosts at all times.

3 WEEKS PRIOR TO THE EVENT:

Submit an [Event Application Form](#). Your application will be assessed by the Student Living Support team.

The Student Living Support team will:

- Assess and audit the event application.
- Conduct a security and risk assessment.
- Request additional event information from the event host.
- Communicate any requests as well as the status of the event.
- Send a Risk Assessment form to the Event Host.
- Be available for meetings, mentoring and to answer questions.

2 WEEKS PRIOR TO EVENT:

Event hosts must submit all requested documentation including the Risk Assessment form. This is also the due date for any additional information that has been requested by Student Living Support.

The Student Living Support team will:

- Assess and audit the Risk Assessment.
- Confirm Security for the event and manage the booking.
- Confirm the new status of the event and receipt of additional information.
- Be available for meetings, mentoring and to answer questions.

1 WEEK PRIOR TO EVENT:

Event hosts are required to provide final event details (for example, if alumni are going to be present at an event, a list of their names will be required at this point). Hosts must also provide contractor induction certificates for any external services that are being booked for the event.

The Student Living Support team will:

- Confirm security bookings and create security briefs for each event.
- Confirm that all requested information has been provided and given final approval.
- Confirm with event host and sober support team the time and location of the pre-event meeting.

ON THE DAY OF THE EVENT:

Event Hosts will meet with a Student Living staff representative and security staff. At this meeting, Security staff must be provided with specific and direct roles and areas of responsibility for the event.

Event Hosts must also ensure adequate provision of water and food and ensure that timelines for the event are being met.

The Student Living Support team will:

- Meet with sober staff and event hosts.
- Meet and brief Security staff.
- Provide general oversight for the event.
- Along with Security, assess safety and risk throughout the event.

Please note, failure to adhere to this timeline, or to any requests from Student Living staff in regards to your event may result in your event being cancelled.

EVENT ROLES AND RESPONSIBILITIES

Everyone has a part to play in the successful running of events related to Student Living, from event guests to Event Hosts through to all levels of staff. This document outlines each of these contributor's roles and responsibilities.

EVENT GUEST RESPONSIBILITIES

- Do not arrive at an event already intoxicated.
- Look after your mates.
- Ensure your behaviour doesn't impact negatively on the other guests and the Event Host. If you spot someone, or are personally responsible for, damaging property (even accidentally) or doing something dangerous – please report this to event staff/Security.
- Comply with requests from the Event Host, Staff, Security and if applicable, Emergency Services.
- Leave the event when prompted and return to your room with minimal disturbance to others.

EVENT HOST RESPONSIBILITIES

When applying for permission to hold an event, a resident must self-nominate as being responsible. This person becomes the Event Host, with the following responsibilities.

- Plan, manage and evaluate the event, liaise with Student Living Support prior to, during and following the event, including the pre-event meeting.
- Be present for any deliveries, event set-up, the duration of the event, and for the clean-up of the event. Do not leave the event for any reason.
- Take reasonable steps to enforce and comply with local, NSW and Federal government laws as well as University of Newcastle regulations governing the use of alcohol. This includes not knowingly allowing anyone who is under age to possess or consume alcohol.
- Provide quality food and non-alcoholic beverages. If your event coincides with a meal time, you must provide a quality meal for your guests. Avoid salty foods because they increase thirst and encourage faster drinking.

- Actively monitor guest numbers and stick to the number of guests submitted during the application process – ensure the appropriate use of wristbands.
- Comply with staff and security regarding guest management and noise issues that may arise during the event, including helping to end an event early if it is deemed necessary to ensure the safety of guests and/or other residents.
- Call an ambulance if you need to and make the Safety and Security Services aware if you have done so. If you have a guest who is unwell, but you are unsure if they need an ambulance, call Safety and Security Services for help making that decision.
- Coordinate the clean up of the event venue after the event, removing all rubbish and decorations, and returning furniture to original positions.
- Report to Student Living Support any incident involving injury to a person or damage to property which occurred during, or as a result of your event, as soon as is practicable
- Complete event evaluation documents and submit to Student Living Support within the 7 day time frame.

EVENT SUPPORT TEAM ROLE

The Event Support Team must include Sober Staff who are assisting in the running of the event.

If an AHDO, Security staff or Student Living staff feel that a Sober Staff member is intoxicated, conduct proceedings may be brought against that individual.

The Event Host and Sober Staff must not leave the event until the event has concluded and clean-up has taken place. If a guest needs medical attention, it is the responsibility of the Event Support Team to call an ambulance or arrange other transport to hospital, not to transport the guest themselves.

AFTER-HOURS DUTY OFFICER

After-Hours Duty Officers (AHDO) will be on-site to assist with managing incidents and ensure resident well-being when the Student Living Support team are off-site. If you have concerns regarding the behaviour or safety of guests during an event outside of business hours, contact the After-Hours Duty Officers on **4913 8888**. However, if the threat is immediate call Safety and Security Services on **4921 5888** (Callaghan) or **4348 4222** (Ourimbah).

AHDOs will ensure that approved events are running as planned and will work with you to put on a great event. The AHDO is also your key liaison and responsible for the pre-event meeting, a requirement for all onsite events. AHDOs work closely with the host, the event crew and Security to make sure events are fun and safe for all residents.

RESIDENTIAL MENTORS' ROLES

With the help of this toolkit and assistance from Student Living Support, residents should have the necessary skills and resources to organise and manage events themselves.

Residential Mentors are not responsible for the events that the Association run and coordinate, however can certainly elect to volunteer as Event Support Staff if they so wish. Do not assume they will adopt this responsibility. You should always work with and communicate clearly to the Residential Mentor team about the events you are running so they can understand what to expect on the night.

Residential Mentors are amazing allies to have in running successful and well attended events. The stronger and more positive your relationship with them the more successful your events and community participation will be. Similarly, the role of Residential Mentor is not to organise events but to monitor noise and other factors that may impact on the well-being of residents, and act to limit the impact on other residents. Residential Mentors should be informed when you are having an informal gathering as they become the Event Host by default, and as you may need their help with guest management.

SAFETY AND SECURITY SERVICES' ROLE

Safety and Security Services patrol the Student Living Precinct to ensure the safety and wellbeing of residents. Contact Safety and Security Services immediately if you believe an event guest is at immediate risk of harm, either through their own behaviour or the behaviour of another guest or resident.

If you need to call an ambulance for an event guest or friend, it is imperative that you let Safety and Security Services know so that they can meet the ambulance at the University entrance and direct them straight to where you are waiting. Call Safety and Security Services regarding emergencies on **4921 5888** (Newcastle) or **4348 4222** (Ourimbah).

Security will be required for any on-site event where expected numbers are over 75. This is exclusive to their normal patrols and will have to be paid for by the event host.

STUDENT LIVING SUPPORT'S ROLE

Student Living Support are responsible for supporting residents, and have specialist staff able to assist with planning, running and evaluating an event. It is essential that all resident events are approved by Student Living Support, so events do not conflict, are successful and incident free. Student Living Support seek to advocate events that address elements of the Student Living Support Program. Student Living Support are also responsible for following up on any incidents that occur during events. They will then work with event hosts and residents to provide support or if necessary, discipline.

To contact Student Living Support with a general inquiry, phone **4913 8888** during business hours, drop into the Student Living Support Office in West Tower any weekday between 1:00pm - 4:00pm, or send them an email: studentlivingsupport@newcastle.edu.au

RISK CHECKLIST

Reviewing risk will make you aware of physical attributes of your venue or scenarios that may put your guests or other residents at risk. With a little thought and effort, these issues can be managed effectively to reduce the risk they pose.

All events will need to have a completed and approved [Risk Assessment Form](#) completed one week prior to the event date. Without a corresponding risk assessment, an event will not be approved.

VENUE RELATED RISK

- Ensure there is enough space in the area you are planning to hold your event to fit your guests comfortably.
- Open glass doors on the ground floor and position tables in front of them to minimise the risk of a guest accidentally walking into them.
- Review the venue for possible trip hazards and remove or swap if possible.
- Tape down extension leads and/or cover with carpet squares.
- An esky or ice bucket are good alternatives to making your guests negotiate stairs to get to a fridge on a separate floor.
- Never organise a party to be on a balcony, and discourage intoxicated guests from spending time on balconies.
- Make guests who are unfamiliar with the event venue aware of fire exits and evacuation plans, off-limits areas and the location of toilets and handwashing facilities as soon as practical after arrival.

ACTIVITY RELATED RISK

- Don't organise activities that are high risk if alcohol is present i.e. go-karting, jumping castles or water-based activities.
- High risk spontaneous activities such as swimming, wrestling, and anything involving heights and balance, or cars and motorcycles should be actively discouraged by Event Hosts if alcohol is involved.

RISK TO OTHER RESIDENTS

- Don't let guests enter sections of the residence where other residents may be sleeping or studying, or that contain valuables belonging to others.
- Don't allow your guests to verbally or physically harass other residents or staff in any way.
- Limit the exit and entry points so you can monitor and prevent the arrival of uninvited guests, as well as be able to pinpoint exactly where all your guests are at any time in case of an incident occurring.

ENDING AN EVENT

As Event Host, you will be responsible for anything that occurs in the venue if your guests stay even after you have left. Ensuring an event ends not only ends your responsibilities as Event Host, but also reduces risk to guests. Suggestions for ending an event include:

- Stop drinking and start actively discouraging guests from drinking half an hour before the event end time.
- Turn on the lights if they were dimmed, or turn off some lights (still allowing for safe levels of vision) if they have been on during your event.
- Turn off music.
- Ask guests to leave the area. If they refuse, ask them to stand up so you can clean around them and return furniture to its rightful place. Discourage them from sitting back down.
- Call the After-Hours Duty Officer on **4913 8888** or Safety and Security Services on **4921 8888** (Callaghan) or **4348 4222** (Ourimbah) for back up if needed.

MANAGING EVENT GUESTS

As Event Host, your expectations can have a massive impact on the subsequent behaviours of guests and your actions can help to avoid incidents that can effect the success of your event. This document contains strategies that Event Hosts can use to minimise the risk that your guests will suffer from negative experiences such as illness, injury or the secondhand effects of alcohol misuse. Respect your guests by ensuring they are safe to enjoy your event because you are equipped to divert and respond to incidents in an effective manner.

AVOIDING INCIDENTS

- Make sure all your guests feel welcome and included.
- Create an environment in which guests understand that it is OK for them to choose low-risk drinking options, including not to drink at all.
- Provide activities such as movies, sports, dancing, trivia or karaoke [refer to **entertainment and activities**], that take the sole focus away from drinking. Do not incorporate drinking into these games.
- Provide food and a range of quality non-alcoholic beverages such as soft drinks. Avoid salty foods as they enhance thirst.
- Guests can bring their own alcohol if they wish to drink, but the pooling of funds to buy alcohol may make people drink more than they planned.
- Watch for early signs of intoxication, you can act to avert an incident by offering food, non-alcoholic drinks or other distractions such as games or conversation to slow down a guest who may be drinking too fast.
- Discourage guests from engaging in drinking games, shouts or drinking competitions that can make guests drink too much.

- Limit the exit and entry points so you can always be aware of where your guests are, and can offer help to someone who may not have returned from getting some fresh air, or has been too long in the bathroom.
- If you feel a situation is escalating, attempt to engage one of the parties with conversation, an activity or assisting you with a task to diffuse the situation before it gets out of hand.

MANAGING INCIDENTS

The University Of Newcastle's [Guidelines for Managing the Impact of Alcohol and Other Drugs](#) suggest that Event Hosts should have plans in place to manage difficult situations. Appropriate strategies to manage behaviour should be determined by the Event Host and Event Support Team well before an event takes place. Event Hosts need to consider an appropriate course of action in specific instances such as where someone:

- Becomes intoxicated at the event.
- Arrives at the event already intoxicated.
- Becomes violent.
- Behaves inappropriately (for example urinating in public).
- Leaves an event intoxicated.
- Harasses other people.
- Passes out or becomes ill.

INCIDENT RESPONSE PLANS

When planning how you might respond to any incident, it is important to remember that Student Living staff and Safety and Security Services have specialist training in the area of incident management. If you think you may need help to manage the behaviour of a guest, your best course of action is to call the After-Hours Duty Officer, Safety and Security Services, or the Police.

- In circumstances where extreme intoxication has led to illness or unconsciousness, call Safety and Security Services immediately. They will administer first aid and call an ambulance or doctor as required. If you are unsure whether an ambulance is necessary, call the After-Hours Duty Officer to help you decide. Refer to **[Alcohol First Aid]** for more info about when someone needs help.

Physical, verbal or sexual violence will not be tolerated within the Student Living Precinct, and taking action is vital whether you witnessed the violence or threats yourself or not. Likewise, if you are not a guest at an event but experience threatening or inappropriate behaviour within the Student Living Precinct, call the After-Hours Duty Officer or Safety and Security Services. Every reported incident will be investigated thoroughly and fairly. For incident related advice or assistance, contact:

- Your Residential Mentor.
- Student Living Support (during business hours) - 4913 8888.
- After Hours Duty Officer (after hours) - 4913 8888.
- Safety and Security Services - 4921 5888 (Newcastle campus) or 4348 4222 (Ourimbah campus).
- Emergency Services on 000.

Remember, an Event Host should never leave an event.

MANAGING AGGRESSIVE OR INAPPROPRIATE BEHAVIOUR

If a guest assaults or threatens anyone, or if uninvited guests have arrived at your event, call Safety and Security Services immediately. While you are waiting for help to arrive, use these strategies to minimise risk to your other guests.

If a guest becomes difficult, DO:

- Call the After-Hours Duty Officer or Security if you feel that your own safety or that of your guests is at risk.

- Try not to embarrass the difficult guest, guide them to another area to discuss their behaviour if safe to do so.
- Reassure them you have no problem with them personally, only with their current behaviour. Empathise with them and reassure them you can talk more about it tomorrow.
- Be consistent. Don't question one guest's difficult behaviour and allow similar behaviour from another.

If a guest becomes difficult, DO NOT:

- Engage in an argument. Speak to them in a calm, even tone.
- Be outwardly judgemental, mock or scold the guest.
- Push or touch the guest.
- Give the guest an ultimatum or tell them to calm down.
- Raise your voice, even if they do.
- Give them, or allow them to have, more alcohol unless denying them will put you at risk of harm and Security are already on their way.
- Get the largest person at your event to throw them out, as combative action will likely inflame the situation.

EVENT MANAGEMENT CHECKLIST

When thinking of hosting an event, make a list. It really helps to identify actions to follow that ensure the event happens with maximum enjoyment and minimum stress. If possible, delegate. As Event Host, you do have certain responsibilities - to liaise with Student Living Support and venues, to oversee support teams and to stay on site at the event regardless of circumstances, to report any incidents and to evaluate the event. Ask your guests or Event Support Team to help with other tasks to share the load.

PLANNING

- Give yourself plenty of time to prepare your event, then give yourself one or two extra weeks for contingency.
- If you are planning a large event, check [**Inclusive Events**] to ensure your plans make your event accessible to all residents.
- Identify and approach guests who may be willing to be the Event Support Team for your event.
- Gain permission from residents that will be affected by your event if it is on-campus.
- Fill in the [Event Application Form](#) and submit it to Student Living Support at least 3 weeks prior to your intended event date.
- Make enquiries about costs and possible dates if you are looking to hire entertainment, equipment, venues, catering etc.
- Create an activity time-line that lists your tasks, with a concrete date by which timeline each task needs to be completed.

