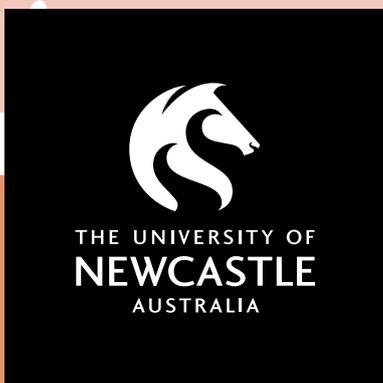


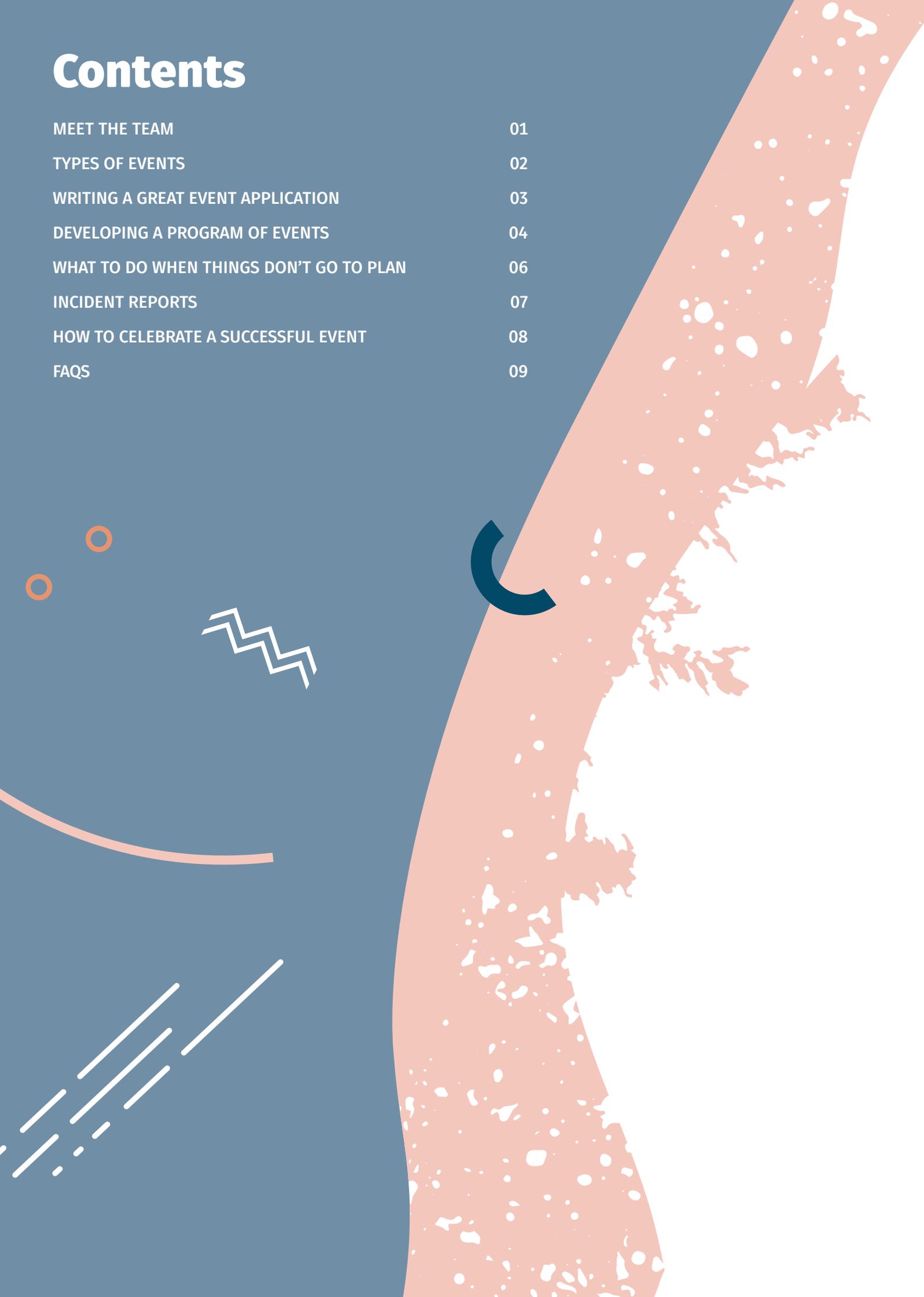
