

Event Guidelines for Week 0

Overview

The Make the Most of Melbourne program balances multiple objectives. In addition to welcoming new students to the University community, the program aims to enable students to meet people, understand teaching and learning at university, learn their way around the campus and discover what resources are here to support them.

Student-run events are an integral part of Week 0, enabling commencing students to connect with peers and be introduced to the University's vibrant campus culture.

It is essential that such events take place in a friendly, cooperative and safe environment that is respectful of cultural diversity.

All activities should be scheduled and conducted in a manner that optimises the participation of new students across the entire program in Week 0.

SummerFest

SummerFest is a kaleidoscopic celebration of student life. Hosted by the University of Melbourne Student Union (UMSU), the bold array of things to see, do and eat will provide a fun and accessible introduction to life at university. Carnival Day and Clubs Days are major events in the program.

Event Schedule

Carnival Day:	Tuesday 26 February 2019
Clubs Days:	Wednesday 27 / Thursday 28 February 2019
Sport Clubs Day:	Thursday 28 February 2019 (TBC)

Applications to hold an event during Week 0

Only authorised events can proceed on campus during Week 0.
The online *Grounds Booking Form* must be completed by the applicant group before 10 am Friday November 16 (Round 1).
The *Grounds Booking Form* is located here:
umsu.unimelb.edu.au/getinvolved/clubs/resources-training/expo-preparations/

General Guidelines

Set-up

Only University of Melbourne clubs and societies and departments are permitted to conduct Orientation activities on the University grounds. External individuals, businesses and organisations must obtain the prior written approval of the Student Program Development team or the Student Union.

The physical set up of displays and activities should ensure a clear route of access is maintained for students with accessibility needs.

No stakes, spikes, banners or any other objects may be driven into the grass or ground anywhere in the University. Such action may cause damage to the University's underground services. Any damages will be charged to the club or society.

Adequate provisions must be made for keeping areas free from rubbish throughout the event. Extra bins can be requested on the booking form.

Alcohol Sale and Consumption

The University of Melbourne and UMSU encourage personal and social responsibility in the serving and consumption of alcohol. They do not condone the use of alcohol in any manner that is unsafe, illegal or fails to respect cultural differences and the rights of others.

- The sale of alcohol in any unlicensed area of the University grounds or premises is unlawful.
- The supply of alcohol to minors unless under supervision of a parent or **legal** guardian is unlawful.
- Student clubs and societies may not display alcohol related sponsorship material during Week 0.
- Beverages must not be served in glass containers. Please use aluminium or plastic only.

Permission for the supply of alcohol at student events is subject to compliance with the University of Melbourne Alcohol Policy. **If you are serving alcohol, you must comply with the relevant departmental authorisation procedure.**

Affiliated Clubs & Societies can review the University Policy and obtain the C&S-specific event forms on the Clubs & Societies Resources page: <https://umsu.unimelb.edu.au/getinvolved/clubs/resources-training/>

BBQs

If holding a BBQ, you are encouraged to use the permanent BBQs on campus or those available through UMSU.

There are some permanent BBQ sites on campus, which have some special conditions. The locations are listed online: http://services.unimelb.edu.au/venuehire/general/bbq_locations. When you book the space you also get access to the BBQ. The keys to locked BBQs can be collected from the UMSU Information Centre (Ground Floor Union House) prior to your event.

Alternatively, BBQs can be hired from UMSU: <http://umsu.unimelb.edu.au/get-stuff/equipment/bbq/>

BBQs must be situated on a suitable ground covering (a large piece of cardboard or a ground sheet would be ideal). A suitable metal container must be utilized to catch and collect BBQ runoff. The area must be thoroughly cleaned once the event is finished. All associated rubbish and waste is to be removed from the area and deposited in event bins provided.

Food handling safety guidelines must be followed.

Total fire ban days

Portable gas and electric barbecues may be used provided:

- the barbecue is located within 20 metres of a permanent dwelling (mobile homes, caravans or tents are not classified as permanent dwellings)
- the area for 3 metres around and above the barbecue is completely cleared of flammable material
- an adult is in attendance at all times
- a hose connected to a reticulated water supply or vessel containing at least 10 litres of water is on hand.