PRE-EVENT

- Liaise with Student Living Support to secure approval.
- Liaise with venue staff if event is off-site and organise transport.
- Lease or borrow equipment.
- Ensure that all contractors have completed the [UON Contractor Induction](#).
- Review event venue for any physical risks that may be addressed or contained.
- If advertising your event, check and submit promotional material for approval by Student Living Support before distribution.
- Events where more than 75 guests are expected will require Security. The cost of security may need to be covered by the Event Host.
- Be present for any deliveries and event set-up.
- Attend the pre-event meeting with the AHDO and the other Event Support team members to run through the event itself, expectations and troubleshoot any emerging issues. This meeting takes place on the day of the event, usually 1 hour to 30 minutes prior to the event start. This is a compulsory part of any event management plan.

DURING THE EVENT

- If you are event host, you must be present for the entire duration of the event, including event clean-up, and you must be sober at all times. This is the same expectation that the Student Living Support team have for the Event Support team.
- Do not knowingly allow anyone who is under age to possess or consume alcohol [Refer to **underage drinking**].
- Make sure all guests are aware of fire evacuation plan, location of toilets and off limit areas.
- You must coordinate and manage the Event Support team, as well as be the key contact for the AHDO and Safety and Security Services.
- Limit the number of guests to the number applied for or, at functions, the venue capacity.
- Take reasonable steps to enforce and comply with local, NSW and federal laws as well as University of Newcastle regulations governing the use of alcohol. [Refer to **Alcohol Related Laws and Policies**].
- Comply with staff and security regarding guest management and noise issues that may arise during the event, including ending an event early if it is deemed necessary to ensure the safety of guests.
- Call an ambulance if you need to and make your Residential Mentor/After Hours Duty Officer/Safety and Security Services aware if you have done so.
- Be aware that your responsibilities continue whilst guests are drinking in that space, so ensure the event has a definite end.

POST-EVENT

- Clean, with event staff, the event venue immediately after the event, including removing all rubbish and decorations, and returning furniture to original positions.
- Return all borrowed or leased equipment or supplies within the required time frame.
- Report to Student Living Support any incident involving injury to a person or damage to property which occurred during, or as a result of, your event, as soon as is practicable [Refer to **Incident Reporting**].
- Complete event evaluation documents and submit to Student Living Support within the 2 week time frame. [Refer to **Event Evaluation**].

INSURANCE FOR RESIDENTIAL ASSOCIATIONS

The University of Newcastle subscribes to a broad insurance program that protects the approved activities of its Clubs, Societies and Residential Associations. Insurance can be described as a means to reduce or eliminate risk of loss; it is used to safeguard the interests of University parties – however, insurance is a last resort. Appropriate risk management and risk mitigation must be undertaken for insurance to apply, and reduce the risk of any loss occurring in the first instance.

An activity or event may be covered if the activity is:

- aligned with the purpose of the Residential Association;
- allowed under the Constitution;
- appropriately approved by an Association Executive and Residential Staff under their delegation; and
- satisfies UON Policies and Procedures.

1. PERSONAL ACCIDENT

The Personal Accident policy covers University of Newcastle Students and Residential Association Members for injuries sustained in the course of participating in an approved activity. It provides injury assistance and Non-Medicare medical expense benefits (where such expenses are not claimable under other insurance arrangements). Claims must first be made against Medicare, Private Health Insurance, and compulsory third party policies (where applicable) prior to submitting a claim through the University.

The injury must be the result of a “fortuitous act” (i.e. due to chance). As this is an accident policy, it does not cover costs arising from sickness, disease or pre-existing medical conditions.

A summary of insurance is attached (refer to Appendix A) and details for submitting a claim may be found at this web address: newcastle.edu.au/current-staff/our-organisation/governance/corporate-risk/insurance/student-insurance/personal-accident

Please note, an incident report must be submitted by a Residential Staff member via UON’s online reporting system irrespective of whether a claim for insurance is to be subsequently made.

2. PUBLIC LIABILITY

The Public Liability policy provides cover for claims that may be brought by third parties for injury and/or property damage in those instances where the Residential Association may be shown to be legally liable. Although a claimant must be able to demonstrate that they have suffered a loss as a result of negligence, a claim can be brought against the Residential Association even if there is little or no proof – in this instance, the policy would cover Legal Defence costs for unsubstantiated claims.

It is particularly important that Executive Officers and Members minimise risk (both for themselves and the Residential Association) by not engaging in any behaviour which may allow the Insurer to claim that those actions have voided the policy. Flagrant breaches of safety codes, UON policy and procedure, and the Residential Association constitution may result in claim denial.

Residential Associations should keep a register of Members who participated in each approved activity/event to ensure that if a claim is later made, records can be verified.

If a Member becomes aware of an incident where a person is injured or property is damaged that may be a result of the Residential Association’s actions, you must notify Insurance insurance@newcastle.edu.au as soon as possible.

3. PROPERTY

The Property policy provides cover for loss/damage to Residential Association goods and equipment. This only applies to property owned by the Residential Association; all assets must be itemised and specified on an inventory list and provided to Residential Support Staff prior to each semester's commencement. Losses must be due to theft or damage which can be linked to a specific event on a particular date and time to be eligible for reimbursement.

Theft from storage areas left unlocked, or by persons with access to keys, or loss of items left in the open are not covered.

The personal property of Members is not covered.

For details on submitting a claim, please contact Insurance: insurance@newcastle.edu.au.

4. TRAVEL

The Travel policy covers for losses incurred on approved Residential Association journeys (i.e. trips over 100km from base). The basic sections of coverage are emergency medical, travel cancellation, personal liability and personal effects.

A summary of insurance is attached (refer to Appendix B).

5. RISK AND INSURANCE

- Not all risk is avoidable, but Residential Associations must do everything practical to minimise vulnerabilities – it is important to assess the opportunity to mitigate and control risk.
- Do not rely on insurance – in addition to claims which may be declined, there are always unrecoverable costs, such as emotional strain and time to manage a claim.

- Documentation is a must – this will always assist in defending a claim which is raised.
- Where there is alcohol consumption, do not assume that insurance will cover the risk – some of the University's protections are discretionary (i.e. they may decline a claim).

Email: insurance@newcastle.edu.au

Phone: (02) 4913 8180

Mobile: 0447 976 287

ENTERTAINMENT AND ACTIVITIES

The documents in this section of the toolkit will help you choose, organise and manage an activity or entertainment for your event. Before you decide upon an activity for your event, please read the following documents:

PROVIDING EVENT ACTIVITIES

Why activities at events are important and how to maximise your choice.

ON-CAMPUS ACTIVITY IDEAS

Suggested activity ideas for small groups through to inter-residence events, with web links and suggested resources needed for each activity.

OFF-CAMPUS ACTIVITY IDEAS

Suggested activities for small or large groups around Newcastle, including web links, prices and suggestions regarding event size.

ACTIVITY PROVIDERS

A list of local service providers who can help with rides, food, and equipment, with web links and prices.

LIVE EVENT ENTERTAINMENT

A list of local contacts to help you engage the right live entertainment for your event, and the things you need to consider. Includes web links and phone numbers.

EVENT VENUES

A list of some of the local venues that provide a function hire service, and the things you need to consider when choosing a venue. Includes web links and phone numbers.

PROVIDING TRANSPORT

How to provide transport for your guests including transport providers' contact details.

PROVIDING EVENT ACTIVITIES

PROVIDING ENTERTAINMENT AND OPPORTUNITIES FOR YOUR GUESTS

As an event host, you want to ensure your guests have a positive, memorable time. Regardless of the size of your gathering, any event related to Student Living will have an activity as part of the event. Contact Student Living Support if you would like to host an event but aren't sure which activity to include, who to engage, or what steps you may need to take to get the event up and running. If you are planning any type of event, it makes sense to have Student Living Support on board as they exist to make your time on-campus more enjoyable and would love to help you plan and execute your dream event.

THINGS TO CONSIDER WHEN PLANNING AN ACTIVITY

Maximising Your Activity

- Could you add a fundraising element to the activity?
- Does your event fit under any of the Student Living Support program objectives?
- Could you add an educational component to your activity?
- Could the activity be an inter-residence competition?
- Would Red Frogs be available to help with your activity, if so, what will their role be?
- Can you collaborate with any relevant group from UON Clubs and Societies?
- Is your activity definitely a one-off or could it be a regular happening?

CONSIDERING YOUR GUESTS

- Does the activity suit the number of guests you are expecting?
- If you are planning a high risk activity, should the event be alcohol free for safety reasons?

- If your event is residence wide, are the activities you are planning appropriate and accessible?
- Do any of your guests have mobility or dietary needs you need to consider?
- If the activity costs money, is it a reasonable cost for guests to pay?
- Are you able to get a group discount? What minimum number do you need to get one?
- Are you supplying food and non-alcoholic drinks for your guests or are they available for purchase from the venue?

STUDENT LIVING SUPPORT PROGRAM ACTIVITIES

Student Living Support are very willing to support any resident, or group of residents, who would like to organise events that address the Student Living Support program objectives. This could include help with equipment and venues, and budgetary support. Contact us directly for any support or advice: studentlivingsupport@newcastle.edu.au

ALCOHOL-FREE EVENTS

Events which focus on an activity other than drinking are also easier to manage, and more inclusive because they actively invite engagement by residents who don't drink. The second hand effects of alcohol can also cause discord and division within a group or residence, conversely, events where alcohol is not the focus can foster community without the drama. Student Living Support are very willing to support residents who are willing to organise and facilitate one-off or regular, ongoing events or shared interest groups that are alcohol-free. This could include help with ensuring that the alcohol-free status of the event is upheld.

ON-CAMPUS ACTIVITY IDEAS

EVENT	DESCRIPTION	COST/RESOURCES		SIZE	PREP LEVEL
		ORGANISERS	RESIDENTS		
Carnival Day/ Night	Carnival games like darts, dunk booth, ring toss etc. Free food	Games and booths		Small/ Large	***
Charity auction	Auction off self nominating residents to do various things for charity.	Microphone	Charity money	Large	***
Chilled afternoon/night	Summer days on the grass with a combination of food, friends, music and games such as lawn bowls or totem tennis. Incorporate with Earth Hour for a candlelit night.	Beanbags, couches, food, games, music	Food, games	Small/ Large	**
Christmas in July	Charity event e.g. decorations, dinner, Secret Santa, games. Could also be held off-campus	Decorations, venue/food	Secret Santa, entry fee	Small/ Large	***
Cooking competition	Like Masterchef, judges pick the best meal based on taste, presentation and price e.g. baked goods, pasta, pizza, sushi etc	Prizes, possibly ingredients	Possibly ingredients	Small/ Large	**
Dance classes	Organise an instructor (possibly a resident with skills) to come give classes in a dance style such as ballroom, hip hop, belly dancing, salsa or Zumba. Could be regular.	Instructor		Small/ Large	**
Dancing/lip-dub	Each block/wing dances and/or lip syncs to a song which is then screened to everyone and residents vote	Prizes, screening equipment	Cameras, music	Small/ Large	**
Dessert night	Residents create a dessert for a progressive tasting session	Desserts		Small/ Large	**
Fun Run	Join an event like Relay for Life or Colour Run, or could be a regular fitness activity like Park Run. Potentially inter-residence competition. On or off-campus.	Stopwatches for timing	Potential entry fee	Small/ Large	*
Games Night	Board/card/video could be regular	Games	Games, entry fee if a comp	Small/ Large	*
Improv night, Theatre sports	Adapt games from shows like 'Whose Line Is It Anyway?' or 'Thank God You're Here' for an entertaining night. Possibly inter-residence	Props, buzzer		Large	***
Karaoke night	Heats and finals for reps from each block/wing/residence	Karaoke machine, Prize		Small/ Large	**

EVENT	DESCRIPTION	COST/RESOURCES		SIZE	PREP LEVEL
		ORGANISERS	RESIDENTS		
Movies	Can be informal/free, regular, for charity or inter-residence. Theme nights like Halloween or Star Wars on May 4th.	Screening equipment		Small/ Large	*
Meals	Dine in or out for a meal and get to know your neighbours. Or organise groups to prepare traditional meals from around the world for a full residence event.	Ingredients	Ingredients or meal costs	Small/ Large	**
Open mic, Talent night	With presenters, music, singing, dancing, comedy etc.	Sound, prizes		Large	***
Other charity/ community initiatives	Lots of opportunities throughout the year like volunteering, Biggest Morning Tea, Red Shield Appeal (both in May), World's Greatest Shave (March), Dry July, 40 Hour Famine (August), October, November, Red Ribbon Day (December) etc. Goes toward ICC Charity Shield, plus iLead.	Dependent on the charity	Dependent	Small/ Large	**
Scavenger Hunt/ Amazing Race	Fun team activities around campus (could go off as well, or specifically make people use public transport).	Activities, prizes		Large	***
Sports	Fitness and social benefits. Pick a team game with minimal equipment and rules. Could become regular/ inter-residence. e.g. AFL, basketball, cricket, football, netball, ping pong, pool, quidditch, rugby, soccer, ultimate Frisbee, volleyball	Equipment, potential hiring fees		Small/ Large	**
Trivia	Great charity opportunity. Consider incorporating questions/activities that could educate residents.	Snacks, decorations, microphones, screen for slides, activity resources	Money for charity, BYO	Large	***
World record attempt	Greatest number of people in one place wearing flannelette shirts, largest group beach clean-up, largest street jive dance etc. Would need to be researched and Guinness adjudicators contacted.	Cameras to record the attempt	Money for charity	Large	****
Yoga/Tai Chi	Classes, could be regular. Resident with skills could facilitate or external instructor	Instructor	Fees	Small/ Large	**

OFF-CAMPUS ACTIVITY IDEAS

EVENT	DESCRIPTION	COST/RESOURCES	SIZE
Beach	Take transport into town for a day at the beach, or go into town. BBQ opportunity. Visit Nobbys, Newcastle, The Bogey Hole, Bar Beach, Dixon Park, Merewether, Stockton or the ocean baths.	Bus hire possibly, BBQ, beach activities, BYO money, swimmers, towels	Small/Large
Bowling	Superstrike Mayfield and Strike Charlestown	Games from \$12, deals available	Small
Café crawl	Visit Darby St or downtown for lunch and/or coffee. Red Frogs can help out by hooking up some deals at our favourite spots and providing buses. Best placed during O-Week, potentially inter-residence	Variable, Red Frogs, possible buses	Small
Day trip to Sydney	Good for first years and internationals early in the year. Travel down by train, go sightseeing (e.g. Bridge, ferries, Gardens, Tower, Opera House), shopping, eating, see attractions (e.g. Aquarium, galleries, IMAX, Luna Park, museums, Zoo), or the beach	BYO, discounts available	Small/Large
Escape Rooms	unexpectedexit.com.au One room - \$30 per person	\$\$	Small (up to 15)
Ghost Tours	newcastleghosttours.com.au Explore the haunted history of Newcastle by night	Group tours available for four or more people, from \$30 a head	Small
Go-karting	Go-Karts-Go Broadmeadow - from \$25 Xtreme Indoor Go-Karting Warners Bay - from \$30	\$\$	Small
Golf practice	Newcastle Golf Practice Centre, Shortland	From \$10	Small
Ice skating	Hunter Ice Skating Stadium - Warners Bay	\$18	Small/Large
Laser tag/skirmish	strikebowling.com.au Charlestown - upwards of \$12. Also has bowling, pool, games, putt-putt golf facebook.com/ZoneEmpire Wallsend - upwards of \$8.50 redalertlasertag.com.au Warners Bay - upwards of \$9.50 battlezoneplaylive.com.au East Maitland, Port Stephens - \$44 each, more for private lasertag4hire.com.au Prices from \$249 (delivery from Port Stephens \$88)	Deals available	Small/Large
Markets	Newcastle Farmers Market - newcastlecityfarmersmarket.com.au Hunt and Gather - huntandgatherevents.com Olive Tree Markets - theolivetreemarket.com.au Street Feast - facebook.com/streetfeastnewcastle	Free	Small/Large
Paintball	actionpaintball.com Ryhope hunervalleypaintball.com.au Eagleton hellfirepaintball.com.au Salt Ash facebook.com/X-Ball-103964124818 Cardiff (indoor)	Group discounts available	Small/Large