ResWise Social Toolkit



STUDENT LIVING

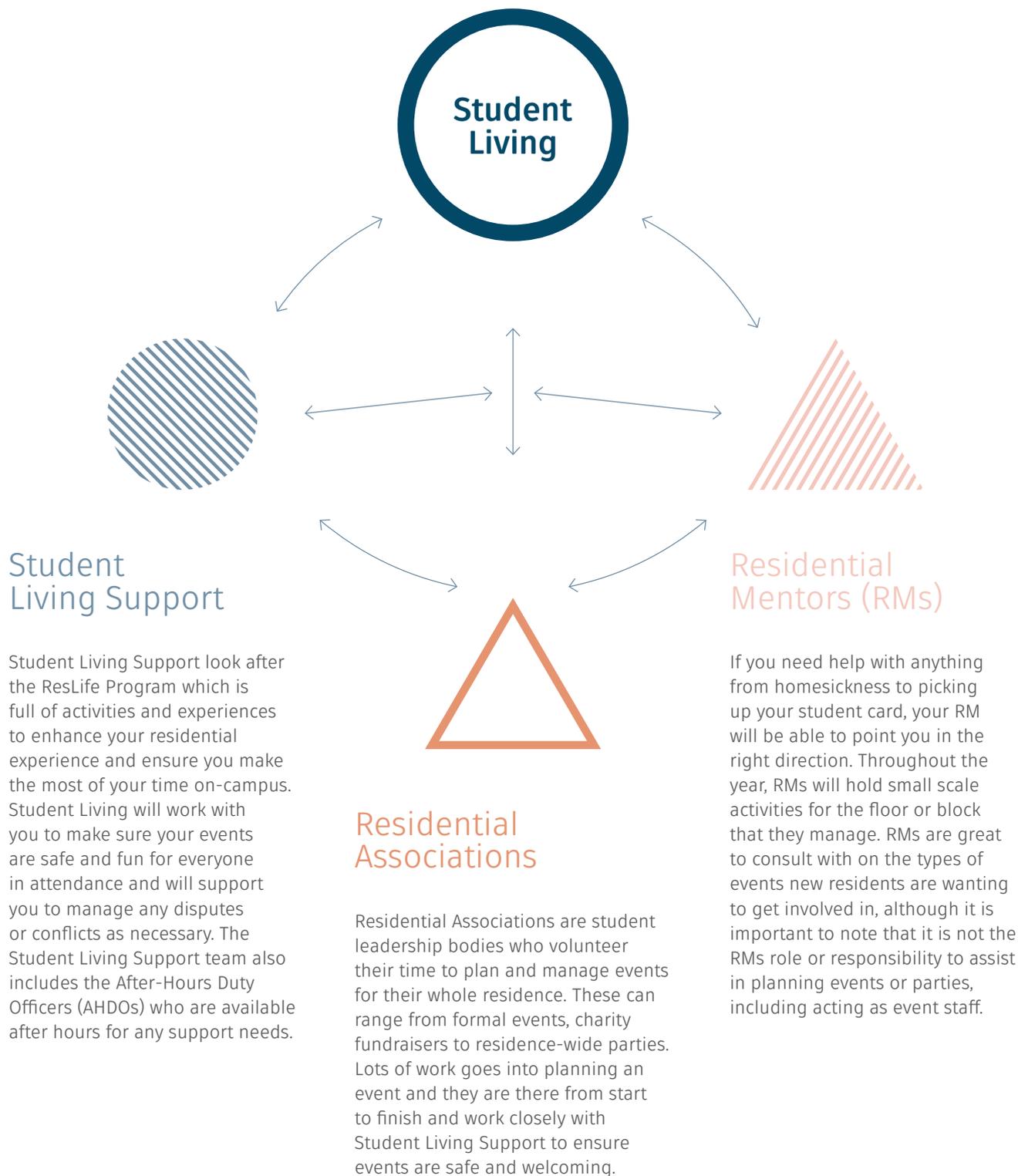