System Garden

If you plan to use the System Garden for a function, as a courtesy, inform the relevant surrounding departments and faculties (Botany and FVAS respectively). Security clearance must be obtained if the function is to take place or continue after 4pm or on the weekend as the System Garden is an area of the campus that is kept locked after hours.

Catering

The catering for any event should list the full range of ingredients to allow students to make informed choices about food consumption. Students may have restrictions on their diet for several reasons including personal choice, religion and allergies. We encourage groups to have food choices such as vegetarian, halal etc.

Your club/society/department has a responsibility to ensure you do not endanger the health and well-being of those attending. To do this, you need to think like a professional food-handler when it comes to hygiene and safe food-handling practices.

The City of Melbourne has requirements regarding the operation of temporary food premises. In general, applications for a license must be made in cases where food is sold, or given away as part of a business promotion. However, as Week 0 involves many small, informal events where food is given away and which could not reasonably be set up or policed as temporary food premises, the Health Services division of the City of Melbourne has agreed that provision of formal operating licences in all such cases is not feasible.

It is however essential that the good food handling practices are followed by everyone involved. The City of Melbourne has produced 'A Guide to Food Hygiene' - a step-by-step guide designed to give food handlers a basic understanding of hygiene issues when handling food. Read this document at <http://www.melbourne.vic.gov.au/business/permits-and-approvals/hospitality-businesses/food-safety/pages/guide-to-food-hygiene.aspx>

Groups should prepare their food areas accordingly:

- Provision of hand-washing facilities (eg. a packet of Wet Ones and hand sanitizer if no water is available).
- The food preparation area must have a decent, clean surface, such as a plastic cloth.
- Food that is cooked and waiting for distribution should be in a metal container with a lid.
- Uncooked, perishable food should be in an esky with ice.
- Food should be kept covered during preparation and transport unless being cooked or served.
- Food may be kept 'out of temperature' (i.e. not being heated or kept cold) for up to 4 hours maximum, or one hour in hot weather.

The City of Melbourne may attend Week 0 events to check that these guidelines are followed. It is each club or group's responsibility to ensure that you comply.

Beverages must not be served in glass containers. Please use aluminium, plastic etc only.

Occupational Health and Safety (OHS)

All events must comply with the University's OHS regulations and procedures. Any high risk activities must pass a safety and site inspection. Visit <http://safety.unimelb.edu.au/> for more information about the University's safety requirements.

Amplification

Groups wishing to use amplification must request permission in their Grounds Booking.

Electrical Equipment

All equipment must be safety tested and tagged in accordance with the University's Health & Safety Requirements. Please note failure to ensure your equipment is safety tested and tagged could result in your event being closed down.

You must request access to electricity at the time of your application, including an explanation of what equipment will be used. We cannot guarantee access if you do not provide prior notice.

Risk Assessment

The University is committed to providing and maintaining, so far as is practicable, an environment that is safe and without risks to health for staff, students, contractors and visitors.

With every event it is important to identify health and safety hazards and develop risk controls to ensure any risks are managed or completely eliminated. This includes during the set up of the event, the duration of the event and pack down of the event.

Your department/club may be asked to produce a Risk Assessment or to provide additional details for the completion of an Assessment.

Promotional activity

Posters, notices and other materials may be displayed on the University's poster bollards and authorised noticeboards only. They must not be placed on any other surfaces including paving. Banners must not be hung on or tied to trees, hedges, light poles, tables or marquees etc.

Student clubs and societies may display non-alcohol related sponsorship material only. Clubs may only devote a maximum of 10% of their allocated space to sponsorship material.

Use of pavement chalking is permitted in open-air paved areas, but is prohibited in undercover areas (such as the Old Quad or Raymond Priestley Building undercroft) or on walls and step risers. Chalk must not be mixed with water or any other additive to fix it. Do not use spray-paint, hair-spray or crayons. Chalking must not include any terms or phrases that would generally be considered offensive.

Clubs/societies should not approach students for surveys, questionnaires, recruitment or any other purpose during the Enrolment period and prior to Week 0.

Club members making an approach to a student during Week 0 must state their name, the name of their club and the purpose of their approach. Club members must wear identification labels, which include their name and club name.

For more information about grounds bookings contact

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