EVENT	DESCRIPTION	COST/RESOURCES	SIZE
Parks, reserves	Glenrock – less than 20 min drive. Walking, beaches, mountain biking Blackbutt Reserve – drive or take the bus to see local wildlife (Free Entry). Have a picnic lunch, bring some outdoor games, plus meet a koala from 2pm daily (\$5.50 per person) Hunter Wetlands Centre – 5 min drive, \$5 entry, walking, wildlife, café, picnic, canoe hire \$10, Sunday Segway tours \$65 including entry More (perhaps try camping!) nationalparks.nsw.gov.au	Mostly free	Small
Putt Putt Golf	holeymoley.com.au The Hole Shebang \$78 per person Par 5 \$58 per person	\$\$\$	Small (up to 16)
Slice Virtual Golf	King St, pizza and drinks available	\$15 per person, group of 4	Small
Stockton dunes	Sandboarding, tours via hummer or quad bike. Bus hire necessary for large groups. sanddunesafaris.com.au sandduneadventures.com.au	\$\$	Small/Large
Surf lessons	Group lessons. newcastlesurfschool.com.au Nobbys, Stockton - \$40 per person, 2 hours facebook.com/-iSurf-Newcastle-Surf-School--179368135454085 Nobbys - \$40 per person, 80 min sanbah.com/products/private-surf-lesson Nobbys - \$35 per person, 80 min learntosurfnewcastle.com/lessons-programs Stockton - \$45 per person, 2 hours	\$\$, or borrow someone else's board to learn	Small
Timezone Charlestown	Arcade games, open from 10:00am to 10:00pm most days	Loadable card	Small
Trampoline	revolutionpark.com.au Multipass \$35 per person Inflatables and Trampoline Pass \$20 per person springloaded.com.au All Access Party \$45 per person Trampoline Park Party \$35 per person	From \$10	Small/Large
Other ideas/ websites	Walks – Bathers Way, Newcastle East Heritage Walk, Shipwreck Walk, Fernleigh Track Shopping - shopping centres like Charlestown or Kotara, fancier areas like Darby Street or The Junction, other suburbs like Wallsend or Hamilton, weekend markets Concerts, events, festivals, gigs, markets, musicals, shows, sport – newcastlegigguide.com.au , newcastlelive.com.au	Free - expensive	Small/ Medium

APPROVED EVENT CONTRACTORS

Below is the list of approved Contractors that can be engaged with to provide on campus activities. Other contractors may be allowed on-site, but this is via negotiation directly with Student Living.

ACTIVITY/ITEM	COMPANY	CONTACT/WEBSITE
Inflatables and other party games/photo booths	Hunter Valley Amusement Hire	hunintervalleyamusementhire.com.au
	Jumpabout	jumpabout.com.au
	Big Fun	bigfun.com.au
Sound and Lighting	Scion Audio	scionaudio.com.au
	A1 Audio	a1audio.com.au
Decorations and Balloons	Sparty's	spotlightstores.com/party/c/party
	Shindigs	shindigs.com.au
	The Wedding Designer	theweddingdesigner.com.au
Food Trucks	El POCO Loco	elpocoloco.com.au
	Meet	meet.restaurant/food-truck
Catering	The Cranky Chef	crankychefcatering.com.au
	Sprout	sproutcatering.com.au
Temporary fencing	TFH Newcastle	tfh.com.au
Portaloos	Coates Hire	coateshire.com.au
Marquees and other event resources	Newcastle Event Hire	newcastleeventhire.com.au

EVENT VENUES

Choosing the right venue for your event is important to its success. Making sure you and the venue both understand each other's needs is also important. Doing the right thing means other residents will have the opportunity to use the venue after you.

A web search will find many venues in Newcastle that contain private function areas for hire. It pays to shop around as one night of venue hire ranges in price from free through to several hundred dollars. Here are just a few of the available options:

VENUE	WEBSITE	PHONE	CAPACITY	LOCATION
The Edwards	theedwards.com.au	(02) 4965 3845	20-120	Newcastle West
Carrington Bowling Club	facebook.com/carrobowlo/?rf=187482424604358	(02) 4961 4140	20-100	Carrington
Merewether Surfhouse	surfhouse.com.au/events	(02) 4918 0000	40-300	Merewether
Bar Beach Bowling Club	barbeachbowlo.com.au/functions	(02) 4929 3428	40-100	Bar beach
The Beach Hotel	thebeachhotel.com.au/functions	(02) 4963 1574	40-180	Merewether
Honeysuckle Hotel	honeysucklehotel.com.au/functions	(02) 4929 1499	50-200	Newcastle CBD
The Exchange Hotel	theexchangehotel.com/functions	(02) 4961 1985	50-200	Hamilton
48 Watt St	48wattstreet.com.au	0427 455 411	50-200	Newcastle CBD
CBD Hotel	cbdhotelnewcastle.com.au	(02) 4929 2274	50-300	Newcastle CBD
Harbourview	harbourviews.com.au/function-rooms	(02) 4926 2999	60-250	Newcastle CBD
City Hall	newcastle.nsw.gov.au/Community/Newcastle-Venues/Social-Events	(02) 4974 2000	40-350	Newcastle CBD
NEX	thenex.com.au	(02) 4926 6250	500+	Newcastle CBD

THINGS TO CONSIDER WHEN CHOOSING AND DEALING WITH A VENUE

AVAILABLE DATES

Plan well in advance to get the date you want, especially if it's a Friday or Saturday night. A lot of venues in Newcastle have weddings in their function rooms on the weekends.

EVENT TIMES

Again, plan well in advance to get your preference. If your event is on at night time, don't start it too early. Give everyone plenty of time to get ready and get there. Keep in mind the 10:00pm noise curfew on-campus when planning.

ENTERTAINMENT

Can the venue supply you with a live band or DJ? Don't assume that the venue will let you have live music or a DJ, or that they will let you run a music player through their speakers. Do they supply professional sound equipment and an operator for entertainers or will your entertainment have to provide their own? Always ask well before your event. If you need to engage an entertainer, refer to [\[Live Entertainment\]](#)

TRANSPORT

Transport must be reliable and safe regardless of gender, mobility, cultural background or costume. Organise transport for large events so you know your guests will be safe and get home easily. Refer to [\[Providing Transport\]](#)

INCLUSIVITY

When organising a large function, consider factors that may make some residents feel they are not able to attend. Fear of being accused of engaging in irreligious behaviour is an issue for some cultures and religions. Residents from some cultural backgrounds are prohibited from entering hotels and similar venues. Make sure your venue is accessible to residents with limited mobility. Refer to [\[Inclusive Events\]](#) for more information.

SECURITY

Does the venue supply security or will this be an extra cost to you? There may be a financial advantage to hiring a function area in a venue that already supplies security to their patrons.

COMFORT

Is the venue adequate in any weather? Is there ample toilets for all your expected guests? Is there a smoking area?

UNDERAGE DRINKING

Are underage guests allowed in that section of the venue? If there will be underage guests in attendance, how will you ensure that they do not drink alcohol?

BOND

Does the venue expect you to pay a bond, and if so, who will pay? If you are relying on the bond being refunded, what will you do if it is kept due to damage or theft?

CATERING

Providing food adds value to your event. Do they have a preferred caterer? Have you checked with guests if they have special dietary needs? How many days before your event does the caterer need confirmation of numbers?

DECORATIONS

Are you allowed to decorate the venue? How will you do this without causing damage and affecting your bond? Will you be able to access the venue to decorate and set up before your event starts?

TICKETING

Are you selling tickets to your event? If you are using the ticket sales to pay for the event, make sure everyone has paid in full before they attend. Remember, drink tickets or bar tabs are not allowed.

BE ASKED BACK

Please consider other residents by ensuring the venue is happy with your event and will allow future events for residents.

IMPORTANT CONSIDERATIONS

The documents in this section of the toolkit provide more information relating to your responsibilities, including actively engaging with all Student Living residents. Read this to make sure your choices relating to alcohol and your subsequent behaviour are ResWise and informed by an understanding of possible consequences.

INCLUSIVE EVENTS

How to ensure everyone feels welcome and considered at large events.

INCLUSIVE EVENTS CATERING

Why catering to your guests' dietary needs is vital at a large event.

UNDERAGE DRINKING

The lowdown on offenses and penalties related to underage drinking.

PROMOTIONS, SPONSORS AND PRIZES

UON and Student Living policy on promoting your event, securing sponsors and choosing prizes.

ALCOHOL RELATED POLICY AND LAWS

A cache of alcohol related policies, initiatives, strategies and laws that apply to residents on and off-campus, including web links.

UNDERAGE DRINKING LAWS

In NSW, laws regulate the sale, consumption and provision of alcohol to people under the age of 18 years. A number of residents may be under the age of 18 when they come to live within the Student Living Precinct. It is against the law in NSW for friends to supply or obtain alcohol for anyone under 18. As with any other external laws, staff at Student Living are legally unable to allow exceptions to this law.

PENALTIES RELATED TO SUPPLY

It is illegal in NSW to supply a minor (a person aged under 18) with alcohol, in an unlicensed premises (such as those in Student Living) unless the supplier is the minor's parent or guardian. The maximum penalty for this offence is \$11,000 and/or 12 months jail. Alternatively, the supplier may receive an on-the-spot fine of \$1,100. This law and punishments are equally relevant whether the person supplying the alcohol is themselves aged over 18 or still a minor. This law has implications relevant to parties and informal gatherings.

OBTAINING ALCOHOL FOR A MINOR

It is illegal in NSW to obtain alcohol on behalf of a minor (a person aged under 18) unless the person obtaining the alcohol on behalf of the minor is the minor's parent or guardian. Buying alcohol for minors using their money is included in the scope of this law. The maximum penalty for this offence is \$11,000 and/or 12 months jail or a \$1,100 on the spot fine may be issued to the person obtaining the alcohol for the minor. This law and punishments are equally relevant whether the person supplying the alcohol is themselves aged over 18 or still a minor. The pooling of funds to buy alcohol is not allowed at Student Living events, and those who collect pool money from minors are open to prosecution under this law.

ALLOWING A MINOR TO DRINK ALCOHOL

A responsible adult who is accompanying a minor in a licensed venue can be charged for allowing the minor to drink alcohol, regardless of the source of the alcohol. A maximum court imposed fine of \$3,300, or an on-the-spot penalty of \$330, applies to a responsible adult for this offence. This law has implications relevant to large functions on licensed premises as the Event Host becomes the responsible adult. Each minor accessing alcohol constitutes a separate offence.

PENALTIES FOR MINORS ENGAGED IN DRINKING

If a person is under 18, they can be charged for drinking alcohol in a licensed venue, attempting to obtain alcohol in a licensed venue, or consuming or carrying away alcohol from a licensed venue. A maximum court imposed fine of \$2,200, or an on-the-spot penalty of \$220, applies to a minor for these offences. Minors can also be prosecuted where they use fake IDs to access licensed premises or attempt to purchase alcohol from a licensed venue. A maximum court imposed penalty of \$2,200, or an on-the-spot fine of \$220 also applies for this offence. A P-plater can also face an additional six months extension to his or her provisional driver licence (from 36 months to 42 months) if convicted of a fake ID offence.

MORE INFORMATION

These laws are covered in the Liquor Act 2007 and the Summary Offences Act 1988. For more information, go [here](#).

INCLUSIVE EVENTS

HOW TO PLAN AN INCLUSIVE EVENT

- Engage residents from a variety of backgrounds, cultures, and mobility levels when planning, managing and evaluating an event. Don't organise an event for a group or culture you don't belong to without involving that group in every aspect of the event.
- Think outside the box. It isn't equitable for residents to only ever organise the same kind of events that exclude many students with social customs and beliefs that differ from traditional Australian understandings.
- Inclusion and consideration aren't hard and can help prevent social isolation.
- It is inappropriate to choose themes for events that disrespect other cultures or lifestyles. Wearing costumes that reinforce negative stereotypes or appropriate cultural or religious customs or costumes is not acceptable.

CHOOSING AN INCLUSIVE EVENT DATE

- Socially engaging residents of different cultures should not be one-off, token or limited to multicultural festivals.
- Check if there are any religious or cultural events on the same date as your event that may preclude attendance.
- There are particular days and national events that you may wish to celebrate by organising an event. Wear it Purple Day, Chinese New Year, Mental Health Week etc.

CHOOSING AN INCLUSIVE VENUE

- Residents from some cultural backgrounds are prohibited from entering hotels and similar venues. Keep this in mind when planning your event, check which venues are acceptable.
- All areas of the venue should be accessible to residents using mobility aids, including the toilets.

- Ensure there is nothing about the name, location, function or catering practices of the venue that may make attendance inappropriate for some students.
- Transport to and from the venue needs to be safe and easy regardless of the mobility, cultural background or gender of guests. If existing options are not safe and easy, organise transport that is.

INCLUSIVE ACTIVITIES AND ENTERTAINMENT

- The nature, name or style of entertainment should not disrespect the belief system of possible attendees, or make them feel unwelcome.
- Offer a diverse range of activities at different events, to appeal to a diverse range of tastes and experiences.

ADVERTISING YOUR INCLUSIVE EVENT

- Using different languages or flags on advertising material ensures all residents feel included and welcome.
- Ensure your advertising does not involve images that ridicule or degrade any possible attendees.
- Stress the availability of non-alcoholic drinks and appropriate catering [refer to **Inclusive Event Catering**].
- Include a contact number so any resident with any concerns can call and ask questions.
- Advertise the skills development opportunities your event offers such as socialisation, networking, communication and language practice and cultural lessons. This makes your event an opportunity, not a distraction from study.

INCLUSIVE CATERING

Refer to [**Inclusive Event Catering**] for more information.

INCLUSIVE EVENTS CATERING

It is important to acknowledge that some residents, through adherence to religious beliefs or personal choice, do not eat certain foods, or will only eat certain foods when they are prepared in certain ways. The act of eating together is an important socialising and networking opportunity for residents on-campus, and guests of large functions should rightly expect their needs, including alternate dietary needs, to be met, and alternate options be provided.

ANIMAL PRODUCTS

- Serving vegetarian or vegan food will cater for residents from most cultural or religious backgrounds.
- Many students from South Asia, South-East and East Asia do not eat beef.
- Neither the Jewish or Muslim belief system allow the consumption of pork or pork products.
- Residents who are vegetarian will not eat any meat or meat products, including fish and chicken, or meat by-products such as gelatin or rennet.
- Residents who are vegan will not eat any animal or animal products, including fish, chicken, eggs, dairy, gelatin or any other animal by-product such as rennet and honey.
- Do not merely offer bread, salad and rice, there are many delicious and easy to source vegetarian or vegan options.
- When cooking, use separate BBQ plates and separate cooking utensils for meat and meat free products. It is not acceptable to have meat cooking on the same hotplate as vegetarian or vegan food.
- When serving, separate meat and meat free-dishes to ensure there is no possibility of serving utensils being mixed up.
- It is recommended that if providing buffet style dining at an event, a list of ingredients be provided. Include whether the food is vegan, vegetarian, halal or kosher.