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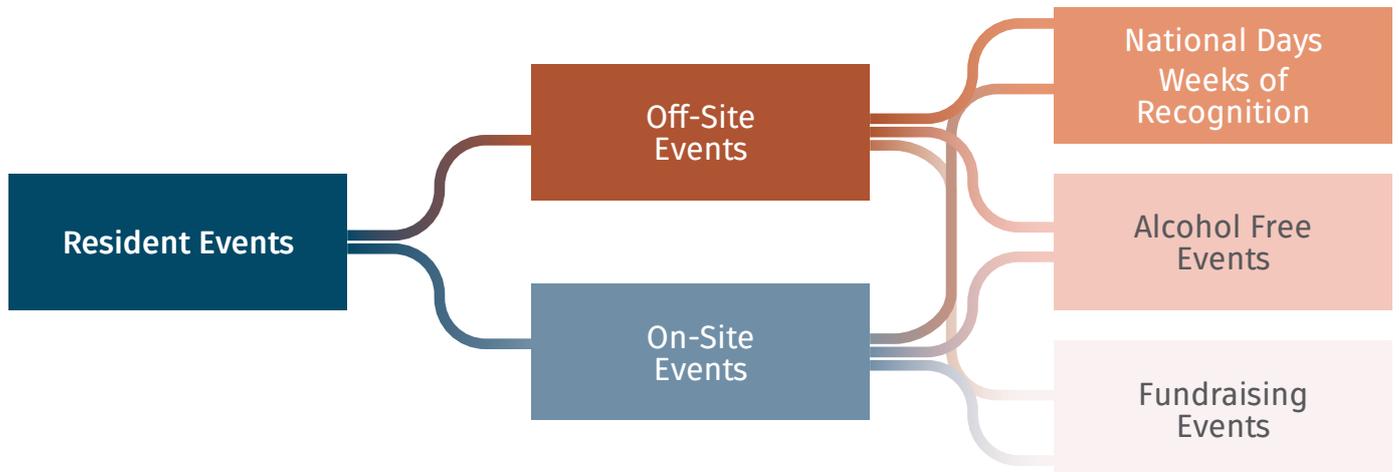
Meet the Team