FOOD ALLERGIES AND SENSITIVITIES

- Residents who have an intolerance to certain foods need to be catered for and feel assured that the food they are eating will not make them ill. Gluten or lactose intolerance can cause severe discomfort.
- Residents with severe allergies to food such as nuts, shellfish and egg protein need to be able to access a list of ingredients, and to feel confident that they will not suffer dire medical consequences from eating at catered events.
- Food storage, preparation and cooking procedures need to be stringent to avoid cross contamination.

HALAL AND KOSHER FOOD

Halal foods are those that are permitted according to the Islamic law. Kosher foods are those deemed fit for consumption under Jewish law. Both halal and kosher food excludes any form of meat from pigs. When choosing a caterer for a large function, ask about halal and kosher options. For more information on halal food, go [here](#). For more information about kosher food, go [here](#).

GENERAL RULES FOR INCLUSIVE CATERING

While all of the above information may seem a little daunting, there are some easy ways to ensure your catering is inclusive:

- If catering is supplied by your venue, ask about alternate dietary needs.
- If self catering, look for vegan options at any supermarket, or provide quality salad, vegetable and rice dishes.
- Use the internet to research quality recipes, or find alternatives you can use to substitute for problematic ingredients.
- Advertise that your event has options for alternate food choices and dietary requirements. Provide a phone number so that those with specific dietary needs can discuss with the Event Host.

PROMOTIONS SPONSORS & PRIZES

These guidelines have been adopted to ensure advertising, promotion and representations of events or residents promote the responsible and moderate consumption of alcohol during events.

PROMOTION OF EVENTS

Event Hosts should note that before the dissemination of promotional material such as flyers, posters, notices, invitations or social media posts occurs, Student Living Support's approval for both the event and the promotion must be received. To gain approval, the promotional material must meet the guidelines set by the [ABAC Responsible Alcohol Marketing Code 2009](#), and those set out in the [University of Newcastle's Guidelines for Managing the Impact of Alcohol and Other Drugs](#).

Accordingly, event promotion should avoid texts or images that:

- Challenge or dare people to drink.
- Encourage under-age drinking.
- Promote offensive behaviour, misuse or abuse of alcohol or the excessive consumption of alcoholic beverages.
- Suggest the consumption of alcohol will significantly change the mood or environment.
- Imply that alcohol is the cause or a contributing factor in personal, business, social, sporting, sexual or other success.
- Suggest alcohol has any therapeutic benefit or infer that alcohol is necessary to aid relaxation.

Event advertising can significantly influence the expectations and subsequent behaviour of guests. Event promotion and publicity that focuses on the availability of alcohol should promote a minimum of two of the following safe drinking messages:

- Don't drink and drive.
- Intoxicated or underage drinkers will not be served alcohol.

- Bags and eskies may be searched and alcoholic beverages confiscated.
- Non-alcoholic drinks will be available.
- Look out for your friends.
- Don't forget to eat regularly.

ALCOHOL SPONSORSHIP

Any form of sponsorship by, or promotion of, an alcoholic beverage, outlet or manufacturer in the funding, promotion, supply or activity schedule for or at any event connected to the Student Living Precinct is discouraged and may effect your event application. The ABAC Responsible Alcohol Marketing Code 2009 defines sponsorship as follows:

'Sponsorship means any agreement or part of an agreement involving payment or other consideration in lieu of payment by a Marketer to support a sporting or cultural property, event or activity, in return for which the sponsored party agrees to be associated with or promote the sponsor's Alcohol Beverage or outlet. Sponsorship also includes naming rights of events or teams and the inclusion of a brand name and/or logo at an event venue or on uniforms of participants (excluding branded merchandise).'

INCENTIVES AND PRIZES

The use of alcohol in any form as an incentive for any competition or task connected to Student Living is discouraged. This means that alcohol should not be rewarded as a prize won through skill or chance, or as reimbursement for any task, at any time or for any reason on the Student Living Precinct.

ALCOHOL RELATED LAW AND POLICY

STUDENT LIVING POLICY AND GUIDELINES

Policies related to the Student Living Precinct are included in the contract documents each resident signs when agreeing to live on-campus. It is important to become familiar with these documents so you are aware of your rights, responsibilities and liability in the event of misadventure caused by you or your guest. These documents include:

- [Student Occupancy Agreement](#)
- [Student Living Standards](#)

UNIVERSITY OF NEWCASTLE POLICIES

University of Newcastle policy can all be found in the online [Policy Library](#). Use the search function or browse the contents list to find out more about relevant policies including:

- Code of Conduct 000059
- Alcohol and Other Drugs Policy 000410
- Alcohol and Other Drugs Management Procedure 000855
- Student Misconduct Rule 000935
- Promoting a Respectful and Collaborative University: Diversity and Inclusiveness Policy 000941
- Critical Incident Management Policy 000828
- Potential Critical Incident - Preventative Action Guideline 000853
- Social Media Communication Guidelines 000955

CITY OF NEWCASTLE INITIATIVES AND POLICIES

The City of Newcastle has several initiatives in place to keep Novocastrians safe when alcohol is involved:

- [Alcohol Management Strategy](#) - Council's over arching strategy to lessen alcohol related harms
- [Alcohol Free Zones](#) - Consider these lists and maps of public areas which have been designated alcohol free or alcohol prohibited zones by Council before planning an activity off-campus.

NSW STATE GOVERNMENT LEGISLATION AND INITIATIVES

- [Alcohol, drugs and driving](#)
- [Underage Drinking Laws](#)
 - Drink spiking laws
- [Sexual Assault Laws](#)
- [Sexual Harassment Laws](#)
- [Assault and Intoxication](#)
- [Rights and responsibilities of individual patrons of licensed premises](#)
- [Curbing alcohol related violence](#)
- [Drug laws](#)

AUSTRALIAN FEDERAL GOVERNMENT INITIATIVES AND LEGISLATION

Alcohol guidelines
nhmrc.gov.au/your-health/alcohol-guidelines

National Drug Campaign
drugs.health.gov.au

Drinkwise How To Drink Properly
howtodrinkproperly.com

ALCOHOL FACT SHEETS



THE UNIVERSITY OF
NEWCASTLE
AUSTRALIA

STUDENT
LIVING

MAKING INFORMED CHOICES

This section of the toolkit contains information and links that you may need when deciding if you are going to drink alcohol, and if so, how much you are going to drink.

DRINKING GUIDELINES

Australian drinking guidelines, standard drink definitions and information on how the effects of alcohol are relative to your age, gender, genetics and mental health status.

THE EFFECTS OF ALCOHOL

We all know that drinking too much is bad for you in the long term. Read about how your drinking might be affecting your life negatively now.

ALCOHOL AND OTHER DRUGS

What you need to consider about mixing drugs with alcohol, and what to do if a friend has a bad reaction to mixing drugs and alcohol.

ALCOHOL AND SEX

What you need to consider before you combine sex with drinking alcohol.

DRINKING GUIDELINES

WHAT IS A STANDARD DRINK?

THIS SIZE AND TYPE OF DRINK

CONTAINS THIS MANY STANDARD DRINKS

MID-STRENGTH BEER (3.5% ALCOHOL)

1 can or stubbie	0.8 standard drinks
1 middy (285ml)	0.6 standard drinks
1 schooner (425ml)	0.9 standard drinks
Carton of 24 x 375ml cans or stubbies	24 standard drinks

FULL STRENGTH BEER (4.9% ALCOHOL)

1 can or stubbie	1.4 standard drinks
1 middy (285ml)	1.1 standard drinks
1 schooner (425ml)	1.6 standard drinks
Carton of 24 x 375ml cans or stubbies	34 standard drinks

WINE (9.5%–13% ALCOHOL)

100ml glass	1 standard drink
An average restaurant serving (150ml)	1.4–1.6 standard drinks
750ml bottle	7 to 8 standard drinks
4-litre cask	36 to 43 standard drinks

SPIRITS (37%–40%)

1 nip (30ml)	1 standard drink
700ml bottle	22 standard drinks

PRE-MIXED SPIRITS (5%–7% ALCOHOL)

1 can (375ml)	1.5–2.1 standard drinks
1 bottle (275ml)	1.1–1.5 standard drinks

AUSTRALIAN GUIDELINES TO REDUCE HEALTH RISKS FROM DRINKING ALCOHOL

The National Health and Medical Research Council (NHMRC) has been Australia's leading expert body in health since 1937. The NHMRC uses specialists to develop guidelines in the areas of population health, ethics, and clinical practice informed by research, experts in particular fields, and peak bodies. One of the sets of recommendations the NHMRC is responsible for is the Australian Guidelines To Reduce Health Risks from Drinking Alcohol. ¹ These guidelines have been developed by considering statistics regarding short and long term harms, and the risk of morbidity related to alcohol consumption over a lifetime.

A 'standard drink' does not refer to any particular serving size popular in Australia, but instead is defined as a drink that contains 10mg of alcohol. The volume of a serving that contains 10mg of alcohol varies. See below for the relevant NHMRC guidelines, and left for a guide showing what size serving of each alcoholic beverage actually constitutes a standard drink.

NATIONAL HEALTH AND MEDICAL RESEARCH COUNCIL'S AUSTRALIAN GUIDELINES TO REDUCE HEALTH RISKS FROM DRINKING ALCOHOL (2009)

GUIDELINE 1: REDUCING THE RISK OF ALCOHOL-RELATED HARM OVER A LIFETIME

The lifetime risk of harm from drinking alcohol increases with the amount consumed.

For healthy men and women, drinking no more than two standard drinks on any day reduces the lifetime risk of harm from alcohol-related disease or injury.

GUIDELINE 2: REDUCING THE RISK OF INJURY ON A SINGLE OCCASION OF DRINKING

On a single occasion of drinking, the risk of alcohol-related injury increases with the amount consumed.

For healthy men and women, drinking no more than four standard drinks on a single occasion reduces the risk of alcohol-related injury arising from that occasion.

GUIDELINE 3: CHILDREN AND YOUNG PEOPLE UNDER 18 YEARS OF AGE

For children and young people under 18 years of age, not drinking alcohol is the safest option.

For young people aged 15 to 17 years, the safest option is to delay the initiation of drinking for as long as possible.

LIFETIME AND SINGLE OCCASION RISK

These guidelines inform choice by recommending intake levels based on the probability of alcohol related accident, injury or morbidity, related to amount consumed per occasion or per week.¹

GUIDELINE 1: CUMULATIVE LIFETIME RISK

No more than two standard drinks on any day reduces the lifetime risk of harm. Guideline 1 assumes a cumulative probability of alcohol-related disease or injury, where the more you drink over time, the more likely you are to be impacted.¹

GUIDELINE 2: SINGLE OCCASION RISK

No more than four standard drinks on a single occasion reduces the risk of resulting accident or injury. Guideline 2 assumes a single instance approach. A single occasion of drinking is defined by a period of continual drinking during which time the drinker's blood alcohol concentration (BAC) never returns to zero.¹ Each drink above the guidelines increases the risk that accident, injury or death will occur during or after that single instance of drinking.¹

These guidelines are based on limiting statistical risk, drinking above these levels means the probability of dying from alcohol misuse becomes more than one in one hundred.¹

UNDERAGE DRINKING

GUIDELINE 3: CHILDREN AND YOUNG PEOPLE UNDER 18 YEARS OF AGE

For children and young people under 18 years of age, not drinking alcohol is the safest option. Guideline 3 is informed by research that suggests that those under 18 delay their introduction to alcohol as long as possible, due to damage to the still developing brain.² Statistics suggest that drinkers under the age of 17 are more likely to engage in, and be negatively impacted by risk taking behaviours whilst intoxicated.¹ Studies have also found that higher alcohol consumption in late adolescence continues into adulthood and is associated with alcohol problems including dependence.³

This guideline is reinforced by the Liquor Act 2007, which contains legislation related to secondary supply laws in NSW.⁴ Refer to **Underage Drinking** for more information.

DRINKING FOR HEALTH

There is some evidence that small amounts (half a standard drink per day) of alcohol may have limited health benefits for middle aged and older men, and post-menopausal women. These benefits must be weighed up with the increased risks related to alcohol intake, and do not extend to those who are not in those specific groups.¹

RELEVANT VARIABLES

Due to differences in age, gender, experience with alcohol, genetics, and general health, it is impossible to choose one definitive amount of alcohol that is safe for everyone. It is tempting to look at the guidelines and decide that they aren't relevant to you, that your physical makeup or drinking experience make you immune to the possible negative affects, especially the long term consequences, of drinking above the guidelines. It is worth considering these variables and their impact on risk.

AGE

Age is an important factor in determining relative alcohol related risk.¹ Young people aged 18-25 are over-represented in statistics related to alcohol related accident and injury.¹ This disproportion is particularly evident in statistics regarding motor vehicle accidents, with more than half of all people hospitalised for serious alcohol related road injuries being between the ages of 15 and 24.⁵ Annually in Australia, over 250 young people aged 15-24 years die, and more than 11,000 are hospitalised due to alcohol consumption.⁶ The most common causes of alcohol-attributable death for young people are road injury, suicide and violence.⁶

DRINKING EXPERIENCE

Being able to drink large amounts without feeling intoxicated does not make someone genetically gifted or skilled at drinking, it more than likely means they have an alcohol dependence problem.¹⁰

GENDER

Women are more likely to become intoxicated faster and develop addictions in less time than men who are drinking at the same levels.⁷ Men are more likely to experience harms after drinking above the single occasion guidelines¹ with one 2004 study finding that men are four times at greater risk of alcohol-related death than women.⁷ Women are more likely to experience long term harms if drinking over the lifetime risk guidelines.¹ Female bodies contain a higher fat to water ratio than males. With less water to dilute the alcohol, the BAC will be higher in females.⁸

GENETICS

A drinker with a family history of alcohol dependence has a greater risk of becoming dependent on alcohol.¹

MENTAL HEALTH

People who have mental health issues may find their symptoms exacerbated by alcohol.⁹ Whilst many people choose to self-medicate with alcohol, people diagnosed with schizophrenia, anxiety and bipolar who drink have much poorer outcomes than those with the same diagnosis that do not drink.⁹ Alcohol can interact with most medications for mental health problems, even at guideline levels of alcohol intake, rendering its effectiveness reduced.⁹ Drinking at well above guideline levels is itself a causal factor for mental health issues.⁹

POLYDRUG USE

Other drugs, either illicit, prescribed or herbal, can interact with alcohol. When used in combination, the speed and level of intoxication as well as the severity of side-effects of the alcohol and other drugs may be increased.¹

THE EFFECTS OF ALCOHOL

ALCOHOL RELATED HARM

Alcohol related harm is the broad term given to short and long term health, personal, social and economic damage caused by alcohol misuse. These harms include those which impact upon the individual drinker, as well as harms that effect the wider community.