Running events at Student Living requires everyone to work together to ensure the event is successful. Learn more about what our teams do, and how we collaborate to provide an exceptional Student Living experience.



Types of Events

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 risk mitigation strategies differ for each event.



Off-Site Events

Off-site events are held at locations outside of the accommodation precinct. These can include going to sporting or music events, events at local bars and clubs, picnics and beach days.

Things to consider

- Bar on the Hill provide lots of free and low-cost options for students wanting to utilise their facilities. Contact Bar on the Hill on holla@uonbars.com.au

Off-site events with alcohol require:

- One event host and two event support crew who remain sober for the event to assist with transport, the wellbeing of your attendees and to be contacts for the venue staff in case challenges arise during the event.
- A detailed transport plan for how you will be getting to and from the event
- Food, water and security to be provided for the event attendees.
- Risk assessment

On-Site Events

On-site events are any gathering that you organise at your residence. These can be BBQs, Potluck dinners or Trivia nights, to name just a few.

On-site events are a great way to create connections with the people you live with and provide a diverse range of events for residents.

Things to consider

- On-site events are for current residents only
- Risk assessment
- All contractors to have an [induction certificate](#)
- Food, water and shade provided for the event attendees.
- One event host and two event support staff who will remain sober for the event.
- A plan for tracking attendees, such as wristbands

National Days Weeks of Recognition

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

Things to consider

- The university facilitates multiple events as part of these celebrations. Get in touch with [UNSA](#) or [Student Central](#) on ways to incorporate these events in your planning.

Alcohol Free Events

It is important to include a range of different opportunities for residents to spend time and get to know one another.

Having alcohol free events available to your community ensures inclusivity across multiple cultures and age groups. Movie nights, potluck dinners and beach days are popular alcohol-free event ideas.

Fundraising Events

Fundraisers can span across any of these categories. Please indicate on your Event Application form if you are doing any fundraising during your event.

Forms and Resources



[Event Application Form](#)



[Risk Assessment Form](#)

These forms can also be accessed in the 'Forms and Resources' section on the Accommodation Portal.



Writing a great Event Application

The purpose of submitting an application is so that Student Living can check all the details and ensure that you have everything you need to host a fun, safe event. If you are unsure of how to answer a question in the application, you can always contact Student Living before submitting to make sure you have the right details. Don't forget that events must be approved by Student Living in order to utilise the University's insurance.

1. Brainstorm ideas

It is important to develop a wide range of activities and events to include as many different residents as possible. Ask your residents what kind of events they want to see in their community.



2. Event crew

Nominate your event crew. Make sure all event crew have read their responsibilities. (More details on page 5)



3. Timeline

Develop a detailed event timeline – this is important to communicate how the event will run to your attendees but also to Security and AHDOs.



4. Catering

Decide on catering – Food is a great way to bring people together. It is also important to supply food when there is alcohol present.



5. Activities

Organise at least two activities that help people connect and get to know one another.



6. Let us know

Discuss your plans with Student Living who can support you to develop your Risk Assessment and assess whether Security will need to be booked.



Completed!

Developing a Program of Events

You will be asked to submit your event plans before each O-Week and each Semester. Student Living Support will provide you with dates and times for your events to ensure clashes do not occur.

Example O-Week Calendar



One or less
off-site event
without alcohol
present



One or less
off-site event at
a licensed venue

Example Semester Plan



Two or less
off-site events
without alcohol
present



Two or less
off-site events at
a licensed venue

Pre-Event Activities

Sometimes before a large event you may want to catch up with friends to have a few drinks and then travel to the event together. These gatherings are usually small, informal and unplanned. They should not go for longer than an hour and have no more than a few people.

Some things that tell us your event was planned could include:



Social media
or group chats
promoting
pre-drinks



More than 30
attendees



Gathering that
lasts for longer
than an hour



Decorations



A theme or
dress ups

Please remember you have neighbours close by and an obligation to be respectful and aware of noise levels.

If for some reason too many people show up to your pre-drinks, call Student Living Support or an AHDO to support you to manage the situation.

Event Host Responsibilities

As an Event Host it is your responsibility to ensure that everyone at your event is safe and feeling included. There is a lot of work that goes into this and it is important you understand what is expected of you and how you can be supported in this role.

When applying to hold an event, a resident must self-nominate as being responsible. This person becomes the Event Host and agrees to take on certain responsibilities as part of the role.

Before the Event:

- **Attend security briefs** – a few days prior to your event you will need to meet with Student Living Support (and Security where necessary) to go through your event plans and discuss any needs you may have during the event, especially in cases where Security is required i.e. monitoring high foot traffic areas, monitoring excessive alcohol consumption or anti-social behaviour, monitoring event attendee wristbands etc.)
- **Be the main point of contact** – this may include before the event to clarify details, during the event for AHDO and security and after the event if an incident occurs.
- **Order food and equipment** – You will be able to make some purchases through your subsidy. Please make sure you are available and contactable for any deliveries or equipment hire.

During the Event:

- **Remain sober for the duration of the event.** This means not using any drugs or alcohol that may impede your ability to manage tasks.
- **Lead the event crew** – two other association members will self-nominate as 'Event Crew'. They will also remain sober for the duration of your event and be there to assist you with set up and pack up. As well as monitoring transport to and from the venue (where necessary)
- **Manage the Attendee List** - With the support of Security you must ensure that only those invited to your event are attending. (e.g. only current residents are able to attend events taking place within the Student Living precinct).

After the Event:

- **Clean up** – you will need to finalise clean up by 10:00am the day after your event.
- **Incident Reports** – If any incidents occur during your event it is your responsibility to fill in an [incident report form](#).

Attendee Lists

An attendee list of who is coming to your event is very important when organising an event. Having a list of attendees allows you to make sure the people attending your event are invited, known to the event staff and ensures the safety and wellbeing of everyone there.

This is especially important when organising an event onsite as this is where people live, work and study. It also ensures attendee numbers are capped at a set number and events don't become unmanageable for the event host and event staff. Knowing how many attendees you should expect at your event and who they are (residents or non-residents) should also be an integral part of your event planning and risk assessment.

In order to achieve this, attendee lists will need to be provided to your Student Living Support Coordinator the day before your event at 9:00am in order to be reviewed and approved included within the AHDO and Security briefing.

Don't forget that on-campus events are for current residents only. If you would like to hold an event where guests or alumni are invited, then this will need to take place at an off-campus location.

When Things Don't Go To Plan

Sometimes, even with the best planning, things may go wrong. Responding to these issues is an important part of event management and upholding your responsibilities as the event host.

Example situation 1

An attendee at an event is unwell and stumbling. You ask if they are okay and they say they are feeling unwell, but they'll be fine. They sit down and are slumped over.

- 1**
Make sure the attendee is safe
Are they sitting in a space that is quiet and comfortable? Are they conscious?
- 2**
Notify Security
It is their job to triage support and keep an eye on the attendee.
- 3**
Notify your event crew
Make sure there is someone available to sit with the attendee until they feel better. Security will be working with you to ensure the safety of the attendee.
- 4**
Contact us
If you are still uncertain if the attendee is safe contact Student Living Support or the After-Hours Duty Officer. They can continue support during and after the event has concluded.
- 5**
Report it
File an incident report so that the Health and Wellbeing Coordinator can check in with the resident after the event.

Example situation 2

Charlie is upset and yelling at Riley. Riley accidentally bumped into Charlie and spilt their drink. Charlie is slurring their words and is pushing Riley.

- 1** Notify Security immediately
- 2** Remain calm and advise other attendees to maintain a safe distance from the incident. Wait for Security to arrive.
- 3** File an incident report so Student Living can check in with the wellbeing of those involved.

Example situation 3

An attendee has tripped and cut their knee.

- 1** Notify the event crew that are trained in First Aid.
- 2** Support the attendee to use the First Aid Kit.
- 3** Notify Security if extra support is needed.

Example situation 4

An unapproved event has been planned to go ahead.

- 1** An event has not been approved by Student Living, but your Association committee members wish to go ahead with the event anyway.
- 2** Remind your committee members that unapproved events are not covered by insurance and that the Association could be liable for any property damages or injuries that occur at the event. Try and resolve this through a conversation first.
- 3** If you are unable to resolve take the matter to Student Living Support. You will be able to remain anonymous if need be.

Incident Reports

What is an incident report?

Incident Reports are a way for all residents to communicate to Student Living when things don't go to plan. These reports give us an opportunity to reflect and learn about things going wrong. The more we learn, the better we get at holding fun, safe events.

When should I fill in an incident report?

There is no issue too small or large to report as an incident. If you are unsure whether to report something you can always contact Student Living Support or AHDOs and talk through your concern first.