INDIVIDUAL RISK, SHORT TERM OR SINGLE OCCASION RISK

The short term risk of suffering injury related to hazardous drinking is higher for young people aged 15 - 24 than any other age group, with 52% of all serious alcohol related injuries occurring within this age group.¹¹ Annually in Australia, over 250 young people aged 15-24 years die, and more than 11,000 are hospitalised due to alcohol consumption.¹² Only five causes account for 90% of alcohol related deaths of young people in Australia - road accidents, violent assault, suicide, drowning and pedestrian road incidents.¹³ The most common causes of hospitalisation amongst this age group include assault, alcohol abuse, road accidents, falls, suicide and alcohol dependence.¹⁴

There are many social, mental and economic impacts that may be experienced by residents related to their alcohol use. These impacts include:

- Black-out or memory loss.¹⁵
- Hangover.¹⁹
- Missed classes and/or poor academic performance.¹⁸
- Lost or damaged property.¹⁹
- Alcohol poisoning.¹⁴
- Violent behaviour.¹⁵
- Regrettable and/or unprotected sexual interactions, which may lead to unwanted pregnancy.¹⁶
- Sexually transmitted infections.¹⁶
- Increased suicidal ideation.¹⁷
- Sexual or physical assault.¹⁴
- Drink driving.¹³

ALCOHOL RELATED BRAIN DAMAGE

There is a growing body of research investigating the effects of alcohol, especially excessive alcohol use, on the developing brain of young people aged less than 25 years old. There is recognition that young adult brains are vulnerable to effects of excessive drinking, especially risky drinking on a single occasion.¹⁸ It is believed that the brain is not completely developed until around the age of 25. Alcohol misuse before the brain is developed can effect brain function and limit potential in the long term.¹⁴ These harms can have a great impact on the academic performance and social functioning abilities of college residents who misuse alcohol.¹⁵

LONG TERM OR CUMULATIVE RISK

The cumulative effects of alcohol consumption are linked to several diseases including:

- Cardiovascular disease and stroke.¹⁴
- Cancers.¹⁴
- Diabetes.¹⁴
- Malnutrition.¹⁴
- Obesity.¹⁴
- Cirrhosis of the liver.¹⁴
- Brain damage and dementia.¹⁴
- Mental health issues and self harm.¹⁴

ALCOHOL RELATED HARM

Not only are young people aged 18-25 over represented in statistics related to alcohol related accident, injury and death¹⁴, but research suggests that harmful drinking patterns formed in college are likely to continue in the years following university¹⁹. Although it may be tempting to dismiss information regarding chronic disease related harms as not being relevant to young people, hazardous drinking choices made now can have both short and long term negative effects. Refer to **[Online Info and Support]** to assess your drinking, or **[When a Friend Needs Help]** if you are concerned about someone else's drinking.

ALCOHOL AND OTHER DRUGS

DRUGS AND ALCOHOL INTERACT

Other drugs, either illicit, prescribed or herbal, can interact with alcohol. When used in combination, the speed and level of intoxication as well as the severity of side-effects of the alcohol and other drugs may be increased.²⁰ Conversely, the effectiveness of prescribed medication may be decreased by alcohol.²¹ Be aware that mixing alcohol and drugs can put you in extreme danger of overdose. The depressant effects of alcohol can mask the effects of stimulant drugs like speed.²²

SAFETY SUGGESTIONS

- Educate yourself about drugs and their effects.
- Remember that illegal drugs have unknown contents, may contain contaminants and may be much stronger than you expect.
- Tell a friend if you take an illegal drug. They can advise the ambulance staff if necessary.
- Remember that any prescribed medication can interact with alcohol and potentially increase the negative consequences associated with consumption.

IN CASE OF OVERDOSE OR NEGATIVE DRUG INTERACTION

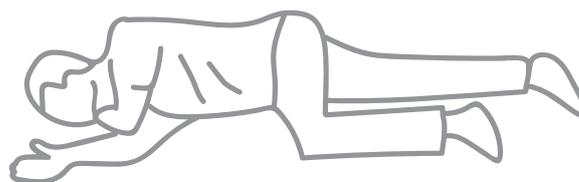
Excessive quantities of alcohol and other drugs can cause serious illness or death. If a person is unconscious, or unable to stand, for any reason, they require immediate assistance.

- Call for an ambulance immediately. Dial (0) 000 from an internal phone and 000 from an external phone.
- Notify Security. Security staff will administer first aid and make sure an ambulance can find you on-campus.
- Do not leave them unattended until professional assistance arrives.
- Turn them on their side and into the recovery position, never risk an unconscious person choking by laying them on their back.

- Gently tilt their head back so their tongue does not block the airway, and they cannot inhale any vomit.
- Be aware that people regaining consciousness after overdose may be aggressive, disorientated and abusive. Position yourself in a manner where you are out of their reach but still able to monitor them until assistance arrives.
- At large events there may also be trained first-aiders who can assist until the arrival of ambulance staff.

THE RECOVERY POSITION

If unconscious from alcohol or drug misuse, your friend needs to be placed in the recovery position to reduce their risk of choking. To do this, kneel beside them and lay them on their side. Move the arm that is closest to the floor so it is at an angle to their body. Bend the knee of the uppermost leg out to support the body and place their other arm across their body with their hand between their chin and shoulder. Gently tilt their head back so vomit can drain freely from their mouth.



LEARN MORE

- Australian Drug Information is a starting point for learning what you need from the [Australian Drug Foundation](#).
- [How does combining drugs affect driving?](#) a factsheet from the Australian Drug Foundation.
- [Alcohol and other drugs](#) from The State Government of Victoria.
- [Harmful interactions](#) a page explaining the dangers of mixing prescription drugs and alcohol from the National on alcohol Abuse and Alcoholism (US).
- [Alcohol and drugs](#) from Youth Beyond Blue. [An A-Z listing of drugs](#) from Australian Alcohol and Drug Information Service.

ALCOHOL AND SEX

PLEASE BE AWARE THAT READING THIS FACT SHEET MAY TRIGGER DISTRESS. IF YOU NEED SUPPORT, CONTACT THE UNIVERSITY COUNSELLING SERVICE OR RING THE NUMBERS PROVIDED AT THE END OF THIS DOCUMENT.

SEX AND ALCOHOL

Healthy sexual behaviours may be hindered by the presence of alcohol.

- The sections of the brain that are related to inhibition and predicting consequence may be affected by alcohol leading to choices regarding partners, contraception and sexual conduct that may be regretted when sober.²³
- Men may experience erectile difficulties related to alcohol consumption.²⁴
- Erroneous perceptions exacerbated by alcohol consumption may lead to coercion or sexual assault.²⁵
- Statistically, drinking alcohol increases your risk of becoming a victim or perpetrator of sexual assault.²⁶

CONSENT

All sexual activity requires consent. Residents should be aware that consent must be given freely and voluntarily to make any sex act legal. Sex without consent is illegal.

WHEN CONSENT DOESN'T COUNT

There are certain situations that invalidate consent, even if it has been implicitly stated, thus making the sexual act illegal.

In NSW, the law says a person is unable to give consent if they:

- Are asleep or unconscious.²³
- Are significantly affected by alcohol or other drugs.²³
- Have been threatened or coerced into sexual activity.²³
- Are held against their will.²³
- Are tricked into thinking the sexual activity is medically necessary.²⁴
- Are misled as to the purpose of the act.²⁴

- Are mistaken as to the identity of their partner.²⁴
- Are being coerced by someone in a position of authority.²⁷
- Are under the age of 16.²⁷

It is important to understand that even if someone in the circumstances listed above expresses consent, the law says they are unable to do so freely and voluntarily, or in an informed manner, so the act is not legal.²⁸ These exceptions to the legal status of consensual sex have been adopted to protect victims from opportunism, coercion, inequity or deception.

DON'T ASSUME CONSENT

Regardless of what you have done for someone, or with someone in the past, what they have said, what they are wearing, where they are or what you have heard about what they may have done with others, you are not entitled to sex. Do not assume someone is sexually attracted to you because you find them attractive. **Ask, look and listen.**

Asking someone if they are happy to engage in sexual activity shows respect and fosters intimacy. If they say no, don't pressure or intimidate them, that invalidates consent. If they say yes, asking along the way if they are happy for things to keep progressing ensures they are enjoying the experience and gives them an opportunity to say if they've changed their mind. Talking about sex during sex prompts communication about what does and doesn't feel good and what might make the experience better. Asking if they are willing to try things you are interested in or how far they are willing to go, can help avoid misunderstandings, ambiguity and disrespect.

Look and listen for verbal and non-verbal cues which mean that they want to stop. If they can't look you in the eye, if they aren't responding, if they are tense or if they cry, stop immediately. If they say they are hurting, uncomfortable, tired, or no longer willing to continue, stop immediately. Consent can be withdrawn at any stage of the encounter, regardless of what has been said or done up until that point. If you suspect they want to stop for whatever reason, you must stop.

SEXUAL ASSAULT

It is important to understand the definitions and scope of language and laws related to sexual assault within NSW so all sexual activity is consensual and enjoyable.

WHAT ACTS CONSTITUTE SEXUAL ASSAULT?

- Sexual assault is used in NSW as an umbrella term to describe any unlawful sexual activity, or attempt at such, perpetrated against a man, woman or child. Sexual assault is a crime that happens across the community regardless of age, gender or status.
- It encompasses indecent assault, unlawful sexual intercourse, attempted rape, aggravated sexual assault, acts of indecency and penetration by objects. Under this umbrella term, penetration or intercourse does not have to occur for a crime to take place, an attempt at such, or making someone engage in sexual activity that does not involve intercourse is still a crime.
- In NSW, the term 'sexual assault' is also used to specifically describes what is commonly known as rape - the act of having sexual intercourse, including oral sex, with someone without their consent.²³ For more information, go [here](#).

HOW COMMON IS SEXUAL ASSAULT?

In 2012, 17% of all Australian women and 4% of all Australian men over the age of 18 had reported being sexually assaulted since the age of 15. The perpetrator of the sexual assault was known to the target in the case of 15% of all women, and 3% of all men.²⁹

THE DIFFERENCE BETWEEN SEXUAL ASSAULT AND SEXUAL HARASSMENT

Sexual harassment describes unwanted requests for sexual favours, unwanted sexual advances and any other unwanted conduct of a sexual nature that any reasonable person would find intimidating, offensive or humiliating. Acts that can be labelled sexual harassment include leering, asking intrusive questions of a sexual nature, unwanted physical contact such as kissing, hugging or slapping, hazing or initiation activities of a sexual nature; display or circulation of sexual material; comments about appearance; and repeated unwanted sexual invitations.³⁰ Sexual harassment is illegal when perpetuated during a transaction with a service provider; boss or fellow employee; university admin or academic staff, or fellow student; on public transport; in hotels and clubs; in a medical setting; and some other situations. If you are being sexually harassed by a fellow resident or student of the university, let Student Living Support or the Campus Care Coordinator know immediately.

FALSE REPORTING

There is a perception amongst the general community that false accusations of sexual assault are common.³¹ The actual percentage of false reports is generally believed to be between 2% and 10%, although this is an estimate. This number also does not allow for a differentiation between truly fictional accusations, and those that are recanted due to reasons such as fear, stress or the attitudes of family, friends and law enforcement. A recent study suggests that in Australia up to 80% of the targets of sexual assault do not report the crime.³² So even allowing a margin of error for these generally accepted estimates, it is clear that non-reporting is much greater phenomenon than false reporting. Actively asking for consent may avoid any misunderstandings.

INCREASED ALCOHOL USE BY SURVIVORS OF SEXUAL ASSAULT

Drinking alcohol increases your risk of being sexually assaulted. But sexual assault may also lead to a greater dependence on alcohol.³³ Whether the assault was recent or not, whether you wish to report it to the police or not, it is important to seek help from trained professionals when dealing with the aftermath of sexual assault. Impacts are varied and can include anxiety, low self-esteem, sleep disturbance, increased thought of suicide and self blame.³⁴ Self medicating with alcohol may seem like a reasonable option, but may in turn create an extra set of problems which could only add to the burden of stress and trauma.³³

UNPROTECTED SEX AND ALCOHOL

Research has shown that the higher your Blood Alcohol Concentration (BAC), the more likely you are to have unprotected sex.³⁵ There may be negative consequences of engaging in unprotected sex.

SEXUALLY TRANSMITTED INFECTIONS (STIs)

Sexually transmitted infections can cause discomfort through to infertility, cancer and even death.³⁶ Current STIs of concern in Australia include HIV, chlamydia, gonorrhoea and HPV.³⁶ In 2012, new reported cases of HIV jumped by 10% from the previous year, the highest leap since the 1980s. A strain of gonorrhoea that is resistant to antibiotics has been identified internationally. Of the 82,700 reported cases of chlamydia in 2012, double the number reported in 2003, 80% were aged between 15 and 29.³⁷

You do not have to have symptoms to have an STI. If you have had unprotected sex, simple tests can ensure you are infection free or identify any infection that needs to be treated. The [University medical centres](#), [Pacific Clinic](#), [ACON](#) (for homosexual and bisexual men) and Family Planning

NSW (specifically for young people) all offer free or low cost STI testing within Newcastle, often without a Medicare card. If you are in a relationship and have been using condoms but are planning on stopping, you and your partner should have an STI check first.

UNINTENDED PREGNANCY

An unintended pregnancy can be very stressful, especially in the middle of university studies. The [University medical centres](#), [University Counselling](#) or [Family Planning NSW](#) are good places to start when seeking support and advice.

PRACTICING SAFE SEX

If you are, or planning on becoming, sexually active, practicing safe sex is the only way to protect yourself against sexually transmitted infections. For more information go [here](#).

SUPPORT AND SERVICES

Police Emergency: 000

Police Non-Emergency: 13 14 44

NSW Rape Crisis: 1800 424 017

Newcastle Sexual Assault Service: (02) 4924 6333

Lifeline: 13 11 14 (24 Hrs)

University Counselling: (02) 4921 6622 (Callaghan) or 4348 4060 (Ourimbah)

Family Planning NSW (Newcastle): (02) 4929 4485

HNEAHS Pacific Clinic (Newcastle): (02) 4016 4536

Acon (Newcastle): (02) 4962 7700

Translating And Interpreter Services (TIS): 131 450 (24/7)

Transcultural Mental Health: 1800 648 911

Gay And Lesbian Anti-Violence Project: (02) 9206 2116 or Freecall 1800 063060

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DRINK WISELY

This section of the toolkit contains the information and links you need to be able to minimise the risks of alcohol related harm to you and your friends.

DRINK WISELY

Strategies to help you have maximum fun with minimum drama.

DRINK SPIKING

The myths, the facts and how to avoid drink spiking.

ALCOHOL FIRST AID

How to respond if alcohol related emergencies happen, on or off-campus.

DRINK WISELY

Drinking isn't fun if you can't remember it, if it affects your ability to fulfil your commitments, or if someone else has to give up their night to look after you. If you want to drink but want to stay safe and enjoy yourself with alcohol, consider these tips:

BEFORE YOU GO OUT

- Carry a bottle of water around with you and drink it all day so you are hydrated before you start your night out.
- Have a meal before you start drinking. Eating before or with drinking slows your body's rate of alcohol absorption.
- Set yourself a limit for the number of drinks you will have before you even start drinking, and never drink alone.
- Don't preload, or if you feel as though you would like to drink before you go out, wait for the hour or half hour before you leave.
- Don't mix alcohol with other drugs. To see how alcohol interacts with other drugs, go [here](#).
- If you are going out in a group, designate one person to be the sober carer who can keep an eye on everyone in the group.
- If you are planning on having sex on your night out, take protection with you.
- Make a 'what if' plan. What will you do if you lose your friends, or your wallet, or phone? What if you have to leave the venue unexpectedly? What will you do if one of your friends needs taking care of? Talk over your 'what if' possibilities with your group and plan ways that you can be sure that each other are safe.

AT THE EVENT

- Make your first drink non-alcoholic so you are not thirsty, then have another between each alcoholic drink or two.
- It's OK to sip your drink. You don't have to drink at anyone's pace but your own.
- Avoid shouts, you may end up drinking faster or more than you would like. Choose mid or low strength options.
- If you're unsure of how many **standard drinks** are in your beer or pre-mixed drink, check the side of the bottle or can.
- Mix or order your own drinks, and keep your drink in your hand or eyesight at all times to prevent [**Drink Spiking**].
- Plans for the following day, recent illness, medication, an upcoming exam or assignment to complete, already feeling tired and feeling sick are all legitimate reasons to not drink if you are feeling pressured.
- Keep count of the number of drinks you have had, and don't let anyone top up your drink or you'll lose count.
- Get busy. Don't just sit and drink, hit the dance floor or play pool. And always keep an eye on your friends.
- If you are leaving with someone new, ask to take a photo of their drivers licence and send it to a friend.