Emergency Services

Police Emergency:	000
Police Non-Emergency:	13 14 44
UON Security	(02) 4921 5888

University Support Services

After Hours Duty Officers:	(02) 4913 8888
University Counselling (Callaghan):	(02) 4921 6622
University Counselling (Ourimbah):	(02) 4348 4060

Community Support Services

Sexual Assault

NSW Rape Crisis:	1800 424 017
Newcastle Sexual Assault Service:	(02) 4924 6333

Mental Health

Lifeline:	13 11 14 (24 Hrs)
Headspace:	1800 650 890

Medical Support

Family Planning NSW (Newcastle):	(02) 4929 4485
HNEAHS Pacific Clinic (Newcastle):	(02) 4016 4536

LGBTIQ+

ACON (Newcastle):	(02) 4962 7700
Gay and Lesbian Anti-Violence Project:	(02) 9206 2116 or Free call 1800 063060

Culturally and Linguistically Diverse

Translating and Interpreter Services (TIS):	131 450 (24/7)
Transcultural Mental Health:	1800 648 911

How to Celebrate a Successful Event



Make sure you let us know of good news stories from your events!
The Student Living Support team want to know when things have gone well at your event!



Are there photos from the event that we can share on our social media pages?

   @uni_newcastle_residents



Did you raise money for Charity?

Make sure you record the amount of money raised and include this information in your Annual General Meeting and your Annual Report to Student Living.



What were some things you learned?

You will take learnings from every event. Take time to reflect on your experience as an Event Host - is there something you do differently next time? What aspect of the event were successful? How did you feel after the event was over?



Make sure you record this so everyone can hear about your successes.

Share your reflections with other members of your Association committee and the Student Living Support team. Share your new knowledge and skills with other members of your team.



FAQs

SUBSIDY

1. What can we use our subsidy for?

The subsidy can be used for a range of event planning needs i.e. decorations, activities, equipment hire, food, and security. To use the subsidy a tax invoice will need to be supplied and the payee must be a registered business and be set up as a creditor in the University's system.

2. Can we purchase merchandise with subsidy?

You can purchase merchandise with the subsidy. However, as it is using UON funds, merchandise must be approved by Student Living's Marketing team.

3. Can we get reimbursed for costs through the subsidy?

No, you can't. It is important to note that your subsidy cannot be used to reimburse costs or pay for any cash-in-hand costs.

4. How long does it take to process an invoice when using the subsidy?

It can take over a month to pay someone through subsidy as it must comply with the Universities standards and procedures. If the payee is not set up as a Creditor through the University this can take even longer to process. Check with Student Living before you use the subsidy for payment so you can be upfront with the payee around wait times.

CONTRACTORS

5. What is a contractor induction?

For any service that requires an external contractor to come on-site to the University the business must complete this induction before the service is to be conducted. This ensures they are aware of any policies or procedures required to conduct their service on the University grounds. Examples of external contractors include: Jumping Castles, DJs, performance artists, catering services. The contractor induction and more information can be found [here](#).

6. What events will Security need to be booked for?

Student Living will determine whether Security will need to attend an event. As a general rule, security will need to be booked for on-site events that present a higher level of risk (e.g. high risk activities such as jumping castle or contact sports). Student Living may also make a determination, in consultation with an Association committee, that the impact of previous off-site events may warrant the presence of extra security prior to the start of the event and at the conclusion of the event to decrease the potential of negative impacts. The cost of this extra security would need to be covered by the Association's subsidy. Security may also be required for on-site events where more than 70 people are expected to attend.

CONSIDERATIONS

7. Can we have a party the day after an event?

Back-to-back events with alcohol will not be approved by Student Living as it has been seen to lead to excessive alcohol consumption, injury, and anti-social behaviour. It is important to spread your events out to best manage your resources, staffing and the wellbeing of your Association Committee and event attendees. It takes a lot of work to pull off a successful event, having an even spread of events across the semester ensures you, as volunteer organisers, don't burn out.

8. Can we BYO alcohol at events within the Accommodation Precinct?*

No, you can't. If you want to host an Association-led event with alcohol present you will need to book a venue that is licenced like a pub or function space.

9. Can we have non-residents or alumni at our onsite events?

When hosting events for your residence it is important to keep in mind that it is your community's home where they sleep, eat and keep their belongings. For this reason, non-residents are not able to attend onsite events.

10. Can we have a combined event with another residence?*

If you want to hold an event with another residence, this will need to occur off-site at a licensed venue. This is because combined events attract a larger number of attendees and are therefore higher risk. You can only hold a combined event with a maximum of one other residence (two residences in total). Please note that this approach may result in additional Security costs associated with managing the return to campus after the event.

* Event restrictions to be reviewed regularly in line with recommendations from NSW Health.

11. Do event staff need to be sober for the entire event?

It is vital that the event staff remain sober for the duration of the event. They need to be sober and alert in order to manage any emergencies or incidents that may occur. Event staff should also not be under the influence of drugs or hungover from drinking.

It is also vital for event staff to be sober in order to manage the event effectively, including making sure attendees are wearing wrist bands, that any contractors have event staff they can speak to in case of an issue, ensuring attendees safely leave a venue and access transport and so that the event can be run according to the approved event outline.

12. How can we manage the number of attendees that arrive at our event?

It is important to manage the number of attendees at your event as this mitigates risk. There is a section that goes through how to achieve this in detail on page 5

13. What's the difference between 'pre-drinks' and an event?

An event is a planned and organised activity. Check out the section on 'pre-drinks' on page 4 which outlines the differences.

14. Can we sign up with Sponsor Pubs?

As an Association is not a legal entity (except under tax law) it is unable to sign a contract as a group. This means whoever signs a contract with a Sponsor pub is personally liable for any debts or damages incurred. For this reason, Student Living does not support Associations working with sponsor pubs.

15. Can we change the dates of our events on the calendar?

The event dates provided in the calendar have been chosen through considering previous Association event dates, quiet periods, exam periods, semester breaks and periods of high engagement (such as O-Week). Events add workloads not only to Student Living Support staff, AHDOs and Facilities staff but also the committee members running the events. For this reason, it is important the event dates are not altered and go ahead as planned. If you wish not to hold an event on the date provided that is fine but switching or adding dates will not be approved.

EQUIPMENT HIRE

16. Can we have a jumping castle at our event?

This depends on a few things. Where will the Jumping Castle be set up? How will the Jumping Castle be secured? Has the contractor completed their Contractor Induction? How will they be securing the jumping castle. Check in with Student Living first before you book the Jumping Castle to ensure you have all the details and the Facilities Team can also be notified. A detailed Risk Assessment will need to be completed for this activity.

17. Can we have a water slide at our event?

This again depends on the above questions and support needed to transport and set up the equipment. It is also important to double check any water restrictions for the time of the year your event is being held as this will determine whether the activity can go ahead as planned. A detailed Risk Assessment will need to be completed for this activity.