AFTER THE EVENT

- Make sure your friends all have a safe way to get home. Be suspicious if a friend appears suddenly intoxicated and there is someone they don't know, or don't know well, offering to take care of them or get them home.
- If a friend is struggling with standing up, speaking or breathing, get them help straight away. **[See Alcohol First Aid]**.
- No amount of food, showers, coffee or vomiting will make you sober. Your liver just needs time to process the alcohol you've consumed.
- Drinking plenty of water and eating something before you go to sleep will help you feel better tomorrow.
- Consider the other residents when you are arriving home and keep the noise down.

THE DAY AFTER

- Getting eight hours sleep will help you recover.
- Keep up the water, rehydration will make you feel better. Having another drink to get going again will only prolong your pain.
- Check in with your friends to make sure they are all OK.
- Use a **BAC calculator** to give you a rough estimate of when you are safe to drive again. If in doubt, don't drive.
- Eat some healthy food and be kind to yourself.
- Check out **[Online Info And Supports]** if you are concerned your drinking is impacting on you socially, financially, physically or academically.
- Have a look at **[When A Friend Needs Help]** if you are being impacted by, or are concerned about, someone else's drinking.
- Report any incidents you are aware have occurred the previous evening at **[Incident Reporting]**

DRINK SPIKING

Please be aware that reading this fact sheet may trigger distress. If you need support, contact university counselling or ring the numbers provided at the end of this document.

The term 'drink spiking' refers to tampering with someone's drink by adding an intoxicating substance, or by adding more of an intoxicating substance than they reasonably expect it to contain.¹ Regardless of whether they drink it voluntarily, or even don't drink it at all, spiking someone's drink with drugs or alcohol is against the law, and means you could be prosecuted or fined.¹

There is a perception within the community that drink spiking refers only to placing illicit drugs into a drink. However, if you are the target of drink spiking, it is actually much more likely to be a friend or acquaintance spiking the drink with extra shots of alcohol, than it is a stranger drugging the drink whilst you aren't looking.² Considering the colourless and relatively tasteless characteristics of certain alcohols such as vodka or tequila, how accessible they are compared to drugs, and the ease with which one could add extra alcohol into someone's drink when they are already drinking that type of alcohol and/or intoxicated, it is easy to see why spiking drinks with alcohol - as opposed to illicit drugs - is much more common.

WHY SPIKE A DRINK?

Most drink spiking incidents can be classified as 'prank spiking' and are undertaken for amusement.³ Theft is another motive. Only one in five targets of reported drink spiking are men and one third of drink spiking incidents are related to a sexual assault.³ Men who add alcohol to a woman's drinks for the sake of making the woman less inhibited generally don't recognise themselves as being sexual predators, even though the resulting intoxication makes it impossible for the woman to consent to sexual activity.² [See Alcohol and Sex].

THE CONSEQUENCES OF DRINK SPIKING

- Drink spiking is illegal in NSW and carries a maximum penalty of two years in jail, an \$11,000 fine or both.¹ Think of drink spiking as an assault using a weapon with the weapon being alcohol or other drugs.
- If someone is counting their drinks so they can drive safely the next day, spiking their drinks is a threat to their personal safety and that of others. They may also lose their license if breath tested or in an accident.
- The psychological and physical effects of drink spiking can have an enormous negative effect on the target. Having to experience betrayal; a feeling of decreased personal safety; impaired memory due to black-outs and the stigma created by victim blaming is not amusing.

AVOIDING DRINK SPIKING

- Don't spike anyone's drinks, regardless of your motives. Without perpetrators, there will be no targets.
- Don't become involved in rounds or shouts, buy your own drinks so you can see them be served or opened.
- If someone gives you a drink that appears to have residue in it or on the glass, tastes or smells funny or looks different to how it should, don't drink it. It may contain GHB or Rohypnol, 'date rape drugs' that effect the central nervous system. Keep a sample of the drink and call Safety and Security Services or the Police immediately.
- Be aware that it is more likely someone you know than a stranger who may spike your drink.

If someone else is buying and you feel drunker than you should for the amount you believe you have drunk, let a friend - or staff member at the venue if you are off-campus - know immediately in case your drinks have been spiked and the effects will increase. Staff of licensed premises have a duty of care to ensure you are safe.

Event managers and friends can help by:

- Getting any affected person to a safe, quiet place and staying with them.
- Trying to keep a sample of the suspect beverage for testing.
- Calling an ambulance if they become unconscious [refer to **Alcohol First Aid**].
- Look after fellow residents who suddenly appear intoxicated and scrutinise any person offering them extra attention or offering to assist them home, especially if you are off-campus.
- Reporting the matter to on-campus security, or via an incident report, as soon as possible.

For more information refer to the NSW Police factsheet:

[What can you do to protect yourself against drink spiking?](#)

SUPPORTS AND SERVICES

Police Emergency: 000

Police Non-Emergency: 13 14 44

Nsw Rape Crisis: 1800 424 017

Newcastle Sexual Assault Service: (02) 4924 6333

Lifeline: 13 11 14 (24 Hrs)

University Counselling: (02) 4921 6622 (Callaghan) or 4348 4060 (Ourimbah)

Family Planning NSW (Newcastle): (02) 4929 4485

HNEAHS Pacific Clinic (Newcastle): (02) 4016 4536

Acon (Newcastle): (02) 4962 7700

Translating And Interpreter Services (TIS): 131 450 (24/7)

Transcultural Mental Health: 1800 648 911

Gay And Lesbian Anti-Violence Project: (02) 9206 2116 or Freecall 1800 063060

REFERENCES

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ALCOHOL FIRST AID

HOW DO I KNOW IF MY FRIEND NEEDS HELP?

When someone has drunk too much or has had a negative reaction to any kind of drug, calling an ambulance may be the difference between life and death for them. Your friend needs immediate help if they are unconscious and they:

- Do not respond to shouting or pinching.
- Remain unconscious whilst vomiting.
- Have clammy, cold skin that may have also changed colour, and/or.
- Are breathing irregularly.

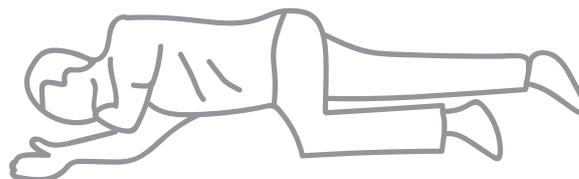
Remember: the last serving of alcohol may not be fully absorbed into the blood stream for 30 to 60 minutes after intake. Do not assume that because someone has not had a drink for a little while, that they are not going to become more intoxicated, the effects may just be delayed.¹

WHAT SHOULD I DO?

- Do not leave your friend alone.
- Call an ambulance immediately by phoning 000. If they are not breathing, commence cardiopulmonary resuscitation (CPR). If you don't know how to perform CPR, emergency services staff will guide you over the phone.

RECOVERY POSITION

If unconscious from alcohol or drug misuse, your friend needs to be placed in the recovery position to reduce their risk of choking. To do this, kneel beside them and lay them on their side. Move the arm that is closest to the floor so it is at an angle to their body. Bend the knee of the uppermost leg out to support the body and place their other arm across their body with their hand between their chin and shoulder. Gently tilt their head back so vomit can drain freely from their mouth.



- Advise the After-Hours Duty Officer or contact Safety and Security Services, they will administer first aid, and crucially, guide the ambulance to your location.
- If your friend has been, or thinks they have been, assaulted or had their drink spiked, encourage them to immediately contact Safety and Security Services, who can make contact with the police, or go to the emergency department of the nearest hospital. If they have become unconscious, ensure the staff and paramedics are aware of their concerns immediately as they may proceed differently once you give them that knowledge.

GETTING HELP

- Don't avoid calling the ambulance because you're afraid that police or staff may become involved. Your friend may suffer serious consequences if you delay getting them help. Ambulance officers only care about saving lives.
- If you're not sure if an ambulance is needed, contact the After-Hours Duty Officer or Residential Mentor for advice. Deciding your friend doesn't need help may seem like the easiest choice, but if it turns out to be the wrong choice, that decision will have an enormous impact on the rest of your life.

AVOIDING THE COST OF AN AMBULANCE

You may think you are saving your friend an expensive ambulance bill by not calling 000. There are a number of reasons why you may have to be treated by paramedics and transported by ambulance during your time at university, it pays to plan in advance.

- Paramedic treatment and ambulance transport is free for people who are issued with a Health Care Card by the Australian Government. If you receive Youth Allowance, ABSTUDY or Austudy, you will not automatically receive a Health Care Card, you need to apply for one. Alternatively, if you are not receiving benefits but are an Australian citizen and earning less than \$525 per week, you should qualify for a Low Income Health Care Card. Subsidised prescription medicines plus bulk billing by some GPs and specialist services are available to Health Care Card Holders. Call 132 490 to claim, for more information go [here](#).
- Most private health insurance providers offer ambulance cover at a cost of around \$50 per year, which generally covers the policy holder for air, land and sea ambulance trips anywhere in Australia. If you are not eligible for a Health Care Card, private ambulance cover is a great investment that could save you a lot of money.

REFERENCES

1. Queensland Government (2010) 'Alcohol in the Blood' [ONLINE] Available at: <https://www.ontrack.org.au/web/ontrack/resources/fact-sheets/alcohol-in-the-blood>. [Accessed 08 December 14]

YOUR DRINKING AND OTHERS

This section of the toolkit contains the information you need to be able to recognise the impacts your drinking choices have on you, your friends, and other residents.

ALCOHOL AND STUDENT LIVING

How your alcohol choices are affecting other residents now, and how those choices may impact on you long term.

SECOND HAND EFFECTS

The entire Student Living community, regardless of an individual's choices related to their own drinking, experiences alcohol related harms. Here's how to recognise, and stop contributing to, these harms.

ALCOHOL AND STUDENT LIVING

Student Living acknowledges that moderate drinking by adults is legally and socially accepted. Adults use alcohol for a number of reasons including relaxation, celebration and socialisation. Social occasions are an important part of life within the Student Living Precinct, therefore alcohol will sometimes be involved. It is not the use of alcohol itself, but the consequences of hazardous drinking that can affect wellbeing. Student Living acknowledges that it cannot address all issues related to hazardous drinking. It is hoped that if residents choose to drink, they may use the information in these fact sheets to minimise the negative consequences of alcohol misuse, making the Student Living Precinct a safer and more enjoyable place for everyone to be.

TRENDS TOWARD MODERATE DRINKING

Although alcohol has long been ingrained in the social fabric of Australian society, recent figures show drinking little or not at all is an increasing trend.¹ The National Drug Strategy Household Survey 2013 found that 22% of respondents had not drunk alcohol in the year preceding, and that 13.8% had never drunk a full serve of alcohol at all. Young people aged 12-17 reported choosing to abstain from drinking in 71% of cases, and 49% of all drinkers surveyed had taken action in the previous twelve months to curb their drinking due to health concerns.¹ In contrast, only 6.5% of respondents reported drinking daily.¹ Considering these statistics, it is not unreasonable to assume there will be many residents who choose not to drink, choose to drink little at all or who are actively looking to reduce their drinking. These residents should be not only be supported by their peers but are actively encouraged by Student Living through the provision of events, spaces and capacity building opportunities that discourage the use of alcohol, or are alcohol free.

ALCOHOL MISUSE IN A STUDENT LIVING CONTEXT

It is understood that individuals who choose to use alcohol may suffer consequences related to their consumption habits such as illness, hangover, and academic difficulty. But what is often overlooked are the short and long term alcohol related harms which may be experienced by the entire community, regardless of an individual's personal beliefs and habits related to alcohol consumption. In a communal living situation especially, each individual must ensure their behaviour doesn't impact negatively on others sharing the space. The residents of the Student Living community have a responsibility to look after each other and that includes reporting incidents of problematic behaviour caused by alcohol use. Reporting these incidents has a two-fold benefit. The person exhibiting behaviours can access support and counselling, and the second hand effects of these behaviours on the resident community can be addressed and hopefully decrease frequency and impact. Refer to **[Incident Reporting]**

THE IMPACTS OF STUDENT DRINKING CHOICES

University students have been identified in research as being at higher risk of hazardous drinking than their non-student peers.² Australian studies have reported that 70 – 96% of students consume alcohol regularly with 50% drinking to intoxication weekly.³ An alcohol audit conducted at the University of Western Australia in 2002 found that almost 70% of participating residential students drank at harmful or hazardous levels.⁴ Not only are 18-25 over represented in statistics related to alcohol related accident, injury and death⁵, but research suggests that harmful drinking patterns formed in tertiary accommodation settings are likely to continue in the years following university.⁶ Although it may be tempting to dismiss information regarding chronic disease related harms as not being relevant to young people, hazardous drinking choices made now can have both short and long term negative effects.

SECONDHAND EFFECTS

SECONDHAND EFFECTS

Secondhand effects is the name given to negative impacts created by someone else's drinking.⁷ The ANCD Alcohol Action Plan 2013 estimates that Australia wide, 'harms caused to others by alcohol consumption — such as deaths and injuries from road crashes, assaults, domestic violence, workplace accidents, and financial and emotional harms — are substantial, with an annual economic cost of \$20 billion.'⁸

It is understood that individuals who chose to use alcohol may suffer consequences related to their consumption habits such as illness, hangover, and academic difficulty. But what is often overlooked are the short and long term alcohol related harms which may be experienced by the entire community, regardless of an individual's personal beliefs and habits related to alcohol consumption.

Secondhand effects of alcohol misuse that may be suffered by university students include:

- Having to 'baby sit' intoxicated students.⁹
- Being insulted or humiliated.⁹
- Having sleep or study interrupted.⁹
- Having a serious argument.⁹
- Experiencing unwanted sexual advance or becoming a target of sexual assault.⁹

- Being a victim of assault.⁷
- Having property damaged.⁷

Although the probability of suffering secondhand effects rose with the reported intake of alcohol, many low-range drinkers also reported incidents.⁷ Even as these negative impacts obviously create a negative student experience in a university context, they are often not recognised as being a result of alcohol misuse, are under-reported or just dismissed as part of campus life.⁹

Residents are encouraged to report secondhand effects of alcohol misuse using the incident reporting system, please refer to [**Incident Reporting**]. It is Student Living Support's aim to limit and address secondhand effects so that the choices and actions of individuals do not disrupt the wellbeing of the Student Living community. Traditionally, heavy drinkers, who through choice, have created a negative experience for those around them, regardless of whether others choose to drink or not, has been protected and even celebrated. This not only enables them to continue to make choices that will harm their health and wellbeing in the long run, but prioritises their selfish choices over the health and wellbeing of those around them. In a communal living situation especially, each individual must ensure their behaviour doesn't impact negatively on others sharing the space.

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- 1 AIHW (2014) 'National Drug Strategy Household Survey detailed report: 2013' Drug statistics series no. 28. Cat. no. PHE 183. Canberra: AIHW.
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ALCOHOL SUPPORT AND TREATMENT



THE UNIVERSITY OF
NEWCASTLE
AUSTRALIA

**STUDENT
LIVING**

ONLINE INFO AND SUPPORT

This document contains all the links you need to assess how your drinking is affecting your quality of life, and how it compares to other people your age in NSW. Follow the links to connect with online communities of people who are addressing their alcohol use, start a free online program to set and reach moderation goals, or to find general online information regarding alcohol use.

ONLINE INFO AND SUPPORT

CLICK ON THE [BLUE LINKS](#) TO GO DIRECTLY TO THE WEBPAGE

ONLINE SELF-ASSESSMENTS

Are you interested in knowing if your drinking puts you at risk, comparing your drinking to others similar to you, or just finding out how your drinking may effect your lifestyle? Self assessment tools allow you to receive personalised feedback.