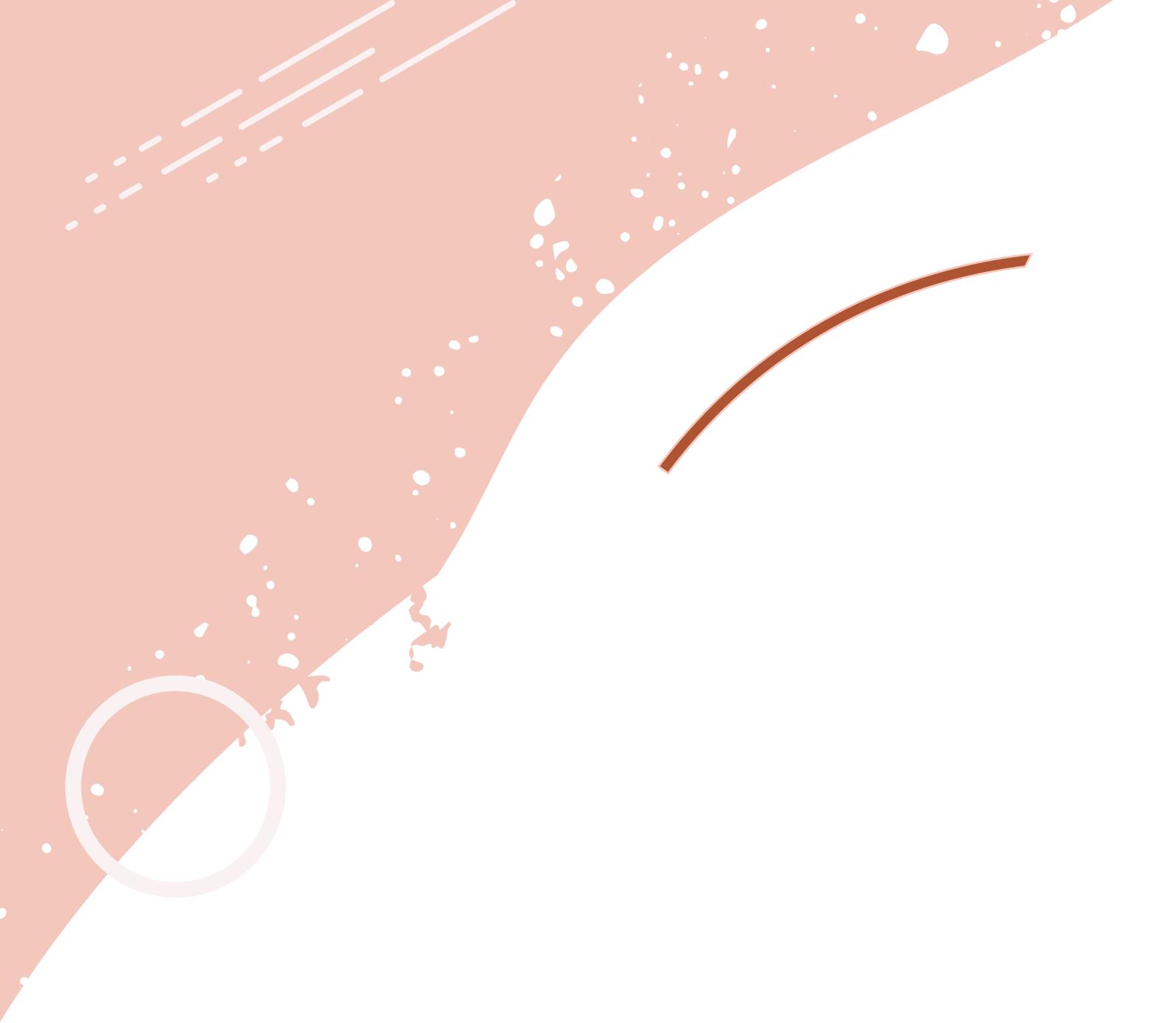
18. Our DJ doesn't have their own PA system, is there somewhere we can hire one?

Yes – Student Living has a small speaker and microphone that can be used. For a DJ or band set up it is best to hire from Student Central Events Team. Usually this will be at no cost unless the equipment is returned damaged. The person operating the PA system will need to complete an induction prior to using it. Talk to your Student Living Support Coordinator who can connect you with Student Central staff.

UNSA also has a range of event decorations and equipment that can be hired at no cost.

19. Can we hire a space at the university that isn't within the Accommodation Precinct?

Yes, you can hire other spaces at the University. You can contact the Venues and Events team for details on this.





THE UNIVERSITY OF
NEWCASTLE
AUSTRALIA

**STUDENT
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