AUSTRALIAN DRUG INFORMATION NETWORK

This site is one giant search directory that contains reviews of, and links to, alcohol and drug websites, apps and services in Australia and from around the world.

CONTROL YOUR DRINKING ONLINE: A WEB-BASED SELF-CHANGE PROGRAM

Designed by the Australian Centre for Addiction Research, Control Your Drinking Online is a free and discreet way to access a program of information and support that can help you set, and reach, personal goals related to cutting down your own drinking. The eight modules are designed to be accessed each fortnight and take about an hour to complete.

COUNSELLING ONLINE

Offering a comprehensive screening tool that assesses not only your use of alcohol, other drugs and gambling, but also your general quality of life, distress levels, physical and psychological health status, Counselling Online is a free to use Australian site that also offers you support options such as phone or web-chat with counsellors 24/7.

DRINKS METER

Drinks Meter asks you to enter your drinks for an average week, and after other risk factors are considered, and your answers to the World Health Organisation (WHO)'s Alcohol Use Disorders Identification Test questionnaire factored in, you are given personal feedback regarding how your drinking compares to other people of your age, gender and sexual preference in NSW plus the risks to your health at your current level of drinking.

DRINKWISE

The Drinkwise site is sponsored by the alcohol industry and contains information about risks and supports.

DRUG INFO

Drug Info is the portal to the Australian Drug Foundation's cache of resources and information about alcohol and other drugs. As well as containing fact sheets related to different drugs, Drug Info has a massive database of peer reviewed articles if you are keen to research a bit deeper.

EHEADSPACE

Online web chat or email support for people (25 and under) needing help with mental health, alcohol and other drugs, relationships, anxiety, bullying, study. They are also able to offer you advice if you are concerned about a friend.

HELLO SUNDAY MORNING

Hello Sunday Morning is a site set up to support people of all ages to cut down or quit drinking through providing information, sharing stories and facilitating cyber-community support.

JUST ASK US

Just Ask Us was developed specifically for Australian tertiary students. It includes a self assessment (based on the World Health Organisation (WHO)'s Alcohol Use Disorders Identification Test) and personalised feedback related to your alcohol use. This site also features information and assessment tools related to drugs, and mental health, plus contact details for various services.

ONLINE INFORMATION ABOUT ALCOHOL

If you're the kind of person who likes to understand the science and research behind concepts, or if you are just looking for more information sources, these are the sites for you.

R U OVER IT?

This site was developed to raise awareness of the fact that drinkers may still be over the limit the morning after a big night. Use the limit calculator to estimate your blood alcohol concentrate (BAC) and work when you may be safe to drive the next day.

SAY WHEN

Say When is an initiative of the Victorian Government. Three self assessment quizzes are included - one regarding your health risks, one related to the impact alcohol has on other aspects of your life, and one to determine if you are ready to commit to changing your drinking habits.

SAY WHEN: MY DRINKING PROFILE

Create your own personal drinking profile, set goals and track your progress.

YOUR ROOM

A joint initiative of NSW Health and St Vincent's Alcohol and Drug Information Service, Your Room contains detailed and up-to-date information on all common drugs and alcohol. Test your knowledge playing The Spinner Game.

LOCAL SUPPORT SERVICES

If you have concerns that your alcohol or drug use is impacting on you socially, physically, mentally, financially or academically, there are services at the University and in Newcastle that you can access to change your situation for the better.

BUT I'M NOT AN ALCOHOLIC

There is no minimum level or frequency of use that makes you qualify for alcohol support services, if your use is affecting your relationships, creating concerns about your health, impacting on your marks, or costing you too much money, you qualify. If a staff member or peer has expressed concerns regarding your use, you qualify. If your previous choices related to use are causing you anxiety in any way, you qualify. See [\[Online Info and Support\]](#) to find out how your drinking compares to others.

I'D PREFER TO TALK TO SOMEONE ON THE PHONE OR INTERNET THAN FACE TO FACE

That's fine. Refer to [\[Telephone Support\]](#) for contact details for numbers you can call to get help, advice or a service referral. Refer to [\[Online Info and Support\]](#) to find services that offer web-chat. If you're wondering what might happen during a phone or web-chat session, keep reading, the process will be similar.

DO YOU HAVE A REGULAR GP?

If you have a regular doctor who knows your physical and psychological health history, they would be a good person to chat to about this. They can assess how your alcohol use is affecting your quality of life, and the present and future risks for you. They can check that you are in the right place mentally and physically to start changes. They can also refer you to a relevant service if you want to see one, and support you through that process.

WHAT MIGHT HAPPEN IF I TALK TO A SERVICE?

Most services accept self referral so don't worry if you don't have a regular GP, just call for an appointment. If you voluntarily attend a counselling session with any service, no one will make you say or do anything that you don't want to do. The service will match you with a counsellor who:

- Is extensively trained and experienced in helping people with alcohol and drug issues.
- Understands that seeking support is difficult.
- Can help you develop the skills you need to change your life for the better.
- Will not lecture or judge you.

The counsellor will ask you questions related to why, where, when and how much you drink so that together you may reach an understanding as to your motivations to drink and address the reasons behind them. They may ask you what you want from your life, and how your alcohol use may be impeding you from reaching those goals. You will develop alternative strategies to cope with and enjoy, formerly triggering situations without having to use alcohol. All aspects of your life experience and current situation will be considered when you create a treatment plan to ensure you have all the tools you need to change. If mental health issues are a major factor in your choices around your use, you are drinking to cope with trauma, grief or a bad experience, or if you are drinking at such a level that stopping suddenly may make you sick, then the service you have connected with may either partner with, or refer you to, a specialist service who can help you with that too.

Any support you receive from any service, either on or off-campus remains confidential. The only time any service can break this confidentiality is if you sign a disclosure agreement because you want Student Living Support kept in the loop, or, if you express a desire to hurt yourself or others. In both these situations, the absolute minimum of information is all that would be shared, and only with the most relevant and qualified staff.

UNIVERSITY COUNSELLING

The University of Newcastle has a team of fully credited and experienced psychologists that understand the issues faced by university students.

Your first appointment will be with a Student Support Advisor (Health and Wellbeing). Student Support Advisors all have professional qualifications and experience which enable them to assist you. They will spend about 30 minutes with you to get a good understanding of your problem and help you access ongoing support that best suits your needs. After this, you may be referred to one of our Counsellors.

To make an appointment at Callaghan call **4921 6622** or call **4348 4060** for Ourimbah.

I THINK I'D PREFER TO TALK TO SOMEONE OFF-CAMPUS

If you want a little distance between you and the University when discussing your concerns, contact Wesley Youth Services Newcastle (WYSN). Situated in Wood Street Newcastle, Wesley offers a range of services to people aged 25 and under, including drug and alcohol assessment and counselling. Treatment at WYSN is free, you won't get lost in the public health system and you won't have to wait months for an appointment.

Give them a call on (02) 4915 3638 [more info [here](#)] If you are Aboriginal, you can access Awabakal's medical service:

Awabakal (Newcastle): (02) 4969 4711 or freecall 1800 292 225

WHAT ABOUT OTHER DRUGS?

If your main issue of concern is related to drug use as opposed to alcohol, the process is very similar and on-campus health services or Wesley can help. Other options include:

Newcastle Cannabis Clinic (Mon-Fri): (02) 4923 6760

Stimulant Treatment Program (Mon-Fri): (02) 4923 6776

HNEH Drug and Alcohol Clinical Services Telephone Intake Services (Mon - Fri): (02) 4923 2060

Calvary Mater Newcastle Alcohol and Drug Unit: (02) 4014 4796

TELEPHONE SUPPORT

If you want to talk to someone but aren't sure you want to do it face-to-face, if its outside business hours, or you want to be referred to a service and aren't sure which one is best for you, try these numbers:

24 HOUR HELPLINES

ALCOHOL AND DRUG INFORMATIONS SERVICES (ADIS)	1800 422 599 (Regional New South Wales)
MENTAL HEALTH LINE	1800 011511
LIFELINE	13 11 14

ALCOHOL AND OTHER DRUG SUPPORT SERVICES

ALCOHOLICS ANONYMOUS AUSTRALIA	1300 22 22 22
NARCOTICS ANONYMOUS	1300 652 820 or email info@na.org.au
NATIONAL CANNABIS INFORMATION AND HELPLINE	1800 30 40 50
QUITLINE (CIGARETTES)	131 848 or 137 848

MENTAL HEALTH SUPPORT SERVICES

BEYOND BLUE	1300 22 4636
SANE AUSTRALIA	Mental health information, support and treatment 1800 187 263
HEADSPACE	For young people 25 and under 1800 650 890

WHEN A FRIEND NEEDS HELP

If you are concerned that alcohol is impacting on a friend's quality of life, their mental health and their chance of success in the future, or if their use is affecting you and your relationship with them, you may wish to talk to them about their alcohol use.

BUT WE ALL DRINK

While it can be said that most people in Australia drink and have had big nights out, how do you know if your friend really needs help? How do you know if your friend needs help? There is a difference between occasional social drinking and alcohol dependence. It's time to step up if you believe your friend is:

- Making risky choices and doing things they wouldn't normally do related to personal safety, unprotected sex, dangerous physical activities or other drugs when drinking.
- Talking about hurting themselves.
- Driving whilst drunk.
- Damaging friendships by being physically or verbally abusive when drinking.
- Drinking alone or at inappropriate times.
- Becoming withdrawn when not drinking and continually expressing remorse the day after big nights.
- Choosing to drink when they know they should be studying.
- Spending so much money on alcohol that they can't afford what they need.
- At risk of becoming or are already in trouble with the law because of their drinking.

THEY'LL BE ALRIGHT

You may think that your friend will pull through on their own, but making this assumption can prove to be harmful. Due to excessive drinking, your friend could be exposed with:

- Permanent disability or death.
- Suicidal urges.
- Incarceration.
- Being outcast socially.
- Brain damage that prevents them from reaching their full potential.
- Failing university.
- Loss of licence.
- Being denied entry into overseas countries when they want to travel.
- Lack of career options.
- Chronic disease.

While a lot of these scenarios are worst-case, they can become a reality. Most people would do anything to protect their friends from facing these situations and it's always better to do something rather than nothing, just in case.

HAVING THE DISCUSSION

Having a chat to your friend about something as serious as alcohol abuse can be a daunting task. You can't predict how your friend is going to react, so consider the following when starting the discussion:

BE AWARE THAT THIS MAY BE NOT JUST ABOUT ALCOHOL

Your friend's drinking may be a coping mechanism for a mental health condition. Using alcohol or other drugs to temporarily relieve the symptoms of a mental health conditions such as anxiety, depression or bipolar is a form of self-medication and is not uncommon. Alcohol can seem like a quick fix for negative feelings, but developing a dependence on a substance to cope can create a whole new set of problems. Alcohol and other drugs can also interact badly with, or decrease the effectiveness of, prescribed medication. Alternately, your friend's drinking could be a way of dulling the feelings associated with stress, grief, trauma or any other kind of negative experience. Perhaps they are not ready to talk about negative experiences yet, or feel overwhelmed by feelings and thoughts related to a mental health condition. Be mindful that there may be other things going on that they haven't disclosed to you. They may need to learn other strategies for coping before they can stop drinking and this is something they need to do with the help of a health care professional. More info [here](#).

CHOOSE YOUR MOMENT

Although it's easy to get frustrated with a friend who is making bad decisions when they are drinking, never have this conversation when you or your friend has been drinking. All you should do is make sure they're safe and choose a more appropriate time to talk.

TALK ABOUT YOU

While this discussion is about your friend, it is also a chance for you to let them know how their behaviour has been affecting other people. Sometimes issues can be seen more clearly from another perspective, so if your friend can begin to understand the impact outside of themselves, they may be more willing to listen.

When you are speaking to them, use 'I' statements such as "I feel like you were happier before you started drinking this much, do you think that?" or "When you drink and abuse me, I feel like our friendship isn't important to you. Is that true?".

USE POSITIVE REINFORCEMENT

Don't begin your conversation with accusations, lectures or judgments as this can cause your friend to become defensive and shut down.

Let them know how much you care about them, that you want the best for them and that you're here to support them, but you're worried about their behaviour lately.

THEY WON'T BE READY UNTIL THEY ARE READY

This conversation is just a starting point, so don't expect your friend's behaviour to change instantly or for them to seek help immediately. Unless they have recognised that they may need help on their own, they will most likely be resistant to other people telling them they need help. They may not be ready for the truth as you see it, so be patient and supportive while they get there on their own.

GET EDUCATED AND STAY COMMITTED

You need to know what options exist for treatment and support so when they decide they are ready, you will be able to help them get help. Refer to **[Online Support]**, **[Telephone Support]** and **[Local Support Services]** for some ideas of what's available. They include phone, web and face-to-face supports and information you can access to get educated too. Don't lose hope if your friend isn't ready straight away, commit to being there for them until they are ready. When they do decide to go and see someone, support them but don't intrude or help too much, you may have helped them get there, and they need you to back them, but this process must belong to them if it is to change their life for the better.

REMEMBER, YOU CAN NOT DO ALL THE THINGS

You are not a health care professional, you are an excellent friend. Both roles have important functions in this process but no one can be both. Even if you are studying in a health related field, you are too close to this situation to offer professional help. Your friend may need help staying on track in their personal life, someone to talk to after counselling sessions and to know that they are chosen and cherished by friends. That's your job, leave the counselling to the professional counsellors.

LOOK AFTER YOURSELF

Don't forget to make sure you are OK! Never indefinitely put up with someone's abuse or cruelty, even if they apologise the next day. Set boundaries and if you feel that supporting and caring for your friend is taking too much of a toll on your own well-being, talk to your Residential Mentor, someone from Student Living Support or the University Campus Care Coordinator. If you have concerns about risks or behaviours related to the drinking of another resident but do not feel able to intervene or don't know them well enough, please talk to your Residential Mentor, someone from Student Living Support or the University **Campus Care Coordinator**.

MORE INFORMATION

Concerned about someone's drinking? drinkaware.co.uk offers up some advice on how and when to act.

Helping a family member or friend from the US based National Council on Alcoholism and Drug Dependence Inc. ncadd.org

Learn more about the **Campus Care program** at the University of Newcastle that provides information, advice and support in managing inappropriate, concerning or threatening behaviours in a safe and confidential environment.

APPENDICES

APPENDIX A:

Residential Association Personal Accident – 2017/18 Insurance Information

APPENDIX B:

Residential Association Travel – 2017/18 Insurance Information

APPENDIX A

RESIDENTIAL ASSOCIATION PERSONAL ACCIDENT INSURANCE INFORMATION

This is a summary of UON's Corporate Personal Accident Insurance, it is not evidence that you are covered by the University's insurance program. Cover is provided based on the activity you are undertaking, and the University's role in the organisation of the activity.

INSURER

Chubb Insurance Company of Australia

POLICY NAME

University of Newcastle Group Personal Accident Policy

PERIOD OF INSURANCE

1 November 2017 to 1 November 2018

POLICY NUMBER

93123225

Note: This summary does not include all sections of cover, nor does it detail all conditions or exclusions that apply to the policy. The summary intends to highlight and address key details of the insurance cover.

POLICY PROVISION

Insured persons include:

- all full-time students;
- part-time students;
- post-graduate students;

Cover under the policy applies to all hazards to which a student is exposed while actually engaged in University approved activities, including (but not limited to) University sports, practical placement, community placement activities, work experience, exchange, and voluntary work – including necessary direct travel to and from such activities on behalf of the University.

The policy shall only apply in respect of such activities officially organised by the University, its controlled entities, or a club/society/association within the University (in accordance with internal policy and procedure).

KEY LIMITS

- Non-Medicare Medical Expenses
maximum limit of \$100,000 (with \$50 excess);
- HECS/HELP and Post Graduate Fees Benefit
maximum limit of \$10,000;
- Student Tutorial Benefit
maximum limit of \$500 p/week up to 52 weeks (7 day excess);
- Bed Care Benefit
maximum limit of \$250 p/week up to 104 weeks;
- Out of Pocket Expenses
maximum limit of \$5,000;
- Modification Benefit
maximum limit of \$10,000; and
- Weekly Injury Benefit (Income support)
85% of Income to a maximum of \$500 p/week (7 day excess).

NON-MEDICARE MEDICAL EXPENSES

If you sustain an Accidental Bodily Injury, the Insurer may pay the Non-Medicare Medical Expenses incurred up to 100% of the actual costs, to a maximum limit of \$100,000 – provided the approved event giving rise to the Bodily Injury occurs when you are engaging in any of the following on behalf of, or in connection to UON (including travel to and from):

- providing services, without payment, to an educational, religious, charitable, or benevolent organisation;
- engaging in sporting activity:
 - in the capacity of a participant, adjudicator, judge, referee or umpire, or in a similar capacity; or
 - is acting as an official at, or otherwise assisting in the conduct of, a sporting activity; or
 - is acting in his or her capacity as an elected or appointed official of a sporting organisation;
- engaging in youth activities organised by a voluntary organisation (for example, the Scout Association of Australia);

- undertaking an activity that is part of an employment, education, training or youth program, or initiative, administered or funded by the Commonwealth, including specialist employment services for people with disabilities (where a law of a State or Territory relating to workers' compensation does not apply); or
- engaging in student activities – as a student of an educational institution, in respect to an event occurring whilst that persons is:
 - attending that institution in accordance with the requirements of that institution; or
 - in the course of such attendance, taking part in an activity organized and supervised by that institution; or
 - travelling to and from such attendance at that institution.

Non-Medicare Medical Expenses means expenses that are not subject to any full or partial Medicare rebate, nor recoverable by the insured person from any other source (including private health cover), and incurred by the insured person within twelve (12) calendar months of sustaining Bodily Injury for treatment certified necessary.

HECS/HELP AND POST GRADUATE FEES BENEFIT

If you suffer an Accidental Bodily Injury that results in a Lump Sum Benefit, and a doctor certifies that the Bodily Injury will entirely prevent you from undertaking any further studies whatsoever – the Insurer may reimburse you for a proportion of your existing HECS or Post Graduate Fees (up to a maximum amount of \$10,000).

STUDENT TUTORIAL BENEFIT

If you suffer a temporary total disablement or temporary partial disablement (as defined by the Insurer), and are unable to attend registered classes, the Insurer may reimburse the cost of reasonable and necessarily incurred home tutorial services. The maximum amount claimable is \$500 per week from the seventh day of treatment by a Doctor, for an aggregate period up to 52 weeks.

OUT OF POCKET EXPENSES

If you suffer an Accidental Bodily Injury which directly results in otherwise unforeseeable expenses for Medical Aids, local transportation (other than in an ambulance) for the purpose of seeking medical treatment, and other non-medical expenses such as clothing and non-medical equipment – the Insurer may reimburse the costs incurred.

MODIFICATION EXPENSES

If you suffer an Accidental Bodily Injury that results in permanent total disablement, the Insurer may reimburse up to \$10,000 for actual costs incurred to modify your home/vehicle, or costs associated with relocating to a more suitable home, provided that evidence is presented from a Doctor certifying the modification and/or relocation is medically necessary.

GENERAL EXCLUSIONS

The Insurer will not be liable for any claim or loss caused by, or arising out of:

- flying, or engaging in aerial activities other than as a passenger in an aircraft licensed to carry passengers;
- training for and/or participating in professional sport of any kind;
- intentional self-injury, suicide, reckless misconduct or any illegal or criminal act;
- declared or undeclared war, or civil war;
- nuclear weapons, radiation or radioactivity from any nuclear fuel or nuclear waste arising from the combustion of nuclear fuel and/or any self-sustaining process of nuclear fission;
- sickness or disease related to pregnancy, childbirth or miscarriage;
- any sexually transmitted sickness or disease; and
- pre-existing medical conditions (except illness or disease resulting directly from medical or surgical treatment rendered necessary by any Bodily Injury).

The Personal Accident Policy does not cover any Insured Person unless he or she, at the date of the claim, is under seventy (70) years of age.

KEY DEFINITIONS

Accident means a sudden, external and identifiable event that happens by chance and could not have been expected from the perspective of the Insured Person.

Bodily Injury means a bodily injury resulting solely and directly from an Accident and which occurs independently of any illness or any other cause, where the bodily injury and Accident occur while undertaking approved University activity. Bodily Injury includes illness or disease resulting directly from medical or surgical treatment rendered necessary by any Bodily Injury. It does not mean a Sickness or any Pre-Existing Medical Condition.

Income means the average weekly gross Income net of business expenses, earned by an Insured Person through personal exertion during the twelve (12) months immediately preceding the Bodily Injury, but does not include bonuses, commissions, overtime payments and any allowances. Where an Insured Person has elected to salary sacrifice their income, weekly gross Income shall be deemed to mean the total cost of employment inclusive of items salary sacrificed.

Note: if you intend on claiming a Weekly Injury Benefit (Income support), then you will be required to submit 12 (twelve) months of payroll information to the insurer.

Any questions, queries or notification of a potential claim should be sent to insurance@newcastle.edu.au. Failure to provide Insurance with notification of an incident within thirty (30) days may affect your ability to make a claim under the Policy (unless it can be shown that it was not reasonably possible for you to provide notification within this period).

APPENDIX B

RESIDENTIAL ASSOCIATION TRAVEL INSURANCE INFORMATION

This provides a summary of UON's Corporate Travel Insurance and is not evidence that your travel is covered by the University's insurance program. If your travel is an approved University activity, and adheres to internal policy and procedures, then your trip may be covered. Evidence of approval includes credit agreements, letter of offer from exchange partners, conference itineraries, placement contracts, confirmation of student funding etc.

If you are unsure whether your trip is covered, you may seek confirmation from Insurance via email insurance@newcastle.edu.au or telephone (02) 4913 8180.

Any student who has not booked their travel through the University's contracted Travel Management Company (Campus Travel), must register their trip (including accommodation and contact details while overseas) on MyTrips (mytrips.travelsecurity.com/Login.aspx).

Prior to departing, University Travelers must check the International SOS MyTrips site to ensure you are not only aware of the country's inherent risks and culture, but also any security and medical ratings issued.

As a student, UON's Corporate Travel Insurance does not extend to any personal travel you do in addition to the University travel. If you are undertaking personal travel, we recommend that you arrange private travel insurance for the entire duration of your trip.

INSURER

Chubb Insurance Company of Australia

POLICY NAME

University of Newcastle Corporate Travel Policy

PERIOD OF INSURANCE

1 November 2017 to 1 November 2018

POLICY NUMBER

93123224

Following are extracts from UON's Corporate Travel Insurance. **Note:** this summary does not include all sections of cover, nor does it detail all conditions or exclusions that apply to the policy. The summary intends to highlight and address key details of the insurance cover and answer frequent queries.

UON's insurance policy provides the following cover for students on approved University travel (up to a maximum of 180 days), subject to the terms of the policy:

- Overseas Medical and Evacuation – (\$50 excess);
- Loss of Deposits, Cancellation and Curtailment;
- Deprivation of Luggage, Personal Luggage, Travel Documents and Money - \$10,000 (sub limits apply);
- Portable Electronic Equipment (e.g. laptop, tablet, mobile) - \$10,000 (\$500 excess);
- Rental Vehicle Excess - \$10,000 (provided insurance is purchased through the Hire Company);
- Missed Transport Connection (beyond your control) - \$20,000; and
- Personal Liability - \$20,000,000.

MEDICAL EXPENSES

If during the Period of Insurance while on approved travel, you sustain or suffer an Accidental Bodily Injury, Sickness or Disease (as defined), Medical Expenses may be reimbursed for a period of up to twenty-four (24) months from the date of Injury or Sickness.

Medical and Additional Expenses are costs which are incurred within 24 months of you sustaining an Accidental Bodily Injury, Sickness or Disease paid to a registered Health Service Provider for medical treatment including surgery, hospitalization, ambulance services, chiropractic, physiotherapy, and medical supplies; or to a registered and legally qualified dentist for emergency dental treatment; or to a Physician; or optician for emergency optical treatment.

There is no insurance cover for any Medical Expenses:

- incurred more than twenty-four (24) months after the date of Accidental Bodily Injury or in the case of Sickness and Disease, after the date on which the Medical Expenses were first incurred;
- incurred for continuing treatment (including any medication) commenced prior to the commencement date of the journey which the insured person had been advised by a Physician to continue during the journey;
- the insurer is prohibited by law from paying (i.e. due to Medicare); and
- incurred when the insured person has travelled against the advice of a Physician or when the insured person is unfit to undertake a journey.

EMERGENCY MEDICAL EVACUATION

If during a journey, you sustain Accidental Bodily Injury, Sickness, Disease, or an incident occurs that is judged (in the opinion of International SOS) necessary to undertake Emergency Medical Evacuation to another location, or to arrange Repatriation – International SOS may arrange for the Evacuation or Repatriation utilising the means best suited to do so, based on the severity of the insured person's condition.

Please note, International SOS contact details are included at the end of this document. Arrangements should be made in conjunction with International SOS and not independently to ensure coverage of costs incurred.

LOSS OF DEPOSITS, CANCELLATION AND CURTAILMENT

If during the Period of Insurance, and while on an approved University journey, you reasonably and necessarily incur additional or forfeited travel, hotel or out-of-pocket expenses as a result of unexpected death, serious injury or sickness of a close relative, business partner or travelling companion; or any other unforeseen circumstance outside the control of the insured person – you may be entitled to be reimbursed for those expenses.

DEPRIVATION OF LUGGAGE, PERSONAL LUGGAGE, TRAVEL DOCUMENTS AND MONEY

Accidental loss of, or damage to, your accompanying luggage, personal effects (other than money) and business property are covered up to a maximum limit of \$10,000 in total. An excess of \$500 applies to portable electronic equipment (including laptops, tablets and mobiles – excluding cameras).

Emergency replacement of essential luggage is covered up to a maximum limit of \$3,000 if luggage is delayed, misdirected or temporarily misplaced by any common carrier for more than eight (8) hours. Claims must be supported by written confirmation from the carrier responsible and receipts for the essential items the insured person needed to purchase.

The accidental loss of personal money, and non-recoverable costs of replacing travel documents, credit cards and traveler cheques are covered up to a maximum limit of \$5,000.

It is a condition of payment under this insurance policy that all loss or damage attributable to theft or vandalism be reported to the local police of appropriate authority as soon as possible after the discovery of the loss, and a written acknowledgement of the report be obtained.

There is no insurance for:

- damage or loss arising from electrical or mechanical breakdown of any item;
- damage to, or replacement of, any electronic data or software;
- scratching or breakage of fragile/brittle items (this exclusion does not apply to photographic or video equipment, binoculars, spectacles or contact lenses);
- damage or loss arising from wear and tear, except for travel documents, money and credit cards, deterioration, atmospheric or climatic conditions, mould or fungus, insects, rodents, vermin, or any process of cleaning, ironing, pressing, repairing, restoration or alteration;
- luggage, personal effects, electronic equipment, business property, travel documents or money shipped under any freight agreement, or items sent by postal/courier services;
- losses due to depreciation or devaluation of currency;
- loss of damage arising from confiscation or destruction by Customs or any other authorities;
- losses recoverable from any other source (e.g. tour operators, airlines, other insurances); and
- contractual obligations in relation to a mobile phone purchase.

In respect of Electronic Equipment, insurance will not pay where theft, or attempted theft, occurs while electronic equipment is left unattended (other than when securely locked inside a building or securely locked out of sight inside a vehicle). However, this exclusion shall not apply in circumstances where the insured person leaves such property temporarily unattended whilst on any passage and takes all reasonable precautions to safeguard the property and has no option other than to leave the property temporarily unattended.

RENTAL VEHICLES EXCESS

You may be eligible for reimbursement of any excess or deductible payable under a comprehensive motor insurance policy, which an insured person becomes legally liable to pay, arising during a journey in respect of loss by theft, collision, or damage to a rental vehicle during the rental period (not exceeding the sum insured). Rental vehicles insurance must be purchased from the car hire company upon renting of a vehicle for coverage to apply.

MISSED TRANSPORT CONNECTION

Cover under this section only applies where an insured person must attend a scheduled meeting which cannot be delayed.

The insurer may pay the reasonable extra expenses actually and necessarily incurred (net of any recoveries to which an insured may be entitled from a common carrier) to enable the insured person to use alternative services and arrive at their destination on time.

RESTRICTIONS OF THE UNIVERSITY CORPORATE TRAVEL INSURANCE

As a student, UON's Corporate Travel Insurance does not extend to any personal travel you do in addition to the University travel. If you are undertaking personal travel, we recommend that you arrange private travel insurance for the entire duration of your trip.

Public holidays and weekends are covered provided the insured was at class or engaged in University approved activity on the gazetted work day prior and the gazetted work day following the weekend or public holiday. In addition, semester breaks and a week prior to commencement of exchange are covered – provided you are not travelling outside the host location.

Spouses and dependents are not covered.

There is no coverage for travel to DFAT Rated "DO NOT TRAVEL" countries (as at time of booking).

There is no coverage for high risk activities – examples include, but are not limited to:

- any snow sport, such as skiing, snowboarding, ice-climbing etc;
- hunting;
- racing (other than on foot);
- polo playing;
- hang gliding;
- rodeo riding;
- base jumping;
- sports activities in a professional capacity;
- mountaineering or rock climbing using ropes or guides;
- scuba diving (unless the insured person hold an Open Water Diving Certificate, or is diving with a qualified diving instructor).

MAKING A CLAIM

Any questions, queries or notification of a potential claim should be sent to insurance@newcastle.edu.au. Failure to provide Insurance with notification of an incident within thirty (30) days may affect your ability to make a claim under the Policy (unless it can be shown that it was not reasonably possible for you to provide notification within this period).

Once you have completed a claim form, you may send it to insurance@newcastle.edu.au for lodgment. You will need to provide copies of all relevant documentation that serves as proof of loss – this may include receipts, medical certificates, police reports, airline correspondence, credit card statements etc. Your claim may be denied if it is not lodged within 6 months of the date of loss/injury.

The insurer will undertake necessary investigations in processing the claim, which will require your cooperation. Failure to cooperate with investigations may result in denial of the claim or cancellation of the policy. Additionally, if any claim is discovered to be fraudulent in any respect – the insurer will be under no liability to accept or approve the claim.

EMERGENCY ASSISTANCE – INTERNATIONAL SOS

The University of Newcastle has a 24/7 resource on call, online and on the ground to help with any medical, security and logistical questions, concerns, and situations that may arise while travelling on approved University activity. If a traveler requires a medical referral, loses their medication, is seeking pre-travel advice, or experiences a medical or security crisis – contact International SOS, they will ensure you receive the care and expertise needed, whenever and wherever you need it.

Take advantage of this powerful resource by calling the International SOS assistance centre, which has physicians, multilingual coordinators, operations managers, logistics support personnel, and medical and security professionals on hand to speak with you.

The University of Newcastle's membership number is 12ACPA000086. Please quote this when calling, accessing online resources or signing into the app.

Emergency contacts can be found at: internationalsos.com
ISOS Sydney contact number: +61 2 9372 2468



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